

# PROFESSIONAL DIPLOMA IN HR & ADMINISTRATION

**ONE  
YEAR**

INDUSTRY-ORIENTED  
PROFESSIONAL  
PROGRAM

Go Beyond HR Basics.  
Become Industry-Ready.

An advanced, practical program designed to develop complete HR & Administration capabilities from recruitment & payroll to analytics, technology, AI & industry exposure.

## ABOUT US:

We are committed to developing skilled, confident & industry-ready HR professionals through practical & career-focused learning. Our programmes combine HR fundamentals with recruitment, HR operations, payroll, labour compliance, HR technology, Excel, HR analytics, Power BI, administration & Generative AI to help learners understand how modern HR functions work in the real world.

## WHAT YOU WILL LEARN

- ▶ HR FOUNDATION
- ▶ RECRUITMENT & TALENT ACQUISITION
- ▶ HR OPERATIONS
- ▶ PAYROLL MANAGEMENT.
- ▶ LABOUR LAW & COMPLIANCE
- ▶ HRMS & HR TECHNOLOGY
- ▶ Advanced Excel for HR
- ▶ HR Analytics & Power BI
- ▶ Performance, L&D & Employee Engagement
- ▶ Office Administration
- ▶ AI for HR
- ▶ Employability + Internship/Project

## CAREER OPPORTUNITIES

- \* HR OPERATIONS & ADMINISTRATION
- \* PAYROLL & COMPLIANCE
- \* ANALYTICS & TECHNOLOGY
- \* EMPLOYEE DEVELOPMENT
- \* GROWTH-ORIENTED HR ROLES

## CAREER PROFILE

### KEY RESPONSIBILITIES

- \* Recruitment coordination
- \* Employee onboarding & exit formalities
- \* Attendance & leave management
- \* Employee documentation
- \* HR policies & procedures
- \* Employee communication
- \* Performance management support
- \* HR reporting & MIS



## WHY CHOOSE THIS PROGRAMME?

Show why this is different from a normal HR course.  
Industry-oriented curriculum | Practical HR training |  
Real HR documents & projects | HRMS & ATS exposure |  
Advanced Excel + Power BI | AI for HR | Internship  
experience | Industry-trained faculty | Placement  
assistance | Interview preparation

## ADD ONS

- ▶ NSDC Certification
- ▶ Industry-Supporting Curriculum
- ▶ Industry-Trained Faculty
- ▶ 100% Placement Assistance
- ▶ 3 Interviews Guaranteed
- ▶ 20+ HR Documents & Projects
- ▶ 2-3 Month Internship
- ▶ Professional HR Portfolio

## ELIGIBILITY

- ✓ DEGREE PURSUING
- ✓ DEGREE COMPLETED
- ✓ PG PURSUING
- ✓ PG COMPLETED

## MODE : ONLINE

- ✓ RECORDED
- ✓ PRACTICAL SESSIONS
- ✓ ASSESSMENTS



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