



A STUDY OF HR RECORDS, RESEARCH AND AUDIT TO KNOW IT'S IMPACT ON PERFORMANCE OF AN ORGANIZATION WITH REFERENCE TO HONDA COMPANY (KAMDHENU AUTOMOBILES), GONDIA

Prof. Trupti K.Patel
N.M.D. College, Gondia

ABSTRACT

Human beings are the essential factors of any organization. Without sufficient number of employees it is impossible for any organisation to survive and grow. Proper HR records keep the organization update of the employees performance. Regular research on human being and their audit helps the organization to keep their staff upto date regarding market knowledge and new techniques. Regular audit helps the staff to perform well and do their work with less error. It also helps the staff to perform better and better because their work is checked by some authority. This techniques helps the Kamdhenu Automobile to grow their business and improve the performance of their employees.

INTRODUCTION TO HR RECORDS

HR RECORDS

“TRUST IS A PENCIL AND A PIECE OF PAPER RATHER THAN YOUR MIND”

There is no area of management that will not benefit from systematic and purposeful, record-keeping. Report writing and auditing. Certainly the personnel department cannot function effectively and achieve its goals unless it believes in the proper maintenance of records, writing

and preserving reports on relevant issues and auditing of personnel policies, procedures and practices.

As management needs the flow of past information back for various purposes like performance appraisal, salary fixation, providing benefits, perks, promotions, transfers and demotions, career planning and development etc.

Records refer to the informational documents utilized by an organization to carry out its functions. A record is a piece of writing or a chart which provides ready information and which preserves evidence for future reference or use. Records provide tangible evidence of the past activities of an organization. Personnel records and reports record provide the information relating to various aspects of human resources of an organization. These aspects include information and data about employment, wage and salary levels, absenteeism, productivity, employee exit or turnover, social security, employee welfare, job satisfaction and morale surveys.

IMPORTANCE OF RECORDS

Proper record keeping is essential for smooth working of any establishment, howsoever small it may be. The importance of personnel records can be further understood from following:-

- To supply information required by the management for developing and modifying personnel policies.
- To identify training needs and design training programs.
- To use them for succession planning by having a record of manpower skill inventory.
- To know the validity of employment tests and interview.
- To take personnel decisions such as transfers, promotion, layoff, suspension, dismissal.
- To compensate employees for services to the organization.
- To maintain up-to-date data on leaves, training, promotion, transfer, lay-offs, dismissals retirement, strikes, lockouts etc.

ESSENTIALS OF GOOD RECORD INCLUDE

- The objective for which it is maintained should be clearly and adequately stated.

- It should be consistent with the requirements for which it is maintained and should be easily available.
- Its upkeep and maintenance should not be costly. It should be kept under lock and key to ensure that it is not mislaid or pilfered or tampered with.
- It should be periodically reviewed and brought up-to-date.

PURPOSE/ OBJECTIVE OF RECORDS

The basic purpose of personal records is to store the information of data provide them right time for decision making.

- To know employee turnover.
- For recording absenteeism.
- What is the accident frequency and severity?

INTRODUCTION OF HR AUDIT

HRM includes different functions like HRP, job analysis and design, recruitment, selection, training, induction, performance appraisal, health and safety, welfare, industrial relations and many more. These functions are performed in furtherance of certain social, functional and personal objectives. At this stage several questions crop up, for example:

- Does the organization do the HRP regularly in various categories?
- Does job analysis exist for all positions in the organization?
- Are all potential sources of recruitment identified and evaluated?
- Is there performance evaluation system that helps asses past and potential performance?
- Does the HRM practice respond to individual employee needs and aspirations?

HUMAN RESOURCES RESEARCH

The study of human resource practices and activities gives the extent of success or failure of policies and practices. Research on HRM activities provides an understanding of what does

work, what does not work, what needs change, “The nature and the extent of change. Personnel problems may be solved or principles and laws governing their solutions derived.”

OBJECTIVES OF HR RESEARCH

- To measure and evaluate present conditions.
- To predict future conditions, events and behavioral patterns.
- To evaluate the effects and results of current policies, programs, practices and activities.
- To keep the management abreast of its competitors by replacing old products by new products, old techniques by new techniques and old organizational practices by new organizational practices.
- To discover ways and means of strengthening the abilities and attitudes of employees at a good or high level and on a continuous basis.

SCOPE OF THE STUDY

- Scope of the study is related with Honda (kamdhenu automobile) .co.ltd.Gondia .

OBJECTIVE

- To know level of HR Records, Research and Audit in KAMDHENU AUTOMOBILES, GONDIA.
- To learn research methodology.
- To make suggestions based on research findings.
- To find satisfaction among the respondents related with policy.
- To know awareness among employees about various policies of HR record, research and audit.

HYPOTHESIS

H -0 HR Records help to take various decisions regarding HR.

H -1The decisions in the organization are based on HR audit, research and records.

H -2Research is done whenever felt necessary.

H -3The HONDA Co. KAMDHENU Ltd. Takes all decisions based on audit.

H -4The cost of maintaining HR records undertaking audit and research is within control of organization.

RESEARCH METHODOLOGY

1. Research is a process of systematic and in-depth study of or research of any particular topic / subject or area of investigation, supported by collection, completion, presentation and interpretation of relevant detail or data.
2. There are several points which come under research methodology and some of the points are discussed as below:-

METHOD DATA COLLECTION

1. PRIMARY METHOD:- In primary source the researcher used the 'Questionnaire method' for collection of data. It is a direct method of collection of data.
2. SECONDARY METHOD:- The secondary method or sources to the Questionnaire methods used as supportive sources to the interview method were sources like-
 - Records
 - Books
 - Observation &
 - Research papers

TOOLS OF DATA COLLECTION

In the present study, the researcher used the 'Interview schedule' as the primary tool for the data collection. The researcher has also taken the help of various literature and dissertation for collection of data as the secondary method

Before finalizing the Interview Schedule, the researcher had done the pretesting of the interview schedule. The pretesting was done from 40 respondents on the basis of the outcome of the pretesting the necessary modification was made.

Q.1 Are you satisfied with the way of maintaining records in your Company ?

Satisfaction Level	No. of Respondents	Percentage
Satisfied	8	20%
Partly Satisfied	20	50%
Unsatisfied	2	5%
Neutral	10	25%
Total	40	100%

Analysis :- Out of the 40 employees, 8 employees are satisfied, 20 employees are partly satisfied, 2 are unsatisfied and 10 are neutral.

Interpretation :- It can be interpreted that the maximum number of employees are in partly satisfied group.

Q. 2 Are you satisfied if the Honda Company appoints any Agency for HR records audit, and research

Satisfaction	No. of Respondents	Percentage
Satisfied	8	20%
Partly Satisfied	20	50%
Unsatisfied	2	5%
Neutral	10	25%
Total	40	100%

Analysis :- Out of the 40 employees, 8 are satisfied, 20 employees are partly satisfied, 2 are unsatisfied and 10 are neutral.

Interpretation :- It can be interpreted that the maximum number of employees are in satisfaction group.

Q3 Are you satisfied with the area in which HR audit is done in Honda Company ?

Satisfaction	No. of Respondents	Percentage
Satisfied	10	25%

Party Satisfied	16	40%
Unsatisfied	4	10%
Neutral	10	25%
Total	40	100%

Analysis :- Out of the 40 employees, 10 are satisfied, 16 employees are partly satisfied, 4 are unsatisfied and 10 are neutral.

Interpretation :- It can be interpreted that the maximum number of employees are in satisfaction.

Q. 4 Are your satisfied with the types and number of records maintain by Honda company ?

Satisfaction Level	No. of Respondents	Percentage
Satisfied	14	35%
Party Satisfied	10	25%
Unsatisfied	8	20%
Neutral	8	20%
Total	40	100%

Analysis :- Out of the 40 employees, 14 are satisfied, 10 employees are partly satisfied, 8 are unsatisfied and 8 are neutral.

Interpretation :- It can be interpreted that the maximum number of employees are in satisfied.

Q. 5 Are your satisfied with the objective kept for keeping the records audit and research ?

Satisfaction Level	No. of Respondents	Percentage
Satisfied	20	50%
Party Satisfied	10	25%
Unsatisfied	2	5%
Neutral	8	20%
Total	40	100%

Analysis :- It is evident that majority i.e. 50% of employees are in the satisfaction level group of satisfied 25% are in the satisfaction level group of partly satisfied group 20% are in the

satisfaction level group of fully satisfied whereas 5% of employees are of shown neutral views about satisfaction level.

Interpretation :- Thus, the above table indicates that the majority of employees are in the satisfaction level group of satisfied.

Q. 6 Are your satisfied with the promotion demotion other training and orientation developmental needs programs in your company?

Satisfaction Level	No. of Respondents	Percentage
Satisfied	6	15%
Party Satisfied	18	45%
Unsatisfied	12	30%
Neutral	4	10%
Total	40	100%

Analysis :- Out of 40 Employees 6 are satisfied, 18 are party satisfied, 12 are unsatisfied and 4 are neutral

Interpretation :- It can be interpreted that the maximum number of employees are party satisfied

Q. 7 Are your satisfied with the information maintained in the records?

Satisfaction Level	No. of Respondents	Percentage
Satisfied	12	30%
Party Satisfied	10	25%
Unsatisfied	10	25%
Neutral	8	20%
Total	40	100%

Analysis :- Out of 40 Employees 12 are satisfied, 10 are party satisfied, 10 are unsatisfied and 8 are neutral

Interpretation :- It can be interpreted that the maximum number of employees are party satisfied.

Q. 8 Are your satisfied by state of audit wither it be present true states of affairs ?

Satisfaction Level	No. of Respondents	Percentage
Satisfied	10	25%
Party Satisfied	20	50%
Unsatisfied	2	5%
Neutral	8	20%
Total	40	100%

Analysis :- Out of 40 Employees 10 are satisfied, 20 are party satisfied, 2 are unsatisfied and 8 are neutral

Interpretation :- It can be interpreted that the maximum number of employees are party satisfied

HYPOTHESIS TESTING

After the study of the whole data which is in the form of questionnaire the hypothesis formulated are analyzed as follows:

H0-HR Records help to take various decisions regarding HR-True after data interpretation.

H1-The decisions in the organization are based on HR audit and records- True after data interpretation.

H2-Research is done whenever felt necessary-False after data interpretation.

H3-The HONDA Co. KAMDHENU Ltd. Takes all decisions based on audit- True after data interpretation.

H4-The cost to maintain HR records indertaing audit and research is with in control of org-False after data interpretation.

Conclusion

It is concluded that majority of respondents are in age group of 26 to 33 years.

It is concluded that majority of respondents are with qualification group of graduate.

It is concluded that majority if respondents in marital status of married group.

It is concluded that majority of respondents are in family group of joint.

It is concluded that majority of respondents are male in the company.

It is concluded that majority of respondents are in rate group of good.

Suggestion

- Working environment should be suitable for employees.
- The employee must be motivated by its manager.
- Innovation and creativity must be welcomed by the organization.
- Employees must have promotions per their records and auditing.
- Training must be provided in job.
- Employee must get education facility for their children.
- Manager must listen to their employee's opinion and suggestions.

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