

CHAPTER - 1

OBJECTIVES, METHODOLOGY & SCOPE

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OBJECTIVES, METHODOLOGY AND SCOPE OF THE STUDY

1.1 INTRODUCTION:-

Efficiency of any organisation depends upon well qualified and trained staff. In this context Willim F. Glueok observed "People are the most important resource in the organisation. Since people make the decisions concerning all other organisational resources people operate machines, borrow the money and come up with ideas which give the enterprise its purpose The personal activities can help in many ways to ensure the enterprise will survive and prosper.

Getting and keeping good people is critical to the success of any organisation. The very purpose of personnel management is to assure a steady supply of sound. People who can contribute to the success of moped Industry. Management of human resources - organisation training motivation and placement on the right jobs is an area which holds the key to the success of enterprise in the future.

Development moped industries depends upon the development of persons working within the organisation. Development of people is not neither a natural one nor just a happening. It is a process. It requires organised calculated efforts spread over years under managerial

leadership and its assessment at this regular intervals. M.N. Rudrabasavraj observed "Development of people is a specialised functions and is one of the fundamental operative functions of personnel administration.

It is an art and science of managing people, working within organisation. The task of personnel management is to procure, develop, maintain and utilise people in a given organisation. It is operative managerial function. The management has to play a vital role in introducing this science of management to derive maximum output for fair returns, from the human resources at their disposal. Here lies the need and importance of personal management. Regardless of the nature of organisation or business, personnel function exist in every organisation.

In moped industries this aspect of management has been overlooked for all these years. Not only this but even Government has not realised its importance in the development of moped industries.

1.2 STATEMENT OF THE PROBLEM:-

The starting point in all managerial relationship with employees is the managerial policy. It incorporate the philosophy of top management. The management of people begins with ideas, implicit or explicit, as to the purpose, goals and intentions in their employment. On the basis of such objectives, policies outline the course to be followed.

On the basis of such policies programme are developed by management to pursue the objectives. Carrying out the programme results in certain practices. Policies declare what is intended; they describe what is proposed. Practices describe how policies being implemented. The study of personnel policies and practices has attracted the attention of many researchers and research organisation in western countries, particularly, the U.S.A. In India, however, very little work in a consolidated manner has been done in the area of personnel policies and practices, particularly in moped industries.

The present study is an attempt to investigate personnel policies and practices in Kinetic Engineering Limited at Ahmednagar.

1.3 OBJECTIVES OF THE STUDY:-

The objectives of this study are:-

- a. To review the existing personnel policies and practices followed in Kinetic Engineering Limited.
- b. To examine its (KEL) personnel practices with special reference to recruitment, selection, placement, training and development, transfer and promotions.
- c. To examine payscale employees benefits and services, grievance settlement procedure in KEL.

d. To study the employer-employees relation and study the employees awareness and attitudes towards personnel policies and practices.

e. To make suggestion for improving personnel management's functions in KEL.

As M.N. Rudrabasavaraj said "The purpose of research is to improve operations, programmes, policies and practices, apart from providing information and knowledge."

Similarly the objectives of this research is therefore not only to present Accumulated information but to provide guidelines on the basis of investigation in KEL

Personnel policies and practices for improvement in their operations so that they will be able to serve more and more deservant smoothly and efficiently in future.

SAMPLE UNDER THE STUDY:-

The study is based on primary and secondary data. Secondary data was collected through secondary sources viz, books on personnel management and industrial relations, various magazines, journals related to personnel management. Annual reports and other information supplied by KEL.

Primary data was collected on the basis of a random sample survey of 200 employees from the various departments in KEL for selecting the sample all employees were classified

into Four categories viz. Managers, officers, clerks and subordinate staff. For the purpose of sampling the sections, accountants etc. clerk include office assistants, clerks, cashiers, typists etc. Subordinate staff include peons, watchmen, other servicemen etc. Approximately 15 to 20 percent of managers, 50 to 60 percent of the officers, 75 to 80 percent of workers and 30 to 40 percent of the subordinates staff were selected at random sample for study. In all 200 employees consisted of officers, clerks and subordinate staff.

However, care was taken to include employees of different age group, different social backgrounds and experiences.

METHODOLOGY:-

This study is primarily based on sectionwise survey through questionnaire followed by personal interviews with different categories of employees, management of KEL, and Employees' Union leaders.

A pilot survey through a tentative questionnaire was conducted before finalising the actual survey. For securing information from respondents three set of questionnaires were prepared viz, questionnaire for employees, questionnaire for management and questionnaire for Union leaders.

The questionnaire designed for employees with a view to ascertain their attitudes and opinions with respect to various elements of personnel policies and practices in the KEL. This also included recruitment and selection, placement, training, promotions and transfers, fringe benefits, grievance handling, job satisfaction and employees management relations. The justification for addressing the above enquiries lay in an attempt to check on the information provided by the management, besides ascertaining the perception of employee with regard to the management intentions as reflected in the policies and practices.

In a similar manner, information was elicited from management particularly, General Manager, Assistant General Manager, personnel Manager, Training Manager, production manager as regard to personnel policies and practices in their KEL. However, it was not possible to approach to give their opinions about personnel policies. Representatives of Employees Union were also covered by the survey with a view to ascertaining their perception of personnel policies and practices in their organisation. In all there were some Union representatives, whose responses were considered. There was only one trade Union which is very strong viz. Bhartiya Kamgar Sena which was strong and active in this organisation. In this connection, it is pertinent to note that attitudes of union representatives were to influenced in determination of personnel policies and employees management relation due to poor bargaining power of Employee's Union.

INTERVIEWS:-

Kinetic Engineering was visited and respondents were interviewed personally. They were interviewed thrice. First, survey was initiated to collect preliminary information such as : data of establishment registration No. Name of the founder of KEL. Objectives, management, organisational structures financial performances, employees strength category of employees, second interview was conducted for testing the tentative questionnaire and on the basis of information received from respondents final questionnaire was prepared, covering all aspect of personnel management. Third interview was undertaken to know perception of employees, management and Union leader about personnel policies and practices of KEL. The findings from response to these questionnaires constitute the main content of the present work.

DATA COLLECTION:-

Information for the present study was collected from various sources, as given below:

1. On the basis of questionnaire for employee.
2. Managers of various sections of KEL were interviewed.
3. Employees Union representatives, members were also interviewed.
4. Relevant Books on Personnel Management and industrial relations and some journals were used.

SCOPE OF THE STUDY:-

Any study bearing on personnel policies and practices is likely to be subject to certain constraints in view the nature of the subject itself. Hence, researcher is selected for study personnel policies and practices in KEL in Ahmednagar, with special reference to employees satisfaction. Researcher considered that it is not feasible to extend the scope of the study to the Poona unit due to geographically and economically. Therefore, it is not possible to study personnel policies and practices of all both units due to the limitations of money and time. Hence, scope of the study is limited to one production unit at Ahmednagar. Head office of KEL is situated at Poona. Besides, scope of the study is to be restricted to personal contracts and acquaintance of the researcher with the authorities of KEL. In this way, the scope of the study is restricted to production unit of KEL which is situated at Ahmednagar.

LIMITATIONS OF THE STUDY:-

Since the study is undertaken as a part of the fulfillment of the requirement of the degree course of 'Master of Philosophy' in commerce, the researcher has limited to production unit of KEL in Ahmednagar. The dissertation is required to be submitted to the University within a prescribed period of time and therefore, the study is limited to certain aspect of the KEL i.e Personnel policies and practices.

ORGANISATION OF THE STUDY:

The study is presented in seven chapter as follows

1. chapter - 1

Outline the objectives, methodology and scope of the study.

2. chapter - 2 - Present profile of Kinetic Engineering Limited.

3. chapter - 3 - Reviews personnel strength and profile of the Kinetic Engineering Limited.

4. chapter - 4 - Studies personnel strength and profile policies of the K.C.L.

5. chapter - 5 - studies personnel policies and practice related to recruitment, and selection, training and development and promotions and transfers.

6. chapter - 6 - covers discussions about employees employee relations.

7. chapter - 7 - reviews summary, finding suggestions and conclusion of the study.

Reference

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3. Gopalji - Personnel management in Indian Industries, Ashish publishing House, New Delhi 1985 P - 7

4. M.N.Rudrabasavaraj - Dynamic personnel Administration Himalaya publishing House Bombay - 1983 - p. 77