



INFRASTRUCTURE SKILL DEVELOPMENT ACADEMY

[An Institution dedicated for bridging the gap between Academia and Industry]

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By E-Mail & Registered Post

ISDA / TRG /2021 -21 / 16/1

18 April, 2021

To,
The Secretary, DPIIT, Ministry of Commerce and Industry, Government of India
The Secretaries, All Ministries/Departments of Central and State Governments.
The Chief Executives, All CPSUs, PSBs, and Financial Institutions

Subject: Executive Development Program-Call for Nominations

Dear Sir/Madam,

Infrastructure Skill Development Academy (ISDA) is committed for developing training & human resource for Construction and Infrastructure sector. As part of our endeavors to intensify training initiatives we are organizing specialized training programs for the working professionals to update their knowledge in their respective fields. ISDA has successfully completed more than 100 programmes (National Level) and 65 sponsored training programmes for various Govt., PSUs, and Corporates.

ISDA specializes in designing and conducting training programs for all levels of target group (from workers level to management level) on sponsorship basis. ISDA has successfully conducted 50 sponsored training programmes for various Govt., PSUs, and Corporates like TCS Ltd., NBCC Ltd., NPCC Ltd., Oil India Ltd, Mahagun Group, AIL, PWD, Housing Boards, SUDA, etc.

Executive Development Programs conducted by ISDA are delivered on a continual learning philosophy and are ideal for working executives, who are hard-pressed for time and find it difficult to enroll for regular in long-duration Programs. These programs provide an opportunity for a class of people who have not had an opportunity to keep abreast of the latest managerial tools and techniques through formal management education.

List of Executive Development Programs:

Course Code	Topics	Date Duration 2 Days	Venue	Course Fee (RS) / Participant + 18% GST Extra		
				Non-Residential	Residential	
					Twin Sharing	Single Sharing
ISDA 001	Construction Management, TQM & Safety. Under Capacity Building program in Govt Departments Autonomous Bodies & PSUs.	26 - 27 Mar, 2021	Hotel Sentinel, Phoenix Bay, Portblair, Andaman Dist, Portblair	20,000/-	36,000/-	50,000/-
ISDA 002	Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management	26 - 27 Mar, 2021	Hotel Sentinel, Phoenix Bay, Portblair, Andaman Dist, Portblair	20,000/-	36,000/-	50,000/-

ISDA 003	Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts	29 - 30 April, 2021	Hotel Marigold Sarovar	20,000/-	36,000/-	50,000/-
ISDA 004	Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace	29 - 30 April, 2021	Portico, Shimla, Himachal Pradesh	20,000/-	36,000/-	50,000/-
ISDA 005	Public Procurement, E-Procurement, Govt. E-Marketplace (GeM), PFMS	27 - 28 May, 2021	Hotel Shambhala Leh, Ladakh	20,000/-	36,000/-	50,000/-
ISDA 006	Totality of Project Management - leading to Certificate in Project Management (CIPM)	27 - 28 May, 2021		20,000/-	36,000/-	50,000/-
ISDA 007	Renewable Energy, Policies & Regulations and Electrical Vehicle Charging.	25 - 26 June, 2021	Rosa Green n Breeze, A Rosakue Collection Mussoorie, Uttarakhand	20,000/-	36,000/-	50,000/-
ISDA 008	Amendment to CCS (Pension) Rules, Pensionary Benefits Under the Old Pension Scheme and New Pensions Scheme in Wake of VIth Pay Commission Report & Grant of Financial Up-gradation & GST Under MACP	25 - 26 June, 2021		20,000/-	36,000/-	50,000/-
ISDA 009	e-Governance & Advance IT Tools: Transforming Government Sector	29 - 30 July, 2021	Golden Tulip Manali, Himachal Pradesh.	20,000/-	36,000/-	50,000/-
ISDA 010	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control	29 - 30 July, 2021		20,000/-	36,000/-	50,000/-
ISDA 011	Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting & GST.	6 - 7 Aug, 2021	Holiday Inn Resort Goa Mobor Beach, South Goa	20,000/-	36,000/-	50,000/-
ISDA 012	Understanding Self – (FIRBO + MBTI), Effective Inter-Personal style and Time.	6 - 7 Aug, 2021		20,000/-	36,000/-	50,000/-
ISDA 013	Materials management and purchase policy & procedure, E- procurement.	27 - 28 Aug, 2021	Hotel Marigold Sarovar	20,000/-	36,000/-	50,000/-
ISDA 014	Project Management for Engineers	27 - 28 Aug, 2021	Portico, Shimla, Himachal Pradesh	20,000/-	36,000/-	50,000/-
ISDA 015	Digitalization of HR Practices in Power Distribution.	23 - 24 Sept, 2021	Holiday Inn Resort Goa	20,000/-	36,000/-	50,000/-

ISDA 016	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules.	23 - 24 Sept, 2021	Mobor Beach, South Goa	20,000/-	36,000/-	50,000/-
ISDA 017	Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication.	28 - 29 Oct, 2021	Hotel Le Maritime Cochin, 682510 Kerala	20,000/-	36,000/-	50,000/-
ISDA 018	Right to Information Act 2005, Case Studies/ Court Cases & Improvement of Record-Management System, Citizen Charter	28 - 29 Oct, 2021		20,000/-	36,000/-	50,000/-
ISDA 019	Total quality person (TQP), Work life Balance, Emotional Intelligence and Stress Management.	26 - 27 Nov, 2021	Hotel Annapurna P.O. Box 140, Durbar Marg, Kathmandu, Nepal	20,000/-	36,000/-	50,000/-
ISDA 020	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance	26 - 27 Nov, 2021		20,000/-	36,000/-	50,000/-

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

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

Mode of Payment: RTGS/NEFT
Name: Infrastructure Skill Development Academy
Name of Bank: The Federal Bank Ltd
Current Account No.: 13025500062833
IFSC No: FDRL0001302
Branch: Nehru Place, New Delhi - 110019
GSTIN: 07AADC12907A125
PAN No: AADC12907A

Nominations: Participants sponsored by organisations may enroll themselves by email to the undersigned and providing participants' name, designation, Company Name, contact number & e-mail ID. Kindly also provide GSTIN of your organization at the time of nomination. Please note that participation fee is to be paid at the time of nomination.

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nomination participant(s) is not able to attend the workshop due to any reason and no substitution is made, fees shall be payable.

Limited seats available for the present workshop and hence the nominations will be accepted on first-cum-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating.

Participant's Profile: Officials from various functions of Government Departments, Academic Institutions, Public Sector, Co-operatives, Corporations, Labour Unions/Associations, Boards, Financial Institutions & Autonomous Organizations etc. The programme is also useful for Executives/Officers/Section Officers who are likely to assume the managerial role in future. These programs will help the officers of Central/ State government, Central public sector enterprises, Universities/ Autonomous Institutions, Private Sector to identify the areas of weakness in the systems and thus boost the economy and employment at the Centre / State.

Faculty: Senior ISDA consultant and 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

Details of the 'Terms and Conditions' of the program, nomination form and other documents are enclosed with this letter. Details of the program are also available on ISDA website. www.isdadelhi.com. In addition to the above programme other customized Executive Development Programs to the destinations of choice can be organized. We would also welcome invitation from your side for On-Site Training program at your premises.

An early nomination in the prescribed Pro-forma from central government ministries, departments, their attached and subordinate offices, central autonomous bodies, central statutory and regulatory bodies shall be highly appreciated. Nominations of suitable officers in the prescribed proforma may please be sent to ISDA. We solicit your kind cooperation by sending the Nominations at earliest since it is a limited seat program and registrations will be done on first come first serve basis only.

All Ministries/ Departments are requested to nominate officers/ staff who are currently engage in the area of Public Procurement, directly or indirectly. As the officers/staff keeps on rotating due to transfers etc., even the officers/ staff who are currently not working in this area can also be sent for these training. Ministries/ Departments may also direct their attached/subordinate offices autonomous/statutory bodies to nominate their officials for the said training.

For further information or clarification kindly contact:

Training Department
Infrastructure Skill Development Academy
Plot No. 121, Anand Industrial Estate, Mohan Nagar,
Ghaziabad – 201007 (Delhi - NCR)
Ph : 9999927427, 9311112801, 8601171469
isdadelhi@gmail.com; directortraining@isdadelhi.com

For any details please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services.

Yours truly,

For Infrastructure Skill Development Academy



Director (Training)

TRAINING NOMINATION FORM

Name of the Programme: _____

Duration: Two days

PARTICULARS OF NOMINEE

Name of the Participant(s) _____

Designation _____

Mailing Address _____

Contact Number (with STD Code) _____ Office: _____

Fax _____

E-Mail _____

Nomination Status
(please tick)

Residential

Non-Residential

Signature of the Participant

SPONSOR

Sponsoring Organization _____

Address _____

GST Code _____

Fax No, _____

Tel. No. (with STD Code) _____

E-Mail _____

Date:

Signature of the Sponsor
With stamp of the organization