



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

AICTE Approved | Permanently Affiliated to SPPU, Pune
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EVENT REPORT

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

Committee / Cell: - **HR Certification**

Date : - 9th March 2022 to 16th 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





PIMPRI CHINCHWAD EDUCATION TRUST'S

S. B. PATIL INSTITUTE OF MANAGEMENT



Presents

HR Generalist Certification

MBA 2nd year Sem 3 AY 2021-22

By

HR Excellence Global

From

9th to 16th March 2022



Faculty Coordinator
Dr. Anuradha Phadnis

Director
Dr. Kirti Dharwadkar

Student coordinators'
Mr. Kshitij Mane
Miss. Nikita Pardeshi



Dr.ANURADHA PHADNIS <phadnisanuradha@sapatilmba.com>

Final Schedule and list for HR Certification of MBA II SEM 3 (Batch 2020-22) in March 2022

1 message

Dr.ANURADHA PHADNIS <phadnisanuradha@sapatilmba.com>
To: 2020-22hr@sapatilmba.com
Bcc: Kirti Mam <kirtisd@gmail.com>

Fri, Mar 4, 2022 at 4:47 PM

Dear Students (opted for HR Certification)

Kindly note the schedule for HR Certification Programme is from 9th to 16th March 2022 (7 working days) from 10 am to 6 pm at Div C 2nd floor / Computer Lab 3rd Floor, reporting time is at **9.45 am** sharp daily.

Any standard instructions given by the training agency or institute should be strictly adhered.

Student Coordinators for the training are : **Kshitij Mane, Nikita Pardeshi, Shivani Patade and Akansha Raipatrewar**, you all have to take care of complete coordination of the certification; like

- 1) Maintaining attendance record, photos to be clicked daily of students and trainers.
- 2) Introduction of trainer daily at the start of day and concluding and summarising the training daily at the closure (u can allocate this task to other students as well).
- 3) Preparation of report of the HR Certification at the end.
- 4) Any technical assistance to be given to the trainer at the time of training. (Contact Manoj sir or Yogesh Sir for the same)
- 5) Valedictory Function.
- 6) Coordination with the canteen for lunch and tea for trainers.

Module: HR Certification

REVISED 7 day Program itinerary here:

Total Duration: 52 hours

DAY 1

Module 1: Fundamentals of Payroll Administration [7 HOURS]

This module enables you 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

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

- **Bonus** Calculation
- **Gratuity** Calculation
- **Overtime** Calculation

PAYROLL FUNDAMENTALS EXCEL CALCULATIONS [3 HOURS]

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

Payroll manual process will include the advance excel functions like V LOOKUP, IF etc.

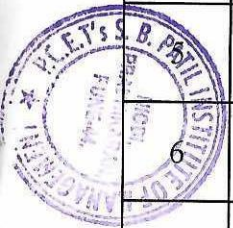


PCETs, S.B.Patil Institute of Management

Enrollment for HR Certification (HR Major)
AY 2021-22

Attendance : HR Certification Programme (9th to 16th March 2022)

Sr.No.	Roll No.	Name of Students	Contact No.	9/3/2022	10/3/2022	11/3/2022	12/3/2022	14/3/2023	15/3/2023	16/3/2023
1	2022509	Shubham Jagtap	9762306640	<u>Jagtap</u>	<u>Jagtap</u>	<u>Jagtap</u>	<u>Jagtap</u>	<u>Jagtap</u>	<u>Jagtap</u>	<u>Jagtap</u>
2	2022514	Kshitij Mane	9850056971	<u>Mane</u>	<u>Mane</u>	<u>Mane</u>	<u>Mane</u>	<u>Mane</u>	<u>Mane</u>	<u>Mane</u>
3	2022525	Srushti Raut	9834654740	<u>Raut</u>	<u>Raut</u>	<u>Raut</u>	<u>Raut</u>	<u>Raut</u>	<u>Raut</u>	<u>Raut</u>
4	2022516	Viji Nambirajan	7276711931	<u>Rajan</u>	<u>Rajan</u>	<u>Rajan</u>	<u>Rajan</u>	<u>Rajan</u>	<u>Rajan</u>	<u>Rajan</u>
	2022502	Nikita Bharambe	8855902759	<u>Bharambe</u>	<u>Bharambe</u>	<u>Bharambe</u>	<u>Bharambe</u>	<u>Bharambe</u>	<u>Bharambe</u>	<u>Bharambe</u>
6	2022517	Khushbu Narkhede	7558325588	<u>Narkhede</u>	<u>Narkhede</u>	<u>Narkhede</u>	<u>Narkhede</u>	<u>Narkhede</u>		<u>Narkhede</u>
7	2022524	Akanksha Raipatrewar	9552698947	<u>Raipatrewar</u>	<u>Raipatrewar</u>	<u>Raipatrewar</u>	<u>Raipatrewar</u>	<u>Raipatrewar</u>	<u>Raipatrewar</u>	<u>Raipatrewar</u>
8	2022531	Pranali Yadav	7888036344	<u>Yadav</u>	<u>Yadav</u>	<u>Yadav</u>	<u>Yadav</u>	<u>Yadav</u>	<u>Yadav</u>	<u>Yadav</u>
9	2022520	Shivani Patade	8999825165	<u>Patade</u>	<u>Patade</u>	<u>Patade</u>	<u>Patade</u>	<u>Patade</u>	<u>Patade</u>	<u>Patade</u>



Sr.No.	Roll No.	Name of Students	Contact No.	9/3/2022	10/3/2022	11/3/2022	12/3/2022	14/3/2023	15/3/2023	16/3/2023
10	2022515	Snehal More	9922638113	<u>Smore</u>	<u>Smore</u>	<u>Smore</u>	<u>Smore</u>	<u>Smore</u>	<u>Smore</u>	<u>Smore</u>
11	2022521	Ashwini Patil	7410165774	<u>Apatil</u>	<u>Apatil</u>	AB	<u>Apatil</u>	AB	<u>Apatil</u>	
12	2022519	Nikita Pardeshi	8308319620	<u>Nizdeshi</u>	<u>Nizdeshi</u>	<u>Nizdeshi</u>	<u>Nizdeshi</u>	<u>Nizdeshi</u>	<u>Nizdeshi</u>	<u>Nizdeshi</u>
13	2022523	Raksha Pokale	9850486002	<u>Pokale</u>	<u>Pokale</u>	<u>Pokale</u>	<u>Pokale</u>	<u>Pokale</u>	<u>Pokale</u>	<u>Pokale</u>
14	2022510	Saiukta Kadlak	7776997281	<u>Saiukta</u>	<u>Saiukta</u>	<u>Saiukta</u>	<u>Saiukta</u>	<u>Saiukta</u>	<u>Saiukta</u>	<u>Saiukta</u>
15	2022626	Merin Sam	8149572281	<u>MS</u>	<u>MS</u>	<u>MS</u>	<u>MS</u>	<u>MS</u>	<u>MS</u>	<u>MS</u>
16	2022506	Snehal Gangarde	8600118611	<u>Sg</u>	<u>Sg</u>	AB	<u>Sg</u>	<u>Sg</u>	<u>Sg</u>	<u>Sg</u>
17	2022528	Kedar Shinde	9158715923	<u>KS</u>	<u>KS</u>	<u>KS</u>	<u>KS</u>	<u>KS</u>	<u>KS</u>	<u>KS</u>
18	2022503	Shivani Bhojane	9011678069	<u>Sivani B.</u>	<u>Sivani B.</u>	<u>Sivani B.</u>	<u>Sivani B.</u>	<u>Sivani B.</u>	<u>Sivani B.</u>	<u>Sivani B.</u>
Total number present				18	18	16	18	17	17	17



Shankar
Dr. Tejam Ansari