

# - Premier Certification in - HR OPERATIONS

Become Job-Ready from Day One

Conducted by

**IMSD**

(Institute of Management Skills and Development)

100+ Hours  
4 Credits

RTM Nagpur  
University-Affiliated

Twice-Weekly Program  
(2 Days per Week)

## About IMSD

The **Institute of Management Skills & Development (IMSD)** is promoted by Dear Sir Services, a pioneering recruitment, training, and consulting firm with over 35+ years of strong industry connect in and around Nagpur.



**IMSD** bridges the gap between education and employment by delivering practical, career-focused management programs. Our four-month certification programs, offered under the aegis of Lifelong Education, Nagpur University, equip learners with industry-ready skills for a confident transition into the workforce.

At **IMSD**, learning goes beyond classrooms. We combine recognised certification, hands-on training, and industry-led instruction to prepare students to add value from the very first day of their careers.

### VISION

To build a future-ready management workforce by unlocking the potential of students beyond premium institutions and enabling their success in India's industries.

### MISSION

To equip students from diverse backgrounds with practical skills and professional confidence, shaping ethical, industry-ready managers who drive India's growth.

### VALUES

We promote inclusivity and accessibility by empowering diverse learners and ensuring equal growth. Guided by ethics and integrity, we uphold professionalism while creating meaningful industry and social impact.

## Program Overview

### ✔ Learn Skills That Employers Value

**IMSD** programs are designed to move learners beyond theory into real professional readiness. Through simulation-based learning, case studies, role plays, and practical exercises, students gain the confidence and capability required to perform effectively in real workplace environments.

### Credentials That Create Opportunities

The Premier Certification in HR Operations combines university recognition with strong job relevance, ensuring learners graduate with both credibility and competence for entry-level HR roles.

RTM Nagpur University-Affiliated

Skill-Based

Career-Focused

### Designed for Aspiring HR Professionals

This practice-oriented certification program equips learners with real-world tools, templates, and hands-on exposure to HR operations. The course is delivered through simulations, case studies, role plays, practical exercises, and assignment-based learning, ensuring strong application orientation.

## Key Focus Areas







- Talent Acquisition
- Performance Management
- Employee Onboarding
- Industrial Relations
- Payroll & Statutory Compliance
- Learning & Development

## Who Should Enroll







- Fresh MBAs / Postgraduates in Management aiming to enhance their employability.
- Graduates and entry-level HR professionals seeking to build strong HR operations expertise.
- Aspiring corporate HR professionals with a focus on HR systems, processes, and compliance

## Teaching & Learning Approach

### Teaching & Learning Approach

-  **Simulation**-oriented classroom sessions
-  **Real-life HR** case studies and scenarios
-  **Role plays** for workplace situations
-  **Practical exercises** using HR formats and templates
-  **Assignments** mapped to real HR responsibilities
-  **Continuous** assessment of workplace readiness

### Why Choose This Program?

-  **Strong focus** on doing HR, not just learning HR
-  **Mock workplace environment** and real HR workflows
-  **Industry mentorship** from experienced HR professionals
-  **Resume building** and interview preparation
-  **Exposure to real business** and people challenges
-  **Readiness assessments** aligned with corporate expectations

### Program Outcome

By the end of the program, learners emerge as confident, workplace-ready HR professionals, prepared to contribute effectively from their very first role

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## University Affiliation & Certification Credibility

-  **Affiliated to : Rashtrasant Tukadoji Maharaj Nagpur University (RTMNU)**
-  **Department of Lifelong Learning & Extension (DLLE)**

The **Premier Certification in HR Operations** is conducted under the **Jeevan Shikshan Abhiyan (Skill-Based and Need-Based Courses)** framework and is approved by the **Department of Lifelong Learning & Extension (DLLE)** on a no-grant basis.

The program is offered under the jurisdiction of Rashtrasant Tukadoji Maharaj Nagpur University (RTMNU) and follows all prescribed university norms.

### Certification Highlights

- Certification issued in RTMNU-approved format
- Awarded under Department of Lifelong Learning & Extension (DLLE)
- University-authorized skill-based certification
- Official university authentication and recognition

### What You Achieve at IMSD

- ✓ **Job-ready** HR skills aligned with real roles
- ✓ **University-recognised** certification
- ✓ **Hands-on exposure** to HR tools and documentation
- ✓ **Professional confidence** to perform from day one
- ✓ **Career clarity** for entry-level and growth-oriented roles

### What We Offer Employers

- ✓ **Cost-efficient** access to pre-trained HR talent
- ✓ **Better retention** potential through realistic role exposure
- ✓ **Role-ready** candidates aligned to workplace needs
- ✓ **Structured hiring** and **post-placement** support
- ✓ **Pre-assessed** candidates through readiness evaluations
- ✓ **Lower onboarding efforts** through structured HR support

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## Fast-Track Your Career with IMSD



### Founder – Manoj Rajimwale

Leadership - A senior Human Capital Management professional with 35+ years of corporate leadership experience, Manoj Rajimwale has led HR functions for organizations such as Reliance Energy, Mumbai International Airport, Bharat Bijlee, Rustomjee Developers, Endurance Technologies, Belrise Industries, and Blow Plast. He founded IMSD to democratize employability by equipping students beyond premium institutions with practical skills, professional confidence, and ethical grounding—transforming potential into productivity for India's evolving workforce.



### Founder – Dr. Rajesh Padole

A Founder of IMSD, Dr. Rajesh Padole brings over 35 years of distinguished experience in talent acquisition, management training, executive coaching, and mentoring. An MBA in HR & Marketing with merit, earned with academic distinction from Nagpur University, and a Doctorate in Industrial Employment Opportunities in the Vidarbha Region, he is also the Founder of Dear Sir Services, a pioneering recruitment and management consulting firm. Dr. Padole plays a pivotal role in anchoring IMSD's deep industry connect, strong employability orientation, and outcome-driven learning ecosystem, ensuring that students are prepared for real-world managerial challenges from day one.

### PROGRAM HIGHLIGHTS



100+ Hours  
4 CREDITS



TWICE-WEEKLY PROGRAM  
(2 DAYS PER WEEK)



PROGRAM FEES  
₹25,000/- \*\*T & C apply



ELIGIBILITY  
Final-Year Management Students / Graduate  
Working Professionals in HR

Let's Build Your Career Together...

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