

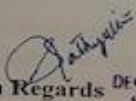
REQUISITION LETTER

From,
Department of Obstetrical and gynecological nursing
Sreebalajicollege of nursing,
Chrompet, Chennai-44

To
Dr.V.Hemavathy
The principal
Sreebalajicollege of nursing
Chrompet, Chennai-44

Respected sir,

This is for your kind perusal that we, Obstetrical and gynecological nursing department are planning to conduct a value added course on Human Resource Management from 15/07/2019 to 02/08/2019, for a period of two weeks. We kindly request you to grant us permission to conduct this program and do the needful.

Warm Regards  Thank you
Prof. & HOD
DEPARTMENT OF MATERNITY NURSING
Sree Balaji College of Nursing
No. 7, Works Road,
Chrompet, Chennai-44

Department of Obstetrical and gynecological nursing



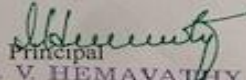
Date- 20/06/2019

From
The Principal,
Sree Balaji College of Nursing,
Bharath Institute of Higher Education and Research,
Chennai.
To
Dr. Sathiyalatha Sarathi
Professor and Head,
Obstetrics & Gynaecological Nursing Department,
Sree Balaji College of Nursing,

Sub: Permission to conduct value-added course: Human Resource Management

Dear Sir,

With reference to the subject mentioned above, the department proposes to conduct a value-added course titled: Human Resource Management 15/07/2019-02/08/2019.. We solicit your kind permission for the same.


Principal
Dr. V. HEMAVATHY,
M.Sc.(N), M.A., M.Phil., Ph.D.(N),
PRINCIPAL
SREE BALAJI COLLEGE OF NURSING
No. 7, Works Road, Chromepet,
Chennai-600 044

Phone & Fax : 2241 6605



SREE BALAJI COLLEGE OF NURSING

(Recognised By Indian Nursing Council, New Delhi and The Tamilnadu Nurses and Midwives Council)
(Approved by Govt. of Tamil Nadu and Affiliated to Bharath Institute of Higher Education and Research)

No.7, Works Road, Chromepet, Chennai - 600 044.

Date : 25/06/2019

CIRCULAR

Notification for Value added courses offered by college of Nursing

The Department of Obstetrical and gynecological nursing, college of Nursing, is scheduled to offer a Value added Course on Human Resource Management from 15/07/2019- 02/08/2019 for a period of 3 weeks. Interested students can approach Mrs. R. Deepa, Asso.Professor and Course Coordinator, Department of Obstetrical and Gynecological Nursing for registration and for further details on or before 13.07.2019.

HOD

Course Coordinator

Copy to:

Vice Chancellor

Pro Vice Chancellor

Additional Registrar

Deans

COE

Heads of Departments

PRINCIPAL

Dr. V. HEMAVATHY,
M.Sc.(N), M.A., M.Phil., Ph.D.(N),
PRINCIPAL
SREE BALAJI COLLEGE OF NURSING
No. 7, Works Road, Chromepet,
Chennai-600 044.

SREE BALAJI COLLEGE OF NURSING
DEPARTMENT OF OBSTETRICS AND GYNAECOLOGICAL
NURSING
VALUE ADDED COURSE ON HUMAN RESOURCE
MANAGEMENT2019-2020
COURSE CO-ORDINATOR DETAILS

Faculty Name: Mrs.Deepa.R, Associate professor, Department of Obstetrics and Gynecological Nursing

Email ID: deepajeganathan1@gmail.com

Mobile number: 9789995783

BHARATH INSTITUTE OF HIGHER EDUCATION AND RESEARCH
SREE BALAJI COLLEGE OF NURSING
SYLLABUS

NAME OF THE COURSE: HUMAN RESOURCE MANAGEMENT

COURSE HOURS: 30HOURS

OBJECTIVES:

- 1) To appreciate the importance of human resource management as a field of study and as a central management function.
- 2) To understand the implications for human resource management regulations
- 3) To know the elements of HR function

MODULE I - INTRODUCTION TO HUMAN RESOURCE MANAGEMENT

Definition and concept, Features, objectives, Functions, scope and development of human resource management, importance of human resource management, human resource practice.

MODULE II - HRM AND PERSONNEL

Management: Introduction, concept of personnel management, personal management in India, Functions of the Labor Welfare Officer, Difference between personnel management and HRM

MODULE III - HUMAN RESOURCE PLANNING

Concept of human resource planning (HRP), Factors in HRP, Process of HRP

MODULE IV - JOB ANALYSIS AND DESIGN

Job analysis, job description, writing a job description, job specification, job design

MODULE V - RECRUITMENT

Introduction, concept of recruitment, Factors Affecting Recruitment, Types of Recruitment.

MODULE VI - SELECTION

Introduction , concept of selection, Need for induction , Problems Faced during induction, induction programme planning

MODULE VII -INDUCTION

Introduction , Meaning and definition of induction, need for induction, Problem faced during induction, induction programme planning.

MODULE VIII -TRAINING

Concept and significance of training, training needs, training methods, types of training.

MODULE IX - PERFORMANCE APPRAISAL

Introduction, concept of Performance Appraisal, Purpose of Performance Appraisal, Process, Methods of Performance Appraisal, Major Issues in Performance Appraisal.

MODULE X - WAGES AND SALARY

Induction, Nature and Significance of wages and salary Administration, Theories of wages, Methods of wage Fixation.

MODULE XII - INCENTIVES

Introduction, concept of incentives, Effective incentive System, types of incentive scheme.

MODULE XII - EMPLOYEE RELATIONS

Introduction , concept of Employee Relations, Managing Discipline, Managing Grievance, Employee counseling.

MODULE XIII - EMPLOYEE EMPOWERMENT

Introduction , concept of employee Empowerment, Process of Empowerment, Empowerment in Indian scenario, Empowerment in Global Scenario

REFERENCE

1. D.C.Dutta, Textbook of Obstetrics 5 th edition jaypee publication
2. Annamma Jacob comprehensive textbook of obstetrics & midwifery ,5th edition ,jaypee publication
3. Kaminirao ,Textbook of midwifery & obstetrics for nurses, Elsevier publication .

Course Curriculum/Topics with schedule (Min of 30 hours)

| Sl No | Date | Topic | Time | Hours |
|-------|------------|--|-----------------------|-------|
| 1 | 15/07/2019 | Mrs. ArockiaSophi, M. Sc Nursing, Child Trust Hospital | 10 am - 1pm | 3 Hrs |
| 2 | 17/07/2019 | Mrs. Merlin, M. Sc, Chief Nursing Supervisor, Fortis Malar Hospital | 10am -1pm 2pm -4pm | 5 Hrs |
| 3 | 19/07/2019 | Dr. Selma Thomas, Nursing Superintendent, Ramachandra Hospital | 9am -1pm 2pm-4pm | 6 Hrs |
| 4 | 22/07/2019 | Dr. Lydia Annie, Nursing Superintendent, kaveri Hospital | 10am -1pm 2pm -4pm | 5 Hrs |
| 5 | 30/07/2019 | Mrs. R.Deepa, M.Sc Nursing, SBCN | 9am -1pm 2pm-5pm | 7 Hrs |
| 6 | 2/08/2019 | Dr.Rajesh, Professor, Rammaiah institute of Higher Education Centre, Bangalore | 9 am - 1pm | 4 Hrs |
| | | | Total Hours | 30 |

SreeBalaji College of Nursing

Participant list of Value added course: Human resource managementon
15/07/2019 to 2/08/2019

Sree Balaji College of Nursing

Participant list of Value added course: Human resource managementon
15/07/2019 to 2/08/2019

| S.NO | Name of the students | Registration number | Signature |
|------|-----------------------|---------------------|-------------------------------|
| 1. | AARTHY S | UN16NR001 | <i>Aarthi</i> |
| 2. | ABILASHA R | UN16NR002 | <i>R. Abilasha</i> |
| 3. | ANSU MARY ABRAHAM | UN16NR004 | <i>Annu mary abram</i> |
| 4. | ANUSUYABEGUM H | UN16NR005 | <i>Anusuy abeyan</i> |
| 5. | ASHIKA SHANI S | UN16NR006 | <i>Ashika. Shani</i> |
| 6. | BERCY ALEXANDRA P | UN16NR007 | <i>Bercy alexandra</i> |
| 7. | BHAGYA SHREE R | UN16NR008 | <i>Bhagya Shree. R</i> |
| 8. | DEEPA N | UN16NR009 | <i>Deepa</i> |
| 9. | DEEPA R | UN16NR010 | <i>Deepa</i> |
| 10. | DEEPALAKSHMI M | UN16NR011 | <i>Deepalakshmi</i> |
| 11. | DEEPIKA B | UN16NR012 | <i>Deepika</i> |
| 12. | DEEPIKA S | UN16NR013 | <i>Deepika. S.</i> |
| 13. | DHIVYA BHARATHI K | UN16NR014 | <i>Divya Bharathi</i> |
| 14. | DIVYA G | UN16NR015 | <i>Divya</i> |
| 15. | DIVYA P | UN16NR016 | <i>P. divya</i> |
| 16. | EMELYNE KHARKONGOR | UN16NR017 | <i>Emelyne Kharkongor</i> |
| 17. | GAYATHRI M | UN16NR018 | <i>Gayathri M.</i> |

| | | | |
|-----|------------------------|-----------|-----------------------|
| 18. | GAYATHRI M | UN16NR019 | Gayatri |
| 19. | GOMATHI S | UN16NR020 | Gomathi. |
| 20. | GOVINDAMMAL D | UN16NR021 | Govindammal |
| 21. | GRACY SELVARANI J | UN16NR022 | Gracy |
| 22. | HEMALATHA P | UN16NR024 | Hemalatha |
| 23. | HEMALATHA V | UN16NR025 | Hemalatha. |
| 24. | JAYASHREE D | UN16NR026 | Jayashree. |
| 25. | JEEVITHA J | UN16NR027 | Jeevitha. J |
| 26. | JENIFER D | UN16NR028 | Jenifer. D |
| 27. | KEERTHI D | UN16NR029 | D Keerthi. |
| 28. | KEERTHIKA C | UN16NR030 | Keerthika. |
| 29. | KIRUTHIKA M | UN16NR031 | Kiruthika. |
| 30. | LAKSHMI V | UN16NR032 | Lakshmi |
| 31. | MAALIKAAFRIN S | UN16NR033 | Maalikaafreen |
| 32. | MANJUMATHA D | UN16NR034 | Manjumatha. D |
| 33. | MOHANAPREETHA S | UN16NR035 | Mohana Preetha |
| 34. | MONICA RAJAKUMARI G | UN16NR036 | Monica Rajakumari |
| 35. | MONISHA A | UN16NR037 | Monisha A |
| 36. | MONISHA B | UN16NR038 | Monisha B |
| 37. | MONISHA M | UN16NR039 | Monisha M. |
| 38. | MONISHA R | UN16NR040 | Monisha R. |
| 39. | NALINI VALAR SELVI M | UN16NR041 | Nalini Valar selvi |
| 40. | NILASANDHIYA T | UN16NR042 | Nilasandhya |

| | | | |
|-----|-----------|-----------|-----------|
| 41. | NITHYA P | UN16NR043 | Nithya P |
| 42. | NIVEDHA N | UN16NR044 | Nivedha N |
| 43. | NIVEDHA T | UN16NR045 | Nivedha T |
| 44. | NIVETHA B | UN16NR046 | Nivetha B |



Bharath
INSTITUTE OF HIGHER EDUCATION AND RESEARCH
(Declared as Deemed- to- be- University under section 3 of UGC Act 1956)



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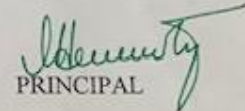
VALUE ADDED COURSE ON HUMAN RESOURCE MANAGEMENT

Certificate of Appreciation

This is to Certify that Mr. /Ms. ABILASHA R (UN16NR002) B. Sc(N) IV Year, Has Attended Three Weeks Value A Course On Human Resource Management Conducted By Department Of Obstetrics And Gynecological Nursin SreeBalaji College Of Nursing, Chennai (TN), during 15.07.2019 to 02.08.2019.


COURSE COORDINATOR


HOD


PRINCIPAL

HUMAN RESOURCE MANAGEMENT





44 students has participated in the value added courses on Human Resource Management organized by Obstetrics and Gynecological department on 15th July to 2nd Aug 2019.

SREE BALAJI COLLEGE OF NURSING

STUDENT FEEDBACK FORM FOR VALUE ADDED COURSES

DEPARTMENT OF OBSTETRICS AND GYNAECOLOGICAL NURSING

Academic year: 2019

Name of the value added course offered: Human Resource Management

Period of Batch: B.sc (Nsg) IV year

Course - Coordinator: R. DEEPA

STUDENT FEEDBACK

Dear Student,

You are required to give your feedback on the following aspects.
Please tick in the respective column.

| S.No | Criteria | Rating | | | | |
|------|---|-----------|-----------|------|------|--------------|
| | | Excellent | Very good | Good | Fair | Satisfactory |
| 1 | Course content | / | | | | |
| 2 | Skill development | | / | | | |
| 3 | Motivation | | / | | | |
| 4 | Regularity and punctuality of teacher | | | / | | |
| 5 | Coverage of syllabus | | / | | | |
| 6 | Resource person interaction with students | / | | | | |
| 7 | Individual attention | / | | | | |
| 8 | Outcome | | / | | | |
| 9 | Competency of the course | / | | | | |
| 10 | Other suggestions | / | | | | |

Course co-ordinator

Signature of the student