

**PCET's, S.B.Patil Institute of Management**  
**Report on**  
**“Certification Course for HR Specialization”**  
**In collaboration with**  
**HR Excellence Global, Pune.**  
**Dated: 12<sup>th</sup> to 19<sup>th</sup> July 2021**

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Faculty Coordinator- Dr.Anuradha Phadnis

Audience: HR specialization students.

Student Coordinators – Kalyani Gupte ,Pratik Pawar

Venue: Zoom Platform

Time: 10 am to 6 pm

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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 12<sup>th</sup> to 19<sup>th</sup> 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 31<sup>st</sup> 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 12<sup>th</sup> to 19<sup>th</sup> July 2021**  
**Glimpses of Session.**



5:49 PM

Vo WiFi 100%

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

Vo WiFi 57%

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





Dr.ANURADHA PHADNIS &lt;phadnisanuradha@sbpatilmba.com&gt;

## Re. Confirmation of HR Certification schedule for MBA II SEM 4 (Batch 2019-21) in July 2021

2 messages

Dr.ANURADHA PHADNIS &lt;phadnisanuradha@sbpatilmba.com&gt;

Tue, Jul 6, 2021 at 3:46 PM

To: 2019-21hr@sbpatilmba.com

Cc: Kirti Mam &lt;kirtisd@gmail.com&gt;, Anish Karia &lt;AnishKaria@sbpatilmba.com&gt;, IRAM ANSARI &lt;iramansari@sbpatilmba.com&gt;

Dear Students (opted for HR Certification)

Kindly note the schedule for HR Certification Programme is from 12th to 19th July 2021 (7 working days) from 10 to 6 pm on e-platform,  
Login at **9.45 am** sharp daily.

The HR Certification will be conducted on MStears or Google meet, details of the same will be emailed to you.

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

Student Coordinators for the training are **Kalyani Gupte and Pratik Pawar**, you both have to take care of complete coordination of the certification; like 1) Maintaining attendance record (Screenshots to be taken twice in a day at random timings daily) and also of the trainer.

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)

For any clarification pls feel free to contact me.

Students enrolled are:

Sr.No.	Name
1	Kalyani Samir Gupte
2	Saba Rizwan Maner
3	Bhavika Bhosale
4	Akanksha Jitendra Rajput
5	Akshay Mukund Bhokardankar
6	Pratik Mahadev Pawar
7	Shubham Shinde
8	Pooja Kotian
9	Varsha Tikaram Talele
10	Varsha Lokhande
11	Shruti Bankar

Thanks & Regards

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Regards

Dr. Anuradha Phadnis



Dr. Anuradha Phadnis  
Associate Professor



Pimpri Chinchwad Education Trust's

**S. B. PATIL INSTITUTE OF MANAGEMENT**  
(Approved by AICTE & Affiliated to SPPU)



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E-mail : phadnisanuradha@sbpatilmba.com Website : www.sbpatilmba.com

**OUR VISION**

*"To be a Nationally and Internationally accredited Management Institute that supports collaborative learning, incubation center and cafeteria approach to provide quality education, research and consultation with an objective of transforming students to professionals, entrepreneurs and researchers having deep rooted sense of Social Responsibility."*

**OUR MISSION**

*"To pursuit excellence in Management Education and Research Program with holistic and sustainable developmental approach through dynamic workforce as mainstay to create future Leaders, Transformative Entrepreneurs and Ethical Citizens who generate value for the Industry, Society and the Nation."*

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Dr. ANURADHA PHADNIS <phadnisanuradha@sbpatilmba.com>  
To: 2019-21hr@sbpatilmba.com

Tue, Jul 6, 2021 at 4:01 PM

Pls check your names properly, spellings and all.  
This will be printed on the Certificate, if any corrections pls email me with correct name.

[Quoted text hidden]





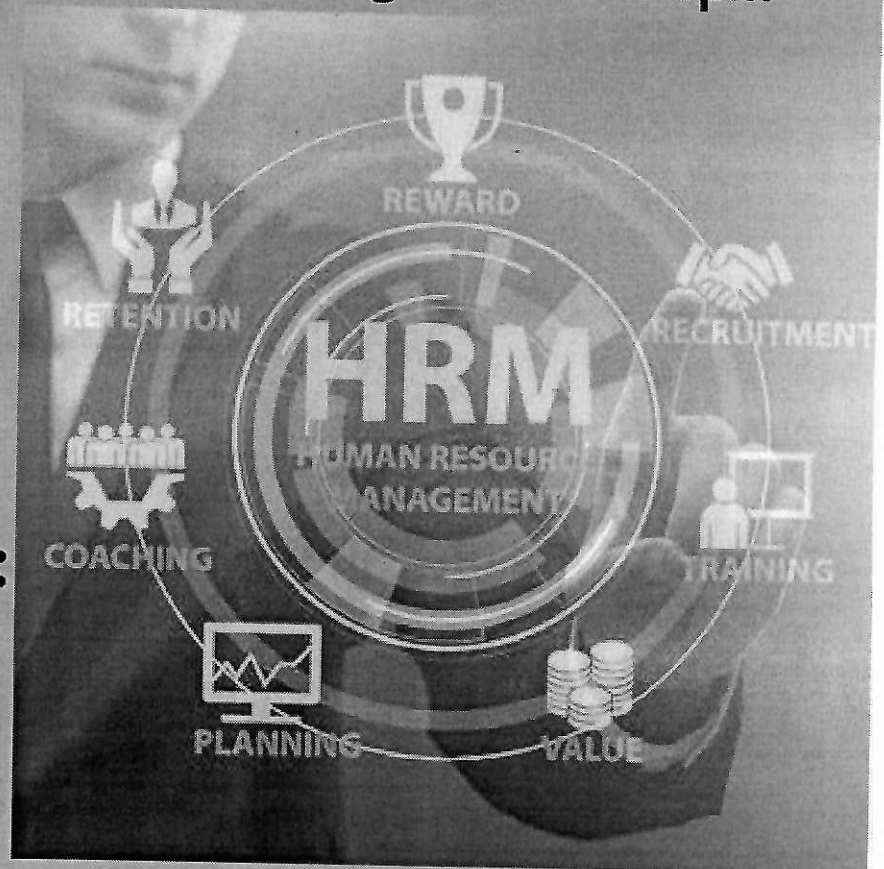
Pimpri Chinewad Education Trust's  
S.B.PATIL INSTITUTE OF MANAGEMENT



# HR CERTIFICATION PROGRAM

Timing :- 10 am to 6pm

**7 days  
Certification  
Program  
for MBA II  
Sem 4  
Starting from :  
12th July 2021  
to  
19th July 2021**

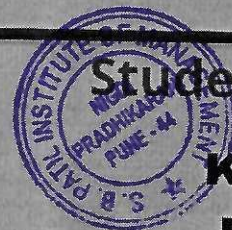


**Director:**

**Dr. Kirti Dharwadkar**

**Faculty Co-Ordinators:**

**Dr. Anuradha Phadnis  
Dr. Iram Ansari**



**Student Co-Ordinators:**

**Kalyani Gupte  
Pratik Pawar**

P.C.E.T.'s

**S. B. PATIL INSTITUTE OF MANAGEMENT**

**NOTICE**

**Date: 30<sup>th</sup> July 2021**

This is to inform to all the students of MBA II year Sem IV (HR specialization), we have scheduled **Valedictory function** for the students who have completed HR Certification Program and cleared its exam on Saturday 31<sup>st</sup> July 2021. Refer following details:

**Time: 2 pm (sharp)**

**Venue: Seminar**

**Dress Code: Uniform compulsory.**



Dr. Kirti Dharwakar

Director, SBPIM



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

**WELCOME**

**HR  
Certification  
(Batch 2018-20)**

**"Valedictory  
Function"**

**31<sup>st</sup> July 2021**

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

**HR  
CERTIFICATION  
PROGRAM**

Timing :- 10 am to 12 pm

**7 days  
Certification  
Program  
for MBA II  
Sem 4**

Starting from :  
12th July 2021  
to  
19th July 2021



**Director:**  
**Dr. Kirti Dharwadkar**

**Faculty Co-Ordinators:**  
**Dr. Anuradha Phadnis  
Dr. Iram Ansari**

**Student Co-Ordinators:**  
**Kalyani Gupte  
Pratik Pawar**



# PCET's S.B.Patil Institute of Management

## HR CERTIFICATION PROGRAM

### Attendance Sheet

Date : 12/7/21 TO 19/7/21

Sr. No.	Student Name	12/7 Mor	12/7 AFT	13/7 Mor	13/7 AFT	14/7 Mor	14/7 AFT	16/7 MOR	16/7 AFT	17/7 MOR	17/7 AFT	18/7 MOR	18/7 AFT	19/7 MOR	19/7 AFT
1	Kalyani Samir Gupte	P	P	P	P	p	p	P	P	P	P	P	P	P	P
2	Saba Rizwan Maner	P	P	P	P	p	A	P	P	A	P	A	P	P	P
3	Bhavika Bhosle	P	P	P	P	p	p	P	P	P	P	P	P	P	P
4	Akanksha Jitendra Rajput	P	P	A	P	p	p	P	A	A	A	P	A	A	A
5	Akshay Mukund Bhokardankar	P	P	P	P	p	p	P	P	P	P	P	P	P	P
6	Pratik Mahadev Pawar	P	P	P	P	p	p	P	P	P	P	P	P	P	P
7	Shubham Shinde	P	P	P	P	p	p	P	P	P	P	P	P	P	P
8	Pooja Kotian	P	P	P	P	p	p	P	P	P	P	P	P	P	P
9	Varsha Tikaram Talele	P	P	P	P	p	p	P	P	P	P	P	P	P	P
10	Varsha Lokhande	P	P	P	P	p	p	P	P	P	P	P	P	P	P
11	Shruti Bankar	P	P	P	A	p	p	A	P	P	P	P	A	A	A

Online HR-certification - Attendance record.



*Shankh*

Dr. Iram Ansari