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| **SESSION** | **jan-feb’24** |
| **PROGRAM** | **MASTER OF BUSINESS ADMINISTRATION (MBA)** |
| **SEMESTER** | **III** |
| **course CODE & NAME** | **DHRM304 (Human Resource Audit )** |
| **CREDITS** | **04** |

**Assignment Set – 1st**

**Questions**

**1. Explain the main objectives of human resource planning in an organization.**

**Ans:**

Human resource planning is the term used to describe how organizations ensure that their employees are the “right person for doing the job”. It includes planning for recruitment, on boarding, training, and development and much more. It is the process of acquiring and utilizing human resource in an organization. It also is to ensure that an organization has the right number of employees in the right place at the right time.

**The main objectives of human resource planning are as follows:**

**1. To determine the number of employees to be employed**: If an organization has more employees than required, then the employees will be underutilized. In contrast, if there are

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**2. Explain various human resource development systems.**

**Ans:Human Resource Development (HRD) Systems**

The various functions in HRD are carried out through its systems and sub- systems. HRD has five major systems, viz. career system, work system, development system, self-renewal system and culture system and each of the systems has sub-systems. While career, work and development systems are individual or team-oriented, self-renewal and culture system are organisation-oriented.

**These systems with their sub-systems are listed below:**

**1. Career system:** This is the most important HRD system. As an HRD system, career

**3. Describe recruiting? Explain different types of interviews.**

**Ans:Recruiting,** also known as recruitment or hiring is the process of finding, attracting, and selecting qualified candidates for jobs within an organization. It involves a series of activities aimed at identifying and engaging potential employees to fill open positions. Effective recruiting is essential for building a strong workforce that can help an organization achieve its goals and objectives.

**Different types of interviews**

**Telephonic Interview:** Telephonic interviews give the company a chance to get a feel of the

**Assignment Set – 2nd**

**Questions**

**4. What are the main reasons behind human resource valuation?**

**Ans:The main rationale behind human resource valuation can be understood by going through the following list:**

**1. Guarantee to customers/clients:** Human resource valuation assures customers of quality and consistency. It is a means of guarantee available to customers and outsiders that the enterprise is thorough in its personnel’s efficiency to honour commitments.

**2. Establishing investor confidence:** The performance of an organization depends mainly

**5. What do you understand by competency mapping? Explain any four core competencies for professionals.**

**Ans:**Competency mapping forms an excellent tool for optimizing human capital. HR auditors should make sure that they identify the key competencies for an organisation or a particular position in an organisation, and use it for job evaluation, recruitment, training and development, performance management, succession planning, etc. They should ensure that the organisation effectively communicates what it actually expects from them. The

**6. What do you understand by the term ‘Industrial relations’? Explain the points which can be considered for measuring the quality of HR climate.**

**Ans:Industrial Relations Industrial** relations refers to the relationship between employers, employees, trade unions, and the government. It encompasses all aspects of the employment relationship, including the negotiation of wages, work conditions, dispute resolution, and the enforcement of labour laws. The goal of industrial relations is to maintain a harmonious work environment and promote productivity and fairness within the workplace.

**Components of Industrial Relations Employers:** Management or owners who control and