

F. No.6/1/9/10-UTCS (TS-II)/ 32381- 32548

Dated: 09-12-2010

CIRCULAR

The Directorate of Training is entrusted with the basic responsibility of conducting training programmes for various levels of officials/officers in various areas of administration. The Directorate has identified subjects needing basic knowledge and skill for managerial competence. A three-day training course on "**Basic Managerial Competence on Corporate Management**" is an important course in the list. The Course will be held on **11-01-2011 (Tuesday) to 13-01-2011 (Thursday)**.

IMPORTANCE OF THE COURSE

Corporate management refers to operation, regulation and control of businesses through set rules and processes / laws through which businesses are operated, regulated, and controlled. In management of any firm internal factors like employees and stockholders and external factors like consumer groups, clients, and government regulations are important. The course intends to impart basic principles of management, specially in context of government corporations and companies.

TARGET BENEFICIARIES OF THE COURSE

The course has been designed to benefit those working in the Government, its local / autonomous bodies, public sector undertakings. The Course would be useful to all senior level / middle level functionaries. Training Module / Learning Units are enclosed.

OBJECTIVES OF THE COURSE

At the end of the Course, the participants will be able to:

1. Explain the concept and principles of Corporate Management.
2. List various corporate governance legislations.
3. Explain challenges in corporate management.
4. Describe corporate social responsibilities.

CONTENTS OF THE COURSE

1. Corporate Management – Definition & Background
2. Corporate Management – Philosophy, Principles and Mission
3. Corporate Management – International Perspective
4. Corporate Management – Indian Scenario
5. Ministry of Corporate Affairs – Organization and Role
6. Corporate Governance Legislations
7. Corporate Scams
8. Government Companies and Corporate Management
9. Management Challenges
10. Bureaucracy and Corporate Management
11. Corporate Social Responsibilities
12. Infosys – Success Story

METHODOLOGY OF THE COURSE

The Course would be conducted by experts who are experienced in the area of Corporate Management. While lecture method would be generally followed, case examples may also be included in some sessions. The Course would be interactive and participants will be encouraged to raise questions and get the doubts cleared.

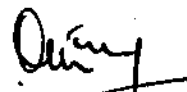
NOMINATIONS FOR THE COURSE

1. The Course envisages class strength of 40 participants.
2. Nominations shall be accepted on first-come-first-serve basis.
3. Nomination letter along with bio-data of the participants in the format prescribed (enclosed) may be sent **by 04-01-2011**.
4. **Nominations received after 04-01-2011 may not be entertained.**

5. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.

OTHER INSTRUCTIONS

1. Participants are expected to observe punctuality and regularity.
2. Participants are expected to keep their mobile phones **on silent mode** during the training sessions.
3. Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
4. Participants are expected to utilize the knowledge gained during the training for efficient discharge of their duties.
5. Participants may contact the undersigned for any information/clarification on training course.
6. Filled up Bio-data forms of nominated officials may be forwarded by department.
7. Bio-data form is available in the department's website www.utcs.delhigovt.nic.in under 'Training'.
8. Contact/correspondence may be made on Phone Nos. 22303843, 0-9810852945, Fax No. 22308556 and through Email address adtrg2utcs.delhi@nic.in.



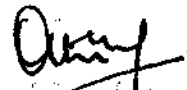
(CATHERINE MATHAI)
Assistant Director - II (Trg.)
Tel. No. 22303843

F.No.6/1/9/10-UTCS(TS-II)/ 32381-32548

Dated 09-12-2010

Copy for information to:

1. All HODs / Local/ Autonomous Bodies and State Undertakings /Corporations with the request to encourage their officers to avail the benefit of this training.
2. S.O. to the Chief Secretary, Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi.
3. PS to Pr. Secretary (Trg.), Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi.
4. PA to Spl. Secretary-cum-Spl. Director (Trg.), Dte. of Training, UTCS.
5. Estate Officer, Directorate of Training: UTCS for uploading on the website of the Department.



(CATHERINE MATHAI)
Assistant Director - II (Trg.)

LEARNING UNITS OF TRAINING SESSIONS ON BASIC MANAGERIAL COMPETENCE ON CORPORATE MANAGEMENT

Name of the Package of Courses		Basic Managerial Competence		
Duration of the Course		Three days (11 th January to 13 th January, 2010)		
Number of Sessions		Twelve (12)		
Training Branch		II		
Name of Course Coordinator		Ms. Catherine Mathai		
Content & Sequence		Method of Training	Learning Material and aids	Performance Aid
11th January, 2011 (Tuesday)	Corporate Management – Definition & Background	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
Perspective	Definition Background - Industrial Revolution - Collapse of Soviet Union and end of Cold War - Globalization - WTO			
Session – II	Corporate Management – Philosophy, Principles and Mission	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
Perspective	Philosophy Principles Mission - Role towards society - Role towards stakeholders - Role towards business domain - Role towards employees - Role towards environment			
Session – III	Corporate Management – International Perspective	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
Overview	- Liberal economies - Social democratic economies Models - Anglo-US model - Franco-German model - Japanese model - Chinese model			
Session – IV	Corporate Management – Indian Scenario	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
Overview	- Pre 1990 scenario - Post 1990 scenario			
12th Jan. 2011 (Wednesday)	Ministry of Corporate Affairs – Organization and Role	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
Session – V	Organization - Company Law Board - MRTPC			

	<ul style="list-style-type: none"> - Commission Serious Fraud Investigation Office - Cost Audit Branch Role <ul style="list-style-type: none"> - Regulator - Integrator - Facilitator - Enabler - Educator 			
Session – VI	Corporate Governance Legislations	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
	<ul style="list-style-type: none"> - The Companies Act, 1956 - Industries (Development and Regulation) Act, 1951 - Industrial Policy Resolution, 1956 - Sick Industries Companies Act, 1985 - SEBI Act 			
Session – VII	Corporate Scams	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
	<ul style="list-style-type: none"> - In western world - In India 			
Session – VIII	Government Companies and Corporate Management	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
	<ul style="list-style-type: none"> - Central PSUs - GNCTD companies 			
13th Jan. 2010 (Thursday) Session – IX	Management Challenges	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
	<ul style="list-style-type: none"> Internal External Systemic - BIFR - Banking Secrecy Act - Ineffectiveness of Benami Transaction Prohibition Act - Ineffectiveness of prevention of Money Laundering Act 			
Session – X	Bureaucracy and Corporate Management	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
Session – XI	Corporate Social Responsibilities	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
	<ul style="list-style-type: none"> - Workers' rights and welfare - Human rights and welfare - Inclusive development - Environment 			
Session – XII	Infosys – Success Story	Lecture	Computer	Handouts

**TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE ON
CORPORATE MANAGEMENT**

Name of the Package of Courses		Basic Managerial Competence
Duration of the Course		Three days (11 th January to 13 th January, 2010)
Number of Sessions		12 (Twelve)
Training Branch		II
Name of Course Coordinator		Ms. Catherine Mathai, Assistant Director
		Tea
11th January, 2011 (Tuesday) Session – I 10.00 am- 11.15 am	75 Min.	Corporate Management – Definition & Background
Session – II 11.30 am- 12.45 pm	75 Min.	Corporate Management – Philosophy, Principles and Mission
		Lunch
Session – III 01.45 pm- 03.00 pm	75 Min.	Corporate Management – International Perspective
		Tea
Session – IV 03.15 pm- 04.30 pm	75 Min.	Corporate Management – Indian Scenario
12th Jan. 2011 (Wednesday) Session – V 10.00 am- 11.15am	75 Min.	Ministry of Corporate Affairs – Organization and Role
		Tea
Session – VI 11.30 am- 12.45 pm	75 Min.	Corporate Governance Legislations
		Lunch
Session – VII 01.45 pm- 03.00 pm	75 Min.	Corporate Scams
		Tea
Session – VIII 03.15 pm- 04.30 pm	75 Min.	Government Companies and corporate Management
13th Jan. 2010 (Thursday) Session – IX 10.00 am- 11.15am	75 Min.	Management Challenges
		Tea
Session – X 11.30 am- 12.45 pm	75 Min.	Bureaucracy and Corporate Management
		Lunch
Session – XI 01.45 pm- 03.00 pm	75 Min.	Corporate Social Responsibilities
		Tea
Session – XII 03.15 pm- 04.30 pm	75 Min.	Infosys – Success Story