



BBA

HUMAN RESOURCE MANAGEMENT & OFFICE AUTOMATION

(3 YEAR INTEGRATED PROGRAM)





A better educated generation, a better future for our nation.

The **Camford Institute of Management** is a leading private educational institution in Kerala, provides a robust, distinctive educational experience for its students.

Our diverse range of courses caters to all levels of workforce. As an accredited **FIVE STAR RATING NSDC Govt. of India** training centre of the **Ministry of Skill Development and Entrepreneurship, Govt. of India**, approved training organisation of the **Pradhan Mantri Koushal Vikas Yojana - Govt. of India, JainX - Jain University, Bangalore** and **Bharat Sevak Samaj (BSS)** Promoted by Planning Commission, **Govt of India**, we conduct a wide range of management courses. We are also an **C-DAC Govt. of India** authorised training centre conducting advanced IT training programmes.

CAMFORD
INSTITUTE OF MANAGEMENT





WHY CHOOSE US?

QUALITY EDUCATION FOR OVER 20 YEARS



Excellence in Education:
Helping students achieve new heights and empower their future



A Modern Training Offer:
Provides the best mix of practice and theory to ensure students success



Leadership Skills:
Help students to understand and develop their leadership potential



Career Development:
Transforming education to unlock lifelong opportunity

OUR ACCREDITATION & AFFILIATION





HR & OFFICE AUTOMATION - THE MOST EXCITING CAREER

HR and Business Executive take on a variety of roles, including recruitment and retention of quality employees, supporting collaboration, managing conflict, and even working with leaders to set company goals.

HR and Business Management Professionals bring tremendous value to their organizations with advanced skills in mentorship and coaching, and by offering other kinds of professional support in addition to managing benefits and social opportunities.

- ❖ Business Development Officer
- ❖ Executive Officer / Manager
- ❖ Human Resources Manager
- ❖ HR Assistant / Executive
- ❖ HR Coordinator
- ❖ HR Specialist / Analyst
- ❖ Administrative Officer
- ❖ Finance Officer / Accountant
- ❖ Training and Development Officer
- ❖ Recruitment Consultant
- ❖ Talent Agent / Manager



The fastest growing sector in India and worldwide, because of which there is a high demand of managerial skills in this sector.



There is no limit to where your dreams and ambitions can take you in the exciting and fascinating world of hospital management and administration.



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3 YEAR BBA PROGRAM
DDE - PONDICHERRY UNIVERSITY

The current world of globalisation demands varied intelligence and ability levels to deal with employees and job seekers with this most challenging job. We do train our students to meet these demands effectively and efficiently. What makes us unique institute, our vision is to build a highly efficient generation of HR professionals having the best practices with a passionate human touch.

BE TALENTED IN MULTIPLE AREAS



Our 3 Year Distance UG Program in regular stream offers students a broad base of knowledge in business and management. You'll learn the basics across all specialties and develop skills that can be applied to many practice areas in almost any industry.

Our Degree program will help you develop a global mindset and build the skills crucial to fast-track your career growth in a challenging business environment. The program curriculum provides a flexible approach to learning and is designed for maximum career impact.

ELIGIBILITY CRITERIA

A Recognised +2 / HSS or Equivalent

Course Fee: ₹ 1,85,000/-

First Year

Fee: ₹ 65,000/-

Second Year

Fee: ₹ 60,000/-

Third Year

Fee: ₹ 60,000/-

*Extra:- Application Rs. 500, Uniform 6,000/- to be paid by student.



Our Add-on Certificate Programmes With Your BBA
develop the must-have qualities and
employability skills for a better management career



**Diploma in
Hospital Administration
& Healthcare Management**
(Jain Centre for Skills - Jain University)



**Diploma in
Office Automation
& Financial Accounting**
(C-DAC - Pune)



**Diploma in
English For Business
Communication**
(KCE - Australia)



**Interview Preparation,
Personality Development
& Life Skill Training
Programs**

LEARN FROM THE VISIONARIES AND INDUSTRY EXPERTS

All of our instructors have real-life work experience in their fields. But in addition, Camford Institute of Management organizes many industry expert talks to help students see real life examples of what their career future could look like, and what it takes to achieve their dreams.



JOB PLACEMENT

READY, SET... HIRED!

A PROMISING CAREER IN A HIGH-DEMAND INDUSTRY

Placement Support Upon Successful Course Completion

How do we place our students?

- ❖ We have JOB Alerts system where we send out all the information about vacancies
- ❖ Every student is a part of JOB Alerts distribution list
- ❖ We get referral job information from the industry
- ❖ We have tie ups with leading consultancies and companies who recruit fresher and laterals
- ❖ We have placed our students in UAE, Qatar, Oman, Delhi, Mumbai, Bangalore, Chennai etc.



**Get a Job,
Keep a Job**



PLACEMENT PROCESS





DISCOVERING AND CREATING NEW POSSIBILITIES

At CIM, we pride ourselves as being at the forefront of educational innovation and we have implemented a range of initiatives to prepare our students for the future.



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DISCLAIMER

The institute reserves the right to alter information including requirements and fees and to cancel at any time a program, course, or program major or option; to change the location and/or term in which a program or course is offered; to change the program curriculum as necessary to meet current competencies in the job market or for budgetary reasons; or to withdraw an offer of admission both prior to and after its acceptance by an applicant or student because of insufficient applications or registrations, over-acceptance of offers of admission, budgetary constraints, or for other such reasons. In the event the institute exercises such a right, the institute's sole liability will be the return of monies paid by the applicant or student to the institute. Also, we do not claim or guarantee our students that by joining our training programmes you will find a job, position or new industry.