

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)/

Dated: .04.2011

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 **24.05.2011 (Tuesday) to 26.05.2011 (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 16.05.2011.
4. Nominations received after 16.05.2011 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. 22307822, 0-9811144755, Fax No. 22308556 and through Email address adtrg2utcs.delhi@nic.in

Rajesh Bhatia
18/04/2011
(RAJESH BHATIA)
Assistant Director - II (Trg.)
Tel. No. 22307822

F. No.6/7/(2)/2011-12-UTCS (TS-II)/11026 - 11193

Dated: 18.04.2011

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.

Rajesh Bhatia
18/04/2011
(RAJESH BHATIA)
Assistant Director - II (Trg.)

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

Name of the Package of Courses		Basic Managerial Competence
Duration of the Course		Three days (24 th May to 26 th May, 2011)
Number of Sessions		12 (Twelve)
Training Branch		II
Name of Course Coordinator		Mr. Rajesh Bhatia, Assistant Director
Sessions	Duration	Topics
24 th May, 2011 (Tuesday) <u>Session - I</u> 10.00 am- 11.15 am	75 Min.	Corporate Management - Definition & Background
Tea		
<u>Session - II</u> 11.30 am- 12.45 pm	75 Min.	Corporate Management - Philosophy, Principles and Mission
Lunch		
<u>Session - III</u> 01.45 pm- 03.00 pm	75 Min.	Corporate Management - International Perspective
Tea		
<u>Session - IV</u> 03.15 pm- 04.30 pm	75 Min.	Corporate Management - Indian Scenario
25 th May 2011 (Wednesday) <u>Session - V</u> 10.00 am- 11.15am	75 Min.	Ministry of Corporate Affairs - Organization and Role
Tea		
<u>Session - VI</u> 11.30 am- 12.45 pm	75 Min.	Corporate Governance Legislations
Lunch		
<u>Session - VII</u> 01.45 pm- 03.00 pm	75 Min.	Corporate Scams
Tea		
<u>Session - VIII</u> 03.15 pm- 04.30 pm	75 Min.	Government Companies and corporate Management
26 th May 2011 (Thursday) <u>Session - IX</u> 10.00 am- 11.15am	75 Min.	Management Challenges
Tea		
<u>Session - X</u> 11.30 am- 12.45 pm	75 Min.	Bureaucracy and Corporate Management
Lunch		
<u>Session - XI</u> 01.45 pm- 03.00 pm	75 Min.	Corporate Social Responsibilities
Tea		
<u>Session - XII</u> 03.15 pm- 04.30 pm	75 Min.	Infosys - Success Story