



<b>Program</b>	Master of Business Administration (MBA)	<b>Semester - 3</b>
<b>Type of Course</b>	Minor	
<b>Prerequisite</b>		
<b>Rationale</b>	-	
<b>Effective From A.Y.</b>	2024-25	

Teaching Scheme (Contact Hours)				Examination Scheme				
Lecture	Tutorial	Lab	Credit	Theory Marks		Practical Marks		Total Marks
				T	T	P	P	
4	-	-	4	50	30	-	-	150

*SEE - Semester End Examination, T - Internal Theory, P - Internal Practical*

Course Content		T - Teaching Hours   W - Weightage	
Sr.	Topics	T	W
1	<b>Introduction</b> <b>Human Resource Audit</b> <ul style="list-style-type: none"> <li>Introduction, Objectives, Concepts, Components, Need, Benefits</li> <li>Important Components of Human Resource</li> <li>Development Audit</li> </ul> <b>Need for Human Resource Audit:</b> <ul style="list-style-type: none"> <li>Identifying the Human Resource Audit Goal</li> <li>Defining the Audit Team</li> <li>Approaches to Human Resource Audit</li> </ul> Benefits of Human Resource Audit	15	25
2	<b>Process</b> <b>Methodology and instruments of HR Audit</b> <b>HR Audit Methodology and Issues:</b> <ul style="list-style-type: none"> <li>Introduction</li> <li>Conducting a Human Resource Audit</li> <li>Preliminary Steps</li> <li>Goals of the Audit</li> <li>Areas of the Audit</li> <li>Issues in HR Audit</li> <li>Strategies Alignment of HR Audit.</li> </ul> <b>HR Audit Process:</b> <ul style="list-style-type: none"> <li>Introduction</li> <li>Audit of Human Resource Function</li> <li>Planning Questions, Collecting Data, Analyzing the</li> <li>Audit Data,</li> </ul> Interpretation: Assessing the Ability for Change	15	25
3	<b>Report</b>	15	25



Course Content		T - Teaching Hours   W - Weightage	
Sr.	Topics	T	W
	<p><b>HR Audit Report, Challenges and Issues</b></p> <p><b>HR Audit and Workforce Issues:</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Workforce Communication and Employee Relations</li> <li>• Performance Management</li> <li>• Compensation System</li> <li>• Teambuilding System</li> </ul> <p><b>Challenges in HR Audit:</b></p> <ul style="list-style-type: none"> <li>• Assessing the Ability for Change</li> <li>• Post Audit Steps</li> <li>• Preventive and Corrective Actions</li> <li>• Role in Business Improvement</li> <li>• Methodology and Limitations</li> </ul> <p><b>Human Resource Audit Report:</b></p> <ul style="list-style-type: none"> <li>• HR Audit Report – purpose</li> <li>• Report Design – Preparation of report</li> </ul> <p>Use of HR Audit report for business improvement</p>		
4	<p><b>Compliances</b></p> <p><b>Legal Compliances and Valuation</b></p> <p><b>HR Audit for Legal Compliance and Safe Business Practices:</b></p> <ul style="list-style-type: none"> <li>• Scope of Human Resource Audit</li> <li>• Pre-employment Requirements</li> <li>• Hiring Process</li> <li>• New-hire Orientation Process</li> <li>• Workplace Policies and Practices</li> </ul> <p><b>Human Resource Auditing as a Tool of Human Resource Valuation:</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Rationale of Human Resource Valuation and Auditing</li> <li>• Valuation of Human Resources</li> </ul> <p>Issues in Human Capital Measurement and Reporting</p>	15	25
<b>Total</b>		<b>60</b>	<b>100</b>

**Suggested Distribution Of Theory Marks Using Bloom's Taxonomy**

Level	Understanding	Application	Analyze	Evaluate
<b>Weightage</b>	25	25	25	25

*NOTE : This specification table shall be treated as a general guideline for the students and the teachers. The actual distribution of marks in the question paper may vary slightly from above table.*

**Course Outcomes**

At the end of this course, students will be able to:	
CO1	Identify the gaps in HR practices from available HRA reports and thereby design the analytical framework for competitive edge.
CO2	Discuss the current issues and trends in HR Audit globally
CO3	Deduce the precautions to be taken for safeguarding ethical concerns during the HR Audit process
CO4	Critically evaluate the issues confronted during implementation of HR Audit plan.



**CO PO Mapping**

CO	CO - 1	CO - 2	CO - 3	CO - 4
PO - 1	3	2	2	2
PO - 2	3	2	2	3
PO - 3	2	1	3	2
PO - 4	2	3	3	2
PO - 5	2	1	2	3

**Reference Books**

1.	<b>7 Easy Steps to Conduct a Human Resources Audit and Protect Your Company (TextBook)</b> By Vanessa Nelson   Lulu.com   Latest Edition, 2016
2.	<b>HRD Audit - Evaluating the human resource functions for business improvements (TextBook)</b> By T.V.Rao   Sage Publications   Latest Edition