

MBA-II / SEM-IV / DESIGNING HR POLICIES (2024-25)**COMPREHENSIVE CONCURRENT EVALUATION 2024-25****Course Code: 410 HR****Course Name: Designing HR Policies****Faculty Name: Dr. Asita Ghewari**

The course is evaluated on the basis of two components

Sr. No.	Parameter / Component	Marks	Date
1	Desk Research on Drafting HR Manual	50	5 th March 2025
2	Designing of Statutory and Non-statutory forms	50	20 th March 2025

CCE 1: Designing HR Manual

Guidelines for HR Manual Project Submission (50 Marks)

Dear Students,

You are required to design an **HR Manual** for a real or model organization. This project is **worth 50 marks** and must be submitted as a **spiral-bound copy**.

Project Overview:

You will research and develop an HR Manual covering essential policies, employee guidelines, and forms required in an organization. Wherever possible, use real-time company data or industry models to make your project more practical.

Project Requirements & Guidelines:

1. Selection of Company (Real or Model)

- Choose a company from any industry (IT, Manufacturing, Banking, Retail, etc.).
- Research company policies, industry standards, and labor laws.

2. HR Manual Components

Your HR Manual should include, but is not limited to, the following sections:

- ✓ **Introduction & Objectives of HR Manual**
- ✓ **Employment Policies (Hiring, Probation, Contract Types, etc.)**
- ✓ **Code of Conduct & Workplace Ethics**
- ✓ **Compensation & Benefits (Salary, Bonuses, Incentives, etc.)**
- ✓ **Leave & Attendance Policy (Annual Leave, Sick Leave, Maternity Leave, etc.)**
- ✓ **Performance Appraisal & Promotion Criteria**
- ✓ **Grievance Redressal & Disciplinary Actions**
- ✓ **Workplace Safety & Security Guidelines**
- ✓ **Exit Policy (Resignation, Termination, Notice Period, etc.)**

3. Project Submission Format

- The project must be in **printed and spiral-bound** format.
- Use **clear headings, bullet points, tables, and proper formatting** for readability.

CCE 2: Designing of Statutory & Non- Statutory HR forms

Dear Students,

You are required to **design various statutory and non-statutory HR forms** for a **real or model company from Start Up India List**. Before starting, you must confirm your chosen company's name with Dr. Asita Ghewari. This project carries **50 marks** and must be submitted in a **spiral-bound report** format.

Select a Company

- Visit [Startup India Website](#).
- Choose a company and get approval.

■ Categories of Forms to be designed

1 Statutory Forms (Legally Required)

These forms are **mandatory** as per labor laws and government regulations. Examples include:

- ✓ **Appointment Letter (as per labor laws)**
- ✓ **Provident Fund (PF) Nomination & Declaration Form (Form 2 – EPF Act)**
- ✓ **ESI Declaration Form (Employees' State Insurance Act, 1948)**
- ✓ **Gratuity Nomination Form (Form F – Payment of Gratuity Act, 1972)**
- ✓ **Maternity Leave Application (as per Maternity Benefit Act, 1961)**
- ✓ **Form 16 (Tax Deduction Certificate – Income Tax Act, 1961)**

2 Non-Statutory Forms (Company-Specific HR Forms)

These forms are **not legally required** but are used internally by companies for HR operations. Non-statutory forms should follow HR best practices. Examples include:

- ✓ **Job Application Form**
 - ✓ **Employee Onboarding Form**
 - ✓ **Leave Application Form**
 - ✓ **Performance Appraisal Form**
 - ✓ **Training & Development Feedback Form**
 - ✓ **Employee Grievance Form**
 - ✓ **Exit Interview Form**
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✦ Submission Guidelines

- ✓ **Forms must be well-structured, professional, and legally compliant (for statutory forms).**
- ✓ **Compile all forms into a spiral-bound report for submission.**