



FIELD WORK MANUAL

MASTERS IN

HUMAN RESOURCE MANAGEMENT

DEPARTMENT OF SOCIAL WORK

(UGC Centre of Advanced Study)

Faculty of Social Sciences

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Introduction

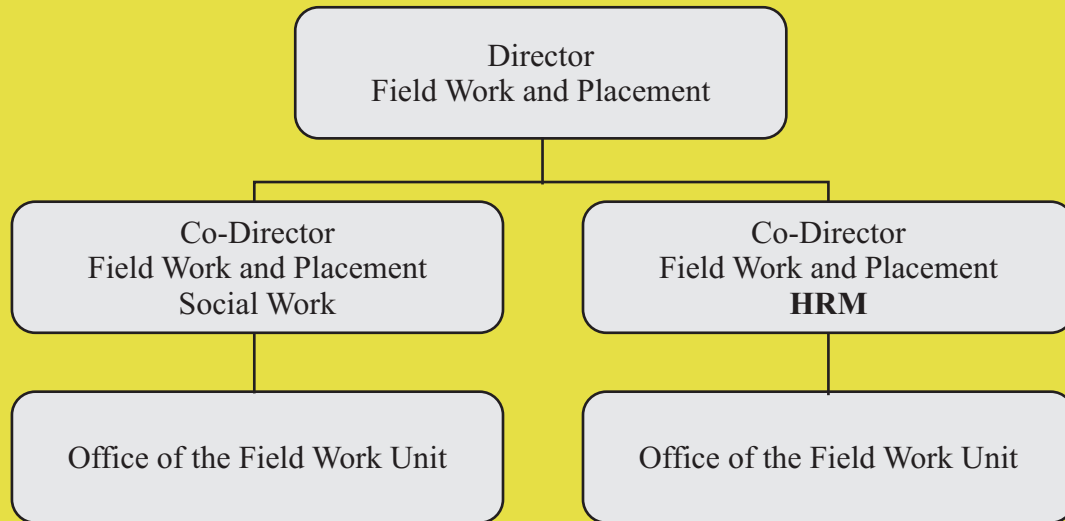
The MA program in Human Resource Management is spread over four semesters and comprise of 4 theory papers each and one field work practicum in each semester. On an average, students put in approximately 1200 hours to field work training.

The course content of MA HRM is subjected to continuous revision based on the latest trends and market requirements. Field work being one of the very components of the curriculum is also frequently revisited to make it sync with the theoretical instructions imparted during each semester.

The approach followed for curriculum designing has been from general to specific. The students are taught courses such as Management Concepts and Principles, Management Practice Areas, People Management, Human Behavior at Work, Social Work and Human Resource Management, Human Resource Development, Organizational Communication, Business and Social Environment and Management Research, which are followed by more specific and specialized courses such as Employee Relations, Employee Engagement, Talent Management, Strategic Reward Management, Performance Management, Change Management, Stress and Conflict Management, Corporate Governance and Global Human Resource Management during the second, third, and fourth semesters.

The field work practicum for each semester of the MA HRM is designed in a manner so as to enable students to relate theoretical inputs in each semester with practical situations in the field.

The Field Work Structure



Field Work Committee (FWC) : The FWC is a policy making body for all matters pertaining to field work. It is a sub-committee constituted by the Board of Studies of the Department and consists of all the faculty members supervising field work. The meeting of the committee is chaired by the Head of the Department. The FWC normally meets at least once a month.

Director Field Work and Placement : The Director Field Work is appointed by the Board of Studies from amongst the Professors and Associate Professors for a period of two years by rotation on the basis of seniority. The Director is responsible to the Field Work Committee and Board of Studies for the administration of field work programme. The following are the major responsibilities of the Director-Field work.

1. To co-ordinate the work of the field work unit in the department.
2. To develop policies and procedures for field work.
3. To identify new field placement opportunities for students.
4. To prepare a field work schedule for the academic year.
5. To finalize the field placements for the students.
6. To facilitate on-site faculty supervision
7. To facilitate job placement for the students
8. To strengthen alumni networking

Co-Director Field Work and Placement

The Co-Director Field Work is appointed by the Board of Studies from amongst the Assistant Professors for a period of two years by rotation on the basis of seniority. The Co-Director is responsible to assist Field Work Director and Placement in the administration of field work. The following are the major responsibilities of the Co-Director Field work.

1. To Assist Director in coordinating the work of the field Work Unit.
2. To coordinate with the Director to develop policies and procedures for field work.
3. To identify new field placement opportunities for students in consultation with the Director.
4. To assist in the preparation of annual field work schedule.
5. To finalize the field placement agencies for the students in consultation with the Director.
6. To facilitate job placement for the students along with the Director.
7. To strengthen alumni networking.

Objectives, Components and Tasks of Field Practicum:

In tune with the theory papers in each semester, the following objectives of field practicum for the respective semesters are worked out.

Semester -I

Field Work Objectives

- To orient the students about HR profession, context of work in organizations and implications for day-to-day HR practices.
- To develop skills like communication, presentation, organizing, team work, leadership, etc. through skill labs.
- To familiarize students with basic HR functions by observational visits in a business organization at the operational/ manufacturing level.
- To develop skills needed for better self management and self development with a view to becoming effective HR managers.

Components of Field Practicum:

- Orientation Program.
- Observational visits to Industrial/ complex organizations.
- Skill Labs.
- Self-management and development module.

Tasks of Field Practicum:

- Familiarizing with the organizational structure, general management functions and HR functions through observational visits.
- Understanding the functioning of time office, leave rules and attendance.
- Active participation in the Skill Labs, class room discussion, field visits.
- Active participation in the self-management and development module.
- Attending individual supervisory and group conferences
- Writing reports of orientation, skill labs, Self Management and Development Module and observational visits.

Semester -II

Field Work Objectives

- To develop a in-depth understanding of the nature, structure & functioning of the organization.
- To familiarize with the functioning of Human Resource/ IR Department at the plant / operational level.
- To gain a practical understanding of relevant laws and their administration
- To develop an understanding of human behaviour in work situation.
- To develop a professional attitude in dealing with problems & personnel at the organization

Components of Field Practicum:

- Concurrent Field Work Placement of four weeks at Plant level
- Group Conference

Tasks of Field Practicum:

Detailing out a work plan in consultation with the agency and faculty supervisor and carrying it through. The work plan should include the following:

- Administration of legal provisions: Payment of Wages Act, Minimum Wages Act, Payment of Bonus Act and Contract labour Regulations Act.
- Administration of social Security provisions: Employees' Provident Fund Act, Payment of Gratuity Act, Employees State Insurance Act, Workmen's Compensation Act & Maternity Benefits Act.
- Administration of welfare provisions: Factories' Act/ Shops & Establishments Act and non-statutory welfare schemes.

- Familiarization with I.R. and trade union history of the organization.
- Understanding the provisions and applicability of industrial employment (standing orders) Act, and Industrial Disputes Act.
- Familiarization with Trade Union Operation in the organization and understanding with its functioning.
- Familiarization with grievance handling procedure and disciplinary inquiries.
- Identification and analysis of a problem, case, innovative scheme or practice in the organization for presentation in the group conference.

Summer Placement

(This is scheduled during the Summer break after the second semester, which is in lieu of the Block Placement which the students were expected to do after the final exams before they are awarded the Masters degree. This re-arrangement helps the students to obtain their degree as soon as they are through with the final year exams.)

Field Work Objectives:

- To understand the organization, its structure, business strategy and unique features
- To gain practical understanding of all the major HR management functions
- To understand the process of systematically undertaking a research project in HR settings.

Components:

Thirty days of summer placement in any large/medium scale organization/ industrial establishment having a proper HR/ Personnel department.

Tasks:

- Participating in the routine activities of the organization
- Understanding the complete process of HRM and general management functions in the organization.
- Conducting a research project or developing a case study on any of the areas related to objectives.

Semester -III

Field Work Objectives

- To develop an understanding of the nature & structure of the organization
- To develop familiarity with major HRM functions at the corporate level.
- To gain insights into the process of policy formulation and implementation.
- To develop a professional attitude towards work & human resources at the organisation.
- To develop skills in project formulation for the research project to be carried out in the fourth semester.

Components of Field Practicum:

Field work placement in corporate offices of large-scale organizations/ industrial establishments having major thrust on HRD and other corporate HR functions

Tasks of Field Practicum:

- Familiarization with the organization, its structure, financial standing and philosophy.
- Establishing rapport with the personnel and understanding importance of HR/HRD Department.
- Understanding the policies and practices relating to employee relations, employee engagement, talent management, reward and compensation management and performance management in large scale organisations.
- Understanding human resource planning, job analysis, job evaluation and job description, and recruitment and selection process.

Semester -IV

Field Work Objectives

- To develop an in-depth understanding of the strategic HR functions and its relevance to global practice.
- Familiarization of functions of strategic HR at the corporate level.
- To gain a practical understanding of business strategy.
- To carry out a research project as identified in the third semester
- To develop a professional attitude in dealing with problems.

Components of Field Practicum:

Field work placement in corporate offices of large-scale organizations/ industrial establishments having major thrust on HRD and other corporate HR functions (Normally, the student will continue in the same organization in which they were placed during the third semester).

Group Conference

Tasks of Field Practicum:

Continuation of the previous block's objectives

Performance Appraisal

Reward systems incentives, promotions and transfers, etc.

Organizational development/ HRD

Identification of training needs (individual & organizational).

Management development programmes.

Familiarity with computer application & operation of MIS.

Conducting the research project to be submitted at the end of fourth semester field work.

Description of the Components of HRM Field Practicum

This section contains a brief description of important field work components of MA HRM field work.

Orientation Program:

The Orientation Program is arranged in the beginning of M.A. HRM Semester I. It is a ten-day planned program aimed at providing appropriate direction to professional learning. With a judicious mixture of lectures, interactive sessions, games, skill labs and field visits, this important event provides a platform for the beginners to get introduced to different fields, dimensions, values and skills of HRM. Besides this, the program helps the new entrants to familiarize themselves with the department and the course and also to acquaint themselves with the administrative framework, teaching pedagogy and field work rules.

Skill Labs:

Skill labs are organized to equip the students with the skills and expertise required in the field of Human Resource Management. A carefully selected list of HR skills is taken up by experts in the respective fields to train the students prior to their field practicum. A minimum of 5 skill labs is organized in Semester I based on the course curriculum and field requirement. This includes, but not limited to the skills like communication, leadership, team-building, negotiation, time management, anger management, emotional intelligence, conflict management, PMS and performance appraisal.

Observation Visits:

Observational visits are arranged as a part of field work for the Semester I students. A minimum of five observational visits to relevant Industrial organizations are organized each year. These include visit to both manufacturing and other complex organisations with a view to familiarize students with various settings and the respective HR functions in each setting prior to their concurrent placement in one particular setting later on.

Self Management and Development Module:

Self Management and Development Module is a marked activity specially designed to prepare the M.A. HRM Semester I students to face the challenges in the field of Human Resource Management. The broad objectives of the activity are to: develop the overall personality of the students by means of challenging situations, make them physically and mentally confident and disciplined, develop team spirit and co-ordination, develop the ability to take up goal-oriented risks and develop leadership qualities in them. The activities selected to meet these objectives are generally outdoor adventure activities and group games.

Concurrent Field Placement:

Concurrent field work provides students an opportunity to involve in day to day activities of the organizations and to develop intervention skills in the field of Human Resource Management.. Each concurrent field placement is of four weeks duration. Each student is placed in two different settings during his/her M.A. HRM field training. In Semester II, students are placed at the plant level to familiarize them with the functioning of Human Resource/ IR Department at the plant/ operational level, and to develop an understanding of human behavior at work. In Semester III and Semester IV, the students are placed at the corporate level in order to gain insights into the process of policy formulation and implementation and to develop a professional attitude in dealing with problems. A student is normally supposed to spend 8-10 hours a day in the field. He/she is supervised by a faculty supervisor at the department level and an agency supervisor at field level.

Summer Placement:

After completion of Semester II Exams, the students are required to take up a mandatory one month summer placement with any medium or large scale organization or industrial establishment having a proper HR/ personnel department. The students are expected to develop a comprehensive understanding of complete process of HRM and general management functions in the organization by systematically conducting a research project in accordance with the specific guidelines given as annexure to this document.

Individual Conference:

Individual Conferences are arranged to facilitate interaction, sharing and feedback between supervisor and supervisee in a systematic, planned and confidential setting. ICs are supposed to be held every week during the field work period in Semester II, III & IV. It provides a platform to discuss the issues and concerns arising out of field work. (In the 1st Semester, the discussions with supervisor is facilitated through group meetings with their respective supervisors after every field visit).The supervisor is expected to facilitate the students to relate theory with practice, and monitor their progress in terms of accomplishment of field work tasks and objectives and improvement in quality of reporting. It provides the student an opportunity to reflect on their own strengths and weaknesses and work on them for the betterment. All students are mandatorily required to attend all such Supervisory conferences. Field work without IC will be considered as unsupervised field work and shall stand a chance to be cancelled.

Group Conference:

Group conference is a vital part of the field work training, as it enables the students to develop some of the basic skills to become an effective HR professional. In M.A. HRM, Group Conferences are held twice in the whole course duration: one during semester II, and the other during Semester IV. It provides the students a rare opportunity to get exposure to a wide range of areas. Each student is supposed to assume the role of Chair Person, Paper Presenter and Rapporteur at least once in each Group Conference. It provides the student an opportunity to experience the process of presentation of a formal academic and practice oriented paper, to chair and moderate a formal discussion, to record the proceedings of discussion in a systematic, precise and formal manner, and to develop understanding of various settings and opportunities relevant to the field of HRM. It is an evaluative component of Fieldwork.

Administrative Policies and Procedures

Attendance:

Attendance in field work is compulsory. The students are required to attend field work on all the field work days during field work period. Normally, only the agency holidays will be observed. However, the department may announce additional holidays, if required. The students will be required to observe working hours of the agency. It is expected that a student will normally spend a minimum of six to eight hours per day in the field. However, the students may be required to put in more time due to the exigencies of work and / or the nature of their assignments.

Leave:

The students will be permitted leave on medical grounds for not more than two days during a semester. Application for such leave must be sent to the faculty and agency supervisor within 24 hours of availing leave and must be accompanied by a medical certificate issued by a MBBS doctor. In case of any doubt about the genuineness of a case, the department may ask a student to appear before the Medical Officer at the Dr. Ansari Health Centre or any other government hospital.

Evaluation:

1. Evaluation of field work is an ongoing process and regular feedback is provided to the students with the help of individual and group conferences. However, field work is also evaluated in terms of marks as well as qualitatively at the end of each semester according to the evaluation criteria as decided by the department.
2. The field work and its various requirements for all the classes shall be evaluated by the faculty supervisor, as per the process and guidelines laid down, with the help of the tools developed for the purpose, by the Department. Mere fulfillment of attendance requirements by the students will not guarantee their successful completion of field work.
3. If a student fails to attain 75% attendance in any of the field work components of the respective semester, she/he will not be considered eligible for evaluation and will be declared to have failed in field work in the concerned semester. A student who fails in field work shall not be allowed to take theory examinations and shall be treated as having failed in the semester.
4. If a student fails to obtain 90% attendance in any of the components of field work requirements (visits to the agency, individual conference, submission of field work reports and groups conference) in each of the semester, her/his field work evaluation may be adversely affected.

5. The department will notify the names of students who fail to complete the field work requirements at the end of each semester. Such students will not be allowed to continue with the semester and shall not be entitled to take theory examinations for that semester. The students of M.A. Human Resource management Semester I, if detained on account of non-completion of field work requirements will have to seek readmission as fresh candidates next year. The students of the remaining semesters (i.e. II, III, IV), however, may be readmitted with the corresponding semester next year, provided that they have passed in the preceding semester(s) or qualify for promotion under the promotion rules of the M.A. Human Resource Management as approved from time to time by the competent bodies.

Explanatory Note:

Field work will mean all the field work requirements as prescribed by the Department. These requirements at present include observation visits, visits to concurrent field work agencies, submission of field work records and log sheets, attending individual supervisory conferences, group conferences, skill labs and Self Management and Development Module, etc. Any other requirement/ task can be added to the field work requirements for each class by a notification of field work Director/ Head of the Department.

Skill Labs:

Five skill labs will be organized in MA HRM Semester I in the relevant areas. Active participation and submission of analytical report for each skill lab within five days of the program is mandatory. Clause 3 & 4 will be applicable to this activity.

Self Management and Development Module:

The students of MA HRM Semester I will be required to participate in Self Management and Development Module to be organized by the department. The active participation in Self management and development Module and analytical report within one week will be evaluated as part of field work requirements. The attendance rules as specified under clause 3 shall be applicable to this activity as well.

Observational visits:

A minimum of five observational visits shall be arranged to relevant agencies concerning HRM. Attendance in such visits and completion of related requirements such as writing reports, and individual conferences and group conferences, etc. is compulsory. Clause 3 & 4 shall be applicable to this activity as well.

Note:

In case any problem arises on account of interpretation of the above rules and / or for clarifications needed the Field Work Committee which is a sub-committee created by the Board of Studies (BOS) of the Department of Social Work will be the competent body to provide the same and its decision shall be final. Rest of the field work rules and provisions as contained in the field work manual or as modified from time to time shall also continue to apply.

Compensation

None of the requirements of field work can be compensated except in exceptional circumstance with prior permission of the field work unit.

Annexure 1: The Course Outline of MA HRM

Semester -I

Management Concepts and Principles
Management Practice Areas
Human Resource & Talent Management
Social Work and Human Resource Management
Field Work

Semester -II

Employee Relations
Employee Engagement
Management Research and Computer Applications
Business and Social Environment
Field Work
Summer Block Field Work & Viva Voce

Semester -III

Organizational Behavior
Human Resource & Organizational Development
Organizational and Business Communication
Performance & Strategic Reward Management
Field Work

Semester -IV

Strategic Human Resource & Change Management
Stress and Conflict Management
Corporate Governance
Global Human Resource Management
Field Work

Annexure 2: Rules and Regulation for Summer Internship

Attendance:

Summer internship is a mandatory component of MA (HRM) field work. Hence the students are required to attend the field work on all the field work days. Only the holidays of the organization will be observed. The student will be required to observe working hours of the agency. It is expected that a student will normally spend a minimum of 6-8 hours per day in the field.

Days:

The duration of summer internship is of six weeks, and it shall commence as per the schedule announced by the department (tentatively from fourth week of May to Second week of July). Any change in the date of commencement at the student's end should be with prior written permission of the field work unit, through the concerned supervisor.

Nature of agency for summer internship:

The agency for summer internship has to be finalized by the end of the second semester. The internship can be: In an organization at the plant level, or in an HR Department of a service sector organization. Usually the organization where the student was placed in Semester II for fieldwork continues in Summer internship too. In cases where there are valid reasons for the organization to be changed, with permission of the Fieldwork Committee the placement may be changed. Most placements are in and around NCR regions.

Intimation regarding the Joining for field work:

Every student is required to intimate the field work unit in the department in writing his/her date of joining summer internship within one week of joining the agency through the agency supervisor and counter signed by him/her

Other documents to be submitted:

Other than the joining intimation, and the final project report, the students are also required to submit the weekly log sheets and short weekly report within the next five working days. The student should submit the final project report to the field work unit within 60 days of the completion of the summer internship.

Leave:

The student will be permitted leave on medical grounds for not more than 3 days during the summer internship. Application for such leave must be sent to the faculty and agency supervisor within 24 hours of availing leave and must be accompanied by a medical certificate issued by an MBBS doctor. In case of any doubt about the genuineness of a case, the department may ask a student to appear before the medical officer at the Ansari Health Centre or any other government hospital.

Evaluation:

The students will not be eligible for a degree unless they successfully complete summer internship and submit the research report. In case a student fails to complete this training in the same year in which he/she appears in the IIIrd semester, the student will have to inform in writing to the Head of the Department of the reasons of the same. If the reasons are found genuine by the Field Work Committee, the student may be permitted to complete Summer Internship next year during the period decided for summer field work for that year.

The summer internship is considered equivalent to Four credits, and hence will be evaluated out of 100 marks. The project report will be evaluated out of 50 marks, and 50 shall be marked through a viva-voce examination in Semester III.

Role of supervision:

The supervisors of second semester will continue to supervise for the summer placement and the project report as well. The supervision will include:

- Help in preparation of synopsis which shall start during their second semester field work.
- Frequent communication between the student and supervisor in person as well as through e-mail .
- The project report must be duly certified and signed by the supervisor

General rules:

All expenses incurred during summer internship will be entirely borne by the students. The reporting format should be uniform and standardized and approved by the field work committee. These standardized formats will include the cover page, declaration (in the Department Letterhead) and references (APAFormat only).

Annexure 3: Rules and Regulations for Group Conference

Summer internship is a mandatory component of MA (HRM) field work. Hence the students are required to attend the field work on all the field work days. Only the holidays of the organization will be observed. The student will be required to observe working hours of the agency. It is expected that a student will normally spend a minimum of 6-8 hours per day in the field.

Objectives:

1. To provide students exposure to different field settings.
2. To provide the students an opportunity to collect data, analyze and reflect upon areas of work through presentation.
3. To facilitate problem solving through group efforts.
4. To learn to make a presentation, chair a group meeting and act as a rapporteur.
5. To develop presentation and time management skills.
6. To gain exposure in peer learning processes.

Nature of paper presentation:

- The presentation to evolve from field work practicum being pursued by the student.
- It should focus on agency profile, field work tasks, problems and challenges faced.
- The student is required to do a situational analysis of the problem that they are presenting and link it to the larger policy and programmes of Government and Corporate sectors.
- The paper should finally focus on a particular issue in which the student has actively engaged himself/herself and this can be open for group discussion.

Format of paper

- Preliminaries- this include information like name of the presenter, chairperson, recorder, time and date of presentation, and the venue of presentation.
- Title of the paper and name of Placement Agency.
- Introduction of the organization/Agency and task planned by the field work trainee.
- Main content presentation (Max 750 words)
- Each presentation should be with the help of a power point presentation to a maximum of 10 minutes duration. The presentation will be followed by a discussion of 10 minutes duration.

Structure of the Group Conference

Each student will perform the three roles of a paper presenter, Chairperson and a Rapporteur. These roles are as detailed below:

Role of Chairperson

1. Welcome the presenter, rapporteur and resource persons.
2. Introduce the theme of the paper.
3. Explain the rules of the conference.
4. Encourage participation of the group.
5. Maintain discipline.
6. Time management.
7. Seek feedback from resource persons and faculty supervisors on the issue raised.
8. Summarize the discussion

Role of Rapporteur

- To record the proceedings of the group conference.
- To submit the written copy of the report to the assigned faculty member in 3 day time.
- The report should cover the following: Name of the members present in the Group Conference, Summary of the presentation, Queries raised after the presentation, and a summary of discussion.

Rules:

- Attendance in the group conference is mandatory for the students.
- The paper to be presented should reach Field Work unit 3 days prior to the group conference in print form. 15 copies of the same have to be provided to the field work unit.
- The group conference will be held as per the schedule announced by the field work unit.
- Students will normally be given only one opportunity to make a presentation. If the students fail to avail this, it may reflect negatively on the evaluation of his/her field work.
- 15 marks are allocated for one Group Conference. The evaluation is made on the following three criteria: Presentation, Punctuality and Participation, and timely submission of report.

Criteria for evaluation of Group Conference for MSW and M.A HRM			
S. No.	Broad Components	Marks	Specific Parameters
	Presentation	6	<ul style="list-style-type: none"> • Content • Clarity • Communication
	Participation and Punctuality	3	<ul style="list-style-type: none"> • Attendance and adherence to time • Level of participation • Alertness
	Chairing	3	<ul style="list-style-type: none"> • Initiation • Managing discussion • Time keeping
	Recording	3	<ul style="list-style-type: none"> • Content • Clarity • Timely submission of minutes*
	Total Marks	15	

*(the recorder is required to submit the minutes of the GC within the next two working days to both the experts)

Annexure 4: Guidelines for Preparing Project Reports

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PROJECT TITLE

**Dissertation submitted to the JAMIA MILLIA ISLAMIA
in partial fulfillment of the requirements
for the award of the Degree of**

MASTER OF ARTS (HUMAN RESOURCE MANAGEMENT)

**BY
STUDENT NAME**

RESEARCH SUPERVISOR NAME



**DEPARTMENT OF SOCIAL WORK
UGC CENTRE OF ADVANCED STUDY
FACULTY OF SOCIAL SCIENCES
JAMIA MILLIA ISLAMIA, NEW DELHI
INDIA**

(year)

THE FORMAT OF THE CERTIFICATE

DATE: DD/MM/YYYY

DECLARATION

This is certify that the dissertation/ research report entitled, “DISSERTATION TITLE” submitted by me in partial fulfillment for the award of the Degree of MASTER OF ARTS (HUMAN RESOURCE MANAGEMENT) of this University. This dissertation has not been previously submitted for any other degree/diploma of this or any other University and is my original work.

(NAME AND SIGNATURE)

I recommend this dissertation be placed before the examiners for evaluation.

Supervisor

Annexure 5: Selected Core Skills for HR Professionals

- Anger management
- Balanced scorecard techniques
- Change management
- Communication strategies
- Conflict Management
- Corporate Etiquettes
- Data Management
- Diversity Management
- Emotional Intelligence
- Employee engagement
- Enabling the differently-abled
- Executive Compensation
- Financial Management
- Human Resource Budgeting
- Human Resource planning
- Innovative practices for CSR
- Knowledge Management
- Leadership and change Management
- Managing creativity and innovation
- Managing Human resources in Mergers and Acquisitions
- Mentoring and Coaching
- Negotiation strategies
- Performance Appraisal
- PERT/CPM techniques
- Preparing and executing evaluation tools
- Presentation Skills
- Project Management
- Research and Computer skills
- Result based Management
- Reward Management
- Spiritual Intelligence
- Strategic Recruitment
- Strategic Risk management
- Strategic Talent management
- Stress management
- Succession Management
- Team Building

Annexure 6: Parameters for Field Work Evaluation for Students

The evaluation of performance of the student is done to determine the level of learning achieved in fieldwork. The process involves assessment of theoretical knowledge acquired and experiences gained during fieldwork in applying the same in social work practice. This is an ongoing process, and the student is provided feedback periodically to effect improvement and modifications. The evaluation process implies active participation of both teacher and learner. Mutual acceptance, trust and open communication are required for an effective evaluation.

Evaluation Criteria

1. Professional Behavior

Professional behavior refers to a belief in professional ethic, dedication to the professional task at hand, and a sense of social responsibility.

2. Ethics, Attitude and Values

- A. Recognition and respect for values.
- B. Awareness of own value system

3. Learning Patterns and Work Habits

- C. Initiative
- D. Inquisitiveness
- E. Responsibility

4. Writing Records

- A. Presentation of facts and observation in an organized manner
- B. Utilization of records for the assessment of interventions and professional development

5. Use of Supervision

- A. Acceptance of the roles of Faculty/Agency Supervisors in the learning process
- B. Openness for receiving and providing feedback
- C. Striving towards independence in assuming professional roles.

Annexure 7: Field Work Evaluation Performa For Faculty

M.A. HRM (Semester I, II, III & IV)

Name of the student:

Semester:

Name of the agency:

Name of the Faculty Supervisor:

1. In what ways has fieldwork training thus far contributed to the professional growth and development of the student?

a) Commitment to the Professional Ethics, Attitude and Values.

b) Awareness regarding personal strengths and limitations that could be facilitating or hindering professional development.

c) Conscious use of theoretical knowledge in practice.

d) Self-motivation: Ability to strive towards achievement of objectives, even when the work environment was perceived as not being conducive enough.

e) Striving towards independence and self-reliance: Ability to take up assignments with minimal guidance, ability to create relevant and productive work for oneself, making a conscious effort to move from dependence to self direction.

f) Sense of responsibility and discipline: Regularity, punctuality, meeting deadlines, accomplishment of tasks assigned and accountability.

g) Creating a helping environment to maximize learning opportunities and outcomes.

h) Inter personal competency to deal with a variety of work and human relation situations.

2. Use of Supervisory Guidance:

Making use of supervisory guidance, ability to receive and provide feedback and incorporating the same.

3. Writing Records:

(Ability to write in a clear and articulate manner, Ability to present facts and observations in an organized manner, Ability to relate day to day work situations with the theoretical knowledge, Ability to present facts and observations within an analytical framework.)

Signature of Student

Signature of Supervisor

Date:

Date:

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