



## A study on HR policy in Molex India business services

### Private limited at Bangalore

**Prof. Dr. BALASUBRAMAIAN**

Associate Professor

Department of Management Studies

AMS Engineering College

Erumapatty-637013, Namakkal, Tamilnadu

Mobile No: 9943350596

### Abstract

Human Resource policies refer 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. And To study the amendments in the HR Policies of Molex India Business Services *sample size*: Here, researcher has taken 30 as the sample size. The Training should be mandatory for all level of employee The departments should develop constructive attitude towards each other. A more transparent and full proof communication system developed in the organization.

**Key words:** Human Resource, relationship, attainment, Business Services, constructive



**IJRREM**

**Scribd Impact factor: 4.7317 Academia Impact Factor: 1.1610**

## I- INTRODUCTION

### HUMAN RESOURCE POLICES

Human Resource policies refer 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 over the following:

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

## II- FORMULATING POLICIES



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

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

### **III- BENEFITS OF HR POLICIES**

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

- 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 considerations
- Established policies ensure consistent treatment of all personnel throughout the organization. Favouritism and discrimination are, thereby, minimized.
- Continuity of action is assured even though top management personnel change. The CEO of a company may process 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 nay manager is finite. But the organization continues. Policies promote stability.

- 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.
- 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.
- Sound policies help resolve intrapersonal, interpersonal and intergroup conflicts.

#### **IV- PRINCIPLES OF HR POLICY:**

- *Principle of individual development* to offer full and equal opportunities to every employee to realize his/her full potential.
- *Principle of scientific selection* to select the right person for the right job.
- *Principle of free flow of communication* to keep all channels communication open and encourage upward, downward, horizontal, formal and informal communication.
- *Principle of participation* to associate employee representatives at every level of decision-making.



**IJRREM**

**Scribd Impact factor: 4.7317 Academia Impact Factor: 1.1610**

- *Principle of fair remuneration* to pay fair and equitable wages and salaries commensuration with jobs.
- *Principle of incentive* to recognize and reward good performance.
- *Principle of dignity of labour* to treat every job and every job holder with dignity and respect.
- *Principle of labour management co-operation* to promote cordial industrial relations.
- *Principle of team spirit* to promote co-operation and team spirit among employees.
- *Principle of contribution to national prosperity* to provide a higher purpose of work to all employees and to contribute to national prosperity.

## **V- OBJECTIVES OF STUDY**

- To study the HR Policies of the company.
- To study the amendments in the HR Policies of Molex India Business Services
- Since the time of incorporation.
- To incorporate the amendments in the base policy and prepare a final policy.
- To design a HR Policy manual for the company with special emphasis on the “Managerial Service Conditions”.

## **VI- SCOPE OF STUDY**



- In any organization human resource is the most important resource is the most important asset. In today's current scenario, Molex India Business Ltd is a world largest manufacturer.
- As most of the company's overall performance depends on its employee's performance which depends largely on the HR Policies of the organization.
- So the project has wide scope to help the company to perform well in today's global competition.
- The core of the project lies in analyzing and assessing the organization and to design an HR Policy manual for the organization.

## **VII- RESEARCH METHODOLOGY**

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





**IJRREM**

**Scribd Impact factor: 4.7317 Academia Impact Factor: 1.1610**

- Interview
- Observation

*SAMPLE SIZE:* Here, researcher has taken 30 as the sample size.

#### *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 Molex India Business Services Pvt Ltd. Makes the employees enthusiastic towards work.
- ❖ *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 Manger 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.

#### *VIII- 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*

- ❖ Non conformance 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 non conformance through elimination of the root causes for the same.
- ❖ Board of Directors is kept informed of the review and action plans decided to avoid the non conformance in the ensuing monthly meeting.

#### *DOCUMENT AND DATA CONTROL*

- ❖ Documents and data are generated by the corp. HR in the form of hard copies or electronic medium.
- ❖ 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 :*

- Recruitment and selection of manpower
- Induction and placement
- Job Rotation
- Performance appraisal





- Counseling
- Career Planning
- Succession planning
- Employee training and Development
- Human Resource Information Management System
- Retirement planning
- Job Enrichment
- 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.
- **RECRUITMENT POLICY**
  - ❖ In Molex India Business Services Pvt Ltd, recruitment and selection of personnel 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.
  - ❖ All fresh candidates are absorbed only after satisfactory completion of appropriate training.
  - ❖ All direct recruitment is through the HR department.

**INTERNATIONAL JOURNAL OF RESEARCH REVIEW IN  
ENGINEERING AND MANAGEMENT (IJRREM)**

**Tamilnadu-636121, India**

**Indexed by**



INTERNATIONAL  
STANDARD  
SERIAL  
NUMBER  
INTERNATIONAL CENTRE

**Scribd Impact factor: 4.7317 Academia Impact Factor: 1.1610**

- ❖ Detailed selection procedures as decided from time to time are adhered to without any compromise.
- ❖ Above procedures shall undergo continuous refinement through evaluation and feedback.
- **INDUCTION AND PLACEMENT POLICY**
  - ❖ At Molex India Business Services Pvt Ltd, new recruits imparted such induction, orientation, training and placement so as to individuals to the task and inculcate a high sense of organization loyalty.
  - ❖ The HRD Department and the concerned heads of parent departments prepare a well-structured 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.
  - ❖ The Induction program is formulated to suit the position of the candidate and necessary to be provided to him.
- **JOB ROTATION POLICY**
  - ❖ At Molex India Business Services Pvt Ltd, 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.
  - ❖ System Job Rotation from time to time shall have a revitalizing effect on the individual as well as the organization.

**INTERNATIONAL JOURNAL OF RESEARCH REVIEW IN  
ENGINEERING AND MANAGEMENT (IJRREM)**

**Tamilnadu-636121, India**

**Indexed by**



**IJRREM**

**Scribd Impact factor: 4.7317 Academia Impact Factor: 1.1610**

- ❖ All promotions to the level of HODs will be considered only when an individual has undergone rotation through at least 2 sections.
- **PERFORMANCE APPRAISAL POLICY**
  - ❖ Performance Appraisal grooms every individual to realize his potential in all facets his potential in all facets by helping to identify and achieve his personal goals within the framework of organizational objectives.
  - ❖ 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.
  - ❖ The performance Appraisal system aims at integration of individual and organizational goals.
- **COUNSELLING**

Counselling sessions, which are conducted by HR Department OR professional Counsellor OR performance Appraiser, are available to all the employees in order to fulfil the objectives :

  - ❖ To enhance employees' competence and job satisfaction.
  - ❖ To prepare employees for future responsibilities.
  - ❖ To establish a better working relationship between the superior and subordinate.
  - ❖ To enable employees to cope with personal problems.
- **CAREER PLANNING POLICY**

**INTERNATIONAL JOURNAL OF RESEARCH REVIEW IN  
ENGINEERING AND MANAGEMENT (IJRREM)**

**Tamilnadu-636121, India**

**Indexed by**



**IJRREM**

**Scribd Impact factor: 4.7317 Academia Impact Factor: 1.1610**

- ❖ Career Planning system in Molex India Business Services Pvt Ltd is aimed at developing people of the right calibre to meet present and future needs of the organization. It shall be an essential ingredient for succession planning.
- ❖ 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 sources at all levels and its ratio as appropriate to the organization
  - e) The number of people recruited and trained every year.

▪ **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 along with the annual appraisal.

▪ **TRAINING AND DEVELOPMENT POLICY**

- ❖ At Molex India Business Services, 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.
- ❖ The policy aims at broadening the outlook of the individuals and bridging the gap between actual performance and the performance necessary to deliver results.

**INTERNATIONAL JOURNAL OF RESEARCH REVIEW IN  
ENGINEERING AND MANAGEMENT (IJRREM)**

**Tamilnadu-636121, India**

**Indexed by**



**IJRREM**

Scribd. Google Scholar



INTERNATIONAL  
STANDARD  
SERIAL  
NUMBER  
INTERNATIONAL CENTRE

**Scribd Impact factor: 4.7317 Academia Impact Factor: 1.1610**

- ❖ Facilities are provided to all individuals towards self development and all round growth through training.
- ❖ HR Department identifies average performers and provide special training.
- **HUMAN RESOURCE INFORMATION MANAGEMENT SYSTEM**
  - ❖ 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.
  - ❖ 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.
  - ❖ An integrated employee database is maintained and continuously updated with information from personnel at regular intervals regarding biographical data, work experience, qualifications, appraisal, training and career paths.
- **RETIREMENT PLANING**
  - ❖ At Molex India Business Services, retirement of all individuals is aided through planned programs by HR Department so as to lessen the associated misgivings and anxiety.
- **JOB ENRICHMENT**





❖ Molex India Business Services follows a people centered approach to job enrichment with a view to enhance the performance of the employee, leading to higher job satisfaction.

▪ **EXIT INTERVIEWS**

❖ 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 well being 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 managers 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. This various services conditions included are :

- a) Provident Fund
- b) Gratuity
- c) Privilege Leave
- d) Superannuation Scheme
- e) Medical Reimbursement & Hospitalization
- f) Dental Policy
- g) Group Accident Insurance Scheme





**IJRREM**

Scribd. Google Scholar



Scholarsteer  
—Scholarly Information—

CiteFactor  
Academic Scientific Journals

INTERNATIONAL  
Scientific Indexing

JOURNAL  
FACTOR

ISSN

INTERNATIONAL  
STANDARD  
SERIAL  
NUMBER  
INTERNATIONAL CENTRE

**Scribd Impact factor: 4.7317 Academia Impact Factor: 1.1610**

- h) Housing Loan Scheme
- i) Vehicle Loan Scheme
- j) Phone Policy
- k) Leave Travel Assistance(LTA)
- l) Local Conveyance Rules
- m) Transfer Policy
- n) Canteen service
- o) Cash payments & Advance settlements
- p) Performance Excellence scheme
- q) Notice period for managerial Employees
- r) Foreign Travel Rules
- s) Application for Housing Loan
- t) Application for 2-wheeler Loan

## **IX- FINDINGS, CONCLUSION AND SUGGESTIONS:**

### **FINDINGS**

- The Employees are satisfied by recruitment process
- 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.



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

## CONCLUSION

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.

## SUGGESTIONS:



**IJRREM**

**Scribd Impact factor: 4.7317 Academia Impact Factor: 1.1610**

1. The organization should focus on mentor system intend to help employees in their career progression.
2. The Training should be mandatory for all level of employees.
3. The organization should focus on mentor system intend to help employees in their career progression.
4. The Organization should conduct psychometric tests for employees.
5. The Training should be mandatory for all level of employees.
6. The departments should develop constructive attitude towards each other.
7. A more transparent and full proof communication system developed in the organization.

## References

- ✓ “Human Resource Management” by Ashwathapa.
- ✓ “Human Resource Management” by Michael Armstrong.
- ✓ Policies of Molex.
- ✓ Documents of Molex.
- ✓ [www.molex.com](http://www.molex.com)
- ✓ [www.citehr.com](http://www.citehr.com)
- ✓ [www.ask.com](http://www.ask.com)
- ✓ [www.wikipedia.com](http://www.wikipedia.com)
- ✓ [www.hrgroup.com](http://www.hrgroup.com)
- ✓ [www.scribd.com](http://www.scribd.com)