

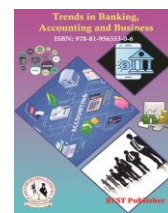


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A Study on HR Policies with Reference to Yantriintelli Pvt Ltd at Bangalore

*N. Aswiya, K. Kiran Akash

Adhiyamaan College of Engineering (Autonomous) Hosur, Tamil Nadu, India.

*Corresponding Author Email: aswianiyaz25@gmail.com

Abstract. Within various types of organizations, the employees as well as the employers need to carry out their job duties in accordance with policies and procedures. In leading to well-being and progression and enhance the reputation of the organization, it is necessary to formulate human resources policies and procedures. When the human resources abide by the policies and procedures, they are not only able to implement their job duties appropriately, but also would promote discipline within the working environment. The policies and procedures need to be concerned in terms of various areas such as, technical, clerical, management, administration and so forth. When the employees get recruited within the organizations, they are required to go through training and development programs. When the human resources follow the policies and procedures, they can benefit to a major extent. The main areas that have been considered in this research paper are, meaning and significance of human resources policies and procedures, types of human resources policies, and areas in which human resources policies and procedures are implemented. This study is quantitative in nature. Convenience sampling method has been used. Percentage Analysis tool is used to analyse the data. A thorough human resource's policy manual outlining sexual harassment, dual employment and overtime regulations, employee promotion and transfer guidelines, and special employment circumstances will provide new employees with the necessary information to assist them with learning about the company and it will also protect the organization. Organizations typically implement these policies to communicate and inform employees of how the company will handle these scenarios if presented.

Keywords: HR Policies and Procedures, overtime regulations, employee promotion.

1. INTRODUCTION

Human resources (HR) are the set of people who make up the workforce of an organization, business sector, industry, or economy. A narrower concept is human capital, the knowledge and skills which the individuals command. Similar terms include manpower, labour, labour-power, or personnel. The Human Resources department (HR department, sometimes just called "Human Resources") of an organization performs human resource management, overseeing various aspects of employment, such as compliance with labor law and employment standards, interviewing and selection, performance management, administration of employee benefits, organizing of employee files with the required documents for future reference, and some aspects of recruitment (also known as talent acquisition) and employee off-boarding. They serve as the link between an organization's management and its employees. The duties include planning, recruitment and selection process, posting job ads, evaluating the performance of employees, organizing resumes and job applications, scheduling interviews and assisting in the process and ensuring background checks. Another job is payroll and benefits administration which deals with ensuring vacation and sick time are accounted for, reviewing payroll, and participating in benefits tasks, like claim resolutions, reconciling benefits statements, and approving invoices for payment. HR also coordinates employee relations activities and programs including, but not limited to, employee counselling. The last job is regular maintenance, this job makes sure that the current HR files and databases are up to date, maintaining employee benefits and employment status and performing payroll/benefit-related reconciliations.

2. OBJECTIVES OF THE STUDY

To ensure adherence to all relevant laws, regulations, and industry standards.

To promote equitable treatment and consistency in decision – making across the organization.

- To support continuous learning, professional growth, and career advancement.
- To maintain a safe and healthy working environment for all employees.
- To provide comprehensive benefits and compensation packages to motivate employees.

3. SCOPE OF THE STUDY

An organization's main asset are its people. Having talented, efficient, and satisfied employees contributes to the success of an organization. HRM is responsible for the entire lifecycle of an employee's term in an organization. Right from planning their recruitment, their needs, and issues during their tenure to when they exit the company. Naturally, the scope of Human Resource Management is wide and expansive. But just to give you a clear understanding, we have divided it into three major aspects.

Workforce Personnel: The main objective here is to ensure the growth and development of employees in alignment with the organizational goals and objectives. It deals with everything from recruitment and selection to development of new skills and incentives.

Welfare/ Well-Being of Employees: It deals with creating a close to ideal working environment for employees. It is concerned with the working conditions and amenities of the workplace. Some of the basic responsibilities include taking into consideration services like cleanliness, rest and lunchrooms, housing, transport, health and safety, training, medical services, social security, and welfare funds.

Employee- Workplace Relations: Safeguarding employee interests is just as important as hiring the right person. Another key role of HRM is maintaining relations with the employee union, addressing their concerns, and settling disputes to maintain a non-chaotic, stress-free workplace and strike a balance between the employees and the management.

4. REVIEW OF LITERATURE

R .N. Chatterjee (1974) in his articles the author discussed about the economic development requires two types of human resources one the labours, (unskilled and semiskilled) who work in the forms or in factories and the second , the entrepreneurs who organised and bear the responsibility of all economic activities income is generated by technical and economic innovation and growth in income the opportunities available for innovation .the sectors which are highly mechanised and capital intensive requires high talent manpower to handle the complicated.

Mridula Mishra (2010) in his articles the author discussed about the state planning major expressway and power in mode. It is important that these projects are implemented in a time –bound manner and allocated with a transparent process in place. An empowered monitoring mechanism could also be put in place at the highest level to regularly monitor progress based on specified milestones.

Suhail S.Zidan (2011) in his articles the author discussed about human resource planning in their focus on training and development , organisation development and career development to the company and employees take the responsibility for enchaining the performance of the organisation through the assessment of needs and the identification of gap in performance at the workflow and individual levels.

Shyam Kartik Mishra (2013) in his articles the author discussed about the India has a demographic country and improved, economy growth and improve standards of living, socio economy and demographic features of Indian economy, mismatch employers needs of quality workers and availability of large number of worker without desired capabilities to demographic Indian economy.

Naveed R Khan (2013) in his articles the author discussed about the comparisons between HR practices and HR outcomes, HR practices to work staffing, job design, training development, performance appraisal, and given to the career planning to practices and they HR outcomes in the part of the HR practices for a long term process and HR outcomes and can examine the impact of HR practices, HR actives a need to developed in employees and organisational growth.

5. RESEARCH METHODOLOGY

Research is the process of systematic and in the depth study of any topic, subject or area of investigation, backed by collection, compilation, presentation and interpretation of relevant details of data. Research is an art of

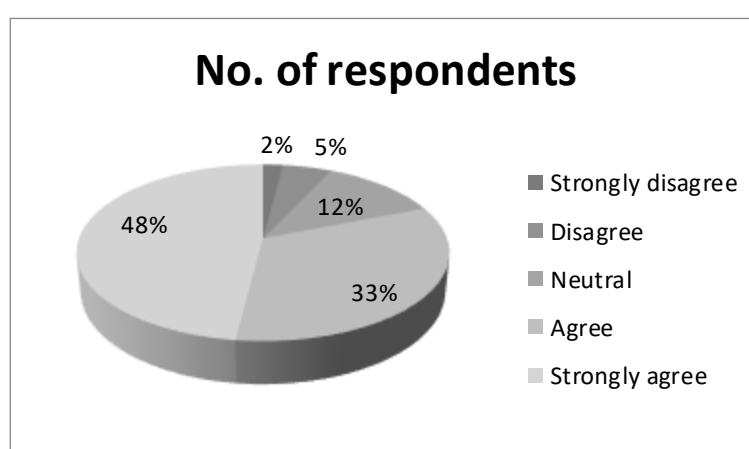
scientific investigation. The advanced learner's dictionary of current English lays down the meaning of research as, "A careful investigation or inquiry especially through the research for the new facts in any branch of knowledge."

Source of data:

Primary data: The primary data was collected by means of survey. Questionnaires were prepared and the responses were collected from HRs of the organizations.

TABLE 1. How comfortable working with HR team

S. No.	Comfortability	No. of respondents
1	Strongly disagree	2
2	Disagree	5
3	Neutral	12
4	Agree	33
5	Strongly agree	48
Total		100



Interpretation: From the above table it is interpreted that 2% of the respondents strongly disagree and 5% of the respondents disagree and 12% of the respondents are neutral and 33% of the respondents agree and 48% of the respondents strongly agree

6. FINDINGS

1. The majority of 43.4% of my respondents are between the age group 26-35 years and least 9% of the respondents are above 55 years and above.
2. It is clear that 54 % of the respondents are male and 46% of the respondents are female.
3. Based on experience in their work, the majority of 36.2% of the respondents have work experience of 1-3 years and least 15.1% of the respondents have work experience of more than 5 years.
4. In the case of employee retention helps development of organization majority of 30.8% of the respondents said sometimes.
5. Are employees comfortable working with their HR team? The majority of 29.5% of the respondents strongly agree to the statement and least of 8% of the respondents disagree agree.

7. SUGGESTIONS

1. Employees should be provided with proper training which is linked with their career development.
2. Employees should be appreciated for their good work.
3. Employees should be motivated to welcome the change.

8. CONCLUSION

A thorough human resource's policy manual outlining sexual harassment, dual employment and overtime regulations, employee promotion and transfer guidelines, and special employment circumstances will provide new employees with the necessary information to assist them with learning about the company and it will also protect the organization. Organizations typically implement these policies to communicate and inform employees of how the company will handle these scenarios if presented. Also, this policy will create a common set of guidelines for all of the employees and managers of the company, aligning the efforts from top to bottom

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