

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES  
Institutional Area, Vishwas Nagar, Behind Karkardooma Courts, Shahdara, Delhi - 110032

F. No.6/7/(2)/2011-12-UTCS (TS-II)/28263-28430

Dated: 03/10/11

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 29.11.2011 (Tuesday) to 01.12.2011 (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 22.11.2011.
4. Nominations received after 22.11.2011 may not be entertained.
5. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.

OTHER INSTRUCTIONS

- 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](http://www.utcs.delhigovt.nic.in) under 'Training'.
  8. Contact/correspondence may be made on Phone Nos. 22303844, 0-9811144755, Fax No. 22308556 and through Email address [adtrg2utcs.delhi@nic.in](mailto:adtrg2utcs.delhi@nic.in)

*bhatia*  
03/10/2011  
(RAJESH BHATIA)  
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Tel. No. 22303844

F. No.6/71(2)/2011-12-UTCS (TS-II)/28263-28430

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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. PA to Spl. Secretary-cum-Spl. Director (Trg.), Dte. of Training, UTCS.
4. Estate Officer, Directorate of Training, UTCS for uploading on the website of the Department.

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Assistant Director - II (Trg.)