
CHAPTER - III

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RESEARCH METHODOLOGY

3.1 INTRODUCTION :

India is a vast land with abundant natural resources. There are nearly 5.5 lakhs villages. Indian population is approximately 92 Crores of which 80% live in the rural area and 20% live in the urban area. 70% of the population is engaged in agriculture and agriculture related activities and the remaining 30% is engaged in other activities like industry, commerce, trade and education.

India was the largest pool of technical and scientific manpower and has a potential to grow into an industrially strong and modern nation.

After 50 years since independence, we are able to produce the different variety of goods. We have up-to-date modern techniques in the fields.

India is the modern democracy in the world. Its economy is being articulated through three sectors viz. Public sector, Private Sector and Co-operative sector.

India could not make significant progress compared with the rest of the industrialised countries. In India, the growth of production is low because the management of Human resources has not received sufficient attention. Since recently, however, more attention is being paid towards efficient management of physical resources. In America and Europe evolution and development of manpower management techniques were largely voluntary. While in India few efforts were made in this direction slowly due to the government intervention and coercion. In addition a combination of faulty recruitment practices and growing labour unrest have resulted in strained industrial relations, loss of production and increase in number of grievances.

Present experiences in developed and developing countries they are show, where emphasis is laid on productivity of people with the help of capital, technology and manpower. The productivity is increased with the help of peaceful human relations between the workers and the management failure to recognise and motivate human resources been the main cause of failure in achieving higher level of productivity in India. During the past-war period; Japanese people had to work hard for survival due to shortage of capital and natural resources.

For the economic development; industrialisation is an inescapable process conversely. Economic development of any country is not possible without the industrial development. In the industry there are four factors of production. i.e. man; money material and land. Man is one of the most important factor in production; with which material money and machinery can operated efficiently. Man power is an important factor in the industry, without manpower the industry is like a vehicle without its wheel's and therefore assume the human relations is the very important role in the industrial sector.

3.2 IMPORTANCE :

Manpower planning is rather a modern concept popularised during post IInd world-war. Manpower concern itself with the development of human resources in enterprise. Man power planning means manpower of the right quantity at the right place, with right utilisation, with the right skills and with the right approach to the development of its potential. Every business organisation has certain objectives requiring different strategies.

The progress and prosperity of any business depend more on the employees in it than any other single element therein.

The human resources planning is very important function for the success of enterprise. But it is commonly neglected. While it is equally necessary as the production planning or marketing planning. Any production unit is not made of only machines and technical process but also it is a body of men too.

It is essential in large, medium and small sized units. But its importance in modern factory system.

3.3 OBJECTIVES OF THE STUDY :

The study is based on the following objectives :

- i] To know the planning and control technique of management regarding labour supply in Saroj Iron Industries.
- ii] To estimate the number of personnel required in the above stated industry.
- iii] To study critically the existing personnel in Saroj Iron Industries.
- iv] To find the lead time available for the recruitment; selection and training of the additional manpower in the same organisation.
- v] To determine the recruitment levels.
- vi] To design the basis for management development programme in this company.
- vii] To assess future accommodation requirements in the same unit.

3.4 **SCOPE** :

The city of Kolhapur has along tradition of industrial manufacture. There are numerous small; medium and large scale engineering factories doused all over the city. The city of Kolhapur have also attached with two M.I.D.C.'s firstly Shirolu M.I.D.C. and secondly Gokul Shirgaon M.I.D.C. whether the small as well as large and medium scale industries are established.

The **SAROJ IRON INDUSTRIES** is a small scale foundry located on the periphery of Shirolu M.I.D.C. an industrial area of Kolhapur city. The unit concerned its operation 33 years ago and has grown from strength. A major contributing factor in its growth is its harmonious human relations and proper utilisation of manpower successfully in that particular production.

This foundry used a modern technology by channel type Electric Furnaces, Induction furnaces and computerised control Ferolab. So, it become a first ranking foundry in the Kolhapur Industrial area which used worlds modern foundry technology called as shell molding technology.

This organisation have national and international customers i.e. Kirloskar Cummins, Graves Ltd., Escorts Tractors, Kerala Agro, P.M.Diesels, Gujarat Tractors etc. Now a day's this organisation has concentrated on exporting its production "Cylinder Heads" to the Hurtaz a famous German Company and also worlds famous oil engine-producer Arrow Specially Company, an American Company.

This organisation provides employment to the skilled and unskilled workers in the area of operation and strength the financial position of the workers, members and weaker

class of society. The foundry wisely uses the manpower force required to the organisation and plans to employ labour force for the production.

This organisation provides so many services to its customers, employees and society as whole.

It was one of the well-reputed foundry. It was also famous and very efficient foundry for instance it was awarded a FIE Foundation for best using and developing the foundry technique at 1991.

I selected the research topic with related to M/s. SAROJ IRON INDUSTRIES M.I.D.C. Shirol, Kolhapur as it was located near my town and also it was convent to me to collect the reliable data.

3.5 LIMITATIONS :

Taking are precautions to make study perfect Researcher was aware of the limitations of study. These limitations were as follows :

- 1] The study is simply related to manpower planning and not any other managerial aspects.
- 2] The study was completed in one of the small scale units of M.I.D.C. Shirol, It did not consider other industries of different scales i.e. large and medium size.
- 3] As workers were either illiterate or poor literate they were not in position to answer accurately and properly but researcher tried to get reliable data to large extent.

3.6 STATEMENT OF THE PROBLEM :

The statement of problem is "A STUDY OF MANPOWER PLANNING ITS EFFECTS ON PRODUCTION" [WITH SPECIAL REFERENCE TO SAROJ IRON INDUSTRIES, M. I. D. C. SHIROLI, KOLHAPUR]

The study primarily aims at understanding the nature, policy and extent of Manpower Planning and various Human relations activities of the organisation and their impact on workers. The secondary of the present research is to analyse the utility and impact of various manpower activities of the organisation and also uses of manpower force for the production.

3.7 METHODOLOGY :

[A] DATA REQUIRED :

The study required two types of data namely Primary data and Secondary data.

Primary Data :

It was collected through the survey and personnel interview.

Secondary Data :

It was collected from the different published and unpublished sources of information which included Annual Reports, Balance Sheeets and other documents etc. in addition to that the information or news published in news papers and magazines, periodicals such as Sampada Udyojak etc.

[B] QUESTIONNAIRE :

As already said the primary data was collected through survey method naturally questionnaire for the workers were structured as well as the questionnaire was prepared for conducting the interview of employer. Questionnaire was divided in two parts such as follows.

Section A : It contents the identical information of the workers such as Age, Education, Income, Type of Job, status etc.

Section B : It included different questions which could provide information or data required for survey. In this section the opinions of the workers were collected.

The questionnaire is appended at the end of chapter.

[C] SAMPLING :

As number of the workers was too large and difficult to conduct the survey of all workers within a time limit it was necessary to select some of the workers out of total. Accordingly workers were selected by using random sampling method but precaution was taken that each department of factory should get proper representation in the selected workers.

[D] DATA PROCESSING :

The data collected by the survey method was processed by using simple statistical tools such as classification, Tabulation Percentage, Ratio's etc.

[E] DATA ANALYSIS :

The data processed was analysed and interpreted for better understanding.

3.8 CHAPTER SCHEME :

This dissertation is organised into 5 chapters as mentioned below :

1] Theoretical Background :

This chapter is devoted for definitions and explanations of various theoretical concepts.

2] Company Profile :

This chapter provides detail information about the original progress and working of the company under study.

3] Research Methodology :

This chapter describes methodology adopted in the study.

4] Analysis And Interpretations :

In this chapter processed data is presented, analysed and interpreted.

5] Conclusions and Suggestions :

It is the important part of the study. It gives various conclusions of the study and provides suggestions based on the same study.

QUESTIONNAIRE - I

AN INTERVIEW SCHEDULE FOR MANAGERS AND OWNERS

Name of Researcher : Prof Lohar M.A.
Name of The Research Guide : Dr.S.K.Kulkarni.

1. Name of the Company : M/s. Saroj Iron Industries
M.I.D.C. Gokul Shirgaon, Kolhapur.
2. Date of Registration of the Company :
3. Date of Commencement of work :
4. Status of the Company : Public Ltd./Pvt.Ltd./H.U.F.
5. Product of the Company : Cylinder Heads
6. How much initial capital invested :
7. When was the company established? How?
8. What is the starting position of the company?
9. State the number of workers working?
10. What are the methods of recruited in the factory at the beginning?
11. What was the nature of work in the initial stage?
12. How many workers were recruited in the factory at the beginning?
13. What was the educational status of labour in initial stage?
14. When did the factory start a modern type of production?
And for that did you recruit any High trained or proficient workers?
15. Is the new training facility available for the earlier worker?
If yes who train them?
16. Is the promotion facility for the workers?
If yes which are the criteria for it?
17. Do you give the promotion to old employees?
if yes are there any criteria for it?
18. Is the promotion facility with drawn due to any reward for the promotion facility
affect the quality work?
19. Is there any criteria to measure the labour productivity?
Among them are related to production?

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20. Do you award prize to labour productivity except promotion of workers?
21. Is there any relationship between workers schemes and production?
22. Is there any target to the workers about the production?
23. If yes, has any action taken to the workers?
24. What are the objectives about the daily production?
- For example :
- a] Use modern machine
 - b] Increase in the machinery
 - c] Recruitment of the workers
 - d] Others
25. How do you appeared the workers to increase the production?
26. Do you count the employees participation in increased productivity?
27. Which system do you follow for measuring the labour productivity?
28. What do you think is responsible for progress of industries by the capital or the labour force?
29. Is there a liability of division of labour and specialization?
30. What are the different products of your industry? How are they produce?
31. Do you recruit the labour in proportion of production?
32. Is the recruitment done through the advertisement in the daily papers?
33. How many workers are employed in your industries?
34. How many departments are there ?And which?
35. How many workers are employed in each department?
- How many of them are skilled semiskilled and unskilled artisans?
36. Is there any workers organization? Yes/No.
37. If yes, how does organisation respond for the increase in production?
- a] Good
 - b] So& so
38. Do workers organisation interpret at the time of recruitment?
39. How do you Co-operate to the workers when the production process is in progress?
- 1] Actual involvement in work.
 - 2] Guidance or consulting.
 - 3] By order.

QUESTIONNAIRE - II
WORKERS QUESTIONNAIRE

[A] PERSONAL DATA

- | | | | | | | |
|-----|----------------------------|---|--|---------------------|--------|----------|
| 1] | Name of the Workers | : | | | | |
| 2] | Data of Birth | : | | | | |
| 3] | Married / Unmarried | : | | | | |
| 4] | Sex | : | | Male / Female | | |
| 5] | Designation | : | | | | |
| 6] | Educational Qualifications | : | | | | |
| 7] | Experience | : | | Years | | |
| 8] | Nature of Service | : | | Permanent/Temporary | | |
| 9] | Size of Family | : | | Male | Female | Children |
| 10] | Address | : | | | | Total |

[B] PROFESSIONAL INFORMATION :

I] Recruitment and Training :

- i] How were you Recruited?
- a] Through Adds in daily papers
 - b] Direct Approach
 - c] Contract basis
 - d] By Acquaintance
 - e] Other
- ii] How were you appointed?
- a] By Sending Application.
 - b] Personal Interview.
 - c] Direct work in Factory.
- iii] Are you satisfied with your appointment? Yes/No
(if No state the reasons)
- iv] Is there any training or technical education after the appointment?
- v] If the training facilities available in which stage do you get it?
- a] Soon after the Recruitment
 - b] At the time of Promotion.
- vi] What is the nature of tainting?
- a] On Job
 - b] Under the Supervision of seniors
 - c] Through training institute
 - d] On completion of training course
 - e] Lecture method.

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|-------|--|--------|
| vii] | Do you need vocational guidance?
(if Yes who provides it) | Yes/No |
| viii] | Are you satisfactory about such training or method of training | Yes/No |
| ix] | Is the training beneficial in daily routine? | Yes/No |
| x] | Is the training provided by the organisation satisfactory | Yes/No |
| xi] | How is the record of your work maintained in your factory? | |
| | a] Card System | |
| | b] Register | |
| | c] Others | |

II] Promotion :

- | | | |
|----|--|----------|
| 1] | What are the criteria's for promotion in your factory? | |
| | a] Educational Qualification | |
| | b] Total experience | |
| | c] Nature of work | |
| | d] Previous performance | |
| | e] Labour and employee relation | |
| 2] | How are your outstanding achievement recorded in the factory? | |
| | a] Increasing Salary | |
| | b] Offering Bonus | |
| | c] Through Promotion | |
| | d] Through gifts | |
| | e] Others | |
| 3] | How much salary do you get? | Rs. p.m. |
| 4] | Does it satisfy your need? | Yes/No |
| 5] | What facilities other than salary does the company provide? | |
| | a] Bonous | |
| | b] D.A./T.A. | |
| | c] Presentation Articles | |
| | d] Pay Leave | |
| | e] Emergency Medical Facility | |
| 6] | Are there any deductions from your salary?
(if Yes mention the different purpose) | Yes/No |
| | a] Provident fund/Insurance/Tax. | |
| | b] Advance / Loan | |

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- c] Absence
 - d] Mistakes in work
 - e] Lack of technical skill

- 7] Do you get departmental promotion? Yes/No
- 8] Are you satisfactory about your work? Yes/No
(if No states the reasons)

iii] Production :

- 1] Which technical skills do you apply at the time of work?
- 2] Are there any defense facilities while working in the factory?
(For example : Handglove, Boots, Uniforms, Other)
- 3] Are there any difficulties while working in the factory?
- 4] Are you able perform any work other than the work assigned?
- 5] Which of the following will you prefer for increase in production?
 - a] Recruiting labour force
 - b] Utilization of effecting technical skills
 - c] By purchasing tools and machinery
 - d] Training the employers
 - e] Promoting the Quality of production.
- 6] Do you suggest any improvements? Yes/No
(if Yes state the actual improvements.)
- 7] Is there any target of productive work while working in the factory?
for example, How much work should be done every day? etc.
- 8] Has any action taken on you due to the lack of fulfillment of certain target?
(if Yes state the nature of it.) Yes/No
- 9] Do you complete your assigned work in time? Yes/No
- 10] Do you get overtime? Yes/No
- 11] What do you think about the increase of production and prosperity of your factory?
 - a] Production increase due to extra labour force
 - b] Production increase due to most modern machinery.
 - c] Both above

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- 12] What facilities do expect from company while you work there?
- 13] Do you like to be trained for the increase in quality of work? Yes/No
- 14] If Yes which technical skill do you wish to acquired?
- 15] Do you required any help or guidance in actual work ? Yes/No
(if Yes who guides you?)
- a] Foreman
 - b] Supervisor
 - c] Production manager
 - d] Employee
 - e] Other.
- 16] How is your relationship with the company workers
Good/Bad/So-so/Permanent
- 17] How are your relations with employee and other seniors in the factory?
- a] Good
 - b] Healthy
 - c] Work oriented
- 18] Which of the following aspects you are satisfied in?
- a] Fulfillment of work assigned
 - b] Relationship with the employee and the sense
 - c] Accepting any responsibilities
 - d] Experience of the servers
 - e] Relations with Co-workers.
- 19] What do you think of the following as per of the company?
- a] Better job opportunity Yes/No.
 - b] Satisfactory wages Yes/No.
 - c] Discipline Yes/No.
 - d] Facility of full-time job Yes/No.
 - e] The responsibilities of manager of other employees Yes/No.
 - f] Promotion/Increasing salary Yes/No.
 - g] Sympathy about Co-workers Yes/No.
 - h] Job Security of labour Yes/No.
 - i] Quality of production Satisfactory or Not.
- 20] Do you suggest any improvements other than those mentioned above?