



Lr.S.No.SINSMC/OFF/2025-26/268

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HUMAN RESOURCE CELL

A Human Resource (HR) Cell is a vital component of any organization, responsible for managing the workforce and ensuring that the organization's human capital is aligned with its overall goals and objectives.

Functions of HR Cell

1. Recruitment and Selection: Responsible for recruiting, selecting, and hiring new employees.
2. Employee Onboarding: Ensures a smooth transition for new employees, providing necessary training and support.
3. Employee Relations: Manages employee conflicts, grievances, and disciplinary actions.
4. Training and Development: Designs and implements training programs to enhance employee skills and knowledge.
5. Performance Management: Develops and implements performance management systems to evaluate employee performance.
6. Compensation and Benefits: Administers compensation and benefits programs, including salary, bonuses, and employee perks.
7. Employee Engagement: Develops strategies to boost employee morale, motivation, and job satisfaction.
8. Diversity, Equity, and Inclusion: Promotes diversity, equity, and inclusion initiatives to create a welcoming work environment.
9. Compliance: Ensures compliance with labor laws, regulations, and company policies.
10. HR Analytics: Analyzes HR data to inform business decisions and improve HR processes.

HUMAN RESOURCE CELL MEMBERS

S.NO	Name	Committee Role	Phone Number
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