

**BBA**  
**Fifth Semester**  
**Human Resource Audit**  
**(BBA- 23A)**

**Duration: 3Hrs.**

**Full Marks: 70**

Part-A (Objective) =20  
Part-B (Descriptive) =50

**(PART-B: Descriptive)**

**Duration: 2 hrs. 40 mins.**

**Marks: 50**

**Answer any four from Question no. 2 to 8**  
**Question no. 1 is compulsory.**

1. Explain the Process of Human Resource Audit with suitable example. 10
2. What do you mean by Human Resource Development? Explain the factors which can influence in best practice of Human Resource Management. 2+8=10
3. What is Employee Motivation? What are the different motivational tactics can be used by organisation for employee motivation? Explain 3+7=10
4. Define Training & Development. Discuss the different Training methods that are followed by organisation. 3+7=10
5. What is Human Resource Planning? Discuss the different approaches of Human Resource Audit. 1+9=10
6. Define Human Resource Management. Prepare one sample Audit Questionnaire on Employee Motivation. 2+8=10
7. Mention the objectives of Human Resource Audit. What are the importances of Human Resource Planning? 5+5=10
8. What do you mean by Employee Relation? Define Organisational Change. What are the areas that to be concentrated in preparing HR Audit Questions? 2+3+5=10

\*\*\*\*\*

**BBA**  
**Fifth Semester**  
**Human Resource Audit**  
**(BBA- 23A)**

**Duration: 20 minutes**

**Marks – 20**

**(PART A - Objective Type)**

**I. Choose the correct answer:**

**1×20=20**

1. Which of the following is/are the feature of Management?
  - a. Goal oriented
  - b. Continuous process
  - c. Universal
  - d. All of the above.
2. Which of the following are the primary functions of all organisations?
  - a. Operations, marketing and human resources
  - b. Marketing, human resources and finance/ accounting.
  - c. Marketing, operations, human resources and finance/ accounting.
  - d. Sales, quality control and operations.
3. Which is an important element of Co-ordination?
  - a. Resistance
  - b. Semantic
  - c. Integration
  - d. Emotional attitude.
4. Human Resource Management is primarily concerned with which of the following element?
  - a. Sales
  - b. External environment
  - c. Dimensions of people
  - d. Internal environment.
5. Having good relations skill means that a manager is able to perform which of the following function?
  - a. Use a computer
  - b. Work with others
  - c. Train employees and solve problem
  - d. Think creatively.

6. Which of the following is the meaning of Human Resource Planning?
  - a. Evaluation of Job
  - b. Satisfaction of the employees
  - c. Appraising the performance of employees
  - d. It is the process by which an organisation ensures that it has the right no. and kind of people at the right place, at the right time.
7. Which of the following is/are the elements of HRD?
  - a. Training
  - b. Career development & counselling
  - c. Performance Appraisal
  - d. All of the above.
8. HRD develops competencies at which level/ levels?
  - a. Individual level
  - b. Organisation level
  - c. Group level
  - d. All the level.
9. Which of the following is correct with Training?
  - a. It is an act of increasing knowledge and skill of employees.
  - b. A short term educational process.
  - c. It is the study of job in details.
  - d. All of the above.
10. Organisational Commitment is the outcome of which of the following element?
  - a. Work Attitude
  - b. Personality
  - c. Job Satisfaction
  - d. Perception.
11. Which of the following element can affect Organisation Culture?
  - a. Technology
  - b. Employees
  - c. Market place
  - d. Top management.
12. In Maslow's Need Hierarchy theory, which of the following is/are not high order needs?
  - a. Social needs
  - b. Self actualisation
  - c. Self esteem
  - d. All of the above.

13. Which of the following is not negative type of motivator?  
a. Force                      b. Incentive                      c. Fine                      d. Reprimand.
14. Who use to fix Minimum Wage?  
a. Trade union                      c. Employees  
b. State Government                      d. Court of Law.
15. Which of the following is not a component of Wage or Salary?  
a. Basic Wage                      c. Dearness Allowance  
b. Incentive                      d. Fringe benefit.
16. Which of the following is defined by Human Resource Audit?  
a. Penalising an employee for undesirable behaviour.  
b. A review of security vulnerability in an organisation.  
c. An examination and evaluation of policies, procedures etc to determine the effectiveness of personnel management.                      d. None of the above.
17. In India there is no legal obligation to carry out Personal Audit. This statement is- a. True                      b. False)
18. In which area the result of Performance Appraisal is used?  
a. Labour welfare                      c. Recruitment  
b. Training                      d. All of the above.
19. Which of the following statements is not true about an HR audit?  
a. It establishes a benchmark for measuring the performance of HR department.  
b. It is done by internal employees or external consultant.  
c. It gathers data about people, process, structures and policies.  
d. It is a statutory requirement for an organisation.
20. Which of the following conditions is essential for an effective HR audit?  
a. Top Managers' commitment                      c. Clarity in HR Audit objective  
b. Regularity and continuity                      d. All of the above.
-