

## 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

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 & Financial Management	20-24 Jan. 2020	Port Blair, A & N
Project Management & Financial Management	21-25 Jan. 2020	Port Blair, A & N
Effective Office Administration & Financial Management	24-28 March, 2020	Gangtok, Sikkim

## RESIDENTIAL TRAINING PROGRAMME **Resource Management, Monitoring and Evaluation** Dec 09-13, 2019 Goa



Organised By



**Economic Services Group**  
**NATIONAL PRODUCTIVITY COUNCIL**  
 (Under Ministry of Commerce & Industry, Govt. of India)  
 Lodi Road, New Delhi - 110003

## INTRODUCTION

Resource management comprises the acquisition and deployment of the internal and external resources required to deliver the project, programme or portfolio. Resource management is the aspect of project planning that focuses on the supplies used to produce a deliverable. It is essential process for managing various resources effectively to achieve project goals and objectives within the time and budget constraints. It is a broad category of management as opposed to discipline in itself for planning, leadership and control of resources so that the right resources are assigned to the right tasks.

Monitoring and Evaluation is a process that helps improve performance and achieve results. Its goal is to improve current and future management of outputs, outcomes and impact. It provides a way to assess the crucial link between implementers, beneficiaries and decision-makers by providing desired information showcasing project progress thereby contribute to transparency as well as accountability.

Managing resources involves schedules and budgets for people, projects, equipment, and supplies. Organizations have been utilizing Monitoring and Evaluation process to assess the development of projects, the resource management and other activities or administration. NPC training programme would help to understand various approaches to provide greater control over project delivery, optimizing project scheduling, balance workloads, and increase productivity. The training programme has been designed to enable participants to contribute effectively within the organization by imparting tools and techniques of systematic collection and analysis of information to track the progress of project implementation against pre-set targets and objectives with a view to control over-allocation of resources across multiple projects.

## OBJECTIVES

- To impart concepts and techniques on Resource Management to the participants;
- To understand process for managing various resources effectively;
- To enable the participants to carry out project monitoring and evaluation, and describe outputs common to all knowledge areas at their work place.
- To describe the risk monitoring and controlling process;
- To provide the participants an opportunity for sharing experiences and team learning to meet diverse challenges;

## CONTENTS

- Concept of Resource Management: Team, Roles and Responsibilities;
- Participatory Project Planning, Resource Management, Optimize team performance;
- Concepts, Objective and Approaches of Project Monitoring and Evaluation;
- Tools and Techniques for Resource Monitoring and Evaluation

## PARTICIPANT'S PROFILE

Middle/Senior level Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Labour Unions/Associations etc.

## FACULTY

Senior NPC consultant and external expert 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

### Goa (Dec 09-13, 2019)

Programme starts on	09- 12-2019 at 1530 hrs.
Programme closes on	12 -12- 2019 at 1800 hrs.
Check in for Residential Participants	09- 12-2019 (AN)
Check out for Residential Participants	13- 12-2019 (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 about 20 participants on first-come-first-served basis subject to realization 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: IOBA000265**  
**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 **Nov 22, 2019** 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**