

THE STUDY ON HR POLICIES IN VIBGYOR AUTOMOTIVE PRIVATE LIMITED

Deeban Lingesh K¹, Mr. Mohamad Saif²

¹MBA Student, School of Arts, Humanities and Management, Jeppiaar University, Chennai, India.

²Assistant Professor, School of Arts Humanities and Management, Jeppiaar University, Chennai, India.

deebanlingesh82@gmail.com ²smileyboysaifu@gmail.com

DOI: <https://www.doi.org/10.58257/IJPREMS40465>

ABSTRACT

HRM (human resource management) is especially important in a knowledge-based economy, where ideas and expertise are greatly valued, and a creative and innovative workforce is necessary to meet the challenges of this new economy. Efficient and effective management of human capital is increasingly an imperative and complex process. As a result, there has been a considerable increase in the number of organizations gathering, storing, analysing information regarding their HRs through the use of a software which is HRIS (human resource information system).

The growing importance of HRIS is due to the recognition of HR practitioners that IT (information technology) and IS (information system) should be a part of HR POLICIES mainly to develop and use better HRM programmes.. This study attempts to identify the effectiveness and the importance of the use of HRIS on the HRPOLICIES of an organization. It includes the top management, managers, and executive of HR working in manufacturing, service and IT sectors. Results provide insights into HRIS practice, its effects, effectiveness and shows that HRIS is of direct significance verifies completeness of the HR function and also provides HR professionals with opportunities to enhance their contribution to the strategic direction of the firm. The purpose of HR policies is to ensure that all employees are treated fairly, consistently, and in compliance with applicable laws and regulations.

The abstract of HR policies provides an overview of the organization's philosophy, values, and principles related to human resources management. It also outlines the key features of the HR policies and procedures that employees should be aware of. A well-crafted abstract of HR policies can help employees understand what is expected of them and can serve as a useful reference tool for managers and HR professionals.

1. INTRODUCTION

HUMAN RESOURCE POLICIES Human resource management is concerned with people element in management. Since every organization is made up of people, acquiring their services, developing their skills/motivating to high level of performances and ensuring that they continue to maintain their commitments to the organization which are essential to achieve organizational objectives. This project is meant to know the Human Resource Policies in the organization. The HR Policies are a tool to achieve employee satisfaction and thus highly motivated employees. The main objective of various HR Policies is to increase efficiency by increasing motivation and thus fulfil organizational goals and objectives. Human Resource Policies refers to principles and rules of conduct which “formulate, redefine, break into details and decide a number of actions” that govern the relationship with employees in the attainment of the organization objectives.

HR Policies cover the following:

- Policy of hiring people with due respect to factors like reservations, sex, marital status, and the like
- Policy on terms and conditions of employment-compensation policy and methods, hours of work, overtime, promotion, transfer, lay off, and the like.
- Policy with regard medical assistance-sickness benefits, ESI and company medical benefits
- Policy regarding housing, transport, uniform and allowances.
- Policy regarding industrial relations, trade-union recognition, collective bargaining, grievance procedure, participative management and communication with worker

2. OBJECTIVES

- To study the employee's opinion towards HR policies in the organization.
- To evaluate a HR Policy manual for the company with special emphasis on the “Managerial Service Conditions”.
- To improve the reward system both the aspects of monetary and non-monetary

3. NEED FOR STUDY

- People have always been central to organizations, but their strategic importance is growing in today's knowledge-based industries.
- An organization success increasingly depends on the knowledge, skill and abilities of employees, particularly as they help establish a set of core competencies that distinguish and organization from its competitors.
- With appropriate HR policies and practices an organization can hire, develop and utilize best brains in the market place.
- A healthy and committed workforce ensures increased efficiency and productivity for organization is based on HR POLICIES keeping in view of significance the researchers has undertaken the study to know the employee opinion regarding the HR activities in the organization.

4. SCOPE OF THE STUDY

- It reduces the routine transaction and traditional HR activities.
- It deals with the complex transformational ones, the organizations began to electronically automate many of these processes by introducing specialized HRIS (human resource information system) or HRMS (human resource management system).
- HRIS refers to the systems and processes at the intersection between HRM (human resource management) and information technology.
- It is a system used to acquire, store, manipulate, analyze, retrieve, and distribute information regarding an organizations human resource.
- An integrated HRIS is a database shared by all HR POLICIES that provide common language and integrates all HR services.

5. REVIEW OF LITERATURE

- **Anupama Gupta (2021)** explained the consequences of the challenges faced by the Human resource management in context with the current economic status and the challenges faced should be taken in consideration. This article insists on the challenges in the short fall of talented employees. This also emphasis on how Human Resources Management tackles the problems handled on a day-to-day activity. It also suggested some important points to handle things better
- **Saini R.R. (2020)** this article explains Management in United Commercial Bank which is a case study of Chand girah State which elaborates HRD rules and regulations. Basically, this study explains the Hurd les in the process of framing the rules aild process of executing it. Th is analytical contains a sample size of 100 people and analysed their opinion about HRD rules and regulations. As a result of this study is qualification plays an important role in recruitment in top. middle and low-level management. The practice of selecting right candidate for the level of management helps the organization to achieve more and retain employees in the organization.
- **Kund u. Subhash C., Divya Malham (2022)** in their article on "Human Resources Management Practices in Insurance Companies: The study was made in Indian and MNC's and explains the benefits of the organization is generated only by Human Resources. However, the advantage of giving insurance to the Human Resources is one of the employee benefits issued by the Human Resource Management. The findings of the study says that both domestic and international Insurance companies have to improve more on their HR practices like performance appraisal, HR planning and Recruitment
- **Tripathy (20 19)** explained that the organization have the optimum usage of Human resources in the organization. They follow the 3 C concept (i.e.) Competencies, commitment and culture. By following these 3 C culture in the work organization give the positive results in the organization. This practice is considered to be the best result earning which resulted in the increase in the financial growth.
- **Singh S.K (2019)** in this study be explained that for a good organizational growth employee should maintain their involvement to yield high productivity. Employee's dedication helps him to achieve his target, and increases ills quality of work. Organization should also help the employee in training him to develop his interpersonal skills. Doth Employer and Employee should equally contribute each for individual's growt.
- **Patil, Kalanath S. (2018):** The development of facility management industry has an important p lace in the growth of the country. Life insurance Corporation is one of the major service providers I n which they provide the best service. The Transmission doesn't t come in a day. For that employees have put in lot of effoIts to bring the service

in the field of service.

- **Hemant Rao (2018)** in his study he explained the changes in the role Human Resources. There was an extraordinary change in the role of Human resource department. They should work in the organization such that they should treat the employees irrespective to cast. religion, gender etc. The productivity of the company is based on the quality of work done by the employees in the organization
- **Sharma and Jyoti (2016)** in this article they have explained about the Job Satisfaction that they finalize it the best and effective reason for an employee in the working situation. They also explain that this emotional factor helps the employee in the organization to yield best results. Dissatisfaction is one of the main reasons for allerion of employee in the organization. So, job satisfaction is the primary reason of an employee's carrier growth and development of an organization.
- **Subramanian. V. (2017)** he expresses that the recruitment and selection process in the organization and selecting the right candidate for the correct position helps employees to work in the organization in a very posi6ve mode. The interview process should be relevant to the job profile so that the candidates will be interested in the job profile le. G.V. Chalama and L. Srinivas (2017) in his article he has made a Human Resources Department survey across 120 branches of State Bank of India at Andhra Pradesh. and defames the gender where he papers made an attempt to explore the basic gender difference. He finds that the women employees have much more concern that the male employees. Female employees have h higher attitude of respecting the organization and Human resource department. They also have good source of Loyalty towards Bank work.
- **Martin T.P. (2016)** In his study he explains the Human Resource Development shows the progress of the organizational growth with different process like recruitment and selection, payroll processing and maintains the rules and regulations of the office. By the way of best approach towards the employees which t1le in the high productive of the employees.
- **Mishra and Bhardwaj (2002)** in his research be made an empirical study on the Private companies and their nature of work in Human resources Department. A random sample of I 07 managers with different levels like low level, middle level and top-level management are taken into consideration. A questionnaire was circulated to them to know about the Human Resource department and analysed. As a result, the situation presents I n the HRD is satisfactory.
- **T.V. Rao (2000)** the study in I1is book explains that the audit conducted describes the methods and ideas which have to be implemented in the Human Resource Audit. H is framework helps to estimate the different criteria l like core competency. Culture and value of the organization. By evaluating the employee's interpersonal skills, they can improve I n some of the factors who ich are they lacking in the system. They also have broadminded people in the top-level management which helps the low and middle level employees to know about their concerns. So, they each and every employee in the organization helps them to achieve more by increasing the productivity.
- **UDAI PAREEK &T.V. RAO (2020)** in his study he explains that the l imitations of Human Resource Department where they need to improve in the personal growth of employee and the organization. In his he elaborately explains about the importance of the training and Development, HR Audit, Planning and Development, Organizational Behaviours'. TII is also gives the lots of information about the Educational Institutes and lot of professional people.
- **Heneman and Tansky (2002)** emphasized the importance of communication in HR policy development and implementation. The authors argued that effective communication between HR professionals and employees can help to ensure that policies are understood, accepted, and effectively implemented.
- Another theme in the literature on HR policies is the need for flexibility and customization. Organizations may need to tailor their policies to meet the unique needs of their workforce, such as by offering flexible work arrangements or customized training programs (Eisenberger et al., 2002).
- Several studies have also highlighted the role of HR policies in shaping organizational culture. For example, a study by **Cai et al. (2015)** found that HR policies related to employee development and training were positively associated with organizational innovation and creativity
- Finally, the literature on HR policies has also explored the impact of policies on employee attitudes and behaviors. For example, a study by **Weaven and Grace (2013)** found that perceived fairness in HR policies was positively associated with employee job satisfaction and commitment

6. RESEARCH METHODOLOGY

The purpose of this chapter is to address the research methods used in this study. Items that will be addressed include the research design, population and sample, instrumentation, reliability and validity of the instrumentation, data-gathering procedures, and the method of statistical analysis and the development of the model for the purchasing decision of bikes in Tamil Nadu. The chapter also dwells at length the role played by the mediator, referral, on the purchase decisions of motorcycles consumers.

RESEARCH DESIGN

The research design for this research is "descriptive in nature".

Descriptive research studies are those studies which are concerned with describing the characteristics of a particular individuals or a group. In this research, the researcher must be able to define clearly, what he wants to measure and must find the adequate methods for measuring it along with the clear-cut definition of population he wants to study

DATA SOURCE

- **PRIMARY DATA :-** It contains the original information gathered for a specific purpose. The first-hand information has been collected through the administering the questionnaire by direct contract method and through informal meetings and observations.
- **SECONDARY DATA :-** It contains information that already exists have been collected for another purpose, the second-hand information has been collected through company previous record, annuals reports, journals industrials magazines, brochures, internet.

SAMPLE SIZE : The sample size of the study is 182

TYPES OF SAMPLES : Sampling techniques is convenience sampling

TOOLS OF ANALYSIS : Statistical tools are percentage analysis, correlation, ANOV

STRUCTURE OF QUESTIONNAIRE

In this method a questionnaire is sent to the HR Manager concerned with a request to answer the questions and return the questionnaire. The questionnaire consisted of a number of questions printed or typed in a definite order. The HR Manager has to answer the questions on their own. The researcher has chosen this method of data collection due to low cost incurred, it is free from bias of the interviewer and respondent have adequate time.

HYPOTHESIS 1

H₀-There is a no relationship between the Employees performance and satisfaction is the valuable outcome of sounds of Hr policies of the organisation.

H_{a1}- There is a relationship between the Employees performance and satisfaction are not the valuable outcome of sounds of hr policies of the organization.

7. DATA ANALYSIS AND INTERPERATION

ANOVA

Gender

	Sum of Squares	do	Mean Square	F	Sig.
Between Groups	.342	4	.086	.349	.844
Within Groups	42.858	175	.245		
Total	43.200	179			

INFERENCE: The p value which is higher than the significance level (0.05). Hence, null hypothesis H₀ is accepted and H₁ gets rejected.

Correlations

	Age	The training imparted to the employee helps to improve their performance
Age Pearson Correlation	1	.076
Sig. (2-tailed)		.308
N	182	182

The training imparted to the employee helps to improve their	.076	1
performance Pearson Correlation		
	.308	
Sig. (2-tailed)		
	182	182
N		

8. FINDINGS

- 59.3% of respondent is female and 39.6% respondent are male.
- the respondent of 20-30 are 17.6%, 30-40 are 31.9%, 40-50 are 34.1% and 50-ABOVE are 16.5%.
- the respondent of 15.4% are marketing dept., 28% are personnel dept., 28.6% are financial dept, and 27.5% are from others dept
- income of the respondent there are 16.5% are BELOW-20000, 34.1% are 20000-30000, 31.3% are 30000-40000, 14.3% are 40000-50000 and 3.8% are above
- 50000.
- 63.7% of respondent are satisfied with the recruitment process and 33% of respondent are not satisfied with the recruitment process
- respondent of 13.7% are agree with very fast, 40.1% are agree with fast, 31.9% are agree with moderate, 3.8% are agree with very slow and 10.4% are agree with slow.
- the respondent of 45.1% are strongly disagree training will help to improve their performance, 12.6% are disagree, 24.2% are neutral 18.1% are strongly agree.
- the respondent of 29.1% are very strict towards the punishment of the employee based on misconduct, 18.7% are strict, 34.6% are normal, 6% are loose and 11% are very loose.
- the respondent of 28.6% are feel excellent about the industrial relation in the company, 35.2% are very good, 18.1% are average, 5.5% are poor and 12.1% are very poor.
- the respondent of 20.9% absentees for sickness 32.4% are family problem, 16.5% are policies and 29.1% others.
- the respondent of 21.4% highly satisfied with attendance of employees, 42.3% are satisfied, 17.6% are neutral, 4.9% are dissatisfied, 13.7% are highly dissatisfied.
- the respondent of 73.6% are feel company is providing loan facility and 25.8% are not agree with loan facility provide by company.
- the respondent of 36.8% are highly satisfied with the interaction level, 31.3% are satisfied, 14.8% are neutral, 7.1% dissatisfied, 9.3% are highly dissatisfied.

9. SUGGESTIONS

- ❖ Regularly review and update HR policies to ensure they remain relevant, compliant with laws and regulations, and aligned with the organization's values and goals.
- ❖ Develop policies that promote diversity, equity, and inclusion in the workplace. This includes policies that address bias in hiring, training on diversity and inclusion for all employees, and creating an inclusive workplace culture.
- ❖ Encourage open communication and feedback between employees and managers through policies such as regular performance evaluations, employee surveys, and channels for anonymous feedback.
- ❖ Offer flexible work arrangements such as telecommuting, flexible schedules, and job-sharing to support work-life balance and accommodate employees' individual needs.
- ❖ Implement policies and programs that promote employee wellness, such as access to mental health resources, wellness programs, and opportunities for professional development.
- ❖ Establish clear policies and procedures for handling complaints and grievances in a fair and confidential manner.
- ❖ Foster a culture of continuous learning and development by providing opportunities for training, coaching, and mentorship.

10. CONCLUSION

- ❖ The Policy of the company provides facilities for all round growth of individuals by training in-house and outside

the organization, reorientation, lateral mobility and self-development through self- motivation.

- ❖ Policy grooms every individual to realize his potential in all facets while contributing to attain higher organizational and personal goals.
- ❖ Policy builds teams and foster team-work as the primary instrument in all activities.
- ❖ Policy implements equitable, scientific and objective system of rewards, incentives and control. Policy recognizes worth contributions in time and appropriately, so as to maintain a high level of employee motivation and morale.
- ❖ The employees agree on the part of their performance that they know what is expected from them.
- ❖ The employees are not satisfied with the communication and decision- making process as it leaks the information related to organization.
- ❖ The employees do not receive the appropriate recognition and rewards for their contributions and accomplishments.
- ❖ The employees feel that they are not paid fairly for the contributions they make to company's success.

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