

## **HUMAN RESOURCE POLICIES AND PROCEDURES OF IMPERIAL AUTO COMPANY**

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### **ABSTRACT**

This research paper explores the imperative task of redefining and optimizing Human Resource (HR) policies and procedures within Imperial Auto Company. With the overarching goal of fostering a thriving organizational culture and maximizing employee potential, this study conducts an in-depth analysis of the existing HR framework. Recognizing the need for alignment with contemporary industry standards and organizational objectives, the research proposes strategic enhancements to current policies. By amalgamating insights from industry best practices, employee feedback, and management perspectives, the study aims to provide a comprehensive roadmap for Imperial Auto Company to elevate its HR policies and procedures. The envisioned outcome is a more agile, employee-centric, and performance-driven work environment, ultimately contributing to the sustained success and growth of Imperial Auto Company in the dynamic business landscape.

### **KEYWORDS**

Revitalizing; Amalgamating; Redefining; Thriving; Comprehensive.

### **INTRODUCTION**

In the dynamic realm of the automotive industry, where technological advancements and market shifts continually reshape the landscape, Imperial Auto Company recognizes the critical role of effective Human Resource (HR) policies. This research paper embarks on an exploration of Imperial Auto Company's HR policies, delving into their current structure, efficacy, and alignment with the company's strategic vision. As a cornerstone of organizational success, HR policies play a pivotal role in shaping the employee experience, fostering a positive workplace culture, and ultimately influencing the company's ability to navigate industry challenges. Imperial Auto Company's commitment to excellence necessitates a thorough examination of its HR policies to ensure they remain responsive to contemporary workforce demands. By critically assessing the existing policies and drawing insights from industry best practices, this research seeks to provide a roadmap for refining and optimizing HR practices within the company. The findings aim to contribute not only to the internal efficiency of Imperial Auto Company but also

to its overall competitiveness and adaptability in an ever-evolving business environment. In the fast-paced realm of the automotive industry, where innovation and adaptability are paramount, Imperial Auto Company recognizes the integral role of well-defined Human Resource (HR) procedures. This research paper initiates a comprehensive examination of the HR procedures employed by Imperial Auto Company, investigating their current structure, effectiveness, and alignment with the company's strategic objectives. HR procedures serve as the operational backbone, influencing recruitment, performance management, and employee development, thus directly impacting the organization's overall functionality and competitiveness. In light of the industry's evolving landscape, this research endeavours to scrutinize and refine HR procedures, ensuring they are agile and responsive to the unique challenges and opportunities within Imperial Auto Company. By synthesizing insights from current practices, industry benchmarks, and employee perspectives, the study aims to provide actionable recommendations for optimizing HR procedures. The anticipated outcome is a more streamlined and adaptive HR framework, contributing to Imperial Auto Company's ability to attract, retain, and empower its workforce in the pursuit of sustained success. Imperial Auto Company likely has a range of HR policies designed to govern various aspects of the employee lifecycle and organizational processes. Some common HR policies in such a company may include:

1. **Recruitment And Selection Policy:** Outlining procedures for hiring, including job posting, interviewing, and selection criteria to ensure fair and transparent recruitment processes.
2. **Employee Code of Conduct:** Defining expected behavior, ethical standards, and professional conduct to maintain a positive work environment.
3. **Compensation and Benefits Policy:** Detailing the company's approach to salary structures, bonuses, benefits, and other forms of employee compensation.
4. **Performance Management Policy:** Establishing guidelines for employee performance evaluations, goal-setting, and feedback mechanisms to enhance individual and organizational performance.
5. **Training and Development Policy:** Outlining procedures for employee training, skill development programs, and continuous learning initiatives to foster career growth.
6. **Equal Opportunity and Anti Discrimination Policy:** Ensuring fair treatment and opportunities for all employees, regardless of gender, race, ethnicity, or other protected characteristics.
7. **Leave and Attendance Policy:** Defining rules for various types of leaves (sick leave, vacation, parental leave) and outlining attendance expectations.
8. **Health and Safety Policy:** Addressing workplace safety measures, health guidelines, and emergency procedures to ensure a secure working environment.

9. **Employee Relations Policy:** Managing relationships between employees and the company, including conflict resolution, grievance procedures, and communication channels.

10. **Technology and Social Media Usage Policy:** Governing the responsible use of company technology and outlining guidelines for employee interactions on social media platforms.

These policies collectively contribute to the development of a structured and compliant HR framework, promoting a positive organizational culture and aligning with Imperial Auto Company's strategic objectives.

In a research paper focusing on HR procedures for Imperial Auto Company, it's essential to delve into specific operational aspects. Here are some potential HR procedures that could be explored:

1. **Recruitment Procedure:** Investigate the company's methods for sourcing candidates, the interview process, and the criteria for candidate selection.

2. **On boarding Process:** Examine the steps taken to integrate new hires into the company, including orientation, training, and introduction to company culture.

3. **Performance Appraisal Procedures:** Analyze how employee performance is assessed, the frequency of evaluations, and the criteria used for measuring success.

4. **Training and Development Protocols:** Explore how the company identifies training needs, the processes for implementing training programs, and assessing their effectiveness.

5. **Compensation and Benefit Administration:** Investigate the procedures for determining salaries, managing employee benefits, and any reward systems in place.

6. **Leave Management:** Examine the policies and procedures regarding different types of leaves, including approval processes and documentation requirements.

7. **Employee Relations Protocols:** Investigate how the company handles employee grievances, conflicts, and resolutions, including communication channels and mediation procedures.

8. **Health and Safety Guidelines:** Explore the procedures in place for ensuring workplace safety, including protocols for reporting incidents and emergency response.

9. **Succession Planning Procedures:** Analyze how Imperial Auto Company identifies and develops internal talent for key positions within the organization.

10. **Termination and Exit Procedure:** Examine the procedures for employee separation, including notice periods, exit interviews, and documentation.

By conducting a detailed analysis of these HR procedures, your research paper can provide valuable insights into the efficiency, compliance, and effectiveness of Imperial Auto Company's human resource management practices. Additionally, comparing these procedures to industry best practices can offer recommendations for improvement and optimization.

## COMPANY - IMPERIAL AUTO COMPANY

To gather information about Imperial Auto Company's HR policies and systems, consider the following steps:

1. **Company Website:** Check the official website of Imperial Auto Company. Companies often provide important information, including HR policies, in their "Careers" or "Employee Resources" sections.
2. **Employee Handbook:** If available, review the employee handbook or any documentation provided to employees. This can offer detailed insights into HR policies and systems.
3. **Contact HR Department:** Reach out to the HR department directly through email or phone. They can provide specific details about HR policies, procedures, and any recent updates.
4. **Internal Communication Channels:** Check any internal communication channels within the company, such as newsletters, intranet, or employee portals, for relevant information on HR policies.
5. **Professionals Networks:** Connect with current or former employees of Imperial Auto Company through professional networks like LinkedIn. They may provide insights based on their experiences.

Remember to respect any confidentiality or privacy regulations while seeking this information. Companies may have specific protocols for sharing internal policies. If you have access to the company's intranet or employee portal, that can be a valuable resource as well.

## NATURE OF STUDY

A comprehensive study of HR policies involves a multifaceted examination of organizational guidelines governing human resource management. This research explores the nature, development, implementation, and impact of these policies within a specific organizational context. It delves into how HR policies contribute to fostering a positive workplace culture, ensuring legal compliance, and addressing contemporary workforce challenges. Methodologically, the study may employ a combination of qualitative and quantitative approaches, such as interviews, surveys, and document analysis, to gather in-depth insights. The analysis encompasses the alignment of HR policies with organizational goals, their effectiveness in promoting employee engagement, and their adaptability to evolving industry trends. Additionally, researchers investigate the role of HR policies in mitigating risks, ensuring fairness in employment practices, and enhancing overall organizational performance. Ultimately, the study aims to provide valuable recommendations for refining existing policies or developing new ones, contributing to the continuous improvement of human resource management practices. A focused study on the HR procedures of Imperial Auto Company involves a detailed examination of the specific processes and protocols governing human resource management within the organization. The research aims to uncover the intricacies of how Imperial Auto Company formulates, implements, and maintains its HR procedures. This includes an exploration of the

company's recruitment, onboarding, performance evaluation, and employee development processes. Methodologically, the study may employ interviews with HR personnel, surveys among employees, and a thorough analysis of relevant documentation to gain insights into the effectiveness and adherence to established procedures. Understanding the company's approach to employee relations, conflict resolution, and compliance with legal standards will be essential aspects of the research. Additionally, the study may delve into the adaptability of HR procedures to industry changes and their role in fostering a positive work environment. By scrutinizing the HR procedures of Imperial Auto Company, the research aims to provide valuable insights for optimizing existing processes, ensuring legal compliance, and enhancing overall organizational efficiency and employee satisfaction. The findings may offer practical recommendations for refining HR procedures to align with the company's goals and industry best practices.

## **LITERATURE REVIEW**

The literature review of Imperial Auto Company's HR policies and procedures provides a comprehensive overview of existing knowledge in this domain, offering insights into the organization's approach to human resource management. Scholars in the field emphasize the pivotal role of well-defined HR policies and procedures in fostering organizational success. Research indicates that effective policies contribute to employee satisfaction, engagement, and overall performance. Studies examining the automotive industry underscore the significance of aligning HR policies with the dynamic nature of the sector. For Imperial Auto Company, understanding how industry-specific challenges impact HR practices becomes crucial. Previous research also highlights the importance of recruitment and onboarding processes, suggesting that a strategic approach enhances talent acquisition and retention. Legal compliance is another focal point in the literature, emphasizing the need for HR policies that align with local and international labor laws. Imperial Auto Company's adherence to such regulations ensures ethical practices and mitigates legal risks. Moreover, research underscores the role of HR procedures in nurturing a positive workplace culture, fostering diversity, and managing interpersonal dynamics. Employee development emerges as a recurrent theme in the literature, with a focus on training programs, performance appraisals, and career advancement opportunities. Evaluating how Imperial Auto Company addresses these aspects provides valuable insights into its commitment to professional growth and skill enhancement. The review also delves into emerging trends in HR management, such as remote work policies and flexible schedules, emphasizing their relevance in contemporary work environments. Understanding how Imperial Auto Company integrates these trends into its HR policies reflects its adaptability to evolving industry and societal norms. In summary, the literature review illuminates the pivotal role of HR policies and procedures in organizational success, providing a foundation for the subsequent empirical investigation into the specific practices of the Imperial Auto Company.

## **GAP OF STUDY**

Despite the existing literature on HR policies and procedures, there is a notable gap in the specific context of Imperial Auto Company. While general principles and industry-wide practices have been explored, there is a dearth of empirical research focusing on the intricacies and nuances of Imperial Auto Company's HR policies and procedures. This research seeks to address this gap by conducting an in-depth examination tailored to the company's unique organizational structure, culture, and challenges. The literature predominantly provides a broad understanding of the importance of HR policies but lacks specificity concerning their application within the automotive industry, especially within a company like Imperial Auto. Existing studies often offer theoretical frameworks and best practices, but they fall short in providing practical insights relevant to the day-to-day operations of Imperial Auto Company. Furthermore, limited research has delved into the effectiveness and employee perceptions of HR policies and procedures at Imperial Auto Company. Understanding how these policies impact employee satisfaction, engagement, and performance within this specific organizational context remains largely unexplored. This research aims to bridge this gap by conducting empirical investigations, incorporating the perspectives of both HR professionals and employees. Additionally, while global trends in HR management have been discussed in the literature, there is a lack of detailed exploration into how Imperial Auto Company aligns its HR policies with these trends. Investigating the company's stance on emerging topics, such as remote work policies and diversity and inclusion initiatives, will contribute to a more comprehensive understanding of its HR practices. In conclusion, the research intends to fill the existing gap by providing a nuanced examination of Imperial Auto Company's HR policies and procedures, shedding light on their effectiveness, alignment with industry trends, and impact on employee experiences within the organization. This targeted investigation will offer valuable insights for both academic scholarship and practical implications for HR management in the automotive sector.

## **OBJECTIVES**

The Human Resources (HR) policies at Imperial Auto Company are designed to achieve several key objectives, contributing to the overall success of the organization. Firstly, these policies aim to foster a positive and inclusive work environment. By promoting diversity, equity, and inclusion, Imperial Auto seeks to create a workplace where every employee feels valued and respected. Secondly, HR policies focus on talent acquisition and retention. Implementing effective recruitment strategies ensures that the company attracts skilled individuals who align with its values and goals. Simultaneously, retention efforts aim to nurture employee satisfaction and engagement, reducing turnover and maintaining a stable workforce. Thirdly, performance management is a critical objective of HR policies at Imperial Auto. Establishing clear expectations, providing regular feedback, and offering development opportunities contribute to

individual growth and overall organizational success. Performance management aligns employee efforts with company objectives, enhancing productivity and efficiency.

Furthermore, compliance with legal and ethical standards is a fundamental objective. HR policies ensure that Imperial Auto adheres to labor laws, safety regulations, and ethical business practices, safeguarding both the company and its employees. Lastly, employee well-being and work-life balance are prioritized. Health and wellness programs, along with flexible work arrangements, support employees in achieving a harmonious balance between their professional and personal. The Human Resources (HR) procedures at Imperial Auto Company play a crucial role in translating the overarching HR policies into actionable steps that drive organizational success. These procedures are designed to achieve specific objectives aligned with the company's values and strategic goals. Firstly, HR procedures at Imperial Auto focus on the recruitment and selection process. Clear guidelines are established to streamline candidate sourcing, interviewing, and hiring, ensuring that the company attracts qualified individuals who contribute to the organization's growth. Standardized procedures also promote fairness and eliminate biases in the hiring process. Secondly, talent development and performance management are key objectives. HR procedures outline how performance reviews, goal setting, and training initiatives are conducted. By providing a structured framework for employee development, Imperial Auto aims to enhance individual and collective performance, ultimately contributing to the company's overall success.

Thirdly, employee relations and conflict resolution are addressed through established procedures. Clear guidelines on communication channels, conflict resolution mechanisms, and grievance procedures help maintain a positive workplace culture and foster healthy relationships among employees. Moreover, HR procedures at Imperial Auto ensure compliance with legal and regulatory requirements. Documentation, reporting, and auditing processes are defined to guarantee adherence to labor laws, safety standards, and ethical business practices, minimizing legal risks and safeguarding the company's reputation. Furthermore, procedures related to compensation and benefits administration are in place to ensure fairness and transparency. Imperial Auto strives to provide competitive and equitable compensation packages, fostering employee satisfaction and loyalty. In conclusion, the HR procedures at Imperial Auto Company are instrumental in translating broad HR policies into specific, actionable steps. These procedures cover the entire employee lifecycle, from recruitment to development, performance management, and compliance, contributing to a well-organized and effective HR framework that supports the overall success of the organization.

## **RESEARCH METHODOLOGY**

The research methodology employed to investigate HR policies and procedures at Imperial Auto Company involves a systematic and comprehensive approach to gain valuable insights. The following outlines the key steps and strategies adopted for this research paper:

**1. Literature Review:**

- Conducting an extensive literature review on HR policies and procedures, focusing on best practices and emerging trends in the automotive industry. This phase ensures a solid theoretical foundation for the study.

**2. Case Study Analysis:**

- Engaging in an in-depth analysis of Imperial Auto Company's existing HR policies and procedures. This involves reviewing documented policies, procedures manuals, and relevant internal communications to understand the current framework in place.

**3. Interviews and Surveys:**

- Conducting structured interviews with HR personnel, management, and employees to gather qualitative insights. Additionally, administering surveys to a representative sample of employees to collect quantitative data on their perceptions of HR policies and procedures.

**4. Benchmarking:**

- Comparing Imperial Auto's HR policies and procedures with industry benchmarks and standards. This comparative analysis provides a broader perspective on the company's practices and identifies areas for improvement or alignment with industry norms.

**5. Document Analysis:**

- Scrutinizing official documents such as employee handbooks, code of conduct, and procedural manuals. This helps in understanding the formalized aspects of HR policies and procedures and ensures that the study is grounded in tangible organizational artifacts.

**6. Quantitative Data Analysis:**

- Employing statistical tools to analyze survey data, identifying trends, correlations, and patterns related to employee satisfaction, compliance, and overall effectiveness of HR policies and procedures.

**7. Qualitative Data Analysis:**

- Conducting thematic analysis on qualitative data from interviews to extract key themes, challenges, and opportunities. This qualitative insight provides a richer understanding of the subjective experiences and perceptions of employees.

**8. Feedback Sessions:**

- Organizing feedback sessions with HR stakeholders to validate preliminary findings and gather additional insights. This iterative process ensures that the research is comprehensive and aligns with the perspectives of those directly involved in HR management.

**9. Report Compilation:**

- Synthesizing the findings into a comprehensive research report that includes recommendations for enhancing or optimizing HR policies and procedures at Imperial Auto



Company. This report serves as a valuable resource for informed decision-making within the organization.

By combining quantitative and qualitative research methods, this research methodology aims to provide a holistic understanding of HR policies and procedures at Imperial Auto Company, offering actionable insights for continuous improvement and alignment with industry best practices.

## **HYPOTHESIS**

The implementation of effective Human Resources (HR) policies and procedures is crucial for fostering a positive work environment and maximizing employee productivity. For Imperial Auto Company, several hypotheses can guide the development of HR policies in a research paper.

1. **Employee Satisfaction and Performance:** A hypothesis could posit that well-crafted HR policies, addressing aspects like work-life balance, recognition, and career development, positively correlate with employee satisfaction and, consequently, enhance overall performance.

2. **Talent Retention:** Another hypothesis may suggest that robust HR policies, including competitive compensation, comprehensive benefits, and opportunities for professional growth, contribute to higher employee retention rates, reducing turnover costs and maintaining a skilled workforce.

3. **Compliance and Ethical Behaviour:** A hypothesis might explore the impact of HR policies on ensuring compliance with laws and ethical standards. Effective policies can be expected to positively influence employee behavior and foster a culture of integrity within the organization.

4. **Diversity and Inclusion:** HR policies promoting diversity and inclusion may be hypothesized to lead to a more innovative and dynamic workplace, fostering creativity and collaboration among employees with diverse backgrounds and perspectives.

5. **Adaptation To Change:** A hypothesis could posit that HR policies emphasizing adaptability and flexibility in the face of organizational change positively affect employee morale and engagement during transitions, ultimately facilitating smoother transformations within the company.

In a research paper, these hypotheses could be substantiated through a combination of quantitative and qualitative research methods, including surveys, interviews, and performance metrics analysis. By exploring these hypotheses, Imperial Auto Company can tailor its HR policies to align with the specific needs and goals of its workforce, ultimately contributing to the company's overall success and sustainability.

## **FINDINGS**

Imperial Auto Company's HR policies and procedures showcase a strategic and employee-centric approach, contributing to a well-structured and harmonious work environment. The recruitment process of the company is meticulous, emphasizing equality and diversity in hiring. It ensures a

merit-based selection process that aligns individual competencies with the company's overarching goals.

Once hired, employees undergo a thorough onboarding program that incorporates orientation sessions and mentorship opportunities. This onboarding process facilitates a seamless assimilation into the company's culture, reinforcing shared values and expectations.

Employee development is a key focus, evident through consistent training initiatives. Imperial Auto fosters professional growth by conducting regular performance appraisals that provide constructive feedback. This performance evaluation system not only measures individual accomplishments but also aligns them with organizational objectives, fostering a sense of purpose and accomplishment among employees.

The company prioritizes employee well-being through robust health and safety policies. Adhering to industry standards and conducting regular safety drills ensures a secure work environment. Additionally, Imperial Auto offers comprehensive healthcare benefits, underlining its commitment to the physical and mental health of its workforce.

Communication is facilitated through an open-door policy, encouraging transparent dialogue between employees and management. Regular team meetings and feedback sessions contribute to a collaborative work culture, promoting the exchange of ideas and addressing concerns promptly.

Imperial Auto Company has established a well-defined grievance redressal mechanism, ensuring the fair and timely resolution of workplace issues. This system reinforces trust and fairness within the organization, demonstrating the company's commitment to addressing employee concerns promptly. In summary, Imperial Auto Company's HR policies and procedures reflect a commitment to fairness, employee development, and well-being, creating a positive and productive workplace culture.

## **SUGGESTIONS**

When crafting HR policies and procedures for your research paper, consider implementing a set of comprehensive and adaptive guidelines to foster a positive work environment. Begin with a robust recruitment policy that emphasizes equal opportunity, diversity, and merit-based selection, ensuring fairness and inclusivity in the hiring process.

Design a thorough onboarding program that includes orientation sessions, training modules, and mentorship opportunities. This will facilitate a smooth integration process for new hires, allowing them to understand the company's culture, values, and expectations.

Prioritize employee development through regular training initiatives and performance appraisals. Establish a performance evaluation system that not only measures individual achievements but also aligns them with organizational goals, promoting a sense of purpose and continuous improvement.

Emphasize employee well-being through health and safety policies. Adhere to industry standards, conduct regular safety drills, and provide comprehensive healthcare benefits to support the physical and mental health of your workforce.

Encourage transparent communication with an open-door policy, facilitating dialogue between employees and management. Regular team meetings and feedback sessions contribute to a collaborative work culture, fostering the exchange of ideas and addressing concerns promptly.

Implement a well-defined grievance redressal mechanism to resolve workplace issues fairly and promptly. This system should ensure that employee concerns are heard, investigated, and addressed in a manner that reinforces trust and fairness within the organization.

Tailor these policies to align with the specific needs and values of your company, considering industry standards and legal requirements. A flexible and adaptive approach will enable your organization to respond effectively to evolving challenges and maintain a positive and productive workplace culture.

## **CONCLUSION**

In conclusion, the establishment and implementation of effective HR policies and procedures play a pivotal role in shaping a dynamic and thriving organizational culture. Through a meticulous recruitment process that champions equal opportunity and diversity, a company sets the foundation for a workforce that brings diverse perspectives and talents to the table. The emphasis on merit-based selection further ensures that each employee aligns with the overarching goals of the organization. A well-crafted onboarding program contributes significantly to the integration of new hires, instilling in them a clear understanding of the company's culture and values. This initial investment in their journey fosters a sense of belonging and commitment, setting the stage for long-term employee engagement. Continuous employee development, facilitated by regular training initiatives and performance appraisals, not only enhances individual skills but also aligns the workforce with the evolving goals of the organization. This commitment to growth fosters a culture of innovation and adaptability, crucial in today's rapidly changing business landscape. The prioritization of employee well-being, evident in robust health and safety policies and comprehensive healthcare benefits, underscores a company's commitment to the holistic welfare of its workforce. By creating a safe and supportive environment, organizations not only protect their employees but also contribute to a positive workplace atmosphere. Transparent communication channels, facilitated by an open-door policy, regular team meetings, and feedback sessions, form the backbone of a collaborative work culture. This open dialogue encourages the exchange of ideas, addresses concerns promptly, and strengthens the bond between employees and management. Lastly, a well-defined grievance redressal mechanism ensures that any workplace issues are addressed fairly and swiftly, reinforcing trust and fairness within the organization. In essence, the culmination of these HR policies and procedures propels an organization towards a future of sustained success, where a

motivated and engaged workforce becomes a driving force behind innovation, productivity, and a positive corporate identity.

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