

PGP in Construction Project Management

1 Yr. Post Graduate Program - Internationally endorsed by EAL, UK
10th PGP Batch | January 2021

A journey of transforming
Civil Engineers & Architects
into skilled professionals,
& prospective Managers





Vikas Patil
Managing Director



“ 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 4 to 5 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

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 trainings to the construction personnel at all levels to transform them into professionals.

Registration details of company:

Registration No.:

U80903PN2014PTC153332

PAN: AADCI6987L

TAN: PNEIO7195G

GST: 27AADCI6987L1ZS

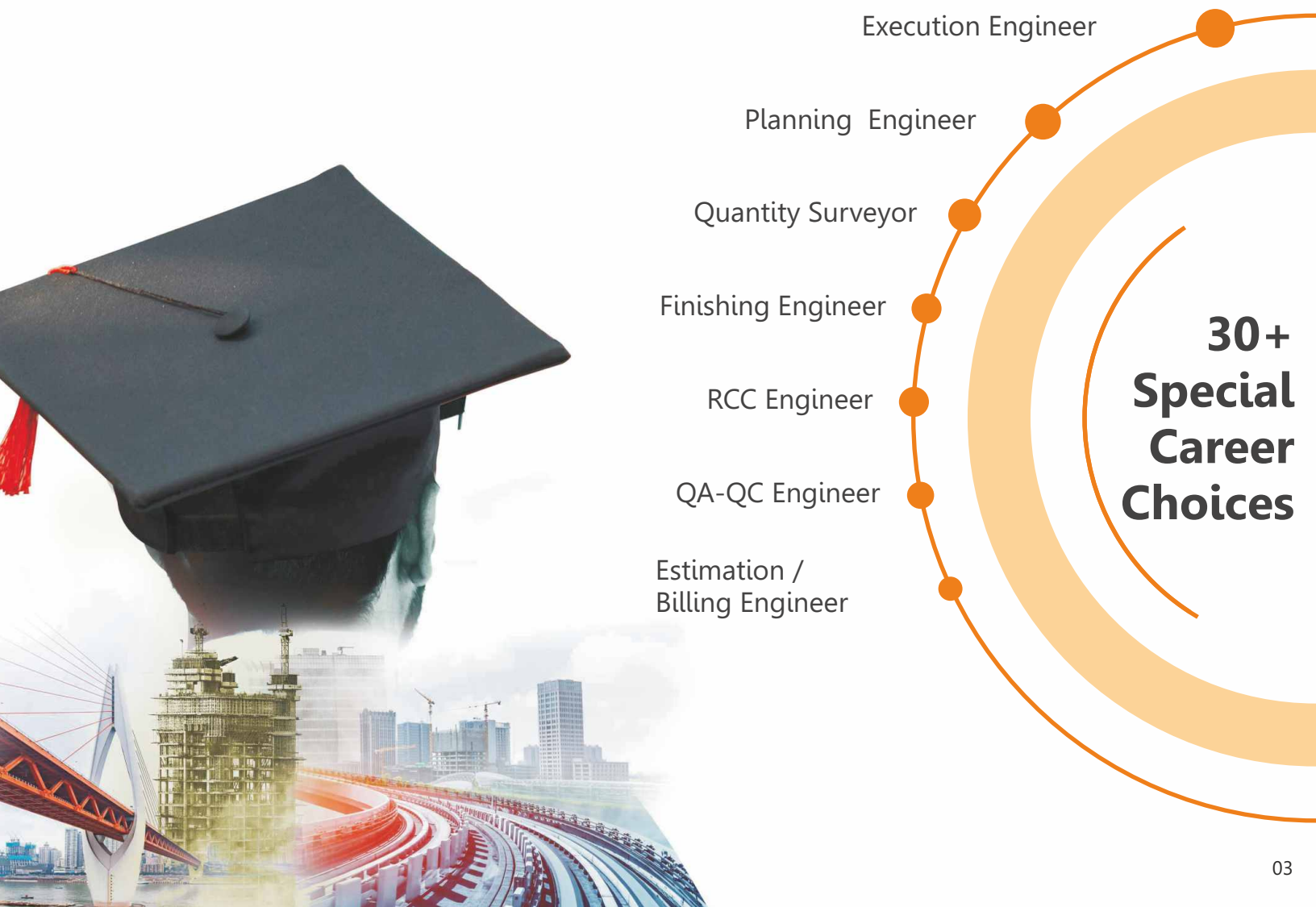
EAL: EAL stands for Excellence, Achievement and Learning. It is a UK based organization. Infini is a Recognised Centre of EAL. EAL conducts audits every year. It is a nodal international agency to certify service / product quality at par with international standards. EAL works with us in delivering our 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. More details can be availed from <https://eal.org.uk/>.

Disclaimer: All the information, photos, images etc. provided in this booklet is the sole property of Infini ICPMPL, Pune, India. Sharing it with an unauthorised person & or copying and reproducing it is an offensive act. Legal action will be taken against those who disobey the rule.

Shaping minds. Building skills.

Program Objective:

To transform graduates into professional Engineers / Architects & prospective Project Managers by imbibing technical, functional, managerial & software skills. To build a right attitude & prepare them to be responsible and loyal assets / businessmen to successfully handle challenges of the Construction Industry.



Transforming lives.

Specialization:

This program leads you to the specialization in project controls by using project management knowledge areas.

infiniTM
I Feel the difference I

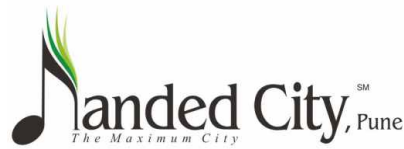


Industry

Collaboration



STUP CONSULTANTS PVT. LTD.





AL Ansari Trading
Enterprise LLC, Oman



Aspire Galfar, Oman

Brand Ambassadors



Ravikrishna Shetti

Acting PM,
Aspire Galfar,
Oman

Package: 15.6 lakh



Ayush Patel

Manager Estimation,
SMS infra

Package: 7.2 lakh



Keerthana Sekar

Senior Engineer -
Project Coordination
SPCL

Package: 5.4 lakh

- Well paid jobs - (office / site) & change of job profile
- 4 months on-site training by site mentors
- Advanced curriculum taught by industry experts
- Knowledge bank for ready reference & self-learning
- Supportive staff and study environment
- Personality grooming for the best job in area of your interest
- Smart English course in association with Symbiosis
- Post PG support
- Support for Hostel & Education loan
- Strong alumni base



One program for all needs of Civil Engineers & Architects

**Program
benefits**

International 1 yr. Post Graduate Program in

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 0.5 -3 yrs years of experience. Aggregate 55% marks in last exam (7th sem. or final year) with or without experience, and age below 27yrs. 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.

Seats: 30 per batch

Duration

Duration of this program is 11 months comprising of minimum 4 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.

Entrance exam & selection criteria

Entrance (online): 100 marks (40% passing to qualify)
Personal interview (Online) : 100 marks (50% total in entrance and PI to get selected for PGP)

Entrance Exam is conducted in the form of MCQs and short answer questions.

It consists of 4 heads – Technical (35 marks); English (25 marks); Attitude & aptitude (20 marks) and Analytical (20 marks).

Technical questions are based on the syllabus of Construction Management, Quantity Surveying, Construction Quality Control, Site safety, Material testing, Building construction, Basics of Surveying.

Candidates who qualify Entrance only are called for PI.
Interview of candidate along with parents is conducted online.

Note: Permissible attempts: Max. 2 per batch

Tuition fees & payment schedule

Tuition 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.

GST, hostel & food expenses, exam reattempt 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 & Media
Deputy Coordinator - EAL

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 as defaulters and will not be allowed to attend classes and examination. In case of delay, a written request is to be made to Head Admission seeking permission.

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.



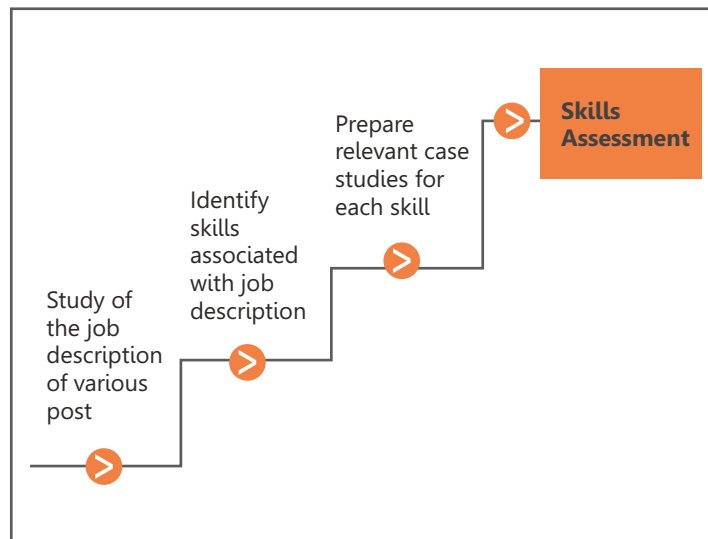
About the program

A day at Institute

Slot	Timing		Slot Timing (min)
Zero session	08:50	09:10	20
Prayer time	09:10	09:15	5
Session 1	09:15	10:00	45
Short break 1	10:00	10:10	10
Session 2	10:10	10:55	45
Short break 2	10:55	11:05	10
Session 3	11:05	11:50	45
Short break 3	11:50	12:00	10
Session 4	12:00	12:30	30
Lunch break	12:30	01:15	45
Session 5	01:15	02:00	45
Short break 4	02:00	02:10	10
Session 6	02:10	02:55	45
Short break 5	02:55	03:05	10
Session 7	03:05	03:50	45
Short break 6	03:50	04:00	10
Session 8	04:00	04:30	30
Closing session	04:30	04:44	14
infiniteism prayer	04:44	04:45	1
Exercise	05:10	05:30	20

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.



Academic calendar

Foundation level (5 Months)		
2 Months	2 Months	1 Month
Classroom Training	Internship – 1 & Viva	Classroom Training
Advance level (5 Months)		
2 Months	2 Months	1 Month
Classroom Training	Internship – 2 & Viva	Classroom Training
1 Month - Placements		

- 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.

Subject	Marks	Exam Method
PGP 01: Corporate Life Skills & Value Education - I	100	Class assignments, group activities & personality test
PGP 02: Quantity Surveying	100	Class assignments
PGP 03: Project Planning and Controls - I	100	Class assignments
PGP 04: Project Management - I	100	Class assignments
PGP 05: Certification in MS Project	100	Class assignments
PGP 06: Site Internship 1	300	Progress reviews & Viva
PGP 101: Corporate Life Skills & Value Education - II	100	Class assignments, group activities & personality test
PGP 102: Project Management - II	100	Class assignments
PGP 103: Fundamentals of Quality, Health & Safety	100	Class assignments
PGP 104: Fundamentals of Tendering and Contracting	100	Class assignments
PGP 105: Project Planning and Control - II	100	Class assignments
PGP 106: Certification in Primavera (Basics)	100	Class assignments
PGP 201: Site Internship 2	300	Progress reviews & Viva
PGP 301: Specialization in Project Controls	100	Class assignments & Viva
Total	1800	
PGP B01: Attendance	300	
PGP B02: Event participation & behaviour	500	
PGP B03: Exercise & yoga	300	
Grand total	2900	

Workshops: Drawing reading, AutoCAD & Excel, Surveying, Unit measurements & conversion, ERP, Smart English

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



Assessment method

Examination

Examination at infini is conducted in a continuous assessment mode to help students continuously upskill themselves by analysis of earlier performance. Each subject carries 150 marks weightage. It is then converted into 100 marks. Assessment are completely skills based. Total 170 skills are judged in the entire course. Questions are focused on a particular skill being judged and taught in the class. It is very effective way of judging real time performance.

Each faculty has authority to conduct assessment in the form of tests and or assignments. Assignments can be home / class assignment type. These assignments can be of any form such as

i. Subjective and objective type questions / MCQs; ii. Structured or short answer questions; iii. Presentations & brainstorming / discussions; iv. Case study based; v. Software application-based questions; vi. Viva and debates; vii. Group activities.

Faculty choose the apt method or combination of methods. Not only technical but practical, software and soft skills are also judged along with values and personal traits. At infini, a hybrid approach is adopted where in initial assessments are carried out in marks and later converted into grades.

Results of assessment are issued in the form of Skill assessment Cum Marks sheet that is shared by individual faculty with students. Remarks for improvements are added into it along with the performance of students in each skill being judged. In consultation with faculty, student needs to work on the areas of improvement and report back to the faculty. Student gives undertaking for the fair judgement while accepting the performance report. The answer sheets are shared with students and again collected for EAL audit.

There is no 'pass' or 'fail' concept in the assessment. Poor grade (D) is an indication of need for more efforts and reassessment. In case the performance is below standard (D or C grade), student can request the Exam Head for re-exam and if marks in reattempt are more, it replaces the earlier marks. It attracts charges for reattempt. Any grievances in the assessment are to be put up in writing to the Exam Head. Along with the assessment of technical subjects, involvement & behaviour of students in all events, yoga, exercise is judged and also carries separate weightages as mentioned in the course work.

Skills rating: Students shall self-assess their performance in all 170 skills on monthly basis. A review day is generally scheduled on 3rd Thursday of each month for this. Mentor / faculty also help in rating skills.

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+: Outstanding performance (Marks: 90% and above)

A: Excellent performance (Marks: 81 to 90%)

B+: Very good performance (Marks: 71 to 80%)

B: Good performance (Marks: 61 to 70%)

C: Satisfactory performance (Marks: 50 to 60%)

D: Poor performance (Marks: below 50%)

B T Ade

Head – Academics
Centre Coordinator & IQA - EAL



Internship & placement

Internship

In Infini, on-site training is provided by on-site training mentors on the sites thoughtfully selected. Four months of site internship is a part of this program. It is divided into 2 months of initial internship which is planned generally in 3rd and 4th month from start of the academic year and advance level internship generally scheduled in 9th and 10th month. Initial internship focuses mainly on work culture, work methods and standard operating processes of planning, estimation, store, quality, safety and execution departments. Advance level internship is given on the project of learner's choice and focuses mainly on exposure in the particular area of learner's career interest. Site mentors help you groom to be job ready for bigger challenges and responsibilities and this is the biggest benefit one gets. Initial internship is provided mostly in Pune while adv. level internship can be provided anywhere in India. Giving a stipend is a choice of company and cannot be guaranteed. It is mandatory for students to strictly follow the internship policy to take full benefit of it. Reviews after each 3rd week are to be attended by students. Student is declared a defaulter on account of incomplete internship or misuse of internship period.

Placement

Placements are conducted as per the academic calendar generally in the last month of the course. We target 100% placement with maximum salary packages to all and recruitment in the department of student's choice. Placements are offered in the department of Execution, QAQC, Planning, Estimation, Billing, Contracts, BIM, Project Coordination etc. Packages offered are as per caliber of student and past experience.

Note: Infini Institute is not a placement agency. The program objective is to prepare student for market competition and to be employable. Though we target at 100% placement, it is not guaranteed.

International Internship / Placement

International internship & / placement can be given to a few selected students on the basis of academic performance, attendance, behaviour and interview. It can be guaranteed only if market conditions & law of land are supportive at that time. For international internship, generally stay, food & internal transport is provided by the company. Other charges are to be borne by the students and it is not included in the fees.

Infini Star Award

This is a prestigious award given to the best student of the passing out batch in the convocation ceremony. The performance is judged on the following parameters –

i) demonstration of good attitude & behaviour throughout the year; ii) demonstration of infin values; iii) development character; iv) participation in events; v) multi skills development. Students above 85% attendance are only eligible to participate in this competition. Faculties rate all eligible students.

3 best students are shortlisted from rating. 2nd runner up gets cash prize of Rs. 5000/-, a medal and a certificate. 1st runner up gets cash prize of Rs. 10000/-, a medal and a certificate. While the best student receives trophy, cash prize of Rs. 20000/- and a certificate.

These prizes are given by Mr. Yusuf Nalwala (MD, Al Ansari Gr. Of Companies & Advisor – Infini Institute) in the fond memory of Late Mr. Kaji Bhai Bhimani. Best student also receives cash prize of Rs. 5000/- from Shrimati Saroj Alone in the memory of Late Mr. Vyankatesh Alone.



Swanand Purandare
Faculty,
Incharge- Internship & Events



Sameer Alone
Placement Head
Founder Director & CEO
Centre Head - EAL

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. 14,900/- 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.

Hostel and living expenses

Infini doesn't have its own hostel. We extend full support in identifying good hostels and PG accommodations nearby. Their contact details are shared with you. You are free to choose the accommodation best suited to you. Typically, the living expenses at Pune are Rs.7,000 per month. Students can book rooms for 12 months period. Hostilities shall strictly follow the rules and regulations of respective hostels.

Cancellation of admission

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. Application is reviewed by the team and may be positively sanctioned only in genuine cases. If cancellation is granted after registering to the program and before the start of the course, then fees paid is forfeited and NO REFUND is sanctioned. In case if anyone wants to cancel the admission after the start of classes, then he/she shall pay all balance fees. The application is reviewed by the team and may be positively sanctioned only in genuine cases. 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. Fees paid in either cases are not refunded.

In the following cases, admission automatically gets cancelled:

- If student fails to report institute after completion of each level in prescribed time;
- Remaining absent without notice for 15 continuous days;
- Non payment of fees in time / as per agreed terms and condition or delay by 1 month without written approval of institute;
- Attendance of any term below prescribed criteria;
- Poor performance (D grade) in two consecutive trimesters / levels for more than 50% of the courses;
- Any sort of misconduct which management of Infini declares as objectionable.

Course syllabus

PGP 01 & 101: Corporate Life Skills -1 & 2

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 3.4 Overcome fear and speak confidently
4. Corporate Ethics & Etiquette	4.1 Create first impression 4.2 Learning business etiquette 4.3 Study corporate culture 4.4 Importance of Networking
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 5.5 Improve productivity and efficiency by managing time
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. 7.5 Professional 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 Role of creativity and innovation in Problem Solving 8.7 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

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

Value Education I and II

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



PGP 03 & 105: Project Planning and Controlling - 1 & 2

1. Determine requirements of a construction project & define its scope	<ul style="list-style-type: none">1.1 Define projects, programs, portfolios, Develop organizational structure, project and product life cycle and identify project management process.1.2 Identify requirements of a construction project and expectations of sponsors, stakeholders and customers1.3 Define construction project objectives and scope1.4 Define Work Breakdown Structure (WBS) & organization structure1.5 Validate and control scope
2. Develop project schedule, monitor and control it	<ul style="list-style-type: none">2.1 Define activities for each WBS & provide logical relationships between activities2.2 Determine resources required to complete each activity & estimate activity durations2.3 Prepare schedule of project2.4 Control schedule
3. Determine project budget	<ul style="list-style-type: none">3.1 Estimate activity cost by analogues, Parametric, Top down, Bottom up method3.2 Determine project budget by reserve analysis3.3 Use earned value analysis method for controlling project schedule3.4 Forecast and control cost
4. To effectively manage project team	<ul style="list-style-type: none">4.1 Learn to identify key persons responsible for solving project issues4.2 Classify & plan common resources used in construction projects4.3 Learn to acquire and develop project team, to study use of personal assistant tool, recognition and rewards system, team performance assessment
5. Project Communication Management	<ul style="list-style-type: none">5.1 Plan Communications Management5.2 Manage Communications5.3 Monitor Communications
6. Project Risk Management	<ul style="list-style-type: none">6.1 Plan Risk Management6.2 Identify Risks6.3 Perform Qualitative Risk Analysis6.4 Plan Risk Responses6.5 Implement Risk Responses6.6 Monitor Risks
7. Project Procurement Management	<ul style="list-style-type: none">7.1 Plan Procurement Management7.2 Conduct Procurements7.3 Control Procurements
8. Project Stakeholder Management	<ul style="list-style-type: none">8.1 Identify Stakeholders8.2 Plan Stakeholder Engagement8.3 Manage Stakeholder Engagement8.4 Monitor Stakeholder Engagement

PGP 02: Quantity Surveying

1. Introductory session on QS and key players of the project	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 7.1 Methods for preliminary cost estimates 7.2 Methods of detailed estimate
2. Unit conversions	2.1 Understand unit conversions	8. MEP Estimation	<ul style="list-style-type: none"> 8.1 Plumbing works 8.2 Electrical works 8.3 Firefighting works 8.4 AC works
3. Principles of measurement	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 9.1 Understand various budget heads 9.2 Calculating overheads
4. Project specifications for building works	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 5.1 Understand various terminologies in BBS 5.2 Preparing BBS for footings 5.3 BBS for odd shaped footings 5.4 BBS for column 5.5 BBS for beams 5.6 BBS for slab 5.7 BBS for staircase 5.8 BBS for lift wall 	11. Special terminologies in contract & various insurances	<ul style="list-style-type: none"> 11.1 Preliminaries 11.2 Provisional sums 11.3 PC Rate 11.4 Various project insurances
6. Rate analysis	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 12.1 Concept of value engineering 12.2 Concept of value management 12.3 Green building materials



PGP 04 & 102: Project Management – 1 & 2

1. Project Management objectives and importance	<ul style="list-style-type: none">1.1 Current industry challenges in 21st century, need of project management in managing projects. Project Manager's perspective.1.2 What is a Project and Project life cycle? Role of project team at various phases of project1.3 Introduction to 10 Project Management Knowledge areas1.4 Role of various departments and their cross functioning1.5 Concept of Project Triangle (Time-Cost-Scope-Quality triangle)1.6 Introduction of various 8 project resources, need, importance, challenges in managing them1.7 Mobilization of resources.
2. Equipment Management	<ul style="list-style-type: none">2.1 Need of mechanization, its merit & demerits. Site issues. Role of a civil engineer. Various reports and documentation.2.2 Types of plants, machineries and equipment and their knowhow2.3 Find cycle time of machineries & productivity2.4 Selection of equipment, buy / lease / rent decision2.5 Equipment safety Remedial measures for issues in equipment management.
3. Materials Management	<ul style="list-style-type: none">3.1 Importance and objectives. Site issues.3.2 Various materials / inventory control techniques.3.3 Major materials used on construction projects & their knowhow.3.4 Material planning and procurement process. Role of Materials manager.3.5 Storage of various materials. Central and site store concept. Documentation need to maintain and its use / importance in enhancing productivity / decision making.3.6 Material reconciliation & waste control on site3.7 Remedial measures for issues in materials management.
4. Manpower management	<ul style="list-style-type: none">4.1 Objectives and need. Challenges on site. Organization structure of a projects department. Roles and responsibility distribution.4.2 Types of labors. Daily wages. Concept of manpower productivity and daily output. Time and motion study.4.3 Requirement of manpower for major tasks and its planning.4.4 Remedial measures for issues in manpower management.
5. Space, Technology and Information resource management	<ul style="list-style-type: none">5.1 Concept of site space and its utilization (management) on site for various purpose. Site issues & challenges. Site layout.5.2 Type of technology and modern techniques used on site – its merits and demerits. Site issues & challenges.5.3 Type of information. Challenges faced because of poor & incomplete information. Its impact on site processes. Use of various mediums.

6. Integration of PM Areas	6.1 Review of 10 Project Management Knowledge areas & its integration. Roles Planning, QS, Tenders, Execution, Quality & Procurement engineers in different project phases and cycle. Their interdependencies. 6.2 Challenges in using integrated approach on project sites in Indian scenario. 6.3 Causes of setbacks for project control – mainly time and cost control.
7. Project time control	7.1 Objective of time control. Define delay, project schedule. Sources & types of delay 7.2 Assessing delays and identifying its impact on project progress and cost. Time control inhibiting factors. 7.3 Mitigation strategies for schedule delays, time control model.
8. Risks Management for schedule delays & cost overruns	8.1 Define project risk & understand risk management w.r.t. schedule delay and cost overrun. 8.2 Using risk response strategies – Positive way & negative way & risk management matrix
9. Project cost control	9.1 What is cost? Types of project cost types & Classification. Project cost management – estimate, budgeting and control. 9.2 Benefits of control cost. Tools & Techniques and skills needed by cost controller. 9.3 Use of indices in cost control. Cost control model.

PGP 05 Certification in MS Project

1. Beginning of a new Project and 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 using MS project tool	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 using MS project tool	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 using MS Project tool	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

PGP 103: 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

PGP 104: Fundamentals of Tendering & Contracting

1. Tender structure	1.1	Definition of Tender & its main constitutives.
	1.2	Types - B1, B2, Lump Sum, BOT, PPP, EPC etc.
	1.3	Tender Notice.
	1.4	General Conditions, T&C of Contract, Special Conditions
	1.5	Schedule "A" & "B", Specifications & Drawings.
2. Pre Tender activities	2.1	Invitation of Tenders, Terminologies used
	2.2	Pre Bid Meeting, Short listing, Registration of Contractors.
	2.3	Submission/Preparation for eligibility documents to be enclosed
	2.4	Letter from contractor about unconditional offer
	2.5	Tender with Bid proforma, Drawings, Specification
	2.6	Opening of Tenders, Issuing work order
3. Post Tender Activities	3.1	Time Limit, Schedule to complete work
	3.2	Actions for unsatisfactory progress, incomplete work and stopped work
	3.3	Extra Item, Addition/alteration and omission
4. Contract Management	4.1	QA QC plan
	4.2	Recoveries
	4.3	Certificate of completion
	4.4	Defect liability period
	4.5	Labour Laws
	4.6	Price variation
	4.7	Contractual letter writing
5. Financial Aspect	5.1	Bank Guarantee & Solvency certificate
	5.2	EMD & Security Deposit
	5.3	Retention Money
6. Arbitration and Legal cases	6.1	Resolving disputes out of court
	6.2	Primary Information
	6.3	Legal cases
	6.4	Indian Contract Acts
7. FIDIC	7.1	Study FIDIC and deviation from Indian clauses
8. Concluding Contracts	8.1	Concluding contracts
	8.2	Claim Management

PGP 106: Certification in Primavera (Basics)

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

PGP 301: Specialization in Project Controls

1. Demonstrate Scope Management	1.1 Project scope statement and get all the details documentation required to maintain it.
2. Change management	2.1 Ways of scope changes, impact on the project and revise the scope statement accordingly.
3. Time control model	3.1 Aspects of schedule preparation stepwise and the control mechanism.
4. Cost control model	4.1 Concept of Budget & components of cost control to prepare the cost control model.
5. Advanced control measures & productivity issues	5.1 Activity detailing & the impact on productivity. Learn Time motion study, Cost to complete.

PGP 06 & 201: Site Internship -1 & 2

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.

Dr. Ajit Patwardhan

PhD, MTech (Mechanical)

Subject expert: Tendering & Contracting

Advisor & international corporate trainer having 25 years of experience in Design-Engineering & Construction, 16 years in Project Management. Worked with: NICMAR, AIB-Vincotte Int. (Abu Dhabi), Al Hassan gr. & ELCO I&TC (Muscat), etc. Expertise into Contracts Management, Claims, Arbitration.

Achintya Sarkar

BE (Civil)

Subject Expert: Project Management

Achintya has 50 yr. plus experience. He worked at various position in SAIL before retiring as a Executive Director (Growth). He served Tata Projects at Vice President level. He mainly worked on power projects and steel plant & industrial infrastructure. Expertise into Tenders & Contracts, Claims, Delay analysis, feasibility studies.

Hyacinth Arya

Bachelor of Arts

Subject expert: Corporate life skills

Facilitator and international corporate trainer. Proprietor – Corporate Finesse(Pune), having 35 years into training – Corporate Communication, Personality Dev., Soft Skills, Life skills, SRM & CRM.

Ar. Madhav Hundekar

B. Arch, PGDHL, Valuer

Subject expert : Building Codes & Housing laws, Building Drawings

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.

Dhananjay Marathe

BE (Civil)

Subject expert : On-site Training

Techno-commercial experts of handling projects, 40 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 36 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

29 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.

Vikas Patil

BE (Civil), PGDCM (NICMAR)

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

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

Ajaykumar Patil

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

Subject expert: Estimation & Budgeting, On-site Training

Freelance consultant with 24 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.

Teaching faculty

Sameer Alone

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

Subject expert: Project Planning & Controls

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

B. T. Ade

BE (Civil), ME (C&M), PMP®, Microsoft Certified Professional, Oracle Primavera EPPM Specialist

Subject expert: Project Planning & Controls, Primavera, MS Project, Project Management

20 years of experience – on field, teaching & training. Worked with VIT institute, Marvel realtors. Major clientele SPCL, PWD (Pune), Raymonds etc. International Training at Galfar (Oman), & STAVIC (Saudi).

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 17 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

14 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.

Swanand Purandare

PGDACM (NICMAR), BE (Civil), CQS (RICS)

Subject expert: Estimation, QS, Billing and costing, Contracts

11 years of experience in Execution, Estimation, Billing, Value engineering, Contracts administration. Worked with Kumar Properties, Bahwan (Muscat) & Tata Consulting Engineers.

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 19 yrs. + exp. of QA & QC, Compliance, Conceptualisation, Designing & Implementation of Business Processes, audits. He has expertise in interpretation & applicability of National & International Test standards and Specifications related to Civil engineering.

Aarya Trasi

CPCP (Aus), PGDACM (NICMAR), BE (Civil)

Subject expert: Personality Grooming

She is a multi-passionate trainer, specialized in Personality development through confidence building. She worked with Tata Projects and Shapoorji Pallonji and now is a freelance life coach.

Siddhant Pawar

BE (Civil), Dip. (Civil)

Subject expert: BIM, Tekla, Revit, AutoCAD

He is a Quality analysis & worked for more than 5 years in Project Execution, Precast Production, Designing, Detailing and Training.

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.

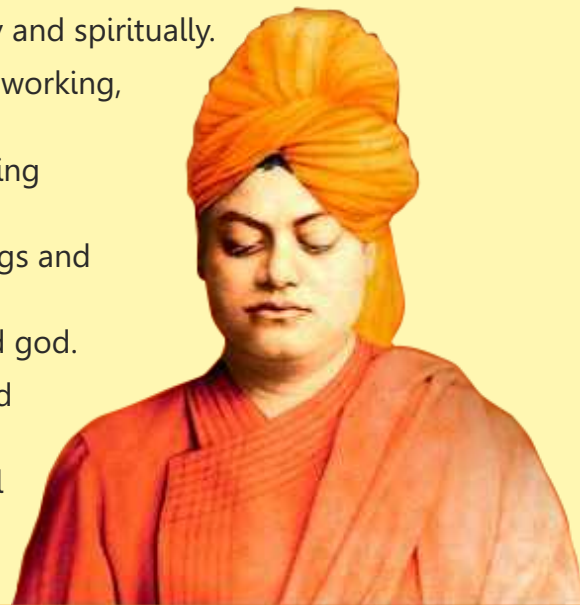
Habits: Cultivate regular habits of prayer, meditation and reading inspiring and strengthening literature.

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



Address : 3rd Floor, IMR building, S. No. 74/1A/1B,
Sahakarnagar, Pune- 411009

M +91 7720075762 / 765 | E admission@infinisolutions.in

 [infinisolutionspune](https://www.facebook.com/infinisolutionspune)

 www.infinisolutions.in

 [InfiniInstitutePune](https://www.youtube.com/InfiniInstitutePune)