



Our Inspiration



DR. S. C. GULHANE
SECRETARY
PRERNA SEWA MANDAL



MS ABHILASHA GUDADHE
CEO
PRERNA SEWA MANDAL



DR PRAVIN JOSHI
DIRECTOR
DR S. C. GULHANE PRERNA COLLEGE OF
COMMERCE, SCIENCE & ARTS, NAGPUR



DR LILADHAR REWATKAR
OFFICIATING PRINCIPAL
DR S . C. GULHANE PRERNA COLLEGE OF
COMMERCE, SCIENCE & ARTS, NAGPUR

Resource Person



MS ARTI GOSWAMI
HRM
PRERNA SEWA MANDAL, NAGPUR

Coodinator



DR PRIYANKA DONGRE
ASSISTANT PROFESOR
DR S. C. GULHANE PRERNA COLLEGE OF
COMMERCE, SCIENCE & ARTS, NAGPUR

DR S. C. GULHANE PRERNA **COLLEGE OF COMMERCE, SCIENCE** **AND ARTS**

RESHIMBAGH, NAGPUR. (RUN BY PRERNA SEWA
MANDAL) NAAC ACCREDITED WITH "B GRADE"

DEPARTMENT OF COMMERCE AND MANAGEMENT
ORGANISES

ADD-ON COURSE IN **HUMAN RESOURCE** **MANAGEMENT**



12th Dec to 23th Dec 2023

8.30 am to 11.30 am



**Dr S.C. Gulhane Prerna College of
Commerce, Science and Arts**

Run by Prerna Sewa Mandal
Reshimbag Square, Nagpur-24
Govt Recognized and Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University
NAAC (UGC) ACCREDITED INSTITUTION 'B' GRADE (CGPA-2.57)
Ph.: 2748294, 2746840 E-mail: prernacollege@gmail.com



DEPARTMENT OF COMMERCE AND MANAGEMENT
ADD-ON COURSE IN HUMAN RESOURCE MANAGEMENT
Schedule

Date: 2nd Dec2023

Sr. No.	Day	Date	Topic	Resource Person
Day-1	Tuesday	12/12/2023	1. What is management? 2. What is Human Resource? 3. What is HR management?	Ms. Arti Goswami
Day-2	Wednesday	13/12/2023	1. What is meaning of HR management? 2. What does a HR manager do?	
Day-3	Thursday	14/12/2023	1. Roles and responsibilities of HR manager. 2. How can you peruse a career in HR management?	
Day-4	Friday	15/12/2023	1. Why HR management is a good career option? 2. What things you can learn by being a HR manager?	
Day-5	Saturday	16/12/2023	1. How to choose right HR management course? 2. The top five HR management programs in India.	
Day-6	Monday	18/12/2023	1. Compensation and benefits	
Day-7	Tuesday	19/12/2023	1. Performance management.	
Day-8	Wednesday	20/12/2023	1. Recruitment and its process.	
Day-9	Thursday	21/12/2023	1. Labour Laws/Organizational structure.	
Day-10	Friday	22/12/2023	1. Employee satisfaction/Job Analysis and Human resource planning.	
Day-11	Saturday	23/12/2023	Exam.	

Course Coordinator

Priyanka Dongre

Dr Priyanka Dongre

**DR S. C. GULHANE PRERNA COLLEGE OF COMMERCE,
SCIENCE AND ARTS, NAGPUR.**

Run By Prerna Sewa Mandal

Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

NAAC Accredited With "B Grade".



CERTIFICATE OF APRECIATION

Dr S. C. Gulhane Prerna College of Commerce, Science and Arts heartily expresses its profound sense of appreciation and gratitude to

Ms Arti Goswami

HRM, Prerna Sewa Mandal, Nagpur, for the remarkable work you have done in designing, developing, and executing the 'Ten-days Add-on course in Human Resource Management' for our undergraduate students organized by the college , Department of Commerce and Management, from Tue, 12th Dec to Sat, 23rd Dec, 2023.

We look forward to the same kind of co-operation in future too.

DR PRAVIN JOSHI

Director

DR LILADHAR REWATKAR

Principal

DR PRIYANKA DONGRE

Course Coordinator



**Dr S.C. Gulhane Prerna College of
Commerce, Science and Arts**

Run by Prerna Sewa Mandal
Reshimbag Square, Nagpur-24

Govt Recognized and Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University
NAAC (UGC) ACCREDITED INSTITUTION 'B' GRADE (CGPA-2.32)

Ph.: 2745296, 2746840

E-mail: prernacollegengp@gmail.com



REPORT

Department: - Commerce and Management

Program: ADD-ON COURSE IN 'HUMAN RESOURCE MANAGEMENT'

Resource Person: Ms. Arti Goswami, HRM, Prerna Sewa Mandal

Date and Time: 12th Dec to 23rd Dec 2023 from 8.30 to 11:30 am.

Objectives: -

1. To make students understand the importance of Human Resource Management.
2. To grasp all the aspects of HRM to remove all the doubts relating Human Resource Management.
3. To cover all the important aspects of Human Resource Management right from the basic to advanced concepts.
4. To know various definition and concept included in Human Resource Management.
5. To make students aware about the need to learn Human Resource Management.
6. To make them understand how HRM plays a vital role in building an organization.
7. To carry higher values in the organizations.
8. To fulfil organizational goals.

Highlights: -

- **Day 1(Topic: What is Human Resource Management?)**

Ms. Arti Goswami conducted a session on Human Resource Management, in her talk she said HRM is the practice of recruiting, hiring, deploying and managing an organization's employees.

- **Day 2 (Topic: What is the meaning of HR management and role of manager?)**

Ms. Arti Goswami in her talk explained the role of manager as he manages the rights and obligations of employees and helps them meet the goals of the organization.



Dr S.C. Gulhane Prerna College of Commerce, Science and Arts

Run by Prerna Sewa Mandal
Reshimbag Square, Nagpur-24

Govt Recognized and Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University
NAAC (UGC) ACCREDITED INSTITUTION 'B' GRADE (CGPA-2.32)

Ph.: 2745296, 2746840

E-mail: prernacollegengp@gmail.com



Duties and responsibilities include hiring and firing, performance management, and overseeing employee relations.

- **Day 3(Topic:Role and Responsibilities of HR Manager)**

The resource person explained the primary responsibilities of HR Manager as talent management, compensation and employee benefits, training and development, compliance, and workplace safety.

- **Day 4(Topic: Why HR Management is a good career option?)**

Ms. Arti Goswami in her session explained HRM have a good scope for professional development.

- **Day 5 (Topic: How to choose right HR Management course?)**

Ms. Arti Goswami in a very simple way made the students understand the eligibility that they must have a bachelor's degree in business, organizational development, human resources, or any other relevant field and at least a 60% average grade point in graduation or equivalent course.

- **Day 6 (Topic:Compensation and Benefits)**

The resource person explained the difference between compensation and benefits in a very lucid manner.

- **Day 7 (Topic:Performance Management)**

Ms. Arti Goswami explained five performance management process such as planning, monitoring, developing, rating, rewarding the importance with importance in HRM.

- **Day 8 (Topic:Recruitment and its Process)**

Ms. Arti Goswami in her session explained various recruitment process such as the process of identifying, attracting, interviewing, selecting, hiring and on boarding employees.

- **Day 9 (Topic:Labour Laws/ Organisational Structure)**

The resource person Ms. Arti Goswami explained five elements create an organizational structure: job design, delegation, span of control and chain of command.



**Dr S.C. Gulhane Prerna College of
Commerce, Science and Arts**

Run by Prerna Sewa Mandal
Reshimbag Square, Nagpur-24

Govt Recognized and Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University
NAAC (UGC) ACCREDITED INSTITUTION 'B' GRADE (CGPA-2.32)

Ph.: 2745296, 2746840

E-mail: prernacollegengp@gmail.com



- **Day 10 (Topic:Employee Satisfaction/Job Analysis and Human Resource Planning)**

Ms. Arti Goswami explained Job analysis is the process of gathering and analyzing information about the content and the human requirements of jobs, as well as, the context in which jobs are performed.

Outcomes: -

1. Students got information on various necessary topics on Human Resource Management.
2. Students learned basic concepts of HRM.
3. This course helped them to build their confidence, skills to make a more impressive and pleasing personality.
4. The course helped students to know importance of HRM in the present age.
5. They learned innovative solutions to face the problems in the fields of HRM.
6. Students became aware about consumer behavior, marketing research, professional selling, marketing strategies and marketing management.

No. of Beneficiaries: Around 23 Students.

Programme Coordinator: Dr. Priyanka Dongre

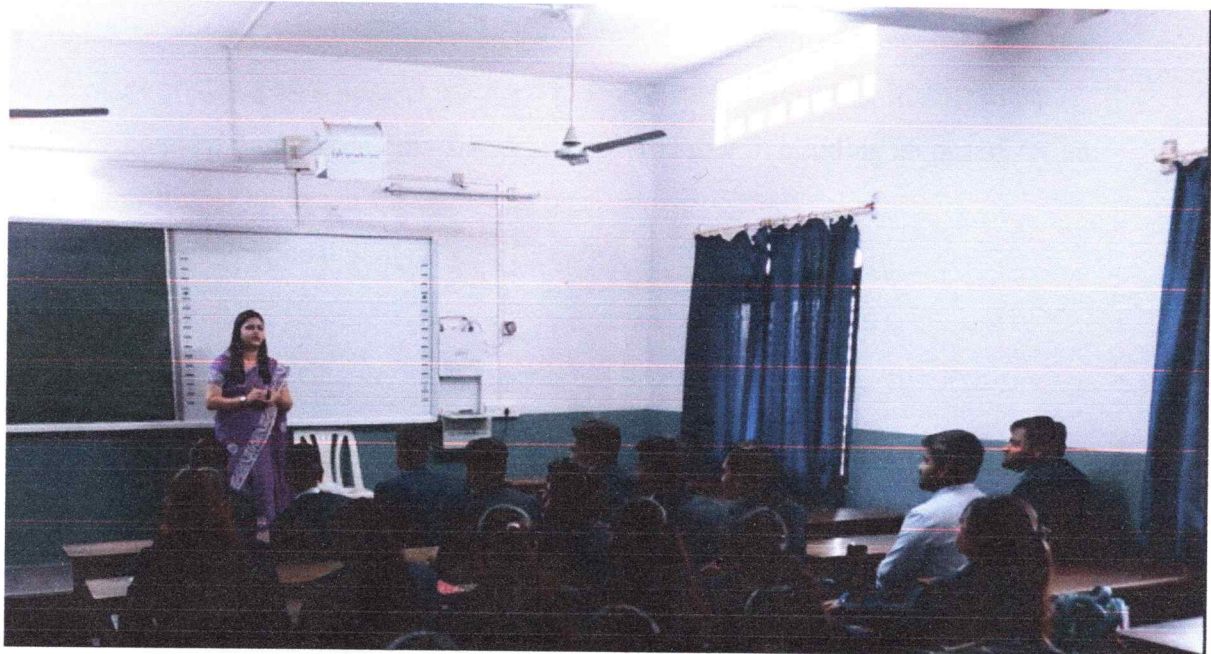
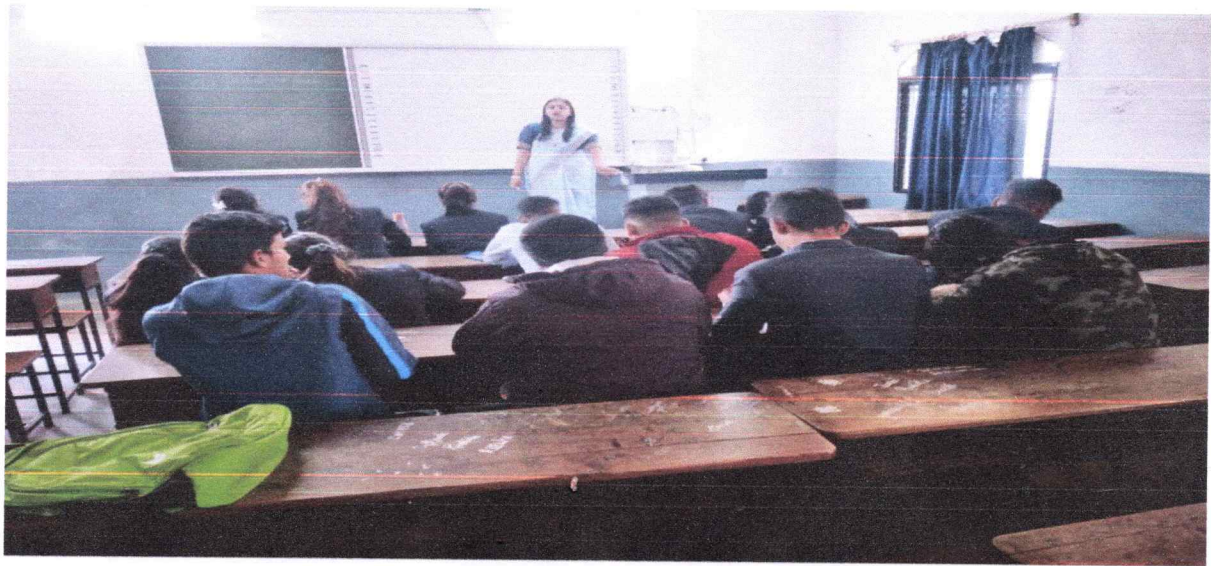
Glimpses of Add On Course in Marketing Management



Dr S.C. Gulhane Prerna College of Commerce, Science and Arts

Run by Prerna Sewa Mandal
Reshimbag Square, Nagpur-24

Govt Recognized and Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University
NAAC (UGC) ACCREDITED INSTITUTION 'B' GRADE (CGPA-2.32)
Ph.: 2745296, 2746840 E-mail: prernacollegengp@gmail.com



Siddhant
26/12/2023