

## Certificate Program Human Resources Management (HRM) and Legal Compliances

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Prof. Name: Ms. Anmol Khanna and Mr. Hatim Kakajiwala

Duration: 20 sessions (90 mins each)

Lecture Schedule: Friday and Saturday

Timings: 6.30 -8.00 pm

Fees: Rs 2000

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**Course Objective:** The Certificate program in HRM and Legal Compliances will create an awareness about key HR and Legal Compliances. It will also be a practical exposure towards key elements in HR eg. Salary structure, leave management, recruitment methodologies etc. One will also gain exposure to law and other vital acts necessary in day-to-day life. Additionally, guidance to a pathway from being an entrepreneur or leading a startup.

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**Career Opportunity:** A certification in HRM and Legal Compliances will open your pathway to wide arenas in the field of HR Industrial Relations, as this certification helps you to strengthen your legal framework in purview of HR Compliances. One can also make a career in various HR Fields like a Recruitment Manager, Payroll Master, Training and Development Leader, Legal Manager, HR and Legal Consultant, Corporate Lawyer etc. This course shall also guide you for the compliances required on the journey to be an entrepreneur and to kickstart your company with efficient compliances.

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### Program Content:

- Module 1 Recruitment and Payroll
- Module 2 Employee Life Cycle
- Module 3 Onboarding and HR Operations
- Module 4 HR Policy Making
- Module 5 Personnel Management
- Module 6 Training and Development
- Module 7 Leave Management System
- Module 8 Introduction to Law
- Module 9 Indian Contracts Act, 1872
- Module 10 Importance of Stamp Duty
- Module 11 Drafting- Introduction
- Module 12 Forms of Business
- Module 13 Indian Partnership Act, 1932
- Module 14 Companies Act, 2013
- Module 15 SEBI- Watchdog to Securities Market

### Examination

Topic-wise practical Assignments, Final MCQ exam after course completion.

## **About the Faculty**

### **Ms. Anmol Khanna**



Ms. Anmol Khanna has varied knowledge across several fields in the international, as well as, National market in Human Resources. She has worked with reputed Indian Companies like Flipkart and has played a key deciding factor in the field of recruitment on PAN India level. She also holds experience as an HR Consultant with small and mid-sized companies in the international American and European Market. She has extensive knowledge in core HR Functions like Recruitment, Training and Development, HR Analytics, Developing Performance Management Systems, Conducting HR Onboarding Activities for several multi-national companies in India. She is also one of the key finding partners in her own institute: 'One Intellect'. She even holds a trainer certification by National Skills Development Corporation of India. She has been nominated by the Indian Embassy to handle a 2-year long project in France. She holds an international certification in French language which equates the Common European Framework of Reference for Languages (CEFR) levels. She holds a degree from British Council for conducting International English Language Testing System (IELTS) Examinations. She has around 9 years of experience as a teacher and also as a Human Resource Enthusiast. She holds a Masters of Management- Human Resources from Mumbai University. She has experience of working with large industry giants across European market, Indian Market and also as an HR Consultant for Small and mid – sized companies.

### **Mr. Hatim Kakajiwala**



Mr. Hatim Kakajiwala is a well-established Legal Consultant. He holds a wide array of corporate experience in the fields of Law and Taxation with companies having national and international presence. He has around 8+ years of experience for leading numerous assignments for clients involving advisory, transactions structuring, representations and litigations. He has actively helped startups in building and growing the Companies and advising clients right from Incorporation, raising of funds to Windup the Company. He has played a key role in setting up SOPs and conducting internal and management audits for international and domestic companies. His areas of expertise include corporate law, taxation and finance being the core areas of practice. Mr. Kakajiwala, has been an advisor for several companies