



SYMBIOSIS

Symbiosis College of Arts and Commerce

(An Autonomous College Affiliated to University of Pune)

Subject code		Semester	I	II	III	IV	V	VI	M.A	I	II	III	IV
Title of Subject		PERSONNEL PSYCHOLOGY											
(For M.A. Part-I as per the approval of BOS)													
Objectives	To acquaint the students with: 1. The basic concepts in Personnel Psychology. 2. Importance of job analysis and competency mapping in organization. 3. The process of recruitment and selection and performance management.												
Detailed syllabus													
Unit	Contents of the syllabus												Number of Lectures
1	<u>INTRODUCTION TO PERSONNEL PSYCHOLOGY</u> 1.1. Nature, scope and functions of personnel psychology 1.2. Utility theory and System view of personnel psychology. 1.3. Personnel psychology: Current practices and emerging trends 1.4. Concept of equal employment opportunities												15
2	<u>JOB ANALYSIS, COMPETENCY MAPPING, AND EVALUATION</u> 2.1 Job Analysis: Meaning, purpose, importance and methods of job analysis 2.2 Job evaluation 2.3 Competency Mapping Approach 2.4 Strategic Workforce Planning.												15
3	<u>RECRUITMENT AND PERSONNEL SELECTION</u> 3.1. Recruitment Planning and Methods of recruitment 3.2. Selection Methods: Interview, psychological tests, references, bio-data, assessment centres. 3.3. Managerial Selection: Criteria of managerial effectiveness and selection instruments (Personality and interest inventories), Evaluating selection procedure and techniques. 3.4. Maintenance of Human Resources: Incentive Compensation plan, Benefits & Services. 3.5 Behaviour Event Interview												15



4	<p><u>PERFORMANCE MANAGEMENT</u></p> <p>4.1. Performance Appraisal System: Purpose, barriers to implementation, determining who should evaluate performance, Benefits and limitations.</p> <p>4.2. Methods of Performance Appraisal: Facets of work performance, Objective and Subjective measures, Errors/ biases in rating.</p> <p>4.3. Multi-Rater /360 Degree Feedback: Objectives, Advantages and Prerequisites.</p> <p>4. 4 Communicating Appraisal Results: The Performance Feedback Interview.</p>	15
Total Number of Lectures		60

Suggested Reference Books

1. DeCenzo, D. A. & Robbins, S. P. (2008). Personnel/ human resource management New Delhi: Prentice- Hall Pvt. Ltd.
2. Cascio, W.F. & Aguinis H. (2008).Applied Psychology in human Resource Management (6th Ed.).New Delhi: Prentice-Hall India Pvt. Ltd.
3. Aamodt, M.G. (2007).Industrial and organizational psychology: An applied approach. US: Thomson & Wadsworth Pareek, U. and Rao, T.V. (2003). Designing and managing human resource systems. N.D.: Oxford & IBH. 4. Miner, J.B. (1992). Industrial and organizational psychology. McGraw-Hill.
4. Schultz, D. and Schultz, S.E.(2006). Psychology and work today. 8th ed. N.D.: Pearson Edu.
5. Cascio, W.F. (2006). Managing human resources; Productivity, quality of work life profits. N.Y.: Tata McGraw Hill.
6. Ivancevich,J.M. & Gluek,W.F.(1983).Foundation of personnel / human resource management. Plane Texas : U.S.A. Business Pub.Inc.
7. McCormic,E.J. & Ilgen, D.(1980). Industrial psychology (7th ed). London: George Allen and Unwin.

