

Indian Education Society's
Management College and Research Centre



Professional Certificate Program in
HUMAN RESOURCE MANAGEMENT

IES MCRC

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Management College and Research Centre
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❖ **About IES Management College and Research Centre:**

Indian Education Society is one of India's oldest Public Charitable Trusts spanning a legacy of 100 years, is committed to education and is successfully running 67 Institutions. IES Management College and Research Centre (IES MCRC) is recognized as a premier business school, committed to academic excellence and value based education. In our endeavor to shape and develop business leaders, IES MCRC offers several full time courses which include Master of Management studies (MMS) affiliated to Mumbai University, Post graduate Diploma in Management (PGDM) and Post Graduate Diploma in Management (Pharma Marketing) (PGDM - Pharma Marketing) by AICTE and also Part Time courses (MIM, MFM and MMM) affiliated to Mumbai University. IES MCRC has created a prominent place for itself in the field of Management Education and also provides knowledge, training and expertise to those seeking career opportunities.

❖ **About Human Resource Management Program:**

Organizations are increasingly becoming appreciative of the developmental role that their managers must play in developing employees. While many a line managers have a basic urge to develop the employees, more often than not they are handicapped by a lack of professional knowledge and skills that are essential to play the HR role effectively.

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While experience might have been the backbone of effective performance in the corporate world of yesterday, knowledge and continuous learning is the mainstay amongst the best organizations of today. Hence, this program is designed to build such knowledge base for HR professionals.

❖ **Program Objectives**

- ❖ To provide an opportunity to the participants to earn a professional qualification in HRM
- ❖ To provide the participants with an in-depth understanding of various concepts in HRM
- ❖ To get attuned to the latest developments and best practices in HRM
- ❖ To develop a repository of HR experts who can lead change in the organization.

❖ **Syllabus and Arrangement of modules.**

Module 1	Module 2
Introduction to HRM	Labour Laws and Industrial Relations
Organizational Behaviour	Performance Management
Talent Acquisition	Pay-roll Management
Module 3	Module 4
HR-Business Communication	Project
Training and Development	Skill Building
IT for HRM	Team Building and Leadership

❖ **Schedule:**

Contact sessions spanning 10 hours per subject conducted over weekends for Assignments and Projects.

❖ **Admission Procedure and related details:**

1. **Eligibility:-**

Bachelor's degree (minimum of three years full time study) from a recognized University in any discipline

2. **Interview :-**

3. **How to Apply:-**

Fill up the enclosed Application Form.

4. **Mandatory Documents :**

Along with the application, photo copies of the documents of 10th, 12th, Mark-sheets and Graduation degree certificate, and 2 stamp size Photographs be submitted. The certificates should be duly self-attested.

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5. **Cancellation of Admission:-**

For any reason if an applicant decides to cancel admission after payment of fee, then the refund will be as per IES rules.

6. **Program Fees:**

- a. Rs.40,000/- Plus GST
- b. Cheque will be for total fees including all taxes to be drawn in favour of "IES, Mumbai".

7. **Selection process:**

- a. IESMCRC will after receipt of applications forms follow the selection process based on merit and personal interview.
- b. The candidate will be informed in advanced and will have to personally appear for interview on the date and time specified. Failure to attend the interview will result in candidature not being considered for the further process.

8. Assessment, Evaluation and Certification

The examination and evaluation required for certification shall be carried out by IES MCRC. The faculty members teaching their respective Programs will choose the method of evaluation most appropriate to the material. The certificate will be awarded directly by IES MCRC. Each concerned faculty will evaluate the participants. Assessment of the Programs will be based on Assignments and Projects on a continuous basis. It emphasizes development of personal and professional competence as well as gaining of business knowledge and skills. After successful completion of all the modules, the participants will be awarded a “Certificate in HRM”.

9. Commencement of Program: 6th April, 2018

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10. Clarifications:

In case the applicants need any clarifications , they may call Ms.Deepali and/or Mr.Ashwin on 022-61378330 / 329 / 322 and mail to admissions@ies.edu
