**Audyogik Tantra Shikshan Sanstha's**
**Institute of Industrial and Computer Management and Research (IICMR)**
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# Criterion 1.2 – Academic Flexibility

## Key Indicator - 1.2.1: Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Metric 1.2.1
Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

**Brochure/Notice/Proposal**

**1. Certification in Supply Chain Management**

**Session outline**

## CERTIFICATION PROGRAM ON OPERATIONS & SUPPLY CHAIN MANAGEMANT

| Sr.no | TOPICS |
|-------|--------|
| 1 | Basic Introduction of Supply Chain Management |
| 2 | Basic Introduction of Logistics |
| 3 | Basic Introduction of Warehousing |
| 4 | Understanding Inventory |
| 5 | Systems & Technology |
| 6 | Supply Chain Management & Finance |
| 7 | Customer Requirement & Role of SCM |
| 8 | Impact of Supply Chain Management in Business |
| 9 | Packaging |
| 10 | Future of Supply Chain Management |
| 11 | Supply & OP Demand Supply Planning |
| 12 | Customer Excellence in Operations Management |
| 13 | Design Thinking & its application in SCM and Application of Technology in SCM (POC) |
| 14 | Demand Driven Enterprise |
| 15 | Block chain & its Business Applications |
| 16 | Data Management for SCM & Operations |
| 17 | Logistics & Warehousing |
| 18 | Digital SC & Application of IOT in SCM |
| 19 | Supply Chain Simulations & SAP demonstration |
| 20 | TOC in Supply Chain |

## Notice

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# MBA@IICMR

Date: 06/06/2022

### NOTICE

This is to inform all MBA I & II year, that the 30 hrs. Value-added Certification on Supply Chain Management by Indian Institute of Materials Management will begin from 13 June 2022. Students enrolled for the session **MUST** be present for all the sessions. The session schedule is as follows:

| Sl. No | Date | Day | Time | Speaker |
|--------|------|-----|------|---------|
| 1. | 13.06.2022 | Monday | 10:00 am to 1:00 pm | Mr. Mohan Nair |
| 2. | 13.06.2022 | Monday | 2:00 pm to 5:00 pm | Mr. Amitabh Akolkar |
| 3. | 14.06.2022 | Tuesday | 10:00 am to 1:00 pm | Mr. Aman Sinha |
| 4. | 14.06.2022 | Tuesday | 2:00 pm to 5:00 pm | Mr. Aman Sinha & Mr. Dhirendra Apte |
| 5. | 15.06.2022 | Wednesday | 10:00 am to 1:00 pm | Mr. Shrivardhan Gadgil |
| 6. | 15.06.2022 | Wednesday | 2:00 pm to 5:00 pm | Mr. Sameer Pashankar |
| 7. | 20.06.2022 | Monday | 10:00 am to 1:00 pm | Mr. Pankaj Mittal |
| 8. | 20.06.2022 | Monday | 2:00 pm to 5:00 pm | Mr. Shrivardhan Gadgil |
| 9. | 21.06.2022 | Tuesday | 10:00 am to 1:00 pm | Ms. Sadhana Ghalsasi |
| 10. | 21.06.2022 | Tuesday | 2:00 pm to 5:00 pm | Mr. Datta Kenjale |

REF: MBA@IICMR/VAC-SCM/2021-2022/Notice

## 2. Certification in Power BI

## Proposal

### 1.Introduction.

In today's data-driven business environment, it's becoming increasingly important for MBA students to have proficiency in data analysis and visualization tools. Power BI, a powerful data analytics and visualization tool from Microsoft, is one such tool that is gaining popularity among organizations across various Industries. Obtaining a Power BI certification can provide MBA students with a competitive advantage in the job market, enhance their data analysis and visualization skills, and provide networking and professional development opportunities.

With Power BI, MBA students can create interactive and visually appealing reports and dashboards from various data sources, analyze complex data sets, and collaborate with peers and stakeholders to gain insights and make informed decisions. Overall, a Power BI certification can provide MBA students with the skills and knowledge necessary to succeed in a data-driven business environment.

The course is of 60 hrs duration and integrates data analysis using Microsoft Excel, dashboard, analyzing complex data sets and report writing etc. The course incorporates Microsoft PowerBI concepts from basic to advanced level that will enable the learner achieve better grades, develop academic/corporate/entrepreneurial career in business analytics by applying the knowledge acquired during the course.

### 2.Objective: -

- To develop proficiency in using Power BI for data analysis and visualization.
- To learn how to create effective data visualizations using Power BI.
- To understand how to leverage business intelligence concepts and tools to improve decision-making.
- To gain hands-on experience in cleaning, transforming, and analyzing data using Power BI.
- To gain professional credibility by demonstrating commitment to staying up-to-date with industry trends and tools such as Power BI.

### 3. Scope: -

Learning Power BI can provide users with a wide range of skills and knowledge in data analysis and visualization, business intelligence, collaboration,

4

and integration. With its powerful features and growing popularity, it is an essential tool for anyone looking to excel in the field of data analysis and visualization.
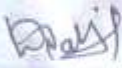
## 4.Outcome: -

On completing this certification, students will be able to:

- Identify the primary components of the Power BI interface: reports, data, and model views

- Import Excel data and build basic visuals

- Publish a desktop report to the Power BI Service

- Identify common challenges in Power BI data models, implement smart solutions, and avoid common mistakes

## 5. Methodology: -
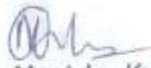
1.The certificate course would be conducted in Institute (offline Mode).
2. Practice exercises will be given after completion of each module.
3. The Assessment will be done two times and the best score will be considered for final percentage calculation.
3.The certificate will be given based on the attendance and good score in the final evaluation.

Prepared by          Verified by          Approved by

Mr. Harshal Patil      Dr.  Manisha Kulkarni      Dr. Abhay Kulkarni
Coordinator          HOD, MBA@IICMR        Director, IICMR

**Notice**

# MBA@IICMR

Date: 15/11/2022

## Notice
## Value Added Certification
## PowerBI

This is to inform all MBA SEM-III Batch 1 students that Value Added Certification on **"PowerBI"** is scheduled from 17th Dec. 2022. The detailed schedule for the Certification is as below:

Resource Person: Ms. Manju Mittal

Commencement Date: 17th Dec. 2022.
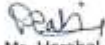
Time: 10.30 am to 1.30 pm

Venue: MBA Computer Lab

**Note:** 1. Attendance is mandatory and it will be monitored on daily basis.

2. Certificate will be given only after timely submission of assignment.

3. All students must report to the computer lab 10 minutes before.

4. All students should complete the necessary assignments, assessment test given to you during the session.

| Prepared by | Checked by | Verified by | Approved by |
|---|---|---|---|
| Mr. Harshal Patil | Dr. Dipti Sharma | Dr. Manisha Kulkarni | Dr. Abhay Kulkarni |
| PowerBI Coordinator MBA@IICMR | VAC Coordinator | HOD, MBA@IICMR | Director, IICMR |

DIRECTOR
Institute of Industrial & Computer
Management & Research (I.I.C.M.R.)
Nigdi, Pune - 411 044

MBA@IICMR/A.Y. 2022-23/VAC-PowerBI/Batch 1/Notice
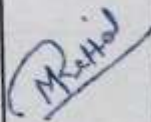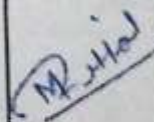
# MBA@IICMR

Date: 17/12/2022

## VAC PowerBI

## Session Plan

## MBA Sem III Batch 1

## Academic Year 2022-23

Trainer Name: Ms. Manju Mittal Madam

| Sr.No | Date | Time | Topic Covered | Signature |
|-------|------|------|---------------|-----------|
| 1. | 17-12-2022 | 10.30 am to 1.30 PM | • Introduction to Power BI interface<br>• Page Background<br>• Get data from Excel Workbook<br>• Creating charts like column, stack column<br>• Creating Cards<br>• Formatting of Cards and Charts with various options available for formatting | |
| 2. | 20-12-2022 | 10.30 am to 1.30 pm | • Pie, donut, funnel, slicer<br>• Fomatting of Pie, donut, funnel, slicers<br>• Creating and formatting matrix and tables<br>• Inserting Text box and image in Power BI | |

MBA@IICMR/VAC-Powerbl-2022-23

| | | | | |
|---|---|---|---|---|
| | | | • Meaning of interactive reports<br>• Manage Edit interactions<br>• Include and Exclude, Summerize visualization data | |
| 3. | 22-12-2022 | 01.30 pm to 04.30 pm | • Introduction to Power Query<br>• Number & Date functions in power query<br>• Filter on this page, all pages, this visual<br>• Drill Down, Create Hierarchy | |
| 4. | 23-12-2022 | 01.30 pm to 04.30 pm | • getting csv, pdf, Pdf & csv folders in Power BI and appending them<br>• Drill Through,,Maps<br>• Top bottom 10i items,ribbon chart<br>• Text Functions inPower Query | |
| 5. | 26-12-2022 | 09.30 am to 01.30 pm | • Condtional column<br>• column from example<br>• Writing IF, nested if, and and or condtions in power query<br>• Getting data from web,Excel Folder<br>• Tooltip and custom tooltip | |
| 6. | 27-12-2022 | 09.30 am to 01.30 pm | • Condtional formatting to tables, charts<br>• conditional formating to labels<br>• Button, Bookmark, Page nevigation<br>• Excel tables and sheets | |

| | | | | |
|---|---|---|---|---|
| | | | • Decomposition Tree, Synchonise Slicer | |
| 7. | 07-01-2022 | 01.30 pm to 05.30 pm | • Merging<br>• Data cleaning<br>• Transpose<br>• Pivot unpivot | *MRitial* |
| 8. | 09-01-2023 | 01.30 pm to 05.30 pm | • Creating function in power query<br>• Dax functions<br>• guage chart<br>• Data modelling | *MRitial* |
| 9. | 10-01-2023 | 01.30 pm onwards | • Dax Continued<br>• Power BI Service | *MRitial* |
| 10. | 10-01-2023 | 01.30 pm onwards | Evaluation | *MRitial* |
| 11. | 11-01-2023 | 01.30 pm onwards | Evaluation | *MRitial* |

Prepared by    Checked by      Verified by      Approved by

Mr. Harshal Patil   Dr.Vinod Bhelose   Dr. Manisha Kulkarni   Dr. Abhay Kulkarni
Coordinator      Academic         HOD, MBA@IICMR    Director, IICMR
           Coordinator

# 3. Certification in Advanced Excel

## Proposal

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### MBA@IICMR

## Value Added Certification -Advanced Excel
## Proposal

### 1. Introduction:

Advanced Excel refers to the use of complex functions, features, and techniques within Microsoft Excel to perform sophisticated data analysis, calculations, and automation. It involves leveraging the built-in capabilities of Excel to manipulate data, create powerful formulas, generate reports, and streamline tasks. Advanced Formulas and Functions, PivotTables and Pivot Charts, Data Analysis Tools, Data Validation and Conditional Formatting, Power Query, Data Visualization, Advanced Data Analysis Techniques, Collaboration and Sharing these are just a few examples of the advanced features and capabilities available in Excel. By mastering these tools and techniques, one can become proficient in analyzing and manipulating data efficiently, automating tasks, and creating insightful reports and visualizations.

### 2. Scope:

Obtaining an Excel certification can significantly enhance professional skills and career prospects. Excel is a widely used spreadsheet program with numerous applications across industries, making Excel certifications highly valuable. The scope of an Excel certification can be in terms of Skill Validation, Job Opportunities, Career Advancement, Improved Productivity, Enhanced Data Analysis Skills, Increased Confidence and Continuous Learning.

Overall, the scope of an Excel certification is vast and beneficial, providing you with a strong foundation in Excel and opening doors to diverse career opportunities.

### 3. Objectives:

The objectives of an Excel certification are designed to assess and validate an individual's proficiency in using Microsoft Excel. These objectives typically cover a wide range of topics and skills related to Excel's features, functions, formulas, data analysis, and visualization capabilities. Here are the key objectives of an Excel certification:

Ref.: IICMR/MBA/2021-22/VAC Excel/Report

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## 4. Course Content:

- **PivotTables and PivotCharts:** These tools allow one to summarize and analyze large data sets quickly. One can create dynamic reports, perform calculations, and visualize data using interactive charts.

- **Advanced Formulas and Functions:** Excel offers a wide range of functions for performing complex calculations. Functions like VLOOKUP, HLOOKUP, INDEX, MATCH, SUMIF, COUNTIF, IFERROR, and array formulas enable one to manipulate and analyze data effectively.

- **Data Analysis Tools:** Excel provides various built-in tools for data analysis, including data tables, scenarios, goal seek, solver, and regression analysis. These tools help one perform statistical analysis, forecasting, optimization, and modeling.

- **Macros and VBA (Visual Basic for Applications):** Excel allows one to automate repetitive tasks using macros. VBA is the programming language integrated into Excel, which enables one to write custom code to automate complex processes and create user-defined functions.

- **Data Validation and Conditional Formatting:** One can set up data validation rules to control data entry, restrict input values, and ensure data accuracy. Conditional formatting allows one to highlight cells based on specific conditions or create data bars, color scales, and icon sets to visualize data.

- **Power Query:** Power Query is a powerful data connectivity and transformation tool in Excel. It enables one to import data from various sources, clean and transform data, combine multiple data sets, and load data into Excel for analysis.

- **Data Visualization:** Excel provides a range of visualization options, including charts (e.g., column, bar, line, pie, scatter, and waterfall charts), sparklines, slicers, and timelines. One can customize these visual elements to present data in a meaningful and visually appealing way.

- **Advanced Data Analysis Techniques:** Excel supports advanced data analysis techniques such as regression analysis, hypothesis testing, ANOVA (Analysis of Variance), correlation, and covariance. These techniques are helpful in exploring relationships, making predictions, and drawing insights from data.

- **Collaboration and Sharing:** Excel offers features for collaboration, such as co-authoring, comments, and track changes, which enable multiple users to work on a workbook simultaneously. One can also protect worksheets or workbooks with passwords to control access and ensure data security.

Ref.: IICMR/MBA/2021-22/VAC Excel/Report

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## 5. Outcome of the certification-

Following are some outcomes intended to achieve by the end of this certification.

1. Improved Employability
2. Career Advancement Opportunities
3. Expanded Job Options
4. Increased Efficiency and Productivity
5. Enhanced Data Analysis Skills
6. Professional Credibility
7. Confidence in Excel Usage
8. Personal Growth and Self-Development

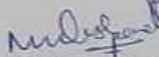## 6. Nature of the Certification –

**Duration of the course** - 30 hrs
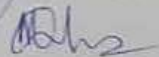
**Trainer Name** – Mr. Akhilesh Sonkiya – Finxl Inc.

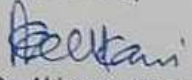**Mode of Conduct** – Offline in MBA@IICMR

**Duration of the session** – 2 Hrs.  *each*

Prepared by                     Verified by                     Approved by

Dr. Madhura Deshpande          Dr. Manisha Kulkarni           Dr. Abhay Kulkarni
VAC- Excel Coordinator         HOD MBA@IICMR                  Director IICMR

Ref.: IICMR/MBA/2021-22/VAC Excel/Report

**Notice**

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Date: 07-12-2022

## Value Added Certification
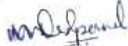
### Advanced Excel

### NOTICE

All the students of MBA-I Year, should note that VAC-Advanced Excel sessions will be starting from **Thursday, 8th December 2022** as per the details given below.

- Name of Trainer: Mr. Akhilesh Sonkia
- Session Time: Div. 1 – 02.30pm to 04.30 pm
-                 Div. 2 – 04.30pm to 06.30 pm
- Mode of session: MBA Computer Lab – Ground Floor

- This Certification is important for **Employability Skill Enhancement** for all Specialisations.
- Formal Attire is compulsory.
- Attendance is mandatory for all.
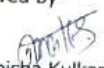
Wish you all the best...

Prepared by                  Verified by                  Approved by

Dr. Madhura Deshpande      Dr. Dipti V. Sharma        Dr. Manisha Kulkarni
Coordinator VAC- Ad. Excel  VAC Co Ordinator           HOD, MBA@IICMR

Nigdi,
Pune - 411 044

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Management & Research I.I.C.M...
Nigdi, Pune - 411 044

Ref.: IICMR/MBA/2021-22/VAC Ad.Excel/Notice

## 4. Certification in Financial Modelling
## Proposal

# Course Proposal

# Financial Modeling

**Course duration:** Intensive 30 Hours

FINXL is a leading corporate finance institute. We are a global learning destination for core finance training. We provide a unique combination of training programs along with employment services to complement one another. Our training include Financial Modeling, Equity Research, Investment Banking, Credit Research, Financial Analyst, Financial Planning & Analysis (FP&A), Financial Planning, Budgeting, Financing Reporting, Key Performance Indicators (KPIs) etc.

For Learners and Trainers: We believe the dynamics of market cannot be structure pre-packaged plan. That's why we offer our learners financial training with the support from our expert team of highly skilled and Inspiring trainers. Whatever your financial career goals, be it future employment in equity research and financial modelling, company/business valuation, corporate finance, Merger & Acquisition, we help you get there. Our comprehensive approach and regular training help us establish a long term relationship with learners while working together towards achieving their goals.

**Financial Modeling Course:**

Financial Modeling is used in various business activities by Investment Banks, Equity Research firms, Credit Rating Agencies, Private Equity / Venture Capitalist, Banks, Consultancy Firms, Corporate Finance Teams. Essence of Financial Modeling is in translating Business Strategy & Operations in realistic numbers considering the impact of Economic, Sectoral & Competitive scenarios Financial Modeling requires expertise in Accounting, Economics, Sector Knowledge, Analytics, Excel, Business Strategy. Equity Research firms provide detailed research & insights into an economy, sector, company which forms basis of investment decisions .
We FINXL Provide best Financial Modeling Equity Research Training Classes in Pune Maharashtra India. Investment banks and research firms don't entertain fresher's due to lack of minimum practical exposure required on job. Hence we are here to help you!!

Our assessment & presentation evaluations are similar to top investment banks & equity research firms Our expert trainers are on hand to help answer any questions you might have along the way.

**CERTIFICATION**

Get 1 certification in Financial Modeling after completion of certification at the end of the program from FINXL.

## Content

### MODULE 1: DATA COLLECTION AND MODELING

- ✓ Sources for authentic financial data for US, India, China, Germany, Singapore companies
- ✓ Tricks to collect data in shortest time
- ✓ Data collection & Data structuring for model
- ✓ Understanding of Financial Reports & its types
- ✓ Types of filing 10-K, 10-Q, 8-K, 20-F etc.
- ✓ Create Model template for 5 years historical data for
  - Revenue Drivers Cost Drivers
  - Income statement, Balance sheet, Cash flow statement, Other comprehensive income
  - Dividend schedule, Asset Schedule, Debt Schedule, Equity Schedule
  - Shares outstanding, dividend pay-out ratio,

### MODULE 2: FINANCE FUNDAMENTALS

- ✓ What Financial Analyst does?
- ✓ Skill set requires for Financial Analyst?
- ✓ Job roles of BUY SIDE and SELL SIDE Analysts
- ✓ Understanding, Reading & Analysing of
  - o Income statement
  - o Balance sheet
  - o Cash flow statement

- ✓ GAAP & Non-GAAP/Reported & Adjusted numbers
- ✓ Reported/Adjusted /GAAP/Non-GAAP EPS
- ✓ Restructuring & Adjusted numbers
- ✓ Pro-forma Income statement
- ✓ Restating financials for valuation and analysis
- ✓ Concepts & treatment of
  - o Minority/Non-controlling
  - o Associates
  - o Subsidiary
  - o Convertible debt/securities
- ✓ Corporate actions & their treatments
  - o Rights issue
  - o Bonus issue
  - o Takeover
  - o Merger

- o Acquisitions
- o Interim/Annual dividend
- o Stock splits
- o Spin-o-s
- o Reverse split

Pro-forma Income statement, Restating financials for valuation and analysis, Concepts & treatment of

- ✓ Corporate actions & their treatments
- ✓ 5 case studies on live small business
- ✓ Make business plan of start-ups
- ✓ 5 case studies on live small business
- ✓ Make business plan of start-ups

## MODULE 3: FINANCIAL MODELING & VALUATIONS

- ✓ Interlinking of financial statements (IS, BS, CFS)
- ✓ Case study: Tallying the balance sheet in 30 minutes
- ✓ Use best practices in Financial Model building
- ✓ Understand & develop forecasting basis for each line of IS, BS & CFS
- ✓ Build & Forecast Advanced Schedules
  - o Debt Repayment Schedule
  - o Fixed Assets Module
  - o Dividend & Equity Schedule

## RATIOS

In dept conceptual understanding of financial ratios

- - Liquidity ratios
- - Leverage ratios
- - Efficiency ratios
- - Profitability ratios
- - Market value ratio

Calculation and analysis of ratios on your chosen company

- ✓ Compare your company's ratios with competitors
- ✓ DUPOND analysis

## VALUATION:

### 1. DISCOUTNED CASH FLOW (DCF)

- ✓ In depth step by step understanding of DCF
- ✓ Product/business/economic life cycle concepts
- ✓ Time value of money concepts
- ✓ Understanding & calculation of FCFF & FCFE
- ✓ In-depth analysis of systematic & un systematic Risk
- ✓ Beta, levered & Un-levered beta
- ✓ Calculate beta using last 5 years price
  - ✓ Cost of capital (WACC)

- Cost of Equity using Capital Asset Pricing Model
- Cost of Debt
- Cost of preference share
- ✓ Risk Free rate of return (Rf) for listed & non listed SMEs
- ✓ Market Premium (Rm)
- ✓ Net present value /company value
- ✓ Sensitivity analysis
- ✓ Application of DCF on your chosen company
- ✓ 'Buy' or a 'Sell' rating based on analysis

## 2. RELATIVE VALUATION (RV) (Trading Comps/Exit Multiple

- ✓ Step by step understanding of RV & Trading comps
- ✓ Criteria to choose competitors
  - ✓ Criteria to choose Ratios for comparison
  - ✓ Usage of price multiples P/E, P/S, EV/EBITDA, P/B
  - ✓ Drive prices using above ratios
  - ✓ Price band and valuation conclusion

**Material: Soft copies, spreadsheets, PDFs**

**Costing: _____ PER HOUR PLUS TAXES**

## Finxl

15, Whispering Winds Commercial Complex,
Behind Veritas,
Baner Pashan Link Road,
Baner, Pune-411021 (MH)

Email: info@finxl.in

(+91) 9158882688
(+91) 9654223403

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# MBA@IICMR

Date : 01/11/2022

# Notice

This is to inform MBA SEM III **Batch 2** students of batch 2021-2023 that value added certification on "Financial Modeling" in association with Finxl Pune is scheduled from 07th Nov 2022. The details are as follows.

Certification: "Financial Modeling'

Resource Person: Mr. Akhilesh Sonakia

Date : 7ᵗʰ Nov 2022

Time: 6:30 to 8:30 pm

Venue: MBA Computer Lab

Note: 1. Attendance is compulsory for all the session

2. Timeline is to be strictly monitored

3. Certification will be given only after the assessment and submission of the assignment.

Prepared by

Ms. Puja Gavande
Coordinator
VAC- Financial Modeling

Verified by

Dr. Manisha Kulkarni
HOD, MBA@IICMR

Approved by

Dr. Abhay Kulkarni
Director, IICMR

REF: MBA@IICMR/2022-2023/VAC-Fin.mod/Notice/02

**5. Certification in Tally**

**MBA II**

**Proposal**

## 1.Introduction.

Tally is a popular accounting software widely used by businesses of all sizes to manage their financial transactions, accounts, and inventory. As a management student, learning Tally is essential to gain proficiency in accounting and financial management.

The course is of 30 Hrs. of duration and integrates ERP9 application. The course incorporates tally basic concept to advanced concepts that will enable the learners to achieve better goals, develop academic/corporate/entrepreneurial career in tally by applying the knowledge acquired during the course.

## 2.Objective: -

- To understand the concept of Tally.
- To acquire knowledge about Tally Software.
- To Understand the application in business context
- To master the concepts of accounting as well as GST and getting them industry ready

## 3. Scope: -

- Understanding the importance of Tally application
- Students may serve as freelancers in small and medium businesses, assisting companies with their accounting needs.
- learning Tally and obtaining a certificate will improve chances for a promotion or may even land a better job.

## 4.Outcomes: -

1. Students will be able to learn theory aspects of Tally.

2. Students should use tally tool for recording day to day business data of a company.

3. Students should be in the position to use all essential tools to get acquainted with latest tact and techniques.

5.Students should understand the inputs of an organisation and accordingly need to perform.

6. Student by their own will create company, enter accounting voucher entries including advance voucher entries, reconcile bank statements, do accrual

4

adjustments, and also print financial statements, etc. in Tally Prime software.

## 5. Methodology: -

1. The certificate course would be conducted in Institute (offline).
2. Practice exercises will be given after completion of each module.
3. The Assessment will be done after completion of all modules
3. The certificate will be given based on the attendance and good score in the final evaluation.

## 6. Course Content:-

1. Introduction to Tally software: An overview of Tally software and its features, as well as its importance in business management.
2. Company creation and management: Creating and managing companies using Tally, including setting up chart of accounts, defining inventory, and configuring payroll.
3. Accounting and finance: Understanding the basic accounting principles and using Tally for ledger creation, journal entries, and bank reconciliation.
4. Inventory management: Managing inventory through Tally, including inventory valuation, stock transfer, and stock analysis.
5. Taxation and compliance: An introduction to taxation and compliance, including the Goods and Services Tax (GST) and Value-Added Tax (VAT), and using Tally for tax compliance.
6. Reporting and analysis: Generating various reports using Tally, including financial statements, inventory reports, and sales reports

Prepared by

Mr. Harshal Patil
Coordinator

Verified by

Dr. Manisha Kulkarni
HOD, MBA@IICMR

Approved by

Dr. Abhay Kulkarni
Director, IICMR

IICMR/MBA@IICMR/VAC-Tally Certification/Proposal A.Y. 2022-23

5

# Optimus Education Society, Pune

## Syllabus of Tally Prime with GST

- Basic introduction of tally Prime
- Company creation, company deletion, ledger creation, ledger deletion
- Basic Assignments 1-10
- Stock item (Inventory)
- Cost centre
- Debit Note/Credit note
- Accounting Software
- Company Creation
- Security Controls
- Ledger
- Accounting Voucher
- Inventory Voucher

- Cost Centre
- Groups
- Godowns
- Trail Balance
- Display
- Profit and Loss Accounts
- Balance Sheet
- Report Printing
- GST (Good Service Tax)
- S-GST, C-GST, Interstate GST

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# MBA@IICMR

Date: 07/11/2022

## Notice
## Value Added Certification
## Tally

This is to inform all MBA SEM-III Batch-I students that Value Added Certification on **"Tally"** is scheduled from 08th Nov. 2022. The detailed schedule for the Certification is as below:

Resource Person: Ms. Anagha Walgude

Commencement Date: 08th Nov. 2022.

Time: 10.30 am to 12.30 pm (sessions will be conducted on Monday, Tuesday and Friday)
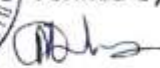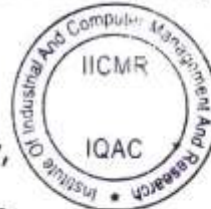
Venue: MBA Computer Lab

**Note:** 1. Attendance is mandatory and it will be monitored on daily basis.

2. Certificate will be given only after timely submission of assignment.

3. All students must report to the computer lab 10 minutes before.

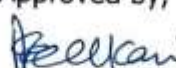4. All students should complete the necessary assignments, assessment test given to you during the session.

Prepared by                Verified by,                Approved by,

Mr. Harshal Patil          Dr. (Adv). Manisha Kulkarni      Dr. Abhay Kulkarni
Tally Coordinator          HOD, MBA@IICMR             Director, IICMR
MBA@IICMR

MBA@IICMR/A.Y. 2022-23/VAC-Tally/Div1/Notice

**MBAI**

# MBA@IICMR

Date: 01/04/2023

## Notice
## Value Added Certification
## Tally

This is to inform all MBA SEM-II Batch 1 & Batch 2 students that Value Added Certification on **"Tally"** is scheduled from 03rd April. 2023. The detailed schedule for the Certification is as below:

Resource Person: Ms. Manasi Madam

Commencement Date: 03rd April. 2023.

Time: 08.30 am to 10.30 pm

Venue: MBA Computer Lab

**Note:** 1. Attendance is mandatory and it will be monitored on daily basis.

2. Certificate will be given only after timely submission of assignment.

3. All students must report to the computer lab 10 minutes before.

4. All students should complete the necessary assignments, assessment test given to you during the session.

Prepared by                Verified by,                    Approved by,

Mr. Harshal Patil          Dr. Vinod Bhelose          Dr. (Adv). Manisha Kulkarni
Tally Coordinator          Academic Coordinator       HOD, MBA@IICMR
                                                       DIRECTOR
                                                       Institute of Industrial & Compute
                                                       Management & Research [I.I.C.M.R.]
                                                       Nigdi, Pune - 411 044

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**Session Plan**

# MBA@IICMR

Date: 21/12/2022

### Training Session Calendar

### VAC – Tally

MBA Second Year - Batch 1 Students

| Trainer Name | Ms.ANAGHA WALGUDE | Start Date | 07-Nov-22 |
|---|---|---|---|
| Course Tenure | 30Hrs | End Date | 09-Dec-22 |
| Training Mode | Classroom at IICMR | Session time | 10.30 am to 12.30 PM |
| Training Day's | Mon/Tues/Fri | Per day Session | 2 hrs/session |

| Sr No. | Topic Name | Proposed Date | Actual Date | Trainer Signature |
|---|---|---|---|---|
| 1 | **1. Business Accounting and Book Keeping (Tally)** Module 1 · What is Accounting? · What are the Accounts types? · What are the Methods of Accounting Entry System Use? · How to install the Tally ERP? | 07/11/22 | 09/11/22 | Anagha |
| 2 | Module 2 · How to create the Company in Tally ERP? · Introduction to Tally ERP · What are the | 11/11/22 | 11/11/22 | Anagha |

MBA@IICMR/MBA Second Year/Batch 1/ Tally Certification Session Plan

| | | | | |
|---|---|---|---|---|
| | Accounts Groups of Tally ERP? | | | |
| 3 | · How to create the Ledgers in Tally ERP?<br>· How to Enter the opening balance in to Tally ERP? | 21/11/22 | 21/22/22 | Awaigude |
| 4 | · How to Work with Ledger & Trail balance?<br>· What are the Types of Vouchers use in Tally ERP?<br>· Inventory Accounting. | 22/11/22 | 22/11/22 | Awaigude |
| 5 | Module 3<br>· How to enter the transactions in to the vouchers?<br>· How to Work with Ledger, Vouchers & Transactions?<br>· What Is Bank Reconciliation Statement? | 24/11/22 | 24/11/22 | Awaigude |
| 6 | · How to Reconciliation Bank Statement?<br>· Why Company's Bank Accounts Balance Differ from Bank Statement?<br>· How to reconciliation company's bank accounts with bank statement? | 24/11/22 | 24/11/22 | Awaigude |
| 7 | Module 4<br>· What Is GST?<br>· What are the Models of GST? | 28/11/22 | 28/11/22 | Awaigude |
| 8 | · How to work with GST in Tally ERP?<br>· What is the Common GST Rate? | 29/11/22 | 29/11/22 | Awaigude |
| 9 | Module 5<br>· What Is the Top 25 Shortcut Keys In Tally ERP?<br>· How to Export The Tally ERP Report as a | 05/12/22 | 05/12/22 | Awaigude |

*MBA@IICMR/MBA Second Year/Batch 1/ Tally Certification Session Plan*

| | | | | |
|---|---|---|---|---|
| | Excel Format? <br> · How to Export The Tally ERP Report as a Html Format? | | | |
| 10 | · How To Backup And Restore The Data From Tally ERP? <br> · When To Do Journal Voucher Entry in Tally? | 06/12/22 | 06/12/22 | Accaggate |
| 11 | · Module 6 Accounting Of Payroll How to maintain Payroll In tally | 09/12/22 | 09/12/22 | Accaggate |
| 12 | Evaluation | 12/12/22 | | Accaggate |

Prepared by          Checked by          Verified by          Approved by

Mr. Harshal Patil    Dr. Dipti Sharma    Dr. Vinod Bhelose    Dr. Manisha Kulkarni
Tally                VAC                 Academic             HOD, MBA@IICMR
Coordinator          Coordinator         Coordinator

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MBA@IICMR/MBA Second Year/Batch 1/ Tally Certification Session Plan

Div 1

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# MBA@IICMR

Date: 11/04/2023

## Session Plan

## VAC – Tally

MBA First Year – Sem II Batch 1

| Sr No. | Topic Name | Proposed Date | Actual Date | Trainer Signature |
|---|---|---|---|---|
| 1 | Tally Introduction | 11-April-23 | 11-April-23 | |
| 2 | Ledger creation & voucher | 8.43 to 10:30 | 13-April-23 | |
| 3 | Voucher Entry & sheet cutty | 8:30 to 10:39 | 15-April-23 | |
| 4 | Voucher Entry In Tally | 8:30 to 10:30 | 17-April-23 | |
| 5 | Cost Center Entry | 8:30 to 10:30 | 19-April-23 | |
| 6 | Stock Problem | 8:30 to 10:30 | 21-April-23 | |
| 7 | GST | 10:00 to 12.30 | 25-April-23 | |
| 8 | Revision | 8:30 to 10:30 | 9-may-23 | |
| 9 | Exam | 8:30 to 10:30 | 15-may-23 | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |

Prepared by

Mr. Harshal Patil
Tally
Coordinator

Verified by

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Academic coordinator

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Div 2

# MBA@IICMR

Date: 3/04/2023

## Session Plan

## VAC – Tally

MBA First Year – Sem II Batch 2

| Sr No. | Topic Name | Proposed Date | Actual Date | Trainer Signature |
|--------|-----------|---------------|-------------|-------------------|
| 1 | Tally Introduction | 3-April-23 8:30 to 12:30 | 3-April-23 | |
| 2 | Ledger creation | 8:30 to 10:30 | 10-April-23 | |
| 3 | Voucher Entry, shortcut | 8:30 to 12:30 | 15-April-23 | |
| 4 | Voucher in Tally | 8:30 to 1:30 | 12-April-23 | |
| 5 | Cost center | 8:30 to 10:30 | 18-April-23 | |
| 6 | Stock Problem | 8:30 to 10:99 | 20-April-23 | |
| 7 | GST | 8:30 to 10:30 | 8-May-23 | |
| 8 | Revision | 8:30 to 10:30 | 10-may-23 | |
| 9 | Exam | 8:30 to 10:30 | 15-may-23 | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |

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Prepared by

Mr. Harshal Patil
Tally
Coordinator

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Academic coordinator

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MBA@IICMR/A.Y. 2022-23/ VAC – Tally Batch 2/

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# MBA@IICMR

Date: 11/04/2023

## Session Plan

## VAC – Tally

MBA First Year – Sem II Batch 1

| Sr No. | Topic Name | Proposed Date | Actual Date | Trainer Signature |
|--------|-----------|---------------|-------------|-------------------|
| 1 | Tally Introduction | 04/04/23 | 11/04/23 | |
| 2 | Ledger creation &voucher | 12/04/23 | 12/04/23 | |
| 3 | Voucher Entry & short cut keys | 13/04/23 | 13/04/23 | |
| 4 | Voucher Entry in tally | 17/04/23 | 17/04/23 | |
| 5 | Cost centre entry | 19/04/23 | 19/04/23 | |
| 6 | Stock problem | 21/04/23 | 21/04/23 | |
| 7 | GST | 25/04/23 | 25/04/23 | |
| 8 | Revision | 09/05/23 | 09/05/23 | |
| 9 | Evaluation | 15/05/23 | 15/05/23 | |

Prepared by

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Tally
Coordinator

Verified by

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Academic coordinator

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# MBA@IICMR

Date: 03/04/2023

## Session Plan

## VAC – Tally

MBA First Year Sem II - Batch 2 Students

| Sr No. | Topic Name | Proposed Date | Actual Date | Trainer Signature |
|--------|-----------|---------------|-------------|-------------------|
| 1 | Tally Introduction | 03/04/23 | 03/04/23 | |
| 2 | Ledger creation &voucher | 10/04/23 | 10/04/23 | |
| 3 | Voucher Entry & short cut keys | 12/04/23 | 12/04/23 | |
| 4 | Voucher Entry in tally | 15/04/23 | 15/04/23 | |
| 5 | Cost centre entry | 18/04/23 | 18/04/23 | |
| 6 | Stock problem | 20/04/23 | 20/04/23 | |
| 7 | GST | 08/05/23 | 08/05/23 | |
| 8 | Revision | 10/05/23 | 10/05/23 | |
| 9 | Evaluation | 15/05/23 | 15/05/23 | |

Prepared by

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Coordinator

Verified by

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Approved by

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MBA@IICMR/A.Y. 2022-23/ VAC – Tally Batch 2/

## 6. Certification in Python

## Proposal

### Introduction

As the industry undergoes rapid changes, the demand for skilled professionals has become crucial. At MBA@IICMR, our Management Institute strives to provide the best opportunities to our students by bridging the gap between corporate requirements and academic curriculum. Our aim is to equip students with the latest skill sets and technological advancements that are being utilized in the industry, ensuring a lucrative and value-driven approach for all stakeholders in society.

In this course the Basic Python and Advanced python would be taught along with that practical assignment so that the students will get hands-on experience of the python programming in theory and also how it would be used in the industry.

The Certificate course is offered from one of the Renowned Institute that is Speed16 Academy

The following topics will be covered in this course:

- Introduction of Python Programming
- Introduction to Python
- Data Types
- Operators and Expressions
- Decision Control Statements
- Loop Structures
- Functions
- Introduction to Machine learning
- Numpy, Pandas and Matplotlib
- Linear Regression using Python

### 2.Objective: -

- To understand why Python is a useful scripting language for developers.
- To learn how to design and program Python applications.
- To learn how to use lists, tuples, and dictionaries in Python programs.
- To learn how to identify Python object types.
- To learn how to Python can be used in data analysis.

4

### 3.Scope: -

learning Python equips management students with a valuable skill set that enables them to leverage data,

- automate processes,
- make informed decisions, and
- drive innovation within organizations.

It expands their capabilities beyond traditional management skills and prepares them for the data-driven, technologically advanced business landscape of today and the future.

### 4.Outcome: -

1. Students will be able to analyze and manipulate data using Python, enabling them to extract valuable insights and make data-driven decisions.
2. Students will gain proficiency in automating repetitive tasks, enhancing efficiency and productivity in various business processes.
3. Students will develop strong problem-solving skills and a structured approach to address complex business challenges using Python.
4. Students will be capable of creating visually appealing data visualizations and presentations, effectively communicating insights to stakeholders.
5. Students will have a competitive edge in the job market, as Python is a highly sought-after skill in roles related to data analysis, business intelligence, and automation.

### 5. Methodology: -
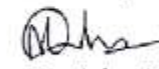
1.The certificate course would be conducted in the IICMR campus.

2.The Assessment will be done through Vmedulife App.

| Prepared by | Verified by | Approved by |
|---|---|---|
| Mr. Harshal Patil | Dr. Manisha Kulkarni | Dr. Abhay Kulkarni |
| Coordinator | HOD, MBA@IICMR | Director, IICMR |
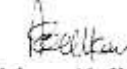
**Notice**

# MBA@IICMR

Date: 21/03/2023

## Notice
## Value Added Certification
## Python

This is to inform all MBA SEM-IV Batch 1 students that Value Added Certification on "**Python**" is scheduled from 23rd March, 2023. The detailed schedule for the Certification is as below:

Resource Person: Mr. Chaitanya Patil

Commencement Date: 23rd March, 2023.

Time: 09.00 am to 1.00 pm

Venue: MBA Computer Lab

**Note:** 1. Attendance is mandatory and it will be monitored on daily basis.

2. Certificate will be given only after timely submission of assignment.

3. All students must report to the computer lab 10 minutes before.

4. All students should complete the necessary assignments, assessment test given to you during the session.

Prepared by

Mr. Harshal Patil
VAC Python
Coordinator
MBA@IICMR

Verified by,

Dr. Vinod Bhelose
Academic Coordinator,
MBA@IICMR

Approved by,

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# MBA@IICMR

Date 10-04-2023

## NOTICE

## VAC Python Evaluation

The students of MBA II Year Sem IV are hereby informed that VAC-Python certification evaluation is scheduled on ~~12th~~ April 2023 from 10.00 am onwards. 17th

Venue: TI 04 classroom

Note:

1. Certificates will be given only on basic of the attendance policy of MBA@IICMR
2. The timely submitted assignments,
3. The final assessment.
4. Attendance is must.
5. Students must be in formal attire.

Prepared by,

Mr. Harshal Patil

VAC Coordinator

Verified by,

Dr. Vinod Bhelose

Academic Coordinator

MBA@IICMR

Approved by,

Dr. Manisha Kulkarni

HOD -MBA@IICMR

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MBA@IICMR/VAC Python/A.Y.2022-23

**Session Plan**

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# MBA@IICMR

Date: 23/03/2023

## Session Plan

## VAC – Python

MBA Second Year - Batch 1 Students

| Sr No. | Topic Name | Proposed Date | Actual Date | Trainer Signature |
|--------|-----------|---------------|-------------|-------------------|
| 1 | Introduction to Prog. Py | 23/03/2023 | 23/03/2023 | CP845L |
| 2 | Data Types, Operators, Dig | 24/03/2023 | 24/03/2023 | CP845L |
| 3 | Loops, Functions | 25/03/2023 | 25/03/2023 | CP845L |
| 4 | Numpy, Pandas, Matplib | 27/03/2023 | 27/03/2023 | CP845L |
| 5 | SQL, Regression | 28/03/2025 | 28/03/2023 | CP845L |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |

Prepared by

Mr. Harshal Patil
Python
Coordinator

Verified by

Dr. Vinod Bhelose
Academic coordinator

Approved by

Dr. Manisha Kulkarni
HOD, MBA@IICMR

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MBA@IICMR/A.Y. 2022-23/ VAC – Python/

## 7. Certification in HR Core Processes

## Proposal

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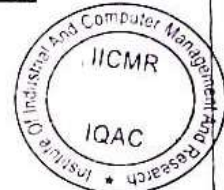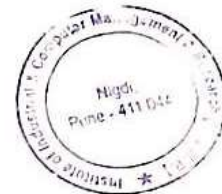Awarded Best Management Institute for Industry Interface by CEGR

## MBA@IICMR

## Value Added Certification

## Proposal for

## Human Resources Core Processes Certification Course

## Academic Year 2022-23

### Preamble:

A human resource department is in charge of keeping employees safe, healthy, and satisfied. With proper HR management, workplace policies keep up with necessary protective measures, implementation and provide solutions to issues between team members, avoiding risk for the company and its employees.

The purpose of this certification is to provide experiential learning to students with a certificate so that upon gaining this knowledge of below mentioned topics they will excel in their life with confidence. Knowledge of statutory compliances will provide them the courage to convey and operate with workplace environment and achieve the work-life balance.

The whole batch of MBA students 2021-23 will be eligible to attend the program.

### Objectives:

- To give students overview of the matter related to their upcoming work-life
- To imbibe skills of computation of own PF, ESIC and other calculations required in the work life.
- To predict and accept the challenges & opportunities in the landscape of global context
- To make students aware about culture of the organisations, technology, budgeting and compliance of the relevant workplace to intend to work with.

MBA@IICMR VAC HRCPC_ Proposal _21-22

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**Institute of Industrial and Computer Management and Research(IICMR)**
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# MBA@IICMR

## Scope:

With the above objectives in mind team MBA@ IICMR has finalized the program which is offered by Mr. Bhavesh Shah who is associated with Pace Career Academy.

Scope of this certification lies in below mentioned titles under core of human resources management. The titles include,

**Recruitment:** End to end recruitment cycle from making Job Description to Screening CV from Job portals to Scheduling, Vendor Management, Bulk Hiring, Follow-up to Joining and clearing Invoice.

**Joining & Induction:** Taking care from Reference check to filling form of new joinee of PF,ESI, Medical Insurance, NDA Banking formalities, Personal details and Induction process.

**Payroll Processing:** End to end Payroll processing on Software and EXCEL from Importing Attendance cycle from Biometric system to generating monthly Pay slips, On line filling PF,ESI,PT challan. TDS calculation of OT, Bonus, Incentives, Loans &amp;Advances, Generating all Statutory Reports and MIS.

**CTC:** Designing CTC with knowledge of Allowances &amp; Deductions, Tax benefit components like (HRA, Medical, Conveyance, Education, Food coupons, Telephone etc) Employer and Employee contributions (PF, ESI, Gratuity, Insurance etc). EXCEL: V-look up and H-look up PMS: Making Questionnaire for different departments, Rating scales, Knowledge on 360*, MBO, BSC.

**T&D:** Mentoring &amp; Coaching, Training calendars, Training Manuals, Feedback process.

**Employee Engagement:** Monthly celebration, welfare activities, arranging events.

**Internship to HR students:** All the students those who have opted HRM as specialisation will get internship opportunity

MBA@IICMR VAC HRCPC_ Proposal_21-22

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**Institute of Industrial and Computer Management and Research(IICMR)**
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Ranked Platinum Category by AICTE for Industry Linked Technical Institute
Awarded Best Management Institute for Industry Interface by CEGR

# MBA@IICMR

## Contact Hours and Sessions:

30 hours of delivery and experiential learning and 30 hours of practical exposure at companies. The later mentioned 30 hours will be additionally opted by HRM specialization students (60 hours)

Evaluation Method:

1. Active physical attendance of students
2. Test : Question Answers (Written)
3. Interview : One to one interaction

**All of the above if qualified the students' certificate is granted by Pace Career Academy.**

## Course Outcomes:

1. Students will gain potential on their appearance in the interviews.
2. With help of statutory compliances students can manage their career succession plans.
3. There day to day tasks aligned with HR office will run smoothly and they will be able to save time.

| Prepared by | Checked by | Verified by | Approved by |
|---|---|---|---|
| Swapnisha Khambayat | Dr. Dipti Sharma | Dr. (Adv) Manisha Kulkarni | Dr. Abhay Kulkarni |
| HRCPC – Coordinator | VAC coordinator | HOD, MBA@IICMR | Director IICMR |

MBA@IICMR VAC HRCPC_ Proposal_21-22
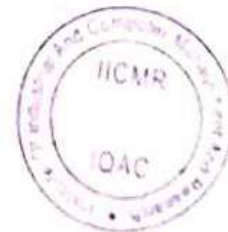
**Brochure**

# HR LIFE CYCLE - HR PRACTICES
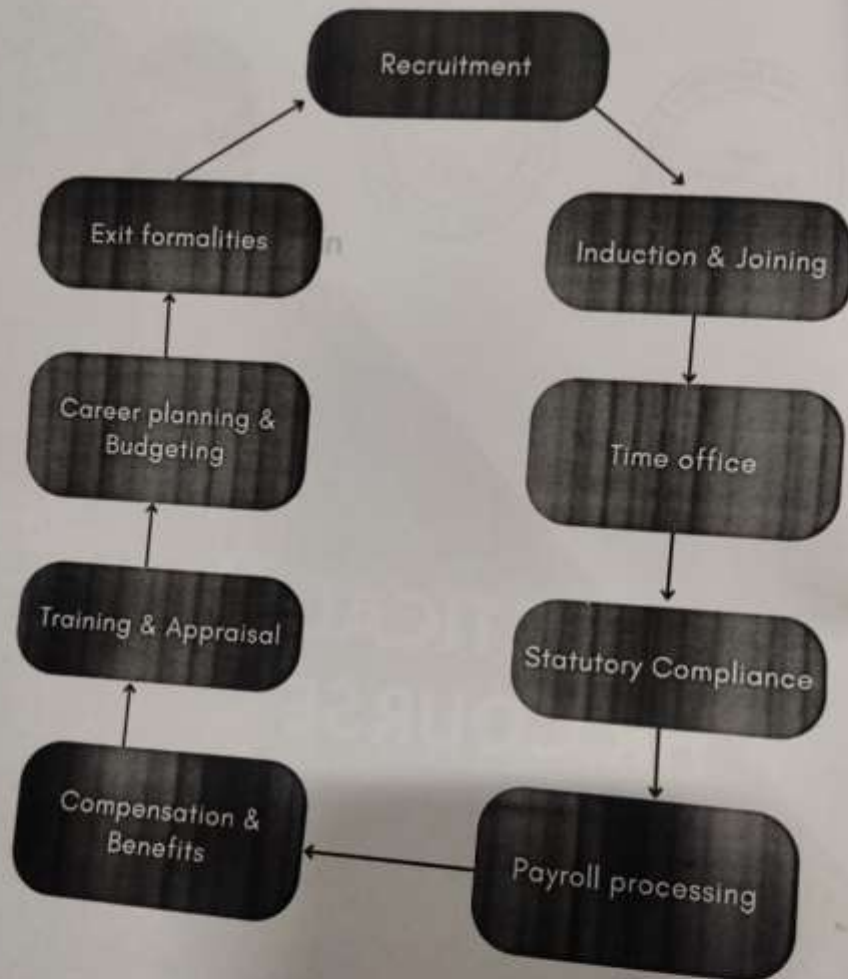
# WHAT YOU WILL LEARN ?

## PRACTICAL TRAINING ON FOLLOWING MODULES :

Recruitment

Induction & joining

Statutory compliance's

Compensation & Benefits

Payroll Processing

Form Filling

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SHRM

SAP HR

Internship

## You get access to the following industry related software :

- Employers login of **Naukri.com** (No. 1 portal in India)
- Payroll processing on **Grethr** (processing 15lac+ payslips pm)
- **LMS** - Learning management system - Videos and Material ( 50+ videos)
- **Practical training** on all aspects of Recruitment - payroll processing and online challans
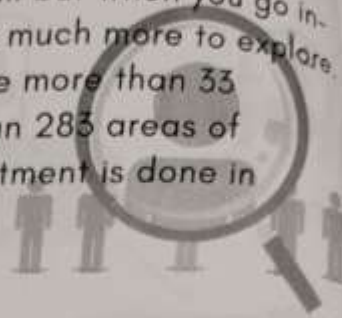
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🌐 www.pacecareer.in

Each below mentioned is small but when you go in-depth you will realize there is much more to explore. For eg. did you know there are more than 33 functional areas and more than 283 areas of specialization for which recruitment is done in corporate sectors.

## We will Train you in following Domains

- IT
- Manufacturing
- Banking
- TES
- Engineering
- Finance
- Retail
- Accounting
- Hospitality
- Logistics
- Securities

## Basics of Recruitment

- Gap analysis
- Telephonic conversation
- Recruitment Dialogue
- Preliminary Round of Interview
- Screening
- Job analysis
- Preparing Job description
- Scheduling interviews
- Feedback
- Negotiation
- Preparing Invoice
- Recruitment cycle
- External recruitment process
- Internal recruitment process

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- Parameters of IT/ITES/ MFG sectors
- Key skill sets for each Domain & Verticals
- Payment cycle with clients

- Technical knowledge about Job Portals
- Manpower planning
- Head Hunting
- Passive Search

## DAY TO DAY ACTIVITIES

sometimes there is chaos in the organization that needs coordination among employees, departments & management. changes might be required in accordance with the areas of expansion. In short, we have tried to cover all the usual activities in this section which companies perform on a dialy basis.

### Induction & Joining Formalities

- Opening Bank accounts
- Creating temporary ID's
- Filing Statutory forms
- Signing NDA
- Documentation
- Arranging Induction Programme.
- Brief about organization
- Safety polices

- Legal compliances
- Benefits
- Future growth plans
- Dos & Don'ts
  Collecting feedback from new joiners about the induction programme

### Reference Check

- Verification of documents.
- Academics
- Professional Reference

- Pay slips
- Authenticity of Letters

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# DAY TO DAY ACTIVITIES

## HR Letters

- Offer Letter
- Appointment Letter
- Relieving Letter
- Experience Letter
- Probation Letter
- Confirmation Letter
- Appraisal Letter
- Salary Certificate

## STATUTORY COMPLIANCES

Basically, it contains the entire form-filling & covers legal compliances to be followed by the companies.

It needs a high level of knowledge & domain expertise. Even in large companies, they have a legal department for the same

## Employees Provident Fund / Employee State Insurance

- Process for registration of the organization
- Contributions from Employee & Employer
- PF Remittance & Withdraw Formalities
- Optional PF & Restricting PF
- Filling monthly returns
- Filling some conditional forms depending on cases
- Filling PF settlement forms
- Accidental book & register maintenance
- Interest PF Transfer

# STATUTORY COMPLIANCES

- Penalties & negotiation
- PF/ESI Inspection process
- Advanced process on PF
- Availing cash benefits on ESI as employee
- Funeral Expenses
- Maternity benefits form filling & strict rules
- Contribution & benefits cycle of ESI

## ESIC

- ESI-Act
- Eligibility
- PF Contributions
- Benefits
- Form Filling

## Provident Fund

- PF-Act
- Eligibility
- Contributions
- Withdrawals
- Benefits
- Form Filling

## Professional Tax

- Slabs
- Registration
- Form
- Regulation

## Gratuity

- Eligibility
- Benefits
- Form filling

## Bonus

- Eligibility
- Laws

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## PAYROLL PROCESSING

- Monthly Employee wise & PAN, TAN wise Reports & Challans, Quarterly Income Tax Returns (ETDS), Yearly Income Tax Returns (Form-24), Form 16 (Yearly Salary Certificate) & Form 12BA (Yearly Perquisites Certificate)

## Handling Full & Final Settlement, Activities

- Updating of Date of Resignation, Date of Leaving & Leaving Reason
- Calculation for Settlement Salary Amount as per date of leaving
- Calculation for Leave Encashment, Notice Period, Gratuity, Outstanding Income Tax, Outstanding Loans & other statutory payments like Bonus & other
- Disbursement for Full & Final Settlement amount & any other dues pending from company's side to respective employee's Bank Account
- Reliving & Experience Certificate for Resigned employees as per company policies

## Handling Monthly Reimbursement Process

- Reimbursement Scrutiny (Proofs Verification)
- Maintaining Reimbursement Entitlement & Eligibility C/F & Supports Entitlement & Support C/F tracking as per company policy & Income Tax law
- Disbursement of Reimbursement amount with Salary or Outside Salary as per employee Eligibility & actual proof available

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Here where the real HR Person work starts as an Generalist. Already a MBA(HR) candidates have an conceptual knowledge about the laws from college lectures. Even if we say practical training still there is so much to explore that even Industry experts have to be in continuous learning process of amendments from central to state govt.

so even if you have studied a single law and practically applied it may be change in other circumstances accordingly. So it needs in dept practical knowledge and applications.

So for easy way we have divided into Initial level, Medium level and advanced level which we are covering in statutory compliances.

## Minimum Wages Act, 1948

Implementation and follow-up of the Minimum Wages declared by Govt. Of Maharashtra from Time to time. Display of abstract of minimum wages in Form-I and Form-II rule 27 I. Attendance Card cum wages slips, compliance of the visit remarks by the Govt. Labour Officer and inspection under minimum wages act.

## Professional Tax Act, 1975

Registration of the Act, Monthly deductions, Compliance, Assessments etc. www.pacecareer.in

# LABOUR LAW

## Payment Of Gratuity Act, 1972

Implementation of P.G.A. 1972 submission of the declaration, Claims, etc.

## Welfare Fund Act, 1953

Registration, Follow-ups Compliance, inspection etc.

## Factories Act, 1948

This is an important act because unless we submit all the applications exactly as per this rule, we can not run our business smoothly. We undertake the work of building plan approval from Director Of Factories, Getting registration of the factory under factory Act, 1948. Leave records, half early & early returns, license follow-ups, periodical testing & inspection, test reports submission, compliance of visit remarks of factory inspector, safety precautions and its implementation, guidance to all other industrial and labour supports etc.

## Payment of Bonus Act, 1965

Maintaining the Register 'A' for computation of Allocable Surplus, Register 'B' for set on and set off for Allocable Surplus, Register 'C' for Bonus Payment & Form 'D' for the annual return.

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# LABOUR LAW

## The Payment of Wages Act, 1936

Maintenance of Register of Fines & Deductions, Register of Advances, Register of Overtime, Annual Return of deductions, Notice of date & Disbursement of wages, Compliance of Inspection Report, etc.

## The Contract Labour (Regulation & Abolition) Act, 1970

Obtaining Registration Certificate, Maintenance of Register of contractors in form VIII, Regarding Rate of wages, hours of work and abstract of the Act etc. Submission of Annual Returns, Display of notice.

## Shop Act

Applicability & Form filling

# COMPENSATION & BENEFITS

It needs in-depth knowledge of Salary components, Laws aligned with this component and new amendments from govt. It is done on software as well as manual.

Basically, it is used to design the CTC of an employee. It is very much important at the time of negotiation and how much Net salary (in hand) and Tax benefits your company can avail to an employee.

For C&B you will be in the continuous Learning process even after practical training but your basics should be strong about the entire process. We have designed C&B taking various salary components used in industry verticals for practical process training.

## Compensation & Benefits :

- ESIC
- PF
- DA
- PT
- HRA
- TDS (Salary)
- CTC
- F & F
- Gratuity
- Pension
- Perks

- Loan
- Advances
- Bonus
- Overtime
- Conveyance
- Investments
- Allowances
- Deductions
- Salary Components
- Labor Welfare Fund
- Reimbursement

- Accommodation
- Incentives
- Leave Encashment

# FORM FILLING

## ESIC
- Form 1- Declaration form
- 1-A- family declaration
- 1-B- change updation
- Smart card
- Family smart card

## Gratuity
- Form A: Notice of opening
- Form F: Nomination
- Form I: Application for Gratuity by an Employee
- Form D- exclude spouse from family

## PF
- Form 2 :Nomination & Declaration form
- Form 5: Consolidated New Joinee form
- Form10: Consolidated exit employee form
- Form 13: EPF Transfer form
- PF Challan
- UAN
- Activation of UAN
- PF E-passbook
- Umang APP
- ECR

## Labour Welfare Fund
- Form A-1Cum Return

## Professional Tax
- PT Challan
- III B - return cum challan

# PAYROLL PROCESSING

Payroll processing is where all your Statutory compliances and Labor Law and Taxation knowledge is executed.

It is a blend of HR and Accounts. It shows the financial statement of the company as well as that of its employees.

All the HR are in a messy situation in month end due to Payroll processing because there are many inter adjustment has to be done on a manual basis.

This is one thing where everybody is waiting on the same day for the same thing weather he is a security guard or CEO.

## Practical Assignment of Payroll Processing

The candidate will work on data where He/ She will undergo real-time situations faced by an HR person at month-end.

## Salary Processing

- New Joiner Salary Calculation
- Salary Revision (Increment &Decrement), Arrears calculation
- Attendance calculation (LWP & Reversal of LWP)
- Yearly & Monthly CTC structuring according to company policies including Minimum Wages also
- Variable Payment & Deduction Processing
- Loans payment tracking like - Monthly EMI, Monthly Interest on Loan, monthly Perquisites on Loans
- Disbursement of Monthly or Yearly Incentive, Yearly Bonus as per Bonus Act & Salary Advances

# PAYROLL PROCESSING

## Salary Processing

- Maintain Leave Record as per company policies
- Resignation Processing
- Maintain Employees Personal Information like PAN No, PF Account No, ESIC Number, DOB, DOJ, DOR
- Scrutiny of Investment Actual Proofs for Salary Taxation Purpose as per Income Tax Law
- Appointment Letter for New Joiner & Increment Letter

## Handling Statutory Compliances

- Monthly Employee wise Provident Fund Reports & Summary, Monthly PF Challans (Combine Challan, Form 12A-Revised)
- Monthly Employee wise ESIC Report & Challan, Half Yearly ESIC Returns Form-5
- Monthly Employee wise State wise Profession Tax Reports & Challan
- Monthly Employee wise State wise Labour Welfare Fund Reports

# HR ANALYTICS

## Basic of HR Analytics:

- What is HR Analytics
- Need of HR Analytics
- How HR Analytics will be used in organization.
- Understanding Process of HR Analytics
    - a. Collecting data
    - b. HR Metrics
    - c. Analysis
    - d. Decision making
- Types of analysis
    - a. Descriptive Analysis
    - b. Diagnostic Analysis
    - c. Perspective Analysis
    - d. Predictive Analysis
- Pros and Cons of HR Analytics
    - a. Sources of HR Data
    - b. HRIS Data
    - c. Other HR Data
    - Business Data
- Companies using HR Analytics
- Case studies

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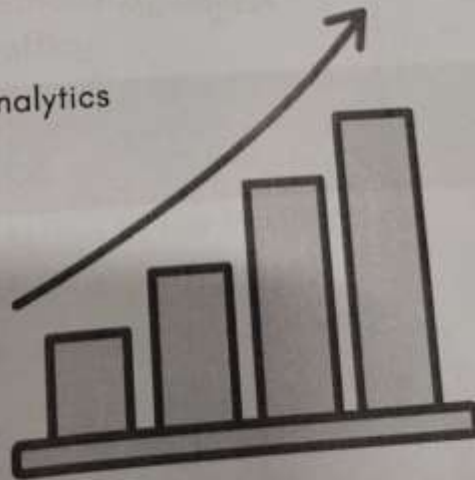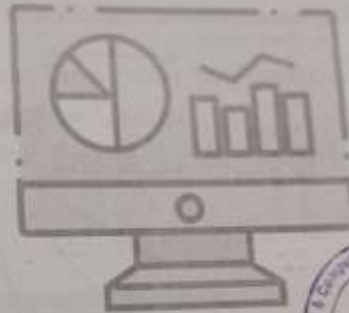
# ENTERPRISE STRUCTURE

- Define Company
- Define Company Code
- Assign Company Code to Company
- Define Personnel Area
- Assign Personnel Area to CompanyCode
- Define Personnel Subarea

# PERSONNEL STRUCTURE

- Define Employee Group
- Define Employee Subgroup
- Assign Employee Subgroupto Employee Group
- Define Employee Attributes

# ORGANIZATIONAL MANAGEMENT

- Overview of Organizational Management
- Organization and Staffing
  a. Create Organizational Unit
  b. Create and Assign Position to Organizational Unit
  c. Create Job and Assign to the Position
  d. Creating Task(Job/Position/Person)
  e. Professional Tax
  f. Others
- Expert Mode
- Simple Maintenance

## PAYROLL -CONFIGURATION

- Define Administr20 Employee Subgroup Grouping for Personnel Calculation Rule ( PCR) and Collective Agreement Provision (CAP)
- Check Pay Scale Type
- Check Pay Scale Area
- Check Assignment of PayScale Structure to Enterprise Structure
- Determine Default for PayScale Data (TARIF)
- Revise Pay Scale Groups and Levels
- Create Wage Type Catalog
- Check Wage Type Group " Basic Pay"
- Check Wage Type Text
- Check Entry Permissibility per Info Type
- Employee Subgroups for Primary Wage Type
- Personnel Subarea for Primary Wage Type
- Define Wage Type Permissibility for each PS and ESG
- Check Wage Type Characteristics
- Revise Pay Scale Groups and Levels
- Revise Default Wage Type
- Enterprise structure to wage type model – LGMST
- Create Payroll Area
- Check default payroll area – ABKRSator

## PREREQUISITE OF PAYROLL RUN

- Overview of PayrollRun
- Period Parameter
- Date modifier
- Check Payroll Area
- Generate Payroll period
- Create Control record

# STUDENT TESTIMONIALS

**Miss. Jaee**

I got good placement assistance after my HR Training at Pace. They trained me for interviews and gave me effective guidance for my job searching.

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**Mr. Sanjay**

It is an amazing place for overall developing your career as Human Resource. The guidance provided not only improves you as a person, but also helps you to Explore more about yourself

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www.pacecareer.in

**Miss. Jyoti**

I have completed my HR training from Pace career Academy. The training is so good that I actually practical on portal, software and tools. I appreciate the efforts of the trainer in giving personal attention to each and every one

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# CORPORATE TESTIMONIALS

**Mr. Kiran Suryavanshi**
Lumax Technology Ltd.

Pace Career Academy provide the perfect HR & Digital Marketing training which is actually required by the industries.

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**Mr. Kuldip**
Navsahyadri Management Institute

I would suggest that rather than opting MBA / PGDBM(HR) and getting the theoretical knowledge an individual should gain the practical knowledge from Pace Career Academy Team.

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**Dr. Vinay**
Bajaj Auto Ltd.

Best Practical Oriented training in Human Resource Domain. I have sourced many HR professionals from Pace Career Academy

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All Lectures recorded videos

## 200 + Assignments
All Lectures Assignments

## Online Certifications
Authorised Certifications

## Lessons PDF
All Lectures PDF documnets

## Job Openings
Job Openings available

## 250 + Quiz
All Lectures quiz'S

# WHY PACE CAREER ACADEMY ???

- 1st company where we do not only give the theoretical training but also have different business verticals in Recruitment & Payroll Processing in B2B sector, so we can give you a **live exposure**.

- Leading HR Education industry from last **15+** years with **15+** branches and **252+** companies

- **Practical Assignments**

- **Internship program** on Client requirements.

- Helping to have their own **HR startups**

- **LMS** – Access to Learning Management System

- Helping in **Placement process** – Preparing premium CV, Interview skills, providing Interview calls.

- Free batches for **Pace Alumni** on a quarterly basis for changes in compliances and laws.

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# HR TRAINING - DURATION & FEE'S



## HR TRAINING - DURATION & BANK DETAILS

- Completion: 3 / 4 Months
- **Week days** : Mon to Fri : 1.30 to 2 hrs
- **Weekend** : Sat - Sun : 2 to 3 hrs
- **Internship** : 2 months paid ( 6k to 10k)

- **GST No** : 27AWAPS1504K1ZK

### Bank Details
- Name: Pace Career Academy
- Bank:ICICI
- Account no: 649305051032
- Type:Current account
- IFSC Code: ICIC0006493
- Branch: Pune

## HR TRAINING - FEE'S

- **Masters Course** : Rs.47750 + GST ( 3 /4 Months )

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Pace Career Academy
ISO 9001 : 2015 Certified .Co

@ PACE CAREER ACADEMY

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Awarded Best Management Institute for Industry Interface by CEGR

# MBA@IICMR

Date: 30.03.2023

**VAC Notice**
**MBA-I Year Sem. II**
Academic Year 2022-23

This is to inform all MBA First Year (division: 1&2) students that, from Monday (03.04.23) your certification of HR Core Processes will **start.**

To avail the precise knowledge of HR core processes, it is mandatory to attend every session and assessment (exam) by certifying academy. *Attendance is mandatory to receive certificate and will be strictly monitored.*

Schedule:

**Type: HR core processes certification** (for Div 1 and 2 across all specializations)
**Batch: 1**
**Time: 8.30 to 10.30 AM**
**Venue: TI 1 (Monday to Wednesday)**

**Batch: 2**
**Time: 8.30 to 10.30AM**
**Venue: TI 1 (Thursday to Saturday)**

Prepared by                    Verified by                    Approved by

**Mrs. Swapnisha Khambayat      Dr. Dipti Sharma            Dr. Manisha Kulkarni**

VAC HRCPC Coordinator          VAC Coordinator              HOD, MBA@IICMR

DIRECTOR

Institute of Industrial & Computer
Management & Research (I.I.C.M.R.)
Nigdi, Pune - 411 044

MBA@IICMR/ VAC HRCPC/ 2022-23/ Commencement notice 1

# MBA@IICMR

Date:**20.12.2022**

### HR Core Processes Value added Certification
### MBA-II Year Sem. III Div. 1&2
Academic Year: 2022-23

Ti.   This is to inform all MBA Second Year students, you all are need to appear for **the written and oral exams** conducted by certifying academy on 21$^{st}$ December, 2022.
Study well and be ready with your questions too. You will be given time to ask questions and interact to gain expertise over the subject matter.

Note: You can only **avail the certificate if you attempted evaluation and attended regularly.**

**Time: 1.30PM to 3.30PM**

Ti   **Venue: TI 2**

| Prepared by | Checked by | Verified by | Approved by |
|---|---|---|---|
| Swapnisha Khambayat | Dr. Dipti Sharma | Dr. (Adv) Manisha Kulkarni | Dr. Abhay Kulkarni |
| HRCPC – Coordinator | VAC coordinator | HOD, MBA@IICMR | Director IICMR |

## 8. Certification in Digital Marketing

## Brochure

**Webclincher**

### Digital Marketing Lesson Plan for IICMR MBA 2022-24 Batch

**Digital Marketing Fundamentals**

- Digital Marketing Goals
- Digital Marketing Channels
- Digital Customers Journey
- Digital Marketing Process

**Digital Marketing Research**

- Business Research
- Customer Research
- Product Research
- Competition Research

**Blogging & Content Marketing**

- Blogging Process
- Blogging Platform
- Launching a Blog
- Writing Blog Articles

**Web Designing Principles**

- Website Strategy
- Domain Names
- Web Hosting
- User Experience Designing Principles

**Search Engine Optimization**

- Search Behavior
- How Search Works
- Keyword Research
- Onpage SEO
- Offpage SEO

**Search Marketing (Google Ads)**

- Search Network
- Display Network

**Youtube Marketing**

- Creating Video Content
- Launching & Managing Youtube Channel

## Facebook & Instagram Marketing

- Entities in Facebook & Instagram
- Understanding Newsfeeds & Algorithm
- Content Strategy & Content Creation
- Content Posting, Moderation
- Facebook Insights
- Facebook Ads Overview

## Linkedin Marketing

- Linkedin Profile, Groups & Pages
- Creating & Managing Network
- Content Strategy & Posting
- Branding, Influencing & Lead Generation

## Twitter Marketing

- Twitter Profile
- Reach, Engagement, Influencing

## Email Marketing

- Email Marketing Tool
- Email Marketing Campaign
- Email Marketing Analytics

## Google Analytics

- Creating Google Analytics Ac & Properties
- Audiences
- Acquisitions
- Behavior
- Conversion

## Certification Orientation

- Google Digital Unlocked
- Google Digital Sales
- Google Ads
- Google Analytics

**Notice**

# MBA@IICMR

Date: 02/6/2023

## NOTICE

This is to inform all MBA I year students, that **VAC- Digital Marketing** final assessment will be conducted by Webclincher on 3rd June 2023 between 01 p.m to 06 p.m. The evaluation will be based on the Presentation. Kindly refer the important instructions for the examination which are as follows.

- Attendance is compulsory for all
- All student must be in **Uniform** & ID Card
- Students (groups) must keep the presentation with them.
- Students (groups) will be presenting their assignment as per the doc.
- Each Group will get 10 to 15 minutes.
- Those who are not attending the exam will not get the certificate from Webclincher.

Date : 3rd June 2023
Venue: TI 4
Time: 1:00pm onwards

All The Best for Exam...!

Prepared By
Ms Puja Gavande

VAC-DM Coordinator

Verified by

Dr. Manisha Kulkarni
HOD MBA@IICMR

Approved by

Dr. Abhay Kulkarni
Director, IICMR

REF: MBA@IICMR/VAC -Digital Marketing/June/2023

## 9. Certification in Behaviour and Personality Development Skills

Audyogik Tantra Shikshan Sanstha's
Institute of Industrial and Computer Management and
Research (IICMR)

### MBA@IICMR

Date: 20/6/2023

### REPORT

**1. Title of the Activity:** BPDS: Behavioral Personality Development Skills

**2. Outcomes of Activity:**

BPDS aims to provide a comprehensive overview of the importance of English language development for MBA students.

**3. Description of the Study:**

The guest speaker was Mr. Rizwan Khan .In today's globalized business environment, effective communication in English is crucial for success in various aspects of the business world. The BPDS session explores the challenges faced by MBA students in developing their English language skills, the benefits of proficient English communication, and strategies to enhance language proficiency.

The globalization of business has increased the demand for professionals with strong English language skills. As MBA students prepare to enter the global workforce, proficiency in English becomes a key differentiator in their career success. This section highlights the significance of English language development in the context of an MBA education.

Challenges in English Language Development for MBA Students:
MBA students often face challenges in developing their English language skills due to diverse linguistic backgrounds, socio economic backgrounds, time constraints, and the demanding nature of their academic responsibilities.
Proficient English communication is integral to success in various aspects of the business world. This section outlines the key benefits of strong English language skills for MBA students, including enhanced employability, effective networking, and successful business negotiations.
A robust curriculum was designed which encapsulated all aspects to improve English Communication by using classroom lectures. The following sessions were held
Self Introduction- 4 Hrs
Group Discussion- 6 Hrs

Ref.: IICMR/MBA/BPDS-2022-23

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Pune - 411 044

Mock Interviews- 6 Hrs
Vocabulary enhancement- 4 Hrs
Presentation Skills - 6 Hrs
Email Etiquette - 3 Hrs
CV writing - 4 Hrs
Grooming - 3 Hrs
Case Study- 4 Hrs
Book Review - 4 Hrs
Movie Review - 4 Hrs

## 4. Assessment of Activity Outcomes:

The sessions were well attended and students benefitted tremendously. Most of them overcame the fear of speaking in Public. The mock interviews were useful for the students and many students have gained excellent employment opportunities.

Feedback:

The Feedback was very good. Students learnt about all the skills effectively. Students rated the session on the basis of Relevance of the Topic, the context of Program, Quality of Content, Delivery of Content, Interest Generated by Speaker and the Overall Opinion about the Speaker. The rating from students stood between 3 to 5. Overall, it was a very good and useful session. Students were happy with the delivery and wanted more sessions from the speaker.

Ref.: IICMR/MBA/BPDS-2022-23

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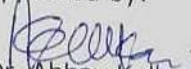
# MBA@IICMR



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Ref.: IICMR/MBA/BPDS-2022-23

# 10. Certification course under "Kona Kona Shiksha Program" by National Institute of Securities Management (NISM)

## Report with Session Plan

Audyogik Tantra Shikshan Sanstha's

**Institute of Industrial and Computer Management and Research(IICMR)**

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Awarded Best Management Institute for Industry Interface by CEGR

## MBA@IICMR

### Value Added Certification

### Report of

### Certificate course from National Institute of Securities Management

### Academic Year 2022-23

### Introduction:

Earning is indispensible task and an inevitable outcome of any graduates program. In due course of time individual earns and manages the own income and expenditure. Having kept this in mind IICMR MBA students should earn more and enrich themselves about incremental gains from securities market. With these purposes in mind, MBA@ IICMR organised the two days NISM certification for each (first and second) year students.

Our envisioned director Dr. Abhay Kulkarni, the academic guidance team granted the direction and content of the program well in advance and so further students were communicated about it.

MBA@ IICMR student got the feast of knowledge and certification in the Merry time of Christmas days. All MBA students will get the certificate from National Institute of Securities Management.

About the program and certification course:

Objectives:

1. Creating awareness of personal finance and awareness of pre-requisites for investing in securities markets.

2. Understanding of precautions and awareness of risk involved while investing in securities
   Markets

3. Capacity building for evaluation of investment opportunities in securities markets.

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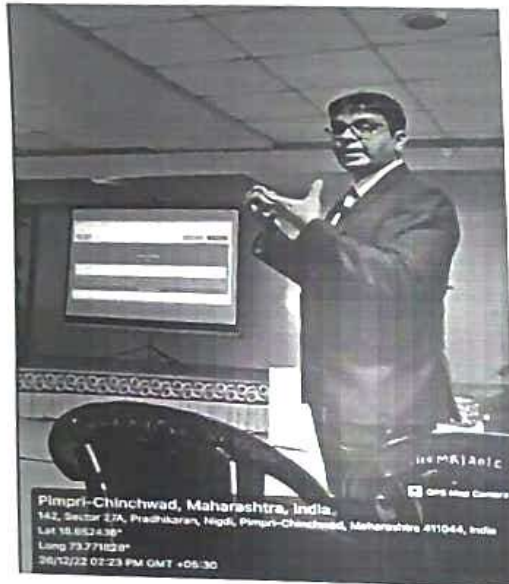
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Image: Faculty Delving with Excel sheet and SEBI's websites showing the relevant content to students

## About the program:

Program is composed of eight comprehensive sessions which were done as follows,

• Session I – Importance of Investment

• Session II – Financial Investment Opportunities

• Session III – Process & Pre- requisites to invest in Securities Markets

• Session IV – Investment in Primary Markets

• Session V – Investing in Secondary Markets

• Session VI – Introduction to Mutual funds and ways to invest in them

• Session VII – Precautions while investing in Securities Markets

• Session VIII – Career in Securities Markets

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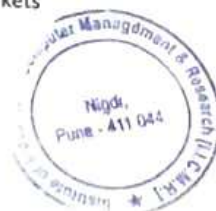
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4. To make the future ready in terms of employment opportunities in financial service industries.

NISM Certification offering institutional tie up MBA@IICMR :

This is educational initiative taken up by SEBI in association with Kotak Securities.

The program is known as Kona Kona Shiksha Program.

Under this program following modules are included with two assessments out of which one will be prior to start the program and one is after the course completion.

This was a 2 days program of 10 hours of instruction from their faculty. The representative faculty was Mr. Rohit Warman. He has completed **CWM** from American Academy of Financial Management and has the degree of **MBA, IT and IB in his name. He is** Credit Research Analyst and Financial Planner of Standard Board. He has got 14+ years of experience as a lead trainer.

He guided on following topics viz. Importance of Investment, Financial Investment Opportunities, Process & Pre- requisites to invest in Securities Markets, Investment in Primary Markets, Investing in Secondary Markets, Introduction to Mutual funds and ways to invest in them, Precautions while investing in Securities Markets, Career in Securities Markets.

The program was successfully completed from 26th of December to 29th of December for both batches respectively.

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Among those, I to IV were done on day 1 of both batches respectively and they were followed by V to VIII.





## Comparison of Returns of BSE SENSEX & Gold

| 10 Year Block | Annualised Returns of BSE SENSEX | Annualised Returns of Gold |
|---|---|---|
| 1980–1990 | 20.82% | 10.70% |
| 1990–2000 | 21.24% | 3.13% |
| 2000–2010 | 12.57% | 13.04% |
| 2010–2019 (8.75 Years) | 9.55% | 10.23% |

Image: example of content shared with students

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Few students commented about the approach of session has got scope for improvement in terms of interactions from student's side.

More than 150 students received the contents well and pledged to utilize it for their fin-safe careers.

## Conclusion:

NISM certification serves the purpose of ensuring and securing the personal finances of the student community. MBA first year students have gained in-depth knowledge of mutual funds and other ongoing securities in the market. The students can opt for career advancement while earning the finances from share markets and securities.

Rohit Warman sir taught students to analyse the financial securities and make them risk free before the decision of investment.

| Prepared by | Checked by | Verified by | Approved by |
|---|---|---|---|
| Swapnisha Khambayat | Dr. Dipti Sharma | Dr. (Adv) Manisha Kulkarni | Dr. Abhay Kulkarni |
| HRCPC – Coordinator | VAC coordinator | HOD, MBA@IICMR | Director IICMR |