POST GRADUATE DIPLOMA IN CONSTRUCTION PROJECT MANAGEMENT

PROSPECTUS

The 9th Session
September 2014 - August 2015

46 ACRES OF LUSH GREEN CAMPUS AMIDST FORTUNE 500 COMPANIES
INTRODUCTION ABOUT INSTITUTE

The National Academy of Construction was established in September 1998 on the initiative of Government of Andhra Pradesh, as apex body of the Construction Industry.

From its inception, National Academy of Construction has taken up the initiative to improve the efficiency, productivity and quality of the personnel in construction field through training, so as to acquire scientific and technical approach.

NAC has been spearheading construction industry and maintaining an undisputable position by continuous industry scanning and envisioning the industry needs in the times to come which can be seen from the training programmes conducted and the National Academy of Construction is reaching the nooks and corners of Andhra Pradesh and other states in India and also beyond the sea as can be seen from the trainees coming from South Africa, Afghanistan, Assam, Punjab, Meghalaya, Chattisgarh in addition to the students from all students in getting placements.

To ensure the industry a better quality of personnel, the National Academy of Construction launch Post Graduate Diploma programme in collaboration with Jawaharlal Nehru Technological University (with 24 weeks classroom study and 24 weeks of industry exposure training) and it has successfully completed 14 batches in different disciplines and many of them are placed comfortably in the most reputed companies.

ABOUT COURSE

This inter-disciplinary Programme of studies builds upon the concepts and methodologies of management, engineering, architecture, law, information technology, social and behavioral sciences and combines theory with practice.

The curriculum is a judicious blend of theoretical and applied courses both in general management and construction management accompanied with practical experience and research work. Theoretical courses aim to improve the students’ understanding of certain fundamental phenomena and relationships that characterize the changing world in which managers must operate. Applied courses, which occupy the bulk of the students’ time, link the theoretical studies to practical problems in the construction, infrastructure and real estate development projects. Practical experience is gained by a student through construction practice, site visits and summer training where he/she learns to practice the newly acquired management skills under the supervision of an expert.
OBJECTIVES

- Understanding of construction and real estate development business and management of facilities and building services.
- Skills and techniques of construction project management.
- Facility to apply the knowledge and skills to the effective delivery of the projects/functions assigned to him.
- Competency to handle a project in the specialized construction sector.
- Knowledge of information technology tools for professionalizing information system in construction.
- Sound knowledge of the theory and practice of corporate management.

DURATION

The programme duration is one year. It is organized into 2 terms, each term 6 months duration with suitable breaks. The first term devoted to class learning, acquiring hands-on experience in computer workshop, managerial skills workshop, construction practice workshop, site visits and learning research techniques and presentation skills. Second term is for internship from construction industry. Students sponsored by their employers can return to their respective organizations.

ELIGIBILITY

BE/B Tech in Civil/Mechanical Engineering with 50% aggregate from a recognized university with good communication skills

ADMISSION PROCEDURE

Selection of students done by the selection committee. Admissions work is handled at Hyderabad. Those interested in admission to the Programme should submit applications on the prescribed forms to the Director (WRDI), NAC, Hyderabad along with the required documents within the specified dates. The documents should be complete in all respects. All enclosures must be submitted. Incomplete applications will not be considered.

All applications for admission are scrutinized and eligibility established on the basis of documents submitted.

All eligible candidates are invited to undergo the selection procedure which comprises the following:

- Written Test – Test covers Analytical, Quantitative and Psychological Abilities and English Language
- Group Discussion (GD)
- Personal Interview (PI)

The common pool merit list is drawn on the basis of performance in written test/Score, GD, PI. All competing candidates appear in this merit List in the order of their respective merit. Admission letters are issued in the serial order of the Merit List.
TUITION FEES AND PAYMENT SCHEDULE

The schedule of payment of fees is given below:

The total tuition fee is INR 1,00,000 + Service Tax which includes admission fee, Registration fee and other charges: fees for computer workshop and managerial skills workshop, examination, evaluation, assessment and library, Study material and University fee.

- 1st Installment: INR 60,000 + Service Tax
- 2nd Installment: INR 40,000 + Service Tax

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

- Fees once paid are non-refundable and non-transferable.
- Fees are payable by demand draft drawn in favour of “Director General, NAC, Hyderabad payable at Hyderabad any Nationalized Bank. Personal cheques and cash are not accepted.
- The fees and other dues payable at the time of admission are mentioned in Admission letter itself.

HOSTEL AND LIVING EXPENSES

Hostel accommodation is available at the NAC campus itself. Women students granted admissions are housed separately. The hostel rent is approximately INR 2500/- per month and food cost is approximately INR 3500/- per month.

COMPUTER PRACTICE WORKSHOP (CPW)

A construction manager should be proficient in computer application to all aspects of his/her work. He/She should be able to use project management software packages MSP/P3 for project planning, scheduling, monitoring and control. He/She should be comfortable with Internet and multi-media systems. Every student spends at least 4 hours per week (most spend many more hours) in the Computer Centre where he/she gets hands on experience of all aforesaid types. Skillful and creative application of tools and techniques of information technology and use of computers in the practice of his/her profession is the trade mark of a NAC Graduate.
CONSTRUCTION WORKSHOP PRACTICE (CWP)
The objective of Construction Practice Workshop is to give hands-on experience in the practice of building trades, operation of construction machinery and doing construction. The students spend about 02 hours per week at building sites. They may work as masons, plumbers and carpenters; handle vibrators, operate dozers, dumpers etc. They do measurement, costing and estimating, prepare bill of quantities, tender documents and do quality inspections and learn the application of various Standards to construction processes. Students must equip themselves with safety helmets and boots at their own cost. The practice is supervised by experienced trainers on the sites.

MANAGERIAL SKILLS WORKSHOP (MSW)
MSW is an important part of the curricula. It gives hands-on experience in the following skills required of a manager.

- Communication skills – audio visual and inter personal.
- Listening skills, show and tell skills and skills to manage difference.
- Social skills
- Skills in dealing with selected work groups: clients, construction workers, government inspectors, trade unionists.
- Skills in understanding the socio-political sate of projects and groups.

Group assignments, audio visual presentations, mock sessions, visits to labour colonies, understanding work in government offices, formal social events are some of the indicators of what goes into MSW.

Students are required to undergo English language test. NAC organizes extra sessions on week-ends, on actual payment basis to improve English language for the students weak in English.

PROJECT
The project thesis is an independent qualifying requirement and also carries

REGULAR TEACHING FACULTY
Faculty is the foundation on which the structure of NAC programmes is designed to grow. Therefore careful attention is paid to attract the best talent from the world of academia as well as the industry.

- Core / Permanent Faculty
- Associate Faculty
- Visiting faculty
- Guest faculty
PEDOOGOGY

NAC believes that the method of instruction for maximizing learning should vary from course to course. And therefore, uses of host of pedagogic approaches in different courses. Case studies, lecturers, group and individual exercises, class projects, and simulation of business environment are used in different courses.

DISCIPLINE AND CODE OF CONDUCT

Students shall be courteous and formal in conduct with faculty, and staff at all times. Also they are expected to extend courtesies to all the management, faculty, administrative and support staff failing which an appropriate disciplinary action shall be taken against the erring student.

ASSESSMENT

Assessment of students’ performance is done as per Guidelines of Academic Administration. Then NAC learning system de-emphasizes lecturing, and examination system.

The assessment dons as follows:

- Minimum prescribed 80% attendance in each subject.
- Candidate should get minimum 50% marks in internal and External Examinations.
- Complete a Project in construction project management as per the guidelines of University.

EXAMINATIONS

The examinations will be conducted as internal and external as per Guidelines.

- Two Mid Term Examinations will be conducted within six months of class room study. First Mid Term examination will be conducted after instruction period of two months. Second Mid Term Examinations will be conducted at end of the class room study. First Mid Term examination will be conducted after instruction period of two months. Second Mid Term Examinations will be conducted at end of the class room study.
- The final examinations will be conducted at the end of the class room study after one week holidays of second midterm examinations.

The internal and external examination has the following components.

- Essay type questions.
- Structured or short answer questions.
- Questions involving computations and derivations.
- It is to be noted that the Term-end examination covers the entire syllabus of the courses taught during the Term and also any additional information given by the teacher during lectures.

PLACEMENT/JOBS

NAC is the best platform for students to get into reputed companies and hold responsible positions. NAC has a 100 percent placement record and all graduating students found good jobs before leaving the campus.

Campus interviews are held at NAC. Reputed companies are invited to visit campus and select their future managers. The fact that NAC is a construction industry sponsored institution is a great advantage in students’ placement and employment.
**VIVA VOCE**
The Viva Voce may be held for all PGD CPM students on completion of all requirements of the Programme. A panel of experts is especially constituted for the purpose.

**COMPUTER CENTRE**
NAC has well equipped Computer centre loaded with relevant software. All important software packages of project management, estimating, quantity surveying, inventory control, accounting, personnel handling etc. are available at the centres.

**LIBRARY**
Our campus is well equipped with a library. The Library is specialized in Construction Management and the Construction Industry. The library provides text book services to students and research/reference support to faculty and scholars and useful information to construction enterprises.

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject Name</th>
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<tbody>
<tr>
<td>CPM1</td>
<td>Construction Project Planning and Management</td>
</tr>
<tr>
<td>CPM2</td>
<td>Operations Management</td>
</tr>
<tr>
<td>CPM3</td>
<td>Infrastructure Financing in Construction Industry</td>
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<tr>
<td>CPM4</td>
<td>Contract Management &amp; Legal Aspects</td>
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<tr>
<td>CPM5</td>
<td>Construction Technology</td>
</tr>
<tr>
<td>CPM6</td>
<td>Construction Safety &amp; Quality Control Management</td>
</tr>
<tr>
<td>CPM7</td>
<td>Quantity Surveying</td>
</tr>
<tr>
<td>CPM8</td>
<td>Project Management Software</td>
</tr>
<tr>
<td>CPM9</td>
<td>Organizational and Managerial Skills</td>
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<td>IPR</td>
<td>Internship Project Report</td>
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