



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

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| NBA Accredited | NAAC Accredited |

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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.

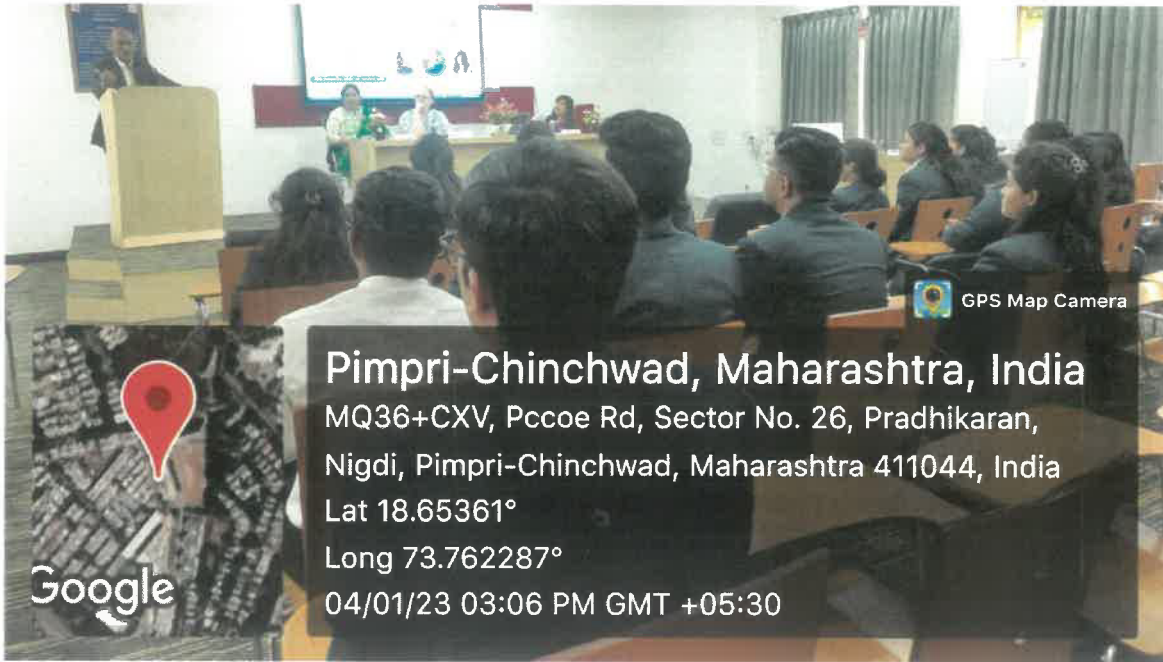
He holds a Bachelor's Degree in Commerce (M.COM), Diploma in Computer and Management (DCM), Masters in Personnel Management (MPM).

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

**901 – Certification Course for Human
Resource
Syllabus for 2022 – 23**



PCET's

S.B.Patil Institute of Management

HR Certification Program (AY 2022-23)



By

HR Excellence Global

Contents

A. **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.

1. Calculation of **Provident Fund Contribution**
2. Calculation of **ESI Contribution**
3. Calculation of **HRA**
4. **Leave Management**
5. **Leave Traveling Allowance**
6. **Income Tax Calculation**
7. **CTC Designing**
8. **Leave Encashment**

B. **DAY 2 Module 1: Fundamentals of Payroll Administration : Continued [2 HOURS]**

1. **Bonus Calculation**
2. **Gratuity Calculation**
3. **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.

1. **Employee details**
2. **Attendance & Leave management**
3. Calculation of different salary components (HRA, LTA, DA etc) as per CTC
4. **Statutory deduction**
5. **Generating Pay Slips**



C. **DAY 3** Module 3: Performance Management Systems

[7 HOURS]

This module will enable you to understand the Meaning, Objectives and Process of Performance Management Systems including conducting a PMS Survey. The programme will enable you to systematically formulate and execute Strategic Role Scorecards as a means of tracking, managing and maximizing the performance of every employee in your organization.

1. Fundamentals of **Strategic PMS**
2. Understanding the **core** of Performance Management Systems (PMS)
3. Conducting a **PMS Survey** in your organization
4. Objectives of a sound PMS from an **organization/employee** perspective
5. **PMS vs. traditional performance appraisals**
6. The **PMS process**
7. **Role of HR** in managing performance
8. Importance of **Role Scorecards** in tracking employee performance
9. **Components** of a Role Scorecard
10. **Checklist/Guidelines** for each component of Role scorecard
11. Calculation of individual scores across each component
12. **Key Performance Indicators**
13. **Rating Scale guidelines** for each component

D. **DAY 4** Module 4: Labour Acts [7 HOURS]

This module will enable you deal with the statutory compliances

1. **Provident Fund & Miscellaneous Provisions Act, 1952**
2. **Employee State Insurance Act, 1948**
3. **Payment of Bonus Act, 1965**
4. **Payment of Gratuity Act, 1972**
5. **Employment Exchanges Act, 1959**
6. **Factories Act, 1948**
7. **Bombay Shops & Establishments Act, 1948**
8. **Sexual Harassment of Women at Workplace Act, 2013**

FORM FILLING

E. **DAY 5** Module 5: Training/ Learning & Development [4 HOURS]

This module will enable you to provide knowledge in a practical manner with the help of contemporary tools & templates relevant to the Indian Industry. This will ensure that you apply the same to your organization.



1. Identifying Training Needs
2. Designing of Training Calendar
3. Designing Training Program
4. Coordinating & Conducting Training Program
5. Evaluation of Training Program
6. Training Feedback

Module 6 : Human Resource Scorecard FUNDAMENTALS [3 HOURS]

1. Understanding the role of HR as a Strategic Partner in the organization
2. Benefits of the HR scorecard
3. Creating an HR Strategy
4. Creating an HR Scorecard

F. DAY 6 Module 7: HR Analytics Fundamentals[4 HOURS]

This programme will enable you to understand the fundamentals of HR Analytics

1. What is HR Analytics?
2. Importance and need of predictive HR analytic techniques
3. Various tools in HR Analytics: **An overview**
4. Advantages of MS Excel in HR Analytics
5. Gartner's Analytics Model
6. Co-relation vs. Regression
7. Difference Between Descriptive, Diagnostic, Predictive and Prescriptive Analysis

1.
G. Module 8: Employee Engagement [3 HOURS]

This module will enable you understand and execute Employee Engagement Activities in an effective manner.

1. Concept of Employee Engagement
2. Importance of Employee Engagement
3. Employee Engagement Activities
4. Measuring Employee Engagement

H. DAY 7 Module 9: Recruitment [3 HOURS]

This module will help you understand the process of Recruitment, prepare relevant letters and also design an induction programme.

1. Concept of Recruitment
2. Process of Recruitment



3. Preparing **Job Description /Job specification**
4. Designing **Ads for Vacancies**
5. Preparing **Appointment / Rejection Letters**
6. Designing the **Joining & Induction Programme**

Module 10: Policy formulation & Implementation [2 HOURS]

This module will enable you to frame different HR Policies as per organizations

1. Understanding the **meaning and importance** of Policies
2. Understanding the **guidelines** for creating the policies
3. Different **stages** of policy formulation
4. Creating **HR Policies** such as Attendance, dress code, code of conduct, leave, recruitment, payroll etc.
5. How to **implement** the policies in the organization

Timings: 10 to 5:30 pm each day

Fees per participant: INR 7000/- ONLY (Institute will provide some % of amount as scholarship.)

