Proficiency Programme in Applied HR Practices

III Semester Students (2012-14 Batch)

November 2013 - March 2014

ENCLOSURES

- 1. Letter of Approval
- 2. Copy of Circular
- 3. Syllabus
- 4. Profile of the Resource Persons
- 5. A brief Write-Up on the Programme

From
A:Narasima Venkatesh
Senior Assistant Professor
Department of Human Resource Management
R V Institute of Management
Bangalore - 41

To
The Director
R V Institute of Management
Bangalore -41

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Respected Sir,

Sub: To conduct "Proficiency Course in Applied Human Resource Practices" for III Semester HR Specialisation Students of 2012-14 batch – Approval.

With regard to the above mentioned subject request your goodself to approve the conduct of "Proficiency Course in Applied Human Resource Practices" for III Semester HR Specialisation Students of 2012-14 batch. The programme sessions will be conducted by HRDNET, Bangalore Training Centre.

The total programme will be conducted for 25 hours duration. 12 hours of session will be conducted during III semester and certificate will be awarded as "Certificate Course in Applied Human Resource Practices" and remaining 13 hours will be conducted during IV semester and certificate will be awarded as "Proficiency Course in Applied Human Resource Practices" for the successful candidates after their examination. Two examinations will be conducted for 1.5 hours duration after the completion of respective number of sessions at the end of III Semester and IV semester.

The total cost of the programme is Rs.43000/- (25 Hours * Rs.1000/hour=Rs.25000/- and Software installation charges for 36 students = 36*Rs.500 =Rs.18000/-). An amount of Rs.21500/- to be paid by cheque in the name of the programme. i.e, on Saturday 23rd November 2013 and the remaining amount of Rs.21500/- to be paid at the end of course during IV semester. The details of sessions to be conducted for III Semester are as follows:

November 2013(Total 6 Hours)
23-11-13 (4.5 hours) - 11:00am to 02:00pm and 2:45pm to 04:15pm (02:00pm to 02:45pm – Lunch Break) and 30-11-13 (1.5 Hours) - 08:30 am to 10:00am

December 2013 (Total 6 hours)
7th, 14th and 21st December 2013 – 09:00am to 11:00am Plus Assessment (1.5 hours)

Please do the needful,	
Thank You.	i) M. Chelle the day, date
Yours faithfully, Com	i) pr. chelle the day, date and time with The
Suit MAN	2) If TTC allepts,

Rashtreeya Shikshana Samithi Trust

R.V. Institute of Management

CA 17, 26th Main, 36th Cross, 4th T' Block Jayanagar, Bangalore 560041

No. /RVIM/MBA/CIR./2013-14

02.12.2013

CIRCULAR

This is to inform all the III Semester HR Specialisation Students of 2012-14 batch who had opted their dissertation project in HR Discipline that Centre for Leadership and Excellence, Department of Human Resources will be conducting "Proficiency Course in Applied Human Resource Practices".

The course will be conducted by HRDNET, Bangalore Training Centre in Systems Lab-2(Basement). The total programme will be conducted for 25 hours duration. 12 hours of session will be conducted during III semester and certificate will be awarded as "Certificate Course in Applied Human Resource Practices" and remaining 13 hours will be conducted during IV semester and certificate will be awarded as "Proficiency Course in Applied Human Resource Practices" for the successful candidates after their examination.

Two examinations will be conducted for 1.5 hours duration after the completion of respective number of sessions at the end of III Semester and IV semester and in addition to the two assignments in each semester. Attendance is compulsory and Students are informed to attend all the classes regularly without fail.

Director

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Sec. 'B' Major 3/12/13
Sec. 'C' M3/12/13
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Proficiency Course in Applied Human Resource Practices - Syllabus

M1 The Modern Talent Acquisition Framework & Sourcing Strategies (10 Hours) ✓ Introduction to Recruitment, HR Jargons, Talent Acquisition Operational Work Flow & RPO ✓ Recruitment Challenges and Trends ✓ Position Analysis and creating elaborate Job Descriptions - Effective Sourcing First Requires Accurately Defined Needs ✓ Design an effective Sourcing Strategy - Identify optimal options for sourcing/locating candidates in the current candidate-scarce market and determining the most effective systematic plan of action to find such talent. ✓ Industry Best Practices for creating Job Advertisements / Employment Branding via newspapers, magazines or websites HR Analytics (5 Hours) M2 ✓ Introduction to HR Metrics, Workforce Analytics, HR Score Cards & Dashboards ✓ The commonly used KPIs & HR Metrics for evaluating the effectiveness of human capital in organizations ✓ Workforce Analytics—putting HR metrics and data analysis to work ✓ Reporting Keys—data reporting techniques to get the intended messages to decision. makers when they need them in ways they will understand ✓ Various problem solving techniques in handling real-world strategic HR activities

M3	Indian Statutory Compliance Management (3 Hours) ✓ Importance of Statutory Compliance Management - Introduction to PF, Gratuity etc
M4	Indian Payroll Management (7 Hours)
	The HR Payroll Core
	✓ Employee Information Management
	✓ Payroll Management
	✓ Loan Management
	✓ Reimbursement Management
	✓ Arrears & Final Settlement
	and Payroll Monthly Differences
	✓ Control Statements
	✓ Head Count Summary

TRAINER PROFILES



Avishek Datta

Head- HR Binarytechies Software Ltd, Bangalore

Avishek is a hands-on HR Professional and his core expertise lies in architecting customized HR Engagement Models for his clients & ensuring its timely delivery. Avishek's key areas of expertise include Manpower Consulting, HR Analytics and Competitive Intelligence Research, Strategic HR Consulting, Start-Up and New initiatives, Business Management, Corporate Relations & Client Engagement Management, RPO Program Management and Training & Development. Avishek started his career in a Talent Acquisition & Talent Management role with Oracle India Pvt Ltd in Gurgaon, Delhi. He later moved into a more strategic & accountable (P&L) role as a Lead Consultant -Staffing Solutions Group - ICT Vertical of MaFoiRanstad where he was entrusted with the responsibility of ensuring growth & profitability of the Kolkata ICT Staffing Business. Driven by a constant need to strategize, innovate and perform, Avishek later replicated his success at Planman Consulting as a Kolkata Unit Head achieving 135% growth. Over the years, Avishek has mastered the fine balance of vision, instincts, insights, judgment and timing to succeed in tough conditions with revenue-building strategies and tactics. As a professional trainer, Avishek has facilitated over 2500+ Hours of trainings in the areas of Core HR, HR Analytics, HR Tools, Modern Talent Acquisition Frameworks & Strategies, Statutory Compliances & Payroll Management, Sales, Language Enhancement, Customer Service, Time Management, Stress Management, Presentation Skills, Executive Communication, Strategic HRM, Employee Engagement & Talent Management, etc. He has successfully trained, motivated, mentored and lead talented professionals by example to deliver their very best.

Prince Thomas

Program Manager - Learning & Development Ingersoll Rand, Bangalore

Prince is a Facilitator & Coach with 10 plus years of rich corporate experience and 6 plus years of experience in Training Domain. He has worked with numerous blue chip organizations were he was associated with Training & Quality verticals as an external trainer through HRDNET. His educational accomplishments, rich and varied work experience and the opportunity to have lived and worked in numerous cultures gives him the knowledge to effectively bridge the gap in the participants. His areas of

expertise includes Executive Communication , Team Building, Motivation Training, Leadership Training, Emotional Intelligence, Time Management, Thought Leadership, Public Speaking, Presentation Skills, Selling Skills, Conflict Resolution, Business Etiquette, etc. He is also a visiting faculty to various MBA colleges in like 11PM, IBMT, IILM, AMC etc. Having 3000+ hours of training experience with JUnior, Middle, Senior Level Leaders and also students of various professional background (including Engineering and MBA), Prince never fails to deliver an impactful training.



Anand M.K Co- Founder ProConnect Consulting, Bangalore

Anand has always been a New Initiative Champion with the flair of building successful new initiatives right from scratch, putting together infrastructure, manpower, finance, systems, processes and necessary compliances. His successful venture like Proconnect Consulting testify his abilities to drive ideas to successful implementations focused towards strategic growth. Currently he heads the IT Vertical for Proconnect Consulting and is responsible for building a highly responsive, scalable and customer focused technology recruitment services organization. Under his leadership, the team has successfully built on some of the renowned Fortune 500 MNC clients and successfully completed assignments in customized engagement and delivery models. Anand's strengths are in partnering with the client to ensure success by exploring a win-win association with innovative solutions like Exclusive / Project based / RPO / ERMO / Staff-Up models, apart from the regular contingent recruitment models. Avishek has been involved with volume hiring / ramp ups, mid to senior hiring, overseas placements and skill / industry mapping activities with several Tier-I clients. Anand is aspecialist in out-bound training programs, is well equipped with valuable skills like Human Resource, leadership, team building, customer care and target achievement. Anand carries over 10 years of work experience in various fields like management, education, administration and learning & development. He has delivered more than 100 hours of guest lecturers in various colleges and institutes across India. He has successfully conducted more than 200 trainings and trained personnel for several organizations and various MBA and Engineering Institutes across India.

Proficiency Course in Applied Human Resource Practices

Centre for Leadership and Human Excellence, Department of Human Resources will be conducting "Proficiency Course in Applied Human Resource Practices" for II Year HR Specialisation Students of 2012-14 batch. The programme sessions will be conducted by HRDNET, Bangalore Training Centre.

The total programme will be conducted for 25 hours duration. 12 hours of session will be conducted during III semester and certificate will be awarded as "Certificate Course in Applied Human Resource Practices" and remaining 13 hours will be conducted during IV semester and certificate will be awarded as "Proficiency Course in Applied Human Resource Practices" for the successful candidates after their examination. Two examinations will be conducted for 1.5 hours duration after the completion of respective number of sessions during III Semester and IV semester.

Proficiency Course in Applied Human Resource Pract							
	HR Training Session Topics (Module Wise)	Session Duration					
M1	The Modern Talent Acquisition Framework & Sourcing Strategies (To be delivered in 3rd Semester)	10 Hours					
M2	HR Analytics (Part 1) Fundamentals (To be delivered in 3rd Semester)	2 Hours					
M3	Indian Statutory Compliance Management (To be delivered in 4th Semester)	3 Hours					
M4	Indian Payroll Management (To be delivered in 4th Semester)	7 Hours					
M5	HR Analytics (Part 2) Real-World Applications (To be delivered in 4th Semester)	3 Hours					
	Total Training Session Duration (Both Semesters Combined)	25 Hours					

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5.	Jui Roy	1	2	3	4	A	A					
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