Value Added Course
"Human Resource Management Certificate"

July 15,2022 to September 3,2022

Coordinated By-Department of Management

Faculty Name-Ms. SaritaHemantTambe

St. Wilfred's College of Arts, Commerce & Science

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Value Added Course
Human Resource Management Certificate
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Ref. No.   Date: 05/07/2022

NOTICE

It is to inform all the members of Program Academic Advisory Cell (PAAC) that there will be a meeting on 05/07/2022 at 11.00 AM in Seminar Room to discuss about the various academic activities for the upcoming session. All concerned are requested to attend the meeting on time and be prepared to contribute to the discussion.

Principal

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St. Wilfred's College of
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Ref. No.   Date: 05/07/2022

CIRCULAR

It is to inform all the members of Program Academic Advisory Cell (PAAC) that there will be a meeting on 05/07/2022 at 11.00 AM in Seminar Room to discuss about the various academic activities for the upcoming session. All concerned are requested to attend the meeting on time and be prepared to contribute to the discussion.

Principal

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Meeting Minutes

Date: 05/07/2022

Time: 11:00 AM

Place: Seminar Room

Attendees:

S.No.	Name	Designation	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Agendas:

1. To frame time table for UG and PG courses.
2. Discussion on last year result.
3. Framing of academic planner.
4. FDP for faculty development.
5. Discuss admission policies, syllabus of value added course.
6. Discussion of teaching methodology and to incorporate new teaching method.
7. Promote teachers to participate in conferences and seminar
8. To organize guest lectures department wise to reach students development cell and plan to organize maximum activities by the student to organize.
9. Motivational Guest Speakers, Guest lectures department wise.
10. To organize Value added courses for Semester 1st Students.

Minutes:

The meeting was called to order by Principal at 11.AM in Seminar Room. The attendees were welcomed, and the agenda for the meeting was presented.

Frame time table for UG and PG courses:

The Principal proposed the framing of a comprehensive time table for undergraduate (UG) and postgraduate (PG) courses. It was suggested to ensure a balanced distribution of subjects, taking into account the availability of faculty members and minimizing scheduling conflicts. The faculty members responsible for each course were assigned the task of collaborating and finalizing the time table in consultation with the Principal.

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Discussion on last year's results:

The Principal initiated a discussion on the previous year's results to analyze and assess the academic performance of students. Faculty members were encouraged to provide insights and identify areas for improvement, both at the individual student level and within specific courses. This discussion aimed to identify strategies and interventions to enhance student outcomes in the future.

Framing of academic planner:

The Principal emphasized the importance of a well-structured academic planner to ensure smooth functioning of the institution. It was proposed to frame an academic planner that includes key academic events, examination schedules, assignment deadlines, and other important dates. The faculty members were requested to collaborate and contribute to the development of the academic planner.

Faculty Development Program (FDP) for faculty development:

Recognizing the significance of faculty development, the Principal proposed organizing a Faculty Development Program (FDP). The FDP will provide opportunities for faculty members to enhance their teaching skills, explore innovative pedagogical approaches, and stay updated with the latest developments in their respective fields. The specific topics and duration of the FDP will be determined in consultation with the concerned faculty members.

Discuss admission policies and syllabus of value-added courses:

The Principal called for a discussion on admission policies, specifically focusing on ensuring transparency and fairness in the admission process. Additionally, the syllabus of value-added courses, designed to provide additional skills and knowledge to students, was brought forward for review and refinement. Faculty members were encouraged to contribute their suggestions and insights to improve the admission policies and syllabus.

Discussion of teaching methodology and incorporating new teaching methods:

The Principal emphasized the need to continuously evolve teaching methodologies to enhance the learning experience of students. Faculty members were encouraged to share innovative teaching methods and techniques that have proven effective in their respective domains. It was proposed to incorporate new teaching methods into the curriculum to promote student engagement, critical thinking, and active learning.

Promotion of teachers' participation in conferences and seminars:

To foster professional growth and keep up with the latest developments in their fields, the Principal highlighted the importance of teachers' participation in conferences and seminars. Faculty members were encouraged to attend and present papers at relevant academic events to exchange knowledge, gain exposure, and establish collaborations with professionals from other institutions.

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Organizing guest lectures department-wise and promoting student activities:
The Principal proposed organizing guest lectures by experts and professionals in each department to enrich students' learning experience. These guest lectures would provide students with valuable insights, industry perspectives, and practical applications of their academic knowledge. Furthermore, the Principal emphasized the importance of promoting student development by encouraging them to organize maximum activities under the guidance of the Student Development Cell.

Action Items:
- Faculty members responsible for UG and PG courses will collaborate to frame a comprehensive time table.
- Faculty members will analyze and provide insights on the previous year's results, identifying areas for improvement.
- Faculty members will collaborate to develop an academic planner, incorporating key academic events and deadlines.
- The administration will organize a Faculty Development Program (FDP) for faculty members, focusing on their professional growth.
- The admission policies and syllabus of value-added courses will be reviewed and refined based on faculty members' suggestions.
- Faculty members will explore and incorporate new teaching methodologies into the curriculum.
- Faculty members will be encouraged to participate in conferences and seminars relevant to their areas of expertise.
- The administration will organize department-wise guest lectures, inviting experts and professionals to share their knowledge.
- The Student Development Cell will work with students to plan and organize a maximum number of activities to promote their holistic development.
- These action items will be followed up on in subsequent meetings to track progress and ensure the successful implementation of the proposed agendas.

Closing:
Principal expressed gratitude to the staff members for their active participation and valuable input during the meeting. It was emphasized that their collaboration and dedication are essential in implementing the discussed agendas successfully. The staff members were encouraged to further develop and refine these proposals and work collectively towards the holistic development of the students.
The meeting concluded at 01.00 PM. The next meeting will be scheduled and communicated to the committee members accordingly.

Principal

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Date-10/07/2022

Notice

We are pleased to inform all the students that the Value Added Course (VAC)-
Human Resource Management Certificateclasses will commence from**July 15, 2022**. This course is designed to provide additional skills and knowledge beyond the regular curriculum, enhancing your learning experience and improving your career prospects.

Details of the VAC Classes:

Start Date: July 15, 2022

Timings: 3:00 PM to 4:00 PM (Monday to Saturday)

Faculty Coordinator- Ms. SaritaHemantTambe

Principal

CC-
HOD of all departments

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Date- 10/07/2022

Circular

We are pleased to inform all the students that the Value Added Course (VAC)-

Human Resource Management Certificateclasses will commence from**July 15,**

2022. This course is designed to provide additional skills and knowledge beyond

the regular curriculum, enhancing your learning experience and improving your

career prospects.

Details of the VAC Classes:

Start Date: July 15, 2022

Timings: 3:00 PM to 4:00 PM (Monday to Saturday)

Faculty Coordinator- Ms. SaritaHemantTambe

Principal

CC-
HOD of all departments

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Value Added Course
Human Resource Management Certificate
CertificateProgram

Expected Outcomes

On completion of the course, student will be able to-

➢ Participants should gain a comprehensive understanding of the principles, theories, and concepts that underpin human resource management.

➢ Participants should become familiar with the various functions of HRM, including recruitment and selection, training and development.

➢ The program should focus on developing practical skills that are essential for HR professionals.

➢ Participants should learn about relevant employment laws and regulations to ensure compliance with legal requirements in areas such as equal employment opportunity.

➢ The program should help participants understand the strategic role of HRM in achieving organizational goals and objectives.

➢ Participants should develop strong communication skills, including the ability to communicate effectively with employees at all levels of the organization.

➢ The program should equip participants with critical thinking, problem-solving. Participants should learn about ethical considerations in HRM and develop the ability to make ethical decisions and act with integrity in all aspects of HR practice.

➢ The program may include opportunities for professional development, such as networking events.

➢ Ultimately, the program should prepare participants for career advancement opportunities in the field of HRM.

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Value Added Course: Human Resource Management Certificate

Certificate

Program

COURSE OUTCOME

Subject	Human Resource Management Certificate
CO1	Understand principles of compensation and benefits management, including salary structures, wage and salary surveys. Rams.
CO2	Understand by relevant labor laws, regulations, including equal employment opportunity (EEO).
CO3	Learn strategies for managing employee relations issues, resolving conflicts, including handling grievances.

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Value Added Course
Human Resource Management Certificate
(July 15,2022 to September 3,2022)
Syllabus

Topic	Week Days
• Overview of HRM • Evolution of HRM. • Role and functions of HRM.	Monday-Saturday
• Job analysis and job design • Recruitment strategies and sources • Selection methods and techniques	Monday-Saturday
• Training needs analysis. • Training program design and delivery. • Employee development methods.	Monday-Saturday
• Performance appraisal process • Goal setting and performance feedback • Performance evaluation methods	Monday-Saturday
• Wage and salary administration • Benefits administration • Recommended textbooks, articles	Monday-Saturday

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Where the mind is without fear! where the head is held high!

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Syllabus: Human Resource Management Certificate

Unit-I
1. Overview of HRM
2. Evolution of HRM.
3. Role and functions of HRM.

Unit-II
1. Job analysis and job design
2. Recruitment strategies and sources
3. Selection methods and techniques

Unit-III
1. Training needs analysis.
2. Training program design and delivery.
3. Employee development methods.

Unit-IV
1. Performance appraisal process
2. Goal setting and performance feedback
3. Performance evaluation methods

Unit-V
1. Wage and salary administration
2. Benefits administration
3. Recommended textbooks, articles

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Time Table
Human Resource Management Certificate

W.e.f: 05/07/2022

Days	Subject	Time
Monday	Human Resource Management Certificate	03:00-04:00PM
Tuesday	Human Resource Management Certificate	03:00-04:00PM
Wednesday	Human Resource Management Certificate	03:00-04:00PM
Thursday	Human Resource Management Certificate	03:00-04:00PM
Friday	Human Resource Management Certificate	03:00-04:00PM
Saturday	Human Resource Management Certificate	03:00-04:00PM

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Copy to:
- **Vice Principal**
- **HOD's of all Departments**

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Lesson Plan
Human Resource Management Certificate

Unit	Topic	Weekdays	Allotment
Unit-I	Overview of HRM Evolution of HRM	Monday-Saturday	03:00-04:00PM
Unit-I	Role and functions of HRM.	Monday-Saturday	03:00-04:00PM
Unit-II	Job analysis and job design Recruitment strategies and sources	Monday-Saturday	03:00-04:00PM
Unit-II	Selection methods and techniques	Monday-Saturday	03:00-04:00PM
Unit-III	Training needs analysis. raining program design and delivery.	Monday-Saturday	03:00-04:00PM
Unit-III	Employee development methods.	Monday-Saturday	03:00-04:00PM
Unit-IV	Performance appraisal process Goal setting and performance feedback	Monday-Saturday	03:00-04:00PM
Unit-IV	Performance evaluation methods	Monday-Saturday	03:00-04:00PM
Unit-V	Wage and salary administration Benefits administration	Monday-Saturday	03:00-04:00PM
Unit-V	Recommended textbooks, articles	Monday-Saturday	03:00-04:00PM

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APPLICATION FORM
Add On Course-"Human Resource Management Certificate"

Student's Name : ………………………………………

Father's Name : ……………………………………….

Class : ……………………………………….

Percentage of Marks obtained in Last Qualifying Examination: ………….

Date of Admission in this Institution: ....

Phone No. : …………………….

Mobile : ……………………..

DETAILS OF ADD ON COURSES

Parent's Signature: ……………..**Student's Signature:** ……..

Date: **Date:**

Reference

Signature of Counsellor: …...

Name of Counsellor : ………………………………….

Remarks of Counsellor : ………………………………..

Remarks of Principal : ………………………………..

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"Human Resource Management Certificate"
July 15, 2022 to September 3, 2022

Enrolled List:-

S. No.	Class	Name
1.	B.Com. (A&F)	SiddharthBhagwan Gupta
2.	B.Com. (A&F)	Gupta VaishnaviShravan
3.	B.Com. (A&F)	JayaswalNirajNagina
4.	B.Com. (A&F)	Kumbhar Sunny Sanjay
5.	B.Com. (A&F)	Mande Raj Pundlik
6.	B.Com. (A&F)	Mate NehaBalaram
7.	B.Com. (A&F)	Ananya Mishra
8.	B.Com. (A&F)	MohnaniAnandVinod
9.	B.Com. (A&F)	Patel NamrahJaved
10.	B.Com. (A&F)	PatilVaibhaviBalkrushana
11.	B.Com. (A&F)	PatilNehaKishor
12.	B.Com. (A&F)	PrachiKishorPatil
13.	B.Com. (A&F)	Sawant Raj Krushna
14.	B.Com. (A&F)	Singh AdarshAbhaypratap
15.	B.Com. (A&F)	YadavAnkush Kumar
16.	B.Com. (B&I)	WalidHanifKarjikar
17.	B.Com. (B&I)	NagrkarPrachiPundalik
18.	B.Com. (B&I)	PetheSahilRajendra
19.	B.Com. (B&I)	ShettyNeeravNiranjan
20.	B.Com.	ArethiyaDarshanaDhanji
21.	B.Com.	BagdeTruptiPrakash
22.	B.Com.	BansodePranaliPravin
23.	B.Com.	BhagatChetanNaresh
24.	B.Com.	Bhanushali Jay Dayaram
25.	B.Com.	ChibShiyaSohan Singh
26.	B.Com.	ChoudhariBhushan Vilas
27.	B.Com.	DalviShruti Sunil
28.	B.Com.	Gupta SarikaSantosh
29.	B.Com.	JambhaleYuvraj Rajesh
30.	B.Com.	ShivaniArjunKadam
31.	B.Com.	KambleSrushti Sunil
32.	B.Com.	KarawaleTanmayNivas
33.	B.Com.	KarjikarMuhafeez Mustafa
34.	B.Com.	MalkarChaitanya Ramesh
35.	B.Com.	AvikManikMoulick
36.	B.Com.	PatilPriyankaJaydas
37.	B.Com.	PatilDarshanPudalik
38.	B.Com.	Darshan Ashok Patil
39.	B.Com.	PatilShravaniRavindra
40.	B.Com.	PawarNiveditaMahadev

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S. No.	Class	Name
41.	B.M.S.	Abdul FahadNistar
42.	B.M.S.	Anwar ShifaHussain
43.	B.M.S.	BaraskarShradha Krishna
44.	B.M.S.	Bhatesara Mittal Vasram
45.	B.M.S.	BhatesaraKajal
46.	B.M.S.	Singh GurveerCharanjeet
47.	B.M.S.	Deshmukh Nikhil Pradeep
48.	B.M.S.	DeshmukhYashHemant
49.	B.M.S.	DwivedyShishirRavindra
50.	B.M.S.	GadeMayurDevidas
51.	B.M.S.	Gavaskar Harsh Sunil
52.	B.M.S.	GharatKomalArun
53.	B.M.S.	GharatVaishnaviRaju
54.	B.M.S.	GhogareDhanashri
55.	B.M.S.	Gupta HritikMahavir
56.	B.M.S.	JadhavTejasKiran
57.	B.M.S.	KambleAnurag Ashok
58.	B.M.S.	KangaleSiddheshwar
59.	B.M.S.	Khan Abdul Rahim Shah
60.	B.M.S.	KshirsagarSanatAtul
61.	B.M.S.	KuppekarCaethano
62.	B.M.S.	LotankarSarveshSantosh
63.	B.M.S.	Viraj Suresh Mhatre
64.	B.M.S.	Mishra KajalKunal
65.	B.M.S.	More SnehalPradip
66.	B.M.S.	Pratik VikramSalunke
67.	B.M.S.	Sarangapani Austin
68.	B.M.S.	ShaikhArshiyaNisha
69.	B.M.S.	Singh SumitVandana
70.	B.M.S.	SonawaleAdityaSantosh

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Attendance Sheet

S. No.	Class	Name	Signature	August/ September																			
1.	B.Com. (A&F)	SiddharthBhagwan Gupta																					
2.	B.Com. (A&F)	Gupta VaishnaviShravan																					
3.	B.Com. (A&F)	JayaswalNirajNagina																					
4.	B.Com. (A&F)	Kumbhar Sunny Sanjay																					
5.	B.Com. (A&F)	Mande Raj Pundlik																					
6.	B.Com. (A&F)	Mate NehaBalaram																					
7.	B.Com. (A&F)	Ananya Mishra																					
8.	B.Com. (A&F)	MohnaniAnandVinod																					
9.	B.Com. (A&F)	Patel NamrahJaved																					
10.	B.Com. (A&F)	PatilVaibhaviBalkrushana																					
11.	B.Com. (A&F)	PatilNehaKishor																					
12.	B.Com. (A&F)	PrachiKishorPatil																					
13.	B.Com. (A&F)	Sawant Raj Krushna																					
14.	B.Com. (A&F)	Singh AdarshAbhaypratap																					
15.	B.Com. (A&F)	YadavAnkush Kumar																					
16.	B.Com. (B&I)	WalidHanifKarjikar																					
17.	B.Com. (B&I)	NagrkarPrachiPundalik																					
18.	B.Com. (B&I)	PetheSahilRajendra																					
19.	B.Com. (B&I)	ShettyNeeravNiranjan																					
20.	B.Com.	ArethiyaDarshanaDhanji																					
21.	B.Com.	BagdeTruptiPrakash																					
22.	B.Com.	BansodePranaliPravin																					
23.	B.Com.	BhagatChetanNaresh																					
24.	B.Com.	Bhanushali Jay Dayaram																					
25.	B.Com.	ChibShiyaSohan Singh																					
26.	B.Com.	ChoudhariBhushan Vilas																					
27.	B.Com.	DalviShruti Sunil																					
28.	B.Com.	Gupta SarikaSantosh																					
29.	B.Com.	JambhaleYuvraj Rajesh																					
30.	B.Com.	ShivaniArjunKadam																					
31.	B.Com.	KambleSrushti Sunil																					
32.	B.Com.	KarawaleTanmayNivas																					
33.	B.Com.	KarjikarMuhafeez Mustafa																					
34.	B.Com.	MalkarChaitanya Ramesh																					
35.	B.Com.	AvikManikMoulick																					
36.	B.Com.	PatilPriyankaJaydas																					
37.	B.Com.	PatilDarshanPudalik																					
38.	B.Com.	Darshan Ashok Patil																					
39.	B.Com.	PatilShravaniRavindra																					
40.	B.Com.	PawarNiveditaMahadev																					

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Teacher's Signature

S. No.	Class	Name	Signature	July/August																		
41.	B.M.S.	Abdul FahadNistar																				
42.	B.M.S.	Anwar ShifaHussain																				
43.	B.M.S.	BaraskarShradha Krishna																				
44.	B.M.S.	Bhatesara Mittal Vasram																				
45.	B.M.S.	BhatesaraKajal																				
46.	B.M.S.	Singh GurveerCharanjeet																				
47.	B.M.S.	Deshmukh Nikhil Pradeep																				
48.	B.M.S.	DeshmukhYashHemant																				
49.	B.M.S.	DwivedyShishirRavindra																				
50.	B.M.S.	GadeMayurDevidas																				
51.	B.M.S.	Gavaskar Harsh Sunil																				
52.	B.M.S.	GharatKomalArun																				
53.	B.M.S.	GharatVaishnaviRaju																				
54.	B.M.S.	GhogareDhanashri																				
55.	B.M.S.	Gupta HritikMahavir																				
56.	B.M.S.	JadhavTejasKiran																				
57.	B.M.S.	KambleAnurag Ashok																				
58.	B.M.S.	KangaleSiddheshwar																				
59.	B.M.S.	Khan Abdul Rahim Shah																				
60.	B.M.S.	KshirsagarSanatAtul																				
61.	B.M.S.	KuppekarCaethano																				
62.	B.M.S.	LotankarSarveshSantosh																				
63.	B.M.S.	Viraj Suresh Mhatre																				
64.	B.M.S.	Mishra KajalKunal																				
65.	B.M.S.	More SnehalPradip																				
66.	B.M.S.	Pratik VikramSalunke																				
67.	B.M.S.	Sarangapani Austin																				
68.	B.M.S.	ShaikhArshiyaNisha																				
69.	B.M.S.	Singh SumitVandana																				
70.	B.M.S.	SonawaleAdityaSantosh																				

Teacher's Signature