



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.

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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.

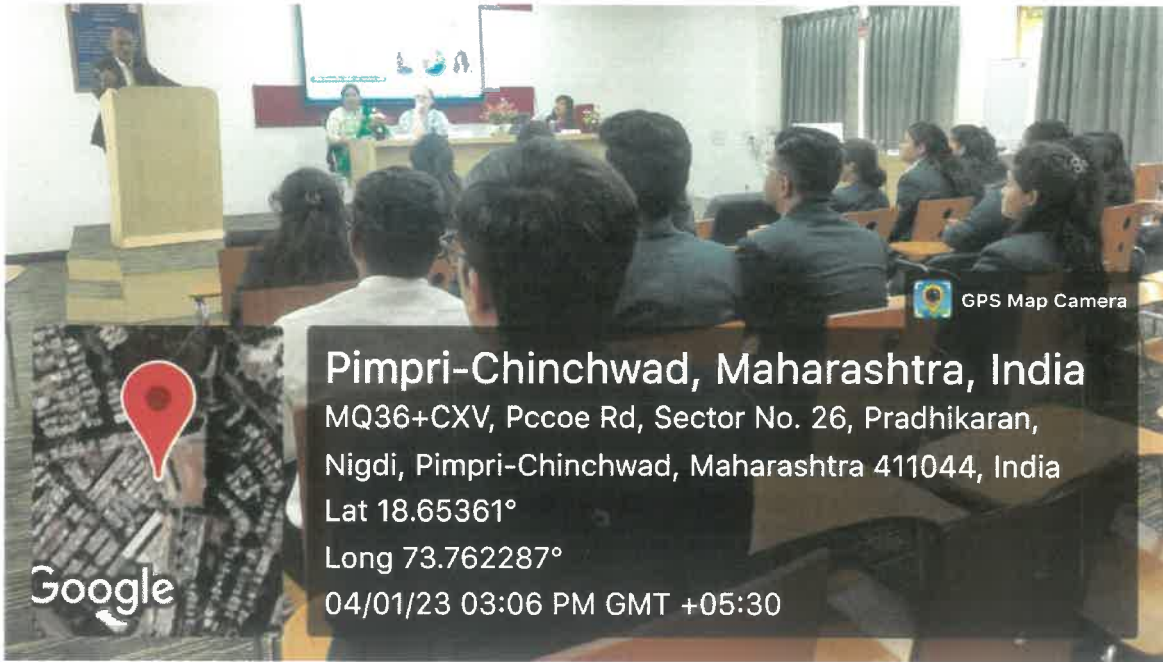
He holds a Bachelor's Degree in Commerce (M.COM), Diploma in Computer and Management (DCM), Masters in Personnel Management (MPM).

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



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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





P.C.E.T.'s
S. B. PATIL INSTITUTE OF MANAGEMENT



NOTICE

Date: 06/12/2022

All the students of MBA- II year students and faculties' members are hereby informed that HR Certification Program for the batch 2021-23 will commence from 26th December 2022 Monday till 2nd January 2023, Monday.

Details of the Certification Program Inaugural session:

Certification Program: HR Certification Program

Speaker: Mr. Rajeev Kumar, HR Excellence Global

Starting Date: December 26, 2022 (Monday)

Starting Time: 09.00 am

Venue: SBPIM

All the enrolled students please join the session. Further plans and details for completion of the certification program will be shared during the inaugural session.

Dr. Kirti Dharwadkar

Director





**Pimpri Chinchwad Education Trust's
S. B. Patil Institute of Management**



Presents

HR GENERALIST CERTIFICATION

An IQAC Initiative

FOR MBA II YEAR SEM III AY 2022-23

By



HR EXCELLENCE GLOBAL

From

26th December 2022- 4th January 2023



Mr. Rajeev Kumar
Co-Founder,
HR Excellence Global



Dr. Kirti Dharwadkar
Director SBPIM



Ms. Shivani Khattry
Co-Founder,
HR Excellence Global

Faculty Coordinators

Dr. Iram Ansari

Student Coordinators

Ms. Snehal Patil

Ms. Kavyashree Patil

12	2123522	PAWAR POOJA DHANAJI	<u>Lis</u>	<u>Lis</u>	<u>Lis</u>	<u>Lis</u>	<u>Lis</u>	<u>Lis</u>	<u>Lis</u>
13	2123524	PISAL SHUBHAM NAVNATH	<u>sd</u>	<u>sd</u>	<u>sd</u>	<u>sd</u>	<u>sd</u>	<u>sd</u>	<u>sd</u>
14	2123525	RATHOD TWINKLE VISHWAS	Rathod	Rathod	Rathod	Rathod	Rathod	Rathod	Rathod
15	2123526	SAPRIA KRUTIKA HEMRAJ	<u>Krutika</u>	<u>Krutika</u>	<u>Krutika</u>	<u>Krutika</u>	<u>Krutika</u>	<u>Krutika</u>	<u>Krutika</u>
16	2123527	SHAIKH AIMAN ASHFAQ	<u>Aiman</u>	<u>Aiman</u>	<u>Aiman</u>	<u>Aiman</u>	<u>Aiman</u>	<u>Aiman</u>	<u>Aiman</u>
17	2123530	SURVASE PRACHI MADHUKAR							
18	2123531	SUTAR UMAMAHESHWARI SURESH	<u>Sutar</u>	<u>Sutar</u>	<u>Sutar</u>	<u>1/2 Sutar</u>		<u>Sutar</u>	<u>Sutar</u>
19	2123532	THITE PRADNYA PANDIT	<u>Prade</u>	<u>Prade</u>	<u>Prade</u>	<u>Prade</u>	<u>Prade</u>		<u>Prade</u>
20	2123534	VAISHNAVI SURESH BHONDVE		<u>Vaishna</u>	<u>Vaishna</u>	<u>Vaishna</u>	<u>Vaishna</u>	<u>Vaishna</u>	<u>Vaishna</u>
21	2123538	PATIL SNEHAL TUKARAM	<u>Patil</u>	<u>Patil</u>	<u>Patil</u>	<u>Patil</u>	<u>Patil</u>	<u>Patil</u>	<u>Patil</u>

Shreeks

Dr.Iram Ansari
Coordinator HR.Certification