

:: CHAPTER - I ::  
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1.1. INTRODUCTION:

Whenever the decisions are taken on superficial impressions, preconceived ideas and hunches, some of them may prove to be right. Others may prove to be wrong & expensive. The impact of wrong decisions is not felt so long as the going is good. These days when one talks too much about Scientific Management one cannot leave decisions to chance to depend upon subjective factors for guidance under such circumstances one should learn to present the facts in a manner which would be useful in decision making decision makers too should insist on facts and should take the decision on that basis.

1.2 OBJECTIVES OF THE STUDY:

The present study has been undertaken with the prime objective of examining the information collection and reporting practice of Ghatage Patil Automobiles Ltd., Kolhapur.

Besides the following will also be studied.

- 1) To study the various sources and types of information adopted by the various levels of Management and different committees of the organisation for —

decisions making.

- 2) To acquire the knowledge regarding reporting practice in the organisation under study.
- 3) To find out the positive and negative points in the systems and to give suggestions and recommendations to improve the system as a whole.

### 1.3 METHODOLOGY OF THE STUDY:

A case study method of research is used for the purpose of study, i.e. in Ghatage Patil Automobiles Ltd., Kolhapur.

A case Study means intensive investigation of a particular unit.' Case Study is a method of exploring and analysing the life of the social unit be that unit person, a family, institution, culture group or even on an entire community.

Thus case study refers to a deep close and cumulative study.

### 1.4 SOURCES OF DATA:

The necessary data has been collected through primary as well as secondary sources. To obtain the information through secondary source various documents, formats etc., The researcher has visited the organisation.

In order to validate the information collected ' interviews' and observations' were used as the tools of research.

The secondary source of data collection also comprises of literature collected by visiting various liabraries, such as, the Chh. Shahu Central Institute of Business Education and Reserch, Kolhapur Barr. Balasaheb Khardekar's Library (Shivaji University Kolhapur) Chintamanrao College of Commerce, Sanjli and Vasantrao Dada Patil Institute of Management Studies and Research, Miraj.

However, the emphasis is also laid on primary data collection. The information is supported by the detail discussions specifically held with various experts having long standing experience of working in specific field, representing various departments.

In this context view expressed by the top Management are highly useful in arriving at a large number of suggestions.

#### 1.5 SIGNIFICANCE OF THE STUDY:

In small units there is lack of formal communication information system. This is because the owner of the firm is in close contact with all departments. So he has an intimate knowledge of all happenings in the firm. But in large organisations, size of the firm is so large that the owners as well as the top Management people are not in a position to contact with all activities of the firm.

In the present world particularly after the industrial revolution both men and machines requires information to complete the work.

A proper system of information serves time in searching the required information and also avoids duplicative efforts.

In todays competitive age there is a need for optimum utilisation of scarce resources. This calls for effective decision making. To make the decisions effective one has to elicit information regarding the fast changing business environment. Thus upto date information has to be collected and stored properly so as to make it available as and when required at various management levels.

#### 1.6 SCOPE OF THE STUDY:

The study is being confined to only one unit, that is Ghatage Patil Automobiles Ltd., Kolhapur. In this study the emphasis is given on various departments. Such as Accounting and Costing, labour purchase, store, workshop repairing department, and sales department, of course any reporting system has to be integrated and hence the reference of the other areas would also be made whenever it is relevant and necessary.

#### 1.7 LIMITATION OF THE STUDY:

This being a study of Ghatage Patil

Automobiles Ltd., comparative review could not be taken.

In the ultimate analysis one has to be dynamic. Thus the system given is a system existing at a particular point of time and will have to be changed with changing environment.

1.8

#### SCHEME OF THE PRESENT STUDY:

##### CHAPTER-I: RESEARCH DESIGN:

In this chapter the detail research design has been discussed. This comprises of objectives and methodology of the study, sources of data, the significance and scope as well as the limitations of the study.

##### CHAPTER-II:

##### INTRODUCTION TO THE THEORITICAL CONCEPTS:

In this Chapter the various concepts regarding the Management information and reporting system have been discussed. It consists of the meaning, nature, advantage and disadvantages. Its essential characteristics & tools and techniques on presentation of information and models of various reports.

##### CHAPTER-III:

##### PROFILE OF THE ORGANISATION UNDER STUDY

This Chapter consists of identification of information sources by the organisation while

undertaking various decisions at different levels. It also consists of present reporting practice adopted by the organisation for various purposes.

#### CHAPTER-IV

##### PRESENT INFORMATION SYSTEM AND REPORTING TO MANAGEMENT:

This Chapter consists of identification of information sources by the organisation while undertaking various decisions at different levels. It also consists of present reporting practice adopted by the organisation for various purposes.

#### CHAPTER-V

##### FINDINGS AND SUGGESTIONS

On the basis of the previous chapter various findings are drawn and suggestions are made which would enable the organisation for achieving its objectives.