

A STUDY ON HR POLICIES AND ITS IMPLICATION WITH SPECIAL REFERENCE TO HYUNDAI MOBIS

Submitted in partial fulfillment of the requirements for the award of

MASTER OF BUSINESS ADMINISTRATION

by

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**DEPARTMENT OF BUSINESS ADMINISTRATION
SCHOOL OF MANAGEMENT STUDIES**

SATHYABAMA

**INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)**

**Accredited with Grade "A++" by NAAC
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SCHOOL OF MANAGEMENT STUDIES

BONAFIDE CERTIFICATE

This is to certify that this Professional Training is the bonafide work of **R.S.Ananya- 42410003** who carried out the project entitled “**A Study on HR Policies and its Implications with reference to Hyundai Mobis**” under my supervision from September 2023 to January 2023.

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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 HYUNDAI MOBIS.

CHAPTER 1

INTRODUCTION

1.1 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.

HR POLICIES

JOB DESCRIPTION

Job Description is the principal means by which management's expectations are communicated to employees. This is a written statement that spells out the scope, purpose, and accountabilities of the job and the result it is to accomplish.

Job Description Formats

The format will consist of a series of factual statements to define the framework of the job.

- Titles
- Purpose
- Principle Accountabilities.

Titles

The following headings will be used as a minimum on all descriptions.

- Job Title
- Self-explanatory
- Reports to – The Title of the job to which the job reports to,
- Business / Department – The business and department within which the job operates.
- Location – The location at which the job holder is normally based.
- Job Holder – The name of the job holder.
- Date – The date on which the job description is complete.

PERMANENT EMPLOYEES

The Company's success relies on how well both the employees and the customer rewards towards the working of it. All Mobis India employees are treated to be as assets of the Company. Hence the company makes efforts to retain the skilful employees and have a long-term relationship with them.

Policies for the Permanent Employees

- MOBIS is committed to fair, clearly stated and supportive relationships between itself and its employees.
- The HR policies of the MOBIS have been established in order to provide guide to the personal practices of the company and to ensures whether there are consistent personal decisions of the employees.
- This is not a part of any contract between MOBIS and its Employees.
- These are only a set of guidelines for personal practices.

Sourcing Process

- a) Source suitable resumes through the Job Portals (e.g.- Naukri) or from the data base or referrals from the employees.
- b) Informing the requirements to the Recruitment agencies and co-ordinate.
- c) To make arrangements for releasing the advertisement whenever required in consultation with the Department Head.
- d) Campus recruitment

TRAINEES

Trainees are appointed in the company for the purpose to develop their skills in order to meet the requirements of the business. If the training is completed successfully and the candidate pass the necessary test and interview held by the company, based on his/ her experience and

business requirement, the trainee can be considered for future vacancies.

APPRENTICE

Category	Period of Training
Graduate Apprentice	Two Years
Diploma Technician Apprentice	Two Years
Act Apprentice (ITI)	As per Government Rules

The Payment of the Stipend as per the above table shall be made to the Apprentices based on attendance on monthly basis on the 4th day of the following month. The stipend will be credited to their Bank Account as per our existing practice.

ORIENTATION PROGRAMME

An invitation provided to the new entrants to have a smooth, quick and effective, facilitating good start in their career and developing a positive involvement towards the job and company.

Parts of Orientation Programme

PART I – In this part the Information to the new recruits regarding personnel details by the HR or Department Head is provided. The HR presents Induction Manual for the new staff.

PART II – Here the HR briefs about the Safety, Health and Environmental Issue

PART III –The new recruit is briefed on the General Admin Policy and Procedure, which will be done by the Management Representatives or Department Head.

PART IV – This Part of the Program will include orientation of the department function/roles etc., by the Department Head. Introduction to other Departments and Employees of the Company. HR is responsible for preparing a detailed checklist of the organisation covering all areas to be briefed to the new recruit.

ENVIRONMENTAL OCCUPATIONAL HEALTH AND SAFETY (EOHS) POLICY

Mobis India Ltd (MIN), a world class manufacturer of auto components and after sales service parts, strongly believes that the Environmental, Occupational Health and Safety (EOHS) Management System reflects our values and help us to meet our business objectives by contributing in Safety and Health of our Employees and Stakeholders, Contractors, Visitors, Neighbour's, Society and measures taking for reducing environmental impacts

LEAVE POLICY & PROCEDURE

- All regular employees including employees on Probation and Training (does not include STT's and Apprentices) are eligible for leave.
- Employee who wants to apply for leave should apply online as prescribed in the web portal.
- Leave will be credited to all employees in the month of January every year.
- HR Department will maintain the record of leave.
- The eligibility and entitlement of leave for Confirmed employees, Probationers and Trainees'

CASUAL LEAVE (CL):

- Application for Casual Leave should be applied at least 1 day in advance and the approval of the Department Head should be obtained immediately on the day reporting for duty.
- Casual Leave shall not be allowed for more than 3 days at a time.

SICK LEAVE (SL):

- After the Sick Leave, employee should submit the leave application very next day.
- If the Sick Leave applied for more than 3 days, employees should get medical certificate given by a registered medical practitioner. The medical certificate indicates the nature of illness, the period for which the leave is required.

Privilege Leave (PL):

- Employee should plan their PL, well advance and if availed for more than two days, 7 days prior approval is required. PL for less than a day or for fraction of a day is not permissible.
- For availing LTA minimum 3 days PL is required.

Compensatory Off (C-OFF):

- Compensatory off is to be taken within three months with prior sanction from the Department Head.
- Compensatory off can't be granted in advance.

LEAVE WITHOUT PAY (LWP):

- Leave Without Pay may be granted to an employee on special and genuine circumstances at the discretion of Management subject to a maximum of 180 days.
- For very special reasons considered adequately by the Competent Authority.

- LWP will be granted for self – sickness when the employee is hospitalized under post hospitalization convalescence.
- No basic pay, DA or any other allowances will be admissible.
- Unauthorized absence without any valid sanction of LWP or any other leave will not get any pay or allowances for the period until it is regularized as leave of the kind due or as LWP. It would be treated as “No Work – No Pay”.

ENCASHMENT OF LEAVE

- Un-availed CL of all employees will be automatically encashed at the end of the calendar year.
- Un-availed Sick Leave of all employees will be carry forwarded to next calendar year up to maximum of 120 days. Exceeding 120 days get lapsed automatically.
- PL can be encashed at the end of the Calendar Year after keeping a balance of 120 days.
- In case an employee dies while in service all the PL due to him till the date of death will be encashed in full and paid to his legal heirs / Nominee.
- An employee will not earn any kind of leave while he is on Leave Without Pay / Unauthorised Absence.
- Sundays and Holidays occurring at either end of the leave or during the period of leave shall not be counted as leave, except in respect of LWP.
- An employee who has been under suspension shall not be entitled to earn PL and SL in respect of the period of suspension.
- Leave cannot be claimed as a matter of right.
- Leave of any kind may be refused or revoked by the authority when the service of the person requires due to exigencies of work.

MATERNITY POLICY

Description	Policy
Period	26 weeks
Applicability	Up to 2 surviving children
Beyond 2 surviving children	12 Weeks
Adoption	
Commissioning Mother	
Availing Period	Not before 8 weeks prior to delivery
Creche Visiting Frequency	4 visit / per day (inc. rest time)
Eligibility	From Date of Appointment

PROBATION PERIOD

The appointment will subject to confirmation of satisfactory completion of a probationary period of 6 months from the date of joining the company or absorption. The Company, at its discretion reserves the right to extend the probationary period. During this probationary period, the appointment will subject to termination at any time without assigning any reason by either side. At the end of the probation period, the services of the employee with the company will cease to an end unless the management in writing informs the individual concerned of extending his probation period or confirms him / her in service.

CONFIDENTIALITY

At no time will an employee be allowed to divulge any secrets of the company with regard to technical information, financial statement, corporate strategies, sales and marketing information to anyone.

Employment will be subject to individual's undertaking that he / she will keep the secrets of the company and will not (expect in the normal course of the company's business) publish any article or statement, deliver any lecture or broadcast or make any products or to any matter which the company may be concerned, unless you have previously applied to any obtained permission from the Company.

The complete draft of any proposed article, lecture, broadcast or other communication intended for publication must be submitted to the Company for approval before it is released for publication.

Employee has to provide an undertaking letter as per Information Technology Policy as and when required.

COMMUNICATION

Information of importance to employee's viz. circulars, directives, notices etc. will be circulated to all concerned employees or displayed on the notice board. The company values feedback from employees and employees are expected to talk to their immediate superior and discuss their views, suggestions, problems etc. with them. Employees are also expected to notify of any change in your personal particulars viz. Residential address, Telephone no., Marital status, Qualification, change of nominee's name, any other particular to the HR Department, as and when it arises.

RELOCATION POLICY (TRANSFER / JOINEES)

- The purpose of transferring employees to different positions is to meet the requirement of the company and also to encourage employee for career development.
- All Employees of Mobis India Limited are liable to be transferred to any other section or department or function or any other location in any part of India or to any other associate companies in India with full preservatives of their rights.
- Transfer will be based on vacancies existing in the company and the capabilities of the employees to handle the jobs in the given position.
- Departmental Head in consultation with GM – Human Resource will transfer the employees to new position / departments location by issuing the letter of transfer duly signed by GM – HR.

MEDICAL INSURANCE SCHEME

- For HMI transferred and MIN Employee and their family (Spouse, 2 Children, 2 Parents) are covered for a Maximum Insurance amount of Rs. 3,00,000 under this scheme.
- For MIN employees and their family, the Insurance amount can be additionally opted for which the additional insurance amount would be deducted from their salary in the following basis:

Amount Duration	Rs. 1 Lakh	Rs. 2 Lakhs	Rs. 3 Lakhs
Quarterly	Rs. 3540	Rs. 7080	Rs. 9440
Per Month	Rs. 1180	Rs. 2360	Rs. 3147

GROUP PERSONAL ACCIDENT INSURANCE

- Group personal accident insurance benefits are effective from first day of the subsequent month of hire.
- HR Department will renew the policy every year for continued coverage.
- The following are the details of sum assured and the benefits of the policy

Category	Sum Assured	Compensation Benefit
Executives	Rs. 15 Lakhs	As Per Insurance Scheme
Technicians	Rs.15 Lakhs	
Sr. Officer to Dy. Manager	Rs. 20 Lakhs	
Manager & above	Rs. 30 Lakhs	

SOCIAL BENEFITS

PROVIDENT FUND

- All employees are eligible for membership to the Employee's Provident Fund Scheme from the date of hire.
- The company will contribute every month to the PF Fund at the rate of 12% of Basic and DA.
- Employee will also contribute the same amount to the fund every month.
- Employees joining the Company may be required to transfer funds from their previous Provident Fund Account to the MIN Provident Fund Account with Provident Fund Commissioner.
- In case the member employee leaves the Company and obtains re-employment in another establishment, the employee may request the Human Resources for the transfer of funds standing to his / her credit.

ESI

- All employees whose wages up to Rs. 15,000/- p.m. are eligible under this scheme.
- Employees covered under this scheme will contribute 0.75% on their earning and Management will contribute 3.25%.
- The benefit on this scheme will be as per ESI Act.

GRATUITY

- The eligibility to avail the Gratuity benefits on Retirement / Resignation / Termination of employment is that the MIN Employee must have completed five years of continuous service.
- For the benefit of employees, this scheme is linked with Group Gratuity with LIC.
- The company will contribute required fund specified by LIC to the scheme.
- The gratuity benefit is calculated on the basis of 15 days last drawn basic salary for every completed year of service.
- The Management reserves the right to forfeit the Gratuity, in case of any misappropriation, theft, dishonesty if it is proved.

SUPERANNUATION

- Superannuation benefits are available only those who have covered at HMI and transferred to MIN.
- The eligible employee will contribute 1.66% of Basic Salary and the Company will contribute 15% of Basic Salary to the Superannuation Fund Scheme.
- On Retirement or Resignation, the employee will get cash payment for one third of the accumulation and balance as pension for life long.
- All the retirement benefits are subject to prevalent tax as per Indian Tax Laws at the time of payment.

MONTHLY PAYMENTS

BASIC SALARY

- Basic Salary is applicable to all grades it will be reviewed annually taking into account the factors like performance and potential of the employees, prevailing market rates for the concerned job, the company's performance and capacity to pay, cost of inflation etc.
- Only basic salary will be taken into account for computation of Provident Fund.

DEARNESS ALLOWANCE

- "Dearness Allowance "is one of the components which is mainly considered for calculation of Provident Fund, Over Time, Gratuity Leave Encashment and Notice Period
- All the non-executives excluding Trainees are eligible for Dearness Allowance Payment.
- Dearness Allowance includes Fixed Dearness Allowance and Variable Dearness Allowance.
- The rate of Variable Dearness Allowance is subject to changeable from time to time, based on the Consumer Price Index for Industrial Workers- Chennai base Notification of the Appropriate Government.

HOUSE RENT ALLOWANCE

- House Rent Allowance is applicable to all staff. House Rent Allowance is paid to the individual as 70% of the Basic salary for Officer and above, all others Flat rate.
- To avail tax exemption, the employees should submit the rent receipts to the Finance Department.
- Staff provided with company leased accommodation will not be paid House Rent Allowance.

EDUCATION ALLOWANCE

- Regular Staff will be paid Educational Allowance as applicable to their grade.
- Employees incurring additional expenses for their children should give a declaration to the company to avail tax benefit.
- As per existing IT Rules, educational expenses incurred for 2 children up to a maximum of Rs.1200/- per annum per child will be non-taxable.

CONTRACT LABOUR COMPLIANCE

- To lay down policy and procedure to facilitate indirect and supportive services by engaging contractors.
- Deployment of contract labour for activities which are not directly connected to the main/core activities. Contract Labour will be engaged in Housekeeping, Gardening, Wood work (Carpenter), Drivers, Material handling, Canteen, Logistics, Security and Civil Works etc.
- Enforce strict compliance of statutory regulations.

CONTRACT ENGAGEMENT PROCESS

S. No	PROCESS	RESPONSIBILITIES
1	Identify jobs which can be given on Job / Manpower Contract and preparation of internal estimate. Obtain Management approval with HR coordination	User Department
2	Identify Contractors based on the requirement & Credentials of the contractor. Invite quotation from the contractors and their competitors. Information shall be provided by the HR Department to identify more contractors with the User Department requirement.	HR Coordination with User Department
3	Selection of contractor is done by negotiating with them in consultation with the User Department.	HR / User Department
4	Checking License, PF, ESI & Service Tax.	HR
5	Take price approval and sign agreement with contractor and take Undertaking letter from contractor to fulfil the statutory requirements & for completing job on agreed terms.	HR / User Department
6	Issue Letter of Intent (LOI)	HR / User Department

GREVIENCE PROCEDURE

- All employees shall directly bring their grievances in writing to the Section Head / Departmental Head / HR Manager.
- The issues will be immediately forwarded to GM-HR for information.
- All production related issues will be forwarded to GM-Production.
- All issues will be sorted out within 7 days from the date of grievance given by employee.
- Any issue not solved within 7 days by the Departmental level or at HR Manager level, should be reported to GM-HR for further action.
- Every month issues will be discussed with GM-HR with a consolidated report and recommendations.

TRAINING & DEVELOPMENT

- The purpose of this is to define the process of identification of training and development needs of employees, organizing of training and review to find out the effectiveness.
- Training is intended to improve performance on the current job and help individuals to equip sufficiently to meet the challenges of future.

Department Head is Responsible

- To identify individual training needs.
- To organize in-house / on-the-job training programs and to record such training of the individual employee.
- To forward the training attendance sheet for the in-house training programs organized by Departments to HR Department.
- To forward the Xerox copy of the training record of each employee to the HR Department for records.

Employees underwent training is responsible to give training feedback

This scheme is to get new ideas from all the employees and to motivate them to contribute for:

- Quality improvement (PQCDSM)
- Cost reduction
- Team work
- Productivity improvement
- Complete utilization of equipment
- To create positive culture in the organisation.
- Suggestion is to reform the process or system or operational instruction involved in all aspects for continuous improvement in the product.

RETIREMENT AGE

- Retirement age of employees at MIN is 58 years. They will retire on the exact day of completing 58 years.
- If the service of any staff in the Executive cadre needs to be extended beyond the retirement age, the reporting manager on contract basis should make recommendations explaining the reasons for extending the services of the individual.
- In this case, it must be approved by the General Manager HR and Managing Director.
- Only the business compulsions will be sole criteria for extending the services of any individual.

NOTICE PERIOD

- All staff of the MIN is required to give two-month Notice Period for Junior Management and Officer / Engineer and above.
- If they want to leave the service of the company, the employee must pay salary in lieu of such notice.
- The Company reserves the right to adjust Un-availed PL or monthly salary in lieu of the notice period.
- The Company reserves its right to reduce the notice period or waive off the notice period as its discretion

EXIT INTERVIEW

- Exit Interview is an opportunity to interact with the employees who is leaving the services of the company, to find out his feelings and experience about the company.
- The objective is to understand the employee's positive and negative feelings about the company analyse them and use the appropriate inputs to improve the organizational activities and systems.
- More importantly the major purpose of exit interview is to ensure that the employee leaves the organisation with a good feeling and not with frustrations hidden within his heart. The purpose is to ease out such frustrations if any by empathizing with him.
- The respective HR Managers should conduct exit interview where they should motivate the employee to talk freely about the following:
 - Things that are going right according to the employee within the company
 - Things that are going wrong
 - Comments on existing systems and improvements to be made
 - Current status of business and what the department can do to bring about improvements.
 - Any ill feelings that the employee might have within him about the company, systems people etc.,
 - Suggestions, recommendations of the employee leaving the company.

- The respective HR Head should also frankly share their feelings on the above issues and more importantly counsel the employee leaving the company by pointing out his strengths, weakness, opportunities lying ahead of him and how the employee could make the best out of them. This kind of a discussion where the manager shows concern for the employee will make the later feel good and motivated.
- In case where the employee is retiring from the services of the company the HR manager should prepare the employee for retired life happily and meaningfully. If required the HR Department will organize a training program on retirement and encourage the retiring employees.

1.2 COMPANY PROFILE

Mobis India Limited (MIN) is a wholly owned subsidiary of Hyundai Motor Company, which is located in South Korea. The company was founded in 1977 and along with its 38.2% owned subsidiary. Hyundai Mobis IN started its operations in 2007 as an automotive parts manufacturer in India. Hyundai is a private, diversified company which is well distributed all over the world. Kia Motors together comprises the Hyundai Motor Group, which is the world's fifth largest automaker based on annual vehicle sales in 2012.

In 2008, Hyundai Motor (without Kia) was ranked as the eighth largest automaker. As of 2023, Hyundai is the world's third-largest carmaker in terms of production, behind Toyota and Volkswagen. The company employs about 75,000 people worldwide. Hyundai vehicles are sold in 193 countries through 5,000 dealerships and showrooms. Hyundai wants to expand the concept of automobile from the simple means of transportation to a new space that will connect people to their families, work and society.

VISION & MISSION OF THE COMPANY

HR MISSION:

- It is an organisation which runs for making the driving safer and easier.
- It makes the employees enlightened, empowered and keep engaged by aligning HR Deliverables into Business Results.

HR VISION:

To improve and sustain the business excellence and individual development, the HR attributes mainly on the individual's talent and skill development for an effective work.

HR CORE VALUES:

- Treat everyone as equal and value the differences.
- Deliver the right talent in accordance with the employers need by Encouraging, Creativity and Innovation in a fast way with saving the cost level.
- High standards of integrity in workplace and committed to Excel.
- Being professional and ethical in both the case with the clients and job seekers.
- Maintain the record of people who are assets of the company to build up the sense of belongingness among the staffs.

ORGANISATIONAL CORE VALUES

- Customer - We promote a customer - driven corporate culture by providing the best quality and impeccable service with all values centred on our customer.
- Challenge – We refuse to be complacent, embrace every opportunity for greater challenge, and are confident in achievement our goals with unwavering passion and ingenious thinking
- Collaboration – We create synergy through a sense of “togetherness” that is fostered by mutual communication and cooperation within the company and with our business partners.
- People – We believe the future of our organisation lies in the hearts and capabilities of individual members, and will help them develop their potential by creating a corporate culture that respects talent.
- Globality – We respects the diversity of culture and customs, aspire to be the world’s best at what we do, and strive to become a respected global corporate citizen.

BOARD OF DIRECTORS

- Euisun Chung – Representative Director & Chairman (Standing)
- Hyungkeun Bae - Representative Director & Vice-President (Standing)
- Youngsuk Ko – Executive Director (Standing)
- Daesoo Kim – Director (Non-Standing)
- Young Chang – Director (Non-Standing)
- Jina Kang – Director (Non-Standing)
- Hwajin Kim - Director (Non-Standing)
- James Woo Kim - Director (Non-Standing)

MILE STONES OF MIN

- 2020 Global Top 5
- 2016 ABS Manufacturing (50 mn \$)
- 2015 East PDF (200 mn \$)
- 2014 Airbag Manufacturing & Audio LP (100 mn \$)
- 2014 West PDC New (200 mn \$)
- 2013 Chennai New PDC (400 mn \$)
- 2012 Elentra
- 2011 Launched Verna Fludic & Eon
- 2008 i10 Mass Production || i20 Mass Production || Injection Holding Division Started
- 2007 Module factory constructed Verna / Getz Production A/S Parts Centre constructed
- 2005 Established MIN

1.3 NEED OF THE STUDY

- HR policies are important for employees to work for an Organisation.
- 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

1.4 OBJECTIVES OF STUDY

PRIMARY OBJECTIVES

- To study the amendments made in the HR Policies of Hyundai Mobis 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.

1.5 SCOPE OF THE STUDY

- In any organization human resource is the most important asset. In today's current scenario, Hyundai Mobis 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' 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.

1.6 LIMITATIONS OF STUDY

- HR policies are an important for employees work for Organization.
- It helps to maintain motivation and willing work forces.
- It is an interesting and significant area for conducting research.
- It aims to study an understanding to which the employees be satisfied under the human resources system of the organizations
- To study the human resources needs of an organization
- To study the main processes of employee resorting and development
- To know whether the employees are aware of these policies and are deriving benefits for themselves as well as for the company.
- To provide a such conditions of employment that enable the personnel to develop a sincere sense of unity with the organizations and to carry out their duties in the most willing and effective manner.

CHAPTER 2

REVIEW OF LITERATURE

A literature review is a type of review article. A literature review is a scholarly paper that presents the current knowledge including substantive findings as well as theoretical and methodological contributions to a particular topic. Literature reviews are secondary sources and do not report new or original experimental work. Most often associated with academic-oriented literature, such reviews are found in academic journals and are not to be confused with book reviews, which may also appear in the same publication. Literature reviews are a basis for research in nearly every academic field

- Kundu. Subhash C., Diva Mahan (2009) This study is based on the "Human Resources Management Practices in Insurance Companies: The study was made in Indian and MNC's and explains the benefits of the organization is generated only by Human Resources. However, the advantage of giving insurance to the Human Resources is one of the employee benefits issued by the Human Resource Management. The findings of the study says that both domestic and international Insurance companies have to improve more on their HR practices like performance appraisal, HR planning and Recruitment.

- Hemant Rao (2007) In this research study he explained the changes in the role Human Resources. There was an extraordinary change in the role of Human resource department. He found that each individual should work in the organization such that they should treat the employees irrespective to cast, religion, gender etc. The productivity of the company is based on the quality of work done by the employees in the organization.

- Subramanian, V. (2005) He expresses that the recruitment and selection process in the organization and selecting the right candidate for the correct position helps employees to work in the organization in a very positive mode. The interview process should be relevant to the job profile so that the candidates will be interested in the job profile.
- Maitin, T.P. (2003) In his study he explains the Human Resource Development shows the progress of the organizational growth with different process like recruitment and selection, payroll processing and maintains the rules and regulations of the office. By the way of best approach towards the employees which the in the high productive of the employees.
- Sudham Shetty V. Naveen, Dr.D.N. Raju (2014) Their research is based on the recruitment and selection process in Cement Industry, Electronics Industry, Sugar Industry in Krishna Dt AP, India and observed that in all the selected industries of the study area recruitment is made by campus placements, job.com, data banks etc. The selection is done by evaluating the candidate's skills, knowledge and abilities which are highly required to the vacancies in selected industries. They also identified that both monetary and non-monetary incentives are given to the employees to motivate them for better.
- Anupama Gupta (2010) Her study research mostly revolves around the consequences of the challenges faced by the Human resource management in context with the current economic status and the challenges faced should be taken in consideration. This article insists on the challenges in the short fall of talented employees. This also emphasis on how Human resources Management tackles the problems handled on day-to-day activities. It also suggested some important points to handle things better.
- Singh S.K (2008) In this study He explained that for a good organizational growth employee Should maintain their involvement to yield high productivity. Employee's dedication helps him to achieve his target, and increases his quality of work.

Organization should also help the employee in training him to develop his interpersonal skills. Both Employer and Employee should equally contribute each for individual's growth.

- Vidya A. Salokhe (2002) In her study she explained the Human Resource department have several processes to improve the employee's individual growth in the organization. It also helps the organization to achieve more in the profit with their effective smart work. Employees are the asset of any organization which they make profit out of them.
- T.V. Rao (1999) the study in his book explains that the audit conducted describes the methods and ideas which have to be implemented in the Human Resource Audit. His Framework helps to estimate the different criteria like core competency, culture and value of the organization. By evaluating the employee's interpersonal skills, they can improve in some of the factors which are they lacking in the system. They also have broadminded people in the top-level management which helps the low and middle level employees to know about their concerns. So, they each and every employee in the organization helps them to achieve more by increasing the productivity.
- Udai Pareek & T.V. Rao (1999) In his study he explains that the limitations of Human Resource Department where they need to improve in the personal growth of employee and the organization. In his he elaborately explains about the importance of the training and Development, HR Audit, Planning and Development, Organizational Behaviours. This also gives the lots of information about the Educational Institutes and lot of professional people.
- Venkateswaran (1997) He explains in his article about how Human resource Department helps the organization in their Financial growth. For that he made an empirical study by collecting data from a sample of 132 executives of a private organization. This study helps to know how the HRD works in the organization and

how for employees are benefited out of them. As a result, the HRD works in better way how such that employees are more much comfortable in the rule and regulations of the organizations. This also helps the organization to maintain a good decorum.

- Saini R.R. (2010) This study is based on the Management in United Commercial Bank which is a case study of Chandigarh State which elaborates HRD rules and regulations. Basically, this study explains the hurdles in the process of framing the rules and process of executing it. This analytical study contains a sample size of 100 people and analysed their opinion about HRD rules and regulations. As a result of this study is qualification plays an important role in recruitment in top, middle and low-level management. The practice of selecting right candidate for the level of management helps the organization to achieve more and retain employees in the organization.
- Tripathy (2008) He has explained that the organization have the optimum usage of Human resources in the organization. They follow the 3 C concept (i.e.) Competencies, commitment and culture. By following these 3 C cultures in the work organization give the positive results in the organization. This practice is considered to be the best result earning which resulted in the increase in the financial growth.
- Patil, Kallinath S. (2007) In his study he has researched about the development of facility management industry has an important place in the growth of the country. Life Insurance Corporation is one of the major service providers in which they provide the best service. The Transmission doesn't come in a day. For that employees have put in lot of efforts to bring the service in the field of service.
- Sharma and Jyoti (2006) In their article they have explained about the Job Satisfaction that they finalize it the best and effective reason for an employee in the working situation. They also explain that this emotional factor helps the employee in the organization to yield best results. Dissatisfaction is one of the main reasons for

attrition of employee in the organization. So, job satisfaction is the primary reason of an employee's career growth and development of an organization

- G.V. Chalam and L. Srinivas (2005) In their article they have made a Human Resources Department survey across 120 branches of State Bank of India at Andhra Pradesh, and defines the gender where their papers made an attempt to explore the basic gender difference. They found that the women employees have much more concern than the male employees. Female employees have higher attitude of respecting the organization and Human resource department. They also have good source of Loyalty towards Bank work.
- Mishra and Hardwar (2002) In their research they have made an empirical study on the Private companies and their nature of work in Human resources Department. A random sample of 107 managers with different levels like low level, middle level and top-level management are taken into consideration. A questionnaire was circulated to them to know about the Human Resource department and analysed. As a result, the situation present in the HRD is satisfactory.
- V.Siva Kumar (2015) This study describes that the high level of policies increases the growth of the organization and acts as a retention strategy. From this study it is observed that employee's relationship
- NP Myilswamy, Dr.R. Gayatri (2014) According to their research "A study on Due to the difficulty of evaluating the integration of human resources policies and practices (LEPAK et al, 2006), this research proposes not only to evaluate PPHR as a single construct, but also the relation of each dimension – or subsystem – on organizational citizenship behaviours, seeking to identify which policy has a greater or lesser impact on the worker's behaviour. Thus, the six dimensions analysed are: recruitment and selection; involvement; training and development; work conditions; performance and competency assessment; and remuneration and incentives.

- Demo (2012) recruitment and selection policies and practices are defined as an organization proposal to seek out employees, stimulate them to apply and select them, seeking to harmonize the person's competencies with characteristics and demands of the organization. The involvement policy is an articulated proposal of the organization to create an affective bond with its collaborators, contributing to their well-being, in terms of recognition, relationship, participation and communication. The training and development policy includes the provision to employees of the systematic acquisition of skills and the encouragement of continuous learning and knowledge production.
- T. Suhasini and Dr. K. Kalpana (2018) The study reveals that relevance of HRM policy studies to the organizations. However, the urgency for new studies on the HRM was highlighted, since some policies, despite their strategic nature for organizations, are still little investigated. This is the case for recruitment and selection and evaluation of performance and skills, as well as studies relating HRM policies to other variables of organizational behaviour and the effort to construct and validate measurement instruments.
- Cam Caldwell Ph d and Larry (2004) Floyd the focus of this article is to explain the key elements of research opportunities grow as new and different practices are proposed, with no indication of saturation. Other institutions can use the opportunity to stimulate the academic production, focusing on research related to other HRM policies, such as performance and competency, working conditions and rewards, given the identified gaps. The joint production of these groups can strengthen the lines of research on HRM policies and include Brazil as a reference on the international scenario.
- M. Madhyvadany, S. Panboli (2019) The performance and competency evaluation policy involve assessing the performance and skills of workers, subsidizing decisions

about promotions, career planning and development. The author also grouped the issues of compensation and incentives, encompassing rewards on performance and employee competencies in terms of remuneration and incentives. Given this conceptual field presented and the objectives of the research, the PPHR scale elaborated by Demo (2012) is an adequate instrument to meet the objectives of this study

- Dessler (2002) human resources policies and practices needed to contribute to the greater well-being of people, allowing them greater personal and professional fulfilment. In addition to the policies and practices defined by Dessler (2002), a began considering the “involvement” policy in the group
- Albrecht S.L, Bakker A.B, Gruman J.A, Macey W.H and Saks A.M(2015) these practices necessary to manage people at work, specifically in the aspects related to hiring, training, evaluation, remuneration and the provision of a good and secure environment for company employees. For the author, there were five main policies and practices that constituted people management in organizations by the HR area: recruitment and selection, training and development, remuneration, performance appraisal and working conditions.
- Bulbul Kar, Dr Biswadeep Mishra (2016) integrated set of planned and intended strategies, policies and practices for managing people in an organization; and HRM practices as the activities actually implemented and experienced by employees, and that can be objectively verified. The authorsemphasize the integration that must exist between HR management practices and the internal and external contingencies of the organization.
- Wright et al (2003) with their study entitled “The impact of HR practices on performance of business units”; the study evaluates the HR practices and organisation commitment on the operating performance and profitability of business units. The

purpose of this study is to examine the relationship between HR practices and firm performance in a way that improves the casual inferences that can be drawn. Questionnaires were used to survey employee attitude. So, business units were sampled within on large corporation. The articles revealed that both organisational commitment and HR practices are significantly related operational measure of performance, as well as operating expenses and pre-tax profits.

- Mariyam Imna; Zubair Hassan Human resource policies have impact on the employees in the organization. The main purpose of this research paper is to analyse the factor which influence the employees in the organization. The most human resource policies related to recruitment, training, reward, compensation, performance appraisal, training and development, career development etc. The policies will have impact on the employees who are working in the organization.
- Karlshaus, A., [2020] paper discusses the suitability of part-time leadership as an instrument for a sustainable Human Resources Management (HRM) policy. The thought of part-time leadership is introduced and mentioned supported by a meta-analysis of existing studies and the latest analysis that has been dead on, at typical working time arrangements in leadership positions. The article discusses the intersection of part-time leadership with the 3 subject areas (economic, social, and ecological) of the Triple Bottom Line and tries to indicate additionally specifically how part-time leadership models will serve the fulfillment of elite property Development Goals (SDGs), particularly in Western countries. Finally, stipulations and customary barriers for a roaring implementation of part-time leadership as a company Social Responsibility (CSR) instrument of organizations area unit undraped, and suggestions for mitigating those challenges area unit given from a macro, small, and method perspective leadership as company Social Responsibility (CSR) instrument of organizations area unit undraped, and suggestions for mitigating those challenges area unit given from a macro, small and method perspective.
- Malathi.t, [2019] paper is aimed at discovering how employees' motivation and satisfaction relate to their learning behaviors while doing certain tasks. The study explored employee motivation and satisfaction among unskilled and skilled

employees in the Automobile industries in India. With expanding and increasing technology and globalization, many organizations, especially in developing countries, have problems keeping their employees motivated and satisfied. Hence, it's vital to explore motivation and satisfaction to hunt out good solutions for human resource management, managers, policymakers, practitioners, etc.

- David. E [2017] The Author suggests that HRM should advantage both individuals and organizations. Although the dominant models within HRM theory and research still focus largely on ways to enhance performance, employee concerns are considered a secondary consideration. Furthermore, pressures at work and in society large area are creating an increasing threat to employee well-being. If employee concerns and therefore the threats to well-being are to be taken seriously, a special analytic framework for HRM is required. The study sets out an alternate approach to HRM that provides priority to practice designed to reinforce well- being and a positive employment relationship, proposing that both elements are important.
- According to the researchers of the following papers, the major issues in the BPO sector are that employees are unaware of HR policies, that they only believe in positive reinforcement, and that employees and HR professionals do not see an impact of HR policies on the overall performance of the company (Bose 2022).
- HR departments can make a difference by deploying in-field HR specialists, framing practises in appealing ways, involving LMs in the development of HRPs, and seeking CEO support, among other things (Trullén 2016).
- Budgets, strategic plans, performance related bonus schemes, and decision making are critical communication links between HR managers and management accountants (Kouhy 2009).
- The author Prusha Zardash 2020 sought to investigate the impact of HRM policies on employee job satisfaction in Iraq's Kurdistan Region. According to the findings, the most important predictors of employee job satisfaction were rewarding and

motivation. Second, empowerment was an important topic for the employees, as it contributes to their job satisfaction. Finally, communication and motivation were significant factors influencing employee job satisfaction.

- The development of a competent personnel policy is a necessary condition for the organization's staff to work effectively S. Filin, V. Sidorova 2020. In this regard, it is necessary to examine current approaches to the problem and calculate the economic efficiency of the decisions made.
- This work discusses the strategic significance of HR policies in shaping organizational culture, employee behavior, and overall performance. It explores how well-designed policies align with business objectives. Guest, D. E. (2017)
- Cascio's work examines the legal and ethical considerations associated with HR policies. It discusses the importance of compliance and the potential consequences of policy violations. Cascio, W. F. (2016)
- Davenport's work discusses the role of technology in implementing HR policies efficiently. It explores how digital tools and platforms can streamline policy communication, training, and enforcement. Davenport, T. H. (2015)
- Examining the implications of HR policies in a global context, this work explores the challenges and opportunities associated with crafting policies that align with diverse cultural norms and legal frameworks. Brewster, C., Mayrhofer, W., & Farndale, E. (2018)
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CHAPTER 3

RESEARCH METHHODOLOGY

3.1 RESEARCH DESIGN

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 analysed 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 methods.

- Questionnaire
- Interview
- Observation

In this study Descriptive research Design is used.

3.2 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 Hyundai Mobis, Journals from Library, and Internet is used for the study.

3.3. STRUCTURE OF QUESTIONNAIRE

In this study, the primary data is collected through questionnaire from the respondents directly. A questionnaire consists of a number of questions printed or typed in a definite order on a form. Here, two types of questionnaires are being prepared namely

- open ended,
- close ended questions,
- rating scale.

3.4 SAMPLE SIZE

The same size of the study is 80 respondents and. The respondents are Employees of the Hyundai Mobis.

3.5 PERIOD OF STUDY

The period of time is taken to conduct the survey and prepare the research paper is 3 months.

3.6. ANALYTICAL TOOLS

The data has been analysed using the following methods,

- Percentage Analysis
- Correlation
- One Way ANOVA Test

3.7 HYPOTHESIS FRAMED

HYPOTHESIS 1

H0 – There is a positive relationship between the age and the degree of the appraisal given to the employees

H1 - There is a no significant relationship between the age and the degree of the appraisal given to the employees

HYPOTHESIS 2

H0 – There is a positive relationship between the satisfaction level of the employees and the age of the employees

H1 - There is a no significant relationship between the satisfaction level of the employees and the age of the employees

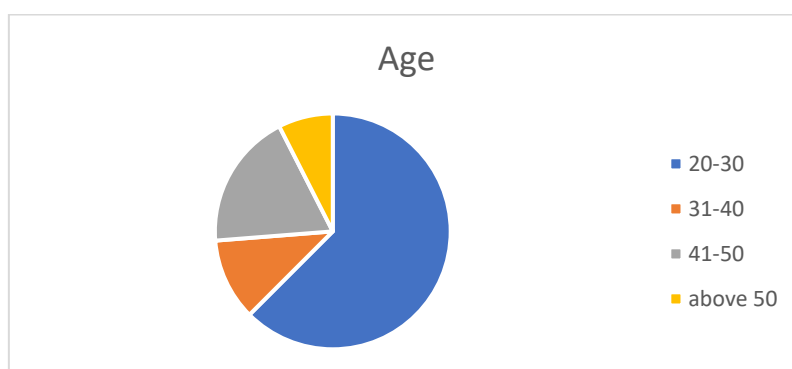
CHAPTER 4

DATA ANALYSIS & INTERPRETATION

4.1 PERCENTAGE ANALYSIS

4.1.1 Table indicating on the age of the employees

S. No	Category	No. of Respondents	Percentage Analysis
1	20 - 30	50	62.5%
2	31 – 40	9	11.25%
3	41 – 50	15	18.75%
4	Above 50	6	7.5%
	TOTAL	80	100%



Interpretations

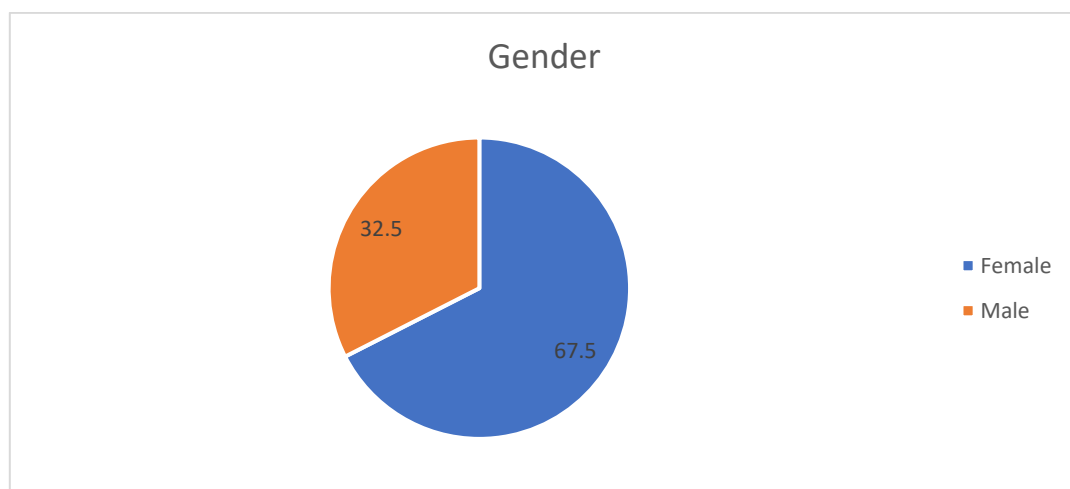
From the above table it is interpreted that 62.5% of the employees are 20-30yrs, 11.25% of them are 31-40yrs, 18.75% are 41-50yrs, and 7.5% are above 50yrs.

INFERENCE

62.5% of the employees are 20-30yrs.

4.1.2 Table indicating on the gender of the employee.

S. No	Category	No. of Respondents	Percentage Analysis
1	Male	54	67.5%
2	Female	26	32.5%
	TOTAL	80	100%



Interpretations

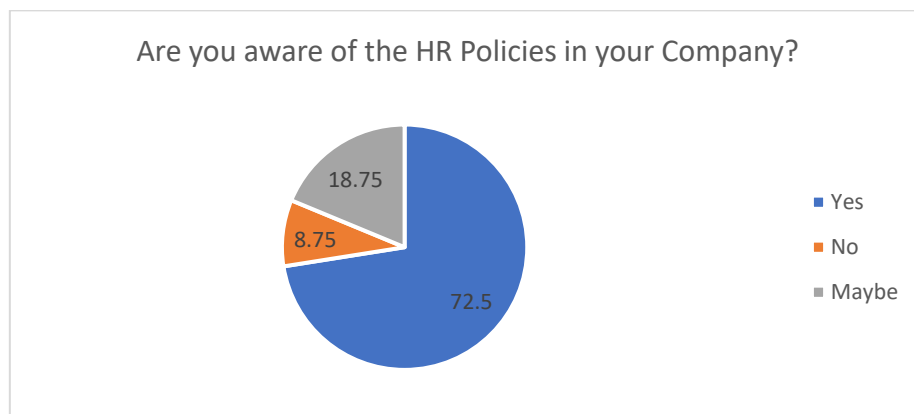
From the above table it is interpreted that 67.5% of them are Male and 32.5% were Female.

INFERENCE

67.5% of them are Male

4.1.3 Table indicating on how employees are aware of the HR Policies in your Company?

S. No	Category	No. of Respondents	Percentage Analysis
1	Yes	58	72.5%
2	No	7	8.75%
3	Maybe	15	18.75%
	TOTAL	80	100%



Interpretations

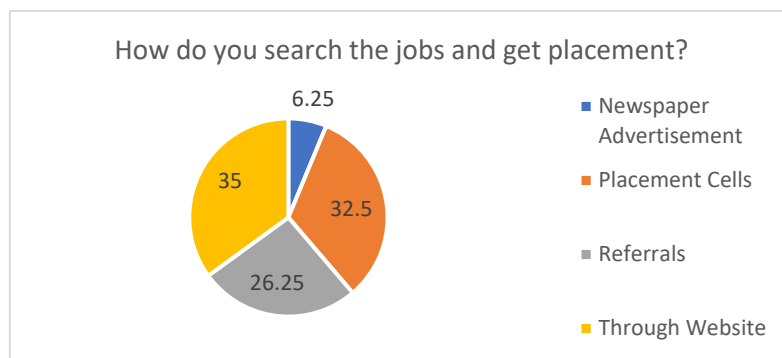
From the above table it is interpreted that 72.5% of the employees are aware, 8.75% are not aware and 18.75% of them responded as Maybe.

INFERENCE

72.5% of the employees are aware of the HR Policies in the company.

4.1.4 Table indicating on how do they search the jobs and get placement?

S. No	Category	No. of Respondents	Percentage Analysis
1	Newspaper Advertisement	5	6.25%
2	Placement Cells	26	32.5%
3	Referrals	21	26.25%
4	Through Website	28	35%
	TOTAL	80	100%



Interpretations

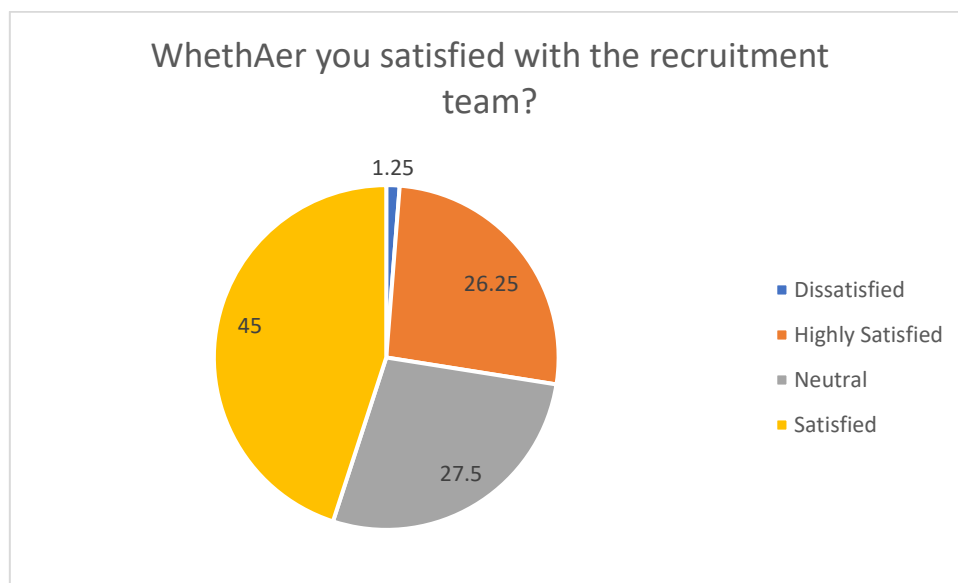
From the above table it is interpreted that 6.25% of them got placed by Newspaper Advertisement, 32.5% of them are through placement cells, 26.25% are by Referrals and 35% by Websites.

INFERENCE

35% are placed through Websites.

4.1.5 Table indicating on whether employees are satisfied with the recruitment team?

S. No	Category	No. of Respondents	Percentage Analysis
1	Dissatisfied	1	1.25%
2	Highly Satisfied	21	26.25%
3	Neutral	22	27.5%
4	Satisfied	36	45%
	TOTAL	80	100%



Interpretations

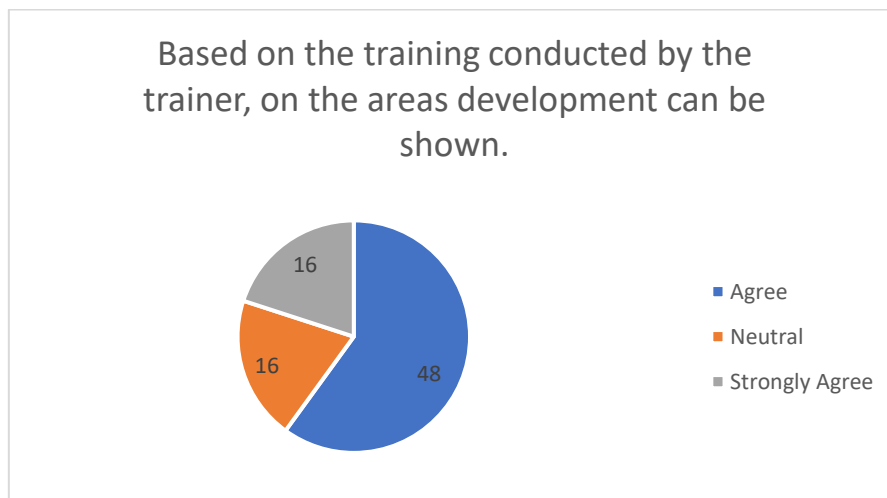
From the above table it is interpreted that 1.25% are dissatisfied with the recruitment, 26.25% are Highly satisfied, 27.5% are Neutral, and 45% are satisfied with the recruitment team.

INFERENCE

45% are satisfied with the recruitment team.

4.1.6 Table indicating on Based on the training conducted by the trainer, on the areas development can be shown.

S. No	Category	No. of Respondents	Percentage Analysis
1	Agree	48	48%
2	Neutral	16	16%
3	Strongly Agree	16	16%
	TOTAL	80	100%



Interpretations

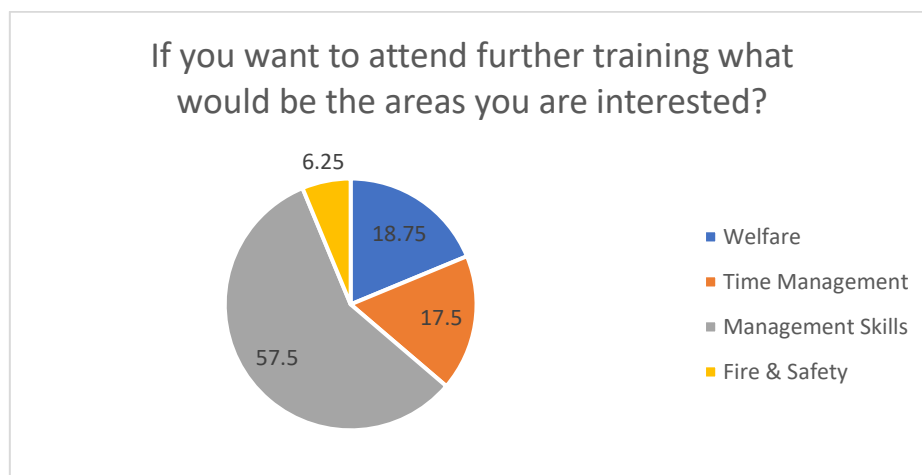
From the above table it is interpreted that 48% agree with the development through training, 16% are both Neutral and Strongly Agree.

INFERENCE

48% agree with the development through training

4.1.7 Table indicating on attending further training what would be the areas you are interested?

S. No	Category	No. of Respondents	Percentage Analysis
1	Welfare	15	18.75%
2	Time Management	14	17.5%
3	Management Skills	46	57.5%
4	Fire & Safety	5	6.25%
	TOTAL	80	100%



Interpretations

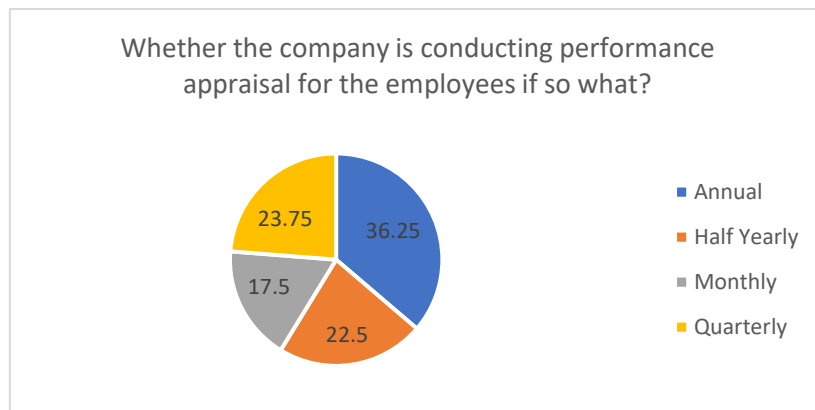
From the above table it is interpreted that 57.5% are interested on Management Skills area for further training, 18.75% on Welfare, 17.5% on Time Management and 6.25% on Fire & Safety.

INFERENCE

57.5% are interested on Management Skills area for further training

4.1.8 Table indicating on whether the company is conducting performance appraisal for the employees if so what?

S. No	Category	No. of Respondents	Percentage Analysis
1	Annual	29	36.25%
2	Half Yearly	18	22.5%
3	Monthly	14	17.5%
4	Quarterly	19	23.75%
	TOTAL	80	100%



Interpretations

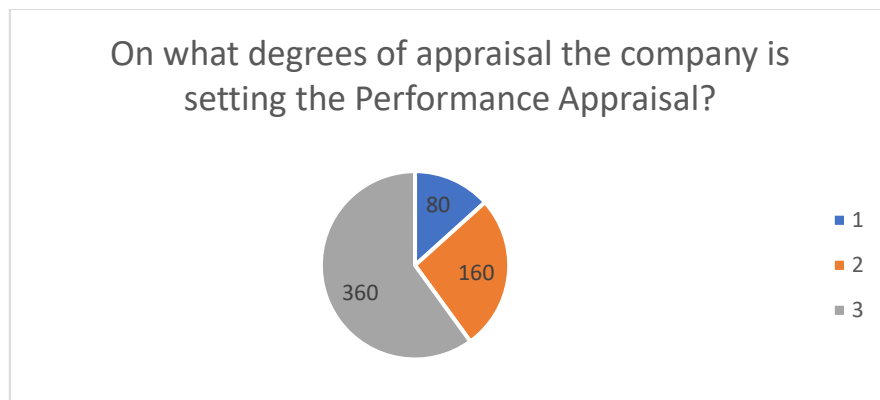
From the above table it is interpreted that 36.25% responded for annual performance appraisal, 22.5% for Half yearly, 17.5% for Monthly appraisal and 23.75% Quarterly.

INFERENCE

36.25% responded for annual performance appraisal

4.1.9 Table indicating on the degrees of appraisal the company is setting the Performance Appraisal?

S. No	Category	No. of Respondents	Percentage Analysis
1	80	39	48.75%
2	160	26	32.5
3	360	15	18.75
	TOTAL	80	100%



Interpretations

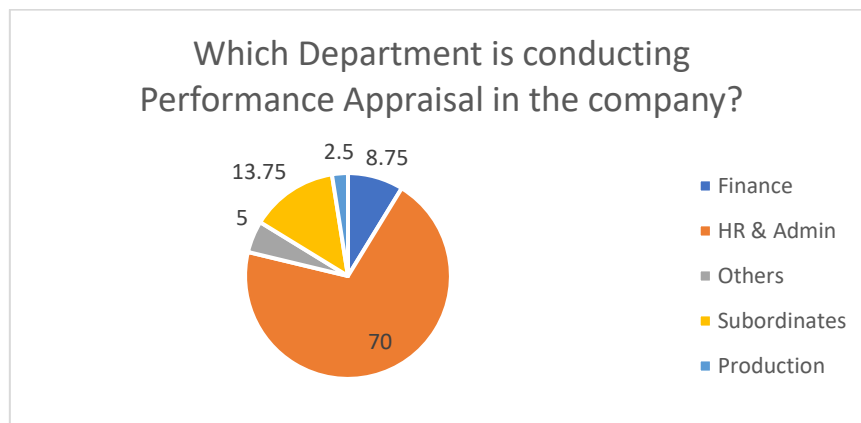
From the above table it is interpreted that 48.75% for 80-degree performance appraisal, 32.5% for 160 degree appraisal, and 18.75% responded for 360 degree appraisal.

INFERENCE

48.75% responded for 80-degree performance appraisal.

4.1.10 Table indicating the Department is conducting Performance Appraisal in the company?

S. No	Category	No. of Respondents	Percentage Analysis
1	Finance	7	8.75%
2	HR & Admin	56	70%
3	Others	4	5%
4	Subordinates	11	13.75%
5	Production	2	2.5%
	TOTAL	80	100%



Interpretations

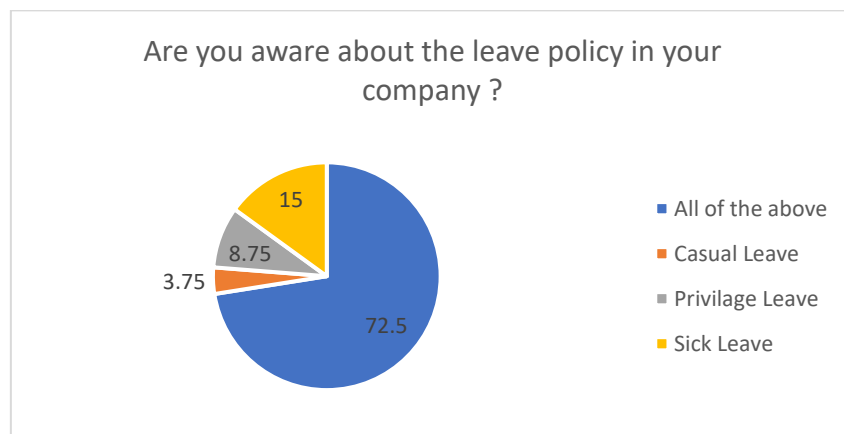
From the above table it is interpreted that 8.75% of them chose Finance, 70% of the employees responded that HR & Admin Department is conducting Performance Appraisal, 13.75% choose the Subordinates and 2.5% for Production Department.

INFERENCE

70% of the employees responded that HR & Admin Department is conducting Performance Appraisal

4.1.11 Table indicating on the awareness about the leave policy in the company?

S. No	Category	No. of Respondents	Percentage Analysis
1	All of the above	58	72.5%
2	Casual Leave	3	3.75%
3	Privilege Leave	7	8.75%
4	Sick Leave	12	15%
	TOTAL	80	100%



Interpretations

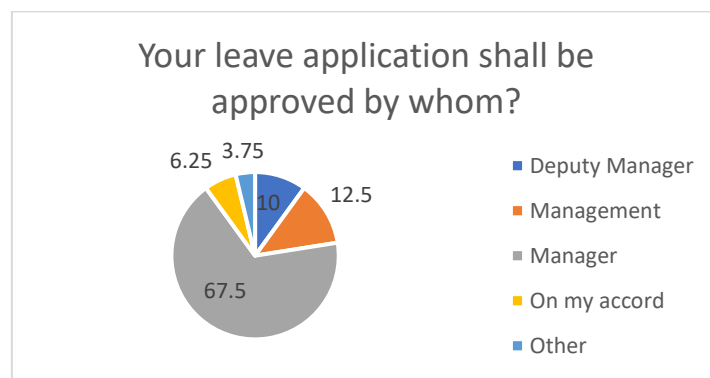
From the above table it is interpreted that 72.5% are aware about all the leave policy in the company, 3.75% are aware of Casual leave, 8.75% are aware of Privilege leave and 15% know about Sick leave.

INFERENCE

72.5% are aware about all the leave policy in the company

4.1.12 Table indicating on the approval of leave application id done by?

S. No	Category	No. of Respondents	Percentage Analysis
1	Deputy Manager	8	10%
2	Management	10	12.5%
3	Manager	54	67.5%
4	On my accord	5	6.25%
5	Other	3	3.75%
	TOTAL	80	100%



Interpretations

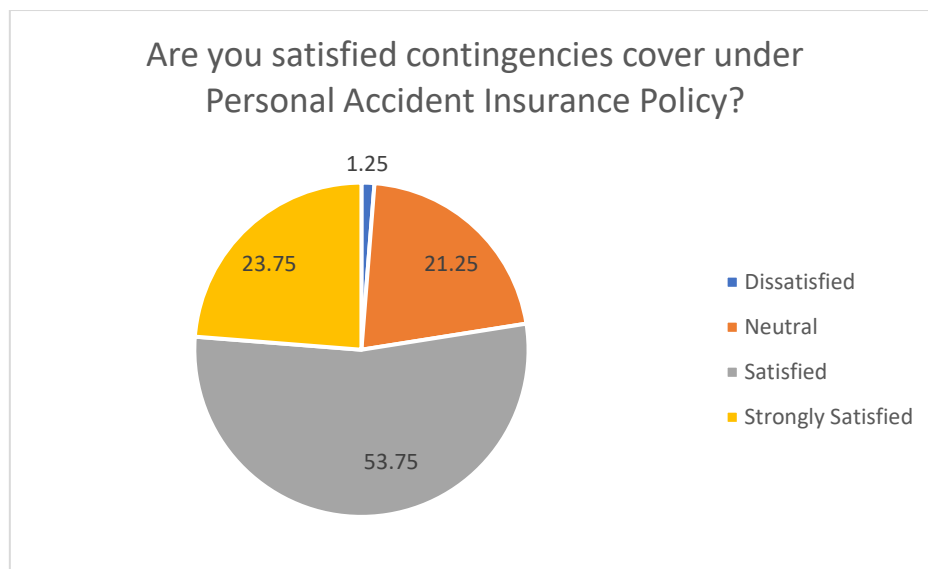
From the above table it is interpreted that 67.5% of the employees get their leave application approved by Manager, 10% by the Deputy Manager, 12.5% through the Management and 6.25% on their own accord.

INFERENCE

67.5% of the employees get their leave application approved by Manager

4.1.13 Table indicating on satisfaction of contingencies cover under Personal Accident Insurance Policy?

S. No	Category	No. of Respondents	Percentage Analysis
1	Dissatisfied	1	1.25
2	Neutral	17	21.25
3	Satisfied	43	53.75
4	Strongly Satisfied	19	23.75
	TOTAL	80	100%



Interpretations

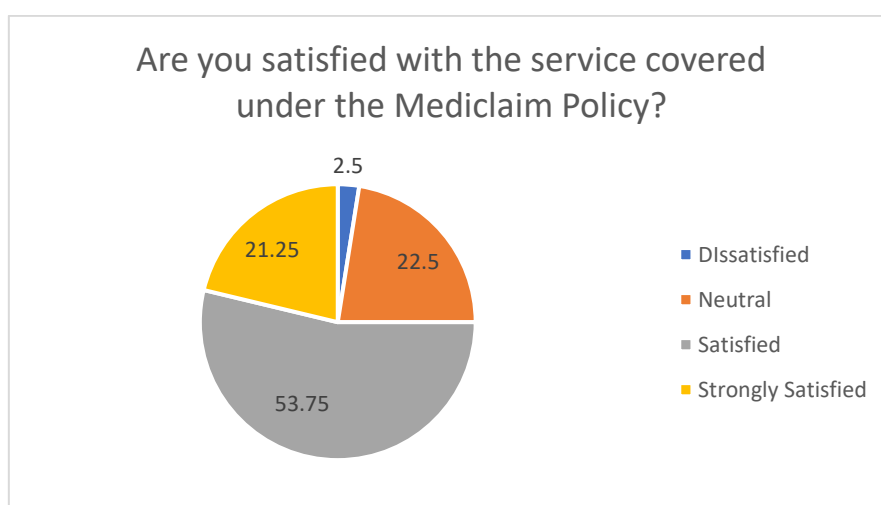
From the above table it is interpreted that 1.25% are dissatisfied, 53.75% are satisfied with the service covered under the Personal Accident Insurance Policy, 17% are Neutral and 23.75% are Strongly Satisfied.

INFERENCE

53.75% are satisfied with the service covered under the Personal Accident Insurance Policy

4.1.14 Table indicating on satisfaction with the service covered under the Medclaim Policy?

S. No	Category	No. of Respondents	Percentage Analysis
1	Dissatisfied	2	2.5
2	Neutral	18	22.5
3	Satisfied	43	53.75
4	Strongly Satisfied	17	21.25
	TOTAL	80	100%



Interpretations

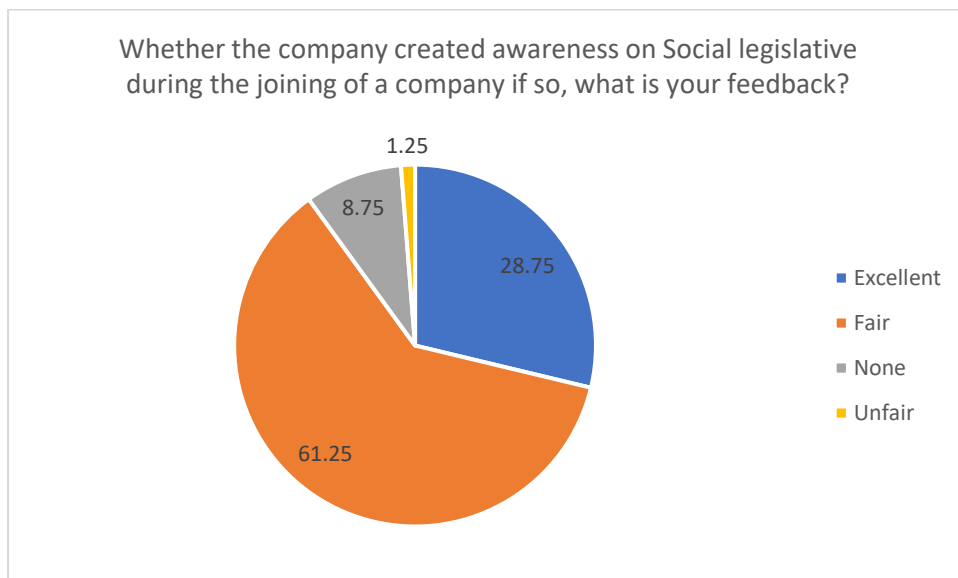
From the above table it is interpreted that 2.5% are dissatisfied, 53.75% are satisfied with the service covered under the Medclaim Policy, 22.5% are Neutral and 21.25% are Strongly Satisfied.

INFERENCE

53.75% are satisfied with the service covered under the Medclaim Policy

4.1.15 Table indicating on Whether the company has created awareness on social legislative during the joining of a company if?

S. No	Category	No. of Respondents	Percentage Analysis
1	Excellent	23	28.75
2	Fair	49	61.25
3	None	7	8.75
4	Unfair	1	1.25
	TOTAL	80	100%



Interpretations

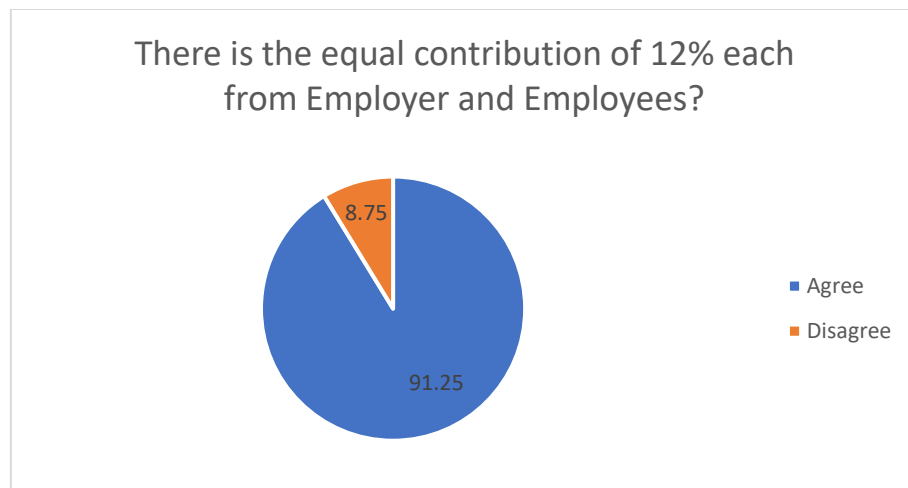
From the above table it is interpreted that 61.25% give their feedback on the awareness on social legislative as Fair, 28.75% as Excellent, 8.75% responded as None and 1.25% as Unfair.

INFERENCE

61.25% give their feedback on the awareness on social legislative as Fair

4.1.16 Table indicating on the equal contribution of 12% each from Employer and Employees?

S. No	Category	No. of Respondents	Percentage Analysis
1	Agree	73	91.25
2	Disagree	7	8.75
	TOTAL	80	100%



Interpretations

From the above table it is interpreted that 91.25% Agree that there is equal contribution of 12% each, and 8.75% disagree for it.

INFERENCE

91.25% Agree that there is equal contribution of 12% each

TEST

HYPOTHESIS 1

H0 – There is a positive relationship between the age and the degree of the appraisal given to the employees

H1 - There is a no significant relationship between the age and the degree of the appraisal given to the employees

CORRELATIONS

		Age	Degrees of appraisal
Age	Pearson Correlation	1	.041
	Sig. (2-tailed)		.653
	N	80	80
Degrees of appraisal	Pearson Correlation	.041	1
	Sig. (2-tailed)	.653	
	N	80	80

INTERPRETATION

The p value is 0.041 which is lesser than the significance value (0.05) hence H1 is accepted and H0 is rejected

INFERENCE

Therefore, there is a no significant relationship between the age and the degree of the appraisal given to the employees

HYPOTHESIS 2

H0 – There is a positive relationship between the satisfaction level of the employees and the age of the employees

H1 - There is a no significant relationship between the satisfaction level of the employees and the age of the employees

ANOVA

ANOVA ^{a,b}					
Source	Sum of Squares	df	Mean Square	F	Sig.
Regression	2.107	3	.702	.665	.576
Residual	80.281	76	1.056		
Total	82.387	79			

a. Dependent Variable: Age

b. Model: (Intercept), Whether you satisfied with the recruitment team?

INTERPRETATION

The p value is 0.576 which is greater than the significance value (0.05) hence null hypothesis (H0) is accepted and H1 is rejected

INFERENCE

Therefore, there is a positive relationship between the satisfaction level of the employees and the age of the employees

CHAPTER 5

FINDINGS

- 62.5% of the employees are in the age of 20-30yrs.
- 67.5% of them are Male
- 72.5% of the employees are aware of the HR Policies in the company.
- 35% of the respondents search the jobs and get placed through Websites.
- 45% are satisfied with the recruitment team
- 48% agree with the development through training
- 57.5% are interested on Management Skills area for further training
- 36.25% responded that there is annual performance appraisal followed in the company.
- 48.75% responded for 80-degree performance appraisal.
- 70% of the employees responded that HR & Admin Department is conducting Performance Appraisal
- 72.5% are aware about all the leave policy in the company
- 67.5% of the employees get their leave application approved by Manager
- 53.75% are satisfied with the service covered under the Personal Accident Insurance Policy
- 53.75% are satisfied with the service covered under the Medclaim Policy
- 61.25% give their feedback on the awareness on social legislative as Fair
- 91.25% Agree that there is equal contribution of 12% each

5.2 SUGGESTIONS

- 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

5.3 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 agree on the part of their performance that they know what is expected from them?
- The employees understand how their work goals relate to company goals.
- Company inspires the employees to do their best work every day.
- 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

5.4 REFERENCES

1. “Human Resource Management Practices in Business Enterprises in Bangladesh”, Dhaka University Journal of Business Studies, Vol. XX11, No.2, December 2001, ISSN 1682-2498. pp. 29-35.
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ANNEXURE

QUESTIONNAIRE

1. Name

2. Email

3. Age

- 20-30
- 31-40
- 41-50
- Above 50

4. Gender

- Male
- Female

5. Are you aware of the HR Policies in your Company?

- Yes
- No
- Maybe

6. How do you search the jobs and get placement?

- Placement cell
- Through website
- Newspaper advertisement
- Referrals

7. Whether the recruitment team conducted an induction at the time of joining if yes, which one of the following?

- About the Company
- Product Training
- Legal & Statutory legislation
- Working hours

8. Whether you satisfied with the recruitment team?

- Highly Satisfied
- Satisfied
- Neutral
- Dissatisfied
- Highly Dissatisfied

9. Based on the training conducted by the trainer, on the areas development can be shown.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

10. If you want to attend further training what would be the areas you are interested?

- Welfare
- Fire & Safety
- Management Skills
- Time Management

11. Whether the company is conducting performance appraisal for the employees if so what?

- Monthly

- Quarterly
- Half Yearly
- Annually

12. On what degrees of appraisal, the company is setting the Performance Appraisal?

- 80%
- 160%
- 320%
- 360%

13. Which Department is conducting Performance Appraisal in the company?

- Subordinates
- HR & Admin
- Finance
- Production
- Other...

14. Are you aware about the leave policy in your company?

- Sick Leave
- Privilege Leave
- Casual Leave
- All of the above

15. Your leave application shall be approved by whom?

- Deputy Manager
- Manager
- Management
- On my own accord
- Other...

16. Are you satisfied contingencies cover under Personal Accident Insurance Policy?

- Strongly Satisfied
- Satisfied
- Neutral
- Dissatisfied
- Strongly Dissatisfied

17. Are you satisfied with the service covered under the Medclaim Policy?

- Strongly Satisfied
- Satisfied
- Neutral
- Dissatisfied
- Strongly Dissatisfied

18. Whether the company created awareness on Social legislative during the joining of a company if so, what is your feedback?

- Excellent
- Fair
- Unfair
- None

19. There is the equal contribution of 12% each from Employer and Employees?

- Agree
- Disagree

20. Do you feel the policies need to be updated or improved? If so, in what way?

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A STUDY ON HR POLICIES AND ITS IMPLICATION WITH SPECIAL REFERENCE TO HYUNDAI MOBIS

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 fulfil organizational goals and objectives.

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.

OBJECTIVE OF THE STUDY

- To study the amendments made in the HR Policies of Hyundai Mobis the time of incorporation
- 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.

SCOPE OF THE STUDY

- 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.

NEED OF THE STUDY

- HR policies are important for employees to work for an Organisation.
- It helps to maintain motivation and willing work forces.
- It is an interesting and significant area for conducting research.
- To establish the consistency in the application
- Motivate Team Members
- Device and implement best policies

REVIEW OF LITERATURE

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RESEARCH DESIGN

For the present piece of research, the investigators have used the following methods.

- Questionnaire
- Interview
- Observation

In this study Descriptive research Design is used.

SOURCE OF DATA

- 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 Hyundai Mobis, Journals from Library, and Internet is used for the study

HYPOTHESIS:

HYPOTHESIS 1

H0 – There is a positive relationship between the age and the degree of the appraisal given to the employees

H1 - There is a no significant relationship between the age and the degree of the appraisal given to the employees

HYPOTHESIS 2

H0 – There is a positive relationship between the satisfaction level of the employees and the age of the employees

H1 - There is a no significant relationship between the satisfaction level of the employees and the age of the employees

PERCENTAGE ANALYSIS

Particulars	Dissatisfied	Neutral	Satisfied	Strongly Satisfied
Satisfaction on under Personal Accident Insurance Policy	1.25%	21.25%	53.75%	23.75%
Satisfaction with Mediclaim Policy	2.5%	22.5%	53.75%	21.25%

INTERPRETATION.

- It is interpreted that 1.25% are dissatisfied, 53.75% are satisfied with the service covered under the Personal Accident Insurance Policy, 17% are Neutral and 23.75% are Strongly Satisfied.
- It is interpreted that 2.5% are dissatisfied, 53.75% are satisfied with the service covered under the Medclaim Policy, 22.5% are Neutral and 21.25% are Strongly Satisfied.

INFERENCE

- 53.75% are satisfied with the service covered under the Personal Accident Insurance Policy
- 53.75% are satisfied with the service covered under the Medclaim Policy.

CORRELATION

		Age	Degrees of appraisal
Age	Pearson Correlation	1	.041
	Sig. (2-tailed)		.653
	N	80	80
Degrees of appraisal	Pearson Correlation	.041	1
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The p value is 0.041 which is lesser than the significance value (0.05) hence H1 is accepted and H0 is rejected

ANOVA

ANOVA ^{a,b}					
Source	Sum of Squares	df	Mean Square	F	Sig.
Regression	2.107	3	.702	.665	.576
Residual	80.281	76	1.056		
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a. Dependent Variable: Age

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FINDINGS

- 62.5% of the employees are in the age of 20-30yrs.
- 67.5% of them are Male
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SUGGESTIONS

- 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.

LIMITATION OF THE STUDY

- HR policies are an important for employees work for Organization.
- It helps to maintain motivation and willing work forces.
- It is an interesting and significant area for conducting research.

- It aims to study an understanding to which the employees be satisfied under the human resources system of the organizations
- To study the human resources needs of an organization
- To study the main processes of employee resorting and development

CONCLUSION

- 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.
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- 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.
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