

Management, Entrepreneurship and Professional Skills

Introduction of the Sector

Management is a key skill of getting things done through and with people, whereas Entrepreneurship is a mind-set that requires creativity, innovation and professional skills while addressing a new opportunity.

The process of improving professional skills and knowledge of entrepreneurs and to increase the number of entrepreneurs is the salient aim of the sector.

Post Graduate Diploma in HR & Administration

Course Introduction

The course is meant to give the participant an initial understanding of HR, Administration its brief history, the concept, and processes. The objective of this course is to give the participant an insight in to the various types of HR. In various small and mid-sized organizations, the HR & admin functions are clubbed together as it may not require separate teams to handle these functions. Moreover, the complexities involved .In such cases it is imperative that the professionals handling such roles are conversant with both the functions. Thus this course of PG Diploma in HR & Administration will provide the candidate with the knowledge related to some of the core(transactional) functions of HR as well as some functions of Admin work.

Eligibility for Admission

Any Graduate

Jr. working professional from HR and Administrative departments and personnel in other linedepartments/StrategicBusinessUNITS(SBUs)ofPublicSectorEnterprise

Employability

This program will help improve performance and also enable carrying out of the HR functions in the enterprise by other department personnel as well, where there is a need for getting a greater effectivenessbyperformingtheneededHRfunctionsforperformingthecore/lineactivitiesofthe organisation, strengthening the Human Resource Delivery Systems. This program shall impart knowledge as well as practical skills in the areas of recruitment, compensation, training, performance management &administration

Career Prospects

After pursuing the PG Diploma in Human Resource Administration the students can

Start their Own Consultancy, can get jobs like Employee Relation Manager, Training and Development Manager, Staffing Director, Compensation Manager, HR Generalist etc.

Semester Wise Distribution of Course Credit and Hours

SEMESTER I

Subject Code	Title	Theory	Practical	Credits	Hours
	Recruitment Management	4		4	60
	Compensation & Payroll Management	4		4	60
	Training & Development	4		4	60
	Vocation Practical OJT / Internship		14		
	Project		4	18	540

SEMESTER II

Subject Code	Title	Theory	Practical	Credits	Hours
	Performance Management	4		4	60
	Admin Management	4		4	60
	HR Analytics & HR Audit	4		4	60
	Vocation Practical OJT / Internship		14		
	Project		4	18	540

Programme fees: Rs. 96,000/-per annum

Examination fees: Rs. 2,500/- per semester and Rs. 5000 per annum

Caution Deposit (Refundable): Rs.5000