

Course Curriculum for Session 2017-18 onward

Project	:	“ <i>Bharat Skill</i> ”-Modular Employability Programme
Course Title	:	SUPERVISORY SKILL FOR HUMAN RESOURCE MANAGEMENT
Conducted By	:	PRANAVANANDA INSTITUTE OF MANAGEMENT & TECHNOLOGY [Bharat SevashramSangha]
		<i>Government Recognised,UGCAffiliated,ISO 9001:8000 Certified Organisation</i>
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)
Faculty(s)	:	Teachers,Experts, Professionals & Executives from Corporate/Industries /Govt. Dept.
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 (1year): Foundation –**SUPERVISORYSKILL FOR HUMAN RESOURCE MANAGEMENT**

Unit-I	:	HRM -Meaning &Objectives, Importance, Scope, Functions.
Unit-II	:	Concepts on HR - Policies, Strategy Process, Analysis, Job evaluations.
Unit-III	:	Management Basics – Directing, Administrations, Decision, Forecasting ,Controlling .
Unit-IV	:	Industrial Relations & Human Behavior -Organisational, Individual ,Teamwork, Motivation.
Unit-V	:	Inter PersonalDevelopment –Self /Time/Stress/Change Mngt, Ethics & Values, Communication.

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

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

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 –Work Shop**

SESSION-III (1year): 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-XIV	:	Regulatory Mechanism - Trade Union Acts, Tribunals, Labour Laws, Etc.
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 –Work Shop**

Dated: 21/04/1016 (as revised)

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