

FREQUENTLY ASKED QUESTIONS
ABOUT THE PGCHRM PROGRAMME

1. Is it equivalent to a degree / diploma programme?

Ans. No, it is a certificate programme for working executives looking to develop their skills and competencies in the area of Human Resource Management in tune with today's work environment.

2. Is it a correspondence programme?

Ans No, it is not a correspondence programme. Live classes using the Video Conferencing facility will be held at a time convenient for the working executives. Apart from regular sessions at non – office hours, features such as individual course work, online quizzes, assignments and forum for discussion make this a valuable tool for effective learning.

3. Who should opt for the PGCHRM programme?

Ans. The programme is tailor-made for Managers and Executives desirous of equipping themselves with the current trends in the field of Human Resource Management and also for Executives looking for functional expertise in the area of HRM to handle tasks cross-functional tasks effectively.

4. What is the programme about and how will it be beneficial to the students?

Ans. The programme caters to Executives and Managers looking for quality professional education. It aims at building the skills and competencies of individuals required to excel in the present work scenario. The course is designed to equip Executives with the required knowledge, concepts and techniques for better delivery and performance in their chosen field of work, laying emphasis on global issues concerning HRM.

5. What will be the focus area of this specialized programme?

Ans. The programme will focus on varied HR Processes, Strategic and International HRM, Manpower & Organizational Management and Effective Administration. This is a specialized certificate program of 12 months covering the important and practical aspects of managing people in the current context of organizations. The program will be spread over 3 on-line Terms and 7 days of Intensive On-campus Training. The first Term will deal with the fundamental aspects of management that every Business Manager should be aware of. The second and third Terms will provide specific inputs on different dimensions of Human Resource Management.

6. Will we receive the Certificate from XIMB or Alethia? What is the role of Alethia?

Ans. XIMB is responsible for the course delivery, conduct of the examinations and evaluation of the course. The Certificate will be awarded directly by XIMB during the Graduation Ceremony for participants who successfully fulfill the academic requirements of the programme.

Alethia Education Services Pvt. Ltd. is our Marketing and Support Partner. XIMB in collaboration with Alethia has launched the programme to provide quality management education through the Video Conferencing Technology.

7. How will it be relevant in the current market and economic scenarios?

Ans. The programme looks forward to providing Executives with an enriched learning experience keeping in mind the market demands to help them grow and prosper in their professional career. The course structure and the content is derived from our experience in conducting highly successful post-graduate and doctoral level programmes in the Institute apart from the various training programmes, research and consultancy activities carried out by the XIMB Faculty. Periodic reviews and refinements ensure quality of the curriculum and its relevance to face the changing business environment.

8. What will be the delivery mode and pedagogy of the course?

Ans. Live classes will be held across authorized study centers of our technology service provider in India using the Video Conferencing Technology. There will be live interaction with the Faculty members through the virtual mode as well as during the on-campus stay where the Faculty members guide, coach and mentor the participants for their professional success. We strive to use technology to facilitate meaningful interactions rather than mere delivery of the learning content. Specially designed components of the programme such as group assignments and campus sessions work towards achieving the aim of effective group learning.

9. Can we interact with the Faculty Members teaching the course?

Ans. Yes, the classes will be held live with the help of Video Conferencing Technology where there will be two-way interactions between the Faculty and the participants, thereby enabling the classroom type of learning.

10. What resources will be available to the participants?

Ans. The programme is supported by the acclaimed *Academic Information System* (AIS) developed by XIMB. This system not only enables high quality online interactions between the Faculty and the participants but also among the participants themselves. The participants of the PGCHRM programme have online access to the resources of XIMB. They can access high quality academic and business databases from their locations by logging on to the AIS. During their on-campus stay they have access to the excellent learning infrastructure of XIMB.

11. When will the classes be held and where?

Ans. Classes are scheduled at timings convenient for the Working Executives. The classes are held in the respective authorized centers from where the participants have applied for the course on weekends, i.e. Saturday evenings and Sundays.

12. Is on-campus visit mandatory?

Ans. Yes. The on-campus training is mandatory as it is very relevant for the individuals doing the course. The on-campus programme is designed to impart the critical soft-skills like leadership, negotiation and team skills to the participants by personal profiling, games and simulation exercises which would be otherwise difficult to impart through the virtual mode. The on-campus visit also provides an opportunity to the participants to have a face-to-face interaction with the Faculty who teach through the virtual mode. Participating and fulfilling the requirements of the on-campus sessions are mandatory for all the participants for the successful completion of the PGCHRM course.

13. Can we change Centers in case of transfer or tours?

Ans. We provide flexibility to the participants to change their centers in case of transfer or official tour to attend classes provided there is a study center in the said location. It has to be done with prior approval.

14. How much importance is laid on attendance? What happens in case one is not able to attend classes due to official commitments?

Ans. We lay emphasis on regular attendance but at times due to official commitments it may not be possible for certain participants to attend all the sessions. In that case, they can access the PPTs / study materials of the particular session(s) through our Online Academic Information System. The participants for their own interest are advised not to miss the sessions as we believe that, the PPTs, CDs and study materials are no substitute for live sessions.

15. Can we take a break from the course and then rejoin?

Ans. Yes, we do provide flexibility to students to complete the course by taking a break and rejoining in the next batch in case of urgent official commitments. Instead of quitting the programme a participant can rejoin the next batch subject to the commencement of the same.

16.What is the eligibility criterion for seeking admission to the programme?

Ans. The minimum requirement for admission to the programme is a three-year Bachelor’s Degree (or equivalent) in any discipline recognized by the Association of Indian Universities as eligible for post- graduate studies in management with at least two years of work experience.

17.How do we go about the admission process?

Ans. Candidates can download the form from the website or collect it from the Alethia Education Services Pvt, Ltd., New Delhi or the TEL Office of XIMB. Duly filled-in Application Form can be submitted with a DD of Rs 1000/- in favor of **Xavier Institute of Management payable at Bhubaneswar** and other documents as stated in the Form.

The Application Form and the Certificates will be scrutinized on their submission. The eligible applicants will be short-listed and called for a Personal Interview via the Video Conferencing mode. The final selection will be done on the basis of the performance in the interview, the academic records, the statement of purpose and the relevant work experience of the candidate.

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