A study on employee time management with special reference to bionics Enviro tech., Perundurai

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ABSTRACT

The aim of the current research was to determine the relationship between the time management skills and academic achievement of the students. Time management is very important and it may actually affect individual's overall performance and achievements. In addition, a university environment's flexibility and freedom can derail students who have not mastered time management skills. The factor analysis result showed three main factors associated with time management which can be classified as time planning, time attitudes and time wasting Time management is a set of principles, practices, skills, tools, and systems working together to help you get more value out of your time with the aim of improving the quality of your life. The disadvantages of time management are self-improvement are mandatory, access to technologies is required, and it cannot be stored or saved.

INTRODUCTION

Time management is the act or process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency or productivity. Time management may be aided by a range of skills, tools, and techniques used to manage time when accomplishing specific tasks, projects and goals complying with a due date. This set encompasses a wide scope of activities, and these include planning, allocating, setting goals, delegation, analysis of time spent, monitoring, organizing, scheduling, and prioritizing. Initially, time management referred to just business or work activities, but eventually the term broadened to include personal activities as well. A time management system is a designed combination of processes, tools, techniques, and methods. Usually time management is a necessity in any project development as it determines the project completion time and scope.

STATEMENT OF THE PROBLEM

Time is a necessity for every organization in achieving its goals and objectives. The attempt to accomplish the desired goal poses a great threat to the organization. The company faces a number of problems and challenges cantering on inefficiencies in its time management. The problem of statement in Bionics Enviro Tech as follows:

OBJECTIVES OF THE STUDY

- To identify the Demographic profile of Respondents.
- To understand the effectiveness of time management on performance of the employees.

SCOPE OF THE STUDY

- This study is required to know the present time management at Bionics Enviro Tech industries with reference to Perundurai

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- Time not well used cannot be retrieved. Acknowledging the importance of time management and putting it into practice are two different things.

LIMITATIONS OF THE STUDY

- The time period of the study is limited to three months.
- The study is limited to Bionics Enviro Tech for collecting data.
- The data collected for the study may subject to bias.
- This study is limited by lack of fund & time

LITERATURE REVIEW

Richard van (2000) Two Bionic Enviro Tech in Nicaragua plan to generate electricity from bagasse during the sugarcane season and eucalyptus during the rest of the year, and to sell it to the national grid. This study compared this concept with the most logical alternative at the moment, which is electricity generated from Environ. Costs, macro-economic impacts and environmental emissions are considered. The low cost of land and labour means that eucalyptus can be produced more cheaply than Environ. Consequently, it was calculated that a Bionic Environ Tech can produce electricity from biomass for as compared to for electricity from an oil fired plant. About 64% of the money spent on biomass power stays within Nicaragua, thus contributing to its GDP, whereas in the case of Environ 83% goes abroad [1].

Suede P (2001) Wear is often observed on top roll shaft journal surface. Milk sweet roller shafts are made up of carbon steel EN8. The friction and wear behaviour of carbon steel EN8 was investigated under dry, lubricated, and contaminated sliding conditions. Sugar cane juice, bagasse, and water were used to simulate the contaminated service conditions. A reciprocating pin on disk tester was used to carry out friction and wear tests. EN8 was flat surface whereas E52100 bearing ball was counter face [2].

Carlos A. (2009) Sugar and alcohol market are increasing, due humanity needs to find alternatives for fossil fuels dependence. Brazil joins climactic and technologic features to place itself at the forefront of this industry. Sugar-alcohol industry is professionalizing and rising portfolio of product and electric energy became an important product of these new ones. In this context, an increase in energy efficiency and actions to maximize this product shows it essential for these sites become competitive and reach their goals [3, 4].

RESEARCH METHODOLOGY

Research design

A Master plan that specifies the method and procedures for collecting and analysing needed information.

Sample design

Sampling is the process of selecting a sufficient number of elements from the population. A Sample Design is a definite plan for obtaining a sample from the sampling frame. It refers to the technique or the procedure the researcher would adopt in selecting some sampling units from which inferences about the population is drawn.

Non-probability sampling

Non-Probability sampling is a sampling technique where the samples are gathered in a process that does not give all the individuals in the population equal chances of being selected.

Convenience sampling

Convenience sampling (also known as Availability Sampling) is a specific type of non-probability sampling method that relies on data collection from population members who are conveniently available to participate in study.

Size of the sample

The Sample size is 137

DATA COLLECTION METHOD

Primary data

These are data which are collected for the first time directly by the Researcher for the Specific study undertaken by him. In this research primary data are collected directly from the Respondent by using Questionnaire cum Enumeration Method.

Secondary data

These are data which are already collected and used by someone preciously. The data's are collected from journals, magazines and websites.

STATISTICAL TOOLS USED

To analyse and interpret collected data the following simple percentage and ranking were used.

Simple percentage analysis

To analyse and interpret collected data the following simple percentage and ranking were used.

Formula

$$\text{Percentage} = \frac{\text{Number of respondents}}{\text{Total number of respondents}} \times 100$$

Henry Garrett ranking

Garrett's ranking technique to find out the most significant factor which influences the respondents; Garrett's ranking technique was used. As per this method, respondents have been asked to assign the rank for all factors and the outcomes of such ranking have been converted into score value with the help of the following formula: Percent Position = 100 (Rij – 0.5) Nj Where Rij = Rank given for the ith variable by jth respondents Nj= Number of variable ranked by jth respondents.

DATA ANALYSIS

The Respondents participated in the research are from diversified background with age group, gender, marital status and educational qualification.

Table No 1: Demographic profile of the respondents

Details of the Respondents		No. of. Respondents	Percentage
Age	Less than 20 years	8	6
	21-25 years	81	59
	26-30 years	29	21
	31-35 years	10	7
	More than 35years	9	7
	Total	137	100
Gender	Male	105	77
	Female	32	23
	Total	137	100
Marital Status	Married	70	51
	Unmarried	67	49
	Total	137	100
Educational Qualification	Diploma	11	8
	UG	88	64
	PG	22	16
	Others	16	12
	Total	137	100

The Respondents participated in the research are from diversified background with age group, gender, marital status and educational qualification.

INTERPRETATION

From this study it is evident that age group of the 59% of the respondents fall under the category of 21-25 years, 21% of the respondents fall under
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the category of 26-30 years, 7% of the respondents fall under the category of 31-35 and more than 35 years. In gender 77% was male and 23% was and here 51% was married and remaining 49% was unmarried. Among the respondents 64% was completed their UG, 16% was completed PG and 12% completed others. 8% of the respondents are diploma

Table No 2: Rank the following statement given by employees about time management level?

Test Statistics

	Gender	Work Home With You On Evevning/Weekend
Chi-Square	17.526a	107.292b
Df	1	3
Asymp. Sig.	.000	.000

a- 0 cells (0.0%) have expected frequencies less than 5. The minimum expected cell frequency is 68.5
b- 0 cells (0.0%) have expected frequencies less than 5. The minimum expected cell frequency is 34.3.

INTERPRETATION

It is evident from the result that calculated value is greater than table value and we reject null hypothesis that there is a significant relationship between genders and take work home with you on evenings/weekend provided by bionics envirotech. So alternative hypothesis is accepted.

FINDINGS

1) There is a significant relationship between genders and take work home with you on evenings / weekend.
2) Age group of the 59% respondents fall under the categories of 21-25 years.
3) 77% of the respondents fall under the gender group of male.
4) 51% of the respondents are married among the 137 respondents.
5) 64% of the respondents' educational qualifications are UG.

SUGGESTIONS

- The importance of time management could be emphasized to the employee and they could be made to acknowledge the fact that time could be optimized through its effective usage.

- Company can motive the employees for managing their time effectively. Employees who manage time properly have less tension in work. So work scheduling and prioritizing work can be inculcated to employees.

CONCLUSION

Time management is one of the most challenging issues facing business managers both now and in the future. Research in time management has largely ignores this sector which is critical to the success of an organization. While much of the emphasis on time management has been on the improvement of individual efficiencies and the reduction of problems associated with not getting work done, little consideration has been given to the factors that influence the take up of time management behaviours.

It is said that "time and tide waits for none", so our attempts would be to make the best use of time and prevent others from wasting our time too. This chapter winds up all our observations on time management in this Bionic Enviro Tech, Perundurai. It summarizes as to what causes us to waste our time and suggest solutions to save time as much as possible. It also offers ideas to make the best use of time.

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