



**BHARATA MATA
COLLEGE | AUTONOMOUS**
THRIKKAKARA Kochi - 682021, Kerala, India

NAAC with A+ Grade, NIRF Ranked in the BAND 151-200, DBT Star College, ISO 9001-2015 Certified

Certificate Programmes Under Credit System

SYLLUBUS



Certificate Programmes *(2025 Admission Onwards)*

Prepared by

BOARD OF STUDIES IN SOCIAL WORK

Bharata Mata College (Autonomous), Thrikkakara

(Affiliated to the Mahatma Gandhi University, Kottayam)

Preface

The syllabus for the Certificate Programs in Human Resource Management and Corporate Social Responsibility offered by Bharata Mata School of Social Work (BMSSW) has been meticulously structured by the Board of Studies of Social Work. These programs are designed in accordance with the Bharata Mata College (Autonomous) Regulations of Certificate Course under the Credit System 2024, which aligns with the broader principles of the Credit and Semester System.

The Credit and Semester System at Bharata Mata College (Autonomous) is committed to fostering a learning environment that emphasizes flexibility in curriculum design, objectivity in evaluation, and the integration of continuous assessment methods. This approach aims to create a positive and supportive academic experience that promotes the holistic development of students. Furthermore, the Credit System is intended to facilitate the recognition and transfer of credits, enabling student mobility across institutions both nationally and internationally.

The curricular frameworks detailed in this syllabus are fully compliant with the Bharata Mata College (Autonomous) Regulations of Certificate Course under the Credit System 2024. It is important to acknowledge that the syllabus will undergo periodic revisions to ensure its ongoing alignment with any future amendments to these governing regulations.

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Board of Studies – Members

Name	Role	Affiliation
Dr. Elsa Mary Jacob	Chairperson	Associate Professor and Head of the Department
Dr. Jasmine Sarah Alexander	Nominee of the VC	Assistant Professor, Loyola College, Trivandrum
Prof. Dr. Jose Antony	Subject Expert	Professor, Social Work, Sree Sankaracharya University of Sanskrit. Kalady
Dr. Francina P X	Subject Expert	Assistant Professor, Loyola Trivandrum
Shri. Baby Prabhakar	Industrial Consultant	CEO, BluePoint Org
Adv. Ullas Madhu	Alumnus	Juvenile Justice Board Member, Ernakulam
Dr. Sheena Rajan Philip	Member	Asst. Professor, BMSSW
Mr. Sooraj M. V	Member	Asst. Professor, BMSSW
Dr. L Arya Chandran	Member	Asst. Professor, BMSSW
Simmy Xavier	Member	Asst. Professor, BMSSW
Shema Elsa Daniel	Member	Asst. Professor, BMSSW
Praisewin Johny	Member	Asst. Professor, BMSSW

BHARATA MATA COLLEGE (AUTONOMOUS), THRIKKAKRA**REGULATIONS GOVERNING CERTIFICATE COURSES OF BHARATA MATA SCHOOL
OF SOCIAL WORK UNDER THE CREDIT SYSTEM 2023****1. SHORT TITLE**

- 1.1 These Regulations shall be called Bharata Mata College (Autonomous) Regulations of Certificate Course in <Title> under the Credit and Semester System 2024.

2. SCOPE

- 2.1 The regulation provided herein shall apply to Certificate Course in <Title>, conducted by Bharata Mata College (Autonomous), Thrikkakara with effect from 2025 admissions.

3. TITLE OF THE PROGRAMME

- 3.1 The title of the programme is Certificate Course in <Title>.

4. PROGRAMME STRUCTURE

- 4.1 Students shall be admitted to the Certificate Course in <Title> under the faculty of Social Work.
- 4.2 **Duration of the Programme:** The Certificate Course is a 60 hours course.
- 4.3 The medium of instruction and examination shall be English.

5. REGISTRATION

- 5.1 A student shall be permitted to only have single entry based on the nature of the course / programme (Online/Offline/Blended).
- 5.2 A student shall be able to join for a course or programme based on the schedule published by the board of studies, it can be specified by the date of commencement or time schedule of each course
- 5.3 A student who has registered for the programme shall complete the course within a maximum period of six months / 1 year from the date of commencement of the course / programme.

6. ELIGIBILITY FOR ADMISSION

- 6.1 The admission to the Certificate Course shall be as per the rules and regulations of the College.
- 6.2 The eligibility criteria for admission shall be as announced by the College from time to time and published in the Prospectus / Website of the college
- 6.3 A candidate seeking admission to Certificate Course must have a pass in any recognized 10+2 programme.

7. Attendance

The minimum requirement of aggregate attendance during a semester for appearing in the end semester examination shall be 75%. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to once during the whole period of the certificate programme may be granted by the College/institution. A student who does not satisfy the requirements of attendance shall not be permitted to take the end Semester examinations.

8. EXAMINATION, EVALUATION AND GRADING

8.1 The department shall ensure that the college examination calendar shall be strictly followed. Evaluation: The evaluation scheme for each course shall contain two parts; (a) internal evaluation and (b) external evaluation. 25% weightage shall be given to internal evaluation and the remaining 75% to external evaluation and the ratio and weightage between internal and external is 1:3. Both internal and external evaluation shall be carried out using direct grading system.

8.2 **Internal evaluation:** The internal evaluation shall be based on predetermined transparent system involving periodic written tests (2), Knowledge Enhancement Assessment (KEA) and Research Enhancement Assessment (RSA) with respect to theory courses. The weightage assigned to various components for internal evaluation is as follows.

Component	Assessment Criteria		Weight
1	Continuous Assessment	CA1	2
	Examination (CAE)	CA2	2
2	KEA		2
3	RSA		4
Total			10

- 8.3 To ensure transparency of the evaluation process, the internal assessment grade awarded to the students in each course in a semester shall be published on the notice board at least one week before the commencement of external examination. There shall not be any chance for improvement for internal grade.
- 8.4 **External evaluation:** The external Examination in theory courses is to be conducted by the College with question papers vetted by external experts. The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation.
- 8.5 Direct grading for CCA shall be based on six letter grades (A+, A, B, C, D and E) with numerical values 5, 4, 3, 2, 1 and 0 respectively.
- 8.6 Grade Point Average (GPA): CCA and ESA components are separately graded and the combined grade point with weightage 10 for CCA and 30 for ESA shall be applied to calculate the GPA of each course. Letter grade shall be assigned to each course based on the categorization provided below.

Grade	Grade Point	Range
A+	5	4.50 to 5.00
A	4	4.00 to 4.49
B	3	3.00 to 3.99
C	2	2.00 to 2.99
D	1	0.01 to 1.99
E	0	0.00

- 8.7 **Continuous Comprehensive Assessment (CCA):** The CCA shall be based on a predetermined transparent system involving periodic tests and assignments.
- 8.8 To ensure transparency of the evaluation process, students can view the grades of each component of CCA in the student portal (AES).
- 8.9 A minimum of **C Grade** is required for a pass of the course. If a candidate fails, they will get a chance to repeat the course within SIX months.
- 8.10 **Semester End Assessment (ESA):** There shall be End Semester Assessment, if required.

9. AWARD OF CERIFICATE

The successful completion with a minimum of '**C**' **grade** shall be the requirement for an award of the certificate by Bharata Mata College, Thrikkakara (Autonomous), Kerala.

10. Programme Outcome:

Programme Outcomes (PO) are what knowledge, skills and attitudes a graduate should have at the time of graduation. The following are the Programme Outcomes of Bharata Mata College, Thrikkakara (Autonomous).

1. Domain Knowledge
2. Communicative competence
3. Proficiency in using Modern technologies
4. Reflective response to ethical and social issues
5. Sustainability values
6. Critical thinking and Problem Solving
7. Entrepreneurship and Leadership
8. Teamwork and Leadership
9. Self-directed and Lifelong Learning

11. Programme Specific Outcome:

Programme Specific Outcomes (PSO) are statements that describe what the graduates of a specific Programme should be able to do.

PSO 1: Apply foundational knowledge and principles of their chosen discipline to analyze and address relevant issues.

PSO 2: Communicate effectively and professionally in diverse contexts and through various modes.

PSO 3: Utilize contemporary tools and technologies to gather, analyze, and present information.

PSO 4: Evaluate information critically and develop innovative solutions to complex problems.

PSO 5: Demonstrate an understanding of ethical considerations and contribute positively to society and the environment.

PSO 6: Collaborate effectively with others and demonstrate leadership qualities in various academic and professional settings.

Syllabus

Course Name	Human Resource Management					
Type of Course	Certificate Course					
Course Code	25C1SWCC101					
Course Description	This course provides a foundational understanding of essential HR principles and practices. It explores key areas such as talent acquisition, employee development, employee relations, legal compliance, and the role of HR in organizational success, equipping learners with the core knowledge required for effective people management in today's dynamic workplace.					
Credit	4					
Course Details	Learning Approach					Total Hours
Course Details	Learning Approach	Lecture	Tutorial	Practical	Others	Total Hours
		30	30			60

CO. No	Expected Course Outcome	Learning Level
1	Understand HRM foundations, OB basics, and strategic HR roles.	U
2	Assess employee relations, well-being, and support program importance.	E
3	Identify key Indian labor laws, ethical practices, and grievance processes	U
4	Describe talent acquisition and core HRD/performance management principles.	U
5	Recognize basic HR analytics and compensation management concepts.	U
<i>*Remember (R), Understand (U), Apply (A), Analyze (An), Evaluate (E), Create (C)</i>		

CO PO Matrix (0, 1, 2, 3)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9
CO 1	3	2	2	3	2	3	3	2	3
CO 2	3	2	2	3	2	3	2	2	3
CO 3	3	2	2	2	2	3	3	2	2
CO 4	3	2	2	3	2	3	3	2	3
CO 5	3	3	2	3	3	3	3	3	3

CO PSO Matrix (0, 1, 2, 3)

	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6
CO 1	2	2	2	2	2	2
CO 2	2	3	3	3	2	2
CO 3	3	3	3	3	3	3
CO 4	2	2	2	2	3	2
CO 5	2	3	3	3	3	3

Module	Units	Course Content	Hrs.	CO Mapped
1	Module 1 Foundations of Human Resource Management			
	1.1	UNIT 1: Introduction to Human Resource Management (HRM): Definition, Scope, Functions, Importance, Evolution of HRM; Key theories influencing HRM practices;	4	1
	1.2	UNIT 2: Organization Behaviour: Basic concepts relevant to managing people (e.g., individual differences, motivation, group dynamics).	4	
	1.3	UNIT 3: The Strategic Role of HRM: Linking HR practices to organizational goals (brief introduction).	4	
2	Module 2 Employee Relations, Well-being, and Support			
	2.1	UNIT 4: Industrial Relations (IR): Definition, key stakeholders, importance of harmonious IR; Employee Empowerment and Workers’ Participation in Management: Concepts and benefits;	4	2
	2.2	UNIT 5: Management of Conflicts and Negotiation: Basic conflict resolution techniques and negotiation skills; Employee Welfare: Importance of employee well-being, basic welfare measures; Occupational Health and Safety: Fundamental principles and the employer's responsibility (introductory level).	4	
	2.3	UNIT 6: Counseling and Employee Assistance Programme (EAP): Understanding the need for employee support, definition and scope of EAP; Basic active listening and empathy skills for initial support (introductory level).	4	
	Module 3 Legal Framework and Compliance in HRM			

3	3.1	UNIT 7: Introduction to Labour Legislation: Overview of the Indian legal framework governing employment. Management of Grievances & Discipline: Fair and consistent procedures within the legal framework.	4	3
	3.2	UNIT 8: Legal Compliance and Ethical Practice	4	
	3.3	Unit 9: PoSH in India.	4	
4	Module 4 Talent Acquisition and Development			
	4.1	UNIT 10: The Acquisition Process: Human Resource Planning, Job Analysis and Design, Recruitment Strategies (internal and external sources); Selection Techniques: Application screening, interviews (types and best practices), basic aptitude testing (overview).	4	4
	4.2	UNIT 11: Human Resource Development (HRD): Definition, importance, and its relationship with HRM. Training and Development: Importance of training, identifying basic training needs, types of training programs (on-the-job, off-the-job - brief overview	4	
	4.3	UNIT 12: Performance Management: Purpose of performance management, basic methods of performance appraisal (brief overview); Competency Management: Understanding core competencies and their role in HRD (brief overview).	4	
5	Module 5 Introduction to HR Analytics and Compensation			
	5.1	UNIT 13: Introduction to HR Analytics: Definition, benefits, and its role in decision-making in areas like training effectiveness and retention.	4	5
	5.2	UNIT 14: Tools used for HR Analytics: Basic overview of common tools (e.g., spreadsheets, HRIS). Key HR Metrics (introductory level): Understanding basic metrics related to recruitment, attrition, training participation, and employee satisfaction	4	
	5.3	UNIT 15: Wage and Compensation Management: Factors influencing compensation, different forms of compensation (brief overview).	4	

Teaching and Learning Approach	Classroom Sessions
Assessment Types	Continuous Comprehensive Assessment (CCA) 10 Weight KEA mapping CO4 - 2 Weights RSA (Internship/Project) mapping CO 5 - 4 Weights Internal Exam 1 - 1,2,3 modules with CO1,2,3 – 2 Weight Internal Exam 2 - 4,5 modules with CO – 4,5 – 2 Weight
	End Semester Assessment (ESA) 30 Weight Module 1 (5* 1 Weight and 1*1 Weight) Module 2 (2* 1 Weight and 2* 2 Weight) Module 3 (5* 1 Weight and 1*1 Weight) Module 4 (5* 1 Weight and 1*1 Weight) Module 5 (2* 1 Weight and 2*2 Weight)

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Course Name	Corporate Social Responsibility (CSR)					
Type of Course	Certificate Course					
Course Code	25C1SWCC102					
Course Description	This CSR Certificate Course introduces the core principles, regulations, and practices of Corporate Social Responsibility, with a focus on the Indian context. Learn about policy, project management, impact assessment, and reporting for sustainable and ethical business conduct.					
Credit	4					
Course Details	Learning Approach					Total Hours
Course Details	Learning Approach	Lecture	Tutorial	Practical	Others	Hours
		30	30			60

CO. No	Expected Course Outcome	Learning Level
1	Understand CSR concepts, evolution, and the Indian legal framework.	U
2	Analyse the roles of the Board and CSR Committees in policy and documentation.	An
3	Evaluate methods for managing, monitoring, and evaluating CSR projects.	E
4	Comprehend CSR reporting processes and indicator development.	U
5	Compare approaches to measuring social impact: Theory of Change, SROI, and Social Audits.	An
<i>*Remember (R), Understand (U), Apply (A), Analyze (An), Evaluate (E), Create (C)</i>		

CO PO Matrix (0, 1, 2, 3)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9
CO 1	3	2	3	3	3	3	3	3	3
CO 2	3	2	2	3	3	3	2	3	3
CO 3	3	2	2	2	2	3	3	2	2
CO4	3	2	1	3	2	3	3	2	3
CO5	3	3	2	3	3	3	3	3	3

CO PSO Matrix (0, 1, 2, 3)

	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6
CO 1	2	2	2	2	2	2
CO 2	2	3	3	3	3	2
CO 3	3	3	3	3	3	3
CO 4	2	2	2	2	3	2
CO 5	2	3	3	3	3	3

Module	Units	Course Content	Hrs.	CO mapped
1	Module 1 Foundations and Legal Framework of Corporate Social Responsibility			
	1.1	UNIT 1: Introduction to Corporate Social Responsibility (CSR): Definition and its Significance. CSR - What it is and What it is not: Clarifying Misconceptions. Indian Perspective on CSR: Unique Context and Drivers.	4	1
	1.2	UNIT 2: Evolution of CSR in India: Historical Journey and Key Milestones. Importance of CSR for Businesses: Benefits for Reputation, Stakeholders, and Sustainability.	4	
	1.3	UNIT 3: Legislative Framework: Overview of Relevant Laws and Regulations. Legal Frameworks Governing CSR in India. Latest CSR Notifications: Analysis of the 2021 and 2024 Updates	4	
2	Module 2 Policy Formulation and Governance of CSR			
	2.1	UNIT 4: Formulating a CSR Policy: Key Considerations and Best Practices. CSR Policy Provisions in Detail: Essential Elements and Scope. CSR Documentation Steps: A Step-by-Step Guide.	4	2
	2.2	UNIT 5: Role of Board of Directors in CSR: Responsibilities and Oversight. CSR Committee - Responsibility: Composition, Functions, and Mandate. Board Activities Related to CSR Implementation.	4	
	2.3	UNIT 6: Section 135 (Clause 3 and Clause 4) of the Companies Act: Detailed Analysis. Rule 8 of CSR Rules: Understanding the Requirements. Legal and Ethical Considerations in CSR Implementation.	4	

3	Module 3 Planning, Managing, and Monitoring CSR Projects			
	3.1	UNIT 7: CSR Project Management: Principles and Methodologies. Planning for Reporting: Aligning Projects with Reporting Requirements. Logical Framework Approach: Introduction and Application in CSR.	4	3
	3.2	UNIT 8: Recruitment and Retention Strategies for Diverse Talent in CSR Projects. Inclusive Leadership and Management Practices in CSR Teams. Creating a Culture of Inclusion within CSR Initiatives and Beneficiary Communities.	4	
	3.3	Unit 9: A to Z of Monitoring and Evaluation (M&E): Comprehensive Overview. Monitoring CSR Projects: Key Steps and Processes. Key Monitoring Steps and Types of Monitoring (Monitoring Types Explained).	4	
4	Module 4 Evaluating the Impact and Reporting CSR Performance			
	4.1	UNIT 10: Evaluation in CSR: Importance and Objectives. Evaluation Methods: Qualitative and Quantitative Approaches. Evaluation Research Methods and Real World Evaluation in CSR Contexts.	4	4
	4.2	UNIT 11: Theory of Change: Developing a Logical Framework for Impact. Preparing a Log Frame: Practical Steps and Considerations. Cross-Checking Program Logic: Ensuring Coherence and Alignment.	4	
	4.3	UNIT 12: CSR Reporting: Principles, Standards, and Best Practices. Indicator Development: Identifying Relevant Metrics for Measuring Impact. Types of Indicators and Means of Verification: Ensuring Credible Reporting. Selecting Appropriate Indicators.	4	
5	Module 5 Advanced CSR Concepts and Accountability			
	5.1	UNIT 13: Social Return on Investment (SROI): Principles and Methodology. Conducting SROI Analysis for CSR Projects. Storytelling for Evaluation: Communicating the Impact of CSR Initiatives Effectively.	4	5
	5.2	UNIT 14: Introduction to Social Audit: Purpose and Significance in CSR. Principles of Social Audit and Components of CSR Social Audit. Methods of Social Auditing and Evaluating Social Audits.	4	

	5.3	UNIT 15: Introduction to CSR Expenditure Accounting: Principles and Practices. ICAI Guidelines on CSR Accounting: Key Provisions and Interpretations. Computing CSR Net Profit and CSR Expenditure Accounting by Companies.	4	
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Teaching and Learning Approach	Classroom Sessions
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