

SYLLABUS OF SEMESTER SYSTEM  
FOR THE TRADE  
OF  
**HUMAN RESOURCES EXECUTIVE**

UNDER  
CRAFTSMEN TRAINING SCHEME (CTS)

*Designed in 2013*

By  
Government of India  
Ministry of Labour & Employment (DGE&T)  
CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE  
BLOCK - EN-81, Sector -V, Salt Lake,  
Kolkata – 700 091

**List of Members attended the Trade committee Meeting to design the syllabi for the trade of Human Resources Executive held on 31st January 2012 at India International Centre, New Delhi.**

<b>Sl. No.</b>	<b>Name &amp; Designation Shri/Smt.</b>	<b>Representing Organisation</b>	<b>Remarks</b>
1.	S J Amalan, Director	CSTARI, EN-81, Salt Lake, Kolkata-91	Chairman
2.	M C Sharma, JDT	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
3.	L K Mukherjee, DDT	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
4.	Sandeep Maan, Member	Advisory Board at Institute for Competitiveness, India – IFC; Advisor - Projects & Operations at <u>Remorphing India</u>	Member
5.	Dev Chandra Jha, Head HR	North India at Videocon Industries Limited	Member
6.	Kumar Gautam, General Manager	Human Resources - Asia , Whirlpool Corporation	Member
7.	Alexander Thomas, Area Vice President	Securitas India, New Delhi	Member
8.	Vivek Nanda, Head Direct Sales	Sharp Business Systems	Member
9.	Devanshu Bhatt, Managing Director & Country Manager	Reval India, New Delhi	Member
10.	G.K Gupta, Head HR	Diakin India, New Delhi	Member
11.	R C Jain, Professor (HR)	YMCA, New Delhi	Member
12.	Satish Kumar, Professor (HR)	IIPM, New Delhi	Member
13.	U C Tiwari, Professor of Operations Management	IIPM (ex-DGM, SAIL), New Delhi	Member
14.	Pushp Lamba, Professor of Marketing	IIPM, New Delhi	Member
15.	Sanjay Banerjee, Professor of Marketing	SCM Business School, New Delhi	Member
16.	Ranjan Paul, Professor of Marketing & Entrepreneurship	Freelance Marketing Consultant	Member
17.	Maninder Singh, Professor of Marketing,	Freelance Trainer & Marketing Consultant, New Delhi	Member
18.	Aman Chugh, Professor of Finance	ICAI, New Delhi	Member
19.	Ramakar Jha, Professor of Finance	IIPM, New Delhi	Member
20.	T Ramaswamy, Professor of Finance	IIPM, New Delhi	Member
21.	Pankaj Upadhyay, Professor of Economics	Jagan Institute of Mgmt Studies, New Delhi	Member

*List of members attended the Workshop to finalize the syllabi of existing CTS into Semester Pattern held from 6<sup>th</sup> to 10<sup>th</sup> May'2013 at CSTARI, Kolkata.*

Sl. No.	Name & Designation	Organisation	Remarks
1.	R.N. Bandyopadhyaya, Director	CSTARI, Kolkata-91	Chairman
2.	K. L. Kuli, Joint Director of Training	CSTARI, Kolkata-91	Member
3.	K. Srinivasa Rao, Joint Director of Training	CSTARI, Kolkata-91	Member
4.	L.K. Mukherjee, Deputy Director of Training	CSTARI, Kolkata-91	Member
5.	Ashoke Rarhi, Deputy Director of Training	ATI-EPI, Dehradun	Member
6.	N. Nath, Assistant Director of Training	CSTARI, Kolkata-91	Member
7.	S. Srinivasu, Assistant Director of Training	ATI-EPI, Hyderabad-13	Member
8.	Sharanappa, Assistant Director of Training	ATI-EPI, Hyderabad-13	Member
9.	Ramakrishne Gowda, Assistant Director of Training	FTI, Bangalore	Member
10.	Goutam Das Modak, Assistant Director of Trg./Principal	RVTI, Kolkata-91	Member
11.	Venketesh. Ch. , Principal	Govt. ITI, Dollygunj, Andaman & Nicobar Island	Member
12.	A.K. Ghate, Training Officer	ATI, Mumbai	Member
13.	V.B. Zumbre, Training Officer	ATI, Mumbai	Member
14.	P.M. Radhakrishna pillai, Training Officer	CTI, Chennai-32	Member
15.	A.Jayaraman, Training officer	CTI Chennai-32,	Member
16.	S. Bandyopadhyay, Training Officer	ATI, Kanpur	Member
17.	Suriya Kumari .K , Training Officer	RVTI, Kolkata-91	Member
18.	R.K. Bhattacharyya, Training Officer	RVTI, Trivandrum	Member
19.	Vijay Kumar, Training Officer	ATI, Ludhiana	Member
20.	Anil Kumar, Training Officer	ATI, Ludhiana	Member
21.	Sunil M.K. Training Officer	ATI, Kolkata	Member
22.	Devender, Training Officer	ATI, Kolkata	Member
23.	R. N. Manna, Training Officer	CSTARI, Kolkata-91	Member
24.	Mrs. S. Das, Training Officer	CSTARI, Kolkata-91	Member
25.	Jyoti Balwani, Training Officer	RVTI, Kolkata-91	Member
26.	Pragna H. Ravat, Training Officer	RVTI, Kolkata-91	Member
27.	Sarbojit Neogi, Vocational Instructor	RVTI, Kolkata-91	Member
28.	Nilotpal Saha, Vocational Instructor	I.T.I., Berhampore, Murshidabad, (W.B.)	Member
29.	Vijay Kumar, Data Entry Operator	RVTI, Kolkata-91	Member

## GENERAL INFORMATION

1. **Name of the Trade** : HUMAN RESOURCES EXECUTIVE
2. **N.C.O. Code No.** :
3. **Duration** : One Year (Two Semesters)
4. **Power norms** : 4 KW
5. **Space norms** : a) Workshop: 50 Sq. metres.  
b) Language Lab: 30 sq.meter.
6. **Entry Qualification** : Passed 10th Class Examination
7. **Unit size (No. Of students)** : 20
8. (A) **Instructor's/Trainer's Qualification:** Post Graduate / Graduate in relevant areas  
Smart, presentable and good communication skills  
A minimum of 12 months experience in delivering similar or allied courses or 6 months of work experience in the relevant field.
- 8 (B) **Desirable Qualification** : Preference will be given to Craft Instructor's Certificate (CIC)

Note: At least one instructor must have Degree/Diploma in relevant field.

**Syllabus for the Trade of “HUMAN RESOURCES EXECUTIVE”**  
**Duration : Six Month**

**First Semester**

**Semester Code : HRE: SEM I**

Week Nos.	Trade Practical	Trade Theory
01	Orientation to the programme, expectations out of the students, aims and objectives of the course, learning outcomes, the way forward with the programme/course breakup and linking the job opportunities with the programme of study.	General introduction to the programme
	Stress and accents, accentuation (mode of pronunciation) marks, intonation (using a particular tone), diction (use of word and speech) using audio-visual aids.	Orientation to vowels and consonants, word making and pronunciation
02-03	Transformation of sentences, adjectives of comparison, voice change, narration, change of tense, spellings and vocabulary development	Functional grammar, developing grammatically correct statements – written and verbal
04-05	Reading simple English with preparations, news reports, elementary office reports/memos/notices. Reading current news and giving opinions or engaging into group discussions.	Reading – purpose, skimming (take the best part), scanning (reading with attention), cognates (relative words), text structures,
	What is a computer – its use and application; how to put together the keyboard, the mouse, the monitor and the printer ports to the CPU tower; computer as an input and output device; types of memory – hard disk, CD, pen drive, external hard disk	Computer overview
06-07	Construction of simple sentences, preparation of news reports, paragraphs; form filling, addressing envelopes, layout of letters, writing requests, answering to queries – written and over email, letters of application, letters of appointments, office notifications, job-orders, simple comprehension.	Writing – how to put thoughts in written texts, minimizing errors, cross-checking for errors, filing reports.
	MS Word – getting started; how to type, format, edit a content; how to mail merge, how to convert into a pdf, how to print; compilation of project / business reports; password protection of documents	Office Applications – MS Word
08	Speaking with preparation – on self, family, career aspirations, on any given topics; speaking on the spot – extempore, Just a minute, flip-back; role plays, dialogues, group discussions, interjection, raising a query, answering a query	Speaking – how to express yourself verbally, importance of good spoken communication in any field of advancement

09-10	Why should one be concerned with occupational safety & health, examples of occupational hazards in different professions (overview to be given for non-technical jobs only); organisation's role in enforcing OSH of employees	Introduction to Occupational Safety and Health
	MS Excel – getting started, excel as a database manager, excel as a calculating applications, some basic calculation and formulation techniques, how to edit and format; compilation of reports – target or number driven; password protection of excel sheets	Office Applications – MS Excel
	Presentability – what to wear, what not to wear, combinations – formal, semi-formal, casuals, choice of colors, choice of fabrics, hair cut, accessorizing your attire	Dressing and Grooming
11-13	MS Powerpoint – getting started, powerpoint as a presentation manager, how one can present business ideas using a slide system, creating presentations, editing and formatting a presentation; real life presentations on corporate / business briefs	Office Applications – MS Powepoint
	What is the internet, what are browsers and how to browse; how to search on search engines, learning effective search techniques, how to create a document with data copied from the internet	Basic Internet application
	Presentation styles and types – book presentations, movie presentations, corporate presentations; Radio-jockeying, introducing seniors, initiating business conversations, sales pitching, ending business meetings, body language to impress others, reading other's body language	Business Communication – verbal
	General guidelines of how to prevent an accident from happening – depending on job types; humanity and helping colleagues, how to prevent oneself in emergency, learning how and when to evacuate in case of an emergency – earthquake, fire, terror attack, etc; how should office spaces be designed – workplace ergonomics; need for first aid, fire extinguisher and emergency numbers. Practical aspects of Factories Act, Workmen's Compensation Act & ESI Act to be explained with examples & case studies.	Accident prevention techniques  Occupational Safety and Health legislations in India
14-15	How to open a mail account or use Outlook Express (MS Outlook); sending mails, answering mails, security issues and passwords, online marketing basics; e-commerce and m-commerce	Advanced internet application

	Introduction to financial tools, online marketing reports, softwares to convert data in different forms (freeware); concepts of spyware, malware and internet security	Business Applications and IT
	Resume building, introductory notes, e-mail communication, request for meetings and written acknowledgements	Business communication – written
	What is the concept of quarantine; can people be denied employment in case of certain diseases; HIV and AIDS; other transferrable diseases; what kind of jobs should not be applied for in case of certain existing health problems.	Diseases and Employment policies
16	What are the government and corporate guidelines for women at work, what is meant by social or physical abuse of a woman; what are the legal defense sought by a woman in her working environment; How to manage work life balance – the need for it.	Women and Occupational Safety; Managing work and family
	What is the concept of social media; uses of social media – networking, making friends, business prospects, how social media boosts business growth (case studies), social media as a marketing tool to market self, internet ethics and basics of cyber law.	Online Social Media
	Why do we need economics? Economics and its impact on our life; economics and choice – with case studies and examples of everyday life; economic concepts used in business – understanding demand, supply, production; economic decisions to enter a market based on type of market – monopoly, oligopoly, duopoly, perfect competition; basic concept of why prices rise – inflation, how price rise affects our life – money supply and theory of wage, how does one contribute to the country's growth – concepts of GDP and GNP; why do people remain unemployed and the role of government in reducing unemployment	Basics of Economics – an overview of micro and macro economics, theory of demand and supply, production, markets, GDP, inflation, wage market, basic concept of employment
17	How to greet, wish, bid goodbye; how to exchange business cards, how to speak with seniors and juniors, how to maintain corporate decorum, how to eat/drink in social/corporate get-togethers, how to thank people.	Social / Formal etiquettes
	History of Indian civilization and how the Indian economic state in its current form came into being; barter system and the silk route, spice trade, colonization – different wars during the Islamic period and later the British East India Company; Indian independence and the economic	Introduction to Indian economy

	changes; how our present stage is related to our past and how our future is related to the present economic situation; why the Indian growth was called Hindu Growth rate; how did the growth rate change to near double digit; basic understanding of liberalization and opening of Indian economy – linking with the concept of more choice and expanding market.	
	Why do we need a quality process, how does quality help an organization, how is an organisation's vision linked to its quality consciousness	Introduction to quality consciousness
18-19	What is meant by a planned economy? Where did the concept of planning evolve from? What is the difference in the economic development of the western world (Capitalist) and the Soviet Bloc (Communist-Socialist)? How the growth of Chinese and Indian economy differ? How the knowledge of economic growth help you as an entrepreneur?	Concepts of National Economic Planning
	Quality in customer-supplier relations, designing organizations for quality	Quality concepts
	Tools and techniques used to achieve quality, role plays and skits to explain how quality adherence builds long term credibility and organizational growth; individual's contributions to enhancing organizational quality	Quality Tools
20-22	Value of time for a business, how to respect other's time, how is time management, punctuality and regularity leads to positive attitude towards work, how to schedule your day and prioritize your work, how to plan your goals, brief about project planning processes.	Time Management
	What is entrepreneurship – basic concepts; difference between entrepreneurship and self employment, how an entrepreneur contributes to economic growth and prosperity of a country. Entrepreneurial qualities, what makes an entrepreneur different from a business manager, entrepreneur's ethics, attitudes, values and motives; competencies required to be a successful entrepreneur, case studies on successful entrepreneurs Creativity and entrepreneurship; how to think creatively and innovatively; how does a successful entrepreneur see same thing differently with a business acumen, entrepreneurship and calculated risk	Introduction to entrepreneurship Who can become an entrepreneur How can an entrepreneur start his venture

	<p>Current economic situation, concepts of the economic crisis in 2008-10, what are the factors that stabilize a country from economic crisis, what can be your role in bringing about a change in consciousness towards current economic development process, What is the concept of 'wealth at the bottom of the pyramid'? How can there be a growth in employment, betterment of healthcare and education facilities; a brief understanding of political economics; how your business or operation may increase multifold if National Economic Planning is implemented in the real sense</p>	<p>National Economic Planning and how India may grow faster? Critical detailing of the economic development vis a vis the most optimal development strategy</p>
	<p>How and when to implement the 5S Concept, Kaizen, TPM, SGA, Quality Circle, Just in Time, 6 Sigma; lectures by industry experts; visits to organizations to understand how quality parameters are implemented, industry case studies</p>	<p>Introduction to quality parameters</p>
23-24	<p>What are the contributions of an entrepreneur that will make the society better, people around happier and economic system stronger? How can capitalism (the concept of rich getting richer and poor getting poorer) make a society happier? In an era of cut throat competition, where it is the law of the jungle and the fittest only survive, how can modern economic thought involving National Economic Planning ensure the survival of the weakest?</p>	<p>Concepts of Happy Capitalism, Trickle up Theory, Increasing Marginal Utility, Survival of the Weakest</p>
	<p>Group Discussion – initiate a discussion, participate in a discussion, drawing conclusion; Interviewing techniques – what and how to answer, what not to answer, salary negotiations; Listening skills – span of attention, skimming information; barriers to listening – noise (useless information)</p>	<p>Advanced executive communication</p>
	<p>Quality Management System in organizations, in processes, in delivery – matching organizational goals with quality management; quality and environment, quality and employees, ISO certifications and different quality standards (for different industries – CE, ISI, Hallmark, BIS, Woolmark, etc.)</p>	<p>Concepts in TQM and ISO</p>
	<p>Can all entrepreneurs become good leaders? Can all leaders become good entrepreneurs? Analytical qualities of an entrepreneur – basic understanding of finance, HR and marketing; people management and entrepreneurship How to test your business ideas? How to know whether the business idea is justified? How to identify the right time,</p>	<p>Detailed quality specifications of an entrepreneur – business leader, analytical mind Market Feedbacks and business decisions; market intelligence Business environment and entrepreneurship</p>

	<p>opportunity, market? SWOT of self as an individual and of your business proposition</p> <p>Government's role in promoting entrepreneurship, economic system and an entrepreneur's role in it, financial and legal support, seeking loan or funding (VC, PE, banks); Tax implications for your business – octroi, different schemes and support organizations of government – DIC, SIDA, SISI, NSIC, SIDO, National Scheduled Tribes Finance and Dev Corporation (NCTFDC), etc.</p>	
25	Project work / Industrial visit (optional)	
26	Examination	

## Syllabus for the Trade of “Human Resources Executive”

**Duration : Six Month**

### Second Semester

#### Semester Code : HRE: SEM II

1-2	<p>Basic HR and Personnel concepts in the real life – what is so important about human resources, understanding of whether there is a shift of labour intensive or technology intensive industrialization, what is the role of HR in an organization – functional overview; An introductory concept of case study based teaching – how to read a case study, how to analyse a case study, what kind of answers to look for, do cases have any right or wrong answers?</p>	<p><b>Introduction</b> Syllabus review Course expectations Content introduction and class resources Pedagogy of the curriculum</p> <ul style="list-style-type: none"> <li>➤ Introduction to various forms of teaching mechanisms which will include role-plays, case-studies specific to marketing</li> <li>➤ How to read a case and draft out solutions</li> </ul>
	<p>Making students orient with different HR and Personnel functions in an organisation, what is organizational hierarchy, where will be the fit of the candidate in the organization as a Jr HR Executive; case studies on different organizational hierarchies – steep, flat, transparent, non-transparent.</p>	<p><b>Overview of HR:</b></p> <ul style="list-style-type: none"> <li>➤ What is Human Resource Management</li> <li>➤ HR jobs in India at the entry level</li> <li>➤ Hierarchy of an HR department in an organisation.</li> </ul>
3-4	<p>Concepts on recruitment and selection, differentiation of the two terms, who recruits, who to recruit, when to recruit, how to recruit (most discussions would be role play based) – understanding the process of job analysis, job description, job specification; how to manage database of organizational requirements, segregation of CVs as per functional area, filing and coding the CVs, how organizations work towards meeting their internal demands, what happens when the demand is greater than supply of manpower or vice versa</p>	<p>Need and demand of the market for trained/skilled personnel and how to meet the demand through recruitment and selection</p>
5-6	<p>Job evaluation – what to pay, who to pay, what is the market rate, why is your rate same/diff from others. Basic framework of calculating compensation, how to communicate packages, what is included in packages or what is the concept of Cost to Company; difference in salary, minimum wage rate and government's role, what are the components in compensation – benefits, allowances, bonus, incentives; who gets eligible and why, scope of redressal.</p>	<p>Wage, salary and Compensation</p>
7-9	<p>Why to appraise? How to appraise? Who does the appraisal role? What is the role of Jr HR Executive in the appraisal function – managing and maintaining data (using HRIS) or manually, filing appraisal forms, the need for secrecy;</p>	<p>Appraisal systems &amp; evaluating manpower</p>

	coordinating data of headoffice with branch offices or vice versa; feedback mechanism (transparency with the worker but not made public)	
10-12	Job change – vertical (same functional area in a higher designation), horizontal (different functional area in the same designation), diagonal (different functional area in a different designation); training need analysis – why train, who to train, who will train and how will the training happen, how the HR team works with the Corporate Strategy team to implement training programmes, Types of training (indoor vs outdoor, functional vs behavioral, skill based vs unskill based); how to create a training manual (basic powerpoint based training for one functional and one behavioural training); how the training data is accumulated and stuffed in HRIS, how the training process help in career advancement.	Training and development – job enrichment and growth
13-15	What are various personnel issues? How do these issues erupt – is there any trigger? Who leads the workers/employees – concept of union formation (rights of unions); different forms of negotiations, resolutions, bargaining. SWOT analysis of a simulated situation of negotiations; corrective actions to be taken, what to say, what not to say – highlighting case studies of Maruti in Gurgaon, Dunlop in Kolkata and Mill workers of Greater Mumbai; how government interferes, adherence to government jurisdiction in case of such interference; how to handle a violent situation – basic of crisis management in terms of communication and action, how should the candidates role differ in case of partnering with the Supervisor, the Plant Manager and the Personnel manager.	Managing Personnel issues, negotiations and bargaining
16-18	Administration of welfare, amenities & fringe benefits, safety & accident prevention work (reorientation of Occupational Safety and Health), environment fatigue safety, accident prevention; Employee grievances and their redressal, suggestion schemes, administration of discipline; Attire in work environment (in case of production facility) – helmet, gloves, boots, eye-guard, ear plugs.	Maintenance and Integration of HR Functions
19-21	Worker's participation in corporate governance – a brief orientation of the European system between 18 <sup>th</sup> – 20 <sup>th</sup>	Workers and Corporate Governance

	<p>century; development of worker's participation in India – the benefits, the difficulties; how is it implemented – case studies and role plays; social security in the west and the scenario in India; orientation to legal role of employers in worker's participation in management; why is China successful in boosting its economy – the government norms and regulations; how India fair comparatively and what needs to be done to meet the requirements.</p>	
22-24	<p>A variety of projects on data management, training need assessment, negotiation system, etc can be implemented to help the students access to the real corporate/factory environment and integrate their learning vis a vis the intended learning outcome.</p>	On the job projects in HR
25	Revision	
26	Examination	

**TRADE: HUMAN RESOURCES EXECUTIVE****A. LIST OF TOOLS & EQUIPMENT**

Sl. No.	Item / Tool / Equipment	Quantity
1.	<b>FURNITURE FOR LANGUAGE LAB/CLASS ROOM</b>	
	a) Human Skull with cross-sectional view of speech organs (graphical representation of the same is also accepted as an alternative)	1 No.
	b) Slide Projectors	1 No.
	c) White Screen	1 No.
	d) Classroom chairs with writing support	20 Nos
	e) Instructor's Table	1 No.
	f) Instructor's Chair	1 No.
	g) Storage Cabinet	1 No.
	h) Book Shelf	1 No.
	i) Air Conditioner (1.5 Ton) (OPTIONAL)	2 Nos
2.	<b>EQUIPMENT / FURNITURE FOR IT LAB/WORKSHOP</b>	
	a) Desktop / Laptop / Notebook PC with latest configuration	10 Nos
	b) Printer (any basic model ) and printer table	1 No each
	c) Office Packages (MS Word, MS PowerPoint, MS Excel, MS Outlook)	10 Nos
	d) Computer table	10 Nos
	e) LCD projector along with screen	1 No
	f) Flip Chart, Markers	1 No
	g) Chairs	20 Nos
	h) Instructor's table and chair	1 No each
	i) Minimum of 512 KBPS broadband connectivity	1 No
	j) Air Conditioner (1.5 Ton)	2 Nos