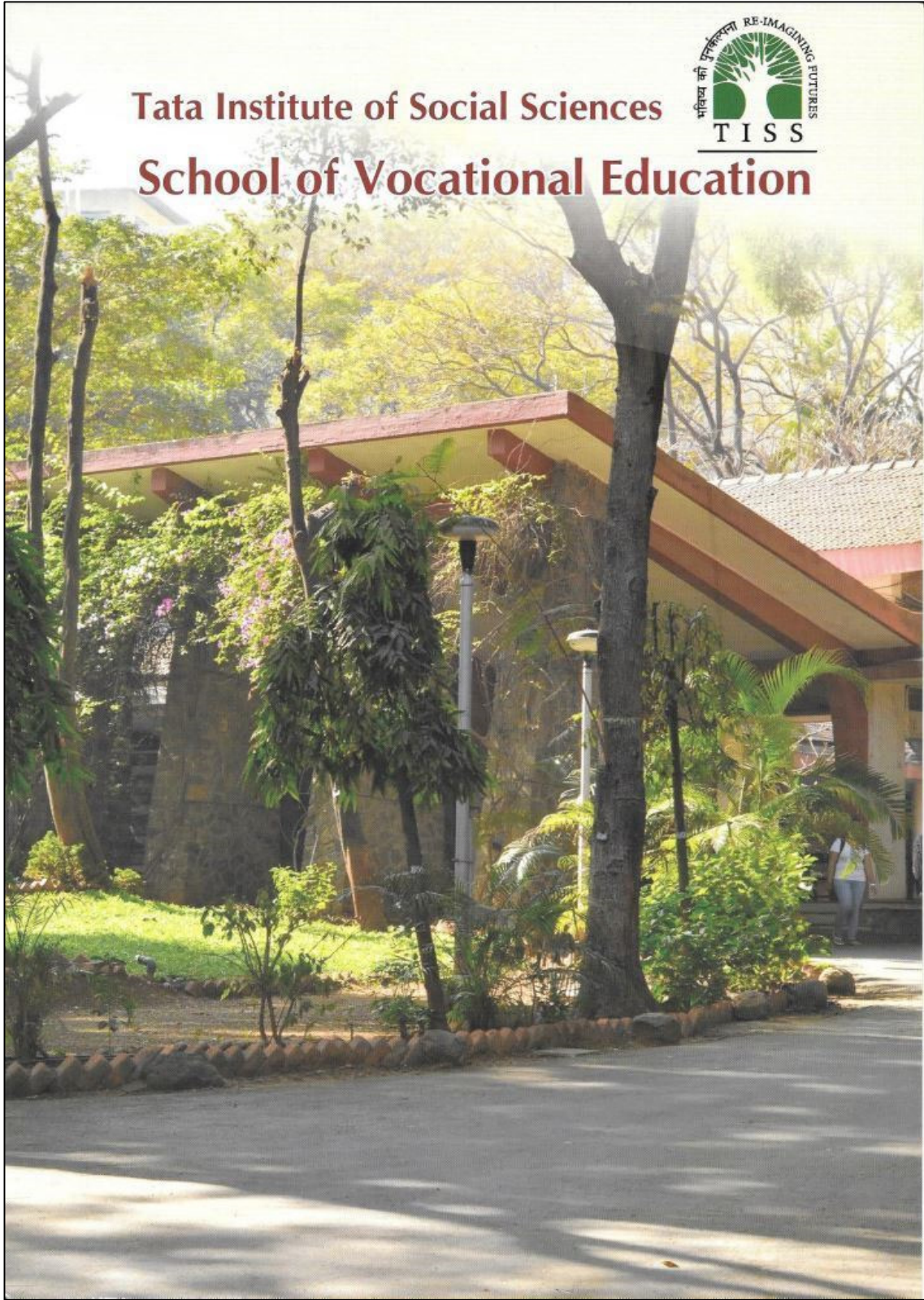


Tata Institute of Social Sciences



School of Vocational Education



About TISS-SVE

The Tata Institute of Social Sciences (TISS) is a premier Institute of Social Work in India. It was established in 1936 and was recognised as a Deemed University by the University Grants Commission (UGC) of India in the year 1964. The vision of the institute is to be an institution of excellence in higher education that continually responds to the changing social realities through the development and application of knowledge, towards creating a people-centred and ecologically sustainable society that promotes and protects the dignity, equality, social justice and human rights for all, with special emphasis on marginalised and vulnerable groups.

In December 2011, Tata Institute of Social Sciences setup the School of Vocational Education (SVE) with the objective of incubating a 'National Vocational University' thus providing quality skill development opportunity across the length and breadth of the country. This project has been initiated under the aegis of the All India Council for Technical Education (AICTE) proposed by the Ministry of HRD, Government of India

Background Screening

Introduction and Course Objectives

This course operates on the concept of "Protect your Business". An organization needs to uncover the business, operational and reputational risks of recruiting a candidate and mitigate them. This is optimally achieved by verifying the candidate's past employment history, educational qualifications, checking for a criminal record, if any, and tell-tale signs of any potentially deviant behaviour.

Eligibility for Admission

- Fresh Graduates
- Working professionals from HR function
- Those from other fields looking to make a career in the HR/ Corporate Security functions

Course Structure

The course would be for a total duration of approximately 75 hours and can be conducted full time, in evening classes or weekend classes.

Examination and Assessment

Students will be assessed on project work and a written examination that will be conducted at the end of the course

Course Syllabus

Employee Background Checks are an important part of the HR/ Corporate Security function and aid in understanding, analysing and mitigating various types of risks an organization faces while recruiting new employees. Background checks may be requested by employer on the employee's/ prospective employee's past employment record, educational qualifications, criminal record, credit history, media and social media presence, substance abuse, etc.

Main Concepts Covered

1. Importance of background checks
2. Types of checks
3. Methods and process of conducting background checks

Learning Objectives:

- Enumerate the need for background checks
- Prepare a comprehensive need-based Background Screening Policy
- Read, understand, analyse and decisively act upon a Background Screening report
- Know the necessary laws in this regard
- Be able to conduct a holistic background screening
- Know the procedures to get information from various security/police units in the country
- Shall be able to conduct a HR ref check via telephone and email
- Shall be able to prepare a background check report

Method of Teaching

Classroom theory sessions and practical on-floor sessions

Method of Assessment & Weightage

Assessment Tasks: Written Exam, Projects