



## PG CERTIFICATE HUMAN RESOURCE MANAGEMENT (CASME&T) ®

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***Programme Duration: Program Duration: 6 Year  
(The admission for this course is valid for 1 Years only)***

***ELIGIBILITY*** Graduate of any discipline, other than music and fine arts, from any recognized university. Graduates with work experience will have added advantage. Diploma holders having three to five years work experience.

### **PROGRAM STRUCTURE**

#### **Human Resources Administration**

Definitions and concept - Strategic role of Human Resources Management - HR Score Card Changing Legal Framework - From compliance to valuing diversity - HR Management and Technology HR essentials for certain Countries - USA, UK, Germany, Australia South America, Japan, China etc., HRD Indices of different countries and their implications- Labour Relations and Managing Human Resources in a Global Business

#### **Compensation and Benefits - Employee Compensation Policies & Maintenance**

Compensation Overview - Job Evaluation - Compensation Theories - Designing Compensation-Beginnings Incentive Systems -Legislative Elements of Compensation-Salary Surveys and Pay Structures- Employee Benefits- Managing Compensation and Issues.

#### **Sourcing: Recruitment and Selection**

Foundations of strategic talent management- Varying contexts of recruitment and selection - internal and external environments, legislative impacts-Selection Criterion Measure -Human Rights



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and Employment Equity legislation as it relates to recruitment and selection-Job Analysis and Competency Models Organizational Recruitment Strategies and Methods-Applicant screening, selection and testing. Interviewing and questioning techniques-Applicant selection decision making tools.

### **Labour Management Relations – Statutory Compliance**

History of the Labour Movement -Union structures and membership models-Collective Agreement Bargaining-Negotiation skills and implementation-Dispute resolution procedures-Grievance administration Industrial relations.

### **Training and Development**

Role of training and development in human resources management - Principles of adult learning Elements of instructional design - needs analysis, delivery methods, measurement and evaluation Impact of technology-E-learning -Organizational learning and adult learning theory-Managing the training function.

### **Organization and Management – Performance Management**

Fundamental understanding of behavior of individuals, groups and organizational units-Individual and organizational effectiveness and performance-Group dynamics and team effectiveness-Conflict Management-Change Management-Valuing diversity- Organizational culture and values - Communication-Employee Counseling & Mentoring.

### **Human Resources Planning**

Aligning Human Resources Planning with organizational strategy -Strategic Planning-Strategic Management-Environmental Influences on Human Resources Management- Evaluation of HR Programs and Policies-Job Analysis-HR Forecasting Process - linkages between HR plan and labour market. Role of the Human Resources Information System in HR forecasting- Information Technology for HR planning- Succession Management-Downsizing and Restructuring-Mergers and Acquisitions Integrating HR with the Business strategies.

### **Occupational Health and Safety**

Overview of the Occupational Health and Safety Act (the “OHSA”)-Employee, Employer and Supervisory Responsibilities under the OHSA-Enforcement of occupational health and safety - the



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internal responsibility system and legal mandatory compliances-Industrial and Social Psychology-The Workplace Hazardous Materials Information System (“WHMIS”)-Overview of the Workplace Safety and Insurance Act (the “WSIA”)-Reporting injuries under the WSIA-Managing the Return-to-Work process under the WSIA Managing health & safety policies, attendance management and drug and alcohol policies. Total Quality Management, PCMM. -Corporate Social Responsibility.

### Project Work & Report Writing

Recruitment & Selection - Industrial Relations - Community Development –Training & Development, CSR - NGO skills, Compensation Management.

### SCHEME OF EXAMINATION/ CONTINUOUS EVALUATION

<b>Group A: Substantive Assessment</b>	<b>50 Marks</b>
Assignments	10 Marks
Case Studies	10 Marks
Industry Visit and Reporting	30 Marks
<b>Group B: Practical Assessment</b>	<b>50 Marks</b>
Viva Voice	10 Marks
Objective Type & Descriptive Assessment	40 Marks
<b>Group C: Project Work &amp; Viva</b>	<b>200 Marks</b>
Project Work	100 Marks
Project Viva	100 Marks
<b>Total Marks: (A+B+C) = 300 Marks</b>	

To evaluate the performance, grading system is followed. Minimum B grade (50% marks) is required to be obtained in each group. The Cumulative Grade Point Average (CGPA) should be an aggregate of 3.00 to complete the course



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### COURSE GRADES

The quality of work done by a student is recorded at the end of the semester in the form of grade report. The grade indicates the degree of proficiency the student has achieved in the course as determined by class participation, written assignments, seminars, group discussions, surprise tests, class tests and semester examinations. Grades will be issued to the students after the end of each course.

Each student is graded according to individual achievement and numerical scale is as follows:

Percentage of Marks	Grade Points	Credit Grade Points	Letter Grade	Average Performance
90-100	4.0	20.0	A+	OUTSTANDING PERFORMANCE
80-89	3.8	19.0	A	Mastery of facts, creative use of Data and analytical evaluation.
70-79	3.6	18.0	A-	ABOVE AVERAGE PERFORMANCE
60-69	3.3	16.5	B+	Knowledge of facts, creative use of Data and adequate evaluation.
50-59	3.0	15.0	B	AVERAGE PERFORMANCE

$$\text{CREDIT GRADE POINT AVERAGE} = \frac{\text{TOTAL CREDIT GRADE VALUE}}{\text{TOTAL NO. CREDITS}} = 3.5 \text{ FINAL AVERAGE (A-)}$$

### NOTE:

1. Minimum PASS grade is 3.0
2. The total number of credits is 5.0 under each component in the evaluation.
3. Final letter grade will be calculated based on the overall credits.
4. The evaluation process and grading system is subject to change depending upon universally accepted norms.



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### **CONTACT SESSIONS, SEMINARS & WORKSHOPS**

Our Center is equipped with adequate infrastructure and has engaged highly capable, experienced and renowned faculty who are integral part of our identity. Our faculty comprise of eminent personalities from academics & industry. Specified hours are allotted for each subject and project work through conveniently timed classroom sessions for participants to interact with our faculty. Students will go through minimum 3 hour lecture sessions per week and industry visits throughout the course to measure the learning content for each subject.

### **PROJECT REPORT**

Each student shall be required to prepare on the basis of investigations carried out by him in a business or industrial organization, a project report on possible solutions for a typical problem of current interest in the area of major specialization. The report should demonstrate the capability of the student for some creative potential and original approach to solve practical problems in today's working of a business organization.

The report should include field studies, survey interpretation, planning and design of improved integrated management systems, presented in a comprehensive manner with recommendations of solutions based on scientifically worked out data.

**INTAKE:** Minimum 10 participants

**Admission:** Throughout the Year.

### **AWARD OF PG CERTIFICATE IN HUMAN RESOURCE MANAGEMENT**

CASME&T will be awarding PG Certificate in Human Resource Management after successful completion of the course & submission of project report.

### **Declaration:**

The courses are designed to equip students to gain professional knowledge for the purpose of career progression.