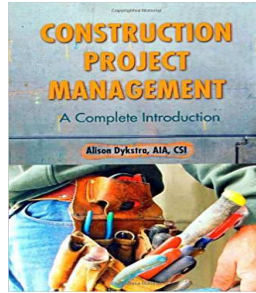




**Directorate of Municipal Administration, Bangalore
Government of Karnataka**

**Training schedule on Capacity Building programme for Engineers
on "Procedure for Implementation of Civil Works ULBs/
Corporations"**



BATCH-1

Implemented Schedule

Date: 22nd to 24th November 2018

Venue: Hall No. 1, Nethravathi Hostel, SIUD, Mysuru

Sri H. Ramesha

Course Director

Mobile No: 9481169733

e-Mail: hebbale@gmail.com

Sri Vijesh K

Course Assistant

Mobile No: 9538279253



State Institute of Urban Development

ATI Campus, Lalitha Mahal Road, Mysuru- 570 011

Ph: +91-821-2520116, 2520163, Fax: +91-821-2520164

Website: www.siudmysore.gov.in, E-mail: directorsiud@gmail.com

Aim of training:

Capacity building on broad issues on Urban functionary, Administrative & Technical aspects, Delegation of powers, Enhancing monitoring & management skills of contracts, Adaptation procedure for innovative culture through the advanced/recent concepts with e-procurement initiatives for better delivery of smart services to the public through ULBs/Corporations.

Objectives:

At the end of the training, the participants will be able to;

- ✓ List out the delegation powers of ULBs/Corporations functionaries in Technical & Financial aspects.
- ✓ Describe the stages in Formulation, Preparation of detailed project, Appraisal, Implementation, Execution, Monitoring & Evaluation of Projects.
- ✓ Explain the Standard bid documents, Tendering, Bid evaluation, award, agreement & Contract Management under KTPP Act & e-procurement, etc;
- ✓ Describe the procedures involved in Project Management of civil works.
- ✓ Describe the advancements in construction Management with best practices.
- ✓ List out the best practices of documentation through various procedures.

Course Methodology:

1. Lecture/Presentation through PPTs
2. Exercises with E-procurement
3. Demonstrations of Case Studies.
4. Interactions with resource persons
5. Group Discussions.
6. Videos

Target Group:

Engineers from ULBs/Corporations of Karnataka

Methods:

Duration of the training programme will be 3 Days

Training schedule on Capacity Building programme for Engineers on
"Procedure for Implementation of Civil Works ULBs/ Corporations"

Time	Topics / Sessions	Resource Persons
Day – 1 22.11.2018 (Thursday)		
9.45 to 10.15 am	Registration	Shri Vijesh K, Course Assistant
10.15 to 10.30 am	Welcome Key Note Address and Objectives	Shri Venkatesh Kadagadkai G, Director, SIUD, Mysuru
10.30 to 1.45 pm	<p>Project Development :</p> <p>Stages in Project preparation:</p> <ul style="list-style-type: none"> • Preparation of the priorities of civil work • Preparation of annual budget • Action plan of civil works • Spill over and fresh works • Project Planning • Assessment of existing sources • Infrastructure available • Recognizance survey • Feasibility report • Detailed surveying • Preparation of estimates & DPR • Approval process • Administrative/ technical sanction Delegation of powers • Scrutiny levels 	<p>Shri K Mahesh, Executive Engineer, KC Division, T. Narasipura. Ph: 9483082508 Email : maheshak83@yahoo.in</p>
1.45 to 2.30 pm Launch Break		
2.30 to 5.45 pm	<p>KTPP act & Tendering :</p> <ul style="list-style-type: none"> • KTPP Acts and rules • Goods, works & services • Standard Bid documents (Preparation of bid documents) • DTS, Quotations-Aspects to be considered, delegation of powers • Inviting tenders • Bid Evaluation • Approval process • Contractual framework • Award of contract • Drawbacks and ambiguities • Implementation strategies • Solutions with case studies 	<p>Shri S. Swaminathan, Executive Engineer (Retd), KERS, KRS. Mob: 94485 28627 e-mail: swaminathan7915@gmail.com</p>

Day - 2 23.11.2018 (Friday)

9.00 to 1.45 pm	Project Construction & Management: <ul style="list-style-type: none">• Handing over site with layout map• Work programme / Bar chart• Day to day Supervision,• quality control measures• Measurements and billing• Bill certification for payments• Price adjustments• Work completion (completion report)• As built (working) drawings• Revised estimates	Shri K Mahesh, Executive Engineer, KC Division, T. Narasipura Ph: 9483082508 Email : maheshak83@yahoo.in
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1.45 to 2.30 pm Lunch Break

2.30 to 5.45 pm	Procedure for documentation: <ul style="list-style-type: none">• KPWD A Code• Departmental code• Measurements of works• Preparation of bills• Recording Measurements• Recording field books• Site order books/Inspection notes,• Power of check measurement,• Schedule of Rates, Necessity and procedure,• Data rate, Rate analysis, Payments against variation (EIRL, work slip etc;)	Shri M.Muralidhar, Accounts officer (Retd.), Bangalore. Ph.98864 67854 E-mail: mmuralidhar6@gmail.com
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Day - 3 24.11.2018 (Saturday)

9.30 to 11.30 am	Procedure for documentation: <ul style="list-style-type: none">• Site order books/Inspection notes,• Power of check measurement,• Schedule of Rates, Necessity and procedure• Data rate• Rate analysis etc;	Shri M.Muralidhar, Accounts officer (Retd.), Bangalore. Ph.98864 67854 E-mail: mmuralidhar6@gmail.com
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11.30 to 11.45 am Tea Break

11.45 to 1.45 pm	Hands on E-procurement: <ul style="list-style-type: none">• Introduction• E-Proc Procedure for Civil works• Bid evaluation process• E-Negotiation• Awarding of works• Hands on exercises	Sri Nagendra P, System Analyst, Institute of Language studies, Mysuru. Mob: 9019266369 E-mail: nagp9mys@gmail.com
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1.45 to 2.30 pm Lunch Break

2.30 to 4.00 pm	E-procurement contd.. <ul style="list-style-type: none">• F- Estimate• E-Billing• Demonstration with Example and case studies• Queries and interactions with participants• Hands on exercises	Sri Nagendra P, System Analyst, Institute of Language studies, Mysuru. Mob: 9019266369 E-mail: nagp9mys@gmail.com
4 to 5 pm	<ul style="list-style-type: none">• Evaluation• Feedback• Valedictory• Vote of thanks	Smt. M V Sudha, Deputy Director, SIUD, Mysuru. Sri H. Ramesha, Faculty/AEE, SIUD, Mysuru

Sd/-
Course Director

