

**P. C. E. T.'s**

**S. B. Patil Institute of Management**

**901 – Certification Course for Human  
Resource  
Syllabus for 2021 – 22**

Dear Dr. Anuradha, Phadnis

Thanks for your mail.

Based on your inputs, sending the **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.*

- **Employee details**
- **Attendance** & Leave management
- Calculation of different salary components (HRA, LTA, DA etc) as per CTC
- **Statutory deduction**
- Generating **Pay Slips**

### **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.*

- 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

##### Module 4: Labour Acts [ 7 HOURS]

*This module will enable you deal 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

##### 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.*

- **Identifying Training Needs**
- **Designing of Training Calendar**
- **Designing Training Program**
- **Coordinating & Conducting Training Program**
- **Evaluation of Training Program**
- **Training Feedback**

##### Module 6 : Human Resource Scorecard FUNDAMENTALS [3 HOURS]

- **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**

#### DAY 6

##### Module 7: HR Analytics Fundamentals[ 4 HOURS]

This programme will enable you to understand 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



## **Module 8: Employee Engagement [ 3 HOURS]**

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

- **Concept** of Employee Engagement
- **Importance** of Employee Engagement
- Employee Engagement **Activities**
- **Measuring** Employee Engagement

## **Introduction to Digital HR [ 1 hour]**

### **DAY 7**

## **Module 9: Recruitment [ 5 HOURS]**

*This module will help you understand the process of Recruitment and E-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

### **E- recruitment**

- Sources of **E-recruitment**
- Web portals
- Professional network sites
- Role of social media in recruitment

## **Module 10: Policy formulation & Implementation [ 2 HOURS]**

*This module will enable you to frame 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

**Timings: 10 to 6 pm each day**

We looking forward to training the students .

Thanks.

**Kind regards,**

R Kumar

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