Course Curriculum for Session 2016-17 onward

Project: “Bharat Skill”-Modular Employability Programme
Course Title: SUPERVISORY SKILL FOR HUMAN RESOURCE MANAGEMENT
Conducted By: PRANAVANANDA INSTITUTE OF MANAGEMENT & TECHNOLOGY [Bharat Sevashram Sangha]

Eligibility: HS [10+2]
Total Duration: 3 Years [1 Year /Session]
Certification Process: Jointly (PIMT & GMGC) on the basis of Yearly Session to the successful candidates.
Integrated Certification: Associateship in Human Resource Management Skills (on successfully completion of three sessions/years)

Study Materials: As per course curriculum along with class handout on particular lecture.
Course Fee: Rs- 2250/ per annum (includes Study Materials, Folders, Pen, Note Book etc.)

SESSION-I (1 year): Foundation – SUPERVISORY SKILL FOR HUMAN RESOURCE MANAGEMENT

Unit-I : HRM-Meaning & Objectives, Importance, Scope, Functions.
Unit-IV : Industrial Relations & Human Behavior – Organisational, Individual, Teamwork, Motivation.
Unit-V : Inter Personal Development – Self, Time, Stress, Change Mgmt, Ethics & Values, Communication.

**Approx. Nos. of Classes: 30 days per annum (2/3 hrs./day/per Week) ** Training Mode – Classroom / Episode basis

SESSION-II (1 year): Intermediate – FUNCTIONAL SKILL FOR HR PRACTITIONER

Unit-VI : HR Managers Role – Administrative, Operational, Strategic,
Unit-VII : Recruitment & Selection Process – Interviews, Training & Development, Job Monitoring
Unit-VIII : Performance & Appraisals – Assessment, Competence, HR Accounting & Audit.
Unit-IX : Reward Management – Compensation System, Recognition, Safety & Quality System.
Unit-X : HR Filing & Documentation – Payroll Register, Returns as per rules – PF, ESI, Gratuity etc.

**Approx. Nos. of Classes: 25 days per annum (2/3 hrs./day/per Week) Training Mode – Workshop

SESSION-III (1 year): Advance – PROJECT MANAGEMENT SKILL ON HRM

Unit-XI : Planning & Control – Designing, Identifying, Budgetary, Review
Unit-XII : Data Management – Processing & Analysis, Report Writing.
Unit-XIII : Manpower selection – On HR Aspect.
Unit-XV : Study Visit/Interaction – Appropriate Govt. / Public Agencies.

**Approx. Nos. of Classes: 20 days per annum (2/3 hrs./day/per Week) Training Mode – Workshop

Dated: 21/04/2016 (as revised)

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