

# SoP for Manpower Planning



**Regional Centre for Urban and Environmental Studies, Lucknow**  
(Ministry of Housing & Urban Affairs, Government of India)  
Adjacent Registrar's Office, Lucknow University Campus  
Lucknow – 226007, Uttar Pradesh, Ph – 0522-2740165 (Telefax), 2740108  
Email: rcueslucknow@gmail.com, website: www.rcueslucknow.org

## SoP for Manpower Planning

### **Introduction:**

The Regional Centre for Urban and Environmental Studies, Lucknow aims to provide training and capacity building, handholding and mentoring support to the municipal officials, urban functionaries as well as elected representatives of ULBs . The objective is to enhance knowledge and build the capacities of the officials and functionaries thereby enabling them to effectively deliver their roles and responsibility.

The purpose of this SoP is to mapping of faculty through human resource planning to the extent of maintaining deployment targets for training and capacity building of municipal officials, functionaries and elected representatives of ULBS, and other parastatal organisations. Faculty Members and subject experts as well as Guest Resource Persons are involved in capacity building programmes of RCUES Lucknow.

Effective manpower planning is crucial for the efficient functioning and sustainable growth of our Centre. This SoP outlines our commitment to strategic human resource planning, ensuring that we have the right talent, in the right roles, at the right time. By aligning our workforce with the institution's goals, RCUES, Lucknow aims to optimize productivity, enhance employee satisfaction, and achieve our mission of providing excellence in academic field.

### **Objectives of Manpower Planning:**

The main objective of man power planning is to ensure effective delivery of training for capacity building of our trainees and achieving the training targets

Presently RCUES, Lucknow has been engaged in four categories of training and capacity building programmes. These include:

- (1) Training programmes organised as regular programmes under Ministry of Housing and Urban Affairs, Government of India ;
- (2) Training programmes organised under various Missions/ Schemes of Central or State Government ;
- (3) Training programmes organised on demand by organisation/ agenc of central or state government, ULBs and parastatal organisation as well as private sector , and
- (4) Training programmes organised in collaboration / partnership with public or private sector organisations.

### **Outlining of SoP:**

1. **Assessing Institutional Needs:** To initiate the manpower planning process, we will conduct a comprehensive assessment of the Centre's current and future needs. This assessment will involve analyzing existing faculty and staff resources, evaluating workload requirements, and projecting future demands based on anticipated growth and changes in academic and administrative programs.
2. **Identifying Critical Roles:** During the assessment phase, RCUES, Lucknow will identify critical roles and positions within the institution that have a significant impact

on our strategic objectives. These may include leadership positions, key academic faculty/ In-charge, specialized staff, and positions vital to the implementation of strategic initiatives.

3. **Workforce Analysis and Skill Gap Identification:** Conducting a thorough workforce analysis will help identify existing skill gaps and potential areas of expertise that are essential for achieving the Centre's long-term objectives. RCUES, Lucknow will assess the qualifications, experience, and competencies of current employees/ faculty / staff to determine if there are any areas of expertise that require development or recruitment.
4. **Forecasting Manpower Requirements:** Based on the assessment and skill gap identification, RCUES, Lucknow will forecast future manpower requirements. This forecast will consider factors such as attrition rates, retirements, projected growth, and program expansions. By forecasting our needs, RCUES, Lucknow can proactively plan for workforce adjustments and avoid shortages or surpluses of talent.
5. **Talent Acquisition Strategy:** Developing a talent acquisition strategy is integral to attracting and recruiting the right candidates. RCUES, Lucknow will establish transparent and efficient recruitment processes that promote diversity and inclusivity. The strategy will outline methods for sourcing candidates, assessing their suitability, and ensuring that the hiring process aligns with the institution's values and objectives.
6. **Employee Development and Training:** To bridge identified skill gaps and enhance the capabilities of our workforce, RCUES, Lucknow will prioritize employee development and training programs. These initiatives will include ongoing professional development opportunities, mentoring programs, and support for staff and faculty pursuing advanced degrees or certifications. Besides, faculty and administrative staff will be provided support in terms of academic leave for attending / participating in various training , workshops, academic meetings , seminars, and conferences being organised by different central state governments, corporate and private organisations. RCUES, Lucknow will also reimburse the travel and boarding expenses of such faculty / staff for attending / participating such activities.
7. **Succession Planning:** Succession planning is crucial for ensuring continuity and sustainability within the institution. RCUES, Lucknow will develop a structured approach to identify potential successors for critical roles, fostering leadership development and creating a pipeline of talent capable of stepping into key positions when needed.
8. **Performance Management and Feedback:** Implementing a robust performance management system will help monitor and evaluate employee performance. Regular feedback and performance appraisals will ensure that employees are aligned with the institution's goals and those areas for improvement are addressed promptly. RCUES, Lucknow will ask faculty and administrative staff for providing Annual Performance Appraisal Form to the office. A Committee headed by Director,

Additional Director and other Members will screen the APAs of Faculty and administrative Staff.

9. **Resource Allocation:** Manpower planning will be helpful in resource allocation decisions, ensuring that the institution's financial and human resources are utilized optimally to support strategic initiatives.
10. **Monitoring and Evaluation:** Manpower planning is an ongoing process. RCUES, Lucknow will continuously monitor and evaluate the effectiveness of our strategies and initiatives, making adjustments as needed to meet changing institutional requirements and to support our mission effectively.

**Conclusion:**

Manpower planning is a critical component of our institution's strategic management. By assessing needs, identifying critical roles, forecasting manpower requirements, and implementing talent acquisition and employee development strategies, we will create a resilient and adaptable workforce capable of driving our institution's success. This SoP reflects our commitment to effective human resource management, ensuring that our employees have the necessary support to excel in their roles and contribute significantly to our institutional growth and excellence.