



PIMPRI CHINCHWAD EDUCATION TRUST'S

S. B. PATIL INSTITUTE OF MANAGEMENT



Presents

HR Generalist Certification

MBA 2nd year Sem 3 AY 2021-22

By

HR Excellence Global

From

9th to 16th March 2022



Faculty Coordinator
Dr. Anuradha Phadnis

Director
Dr. Kirti Dharwadkar

Student coordinators'
Mr. Kshitij Mane
Miss. Nikita Pardeshi



Dr.ANURADHA PHADNIS <phadnisanuradha@sapatilmba.com>

Final Schedule and list for HR Certification of MBA II SEM 3 (Batch 2020-22) in March 2022

1 message

Dr.ANURADHA PHADNIS <phadnisanuradha@sapatilmba.com>
To: 2020-22hr@sapatilmba.com
Bcc: Kirti Mam <kirtisd@gmail.com>

Fri, Mar 4, 2022 at 4:47 PM

Dear Students (opted for HR Certification)

Kindly note the schedule for HR Certification Programme is from 9th to 16th March 2022 (7 working days) from 10 am to 6 pm at Div C 2nd floor / Computer Lab 3rd Floor, reporting time is at **9.45 am** sharp daily.

Any standard instructions given by the training agency or institute should be strictly adhered.

Student Coordinators for the training are : **Kshitij Mane, Nikita Pardeshi, Shivani Patade and Akansha Raipatrewar**, you all have to take care of complete coordination of the certification; like

- 1) Maintaining attendance record, photos to be clicked daily of students and trainers.
- 2) Introduction of trainer daily at the start of day and concluding and summarising the training daily at the closure (u can allocate this task to other students as well).
- 3) Preparation of report of the HR Certification at the end.
- 4) Any technical assistance to be given to the trainer at the time of training. (Contact Manoj sir or Yogesh Sir for the same)
- 5) Valedictory Function.
- 6) Coordination with the canteen for lunch and tea for trainers.

Module: HR Certification

REVISED 7 day Program itinerary here:

Total Duration: 52 hours

DAY 1

Module 1: Fundamentals of Payroll Administration [7 HOURS]

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**
- **Leave Management**
- **Leave Traveling Allowance**
- **Income Tax Calculation**
- **CTC Designing**
- **Leave Encashment**

DAY 2

Module 1: Fundamentals of Payroll Administration : Continued [2 HOURS]

- **Bonus** Calculation
- **Gratuity** Calculation
- **Overtime** Calculation

PAYROLL FUNDAMENTALS EXCEL CALCULATIONS [3 HOURS]

Module 2: Payroll Manual (MS-Excel) [3 HOURS]

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

