



ST. WILFRED'S COLLEGE OF ARTS, COMMERCE & SCIENCE

(Affiliated to Mumbai University)

Opp. Ayush Resort, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Navi Mumbai-410206
Ph. No. +91-8655678500, 9699625148 • College Code 1033 • E-mail: stwilfred.acs@gmail.com • website : www.stwilfreds.org

Value Added Course “Human Resource Management Certificate”

July 15, 2022 to September 3, 2022

Coordinated By-Department of Management

Faculty Name- Ms. Sarita Hemant Tambe



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



Sarita
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Ref. No. SWACS/PAC/2022/01

Date: 07/07/2022

NOTICE

It is to inform all the members of Program Academic Advisory Cell (PAC) that there will be a meeting on 08/07/2022 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.

Anisatta

Principal



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Meeting Minutes

Date: 08/07/2022

Time: 11:00 AM

Place: Seminar Room

Attendees:

S.No.	Name	Designation	Signature
1.	Dr. Anirudha Rishi	Principal	
2.	Ms. Sarita Hemant Tambe	Assistant professor	
3.	Dr. Jaishree Saxena	Associate professor	
4.	Dr. Nikita Mathur	Assistant professor	
5.	Dr. mohan galande	Associate Professor	

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.

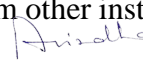
Discussion of teaching methodology and incorporating new teaching methods:

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.

Anisalta
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 Certificate classes 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. Sarita Hemant Tambe

CC-
HOD of all departments

Principal



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Date- 10/07/2022

Circular

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CC-

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Value Added Course Human Resource Management Certificate Certificate Program

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
<ul style="list-style-type: none">• Overview of HRM• Evolution of HRM.• Role and functions of HRM.	Monday-Saturday
<ul style="list-style-type: none">• Job analysis and job design• Recruitment strategies and sources• Selection methods and techniques	Monday-Saturday
<ul style="list-style-type: none">• Training needs analysis.• Training program design and delivery.• Employee development methods.	Monday-Saturday
<ul style="list-style-type: none">• Performance appraisal process• Goal setting and performance feedback• Performance evaluation methods	Monday-Saturday
<ul style="list-style-type: none">• Wage and salary administration• Benefits administration• Recommended textbooks, articles	Monday-Saturday



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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. Training 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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Assessment: Human Resource Management Question Paper

Instructions:

- Answer all questions.
 - Each question carries 10 marks.
1. What are the primary functions of human resource management, and how do they contribute to organizational success?
 2. How does effective recruitment and selection impact employee retention and organizational performance?
 3. What are the key components of a comprehensive employee training and development program?
 4. How can HR professionals ensure compliance with labor laws and regulations while maintaining a positive work environment?

What strategies can be used to foster diversity and inclusion within the workplace?



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Result Analysis: Human Resource Management

S. No.	Class	Name	Q1 (10)	Q2 (10)	Q3 (10)	Q4 (10)	Q5 (10)
1	B.Com. (A&F)	Siddharth Bhagwan Gupta	9	7	8	10	7
2	B.Com. (A&F)	Gupta Vaishnavi Shravan	10	7	7	9	10
3	B.Com. (A&F)	Jayaswal Niraj Nagina	7	9	10	7	7
4	B.Com. (A&F)	Kumbhar Sunny Sanjay	7	9	7	10	8
5	B.Com. (A&F)	Mande Raj Pundlik	8	10	7	10	10
6	B.Com. (A&F)	Mate Neha Balaram	7	7	10	8	8
7	B.Com. (A&F)	Ananya Mishra	8	10	10	7	10
8	B.Com. (A&F)	Mohnani Anand Vinod	8	7	7	7	8
9	B.Com. (A&F)	Patel Namrah Javed	8	10	9	9	10
10	B.Com. (A&F)	Patil Vaibhavi Balkrushana	10	8	7	8	10
11	B.Com. (A&F)	Patil Neha Kishor	7	10	10	8	9
12	B.Com. (A&F)	Prachi Kishor Patil	8	9	9	9	7
13	B.Com. (A&F)	Sawant Raj Krushna	10	8	10	10	7
14	B.Com. (A&F)	Singh Adarsh Abhaypratap	9	9	9	10	8
15	B.Com. (A&F)	Yadav Ankush Kumar	10	9	10	9	8
16	B.Com. (B&I)	Walid Hanif Karjekar	7	8	10	9	10
17	B.Com. (B&I)	Nagrkar Prachi Pundalik	9	9	10	8	7
18	B.Com. (B&I)	Pethe Sahil Rajendra	8	9	10	10	8
19	B.Com. (B&I)	Shetty Neerav Niranjana	9	7	7	7	8
20	B.Com.	Arethiya Darshana Dhanji	10	7	7	7	9
21	B.Com.	Bagde Trupti Prakash	9	9	7	8	8
22	B.Com.	Bansode Pranali Pravin	10	7	7	7	10
23	B.Com.	Bhagat Chetan Naresh	9	10	9	7	10
24	B.Com.	Bhanushali Jay Dayaram	9	8	7	9	10
25	B.Com.	Chib Shiya Sohan Singh	10	9	7	9	8
26	B.Com.	Choudhari Bhushan Vilas	9	7	9	10	9
27	B.Com.	Dalvi Shruti Sunil	8	10	9	7	10
28	B.Com.	Gupta Sarika Santosh	8	10	8	9	9
29	B.Com.	Jambhale Yuvraj Rajesh	7	10	10	7	9
30	B.Com.	Shivani Arjun Kadam	10	7	10	10	9
31	B.Com.	Kamble Srushti Sunil	10	9	7	7	9
32	B.Com.	Karawale Tanmay Nivas	10	8	10	9	7
33	B.Com.	Karjekar Muhafeez Mustafa	9	7	10	10	10
34	B.Com.	Malkar Chaitanya Ramesh	10	9	10	9	8
35	B.Com.	Avik Manik Moulick	10	7	9	10	10

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36	B.Com.	Patil Priyanka Jaydas	9	9	8	10	8
37	B.Com.	Patil Darshan Pudalik	7	9	7	10	10
38	B.Com.	Darshan Ashok Patil	8	7	10	8	7
39	B.Com.	Patil Shravani Ravindra	9	10	8	10	8
40	B.Com.	Pawar Nivedita Mahadev	9	10	7	8	7
41	B.M.S.	Abdul Fahad Nistar	7	8	7	7	7
42	B.M.S.	Anwar Shifa Hussain	9	8	8	10	7
43	B.M.S.	Baraskar Shradha Krishna	8	8	8	8	8
44	B.M.S.	Bhatesara Mittal Vasram	7	7	9	10	8
45	B.M.S.	Bhatesara Kajal	7	8	9	9	9
46	B.M.S.	Singh Gurveer Charanjeet	8	9	8	10	8
47	B.M.S.	Deshmukh Nikhil Pradeep	7	10	10	10	10
48	B.M.S.	Deshmukh Yash Hemant	10	7	9	10	7
49	B.M.S.	Dwivedy Shishir Ravindra	8	8	10	9	9
50	B.M.S.	Gade Mayur Devidas	10	7	8	7	7
51	B.M.S.	Gavaskar Harsh Sunil	10	10	7	7	9
52	B.M.S.	Gharat Komal Arun	7	8	9	7	10
53	B.M.S.	Gharat Vaishnavi Raju	8	9	8	9	8
54	B.M.S.	Ghogare Dhanashri	10	8	10	7	10
55	B.M.S.	Gupta Hritik Mahavir	10	10	9	7	9
56	B.M.S.	Jadhav Tejas Kiran	10	9	8	8	8
57	B.M.S.	Kamble Anurag Ashok	9	9	7	10	10
58	B.M.S.	Kangale Siddheshwar	10	9	10	9	7
59	B.M.S.	Khan Abdul Rahim Shah	9	8	8	10	10
60	B.M.S.	Kshirsagar Sanat Atul	7	8	10	10	9
61	B.M.S.	Kuppekar Caethano	10	9	9	10	10
62	B.M.S.	Lotankar Sarvesh Santosh	10	9	7	9	8
63	B.M.S.	Viraj Suresh Mhatre	10	8	7	8	8
64	B.M.S.	Mishra Kajal Kunal	7	9	10	10	7
65	B.M.S.	More Snehal Pradip	7	7	10	7	9
66	B.M.S.	Pratik Vikram Salunke	10	8	8	9	7
67	B.M.S.	Sarangapani Austin	8	8	10	9	10
68	B.M.S.	Shaikh Arshiya Nisha	10	8	10	7	10
69	B.M.S.	Singh Sumit Vandana	10	10	8	10	10
70	B.M.S.	Sonawale Aditya Santosh	7	8	8	9	7



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APPLICATION FORM

Add On Course-"Human Resource Management Certificate "

Student's Name : *Chavdhan...Bhushan...Vilas*
Father's Name : *Vilas...Chavdhan...*
Class : *B.Com*
Percentage of Marks obtained in Last Qualifying Examination:
Date of Admission in this Institution: *01 - Aug - 2019*
Phone No. :
Mobile : *7378528210*

DETAILS OF ADD ON COURSES

Parent's Signature: *[Signature]*

Student's Signature: *[Signature]*

Date:

Date: *11/07/2022*

Reference

Signature of Counsellor: *[Signature]*

Name of Counsellor

:

Remarks of Counsellor

:

Remarks of Principal

:
[Signature]

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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)	Siddharth Bhagwan Gupta
2.	B.Com. (A&F)	Gupta Vaishnavi Shravan
3.	B.Com. (A&F)	Jayaswal Niraj Nagina
4.	B.Com. (A&F)	Kumbhar Sunny Sanjay
5.	B.Com. (A&F)	Mande Raj Pundlik
6.	B.Com. (A&F)	Mate Neha Balaram
7.	B.Com. (A&F)	Ananya Mishra
8.	B.Com. (A&F)	Mohnani Anand Vinod
9.	B.Com. (A&F)	Patel Namrah Javed
10.	B.Com. (A&F)	Patil Vaibhavi Balkrushana
11.	B.Com. (A&F)	Patil Neha Kishor
12.	B.Com. (A&F)	Prachi Kishor Patil
13.	B.Com. (A&F)	Sawant Raj Krushna
14.	B.Com. (A&F)	Singh Adarsh Abhaypratap
15.	B.Com. (A&F)	Yadav Ankush Kumar
16.	B.Com. (B&I)	Walid Hanif Karjekar
17.	B.Com. (B&I)	Nagrkar Prachi Pundalik
18.	B.Com. (B&I)	Pethe Sahil Rajendra
19.	B.Com. (B&I)	Shetty Neerav Niranjan
20.	B.Com.	Arethiya Darshana Dhanji
21.	B.Com.	Bagde Trupti Prakash
22.	B.Com.	Bansode Pranali Pravin
23.	B.Com.	Bhagat Chetan Naresh
24.	B.Com.	Bhanushali Jay Dayaram
25.	B.Com.	Chib Shiya Sohan Singh
26.	B.Com.	Choudhari Bhushan Vilas
27.	B.Com.	Dalvi Shruti Sunil
28.	B.Com.	Gupta Sarika Santosh
29.	B.Com.	Jambhale Yuvraj Rajesh
30.	B.Com.	Shivani Arjun Kadam
31.	B.Com.	Kamble Srushti Sunil
32.	B.Com.	Karawale Tanmay Nivas
33.	B.Com.	Karjekar Muhafeez Mustafa
34.	B.Com.	Malkar Chaitanya Ramesh
35.	B.Com.	Avik Manik Moulick
36.	B.Com.	Patil Priyanka Jaydas
37.	B.Com.	Patil Darshan Pudalik
38.	B.Com.	Darshan Ashok Patil
39.	B.Com.	Patil Shravani Ravindra



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S. No.	Class	Name
40.	B.Com.	Pawar Nivedita Mahadev
41.	B.M.S.	Abdul Fahad Nistar
42.	B.M.S.	Anwar Shifa Hussain
43.	B.M.S.	Baraskar Shradha Krishna
44.	B.M.S.	Bhatesara Mittal Vasram
45.	B.M.S.	Bhatesara Kajal
46.	B.M.S.	Singh Gurveer Charanjeet
47.	B.M.S.	Deshmukh Nikhil Pradeep
48.	B.M.S.	Deshmukh Yash Hemant
49.	B.M.S.	Dwivedy Shishir Ravindra
50.	B.M.S.	Gade Mayur Devidas
51.	B.M.S.	Gavaskar Harsh Sunil
52.	B.M.S.	Gharat Komal Arun
53.	B.M.S.	Gharat Vaishnavi Raju
54.	B.M.S.	Ghogare Dhanashri
55.	B.M.S.	Gupta Hritik Mahavir
56.	B.M.S.	Jadhav Tejas Kiran
57.	B.M.S.	Kamble Anurag Ashok
58.	B.M.S.	Kangale Siddheshwar
59.	B.M.S.	Khan Abdul Rahim Shah
60.	B.M.S.	Kshirsagar Sanat Atul
61.	B.M.S.	Kuppekar Caethano
62.	B.M.S.	Lotankar Sarvesh Santosh
63.	B.M.S.	Viraj Suresh Mhatre
64.	B.M.S.	Mishra Kajal Kunal
65.	B.M.S.	More Snehal Pradip
66.	B.M.S.	Pratik Vikram Salunke
67.	B.M.S.	Sarangapani Austin
68.	B.M.S.	Shaikh Arshiya Nisha
69.	B.M.S.	Singh Sumit Vandana
70.	B.M.S.	Sonawale Aditya Santosh



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on July 15, 2022 to September 3, 2022

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(Faculty Coordinator)



Dr. Anirudha Rishi
(Principal)

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