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# Human Resource Management in Industrial Level

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**ABSTRACT**

*In the competitive world of today there is huge gap between success and failure of business organization. For success of a business organization human resources will play an important role. The methods of management of human resource are quite different from methods of management of finance and other business activities. Personnel or human resource management is one of the greatest untapped sources of opportunity presented by any function in management-opportunity that, properly developed, can give this function an almost explosive increase in importance. And the men who develop it will gain the recognition, status, and compensation.*

*Personnel people, we are convinced, are on the threshold of being of much greater service to their businesses and to the economy of their country as a whole. Company managers are increasingly aware that long-range success in any business hinges on the caliber of its managerial personnel.*

*For this study the secondary data has used from various journals, reference books, other publication. I also visited the Excel Crop Care Ltd*

**KEYWORDS:**

## INTRODUCTION

The importance of human factor in any type of co-operative endeavor cannot be over emphasized. It is a matter of comman knowledge that every business organization depends for its effective functioning not so much on its material or financial resources as on its pool of able and willing human resources.

First: - This is the only resource, which can produce unlimited amounts thorough better ides.

Second: - This resource is animate active and living. It is man alone who with his ability to feel think conceives and grows shows satisfaction.

Third: - Human resource is most complex and unpredictable in it behavior.

Fourth: - Each individual has its own distinct background. This makes each individual unique in his psychological framework.

Finally: - It is only this resource, which appreciates in value with the passage of time. As time passes people become experienced and skilled. It is not so with other resources, which generally deprecate as time goes on.

## OBJECTIVES OF HUMAN RESOURCE MANAGEMENT

The objectives of human resource management in any company may be classified as primary objectives and secondary objective.

**Primary objectives**: - Such objectives as to manufacture and sell utilitarian and acceptable goods or services, of offer fair and satisfactory wages and salaries, satisfactory return to shareholders, to meet the social responsibilities and obligations.

**Secondary objectives:** - To achieve the primary objectives economically, efficiently and effectively.

Human resource objectives must be in line with organizational objectives and there must be complete harmony between personnel objectives and company objectives.

## PRINCIPLES OF HUMAN RESOURCES MANAGEMENT

Principles that guide the conduct of the human resource managers. An absolutely essential need for certain guiding principles which helps the human resources manager in the formulation of personnel polices, procedures, and programmes, as well as in the solution of personal problems. In view of this need, some principles of personnel management are suggested.

- ***Principle of Individual Development*:** Every worker must be offered full and equal opportunity to develop in order to realize his fullest potentialities and individual worker must be able to grow to his fullest capabilities.
- ***Principal of scientific selection Procedure***: A careful selection and proper usage of human resource tools and techniques are necessary to promote scientific selection. A scientific matching of men and jobs is must.
- ***Principal of Incentive:*** The incentive may be monetary or non-monetary and it is necessary to understand the attitudes and aspirations of employees with a view to shaping and motivating them.

## HUMAN RESOURCE POLICES

**Classification of Human Resource Policies:** Human resource policies deal with the procurement and maintenance of an efficient work force. The major policies that set the pattern of personal relations throughout a company can be grouped under the following headings:

- **Selection: -** Selection embraces all policies a company may have regulating the choice of workers. The process of selection goes on almost, continuously. From a general point of view, selection involves the some points like. Selection from within or outside the company, Hiring new employees from outsides the company, Promotion within the company, Discharge of old employees.
- **Training:** - Whenever a worker takes a new job, he will need at least some training. He must be familiar with his surroundings and with the names of people and things connected with his new employment. He must develop skill in performing the operations assigned to him.
- **Compensation: -** Compensation deals with wages, salaries, bonuses, and other forms of direct financial remuneration. Financial remuneration is the most basic form of compensation. The important compensation issues are Amount of compensation and Method of payment.
- **Industrial Relations:** - For managers and employees to work together to accomplish the objectives of a business organization, there must necessarily be an agreement between them as to wages, hours, working conditions and other factors having immediate bearing upon the conditions of employment. **Etc.**

## NEW ATTITUDE TOWARD HUMAN RESOURCE PROBLEMS

Many personal managers now recognize the haphazard way in which human resource problems have been handled in the past as unsatisfactory. This change in attitude has been due in part to:

- Recognition by employers that the enthusiastic support of a group of properly qualified employees is of vital importance to the success of every business enterprises.
- Federal and state legislation that has taken a significant part of the control of labour activities out of the hands of the employer and at the same time has increased the variety and extent of legal regulations regarding employment.

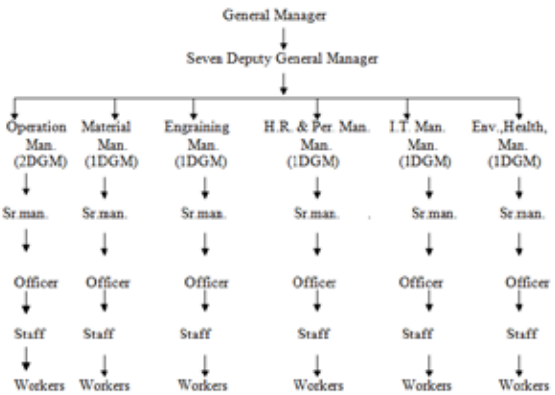
## HUMAN RESOURCE IN EXCEL CROP CARE INDUSTRY FAMILY CULTURE

Relation between employer and employee is always important for running the industry. In Bhavnagar the excel industries is the example

where relation between employer and employee is important. One excel industries is established in the year 1941 and still today it is in the production business, there is no strike in industries in long.

**ORGANIZATION STRUCTURE**

In Excel Crop Ltd has line organization systems. The general manager has to submit all the information to the top authority. All senior managers, officers and staff fall under the general manager and they are reported to them.




**RECRUITMENT**

Any manpower requirement is intimated to the personnel department by the concerned department.

- The personal department analysis the need for the recruitment.
- The proprietor approves the analysis.
- Through the placement agencies/paper advertisement, the requirement is published.
- The candidates are called for an interview in writing.
- The concerned department head along with the pm conducts the interview.
- The short listed candidates are called for final interview with the proprietor.
- Short listed candidates are asked to report to the pm with necessary documents.

**SELECTON**

The objectives of selection procedure is to determine whether an applicant meets the qualification for a specific job and choose the applicant who is most likely to perform well for job. In Excel crop care Ltd. Selection process typically follows a standard pattern beginning with initial interview and concluding with the final employment decision criterion.

The Excel crop care Ltd. In Bhavnagar is maintained for the selection after the approval of head office and has adopted the some process for the selection like….

- Searching of application
- Selection test
- Preliminary interview
- Checking of reference
- Written or oral test
- Final selection by interview
- Placement.

In the selection process psychological test is also taken by excel whomever it is required. Excel takes help of employment exchange office in the selection process. Excel also invites people from outside for arranging the interview of applicants.

**INDUCTION**

Induction is the technique by which a new employee is re-habited into changed surroundings. It is the one type of welcoming process the purpose of induction is to introduce the new employee to the organization.

When a new employee joins an organization he is strange to the people at work place and work environment. He may feel unsecured, shy and nervous. So, induction leads to reduction of such anxiety, fear and nervousness.

**TRAINING AND DEVELOPMENT**

Training is an attempt to improve current of future performance of a person by increasing his or her ability and increasing his or her skills and knowledge.

**For training excel adopts both on the job training and off the job training.**

As a part of the training they arrange lecture from outsides. Who are expert in the particular subject. They also arrange brain storming lecture, employee integrated training work shop, role playing, conferences, group discussion, apprenticeship, demonstration and example, participation of board and committees etc.

**PERFORMANCE APPRAISAL SYSTEAM**

In Excel crop care Ltd. Performance of persons of persons who is working in the organization is appraisal by the **rating scale method** of performance appraisal. Under this method there are types of printed forms for managerial level, staff level and workers level for appraisal the performance. By this method employee's performance is appraised by his supervisor and also they can find out the employees whose performance is best in the organization and he is awarded. The employees who is working in the organization and whose performance is good high score given to him, which increase his wages, promotion and also recognition.

**Target – Self – Appraisal.**

Annual Operation Planning (AOP). If last year turnover was 500 and present turnover is 750. So that's way distribution this whole goal between the employee/managers/officers in individual.

**WAGES AND SALARY ADMINISTRATION**

In Excel wages and salaries are distributed on the 7th of each month for workers and staff members. The employees can apply for all advance on the 22nd on the proceeding month. The allowance is also given according to salary grade. The company as under pays the form of wages and salaries. If the employee takes a loan, the amount of its statement is directly deducted. In excel for wages and salary there are there grades.

1) Executive grade
2) Suprevisor and staff grade
3) Worker's grade.

**TRADE UNION**

A trade union is a device, which enables a group, a class in industry of trade to bargain with any other class or group on equal footing. It is a continuous and voluntary association of a salary or wages and engaged in whatever industry of trade, that are formed for sale guarding the interests of its members maintaining and improving the conclusion of their working lives, rising their status and promoting their vocational interests and securing better relations between them and their employees through collective bargaining.

**CANTEEN SYSTEM**

In Excel industries is marinating many services. One of the services is of canteen. The committee manages the canteen. Look out the committee is to see and verify every thing regarding raw material brought in canteen for making food. There is no difference between workers and management. Every staff is equal in the canteen and every one whether workers and manager has to stand in same queue to get the food and get the food for same charges. This way company gave service of canteen to its staff members.

These following charges as under.
Re. 1—for the lunch.
Paise 35 – for the snacks.
Paise 35 – for the tea/coffee.

There are punching system, so if any staff members not come to the service, so their salary is not deduct.

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