



---

**BOARD OF STUDIES,  
2023**

---

Minutes of the Meeting



P.G. Department of Social Work (HRM)  
Sacred Heart College (Autonomous)  
Tirupattur

**BOARD OF STUDIES,  
MARCH 2023**

**P.G. Department of Social Work  
(Human Resource Management)**

**Sacred Heart College  
(Autonomous)**

**Tirupattur – 635601**

**Tirupattur District**

**Date: 22/03/2023**

**P.G. DEPARTMENT OF SOCIAL WORK (HUMAN RESOURCE MANAGEMENT)**

**SACRED HEART COLLEGE, TIRUPATTUR, TIRUPATTUR DIST**

**BOARD OF STUDIES MEETING**

**Date: 22/03/2023**

**Time: 2.00 pm to 5:00pm**

## **AGENDA**

**Prayer**

**Introduction and Welcome**

**Semester III**

**Semester IV**

**Skill Development Papers**

**Resolution**

**Vote of Thanks**

## MINUTES OF BOARD OF STUDIES

### **P.G. Department of Social Work (Human Resource Management), Sacred Heart College (Autonomous), Tirupattur**

The Board of Studies of the P.G. Department of Social Work (Human Resource Management) was organized through the newly constituted board P.G. Department of Social Work (HRM), Sacred Heart College, Tirupattur which is also approved by the Thiruvalluvar University, Vellore. It was conducted on 22<sup>nd</sup> March, 2023 from 2.00 PM to 5.00 PM. The following members were present for the meeting.

1. Ms. E. Lisa, Member, **Chairperson**, Head & Assistant Professor, P.G. Department of Social Work (HRM), Sacred Heart College.
2. Mr. Jonas Richard, **University Nominee**, Professor & Head, Department of Social Work, Kristu Jayanthi College, Bengaluru.
3. Mr. D. John Robert, **Industrial Expert**, Senior General Manager- HR, Country Head- Employee Relations, BOSCH Limited, Bengaluru.
4. Mr. John Britto, **Industrial Expert**, Factory Manager- HR, Wakefit Pvt. Limited, Hosur.
5. Rev. Fr. Samson Shanmugam, **Member**, Assistant Professor, P.G. Department of Social Work (HRM), Sacred Heart College.
6. Mr. Sebastian, **Member**, Assistant Professor, P.G. Department of Social Work (HRM), Sacred Heart College.
7. Fr. Britto Arockiam, **Student Representative**, P.G. Department of Social Work (HRM), Sacred Heart College, Tirupattur.

#### **Member Absent**

- Nil

#### **Agenda:**

To present the III and IV semester syllabus and the extra skill papers of the newly introduced MSW (HRM) Program.

(To be presented to the Academic Council, 2023).

#### **Description:**

Rev. Fr. D. Shanmugam, Member & Assistant Professor of the P.G Department of Social Work (HRM) started the meeting by invoking Gods blessings through his short prayer. Ms. E. Lisa, Chairperson, Head & Assistant Professor, of the P.G Department of Social Work (HRM), SHC, started the meeting at 6.00 PM. She welcomed the members for the meeting. Each Staff from the Department of Social Work (HRM), Sacred Heart College introduced themselves in the meeting and then the chairperson introduced the external experts to the meeting. Then she gave an introduction to the external experts about the purpose of conducting this Board of Studies meeting which is to approve the III and IV semester syllabi of the newly introduced MSW (HRM) program subjects with corrections, and suggestions. Such corrections or changes or suggestions will be implemented with immediate effect during the commencement of the odd and even semester of 2023-2024.

Ms. Lisa, presented the purpose of the meeting:

1. *Approval of the III and IV Semester syllabus of the newly introduced program*
2. *Corrections, Ideas & Suggestions about the course, field work and training programs.*
3. *Approval of Skill Development Papers.*

Ms. E. Lisa presented the subjects semester wise from Semester III to Semester IV and the experts along with the members presented their suggestions and revisions. The external members systematically presented their views. Their recommendations along with the suggestions for the next Board of Studies will be presented during the Academic Council Meeting (2023).

Ms. E. Lisa presented the syllabus to the experts and each subject was taken for discussion. The subjects of Semester III and IV were taken one by one and a proper review was done by the members.

### **SEMESTER III**

1. **Human Resource Development**
2. **Industrial Relations**
3. **Organizational Behavior**
4. (a) **International HRM /**  
(b) **Hospital Administration/**  
(c) **Analysis for Managerial Decision Making**
5. (a) **Corporate Social Responsibility/**  
(b) **Human Resource Management in Service Sector/**  
(c) **Training & Development**
6. **Skill Matrix & Competency Mapping Skill**
7. **Research Project II**
8. **Concurrent Field Work III**
9. **Psychometric & Testing Tools**

### **SEMESTER IV**

1. **Human Rights & Social Legislations**
2. (a) **Organizational Development/**  
(b) **Managerial Competencies & Managerial Counselling/**  
(c) **Entrepreneurship Planning & Development**
3. **Employability Skill**
4. **Internship Training**
5. **Block Field Work (Optional)**

## SKILL DEVELOPMENT PAPERS

1. **Managerial Skills**
2. **Human Resource Management Concepts (HRM Concepts)**

The following discussions were made during the meeting,

**Dr. Jonas Richard** expressed his gratitude to the department faculty for their diligent work in creating the syllabus and for including all of the topics related to human resources. Sir, thereby approved the current MSW III and IV semester course syllabus (HRM). In order to generate more interest in the program among undergraduate students, he has suggested renaming the skill papers as skill development papers and adding skill development courses to the curriculum. Sir asked the department to concentrate more on student admission, where he asked the department to concentrate more on bringing students from different places rather than just giving importance to local students so that the students will have a cross-cultural learning experience. Dr. Jonas mentioned that the department should take full effort and place all the outgoing students so that there will be good recognition for the department. Sir emphasized that more activities and programs should be organized for the students and by the students to develop their skills since it is a management program.

The Industrial Expert, **Mr. John Robert**, then offered his suggestions and viewpoints regarding the course material and curriculum. He began by expressing gratitude and acknowledging the points made by Dr. Jonas Richard. Then, sir said, he spent nearly two hours reading the syllabus and thanked the department for including all of the important HR and labor law topics, which are essential to becoming a Human Resources Professional. Mr. John Robert mentioned a few topics that needed to be prioritized above all others. These topics included conflict resolution, negotiation skills, handling union leadership, informal labor organizations (gig workers, freelancers), and the POSH Act. Mr. Robert stated that, having worked in the human resources field for more than 20 years, he used to push educational institutions to instill in their students the fundamental moral principles that are more crucial for success in this line of work. Additionally, sir requested that the department strictly enforce discipline and help students to improve their grooming sense, which was the interviewer's first observable requirement. He even said that during their two years of education, students should be exposed to real-world situations and practical work, as this will help them greatly when they enter the job market. Sir has emphatically suggested that the department can purchase case studies from consulting firms. According to him, teachers should give students a variety of case studies, have them analyze and comprehend the issues, and then have them come up with various solutions.

Ms. Lisa, said that the topics suggested by industrial expert's, were already covered as a subtopic in the subject of labor law and industrial relations. She also mentioned that the department faculty would be open to provide a more in-depth orientation on these topics in the future.

**Mr. John Britto**, industrial expert, offered his thoughts and recommendations on the department's proposed syllabus. He instructed the faculty of the department to place more emphasis on hands-on training such as payroll calculation, form filling, dealing with various government agencies connected to the HR field, statutory compliances, policy writing, inquiry procedures, and settlement procedures. In order to establish contacts with businesses, he has also insisted that the department to maintain strong relationships with HR associations and forums. Being the secretary of the NHRD chapter in Hosur, he also insisted asked the department to frequently permit students to take part in the various events and programs run by the chapter.

It was also decided in the board to shift one elective paper from III semester to IV semester since as per the present time table which was submitted to the board, there won't be enough subjects to keep the students engaged during their one month of class. Thus, this shift of one elective paper was discussed and approved by the board. International HRM/ Hospital Administration/ Analysis for Managerial Decision Making are the subjects which will be shifted to Semester IV.

Ms. Lisa put forth about the field work practices which is being followed currently, where the I MSW students will be going for Observation Visits to various social work settings and will be learning the basic social work methods in their I semester and in their II semester students will be going to the nearby villages to practice the social work methods which they learnt in the I semester. It was found that this present practice was not effective Ms. Lisa opened this topic for discussion in the board. Board members and the experts too agreed on it and it was decided to change the pattern of field work in the II semester. The 28 days of field work can be divided into two parts where, in the first part of the field work the students can practice case work, group work and community organization either in the villages or in the nearby industries and in the second of part of field work students can be taken to few reputed social work institutions like Kristu Jayanthi College, Christ University, Loyola Institute of Business Management for exposure. The experts asked the department to fine tune this idea by having an internal discussion within the faculty team and to finalize the field work schedule.

The department faculty accepted the advice and ideas offered by the experts and also talked about the themes and concepts they brought up during their presentation. The discussion was insightful and stimulating, and it gave the faculty members the confidence and idea that they could guide the students down the right career path.

Ms. Lisa, then read out the points suggested by the experts and gave her assurance that all the ideas and suggestions given by the experts will be taken into consideration and will be implemented for the current batch students from the academic year 2023-24.

Thus, the subjects of the III and IV semester and the skill development papers were approved by the Board.

**THE MENTIONED SUGGESTIONS/REVISIONS WILL COME INTO EFFECT FROM 2023-2024  
ONWARDS**

---

**Note:**

Based on the suggestions and recommendations facilitated by the experts the Department would rework the syllabus and send it to the Academic Council for final approval for the academic year 2023-2024.


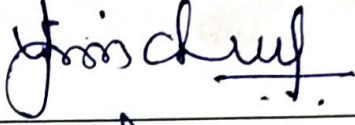

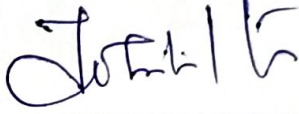
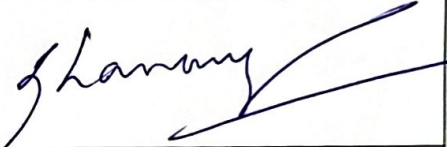


---

The Board of Studies was concluded with a vote of thanks rendered by Fr. Britto Arockiam, Student Representative, P.G. Department of Social Work (HRM), Sacred Heart College (Autonomous), Tirupattur District - 635601

Place: Tirupattur

Date: 22/03/2023



Details of Board Members	Signatures
<p><b>Mrs. E. Lisa</b>, Chairperson, Head &amp; Assistant Professor, P.G. &amp; Research Department of Social Work (HRM), Sacred Heart College.</p>	
<p><b>Mr. Jonas Richard</b>, University Nominee, Professor &amp; Head, Department of Social Work, Kristu Jayanthi College, Bengaluru.</p>	
<p><b>Mr. D. John Robert</b>, Industrial Expert, <sup>for</sup> General Manager- HR, Country Head- Employee Relations, BOSCH Limited, Bengaluru.</p>	
<p><b>Mr. John Britto</b>, Industrial Expert, Factory Manager- HR, Wakefit Pvt. Limited, Hosur.</p>	
<p><b>Rev. Fr. Samson Shanmugam</b>, Member, Assistant Professor, P.G. &amp; Research Department of Social Work (HRM), Sacred Heart College.</p>	
<p><b>Mr. A. Sebastian</b>, Member, Assistant Professor, P.G. &amp; Research Department of Social Work (HRM), Sacred Heart College.</p>	
<p><b>Fr. Britto Arockiam</b>, Student Representative, P.G. &amp; Research Department of Social Work (HRM), Sacred Heart College.</p>	

SUBJECT SCHEME FOR BATCH PG2022  
MSW (HRM) Shift-1

SM SUBCODE	SUBJECT TITLE	PART	OR	CR	CIA	SEM	T
1 MHR101T	INTRODUCTION TO SOCIAL WORK PROFESSION	III	01	03	50	50	W
MHR102T	SOCIAL WORK PRACTICE WITH INDIVIDUALS	III	02	03	50	50	W
MHR103T	SOCIAL WORK PRACTICE WITH GROUPS	III	03	03	50	50	W
MHR104T	SOCIAL WORK PRACTICE WITH COMMUNITIES	III	04	03	50	50	W
MHR105T	HUMAN PSYCHOLOGY	III	05	02	50	50	W
MHR106S	THEATRE SKILLS	III	06	02	--	100	I
MHR107F	CONCURRENT FIELD WORK - I	III	07	05	50	50	F
2 MHR201T	LABOUR LEGISLATIONS AND LABOUR WELFARE	III	01	04	50	50	W
MHR202T	STRATEGIC HUMAN RESOURCE MANAGEMENT	III	02	04	50	50	W
MHR203T	SOCIAL WORK RESEARCH AND STATISTICS	III	03	04	50	50	W
MHR204T	HUMAN RESOURCE ANALYTICS	III	04	02	50	50	W
MHR205S	DATA PROCESSING AND ANALYSIS SKILL (SPSS & NVIVO)	III	05	02	--	100	I
MHR206F	CONCURRENT FIELD WORK - II	III	06	05	50	50	F
MHR207F	BLOCK FIELD WORK - I	III	07	04	--	100	F
MHR208J	RESEARCH PROJECT - I	III	08	03	--	100	J
MHR209X	CERTIFICATE COURSE : TRANSACTIONAL ANALYSIS	VI	09	02	--	--	X
3 MHR301	HUMAN RESOURCE DEVELOPMENT	III	01	03	50	50	W
MHR302	INDUSTRIAL RELATIONS	III	02	03	50	50	W
MHR303	ORGANISATIONAL BEHAVIOUR	III	03	03	50	50	W
MHR304A	CORPORATE SOCIAL RESPONSIBILITY	III	04	03	50	50	W
MHR304B	HUMAN RESOURCE MANAGEMENT IN SERVICE	III	03	03	50	50	W
MHR304C	TRAINING AND DEVELOPMENT	III	03	03	50	50	W
MHR305S	SKILL MATRIX AND COMPETENCY MAPPING	III	05	02	--	100	I
MHR306J	RESEARCH PROJECT - II	III	06	03	--	100	J
MHR307F	CONCURRENT FIELD WORK - III	III	07	05	50	50	F
4 MHR401	HUMAN RIGHTS AND SOCIAL LEGISLATION	III	01	02	50	50	W
MHR402A	ORGANISATIONAL DEVELOPMENT	III	02	02	50	50	W
MHR402B	MANAGERIAL COMPETENCIES AND MANAGERIAL COUNSELLING	III	02	02	50	50	W
MHR402C	ENTREPRENEURSHIP PLANNING AND DEVELOPMENT	III	02	02	50	50	W
MHR403A	INTERNATIONAL HRM	III	03	02	50	50	W
MHR403B	HOSPITAL ADMINISTRATION	III	02	02	50	50	W
MHR403C	PERFORMANCE MANAGEMENT	III	02	02	50	50	W
MHR404S	EMPLOYABILITY SKILL	III	04	02	--	100	I
MHR405J	INTERNSHIP TRAINING	III	05	12	--	100	J

BREAKING OF MINIMUM CREDITS REQUIRED TO COMPLETE THE COURSE

MSW (HRM) Shift-1 - PG2022

PART	SUBJECT	DISTRIBUTION ( SEMESTER WISE )						Total
		1	2	3	4	5	6	
III	MAIN	21	28	22	20	**	**	91
VI	ADDITIONAL CREDITS	**	02	**	**	**	**	2

Total Credits : 91 + 2

**BOARD OF STUDIES,  
JULY 2022**

**Department of Social Work  
(Human Resource Management)  
Sacred Heart College (Autonomous)  
Tirupattur – 635601  
Tirupattur District**

**Date: 26/07/2022**

**DEPARTMENT OF SOCIAL WORK (HUMAN RESOURCE MANAGEMENT)**

**SACRED HEART COLLEGE, TIRUPATTUR, TIRUPATTUR DIST**

**BOARD OF STUDIES MEETING**

**Date: 26/07/2022 Venue: Department of Social Work Time: 11.00 am to 2:00pm**

## **AGENDA**

**Prayer**

**Introduction and Welcome**

**Semester I**

**Semester II**

**Resolution**

**Vote of Thanks**

## MINUTES OF BOARD OF STUDIES

### PG & Research Department of Social Work & Department of Social Work (Human Resource Management), Sacred Heart College, Tirupattur

The Board of Studies of the Department of Social Work (Human Resource Management) was organized through the Standing Board of P.G. & Research Department of Social Work, Sacred Heart College, Tirupattur. It was conducted on 26<sup>th</sup> July, 2022 at the Department of Social Work from 11.00 AM to 2.00 PM. The following members were present for the meeting.

Rev. Fr. J. Andrews Raja, Chairperson, Head & Assistant Professor  
Ms. E. Lisa, Member, Head & Assistant Professor  
Dr. K. Arockia Raj, Member, Assistant Professor  
Dr. C.R. Christi Anandan, Member, Assistant Professor  
Rev. Fr. Henry Daniel Ambrose, Member, Assistant Professor  
Rev. Fr. Samson Shanmugam, Member, Assistant Professor  
Dr. Clayton Michael Fonceca, Assistant Professor  
Dr. T. Selvam, Member, Assistant Professor  
Mr. Sebastian, Member, Assistant Professor

#### Student Representative

- Ms. Preethi, Alumni/Ph.D Scholar, P.G. & Research Department of Social Work, Sacred Heart College, Tirupattur.

#### Member Absent

- Nil

#### Agenda:

To present the I and II semester syllabus of the newly introduced MSW (HRM) Program.  
(To be presented to the Academic Council in (2022– 2023).

#### Description:

Rev. Fr. Andrews Raja, Chairperson, Head & Assistant Professor, of the P.G & Research Department of Social Work, SHC, started the meeting at 11.00 AM. He welcomed the members for the meeting. Each Staff from the Department of Social Work, Sacred Heart College introduced themselves in the meeting and then the chairperson gave an introduction to the external experts about the purpose of conducting this Board of Studies meeting which is to approve the I and II semester syllabus of the newly introduced MSW (HRM) program subjects with corrections, and suggestions.

Such corrections or changes or suggestions will be implemented with immediate effect during the commencement of the odd and even semester of 2022-2023.

Fr. Andrews Raja presented the purpose of the meeting:

1. *Approval of the I and II Semester syllabus of the newly introduced program*
2. *Corrections, Ideas & Suggestions about the course, field work and training programs.*

Ms. E. Lisa presented the subjects semester wise from Semester I to Semester II and the experts along with the panel members presented their suggestions and revisions. The external members systematically presented their views. Their recommendations along with the suggestions for the next Board of Studies will be presented during the Academic Council Meeting (2022-2023).

Ms. E. Lisa presented the syllabus to the experts and each subject was taken for discussion. The subjects of Semester I and II were taken one by one and a proper review was done by the members. Members of the Board also discussed about the pattern of field work to be followed for the newly introduced program. The following points were the output of the meeting

Dr. Clayton Michael Fonceca suggested to have all the Social Work Fundamental Courses in Semester I and to start with Human Resource Management Subjects in the coming semesters. This suggestion was accepted by all other members and so the subject Social Work with Communities was shifted to Semester I and Strategic Human Resource Management was shifted to Semester II.

Members of the board suggested to introduce more training programs by inviting experts from the field, alumni and to have linkages with leading management institutions. This idea was put forth to give more practical exposure related to Human Resource Management Training.

Standing Board members also came out with a suggestion to include more number of Industrial Visits (All types of Industries) to give exposure to students in various settings were the students will have scope in future.

Ms. E. Lisa presented each subject from I and II semester and asked for suggestions from the members. Members of the board approved the present syllabus and thus the standing board approved the following subjects,

## **SEMESTER I**

**Introduction to Social Work Profession**

**Social Work Practice with Individuals**

**Social Work Practice with Groups**

**Human Psychology**

**Strategic Human Resource Management**

**Theatre Skills**

**Concurrent Field Work I**

**SEMESTER II**

**Labour Legislations & Labour Welfare**

**Industrial Relations**

**HR Analytics**

**Social Work with Communities**

**HR Information System**

**Communication Skills**

**Concurrent Field Work II**

**THE FOLLOWING SUGGESTIONS/REVISIONS WILL COME INTO EFFECT FROM 2022-2023  
BATCH ONWARDS**

**Note:**

Based on the suggestions and recommendations facilitated by the experts the Department would rework the syllabus and send it to the Academic Council for final approval for the academic year 2022-2023.

The Board of Studies was concluded with a vote of thanks rendered by Fr. Andrews Raja, Chair Person, Head & Assistant Professor, P.G. & Research Department of Social Work, Sacred Heart College (Autonomous), Tirupattur District - 635601

Place: Tirupattur

Date: 26/07/2022

Details of Members	Signatures
Rev. Fr. Andrews Raja, Chairperson, Head & Assistant Professor	J. Andrews Raja
Ms. E. Lisa, Member, Head & Assistant Professor	E. Lisa
Dr. K. Arockia Raj, Member, Assistant Professor	K. Arockia Raj
Dr. C.R. Christi Anandan, Member, Assistant Professor	C.R. Christi Anandan
Rev. Fr. Henry Daniel Ambrose, Member, Assistant Professor	H. Daniel Ambrose
Rev. Fr. Samson Shanmugam, Member, Assistant Professor	Dr. Samson Shanmugam
Dr. Clayton Michael Fonceca, Assistant Professor	Clayton Michael Fonceca
Dr. T. Selvam, Member, Assistant Professor	T. Selvam
Mr. Sebastian, Member, Assistant Professor	A. Sebastian
Ms. Preethi, Alumni/Ph.D Scholar, P.G. & Research Department of Social Work, Sacred Heart College, Tirupattur.	M. Preethi