

Programme: PGDM Trimester: IV Period: July'19 – Sept'19

Course Code: PGDM-04-HR-01

Name of the subject: HR PLANNING AND HR AUDIT

Maximum marks: 100 (60+40) No. of Sessions:10 (3 hours each)

Name of the Faculty: PRAVIN NARANG

Mobile No: Email: pnarang@vpmthane.org

Program Outcomes (PO)	Course Outcomes (CO)
1. Understanding of all aspects of HR	1. Apply auditing Practices to HR Function
2. Competence to handle HR function	2. Create an Audit Framework for HR
<b>3.</b> Knowledge of strategic role of HR	Department

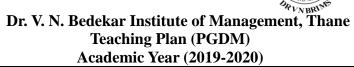
#### **Reference Books:**

1. Human Resource and Audit-T. V. Rao

2. Human Resource and Audit-Arun Sekhri

#### A. Plan:

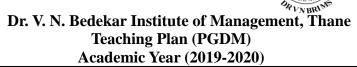
Session No.	Pl. Date	Topic	Ref. Study Material	Course Outcomes
1		Introduction to HR Audit	Human Resource and Audit – T. V. Rao	Basic overview of HR Audit
2		Need & Scope of HRA	Human Resource and Audit – T. V. Rao	Understanding the need for HR Audit
3		Principles of an Effective HR Audit. Elements of a Good HRD	Human Resource and Audit – T. V. Rao	Gaining thorough knowledge of what are the principles of an effective HR Audit
4		Internal Test. HRA Process and Methods.	Human Resource and Audit – Arun Sekhri	Knowledge of the processes and methods of HR Audit
5		Understanding the Phases and Processes of HR Audit	Human Resource and Audit – T. V. Rao	Understanding the processes and phases of HR Audit
6		Concept of HRD Scorecard.	Human Resource and Audit – T. V. Rao	Thorough understanding of the concept of HRD Scorecard
7		Internal Test. Designing HRD score card	Human Resource and	Being able to design the HRD scorecard



		Audit – Arun Sekhri	
8	Usage of HRD score card	Human Resource and Audit – T. V. Rao	Skill and knowledge in using the HRD Score card
9	Human Resource Accounting, Human Resource Costs / Investments, development of HR ROI into through High Performance Employees	Human Resource and Audit – Arun Sekhri	Understanding the Accounting implications of Human Resources. Understanding the concept of HR ROI.
10	Human Resource Audit Report - Use of HR Audit report for business improvement	Human Resource and Audit – Arun Sekhri	Knowledge and skill in being able to effectively use the HR Audit report for business improvement

### B. **Practical Approach: Other activities**

Sr. No.	Activity Name	Topic Covered	Learning outcomes	Source
1	Case study (current affairs)			
2	Academic Projects			
3	Group Discussion			
4	Role Play			
5	Industry Visit			



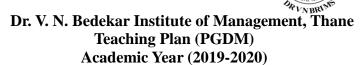
6	Business Quiz / Business News sharing		
7	Videos / Simulation		
8	Use of Software and Labs		
9	Any other activity		

# X. Innovative pedagogy adopted:

Prepared by: Faculty	Reviewed by: Specialisation	Approved by: ADC
Date:	Date:	Date:

## A. Execution:

Session No.	Actual Date	Topic Covered	Attendance %	Evaluation Method	Case Study Ref.	Quiz Ref.	CR Sign



### B. Evaluation:

Component	Details	Marks
Presentations & Viva	Mandatory	5+5
Class Test (2 for PGDM)	Mandatory ( MCQ, Descriptive,. Etc)	20
Assignments / Others	Mandatory	5
Participation/Attendance	Mandatory	5
Final Exam	Mandatory	60

### C. <u>Student Performance Analysis:</u>

Avg. Attendance	Avg. Internal Marks	% Failed in Internals	Avg. Final Marks	% Failed in Final	No. of best students > 80%	No. of students needs improvement

### D. Attainment:

	CO1	CO2	CO3	
PO1				
PO2 PO3				
PO3				

### **Comments / Suggestions / Recommendations:**

Suggestions (if any) to students on subject related Certificate/Diploma or Add-on program: -

**Signature of Faculty** 

Signature of the Co-ordinator / ADC