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THE NATIONAL ACADEMY OF INDIAN PAYROLL

POST GRADUATE DIPLOMA IN PAYROLL & PAYROLL COMPLIANCE MANAGEMENT

The NAIP Post Graduate qualification has been designed to equip you to take a strategic role in the development of your company or organisation. This national and internationally accredited qualification will allow you to learn, then impart the key skills and knowledge attained from this qualification within your workplace to foster a high level of efficiency and compliance, whilst developing your personal potential.

4500 INR

INTRODUCTORY OFFER

for the Foundation Certificate in Payroll
Administration & Compliance

Fee includes:

Registration | All Study Material
Examination | Certification

ENROL NOW for the Foundation
Certificate in Payroll Administration
& Compliance

*Placement support will
be provided to successful
students

TO REGISTER CONTACT:

Prof. Bhushan Raigoankar
Department of Management
Studies
SKNCOE

Contact no
9552039309

www.NAIP.IN



THE NATIONAL ACADEMY OF INDIAN PAYROLL (NAIP)

INTRODUCTION

“A Must Have” for all Management & HR Post Graduate Students aspiring to become successful and competent Senior Managers & HR Executives.

Central to the success of a Senior HR Executive and Manager is the effective running and understanding of Labour Laws, Employee Compensation, Benefits and Rewards as well as the compliance payments to the Government Authorities.

If the employees Compensation, Rewards and Benefits are not professionally managed and understood or effective Government compliance is not achieved the organisation's bottom line be seriously affected. The responsibility for these business critical issues will fall onto the shoulders of the senior HR, Management Executives.

The knowledge and understanding of HR or Management functions and principles even at a Post Graduate level is not sufficient to manage Employee Compensation, Benefits & Rewards and Compliance Payments.

The provision of the employees' compensation, salaries and benefits and associated compliance is the single biggest expense to any organization or business, it is at the heart of the operation and one cannot afford any mistakes in this area.

All the significant economies of the Globe including the UK, USA, Canada and Australia have over the last two decades grasped this important proposition and have all introduced key Professional bodies to provide detailed Professional Qualifications for the benefit of the HR Management Practitioners and Executives.

This business critical professional body for the HR and Management Executives has now successfully evolved in India through The National Academy of India Payroll (NAIP). The pioneering programme developed by NAIP is supported by key strategists in the Government and Compliance Agencies as well as leading practitioners from HR, Accountancy and Legal profession as part of developing a skilled and compliant workforce

The National Academy of Indian Payroll launched in India in January 2010 in association with its strategic partner the Governing body of Payroll in the UK, The Queen's **Chartered Institute of Payroll Professionals (CIPP)**, is considered a significant milestone in the acceleration of India as a provider of Professional Services.

NAIP has successfully delivered 8 International Conferences across India and developed strong ties with employers both at home and internationally.

NAIP has engaged with practising HR and Management Executives through the NAIP Post Graduate Diploma, NAIP Membership, Professional Updating Courses and Conferences.

The NAIP infrastructure is supported by leading employers, practitioners, members of key National and State Organisations from both Government Agencies and Employer Forums.

PAYROLL & LABOUR LAW COMPLIANCE KNOWLEDGE AND UNDERSTANDING IS A SIGNIFICANT VALUE ADDITION FOR ALL MANAGEMENT AND HR POST GRADUATE STUDENTS



Sinhgad Institutes

THE SINHGAD INSTITUTES AND NAIP COLLABORATION

The collaboration between the Sinhgad Institutes and NAIP is a very important milestone for the provision of HR and Management in India.

The unique combination of the Internationally recognised NAIP Post Graduate Diploma in Payroll and Compliance supported by the Sinhgad Institutes leading Post Graduate Management School throughout India, will further accelerate the higher level of knowledge, practical skills, professional services and career development of those entering the HR and Management profession.

The NAIP Programmes will now become easily accessible and supported throughout Pune, Mumbai and Maharashtra via the incomparable learning support and infrastructure of the Sinhgad Institutes which includes 12 Campuses and 117 Institutes.

With the state of art infrastructure, Industry participation, and a vast in-house intellectual capital, providing exemplary education to students from all over India and abroad since its inception. STES symbolizes one of the flag bearers of change in the field of education, developing a “Can-do” entrepreneurial spirit and helping the young generation to contribute and shape the destiny of modern India.

The NAIP Qualification in Payroll and Compliance is a value added Programme to the leading Sinhgad Post Graduate School of Management.

THE POST GRADUATE DIPLOMA IN PAYROLL AND COMPLIANCE MANAGEMENT

WHY STUDY THE PROGRAMME AND GAIN ITS CERTIFICATION

The NAIP Post Graduate Diploma is unique in India. It is recognised Internationally recognised with post graduate students and MBA pass-outs studying the Programme from across the Globe.

Endorsed by the UK's Chartered Institute of Payroll Professionals, it is **A Must Have** addition for all aspiring HR and Management Executives in India.

India has one of the most complex set of Labour Law/Compliance Legislation as highlighted by the World Bank. Therefore without a proper and effective understanding of the Payroll and Compliance related Labour Laws, as well the implications and practicalities of the same, the HR Practitioner cannot be effective.

THE CONTENT AND STRUCTURE

The Post Graduate Diploma consists of three separate NAIP Certified Qualifications

Part A - The Foundation Certificate in Payroll and Compliance (see page 5)

Part B - The Advanced Certificate in Payroll and Compliance (see page 6)

Part C - The Certificate in Payroll and Compliance Management (see page 7)

DELIVERY SUMMARY

- 6 week duration
- 2 1/2 hour session, occurring on Saturday mornings between 10.30 a.m. – 1 p.m. at the Sinhgad Institute
- One weekly classroom session at Sinhgad Institutes, delivered by NAIP's Industry expert Faculty.

You will receive further support through NAIP's special online learning resource including:

- 1) Personal Tutor
- 2) Hard Copy Course Material

Further Support:

- a) Online Self Assessment Questions
 - b) E-learning study material
 - c) Faculty Support, 24*7 student forum
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Starting Date: As per Sinhgad Institutes Programme Schedule

REGISTRATION

To register for the Post Graduate Diploma in Payroll and Compliance Management, please contact:

Prof. Bhushan Raigoankar
Department of Management Studies
SKNCOE

Contact no: 9552039309

PART A

THE FOUNDATION CERTIFICATE IN PAYROLL AND COMPLIANCE

This provides all the key components of Employee Compensation, Rewards and Benefits through the learning and review of the core competencies of the Payroll Administration & Processing and Related Compliance Requirements and review and overview of labour law requirements and implementation.

CONTENT

The Payroll Environment	<ul style="list-style-type: none"> ● Obligations to Human Resources ● Obligations to Finance ● Obligations to IT ● Payment Periods and Frequencies ● Pay Calendars ● Data Collection and Timescales ● Payroll Timetable
Fundamentals Of Payroll Processing	<ul style="list-style-type: none"> ● Payroll Process ● New Starters ● Authorised / Unauthorised Absences ● Pay Awards and Increments ● Leavers
Key Principles Of Payment & Deductions	<ul style="list-style-type: none"> ● Permanent and Temporary Changes ● Pay and Allowances ● Overtime and Flexible Leave ● Leave, Travel Allowance & Local Travel Assistance ● Medical Payments
Taxation And Employees Provident Fund	<ul style="list-style-type: none"> ● Basic Understanding ● Income Excluded from Tax ● Income under Head Salary 1 ● Income under Head Salary 2 ● Employees Provident Fund ● Employees Deposit ● Employees Pension Scheme ● Payment of Bonus Act 1965
Employees State Insurance	<ul style="list-style-type: none"> ● Employee State Insurance ● The Maharashtra Labour Welfare Fund Act 1953 ● Mandatory Gratuity Scheme
Multi-Choice Exam and Written Assignment	

Content is subject to change



PART B

THE ADVANCED CERTIFICATE IN PAYROLL AND COMPLIANCE

This is the Advanced Certification for the Post Graduate HR and Management Students who have completed the Foundation Certificate in Payroll Administration and Compliance. Part B is study at an advanced level, dealing with the complexities of Payroll Administration, and a detailed review of the relevant Labour law & compliance which directly affect the Organisation in Terms of “ Compensation, Rewards & Benefits” and how best to deal with the same.

CONTENT

Payments To Employees, Third Parties and Financial Accounting	<ul style="list-style-type: none"> ● The Employees Provident Funds and Miscellaneous Provisions Act, 1952 ● Obligations to Third Parties ● Finance Obligations ● Payroll Accounting ● Final Reconciliations
Payroll Reports	<ul style="list-style-type: none"> ● Reports for Employees and Pensioners ● Reports for Employers ● Profession Tax ● Exhibits ● Output for Other Organisations ● Operational Reports ● Data Storage, Security and Confidentiality
Labour Related Legislation Affecting Payroll	<ul style="list-style-type: none"> ● The Bombay Shops & Commercial Establishment Act, 1948 ● The Maternity Benefit Act, 1961 ● The Labour (Regulation & Abolition Act, 1970 ● The Equal Remuneration Act, 1976 ● The Payment of Wages Act, 1936 ● The Payment of Gratuity Act, 1972 ● The Minimum Wages Act, 1936 ● The Factories Act, 1948
Special Termination Payments	<ul style="list-style-type: none"> ● Terminating an Employee ● Compliance for Terminating Employees
Financial Accounting	<ul style="list-style-type: none"> ● Introduction to Accounting ● Financial & Management Accounting
Management Information Systems	<ul style="list-style-type: none"> ● Computerisation of Payroll Procedures ● System Management Information and Features ● Key Performance Indicators ● Payroll Performance Indicators
Report Writing	<ul style="list-style-type: none"> ● Presentation of your Report ● Report Assignment
Multi-Choice Exam and Written Assignment	

Content is subject to change

On completion of both Part A and Part B – You will have attained a significant knowledge and understanding in practical terms of the key areas which have daily relevance to a Manager or Senior HR Executive. This knowledge and understanding which will allow you to more effectively lead the HR department and /or be an effective Manager by understanding the most important issues which can arise with your core asset, your staff.

PART C

THE CERTIFICATE IN PAYROLL AND COMPLIANCE MANAGEMENT

Part C primarily deals with the development of general management skills in the context of the payroll environment.

NAIP has agreed in consultation with Sinhgad Business School to give exemption to all Post Graduate HR and Management Students from Part C.

Thus on completion of both The Foundation Certificate in Payroll and Compliance and The Advanced Certificate in Payroll and Compliance **you will attain the industry recognised NAIP Post Graduate Diploma in Payroll and Compliance Management.**



THE NAIP POST GRADUATE DIPLOMA IN PAYROLL AND PAYROLL COMPLIANCE MANAGEMENT IS WELL KNOWN AND RESPECTED ACROSS INDIA'S INDUSTRY AND COMMERCE.

Organisations from all sectors have engaged with NAIP through Seminars, Qualifications, Programmes and Conferences. NAIP is regularly contacted by Organisations for details of NAIP Qualified students. Examples of Organisations include:

3M India AB Mauri India Pvt Ltd Accutest India ACE Software Solutions Pvt Ltd Aditya Birla Management Corporation Private Aker Powergas Private Ltd Ameriprise India Aranca Mumbai Pvt. Ltd Arvind Ltd Ascent Ascent Consulting Automotive Research Association of India BA Continuum India Pvt Ltd Bank of America Bhartiya Samruddhi Investments and Consulting Capgemini India Pvt Ltd Capita India Pvt. Ltd Capital One Bank and Financial Services Castrol Clover Infotech Coca-Cola Damji Shamji Realty P Ltd Dimexon Integrated Business Services Pvt. Ltd Dish Hospitality Divine Hospitality Services eClinicalWorks Employee Services Capgemini India Ernst & Young Financial Times (Global) Finolex Industries Ltd First American India Pvt Ltd FunderMax India Pvt. Ltd Gift Wrapped Gmmco Limited	Greytip Software Hinduja National Hospital HSIL Ltd (Hindware) Hutchison Global LTD Hydro Building Systems Hyundai Construction Equipment India Pvt. Ltd IDBI Capital Mkt. Sec. Ltd IEEMA Association IL & FS Ltd Imco Engineering & Construction Indostar Capital Finance Pvt Ltd Jain Irrigation Systems Ltd Janata Sahakari Bank Ltd Joannou & Paraskevaides (O) Ltd Kanakia Spaces Pvt. Ltd KPMG L&T Infrastructure Development Projects Limited Larsen & Tourben LoyaltyOne Lubrizol Advanced Material Michael Page National Institute of Bank Management NGA HR Northern Marine Management Pvt Ltd Northgate Arinso Open text Corp Opportune Technologies Orange Techno Labs Paper Plane Solutions PG Privi Organics Ltd PWC India Reliance Communications	Religare Wellness Limited Relyon Soft Tech etc Remunance Progress Partners Rewards-Accenture Robo Silicon Pvt Ltd SEBI Service Care Pvt Ltd Shoppers Stop Shriram Value Siemens Enterprise Communication Skylink Int Srei Equipment Finance Private Limited State Bank of India Sterling & Wilson Ltd Sunquest Information Systems (I) Pvt. Ltd Talent Maximus India P Ltd Tally TC Travel Services Ltd The Bombay Store The Fullerlife Timesjobs Total Solutions Services Tridhaatu Realty & Infra Pvt. Ltd UEM India Pvt. Ltd Unicharm Vanoord India Pvt Ltd VE Commercial Vehicles Ltd Vikram Structure Pvt Ltd Vista Processed Foods Pvt.Ltd Volkswagen Group Sales India Pvt Ltd Wärtsilä India Ltd Wipro Zhafir Plastics Machinery India Pvt
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NAIP IS PROUD TO HAVE RECEIVED THE ENDORSEMENT OF:

- Dr Narendra Jadhav**, India's leading economist, former Vice Chancellor of Pune University and a Member and Head of Skills Development in the National Planning Commission for the Government of India.

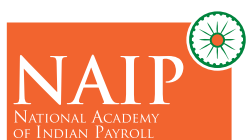
Dr Jadhav confirmed at the NAIP Conferences to Industry that NAIP is of **great contemporary importance** for India and a very necessary skills set.
- Dr Raj Kumar Adukia**, Central Council Member of the Institute of Chartered Accountants of India (ICAI). Was also the Chairman of the Western Region of the ICAI.

Dr Adukia has on record stated that NAIP Programmes are equally important to Chartered Accountants as to all HR/ Finance Executives. The level of detail and skills learnt are most important.

He is a Senior Advisor to NAIP.
- Government Technocrats support and approve NAIP. For example **Dr Raju** who is the recently retired Additional Central Provident Fund Commissioner who headed 11 States of India.

Dr Raju is one of the most senior authorities in India for Compliance, he has on record stated "NAIP is a must for all organisations and of benefit to the HR Executive, Managers and employer and should not be under estimated"
- Senior Academics and personalities support NAIP because of its importance
 - Dr Vyas** – Former President of India's JIC and former International President of JIC's. A most senior Mentor for Leadership Development.
Most of India's most prominent Professionals, Academics and Government officials have enrolled onto the JIC Programmes.
 - Prof R Shah** former Vice Chancellor of SNDT University and Council Member of Mumbai University and other Senior Education Governance Bodies

For more information on the Post Graduate Diploma in Payroll and Compliance Management, visit www.naip.in or email info@naip.in



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