**A PROJECT REPORT**

**On**

**“EMPLOYEES RIGHTS AND RESPONSIBILITIES”**

**HIMACHAL FUTURISTIC COMMUNICATIONS LIMITED,**

**(SOLAN)**

**SUBMITTED TO HP UNIVERSITY SHIMLA**



**In Partial fulfilment of the Requirement for the Award of the Degree**

**Of**

**BACHELOR OF BUSINESS ADMINISTRATION**

**IN SWAMI VIVEKANAND GOVT.COLLEGE GHUMRWIN**

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**SUPERVISION BY : SUBMITTED BY:**

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**ACKNOWLEDGEMENT**

“Acknowledgement is an art, one can write glib stanzas without meaning a word, on the other hand one can make a simple expression of gratitude” I take the opportunity to express my gratitude to all of them who in some or other way helped me to accomplish this challenging project report in “EMPLOYEES RIGHTS &RESPONSIBILITIES”. No amount of written expression is sufficient to show my deepest sense of gratitude to them. I very sincerely acknowledge my sense of reference to **Sh. *Ram Krishan (Principal), Asst. Prof. Rajender Kumar (Coordinator BBA), Asst. Prof. Swati Thakur*** and faculty members of ***Swami Vivekanand Govt. Degree Csollege, Ghumarwin.***

I also acknowledge with a deep sense of reverence, my gratitude towards my parents and member of my family, who has always supported me morally as well as economically. At last but not least gratitude goes to all of my friends who directly or indirectly.

**Rohit Kumar**

# DECLARATION

I hereby declare that the Project Report was submitted by me under the supervision and guidance of **Asst. Prof. SwatiThakur**, Project Guide, of **Swami Vivekanand Govt. College, Ghumarwin** in partial fulfillment for the Award of the Degree of Bechelor of Bussiness Administration (BBA). I further declare that I am solely responsible for omission and commission of errors if any.

**Signatureofthestudent**

# CERTIFICATE

This is to certify that the Project Report entitled **“ EMPLOYEES RIGHTS AND RESPONSIBILITIES”** for the award of the degree of Bachelor of Business Administration (**BBA**) Form Himachal Pradesh University , is record of Project Report carried out by **Mr. Rohit Kumar of BBA 6thsemester Swami Vivekanand Govt. College Ghumarwin,University Roll No. 5190350026,** under my supervision and guidance, no part of this report has been submitted to any other Degree/Diploma and this report may be taken for evaluation.

**Signofcandidate SignofGuide**

**Sign. of coordinator (BBA)**

**Date :**

**Place: Ghumarwin­**

**CHAPTER 1**

**INTRODUCTION**

## Company profile



**HFCL limited(Himachal Futuristic Communications Limited)**, a leading technology-led company that manufactures high-end Transmission and Access Equipment, Optical Fiber Cables(OFC) and specializes in setting up the latest communication network for Telecom Service providers, Railways, Defence, Smart City and Surveillance projects.

Over the past three decades, HFCL has delivered innovative, customized and competitive products and latest solutions in the high technology telecommunications infrastructure sector, thereby enabling its customers to stay ahead of their peers in technology and network efficiency. The Company’s activities cover the entire value chain from the manufacturing of leading edge telecommunication products to implementation of telecommunication networks.

The Company specializes in manufacturing of telecommunication equipment, optical fiber cables and intelligent power systems. As a telecommunication solutions provider, the company has implemented several Greenfield projects, including the setting up of CDMA & GSM networks, satellite communication, wireless spectrum management and DWDM optical transmission network.



**HFCL** has implemented over 25,000 2G/3G Cell sites and rolled out over 1,00,000 kilometers of optical fiber cable networks for telecommunication companies, railways, oil & gas industry and high security applications as required by the Defence and internal security establishments. It has a country-wide presence with over 1,200 employees on rolls.

The company is focused on serving new high growth opportunities in Railways, Homeland Security, Smart Cities an Defence.

**Specialties:**

HFCL specialties in Optical Fiber Cables, Surveillance products, Telecom products, Telecom Network Solutions, Defense Network Solutions, Railway communication Network, and Smart City and Surveillance Network.

**Vision of company:**

HFCL is committed to providing cost effective futuristic end-to-end telecom solutions with focus on developing state-of-art technologies to maintained sustained long-term growth and create value for all stakeholders.

**Mission of Company:**

HFCL will tap opportunities in the broadband revolution with focus on new range of IP based products for manufacturing and to provide related turnkey services.

**Himachal Futuristic Communications Limited (HFCL)** is one of the largest private sector Indian telecom companies. It manufactures stateof-the-art telecom equipment besides delivering innovative and customized end to end turnkey telecom solutions. The Company is equipped with adequate in-house manufacturing and research and development facilities. The Company achieved a total revenue turnover of INR 2000 Cr in the Financial Year 2013-14. It employs more than 2000 professionals on its permanent rolls. The products manufactured by HFCL include wireless, optical transmission/ access systems and wide range of DECT/CDMA subscriber terminals. The Company has rich experience in manufacture of telecom equipment both, through Transfer of Technology (ToT) and indigenous R&D. Telecom turnkey projects executed by the Company include setting up of CDMA network for MTNL Delhi and Mumbai, Nationwide Spectrum Management Network, Satellite network and wireless/ optical transmission networks for public/private and defence sector. The company has executed several OFC network projects for large private Service Telecom

Providers such as Railtel, PGCIL and Defense. It has commissioned more than 5000 cell sites on turnkey basis including site design, civil works, erection of towers/shelters, commissioning of radio networks and provision of power systems. The company is currently executing a panIndia OFC network for a large 4G operator, with operations in more than 500 cities. Exicom Tele Systems, a group company of HFCL, is the market leader in designing and manufacture of power management systems for telecom solutions. Exicom supplies complete range of Power Management Solutions including customized power plants to meet stringent requirements. The Company has a state of the art manufacturing facility at Gurgaon along with dedicated R&D facility with over 40 highly skilled personnel for embedded software development.

**Experience in Manufacturing through Transfer of Technology:-**

The Company has manufactured under-mentioned equipment in India through Transfer of Technology:-

1. Digital Microwave Radios
2. SDH Radio
3. DECT Based WLL System
4. CDMA based WLL System
5. CDMA Subscriber Terminals
6. Optical Line Terminal Systems (Optimux)
7. SDH Optical Transmission Systems h. DWDM.

**Key Strengths of HFCL:-**

1. HFCL has a strong existing manufacturing base for telecom products in units located at Solan, Gurgaon, Goa and Chennai. The Solan plant is equipped with a large state-of-the-art fully automated SMT unit and modern testing facilities. It has earlier manufactured equipment similar to BMS requirements such as radios, optical and multiplexing equipments involving niche technology.
2. It has adequate experience in indigenous manufacture of telecom equipment in India through ToT from reputed OEMs abroad and Indian R & D organizations /institutions.
3. HFCL has executed large telecom turnkey projects successfully in specified time frame.
4. HFCL has a state of the art Power Management Systems manufacturing plant along with R & D facilities. HFCL has in-house capability to develop customised batteries in terms of firmware and capacity to cater for diverse types of radios and communication equipment.
5. It has a pan India presence, with dedicated skilled professionals.
6. HFCL has a flat hierarchy for fast decision making and resource deployment.
7. HFCL is a fast growing, professionally managed organisation with strong financial base to invest for the project.

**HFCL** is presently looking forward to expand it’s manufacturing base and is keen to partner with Israeli companies in the field of manufacturing electronic products for Defense/Public safety services such as – public security radios, SDR, Point-Point & Point to Multipoint microwave radios; microwave integrated circuits and Optical Transmission systems.

**HFCL Capability:**

**Infrastructure & Manufacture Facilities at HFCL Solan**

HFCL operates a state-of-the-art electronics manufacturing plant at Solan (Himachal Pradesh), fully equipped to manufacture equipment such as microwave radio, wireless access systems, optical transmission & access systems and subscriber access terminals.

->ESD Safe Area in Production & Testing.

->Surplus Electric Power in the state

->Environment naturally clean and conducive to electronic manufacturing.

->Facility is air conditioned using Vapour Absorption Machines (VAM).

**Equipment Manufacturing Facilities:**

SMT Pick & Place Machine

Paste Printer (DEK Horizon 03iX)

Multi camera A O I System (Viscom 3088 basic)

Nitrogen based Reflow Oven (TSM- N70-i92)

Reflow Soldering Machine Conceptronic J60 AIR

In – Circuit Tester (Agilent HP 3070 Series III)

RF Test Instruments



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## 

## Introduction of Employees Rights & Responsibilities

Employee’s rights and responsibilities are important to make sure that the entire employees are made aware of what they need to be doing to improve the safe and healthy work environment. The employer’s duty of care involves securing individuals from both physical hazards and workplace psychological hazards. To achieve the duty of care, the employer needs to take the account any particular needs an employee may comprise to ensure that they are able to work safely. The present study will be further discussing the role of the occupation within the company as well as industry. The study will also be discussing the career pathways within the company.

Employees have a right to be treated fairly and not be discriminated against due to age, gender, national origin, sexual preference, race, disability, or any other protected category. Such discrimination is protected under Title Vll of the civil Rights Act of 1964. However, not all employers are subject to this rule. The employer must have 15 or more employees. Employees have a right not to be discriminated against based age. However, exceptions apply for certain jobs, i.e., police officers, fire fighters, airplane pilots, and other similar jobs which would require people of a certain age, as some positions require retirement by the age of 50 and 55.

Even job applicants have right when it comes to the interviewing process, which include a right not to be discrimination against under federal law. Employees also have a rights not to be harassed whether it be sexual harassment or other forms of harassment, including harassment based on a disability. Employees have a right to privacy in the workplace. They should be free to keep personal possessions at their workstations or in lockers and ensure that no items will be stolen. Employees may even have a right to privacy in their telephone conversations.

However, these rights, as well as rights to privacy through email messages can, in fact, be limited as employers generally have a team of security personnel to ensure that no wrongdoing is taking place on company premises.

The employee has to care for an immediate family member who suffer from a significant medical condition. The employee must not be an elected official at the local, state, or federal level. The employee cannot work due to a serious medical condition.

Employees and employers have a symbiotic relationship. Employers pay wages and provide a safe workplace, while employees do their jobs and learn what they need to know to work safely and effectively. The duties and responsibilities of staff can be boiled down to the bare minimum that any employer reasonably and legally expects, but these employees’ duties can also be broader and deeper, especially when an employer in turn takes the trouble to also provide more than is legally and practically necessary.

# EMPLOYEES RIGHTS

An employee should be aware that he/she is legally and constitutionally safeguarded

against certain things and that a healthy work environment is a right of theirs.

An employer should be aware that he/she is legally and constitutionally bound to take care of these things when hiring people.

Below is a comprehensive list of all the facets of private employment that are covered by the law.

**(1.) Employment Agreement:**

Every employee is entitled to receive an employment agreement when they join a company. This document clearly states the designation, working hours, expectations that the employer has of the employee, what qualifies for a dispute or conflict, what might happen should a dispute arise, and the various leaves an employee is entitled to.

The purpose of the agreement is to bring the employer and the employee on the same page and make the terms of employment clear before work commences.

It is the right of the employee to know what he/ she is exactly getting into before they commit to the job. Securing an employment agreement and making sure it is not one-sided, is of paramount importance when beginning to work somewhere.

**(2.) Basic Rights:**

As written under The Factories Act, each and every employee, no matter, where they work, are entitled to a set of basic rights relating to health and safety at the workplace as part of a good working environment.

It is the responsibility of the employer to ensure these the basic amenities for the same are in place. If the workplaces are hazardous like construction or mining sites, proper safety equipment has to be provided.

If the employer fails to create a safe and healthy working environment and the employee(s) suffer because of it, the employer will have to pay a compensation as regulated under The Employees Compensation Act.

The basic rights of the employees relate to cleanliness, drinking water, disposal of waste, washrooms, ventilation, and lightning.

1. **Rights during probation:**

While an employee is on probation, the employer has the right to terminate their employment on the grounds of unsatisfactory work or unsuitability for the profile with a prior notice for the same.

The employee can also ask for an inquiry if the reason for termination is other than unsatisfactory work.

The normal probationary period is about 6 months. It can be extended to 3 more months. However, the maximum period cannot be more than 2 years.

1. **Protection from sexual harassment:**

This protection is guaranteed under the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013. Under the Indian Penal Code, if accused of sexual harassment, the offense is punishable with up to three years of imprisonment, with or without a fine.

The Act stipulates that if an organization has 10 or more employees, an Internal Complaints Committee has to be formed which will address cases of sexual harassment. This committee is mandatory to be made at all branches and units of an organization. This committee should include:

* + A woman who is employed at the senior level and will be the Presiding Officer
  + Not more than 2 other employees who are committed to the cause of women safety or who have appropriate legal and/or social knowledge
  + A person belonging to a non-governmental organization (NGO) committed to the cause of women or is familiar with issues related to sexual harassment

A general list of the offenses as given in the official document of ‘Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013’ would include:

* Physical contact and advances
* A demand or request for sexual favors
* Making sexually colored remarks
* Showing pornography
* Any other unwelcome physical, verbal, or non-verbal conduct of sexual nature

Even though it is a legal requirement that any workplace with more than 10 employees, implement the law, a lot of MNCs and Indian companies are still negligent in enforcing it.

1. **Minimum wage:**

Under the Minimum Wages Act, each employee in India is guaranteed to a minimum wage which allows the person to sustain their lifestyle and avail the necessary amenities.

Any wage below the minimum wage is a violation of Article 23 of the Constitution. If any person is forced to work under the minimum wage, it is termed as forced labour which is not permissible under the same Article.

**As given in the official document for The Minimum Wages Act, 1948, different minimum rates may be fixed for:**

* + Different types of employment
  + Different classes of work under the same type of employment
  + Adults/ adolescents/ children, and apprentices
  + Different localities

**Both the central and state government fix the minimum wage according to the following factors:**

* + Region
  + Cost of living
  + Type of work
  + Working hours
  + How much the employer can pay

1. **Timely salary:**

First off, men and women have to be paid equally i.e. there is equal pay for equal work. This is guaranteed under The Act of Equal Remuneration, 1976, whereby equal wages are paid to employees irrespective of their physical strength.

Secondly, The Payment of Wages Act stipulates that an employee has to be paid his remuneration in a timely manner. If this doesn’t happen, the employee can approach the Labour Commissioner or file a civil suit. For employees whose salaries are above Rs. 18,000, civil action can be taken against the employer.

1. **Bonus:**

According to The Payment of Bonus Act, 1965, any factory or organization which is at least 5 years old and employs 20 or more employees in any accounting year is legally bound to pay a bonus to its employees. The bonus will be paid even if the number of employees falls below 20 eventually. Any employee whose salary is Rs. 21,000/- or less per month, and who has worked for more than 30 days in any accounting year is eligible for a bonus. Now, there are 2 ways in which an employee can gain a bonus:

* + The company made a profit that year
  + The employee is in agreement with the employer to be paid a bonus on the basis of his/ her productivity. In the first scenario, the minimum bonus to be paid is 8.33% of 7,000 or 8.33% of the minimum wages (whichever is higher). The maximum bonus will be 20% of 7,000 or 20% of the minimum wages (whichever is higher).
  + In case of the second scenario, the minimum amount of bonus has to be 8.33% of the annual salary whereas the maximum amount can be 20% of the annual salary in that accounting year.

The bonus has to be paid within 8 months of completion of an accounting year.

Any employee who has been dismissed from service because of:

* + Fraud
  + Violent behaviour on the premises of the company
  + Stealing or sabotage of any company property Will be exempt from receiving the bonus under this Act.

1. **Working hours and overtime:**

As written under The Minimum Wages Act, 1948, if an employee works more than the normal working hours, the employer shall pay him for every hour or part of the hour for which he/ she worked overtime. The overtime rate will be as fixed according to the Act or another law of an appropriate Government, whichever is higher. Each employee is entitled to one day of rest per week. The organization will pay remuneration for the same.

If an employee works on this day of rest as well, payment will be made at a rate not less than the overtime rate. If, on the other hand, an employee works less than the normal working hours, he/she will be paid as if he/she had worked a full normal working day. The payment will not be applicable if:

* + He/ she does not work out of an unwillingness to work and not because the employer hasn’t assigned any work
  + Other circumstances as may be decided upon beforehand.

1. **Leaves:**

The leave policy for each company has to be framed according to the State legislation and rules. Each state provides at least 7 holidays for national and state-specific festivals. It is mandatory to grant leave to employees on the 3 national holidays of the country- Republic Day (Jan 26), Independence Day (Aug 15), and Gandhi Jayanti (Oct, 2). The rest of the national and festival holidays are at the discretion of the company.

**There are a variety of other leaves that an employee is entitled to:**

* + Casual leave- These leaves are kept aside for unforeseen circumstances when an employee might have to attend to some urgent matters at hand. Normally, a company grants up to 3 days of casual leaves per month. If there are no sick leaves, then the casual leaves can be taken for medical purpose.
  + Privilege leaves/ earned leaves- these leaves are carried over from the previous year and are enjoyed by the employee in the current or following years. Privilege leaves can be carried forward for upto three years. These can also be taken in lieu of sick leaves if an employee doesn’t have any sick leaves in balance. If an employee has outstanding earned leaves at the time of leaving a job, then these can be encashed.
  + Compensatory leave- these leaves can be taken by the employee if he/ she comes to work during official off days.
  + Leave without pay- If an employee does not have any leftover leaves in his account, then he/ she may take a leave but his wages for that day will be deducted from the monthly salary. The company may, however, decide to grant a paid leave to the employee on the discretion of the management.

1. **Gratuity:**

Gratuity is regulated by The Payment of Gratuity Act, 1972. It is the employer’s way of thanking his/ her employee for the service rendered by them. The employee in no way contributes to the gratuity amount. It is a lump sum given by the employer to the employee in case of any of the following:

* + Retirement
  + Resignation
  + Inability to carry on work due to disability
  + Death (gratuity is paid to the employee’s nominees)
  + Superannuation

The amount of gratuity paid depends on the number of years that the employee has served in the company. The minimum number for the same is 5. It is paid as 15 days of salary for every year of the employee’s service and is calculated as follows:

**Gratuity= Last month salary x 15 working days x No. of years of service 26 working days**

According to the latest 2018 amendment, the amount of gratuity should not exceed Rs. **20,00,000/-.**

Gratuity is forfeited in case of misconduct on the employee’s part and his/ her resulting termination. The employee’s misconduct should have been intentional and should have caused financial damage to the employer. Even then, the gratuity shall be forfeited to the extent of the damage caused.

1. **Provident fund:**

The provident fund is a retirement and long-term savings scheme. The Employees Provident Fund Organization of India (EPFO) manages provident fund for all employees receiving a salary in India. Any organization with more than 20 employees has to register with the EPFO.

Both the employees and the employer contribute equally- i.e. 12% of their salary- to the EPF.

Complete or partial withdrawals can be made in case of the following:

* + House construction
  + Medicare
  + Home loan repayment
  + Home renovation
  + Marriage
  + Education expenses
  + Retirement
  + Immigration abroad

However, there is only a specific amount that can be withdrawn and that is subject to the number of years that the service is rendered.

You can only opt out of the scheme at the start of your career. Once you deposit money in the PF, there is no option of backing out.

When it comes to withdrawal, money from the PF cannot be withdrawn during employment. It may be withdrawn only after retirement. If withdrawals are made before completion of 5 years of service, the withdrawn amount will be taxed.

However, in the case of unemployment before retirement, the EPF account holder can withdraw funds. In this case, 75% of the PF can be withdrawn after 1 month of unemployment while the remaining 25% can be claimed after 2 months of unemployment. Or, if the person manages to get another job, the remaining 25% can be transferred to the new EPF account.

**(12.) Parental leaves:**

The Maternity Benefit Act, 1961, deals with maternity pay for women in India.

The duration of maternity leave is now 26 weeks. Out of these, a maximum of 8 weeks can be taken for pre-natal leave. Surrogate, adoptive, and commissioning mothers can also get maternity leave, though, the duration would vary.

**First off, pregnant females cannot be dismissed from service on the grounds of their pregnancy.**

If dismissed, they can still claim maternity benefits. No employer shall employ a woman during the six weeks immediately following her pregnancy or miscarriage. No woman herself shall work anywhere during the six weeks immediately following her pregnancy/ miscarriage. Child care leave and paid paternal leave are at the discretion of the employer in the private sector although government employees are entitled to the same. It might be paid or it might be unpaid.

## EMPLOYEES RESPONSIBILITIES

1. **Role as a technical expert:**

There are employees who play the role of technical expert and there are few responsibilities in this role. As a technical expert, they are required to perform their work in the right manner. They are to possess competencies and adequate skills so that different tasks can be handled by them. Being a technical expert there are a number of responsibilities where they are to ensure that they work as per the mission, expectations, objectives and goal of the organization.

1. **Role and responsibility of a hiring manager:**

A hiring manager is considered as an important role as he decided the perfect candidate for the welfare and future of the organization’s success. His responsibility is to decide the recruitment plan, recruitment related documents and organizational chart. He plays the role of hiring for the requirement of the organization. Hiring manager performs recruitment which opens up good faith and hard work for an open diversity. They are responsible for filling the positions of various units in the organization.

1. **Team playing:**

It is understood that in an organization, employees play their role in a team. Their responsibility in a team is to contribute to the team for the success of the organization. The main responsibility of an employee in a team is to attend meetings, in problem-solving, decision-making, and taking part in organizational assignments. Also, employees work to achieve more tasks in an effective manner through delegation of tasks.

1. **Safety and healthy:**

It is the responsibility of the employee to work in a safe and healthy workplace and take care of your own well-being. It is the responsibility of the employee to make use of safety work equipment for protection. If there are any health and safety issues, the employee can discuss with the employer.

1. **Employee main role in an organization:**

An employee in an organization is to play a major role in the employee orientation process. There would be a smooth changeover to a new position with the help of employee orientation process. This would also pave way for basic foundation for improvement and progress in public service. The employee orientation is important as it helps employees to meet new employees, gain new information, get to new places, get prominent with performance expectations, and developing a positive relationship.

**Employee orientation** is a responsibility for employees and they also get to know more responsibilities. Maintaining a good work culture is also the responsibility and role of employees. As an employee in an organization, the employees must adhere to the policies and regulations followed in the organization. Their role and responsibility are to follow the rules and regulations which take place in an organization. There are male dominated organizations, where females are dominated by males which should not be followed. It is the duty and role of the employee to respect one another in the organization irrespective of their gender.

1. **Managing:**

Another main aspect of employees regarding roles and responsibility is that they should be able to manage their task and business. With the different roles, it is the duty of the employee to manage the role they work for. When a financial role is considered, they are responsible managing the financial aspects of the organization. Also, the employees are responsible for overseeing the business operation and in the decision-making process for best results in the organization.

1. **Development:**

It is the role and responsibility of the employees to contribute to the development of business. The employees play a main role in the growth of the business and also for the profitability. The main intention of the business is to make profits. Also, the business is made profitable with the assistance of employees. When the roles and responsibilities of the employees are neglected, then the business would be pushed to danger.

1. **Leadership responsibilities:**

When any new process is started, the employee should be enthusiastic about the new process. The employee should be aware of the process, link others to participate by means of communication. With the assistance of different employee communication vehicles, support can be shared. This responsibility would add to the success of the organization.

1. **Manager’s responsibility:**

The main responsibility of the manager is to identify and reinforce perfect performance in employees and enhance improvement wherever required. The manager should make use of performance management process which leads to employee development improvement. They are responsible for making out the right schedule for performance conversations, they also provide positive and correct feedback, Look for perfect goal progress, revisit and communicate performance expectations. They also work on leadership and management skills, employee coaching for two-way communication and assist for career and employee professional development.

1. **Work for goal:**

The main role and responsibility of the employee is to work for the accomplishment of goals which assist in reaching objectives. Apart from performance management activities, the employee and the manager should work together to set goals. It is the employee’s responsibility to keep track of the goals success improvement and associate with the manager regarding the status. It is the employee who has to take responsibility about professional and career development and the employee’s growth in a professional manner. The employee should know the skills, knowledge and experience required for development.

Professional as well as career development opportunities must be searched by the employee by external sources as well as in the organization. The employee’s responsibility is to accept feedback which is constructive and work for its improvement. The employee is to complete all the development plans assigned and also enhance the performance. The employee should maintain a good relationship with the manager. At times of challenges to be met, the employee should ask for feedback and assistance.

**CHAPTER 2**

# OBJECTIVES OF STUDY

The subject matter for this research project is to study the employees rights & responsibilities. This project consists of different objectives. They are as follows:-

* To know about employees rights & responsibilities.
* To know about employees satisfaction in organization.
* To determine employees responsibilities towards HFCL.
* To determine employees interest in company.
* Get knowledge about HFCL.
* To know about employees health, safety, welfare facilities.
* To know employees satisfaction in organization.

# NEED FOR STUDY

Research is the systematic and objective search for the analysis of the information relevant to the identification and solution of any problem in the field of channel development. The objective behind this project was to gets a deep insight into the answers to the questions what are the general problem faced by the employees and what they expect from HFCL.

The essence of research conducted by us is to analyze the present employees position in HFCL and the problem which are being faced by employees. The total analyze is based on the internees the question put on before our sample size.

* To know employees rights & responsibilities.
* To measure how much employees are satisfied in organization.
* To know about employees health, safety, welfare facilities.

# SCOPE OF STUDY

For this survey purpose as determine to the employees rights & responsibilities and major purpose of survey is employees satisfaction in HFCL.

* To know the rights of employees.
* To know the responsibilities the employees.
* To know employees condition in organization.
* To know the health, safety, welfare facilities provided by the company to the employees.
* To know the value of employees in organization.

# RESEARCH METHODOLOGY

Research Methodology means a specified frame work for controlling the data collection. The research is of descriptive in nature, which could provide an accurate picture of induction procedure conducted in the organization. Descriptive research includes surveys and fact-finding inquires of different kinds. The research is of Ex post facto nature in which researcher no control over the variables has. Statistical method lay stress on objectivity rather than rely on intuition and judgment and average & percentages can easily be calculated.

The statically method needs the collection of data in forms:

1. **PRIMARY DATA**

The primary data is a data which is collected by the researcher from the respondent itself. Primary data is original in the nature.

**METHODS OF PRIMARY DATA COLLECTION:**

* + - Observation method.
    - Interview method.
    - Questionnaire method.
    - Case study method.

1. **SECONDARY DATA**

The data which have already been collected by someone else or taken from published or unpublished sources and which have been already been passed through the statistical process.

**METHODS OF SECONDARY DATA COLLECTION:**

* 1. **Published data:** 
     + Government publication.
     + Public records.
     + Historical and statistical.
     + Business documents.
     + Technical and trade journals.
  2. **Unpublished data:** 
     + Diaries.
     + Letters.
     + Unpublished biographies, etc.

# MODE OF DATA COLLECTION

The study is based on primary as well as secondary which include primary data is collected through the questionnaire. The sample size 60 employees of the HFCL solan (Himachal Pradesh), sampling was done on the basis of random sampling.

# LIMITATIONS

Every study, no matter how well it is conducted, has some limitations. This is why it does not seem reasonable to use the words “proved” and “disprove” with respect to research findings. It is always possible that future research may cast doubt on the validity of any hypothesis or the conclusions from a study. The research was subjected to following limitations:-

* The survey cannot be termed 100% accurate due to lack of time.

* The lack of candidates of respondent towards answering the Questionnaire in few cases may have reduced the accuracy of survey to some extent.
* The information provided by the companies is not very specified and clear in order to analyze the statement.
* Most of the employees are not ready to share the information.

**CHAPTER 3**

## Data Analysis and Interpretation

**Sample Size:** 60 Employees of the **HFCL SOLAN.**

**Sample Methods:** Sampling was done on the basis of Simple Random Sampling.

1. **Are you comfortable with the working environment?**

**Table no.3.1**

|  |  |  |
| --- | --- | --- |
| **Particulars** | **No. Of Respondents** | **Percentage (%)** |
| **YES** | 48 | 80% |
| **NO** | 12 | 20% |
| **TOTAL** | **60** | **100%** |

**Fig No.3.1**

80

%

20

%

Yes

No

**DATA INTERPRETATION:**

In above fig.3.1, it shows 80% employees are comfortable with the working environment and 20% employees are not comfortable with the working environment.

1. **Whether the employees are satisfied with the health, safety, welfare facilities provided by the company?**

**Table no 3.2**

|  |  |  |
| --- | --- | --- |
| **OPTION** | **NO. OF RESPONDENT** | **PERCENTAGE (%)** |
| **SATISFIED** | 52 | 86**%** |
| **DISSATISFIED** | 8 | 14% |
| **TOTAL** | **60** | **100%** |

**Fig No 3.2**

\

86

%

14

%

Satisfied

Dissatisfied

**DATA INTERPRETATION:**

In above fig.3.2 It shows that 86% of employees are satisfied and 14% give a negative reply. After further interviewing that there has to be the further health check-up like cancer and other test health policy.

1. **Are you satisfied with your organization salary increment policy?**

**Table No 3.3**

|  |  |  |
| --- | --- | --- |
| **OPTION** | **NO. OF RESPONDENT** | **PERCENTAGE (%)** |
| **YES** | 42 | 64% |
| **NO** | 10 | 20% |
| **CAN’T SAYS** | 8 | 16% |
| **TOTAL** | **60** | **100%** |

**Fig No 3.3**

64

%

20

%

16

%

Yes

No

Can't says

**DATA INTERPRETATION:**  In above fig.3.3 About 64% of employees are satisfied the organization salary increment policy because most of the employee in the organization consider that the salary increment policy is good, 20% of employees are not satisfied the organization salary increment policy because most of the employee is not agree what increment they had given is not up to the mark as per their profession and 16% of employees can’t say anything because they want to do the work what salary organization provide to the employee they are happy.

1. **Are you satisfied with the training program given in the organization?**

**Table No 3.4**

|  |  |  |
| --- | --- | --- |
| **OPTION** | **NO OF RESPONDENT** | **PERCENTAGE (%)** |
| **HIGHLY SATISFIED** | 32 | 53% |
| **SATISFIED** | 11 | 18% |
| **NEUTRAL** | 10 | 16% |
| **DISSATISFIED** | 6 | 11% |
| **HIGHLY DISSATISFIED** | 1 | 2% |
| **TOTAL** | **60** | **100%** |

**Fig No 3.4**

**DATA INTERPRETATION:**

53

%

18

%

16

%

11

%

2

%

Highly Satisfied

Satisfied

Neutral

Dissatisfied

Highly dissatisfied

In above fig.3.4 About 53% of employees are highly Satisfied with the training program given in the organization, 18% of employees are satisfied with the trainiprogram & 16 % are neutral, 6% of employees are dissatisfied&2ofemployees are highly dissatisfied with the training program given in the organization.

1. **Are you getting regular training in your company?**

**Table No 3.5**

|  |  |  |
| --- | --- | --- |
| **OPTION** | **NO.OF RESPONDENT** | **PERCENTAGE (%)** |
| **YES** | 48 | 80% |
| **NO** | 12 | 20% |
| **TOTAL** | **60** | **100%** |

**Fig No 3.5**

80

%

20

%

Yes

No

**DATA INTERPRETATION:**

In above fig.3.5 About 80% of employees says ‘yes’ should get the regular training in organization because on these training trainee should understand each and everything what trainer should teach in the organization and 20% of employees say ‘no’ shouldn’t get the regular training in the organization because training is provided once in the career and if they don’t perform they are terminated from a job.

1. **Does the present performance appraisal meet your career advancement?**

**Table No 3.6**

|  |  |  |
| --- | --- | --- |
| **OPTION** | **NO.OF RESPONDENT** | **PERCENTAGE (%)** |
| **YES** | 41 | 68% |
| **NO** | 6 | 10% |
| **CAN’T SAYS** | 13 | 22% |
| **TOTAL** | **60** | **100%** |

**Fig No 3.6**

68

%

10

%

22

%

Yes

No

Can't says

**DATA INTERPRETATION:**

In above fig.3.6 About 68% of employee says ‘yes’ 10% of employees says ‘no’ and 22% of employees says can’t say. So that present performance appraisal is used in the organization for charting their career planning.

1. **Are you satisfied with promotion activities in the organization?**

**Table No 3.7**

|  |  |  |
| --- | --- | --- |
| **OPTION** | **NO. OF RESPONDENT** | **PERCENTAGE (%)** |
| **YES** | 49 | 81% |
| **NO** | 11 | 19% |
| **TOTAL** | **60** | **100%** |

**Fig No 3.7**

81

%

19

%

Yes

No

**DATA INTERPRETATION:**

In above fig.3.7 81% of employees are satisfied with the promotion activities in the organization because the ranking method is used in the organization because the ranking method is used in the organization for the promotion activities and 19% of employees are not satisfied with the promotion activities in the organization.

1. **Management is really interested in motivating the employees?**

**Table No 3.8**

|  |  |  |
| --- | --- | --- |
| **OPTION** | **NO OF RESPONDENT** | **PERCENTAGE (%)** |
| **AGREE** | 35 | 59% |
| **DISAGREE** | 10 | 16% |
| **NEUTRAL** | 25 | 25% |
| **TOTAL** | **60** | **100%** |

**Fig No 3.8**

59

%

25

%

10

%

Agree

Disagree

Neutral

**DATA INTERPRETATION:**

In above fig.3.8 About 59% of the employees are agreed that the management is really interested in motivating the employees and10% of the employees are neutral and 25% of employees are disagree. So it can be conclude that management is really interested in motivate the employees in organization.

1. **Does the management involve you in the decision making which are conducting to your department?**

**Table No 3.9**

|  |  |  |
| --- | --- | --- |
| **OPTION** | **NO.OF RESPONDENT** | **PERCENTAGE (%)** |
| **YES** | 40 | 66% |
| **NO** | 8 | 14% |
| **OCCASIONALLY** | 12 | 20% |
| **TOTAL** | **60** | **100%** |

**Fig No 3.9**

66

%

14

%

20

%

Yes

No

Occasionally

**DATA INTERPRETATION:**

In above fig.3.9 About 66% of employees are ‘agree’ and 14% employees are ‘disagree’ & 20% employees says ‘occasionally’ the management involve them in decision making which are conducted by their department.

1. **Does your company give you the tools and technologies you need to do your job well?**

**Table No 3.10**

|  |  |  |
| --- | --- | --- |
| **OPTION** | **NO.OF RESPONDENT** | **PERCENTAGE (%)** |
| **YES** | 53 | 88% |
| **NO** | 7 | 12% |
| **TOTAL** | **60** | **100%** |

**Fig NO 3.10**

88

%

12

%

Yes

No

**DATA INTERPRETATION:**

In above fig.3.10 About 88% of employees says ‘yes’ and 12% employees says ‘no’ that the company give them the tools and technologies they need to do their job well.

1. **Do you think that work is distributed evenly across your team?**

**Table No 3.11**

|  |  |  |
| --- | --- | --- |
| **OPTION** | **NO.OF RESPONDENT** | **PERCENTAGE (%)** |
| **YES** | 50 | 83% |
| **NO** | 10 | 17% |
| **TOTAL** | **60** | **100%** |

**Fig No 3.11**

83

%

17

%

Yes

No

**DATA INTERPRETATION:**

In above fig.3.11 About 83% of employees says ‘yes’ the work are evenly distributed across their team and 17% of employees says ‘no’ and the work is evenly distributed across their team.

1. **Does your manager value your feedback?**

**Table No 3.12**

|  |  |  |
| --- | --- | --- |
| **OPTION** | **NO.OF RESPONDENT** | **PERCENTAGE (%)** |
| **YES** | 43 | 71% |
| **NO** | 7 | 13% |
| **CAN’T SAYS** | 10 | 16% |
| **TOTAL** | **60** | **100%** |

**Fig No 3.12**

71

%

13

%

16

%

Yes

No

Can't says

**DATA INTERPRETATION:**

In above fig.3.12 About 71% employees says ‘yes’ and 13% of employees says ‘no’, 16% of employees can’t says anything about that the manager value their feedback.

1. **Do you find your work is meaningful?**

**Table No 3.13**

|  |  |  |
| --- | --- | --- |
| **OPTION** | **NO.OF RESPONDENT** | **PERCENTAGE (%)** |
| **YES** | 52 | 86% |
| **NO** | 2 | 4% |
| **CAN’T SAYS** | 6 | 10% |
| **TOTAL** | **60** | **100%** |

**Fig No 3.13**

86

%

4

%

10

%

Yes

No

Can't says

**DATA INTERPRETATION:**

In above fig.3.13 About 86% of employees says ‘YES’ and 4% of employees says ‘NO’, 10% of employees can’t says anything about that their work is meaningful.

1. **Overall satisfaction with your job?**

**Table No 3.14**

|  |  |  |
| --- | --- | --- |
| **OPTION** | **NO. OF RESPONDENT** | **PERCENTAGE (%)** |
| **YES** | 53 | 88% |
| **NO** | 7 | 12% |
| **TOTAL** | **60** | **100%** |

**Fig No 3.14**

88

%

12

%

YES

NO

**DATA INTERPRETATION:**

In above fig.3.14 About 88% of the employees are satisfied with their job and only 12% of the respondents agreed that they are not satisfied with their job. It can be conclude that most of the respondents are satisfied with their job.

**CHAPTER 4**

# FINDINGS OF STUDY

The finding during the work carried out by me can be categorized into two:-

**(A.)Positive finding:-**

1. Majority of employees feel comfortable in the organization.
2. Most of employees are satisfied with the health, safety & welfare facilities.
3. Almost all the employees are satisfied with training activities conducted in the organization. Most of the employees have achieved their training objectives.
4. Majority of employees are satisfied with promotion activities in the organization.
5. The performance appraisal training programme is appreciated by the employees & they are really benefited by it.

**(B.) Negative findings:-**

1. Some employees were moderately or not much satisfied with the health, safety & welfare facilities.
2. Since rules and regulation are very dynamic, so most of the employees face difficulty to adjust with them.
3. Some employees are not satisfied with salary increment policy in the organization.
4. Some employees are not feel comfortable in the organization.
5. Most of the employees slowly understand the importance of performance appraisal.

# SUGGESTIONS

A organization is a place where individuals from varied religion, background, and communities work in a joint manner on a common platform. They all work in a united manner for a pre-defined goal which is called an organization. There are few roles and responsibilities for every employee in an organization. The true assets of the organization are the employees as they offer their strength for the efficacious working of the organization. In general, there are multitudes of responsibilities and roles which are to be followed by the employee as well as the employer. There are many issues that rise up in an organization because the roles are not properly defined. The roles and responsibilities of supervisors and employees must be defined in the right manner so that they identified the ones who possess special responsibilities and roles. The employees are main assets who must know their roles and responsibilities and what is expected from them. Generally speaking, there are two categories of roles and responsibilities. The first would be about technical expert role, where the employees are to work in a skilled manner. The second role would be the social role of the employee which takes into account the management process.

* To improve the working environment of the organization.
* To clarify the rules & regulations of the organization to each and every employees.
* To improve the salary increment policy in the organization.
* To improve the health, safety & welfare facilities in the organization.
* Clarify the importance of performance appraisal to the employees.

# 

# CONCLUSION

In general, human resource managers should be ready to provide their employees with enough training, motivation, and encouragement. Majority of employees are satisfied with the rights &responsibilities of the organization. Most of employees feel comfortable in the organization. Majority of employees are satisfied with health, safety & welfare facilities. Maximum numbers of the employees are satisfied with training activities conducted in the organization. Most of the employees have achieved their training objectives. A majority of employees are satisfied with promotion activities in the organization. The performance appraisal training programme is appreciated by the employees and they are really benefited by it. Even through there is an increase in technological development and innovations, employees are critical in achieving the organization’s achievement, and therefore they should never be undermined in any way.

# 

# 

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# QUESTIONNAIRE

Name of Student : Rohit Kumar

Topic of Project Report: Employees Rights and Responsibilities

**Name**

**Age**

**Gender**

**Marital status**

**Department**

1. **Are you comfortable with the working environment?**

* Yes
* No

1. **Whether the employees are satisfied with the health, safety, welfare facilities provided by the company?**

* Satisfied
* Dissatisfied

**3 Are you satisfied with your organization salary increment policy?**

* Yes
* No
* Can’t says

4. Are you satisfied with the training program given in the organization?

* Highly
* Satisfied
* Neutral
* Dissatisfied
* Highly dissatisfied

5. Are you getting regular training in your company?

* Yes
* No

6. Does the present performance appraisal meet your career advancement?

* Yes
* No
* Can’t say

7. Are you satisfied with promotion activities in the organization?

* Yes
* No

8. Management is really interested in motivating the employees?

* Agree
* Neutral
* Disagree

9. Does the management involve you in the decision making which are conducted to your department?

* Yes
* No
* Occasionally

10. Does your company give you the tools and technologies you need to do your job well?

* Yes
* No

11. Do you think that work is distributed evenly across your team?

* Yes
* No

12. Does manager value your feedback?

* yes
* No
* Can’t say

13. Do you find your work is meaningful?

* Yes
* No
* Can’t say

14. Overall are you satisfied with your job?

* Yes
* No

Thank You