



Bridging Education and Industry Excellence

INSTITUTE OF MANAGEMENT & SKILLS DEVELOPMENT



**RTM Nagpur University Affiliated
Certification Program in HR Operations**

PROSPECTUS

www.dssimsd.com

About IMSD

IMSD (Institute of Management Skills and Development) is a professionally driven institute committed to building industry-ready management professionals.

Founded with a clear vision to bridge the gap between academic knowledge and corporate expectations, **IMSD** focuses on practical capability development, real-world exposure, and structured professional mentoring. The institute works closely with industry leaders and experienced practitioners to design programs that are aligned with current business realities.

IMSD does not merely deliver courses — it develops competence, confidence, and corporate readiness.

100+ Hours University Affiliated Certification Program in HR Operations

This intensive certification program is conducted by **IMSD** and is designed to equip graduates, management students and working professionals with hands-on knowledge of HR Operations, compliance fundamentals and workplace systems through simulation-based and case-driven learning.

Program Objectives

- Develop industry-ready management professionals
- Strengthen understanding of practical HR and business operations
- Build decision-making and problem-solving capability
- Enhance professional communication and workplace readiness
- Provide exposure to real-life case discussions and simulations
- Improve confidence for corporate roles and interviews

Who Should Enroll?

- MBA / PG Management Final Year & Passed out students
- Graduates with relevant corporate experience
- Postgraduates in Management
- Working professionals seeking career enhancement
- Supervisory cadre professionals working without formal management qualification

Program Highlights

- Duration: 100 + Hours (4 Credits)
- Schedule: Twice a week
- RTM Nagpur University Affiliated Certification
- Simulation-based and case-driven learning
- Faculty comprising senior corporate professionals
- Practical assignments and real-time problem solving
- Industry exposure and guest sessions
- Career mentoring and guidance

Program Structure

The curriculum focuses on practical application rather than theoretical overload.

- HR Operations & Compliance Fundamentals
- Recruitment & Workforce Planning
- Performance Management Systems
- Industrial Relations & Labour Law Basics with New Labour Codes
- Compensation & Payroll Understanding
- Employee Engagement & Retention Strategies
- Corporate Communication & Professional Conduct
- Business Acumen for HR Professionals

Teaching Methodology

IMSD follows a simulation-oriented, discussion-based learning approach:

- Case studies from real industry scenarios
- Group discussions and role plays
- Practical assignments
- Industry problem-solving exercises
- Mock interviews and presentation practice
- Continuous faculty mentoring

Certification

Participants who successfully complete:

- Minimum attendance requirement
- Practical assignments
- Final evaluation (Written + Viva)
- Will be awarded a **RTM Nagpur University Affiliated Certification in Institute of Management & Skills Development.**

Fee Structure

- **Total Course Fee: ₹25,000/-**
- (Inclusive of examination fees, viva, and practical assignment evaluation)
- **Admission Form: ₹100/-**
- Payment Option: Maximum 2 installments
- Final instalment must be paid before issuance of exam hall ticket

Fee Payment Rules

- Admission is confirmed only upon payment of the prescribed course fee.
- Fee may be paid in maximum two instalments.
- The final instalment must be cleared before issuance of the examination hall ticket.
- Fees once paid are non-refundable except under exceptional circumstances at the sole discretion of IMSD.

Career Support

- Career mentoring
- Resume guidance
- Interview preparation
- Industry networking opportunities
- Corporate exposure through guest sessions

Why IMSD?

- ✓ Designed by industry professionals
- ✓ Practical and application-focused
- ✓ Short duration – High impact
- ✓ University recognition
- ✓ Career-oriented structure
- ✓ Ideal for early-career HR & management professionals

Admission Process

- Submission of Admission Form
- Personal Interaction (if applicable)
- Confirmation upon fee payment
- Limited seats per batch

Course Description

Effectively manage basic HR operations across various organizational setups—whether in a factory, branch office, divisional setup, or corporate headquarters.

1. **Design job descriptions, source resumes, and conduct interviews across** different roles and levels, and extend job offers in line with organizational policies and frameworks.
2. **Execute seamless onboarding processes** for new hires, including organizing orientation and familiarization programs to help them integrate quickly and take charge of their roles efficiently.
3. **Administer time office functions** using HR software, including tracking attendance, managing leaves and absenteeism, coordinating shift schedules, and generating necessary reports for stakeholders.
4. **Process monthly payroll** for employees across multiple locations, ensuring accurate computation of wages, perquisites, deductions, and statutory remittances such as EPF, ESIC, professional tax, and labour welfare fund.
5. **Prepare and submit statutory returns** (annual and half-yearly) under various labor laws, and maintain required forms, registers, and reports as per compliance norms in labor, safety, environment, and social service legislation.
6. **Liaise with government and civic bodies**—including labour departments and local authorities—handling inspections, inquiries, surveys, and ensuring timely and accurate statutory compliance.
7. **Demonstrate effective verbal communication skills** during interviews, feedback sessions, meetings, briefings, and interactions with employees, government officials, vendors, and consultants.
8. **Develop professional business correspondence skills**, including drafting official letters, internal emails, reports, cautionary and disciplinary communications such as show cause notices, charge sheets, dismissal orders, and conducting inquiry proceedings.
9. **Understand industrial relations & key labour laws:** Participants will gain insight into critical labour legislations, major provisions, penalties, and their application in real-world IR situations—such as handling union negotiations, conciliations, disciplinary matters etc.

The IMSD Promise

By the end of 4 months, you will:

- Think like a professional
- Speak like a manager
- Understand systems like an insider
- Approach interviews with confidence
- Enter the corporate world with clarity

Admission Rules

Admission to IMSD's **100+ Hours RTM Nagpur University Affiliated Certification Program in HR Operations** shall be governed by the following rules:

1. Application Procedure

- Candidates must obtain and submit the prescribed Admission Form.
 - The completed form must be submitted along with required documents.
 - Incomplete applications are liable to be rejected.
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2. Documents Required

Applicants must submit self-attested copies of:

- Educational qualification certificates – Photo copy can be submitted through verification with original documents
- Identity proof – Aadhar Card/ PAN Card
- 2 Passport size photographs
- Experience certificate (where applicable) from the employer where students has worked
- Bonafide Certificate from employer where student is currently serving.

IMSD reserves the right to verify the authenticity of documents submitted.

3. Selection Process

- Admission may be granted based on eligibility and personal interaction.
 - IMSD reserves the right to accept or reject any application without assigning reasons.
 - Limited seats are available per batch; admissions will be confirmed on a merit and first-come basis.
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4. Discipline & Code of Conduct

- Candidates must obtain and submit the prescribed Admission Form.
 - The completed form must be submitted along with required documents.
 - Incomplete applications are liable to be rejected.
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5. Certification Eligibility

Certification will be awarded only upon:

- Fulfilment of attendance criteria
 - Submission of assignments
 - Successful completion of final evaluation (written & viva)
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6. Amendments

IMSD reserves the right to amend, modify, or update admission rules, fee structure, schedule, or evaluation process whenever deemed necessary.

Academic Regulations & Administrative Policies

1. Academic Structure

- The program duration shall be 100+ Hours.
 - Sessions shall be conducted twice per week as per the notified academic schedule.
 - The academic calendar, once declared, shall be binding on all participants.
 - IMSD reserves the right to reschedule sessions in case of unavoidable circumstances.
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2. Attendance Regulations

- A minimum of 75% attendance is mandatory to qualify for final evaluation.
 - Attendance shall be calculated session-wise.
 - Participants falling short of attendance may be disqualified from appearing in the final examination.
 - Grant of condonation, if any, shall be at the sole discretion of IMSD and in accordance with RTM Nagpur University rules.
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3. Class Evaluation & Assignment Completion Guidelines

Continuous assessment may include:

- Case study analysis
- Class participation
- Group discussions
- Simulation exercises
- Role plays
- Presentations
- Practical exercises
- Short written assessments

Marks allotted for CIA shall form part of the final evaluation.

5. Class Participation

Participants shall be evaluated based on:

- Active involvement in discussions
- Contribution to case analysis
- Quality of inputs
- Professional conduct in classroom
- Preparedness for sessions

Passive attendance without participation may not earn evaluation credit.

6. Academic Structure

Where presentations are assigned, evaluation shall be based on:

- Subject understanding
- Logical structure
- Practical applicability
- Communication clarity
- Professional demeanour
- Time management

7. Simulation & Practical Exercises

Performance in role plays and simulations shall be evaluated on:

- Decision-making ability
 - Problem-solving approach
 - Application of HR operational concepts
 - Team coordination
 - Workplace appropriateness
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8. Submission Requirements

- Assignments must be submitted within the prescribed deadline.
 - Submission format (soft copy/hard copy) shall be specified in advance.
 - Each submission must clearly mention:
 - Participant Name
 - Enrolment Number
 - Assignment Title
 - Submission Date
 - Incomplete submissions may be rejected.
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9. Evaluation Criteria for Assignments

- Accuracy of content
 - Practical relevance
 - Analytical depth
 - Clarity of presentation
 - Structure and formatting
 - Professional language usage
 - Originality
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10. Plagiarism & Academic Integrity

- Assignments must be submitted within the prescribed deadline.
- Submission format (soft copy/hard copy) shall be specified in advance.
- Plagiarism may result in:
 - Zero marks
 - Re-submission requirement
 - Disqualification in serious cases
 - IMSD promotes ethical academic conduct at all times.

Examination Rules

These examination rules shall apply to all participants enrolled in the RTM Nagpur University Affiliated Certification Program conducted by IMSD and shall be governed by the prevailing university norms and directions issued from time to time.

1. Eligibility to Appear for Examination

A participant shall be eligible to appear for the final examination only upon:

- Completion of minimum prescribed attendance of 75% as per RTM Nagpur university/IMSD norms
- Submission of all mandatory assignments and internal assessments.
- Payment of full course fees and examination fees.
- Fulfilment of any additional academic requirements prescribed by the IMSD/ RTM Nagpur university.
- Failure to meet any of the above conditions may result in withholding of Hall Ticket.

2. Examination & Evaluation Policy

The Certification Program shall follow a structured and comprehensive evaluation framework designed to assess conceptual understanding, practical application, and professional competence in HR Operations. The assessment shall be conducted in alignment with the norms of RTM Nagpur University.

3. Components of Examination

The overall examination shall comprise the following components:

- Written Examination – Conducted by RTM Nagpur University (40%)
- Viva Voce (Oral Examination) – Conducted by RTM Nagpur University (40%)
- Practical Assignments / Project Evaluation – Conducted by IMSD (20%)
- The structure of the written question paper, duration, marking pattern, and format of Viva Voce shall be as prescribed by IMSD
- The practical/project evaluation shall be conducted by IMSD.
- The overall assessment framework shall be subject to RTM Nagpur University regulations and academic guidelines.

4. Minimum Passing Criteria

- A candidate must secure a minimum of 50% aggregate marks to successfully pass the examination.
- The candidate shall obtain the minimum prescribed passing marks separately in the Written (Theory) and Viva Voce (Oral) Examinations, as stipulated by RTM Nagpur University.
- The written question paper shall comprise a combination of Multiple – Choice – Questions (MCQs), short-answer questions, and long-answer questions, as per the approved examination pattern

5. Practical / Project Evaluation Criteria

The practical assignments and project work shall be assessed on:

- Conceptual clarity and subject understanding
 - Application to real-life HR scenarios
 - Analytical and problem-solving ability
 - Documentation and presentation quality
 - Professional communication skills
 - Submission of all prescribed assignments/projects is mandatory for eligibility to appear for Viva Voce.
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6. Result Declaration

- Results shall be declared by RTM Nagpur University as per its academic calendar.
 - Certificates shall be issued jointly by RTM Nagpur University and IMSD.
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7. Hall Ticket / Admit Card

- Hall Ticket shall be issued only to eligible students.
 - Students must carry the Hall Ticket and valid photo identification to the examination venue.
 - Entry to the examination hall without Hall Ticket shall not be permitted.
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8. Conduct During Examination

- Participants must report to the examination venue at least 30 minutes prior to commencement.
 - No participant shall be allowed entry after the stipulated time as per university rules.
 - Participants must maintain silence and discipline inside the examination hall.
 - Mobile phones, smart watches, electronic gadgets, books, notes, or unauthorized materials are strictly prohibited.
 - Any communication between students during examination is prohibited.
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9. Absence from Examination

- Absence from examination without prior approval shall be treated as a failed attempt.
 - Reappearance, if permitted, shall be subject to university rules and applicable fees.
 - IMSD does not guarantee for supplementary examination unless provided under RTM Nagpur University norms.
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10. Final Authority

- All examination-related matters shall be governed by the RTM Nagpur university regulations in force at the time of examination.
- In case of any dispute or interpretation issue, the decision of IMSD shall be final and binding.

Refund & Cancellation Policy

- Admission fees and course fees once paid are generally non-refundable.
- Refund requests, if any, shall be considered only in the first month of the commencement of course under exceptional circumstances and solely at the discretion of IMSD management.
- In case of batch cancellation by IMSD, proportionate refund may be cons

General Provisions

- Students in the program implies acceptance of all institutional rules.
 - Matters not covered in prospectus shall be decided by IMSD management, and such decisions shall be final.
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Fast-Track Your Career with IMSD

Contact Person - Shekhar

 **Mobile - +91 90960 89131**

 **Email - info@dssimsd.com**

 **Address – Institute of Management Skills & Development
Sankalp Apartment, 29, Mata Mandir Road, Dharampeth,
NAGPUR – 440 010**