

**GUJARAT TECHNOLOGICAL UNIVERSITY**  
**MBA-SEMESTER-III-EXAMINATION-WINTER-2024**

**Subject Code: 4539233****Date: 17/12/2024****Subject Name: Human Resource Audit****Time: 10:30 AM TO 01:30 PM****Total Marks: 70****Instructions:**

1. Attempt all questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.
4. Use of simple calculators and non-programmable scientific calculators are permitted.

<b>Q. No.</b>		<b>Marks</b>
<b>Q.1</b>	Terms (a) KRA (b) Competencies (c) HR Score card (d) Human Resource Valuation (e) 360 degree feedback (f) Audit Data (g) Performance Appraisal	<b>14</b>
<b>Q.2</b>	(a) What is Human Resource Audit? Explain different Components of HR Audit.	<b>07</b>
	(b) Explain in detail the different methodology to conduct HRD audit.	<b>07</b>
	<b>OR</b>	
	(b) Explain steps in Human Resource Audit Process in detail with diagram	<b>07</b>
<b>Q.3</b>	(a) "Prevention is always better than cure" justify the statement with reference to HR Audit in organisation.	<b>07</b>
	(b) Explain in brief the Areas of the HR Audit.	<b>07</b>
	<b>OR</b>	
<b>Q.3</b>	(a) Explain Role of HR Audit in Workforce Communication and Employee Relations.	<b>07</b>
	(b) Explain in brief Audit of Human Resource Function with suitable examples.	<b>07</b>
<b>Q.4</b>	(a) What is the use of HR Audit report for business improvement?	<b>07</b>
	(b) Write short note on: Valuation of Human Resources.	<b>07</b>
	<b>OR</b>	
<b>Q.4</b>	(a) State the objectives of the HRD Audit report. List down briefly what each chapter of the report should contain.	<b>07</b>
	(b) Explain HR Audit as Legal Compliance for Workplace Policies and Practices	<b>07</b>

**Q.5**

Elite Pharmaceuticals is a reputed company, known for its proactive HR Policies and practices. The vision and mission statement of the company also reflect the corporate social responsibility of undertaking environment friendly manufacturing activities. Some of the innovative HR practices of the company are as follows:

- Creating change management plans for preparing the company for entering foreign markets
- Culture building exercises that support that support self – initiation, openness, honesty and integrity and team work, etc.
  - Career Planning for good performers.
- Challenging and learning assignments for grooming future leaders
- Sharing of knowledge management infrastructure which nurture and support shared learning.

However, the CMD of the company received a show cause notice from the Pollution Control Board on account of pollution created by one of the manufacturing units. The company's image of being socially responsible was getting tainted.

The employees of the company were perplexed with the external information and started doubting the company's holy vision and mission statements and also the credibility of the top management. After a mammoth task of creating employees awareness towards the pollution control mechanisms being implemented by the company and making them tour all villages to create awareness about the responsible actions taken by the company, matters were under control.

However, regaining the credibility as before posed a challenge. Also, issues that had remained covert till now, started gradually surfacing – some of them being grapevine as well.

The management was seriously concerned. On one hand business was growing and on the other hand, internal concerns were bothering the management.

The management decided to carry out an HR AUDIT and entrusted this assignment to the Head of HR Department.

- (a) If you were the Head of HR Department, explain what approach would you have taken to carry out the HR Audit. Justify your answer with due explanation. **07**
- (b) Explain the pre-audit steps you would take in order to gather objective responses to your audit questions. Having done so, how would ensure that the Audit would be able to address the concerns of the CMD? **07**

**OR**

- Q.5** (a) If you were the Head of HR Department, which HR Systems and subsystems would you address? Justify If you were the Head of HR Department, which HR Systems and subsystems would you address? Justify. **07**
- (b) For each HR Sub-system that you would audit, list at least 3 questions each that you would ask as part of the audit. **07**

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