



**UNIVERSITY OF MYSORE**  
**Department of Studies in Social Work**  
 Manasagangotri, Mysore



In Collaboration with: **HR Zone, Mysore**

Is Organising:

**“One Week Hands on experience based intellectual HR Practical Workshop on Indian Payroll System, Labour Laws & Statutory Compliance along with advanced MS Office”**

From 02-05-2023 to 07-05-2023 Place: Seminar Hall, Department of Studies in Social Work, Manasagangotri, Mysore.

Training Plan for “HR Practical Workshop”			
	Session - I	Session – II-	Training Outcome
	Morning Session	Afternoon Session	
Day 1	<b>Introduction to HR career, Recruitment Process.</b>	<b>Mock Interview &amp; Group Discussion.</b>	With the proper suggestions and guidance given to the students in workshop they will be ready to face any kind of core job interviews confidently.
	Introduction to HR Designations and Job Rolls, Introduction to Recruitment process and Resume Preparation	Mock Interview and Group discussion for individual student	
Day 2	<b>CTC Break Up, Bonus, Gratuity and OT Calculation</b>	<b>Job Portals</b>	Students will learn to design CTC and other calculation with forms and formats used to handle compliance. Also they will learn to use the job portals for recruitment.
	Introduction to CTC and its break up with salary components. Calculation of Bonus, Gratuity & OT including the forms submitted to labour office.	Introduction to Job Portals & giving access for students as Employer. Portal activity includes Employer Registration, Posting Job and Downloading Resumes of Shortlisted Candidates.	
Day 3	<b>Introduction to PF, ESI and Salary Register</b>	<b>Attendance and Salary Register Preparation with Advance Excel Formulas.</b>	Students will learn about basic benefits of PF,ESI and will be ready to do the salary process of employees. also they will learn basics of MS-Excel with required formulas.
	PF Benefits with Account bifurcation. ESI Benefits and introduction to accident claims. Introduction to Muster Roll, Attendance Register and Salary Register calculation.	Practical Session on Salary Process with Advance Excel Formulas like V-LOOKUP, H-LOOKUP, Mail merge etc.	
Day 4	<b>PF Wage Sheet Calculation</b>	<b>IT Calculations for Employees and Compliance Handling.</b>	Students will get to know how to generate PF ECR by preparing PF wage sheet also they will learn the calculation of IT and the forms used for the same.
	Calculating PF Wage Sheet and Preparing PF Upload Sheet in Excel.	Calculating IT for Employees with forms and formats used.	
Day 5	<b>Introduction to Statutory Compliance and Contract Labor Act.</b>	<b>PF, ESI and PT Challan generation in their respective portals.</b>	Students will learn the basics laws involved in Industrial Relations and their practical applicability.
	Introduction to statutory compliance related to PF,ESI & IT, Introduction to Contract Labour Act.	PF, ESI and PT Challan generation in their respective portals.	
Day 6	<b>Introduction to Govt Bodies, Domestic Enquiry, EHS Audit.</b>	<b>Training and Development, Time office Functions, Full and Final Settlement.</b>	Students will learn about the interactions of a HR with different Govt Bodies like Labour Office, Pollution Control Board, etc. Also they will get to know about Time office activities in a company.
	Interactions of HR with Govt Bodies, Process of Domestic Enquires, EHS-EOHS Audit.	Introduction to Training and Development, Time Office Activities and Calculations involved in Full & Final Settlement.	

**Special Notes:**

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UNIVERSITY OF MYSORE



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ಸಮಾಜಕಾರ್ಯ ಅಧ್ಯಯನ ವಿಭಾಗ  
ಮಾನಸಗಂಗೋತ್ರಿ, ಮೈಸೂರು

(re-accredited by NAAC at "A" Grade)

(NIRF ranking 2022 : Ranked 33<sup>rd</sup> in University Category and 54<sup>th</sup> in Overall Category)

ಪಿಜೆಎಸ್‌ಡಬ್ಲ್ಯು/ 7 /2022-23

ದಿನಾಂಕ : 12-04-2023

ಗೆ,

ನಿರ್ದೇಶಕರು/ವಿಭಾಗದ ಮುಖ್ಯಸ್ಥರು  
ಮೈಸೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಸ್ನಾತಕೋತ್ತರ ಕೇಂದ್ರಗಳು/  
ಅಧೀನ ಕಾಲೇಜುಗಳು/ಸಂಯೋಜಿತ ಕಾಲೇಜುಗಳು

ಮಾನ್ಯರೇ,

ವಿಷಯ : ನಾಲ್ಕನೇ ಚಾತುರ್ಮಾಸದ ಎಂಎಸ್‌ಡಬ್ಲ್ಯು ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ HR ಕೌಶಲ್ಯ  
ಕುರಿತು ಒಂದು ವಾರದ ಕಾರ್ಯಾಗಾರ

ಮೇಲ್ಕಂಡ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ಸಮಾಜಕಾರ್ಯ ಅಧ್ಯಯನ ವಿಭಾಗ ಮತ್ತು ಹೆಚ್‌ಆರ್ ಜೋನ್, ಮೈಸೂರು ಇವರ ಸಹಯೋಗದೊಂದಿಗೆ ದಿನಾಂಕ 02-05-2023 ರಿಂದ 07-05-2023 ರವರೆಗೆ "One Week Hands on experience based intellectual HR Practice" ಎಂಬ ವಿಷಯ ಕುರಿತು ಒಂದು ವಾರದ ಕಾರ್ಯಾಗಾರವನ್ನು ನಾಲ್ಕನೇ ಚಾತುರ್ಮಾಸದ ಪ್ರಶಿಕ್ಷಣಾಧಿಗಳಿಗಾಗಿ ಹಮ್ಮಿಕೊಳ್ಳಲಾಗಿದೆ. HR ಕ್ಷೇತ್ರದಲ್ಲಿ ಆಸಕ್ತಿಯುಳ್ಳ ಪ್ರಶಿಕ್ಷಣಾಧಿಗಳು ದಿನಾಂಕ 19-05-2023 ರ ಒಳಗೆ ತಮ್ಮ ಹೆಸರನ್ನು ನೋಂದಾಯಿಸಿಕೊಳ್ಳಲು ಈ ಮೂಲಕ ಕೋರಲಾಗಿದೆ. ಈ ಪತ್ರದೊಂದಿಗೆ ಕಾರ್ಯಕ್ರಮದ ವಿವರವನ್ನು ಲಗತ್ತಿಸಲಾಗಿದೆ.

ವಂದನೆಗಳೊಂದಿಗೆ

ತಮ್ಮ ವಿಶ್ವಾಸಿ

ಅಧ್ಯಕ್ಷರು

ಸಮಾಜಕಾರ್ಯ ಅಧ್ಯಯನ ವಿಭಾಗ  
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