

Planning & Human Resource Management Division (Resource Management & Public Awareness Group)

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Planning and Human Resource Management Division has the mandate of providing strategic perspectives to decision making in the Centre. This Division works towards assessing and projecting human resource needs of the Centre towards effective deployment and utilization of available manpower. Interacting and coordinating with national and international delegations and towards facilitating collaborative projects with various academic and industrial institutions.

One of the important activities of this Division is Budget Planning and Monitoring, which involves preparation of budget and project proposals, generation of periodic reports and review to meet the targets projected. A Workflow Management System to integrate the flow of information between Employee, Administration, Accounts and Purchase is also being implemented with a final goal of achieving a paper-less office. technical coordination, liaisoning and conducting public awareness programmes for dispelling fears and concerns about our organization to public and media is also the mandate of the Planning and Human Resource Management Division.

The activities of the Division include:

- Strategic planning and human resource management.

- Formulating and monitoring Capital projects towards budget planning and management including providing necessary reports and proposals to DAE.
- Automation and integration of activities pertaining to administration, accounts, stores, budget and procurement on a single platform.
- Coordinating the visits of important dignitaries to the Centre, formulating and facilitating collaborations and Memorandum of Understanding.
- Providing technical coordination with various agencies and conducting public awareness programmes for the benefit of public and media.
- Publishing important documents of the Centre like IGC Newsletter, Annual Report, Benchmarks, preparation of plan related documents.

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