

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

(Under the Scheme of QIP)



Organised by

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

DATES:

24 October-07 November 2011

VENUE:

Seminar Room, Dept. of HSS, IIT Kharagpur

Coordinator: Dr. Rabindra Kumar Pradhan

Assistant 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
- ✚ Compensation and Benefits
- ✚ Organisation Change & Development

Faculty and Pedagogy

Faculties from IIT Kharagpur and experts from reputed institutes and industries will deliver lectures. 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.

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. 10500/-

Private Practitioners/Professionals = Rs. 8000

Faculty/Research Scholar/PG Students = Rs. 7500

Accommodation can be arranged in the institute guest house on prior request. Course fee includes course materials and participation certificate.

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, Assistant 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: rabi_pradhan@yahoo.co.uk; rabi2020@gmail.com; rkpradhan@hss.iitkgp.ernet.in

Important Dates

Last date for receiving application	10 Oct 2011
Intimation to participants	12 Oct 2011
Course dates	24 Oct -07 Nov 2011

Application Form

AICTE Sponsored (Under the Schemes of QIP)

STC on Planning and Managing Human Resources: Tools & Techniques

24 October-07 November 2011

Organized by Dept of HSS, IIT Kharagpur

1. Name:

2. Designation:

3. Name of the Institution /Organization:

4. Address for communication:

5. Highest academic qualification:

6. Phone No:

7. Fax No.:

8. Email:

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 24 Oct - 07 Nov 2011.

Date:

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