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“POLICIES AND FUNCTIONS OF THE HRD AT KIRLOSKAR PNEUMATIC CO. LTD. PUNE”

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Abstract:

Human Resource Management is concerned with the human beings in an organization. It reflects a new philosophy, a new outlook, approach, and strategy, which views an organization's manpower as its resources and assets, and not as liabilities or mere hands.

Human Resource Management is a set of policies, practices and programmes designed to maximize both personal and organizational goals. It is a process by which the peoples and organization are bound together in such way that both of them able to achieve their objectives.

INTRODUCTION

It should be noted that the human resource approach considers the potentiality and vitality of the people available for the organization. Resourcefulness of different categories of people like managers, scientific and research personnel executives, supervisors skilled as well as unskilled workers and all such people available for the organization to be drawn on, can be treated as human resource. Hence, human resource management has drawn the attention of today's progressive organizations.

In the rapidly ever changing management scenario of today Human Resource Management has a crucial role to play. The world market today is characterized by intense competition, technological revolution, consumer sovereignty and environmental constraints. It is the human resource which provides an edge to the organization in such a complex environment. Human Resource Management is at the centre of actuating which forms the crux of perspective management.

The functioning of Human Resources Development right from planning to implementation of policies and controlling the various practical techniques that are adopted to overcome the difficulties faced by the department so that he is generally exposed to field.

2] IMPORTANCE AND SIGNIFICANCE OF THE STUDY-

The policy of Human Resource comprises measuring the employee's performance, correcting negative deviations and assuring accomplishment of plans efficiently. This is done through review reports, records and personal audit programme etc.

The Human Resource Policies prove to play a significance role in a organization. This policies and functions is concerned with proper grouping of the personal activities, assignment of different group of activities to different individuals and delegation of authority.

Organizations require improving organizational performance by seeking changes in attitudes, organization structure and managerial practices which is accomplished by Human Resource Policies.

3] OBJECTIVES OF THE STUDY-

1. To analyze the various policies and recommend ways to help by Human Resource Department.
2. To identify and satisfy individual and group needs by providing adequate wage, benefits etc.
3. To maintain high moral of employees and sound human relations within the organization.
4. To attain effective utilization of human resources.
5. To monitor human audit on continuous basis.

4] HYPOTHESIS-

1. Function and policies leads to better performance for increase the quality and production.
2. The HR department attains effective utilization of human resources.
3. To what extent the employees are satisfy needs by providing adequate wage, incentives, etc.
4. The employees and organization both together are able to achieve their objectives.

5] RESEARCH METHODOLOGY-

In conformity with the nature, significance and objective of the study, the researcher has adopted following sources for collecting data.

The theoretical study is used to collect various data from different secondary sources such as office records, business and industry publication, books, journals statistical reports, office records, observations, discussions etc.

The empirical data has been conducted to study the actual procedure adopted and implemented while passing the benefits of the policy to actual beneficiaries i.e. employee. The data required for study would be composed in the form of questionnaire schedules. The empirical study is relied on questionnaires for the employees of organizations. Tabulation, graphic presentations are the tools used for analysis of data on various aspects.

The samples from confirmed employees were selected form the organization. The total fifty staff employees from officer and above level as given below are considered for study from organization.

6] COMPANIES PROFILE-

Laxmanrao Kirloskar is the founder of Kirloskar Group of Company. A man who believed that an understanding of one's environment and reality was essential to the manufacture of path-breaking industrial implements. From this steadfast belief was born the iron plough, the first Kirloskar product. Originally intended as an essential aid to agriculture, the plough soon became an icon of reform and revolution.

Kirloskar Pneumatic Company Limited

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Pune-411013
Maharashtra, India.



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Business Category :

Pneumatic Machine Tools and Accessories

Refrigerators - Industrial

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Machine Tools

Compressors

Compressors - Repairs and Services

Business Since : 1958

Business Type : Manufacturer

About Company:

Manufacturer of Air Compressors and Pneumatic Tools, included Air Conditioning and Refrigeration systems, Marine HVACR, Process Gas systems and Hydraulic Power Transmission machinery. The company has also earned an enviable reputation for its Systems Engineering and Turnkey Project expertise. Over the years, we have developed various sophisticated and high-tech products in the above categories to cater to the demands of various industrial sectors. KPCL has also established a number of joint ventures and technology partnerships with leading global companies. It has earned the distinction of developing a host of advanced products to suit Indian conditions and has been continuously updating them to maintain the highest standards of quality and reliability.

Products Range:

Air Compressor

Reciprocating Air Compressors

Reciprocating , Horizontal , Balanced Opposed , Piston Compressors

Vertical Reciprocating Air Compressor

Compressors and Expressers for Railway Brake System

After Sales Service & Spare Parts

Screw Air Compressors

Air Conditioning, Refrigeration & Process Gas (ACR & PG)

Compressor For Refrigeration Systems

AC Series Compressors

FK Series Compressors

Fu- sheng SR series screw compressors

KC/KCX series compressors

PC Series Open Type Reciprocating Compressor

After Sales Service- Compressors for Refrigeration System

Transmission Division (TRM)

Traction Motor Pinions and axle mounted Bull Gears

Reverse Reduction Hydraulic Marine Gear

Helical Reduction Gear Boxes

Wind Turbine Gear Boxes

Forward / Reverse Turbo Transmission For Locomotive

AWARDS & ACCREDITATIONS:

-Best Kaizen Award (2008) "Best Kaizen Award" in State level Kaizen competition organized by Confederation of Indian Industries (CII)

National Energy Conservation Award (2008) 2nd Prize in National Energy Conservation Competition-2008 in General category in a competition organized by Bureau of Energy Efficiency (BEE) under the Ministry of Power, India, at the hand of energy minister (Shri. Sushil Kumar shinde, Govt. of India)

National Award For Excellence in Energy Management (2008) KPCL received this award from Confederation of Indian Industry for Excellence in Energy Management at the hands of Hon Mr. Dilip Walse Patil, Minister of Energy, Govt. of Maharashtra.

Award for Excellence (2008) KPCL receive this award from Federation of Cold Storage Association of India for meritorious contribution & distinguished service of KPCL in the field of technical development of cold storages & refrigeration industries.

State Level Energy Conversation and Management award (2008) this competition is organized by Maharashtra Energy Development Agency (MEDA). The award was given at the hands of Humble Governor, Maharashtra State, and His Excellency S.C. Jamir.

7] HR POLICIES & FUNCTIONS-

1 Recruitment- Recruitment is not done in bargainable category. In grave exception, they are taken through agencies, employee's relative, or from open market. As required officer/engineer/manager candidate are recruited on required basis.

2 Selection- Selection is of great important as far as KPCL is concerned. Its selection process gives a great amount of interest on the individuals' family background. Secondly, the technical as well as theoretical knowledge is been considered. For the administration level minimum qualification in the clerical category is a graduate. All this depends ultimately on the department requirements.

3 Probation Period- Probation period is the trail period, which a new employee has to undergo before the individual and the organization accept each other. On completion of the period, subject to condition the employee is conferred in service of the company. Probation period for Clerical Staff-3 months and Workers-6 months.

4 Performance Appraisal-

Managerial Staff- Every employee in the managerial cadre is required to fix up certain key result areas at the beginning of the year. Performance is evaluated and the training needs, if any, are identified after one year.

Bargainable Employees- A formal recording of performance shall be done every quarter. At the end of performance appraisal shall be done that includes the overall performance of the individual during the year, a division wise, and department wise.

5 Training- The training program is basically an outside affair. The results of the training program are to be implemented and workers who have received such training undergo performance appraisal to check what they have learnt is properly implemented.

6 Salary and Wages- Wages are on daily rate as well as monthly rate Both system are applicable in the company while salary is determined. Monthly payment and made on 10th of every month. The salary is paid acc to length of the service and acc to category such as semi skilled and skilled. D.A. is provided at the rate of Rs. 10.25 per day to all permanent daily paid worker as monthly paid workman as paid fixed Rs. 266 per month. HRA for all permanent daily paid worker are paid Rs. 68 per day where as monthly paid workman are paid Rs. 1768 per month. All permanent daily paid worker are paid Rs. 26 per day and monthly paid worker are paid Rs. 678 per month in lieu conveyance allowance. Company provided Rs. 624 per month as educational allowance to its entire permanent daily paid worker only. Special allowance is paid to daily paid worker Rs. 9 per day and monthly paid workman Rs. 234 per month.

7 Leave Policy- Every employee is issued with leave book. All leave rules are printed on leave book. The entry of each leave has to record in the leave book by the concerned employee and should be presented to the office along with application duly sanctioned by department head.

Total no. of casual leave is 7 days for the calendar year only. Employee not covered under ESI acts is eligible

as per the rate applicable to them. Total no. of sick leave is 10 days for the calendar year. Privilege leave can be availed for maximum of 3 occasions every year. These leave can be accumulated for 2 years.

8 Time keeping- KPCL, Pune is very strict and punctual for attendance. It has got computerized time keeping and attendance system.

9 Industrial relation- The company has peaceful congenial and harmonious relationship with workers. The industrial relations in the factory are smooth. Workers are obedient and co-operative in nature. The management is confident and both the sides are efficient in their respective failures. The company has sound relationship with the employees. It has a single trade union, namely Kirloskar Kamgar Sangh, which luckily does not have any political affiliation.

Except for a strike in 1979 leading to 92 days lock-out, the company has not faced any go slow, agitation, demonstration, strike or lock-out situation.

1 Labour Welfare Activities- KPCL undergoes many welfare activities to improve healthy working environment and develop sense of belongingness towards organization among workers and minimizing the chances of conflict between labour and management.

i Loan and Advance- KPCL provides loan for self marriage, daughter marriage and for house at 9% interest rate. It also provides advance loan.

ii Festival- KPCL takes initiation to celebrate various festival such as Ganesh Chaturthi, Dusshera, Dewali etc.

iii Bonus- Company also gives bonus as per bonus act, 1965 to all its employees.

iv Attendance Reward- It provides all employees working at H.O. and factory at Rs. 7.50 per day and Rs. 195 per month as attendance reward.

v Canteen Facilities- There is a big canteen of the company with adequate facilities. The quality of food is of the highest order, fresh, clean and hygienic condition.

vi Medical Facilities- KPCL provides free medical facilities for the employee. There is a full time appointed doctor. All personal amenities as well as first aid are provided in KPCL.

vii Transport Facilities- The company provided transport facility to its employee those at stating at 10 k.m. away from the company.

1 Social Security-KPCL has adopted all social security measures for industrial establishment like Provident Fund, Family Pension, Gratuity, Employee Deposit Linked Insurance.

1 Accident Compensation- Company is taking suitable personal accident policy/scheme for the workman covering them for risk.

1 Separation of the Employees- KPCL would like to ensure that the process of 'Employee Separation' is smooth and moves to completion with ease for both, the employee & the company.

8] CONCLUSION-

In this Information and Technology age manpower is the most essential and indispensable resource of any organization. Resourcefulness of different categories of people like managers, scientific personnel, executives, skilled as well as unskilled workers and all such people available for the organization can be treated as a human resource. No organization can exist and grow today without the Human Resource Management. While during the period of project work I found that Human Resource Policies is beneficial for all the employees during working in an organization. Human Resource Policies helps to maintain the activities, which are going in the organization. It includes almost all policies i.e. recruitment, selection, promotion, leave, gratuity, retirement, termination, etc. that are covered under the Policies Act. Most of the employees are satisfied with their remuneration and gainful employment.

In the organization, I saw that more emphasis is given on the development of each individual. Training of every kind is been provided on regular basis. The company provided perfect solution to every employee's problem, that's the reason for its progress today.

My observation therefore –

- i. Independence is given to make decision to employees and they increase to make mistake i.e. they follow a performance oriented environment.
- ii. Human Resource initiate its employee development with the help or accelerated learning programme and ensure that it has the best retention [overtime] rate. Human Resource Policies found to be a blessing to the employees.
- iii. Mentor-mentee programme makes employees to feel that they have somebody else who can talk to establish emotional connect with,
- iv. The trainees are also encouraged to participate in discussion making process.
- v. Employees are included in all the discussion being made for the betterment of the company.
- vi. Overall the organization has tremendous respect for its employees.

SUGGESTIONS

- 1] A Human Resource survey should be initiated with the help of which the company should try to identify the Human Resource head of its employee.
- 2] The employee's feedback should be sought after the Human Resource programme implementation. This follow up will help gauge the effectiveness of the programme.
- 3] In Human Resource department should follow up the necessary Human Resource programme inefficiencies. This will help increase employees performance.
- 4] The company must adopt well defined standardize policy for an awarding employees.
- 5] A policy of planned promotion should be implemented in order to avoid demotion.
- 6] The company should try to motivate its employee in reasonable word from the enhancement of the company.
- 7] The company has a transparency at end level of the organization and the manager and some manager look after subordinates.

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