



Virtual Internship Program

Human Resource Management With Practice

Module-1

- Human Resource Management, Scope Role of Human Resource Management
- Evolution HRM and Strategic Role HR Management in Organization
- Job Analysis and Preparation of Job Description and Job Specification
- Training and Development, Importance of Training and Development in HRM
- On-The-Job Training Methods and Off-The-Job Training Methods in HRM
- Recruitment and Selection; Process Involved in the Recruitment and Selection
- Crucial Recruitment including Pre-Placement Talk, On-Boarding and T&D Activities
- Training needs, analysis and Employee Development Programmes by Companies

Module-2

- Wage and Salary Administration, components involved in the Salary
- Conflict resolution techniques, Employee communication and feedback mechanisms
- Equal employment opportunity (EEO) and affirmative action, Ethical Concerns in HR
- Performance Appraisal Techniques and Practice on Preparation of Appraisal Sheets (1)
- Performance Appraisal Techniques and Practice on Preparation of Appraisal Sheets (2)
- Understanding diversity in the workplace, Managing diverse teams
- Talent Acquisition, Talent Management and Personnel Department & HR Department
- Best HR Practices followed by Startups and Multi-National Companies

Module-3

- Strategic Human Resource Management and International HR Management
- Competency Mapping Model in HR Management and Case Study on Model
- Grievance Handling Mechanism and Process for Grievance Handling in Companies
- Grievance Handling Importance in Ed-Tech Companies and Statutory Concerns
- Flexible Working Conditions and Concepts involved in Flexible Work Conditions
- Key HR metrics and their significance, HR analytics tools and techniques
- Occupational health and safety regulations Workplace hazards and risk management
- Three Labour Codes in replacement of Labour Laws in India

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Module-4

- Brief Explanation on Three Labour Codes (Acts) in India
- Calculation of Provident Fund and Statutory Compliances involved in PF
- Calculation of Salary and Administering the Salary in real-world concern
- Attendance Management and Payroll Preparation by using the Microsoft Excel
- Attrition and Retention Concepts in HR Management
- The Organizational Structure and Types of Organizational Structures
- Calculation of Provident Fund and Statutory Compliances involved in PF
- Calculation of Salary and Administering the Salary in real-world concern

Module-5

- Attendance Management and Payroll Preparation by using the Microsoft Excel
- Attrition and Retention Concepts in HR Management
- The Organizational Structure and Types of Organizational Structures
- Pre-Placement Activities including Screening, Tele-Phonic Interview and etc.
- Cross Culture Communication and Importance in the Organization
- Job Boards and Importance of Job Board for hiring the candidates
- Working with Naukari and Other Job Boards including Job Post and Selection
- Incentives, Bonus and Other Perks to be offered during the Employment

Module-6

- Working with the Introduction Chapter Including Objectives, Need for the study and etc
- Working with the Industry Profile and Company Profile Chapter
- Working with the Theoretical Framework Chapter
- Working with the Results and Discussion or Data Analysis Chapter
- Working with the Findings, Suggestions and Conclusion Chapter
- Preparation of the Academic Project Report as per Guidelines given by concerned university