NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

DEPARTMENT OF CIVIL ENGINEERING

COURSE PLAN – PART I			
Name of the programme and specialization	**M.Tech – Construction Techniques and Management**		
Course Title	**CONSTRUCTION PERSONNEL MANAGEMENT**		
Course Code	**CE757**	**No. of Credits**	**3**
Course Code of Pre-requisitesubject(s)	**NIL**	**Semester**	**I**
Session	**July 2021**	**Section (if, applicable)**	**NA**
Name of Faculty	**Dr.K.Nandhini**	**Department**	**CIVIL ENGINEERING**
Official Email	**knandhini@nitt.edu**	**Telephone No.**	**9597975215**
Name of Course Coordinator(s) (if, applicable**)**	**-**		
Official E-mail	**-**	**Telephone No.**	**-**
Course Type (please tick appropriately**)**	✓ **Core course**	☐ **Elective course**	

Syllabus (approved in Senate)	

Elements of Personnel Management, Competency development, Leadership;
Productivity, Assessment tools, Productivity improvement, motivation;
Performance planning and assessment, rewards;
Team Behaviour, Communications, Discipline;
Crisis Management, Case studies.

COURSE OBJECTIVES

1. To learn the principles of personnel management
2. To know about competency and leadership
3. To study the different types of productivity and improvement
4. To understand the various methods of crisis management

COURSE PLAN – PART II

COURSE OVERVIEW

This course entails the students to learn about the fundamentals of personnel management, competency and the different types of productivity and improvement and various methods of crisis management

COURSE TEACHING AND LEARNING ACTIVITIES

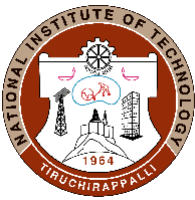| S.No.	Schedule (3 Hours/Week)	Topic	Mode of Delivery

1	Sep 2nd Week	Elements of Personnel Management	
2	Sep 3rd Week	Competency development	
3	Sep 4th Week	Leadership	
4	Sep 5th Week	Productivity	
5	Oct 1st Week	Assessment tools	Lecture by PPT
6	Oct 2nd Week	Productivity improvement	
7	Oct 3rd Week	motivation	
8	Oct 4th week	Performance planning	
9	Nov 1st Week	Performance planning and assessment	
10	Nov 2nd Week	rewards	
11	Nov 3rd Week	Team Behaviour	
12	Nov 4th Week	Communications	Lecture by PPT
13	Dec 1st Week	Discipline	
14	Dec 2nd Week	Crisis Management	
15	Dec 3rd Week	Case studies	

COURSE ASSESSMENT METHODS

S.No.	Mode of Assessment	Duration	% Weightage
1	Mid Assessment	2 hr	35
2	Seminar Presentation	-	15
3	Assignments	-	20
CPA	Compensation Assessment*	2 hr	35
4	Final Assessment	2 hr	30

COURSE EXIT SURVEY

- Direct feedback from the students by face-to-face meeting individually and as the class as a whole.
- Feedback from the students during class committee meetings
- Exit survey from the students at the end of the session

COURSE POLICY

- Attending all the assessments (Assessment 1 to 5) is MANDATORY for every student.
- If any student is not able to attend Assessment-1 / Assessment-2 due to genuine reason, student is permitted to attend the respective assessment as compensation assessment (CPA) with the same weightage. Prior permission and required document must be submitted for absence.
- At any case, CPA will not be considered as an improvement test. A minimum of 30% should be scored in the end assessment for a pass.
- Every student is expected to score minimum 35% or class average/2(whichever is greater) to pass the course. Otherwise the student would be declared fail and 'F' grade will be awarded

ATTENDANCE POLICY(A uniform attendance policy as specified below shall be followed)
- At least 75% attendance in each course is mandatory.
- A maximum of 10% shall be allowed under On Duty (OD) category.
- Students with less than 65% of attendance shall be prevented from writing the final assessment and shall be awarded 'V' grade.

ACADEMIC DISHONESTY & PLAGIARISM
- Possessing a mobile phone, carrying bits of paper, talking to other students, copying from others during an assessment will be treated as punishable dishonesty.
- Zero mark to be awarded for the offenders. For copying from another student, both students get the same penalty of zero mark.
- The departmental disciplinary committee including the course faculty member, PAC chairperson and the HoD, as members shall verify the facts of the malpractice and award the punishment if the student is found guilty. The report shall be submitted to the Academic office.
- The above policy against academic dishonesty shall be applicable for all the programmes.

ADDITIONAL INFORMATION, IF ANY

FOR APPROVAL

Course Faculty: K. Nandhini **CC-Chairperson:** Nisha **HOD:**

Head
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National Institute of Technology
Tiruchirapalli - 620 015.