

A Study on HR Policy Implementation at Unitech Plasto Components Pvt Ltd Chennai, Tamilnadu

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Abstract— The author explained that the purpose of the paper is to aim to explore the effect of HR policies and procedures on job satisfaction of port trusts employees. The HR policies and procedures are the backbone of an organization. HR policies provides and consists the details regarding treatment to be given to employees in and make them recognize the culture of the organization.

The research is about HR policies and its implementation it is something that is more vital for any organization when there is policy being followed the whole policy structure it promotes unity action and stop duplication. This study deals with the human resource policies of an organization is considered the valuable and competitive advantage over its competitor because of its commitment to towards organization; it is used as a strategic weapon by the organization to widen its market place.

Following are the objectives, the primary objective is To study the HR policy implementation at Unitech Plasto Components Pvt Ltd, Chennai. And the secondary objectives are To study the HR policies of the company , to determine the solutions to avoid or to control attrition, To analyse the personal causes that give rise to absenteeism, To study the opinion about the various welfare measures provided to employees , To understand the process of recruitment and To study the training process provided by the organisation to the employee

My main problem of the study is HR Policy Difficulty in recruiting and retaining skilled talent. As a HR Safety is one of the HR challenges in manufacturing industry that involves protecting workers from the physical dangers of processes and machines. If they implement proper working tools and machines and proper rubber mat in the floor then people will not accidentally cut themselves by improperly handling machines or tools. The problem faced while taking the survey is that language problem , unable to meet employees, time constraint for the employees because it is manufacturing company so they need to keep working continuously they dint have much time to spend on the survey as they were working on the machines.

The type of research used here is descriptive research.. It describes data and characteristics about the population The technique used here is Probability sampling and simple random sampling adopted as sampling design with a sample of 136 respondents. Appropriate statistical tools will be applied for testing the data such as chi square , correlation , One way anova and Friedman's test.

The data design that is used in this study and information collected from primary data and secondary data Primary data are those which are collected for the first time by the researcher. Secondary data is from Journals, magazines, books and internet and newspaper articles. Questionnaire Survey created through Google Forms. Questionnaire was designed in the method of Closed Ended Questions, Multiple choice questions , Likert Scale and Dichotomous question

The questionnaire is prepared from following variables of HR Policies they are Attrition , Absenteeism, Training , Recruitment and Employee motivation and welfare The distribution of the sample shows that from the findings the majority in education qualification is that 60% of the respondents are graduates ,47.4 % majority of the respondents have a experience of 5 years and above and 63.7% of the respondents feel that the salary is very reasonable.

Concluding the report the study says the human resources policies of the organisation will help them to retain the employees and will led to feeling of job satisfaction among the employees. Through this research paper, I have established that HR policies plays a very important in the performance of an organization. It helps in new recruitments and achieving the goals.

Keywords— HR policy, management, attrition , absenteeism , recruitment

INTRODUCTION

Since mid 1980's Human Resource Management has acquired obtaining in both academic and commercial circle. HRM is a multidisciplinary organizational function that make theories and ideas from various fields such as management, psychology, sociology and economics. There is no best way to direct people and no manager has formulated how people can be directed effectively, because people are complex beings with complex needs. Effective HRM controlled by very much on the causes and states that an organizational setting would provide. Some Organization has three basic components, People, Purpose, and Structure.

Human resource policy is the study of activities regarding people working in an organization. It is a managerial function that attempts to be equal to an organization's needs to the skills and abilities of its employees. Human resources management (HRM) is a management purpose concerned with hiring, motivating and maintaining people in an organization. It aims to focus on people in organizations. Human resource management is designing management systems to develop that human technique is used effectively and efficiently to achieve organizational goals. Human resource management is the employees function which is concerned with procurement, development, compensation, integration and maintenance of the employee of an organization for the motive of contributing towards the accomplishments of the organization's objectives and goals. Therefore, personnel management is the planning, organizing, directing, and controlling of the performance of those operative functions Generally HRM refers to the managing of people in organizations. It consists of the activities regarding HR policies, and practices involved in obtaining, developing, utilizing, evaluating, maintaining, and retaining the appropriate number and skill mix of employees to achieve the organization's objectives and main goals. The main aim and purpose of HRM is to increase employees contributions in order to attain optimal productivity and effectiveness, while simultaneously accomplish individual objectives (such as having a challenging job and attaining recognition), and societal objectives (such as legal compliance and

demonstrating social responsibility). Human beings are social beings and hardly ever live and work in separately. We always take plan, action, develop and manage our relations both consciously and unconsciously in work environment. The relations are the end result of our actions and depend to a great extent area upon our ability to direct our actions. The HR managers carry ahead this learning and understanding process of HR policies and managing relations at our workplace. The whole concept of Human Resource Management revolves around this core matter of managing relations at work place.

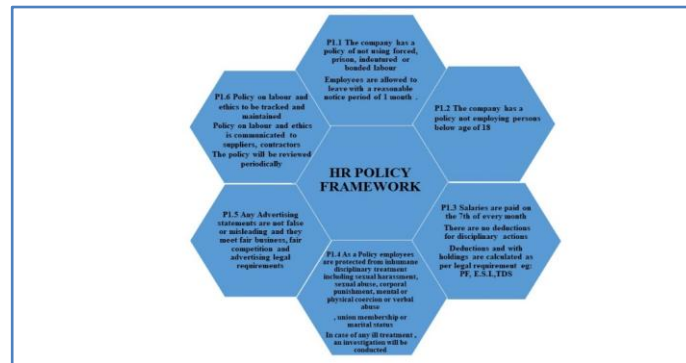


Fig 1.1.1 Conceptual Framework of HR Policy Implementation

That predicted future is today's reality. Most managers in public- and private sector firms of all sizes would accept the fact that people truly are the organization's most important asset. Having competitive staff on the payroll does not guarantee that a firm's human resources will be a source of competitive advantage. However in order to maintain competitive, to grow, and expand the business of an organization must make sure that its employees are qualified, placed in apt positions, properly trained, managed effectively, and committed to the firm's success. A policy is a guide plan for repetitive action in major areas of business. It is a declaration that commonly accepted understanding of decision-making criteria. Policies are set up to achieve several benefits. By making policy decisions on frequently recurring problems, the top management provides the rules and guidelines to lower level managers. It will permit decisions to be made in similar situations without repetition of the reasons and expensive analysis required initially to state the policy. Policies help managers at various levels to act with confidence without the need of taking the superiors opinions every time. This will also secure and safe immediate promptness of action.

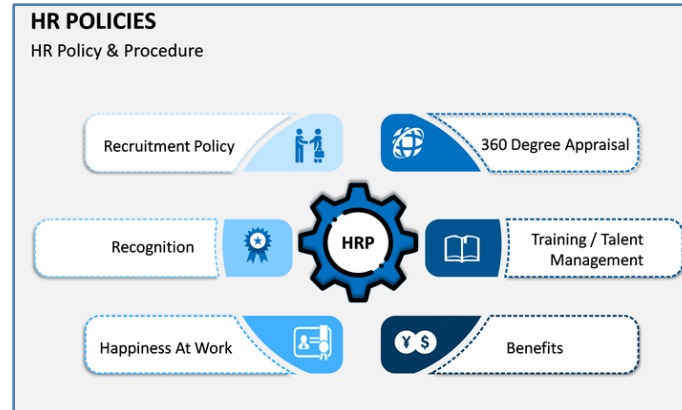


Fig 1.1.2 HR policy and procedures

The starting point in all managerial relationships with employees is the managerial policies. It incorporates the philosophy of the top management. The human resource policy philosophy of DLF, for instance, is referred as the management of people begins with plans, implicit or explicit, as to the purpose, aim, and intentions in their employment. On the basis of such aims, policies outline the courses to be followed. On the basis of such policies, rules programmers are advanced by the management to achieve the objectives. Supporting the programmed outcome in certain practices. Policies state what is intended; they connect to what is proposed. Practices describe how policies are being implemented. A company may choose a policy of allocating training for all employees as a means of preparing them for promotion in the company. To implement this policy, it may have improved an extensive training programme. The programme may include job training for fresh employees, supervisory training for foreman and supervisors, and management development for members of the management group. In the supervisory training programme, it may protect role playing as one of the many training practices. Human resource policies are not something that can be considered as separate. It is an important part of the entire policy structure of the enterprise. There is an organic unity in policies. Such a unity stops unnecessary duplication and promotes unity of action. Weakness and lagging in any one of the major policies tends to weaken the effectiveness of other policies. Similarly, a weakness in human resource policies may weaken success of all other organizational policies.

IDENTIFIED PROBLEM

This study is conducted to count the effect of human resource policies (planning, recruitment & selection, training & development, job analysis & design, motivation, performance appraisal, and employee participation in decision making) on organizational performance, to check if there is a positive and significant relationship between human resource policies and organizational performance, and to compute the scope of application of human resource. HR functions managed is very essential because it implements company Rules, Employee Training, Compensation, Attrition, KPI and Employee Retention. Policies are fundamental for finding the activities and provide a general plan to decision-makers on how to handle issues as they arise. This is achieved by providing the reader with limits and a choice of alternatives that can be used to 'guide' their decision making process as they attempt to overcome problems.

To overcome the HR Policy Difficulty in recruiting and retaining skilled talent. As a HR Safety is one of the HR challenges in manufacturing that requires protecting workers from the physical

dangers of processes and machines. If they implement proper working tools and machines and proper rubber mat in the floor then people will not accidentally cut themselves by improperly handling machines or tools. Employees may not trip over slippery floors or sustain severe injuries. Safety can be attained by making manufacturing safety training a priority. Training should include identifying training needs, timely training schedules especially for new procedures and other changes, manage emergency drills, continue maintaining machinery and equipment, and posting safety warning signs in strategic locations. More importantly, as the lead safety enforcer, you required to show your employees that you're following the rules by wearing your own hard hat, safety glasses, and respirator mask. Attracting Top Talent, Embracing Change., Developing Leaders, Fostering a Culture of Continuous Learning. Managing Diversity, Monitoring Health and Safety and also creating a Quality Employee Experience.

NEED FOR STUDY

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 an 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 SMEs. 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. In order to have successful results , these policies and procedures will need to be communicated to both employees and managers, with management/HR taking a pro-active role in applying them. Also finding the employee's and employer's responsibilities, is why HR Policies and Procedures are Important.

OBJECTIVES

PRIMARY OBJECTIVE

- To study the HR policy's implementation at Unitech Plasto Components Pvt Ltd, Chennai.

SECONDARY OBJECTIVES

- To study the present HR policy's 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 analyze the recruitment and training process offered by the organisation to the employees
- To provide the solutions to avoid or to control attrition

SCOPE OF 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 is assumed that the information and data collected through this study suffice in order to create a generalization.
- Detailed explanations have been created gathered from the respondents regarding HR Policy Implementation and its impact.
- 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.

LITERATURE REVIEW

[1] Karlshaus, A., [2020],[Karlshaus, A. Implementing part-time leadership as instrument for sustainable HR management. Int J Corporate Soc Responsibility 5, 9 (2020)]

This paper discusses the suitability of part-time leadership as instrument for a sustainable Human Resources Management (HRM) policy. The thought of part-time leadership is introduced and mentioned supported a meta-analysis of existing studies and latest analysis that has been dead on, at typical working time arrangements in leadership positions. The article discusses the intersection of part-time leadership with the 3 subject areas (economic, social and ecological) of the Triple-Bottom Line and tries to indicate additionally specifically however part-time leadership models will serve the fulfillment of elite property Development Goals (SDGs), particularly in Western countries. Finally, stipulations and customary barriers for a roaring implementation of part-time leadership as company Social Responsibility (CSR) instrument of organizations area unit undraped, and suggestions for mitigating those challenges area unit given from a macro, small and method perspective leadership as company Social Responsibility (CSR) instrument of organizations area unit undraped, and suggestions for mitigating those challenges area unit given from a macro, small and method perspective

[2] Dr.K.Sivagama Shunmuga Sundari [2019], [EFFECT OF HR POLICIES AND PROCEDURES ON JOB SATISFACTION OF PORT TRUSTS EMPLOYEES – A COMPARATIVE STUDY], [Sundari, K. S. S. (2019). EFFECT OF HR POLICIES AND PROCEDURES ON JOB SATISFACTION OF PORT TRUSTS EMPLOYEES–A COMPARATIVE STUDY.] , International Journal of Advanced Science and Technology , Vol. 28, No. 15]

The purpose of the paper is to aim to explore the effect of HR policies and procedures on job satisfaction of port trusts employees. The HR policies and procedures are the backbone of a corporation. These contain all the small print regarding the treatment to tend to the workers within the organization and help the workers in recognizing the culture of the organization. The human resource of a corporation is taken into account the precious and competitive advantage over its competitor due to its commitment to towards organization; it's used as a strategic weapon by the corporate to widen its market place and increase huge to its market share. Therefore, the competitiveness of any organization dependent on the HR policies and practices that affect the work satisfaction of employee. Ruchi Goyal and Madhu Shrivastava in their study "A Study of HR Practices and Their Impact on Employees Job Satisfaction and Organizational Commitment in Manufacturing Industries" analyzed the impact of HR Practices on employee job satisfaction and organizational commitment in manufacturing companies in and around Jaipur area. Sait Gurbuz (2009) in his article entitled, "The Effect of High Performance HR Practices on Employees' Job Satisfaction", analyzed the potential impacts of high performance HR practices on employees' job. The study suggested that participation should be viewed as a crucial practice to extend the work satisfaction level of the workers. Mir Mohammed Nurul Absar et al., (2010) in their study, The study found that HR practices have significant association with job satisfaction. It had been (also found that human resource planning and training and development have positive impact on job satisfaction. The study suggested that the authorities of selected industrial enterprises are required to specialise in HR practices for getting fabulous employees' job satisfaction.

[3] Malathi, t. , [2019],[Malathi, t., Vijayalakshmi, t., & Lalitha, r. motivation of employees in automobile industry-a study with special reference to dymoslear automotive india pvt. ltd, sriperumbudur.], [Motivation of employees in automobile industry – A study with special reference to dymoslear automotive india pvt.ltd, sriperumbudur],[vol.78]

This paper is aimed toward discovering how employees' motivation and satisfaction relate to their learning behaviors while doing certain tasks. The study explored employee motivation and satisfaction among unskilled and skilled employees in Automobile industries in India. With expanding and increasing technology and globalization, many organizations, especially in developing countries, have problems keeping their employees motivated and satisfied. Hence, it's vital to explore motivation and satisfaction to hunt out good solutions for human resource management, managers, policy makers, practitioners, etc.

[4] Yousef.A.H , [2019],[Makkar, S. S., Abdelfatah, A. M., & Yousef, A. H. (2019, September). Automotive standards compliance cost reduction by mutual integration between automotive SPICE and IATF 16949: 2016. In 2019 IEEE International Conference on Vehicular Electronics and Safety (ICVES) (pp. 1-6). IEEE.],[Automotive Standards Compliance Cost Reduction by Mutual Integration between Automotive SPICE and IATF] ,[Vol. pp. 1-6]

In the automotive sector, processes results might be derived from different quality including Automotive SPICE PAM 3.1 and IATF 16949:2016. Both standards have common requirements,

but each standard describes the wants from its viewpoint. IATF 16949:2016 is especially concerned with the standard management system processes from "organizational" perspective, while Automotive SPICE focuses on assessing the potential and maturity of the organization's core processes from the project perspective. In real world , organization working within the OEMs supply chain put in separately both models and in most cases by two different groups, and this causes duplication of effort and price . This paper shows a strategy that permits complying with the 2 standards in an integrated way that's characterized by effectiveness and efficiency. The methodology is shown intimately during a website that's designed and implemented to assist teams in any automotive software company to realize their compliance target. Initial results show that the new methodology results in substantial reduction in time, cost and efforts.

[5] Murugan, M. S., & Ganapathy, S,[2019],[Murugan, M. S, & Ganapathy, S. A study on strategic human resources management (shrm) and its impact on organisational commitment in auto industry chennai environment.], [A study on strategic human resources management (shrm) and its impact on organisational commitment in auto industry chennai environment],[Volume 8, Issue 12, December 2019]

HR policy may be a process of developing practices, programmes and policies which helps to the organizational objectives. SHRM practices are those practices specifically developed, implemented and executed supported a deliberate company's strategy. SHRM supports with the connection between HRM and strategic management in a company . SHRM is an approach which relates to decisions about the character of employment relationship, recruitment, training, development, performance management, reward and employee relations. SHRM aims to enhance business performance through people and meet the requirements of the organizations employees. This paper specialise in identify the connection between SHRM practices and Employee commitment.

[6] Anup Kumar Ghosh [2018] , [Ghosh, A. K. (2018). HR practices in post liberalisation era: An analysis on organisational culture in India. Sumedha Journal of Management, 7(4), 86-97.] ,[HR Practices in Post Liberalisation Era : An Analysis on Organisational Culture in India] , [Vol.(7), No.4, October-December 2018]

This paper purpose is to aim Indian economy has been taken a replacement track after 1990 by the introduction of latest industrial policy. This policy brings makes the form and structure of Indian business scenario and really popularly referred to as Liberalisation, Privatisation and Globalisation (LPG). it had been a priority for debate whether the Indian industries can continue the HR policies and practices at par with the foreign conglomerates. But after 26 years of its implementation, now it's the time to focus the HR practices now prevailing within the country, whether it's better or worse than the pre-implementation period and what's the cause behind this alteration . Handa and Gulati (2014) studied the connection between personality traits and employee engagement amongst frontline personnel within the organized Indian retail industry. Their study found that there's substantial scope for improvement within the level of employee engagement amongst the frontline personnel within the organized retail industry. The study also found that personality may be a essential predictor of employee engagement. A

thriving employee engagement helps to get a community at the place of labor not just an employees. Occupied employees experience a robust emotional connection to the organization. Employee's involvement in companywide initiatives, educational opportunities and open communication are the important tools of Employee Engagement (Gupta, 2015). Auh (2011) identified that employee evaluations of self (i.e self evaluations) and perceptions of organizational environment (i.e., psychological climate) affect employee engagement. Human Resource is one among the essential asset for an organization. Among of the 4 "M", this M (Man) has only brain and may not be controlled as per the consent of the employer. Their productivity depends upon many factors both internal and external. Only extrinsic factors like money, perks and other material benefits couldn't convince them enough to be a motivated workforce. Several research studies has explained the connection between employee engagement practices with other parameters productivity, leadership etc.

[7] Kayl [2017] , [Kayl, I. I., Zudina, E. V., Epinina, V. S., Bakhracheva, Y. S., & Velikanov, V. V. (2017). Effective hr management as the most important condition of successful business administration. In Integration and Clustering for Sustainable Economic Growth (pp. 23-30). Springer, Cham.] ,[Effective hr management as the most important condition of successful business administration] ,[23-30]

The purpose of the article is to determine perspectives of increase of effectiveness of business administration of recent enterprises by means of improvement of the method of HR management. So as to verify the offered hypothesis, the work uses the methods of co relational analysis and methods of correlations and multivariate analysis . With these methods, the authors identify the contribution of HR management into success of business administration. The authors determine the foremost important indicators of success of business administration, describe the contribution of HR management into achievement of its effectiveness, and offer the authors' recommendations for expand of effectiveness of HR management of the studied enterprise. As a results of the research, it had been found that effective HR management is that the most vital condition for successful business administration.

[8] David .E [2017],[Guest, D. E. (2017). Human resource management and employee well-being: Towards a new analytic framework. Human resource management journal, 27(1), 22-38.] , [Human resource management and employee well-being: towards a new analytic framework] .[Vol. 22-38]

The Author suggests that HRM should advantages both individuals and organisations. Although, the dominant models within HRM theory and research still focus largely on ways to enhance performance, with employee concerns considerably a secondary consideration. Furthermore, pressures at work and in society large area are creating an increasing threat to employee well-being. If employee concerns and therefore the threats to well-being are to be taken seriously, a special analytic framework for HRM is required. The study sets out an alternate approach to HRM that provides priority to practice designed to reinforce well-being and a positive employment relationship, proposing that both elements are important

[9] Shukla.S. ,[2017], [Shukla, S. (2017). Alignment of HR Policies and Practices with Business Strategy: A Case Leading Lubricant Company. Advances in Agri-Management, 247.],[Alignment of HR Policies and Practices with Business Strategy: A Case Leading Lubricant Company],[, pp 247-257]

The study investigates that how HR policies and practices are aligned with the respective business strategy of ABC Ltd. The strategy classification of M. Porter were went to analyze the various approaches employed by organizations for competing within the market and therefore the way they use HR policy and practices to support their business strategy. Data collection instrument (questionnaire) has been used for collecting the info form employee also as HR manager. supported the qualitative study of varied functional managers and secondary data (annual report, handout , websites content etc), this study highlights the interior also as external synergy of HR policies and practices. Different SHRM models were went to determine the strategic alignme-nt. The study presents numerous of implications for lubricant industry and HR professional in emerging economy like India

[10] Adaikalasamy, I.,[2017],[Adaikalasamy, I. (2017). A Study on Effectiveness of HR Practices through HR Audit Pracices of Mando Limited. International Journal, 5(5).],[A Study on Effectiveness of HR Practices through HR Audit Pracices of Mando Limited],[Volume 5, Issue 5, May 2017 pg. 42-49]

Indian Industrial organizations are gradually realizing the advantages of HR audits to their business within the short and long runs. Since it's not mandatory, many Indian firms ignored completing HR audits. However, recent factors like rising cost of human resources, the compulsion to scale back the value of production thanks to intense competition within the market, and other business challenges acted as an eye-opener for several of the businesses in realizing the utility value of HR audit. within the research domain of Mando Automotive India Limited the researcher identified the prevailing HR Audit practices. Employee's perception on HR audit practices in Mando culminates the entire research work.

[11] Baskar.S , [2016] , [The Influence of HR Policy Dimensions on the Job Satisfaction of Employees of Public Sector Banks: A Study on Indian Overseas Bank. IUP Journal of Bank Management, 15(4).], [The Influence of HR Policy Dimensions on the Job Satisfaction of Employees of Public Sector Banks: A Study on Indian Overseas Bank.] , [Vol. 15 Issue 4, p45-71. 27p.]

The HR policies around the Public Sector Banks (PSBs) concerning Compensation, Benefits, Promotion, Mobility, Transfer, Contingent Rewards, Training, Staff Accountability, Incentives, etc. are formed with the terms of guidelines issued by the govt of India (GOI), which is that the promoter and major shareholder of the PSBs. These policies have an immediate pertaining to the work satisfaction of employees and cascading effect on the performance of the bank. The research study in Indian Overseas Bank (IOB) released that the general level of job satisfaction

of employees in terms of well established job factors was checked to be at an ambivalent level. Factors like Fringe Benefits (FB) and Operating Conditions (OPC) showed a high level of dissatisfaction, factors like Promotion, Contingent Rewards and Pay showed an ambivalent level. multivariate analysis on the info showed Performance Management System (PMS) factor because the significant factor among the six factors of bank policy dimensions considered for the study.

[12] Anitha.J ,[2016],[Anitha, J. (2016). Role of Organisational Culture and Employee Commitment in Employee Retention. ASBM Journal of Management, 9(1).],[Role of Organisational Culture and Employee Commitment in Employee Retention.],[Jan-Jun2016, Vol. 9 Issue 1, p17-28. 12p.]

This paper focuses on automobile manufacturing and repair sector, and highlights factors like Employee Commitment and Organisational Culture that measure the way to retain an employee in an organisation. The model are going to be validated which can be beneficial to organisations within the automobile and repair sector to specialise in key aspects that aid in Employee Retention. Organisational Commitment composes of main three dimensions, namely: Affective, Continuance and Normative Commitments, which was derived from Allen and Mayer's model. The perceptions of Organisation Culture also are the factors measured to understand the prevailing levels of retaining an employee in an organisation. The outcomes reveal that Organisational Culture has huge effect on Employee Retention than Continuance Commitment and Normative Commitment. This suggestions that the workers of the organisation have more positive perception regarding organisational culture.

[13] Chandrasekar, T., & Rani, K. J.,[2016] ,[Chandrasekar, T., & Rani, K. J. (2016). Reconnoitering the Relationship between the Quality of Work-Life and Organizational Commitment among the Employees Working in Automotive Industries, Ambattur Industrial Estate, Chennai. Asian Journal of Research in Social Sciences and Humanities, 6(11), 1056-1069],[Reconnoitering the Relationship between the Quality of Work-Life and Organizational Commitment among the Employees Working in Automotive Industries, Ambattur Industrial Estate, Chennai] , [2016, volume:6]

Chennai city is that the main hub of Automobile industries, it provides direct and indirect employment to many thousands of individuals . The main aim of this study is to get the connection between the standard of work-life and organizational commitment among the workers working in Automotive industries, Ambattur industrial estate, Chennai. This study is descriptive and exploratory in nature. The population or universe of the study is restricted to the workplace employees working in 27 companies having membership in Ambattur Industrial Estate Manufacturers' Association (AIEMA) as Auto components manufacturers. The quota sampling technique is employed to pick the proportionate number of employees from each auto component manufacturing organization using convenience sampling technique. Only the workers in working in workplace was included for the survey. The sample size of the survey is 522. the

first data collected was entered and coding, editing was performed to wash the info and avoid the missing values. the info was analyzed through the IBM SPSS 22.0 and IBM AMOS 23.0 software packages. The IBM AMOS23.0 software is employed to perform the Structural equation Modeling (SEM), so as to explore the connection between Quality of work-life and Organizational commitment. The outcomes of the SEM states that there's a robust relationship between the standard of work-life and organizational commitment among the workers working in Automotive industries, Ambattur industrial estate, Chennai.

[14] Chowdhury, S, [2016], [Chowdhury, S. (2016). 'A Study of Absenteeism in a Manufacturing Company'. Khoj Journal of Indian Management Research & Practices.],[A Study of Absenteeism in a Manufacturing Company],[p330-351. 22p]

This is a study of absenteeism during a manufacturing company. This company provides products and services within the automotive industry to Indian and global customers. "Employee absenteeism is one the most common workplace issues facing employers in today's workplace. Legitimate illnesses still account for the bulk of employee absences, but some studies have shown that but one-third of absences from the workplace are associated with poor health. Most employers offer their workers vacation, leave , paid day off , or other forms of paid and unpaid leave" (Resource-HR-Employee-Law). Therefore this study concentrates on the various parameters which influence for absenteeism- Social Environment, Rewards & Recognition, Responsibilities, Technology, etc. it's a descriptive study. The study finds out the explanation for absenteeism within the organization and consistent with that propose the suggestions to scale back the absenteeism. The study is predicated on the survey based method with structured questionnaire data collection. The study approached qualitatively. The respondents for this survey were selected on the idea of their availability, such there work routine wasn't affected. Sampling unit choen for this report are the Direct and Indirect Employees of the corporate . The sample size for the research is ninety.

[15] Gigi, G. S,[2013],[Gigi, G. S. A study on factors affecting employee engagement in automobile industry,Chennai.],[A study on factors affecting employee engagement in automobile industry]

Employee engagement is defined because the association of the person with the organization so as to accomplish a given job and to reinforce their personal growth, and therefore the productivity of the corporate by actively engaging himself within the task assigned to him by the corporate . Every day, active disengaged workers undermine what their focused co-workers accomplish. As workers increasingly believe one another to get products and services, the issues and tensions that are fostered by actively disengaged workers can cause great damage to an organization's functioning.Employee engagement activities keep the workers concerned and 100 per cent engaged in their work assigned to them. Its contribution to the achievement of organizational objective is immense. This

study focuses on employee engagement within the automobile sector, and its reference to the achievement of the organizational needs. The questionnaire will specialise in demographic variables like age, gender, work experience and position and it had been analyzed using descriptive statistics. Second a part of the questionnaire will contains variables affecting employee engagement. Constructs of the questionnaire was measured with 5-point Likert scales starting from strongly comply with strongly disagree. The sample size for the survey is 50 respondents of which all are employees of automobile companies

[16] Pandey, P., Bhattacharyya, S., & Kaur, A.,[2012],[Pandey, P., Bhattacharyya, S., & Kaur, A. (2012). Exploring the role of HR practices in supply chain. Journal of Advances in Management Research.],[Exploring the role of HR practices in supply chain], [Volume 9 Issue 1]

The purpose of this research is to identify the importance of human resource (HR) practices in accomplishing high levels of supply chain (SC) integration through a conceptual framework (depicting the moderation effect of HR practices on the connection between information sharing and SC integration) and validating the framework empirically to determine the proposed relationships.

[17] G.Manoj, [2011] ,[Manoj, G. Influence of HR Practices on Organizational Performance of Automobile Firms in Chennai.],[Influence of HR Practices on Organizational Performance of Automobile Firms in Chennai],[Vol-10 Issue-5 No. 2]

The article pursuits to deal with the connection between influence of HR practice on organisational performance. It is a known incontrovertible fact that HR practices could play a big part in enhancing competencies of employees. It also seeks to research thorough of profiteering human resource management towards increased organizational performance. HR practices can either have an immediate or indirect influence on employee competence resulting in organisational performance. The research tool was a structured non-disguised questionnaire for collection of primary data from a sample of 75 respondents. The results reveal that the HR practices influence organizational performance.

[18] Saini D.S ,[2010] ,[Cooke, F. L., & Saini, D. S. (2010). Diversity management in India: A study of organizations in different ownership forms and industrial sectors. Human Resource Management: Published in Cooperation with the School of Business Administration, The University of Michigan and in alliance with the Society of Human Resources Management, 49(3), 477-500.],[Diversity management in India: A study of organizations in different ownership forms and industrial sectors.],[49(3), 477-500]

Strategically managing workforce diversity may be a value-adding HR function that enhances organizational performance. This research study contributes to existing knowledge on various management and strategic HRM within the Indian circumstances through an in-depth case study

of 24 firms of various ownership forms during a number of industries in India. the most method of knowledge collection was semi-structured interviews with 110 managers at various levels and 102 non-managerial employees. Each interview was conducted individually. It uses this as a guide to study how the concept is known and operationalized in numerous leading business organizations across various ownership forms and industrial sectors in India. Outcomes reveal the differences between Western MNCs and Eastern firms also because the varying views of Indian managers and employees on issues associated with diversity management.

[19] Kuruvilla, S., & Ranganathan, A.,[2008],[Kuruvilla, S., & Ranganathan, A. (2008). Economic development strategies and macro-and micro-level human resource policies: The case of India's "outsourcing" industry. ILR Review, 62(1), 39-72.],[Economic Development Strategies and Macro-and Micro-Level Human Resource Policies: The Case of India's "Outsourcing" Industry],[Volume: 62 issue: 1, page(s): 39-72]

The in detail case study of India's "outsourcing" industry potrays the challenges in linking macro and micro human resource policies with an economic development strategy supported export-oriented services. The rapid expansion within the outsourcing of services to India has raised the likelihood that this sector are going to be a key engine of India's economic process . Supportive expanded field research administered over a four-year period, the authors of this study argue that four interrelated human resource policy challenges threaten the outsourcing industry's growth: two "macro" problems (current skill shortages and therefore the inability of the country to supply higher levels of skills for the long-term growth and sustainability of the industry), and two micro problems (very high levels of turnover rate and rapidly increasing employee costs). The authors determine current policy responses and suggest options.

[20] Shailendra Singh, Kashi Naresh Singh and Abhijit Bhattacharya , [2008] , [Indian Journal of Industrial Relations Vol. 43, No. 4 (Apr., 2008), [High performance organisations relationship with human resource policies and practices] , [Vol. 43, No . 4 , April 2008]

The paper examines the connection between organisational performance and HR policies and practices. it had been hypothesised that HR policies and practices would be positively associated with organisational performance. the info utilized in this study were collected from 49 organisations consisting of 18 public sector and 31 private sector enterprises representing a various set of industries. Correlational analysis , Pearson's correlation and Step-wise multivariate analysis were wont to analyse the info . Outcomes revealed that Generic Performance and Financial Robustness were positively correlated with the main three dimensions of HR policies while Social Responsibility was positively related only to Meritocracy. Multivariate analysis results revealed that Generic Performance was significantly associated with Motivational HR policies and Empowerment, while Empowerment and Meritocracy emerged as significant predictors of monetary Robustness and Social Responsibility respectively. Empowerment and Meritocracy also emerged as important predictors of covering overall performance. Implications and limited for the study and directions for future research are discussed.

RESEARCH METHODOLOGY

Research methodology is a structured way to solve a problem. It is intellectual and practical activity of learning how research is to be carried out. Importantly, the plan and procedures by which researchers tell about their work and start describing , explaining detail and predicting phenomena are called research methodology. It is also outlined as the study of techniques by which knowledge is obtained. Its purpose is to give the work plan of research.

SAMPLE SIZE

The study will be based on questionnaire with simple random sampling method, probability sampling method and non probability sampling method and the data analysis from the survey to arrive at the conclusions.

The study will cover the employees of Unitech Plasto Components Pvt Ltd in Chennai. The company comprises of only one branch consisting of 300 employees in Chennai.

Data Design

Data is a gathered body of facts. It is the central thread of any condition or activity. Understanding the nature of data is most basic for proper and effective use of statistical skills

Type of Data Used

When working with statistics, it's important to recognize the different types of data used in the survey. Here the type of data used are Categorical data and numerical data.

Data source

Data collection is in many ways more of an art than a science. Sometimes the data are available readily in one form or the other and sometimes they are to be collected afresh.

The two important external sources of data collection methods for research are,

- Primary sources of data and
- Secondary sources of data

PRIMARY DATA

The data collected for a particular purpose or for a particular problem is known as primary data. It consists of all answers obtained first hand. In this study, the researcher utilized the primary source

of data collection through questionnaire method.

Data collection method: Survey method Data collection tool: Questionnaire

SECONDARY DATA

Books, Journals, Articles, Related Websites, Company details (internal sources)

INFERENCE ANALYSIS

4.2.2.ONE-WAY ANOVA TEST

Null Hypothesis (HO): There is no significant difference between Induction programme and Recruitment process

Alternative Hypothesis(H1): There is significant difference between Induction programme and Recruitment process

Descriptives

How do you rate the induction programme of your organization?

	N	Mean	Std. Deviation	Std. Error	95% Confidence Interval for Mean		Minimum	Maximum
					Lower Bound	Upper Bound		
Highly satisfied	1	2.00	2	2
Satisfied	62	2.19	.649	.082	2.03	2.36	1	4

Table Descriptives table of programme recruitment	Neutral	Case	2.56	.877	.146	2.26	2.85	1	5	
		How you rate the induction programme of your organization?								
		Are the induction programme clear and effective?								

4.2.2.1 of Anova induction and process

Test of Homogeneity of Variances

How do you rate the induction programme of your organization?

Levene Statistic	df1	df2	Sig.
5.045 ^a	3	131	.002

Table : Test of homogeneity of variance

ANOVA

How do you rate the induction programme of your organization?

	Sum of Squares	Df	Mean Square	F	Sig.
Between Groups	16.884	4	4.221	6.140	.000
Within Groups	90.057	131	.687		
Total	106.941	135			

Table 4.2.2.3 Anova table of induction programme and recruitment process

RESULT

Since the calculated p value is 0.000(<0.05).Null hypothesis is rejected and the alternative hypothesis is accepted. Hence There is no significant difference between induction programme

and recruitment process. Therefore the employees will not have clear idea from the induction programme.

- Majority 54.8% of the respondents are under 26-31 years of age
- Majority education qualification is 60% of the respondents are graduated
- 47.4 % majority of the respondents have a experience of 5 years and above.
- 27.4% of the respondents are engineer in designation
- Majority of employees 44.4% of the respondents agree with overtime working hours
- Majority 32.4% of the respondents says Encouragement and appreciation is the only way the absenteeism can be controlled
- 42.2% of the respondents says health problem is the main reason for employees absent
- Majority of 35.3% of the respondents in the company don't take leave they opt for no leave
- Almost 45.9% of the respondents are very clear about the work/ job responsibilities of their work.
- Majority 25.9% of the respondents think that more attrition happens in middle management
- 52.9% of the respondents says yes they follow policy to retain the resigning employee by offering increased benefit
- Nearly 29.4% of the respondents feel that the employees sustain 15 days in an organisation.
- 34.6% of the respondents agree that an exit interview is conducted for the employees who resign from your organisation
- It is clear 39.0% of the respondents say yes they feel that they have freedom to change their shift convenience
- Majority 49.3% of the respondents opt for agree and that they are satisfied with the training given by their organisation.
- 53.7% of the respondents agree with the induction programme done by the organisation
- Majority 52.9% of the respondents agree with the induction programme of your organization that it covers organizational structure and policies
- It states that 52.9% of the respondents satisfied with the Key Performance Method in the company
- 63.7% of the respondents feel that the salary is very reasonable
- 45.6% of the respondents satisfied with the recruitment process in the company
- Nearly 39.7% of the respondents Agree that the organisation conduct exit interviews
- Majority 39.7% of the respondents Agree that the organisation is doing timeliness recruitment and selection process.
- 44.1% of the respondents Agree that the HR department is efficient in selection policy
- 60.3% of the respondents feel that the response to their application was less than 5 days
- 36.0% of the respondents neutral with the statement
- It is found that 49.3% of the respondents satisfied with the working environment
- 31.6% of the respondents agreed with the health advantages given by the Organization to the workers and their families
- 33.8% of the respondents satisfied with the conveyance allowance provided by the organisation

- It is inferred that 29.4% of the respondents highly dissatisfied with the canteen services in the company

SUGGESTIONS AND RECOMMENDATIONS

The HR department of the organisation can increase its existing size to handle the HR operations and functions of the corporate more smoothly and effectively. In order to motivate the workers, the company can revise its compensation structure and relate it to the present job market. This may boost employee motivation and enhance the productivity and performance of the workers within the company. The company also can implement different employee benefits program and facilities so as to motivate the workers. The recruitment and selection procedure of the company are often revised and a proper structure for choosing the proper and qualified candidates are often implemented so as to avoid any discrimination within the process. The HR and Admin Personnel are often trained by outside trainers so as to affect employee grievance effectively. The unnecessary bureaucracy within the recruitment and selection procedure of the corporate are often eliminated so as to form the method simpler. The time to recruit and choose a replacement employee are often lessened if management commits to the program.

Training and Development issue: More intensive educational program should be introduced to extend the worker performance to the optimum level. The HR policy could include limited provisions regarding to a reutilized and modern training.

HR counseling cell: during this system, the employer-employee relationship can increase. Here, to authorized HR personal, all employees will come and can tell their problems. HR personal will then take necessary steps.

ENDING REMARKS

The Internship Unitech Plasto Components Pvt Ltd has been an excellent experience on behalf of me. Learned how the HR department of a organisation functions and therefore the knowledge that

During my internship, I conducted a survey to seek out the "HR Policies and its implementation at Unitech Plasto Components".

This survey enabled me to spot, HR Policies main variables, the perception of the workers working within the organization and also helped me to know the motivations also as grievances of employees in a company.

According to the results of my survey and my practical observation within the workplace, the Unitech Plasto Components Pvt Ltd employees were qualified and competent in their work but they were a touch dissatisfied with their educational program, hiring process and canteen services. The company has got to focus employees absenteeism and supply benefit to their health problems. Therefore, last, Unitech Plasto Components Pvt Ltd should continuously strive to

enhance their employee perception by improving the recruitment and selection process so as to retain their employees and ultimately boost the profitability of the company .

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