



Pimpri Chinchwad Education Trust's  
**S. B. PATIL INSTITUTE OF MANAGEMENT**

AICTE Approved | Permanently Affiliated to SPPU, Pune  
Sector No. 26, Pradhikaran, Nigdi, Pune - 411 044.  
Phone: 020-27656900 / 87960 76060 / 78875 70600  
Email: sbpatilmba@gmail.com, Website: www.sbpatilmba.com



## EVENT REPORT

Name of the Event / Activity: - **HR Generalist Certification**

Committee / Cell: - **HR Certification**

Date : - 9<sup>th</sup> March 2022 to 16<sup>th</sup> March 2022

Time : - 9.00am to 5.00pm

Venue: - 205 classroom and Computer Lab 1

Name of the Faculty Coordinator: - Dr.Anuradha Phadnis

Name of the Student Coordinator: - Kshitij Mane, Nikita Pardeshi, Akansha Raipatrewar,  
Shivani Patade

Number of Students Participated: -18

Number of Staff Participated: -NA

Brief Information of the Event: -

S. B. Patil Institute of Management organized 7 days **approximately 50+ hours of HR certification** course conducted by the **HR EXCELLENCE GLOBAL** team. The sessions were delivered by:

### Mr. Rajeev Kumar

Kumar holds a bachelor's degree in Electrical Engineering and a First-Class master's in Business Administration from the prestigious Symbiosis Institute of Business Management.

Post his MBA he worked with leading consulting organizations in the field of Strategic and Performance Management, both in India as well as abroad. He has implemented numerous projects on Balanced Scorecard and has even been a subject matter expert on Strategy to companies in the Middle East. As a Certified Performance and Competency Developer [High Honors], Kumar has trained several professionals including General Managers, Plant's heads, Senior HR Managers and Asst HR Managers, etc on Strategic Performance Management Systems, Competency Assessment, Rewards, Recognition, etc. He has also trained various business entrepreneurs on the Balanced Scorecard. In the last decade, Kumar has successfully led several PMS related

### Mrs. Shivani Khattry

She is a professional corporate trainer and has facilitated the corporate sector by providing practical and interactive pieces of training through workshops and seminars.

She has conducted numerous training programs in the HR domain and has about 12 years of rich experience in the HR domain. She is also a Co-Founder member of **HR Excellence Global** which specializes in Human Resource Training and Consulting.

Her area of specialization is Payroll Administration, Talent Acquisition, Policy Implementation, and Training & Development. She has trained many HR professionals from various corporates as well as students in the HR domain.

### Mr. Hemant Deshpande.

He holds a Bachelor's Degree in Commerce (M.COM), Diploma in Computer and Management (DCM), Masters in Personnel Management (MPM).

The session started with a welcome speech given by **Mr. Kshitij Mane**, MBA II year. He welcomed **Mr. Rajeev Kumar and Mrs. Shivani Khattry**.



*Mr. Kshitij Mane introducing the Resource person (Mr. Rajeev Kumar and Shivani Khattry) to the participants*

Mrs. **Shivani Khattry ma'am** started her session with the topic close to every employee's Heart and that is "PAY ROLL MANAGEMENT" in which we learned various aspects of Payments, Deduction, and Provident fund, Gratuity, Bonus, CTC calculation and also Types of leaves.

On day 2, Shivani ma'am started with Income tax calculation and then we calculated the CTC calculation using excel. That was overall a new exposure.

On day 3, **Mr. Hemant Deshpande sir** introduced us with detailed knowledge about various industries acts which included Factories Act, The employee's provident fund and miscellaneous act, Bombay shops & establishment act, Payment bonus act, Employment exchange act, Sexual harassment act, Employee insurance act, Payment of gratuity act.



*Mr.Hemant Deshpande Introducing Labour Laws to the participants*

On day 4, **Mr. Rajeev Kumar sir** started the day with a Performance appraisal management system. Where students learned the Objectives of PMS for Organization perspective and employee perspective and also made a performance sheet in excel for employees.

On day 5, Students learned about training and development where all learned about training module points, making of training feedback form, Kirk Patrick model. We also learned key aspects of recruitment, about the process of recruitment, how to write job descriptions, job specifications, and also about employee engagement.

On day 6, Session started with how to give an induction and performed the induction process, and was guided with feedback from Trainers. Also, we learned about guidelines for framing Policies Then students also learned how to prepare an HR Scorecard and its components.

On day 7, Students learned about the Fundamentals of HR analytics and why it is useful. Also, Gartner's analytics maturity model and HR analytics tool was introduced during the session.



*Dr.Kirti Dharwadkar Felicitating Mr.Rajeev Kumar and Ms.Shivani Khattry (Founders of HR Excellence)*

**Geo-tag Photos with Captions: -**



*Geo tag group photo of all participants along with Dr. Kirti Dharwadkar and Mr. Rajeev Kumar and Ms Shivani Khattry at valedictory session*

*Anuradha*

**Dr. Anuradha Phadnis**  
Event Coordinator

*Kirti*

**Dr. Kirti Dharwadkar**  
Director

