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International Journal of Engineering Research and Science & Technology

ISSN 2319-5991 www.ijerst.com

Vol. 20, Issuse.1, March 2024

A STUDY ON HR POLICIES AND IMPLEMENTATION, YERRAGUNTLA

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ABSTRACT

A study on HR policies and implementation, the practical implementation of human resources policies in the organization is explained on this page.The document talks about the several HR policies—such as hiring, selection, training, performance appraisal, development, compensation, and employee retention—that are required for an organization to run smoothly. It also shedslight on the difficulties organizations face in effectively implementing these policies. The report concludes that an effective HR policy framework combined with realistic implementation strategies can significantly impact an organization's success.

INTRODUCTION

The goal of this study is to determine whether there is a positive and significant relationship between organizational performance and human resource policies, as well as the extent to which these policies can be applied. The policies in question include planning, recruitment and selection, training and development, job analysis and design, motivation, performance appraisal, and employee participation in decision-making. These policies spell out the organization's intentions about hiring, choosing, promoting, developing, paying, motivating, and other aspects of leading and guiding staff members inside the workplace.HR policies function as a guide for managers.

WHAT ARE HR POLICIES?

The human resources department creates an employee handbook that contains all the instructions or guidelines to be followed for ease of governance within an organization. This is then distributed as soon as an employee joins the organization. Human resource activities and actions are highly regulated and can have serious legal, human rights, and discriminatory implications. Human resource policies are guidelines, rules, or procedures that an organization adopts to regulate the behavior or conduct of its employees and their managers or supervisors. These

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ISSN 2319-5991 www.ijerst.com

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guidelines talk about the rights, responsibilities, and expected behaviors of all the people who work in an organization—from an office boy to the CEO.

IMPORTANCE OF HR POLICIES IN AN ORGANISATION

Assists in conveying expectations

Employers can provide employees with clear expectations by implementing human resource policies. All of the rules on acceptable behavior, conduct, and performance for employees at work are contained in these HR manuals. Employees will be aware of expectations and any red flags in this way. Consequently, making certain that every employee acts morally.

Boosts managers' accountability

managers are aware of the consequences of breaking the established rules and regulations, they are more accountable as a result of these guidelines. As a result, they start urging workers to behave themselves and adhere to HR policies and procedures more quickly. This increases organizational openness because all team members receive the same treatment regardless of their position or level of expertise.

They keep organizations regulatory compliant

Every organization wants to create a positive and safe work environment for its employees. When every person in the organization adheres to the rules and regulations, there are fewer chances of any legal complications. However, it is important to be wary of any changes in the regulatory laws and keep your business policies updated.

Offers a safety net against employee claims

Working with people with different mindsets isn’t easy. There might be instances where employees will feel they are treated unfairly and they can decide to take legal action. During such instances, employers can take advantage of up-to-date Human resource policies to defend themselves against legal claims. They can claim that they have equal rules for all the employees and can present the written policy statement before the jury or concerned authorities.

Types of HR policies:-

- Leave policy
- Occupational safety and health
- Attendance
- Code of Conduct
- Discrimination and harassment
- Recruitment

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- Meal and break periods
- At-will employment policy

REVIEW OF LITERATURE

A writing survey is a sort of survey article. A writing survey is an in-paper that presents ongoing information including meaningful discoveries along withhypothetical and systemic commitments to a specific subject. Writing auditsare auxiliary sources and don't report new or unique trial work. Mostfrequently connected with scholarly arranged writing, such surveys are foundin scholarly diaries and are in no way related to book audits, which may likewiseshow up in a similar distribution. Writing surveys are a reason for research in almostevery scholarly field.

Randal (2005)1 has seen that human asset arranging is the cycle that involves making and executing plans and ventures to ensure that the right number and sort of individuals are available brilliantly and recognized to fulfill various leveled prerequisites.

Imison Buchan and Xavier(2009)2 have asserted that getting the equilibrium right between work request and supply is the most well-known objective of human asset arranging.

Izueke (2009)3 has communicated that for stringently talking, we should call this capability "Human asset arranging and action programming" Moreover human asset arranging requires a positive examination investigation of the present and the capability to guarantee that the association has the right number of people open who have the right sorts and abilities to play out the obligations expected by the association when the work is required.

Ulfertsm etal..(2009)4have thought about embracing HRP, an association with its current work power to conclude its future workforce needs and perceive the holes between the future and the present in light of its hierarchical vital targets.

Colley and Cost (2010)5 have recognized an embracing and fundamental method for managing HRM and expressed that the HRP can be used to make an understanding of association vital targets in HR and to facilitate with people the fundamental vital necessities of an association in both the present moment and long haul.

Dwivedi (2012)6sees the human asset arranging as a cycle thataidsin fittingly performing human asset works, for example, legitimate and convenient dates which are given about when to do revenue sales production level

ESSENTIAL OF THE STUDY

- Policies are essential for workers to be employed by a company.
- They support the retention of motivated and cooperative workforces.
- It's an important and fascinating field for research.

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- They also make sure that employment laws are followed and that workers are aware of their responsibilities and the expectations of the company.
- HR policies offer rules on the interactions between employers and employees.
- These guidelines include information on work schedules, health and safety precautions, employment regulations, resolving conflicts, and disciplinary actions.
- Planning HR, recruiting (recruitment and selection), development and training, payrollmanagement, incentives and recognition, and industrial relations.

POSSIBILITY OF THE STUDY

Human resources are the most valuable resource in any firm.

- Since an employee's performance is primarily dependent on the HR POLICIES of the company, the performance of the employees affects the overall performance of the business.
- Performance in the current global competitive environment.
- The main purpose of the project is to analyze and evaluate the organization and create an HR policy manual for it.
- They serve as a foundation for treating every employee equally and fairly.
- They facilitate transparent communication regarding employment conditions between the company and its workers.
- They serve as a collection of directives for managers and supervisors

AIMS OF THE STUDY.

- Primary objective: To study the amendments made in the HR policies of India Cements Limited.
- Secondary objective: To find out the employee's satisfaction with the implementation of policy in the organization.
- To identify the welfare practices in the organization.
- To study the framed policy in the recruitment and selection process.
- To understand the HR policies for maintaining sound relations among employees and employers.

RESEARCH METHODOLOGY

METHOD OF DATA COLLECTION

The exploration has picked the survey strategies for information assortment Due torestricted time close by. While planning the hand assortment technique, sufficientprotection against predisposition and trickiness should be guaranteed. Analystshave inspected the assortments of information for culmination, understandability, reliability, anddependability. Research additionally accumulated optional information that has proactively beengathered and dissected

ISSN 2319-5991 www.ijerst.com

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by another person. He got different data from diaries,authentic records magazines, and reports ready by the specialists. For thepresent piece of examination, the agents have utilized the accompanying strategies.

✓ Survey

✓ Interview

✓ Perception

SOURCES OF DATA

For any review, there should be information for investigation reasons. Without information, there is nomethod for study. Information assortment assumes a significant part in any review. It tends to begathered from different sources

PRIMARY SOURCE The Essential information was gathered from the respondents by controlling an organized survey and through perception, interview, and conversation with the board. The scientist gathered essential information through organized surveys and interviews.

SECONDARY **SOURCE**

Aside from Essential information gathered, the information gathered through course readings, the records of Manifestations INFRA Designers, Diaries from the Library, and the Web is utilized for the review.

SAMPLE SIZE

The sample size taken for this survey is 100 respondents.

DATA ANALYSIS

Data analysis is the course of methodically applying factual or potentially consistent proceduresto portray and delineate, gather and recap, and assess information.

WHY DATA ANALYSIS IS IMPORTANT?

Data analysis plays a pivotal role in today's data-driven world. It helps organizations harness thepower of data, enabling them to make decisions, optimize processes, and gain a competitive edge. By turning raw data into meaningful insights, data analysis empowers businesses to identifyopportunities, mitigate risks, and enhance their overall performance.

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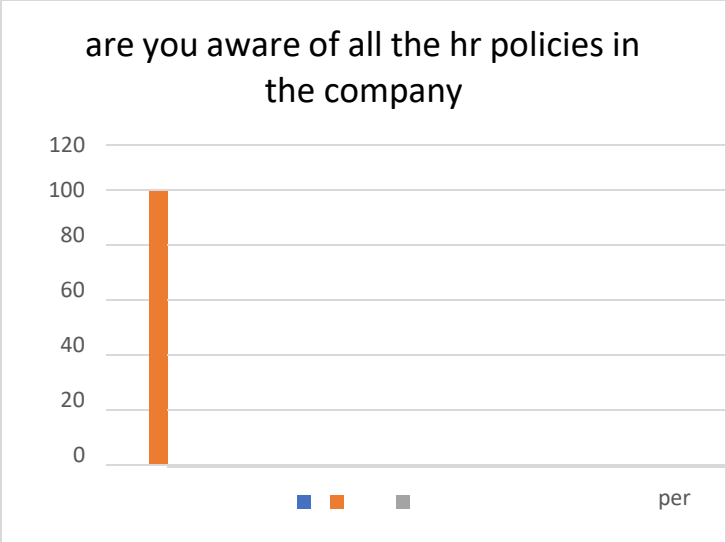
INTERPRETATION:

Q.1 Are you aware of all the HR policies in your company?

options	No of respondents	percentage
Yes	100	100%
No	0	0%



INTERPRETATION:

The above graph shows that all the employees in the ICL company are aware of all the HR policies that are implemented.

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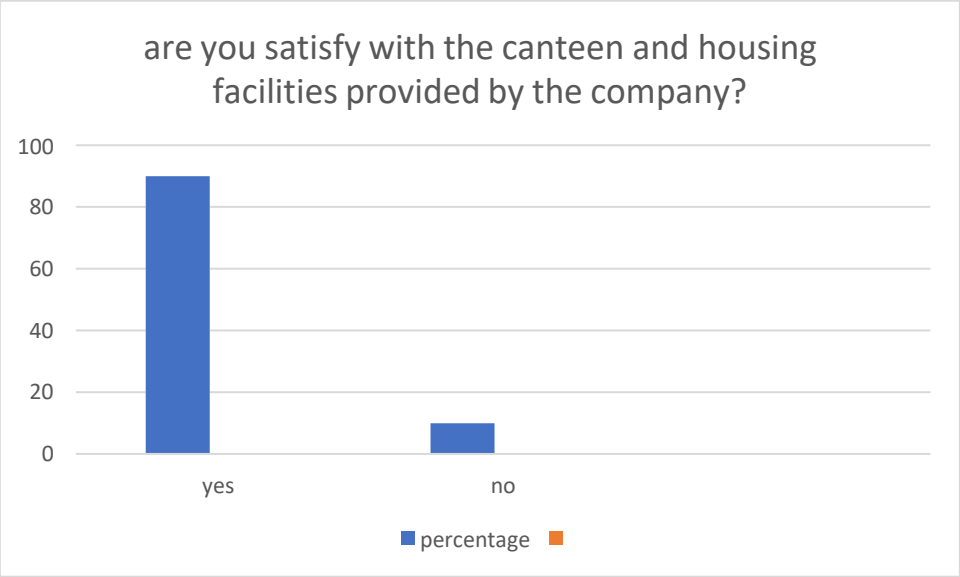
Q.2 Are you satisfied with the canteen and housing facilities provided by the company?

OPTIONS	NO OF RESPONDENTS	PERCENTAGE
YES	**80**	**80%**
NO	**10**	**10%**



Interpretation:

The above graph shows that most of the employees are satisfied with the housing and canteen facilities provided by the ICL company.

Q.3 Who are the people enforcing these policies?

OPTIONS	NO OF RESPONDENTS	PERCENTAGE
Managers	5	5%
Supervisors	0	0%
Upper management	5	5%
Human resources	90	90%

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ISSN 2319-5991 www.ijerst.com

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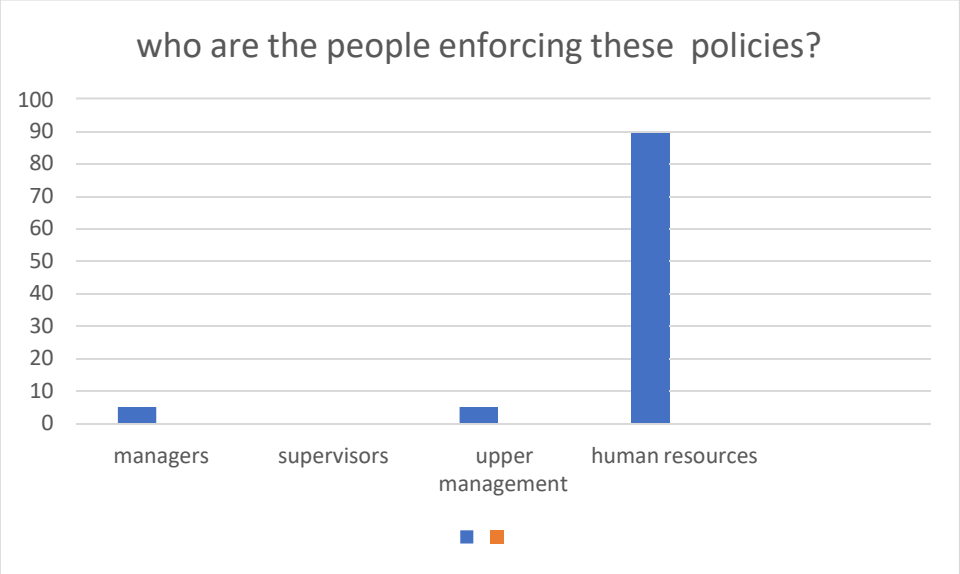

Interpretation:

The above graph showing that in the ICL company they are enforcing these policies through human resource management.

Q.4 After covid 19 does company made any changes in the following?

OPTIONS	NO OF RESPONDENTS	PERCENTAGE
Health and safety	83	83%
Working timings	7	7%
Food providing	10	10%

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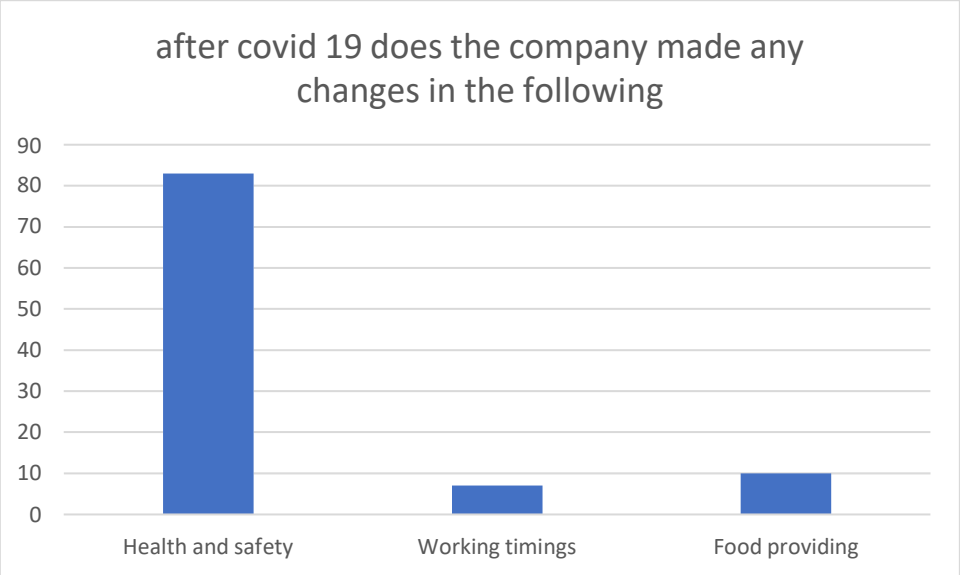

Interpretation

The above graph showing that the ICL company made a lot of changes in the policies majorly they made changes in the healthy and safety related policies.

Q.5 What source does the company use to adopt source candidates?

OPTIONS	NO OF RESPONDENTS	PERCENTAGE
Employees referral	22	22%
Campus Recruitment	0	0%
Advertising	20	20%
Jon portals	58	58%

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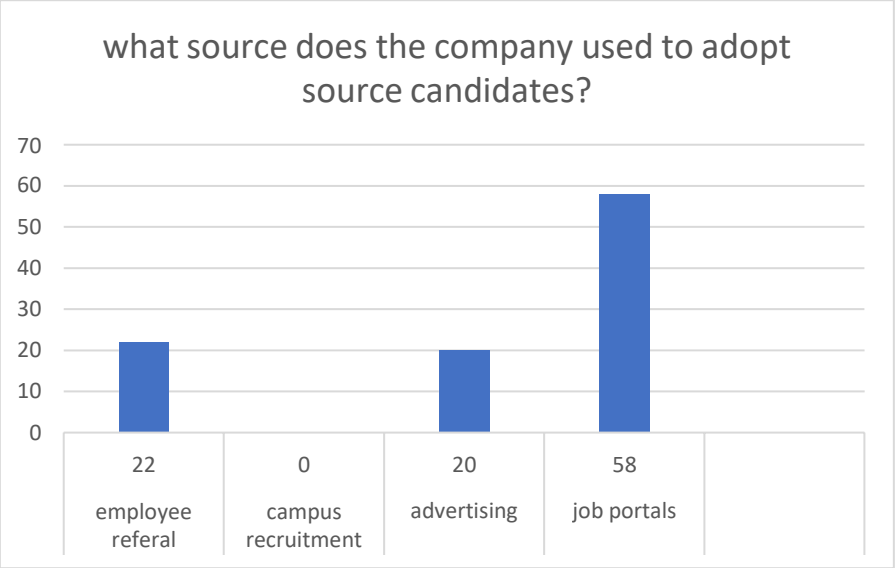

Interpretation:

The above graph shows that the ICL company adoptedthe job portal recruitment process.

FINDINGS

1. From this project I cameto know that most of the employeesin an ICL company are aware of all the HR policies thatare implemented.
2. Policies information is disseminated through online resources and handbook and face-to-face in an ICL company
3. Welfare practices like housing facilities, canteen facilities, and health safety policies are mostly satisfying the employees.
4. The recruitment and selection process is done in the most effective manner which is mostly through job portals.
5. Most of the employees are satisfied with the policies implemented in the ICL company.

SUGGESTIONS

1. I suggestthat HR policies need to be updated timely according to the updating society.
2. A more straightforward and full evidence correspondence framework was created in the association.

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CONCLUSION

The policy of the organization gives offices the to adjust the development of people via preparing in-house and outside the organization, reorientation, sidelong portability, and self-development through self-motivation.The policy grooms each person to understand his true capacity in all facets while adding to accomplish higher hierarchical and individual goals.The policy constructs groups and encourages teamwork as the essential instrument in all activities.The policy carries out a fair, logical, and active arrangement of remunerations, impetuses, and control.The policy perceives worth commitments in time and fittingly, to keep an elevated degree of worker inspiration and morale. The representatives settle on the piece of their exhibition so that they know what is expected.

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