HUMAN RESOURCE POLICIES

Bojja. Mounika

MBA IV SEMISTER

Under the guidance of

N.HimaBindu

Assistant professor

SRIDEVI WOMENS ENGINEERING COLLEGE

HYDERABAD

TELANGANA

INDIA

ABSTRACT

It is that human resource development /training policy, like any other policy, must be supported by appropriate institutional mechanisms and tools if it is to achieve its intended objectives. The strength of the policy implementation lies in identifying such challenges and finding ways of overcoming them. The discussion reveals that human resource development is closely linked to other human resource factors that pertain at a given period, such as recruitment policies, labour market patterns, the age and experience of staff etc. Human resource development policies therefore must be reviewed from time to time to keep in step with the changing environment.

It is to provide a supportive working environment that helps employees feel valued and rewards behaviour that helps us to develop as an organisation and achieve our overall objectives

KEYWORDS: Human Resource Management, HRPolices, Recruitment.

INTRODUCTION

Human Resource Management (HRM) is the set of productive activities within an organization that concentrate on transforming human being into useful resources. The activities include searching right candidate, identifying their knowledge, skills and attitude towards a specific job, fixing and practicing fair compensation policy, ensure the safety and comfort in work in place, observing the performance of the employees, employee motivation, effective communication, administration and training for increasing productivity and efficiency. Human Resource Policies are on-goingprocedures on the approach of which an organization means to accept in dealing its people. They represent detailed guidelines to HR managers on several matters regarding employment and state the determined of the organization on different aspects of Human Resource management such as recruitment, promotion, compensation, training, selections etc. Theyconsequentlyaid as a reference point when human resources management practices are being established or when decisions are beginprepared about an organization's workforce.

STUDY OBJECTIVES

1. To study the Human Resources Development Policies. (Training and development).

2. To study the Human Resources Procurement (recruitment and selection) Policies.

3. To study the utilization and control practices (promotion, transfer appraisal system and disciplinary action).

4. To study the motivation and employees safety & welfareactivities.

REVIEW LITERATURE

1) Shaikh T.S (1978) in his Ph.D. Thesis **"Personnel Policies and Administration in Urban Banks"** reported that for receiving good personnel to Banks all vacancies should be advertised, selection committee should add with skilled in it, all interviews must be officially arranged, and accurate induction program should be prepared for new employees. He further definite that there should be a separate Human Resource department, planned training programs, clarified promotion criteria known to all, scientific performance appraisal system.

2) Bhatia S.K (1986) in the research Article "**Training In Public Enterprises: Future Directions**" reported trend in the zone of training in public enterprises in the context of the need to meet the challenges in the public enterprises as, Human Resource training would be the dominating concern; Market changes and competition would be another trust area of an environment change, affecting future training goals; and more emphasis had to be placed on training in attitudes and behavioural changes as compared to skill to bring about a change in work culture. He recommended setting up 'Training Institute' for trainers at National level.

3) Venkataraman K (1986) in **"Sensitivity Training to Develop Inter-Relations"** focused on experience-based learning of employees, in which they collaborate in small group to observe the experiences, feeling and behaviour. It is said to provide a low-risk environment for a person to experiment with different ways of shifting his behavioural pattern. Sensitivity training is an integral part of HRD used for team building and for achieving organizational goal.

DATA INTERPRETATION

1. Doespolicies are on-goingprocedures approach of organisation to adopt in dealing its people?

a) Strongly agree b) Agreec) Undecided

d) Disagree   e) strongly disagree

policies guidelines

- strongly agree
- agree
- undecided
- disagree
- strongly disagree
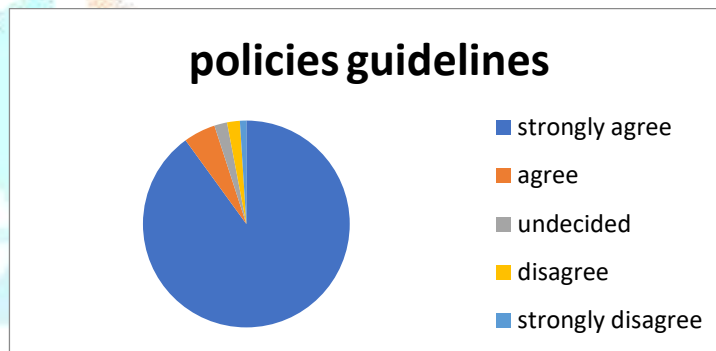
2. Do you known the Human resourcepolicies areformal commitments to how we treat employees in an organisation?

a) Strongly agreeb) agreec) Disagreed) strongly disagree

commitments

- strongly agree
- agree
- disagree
- strongly disagree
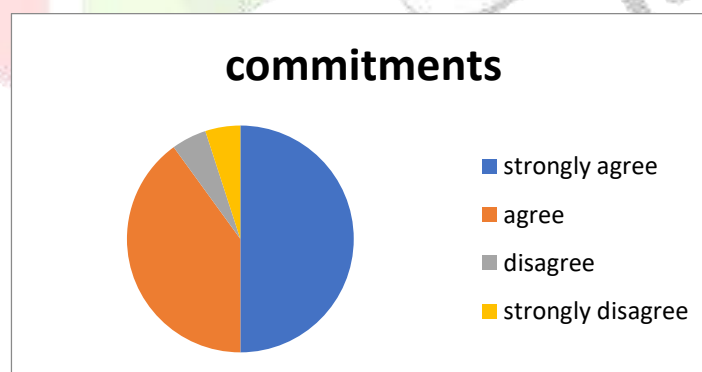
3. Is their supervisors are likely to discuss attendance expectations with employees and take appropriate corrective action?

a) Strongly agree   b) agree   c) Disagreed) strongly disagree
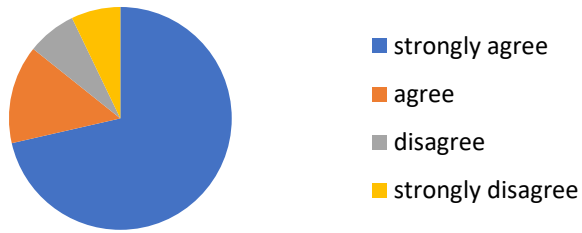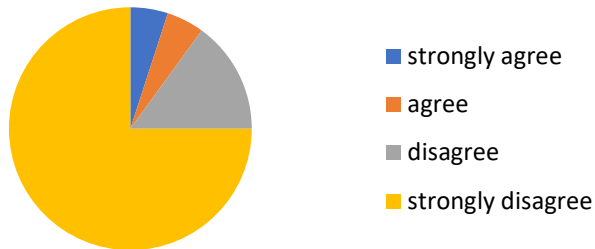
4. Do you known the employee retention can't be signified by a simple statistics?

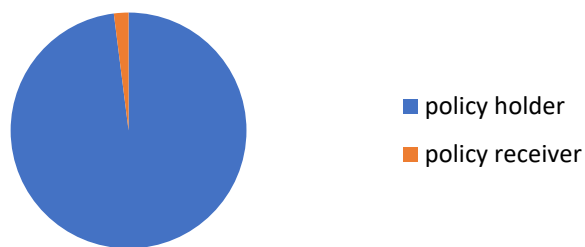a) Strongly agree   b) agreec) Disagree d) strongly disagree

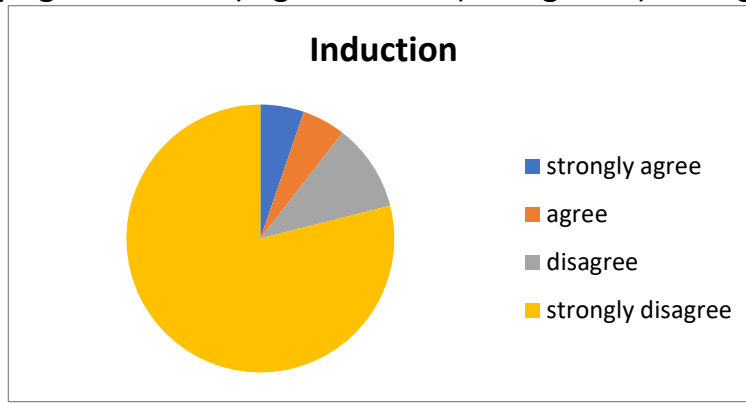5. Insurance policy is anagreement between the insurer & the insured known as

A) Policy holder   b) policyreceiver


6. Is this induction programme in organisation is formal type?

a) Strongly agree   b) agree   c) Disagree d) strongly disagree

Induction

strongly agree
agree
disagree
strongly disagree

7. Howinvolved would you be in getting support and advice regarding ways to improve staff retention?

a) Very low   b) Low   c) Moderate   d) High   e) very high

staff retention

very low
Low
Moderate
High
Very high
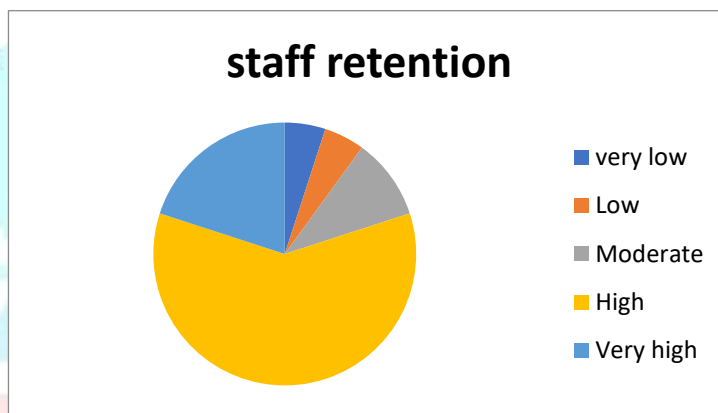
8. Effectiveness of training programme in your organisation is evaluated by observing the post training performance of employees.

a) Accept   b) reject

effectiveness of training programe

Accept
Reject

9. Customary method is used to handle the activities of employees called

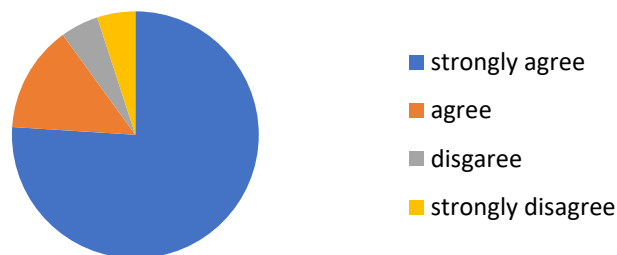A) Policiesb) proceduresc) Rulesd) organizational path

customary method

10. Are you satisfied with the privilege leave provided to you?

A) Strongly agree   b) agree   c) Disagreed) strongly disagree

privilege leave

FINDINGS

1**.** Human resource challenges start from evolving a policy for hiring the right persons for the right positions.

2. Policies are necessary to move towards organisational excellence mainly through the effects of human capital.

3. Everyemployee needs to follow the human resource policies.

4. Every organisation must have a systematic human resource Policies.

SUGGESTION

1. The Human resourceneed to be fair and performance compensation towards the employee's.

2. The Human resource manager needs to support the employees regarding the grievance handling.

3. Both the employees and the manger should have copy of their job description in the organisation.

4. The company should give the appropriate recognition for the contribution and accomplishments made by employees.

CONCLUSION

Human resource policies is anofficial commitments to how we treat employees, the following policies have been established, over time, taking account wherever probable of the views of employees. It is offeranunderstanding working environment that helps employees feel valued and rewards behaviour that benefits us to provide as an organisation andattain overall objectives. If you feel that they can be developed, please talk over with the HR team for these policies do not form part of any deal of employment and are subject to modification at the council's discretion.

REFERENCE

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3. A. Reddeppa Reddy (2001) "Andhra Pradesh Electricity Board a Study in personnel Management", Shri. Venkateswara University, kaddapah,Andhra Pradesh