



# TATA INSTITUTE OF SOCIAL SCIENCES (TISS) SCHOOL OF SKILL EDUCATION (SSE)

*(Declared as a Deemed to be University under Section 3 of UGC Act 1956)  
A grant-in-aid Institute under the Ministry of Education, Government of India*

## EXECUTIVE PROGRAMME FOR DEFENCE OFFICERS IN HR & ADMINISTRATION



### ABOUT PROGRAMME

The Certificate in HR & Administration programme equips professionals with Expertise in recruitment, payroll management, performance evaluation and administrative functions. Designed to meet industry demands, it provides practical knowledge and hands-on training, preparing professionals for HR and administrative roles in diverse sectors.



The Tata Institute of Social Sciences was established in 1936 as the Sir Dorabji Tata Graduate School of Social Work in Mumbai, aimed to create human service professionals to address the issues of unemployment and poverty in the context of the Great Depression of the 1930s.



**Duration: 5 days a week for 6 months**  
(Level 1 & Level 2, 17 credits each level)



**300+ hours of Skill Training**



**Expert Faculty:** From Academia / Industry



**Industry Exposure:** Internship and project opportunities



**Curriculum:** Covers key HR functions like Recruitment, Payroll and HR Analytics



**Fast-Track Learning:** Industry-driven programme with focussed, practical training.



## EXECUTIVE PROGRAMME FOR DEFENCE OFFICERS IN HR & ADMINISTRATION



### MARKET DEMAND:

WORKFORCE SPECIALISTS  
TRAINING & DEVELOPMENT EXPERTS  
TALENT ACQUISITION STRATEGISTS  
ORGANIZATIONAL DEVELOPMENT  
LEADERS



### INDUSTRY TIE-UPS:

PARTNERSHIPS WITH  
LEADING COMPANIES  
FOR INTERSHIPS AND  
PLACEMENTS.



### EXPERTISE BUILDING:

HANDS-ON TRAINING FOR  
EXPERTISE IN HR &  
ADMINISTRATION.



**Programme fees - Rs. 1,20,000/- + Exam Fees - Rs. 5000/- (for Level 1+Level 2)**

## CURRICULUM AND LEARNING MODULES

- INTRODUCTION TO HUMAN RESOURCE MANAGEMENT
- RECRUITMENT AND SELECTION
- ADMINISTRATIVE MANAGEMENT
- TRAINING & DEVELOPMENT
- PERFORMANCE MANAGEMENT
- COMPENSATION AND PAYROLL MANAGEMENT
- INDUSTRIAL RELATIONS AND LABOUR LAWS
- HR ANALYTICS & HR AUDIT
- TRAINING AND PROJECT

**Disclaimer:** This is a programme for a select audience and not open to the public. This programme brochure has all the details needed (there is no webpage of the programme). For further information please contact the numbers mentioned



**CHENNAI, TAMIL NADU**



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7088993444**



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Mumbai | Tuljapur | Hyderabad | Guwahati

## SHAPING FUTURE THROUGH SKILLING

### INSTITUTIONAL RANKINGS

**3.33 (A+)**

The National Assessment and  
Accreditation Council (NAAC)  
Out of 4.0 (2024)

**TOP 98/58**

Overall/university category  
National Institutional Ranking  
Framework (NIRF), 2024

**#201-250**

QS World University Rankings  
By subject: Sociology (2023)

**'PERFORMER' BAND**

Under the category - general  
(non-technical)  
In Atal Ranking of Institutions on  
Innovation Achievement (ARIIA  
2022)

**ET EDUCATION  
EXCELLENCE  
AWARD 2024**

Education gold award by The  
Economic Times

**INDIA TODAY  
SURVEY 2023**

Best social work program in India  
For the 6th consecutive year



# PROMINENT INDUSTRY PARTNERS

