

## ABOUT NATIONAL PRODUCTIVITY COUNCIL

National Productivity Council (NPC) is a national level organisation promoting productivity culture in India. Established as a registered society by Government of India, NPC is functioning under Ministry of Commerce & Industry. It is an autonomous, tripartite, non-profit organisation having equal representation from government, employer and worker organisations and from technical and professional institutions on its Governing Council. NPC provides consultancy and training, and undertakes research in the areas of productivity besides implementing productivity promotion programmes of the Tokyo based Asian Productivity Organisation (APO), an inter-governmental body of which Government of India is a founder member.

NPC is engaged in providing training in the areas of Productivity, Quality and Organisational Effectiveness for more than five decades in India. Consultancy assignments are taken up on the basis of the requirements identified. The services offered include:

- Total Quality Management (TQM) & Six Sigma
- World Class / Lean Manufacturing
- Implementing Productivity Techniques like quality Circles, Kaizen, 5-S
- Productivity Study and Productivity Norms
- Impact Assessment & Evaluation Studies
- Productivity and Competitiveness Studies
- Organisational / Business Process Re-engineering
- System & Procedure Analysis and Manpower Assessment & Planning
- Management Development Training
- Training Needs Assessment
- Designing Performance Appraisal System
- Competency Mapping, HR Audit
- Customer Satisfaction Measurement

**TRAINING:** Training is provided to Senior/Middle/Junior level executives, Supervisors Workers Trade Union Leaders from Private, Public, Government, Cooperative Sectors, Banks, etc., according to the needs of the organisations with the focus on providing inputs for improved resource management and enhancing managerial adaptability to meet the requirements of fast changing work environment.

## FORTHCOMING TRAINING PROGRAMME OF ES GROUP

PROGRAMME	DATES	VENUE
Effective Office Administration and Financial Management	March 24-28, 2020	Gangtok, Sikkim

## RESIDENTIAL TRAINING PROGRAMME ON PROJECT MANAGEMENT

## & FINANCIAL MANAGEMENT

Port Blair

(January 21-25, 2020)



Economic Services Group

**NATIONAL PRODUCTIVITY COUNCIL**  
(Under Ministry of Commerce & Industry, Govt. of India)

Lodi Road, New Delhi - 110003

## INTRODUCTION

Project Management is a professional discipline with a body of knowledge and a specific set of skills and competencies. The world in which organizations operate today is rapidly becoming more complex than ever before. Major shifts in technology, business and economic environment presents ample opportunities and many challenges to organizations. Effective Project Management is essential to achieve project goals and objectives within the time and budget constraints.

Good Financial Management is essential for an organization to succeed. It helps in making effective use of resources, fulfill commitments to stakeholders, gain competitive advantage and prepare for long-term financial stability to accomplish the objectives of the organization.

National Productivity Council (NPC) Training programme has been designed to inculcate the importance of Project Management & Financial Management within the organization and shall emphasize on various aspects of managing financial resources more productively in improving managerial effectiveness and performance.

## OBJECTIVES

- To impart concepts on Project Management and Financial Management to the participants;
- To familiarize with project finances and decisions regarding estimating and overall project cost management
- To provide insight into Project Planning, Implementation, Physical and Financial Management
- To provide the participants an opportunity for sharing experiences and team learning to meet diverse challenges;

## CONTENTS

- Concept of Project Management
- Participatory Project Planning
- Project Management Team, Roles and Responsibilities
- Approaches to Financial Management
- Tools and techniques of Financial Risk Management
- Financial Decision Making & Valuation Techniques

## PARTICIPANT'S PROFILE

Officials from Government Departments, Universities, Academic Institutions, Public Sector Undertakings, Private Sector Units, Cooperatives, Financial Institutions, NBFCs, Corporations, Public Works Department etc.

The programme is also useful for junior level executives and officers who are likely to assume the managerial role in future.

## FACULTY

Senior NPC consultants and experts would conduct the training programme.

## METHODOLOGY

Methodology of the training programme would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

## PROGRAMME SCHEDULE

### Port Blair ((Jan 21-25, 2020)

Programme starts on	21-01-2020 at 1530 hrs.
Programme closes on	24-01-2020 at 1800 hrs.
Check in for Residential Participants	21-01-2020 (AN)
Check out for Residential Participants	25-01-2020 (FN)

NPC will not provide accommodation before or after the above dates. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.

The accommodation will be booked for a total of 25 participants on first-come-first-served basis subject to realisation of participation fee before the start of the programme.

## PARTICIPATION FEE

Rs. 49,000 (Rupees Forty Nine Thousand only) plus GST @ 18% per participant for Residential Participants. The fee includes boarding/lodging charges and the cost of programme material. Rs 37,000 (Rupees Thirty seven Thousand only) plus GST @ 18% per participant for Non Residential Participants. **As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, Union Territory Administration under any training programme for which total expenditure is borne by the Central Government, State Government, Union territory administration.**

Fee may be remitted either through Demand Draft, RTGS or NEFT.

- The Demand Draft should be drawn in favour of **National Productivity Council** payable at **New Delhi**.

- National Productivity Council Bank Details

**Indian Overseas Bank, Golf Links, New Delhi –110003**  
**SB A/c No. 026501000009207 IFS Code: IOBA0000265**  
**MICR Code of Bank: 110020007**  
**GSTIN: 07AAATN0402F1Z8 PAN: AAATN0402F**

For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges would be Rs.9,000 and Rs.7,000 respectively for the entire duration, payable directly to the hotel by the participant.

Participation fee is non-refundable. However, substitution can be made or the fees can be adjusted against future nominations.

## CONTACT INFORMATION

Further enquiries regarding participation in the Training Programme may be addressed to:

**Shri Rajesh Sund**

**Director(ES), NPC**

**Faculty & Programme Coordinator**

**Ph.91-11-24607303/9868844272/8799784715**

**Fax: 91-11-24615002; Email: rajesh.sund@npcindia.gov.in**

## REGISTRATION

Nominations stating **GST No. of Organization/Institution, Participant's Name, Designation, Contact Address, Telephone, Fax, Mobile Number, and Email ID**, along with DD/Cheque or details of UTR No. towards Participation fees including GST @ 18% should reach latest by **Jan 03, 2020** to the following address:

**Dr. K P Sunny**

**Programme Director & Group Head (ES)**

**NATIONAL PRODUCTIVITY COUNCIL**

**5-6 Institutional Area, Lodhi Road, New Delhi 110 003**

**Phone: 91-11-24607350/09811045547**

**Fax: 91-11-24615002; Email: kp.sunny@npcindia.gov.in**