

# A STUDY OF HR POLICIES

UMA MISHRA, Master of Business Administration,

Ms Rajya Lakshmi, Assistant Professor, Department of Master of Business Administration,

Malla Reddy Engineering College and Management Sciences, Medchal, Telangana – 501401.

## 1. INTRODUCTION:

HRM or HR is a strategic strategy for managing people within a company or organization to help your business become a competitive force. It is designed to maximize the strategic responsibility of the employer. Human resource management is about managing people in organizations, focusing on politics and the system. Human Resource Centers are responsible for managing the structure and interests of employees, staff, training and development, performance appraisal, and award management, such as wage management and interest systems. HR focuses on organizational advancements and labor relations, or oversight of organizational practices and requirements that are governed by collective bargaining with state law.

The goal of all human resources (HR) is to enable organizations to succeed through human resources. Human resources professionals focus on human capital and focus on policies and policy processes. They can specialize in finding, updating, training, and developing employees, as well as maintaining employee relationships or benefits. Staff training ensures that staff is trained and constantly improving. This is done through training programs, performance reviews, and awards. The relationship of sensitive employees to workplace issues when policies are violated, such as incidents of discrimination or discrimination. Employee Assistance Management encourages the construction of compensation structures, senior leave plans, wages, and other employee benefits. In this field, human resources managers or business partners. These human resources professionals can

work anywhere or be representative of the labor market with union employees.

Human resources are the most valuable and exclusive assets of an organization. Successful management of an organization's human resources is an exciting, dynamic, and challenging task, especially at a time when the world has become a vibrant and economically vulnerable village. Lack of skilled resources and prospects for modern growth in the workforce has exacerbated the complexity of human resources. Although human resources are the responsibility of the human resources department, human resource management is the responsibility of all managers in the organization.

As such, all managers must understand and emphasize the importance of many of the resources and activities of people within the organization. Human resource management demonstrates the importance of human resource management and the variety of roles among institutions. They use different human resource processes to capture organizational focus, leadership, motivation, and advocacy.

## 2. LITERATURE SURVEY

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### **Six Main Functions of a Human Resource Department**

The human resources department performs various functions within the organization. This organization is responsible for hiring and retaining staff, training staff, maintaining human relations, and defining labor laws. Organizations work hard on the screen to enable effective institutions. The tasks of HR achievements. They will vary from company to company, but can generally be summed up into six main tasks.

#### **Hiring and Recruiting**

One of the most important functions of the human resources department is the management of tasks and responsibilities within the organization. These divisions are important for vacant positions, screenings, interviews, and tasks. The agency oversees the maritime assessment and individual testing to ensure that potential candidates are doing the right job in the business. The Human Resources Department has also produced a staff manual that describes business policies and processes for new employees.

#### **Training and Development**

The Human Resources Department is responsible for the training and development of personnel within the organization. Conduct training programs

and provide training to new and existing staff. The Human Resources Department also works closely with department heads and supervisors to meet the training needs of staff. It is also responsible for the agreement with education providers and the monitoring of educational budgets.

#### **Handling Compensation**

The human resources department has a responsibility to compensate employees in some areas. Services generally collect wages from workers and ensure that employees are paid and paid on time, at a reasonable price. The human resources department also offers compensation plans that provide pensions and benefits offered by employers.

#### **Employee Benefits**

The Human Resources Department covers all areas of work, including health insurance and insurance, long-term or disability care plans, and employee health and support plans. The agency focused on staff shortages and lack of protection, such as family medicine. Representatives from the human resources department ensure that employees receive accurate information about their rights or that benefits are no longer paid for any reason or denial.

#### **Employee Relations**

The Human Resources Department controls the employment relationship within the organization. Employee relationships are determined by employee engagement in various areas of organizational operations. Part of the relationship between staff and management lies in the growth of communication and equity in the business. The agency also reports problems between employees and management and disputes between companies and unions or labor rights organizations.

### 3. DATA ANALYSIS & INTERPRETATION

In this reading task, the interview method will be used to collect data, while the control department allows direct auditing. The combination of text maps and unique presentations will help create information for this study. In addition to interview techniques, the leading Speech Technology group will also work to provide general information and assessment in a short period with some questions. The following table provides an overview of the types of data required, the data source, and the tools used to collect the data.

#### Work Plan

Use answers to interviews, interviews, handling of written questionnaires, group discussion directions, questionnaires, FGD guides

#### Data Collection and Analysis

The plans for the proposed work are shown in the table below. Plans for detailed information, relationships, and time requirements indicate completion.

### 4. FINDINGS OF THE STUDY

#### Findings from the Study

With the lights changed, the data collection tools and techniques discussed above, a review form will be created to compile the data related to the reader, and a special format will be prepared to view all available information

From surveys, personal interviews on alternative options, several general editions appear:

- In the short term, Insight 21 Creativity and Industry Development becomes a business environment.
- A total of 40 employees were selected for the study.
- Employees seem to take good care of the company.
- Employees receive different salaries based on performance and appointments.

- Employees look casual, organized, and vibrant.
- The staff is polite and loyal to management.
- Management seems to be experienced and experienced as a resource.
- Management helps / respects and pays and assists its employees.
- Management offers many opportunities for employees.
- The employees seem to have a little fun with the company.
- It turns out that employers have the honor of working in this business.
- Employees are considered respectful and safe in a respectable job.
- The staff is trained to do all the departments.
- The staff knows the image and availability of the businesses well.
- Factory employees.
- Delivery restrictions in other departments.
- Senior managers routinely try to notify everyone about staff through department staff.
- Advertising, travel, natural, and timely motivation.
- Employees feel good about the business.
- Employees feel they like the work environment.
- Most employees want to join the business.
- Employees feel that the amount of work they do in the business is not good.
- Employees feel excessive responsibility but do not have to.
- Employees enjoy many teas, restaurants, and other facilities provided by management.
- Employees who believe that management will assist them when necessary.
- Many staff members in the learning process.
- Management plays an important role in the selection of family members.
- Organizers want all employees to be good people.
- Managers are interested in many ads.
- Personnel management staff, work environment, and friends.
- Many employees feel safe in this business.
- It is a one-stop-shop.
- Employees are required to comment.

- In general, there is a role in the top position.
- Growth is based on unintended consequences, such as years.
- Senior management generally takes care of all the details.
- The department head is generally responsible for everything within the department.
- Trading in Denmark and abroad is done under a variety of management.
- It is a high-tech company.
- The management level is very appropriate for all activities.
- Generally, senior managers accompany staff when necessary.
- Management sometimes and sometimes makes public presentations to employees.
- This operation is never hot and irritating. He saw the truth.
- This is an employee service.

### Analysis of These Findings

With a total of 60 employees, 40 people were selected for different educational and family levels, different structures, different salaries, and, of course, different ages.

- Most employees consider themselves good people.
- Organizer as long as it is cooperative, supportive, and logical.
- More than 71% of the staff (43 people) were not satisfied with the celebration.
- More than 98% of employees (59 people) are satisfied with the work environment.
- 100% staff during estimation and office survey.
- 100% of employees are optimistic about the bright future of their businesses.
- 100% of employees consider that management is realistic and effective, strong, and logical.
- 100% of employees believe that this is good business management.
- 100% of employees believe they have financial and economic security (especially if they are not satisfied with their pay).

- 100% of employees believe they are the best in this country.
- 100% of employees believe that their employees are better than they are.
- 100% of employees are aware of the success of the company.

### Measurement of Employee Satisfaction

By analyzing the problems with the data and analyzing the results, it is clear that the staff satisfaction of Insights 21 Design & Development Ltd. is satisfactory and depends on several factors such as wages, work environment, and activities, etc. It is important to improve the responsibilities of an identified employee and employee as the employee's best interest, improve the results of the organization.

### Suggestion

- Corporate management must choose the right person for the job. In this context, concepts, families, etc. must be considered.
- Management must allocate one year for competition, bonuses, and improvements.
- Management must provide effective training to all employees.
- Employees must be evaluated based on their experience, skills, and effectiveness.
- Management must be friendly, supportive, and cooperative with its employees.
- Management must consider employees as the spirit of the organization.
- Management must expand employees to all possible industries.
- Management must accompany the chain of command.
- Management must take action after all with observation.
- Management does not have to accept severe events.
- Management must organize communication sessions between employees.
- Management must always be careful with the environment used to improve it.



- The administration must provide peace and tranquility to the king and the environment.

### Learning of the student through the project

Education is the learning process that humans can acquire skills, concepts, attitudes, and knowledge. There are many employees for training and development purposes. At Vision 21 Design & Development Ltd. There is a good opportunity to get a good education and a life created through the educational process. Excellent reading and performance software. As director 25, human resources are implemented with many processes that require training and development. Some training and development objectives are detailed below:

- Training of new personnel.
- Knowledge of new methods.
- Knowledge of business policy.
- Customer relationship management skills.
- Change your point of view.
- Develop personalities.
  - Maintain integrity.
  - Lack of working speed.
  - Increase productivity.
  - Improve quality.
  - Helping the company to make its future.
  - Improve the organizational climate.
  - Change of sea.

The corporate resources department, also known as the human resources department, is responsible for everything related to corporate employees. The same is true for non-profit companies. Real estate agent representatives representing agents and office assistants should be part of human resources or staff personnel where they can seek help and advice on how to track personnel problems and resolve personnel problems.

### Hiring and Recruiting

The human resources department for nonprofits is responsible for hiring, interviewing, and treating new nonprofits and employees. Although most non-employees are paid on commission, they are still approved by non-profit organizations. Employees working in real estate must also be assigned and hired to meet the company's professional standards. Every employee or representative required by a nonprofit organization must understand the procedures and guidelines that should build credibility and experience in the earnings industry.

### Internal Operations

The Department of Human Resources has also claimed that all of that work is done and expected in the nonprofit workforce of nonprofit organizations. These behaviors include changing workplace practices, legal problems related to the sale of houses or apartments, and the elimination of productive employees. The human resources department is also responsible for creating and updating security procedures for real estate offices so that all employees are safe at all times.

### 5. CONCLUSION

The purpose of this study is to search for different situations related to the organization's employees. The most important aspects of the annual situation are the work environment, meetings with colleagues, managers, administrative violence, organizational culture, organizational behavior, and a series of questions or concerns related to employees and organizational management.

**There were four edges of the conditions for evaluating:**

- Better salary and better work-environment
- Better salary but bad work-environment
- Less salary but better work-environment

- Less salary and bad work-environment

The researchers indicate that employees want competitive compensation, good working conditions, better management, and high commercial support and transaction mediation, brainstorming, joint ventures, future security, corporate justice, regular financial acceptance. promotions and bonuses, action development, business success, job support and employment opportunities, management values for employees, and distribution of management in a personal or social moment. On the other hand, executives want good people as employees who want to learn. Management wants employees to be professional, aggressive, fair, honest, honest, trustworthy, honest, honest, and satisfied with their work.

In the latter case, the study indicated that employees are dissatisfied with low wages and are willing to enter the wrong work environment and be satisfied with better jobs for high-wage employers. But the employees of this organization still pay a decent salary, but they are very satisfied and satisfied to have a better work environment. This is the basis of all reading work.

The Human Resources Manager focuses on business needs and the needs and development of its staff. Asphalt depends on its people because their experience helps them achieve their business goals.

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<https://mhrd.gov.in>