

**CERTIFICATE COURSE IN  
HUMAN RESOURCE MANAGEMENT  
(CCHRM)**



**Effective from Academic Year (2020-2021)**

**Shri Govind Guru University  
Godhra**

❖ **Course Title:** Certificate Course in Human Resource Management (CCHRM)

❖ **Objective:**

To understand the crucial role and importance of human resources in various organizations and to develop and to improve the quality of human resource managerial skills who expects their future in management.

❖ **Duration:**

Total duration of the CHRM Course shall be of six months.

❖ **Course Tenure:** June to November & December to May.

❖ **Admission Criteria:**

10+2 or any equivalent examination passed. (In equivalent courses, 10+2 or more than two years ITI / Diploma course completion)

❖ **Documents Require:**

- School Leaving Certificate
- Mark sheet of SSC and HSC Board/ITI/Diploma Examination
- 2 Passport size photos
- Caste Certificate (If applicable)

❖ **Intake Capacity:** 30

❖ **Medium of Instruction:** Gujarati, English

## Human Resource Management

<b>Units</b>	<b>Content</b>	<b>Method</b>	<b>Credit</b>	<b>No. of Hours</b>
Unit - I	Management and Human Resource Management Management: - Concept, Nature, Process, Functions.	Lecture Audio-Visual Aid Group Discussion	4	15
Unit – II	Human Resource Management: - Concept, Objective, Nature and Scope Importance of Management and HR Management	Lecture Audio-Visual Aid Group Discussion		15
Unit - III	Human Resource Planning and Recruiting Concept and Process of HR Planning	Lecture Audio-Visual Aid Group Discussion		15
Unit – IV	Recruitment and Selection Interview, Placement and Training	Lecture Audio-Visual Aid Group Discussion		15