

Summer Internship Programme (SIP)

STUDENT GUIDELINE | 2024-26

for

MBA (Hospital and Health Management)

MBA (Pharmaceutical Management)

MBA (Healthcare Analytics)

MBA (Development Management)



SUMMER INTERNSHIP PROGRAM

At

Bhagwan Mahaveer Cancer Hospital and Research Centre

From 12/05/2025 to 29/07/2025

A REPORT BY

Bhavya Saxena

Master of Business Administration

Healthcare Analytics

0004

2024-26

Under the Mentorship of

Sarthak Sengupta, Assistant Professor





Bhagwan Mahaveer
Cancer Hospital & Research Centre
(Managed By K. G. Kothari Memorial Trust)

BMCH/HRD/2025/ 2019

29 July 2025

To whomsoever it may concern

This is to certify that Bhavya Saxena student of IIHMR University, Jaipur has completed her Internship in Human Resource Department from 11-Jun-2025 to 29-Jul-2025.

She has done her work satisfactorily during her training period.

We wish her all the best for future endeavours.

For **Bhagwan Mahaveer Cancer Hospital & Research Centre**


Daljeet Kaur
Head- HR



IIHMR University Faculty Mentor Approval

This is to certify that **Dr. Bhavya Saxena** of academic year 2024-26 of **School of Digital Health** has prepared a poster with respect to his summer internship held during May-July 2025.

She has carried out work as per the guidelines. Her poster is approved for presentation.

Date: 30/07/2025

A handwritten signature in blue ink, appearing to be 'Sr' or 'Sarthak', enclosed within a circular blue ink stroke.

Dr. Sarthak Sengupta

Assistant Professor

About the Organisation

Bhagwan Mahaveer Cancer Hospital and Research Centre is a 300-bed super specialty hospital established in the year 1997 as a cancer prevention, treatment, education, and research center.

Mission

To provide “affordable care with a human touch” to all sections of society irrespective of economic considerations.

Vision

To make Bhagwan Mahaveer Cancer Hospital and Research Centre (BMCHRC) a comprehensive world-class cancer treatment facility with cutting-edge technology.

AIM

To assess employees knowledge and compliance with their rights, responsibilities, and organizations codes of conduct in order to promote responsibility, morality, and professionalism in hospital settings.

Objectives

- To assess alignment between employee conduct and the hospital's core values.
- To promote awareness of employees rights and responsibilities.

Methodology

Study Design:

The study adopts a descriptive research design to examine the rights, responsibilities, and code of conduct.

Data Collection Methods:

- Created a survey/questionnaire.
- Primary data was collected through surveys/questionnaires.

Sample Size:

- Sampling Technique: Convenient sampling
- Sample size: the sample size is 300 employees, to which only 233 responses were recorded.

Data Analysis



- A strong corporate mission that prioritizes access to affordable healthcare.
- Thorough study design that makes use of questionnaires and surveys.
- Clearly defined goals that match hospital policies with staff expertise.
- well-known organization with a strong track record in cancer treatment.

- Increased employee involvement as a result of knowing rights and obligations.
- Improved policy in response to survey results.
- Favorable effect on the reputation of the hospital both internally and externally.

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- 233 employees out of 300 is a small sample size.
- Possible partiality in survey answers.
- Reliance on arbitrary surveys to gather information.

- Employee resistance towards change.
- Data dependability is impacted by low response rates.
- Satisfaction is impacted by a lack of alignment with industry norms.

Learnings During Internship

- HR operations in hospital setting.
- Hand-on experience on payroll software and processing.
- Employee file audits.
- Statutory compliance in payroll.
- Importance of verified credentials and complete and accurate data.
- HR Analytics and workforce planning.
- Change management during transition phase.

PRACTICAL VS. THEORETICAL KNOWLEDGE

Theoretical Learning

- Information system & Data Analytics
- Human Resource Management & data quality
- Principles of Management & Recruitment Process
- Organizational Behavior and Workplace Ethics

Practical Learning

- Worked on “Shivam software” for payroll updation and data entry.
- Audited 749 files manually.
- Learned about the hiring process through online platforms
- Conducted and designed survey through google forms

Limitations

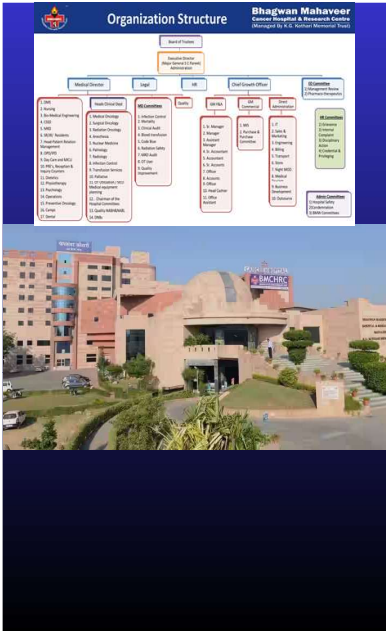
- Small sample size
- The questionnaire has a limited set of questions focusing only on the rights, responsibilities, and code of conduct.
- Low responses were registered from the doctor's side.
- Confounding factors can be seen.

Suggestions

- The department should adopt ATS to streamline hiring.
- Adoption and implementation of some software which could help in automation for tracking and expiry alerts of credentials
- Adoption of a centralized digital HR dashboard for better data management.
- Digitization of the file auditing process.

Challenges Faced

- Faced difficulty in getting and presenting payroll data due to confidential issues.
- Manual audit of employee files was time time-consuming.
- Verification of incomplete employee records was challenging.
- Manual data entry on “shivam” (newly adopted payroll software) led to repetitive errors.



Reporting Format (Weekly)

Name of the Organisation: AADESH FOUNDATION

Area/ Department/ Project of Summer Internship Program: NOT ASSIGNED YET

Name of the Student: BHAVYA SAXENA

Roll no: 0004

Stream: MBA- HA

Week no: 1 From: 12/05/25 to 17/05/25

Activity Done	• Our orientation was on 12th of May and were we were assigned a fundraising tasks where we were asked to raise Rs.20000 – Rs.25000 per head for first 15 days. To achieve this, we promoted the organization on social media sites and reach out to known individuals.
Linking theory (Classroom learning) with practice at your organisation	• Principal of management • Organizational Behaviour • Healthcare Marketing • Strategic fundraising
Gaps identified on the working area.	• There was lack of support from the senior management during this week, as when we tried to reach out they were not very supportive and proper guidance was lacking.
Suggestions for improvement	• The organization need to enhance their social media by using data analytics tools for better understanding of donor engagement. • Improving upper management to be more supportive and responsive would create a better working environment.
Plan for the next week	• Planning to reach out to more potential donors to fulfil the assigned task given by the organization.

Signature of the Student: Bhavya Saxena

Reporting Format (Weekly)

Name of the Organisation: AADESH FOUNDATION

Area/ Department/ Project of Summer Internship Program: NOT ASSIGNED YET

Name of the Student: BHAVYA SAXENA

Roll no: 0004 Stream: MBA- HA

Week no: 2 From: 19/05/25 to 24/05/25

Activity Done	• Reached out to various potential donors for fund raising tasks that was assigned on the orientation. • Reached out to various companies indulged in CSR activities. • Analysed previous fundraising trends from donor responses.
Linking theory (Classroom learning) with practice at your organisation	• Principal of Management • Organizational Behaviour • CSR Funding
Gaps identified on the working area.	• There was lack of support from the senior management during this week, as when we tried to reach out they were not very supportive and proper guidance was lacking.
Suggestions for improvement	• The organization needs to work on their social media presence and visibility while also bridging the communication gap. • They can also setup a centralized donor database system which could help in enhancing the donor engagement over time.
Plan for the next week	• Planning to reach out to organizations that are actively engaging in (CSR) initiatives to invite them to participate in our fundraising efforts.

	• Plan to reach out to domain specific organizations to ensure mission alignment and better impact visibility.
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Reporting Format (Weekly)

Name of the Organisation: AADESH FOUNDATION

Area/ Department/ Project of Summer Internship Program: NOT ASSIGNED YET

Name of the Student: BHAVYA SAXENA

Roll no: 0004 Stream: MBA- HA

Week no: 3 From: 26/05/25 to 31/05/25

Activity Done	- Continued with the outreach activity where reached out to various potential donors for fund raising tasks. - The task was extended for this week as the fundraising amount was not up to the mark according to the organization. - Reached out to various companies indulged in CSR activities aligning with the goal of the organization.
Linking theory (Classroom learning) with practice at your organisation	- Principal of management - Organizational Behaviour - Fundraising Strategy
Gaps identified on the working area.	- There was noticeable gap in timely communication and task management. After completing a two-week fundraising task, no further updates were given for the next task, leading to confusion and reduced engagement. - There were no weekly or daily review of task present which lead to difficulty in assessing the outreach program which we were working on.
Suggestions for improvement	- There should be clear schedule for task assignments and regular communication should be maintained. - This will ensure better planning, reduce uncertainty, and keep us engaged and motivated. - Better dashboard monitoring could be set up to track daily activity.
Plan for the next week	Currently waiting for the next task to be assigned from the organization.

	• Meanwhile I plan to work on improving my data analytics skills.
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Signature of the Student: Bhavya Saxena

Reporting Format (Weekly)

Name of the Organisation: AADESH FOUNDATION

Area/ Department/ Project of Summer Internship Program: NOT ASSIGNED YET

Name of the Student: Bhavya Saxena

Roll no: 0001 **Stream:** MBA- HA

Week no: 4 **From:** 02/06/25 to 07/06/25

Activity Done	• Reached out to potential individual and corporate donors using phone calls, messages, and social media platforms. • Continued with the assigned fundraising task, which was extended into this week despite initial communication indicating a two-week duration. • Created and shared posters on social media to support the given task and raise awareness about the organization. • Collaborated with fellow interns to devise improved strategies for reaching donors and securing more support.
Linking theory (Classroom learning) with practice at your organisation	• <u>Principles of Management</u> – Applied for planning and organizing the fundraising task. • <u>Organizational Behavior</u> – Utilized for effective teamwork and maintaining motivation. • <u>Communication Skills</u> – Employed for interacting with donors and effectively convincing them. • <u>CRM (Customer Relationship Management)</u> – Used for building and maintaining positive relationships with donors.
Gaps identified on the working area.	• There is a lack of timely communication from the organization. • Proper task management and follow-up were absent, which impacted overall productivity. • There was a lack of proper coordination during the task. • Initially, no fundraising target was mentioned during the orientation, but it was later suddenly informed that each intern must raise ₹10,000.

	• No further details were provided about the upcoming project, and attempts to contact the team for assistance received no response.
Suggestions for improvement	• A clear and structured task schedule should be furnished in advance. • Consistent communication must be maintained throughout the internship to ensure clarity and coherence. This approach will facilitate better planning and organizing, mitigate uncertainty, boost confidence, and sustain engagement and motivation.
Plan for the next week	• The next task was not explicitly explained by the organization. We are awaiting the project that was intended to be assigned after two weeks. No additional information has been provided.

Signature of the Student- Bhavya Saxena

Reporting Format (Weekly)

Name of the Organisation: Bhagwan Mahaveer Cancer Hospital and Research Centre

Area/ Department/ Project of Summer Internship Program: HUMAN RESOURCE

Name of the Student: Bhavya Saxena

Roll no: 0004 **Stream:** MBA- HA

Week no:5 **From:** 09/06/25 to 14/06/25

Activity Done	• Joined the internship at BMCHRC as an HR Intern. • Got the basics insights about the working of the HR department by reading the HR manual in a Hospital settings. • Attended the Meeting where new HR policies were introduced and how different departments can imply those policies to improve and reproduced desired outcomes. • Learned about the how KPI/KRA's can be helpful in a hospital settings.
Linking theory (Classroom learning) with practice at your organisation	• Human Resource Management Theory – Learned hospital HR functions like payroll and employee management. • Data Analytics – learned how the data is updated organised and how the data accuracy helps in salary and staff planning. • Organizational Behaviour – learned to work with team and communication. • Negotiation Skills- how it is helpful in on-boarding an individual to the team.
Gaps identified on the working area.	• Manual errors during data entry due to limited familiarity with the system. • Delay in salary updates caused by slow software adaptation.

Suggestions for improvement	• Lack of department wise specific insights were seen as the policies were introduced broadly, with little clarity on how different departments can interpret and apply them. • Insufficient hands on experience with KRA tools were seen as it was only discussed in the meeting as there were no mention how to track the employee's performances which will be used for the appraisal later.
Plan for the next week	• Will be working on Auditing files. • Will be helping a senior in updating the employee information in the "Shivam software".

Signature of the Student – Bhavya Saxena

Reporting Format (Weekly)

Name of the Organisation: Bhagwan Mahaveer Cancer Hospital & Research Centre

Area/ Department/ Project of Summer Internship Program: Human Resource

Name of the Student: BHAVYA SAXENA

Roll no: 0004 **Stream:** MBA- HA

Week no: 6 **From:** 16/06/25 to 21/06/25

Activity Done	- Assisted a senior staff member in updating employee information details on 'Shivam' software which has been recently introduced in the hospital. Gained hands-on experience with hospital HR software and payroll processes. - Learned about the Auditing process and what necessary documents should be present in an employee's file while auditing the file.
Linking theory (Classroom learning) with practice at your organisation	Human Resource Management Theory – Learned hospital HR functions like payroll and employee management. Information Systems – Used 'Shivam' software. Data Analytics – learned how the data is updated organised and how the data accuracy helps in salary and staff planning. Organizational Behaviour – learned to work with team and communication. Change Management – Experienced how staff adapt to new software systems and what are the challenges faced during these real-world problems.
Gaps identified on the working area.	- Lack of proper training for staff on using the new 'Shivam' software. - Manual errors during data entry due to limited familiarity with the system. - Delay in salary updates caused by slow software adaptation. - No clear SOPs for new software processes were provided.

Suggestions for improvement	• Proper training sessions must be provided. • Clear SOPs for salary and data entry processes must be created and followed. • Assign a software support person or IT helpdesk during the transition phase. • Updated data should be checked regularly to avoid errors in salary and employee data. • Need to observe and assist in more core HR functions for better learning.
Plan for the next week	• After completing the updating of employee information, I will proceed to update their salary details in the software. • Continuation of file audit as there are approx. 750 employees are there in the organization.

Signature of the Student – Bhavya Saxena

Reporting Format (Weekly)

Name of the Organisation: Bhagwan Mahaveer Cancer Hospital & Research Centre

Area/ Department/ Project of Summer Internship Program: Human Resource

Name of the Student: Bhavya Saxena

Roll no: 0004 **Stream:** MBA- HA

Week no: 7 **From:** 23/06/25 to 28/06/25

Activity Done	• Assigned and entered salary information for each employee in the 'Shivam' software, which was recently introduced in the hospital. • Updated missing or incorrect salary components in the system. • Also worked on auditing employee files in the HR department to ensure that all records were accurate and up to date. We have been assigned the task of auditing 749 employee files in the HR department.
Linking theory (Classroom learning) with practice at your organisation	• Principles of Management – For planning, organizing and executing the assigned tasks. • Organizational Behaviour – For understanding team dynamics and work culture in a hospital setting. • Human Resource Management Concepts – Understanding employee record management and compliance in a healthcare setup. • Data Quality – Ensuring accuracy and completeness of records, which is important for analytics and decision making (workforce planning). • Learned about KPI/KRAs – Understanding performance metrics in HR. • Basics of Excel – learned basics about Excel and used for maintaining and organizing employee data.
Gaps identified on the working area.	• During file auditing it was found that some employee records were incomplete. • Most performance tracking is done manually or without proper tools. • Lack of proper training for staff on using the new 'Shivam' software.

	• Manual errors during data entry due to limited familiarity with the system. • Manually auditing each employee file is a time consuming and tedious process and it also increases the chance of human error and slows down the overall efficiency of the department.
Suggestions for improvement	• Checklist should be made to ensure all employee files are complete and regularly updated. • Simple tools like Excel or dashboards should be implemented to track staff performance and KPIs more effectively. Working on it. • There is a need for digital solution or automated tools to make the process more accurate and faster.
Plan for the next week	• Will continue working on internal audits of employee records and assist in calculating and verifying CTC details for hospital staff.

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Reporting Format (Weekly)

Name of the Organisation: Bhagwan Mahaveer Cancer Hospital & Research Centre

Area/ Department/ Project of Summer Internship Program: Human Resource

Name of the Student: BHAVYA SAXENA

Roll no: 0004 **Stream:** MBA- HA

Week no: 8 **From:** 30/06/25 to 5/07/25

Activity Done	• The file audit task continued this week also. We worked on verifying and updating more employee records. • Over focus was on checking for missing documents and ensuring all files are complete and accurate. • Provided an analysis of the Nursing Department as requested by the head HR. The analysis included staff count, roles, salary details and document status to support internal review, planning and to assist in the ongoing hiring process. • Prepared questionnaires on Employee rights, responsibilities and code of conduct and Employee satisfaction survey with the help of industry mentor.
Linking theory (Classroom learning) with practice at your organisation	• Data driven decision making-By using audit data to analyse the nursing department's workforce. This analysis helped the HR team in the ongoing recruitment process by identifying staffing gaps and plan accordingly. • Human Resource Management-Understanding how hospital employee records are managed and maintained during audits. • Data Quality-Made sure the employee data is correct and complete during the file audit. • Workforce analysis- It involved evaluating employee data to understand staffing levels, roles, skills and future workforce needs. • Organizational Behaviour- Observing communication, coordination and hierarchical structure during HR tasks. • Principles of Management- planning, organizing, leading and controlling.

Gaps identified on the working area.	• Manually auditing each employee file is a time-consuming and tedious process and it also increases the chance of human error and slows down the overall efficiency of the department. • Incomplete employee data was found in some employee records during file audit that caused difficulty in workforce analysis. • Manual data handling, increasing chances of human error and slowing down analysis.
Suggestions for improvement	• There should be use of some HR software to manage and audit employee data. • Regular audits must be conducted to keep the records Up-To-Date.
Plan for the next week	• Will continue working on internal audits of employee records.

Signature of the Student- Bhavya Saxena

Reporting Format (Weekly)

Name of the Organisation: Bhagwan Mahaveer Cancer Hospital & Research Centre

Area/ Department/ Project of Summer Internship Program: Human Resource

Name of the Student: BHAVYA SAXENA

Roll no: 0004 **Stream:** MBA-HA

Week no: 9 **From:** 7/07/25 to 12/07/25

Activity Done	- Continued with the employee file audits to fulfil the assigned task. - Started working on the project that is “<i>Fostering a workplace: Rights & Responsibility Survey- this helps in HR department whether the employees have proper knowledge about their rights and responsibilities towards the organisation and patients</i>”. - Collected the credentials of all the doctors and verified that all of them are registered with the Rajasthan Medical Council (RMC) and that their details are up to date as per the assigned task.
Linking theory (Classroom learning) with practice at your organisation	Decision making and data analytics- Using data to support the HR reports, salary analysis and better workforce planning. Healthcare Compliance- Ensuring that doctors are registered with RMC (a regulatory body) Workforce Analytics- Analysis of number of staff, turnover and departmental requirements to help hiring and budgeting. Human Resource Management- Understanding the HR functions in a hospital like record keeping, payroll and recruitment. Organizational Behaviour
Gaps identified on the working area.	- Increased chances of human error in manual data entry and verification of records were observed. - During credential checking, some doctor registrations were found to be expired or not updated, indicating gaps in compliance tracking.

	• Absence of an automated tracking system for checking documents expiry and credential validity causing delays in timely updates.
Suggestions for improvement	• Manual record keeping should be digitalised that will save time and will make audit procedure smoother. • Auto-checking tools like Microsoft Excel with data validation or Google Forms with required fields, can help in reducing mistakes usually made during data entry by alerting users when incorrect or incomplete information is entered. There should be a reminder system to track expiry dates of documents like RMC registrations. For example, color-coded Excel trackers with conditional formatting or Google Calendar alerts can be used. • There should be centralised HR software.
Plan for the next week	• Will continue to work on assigned project and other assigned tasks.

Signature of the Student- Bhavya Saxena

Reporting Format (Weekly)

Name of the Organisation: Bhagwan Mahaveer Cancer Hospital & Research Centre

Area/ Department/ Project of Summer Internship Program: Human Resource

Name of the Student: BHAVYA SAXENA

Roll no: 0004 **Stream:** MBA-HA

Week no: 10 **From:** 14/07/25 to 19/07/25

Activity Done	- Continued with the audit of employee files to fulfil the assigned task. - Got to learn other HR process that includes approaching to experienced professionals especially doctors through referrals or social platforms like LinkedIn, Naukri.com etc. Also, hiring and evaluation process to make sure that organisation gets quality talent. - As required in my project, there was only 233 responses were registered through google forms will start conducting the basic analysis of the responses.
Linking theory (Classroom learning) with practice at your organisation	Human Resource Management- Got to learn how HR maintains proper documentation and compliance. Also, learned how they bring quality talents in the organization. Data analysis-working on project with all the data collected through google forms and made charts out of the responses. Principles of Management.
Gaps identified on the working area.	- Mostly resume sourcing is done manually. - Limited use of data analytics for HR processes like recruitment and workforce planning. - Data inconsistencies and duplications found while data cleaning.
Suggestions for improvement	- There should be use of Applicant Tracking System. - The decisions based on data rather than experience will increase chances of success.

Plan for the next week	• Will continue to work on assigned project and other assigned tasks.
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Signature of the Student- Bhavya Saxena

Reporting Format (Weekly)

Name of the Organisation: Bhagwan Mahaveer Cancer Hospital & Research Centre

Area/ Department/ Project of Summer Internship Program: Human Resource

Name of the Student: BHAVYA SAXENA

Roll no: 0004 **Stream:** MBA-HA

Week no: 11 **From:** 21/07/25 to 26/07/25

Activity Done	• Completed the file audit task by completing audit of 749 employee files. Submitted the data to our head HR. • Worked on the 'Shivam' software. Identified the error in the Shivam salary data that did not match the actual salary sheet data. To reduce the discrepancy we carefully review, compiled and corrected the data and made sure that data aligns with official records and should be accurate.
Linking theory (Classroom learning) with practice at your organisation	• Data management and quality control- Identified and corrected the manual data error, underlining the importance of data validation, accuracy and consistency in HR analytics. • HR Analytics • Operational management
Gaps identified on the working area.	• The discrepancy between the Shivam data and actual data was due to the manual entry of big data. Transition phase take will time to adapt software completely.
Suggestions for improvement	• Structured training sessions should be provided to HR staff for reducing the errors and speed up the adaption of software during transition phase.

Plan for the next week	• Will continue to work on assigned project and other assigned tasks.
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Signature of the Student- Bhavya Saxena

Compiled Reporting Format

Name of the Organisation:

1. Aadesh Foundation (Week 1-4)

2. Bhagwan Mahaveer Cancer Hospital and Research Centre (Week 5- 11)

Area/ Department/ Project of Summer Internship Program: HUMAN RESOURCE

Name of the Student: BHAVYA SAXENA

Roll no: 0004

Stream: HEALTHCARE ANALYTICS

Activity Done	Week 1 to Week 4 (Aadesh Foundation) • We officially joined internship online on May 12th and had our orientation on the same day. For the initial 15 days, we have been assigned with the task of collecting donations and raising funds for the foundation. • Reached out to various potential donors through calls messages and social media platforms and reached out to various companies indulged in CSR activities to fulfil the requirements of the assigned fund-raising task. • Created and shared posters on social media to increase the awareness and increase the visibility of the Foundation and its work and support the given task. • Fundraising task was assigned for initial 2 weeks but continued till week 5. Week 5- Week 11 (Bhagwan Mahaveer Cancer Hospital and Research Centre) • Officially Joined internship at Bhagwan Mahaveer Cancer Hospital and Research Centre (BMCHRC) in HR Department on June 17th. • got to learn about various roles of HR department like workforce planning, approaching quality talent, hiring process, payroll and verification and management of documents. • Assisted our senior staff in updating employee information and salary details, error detection and compilation on 'Shivam' software which has been recently adopted by the hospital to perform payroll
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	functions. Gained hands-on experience with the software and payroll processes. • Worked on auditing 749 employee files in the HR department to ensure that all records were accurate and up to date. • Collected the credentials of all the doctors and verified that all of them are registered with the Rajasthan Medical Council (RMC). • Worked on the project that is “<i>Fostering a Fair Workplace: Rights & Responsibilities Survey</i>” to analyse survey data and identify workforce knowledge about their rights and responsibilities. • Got to learn other HR process that includes approaching to experienced professionals’ especially doctors through referrals or social platforms like LinkedIn, Naukri.com etc. Also, hiring and evaluation process to make sure that organisation gets quality talent.
Linking theory (Classroom learning) with practice at your organisation	• Principle of Management- planning, organising and performing the tasks. • Organisational behaviour- Understanding the teamwork and work culture while working remotely as well as in a hospital setting. • CSR funding- Aligning the foundation’s goals with the social responsibilities of corporate companies. • Customer Relationship Management and Communication skill • Human Resource Management Theory – Learned about the different hospital HR functions like payroll and employee management. • Information Systems – Used 'Shivam' software. • Data Analytics – Learned how the data is updated, organised and how this data accuracy helps in salary as well as staff planning. • Change Management – Got to experience how staff adapts to new software systems and what are the challenges faced during these real-world problems. • Data Quality – Ensuring completeness and accuracy of records which is important for analytics and decision making (workforce planning). • Learned about KPI/KRAs – Understanding key performance metrics in HR. • Basics of Excel – learned basics of Excel and used for maintaining and organizing employee data.

	• Decision making and data analytics- Using data to support the HR reports, salary analysis and better workforce planning. • Healthcare Compliance- Ensuring that doctors are registered with RMC (a regulatory body) • HR Analytics- Analysis of number of staff, turnover and departmental requirements to help hiring and budgeting. • Data driven decision making- - Using data to support the HR reports, salary analysis and better workforce planning. • Data analysis-working on project with quantitative secondary data for salary analysis, cost to company that eventually helps in hr processes.
Gaps identified on the working area.	Aadesh Foundation- • There is a need to enhance the social media presence and outreach to improve visibility and involve the wider audience. • Regular meetings should be organised and there is need for active mentor support. • Need to improve organisational management. • There should be clear schedule for task assignments and maintenance of regular communication. • There should be transparency in task expectations, targets and timelines from the beginning. • The team should respond to the queries timely. Bhagwan Mahaveer Cancer Hospital and Research centre- • Proper training sessions must be provided. • Clear SOPs for data entry processes must be provided and followed. • There should be software support person or IT helpdesk assigned during the transition phase. • Updated data should be checked regularly to avoid errors in salary and employee data. • Regular audits must be conducted to keep the records Up-To Date. • Structured training sessions should be provided to HR staff for reducing the errors and speed up the adaption of software during transition phase. • The decisions based on data rather than experience will increase chances of success.

Suggestions for improvement	• Enhance internal communication and define structured task schedules. • Implement data analytics tools and dashboards to track outreach and HR metrics. • Automate credential tracking, salary processing, and resume sourcing using HR software or ATS. • Conduct regular audits with digital support tools. • Provide hands-on training and define SOPs for newly introduced systems (like Shivam).
Key Learnings	• Real-world HR operations, from on-boarding to compliance and data auditing. • HR operations in hospital setting. • Hand-on experience on payroll software and for employee information and salary processing. • Employee file audits. • There should be use of Applicant Tracking System. • Role of Statutory compliance in payroll. • Importance of verified credentials and complete and accurate data. • HR Analytics and workforce planning. • Change management during transition phase. • Importance of teamwork and work culture.

Signature of the Student- Bhavya Saxena

Approved by the IIHMR University's Mentor