

# HR



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## Module 1

### A. Recruitment/ Manpower Supply

Understanding the Manpower requirement of company

Recruitment Requisition form based on the different departments needs

Recruitment producer according to the different industries- IT, Non It, Manufacturing  
Pharmaceutical, Banking, Telecom, Insurance, Bpo, Kpo etc

1. Head Hunting
2. Talent Acquisition
3. Recruitment Methodologies

Understanding the job Description and Simplifying it to a level that can be implemented in sourcing

### B. Conventional methods of sourcing through different job portal

1. Naukri
2. Monster
3. Timesjob
4. Shine
5. Indeed
6. Olx etc

### C. Different techniques to use these job portals for

1. Sourcing
2. Shortlisting
3. Mass Mailing
4. Bulk SMS
5. Boolean search
6. Lateral Hiring
7. Internal Hiring
8. Generate References
9. Jobs posting
10. Internal Data Sharing



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## D. Prochure of Recruitment according MNC's

### Interviews

1. Screening
2. Telephonic Interview
3. Follow Up
4. Face to Face round
5. Salary Negotiation
6. Final Closure

## Module 2

### CORE HR RESPONSIBILITIES

#### A. Handling Documentation Round

1. Previous organisation's offer Letter/ Confirmation Letter/ Experience Letter
2. Last three months of salary slips/ Bank Account Statement
3. PAN Card and other photo ID proof attesting
4. Current Address verification

#### B. Background Verification

1. Oral verification
2. Written verification through mail
3. Physical verification

#### C. Maintaining Records

1. Induction
2. Query Solving
3. Bank opening formalities
4. Company ID Card details
5. Briefing about client companies
6. General safety policies
7. Female safety policies
8. Legal Compliances
9. Benefits and perks
10. Growth opportunities
11. Company policies
12. Query resolution



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**D. Post Joining Procedures**

1. Training & development programs
2. Follow up for record maintenance

**E. Employment Documentation**

1. Offer Letter
2. Confirmation Letter
3. Incentive Plan
4. Extended Probation Period
5. Warning letter
6. Final warning letter
7. Increment Letter
8. Promotion Letter
9. Resignation letter Acknowledgement Letter
10. Relieving letter
11. Experience letter
12. Duties Clearance Letter

**F. Preparing Reports**

1. MIS Report
2. Performance Evaluation Report
3. Upgrading Training Programs
4. Optimum Utilization of Resources

**G. Handling Exit Formalities**

1. Updating EX Employee's Data of Resignation , Leaving Data
2. Reason for Resigning
3. Exit form Policy
4. Calculation of Leaves, Salary Settlement, Notice Period, Gratuity, PF, Settlement of loans & other payments of Bonus, Incentives etc
5. Relieving & Experience certificate as per company laws
6. Retain/ Negotiation Policy

**H. Training & Development Programs**

1. Quality Evaluation program
2. Improvement/ Upgradation Program
3. Talent Acquisition Program
4. Individual Goal Setting
5. Preparing KRA & KPA



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## I. Rentention/ Termination Management

1. Calculation of Attrition
2. Reasons of Attrition & Mesures to control it
3. Employee Relationship Programs

## Module 3

## PAYROLL MANAGEMENT

### A. Preparing Reports

1. Attendance report
2. Leave data calculation
3. Salary components- Basic, HRA, PF, PT, Transport allowance, Special Allowance, CTC Inhand Salary, Gross Salary, net Salary, Deductions etc
4. Salary Slips preparation
5. Run pauroll through cheque, cash, Bank

### B. Data Calculation

1. Employees on Contract Basis
2. Permanent employees
3. Calculation as per Labour Standard act
4. Third party Payroll calculation
5. Managing Payroll taxes
- 6.TDS deduction

### C. Reimbursement/ Encash Policy

1. Differentiate between components that fall under the category of Reimbursable or Non Reimbursable expenses
2. Reimbursement Eligibility & Entitlement policy
3. Leave Encashment policy
4. Step by step understanding of reimbursing procedure



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**D. Other calculation of Compliances**

1. Provident Fund Calculation
2. Professional Tax Calculation as per the state rules & regulations
3. Employee state insurance corporation scheme
4. Maharashtra Labour Welfare Fund
5. Gratuity- Act
6. Bonus act 1965
7. Income Tax Calculation
8. TDS- Form 16, investment declarations, exemptions, returns etc

**E. Training Benefits**

1. Purely practical based teaching
2. Live working on Software
3. Live working on Job portals
4. Live Interview sessions
5. Internship Opportunities
6. Current market Trends into HR profession
7. Weekday & weekend batches available
8. Opportunity to see and learn from Actual in house Drive
9. Learn Drive Coordination
10. Mock Interviews
11. Overall Grooming
12. Certification Provided



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