

A
PROJECT REPORT
ON
“A STUDY ON ORGANISATIONAL HUMAN RESOURCES
MANAGEMENT”

UNDERTAKEN AT
“SPICA TECHVISION PVT LTD”

IN PARTIAL FULFILMENT OF
POST GRADUATE DIPLOMA IN HR MANAGEMENT

MIT SCHOOL OF DISTANCE EDUCATION, PUNE.

GUIDED BY
PROF.SHEHAL PATIL

SUBMITTED BY
MR.SREENATH PJ

Student Registration No. : MIT2022D02235

MIT SCHOOL OF DISTANCE EDUCATION PUNE - 411 038

YEAR 2022- 2024

CERTIFICATE

This is to certify that **MR.SREENATH PJ** has completed the project report with us for his/her project report work on “A STUDY ON ORGANISATIONAL HUMAN RESOURCES MANAGEMENT” in fulfillment for the Completion of his Course with MITSDE on “**PGDM in HR Management**” asprescribed By MIT School of Distance Education, Pune.

This Project Report is record of authentic work carried out by her with guidance by our relevant department from Dated **31ST JAN 2024**.

To
The Director
MIT School of Distance Education,

Respected Sir,

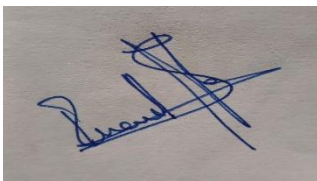
This is to request you to kindly exempt me from submitting the certificate from my organization for Project Work due to the reason mentioned below:

Tick the right option

1. **As per the Rules of the Organization**
2. Self Employed
3. Working in Public Sector
4. Full time Student

Thanking you in anticipation of your approval to my request.

Regards,



(Students' Name and Signature)

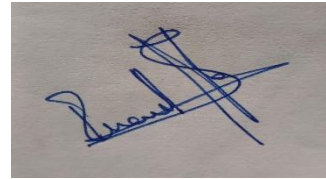
MR.SREENATH PJ

Student ID: MIT2022D02235

DECLARATION

I hereby declare that this project report entitled “A STUDY ON ORGANISATIONAL HUMAN RESOURCES MANAGEMENT” is a bonafide record of the project work carried out by me during the academic year 2022-2024, in fulfilment of the requirements for the award of **POST GRADUATE DIPLOMA IN HR MANAGEMENT** (PGDM) of MIT School of Distance Education.

This work has not been undertaken or submitted elsewhere in connection with any other academic course.

A photograph of a handwritten signature in blue ink on a light-colored surface. The signature is stylized and appears to read 'Sreenath PJ'.

(Students' Name and Signature)

MR.SREENATH PJ

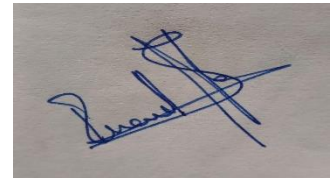
Student ID: MIT2022D02235

ACKNOWLEDGEMENT

I would like to take this opportunity to express my sincere thanks and gratitude to Mr. Sawant of “**SPICA TECHVISION PVT LTD**” for giving me an opportunity to do my project work in your esteemed organization and it has indeed been a great learning and enjoyable experience.

I would like to express my deep sense of gratitude and profound thanks to all staff members of “**SPICA TECHVISION PVT LTD**” for their kind support and which helped me in gaining a lot of knowledge and experience to do my project work successfully.

At last but not least, I am thankful to my Family and Friends for their moral support, endurance and encouragement during the course of the project.

A photograph of a handwritten signature in blue ink on a light-colored surface. The signature is stylized and appears to read 'Sreenath PJ'.

(Students' Name and Signature)

MR.SREENATH PJ

Student ID: MIT2022D02235

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 “SPICA TECHVISION PVT LTD”.

INTRODUCTION TO THE STUDY

Aim of doing the project:

To Implement the HR management policies and understand they better in the way of our project.

Objective of doing the project:

- To implement our learning's of the project.
- To be upgraded with the practical business life.
- To develop the project skills in us.
- To increase our confidence level.
- To implement the quality to work.

Importance of doing the project:

- Acquiring detailed knowledge in a particular topic.
- Dealing with the practical corporate environment.
- Dealing with the practical models.
- Throwing out best possible project skills to stand out of the crowd.
- Enhancing the Creative and Innovative skills.

Methodology of data collection:

1. Primary Data Collection: - survey, questionnaire, data analysis
2. Secondary Data Collection: - internet, newspaper, books

TABLE OF CONTENTS

SR.NO.	TOPIC	PAGE NO.
1	INTRODUCTION (About The Organization) (About The Topic) (Objective and Scope of Study)	07-26
2	RESEARCH METHODOLOGY (Method of data collection) (Sampling) (Hypothesis and Questionnaire)	27-33
3	HR POLICIES IN “SPICA TECHVISION PVT LTD ”	34-53
4	DATA ANALYSIS AND INTERPRETATION	35-53
5	CONCLUSION	54
6	SUGGETIONS AND RECOMANDATIONS	55
7	BIBLIOGRAPHY	56
8	ANNEXURE	57-58

CHAPTER 1

INTRODUCTION

ABOUT THE ORGANIZATION



“SPICA TECHVISION PVT LTD” began with a vision to support the country’s drive towards self-sufficiency and import substitution in 1970. What began as a fully indigenous sodium nitrite and sodium nitrate plant in Nandewar, Gujarat, has now grown into a globally proactive company with a presence in over 20 countries , including USA, European Union & East European nations, Japan, ASEAN countries, South Korea and South America. This has led to a paradigm shift from low value bulk chemicals and intermediates to high value fine and specialty chemicals based on our core expertise as well as lateral and vertical integration of our existing products, exploring downstream derivatives.

With a strong focus on customer satisfaction, the company has set up Custom Manufacturing services to meet specific needs of end users. Our capabilities extend to the manufacture of high-value, specialty products either based on our own end products or developed especially for our users.

DNL has been ranked amongst the top 500 Body corporates by Dun and Bradstreet for the last three years.

“SPICA TECHVISION PVT LTD” is a leading manufacturer of organic, inorganic, fine and specialty chemicals and a world leader in 2, 4 and 2, 6 Xylidine. Working with our partners, customers, we seek to find better ways to meet market demands, using innovative processes and methods. Our people, our technologies and our years of expertise unite to deliver superior products and services that improve life.

“SPICA TECHVISION PVT LTD” is the preferred business partner of chemical majors worldwide in Parma, Rubber, Colourants and Imaging chemicals. Headquartered at Pune, we are a multi-division and multi-product company that has manufacturing facilities at Nandewar, in Gujarat and at Pune, Rohan and Talofa in Maharashtra and Hyderabad in Andhra Pradesh, all of them complying with ISO 9001:2000 standards.

We are poised to take on the opportunities offered by globalization, increasing shareholder value, improving opportunities for our employees, driving greater innovation and seeking sustainable solutions for the world. We are a signatory to the Responsible Care initiative and are committed to ethical business practices.

VISION & MISSION

The purpose of all human activity is to make life better. DNL believes in improving life through innovative science. Through innovations, we constantly endeavor to bring better products and processes that bring greater value to society

Core Purpose

"Improve Life through Innovative Science"

Vision

We are a role model enterprise, respected globally for excellence in quality and innovation

We enhance stakeholder value while adhering to the code of responsible care and ethical values

We are an employer of choice and preferred business partner worldwide

Corporate Values

DNL believes in honoring its commitment. Integrity and transparency are an integral part of our relationship with customers, employees, society.

Respect for Life: the company believes that life in all its forms must be respected. We respect and value our people. Our employees are our value creators whose efforts, creativity and bond we cherish. Our customers, who reward us for our value creation and our stakeholders, who are committed to us in our endeavor to improve life. We also recognize and respect our environment and take every effort to preserve it.

VALUE STATEMENT

Integrity	We are open, ethical, transparent & uncompromising in our work.
Decisiveness	Set a goal, analyze the facts and work on alternatives and conclude them in fixed time frame.
Team Spirit	We encourage group interaction and working together. United and collective drive achieves the desired goal.
Commitment	We keep all promises made within and outside the company.
Caring	We are concerned for our environment, society and employees and work for their betterment.
Excellence	We are a role model and benchmark company for our products, services and business processes.
Innovation	We nurture creativity and encourage application of knowledge and ideas in all facets of our business.
Customer Orientation	Customer supermom's mind. We work to exceed his expectations

QUALITY AND ENVIORNMENT

At DNL quality is the keyword in every activity and a constant endeavor to achieve standards of the highest levels has been an ongoing commitment from the time of its inception as well as recognition and acknowledgement of this devotion. This achievement has been set as a benchmark to go forward in excellence.

For DNL it is an ongoing process to continuously explore new product applications, competitive technologies and potential markets. DNL has scaled this success with its trademark of commitment and quality.

The commitment towards this is apparent from the fact that DNL has a total manpower of 85 persons supporting the Quality and Technical functions at its various manufacturing facilities.

All its products are manufactured in accordance with the current acceptable world standards. All its manufacturing facilities have been upgraded conforming to the current ISO: 9001:2000 standard, from the earlier ISO: 9002:1994 standard, and are now certified by KPMG for ISO: 9001:2000 standard...

The major environmental issues addressed are:

1. Ongoing manufacturing processes are studied in detail with a view to minimize generation of liquid/gaseous waste streams as a part of continuous improvement.
2. A specially constituted Pollution control Cell at our R&D center is actively engaged in developing technologies for environment protection at our manufacturing plants. Our Pollution Cell in fact also helps out smaller industrial units that do not have capabilities and infrastructure for such jobs. The efforts of our team are not aimed at just pollution minimization but also to conserve energy, improve process yields and product quality.

The above practices help in achieving strict compliance with statutory standards laid down by the regional Pollution Control Authorities for plant effluent and emission quality.

FACILITIES

“SPICA TECHVISION PVT LTD” Limited has five manufacturing facilities at different locations in the Western part of India that have a logistic advantage being within six hours from a major port.

The company manufactures Inorganic, Organic and Fine & Specialty chemicals. There are two units in the state of Gujarat and three units in the state of Maharashtra. The Inorganic Chemicals are produced at one of the facilities in Gujarat while the Organic and Fine & Specialty chemicals are produced at the other facilities. One of the facilities is devoted to the processes Hydrogenation and Reductive Alkylation.

Each of the facilities has DCS controlled operations. The company's main strengths are Nitration, Chlorination and Hydrogenation.

The company also has the technical capabilities to carry out the following reactions at its plants.

1. Alkali Fusion - High Temperature Fusion Reactions
2. Alkylation – Hydrogenation
3. Lamination – Nitration
4. Chlorination - Oxidative Brominating
5. Diazotization - Reductive alkylation
6. Esterification – Sulphonation
7. Acylation - High Pressure/ Temperature Oxidations

The manufacturing facilities produce a range of chemicals that cater to a spectrum of industries like Pharmaceuticals, Colourants, Agrochemicals, Cosmetics, Water Treatment & Corrosion Prevention, Rubber and Refineries. The facilities are equipped to handle bulk hazardous raw materials like Benzene, Toluene, Xylene, Ammonia, Concentrated Nitric Acid, Concentrated Sulphuric Acid, Chlorine and Sculpture Trioxide.

Each manufacturing facility has a proper ETP to ensure that the COD and BOD levels of the discharge are maintained as per the prescribed standards set by the Pollution Control Boards.

RESEARCH AND DEVELOPMENT

At “SPICA Nitrite, R&D is the key to survival and growth, given that a fast paced global environment results in ever changing customer needs and new products and processes drain away competitiveness.

From mere quality issues, “SPICA TECHVISION PVT LTD” has now moved into the field of customized chemicals, newer technologies, expanding applications that satisfy customers.

To that end we have a central R&D facility, the “SPICA Research & Development Centre (DRDC) at Pune that has been approved by the Government of India., Dept. of Science & Technology. DRDC has a sophisticated analytical laboratory and facilities for testing new technologies and new products.

A team of over 30 persons, including PhDs and Chemical Engineers are supported by a technical services group of Chemists / Chemical Engineers at the manufacturing divisions. The Centre works closely with reputed universities and research institutes of India like the University Institute of Chemical Technology – Mumbai, National Chemical Laboratory - Pune and the Indian Institute of Chemical Technology – Hyderabad.

Approved by the Government of India., Dept. of Science & Technology, the center is primarily engaged in research and process development for new products as well as optimization of the manufacturing processes for existing products. The pilot plant of the company ensures solutions for extremely demanding customers.

BOARD OF DIRECTORS

Shri C. K. Mehta, Chairman

He is the founder of the Company and is associated with it since 2nd May 1970, right from the date of inception of the Company. He is a well-known industrialist, having 46 years of versatile experience in the Chemical Trade and Industry and is also founder of "SPICA Fertilizers and Petrochemicals Corporation Limited. He is the Chairman of both the Companies.

Shri "SPICA C. Mehta, Vice Chairman & Managing Director

He is a Science Graduate closely associated with the Company since 23 years. He is a Managing Director of the Company and successfully looking after day to day affairs of the Company from 1983.

Shri Ajay C. Mehta, Managing Director

He is a Science Graduate with Honors and Master of Science (Chemical Engineering) from the University of Texas, USA. He is actively associated with the Company since 1984 and is a Managing Director of the Company from 1.12.1989.

Shri Shrank Kasturba

He is a well-known Industrialist and a MBA from Harvard University. He is a financial expert and a person upholding the highest virtues. He provided exemplary leadership as the Chairman of the Company for a period of 27 years. He is associated with the Lalbhai group of Companies for past many years.

Shri M. R. B. Punja

Former Chairman and Managing Director of the Industrial Development Bank of India (IDBI), a premier financial institution of the Country, he possesses rich experience in the field of Finance and Management.

Shri A.K. Dasgupta

He is a Science Graduate along with Bachelor of Chemical Engineering having rich experience in the field of Chemicals and is responsible for producing various resins and chemicals for the first time in India. He has been associated with the Company since 1978.

ACHIEVEMENTS

DNL has many a firsts to its credit and these have been earned through its constant endeavor for identification of products that are required by the end user industries. DNL's R&D center in Pune aims to provide specialized products that add value and enhance every aspect of life.

Mentioned here are some of the company's achievements:

Sir P. C. RAY Award for the Best Chemical Manufacturing Unit in India

Awarded the "EXPORT HOUSE" status by the Govt. of India in 1998 and is in force till date.

The Federation of Indian Chambers of Commerce and Industry (FICCI) award was presented, by the then Prime Minister of India, Mr. I. K. Gujral, to the then Vice-Chairman of DNL Mr. C. K. Mehta 1997-98.

The company won the Certificate of Merit, at the "ENVIROTECH '93", for sustainable development for adopting environment friendly practices 'in house' for the treatment and disposal of the effluent generated at its various manufacturing facilities, from the CHEMTECH Foundation, India. The company is one of the first to display the figures of the pollution emitted at the gate of each of its manufacturing facilities on a daily basis.

MILESTONES

In a short span of 30 years DNL has steadily climbed the steps of excellence and is continuing in its efforts to reach the top and be the best. Mentioned here are some of its milestones:

- Beyond 2000** Diversification and Consolidation in related product areas
Acquired Aryan Pesticides Ltd, DASDA business of Vasant Chemicals Ltd.
- 1996** Catalytic Hydrogenation plant commissioned **1993**
Merit Certificate from CHEMTECH Foundation **1991**
Nitro Aromatics plant commissioned
- 1984** DNL acquires Dyestuff and Intermediates Unit
- 1982** DNL Promotes "SPICA Fertilizers & Petrochem. Ltd.
- 1974** P.C. Ray award
- 1972** Sodium Nitrite Plant commissioned
- 1971** DNL went Public
- 1970** DNL Promoted

DNL PRODUCT RANGE

With years of expertise, a track record of innovation and indigenous development, "SPICA TECHVISION PVT LTD" produces a spectrum of chemicals. We cater to a wide range of industries including Colourants, Agrochemicals, Pharmaceuticals, Rubber, Specialty & Fine chemicals and have the world's largest chemical companies as our customers.

"SPICA TECHVISION PVT LTD" is the world leader in 2, 4 Xylidine and 2, 6 Xylidine and the second largest producer of DASDA. We also manufacture a wide range of intermediates for use in industrial explosives, paints, cosmetics, lubricants, polymers, optical brighteners, photographic chemicals, petroleum additives, specialty fibers and water treatment chemicals.

Products manufactured are tailor made as per the needs and specific requirements of the customer.

Inorganic & Performance Chemicals

PRODUCT	SYNONYM	CAS Reg. No.
<u>Sodium Nitrite</u>	Filtering, Erinirit	[7632-00-0]
<u>Sodium Nitrate</u>	Nitric Acid sodium salt, Soda niter, Nitrate of soda	[7631-99-4]
<u>o-Nitrosamine</u>	2-Nitrocumene	[6526-72-3]
<u>DNPT (Blovel)</u>	Dinitrosopentamethylenetetramine (Blovel)	[101-25-7]

Fine & Specialty Chemicals

PRODUCT	SYNONYM	CAS Reg. No.
<u>MMDPA</u>	4-Methoxy -2 Methyl Di Phenyl Amine	[41317-15-1]
<u>Methylamine HCl</u>	O-Methyl hydroxylamine hydrochloride	[593-56-6]
<u>SMIA</u>	Z-2-Methoxyimino-2-(furyl-2-yl)acetic acid, ammonium salt	[97148-39-5]
<u>Ethoxy Amine Base</u>	O-Ethylhydroxylamine	[624-86-2]
<u>Resorcinol</u>	1,3-Dihydroxybenzene	[108-46-3]
<u>1,3 CHD</u>	1,3 Cyclohexanedione	[504-02-9]
<u>4-Hydroxy Carbazole</u>	4-Hydroxy Carbazole	[52662-39-8]
<u>DASDA</u>	4,4 Diaminostilbene 2,2 Disulphonic Acid	{81-11-8}
<u>PNTSA</u>	Para Nitro Toluene Ortho Euphonic Acid	[121-03-9]

DNSDA	4,4 Dinitrostilbene 2,2 Disulphonic Acid	[3709-43-1]
DEMAP Crystalline	N,N-Diethyl-m-aminophenol	[91-68-9]
DEMAP Keto Acids	4-(Diethyl amino) salicylaldehyde	[17754-90-4]
Acetaldehyde oxide	Acetaldoxime	[107-29-9]

Organic Chemicals

PRODUCT	SYNONYM	CAS Reg. No.
2 EHN	2 Ethyl Hexyl Nitrate (2 EHN)	[27247-96-7]
2,3-Xylidine	2,3-Dimethylaniline	[87-59-2]
2,4-Xylidine	2,4-Dimethylaniline	[95-68-1]
2,5-Xylidine	2,5-Dimethylaniline	[95-78-3]
2,6-Xylidine	2,6-Dimethylaniline	[87-62-7]
3,4-Xylidine	3,4-Dimethylaniline	[95-64-7]
3-Nitro-o-xylene	3-NOX,2,3-Dimethylnitrobenzene	[83-41-0]
4-Nitro-o-xylene	4-NOX, 3,4-Dimethylnitrobenzene	[99-51-4]
PC	p-Cuisine, 4-Isopropylaniline	[99-88-7]
p-Nitrosamine	1-(1-methylethyl)-4-nitro-benzene	[1817-47-6]
MCB	Monochlorobenzene	[108-90-7]
ONCB	o-Nitrochlorobenzene,2-Nitrochlorobenzene	[88-73-3]
PNCB	p-Nitrochlorobenzene,4-Nitrochlorobenzene	[100-00-5]
MNCB	m-Nitrochlorobenzene,3-Nitrochlorobenzene	[121-73-3]
ODCB	o-Dichlorobenzene	[95-50-01]
PDCB	p-Dichlorobenzene	[106-46-7]
2,5 DCNB	2,5-Dichloronitrobenzene	[89-61-2]
2,4 DNCB	2,4-Dinitrochlorobenzene	[97-00-7]
ONT	o-Nitrotoluene,2-Nitrotoluene	[88-72-2]
PNT	P-Nitrotoluene,4-Nitrotoluene	[99-99-0]
MNT	m-Nitro toluene, 3-Methylnitrobenzene	[99-08-1]
OT	o-Toluidine, 2-Toluidine	[95-53-4]
PT	P-Toluidine, 4-Toluidine	[106-49-0]
MT	m-Toluidine, 3-Aminotoluene	[108-44-1]
OT Base	3,3-Dimethyl Benzedrine	[119-93-7]
PNA	p-Nitro aniline, 4,-Nitroaniline	[100-01-6]
2,4,5 TCA	2,4,5 Tricolor Aniline	[636-30-6]

On Demand Product Range

PRODUCT	SYNONYM	CAS Reg. No.
Acetoxime	Acetone oxide ¹⁷	[127-06-0]
Alkali Blue	Pigment Blue 61	[1324-76-1]

Benzophenone-3	Oxybenzone, 2 hydroxy-4-methoxybenzophenone	[131-57-7]
Benzotriazole	1, 2, 3-Benzotriazole, 1H-Benzotriazole	[95-14-7]
Beta-Resorcylic acid	2, 4-Dihydroxybenzoic Acid	[89-86-1]
4B acid	6-Amino-m-toluenesulfonic acid, 6-Amino-3-toluenesulphonic acid	[88-44-8]
Blue 3 G	Nitrate salt	[73570-52-2]
	Zinc salt	[33203-82-6]
BDSA-DSS	Benzene-1, 3-disulphonic acid disodium salt, Benzene-m-disulphonic acid disodium salt	[831-59-4]
DHBP	2, 4-Dihydroxybenzophenone	[131-56-6]
DMMAP	Dimethyl-m-aminophenol, 3-Dimethylaminophenol	[99-07-0]
GC (Guanidine carbonate)	Guanidinium carbonate	[593-85-1]
Hydroxylamine free base	HA Base	[7803-49-8]
Hydroxylamine HCl	HAHCl, Hydroxylamine hydrochloride	[5470-11-1]
Hydroxylamine sulphate	HAS, Ox ammonium sulphate	[10039-54-0]
HAOSA	Hydroxylamine O-Euphonic Acid	[2950-43-8]
Ink Blue	Acid Blue 93, Aniline blue	[66687-07-8]
MAP	m-Aminophenol, 3-Aminophenol	[591-27-5]
MCA	m-Chloroaniline, 3--Chloroaniline	[108-42-9]
MEHQ	Mono methyl ether of Hydroquinone	[150-76-5]
MEKO	Methyl ethyl ketoxime, MEK Oxide	[96-29-7]
MIBKO	Methyl isobutyl ketoxime, MIBK oxide	[96-29-7]
N-O-Alkylated Hydroxylamine's	N, O-Alkylated-HA	
N-Alkylated Aminophenol's	N-Alkylated-MAP	
NEMT	N-Ethyl-m-toluidine, N-Ethyl-3-toluidine	[102-27-2]
NEOT	N-Ethyl-o-toluidine, N-Ethyl-2-toluidine	[94-68-8]
OA	o-Ranitidine, 2-Anisidine	[90-04-0]
O-Nitro anisole	2-Methoxynitrobenzene	[91-23-6]
O Toluidine 5 Sulfonic Acid	O Toluidine 5 Sulfonic Acid	[98-33-9]
OPDA	o-Phenylenediamine, 2-Phenylenediamine	[95-54-5]
OCA	o-Chloroaniliner ^{1,8} 2-Chloroaniline	[95-51-2]
PCA	p-Chloroaniline, 4-Chloroaniline	[106-47-8]

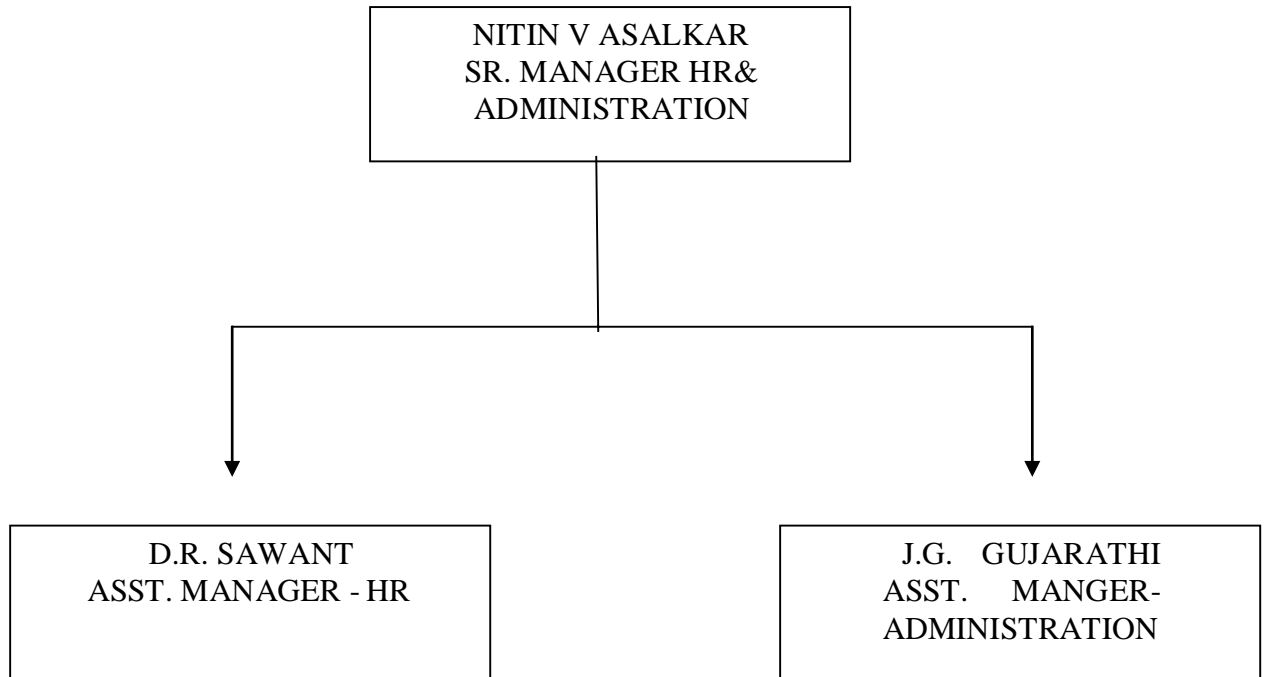
PANA	Phenyl-alpha-naphthylamine	[90-30-2]
Pararosaniline hydrochloride	Basic Red 9, C.I. 42500	[569-61-9]

PBA	p-Bromo Anisole	[104-92-7]
2,5 DCA	2,5 Dichloro Aniline (2,5 DCA)	[95-82-9]
3,4 DCA	3,4 Dichloro Aniline	[95-76-1]
3,3 DCBH	3,3 Dichloro Benzedrine Hydrochloride	[612-83-9]
2 Chloro P. Phenylene Diamine	2 Chloro P. Phenylene Diamine	[6219-71-2]
4 NADAPSA	4 Nitro 4 Aminophenylamine 2 Sulfonic Acid	[91-29-2]
Substituted keto acids		
Mix Xylidine		

Regularly purchased items:

- Alpha Naphthyl Amine
- Ammonia
- Ammonium Nitrate
- Aniline Oil
- Benzene
- Caustic Potash
- Caustic Soda Lye
- Caustic Soda Flakes
- Chlorine
- Concentrated Nitric acid
- Cumene
- Dilute Nitric acid
- Ethyl Chloride
- Formaldehyde
- Hexamine
- Hydrogen
- Metanalllic Acid
- Meta Cresol
- Meta Xylene
- Methanol
- Potassium Carbonate
- Sulphuric Acid
- Sculpture Dioxide
- Sculpture Trioxide
- Toluene
- Urea

STRUCTURE OF HR DEPARTMENT



ABOUT THE HUMAN RESOURCE POLICIES

Human Resource Policies refers to principles and rules of conduct which “formulate, redefine, break into details and decide a number of actions” that govern the relationship with employees in the attainment of the organization objectives.

HR Policies cover the following:

1. Policy of hiring people with due respect to factors like reservations,sex, marital status, and the like.
2. Policy on terms and conditions of employment-compensation policy and methods, hours of work, overtime, promotion, transfer, lay-off and the like.
3. Policy with regard medical assistance-sickness benefits, ESI and company medical benefits.
4. Policy regarding housing, transport, uniform and allowances.
5. Policy regarding training and development-need for, methods of, and frequency of training and development.
6. Policy regarding industrial relations, trade-union recognition, collective bargaining, grievance procedure, participative management and communication with workers.

FORMULATING POLICIES

There are five principal sources for determining the content and meaning of policies:

1. Past practice in the organization.
2. Prevailing practice in rival companies.
3. Attitudes and philosophy of founders of the company has also its directors and the top management.
4. Attitudes and philosophy of middle and lower management.
5. The knowledge and experience gained from handling countless personnel problems on day to day basis.

BENEFITS OF HR POLICIES

Organizations should have personnel policies as they ensure the following benefits:

- a. The work involved in formulating policies requires that the management give deep thought to the basic needs of both the organization and the employees. The management must examine its basic convictions as well as give full consideration to the prevailing practices in other organizations.
- b. Established policies ensure consistent treatment of all personnel throughout the organization. Favoritism and discrimination are, thereby, minimized.
- c. Continuity of action is assured even though top management personnel change. The CEO of a company may possess a very sound personnel management philosophy. He/she may carry the policies of the organization in his/her head, and he/she may apply them in an entirely fair manner. But what happens when he/she retires? The tenure of office of any manager is finite. But the organization continues. Policies promote stability.
- d. Policies serve as a standard of performance. Actual results can be compared with the policy to determine how well the members of the organization are living up to the professional intentions.
- e. Sound policies help build employee motivation and loyalty. This is especially true where the policies reflect established principles of fair play and justice and where they help people grow within the organization.
- f. Sound policies help resolve intrapersonal, interpersonal and intergroup conflicts.

PRINCIPLES OF HR POLICY

1. **Principle of individual development** to offer full and equal opportunities to every employee to realize his/her full potential.
2. **Principle of scientific selection** to select the right person for the right job.
3. **Principle of free flow of communication** to keep all channels of communication open and encourage upward, downward, horizontal, formal and informal communication.
4. **Principle of participation** to associate employee representatives at every level of decision-making.
5. **Principle of fair remuneration** to pay fair and equitable wages and salaries commensurate with jobs.
6. **Principle of incentive** to recognize and reward good performance.
7. **Principle of dignity of labor** to treat every job and every job holder with dignity and respect.
8. **Principle of labor management co-operation** to promote cordial industrial relations.
9. **Principle of team spirit** to promote co-operation and team spirit among employees.
10. **Principle of contribution to national prosperity** to provide a higher purpose of work to all employees and to contribute to national prosperity.

OBJECTIVES OF STUDY

1. To study the HR Policies of the company.
2. To study the amendments made in the HR Policies of “SPICA TECHVISION PVT LTD” Ltd.since the time of incorporation.
3. To incorporate the amendments in the base policy and prepare a final policy.
4. To design a HR Policy manual for the company with special emphasis on the“Managerial Service Conditions”.

SCOPE OF STUDY

1. In any organization human resource is the most important asset. In today’s current scenario, “SPICA TECHVISION PVT LTD” Ltd. is a very large manufacturer and marketer of chemical.
2. As most of the company’s overall performance depends on its employee’s performance which depends largely on the HR POLICIES of the organization.
3. So the project has wide scope to help the company to perform well in today’s global competition.
4. The core of the project lies in analyzing and assessing the organization and to design an HR POLICY manual for the organization.

CHAPTER 2

RESEARCH METHODOLOGY

1. METHOD OF DATA COLLECTION

The researcher has chosen the questionnaire methods of data collection due to limited time in hand. While designing data-collection procedure, adequate safeguards against bias and unreliability must be ensured. Researcher has examined the collected data for completeness, comprehensibility, consistently and reliability.

Researcher has also gathered secondary data which have already been collected and analyzed by someone else. He got various information from journals, historical documents, magazines and reports prepared by the other researchers. For the present piece of research the investigator has used the following methods:

- Questionnaire
- Interview
- Observation

2. SAMPLE SIZE

Here, researcher has taken 30 as the sample size.

3. HYPOTHESIS OF PROJECT

Human Resource Policies provided by the organization of employees works as an agent for the growth of employees and also motivates the employees to perform well i.e. employee performance and satisfaction is the valuable outcome of sound of HR Policies of the organization.

The various HR Policies in Ltd. makes the employees enthusiastic towards work.

4. ABOUT THE QUESTIONNAIRE

In this method a questionnaire is sent to the HR Manager concerned with a request to answer the questions and return the questionnaire. The questionnaire consisted of a number of questions printed or typed in a definite order. The HR Manager has to answer the questions on their own. The researcher has chosen this method of data collection due to low cost incurred, it is free from bias of the interviewer and respondent have adequate time.

CHAPTER 3

HR POLICIES AT SPICA NITRILE LTD

OBJECTIVES

In reviewing the purpose of HR Policies at “SPICA Ltd., the organization stated that the HR Policies has been a key part of the management process for the effective utilization of human resource. The company aims to fulfill the following objectives through its HR Policies:

Ensure a high degree of selectivity in recruitment so as to secure super achievers and nurture them to excel in their performance.

1. Impart such induction, orientation and training as to match the individual to the task and inculcate a high sense of organizational loyalty.
2. Provide facilities for all round of growth of individual by training in and outside the organization, reorientation, lateral mobility and self- development through self-motivation
3. Groom every individual to realize his potential in all facets while contributing to attain higher organizational and personal goals.
4. Build teams and foster team-work as the primary instrument in all activities.
5. Recognize worthy contributions in time and appropriately, so as to maintain a high level of employee motivation and morale. Appraisals and promotions shall be ethical and impartial.
6. Implement equitable, scientific and objective system of rewards, incentives and control.
7. Contribute towards health and welfare of employees.

MANAGEMENT REVIEW:

Management review meeting is held every six months at the Group Review. Meet is conducted from time to time to ensure the suitability, adequacy and effectiveness of the HR Policies.

CORRECTIVE ACTION FOR NON CONFORMANCE:

1. Nonconformance to the policies mentioned is reviewed by the Group HR Cell, respective CEO and HR Head of the company. The review will suggest remedial measures to avoid repetition of the nonconformance through elimination of the root causes for the same.
2. Board of Directors is kept informed of the review and action plans decided to avoid the nonconformance in the ensuing monthly meeting.

DOCUMENT AND DATA CONTROL:

1. Documents and data are generated by the Corp. HR in the form of hardcopies or electronic medium.
2. Documents are reviewed and approved for adequacy by Corp. HR prior to issue.

The various procedures that form the HR Policy of the Organization are:

1. Recruitment and selection of manpower
2. Induction and Placement
3. Job Rotation
4. Performance appraisal
5. Counseling
6. Career Planning
7. Succession planning
8. Employee training and Development
9. Human Resource Information Management System
10. Retirement Planning
11. Job Enrichment
12. Exit Interviews

A brief preview of the above mentioned policies and the various objectives that these policies aim to achieve are given in the subsequent chapters.

Due to high level of secrecy maintained in the organization, the policies given below are according to my understanding and interpretation of the subject.

1. RECRUITMENT POLICY

1. In “SPICA Group, recruitment and selection of personnel is explicitly based on the criteria of their knowledge, skills and attitudes, so as to secure super achievers and nurture them to excel in their performance.
2. All fresh candidates are absorbed only after satisfactory completion of appropriate training.
3. All direct recruitment is through the HR department.
4. Detailed selection procedures as decided from time to time are adhered to without any compromise.
5. Above procedures shall undergo continuous refinement through evaluation and feedback.

2. INDUCTION AND PLACEMENT POLICY

1. At “SPICA Group, new recruits imparted such induction, orientation, training and placement so as to individuals to the task and inculcate a high sense of organizational loyalty.
2. The HRD Department and the concerned heads of parent departments prepare a well-structured Induction Program to acquaint the new recruits with the people, organizational structure, and interface between different departments, functions and culture of the organization.
3. The Induction Program is formulated to suit the position of the candidate and necessary to be provided to him.

3. JOB ROTATION POLICY

1. At “SPICA Group, facilities are provided for all-round growth of individuals through lateral mobility. This shall enhance their employability as well as equip them to shoulder higher responsibilities.
2. Systematic Job Rotation from time to time shall have a revitalizing effect on the individual as well as the organization.
3. All promotions to the level of HODs will be considered only when an individual has undergone rotation through at least 2 sections.

4. PERFORMANCE APPRAISAL POLICY

1. Performance Appraisal grooms every individual to realize his potential in all facets by helping to identify and achieve his personal goals within the framework of organizational objectives.
2. Appraisals shall be ethical and impartial so as to recognize worthy contributions appropriately and in time in order to maintain a high level of employee motivation and morale.
3. The Performance Appraisal Systems aims at integration of individual and organizational goals.

5. COUNSELLING

Counseling sessions, which are conducted by HR Department OR Professional Counselor OR Performance Appraiser, are available to all the employees in order to fulfill the following objectives:

1. To enhance employees' competence and job satisfaction.
2. To prepare employees for future responsibilities.
3. To establish a better working relationship between the superior and subordinate.
4. To enable employees to cope with personal problems.
- 5.

6. CAREER PLANNING POLICY

1. Career planning system in "SPICA Group is aimed at developing people of the right caliber to meet present and future needs of the organization. It shall be an essential ingredient for Succession Planning.
2. The mandatory factors to be considered prior to career planning shall be:
 - a. The organization's long and short term plans.
 - b. Manpower skills required towards implementing these plans.
 - c. Attrition rate of people with high potential, above average and average caliber.
 - d. Recruitment through internal and external sources at all levels and its ratio as appropriate to the organization.
 - e. The number of people recruited and trained every year.

7. SUCCESSION PLANNING POLICY

HODs and above identify successors, primary and secondary, to his position at the time of annual appraisal. This is reviewed every year alongwith the annual appraisal.

8. TRAINING AND DEVELOPMENT POLICY

1. At “SPICA Group, training and development activities strive to ensure continuous growth of organization by nurturing the strengths of the employees and providing the environment and opportunity for every individual to realize his/her potential.
2. The policy aims at broadening the outlook of the individuals and bridging the gap between actual performance and the performance necessary to deliver results.
3. Facilities are provided to all individuals towards self-development and all round growth through training.
4. HR Department identifies average performers and provide special training.

9. HUMAN RESOURCE INFORMATION MANAGEMENT SYSTEM

1. Human Resource Information Management Systems (HRIMS) aims at:
 - a. Providing accurate information about employees to management for decision making.
 - b. Eliminating duplication of efforts.
 - c. Offering quick and easy access to human resource information at random as well as in regular report form.
2. The system has two layers of security. Access to the system is through keying in the valid combination of username and password. Permission to access certain programs is restricted to identify key personnel.
3. An integrated employee database is maintained and continuously updated with information from personnel at regular intervals regarding biographical data, work experience, qualifications, and appraisal, training and career paths.

10. RETIREMENT PLANNING

1. At “SPICA Group, retirement of all individuals is aided through planned programs by HR Department so as to lessen the associated misgivings and anxiety.

11. JOB ENRICHMENT

1. “SPICA Group follows a people centered approach to job enrichment with a view to enhance the performance of the employee, leading to higher job satisfaction.

12. EXIT INTERVIEWS

1. The organization has a regular turnover of employees due to various reasons such as retirement, voluntary retirement, and resignation etc. from time to time. Feedback is obtained from the employee on occasions of separation from the organization. Such feedback on matters that effect wellbeing of the people is useful in improving the organization in respect of HR Policies and practices.

The HR Policy Manual (or Managerial Service condition Manual) was designed in order to facilitate the mangers in gathering the information regarding the various service conditions that are offered by the organization. This manual includes the service conditions which are most frequently asked for. The various services conditions included are:

1. Provident Fund
2. Gratuity
3. Privilege Leave
4. Superannuation Scheme
5. Medical Reimbursement & Hospitalization
6. Dental Policy
7. Group Accident Insurance Scheme
8. Housing Loan Scheme
9. Vehicle Loan Scheme
10. Phone Policy
11. Leave Travel Assistance (LTA)
12. Local Conveyance Rules
13. Transfer Policy
14. HRR Policy for Area Office Managers

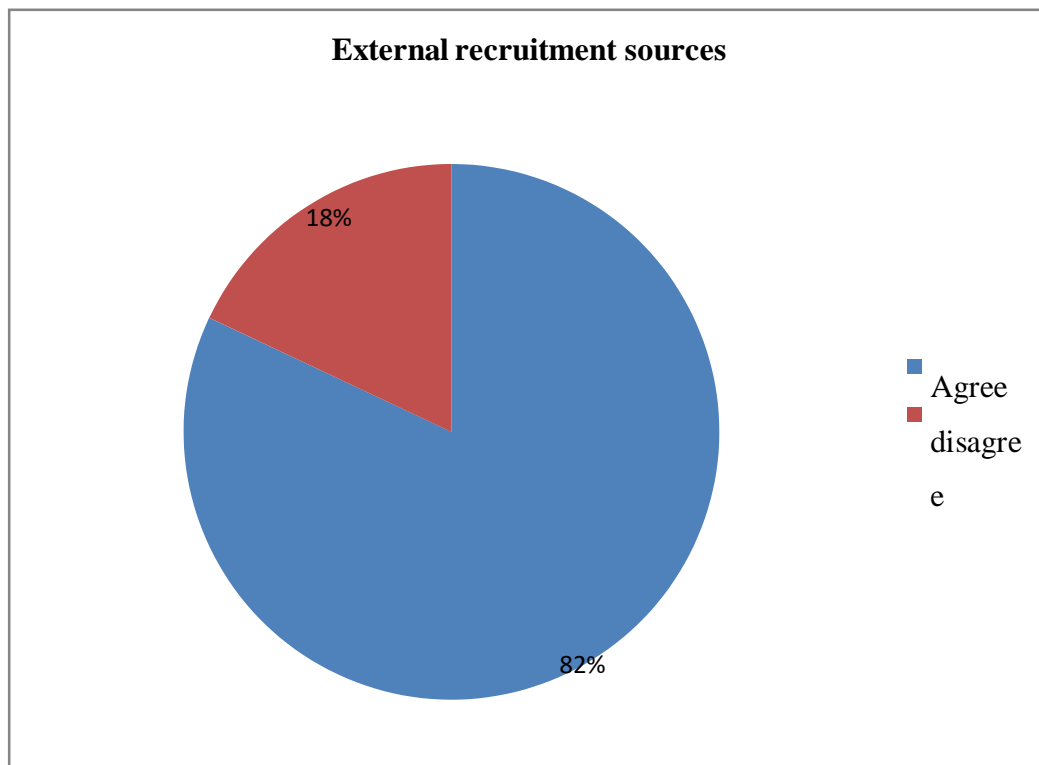
15. Canteen Service
16. Cash Payments & Advance Settlements
17. Performance Excellence Scheme
18. Performance excellence Form 19. Parivar Suresh Yana
20. Policy for Get Together of Employees 21. Notice Period for Managerial Employees
22. Conveyance Reimbursement for Interview Candidates 23. Car Policy
24. Post Retrial Benefits 25. Inland Travel Rules 26. Foreign Travel Rules
27. Application for Housing Loan
28. Application for Car Loan
29. Application for 2-wheeler Loan
30. Application for 2-wheeler (wards) Loan.

CHAPTER 4

DATA ANALYSIS AND INTERPRETATION

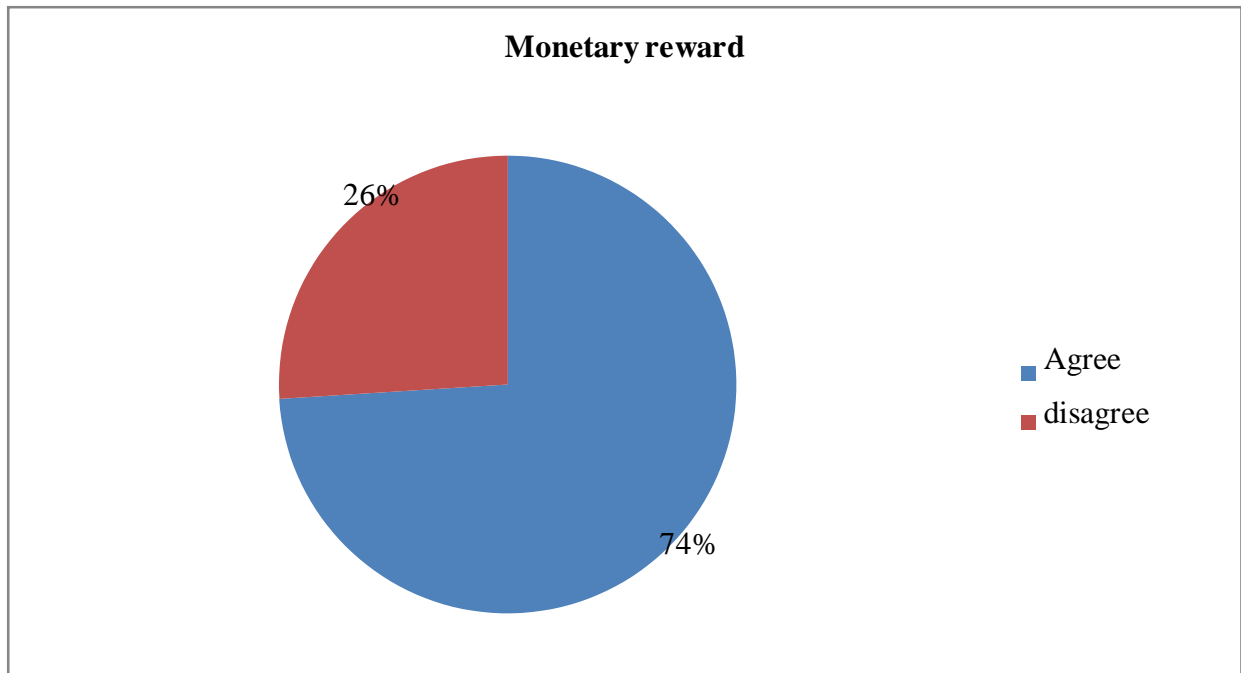
A. RECRUITMENT AND SELECTION

1. Are you satisfied with the external recruitment sources performed in your organization.



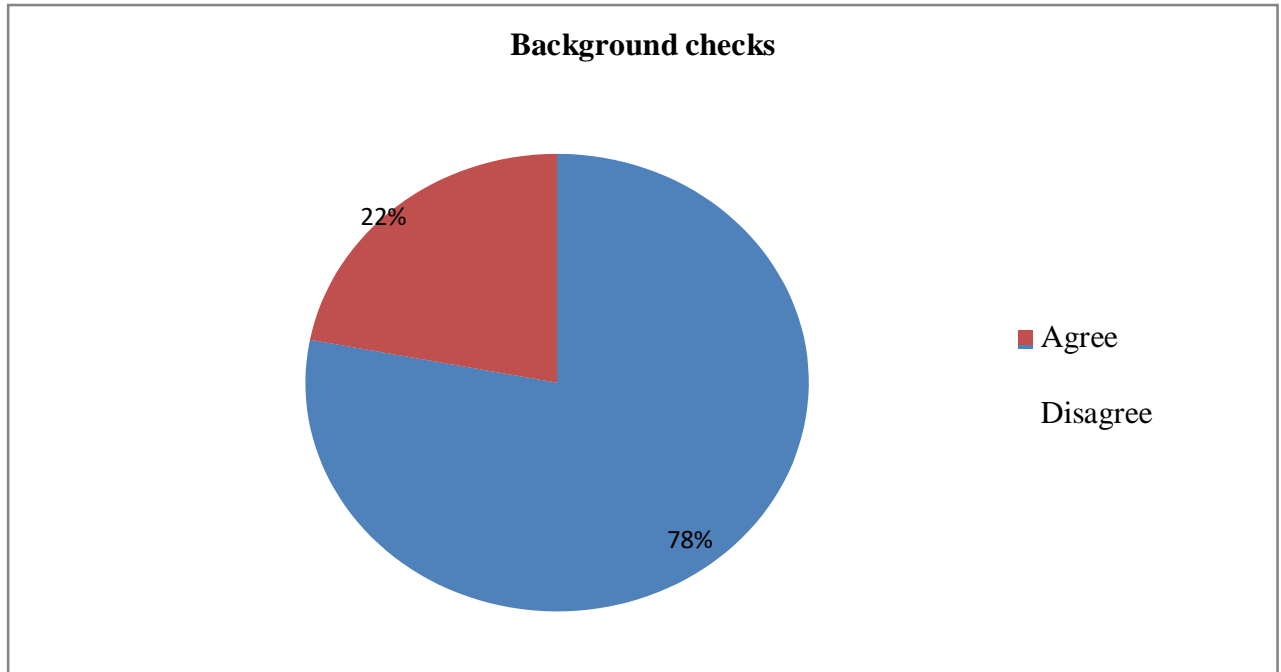
INTERPRETATION: Regarding external recruitment sources 82% employees are satisfied or agree whereas 18% are not satisfied which is performed in the organization. Therefore, the employees are satisfied by recruitment process.

2. Are you satisfied with the monetary reward given on bringing a candidate on board?



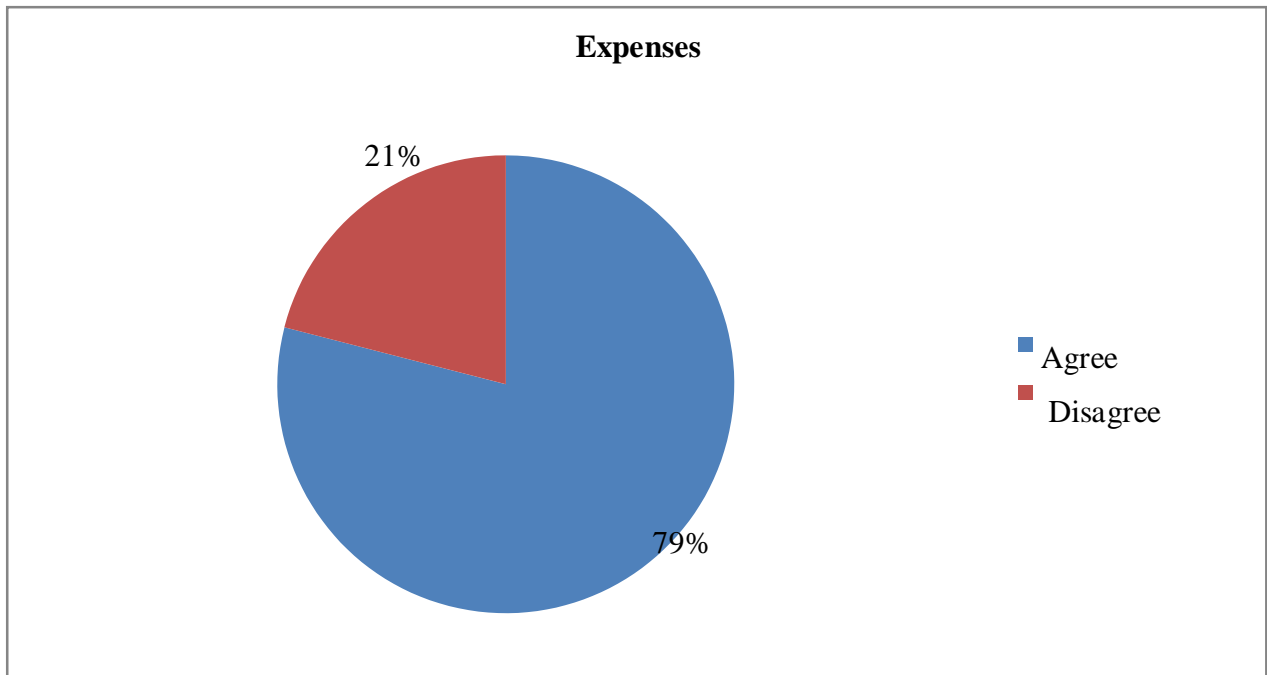
INTERPRETATION: Regarding monetary reward given on bringing on board 74% of employees are satisfied and 26% are not satisfied.

3. Are you satisfied with the background checks conduct for employees.



INTERPRETATION: Regarding background checks which is conduct for employees 78% employees are satisfied whereas 22% employees are not satisfied.

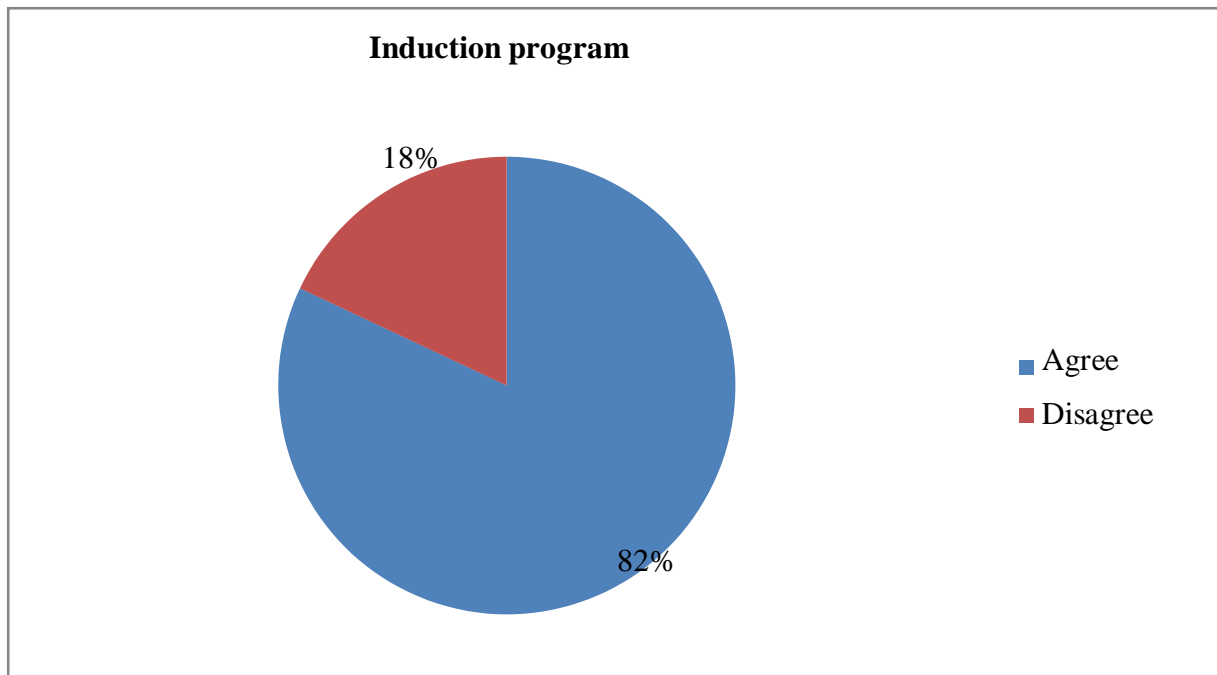
4. Are you satisfied with the monetary limits given to you for the expenses?



INTERPRETATION: Regarding monetary limits provided to employees for their expenses 79% of the employees are satisfied and 21% of the employees are not satisfied.

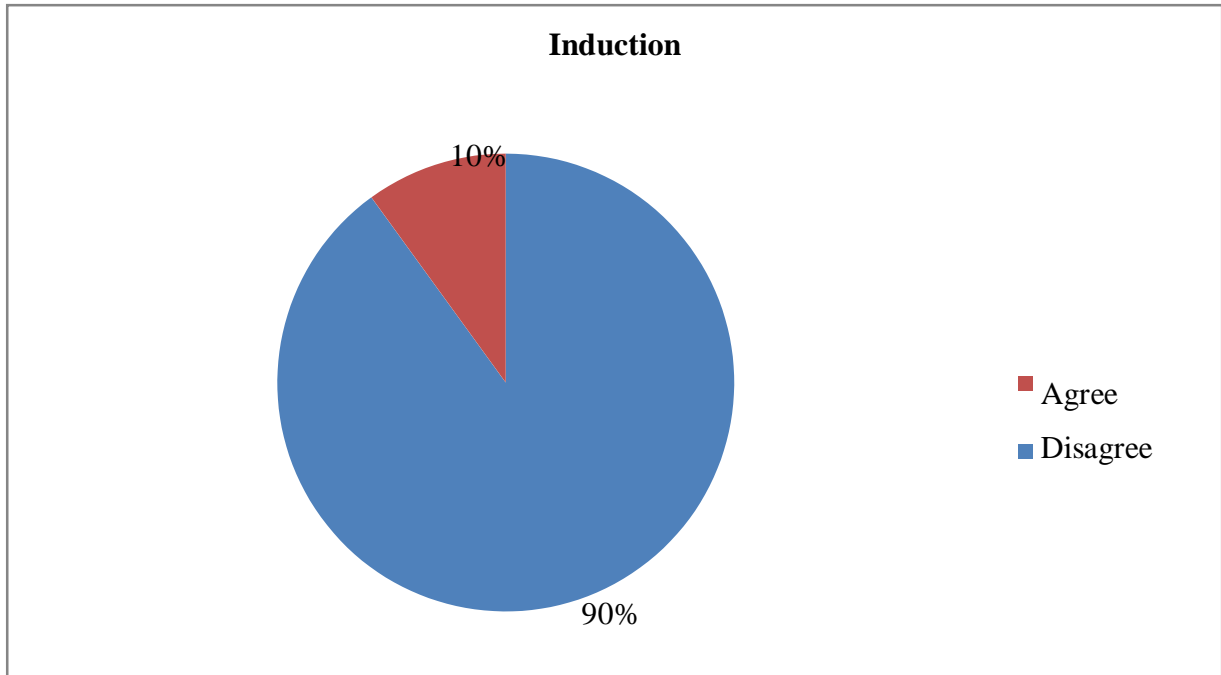
B. INDUCTION

1. The induction program of your organization is informal type.



INTERPRETATION: Regarding induction program which is conducted in the organization, 82% of the employees are satisfied whereas 18% of the employees are not satisfied.

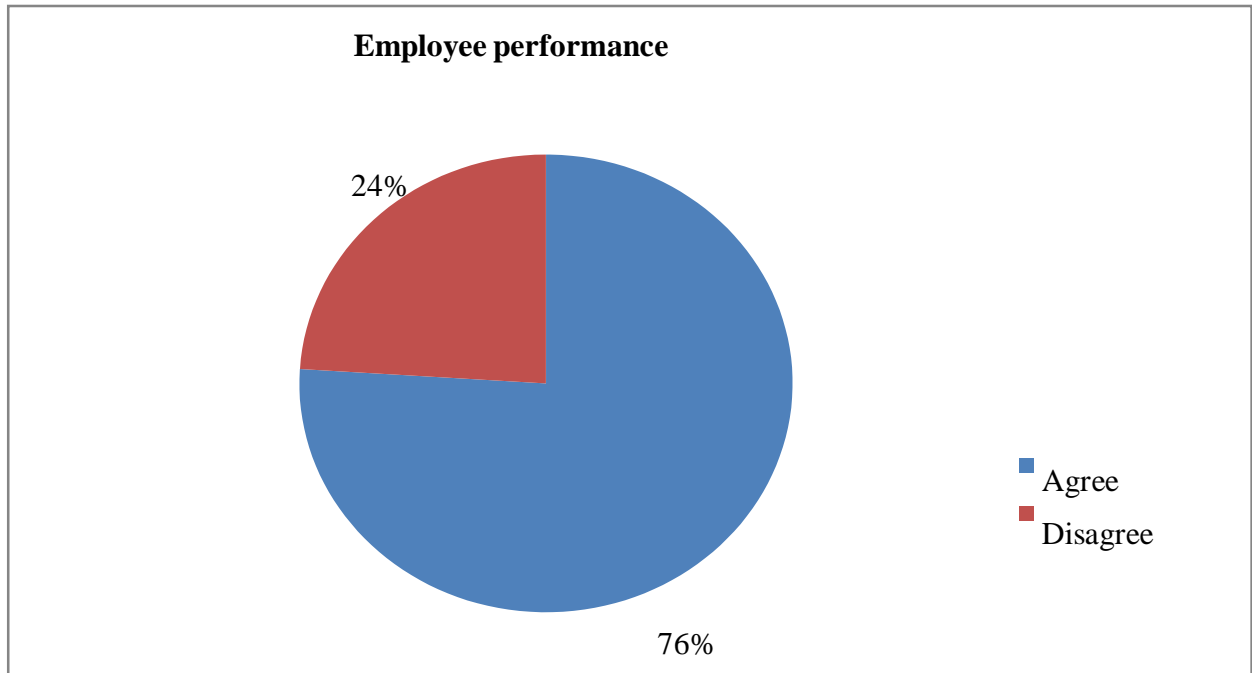
2. The induction of your organization covers organizational structure and policies.



INTERPRETATION: Regarding induction of organization, 90% of the employees are satisfied and 10% of the employees are not satisfied. It means that most of the employees are benefited.

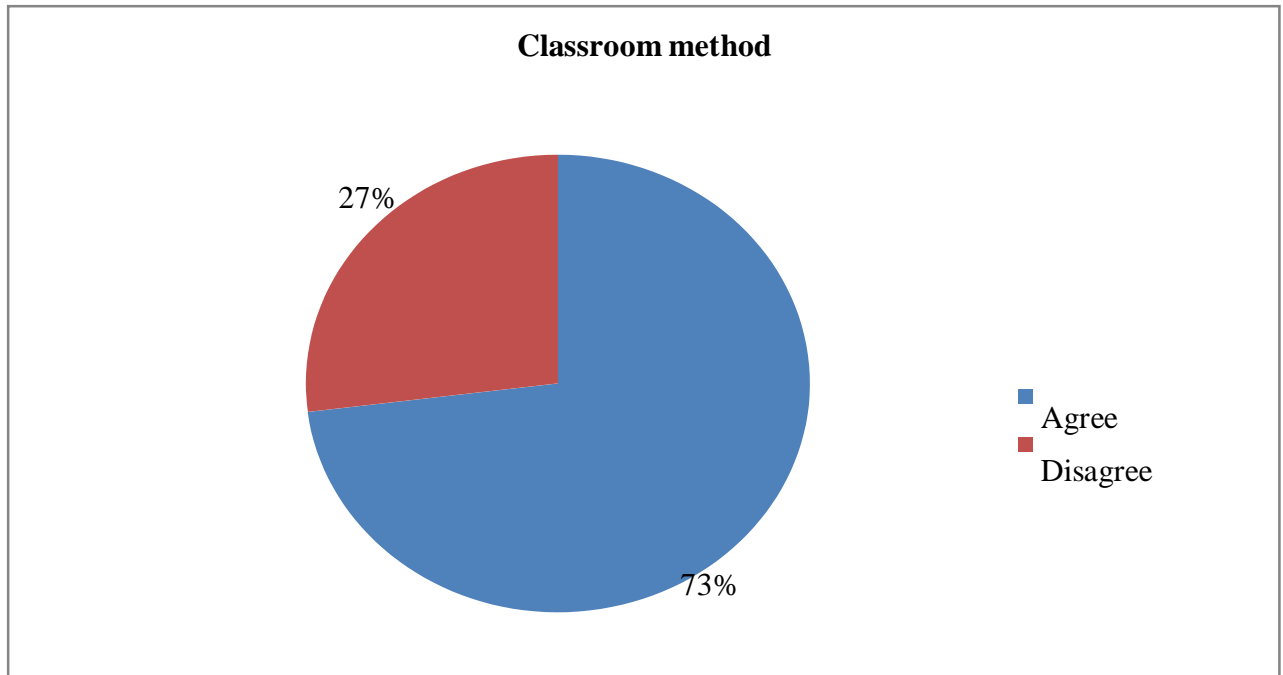
C. TRAINING AND DEVELOPMENT

a. For Employee performance is the training need analyzed in your organization



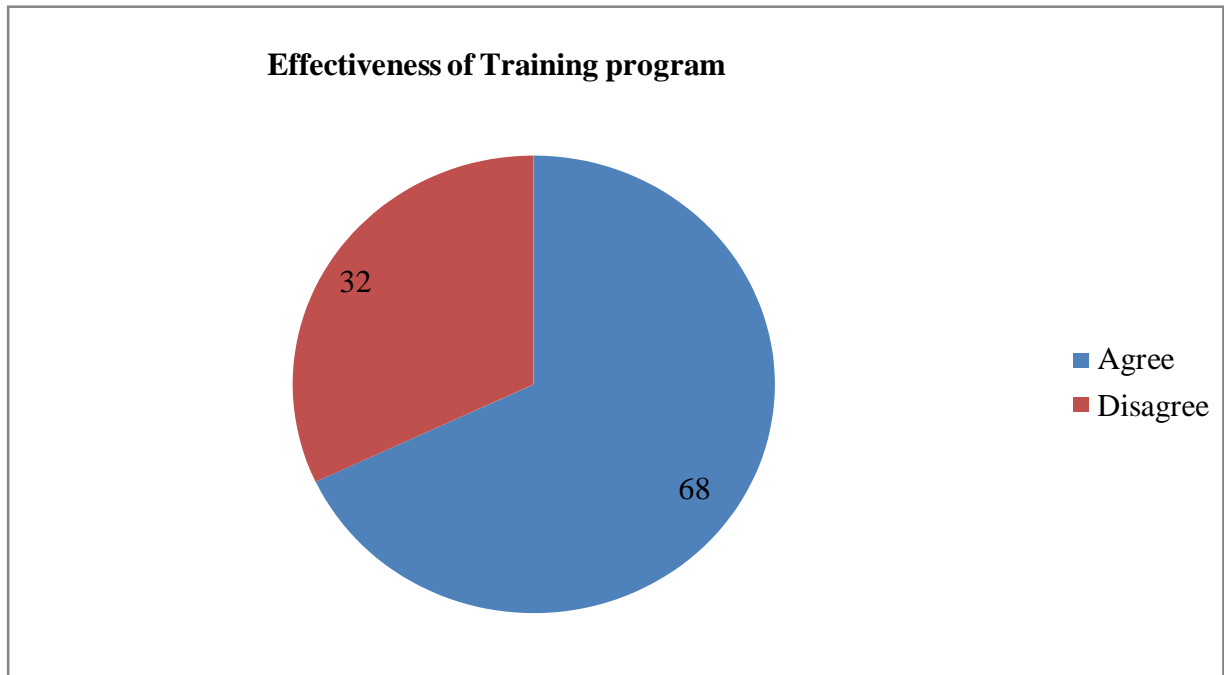
INTERPRETATION: Regarding employee performance, 76% of employees are satisfied whereas 24% of employees are not satisfied. It means that most of the employees get affected from this evaluation.

b. Are you satisfied with the Classroom method adopted by your organization to train the employees?



INTERPRETATION: Regarding Classroom method, 73% of the employees are satisfied whereas 27% of the employees are not satisfied. It means most of the employees get affected but some of the employees want training and development program to train employees.

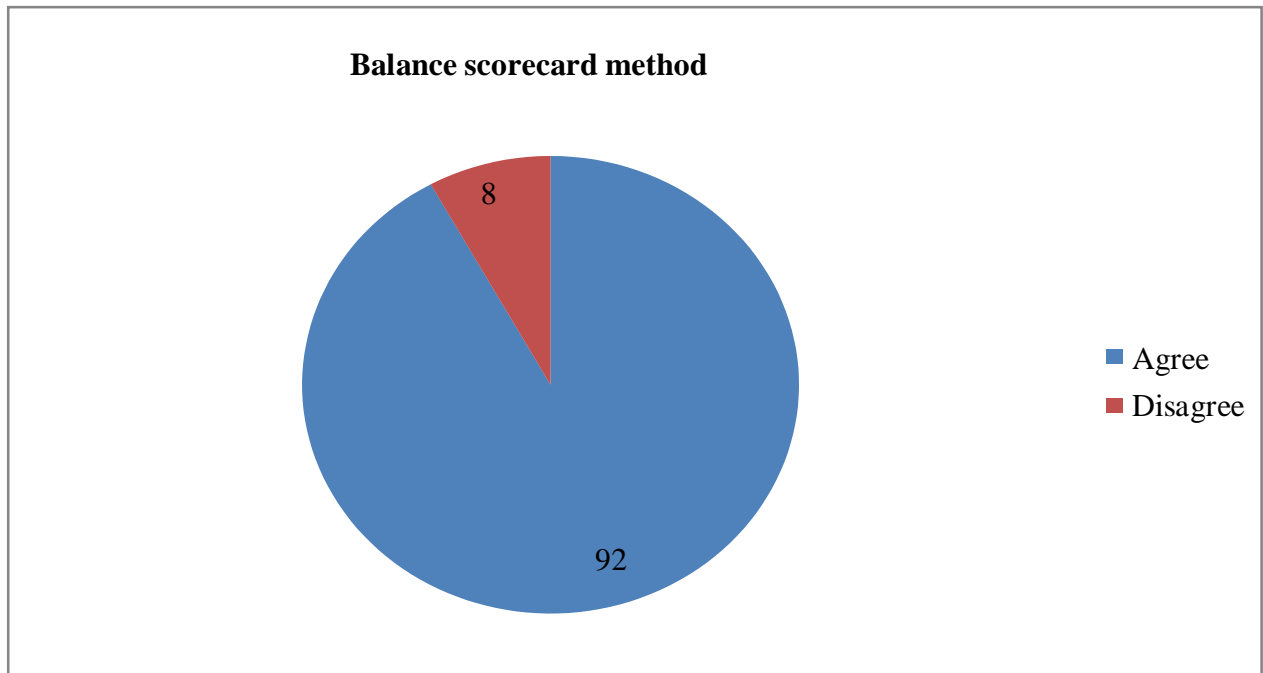
- c. Effectiveness of training program in your Organization is evaluated by observing the post training performance of employees.



INTERPRETATION: Regarding effectiveness of training program, 68% of the employees are satisfied whereas 32% of the employees are not satisfied. It means that some of the employees want that evaluation of effectiveness of training program should be done with some other method.

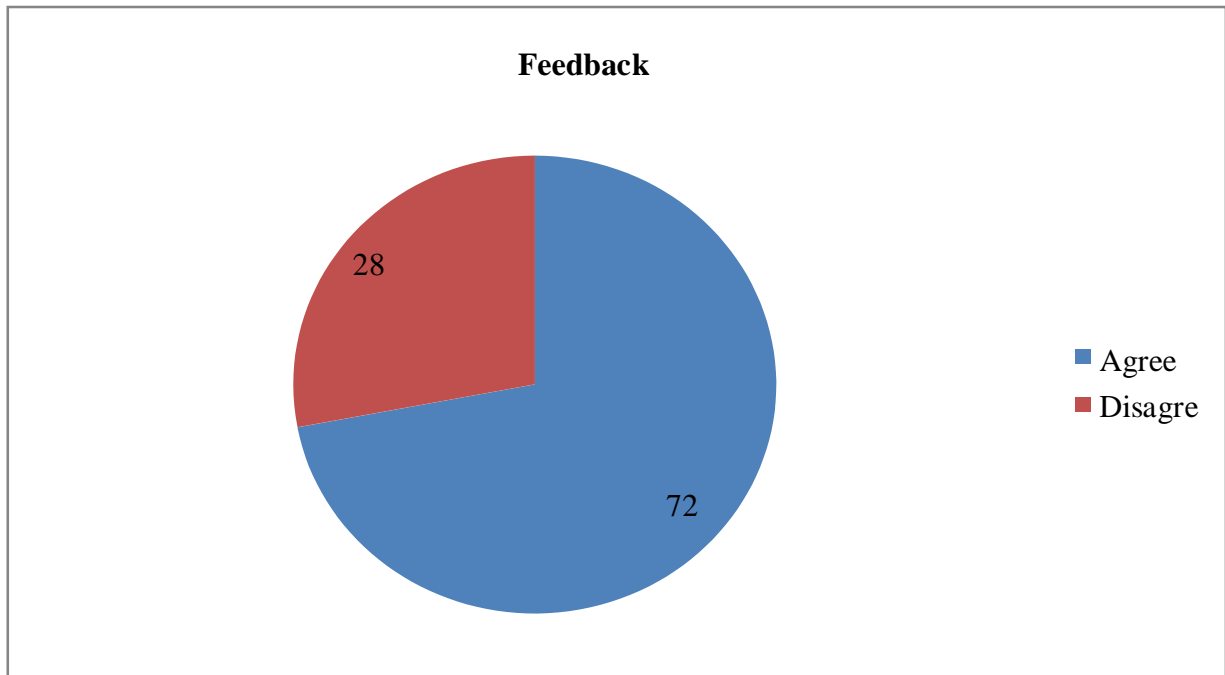
D. PERFORMANCE APPRAISAL

1. Are you satisfied with the Balanced Scorecard method?



INTERPRETATION: Regarding Balance scorecard method, 92% of the employees are satisfied whereas only 8% of the employees are not satisfied. It means that most of the employees are benefited from this evaluation method.

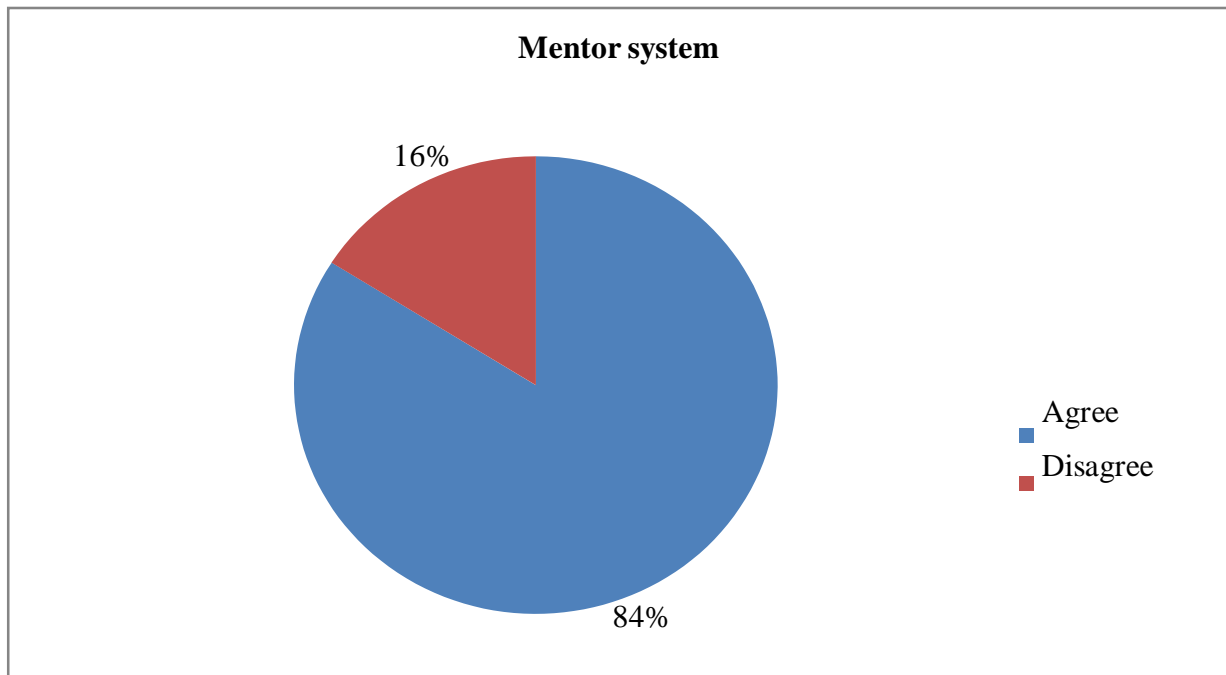
2. Are you satisfied with the feedback given to you by organization?



INTERPRETATION: Regarding feedback 72% of the employees are satisfied whereas 28% of the employees are not satisfied. It means that some of the employees get benefited but some are not.

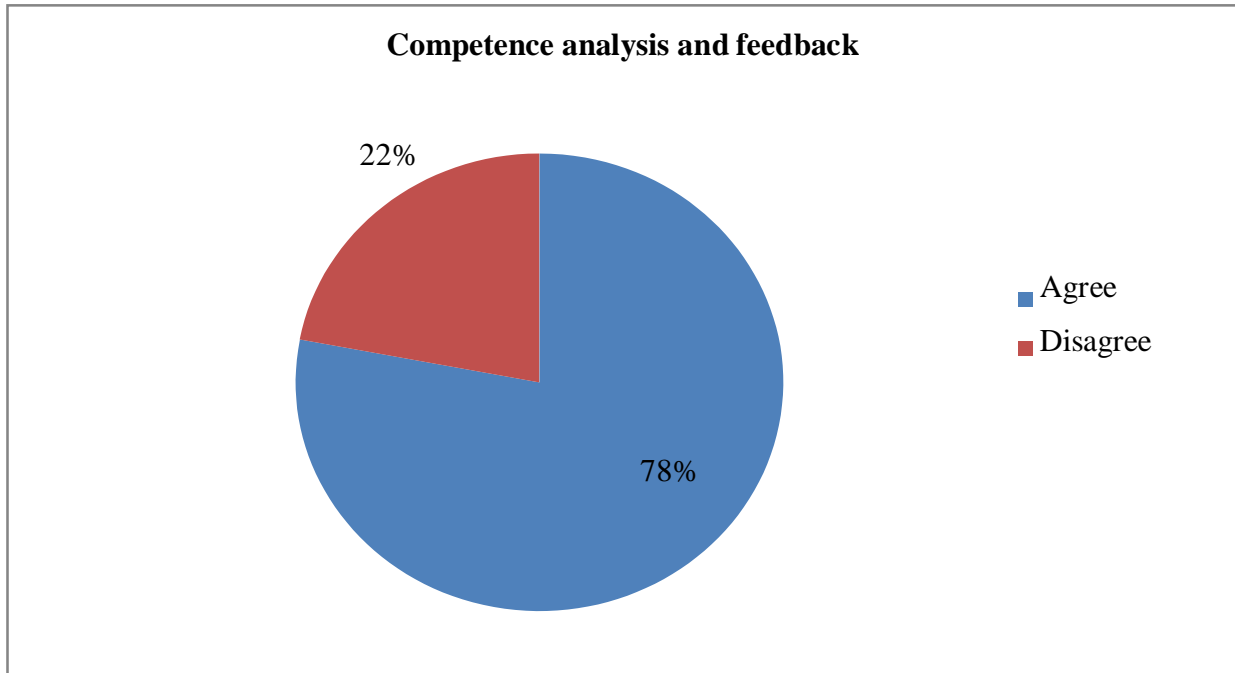
E. CAREER PROGRESSION

d. Are you satisfied with the mentor system followed for career progression?



INTERPRETATION: Regarding mentor system followed for career progression, 84% of the employees get benefited and only 16% of the employees are exempted.

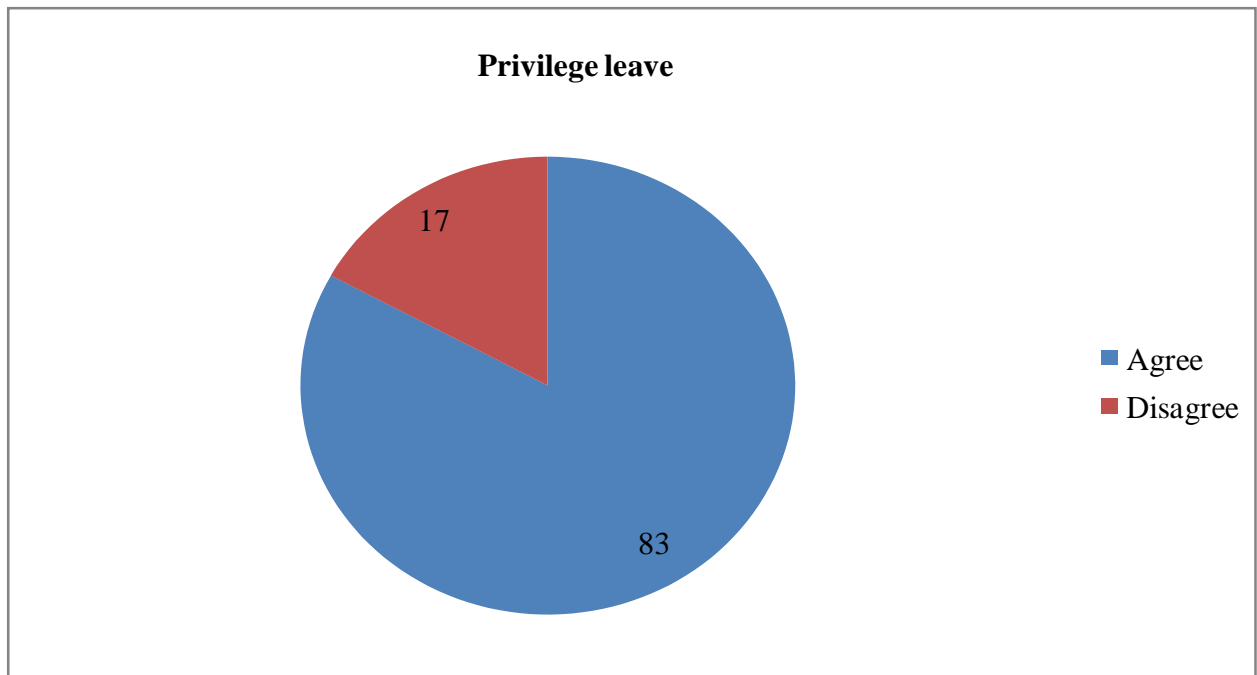
e. Are you satisfied with the competence analysis and feedback from manager?



INTERPRETATION: Regarding competence analysis and feedback from manager 78% of the employees are satisfied whereas 22% are not satisfied. It means that some of the employees want feedback from other source.

F. LEAVE POLICY

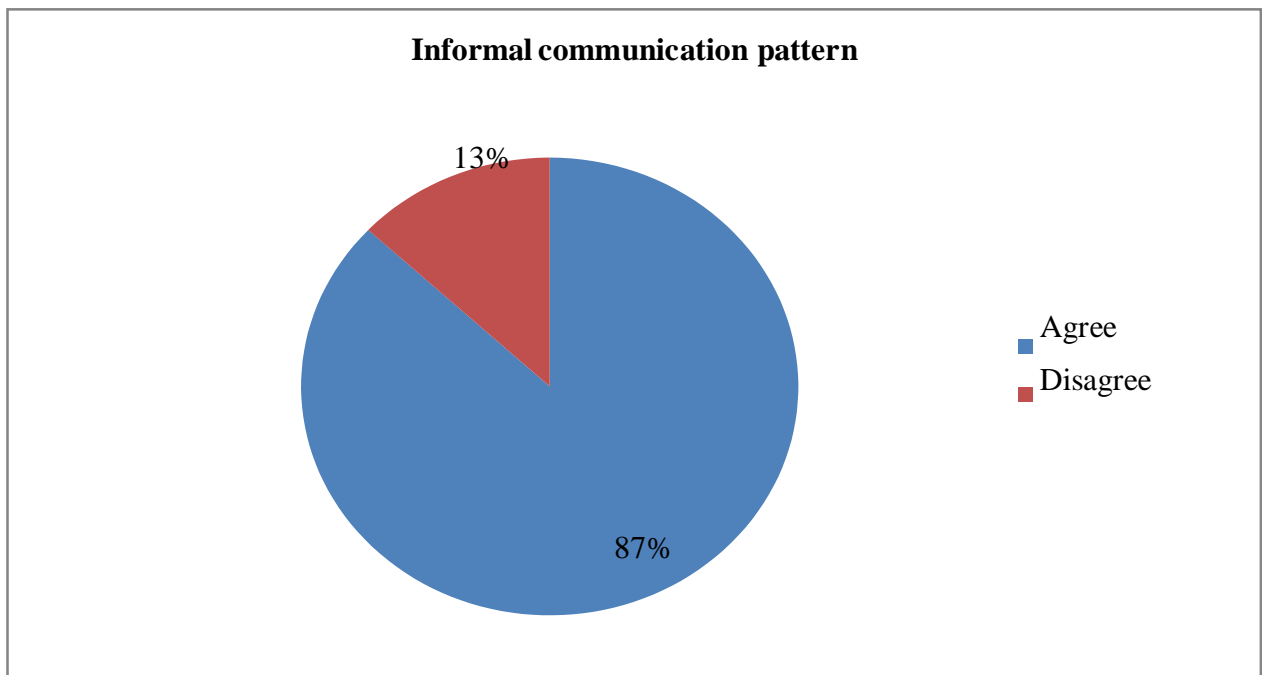
1. Are you satisfied with the privilege leave provided to you?



INTERPRETATION: Regarding privilege leave provided to employees, 83% of the employees are satisfied whereas 17% of the employees are not satisfied.

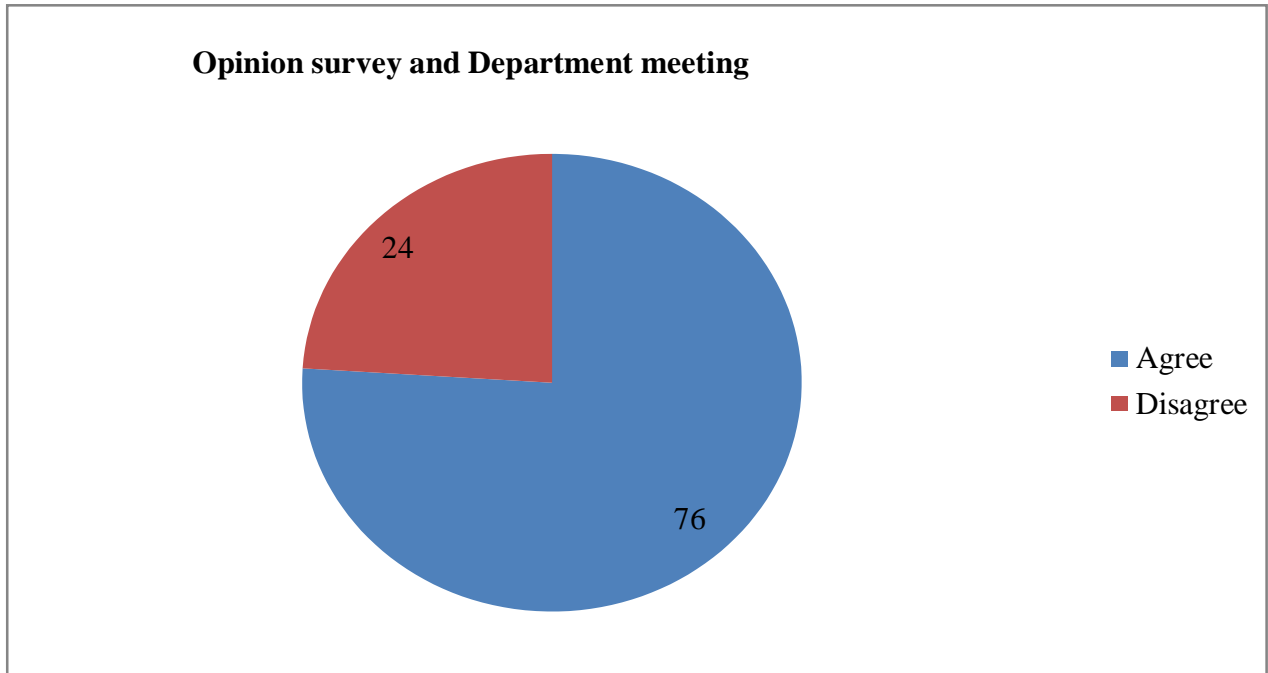
G. COMMUNICATION AND DECISION MAKING PROCESS

1. Are you satisfied with the informal communication pattern?



INTERPRETATION: Regarding informal communication pattern, 87% of the employees are satisfied and 13% of the employees are not satisfied. It means most of the employees are comfortable with this communication process.

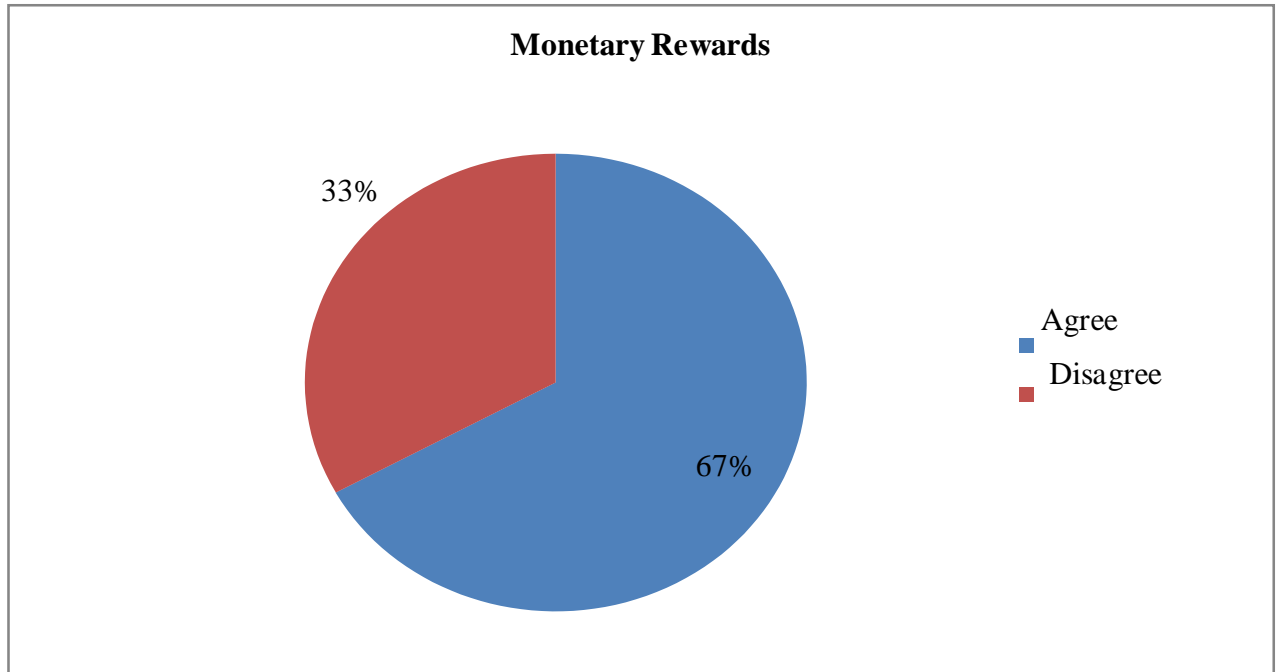
2. Are you satisfied with the opinion survey and Department meeting?



INTERPRETATION: Regarding opinion survey and department meeting, 76% of the employees are satisfied and 24% of the employees are not satisfied.

H. REWARDS AND RECOGNITION

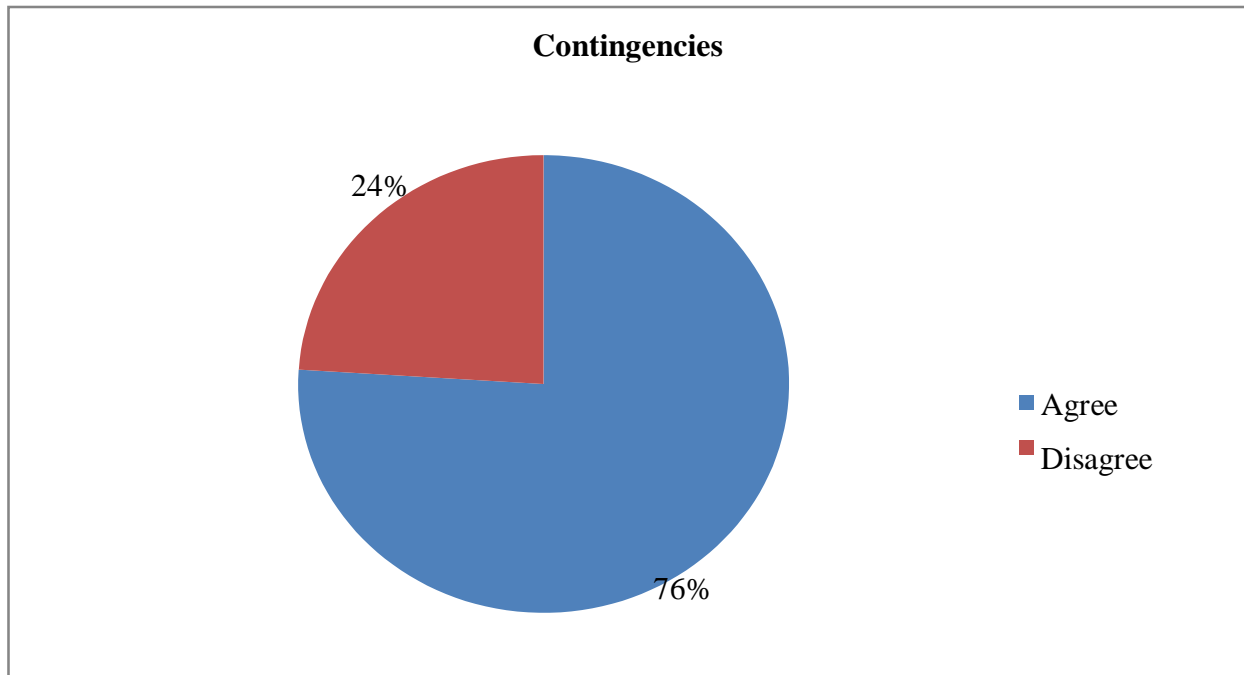
1. Are you satisfied with the monetary rewards?



INTERPRETATION: Regarding monetary rewards, 67% of the employees are satisfied whereas 33% of the employees are not satisfied. It means that some of the employees want to implement non-monetary rewards in the organization.

I. PERSONAL ACCIDENT INSURANCE POLICY

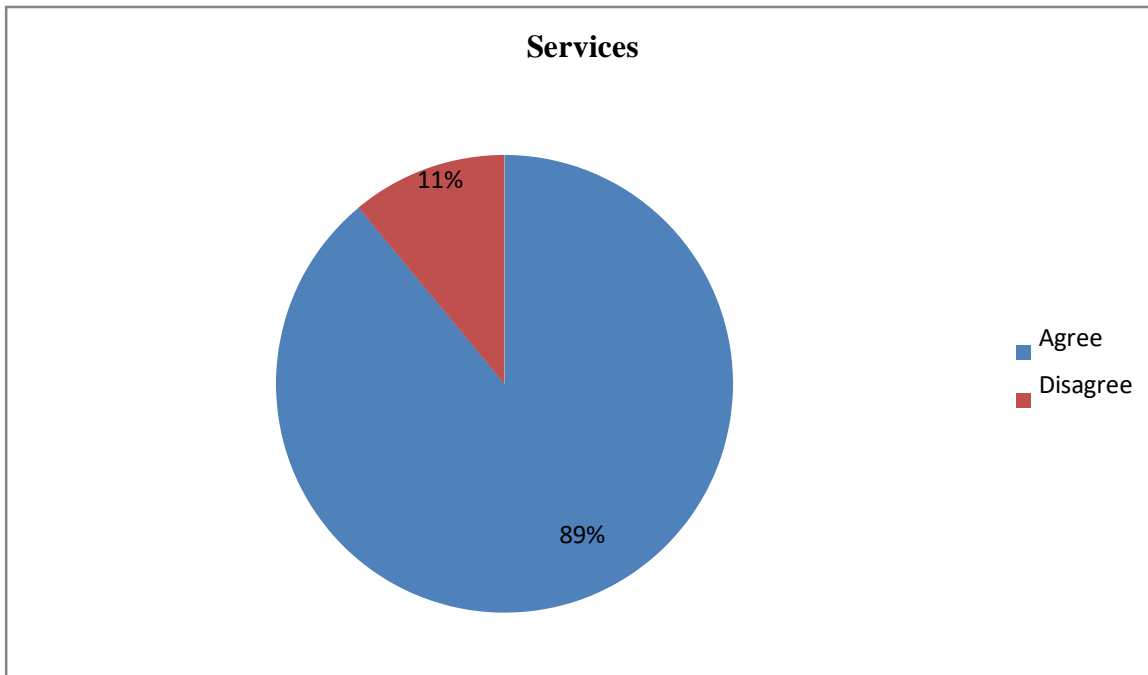
1. Are you satisfied with contingencies cover under Personal Accident Insurance policy?



INTERPRETATION: Regarding contingencies provided under this policy, 76% of the employees are satisfied and 24% of the employees are not satisfied.

J. MEDICLAIM POLICY

1. Are you satisfied with the services covered under Medicaid policy?



INTERPRETATION: Regarding services provided under Medicaid policy, 89% of the employees are satisfied and 11% of the employees are not satisfied.

CHAPTER 5

CONCLUSIONS

Study shows that

1. 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.
2. The Policy grooms every individual to realize his potential in all facets while contributing to attain higher organizational and personal goals.
3. The Policy builds teams and foster team-work as the primary instrument in all activities.
4. The Policy implements equitable, scientific and objective system of rewards, incentives and control.
5. The Policy recognizes worth contributions in time and appropriately, so as to maintain a high level of employee motivation and morale.
6. The employees agree on the part of their performance that they know what is expected from them.
7. The employees understand how their work goals relate to company's goals.
8. Company inspires the employees to do their best work every day.
9. The employees are not satisfied with the communication and decision-making process as it leaks the information related to organization.
10. The employees do not receive the appropriate recognition and rewards for their contributions and accomplishments.
11. The employees feel that they are not paid fairly for the contributions they make to company's success.

CHAPTER 6

SUGGETIONS AND RECOMENDATIONS

1. The Performance Appraisal of employee is evaluated on the basis of 360degree feedback or 180 degree feedback.
2. The Organization should focus on mentor system intend to helpemployees in their career progression.
3. The Organization should conduct Psychometric tests for employees.
4. The Training should be mandatory for all level of employees.
5. The Departments should develop constructive attitude towards eachother.
6. 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 employeemotivation.
7. A more transparent and full proof communication system developed inthe organization.
8. Replacing the lacuna in the current system.
9. Wages and salary administration process should have a more scientificapproach laying stress on equal wages for equal work done.

CHAPTER 7 **BIBLIOGRAPHY**

Books:

- “Human Resource Management” by Ashwathapa.
“Human Resource Management” by Michael Armstrong.
“Human Resource Policy Analysis: Organizational Applications” by Richard J. Niehaus.

Journals & Articles:

1. Articles by T.V.Rao Learning Systems.
2. Policies of “PRINSE NITRILE LTD Ltd.
3. Documents of “PRINSE NITRILE LTD Ltd.

Websites:

www.deepaknitrile.com

www.citehr.com

www.ask.com

www.wikipedia.com

www.hrgroup.com

www.ppspublishers.com

www.scribd.com

www.tvrls.com

CHAPTER 8

ANNEXURE

Name of Employee: -----

Designation: -----

QUESTIONNAIRES

A. Recruitment and Selection

1. Are you satisfied with the external recruitment sources performed in your organization.

1. Agree 2. Disagree

2. Are you satisfied with the monetary reward given on bringing a candidate on board?

1. Agree 2. Disagree

3. Are you satisfied with the background checks conduct for employees.

1. Agree 2. Disagree

4. Are you satisfied with the monetary limits given to you for the expenses?

1. Agree 2. Disagree

B. Induction

1. The induction program of your organization is informal type.

1. Agree 2. Disagree

2. The induction of your organization covers organizational structure and policies.

1. Agree 2. Disagree

C. Training and Development

1. For Employee performance is the training need analyzed in your organization.

1. Agree 2. Disagree

2. Are you satisfied with the Classroom method adopted by your organization to train the employees?

1. Agree 2. Disagree

3. Effectiveness of training program in your Organization is evaluated by observing the post training performance of employees.

1. Agree 2. Disagree

D. Performance Appraisal

1. Are you satisfied with the Balanced Scorecard method?

1. Agree 2. Disagree

2. Are you satisfied with the feedback given to you by organization?

1. Agree 2. Disagree

