



COLLEGE OF DEFENCE MANAGEMENT

JOINING INSTRUCTIONS

MANAGEMENT DEVELOPMENT PROGRAMME (MDP) **OPERATIONS RESEARCH (OR) AND SYSTEM ANALYSIS (SA)** **(27 JAN TO 08 FEB 25)**

PART - I: TRAINING

General

1. Management Development Programme - Operations Research and System Analysis (MDP - ORSA) will be conducted at **College of Defence Management** (CDM), Secunderabad from 27 Jan to 08 Feb 25. The participants of the course are required to report to CDM, Secunderabad on 26 Jan 24 (FN) before 1200hr.

Aims, Objectives and Eligibility

2. **Aim.** To enable the participants to understand the ORSA techniques as an aid for problem solving and effective decision making.

3. **Objectives.**

(a) Imbibe adequate knowledge of management concepts and quantitative techniques available for enhancing the effectiveness of decision making.

(b) Leverage the power of the software application packages in the contextual domain of operational planning and logistics planning.

(c) Be aware of the approach and methodology of systems analysis for holistic treatment of complex issues.

4. **Qualitative Requirement (QR).** The officers nominated for the Course should be of the rank of **Col/ Lt Col, Capt (IN)/Cdr, Gp Capt/ Wg Cdr** of not less than 12 years' service. Officers who have already attended HDMC are not eligible to be detailed on the course. The officers must have a working knowledge of MS Excel Software. Officers not meeting these criterion will not be allowed to attend the course.



Course Design

5. **Course Duration**. The duration of the MDP ORSA is **two weeks**. The course is from **27 Jan to 08 Feb 25**.
6. **Working Hours**. Working hours will be from **0830 hr to 1430 hr in the morning session** and **1530 hr to 1700 hr in afternoons (Monday to Saturday)**. There will be four / five sessions conducted each day.
7. **Programme**. The programme begins on the first day at **0800 hr**. The course programme and material for the duration of the course will be issued to the participants on arrival/ first day.
8. **Training Pedagogy**. The pedagogy of teaching at the College has been designed to be dynamic with focus on participative and interactive learning, for a productive and intellectually stimulating learning experience.
9. **Syllabus & References**. Syllabus for the MDP and suggested reference books is attached as **Appendix A**. MDP primer material for both ORSA and EXCEL have been uploaded on the CDM site (<https://cdm.gov.in>). **All participant officers are advised to go through the primer material of EXCEL and practice the same before arriving for the course. An entrance test will be held on 27 Jan 25 to assess the standard of understanding of the participant officers.**
10. **Study Material**.
 - (a) Soft copies of all précis and other study material required by participant officers will be uploaded on the College Wide Network (CWN) on the Virtual Learning Environment (VLE). Participants are also issued with hard copies of a few précis/handouts considered essential.
 - (b) CDM has a well-established College Wide Network (CWN) and virtually all aspects of the course curriculum including day to day passage of instructions, class room teaching, submission of solutions, where required, issue of training programme are carried out online. ***It is therefore essential that you are reasonably proficient in your Information Technology related skills.***



- (c) **Library.** CDM has a vibrant and an exclusive library with a diverse collection of books and research material on various disciplines.

PART II - ADMINISTRATION

Arrival and Departure

11. **Arrival.** All participant officers are requested to **report only on 26 Jan 25 (FN) before 1200hr and in any case not before 25 Jan 25 (AN)**. All participant officers are requested to send their **Arrival Information** as per **Appendix B** and **Personal Particulars** as per **Appendix C** to **Col Adm** by Fax/AWAN. The same may also be shared with the Course **DS, Col Anuj Tyagi (9488246010)** by SMS on mobile.
12. Officers travelling by air are required to reach CDM under their own arrangements. The officers arriving by train may be provided DD vehicle for move from railway station to the CDM subject to availability and prior arrival intimation.
13. **Reaching CDM from Airport.** Officers may use cab services from the airport to reach CDM and claim the cost of transportation from airport to CDM accordingly. Pre-paid cabs such as Meru Cab and Sky Cab are available at the airport. The distance from airport is approximately 45 km (1½ hr). Cab drivers may be routed towards Secunderabad - Trimulghery route. CDM is located near Amuguda Bus Stop (Yapral). Google Map showing route from Airport to CDM is placed at **Appendix D**.
14. **Departure.** Dispersal from the College on termination of the course may be planned **not before 1430 hr on 08 Feb 25** and not later than **09 Feb 25 (AN)**.
15. **Documents.** All service participants must be in possession of their **Course Nomination Letter, Movement Order** and **Identity Card**.



Administrative Arrangements

16. **Reception**. A reception centre will be established at the CDM Officers' Mess / Sekhon Block. All officers arriving at CDM are requested to report to the reception for completion of arrival formalities and for further instructions.
17. **Accommodation**. All participants of the MDP course will be accommodated in the **Sekhon Block / other Guest Rooms** of the College which are located inside the College premises. Required Accommodation is available in CDM. Information regarding accommodation (mess/ hotel) will be made available on CDM website by 10 Jan 2025.
18. **Due to ongoing courses, families are NOT permitted.**
19. **Messing**. Officers will be Dining-In at CDM Officers Mess and are requested **not to carry their LRC, as flat rates will be charged** for dining in the CDM Officers Mess.
20. **Dress**. Secunderabad enjoys a moderate climate. **Summer Uniform will be worn on Mondays and on last day (08 Feb 25) for the Valedictory Function.** On all other days **Open Collar** (full sleeve shirts) with name tab (provided by CDM) will be worn.
21. **Medical Support**. The College is dependent on the CDM Medical Inspection Room for medical support. Military Hospital located at a distance of 5 kms and Dental Centre, Bolaram located at approximately 4 kms from the College, are well equipped with all facilities.
22. **Banking Facilities**. ICICI ATM is located within the College campus. SBI branch at No 1 EME Centre is located close to the College. In addition, ATMs of most of the major banks are available in the vicinity.
23. **Leave**. No leave is permitted during the course; however, specific cases may be considered on extreme compassionate grounds with approval of the Commandant.



24. **Sports and Pastime Activities.** Details of sports and pastime activities available at the College are as given below:-

- (a) **Tennis & Squash.** Facilities for tennis and squash are available at CDM.
- (b) **Badminton.** Facilities for badminton are available at RSI.
- (c) **Gym.** A well-equipped gym is available at CDM Officers' Mess.
- (d) **Golf.** There are two 18 hole golf courses, namely the Bison Ecology Park and Training Area (BEPTA) and Eagle Environmental Park and Training Area (EEPTA). Officers can play on payment of green fee.

25. **Anti-COVID Measures.** Though the COVID restrictions are NOT in vogue, however owing to dynamic prevailing situation, the participants are required to be sensitive towards the issue. Central directions on the subject matter will be promulgated by the college as deemed fit from time to time & requires strict adherence.

Contact Details

26. **Training Activities.** Training Branch at CDM will coordinate all the training activities with respect to the MDP. **Basic DS may be contacted for any further clarifications.** The undermentioned officers may be contacted with respect to the training activities of the course:-

- (a) Col Abhishek Arora - +91 7080666444, 6624 (Army)
DS Coord dscoord.ids@gov.in
- (b) Col Kedar Gupte, - 7598395319, 6624 (Army)
Trg Coord trgcoord.ids@gov.in
- (c) Col Anuj Tyagi - +919488246010
(Basic DS) ds38.ids@gov.in
- (d) Col Parthasarthy Srinivas, (St By DS)- +919923261634
ds21.ids@gov.in



27. **Administrative Activities.** The undermentioned officers may be contacted with respect to the administrative activities of the course:-

- (a) Col Chetan Masoan, Col Adm - +918800772656/(Army- 6615)
040-27111731 (Fax)
ssoadm.ids@gov.in
- (b) Lt Col VVS Sambyal - 9541577718
AAQMG Army - 6617
- (c) CDM Duty Clerk - 040-27111731.

28. **Address.** The postal address of CDM is as follows:-

- (a) Postal : College of Defence Management
Sainikpuri PO
Secunderabad – 500 094
- (b) Telegraphic : CDM Secunderabad – 500 094
- (c) Fax : Col Adm : 040-27111731
- (d) e-mail : ssoadm.ids@nic.in
- (e) CDM Web site : <https://cdm.gov.in>
<https://cdm.telangana.nic.in>

**Appendix A**

(Refers to Para 9 of
Joining Instructions)

COLLEGE OF DEFENCE MANAGEMENT
FACULTY OF DECISION SCIENCES
MDP ORSA : JAN-FEB 2025

SYLLABUS

1. Syllabus for MDP ORSA is as follows:

<u>S.No</u>	<u>Topic</u>
	Operations Research (OR)
1	Introduction to OR
2	Linear Programming
3	Transportation Model
4	Transshipment Model
5	Assignment Model
6	Travelling Salesman Model
7	Networks Models
8	Multi Criteria Decision Making
9	Decision Theory Models
10	Queuing Theory Models
11	Simulation Modeling
12	Game Theory
	Systems Analysis (SA)
13	Introduction to Systems Thinking & System Terminology
14	System Definitions and Concepts
15	Laws of Systems
16	System Dynamics
17	System Archetypes
18	Leverages
19	Stock and Flow Diagram & VENSIM Software
19	Soft Systems Methodology



2. **Primer Material.** Primer material on OR/SA and Basic Excel are attached as Annexure 1 & 2 respectively.

3. **Reading Material : Operational Research.**

(a) Quantitative Techniques for Decision Making by Anand Sharma, Second Revised Edition, December 2010, Himalaya Publishing House, Delhi, ISBN No 935024-225-7.

(b) Quantitative Techniques in Management by ND Vohra, published by Tata McGraw Hill Publishing Company Limited, New Delhi, ISBN No 9780070146730.

(c) Operations Research Principles and Practice, Second Edition by Ravindran Phillips, Solberg, published by John Wiley & Sons (ASIA) Pte Ltd., Singapore ISBN No 9971-51-302-1.

(d) Operations Research – an introduction, by Hamdy A Taha, Ninth Edition, published by Prentice Hall of India Pvt Limited, New Delhi, ISBN No 81-2032235.

(e) Operations Research Principles and Practice, by Ravindran Phillips, Solberg, published by John Wiley & Sons (ASIA) Pte Ltd., Singapore, ISBN No 9780471086086.

4. **Reading Material :Systems Analysis.**

(a) Fifth Discipline by Peter Senge. Published by RHUK; ISBN 9781905211203.

(b) Kramer & Jacob de Smit; Systems Thinking: Concepts & Notions. Publisher – Wolters – Noordhoff B.V; ISBN 9020705873.

(c) Michael C. Jackson; Systems Methodology for Management Sciences. Publisher – Springer – Verlag New York Inc; ISBN 1489926348.

(d) Michael C. Jackson; Systems Thinking: Creative Holism for Managers. Publisher – John Wiley & Sons; ISBN 0470845228.



(e) Alan Waring: Practical Systems Thinking. Publisher – Cengage Learning EMEA; ISBN 1861526148.

(f) Dennis Sherwood: Seeing the Forest for the Trees. Publisher – Nicolas Brealey; ISBN 9781857883114.

College of Defence Management



Appendix B

(Refers to Para 11 of
Joining Instructions)

ARRIVAL INFORMATION SLIP: MDP (ORSA)

1. Number, Rank and Name : _____
2. Substantive Rank with Date : _____
3. Acting Rank with Date : _____
4. Mode of Travel : _____
5. Flight / Train Number : _____
6. Date & Time of Arrival : _____
7. Mobile Number : _____
8. E-mail ID : _____
9. Food Habits : Vegetarian/Non-Vegetarian

Dated: _____

(Signature of the Officer)

**Appendix C**

(Refers to Para 11 of
Joining Instructions)

PERSONAL AND SERVICE PARTICULARS: MDP (ORSA)

1. Name (in Block Capitals) :
2. Personal No :
3. Rank.
 - (a) Substantive with Date : Rank_____ Date_____
 - (b) Acting with date : Rank_____ Date_____
4. Regiment/Corps/Branch :
5. Decorations :
6. Date of Commission/Seniority :
7. Date of Birth :
8. CDA/ Pay Account No :
9. Bankers & Account No :
10. Identity Card No :
11. Blood Group :
12. NoK and Relationship :
13. E mail ID :
14. Unit and Address :
15. Contact Number :
16. Academic Qualifications :

Place:

Date:

(Signature of Officer)



Appendix D
(Refers to Para 13 of
Joining Instructions)

ROUTE MAP RAJIV GANDHI INTERNATIONAL AIRPORT TO CDM

