

## NATIONAL INSTITUTE OF CONSTRUCTION MANAGEMENT AND RESEARCH SCHOOL OF DISTANCE EDUCATION

### Looking for a Career Advancement?

#### Join NICMAR's Distance Education Programmes

The School of Distance Education (NICMAR SODE) set up at NICMAR, Pune offers a wide choice of academic programmes by correspondence in most of the functional areas of construction management to serve the needs of a variety of professionals by taking quality education right to their doorsteps.

The programmes are designed taking into consideration the dynamics of the construction industry. NICMAR SoDE has merged education and technology to deliver programmes. Diploma holders in technical/engineering fields whose careers are blocked can acquire higher qualifications by studying these programmes. Graduate Engineers and Managers in a functional area, study these programmes to upgrade their expertise and become multi-skilled in a relatively short span of time.

#### DISTANCE EDUCATION PROGRAMMES

##### A. POST GRADUATE PROGRAMMES

- i. Post Graduate Programme in Construction Management (PGP CM)
- ii. Post Graduate Programme in Project Management (PGP PM)
- iii. Post Graduate Programme in Infrastructure Development and Management (PGP IDM)
- iv. Post Graduate Programme in Construction Business Management (PGP CBM)
- v. Post Graduate Programme in Quantity Surveying (PGP QS)

##### B. GRADUATE PROGRAMMES

- i. Graduate Programme in Construction Project Management (GP CPM)
- ii. Graduate Programme in Construction Business Management (GP CBM)
- iii. Graduate Programme in Construction Safety Management (GP CSM)
- iv. Graduate Programme in Quantity Surveying (GP QS)
- v. Graduate Programme in Contract Administration and Dispute Management (GP CADM)

##### C. PART TIME PROGRAMMES FOR WORKING EXECUTIVES

- i. Post Graduate Programme in Construction Management for Working Executives (PGP CMWE)
- ii. Post Graduate Programme in Project Management for Working Executives (PGP PMWE)
- iii. Post Graduate Programme in Quantity Surveying and Contract Management (PGP QSCM)
- iv. Post Graduate Programme in Facilities Management for Working Executives (PGP FMWE)

#### ELIGIBILITY

##### A. POST GRADUATE PROGRAMMES

- i. Bachelor's degree in any branch of engineering / Technology / Architecture / Planning; OR
- ii. Bachelor's degree in any non engineering discipline with 2 years Experience; OR
- iii. Certificate holders of graduate programmes of NICMAR

##### B. GRADUATE PROGRAMMES

- i. Bachelor's degree / Diploma in any branch of Engineering / Technology / Architecture / Planning OR
- ii. Bachelor's degree in any non engineering discipline with 2 years work experience in a construction firm.

##### C. PART TIME PROGRAMMES

- i. Bachelor's degree in any branch of engineering / Technology / Architecture / Planning; with 2 year work experience; OR
- ii. Bachelor's degree in any non engineering discipline with 3 years work experience; OR
- iii. Diploma in any branch of Engineering / Technology / Architecture / Planning with 4 year work experience.

#### HOW TO APPLY

Admission is open to candidates from India and abroad throughout the year. Admissions work is handled centrally at Pune. Candidates interested in admission to the Programme can apply online through our website [www.nicmar.ac.in](http://www.nicmar.ac.in), pay fees online. OR Download the Application Form from website: [www.nicmar.ac.in](http://www.nicmar.ac.in). Fill up the forms, attach self attested certified photocopies of the required documents and send to NICMAR School of Distance Education, Pune along with application fee of Rs. 1534/- (i.e. Rs. 1300 + 18% GST) by Demand Draft in favour of "NICMAR-SODE", Payable at Pune. For further details please write to [sode@nicmar.ac.in](mailto:sode@nicmar.ac.in)

**CONTACT** SODE, NATIONAL INSTITUTE OF CONSTRUCTION MANAGEMENT AND RESEARCH  
25/1, Balewadi, N.I.A. Post Office, Pune - 411045. Tel.: (020) 66859241/242/243 /020-65103208 Email:[sode@nicmar.ac.in](mailto:sode@nicmar.ac.in)

### ADMISSIONS OPEN



[www.nicmar.ac.in](http://www.nicmar.ac.in)

# ACADEMIC PROGRAMMES

in

Infrastructure Development

Construction Management

Project Management

Business Management

Contracts Management

Safety Management

Quality Management

Quantity Surveying



# DISTANCE EDUCATION PROGRAMMES

PROGRAMMES OFFERED

## A. POST GRADUATE PROGRAMMES

- i. Post Graduate Programme in Construction Management (PGPCM)
- ii. Post Graduate Programme in Project Management (PGPPM)
- iii. Post Graduate Programme in Infrastructure Development and Management (PGPIDM)
- iv. Post Graduate Programme in Construction Business Management (PGPCBM)
- v. Post Graduate Programme in Quantity Surveying (PGPQS)

## B. GRADUATE PROGRAMMES

- i. Graduate Programme in Construction Project Management (GPCPM)
- ii. Graduate Programme in Construction Business Management (GPCBM)
- iii. Graduate Programme in Construction Safety Management (GPCSM)
- iv. Graduate Programme in Quantity Surveying (GPQS)
- v. Graduate Programme in Contract Administration and Dispute Management (GPCADM).

## C. PART TIME PROGRAMMES FOR WORKING EXECUTIVES

- i. One Year Post Graduate Programme in Construction Management for Working Executives (PGPCMWE)
- ii. One Year Post Graduate Programme in Project Management for Working Executives (PGPMWE)
- iii. One Year Post Graduate Programme in Quantity Surveying and Contract Management for Working Executives (PGQSCM).
- iv. One Year Post Graduate Programme in Facilities Management for Working Executives (PGFMWE)

### DISTANCE EDUCATION PROGRAMMES:

ELIGIBILITY

#### A. FOR POST GRADUATE PROGRAMMES:

- i) Bachelor's degree in any branch of engineering / Technology / Architecture / Planning; OR
- ii) Bachelor's degree in any non engineering discipline with 2 years Experience; OR
- iii) Certificate holders of graduate programmes of NICMAR

#### B. FOR GRADUATE PROGRAMMES:

- i. Bachelor's degree / Diploma in any branch of Engineering / Technology / Architecture / Planning OR
- ii. Bachelor's degree in any non engineering discipline with 2 years work experience in a construction firm.

#### C. PART TIME PROGRAMMES FOR WORKING EXECUTIVES

- i) Bachelor's degree in any branch of Engineering / Architecture with 2 years work experience; OR
- ii) Bachelor's degree in any non engineering discipline with 3 years work experience; OR
- iii) Diploma in any branch of Engineering with 4 years work experience.

ADMISSION

Admission is open to candidates from India and abroad throughout the year. Admissions work is handled centrally at Pune.

Candidates interested in admission to the Programme can apply online through our website [www.nicmar.ac.in](http://www.nicmar.ac.in), pay fees online. OR

Download the Application Form from website: [www.nicmar.ac.in](http://www.nicmar.ac.in). Fill the forms, attach self attested photocopies of the required documents and send to NICMAR School of Distance Education, Pune along with application fee of Rs.1534/- (Rs.1300 + 18% GST) by Demand Draft in favour of "NICMAR-SODE", payable at Pune.

SODE office will scrutinize the application and its enclosures and grant admission if the eligibility criteria have been met.

If any student is intending to change the Programme, the transfer request application is to be made within two weeks from the receipt of fee of the Programme in SODE office. Candidates have to pay Rs. 1000 plus taxes as applicable along with transfer requests towards transfer processing fee.

PROGRAMMES

Distance Education Programmes are inter-disciplinary Programmes that build upon the concepts and methodologies of management, engineering, architecture, law, information technology, social and behavioural sciences and combines theory with practice.

The curriculum is a judicious blend of theoretical and applied courses accompanied with practical experience and research work.

Theoretical courses aim to improve the students' understanding of certain fundamental phenomena and relationships that characterise 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 and infrastructure development projects.

### PROGRAMME DESIGN

The programme design is modular. A module is of 6 months duration, has 4 courses for study, 4 assignment to write, one seminar to attend and examinations. One course involves 10 lessons and each lesson needs 7 hours of self-study. A Graduate Programme has 2 Modules and Post Graduate Programme has 4 modules.



Academic Block



Hostel for PG Students



Hostel for Executive Trainees

## Post Graduate Programme in Construction Management (PGP CM)

### OBJECTIVE

The core objective of this course is to enable a student to train himself to become a project manager/construction manager/chief executive of a construction firm.

Towards that end:

- to develop the understanding, skills and competencies necessary for the effective management of projects and cost control of construction operations.
- to enhance skills in business analysis, information technology, financial packaging and people management.
- to internalize management qualities essential for effective leadership in a multi-disciplinary team.
- to acquire an integrated view of corporate strategies and business decisions.

### Course Work

Course work comprises the study of 12 courses, 2 elective courses and computer proficiency as given below.

MODULE 11	PGCM 11 Principles and Practices of Management
	PGCM 12 Human Resource Management
	PGCM 13 Materials and Equipment Management
	PGCM 14 Estimation and Quantity Surveying
MODULE 12	PGCM 21 Project Management Systems and Techniques
	PGCM 22 Construction Quality Management
	PGCM 23 Contracts Management
	PGCM 24 Finance Management and Cost Accounting
MODULE 13	PGCM 31 Site Organisation and Management
	PGCM 32 Construction Safety Management
	PGCM 33 Construction and Environment
	PGCM 34 Legal Frame-work of Construction
MODULE 14	• Electives (any two)
	• Computer Proficiency
	<b>Elective Courses</b> (any two of the following)
	PGCM 41 Airport Construction Management
	PGCM 42 Technology and Management of High-Rise and Special Buildings
	PGCM 44 Special Construction Methods and Technology
PGCM 45 Management of Underground Construction and Marine Structures	

## Post Graduate Programme in Project Management (PGP PM)

### OBJECTIVE

The objective of this Programme is to train young and dynamic graduate engineers to develop them into mature and knowledgeable professional project managers with the potential to manage small and large projects in any field in India or abroad, to shoulder responsibility in any functional capacity with some of the essential competencies, such as

- Sound knowledge of theory and practice of project management.
- Proficiency in engineering & construction of projects in different sectors.
- Skills in financial, marketing and human resource issues in the projects.
- Techniques of dealing with quality, planning, software and IT systems.

### Course Work

Course work comprises the study of 12 courses, 2 elective courses and computer proficiency as given below.

MODULE 21	PGPM 11 Principles and Practices of Management
	PGPM 12 Human Resource Management
	PGPM 13 Project Procurement and Materials Management
	PGPM 14 Infrastructure Development
MODULE 22	PGPM 21 Project Management Systems and Techniques
	PGPM 22 Quality, Safety and Environment Management
	PGPM 23 Contracts Management
	PGPM 24 Finance Management and Cost Accounting
MODULE 23	PGPM 31 Risk Management and Insurance
	PGPM 32 Project Formulation and Appraisal
	PGPM 33 Project Cost Engineering
	PGPM 34 Legal Frame-work of Project Management
MODULE 24	• Electives (any two)
	• Computer Proficiency
	<b>Elective Courses</b> (any two of the following)
	PGPM 41 Management of Oil and Gas Projects
	PGPM 42 Management of Public Private Partnership Projects
	PGPM 43 International Projects Management
PGPM 45 Highway Project Management	

## Post Graduate Programme in Infrastructure Development and Management (PGP IDM)

### OBJECTIVE

The core objective of this course is to enable a student to train himself to become a project manager/construction manager/chief executive of an infrastructure firm.

Towards that end:

- to develop the understanding, skills and competencies necessary for the effective management of projects and cost control of construction operations.
- to enhance skills in business analysis, information technology, financial packaging and people management.
- to internalize management qualities essential for effective leadership in a multi-disciplinary team.
- to acquire an integrated view of corporate strategies and business decisions.

### Course Work

Course work comprises the study of 12 courses, 2 elective courses and computer proficiency as given below.

MODULE 31	IDM 11 Principles and Practices of Management
	IDM 12 Management of Public Private Partnerships
	IDM 13 Materials and Equipment Management
	IDM 14 Introduction to Infrastructure Planning and Management
MODULE 32	IDM 21 Project Management Systems and Techniques
	IDM 22 Quality, Safety and Environment Management
	IDM 23 Contracts Management
	IDM 24 Finance Management and Cost Accounting
MODULE 33	IDM 31 Risk Management and Insurance
	IDM 32 Project Formulation and Appraisal
	IDM 33 Operations and Maintenance of Infrastructure
	IDM 34 Legal Frame-work for Infrastructure
MODULE 34	• Electives (any two)
	• Computer Proficiency
	<b>Elective Courses</b> (any two of the following)
	IDM 41 Green Infrastructure Management
	IDM 42 Port and Airport Infrastructure Systems
	IDM 43 Management of Underground Construction and Marine Structures
IDM 44 Highway Project Development	

## Post Graduate Programme in Construction Business Management (PGP CBM)

### OBJECTIVE

This programme aims at developing professional managers with knowledge and skills in construction business capable of competing in today's competitive markets. The course is designed for wards of family owned construction business, construction industry professionals and prospective construction entrepreneurs. Students will learn construction business management tools and techniques required to manage the following processes:

- Managing and organising construction business and projects
- Estimation of project cost, costing methodology and bidding procedures
- Develop, budget and submit tenders/bids
- Learn systems of contracts administration and management
- Laws applicable to Builders/contractors/developers/promoters etc.

### Course Work

Course work comprises the study of 12 courses, 2 elective courses and computer proficiency as given below.

MODULE 41	PGBM 11 Economics for Construction Business
	PGBM 12 Organisational Behaviour and Human Resource Management
	PGBM 13 Project Proposal, Tendering, Project Marketing and Business Development
	PGBM 14 Logistics and Materials Management
MODULE 42	PGBM 21 Project Management Systems and Techniques
	PGBM 22 Strategic Management
	PGBM 23 Contracts Management
	PGBM 24 Finance Management and Cost Accounting
MODULE 43	PGBM 31 Risk Management and Insurance
	PGBM 32 Project Formulation and Appraisal
	PGBM 33 International Business and Project Exports
	PGBM 34 Laws Relating to Construction Business
MODULE 44	• Electives (any two)
	• Computer Proficiency
	<b>Elective Courses</b> (any two of the following)
	PGBM 41 Business Development and Project Marketing
	PGBM 42 Management of Public Private Partnerships
	PGBM 43 Entrepreneurship
PGBM 44 Project Finance and Structuring	

**Post Graduate Programme in Quantity Surveying (PGP QS)**

**OBJECTIVE**

The objective of this programme is to produce qualified, competent and versatile graduates who are equipped with necessary technical knowledge and practical skills to undertake tasks in the field of Quantity Surveying. It provides students with sound theoretical knowledge and practical skills to enable them think analytically and conceptually in finding solutions to issues of costs in building and civil engineering construction.

Graduates of this Programme will have competency in:

- Measurement and valuation of construction works
- Post-contract functions, monthly valuations and project variance reports.
- Identification of claims and extra items of work at sites.

**Course Work**

Course work comprises the study of 12 courses, 2 elective courses and computer proficiency as given below.

<b>MODULE 61</b>	PGQS 11 Construction Technology
	PGQS 12 Management of Public Private Partnership Projects
	PGQS 13 Tendering, Bidding and Contracting
	PGQS 14 Estimation and Quantity Surveying
<b>MODULE 62</b>	PGQS 21 Project Management Systems and Techniques
	PGQS 22 Quality, Safety and Environment Management
	PGQS 23 Construction Materials and Specifications
	PGQS 24 Finance Management and Cost Accounting
<b>MODULE 63</b>	PGQS 31 Valuation of Land, Buildings and Machinery
	PGQS 32 Project Formulation and Appraisal
	PGQS 33 Contracts and Claims Management
	PGQS 34 Legal Framework of Construction
<b>MODULE 64</b>	• Electives (any two)
	• Computer Proficiency
	Elective Courses (any two of the following)
	PGQS 41 Construction Management
	PGQS 42 Risk Management and Insurance
	PGQS 43 Arbitration, Conciliation and Dispute Resolution
PGQS 44 Productivity and Work Study Techniques in Construction Projects	

**INSTRUCTIONS TO CANDIDATES FOR EXAMINATIONS**

Candidates must read the following instructions carefully for strict compliance.

- i. Candidates are required to bring in their Student Identity Card and hall ticket to the Examination Centre every day for establishing their identity and securing admission to the examination, failing which they will not be allowed to enter into the examination hall. A candidate who misplaced/lost his/her Student Identity Card must take immediate steps to obtain a fresh Identity Card from SODE, Pune sufficiently in advance and well before the examination.
- ii. Occupy their allotted seats in the examination hall at least 10 minutes before the scheduled time.
- iii. Students are not permitted to enter the examination hall 15 minutes after the commencement of the examination.
- iv. Students are not permitted to leave the examination hall till after 30 minutes after commencement of the examination. Candidates leaving the hall shall not be permitted to enter hall again during the examination.
- v. Students are advised to carry with them their own pens/ball-pens, pencils, calculators (non-programmable), etc. The invigilator shall prohibit borrowing between students during examination.
- vi. Students are not allowed to carry with them any paper, electronic device, book or similar material containing any

literature or information of any kind into the examination hall. Cell-phones should be switched off during examination.

- vii. Trying to influence invigilators will lead to expulsion from examination Hall.
  - viii. Use only the answer books and additional papers issued by the Institute.
  - ix. Before writing answers, fill up the particulars, i.e., Registration Number, Name, Number and Title of the Course of the examination. This should be checked again before submitting the answer books after completion of the exam. Answer books not containing the above information may not be evaluated.
  - x. Ten minutes before the closing time of the examination, invigilators may draw the attention of candidates to the closing time of the examination.
  - xi. Exactly at the scheduled time of the completion of the examination, candidates shall stop writing their answer books and hand over the same to the invigilators, who shall not permit any extension of time.
  - xii. Any answer book containing entirely illegible handwriting is liable to be awarded "ZERO" marks.
  - xiii. It shall be the personal responsibility of the candidate concerned to properly hand over his/her answer book(s), even if blank, to the Invigilator concerned on duty.
  - xiv. Any representation regarding omission to surrender the written answer book(s) or part thereof in the examination Hall at the time of handing over his/her answer book(s), for any reason whatsoever, shall not be entertained after the examination in that paper is over.
  - xv. The Dean of SODE or the Officer in charge of Examination in the concerned Campus/ Centre has absolute power to expel a candidate from the examination hall if in his/her opinion the candidate has resorted to unfair means for the purpose of answering the examination or behaved in a disorderly manner in and around the examination. Hall or obstructed the invigilating staff in carrying out his/her duties or attempted to offer illegal gratification or applying undue influence or threaten or blackmail any person connected with conduct of examination.
  - xvi. A candidate so expelled must, before leaving the Exam. Hall, submit to the Institute his/her explanation in writing through the Invigilator of examination. Once a candidate is so expelled, he/she will not be allowed to appear in the remaining paper(s). Over and above, any such misconduct shall be subject to debarring the student from writing the further examinations.
- Candidates shall refrain from copying from any material whatsoever or from communicating with any other candidate during the course of the examination or carry any slips/notes. **DEFAULTERS WILL NOT BE ALLOWED TO CONTINUE THE EXAMINATION thereafter.**

**Post Graduate Programme in Quantity Surveying (PGP QS)**

**OBJECTIVE**

The objective of this programme is to produce qualified, competent and versatile graduates who are equipped with necessary technical knowledge and practical skills to undertake tasks in the field of Quantity Surveying. It provides students with sound theoretical knowledge and practical skills to enable them think analytically and conceptually in finding solutions to issues of costs in building and civil engineering construction.

Graduates of this Programme will have competency in:

- Measurement and valuation of construction works
- Post-contract functions, monthly valuations and project variance reports.
- Identification of claims and extra items of work at sites.

**Course Work**

Course work comprises the study of 12 courses, 2 elective courses and computer proficiency as given below.

<b>MODULE 61</b>	PGQS 11 Construction Technology
	PGQS 12 Management of Public Private Partnership Projects
	PGQS 13 Tendering, Bidding and Contracting
	PGQS 14 Estimation and Quantity Surveying
<b>MODULE 62</b>	PGQS 21 Project Management Systems and Techniques
	PGQS 22 Quality, Safety and Environment Management
	PGQS 23 Construction Materials and Specifications
	PGQS 24 Finance Management and Cost Accounting
<b>MODULE 63</b>	PGQS 31 Valuation of Land, Buildings and Machinery
	PGQS 32 Project Formulation and Appraisal
	PGQS 33 Contracts and Claims Management
	PGQS 34 Legal Framework of Construction
<b>MODULE 64</b>	• Electives (any two)
	• Computer Proficiency
	Elective Courses (any two of the following)
	PGQS 41 Construction Management
	PGQS 42 Risk Management and Insurance
	PGQS 43 Arbitration, Conciliation and Dispute Resolution
PGQS 44 Productivity and Work Study Techniques in Construction Projects	

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- vi. Students are not allowed to carry with them any paper, electronic device, book or similar material containing any

literature or information of any kind into the examination hall. Cell-phones should be switched off during examination.

- vii. Trying to influence invigilators will lead to expulsion from examination Hall.
  - viii. Use only the answer books and additional papers issued by the Institute.
  - ix. Before writing answers, fill up the particulars, i.e., Registration Number, Name, Number and Title of the Course of the examination. This should be checked again before submitting the answer books after completion of the exam. Answer books not containing the above information may not be evaluated.
  - x. Ten minutes before the closing time of the examination, invigilators may draw the attention of candidates to the closing time of the examination.
  - xi. Exactly at the scheduled time of the completion of the examination, candidates shall stop writing their answer books and hand over the same to the invigilators, who shall not permit any extension of time.
  - xii. Any answer book containing entirely illegible handwriting is liable to be awarded "ZERO" marks.
  - xiii. It shall be the personal responsibility of the candidate concerned to properly hand over his/her answer book(s), even if blank, to the Invigilator concerned on duty.
  - xiv. Any representation regarding omission to surrender the written answer book(s) or part thereof in the examination Hall at the time of handing over his/her answer book(s), for any reason whatsoever, shall not be entertained after the examination in that paper is over.
  - xv. The Dean of SODE or the Officer in charge of Examination in the concerned Campus/ Centre has absolute power to expel a candidate from the examination hall if in his/her opinion the candidate has resorted to unfair means for the purpose of answering the examination or behaved in a disorderly manner in and around the examination. Hall or obstructed the invigilating staff in carrying out his/her duties or attempted to offer illegal gratification or applying undue influence or threaten or blackmail any person connected with conduct of examination.
  - xvi. A candidate so expelled must, before leaving the Exam. Hall, submit to the Institute his/her explanation in writing through the Invigilator of examination. Once a candidate is so expelled, he/she will not be allowed to appear in the remaining paper(s). Over and above, any such misconduct shall be subject to debarring the student from writing the further examinations.
- Candidates shall refrain from copying from any material whatsoever or from communicating with any other candidate during the course of the examination or carry any slips/notes. **DEFAULTERS WILL NOT BE ALLOWED TO CONTINUE THE EXAMINATION thereafter.**

## Graduate Programme in Construction Business Management (GP CBM)

### OBJECTIVE

This programme aims at developing professional managers with knowledge and skills in construction business capable of competing in today's competitive markets. It will prepare the minds of working executives and develop matured and responsible professional techno-managers with the potential to manage construction business. The course is designed for:

- Wards of family owned construction business
- Professionals of construction industry, architects, contractors, consultants, realtors, financiers and resource suppliers.
- Prospective construction entrepreneurs.

### Course Work

Course work comprises the study of 8 courses as given below.

MODULE G41	GPBM 11 Economics for Construction Business
	GPBM 12 Organisational Behaviour and Human Resource Management
	GPBM 13 Project Proposal, Tendering, Project Marketing and Business Development
	GPBM 14 Finance Management and Cost Accounting
MODULE G42	GPBM 21 Project Management Systems and Techniques
	GPBM 22 Strategic Management
	GPBM 23 Contracts Management
	GPBM 24 Logistics and Materials Management

## Graduate Programme in Contract Administration and Dispute Management (GP CADM)

### OBJECTIVE

This one year graduate programme is designed to enable civil engineers and other suitable qualified professionals, such as architects and quantity surveyors and lawyers, to acquire knowledge of comprehensive understanding of the legal framework within which construction organisations and projects are managed, administration of contracts, nature of the risks in construction, general strategies for allocating them and systems for managing their occurrence and dispute resolution methods.

### Course Work

Course work comprises the study of 8 courses as given below.

MODULE G31	GPCD 11 Construction Management
	GPCD 12 Tendering, Bidding and Contracting
	GPCD 13 Contracts Management
	GPCD 14 Estimation and Quantity Surveying
MODULE G32	GPCD 21 Risk Management and Insurance
	GPCD 22 Contract Law
	GPCD 23 Contracts and Claims Management
	GPCD 24 Arbitration, Conciliation and Dispute Resolution

## Graduate Programme in Construction Project Management (GP CPM)

### OBJECTIVE

- To develop competencies in project management techniques and skills.
- To acquire proficiency in controlling time, cost and quality.
- To gain knowledge on the dynamics of site organisation and operations.

On completion of the Course, the graduates should be in a position to work as Project Planners, Cost Controllers, Site Managers and as deputies to department heads. They can also manage medium size projects on their own.

### Course Work

Course work comprises the study of 8 courses as given below.

### FEE AND PAYMENT SCHEDULE

Distance Education Programmes	Total Fee	Fee to be paid for Module 1 at the time of admission	Module 2	Module 3	Module 4	Part Time Week-End Programmes	Total Fee	Fee to be paid for Module 1 at the time of admission	Module 2
Post Graduate Programmes	Rs.1,79,360/-	Rs. 50,150/-	Rs. 43,070/-	Rs. 43,070/-	Rs. 43,070/-	PGP CMWE	Rs.2,00,600/-	Rs. 1,00,300/-	Rs. 1,00,300/-
Graduate Programmes	Rs.93,220/-	Rs. 50,150/-	Rs. 43,070/-	-	-	PGP PMWE	Rs.2,00,600/-	Rs. 1,00,300/-	Rs. 1,00,300/-
<b>DUBAI AND BAHRAIN</b>						PGP FMWE	Rs.1,77,000/-	Rs. 88,500/-	Rs. 88,500/-
Post Graduate Programmes	US\$ 3000	US\$ 1400	US\$ 1000	US\$ 350	US\$ 250	PGP QSCM	Rs.1,77,000/-	Rs. 88,500/-	Rs. 88,500/-
Graduate Programmes	US\$ 1500	US\$ 1000	US\$ 500	-	-				

RCC fees: Rs. 4,307/- per module and CPM fees: Rs. 17,700/-  
All the fees given above in Indian Rupees include 18% GST and may change as per Govt. notification. The Institute reserves the right to change fee, without any notice, whenever it is required to be changed.

MODULE G11	GPPM 11 Site Organisation and Management
	GPPM 12 Human Resource Management
	GPPM 13 Materials and Equipment Management
	GPPM 14 Project Management Systems and Techniques
MODULE G12	GPPM 21 Projects Formulation and Appraisal
	GPPM 22 Construction Quality Management
	GPPM 23 Contracts Management
	GPPM 24 Finance Management and Cost Accounting

## Graduate Programme in Construction Safety Management (GP CSM)

### OBJECTIVE

- To be responsible for compliance of statutory obligations of the employer in regard to safety of personnel and structures
- To function as an officer on the construction sites and guide and assist the site managers/engineers to make their sites safe and accident free
- To train personnel in construction safety, conduct safety surveys and design suitable documents for recording and promoting safety on sites and construction industry.

On completion of the Course, the graduates should be employable as Safety officers at Project offices and construction sites.

### Course Work

Course work comprises the study of 8 courses as given below.

MODULE G51	GPSM 11 Construction Management
	GPSM 12 Sustainable Construction
	GPSM 13 Operational and Occupational Hazards in Construction
	GPSM 14 Construction Safety Management Administration and Organisation
MODULE G52	GPSM 21 Project Management Systems and Techniques
	GPSM 22 Safety in Handling Materials, Machinery, Tools and Specialised Structures
	GPSM 23 Hygiene and Occupational Health
	GPSM 24 Applied Ergonomics

## Graduate Programme in Quantity Surveying (GP QS)

### OBJECTIVE

Being a job oriented Programme, it equips graduates to become site engineers and quantity surveyors with government departments, MES, construction companies and consultants.

Graduates of this Programme will have competency in:

- Estimation of quantities, preparation of BOO and submission of tenders.
- Building economics from conceptual stage till completion.
- Post-contract functions, monthly valuations and project variance reports.
- Identification of claims and extra items of work at sites.

### Course Work

Course work comprises the study of 8 courses as given below.

MODULE G21	GPQS 11 Construction Technology and Design Practices
	GPQS 12 Management of Public Private Partnership Projects
	GPQS 13 Tendering, Bidding and Contracting
	GPQS 14 Estimation and Quantity Surveying
MODULE G22	GPQS 21 Project Management Systems and Techniques
	GPQS 22 Quality, Safety and Environment Management
	GPQS 23 Construction Materials and Specifications
	GPQS 24 Finance Management and Cost Accounting

[www.nicmar.ac.in](http://www.nicmar.ac.in)

Please note that fee once paid is non-refundable.

**Post Graduate Programme in Quantity Surveying and Contract Management (PGP QSCM)**

Twelve Month Part Time Programme, offered from Mumbai on Saturdays (09:30 a.m. to 01:30 p.m.) and Sundays (02:30 p.m. to 06:30 p.m.)

**OBJECTIVE**

Graduates of this Programme will have competency in:

- Measurement and Estimation of Quantities, Preparation of Bill of Quantities and Submission of Tenders
- Post Contract Functions, Monthly Valuations and Project Variance Reports
- Identification of Claims and Extra Works at sites
- Proficiency in Information Technology applications in Contract Management and Quantity Surveying
- Administration of Contracts, Arbitration and Dispute Resolution.

**Course Work**

Course work comprises study of 15 courses and computer applications in quantity surveying and contract management. Total number of credits are 47. One credit is equivalent to seven hours of class-room teaching. Therefore, total number of teaching hours is 329.

		Credits
TERM 1	QSCM 11 Project Management Systems	3
	QSCM 12 Construction Economics and Cost Control	2
	QSCM 13 Construction Technology & Design Practices	3
	QSCM 14 Estimating, Tendering and Bidding	3
TERM 2	QSCM 21 Financial and Management Accounts	4
	QSCM 22 Indian Contract Laws, Arbitration, Conciliation & ADR	3
	QSCM 23 Construction Quality and Environment Management	3
	QSCM 24 Contract Administration and Planning	3
TERM 3	QSCM 31 EPC/Turnkey Contracts	2
	QSCM 32 BOTs and Concession Agreements	2
	QSCM 33 Quantification and Documentation	4
	QSCM 34 Contractual Risk & Insurance Management	2
TERM 4	QSCM 41 Analysis of Prices and Machinery Charges	4
	QSCM 42 Valuation of Land, Buildings and Machinery	4
	QSCM 43 International Contracts Management	2
	CMWE 44 Computer Applications in Quantity Surveying and Contract Management	3

**Post Graduate Programme in Project Management for Working Executives (PGP PMWE)**

Twelve Month Part Time Programme, offered from Mumbai on Fridays (09:30 a.m. to 05:30 p.m.)

**OBJECTIVE**

This programme aims at grooming professional managers and executives working in the construction industry as excellent project managers facilitating a project to achieve its goals effectively and efficiently without time and cost overruns. By pursuing this Programme construction executives will become capable of executing projects efficiently in the emerging global scenario.

**Course Work**

Course work comprises study of 16 courses and computer applications in quantity surveying and contract management. Total number of credits are 47. One credit is equivalent to seven hours of class-room teaching. Therefore, total number of teaching hours is 329.

		Credits
TERM 1	PMWE 11 Infrastructure Development and Management	2
	PMWE 12 Project Finance Management	4
	PMWE 13 Project Tendering, Bidding and Procurement	2
	PMWE 14 Contracts Management	4
TERM 2	PMWE 21 Projects Management Systems	4
	PMWE 22 Projects Formulation & Appraisal	4
	PMWE 23 Project Quality Management	2
	PMWE 24 Project Management I: Power Plants and Engineering	3
TERM 3	PMWE 31 Project Human Resource Management	2
	PMWE 32 Project Risk Management	3
	PMWE 33 Procurement of Materials and Equipment Management	2
	PMWE 34 Legal Aspects of Project Management	2
	PMWE 35 Project Management II: Oil & Gas	3
TERM 4	PMWE 41 Health, Safety and Environment Management	2
	PMWE 42 International Project Management	2
	PMWE 43 Project Management III: Financial Structuring and Management of PPP Projects	3
	PMWE 44 Computerised Project Management	3

**Post Graduate Programme in Construction Management for Working Executives (PGP CMWE)**

Twelve Month Part Time Programme, offered from Mumbai on Saturdays (03:00 p.m. to 07:30 p.m.) and Sundays (09:30 a.m. to 01:30 p.m.)

**OBJECTIVE**

- To develop competencies in construction management tools, techniques and skills.
- To acquire proficiency in controlling cost and quality and managing people.
- To gain knowledge on the dynamics of site organisation and operations.

On completion of the course, the graduates should be in a position to manage construction businesses efficiently.

**Course Work**

Course work comprises study of 16 courses and computer applications in quantity surveying and contract management. Total number of credits are 47. One credit is equivalent to seven hours of class-room teaching. Therefore, total number of teaching hours is 329.

		Credits
TERM 1	CMWE 11 Organizational Behaviour	2
	CMWE 12 Quality Management	3
	CMWE 13 Operations Management	2
	CMWE 14 Construction Technology Management	2
	CMWE 15 Project Management	4
TERM 2	CMWE 21 HRM & Managerial Skills	3
	CMWE 22 Finance & Accounting Management	4
	CMWE 23 Equipment and Materials Management	3
	CMWE 24 Safety, Health & Environment	3
TERM 3	CMWE 31 Marketing & Business Development	2
	CMWE 32 Contracts Management	4
	CMWE 33 Management of Site Work	2
	CMWE 34 Real Estate & Facilities Management	3
TERM 4	CMWE 41 International Project Management	2
	CMWE 42 Risk Management & Decision Making	3
	CMWE 43 Infrastructure Development & BOT Projects	2
	CMWE 44 Computerised Project Management	3

**Post Graduate Programme in Facilities Management for Working Executives (PGP FMWE)**

Twelve Month Part Time Programme, offered from Hyderabad on Saturdays (03:30 p.m. to 07:30 p.m.) and Sundays (09:30 a.m. to 01:30 p.m.)

**OBJECTIVE**

The programme focuses on an integrated approach to management of real estate and infrastructure projects, i.e., structuring, financing, development, execution and operations management. The Graduates of this programme will:

- Demonstrate professional skills concomitant to the real estate industry
- Be trained to be practitioners in a real estate and infrastructure development and management
- Demonstrate effective communication, team, and project/business-oriented knowledge and practice
- Manage real estate business and infrastructure development efficiently and effectively.

**Course Work**

Course work comprises study of 16 courses and computer applications in quantity surveying and contract management. Total number of credits are 47. One credit is equivalent to seven hours of class-room teaching. Therefore, total number of teaching hours is 329.

		Credits
TERM 1	FMWE 11 Principles and Practice of FM	2
	FMWE 12 Marketing and Services Management	3
	FMWE 13 Real Estate and Property Management	2
	FMWE 14 Legal Aspects of Facilities Management	3
	FMWE 15 Building Systems, Design & Specification	3
TERM 2	FMWE 21 Core Building Services (Non-Engineering) - O&M	3
	FMWE 22 Contracts, Supplies & Procurement Facilities & Services	3
	FMWE 23 Building Engineering Services - O&M - I	4
	FMWE 24 Facility Financial Management	3
TERM 3	FMWE 31 Building Engineering Services - O&M - II	4
	FMWE 32 Environmental Management	2
	FMWE 33 Facility Audit and Energy Management	2
	FMWE 34 Risk Management & Contingency Planning	2
TERM 4	FMWE 41 IT Tools & Technology for FM	2
	FMWE 42 Security Safety Management	3
	FMWE 43 Managing Special Facilities	4
	FMWE 44 Human Resource Management in FM	2



**PROGRAMME DURATION**

There are two types of programmes: (a) normal programmes and (b) accelerated programmes. Accelerated programmes are for the students who wish to complete the programmes fast. Students can opt for either of the options at the time of admission.

- Option no. 1 - normal programmes; and
- Option no. 2 - accelerated programmes.

**STUDY PROCEDURES**

A student must register for one module at a time, take examinations at the end of the module and pass at least two courses, then register for the next module.

**Duration of normal programmes:**

- (a) Post Graduate Programmes : Two years with 4 modules of six months each.
- (b) Graduate Programmes : One year with 2 modules of six months each.

**Duration of accelerated programmes:**

- (a) Post Graduate Programmes : 18 months.
  - \* Students must pay fee and register for two modules together, take examinations quarterly and pass at least two courses every quarter, then register for the next two modules together.
  - \* Backlogs should be cleared within the course duration, i.e., 18 months.
- (b) Graduate Programmes : 6 months.
  - \* Students must pay fee and register for two modules together, take examinations quarterly and pass at least two courses every quarter.
  - \* Backlogs should be cleared within the course duration, i.e., 6 months.

**Extension of programme duration:**

- \* **Normal programmes:** 2 years for PG Programmes, i.e., 2 years plus additional 2 years; and one additional year for graduate programmes.
- \* **Accelerated programmes:** PG Programmes - Maximum one additional year of extension will be granted; and Graduate Programmes - additional six months.

Studentship will get cancelled after the extended time period.

**Tuition fee for the extended time:**

If the student is not able to complete the programme in normal duration given for the programme and taken extension, the fee prevailing at that time of extended period will have to be paid for the remaining modules by the student.

**REGIONAL CONTACT CLASSES**

Regional Contact Classes (RCC) are held every module at Pune and other centres if the number of participants is sufficient. All the students studying for various programmes of SoDE are required to attend the RCC as prescribed for the courses selected by them. The purpose of RCC is to provide face-to-face teaching to students for becoming more focused on studies and solve individual problems, if any. Students are required to register for RCC by paying the fee for RCC. Please check our website [www.nicmar.ac.in](http://www.nicmar.ac.in) for RCC schedule, RCC form and fee. Students registered online should submit the RCC/ Examination enrolment form on-line.

**EXAMINATIONS**

Examinations of the distance education programmes are held four times in an year, generally in the months of March, June, September & December. It is a Course-wise written examination. Pass percentage is 40 in each Course. The schedule is as follows:

Admission Taken in	Examinations
December - February	June
March - May	September
June - August	December
September - November	March

**COMPUTERIZED PROJECT MANAGEMENT**

This involves learning and acquiring proficiency in the use of project management software packages - MS Project and Primavera. NICMAR campuses offer this training to SODE students if sufficient numbers enroll at any one time. Separate fee will be charged for the computerized project management programme.

**ASSIGNMENT**

Writing one assignment per course for Programmes is mandatory. Assignments must be word processed on A-4 size paper, in double space, with a cover page. An assignment set for a course must be submitted before taking the examination for that course. Submitting another student's assignment as one's own work by submitting the Institute is treated as academic dishonesty. Such students will be awarded zero marks for the particular assignment.

**STUDY MATERIALS**

The study material for a programme typically comprises:

- i) Lesson Books; and ii) Assignments. Students are advised to buy the text books wherever possible.

**PAYMENT OF FEES**

The following points on payment of fees may be noted by all students.

- i. Candidates granted admission to the programme can apply on-line and pay the module fee, RCC fee etc. by visiting the website [www.nicmar.ac.in](http://www.nicmar.ac.in). They should read the payment instructions given on the website carefully before proceeding for payment.
- ii. Payment can also be done by Demand Draft drawn in favour of NICMAR-SODE, payable at Pune. Personal cheques and cash are not accepted. Exact amount of Demand Draft only will be accepted. Excess and short payments are not accepted and will be returned.
- iii. The fees and other dues payable at the time of admission are mentioned in the Admission Letter itself and should be paid within the date specified in the admission letter.
- iv. Failed students can apply for re-valuation within two weeks of declaration of results. The re-valuation fee is Rs. 1000/- (Plus Taxes as applicable) per course.
- v. Students successfully completed the programmes may apply for detailed transcripts of their marks (if required). The charges for transcript is Rs. 1000/- (Plus Taxes as applicable) per three copies.
- vi. The tuition fees will be valid till the duration of the programme. If a student delays in completing the programme beyond the programme duration the revised fees for the remaining modules / term will be applicable.
- vii. The Institute reserves the right to change fee whenever it is required to be changed without any notice.

**POLICY FOR CANCELLATION OF ADMISSION AND REFUND OF FEE**

The following policy will apply to cancellation of admission and refund of fee for the programmes of distance education.

**A. Refund of Application Fee**

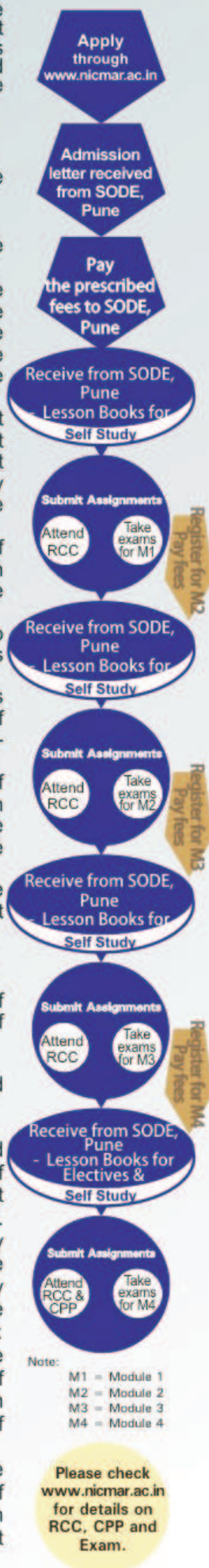
Application fee once paid is non-refundable and non-transferrable under any circumstances.

**B. Refund of Module Fee**

The Institute has a policy of considering refund of module fee paid by the student at the time of enrollment for the SoDE programme, against cancellation of SoDE programme admission. All such cancellation request application duly signed by the student must necessarily be received by the Dean SoDE under any circumstances not later than prescribed time limit. Time limit and refund policy is given below:

- i. 100% of the module fee paid (excluding the service tax) will be considered for refund, if student applies for admission cancellation within 5 working days from the date of receipt of the module fees.
- ii. 50% of the module fee paid (excluding the service tax) will be considered for refund, if student applies for admission cancellation within 15 working days from the date of receipt of the module fees.

**Step - by - step**



## ACADEMIC COUNCIL

Academic Council of the Institute is the apex body of academic activities and policy decision making. The penal actions will be determined by the Academic Council and communicated to the students. Decisions of the Academic Council are final and binding for all concerned. The penal actions may range from reprimanding with severe warning, imposition of appropriate fines and even cancellation of enrolment. Students are advised to strictly adhere to the rules of the Institute.

## HOSTEL

SODE does not have hostel facilities. Distance education students can avail the hostel facilities whenever hostel rooms of the full time programmes are available. Students have to approach the Hostel Manager for accommodation. Whenever students stay in the hostel they have to follow the hostel rules.

iii. Student will be required to return all the course material received by him/her to the SoDE Pune office to claim refund of fee. He/she has to bear cost of postage.

iv. No refund of module fee under any circumstances will be admissible for any SoDE programme cancellation request beyond 15 working days from the date of receipt of the module fees.

### C. Adjustment of Regional Contact Classes (RCC)/ Examination Fee

The Institute will consider for the adjustment of RCC/Exam fee paid by the student for the immediate next applicable RCC/Exam, against request application supported with valid documentary proofs of non-attendance. If the student fails to submit documentary proofs of non-attendance, his/her RCC/Exam fee paid will be forfeited. No refund of RCC/Exam fee request will be entertained.

### D. Adjustment of Computerized Project Management (CPM) Programme Fee

The Institute will consider for the adjustment of CPM programme fee paid by the student for the immediate next applicable CPM programme, against request application supported with valid documentary proofs of non-attendance. If the student fails to submit documentary proofs of non-attendance, his/her CPM programme fee paid will be forfeited. No refund of CPM programme fee request will be entertained.

**Note:** All cancellation and refund/adjustment of fee requests must be sent by hand or post/courier only. Any request of refund/adjustment by email or telephone/fax will not be considered. Decision taken by the Institute to cancel the SoDE programme admission of student will be final and binding. Institute reserves the right to revise any/all of the components of above policy, including payment schedule, admission cancellation and refund/adjustment of fee policy without any prior notice. All matters subject to Pune jurisdiction only.

National Institute of Construction Management and Research (NICMAR) is a leading educational Institute established by the Indian construction industry. NICMAR is an autonomous, non-government, non-profit academic body, incorporated in India on September 1983 as a 'Society' and a public charitable 'Trust'. NICMAR is recognised by Government of India as a Scientific and Industrial Research Organisation – SIRO.

**Full Time On-campus Programmes:** NICMAR received UNDP grant which enabled the Institute to involve eminent academicians from Massachusetts Institute of Technology, USA; University of Michigan, USA; University of Loughborough, UK; International Labour Organisation, Geneva; Indian Institute of Management, Ahmedabad and other institutes in India and eminent practitioners from India in development of the first full-fledged curriculum for a two year Post Graduate Programme (PGP) in Advanced Construction Management in the late eighties.

**Executive Education:** The Executive Education Programmes offered by NICMAR seek to up-grade the managerial and technical capabilities of working executives of companies, government departments and other organisations engaged in manufacturing, construction and infrastructure development work and service sector. A variety of such programmes are regularly conducted from different NICMAR campuses either on open-mode or in company-mode. Over 1000 professionals avail of such programmes every year.

**Research and Consultancy:** NICMAR places strong emphasis on research and industrial consultancy. It provides research & consultancy in the area of feasibility studies, financial analysis, human resource management, international construction contracting, productivity, methodology development, project management, quality & safety management, techno-economic studies etc. NICMAR has conducted research work for various companies; government and non-government organizations.

**Campuses:** NICMAR operates from four campuses: main campus at Pune, a campus located in the premises of National Academy of Construction, Hyderabad, a campus in Goa and a campus in Indore. NICMAR has well equipped infrastructure in campuses with state of art academic facilities in all its campuses. The total regular full time faculty strength as of now is approximately 90.

### Full Time On-campus Programmes

- i. Two Year Post Graduate Programme in Advanced Construction Management, offered from Pune, Hyderabad, Indore and Goa.
- ii. Two Year Post Graduate Programme in Project Engineering and Management, offered from Pune
- iii. Two Year Post Graduate Programme in Real Estate and Urban Infrastructure Management, offered from Pune
- iv. Two Year Post Graduate Programme in Infrastructure Finance, Development & Management
- v. One Year Post Graduate Programme in Health, Safety and Environment Management, offered from Hyderabad
- vi. One Year Post Graduate Programme in Quantity Surveying, offered from Hyderabad.
- vii. Eighteen Months Post Graduate Programme in Management of Family Owned Construction Business.

### NICMAR SCHOOL OF DISTANCE EDUCATION

NICMAR started its Distance Education Programmes as a part of the UNDP technical assistance project received by NICMAR. School of Distance Education (NICMAR SODE) set up at NICMAR, Pune offers a wide choice of academic programmes by distance education mode in most of the functional areas of construction management to serve the needs of a variety of professionals by taking quality education right to their doorsteps. It is a learning system that permits study at one's own pace and place.

A large number of engineers are employed on civil engineering projects located in the interior and far away places. The Distance Education Programmes are specially designed to suit the convenience of engineers and other personnel working on the construction and infrastructure development projects. They are designed to cater to the professional growth, job proficiency and career promotion of executives engaged in managing construction and infrastructure development sector. NICMAR SODE has Centres at Delhi, Hyderabad, Bangalore, Dubai and Bahrain. The main Campus is located at Pune.

**Mumbai** National Institute of Construction Management and Research  
Walchand Centre, Tardeo, Mumbai 400 034, India.  
Tel. : (022) 23530847/23531183 Fax : (022) 23532453  
E-mail : headoffice@nicmar.ac.in

**Pune** National Institute of Construction Management and Research  
25/1, Balewadi, N.I.A. Post Office, Pune 411 045, India.  
Tel. : (020) 66859 100 / 200 Fax : (020) 27390057  
E-mail : mail@nicmar.ac.in

**Delhi** NICMAR Delhi NCR Campus  
Dulhera, Bahadurgarh-Jhajjar State Highway 22,  
Bahadurgarh, Haryana 124507 India.  
Tel. : 09466681689  
E-mail : nicmardelhinrc@nicmar.ac.in

**Hyderabad** NICMAR Hyderabad Campus  
H.No. 7-06, Jaganguda (V), Shamirpet (M), Aliabad (P.O.).  
Hyderabad, Telangana - 500 101, India  
Tel. : 040-64510762  
E-mail : nicmarhyd@nicmar.ac.in

**Goa** NICMAR Goa Campus  
Near Farmagudi Main Bus Stop / Ganpati Temple,  
Farmagudi, (Ponda), Goa - 403 401, India.  
Tel. : (0832) 2335308, Fax: (0832) 2335307  
E-mail : nicmargoa@nicmar.ac.in

**Dubai** NICMAR Study Centre  
306, B, Al Mina Bldg., Mina Road, Bur Dubai, UAE.  
Tel. : 971-4-3552204 Fax: 971-4-3552258  
E-mail : nicmardubai@nicmar.ac.in / antony@acore.co

**Bahrain** NICMAR Study Centre  
C/o. Al-moalem Institute, Flat No. #62,  
Building No. 1029, Road 3621, Block 436, Al Seef District,  
P. O. Box. 20649, Kingdom of Bahrain.  
Tel. No. : 973-17-553808 / 554868 Fax : 973-17-554240  
E-mail : training@almoalem.net



**NATIONAL INSTITUTE OF CONSTRUCTION  
MANAGEMENT AND RESEARCH**

**SCHOOL OF DISTANCE EDUCATION**

**APPLICATION FORM**

**Instructions to Candidates**

1. Fill the forms in your own handwriting.
2. No column should be left blank in any Form.
3. All candidates are required to fill up all information.
4. Enclose a self addressed envelope (25 cm x 12 cm) bearing Rs. 5/- postal stamp.
5. All forms duly filled in alongwith the enclosures (i.e. attested copies of certificates & mark-sheets of SSC, HSC & Degree/Diploma and one passport size & one stamp size photograph), and a DD of Rs.1495/- in favour of '**NICMAR-SODE**' payable at Pune should be sent by Registered Post to:

The Dean

NICMAR School of Distance Education  
NATIONAL INSTITUTE OF CONSTRUCTION  
MANAGEMENT AND RESEARCH

25/1, Balewadi, N.I.A. Post Office

Pune - 411 045

Maharashtra, India.

Tel : (020) 66859 241 / 242 / 243 / 020-65103206

Fax: (020) 27390057.

E-mail : [sode@nicmar.ac.in](mailto:sode@nicmar.ac.in)

# NATIONAL INSTITUTE OF CONSTRUCTION MANAGEMENT AND RESEARCH SCHOOL OF DISTANCE EDUCATION

Application for Admission to .....

.....

(Please specify the course you have selected)



## A. BIO-DATA SHEET

Please select title,  as applicable  Mr.  Mrs.  Ms.

1. Name

Surname	Given Name	Middle Name
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2. Father's Name

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3. Date of Birth

Day	Month	Year	• Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>
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4. Present Address  
(For Correspondence)


Tel		Mob	
E-mail			

5. Permanent Address


Tel		Mob	
E-mail			

6. Marital Status

Married  Unmarried

7. What is your father's/guardian's profession?

--

8. What is your present occupational status?

Student  Employee  In between studies & job

9. Who will finance your studies?

Self  Father  Guardian  Govt.

10. Are you employed

Yes  No

11. If still a student, when do you expect your result to be declared?

.....

12. How is your proficiency of English Language

**Spoken:** Excellent  Good  Could be better

**Written:** Excellent  Good  Could be better

13. ACADEMIC QUALIFICATIONS							
Sr. No.	Examination	Institute College	Month & year of passing	Class / Division	% of Marks obtained*	University/ Board	Encl.
i.	S.S.C. / S.S.L.C. C.B.S.C						
ii.	Higher Secondary Pre-University (10+2 std.)						
iii.	Any other Technical Diploma						
iv.	Bachelor's Degree in.....	1 <sup>st</sup> Year					
		2 <sup>nd</sup> Year					
		3 <sup>rd</sup> Year					
		Last Exams					
v.	Post Graduate Degree/Diploma in.....						
vi.	Scores obtained in GATE/MAT/CAT /GMAT/XAT/ATMA						
* Class / % of marks as awarded by the concerned University							

14. Medium of Instructions at	School .....	College .....
15. What Languages (Other than English)	Speak .....	Read only ..... Write only .....

**16. WORK EXPERIENCE**  
Please start from the present employer.

Sr. No.	Name & Address	Date of		Designation	Last Gross Monthly Pay	Nature of work
		Joining	Leaving			
i.						
ii.						
iii.						

**17. Computer Proficiency**

i.	Operating System	Windows / XP	Yes <input type="checkbox"/>	No <input type="checkbox"/>
ii.	Project Management	Primavera: High <input type="checkbox"/>	Low <input type="checkbox"/>	Nil <input type="checkbox"/>
		MS Project: High <input type="checkbox"/>	Low <input type="checkbox"/>	Nil <input type="checkbox"/>
iii.	Office Management	MS Office: High <input type="checkbox"/>	Low <input type="checkbox"/>	Nil <input type="checkbox"/>
		Excel/Tally: High <input type="checkbox"/>	Low <input type="checkbox"/>	Nil <input type="checkbox"/>
iv.	Other	Internet: High <input type="checkbox"/>	Low <input type="checkbox"/>	Nil <input type="checkbox"/>

I certify that the particulars given above are correct to the best of my knowledge and belief and my admission is liable to be cancelled in case of any discrepancy found later on.  
I agree to abide by the rules and regulations as well as discipline of the Institute.

Place: ..... Signature of Applicant: .....

Date: ..... Name of Applicant: .....

No. of Enclosures: .....