

A

Project Report

ON

“HR POLICIES IN STUDY ABROAD OVERSEAS”

Submitted to

G. S. COLLEGE OF COMMERCE & ECONOMICS (AUTONOMOUS)

NAGPUR

Affiliated to

Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

In partial fulfillment for the award of the degree of

Bachelor of Business Administration

Submitted by

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Under the Guidance of

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G.S. College of Commerce & Economics, Nagpur

Academic Year 2023 – 24



G.S. College of Commerce & Economics, Nagpur
Academic Year 2023– 24



CERTIFICATE

This is to certify that “Harshal Peshne” has submitted the project report titled “HR POLICIES IN STUDY ABROAD OVERSEAS”, towards partial fulfillment of **BACHELOR OF BUSINESS ADMINISTRATION** degree examination. This has not been submitted for any other examination and does not form part of any other course undergone by the candidate.

It is further certified that he/she has ingeniously completed his/her project as prescribed by Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

DR. KAMLESH THOTE
(Project Guide)

DR. AFSAR SHEIKH
(Co-Ordinator)

Place:- Nagpur

Date:-

G.S. College of Commerce & Economics, Nagpur
Academic Year 2023– 24



DECLARATION

I here-by declare that the project with title “HR POLICIES IN STUDY ABROAD OVERSEAS.” has been completed by me in partial fulfillment of BACHELOR OF BUSINESS ADMINISTRATION degree examination as prescribed by Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur and this has not been submitted for any other examination and does not form the part of any other course undertaken by me.

Harshal A. Peshne

Place:- Nagpur

Date:-

G.S. College of Commerce & Economics, Nagpur

Academic Year 2023 – 24



ACKNOWLEDGEMENT

With immense pride and sense of gratitude, I take this golden opportunity to express my sincere regards to Dr. Praveen Mustoor Principal, G.S. College of Commerce & Economics, Nagpur.

I am extremely thankful to my Project Guide Dr. Kamlesh Thote guideline throughout the project. I tender my sincere regards to Co-Ordinator, Dr. Afsar Sheikh for giving me outstanding guidance, enthusiastic suggestions and invaluable encouragement which helped me in the completion of the project.

I will fail in my duty if I do not thank the non-Teaching staff of the college for their Co-operation. I would like to thank all those who helped me in making this project complete and successful.

Harshal A. Peshne

Place:- Nagpur

Date:--

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CHAPTER-1

INTRODUCTION

INTRODUCTION

HUMAN RESOURCE POLICIES

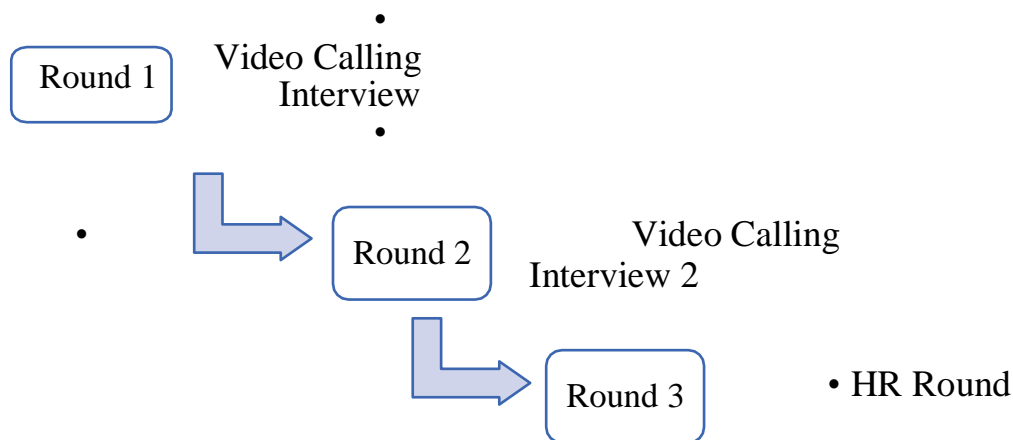
Human resources policies are guideline for hiring, work processes, compensation, leave, training, promotion, work environments, termination and other important functions. HR policies also outline how an organization will treat its people and property. Human Resource Policies refers to principles and rules of conduct which “formulate, redefine, break into, break into details and decide a number of details and decide a number of actions” that govern actions” that govern the relationship with the relationship with employees in the attainment of the organization objectives.

HR POLICIES COVER THE FOLLOWING:

1. Policy of hiring people with due respect to factors like reservations, sex, marital status, and the like.
2. Policy on terms and conditions of employment-compensation policy and methods, hours of work, overtime, promotion, transfer, lay-off and the like
3. Policy with regard medical assistance-sickness benefits, ESI and company medical benefits.
4. Policy regarding housing, transport, uniform and allowances.
5. Policy regarding training and development-need for, methods of, and frequency of training and development.

FORMULATING POLICIES:

1. There are five principal sources for determining the content and meaning of policies:
2. Past practice in the organization.
3. Prevailing practice in rival companies
4. Attitudes and philosophy of founders of the company has also its directors and the top management.
5. The knowledge and experience gained from handling countless personnel problems on day-to-day basis.

Requirement Process:-

Eligibility Criteria: Bachelor's or Master's Degree in MBA , Computer Science/ IT and relevant positionexperience.

Video Calling Interview: This round is around 60 minutes. Questions ask from Data structure andAlgorithm easy-level to medium-level

Video Calling Interview 2: Low-Level Design and Coding Questions and Discuss Your College Projects.

HR Round:

1. Tell me about yourself.
2. How would you rate yourself on a scale of 1 to 10?
3. Tell me about the gap in your resume.

CHAPTER-2
COMPANY PROFIE

STUDY ABROAD OVERSEAS COMPANY PROFILE



Study Abroad Life has made a name for itself as provider of high-quality training for all major globally recognized standardized tests. We offer in-house coaching facility for college and graduate school tests such as, GRE, GMAT and SAT as well as English language proficiency tests such as, TOEFL, IELTS and PTE Academic. We put the student's best interest at the forefront. We maintain flexible and convenient schedules to suit students' needs, and small batch sizes which meet the standard international teacher-student ratio.

We have teams of certified and dedicated faculty members with wide teaching experience. Our faculty members undergo rigorous training and thorough evaluation processes from time to time to ensure that their subject knowledge and teaching practices continue to be first-rate. We also maintain an extensive repository of test preparation books, skill-building material and periodicals that is maintained and updated constantly. We are also in the process of creating our unique preparatory and test material.

How Study Abroad Life will assist you

- **Learning Resources**
Learning through webinars and personal skype sessions for case to case
- **Income**
High referral commission of each student
- **Marketing support**
Study Abroad Life will help with business promotions in your local area through SEO and Digital Marketing.
- **Experienced Guidance**
Regular counseling at each and every step from counselors having overseas exposure and experience in the Overseas Education Industry
- **Extensive Services**
Help at each and every stage starting from Language training, Search & Selection, Application Procedure, Admissions and Visa Process.
- **University and Application support**
Support for over 1000 Universities for application and visa process in the UK, Canada, USA, Australia, New Zealand, Singapore and Europe.

HOW WILL STUDENT BENEFIT

University Visits: We have universities from across the globe visiting our offices all year round. On any given day, we host at least one university in one of our offices, where they hold discussions with our counsellors and meet with students.

Application Days: We hold World Application Days before each intake season, where universities visit our offices to meet with prospective applicants. Aspirants get first-hand information from university representatives and apply on the spot at these events.

Website Branding: We offer placeholders on our website and webpages for our partners to advertise. As an organisation representing a large portfolio of universities and with thousands of students visiting our website, SAL offers its partners a unique opportunity to extend their online presence on our webpages

Social Media Branding: Our social media team generates traffic to our website through various posts, blogposts, articles and advertisements on various platforms. We extend the benefit from our strategic and widespread social media presence to our partners.

PRODUCTS

The Study abroad overseas learning program, the products which is provided by the organization is learning program for overseas study. The Organization also deals with the Application and Visa process for students.

1) IELTS

2) TOEFL

3) PTE

4) DUOLINGO

5) GRE

6) GMAT

7) SAT

IELTS:- The IELTS (International English Language Testing System) is one of the most widely accepted English language proficiency tests in the world. It is accepted by over 11,500 organizations in more than 140 countries, including:

- Universities, schools, and colleges
- Government departments and immigration authorities
- Professional and industry associations
- Multinational companies and employers

The IELTS exam is conducted worldwide by British Council and IDP. This test is available in two formats Academic IELTS and General IELTS.

The test score is valid for 2 years.

TOEFL:- The TOEFL iBT (Internet-Based Test) is a standardized test of English language proficiency for non-native speakers. It is used by universities and other institutions to assess the English language skills of students who are applying for admission.

It is the most widely accepted English language proficiency test in the world. It is accepted by over 10,000 universities and other institutions in over 150 countries. This means that if you are planning to study or work in an English-speaking country, the TOEFL iBT test is a good way to demonstrate your English language proficiency.

PTE:- The Pearson Test of English (PTE) Academic is a computer-based English language proficiency test that is accepted by over 3,300 institutions in more than 70 countries. It is used for a variety of purposes, including:

- 1) Admission to English-speaking universities and colleges
- 2) Migration to English-speaking countries
- 3) Employment in English-speaking countries
- 4) Professional registration

DUOLINGO:- The Duolingo English Test is an English test designed for you—convenient, fast, affordable, and trusted around the world. The test is brought to you by Duolingo, the most popular way to learn a language online.

- **Convenient:** Take the test online from your computer at any time, anywhere in the world.
- **Fast:** Complete the test in under 1 hour and receive your results in 2 days
- **Affordable:** Pay only \$49, and you can share your results with an unlimited number of institutions for no additional cost.
- **Trusted:** Accepted by thousands of top institutions around the world.

GRE:- The Graduate Record Examination (GRE) is a standardized test commonly used for admissions into graduate programs and business schools in the United States and many other countries. It is created and administered by Educational Testing Service (ETS). The GRE is designed to assess a student's readiness for graduate-level academic work and is considered an important part of the application process for various graduate and business programs.

GMAT:- The Graduate Management Admission Test is a computer adaptive test intended to assess certain analytical, writing, quantitative, verbal, and reading skills in written English for use in admission to a graduate management program, such as a Master of Business Administration program.

SAT:- The SAT is a standardized test widely used for college admissions in the United States. Since its debut in 1926, its name and scoring have changed several times.

CHAPTER-3
RESEARCH DESIGN

RESEARCH DESIGN

1. METHOD OF DATA COLLECTION

The researcher has chosen the questionnaire methods of data collection due to limited time in hand. While designing data-collection procedure, adequate safeguards against bias and unreliability must be ensured. Researcher has examined the collected data for completeness, comprehensibility, consistency and reliability. Researcher has also gathered secondary data which have already been collected and analyzed by someone else. He got various information from journals, historical documents, magazines and reports prepared by the other researchers. For the present piece of research, the investigator has used the following methods:

- Questionnaire

- Interview

- Observation

2. SAMPLE SIZE

Here, researcher has taken 25 as the sample size.

3. ABOUT THE QUESTIONNAIRE

In this method a questionnaire is sent to the HR Manager concerned with a request to answer the questions and return the questionnaire. The questionnaire consisted of a number of questions printed or typed in a definite order. The HR Manager has to answer the questions on their own. The researcher has chosen this method of data collection due to low cost incurred, it is free from bias of the interviewer and respondent have adequate time.

PROBLEM DEFINATION

These five common obstacles that international students go through when they move away from home to a new country: financial stress, language barrier, feeling homesick, adapting to a new country, and building a support network. So let's look at these challenges of studying abroad and how to overcome them. After all, it doesn't look so scary anymore when you know what to expect from something.

1. Money and finances.
2. The other language.
3. Feeling homesick.
4. Adapting to your new country.
5. Finding a supportive network.

1. Money and finances:-

Financial insecurities can be one of the most significant stressors of studying abroad. Financial stress may appear due to a high tuition fee and other day-to-day living expenses. Especially at the beginning of your international education journey, the number of expenses might seem overwhelming. Thinking about the tuition fee, costs of academic supplies, accommodation, insurance, and many other financial aspects waiting to be paid can be nerve-wracking. Nevertheless, there are ways to minimize these expenses and make your financial planning less scary.

2. The other language:-

Studying and living abroad often means that you have to speak a different language than your mother tongue. While this can be exciting sometimes, the language barrier can also affect the mental wellbeing of international students.

3. Feeling homesick:-

Living in a foreign country will most likely leave you feeling homesick. The truth is there will be days when things aren't going right, and you're far away from people and surroundings that could comfort you. Feeling homesick can make you crave familiarity and support from close people. Sometimes, the feeling may become overwhelming. However, it's important to realise that this is a normal experience and a common part of living abroad. Especially during the first year of university, feelings of homesickness may be a frequent visitor in your weekly life. But eventually, the feeling becomes less and less strong as you settle down in the new country and start building familiarity with your new home.

4. Adapting to your new country:-

Feeling that you fit in when you move to a new country can be challenging. It involves very practical things like using a different currency and getting used to the local diet, but also more subtle aspects like cultural differences and traditions. These factors can prove a real challenge in your efforts to adapt to your new country.

5. Finding a supportive network:-

In most cases, students go abroad alone to pursue higher education. Family members, friends, former colleagues and classmates are left behind while students go away on a new adventure. On the one hand, having a clean slate to build a new life in a foreign country is very exciting. On the other hand, the thought of being alone in an unfamiliar environment

HYPOTHESIS

Hypothesis is usually considered as the principal instrument in research. Its main function is to suggest new experiments and observations. In fact, many experiments are carried out with the deliberate objects of testing hypothesis

Null Hypothesis:

- Human Resource policies of Study abroad overseas are not Beneficial for the growth of employees.
- Study Abroad overseas following are not best human resource policies in the Respective Industry.

Alternative Hypothesis:

- Human Resource policies of Study Abroad Overseas are Beneficial for the growth of employees.
- Study Abroad overseas following best Human resource policies in the Respective Industry.

CHAPTER-4

RESEARCH METHODOLOGY

PRIMARY DATA:

In order to gather necessary data and also to provide profound insight into the topic "H.R Policies on Study Abroad Overseas", the research considered the use of questionnaire for consumers in most suitable way.

Questionnaire was used to collect primary data from respondents. The questionnaire was structured type and contained questions relating to different dimensions of Overseas Preferences among service class such as level of usage, factors influencing the usage of, benefits accruing to the users of Overseas services, problems encountered An attempt was also made to elicit reasons for its non-usage. The questions included in the questionnaire were open-ended and offering, multiple choices.

SECONDARY DATA:

Secondary data was collected from the existing data sources, catalogues, internet, magazine, case studies, newspapers, journals, articles, websites, etc. The information to collected has been consolidated in a meaningful mauner for the purpose.

OBJECTIVE OF STUDY

1. To study the human resource needs of an organization.
2. To study the main processes of employees resorting and development.
3. To know whether employees are aware of these policies and are delivering benefits for themselves as well as for the company.
4. To study the Motivation of employees
5. To study the Training and Development of Organization.

Limitations of study

1. So many peoples are unaware about abroad study.
2. The sample size of only 25 was taken among the employees of said company for the purpose of study.
3. It is a study of main processes of employees resorting and development.

CHAPTER-5

DATA ANALYSIS

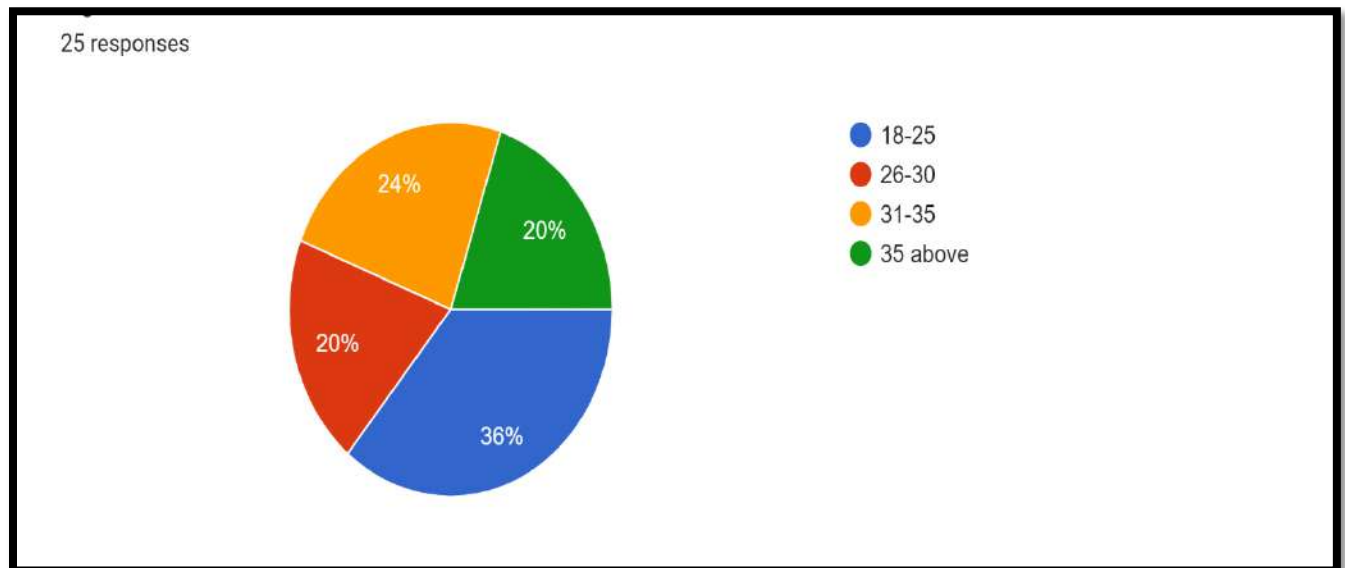
AND

INTERPRETATION

DATA ANALYSIS AND INTERPRETATION

1. AGE CLASSIFICATION

AGE	NO. OF RESPONDENT	PERCENTAGE
18-25	9	36%
26-30	5	20%
31-35	6	24%
35& Above	5	20%
TOTAL	25	100%

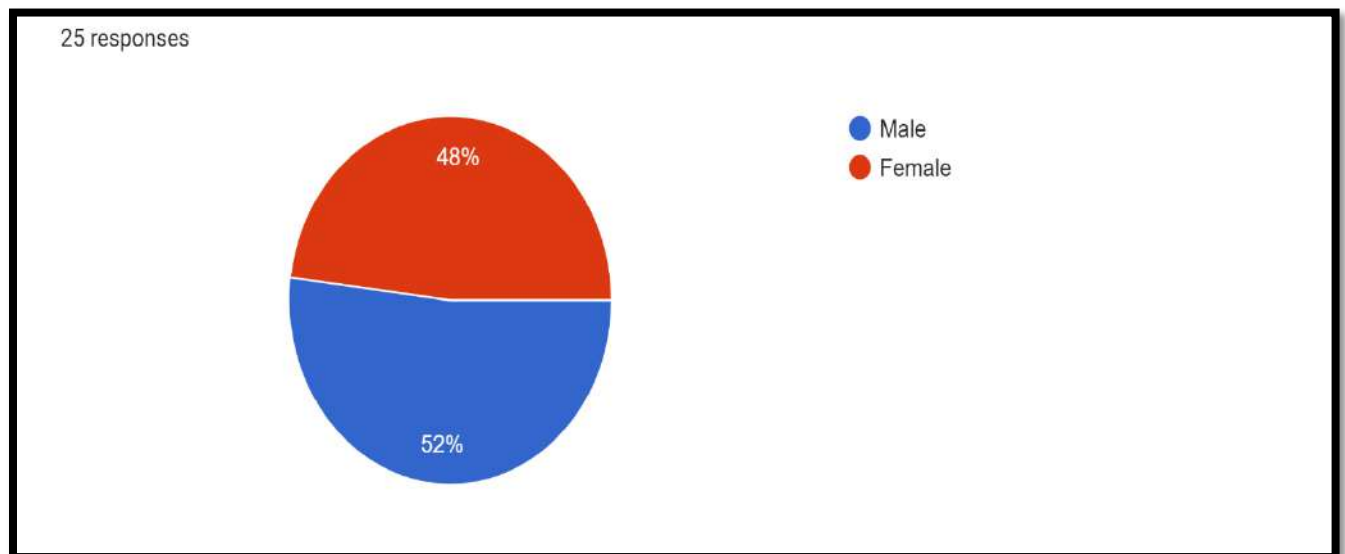


Interpretation:-

From the above table and chart it shows that the majority of responses (36%) fall in age group of 18-25, the (20%) responses are in age group of 26-30 the age group 31-35 responses are (24%) and remaining (20%) are fall in the age group above 35.

2. GENDER CLASSIFICATION

PARTICULAR	NO. OF RESPONDENT	PERCENTAGE
MALE	13	52%
FEMALE	12	48%
TOTAL	25	100%



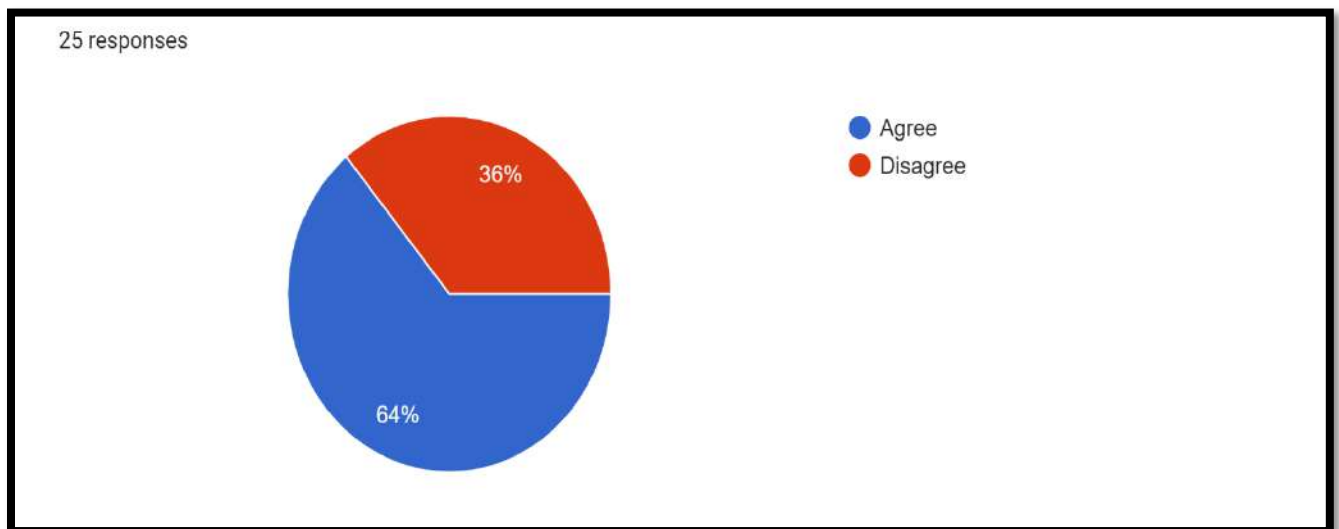
Interpretation-

From the above table and graph, it shows that the respondents (52%) are male whereas (48%) are female.

3. Classification on the No. of Respondent

Are satisfied with the external recruitment sources performed in the organization.

PARTICULAR	NO. OF RESPONDENT	PERCENTAGE
AGREE	16	64%
DISAGREE	9	34%
TOTAL	25	100%



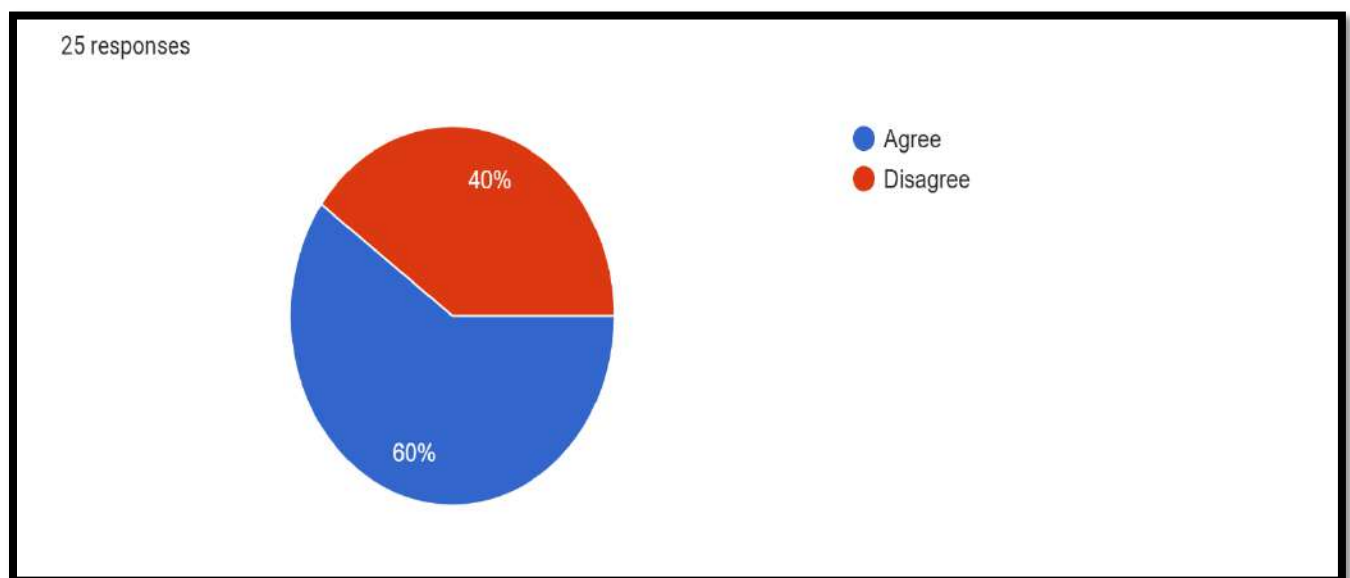
Interpretation-

As per the above table and graph it defines that the highest respondents (64%) are agreed with that they are satisfied with external recruitment sources performed in the organization and (9%) are disagreed with it.

4. Classification on the No. of Respondent

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

PARTICULAR	NO. OF RESPONDENT	PERCENTAGE
AGREE	15	60%
DISAGREE	10	40%
TOTAL	25	100%



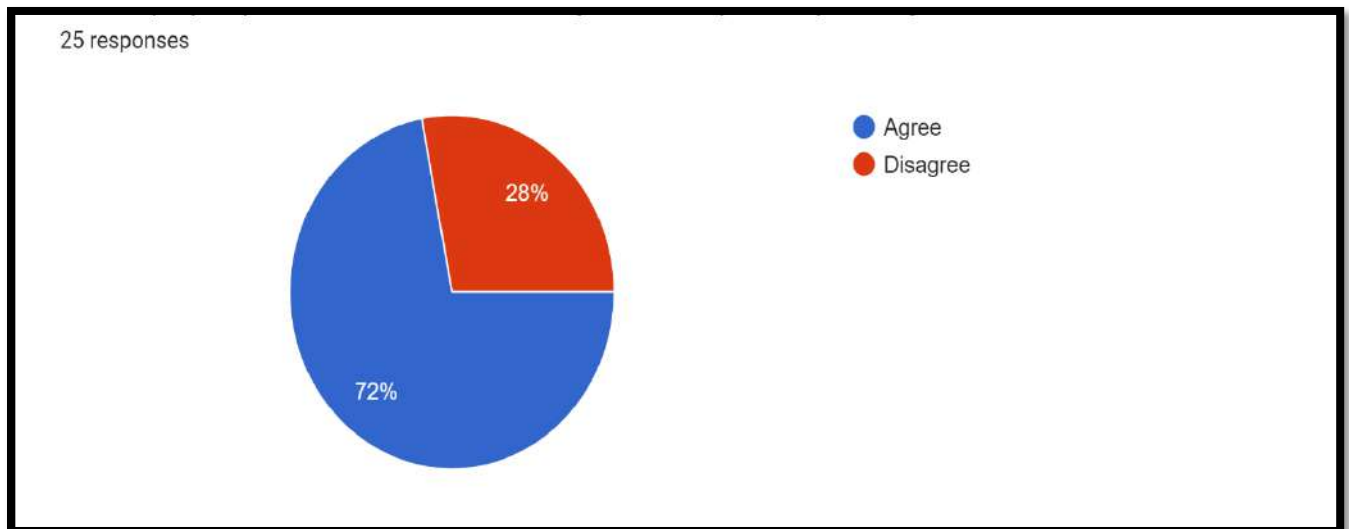
Interpretation-

The above graph and table states that the (60%) are agreed with that they Are you satisfied with the monetary limits given to you for the expenses (40%) are not agreed.

5. Classification on the No. of Respondent

For Employee performance is the training need analyzed in your organization?

PARTICULAR	NO. OF RESPONDENT	PERCENTAGE
AGREE	18	72%
DISAGREE	7	28%
TOTAL	25	100%



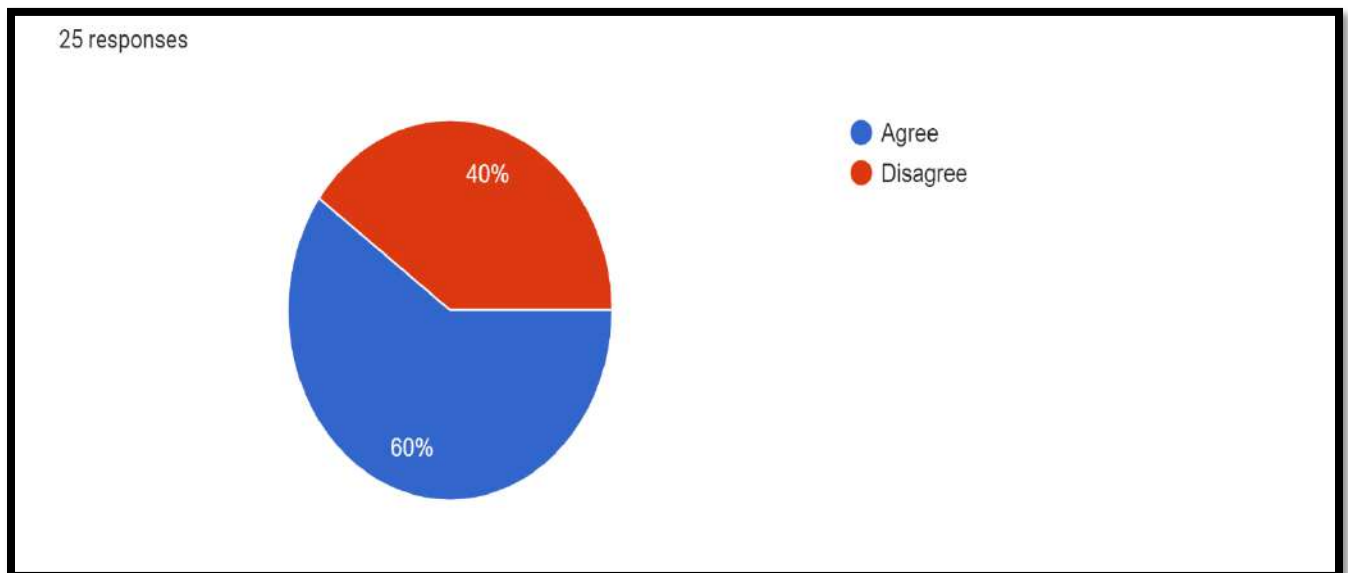
Interpretation-

The above graph and table states that the respondents (72%) are inclined towards who are agreed with that For Employee performance is the training need analyzed in your organization and on the other hand (28%) not known to this.

6. Classification on the No. of Respondent

Are you satisfied with the feedback given to you by organization?

PARTICULAR	NO. OF RESPONDENT	PERCENTAGE
AGREE	15	60%
DISAGREE	10	40%
TOTAL	25	100%



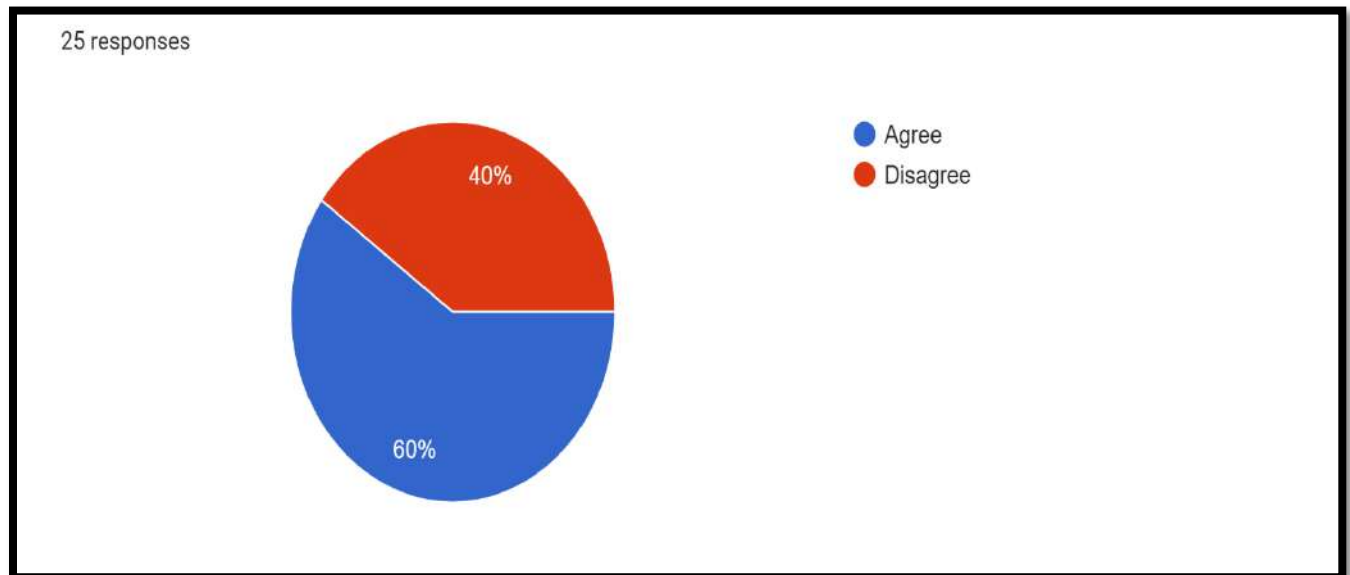
Interpretation-

As per the above graph and table the highest agree respondents (60%) in satisfied with the feedback given to you by organization and remaining (40%) employees are disagree.

7. Classification on the No. of Respondent

Are you satisfied with the privilege leave provided to you?

PARTICULAR	NO. OF RESPONDENT	PERCENTAGE
AGREE	15	60%
DISAGREE	10	40%
TOTAL	25	100%



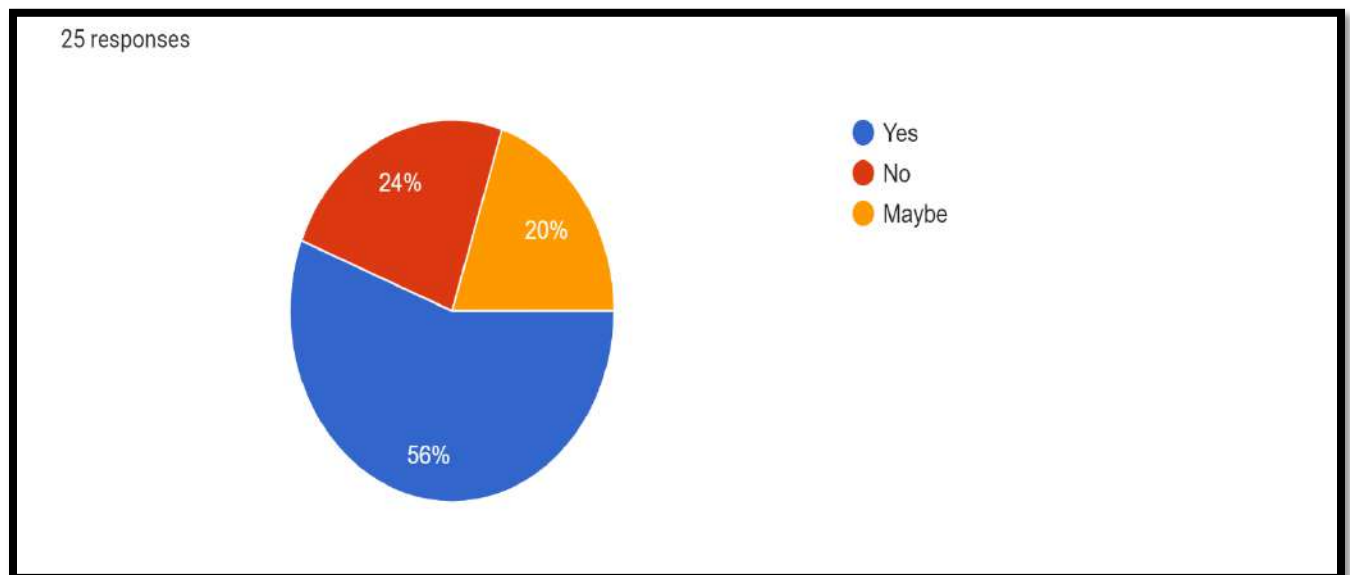
Interpretation-

As per the above table and graphs it states that (60%) are agree regarding satisfied with the privilege leave provided and (40%) are disagree

8. Classification on the No. of Respondent

Are you aware of all the HR Policies in your company?

PARTICULAR	NO. OF RESPONDENT	PERCENTAGE
YES	14	56%
NO	6	24%
MAY BE	5	20%
TOTAL	25	100%



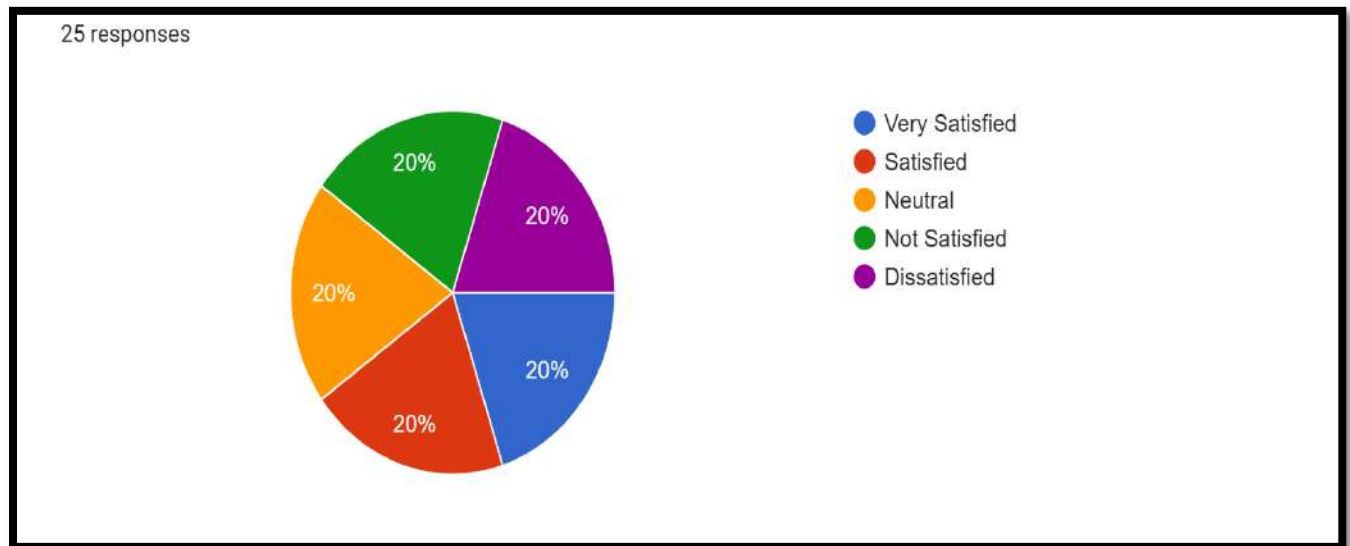
Interpretation-

As the table and graph shows (56%) respondents are aware of companies HR policy and (24%) respondents are not aware company HR policy and remaining (20%) are not sure of HR policies in the Company.

9. Classification on the No. of Respondent

Are you satisfied with the overall HR Policy of company?

PARTICULAR	NO. OF RESPONDENT	PERCENTAGE
VERY SATISFIED	5	20%
SATISFIED	5	20%
NEUTRAL	5	20%
NOT SATISFIED	5	20%
DISSATISFIED	5	20%
TOTAL	25	100%

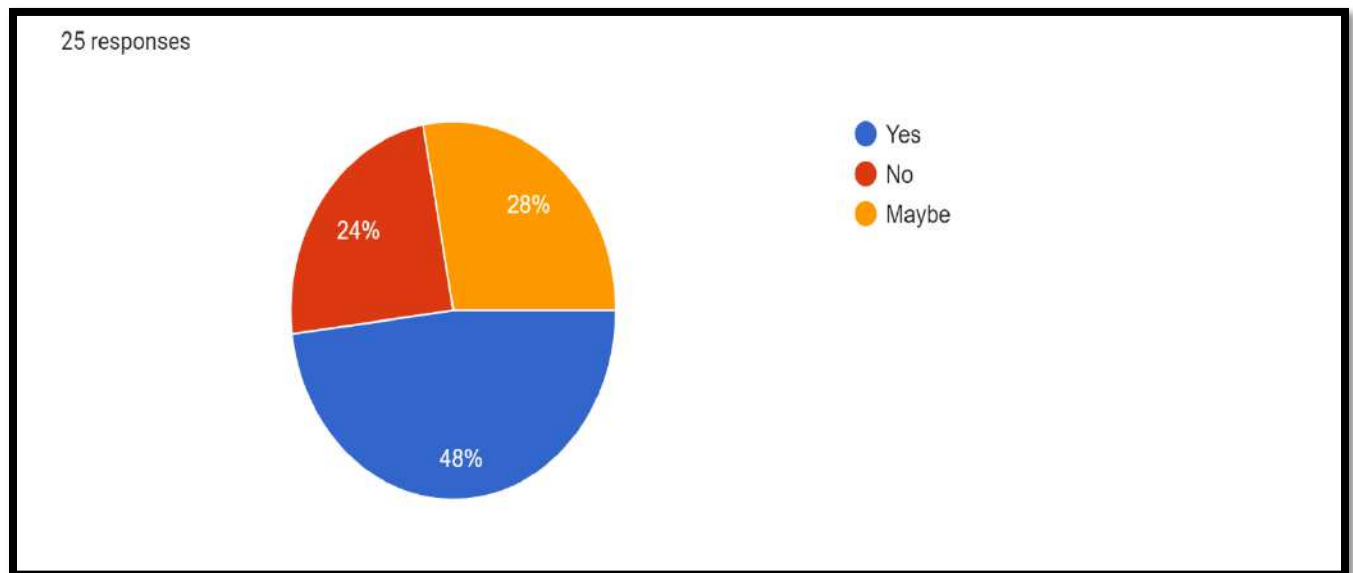


Interpretation-

As per the above graph and table shows that the (20%) are very satisfied, (20%) are satisfied (20%) are in neutral opinion, (20%) are not satisfied and lastly (20%) are dissatisfied in regards satisfied with the overall HR Policy of company.

10. Classification on the No. of Respondent**Did you company provide best HR Policy in Respective Industry?**

PARTICULAR	NO. OF RESPONDENT	PERCENTAGE
YES	12	48%
NO	6	24%
MAY BE	7	28%
TOTAL	25	100%

**Interpretation-**

As per the above table and graphs it shows highest response yes (48%) are best HR Policy in Respective Industry and (24%) are NO best HR Policy in Respective Industry and remaining are may be (28%).

HYPOTHESIS TESTING

Null Hypothesis:

1. **Human Resource policies of Study abroad overseas are not Beneficial for the growth of employees.**
2. **Study Abroad overseas following are not best human resource policies in the Respective Industry.**

Alternative Hypothesis:

1. Human Resource policies of Study Abroad Overseas are Beneficial for the growth of employees.
2. Study Abroad overseas following best Human resource policies in the Respective Industry.

Hypothesis 1:-

From the above research study conduct during my project work it is found that among the above hypothesis, Alternate hypothesis i.e “ Human Resource policies of Study Abroad Overseas are Beneficial for the growth of employees” is found to be true hence accepted, where as null hypothesis i.e “Human Resource policies of Study Abroad Overseas are Beneficial for the growth of employees” is rejected.

Hypothesis 2:-

From the above research study conduct during my project work it is found that among the above hypothesis, Alternate hypothesis i.e “Study Abroad overseas following best Human resource policies in the Respective Industry” is found to be true hence accepted, where as null hypothesis i.e “Study Abroad overseas following best Human resource policies in the Respective Industry ” is rejected.

CHAPTER-6

FINDINGS & SUGGESTION

FINDINGS

1. The majority of responses (36%) fall in age group of 18-25, the (20%) responses are in age group of 26-30 the age group 31-35 responses are (24%) and remaining (20%) are

fall in the age group above 35.

2. The respondents (60%) are inclined towards who are agreed with that For Employee performance is the training need analyzed in your organization and on the other hand (40%) not known to this.
3. The (40%) response are very satisfied, (40%) response are not satisfied and lastly (20%) are in neutral opinion, with the overall HR Policy of company.
4. The (60%) response are agreed and (40%) response are not agree for the monetary limits given to you for the expenses.
5. The highest response yes (48%) are best HR Policy in Respective Industry and (24%) are not best HR Policy in Respective Industry and remaining are may be (28%). The (40%) response are satisfied, (20%) response are in neutral opinion, (40%) response are dissatisfied in regard for overall HR policy in company.
6. The graph shows (56%) respondents are aware of companies HR policy and (24%) respondents are not aware company HR policy and remaining (20%) are not sure for HR policies in the Company.

Suggestions

1. Provide comprehensive pre-departure orientation sessions covering cultural adaptation,

safety guidelines, emergency procedures, academic expectations, and intercultural communication skills.

2. Develop a code of conduct outlining behavioral expectations, academic integrity, respect for local customs and laws, and consequences for violations.
3. Regularly review and update HR policies based on feedback from students, staff, and stakeholders to ensure their effectiveness and relevance to evolving needs and circumstances.

CHAPTER-7

CONCLUSION

CONCLUSION

Study Abroad Overseas Company inspires the employees to do their best work every day. The employees are not satisfied with the communication and decision-making process as it leaks the information related to organization.

The Policy grooms every individual to realize his potential in all facets while contributing to attain higher organizational and personal goals. the Policy builds teams and foster team-work as the primary instrument in all activities. the Policy implements equitable, scientific and objective system of rewards, incentives and control. the Policy recognizes worth contributions in time and appropriately, so as to maintain a high level of employee motivation and morale. the employees agree on the part of their performance that they know what is expected from them. the employees understand how their work goals relate to company's goals. Company inspires the employees to do their best work every day.

The employees do not receive the appropriate recognition and rewards for their contributions and accomplishments. the employees feel that they are not paid fairly for the contributions they make to company's success.

CHAPTER-8
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BIBLIOGRAPHY

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- “Human Resource Policy Analysis: Organizational Applications” by Richard J. Niehaus.

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www.studyabroadlife.com

www.investopedia.com

www.moneycontrol.com

www.citehr.com

www.ask.com

www.wikipedia.com

www.hrgroup.com

www.ppspublishers.com

www.tvrls.com

JOURNALS & ARTICLES:

- Policies of study abroad life
- Documents of study abroad overseas

CHAPTER-9

ANNEXURES

ANNEXURES

Name of Employee: -----

Designation: -----

QUESTIONNAIRES:

Name:-

Age:-

Gender:-

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

- i. Agree
- ii. Disagree

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

- i. Agree
- ii. Disagree

3. Employee performance is the training need analyzed in your organization?

- i. Agree
- ii. Disagree

4. Are you satisfied with the feedback given to you by organization?

- i. Agree
- ii. Disagree

5. Are you satisfied with the privilege provided to you?

- i. Agree
- ii. Disagree

6. Are you aware of all the HR Policies in your company?

- i. Yes
- ii. No
- iii. May be

7. Are you satisfied with the overall HR policies of Company?

- i. Very satisfied
- ii. Satisfied
- iii. Neutral
- iv. Not Satisfied
- v. Dissatisfied

8. Did your company Provide best HR policies in Respective Industry?

- i. Yes
- ii. No
- iii. May be