



asci  
Leadership through Learning

Programme on

# HR

# Audit & Analytics

September 03 - 05, 2018

**ADMINISTRATIVE STAFF COLLEGE OF INDIA**

## BACKGROUND

There has been growing realization among corporations that the alignment of human resource and HRM processes is a prerequisite to complete the internal alignment processes and enable them to respond to the ever changing business environment. Organizations, which believed that HR is the most crucial resource, have built their competitive capabilities by aligning human resource management processes with corporate strategies. These organizations have realized that unless human resource management systems, procedures, practices and overall HRM processes are not aligned with other functional management processes and the vision of the organization, their ability to respond to the business challenges will be weak. In this context, it is extremely important for an organization to orient its HR function in consonance with corporate goals. In order to achieve this, it is essential to carry out an HR Audit to understand the current status, gaps between existing and desired levels of HRM function, and to develop appropriate action plan to bridge the gaps. Keeping the above in view, the Administrative Staff College of India, therefore, takes pleasure in announcing a Programme on HR Audit & Analytics.

## OBJECTIVES

The primary objectives of the programme are to help the participants to understand the intricacies involved in:

- Evaluating the current status of the HRM function in an organization;
- Developing insight into various facets of HR Audit and thus make the HRM function more proactive/business-oriented; and
- Aligning HRM processes with the business goals of the organization.

## PROGRAMME COVERAGE

The comprehensive programme on HR Audit will deal with various aspects of Human Resource Management processes. The contents of the Programme include :

- What is HR Analytics.
- Towards Analytics and Prediction
- How to Improve HR processes- The Employee Value Proposition
- Conceptual Framework for HR Audit
- Audit of HR Planning
- Audit of HR Development
- Audit of Training
- Audit of Industrial Relations
- Balanced Score Card
- Competency Management
- Audit Performance Management Systems.

## ELIGIBILITY

Senior and middle level executives connected with the responsibility of managing Human Resources, including those dealing with HRD, Employee Appraisal, Manpower Planning, Employee Relations, etc.

***Organisational sponsorship is essential***

## METHODOLOGY

The theme of the Programme will be dealt with by an appropriate blend of lectures, discussions, exercises and group work.

## VENUE

The programme is fully residential and the participants will be accommodated in air conditioned single occupancy rooms. The college does not provide accommodation for the family. College will arrange transport between airport / railway station and venue. The College is WiFi enabled in a comprehensive way.

## DURATION

The programme duration is from **September 03 - 05, 2018**. The participants are expected to arrive a day before commencement and may leave after the conclusion of the programme.

## PROGRAMME FEE

Rs. 34,000/- (US \$690 for foreigners) plus GST as applicable, presently 18% per participant. The fee covers tuition, board and lodging, courseware (in electronic form) and other facilities of the College including internet usage.

Non-Residential Fee: Rs.28,000/- plus GST as applicable, presently 18% per participant. The fee covers tuition, course ware (in electronic form) working lunch and other facilities of the College including internet usage.

A discount of 10% on the Programme fee for three or more participants from the same organisation will be given, provided the payment is credited into our Bank account before August 31, 2018.

**Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the Programme Code (Prg/18-19/1/37) to [income@asci.org.in](mailto:income@asci.org.in) for confirmation.**

Bank details are given below:

### For Indian Participants :

Bank Account Number	62090698675
Beneficiary Name	Administrative Staff College of India
IFSC Code	SBIN0020063
Bank Name	State Bank of India
Branch Address	Bellavista Branch, Raj Bhavan Road, Somajiguda, Hyderabad - 500 082

### For Foreign Participants:

Bank Account Number	62090698960
Beneficiary Name	Administrative Staff College of India
Swift Code	SBININBBH04
Bank Name	State Bank of India
Branch Address	Bellavista Branch, Rajbhavan Road, Somajiguda, Hyderabad - 500 082.

Nostro Account (Optional) 6550992180

## MEDICAL INSURANCE

The nominees are requested to carry with them the proof of Medical Insurance. The sponsoring agency is required to endorse the nominee's medical coverage in the event of hospitalization.

## LAST DATE FOR NOMINATION

Please use the prescribed/attached form. Last date for receiving nominations is **August 27, 2018**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

## LAST DATE FOR WITHDRAWAL

**August 28, 2018**. Any withdrawals after this date will entail forfeiture of fee paid, if any.

## ASCI ALUMNI ASSOCIATION

Participants of the College programmes will automatically become members of the ASCI alumni association.

## CERTIFICATE OF PARTICIPATION

The College issues a Certificate of Participation on conclusion of the programme.

Programme Director

**J. Swarnalatha**

e-mail : [swarnalathaa.j@asci.org.in](mailto:swarnalathaa.j@asci.org.in)

# ASCI MANAGEMENT DEVELOPMENT PROGRAMMES FOR 2018-19

## MANAGEMENT DEVELOPMENT PROGRAMMES

General Management Program for Senior Executives –  
Session - July Session  
Advanced Management Program (Study Tour)

16-Jul-18 10-Aug-18  
30-Jul-18 10-Aug-18  
9-Sep-18 23-Sep-18  
26-Nov-18 30-Nov-18  
03-Dec-18 07-Dec-18

Program for Young Managers  
MDP for Women Executives  
General Management Program for Senior Executives –  
Session – January Session

07-Jan-19 01-Feb-19

## BUSINESS COMMUNICATION

Leadership through Self-Discovery  
Individual Excellence for Organizational Effectiveness  
Leadership Skills Development  
Communication Skills for Managers  
Managing Creativity & Innovation

25-Jul-18 27-Jul-18  
26-Nov-18 30-Nov-18  
17-Dec-18 21-Dec-18  
21-Jan-19 25-Jan-19  
04-Mar-19 06-Mar-19

## ECONOMICS

Financial Systems, Management and Accountability in Government  
Assessment and Monitoring of Business Performance  
Creating Development Roadmap for India through Sustainable  
Development Goals: Vision 2030

26-Nov-18 30-Nov-18  
21-May-18 23-May-18  
05-Sep-18 07-Sep-18

## ENERGY

Regulating Electricity Tariffs and Related Issues  
Renewable Energy Regulation  
Smart Grid Technology and its Application in Power Sector

17-Sep-18 21-Sep-18  
21-Jan-19 23-Jan-19  
10-Dec-18 12-Dec-18

## ENVIRONMENT

Environmental Impact Assessment for Projects  
SDGs and Climate change: Opportunities and challenges of  
adaptation and mitigation  
Climate Change Adaptation and Disaster Risk Reduction  
Sewage Treatment Plants – Design Principles O&M Practices

11-Jun-18 13-Jun-18  
03-Dec-18 05-Dec-18  
04-Feb-19 06-Feb-19  
07-May-18 09-May-18

## FINANCE

Finance for Non-Finance Executives  
Infrastructure Financing  
Entreprise Risk Management  
Strategies for Cost Leadership  
Advanced Financial Management

10-Dec-18 12-Dec-18  
19-Nov-18 23-Nov-18  
04-Feb-19 07-Feb-19  
23-Jan-19 25-Jan-19  
11-Feb-19 13-Feb-19

## HEALTH CARE MANAGEMENT

Certificate Course in Health Care Quality

28-Nov-18 30-Nov-18

## HUMAN RESOURCES DEVELOPMENT

Best Practices and Innovation in Health Care Delivery  
Ensuring Health Care Quality: Risk Management and Innovation  
Educational Leadership for Senior Officials of Universities/  
Educational Institutions  
Program on Ethics and Values in Administration  
Program for Enhancing Skills of Young Women Professionals  
Programme on Conflict Management and Negotiation Skills  
Programme on Building and Leading Effective Teams  
Enhancing Managerial Effectiveness  
Personal Effectiveness  
Leading with Emotional Intelligence  
Positive Organizational Behaviour  
Decision Making for Effective Leadership  
Managing Recruitment, Selection and Induction  
Team Dynamics: Activity Based Approach  
HR Analytics  
HR Audit and Analytics

14-Nov-18 16-Nov-18  
16-Jan-19 18-Jan-19  
06-Jun-18 08-Jun-18  
20-Jun-18 22-Jun-18  
24-Sep-18 28-Sep-18  
10-Dec-18 12-Dec-18  
04-Feb-19 08-Feb-19  
23-Jul-18 25-Jul-18  
17-Sep-18 19-Sep-18  
22-Oct-18 26-Oct-18  
04-Feb-19 06-Feb-19  
18-Feb-19 20-Feb-19  
07-May-18 09-May-18  
10-Dec-18 14-Dec-18  
11-Jun-18 13-Jun-18  
03-Sep-18 05-Sep-18

Effective Trade Union 05-Nov-18 09-Nov-18  
Leadership Engagement and Development 10-Dec-18 14-Dec-18  
Enhancing Interpersonal Effectiveness through Transactional Analysis 18-Feb-19 20-Feb-19  
Strategic Human Resource Management with International Study Tour 11-Mar-19 23-Mar-19

## INFORMATION TECHNOLOGY

e-Procurement  
Research Excellence in Organizations  
E-learning and Digital Education  
Strategic R & D Management  
Leveraging Big Data and Analytics

25-Jun-18 27-Jun-18  
08-Aug-18 10-Aug-18  
24-Sep-18 26-Sep-18  
10-Dec-18 12-Dec-18  
19-Dec-18 21-Dec-18

## INFRASTRUCTURE DEVELOPMENT

Housing for All: Attaining the National Agenda  
Urban Infrastructure Project Preparation and Management  
Urban Infrastructure Project Preparation and Management

21-Jun-18 23-Jun-18  
27-Sep-18 29-Sep-18  
07-Feb-19 09-Feb-19

## LAND ACQUISITION, RESETTLEMENT AND REHABILITATION

Corporate Social Responsibility:  
Need Identification to Impact Assessment  
Effective Land Acquisition, Resettlement and Rehabilitation  
Index-based Crop Insurance-Concepts, Design and Implementation

09-Jul-18 13-Jul-18  
24-Sep-18 28-Sep-18  
17-Dec-18 19-Dec-18

## MARKETING

Customer Centric Brand Management  
High Impact Sales Management  
Creating Social Value Through Corporate Social Responsibility

04-Oct-18 06-Oct-18  
10-Dec-18 15-Dec-18  
14-Jan-19 16-Jan-19

## OPERATIONS

Procurement Procedures for World Bank Aided Projects  
Inventory Management  
Project and Contract Management  
Procurement Procedures for World Bank Aided Projects  
Materials and Supply Chain Management  
Project and Contract Management  
Procurement Procedures for World Bank Aided Projects

16-Jul-18 27-Jul-18  
30-Jul-18 01-Aug-18  
24-Sep-18 28-Sep-18  
19-Nov-18 30-Nov-18  
03-Dec-18 07-Dec-18  
07-Jan-19 11-Jan-19  
11-Feb-19 22-Feb-19

## PUBLIC POLICY GOVERNANCE AND PERFORMANCE

SDGs and Good Governance

25-Mar-19 29-Mar-19

## POVERTY STUDIES AND RURAL DEVELOPMENT

Capacity Building Program on Rural Industrial Development and  
Entrepreneurship

07-Jan-19 11-Jan-19

## STRATEGIC MANAGEMENT

Developing Strategic Mindset for Functional Managers  
Creating Progressive Boards  
Driving performance through Transformational Leadership

23-Jul-18 27-Jul-18  
17-Sep-18 19-Sep-18  
18-Feb-19 22-Feb-19

## URBAN GOVERNANCE

Integrated Solid Waste Management  
Towards Universal Sanitation in Urban Areas  
Public Private Partnership in Urban Infrastructure and Service Delivery  
Change Management for Achieving Continuous Water Supply (24/7)  
For All In Urban Areas  
Faecal Sludge Septage Management  
International Certification Programme – Change Management  
for Achieving Continuous Water supply for All in Urban Areas -  
(India : Jerusalem and Tel Aviv, Israel)  
Creating and Managing Digital Presence  
Water Sanitation and Hygiene in Schools  
Non-Revenue Water and Water Loss Control Management:  
Smart Solution for Indian Cities  
Infrastructure Planning and Implementation for Smart Cities  
Towards Zero Waste- Decentralised Solid Waste Management

16-Apr-18 18-Apr-18  
11-Jun-18 13-Jun-18  
09-Aug-18 11-Aug-18  
29-Nov-18 01-Dec-18  
21-Jan-19 23-Jan-19  
21-Jun-18 23-Jun-18  
21-Jun-18 23-Jun-18  
09-Jul-18 11-Jul-18  
19-Sep-18 21-Sep-18  
28-Jun-18 30-Jun-18



## Administrative Staff College of India

Bella Vista, Raj Bhavan Road, Khairatabad,  
Hyderabad - 500 082, India.

Telefax (Programmes Office) : 0091-040-23324365

Phone : 0091-40-66534247, 66533000, Mobile: 9246203535

Fax : 0091-40-66534356, E-mail: poffice@asci.org.in

## Delhi Campus

C-24, Institutional Area

South of IIT, Behind Kutub Hotel

New Delhi - 110 016

Phone Nos: 011 - 26962204, 26961750, 26961850

Website : <http://www.asci.org.in>





## ADMINISTRATIVE STAFF COLLEGE OF INDIA

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email: poffice@asci.org.in, URL:http://www.asci.org.in

June 05, 2018

**J. Swarnalatha**  
Programme Director

Programme on  
**HR AUDIT & ANALYTICS**  
(September 03 - 05, 2018)

**Dear Sir/Madam,**

There has been growing realization among enterprises that the alignment of human resource and HRM processes is prerequisite to complete the internal alignment processes and respond to the ever-changing business environment. Gearing up to the emerging opportunities and staying in a competitive business environment requires more responsive and innovative approaches to Human Resource Management. In this context, it is extremely important for an organization to orient their HR function in consonance with corporate goals. In order to achieve this, it is essential to carry out an HR Audit to understand the current status, gaps between existing and desired levels of HRM function, and to develop appropriate action plan to bridge the gaps.

Keeping the above in view, The Administrative Staff College of India, therefore, takes pleasure in announcing a Programme on HR Audit. The Programme focuses on current status of HRM function and the issues involved in aligning HRM processes with the business goals by developing an insight into various facets of HR Audit to make HRM function more business-oriented.

The Programme is meant for senior and middle level executives connected with the responsibility of managing Human Resources, including those dealing with HRD, Employee Appraisal, Manpower Planning, Employee Relations, etc.

A copy of the Programme brochure is enclosed herewith, which explains the contents and objectives of the Programme in detail. If you need any additional information about this Programme, please do not hesitate to contact us.

The last date for the receipt of nomination form is August 27, 2018. Since we expect this programme to attract a large number of nominations, we would advise you to send in your nomination well before this date. This would also enable us to advise you in time so that you can make your plans for the release of the nominee for the Programme. Facsimile of nomination form can be used.

Thanking you for your interest and support for the Management Development Programmes of the College.

**Yours faithfully,**

(J. Swarnalatha)

Encl : Brochure & Nomination Form



**ADMINISTRATIVE STAFF COLLEGE OF INDIA**  
Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, India

**Nomination Form**  
**Programme on**  
**HR AUDIT & ANALYTICS**  
(September 03 - 05, 2018)

**Nominee's Contact Information**

Name (Mr/Ms) _____	Date of Birth : _____
Designation : _____	Qualification : _____
Organisation : _____	
Address : _____	
Phone(s) : Office: _____	Mobile: _____ Home: _____
e-mail : _____	Fax : _____

**Sponsors Details**

Name of the Sponsoring Authority: _____	Designation: _____
Organisation : _____	
GSTIN Number: _____	
Address : _____	
	Pincode : _____
Phone(s) : Office: _____	Mobile: _____
e-mail : _____	Fax : _____

**Fee particulars**

Amount Payable :	Mode of Payment (DD/Ch/NEFT) :
Name of the Bank :	Date of Instrument/Transfer :
Instrument Number :	UTR Number for NEFT

**Medical Insurance :**

Name of the Insurance Agency	Policy Number	Validity upto

Note: Coverage should be available in Hyderabad, India.

**Signature and Official Seal of the Sponsoring Authority :**

**NOTE :** Forward nomination form to : **Mr. G. Srinivas Yadav, Programmes Officer**, Administrative Staff College of India, Bella Vista, Hyderabad-500 082. Phone : 0091-40-66534247, 66533000, Mobile: 9246203535, Fax: 0091-40-66534356, e-mail: [poffice@asci.org.in](mailto:poffice@asci.org.in)