

School of Distance Learning

Programme : PGDHRM

Academic year: 2011 – 2012

Subject: HR AUDIT

Date: 04.01.2012

Semester: IV

Course New

Marks 70

Time: 3.00pm to 6.00pm

Instructions:

Candidates should read carefully the instructions printed on the question paper and on the cover of the Answer book, which is provided for their use.

Q.1. Attempt only two (2) out of Four (4) Explain the following terms (10 Marks)

- (a) Human Resource Audit
- (b) Goals of HR Audit
- (c) Competency and Competency Mapping
- (d) Organisational Change.

Q.2. Write Short Notes attempt any two: (2) out of five (5) (10 Marks)

- (a) Forms of Organisational Change
- (b) Corporate Culture Audit
- (c) Employee Engagement
- (d) Types of HR Audit
- (e) HR Turnover Analysis

Q.3. Attempt any three (3) out of five questions given below (30 Marks)

- (a) Define HR Audit and explain the characteristics of HR Audit
- (b) What is Auditing of HRD Competencies? Discuss the methods of auditing of HRD Competencies.
- (c) Explain the Audit of "Recruitment and Induction"
- (d) How can the organization identify training needs? How do Auditors analyse if the training needs identified are appropriate?
- (e) What is the role of Change Agents? Discuss.

Q.4. Case Study – Answer the questions in detail

(20 Marks)

Kaka Steels Ltd is a well known steel rods / bars and sheets manufacturing company established a decade ago. Kaka steels was an organization initially started as a partnership firm and converted into a “ Pvt. Ltd Company” four years ago. Its promoters used to believe in “Employee Loyalty, Sincerity and Hard-working” for their sustaining in the organization. Kaka steels has an HR dept headed by Mr. Pandey for the last five years. Kaka steels has around 500 employees on its roles. Now, the employees in the key roles started leaving the company one after the other. The “HR Systems and Practices” of the organization failed to stop them. Of course, “Market Dynamics” also played some role in it (Employees leaving the organization).

Q.1. As an “HR Auditor” (to be appointed) for the organization what would be your proposals (in the context of organizations present HR systems and practices) to review HR systems and practices of Kaka steels ltd.

Q.2. What are the Areas / Functions of HR (of Kaka Steels) which need HR Audit and your Action Plan for that .

---

x

2/2