



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 / 21

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: Webinar/ Onsite Training Programme for Administrative staff and Engineers

Dear Sir/Madam,

Infrastructure Skill Development Academy (ISDA) is committed for developing training & human resource for Construction and Infrastructure sector. As part of our endeavours 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 Programme (National Level) and 65 sponsored training Programme 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 Programme for various Govt., PSUs, and Corporates like TCS Ltd., NBCC Ltd., NPCC Ltd., Oil India Ltd, Mahagun Group, AIL, PWD, Housing Boards, SUDA, etc.

Webinar/ Onsite training Programs conducted by ISDA are delivered on a continual learning philosophy and are ideal for Administrative staff and Engineers.

List of Webinar/ Onsite training Programme:

S. No	Training Topic	Course Fee Per Participant + GST 18%	Duration
1.	Building construction & maintenance	Rs. 4,600.00	2 Days
2.	Construction material (Road & Building)	Rs. 4,600.00	2 Days
3.	Estimate/contract preparation	Rs. 6,300.00	3 Days
4.	CPM tool for construction management	Rs. 4,600.00	2 Days
5.	Project Management for Engineers	Rs. 6,300.00	3 Days
6.	Quality control & Quality assurance	Rs. 4,600.00	2 Days
7.	Project preparation, DPR preparation and core network	Rs. 6,300.00	2 Days
8.	Project Management in Construction Industry	Rs. 4,600.00	2 Days
9.	Preliminary buildings & road construction requirement and survey.	Rs. 4,600.00	2 Days
10.	Modern Survey Techniques including GIS/GPS & total Station.	Rs. 6,300.00	3 Days
11.	Preparation of DPRs (Cost estimation) for Building & Roads Projects	Rs. 4,600.00	2 Days
12.	Procurement & contract management for Building & Roads Projects	Rs. 6,300.00	3 Days

13.	Quality Control and material Testing Procedures & Laboratory Practice	Rs. 4,600.00	2 Days
14.	Feasibility study & preparation of detailed project reports (DPR).	Rs. 4,600.00	2 Days
15.	Rigid Pavements: Design, Construction & Quality Control Aspects.	Rs. 4,600.00	2 Days
16.	Design Construction and Maintenance of Flexible Pavements.	Rs. 4,600.00	2 Days
17.	Planning of Electrical Sub Station & incl Fire Fighting Arrangements	Rs. 4,600.00	2 Days
18.	Indoor and Outdoor lighting design & relevant NBC Provisions	Rs. 4,600.00	2 Days
19.	Preparation of DPR and Tender Documents for Sewerage Schemes	Rs. 6,300.00	3 Days
20.	Preparation of DPR and Tender Documents for Solid Waste Management Projects	Rs. 4,600.00	2 Days
21.	Construction and maintenance of Flexible & Rigid Pavements including use of new materials technologies	Rs. 4,600.00	2 Days
22.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	Rs. 4,600.00	2 Days
23.	Computer applications- Internet, Microsoft, Excel, Power Point Presentations, Auto-CAD in engineering.	Rs. 6,300.00	3 Days
24.	Pavement Evaluation Techniques and their application for Maintenance and Rehabilitation	Rs. 4,600.00	2 Days
25.	Repair and Rehabilitation of Concrete Structure including water Proofing material and techniques.	Rs. 6,300.00	3 Days
26.	Right to information Act 2005, Case Studies/ Court Cases and Improvement of Record Management System & a tool of Transparency	Rs. 4,600.00	2 Days
27.	Purchase Policy & Procedure in Governments and Risk & Contract Management	Rs. 4,600.00	2 Days
28.	Materials management and purchase policy & procedure, E- procurement	Rs. 6,300.00	3 Days
29.	Establishment Rules & General Administration Matters	Rs. 4,600.00	2 Days
30.	Finance management in Govt. with Financial & Administrative Powers	Rs. 4,600.00	2 Days
31.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting	Rs. 4,600.00	2 Days
32.	Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills	Rs. 4,600.00	2 Days
33.	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules	Rs. 4,600.00	2 Days
34.	Implementation VIITH Central Pay Commission with focus on pay fixation and new pension rules	Rs. 6,300.00	3 Days
35.	Gender sensitivity & prevention and redressal of sexual harassment of women at workplace	Rs. 4,600.00	2 Days
36.	Amendment to CCS (Pension) Rules, Pensionary Benefits Under the Old Pension Scheme and New Pensions Scheme.	Rs. 4,600.00	2 Days
37.	Office Systems & Office Procedures, E-Governance, Noting & Drafting	Rs. 4,600.00	2 Days
38.	Latest Changes in Pay Fixation Under Fundamental Rules & Modified Assured Career Progression	Rs. 6,300.00	3 Days
39.	Swatch Bharat Mission	Rs. 4,600.00	2 Days

Venue: Online / any Selected location in your state in India

Minimum batch Size: 30 Nos Participants

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

The participants will be issued course material during the courses. Expert faculty from industry will cover two topics each in forenoon and afternoon sessions. Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

Payment: In advance or before commencement of training program through RTGS/bank draft in favor of "Infrastructure Skill Development Academy" payable at New Delhi.

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: 07AADCI2907A1Z5
PAN No: AADCI2907A

ISDA take responsibility of all arrangement as appended below for onsite training programme:

- Bear travel expenses & honorarium to the faculty.
- Preparation of course contents, computer CD's & course kit for participants.
- Inaugural session, registration, attendance, feedback, examination, valedictory session & certificate distribution.

The Department/Board/Undertaking/PSU's shall take responsibility of all arrangement in Your State as appended below for onsite training programme:

- To arrange Boarding, Lodging for faculty & ISDA Staff.
- Arrangement conveyance for Pickup & Drops from Airport/Railway Station & local Work for faculty & ISDA Staff.
- Arrangement of Venue, lunch and 2 times tea for participants, faculty & ISDA Staff.

Details of the program are also available on ISDA website. www.isdadelhi.com. In addition to the above other customized training Programme of organization choice can be organized.

For further information or clarification kindly contact:

Training Department
Infrastructure Skill Development Academy
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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)