

Name of College: S. R. Luthra Institute of Management								
Faculty	Management			Program	Master of Business Administration (M.B.A.)			
Year	II			Version	1.0			
Semester	3			Effective From	June 2024			
Course Code	MGMB15303	Course Name	Human Resource Audit (HRA)					
Teaching Scheme					Examination Scheme			
Credits	Lecture (L)	Tutorial (T)	Practical (P)	ME	CE	SE	V	Total
4	4	0	0	30	40	50	---	120

Course Outcomes:

CO1	Explain various aspects of HR audit.
CO2	Evaluate various HR audit methodologies.
CO3	Design instruments of HR audit methodologies.
CO4	Examine gaps in HR practices of organizations.
CO5	Discuss strategies for business improvement using HR audit.

Mapping Course Outcomes to Program Outcomes:

	PO1	PO2	PO3	PO4	PO5	PO6
CO1	3	2	1	2	2	1
CO2	2	3	1	3	2	1
CO3	3	3	2	2	2	2
CO4	3	3	1	2	2	1
CO5	2	2	2	3	3	1



Sr. No	Module	Description	CO	Marks	Hours
1	I	Understanding Human Resource Audit:	1,5	08	10
		<ul style="list-style-type: none"> • Introduction, Objectives, Concepts • Needs and Benefits • Human Resource Audit Process • Approaches to Human Resource Audit • Defining the Audit Team • Identifying the Human Resource Audit Goal • Principles of HR Audit • Role of HR Auditor 			
2	II	HR Audit Methodology & Issues:	2,3	11	12
		<ul style="list-style-type: none"> • Interviews • Observation • Questionnaire • Measuring business impact and establishing the scorecard • Issues in HR Audit • Methodologies and limitations 			
3	III	HR Audit Scope / Areas:	1,4	12	15
		<ul style="list-style-type: none"> • Pre-Employment Process • Hiring Process • Measurement Process • Development Process • Workforce Communication and Employee Relations • Workplace Policies and Practices • Legal Compliance 			
		Writing HR Audit Report:			
		<ul style="list-style-type: none"> • HR Audit Report – Purpose • Report Design – Preparation of Report 			
4	IV	Business Improvement through HR Audit	1,5	9	13
		<ul style="list-style-type: none"> • Post Audit Steps • Use of HR Audit report for business improvement 			
		HR Audit as a Tool of HR Valuation:			
		<ul style="list-style-type: none"> • Introduction • Rationale of Human Resource Valuation & Auditing • Valuation of Human Resources • Issues in Human Capital Measurement and Reporting 			

REFERENCES: BOOKS:

Books:	
1.	Rao, T.V. (2014). <i>HRD Audit: Evaluating the Human Resource Function for Business Improvement</i> . Sage, India.
2.	Reily Peter, Strebler Marie, Kettly Polly (2011). <i>The Human Resouce Function Audit</i> . Cambridge Strategy.
3.	Gyanchandani Rajani, Ovais Durdana (2017). <i>HR Audit</i> . Everest.
4.	McConnell John (2011). <i>Auditing Your Human Resource Department</i> . AMACOM.
Newspapers / Magazines / Journals:	
1.	Harvard Business Review
2.	People Matters
3.	Human Resource Today
4.	HRM Review
5.	Human Capital