

CRITERIA VI
Governance , Leadership and Management

6.5 Internal Quality Assurance System

Metric No. – 6.5.1

Internal Quality Assurance Cell has contributed significantly for institutionalizing the quality assurance strategies and processes

INDEX

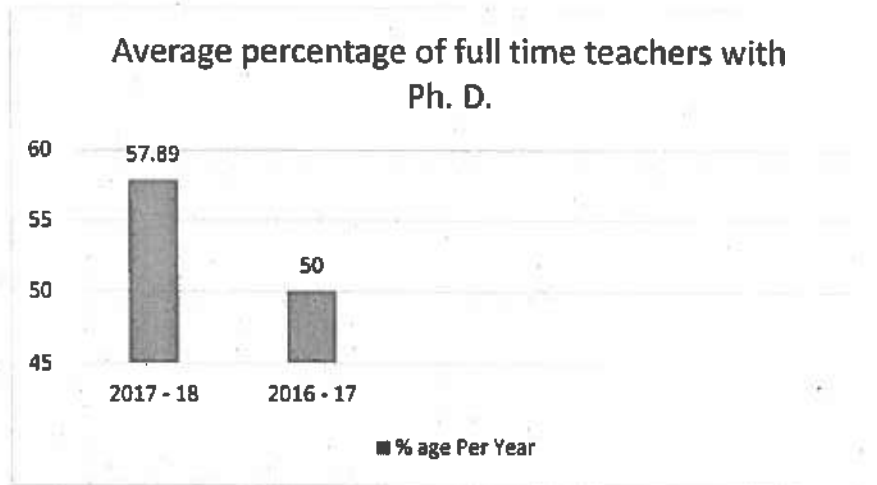
1. Number of Ph. D faculties after IQAC formation
2. Faculty Research Support form College
3. Add On courses started after IQAC formation




Director
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**Average percentage of full time teachers with Ph.D. during the last Two years
(after formation of IQAC)**

Year	Number of full time teachers with Ph.D.	Number of full time teachers	% age Per Year
2017 - 18	11	19	57.89
2016 - 17	9	18	50




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वाणिज्य व व्यवस्थापन आचार्य

Doctor of Philosophy

(Faculty of Commerce and Management)

This is to certify that

Mrs. Swapnali Amol Kulkarni

having been found to be duly qualified on
examination of the thesis on

*Study Of Agricultural Marketing And Consumer Behavior In Changing
Perspective In Nasik District Of Maharashtra State (2003-2012)*

was admitted to the degree of
Doctor of Philosophy in the subject Commerce
in the faculty of Commerce and Management in this University in the year 2017.

Chandru

Vice-Chancellor

Amravati:
29.02.2018



Dr. Babasaheb Ambedkar Marathwada University,
Aurangabad-431 004, Maharashtra State, India.

NAAC Re-accredited "A" Grade



Estd. : 1958

Ph.D. Section

Ph.D. Office : (0240) 2403122	Website : www.bamu.ac.in	http://bamua.digitaluniversity.ac	E-mail : phdsection@bamu.ac.in
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NOTIFICATION

It is hereby notified that, the thesis entitled, "A STUDY OF TRAINING AND DEVELOPMENT PRACTISES AND THERE EFFECTS WITH SPECIAL REFERENCE TO SELECTED LARGE SCALE INDUSTRIAL ENTERPRISES IN MAHARASHTRA" submitted by Mrs. Anuradha Samarth Phadnis has been accepted by this University for the award of Ph.D. Degree in subject of Business Administration under the faculty of Management Science is as per UGC regulation 2009 (UGC Minimum standard and procedure for award of Ph.D. degree regulation 2009 published in Gazette of India no. 28 dated July 11-17, 2009 in part III section 4) Mrs. Anuradha Samarth Phadnis has been declared eligible for the award of the said Degree.

The candidate submitted her thesis under the guidance of Dr. R.B. Lahane, Research Guide, Dept. of Commerce, Deogiri College, Aurangabad.

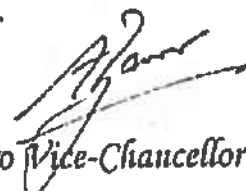
University Campus,

Ref. No. P.G./Ph.D./July-2012/

Mgt. Science/2017-18/2701-10

Date :- May 30, 2018

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Pro Vice-Chancellor

P.T.O.

Washtraman Yashwantrao Maharaj Nagpur University

"Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1st of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017)"

Re-accredited 'A' Grade by NAAC



Doctor of Philosophy (वाणिज्य व व्यवस्थापन आचार्य) (Faculty of Commerce & Management)

*This is to certify that
Ku. Kajal Maheshwari having been found to be
duly qualified on examination of the thesis entitled
"An analytical study of problems faced by marketers of
organic produce in Pune district (2002-2012)" was
admitted to the degree of Doctor of Philosophy
(वाणिज्य व व्यवस्थापन आचार्य) in the Faculty of
Commerce & Management in the Subject of Business
Administration and Business Management in this
University in the year 2017.*

Nagpur

Dated : 24-3-2018


Vice-Chancellor

Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies (after IQAC formation)

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017-18	Dr. Daniel Penkar	'Economic Reforms in India – Truths and Myths'	S.B. Patil Institute of Management	500
2017-18	Dr. Daniel Penkar	'Economic Reforms in India – Truths and Myths'	S.B. Patil Institute of Management	500
2017-18	Dr. Daniel Penkar	'Economic Reforms in India – Truths and Myths'	S.B. Patil Institute of Management	500
2017-18	Dr .KirtiDharwadkar	'Economic Reforms in India – Truths and Myths'	S.B. Patil Institute of Management	500
2017-18	Dr. HansrajThorat	'Economic Reforms in India – Truths and Myths'	S.B. Patil Institute of Management	500
2017-18	Dr. HansrajThorat	'Economic Reforms in India – Truths and Myths'	S.B. Patil Institute of Management	500
2017-18	Dr. HansrajThorat	'Economic Reforms in India – Truths and Myths'	S.B. Patil Institute of Management	500
2017-18	Prof. SwapnaliKulkarni	'Economic Reforms in India – Truths and Myths'	S.B. Patil Institute of Management	500
2017-18	Prof. SwapnaliKulkarni	'Economic Reforms in India – Truths and Myths'	S.B. Patil Institute of Management	500
2017-18	Dr .KirtiDharwadkar	New NAAC Accreditation Process – Roadmap for Higher Educational Institutions	SNDT Arts and Commerce College for Women and CEDA, Pune	500
2017-18	Prof. SwapnaliKulkarni	New NAAC Accreditation Process – Roadmap for Higher Educational Institutions	SNDT Arts and Commerce College for Women and CEDA, Pune	500
2017-18	Prof. SwapnaliKulkarni	"Management Education – 2020 Leveraging Breakthrough	Institute of Industrial and Computer Management	500




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		Business Practices "	and Research, Pune.	
2017-18	Dr. Dipti V. Sharma	"Management Education – 2020 Leveraging Breakthrough Business Practices "	Institute of Industrial and Computer Management and Research, Pune.	500
2017-18	Prof. Swapnali Kulkarni	Conference on Responsible Marketing	Technia Institute of Management, New Delhi	6000
2017-18	Dr. Dipti V. Sharma	Conference on Responsible Marketing	Technia Institute of Management, New Delhi	6000
2017-18	Dr. Manoj Gadre	'Economic Reforms in India – Truths and Myths'	S.B. Patil Institute of Management	500
2017-18	Dr. Dipti V. Sharma	'Economic Reforms in India – Truths and Myths'	S.B. Patil Institute of Management	500
2017-18	Dr. Dipti V. Sharma	'Economic Reforms in India – Truths and Myths'	S.B. Patil Institute of Management	500
2017-18	Mr. Rishikumar	'Economic Reforms in India – Truths and Myths'	S.B. Patil Institute of Management	500
2017-18	Mr. Rishikumar	'Economic Reforms in India – Truths and Myths'	S.B. Patil Institute of Management	500
2017-18	Mr. Rishikumar	'Economic Reforms in India – Truths and Myths'	S.B. Patil Institute of Management	500
2017-18	Mr. Rishikumar	National conference on disruptive business environmental challenges	Institute of Industrial and Computer Management and Research, Pune.	1000
2017-18	Mr. Rishikumar	Performance Improvement Programme (PIP)	Maharashtra Centre For Entrepreneurship Development (MCED	2500
2017-18	Dr. Iram Shaikh	'Economic Reforms in India – Truths and Myths'	S.B. Patil Institute of Management	500
2017-18	Dr. Iram Shaikh	"Management Education – 2020 Leveraging Breakthrough Business Practices "	Institute of Industrial and Computer Management and Research, Pune.	500




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2017-18	Ms. AishwaryaGopalkrishnan	'Economic Reforms in India – Truths and Myths'	S.B. Patil Institute of Management	500
2017-18	Ms. AishwaryaGopalkrishnan	"Management Education – 2020 Leveraging Breakthrough Business Practices "	Institute of Industrial and Computer Management and Research, Pune.	500
2017-18	Ms. AishwaryaGopalkrishnan	Third International conference XCOMM, Xavier School of Communications, Xavier University Bhubaneswar	Xavier School of Communications	2000
2017-18	Dr .KirtiDharwadkar	Third International conference XCOMM, Xavier School of Communications, Xavier University Bhubaneswar	Xavier School of Communications	2000
2017-18	Dr. KajalMaheshwari	Third International conference XCOMM, Xavier School of Communications, Xavier University Bhubaneswar	Xavier School of Communications	2000
2017-18	Dr. BhushanParadeshi	Third International conference XCOMM, Xavier School of Communications, Xavier University Bhubaneswar	Xavier School of Communications	3750
2017-18	Dr. PadmalochanaBisoyi	Third International conference XCOMM, Xavier School of Communications, Xavier University Bhubaneswar	Xavier School of Communications	3750
2017-18	Dr. KajalMaheshwari	'Economic Reforms in India – Truths and Myths'	S.B. Patil Institute of Management	1000
2017-18	Ms. Lakshmi Jasti	'Economic Reforms in India – Truths and Myths'	S.B. Patil Institute of Management	500
2017-18	Ms. AnuradhaPhadnis	'Economic Reforms in India – Truths and Myths'	S.B. Patil Institute of Management	500
2017-18	Dr. BhushanParadeshi	International Conference on Sustainability and Business	IIM Calcutta	7500




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2017-18	Dr. Padmalochana Bisoyi	International Conference on Sustainability and Business	IIM Calcutta	7500
2017-18	19 faculty members	Skill Conclave by MCCI	MCCI&A ,Pune Membership taken for all the 19 faculty members	2360

Percentage per year = (Teachers provided with financial supports to attend conferences/workshops and towards membership fee of professional bodies/Total number of teachers) X 100

$$15/19 * 100 = 78.94$$

Year	Name of the teacher	Name of the conference/workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2016-17	18 faculty members	Skill Conclave by MCCI	MCCI&A ,Pune Membership taken for all the 18 faculty members	2300
2016-17	18 faculty members	NIPM Membership	NIPM, Pune Membership taken for all the 18 faculty members	12000
2016-17	Dr. KirtiDharwadkar	'World Economic Turmoil – Challenges and Opportunities for India'	S.B. Patil Institute of Management	500
2016-17	Prof. SwapnaliKulkarni	'World Economic Turmoil – Challenges and Opportunities for India'	S.B. Patil Institute of Management	500
2016-17	Prof. SwapnaliKulkarni	'World Economic Turmoil – Challenges and Opportunities for India'	S.B. Patil Institute of Management	500
2016-17	Dr. ManojGadre	'World Economic Turmoil – Challenges and Opportunities for India'	S.B. Patil Institute of Management	500
2016-17	Mr. AnishkumarKaria	'World Economic Turmoil – Challenges and Opportunities for India'	S.B. Patil Institute of Management	500
2016-17	Dr. HansrajThorat	'World Economic Turmoil – Challenges and Opportunities for India'	S.B. Patil Institute of Management	500
2016-17	Dr. KirtiDharwadkar	SUSCON VI: Learning, Living and Leading- 6th Annual International Conference on Sustainability	IIM Shillong	5000
2016-17	Dr. Padmalochana Bisoyi	SUSCON VI: Learning, Living and Leading- 6th Annual International	IIM Shillong	5000



		Conference on Sustainability		
2016-17	Dr. BhushanParadeshi	SUSCON VI: Learning, Living and Leading- 6th Annual International Conference on Sustainability	IIM Shillong	5000
2016-17	Ms. PranitaBurbure	SUSCON VI: Learning, Living and Leading- 6th Annual International Conference on Sustainability	IIM Shillong	5000
2016-17	Dr. Daniel Penkar	Championing HR Excellence towards Business Growth	NIPM	5750
2016-17	Mrs. PranitaBurbure	Championing HR Excellence towards Business Growth	NIPM	5750
2016-17	Ms. Sneha Alan	Quality excellence through Accreditation	MISOM	2000
2016-17	Mrs. KajalMaheshwari	Quality excellence through Accreditation	MISOM	2000

Percentage per year = (Teachers provided with financial supports to attend conferences/workshops and towards membership fee of professional bodies/Total number of teachers) X 100

$$13/18*100= 72.22$$

Note: For detail refer 6.3.2



(Signature)
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Average percentage of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs(after IQAC formation)

Year	Number of teachers who attended	Title of the professional development program	Date and Duration (from - to)
2017-18	2	New NAAC Accreditation Process – Roadmap for Higher Educational Institutions SNTD	16-17 Feb 2018= 2 Days
2017-18	1	International Conference 'Commerce, management, technology, engineering and environmental sciences'	18/11/2017 = 1 Day
2017-18	1	International Conference 'Demonetization and Remonitization'	4/08/2017 to 5/08/2017= 2 Days
2017-18	4	Management Education – 2020 Leveraging Breakthrough Business Practices “ IICMR	24/11/2017 to 25/11/2017= 2 Days
2017-18	4	Faculty development program on industrial inputs for effective teaching, IMCD	21/11/2017= 1 Day
2017-18	19	'Economic Reforms in India – Truths and Myths'	19/01/2018 to 20 /01/2018= 2 Days
2017-18	5	Third International conference XCOMM, Xavier School of Communications, Xavier University Bhubaneswar	17/12/2017 to 18/12/2017= 2 Days
2017-18	1	HR Certification	6/11/17 to 11/11/2017= 1 week
2017-18	2	Workshop on How to teach application based HR in Classroom	8/10/2017 to 9/10/2017 = 2 days
2017-18	2	Conference on Responsible Marketing	3/02/2018 =1 day
2017-18	1	Performance Improvement Programme (PIP)	28/03/2018 to 30/03/2018 =3 days
2017-18	2	International Conference on Sustainability and Business	13/01/2018 to 14/01/2018=2 days
2017-18	1	National conference on disruptive business environmental challenges	15/12/2017 to 16/12/2017= 2 days
2017-18	1	National Conference on 'Start ups :its scope, challenges and limitations	22/01/2018 = 1 Day
2017-18	18	ODSER 'POSH training program'	10/01/2018 = 1 Day
2017-18	1	Event Management skills, qualities and growth in India. New Arts, Science and Commerce college, Ahmednagar	22/01/2018=1 day




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No. of Teaching staff attending such programs /Total number of teaching staff) X 100=

$$19/19 * 100 = 100$$

Year	Number of teachers who attended	Title of the professional development program	Date and Duration (from - to)
2016-17	1	International Conference on 'Recent advances in Business Management, economics and IT'	24/02/2017 to 25/02/2017 = 2 Days
2016-17	1	International Conference 'Incubation -II	17/01/2017 to 18/01/2017 = 2 Days
2016-17	1	Western Region Conference 'Championing HR excellence towards Business Growth'	21/04/2017 to 22/04/2017 = 2 Days
2016-17	1	National Seminar on Research Methodology for Social Sciences'	10/01/2017 = 1 Day
2016-17	1	Workshop 'Implementattion of Maharashtra Public University Act 2016'	12/04/2017 = 1 Day
2016-17	1	National Conference 'Explora-2016	3/12/2016 = 1 Day
2016-17	1	National Seminar Role of IQAC:Academic and Administrative Audit for TQM in Higher Education	31/01/2017 = 1 day
2016-17	17	IBM 'SPSS Certification'	22/06/2016 = 1 Day
2016-17	4	SUSCON VI: Learning, Living and Leading- 6th Annual International Conference on Sustainability	02/03/2017 to 04/03/2017= 3 days
2016-17	18	World Economic Turmoil - Challenges and Opportunities for India	13-14 Jan 2017=2 days

Percentage per year =(No. of Teaching staff attending such programs /Total number of teaching staff) X

$$100= 18/18*100 =100$$




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Add on Courses (after IQAC formation) :

Name of the Certificate/ diploma introduced in last 5 years	Year of introduction
909 - Business Communication and Leadership	Started in 2017-18
908 - Microsoft Office Automation (MOA)	Started in 2016-17
903 - Certification Course for Marketing	Modules were updated in 2016 – 17
902 - Individual Development and Enrooting Activity for Life (IDEAL)	Redesigned in 2016-17
901 - Certification Course for Human Resource	Modules were updated in 2016 – 17



(Signature)

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Business Communication Leadership Certification
Programme 2017-18

SYLLABUS

- **Chapter 1:** Understanding the Importance of Communication in Business
- **Chapter 2:** Formal communication and Impromptu speaking
- **Chapter 3:** The Power of a Leader
- **Chapter 4:** Understanding Body Language through Case studies and Role plays
- **Chapter 5:** Creating Sustainable Leaders: The need of the hour
- **Chapter 6:** Learning through the Language lab software




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Microsoft Office Automation Certification Program : 2017-18

Date: 5/06/17

Student development in higher education is the integration of academic learning programs with the larger issues of personal improvement and individual growth. It is a student centered, holistic experience focused on understanding (and demonstrating) values, nurturing skills, and moving towards knowledge.

In tune with this SBPIM conducted a special program for students of semester II students named **Microsoft Office Automation Certification Program : 2016-17**. The program was conducted from 15-22 May 2017 , assessment test was conducted time to time during the duration of program , the students who scored more than 60% in test were awarded with Certificates in the Valedictory function by the hands of Dr. Daniel Penkar .

All the sessions were attended by nearly 150 students very enthusiastically and Certificates were awarded to 146 students .




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Microsoft Office Automation Certification Program 2016 - 17

Part – I MS Word

Part – II MS Excel

Part – I MS Word

1. Navigation in MS Word interface
2. Opening new documents and existing documents
3. Use of various templates
4. Basic text, paragraph, and document formatting
5. Inserting images, graphics, and video

Part – II MS Excel

1. Navigation in MS Excel interface
2. Opening new workbook and existing workbook
3. Use of various templates
4. Inserting Charts
5. Create formulas and functions




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MS Word

- Lesson – 1 : Introduction to Microsoft Word**
- Lesson – 2 : Working with Documents and the Keyboard**
- Lesson – 3 : Navigating Through a Word Document**
- Lesson – 4 : Basic Text Editing**
- Lesson – 5 : Text Formatting**
- Lesson – 6 : Paragraph Formatting**
- Lesson – 7 : Style Formatting**
- Lesson – 8 : Page Formatting**
- Lesson – 9 : Templates**
- Lesson – 10 : Working With Graphics and Pictures**
- Lesson – 11 : Tables**

MS Excel

- Lesson – 1 : Introduction to MS Excel**
- Lesson – 2 : Navigating Excel**
- Lesson – 3 : Worksheets and Workbooks**
- Lesson – 4 : Templates**
- Lesson – 5 : Introduction to Formulas and Calculations**
- Lesson – 6 : Working with Formulas and Functions - 1**
- Lesson – 7 : Working with Formulas and Functions - 2**
- Lesson – 8 : Adding Images and Graphics**
- Lesson – 9 : Charts and Diagrams**
- Lesson – 10 : Protecting and Saving Workbooks**




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DIGITAL MARKETING MODULES 2017-18

Digital Marketing Domains

- Search Engine Marketing
- Search Engine Optimization
- Social Media Optimization
- Email Marketing
- Mobile Marketing
- Influencer Marketing
- Analytics
- Ad Server
- Affiliate Marketing

Digital Marketing Ecosystem

- Introduction to Digital Marketing
- Key Players & Market Share
- Digital Spends Market Share
- Digital Marketing Industry Trends
- Understanding different websites
- Understanding revenue models
- Understanding pricing models

Google Adwords

- Paid Advertising pricing fundamentals
- Understanding Adwords Campaign Structure
- Understanding Bid Strategy
- Understanding campaign settings for
- diff business verticals




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- Defining Ad Groups & keywords for campaign
- Understanding differential bidding
- Understanding the ad position factors
- Understanding Bid Automation

Adwords Contents

- Understanding QA & Ad Rank
- Understanding Conversion Tracking & Setup
- Keyword Insertion & Dynamic Search Ads
- Ad Customization
- Understanding Display Campaign Targeting
- Understanding Remarketing Campaign & Setup
- Understanding Video Campaign & Setup
- Understanding Shopping Campaign & Setup
- Data interpretation of Adwords
- Understanding improving different metrics
- Understanding Competitive Metrics
- Budget planning and Allocation for campaigns

Search Engine Optimization

- Keyword Density
- Sitemap
- Robots.txt
- www resolve
- Custom 404 Error
- Canonical Tag
- Page Load Time




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- E Commerce SEO
- AMP Pages
- Business Listings
- Off Page Optimization
- Guest Blogging
- Classified Submissions
- Article Submissions
- Blog Commenting & Forum Answers
- Directory Submissions
- PR Submissions
- Social Bookmarking
- Video Submissions
- Google Updates
- Google Panda
- Google Penguin
- Google Hummingbird
- Google Pigeon
- Google Possum

Social Media Marketing

- Understanding Objectives of Platforms
- Facebook Advertising
- Twitter Advertising
- LinkedIn Advertising
- Social Media Content Strategy
- Hashtag Trending




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- Influencer Marketing
- Case Studies: Logitech, Fast & Furious Etc

Google Analytics

- Setting up Google Analytics
- Understanding key terms in Google Analytics
- Traffic Sources Data
- Understanding Bounce Rate and how to reduce it
- Setting up Goals
- E-Commerce Conversion Tracking
- Setting up Re-Marketing from Google Analytics
- Understanding Assisted Conversions
- Data interpretation of Analytics
- Key factors to look at for better optimization
- Key factors to look at to improve
- conversion rates on the website
- Reporting

Email Marketing

- Fundamentals of Email Marketing
- Optin & Double Optin Database
- Email Marketing content strategy
- Email Marketing Do's & Dont's
- Email Automation
- Creating Email Automation Campaigns

Mobile Marketing

- Mobile App Marketing




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- Mobile App Analytics
- Missed Call Marketing
- SMS Marketing
- Mobile App – Metrics
- Mobile Marketing Networks

Ad Networks

- Understanding Ad Networks Ecosystem
- Types of Ad Networks
- Key Players
- Metrics for Ad Networks

Influencer Marketing

- What is Influencer Marketing
- How to leverage Influencer Marketing
- Understanding Influencer Marketing Campaigns
- Influencer Marketing Platforms
- Case Study - Logitech




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Syllabus for IDEAL Certification Program 2016-17

- Product Life Cycle and its Marketing Strategies
- Life Skills
- Management Principle
- Motivation
- Impact of FDI on Indian Economy
- Recent trends in Banking Sector in India
- Group Dynamics
- Need of Green Marketing
- Overview of Geo Politics and its impact on Business
- Self SWOC Analysis




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PIMPRI CHINCHWAD EDUCATION TRUST'S
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IDEAL Report

Date: 23/12/16

Student development in higher education is the integration of academic learning programs with the larger issues of personal improvement and individual growth. It is a student centered, holistic experience focused on understanding (and demonstrating) values, nurturing skills, and moving towards knowledge.

In tune with this SBPIM conducted a special program for semester I students named **IDEAL (Individual Development and Enrooting Activity for Life)** .

The program was conducted from 15 -22 December 2016 , , On 15 December 2016 the inauguration of IDEAL 2016-17 was done by Dr. Daniel Penkar which was folloed by the sessions by Dr. Daniel Penkar , Dr. H.D. Thorat & Dr. Kirti Dhadwarkar on various Topics (a copy of list of session is also attached at the end of report).

On last day of program an assessment test was conducted , the students who scored more than 60% in test were awarded with Certificates in the Valedictory function by the hands of Dr. Daniel Penkar .

All the sessions were attended by nearly 165 students very enthusiastically and Certificates were awarded to 161 students .




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Prof. Anishkumar Karia
Dr. Dipti Vashisth Sharma
IDEAL Coordinators




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HR Excellence Global PUNE

**Module of Training Programme
On
HR Generalist**




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A comprehensive 6 day intensive and practical training programme on HR Generalist.

Program would typically cover very important functions of the HR domain.

Module 1: Performance Management Systems | Incl.PMS Survey and the PMS process|

Module 2: Training and Development

Module 3: Employee Engagement

Module 4: Policy formulation

Module 5: Labour Acts

Module 6: Fundamentals of Payroll Administration

Module 7: Manual Payroll

Module 8: Recruitment

PROGRAMME ITENARY:

DAY I


Module 1: Performance Management Systems

This module will enable you to understand the Meaning, Objectives and Process of Performance Management Systems including conducting a PMS Survey. The programme will enable you to systematically formulate and execute Strategic Role Scorecards as a means of tracking, managing and maximizing the performance of every employee in your organization.

.Fundamentals of Strategic PMS

- Understanding the core of Performance Management Systems (PMS)
- Conducting a PMS Survey in your organization
- Objectives of a sound PMS from an organization/employee perspective
- PMS vs. traditional performance appraisals
- The PMS process
- Role of HR in managing performance
- Importance of Role Scorecards in tracking employee performance
- Components of a Role Scorecard
- Checklist/Guidelines for each component of Role scorecard
- Calculation of individual scores across each component
- Key Performance Indicators
- Rating Scale guidelines for each component




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DAY 2

Module 2: Training/ Learning & Development

This module will enable you to provide knowledge in a practical manner with the help of contemporary tools & templates relevant to the Indian Industry. This will ensure that you apply the same to your organization.

Identifying Training Needs

- Designing of Training Calendar
- Designing Training Program
- Coordinating & Conducting Training Program
- Evaluation of Training Program
- Training Feedback

Module 3: Employee Engagement

This module will enable you understand and execute Employee Engagement Activities in an effective manner.

Concept of Employee Engagement

- Importance of Employee Engagement
- Employee Engagement Activities
- Measuring Employee Engagement

Module 4: Policy formulation & Implementation

This module will enable you to frame different HR Policies as per organizations

- Understanding the meaning and importance of Policies
- Understanding the guidelines for creating the policies
- Different stages of policy formulation
- Creating HR Policies such as Attendance, dress code, code of conduct, leave, recruitment, payroll etc.
- How to implement the policies in the organization




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DAY 3

Module 5: Labour Acts

This module will enable you deal with the statutory compliances and other HR Admin responsibilities such as attendance management, Overtime claims, Time office etc through the maintenance of forms & Registers as per different labor acts.

Provident Fund & Miscellaneous Provisions Act, 1952

- Employee State Insurance Act, 1948
- Payment of Bonus Act, 1965
- Payment of Gratuity Act, 1972
- Employment Exchanges Act, 1959
- Maternity Benefits Act, 1961
- Factories Act, 1948
- Bombay Shops & Establishments Act, 1948
- Sexual Harassment of Women at Workplace Act, 2013

DAY 4

Module 6: Fundamentals of Payroll Administration

This module enables you to perform payroll related calculations such as statutory deductions, benefits calculation, IT calculation & CTC designing.

- Calculation of Provident Fund Contribution
- Calculation of ESI Contribution
- Calculation of HRA
- Calculation of Leave Salary
- Leave Management
- Leave Traveling Allowance
- Income Tax Calculation
- CTC Designing
- Leave Encashment
- Bonus Calculation
- Gratuity Calculation
- Overtime Calculation



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DAY 5

Module 7: Payroll Manual (MS-Excel)

Payroll manual process will include the advance excel functions like V LOOKUP, H LOOKUP etc

- Employee details
- Attendance management
- Calculation of different salary components (HRA, LTA, DA etc)
- CTC designing as per grades of employees and company policy
- Leave records
- Statutory deduction
- Calculation on bonus, leave encashment, overtime etc.
- Generating Pay Slips

DAY 6

Recruitment

This module will help you understand the process of Recruitment , prepare relevant letters and also design an induction programme.

- Concept of Recruitment
- Preparing Manpower Requisition Form
- Preparing Job Description
- Designing Ads for Vacancies
- OVERVIEW of Job Portal
- Calling Script
- Preparing Appointment / Rejection Letters
- Designing the Joining & Induction Programme
- Preparing Job Tracker.
- Preparing Terms of Employment
- Comparative Study of Recruitment Process Between Campus, Consultancy, IT Companies & Manufacturing Companies

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