

**AICTE SPONSORED SHORT TERM COURSE ON  
Planning and Managing Human Resources: Tools & Techniques**

**(Under the Scheme of QIP, Min of HRD, Govt. of India)**



**Organised by**

**Department of Humanities and Social Sciences  
Indian Institute of Technology Kharagpur  
Kharagpur-721302, WB, INDIA**

**DATES:**

**25 April - 09 May 2014**

**VENUE:**

**Seminar Room, Dept. of HSS, IIT Kharagpur**

**Coordinator: Dr. Rabindra Kumar Pradhan**

**Associate Professor**

**Department of Humanities & Social Sciences**

**Indian Institute of Technology Kharagpur-721302, India**

## Over View of the Course

In today's time practitioners and academicians are paying more attention to strategic planning for human resources. Some contemporary business practitioners believe HRM is the core issue of organisational survival. It is the only competitive advantage that moves organisations towards excellence. It is often quoted as the 'Be All' and 'End All' of an organisation. Though people have always been central to organisation, today even they have taken strategically central role in building a firms' competitive advantage. Particularly in knowledge based industries success increasingly depends upon "people embodied know-how". This includes the knowledge, skills, and abilities imbedded in an organisation's members. To describe the importance of people in organisation, some experts name it as "Human Resources" or "Human Capital" or "Intellectual Capital" to indicate the human capabilities that drive organisational performance. This human asset in an organisation makes the difference in how an organisation performs, survives and succeeds. Successful organisations are particularly adept at bringing together different kinds of people to achieve a common goal. This is what many organisational experts think as the essence of human resource management. The success of an organisation depends upon its strategic planning, developing and managing human resources. The present course is designed to impart knowledge of Human Resource Planning and Management to the participants with the following objectives.

## Objectives

- ✚ To educate and familiarise the participants with the advanced theories and models of Human resource planning and management.
- ✚ To make them update in the latest developments in the field of human resource development and management.
- ✚ To train them to be well-versed with the use and applicability of various tools and techniques of HR Audits and its implementations.
- ✚ To enrich their knowledge with the experience of both theories and practice of HRP, HRD and HRM with an Indian perspective for nurturing the future manger in academics to meet any challenges of tomorrow's industry / organisations.

## Course Contents

- ✚ Strategic Human Resource Planning
- ✚ Carrier Planning and Management
- ✚ Career Advancement and Succession Planning
- ✚ Recruitment, Selection & Placement
- ✚ Training & Development
- ✚ Employee Retention
- ✚ Competency Mapping and Feedback
- ✚ Performance Management System
- ✚ HR Audit
- ✚ HR Score Card
- ✚ Job Design

- ✚ Employee Assistance Programme
- ✚ Talent Management
- ✚ Knowledge Creation & Knowledge Management
- ✚ Labour Relations
- ✚ Work Life Balance
- ✚ Compensation and Benefits
- ✚ Organisation Change & Development

## Faculty and

Faculties from IITs, IIMs and Industry will deliver lectures.

## Pedagogy

Lectures will be delivered through audio-visual presentation, group activity, role-plays, structure exercise, and case analysis.

**No of Participants: 30** (Faculty from AICTE approve institutes/colleges/University).

*People from Industry and Other organisations can participate by paying course fees as mentioned below. This is subject to availability of seats. Upto 20 participants from industry can participate on sponsored category.*

## COURSE FEES

**No Course Fee** will be charged from the teachers of AICTE approved Engineering Colleges/Institute/Universities.

## TA & DA

The selected teachers from AICTE approved Engineering Colleges/Universities will be paid TA, DA as per AICTE norm for summer school courses. Up-to III AC Rail Ticket by shortest route will be reimbursed to selected participants.

## Accommodation

Outstation participants will be provided free accommodation and lodging in the campus of IIT Kharagpur. This is subject to the selection of candidature for course.

## Course Fees for Industry participants= Rs. 15,000/-

**Private Practitioners/Professionals = Rs.10, 000/-**

**Faculty from Non AICTE Colleges = Rs. 10, 000/-**

**Research Scholar/PG Students = Rs. 8,500/-**

Accommodation can be arranged in the institute guest house on prior request. Course fee includes course materials and participation certificate. Lodging and Boarding will be charged separately. Course fees may be paid in form of *Demand Draft in favour of CEP-STC, IIT Kharagpur, payable at Kharagpur.*

## How to reach IIT Kharagpur

Situated about 120 km west of Calcutta, Kharagpur can be reached in about 2.5 hrs from the Howrah railway station of Calcutta. Kharagpur is also connected by direct train services to most major cities of the country. The institute is about 10 minutes drive (5 km) from the Kharagpur railway station. Private taxi, auto rickshaw or cycle rickshaw can be hired to reach the Institute. The Department of Humanities and Social Sciences is located in the main building of the Institute.

## How to Apply

Interested participants should download and submit the application form with required information in a prescribed format given below, and send it to the coordinator as per the mailing address.

## Mailing Address

Dr. Rabindra Kumar Pradhan, Associate Professor  
Course Coordinator, STC on Planning and Managing Human Resources: Tools & Techniques  
Department of Humanities and Social Sciences  
Indian Institute of Technology Kharagpur  
Kharagpur- 721302, West Bengal, India  
Tel: 03222-282346 (o), 03222-282347 (R), Mob: 9434703900  
Fax: 03222-255303/282280  
Email: rabi2020@gmail.com; rkpradhan@hss.iitkgp.ernet.in

## Important Dates

Last date for receiving application	15 April 2014
Intimation to participants	18 April 2014
Course Dates	25 April 2014 – 9 May 2014

**Application Form**  
**AICTE Sponsored (Under the Schemes of QIP, Min of HRD, Govt. Of India)**  
**STC on Planning and Managing Human Resources: Tools & Techniques**  
**25 April 2014-09 May 2014**  
**Organized by Dept of HSS, IIT Kharagpur**

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1. Name:
2. Age:
3. Sex:
4. Work Experience:
5. Designation:
6. Name of the Institution /Organization:
7. Address for communication:
8. Highest academic qualification:
9. Phone No:
10. Fax No.:
11. Email:
12. for Self / Industry Sponsored Candidate:

DD No.:

Date:

Amount:

**Date:**

**Signature of Applicant**

**Approval for Candidates/Sponsorship**

We approve the above applicant as a candidate / sponsor for the STC on Planning and Managing Human Resources: Tools & Techniques being organized by IIT Kharagpur during 25 April 2014 – 9<sup>th</sup> May 2014.

**Date:**

**Signature and Seal of  
Approving/Sponsoring Authority**

### About the Coordinator

Dr. R K Pradhan is an Associate Professor in the Department of Humanities and Social Sciences, IIT Kharagpur. He holds a Doctoral degree in Industrial and Organizational Psychology from the Centre of Advanced Studies (CAS), Utkal University, Bhubaneswar, Orissa, India in the field of Management of Change. Dr. Pradhan started his professional career in the year 1997 with “**DRDO Senior Research Fellowship**” for doctoral research (1997-2001). He worked as a Scientist in DIPR, DRDO Delhi from 2002 to 2007. He joined IIT Kharagpur as an Assistant Professor in the year 2007. He has seventeen years of work experience in the field of teaching, training and research. He received the prestigious “**Technology Group Award**” of DRDO in the Year – 2003 in DIPR, Delhi, the “**ARTS Fellowship-2012**” jointly awarded by International Union of Psychological Sciences, International Association of Cross-Cultural Psychology, and International Association of Applied Psychology at Stellenbosch University, South Africa. He was conferred as the “**Best Trainer Award -2012**” for Excellence in Training & HRD by Indian Society for Training and Development, Hyderabad Chapter. He is a **Trained Assessor and Certified Psychologist** by Govt. of India, Min of Defence for Personnel Selection. Dr. Pradhan has conducted large no. of training programmes for industry managers, defence personnel, paramilitary forces, DRDO Scientist and Staff, NGO officials and academic faculties. He is a member of many professional organizations such as ISTD, NHRD Network, IAAP, IACCP, IAHP, and NAOP. Recently he received the “**Best Teacher Award- 2013**” by ISTD Kolkata Chapter for his outstanding contribution in the field of HR Training and Development. Dr. Pradhan has published more than 50 papers in national and international journals, books and edited volumes. He has also published the following books 04 books those are highly appreciated by academicians and professionals across the globe. These are: i) *Emotional Intelligence: Perspective in Organisations* by Dr. Rabindra Kumar Pradhan & Dr. Purnima Mathur (Academic excellence Pvt Ltd., New Delhi, 2008), ii) *Value Creation through Human Development: The Emerging Dimension* by Dr. Uday Kumar Haldar, Dr. Rabindra Kumar Pradhan, Mr. Arun Ray Choudhury & Ms. Juthika Sarkar (Indian Society for Training and Development, New Delhi, 2012), iii) *Emotional Intelligence: Optimizing Human Performance at Work* by Dr. Rabindra Kumar Pradhan & Dr. Nutankumar S. Thingujam (LAP LAMBART Academic Publishing, Germany, 2012), and iv) *Human Resource Management: Emerging Issues and Challenges* by Dr. Rabindra Kumar Pradhan & Mr. C K Podder (New Century Publications, New Delhi, 2013).