

16th BATCH
of
CERTIFICATE PROGRAMME
IN TECHNICAL CONSULTING
September-November 2018



Offered by



Consultancy Development Centre (CDC)

(Autonomous Institution of DSIR, Ministry of Science & Technology, Govt of India)

India Habitat Centre, Zone- IV B, 2nd Floor, Lodhi Road, New Delhi - 110 003

Tel.: +91-11-2460 2601, 2460 2915, 2460 1533; Fax: +91-11-2460 2602

Email : pooja@cdc.org.in; Mobile: 91 844 77 20955 Web: www.cdc.org.in

Consultancy Development Centre

Consultancy Development Centre (CDC) set up as an Autonomous organization of Department of Scientific & Industrial Research (DSIR), Ministry of Science and Technology, Government of India for promotion, development and strengthening of consultancy skills and capabilities in the country.

Since its inception, CDC has been in constant pursuit of its mission to attain excellence in activating, catalyzing, and invigorating the growth of consultancy profession. The Centre has emerged as a nodal agency for the development and promotion of consultancy capabilities in the country and endeavored to contribute towards the growth of consultancy services in the country, through its various programmes and activities.

Apart then CDC's other Consulting activities, for promotion of consulting skills among professionals CDC has started the Consulting education Since 2009 through delivery of Certificate Programmes in Management Consulting & Certificate Programme in Technical Consulting, Certificate Programme in Human Resource Consulting and shortly other sector specified programmes will be launched, so far Centre has delivered 45 batches of the Certificate Programmes and has benefited approx. 1000 students till date.

The Need

The demand for Consulting in various sectors of economy as well as in emerging areas has tremendously increased in general and for Technical Consulting in particular in last few years.

The growth and demand has been further fuelled by entry of Foreign Consulting Firms in the country as well as India being considered as preferred destination for Engineering Process Outsourcing (EPO) due to its technical and cost competitiveness. Besides EPO sector there is large requirement for Technical Consultants in different segments naming a few are- Engineering, Knowledge Process Outsourcing and Biotechnology. This has created a huge demand for Technical professionals in the Consulting industry.

Project Management and Contract Management have assumed important dimensions in Technical Consulting to complete the large and complex assignments within cost and time framework.

The consultants, besides having domain experience in their area of operation must be equipped with the knowledge of requisite dimensions and skills which not only helps in value addition in service delivery and brand building for Technical consultants but also helps them to maintain excellent relations with clients. This infact goes a long way to build their business prospects in future.

Realizing the importance of the aspects in the market place for Technical Consultants, Consultancy Development Centre, has taken the initiative to introduce a **"Certificate Programme in Technical Consulting"** to fill the gap between service delivery by technical consultants and industry expectations. The programme covers all the broad facets of Technical Consulting in a seamless manner.

Learning Objectives of the Course

This course will equip the students for the following:

1. To prepare professionals for a career in Technical Consulting
2. To impart basic Technical Consulting and Project Management Knowledge to professionals desirable for a career in Technical Consulting
3. To equip technical professionals with practical aspects and overall skills including managerial skills required for a career in Technical Consulting
4. To prepare professionals working in consulting organizations, industry and Technical projects for their internal consulting roles in the organizations

Key Features of the programme

- Class room inputs by faculty having practical consulting experience
- Facility to seek clarifications/information through e-mentoring
- Situation based activities for hands on experience e.g.: Group Presentation based on activity
- Certificate by CDC, Autonomous Institution of DSIR, Ministry of Science & Technology, Government of India on completion of programme

Eligibility

B.E. / B. Tech /AMIE/ M.C.A /M.SC
/Masters in Applied Science/Masters of

Design (M. Des) Areas – product Design, Transport Design, Graphic Design, Retail Design, Animation, Film & Video, Industrial Design/ Master of Architecture / Master of Urban Design / Master of Planning with specialization / Master of Building Engineering & Management/Master of Landscape Architecture. ***(Final year students can also apply). Or having Equivalent Technical qualification.***

Bachelor of Architecture (B. Arch) with /Bachelor of Planning /Bachelor of Design (B. Des) /Areas – Product Design, Transport Design, Graphic Design, Retail Design, Animation, Film & Video, Industrial Design, Diploma in Engineering ***Or having Equivalent Technical Qualification (with two years of experience)***

Who Should Attend?

The programme would be ideal for professionals who:

- Are individuals inclined to have a career in Technical Consulting after acquiring their educational qualifications (fresh as well as having non-consulting experience)
- Are working in industry/service sector/development sector/not for Profit organizations with the job

profile as internal consultant to their own organization

- Are working at entry levels in a consulting firm/ Technical consulting firms also for the professionals who currently work in the field and wish to pursue a professional designation in the field of consulting

Programme Fee

↔ **General Category**

The Programme fee is Rs. 11,800/- (Rs. 10,000 + current GST @ 18% .

General Category - Group Concession Scheme for students

S.no	Groups	Fee Concession structure for General Category*
1	For 3 and above upto 5nos of students	10% Concession in total fee
2	For 6 upto to 10 nos of students	15% Concession in total fee
3	Above 11	20% Concession in total fee

OBC/ SC / ST Category/ Physical Handicapped

Programme fee is Rs. 8850/- (Rs. 7500 + + current GST @ 18%. A candidate who claimed to be from OBC/SC/ST/PH category shall support his candidature by a certificate from the competent authority.

Note :

- i. Applicants shall submit the duly filled up application form along with the documents e.g.: eligibility proof (xerox of degree , Letter from institute or Final year marksheet if persuing final year) experience certificate if having diploma. The programme fee (Programme fee + GST-18%) to be paid in form of demand draft drawn in favor of “**Consultancy Development Centre**”, payable at New Delhi or fee can be paid via net banking or NEFT (contact programme Coordinator for the same) **before the last date of submission of the application form 29th August 2018.**
- ii. Fee paid once and after the shortlisting of the candidate the fee shall not be refunded.
- iii. Fee payment paid by organization towards nominating their employees for Certificate Programme in Technical Consulting are requested to submit the covering letter along with the application form and Demand draft stating that the payment has been made by the organization, hence the receipt shall be made in favour of the said organization.
- iii. Candidates are requested to inform if there is any change in communication address submitted to CDC at the time of admission and information shall be given CDC minimum 2 weeks prior to the scheduled examination.

About the Course

This is an instructor-led course that results in a 'Certificate Programme in Technical

Consulting (CPTC). The course is for duration of 12 weeks, with 5 classroom sessions. The contact classes shall be held at CDC, India Habitat Centre, Lodhi Road, New Delhi. The course consists of 5 modules and each module consists of:

- ↔ Pre-Reading
- ↔ Activities (situation based)
- ↔ Classroom Learning
 - Concepts
 - Practical Case Studies
 - Presentations
 - Group Presentation/ Discussion
- ↔ Assignments

This course is not AICTE approved.

Methodology

- ↔ Duration: 20 hours (5 X 4 hours) of classroom learning
- ↔ Periodicity: Alternate weeks
- ↔ Model of Learning: Blended Learning
- ↔ Pre-Read Documents & (suggested readings)
- ↔ Classroom Learning
- ↔ Assignments and Case studies

Faculty

The programme will facilitate close interaction of the participants with the practicing consultants and eminent professionals from Industry, Technical Consulting Organizations and academia. The entire process will enrich learning, and will provide a useful platform to all the participants.

Examination

All registered candidates would be expected to appear for a three hour written test (Subjective) at the end of the course. Those securing at least 50% marks (C grade) would become eligible for award of certificate by CDC.

As per CDC norms for Certificate Programmes, If participant is absent on the day of examination or has not qualified the examination (**minimum ' C ' grade is mandatory to qualify the examination**) in first attempt, in such cases ONLY ONE CHANCE IS GIVEN TO PARTICIPANTS TO TAKE EXAMINATION ALONG WITH THE NEXT BATCH'S EXAMINATION.

The information for examination dates and timings will be sent to the participants 2 weeks prior to the scheduled examination and no other chance will be given thereafter and individual requests for postponement or pre-pone of the examination shall not be entertained. In this case if participants wish they shall for re-registration for the programme to give the examination if one time opportunity is missed.

Grading Scale

Based on the overall assessment, students will be awarded grades as mentioned below:

Grade	% of marks
A	80% and above
B	65% - 79%
C	50% - 64%

consulting services is therefore essential for Technical Consultants)

Programme Contents

- **Overview of Consulting - Types, Services, Selection methods, Consulting Contracts**

- **Client Interface and Management for Technical Consultant**

(Interaction with client for Technical Consultant starts right from proposal submission till the closure of the assignment. How to sell the idea/concept to client? How to effectively interact during various stages of assignment are the prime factors. The aspects will be covered through practical case studies highlighting the issues faced and how these were resolved. This will also cover soft skills-communication and presentation needed right from marketing to delivery of the assignment)

- **Preparation of Proposal including costing consulting services**

Preparing a proposal with accurate cost estimates are the main and important considerations for a Technical Consultant. This aspect becomes more so important in case of Engineering Procurement Construction (EPC) / Lumpsum Turnkey (LSTK) jobs. In-depth knowledge of Technical Proposal preparation with right costing of

- **Negotiations and Consulting Contract**

How do I become a Successful Negotiator?

(After acceptance of proposal award of contract involves negotiations between consultant and client. Effective negotiation skills as well as close scrutiny of contract to be signed are one of the most and prime considerations in Technical Consulting)

- **Contract Management**

Do I Know how to manage a contract?

(Effective administration of contract is essential to avoid any disputes as it affects both client as well as consultants and brings bad name to consultant. Consultant need to have knowledge of these aspects to handle them appropriately during execution of the assignment of this session will discuss with practiced considerations how to successfully negotiate and execute a contract)

- **Project Management and Project Life Cycle**

Faculty will facilitate the participants through a Consulting Case by making them practice various activities in groups and presenting the output

- **Practical Session on “Securing Planning and Executing a Technical Consulting Project**

How do assignments get executed?

Faculty will provide practical inputs through a case study of technical assignment delivery right from marketing of assignment till closing out highlighting management of design and engineering aspects, Project Management, Procurement and inspection, construction management and post construction activities this session will be carried out

Admission Procedure

- Application form can be downloaded from the CDC website www.cdc.org.in under the “**What’s New**” or “**Courses Offered**”.
- Application found incomplete in any respect is liable to be rejected
- The **last date is 29nd August 2018** for submission of completed application form
- The List of shortlisted students shall be informed via email latest by **31st August 2018**
- The first Session of the programme shall be take place on **02nd September 2018 (Sunday)**
- The Tentative programme schedule is available on CDC website

Completed application form must be submitted along with requisite documents as mentioned below:

- Kindly send your expression of Interest for the programme or queries at pooja@cdc.org.in or contact at given below telephone/mobile nos.
- Document in support of eligibility as mentioned at page no: 4
- Participant’s adhar card no to be mentioned in the application form and attach xerox of the adhar card
- A candidate who claimed to be from OBC/SC/ST/PH category shall support his candidature by a certificate from the competent authority
- Programme fee to be paid in form of Demand Draft or via net banking/ NEFT (the bank details are given on www.cdc.org.in under courses offered and in link of respective programme for which you may be applying). Participants needs to send the screen-shot of the fee payment made online to the programme coordinator on pooja@cdc.org.in and after receiving the screen shot of the fee payment made with duly filled application form and prescribed enclosures before the last day for submission of the programme then only your payment and admission shall be confirmed. (admission is based on prescribed eligibility and application received on first cum first basis.)

Duly filled up application form along with enclosures as mentioned above to be send latest by 29th August 2018 to :

Ms. Pooja David
Programme Coordinator-CPTC
Consultancy Development Centre
India Habitat Centre, Core –IVB, 2nd Floor
Lodhi Road, New Delhi-110003
Tel: +91-11-24602601, 24601533, 24602915
Mobile: + 91 84477 20955
Fax: +91-11-24602602
Email: pooja@cdc.org.in
Website: www.cdc.org.in