



**BIJU PATNAIK INSTITUTE OF IT & MANAGEMENT
STUDIES**

MBA

SUMMER INTERNSHIP REPORT 2021

STUDENT NAME:

ALISHA PRIYADARSHINI

BPUT REGD NO.-2006258041

FACULTY CORPORATE GUIDE

ASST. PROF. VIVEK MISHRA



**“A Project Report on HR Policy of
Vibgyor Advisors.”**



A FINAL SIP REPORT SUBMITTED

TO

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY ODISHA
(For The Partial Fulfilment of the Requirement of the Degree of MBA 2020-22)**

**SUBMITTED BY:
Alisha Priyadarshini
BPUT REGD. NO- 2006258041**

**Under The Guidance of
ASST.PROFF.VIVEK MISHRA**

**BIJU PATNAIK INSTITUTE OF IT & MANAGEMENT STUDIES
BHUBANESWAR, ODISHA
(Recognized by AICTE, New Delhi & Affiliated to BPUT, Rourkela, Odisha)**

Certificate of Completion



THIS CERTIFICATE IS PROUDLY
PRESENTED TO



Alisha Priyadarshini

For working as a Marketing And HR Intern at

VIBGYOR ADVICORP PVT LTD

for 45 days, issued on 18/7/21

We wish them a bright and successful future ahead.

SACHIN NEEMA, Director

VIBGYOR ADVICORP PVT LTD

INTERNAL GUIDE CERTIFICATE

This is to certify that the report entitled “A Project on HR Policy of Vibgyor Advisors”.It has been prepared by Miss.Alisha Priyadarshini under my supervision and guidance Asst .Prof .Vivek Mishra ,BIITM for the fulfillment of virtual summer internship program of Masters in Business Administration.



Signature of Guide
Asst . Prof.Vivek Mishra
(Prof. in Marketing)

DECLARATION

I Alisha Priyadarshini bearing Registration No. 2006258041 do hereby declare that the project entitled “ A Project report on HR policy of VIBGYOR advisors”is the original work done by me and submitted to BIJU PATNAIK UNIVERSITY OF TECHNOLOGY ,ODISHA in partial fulfillment of requirement for the award of MASTER IN BUSINESS ADMINISTRATION is a record of original work done by me under the supervision of Asst Prof.Vivek Mishra.

DATE:
PLACE:BHUBANESWAR

ALISHA PRIYADARSHINI
Regd No-2006258041

ACKNOWLEDGEMENT

“It is not possible to prepare a project report without the assistance & encouragement of other people. This one is certainly no exception. “On the very outset of this report, I would like to extend my sincere & heartfelt obligation towards all the teachers who have helped me in this endeavor. Without their active guidance, help, cooperation & encouragement. ,I would not have made head way in the project.

I am extremely thankful and pay my gratitude to my faculty Asst.Prof.Vivek Mishra. I am also thankful towards the company to giving me such a big platform to learn and experience many new things. I extend my Special gratitude to Dr. P. K. Tripathy, Principal of BIJU PATNAIK INSTITUTE OF IT & MANAGEMENT STUDIES and Prof. Chandra Shekhar, Placement Manager, for giving me this opportunity. I also acknowledge with a deep sense of reverence, my gratitude towards my parents and member of my family, who have always supported me morally as well as economically.

At last but not the least gratitude goes to all of my friends who directly or indirectly helped me to complete this project report. Any omission in this brief acknowledgement does not mean lack of gratitude.

Date:

ALISHA PRIYADARSHINI

Place:

ABSTRACT

Apart from the regular duty the present report is a virtual Human Resource(HR) internship at Mumbai in Vibgyor management consultant – Career at Vibgyor management consultant in India.

The report is all about Screening/shortlisting profiles and indentifying suitable options.Scheduling interviewing and following up with the feed-back was the second step.Then profiling and briefing candidates for the interviews.Maintaining a Track record of the candidates and interviews ,dialing leads of potential candidates .We have prepared a pitch to hire potential students for effective work .After the completion of the interviews round we were divided into three groups for recruitment process i.e, ALPHA,BETA,GAMMA. Before the calling process the Hr pitch was prepared to convince the TPO'S of the college to inform about our company so that they get convinced to provide their students to have their summer internship program at our company . Daily we had to call around 40-50 colleges. And I was in the GAMMA team where small cities were provided to call with state wise. The pitch was provided with possible questions which the TPO's can ask.

The project has been a great learning experience and at the same time it also provide a wide scope to explore in the corporate world.

CONTENT

SL NO	TOPIC	PAGE NO.
1	INTRODUCTION	9
2	COMPANY PROFILE	11
3	OBJECTIVES & PRINCIPLES	27
4	CUSTOMER ANALYSIS	31
5	ACTUAL WORK DONE	51
6	CONCLUSION	55
7	BIBLIOGRAPHY	57

CHAPTER-1
INTRODUCTION

INTRODUCTION

Human resource policies are continuing guidelines on the approach of which an organization intends to adopt in managing its people. They represent specific guidelines to HR managers on various matters concerning employment and state the intent of the organization on different aspects of Human Resource management such as recruitment, promotion, compensation, training, selections etc

They therefore serve as a reference point when human resources management practices are being developed or when decisions are being made about an organization's workforce.

A good HR policy provides generalized guidance on the approach adopted by the organization, and therefore its employees, concerning various aspects of employment. A procedure spells out precisely what action should be taken in line with the policies.

Each organization has a different set of circumstances and so develops an individual set of human resource policies.^[4] The location an organization operates in will also dictate the content of their policies.

Vibgyor believe in excellence in everything that we do. Our endeavor to be detailed in our work speaks volumes about our focused approach. We have a knack for providing solutions that are valuable and of enduring and sustainable nature, besides being of the highest quality to the client. Seeking client delight is our natural instinct.

- Vibgyor Advisors is a first generation firm focusing on financial services
- It works across various segments of the financial services and provides a wide range of services to its esteemed clients

- It advises individuals as well as corporates on their various requirements with a client centric approach
- We believe in excellence in everything that we do
- Our endeavor to be detailed in our work speaks volumes about our focused approach
- We have a knack of providing solutions which are valuable and of enduring and sustainable nature.

CHAPTER-2

COMPANY PROFILE

ABOUT THE COMPANY:

Vibgyor Advisors is a first-generation firm focusing on financial services. It works across various segments of financial services and provides a wide range of services to its esteemed clients. It advises individuals as well as corporate on their various requirements with a client centric approach.

We believe in excellence in everything that we do. Our endeavor to be detailed in our work speaks volumes about our focused approach. We have a knack for providing solutions that are valuable and of enduring and sustainable nature, besides being of the highest quality to the client. Seeking client delight is our natural instinct.

ABOUT OUR FOUNDER:

Vibgyor Advisors is a first-generation firm focusing on financial services. It was started by Mr. Sachin Neema. He is a management graduate from JBIMS, Mumbai, and a mechanical engineer from VJTI, Mumbai. He has about 24 years of experience in equity markets and has worked as Analyst, Head of research, Fund manager and has been instrumental in running business segments for some of the leading companies in the industry.

Vibgyor Advisors is a financial services outfit working across various segments of the industry. It advises individuals as well as corporate on their various requirements with a client-centric approach.

OUR VISION:

To be the most respected and referred to financial services brand.

OUR MISSION:

We at Vibgyor Advisors stay true to our mission:

To help people feel confident about their financial future.

OUR VALUES:

Adhering to these values allows us to serve our clients to the best of our abilities. We are glad to hire new talent for our organization. Currently, we offer summer internships for Marketing and Finance students.

OUR SERVICES:

1. LOANS:

- HOME LOANS.
- BUSINESS LOANS.
- PERSONAL LOANS.
- LOAN AGAINST PROPERTY.
- LOAN AGAINST SECURITY.

2. INSURANCE:

- VEHICLE INSURANCE.
- HEALTH INSURANCE.

3. INVESTMENT BANKING:

- INVESTMENT BANKING.
- START Ups.
- FUND RAISING.
- CORPORATE ADVISORY.
- ASSET SALE.
- BRAND ACQUISITION.
- PROJECT ADVISORY.

4. EQUITY SUBSCRIPTION:

- MUTUAL FUNDS.
- EQUITY BOOKING.

5. REAL ESTATE:

- PROJECT FUNDING.
- DIRECT AND CLIENT INVESTMENTS.
- AGENCY BUSINESS.
- SPECIAL PROJECTS.

6. PORTFOLIO MANAGEMENT:

- PORTFOLIO MANAGEMENT.

7. WEALTH MANAGEMENT:

- EQUITY ADVISORY SERVICES.
- PORTFOLIO CONSTRUCTION.
- REASERCH AND INDUSTRY ANALYSIS.
- STARTUP INVESTMENTS.
- REAL ESTATE.
- DEBT INVESTMENTS AND LENDING.

Basic principles of Human Resource Policies include:

- Recruitment based solely on merit by following well defined and systematic selection procedures without discrimination.
- Sustain motivated and quality work force through appropriate fair performance evaluation, reward and recognition systems.
- Identify training needs with the organization and design and implement those need based training Programmes resulting in continuous up gradation of knowledge, skills and attitudes of the employee.
- Maintaining a quality human resource management system to meet the international standards as per ISO 9001. Plan design train equips and motivate the department staff to meet this standards of expectation.

Work Culture:

- Freedom to experiment
- Continuous learning and training
- Transparency
- Quality in all aspects of work

- Rewards based on performance and potential.

The company encourages entrepreneurial skills thus, enabling and empowering employees to take appropriate risks. Employee participation is encouraged by inviting suggestions & opinions. This is coupled with competitive compensation & rewards and training through Core Development & Behaviour Development Programmes, to enable them to unleash their full potential. Company has ongoing organization development Programme which is one of the longest sustaining OD efforts. Today VIBGYOR is growing at a rapid pace. This growth necessitate greater investment in talent. If the person has passion to excel in his career, VIBGYOR provide the right platform to translate imaginations to reality. Company has opportunities in various disciplines viz Technology, Engineering, Finance, IT, HR, Research, Sales, Marketing, Legal and many more. Company invites people to be a part of this committed and professionally managed Indian multinational

VIBGYOR company have taken a slew of measures to attract retain and continuously motivate talent. VIBGYOR cares for their employees and greatly values their contribution even set it daunting targets. The company therefore offers people the tools and techniques to facilitate performance and create competitive environment of excellence. A the organization have structured leadership development programmes to develop leaders – more better faster not only for meeting near term challenges but also for creating a pool of leaders to assume larger responsibilities. HR Department emphasis a work life balance and provide employees with a broad spectrum of benefits. An employee grievance management system minimize employee concerns and help build loyalty.

Role in VIBGYOR:

VIBGYOR offers many opportunities A few indicative roles are given below:

- Business services
- Sales & Marketing
- Construction Management
- Project management
- Manufacturing engineering
- Technical services

VIBGYOR selection process:

At present, company is visiting around 80 odd campuses with which they share a fantastic rapport for many years. Recently, organization has started a 'pool campus process' where invite all AICTE approved colleges in major locations across the country. This has enlarged the recruitment base for the company, increasing opportunities for bright engineers to make an entry into VIBGYOR.

Talent acquisition management:

VIBGYOR crucible of engineering talent in India. The company unable the talent pool to remain at the forefront of the latest developments in the field of engineering thought partnership with reputed technical institutes like IIT – Madras and Delhi, as well as the national institution of construction management and research among many other engineering colleges across India. Organization drew talent from VIBGYOR institute of technology that conducts diploma course for employee's children. At the heart of companies dynamic workplace is a spirit of delegated entrepreneurship, empowering employees to assume responsibilities and create an environment where talent finds recognition and rewards. The result of people retention is excess of 90%.

Performance evaluation:

At VIBGYOR has instituted a framework for linking appraisals with incentives and rewards (Fair) practice to act as a reference between years – start goals and year end performance. The evaluation is conducted by immediate superior, in the presence of the employees, covering financial and non-financial parameters. The non-financial parameters consist of quality, material optimization, technology development innovation personnel training and organizational culture permeation at project site plants and officers. For employees working on the shop floor occupational health and safety are also considered in evaluation.

Training and education:

The organization has a human resources department dedicated to employees training. This department chalks year start coaching needs structures and coaching in various institutes and organizations across India and abroad, in addition to in house training sessions it also addresses behavioural technical communication and presentation skills, the result enhanced productivity, increased sales.

Besides counselling sessions are arranged for all employees nearing the conclusion of their service period. Programmes comprise technical training course counselling for post-retirement financial planning and an effective transition to non-working life.

The training and development function is assigned the responsibility of building capability within the organization to conduct business optimally in the present and prepare the organization with capabilities to meet the challenges of the future.

Health and safety:

VIBGYOR is committed to providing a safe and healthy environment at the workplace. The company has ensured this through various initiatives, safeguards and precautions. VIBGYOR have invested in various improvements with the objective of achieving zero accidents. The management strongly feels that human life is valuable.

Company has well-equipped training centres to conduct safety training for workmen and staff in a classroom setting. These are organized regularly for contractor's employees as well. The training topics include use of protective gear, first aid, emergency evacuation and preventive practices for specific high-risk activities.

Company conducts training sessions through professional safety organisations to help various business units in enhancing safety conditions at their respective workshops.

VIBGYOR, workmen across manufacturing locations and sites are trained on various aspects related to Occupational Health and Safety,

- Importance of EHS in operations
- Defensive driving
- Legal requirements
- Typical construction hazards and precautionary measures
- Precautionary measures during radiography
- Safety while working at height
- Safety during material handling

VIBGYOR is giving awards to employees who have performed well, in terms of money, mementos, certificates stating best employee. Some cases employees get promoted. Quarterly review is done by Project Manager and employees get salary increment and promotion if the performance is good. On the basis of evaluation reports of the employee HRD department of VIBGYOR they plan special skill development training for employees.

Motivation and Compensation Motivated employees are always looking for better ways to do a job. Highly motivated workers are more productive. In VIBGYOR to motivate employees for improve individual efficiency and organizational effectiveness to enable them to achieve higher productivity provides various benefits to employees along with compensation so as to motivate them company is creating conducive working environment such as cold atmosphere, wash rooms, rest rooms, canteen facility. Recognitions & Rewards is depending upon 'Degree of contribution and level of impact'. VIBGYOR complies with the equal remuneration act.

Some of the recognition categories are given to employees:

1. Thank you slips.
2. Pat on back.
3. Appreciation letters.
4. Simply the Best - Team Award.
5. Holiday Plan.

Welfare facilities:

Company is providing various working facilities like medical insurances, group life insurance/ education assistance to children social member ship, club membership. Canteen facilities at very low cost. They have welfare activity group which is always in process of rebuilding and improving facilities for employee.

Career development facilities:

Employees who are willing to study further, VIBGYOR is providing monitory

assistance to employees and they make bonds, employees get salary during their education period. Some Employees at executive level get education expense also.

Career planning programmes:

The HR department is organizing structured workshops to guide employee's individual systematic self-assessment of values interest, abilities goals and personal development plans during workshops, employees are made to define and match their specific career objectives with the need of the company. Generally these workshops are designed to guide individuals to figure out their strength and weakness, career opportunities and necessary steps for reaching their goals.

Job aids:

The organization is maintaining Job aids include checklists, tip sheets, wallet cards, posters, pictures, code lists, and flow charts and diagrams anything that offers on-the-spot practical help or reminders. Job aids can reduce the amount of information employees need to recall by providing easily accessible facts.

The organization they have separate Human Resource website which provide detailed information on all aspects of the resource, compensation, organizational development. Website is easily accessible, highly informative. They also keep open entry for recommendations about policies and about present practices. Organization is highly contributing in greener plan.

- The HR department has set up communication forum; the objective of communication forum is to communicate employees issues and suggestions.
- 1 on 1 meeting is organized where HR talks to employees where it provides a formal platform to employees to talk about his career aspirations.
- Company is providing excellent training to employees for their development.
- Stress management sessions are organized.
- All hand meeting is arranged where it provide a platform wherein the employees shall get company updates.
- HR helpdesk system is created. Helpdesk is a support system designed as single point of contact for all employees in area. If any employees any problem or has

any query then he or she can take help from helpdesk.

- Skip level meetings are organized to increase interaction of manager with the team members.
- Promote the culture where people feel free to approach management.
- Ensure a high morale of the team.
- For company people are their greatest asset. People come first.

Enriching Work Environment:

Company is conscious of the fact that their employees dedicate their most productive years towards their success. In return they have created an ambience to ensure their professional and personal development. The company is building a more positive work environment through a host of initiatives like developmental workshops, talks, activities and training programs directed towards enhancing employee engagement and empowering them to lead a more fulfilling life. These programs are divided under three categories

Enhancing Wellness and Well-being:

Enrichment sessions are conducted for employees on various topics like team building, lifestyle modification, family life education, diet & nutrition and self-management.

Promoting Life Skills:

Here the company focused on strengthening interpersonal relationships through sessions on parenting, personality development, mental health & well-being, managing emotions, enriching relationships & married life and creativity & thinking skills along with sessions for parents whose children are appearing in board exams or going abroad for higher studies.

Creating a Vibrant Workplace:

Company engage employees through various workshops on dramatics, origami and music; and camps on personal grooming and corporate dressing along with a number

of women-oriented events like Mangala Gaur, international women's day, Dandiya Raas, traditional day, Rangoli competitions etc.

Diverse and equal opportunity:

To promote diversity and provide equal opportunities for development of all the people deployed in our operations. Job openings within the organisation are announced through internal communication channels. Meritocracy governs all aspects in recruiting and rewarding employees.

The company complies with the equal remuneration act and meet all statutory & regulatory norms regarding wages & benefits. VIBGYOR is committed to abiding by an open and fair industrial relations policy. Company has dedicated to upholding the applicable rules and regulations that have been set out to guarantee basic human rights.

Work during quiet periods:

Working in this type of nature would increase the amount of work and making maximum use of the human resource. For example, if you are in customer service this would help a person make use of this time in paper work when the phones are not ringing.

Work-life balance:

This way of working environment would create a balance in work – life which will help morale, motivation and commitment to the organization. This would help a person focus on his/ her work more effectively, than changing their focus elsewhere. This would help in increasing the business reputation of the employer as a whole.

Impact on your employer's business:

This system has a major impact on the business, there are possibilities that the application might get rejected based on the business grounds of the organization.

Cost of keeping the workplace open for longer:

There will be cost incurred in opening the workplace for longer, which could be a loss for the company, think about the security they need to provide we need think about

these costs by the advantage of this.

Keeping track of hours worked:

The company may argue that it will be difficult to keep a track of hours the employee is trying to work. This might lead to confusion in the ending during the time of payment.

Responding to customer needs:

I refuse the concept of to work flexitime as it will have an impact on the ability of the business to meet customer demand. I would Point out the business to would respond better to customer needs if more hours of the day is available two.

Performance management and improvement:

Traditional the organization conducted the performance in a disorganized manner and they would listen to the higher sub ordinates and take their orders these were considered as performance indicators. The formal system of appraisal followed by the Indian companies was considered as a confidential report. The purpose of Performance management and improvement is to improve the efficiency of the employees. The company encourage the employees to give feedback to management. The company employees will undergo a formal kind of performance review by their immediate managers based on the performance of that employee for that particular period 4 times in a year.

The company follows the critical incident method, the manager keep a recorded of positive and negative contribution of the sub-ordinate's work related behaviour and discuss the performance based on this examples.

Objectives:

- The software company like VIBGYOR the project manager of that particular team would handle this performance review and here will be particular time set by the management of the company for this.
- The manager that is project manager would meet openly and constructively discuss the performance of that employee usually a general discussion.

- Based on the performance training would be given for that employee if their performance is very bad
- The manager should make a note of that team should have notes and copies that which is required to should to the higher authority.
- VIBGYOR uses this performance e to improve the performance of the company .If the company is not happy with the performance of the employee the company may end that employees employment. Depending on the circumstance, the performance improvement action may include warning,counselling or retraining.
- VIBGYOR requires a certain minimum standard of performance which will be made clear to the employees that this would also help in appraisal. But if the employee does not meet to the standards of the company L&T will take appropriate action or in cases of serious misconduct or breech of policy may dismiss the employee.
- Every employees of VIBGYOR must understand their responsibilities and it is expected out of the by the company to meet the standards as required by L&T. The company also provides a chance to the employee to defend themselves before any action could take place.

Performance improvement:

Objectives:

- VIBGYOR will identify the employees who are in shortfall of performance and give them a chance of improvement.
- The manager will keep an eye on their improvement and based on their state of performance would suggest them appropriate action such as training.
- If the employees was given a verbal warning the manager will make of note of the date and mark it.
- The manager will allow the employee to respond before making a decision and consider the employee's responses. The employee may have a support person

present at such meetings.

- The manager will decide if more action is needed.
- They will continue to support the employee and note the support they give, for example, training or counselling.
- The warning must clearly define:
- The deficiency.
- A clear explanation of the expected standard by when the employee needs to achieve it.
- How the business will help the employee to achieve the improvement required.
- Consequences of failing to improve.

Critical analysis:

The performance management system has a lot of advantage for the company as it would be beneficial to the employees and the organisation as a whole. The employees will be working for themselves as well as for their individual teams thus improving the levels of communication. This is a type of goal alignment means having a process in place that allows any manager to see the link between employee's goal and those of the teams and organisation. This type of performance evaluation in the organisation would help work flow, process control and return on investment on which the company is targeting for would be linked in a meaningful way in achieving the company overall performance. But not all the employees would be benefited from this system. We need to understand as to why this performance improvement is required.

- Firstly because they serve a useful career planning purpose. They provide an opportunity to review the employee's career plan in light of his or her strength or weakness.
- Secondly this would help the manager and his/ her sub ordinate to develop a proper plan to identify the sub ordinates deficiency and reinforce the right strategy in overcoming that deficiency.
- Thirdly this would help the employer to turn their strategic goals into specific employee's goal, this can be done only if the performance is reviewed periodically.

Critical Incident method has several advantages such as this makes the supervisor think all over the year about the appraisal of the sub ordinate. It also provided examples of good and poor performance that the supervisor can use to explain the person's rating but the down side of this critical incident method would be that the manager cannot use this for comparing employee's performance with others.

Recommendations:

- It help in setting the organisational goals
- Setting the departmental goals
- Define expected results
- Helps in performance Review
- Helps in providing feedback
- Standards may be unclear; halo effect, central tendency, fluency, bias can also be the problem difficult to develop
- Can cause disagreement among employee and it may be unfair to all the employees.
- Time consuming
- Difficult to rate or rank employees relative to one another.

Grievances:

- VIBGYOR supports all the employees of its organisation to write a grievance report to their manager if any decision on the management of the company is affecting their employment and this is what which makes them feel unfair. They can also complain if the performance improvement action against them is not suitable.
- VIBGYOR makes all possible attempts to solve the grievance of the employees in many possible ways .The manager would have the grievance that to the next

possible level of authority for more discussion on this, have it sorted out as soon as possible .

- Managers will do their utmost to action grievances objectively, discreetly and promptly. Be aware that grievances that are misconceived, vexatious, and lacking substance may result in disciplinary action being taken against the employee lodging the grievance.

Objectives:

- The employer should solve this grievance as soon as possible. This should be informal and verbal. If this could not be achieved then the grievance should be solved in a formal way and this process continues.
- To start with the formal grievance investigation the complaint should be given in writing, with all the details, date and location and how they have tried to solve this problem in an informal way.
- If the grievance still can't be resolved, refer the matter to the most senior manager for consideration and a final decision. A grievance taken to this level must be in writing from the employee.
- Visit the work area of the grievance.
- Determine whether there were any witnesses.
- Fully examine the report of the grievance.

Critical analysis:

A grievance is obviously a problem encountered by an employee of any organisation. Sometimes there might exist a bad relationship between the manager and the subordinates, there will be conflicts between the team members. Problem employees are yet another cause for grievances to shoot up in the company, these kinds of employees are always unhappy. These are individuals who by nature are negative, dissatisfied and prone to complaints.

Yet the strategy introduced by these companies is very good. What I felt was that the company should be careful while handling a grievance because they should not lose out any of the other good employees, in fact a very good procedure indeed.

Recommendation:

The best ways to handle the grievance is to build up an environment in such a way that the grievance would never occur.

\

CHAPTER -3

OBJECTIVES & PRINCIPLES OF HR POLICY

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 labour** to treat every job and every job holder with dignity and respect.
8. **Principle of labour 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 Deepak Nitrite 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

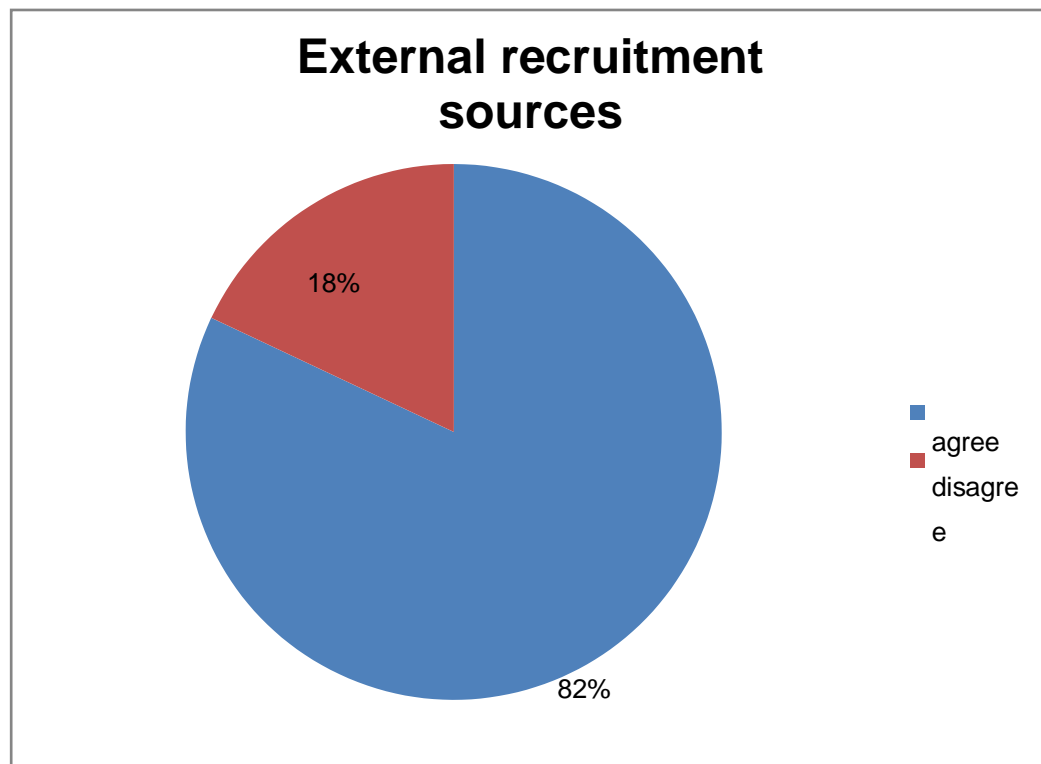
1. In any organization human resource is the most important asset. In today's current scenario, Deepak Nitrite Ltd. is a very large manufacturer and marketer of chemical.
2. As most of the company's overall performance depends on its employee's performance which depends largely on the HR POLICIES of 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-4

CUSTOMER ANALYSIS

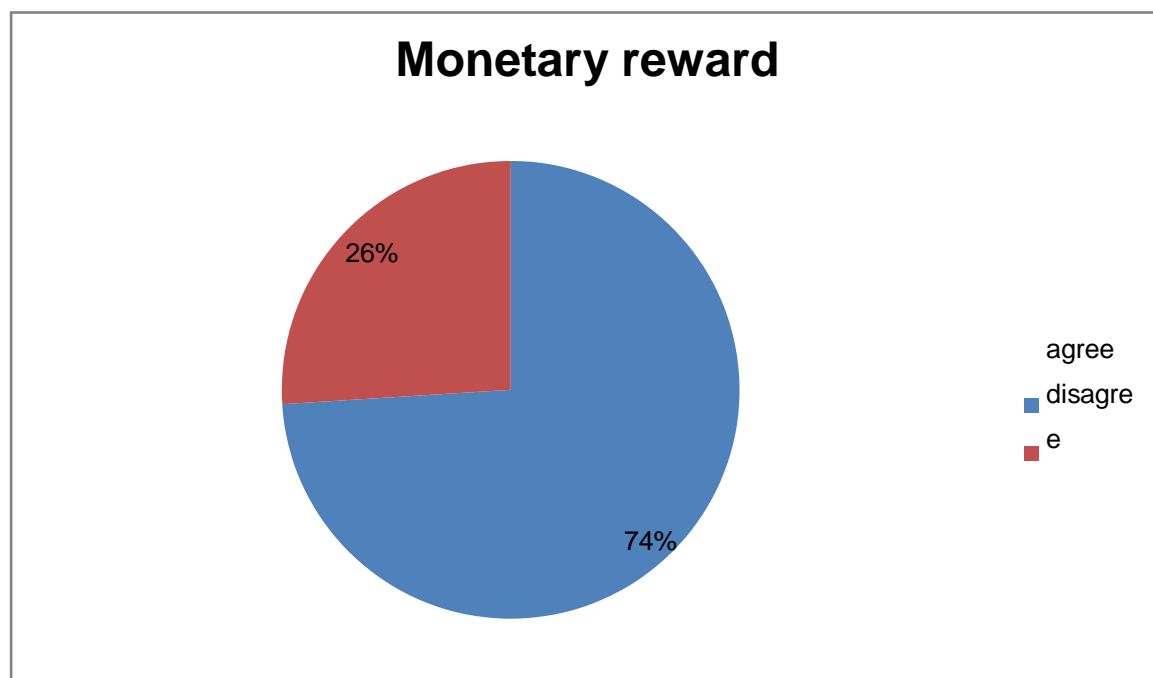
CUSTOMER ANALYSIS

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



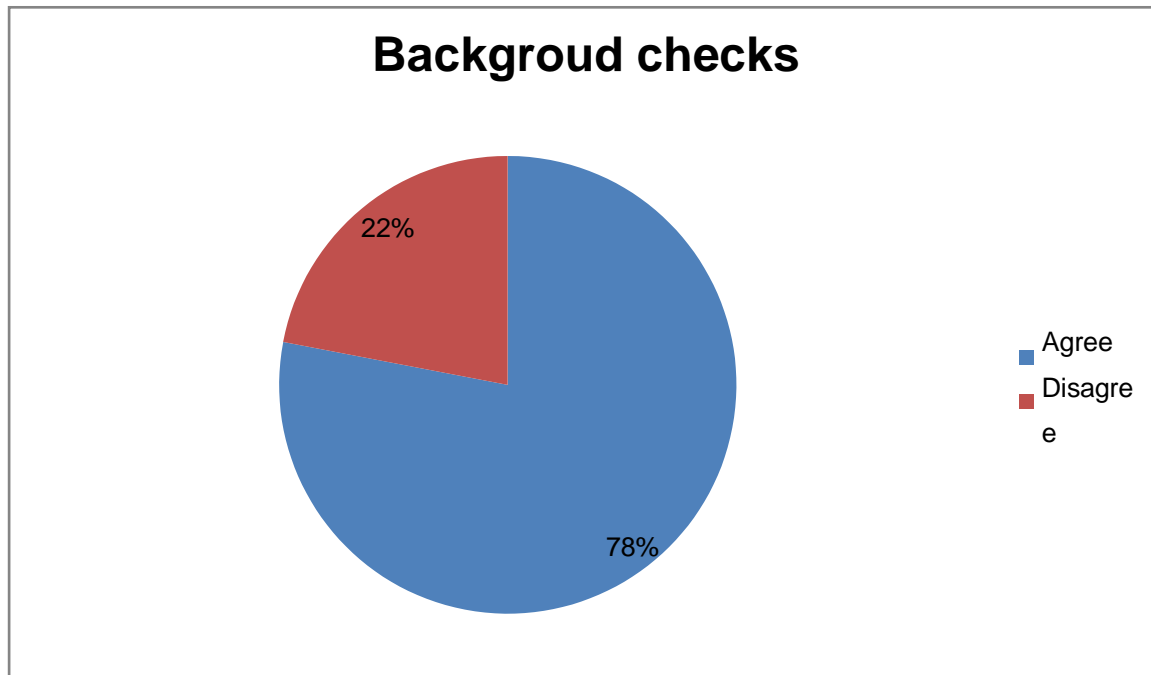
INTERPRETATION: Regarding external recruitment sources 82% employees are satisfied or agree whereas 18% are not satisfied which is performed in the organization. Therefore, the employees are satisfied by recruitment process.

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



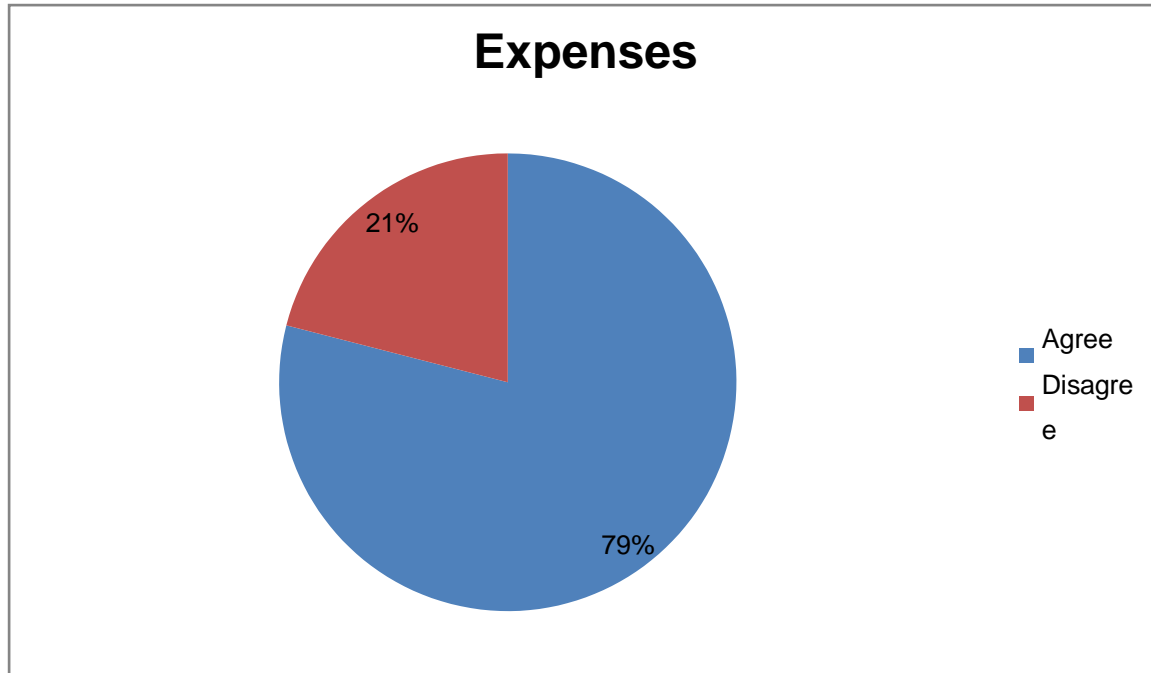
INTERPRETATION: Regarding monetary reward given on bringing on board 74% of employees are satisfied and 26% are not satisfied.

2. Are you satisfied with the background checks conduct foremployees.



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

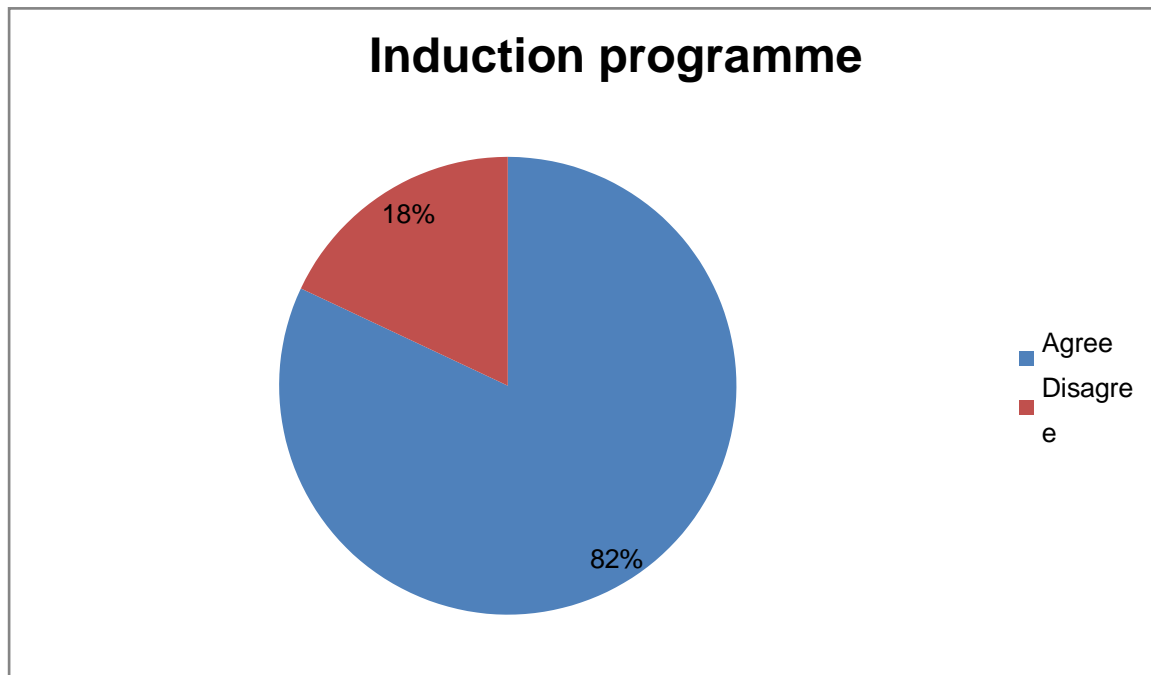
3. Are you satisfied with the monetary limits given to you for the expenses?



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

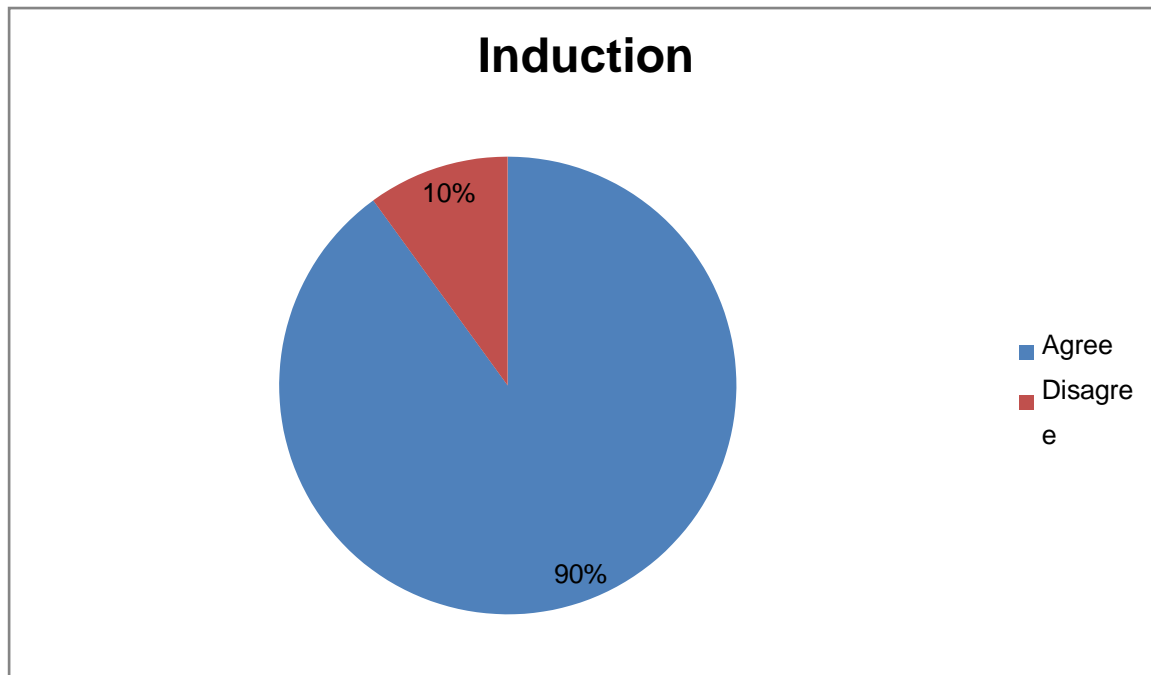
A. INDUCTION

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



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

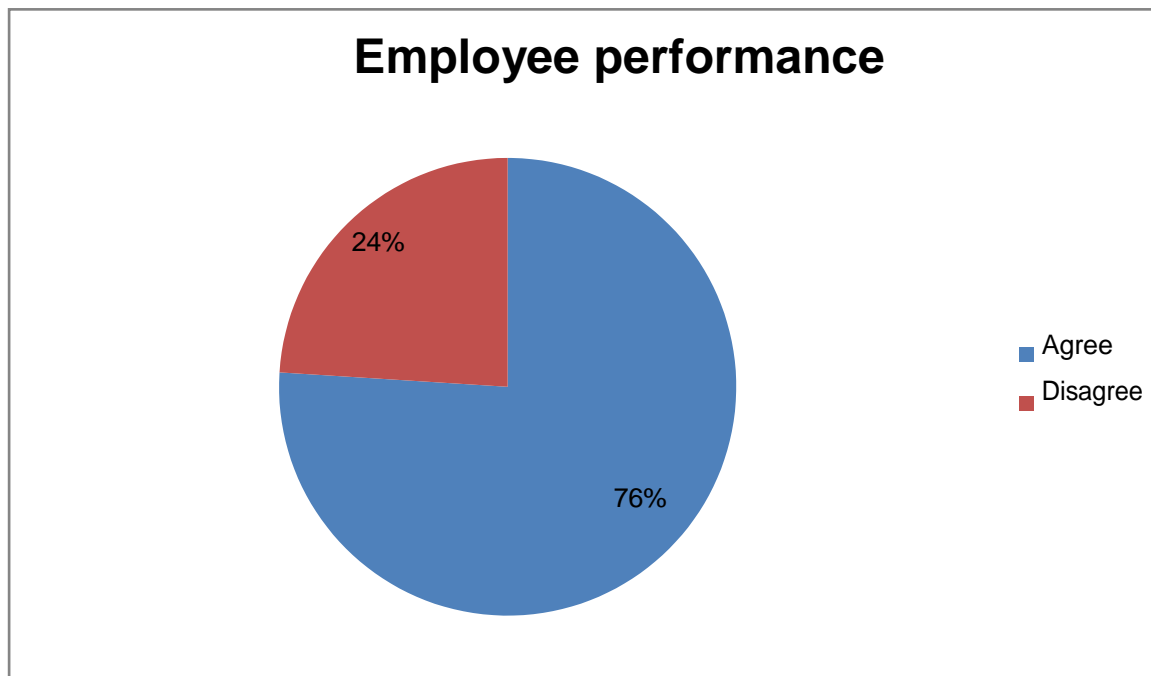
2. The induction of your organization covers organizational structure and policies.



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.

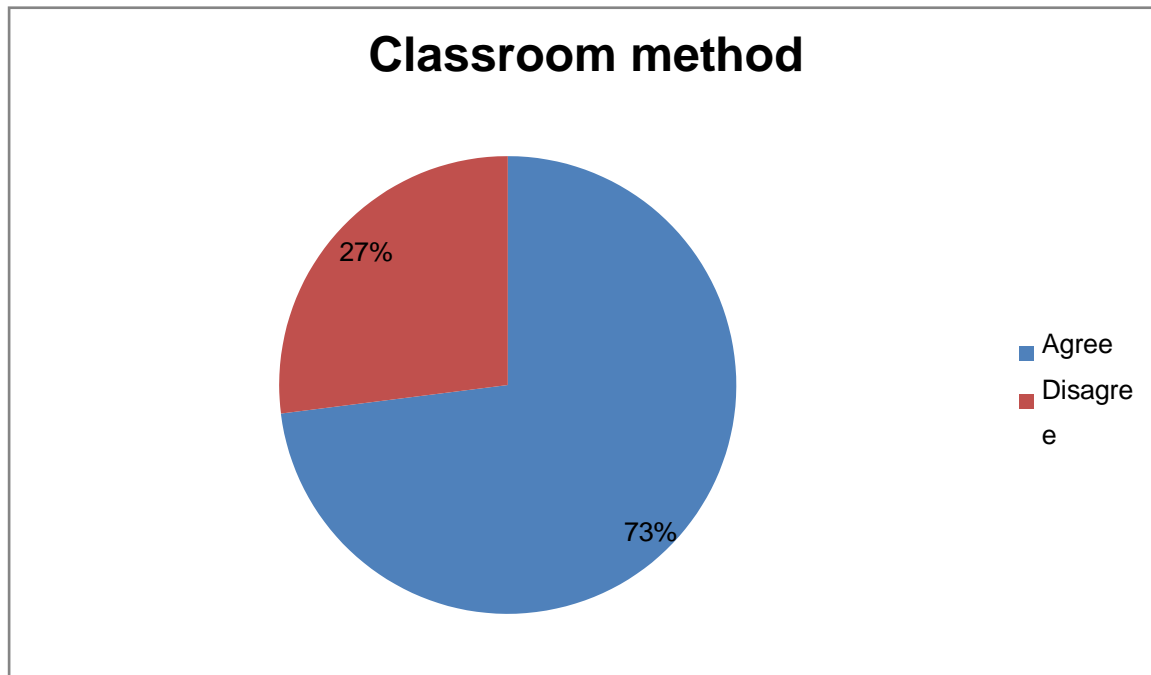
B. TRAINING AND DEVELOPMENT

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



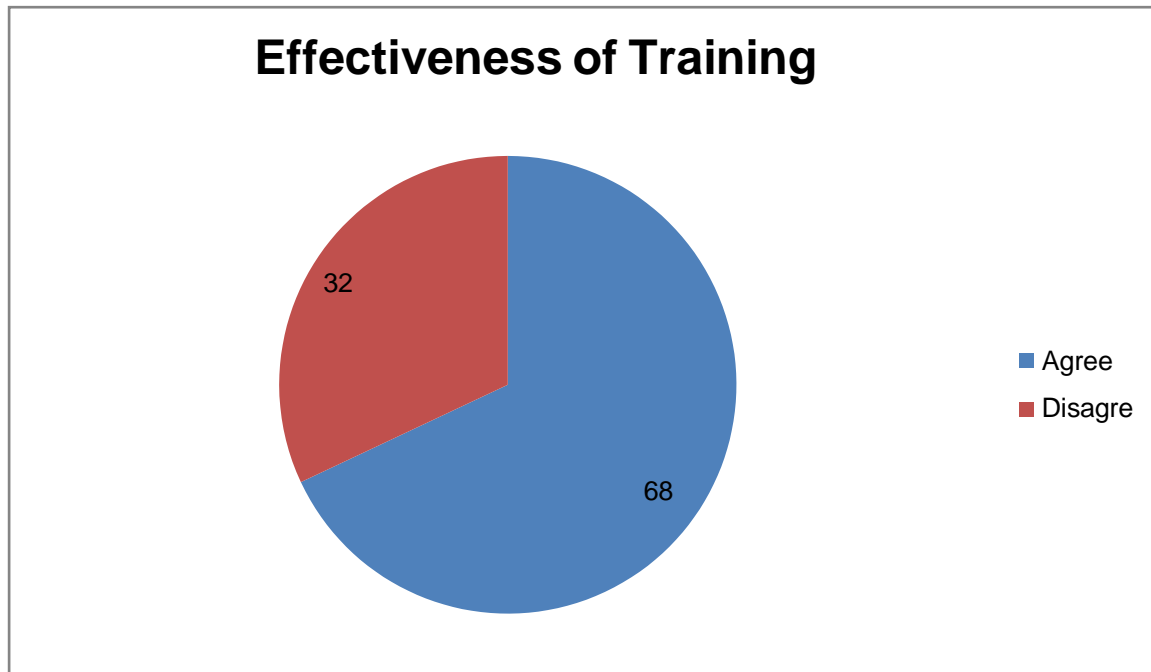
INTERPRETATION: Regarding employee performance, 76% of employees are satisfied whereas 24% of employees are not satisfied. It means that most of the employees get affected from this evaluation.

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 programmes to train employees.

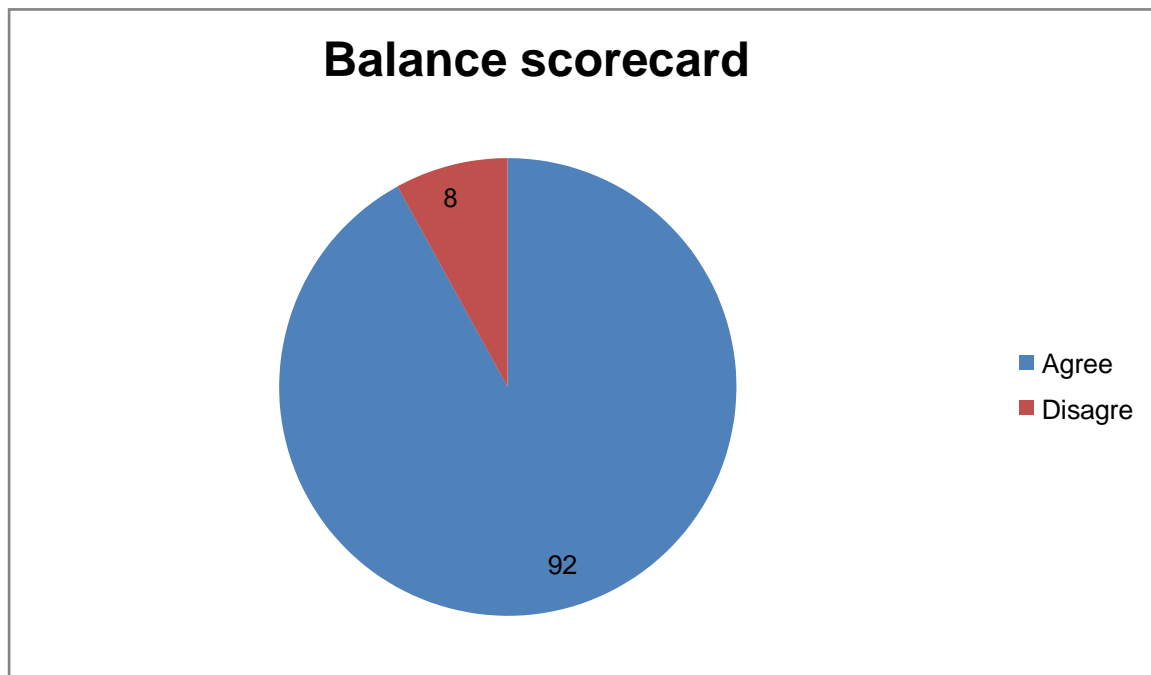
- c. Effectiveness of training program in your Organization is evaluated by observing the post training performance of employees.



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.

C. PERFORMANCE APPRAISAL

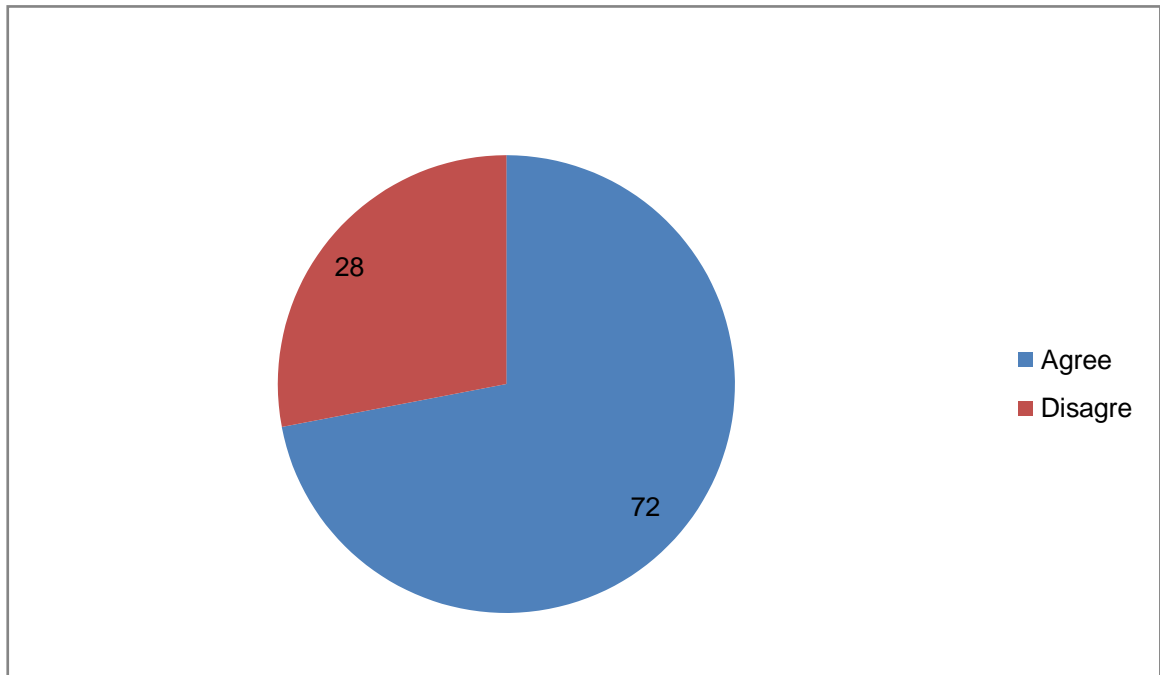
1. Are you satisfied with the Balanced Scorecard method?



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?

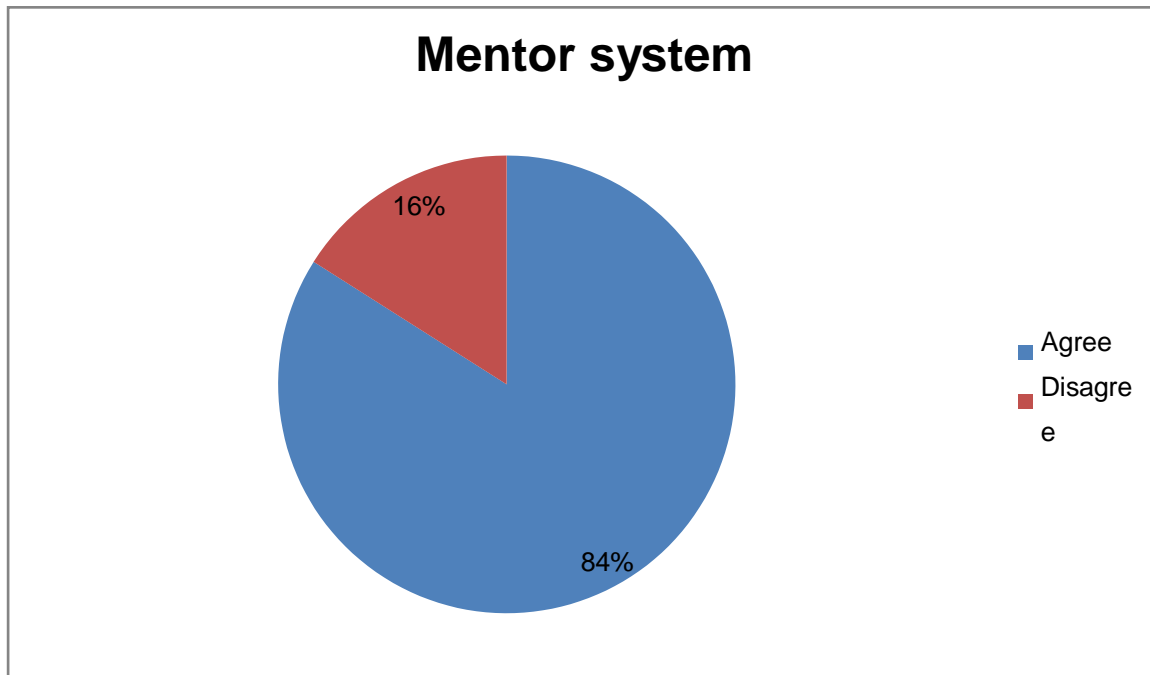
FEEDBACK



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.

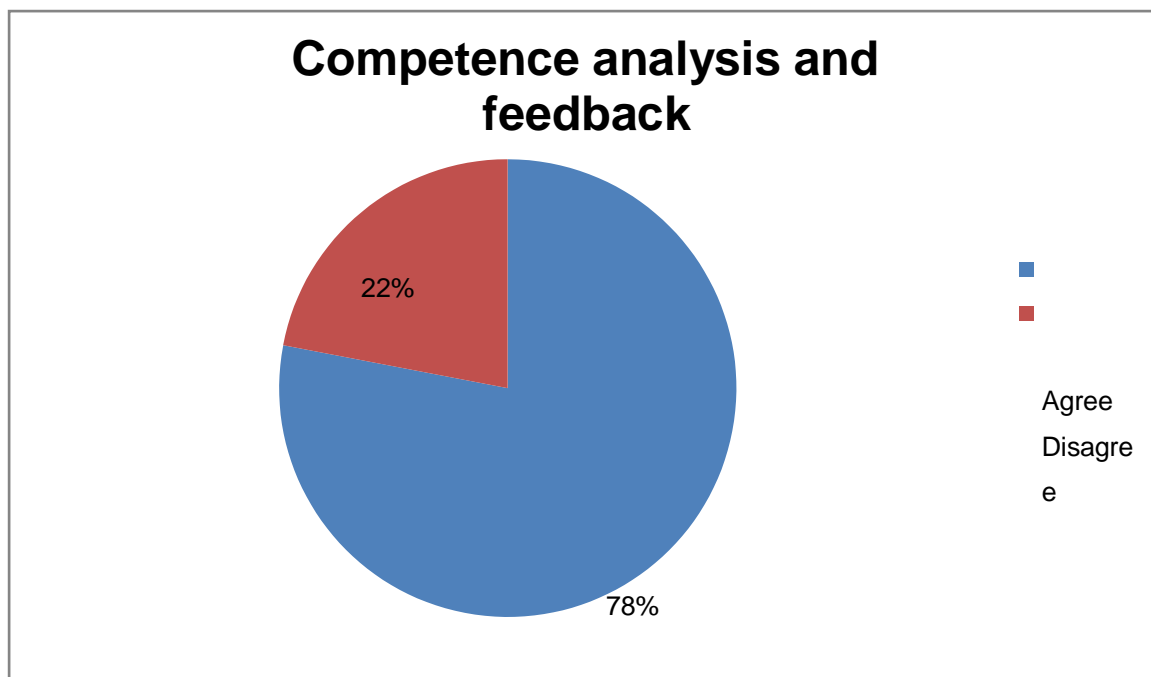
D. CAREER PROGRESSION

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.

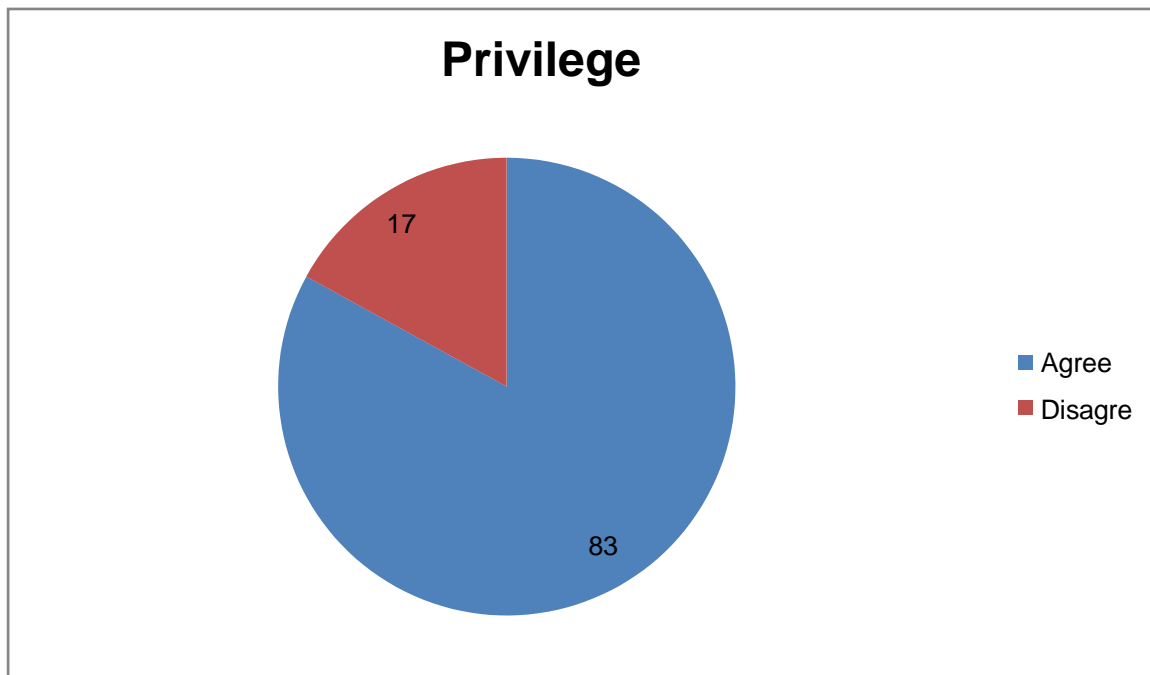
e. Are you satisfied with the competence analysis and feedback from manager?



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 sources.

E. LEAVE POLICY

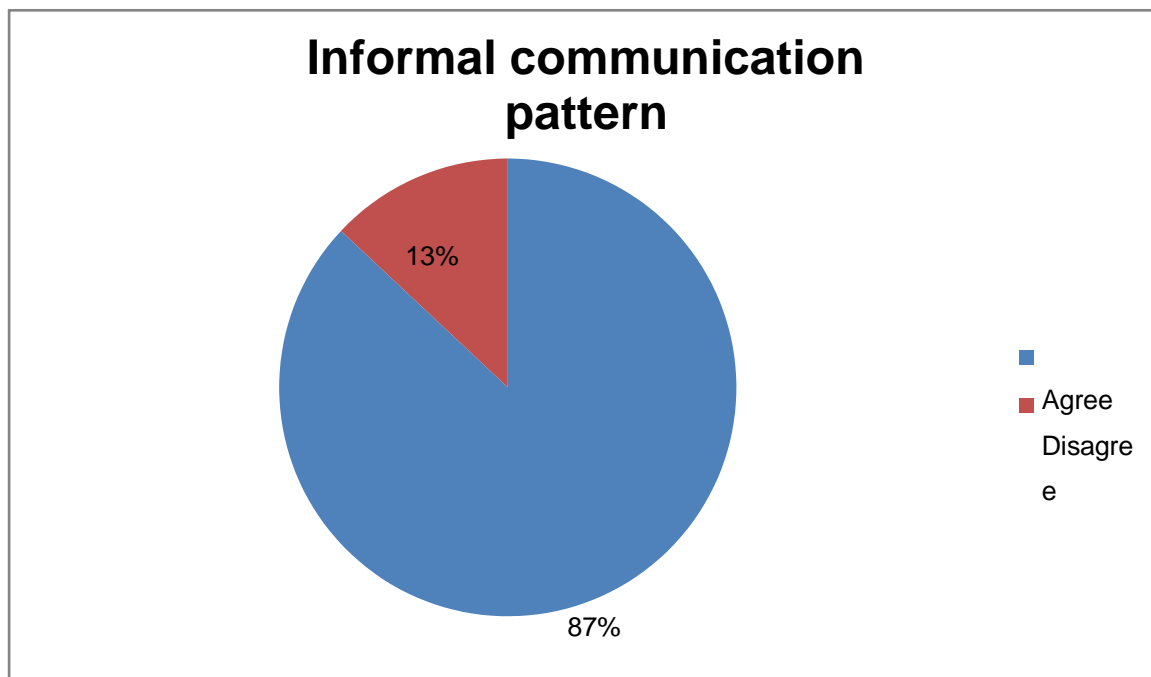
1. Are you satisfied with the privilege leave provided to you?



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

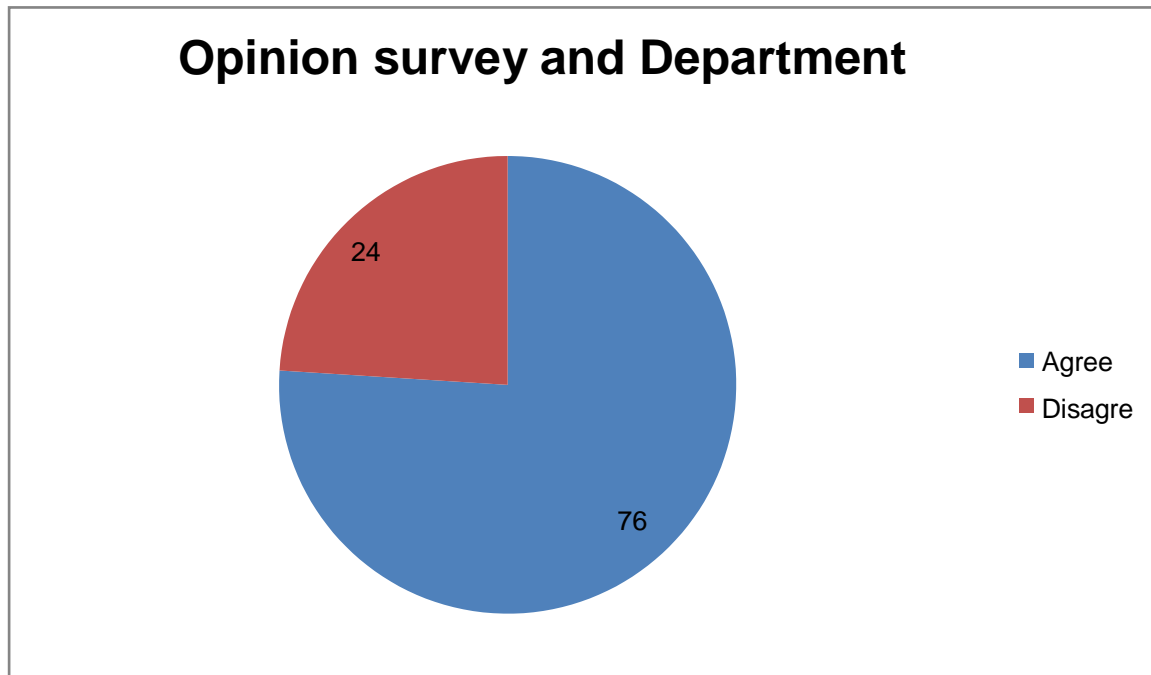
F. COMMUNICATION AND DECISION MAKING PROCESS

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.

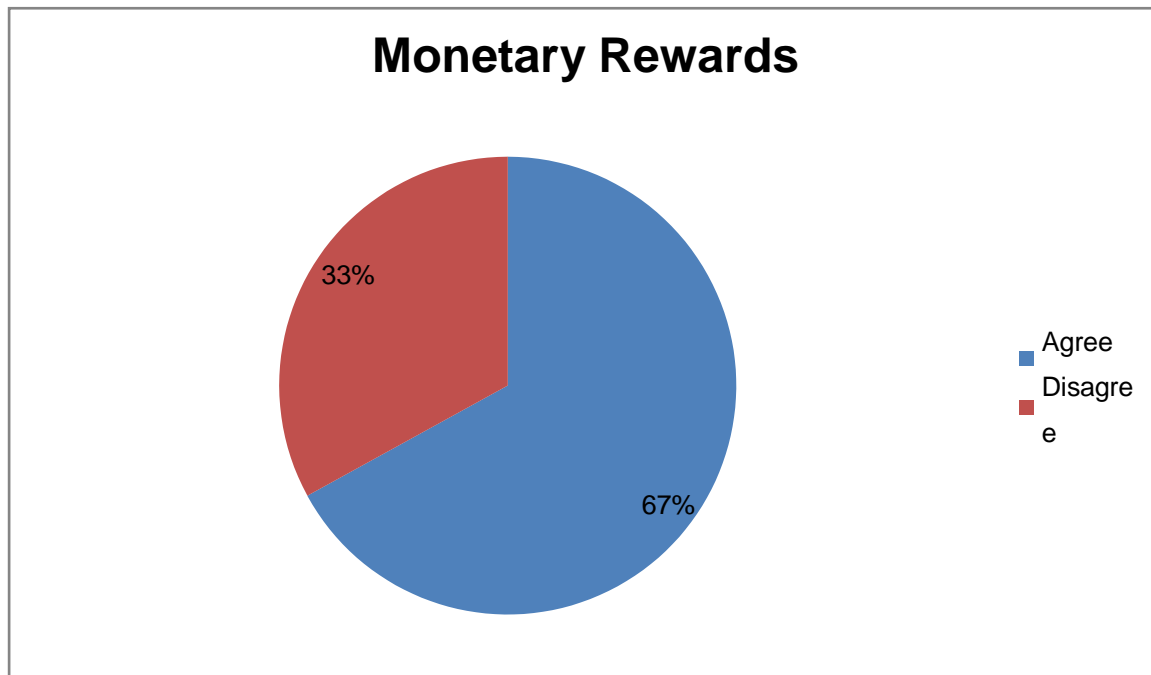
2. Are you satisfied with the opinion survey and Department meeting?



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

G. REWARDS AND RECOGNITION

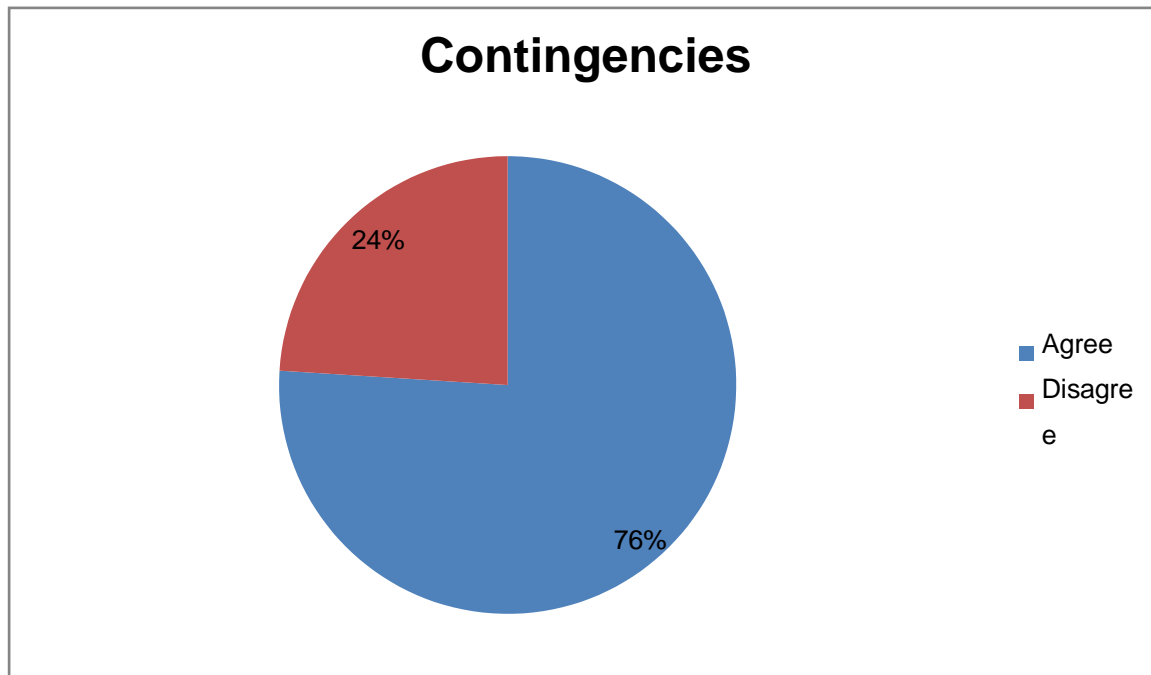
1. Are you satisfied with the monetary rewards?



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.

H. PERSONAL ACCIDENT INSURANCE POLICY

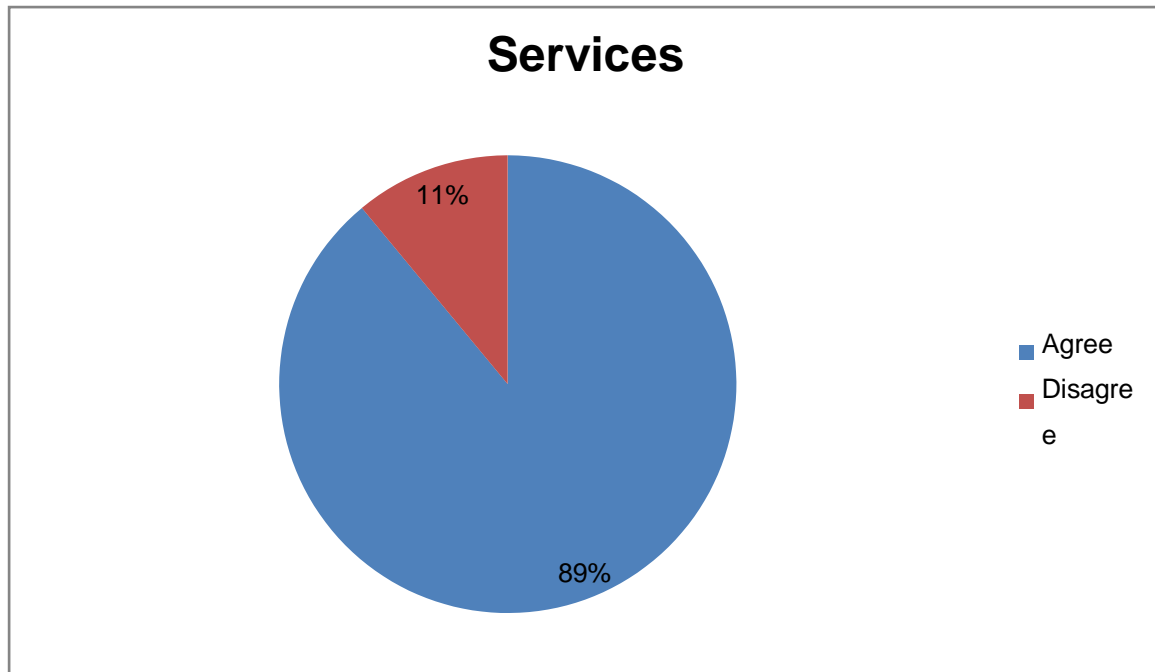
1. Are you satisfied with contingencies cover under Personal Accident Insurance policy?



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

I. MEDI CLAIM POLICY

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



INTERPRETATION: Regarding services provided under Mediclaim policy, 89% of the employees are satisfied and 11% of the employees are n

CHAPTER -5
ACTUAL WORK DONE

ABOUT THE INTERNSHIP:

We intend to survey the business potential of financial services (predominantly loans, insurance and wealth management) in the various cities to plan our expansion. To achieve this, we would want the interns to do a market survey and onboard channel partners to help us understand the level of business in those markets.

We are looking for Business development Interns for:

1. On boarding our potential channel partners onto our platform and
2. Capturing direct clients for the business.

The role of Business development Interns is dynamic, challenging and varied. It requires an individual to go out and meet the potential channel partners/clients and explain the value proposition. It would help develop a complete knowledge of banking and insurance industry, besides developing the individual on the management side traits. Besides, the data analysis post the survey is likely to throw up interesting conclusions on the penetration and use of the financial services in the region. The project requires the person to be flexible in their approach to daily tasks and requires both a high level of Customer Service and Administrative skills. Working as part of a small team reporting to a Team Leader, the role provides the opportunity to develop a high level of knowledge of insurance and the banking industry, as well as an understanding of project-based work.

RESPONSIBILITIES:

- Researching and developing marketing opportunities and plans, understanding consumer requirements, identifying market trends, and suggesting system improvements to achieve the company's marketing goals.
- Gathering, investigating, and summarizing market data and trends to draft reports.
- Implementing new sales plans and advertising.

- Recruiting, training, scheduling, coaching, and managing marketing and sales teams to meet sales and marketing human resource objectives.
- Maintaining relationships with important clients by making regular visits, understanding their needs, and anticipating new marketing opportunities.

PITCH FOR HR INTERNS GM/GA/GE

I'm Alisha Priyadarshini from Vibgyor Advisors, is this the right time to speak to you sir/ma'am?

Vibgyor Advisors is a firm that provides all types of financial services across India. We are currently recruiting interns for our business development profile, so would your college be interested in our internship programme?

Case - If interested

If the college is interested, ask for its' official email address or personal address of the placement head and send out an Invitation mail attaching the JD and other docs. (Also ask for contact details of other colleges in that area)

PROBABLE QUESTIONS THAT YOU COULD BE ASKED

1.How will the students be short listed?

Ans: The mode of interview will be an online test. Once the student attempts the test and achieves the desired score they'll be selected for the internship.

2. How many students do you need for the internship?

Ans: No specific number as such. You can send as many students who are interested in the job profile. They will be short listed after a test.

3. What's the mode of the internship? Is it work from home or a field job?

Ans: Interns will have to be present on field, depending upon the situation in their area. (For colleges outside Mumbai, WFH facility is available)

4. What's the job role?

Ans: The internship requires students (interns) to do a market survey and on-board channel partners to the business. Further details regarding the job profile will be provided in the Job Description (JD).

5. Is it a paid internship?

Ans: It is a performance based internship. PPOs will be offered to deserving interns.

6. What is the duration of the internship?

Ans: The internship is for 2-3 months. After which they will be provided with certificates.

7. Do you have a website of your company?

Ans: You can refer to our company's page. The website is www.vibgyoradvisors.com

CHAPTER -6

CONCLUSION

CONCLUSIONS:

VIBGYOR expects its employees to maintain a high standard of conduct and work performance to make sure the business maintains its good reputation with customers and clients. Good personal conduct contributes to a good work environment for all.

This HR policy and procedure of VIBGYOR provides the policies and procedures for managing and developing staff. It also provides guidelines VIBGYOR will use to administer these policies, with the correct procedure to follow. In fact the above few mentioned facts are one among the HR policies, time to time it will be necessary to modify and amend some sections of the policies and procedures, or to add new procedures

The main benefits are that it:

- Assists the company to meet its legal obligations.
- Is proven a way to help managers and supervisors make consistent and reliable decisions.
- Helps give each employee a clear understanding as to what is expected and allowed.

CHAPTER - 7

BIBLIOGRAPHY

https://en.wikipedia.org/wiki/Human_resource_policies

<https://economictimes.indiatimes.com/company/vibgyor-india-pvt-ltd/U92112WB1987PTC042801>

https://www.google.com/search?rlz=1C1CHBF_enIN881IN881&sxsrf=AOaemvK2VBkzha8eKecmWKxqQyKDIrOyBA%3A1643194364538&lei=CfxYaehIOzd1sQPm4ia0Ac&q=vibgyor%20advisors%20wikipedia&ved=2ahUKEwinj5SDoM_1AhXsrpUCHRuEBnoQsKwBKAB6BAh6EAE&biw=1366&bih=657&dpr=1