

PCET's, S.B.Patil Institute of Management
Report on
“Certification Course for HR Specialization”
In collaboration with
HR Excellence Global, Pune.
Dated: 12th to 17th & 22nd November 2018

Faculty Coordinator- Dr.Anuradha Phadnis and Dr.Iram Ansari.

Audience: HR specialization students.

Venue: Class Room, Computer Lab and Seminar Hall

Time: 9 am to 5.30 pm

We at SBPIM conduct HR Generalist Training Programme for MBA HR students every year.

An MOU is signed between SB. Patil Institute of Management and HR Excellence Global Pune, for conducting HR certificate course for HR Specialization students.

This year 11 MBA-HR students enrolled for this Certification programme, the programme was of 6 days (42 hours approx) scheduled from 12th to 17th November 2018.

Programme covered very important functions of the HR domain - Performance Management Systems, Training and Development, Employee Engagement, Policy formulation, Labour Acts, Fundamentals of Payroll Administration, Manual Payroll and Recruitment with practical exposure along with live case studies.

The programme enhanced the skills & knowledge of the students as well as helped them to get lucrative job opportunity. After completion of programme student received certificates from HR Excellence Global, PUNE.

Brief Content of Modules covered:

Module PMS : Resource person-Mr. Rajiv Kumar

First day of HR certification course was conducted by Mr. Rajeev Kumar. Sir introduced the first module: Performance Management Systems with covered the following topics in depth

- 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

The students were taught to identify the components of role score card, to prepare individual role scorecards and identify key performance indicators.

Module Labour Laws Resource Person- Mr. Hemant Deshpande

The session on Labour Acts was conducted by Mr. Hemant Deshpande where he covered some of the statutory compliances and other administration responsibilities such as attendance management, overtime claims, and time office. Some of the laws related to industrial regulations. He also gave information about the various forms and registers which needs to be maintained. Sir also shared some live cases and the resolution mechanism of these cases. Some of the Acts which were covered by him are as follows

- **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**

Module: Fundamentals of Payroll Administration- Resource Person: Ms. Shivani

During this session Ms. Shivani explained in details about the different components of CTC, statutory deductions, gross salary and net salary calculations. CTC design, Calculations of PF, ESI, HRA, Income tax along with bonus, gratuity and overtime were carried out by the students.

The module covered in detail the following topics:

- 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**

Payroll Manual (Ms- Excel) and Policy formulation & Implementation: Resource Person: Ms. Shivani

Payroll calculation was carried out in the computer lab using excel and advance excel and the students were taught to use various excel formulas and functions like V LOOKUP, H LOOKUP etc.

The module covered the following points in detail

- **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**

Policy formulation & Implementation

Ms Shivani explained to the students various components to be taken into account while framing a policy.

The module covered:

- 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

Module; Training and Development -Resource Person: Mr. Rajiv Kumar

Mr. Rajiv Kumar started the session with making the students understand how training needs are identified, he also made the students design a training calendar. The session ended with how evaluation of training program is done.

The module covered the following:

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

Module: Recruitment and Employee Engagement -Resource Person: Ms. Shivani and Mr. Rajiv Kumar

Ms. Shivani started the session with explaining the students about various methods of recruitment, and preparing a Job Description. She also gave a live demonstration about finding the candidates from a job portal.

The module included:

- 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

Mr Rajiv Kumar then explained the students about the concept of employee engagement and various activities which are introduced under employee engagement.

The module covered the following topics:

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

Valedictory function

Valedictory function was arranged on 22nd November 2018, after the completion of training programme where Dr.Daniel penkar, Director expressed his appreciation towards HR Excellence for the valuable sessions. Certificate was distributed to the participants and Mr. Rajiv gave a token of appreciation to the institute. The Students then gave their view about the certificate program and thanked all the resource persons.

Glimpses of the Certification Programme



Prepared by

Dr. Iram and Dr. Anuradha



Dr. Daniel Penkar