

GUJARAT TECHNOLOGICAL UNIVERSITY

MASTER OF BUSINESS ADMINISTRATION (Part-Time)

Year III (Semester: –VI) (W.E.F. Academic Year 2017-18)

Specialization: Human Resource Management

Subject Name: Human Resource Audit (HRA)

Subject Code: 3569933

Subject Credits: 3

Total Marks: 150

1. Learning Outcomes:

- Understanding of Legal Compliance and ethical consensus with the various legislations
- Learning of how change in HR competencies in organisation will lead to change in business

2. **Course Duration:** The course duration is of **36 sessions of 75 minutes each.**

3. Course Contents:

Module No.	Modules with its Contents/Chapters	No. of Sessions	Marks (out of 70)
I	Human Resource Audit: <ul style="list-style-type: none">• Introduction, Objectives, Concepts, Components, Need, Benefits• Important Components of Human Resource Development Audit Need for Human Resource Audit: <ul style="list-style-type: none">• Identifying the Human Resource Audit Goal• Defining the Audit Team• Approaches to Human Resource Audit• Benefits of Human Resource Audit	9	18
II	Methodology and instruments of HR Audit: HR Audit Methodology and Issues: <ul style="list-style-type: none">• Introduction• Conducting a Human Resource Audit• Preliminary Steps• Goals of the Audit• Areas of the Audit• Issues in HR Audit• Strategies Alignment of HR Audit. HR Audit Process:	9	18

	<ul style="list-style-type: none"> • Introduction • Audit of Human Resource Function • Planning Questions, Collecting Data, Analyzing the Audit Data, • Interpretation: Assessing the Ability for Change 		
III	<p>HR Audit and Workforce Issues:</p> <ul style="list-style-type: none"> • Introduction, Workforce Communication and Employee Relations • Performance Management • Compensation System • Teambuilding System <p>Challenges in HR Audit:</p> <ul style="list-style-type: none"> • Assessing the Ability for Change, Post Audit Steps, Preventive and Corrective Actions, Role in Business Improvement, Methodology and Limitations <p>Human Resource Audit Report:</p> <ul style="list-style-type: none"> • HR Audit Report – purpose • Report Design – Preparation of report • Use of HR Audit report for business improvement 	9	17
IV	<p>HR Audit for Legal Compliance and Safe Business Practices:</p> <ul style="list-style-type: none"> • Scope of Human Resource Audit • Pre-employment Requirements • Hiring Process • New-hire Orientation Process • Workplace Policies and Practices <p>Human Resource Auditing as a Tool of Human Resource Valuation:</p> <ul style="list-style-type: none"> • Introduction • Rationale of Human Resource Valuation and Auditing • Valuation of Human Resources • Issues in Human Capital Measurement and Reporting 	9	17
V	<p>Practical:</p> <p>HRD Audit –</p> <ul style="list-style-type: none"> • The Indian Experience and case studies: Introduction- Prevalence of HR Audit, • HR Audit Case-Manufacturing Industry, HR Audit Case-Service Industry <p>Recent Advancements in Human Resource Audit</p> <p>HR Audit Questionnaire:</p>	---	(30 marks CEC)

	<ul style="list-style-type: none"> • Introduction • Areas to be Concentrated • A Comprehensive Coverage of the Entire Human Resource Practices, • A Sample Internal Human Resource Audit Questionnaire 		
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4. Teaching Methods:

The following pedagogical tools will be used to teach this course:

- Lectures
- Case Discussions and Role Playing
- Audio-visual Material (Using CDs/Clippings/ online videos)
- Assignments and Presentations

5. Evaluation:

The evaluation of participants will be on continuous basis comprising of the following elements:

A	Continuous Evaluation Component comprising of Projects / Assignments / Quiz / Class Participation / Class test / Presentation on specific topic etc	(CEC – 50 Marks)
B	Mid-Semester examination	(Internal Assessment-30 Marks)
C	End –Semester Examination	(External Assessment-70 Marks)

6. Reference Books:

Sr. No.	Author	Name of the Book	Publisher	Year of Publication
1	P. Subba Rao.	Personnel & Human Resource	Himalaya Publishing House	Latest Edition
2	T.V.Rao	Human Resource and Audit	Sage Publications	Latest Edition
3	T.V.Rao & Udai Pareek	Designing & Managing Human Resource system	Oxford & IBH Publishing Co. Pvt. Ltd ISBN 10: <u>8120416104</u> / ISBN 13: <u>9788120416109</u>	Latest Edition
4	Hartsfield,William E	H.R.Audit:How to evaluate your personnel policies and practices	BLR® - Business and Legal Resources ISBN-13: 978-1556455643 ISBN-10: 155645564X	2010
5	Peter Reiley	Human Resource Function:Audit	ABE Books	Latest Edition
6	T.V.Rao	Evaluating the human resource functions for business improvements	Sage Publications	Latest Edition

7	Dr.Sibram Nisonko	Audit your most precious resource	Page Numbers Source ISBN: 197357120X for kindle edition Sold by: Amazon Asia-Pacific Holdings Private Limited ISBN, 9781973571209 for print	Latest Edition
8	Rajni Gyanchandani ,Durdana Ovals	H.R.Audit	Everest Publishing House	Latest Edition
9	Kelli Vito	Auditing Human Resources	The IIA Research Foundation Handbook Series www.theiia.org/bookstore	

Note: Wherever the standard books are not available for the topic appropriate print and online resources, journals and books published by different authors may be prescribed.

7. List of Journals / Periodicals / Magazines / Newspapers, etc.

1. Journal of Social Science and Management
2. Journal of Advance Management Research
3. Harvard Business Review
4. Journal of Applied Behavioral Science
5. Human Resource Development Review
6. International Journal of business and General Management
7. International Journal of Human Resource Management.