

<i>COURSE</i>	<i>DURATION OF COURSE</i>	<i>6 MONTHS</i>	<i>CERTIFICATE ISSUED</i>	<i>SYLLABUS</i>
<b>UPES</b>	<b>FEE STRUCTURE IN INR</b>		<b>UPES CERTIFICATE</b>	<b>PRINCIPLES OF BUSINESS OPERATIONS &amp; ADMINISTRATION</b>
<b>PROFESSIONAL PROGRAM IN HR MANAGEMENT (REQ - +2)</b>	<i>ADMISSION</i>	<i>10000/-</i>		<b>INTRODUCTION TO HR MANAGEMENT</b>
	<i>MONTH 1</i>	<i>15000/-</i>		<b>OFFICE ORGANIZATION &amp; WORKFLOW DESIGN</b>
	<i>MONTH 2</i>	<i>15000/-</i>		<b>BUSINESS COMMUNICATION, RECORDS &amp; INFORMATION MANAGEMENT</b>
	<i>MONTH 3</i>	<i>15000/-</i>		<b>TIME &amp; TASK MANAGEMENT, PRODUCTIVITY ENHANCEMENT</b>
	<i>MONTH 4</i>	<i>15000/-</i>		<b>OFFICE SOFTWARE &amp; TOOLS</b>
	<i>MONTH 5</i>	<i>14000/-</i>		<b>BASIC ACCOUNTING, PURCHASE &amp; FINANCIAL MANAGEMENT</b>
	<i>MONTH 6</i>	<i>14000/-</i>		<b>PAYROLL MANAGEMENT, LEGAL COMPLIANCES</b>
				<b>HR PLANNING &amp; RECRUITMENT</b>
				<b>TRAINING &amp; DEVELOPMENT</b>
				<b>PERFORMANCE MANAGEMENT SYSTEM</b>
	<b>TOTAL</b>	<b>INR 98000/-</b>		<b>HR METRICS &amp; DATA ANALYTICS</b>