



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

*AICTE Approved | Permanently Affiliated to SPPU, Pune*

*| NBA Accredited | NAAC Accredited |*

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- HR Generalist Certification

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

Cell: - **Certification**

Date : - 26 December 2022 to 04 January 2023

Time : - 9.00am to 5.00 pm (7 days)

Venue: - SBPIM classroom 302

Name of the Faculty Coordinator: - Dr.Iram Ansari

Name of the Student Coordinator: - Ms.Snehal Patil and Ms. Kavyashree Patil

Number of Students Participated: -21

Number of Staff Participated: -Nil

Brief Information of the Event: -

S. B. Patil Institute of Management organized a 7 days **HR certification** course conducted by the **HR EXCELLENCE GLOBAL** team from 26 December 2022 to 04 January 2023, 21 HR specialization Students attended the program for a total of **7 Days** and approximately **50 Hours**.

- Day 1 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 the students 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 followed by calculation of the CTC using excel.
- On day 3, **Mr. Hemant Deshpande sir** introduced to 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.

- On day 4, **Mr. Rajeev Kumar sir** started the day with a Performance appraisal management system. The 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, This session was focused on training and development. Where the students learned about training module points, making of training feedback form, Kirkpatrick model. Students 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 design induction and performed the induction process, followed by feedback session from Trainers. Also, Students learned about guidelines for framing Policies followed by technique for preparation an HR Scorecard and its components.
- On day 7, Fundamentals of HR analytics and why it is useful. Also, Gartner's analytics maturity model and HR analytics tool was taught by Mr.Rajeev.

Overall, it was a great learning curve through 7 days journey lot of new things learned which will definitely help students going forward in the corporate world.

### **Brief Profile of Trainers**

#### **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. [SIBM] 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.**

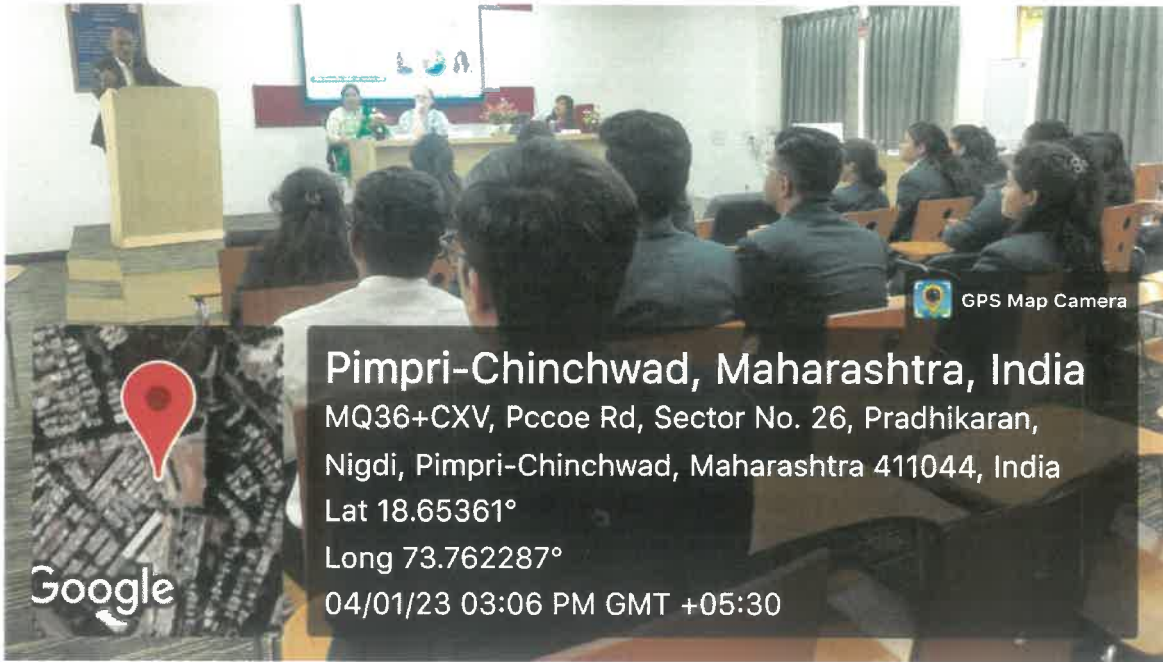
He holds a Bachelor's Degree in Commerce (**M.COM**), Diploma in Computer and Management (**DCM**), Masters in Personnel Management (**MPM**).

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

Geo-tag Photos with Captions: -



***Director Dr.Kirti Dharwadkar felicitating the trainers at valedictory session***



Google

Pimpri-Chinchwad, Maharashtra, India

MQ36+CXV, Pccoe Rd, Sector No. 26, Pradhikaran,

Nigdi, Pimpri-Chinchwad, Maharashtra 411044, India

Lat 18.65361°

Long 73.762287°

04/01/23 03:06 PM GMT +05:30

*Experience sharing by the trainers and students at valedictory*



*Group photo of the entire student participants along with their certificates*

**Dr. Iram Ansari**

**Events Coordinator**

**Dr. Kirti Dharwadkar**

**Director**

