



Institute of  
Business Administration  
Karachi

*Leadership and Ideas for Tomorrow*

At crossroads in your career?  
Transform your career with IBA Advantage  
*Dream. Learn. Discover.*

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



Center for Executive Education  
Institute of Business Administration

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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**  
**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 were 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, Sr. Manager-HR, Lucky Cement Ltd.





## 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.

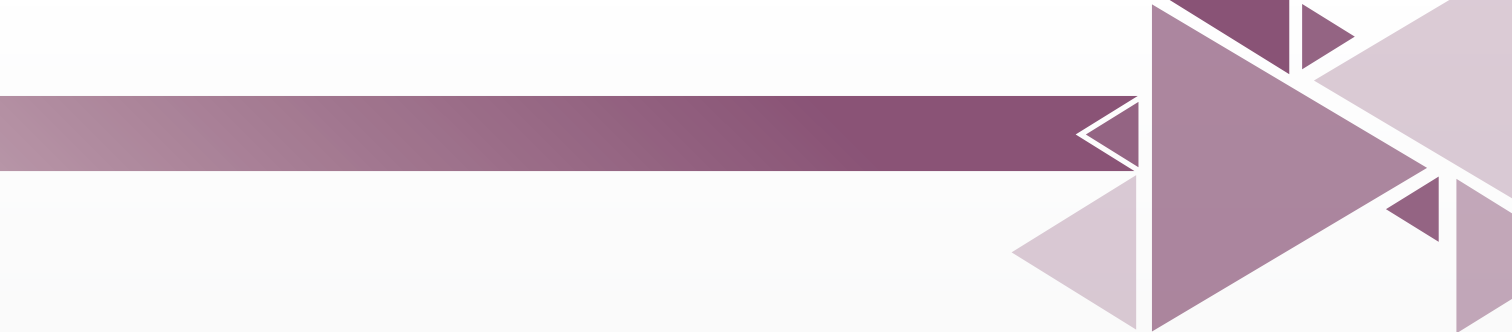
- To equip the participants with the knowledge and skills required for managing human resource and organizational culture in a way that contributes to the development of individuals and organizations.
- To provide requisite academic perspective and help participants to understand and apply it judiciously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

The program is offered with the academic advice from renowned academicians and Human Resource professionals.

## 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.



## Likely Job Titles

- HR Manager
- Chief Human Resources Officer
- Director Human Resources
- Benefits Counselor
- Compensation Analyst
- Director of Talent Management
- E-Learning Specialist
- Employee and Labor Relations Consultant
- Employee Relations Specialist
- HR Generalist
- Human Resources Business Partner
- Human Resources Payroll and Benefits Specialist
- Organizational Development Specialist
- Recruiting and Sourcing Coordinator
- Talent Acquisition Manager
- Training and Technical Assistance Coordinator
- Human Resource Consultant

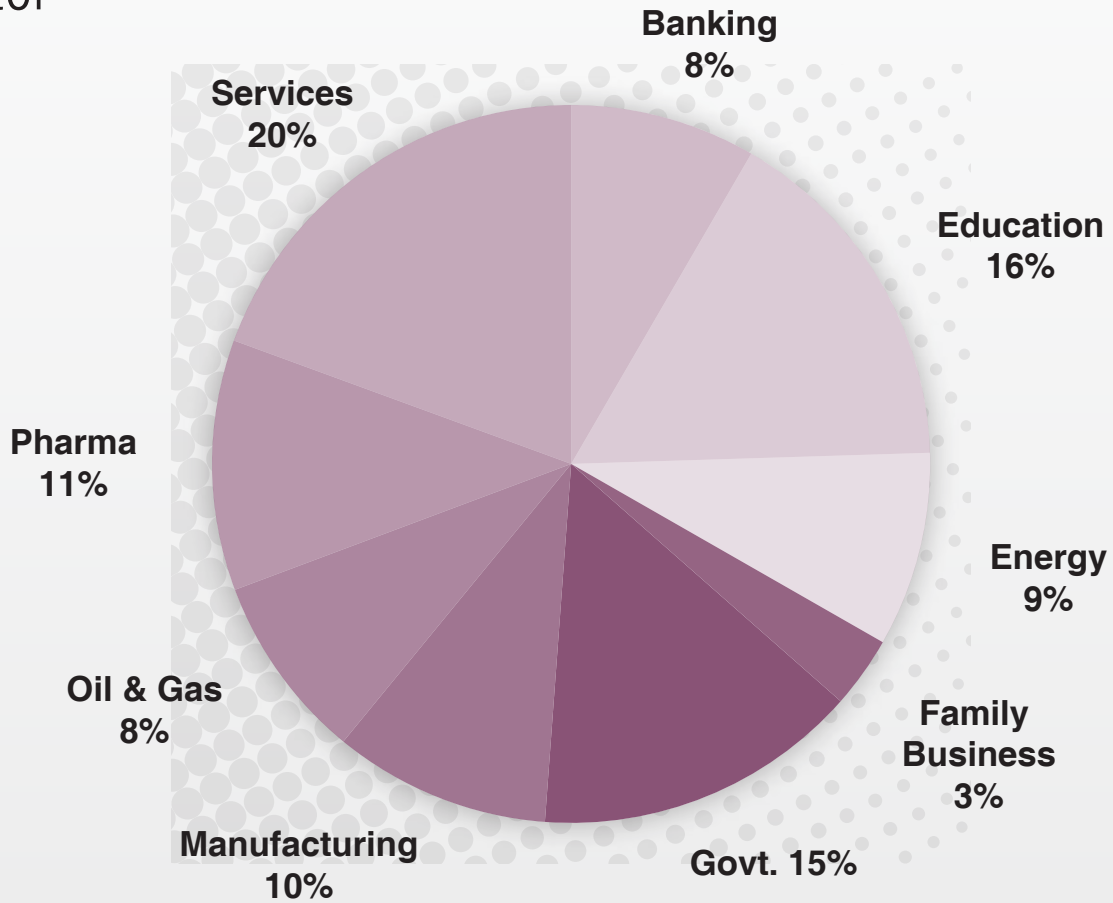
## Curriculum

12 Courses + 1 Live Project = 42 credits

## Classmates

- 10 years avg. work experience
- Mix of Managers from Middle & Senior Management
- 67% possess a Master's degree
- 100% of Alumni employed in Human Resource Functions

# Sector





## Students are from these organizations

- Al-Hamd International Container terminal
- A-R Enterprises
- ASC FIRST SOLUTIONS PVT. LIMITED
- Byco Oil Pakistan Limited
- Cotton Empire Pvt Ltd
- Datacolor Asia Pacific Pte. Ltd.
- Education & Literacy Department, Government of Sindh
- EfroTech Services
- Engro Foods
- Feroze 1888 Mills Limited
- Gaditek, Karachi
- High Q Pharmaceuticals
- Hilal Foods Private Limited
- HRS Global
- IBA, Karachi
- Indus Scuba
- Industrial & Commercial Bank Of China
- International Industries Limited
- International Power Global Development Limited
- Karachi International Container Terminal Limited
- Logicose Karachi
- Lotte Chemical Pakistan Inc.



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- Lucky Cement Ltd
  - Meezan Bank Limited
  - MEPCO LTD.
  - MUSTAQIM Dyeing & Printing Ind. (Pvt.) Ltd.
  - National Bank of Pakistan
  - National Investment Trust
  - Orient Energy Systems Pvt. Ltd.
  - Pakistan Army
  - Pakistan Coast Guards
  - Pakistan Steel School
  - Shirazi Trading Company
  - Sindh Bank
  - Skills International
  - Sui Southern Gas Company
  - Tasnee Petrochemicals
  - The Aga Khan University and Hospital
  - The Searle Company
  - UBL
  - Wah Brands Private Limited
  - ZIM'S Security (Pvt) 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 Resource Management) and:

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

## Salient Features

- 1 year weekend program 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
- Case Studies
- Text Books
- Governmental Laws & Regulations, Compliance
- Project (Live business cases from the organizations)
- Visits: Strategic Locations
- Learning from the best practices & functions of projects around the world:
- International Journals
- Standards & Certifications
- Lecture (Classroom & Video Conference)
- Group Activities / Simulations/ Syndicate

## Courses

	Code	Course List	Type
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	559	Ethics, legal and Regulatory consideration in HR	Core
HRM	528	HR Operation/MIS/IT/Human resource information system HRIS	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

# Faculty

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

- Industry Practitioners
- Scholarly Academicians
- Practicing Academicians
- Foreign Faculty from Globally top-Ranked Schools

# Timeline

Activity	Date
Online admission Forms	October 1, 2020
Submission of forms deadline	November 20, 2020
Interviews & Admission offers	November 29, 2020
Fee and Document Submission	December 5 & 6, 2020
Orientation Ceremony	January 2, 2021
Classes commence	January 2, 2021

# 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 - PGD PROGRAMS

Processing Fee (Already Paid by candidates)	PKR 2,000	<b>Fee paying method:</b>			
Admission Fee (Non-Refundable)	PKR 25,000	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>			
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>02-Jan-21</b>	<b>25-Apr-21</b>	<b>05-Sep-21</b>		

## FEE SCHEDULE

### ADVANCED PAYMENT SCHEDULE

					TOTAL
Fees (If paid in full advance)	PKR 360,000				
Total in Advance (with admission fees)	PKR 385,000				
<b>5% Tax</b>	<b>PKR 19,250</b>				
<b>Total in Advance (with admission fees and 5% Tax)</b>	<b>PKR 404,250</b>				<b>PKR 404,250</b>

### INSTALLMENTS PAYMENT SCHEDULE

					TOTAL
Fees (If paid in 3 equal installments)	PKR 140,000	PKR 140,000	PKR 140,000		
<b>Total in installments (with admission fees)</b>	<b>PKR 165,000</b>	<b>PKR 140,000</b>	<b>PKR 140,000</b>		
<b>5% Tax</b>	<b>PKR 8,250</b>	<b>PKR 7,000</b>	<b>PKR 7,000</b>		
<b>Total in installments (with admission fees and 5% Tax)</b>	<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
Fees (If paid in full advance)	PKR 240,000				
<b>Total in Advance (with admission fees)</b>	<b>PKR 265,000</b>				
<b>5% Tax</b>	<b>PKR 13,250</b>				
<b>Total in Advance (with admission fees and 5% Tax)</b>	<b>PKR 278,250</b>				<b>PKR 278,250</b>

### INSTALLMENTS PAYMENT SCHEDULE

					TOTAL
Fees (If paid in 3 equal installments)	PKR 93,800	PKR 93,800	PKR 93,800		
<b>Total in installments (with admission fees)</b>	<b>PKR 118,800</b>	<b>PKR 93,800</b>	<b>PKR 93,800</b>		
<b>5% Tax</b>	<b>PKR 5,940</b>	<b>PKR 4,690</b>	<b>PKR 4,690</b>		
<b>Total in installments (with admission fees and 5% Tax)</b>	<b>PKR 124,740</b>	<b>PKR 98,490</b>	<b>PKR 98,490</b>		<b>PKR 321,720</b>

**Disclaimer:** Withholding Tax amount are indicative figures, tax is charge if annual fees increases beyond Rs.200,000 at 5% of Annual Fee



**For further details:**

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Institute of Business Administration (IBA),  
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[cee.iba.edu.pk](http://cee.iba.edu.pk)

**Apply Online at:**

<https://onlineadmission.iba.edu.pk/>  
Last date to submit forms: November 20, 2020  
Classes commencing from: January 2, 2021