

# **NATIONAL INSTITUTE OF PERSONAL MANAGEMENT,CALCUTTA**

## Course Details

### **Post Graduate Diploma in Personal Management conducted by National Institute of personal Management**

#### **THE COURSE**

In view of its emphasis on professional excellence and wide network throughout the country, the Govt. of India as well as almost all the states of the country look at NIPM as a body of expert in the vital area of management of Human Resources . As a natural collorary, NIPM has been conducting academic conferring Post Graduate Diploma in Personal Management (PGDPM) since 1978.

#### **THE RECOGNITION**

The Post Graduate Diploma in personal Management is recognized by Govt of India for recruitment to superior posts and services under the Central Government and also by the state Governments of Andhra Pradesh, Kerala, Karnataka, Rajasthan, Bihar, West Bengal, Tamil Nadu, Goa, Punjab, Orissa for recruitment of Welfare officers.

The PGDPM courses are also recognized by the Universities of Bihar, Andhra and Kerala as equivalent to Master Degree.

PGDPM awarded by NIPM is recognized by most organizations and considered as requisite qualification for promotion up the ladder in the hierarchy. There are several persons all over India passed out from NIPM who are occupying senior managerial positions in different organizations public/private/multi-national organizations.

#### **INFRASTRUCTURAL FACILITIES**

Our infrastructural facilities and quality of learning are constantly monitored as mentioned below :

.....Board of Studies(BOS) regular the function related with conduction PGDPM Course

.....Semester examination conducted under stringent supervision and control

.....Contact classes are held in different location of the Chapter Offices

.....Course Materials are provided to the students free of cost

.....Networking and coordination with the students and counseling as well.

## **NAME of THE COURSE**

**Post Graduate Diploma in Personnel Management**

## **DURATION**

The duration of the course is two years

## **ELIGIBILITY CRITERIA**

Candidates should at least be Graduates from a recognized University or its equivalent, with a minimum of 50% marks in the degree examination. In case of Honours degree or Master's degree as also in case of candidates having 3 years working experience in HR profession or 5 years working experience in Industry or those who are professionally qualified as Chartered/Costs/Cs/Management Accounts etc. the requirement of 50% of marks may be waived.

## **PROSPECTUS**

Prospectus including application forms is available from the National Office by sending a Demand Draft for Rs. 550/- (including postage) drawn in favour of National Institute of Personnel Management-DPM Trust payable at Kolkata. Prospectus is also available from counter of the National Office against payment of Rs. 500/- in cash.

## **COURSE FEE**

Total Course fee for two years is 18,000/- in one time payment to be paid along with the application form or Rs.10,000/- each in two installments with six months interval

**Last date for submission of Application form is 10<sup>th</sup> January, 2011.**

## **EXAMINATION FEE**

The examination fee is Rs.200/- for each paper. The examination fee and course fee once paid to the Institute will be neither refunded nor transferred under any circumstances.

The PGDPM course is of two years duration into four semesters. The candidates will be required to take papers in one semester in accordance with the following schedule showing paper numbers with their subjects, marks each paper carries and the semesters to which each paper is earmarked.

Semester	Paper	Subject	Marks	Examination Duration
<b>1st</b>	I	Managerial Economics & Business Environment	100	3 Hours
	II	Organizational Behavior	100	3 Hours
	III	Quantitative Methods & Social Research	100	3 Hours
<b>2nd</b>	IV	Principles and Practices of Management	100	3 Hours
	V	Personnel Management	100	3 Hours
	VI	Industrial Relations and Labour Laws	100	3 Hours
<b>3rd</b>	VII	Management of Human Resources	100	3 Hours
	VIII	Development of Human Resources	100	3 Hours
	IX	IT & E-Business	100	3 Hours
<b>4th</b>	X	Strategic Management	100	3 Hours
	XI	Research Project Paper	100	3 Hours
	XII	Viva Voce Test	100	3 Hours

A candidate may take the failed / back papers, if any, with the fresh three papers of the subsequent semester paying examination fees for the failed/ back papers at the prescribed rates.

Candidates after having passed in all the written papers of 1st to 3rd semester will have to prepare a Research Project Paper (RPP), which is one of the three subjects in the last semester of the Course for the post Graduate diploma in Personal management Examination and submit the RPP within the date of last semester examination. The viva voce test will be held normally in March and September each year. Necessary guidelines for preparation of the RPP are available in the prospectus.

#### **VALIDITY OF REGISTRATION**

The registration of a candidate shall remain valid for five years.

#### **QUALIFYING MARKS**

Minimum marks fixed for passing any paper are 50 percent.

## **MEDIUAM OF EXAMINATION**

The medium of examination is English only.

## **EXAMINATION CENTER**

The Board of Studies decide upon the examination centers at the NIPM Chapter offices located in different parts of the country for holding Semester Examinations. New centers may be opened and existing centers may be discontinued at the direction of the Board of Studies. At present Examination are held in Bangalore, Kolkata, Delhi, Chennai, Mumbai and Trivandrum.

## **SOME IMPORTANT DATES OF THE PGDPM EXAMINATION**

Admission	July & January
Supply of Study Materials	August & February
Semester Examinations	December & June
Publication of Semester results	March & September
Last date of Submission of Examination Application form for already registered students	15th April & 15th October
Submission of Research Project Paper	January & July
Viva voce test	March & October
Final Results	April & November