



EAL, UK Recognized centre

Prospectus

PGP in Construction Project Management

Journey of

exploring

a Project Manager

within

an Engineer



Recruitment partner



Placement partner ensuring
100% placements



**infini Institute of
Program Management**

Purpose

Students shall read and understand the concept, methodology, processes & evaluation and end output of this program. Queries, if any, shall be resolved within 7 days from start of the program. Students and parents will not be entertained in between the program for clarification of terms and conditions mentioned herein or otherwise.



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Instruction:

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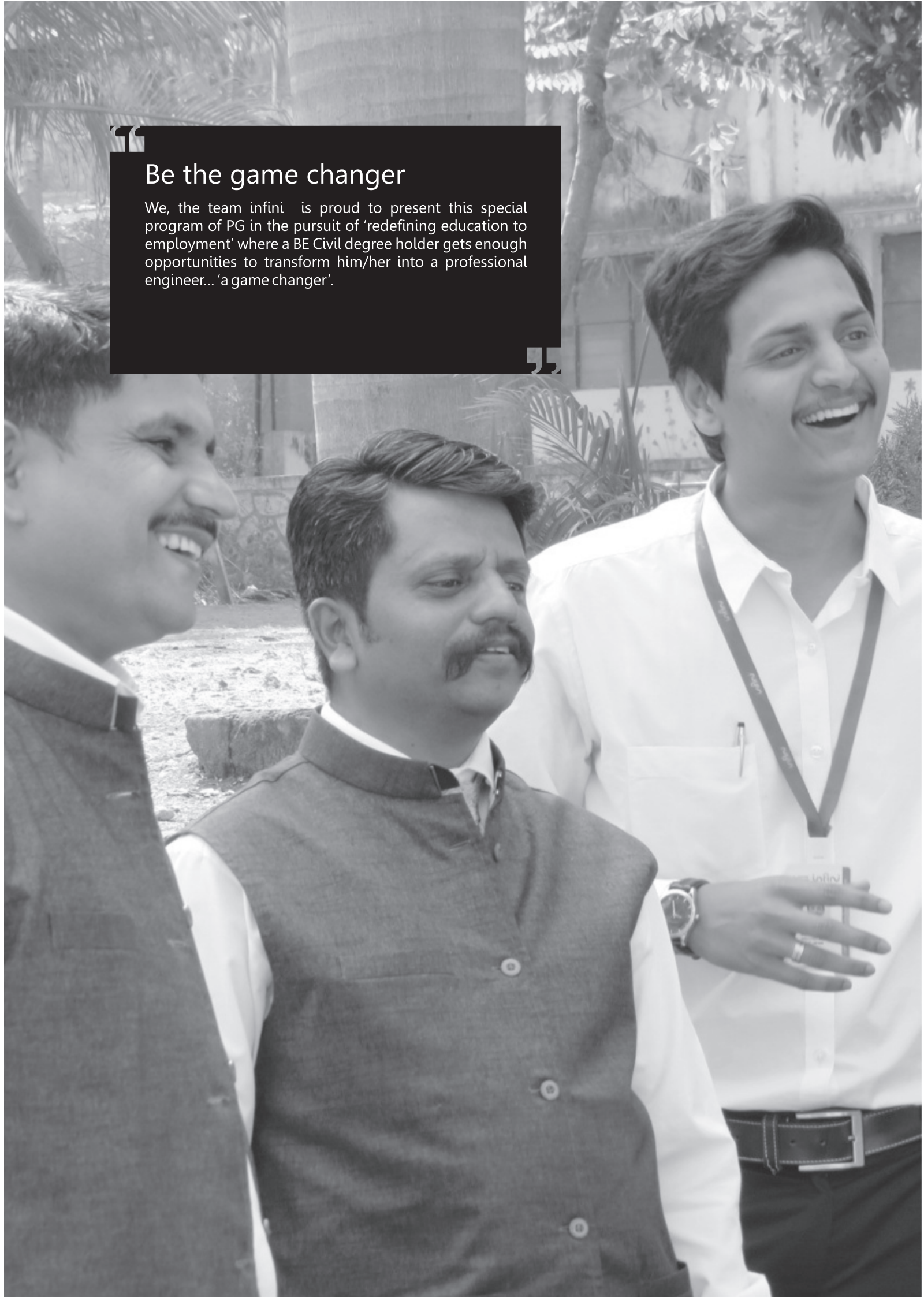


“

Be the game changer

We, the team infini is proud to present this special program of PG in the pursuit of 'redefining education to employment' where a BE Civil degree holder gets enough opportunities to transform him/her into a professional engineer... 'a game changer'.

”



Preamble

The missing link:

Construction industry is in the dire need of skilled, reliable and competent work force, at all levels, to best handle today's challenges. With the advancement in technology, the gap between the industry and institute has increased. It led to delink the relation between 'qualification' and 'career'. This link needs to be established by transformation of a degree holder into a good Engineer and then into a dynamic Manager.

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

Program Potential:

"Shortest path to Highest career..."

It takes normally 12 to 15 years to become a Project Manager for a civil graduate. PGP has potential to help you reach there just in 7 to 8 years with relevant industry exposure. The knowledge helps you become a superior engineer and beat the competition, reach your 'dreams' sooner. In this PG Program, there is fine blend of Technical, Functional, Software, Soft Skills along with Value education studies. This program prepares you for the position of Engineer- Execution / Planning / Quality control / Estimation & Billing leading to Managerial positions. In this program, we prepare you for the best placements available in the market. We target at 100% placement.

Program Objective:

To imbibe / sharpen technical, functional, managerial and software skills present in Civil Engineer for helping him transform into a skilled resource required by the globalised construction industry. To prepare him / her to be a responsible and loyal asset and a successful service persons or businessman.

Certification:

Along with Infini's certificate, students successfully completing this program get EAL certificate that enhances your value in national and international market. Infini has opted 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'. Infini has center code of C001338.

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

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 the knowledge of construction project management accompanied with practical experience; linking theoretical studies to practical application. The entire design and delivery of the program is based on 'AKPS' training methodology i.e. Attitude-Knowledge-Practice-Skills. This method helps develop 'skills' as professionals which would be culmination of Attitude & Knowledge with the right amount of Practice. Case study based approach will help participants realign their thought process.

About Infini:

infini is a platform created by civil engineers, for civil engineers to civil engineers"... It is a companionship of Civil Engineers formed by like minded civil engineers under the leadership of Mr. Vikas Patil and Mr. Sameer Alone. Infini Institute of Program 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 infin i to impart value added competency enhancement trainings to the construction personnel at all levels to transform them into professionals. We are dedicated to design and offer specialized project & program management solutions, training & consultancy services to the global construction industry with 'feel the difference' effect.

Directors

Vikas Patil
Sameer Alone
Sadashiv Mangale
Jitendra Mandale

Advisors

Yusuf Nalwala
Managing Director
Al Ansari Group of Companies, Oman

Jaikumar Salavi
Vice President
Business Dev. & Tendering - Galfar, Oman

Nausher Kariyadan
Executive Vice President
Civil & Marine Infrastructure
Galfar Engineering & Contracting, Oman

The Management Council

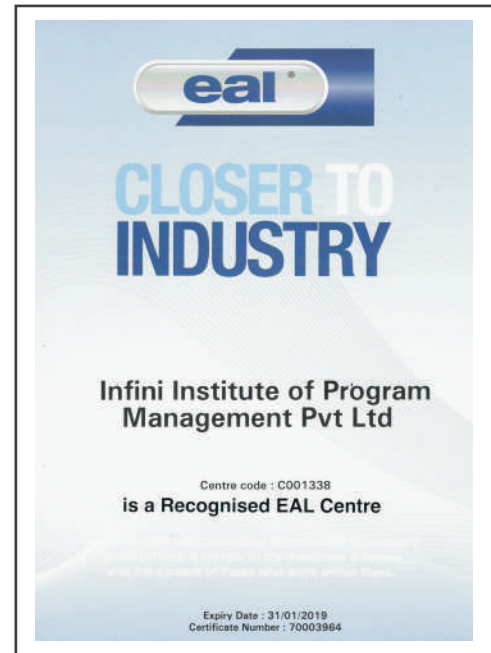
Vikas Patil (Chairman)
Sameer Alone
Ade B T
Vipul Patil
Dr. Vishal Sangale

Registration details of company:

Registration No.:
U80903PN2014PTC153332
PAN: AADCI6987L
TAN: PNEIO7195G
GST: 27AADCI6987L1ZS
IEC: 3115912901

Milestones & highlights

- 100% Placement record .. Get job of your career interest
- On-site practical learning
- Salary offered 18 to 35000 pm
- International certification
- 151 Employability skills building
- Skills based assessment
- Its training, not teaching ..
- All trainers from civil industry
- Yoga and meditation
- Character building by value education
- Training in Business English proficiency
- 100% education loan..Invest only 40,000/-* & complete course
- Shortest path of highest career
- It's 1 Yr PGP.. start earning within a year
- Post training support for 5-6 years
- Psychological counseling for personality development



Placement record of 2017 batch (as on May 18) :



Name	Designation	Employer	Package at the time of joining
Shinde Pankaj	Planning Engineer	Arwade Infra.	3.24
Waghule Rohit	Planning Engineer	Arwade Infra.	3.24
Gaikwad Ruturaj	Planning Engineer	Arwade Infra.	3.24
Mukul Jahagirdar	Planning Engineer	Arwade Infra.	3.24
Chandgude Yogesh	Planning & Execution Engineer	Tricon Infra.	3.00
Maheshwari Kalpant	Billing Engineer	Tricon Infra.	2.64
Muddisar Pathan	Execution & Planning Engineer	Empire Group	2.60
Budruk Pranav	Planning & Execution Engineer	Tricon Infra.	2.40 (Food, Accommodation extra)
Ranjit Nawale	Execution Engineer	Tricon Infra.	2.40
Rajput Krishna	Tech. Asst. to MD	Tricon Infra.	2.16
Naik Swapanali	Planning Engineer	Tricon Infra.	2.40 (Food, Accommodation extra)
Bankar Paritosh	Execution Engineer	Tricon Infra.	2.40 (Food, Accommodation extra)
Chauhan Pavan	Execution Engineer	Tricon Infra.	2.40 (Food, Accommodation extra)
Chougale Nilesh	Execution Engineer	Tricon Infra.	2.40 (Food, Accommodation extra)
Gandhi Ajinkya	Execution Engineer	Tricon Infra.	2.40 (Food, Accommodation extra)
Jadekar Sagar	Execution Engineer	Tricon Infra.	2.40 (Food, Accommodation extra)
Mohite Manojkumar	Execution Engineer	Tricon Infra.	2.40 (Food, Accommodation extra)
Redekar Pradeep	Execution Engineer	Tricon Infra.	2.40 (Food, Accommodation extra)
Shintre Mangesh	Execution Engineer	Tricon Infra.	2.40 (Food, Accommodation extra)
Salose Vishal	Execution Engineer	Tricon Infra.	2.40 (Food, Accommodation extra)
Pankaj Sutar	Execution Engineer	Tricon Infra.	2.40 (Food, Accommodation extra)
Maniyar Rushikesh	Billing Engineer	Tricon Infra.	2.00
Basargi Pooja	Project Engineer	Tricon Infra.	2.00
Tagad Pooja	Project Engineer	Tricon Infra.	2.00
Jadhav Rasika	Project Engineer	Tricon Infra.	2.00
Ram Wagh	Project Engineer	Tricon Infra.	1.90 (Food, Accommodation extra)

Testimonials



infini is a pool of enthusiasm; a team of great motivators with an awesome ambience which I believe will draw the best out of a student in the shortest time possible and lead him/her to the zenith.

Keerthana Sekar (PGP 1st batch)
Coordination Engineer, SPCL, Mumbai



Infini is a skills development workshop for a common civil graduate. It helps develop your personality, professional life and most important-value system. Its' 1 Yr PG program not only gives technical knowledge but develops overall perspective of project management. It opens up door of opportunities. I always believe in , "what You think, You become"

Tushar Bhong (PGP 1st batch)
Planning Engineer at Aspire Galfar, Oman



infini's role in shaping my life is vital. I found it as a sought after destination for engineering graduates and working professionals. It gives great opportunities for students to broaden knowledge beyond their field of study.

Kumud Sonawane (PGP 2nd batch)
Planning & Execution Engineer,
Krushna Associates



infini has given me the image of what I am today. It not only imparts knowledge, but reinforces the spirit of creative action and skills which helps in refining oneself to be competent to fight in this competition .

Shubham Hake (PGP 2nd batch)
Execution Engineer, Samarth Group



The course has changed my life; wherein I developed professional and personal confidence. Earlier I was just a B.E. pass out student but now I can proudly say 'Yes, I'm a Civil Engineer!'. My advise to the candidates interested in Construction Project Mgmt. is -"Do it, just do it! It will completely change your life." In 335 days I have learnt best of project management skills and also corporate life skills along with values. Nothing is going to stop me now.

Swapnali Naik (PGP 3rd batch)
Planning Engineer, Tricon Infra, Pune



Infini Curriculum is very well designed to cater the requirements of today's Construction Industry. The course prepares students to fit in well into different roles in the Industry & in turn helps the Industry by nurturing a professional approach towards managing Scope, Time & Cost for Construction Projects. The hard work put into made me realise- "9 to 5 is to survive; and I'm sure as hell not trying to survive."

Krishna Rajput (3rd Batch)
Tech. Asst. to MD, Tricon Infra, Pune



It is a best platform for fresh civil graduates looking for job. For those having 2 to 3 years of experience engineers seeking growth and promotions, this can be a very good option. PGP is a sandwich course that clubs classroom training and site exposure and gives good technical knowledge as well as software skills, soft skills and corporate skills.

Jiss Joseph (PGP 4th Batch)
PGP Student



It's been 15 days I have joined this organization but I feel that my knowledge & understanding is almost equivalent to that of seniors having 8-10 yrs of exp. I am already familiar with the work profile for which they took years to learn. Infini has given a right platform at right time.

Mukul Jahagirdar (3rd Batch)
Planning Engineer, Arwade Infra



Infini institute is a biggest pool to become professional in corporate life. I learnt many aspects of project management, from initial contract to planning & execution. It is the 'shortest path' to become successful in life. Awarded with "Best employee of Quarter" by Tricon.

Shekhar Dangat (PGP 2nd batch)
Execution Engineer, Tricon Infra, Mumbai



Faculty here are very inspiring and we all share unusual bond. The teaching method is unique where main motto is to help us understand the concepts in the easiest way. Their dedication and approach towards all of us really admirable.

- Rohini Gawai (4th Batch)
PGP Student

Post Graduation Program in Construction Project Management

"100% placement oriented, value added program for Civil Engineers to transform them into professionals"

Eligibility to apply

Students in final year of graduation or who have completed graduation in Civil Engineering / Technology from recognized University / Institution, having aggregate 60% marks in last exam (Third 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.

As a special case admission to students having ATKT may be given on case to case basis. In such case, student will not get permission to appear for placement and certification until he/she clears all backlog papers and produce proof of the same.

Entrance examination

Eligible applicants have to undergo the entrance examination which is mainly personal interview. Min. 60% marks shall be obtained by the candidate to qualify for this program. Aim is not only to judge academic competency to go for higher studies but also overall development, attitude, family background, English proficiency, health, achievements in life and approach towards further career. Management reserves all rights of selection and modification in this criterion.

Following procedure is to be followed by you:

1. Personal Interview (PI 1) conducted on the basis of profile form.
2. Personal Interview (PI 2) with parents which is a detailed discussion to sort out all doubts.

Seats: 40 per batch

Duration

Duration of this program is 11 months / 46 weeks. It is organised into 3 levels. Foundation level & Level 1 are of 20 weeks each and are devoted for classroom training, experimental learning through visits, computer lab training and soft skills sessions.

Level 2 is internship and consists of 6 weeks. Placements takes place in level 2.

Tuition fees & payment schedule

(Vary from year to year)

Details of total amount of tuition fee, registration fee and deposit payable for this course is provided separately. The deposit is refundable only upon successful completion of the program. The tuition fee includes admission fee and other charges viz. fees for academic activities, examination, evaluation, assessment, contributions to library and student's activities. Partial component of fees includes infrastructure fund to be used for development of

infrastructural facilities required for this program. Hostel, food, transport of any kind is not part of this fee and students shall bear these charges.

Schedule of Payment of Fees:

1st instalment : At the time of admission (Registration charges): around 25% of total fees.

2nd instalment : On reporting day : around 25% of total fees.

3rd instalment : 3 months after earlier instalment : around 25% of total fees.

4th instalment : 3 months after earlier instalment : around 25% of total fees.

If instalments are opt, additional charges are applicable as decided by the management from time to time to be borne by student.

The following conditions apply to payment of fees and other dues.

- i. Fees once paid are non-refundable and non transferable.
- ii. Fees are payable by Net banking or DD or cheque drawn in favour of 'Infini Institute of Program Management Pvt. Ltd.' and payable at Pune. Banker's cheques are allowed.
- iii. Cheque bounce charges of Rs. 500/- are applicable upon dishonouring the cheque.
- iv. Post-dated cheques of all future instalments need to be submitted by student at the time of registration.
- iv. Late fee @ Rs. 10/- for every day of delay from the stipulated date will be levied up to 7 days and Rs. 50/- per day then after. Delay in payment without notice for more than 1 month will lead to the cancellation of admission.
- v. Student can apply to the management in case of delay in the payment and seek approval for this.

Infini is a self financed company and don't promote any reservation criteria. The institute reserves the right to collect or reimburse the amount of GST from / to student in case government changes the service tax rate in future. Institute reserves the right to revise any/all of the components of above policy, including payment schedule and refund policy without any prior notice. Admission can't be transferred in any case.

Program syllabus

Foundation Level

PGP 01: Corporate Life Skills & Value Education – I

Objective:

A learner will be able to develop a career vision and understand vision and mission of an organization. A learner will be trained into various soft skills, team building skills, body language, time management skills and leadership skills. Inputs of emotional intelligence, etiquettes and manners and values will help learner transform into a competent engineer.

Deliverables:

Analyse alignment of career vision with organizational vision & goal setting using SMART approach; Define and demonstrate Vision Building; Demonstrate importance of listening, comprehending & application of 7C's of communication ; To outline evolution of morality on the basis of social behaviour; To identify & use moral reasoning w.r.t. thinking style and ability to solve problems; Understand importance of time management & Time Management Matrix; Prioritise tasks using time management matrix; Learn art of working in teams, team dynamics; Implement colleague and people management techniques; Learn art of presentation to make it audience friendly; Appropriate body language while presenting & creating impact; Managing available time for effective deliveries; Understand different types of leadership styles; Learn art of leading others using Whale Done and Situational Leadership principles; Identify & use Emotions Intelligence in managing issues in life.

PGP 02: Quantity Surveying

Objective:

A learner upon successful completion of this course will be able to find out correct estimate of a project by analysing item specification and doing rate analysis. In this course a learner will be trained into billing, budgeting and cost controlling using value engineering aspects as well. Exposure will be given to learner in application of AutoCAD, Excel and Revit software. Training will make him to become a good estimator and billing engineer.

Deliverables:

Identify requirements of a construction project and its various elements represented in the form of from drawings; Analyse quantum of project; Understand units and measurement & quantity calculation; Define Work Breakdown Structure (WBS) & activities for each WBS; Estimate quantity & cost of activities / items using various methods such as Analogues, Parametric, Top down, Bottom up method; Determine resources required and prepare estimate; Understand material, manpower & equipment requirements, find cost of various items by analysing their rates; Preparing BOQ & cost report; Learn value engineering concept to optimize the costs..

PGP 03: Project Planning and Controls - I

Objective:

Training students into various aspects of project scope management, planning, scheduling and control. Introducing various resource scheduling techniques.

Deliverables:

Identify requirements of a construction project and expectations of sponsors, stakeholders and customers; Define construction project objectives and scope; Define WBS & organization structure; Validate and control scope; Define activities for each WBS & provide logical relationships between activities; Determine resources required to complete each activity & estimate activity durations; Prepare schedule of project; Control schedule; Estimate activity cost by analogues, Parametric, Top down, Bottom up method; Determine project budget by reserve analysis; Use

Program Structure

Foundation Level (20 weeks)

PGP 01

Corporate Life Skills & Value Education - I

PGP 02

Quantity Surveying

PGP 03

Project Planning and Controls – I

PGP 04

Project Engineering & Management

PGP 05

Certification in MS Project

PGP 06

Business Communication Proficiency

PGP 07

Revit Architecture & BIM

Level-1 (20 weeks)

PGP 101

Corporate Life Skills & Value education - II

PGP 102

Fundamentals of Quality, Health & Safety

PGP 103

Fundamentals of Tendering and Contracting

PGP 104

Project Planning and Controls – II

PGP 105

Certification in Primavera

PGP 106

Specialization in Project Controls

Level-2 (6 weeks)

PGP 201

Site internship

earned value analysis method for controlling project schedule; Forecast and control cost; Learn to identify key persons responsible for solving project issues; Classify & plan common resources used in construction projects; Learn to acquire and develop project team, to study use of personal assistant tool, recognition and rewards system, team performance assessment; Understand process of planning project procurement; Know various types of contracts and their suitability; Learn process of conducting the procurement - advertising, prequalified seller, bidder conference & negotiation tactics; Describe specific actions involved in control procurement; Learn activities to be carried out in procurement closure.

PGP 04: Project Engineering & Management

Objective:

A learner will learn basic aspects of managing project resources - equipment, material and HR required to be applied as an Engineer. Training is provided to select right equipment and material, its utilization / application, handling, store, maintenance and productivity. Primary skills of manpower management will be taught to learners.

Deliverables:

List various of types of machinery and equipment used on various construction projects & understand their application, capacity, cost & maintenance aspects; Find cycle time of machineries, their sizing and productivity, minimizing idleness of equipment; Select right equipment to suite project constraints / job requirement and learn to find solutions of site issues related to managing equipment & able to decide when to buy / lease / rent an equipment; List major materials used on construction projects & understand their application and selection criteria; Learn material planning & techniques of inventory control; Study material procurement, transport, storage, handling and wastage control; Learn to find solutions of site issues related to materials management; Workout requirement of manpower for various tasks and its planning; Find manpower productivity and issues in managing manpower and its remedial measures; learn appraisal policy, people management techniques; Analyse impact of (limited) space, information and technology resources on project progress and ways to manage them.

PGP 05: Certification in MS Project

Objective:

A learner will be trained into application of MS Project software in planning and scheduling of project. Learner will be able to analyse, track the project and establish control on resource usage – mainly time and cost by using earned value analysis. Training will make him to become a good project planner.

Deliverables:

Select a right project to fulfil organization's requirements; Identify project stakeholders and their requirements; Define scope of project and create WBS using MS Project tool; Define and logically connect activities under WBS; Determine resources required to complete each activity & estimate activity durations; Develop schedule of project by applying Critical path technique of MS project tool; Set base line and track project against it; Analyse the status of project and calculate variance to forecast the impact of current status on time and cost; Learn fast track, crashing, resource levelling and resource smoothing techniques to control the project; Prepare various report viz. status report, progress report, trend report, forecasting report, variance report, earned value reports by using MS Project tool; Consolidate projects to review at organizational level; Control and share common resources between multiple projects; Manage project data between programs by importing and exporting functions; Create new views as per the requirements; Develop and apply filters and groups to find desirable information; Build project templates for project.

PGP 06: Business English Proficiency

Objective:

To train learners into basic Business English communication to make him good listener and communicator. The learner will be able to improve in reading, writing, speaking and comprehending in the correct English language and appropriately express him / her.

Deliverables:

Vocabulary building, Synonyms and Antonyms, Pronouns, Adjectives and adverbs; Situational Communication; Verbs, Pronouns, Tenses; Punctuations, Conjunctions, prepositions, Power of expressions, Indianisms, Modal auxiliaries, Subject – verb agreement, transition words, Smart English Expressions, Comprehension.

PGP 07: Revit and BIM

Objective:

To use Revit software for ready-made Estimation and learn application of BIM into construction management.

Deliverables:

Rivet Architecture, structure, MEP software, application for 3D, 4D and 5D modelling, ready-made estimation, conflict resolution of MEP services, and application of BIM for better construction management

Level - 1

PGP 101: Corporate Life Skills & Value Education - II

Objective:

The learner will be trained into developing a winning personality and character of a professional engineer by imbibing ethics and values. This training will groom learners for positively responding to work challenges. It will further provide them training of various managerial skills & leadership qualities which will help them transform into a resourceful manager.

Deliverables:

Define conflicts at work place & various aspects of conflict management; Demonstrate various conflict management styles and understand preferred styles with self-assessments; Identify & use Linguistics and Moral Theory for communicating effectively; Understand the level of acceptance of achievers for a positive change & define change management process & its aspects using real time scenarios; Learn art of acceptance and thereby develop Gratitude; Identify the changing mind set & abilities from fresher to employee; Define creativity and innovation; lateral thinking and use of "Six Thinking Hats"; Enhancing creativity & innovation with vision; Pure & applied creativity, identify & use moral intuitions; Building character on Humility, Loyalty and Trust; Define leadership, develop ability to give and receive feedback; Develop interpersonal skills to manage teams, people, aspects of team alignment and group dynamics; Managing work place stress; Develop behavioural & cognitive skills; Identify indicators of Confidence & Happiness; Learn to adapt in multi-cultural environment; Understand art of interview skills & facing the interviews.

PGP 102: Fundamentals of Quality, Health & Safety

Objective:

To give an overview of construction quality, health & safety. To introduce benefits, issues, standards, legalities, standard procedures, tools and techniques used to practice quality and QHS norms. To make learners identify their role as a Quality Engineer in QHS vis-a-vis impact of implementing QHS norms in daily practice.

Deliveries:

Understand quality, demonstrate key principles of Total quality management, learn cost of quality and benefits of quality assurance; Understand the functions of Quality Department, roles and responsibilities, process approach and quality management system; Explain Quality assurance and quality control (QA & QC) processes, learn Quality Planning Tools & prepare Quality plans for major items and materials by knowing Standard Operating Procedures & flow charts; Learn Quality inspection and its types, methodologies, formats / checklist, and quality requirements on project site; Understand quality audit process and apply internal and external quality audit; know concept of Non conformities (NCRs) and its rectification; Know safety policy and objectives, understand role of tenders and contracts implementation of safety; Study safety plan in detail -How does scope of Project influences safety requirements at site?; Know "Hazard identification and Risk analysis" (HIRA), factors contributing to accidents - Unsafe acts / unsafe conditions, formation of HSE committee; Roles and responsibilities of Safety managers, Work Permit System; Study general requirements of construction site safety; Know prevention of Air / Water / waste hazards, learn traffic Safety Management and signage & Images for safety management; Recognize Health Management at site & for workmen; knowhow of communication of safety risks to workers / Safety Trainings - Induction / Mock drills / Tool Box talk, Safety walks; Know safety daily, weekly audits, Stop work notice, measurement of Safety performance, usage of analysis of First Aid, HSE Promotional Activities Award and penalty system; Introduction to OHSAS 18000 and 18001.

PGP 103: Fundamentals of Tendering and Contracting

Objective:

To give an overview of processes under Tendering and Contracting. To create awareness about various methods and practices of tendering, bidding and contracting. To introduce learners to various financial aspect of tendering and contracting.

Deliverables:

Classify tenders, understand their structure and suggest suitable type of tender for a certain work; Learn process of tendering and bidding; Study Indian contract act and its major clauses, commercial and technical conditions; Chart out actions to be taken to cover oneself from the implications of various clauses; Able to secure bid/contract with respect to financial aspects; Identify and deal with variations in pre execution and post execution scope in terms of notification, quantification and claims submission; Understand subcontractor management, risks and advantages; To respond to major clauses of FIDIC particularly about variation and claims; Able to prepare claims, write contractual letters; Demonstrate managing contracts in International atmosphere.

PGP 104: Project Planning and Controls -II

Objective:

Learners will be trained into preparing quality management & control techniques & communication management. Learner will be able to suggest project risk control alternatives by preparing and performing risk analysis and response plans. Techniques of stakeholder management will help a learner to understand various tools of controlling stakeholder and better manage a project.

Deliverables:

Prepare construction Quality management Plan; Perform quality assurance; Do quality control; Develop communication plan; Manage Communications; Control communication; Plan Risk Management; Identify Risks in project; Perform qualitative risk; Analysis; Perform quantitative risk analysis; Prepare risk response Plan; Control risks; Identify stakeholders of project; Prepare plan for stakeholder management; Engage stakeholders; Control stakeholder engagement.

PGP 105: Certification in Primavera

Objective:

To train learners into application of Primavera in planning, scheduling of project. Learners will be able to tactfully use resources and optimise project plans. Training will make learner competent to tracking and updating schedules and further carry out earned value analysis to check the financial status of the project. Learner can analyse off-the-track projects, uncontrolled usage of resources and prepare plan to establish cost and time control to bring the project on track. This knowledge will help him become a good planner and a right hand of a project manager.

Deliverables:

Describe Enterprise and project-specific data; Navigate in the project window & customise layouts; Create portfolio by describing components of EPS; Create a construction project & Work breakdown structure; Add activities to work packages, create relationships between them and assign constraints to activities and project; Analyse activity resources and roles, resources usage;

Use bucket planning and level resources; & optimize project plan; Develop construction project schedule & calculate multiple float paths; Create a reflection project, determine tracking layouts and display baseline bars on the Gantt chart; Update schedule, use progress spotlight and update activities; Calculate Planned value cost, Actual cost and Earned Value cost and measure performance; suggest ways to control project; Format and customise schedule data; group, sort and filter schedule data and change data using Global change command; Import/Export project data, generate and run schedule report; Create a report with Report wizard, prepare status report, progress report, trend report, forecasting report, variance report, Earned value report.

Level 2

PGP 201: Site internship

Objective:

During site internship learners are intended to implement all tools and techniques / knowledge learned in foundation and level 1, to analyse site situation and constraints in implementation of 10 PMK areas. This exposure will help them understand application of matrix of 47 project management knowledge areas v/s five project processes. It will give them insight into overall project management being carried out at managerial level. Thereby, learners shall do introspection and grade themselves against 151 skills sets.

Instructions:

To implement the tools and techniques learned in foundation and level 1 on site. To observe, analyse and carry out project planning, execution and monitoring. To understand the coordination and cross functioning of various allied departments such as Projects (Execution), Materials (Stores), Design, Tendering, Quality, Safety, Contracts etc. which have impact on project planning and execution.

To analyse each site activity in matrix of 47 project management knowledge areas v/s five project processes.

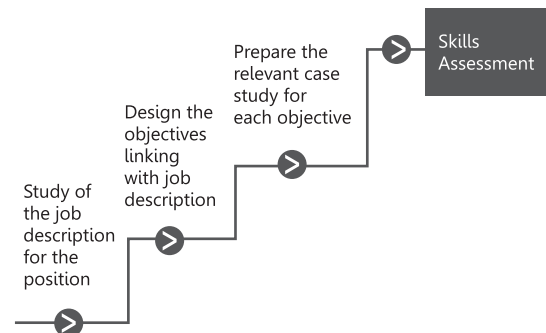
To study various audits and reports related to planning & execution departments. Learn observation, comprehension, analytical, observation, decision making and reporting skills. Learners shall learn project success and failure parameters and understand the complete job profile of a planner, quality engineer, execution engineer and a estimator and grade existing skill set.

A report has to be produced by learners to explain their understanding about above mentioned points.

Pedagogy

Infini believes that the method of instruction for maximizing learning should vary from course to course, level to level and therefore, uses of host of pedagogic approaches in different courses.

A mix of pedagogical tools – cases, lectures, discussions, presentations, audio-visuels, and experiential exercises will be used. A typical day will include about four hours of classroom sessions and similar hours of group work and preparation for classroom discussions.



Academic calendar & attendance

PGP course is a incubator for a graduate to become professional and hence all systems and policies are set accordingly. Students are informed to refer the academic calendar. Activities mentioned are subject to change as per the prevailing conditions and priorities. Changes will be informed to the students in advance, not necessary always in written format.

Entire program consists of around 335 days including 30 days of site internship; national holidays and Sundays. No other holidays are granted to students. Students shall maintain 95 per cent attendance to be eligible to pass each level and to get full benefit

of the program and final certificate. Students may avail leaves on account of genuine reasons such as passport interview, major illness, and marriage of real brother/sister only. Leaves shall be applied 3 days in advance and get sanctioned. Student shall cover portion missed during leave period on his own responsibility. Sanctioned leave does not mean consideration in attendance. Attendance is a physical presence during conduct of session. Special consideration is given for involvement in various events and participation therein.

Week of the month: 1	Week 2	Week 3	Week 4	Week 5
18th July 2018 : Opening Ceremony				
July : Foundation Level (Weeks 1 & 2)				
		Classes	Classes	
		Opening ceremony-ignite'18 Orientation & Induction	Vision board preparation CR-1 election	
August: Foundation Level (Weeks 3 to 7)				
Classes	Classes	Classes	Classes	Classes
	Out bound training	Personality Profiling -1		Faculty feedback-1
September : Foundation Level (Weeks 8 to 11)				
Classes	Classes	Classes & Site visit	Classes & Site visit	
Students event - 1		15 Sept: Engineer's day celebration	Test -1 CR-2 election	
October : Foundation Level (Weeks 12 to 16)				
Classes & Site visit	Classes & Site visit	Classes & Site visit	Classes & Site visit	Classes & Site visit
Students event - 2			Faculty feedback- 2	
November : Foundation Level (Weeks 17 to 20)				
Classes & Site visit	Classes & Site visit	Classes & Site visit	Classes & Site visit	
Students event - 3		Personality Profiling – 2	25 Nov. : Parents-Teachers Students meet-1	
December : Foundation Level (Weeks 21 to 24)				
Classes & Site visit	Classes & Site visit	Classes & Site visit	Classes & Site visit	
Students event- 4 CR-3 election		Test - 2 Faculty feedback-3	Picnic	
January : Level - 1 (Weeks 25 to 29)				
Classes & Site visit	Classes & Site visit	Classes & Site visit	Classes & Site visit	Classes & Site visit
Students event - 5			CR-4 election	
February : Level - 1 (Weeks 30 to 33)				
Classes & Site visit	Classes & Site visit	Classes & Site visit	Classes & Site visit	
Students event - 6	15-16 Feb: Kruti event		Test- 3 Faculty feedback- 4	
March : Level - 1 (Weeks 34 to 37)				
Classes & Site visit	Classes & Site visit	Classes & Site visit	Classes & Site visit	
	Personality Profiling - 3	17 Mar: Parents-Teachers Students meet- 2	CR-5 election Students event - 7	
April : Level - 1 (Weeks 38 to 41)				
Classes & Site visit	Classes & Site visit	Classes & Site visit	Classes & Site visit	
			Test 4 Faculty feedback- 5	
May : Level - 2: Internship (Weeks 42 to 46)				
June : Level - 2 (Weeks 47 & 48)				
Classes	Classes			
Preparation & submission of internship report Placement	Internship viva Placement			
16 June : Send off, Infini Star award & report card distribution				

EAL & infin's certificate distribution in convocation ceremony: within 60 days from the end of course.

Academic requirements

Course Work:

The list of courses to be studied term-wise is mentioned in Course Structure. Teaching schedule and hours may vary depending upon other demands on students and teachers. Typically, a full course involves 50 to 60 hours of teaching. There are total 2 class tests per subject. The distribution for course work, including internship and specialization is shown below. Marks are converted finally into grades. Assessment of skills is focused upon in this course. So tests are conducted in any most apt form decided by the respective trainer, such as written, oral, presentation, group discussion, activity based or case study based.

Subject	Test / Viva	Marks
PGP 01 Corporate Life Skills & Value Education - I	2	150
PGP 02 Quantity Surveying	2	150
PGP 03 Project Planning and Controls - I	2	150
PGP 04 Project Engineering & Management	2	150
PGP 05 Certification in MS Project	2	150
PGP 06 Business English Proficiency	2	150
PGP 07 Revit Architecture & BIM	2	150
PGP 101 Corporate Life Skills & Value Education - II	2	150
PGP 102 Fundamentals of Quality, Health & Safety	2	150
PGP 103 Fundamentals of Tendering and Contracting	2	150
PGP 104 Project Planning and Controls – II	2	150
PGP 105 Certification in Primavera	1	150
PGP 106 Specialization in Project Controls	1	150
PGP 201 Site internship	1	150
Grand		2000
Attendance		300
Event participation and curricular activities		300
Faculty feedback		200
Memoir book		200
Yoga & Meditation		300
Grand total		3300
Final grade will be given by converting marks in to grades.		

All the submission in soft copy shall be mailed to submissions@infinisolutions.in email id. Following file name format shall be followed :

Roll no._Test No._subject name (abbreviation)_Faculty name (initials)

All test papers shall be submitted back to the institute as an official record for EAL audit. If misplaced by the student, either he has to rewrite it and submit or make an affidavit for it.

Internship:

As a part of curricula, each one has to undergo 6 weeks internship which is generally planned after level 1, depending upon the yearly calendar and market situation. It is provided by institute. Students, as per their career interest, shall shortlist area of exposure, project and company. Approval from institute shall be taken by students. What the Institute looks for is meaningful and supervised work experience for the student.

Mock interviews are conducted to help student select area of interest. Internship is provided in Pune or anywhere in Maharashtra or outside of Maharashtra as well. It is provided by the Institute. Defaulter students won't get opportunity of internship and placement. Parent company may expect such student to join it after successful completion of program. International internship is not guaranteed by the Institute and depends fully upon market conditions and visa policies of the respective country.

For international internship, all expenses are generally borne by the company providing internship. Whether national or international internship, provision of stipend, stay, food, and transport during internship completely depends on policy of each company and infini doesn't ensure it to anyone, student has to make his own arrangements. Certificate of attendance and performance is to be obtained from the company by the student which is to be enclosed in the report. This is a valid proof of completion of internship and satisfactory results.

In case student fails to complete the internship, Institute can decide the appropriate alternative to give student the benefit of internship.

Internship is assessed jointly by internal and external industry experts. 30 minute presentation is to be prepared by student individually or in group for assessment. It shall focus mainly on observations, understanding, learning, and contribution by the student and attainment of project scope. 2 copies of reports with golden embossing and in the format prescribed by institute shall be submitted by student. Out of which, 1 copy is retained by the Institute.

Vision 19-19:

This comprises of vision statement of student and his career path to achieve the success. Success doesn't mean only earning money and position and prestige / fame in life; rather it is becoming satisfied and happy from one's efforts. Vision 19-19 is to be presented in the form of PPT and chart and submitted in the form of spiral bind report. It includes clear statements about career vision, goals, skills to earn, progress / positions in career with time line, milestones on this journey, efforts to take, awards to win, competition to crack, memberships to earn, etc. It also includes achievements related to money to earn, health, habits, parent's wishes, and social career / goals to be achieved.

Examination & grading system

Objective of the assessment is to facilitate holistic learning. Focus is to judge skills viz. Technical, Functional, Software, Soft skills and values along with personality attributes of the learner and to empower him / her with positive inputs and life values to shape mind and transform lives.

At infini, a hybrid approach is adopted to judge the performance. Initial assessments are carried out in the typical pattern of marking system and later converted into grades. Final report card consists of grades. Continuous assessment is carried out in the form of assignments and / tests. Assessment consists of any of the following components.

- i. Subjective and objective type questions.
- ii. Structured or short answer questions.
- iii. Presentation / viva on problems and/ caselets.
- iv. Software based questions.
- v. Discussions and debates.

Involvement in event, attendance and faculty feedback also carries separate weightages as mentioned in the course work. Internship report evaluation will take place in the form of viva voce.

The teacher concerned will announce the results of assessment in the class so that you become aware of your performance. Assessments are linked with skills mentioned on the result sheet. The answer books are returned to you to verify the performance and correctness of the assessment done by the teacher. This enables you to be aware of your performance. In case the performance is below standard (D or C grade), student can request the teacher for a "Make up" Test and if his marks in the Make-up test are more, they will replace the earlier marks to improve the overall grade. One attempt per trimester / level for any two courses is permitted for Make-up exam. This attracts extra fees of Rs. 500/- per make up test. Any grievances in the assessment are to be put up in writing to the Examination controller. All assessment reports, answer sheet and any form and attendance record is to be preserved by the student for at least 1 year from completion of the program and reproduce on demand.

There is no 'pass' or 'fail' concept in the assessment. Poor grade (D) is the indication of need of more efforts by self study / coaching. High score in examinations does not necessarily get higher grades. It's overall judgement considering all technical, curricular, co curricular and extracurricular activities being conducted during program.

Grading System:

Evaluation is done on trimester basis. Skills are judged in the trimester end exams and final exam. Quantitative assessment made in marking system is converted into qualitative assessment in the form of skills. As there is no 'Fail' concept, student is promoted to next level. Following conversion system is used to convert marks into grade.

- 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: 51 to 60%)
 D: Poor performance (Marks: below 50%)

Failure cases & re-examination

360 degree rigorous evaluation of student's competency is expected in this program. Grade 'D' is indication of poor performance. If any student fails to obtain minimum passing grade (C) in any course in term-end exam, his overall result is withheld. Such student will have to take re-examination and obtain the minimum passing grade (C) so as to enable to qualify. Charges of re-exam are Rs. 1000/- per course. Similarly, non-submission of reports and assignment on time is viewed with displeasure. A candidate is not considered to have passed this programme unless he submits report and assignments and are adjudged as satisfactory and given the rating by the Examiner appointed for the purpose.

Award of certificate

Students upon successful completion of all heads of assessment and fulfilment of all academic requirements become eligible to receive their certificates. In order to qualify for the Award, the student should meet successfully the following requirements:

- i. Minimum prescribed attendance of 95 percent in each course.
- ii. Minimum prescribed grades in each course (excluding D grade).
- iii. Satisfactory completion of all visits / trainings.
- iv. Satisfactory completion of site internship.
- v. Satisfactory report submission & passing viva voce.
- vi. All personality testing (iBAT).
- vii. Submission of vision 19-19 report.
- viii. "No dues payable" certificate from the Institute concerned.
- ix. Completion of English improvement course(s), if suggested in offer letter or by counsellor.

Certificate is awarded at the time of convocation for which student has to apply separately. Convocation takes places within three months period from completion of the program. It can be either collected in person or by post. Post will be sent by Register AD of Indian post and infini will not be responsible for its misplacement. EAL Certification needs audit to happen and hence is awarded either during convocation or within 6 months from completion of program. Charges of Rs. 300/- are applicable for postage, each time. Duplicate merit card and / certificate of Infiniti is possible for which student has to apply separately. Submission of Affidavit is mandatory to avail it. Charges :- Rs. 1500/- per certificate or merit card.

Placement

Generally it takes place in the month of May which may vary as per market scenario and requirement of company. Because of external non favorable circumstances, it may get extended or postponed. Our target is to place everyone before completion of the program. Attending 2 interviews in open market with your own cost is mandatory for you before appearing for final interview. Positions offered are dependent of organization structure of the company and HR

policy. Generally position of Engineer is offered in most of the companies after doing PGP. In some cases, position of Management trainee is offered to freshers with PGP qualification. Experienced students (more than 3 years) may be considered for Senior Engineer's position.

Though, selection takes place on the basis of performance in PG level, some of the companies may consider first class in BE as screening criterion. Selection takes place on the basis of interviews and or GD or test. Companies conduct interviews for placement. Placement may happen on campus or off campus.

Following rules of placement will be applicable to all:

- Students to give their inclination by the end of Level 1
- Each student can choose 2 inclinations maximum
- Before proceeding to internship students to clear their academic assignment & fee dues if any
- Students to do their Mini Project & Internship in line with their inclination given.
- At the end of internship students to give presentation on the "Learnings from Internship"
- During level 3, Institute to set up an expert panel comprising 3 members. One will be expert from the Inclination area, one will be from HR/Corporate skills & one will be from psychometric analysis bureau.
- As per inclinations mock interviews will be taken. Current capabilities as per defined skill sets will be judged. Soft skills and attitude will also be judged.
- Ranking among each inclination category will be given based on performance of mock interview, experience, attendance, internal assessment, mini project, internship and good conduct.
- Result of ranking will be displayed. Weightage for each category will be decided by management.
- Where 2 inclinations are given, depending on the highest ranking students will be allowed to attend the interviews. (In-campus or off-campus).
- Depending on the performance of the interview and as accepted by the recruiter, students will be required to give their confirmation to join the company or not. Institute will not intervene when students request to wait for joining and the recruiter do not accept the same afterwards.
- If students are selected in previous interview, they will be considered as last preference for next interview if at all they want to appear in next interviews. Those students who are not selected for first interview will also be given preference after eligible students as per ranking in that category. This exercise is dependent on requirement from the recruiter.
- Acceptance or rejection of offer is at the sole discretion of students. However once offer is rejected by the student he will be considered at last round of placement.
- In case the result of previous interview is on hold, students will be allowed to face next interview, but as second preference.
- Off campus interviews, organised by institute are required to be attended by the student on his own expenses for travelling and boarding at the place of interview, if not provided by the recruiter.

Cancellation of placement offer: Placement offer may get cancelled in case –

- Student fails to clear all assessment and dues;
- Student gets involved in anti social activities;
- Student is declared misfit / defaulter for program by the institute;
- Student fails to maintain attendance criteria declared by the institute;
- Other objectionable behavior / results;
- If found physically unfit. Report of MD Medicine of reputed hospitals suggested by infini will be considered valid for this judgment.

Infini is not responsible to place such student again. Such student shall get his placement by his own. Student, if refuse to continue the job after joining, he / she will not be entertained further and needs to get placed by his / her own. It is expected that student shall remain with the same company at least for 3 years or until completion of project in hand. Infiniti is willing to provide placement support in future as well to its candidate whose record at earlier company is good.

Note: Infiniti is not a placement agency. Program objective is preparing students for the best placement. Providing placement is an added service. Placement committee; formed by the end of foundation level is responsible to work for internship and placement. A brochure and PPT shall be prepared and presented to various companies. Each student is expected to approach at least 2 companies of his / her choice. Necessary arrangements, if required, can be made available from Institute.

Education loan

Institute has tie up with HDFC Ltd. Bank for education loan to its 1 Yr. PG Program. It funds the entire fees of the program. (Fees of ongoing Batch of PGP and may vary from batch to batch). The bank has approved 11.5% rate of interest on education loan for the loan period of maximum 48 months which is subject to vary from year to year. This rate is approved as on June 2018 and may differ next year.

Loan details : e.g. If you take a loan of Rs. 1,00,000/- you have to pay approx. Rs. 1000/- per month for the period of 12 months from the date of loan disbursement. After that, you have to pay EMI of approx. Rs. 3,200/- 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. Loans are processed from Pune branch.

Applicant - Student

- 1.Pass Size Photograph x 1 Nos
- 2.Self attested Photo Copy of Pan Card, Adhar Card, Passport, Driving licence
- 3.Till Date Educational Qualification Certificates (Self attested Photo Copy of SSC , HSC ,UG Semester Mark sheet)

4. Latest Bonafide Certificate with fee structure -will be provided from infini.

5. Merit Proof (Counselling Letter / Entrance Examination Result Copy) - will be provided from infini.

Co-Applicant (Parents / Spouse)

1. Pass Size Photograph x 1 Nos
2. Self Attested Photo Copy of Pan Card, Adhar Card, Passport, Driving licence
3. Last 3 month Payslip for Salaried OR last 3 Yrs ITR with P&L and Balance Sheet for Self Employed.
4. Updated 6 Month Bank Statement .
5. Relationship Proof Please refer below list of documents required for Education Loan.

Timely repayment of loan is the responsibility of individual and infini shall not be involved in it. In case if the bank demands, final certificate is submitted to bank and student can avail it from the bank after having dialogues with bank or completion of repayment.

NOTE: Above rules are subject to change from year to year as per the Bank's policy. Students are expected to approach bank through infini officials only. Loan applications are routed through infini.

Infrastructure

At infini, all necessary infrastructural facilities are provided to students viz.

- Lush green surrounding;
- Well equipped classrooms;
- Library – Books, CD, DVDs ;
- Creative learning lab;
- Sports.

The infrastructure (building) is owned by Shri Shivaji Maratha Society, Pune and it's 3rd entire floor is being used by infini on mutually agreed terms and conditions and on legal ground. Soon infini will have its own campus.

Hostel and living expenses

Infini doesn't have owned hostel. Contact details of hostel owner can be shared with student. For girls, we recommend PG accommodation. Typically, the living expenses at Pune are Rs.5,000 per month. Considering expenses on site visits, books, stationary etc. a student should provide himself about Rs. 70,000/- to 75,000/- as living expenses during the study period. Students can book rooms for 11 months period. In case of extension of any college activity, stay for additional time may be required and student shall do it at their own cost.

Hostilities shall strictly follow the rules and regulations of respective hostels.

National holidays

Though following dates are declared as holiday, if required, students will be called for important activities if scheduled in academic calendar.

Date	Holiday	Date	Holiday	Date	Holiday
15 Aug. 18	Independence Day	18 Oct. 18	Dasahara	15 Jan. 19	Makar Sankranti
13 Sept. 18	Ganesh Chaturthi	4-10 Nov. 18	Dipawali	26 Jan. 19	Republic Day
2 Oct. 18	Gandhi Jayanti	25 Dec. 18	Christmas	06 Apr. 19	Gudipadawa
				1 May 19	Maharashtra Din

Infini star award

This is given in the form of trophy is given to the student of current batch who proves to be the best in the academic performance and overall improvement in the program. This is a measure of the efforts being put up by student in the right direction as advised by faculty and couches. The competition is conducted at the tail end of the program. On the basis of performance of student throughout the year judged in the form of feedback from faculties is considered as a base. It is converted in to scale of 10. In addition, an interview / competition may be conducted. Student getting highest marks is declared ask winner. In case of tie, votes from students and faculties present on the day of competition are considered to declare the best. In case of further tie, student having higher attendance record will be awarded the trophy.

2nd infini Star – Mr. Kumud Sonawane (2016 batch)

1st infini Star - Mr. Ayush Patel (2015 batch)

Late admissions

Students admitting late are normally not allowed to mix the earlier group without extra classes. He has to first attend extra classes and complete the studies / assignments and tests and then only join the remaining class.

Cancellation of admission

- Cancellation of admission in between course is not permitted. Full fees shall be paid by student in case he leaves in between. In following cases, admission gets automatically cancelled. He can opt for fresh admission next year without entrance exam. Student has to pay balance fees to the institute as a part of admission cancellation process.
- If student fails to report institute after completion of each level in prescribed time;
- Remaining absent without notice for 15 continuous days;
- Nonpayment 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.

Teaching faculty

Faculty at infini is the backbone of this program and the transformation process being implemented at infini. Therefore we carefully deploy the faculty for this program. Some of the experts are associated as visiting faculties at infini.

Rajendra Deshmukh
Professor Emeritus

Mentor for businessmen, retired GM – Godrej & Boyce. Having more than 31 years of field experience and 10 years of training

Dr. Ajit Patwardhan
PhD, MTech (Mechanical)

Subject expert: Tendering & Contracting

Advisor & international corporate trainer having 26 years of experience in Design-Engineering & Construction, 15 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.

Hyacinth Arya
Bachelor of Arts

Subject expert: Corporate life skills

Facilitator and international corporate trainer. Proprietor – Corporate Finesse(Pune), having 33 years into trainings - Corporate Communication, Personality Dev., Soft Skills, Life skills, SRM & CRM.

Subhash Pathak
BE Civil, MIE, Chartered Engineer

Subject Expert: Estimation & Billing, Tendering & Contracting

45 years on various projects viz. irrigation, industrial, bridges, malls & IT towers. Also worked in Skill Dev. programs with ECI & CIDC, New Delhi.

Hemant Joshi
B.E. (Civil), MIE, LMICI

Subject expert: Quality, Health & Safety

Freelance consultant having 35 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.

Archana Rathod
M.Phil, M.A., M.Ed., Diploma in School Management

Subject expert: Business English Proficiency

25 years of experience at School and College level.

Vikas Patil
BE Civil, PGDCM, PMP®

Sr. Manager Planning & Skill Pool Head - Galfar (Oman)

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

20 years of experience in project execution, planning, construction & project management. Worked with Shapoorji Palooji, Dadia Construction (Mumbai), Al Ansari (Oman).

Sameer Alone
BE Civil, ME (C&M), PhD (Pursuing)

Subject expert: Project Engineering & Management

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

Vipul Patil
BE Civil

Subject expert: Estimation, Project Planning & Controls, Quality & Safety

19 years of experience in designing, planning, project execution & management. Worked with Satish Marathe (India), Force 10 UAE (UAE), Bhavan & Galfar SAOG (Oman).

B. T. Ade
BE Civil, ME (C&M), PMP(R), Microsoft Certified Professional, Oracle Primavera EPPM Specialist

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

18 years of experience – on field, teaching & training. Worked with VIT institute, Marvel realtors. Major clientele SPCL, PWD (Pune), Raymonds, Galfar, Oman, Softech, Karan Builders, MIT, MITCOM Empire Construction etc.

Girish Dharap
BE Civil, MMS, Freelance corporate trainer, Life coach, Certified Facilitator from Dale Carnegie Training, Certified NLP Master Practitioner.

Subject expert: Corporate Life Skills

He has more than 16 yrs 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), MS (Counselling & Psychotherapy)

Subject expert: Value education & Coaching

12 years of experience of Practicing Psychologist & Counsellor. Co-Founder Priyottam Brainberg Clinics & Consulting (Pune). Clientele – Galfar, Al Ansari, SSRVM, Matrumandir, Madhurima, Garware (Aurangabad), Samvedana (Nanded), Atmamalik Int. School (Kopergaon). Expertise into learning & Memory, Vedic Psychology, Temperaments & Mood Disorders.

Sukrut Patwardhan
B.E (E&TC), PGDBA (HR), Certified Learning & Development Manager

Subject expert: Corporate Life Skills, English Lab

11 years of experience. He completed international certification in Soft Skills from Pebbles Hills University (USA) and NLP Practitioner certificate from AUNLP. He worked with WNS Global Services and Bajaj Allianz. Currently he is a freelancer, working as a corporate trainer, ICF Certified Leadership coach and a Content Developer.

Nikhil Agrawal

BE (Civil), ME (Structures) Developer.

Subject expert: Estimation & Quantity Surveying, RCC Designer, Consultant & Developer.

12 years of experience in RCC Designing, Estimating, Billing, Rebar detailing

Nikesh Bihare

BE Mech. Oracle Primavera P6, EPPM Certified Specialist

Subject expert: Primavera

14 years of experience in Project Scheduling and Cost Planning, Project Monitoring and Control, EV Analysis, Risk analysis

Important Rules:

To achieve the motto of the program, students shall abide by following rules. Any attempt to bypass them will make student disqualified to continue the program or penalty or both.

- Attendance for each subject / course shall not be less than 90 % and collectively it shall be minimum 95%. It will be reviewed on monthly basis. If attendance falls below the prescribed limit, student either needs to complete extra assignment given by respective subject teacher / do extra work told by Head Admin / fine of Rs. 1000/- for each per cent less than the required one.
- Absentee with granted leave note only. Leave applications shall get sanctioned by Head Admin at least 3 days prior. Unsanctioned leaves will attract penalty as decided by the Head Admin. Leaves are sanctioned only for genuine ground and illness. Blood reports and certificate of MD is compulsory to submit in case of medical leave. Maximum 10 leaves are allowed thought the year.
- Fine of 50/- per session is applicable for remaining absent without permission which student has to pay to Admin Executive before entering into the class. Receipt is to be produced to the subject teacher while entering the class.
- Late comers are not allowed. Once teacher enters the class, doors will be closed and students will not be allowed to join it.
- Late payment of fees will attract penalty of Rs. 10/- per day for delay upto 1st week and Rs. 50/- thereafter.
- Wearing I card is compulsory in college campus. Rs. 100/- charges for duplicate I card.
- Official wear (formal shirt and red tie, leather shoe / sandal) on all days except Monday which is a uniform day. Uniform is to be purchased by student on his cost.
- Having clean shave, good haircut and wearing leather shoe / sandal is necessary or otherwise penalty of Rs. 50/- per incidence is applicable.
- All fees shall be paid in DD or Banker's cheque or cheque or by net banking. Check bounce charges of Rs. 500/- are applicable.
- No refund of any fees is granted on any ground once it is paid.
- Student shall submit original documents at the time of reporting. It will be returned only after production of no dues certificate after completion of program.
- Read notice board and update yourself daily.
- Use of mobile phone in the campus are banned.
- Placements are provided to as per their performance and grading.
- Library book, CD, Journal shall be returned within 7 days from issue. Fine of Rs. 10/- per day applicable then after. Loss of any property of library shall be adjusted by new similar property by the defaulter.
- Eligible students who clear all assessment heads with satisfactory results are awarded the certificate of EAL along with infini's certificate upon successful completion of the course registered for and after having paid all the dues. Infini's certificate is awarded during convocation while minimum 2 months are required for EAL certificate.
- For site visits white safety helmet, safety shoe and safety eye protection is must. Students have to purchase these.
- Any student found to have engaged, or attempted to engage, in any of misconduct while within the Institute's jurisdiction, is subject to disciplinary action by the Institute causing termination of admission at any moment of time.
- IIPMPL is a self financed autonomous institution and the management of IIPMPL holds all rights to penalize the student if found guilty and disobedient. All disputes are subject to the jurisdiction of Pune court.

- In extreme case, student is dismissed from the course. He will not be eligible to apply in future as well.
- Taking complete care of health and safety of own life during the entire course duration, in campus and off campus shall be the responsibility of individual student. Infini shall not be responsible for any mishap and compensation for any type of losses, on campus / off campus. Parents shall ensure availability of life insurance policy and mediclaim policy for their wards taking admission to this program.
- Parents can provide suggestions but they are not allowed to intervene in the entire process, rules and regulations.

Grievance handling:

In case of unresolved matter, student shall make a written application to Head SRM. He will be first counseled by Head, SRM and then by CEO if required. In case of critical matters, CEO can put up the matter to the Board of Directors of infini and final decision will be given on such issues. Finally, unresolved matters, if any, are subjected to jurisdiction of Pune Court.

Undertaking:

Dedicated efforts for 1 full year without any undue advantage of system are ensured by you while confirming admission to this program. You and your parents can raise the doubt / query about any of the above rules / regulations before start of the program or within 7 days of its beginning. Unwritten, undoubted consent shall be confirmed on behalf of student and parents by the Institute in absence of any doubt/ query raised in time. You are also confirming that there are no major illness / disease that may create hindrance while undergoing the training at institute and further joining the companies after placement. Parents agree to fully support the institute in shaping mind, building skills and transforming life of their ward by not distracting him from studies and motivating him always.

Disclaimer:

Information provided in this prospectus is the property of the company and in no case it shall be misused. Management reserves rights to change the course contents, assessment method & pattern, duration of each level, methodology, rules and policies etc. as per the need and suggestions from advisory panel or found necessary. Every time, it may not be communicated in written format – notice, email, circular etc. It can be in oral format sometime. If student is not present at time, it is responsibility of that student to get updates from admin office and not from friends. Institute is not responsible for miscommunication created in such cases. All information is copyright and shall not be reproduced.

"What YOU think, YOU become.."



Why study at Infiniti?

- 100% placements
- Experiential learning & creative learning, Yoga & Sports
- Case study based teaching methodology and ample site visits
- Personality profiling through iBAT
- All faculties from industry
- Software training in MSP, Primavera, AutoCAD, Excel, Revit and BIM (Orientation)
- Competency building in Technical, Functional, Software and Managerial Skills
- Character building
- Support for minimum 3-4 years after completion of program
- Saving of 1 year, in comparison with other PG programs

Advantages for parents:

- Hostel accommodation / support
- Easy payment of fees, no tension
- Education loan
- Personal attention
- Complete preparation of your ward
- Assurance of career development
- Parents-Faculty interaction for constant feedback
- 335 days guidance and grooming
- Coaching by Psychologist & trainers
- Evaluation by industry experts
- We are safe hands for your ward



**infiniti Institute of
Program Management**

EAL, UK Recognized center



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