

Programme Project Report (PPR)

Certificate in Human Resource Management (ODL Mode)

1. Programme Mission & Objectives

- **Mission:** To provide foundational knowledge and practical skills in HRM through flexible Open & Distance Learning.
- **Objectives:**
 - Introduce learners to HR principles, policies, and practices.
 - Build competence in recruitment, training, performance management, and employee relations.
 - Prepare learners for entry-level HR roles in organizations.
 - Encourage ethical and strategic thinking in people management.

2. Programme Outcomes

- Learners will understand HRM fundamentals and their application in organizational contexts.
- Graduates will be able to assist in HR operations such as recruitment, training, and employee engagement.
- Learners will gain confidence to pursue higher studies or professional diplomas in HRM.

3. Target Learners

- Eligibility: 10+2 or equivalent.
- Profile: Students, professionals, entrepreneurs, and managers seeking HR skills.
- Special Focus: Learners aiming to enhance employability in HR and business administration.

4. Programme Structure

Duration: 6 Months (1 Semester)

Credits: 20

Sr. No.	Paper Code	Title	Credits	End Term	Mid Term	Total
1.	C26-HRM-101/ MBAD-101	Management Process and Organizational Behaviour	4	70	30	100
ANY FOUR OF THE FOLLOWING:						
2.	C26-HRM-102/ MBADHRM-303	Group Dynamics and Leadership Excellence	4	70	30	100
3.	C26-HRM-103/ MBADHRM-305	HRD: System & Strategies	4	70	30	100
4.	C26-HRM-104/ MBADHRM-302	Indian Labour Legislation	4	70	30	100
5.	C26-HRM-105/ MBADHRM-301	Management of Industrial Relations	4	70	30	100
6.	C26-HRM-106/ MBADHRM-306	Competency Mapping & Assessment Centres	4	70	30	100

5. Instructional Design

- Self-Learning Materials (SLM): Print + digital modules.
- Multimedia: Recorded lectures, webinars, tutorials.
- Assignments: Case studies, HR policy drafting, performance appraisal exercises.
- Learner Support: Online forums, counseling, peer interaction.

6. Admission & Evaluation

- Admission: Online application via ODL portal.
- Evaluation:
 - Internal Assessment (30%) – assignments, quizzes, projects.
 - End-Term Exam (70%) – proctored online/offline.
- Certification: Certificate awarded upon completion of all credits.

7. Faculty & Resources

- Faculty: HR experts, industry professionals, and academic specialists.
- Resources:

- Access to HR case studies, policy templates, and HR software demos.
- Library support (e-books, journals, case studies).
- LMS for online learning.

8. Cost Estimate

- Affordable fee structure.
- Scholarships and concessions for disadvantaged learners.
- Budget allocation for faculty, technology, and learner support.

9. Quality Assurance

- Curriculum updated regularly with industry standards.
- Feedback from learners and employers.
- Monitoring by Centre for Distance Education.
- Compliance with UGC-DEB guidelines.