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A Study on Routine Assessment with special Reference to Coimbatore Industry

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ABSTRACT

The research work was carried out the title “a study on routine assessment” The main objective of the research is: To study the existing routine assessment of the Employees and The limitations of the research are, the study is based on the opinions expressed where there is a great tendency for fluctuations in response and behavior, which can lead to certain distortions. The questionnaire method carries with it certain inherent limitations, which have to be considered. The duration given to the respondents to answer is rather limited and hence further analysis could not be made based on the observation of the study. The fear psychosis that the result of the



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study would be revealed to the management, which may affect them, would have prevented the respondents from very honestly furnishing their response. The data collection which was given to all respondents to link their views. The questionnaire. Method is best when the respondents will feel reluctant to give their responses in a survey method. The tool used for this study is the questionnaire method, using simple percentage analysis, chi square test, does analysis and interpretation of data. Based on the findings suitable suggestion is also given in order to increase the operational efficiency of the organization.

Key words : performance, carried out, fluctuations, analysis, operational efficiency

CHAPTER – I

1.1 INTRODUCTION OF THE STUDY:

Routine assessment is the process of evaluating performance of the employees for purpose of administration including placement, promotions and rewards and needs of development and other action which require differential treatment among the member of a group as distinguished from actions affecting all members equally. Job performance. Task performance: behaviors that contribute to the production of goods or provision of services. Counterproductive performance

Reasons for routine assessment fail:

- Lack of top management information and support



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- Unclear performance standards
- Too many forms to complete
- Use of the appraisal program for conflicting purposes

CHAPTER -2

2.1. OBJECTIVES OF PERFORMANCE APPRAISAL

- To study the present routine assessment system
- To know the satisfaction level of employees on the present routine management system.
- To analyze the factors used for the routine assessment system.
- To suggest the better ways & means for effective routine assessment system.
- To study attitudinal changes because of training.
- To know whether employees have enthusiasm in knowing about training plan implementation and participation.
- To suggest appropriate techniques and modifications in training to achieve corporate goals.

2.2 SCOPE OF THE STUDY



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- This study attempts to cover the satisfaction level of employees towards the existing performance appraisal system
- To study the routine assessment system applied in particular group of employees (lower level).
- The Main aim of this study is to help the management to take corrective actions towards the better routine assessment system.

2.3. LIMITATIONS OF THE STUDY

- The span of time spent on the study less.
- The study was conducted with respect to the lower level employees only.
- The sample size was limited to 100.

Chapter -III

3.1 RESEARCH METHODOLOGY

Research Design

The research design used for this study is of the Descriptive research includes surveys and fact – findings enquire of different enquire of different kinds. The major purpose of descriptive research is description of the state of affairs as it exists at present.

Tools for Data Collection

Questionnaire schedule has been used as the tool for data collection in this study as it acts as a direct tool to research the target group. This schedule covers various aspects of employee's



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interest towards training program, employee attitude, and employee satisfaction and routine assessment.’

Method of Data Collection

The data used in this study is primary data and secondary data

Primary Data

Primary data are those which are collected a fresh and for the first time and thus happen to be original in chapter. The Data collected from the respondents is through Questionnaire schedule; the data collection is directly related to the topic being studies

Secondary Data

Secondary data are those, which have been collected by someone else for some other purpose. In other words, secondary data refers to the data compiled from already available data. These are websites, magazines and etc.

Statistical Tool Used

The statistical package used here is statistical package for social science (SPSS) to summarize the research data are tables, graphs, bar diagram and pie charts, cross tabulation for finding for finding how variables are ordered and related, ANOVA and reliability test.

Actual Data Collection . The sample size is 100 the study consists of L – level employee.

Sampling Technique Used

Simple random sampling method

Statistical Methodology adapted to the questionnaire



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The questionnaire has been framed into 5 levels to ascertain the cultural attitude of the employees. It has been segregated into 3 segments to measure the cultural transformation towards training program conducted by learning and development center.

3.2.REVIEW OF LITERATURE

“Routine assessment is the process of evaluating performance of the employees for purpose of administration including placement, promotions and rewards and needs of development and other action which require differential treatment among the member of a group as distinguished from actions affecting all members equally.”

N.G.NAIR (1982)

Routine assessment should be based on trust and mutual respect. A routine assessment works best when manager and employee know each other and there is mutual respect between the two. Such conditions need to be built over time with the manager taking the lead.

MICHAEL ARMSTRONG (1976)

Appraisals are a key part of the routine assessment cycle. Appraisals are an important part of routine assessment, but an appraisal in itself is not routine assessment. routine assessment is a broader process of which an appraisal is only one stage. For example, in the routine assessment cycle, the review and planning elements typically form an appraisal. However, the development and performance stages are part of the broader routine assessment process. To manage performance requires more than just a routine assessment



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PAT LOWRY (1966)

Appraisals are a *shared* assessment of performance, where routine assessment jointly and goals are agreed together. The individual's goals need to be aligned with those of the team or organization.

M.DMASTEK (1972)

A routine assessment should not be a top-down process, where one side asks questions and the other responds. An effective appraisal meeting should consist of an open dialogue, more of a two-way conversation. routine assessment needs to be a joint effort - it's as much about self-appraisal as it is about the manager's view.

Chapter –IV

4.1 FINDINGS

- Majority of the respondents accept that the routine assessment culture in the organization is reasonably good.
- Majority of the respondents accept that performance planning helps them to create role clarity and encourage superior performance.
- Present routine assessment system discriminates the performers and the non-performers.
- Majority of the respondents agree that the present performance review helps them to identify their competency level.



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- 71% of the respondents agree that the routine assessment system helps them to identify the training and development needs.
- Majority of respondents felt that the company spends adequate time for routine assessment process.
- 70% of the respondents accept that rewarding system in the organization is based on the routine assessment system.

4.2 SUGGESTIONS

- Routine assessment system will be more effective when 360 degree feedback appraisal is used at all levels.
- Automated system can be used for routine assessment to avoid biased treatments and for accurate evaluation.
- Slight modifications in the routine assessment system will make the system more effective.
- Performance linked pay can also be recommended for the low performers to motivate the performance in the future.

4.3. CONCLUSION

The study concludes that the employees in the organization are satisfied with the present routine assessment system. It clearly says that routine assessment system is effective and efficient in the organization routine assessment review can be conducted in every quarter of year



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to review the performance of employees. routine assessment system plays a vital role in the organization in appraising the employees in the organization for the reward system. routine assessment system will be more effective when the performance planning in the innovative way like 360 degree feed back is introduced for all the employees in the organization. Finally the routine assessment system will be more effective if it fully automated system and also needs to provide better facilities to improve their performances in future.

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