

# **MADRAS SCHOOL OF SOCIAL WORK**

## **PG (Hons) Diploma in Personnel Management and Industrial Relations**

### **Features**

- Started in the year 1978, have developed 38 batches of students so far successfully
- Provides integrated Skill Development, advanced teaching and research program covering various facets of Personnel Management and Industrial Relations.
- Develops in the students a mature personality, high professional competence and human relations skills.
- Periodical review of the syllabus made keeping the needs of the industry.
- Practicing VP, G.Managers HR as Faculty members.
- This PG (Hons) Diploma is recognized by the Governments of Tamil Nadu; Kerala; Karnataka for employment purpose.

### **Course Structure**

The two year programme is divided into Four semesters of six months and FIVE days a week. The curriculum is focused on disseminating professional knowledge and specialized and effective skills. It sharpens and shapes attitudes essential for the student to grow into competent managers and responsible leaders. It emphasizes the conceptual and analytical approach to problems and issues and gives the students an insight into the business world and the environment in which they will operate. Self learning and innovation approach from the dynamics of the teaching acumen Continuous professional interaction with the faculty, fellow students and practioners.

### **Admissions**

- Emphasis is on high quality, Professional Aptitude and the Potential for Training and Development.
- Minimum Qualification for admission is a Bachelor's Degree in any discipline.
- Primarily intended for those already employed
- Preference in admission to applicants presently working in Personnel, HRD Administration, Industrial Relations , Training and Development and other allied functions.

### **Fresh Graduates**

Only a few seats are available for fresh graduates. Such persons should have high academic and extra curricular achievements. Fresh Graduates sponsored by a Company of repute will be given preference in admission, subject to other rules regarding admission. Candidates appearing for the final year of their degree examination may also apply but admission of such candidates will be provisional and will automatically be cancelled before 30<sup>th</sup> August of that academic year if they don't complete the degree.

## **Sponsorship**

Industries may sponsor candidates for this programme and ensure the availability of high quality trained personnel for handling personnel and industrial functions.

## **Admission Process**

All applicants fulfilling the stated requirements will be called for a personal interview and subsequently shortlisted candidate will be given admission.

## **Faculty Profile**

Faculty members who have academic credentials and practical experience with hands on experience are engaged.

## **Guest Lectures**

Guest Lectures will be arranged and the resource person from various reputed Business Houses are invited to share their practical knowledge on various topics for enhancing the knowledge of the students.

## **Dissertation**

All the students with a help of guide assigned will have to complete a dissertation as a part of curriculum. The dissertation is intended to help the students to sharpen their conceptual and analytical skills and develop methodological rigor in dealing with practical problems.

## **Viva Voce**

All students have to attend the Viva Voce which will be held at the end of the IV Semester. The student will be allowed to attend the Viva Voce provided they have passed examinations in all the subjects including dissertation.

## **Awards**

Several awards have been instituted to encourage the students and imbibe in them a sense of healthy competition. The criteria for the awards vary and the same shall be made known to the students after admission.

## **Payment of fees**

Payment of fee is mentioned in the page **No. 7**

No student shall be permitted to pursue the course if the fees are not paid in time. However, under certain circumstances as approved on case to case basis late fees of Rs25/- per day will be charged for a delay of fifteen days. Thereafter the student concerned has to recourse to readmission as per the procedure in vogue.

## Evaluation Procedure

The evaluation procedure is designed to bring out the best in a student. The student's performance in each subject will be assessed on the basis of attendance, semester and final exams. Students are encouraged to take the assistance of faculty to improve their performance.

### Attendance

- ❖ For appearing for the examination in each subject a minimum attendance of **60%** is required.
- ❖ If the attendance is less than **60%** in more than 3 subjects, the student will have to repeat the semester as and when the semester is offered again after fulfilling other conditions.
- ❖ In order to encourage students, maximum of **TEN** marks will be awarded in each subject in the following manner.

<b>Marks awarded for attendance</b>	
Attendance between 50% to 60%	No marks+Condonation
Below 60%	no marks
60% to 68%	02
69% to 76%	04
77% to 84%	06
85% to 92%	08
93% to 100%	10

### Mid-Semester Examination

There will be a Mid-Semester Examination which will be decided by the management/Course coordinator. If a student fails to attend the Mid-Semester Examination, he/she will not be allowed to write afterwards unless the reason made known to the faculty/course coordinator is satisfactory. Then a separate Mid – Semester exam will be conducted. There will be no re-exam for students who have already appeared for the Mid-Semester Exam.

### Examination

End Semester examination will be conducted at the end of each semester.

## Marks Components

Component	Marks	Component	Marks	Total
Attendance	10	End semester Examination	50	
Assignments	10			
Mid-Term	30			
Total	50	Total	50	100
Pass mark	50%		50%	50

**A minimum of 50% is required in each subject to be declared as pass in that subject for internal examination and end semester examination.**

### Arrear Exam

Arrear Exam for all subjects will be conducted at the end of each semester. A student will be allowed to write an arrear exam for any subject only for a maximum of four times. A student having more than four subjects as arrears in the first year will have to suspend His / Her course till He/She passes all the subjects. There is no provision for improvement in marks for any exam already taken as pass.

### Re-totaling

Students may apply for re-totaling of Final Semester paper by paying Rs.100/- per subject within 10 days after the results have been published. No revaluation is allowed under any circumstances.

### Arrear Exam Fee

Students appearing for arrear exam must pay a sum of Rs.250/- per subject on or before the last dates are announced.

### Break of Semester

Any Student unable to complete a semester for any unavoidable reasons can apply for Break-of-Semester after paying the fees for that semester. The student will also have to subsequently pay the fees when he rejoins the semester. The student has to rejoin within 3 years from the break.

### Convocation

Convocation and conferring of the Post Graduate (HONS) Diploma in Personnel Management and Industrial Relations on the students who have passed in all the subjects shall be held in the ensuing academic year.

**Teaching Methodology**

The methodology adopted is practical oriented. Case Studies, Group Discussions, Seminars, Business Games, Audio Visual presentations, Assignments and other methods are used along with the theoretical concepts.

**Industrial Visits**

Students are encouraged to undertake Industrial visits so that they can gain an insight into the functioning of the Industry and its relevance to their subjects.

**Debates and other Extra Curricular activities**

Debates and other competitions are conducted to instill healthy competition among the students and also to make learning a pleasant experience.

**Job Opportunities**

Our students have proved to be achievers in their fields and are placed in a very high position in various Business Houses not only in the State of Tamil Nadu but throughout India. Many Students have been able to further their studies or their career based on this programme. Some of them have become very successful entrepreneurs.

**Prospectus and Application Form**

Application form and Prospectus can be obtained only from the college website: [www.mssw.in](http://www.mssw.in).

**Deciding Authority**

The Decision of the Board of Studies/Management shall be final on all matters regarding the administration of the centre and the award of the Post Graduate (Hons) Diploma.

## ADMISSION SCHEDULE

S.NO	PARTICULARS	DATE
1.	Online application begins	2 <sup>nd</sup> April 2019(Tuesday)
2.	Interview	18th May 2019(Saturday)
3.		
4.	Publication of Selected Candidates list	20 <sup>th</sup> May 2019(Monday)
5.	Certificate Verification and Payment of Fees	22 <sup>nd</sup> May 2019 (Wednesday)
6.	I year Inaugural & Welcome	14 <sup>th</sup> June(Friday)

**MADRAS SCHOOL OF SOCIAL WORK**  
**Fee Structure**  
**PG Diploma (Hons) PMIR**

Year	Fees (Annual)	If Paying by Installments	
		I Installment	II Installment
I	47,200	28,320	19,880
II	48380	29030	20350

**Note:**

1. If paying by Installment, Rs. 1,000/- has been added to the second installment towards processing fee.
  - 1a. The fee is inclusive of 18% GST.
  - 2a. The First year fee and/or First Installment must be paid at the time of Admission.
    - b. The Second Installment must be paid on or before 20/01/2020.
3. The subsequent Annual fees or installments must be paid within one month after semester reopening.
4. The fee is subject to revision.
- 5a. The fee includes tuition fee, examination fee, library and campus development and all curricular activities.
  - b. Students will bear all other charges related to field work travel, co-curricular and extra-curricular activities.
- 6a. Caution Deposit of Rs.1,500/- + Rs.500/- for ID Card and ERP is included in the First year Fees.
  - b. On graduation, the caution deposit will be refunded after deductions, if applicable.
7. Alumni membership fee of Rs.500/- is added in the Second year fee.