

To,
Ashoka Business School
Nashik

**Proposal for
“Certificate Programs”
For MBA students**



Manvesh Services
23rd Nov 22



COORDINATOR
Internal Quality Assurance Cell
Ashoka Business School, Nashik





Manvesh Services

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Certificate Program

BACKGROUND:

"At the end of the day you bet on people, not strategies"

Lorry Bossidy, Founder COO, General Electric

Co-author for "Execution"

"Knowledge is process of piling up, wisdom lies in their simplification"

Martin Luther King

The world is changing fast. To keep self-updated with changing phases is challenging for every student. For Management student understanding the study, theories and management principles is not enough. They need to challenge themselves to make sure that they can apply them as 'Competency'.

On one side the faculties are taking efforts to make sure the students should understand the teaching while on the other side student want the crisp and particular things which they can use in their job. They are eager to learn for earning better. The topics in the syllabus are defined in such a way that the student should understand the structure of the management work. However the fundamentals which are tough in the management school expected to be applied in day today work as managerial position.

The master degree students need opportunity to apply these theories. The surveys from NCERT, AICTE and most of the educational stalwart claims that the syllabus is not enough as it is not developing the expected employability of the students. Management students till have better employability than other fields. However there is lot of areas to improve.

As correctly demonstrated by Lozlo Bock, CHRO from Google – 'Select the candidate for attitude.' They give the opportunity to the selected candidate to choose the project he is interested to work with. This gives them responsibility and every time they need to excel to achieve the best results. However, every candidate may not get opportunity to work with company like google. So they need to prepare themselves for challenges which may come up in the job.

In my work while working in HR where I could get the opportunity to conduct interview from apprentice to CEO of the company, we could notice the candidates are missing very common and basic skills. Just acquiring the information can make them information rich, however until the information is used in specific way it will not be converted into knowledge. Even at higher level recruiting organization expect a sensible decision form which can help organization to grow- This is outcome of wisdom.

Wisdom is always termed as white feather in the crown. The wisdom comes only after experience, mistakes and learning lessons from it.

On this background the major question is,

'How to prepare children for this new world expectations?'



100
100

100

100

100
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Current situation and challenges

Considering current situation students along with curriculum the students need go for other courses to enhance their skills. They need to update themselves for the requirement of the industries. The challenges which can grouped as bellow

- 1 out of 4 management student is employable, India Today survey Jul 22
- Management education needs to continuously evolve to ensure learners obtain the skills that are required by an ever-changing and demanding industry –prof Indarpal Singh, Skill Development, Universal Business School, Mumbai
- HE graduates are not sufficiently equipped with the relevant skills to be entrepreneurial, they experience difficulties in contributing to society in a meaningful way. - Tomlinson (2008) and Pitan (2017) in SAGE Journal
- Design of programs and activities that will enhance the development of the relevant knowledge and skills is necessary
- Closing the global skills gap could add US\$11.5 trillion to the global GDP by 2028 as stated in telegraph India
- 77% of industry leaders believe that the fresh management student will leave the job within a year.

Even when we do the survey there were observations from industries like

- Students lack basics of the subject, related skill and knowledge
- They could not cope with team dynamics
- They could not sustain the work load
- They lack application of theories they have learned
- They lack creativity

On the other had when students were asked about their expectation, they reveals

- Need good work environment
- Enjoy the job with least pressure
- Less work hours
- Simplified work

The challenges are many and so are the solutions. Management schools need to know / research own challenges and find solutions which can be applied to get the results.







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Proposed Solutions:

Being in HR we may not be able to cater the solution to all challenges, we have decided to come up with solutions for the challenges management students are facing in HR. With our own experience in industries and based on evaluation during the interview we could sense students from HR expected to know things which we categorize into four areas. These are four certificate courses we run at our institute. More than 100 students are benefited till date in last 2 years. We are pleased to tell that all of them were placed based on the knowledge after completing the course.

The four areas are

- *Salary and payroll Management*
- *Recruitment Management*
- *Learning and Development Management*
- *Talent Management*

We propose complete salary management Course which will include details as below

Salary and Payroll (14 Hours)

- How to calculate salary? What are the components of salary structure? How they are linked with different laws?
- How to put the record on place? What are statutory returns? How to do it? Actual hands on for statutory return filing
- What to do to avoid mistakes?
- What are common policies and how they are followed at work?

Apart from that we will have session which will cover real life cases demonstrating the application of theories learned in the following areas

Recruitment management (04 Hours, 2 sessions) may extend hence request for evening time
Detail case study of a Company expanding its plant at different location need to recruit whole team. Your team of all HR students recruited for this job. Prepare execution plan with all formats, documents, interview evaluation, offer, appointment, induction, confirmation assessment.

Learning and Development management (04 Hours, 2 Sessions)

Nashik based BPO recruited a team of 50 people in the organization. The interview evaluation summary attached herewith. Organisation wants to do complete training need identification, organize training, do evaluation of training and prepare report for the same. A team of MBA-HR is hired for doing this activity. Organisation details are attached along with job description & expectation from this team.







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It is also found that the last batch recruited, there are concerns raised from customers about their way of talking and handling critical situation. Prepare module to assure result oriented training.

Talent Management (04 Hours)

An organization involved in manufacturing of plastic molding parts for electrical vehicle decided to identify critical talent in the company based on the performance evaluation and organization function. Company wants to set up different development criteria than traditional training for their best performers, average performers and bottom line performers. A team of MBA-HR hired to do this job. The company details are given herewith. Identify the critical talents, based on performance evaluation data identify the low performer, average performer and best performers. Define the talent development plan for the same.

Career Aspiration™ Session (02 Hours)

Job Readiness™ Session (02 Hours)

Total Session Hours (30Hours)

Annexure 1 Attached

Execution Strategy

- The Salary Management course will be completed within 7 sessions, 2hrs. each. We propose them to be continuous. After completion of syllabus there will be doubt clearing session for 2Hours. Student should ask specific questions. This session will not be charged.
- Each course contain exercises which students must complete to get the Certificate
- Only after the student complete the course we propose them to various companies for recruitment.
- Until they get recruitment they can work with us on minimum stipend if they are ready to work as per our job description.

Faculties & Experts:

- **Mangesh Bhanage**- B.E.(Mech), MBA-HRM, PGDCC
- Proprietor, Consultant, Corporate Trainer, Internationally certified strategy consultant, Certified BBSC Consultant, Certified Career Counselor with 20+ Yrs exp.
He will visit the organisation once in a week. In between he will be in contact on call for notes, observations to help in implementing the interventions.







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Financials:

MANVESH SERVICES will charge on per student per course basis. The charges per student per course will be Rs. 3,500/-

- Taxes if any will be extra
- Travel outside not included
- The payment should be done in advance against Performa invoice

Professional Ethics:

- Once the proposal is approved, both parties will stick to the commitment.
- The notes provided is material of Manvesh Services and should not be photocopied without our permission
- The placement of the students is based on various parameters. We can assure the knowledge in the subject matter and it is based on student's efforts only. About attitude the recruitment authority is sole judge.
- We will not issue the certificate if the student don't complete the assignments.
- The time for the session will be either Saturday or after-working hours
- All student should have laptop with them during the session

Note:

- We request you to make the students available on time. We will start session on time.
- Students should be encouraged for learning if possible by giving certain benefits/rewards for successful completion of this intervention. We request separate fund location for these things.
- MANVESH SERVICES hereby assures you that the data provided to us will be treated as confidential.
- The formats shared by MANVESH SERVICES are custom make to order and may not match with other company formats.





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Annexure 1

Sr.no.	Topic	Hrs
1	Basics of Salary	0.5
2	Functions of Time Office	1
3	Basic Salary Parameters	0.5
4	What is CTC?	0.5
5	Legal Side of Salary /Laws applicable & what they say?	1
6	Fixation of salary for the employee	0.5
7	Calculating payable days for the salary	1
8	Calculating Bonus	1
9	Calculating LTA, Festival Allowance, Medical Allowance annual benefits	0.5
10	Preparing full and final for employee	1
11	Salary Checklist	0.5
12	Processing Salary	0.5
13	Preparing PF, ESIC, PT, MLWF etc. reports	1
14	Online submissions	1
15	Salary related returns	0.5
16	Salary records	0.5
17	MIS for Management	1
18	Other Statutory returns	0.5
19	Resolving salary-related grievances	0.5
20	Extended support from HR	0.5
21	Recruitment Session 1	2
22	Recruitment Session 2	2
23	Talent Management Session 1	2
24	Talent Management Session 2	2
25	Learning and Development Management Session 1	2
26	Learning and Development Management Session 2	2
27	Career Aspiration™	2
28	Job Readiness Session	2
	Total Hours	30



