

# Human Resource Policies

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**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.**

**Index Terms – Human Resource Management, HR Polices, Recruitment.**

## INTRODUCTION

Human Resource Management (HRM) is the set of productive activities within an organization that focuses 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 continuing guidelines on the approach of which an organization intends to adopt in managing its people. They represent specific guidelines to HR managers on various matters concerning employment and state the intent of the organization on different aspects of Human Resource management such as recruitment, promotion, compensation, training, selections etc. They therefore serve as a reference point when human resources

management practices are being developed or when decisions are being made 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 employee's safety & welfare activities.

## REVIEW LITERATURE

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

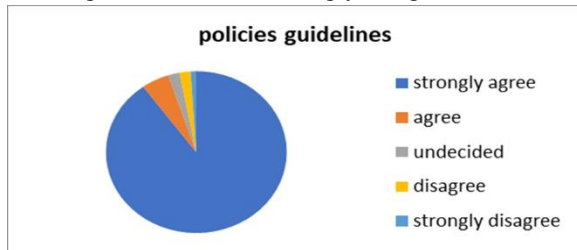
2) Bhatia S.K (1986) in the research Article "Training In Public Enterprises: Future Directions" reported trend in the area of training in public enterprises in the context of the need to meet the challenges in the public enterprises as, Human Resource training would be the dominating concern; Market 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 Improve Inter-Relations” focused on experience-based learning of employees, in which they work together in small group to examine the experiences, feeling and behaviour. It is said to provide a low-risk environment for a person to experiment with different ways of changing his behavioural pattern. Sensitivity training is an integral part of HRD used for team building and for attaining organizational goal.

DATA INTERPRETATION

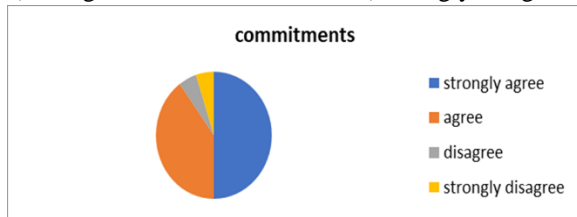
1. Does policies are continuing guidelines approach of organisation to adopt in managing its people?

- a) Strongly agree      b) Agree      c) Undecided  
d) Disagree      e) strongly disagrees



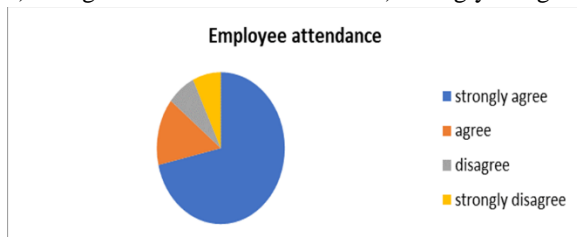
2. Do you know the Human resource policies are formal commitments to how we treat employees in an organisation?

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



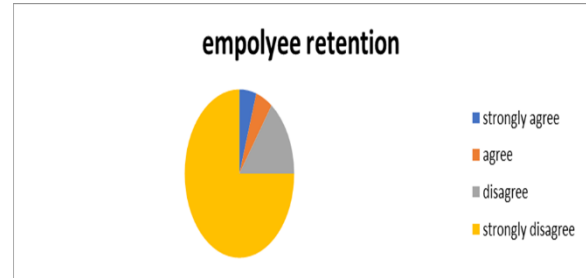
3. Is their supervisors are likely to discuss attendance expectations with employees and take appropriate corrective action?

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



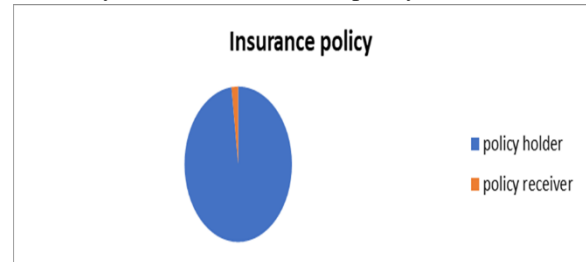
4. Do you know the employee retention can't be represented by a simple statistic?

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



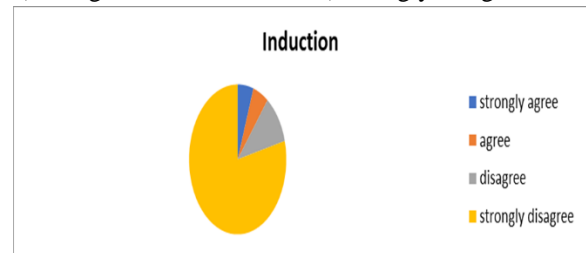
5. Insurance policy is a agreement between the insurer & the insured known as

- A) Policy holder      b) policy receiver



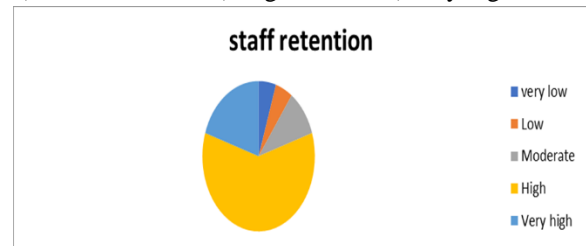
6. Is this induction programme in organisation is formal type?

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



7. How involved 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



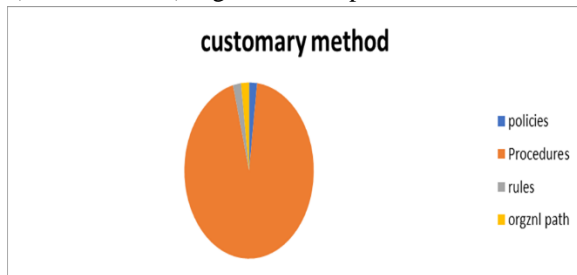
8. Effectiveness of training programme in your organisation is evaluated by observing the post training performance of employees.

- a) accept                      b) reject



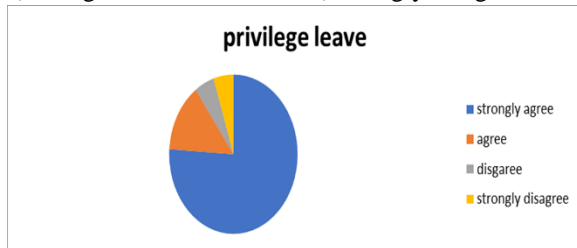
9. Customary method is used to handle the activities of employees called

- A) Policies      b) procedures  
c) Rules          d) organizational path



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

- A) Strongly agree                      b) agree  
c) Disagree                              d) strongly disagree



### 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. Every employee need to follow the human resource policies.
4. Every organisation must have a systematic human resource Policies.

### SUGGESTION

1. The Human resource need to be fair and performance compensation towards the employees.
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 a formal commitment to how we treat employees, the following policies have been developed, over time, taking account wherever possible of the views of employees. It is provide a supportive working environment that helps employees feel valued and rewards behaviour that helps us to provide as an organisation and achieve overall objectives. If you feel that they can be improved, please discuss with the HR team for these policies do not form part of any contract of employment and are subject to change 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. Venkateshwara University, Kadapa, Andhra Pradesh.