



- Introduction, Meaning, definition and objectives of Human Resource Audit
- Areas and levels of Human Resource Audit

• UNIT IV – PROJECT REPORT (COMPULSORY) 4 credits

- A project report in word format in a Hard bound based on internship or Research to be submitted to college.
- For evaluation, there will be a viva voce/PPT. Such viva-voce/PPT shall be conducted by a referee appointed by the University along with an internal referee.

**#12 hours for Library work, assignments, practical or field work**

• Add on 4 Credits (Compulsory)

Students are expected to successfully **complete one of the following:**

1. Internship - 60 Hours

(Students must undergo for internship and must do fieldwork, survey, analysis of data, prepare a hard binding project report. The project report must be submitted to the college along with a soft copy of the same.)

**INTERNSHIP:**

A student has to undergo minimum of **sixty hours** of practical training in business establishments. The Internship Program is based on the contents that are prescribed for all the papers under relevant disciplines and shall be part-time or full-time depending on the nature of jobs

**Types of Internships**

1. On the Job – Students can register with any organization, business, traders, or office.
2. Virtual internships - Another option is a virtual internship which can be completed remotely. This means the intern can work from home rather than in the office.
3. Externships/Shadow-Internship- Observation-based internship – Instead of actually working in an organization the student can observe the employer while working and the student will record the observations on working. This is another option for an internship. Externships provide brief experiential learning opportunities for students, typically consisting of few days or few weeks.

**OR**

2. Research Project – 60 Hours

Based on any of the core HR Topics , followed by a PPT and evaluation will be based on the Research project and PPT.

• EVALUATION

**Project Report- 30 marks & Viva-Voce - 20 marks = Total Marks 50  
(Compulsory)**

The evaluation will be done based on an examination paper comprising of descriptive questions of **50 marks**.

Board Of Studies	Name	Signature
Chairperson (HoD)	Dr. Rama Venkatachalam	<i>Dr. Rama Venkatachalam</i>



**Recommended Text Books:**

Sr. No.	Title of the Book	Author/s	Publication	Place
1.	C.B.Gupta. Human Resource Management,	Sultan Chand and sons	2017	
2.	Vipul Saxena, Employee Engagement: A Recipe to Boost Organisational Performance,	Notion Press		
3.	L. M. Prasad, Human Resource Management ,	Sultan Chand & Company Ltd.	New Delhi, 2016	
4.	<b>K. Ashwathappa , Human Resource Management ,</b>	<b>Tata McGraw Hill</b>	<b>New Delhi, 2012</b>	

**Recommended Reference Books:**

Sr. No.	Title of the Book	Author/s	Publication	Place
1.	C. B. Mamoria , Personnel Management	C. B. Mamoria	Himalaya Publishing House	Mumbai
2.	S.K. Bhatia, Case Studies in Business Management,	Deep and Deep Publications,		New Delhi, 2010
3.	A.M. Sharma , Personnel & Human Resource Management	Himalaya Publishing House		Mumbai
4.	S. S. Khanka ,Human Resource Management ,	Sultan Chand & Company Ltd.		New Delhi
5.	Gary Dessler, Biju Varkkey, Human Resource Management by, 15 <sup>th</sup> edition,	Pearson,		2018
6.	Rao, Human Resource Management-Text & Cases, V.S.P, Publisher: Excel Books,			New Delhi, 2014
7.	Ramaswamy, Managing Human Resources, E., Publisher: Oxford University Press,			New Delhi, 2012
8.	Michael Armstrong, A hand book on Human Resource Management - ebook			

**E- Resources**

1. <https://nlist.inflibnet.ac.in/>
2. <https://search.ebscohost.com/>

**Websites:**

- <https://www.forbes.com/sites/forbeshumanresourcescouncil/2021/05/17/top-challenges-for-hr-professionals-coming-out-of-covid-19/?sh=4a111bb323be>
- <https://i-sight.com/resources/16-hr-trends-you-need-to-know-in-2020-according-to-experts/>

Board Of Studies	Name	Signature
Chairperson (HoD)	Dr. Rama Venkatachalam	<i>Rama Venkat</i>
Faculty	Ms. Abhradita Chatterjee Nahvi	<i>Abhradita</i>
Faculty	Mrs. Kajal Jaisinghani	<i>Kajal</i>
Subject Expert (Outside SPPU)	Mr. Abhijeet Chavan	<i>Abhijeet</i>
Subject Expert (Outside SPPU)	Mrs. Sabhiya Fazalbhoj	<i>Sabhiya</i>
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Industry Expert	Mr. Sitesh Thadhani	<i>Sitesh L. Thadhani</i>
Alumni	Ms. Devi Krishna	

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