



## HUMAN RESOURCE DEVELOPMENT CENTRE OF VPT ( i.e. In-house training Centre)

A Training Centre with the Name of Port Technical Institute (PTI) was established on 28.05.1977 in VPT. Port Technical Institute was later renamed as Human Resource Development Centre on 19.11.1999 and continuing with the same name. HRDC is attached to General Administration Department. HRD Centre is governed by an Apex level body. i.e., Governing Body. Chairman, VPT is Chairman of the Body.

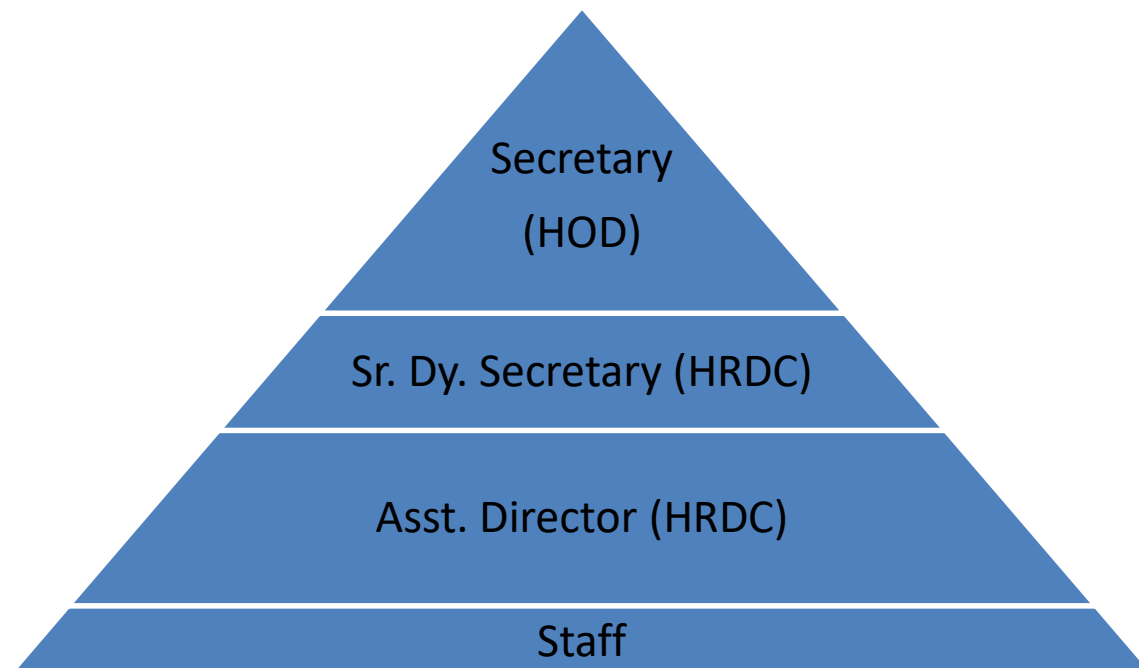
The members of the Body are:

1. Dy. Chairman
2. Heads of the Departments
3. HRD Officers

In support to the Governing Body, there is an Advisory Committee which consists of Trade Union Representatives apart from the above members of Governing Body. A joint meeting of Governing Body and Advisory Committee takes place once in a year.

The Advisory Body advises the Governing Body on the training programmes being organized/to be organized in the Institute.

### ORGANIZATIONAL STRUCTURE OF HRDC





## **HUMAN RESOURCE DEVELOPMENT CENTRE OF VPT ( i.e. In-house training Centre)**

### **CORE ACTIVITY:**

HRDC is imparting in house training programmes every month to the serving employees, Officers to reskill and up skill their knowledge. The training programmes include both in house and on site programmes.

### **INFRASTRUCTURE AVAILABLE AT HRDC:**

1. Two A/C Conference Halls with PC, Internet and PAS. Sitting capacity of 30 each.
2. One Training Room with sitting capacity of 15.
3. 3 Multi Media Projectors.
4. Public Address Systems.
5. Lunch Room with capacity of 60 member (All the Trainees are provided with working Lunch)
6. Scanner – Printer – Copier.

### **FACULTY BASE IN HRDC**

1. From Professional bodies like IMU, NIPM, IRQS etc.,
2. From Academic Institutions like AU, GITAM etc.,
3. East Coast Railways
4. Central Board for Workers Education
5. Serving/Retired Officers of VPT

### **PROCESS FOR IDENTIFICATION Of In-House Training Needs (i.e., At HRDC)**

1. Every Year, the Training requirements are ascertained from all departments and compiled into an Annual Calendar.
2. Suggestions in Governing Body and Advisory Committee meeting are being taken into consideration and the additional training courses are also organized.
3. Time to time contingencies and further training requirements emanated from Department are also being included.



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4. Basing on the above, month wise courses to be conducted are finalized, intimated to the concerned Departments and programmes are organized.

### **NOMINATIONS:**

HODs concerned, being appointing Authorities, nominate the CL-III & IV employees for various in-house training programmes. In case of CL-I & II Officers, nominations are being done with the approval of Chairman for external training programmes and with the approval of HODs for in-house training programmes.

As a part of our Core Policy of Safety, we are also imparting training to the employees of PPP/BOT Operators, Trade, Stevedores etc., as per the nomination sent by these agencies.

### **EVALUATION OF KNOWLEDGE IMPROVEMENT:**

After imparting training, we are evaluating the improvement in trainees in two ways. Immediately after completion of training programme, we are evaluating the performance improvement by way of collecting feedback. Secondly, after the trained employee report to duty, we are taking feedback from the section Officer on the performance improvement of trained person.



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## THE ANNUAL TRAINING PROGRAMMES CALENDAR FOR THE YEAR 2021-2022.

### NEW TRAINING PROGRAMMES PROPOSED

Sl. No	Name of the Training Programme	Level of participants	To be conducted
1	Provisions in Major Ports Authority Act, 2021	Officers/Min. Staff	30.04.2021 30.06.2021 31.8.2021 12.10.2021 31.01.2022 30.03.2022
2	Coastal Transportation.	Dealing Personnel	20.05.2021
3	Basic CBRN (Chemical, Biological, Radiological and Nuclear) Emergency Management.	All Personnel	17.09.2021
4	Environmental Awareness and Dust Suppression methods to Port Operators, BOT / PPP Operators & Port Employees.	All Personnel	08.04.2021, 17.09.2021
5	Awareness on GeM (Government e-market place).	Officers/Supervisors/ Min. Staff	06.04.2021, 21.09.2021 21.01.2022
6	PPP Projects	Dealing Personnel	20.07.2021
7	Arbitration and Conciliation proceedings.	Dealing Personnel	08.09.2021 19.01.2022
8	Procurement procedures as per CVC guidelines	All purchase Officers & Staff	26.05.2021, 20.10.2021
9	Provisions in VPE (Conduct) Regulations 1964 with special reference to Regulation 12 (a) 13 and 15	Officers & Employees	16.04.2021, 22.09.2021 25.03.2021
10	RTI ACT	Officers & Employees	20.04.2021 09.06.2021 10.08.2021
11	Noting & Drafting	Officers & Employees	20.04.2021 08.06.2021
12	Records Management, Digitalization	Officers & Ministerial Staff	

### MANAGEMENT DEVELOPMENT PROGRAMMES:

Sl. No.	NAME OF THE PROGRAMME	LEVEL OF PARTICIPANTS	To be conducted
13	Swachh Bharat	All Personnel	30.08.2021 25.03.2022
14	Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act 2013.	All Personnel	09.04.2021 22.06.2021 27.08.2021



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			22.10.2021 10.12.2021 25.03.2022
15	Hindi Workshop	Officers/Ministerial staff	15.04.2021, 07.12.2021 22.01.2022
16	Budget (Plan, Non Plan & Revenue) Estimates	Officers/Supervisors/ Ministerial Staff	08.07.2021 30.03.2022
17	Reservation directives for SC/ST/OBC/PWDs	Officers/Supervisors/ Ministerial staff	09.02.2022 to 10.02.2022
18	Stress Management	All Personnel	27.05.2021, 09.12.2021 27.01.2022
19	Disciplinary Proceedings - Role of IOs &POs	Officers/Supervisors/ Ministerial staff	13.07.2021 31.03.2022
20	Financial Parameters	All Personnel	16.04.2021 14.12.2021 12.02.2022
21	VPE Regulations	Officers/Supervisors/ Ministerial staff	23.07.2021, 16.12.2021
22	Familiarization of FRs & SRs	All Personnel	28.05.2021
23	Planning of Retirement life	To be retired Officers/employees	24.06.2021, 23.11.2021 16.02.2022

## INFORMATION TECHNOLOGY PROGRAMMES

Sl. No.	NAME OF THE PROGRAMME	LEVEL OF PARTICIPANTS	To be conducted
24	E- Office	Officers/Supervisors/ Ministerial staff	20.04.2021 22.10.2021 17.02.2022
25	Cyber Security	Officers/Supervisors/ Ministerial staff	19.05.2021 18.11.2021 18.02.2022
26	Operation & Maintenance of PC's	Officers/Supervisors/ Ministerial staff	08.06.2021 17.12.2021
27	E-Tendering	Officers/Supervisors/ Ministerial staff	10.06.2021 23.02.2022

## TECHNICAL & SKILL DEVELOPMENT PROGRAMMES

Sl. No.	NAME OF THE PROGRAMME	LEVEL OF PARTICIPANTS	To be conducted
28	Refresher Training for Fire Staff	Fire men	January, 2022 & February, 2022
29	First Aid	All Personnel, Supervisors, PPP & BOT Operators	22.04.2021 22.10.2021 25.02.2022



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30	Basic Fire Fighting techniques	All Personnel, Supervisors, PPP & BOT Operators	27.04.2021 26.10.2021
31	Operation and maintenance of HT/LT circuit breakers	Electrician Gr.II and above	14.07.2021
32	Refresher course on power supply distribution of transformers	SSS and above	28.06.2021
33	Co-ordination between deck and engine personnel	Dealing Personnel	11.08.2021
34	Permanent way – causes of derailment, prevention & rectification	Dealing Personnel	15.09.2021
35	Railway commercial procedures and their implementation at VPT	Dealing Personnel	27.07.2021
36	Legal and other requirements in ISO Management System	All Personnel	18.06.2021
37	IMS Awareness	All Personnel, Supervisors, PPP & BOT Operators	29.04.2021 25.11.2021

### SAFETY TRAINING PROGRAMMES

Sl. No.	NAME OF THE PROGRAMME	LEVEL OF PARTICIPANTS	To be conducted
38	Occupational Health & Dock Safety	All those working in Dock Area & other Cargo Handling areas, Stevedores personnel	11.05.2021 26.08.2021 27.10.2021 25.02.2022
39	Safety while handling, stacking and storage of heavy material and hazardous chemicals	All those working in Dock Area & other Cargo Handling areas, Stevedores personnel	17.06.2021 29.09.2021 09.03.2022
40	Safety for Signalmen, Winch men, Mazdoors & Tindals	Winch Drivers, Signalmen, Mazdoors & Tindals	15.07.2021 10.03.2022
41	Safety while Handling of dangerous and hazardous cargoes	All those working in Dock Area & other Cargo Handling areas, Stevedores personnel	28.07.2021 29.10.2021 16.03.2022
42	Industrial Safety	All those working in Dock Area & other Cargo Handling areas, Stevedores personnel	12.06.2021 10.11.2021 18.03.2022
43	Marine Safety	All those working in Dock Area & other Cargo Handling areas, Stevedores personnel	24.06.2021 26.11.2021 22.03.2022



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44	ISPS Awareness	All Personnel/Supervisors of PPP/BOT Operators	30.04.2021 ,18.06.2021 17.08.2021 ,12.11.2021 21.12.2021 ,28.01.2022 24.03.2022
45	Health Awareness	All Personnel	29.07.2021 25.03.2022
46	Emergency preparedness and response	All Personnel, Supervisors, PPP & BOT Operators	13.05.2021 30.03.2022
47	Preventive measures for pandemic, contagious diseases	All Personnel	18.05.2021 19.08.2021

### WHAT'S NEW

As a part of AZAADI KA AMRUT MAHOTSAV awareness programmes on Career Guidance, Nutrition, Yoga, Exercises and Self-Defence conducted at HRDC from 31.08.2021 to 04.09.2021. The visuals are hereunder:





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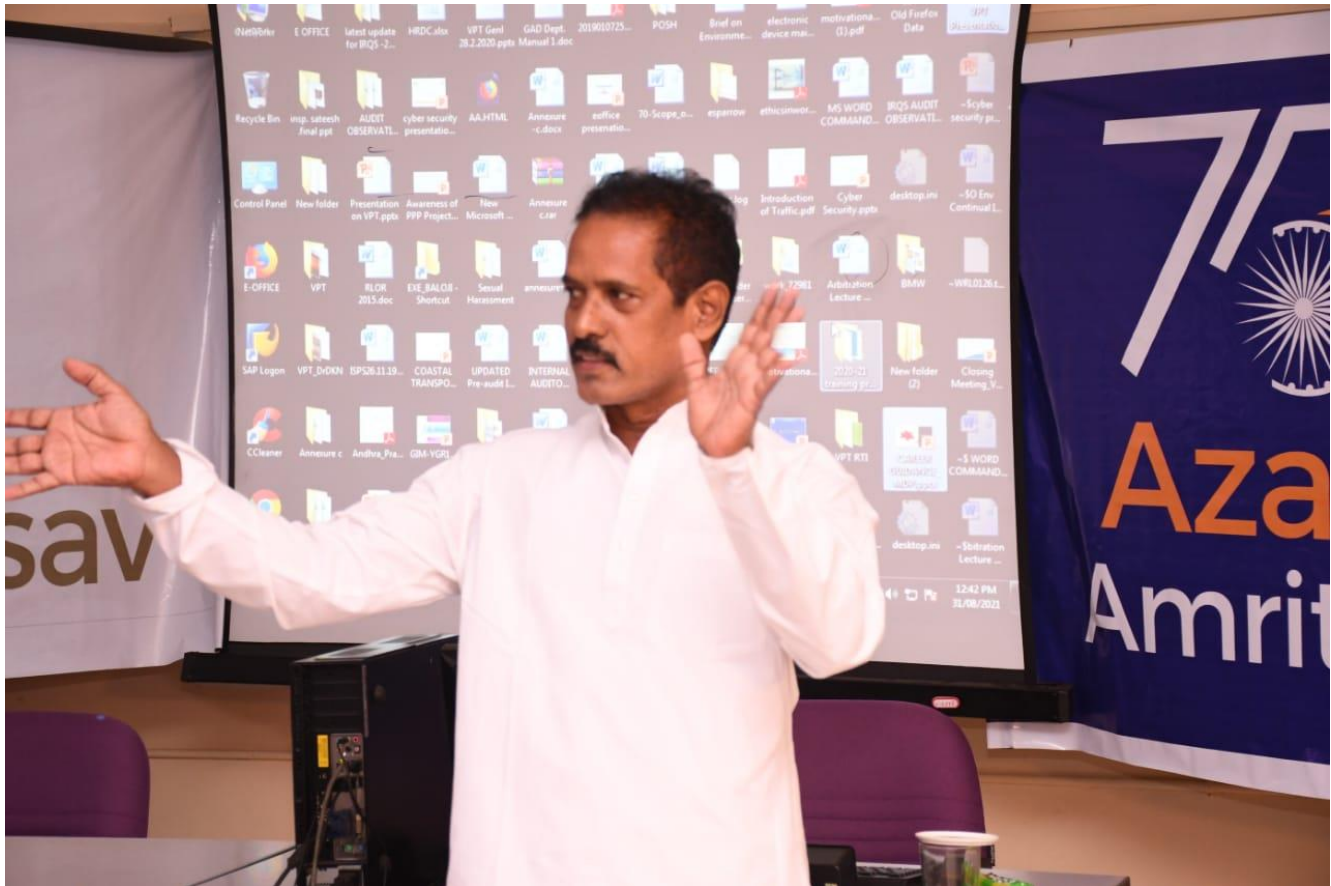




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