



Lt Col (Dr) T Hoda

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Seeking the Position of Director/Dean/Sr. Administrator/Registrar in a Management Institute .

Professional Synopsis

- ⇒ A dynamic multi-faceted professional with over 30 years of rich experience with the Indian Army as a Commissioned Officer and Senior Faculty in HR, Academic Administrator coupled with Strategy Planning, General Administration, HRM, Facilities Management, Security Functions, Training & Development and Personnel Administration.
 - ⇒ PhD in Management (HR) from Punjab University, Chandigarh after having completed Master's Degree in Business Administration (MBA) – HRD and Marketing; Master's Degree in Labor Management; PG Diploma in Labor Law and Administrative Law.
 - ⇒ Holds distinction of working across various branches of Defence, viz. Army Education Corps, Armoured Corps, Electronics Warfare and Telecommunications and Ministry of Home Affairs with Counter Insurgency Forces.
 - ⇒ Expertise in Strategy Planning, Educational Administration, Human Resources Faculty, Training & Development, Operations' Management and Personnel Administration.
 - ⇒ Adept in handling General Administrative Operations including procurement, inventory management, logistics & dispatch across the supply chain.
 - ⇒ Wrote numerous papers, dissertations on subjects like Motivation, Leadership, Stress Management and a Comparative study on Patient Satisfaction levels of Government and Private Hospitals
 - ⇒ Adept at handling day to day activities in co-ordination with internal / external departments for smooth operations of Academic Institutes of higher learning.
 - ⇒ A keen strategist & planner, with excellent communication & exceptional interpersonal and man management skills with the ability to motivate a large number of men and women under adverse circumstances.
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Core Competencies

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| - Strategic Planning | - Human Resource Management | - General Administration |
| - Academic Administration/Faculty | - Training & Development | - Logistics Management |
| - Security Functions | - Facilities Management | - Personnel Administration |
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Functional Skill Set

Academic Administration

- ◆ Successfully carried out the duties of Director, Army Institute of Law at Patiala, and highly adept in conceptualization and successful execution of day-to-day academic and administrative tasks.
- ◆ Formulating and implementing academic curriculum and coordination of day to day academic activities.
- ◆ Expertise in optimal utilization and deployment of available resources to achieve the higher objectives.

HR Faculty

- ◆ Over 24 years of teaching Management subjects in HR and Labor Management at various locations across the country and over 7 years of corporate exposure in HR.
- ◆ Implementing new academic policies, progressive curriculum, training modules and general management.
- ◆ Developing/updating and implementing compensations plans, reward & recognition schemes, HR policies and communicating them across the organization at all levels.
- ◆ Counseling / grievance handling of the employees to maintain a healthy work environment and facilitating Employee Satisfaction Survey, transparent appraisal systems & community development activities.

Security Functions

- ◆ Implementing stringent security measures for the safety of high-value assets of the nation and conducting timely security audits and implementing foolproof security measures.
- ◆ Skillful deployment of security personnel and installation of sensitive electronic security equipments.

- ♦ Monitoring security services involving trade and information secrets as well as ensuring Legal Compliances.

Training & Development

- ♦ Budgeting & organizing customized training programs based on the training needs to enhance the manpower skills & efficiency.
- ♦ Conducting realistic training for Managers and subordinate employees on topics such as Team Building and Leadership skills, Conflict Management and measuring its effectiveness through periodic assessments.
- ♦ Conducting personality development, Office and telephone etiquette, motivational & stress management training of employees comprising psychological / physical training.
- ♦ Survey for Training needs & conducting training for staffs on myriad soft skills like Attitude, personal grooming, interview techniques as well as Technical skills, Security & Safety Procedures.

Career Highlights

Experience In Civil- Post Voluntary Retirement

Currently working as HOD- MBA in Chandigarh Business School, Ranked No-1 Business School in North India and a part of prestigious Chandigarh Group of Colleges, Punjab, India since January, 2014

Key Responsibilities & Achievements

- Taking care of MBA course and managing course curriculum and Faculty for MBA program under a reputed University besides teaching HR subjects like OD, HRM, and conducting training sessions of MBA students.
- Assisting in providing meaningful training in soft skills to the students.
- Preparing students for GDPI and helping them face interviews successfully.
- Have undertaken the role of benchmarking and accreditation of the Business School by NAAC/NBA.
- Leading the Faculty in MDPs, Consultancy, Industry Interaction, and Research work.
- In active association with ICSSR and UGC for carrying out research work on social sciences/Management.
- Organized a 2-Week's FDP program and delivered a lecture in Chandigarh Business School during July, 2014.
- Attended two-day Innovative Medical Technologies in India during Feb, 2015.
- Attended a 2-Day's Seminar on Digital Marketing in India in April, 2015.
- Organized a 2-Week's FDP program and delivered a lecture in Chandigarh Business School during July, 2015.
- Attended a day-long Seminar on Carbon footprints in India in Aug, 2015.
- Organized National Level HR Summit on "Leveraging Human Capital to Achieve Seamless Organizational Growth" and also took part as a panelist for discussion on 29 Oct, 2015
- Presented a research paper on "Analyzing the perception of youngsters in making their purchase decision in buying Bikes and Scooters in Landran, Punjab" during a national Conference in Oct, 2015.
- Organized a 2-Week's FDP program and delivered a lecture in Chandigarh Business School during July, 2016.
- Presented a research Paper on Stress Management of Employees in Gian Jyoti Institute of Management and Technology in Mohali, on 23 July, 2016.

Worked as VP-HR and Admin with Heron-A Parexel Company, a MNC in Chandigarh from Feb, 2010 to Aug, 2013

Key Responsibilities & Achievements

- Formulated and introduced innovative HR policies, retention strategies in the organization and drafted numerous SOPs on all HR issues, Admin processes, Accounting and IT related issues.
- Successfully handled complete gamut of HR functions, Administration, Accounts and IT related works.
- Efficiently managed Procurement, Transport fleet, Infrastructure and House keeping, Vendor Management, Events, Office Management, Legal Compliances, Corporate Security and liaison with Civil Administration and other agencies.
- Introduced cost effective and efficient administrative process and saved costs up to INR 8 million within a short span of time and brought about visible improvement in quality of product and services.
- Conceptualized and implemented a transparent accounting system in the Company with success.
- Introduced a realistic and revolutionary appraisal system to eradicate subjectivity in appraisal with wholehearted appreciation from Management/employees alike.

Worked as Regional Head Cum Business Head- Operations and Head- HR/Admin (Pan India) with Tops Security Ltd from September, 2006 to January, 2010.

Key Responsibilities & Achievements

- Conceptualized and drafted comprehensive and effective HR policies and processes and implemented these across all branches in the country
- Successfully managed complete gamut of HR/administrative functions of the group across India/region.
- Meticulously handled the role of Profit Centre Head with complete operational responsibilities of the Region in the States of Punjab, Haryana, Himachal Pradesh & J & K of Tops security Ltd.
- Efficiently managing Procurement, Transport fleet, Customer Care, Infrastructure and Housekeeping, Vendor Management, Events, Office Management, Legal Compliances, Corporate Security and / liaison with Civil Administration.

- Formulating and implementing realistic training modules for Managers and employees and carried out Estate duties successfully of the Group across the region.
- Achieved extraordinary success in increasing regions revenue from INR 42 to 144 million in a very short span of time and was awarded 1st prize in terms of increase amongst 14 regions of the country.
- Contributed numerous business ideas to the group and was awarded with the "Best Business Idea of the Year Award" in 2009.

Successfully Worked as Senior Trainer with IICI Web Trade, Chandigarh from April 2006 to Sept, 2006 and Worked as Senior Faculty in Institute of Tourism & Future Management Trends, Chandigarh

Key Responsibilities & Achievements

- Conduct Training for High Net Worth Individuals in Online Trading /Investments in Equity Markets.
- Conduct of Training Sessions/ Demonstrations for Investors in Derivatives and Commodities.
- Expert advice on Wealth Creation by investing in various Financial Products.
- Offer Customized Investment Options/ Financial Planning to suit the varied needs of Investors.
- Taught as Senior Faculty-HR in Institute of Tourism & Future Management Trends, Chandigarh.

June'1982 – February'2006 with Indian Army as Commissioned Officer

Assignments Handled across the Tenures

Jul'04 – Feb'06 Worked as Director– HR (Stationed in Counter Insurgency Area in Kashmir)

Key Responsibilities & Achievements

- Conducted lectures on myriad HR subjects with special emphasis on organisational development, organisational change besides formulating, planning, co-ordinating various training modules on HR subjects.
- Successfully managed whole gamut of HR/administration and financial management of assets worth INR 3000 Millions of the group and brought about perceptible changes and improvements.
- Conducted many brain storming sessions and case studies and was actively involved in trainings like "Train the Trainer" by displaying exceptional skills of data and presentation.
- Was instrumental in conducting special training modules on increasing the levels of motivational of employees for improving efficiency and productivity.
- Drafted effective HR policies and processes with visible improvement in overall efficiency of the organisation.

Sept'02 – Jun'04 as Director -HR/ Senior Administrator (Electronics Group in Punjab)

Key Responsibilities & Achievements

- Successfully carried out the duties of Senior Academic Administrator of schools and colleges run by Army Welfare Education Society and introduced effective curriculum modules.
- Played a crucial role in formulating new HR manuals and processes and implementing these across the organisation with great success.
- Actively involved in the conduct of lectures on varied subjects of HR like organisational behaviour, development and changes as well as on leadership and succession planning.
- Contributed significantly towards prudent financial management of the group with visible cost savings.
- Conceptualised and introduced cost-effective supply chain and procurement of all kinds of provisions.
- Seamlessly organised the boarding and lodging facilities for students and trainees and brought about distinct improvement of the habitat by introducing various innovative measures.

Jun'00 – Aug'02 as Dean- HR / Chief Education Officer (Reputed Organization in Punjab)

Key Responsibilities & Achievements

- Professionally managed educational institutes with prudent planning and execution of many innovative curriculums with exceptional management skills in the organisation of schools & exams up to Degree level.
- Successfully worked as Director, Army Institute of Law in place of a Senior Professor (A Law Degree College).
- Formulated progressive HR policies and processes for the overall benefit and growth of the organisation and employees, by seamless implementation of new processes and systems.
- Tactfully managed the whole gamut of HR/Admin, Logistics and Infrastructure for over 5000 personnel.
- Played a pivotal role in executing state of the art boarding and lodging facilities for students/staff.
- Provided active guidance to the finance team in formulating a sound financial plan thereby achieving greater transparency leading to adequate surplus which could be further utilized to improve habitat of institutions.

- Successfully organised State and National level events.
- Conceived, conceptualised and established a number of recreational clubs for inculcating creative extracurricular activities amongst students and staff.

Sept'96 – May'00 as Senior Faculty -HR in Punjab

Key Responsibilities & Achievements

- Successfully managed a number of educational institutes by meticulous planning and was instrumental in achieving excellent results for the students and ensuring higher rates of placement.
- Actively involved in planning and conduct of a series of lectures on varied subjects of HR and was instrumental in bringing about dramatic changes in the organisation with regards to changes in the system.
- Drafted numerous HR policies and processes and brought about drastic changes in grievance handling, rewards and awards and introduced transparent 360 appraisal system and improved productivity.
- Conducted a series of inspiring and effective motivational lectures on motivation during KARGIL WAR and thus played a pivotal role in bolstering up the morale of Officers and troops in achieving success in battlefield.
- Streamlined and simplified sound Administrative and Accounting procedures through innovative skills.
- Introduced modern methods of instruction and teaching in accordance with the needs of the organisation.

Jan'94 – Sept'96 as Senior Faculty-HR (Haryana and Punjab)

Key Responsibilities & Achievements

- Played a crucial role in organisation and conduct of Management Education with special emphasis to HR covering the topics on Leadership, org behaviour, org development and org changes.
- Formulated realistic HR policies and processes and implemented these with success and high degree of appreciation and acceptance by the management and the employees alike.
- Assisted the group by conceptualizing and implemented large scale movement of personnel, logistics, supply chain, vehicles and equipment by Road, Rail and Air under adverse conditions.
- Facilitated in setting up of a number of schools and colleges run by Army within a record time, including those of selecting trained Faculty and administrative staff for these institutes.

Jun'82 – Dec'93 as Faculty/Senior Faculty-HR (Ministry of Defense and Home Affairs in various Provinces of India)

Key Responsibilities & Achievements

- Played a key role in successful setting up of number educational institutes of higher learning with infrastructure and professionally managing these schools and colleges at various locations in India.
- Successfully formulated and drafted a number HR policies and processes and implemented them with élan and brought about increased efficiency and productivity in the organisation.
- Professionally managed entire activities of HR/Admin and Facilities of the institute and improved overall efficiency of the group to a large extent.
- Successfully orchestrated the capture of dreaded militant alive by taking calculated risks and exhibiting excellent leadership skills and team work and earned commendation from Seniors.
- Seamless, successful and timely provision of supply chain by Air Cargo in remote areas of the Country.
- Qualified in Defence Services Staff College and Technical Staff College Competitive Entrance Exams.

Professional Courses

- ◆ "Defense Services Staff College" at Wellington & Technical Staff College, Pune
- ◆ "Security Course for Officers" with First Division, specializing in providing complete Security Solutions.
- ◆ "Basic Fire Fighting Course" with First Division, in Fire Management techniques.
- ◆ "Combat Team Commanders Course" a high level training for Strategic Planning and Leadership Skills.
- ◆ "Automobile Course for Officers (Light & Heavy Vehicles)" for effective Fleet Management skills.
- ◆ "Junior and Senior Command Courses", a comprehensive training on Tactical Leadership skills.
- ◆ "Army Officers Combat Engineering Course" specializing in assembling and diffusing High Explosives.

Academic Qualifications

2012	PhD in Management (HR) from Punjab University, Chandigarh.
2004	Master's Degree in Labor Management from Madurai Kamraj University, Madurai.
2003	PG Diploma in Labor Law and Administrative Law from Madurai Kamraj University, Madurai.
2001	Master's Degree in Business Administration (MBA) – HRD with 70% from University of Jabalpur.
1981	Bachelor's Degree in Science (Bachelor of Science) – PCM from JNU, New Delhi

Personal Details

- ◆ Date of Birth : 04 / 04 / 1958
- ◆ Residential Address : Flat No-L/402, 4th Floor, Maya Garden Phase-II, Zirakpur –140603 (Pb)
- ◆ Recent CTC : Annual CTC of Rs. 1972036/ plus up to 35% bonus on CTC.
- ◆ Expected CTC : As per industry norms and negotiable.
- ◆ References : Available on request.
- ◆ Passport Details : Indian Passport No. F-7658253, Valid up to 16/05/2016 and Driving License.