



**DEPARTMENT OF ECONOMICS**  
**MUHAMMED ABDURAHIMAN MEMORIAL**  
**ORPHANAGE (MAMO) COLLEGE**

[Govt. Aided First Grade College & Affiliated to University of Calicut.  
Re-Accredited by NAAC with A Grade]

**CURRICULUM FOR CERTIFICATE COURSE**  
**CEREC001: HUMAN RESOURCE**  
**MANAGEMENT**

**OFFERED DURING THE**  
**ACADEMIC YEAR 2016-17**  
**[APPROVED BY ACADEMIC COMMITTEE, MAMO COLLEGE]**



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## DEPARTMENT OF ECONOMICS

### CURRICULUM FOR CERTIFICATE COURSE - CEREC001

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# INSTITUTIONAL VISION, MISSION & OBJECTIVES 01



VISION

**VISION:** Build Scientifically Oriented, Intellectually Accomplished, Morally Upright and Socially Committed youth who can play a constructive role in Nation Building.



MISSION

**MISSION:** Intellectual, social and economic empowerment of the youth in general and women, minorities, orphans and the destitute in particular by providing quality, value-based higher-education.



OBJECTIVES

**OBJECTIVES:** Pursuit of Excellence, Harnessing technology, Thrust on value-based education, Nurturing Excellence and Moulding the youth for Nation Building



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## VISION, MISSION, OBJECTIVES & CORE VALUES OF THE DEPARTMENT 02



VISION

**VISION:** Equip students to realize their full potential and shape them to address the emerging global challenges to deal with economic, social and business realities.



MISSION

**MISSION:** Imparting the highest quality instruction to undergraduate students to train them in the methods and ideas of modern theoretical and applied economics.



**OBJECTIVES:** (a) Focus on building up excellence and professionalism. (b) Thrust on attaining human values, ethical, communication, and collaboration skills to have successful careers through innovative and modern curriculum. (c) Special attention to provide career-oriented quality training to impart skill requirements of the service sector. (d) Value-based training for maintaining ethical conscience. (e) Inculcate professionalism and global outlook through parallel soft-skill and value-added courses. (e) Inculcate professionalism and global outlook through parallel soft-skill and value-added courses.



VALUES

**CORE VALUES:** Mutual trust and interdependence, Belief in respecting the integrity of the Nation and self-esteem, Ethical Conscience, Service Mindedness, Professionalism and Global Outlook.



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## B.A ECONOMICS: PROGRAMME EDUCATIONAL OBJECTIVES (PEOs) 03

After 3 years of graduation, the career and professional accomplishments attained by the B.A Economics Graduates would reflect that the programme really prepared the graduates to deal with the real world, where they could apply and use the skills and knowledge they have learned to good use.

Specifically, the graduate would be able to:



**PEO1:** Pursue any of the following three alternatives: (i) immediately take up a career in any area of financial sector, banking sector and cost accounting and work productively as a successful professionals in diverse career paths including supportive and leadership roles on multidisciplinary teams, (ii) broaden the scope of the career path by pursuing higher studies and research in the field of Economics and (iii) go for taking up the challenge and spearheads start-ups by positively exploiting the diverse potentials and resources of the economy..



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**PEO2:** Graduates will communicate effectively, recognize and incorporate societal needs and constraints in their professional endeavours, and practise their profession with high regard to legal and ethical responsibilities.



**PEO3:** Be original, creative, innovative and systematic in their all endeavours, including individual, collaborative and entrepreneurial ventures with meticulous strategic thinking, planning and execution.



**PEO4:** Have sufficient breadth of understanding to enable continued professional development and lifelong learning throughout their career.



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## B.A ECONOMICS: PROGRAMME SPECIFIC OUTCOME (PSOs) 04

On successful completion of a Bachelor Degree in Computer Science, the graduates would be able to:



**PSO1: THEORETICAL SOUNDNESS IN SOCIAL SCIENCE:** Students at the time of graduation will be able to understand the behavioural patterns of various economic agents, advance theoretical issues and their applications. It also helps the students to critically analyze the problems and to provide solutions by using statistical tools and theories.



**PSO2: DEVELOP PRACTICAL SKILLS:** Students at the time of graduation will be able to pinpoint and understand the past, present economic conditions of the country. They will also be able to forecast the future course of changes and development through their knowledge of policies and programmes set by



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the governments and other development agencies. They are equipped with the techniques to find solution of the problems like mobilization of manpower and materials available in the country.



**PSO3: CAREER OPTIONS:** Students at the time of graduation will be able to apply their skills in various career fields and to engage as Economist, financial risk analyst, Accountant, Investment Analyst, Financial consultant, Data Analyst, and as Researcher in various economic and financial institutions at national and international level.



**PSO4: USE OF MODELS IN ECONOMIC ANALYSIS:** Students at the time of graduation will be able to apply appropriate model and tests of significance to find solutions for complex problems in Economics at micro and macro level.



**PSO5: RESEARCH CAPABILITY:** Students at the time of graduation will be able to apply domain knowledge and expertise for enhancing research capability to transform innovative ideas into reality.



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# B.A ECONOMICS: PROGRAMME OUTCOMES (POs) 05

The students graduating from B.A Economics Programme should be able to:



**PO1: SCIENTIFIC KNOWLEDGE IN ECONOMIC ANALYSIS:** Apply knowledge of Economics and Statistics to provide solutions to complex economic and financial problems.



**PO2: PROBLEM ANALYSIS:** Identify, formulate, review research literature, and analyze complex real-life problems reaching substantiated conclusions using the tools of mathematics, statistics and data analysis.



**PO3: SOLUTION TO REAL-LIFE PROBLEMS WITH SYSTEMATIC APPROACH:** Design solutions for complex real-life problems that meet the specified needs with appropriate consideration for the public health and safety, and the economic, societal, and environmental considerations.



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**PO4:** **CONDUCT INVESTIGATIONS OF COMPLEX PROBLEMS:** Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.



**PO5:** **CREATION AND USAGE OF VARIOUS TOOLS:** Create, select, and apply appropriate techniques, resources, and modern computing and data analysing tools that helps in predicting the complex economic activities with an understanding of the limitations.



**PO6:** **PROFESSIONAL APPROACH TO SOCIAL ASPECTS:** Apply reasoning informed by the contextual knowledge to assess economic, societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional practice.



**PO7:** **ENVIRONMENT AND SUSTAINABILITY:** Understand the impact of use of natural resources in economic and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.



**PO8:** **ETHICS:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the economy and society.



**PO9:** **INDIVIDUAL AND TEAM WORK:** Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.



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**PO10: COMMUNICATION:** Communicate effectively within the society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.



**PO11: PROJECT MANAGEMENT AND FINANCE:** Demonstrate knowledge and understanding of the economic principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.



**PO12: LIFE-LONG LEARNING:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of changes in technology and policy.



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CURRICULUM FOR CERTIFICATE COURSE - CEREC001

## CERTIFICATE COURSE

# CEREC001: HUMAN RESOURCE MANAGEMENT **06**

## COURSE CURRICULUM

Course Name	Human Resource Management
Course Code	CEREC001
Year	2016-17
Course Designer	Mr. Shukoor K. H
Course Duration	30 Hrs
Course Schedule	June to September
Maximum Students Intake	60 Students



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#### 1. COURSE LEVEL

Foundational, skill-oriented certificate programme.

#### 2. PREREQUISITE

None.

#### 3. COURSE INTAKE & ADMISSION

Maximum 60 students will be given admission to the course based on First-Come-First-Serve basis. All the students of the MAMO College are eligible for free enrolment for the course. The enrolment notification will be issued for the course well in advance of the commencement of the course.

#### 4. COURSE COORDINATOR

Mr. Shukoor. K.H, Department of Economics

#### 5. COURSE PREAMBLE

Human resource management is a contemporary, umbrella term used to describe the management and development of employees in an organization. Also called personnel or talent management involves both strategic and comprehensive approaches to managing people, as well as workplace culture and environment. The concept behind human resource management is that employees who are subject to effective human resource management are able to more effectively and productively contribute to a company's overall direction, thereby ensuring that company goals and objectives are accomplished. This course provides attaining essential skills to manage the human resource potential in an organisation.



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#### 6. DURATION

Total Duration: 30 Hrs. [Contact Hrs. 8 Hrs., Course Woks: 16 Hrs, and Assessment Works: 6 Hrs.]

#### 7. CURRICULUM FOCUS

Enhance the employability of the learners through curriculum enrichment for additional skill development.

#### 8. COURSE OBJECTIVES

Learners are expected to

- Develop the basic skills to manage human power in an organisation
- Assimilate real problem-solving traits that enhance the employability of the learners

#### 9. SKILL EXPECTED

On the successful completion of the course, learners will be able to:

- Approach problems form multiple dimensions
- Apply problem-solving skills to real-life problems
- Cultivate problem analysing and problem-solving skills

#### 10. COURSE OUTCOMES

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CO No	Course Outcome(CO)	Skill/Knowledge Attainment Level Based on Revised Bloom's Taxonomy
CO1	Describe, compare, contrast, demonstrate, explain the basics of problem solving and understand the problem solving aspects	Understand
CO2	Apply problem solving to real world problems, identify and choose suitable problem solving technique, model/build/construct solution to the problems	Apply
CO3	Analyze and classify problems to choose best problem solving strategy and compare and contrast the benefits of alternate problem solving strategies,	Analyse
CO4	Measure the complexities of alternate algorithms for solving a given problem and choose the most efficient strategy.	Evaluate

## 11. MAPPING OF COs WITH PSO<sub>s</sub> AND PO<sub>s</sub>

CO <sub>s</sub>	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	1	1	2	1	1	1	1	1	2	3	1	2	1	1	2	1	1
CO2	1	1	2	1	1	1	1	1	2	3	1	2	1	1	2	1	1
CO3	1	1	2	1	1	1	1	1	2	3	1	2	1	1	2	1	1
CO4	1	1	2	1	1	1	1	1	2	3	1	2	1	1	2	1	1



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COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3	PSO4	PSO5
AVG	1	1	2	1	1	1	1	1	2	3	1	2	1	1	2	1	1

## 12. MODULE-WISE COURSE CONTENTS

### MODULE 1: HUMAN RESOURCE MANAGEMENT

**MODULE DURATION:** 10 Hrs. [Contact Hrs. 3 Hrs. Course Woks: 5 and Assessment Works: 2]

**MODULE CONTENT:** Introduction to Human Resource Management -Human resource management (HRM): evolution of the concept; meaning; scope- Major functional areas of HRM- Organisation of HR Departments -Role of HR managers- Emerging trends in HRM- Distinction between HRD and HRM – Concept of human capital.

**MODULE OUTCOME:** On successful completion of the module, learners can familiarize with the fundamental aspects human resource management. On successful completion of the module, learners will be able to acquire conceptual ideas of human resource management.

### MODULE 2: HUMAN RESOURCE PLANNING

**MODULE DURATION:** 10 Hrs. [Contact Hrs: 3 Hrs. Course Woks: 5 and Assessment Works: 2]

**MODULE CONTENT:** Human Resource Planning (HRP) - Essential characteristics of human resources Human Resource Planning: meaning; nature; significance-Levels of HRP-Determinants of HRP- Steps in HRP (Process)- Limitations of HRP



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**MODULE OUTCOME:** On successful completion of the module, learners will be acquainted with HRP. Learners will be able to formulate human resource planning in a typical organisation.

### MODULE 3: RECRUITMENT, SELECTION AND TRAINING OF EMPLOYEES

**MODULE DURATION:** 10 Hrs. [Contact Hours: 2 Hrs. Course Woks: 6 and Assessment Works: 2]

**MODULE CONTENT:** Recruitment strategies: job analysis; job description; job specification- Selection: Meaning and steps- Training: Objectives and needs- Training process -Methods of training (on- the- job & off the job)

**MODULE OUTCOME:** On successful completion of the module, learners will be equipped to device recruitment strategies. Learners will be able to envisage tailor made recruitment strategies in an organisation.

### REFERENCES:

1. Ramaswamy, E. A. (2000), *Managing Human Resources: A Contemporary Text*, New Delhi.
2. Rao, T. V. (1999), *HRD Audit: Evaluating the Human Resource Function for Business Improvement*, New Delhi.
3. Saini, D. and P. Budhwar (2004), *Human Resource Management in India*, in P. Budhwar (ed.), *Managing Human Resources in Asia-Pacific*, London, Routledge, pp. 113–159.

## 13. DELIVERY MODE

The course employs multi-mode delivery mechanism including contact lecture, online videos, and Online and offline course works.



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#### 14. DELIVERY SCHEDULE

June to September.

#### 15. DETAILED COURSE DELIVERY PLAN

Hour	Delivery Mode and Activity	Topics to be Covered
1	Contact Hour - 1: Classroom Discussion	Introducing the Course
2	Contact Hour - 2: Classroom Discussion	Discussing the concept of Human resource management. Introduce the terms used in human resource management
3	Contact Hour - 3: Classroom Discussion	Evolution of the concept of human resource management.
4	Contact Hour - 4: Classroom Discussion	Meaning and scope of the HRM
5	Contact Hour - 5: Classroom Discussion	Organisation of HR Departments - Role of HR managers-
6	Contact Hour - 6: Classroom Discussion	Emerging trends in HRM- Distinction between HRD and HRM.
7	Contact Hour - 7: Classroom Discussion	Concept of human capital.
8	Contact Hour - 8: Classroom Discussion	Essential characteristics of human resources Human Resource Planning
9	Course Work – 1: Course Assignment	Course Assignment on Determinants and Steps in Human Resource Planning (Process)-
10	Course Work – 2: Course Assignment	Course Assignment on Levels and Limitations of Human Resource Planning



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## DEPARTMENT OF ECONOMICS

### CURRICULUM FOR CERTIFICATE COURSE - CEREC001

Hour	Delivery Mode and Activity	Topics to be Covered
11	Assessment Hour - 1	Assignment on the fundamental aspects related to human resource management
12	Course Work – 3: Course Assignment	Role of HR managers- Emerging trends in HRM-
13	Assessment Hour - 2	Assignment on the Distinction between HRD and HRM
14	Course Work – 4 : Course Assignment	Course Assignment on Organization of HR Departments and Role of HR managers
15	Course Work – 5: Course Assignment	Course Assignment on Major functional areas of HRM
16	Course Work – 6: Course Assignment	Essential characteristics of human resources Human Resource Planning:
17	Course Work – 7: Course Assignment	Job analysis, job description and job specification
18	Course Work – 8: Course Assignment	Meaning and steps of Selection
19	Course Work – 9: Course Assignment	Objectives and needs of Training process
20	Course Work – 10: Course Assignment	Methods of training (on- the- job & off the job)
21	Assessment Hour - 3	Emerging trends in HRM-
22	Assessment Hour - 4	Distinction between HRD and HRM
23	Course Work – 11: Course Assignment	Job description and job specification



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Hour	Delivery Mode and Activity	Topics to be Covered
24	Course Work – 12: Course Assignment	Process of job selection
25	Course Work – 13: Course Assignment	Process of job selection
26	Course Work – 14: Course Assignment	Recruitment strategies under HRM
27	Course Work – 15: Course Assignment	Various steps in HRP(Process)
28	Course Work – 16: Course Assignment	Major functional areas of HRM
29	Assessment Hour - 5	Course End Assessment
30	Assessment Hour - 6	Course End Assessment

## 16. ASSESSMENT COMPONENTS

Total Marks: 100

**CLASSROOM AND GROUP PARTICIPATION: 20 Marks.** This component aims at testing the course content understanding and the reflection skills and their attainment levels.

**COURSE WORK: 30 Marks.** This component aims at testing the skill attainment levels of the learners in analysing and implementing the real-world problem.

**MID-COURSE ASSIGNMENT: 20 Marks.** This component aims at testing the module-wise attainment levels of the course objectives and course outcome and module outcomes.



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**END-COURSE ASSESSMENT: 30 Marks.** This component aims at testing overall attainment levels of the course with respect to course objectives, course outcome and module outcomes.

## 17. COURSE EVALUATION & GRADING

The course evaluation is done/coordinated entirely by the course coordinator. The following 10-point Indirect Grading System is used for awarding grades to students:

Percentage of Mark	Letter Grade	Interpretation	Class
95 and above	O	Outstanding	First Class with Distinction
85 to below 95	A+	Excellent	First Class with Distinction
75 to below 85	A	Very good	First Class with Distinction
65 to below 75	B+	Good	First Class
55 to below 65	B	Satisfactory	First Class
45 to below 55	C	Average	Second Class
35 to below 45	P	Pass	Third Class
Below 35	F	Failure	Fail
Incomplete	I	Incomplete	Fail
Absent	Ab	Absent	Fail

The grade is awarded by the course-coordinator by considering the overall performance of the learner in all the assessment component of the course.

## 18. GRIEVANCE REDRESSAL

The grievances, if any, can be submitted to the Head of the Department for its redressal. Those grievances that cannot be redressed by HoD can be forwarded to Academic Council of the College for final decision on the matter.



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### CURRICULUM FOR CERTIFICATE COURSE - CEREC001

## 19. ISSUANCE OF CERTIFICATES

The Course Completion Certificate will be issued to all the successful candidates showing the Total Marks and Grade Obtained.



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