



**asci**  
Leadership through Learning

Programme on

# HR AUDIT & ANALYTICS

October 14 - 16, 2019



**ADMINISTRATIVE STAFF COLLEGE OF INDIA**

## BACKGROUND

There has been growing realisation 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. Organisations, which believed that HR is the most crucial resource, have built their competitive capabilities by aligning human resource management processes with corporate strategies. These organisations 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 organisation, their ability to respond to the business challenges will be weak. In this context, it is extremely important for an organisation 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 organisation;
- 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 organisation.

## 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
- Evolution of HR Analytics
- Analytics wave and its impact on business
- How to Improve HR processes- The Employee Value Proposition
- Conceptual Framework for HR Audit
- Audit of HR Planning
- Audit of HR Training Development
- Balanced Score Card
- Competency Management
- Audit Performance Management Systems

## ELIGIBILITY

All the technical and HR tied staff engaged in delivering analytics and audit role in the organisation

***Organisational sponsorship is essential***

## METHODOLOGY

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

## 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 October 14 - 16, 2019. The participants are expected to arrive a day before commencement and may leave after the conclusion of the programme.

## PROGRAMME FEE

Residential Fee: Rs. 37,500/- (US \$700 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.31,500/- 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 October 11, 2019.**

**Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the Programme Code(Prg/19 - 20/1/37) to [poffice@asci.org.in](mailto:poffice@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 hospitalisation.

## LAST DATE FOR NOMINATION

Please use the prescribed/attached form. Last date for receiving nominations is **October 7, 2019**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

## LAST DATE FOR WITHDRAWAL

**October 8, 2019**. 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

**Prof. J. Swarnalatha**

Professor - HRM

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



ASCI is the first management development institution set up in the country at the instance of the Government of India and industry in 1956 to impart state-of-the-art management education for practicing managers, a legacy that we proudly take forward each year with a strong alumni of over 1,40,000. We are proud of our alumni which includes the leaders of Indian industry and senior Civil Servants in the government, public sector undertakings to be a part of this unique organisation. We are thankful to you all for the support extended in the past and look forward to your continuing patronage in 2019-20.

Also, ASCI conducts customized programmes for Government of India, State Governments, Public Sector, Private Sector and various international organisations. Our experienced faculty bring to the table a wealth of academic credentials, rich industry exposure and act as a catalyst in the classroom discussions, case study analyses and tutorials. Our faculty also conduct international programmes which provide an exposure to the global best practices. In addition to this, faculty at ASCI also carry out large number of management research activities (typically about 100 each year) which helps them provide the much needed value addition in the training programmes. In addition, we conduct non-residential programmes at our New Delhi Centre as well as off-campus programmes at the venue of the client's choice.



### **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](mailto:poffice@asci.org.in)

### **Delhi Campus**

C-24, Institutional Area

South of IIT, Behind Qutub 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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Ph:0091-40-66533000 13 Lines, 66534265 (Direct) Fax: 0091-40-66534356,  
email: poffice@asci.org.in, URL: <http://www.asci.org.in>

July 4, 2019

**Prof. J. Swarnalatha**  
Professor - HRM  
Programme Director

Programme on  
**HR AUDIT & ANALYTICS**  
(October 14 - 16, 2019)

**Dear Sir/Madam,**

There has been growing realisation 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 October 7, 2019. 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,**

(Prof. Swarnalatha. J)

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**  
(October 14 - 16, 2019)

**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)