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Human Resource Policies" with Special Reference to Global Calcium Private Limited, At Hosur.

Mrs. S. Janaki[1], Ramya. D[2]

[1]Assistant Professor, Adhiyamaan College of Engineering (Autonomous), Hosur, Tamil Nadu, India Email: Sjanaki284@gmail.com
[2]II Year MBA, Department of Management Studies, Adhiyamaan College of Engineering (Autonomous), Hosur, Tamil Nadu, India
Email: dramya817@gmail.com

ABSTRACT

Human Resource policies are guidelines that outline the rules, expectations, and procedures for managing employees within an organization. These policies are essential for creating a positive work environment, ensuring compliance with laws and regulations, and driving business success. Effective HR policies promote fairness, transparency, and respect in the workplace. Global Calcium Private Limited, located in Hosur, Tamil Nadu, is a pharmaceutical manufacturer with a rich history dating back to (1979). The company has established itself as a leading producer of quality organic calcium salts and mineral gluconates, catering to the pharmaceutical, nutraceutical, food, and cosmetic industries.

Global Calcium Private Limited, Unit -III, is situated in the sipcot Industrial Complex, Hosur, Tamil Nadu, India. The unit is equipped with state-of-the-art infrastructure, including advanced manufacturing facilities, quality control laboratories, and warehousing facilities. The company's product portfolio includes a wide range of calcium compounds, organic minerals, and pharmaceutical intermediates.

Key words: updating policies, training programs, HR policies updating, clear communicating, efficiency workload.

INTRODUCTION

"Human Resource policies are guidelines that outline how a company treats Its employees and property. They are created by HR managers and company management." Executive summary gives a short narration about the entire study of chapter wise including problem statement, provides an overview, and highlights the key findings, and emphasizes the recommendations. The introduction briefly describes the background of the study statement of the problem, needs and importance of the study, scope of the study, limitations of the study, and the objective to measure the level of employee HR policies. Methodology used by the researcher involves in the survey method.

Human Resource Management is planning, organizing, directing, and controlling of the procurement, development, compensation, integration, maintenance and production of human resource to the end that individual, organizational and social objectives are accomplished.

RESEARCH BACKGROUND

Global Calcium Private Limited, located in Hosur, Tamil Nadu, is a pharmaceutical manufacturer with a rich history dating back to 1979.The company has established itself as a leading producer of quality organic calcium salts and mineral gluconates, catering to the pharmaceutical, nutraceutical, food, and cosmetic industries. Global Calcium Private Limited, Unit 3, is a renowned manufacturer of calcium compounds and organic minerals, catering to the pharmaceutical, nutraceutical, food, and cosmetic industries. With a rich history spanning over four decades, the company has established itself as a trusted partner in the chemicals and materials industry. Incorporated on October 10, 1979, on developing new products, improving existing processes, and enhancing overall efficiency.

GLOBAL CALCIUM COMPANY PRODUCTS AND AVAILABLE

Global Calcium offers a range of products, including: Calcium compounds and organic minerals, Active pharmaceutical ingredients (APIs), Pharmaceutical intermediates, Customized formulation development. extensive experience in manufacturing pharmaceutical products, including active pharmaceutical ingredients (APIs) and intermediates.

IDENTIFIED PROBLEM

In many organizations, different departments operate under distinct leave policies due to variations in leadership styles, work requirements, or past precedents. One major issue in many organizations is inconsistent leave policies across departments. This happens when different teams or units follow varied rules for granting leave, leading to confusion and unfair treatment among employees. This creates confusion among employees regarding their entitlement and leads to perceived unfairness or favouritism.

OBJECTIVES OF THE STUDY

To recommend improvements for leave policy and management To benchmark against industry practices

To review compliances with legal and regulatory standards

To analysis the impact of leave policies on employee productivity and morale

To identify operational challenges in managing leaves

To assess employee awareness and satisfaction with leave policies

To understand the leave application and approval process

To examine the structure and types of leave offered

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RESEARCH GAP

One significant gap is the long-term impact of flexible leave policies on employee retention and productivity. While short-term benefits are often discussed, there is limited research on how these policies affect workforce stability over extended periods. Another gap is the comparative analysis of leave policies across industries-most studies focus on specific sectors, leaving a lack of understanding of best practices that could be universally applied. Additionally, the role of technology in leave management is an emerging area with minimal exploration, particularly regarding AI-driven leave approval systems and their impact on employee satisfaction. legal and cultural influences on leave policies vary widely across regions, yet there is insufficient research on how organizations adapt their policies to comply with diverse regulations while maintaining fairness. Addressing these gaps could lead to more effective HR strategies that balance employee well- being with organizational efficiency.

RESEARCH METHODOLOGY

This research explores the development, implementation, and effectiveness of Human Resource (HR) policies in contemporary organizational settings. The methodology adopted for this study is grounded in the need to comprehensively understand both the theoretical underpinnings and practical applications of HR practices: ranging from recruitment and selection to performance management, training, compensation: a methodical and structural research design was essential.

The selection of the methodology was guided by the research objectives, which seek to examine the: Alignment of HR policies with organizational goals, Assess the employee perception and experience with existing policies,

Evaluating the outcomes of these policies on organizational performance and employee engagement.

Types of research undertaken during the study are classified in two ways. They are

Primary source

Secondary source

DATA ANALYSIS AND INTERPRETATION

Table 1. Age of the respondents:

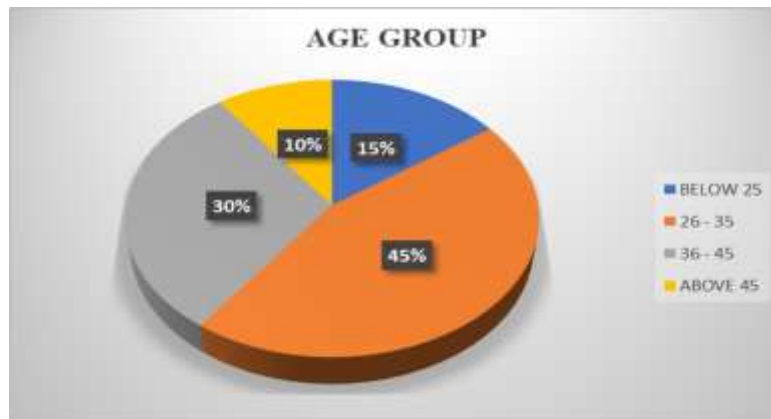| AGE OF GROUP	NO OF RESPONDENTS	PERCENTAGE
Below 25	15	15%
25 – 35	45	45%
36 – 45	30	30%
Above 45	10	10%

Chart 1: Age group

INTERPRETATION:

Majority of employees (45%), are the age group of 26- 35 years, involving of young persons.

Table 2: Leave offered in organization:

HIGHLY SATISFIED	NUMBER OF RESPONDENTS	PERCENTAGE
HIGHLY SATISFIED	10	10%
SATISFIED	20	20%
NEUTRAL	25	25%
NOT SATISFIED	45	45%

Chart 2: Leave offered in organization

INTERPRETATION:

Employee provided their feedback on leave policy which offer by company Highly satisfied in (10%), and Moderate response in (20%), Neutral response in (25%), and Not-satisfied response (45%) as given.

Table 3: Exit process in organization:

OPINION	NUMBER OF RESPONDENTS	PERCENTAGE
HIGHLY SATISFIED	60	60%
SATISFIED	10	10%
NEUTRAL	30	30%
NOT SATISFIED	0	0%

Chart 3. Exit process in organization

INTERPRETATION:

The employee satisfied in exit process in organization of highly satisfied (60%), and moderate response (10%), neutral response in (30%) as given

SUMMARY OF FINDINGS

Clear communication of HR policies to employees, adherence to relevant laws and regulations.

Providing training and development programs for employees and managers.

Areas of improvement:

Policy updates: need to regular reviews and updates of HR polices and opportunities to enhance employee engagement and feedback.

By finding the HR policies the leave policy as been improve and update for employee satisfy

Recommendations:

Scheduling the regular reviews and updates of policies, implementing the feedback mechanisms and enhance employee engage initiatives.

Our analysis of HR policies reveals several key findings. Effective HR policies are crucial for promoting a positive work environment, ensuring compliance with laws and regulations, and driving business success.

Well-crafted policies can enhance employee engagement, retention, and productivity, while also fostering a culture of transparency, fairness, and respect. However, HR policies must be regularly reviewed and updated to reflect changing laws, technologies, and workforce demographics

SUGGESTION

Make policies accessible: Share HR policies with all employees and make them easily accessible.

Keep policies up-to-date: Regularly review and update HR policies to reflect changes in laws and company practices.

Communicate clearly: Use simple language and clear formatting to ensure employees understand HR policies.

Provide training: Offer training sessions or workshops to help employees understand HR policies and procedures.

Encourage feedback: Create a process for employees to provide feedback and suggestions on HR policies.

CONCLUSION

In conclusion, effective HR policies are the backbone of a well-functioning organization. They provide a framework for managing employees ensuring compliance with laws and regulations, and promoting a positive work environment. By establishing clear policies and procedures, organizations can reduce risks, improve employee engagement, and increase productivity. Well- crafted HR policies also help to foster a culture of transparency, fairness, and respect. They provide a

DIRECTIONS FOR FUTURE RESEARCH

Impact of AI on HR policies

Diversity, Equity, and Inclusion in HR policies

Employee well-being and mental health policies

Remote work and flexible work arrangement policies

Measuring the effectiveness of HR policies

Cross-cultural HR policies in multinational organizations

HR policies for employee development and growth

Role of HR policies in shaping organizational culture.

Future research can explore the role of technology in shaping HR policies. This could include investigating the use of artificial intelligence in HR decision-making, the impact of HR technology on employee experiences, and the ethics of using technology in HR practices

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