



ST ALOYSIUS COLLEGE (AUTONOMOUS) MANGALORE

PG DEPARTMENT OF SOCIAL WORK

OFFERS A
CERTIFICATE COURSE IN

BASICS OF HUMAN RESOURCE MANAGEMENT



Total Duration 30Hrs
Course Fee 1000/-
LIMITED SEATS

WHAT WILL YOU LEARN?

- HR Planning
- Recruitment
- Selection
- Induction
- Internal Mobility
- Remuneration Management
- Grievance Management
- Training
- Separation
- Talent Retention

COURSE HIGHLIGHTS

- Sessions by HR practitioners
- Weekly interactive online sessions

ASSESSMENT INCLUDES

- MCQ's
- Short Assignments
- Final Assessment

*On completion of the course
candidates will receive an
E-certificate from College*

APPLY NOW

TO REGISTER LOGIN TO:
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CONTACT

Dr Vidya Vinutha D'souza
vidya_vinutha@staloyusius.edu.in
+91 95913 46471

PROPOSAL FOR ONLINE CERTIFICATE COURSE (PAID)

Sl No	Particulars	Details
1.	Title of the Course	Basics of Human Resource Management
2.	Department	MSW
3.	Name of Coordinator	Dr Vidya Vinutha Dsouza
4.	Duration of the Course	<p>Introductory Video- 10 Minutes</p> <p>Unit I: Introduction Video-I on HRM Concept: 16 minutes Video-II on Skills of HR: 12minutes Video-III: 11 minutes Links: Further reading- I hour Live Session by Instructor and Practitioner: 1 Hour Assignment on Case Study- 1 hour MCQ: 10 Questions- 30 minutes Total Duration: 4 Hours</p> <p>Unit II: Functions of HRM-I Video-1 on Human Resource Planning: 22 minutes Video- II on Talent Acquisition: 8 minutes Video-III on Recruitment and Selection: 21 minutes Video-IV on Recruitment explained by Recruiter: 11 minutes Links- Further Reading- 1 Hour Live Session by Instructor and Practitioner: 2 Hours Assignment on interview Questions and Answers- 1 Hour MCQ: 10 Questions- 30 minutes Total Duration: 5 ½ Hours</p> <p>Unit III: Functions of HRM-II Video-I on Induction Process: 10 minutes Video-II on Learning and Development: 24 minutes Video-III on Remuneration Mgt: 10 minutes Video-IV on Remuneration Mgt Essentials: 14 minutes Links- Further Reading- 1 Hour</p>

		<p>Live Session by Instructor and Practitioner - 2 Hours Assignment- PPT Presentation - 1 Hour MCQ: 10 Questions- 30 minutes Total Duration: 5 ½ Hours</p> <p>Unit IV: Functions of HRM-III Video-I on Promotion Transfer and Demotion: 45 minutes Video-II on Grievance Management: 10 minutes Links- Further Reading- 1 Hour Live Session by Instructor and Practitioner - 1 Hour Assignment on Case Study-2 Hours MCQ: 10 Questions- 30 minutes Total Duration: 5 ¾ Hours</p> <p>Unit V: Functions of HRM-IV Video-I on Process of Separation: 18 minutes Video-II on Talent Retention: 18 minutes Links- Further Reading- 1 hour Live Session by Instructor and Practitioner - 1 Hour Assignment on Video on HRM- 2 hours MCQ: 10 Questions- 30 minutes Total Duration: 5 Hours</p> <p>Student Presentation 2 Hours End Course Examination 1 Hour Feedback Form Submission 1 Hour</p> <p><u>Total Number of Hours: 30</u></p>
5.	Maximum number of students	100
6.	Mention specific learning outcomes	<ul style="list-style-type: none"> • Basic understanding on the various functions performed by the HR Department • Nurture the skills required to excel in HRM • First-hand knowledge gain through the sessions by the HR professionals
7.	Course content (Have a minimum of 5 Units as given in the proposed structure attached)	<p>Unit I: Introduction 1.1 Human Resources Management (HRM)</p> <ul style="list-style-type: none"> • Definition • Objectives

		<ul style="list-style-type: none"> • Importance <p>1.2 Skills Required in HR Professionals</p> <ul style="list-style-type: none"> • Technical Skills • Soft Skills <p>Unit II: Functions of HRM-I</p> <p>2.1 Human Resource Planning (HRP)</p> <ul style="list-style-type: none"> • Definition • History of HRP • Objectives • Importance • Affecting factors • Process • Types <p>2.2 Talent Acquisition</p> <ul style="list-style-type: none"> • Definition • Process • Sources of recruitment <p>2.3 Selection Process</p> <ul style="list-style-type: none"> • Definition • Process <p>Unit III: Functions of HRM-II</p> <p>3.1 Induction Process</p> <ul style="list-style-type: none"> • Objectives • Contents • Steps <p>3.2 Learning and Development</p> <ul style="list-style-type: none"> • History of L &D • Objectives • Training Need Indicators • Aspects of Training • Process Flow • Methodologies • Emerging Trends <p>3.3 Remuneration Management</p> <ul style="list-style-type: none"> • Concept • Objectives • Influencing Factors • Salary components • CTC <p>Unit IV: Functions of HRM-III</p> <p>4.1 Promotion, Transfers, Demotion</p> <ul style="list-style-type: none"> • Concept • Objectives • Principles • Policy's Associated
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		<ul style="list-style-type: none"> • Types • Limitations • Advantages <p>4.2 Grievance Management</p> <ul style="list-style-type: none"> • Definition • Causes • Effects • Identifying Factors • Mechanism of handling • Statutory provisions <p>Unit V: Functions of HRM-IV</p> <p>5.1 Process of Separation</p> <ul style="list-style-type: none"> • Concept • Types • Role of HR <p>5.2 Talent Retention</p> <ul style="list-style-type: none"> • Concept • Advantages • Process • Role of HR
8.	Fee	Rs1000

Submitted by:

Dr Vidya Vinutha Dsouza
Asst Professor
PG Department of Social Work
St Aloysius College (Autonomous)
Mangalore

Date

11-10-2021

Signature

