### Appendix 1

**Format of Research Proposal**

* The Research Proposal should have minimum 5 pages and a maximum of 9 pages.
* The first page should have the Name of the student, Registration Number, and Title of the project report.
* The subsequent pages should contain:
  + Introduction
  + Review of Literature
  + Statement of the problem
  + Objectives
  + Hypothesis
  + Methodology
  + Scope of the study
  + Operational definitions
  + Limitations
  + Chapter Scheme

The Research Proposal should be printed in A4 Size paper with 1 inch margin on all the sides.

**Appendix 2**

Cover page and Title page

**A STUDY ON HUMAN RESOURCE INFORMATION SYSTEM IN INFOSYS Ltd.**

(Font size Times New Roman 18 - All caps and Bold)

Project report submitted in partial fulfillment of the requirements for

the award of the degree of

(Font size Times New Roman 14)

**MASTER OF BUSINESS ADMINISTRATION**

**of**

**BENGALURU NORTH UNIVERSITY**

<Font size Times New Roman 14-All Caps and Bold>



*By*

(Font size Times New Roman 14 italics)

**Daniel Suresh**

(Font size Times New Roman 14-Title case)

Reg. No. 21MBAA96

**School of Management**

**KRISTU JAYANTI COLLEGE, AUTONOMOUS**

Bengaluru – 560077

December 2023

**Appendix 3**

<TO BE PRINTED IN COMPANY LETTERHEAD>

**<CERTIFICATE FROM THE COMPANY>**

This is to certify that ………………………………………….. (*Name of the student with register number*), II Year MBA, School of Management, Kristu Jayanti College, Autonomous, Bengaluru has undergone internship from ....... (Date) to …….. (Date) in our organization. He/She also undertook a project titled (*Title of the project report*) during his/her internship. We understand it is submitted in partial fulfillment of the requirements for the award of the Master's Degree in Business Administration.

Authorised Signatory

Company Seal

**Appendix 4**

<TO BE PRINTED IN COMPANY LETTERHEAD)

**<LETTER OF COLLABORATION FROM THE COMPANY>**

Date:

To

The Principal

Kristu Jayanti College (Autonomous)

Bengaluru

Dear Father,

We are glad to collaborate and associate with Kristu Jayanti College (Autonomous), Bengaluru for the purpose of student internship and project work. We will liaise with the Director, Centre for Employability and Corporate Relations (CECR) for further process.

With Warm Regards

Thanking you

(Signature) (Office Seal)

(Name)

(Designation)

**Appendix 5**

<TO BE PRINTED IN COMPANY LETTERHEAD AND SIGNED BY THE EXTERNAL GUIDE / MANAGER>

**<CERTIFICATE OF ATTENDANCE FROM THE COMPANY>**

This is to certify the attendance record of ………………………………………….. (*Name of the student with register number*), II Year MBA, School of Management, Kristu Jayanti College, Autonomous, Bengaluru during the internship.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **September 2023** | **Signature** | **October 2023** | **Signature** | **November 2023** | **Signature** |
| 01.09.2023 |  | 01.10.2023 |  | 01.11.2023 |  |
| 02.09.2023 |  | 03.10.2023 |  | 02.11.2023 |  |
| 03.09.2023 |  | 04.10.2023 |  | 03.11.2023 |  |
| 05.09.2023 |  | 05.10.2023 |  | 04.11.2023 |  |
| 06.09.2023 |  | 06.10.2023 |  | 05.11.2023 |  |
| 07.09.2023 |  | 07.10.2023 |  | 07.11.2023 |  |
| 08.09.2023 |  | 08.10.2023 |  | 08.11.2023 |  |
| 09.09.2023 |  | 10.10.2023 |  | 09.11.2023 |  |
| 10.09.2023 |  | 11.10.2023 |  | 10.11.2023 |  |
| 12.09.2023 |  | 12.10.2023 |  | 11.11.2023 |  |
| 13.09.2023 |  | 13.10.2023 |  | 12.11.2023 |  |
| 14.09.2023 |  | 14.10.2023 |  | 14.11.2023 |  |
| 15.09.2023 |  | 15.10.2023 |  | 15.11.2023 |  |
| 16.09.2023 |  | 17.10.2023 |  | 16.11.2023 |  |
| 17.09.2023 |  | 18.10.2023 |  | 17.11.2023 |  |
| 19.09.2023 |  | 19.10.2023 |  | 18.11.2023 |  |
| 20.09.2023 |  | 20.10.2023 |  | 19.11.2023 |  |
| 21.09.2023 |  | 21.10.2023 |  | 21.11.2023 |  |
| 22.09.2023 |  | 22.10.2023 |  | 22.11.2023 |  |
| 23.09.2023 |  | 24.10.2023 |  | 23.11.2023 |  |
| 24.09.2023 |  | 25.10.2023 |  | 24.11.2023 |  |
| 26.09.2023 |  | 26.10.2023 |  | 25.11.2023 |  |
| 27.09.2023 |  | 27.10.2023 |  | 26.11.2023 |  |
| 28.09.2023 |  | 28.10.2023 |  | 28.11.2023 |  |
| 29.09.2023 |  | 29.10.2023 |  | 29.11.2023 |  |
| 30.09.2023 |  | 31.10.2023 |  | 30.11.2023 |  |

Authorised Signatory Company Seal

**Appendix 6**



SCHOOL OF MANAGEMENT

CERTIFICATE OF ORIGINALITY

This is to certify that the project titled (*Title of the project report*) is an original study carried out by (*Name of the student with register number*) and is being submitted in partial fulfillment of the requirements for the award of the Master's Degree in Business Administration of Bengaluru North University and approved by AICTE. The Report has not been submitted earlier either to this University / Institution or any other body for the fulfillment of the requirement of a course of study.

*Signature Signature*

**Name of the Guide Head, School of Management**

Bengaluru

Date:

**Appendix 7**



**CERTIFICATE OF PLAGIARISM CHECK**

|  |  |  |
| --- | --- | --- |
|  | Name of the Student |  |
|  | Programme | MBA |
|  | Register Number |  |
|  | Title of the Project Report |  |
|  | Name of the Guide |  |
|  | Department | School of Management |
|  | Acceptable Maximum Similarity | 20% |
|  | Similarity of Content Observed |  |
|  | Software | Plagiarism Checker X |
|  | Date of Plagiarism Check |  |

Verified by

Signature of the System Administrator

Signature of the Student Signature of the Guide

### Appendix 8

**DECLARATION**

I, (*Name of the student with register number*), hereby declare that the project work entitled (*Title of the project*) is an original study carried out by me, under the guidance of (*Name of the Guide*).

##### This project report has not been submitted earlier either to this University / Institution or any other body for the fulfillment of the requirement of a course of study.

*Signature*

**Name of the student**

##### Bengaluru Date:

### Appendix 9

###### TABLE OF CONTENTS

|  |  |  |
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| **Chapter No.** | **Particulars** | **Page No.** |
|  | List of Tables |  |
|  | List of figures  List of abbreviations |  |

**1. Introduction**

* 1. Management Information System: An Overview
  2. Human Resource Information System in general and with reference to Software Industry across the world.
  3. Human Resource Information System in Indian Software Industries.

###### 2. Review of Literature & Design of the Study

* 1. Introduction
  2. Review of Literature
     1. Literature with reference to HRIS outside India
     2. Literature with reference to HRIS in India
  3. Statement of the problem
  4. Objectives of the Problem
  5. Hypothesis
  6. Methodology
  7. Operational Definitions of Concept
  8. Scope of the study
  9. Limitations of the study
  10. Chapter Scheme

###### 3. Organisational Study

* 1. 3 C Report
  2. Organisational Structure
  3. SWOC Analysis

###### 4. Results, Analysis and Discussions

**5. Summary of Findings, Conclusions and Suggestions**

* 1. Summary of Findings
  2. Conclusions
  3. Suggestions
  4. Policy Implementation & Scope for further Study.

ReferencesAppendices

### Appendix 10

**LIST OF TABLES**

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| 1.2 | Title of second table in chapter I | 46 |
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| 3.2 | Title of second table in chapter III | .......... |
| 4.1 | Title of first table in chapter IV | .......... |
| 4.2 | Title of second table in chapter IV | .......... |
| 4.3 | ................................................................................................ | .......... |
| 4.4 | ................................................................................................ | .......... |
| 4.5 | ................................................................................................ | .......... |

**Appendix 11**

**LIST OF FIGURES**

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| 1.2 | Title of second figure in chapter I | 24 |
| 3.1 | Title of first figure in chapter III | .......... |
| 3.2 | Title of second figure in chapter III | .......... |
| 4.1 | Title of first figure in chapter IV | .......... |
| 4.2 | Title of second figure in chapter IV | .......... |
| 4.3 | ................................................................................................ | .......... |
| 4.4 | ................................................................................................ | .......... |
| 4.5 | ................................................................................................ | .......... |

**Appendix 12**

#### References

* The List starts in a new page and is labeled References (centered)
* Number the pages continuously from the last page of the text
* The reference list has to be arranged in alphabetical order
* Each reference has to be separated by a double space
* Use hanging indent -1/2 inch (can be formatted from the Paragraph dialog box in MS Word)

###### Books

Perrin, R. (2007). *Pocket guide to APA style* (2nd ed.). Boston: Houghton Mifflin.

###### Edited Collections

Bala Sendhil Kumar. G & Dr. R. Senapathi (2012). Environmental influences on Adoption of E-Procurement. In special Ed., *Business Practices for Sustainable Integration* (pp. 17-21). Southern Book House.

###### Journals

###### Kumar, G., & Karthik, P. K. (2014). A Conceptual study on Supply Chain Management at Mosquito Repellent Industry, Puducherry. *Asian Journal of Management*, *5*(3), 341-346.

###### Online Journals

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics,*

*8*. Retrieved February 20, 2001, from <http://www.cac.psu.edu/jbe/twocont.html>

###### Print and Online

Whitmeyer, J.M. (2000). Power through appointment [Electronic version]. *Social Science Research, 29*, 535-555.

###### Websites

**Model for an authored document that is a whole site**

Author, A. A., & Author, B. B. (Date of publication). Title of article/document. Retrieved month date, year, from [http://Web](http://Web/) address

###### Model for an authored page/article from a site

Author, A. A., & Author, B. B. (Date of publication). Title of article/document. Title of Site.

Retrieved month date, year, from <http://www.someaddress.com/full/url/>

###### Sample (no author, article found on resource website)

Nebraska school nurse honored during 100th Anniversary Celebration. (2007). Answers4Families.

Retrieved September 26, 2007, from <http://nncf.unl.edu/> nurses/info/anniversary.html

If author’s name is not given, list page title or article title first. If the page has no title, list site title.

**Appendix 13**

**Chapter III – Organisational Study**

**3C Report**

**3.1. The Company**

The student is expected to understand the company as a whole by going through various departments of the company. In addition, the student should also understand the position of the company vis-à-vis the industry in which the company is operating.

*In trying to understand the company, the following aspects may be studied:*

* **Production**: The major production facilities and processes available in the organisation.
* **Marketing:** Product portfolio, Distribution network, Sales force, Pricing, Promotion strategies, Customer service, Market structure, Market share, Competition
* **Human Resources:** Organization structure, Organization chart, Senior management, Departments and Functions, Staff strength, Recruitment, Training and Development, Appraisal and Retention practices, Retention issues etc.
* **Operations:** Functions, Processes, Facilities, Measurement metrics.
* **Finance:** Capital structure, financial ratios etc.
* Any other relevant function.
  1. **The Customers**

During the initial period of the organizational study, the student should understand the products of the company and the customer profile. Effort should be made on various aspects of understanding the customers, their segmentation, product positioning, buying pattern, etc.

* 1. **The Competition**

A student is also expected to understand the competitors for the products marketed by the company.

* + 1. **The Environment**

It is essential for the student to understand the macro and micro economic environment in which the Company is operating. The national and international environment which has an influence on the Company’s performance also needs to be studied.

* + 1. **The Technology**

Student intern should focus on the technology platforms and specific ERP packages relevant for the Company. It is important to get insights into the pre and post-technology productivity of people, customer service, grievance redressed, etc.

* 1. **Organisational Structure**

The student has to present in brief the organisational structure and analyse it from a managerial perspective.

* 1. **SWOC Analysis**

The student is expected to study the economic environment in which the company is operating, understand its progress in the past and based on the same, analyze the strengths, weaknesses, opportunities and threats to the company. The SWOC analysis should provide insights into the company’s future prospects and the strategic direction