

Summer Internship Project Report

On

ROLE OF HRM DEPARTMENT IN GROWING ORGANIZATION

By

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(Submitted in partial fulfillment of the requirements for BBA degree)

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DECLARATION

I, the undersigned solemnly declare that the project report, "ROLE OF HRM DEPARTMENT IN GROWING ORGANIZATION", is based on my own work carried out during the tenure of my summer internship program in Investosure Pvt. Ltd. Under the supervision of my company mentor, Mr. Manish Yadav and faculty mentor, Dr. Sameer Mittal.

I assert the statements made and conclusions drawn are an outcome of my research work. I further certify that

1. The work contained in the report is original and has been done by me under the general supervision of my supervisor.
2. The work has not been submitted to any other institution for any other degree/diploma/certificate in this university or any other university of India or abroad.
3. I have followed the guidelines provided by the university in writing the report.
4. Whenever I have used materials from other sources, we have given due credit to them in the text of the report and giving their details in the reference

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CERTIFICATE

It is to Certify that the summer internship report titled **ROLE OF HRM DEPARTMENT IN GROWING ORGANIZATION** submitted by **ADITYA PRATAP SINGH SHEKHAWAT** is an original piece of research work carried out by the candidate under my supervision.

NAME OF THE FACULTY GUIDE

Sign of the Faculty Guide

Dr. Sameer Mittal

ACKNOWLEDGEMENT

In the accomplishment of this project successfully, many people have bestowed upon me their blessings and the heart pledged support, this time I am utilizing to thank all the people who have been concerned with this project.

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Project Summary

- Human resource management involves developing and administering programs that are designed to increase the effectiveness of an organization or business. For most organizations, agencies and businesses, the human resource department is responsible for managing job recruitment, selection and promotion.
- The objective of this study is Role of Human resource department in growing organization it involves to what extent an HR department help and guides its employees.
- Primary data is collected in the form of questionnaire from a sample of 15 employees of different organization.

Introduction

ORGANIZATION:

An organization is an entity, such as a company, an institution, or an association, comprising one or more people and having a particular purpose.

TYPES:

There are variety of legal types of organization, which are as follows:

- I. Corporations
- II. Governments
- III. Non-governmental organizations
- IV. Political organizations
- V. International organizations
- VI. Armed Forces
- VII. Charities
- VIII. Not-for-profit corporations
- IX. Partnerships
- X. Cooperatives
- XI. Educational Institution
- XII. Hybrid organizations

Organization can also operate secretly or illegally.

- I. Secret societies
- II. Criminal organizations
- III. Resistance Movement

What makes an organization an organization is not the paperwork that makes it official but to be an organization there must be four things:

- I. A goal in mind
- II. A leader or committee making the decision
- III. Action Involved
- IV. Communication and Members.

Department in organization:

- **Production** : A production department is a group of functions within a business that is responsible for the manufacture of goods. This can include just a few specialized functions with all other work outsourced, or a fully functioning department that converts raw materials, assembles components into finished goods, and packages them.
- **R&D: Research and development** refers to innovative activities undertaken by corporations or governments in developing new services or products, or improving existing ones. Research and development constitutes the first stage of development of a potential new service or the production process.
- **Purchasing: Purchasing department** is the management of the purchasing process and related aspects in an organization. A purchasing management department can be formed and operated by one or more employees in order to ensure that all services, goods, supplies, and inventory needed for the organization to operate are ordered and kept in stock, as well as control inventory levels and costs associated with purchasing the items.
- **Marketing department : Marketing department** is the study and management of exchange relationships It is the business process of identifying, anticipating and satisfying customers' needs and wants. Because marketing is used to attract customers, it is one of the primary

components of business management and commerce Marketers can direct product to other businesses (B2B marketing) or directly to consumers (B2C marketing)

- **Accounting : Accounting department** is a Part of a company's administration that is responsible for preparing the financial statements, maintaining the general ledger, paying bills, billing customers, payroll, cost accounting, financial analysis, and more. The head of the accounting department often has the title of controller.
- **Finance**: The part of an organization that manages its money. The business functions of a finance department typically include planning, organizing, auditing, accounting for and controlling its company's finances. The finance department also usually produces the company's financial statements.
- **Human Resource Department**: Human resources (HR) is the division of a business that is charged with finding, screening, recruiting, and training job applicants, as well as administering employee-benefit programs. HR plays a key role in helping companies deal with a fast-changing business environment and a greater demand for quality employees in the 21st century.

IMPORTANCE OF HR:

Human resources is important to organizations in myriad areas, ranging from strategic planning to company image. HR practitioners in a small business who have well-rounded expertise provide a number of services to employees. The areas in which HR maintains control can enhance an employees' experience throughout the workforce while strengthening business operations.

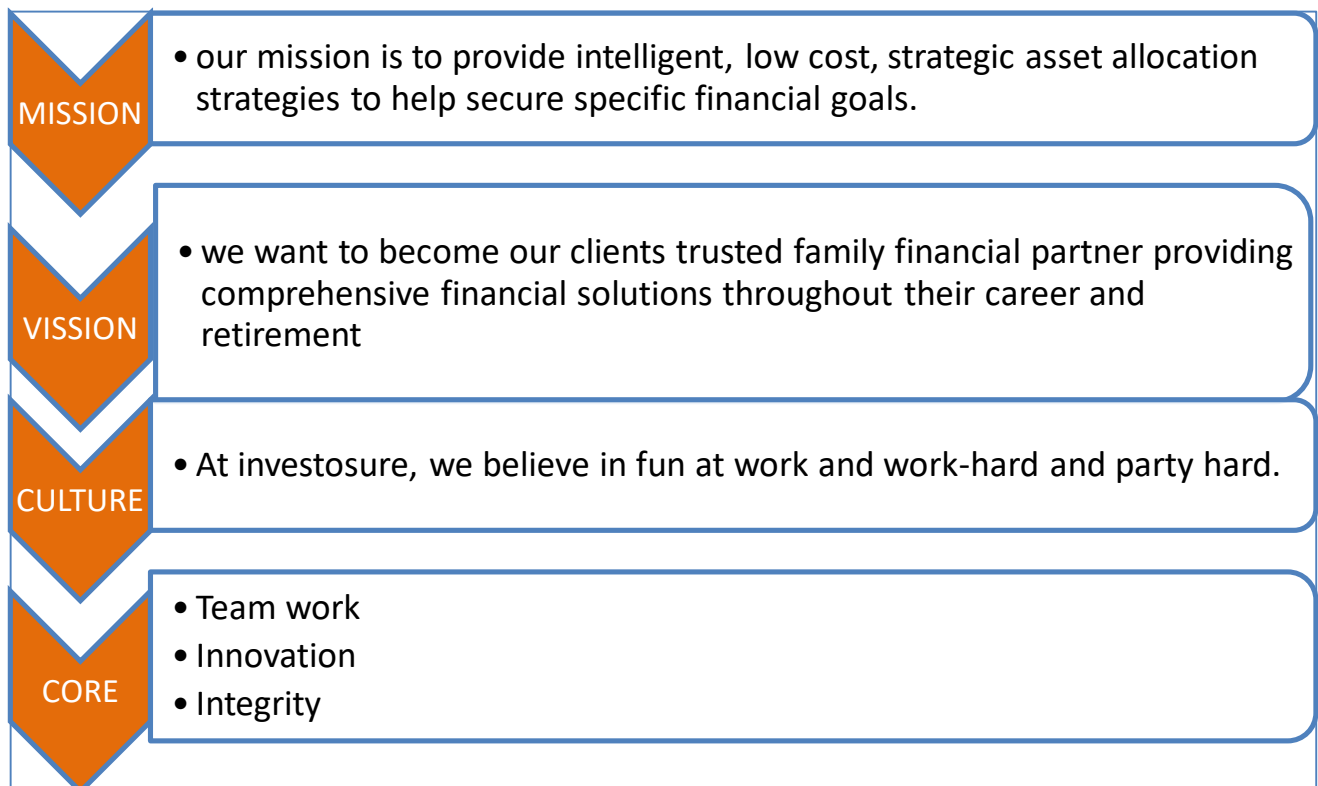
Roles of HR:

- **Resource planning:** Working with other departments to gather manpower requirements, performing Job Analysis and formulating Job Descriptions
- **Recruitment :** Right from hunting for right candidates, screening, interviewing and finally hiring them
- **Induction :** Introducing new hires/ lateral movers to their role/ company culture and processes
- **Employee engagement:** Organizing events, team outings, team building activities, town hall, open discussions etc.
- **Performance appraisal:** Deciding on the Key Performance Indicators (KPIs), documenting them, tracking their progress and finally evaluating their status with line manager at the end of the year. This can determine bonus/ rating/ career growth of the employees
- **Compensation and benefits:** Designing compensation and perks in accordance with prevailing laws of the country, the key motivations of the employee, the nature of the job and prevailing industry rates
- **Succession planning :** Designing compensation and perks in accordance with prevailing laws of the country, the Key motivations of the employee, the nature of the job and prevailing industry rates
- There is a chain between handcuff, at the one side if there is board of directors of company and on another there are employees. Then HRM is a chain between them which coordinate and make the employees feel that company takes care of them which direct them to work for the upliftment of the company.

Company Overview:

In 2010 Mr. Ramdhari Hooda an ex govt. official started lending out funds to people on an interest basis as private fund lender in Sonipat Haryana. In 2012, Mr. Yashvir Singh who was working in Canada as PMS consultant, came back to India they started venture together to provide **PMS (Portfolio Management Services)** as they saw that PMS are available to **HNIs (High Net Network Individuals)**, so we entered financial sector, to clear PMS service offering different investments avenues with motive to provide more financial stability to people who finds it difficult. Our PMS services are not only available for high income class people but common people.

VISSION AND MISSION STATEMENT :



OBJECTIVE

The overall objective of the study is to know how Human Resource department manages the employee workplace satisfaction while handling their grievances without any bias and implement discipline.

How are they enhancing the employee performance and are being motivated to give their best.

RESEARCH METHODOLOGY

RESEARCH DESIGN:

This study has utilized survey research methodology. The survey was circulated to respondents through E-mails. The population for this study are working professionals residing in Jaipur, both males and females.

The respondents are in the age group from 24 years to 52 years. A total of 14 respondents from the population have been selected

RESEARCH QUESTIONS:

The research question aims to understand the role of Human Resource Management in the day to day working of employees and their satisfaction and motivation in workplace.

PRIMARY SOURCES:

This study focuses on primary data collected through questionnaire. A primary survey has been conducted to identify the perception of employees towards HR

Data Analysis

Sample profile

The population of the study comprises of people who are working professional and have HR department residing in Jaipur

Demographic variable	Categories	No. of Respondents	Percentage (%)
Gender	Male	12	85.71
	Female	02	14.28
Age (in years)	20-35	11	78.57
	35-50	03	21.42
Experience (in years)	0-5	10	71.42
	5-10	01	7.14
	10-15	01	7.14
	15-20	01	7.14
	20-25	01	7.14

Table.1 Demographic Variable



Figure 1. Availability

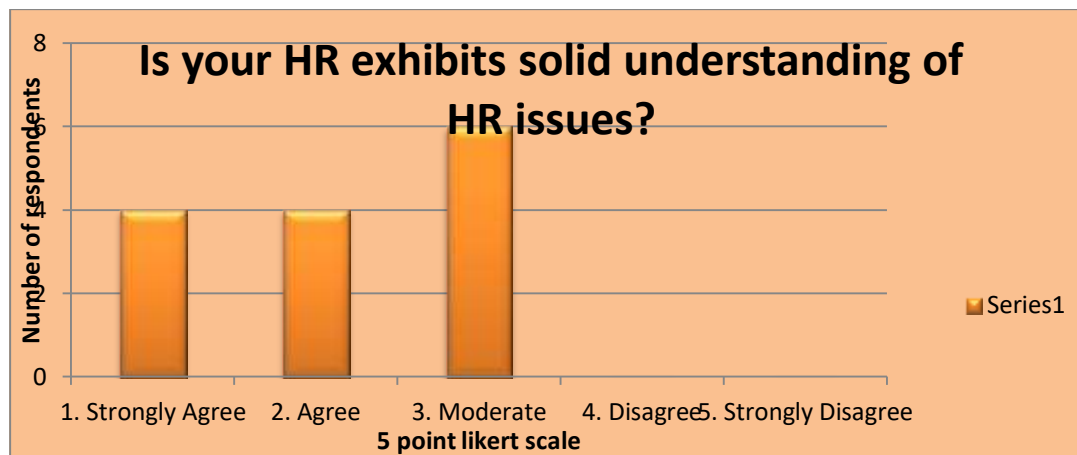


Figure 2. Understanding

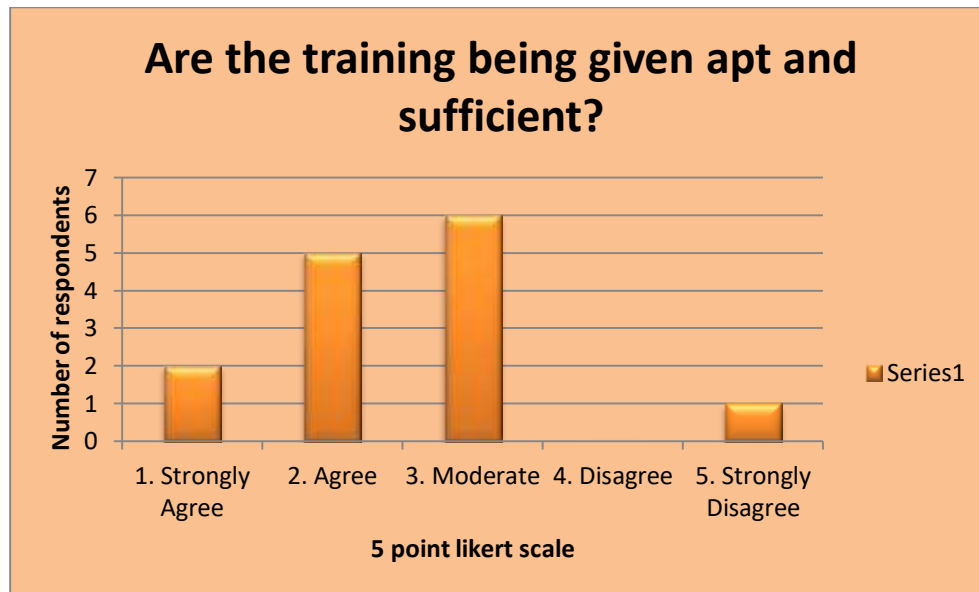


Figure 3. Training

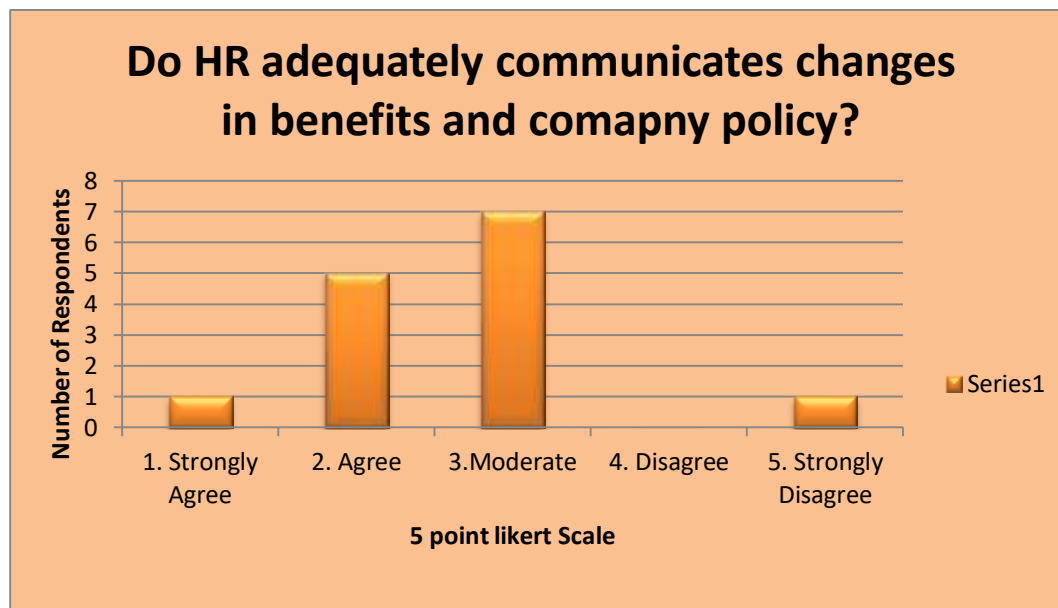


Figure 4. Communication

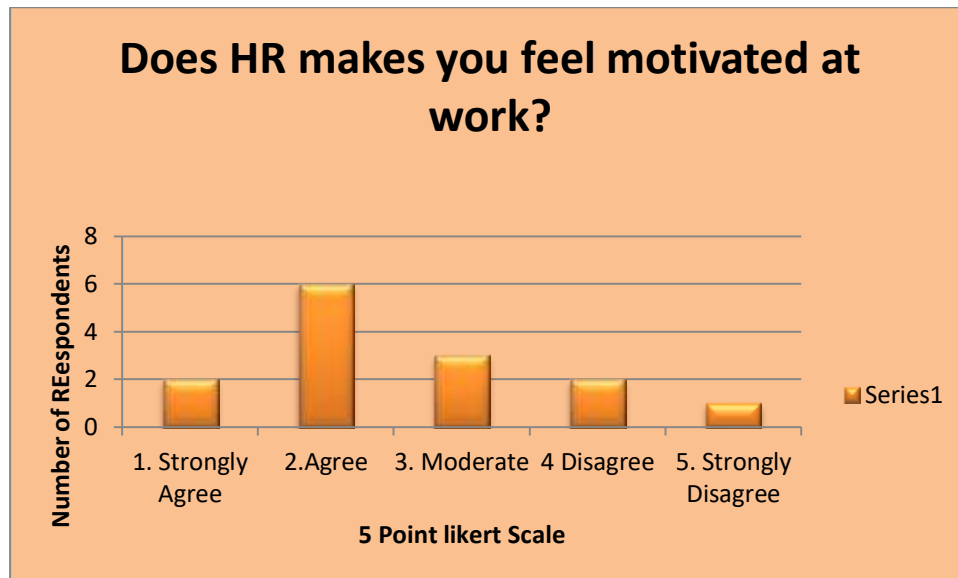


Figure 5. Motivation

OBSERVATION AND RECOMMENDATION:

- Majority of people i.e. 50% of the respondents agree that their HR is available on the days and hours they need them to solve their queries and grievances.
- Majority of people i.e. 42.857% of the respondents moderately thinks that their HR do their work correctly. They think they are not qualified enough to handle their people in their organization.
- 42.857% respondents moderately agree that the training being given is apt and sufficient but 7.14% respondents think that training given to them is outdated and not required

Suggestion : HR should keep in knowledge of the trends that are currently going in the industry of the department. For whom the training is being implanted and take the suggestions from employees regarding the idea of the training.

- 50% of respondents moderately thinks that HR adequately communicates benefits and changes in company policies

Suggestion : Employees have the right and need to know of the change in company policies which should clearly explained in detail to each employee so that they can avail all the benefits being offered to them by the company. This keeps the employee satisfied and loyal towards the organization and may help in lowering the attrition rate.

- 42.857% of respondents agree that their HR is kept on motivating them at work place while 7.14% strongly disagree and 24.28% disagree.

Suggestion : This is a major concern as employees feeling demotivated will hamper the growth of the organization and the environment of the workplace. I would suggest the HR takes the individual feedback of the employees at regular interval to understand the situation from which an employee going through. This should enhance the employee morale and his productivity.

CONCLUSION:

- HR helps to develop an engaged workforce from hiring activities that identify the right people for each role to programs that give employees more ways to collaborate and communicate the human resources department supports employee morale and helps employees to develop a deeper commitment to the company and its goals.
- Based on the study, employees are not satisfied with the functioning of the HR in their organization. Since it is only department in any organization to take care of its people itself are not happy with it, there would be clashes and dissatisfaction in the work place.
- This issue is of immense importance but usually neglected. It's the unspoken truth of business, "keep the employees happy, and they will take care of the business for you"
- HR should involve the employees in their decision making process more and more and listen to their grievances and offer them a suitable solution so that employee feel part of the organization and gives his 100% and help organization to grow.

Once Alexander the Great said "I am not afraid of an army of lions led by sheep but I am afraid of an army of sheep led by a lion"

So therefore the HRM is the lions of any organization, even if the employees are sheep over there the HRM will coordinate and train them to work in direction of growth of the company or organization.

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