



Bunts Sangha's
S.M. Shetty College Of Science, Commerce And Management Studies, Powai
NAAC Accredited 'A' Grade
IMC RBNQ Certificate of Merit 2019
ISO 21001: 2018 Certified



Student Enrichment Activity Approval Form 2021-22

Department: THE MANAGEMENT ASSOCIATION - THE DEPARTMENT OF MANAGEMENT STUDIES

Program: CERTIFICATE COURSE - HRM BASICS FOR WORKING PROFESSIONALS

Objectives: To make students of BMS about HRM concepts which will be of great help in corporate life or handling their businesses

Need: Students of BMS are specialized in marketing and finance and are not exposed to any HRM based subject.

Content: This course will help students to become aware of basic HRM concepts and understand their applications in their career.

Resource Person:

- Ms. Nidhi Chandorkar
- Ms Karishma Thakur (Corporate Professional)
- Mr. Ashish Navik
- Ms. Ashwini Devadiga
- Ms. Preeti Matharu
- Adv. Hamid Khan
- CA Zainab Rangwala
- Mr. Utkarsh kapadia
- Dr. Vijay Vishwakarma

Date: 9Th February to March 4, 2022. (Additional sessions on March 11 and Mar 15, 2022)

Cost/Budget: Rs.500 per student

Proposed by: Ms, Nidhi Chandorkar

Verified by: Nidhi Chandorkar

COURSE CONTENT

HR BASICS FOR PROFESSIONALS					
CHAPTER	TOPICS NO.	TOPIC	NO. OF HOURS	FACULTY	DAY
1		INTRODUCTION TO HRM	4	NIDHI	
	a	Meaning and Features of HRM	2		DAY 1
	b	Elements in HRM			
	c	Concept of HRD	2		DAY 2
	d	Concept of Organisational Behaviour			
2		RECRUITMENT & SELECTION	4	ASHISH	
	a	Job Analysis, Job Design, Types of Recruitment	2		DAY 3
	b	Selection Process & types of interviews and tests	2		DAY 4
3		TRAINING & DEVELOPMENT	4	PREETI	
	a	Meaning, Training Need Assesment	2		DAY 5
	b	Process of Training			
	c	Performance Management	2		DAY 6
	d	Talent Management & Knowledge Management			
4		COMPENSATION MANAGEMENT	5	ZAINAB	
	a	Meaning and Types of Compensation	2		DAY 7
	b	Pay Structure			
	c	Incentive and Wages	1		DAY 8
	d	Legal and Ethical Issues in Compensation	2		
	e	Recent Trends in Compensation			
6		INDUSTRIAL RELATIONS	4	HAMID	
		Industrial Disputes and Methods of Settling disputes	1		DAY 9
		Trade Unions	1		
		Collective Bargaining			

		Industrial Relations Related Laws in India	2		DAY 10
8		PERFORMANCE APPRAISAL	3	NIDHI	
		Introduction and conventional techniques	3		DAY 11
		Modern Techniques			
9		STRESS MANAGEMENT & INDIAN ETHOS IN MANAGEMENT	4	UTKARSH	
		Types of Stress	2		DAY 12
		Models of Stress Management			
		Meditation and Yoga			
		Laws of Karma and Its importance in Corporates	1		DAY 13
		LEAVES	1	ASHWINI	
10		EMOTIONAL INTELLIGENCE	2	VIJAY	
		Introduction			DAY 14
		Concept and Significance			
		TOTAL	30		

ADDITIONAL INDUSTRIAL EXPERT SESSION

BOARD OF STUDIES MEMBERS

The following members have been appointed as Board of Studies members for designing the syllabus for the course - HRM BASICS FOR WORKING PROFESSIONALS

Chairperson - Ms. Nidhi Chandorkar

Industry Expert - Ms. Karishma Thakur

Member - Ms. Ashwini Devadiga

**Nidhi Chandorkar
Program Coordinator - BMS**

**Dr. Sridhara Shetty
Principal**

APPROVAL LETTER

Already done - approval

BUNTS SANGHA'S
S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE & MANAGEMENT
STUDIES.
Opp. Jalvayu Vihar, Hiranandani Garden, Powai, Mumbai - 400076
Date: 18/1/22

To,
The Chairman
Powai Education Committee
Powai, Mumbai.

Dear Sir,

The Department of Management Studies is organizing a certificate course for students of second and third year - HRM Basics of Working Professionals. The department is charging Rs.500.00 from each students for this course.

The course will begin in the last week of January, 2022. Hence, we seek your permission to collect the course fees from the interested students.

Thanking You,

Nidhi Chandekar
Nidhi Chandekar
Coordinator
(Department of Management Studies)

[Signature]
General Manager
(A & A)

Vice Chairman

[Signature]
Principal
17/01/2022

Treasurer

Vice Chairman

[Signature]
Account Manager

Secretary

Chairman

CIRCULAR



Bunts Sangha's
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HR BASICS FOR PROFESSIONALS

Dear Students/ Parents,

With a view to make our students industry-ready, the college is introducing a certificate course to inculcate knowledge of Human Resource Management which is required by every working professional. The Course “HRM Basics for Working Professionals” is likely to commence during the middle of December. A bird’s eye view of the content of the course :

- Introduction to HRM and OB
- Recruitment & Selection
- Training and Development
- Compensation Management
- Industrial Relations
- Performance Appraisal
- Stress Management & Indian Ethos in Managing Indian Companies
- Emotional Intelligence

The charges for the course is Rs. 500/-.

Interested students are required to fill the given Google form after getting consent from their parents/ guardians.



Nidhi Chandorkar
Coordinator – BMS Program

CIRCULARS

February 1, 2022

Any student willing to join the HRM Basics Course is requested to fill this google form :

<https://forms.gle/t1R85f5keTY1eK7k6>

8:11 AM ✓

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HRM BASICS FOR WORKING PROFESSIONALS



NOTICE - HRM BASICS...

1 page • 220 kB • PDF

8:12 AM ✓

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HRM BASICS FOR WORKING PROFESSIONALS

This course has been designed to introduce the Human Resource Management processes and practices used in today's corporates. This course will help the students who have specialized in different fields and are either planning to join corporates or will manage their own venture.

The Content of the course are:

CHAPTER	TOPIC	NO. OF HOURS
1	INTRODUCTION TO HRM	3
2	RECRUITMENT & SELECTION	4
3	TRAINING & DEVELOPMENT	4
4	LEAVES	2
5	COMPENSATION MANAGEMENT	5
6	INDUSTRIAL RELATIONS	4
8	PERFORMANCE APPRAISAL	3
9	STRESS MANAGEMENT & INDIAN ETHOS IN MANAGEMENT	3
10	EMOTIONAL INTELLIGENCE	2
TOTAL		30 hours

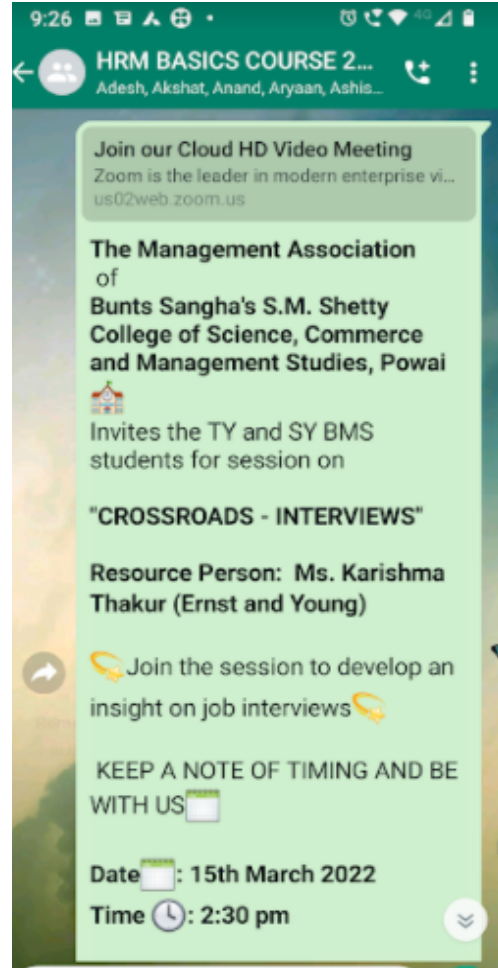
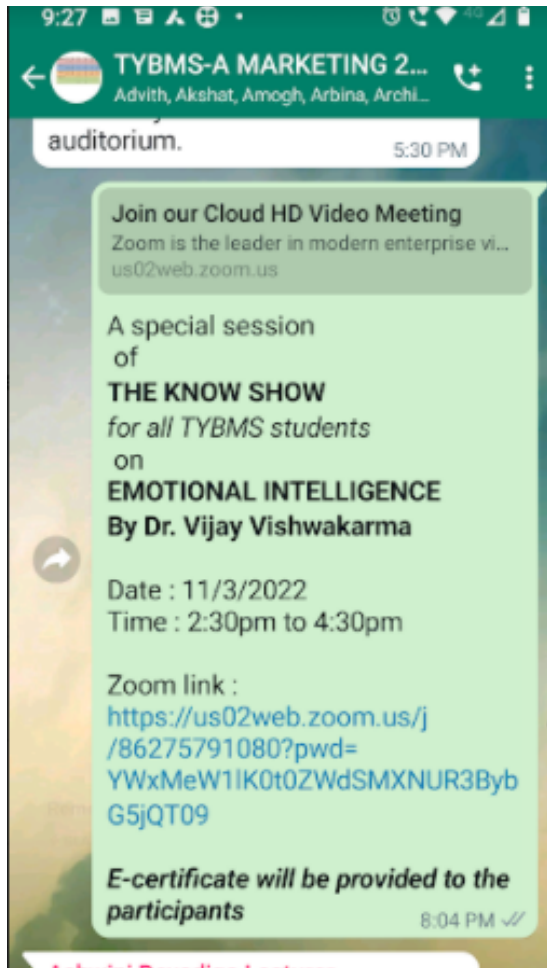
Important Details:

Course Commencement: 9th February, 2022
Duration: 30 hours

Course Fees: 500-
Mode: Online

Timings: 2pm to 4pm

Nishi Chandorkar
Coordinator





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THE MANAGEMENT ASSOCIATION
CERTIFICATE COURSE HRM BASICS FOR WORKING PROFESSIONALS
REPORT

EVENT: CERTIFICATE COURSE - HRM BASICS FOR WORKING PROFESSIONALS

RESOURCE PERSON: As appointed by Board of Studies

TEACHER INCHARGE: Asst. Prof and Program Coordinator nidhi chandorkar

EVENT: The Management Association of the Department of Management Studies organised a 30 hours **Certificate Course - HRM BASICS FOR WORKING PROFESSIONALS** for the students of second and third year BMS. The course comprised of 30 hours which were divided into sessions of different HRM functions. The course also comprised of additional sessions of Interviews by Industrial expert.

The course commenced on February 9, 2022 and all the sessions concluded on 15th march 2022 with Industrial expert session. In all 33 students joined the course

OUTCOME:

- Students became aware of HRM functional which will be used by them during their career
- Students developed soft skills like that of Emotional Intelligence and Interviews

ATTENDANCE

S.NO	FULL NAME OF THE STUDENT	CLASS	9/2/2022	10/2/2022	11/2/2022	12/2/2022	13/2/2022	14/2/2022	15/2/2022	16/2/2022	17/2/2022	18/2/2022	19/2/2022	20/2/2022	21/2/2022	22/2/2022	23/2/2022	1/3/2022	3/3/2022	4/3/2022
1	Ankush Yadav	SYBMS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
2	Radhika Poyyara	SYBMS			P	P	P	P		P	P	P	P	P	P	P	P			
3	Krusha Thakkar	SYBMS				P	P	P	P		P	P	P	P	P	P	P	P	P	
4	Abhishek Mohanty	SYBMS	P	P	P	P	P	P		P	P	P	P	P	P	P	P			
5	Aman Vikash Surana	SYBMS	P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	
6	Vishwajeet Yadav	SYBMS	P	P			P			P		P	P	P	P					P
7	Aditya Suresh Tiwari	SYBMS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	Dhiraj Krishna Moolya	SYBMS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	Sharma Anand Shyam Narayan	SYBMS	P	P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P
10	Angela kuruvilla	SYBMS	P																	
11	Sakshi Poojary	SYBMS	P		P	P	P	P	P				P					P	P	
12	Siddhesh Ghadge	SYBMS	P	P	P		P	P	P			P	P	P	P	P	P			
13	Prathamesh Sushil Dhavan	SYBMS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
14	Shobit Ravi Shetty	SYBMS	P		P	P	P	P	P	P	P	P	P	P	P	P	P			P
15	Priya Yadav	SYBMS	P		P	P	P	P	P	P			P	P				P	P	P
16	AVANI WAGHELA	SYBMS		P								P								
17	Virdi Amolak Singh	TYBMS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			P
18	Saloni Pardeshi	TYBMS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			P
19	Tahir khatri	TYBMS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			P
20	Geetesh Atul Helekar	TYBMS	P	P	P	P			P	P	P	P	P	P	P	P	P			P
21	Akshat Deepak Aggarwal	TYBMS				P				P										
22	Megha Pujari	TYBMS		P	P	P	P	P	P	P	P	P	P	P	P	P	P			
23	Meenakshi Kunnutgi	TYBMS	P	P	P	P	P			P	P	P	P	P	P	P	P			
24	Lakshit shetty	TYBMS	P		P	P				P										
25	SABA MUKADAM	TYBMS	P	P			P				P						P	P		
26	PRATHMESH SALVI	TYBMS	P	P		P	P	P	P	P	P	P	P	P	P	P	P			
27	SHRUTI PANDEY	TYBMS	P		P	P	P	P	P	P	P	P	P	P	P	P	P			P
28	RIDDHI PATEL	SYBMS	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	
29	RAMISHA SHETTY	SYBMS	P	P		P	P			P							P			
30	SHRUTIKA SHETTY	TYBMS A			P	P				P							P			
31	SHRISHITI SHETTY	SYBMS B				P	P	P	P			P	P	P						
32	ARYAAN SHAIKH	SYBMS B				P	P	P	P			P		P						
33	SAKSHI RAI	SYBMS B				P	P					P								
34	PRATHIKSHA PRABHAKAR SHETTY	SYBMS B				P	P	P				P	P	P			P			
35	RAKSHA SHETTY	SYBMS B								P	P	P	P	P				P		
36	TOTAL PRESENT		25	21	22	27	29	24	25	23	22	22			15	17	17			
37	FACULTY NAME		NIDHI	NIDHI	ASHISH	SHISHI	SHWIN	PREET	PREET	Hamid	Hamid				NIDHI	TKARSH	KARS	VLJAY	ARISHIM	

Pictures:

Recording... Interview

re Interview

re – Interview Preparation Process

Resume Reflection Company Research Subject knowledge Dressing Right Important Docs Strategy ARE YOU READY?

Prepare concise stories

Participants (47)

Q Find a participant

Waiting Room (1) **Miss**

128 Sohail pathan Join

Joined (47)

Nidhi Chandorkar (Host, me) **🔒**

K Karishma **🔒**

O1 Aaryan Ajit **🔒**

O1 Aaryan Ajit **🔒**

104 Anas Patel **🔒**

N 108 Nidhi Pattnia **🔒**

1B 111 Sakshi Poojary **🔒**

113 Radhika Poyyara **🔒**

S 120 Aashna Shetty **🔒**

1A 120 Aryan Shaikh **🔒**

A 122 Anand Sharma **🔒**

Invite Mute All ...

mute Stop Video Security Participants 48 Chat Share Screen Reactions Apps More End

REC

EMOTIONAL INTELLIGENCE

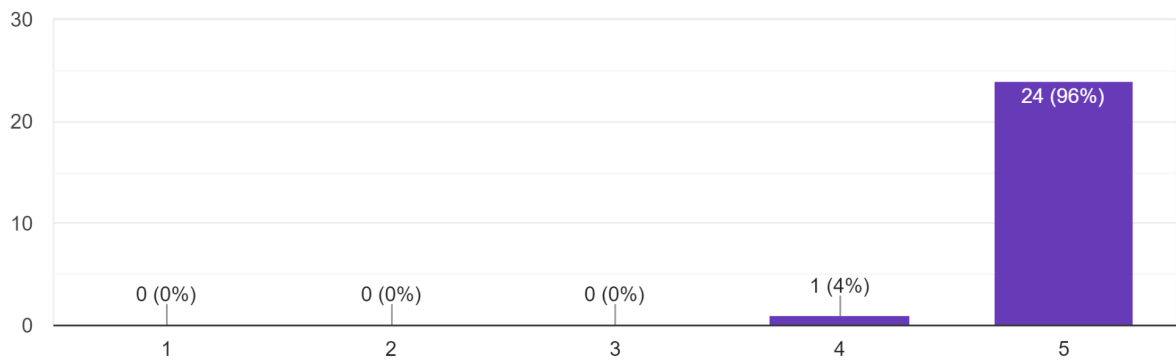
Dr. VIJAY VISHWAKARMA's screen

Dr. VIJAY VISHWAKARMA's screen

FEEDBACK & ATR

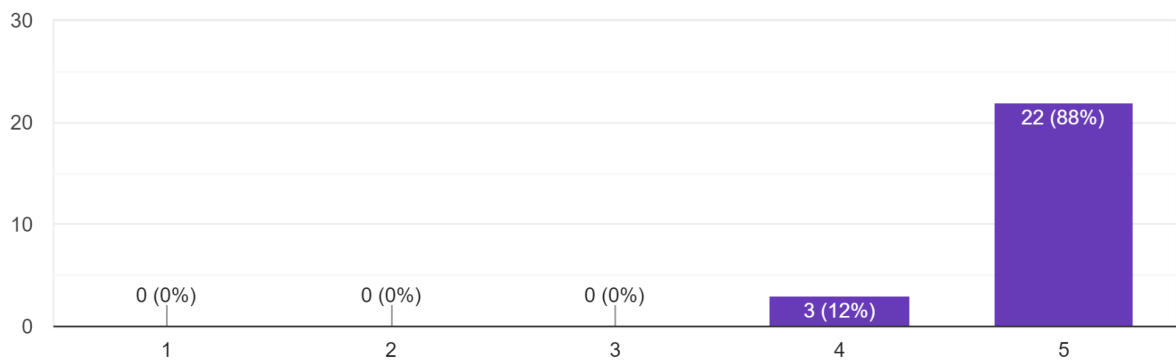
How do you rate the content of the certificate course?

25 responses



How was the contents covered during the course?

25 responses



ATR

More such courses may be introduced

SAMPLE CERTIFICATE

