



National Council for Training & Social Research

(Established by the Government of National Capital Territory Of Delhi, Department of Labour, New Delhi)

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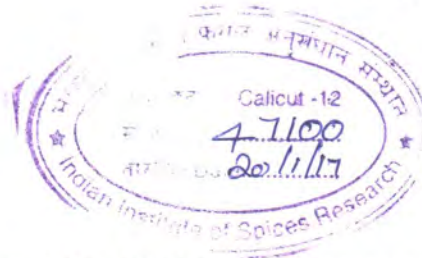
Ref. No. : 666/LET/2016

New Delhi, Date 06th January, 2017

To,

By Registered Post/AD

**The Director
Indian Institute of Spices Research
Kozhikode- 673012, Kerala**



Subject:- Executive Development Programme Call For Nominations

Dear Sir/Madam,

National Council for Training & Social Research (NCTSR), Established by the Government of National Capital Territory Of Delhi, Department of Labor, New Delhi, serves as the apex body and representative of the various segments of Indian Industry with the mandate to provide impetus to collective interest in organized infrastructural development of the nation.

S No.	Topics	Date & Venue	Course Fee (Per Participant) Rs. (Taxes Include)		
			Non Residential	Residential Twine Sharing	Residential Single Sharing
1.	Project Management for Engineers	16th To 18th March, 2017 Venue:- Hotel Jehlum Resorts, Gandhi Nagar, Jammu, (J&K)	30,690.00	42,390.00	53,690.00
2.	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts"	19th To 21st April, 2017 Venue :- "Hotel Shambhala" Leh-194 101, Ladakh (India).	30,690.00	42,390.00	53,690.00
3.	Quality System & Total Quality Management for Building & Highway Projects.	Date 24th To 26th May, 2017 Hotel Silver Rock, Mussoorie, Distt.- Dehra Dun, Uttarakhand	30,690.00	42,390.00	53,690.00
4.	Behavioral Management and Communication Skills	21 st -23 rd June, 2017 Venue :- Megapode Resort Megapode ,Haddo Road Port Blair – 744101, A&N Islands	30,690.00	42,390.00	53,690.00

The response has been tremendous from various Govt. departments including PWD, Housing, Rural, Urban Development DEPARTMENT, Development Authority, Boards & Corporations etc. I am approaching you through this letter with a request to disseminate the list of these program to all the departments of your State so that they can avail advantage of the same. These program shall help the State planners to identify the areas of weakness in system and boost the economy and employment of the State.

I am sure you will like to nominate the Engineers, Architects, Administrators for this program.

For more details Contact at Mobile No 09911295435 Email:- infonctsr@gmail.com, officenctsr@gmail.com

We would also welcome invitation from your side for In- House Training programme at your premises.

Thank you and assuring you of our best service as per our tradition,

With best regards,

Yours Truly,

For National Council for Training & Social Research

Amit Gupta

Amit Gupta, (Executive Director)

*WPD
21/1/17
S. Jayashree*

PROJECT MANAGEMENT FOR ENGINEERS

Date:- 16th To 18th March, 2017 (3 days), Venue:- Hotel Jehlum Resorts, Gandhi Nagar, Jammu, (J&K)

Opting for residential accommodation are requested to go directly and stay in A/C rooms at Venue:- Hotel Jehlum Resorts, Gandhi Nagar, Jammu, (J&K), Check In :- 15th (Afternoon) & Check Out :- 18th March, 2017 (Forenoon)

INTRODUCTION

As is well known, most projects are very complex, have numerous inter-dependent and inter-related activities, involve heavy investments, require high level of technology and need effective management of voluminous resources. They cross geographical boundaries, corporate channels, traditional systems and cultural diversities. Modern projects have inherent difficulties, uncertainties and risks. They interact technically, economically and socially with the environment. The fast changing environments of the present era impose numerous financial, legal, ethical, environments, and logistic constraints. Project management involves use of technical and management skills to achieve the project objectives, within the specified time, budgeted cost and predefined quality specifications, by leading the project participants, efficiently, effectively and ethically. While our engineers possess technical expertise, they often lack project management skills.

OBJECTIVE

The main Objectives of the Course are to discuss advanced project management tools so as to orient engineers with the knowledge and skills needed to manage such projects, covering aspects like formulation of a project and management of its scope, organization, time, resources, costs, quality, procurement, risks, information system and interpersonal skills.

CONTENTS

Introduction-Project Planning, Implementation & Control, Formulation and Appraisal, Time Management, Resource Management, Cost Planning and Control, Quality, Safety and Environment, Procurement and Contract management Risk Management, Online Computerized Monitoring System (OCMS), MS Project, Managing Project Information system, Financial Management, Organization, Team building and Interpersonal skills
Case Studies *The participants will be issued course material during the course.*

"ARBITRATION AND DISPUTE SETTLEMENT MECHANISM VIS A VIS CONSTRUCTION CONTRACTS"

Date 19th April, 2017 To 21st April, 2017 Venue :- "Hotel Shambhala" Leh-194 101, Ladakh (India). Opting for residential accommodation are requested to go directly and stay in A/C rooms at "Hotel Shambhala" Leh-194 101, Ladakh (India).
Check In :- 18th April, 2017 (Afternoon) & Check Out :- 21st April, 2017 (Forenoon)

THE TOPICS TENTATIVELY PLANNED TO COVER ARE:

Dispute Settlement Mechanism in Construction Contracts, The Law relating to Arbitration –Domestic and international, Relevance of Law of Contract in Dispute Resolution, Emerging Trends in Judicial Approach to Domestic and International Arbitration, Party Autonomy and Avoidance of Delays in Arbitration, Qualification and Professional Ethics required of an Arbitrator, Enforcement of Awards.

We are sure that this programme will benefit your executives, engineers and officers and you will extend your support to make our attempt purposeful and successful .

QUALITY SYSTEMS & TOTAL QUALITY MANAGEMENT (TQM) FOR BUILDINGS & HIGHWAY PROJECTS

Date 24th To 26th May, 2017, Hotel Silver Rock, Mussoorie, Distt.- Dehra Dun, Uttarakhand
Opting for residential accommodation are requested to go directly and stay in A/C rooms at "Hotel Silver Rock, Mussoorie, Distt.- Dehra Dun, Uttarakhand, Check In :- 23rd May, 2017 (Afternoon) & Check Out :- 26th May, 2017 (Forenoon)

OBJECTIVE :

Upon completion of the course the participants will :

Be able to understand the requirements of specifications For Buildings road and bridge works, become familiar with quality standards for highway projects, be able to implement the quality standards, become familiar with testing procedures

Course Contents : -

- A) Specifications for Buildings, Roads and Bridge Works Performance standards, Quality Control Tests
- B) Quality Systems : Quality Control and Quality Assurance For Road works, For Bridge works, For Buildings Works
- C) Testing Procedures-Sampling procedures, Laboratory work on various Tests, Laboratory Equipment

Course Co-ordinator : Director, EDC, Course Faculty : Eminent professionals in the field (retired/serving) from M/o

SRT&H, NHAI, CRRI, IITs, PWDs, Consulting firms. Target Group : This course is designed for Chief Engineers, SE, Executive Engineers.

BEHAVIORAL MANAGEMENT AND COMMUNICATION SKILLS

Date 21-23 June, 2017, Venue :- Megapode Resort, Megapode ,Haddo Road , Port Blair – 744101,
South Andaman, Andaman & Nicobar Islands , India.

Opting for residential accommodation are requested to go directly and stay in A/C rooms at Megapode Resort Portblair,
Andaman & Nicobar Islands (India) Check In :- 20th June, 2017 & Check Out:-23rd June, 2017

OBJECTIVES

The program me aims to

Introduce candidates to the building blocks of every organization

Instill into the managers the qualities required in an effective leader

Inculcate the importance of positive attitude

Instruct on the importance of motivation, enrichment of jobs and enhance benefits

Judge these abilities along with conflict resolution techniques existing in the managers by conducting exercises

Identify effective communication skills both verbal and non-verbal

Develop presentation skills and public relations ability

Expose to the importance of team building and leadership qualities

Diagnose these abilities in the candidate by psychometric tests

CONTENTS

Group dynamics, Dream team, Building blocks of an organization, Attitude and motivation

How to enrich jobs, Leadership , Communication skills, Presenting a report, Technical writing

Public relations, Effective time management, Conflict management, Target setting

Identification of workplace problems and their solutions

The participants will be issued course material during the course.

Who Should Attend? Administrators /Chief Engineers SE/EE to Project Manager

OUR FACULTY

We have our own regular Faculty. In Service officers are also invited by us as Guest Faculty. All our faculty members have rich in experience since they are mostly retired Joint Secretaries level of the Govt of India.

METHODOLOGY

Our main emphasis is on having full involvement of the participants in the subject matter under discussion. Our faculty members deliver lectures intercepted by discussion with participants on each topic so as to ensure that they get full grasp of the subject and have clear concept of the rules and their application. Case studies, group discussion, exercises etc. are also held.

NOMINATION

Each Nomination, Residential/ Non Residential, should be accompanied by a Demand Draft of the required amount drawn in favor of "National Council For Training & Social Research" payable at New Delhi and should be sent in advance along with the nomination. Payment for Defence Employees will be received after completion of the course and submission of our pre-receipted Bills.

Cheques of Outstation Units will not be accepted.

Substitution of nominees can be permitted.

Opting for residential accommodation are requested to go directly and stay in A/C rooms the participants regarding their stay and is absolutely optional. Participants are free to stay at any other place of their choice and convenience.

Non-Residential-Please send the payment in advance on before commencement of the Program

Residential-Accommodation would be available if confirmed Payment in advance before Commencement of the Program.

Payment may please be made through Bank Draft in favor of "National Council For Training & Social Research" payable at New Delhi.

TEA/COFFEE BREAK

11:15 AM to 11:30 AM & 03:15 PM to 03:30 PM

LUNCH

01:00 PM to 02:00 PM

ADMISSION PROCEDURE

Admission will be made on first come first served basis only. Intimation regarding admission of the nominee to the program will be communicated as soon as possible after the receipt of nomination.

PROGRAMME DURATION & SCHEDULE

It will be a three days Technical Workshop will be conducted from 9.30 AM to 5.00 pm daily. There will be 4 sessions each day. Each session will be of 75 minutes duration.

REPORTING TIME

The participants are to report for registration at 9:00 AM at Venue.

ARRANGEMENTS BY US

Working Lunch, Tea/Coffee with Snacks, Course material, Pad, Pen, Bag/Folder, Participation Certificate.

Transport:-The candidates have to make their own arrangements.

Certification

The participants will be awarded certificates on completion of the course without any absenteeism on 3rd day at the end of the course.

FURTHER INFORMATION

It is hereby reaffirmed that the aforesaid Program shall be conducted as Per schedule and will not be changed / postponed or cancelled except for reasons unforeseen & beyond our control.

Note: Or You can call the Central Line +91-9911295435 for any queries regarding the Workshop Further enquiries and correspondence regarding admission and other matters relating to the program may be addressed

Sh. Amit Gupta (Executive Director)	Malika Sethi Prog Co-ordinator
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Note: - In house Training Program are also organized by us. In-house training programs at the premises of sponsoring organizations – Subjects can be selected by the sponsors.