

**PERSONNEL MANAGEMENT ADD ON COURSE (HUMAN
RESOURCE MANAGEMENT) MODULE**

<u>Sl. No.</u>	<u>Topic</u>	<u>Time</u>
1	Introduction to Human Resource Management	1 hour
2	Recruitment & Selection	1 hour
3	Job Analysis & Job Description	1 hour
4	Communication & Interviewing Skills	1 hour
5	Preparing CV & Facing Interviews	1 hour
6	Training & Development	1 hour
7	Career Management	1 hour
8	Motivation & Leadership Skills	1 hour 30 mins
9	Performance Management	1 hour
10	Reward Management	1 hour
11	Human Resource Information System (HRIS)	1 hour
12	Human Resource Accounting (HRA)	1 hour 30 mins
13	Work-Life Balance	1 hour 30 mins
14	Industrial & Labour Laws	1 hour 30 mins
15	Industrial Relations	1 hour
16	Case Studies on HR & IR	3 hours
17	Industry person visit	3 hours
18	Students presentation	3 hours
19	Viva	2 hours
20	Final Assessment	2 hours
	TOTAL	30 hours