ANNEXURE – 2
MANAGEMENT SCHEDULE

I) BRIEF ACCOUNT OF THE ORGANIZATION

Industry: Incorporation, Objectives, nature of activity and financial structure—
(initial to present)

Organisation: Departmentalization of functions, viz., production, finance,
marketing, materials, R&D, personnel, HRD, etc., and organization chart;

Man power particulars: Total number of employees-category wise: managerial
/ supervisory / workers; skilled /unskilled; permanent / temporary /
casual/Badali/contract, etc.

II) HUMAN RESOURCE MANAGEMENT

Procurement of man power: Human Resource Management philosophy and
policy; Human Resource Management-structure and functions;

Man power planning: Procedure for determination of man power requirements.
Job analysis Job description; Job specification; Three case studies on each
aspect, about Executives, Supervisors and shop floor workers basing on recorded
data and interviews:

Recruitment: Recruitment policy, procedure and practices; Manpower sources
of the organization; implementation of reservation policy for various categories
(collect statistics for the last year); Administration of the employment exchanges
(compulsory notification of vacancies) Act 1959 and Advertisement.

Selection Procedure: Design of application blanks; constitution of selection
committee, administration of tests: Aptitudes, trade, etc. Interviews Appointment,
order placement, Induction: procedure and content probation (Study and
aspects in detail and analyze the policy, procedure and practices)
III) HUMAN RESOURCE DEVELOPMENT

Human resource Development policy, Structure and Functions of H.R.D or Training and Development Department, Methods for the assessment of training needs Organisation and implementation of training programmes for – Individual development, Group development and Organisation development. Training methods used in the organization Procedure for evaluation of training programmes effectiveness. Administration of the Apprenticeship Act 1961 and Rules, Problems. Statistics on various training programmes conducted by the organization for different categories of employees for the last five years.

Performance Appraisal


IV) WAGE AND SALARY ADMINISTRATION

Methods of job classification used in the organization to determine the worth of job. Wage determination factors of the organization; Present wage structure of the organisation. Wage and Salary components Policy and procedure of D.A. fixation Payment methods and deductions.

Increments: Administrative and problems

Wage Incentive Norms: Statistics for last five year about Incentive Programmes.

Bonus: Calculation of Bonus under the payment of Bonus Act 1965 (Analyze the trend for the last five years). Study and analyze the relevant agreements/memorandum of settlements/awards/wage board recommendations.
V) EMPLOYEE WELFARE AND SOCIAL SECURITY


Absenteeism, Turnover and Late Coming: Company Policy and Procedure; Definition, Calculation and extent; Causes, Affects and Measures to tackle them;

Study of three cases in each of the three Leave and Holiday Administration: Administration of attendance; shifts management; working hours and overtime

Communication: Study and analyse the communication policy and media of the Organisation.

VI) INDUSTRIAL RELATION

Discipline: Discipline policy of the organization; Administration of the Employment (standing orders) act 1996; study the standing orders of the organization; procedure in tackling breach of discipline; nature and conduct of misconduct’s in the organization (Collect statistics for the last ten years); study three cases of Indiscipline and analyse the procedure co-operation consolation: constitution and functioning of joint management committee: work committee safety committee: canteen management; welfare committee; production committee; other committee, if any; Role of Human Resource management Department in Co-operation and consultation;
Grievance Redressal: Grievance redressal procedure; Nature of Grievance: Cause-wise analysis of grievance for one year; Role of Human Resource Management Department in redressing the Grievance; Study the three grievances cases of different;

Trade Unions: Number of unions in the organization and their affiliation; Union Recognition procedure and problems; study trade union activities.

Collective Bargaining: Study the collective bargaining procedure in the Organisation Role of HRM Department in collective Bargaining process. Study the character of demands and compare with settlement.

Industrial Disputes: Study the disputes settlement procedure in the Organisation. Discuss with the officials about the effect of conciliation, arbitration and adjudication in settlement of disputes A case study of Major strike/or Lockout.