

A STUDY ON THE PERFORMANCE OF HR POLICIES AND ITS IMPLEMENTATION OF CREATION INFRA INDIA PRIVATE LIMITED

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ABSTRACT - 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 fulfill organizational goals and objectives. The objective is to provide the reader with a framework of the HR Policy Manual and the various objectives that the different policies aim to achieve. The main focus was on the managerial levels of employees in CREATIONS INFRA INDIA PRIVATE LIMITED.

1. INTRODUCTION

This study is conducted to measure the effect of human resource policies (planning, recruitment & selection, training & development, job analysis & design, motivation, performance appraisal, and employee participation in decision making) on organizational performance, to verify if there is a positive and significant relationship between human resource policies and organizational performance, and to measure the scope of application of human resource policies. These guidelines identify the organizations intention in matters of recruitment, selection, promotion, development, compensation, motivation, and otherwise leading and directing employees in the working organization. HR policies serve as a road map for the manager. HR policies are also defined as that body of principles and rules of conduct

which govern the enterprise in its relationship with employees. Such a policy statement provides guidelines for a wide variety of employment relationships in the organization. The purpose and significance of the HR policies hardly need any elaboration. Every organization needs policies to ensure consistency in action and equity in its relation with employees. Policies serve the purpose of achieving organizational goals in an effective manner. HR policies constitute the basis for sound HRM practices. Moreover, policies are the yardstick by which accomplishment of programs can be measured.

2. NEED OF THE STUDY

- HR policies are important for employees to work for an Organization.
- It helps to maintain motivation and willing work forces.
- It is an interesting and significant area for conducting research.
- They also ensure compliance with employment legislation and inform employees of their responsibilities and the Company's expectations
- HR policies provide guidelines on employer-employee relationships, which impart information on acceptable norms of behaviour, work schedules, health and safety measures, employment laws, conflict resolution and disciplinary measures.
- HR planning, hiring (recruitment and selection), training and development, payroll management, rewards and recognitions, Industrial relations, grievance handling, legal procedures.
- To have a formal Statement on corporate thinking

which will serve as a guideline for actions. Promote effective management without your constant intervention

- To establish the consistency in the application
- Motivate Team Members
- Device and implement Best policies
- Improve Employers Branding

3. SCOPE OF THE STUDY

In any organization human resource is the most important asset. In today's current scenario, Creations Infra Nitrite Ltd. is a very large manufacturer and marketer of Interiors.

- As most of the company's overall performance depends on its employee's performance which depends largely on the HR POLICIES of the organization.
- So, the project has wide scope to help the company to perform well in today's global competition.
- The core of the project lies in analysing and assessing the organization and to design and HR policy manual for the organization.
- They provide clear communication between the organization and their employees regarding their condition of employment.
- They form a basis for treating all employees fairly and equally.
- They are a set of guidelines for supervisors and managers.
- They create a basis for developing the employee handbook.
- They establish a basis for regularly reviewing possible changes affecting employees.
- They form a context for supervisor training programs and employee orientation programs.

4. OBJECTIVES OF STUDY

PRIMARY OBJECTIVES

- To study the amendments made in the HR Policies of CREATION INFRA INDIA PRIVATE LIMITED the time of incorporation.

SECONDARY OBJECTIVES

- To Study the amendments in the base policy and prepare a final policy.
- To Examine a HR Policy manual for the company with special emphasis on the "Managerial Service Conditions"
- To understand the HR policies maintaining the sound relation among Employees & Employer.
- To find out the employees satisfaction towards satisfied with the implementation of policy in organization.

5. RESEARCH METHODOLOGY

The research has chosen the questionnaire methods of data collection Due to limited time in hand. While designing the hand collection procedure, adequate safeguard against bias and unreliability must be ensured. Researcher has examined the collections of data for completeness, comprehensibility, consistently and reliability. Research is also gathered secondary data which has already been collected and analyzed by someone else. He got various information from journals, historical documents magazines and report prepared by the researchers. For the present piece of research, the investigators have used the following method.

- Questionnaire

In this study **Descriptive Research Design** is used

6. SAMPLING TECHNIQUES

In this study probability sampling was employed. However, the type of the type of probability sampling is used is "Simple random sampling" where in the samples are drawn by generating random members.

7. SIMPLE RANDOM SAMPLING

Simple random sampling is a sampling technique where every item in the population has an even chance and likelihood of being selected in the sample. Here selection of item completely depends on chance or by probability and therefore this sampling techniques is also sometimes is known as a method of chances.

This process and techniques are known as simple random sampling, and should not be confused with **systematic random sampling**. A simple random sample is a fair sampling technique.

8. SOURCES OF DATA

For any study there must be data for analysis purpose. Without data there is no means of study. Data collection plays an important role in any study. It can be collected from various sources.

➤ Primary sources:

The Primary data was collected from the respondents by administering a structured questionnaire and also through observation, interview & discussion with management. The researcher collected primary data through structured questionnaire and interview.

➤ Secondary Sources:

Apart from Primary data collected, the data collected through text books, the records of CREATIONS INFRA DEVELOPERS, Journals from Library, and Internet is used for the study.

9. SAMPLE SIZE

The same size of the study is 130 respondents and it's found by Rao soft sample calculator. The respondents are Employees of the Creations Infra India private limited.

10. ANALYTICAL TOOL

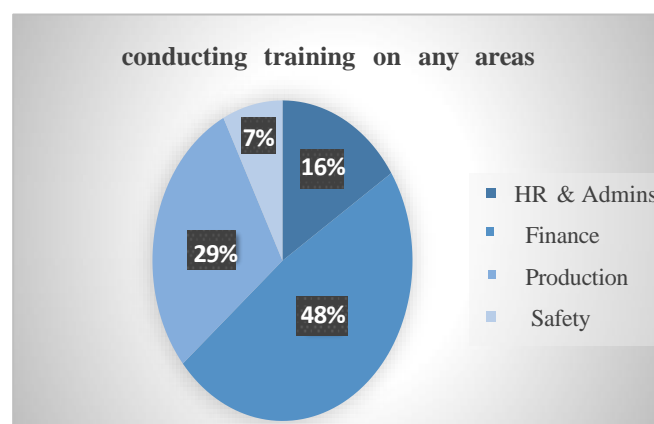
The data has been analyzed using the following method,

- ✓ Simple Percentage Analysis

Table 10.1: Table showing the conducting training on any areas

Chart 10.1: Chart showing the conducting training on any areas

INTERPRETATION



From the Above table, it's interpreted that 15.8% of the respondents are HR & Admins, 48.1% of the respondents are Finance, 28.6% of the respondents are Production and 7.5% of the respondents are Safety.

INFERENCE

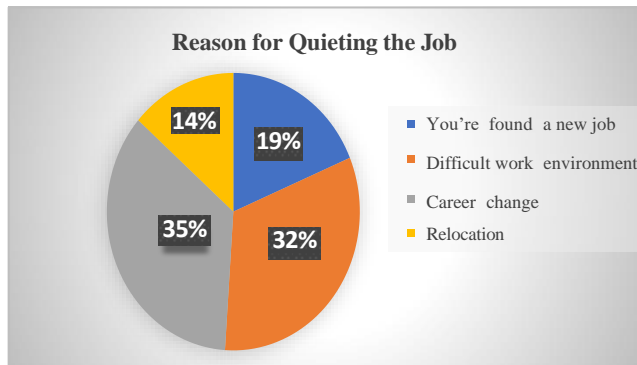
Majority (48.1%) of the respondents from Finance.

Table 10.2: Table showing the reason for Quitting the Job

PARTICULARS	NO. OF RESPONDENTS	PERCENTAGE
You're found a new job	25	18.6%
Difficult work environment	43	32.3%
Career change	47	35.3%
Relocation	18	13.5%
Total	133	100

PARTICULARS	NO. OF RESPONDENTS	PERCENTAGE
HR & Admins	21	15.8%
Finance	64	48.1%
Production	38	28.6%
Safety	10	7.5%
Total	133	100

Chart 10.2: Chart showing the reason for Quitting the Job



INTERPRETATION

From the Above table, it's interpreted that 18.6% of the respondents are You're found a new job, 32.3% respondents are Difficult work environment, 35.3% of the respondents are Career change and 13.5% of the respondents are Relocation.

INFERENCE

Majority (35.3%) of the respondents from Relocation.

11. FINDINGS AND SUGGESTIONS

- 59.4% of the respondents are 20-30 years, 31.6% of the respondents are 31-40 years, 7.5% of the respondents are 41- 50 years, 1.5% of the respondents are 50 years and above.
- 58.6% of the respondents are Male, 41.4% of the respondents are Female.
- 23.3% of the respondents are Under Graduate, 50.4 % of the respondents are Post Graduate, 18 % of the respondents are Diploma and 8.3 % of the respondents are others.
- 23.3% of the respondents are finance
- 50.4 % of the respondents are HR, 18 % of the respondents are Production, and
- 8.3 % of the respondents are sales, 9 % of the respondents are others.
- 17.3 % of the respondents are Assistant Executive Finance, 24.8 % of the respondents are HR Managers, 34.6% of the respondents are Production Head, 11.3 % of the respondents are

Sales Executive, and 12% of the respondents are others.

- 42.9% of the respondents are 10000 to 25000, 36.1% respondents are 25000 to
- 45000, 21.1% of the respondents are 45000 to 60000, and 7.5 % of the respondents are 60000 and above.
- 23.3% of the respondents are Placement cells, 45.1% respondents are through websites, 21.5% of the respondents are Newspaper advertisement and 11.3% of the respondents are referrals.
- 33.1% of the respondents are Offer letter, 29.3 % respondents are Acceptance letter, 24.8% of the respondents are Joining letter and 12.0% of the respondents are None.
- 25.8% of the respondents are About Company, 37.6% respondents are Product Training, 25.6% of the respondents are Legal & Statutory legislation and 9.8% of the respondents are none.
- 45.9% of the respondents satisfied, 3% of the respondents highly satisfied, 12.8% of the respondents Neither satisfied or nor dissatisfied, 32.3% of the respondents Highly satisfied, 6% of the respondents Dissatisfied.
- 52.6% of the respondents agreed, 9.8% of the respondents disagreed, 20.3% of the respondents neither agreed nor disagreed, 3.8% of the respondents strongly agreed, 13.5% of the respondents strongly disagreed
- 15.8% of the respondents are excellent, 48.1% respondents are Fair, 28.6% of the respondents are Average and 7.5% of the respondents are Poor.
- 34.6% of the respondents are Agree, 18.0% respondents are Disagree, 7.5% of the respondents are Neutral and 36.1% of the respondents are strongly agree,

- 11.3 % of the respondents are strongly disagree.
- 13.5% of the respondents are welfare, 29.3% respondents are Fire and safety, 42.1% of the respondents are Management and skills and 15.0% of the respondents are Time management.
- 15.8% of the respondents are Monthly, 30.1% respondents are Quarterly, 39.1% of the respondents are half yearly and 13.5% of the respondents are Annually.
- The Performance Appraisal of employee is evaluated on the basis of 360-degree feedback or 180-degree feedback.
- The Organization should focus on mentor system intend to help employees in their career progression.
- The Organization should conduct Psychometric tests for employees.
- The Training should be mandatory for all level of employees.
- The Departments should develop constructive attitude towards each other.
- The company should give the appropriate recognition for the contributions and accomplishments made by employees.
- A flexible reward system should be adopted by organization to improve employee motivation.
- A more transparent and full proof communication system developed in the organization.
- Replacing the lacuna in the current system.
- Wages and salary administration process should have a more scientific
- Approach laying stress on equal wages for equal work done.

12. CONCLUSION

This Study shows that

- 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.

- The Policy grooms every individual to realize his potential in all facets While contributing to attain higher organizational and personal goals.
- The Policy builds teams and foster team-work as the primary instrument in all activities.
- The Policy implements equitable, scientific and objective system of rewards, incentives and control.
- The Policy recognizes worth contributions in time and appropriately, so as to maintain a high level of employee motivation and morale.
- The employees understand how their work goals relate to company goals.
- 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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