


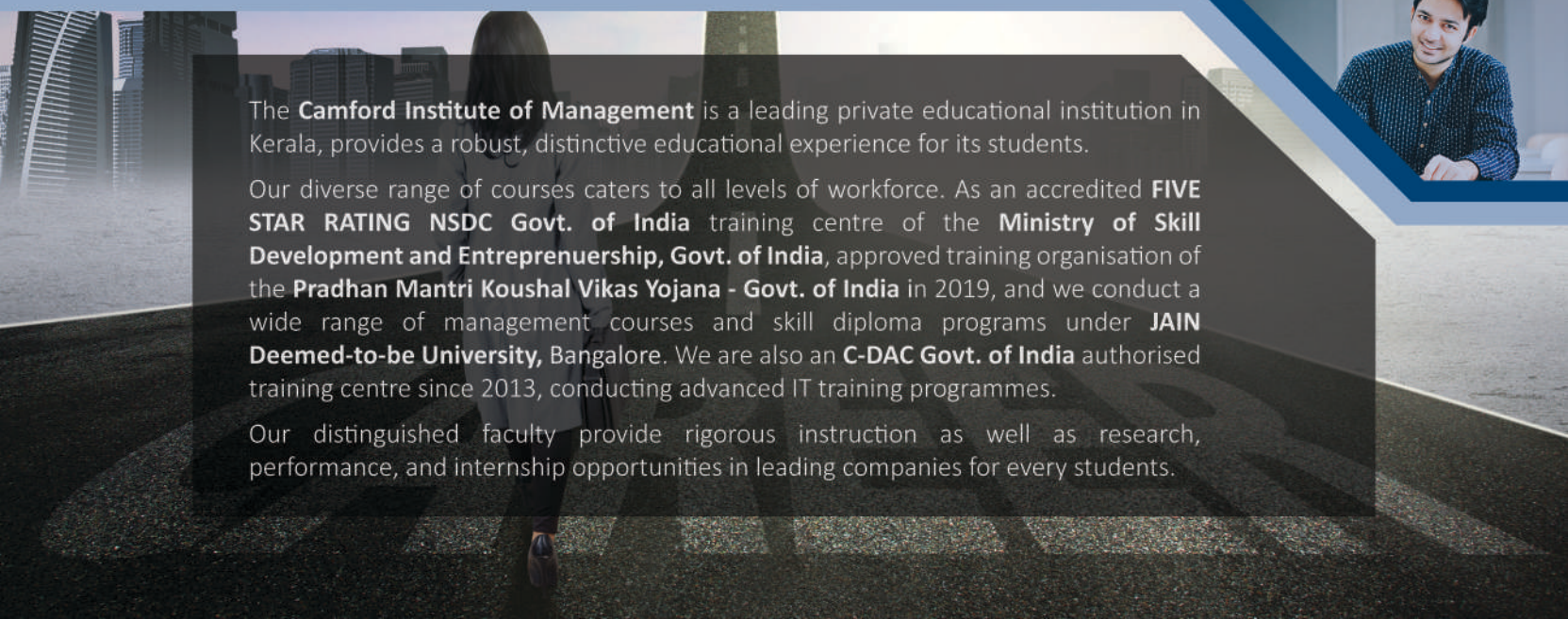


DIPLOMA IN HR MANAGEMENT & OFFICE ADMINISTRATION





21ST CENTURY
BUSINESS SKILLS
Accelerate Your Success



The **Camford Institute of Management** is a leading private educational institution in Kerala, provides a robust, distinctive educational experience for its students.

Our diverse range of courses caters to all levels of workforce. As an accredited **FIVE STAR RATING NSDC Govt. of India** training centre of the **Ministry of Skill Development and Entrepreneurship, Govt. of India**, approved training organisation of the **Pradhan Mantri Koushal Vikas Yojana - Govt. of India** in 2019, and we conduct a wide range of management courses and skill diploma programs under **JAIN Deemed-to-be University, Bangalore**. We are also an **C-DAC Govt. of India** authorised training centre since 2013, conducting advanced IT training programmes.

Our distinguished faculty provide rigorous instruction as well as research, performance, and internship opportunities in leading companies for every students.



WHY CHOOSE US?

QUALITY EDUCATION FOR OVER 20 YEARS



Excellence in Education:

Helping students achieve new heights and empower their future



A Modern Training Offer:

Provides the best mix of practice and theory to ensure students success



Leadership Skills:

Help students to understand and develop their leadership potential



Career Development:

Transforming education to unlock lifelong opportunity

OUR ACCREDITATION & AFFILIATION



CENTER FOR SKILLS





ADMINISTRATION & HR- THE MOST EXCITING CAREER

Office Administrator - HR take on a variety of roles, including recruitment and retention of quality employees, supporting collaboration, managing conflict, and even working with leaders to set company goals.

Office Administration - HR Professionals bring tremendous value to their organizations with advanced skills in mentorship and coaching, and by offering other kinds of professional support in addition to managing benefits and social opportunities

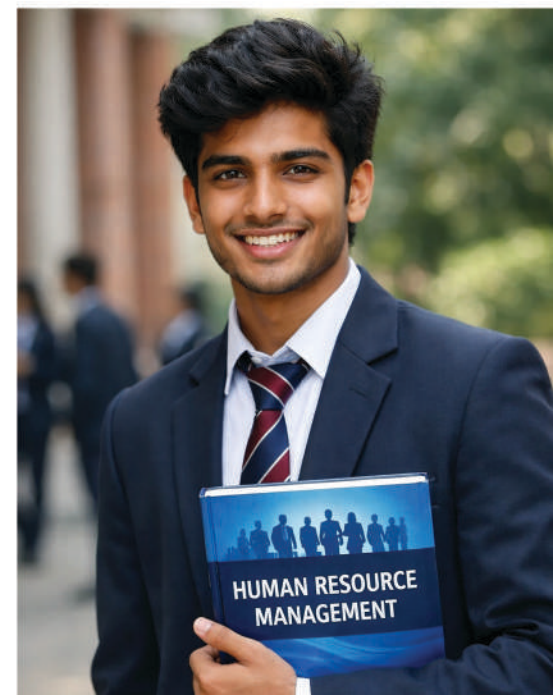
- ❖ Office Administrator / Manager
- ❖ HR Assistant / Executive
- ❖ HR Coordinator
- ❖ Customer Relation Officer
- ❖ Accountant / Finance Associate
- ❖ Recruitment Coordinator
- ❖ Public Relation Officer
- ❖ Training Coordinator
- ❖ Personal Secretary / Assistant
- ❖ Recruitment Consultant
- ❖ Business Development Executive



The fastest growing sector in India and worldwide, because of which there is a high demand of managerial skills in this sector.



There is no limit to where your dreams and ambitions can take you in the exciting and fascinating world of hospital management and administration.





DIPLOMA IN HUMAN RESOURCE MANAGEMENT & OFFICE ADMINISTRATION

DURATION: 6 MONTH

JAIN CENTRE FOR SKILLS
JAIN DEEMED TO BE UNIVERSITY, BANGALORE

This program will prepare you for a challenging and dynamic career in India and abroad.

Our industry-experienced instructors will teach you all of the organizational, managerial, administrative skills necessary to succeed in any business environment.

COURSE SYLLABUS



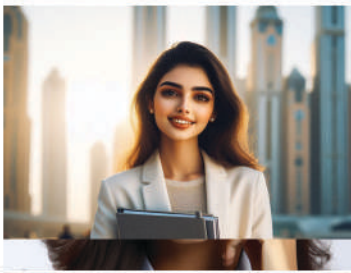
Fundamentals of Human Resource Management



Office Administration & Business Communication



Recruitment, Selection & Employee Onboarding



Payroll Management & HR Compliance



Performance Management & Employee Relations



Digital Office Tools & Administrative Skills

ELIGIBILITY CRITERIA

A Recognized Plus Two / University Degree

COURSE FEE: ₹ 92,500/-

I Installment

Fee: ₹ 32,500/-

II Installment

Fee: ₹ 20,000/-

III Installment

Fee: ₹ 20,000/-

IV Installment

Fee: ₹ 20,000/-



**ADDITIONAL
PROFESSIONAL DEVELOPMENT
TRAINING PROGRAMMES**
TO HELP YOU GET YOUR DREAM JOB

Our Additional training programmes for students focuses on developing crucial soft skills like English Communication, Teamwork, Adaptability, Time Management, Critical Thinking, Emotional Intelligence, Presentation and Problem-Solving and Leadership which are highly valued in the workplace.

ADD-ON CERTIFICATIONS



Diploma in Office Automation & Financial Accounting
C-DAC Gist PACE

Ministry of Electronics & Information Technology, Govt. of India

**DIPLOMA IN
ENGLISH FOR BUSINESS**



KANGAROO CENTRE FOR EXCELLENCE
MELBOURNE - AUSTRALIA



JOB PLACEMENT

READY, SET... HIRED!

A PROMISING CAREER IN A HIGH-DEMAND INDUSTRY

Placement Support Upon Successful Course Completion

How do we place our students?

- ❖ We have JOB Alerts system where we send out all the information about vacancies
- ❖ Every student is a part of JOB Alerts distribution list
- ❖ We get referral job information from the industry
- ❖ We have tie ups with leading consultancies and companies who recruit fresher and laterals
- ❖ We have placed our students in UAE, Qatar, Oman, Delhi, Mumbai, Bangalore, Chennai etc.



**Get a Job,
Keep a Job**



PLACEMENT PROCESS





DISCOVERING AND CREATING NEW POSSIBILITIES

At CIM, we pride ourselves as being at the forefront of educational innovation and we have implemented a range of initiatives to prepare our students for the future.



AN ISO 9001:2015 CERTIFIED INSTITUTE

59/3402, III Floor, Parco Complex, Kandamkulam Cross Road
Near MCC Bank Bus Stop, Calicut - 2, Kerala - India.

Phone: +91 8138 88 8090, 9895 70 7090

DISCLAIMER

The institute reserves the right to alter information including requirements and fees and to cancel at any time a program, course, or program major or option; to change the location and/or term in which a program or course is offered; to change the program curriculum as necessary to meet current competencies in the job market or for budgetary reasons; or to withdraw an offer of admission both prior to and after its acceptance by an applicant or student because of insufficient applications or registrations, over-acceptance of offers of admission, budgetary constraints, or for other such reasons. In the event the institute exercises such a right, the institute's sole liability will be the return of monies paid by the applicant or student to the institute. Also, we do not claim or guarantee our students that by joining our training programmes you will find a job, position or new industry.