Add-on course on HRM

2018-2019

Course Co-ordinator

Sri. C.V Bhalke

Associate Professor and Head of the Department

Add-on course on HRM

Preamble: HRM —The department in every organisation that is responsible for the hiring, managing, and exit-related functions in the organisation. It focuses on the functions of people in business, following the best work practices. Human resources management is the management of human capital. **Intellectual capital-** This involves professional knowledge, upskilling, cognitive abilities, and the capacity + willingness to learn.**Social capital-** This involves networking, relationships with colleagues + clients, trustworthiness, and overall behavior.**Emotional capital-** Self-confidence, ability to take risks, resilience, and ambition.HRM= Human Capital = Intellectual Capital+Social Capital+Emotional Capital.

Course is designed to introduce the student to emphasize the necessity of studying HRM Payroll,Attendance,Engagement,Performance.

Objectives:
- To enable the students to Determine structure and steering productivity.
- Students would identify the technical terms related to Income Tax.
- To enable the students to identify employee benefit.
- To Have Practical Knowledge of Recruitment and Hiring function.

Medium of Instruction: English
Course Structure and Examination Scheme:

Total contact hours:
Theory Classes: 30 Hours

Mode of Examination:
Internal Exam: 10Marks
Main Exam   : 40 Marks

Eligibility: Students enrolled in B.com.

No. of Seats: 25

Meeting Minutes for Institutional Board of Studies for

Add-on course on HRM held on 15th December 2018

The institutional Board of Studies of the Dept. of Commerce for the Add-on course on

HRM held on **15th December 2018** in IQAC Room at 10:30 am.

Sl.no	Name	Institute	Designation
1	Sri. C.V.bhalke	HOD (Commerce) Associate Professor B.V.B College	Chairman
2	Sri. Dr.Ambrish Veernaik	Assistant Professor KASACC,Bidar	External Member
3	Sri.B.M Biradar	Associate Professor B.V.B College	Internal Member
4	Sri.Somanath.Patil	Associate Professor B.V.B College	Internal Member
5	Sri.Jaganath.Patil	Assistant Professor B.V.B College	Internal Member
6	Kum.Ankitha K Bajaj	Assistant Professor B.V.B College	Internal Member
7	Smt.Ambika.K	Assistant Professor B.V.B College	Internal Member

In the beginning of the meeting the Chairman of the BOS Sri. C.V.bhalke welcomed all members

and briefed them about the academic activities of the Department of Commerce. The members

expressed their highly appreciation and satisfaction about the activities of the department.

After that institutional BOS discussed and resolved the following items:

Item 1. Starting of the Add-on course on HRM

The BOS discussed the item and resolved to start the Add-on course on HRM

Item 2. Approval of the Syllabus for add-on course.

The BOS discussed and approved the syllabus for the Add-on course on HRM

Item 3. Approval of admission criteria

The BOS discussed and approved the criteria for admission and resolved that any students enrolled in

UG course can enrol in this course. In addition to this BOS also finalized the exam pattern.

Meeting of the BOS was concluded with the vote of thanks by Smt.Ambika K, Assistant Professor in

Department of Commerce.

The following members were present in the meeting:

Name of the Member of BOS	Signature
1.Prof. C.V Bhalke	
2. Dr.Ambrish Veernaik	
3.Prof. . B.M Biradar	
4.Prof. Somnath Patil	
5. .Prof.Jaganath Patil	
6. Prof.Ankitha K Bajaj	
7. Prof.Ambika K	

H. K. E SOCIETY'S

B.V. BHOOMARADDI COLLEGE OF ARTS, SCIENCE AND COMMERCE, BIDAR

DEPARTMENT OF COMMERCE

VALUE ADDED COURSE – 2018-19

TIME TABLE (Time – 3 to 4 pm)

Sl. No.	Date	Days
1	3rd January	Thursday
2	4th January	Friday
3	10th January	Thursday
4	11th January	Friday
5	12th January	Saturday
6	17th January	Thursday
7	18th January	Friday
8	19th January	Saturday
9	24th January	Thursday
10	25th January	Friday
11	31st January	Thursday
12	1st February	Friday
13	2nd February	Saturday
14	7th February	Thursday
15	8th February	Friday
16	9th February	Saturday
17	14th February	Thursday
18	15th February	Friday
19	16th February	Saturday
20	21st February	Thursday
21	22nd February	Friday
22	23rd February	Saturday
23	28th February	Thursday
24	1st March	Friday
25	2nd March	Saturday
26	7th March	Thursday
27	8th March	Friday
28	9th March	Saturday
29	15th March	Friday
30	16th March	Saturday

PRINCIPAL
B.V.Bhoomaraddi College
of Arts, Science & Commerce
BIDAR-585 403.

Date: 13th December 2018

To,
The Principal
B V Bhoomaraddi College of Arts, Science and Commerce, Bidar

Sub: Request to grant permission for Add-on course on **HRM** from the academic year 2018-19: Reg.

Respected Sir,

We would like to start the Add-on course on "**HRM**" for the academic year 2018-19: with intake of 25 students. Please permit us to start the add-on course and do the needful.

Thanking You.

Permission is granted for the introduction of Add-on-course on HRM

PRINCIPAL
B.V.Bhoomaraddi College
of Arts, Science & Commerce
BIDAR-585 403.

Add-on course on HRM

Report and Outcome Analysis

Name of the Course: HRM.

Name of the Department: Commerce

Number of Student Enrolled: 25

BOS Meeting Date: 15th December 2018

Start Date of the Course: 3rd January 2019

End Date of the Course: 16th March 2019

The Department of Commerce has conducted Add-on course on HRM the students of B.com from 3rd January 2019 to 16th March 2019.

The course was about the core concept of HRM

The total 25 students were enrolled in this course and they got fundamental knowledge about HRM.

Course concluded with final examination and certificate distributions to the students.

COURSE OUTCOMES:

This course on Human Resource Management will help the students –

- To know the emerging importance of HRM in the present scenario.

- To understand the process of HRM.

- To know the importance of HR Planning, Recruitment and Selection Process.

- To understand the Promotion and Training Techniques.

- To practically experience the role of a HR Manager through Case Studies and Role Plays.

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DISTRIBUTION OF TRAINING ON HOURLY BASIS

Sl. No.	Theory and Practical Components to be Covered	Duration Hours
1.	**Introduction to Human Resource Management** Nature, Scope, Objectives and Importance Functions of HRM Human Resource Development (HRD)	04 Hours
2.	**Human Resource Planning** Need and Importance Job Analysis and Job Design Job Description Job Specification	04 Hours
3.	**Recruitment and Selection and Training** Sources and Types of Recruitment Selection Process and Types Employee Training Techniques (Case Studies and Role Plays)	04 Hours
4.	**Promotion** Promotion Policies Bases of Promotion Types of Transfers	04 Hours
5.	**Compensation and Health** Compensation – Pay Structures Types of Compensation HR Laws governing Compensation HR Laws governing Health and Work Place Atmosphere	04 Hours

Date: 20TH DEC 2018

NOTICE

All the students are hereby informed that, the Department of Commerce starting the Add-on course on **HRM** from 3RD **JANUARY 2019,** interested students can enrol their names on or before **27**th **DECEMBER 2018** in the Department of Commerce.

HOD

Principal

PRINCIPAL
B.V.Bhoomaraddi College
of Arts, Science & Commerce
BIDAR-585 403.

H.K.E. SOCIETYS
B.V.BHOOMARADDI ARTS, SCIENCE AND COMMERCE COLLEGE, BIDAR

Value added Course on H.R.M.

Enrolment List

SL. No	NAME OF THE STUDENT	Signature
1	Anil Shankar	Anil
2	Gururaj Basavaraj	Gururaj
3	Emmanwel Shanthkumar	Shanthkumar
4	Shekhar Kashinath	shekhar
5	Anil Ghaleppa	Anil
6	Shivaji Govind	Shivaji
7	Prakash Shankar	Prakash
8	Sachin Ramesh	Sachin
9	M. Ruchita Vithal	Ruchita
10	Amar Gandhiji	Amar
11	Prashant Zareppa	Prashant
12	Soumya Prakash	Somya
13	Sachin Jaganath	Sachin
14	Anil Ashok	Anil
15	Dinesh Sanjukumar	Dinesh
16	Pawan Vithal	Pawan
17	Sachin Basayya	Sachin
18	Srikanth Dhanraj	Srikanth
19	Ravi Sharanappa	Ravi
20	Shweta Anjareddy	Shweta

21	Rahul Ravindra		Rahul
22	Sachin Rajkumar		Sachin
23	Renuka Shivaraj		Renuka
24	Swati Suresh		Swati
25	Radhika Manik		Radhika
Sign of Faculty	B.M Biradar		Bmbirad

W Sanjay

NOTICE

All the students enrolled in Add-on course on **HRM** are hereby informed that, the course Internal Assessment is scheduled on 02nd February 2019 from 10am To 11am.

C.V Bhalke
HOD

Principal

PRINCIPAL
B.V.Bhoomaraddi College
of Arts, Science & Commerce
BIDAR-585 403.

Date: 15th March 2019

NOTICE

All the students enrolled in Add-on course on **HRM**. are hereby informed that, the course examination is scheduled on 23rd March 2019 from 10am To 12pm.

C.V Bhalke

HOD

Principal

PRINCIPAL
B.V.Bhoomaraddi College
of Arts, Science & Commerce
BIDAR-585 403.

ADD ON COURSE ON HRM

B.V. BHOOMARADDI COLLEGE OF H.K.E. Society's **ARTS, SCIENCE & COMMERCE, Bidar** , Bid
Students Attendance Register

Academic Year 2018-19

Class _____ Subject _____

Reg. No.	Name of Student	No. of Class	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	Anil Shankar		P	P	P		P		P	P	P		P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P		P	P	P
	Gururaj Basavaraj		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Emmanwel.Shanthkumar		P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Shekhar Kashinath		P		P	P	P		P	P	P	P		P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Anil Ghaleppa		P		P	P		P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Shivaji Govind		P	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Prakash Shankar		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Sachin Ramesh		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	R	P	P	P	P	P	P	P	P	P
	M. Ruchita Vithal		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Amar Gandhiji		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Prashant Zareppa		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Soumya Prakash		P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Sachin Jayanath		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Anil Ashok		P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Dinesh Sanjukumar		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Pawan Vithal		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Sachin Basayya		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Srikanth Dhanraj		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Ravi Sharanappa		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Shweta Anjariobly		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Rahul Ravindra		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Sachin Rajkumar		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Renuka Shivaraj		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Swati Suresh		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Radhika Manik		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

H.K.E. SOCIETYS
B.V.BHOOMARADDI ARTS, SCIENCE AND COMMERCE COLLEGE, BIDAR

Value added Course on H.R.M.

Marks List 2018-19

SL. No	NAME OF THE STUDENT	IA Marks(10)	Main Exam(40)	Total
1	Anil Shankar	08	32	40
2	Gururaj Basavaraj	07	34	41
3	Emmanwel Shanthkumar	08	35	43
4	Shekhar Kashinath	08	34	42
5	Anil Ghaleppa	06	35	41
6	Shivaji Govind	07	33	40
7	Prakash Shankar	06	30	36
8	Sachin Ramesh	07	31	38
9	M. Ruchita Vithal	07	30	37
10	Amar Gandhiji	06	32	38
11	Prashant Zareppa	06	33	39
12	Soumya Prakash	08	32	40
13	Sachin Jaganath	07	32	39
14	Anil Ashok	08	32	40
15	Dinesh Sanjukumar	07	34	41
16	Pawan Vithal	08	35	43
17	Sachin Basayya	08	34	42
18	Srikanth Dhanraj	06	35	41
19	Ravi Sharanappa	07	33	40
20	Shweta Anjareddy	06	30	36

21	Rahul Ravindra	07	31	38
22	Sachin Rajkumar	07	30	37
23	Renuka Shivaraj	06	32	38
24	Swati Suresh	06	33	39
25	Radhika Manik	08	32	40
Sign of Faculty	B.M Biradar			Biradar

PRINCIPAL
B.V.Bhoomeraddi College
of Arts, Science & Commerce
BIDAR-585 403.

H.K.E. SOCIETYS
B.V.BHOOMARADDI ARTS, SCIENCE AND COMMERCE COLLEGE, BIDAR

Department of Commerce

Add-on Course HRM

Internal Assessment 2018-19

Time: 40minutes   Marks: 10marks

Answer Two the Following Questions   2x5=10

1.Explain HRD.

2.Explain Selection Process.

H.K.E. SOCIETYS
B.V.BHOOMARADDI ARTS, SCIENCE AND
COMMERCE COLLEGE, BIDAR

Department of Commerce

Add-on Course HRM 2018-19

Time: 2 Hours   Marks: 40marks

Answer Four of the Following Questions   10x4=40

1. Explain Nature And Scope Of HRM.

2. Explain The Types Of Recruitment.

3. Explain Importance of Human Resource Planning.

4. Explain The Policies And Bases Of Promotion.

Internal Assesment test 2018 - 19

Subject - HRM

Name - Sadun Ramesh

Question-1

Explain Human Resource devolapment

Human Resource devolapment refers to an assortment of training programs that help people adjust to their new roles and learn more about the orgnisation and its culture

A protocol for HRD teacher Employees skills they may need for their Jobs and grants them acces to resoursers that can help them succeed.

Formal: Companies might hire a Consultant to spearhead HRD for an orgnisation. The process might also include coursecoork and highly or ganized training Sessions.

Informal: Managers can provide mentorship to new team members. and they actively participate in the onboarding process. There may not be a formal schedule or Execeetion of training compared to formal HRD.

Q-2 Explain Selection process

The selection process can be defined as the process of selection and shortlisting of the right candidates with the necessary qualifications and skill set to fill the vacancies in an orgnisation. The selection process varies from industry to industry. Company to company and even amongst departments of the same company.

1) preliminary Interview
2) Reciving Applications
3) Screening of Applications
4) Employment tests.
5) Interview
6) Refrence checking.
7) Medical Examination
8) final Selection.

07
10

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B.V. BHOOMARADDI COLLEGE OF ARTS, SCIENCE & COMMERCE, BIDAR

(Affiliated to Gulbarga University, Kalaburagi)

Department of _Commerce_

CERTIFICATE

This is to certify that Kum./Kumari _Sachin Ramesh_ of _B.con II_ Bearing Register No. / Roll No. _08_ has Successfully completed add-on Course/Certificate course in _HRM_ _____ during the academic year 20..18.-20.19....

C. V Bhalke
Head of the Dept.

IQAC Co-ordinator

Principal