

For more details, please contact

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This flyer is prepared by the MCA for general information.

IGNOU's programme prospectus carries the official information.

The programme will be offered subject to an adequate number of learners enrolling.

AT/rb/30/08/11



**INDIRA GANDHI
NATIONAL OPEN UNIVERSITY
(IGNOU)**



**MAURITIUS COLLEGE OF THE AIR
(MCA)**

**POSTGRADUATE
DIPLOMA IN
HUMAN RESOURCE
MANAGEMENT**

(PGDHRM)

Prospectus 2012

MAURITIUS COLLEGE OF THE AIR

Division of Distance Education

POSTGRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT (PGDHRM)

The Mauritius College of the Air is proposing to offer the Indira Gandhi National Open University's (IGNOU's) Postgraduate Diploma in Human Resource Management (PGDHRM) Programme.

IGNOU was established in 1985. It has today emerged as one of the largest open universities in the world. In 2008, its annual fresh enrolment crossed 500,000 and its cumulative student strength is about 2 million now. This amounts to about 15% of the total student population in the universities in India. IGNOU has over 45 overseas partner institutions including Mauritius.

IGNOU has also been designated as a Centre of Excellence for Distance Education by the Commonwealth of Learning.

The Division of Distance Education of the MCA has been offering courses to Mauritian learners since 1995 in a wide variety of subjects in order to increase access to higher education for people who are already working and cannot enrol for full-time instruction.

It is known for the nature of its services to distance education learners who find a supportive environment to ensure their success in the studies they undertake.

1. AIMS AND OBJECTIVES OF THE PGDHRM PROGRAMME

- To introduce core concepts and techniques of analysis relevant to the theory and practice of human resource management.
- To apply a critical approach to human resource planning and human resource development.
- To develop the required knowledge and skills to initiate, implement and manage change.
- To set the theoretical framework for coping with challenges in managing human resources.
- To integrate practical experience/skills for better decision-making.

2. WHO IS THE PROGRAMME FOR?

People having managerial and supervisory responsibilities or those who aspire to these positions.

3. ENTRY REQUIREMENTS

- (i) Bachelor's Degree with 3 years of supervisory/managerial/professional experience *
- OR**
- (ii) Professional** Degree in Engineering/ Technology/ Medicine/ Architecture/ Agriculture/ Law/Pharmacy etc.
- OR**
- (iii) Professional qualifications in Accountancy/ Company Secretaryship, etc.

OR

(iv) A Master's Degree in any subject.

* **'Experience'** means work experience of a person during or after acquiring the qualification as specified above.

** **'Professional'** means a person holding a degree in Engineering, Law, Medicine, Accountancy, etc.

Confirmation of Registration is done by IGNOU

4. DURATION

The minimum duration for the PGDHRM programme is a minimum of one year through distance learning.

A learner is advised to study 20 - 25 hours per week for 30 - 40 weeks to complete the programme in one year.

5. DELIVERY OF PROGRAMME

The programme will be delivered through open/distance teaching. Learners will get the self-instructional materials especially designed by IGNOU to facilitate independent study. Support will be provided as appropriate from the following:

- Induction
- A programme planner to establish a timetable for study
- Regular face-to-face tutorials with tutors trained to work with adult learners
- Additional reference/materials in our Library
- Individual coaching through comments and feedback on assignments

- Counselling including guidance on study skills and writing skills
- Pastoral Care
- Your responsibilities as well as those of MCA for the delivery of the programme are detailed at <http://www.mca.mu/advert/odl/charter.jan11.pdf>

Face to face sessions will be held at Belle Rose SSS.

6. HOW IS THE PROGRAMME ASSESSED?

Assessment will consist of:

- Continuous Assessments through Tutor Marked Assignments - Weighting (30%)
- Term-End Examinations - Weighting (70%)

7. EXAMINATIONS

Examinations are organised and conducted by the Mauritius Examinations Syndicate (MES) - twice a year in June and December.

8. HOW MUCH DOES IT COST?

Full cost – Rs42,500 as follows:

- Instalment 1 – Rs25,500 upon enrolment
- Instalment 2 – Rs17,000 at the beginning of second semester.

The amount charged may vary if the US\$ fluctuates.

The fees **exclude** local examination fees payable to the Mauritius Examinations Syndicate & IGNOU Exams fees at the rate of US\$ 10 per course.

9. PROPOSED STARTING DATE

January 2012.

10. RECOGNITION

This IGNOU programme is approved by the Mauritius Qualifications Authority (MQA) and recognised by the National Accreditation and Equivalence Council (NAEC). [*Still valid as per Section 6 of the Education & Training (Misc. provisions) Act 2005*]

11. DO I GET A REFUND IF I DROP OUT?

The conditions are as follows:

- if no course material is issued - 90% of fee paid is refunded.
- if a request is made within 3 weeks of induction on account of major life events, 75% of fees paid is refunded provided the course material is returned in good condition

Requests for refund made after 3 weeks of induction are not considered.

12. PROGRAMME STRUCTURE

The Postgraduate Diploma in Human Resource Management (PGDHRM) programme as offered by the MCA comprises 5 courses as follows:

	Course Code	Course Title
Semester 1 January – June 2012	MS-21	Social Processes & Behavioural Issues
	MS-22	Human Resource Development
	MS-23	Human Resource Planning
Semester 2 July – December 2012	MS-25	Managing Change in Organisations
	MS-26	Organisational Dynamics

13. CAREER PROSPECTS

The programme could apply to a job in human resource management in **any** organisation.

The generic skills covered could apply to various challenges faced by those involved in human resource management.

After completing the programme, the student would be in a position to apply to such posts as human resource manager, recruiter or supervisors.

Depending on organisations, attractive salaries are offered for jobs in the field of human resource management across the world.

14. DOCUMENTS TO BE PRODUCED UPON REGISTRATION/ENROLMENT

Original + One photocopy of each of the following:

- Birth Certificate
- Marriage Certificate (If applicable)
- Educational Certificates
- ID card &
- Two Passport Photographs