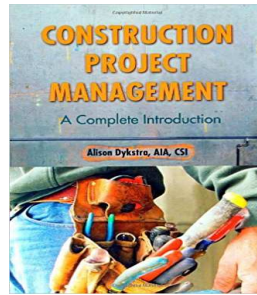




**Directorate of Municipal Administration, Bangalore  
Government of Karnataka**

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



**Implemented Schedule**

**BATCH-2**

**Date: 29<sup>th</sup> November to 1<sup>st</sup> December 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](http://www.siudmysore.gov.in), E-mail: [directorsiud@gmail.com](mailto: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. Videos
3. Hands on exercises with E-procurement
4. Demonstrations of Case Studies.
5. Interactions with resource persons
6. Group Discussions.

**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
<b>Day – 1                    29.11.2018 (Thursday)</b>		
9.45 to 10.15 am	Registration	Shri Vijesh K, Course Assistant
10.15 to 10.30 am	Welcome Key Note Address and Objectives	<b>Shri Venkatesh Kadagadkai G,</b> Director, SIUD, Mysuru <b>Sri H. Ramesha,</b> Faculty/AEE, SIUD, Mysuru
10.30 to 1.45 pm	<p><b>Project Development :</b></p> <p><b>Stages in Project preparation:</b></p> <ul style="list-style-type: none"> <li>• Preparation of the priorities of civil work</li> <li>• Preparation of annual budget</li> <li>• Action plan of civil works</li> <li>• Spill over and fresh works</li> <li>• Project Planning</li> <li>• Assessment of existing sources</li> <li>• Infrastructure available</li> <li>• Recognizance survey</li> <li>• Feasibility report</li> <li>• Detailed surveying</li> <li>• Preparation of estimates &amp; DPR</li> <li>• Approval process</li> <li>• Administrative/ technical sanction</li> <li>• Delegation of powers</li> <li>• Scrutiny levels</li> </ul>	<p><b>Shri K Mahesh,</b> Executive Engineer, KC Division, T. Narasipura. Ph: 9483082508 Email : maheshak83@yahoo.in</p>
<b>1.45 to 2.30 pm    Launch Break</b>		
2.30 to 5.45 pm	<p><b>KTPP act &amp; Tendering :</b></p> <ul style="list-style-type: none"> <li>• KTPP Acts and rules</li> <li>• Goods, works &amp; services</li> <li>• Standard Bid documents ( Preparation of bid documents)</li> <li>• DTS, Quotations-Aspects to be considered, delegation of powers</li> <li>• Inviting tenders</li> <li>• Bid Evaluation</li> <li>• Approval process</li> <li>• Contractual framework</li> <li>• Award of contract</li> <li>• Drawbacks and ambiguities</li> <li>• Implementation strategies</li> <li>• Solutions with case studies</li> </ul>	<p><b>Shri S. Swaminathan,</b> Executive Engineer (Retd), KERS, KRS. Mob: 94485 28627 e-mail: <a href="mailto:swaminathan7915@gmail.com">swaminathan7915@gmail.com</a></p>

<b>Day - 2                    30.11.2018 (Friday)</b>		
9.15 am to 9.30 am	Recap of the previous day sessions	<b>By participants</b>
9.30 to 1.45 pm	<b>Project Construction &amp; Management:</b> <ul style="list-style-type: none"> <li>• Handing over site with layout map</li> <li>• Work programme / Bar chart</li> <li>• Day to day Supervision,</li> <li>• quality control measures</li> <li>• Measurements and billing</li> <li>• Bill certification for payments</li> <li>• Price adjustments</li> <li>• Work completion (completion report)</li> <li>• As built (working) drawings</li> <li>• Revised estimates</li> </ul>	<b>Shri K Mahesh,</b> Executive Engineer, KC Division, T. Narasipura Ph: 9483082508 Email : maheshak83@yahoo.in
<b>1.45 to 2.30 pm Lunch Break</b>		
2.30 to 5.45 pm	<b>Procedure for documentation:</b> <ul style="list-style-type: none"> <li>• KPWD A Code</li> <li>• Departmental code</li> <li>• Measurements of works</li> <li>• Preparation of bills</li> <li>• Recording Measurements</li> <li>• Recording field books</li> <li>• Site order books/Inspection notes,</li> <li>• Power of check measurement,</li> <li>• Schedule of Rates, Necessity and procedure,</li> <li>• Data rate, Rate analysis, Payments against variation (EIRL, work slip etc;)</li> </ul>	<b>Shri M.Muralidhar,</b> Deputy Controller (Retd.), Bangalore. Ph.98864 67854 E-mail: <a href="mailto:mmuralidhar6@gmail.com">mmuralidhar6@gmail.com</a>
<b>Day - 3                    1.12.2018 (Saturday)</b>		
9.15 am to 9.30 am	Recap of the previous day sessions	<b>By participants</b>
9.30 to 11.30 am	<b>Procedure for documentation:</b> <ul style="list-style-type: none"> <li>• Site order books/Inspection notes,</li> <li>• Power of check measurement,</li> <li>• Schedule of Rates, Necessity and procedure</li> <li>• Data rate</li> <li>• Rate analysis etc;</li> </ul>	<b>Shri M.Muralidhar,</b> Deputy Controller (Retd.), Bangalore. Ph.98864 67854 E-mail: <a href="mailto:mmuralidhar6@gmail.com">mmuralidhar6@gmail.com</a>
<b>11.30 am to 11.45 am Tea Break</b>		

11.45 to 1.45 pm	<b>E-procurement:</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• E-Proc Procedure for Civil works</li> <li>• Bid evaluation process</li> <li>• E-Negotiation</li> <li>• Awarding of works</li> </ul>	<b>Sri Nagendra P,</b> System Analyst, Institute of Language studies, Mysuru. Mob: 9019266369 E-mail: <a href="mailto:nagp9mys@gmail.com">nagp9mys@gmail.com</a>
<b>1.45 to 2.30 pm Lunch Break</b>		
2.30 to 4.00 pm	<b>E-procurement contd..</b> <ul style="list-style-type: none"> <li>• F- Estimate</li> <li>• E-Billing</li> <li>• Demonstration with Example, exercises and case studies</li> <li>• Queries and interactions with participants</li> </ul>	<b>Sri Nagendra P,</b> System Analyst, Institute of Language studies, Mysuru. Mob: 9019266369 E-mail: <a href="mailto:nagp9mys@gmail.com">nagp9mys@gmail.com</a>
<b>4.00 pm to 4.15 pm Tea Break</b>		
4.15 to 5 pm	<ul style="list-style-type: none"> <li>• Evaluation</li> <li>• Feedback</li> <li>• Valedictory</li> <li>• Vote of thanks</li> </ul>	<b>Shri Venkatesh Kadagadkai G,</b> Director, SIUD, Mysuru  <b>Sri H. Ramesha,</b> Faculty/AEE, SIUD, Mysuru

Sd/-  
Course Director

