

**PG Department of COMMERCE  
Pazhassiraja College, Pulpally.**

**Certificate course – 2022 -2023  
MCM2CO3: PERFORMANCE MANAGEMENT  
Duration of the course: 30 hours**

**Syllabus**

<b>External</b>	<b>60</b>
<b>Internal</b>	<b>20</b>
<b>Total</b>	<b>80</b>

**MCM2CO3: PERFORMANCE MANAGEMENT  
Theory: 2 units, 30 hours**

**Objectives:**

**1To gain an in depth understanding of performance management**

**2To gain practical knowledge in setting up team management, target setting and achievement.**

**Module I:**

Concepts of organizational performance: Vision and mission, competencies and behaviors for effective performance-establishing the skill knowledge and attitude required for the organization's future recruiting and developing against the agreed competencies.

**15 hours**

**Module II:**

Performance standards and targets: Clarifying, communicating and reviewing organizational goals and targets-linking group and individual responsibilities to organizational performance.

**15 hours**

**References:**

1. Robert bacal-performance management-Tata McGraw-Hill.
2. Armstrong M & Baron A, Performance Management and Development, Jaico Publishing House, Latest Edition.
3. Armstrong M, Performance management: Key strategies and practical guidelines, Kogan Page, Latest Edition.

4. Bagchi S N, Performance management, Cengage Learning India, Latest Edition.

5. Bhattacharya D K, Performance Management systems and strategies, Pearson Education, Latest Edition.

PAZHASSIRAJA COLLEGE, PULPALLY

PG DEPARTMENT OF COMMERCE

**Circular for M.COM STUDENTS**

**Sub: Conduct of 30 hours Certificate courses in  
MCM2CO3: PERFORMANCE MANAGEMENT  
June 15<sup>th</sup> 2022 - July 30<sup>th</sup> 2022**

Department of Commerce is going to conduct 30 hours Certificate course **MCM2CO3: PERFORMANCE MANAGEMENT** from **June 15<sup>th</sup> 2022 - July 30<sup>th</sup> 2022** . The course is designed for the students of the COMMERCE Departments.

- i) Application form: Application form may be obtained from the department.
- ii) Duration of course: 30 Hours
- iii) Submission of Application: Candidate desirous to get admission in the certificate course is required to apply in the prescribed Performa.
- iv) The last date of receiving application: **June 10<sup>th</sup> 2022**
- v) Rejection of Application: Incomplete application and application received after due date will be rejected/not considered
- vi) Those who successfully complete the course and clear the examination thereafter will be awarded with the certificate.

Course Coordinator

Head of the Department

Principal



**PG Department of Commerce**  
**PAZHASSIRAJA COLLEGE**

**Pulpally PO, Wayanad, Kerala**

*(Affiliated to University of Calicut and Managed by Catholic Diocese of Bathery)*

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SINI ELDHOSE  
Course Coordinator

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To

The Principal  
Pazhassiraja College

Sir,

Sub: Commencement of Certificate course by the Department of Commerce Reg.

We are planning to conduct a certificate course in **MCM2CO3: PERFORMANCE MANAGEMENT** from **June 15<sup>th</sup> 2022 - July 30<sup>th</sup> 2022**. The total contact hours will be 30 and maximum intake will be limited to 30. The course is intended to cover the basic concepts in introduction, **PERFORMANCE MANAGEMENT** n . We are targeting students from Commerce Department for this programme.

I humbly request you to permit the department to conduct the above said course and also request your kind support for the successful completion.

The details are attached for your kind reference and perusal.

Thanking You

Sincerely

**PAZHASSIRAJA COLLEGE, PULPALLY**  
**CERTIFICATE COURSE Certificate courses**

**MCM2CO3: PERFORMANCE MANAGEMENT**

**Students List 2022-2023**

<b>SI.NO</b>	<b>REG.NO</b>	<b>NAME</b>	<b>Internal</b>	<b>External</b>	<b>Total</b>
1	PZAUMCM001	<b>ABHINAV K P</b>	20	55	75
2	PZAUMCM002	<b>AJAS BABU</b>	18	50	68
3	PZAUMCM003	<b>AMRUTHA S R</b>			
4	PZAUMCM004	<b>AN MARIYA RAJU</b>	19	51	70
5	PZAUMCM005	<b>ATHUL BABU P M</b>	18	50	68
6	PZAUMCM006	<b>ATHUL JACOB PAUL</b>	20	53	73
7	PZAUMCM007	<b>ATHULYA THOMAS</b>	19	55	74
8	PZAUMCM008	<b>CHRISTEENA JOSE</b>	17	51	68
9	PZAUMCM009	<b>CRISBIN MATHEW</b>	20	55	75
10	PZAUMCM010	<b>FARSANA P</b>	18	50	68
11	PZAUMCM011	<b>FATHIMATHUL JASNA P</b>			
12	PZAUMCM012	<b>JESNA JOHNSON</b>	19	51	70
13	PZAUMCM013	<b>JILMY JOSE</b>	18	50	68
14	PZAUMCM014	<b>KEERTHANA DIVAKARAN</b>	20	53	73
15	PZAUMCM015	<b>NITHIN V P</b>	19	55	74
16	PZAUMCM016	<b>ROSMI MATHEW</b>	17	51	68
17	PZAUMCM017	<b>ROсна MATHEW</b>	19	55	74
18	PZAUMCM018	<b>SEBEENA I P</b>	17	51	68
19	PZAUMCM019	<b>SOORYA A JAYAN</b>	19	55	74

20	PZATMCM020	<b>VIJAYALAKSHMI</b>	18	50	68
21	PZATMCM021	<b>AKHLA K B</b>	20	53	73
22	PZATMCM022	<b>SOORYA</b>	19	55	74
23	PZATMCM023	<b>DELNA PHILIP</b>	17	51	68
24	PZATMCM024	<b>SNEHA O B</b>	20	55	75

**PAZHASSIRAJA COLLEGE, PULPALLY**  
**CERTIFICATE COURSE**  
**MCM2CO3: PERFORMANCE MANAGEMENT**

**CONSTITUTION OF THE BOARDS OF STUDIES**

**Board of Studies:** Board of Studies shall consist of the following members:

- a) The Chairperson of the Board of Studies who shall be appointed by the Principal from among the teachers in the Commerce department.
- b) All other teachers in the department of Commerce

**FUNCTIONS OF THE BOARDS OF STUDIES:** The following shall be the functions of the Boards of Studies:

- a) To frame and revise as frequently as necessary the syllabus of the subject concerned shall be the main function of the Board of Studies.
- b) To recommend to the rules, regulations and minimum qualifications required for admission into subject/course concerned.
- c) To prepare/revise panels of paper setters and examiners for valuation, practical and viva-voce.
- d) To prepare model question papers for the subject concerned as and when there is a revision of syllabus.

**Board of studies members**

<b>S.i No</b>	<b>Name</b>	<b>Designation</b>
1	VIMYA K P	Head & Assistant Professor
2	KOSHY C J	Assistant Professor
3	SWARUN SEBASTIAN	Assistant Professor
4	RENJU MATHEW	Assistant Professor
5	SINI ELDHOSE	Assistant Professor
6	JINCY P V	Assistant Professor
7	LIBINA BABU	Assistant Professor

## **Minutes of the Board of Studies for certificate course held on 02-06-2022 at the PG Department of COMMERCE**

### **Agenda**

1. To approve the request for a new certificate course in the department
2. Approval of the syllabus submitted by the coordinator
3. Finalization of the schedule of the course to be conducted
4. Format of the examination

### **Decisions taken**

Decided to conduct a certificate course with title **MCM2CO3: PERFORMANCE MANAGEMENT**

The syllabus submitted by the coordinator SINI ELDHOSE comprising of 2 modules which needs 30 contact hours is approved.

1. It has been decided to collect the duly filled application forms before 10-06-2022
2. It has been decided to commence the classes from 15<sup>th</sup> June 2022 and planning to complete the syllabus by the end of July and conduct an examination by July 2022.
3. It has been decided to publish the results by end of July 2022.

### **Members present**

VIMYA K P

KOSHY C J

SWARUN SEBASTIAN

RENJU MATHEW

SINI ELDHOSE

JINCY P V

LIBINA BABU