



**SHRI MAHAVIRA JAINA VIDYALAYA EDUCATION FOUNDATION
C. K. SHAH VIJAPURWALA INSTITUTE OF MANAGEMENT**

{**AICTE Approved, Affiliated to Gujarat Technological University**}

1st ROUND-TABLE ON HR SKILLS

DATE : 18TH JUNE 2011 TIME : 3.30 to 5.30 p.m

VENUE: SMJV's C K SHAH VIJAPURWALA INSTITUTE OF MANAGEMENT, VADODARA

With the objective to enhance the employability of the **MBA students of CKSVIM and Gujarat Technological University (GTU)** and in order to **understand the industry requirements** from prospective employers, the '**1st Round-table on HR skills**' was organised by **C K Shah Vijapurwala Institute of Management (CKSVIM)** on **18th June 2011 (3.30 – 5.30 p.m)** at SMJV Campus on R V Desai Road, **Vadodara**.

The Round-table was chaired by **Dr. Rajesh Khajuria, Director, CKSVIM**, who gave an overview of the various initiatives which **CKSVIM**, along with **GTU**, are undertaking to address the mismatch in skills demanded by industry, NGO and Government sectors through **GTU's New MBA program**.

The Round-table comprised of Senior HR practitioners as well as academicians. The speakers from corporate included **Mr. Deepak Prasad, Vice President-HR, Reliance Industries Ltd.;** **Mr. Dilip Shah, Asst. VP, ABB Ltd.;** **Mr. S C Pathak, General Manager-HR, GACL;** **Mr. Nayan Sheth, Deputy General Manager-HR, GSFC ;** **Mr. Bharat Mehta, General Manager-HR, Allscripts;** **Mr. Nilesh Shah, Local Management Committee, CKSVIM;** **Mr. Manish Joshi, CEO, Tulikaeffects.com** and **Mr. Yogen Shah, In-charge of Finishing School for MBA.**

The other participants from the **faculty and staff fraternity** included Dr. Kunjal Sinha (Associate Prof.), Dr. Kerav Pandya (Associate Prof.), Ms. Stuti Trivedi (Asst. Prof.), Mr. Prakash Patel (Asst. Prof.), Ms. Savitha K (Associate Prof.), Ms. Ranjita Banerjee (Asst. Prof.), Mr. Nirav Majmudar (Asst. Prof.), Ms. Preeti Singhal (Asst. Prof.) , Ms. Nusrat Campwala (Secretary to Director) and Mr. Vishwas Jambu (Training & Placement Officer).

The round-table concluded with listing of **Inventory of HR Skills**, which the HR professionals look for in prospective employees and **must be acquired by MBAs, Engineers** etc. The **Inventory of HR skills** shall form a part of the '**Finishing School Program for MBA**' and shall also be submitted to **GTU** for setting up such Finishing Schools all over the State in 114 MBA institutes. It will also serve as a **Guideline to GTU's Skills Development Councils**.

Each of the invitees gave valuable contribution based on their rich corporate experience, which helped to design a **skills-inventory for HRM**, required and expected to be possessed by a fresher, as a prospective employee. **Annexure –I defines the 'Inventory of HR skills', based on the discussions in the round-table.**

Annexure-I : 'Inventory of HR skills'

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The following 'Inventory of HR skills' have been defined based on the discussions in the round-table:

Soft-skills:

- Communication skills (LSRW- Listening, Speaking, Reading, Writing and Understanding point of view)
- People-orientation and man-management skills (Understanding psychology)
- Strategic-orientation and business-orientation (be abreast with the latest updates of the industry you are in)
- Negotiation skills
- Conflict-management skills
- Multi-tasking and the art of prioritization
- Objectivity and planning skills
- Decision-making skills and analytical skills
- Time-management skills
- Common sense and thinking out-of -the-box, with a tint of creativity and sense of humour
- Team-management skills and group-dynamics
- Self-management skills , self-learning and self-driven
- Ethics and etiquettes (analyze the balance between transparency and confidentiality)
- Positive attitude
- Result-oriented and delivery-focussed
- Strong networking skills
- Competency development (surpassing one-self and knowing one-self)

Technical-skills:

- Sound domain specific knowledge related to HR, the industry, legal matters, labour laws, statutory laws, financial matters like know-how on Compensation Management, PBI (Performance based Incentives), stock options, loans, bonus etc.
- Sound HRIS know-how (Human Resource Information System) and DBMS (Data-base Management System) like ERP (Enterprise Resource Planning) and the like
- Knowledge on jargons used in business language
- International HR practices and International business practices
- Know-how on various technical systems like QMS (Quality Management System), EHS (Environment ,Health, Safety) systems, Five S, Kaizen, TQM (Total Quality Management), Lean Management System etc.
- Updated knowledge about general things happening at the global and local level
- Other technical skills as may be necessary in different organizations/ sectors

Major recommendations in the Round-table on HR skills from Industry Managers

Other than the skills-inventory listed in Annexure-I, the discussion also culminated with certain recommendations as follows:

1. University to focus on designing the curriculum comprehensive enough from the **generic** as well as **specialization knowledge** point of view, so that a student is competent enough to work effectively in small/ medium-sized organization as well as large-organization.
2. Develop a '**Forum**', to look into the demand of the industry vis-a-vis the curriculum, such that the supply of prospective employees meets the industry requirements. The 'Forum' can meet with the intention to **re-design the curriculum every year and make it need-based**.
3. Deliver the **Teaching-learning process** mainly through case-study analysis, presentations and other student-centric methods, rather than the lecture method, to initiate self-learning ability among students.
4. Develop an '**Implementation Plan**', so as to implement any process at the earliest and benchmark it.
5. Develop a '**Mentorship Program**', whereby the industry personnel can be the mentor for the students, to teach the 'practicalities' of the corporate world.
6. Faculty members should ideally meet the industry personnel before a Summer Internship Program (SIP), to know the industry requirements as well as develop a linkage.

Dr. Rajesh Khajuria informed that all these suggestions are very important and some of these are followed in MBA Program.

Thus, the Round-table comprised of plethora of inputs from the real players of the industry, whereby they explicitly mentioned their requirements and expectations from the MBA educational institutions. As already mentioned, the inventory of HR skills shall form a part of the **Finishing School Program for MBA** and shall also be submitted to GTU for teaching in **Sector Skills Councils**. CKSVIM looks ahead for organizing such Skills-councils and meet in the future as well, to develop the institution-industry linkages...which is a need of the time.

The Roundtable was coordinated by Ms. Stuti Trivedi and Ms. Ranjita Banerjee, HR Faculties; Ms Nusrat Campwala and Ms Anjali Bhadsawle at CKSVIM.

Looking ahead for more such discussions in various Sector-specific Skills Councils...

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