

HUMAN RESOURCE MANAGER

A Human Resource Manager is responsible for recruiting suitable employees for the organization. Those who work in HR match candidates with specific roles in organizations, arrange interviews, coordinate and facilitate onboarding new employees. They also handle compensation, benefits and terminations. The HR department in any organization is responsible for building a safe, healthy, stress-free working environment and drawing documents on internal policies.

PERSONAL COMPETENCIES

- You have exceptional interpersonal and communication skills
- You are good at negotiating with others
- You love to be around people
- You have a desire for others to be seen and heard



The approx. course fee ranges between **INR 12,000 -1,50,000***

**These figures are estimated numbers and will vary from Institute to Institute.*

SCHOLARSHIPS

• **National Scholarship Portal** - Visit www.scholarships.gov.in. Under this portal there are Central Government schemes, UGC/AICTE Schemes and Assam Government Schemes offered by different departments*

• Visit www.buddy4study.com for details on available scholarships. This is a gateway to scholarships starting from Class XI*

• Scholarships are also available in the institutes based on merit*

**(Availability of these scholarships can vary from time to time)*

LOANS

• VidyaLakshmi, www.vidyalakshmi.co.in, is a portal for students seeking education loan. This portal has been developed under the guidance of the Department of Financial Services, (Ministry of Finance), Department of Higher Education (Ministry of Human Resource Development) and Indian Banks Association (IBA)

• All banks give education loans



ENTRY PATHWAY

1. Complete 10+2 in any stream
2. Complete Bachelors' degree (B.B.A.) in Human Resources

OR

Complete Bachelor's degree and then pursue Master's in Human Resource Management

OR

Complete Bachelor's degree (B.A./B.Sc./B.B.A.), followed by a Post-Graduate Diploma in Human Resources

Please check the duration of the course during enrolment



EXPECTED INCOME

**The figures are indicative & subject to change*

The approx. salary of an HR manager with experience ranges between **INR 50,000 - 2,00,000*** per month.

Source: [https://www.payscale.com/research/IN/Job=Human_Resources_\(HR\)_Manager/Salary](https://www.payscale.com/research/IN/Job=Human_Resources_(HR)_Manager/Salary)



WHERE WILL YOU WORK

Places of work: All organizations will require more human resource professionals for the smooth functioning of the organization. You can work both for government and private institutions.

Entrepreneurship: After gaining some experience, HR professionals may start their own agencies or work independently

Work Environment: You are expected to work in an office setup, collaborate with all other teams and interact with people daily. You are also expected to understand event management as well as facilitate celebrations within the organization. Both full-time and part-time work opportunities are available in this role.

Opportunities for work exist for differently abled in this field.

EXPECTED GROWTH PATH

HR Intern → HR Executive → Assistant Manager → Manager

Search keywords...



human resource manager, human resources area manager, human resource management

WHERE WILL YOU STUDY?

The course is offered by the Department of Business Administration.

This list of institutes is indicative only

GOVERNMENT INSTITUTES

1. NIT, Silchar
2. Centre for Management Studies, Dibrugarh University
3. Gauhati University, Guwahati
4. Assam University, Silchar
5. North Eastern Regional Institute of Science and Technology, Arunachal Pradesh
6. Tezpur University, Tezpur
7. Assam Women's University, Jorhat
8. Gauhati Commerce College, Guwahati

PRIVATE INSTITUTES

(Please check if institute is affiliated and accredited with UGC before applying)

1. Amity International Business School, Noida
2. Assam Don Bosco University, Guwahati
3. North Eastern Regional Institute of Management, Guwahati
4. Royal Global University, Guwahati
5. CMR University, Bengaluru
6. Lovely Professional University, Punjab
7. Assam Down Town University, Guwahati
8. St Xaviers College, Kolkata

Information on the institute rankings can be found at -

<https://www.nirfindia.org/2022/Ranking.html>

DISTANCE LEARNING INSTITUTE

Indira Gandhi National Open University (IGNOU)
Krishna Kanta Handiqui State Open University

ONLINE COURSE

• NPTEL * Swayam - https://onlinecourses.swayam2.ac.in/cec21_mg06/preview

* NPTEL - National Programme on Technology Enhanced Learning. It is by the Government of India and offers a variety of courses in an audio-video form

EXAMPLE FROM THE FIELD

Hema Ravichandar is a thought leader in the field of HR. After completing her management degree from the Indian Institute of Management, Ahmedabad, she started her career with Motor Industries Company Limited (MICO), in 1983. Later in 1992, she joined Infosys as the Head of HR. Hema has been conferred with several awards including three HR Professional of the Year Awards and a listing amongst the '25 Most Powerful Women in India'. Ms. Ravichandar also writes columns in leading newspapers on her area of expertise.*

Source: <https://hi.londonspeakerbureau.com/speaker-profile/hema-ravichandar/>

**The above information is for training purposes only and will not be used for any commercial gains*