



SUMANTO MANDAL

A multi-faceted professional, possessing team-based management style coupled with the zeal to drive visions into reality and achieving the results through effective mentoring, training & career planning

e-mail : sumanto.soumya.mandal@gmail.com

9352888604

Skill Set

Strategic HR Operations



Administrative Operations



Disciplinary, RTI & Court Cases
Training & Development



Budgeting & Forecasting



Change Management Practices



Team Leadership/
Espirit-de-Corps



Profile Summary

- ▶ **An Administrative/ HR professional with UGC (NET) accreditation in Management** and rich experience of **20+ yrs** in IAF while dealing with pure administrative, legal, security and HR matters. Also 07 + yrs of Academic/ Faculty experience as Asst Professor at BIT, Sindri, a govt engineering college of Jharkhand.
- ▶ Have worked as **Senior Manager (Administration)** at **NIMS, University** for a short stint looking after independently the entire Hospitality Department of the University.
- ▶ Have also practised as an Advocate in Dhanbad Civil Court for a short period attending Criminal and Civil Cases.
- ▶ Actively engaged in administrative/HR duties, roles & responsibilities as well as looking after other important administrative Sections/functions, thereby dealing directly or indirectly with the varied issues of administration encompassing direct day to day **public dealing on HR matters, HR Training & Development issues, prompt dealing of Disciplinary & RTI Cases, Court Cases etc.**
- ▶ Rich experience in **instituting change-management practices** including organisational restructuring initiatives and facilitating their acceptance by the employees across hierarchical levels.
- ▶ Active involvement in the selection process of **IAF employees including Civilian personnel, their discharge, retirement, dismissal, removal, medical boarded out of IAF personnel**, processing of their pension formalities.
- ▶ Expert in understanding the organizational requirement and its interests while formulating various rules, regulations & other policy matters on administration/ HR and successfully implementation of these policies with wider acceptance so as to deliver high quality solutions on HR issues. Thus, instrumental in conceptualization, formulation, articulation and implementation of HR policies and strategies for making the organizations, be it Government or Private one a 'Great Organization to Work With'.

Work Experience

- Worked in IAF under Min of Def, GoI looking after HR, Administrative, Legal, Security, Works Services Matters
- Practised as an Advocate at Dhanbad Civil Court for a short period attending Criminal & Civil Cases
- Worked as Senior Manager (Administration) at NIMS University, Jaipur for a short stint
- Presently working as an Asst Professor (Need Based) at BIT, Sindri

ROLE:

- Conceptualizing, formulating, articulating and implementing HR policies and strategies for making the organizations, be it Govt or Pvt a 'Great Place to work with' at different levels.
- Clearly defining the roles, responsibilities and overall job descriptions for various positions in respect of subordinates in HR Deptt as well as other sections of Administration and setting up of an adequate mechanism for proper feedback system, performance measurement with regard to the quality and efficiency of the tasks undertaken vis a vis assigned.
- Facilitating the process of formulation of perfect recruitment plan in the organizations after analyzing the current trend of attrition/ proportion of personnel leaving the organization, number of personnel likely to get promoted and other criterion. This also includes consideration of those personnel who have been denied extension on account of medical, disciplinary and other grounds.
- Ensuring flawless maintenance of individual career profiles based upon their Performance Appraisal/ARs, ACRs thereby facilitate appropriate decision on the career trajectory of personnel in a most transparent, fair and proficient manner.
- Ensuring flawless running of all administrative activities like maintenance of office equipments, ledgers, invoices, office records, safe keep of classified documents as well as preparing demands for office stationery, forms, publications and office equipments.
- Event Management for organizing social/ official activities such as recruitment rallies, awareness camps in colleges/ universities to encourage youths to join IAF, admin arrangements for all Air Force Events within the Air Force Stations, viz; Mission Greening India, Display/ Exhibition of IAF Aircrafts/ Fighters for Civilians, arranging picnics, sports & recreational activities, health care camps, blood donation camps etc.
- Identifying and networking with cost effective & reliable vendors/ suppliers for purchase of requisite materials and spares as well as project procurements.
- Ensuring timely carrying out of quarterly, half yearly, yearly & surprise checks/ audits of inventories, classified files, documents, publications, electronic storage devices etc.
- Dealing Court Cases on behalf of UoI/ IAF/ Other Organizations for matters related to discharge, enrolment, extension of service, grant of honour & awards, posting/ transfer, promotion, honorary commission, dismissal/ removal, pension, NOC, counting of reckonable service, divorce/ marital discord/ maintenance allowance issues etc.
- Liaisoning with Govt Counsels and other agencies for better representation of IAF cases
- Dealing with various correspondences on Legal, Administrative/ Organizational matters
- Dealing with discipline matters, minor offences, habitual/ potential offenders, investigations, Court of Inquiries/ Board of Inquiries for suicides/ MT accidents/ Aircraft accidents, Formal Investigation, Summary of Evidence, Charge Trial of defaulters, Court Martial etc.
- Planning human resource requirements of various departments/ sections in consultation with their heads and accordingly exercise deployment of adequate/optimum personnel so as to ensure their smooth functioning and best operational preparedness.
- Identifying training needs of personnel and accordingly ensuring their undergoing of suitable training and development programmes like various in-service training courses/ multi-skill courses as well as civil courses like NBC course, Disaster Management Course so as to enhance their competency level and make them multi- skilled.
- Faculty Duties as Lecturer.

- Instituting **change management practices** in the organization including organizational **restructuring & manpower rationalization initiatives**

- Pro-active involvement in successful conduct of various events inside and outside the camp area like conducting 'Mission Greening India' event, IAF publicity events to educate youths on importance of Armed Forces while encouraging them to join the IAF and serve the nation, conduct of AFCAT exams, conduct of recruitment rallies, carrying out of special drives to educate & sensitize the habitants around AF Stations on Flight Safety measures etc.

Significant Accomplishments:

- 2015 – Conceptualized and got implemented ‘Paperless Documentation’ of all IAF personnel by Digitizing all the personal records/ data being maintained at Air Force Record Office, New Delhi, thereby saving hundreds of thousands of precious manhours and saving a great deal of expenditure to the exchequer
- 2013 - Adjudged Winner of Best Essay in Inter-Unit Essay writing Competition at Air Force Station, Jodhpur
- 2011 - Adjudged ‘Best Airwarrior’ at Air Force Station, Jodhpur
- 2008 – Appreciation by Dte of Air Staff Inspection team, IAF for having conceptualized the idea and prepared the first ever a holistic AF Station Album with all basic/vital info like its formation, history, policy page, major achievements, assets, important installations, buildings, technical area, domestic area supported with aerial photos taken by Helicopter/ reconnaissance aircraft. Final remarks given something like ‘Worth Emulation throughout IAF’ by all IAF Units.
- 2007 & 2009 - Adjudged Winner once & 1st Runner-Up one in Inter-Unit Quiz Competition in IAF
- 1991 - Adjudged 2nd Runner-Up in Inter-School Quiz Competition at De Nobili School, CFRI, Digwadih, Dhanbad.

Education

- UGC (NET) Lectureship in Management (Roll- 28170266)
- L.L.M (Business Law)
- MBA (Marketing) with Ist Div
- L.L.B (Bachelor of Legislative Law)
- PG Dip in Criminology & Police Administration
- PG Diploma in Labour Law & Administrative Law
- PG Diploma in HR Management with 80.82%
- PG Diploma in Marketing Management
- Graduation
- 10 + 2 (A.I.S.S.C.E) in PCM with Ist Div
- Matriculation (A.I.S.S.E) with Ist Div
- Presently Pursuing PhD

Other Courses:

- TEQIP Online Certification (NPIU) Course from IIT, Bombay funded by the Min of HRD, GoI
- Retail Management Course sponsored by Directorate General Resettlement, Min of Def (DGR, MoD), GoI wef 02 May - 21 Jul 16
- Computer Course on MS-DOS, WS-4, LOTUS 1-2-3, D-Base III Plus at Computer Training Centre, ATI, AF
- Basic Computer Training Course wef 17 Jul - 12 Aug 2000 at Chetak Computer Training Lab, HQ 10 Corps.
- Hindi Typing and Draft Writing Course wef 11 May - 24 May 2004 at AFCAO, New Delhi

Personal Details

Date of Birth: 05 May 1977
Languages Known: English, Hindi & Bengali
Permanent Address: Panchudanga,
Adra, Post+P.S – Raghunathpur
Dist - Purulia
Pin – 723 121 (West Bengal)