

A Study On Human Resource Practices Of Moil Limited

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Abstract:

Human Resource Management is one of the complex and challenging fields of management. It deals with the people dimensions in management. Over the past eighty years, various approaches to human resource management have been adopted by companies. The human resource approach which is currently vogue has redefined the way people are created and managed in the organizational context. This approach required that employees or the work force be created as resources and not just as factors of production as in the scientific approach or emotional beings with psychological needs as in the human relation approach.

In practice, HR is responsible for employee experience during the entire employment lifecycle. It is first charged with attracting the right employees through employer branding. It then must select the right employees through the recruitment process. HR then onboard new hires and oversees their training and development during their tenure with the organization. HR assesses talent through use of performance appraisals and then rewards them accordingly. In fulfillment of the latter, HR may sometimes administer payroll and employee benefits, although such activities are more and more being outsourced, with HR playing a more strategic role. Finally, HR is involved in employee terminations - including resignations, performance-related dismissals, and redundancies. This paper focus on human resource practices of moil limited, Nagpur.

Keywords: Employee's Lounge, Orientation, indiscrimination laws, preventive medicine,
Screening process

Introduction:

In industry the job of HR manager is to instruct and direct and shape employee's individual contributions into an efficient whole, he or she must first turn employees into competent workers who know how to do their jobs. If employees are not skilled at their jobs, then the performance they give will get bad reviews that is why properly managing human resources is so important. No other industry provides so much contact between employees and customers and so many opportunities to either reinforce a positive experience or create a negative one. No doubt different department's heads are present to look their department employee, but HRD is a place, which supervise and effectively communicate with these departments head and communicate with the top management. Thus there function is very large and diverse as compared with respect to different department's heads.

HR policies allow an organization to be clear with employees on:

- The nature of the organization
- What they should expect from the organization
- What the organization expects of them.
- How policies and procedures work.
- What is acceptable and unacceptable behaviour
- The consequences of unacceptable behaviour

HR policies provide an organization with a mechanism to manage risk by staying up to date with current trends in employment standards and legislation. The policies must be framed in a manner that the companies vision & the human resource helping the company to achieve it or work towards it are at all levels benefited and at the same time not deviated from their main objective.

PERSONNEL POLICIES OF HR

The personnel function includes many activities such as:

- Consideration of leadership style
- Relationship
- Responsibilities
- Philosophy
- Social orientation

Organizational structure in most of the organisation the personnel policies are put in writing. These policies are distributed to key and responsible executive to provide guidance and ensure consistent application. Periodically the HRD review these policies.

In Moil Limited the following policies are put on the notice board as well as each employee bear a tag starting “ YES I CAN! “ spirit of service which generate a sense of motivation as well as sense of personal feeling towards the organization.

AREA OF PERSONNEL POLICIES

The personal policies are concern with each of the following areas:-

Employment

- Recruitment
- Interview
- Psychological and Aptitude tests
- Selection
- Medical Examination
- Administration and Transfers
- Promotions and Termination
- Responsibilities for adherence to indiscrimination laws

Education and Training

- Orientation of new employees
- Educational needs for employees
- Training development programs
- Communications

Health and Safety

- Occupational health
- Emergency medical care
- Safety program

- Preventive Medicine

Employee's Services

- Cafeteria
- Vending Machine
- Employee's Lounge
- Lockers

Wages and Salary Administration

- Salary structure
- Performance standards and Job evaluation
- Salary survey

Benefits

- Group Insurance
- Sick-pay plan
- Hospitalization
- Major medical coverage
- Key man Insurance
- Pension plan/scheme

Industrial relations

- Presentation Elections
- Collective Bargaining
- Grievance Procedures

Administration

- Personnel records
- Security
- Holidays and Vacations

- Office Layout and Services
- Work Rules

MOIL LIMITED, NAGPUR



Manganese Ore (India) Limited (MOIL) a Miniratna PSU was originally set up in the year 1896 as Central Province Prospecting Syndicate which was later

renamed as Central Provinces Manganese Ore Company Limited (CPMO), a British Company incorporated in the UK. In 1962, as a result of an agreement between the Government of India and CPMO, the assets of the latter were taken over by the Government and MOIL was formed with 51% capital held between the Govt. of India and the State Governments of Maharashtra and Madhya Pradesh and the balance 49% by CPMO.

Recruitment Process

HR practices its function in each and every stages of recruitment. The process comprises five interrelated stages, viz. (i) Planning, (ii) Strategy development, (iii) Searching, (iv) Screening, and (v) Evaluation and control. The function of HR is to make the selection procedure an ideal one. The ideal recruitment programmed is the one that attracts a relatively larger number of qualified applicants who will survive the screening process and accept positions with the organization, when offered.

Selection

Selection is a process of picking individuals (out of the pool of job applicants) with requisite qualifications and competence to fill jobs in the organization. Different organisation apply different methods and procedure for recruitment as well as selection. It basically depends on the management policies and the size of operation.

Research Methodology

MOIL Ltd is the largest producer of manganese ore by volume in India. The company produces high, medium and low grade manganese ore. Also, they produce manganese dioxide and chemical grade manganese ore. All their mines are located in central India, in the states of Maharashtra and Madhya Pradesh, benefiting from well developed road and rail infrastructure. They are actively involved in exploration and development activities with a view to increasing their proved manganese ore reserves.

Selection of area

The Manganese Ore India Limited company in Nagpur. The organization have more than two hundred employee working in different department. To fulfill the objectives of the study, general survey was carried out in MOIL, Nagpur.

Selection of sample

Employees working at different level were spotted and random sampling method was used to survey. Sample size was restricted to 50.

Collection of data

To gain the information of present study the data was collected in the following manner.

Data Collection

primary data collection:

For collection of necessary primary data, a structured questionnaire was prepared in due consultation with the experts in the field of Training & development. In this project work the primary data was collected through a survey and well- designed questionnaires

Secondary data

Secondary data consisted of information collected through books. Journals, Internet, brochures, newspapers and classified information from industry

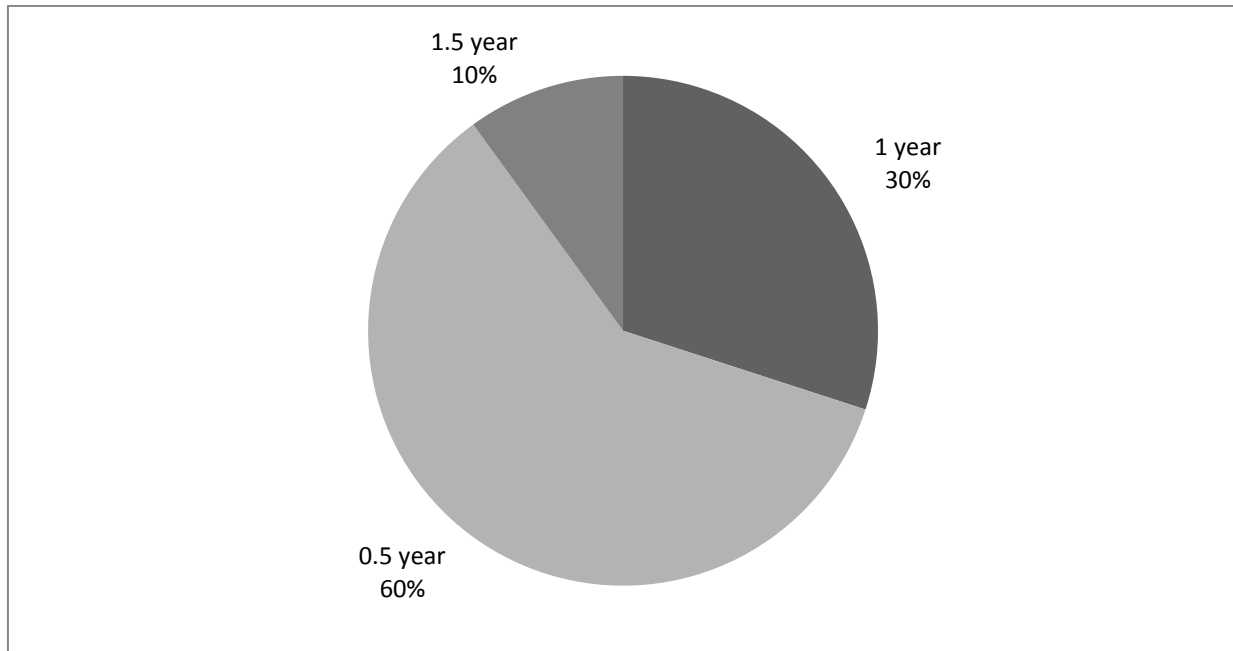
Analysis of data

Keeping in mind the objectives of the study, the data was collected through questionnaire and was analyzed and interpreted with the help of statistical tables and average percentage method was used.

DATA ANALYSIS AND INTERPRETATION

1. How long are you working in the mail?

SL NO	PARTICULAR	NUMBER OF RESPONDENTS	PERCENTAGE
1	18 months	5	10
2	12 months	15	30
3	6 months	30	60



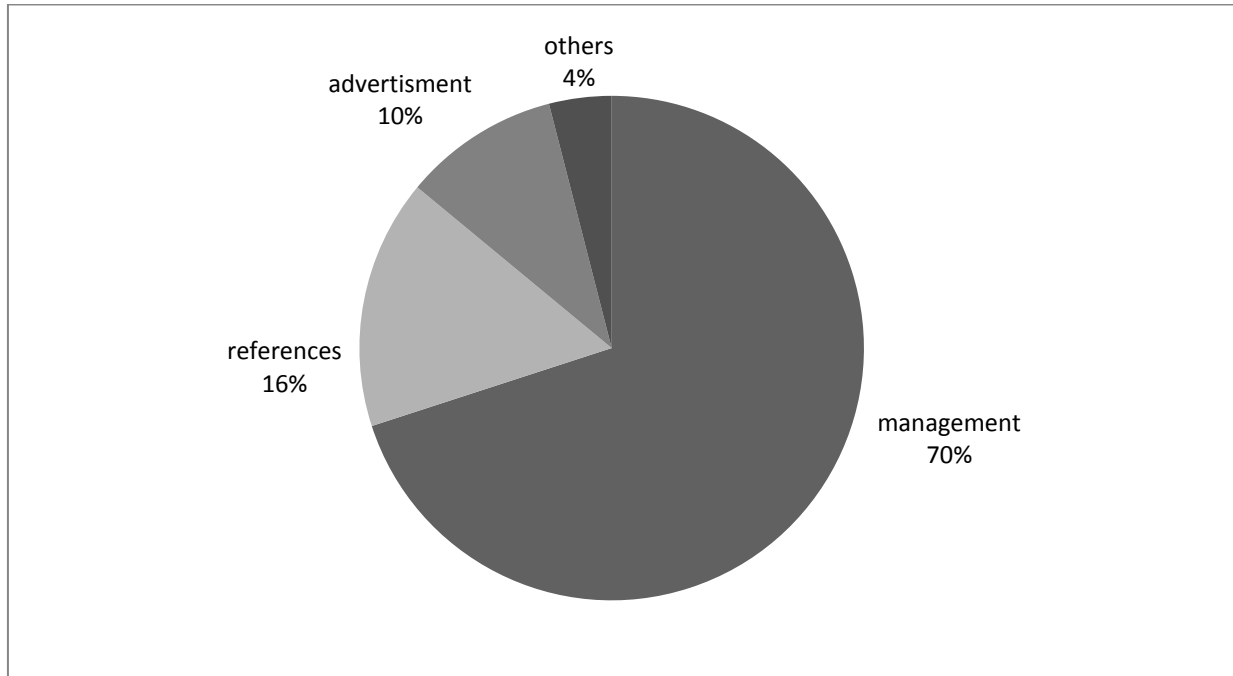
INTERPRETATION

The above chart shows that 60% employees are new to the moil and only a few employees which are working are from the pre opening team

2. What are the various sources of recruitment in your moil?

SL NO	PARTICULAR	NUMBER OF RESPONDENTS	PERCENTAGE
1	Management	35	70
2	References	8	16
3	Advertisement	5	10

4	Others	2	4
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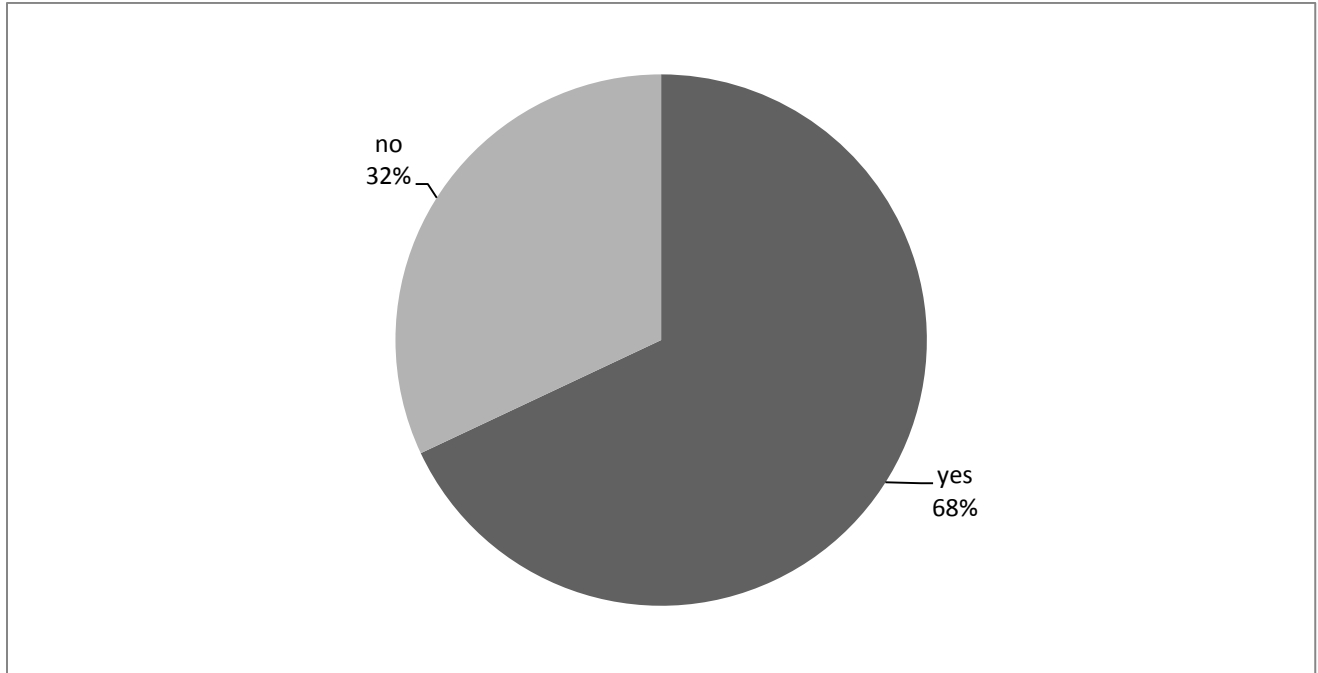


INTERPRETATION

The above chart shows that 70% recruitment is done through management. Some through references from the internal employees and a few recruitment is done through advertisement and other sources.

3. Are you satisfied with the recruitment process of your company?

SL NO	PARTICULAR	NUMBER OF RESPONDENTS	PERCENTAGE
1	Yes	34	68
2	No	16	32

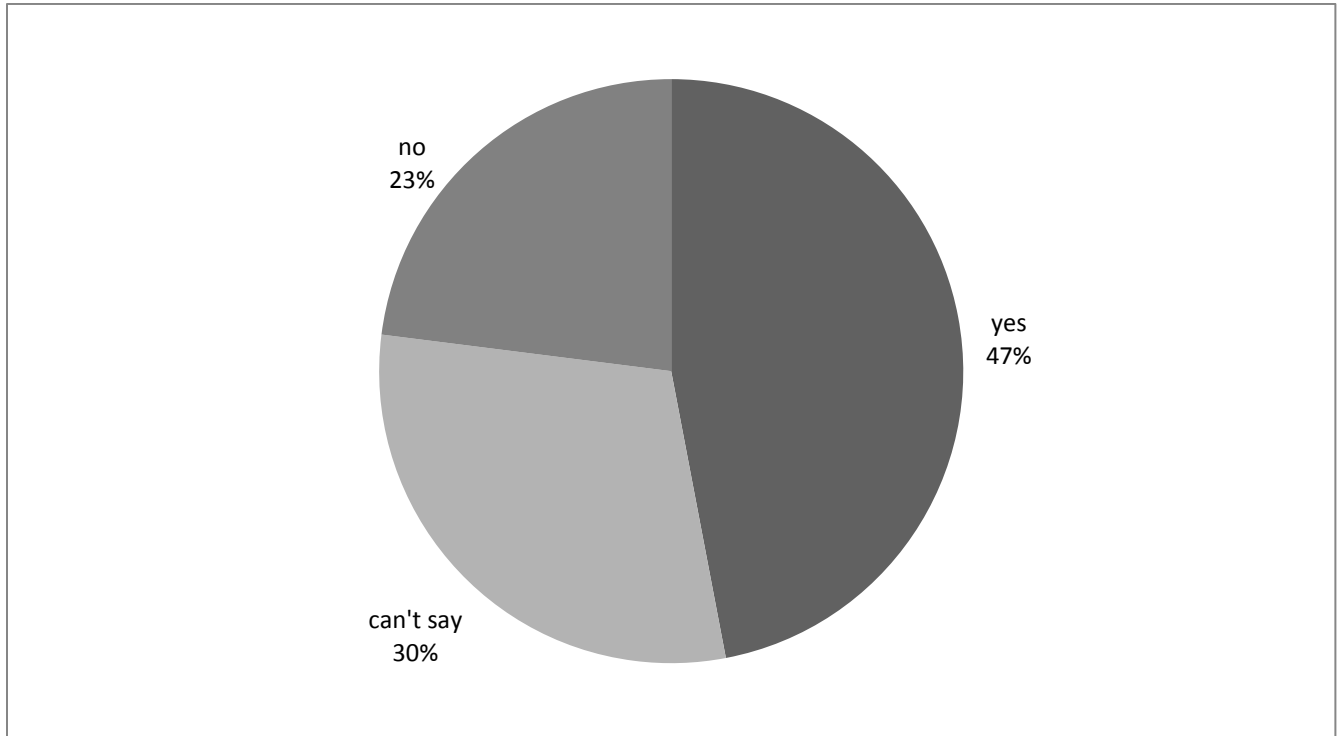


INTERPRETATION

The above chart shows that 68% of employees are satisfied with the recruitment process of mail.

4. Are you satisfied with your mail industry salary increment policy?

SL NO	PARTICULAR	NUMBER OF RESPONDENTS	PERCENTAGE
1	Yes		47
2	No		23
3	Can't say		30

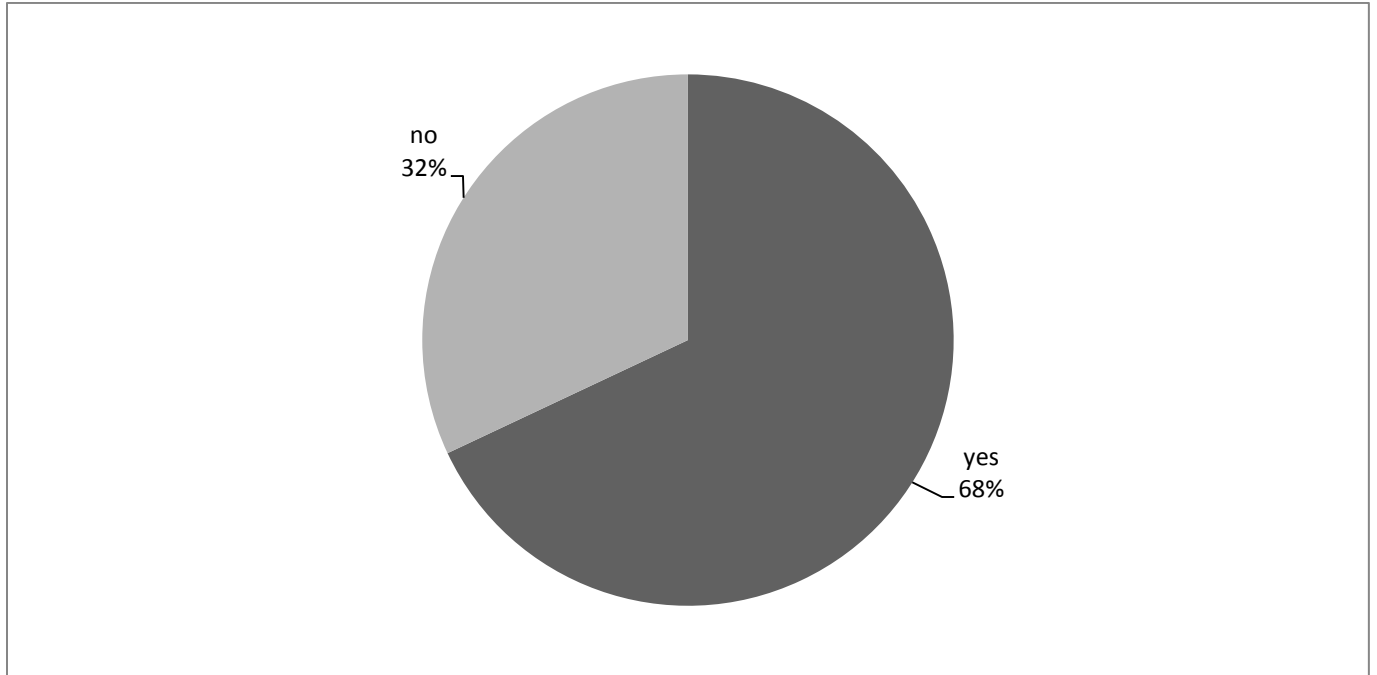


INTERPRETATION

The above chart shows that 47% employees are satisfied with the salary increment policy of the mail and a few employees who are working are not satisfied and few are neutral.

5: Are you satisfied with the training procedure given in the mail industry ?

SL NO	PARTICULAR	NUMBER OF RESPONDENTS	PERCENTAGE
1	Yes	34	68
2	no	16	32

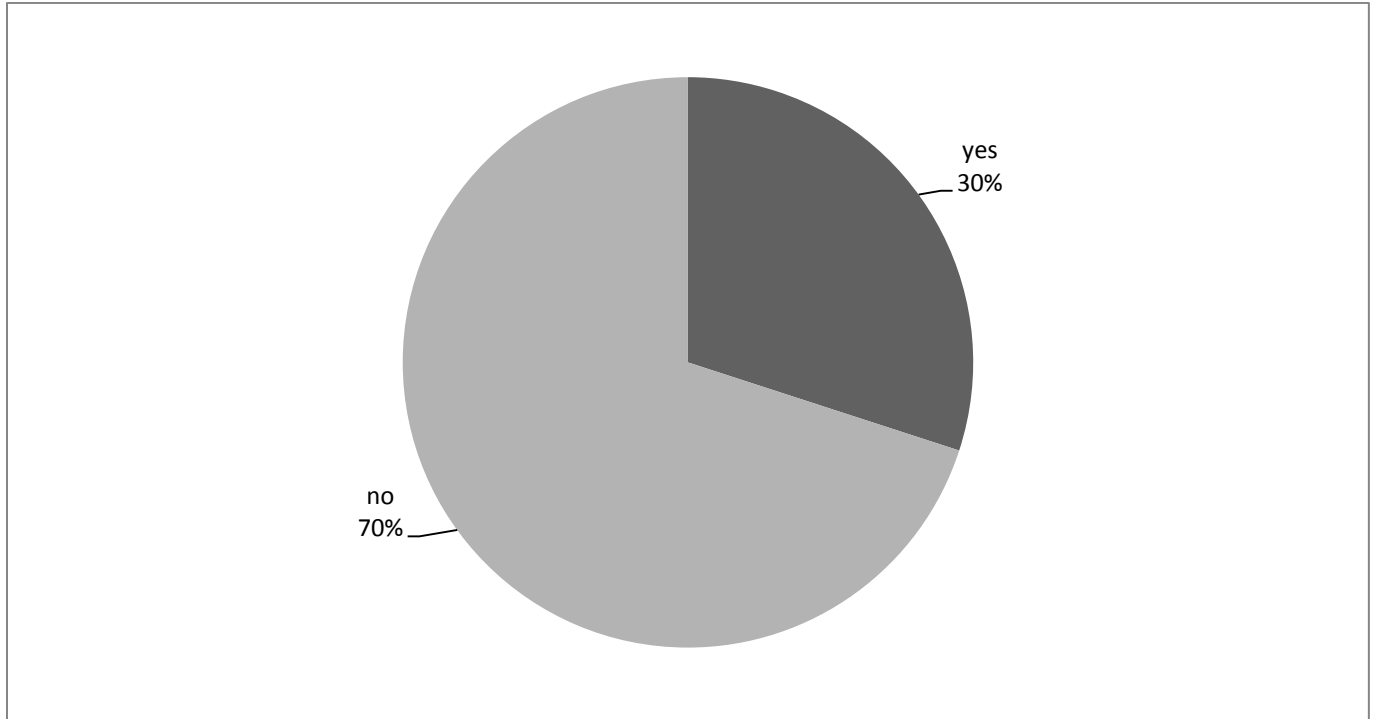


INTERPRETATION

The above chart shows that 68% employees are satisfied with the training conducted in the mail industry

6: Are you getting regular training in your company?

SL NO	PARTICULAR	NUMBER OF RESPONDENTS	PERCENTAGE
1	Yes	15	30
2	no	35	70

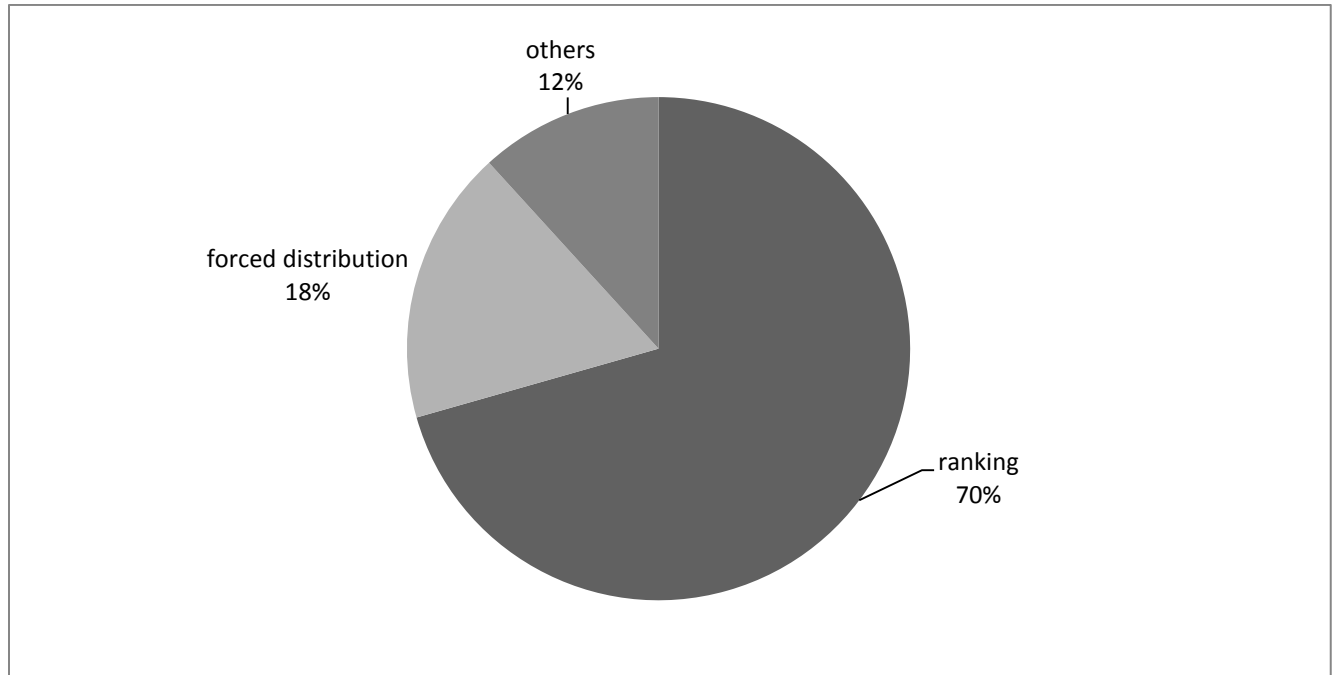


INTERPRETATION

The above chart shows that 70% employees say that training is not conducted on a regular basis.

7: What methods are used for the performance appraisal system in your industry ?

SL NO	PARTICULAR	NUMBER OF RESPONDENTS	PERCENTAGE
1	Ranking	35	70
2	Forced distribution	8	18
3	Others	6	12

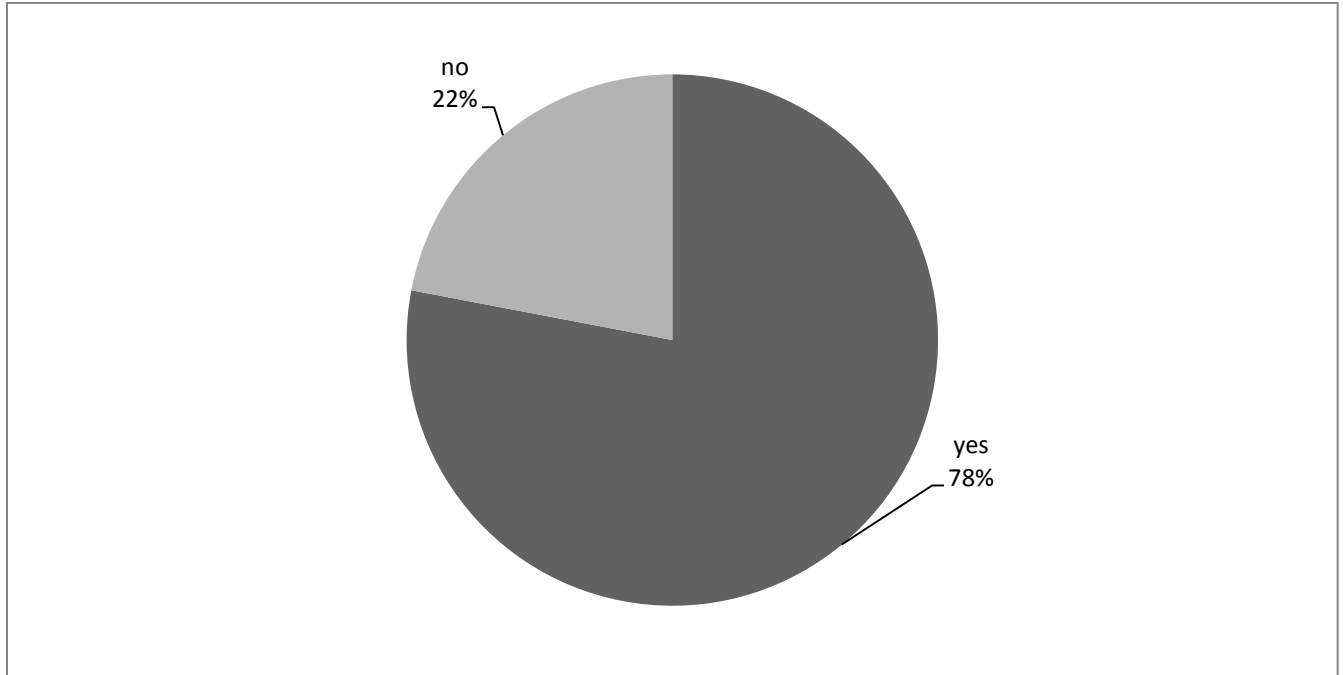


INTERPRETATION

The above chart shows that ranking method is used for performance appraisal of employee and some time forced distribution as well as other method used for appraisal by Hr.

8: Are you satisfied with your promotion activities in your organization?

SL NO	PARTICULAR	NUMBER OF RESPONDENTS	PERCENTAGE
1	Yes	39	78
2	No	11	22

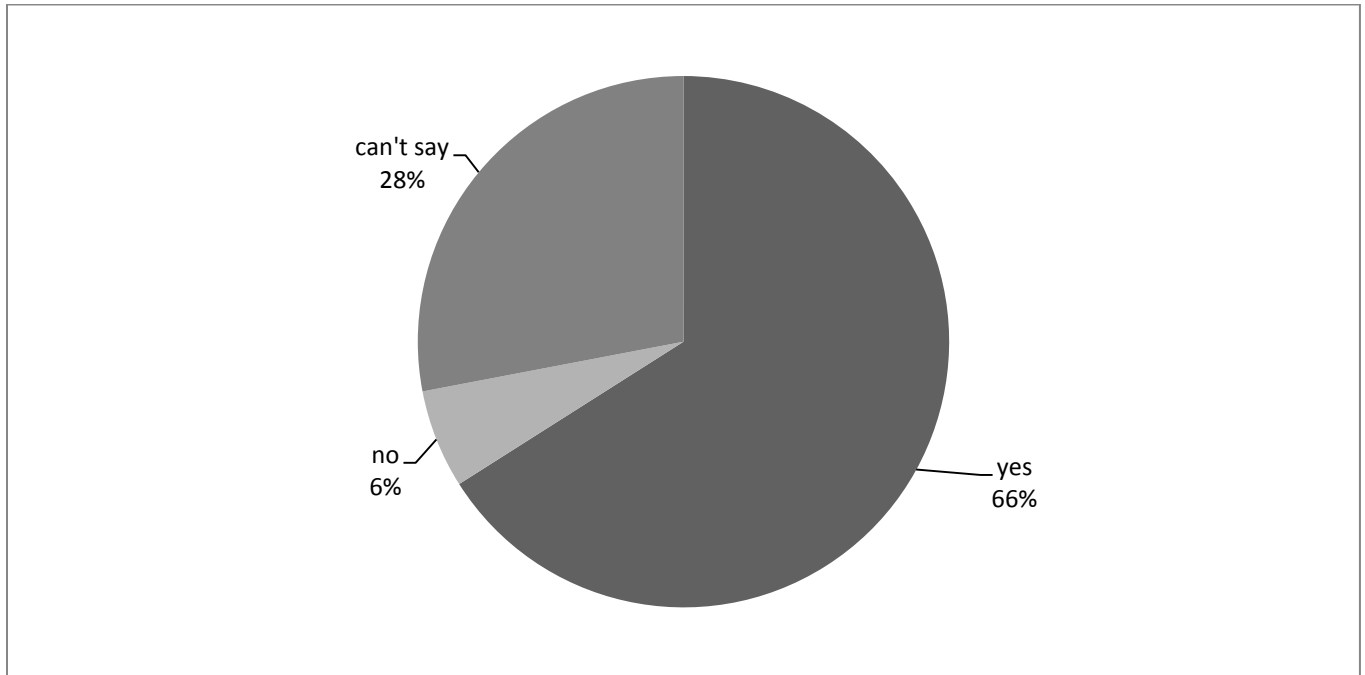


INTERPRETATION

The above chart shows that the 78% employees are satisfied with the promotion activities and only a few employees are not.

9: Does the present performance appraisal system meet your career advancement?

SL NO	PARTICULAR	NUMBER OF RESPONDENTS	PERCENTAGE
1	Yes	33	66
2	No	3	6
3	Can't say	14	28



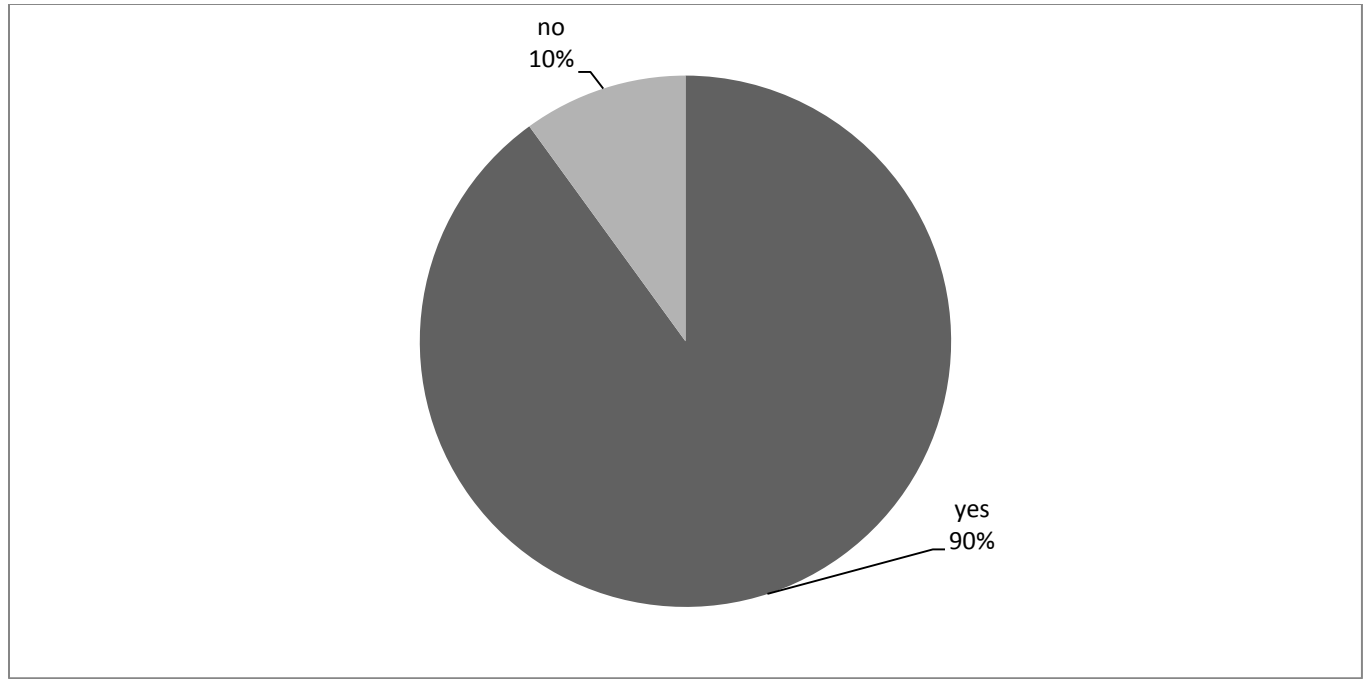
INTERPRETATION

The above chart shows that the 66% employees are satisfied with the method is used for performance appraisal.

10: Are you comfortable with the working environment?

SL NO	PARTICULAR	NUMBER OF RESPONDENTS	PERCENTAGE
1	Yes	45	90

2	No	5	10
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INTERPRETATION

The above chart shows that 90% employees are satisfied with the working environment in mail industry.

HYPOTHESIS:

- The human resource practices implemented helps in increasing moral and knowledge of employees in mail.
- It helps in improving the efficiency and performance of the employees while working in mail industry.

- HR practices have significant impact on job satisfaction in mail.
- HR practices and policies positively influence job satisfaction.

CONCLUSIONS

There are the following conclusions come up after the research of the project by filling the questions:-

- The working environment of mail industry is excellent this is the reason why employees are doing the work there and they are stable there.
- Generally organizations appoint the employee through the recommendations that is reference even other sources in mail industry.
- The employees are satisfied with the recruitment process of the mail industry.
- Most of the employees consider that the salary increment policy is good in mail.
- Generally ranking methods is used in the organization for the performance appraisal system and with the promotion activities

As they accept that the working environment is really good this show they are satisfied, And at last it is conclude that satisfied employees contribute more to the organization this is the reason for the growth of the mail industry.

SUGGESTIONS AND RECOMMENDATIONS

- There are the following suggestions being an HR student I would like to give mail industry should keep the eyes of recruitment process they should recruit the employees from outside as well as other ways.
- As the organization is growing faster they should emphasis on the training programs even through their training programs are quite good mail should regularly give the increment on the salary for the satisfaction of employees.

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