

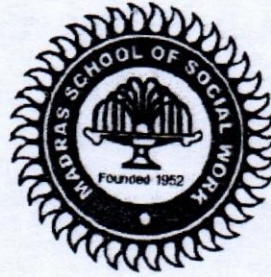
# MADRAS SCHOOL OF SOCIAL WORK



VALUE ADDED  
CERTIFICATE COURSE  
COURSE  
ON  
HUMAN RESOURCE INFORMATION  
SYSTEMS AND ANALYTICS  
2018

ORGANISED BY  
P.G. DEPARTMENT OF SOCIAL WORK  
(AIDED)





MADRAS SCHOOL OF SOCIAL WORK  
(AUTONOMOUS)

CERTIFICATE COURSE  
ON

**HUMAN RESOURCE  
INFORMATION SYSTEMS  
AND ANALYTICS**

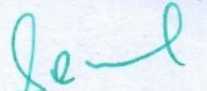
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SUPPORTED BY



COORDINATING FACULTY

Dr. P. SIVAPRAGASAM  
ASSISTANT PROFESSOR  
DEPARTMENT OF SOCIAL WORK (AIDED)

  
Dr. S. RAJA SAMUEL, M.A., Ph.D.,  
Principal  
Madras School of Social Work (Autonomous)  
No. 32, Casa Major Road,  
Egmore, Chennai - 600 008.



## MADRAS SCHOOL OF SOCIAL WORK

### CERTIFICATE COURSE DETAILS

1. Name of the Course: Human Resource Information Systems And Analytics

2. Department Offering the Course: MSW (Aided)

3. Brief Description of the Course:

This course introduces the design, selection, implementation, enhancement and operation of HRIS, a complete computer-based tool that allows the efficient entry and updating of employee-related information. This course also surveys the effective use and application of internet/intranet technologies for HR functions.

4. Resource Team: Mr. Prasanna, Senior Manager - MAFOI Consultants

5. Schedule of classes:

Date (Day)	Time	
	From	To
8 <sup>th</sup> December	8 AM	2 PM
14 <sup>th</sup> December	8 AM	2 PM
15 <sup>th</sup> of December	8 AM	2 PM
5 <sup>th</sup> of January	8 AM	4 PM
25 <sup>th</sup> of January	9: 30 AM	11:15 PM

6. Venue: Lecture Halls, MSSW

7. Name of the Course Coordinator: P. Sivapragasam, Assistant Professor, PG Dept. of Social Work (Aided), Madras School of Social Work. Contact: 9884348588. Email: sivapragasam.p@mssw.in



# Certificate programme in Human Resource Information System and Analytics

## About the Course

This course introduces the design, selection, implementation, enhancement and operation of human-resource information systems (HRIS), a computer-based tool that allows the efficient entry and updating of employee-related information. The focus is on the design and use of HRIS to facilitate the objectives of HR functions and of the organization. Students participate in a "hands-on" experience with the design of prototype simulations and database programming systems used to solve common HR problems and efficiently manage employee information. A detailed outlay of the course is given below.

## About the Course

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Content	Hrs
<b>Day One:</b> Introduction to HRM and HRIS :Evolution of HRIS, Interface between Technology and HR, HRIS life cycle, HRs role, IT role, Challenges, Platform choice, etc	2
HRIS planning:Determine HRIS need, HR Goals & Objectives, System requirement, Documenting existing system, HR Technology, Planning and Implementation, creating HR policies	
Compliance: Basic Labour laws (EPF, ESI, Payment of Wages Act, Bonus act, Gratuity Act, etc.)	4
<b>Day Two:</b> Practical Session – Lab sessions	3
Practical Session – Lab sessions	3
<b>Day Three:</b> Practical Session – Lab sessions	3
Practical Session – Lab sessions	3
<b>Day Four:</b> Measuring HR results, Introduction to HR analytics, Analytics in Recruitment, Performance Management, L &D, Compensation etc	6
<b>Day Five:</b> Evaluation & Certification	4



## **Scheduling Details**

**Duration:** 8<sup>th</sup> of December 2018– 25<sup>th</sup> of January 2019 (All Saturdays)

**Time:** 8 AM – 2 PM

**Venue:** Lecture Halls, MSSW Campus

**Resource Team:** Prasanna, Dinesh from Grey Tip

### **For Further Details:**

**Mr. P. Sivapragasam, (Course Coordinator),**

**Assistant Professor, PG Dept. of Social Work (Aided)**

**Contact:** 9884348588 **Mail:** sivapragasam.p@mssw.in



## **Faculty**

**Name: Mr. Prasanna**

Has over 12 years of experience in media, HR and CSR. Has been instrumental in designing programs and projects for many NGOs and corporate. He teaches on NGO Management, CSR and HR. He is a certified Compensation Professional

### **Educational Qualification:**

Bcom, MBA From School of Management, Pondicherry University

### **Industry Experience:**

2000-2001: Subeditor The New Indian Express

2004- Till Ma Foi Group Sr Manager HR, head of The Ma Foi Foundation, CIOSA, network of NGOs

### **Teaching Experience:**

- a. Training college students on Employability Skills over 10 years.
- b. NGO Management
- c. HR for NGOs

## **Practical Session by Grey Tip**

GreyTHR is a third party HRIS software offered in cloud. The students were given practical session on this software for one day. GreyTHR is suitable for companies with 5 + is a fully integrated cloud based HR and Payroll Software.

Mr Dinesh Sr Manager Product took demonstration, and the students were given practical sessions for two days.

GreyTHR comes with a set of fully integrated modules that allow HR and finance teams to work together seamlessly.

Along with the practical session with the software and students were given free login for 30 days to practice.



## HRIS and Analytics – Participants Overview

The PG Department of Social Work aided organized the HRIS and Analytics certificate course that was held for 5 days as part of the academic requirement. The students of II MSW with HR specialization registered and attended the course.

On the first day Mr. Prasanna the facilitator for the certificate course took the session on Policy making in an organization. The students were given an activity to frame Policy for a company of our choice and also the type of Policy that the group decides to frame. Some of the Policies were Welfare Policy, Housing Policy, Education Policy and so on. Mr. Prasanna then shared his feedback on each one's Policy Framing activity where we went wrong that gave more insights about the importance of Policy Framing.

Further, he presented the important sections of Income Tax (IT) Act, 1961 but students understood that apart from the learning it is a citizen's right and duty to know in and out of the Act completely. The students came to know that the IT Act is reflected in the pay slip and plays the major role in generating the pay slip component.

Also, some compensation related Law was discussed like the Minimum Wages Act, Payment of Wages, Employee Compensation Act, Employees Provident fund and Miscellaneous Act. Overall the session focused on the information system, valid with data and the briefing of HRIS. The students learnt about the concept of HRIS through this session.

The second and third class was more of practical that gave exposure into using s software called greyt HR facilitated by Mr. Dinesh an employee at greytHR. The students had hand on experience into using the software by creating an employee id, generated leave slip, Bonus paid via software, created a Payroll with the help of the process taught across the class by Mr. Dinesh. Also, the Tax deduction was made so simple using the software. The students had great experience using the software and learnt a lot practically as the software has simple instruction which was easy to follow.

The last class the students were given a case to create a HR Dashboard that needed logical reasoning and financial accounting to some extent. It helped in creating simple dashboard and knowing the concept in which data is very important to carry out the task.

In conclusion, the students learnt the concept of HRIS and Analytics with practical knowledge through hands on experience using the software. And most importantly the spirit of the course was to have valid data and information system that is more reliable to use it for analyzing and creating the expected outcome.



## FEED BACK

<p>What was best in this course?</p> <p>The practical session on HRIS was relatable and helpful.</p>	<p>What was best in this course?</p> <p>The practical session was very interesting and it was easy to understand.</p>
<p>What could have been better? (If any)</p> <p>It could be nice if the basics are taught first and then followed by the case study. It could have gave us a greater understanding.</p>	<p>What could have been better? (If any)</p>

<p>What was best in this course?</p> <p>Practical hands on activities related to software for pay roll made our learning very much easy. Gained more knowledge on pay roll</p>	<p>What was best in this course?</p> <p>The Practical session and it's trainer skill in handling the crowd</p>
<p>What could have been better? (If any)</p> <p>Lectures could have been more interactive.</p>	<p>What could have been better? (If any)</p> <p>The class room session could have been more interesting. The trainer's voice was not audible and was not clear/understandable. Also, the Practical session was more specific to one particular tool which could have included knowledge on various tools.</p>

<p>What was best in this course?</p> <p>The best part of the course was the practical exposure with HRIS.</p>	<p>What was best in this course?</p> <p>The practical training session conducted by Mr. Dinesh.</p>
<p>What could have been better? (If any)</p> <p>The classroom sessions had lot of information, but that could have been taken in an interesting way.</p>	<p>What could have been better? (If any)</p> <p>Could have had better conceptual explanation on the theory class.</p>

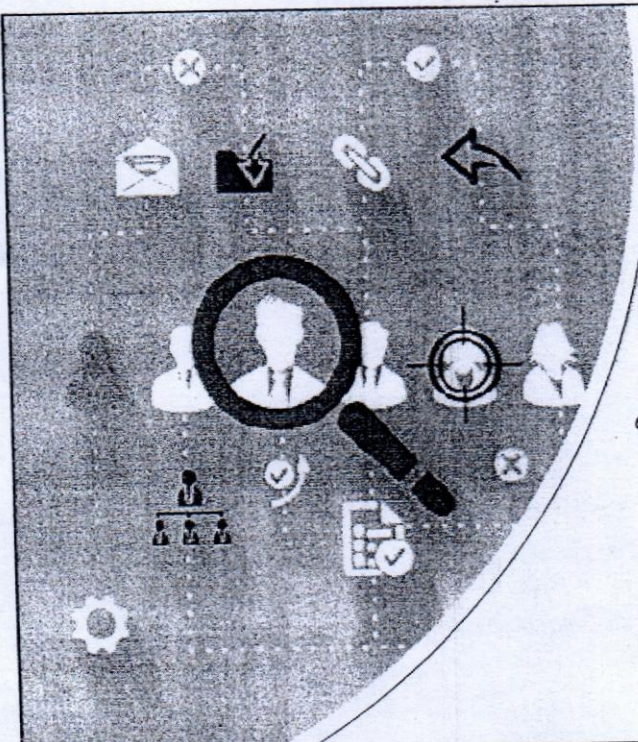


<p>What was best in this course?</p> <p>Practical session on Greythr</p>	<p>What was best in this course?</p> <p>GreyTHR by dinesh</p>
<p>What could have been better? (If any)</p> <p>Session could have been continuous</p>	<p>What could have been better? (If any)</p> <p>The method of teaching can be little different</p>

<p>What was best in this course?</p> <p>Understanding data and how to logically use mind to interpret it.</p>	<p>What was best in this course?</p> <p>Practical class on GreyTHR software was the best</p>
<p>What could have been better? (If any)</p> <p>Classes could be more loud and should have made more interesting</p>	<p>What could have been better? (If any)</p> <p>Theoretical classes didn't create the experience Ted impact.</p>

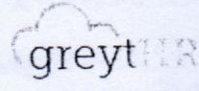
<p>What was best in this course?</p> <p>Greyt HR software session was the best part of the course. Activities given and insights developed through analysing sessions were very useful.</p>	<p>What was best in this course?</p> <p>Software - Learning by practicing</p>
<p>What could have been better? (If any)</p> <p>More practical exposure would have been given.</p>	<p>What could have been better? (If any)</p> <p>Handouts or reference materials would have been given for better clarity and for self directed learning</p>





# greytHRIS

*"A product specially designed for the organizations to effectively combine the human side of HR with a reliable and efficient organization system"*



## greytHR Modules



### Core HR

- Capture all employee data
- Manage employee database
- Collect & update KYE information
- Use readymade HR MIS reports
- Generate letters to employees
- Manage employee communication



### Payroll

- Complete payroll processing
- Configurable salary structure
- Automated payroll inputs & payslip
- 100% statutory compliant
- Comprehensive post payroll process



### Leave

- Customize & configure leave policies
- Create region based holiday list
- Minimal leave related tasks & queries
- Leave year end processing



### Attendance

- Attendance captured from various sources
- Geo mark & Geo tracking attendance marking
- Extensive shift management
- Highly configurable attendance policy
- View & regularise attendance



### ESS Portal & Mobile

- View official documentation & letters
- View & update tax information
- View payroll information
- Manage leave transactions
- Use as help desk
- Mobile app for Employee & Manager



### Tasks & Checklists

- Pre built checklist for HR & Payroll
- Assign tasks to respective team members
- Track progress
- Collaborate with team to complete checklist





**MADRAS SCHOOL OF SOCIAL WORK**  
**P.G. DEPARTMENT OF SOCIAL WORK (A)**

**VALUE ADDED COURSE ON**  
***HUMAN RESOURCE INFORMATION SYSTEM & ANALYTICS***  
**2018**

*DETAILS OF STUDENTS ATTENDANCE*

The following students were completed the value added course successfully

Sl. No	Student Name	8th Dec	14th Dec	15th Dec	5th Jan	25th Jan
1	ARVIND NESHANTH R	P	P	P	P	P
2	BRINDA K	P	P	P	P	P
3	DEEPIKA C	P	P	P	P	P
4	EVIN RAJI JOHN	P	P	P	P	P
5	GEETHANJALI J J	P	P	P	P	P
6	GRACE HEPHZIBAH D	P	P	P	P	P
7	HARITHAA S	P	P	P	P	P
8	HEMALATHA D	P	P	P	P	P
9	HEMENTH PRAANAV K	P	P	P	P	P
10	ISHWARYA S	P	P	P	P	P
11	LAYA CELIN JOSE	P	P	P	P	P
12	PETER NEWLA N	P	P	P	P	P
13	POOJA SENJI R	P	P	P	P	P
14	PRIYA DHARSHINI V	P	P	P	P	P
15	RACHEL NAOMI PRINCE	P	P	P	P	P
16	RAJALAKSHMI C	P	P	P	P	P
17	RAJESH KUMAR B R	P	P	P	P	P
18	RAMYA E	P	P	P	P	P
19	RAVEENA R	P	P	P	P	P
20	SAI KANISHKAA G	P	P	P	P	P
21	SAMEENA	P	P	P	P	P
22	SARIKA R K	P	P	P	P	P
23	SIDDARTH M	P	P	P	P	P
24	SNEHA CHANDRAN	P	P	P	P	P
25	SUSHMITHAA G	P	P	P	P	P
26	SWATHIKKA R	P	P	P	P	P
27	VARALAKSHMI R	P	P	P	P	P
28	APARNA G	P	P	P	P	P
29	ARIF Y	P	P	P	P	P
30	CATHRINE M C	P	P	P	P	P





## Participation Certificate for Value Added Course

This is to certify that

**Mr. ARVIND NISHANTH .R**

Has successfully completed the certificate course on “ HUMAN RESOURCE INFORMATION SYSTEMS AND ANALYTICS “conducted by the P.G. Department of Social Work (Aided), Madras School of Social work during 2018.

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Dr. P.SIVAPRGASAM  
Asst. Professor, Course co-ordinator

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Dr. S. Raja Samuel  
Principal  
Madras School of Social Work