

A STUDY ON HR POLICY AND ITS IMPLEMENTATION TOWARDS GVG PAPER MILLS PRIVATE LIMITED

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ABSTRACT

The main aim of this study is to analyze the impact of current Human Resources Management (HRM) policies and practices adopted in Paper Company in Coimbatore region lead to employee job involvement. In this study data were collected by using questionnaires among the sample size of 120 employees in paper industry located in Coimbatore region. In this study, some of the HR policies such as compensation policy, reward and recognition policy, welfare policy, work life policy, training and development policy are followed in the paper industry.

Major findings from this study reveals that the most of the employees were not satisfied with work life policy adopted in the paper industry have no correlation between employee job involvements. Reward and recognition policy has a positive moderate correlation with employee job involvement; whereas, compensation policy, welfare policy, training and development policy also positively correlated with employee job involvement. It was found that employees supported company policies that ensured that employee efforts are supported by management.

HR policies should make employees to focus on the organization commitment when they are satisfied and engaged with the job assigned to them for the organization growth.

CHAPTER 1 INTRODUCTION OF THE STUDY

1.1 INTRODUCTION

A HR policy is a formalized human resources document that presents a broad overview of standard operating policies and procedures for an organization. It is an essential document that provides structure and establishes consistency and discipline in decision-making and employee behavior. HR policy is a booklet or a piece of document that gives the reader a fair idea of the working procedures of the particular company or organization.

They give guidelines on how to apply the rules and regulations that a company has set for its functioning. This kind of policy is especially useful for HR officials so that they do not break rules that may lead the company to societal and legal problems. They also need

to be reviewed and revised time and again so that the management of the company keeps up with the changing trends and also keep tract of new legal acts that may be enforced upon the working of organizations.

1.2 STATEMENT OF THE PROBLEM

The main assumption is that most of the organization needs policies to ensure consistency in action and equity in its relation with employees and employer. Policies perform the purpose of achieving organizational goals in a correct and effective manner. HR policies compose the basis for sound HRM practices. HR policies serve as a standard procedure for the manager. Human Resources Policies and Procedures are important as they provide structure, control, consistency, fairness and reasonableness in paper industry. They also make ensure compliance with employment legislation and should be informed to employees of their responsibilities and the company's expectations. The presence of HR policy is so important.

If your organization does not direct absence, then there is likely to be a high cost in operational and financial terms. It is essential that managers introduce an efficient absence management system to drive down absenteeism, and prevent it as much as possible. HR policy is about reducing employee absenteeism usually happens due to illness or injury through policies and procedures.

1.3 OBJECTIVES OF THE STUDY

PRIMARY OBJECTIVE

- To study the HR policy's implementation at GVG Paper Boards India Limited at Tiruppur

SECONDARY OBJECTIVES

- To study the present HR policies of the company.
- To analyse the personal causes that give rise to absenteeism.
- To understand the opinion about the various welfare measures provided to employees.

- To analyse the recruitment and training process offered by the organisation to the employees
- To provide the solutions to avoid or to control attrition

1.4 SCOPE OF THE STUDY

- The human resource practice is very important to practice HR policy implementation in an organisation. It is necessary for every organisation to study HR policy and know the HR policies of the company.
- It is a study on the attitude on the employees to their jobs and the reasons for the employees to change the organisation periodically. However, for the main aim of meaningful and convenient accomplishment of this study
- It has been given in respect that how effective HR policy implementation yields Employee development, employee relations, employee voice, employment, equal opportunity, grievances, health and safety, managing diversity, promotion, employee Performance, employee welfare , and high performance in an organization.
- Comprehensively defined policies and criteria of performance management system open new phases for employee improvements and for the organisation

1.5 LIMITATIONS OF THE STUDY

- Difficult to access some information due to company policies.
- Data is collected through questionnaire and is limited to data collected.
- It is done it cannot resemble the entire population working in the whole industry.

- The study is limited to the attitude of the workers and the findings cannot be applied to other fields.
- The Sample Size is taken 120 employees in GVG Paper Boards India Limited.

2. RESEARCH METHODOLOGY

Research methodology is a way to systematically solve research problem. Research Methodology is understood as a source of the study how to research is done scientifically. The various steps adopted by a researcher in studying the research problem along with the logic. The Project work entitled “A study on HR policy and its implementations towards GVG Paper Boards India Limited with reference to Tiruppur”.

2.1 RESEARCH DESIGN

The research designs constitute the blue print for the collection, measurement and analysis of data. There are types of research design; they are exploratory research design, Experimental research design and describe and diagnostic research design. The research had adopted descriptive research design for the study.

2.2 NATURE OF RESEARCH

A descriptive research was undertaken to the study of the problem. The study is descriptive in nature. Descriptive research is those which are concerned with describing the characteristics of a particular individual of a group. The descriptive research describes the demographic the characteristic of the respondents and is typical concern with determining frequency with something occurs how the variables vary together.

2.3 SOURCES OF DATA

Primary Data

It was collected through questionnaire further this data, are processed and tabulated using graphs. the tables were analysed and the finding has been drawn accordingly.

Secondary Data

It refers to a special kind of ratio, it is used to make comparison between two or more

series of data, since the percentage reduce everything to a common base and there by allow meaningful comparison be made.

2.4 SAMPLE DESIGN

A sample is a subset from the total population. A sample is a subset from the total population. It refers to the techniques or the procedure to the research would adopt in selecting Items for the sample (i.e,) the size of the sample.

2.5 TOOLS USED FOR RESEARCH

- Simple Percentage Method
- Chi-Square
- Correlation
- Anova

1. PERCENTAGE ANALYSIS

This method was used to interpret the data. It helps to find percentage value for the questions

$$\frac{\text{No. of respondents}}{\text{Total No. of respondents}} \times 100 = \text{Simple percentage}$$

2. CHI-SQUARE ANALYSIS

The Chi- square test is one of the simplest and most wickedly used non parametric tests in statistical work. The quantity χ^2 describes the magnitude at the discrepancy between theory and observation.

$$\chi^2 = \sum \frac{(O - E)^2}{E}$$

O = Observed Frequency, E = Expected Frequency

3. CORRELATION

Correlation is computed into what is known as the correlation coefficient, which ranges between -1 and +1. Perfect positive correlation (a correlation co-efficient of +1) implies that as

one security moves, either up or down, the other security will move in lockstep, in the same direction.

$$r = \frac{\sum XY}{\sqrt{(\sum X^2)(\sum Y^2)}}$$

4. ANOVA

Analysis of variance, or ANOVA, is a strong statistical technique that is used to show difference between two or more means or components through significance tests. It also shows us a way to make multiple comparisons

of several population means. The Anova test is performed by comparing two types of variation, the variation between the sample means, as well as the variation within each of the samples. Below mentioned formula represents one way Anova

Test statistics:

F = Anova Coefficient

MST = Mean sum of squares due to treatment

MSE = Mean sum of squares due to error

3. DATA ANALYSIS AND INTERPRETATION

TABLE NO 3.1 : AGE OF THE RESPONDENTS

AGE	NO. OF RESPONDENTS	PERCENTAGE (%)
18- 30 years	41	34.2%
31 – 40 years	32	26.7%
41- 50 years	27	22.5%
51- 55 years	15	12.5%
Above 56 years	5	4.2%
TOTAL	120	100.0%

Conclusion: Majority 34.2% of the respondents are in the age below 30 years.

TABLE NO 3.2 : GENDER OF THE RESPONDENTS

GENDER	NO. OF RESPONDENTS	PERCENTAGE (%)
Male	45	37.5%
Female	75	62.5%
Total	120	100.0%

Conclusion: Majority 62.5% of the respondents are female.

TABLE NO 3.3: EDUCATIONAL QUALIFICATION OF THE RESPONDENTS

QUALIFICATION	NO. OF RESPONDENTS	PERCENTAGE (%)
SSLC	49	40.8%
HSS	40	33.3%
UG	10	8.3%
PG	19	15.8%
Others	2	1.7%
Total	120	100.0%

Conclusion: Majority 40.8% of the respondents are SSLC qualification.

TABLE NO 3.4: MARITAL STATUS OF THE RESPONDENTS

MARITAL STATUS	NO. OF RESPONDENTS	PERCENTAGE (%)
Married	70	58.3%
Unmarried	50	41.7%
Total	120	100.0%

Conclusion: Majority 58.3% of the respondents are married.

TABLE NO 3.5: EXPERIENCE OF THE RESPONDENTS

EXPERIENCE	NO. OF RESPONDENTS	PERCENTAGE (%)
Below 5 years	47	39.2%
6– 10 years	35	29.2%
11– 15 years	21	17.5%
16-20 years	13	10.8%
Above 21 years	4	3.3%
Total	120	100.0%

Conclusion: Majority 39.2% of the respondents are experienced in below 5 years.

TABLE NO 3.6 : MONTHLY INCOME OF THE RESPONDENTS

MONTHLY INCOME	NO. OF RESPONDENTS	PERCENTAGE (%)
Below Rs.15000	48	40.0%
Rs.15,001 – Rs.20,000	30	25.0%
Rs.20,001 – Rs.25,000	25	20.8%
Rs.25,001– Rs.30,000	10	8.3%
Above Rs.30,001	7	5.8%
Total	120	100.0%

Conclusion: Majority 40.0% of the respondents monthly income is below Rs.15,000.

TABLE NO 3.7: JOB SATISFACTION IN YOUR WORK

JOB SATISFACTION	NO. OF RESPONDENTS	PERCENTAGE (%)
Always	43	35.8%
Often	22	18.3%
Sometimes	35	29.2%
May be	14	11.7%
Never	6	5.0%
Total	120	100.0%

Conclusion: Majority 35.8% of the respondents are always satisfaction in work.

TABLE NO 3.8 : SATISFACTION LEVEL ON PROFESSIONAL DEVELOPMENT

PROFESSIONAL DEVELOPMENT	NO. OF RESPONDENTS	PERCENTAGE (%)
Highly Satisfied	42	35.0%
Satisfied	37	30.8%
Neutral	29	24.2%
Dissatisfied	8	6.7%
Highly Dissatisfied	4	3.3%
Total	120	100.0%

Conclusion: Majority 35.0% of the respondents are highly satisfied with professional development.

TABLE NO 3.9: HR POLICY MAKES JOB EASIER

JOB EASIER	NO. OF RESPONDENTS	PERCENTAGE (%)
Strongly agree	50	41.7%
Agree	34	28.3%
Neutral	23	19.2%
Disagree	10	8.3%
Strongly Disagree	3	2.5%
Total	120	100.0%

Conclusion: Majority 41.7% of the respondents are strongly agree with HR policy make job easier.

TABLE NO 3.10 : MANAGER GIVE YOU SPOT SOCIAL REWARDING

SPOT REWARDING	NO. OF RESPONDENTS	PERCENTAGE (%)
Often	46	38.3%
Sometimes	37	30.8%
Seldom	22	18.3%
Never	12	10.0%
Rarely	3	2.5%
Total	120	100.0%

Conclusion: Majority 38.3% of the respondents said manager often provide spot social rewarding

5. FINDINGS, SUGGESTIONS AND CONCLUSION

5.1 FINDINGS

1. Majority 34.2% of the respondents are in the age below 30 years
2. Majority 62.5% of the respondents are female
3. Majority 40.8% of the respondents are SSLC qualification
4. Majority 58.3% of the respondents are married
5. Majority 39.2% of the respondents are experienced in below 5 years
6. Majority 40.0% of the respondents monthly income is below Rs.15,000

7. Majority 35.8% of the respondents are always satisfaction in work
8. Majority 35.0% of the respondents are highly satisfied with professional development
9. Majority 41.7% of the respondents are strongly agree with HR policy make job easier
10. Majority 38.3% of the respondents said manager often provide spot social rewarding
11. Majority 40% of the respondents are strongly agree with manager improve performance
12. Majority 33.3% of the respondents are strongly agree with rewards and incentives are fairly distributed
13. Majority 37.5% of the respondents are strongly agree with company are strictly linked to employee performance
14. Majority 35.8% of the respondents are strongly agree with challenging job develop skill to employee.
15. Majority 36.7% of the respondents are strongly agree with payment offered in company are satisfactory
16. Majority 35.8% of the respondents are strongly agree with organization recognizes the career growth of employees
17. Majority 37.5% of the respondents are strongly agree with training needs of the employees
18. Majority 41.7% of the respondents are strongly agree with benefits we receive in company
19. Majority 38.3% of the respondents are strongly agree with most of the supervisors to discuss employee problems
20. Majority 37.5% of the respondents are strongly agree with employees are encouraged by supervisor in decision making

5.2 SUGGESTIONS

- From the samples of this study results of the respondents were observed and some suggestions for framing of HR policies.
- Compensation policy, welfare policy, training and development policy has positive with low degree of correlation. So employee job involvement has correlated with HR policies needs improve the policy formation to get better employee involvement in work.
- Reward and recognition policy has positive with moderate degree of correlation with employee job

involvement. So employees are more concerned towards reward and recognition policy that is highly related with employee job involvement.

- Rewarding and recognising the work of the employees will make employee job involvement.
- Work life policy has no correlation with employee job involvement so policies need to reframe to make the employees to work with involvement.

5.3 CONCLUSION

Human Resource policies are influencing the involvement of employees in the work based on the interest of employees to follow the policies which are adopted in the paper industry. With reference to the result and findings, work life policies need to be improved for better involvement in the work as the employees are not satisfied to follow the HR policies. Whereas compensation, Reward and recognition, welfare, work life policies are related to employee job involvement but it has least degree of correlation. Major findings from the study are reward and recognition policies have high impact on employee job involvement because the results shows that employees are more concerned with this policies and their involvement in work. Therefore, Employee empowerment needed in formulation of HR policies in the paper industry for making the employees to have better job involvement of employees for the organisation commitment