# A STUDY ON HUMAN RESOURCE PLANNING WITH SPECIAL REFERENCE TO ARR PRODUCTS LTD., AT KUMBAKONAM

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**Abstract:** *Human resource planning is understood as the process of forecasting an organizations future demand and supply of the right type of people in the right number. It is only after this that the human resource management department can initiate the recruitment and selection process. Human resource planning is a sub-system in the total organizational planning. HRP is a process of determining and assuring the organization an adequate number of qualified persons available at proper time, performing jobs which meet the needs of enterprise and which provide satisfaction for the individuals involved. HRP is as a continuous process of analyzing an organization's HR needs under the changing conditions & developing the activities necessary to satisfy these needs like staffing, recruitment, selection, training, etc. Process aimed at assisting management to determine how the organization should move from its current staffing position to its desired staffing position. Success in business is dependent on: Reacting quickly to opportunities and Rapid access to accurate information.*

*HRP is a process of determining and assuring the organization an adequate number of qualified persons available at proper time, performing jobs which meet the needs of enterprise and which provide satisfaction for the individuals involved.*

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## INTRODUCTION

The types of people employed and the tasks they perform determine the kind of planning necessary HR planning is critical for implementation of the organization's strategic plan HR policies have direct effects on profitability. Effective HR Planning ensures that: the available talent is correctly allocated, labour costs are controlled, employee numbers are appropriate, productivity is improved and talented employees are retained. The four phases or stages of HR planning: Situation analysis or environmental scanning, Forecasting demand, Analysis of the supply and Development of action plans.

**Meaning:** Human resource planning is a Sub-system in the total organization planning. Organizational planning includes Managerial activities that set the company's objectives for the future and determine the appropriate means for achieving those objectives.

**Definition:** Coleman has defined human resource planning or Manpower planning as "The process of determining Manpower requirements in order to carry out the integrated plan of the Organization"
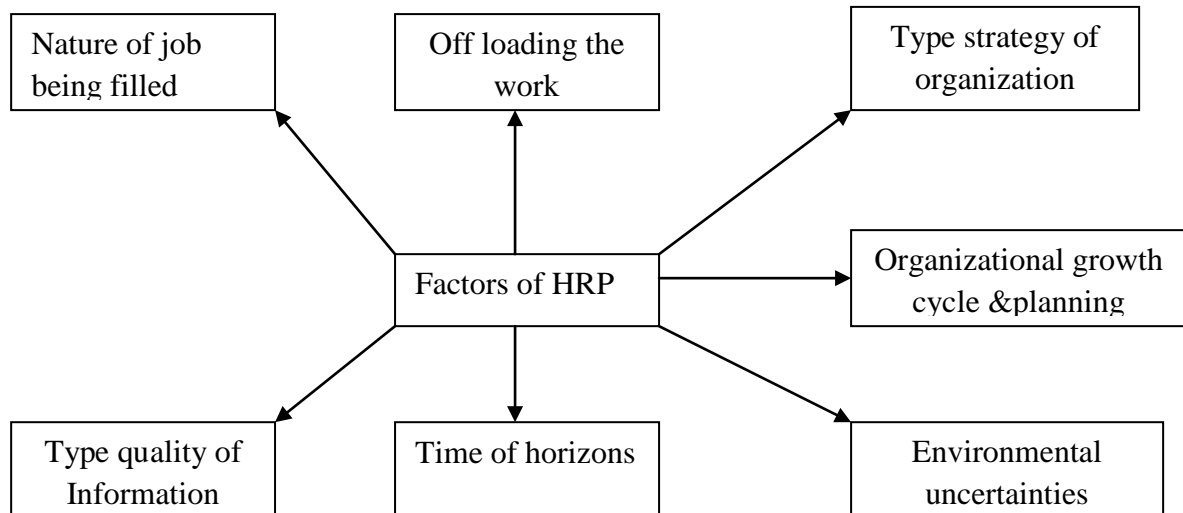
## IMPORTANCE OF THE HR PLANNING

1. Future personnel needs: The planning significant as it helps determine future personnel needs. Surplus or deficiency in staff strength is the result of the absence of or defective planning.

2. Part of strategic planning: Human resource management must become an integral part of strategic management process all activities of human resource management planning.

3. Creating highly talented personnel: The HR Manager must use his/her ingenuity to attract & retain qualified and skilled personnel.

4. International strategies: International expansion strategies depend upon human resource planning. The department's ability to fill key job with foreign nationals and the re-assignment of employees from within or across national borders is a major challenge facing international businesses.

5. Foundation for personnel function: Manpower planning provides essential information for designing and implementing personnel functions such as recruitment selection personnel movement and training and development.

6. Resistance to change and move: There is a growing resistance among employees to
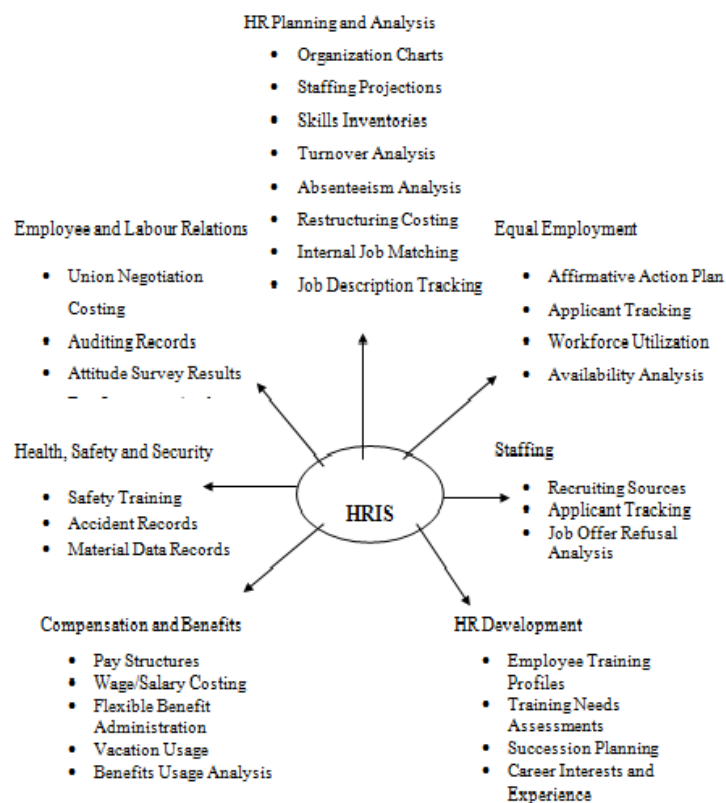
change and move. There is also a growing emphasis on self-evaluation and on evaluation of loyally and dedication to the organization.

## FACTORS AFFECTING HR PLANNING

| Nature of job being filled | Off loading the work | Type strategy of organization |
|---|---|---|
| | Factors of HRP | Organizational growth cycle &planning |
| Type quality of Information | Time of horizons | Environmental uncertainties |

**HR plan implementation:** Implementation requires converting an HR planning action. A series of action programmes are initiated as a part of HR plan implementation

## USES OF HUMAN RESOURCE INFORMATION SYSTEM

**HR Planning and Analysis**
- Organization Charts
- Staffing Projections
- Skills Inventories
- Turnover Analysis
- Absenteeism Analysis
- Restructuring Costing
- Internal Job Matching
- Job Description Tracking

**Employee and Labour Relations**
- Union Negotiation Costing
- Auditing Records
- Attitude Survey Results

**Equal Employment**
- Affirmative Action Plan
- Applicant Tracking
- Workforce Utilization
- Availability Analysis

**Health, Safety and Security**
- Safety Training
- Accident Records
- Material Data Records

**HRIS**

**Staffing**
- Recruiting Sources
- Applicant Tracking
- Job Offer Refusal Analysis

**Compensation and Benefits**
- Pay Structures
- Wage/Salary Costing
- Flexible Benefit Administration
- Vacation Usage
- Benefits Usage Analysis

**HR Development**
- Employee Training Profiles
- Training Needs Assessments
- Succession Planning
- Career Interests and Experience

## Objectives of the study:

➢ To Study the Socio demographic factors of the respondents

➢ To Study the HRP effectiveness and its efficiency in ARR.

➢ To analysis the satisfaction level of welfare facilities provided by ARR.

➢ To Study the overall working environment in Organization.

➢ To suggested some suitable factors for human resource planning effectiveness.

## Research Hypothesis:

➢ There is a significant association between the locality and welfare facilities.

➢ There is no significant association between the department and Safety   measures.

## Research Design:

A research design is the arrangement of condition for collection and analysis of data in a manner that aims to combine and relevance to research purpose with economy in procedure researcher has adopted exploratory and descriptive cum diagnostic research.

**Exploratory research:**

To gain familiarity with a phenomenon or to achieve new insight it studies with this object in view or termed as exploratory research studies.

**Descriptive Research:**

Descriptive Study is the study which is concerned with describing the characteristics of a particular individual or of a group.

**Diagnostic research:**

The diagnostic research studies determine the frequency with which something occurs or its association with something else.

**Universe of Study:**

All items is any field or inquiry constitutes a universe of population in this research study. The Universe is 300.

**Sampling size:**

This refers to the number of items is to be selected from then universe to constitute a sample. The sample size is choosing 90.

**Sampling design:** Sampling design is a definite plan for obtaining a sample from a given population. It refers to the techniques or procedure. The researcher would in selection items for the sample. In this Study random sampling was adopted by the researcher.

**Statistical analysis:**

The researcher has used the analysis of data

1. Percentage analysis

2. Chi-square

**1. Percentage analysis:**

The general purpose of percentage is to serve relating measures that indicate more clearly the relative size of two or more numbers.

**2. Chi-square:**

Describes the magnetic of discrepancy between theory and observation

$$X^2 = (O-E)^2 / E$$

O-Observed Frequency

E-Expected Frequency

**Collection of the data:**

The data can be collection in two ways

1. Primary data collection

2. Secondary data collection

**1. Primary data collection:** The data is collected by questionnaire survey method.

**2. Secondary data collection:** Secondary data are collected from the company, records, files, internet journal and Magazines.

**Pre-test:** The questionnaire formulated by the researcher was pre-tested with some of executives and alternative were made accordingly.

**Pilot Study:** Pilot study in nothing but collection information on about the company and ascertaining the feasibility of connecting the study.

**Limitations of the study:**

➢ Some of the employees are not willing to co-operate with the study as they were busy with their work.

➢ The duration of term for the study was limited.

➢ Time was a big constraint

➢ The respondents are hesitated to provide reliable answers.

➢ The responses are collected through the questionnaire method. So that collected data may be daises by the respondents.

**Table – 1**

**DISTRIBUTION OF RESPONDENTS BY THEIR AGE**

| S.NO | Age | No. of RESPONDENTS N=90 | % of Respondents |
|------|-----|-------------------------|------------------|
| 1 | Below 35 | 25 | 27.8 |
| 2 | 35-45 | 20 | 22.3 |
| 3 | 45-55 | 22 | 24.4 |
| 4 | Above 55 | 23 | 25.5 |
| **Total** | | **90** | **100** |

Source: Primary Data

**Inference**

From the table it is clear that 27.8% of the respondents are belongs to be in the age group of below 35 years, 22.3% of the respondents are belongs to be in the age group of 35 - 45 years 24.4% of the respondents are belongs to be in the age group of 45 – 55 the remaining 25.5% of the respondents belong to be in the age group of above 55.

**Table – 2**

**DISTRIBUTION OF RESPONDENTS BY THEIR GENDER**

| S.NO | Gender | No. of RESPONDENTS N=90 | % of Respondents |
|------|--------|-------------------------|------------------|
| 1 | Male | 69 | 76.7 |
| 2 | Female | 21 | 23.3 |
| **Total** | | **90** | **100** |

Source: Primary Data

**Inference:** The above table shows that 76.7% of the respondents are male and 23.3% of the respondents are female.

**Table 3: ASSOCIATION BETWEEN THEIR LOCALITY AND WELFARE FACILITY**

| Locality | Highly Satisfied | Satisfied | Dissatisfied | Statistical Inference |
|----------|------------------|-----------|--------------|-----------------------|
| Urban | 25 | 5 | 5 | C.V=76.07 |
| Semi-Urban | 20 | 5 | 5 | T.V=9.488 |
| Rural | 5 | 5 | 50 | T.V<C.V significant |

(C – 1)  (R – 1)

(3 – 1)  (3 – 1)

2 x 2 = 4

4 at 5% level of significant = 9.488.

**Inference:** There is significant association between locality and welfare facilities. Hence the null hypothesis is rejected.  Alternative hypothesis is accepted.

**Table 4: ASSOCIATION BETWEEN THEIR DEPARTMENT AND SAFETY MEASURES**

| Department | Highly Satisfied | Satisfied | Dissatisfied | Statistical Inference |
|---|---|---|---|---|
| Stores | 48 | 1 | 3 | C.V=3.31 |
| Inspections | 17 | 2 | 1 | T.V=9.488 |
| Production | 15 | 2 | 1 | T.V>C.V not-significant |

(C – 1)  (R – 1)

(3 – 1)  (3 – 1)

2 x 2 = 4

4 at 5% level of significant = 9.488.

**Inference:** There is no significant association between department and safety measures. Hence the null hypothesis is accepted. Alternative hypothesis is rejected.

**FINDINGS**

1. Majority of the respondents nearly 27.8% to the age group 35 years.

2. Majority of the respondents 76.7% are Male.

3. Majority of the respondents nearly 57.8% are found to be in the store department.

4. Majority of the respondents nearly 46.5% are workers.

5. Majority of the respondents nearly 55.6% are SSLC.

6. Majority of the respondents nearly 33.3% are found to be in the 10-15 years of experience.

7. Majority of the respondents nearly 55.6% are locality Urban.

8. Majority of the respondents nearly 83.3% are Married.

9. Majority of the respondents nearly 77.8% are found to be in the 4000-6000 of monthly income.

10. Majority of the respondents nearly 83.3% are satisfied about the leave rules.

11. Majority of the respondents nearly 86.7% are highly satisfied from their ventilation system.

12. 38.9% of the respondents have highly satisfied from their welfare facilities.

13. Majority of the respondents nearly 38.9% are Highly satisfied about the working environment.

14. Majority of the respondents nearly 88.9% are strongly agreed about the safety measures.

15. 88.9% of the respondents have agreed that their training was provided by the organization.

16. Majority of the respondents 77.8% satisfied with regard to the Tamil presentation method.

17. Majority of the respondents nearly 94.4% are uniform scheme.

18. 55.6% of the respondents satisfied the present promotion policy.

19.  Majority of the respondents nearly 55.6% are strongly agreed with regard to employee recognized by the top management.

20. Majority of the respondents nearly 88.9% are highly satisfied from their recruitment and selection process.

21. Majority of the respondents nearly 55.6% are strongly agreed about the better industrial relation.

22. 91.1% of the respondents have accepted to the training and development programme needed for further improvement.

23. 70.0% of the respondents have accepted to the training is conducted with disturbing the regular work.

24. Majority of the respondents nearly 88.9% are highly satisfied from their HR policies.

## FINDING RELATED TO HYPOTHESIS

**Research Hypothesis – I:**

There is significant association between locality and welfare facilities.

**Null Hypothesis:** There is no significant association between locality and welfare facilities.

**Statistical Test used:** Chi-square test was used.

**Finding:** There is a significant association between locality and welfare facilities. Hence the null hypothesis is rejected. Alternative hypothesis is accepted.

**Research Hypothesis – II:**

There is significant association between Department and Safety Measure.

**Null Hypothesis:** There is no significant association between Department and Safety Measure.

**Statistical Test used:** Chi-square test was used.

**Finding:** There is a significant association between Department and Safety Measure. Hence the null hypothesis is accepted. Alternative hypothesis is rejected.

## SUGGESTIONS

➢ It is suggested that the varieties of flavors are to be introduced.

➢ It is suggested that the organization should concentrate more on human resource planning effectiveness like selection & recruitments process.

➢ It is suggested that the organization should intruded effectively training and development programme to the employees.

➢ It is suggested that the organization should reward the employees by way of giving promotional opportunities; through this the efficiency of workers shall be improved.

## CONCLUSION

HRP is a process of determining and assuring the organization an adequate number of qualified persons available at proper time, performing jobs which meet the needs of enterprise and which provide satisfaction for the individuals involved. This project is concluded by saying that if the organization should introduced effective transfer and promotion policy maintain smooth superior and subordinated relationship after attractive incentives and lastly reduce the work load of the employees of all these suggestion are implemented it is sure to improved. The overall finding of this research indicates, ARR Private Company increasing their good will.

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