

DR. PRAMOD KUMAR MISRA,(Ph.D)

Email: pra_mish@yahoo.com

Date of Birth: July 18, 1967

Mobile : +91 9810432870

Location : New Delhi



PERSONAL SYNOPSIS

Over 33 Years of experience as Senior Human Resource Specialist in the cross functional areas of Strategic Planning, Human Resource Management, General Administration, Training & Skill Development and Talent Management. An out of the box thinker passionate towards empowerment and growth of HR in any organization. Ability to effectively manage and train manpower and sustain their motivation and satisfaction levels under adverse circumstances.

Proficient in Managing the Gamut of HR functions encompassing, HR Policies, Performance Management System, Recruitment, Training & Development, and Employee engagement. Proven experience in people management and handling employee grievances.

EMPLOYMENT HISTORY

| PERIOD | ORGANIZATION | DESIGNATION |
|---------------------------|---|--|
| July 2023 to June 2024 | Rodic Consultants Private Limited | Senior Vice President |
| April, 2019 to July 2023 | G R Infraprojects Limited | Senior General Manager – HR |
| June, 2005 to March, 2019 | Simplex Infrastructures Limited | Joint General Manager -HRD as Head HR (Delhi Zone) |
| May, 2002 to May, 2005 | National Institute of Construction Management & Research | Director & Professor |
| March, 1999 to May, 2002 | Northern Institute for Integrated Learning in Management | Chief, Admission & Programme |
| May, 1995 to March, 1999 | National Institute of Construction Management & Research | Deputy Registrar |
| June, 1994 to May, 1995 | National Open School | Project Assistant - HRD |
| June, 1992 to May, 1994 | National Institute of Educational Planning and Administration | Project Assistant |
| March, 1992 to June, 1992 | National Institute of Public Finance & Policy | Research Investigator |
| Sept, 1991 to Mar'92, | Association of India Universities | Research Investigator |

Academic

- PhD in Management, 2022.
- MA Sociology, 2017.
- PGD in HRM in the Year 1997.
- PGD in IR&PM in the Year 1993.
- MA (Economics) with specialization in Population Economics in the Year 1990.
- BA (Hons.) Economics in the year 1988.

Areas of Expertise

- HR System, Policies & Process
- Learning & Development
- Talent Acquisition
- Performance Management System
- Employee Engagement

Interested Areas in Teaching & Training

- HR Management
- Soft Skills
- Psychometric Test for Recruitment & Performance Assessment
- Organization Behavior
- Infrastructure Development

Key Skills

- Positive Thinker
- Ownership
- Result Oriented
- Leadership
- Adaptable
- Team Builder
- Problem Solving

AWARDS

- Recipient of “**Vishwakarma Award**” by Construction Industry Development Council (CIDC) in March 2022 as “Best HR Practitioner”.
- Recipient of “**Corporate Mentor Award**” by Amity University, Gurugram, Haryana in 2018.
- Recipient of “**Leadership Award**” by Amity University, Noida, U.P. in Aug, 2018.
- Recipient of “**Award of Excellence**” by University of Engineering & Management, Kolkata in 2016 for Illustrious Performance in Industry.
- Recipient of “**Vishwakarma Award**” by Construction Industry Development Council (CIDC) in March 2010 as “Outstanding Technologist” for contribution in Academic and Human Resource in Construction Industry.

FELICITATION

- NICMAR Delhi Campus
- Punjabi University, Patiala
- Chandigarh University.
- KIET Group of Institute, Ghaziabad, U.P.
- HRIT, Modinagar, U.P.
- KIIT University, Bhubaneswar, Odisha.
- MIT ADT, Pune, Maharashtra.
- LPU, Phagwara, Punjab.
- GLA, Mathura, U.P.
- Tezpur University, Tezpur, Assam.
- JP University, Guna, M.P.
- Amity University, Noida, U.P.

PAPERS PUBLISHED / PRESENTED

- A paper entitled “Real Estate Development and Management: emerging new trends” presented in the seminar on Real Estate Development and Management, 12-14 April 1997, Institution of Engineers, New Delhi.
- A Status paper entitled “Internationalization of Higher Education and Role of Foreign

Universities in India – A Case Study of NIILM” presented in the seminar on India, 26-27 November 1999, NIEPA, New Delhi.

- A review on training and leadership development: its effectiveness for enhancing employee performance in Indian construction industry.
- Role of Site-Supervisory Leadership for improving Efficacy and Work Quality of Select Indian Construction Company.
- Impact of Site Supervisory Leadership Practices on the Overall Efficacy and Work Quality of a Construction Project
- Supervisory Leadership in Construction—Critical Review. In: Das, B.B., Gomez, C.P., Mohapatra, B.G. (eds) Recent Developments in Sustainable Infrastructure (ICRDSI-2020)—Structure and Construction Management.
- A paper entitled “Leadership skills in Managing Projects” presented in National Seminar on Sustainable Civil Engineering Practices at NITTTR, Chandigarh, March 2016.

PROJECTS UNDERTAKEN

- “Resource Mobilization by Indian Universities” for AIU.
- “Profile of selected Universities in India” for NIEPA.
- “Development of Colleges in Educationally Backward District” for NIEPA.
- “Establishment of HRD Center in National Open School”, New Delhi.
- A feasibility study entitled “Export of Indian Technical Know How in Institution Building and Manpower Training for the Construction Industry in Bangladesh and Nepal” for NICMAR.
- Conducted Skill Employability Assessment for Fresh Engineering Graduates.

TRAINING / CONFERENCE / SEMINAR / WORKSHOP / ROUND TABLE

Organized Programmes on :

- Technical Theme (Related with Construction).
- Commercial Topics.
- Communication & Behavioral Topics.
- Educational Topics.

ASSOCIATION WITH EDUCATIONAL INSTITUTIONS

- **Instrumental in Designing Post Graduate Diploma in Construction Management & Infrastructure Development for KIIT University**, Bhubaneswar. Appointed as Chief Coordinator & Adjunct Faculty of the PGDCMID Programme.
- Associated with Esteemed Institutions like -
 - Lovely Professional University, Jalandhar, Punjab.
 - Indian Institute of Foreign Trade, New Delhi.
 - GLA University, Mathura, U.P.
 - International Management Institution, New Delhi.
 - JP University of Engineering & Technology, Guna, M.P.
 - Tejpur University, Assam and many more.
 - Anand International College of Engineering, Jaipur, Rajasthan.
 - KIIT University, Bhubaneswar.
 - MIT ADT University, Pune
 - GIET University, Gunupur, Odisha

TRAINER & FACULTY

- **Imparted Training** in SIMPLEX on Behavioral and Managerial Skills Topics for Managers, Engineers, Supervisors, Foreman and Workers.
- **Visiting Adjunct Faculty** to various Management & Engineering Institutions.
- **Teaching** Business Communication, Human Resource Management, Managing People,

Infrastructure Development, Organizational Behavior, Safety Management & Quality Management etc.

- **Empanelled** as HR Trainer & Assessor by TATA Institute of Social Science (TISS), Mumbai in TISS-SVE Programme.

PROFESSIONAL MEMBERSHIP AND ASSOCIATION

- Life Member, Indian Building Congress, New Delhi.
- Life Member, Indian Society for Training & Development (ISTD), New Delhi.
- Member, AICTE – CIDC Board of Mentor.
- Member, Royal Institute of Chartered Surveyors, (MRICS), UK.
- Life Member, International Council of Consultants, New Delhi.
- Founder Member Executive Group, Head-HR, of Construction Skills Development Council of India (CSDCI) under the aegis of NSDC.
- Member, Advisory Board, MIT ADT University, Pune.

EDUCATION & CERTIFICATION

- **PhD in Management**, KIIT University, Bhubaneswar, Orissa.
- **MA Sociology** in 2017
- **PG Diploma in Human Resource Management**, Indira Gandhi National Open University (IGNOU), New Delhi, 1997.
- **PG Diploma in Industrial Relation and Personnel Management**, Bharatiya Vidya Bhawan, New Delhi, 1993.
- **MA Economics with specialization in Population Economics**, University of Kalyani, (West Bengal), 1990.
- **BA (Hons) Economics**, University of Kalyani, (West Bengal), 1988.
- **Certified Extended DISC Administrator** (One of the third Powerful Psychometric tool in world).
- **Certified Lead Auditor of OH&S Management Systems (IS 45001:2018)**, ICS Technologies
- **Certified Internal Management System Auditor** (ISO 9001:2015, 14001:2015:45001:2018), ICS

PROFESSIONAL JOURNEY

32 Year of Experience in Academic & Industry

CORE COMPETENCIES & SKILLS

- Policy Formulation and implementation
- Manpower Planning
- Talent Acquisition
- On Boarding Activities
- Performance Management
- Talent & Leadership Development
- Employee Engagement Activities
- Project Site Assessment
- Competency Mapping and Skill Matrix
- Identification of Critical Talent & Succession Planning
- Employee Survey and Action Plan
- Employee Relations
- Statutory Compliance
- Compensation & Benefits Management
- General Administration

RESPONSIBILITIES HANDLED

Policy Formulation & Implementation

- Designed, developed and implemented HR policies for Simplex Infrastructures Ltd & G R Infraprojects Limited.
- Introduced exclusive Site HR policies for Simplex Infrastructures. Formulated & documented all the project site HR & Administration policies at Project Site. HR & Administration Manual for transparency & uniform application of the policy across all project sites.
- Designed the Employee Handbook to communicate the employees on the company's Businesses, Organization structure, grade structure and various HR policies and guides to familiarize employees on various benefit schemes. Also published the same online on HRMS.
- Reviewed various existing HR processes and systems and strategically aligned them to enhance productivity and bring constructive work culture.

Manpower Planning

- Manpower study and rationalization at Simplex Infrastructures Ltd - reduced 18% manpower.
- Re-structured the organogram effectively combining the functions/divisions.
- Set up HR&Admin department as per desired Structure.
- Restructuring of business based on segments against earlier structure based on divisions.

Talent Acquisition & On Boarding Activities

- Designed and implemented Recruitment Policy.
- Well defined and systematic formats for effective and speedy completion of entire recruitment process.
- Developed and implemented on board activities for newly joining employees including

- exclusive Buddies to take care
- Campus recruitment for NICMARians, GET, DET & MBA (HR)

Talent & Leadership Development

- Identified training needs formulating and implementing training plan.
- Conducted behavioural and other training programs.
- Implemented Mr. Donal Kirkpatrick's training evaluation/feedback.
- Evaluating effectiveness for continual improvement.

Employee Engagement Activities

- Introduced and organized various innovative and productive employee engagement activities.
- Regular open forums and ensured to be resolved all issues raised during the session within stipulated schedule.
- Conducted employee surveys and initiated action plan.
- Regular motivational and competition activities.
- Annual meets, celebrations etc.,

Employee Relations

- Managed Industrial Relations & welfare function at various Managed units independently & successfully and brought discipline and cultural change at sites.
- Govt.liasoning statutory compliance and maintained harmonious relationship for successful working of the business and to the satisfaction of the concerned authorities.

Others

- Building Competency Mapping and Skill Matrix
- Identified Critical Talent & Succession Planning

PROFESSIONAL EXPERIENCE

RODIC CONSULTANTS PRIVATE LIMITED

Period: July, 2023 to June, 2024

Location : New Delhi

▪ Talent Acquisition

- Finalize and approve the estimates and plans for the requirement and optimization of resources – manpower, system implementation/upgradation.
- Designing employer branding activities for talent attraction.
- Based on Project (Present & Future) Planning, generating Manpower requirement – Present & Future Projections for Project Sites as well as for various office set-up.
- Plan & Execute Recruitment Process i.e. Direct Recruitment, Advertised Interview, Walk in Interview, Interview through Empaneled Manpower Consultant and Campus Interview.
- Conducting psychometric assessment tests during interview.
- Framing essential parameters for college selection and trainee's evaluation.

▪ Performance Management System.

- Handle the performance management cycle process from start to end and monitor timely and accurate completion of the appraisals.

- Initiated rewards & recognition program & implemented incentive system for motivating Employees.
 - Work with internal stakeholders across functions through Site HR, to embed a culture of continuous feedback on employee performance.
 - Provide support to line managers in applying the Performance Management System should they face challenges with the implementation.
 - Resolve problems related to appraisals, such as employee requests for re-evaluation, and ensure that these issues are handled in a fair, professional, transparent and equitable way.
- **Learning & Development**
- Create Annual Training Plan through Training Need Identification.
 - Specific initiatives/programs to be addressed for specific sub functions in consultation with Management.
 - Review the training activities as per the training plan & calendar.
 - To facilitate and resolve training grievances with relevant stakeholders.
 - Impart trainings to employees in Soft Skills as per the TNI and other sources.
- **Other HR activities**
- Finalize the policies and processes for the people practices.
 - Lead the change management for all the HR initiatives/programs.
 - Revising the existing policies as per the industry standards.
 - Ensure that all employee grievances are handled in an appropriate manner related to attendance, leave and other policy related queries.
 - Monitor payroll procedures for all employees & supporting the payroll team as and when required.
 - Looking after separation cases i.e. Resignation, Termination etc.
 - Analyzing the Attrition Report for Management.
 - To look after Employees Medical, LTA and other benefits.
 - Handling Grievances of Employees.
 - Visiting Project Sites to resolve Site Admin related problems.
 - Auditing Quality Management System of Project Sites & Office in accordance with ISO 9001: 2015 as certified Internal Auditor.
 - Auditing Safety Management System of Project Sites in accordance with OHSAS 18001 : 2007 as certified Lead Auditor.

G R INFRAPROJECTS LIMITED

Period: April, 20019 to Till date

Location : Gurugram

▪ **Learning & Development**

- Create Annual Training Plan through Training Need Identification.
- Specific initiatives/programs to be addressed for specific sub functions in consultation with Management.
- Review the training activities as per the training plan & calendar.
- To facilitate and resolve training grievances with relevant stakeholders.

- Impart trainings to employees in Soft Skills as per the TNI and other sources.
- **Talent Acquisition**
 - Finalize and approve the estimates and plans for the requirement and optimization of resources – manpower, system implementation/upgradation.
 - Designing employer branding activities for talent attraction.
 - Framing essential parameters for college selection and trainee's evaluation.
- **Performance Management System.**
 - Handle the performance management cycle process from start to end and monitor timely and accurate completion of the appraisals.
 - Work with internal stakeholders across functions through Site HR, to embed a culture of continuous feedback on employee performance.
 - Provide support to line managers in applying the Performance Management System should they face challenges with the implementation.
 - Resolve problems related to appraisals, such as employee requests for re-evaluation, and ensure that these issues are handled in a fair, professional, transparent and equitable way.
- **Other HR activities**
 - Finalize the policies and processes for the people practices across GRIL.
 - Lead the change management for all the HR initiatives/programs.
 - Revising the existing policies as per the industry standards.
 - Ensure that all employee grievances are handled in an appropriate manner related to attendance, leave and other policy related queries.
 - Monitor payroll procedures for all GRIL employees & SPV companies and supporting the payroll team as and when required.

SIMPLEX INFRASTRUCTURES LIMITED

Period : June, 2005 to March, 2019

Location : New Delhi

- **Overall Responsibilities**
 - Head (HR) of Delhi Zone , Head Training & Development – PAN India basis
 - Looking HR & Admin activities of Approx. 3000 employees of 30 Project Site & Delhi Zonal Office.
 - Soft Skill Trainer.
 - Planning & Monitoring of HR / Admin activities in the following vertical.
 - **Recruitment & Selection**
 - Based on Project (Present & Future) Planning, generating Manpower requirement – Present & Future Projections for Project Sites (India & Abroad) as well as for various office set-up.
 - Plan & Execute Recruitment Process i.e. Direct Recruitment, Advertised Interview, Walk in Interview, Interview through Empanelled Manpower Consultant and Campus Interview.
 - Conducting psychometric assessment tests during interview.
- Major Achievement:**
- Recruited Approx. 2500 employees for Reliance Jamnagar Project in year 2014-2015.

- Have experience of recruiting more than 6000 employees in last 6 years.
- Done major Recruitment of workers for overseas Project.

▪ **Learning & Skill Development**

- Looking after Pan India Learning and Skills Development Programme for all levels of Employees and Workers.
- Planning & Executing Learning & Development Process.
- Have organized & Trained approx. 7000 Employees on Functional & Behavioral topics and 10000 Workers in Civil Engineering Trades.
- Instrumental in starting Innovative Skill Development Programmes i.e. Supervisor Development Programme, Foreman Development Programmes, Engineer Development Programme etc.
- Instrumental in conduct of Graduate Engineering Trainee Development Programme for Civil Fresher.

Major Achievement

- Designed & started first time in Simplex an in-house Two Year Certification course in Project Engineering & Management, currently all are now working as Project Heads, either with Simplex or elsewhere.
- Conducted Behavioral Skill Workshop for Project In-charges of Approx. 120 Project Sites.
- Established Workers Skill Training Center at Gurgaon, Bangalore, Delhi, and Chennai and Screened, Trained Workers in Mason, Reinforcement & Shuttering Carpenter trade as per NSQF Norms / Guidelines.
- Imparting Regular Training to Manager, Engineer, Foreman, Supervisor & Officers on Soft Skill Topics.
- Ensuring measurability & effectiveness of all training programs.

▪ **Performance Management**

- Monitoring performance assessment of Employees through performance appraisal.
- Handling performance appraisal process & identifying scope for enhancing the same.
- Initiated rewards & recognition program & implemented incentive system for motivating Employees.

▪ **Project Site Assessment**

- Conducting independently Site Assessment of various Project Sites under Power, Building, Elevated Structures sectors on Manpower Deployment & their utilization as well as overhead Cost viz-a-viz Project Sale/Turnover.
- Visited more than 30 sites across India & conducted Manpower assessment.
- 25% Manpower Reduced through Assessment.
- Generated Reports and presented to Top Management for action.

▪ **Other HR Activities**

- Looking after separation cases i.e. Resignation, Termination etc.
- Analyzing and Preparing the Attrition Report for Management.
- Reporting the Salary Status to Top Management.
- To look after Employees Medical, LTA and other benefits.
- Handling Grievances of Employees.

- Designed & Implemented Human Resource Information System.
- Visiting Project Sites to resolve Site Admin related problems.
- Auditing Quality Management System of Project Sites & Office in accordance with ISO 9001: 2015 as certified Internal Auditor.
- Auditing Safety Management System of Project Sites in accordance with OHSAS 18001 : 2007 as certified Lead Auditor.
- Liaison with Govt. Department, PSUs, Ministries etc.

NATIONAL INSTITUTE OF CONSTRUCTION MANAGEMENT AND RESEARCH

Period : May, 2002 – May, 2005

Location : New Delhi

▪ Overall Responsibilities

- Designed & Implemented course on Construction Management & Safety Management
- Professional Inputs on various Techniques of Construction & General Management.
- Marketing of NICMAR Programme of Studies.
- Conducted various Management and Executive Development Program.
- Dealt Academic Administration Activities.
- Taught subject like Communication Skill, Economics, and Infrastructure.
- Liaisoning with Academic Institutions, Industries, and Government Institutions.
- Research Activities.

NORTHERN INSTITUTE FOR INTEGRATED LEARNING IN MANAGEMENT

Period : May, 1999 – March, 2002

Location : New Delhi

▪ Overall Responsibilities

- Coordinated undergraduate programs in Management in association with university of Bradford, U.K.
- Coordinated PG programs (PGDBM) recognized by AICTE.
- Held independent responsibility for Admission in the Post Graduate and UG programs.
- Liaison with Schools, Colleges and Vocational Institutions.
- Liaison with Apex Government Bodies.
- Promotion of UG and PG Programs.

NATIONAL INSTITUTE OF CONSTRUCTION MANAGEMENT AND RESEARCH

Period : May, 1995 – March, 1999

Location : New Delhi

▪ Overall Responsibilities

- Coordinated Advanced Construction Management Programme (PGPACM).
- Conducted Exam and Evaluation.
- Taught Economics and Human Resource Management subjects to PGPACM Students.
- Conducted HRD Programmes and its Evaluation.
- Research Activities.

▪ **Faculty & Programme Coordinator**

- Responsible for Managing ACM Programme.
- Taught Economics, HRM and Business Communication.
- Organized and conducted various Training Programmes, Seminars, Workshops and Round Table etc and its Evaluation.
- Research Activities.

▪ **Deputy Registrar**

- Looked after Academic Programmes including correspondences courses.
- Organized Executive Development Programmes for Industries.
- Conducted Examination and Evaluation Activities.
- Promotion and Marketing of the course of the Institute.
- Organized Management Development Programmes.
- Looked after day to day Administration.
- Editor of the in-house newsletter (NICMAR Newsletter).
- Coordinated Campus Placement for Students.

NATIONAL OPEN SCHOOL

Period: June, 1994 – May, 1995

Location: New Delhi

▪ **Overall Responsibilities**

- Worked in HRD Unit.
- Conducted and organized HRD Training programmes, Workshop, Seminars and Conferences.
- Actively involved in Designing Training Programmes, preparation of Background Material, Programme Evaluation and Report Writing.

NATIONAL INSTITUTE OF EDUCATION PLANNING AND ADMINISTRATION

Period : June, 1992 – May, 1994

Location : New Delhi

▪ **Overall Responsibilities**

- Was involved in UGC sponsored Research Project.
- Collection and Analysis of Statistical Data, and Report Writing.
- Also involved in organizing various orientation Training Programme for Senior Educational Administrators and Heads of various Educational Institutions.

NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY

Period : March, 1992 – June, 1992

Location : New Delhi

▪ **Overall Responsibilities**

- Was involved in a Research Project.
- Collection & Compilation of data.
- Analysis of Statistical Data and Report Writing.

▪ **Overall Responsibilities**

- Collection of Data.
- Compilation & Codification of data.
- Statistical Data Analysis.