

Employee Management and Performance System among Corporate Companies

Dr. M. J. Sathish Kumar

Assistant Professor

Department of Business Administration

Alagappa Govt. Arts College, Karaikudi-630003, Tamil Nadu, INDIA

Corresponding Author's Email id: drsathish.kumar2020@yahoo.com

Abstract

The management is the major aspect that affects the organization growth. Management is the rising human resources issue in this organization. The study on employee management and employee performance in private company helps the management to evaluate the main cause of management and the mental attitude of the employee towards the organization. A structured questionnaire is prepared and the data are collected from the Private Company employees. From the analysis it is inferred that the major factors for management are physical condition problem, serious workload. Certain facilities like transportation, canteen is not satisfactory to the employees. So the general performance of the employee is normal.

Keywords: - *Employee Management, Performance System, Corporate Companies*

INTRODUCTION

A performance management device is a non-stop methodical method via which the human resources arm of a enterprise makes employees participatory in advancing the effectiveness of the employer, with the aid of reaching the said vision, mission, and targets of the

employer. Performance control encapsulates key human aid features like frequent communication, worker education for improved performance, acknowledgment of suitable work, presentation of blessings for stepped forward overall performance, aim-placing,

non-stop development review, and actual-time comments.

RESOURCE MANAGEMENT

Purpose

- To describe the policy and plan to provide the capital needed.
- To apply the quality management system successfully.
- To understand the production of products fully meeting customer requirements.

Scope

All the employees' communications and work setting of the organization

RESPONSIBILITY

Top Management

Top management is responsible for the provision of sufficient resources and ensuring efficient operation.

Employees

All the employees are responsible in ensuring successful utilization of the wealth provided.

Management representative

Management representative is in charge for monitoring all areas where resources are necessary and communicating then to the top management.

Provision of resources

The management is providing all the essential resources to execute and maintain the value management system.

Human resources

- It is ensured the person's employees are well-informed, capable to carryout the job assigned, and employee's records are maintained.
- Preparation needs are identified and training is imparted at the time of introduction of employee's and also on review basis.
- All the employees are given awareness and training on the quality management system as per government requirements.
- Selected employees are given training in internal quality audit methods and they will be moving out the periodical domestic quality audit.

Infrastructure

The entire essential infrastructure has been provided to achieve conformity of the product requirements, there include;

- a) construction
- b) workstation

- c) Machine/equipments, Product management system

- d) Measuring instruments & gauges.

The maintenance and housekeeping are well done as per plan and proceedings maintained.

Work environment

The work area is will ventilated and a healthy and hygienic environment is provided for the employees.

Distribution of the responsibility & authority:

Unit head:

- The unit head the company and is responsible
- To ensure that quality policy and objectives are met.
- To ensure continual improvement based on feedback from management review meetings.
- To ensure provisions of adequate resources for the effective functioning of the quality management system.
- The delegated responsibility and authority for the effective functionary of the system is attached as a responsibility matrix.

Management representative

The management representative shall have the responsibility and authority for:

- Ensuring that the quality system is established, implemented and maintained accordance with ISO9001:2000.
- Organization internal quality audit, once in a quarter.
- Verifying the implementations of corrective and preventive action plans.
- Initialing incorporation of amendments to this quality manual and quality system procedure as and when necessary.
- Ensuring timely action of reporting to the top management about the performance of the quality management and the improvement needed if any.
- Ensuring that all reviews are organized as per documented plan and minutes maintained.
- Monitoring the control of external documents.

Internal communication:

The organization has established a very effective system for internal communication to ensure that information reaches every point of importance in time by circular and also by notice board.

Quality policy

We at private company are committed to manufacture and supply quality products meeting customer specifications and delivery schedules achieved by continually process improvements, up graduation, of technology, quality system, effective training of personnel and migrating towards being the lowest cost products.

Planning

Quality objective

- Reduce product wastage.
- Reduce customer complaints.

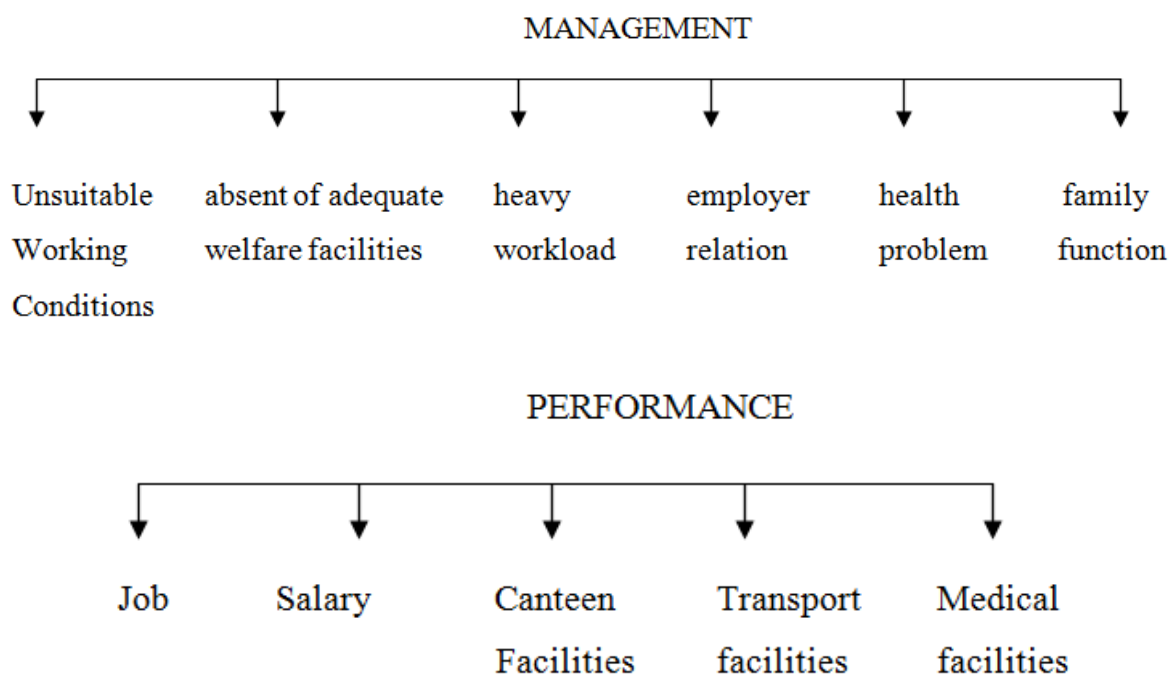
- Implement GMP'S progressively
- Upgrade infrastructure to ensure food safety.

INTRODUCTION TO STUDY

A study on employee management and employee performance' in private company.

The management of employee in the organization is so many reasons. These reasons are thoroughly identify the study.

The performance of the employee in the organization is high or low, thoroughly identifies the study.



Meaning of management

Management is a habitual pattern of absence from a duty or obligations.

Definition of Management

Management is usually addressed through progressively stricter disciplinary measure that can result in the termination of the individual's employment.

Employee management is not just an employee issue it is an organizational problem and therefore becomes everyone's responsibility.

Any failure of an employee to report for or to remain as scheduled, regardless of reason.

Employee management policy

The management policy which addresses chronic absence from work.

Guidelines for management policy

1. Allowable nonappearances
2. Payment for work including installment for quite a long time missed when a holding.
3. Types of pardoned and unexcused nonappearances.
4. Days/hours chipped away at a typical work booked before installment.

5. Days/hours chipped away at a typical work planned before installment of extra time hours happens inside a payroll interval.
6. Policy about bringing in nonattendances.
7. Supervisor the board of the executives by means of focusing on chosen examples of nonappearances and tardiest.

Reducing Employee Management

Efficiency is one of the keys to your prosperity. Nonetheless, profitability might be affected as your representative's cop with life occasions that keep them from the working environment and hold your business back from being its generally productive .

Mass shared has created and benefits that can assist your workers with planning life occasions. Assisting you with diminishing the pace of representative administration.

How to deal with employee management:

The 4 strategies are used to deal with employee management. The 4 strategies isn't only used reduce management you will reduce worker burnout, poor overall performance and place of business negativism.

Four strategies are

- change management style

Control patterns which are too authoritarian tend to sell high ranges of control amongst personnel.

Authoritarian fashion is providing management trading, decreasing turnover, process burnout, and employee health issues which includes backaches and headaches.

• Converting working situation

The working conditions i am referring to relate to coworker dating. the relationship is stress occur the between the worker and supervisor, but it also exist between personnel.

• Offer Incentives

Giving employees incentives for management isn't similar to profitable or giving worker's bonus for decreased control. An incentive presents an worker with a boost to their motivation to avoid needless management.

• Increase Attendance Coverage

An attendance policy permits a manager to intervene with a worker who's often absent. Pressure as a number one cause for worker management, different causes

relate to alcoholism, domestic violence, and family issues.

Major management

- Flawed working conditions.
- Absent of ok welfare facilities.
- Heavy workload.
- Agency relation.
- Fitness trouble.
- Circle of relatives' function & personnel trouble.

Causes of management

The causes of management are;

- Stress.
- Workload.
- Bad physical health.
- Inadequate vitamins.
- Loss of job delight.
- Bourdon at the task.
- Low performance.
- Poor operating condition.
- Personal trouble.
- The lifestyles of profits safety plan.

Poor Attendance

The problem of bad attendance consists of control and/or tardiness. negative attendance can become or extreme problem that leads to discharge for just causes. If terrible attendance isn't managed properly, employee productivity can decline and institution overall performance

can compelled to increased their efforts to atone for folks that shick their duties.

Trends in Management

- The higher the rate of pay and the greater the length of service of the employee, the fewer the absences.
- As an organization grows, there is a tendency towards higher rates of management.
- Women are absent more frequently than men.
- Singly employees are absent more frequently than married employees.
- Younger employees are absent more frequently than older employees but the latter are absent for larger period of time.
- Unionized organizations have higher management rates than non-union organization.

PERFORMANCE MANAGEMENT=

Meaning

Performance is a crucial thing inside the typical success of any employer or enterprise. when the paintings surroundings is void of motivation, the personnel have no strength or suggestion from which to construct.

The abilities and enjoy to alternate the attitudes of your employees via building pleasure and anticipation. this change may

be seen in extended productiveness tiers of the complete systems.

Definition of employee performance

Davis outline performance is “A mental situation of agencies and individual which determines their mind-set”.

Theo Harman defines “overall performance is the country of thoughts and emotions affecting the attitude and willingness to work, which in true influences person and organizational objectives”.

Flippo define overall performance is “A mental circumstance or mind-set of people and agencies which determines their willingness to co-operate with others to fulfill employer al goals”.

M.S. Viteles defines “performance as an attitude or a choice to hold in and willingness of attempt for, the desires of a selected institution of organisation”.

Milton Blum defines “performance as the possession of feeling of being generic by way of and the belonging to a commonplace purpose and self belief within the desirability of these goals”.

Employee performance assessment

- Employee connection

- How you, your co-workers, and management get along.
- Company message:
- How well management keeps you informed.
- Appreciation & credit:
- How appreciation you feel on a daily basis.
- Employee input:
- How your company values your creative ideas
- completion:
- How meaningful your job is to you.
- Personal & expert growth:
- Opportunities to develop both your career and your personal qualities.
- Employee strength:
- How much positive energy and enthusiasm is generated at your workplace.

Poor Employee Performance

The most important matters that may be accomplished to improve upon a enterprise's probabilities for success is to overcome negative worker overall performance in the place of work and motivate group contributors at their jobs. via failing to save you of worker burnout and normal dissatisfaction.

Performance inside the place of work is the various cease results of the one-of-a-

kind factors the make-up the complete working surroundings. Examples of there factors consists of income, worker delight, obligations, supervisory contributions, universal working situations, reputation.

Poor employee performance be watched for terribly cautiously amongst all employees. Such signs can include frequent absences, will increase in the variety of mistakes, decreased productivity, decreased excellent of labor, frequent tardiness, apathy, sulking and moping, backstabbing, and expanded in injuries or accidents.

Causes of poor employee performance

- Unstable monetary fitness of the business enterprise.
- Overwork or a continually health workload.
- Feeling unappreciated or underappreciated for the work achieved.
- Situations of the place of business.
- Traumatic, inflexible supervision that too concerned in the paintings being finished.
- Unsupportive, work supervision that does not provide enough input or guidance.

Improving Employee Performance

- Enhancing worker performance benefits every person concerned in a work vicinity.
- Improve employee performance by way of showing your appreciation in simple ways, along with worthwhile an employee by saying, “task well completed, “or “thanks for the best work”.
- Worker overall performance is by way of being friendly and interested in your employees.
- Encouraging social interaction among personnel and without delay resolving conflict
- Social interplay definitely affects co-operation and a general enthusiasm about coming to paintings every day.
- Improve worker performance is through presenting praise incentives.
- A totally vital element in improving employee performance is the paintings environment.

Factors of employee performance

- leadership
- Co-employees
- nature of work
- paintings surroundings
- control body of the business enterprise
- Nature of supervision.
- job security
- job enrichment

- business enterprise shape
- Grievance coping with.

Measurement of Performance

Performance can be measured through assessing attitudes and job pride. There are several strategies to degree employee attitudes: inference, prediction from behavioral facts, interviews and questionnaires and scales of their strategies interviews have been often used to degree attitudes. Questionnaires and scales were used interviews or independently, to get multiplied reliability and objectively.

There are two fundamental strategies for deciding on and scaling gadgets:

1. likert method of summated rating

The likert method is a good deal less difficult and consequently extra appropriate. on this technique each announcement in a chain is normally accompanied by using a five-step scale: strongly agree, agree not sure, disagree and strongly disagree. declaration that have the greater discriminating energy and decided on on the idea of scale value distinction analysis. based totally in this method several strategies had been devised to degree employee attitudes and performance.

2 Guttman method of scale analysis

To degree activity attitudes, the job description index, this strategies has been developed the size affords the employee with a hard and fast of adjectives as feasible descriptions of five dimensions of the task growing working situations, pay, promoting, supervision and co-workers. The employee is required supply yes, no or don't know reaction, for each adjective. the scale gives a satisfaction score for the five process regions as well as an overalls score.

Performance and productivity

- Performance and productivity had a round causal relationship (i.e. higher performance caused higher productiveness)
- Performance had 4 dimensions: process pride, delight with wages and promotional possibilities, identification with the company, and satisfaction in paintings institution. They shaped that most effective the last dimension turned into appreciably correlated to productiveness.
- Dozen research on the consequences of overall performance on productiveness. In fifty four percent of the studies, excessive performance turned into related to high productivity: in 35 percentage, performance and

productivity were no longer associated with low productivity.

- Overall performance improves productiveness beneath positive conditions, specifically wherein creativity or craftsmanship influences the product.
- Overall performance is related to low productiveness beneath situations wherein a frozen institution develops for proscribing productivity as a price of club.

PERFORMANCE AS A RESPONSIBILITY OF MANAGEMENT

Overall performance as a responsibility of control of management is following approaches:

A. human beings' capability to resist stress

The records of control employee members of the family, performance is also prompted by way of the capability of human beings to face up to pressure at paintings while people habitually do not forget their work environment as benevolent, or as a minimum as not specially threatening, they may understand process stress as a nuisance alternatively then a calamity.

B. Controlling fluctuations in performance

The primary issues which reason fluctuations in overall performance consist of perceived mental benefit and existent of good enough complaint channels. The management ought to help employees to guard their psychological advantage through presenting adequate grievance channels. The maximum powerful factor which the control should recollect is the connection of the employee with his immediate manager. performance improves a trouble on its merit on hand preserve to resolve a hassle on its merit and inclined to sell the worker's actual hobby.

C. Expectancies of humans and truth

Management has to recognize that performance additionally depends upon the relationship among expectation and reality. Performance improves if the worker's paintings environment gives them the sorts of rewards they expect or as a minimum indicates that expected rewards are approaching.

D. Overall performance can't be permanent

Eventually, the management must remember that overall performance can

never be permanently confident due to the fact new dissatisfactions hold bobbing up as old ones are relieved, forgotten or changed.

Indices of low performance

- Employee unrest.
- Management and tardiness.
- Employee turnover.
- Grievances.
- Want for discipline.
- Fatigue and monotony.

REVIEW OF LITERATURE

The place of work is enveloped via the fear of downsizing, lack of process protection, overwhelming modifications in era, and the strain of having to do extra with much less, employee performance and job pleasure are at the bottom factor. Managers need to understand this phenomenon and do their nice to counteract it if their businesses are going to live to tell the tale.

Overall performance is described as the quit end result of many factors present inside the place of work surroundings. some of those factors are the paintings placing itself, employee pleasure and motion, earnings, supervisory input, working situations, fame, and greater.

Employers pay a excessive fee for control, regularly more than they will realize, in phrases of both financial and production losses and employee performance. Managers may view the obligations of finding a replacement employee as a quick-term inconvenience; but, management regularly has more critical lengthy-term outcomes. Employers can, however, make sure that employees file in regularly and remain at the job. earlier than employers can determine the high-quality way to fight control, they should become aware of the organizational and person factors that make a contribution to the problem.

Agencies are regularly operating with confined sources, and people that aren't still have to be effective and effective. In both state of affairs, control of personnel can and frequently does create undue strain. The result can impact each results and overall performance, and our church buildings are not any exception.

Many problems or trouble occurring inside the workplace can be resolved via better communications. errors within the managing of consumer orders or provider are regularly due to a few kind of breakdown in communication. And, in employee attitude surveys, communication

from control is almost constantly ranked low by using personnel. The hassle is that most people feel that we are precise communicators – it's far the opposite man who didn't get the message right.

OBJECTIVES OF THE STUDY

Primary objective:

To study on employee management & employee performance in International Private company.

Secondary objective:

- To study & evaluate the work environment & working conditions.
- To identify employee welfare measure.
- To focus on reasons for employee management.
- To study the financial status of employee.

RESEARCH METHODOLOGY

Research

Research is defining and redefining problems, formulating hypothesis or suggested solutions; organizing and evaluating data; making deductions and reaching conclusions; and at last carefully testing the conclusions to determine whether they fit the formulating hypothesis.

Methodology

Methodology is a way to systematically solve the research problem.

Research design

A research design is the arrangement of conditions for collection and analysis of data in a manner that aims to combine relevance to the research purpose with economy in procedure.

Sample size

The sample size is 135 out of 242 employees.

Types of data

Primary data

Secondary data

Primary data

The primary data are those which are collected afresh and for the first time, and thus happen to be original in character.

Secondary data

The secondary data are those which have already been collected by someone else and which already been passed through the satisfaction process.

Defining the population

Total employer work in organization 242.

Sampling plan

Out of 242 employees give study for only taking for 135 employees.

Period of Study

The period of study is one days.

Analytical tools

- percentage method
- chi-square method
- weighted average method
- correlation
- mean & standard deviation

Percentage Method

The percentage procedure provides statistics and graphical displays that are useful for describing many types of variables. The percentage procedure is a good place to start looking at your data.

For a percentage report and bar chart, you can arrange the distinct values in ascending or descending order, or you can order the categories by their percentage. The percentage report can be suppressed when a variable has many distinct values. You can label charts with percentage.

FORMULA

$$\text{Percentage of respondents} = \frac{\text{No. of respondents}}{\text{Total no. of respondents}} \times 100$$

Chi-square test

Tabulates a variable into categories and computes a chi-square statistic based on the differences between observed and expected frequencies.

The chi-square test procedure tabulates a variable into categories and computes a chi-square statistic. This goodness-of-fit test compares the observed and expected frequencies in each category to test that all categories contain the same proportion of values or test that each category contains a user-specified proportion of values.

FORMULA

$$\text{Chi-square} = \frac{(O-E)^2}{E}$$

O = observed frequency

E = expected frequency

Weighted Average Method

The weighted average method, where the importance of the items varies, it is essential to allocate weights to the items. Thus weightage is a number standing for the relative importance of the items. Weighted average can be defined as an average of component items.

FORMULA

$$\text{Weighted average method} = \frac{\sum WX}{\sum X}$$

Correlation

Correlation analysis attempts to determine the degree of relationship between variables. The correlation expresses the relationship or inter-dependence of two sets of variables upon each other in such a way that the changes in the values of one variable are in sympathy with the changes in the other. Correlation is the numerical measurement showing the degree of correlation between two variables.

FORMULA

$$\text{Co-efficient of correlation } R = \frac{\text{Cov}(X,Y)}{S.D X * S.D Y}$$

Mean & Standard Deviation

Mean

Mean is the most common type and widely used measure of central tendency. Mean of a series is the figure obtained by dividing the total value of the various items by their number.

Standard Deviation

It is the most important measure of dispersion and is widely used in many statistical formulae. Standard deviation is also called root-mean square deviation. The reason is that it is the square –root of the means of the squared deviation from the arithmetic mean

FORMULA

$$\text{Co-efficient of variance} = \frac{\text{Standard deviation}}{\text{Mean}}$$

FINDINGS & SUGGESTION AND RECOMMENDATION

Findings of the Study

The male respondents of the observe is greater, the maximum of the respondents are running in packing branch , the age of the personnel is 30-45, the monthly earnings of the worker is Rs.6000-8000,the member of the family of the respondents is above 4members.

The personnel are propose new ideas for resolve worker problem, the most of the personnel take go away in keeping with month is 1-five days and normally take leave for previous permission. 53.6% of respondents take leave for night shift.

From the chi-rectangular check it is determined that there's no vast one-of-a-kind recording job experience and go away with prior permission. There's large specific recording gender and advertising, motivation and promoting, motivation and reward.

The maximum of the employees or absent of the company is fitness problem, circle of relatives feature & heavy workload, a number of the personnel are absent of the

organization is improper operating situation, absent of ok welfare centers, enterprise relation.

The employees are satisfied with management clear up worker trouble & fulfill with process protection, the employees are not happy with promoting & operating hour.

The relationship between manager and coworker is less positively correlated, so the relationships everyday not outstanding.

The personnel are same opinion recording to canteen centers, so these centers are not satisfied with maximum of personnel, the personnel are happy with earnings, process, and medical centers. Shipping facilities are disillusioned with maximum of employees.

SUGGESTION AND RECOMENDATION

The management of worker in international personal business enterprise products restrained is extra due to health issues. The agency behavior regular medical checkup to the personnel and personnel counseling.

The control is high due to night time shift, so the corporation decreases the workload in night shift.

The manager and coworker relationship is regular in the enterprise, so the supervisor pleasant flow to the coworker.

To organization should provide shipping facilities and canteen centers to create a good job environment for the employee.

CONCLUSION

They have a look at on employee management and employee overall performance tells that most of the employee an absent because of fitness hassle, non-public hassle & heavy workload. The absence of certain centers which include transportation centers, canteen centers demotivate the worker. The overall performance of the worker is regular. This study helps the management to realize the general mind-set of the worker toward the agency. Corporate entities were run in a traditional manner, a part of which concerned appraising group of workers occasionally to assess their input, output, and productiveness with admire to organizational dreams. The system then employed become bulky and time-ingesting.

This scenario made corporations recognize the need for modifications in their method to employee control. The ensuing restructuring that ensued caused the evolution of a machine that expanded organizational effectiveness and worker productiveness in a completely drastic way.

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