



MADRAS SCHOOL OF SOCIAL WORK

(ACCREDITED BY NAAC WITH 'A⁺' GRADE / NIRF - 38TH RANK)

32, CASA MAJOR ROAD, EGMORE, CHENNAI - 600 008

**PG (HONOURS) DIPLOMA IN
PERSONNEL MANAGEMENT
AND
INDUSTRIAL RELATIONS**

MADRAS SCHOOL OF SOCIAL WORK

PG (Hons) Diploma in Personnel Management and Industrial Relations

Features

- Started in the year 1978, have developed 39 batches of students so far successfully
- Provides integrated Skill Development, advanced teaching and research program covering various facets of Personnel Management and Industrial Relations.
- Develops in the students a mature personality, high professional competence and human relations skills.
- Periodical review of the syllabus made keeping the needs of the industry.
- Has an exit option after 2nd and 3rd Semesters with the opportunity of earning a Certificate or Diploma in PMIR.
- Practicing VP, General Managers HR as Faculty members.
- This PG (Hons) Diploma is recognized by the Governments of Tamil Nadu; Karnataka for employment purpose.

Program Structure

The two-year programme is divided into Four semesters of six months each with online classes for FIVE days a week. All the classes will be conducted through online mode between 6.45pm and 8.45pm from Monday to Friday. At the end of each semester, a five/six days physical contact class will be arranged and End semester examination will be conducted on those days. During the on-campus classes, students are expected to attend the classes at MSSW which will not be available in Zoom/Google classroom.

The mid-term examination and the End Semester will be conducted physically at MSSW campus.

A unique aspect of the program is the exit options available to students to earn either a Certificate or a Diploma based on their choice and convenience.

- On completion of Semesters, I & II, students will get ADVANCED CERTIFICATE IN PMIR.
- On completion of Semesters I, II & III, students will get a DIPLOMA IN PMIR
- On completion of all 4 Semesters, students will be conferred with the PG (HONS) DIPLOMA IN PMIR.

Eligibility for Admission

Any graduate who has passed out from any recognized University is eligible to apply for this programme. Preference in admission will be given for working professionals. Fresh graduates may be admitted subject to availability of seats.

Fresh Graduates

Only a few seats are available for fresh graduates. Such persons should have high academic and extracurricular achievements. Fresh Graduates sponsored by a Company of repute will be given preference in admission, subject to other rules regarding admission. Candidates appearing for the final year of their degree examination may also apply but admission of such candidates will be provisional and will automatically be cancelled before 30th August of that academic year if they don't complete the degree.

Sponsorship

Industries may sponsor candidates for this programme and ensure the availability of high quality trained personnel for handling personnel and industrial functions.

Admission Process

All applicants fulfilling the stated requirements will be called for an online personal interview and subsequently shortlisted candidates will be given admission.

Curriculum

The curriculum is focused on disseminating professional knowledge and specialized skills. It sharpens and shapes attitudes essential for the students to grow into competent managers and responsible leaders. It emphasizes the conceptual and analytical approach to problems and issues and gives the students an insight into the business world and the environment in which they will operate.

Semester I

1. Human Resource Management
2. Learning and Development
3. Laws relating to Working Conditions
4. Principles of Management
5. Organisational Change & Organisation Development

Semester II

1. Organizational Behavior
2. Rewards and Performance Management
3. Laws related to Employee Relations
4. Research Methodology
5. Employee Relations

Semester III

1. Accounts for Planning, Control, Business and Finance
2. HR Analytics
3. Laws related to Wages
4. Marketing Management
5. Managerial Economics

Semester IV

1. International Human Resource Management (IHRM)
2. Business Communication
3. Laws related to Social Security
4. Safety Hygiene and Environment
5. Manufacturing Management
(or)
Entrepreneurship Development
6. Research Project

Dissertation

All the students will be assigned under a guide to complete a dissertation as a part of curriculum. The dissertation is intended to help the students to sharpen their conceptual and analytical skills and develop methodological rigor in dealing with practical problems.

Teaching Methodology

The methodology adopted is practical oriented; Case Studies, Group Discussions, Seminars, Business Games, Audio Visual presentations, Assignments and other methods are used along with the theoretical concepts.

Faculty Profile

Faculty members who have high academic credentials and practical experience with hands on experience are engaged.

Apart from regular faculty, Guest Lectures will be arranged and the resource persons from various reputed Business Houses are invited to share their practical knowledge on various topics for enhancing the knowledge of the students.

Industrial Visits

Students are encouraged to undertake Industrial visits so that they can gain an insight into the functioning of the Industry and its relevance to their subjects.

Evaluation Components

| Component | Marks | Component | Marks | Total |
|-------------|-------|--------------------------|-------|-------|
| Attendance | 10 | End semester Examination | 50 | |
| Assignments | 10 | | | |
| Mid-Term | 30 | | | |
| Total | 50 | Total | 50 | 100 |
| Pass mark | 50% | | 50% | 50 |

A minimum of 50% is required in each subject to be declared as pass in that subject for internal examination and end semester examination.

Attendance

- For appearing for the end semester examination in each subject a minimum attendance of **60%** is required.
- If the attendance is less than **60%** in more than 3 subjects, the student will have to repeat the semester as and when the semester is offered again after fulfilling other conditions.
- In order to encourage students, maximum of **TEN** marks will be awarded in each subject in the following manner.

Marks awarded for attendance

Attendance between 50% to 60% No marks. Condonation fee to be paid to appear in end semester examination

| | |
|-------------|----------|
| Below 60% | no marks |
| 60% to 68% | 02 |
| 69% to 76% | 04 |
| 77% to 84% | 06 |
| 85% to 92% | 08 |
| 93% to 100% | 10 |

Mid-Term Examination

There will be a Mid-Semester Examination which will be decided by the Course coordinator. If a student fails to attend the Mid-Semester Examination, he/she will not be allowed to write afterwards unless the reason made known to the faculty/course coordinator is satisfactory. Then a separate Mid – Semester exam will be conducted. There will be no re-exam for students who have already appeared for the Mid-Semester Exam. The Mid semester will be conducted in the weekend (Saturday and Sunday).

Viva Voce

All students have to attend the Viva Voce which will be held at the end of the IV Semester. The student will be allowed to attend the Viva Voce provided they have passed examinations in all the subjects including dissertation.

End Semester Examination

End Semester examination (ESE) will be conducted at the end of each semester which will be held on campus at MSSW. It is compulsory to appear for ESE to obtain the certificate/diploma. In case of absence or failure, the student can take the exam again as an arrear for the upcoming semester.

Arrear Exam

Students will be allowed to write an arrear exam for any subject only for a maximum of four times. Students appearing for arrear exam must pay a sum of Rs.500 /- per subject on or before the last dates are announced.

Break of Semester

Any Student unable to complete a semester for any unavoidable reasons can apply for Break-of-Semester after paying the fees for that semester. The student will also have to subsequently pay the fees when he rejoins the semester. The student has to rejoin within 3 years from the break.

Convocation

Convocation and conferring of the Post Graduate (HONS) Diploma in Personnel Management and Industrial Relations on the students who have passed in all the subjects shall be held in the ensuing academic year.

Payment of fees

Fee structure is given at the end of this document.

No student shall be permitted to pursue the course if the fee is not paid in time. However, under certain circumstances as approved on case to case basis late fees of Rs500/- per day will be charged for a delay of fifteen days. Thereafter the student concerned has to recourse to readmission as per the procedure in vogue.

Accommodation

Accommodation will have to arrange by the outstation students on their own when they come for contact classes and End Semester Examination. Hostel accommodation may be available if the regular college is closed for summer holidays or semester breaks. Students need to pay the hostel accommodation charges separately.

Cancellation of admission and refund policy

Fees paid will not be refunded. However, if student wishes to withdraw from the course after admission before classes begins the management may consider fee refund after deduction of admission charges.

Fee Structure

| Semester | Fees | Installments | |
|----------|--------|--------------|--------|
| I & II | 70,800 | 42,480 | 28,320 |
| III & IV | 76,700 | 46,020 | 30,680 |

Note:

1. The fee is inclusive of 18% GST.
2. If paying by Installments, the fees must be paid in the beginning of the semester.
3. The 3rd & 4th Semester fee must be paid within 15 days after semester reopening.
- 4a. The fee includes tuition fee, examination fee, library and campus development and all curricular activities.
- b. Students will bear all other charges related to field work travel, co-curricular and extra-curricular activities.
5. Alumni membership fee of Rs.500 is included in the First year Fee.
6. Certificate / Diploma / Hons Diploma will be issued only after receipt of the respective fees.

ADMISSION SCHEDULE

| S. NO. | PARTICULARS | DATE (TENTATIVE) |
|--------|--|---------------------|
| 1 | ONLINE APPLICATION OPENS | 17.04.2023 |
| | ONLINE APPLICATION CLOSES | 04.06.2023 |
| 2 | INTERVIEW (ONLINE) | 10.06.2023 |
| 3 | PUBLICATION OF SELECTED CANDIDATES | 12.06.2023 |
| 4 | CERTIFICATE VERIFICATION AND PAYMENT OF FEES | 16.06.2023 |
| 5 | I YEAR INAUGURAL | 24.06.2023 |

NOTE:

INFORMATION REGARDING ONLINE INTERVIEW WILL BE COMMUNICATED THROUGH MAIL OR OVER PHONE.