



मानव संसाधन प्रबंधन एकक
भारतीय कृषि अनुसंधान परिषद
कृषि अनुसंधान भवन-II, नई दिल्ली-110012

F.No. HRM-3(19)/2021-KAB./117

Dated: 2nd August, 2021

OFFICE MEMORANDUM

Subject:- Inviting nominations for the Residential and Non-Residential Training Programmes to be organized by Administrative Staff College of India (ASCI), Hyderabad during September, 2021- reg

Administrative Staff College of India (ASCI), Hyderabad has invited nominations for the following training programmes to be organized during September, 2021:

S. No.	Name of the training Programme	Date and Duration	Eligible officers
1	Programme on "Enhancing Managerial Effectiveness"	13-15 September, 2021 (3 days)	Senior and middle level Officers
2	Programme on Innovation and change Leadership	20-22 September, 2021 (3 days)	Senior and middle level Officers

The programmes are both in residential and non-residential mode. The aims of the 1st programme are to help the participants in enhancing repertoire of managerial skills to face continuously changing business environment and enables them to turn the challenges into opportunities for organizational effectiveness and that of 2nd programme are to prepare the current and future generation of leaders to become the change agent while focussing on the future business landscape. It will help them to understand the current business environment, impact of innovation on the environment and help in devising strategies for organisational growth.

The last dates for sending nominations are 6 September, 2021 and 13 September, 2021 respectively. The programme fee and nomination forms are available in the attached Brochures.

The Institute may nominate the suitable officers for this training programme directly to ASCI, Hyderabad under intimation to HRM Unit, if desired so. The nomination form and Brochure are enclosed. The Nomination form and Brochure may be downloaded from ICAR website under Col. Circular/HRM Unit.


ADG (HRM) &

Training Manager, ICAR

Email: Abhay.vyas@icar.gov.in; navin.jain@icar.gov.in;
sohrm2018@gmail.com

Distribution:-

1. All Directors of ICAR Institutes
2. All HRD Nodal Officers of the ICAR Institutes
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4. Guard File



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Leadership through Learning



Programme on

Enhancing Managerial Effectiveness

(September 13 – 15, 2021)

Administrative Staff College of India

PROGRAMME OVERVIEW

Many factors contribute towards organisational effectiveness. On one hand are the strategies formulated for the organisation keeping in mind the changing nature of the business environment while on the other hand are the day-to-day tasks, which need to be performed for smooth functioning of the organisation. Most organisations may excel when it comes to the former. However, if the people in the organisation fail to perform what is required of them, then even the best of strategies would fail. In other words, it is necessary for organisations to equip people with necessary managerial skills, which will help them perform their roles effectively and thereby contribute towards organisational effectiveness.

OBJECTIVES

The objectives of the Programme are to:

- ◆ Helps in enhancing repertoire of managerial skills to face continuously changing business environment.
- ◆ Enables participants to turn the challenges into opportunities for organizational effectiveness

PROGRAMME CONTENT

The content of the Programme would include the following :

- ◆ Managerial Skills and Roles
- ◆ Planning and Goal Setting
- ◆ Problem Solving and Decision Making
- ◆ Conflict Management and Negotiations
- ◆ Interpersonal Effectiveness
- ◆ Motivating Self and Others
- ◆ Communication Skills
- ◆ Working in Teams

METHODOLOGY

The programme would align with the principles of andragogy and would include:

- ◆ Interactive Sessions
- ◆ Self-Exploratory Exercises

- ◆ Collaborative Tasks
- ◆ Simulations
- ◆ Case Studies

PARTICIPANT PROFILE

Senior and middle level executives (managers / administrators) of public and private sector organisations, Government departments and service organisations.

Organisational sponsorship is essential

VENUE

The Programme is fully residential and the participants will be accommodated in air-conditioned single occupancy rooms in the Bella Vista or the College Park Campus of the College at Hyderabad. The College does not provide accommodation for the family. Transport between Airport / Railway Station and Campus will be arranged by the College. The College is WiFi enabled in a comprehensive way.

DURATION

The Programme duration is from **September 13 - 15, 2021**. The participants are expected to arrive a day before the commencement and may leave after the conclusion of the Programme.

PROGRAMME FEE

Residential Fee: Rs. 39,000/- (US \$720 for foreigners) plus GST as applicable, presently 18% per participant. The fee covers tuition, board and lodging, courseware (in electronic form) and other facilities of the College including internet usage.

Non-Residential Fee: Rs.33,000/- plus GST as applicable, presently 18% per participant. The fee covers tuition, course ware (in electronic form) working lunch and other facilities of the College including internet usage.

A discount of 10% on the Programme fee for three or more participants from the

same organisation will be given, provided the payment is credited into our Bank account before **September 10, 2021**.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the Programme Code (Prg/21-22/1/13) to poffice@asci.org.in for confirmation.

Bank details are given below:

For Indian Participants :

Bank Account Number 62090698675
Beneficiary Name Administrative Staff College of India
IFSC Code SBIN0020063
Bank Name State Bank of India
Branch Address Bellavista Branch, Raj Bhavan Road,
Somajiguda, Hyderabad - 500 082

For Foreign Participants:

Bank Account Number 62090698675
Beneficiary Name Administrative Staff College of India
Swift Code SBININBB327
Bank Name State Bank of India
Branch Address Bellavista Branch, Raj Bhavan Road,
Somajiguda, Hyderabad - 500 082.
Country India

MEDICAL INSURANCE

The nominees are requested to carry with them the proof of Medical Insurance. The

sponsoring agency is required to endorse the nominee's medical coverage in the event of hospitalisation.

LAST DATE FOR NOMINATION

Please use the prescribed/attached form. Last date for receiving nominations is **September 6, 2021**. Kindly contact Programmes Officer for further details while sending nominations (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

September 7, 2021. Any withdrawals after this date will entail forfeiture of fee paid, if any.

ASCI ALUMNI ASSOCIATION

Participants of the College programmes will automatically become members of the ASCI alumni association.

CERTIFICATE OF PARTICIPATION

The College issues a Certificate of Participation on conclusion of the programme.

Programme Director

Dr. B. Lakshmi

E-mail: lakshmib@asci.org.in

Administrative Staff College of India (ASCI) is taking all the precautionary measures and following all the norms (in light of COVID 19) to provide a safe environment for the participants who are visiting our Campus to attend the Training Programmes. We also arrange pickup / drop arrangements at Hyderabad Airport to ASCI Campus.



ASCI is the first management development institution set up in the country at the instance of the Government of India and industry in 1956 to impart state-of-the-art management education for practicing managers, a legacy that we proudly take forward each year with a strong alumni of over 1,50,000. We are proud of our alumni which includes the leaders of Indian industry and senior Civil Servants in the government, public sector undertakings to be a part of this unique organisation. We are thankful to you all for the support extended in the past and look forward to your continuing patronage in 2021-22.

Also, ASCI conducts customized programmes for Government of India, State Governments, Public Sector, Private Sector and various international organisations. Our experienced faculty bring to the table a wealth of academic credentials, rich industry exposure and act as a catalyst in the classroom discussions, case study analyses and tutorials. Our faculty also conduct international programmes which provide an exposure to the global best practices. In addition to this, faculty at ASCI also carry out large number of management research activities (typically about 100 each year) which helps them provide the much needed value addition in the training programmes. In addition, we conduct non-residential programmes at our New Delhi Centre as well as off-campus programmes at the venue of the client's choice.



Administrative Staff College of India

Bella Vista, Raj Bhavan Road, Khairatabad,
Hyderabad - 500 082, India.

Telefax (Programmes Office) : 0091-40-23324365

Mobile: 9246203535, Phone : 0091-40-66534247

Fax : 0091-40-66534356

College Park Campus

Road No. 3, Banjara Hills,
Hyderabad - 500 034.

Tel: 040-66720700 / 01 /02 /05

Fax : 040-66720725

Delhi Campus

C-24, Institutional Area
South of IIT, Behind Qutub Hotel
New Delhi-110 016.

Tel: 011-26962204, 26961750, 26961850

www.asci.org.in

Dr. B. Lakshmi
Programme Director

July 06, 2021

Dear Sir/Madam,

Programme on
ENHANCING MANAGERIAL EFFECTIVENESS
(September 13 – 15, 2021)

Organisations of today are prone to unprecedented and unanticipated challenges varying in degree, quality and nature. Organisations, therefore, need dynamic managers who can convert the emerging challenges into opportunities. Consequently, the managers are required to enhance their repertoire of managerial skills and competencies to meet this demanding situation.

The module on 'Enhancing Managerial Effectiveness' designed for middle and senior level managers/executives/administrators will help them acquire skills necessary for effective management that would lead to accomplishment of organisational goals and promotion of psychological well-being of the employees.

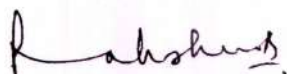
A brochure outlining details of the Programme and other related information together with a nomination form is enclosed. Facsimiles of the nomination forms may also be used for multiple nominations.

Please note that the nominees are requested to carry with them the proof of Medical Insurance. The Sponsoring Agency is required to endorse the nominee's medical coverage in the event of hospitalisation.

I look forward to receiving nominations from your organisation latest by September 6, 2021.

With best wishes,

Yours faithfully,



B. Lakshmi

Encl: Brochure and Nomination Form

Nomination Form

Programme on

ENHANCING MANAGERIAL EFFECTIVENESS

(September 13 – 15, 2021)

Nominee's Contact Information :

Name (Mr/Ms) :	_____	Date of Birth :	_____
Designation :	_____	Qualification :	_____
Organisation :	_____		
Address :	_____		
Phone(s) :	(Off) : _____	(Mobile) :	_____
e-mail :	_____	Fax :	_____

Sponsor's Details

Name of the Sponsoring Authority _____	Designation _____
Organisation :	_____
GSTIN :	_____
Address :	_____
_____	Pincode : _____
Phone(s) :	(Off) : _____ (Mobile) : _____
e-mail :	_____ Fax : _____

Fee Particulars

Amount Payable :	Mode of Payment (DD/Chq/NEFT) :
Name of the Bank :	Date of Instrument/Transfer :
Instrument Number :	UTR Number for NEFT :

Medical Insurance

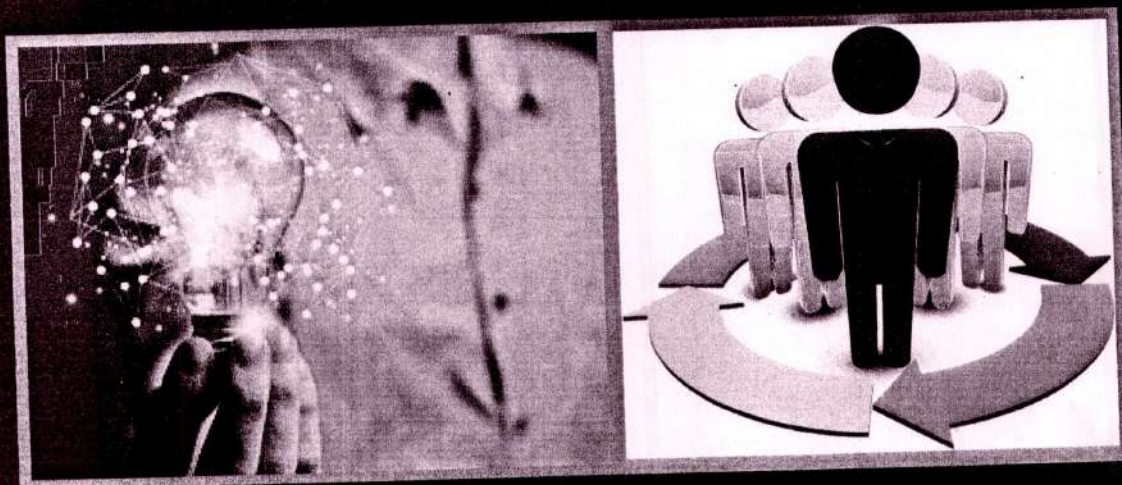
Name of the Insurance Agency	Policy Number	Validity upto
Note : Coverage should be available in Hyderabad, India		

Signature and Official Seal of the Sponsoring Authority :

NOTE : Forward nomination form to : **Mr. G. Sreenivasa Reddy, Programmes Officer**, Administrative Staff College of India, Bella Vista, Hyderabad-500 082. Phone : 0091-40-66534247, 66533000, Mobile: 9246203535, Fax : 0091-40-66534356, e-mail: poffice@asci.org.in

Programme on
Innovation and Change Leadership

(September 20 - 22, 2021)



Administrative Staff College of India

PROGRAMME OVERVIEW

The organizational environment has always remained dynamic and ever-changing. Changes in recent era are so frequent and challenging that managers and leaders need to be vigilant about the environmental changes. Introduction of new technologies, connectivity and unconventional business models makes it even more challenging.

Present day leaders need to adopt a bold approach to inspire and drive change. The modern day adage 'perform or perish' is apt to describe the current environment. Every member of the team therefore must focus on innovation and become a change agent. Leadership is the process through which an individual tries to influence another individual or a group of individuals to accomplish a goal. An individual with leadership qualities can improve an organisation, and helps to achieve goals.

IMPACT

The programme will prepare the current and future generation of leaders to become the change agent while focusing on the future business landscape. It will help them understand the current business environment, impact of innovation on the environment and help in devising strategies for organisational growth. Programme will promote lateral thinking and innovation among participants. Participants will learn to apply classroom learning into business environment with the relevant exposure.

KEY LEARNINGS

1. How to inspire a culture of innovation and change.
2. How to rewire your leadership mindset for the future.
3. Strategic planning, action and leadership in a VUCA (Volatile, Uncertain, Complex and Ambiguous) world

ORGANISATIONAL BENEFITS

1. Leverage emerging technologies to stay ahead
2. Keep employees invested in innovation
3. Determine the interplay between culture and strategy
4. Creating Innovative Work Culture

PROGRAMME CONTENT

Developing an innovative and creative environment

- ◆ Developing Innovative ideas
- ◆ Change leadership development

Leadership and Change

- Unlocking leadership Potential
- Power, Influence and Persuasion
- Coaching and Mentoring for Innovation
- Ethical Leadership

Innovation and Functional Management

- High Performance and Positive Work Culture
- Business analytics for Innovations
- Futuristic IT, Innovations and Artificial Intelligence

Cognitive Intelligence

- Managing Conflict & Negotiation skills
- Creative problem solving
- Happiness and Well-being

METHODOLOGY

The theme of the Programme will be dealt with by an appropriate blend of lectures, discussions, exercises videos and group projects.

PARTICIPANT PROFILE

Programme is designed for Middle and Senior Level Executives, Managers and other Executives with Leadership and decision making responsibilities. Programme will also benefit professionals who are interested in improving their Leadership abilities to drive Innovation and Change.

Organisational sponsorship is essential

VENUE

The programme is fully residential and the participants will be accommodated in air conditioned single occupancy rooms. The College does not provide accommodation for the family. College will arrange transport between airport / railway station and venue. The College is WiFi enabled in a comprehensive way.

DURATION

The programme duration is from **September 20 – 22, 2021**. The participants are expected to arrive a day before commencement and may leave after the conclusion of the programme.

PROGRAMME FEE

Residential Fee: Rs. 39,000/- (US \$720 for foreigners) plus GST as applicable (presently 18%) per participant. The fee covers tuition, board and lodging, courseware (in electronic form) and other facilities of the College including internet usage.

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A discount of 10% on the Programme fee for three or more participants from the same organisation will be given, provided the payment is credited into our Bank account before **September 17, 2021**.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the Programme Code (Prg/21-22/1/15) to poffice@asci.org.in for confirmation.

Programme Director

Dr. B. Lakshmi

E-mail: lakshmib@asci.org.in

Bank details are given below:

For Indian Participants:

Bank Account Number	62090698675
Beneficiary Name	Administrative Staff College of India
IFSC Code	SBIN0020063
Bank Name	State Bank of India
Branch Address	Bellavista Branch, Raj Bhavan Road, Somajiguda, Hyderabad - 500 082

For Foreign Participants:

Bank Account Number	62090698675
Beneficiary Name	Administrative Staff College of India
Swift Code	SBININBB327
Bank Name	State Bank of India
Branch Address	Bellavista Branch, Raj Bhavan Road, Somajiguda, Hyderabad - 500 082.
Country	India

MEDICAL INSURANCE

The nominees are requested to carry with them the proof of Medical Insurance. The sponsoring agency is required to endorse the nominee's medical coverage in the event of hospitalisation.

LAST DATE FOR NOMINATION

Please use the prescribed/attached form. Last date for receiving nominations is **September 13, 2021**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

September 14, 2021. Any withdrawals after this date will entail forfeiture of fee paid, if any.

ASCI ALUMNI ASSOCIATION

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CERTIFICATE OF PARTICIPATION

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Also, ASCI conducts customized programmes for Government of India, State Governments, Public Sector, Private Sector and various international organisations. Our experienced faculty bring to the table a wealth of academic credentials, rich industry exposure and act as a catalyst in the classroom discussions, case study analyses and tutorials. Our faculty also conduct international programmes which provide an exposure to the global best practices. In addition to this, faculty at ASCI also carry out large number of management research activities (typically about 100 each year) which helps them provide the much needed value addition in the training programmes. In addition, we conduct non-residential programmes at our New Delhi Centre as well as off-campus programmes at the venue of the client's choice.



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Delhi Campus

C-24, Institutional Area

South of IIT, Behind Qutub Hotel

New Delhi-110 016.

Tel: 011-26962204, 26961750, 26961850



ADMINISTRATIVE STAFF COLLEGE OF INDIA

Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, India
Ph: 0091-40-66533000, 66534247 (Programmes Office)
Fax: 0091-40-66534356, email: poffice@asci.org.in,
URL: <http://www.asci.org.in>

Dr. B. Lakshmi
Programme Director

July 15, 2021

Programme on
Innovation and Change Leadership
(September 20 - 22, 2021)

Dear Sir/Madam,

Greetings from Administrative Staff College of India (ASCI)!

Administrative Staff College of India (ASCI) is pleased to announce a Programme on Innovation and Change Leadership from September 20 - 22, 2021 at Hyderabad Campus.

The Covid-19 Pandemic has disrupted Business and created uncertainty around the Globe. However, it has created an opportunity for innovation by creating new business and rethinking key processes.

This is a three days programme designed to enhance capabilities of Middle and Senior Level Executives, Managers and other Executives with Leadership and Decision-Making Responsibilities. Programme will also benefit professional's who are interested in improving their Leadership abilities to drive Innovation and Change.

The programme will provide an excellent platform to all participants to create personal and professional network which they can leverage throughout their careers. (Brochure enclosed for your kind consideration)

We would be grateful to receive nominations from your esteemed organisation. We look forward to receiving nominations from your organisation latest by September 13, 2021.

We look forward to your response.

Thanking you,

B. Lakshmi

Encl: Brochure and Nomination Form

Nomination Form
Programme on
Innovation and Change Leadership
(September 20 - 22, 2021)

Nominee's Contact Information :

Name (Mr/Ms) :	_____	Date of Birth :	_____
Designation :	_____	Qualification :	_____
Organisation :	_____		
Address :	_____		
Phone(s) :	(Off) : _____	(Mobile) :	_____
e-mail :	_____	Fax :	_____

Sponsor's Details

Name of the Sponsoring Authority _____	Designation _____
Organisation :	_____
GSTIN :	_____
Address :	_____
_____	Pincode : _____
Phone(s) :	(Off) : _____ (Mobile) : _____
e-mail :	_____ Fax : _____

Fee Particulars

Amount Payable :	Mode of Payment (DD/Chq/NEFT) :
Name of the Bank :	Date of Instrument/Transfer :
Instrument Number :	UTR Number for NEFT :

Medical Insurance

Name of the Insurance Agency	Policy Number	Validity upto
Note : Coverage should be available in Hyderabad, India		

Signature and Official Seal of the Sponsoring Authority :

NOTE : Forward nomination form to : **Mr. G. Sreenivasa Reddy, Programmes Officer**, Administrative Staff College of India, Bella Vista, Hyderabad-500 082. Phone : 0091-40-66534247, 66533000, Mobile: 9246203535, Fax : 0091-40-66534356, e-mail: poffice@asci.org.in