



## **HUMAN RESOURCE DEVELOPMENT CENTRE OF VPT ( i.e. In-house training Centre)**

A Training Centre with the Name of Port Technical Institute (PTI) was established on 28.05.1977 in VPT. Port Technical Institute was later renamed as Human Resource Development Centre on 19.11.1999 and continuing with the same name. HRDC is attached to General Administration Department. HRD Centre is governed by an Apex level body. i.e., Governing Body. Chairman, VPT is Chairman of the Body.

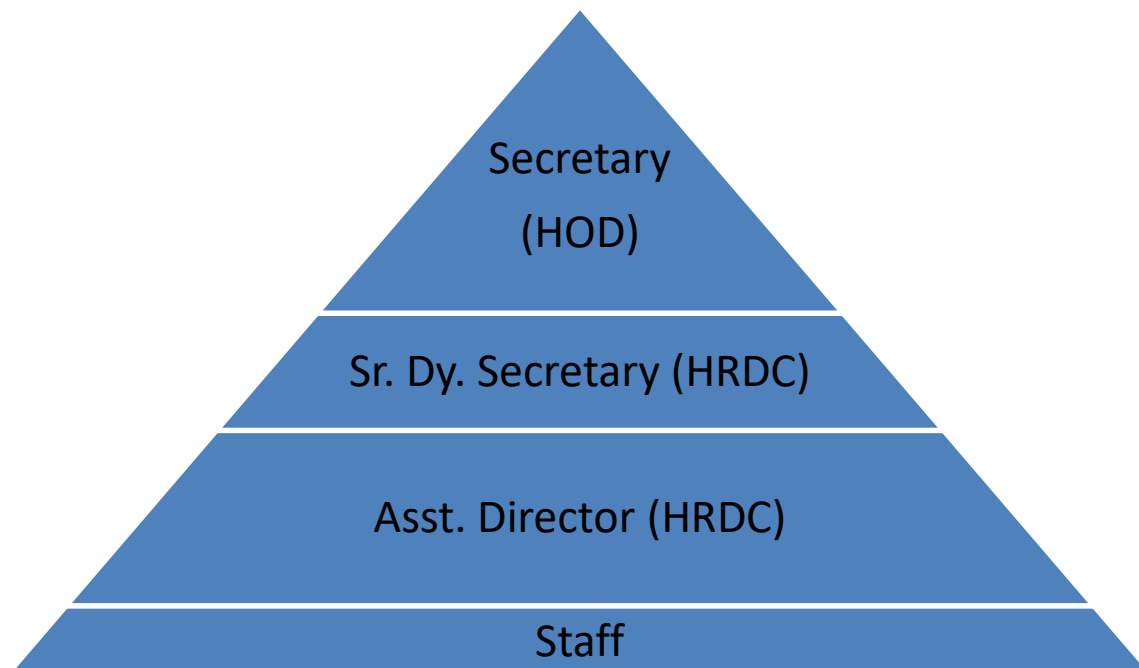
The members of the Body are:

1. Dy. Chairman
2. Heads of the Departments
3. HRD Officers

In support to the Governing Body, there is an Advisory Committee which consists of Trade Union Representatives apart from the above members of Governing Body. A joint meeting of Governing Body and Advisory Committee takes place once in a year.

The Advisory Body advises the Governing Body on the training programmes being organized/to be organized in the Institute.

### **ORGANIZATIONAL STRUCTURE OF HRDC**





## **HUMAN RESOURCE DEVELOPMENT CENTRE OF VPT ( i.e. In-house training Centre)**

### **CORE ACTIVITY:**

HRDC is imparting in house training programmes every month to the serving employees, Officers to reskill and up skill their knowledge. The training programmes include both in house and on site programmes.

### **INFRASTRUCTURE AVAILABLE AT HRDC:**

1. Two A/C Conference Halls with PC, Internet and PAS. Sitting capacity of 30 each.
2. One Training Room with sitting capacity of 15.
3. 3 Multi Media Projectors.
4. Public Address Systems.
5. Lunch Room with capacity of 60 member (All the Trainees are provided with working Lunch)
6. Scanner – Printer – Copier.

### **FACULTY BASE IN HRDC**

1. From Professional bodies like IMU, NIPM, IRQS etc.,
2. From Academic Institutions like AU, GITAM etc.,
3. East Coast Railways
4. Central Board for Workers Education
5. Serving/Retired Officers of VPT

### **PROCESS FOR IDENTIFICATION Of In-House Training Needs (i.e., At HRDC)**

1. Every Year, the Training requirements are ascertained from all departments and compiled into an Annual Calendar.
2. Suggestions in Governing Body and Advisory Committee meeting are being taken into consideration and the additional training courses are also organized.
3. Time to time contingencies and further training requirements emanated from Department are also being included.



## **HUMAN RESOURCE DEVELOPMENT CENTRE OF VPT ( i.e. In-house training Centre)**

4. Basing on the above, month wise courses to be conducted are finalized, intimated to the concerned Departments and programmes are organized.

### **NOMINATIONS:**

HODs concerned, being appointing Authorities, nominate the CL-III & IV employees for various in-house training programmes. In case of CL-I & II Officers, nominations are being done with the approval of Chairman for external training programmes and with the approval of HODs for in-house training programmes.

As a part of our Core Policy of Safety, we are also imparting training to the employees of PPP/BOT Operators, Trade, Stevedores etc., as per the nomination sent by these agencies.

### **EVALUATION OF KNOWLEDGE IMPROVEMENT:**

After imparting training, we are evaluating the improvement in trainees in two ways. Immediately after completion of training programme, we are evaluating the performance improvement by way of collecting feedback. Secondly, after the trained employee report to duty, we are taking feedback from the section Officer on the performance improvement of trained person.



**विशाखपट्टणम पोर्ट प्राधिकरण**  
**VISAKHAPATNAM PORT AUTHORITY**  
 (ISO 9001 : 2015, 14001 : 2015 & ISO 45001 : 2018)

**मानव संसाधन विकास केन्द्र**  
**HUMAN RESOURCE DEVELOPMENT**  
**CENTRE**

**ANNUAL CALENDAR**  
**OF**  
**TRAINING PROGRAMMES**  
**FOR THE YEAR**  
**2023 - 2024**

**VISAKHAPATNAM PORT AUTHORITY**  
**HUMAN RESOURCE DEVELOPMENT CENTRE**  
**ANNUAL CALENDAR FOR THE YEAR 2023 - 2024**

**NEW TRAINING PROGRAMMES PROPOSED**

S. No.	Name of the Training Programme	Level of participants	To be conducted
1.	Code of Conduct for Government Employees	All	07.06.2023 06.10.2023 08.02.2024
2	Hazardous Cargo Handling and rescue Operations	Fire Staff /All Working in Dock Area	21.07.2023 08.08.2023
3	Quality Checks for construction Materials	Civil Engineers	15.06.2023 28.12.2023
4	Dredging Estimate Preparation using Ciria manual & Dredging technologies	Civil Engineers	15.11.2023
5	Provisions in MPA Act 2021 & PPP Guidelines, Land Policy Guidelines	ALL	12.09.2023 15.12.2023 20.03.2024
6	Awareness on Minimum Wages, PF and ESI to Contractor's Workers	All Dealing with Contracts/Works	31.05.2023
7	Environmental Management: (i) Legal and other requirements (ii) Solid waste Management (iii) Environmental Impact Assessment (EIA) Study (iv) Environmental Pollution and Control Measures	ALL	18.05.2023 19.09.2023 12.03.2024
8	VPA website updation & Management of data	All Officers	16.06.2023 19.10.2023
9	Estate Management - Lease agreements and Asset Management, GIS Portal	Civil Engineers	05.07.2023 29.11.2023
10	Training on CPGRAMS AND RTI Portal	Officers/Min. Staff	05.04.2023 29.08.2023 23.01.2024



### MANAGEMENT DEVELOPMENT PROGRAMMES

S. No.	Name of the Training Programme	Level of participants	To be conducted
11	Personality Development	All Officers/Staff	06.04.2023 10.10.2023
12	Environmental Awareness and Dust Suppression methods to Port Trade, PPP Operators & Port Employees	All personnel/PPP/ BOT Operators/ Stevedores	13.09.2023 25.01.2024
13	Arbitration and Conciliation Proceedings	Dealing Personnel	08.06.2023 13.12.2023
14	Recruitment/selection procedure to various posts	Officers/Min. Staff	19.04.2023 20.09.2023
15	Induction programme for new entrants	Officers/ Supervisors/ Min. Staff	As and when a group of new Officers inducted
16	Awareness on GeM (Government e-market place) Placement of Bids	Officers/ Supervisors/ Min. Staff	12.07.2023 25.09.2023 20.12.2023 29.03.2024
17	Provisions in VPE (Conduct) Regulations 1964 with special reference to Regulation 12 (a), 13 and 15	Officers & Employees	18.05.2023 06.10.2023
18	RTI ACT	Officers & Employees	19.07.2023
19	Noting & Drafting	Officers & Employees	27.06.2023 18.10.2023
20	Records Management, Digitization	Ministerial Staff	27.04.2023 13.10.2023
21	Swachh Bharat	All	30.08.2023
22	Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act 2013.	All	20.04.2023 18.08.2023 10.11.2023 07.02.2024
23	Hindi Workshop	All	13.04.2023 17.08.2023 22.12.2023

S. No.	Name of the Training Programme	Level of participants	To be conducted
24	Reservation directives for SC/ST/OBC/PWDs	Officers/Supervisors /Ministerial staff/ Associations	04.01.2024 & 05.01.2024
25	Stress Management	All Officers/Personnel	12.10.2023
26	Disciplinary Proceedings - Role of IOs & PCs	Officers/Supervisor s/Ministerial staff	12.05.2023 19.11.2023
27	VPE Regulations	Officers/Supervisors /Ministerial staff	25.07.2023 21.11.2023
28	Familiarization of FRs & SRs	All	20.06.2023
29	Planning of Retirement life	To be retired Officers/employees	09.05.2023 09.11.2023

### PREVENTIVE VIGILANCE PROGRAMMES

S. No.	Name of the Training Programme	Level of participants	To be conducted
30	Annual Performance Appraisal Reports (A. P. A. R)	Officers	28.04.2023 09.08.2023 14.11.2023 21.02.2024
31	Awareness on Submission of Annual Immovable Property Returns (AIPRs)	Officers	20.09.2023 21.12.2023
32	Repercussions on availing of B.P. L. Schemes by the Govt. Employees who are not entitled to avail	All	17.05.2023 23.08.2023 16.11.2023 18.01.2024
33	e-Tenders-Preparation, Evaluation, Awarding, Execution of Contracts and CVC Guidelines on Tendering Process	All Dealing with Tenders/Works	06.07.2023 11.12.2023 13.02.2024
34	Public Procurement - CVC Guidelines	All purchase Officers & Staff	24.07.2023 08.09.2023 07.12.2023 19.03.2024
35	Whistle Blower/PIDPI Complaining Mechanism	All	21.06.2023 17.10.2023



S. No.	Name of the Training Programme	Level of participants	To be conducted
36	Capacity Building	Officers/ Supervisors/ Min. Staff	21.06.2023 17.10.2023
37	Values and Ethics	Officers/Supervisors/ Ministerial staff	22.06.2023 08.02.2024
38	Cyber Security	Officers/Supervisors/ Ministerial staff/Trade	22.05.2023 21.09.2023 28.12.2023 13.02.2024

### TECHNICAL & SKILL DEVELOPMENT PROGRAMMES

S. No.	Name of the Training Programme	Level of participants	To be conducted
39	Refresher Training for Fire Staff	Fire men	January, 2024 & February, 2024
40	First Aid	All Personnel, Supervisors, PPP, & BOT Operators	17.05.2023 26.10.2023
41	Basic Fire Fighting Techniques & Safety Measures	All Personnel, Supervisors, PPP & BOT Operators	26.04.2023 15.11.2023
42	Railway commercial procedures and their implementation at VPA	Dealing Personnel	13.07.2023

### SAFETY TRAINING PROGRAMMES

S. No.	Name of the Training Programme	Level of participants	To be conducted
43	Legal and other requirements in ISO Management System	DRs, DoC Auditors, Auditees/CGMs	27.07.2023
44	IMS Awareness	All	13.06.2023 11.10.2023 22.03.2024
45	Refresher Course for ISO Internal Auditors	Internal Auditors	24.04.2023
46	Occupational Health & Dock Safety	All those working in Dock Area & other Cargo Handling areas, Stevedores personnel	09.06.2023 08.12.2023

S. No.	Name of the Training Programme	Level of participants	To be conducted
47	Safety for Signalmen, Winchmen, Mazdoors & Tindals	Winch Drivers, Signalmen, Mazdoors & Tindals	26.06.2023 29.12.2023
48	ISPS Awareness	All Personnel/ Supervisors of PPP/BOT Operators	28.04.2023 31.08.2023 28.11.2023
49	Emergency preparedness and response	All Personnel, Supervisors, PPP & BOT Operators	30.05.2023 20.10.2023
50	Preventive measures for pandemic, contagious diseases	All	31.05.2023 26.10.2023

★ The dates and programmes scheduled are liable to be altered basing on availability of faculty on the proposed dates, nominations received and any other official events/ programmes falling on those dates.

**Officers, Supervisors, Personnel of PPP Operators, Stevedores and other Trade Partners can also participate in any of the Training Programmes on payment basis. A monthly Training Programme schedule is being sent to the concerned.**

### NOTE :

1. The dates given for each programme are subject to changes with prior notice.
2. In addition to the programmes indicated in the calendar some more Programmes may be added basing on the department's requirements and as advised by the members of the Governing Body and Advisory Committee of HRDC.
3. The participants sponsored must report to HRDC by 10.00 a.m. Otherwise, they will not be allowed to the class and will be redirected to respective department/division/section.
4. Absence of sponsored candidates to the training programme will be reported back to the department.
5. Non attendance of personnel sponsored would not only deprive them of the benefit of training intended for their development on job but also lead to cancellation of the programme.



- ❖ "...Mission Karmayogi is a new experiment of its kind in the direction of capacity building. Through this mission, the govt. employees have to modernize their thinking, approach and improve their skill set. It is to give them an opportunity to become a Karmayogi...".

**Shri Narendra Modi**  
Honourable Prime Minister of India

- ❖ **iGOT - Integrated Government Online Training.** Through this online portal, Government Employees can have continuous learning opportunities to upgrade skills and knowledge.



## **VISAKHAPATNAM PORT AUTHORITY**

### **SAFETY, HEALTH, ENVIRONMENT & QUALITY POLICY**

Port of Visakhapatnam is committed to provide prompt, efficient and safe services to ensure quick turn round of Sea, Rail and Road borne cargo by :

- ❖ Implementing and continually improving the performance of Quality Management systems, Environment and Occupational Health & Safety by eliminating hazards and reducing OH&S risks.
- ❖ Complying with the applicable Statutory and Regulatory requirements.
- ❖ Preventing - Injury, Occupational ill health and Pollution.
- ❖ Setting Quality, Environmental and OH&S objectives.
- ❖ Addressing risk and Opportunities.
- ❖ Enhancing the customer satisfaction.
- ❖ Ensuring the promotion of awareness among the Workers and the interested parties on Quality, Environment, Occupational, Health and Safety through consultation and Participation.

Make available this policy to the public, all persons working under the control of the organization and the interested parties.

Chairman

**FOR FURTHER DETAILS PLEASE CONTACT**

**Sr. Dy. SECRETARY**  
**HUMAN RESOURCE DEVELOPMENT CENTRE**  
**Dr. B.R. AMBEDKAR BHAVAN (5th Floor)**  
**VISAKHAPATNAM PORT AUTHORITY**  
**VISAKHAPATNAM - 530 035**  
**Phone : (O) 2874102, (M) 9705182399**