



Booklet

PGP in Construction Project Management

for Infra, Industrial & Real Estate Projects

1 Yr. full time PG Program

A journey of transformation from a graduate to
a Professional Civil Engineer



infini Institute of Construction Project Management

Pune. Maharashtra. India



Dr. Vikas Patil
Managing Director
Chairman,
Management Council



“ Purpose

Most of the job seekers focus on job & salary while recruiters look for job skills & attitude while selecting a candidate. Till the time these views are not matched, there will always be a dearth of multi skilled professionals at all levels; who can immediately adapt to the new work culture, efficiently handle work pressure and give desired output in any given situation. There shall not be a fear of getting a dream job in case industry requirements are matched. In our PGP program we train beginners to select a right career path and match all the requirements by shaping minds and building 170 skills.

”

Preamble

The missing link

There is no job crisis, there exist skills crisis. Industry has potential to pay handsome packages, but to those who deserve it!

Construction industry is in the dire need of skilled, reliable and competent work force, to best handle today's challenges. With advancement in technology, gap between qualification and job skills has been increased. This needs to be bridged by transforming degree holder into a good Engineer and then into a dynamic Manager. Architectural firms are looking for Design Build projects in which having knowledge of Project Management has become a need of hour to manage all resources and complete projects in time and cost. Architects lack in this aspect.

Program potential - "Shortest path to Highest career..."

A graduate needs generally 12 to 15 years to become a Project Manager. PGP has potential to reduce this journey to just 5 to 6 years after getting relevant industry exposure. The knowledge helps you become a superior engineer / architect and beat the competition, reach your 'dreams' sooner. In this PG Program, there is a blend of Technical, Practical, Software, Soft Skills and Corporate Value Education.

Certification

Along with Infini's certificate, learners who successfully complete this program, get EAL certificate that enhances your value in the national and international market. Infini has opted for a center recognition from EAL, UK. It is one of the top few international bodies offering certification to the programs and organizations those work 'closer to industry'. Center code - C001338.

Rights given to learners

In this journey of 335 days, learners get rights to Express, Grow and Transform.

The transformation process

The curriculum is designed to upgrade learner's knowledge of construction project management accompanied with **practical experience; on site training.**

The entire design and delivery of the program is based on 'AKPS' training methodology i.e. Attitude-Knowledge-Practice-Skills. This method helps develop '**job skills**' as professionals which would be culmination of Attitude & Knowledge with the right amount of Practice.

Case study based approach helps learners to realign their thought process.

About Infini Institute

Infini is a platform created by civil engineers, for, to civil engineers & architects. It is formed by like minded civil engineers under the leadership of Mr. Vikas Patil and Mr. Sameer Alone. Infini Institute of Construction Project Management Pvt. Ltd. is a firm established as per company's act of Govt. of Maharashtra, India in Dec. 2014. It consists of academicians, industry experts, entrepreneurs, mentor and psychologist. It's our mission at Infini to impart value added competency enhancement training to the construction personnel at all levels to transform them into professionals.

EAL: EAL stands for Excellence, Achievement and Learning. It is a UK based organization. Infini is a Recognised Centre of EAL. It is a nodal international agency to certify service / product quality at par with international standards. EAL works with us in delivering our program to assure high quality, fit for purpose certification which meet your needs. It is our partner who refines our processes of admission, training, assessment, internship and placement. Physical external quality audit is being conducted annually to reassure quality standard. For details: <https://eal.org.uk/>.



Sameer Alone
Founder Director and CEO
Centre Head & IQA - EAL

Shaping minds. Building skills.

Program Objective:

To transform graduates into professional Civil Engineers / Architects & prospective Project Managers by imbuing technical, functional, managerial & software skills. To build a right attitude & prepare them to be responsible and loyal assets of a company / entrepreneurs.



Transforming lives.

Specialization:

You are specialised to use latest knowledge of PMBOK (7th edition) - 12 principles of project management and eight project performance domains to effectively manage projects, control schedule, cost and maintaining professional values.



Industry

Collaboration



National & International tie ups






Brand Ambassadors

Ravikrishna Shetti

Acting PM,
Aspire Galfar, Oman



Ayush Patel

Manager-Planning & QS
HG Infra



Keerthana Sekar

Senior Engineer -
Project Coordination
SPCL



Priyanka Naik

Project Quality Analyst
Neilsoft Pvt Ltd



Harshal Chaudhari

Project Sheduler
Gulf Asia Contracting WLL
Qatar



Al Ansari Trading Enterprise LLC, Oman

Mohit Khatri - Site Engineer

Palash Tiwari - Jr. Planning Engineer

Kuldeep Pisal - Jr. Planning Engineer

Gleeds Consulting (I) P. Ltd.

Rahul Kotina - Trainee Cost Manager

Indraneel Das - Trainee Cost Manager

Goel Ganga Group

Runal Kindalkar - Contract Engineer

Omkar Ghode - Planning Engineer

Fidesto Projects Pvt. Ltd.

Ankit Virulkar - Engineer, Projects

Vrushabh Patil - Project Engineer

Nikhil Gavade- Project Engineer

J. Kumar Infraprojects Ltd.

Piyush Gaikwad - Jr. QA/QC Engineer

Arya Engineers and Contractors Pvt. Ltd.

Shubhankar Gandhi - Revit Modeler

Karan Builders

Rahul Patil - Junior Planning Engineer

Karandikar Life Spaces

Sammedh Bankar-Execution & QS Engineer

Aashay Bhoir - Jr. Execution Engineer

Rakshak Kharabe - Jr. Execution Engineer

Aishwarya Hanagandi - QS & QA/QC Engineer

Chaphalkar Karandikar Developers

Sarswat Katte - Execution & QS Engineer



Placement | Industry



NeilSoft Pvt. Ltd.

Priyanka Naik - Project Quality Analyse

Bhaje & Raje CPL

Smita Patra - Billing Engineer

FABS

Chandralekha Pawar - Planning Engineer

Rohan Builders (India) Pvt. Ltd.

Aishwarya Ambike - Executive Engineer - Procurement

Vaibhav Chandre - Executive Engineer - Procurement

Meghana Gunge - Jr. Engineer-Contracts & Tendering

Rahul Gupta - Jr. Planning Engineer

Anil Kesare - Jr. Planning Engineer

Pratik Sanas - Junior Engineer, QS

Viraj Projects (I) Pvt. Ltd.

Om Prakash Purandare - Tendering Engineer

Sameer Kulkarni - Management Trainee

Millennium Engineers & Contractors Ltd.

Vishal Ganachari - Jr. Engineer - QA

Akshay Kanerkar - Jr. Engineer, Contracts

Tushar Gabhane - Jr. Engineer, Execution

Sairaj Buildcon

Niraj More - Billing Engineer

Nitin Jagdale - Quality Control Engineer

SJ Contracts Pvt. Ltd.

Moinuddin - Planning Engineer

The ONLY institute in India to assure **#job of choice
& flexibility in switching job profile**

- 6 months on site training by site mentors
- Advanced syllabus in line with latest industry practices and 7th edition of PMBOK
- Faculties from industry having 15 to 40 yrs of experience
- 40 plus industry tie ups
- Personal attention, small size batches
- Cooperative staff and conducive study environment
- 100% loan by HDFC bank
- Hostel assistance
- Yoga and meditation
- Smart english course by Symbiosis
- Overall personality grooming



One program for all needs of Civil Engineers & Architects

**Program
benefits**

Construction Project Management

Eligibility to apply

Students waiting for final result of graduation or who have completed degree in Civil Engineering / Technology from recognized University / Institution. Architects with min. 0.5 yrs of experience. Aggregate 55% marks in last exam (pre final or final year) with or without experience, and age below 28yrs. GATE score is not needed.

This course is not advisable for handicapped and divyang candidates as the job profile available after this program is not suitable for them. The management of the Institute has all rights of admission to deal with the border cases / those which won't fit into this criteria.

Seats: Upto 30 per batch

Duration

Duration of this program is 11 months comprising of upto 6 months of site internship. Based on the site progress and availability, internship is spread over 11 months in the form of initial & advance level to get good experiential learning.

infini Entrance exam & selection criteria

Entrance (online): 100 marks (40% passing to qualify)
Personal interview (Online) : 100 marks (50% total in entrance and PI together to qualify for PGP). infini Entrance Exam is conducted in the form of MCQs. It consists of 3 heads- Technical (35 marks), Aptitude and analytical (40 marks), English (25 marks).

Technical questions are based on the syllabus of Construction Management, Quantity Surveying, Construction Quality Control, Building construction, Basics of Surveying. Candidates who qualify entrance only are called for PI. Interview of candidate is conducted online.

Note: Permissible attempts: Max. 2 per batch

Academic fees & payment schedule

Academic fee includes admission fee, fees for academic activities, student kit, examination, library, events, PPE, OBT, accidental insurance, convocation, EAL registration & certification. The refundable deposit is returned upon successful completion of the program. 4 installments are given to pay full fees.

Hostel & food expenses, exam re-attempt charges, transport of any kind are not included in fees and students have to bear its cost. The institute reserves the right to collect or reimburse the amount of GST from / to students in case the government changes the service tax rate in future.

Fees for foreign nationals will be 2 times more than the regular fees.

Reservation & discount in fees

Infini is a self-financed company and doesn't promote any reservation criteria. We neither give any discount or concession in the fees on the ground of caste / religion / minority / class etc.

Vidya Karale

Head Admission



Confirmation of admission

Admission is confirmed only after payment of full registration fees. Original documents of 10th, 12th, degree certificate and experience certificates, if any, needs to be submitted to the institute for verification purpose. Student can avail it after end of course.

Payment of fees: Registration fees is to be paid within 7 days after the issue of the offer letter. Remaining fees can be paid in 1 stroke or in 3 instalments. If instalments are opted, additional charges are applicable. Application form fees are non-refundable. For each new attempt of admission, charges are to be paid separately.

Important rules / conditions:

- i. Fees once paid is non-refundable and non transferable.
- ii. Registration and first instalment fees are to be paid in NEFT mode. Post-dated cheques of other instalments are to be deposited in the institute upon instructions. In case if anyone wants to do NEFT, then the respective cheque will not be deposited in the bank and will be returned / cancelled.
- iii. Cheque bounce charges of Rs. 500/- are applicable upon dishonouring the cheque.
- iv. Late payment of fees will attract penalty of Rs. 100/- per day w.e.f. due date.
- v. Learners failing to pay fees on time shall be considered defaulters and won't be allowed to attend ongoing classes &/ examinations &/ internship /placement unless pay due fees. In genuine case of delay in payment, permission shall be taken from Head Admission well in advance. Late fees will be applicable. Decision of Head Academics shall be final and binding.

Disclaimer:

In case if any information provided by the candidate is found false or misleading from the fact and / if candidate misbehaves then the management reserves all rights to cancel the admission / attempt of admission.

Institute reserves all rights to revise any/all policies of admission, including payment schedule and refund policy without any prior notice.

Discounts and Scholarships:



Scholarship for Professionals	Merit Scholarship	Entrance Score Scholarship	Character Building Scholarship
Rs. 20,000/- to 50,000/-	Rs. 25,000/-	Rs. 25,000/- & 40,000/-	Rs. 1 lakh
for experience of 8 months onward	for securing First class with Distinction in Graduation	for scoring more 60% above in infini Entrance exam	for demonstration good attitude and character

Discount and scholarship amounts include GST component. For more details refer terms & conditions.

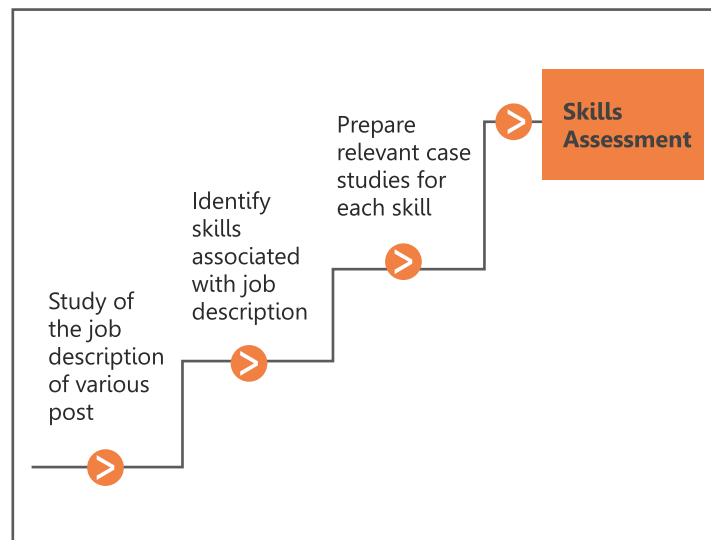
About the program

A day at Institute

Slot	Timing	Slot Timing (min)
Reporting	9:45 to 9:55	10 min
Prayer	9:55 to 10:00	5 min
Session 1	10:00 to 10:50	50 min
Break	10:50 to 11:00	10 min
Session 2	11:00 to 11:50	50 min
Break	11:50 to 12:00	10 min
Session 3	12:00 to 12:50	50 min
Lunch	12:50 to 1:45	55 min
Session 4	1:45 to 2:30	45 min
Break	2:30 to 2:40	10 min
Session 5	2:40 to 3:25	45 min
Break	3:25 to 3:35	10 min
Session 6	3:35 to 4:20	45 min
Closing remarks	4:20 to 4:35	15 min
InfiniTheism prayer	4:35 to 4:36	1 min
Break	4:36 to 5:00	24 min
Sports/ Yoga/ Meditation	5:00 to 6:00	60 min

Pedagogy

A mix of pedagogical tools – case studies, lectures, discussions, presentations, audio-visuals, and experiential exercises are used as found appropriate by the individual trainer.



Note : Schedule may change as per the need during the course.

Academic calendar

Foundation	Initial Internship	Classroom Training
1.5 Months	3 Months	1.5 Months
Adv. Internship	Final submission and viva	
4 Months	1 Month	
Placement to begin : in 12th month		

Notes: 1. The Academic calendar may vary from year to year.
2. In case of lockdown, regular classes and / internship will be conducted in the online mode.

Attendance

Learners shall maintain 95% attendance to be eligible to pass each level and get full benefit of the program and final certificate. Leaves other than sick leave for major illness, attending exam are only granted with prior permission. Leaves for family functions & other reasons are not granted. Leaves shall be applied 2 days in advance and get it sanctioned. Learner shall cover portion missed during leave period on his / her own. Penalty is applicable in case learner fails to recover those missed class hours. Sanctioned leave does not mean consideration in attendance.

Course structure

Course Work

The list of subjects to be studied is mentioned in the course structure.

Character building area	Subject	Module / workshop
Corporate skills building	Corporate Life Skills	Module PGP 01
	Communication	Smart English course
Attitude building	Value Education	Module PGP 02
	Personal counselling	
	Yoga and meditation	Workshop
Technical skills	Quantity Surveying	Module PGP 03
	Project Planning and Controlling	Module PGP 04
	Fundamentals of Quality, Health & Safety	Module PGP 06
	Fundamentals of Tendering and Contracting	Module PGP 07
	Specialization in Project Management	Module PGP 10
	Site Internship	Module PGP 09
Practical skills	Unit measurement & conversion	Workshop
	Surveying	Workshop
	Drawing comprehension	Workshop
	MEP Fundamentals	Workshop
	Formwork planning	Workshop
	Application of MS Project in Project Management	Module PGP 05
Software skills	Application of Primavera in Project Management	Module PGP 08
	Certification in Revit and BIM	Module PGP 11
	Excel and advance excel	Workshop
	Basic AutoCAD, word and power point	Workshop
	ERP	Workshop

Soft Skills Workshops:

1. Campus to Corporate
2. Art of Progressive Working; Self appraisal & Introspection technique
3. Corporate Relationship Management
4. Effective Documentation and MoM,
5. Corporate Efficiency & Effectiveness, Business Etiquette
6. Interpersonal skills & people management
7. Team building

Grading System

There is no 'Fail' concept, but students need to attend minimum C grade (above 50% marks) in each skill being judged to be eligible for final certification.

Following conversion system is used to convert marks into grades.

A++: Magnificent performance
(Marks: 90% and above)

A+: Outstanding performance
(Marks: 85 to 89.99%)

A: Excellent performance
(Marks: 80 to 84.99%)

B++: Very good performance
(Marks: 75 to 79.99%)

B+: Good performance
(Marks: 70 to 74.99%)

B: Satisfactory performance
(Marks: 65 to 69.99%)

C++: Above Average performance
(Marks: 60 to 64.99%)

C+: Average performance
(Marks: 55 to 59.99%)

C: Fair performance
(Marks: 50 to 54.99%)

D: Poor performance
(Marks: below 50%)

Course syllabus

Corporate Life Skills

Chapter / main skills	Contents / Sub skills
1. Vision Building	1.1 Analyze alignment of career vision & goal setting using SMART approach 1.2 Define and demonstrate Vision building
2. Effective & Proactive Communication	2.1 Demonstrate importance of listening, comprehending the spoken word 2.2 Active Listening Skills 2.3 Learn to apply 7C's of communication
3. Effective Presentation Skills	3.1 Learn art of presentation to make it audience friendly 3.2 Appropriate body language while presenting & creating impact 3.3 Managing available time for effective deliveries
4. Corporate Ethics & Etiquette	4.1 Create first impression 4.2 Learning business etiquette 4.3 Study corporate culture
5. Time Management	5.1 Understand importance of time w.r.t. Time Management Matrix 5.2 Find time wasters 5.3 Priorities tasks / set priorities & plan your day / week/month/year 5.4 Time saving techniques – manage others, manage work
6. Team Building, Interpersonal skills, & people management	6.1 Learn art of working in teams 6.2 Team dynamics 6.3 People management techniques 6.4 Interpersonal skills to become an effective team player – Learning Whale Done Principles
7. Stress Management	7.1 Know stress: Positive and negative aspects 7.2 Reacting to stress 7.3 Physical and mental stress management 7.4 Emotional & Financial stress management.
8. Problem solving, Creativity & Lateral Thinking	8.1 Problem identification 8.2 Role of creativity and innovation in problem solving 8.3 Expressing creativity 8.4 Understanding the mental roadblocks & attitude that kills creativity 8.5 Creativity as a discipline 8.6 Lateral Thinking & Problem Solving
9. Leadership Development	9.1 Knowing oneself, Making an impression as a leader 9.2 Leadership Style, Models & qualities 9.3 Rapport building & creating a culture 9.4 Decision making. 9.5 Laws of Leadership

10. Change Management & Stakeholder Management	10.1 Understanding of the impact of change 10.2 Supporting and preparing for impending changes 10.3 Dealing with resistance 10.4 Stakeholder Management Matrix & Application
11. Emotional Intelligence (EI)	11.1 Importance of EI 11.2 Analyze and understand emotions in developing EI 11.3 EI at work
12. Interviewing Skills	12.1 Preparing for Interviews 12.2 Art of Answering FAQs 12.3 Managing objections raised by Interviewers

Value Education

- | | |
|-------------------|-----------------|
| 1. Confidence | 7. Adaptability |
| 2. Trust | 8. Honesty |
| 3. Respect | 9. Integrity |
| 4. Responsibility | 10. Happiness |
| 5. Accountability | 11. Love |
| 6. Cooperation | 12. Gratitude |



Workshops

- | | |
|--------------------------------------|---|
| 1. Campus to Corporate | 5. Corporate Efficiency & Effectiveness, Business Etiquette |
| 2. Art of Progressive Working | 6. Interpersonal skills & people management |
| 3. Corporate Relationship Management | 7. Team building |
| 4. Effective Documentation and MoM, | 8. Self appraisal & Introspection technique |



Quantity Surveying

1. Introductory session on QS and key players of the project	1.1 Pre-requisites to QS 1.2 Concept of the project & Key players of the project 1.3 Roles of various departments 1.4 Various trade contractors 1.5 Role of QS, Challenges for QS 1.6 Core techniques for precise estimation	7. Types of estimates	7.1 Methods for preliminary cost estimates 7.2 Methods of detailed estimate
2. Unit conversions	2.1 Understand unit conversions	8. MEP Estimation	8.1 Plumbing works 8.2 Electrical works 8.3 Firefighting works 8.4 AC works
3. Principles of measurement	3.1 Measuring earthwork 3.2 Measuring concrete & formwork 3.3 Measuring masonry 3.4 Measuring plastering 3.5 Measuring finishes 3.6 Measuring services	9. Budget heads	9.1 Understand various budget heads 9.2 Calculating overheads
4. Project specifications for building works	4.1 Project specification for civil works 4.2 Project specifications for finishes 4.3 Project specifications for services 4.4 Understand various external services and amenities	10. Project billing	10.1 Various terminologies in billing process 10.2 Monthly valuation 10.3 Sub-contractor billing 10.4 Various deductions in billing process
5. Bar bending schedules	5.1 Understand various terminologies in BBS, BCS 5.2 Preparing BBS, BCS for footings 5.3 BBS, BCS for odd shaped footings 5.4 BBS, BCS for column 5.5 BBS, BCS for beams 5.6 BBS, BCS for slab 5.7 BBS, BCS for staircase 5.8 BBS, BCS for lift wall	11. Special terminologies in contract & various insurances	11.1 Preliminaries 11.2 Provisional sums 11.3 PC Rate 11.4 Various project insurances
6. Rate analysis	6.1 Rate analysis for brickwork 6.2 Rate analysis for plastering 6.3 Rate analysis for tiling 6.4 Rate analysis for doors 6.5 Rate analysis for shuttering	12. Value engineering and green building materials	12.1 Concept of value engineering 12.2 Concept of value management 12.3 Green building materials



Project Planning and Controlling

1. To get an overview of Project Management	<ul style="list-style-type: none">1.1 Current industry challenges in 21st century & needs. Project Manager's perspective.1.2 Project and Project life cycle, 10 Project Management Knowledge areas1.3 Role of various departments and their cross functioning1.4 Concept of Project Triangle1.5 Project resources, importance & challenges in managing them1.6 Mobilization of resources.
2 Define scope and prepare WBS	<ul style="list-style-type: none">2.1 Identify and analyse high level requirements of project2.2 Define project objectives, scope & strategy to control the scope2.3 Define Work Breakdown structure & Organization structure.
3. Develop Schedule of a project	<ul style="list-style-type: none">3.1 Define activities for each WBS & sequencing of activities3.2 Determine resources and estimate activity durations3.3 Prepare schedule of project & control schedule3.4 Sources & types of delay, assessing delays3.5 Time control inhibiting factors, Mitigation strategies for schedule delays, time control model.
4. Manage Equipment	<ul style="list-style-type: none">4.1 Need of mechanization, merits & demerits. Site issues. Role of a civil engineer.4.2 Types of plants, machineries and equipment and their knowhow4.3 Find cycle time of machineries & productivity4.4 Selection of equipment, buy / lease / rent decision. Check points of purchasing equipment. Procurement cycle. Techniques of buying. AMC terms. Equipment yard. Equipment safety.4.5 Remedial measures for issues in equipment management.
5. Learn Materials Management (MM) methods and techniques	<ul style="list-style-type: none">5.1 Importance, objectives & principles of MM.5.2 Various MM techniques & major materials used on construction projects5.3 MM Policy Manual, Material planning & procurement. Bill of lading, letter of credit & other documentations. Role of a Materials manager.5.4 Store types & layout consideration. Documentation. Codification. Logistics management.5.5 Material reconciliation & waste control on site.5.6 Remedial measures for issues in materials management.
6. Learn Manpower Management	<ul style="list-style-type: none">6.1 Objectives and need. Challenges. Organization structure of a projects department. Roles and responsibility. Management and its functions.6.2 Fayol's Principles of Management and its application in project management6.3 Types of labors. Daily wages. Concept of manpower productivity and daily output. Time and motion study. JOHARI WINDOW. Manpower planning.6.4 Remedial measures for issues in manpower management.

7. Budgetary control	7.1 Estimate activity cost, Reserve Analysis & determine budget
	7.2 Control the cost by earned value analysis method
	7.3 Cost forecast

8. Stakeholder Management	8.1 Identify Stakeholders
	8.2 Plan Stakeholder Engagement
	8.3 Manage and monitor Stakeholder Engagement

Application of MS Project in Project Management

1. Define project scope	1.1 Know the screen parts of MS Project
	1.2 Add a new project and set calendar to the project
	1.3 Define scope of project and create WBS using MS Project tool
2. Develop a project schedule	2.1 Define and logically connect activities under each WBS
	2.2 Determine resources required to complete each activity & estimate activity durations
	2.3 Develop schedule of project by applying Critical path technique of MS project tool
3. Monitoring and controlling project	3.1 Set base line and track project against it
	3.2 Analyze the status of project and calculate variance to forecast the impact of current status on time and cost
	3.3 Learn fast track, crashing, resource levelling and resource smoothing techniques to control the project
	3.4 Prepare various report viz. status report, progress report, trend report, forecasting report, variance report, earned value reports by using MS Project tool
4. Manage multiple projects	4.1 Consolidate projects to review at organizational level
	4.2 Control and share common resources between multiple projects
	4.3 Manage project data between programs by importing and exporting functions
5. Customizing project	5.1 Create new views as per the requirements
	5.2 Develop and apply filters and groups to find desirable information
	5.3 Build project templates for project

Fundamentals of Quality, Health & Safety

a) Quality Assurance And Quality Control

1. Understand the Structure	1.1 Understand what structure is, elements of structures, types of loads and forces.
2. Quality, System and Management	2.1 QMS, Basics about ISO certification and general principles 2.2 Clauses 4 to 7 of ISO-9001-2015. Context and Risks of organization, planning, Management principles 2.3 Clauses 8 to 10 of ISO-9001-2015. Controls on processes - purchase, design and execution, Analyzing records, objectives and corrective actions
3. Quality Organization	3.1 Quality Organization and effects of poor quality, Quality Reporting & analysis. 3.2 Cost of Quality, Total Quality Management & 6 sigma
4. Documents for Quality Control	4.1 Types of codes. Study of Specifications of material as and also Code of Practice for important activities. 4.2 WMS for major items of works
5. QA -QC at Site	5.1 Documents, Records and Tools and how they prepare Quality Plan
6. Material and Material Testing	6.1 Testing Facilities and various Laboratories & Calibration plan for test equipment 6.2 Material Testing Procedures and maintaining records
7. Quality Audits	7.1 Planning of Quality audits and its conduct 7.2 Non Conference report
8. Finishes & MEP	8.1 Practical issues related to Finishes and MEP works

b) Health, Safety & Environment

1. Introduction	1.1 Understanding of Safety Health & Environment Management
2. Statutory Rules and Regulations for Health and Safety	2.1 Legal frame work, National Safety, health and Environ policy 2009. Legal compliances and some mandatory Rules. 2.2 Mandatory Approvals for starting site, Fire and other Hazard Classifications and prohibited materials
3. Safety Management at Site	3.1 HSE management & implementation, HSE training, safety committee and meetings, safety observations and actions, promoting safety. 3.2 Hazard Identification and Risk Analysis (HIRA) for certain activities 3.3 Critical risks & Operation controls and Hierarchy of Controls 3.4 Fire Control and methods
4. Skills, Controls, Reports and Audits	4.1 Crane signaling, Safety team and skills, Periodic Reports, accident Reports & investigations, Audit observations

1. Tender structure	<ul style="list-style-type: none">1.1 Definition of Tender & its main constitutes.1.2 Types - B1, B2, Lump Sum, BOT, PPP, EPC etc.1.3 Tender Notice.1.4 General Conditions, T&C of Contract, Special Conditions1.5 Schedule "A" & "B", Specifications & Drawings.
2. Pre Tender activities	<ul style="list-style-type: none">2.1 Invitation of Tenders, Terminologies used2.2 Pre Bid Meeting, Short listing, Registration of Contractors.2.3 Submission/Preparation for eligibility documents to be enclosed2.4 Letter from contractor about unconditional offer2.5 Tender with Bid proforma, Drawings, Specification2.6 Opening of Tenders, Issuing work order
3. Post Tender Activities	<ul style="list-style-type: none">3.1 Time Limit, Schedule to complete work3.2 Actions for unsatisfactory progress, incomplete work and stopped work3.3 Extra Item, Addition/alteration and omission
4. Contract Management	<ul style="list-style-type: none">4.1 QA QC plan4.2 Recoveries4.3 Certificate of completion4.4 Defect liability period4.5 Labour Laws4.6 Price variation4.7 Contractual letter writing
5. Financial Aspect	<ul style="list-style-type: none">5.1 Bank Guarantee & Solvency certificate5.2 EMD & Security Deposit5.3 Retention Money
6. Arbitration and Legal cases	<ul style="list-style-type: none">6.1 Resolving disputes out of court6.2 Primary Information6.3 Legal cases6.4 Indian Contract Acts
7. FIDIC	<ul style="list-style-type: none">7.1 Study FIDIC and deviation from Indian clauses
8. Concluding Contracts	<ul style="list-style-type: none">8.1 Concluding contracts8.2 Claim Management

Specialization in Project Management

1. Understand the Project Management Plan	1.1 Understand the various parameters in preparation of PMP document. The strategy for planning and other key elements in starting the project.
2. Project Scope Management	2.1 Define project scope statement and demonstrate ways to control it through project cycle; documentation of all details of time (duration) estimates;
3. Application of the scope model in change management	3.1 Make the study of important contractual clauses and its linking to the scope management process.
4. Develop time control model	4.1 Understand various aspects of preparation of project schedule and develop control mechanism (model) to manage project time
5. Develop time & cost control model	5.1 Understand various components of cost control and prepare the cost control model
6. Analyse productivity issues	6.1 Understand activity detailing and parameters affecting project productivity; learn Time motion study technique to arrive at the standard norms of productivity and find measures to improve it
7. To develop Risk Management	7.1 Plan Risk Management 7.2 Identify Risks 7.3 Perform Qualitative Risk Analysis 7.4 Plan Risk Responses 7.5 Implement Risk Responses and Monitor Risks

Application of Primavera in Project Management

1. Understand Primavera	1.1 Describe Enterprise and project-specific data 1.2 Navigate in the project window, workspace basics & customize layouts 1.3 Create portfolio
2. Develop construction project schedule	2.1 Create a new project & WBS 2.2 Add activities to work packages, create relationships and assign constraints 2.3 Analyze activity resources and roles, resources usage 2.4 Use bucket planning and level resources; & optimize project plan 2.5 Develop construction project schedule
3. Monitor and control project	3.1 Create a reflection project, determine tracking layouts 3.2 Update schedule 3.3 Earned Value cost and measure performance
4. Customization and report generation	4.1 Format and customize schedule data 4.2 Import/Export project data, generate and run schedule report 4.3 Create various reports

Application of BIM into Construction Management

1.Introductuin to BIM	1.1 Working in one model with many views and features, Modifying Properties & Professional Palette; Navigation Views; Salutation and Modifying Basics; toggles
2 Basic project setting	2.1 Creating a new project; Accessing Multiuser Projects using work share & Configure Project Settings
3. 3D modelling	3.1 Modelling column and beam, structural framing
	3.2 Modelling walls, doors and windows
	3.3 Modelling slab, roof, ceiling & floor
	3.4 Working with stairs, Advance Elements Modelling, working with complex walls, rooms, openings, structural rebar, views, visibility & graphic controls
4. 3D rebar modelling and detailing	4.1 Structural Reinforcement
5. Managing projects , creating views	5.1 Creating project specific views and managing settings of projects.
	5.2 Detailing of Views to present in sheet, Scheduling and estimation
6. Family creation and Editing family	6.1 Create parametric and non-parametric family, and edit existing families.
7. Basic MEP orientation	7.1 Introduction to MEP systems
8. Demonstration of 4D and 5D	8.1 Introduction and methodology for 4D and 5D BIM

Site Internship

Internship 1 (Initial level)

- Orientation to site culture
- Understand Project & Project scope
- Learn Drawings and contract
- Learn planning of project, estimation & billing
- Know stakeholders
- Learn execution practices and work method
- Learn quality, material testing and quality processes
- Learn safety rules and practices
- Know procurement and store management
- Understand issues in labour, materials and equipment management
- Learn to collect & analyse data, its interpretation & decision making

Internship 2 (Advance level- in the area of your liking)

- Know your job profiles, role and responsibilities
- Know all documentation part
- Know all codes & bylaws
- Get thorough into handling responsibilities
- Learn soft skills and values
- Get managerial approach
- Know time-motion study and productivity
- Understand integrated approach of project management in controlling time and cost

Teaching faculty

Faculty at infini is the backbone of this program and the transformation process being implemented at infni. Therefore we carefully deploy the faculty for this program. Some of the experts are associated as visiting faculties at infini. Faculty may change from batch to batch and the Management of the Institute has full rights to appoint the faculty.

Dhananjay Marathe

BE (Civil)

Subject expert : On-site Training

Techno-commercial experts of handling projects, 41 plus years experience of working on projects like residential buildings, shopping malls, industrial and commercial buildings, STPs, pipelines etc. Worked with SPCL, Vascon, JMC & retired as VP - Projects at Kalpataru Group, Pune.

Hemant Joshi

BE (Civil), MIE, LMICI

Subject expert: Quality, Health & Safety

Freelance consultant having 37 years of experience in Industrial and Residential projects. Worked as AGM-Regional Quality Head in Shapoorji & Pallonji Co. Ltd. and JMC for long 11 years before retiring from professional career.

Sushil Kulkarni

BE Civil, PGDCP

Subject expert: Tendering & Contracting, Project Management

31 years of experience in business development, tendering, project execution, planning & management. Ex. VP – Viraj Projects. Worked with Dodsai, Petron. Projects handled – Canal, Power plant, Water supply, Refinery, Road, Windmill.

Hyacinth Arya

Bachelor of Arts

Subject expert: Corporate life skills

Facilitator and international corporate trainer. Proprietor – Corporate Finesse(Pune), having 37 years into training - Corporate Communication, Personality Dev., Soft Skills, Life skills, SRM & CRM.

Dr. Vikas Patil

BE (Civil), PGDCM (NICMAR)

Subject expert: Project Management & Control, Contracts, Finance & HR

24 years of experience in project execution, planning, construction & project management. Worked with Galfar & Al Ansari Group (Oman), Shapooji Paloonji, Dadia Construction.

Ar. Madhav Hundekar

B. Arch, PGDHL, Valuer

Subject expert : Building Codes & Housing laws

He is a practicing Architect and valuer, worked on various institutional & industrial projects like Auditoriums, Drama Theatres, Mega- Plexes.He was a former Secretary , IIA Pune Centre, Hon. Secretary, Practicing VAI.

Ajaykumar Patil

BE (Civil), Dip. (Contracts Mgt.)

Subject expert: Quantity Surveying, On site training

Freelance consultant with 26 plus years of experience. Worked at various levels from Site Engineer upto VP in various reputed organizations & projects. Major clientele includes Infosys Technologies, Bajaj Auto, Serum, RMZ Developers, etc.

Sameer Alone

BE (Civil), ME (C&M),LMICI, MIE

Subject expert: Project Planning & Controls

22 years of experience – on field, teaching & training. Worked with Suzlon, Unison PMC, MIT, MITCOM. Expertise into designing of post graduate programs in construction management.

Sameer Gujar

BE Civil, MS (Project Management), LEED accredited professional

Subject Expert: Project Planning & Management, Cost control

He is a leading project management consultant having 21 yrs of exp. at national and international levels. Worked on projects such residential and commercial projects, Educational & sports complexes, Park & Club house, Auditorium & Hospitals etc.

Amit Haridas

Dip. Civil, Dip. in Adv. Concrete Tech. (London)

Subject Expert : QAQC, On-site training mentor, Concrete Technology

Mr. Amit is a QA / QC professional and NRMCA certified Concrete Technologist, a Lead Consultant- Concrete info and QMS internal auditor. He has 21 yrs. + exp. of QA & QC, Compliance, Conceptualisation, Designing & Implementation of Business Processes, audits.

Balwant Pawar

Dip. Civil

Subject Expert : On-site training, Site Construction Management
40 yrs plus experience of working on Factory Sheds, IT parks, Townships, Warehouse at various levels from Engineer to DGM Projects.

Girish Dharap

BE (Civil), MMS, Certified NLP Master

Subject expert: Corporate Life Skills, Creative Learning
Freelance corporate trainer, Life coach & Certified Facilitator from Dale Carnegie having more than 20 years of experience in behavioural training. Worked as Sr. Learning Specialist with Hitachi Consulting and Manager with WNS Global Services.

Dr. Vishal Sangale

BHMS, MA Clinical Psychology & Psychometrician

Subject expert: Value Education & Life coaching
15 yrs. of experience in clinical & counselling psychology, psychometric assessments. Co-Founder of Traitfit.
NITI Aayog-Mentor of Change. Trainer in the field of Emotional Intelligence and OD interventions.

Nikesh Bihare

BE (Mech.), MBA-Finance & Mkt, PMP® & Certified Scrum Master, Oracle Certified Specialist, Primavera Cloud Schedule Management

Subject Expert: Project Planning & Management, Primavera & MSP
12 yrs. of exp in Project Management across industries; worked as Project Manager and Controller on – Steel & Power Plants, Chemical, Pharma, Oil and Gas and IT Projects.

Siddhant Pawar

BE (Civil), Dip. (Civil)

Subject expert: BIM, Tekla, Revit, AutoCAD
He is a Quality analysis & worked for more than 7 years in Project Execution, Precast Production, Designing, Detailing and Training.

Industry Stalwarts and Subject matter experts

Mr. Yusuf Nalawala

Managing Director
Al Ansari group of companies, Oman

Jaikumar Salavi

Vice President
Business Dev. & Tendering - Galfar SAOG, Oman

Nausher Kariyadan

Executive Vice-president
Civil & Marine Infrastructure - Galfar SAOG, Oman

Mangesh Divekar

DGM
Al Qarar Management Solutions, Oman

Vamsi Valluri

Planning Manager
Galfar SAOG, Oman

Sufyan Menon

Senior Manager Planning and Contracts
Al Qarar Management Solutions LLC, Oman

Hemanth Sarvabhotla

Project Manager
Galfar SAOG, Oman

Nandkkishore Sharrma

Director
HR Solutions Infinite

Indrajeet Mane

Chief Contracts
HCC Ltd., India

Dayanand Wandre

GM Contracts
HCC Ltd., India

Sagar Gokule

GM
L&T ECC, India

Education loan

Education loan

The institute has a tie up with HDFC Bank, Pune for education loan. It is not mandatory for students to avail loan from HDFC. They can approach any other bank subjected to fulfilment of the bank's eligibility criteria. Under the guidelines set by RBI, bank funds partial / full loan. Financial viability is cross checked for sanctioning of loan amount. Rate of interest offered last year was 11.5%. It may change from year to year as per RBI guidelines. Loan refund period is 4 years. In first year, student has to pay EMI on interest component and for remaining 3 years, EMI on principal component is to be paid. Generally, 10 to 15 days are required for verifying documents and disbursement of loan which depends upon on-time submission of necessary correct documents. Student needs to pay registration fees and confirm the admission before processing the loan. Loan process shall be completed before the start of the course. In genuine case if the loan is not sanctioned by HDFC bank the paid fees is refunded to the student. No fees are refunded once regular classes are started. Excess fees, if any, will be refunded to student within 5 days upon receipt of full fees after disbursement of loan. Loan of students from Maharashtra, except Mumbai and goa are routed from Pune office. Students from other states shall approach the nearest branch of HDFC from their hometown.

Repayment of loan is the sole responsibility of the student. Legal action shall be taken by the bank and / the institute in case of dishonouring of EMIs and non-payment of loan.

Loan details: e.g. If you take a loan of Rs. 4,00,000/- you have to pay approx. Rs. 3900/- per month for the period of first 12 months from the date of loan disbursement. After that, you have to pay an EMI of approx. Rs. 13,300/- for next 36 months. According to your loan amount you can calculate the monthly instalments. EMI amount varies with the duration of loan and ROI.

Note: We are not affiliated to AICTE or UGC and we don't claim to be registered to any government body in India. Management of the Institute reserves all rights of refund of fees. Jurisdiction shall be of Pune court in case of any dispute.

Cancellation of admission

A) After taking admission and paying full registration fees and 7 days before start of the course and only in genuine case decided by the Admission Head / the management of the institute following rule of cancellation of admission and refund of fees paid shall be applicable. This rule is not valid for partial payment of registration fees. No refund is granted in such cases. No

- Cancellation within 1 to 7 days : Refund of 75% of fees paid
- Cancellation within 8 to 14 days : Refund of 50% of fees paid
- Cancellation within 15 to 21 days : Refund of 25% of fees paid
- Cancellation after 21 days: No refund.

In case if anyone wishes to cancel the admission then the candidate shall write an application to the Admission Head and submit the necessary proofs and mention valid reasons for doing so. NO REFUND is sanctioned once regular classes are started.

B) In case if anyone wants to cancel the admission after start of the course, then he/she shall pay all balance fees. Admission cancellation and refund of fees SHALL NOT BE GRANTED once course begins. Candidate has an option to postpone the admission to the immediate next batch without losing any fees. He / she may be given permission to join classes and appear for examinations which were not covered in the earlier attempt. This option is valid only for 1 year from the date of earlier admission otherwise the candidate needs to take a fresh admission and lose all claim on the fees paid.

In the following cases, admission gets automatically cancelled:

- If student fails to report to the institute after completion of each level and or ;
- Remains absent without notice for 15 continuous days and or ;
- Fails to pay fees on time as per prescribed schedule mentioned in the offer letter or officially permitted in written by Head Admission & or ;
- Attendance falls below the prescribed criteria of 95% & or ;
- Poor performance in (D grade) in 2 consecutive reviews & or ;
- Any sort of misconduct which management of institute declares as objectionable.

Qualities of an

Ideal Student

by Swami Vivekananda

Respect: Respect your parents, your teachers and your elders.

Faith: Have faith in yourself, in others and in god.

Truthfulness: Be truthful in words, thoughts and actions.

Love: Love your country, your culture and your ancestors.

Self control: Control your words, your thoughts and your actions.

Self-Discipline: Discipline your body, your senses and your mind.

Service: Serve the poor, the illiterate and the diseased.

Hard work: Work hard to acquire knowledge, skills and wisdom.

Conviction: Have conviction in the power of goodness, purity and honesty.

Strength: Be strong physically, mentally, intellectually, morally and spiritually.

Concentration: Concentrate whole-heartedly while studying, working, playing and praying.

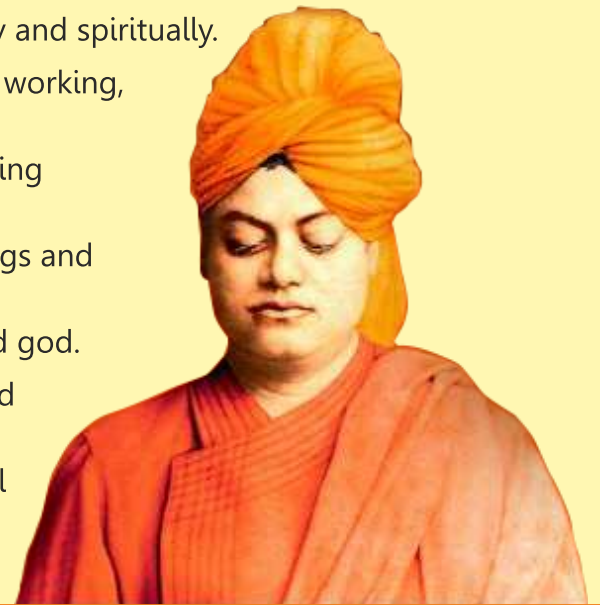
Habits: Cultivate regular habits of prayer, meditation and reading inspiring and strengthening literature.

Same Sightedness: Feel the presence of the divine in all beings and treat them with the same standard as you treat yourself.

Devotion: Have devotion for duty, scriptures, holy people and god.

Discrimination: Discriminate between good and bad, real and unreal and vice and virtue.

Firm determination: Have firm determination and strong will power to cultivate good habits in order to achieve permanent happiness, peace, success and fulfilment in life.





"what YOU think, YOU become.."



**infini Institute of Construction
Project Management**

Recognised centre of EAL, UK



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