

From

Head of the Department

Department of Retail Management

MES KEVEEYAM College Valancheri

To

The Principal

MES KEVEEYAM College Valancheri

Sub: Request for the approval of the certificate course

The department is planning to conduct a certificate course on Human Resource Management of 30 hours duration for the second year students. So kindly grant permission for the same.

Thanking you

Your's faithfully

Place: Valancheri

Date: 06/07/2021



A. M. E. G. N. U. D. H. G. E. N. B. P.

ASSISTANT PROFESSOR & HOD
Dept. of Retail Management
MES Keveeyam College
Valanchery-676 552

MINUTES OF BOARD OF STUDIES MEETING

Venue: Department of Retail Management

Date: 07/07/2021

Agenda: Approval of the syllabus of the short term course

Decisions:

1. Discussions were done on the draft syllabus
2. As a short term course, how the syllabus is important.
2. Approval can be given to syllabus

Members present:

1. Dr. Divya M. Assistant Professor, Dept. of Commerce

MES KEVEEYAM College, Valancheri

2. Dr. Azhar A. Assistant professor, Dept. of commerce

MES Kalladi college, Mannarkkad

3. Nisab T. Assistant Professor, Dept. of Commerce

MES KEVEEYAM College, Valancheri


Ameenuddheen K.P.

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MES KEVEEYAM COLLEGE VALANCHERY

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Reaccredited with 'A+' Grade by NAAC (Score 3.44)

Aided by Govt. of Kerala and Affiliated to the University of Calicut
ISO 9001:2015 certified institution

(Proceedings of the Principal, MES Keveeyam College Valanchery, dated 07/07/2021)

Present: Dr. C. Rajesh)

Ref: (1) Letter from Head, Department of Retail Management.

ORDER

As per reference cited (1) above Head, Department of Retail Management has requested permission to conduct a certificate course on 'Human Resource Management.' The course is meant for undergraduate students and is of 30 hours duration. In the same letter he has requested to constitute a Board of Studies for the course with the following members.

1. Dr. Divya M.

Assistant Professor, Dept. of Commerce

MES KEVEEYAM College, Valanchery

2. Dr. Azhar A.

Assistant Professor, Dept. of Commerce

MES Kalladi College, Mannarkkad

3. Nisab T.

Assistant Professor, Dept. of Commerce

MES KEVEEYAM College, Valanchery

Sanction is hereby accorded to Department of Retail Management to conduct a certificate course on 'Human Resource Management.' The Board of Studies for the course is constituted with the members listed above.


Dr. C. Rajesh

Principal

DEPARTMENT OF RETAIL MANAGEMENT, MES KEVEEYAM COLLEGE,
VALANCHERY

CERTIFICATE COURSE 2021-2022

HUMAN RESOURCE MANAGEMENT

SYLLABUS

Module I

Introduction to Human Resource Management: Importance, scope and objectives of HRM. Evolution of the concept of HRM-Personal management Vs. Human Resource Management-HRM and competitive advantage- Traditional Vs Strategic human resource management.

5 hrs

Module II

Human resource planning: Recruitment and selection, source and methods recruitment, Job analysis, process of job analysis, methods of job analysis, job description, and job specification

8 hrs

Module III

Training and development: Placement, Induction and Internal mobility of human resource. Training of employees, need for training-objectives- approaches, methods- training environment- areas of training, Training evaluation.

10 hrs

Module IV

Performance management : Foundations of Performance Management, Planning and Implementation of Performance Management, Performance Appraisal and Monitoring

7 hrs

Reference

1. *Human Resource Management- Text and Cases-- VSP Rao*
2. *Human Resource Management – Pravin Durai*
3. *Agunis, H. (2008), Performance Management, Second Edition. Pearso Education, New DelhiChennai: Macmillan, 2008*

Time Table for Certificate Course

2021-2022

HUMAN RESOURCE MANAGEMENT

Day	Date	Lecturing	Hours assigned	Topics Covered	Remarks
MON	12/07/21	AMN	1HOURS	Importance, scope and objectives of HRM. Evolution of the concept of HRM	
TUES	13/07/21	AMN	1HOURS	Personal management Vs. Human Resource Management	
WED	14/07/21	LKS	1 HOURS	HRM and competitive advantage	
THURS	15/07/21	LKS	1 HOURS	Traditional Vs Strategic human resource management.	
FRI	16/07/21			Holiday	
THURS	22/07/21	AMN	1HOURS	Presentation and demonstration	
FRI	23/07/21	AMN	1HOURS	Recruitment and selection	
MON	26/07/21	LKS	1HOURS	source and methods recruitment	
TUES	27/07/21	LKS	1 HOURS	Job analysis, process of job analysis	
WED	28/07/21	AMN	1HOURS	methods of job analysis	
WED	10/09/21	LKS	1HOURS	Need for training-objectives	
MON	29/07/21	LKS	1HOURS	job description, and job specification	
TUES	30/07/21	LKS	1HOURS	Group discussion	
WED	04/08/21	AMN	1HOURS	Practical (4 groups)	
THURS	05/08/21	AMN	1 HOURS	Practical 4 groups	
FRI	07/09/21	LKS	1HOURS	Placement, Induction	

MON	08/09/21	LKS	1 HOURS	Internal mobility of human resource	
TUES	09/09/21	LKS	1 HOURS	Training of employees	
WED	10/09/21	LKS	1 HOURS	Need for training-objectives	
MON	13/09/21	LKS	1 HOUR	Approaches	
TUES	14/09/21	LKS	1 HOUR	Methods of training	
WED	15/09/21	LKS	1 HOUR	training environment, areas of training	
THURS	30/09/21	LKS	1 HOUR	Training evaluation.	
TUES	05/10/21	AMN	1 HOUR	Group discussion	
WED	06/10/21			Holiday	
THURS	07/10/21	AMN	1 HOUR	Foundations of Performance Management -1	
FRI	08/10/21	AMN	1 HOUR	Foundations of Performance Management-2	
MON	11/10/21	AMN	1 HOUR	Planning and Implementation of Performance Management-1	
WED	12/10/21	AMN	1 HOUR	Planning and Implementation of Performance Management-2	
TUES	13/10/21	AMN	1 HOUR	Performance Appraisal	
THURS	21/10/2021	AMN	1 HOUR	Monitoring	
FRI	22/10/21	AMN	1 HOUR	Practical and GD	
MON	22/11/21		3 HOUR	Exam	

Student Name	12/07/21	13/7/21	14/7/21	15/7/21	22/7/21	23/7/21	26/7/21
Adhula M	X	X	X	X	X	X	a
Drisya VT	X	X	X	X	X	X	X
Farsana Jibin KP	X	X	X	X	a	X	X
Fathima Amra P	X	X	a	X	X	X	X
Fathima Dilsha P	a	X	a	a	a	X	X
Harshidha TP	X	X	X	a	a	X	X
Hiba Shrin AMC	X	X	X	a	X	X	X
Jahana Thasni P	X	X	X	X	X	X	X
Mazjina Farwin PT	X	X	X	X	X	X	X
Mohsna Farhath PK	X	X	X	X	X	X	X
Mahsina KP	X	X	X	X	X	X	X
Mushbira P	X	X	X	X	X	X	a
Najla KV	X	X	X	X	X	X	X
Najma PT	X	X	X	X	X	X	X
Nismija YP	X	X	a	X	X	X	X
Ranjitha CP	X	X	X	X	X	X	X
Rashida C	X	a	X	X	X	X	X
Safila A	X	X	X	X	X	X	X
Sasitha VS	X	X	X	X	X	X	X
Shabana Shrin KT	X	X	X	X	X	X	X
Shahanas PP	X	X	X	X	X	X	X
Shaheda mol P	a	a	X	X	X	X	a
Shabeema Bara K	X	X	X	X	X	X	X
Shahla Sherin K	X	X	X	X	X	X	X
Shamla Sherin V	X	X	X	X	X	X	X
Sree lakshmi V	X	X	X	X	X	X	X
Abdul Musavir KK	X	X	X	X	X	X	X
Abdul Rasak N	X	X	X	X	X	X	X
Alshad MP	X	X	a	a	a	X	X
Gokul AV	X	a	X	X	X	X	X
Midhun M	X	X	X	X	X	X	X
Mohammed Hidan	X	X	X	X	X	X	X

		12/7/21	13/7/21	14/7/21	15/7/21	22/7/21	23/7/21	26/7/21
33.	Mohammed Shamvil A	X	X	a	a	a	X	a
34.	Mohammed Yasir CP	X	X	a	a	a	a	a
35.	Muhammed Iqas Ak	X	a	X	X	a	a	a
36.	Muhammed Tasal CP	X	X	X	X	a	X	X
37.	Muhammed Jasim	X	X	a	a	a	a	a
38.	Muhammed Mirshad	X	X	X	X	a	a	a
39.	Salage Roshan CP	a	a	a	X	X	X	X
40.	Shamirad K	X	X	a	a	a	a	a
41.	Anzil KP.	a	a	a	a	X	X	X

Student Name	27/1/21	28/1/21	29/1/21	30/1/21	4/2/21	5/2/21	7/2/21
Adhula M	x	x	x	x	x	x	x
Abisya VT	x	x	x	x	x	x	x
Farsana Tibin KP	x	x	x	x	x	x	x
Fathima Amra P	x	x	x	x	x	x	x
Fathima Dilsha P	x	x	x	x	x	x	x
Hasshitha TP	x	x	x	x	x	x	x
Hiba Shisim AMC	x	x	x	x	x	x	x
Jahana Thasni P	x	x	x	x	x	x	x
Masjana Farwin PT	x	x	x	x	x	x	x
Mohsna Farhath PK	x	x	x	x	x	x	x
Muhsina KP	x	x	x	x	x	x	x
Mushbisa P	x	x	x	x	x	x	x
Najla KV	x	x	x	x	x	x	x
Najma PT	x	x	x	x	x	x	x
Nismiya YP	x	x	x	x	x	x	x
Ranjitha CP	x	x	x	x	x	x	x
Rashida C	x	x	x	x	x	x	x
Safila A	x	x	x	x	x	x	x
Saratha VS	x	x	x	x	x	x	x
Shabana Shisim VS	x	x	x	x	x	x	x
Shahanaas PP	x	x	x	x	x	x	x
Shabeeda Mol P	x	x	x	x	x	x	x
Shabeema banu K	x	x	x	x	x	x	x
Shahla Sherin K	x	x	x	x	x	x	x
Shamla Sherin V	x	x	x	x	x	x	x
Sreelakshmi V	x	x	x	x	x	x	x
Abdul musavir KK	x	x	x	x	x	x	x
Abdul Rasak N	x	x	x	x	x	x	x
Alshad MP	x	x	x	x	x	x	x
Gokul AV	x	x	x	x	x	x	x
Midhun M	x	x	x	x	x	x	x
Mohammed-Hidan	x	x	x	x	x	x	x

	27/1/21	28/1/21	29/1/21	30/1/21	4/8/21	5/8/21	7/8/21
33 Mohammed Shamsul A	✓	✓	✓	✓	✓	✓	✓
34 Mohammed Yasir CP	✓	✓	✓	✓	✓	✓	✓
35 Muhammad Das AK	✓	✓	✓	✓	✓	✓	✓
36 Muhammad Jaseel CP	✓	✓	✓	✓	✓	✓	✓
37 Muhammad Jasim VK	✓	✓	✓	✓	✓	✓	✓
38 Muhammad Munshad K	✓	✓	✓	✓	✓	✓	✓
39 Salim Roshan CP	✓	✓	✓	✓	✓	✓	✓
40 Shamsud K	✓	✓	✓	✓	✓	✓	✓
41 Anwar KP	✓	✓	✓	✓	✓	✓	✓