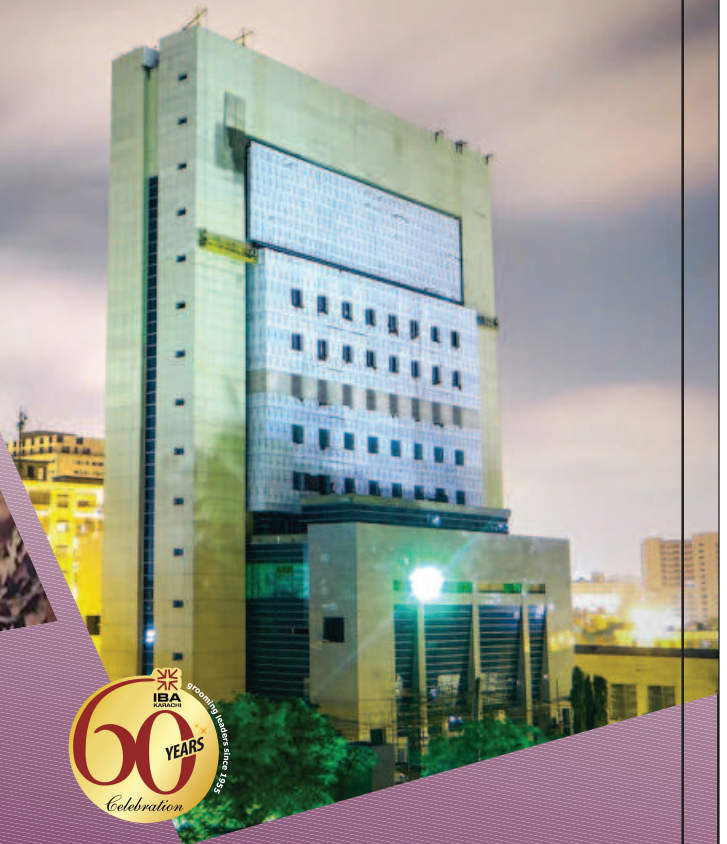


**IBA** Institute of  
Business Administration  
Karachi  
*Leadership and Ideas for Tomorrow*

**IBA CEE** Center for Executive Education  
Institute of Business Administration



AT CROSSROADS IN YOUR CAREER?  
TRANSFORM YOUR CAREER WITH IBA ADVANTAGE

**Dream. Learn. Discover.**

## Post-Graduate Diploma (PGD) in Human Resource Management (HRM)



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## MESSAGE

Dr. Izhar Hussain  
Director  
Center for Executive  
Education

*“The competitive forces that managers face today and will continue to confront in the future demand organizational excellence. The efforts to achieve such excellence-through a focus on learning, quality, teamwork, and reengineering-are driven by the way organizations get things done and how they treat their people. Those are fundamental HR issues. To state it plainly: achieving organizational excellence must be the work of HR”.*  
**Dave Ulrich**

In pursuance of IBA’s dictum: Leadership and Ideas for tomorrow, Post Graduate Diploma in Human Resource (HR) was launched in 2015. Scholarly community of academics, distinguished experts, and reflective practitioners collaborated in designing and tailoring this program to local requirements with global perspective. The reasons for its launch are:

- to encourage systematic study of human resource development theories, processes, models, and practices;
- to explore relevance of global success models in the local context;
- to promote time-tested evidence based management of Human Resource Development(HRD) findings;
- to encourage culture of research in Pakistani Human Resource (HR) fraternity;
- to establish HR as a strategic business partner for continuity of business growth and expansion; and
- to provide opportunities for social interaction among individuals with scholarly and professional interests in HRD from multiple disciplines and from across the globe.

With this perspective, the first batch is about to pass out with Post Graduate Diploma in 2015; and, we wish them to best wishes. We are confident that they would immense add value to the businesses and industry.

We invite you to join 2016 batch of the Post Graduate Diploma in HR and join the future leader team with new ideas to achieve organizational excellence.

## MESSAGE

Nyla Ansari  
Academic Director  
PGD Human Resource  
Management (HRM)



I am pleased to be a part of this program and welcome everyone to the PGD HRM. The program is an initiative taken by executive education center at IBA to enable individuals working in the HR areas to enhance their professional skills and broaden their knowledge base for their future assignments at work.

We have just started the program and are trying our best to bring in a selection of the best faculty from both IBA and the industry to this diploma course. I believe this program is a great opportunity for the learners to spend a year at IBA and polish their HR skills and gain an understanding of how HR theory links with HR practice.

We are almost completing one year with our first batch. We look forward to meet our new batch of 2016!



## Testimonials



To get admission in PGD program in IBA is an opportunity for me. IBA is truly an exceptional institute providing an invaluable learning experience of the highest calibre. PGD from IBA is the best way to learn new concepts & methods and ways to implement these in our professional lives. Without hesitation, I can say that every day I use what I learn in my PGD program. To anyone considering doing this course I'd say do not hesitate. This course is a really worthwhile degree to do, the skills you will obtain by doing this course will be very attractive to potential employers. The faculty at IBA are inspiring and are dedicated to making a positive learning experience for students. They gave me the strength to overcome my weaknesses and reach my maximum potential. My time in IBA has taught me many valuable lessons that I will carry with me as I move forward. Thank you IBA!

**Salman Ahsan - PGD-HRM 2015**  
Human Resource Department  
United Bank Limited

The IBA-PGD(HR) experience has definitely exceeded my expectations and in my opinion this program is not just a step in the right direction but a leap towards your professional goals. The practical skills backed by academic knowledge have given me the confidence to pursue a career in any where in the country. Above all else, for me the friendships I formed with my classmates are priceless and have already paid great dividends.



**Khalid Ghafoor - PGD-HRM 2015**  
Sr. Manager-HR, Lucky Cement Ltd.



Highly recommend this course to anyone struggling with the transition to a Human Recourse and leadership role. The knowledge I have gained from just one year is amazing and my confidence in all areas of my managerial job has increased dramatically. The support I received from IBA Faculties and Administration was of an extremely high standard which was a big help. Good luck to anyone starting on this journey - you'll come out so much better off!

**Rub Nawaz - PGD-HRM 2015**  
Senior Executive  
Karachi International Container Terminal

Not only did I enjoyed a lot the course. Its also gave insight into how HRM key of success, I was never understand before about revolutionary role of HR in organisation its do really magic in people management. I want to give my appreciation to IBA specially CEE to give support in all manners. My thanks especially to Mr. Izhar, Kehkashan., Dr. Shahid Mir, Mr. Shah Saad M. Hussain, Mr. Shakeel Mapara, Mr. Amer Naseer and many more who were always ready to offer assistance and support. I strongly advocate IBA and this program to all managers either in HR or not as it's useful for every manager. I missed IBA canteen, classrooms, lab, Library and my colleagues ever.



**Haseen Fatima - PGD HRM - Batch 2015**  
Assistant Director, Sindh Education Foundation



The knowledge, skills and experience that have been imparted by the year long diploma has successfully equipped me to confidently take on the challenge of shifting my career to the Human Resource Management. This has been made possible by learning from the Industry leaders in HR and their experience shared in class. The case study methodology specifically has taught us the real world application of the processes and broaden our perspective of the important role HR plays in an organization's development for meeting its vision and mission, creating the strategic fit that every organization seeks.

I sincerely hope that my transition to HR will prove to be an opportunity for me to apply my competitive skills and knowledge earned from this diploma, to add to my experience an improving and transforming HR wherever I may pursue my career ahead.

**Roger Eli Paul - PGD-HRM 2015**  
Executive Secretary to Dean & Director  
IBA, Karachi



## Program Overview

PGD in Human Resource Management will equip the students with the knowledge and skills required for managing human resource and organizational culture in a way that contributes to the development of individuals and organizations. It will provide requisite academic perspective and help participants to understand and apply it judiciously in their work environment. It will help participants create more productive & satisfying workplaces for themselves & others.

This course aims at providing professional development and career progression. It will provide best combination of local scenarios and International best practices. The studies will also be augmented by online learning facility through learning Management System.

- To equip the participants with the knowledge and skills required for managing human resource and organizational culture in a way that contributes to the development of individuals and organizations.
- To provide requisite academic perspective and help participants to understand and apply it judiciously in their work environment.
- To help create more productive & satisfying workplaces for themselves & others.



## Program Outcomes

Participants will:

- Be able to equip with a wide range of HRM global concepts, allowing them to achieve in-depth understanding of the fast developing field.
- Learn procedures, concepts and theories associated to practical HR issues in modern organizations to become a responsible human resource manager.
- Learn to manage change within an organization and will be able to demonstrate the best ways to manage employees.

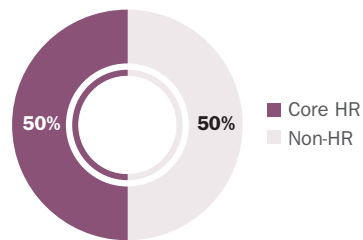




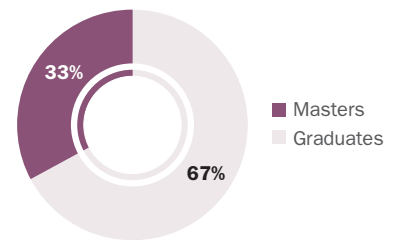
## Batch 2015

Total Applicants: 117  
Completed Online Forms: 54  
Shortlisted for Interviews: 28  
Offer Letter: 22  
Students: 18

Students by Function

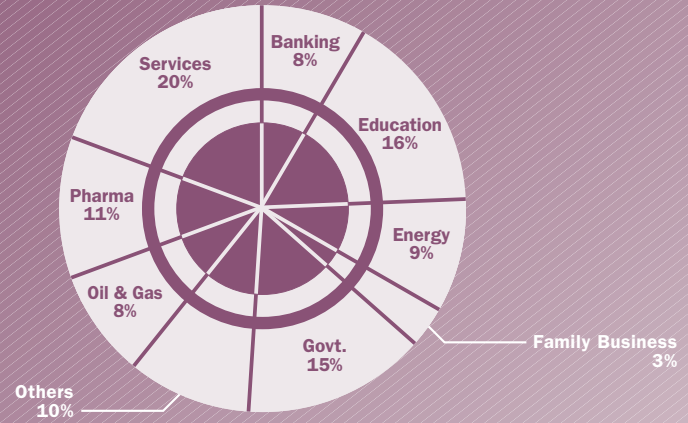


Students by Qualification





## SECTORS



### Organizations students are from

Al-Hamd International Container Terminal

A-R Enterprises

Byco Oil Pakistan Limited

Citi Bank

Education Department, Govt. of Sindh

High Q Pharmaceuticals

HRS Global

IBA, Karachi

Industrial & Commercial Bank of China

International power Global Developments Limited

Karachi International Container Terminal Limited

Lucky Cement Ltd.

Mustaqim Dyeing & Printing Ind. (Pvt) Ltd.

Pakistan Steel School

Sui Southern Gas Company

The Searle Company

United Bank Limited



## Who Should Apply?

- \* Management level Executives wanting to enhance their skills in the human resource management area.
- \* Those who are managing human resources of any magnitude or Anyone who opt for HRM (Mid-career shift)

## Eligibility Criteria

Applicant must have a bachelor's degree from HEC recognized educational institution in any area of study (or particularly in Human Resources Management) and:

- 14 Years Education with 6 years' post-qualification work experience.
- 16 Years Education with 3 years' post-qualification work experience.
- Holders of professional degrees

Preliminary Test and Interviews will be conducted to shortlist the candidates.



## Salient Features

- (\*Conditions Apply)
- 1 year weekend program Leading to EMBA\* (ideal for working professionals)
  - Case Study based teaching
  - Real life learning
  - Simulations
  - Guest speaker sessions
  - Industry Trips
  - Live Projects
  - Video Conferences

## Pedagogy

- In-depth study of various projects in Pakistan
- Learning from the best practices & functions of projects around the world:
- Case Studies
- International Journals
- Text Books
- Standards & Certifications
- Governmental Laws & Regulations , Compliance
- Lecture (Class room & Video Conference)
- Project (Live business cases from the organizations)
- Group Activities / Simulations/ Syndicate
- Visits: Strategic Locations





## Courses

Code	Course	
HRM 520	Organization Structure & Culture	Core
HRM 530	Selection and recruitment Techniques	Core
HRM 531	Training (Learning) & development and Talent Management	Core
HRM 538	Performance Management System	Core
HRM 536	HR as Strategic Partner	Core
HRM 539	Compensation & Benefits	Core
HRM 537	Employee engagement and retention	Core
HRM 528	HR Operation/MIS/IT/Human resource information system HRIS	Core
HRM 559	Ethics, legal and Regulatory consideration in HR	Elective
HRM 556	Leadership in HR	Elective
HRM 558	Leading the Change Process	Elective
HRM 560	Coaching and Counseling	Elective
HRM 551	Industrial Relation Management	Elective
HRM 555	Occupational Environment, Health & Safety	Elective

**11**

Post-Graduate Diploma (PGD)  
in Human Resource Management (HRM)



## Faculty

The top leading faculty for the program is drawn from a mix of Academicians, Industry Practitioners and globally renowned professionals

## Timeline

Activity	Date
Online Forms availability	November 1, 2015
Submission of forms deadline	December 15, 2015
Test, Interviews & Admission offers	December 17 to 24, 2015
Fee and Document Submission	December 29, 2015
Orientation Ceremony	January 1, 2016
Classes Commence	January 2, 2016



## The Testing Procedures\*

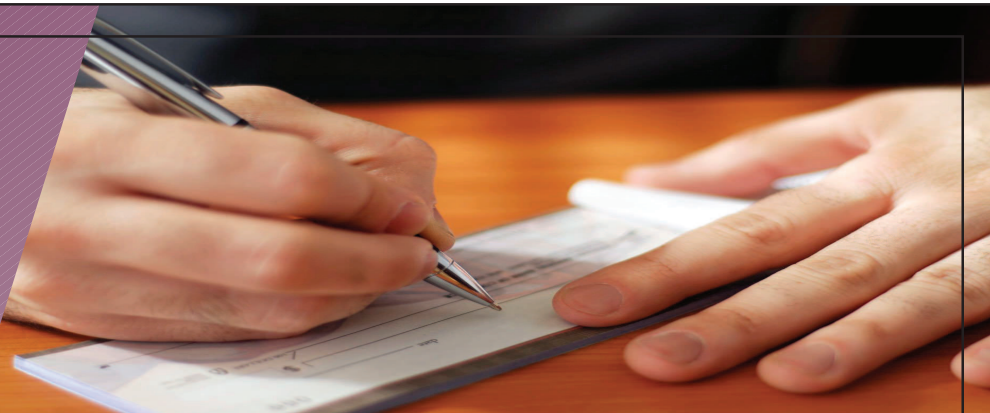
The testing procedures are congruent with these pedagogical objectives and are designed to ensure that the above is achieved. Students will be assessed on the following.

Course Evaluation	
Class Participation/ Presentation/ Quiz	15%
Midterm exam	20%
Case study	20%
Group Project	20%
Final Exam	25%
<b>TOTAL</b>	<b>100%</b>

*\*could be changed as per nature of courses.*



## Fee Structure



Fees Structure					
Processing Fee (Already Paid by candidates)	PKR 3,500	<b>Fee paying method:</b> 1. Demand Draft (DD) / Pay Order (PO) in the name of: IBA, Karachi OR 2. Online Payment: <a href="https://onlinepayment.iba.edu.pk">https://onlinepayment.iba.edu.pk</a>			
Admission Fee (Non-Refundable)	PKR 20,000				
Diploma Certificate Fee	PKR 5,000				
Fee per course (if paid in full)	PKR 30,000				
Fee per course (if paid in full) for public sector employees	PKR 20,000				
Fee per course (if paid in installments)	PKR 35,000				
Fee per course (if paid in installments) for public sector employees	PKR 23,450				
	<b>Tuition Fees</b>	<b>Semester 1</b>	<b>Semester 2</b>	<b>Semester 3</b>	<b>Total Program Fee</b>
	<b>Last Date of fee submission</b>	<b>29-Dec-15</b>	<b>30-Apr-16</b>	<b>30-Aug-16</b>	
Fee Schedule					
Advanced Payment Schedule					Total
Fee (If paid in full advance)	PKR 360,000				<b>PKR 360,000</b>
<b>Total in Advance</b> (with admission fees and Diploma Certificate Fee)	PKR 385,000				
	<b>5% Tax</b>	<b>PKR 19,250</b>			
<b>Total in Advance</b> (with admission fees and Diploma Certificate Fee and 5% Tax)	<b>PKR 404,250</b>				<b>PKR 404,250</b>
Installments Payment Schedule					Total
FEE (If paid in 3 equal installments)	PKR 140,000	PKR 140,000	PKR 140,000		<b>PKR 420,000</b>
<b>Total in installments</b> (with admission fees and Diploma Certificate Fee)	PKR 165,000	PKR 140,000	PKR 140,000		
	<b>5% Tax</b>	<b>PKR 8,250</b>	<b>PKR 7,000</b>	<b>PKR 7,000</b>	
<b>Total in installments</b> (with admission fees and Diploma Certificate Fee and 5% Tax)	<b>PKR 173,250</b>	<b>PKR 147,000</b>	<b>PKR 147,000</b>		<b>PKR 467,250</b>
Fee schedule for Public Sector Employees					
Advanced Payment Schedule					Total
Fee (If paid in full advance)	PKR 240,000				<b>PKR 240,000</b>
<b>Total in Advance</b> (with admission fees and Diploma Certificate Fee)	PKR 265,000				
	<b>5% Tax</b>	<b>PKR 13,250</b>			
<b>Total in Advance</b> (with admission fees and Diploma Certificate Fee and 5% Tax)	<b>PKR 278,250</b>				<b>PKR 278,250</b>
Installments Payment Schedule					Total
FEE (If paid in 3 equal installments)	PKR 93,800	PKR 93,800	PKR 93,800		<b>PKR 281,400</b>
<b>Total in installments</b> (with admission fees and Diploma Certificate Fee)	PKR 118,800	PKR 93,800	PKR 93,800		
	<b>5% Tax</b>	<b>PKR 5,940</b>	<b>PKR 4,690</b>	<b>PKR 4,690</b>	
<b>Total in installments</b> (with admission fees and Diploma Certificate Fee and 5% Tax)	<b>PKR 124,740</b>	<b>PKR 98,490</b>	<b>PKR 98,490</b>		<b>PKR 321,720</b>

\* Students are required to arrange for their own books and photocopying, etc.

Apply Online at:  
<https://onlineadmission.iba.edu.pk/>

Ihsan Trust Financial Assistance available for deserving students.  
 Details: <http://www.ihsantrust.org/>

Center for Executive  
 Education (CEE), IBA, Karachi





## News & Events - PGD-HRM



On April 4, 2015 PGD SCM & HRM students took a study trip to Al Shaheer Corporation (Meat One) Warehouse at Gadap. Mr. Adnan Ahmed, Chief Operation Officer, Al Shaheer Corporation hosted the trip. The students were first taken to the cattle reserves, followed by the tour to live cattle cutting and the chilling area. The trip was followed by a session by Mr. Adnan Ahmed on the existing SCM & HRM flows followed by Al Shaheer Corporation and its future global and local expansion plans. Dr. Rameez Khalid, Mr. Ameer Rizvi & Mr. Faisal Jalal were among the faculty members who facilitated the trip. The trip was concluded with the State-of-the Art laboratories visit followed by refreshments for the visitors.



The PGD HRM students with faculty Mr. Afaq Qazi visited Lucky Cement Plant in October 2015. Mr. Khalid Ghafoor from Lucky cement who is also the student in PGD HRM hosted the trip. The students were first shown the video of Lucky Cement followed by a detailed trip to quarry and the plant. In the second half of the day the students in the form of groups did a small survey visiting different departments.



*Experience*

# EXECUTIVE EDUCATION

Center for Executive Education, IBA, Karachi

Center for Executive Education (CEE)  
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