



Precise HRD Services & Training LLP



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Contact No: 6289263685

An ISO 9001 & 29990 Certified Company

Human Resource Management Diploma (6 Months)

1ST SEMESTER

- **Recruitment & Selection**
- **Interview**
- **Job Portal & Job Posting**
- **Interview Techniques**
- **Joining Documents**
- **Verification**
- **Offer & Appointment**
- **CTC Structure**
- **TDS & Tax Slab**
- **Attendance & Leave**
- **Payroll & PaySlip**
- **PMS Techniques**
- **PMS Errors**
- **360 & Bell Curve**
- **PMS Outcome Letter**
- **PF & ES1 Act**
- **Bonus & Gratuity Act**
- **Maternity Benefit Act**
- **Online - PF & ES1**
- **Notice Period Rules**
- **Exit Interview**
- **Release & Experience Letter**
- **Full & Final Settlement**



Written Test(MCQ) - 100 Marks [Pass Marks- 45%]

2ND SEMESTER

- **HR Operation & Administration**
- **Employee Safety & Security Management**
- **Employee Relation & Retention**
- **Employee Engagement Program**
- **Industrial Relations**
- **Principal of Natural Justice**
- **Different HR MIS**
- **Presentation**
- **Project Submission**
- **Live Internship**
(minimum 4 Weeks for fresher and flexible for experience candidates)



Presentation - 50Marks, HR MIS - 50Marks, Project - 100Marks

[Pass Marks- 45%]

- ➔ Unlimited Classes with Dual ISO Certification
- ➔ Free MIS, PDP & CV Rectification Classes
- ➔ Separate Internship Certificate

Few Happily Placed Students out of many



ASSOCIATES



SMVA
CONSULTANTS