

Appraisal System in Human Resources

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Abstract

The present work is focused to inspect the assessment structure in human resources. The study explains that the appraisal system is managed with the management. The problem in the existing system is the preparation of appraisal due to assumed status. The appraisal system is so essential that it evaluates the performance of the employee. The task of appraisal is considered as the critical work of human resource management.

Keywords :

Appraisal, Organization, Employee

INTRODUCTION

Shree Krishna Paper Mills & Industries Ltd (SKPMIL) is the biggest paper group in India. It has a burly existence in most of the parts of the practice range which comprises Writing & Printing Paper, Industrial & Specialty Paper. Furthermore, this is a manufacturing organization with six manufacturing units.

In recent years, this industry has emerged as a more vibrant, knowledge driven association concentrating on information of stakeholder value. In the course, it has also changed the production from a conventional "commodity market" approach to a recognized one. An intensive series of novelty and technical brilliance aids it proactively retort to the requirements of each individual sector.

An important feature of all business organization is that it employs people and makes a workforce. The workforce consists of people of wide range of skills as manual, technical and managerial. The common factor of the entire workforce is their demand to be paid for their efforts. Payroll management is the most important function of staff management at the moment the work is done for the proper functioning of the industry; we have to pay a satisfactory amount or salary to the employee. A substantial part of the company's finance is committed which affect cash flow position of the company. In the large companies there is an administration/accounts department and responsibility for all remuneration matters.

The payroll system maintains all the records computerized. In order to provide pay-slips to each employee, the essential data received from time office is operated upon in IT department. After inputting the data in to the computer, different types of programs are developed and efficiently run on the computer to compute the salary/wages of the employees. The data related to the pay roll is store in to computer memory. Pay-slips are printed group, department and token wise. At each department, the control details are printed for each head like; basic, DA, Net Salary payable etc.

RESEARCH METHODOLOGY

The present study is descriptive in nature as it discovers ideas and insight to bring out new relationship between payment and satisfaction.

RESEARCH DESIGN

To analyze the satisfaction in regard to salaries and wages, of the employees of SKPMIL, sample survey has been employed. Social phenomenon being very vast, it becomes impossible to contact each and every individual of population due to certain limitations like time. Therefore, the study is preferably narrowed down



to a representative sample to make the study more manageable. Keeping in view the objectives and resources limitation of the study, a sample of 50 respondents was considered.

The data has been collected from primary and secondary sources. The basic premises of my study are primary data but at the same time it is supplemented with the secondary data. The respondents were contacted personally and the research instrument use of gathering data was the questionnaire.

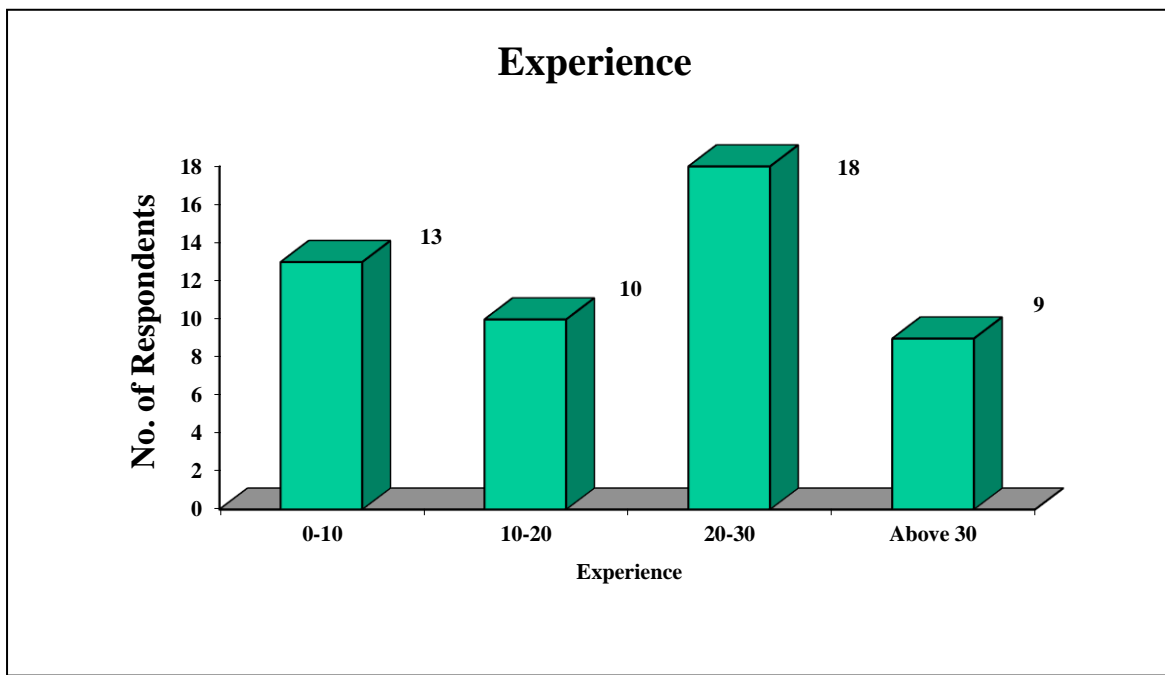
DATA ANALYSIS AND INTERPRETATION

ASSUMPTIONS

It was assumed that 0-2 is not satisfied, 3-5 are partially satisfied and 6-8 are completely satisfied.

EXPERIENCE

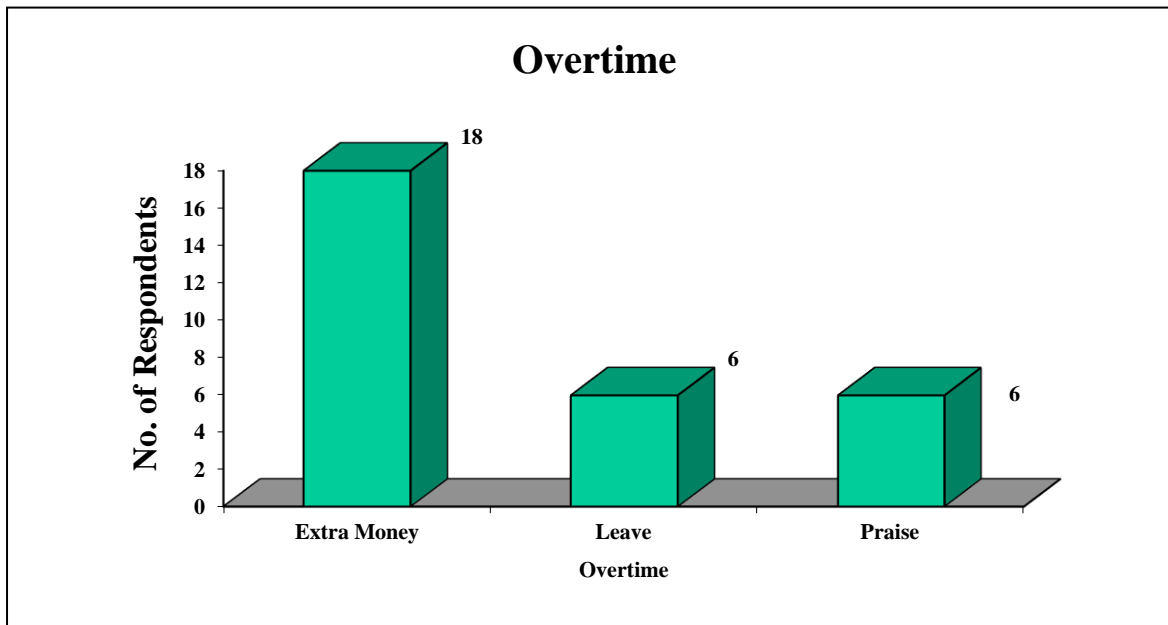
EXPERIENCE	NO. OF RESPONDENTS	PERCENTAGE
0-10	13	26%
10-20	10	20%
20-30	18	36%
ABOVE 30	9	18%
TOTAL	50	100.00%



It has been found from the above table and graph that a sample of 50 respondents with adequate experience in the organization was randomly selected. However all the respondents were classified into 4 categories based on years of experience i.e. 0-10, 10-20, 20-30, above 30 years

OVERTIME

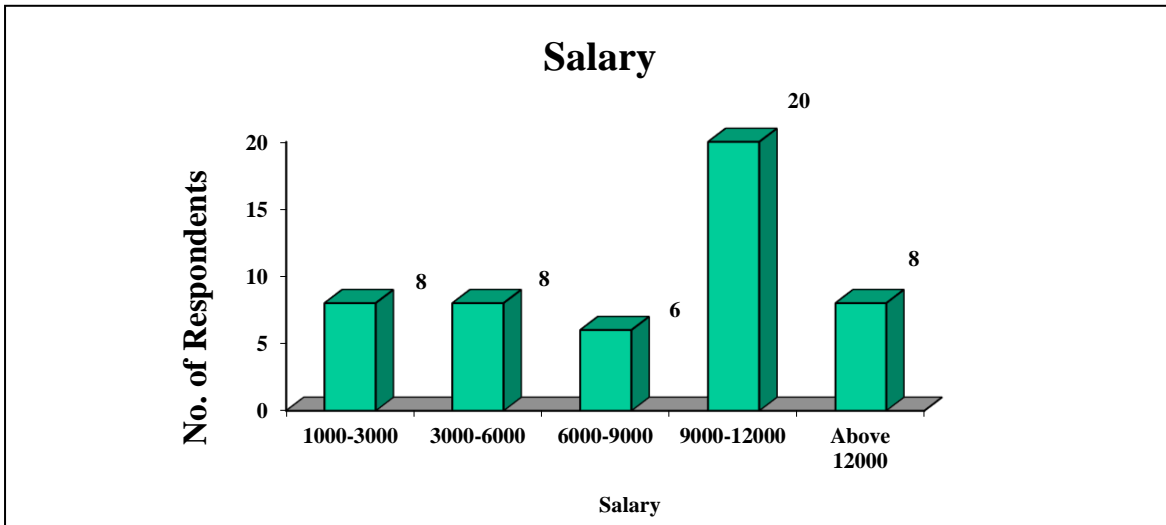
WORKERS GET FOR OVERTIME	NO. OF RESPONDENTS	PERCENTAGE
EXTRA MONEY	18	60%
LEAVE	6	20%
PRAISE	6	20%
TOTAL	30	100%



The analysis of the overtime in the office revealed that extra money paid for overtime was helped/encouraged the workers. However the leave and appreciation don't encourage the employees because no financial help was given to them and hence only extra money encourages the employees.

SALARY

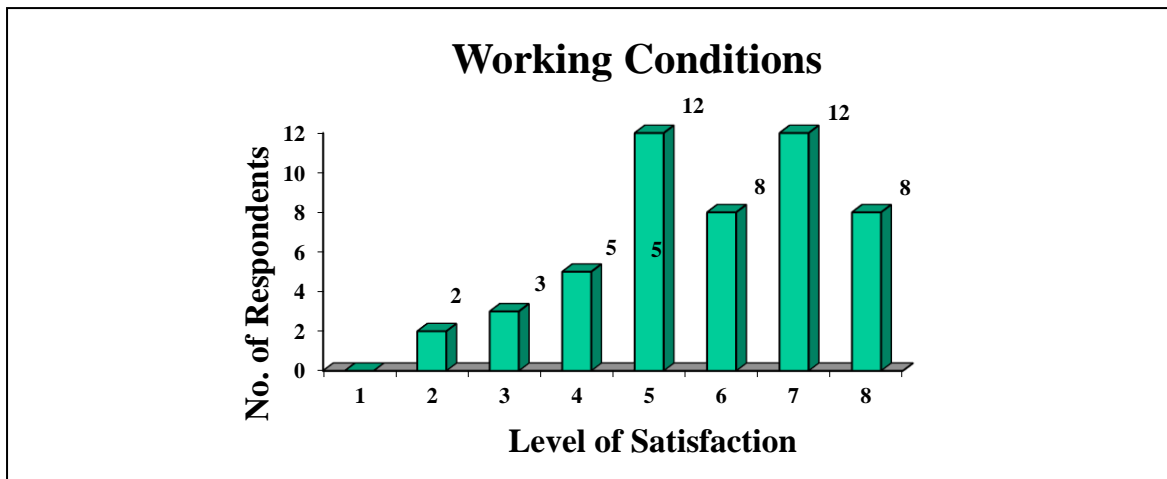
SALARY	NO. OF RESPONDENTS	PERCENTAGE
1000-3000	8	16%
3000-6000	8	16%
6000-9000	6	12%
9000-12000	20	40%
ABOVE12000	8	16%
TOTAL	50	100.00%



The salary structure is also studied. The analysis of data reveals that maximum respondents (40%) selected falling between Rs. 9000 to 12000 salary. Further percentage of respondents falling between 1000-3000, 3000-6000 and above 12000 is same i.e. 16%.

**WORKING CONDITIO
NS**

LEVEL OF SATISFACTION	NO. OF RESPONDENTS	PERCENTAGE
0	0	0%
1	0	0%
2	2	4%
3	3	6%
4	5	10%
5	12	24%
6	8	16%
7	12	24%
8	8	16%
TOTAL	50	100%

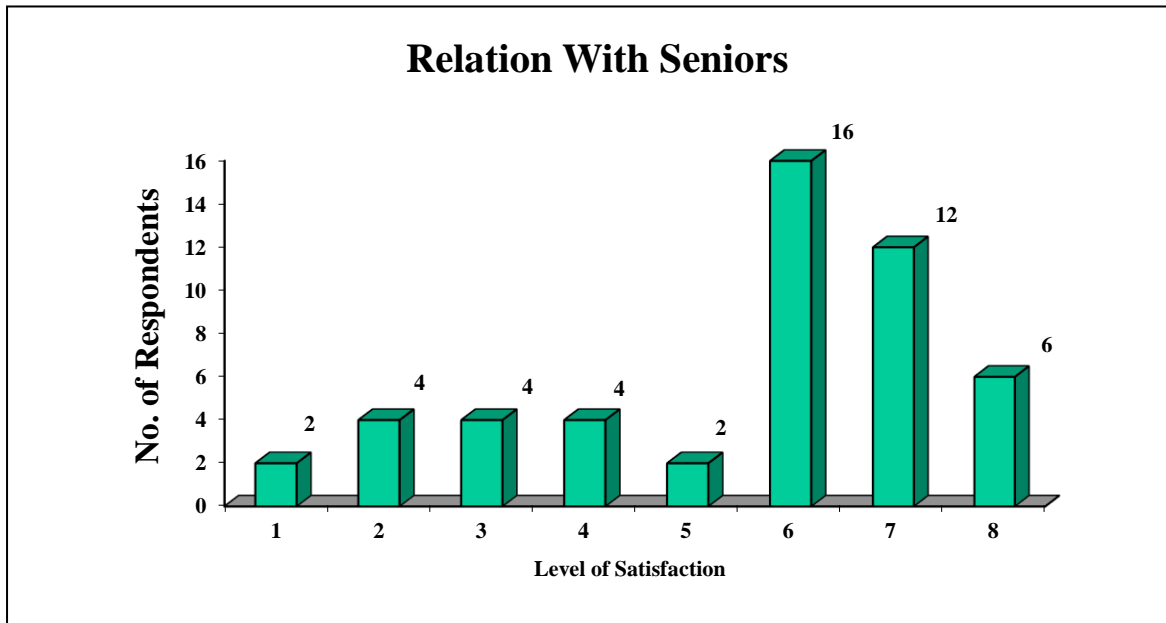




The analysis of working conditions reveals that 4% respondents are not satisfied with the working conditions while 40% are partially satisfied and 56% are completely satisfied. Analysis of the data reveals that working conditions played critical role on employee’s performance and in SKPMIL working conditions are satisfactory.

RELATION WITH SENIORS

LEVEL OF SATISFACTION	NO. OF RESPONDENTS	PERCENTAGE
0	0	0%
1	2	4%
2	4	8%
3	4	8%
4	4	8%
5	2	4%
6	16	32%
7	12	24%
8	6	12%
TOTAL	50	100%



From the above it has been found that 12% of the respondents are not having satisfactory relations with their seniors, 20% of respondents are partially satisfied and 68% are completely satisfied. So we find that majority of the respondents are satisfied with the relations with their seniors and only few respondents are not satisfied with their relations with their seniors.

CONCLUSIONS

On the basis of analysis the main requirement of the company is to change the existing system. As there was increased workload due to the facts like that company has to prepare revised attendance of the following month to check the measures of basic pay, overtime, loans etc due to assumed attendance.



Employees feel that they were not provided with adequate knowledge of the working. Also some employees feel that training provided to them is useless because it is extra burden on them.

Salary policies of the company need to be revised.

In the conclusion we can say that

- Working conditions in the SKPMIL are satisfactory.
- Salaries and wages provided to employees through bank are also satisfactory.
- Employees are also provided on the job training.
- Organization organizes various personality development and cultural activities for the employees.

BIBLIOGRAPHY

- Human resource management by Gary Dessler
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- Income tax law and accounts by Dr. H.C. Mehrotra
- Research methodology by C.R. Kothari

ANNEXURE

QUESTIONNAIRE - 1

Name:

Age:

Address:

Experience:

Department:

Designation:

Educational qualification:

Illiterate

Primary

Middle

Metric

Graduate

Post graduate

Any technical qualification:

Nature of job:

Permanent

Casual or temporary

Monthly salary:

QUESTIONNAIRE - 2

How to answer the questions: *give the score from 0 to 8 in increasing order as your satisfaction level.

1. What type of feeling do you have by working in SKPMIL?

2. How many hours do you work?

3. At which shift you work?

A 12 p.m to 8 a.m



B 8 a.m to 4 p.m

C 4 p.m to 12 a.m

D General – 7.30a.m to 4.30p.m

4. Do you do overtime?

Yes

No

5. What you get for overtime?

Extra money

Leave

Praise

6. Do you have any problem with overtime?

Yes

No

If yes specify

.....
.....

If u have to face any type of problem on your job? If yes, specify.

Yes

No

.....

7. Are you satisfied with the working conditions of SKPMIL?

8. Are you satisfied with appraisal system?

Specify the

reason.....