

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/Strategic Business UNITS(SBUs) of Public Sector Enterprise

Employability/Skill enhancement

This program will 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 effectivenessbyperformingtheneed-edHRfunctionsforperformingthecore/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/Job Roles

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 Listing of Courses

SEMESTER I		
Subject Code	Subject Name	Credits
PGDHR 1.1	Overview of Human Resource Management	2
PGDHR 1.2	Recruitment Management	4
PGDHR 1.3	Administration Management	2
PGDHR 1.4	Training & Development	4
PGDHRP 1.6	• OJT / Internship - 14 • Project - 4	18

SEMESTER II		
Subject Code	Subject Name	Credits
PGDHR 2.1	Performance Management	4
PGDHR 2.2	Compensation and Payroll Management	2
PGDHR 2.3	Industrial Relations and Labour Laws	2
PGDHR 2.4	HR Analytics & HR Audit	4
PGHRP-2.6	• OJT / Internship - 14 • Project - 4	18

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

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

Caution Deposit (Refundable): Rs.5000

Convocation Fees: Rs.2000/- (In absentia Rs.2500/-)

Campus Immersion Expenses: (Travel & Logistics for 7-10 days on Campus) are not part of the fee structure and the expenses will have to be met by the students followed by communication.