

**P. C. E. T.'s**

**S. B. Patil Institute of Management**

**906 – Personnel Administration – Application  
and Procedure (PAAP)**

**Syllabus for 2016 – 17**

# Report for Approval

Personal Administration & Application Procedures

Certification Program : 2016-17



A handwritten signature in blue ink, appearing to be "S. B. Patil".

**Director**

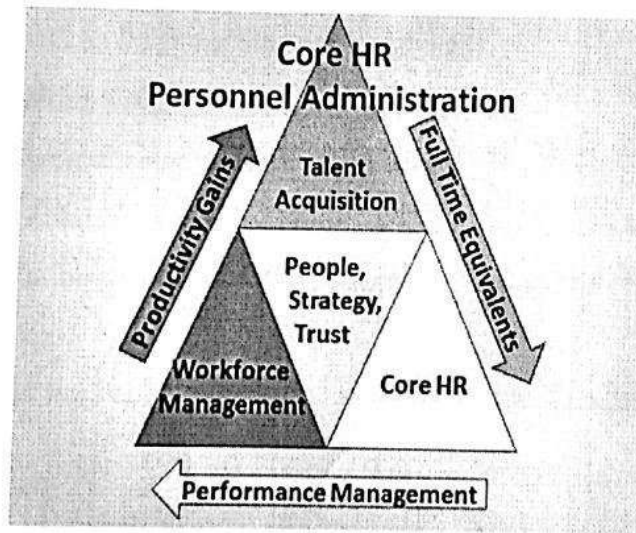
S. B. Patil Institute of Management  
Sector No. 26, Nigdi,  
Pradhikaran, Pune-411 044.

PIMPRI CHINCHWAD EDUCATION TRUST'S  
S. B. PATIL INSTITUTE OF MANAGEMENT

PAAP Certification Program

REPORT FOR APPROVAL

The objectives of personnel administration include the utilisation of human resources effectively, establishment and maintenance of productive and self-respecting working relationships among the participants and attainment of maximum individual development of the members in the organisation .In tune with this SBPIM is always striving hard to provide these kind of training program to students which can help them to shape their skill set and better placement .



**Learning objectives –**

- To give students insight in to the implementation of personal administration procedure .
- HR students should be able to draft all correspondence right from recruitment to retirement.



*[Signature]*  
Director  
S. B. Patil Institute of Management  
Sector No. 26, Nigdi,  
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- HR students will be able to carryon grievance procedure and prepare all the related documents .
- Students should be able to implement laws relating to HR correspondence .
- Be able to aquent students with calculations of due compensation benefits , contributions etc.

#### **Participants for Program –**

- The program will be exclusively for Semester III HR students.

#### **Duration -**

- This programme will start at Beginning of semester III .
- After start of Semester III a one week program for all students will take place (tentatively 20 Feb 2017 to 25Feb2017)

#### **Process -**

- The students will be informed via notice and mails.
- 30+ hours sessions will be conducted.
- At the end of program one test will be conducted .
- Certificates will be given to those students who can score at least 60% marks .
- To evaluate the benefits of the programme all the stakeholders will give their feedback for improvisation.
- On the basis of feedback analysis next year program will be designed




  
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PIMPRI CHINCHWAD EDUCATION TRUST'S  
S. B. PATIL INSTITUTE OF MANAGEMENT

## Syllabus for PAAP Certification Program 2016-17

- Various types of Salary Structure
- Different types of Appointment Letters
- Concept of Provident Fund and its Calculations
- Concept of Employee State Insurance and its Calculations
- Concept of Gratuity and its Calculations
- Different types of forms requirement
- Domestic Enquiry & Notices and Memos



  
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**S. B. Patil Institute of Management**

**906 – Personnel Administration – Application  
and Procedure (PAAP)**

**Syllabus for 2015 – 16**

# Report for Approval

Personal Administration & Application Procedures  
Certification Program : 2015-16

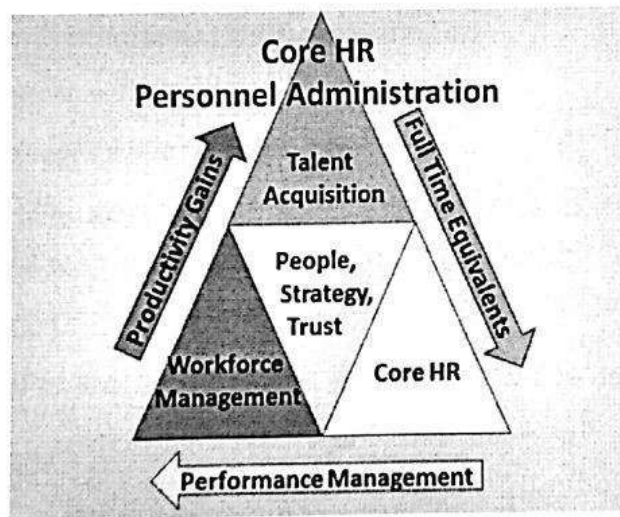


  
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PIMPRI CHINCHWAD EDUCATION TRUST'S  
S. B. PATIL INSTITUTE OF MANAGEMENT  
PAAP Certification Program

REPORT FOR APPROVAL

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- HR students should be able to draft all correspondence right from recruitment to retirement.



  
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- HR students will be able to carryon grievance procedure and prepare all the related documents .
- Students should be able to implement laws relating to HR correspondence .
- Be able to aquent students with calculations of due compensation benefits , contributions etc.

**Participants for Program –**

- The program will be exclusively for Semester III HR students.

**Duration -**

- This programme will start at Beginning of semester III .
- After start of Semester III a one week program for all students will take place (tentatively 8feb 2016 to 13feb2016)

**Process -**

- The students will be informed via notice and mails.
- 30+ hours sessions will be conducted.
- At the end of program one test will be conducted .
- Certificates will be given to those students who can score at least 60% marks .
- To evaluate the benefits of the programme all the stakeholders will give their feedback for improvisation.
- On the basis of feedback analysis next year program will be designed

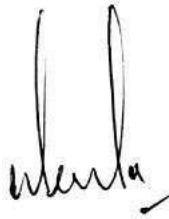


  
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S. B. PATIL INSTITUTE OF MANAGEMENT

## Syllabus for PAAP Certification Program 2015-16

- Various types of Salary Structure
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- Concept of Provident Fund and its Calculations
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- Concept of Gratuity and its Calculations
- Different types of forms requirement
- Domestic Enquiry & Notices and Memos



  
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