

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.)

