ANNEXURE-II
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MANAGEMENT SCHEDULE
(for Secondary data)

I) BRIEF ACCOUNT OF THE ORGANISATION

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

Organisation: Departmentalisation of functions, viz., production, finance, marketing, materials, R&D, personnel, HRD, etc., and organisation chart.

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

II) HUMAN RESOURCE MANAGEMENT


Man power planning: Procedure for determination of man power requirements. Job analysis Job description; Job specification.

Recruitment: Recruitment policy, procedure and practices; Manpower sources of the organisation; 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.

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

**Performance Appraisal:** Study of performance appraisal forms for Managerial and Non-Managerial employees administration and problems of performance appraisals, uses of performance appraisal, Employee Career Planning and Development Promotions and Transfers; Policies and Procedures, Number of Promotions and Transfers during last year in Management and Non-Managerial categories.

**IV) WAGE AND SALARY ADMINISTRATION**

Methods of job classification used in the organisation to determine the worth of job wage determination factors of the organisation; 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. Study and analyse 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 organisation; Administration of the Employment (Standing Orders) Act 1996; study the standing orders of the organisation; procedure in tackling breach of discipline; nature and conduct of misconduct’s in the organisation.

Co-operation: 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.

Trade Unions: Number of unions in the organisation 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.

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.  *****