



PRESIDENCY UNIVERSITY

Presidency University Act, 2013 of the Karnataka Act No. 41 of 2013 | Established under Section 2(f) of UGC Act, 1956

Approved by AICTE, New Delhi

GUIDELINES ON MANPOWER PLANNING EXERCISE

November 2019
[Version 1.0]

[As Approved at the 13th Meeting of BOM and ratified by the BOG at its 13th Meeting, both held on
November 9, 2019]


REGISTRAR


PREAMBLE AND PURPOSE

Manpower planning is a method of determining the current composition of the workforce, identifying what will be required in order to meet future needs and establishing workforce levels to meet this need. Presidency University aims to address the challenges of future services demands with an effective manpower planning process in place.

Manpower planning will be far more effective if managers are able to identify their staffing requirements in advance. This will enable a more 'planned' approach where it has been identified that staff may need to be recruited, particularly where there is a need to put together a specific recruitment campaign. Where it may be necessary to reduce staff numbers this will provide a better lead in time for the consultation and the action planning process, in particular it will give further time in which managers can assist in seeking redeployment opportunities for those employees who may be at risk of redundancy.

APPLICABILITY

- This Policy shall be called the Presidency University “**Manpower Planning Exercise**”.
- This Policy shall come into force from the date of approval by the Board of Management.

OBJECTIVES OF MANPOWER PLANNING

1. To ensure optimum use of human resources currently employed.
2. To determine future recruitment level.
3. To ensure that necessary resources are available as and when required.
4. To forecast future skill requirement to serve as a basis for training and development programmes.
5. To create plans, rules and regulations that meets the local laws in the given industry.
6. To develop manuals and guides for employees and managers to follow
7. To cope with changes in market conditions, technology, government policies, etc.

DETERMINING WORKFORCE NEEDS

The process of workforce planning consists of a number of key stages:

- Analyzing the current Manpower, their knowledge, skills and abilities to deliver services now and in the future
- Future Manpower Requirements, a gap analysis will need to be carried out. Staff shortages, surpluses, equality targets, competency gaps and the need for succession planning may need to be listed for attention.
- Action Planning to meet Future Requirements to determines how any skills gaps are going to be met to satisfy necessary demands.
- An analysis of manpower needs must be produced along with each Department's Business Plan and a corporate Manpower Plan.



BENEFITS OF MANPOWER PLANNING

- Having an effective manpower planning system in place to ensure that PU has the right people, with the right skills, in the right place at the right time in order to deliver its objectives.
- Manpower Planning will help to:
 - Deliver improved services by linking business strategy to people management and development plans. Manpower Planning is a key stage of the service planning process.
 - Be more proactive with equality and diversity issues and linked to this, having a better understanding of the demographics of the workforce
 - Identify the knowledge, skills and abilities which are held in-house and identify what learning and development will be needed for the future.
 - Manage change more effectively by being able to prepare for restructurings in advance which could involve the need to either expand or reduce the manpower.

METHODOLOGY

Director (HR) to undertake the process of manpower planning and will have to refer to the following information:

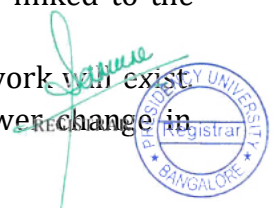
- Business Plan
- Workforce Data, including established posts and structure charts
- Record of employees who have left in the last twelve months
- Planned retirements
- Absences such as maternity leave or career break or sabbatical
- Equality and Diversity Information. Analysis must be made of the equalities profile of your section
- Records on sickness absence
- Training Plan for different personnel

Once the outline business plan has been drafted work must commence on the manpower planning.

The Manpower Action Plan for each department must involve the views of staff.

SUCCESSION PLANNING

- A key component which will determine the success of manpower planning is succession planning at all levels where a critical skill is essential.
- Succession planning is a process during which development activities are planned for employees to ensure that PU retains a satisfactory level of business-specific knowledge, experience and skills. It is therefore closely linked to the Business Plan.
- In support of the Manpower Change plan a development framework will exist. Its purpose is to provide support for the objectives of manpower change in relation to retention of skill.



- The aims of the Development Framework are to:
 - provide additional responsibilities within the job role to develop new skills and experience, such as supervising or people management skills
 - arrange for work shadowing of officers in senior roles in specific situations
 - to promote the establishment of cross-functional and inter-departmental working groups and project groups
 - to provide coaching or mentoring with other staff to develop knowledge in different areas of the authority
 - to improve attendance at Committees for training purposes, and
 - provision of specific and relevant internal or external training.

EVALUATION

Manpower Planning is an on-going process of forecasting, clarifying and identifying organizational, departmental and service needs. The Manpower Plan should act as a map for managers to ensure that their service has the right people, with the right skills, in the right jobs. It is important that actions are reviewed and achievements assessed appropriately.

AMENDMENTS

This Policy can be amended from time to time, and decided upon enhancement, with the approval of the Vice Chancellor.


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