

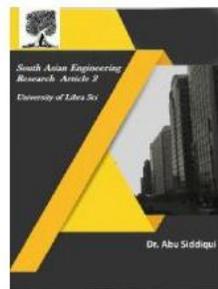


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A STUDY ON HR POLICIES

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Abstract: To study Human resource policies and its method in DR. REDDY'S LABORATORIES LIMITED.To study employee satisfied for knowledge and skills. To evaluate the level of employee acceptance towards the hr policies.To achieve and maintain high morale among employees.To increase to the fullest the employee's job satisfaction and self-actualization.To study highly skilled of selectivity in recruitment as secure achiever and performance. To promote workplace for safety and health. One of the main functions of personnel management in industrial organization is to impart programmers to its employees. HRM plays a large part in determining the effectiveness and efficiency of the establishment. Increase in productivity is possible only when there is an increase in quantity of output. It applies not only to new employees but also to experienced people. It can help employees and employers to increase their level of performance and to develop skills, knowledge on their present job assignments. To creating a work environment that promotes safety, people training and development and performance orientation in line with Dr Reddy's values and policies. To Improvement in supply and availability of utilities and time bound repair of m/c and equipments (along with the relevant records as per site objectives). Ensure that the equipment and related systems (both old and new) are (re)qualified / (re)validated as per schedule.Reduce utilities consumption in line with the site objectives. To identify and implement energy conservation measures. To ensure that all the drawings and technical specifications of the equipment and system in his/her area is updated.

KEY WORDS: Developing the HR Policies, HR Strategy, OBJECTIVES OF RESEARCH, DATA SOURCES, SAMPLING METHOD, DRUG DEVELOPMENT,DRUG DISCOVERY.

I.INTRODUCTION

Torrington and Hall (1987) define personnel management as being:"a series of activities which: first enable working people and their employing organizations to agree about the objectives and nature of their

working relationship and, secondly, ensures that the agreement is fulfilled"

While Miller (1987) suggests that HRM relates to:

".....those decisions and actions which concern the management of employees at

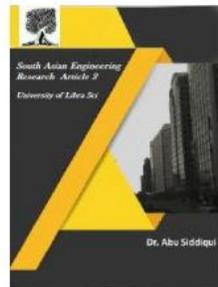


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all levels in the business and which are related to the implementation of strategies directed towards creating and sustaining competitive advantage"

Human resource policies are systems of codified decisions, established by an organization, to support administrative personnel functions, performance management, employee relations and resource *planning*.

Each company has a different set of circumstances, and so develops an individual set of human resource policies.

1.1. Developing the HR Policies

HR policies provide an organization with a mechanism to manage risk by staying up to date with current trends in employment standards and legislation.

1.1.1. Purposes

HR policies allow an organization to be clear with employees on:

- The nature of the organization
- What they should expect from the organization
- What the organization expects of them

1.1.2. Need and Importance :In the past decade, the news headlines have definitely made it clear that the need for management should be one of the top agendas in modern day society.

1.2. Need for basic purposes of HRM POLICIES:

- To increase productivity.
- To improve quality.

- To help a company fulfill its future personnel needs

II. LITERATURE REVIEW

India has witnessed a revolution in the field of Human Resource; it has gone from being just a support function to being a strategic partner in the growth of businesses.

The HR function of 21st century India has made a transition from being 'behind-the-scenes' support appendage to becoming the critical differentiator in business.

2.1. Employee Sourcing: It is the basis on which the Human resource survives. A large part of the mind space of HR head honchos is committed head hunting. With the opening up of an economy which is not only expanding at af. In sectors like IT and BPOs, as well as financial services, high attrition levels have become mandatory.

2.2. Employee Motivation: In a market which job-hopping has become the name of the game, keeping the workforce motivated is one of the key challenges of HR. Talent segmentation and segregation with performance appraisal and rewards is essential to a good team of workers. In essence, as industries evolve, employers have to ensure that apart from the basics of 'roti, kapda and makaan', employees .

2.3. Employee Engagement and Talent Retention: Winning the hearts and minds of talent is of prime importance in the current context. Employees are no longer committed to their companies. Their dedication is towards their own professional growth and careers.



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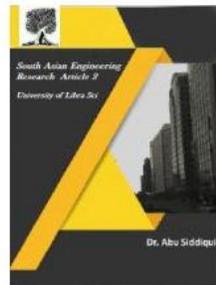


Fig.2.1. Employee Engagement and Talent Retention.

2.4.THE SIX SPECIFIC STEPS TO ACHIEVE MANAGEMENT GOALS

- **Participative management by consensus & consultation through(PMC)**
 - I Management committees
 - II Shop floor committees
 - III Quality circles.
- **Knowledge integration program (KIP).**
- **Skills development program (SDP).**
- **Systems perfection (SP.)**
- **Delegation & Decentralization (DD).**
- **Human resources development (HRD).**

The soft and subdued colors have been specially chosen to reflect the low key profile adopted by the group.

2.5.HUMAN RESOURCES MANAGEMENT POLICY & MANUAL PRINCIPLES

The basic human resources management policy is to conduct its relation with its employees in such a way that the company will have at all times and adequate force of competent and satisfied employees to conduct all its operations effectively and harmoniously in order to achieve customer’s satisfaction at the end.

2.6.PURPOSES :

- The policy is a general plan of action that serve as a guide line
- The policies make up the framework of management for following up and decisions.
- When policies are statement of what management wants to do in running the organization, management rightly expects strict adherence to them.

2.7.HR Strategy

“HR Strategy is the system of human resource practices for a particular job or collection of jobs aimed at the best employee performance possible to meet the firm’s ultimate goals”

- System of practices
 - Job or collection of jobs
 - Performance oriented (have, feel, do)



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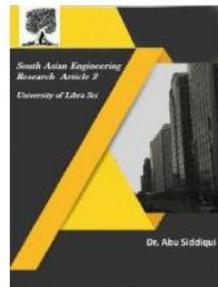


Fig.2.3.HR Strategy

III. RESEARCH METHODOLOGY

Research is scientific and systematic search pertinent information in a specific topic. The meaning of research is “A Careful Investigation (or) Inquiry.HRM POLICIES is the corner stone of sound management, and it makes employees and employers more effective and productive. It is actively and intimately connected with all personnel and managerial activities.

Heritage Ltd is spending for HRM POLICIES activities. It is introducing global concepts like

- Team Building
- Time Management

It uses all the technology available and modern equipment in HRM POLICIES programmers.

3.1.OBJECTIVES OF RESEARCH

On an average, every employee at nutrine undergoes at least 2 training program for a financial year and the employer in HRD requires the executive development

programmer at the time of intensive competition.

- So the study is aimed to know the adequacy of training given to employees and employers.
- To suggest appropriate techniques and modification in training to achieve corporate goals.

Development to employers arises due to providing technical skills and conceptual skills to non-technical managers and managerial skills and conceptual skills to technical managers.

3.2. RESEARCH INSTRUMENT:

In order to collect the data from the people in organization the research instrument used is

3.2.1QUESTIONNAIRE.

A structured questionnaire has been designed, consisting of Closed Ended questions. All the questions are objective. Questionnaire does not contain any column for personal details of the people in Projects., Questionnaire is designed for employees and employers containing 15 questions respectively. The questions are framed consisting of different factors. Both positive and negative questions are included to reduce the bias.

3.3.DATA SOURCES

Data can be broadly classified as;

- 1) Primary data.
- 2) Secondary data.

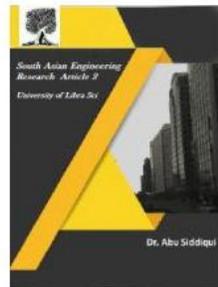


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3.3.1. Primary data

Primary data is obtained through observation, questionnaires, and personal interviews.

3.3.2. Secondary Data

Secondary data is obtained through various, Management books Journals

Newspapers and Internet web: www.DR REDDYS.com

3.4.SAMPLING :Sampling is always necessary to collect data from the whole organization. A small representative sample may serve the purpose. Sample means “A Group Taken From a Large Lot“. This small group should be miniature cross-section and really “Representative” in character. This selection process is called Sampling .

3.5.SAMPLE SIZE

Sample is device for learning about masses by observing a few individuals, that selected sample is “100”.

3.6.SAMPLE PLANNING

Sample planning consists four major parts they are

- Sample Unit : Employees
- Sample Size: 100
- Population : 598
- Sample frame: Employees of Dr.reddys, Hyderabad
- Sample procedure: Convenience Sampling

3.7.SAMPLING METHOD

The various methods of sampling can be grouped under 2 broad heads:

Probability Sampling (Random)

The method adopted here is Random Sampling Method. A Random sample is one where each item in the universe has an equal chance of known opportunity of being selected.

Non Probability Sampling (Non Random)

The method do not provide every item in the universe with a known chance of being included in the sample. The selection process is at least particularly subjective.

3.8.LIMITATIONS

- Firstly the respondents were not available readily and the data were collected as per the convenience of the respondents.
- Secondly the sample of respondents was very less given by the organization hence appropriate sample technique was not applied for selecting the respondents.
- Thirdly, time is also one of constraints. Duration of 45 days is not sufficient to cover all the aspects of the study.

IV. INDUSTRY PROFILE

4.1.PHARMACEUTICAL INDUSTRY PROFILE

The Pharmaceutical Industry develops, produces and markets drugs

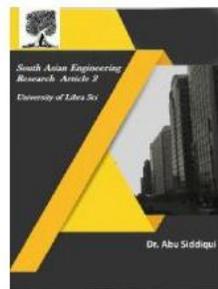


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licensed for use as medications. Pharmaceutical companies can deal in generic and/or brand medications. They are subject to a variety of laws and regulations regarding the patenting, testing and marketing of drugs.

4.2. Richard Gerster

The Pharmaceutical Industry needs to follow rules about patent, marketing as well as testing of drugs that are scheduled to come to the market as medicines. Since the inauguration of the Pharmaceutical Industry in the 19th century, it has covered a long way and now it has become one of the most influential and successful industry in the world with both controversy and praise on its part.

4.3.DRUG DISCOVERY:

Drug Discovery is a process through which potential drugs are designed or discovered. It has been observed in the past that most of the drugs were invented by means of isolating the active component from remedies which are traditional in nature or through another kind of discovery known as serendipitous discovery.

4.4. DRUG DEVELOPMENT:

This process is taken forward after the discovery is done and a thing is identified as a potential drug. The development takes place immediately after that as the component is turned into a medicine. For the first time ever, in 2006, global spending on prescription drug stopped \$643 billion, even as growth slowed somewhat in Europe and North American

V.CONCLUSION AND FUTURE SCOPE

CONCLUSION:

In 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.

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.

FUTURE SCOPE

- Training and controlling program may be arranged so that each of the employees under goes it atleast once in a year.
- The training sessions should be handled by both the internal and external faculty so that it provides more comfort and also the knowledge of the external environment.
- Training should be given to all groups at all levels to improve the efficiency on the whole.
- All the employees should be provided a minimum and basic technical knowledge.

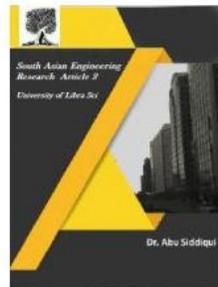


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STUDENT PROFILE



She is completed her Degree from Ideal Degree college for women And now pursuing MBA in TKR College of Engineering and technology ,Hyderabad,Telangana,India.

GUIDE PROFILE



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