



## 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

## Coordinator



DR PRIYANKA DONGRE  
ASSISTANT PROFESSOR  
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 Dr. Babasaheb Ambedkar Marathwada University

NAAC (UGC) ACCREDITED INSTITUTION 'B' GRADE (CGPA-2.37)

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**DEPARTMENT OF COMMERCE AND MANAGEMENT**

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

**Schedule**

Date: 2<sup>nd</sup> Dec 2023

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 pursue 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**

Dr Priyanka Dongre

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

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NAAC Accredited With "B Grade".*



**CERTIFICATE  
OF  
APPRECIATION**

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



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## 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:** 12<sup>th</sup> Dec to 23<sup>rd</sup> 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.



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.



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- **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

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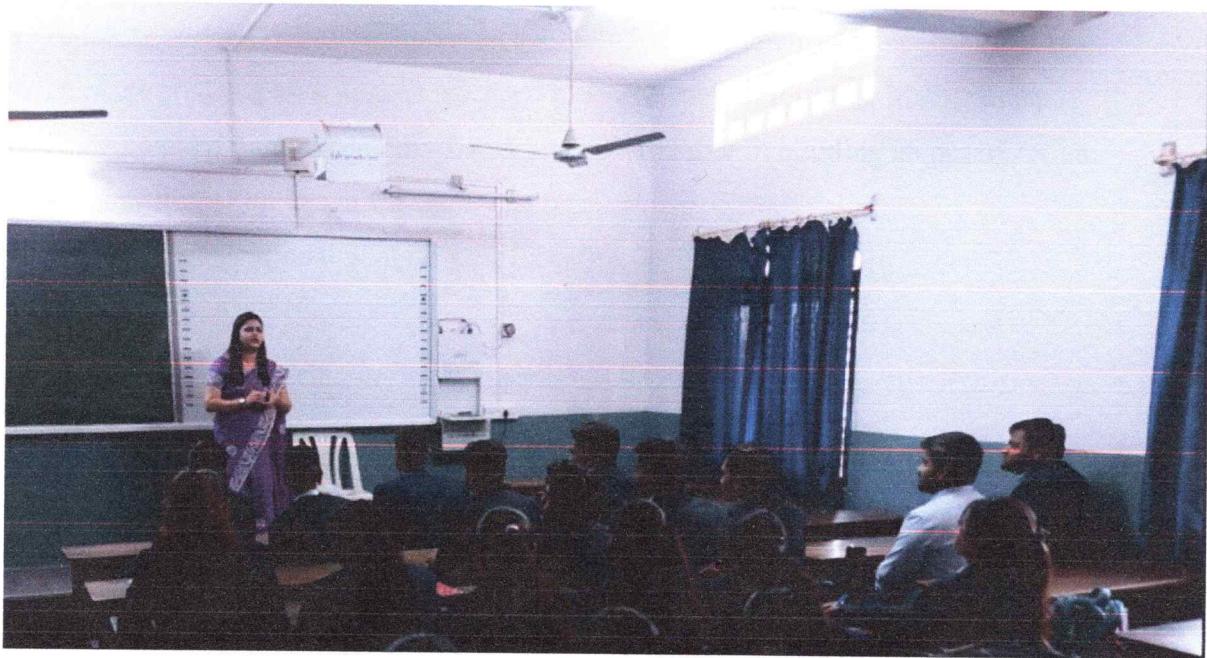
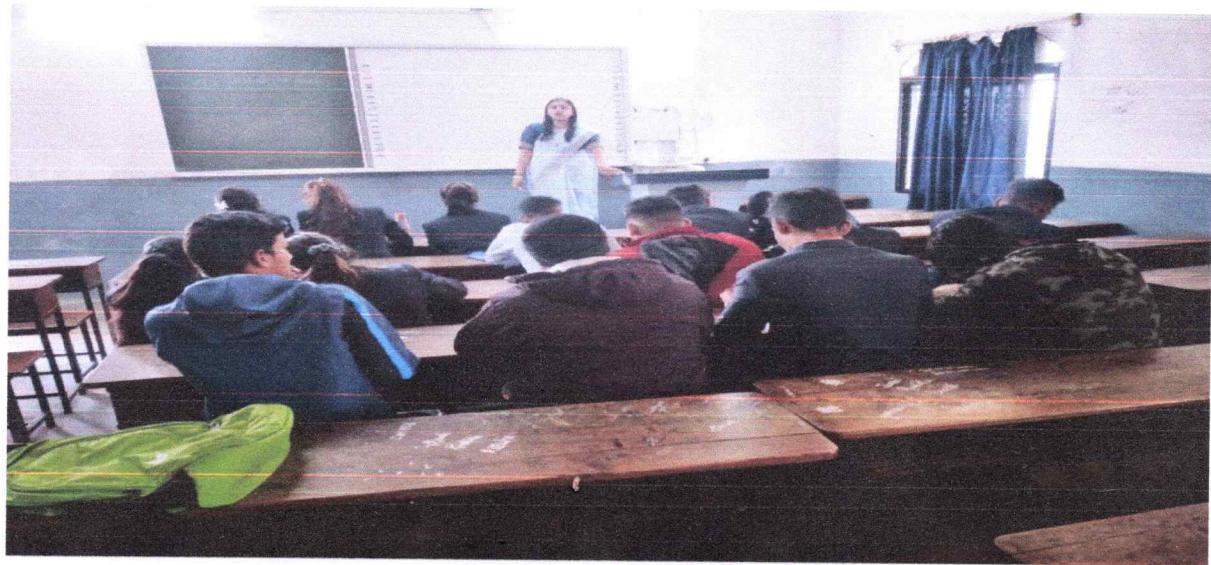
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*P. Balakrishna*  
26/12/2023