

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 19th July 2021

Faculty Coordinator- Dr.Anuradha Phadnis

Audience: HR specialization students.

Student Coordinators – Kalyani Gupte ,Pratik Pawar

Venue: Zoom Platform

Time: 10 am to 6 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 7 days scheduled from 12th to 19th July 2021.

Programme covered very important functions of the HR domain - Fundamentals of Payroll Administration Performance Management Systems, , Labour Acts , Training/Learning and Development, HR Analytical Fundamentals, Employee Engagement,and Recruitment with practical exposure on Excel.

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:

DAY 1 [Monday, July 12, 2021]

Module 1: Fundamentals of Payroll Administration [7 HOURS] Trainer : Gayatri mam

This module enabled students 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 [Tuesday, July 13, 2021]

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

- Bonus Calculation
- Gratuity Calculation
- Overtime Calculation

PAYROLL FUNDAMENTALS EXCEL CALCULATIONS [3 HOURS] Trainer : Gayatri mam

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

This Module of Payroll manual process included advance excel functions like V LOOKUP, IF etc.

- Employee details
- Attendance & Leave management
- Calculation of different salary components (HRA, LTA, DA etc) as per CTC
- Statutory deduction
- Generating Pay Slips



DAY 3 [Wednesday, July 14, 2021]

Module 4: Performance Management Systems.

Trainer : Rajeev Kumar Sir

[7 HOURS]

This module helped students to understand the Meaning, Objectives and Process of Performance Management Systems including conducting a PMS Survey. The programme has enabled students 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

DAY 4 [Friday, July 16, 2021]

Module 4: Labour Acts [7 HOURS]

Trainer : Hemant Deshpande ir

This module dealt with the statutory compliances

- 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
- Factories Act, 1948



- Bombay Shops & Establishments Act, 1948
- Sexual Harassment of Women at Workplace Act, 2013
- FORM FILLING

DAY 5 [Saturday, July 17, 2021]

Module 5: Training/ Learning & Development [4 HOURS]

Trainer : Rajeev Kumar Sir

This module included how to provide knowledge in a practical manner with the help of contemporary tools & templates relevant to the Indian Industry. This will ensure students to apply the same at their organization.

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

Module 6: Employee Engagement [3 HOURS]

Trainer : Rajeev Kumar Sir

This module helped students understand and execute Employee Engagement Activities in an effective manner.

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

[DAY 6 [Sunday, July 18, 2021]

Module 7: HR Analytics Fundamentals[3 HOURS]

Trainer : Rajeev Kumar Sir

This programme included the fundamentals of HR Analytics



- What is HR Analytics?
- Importance and need of predictive HR analytic techniques
- Various tools in HR Analytics: An overview
- Advantages of MS Excel in HR Analytics
- Gartner's Analytics Model
- Co-relation vs. Regression
- Difference Between Descriptive, Diagnostic, Predictive and Prescriptive Analysis

[DAY 7 [Monday, July 19, 2021]

Module 8: Recruitment [3 HOURS]

Trainer : Shivani Mam

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

- Concept of Recruitment
- Process of Recruitment
- Preparing Job Description /Job specification
- Designing Ads for Vacancies
- Preparing Appointment / Rejection Letters
- Designing the Joining & Induction Programme

Module 9: Policy formulation & Implementation [2 HOURS]

Trainer : Shivani Mam

This module included framing of 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

Module 10: Human Resource Scorecard FUNDAMENTALS [2 HOURS]

Trainer : Rajeev Kumar Sir



Understanding the role of HR as a Strategic Partner in the organization
Benefits of the HR scorecard
Creating an HR Strategy
Creating an HR Scorecard

Viva was taken by Rajeev kumar sir and shivani mam at the end of Certification Training Program.

Valedictory function

Valedictory function was arranged on 31st July 2021, after the completion of training programme, Ms. Kalyani Gupte welcomed all the participants and delegates to the Valedictory programme, where Dr.Kirti Dharwadkar, Head Academics and Research expressed her appreciation towards HR Excellence for the valuable sessions. Certificates were distributed to the participants. The Students then gave their view about the certificate program and expressed vote of thanks to all the resource persons and students.

Report Prepared By
Mr.Pratik Pawar
Ms.Kalyani Gupte



Director
Dr.Kirti Dharwadkar



HR Certification : Online Mode 12th to 19th July 2021
Glimpses of Session.



5:49 PM

Close Participants (11)

Search

- Pratik PAWAR (me)
- S B.S.P.I.M (Host)
- 1S 1921417 Saba Maner
- 1K 1921503 Kalyani Gupte
- 1921507 Akanksha Rajput
- 1P 1921510 Pooja Kotian
- 1921511 Varsha Lokhande
- 1921516 Shubham Shinde
- AB Akshay Bhokardankar
- BB BHAVIKA BHOSALE
- Varsha Talele

Invite

12:07 PM

Close Participants (10)

Search

- Pratik PAWAR (me)
- S Rajeev Kumar (Host)
- 1921516 Shubham Shinde
- 1K 1921503 kalyani gupte
- 1P 1921510 Pooja Kotian
- AB Akshay Bhokardankar
- BB BHAVIKA BHOSALE
- SM Saba Maner
- VL Varsha Lokhande
- Varsha Talele

Invite

