



CERTIFICATE

This is to certify the project work entitled
“HR POLICIES AND PROCEDURES MANUAL”

Is done by

NAME : VANDANA DIVIJA SREE

ROLL NO : 110420405209

As a part of their Curriculum in the Department of Commerce

IDEAL DEGREE COLLEGE FOR WOMENS

HYDERABAD – 500007

This work has been carried out under my guidance

B. Madhusudhan

PRINCIPAL: B.MADHUSUDHAN



[Signature]
External EXAMINER

[Signature]
MENTOR: Ms. S. BHAGYA LAXMI

ANNEXURE -1

DECLARATION

I here by declare that the project entitled "HR POLICIES AND PROCEDURES MANUAL" is an original work done by me and has been submitted to the Department of Commerce Osmania University, Hyderabad in partial fulfilment for the award of the Degree of Bachelor of Commerce (Computer Applications).

This report has not been submitted anywhere else for award of any other degree or diploma or certificate.

Name and address of the student

VANDANA DIVIJA SREE



Signature of the student

Ideal Degree College for Women

ABSTRACT

Human Resources focus on the relationship between the importance of innovation for organizations and their human resources policy. Drawing on survey findings, we examine the coherence of organizations' utilization of HR recruitment, training and performance management policies to support and enhance firms' innovation performance. Through a social-psychological perspective, we situate our findings in two diverse areas: the psychological literature, exploring the measurement of innovation, and second, with regard to the internal (with each other) and external (with broader organizational objectives) integration of distinct HR policy elements. Our surveyed organizations indicate that, whilst attaching importance to innovation, they fail to consistently translate this importance into coherent HR policies. Typically, HR policy rewarded non-managerial employees for innovation, whilst managerial staff were expected to do so as a matter of course. This inconsistency is one source of resistance which blocks the generation of new ideas, and their implementation, organization-wide.

The importance of human resources management (HRM) to the success or failure of health system performance has, until recently, been generally overlooked. In recent years it has been increasingly recognised that getting HR policy and management "right" has to be at the core of any sustainable solution to health system performance. In comparison to the evidence base on health care reform-related issues of health system finance and appropriate purchaser/provider incentive structures, there is very limited information on the HRM dimension or its impact.

Despite the limited, but growing, evidence base on the impact of HRM on organisational performance in other sectors, there have been relatively few attempts to assess the implications of this evidence for the health sector. This paper examines this broader evidence base on HRM in other sectors and examines some of the underlying issues related to "good" HRM in the health sector.

TABLE CONTENTS

CHAPTERS	TITLES	PAGE NUMBERS
CHAPTER-I	INTRODUCTION NEED OF THE STUDY OBJECTIVES SCOPE OF THE STUDY RESEARCH METHODOLOGY LIMITATIONS	1-9
CHAPTER-II	REVIEW OF LITERATURE	10-17
CHAPTER-III	INDUSTRY PROFILE & COMPANY PROFILE	18-40
CHAPTER-IV	DATA ANALYSIS & INTERPRETATION	41-57
CHAPTER-V	FINDINGS SUGGESTIONS CONCLUSION	58-61
	BIBLIOGRAPHY	62
	QUESTIONNAIRE	63-66

CONCLUSION

From the above perspective, the present chapter makes an attempt to draw some conclusions. It should be confessed here that the investigator is conscious of the limitations of the study and the conclusion drawn on the basis of the sample from a single unit cannot be generalized about the entire manufacturing sector.

The study examines the readiness for employee empowerment in six aspects, namely effective communication, Value of people, Clarity, Concept about power, Information and Learning.

Perusal of data pertaining to combination makes us to conclude that the Executives have agreed to the effective down ward communication flow, which is a prerequisite for empowerment.

With regard to value of people, the analysis leads to the conclusion that the Executives give a reasonable value to the Human Resources in the Organization. However, in respect of concept about power, they are somewhat agreed to share the power.

As far as information sharing with lower rungs is concerned, they are very positive.

One significant conclusion with regards to learning opportunities, which is a basic for empowerment, is that the executives are favorable and feel that sufficient learning opportunities should be there for the rank & file.