

A Study on Impact of Proper Record Management on workers Productivity at BangaloreShirt Company Private Limited Pennya

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I. ABSTRACT:

The case of safe keeping of records is significant to a pot, generally depends on the kinds of a record document used. It was revealed that an electronic form was appropriated. The homemade train system is outdated, on the contrary, an utmost association uses the micro filming as a way of record preservation. An effective operation of records improves associations effectiveness and productivity also as reduces organizations operating an expenditure. The objects of this extended essay thus are to corroborate whether an association indeed has full and acceptable knowledge on record keeping. Having considerably to imagine what the experimenter is each about. It's the experimenter 's belief that the study is getting to be of immense benefits to an office professional and records operation or any association especially handling a record.

KEYWORDS: Status of records management, records keeping, managing public records, effectiveness of record workers.

II. INTRODUCTION:

Public and private associations need information to serve duly and acceptable record operation must be maintained for proper deciding. Tedesco and Robert (2006) defined record operation as the appliance of scientific control for creating, recycling, filling, maintaining, guarding and removing an association's records so that they are going to be planted when demanded within the shortest period of time and at the smallest cost. Record operation originates from the first men who wrote on stores and walls in cases for the end of unborn references. This information was written in kind of delineation and jotting of languages on walls. As time went on, slates were discovered and knowledge was written and stored on them. Later, there came the use of papers which made the keeping and transfer of knowledge easier, from then, lines were being created to make sure the simple bracket of papers. Within the early 20th century, filing outfits like boxes, closets, bookshelves, trolleys, filing servers, racks and the importance of others kept arising.

Meaning of proper record management

Records management (RM) is the control and management of digital or paper documents, regardless of format. Records management activities include the creation, receipt, maintenance, use and disposal of records. In this context, a record is the content that documents a commercial transaction.

For example : personal files, salary slip , warning letter , resign letter. Casual factors leading on organization proper record management

- Paper based record
- Digital record
- Legal record
- Historical record

Importance of the proper record management

- Product registration openness and transparency
- Working performance and certification confidentiality
- Emphasize that the records are confidential
- Reduce errors and show staff efficiency levels
- Fast working

- Save cost and money
- Better decision making making Benefits of proper record management
- Better decision making
- Manage record creation and growth.
- Recover documents and delete them efficiently.
- Adopt new document management techniques.
- Respect for regulations.
- Minimize litigation risks.
- Protect important data

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THE YEAR: 2020

Author:FarahEriyanaMohamed,AzliBunawanArticle:DOI:10.6007/IJARBSS/v12-i4/12998.

Published: 20 April 2022.Records are critical to the efficient and successful operation of an Some companies ignore document management in spite of its possible returns for businesses, because of how simple it is to use. The efficiency of records administration in a company is the focus of this inquiry. For the aforementioned study, a statutory organization was chosen as the case study organization. The objective of the present study is to analyze the factors that influence an effective archiving program in organizations and the factors that influence an effective archiving program.

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Author :Paul Chinedu Agu¹, Emeka Emmanuel Njoku¹ , Shagari Umaru¹ , Nwabueze fenyinwa Eleke¹ , Ifeanyi Henry Nwokoma² , & Okehi Tunde Bashiru ISSN: 2776-7930 (Print) / 2807-3010 <https://doi.org/10.35877/soshum738>. Published: 2, (2022).This research was conducted on records management and Organizational Activity of Renaissance University Ugbawka, Enugu State, Nigeria. In particular, this study aimed to determine there Relationship between: accounting and staffing efficiency; document processing and employee performance, as well as sufficient information about security and availability disk spaces. The study implemented Survey research using primary data from 58 academic staff at Renaissance University, Ugbawka, Enugu State.. Again, data was gathered and examined

utilizing tables and simple percentages.

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Author:CKGomathy Article DOI:10.55041/IJSREM11560 at: <https://www.researchgate.net/publication/358945707>. Publishes : March 6 2022 .The case for secure archival storage is important to pot, usually depending on the types of archival documents used. It turned out that the electronic form was reserved. The homemade train system is obsolete, on the contrary, the extreme group uses microfilming to save documents. The effectiveness of the archive is improved by its effective performance. and productivity of associations and reduces the operational costs of organizations. Thus, the objective of this extended essay is to confirm whether the association really has complete and acceptable accounting information. TITLE : A Study On Impact Of Proper Record Management On workers Productivity THE YEAR : 2022

Author:Ebenezer Kyando, Issue 8, ISSN 23209186 www.globalscientificjournal.com, Published: August 2022. The goal of the study's goal was to assess factors contributing poor records management among staff in local government authorities in Tanzania, instance of Ilala Municipal Council. Specifically; to determine who contributed what, lack of training, lack of motivation and poor working facilities on poor staff records management in Ilala Municipal Council. The targeted population was 320 staffs from Ilala Municipal Council where a sample size of 76 staff was drawn out of it. here a quantitative technique was used, a cross-sectional research strategy was applied. Staff members were chosen utilizing transparent random selection, and descriptive statistics and regression analysis were employed to analyze the data.

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Author – Lauren Helsinki ISSC :8867\IJSRBBS\V12-i4\189Y6IT Published : Sep 21 2022. The subject of this project is the result of Proper Records Management on employee productivity. The secure storage of documents is crucial for an organization and usually according to the type of document used. It turned out that electronic filing has taken over the manual filing system is out dated, contrasted with, most organizations use microfilming for record keeping. Effective document Management increases a company's productivity and efficiency by business and lowers the operational costs of the organization. The objective of this extended essay is therefore to determine whether the organization really has a complete and adequate knowledge of accounting. Widely visualized what the researcher is. The researcher believes that the study will be of immense benefit to office professionals and records manager or any organization that specifically deals with records.

Objectives of the study

1. To understand the concept of proper record management.
2. To analyze the reason to maintain record to improve worker productivity.
3. To evaluate the best method to maintain records for worker productivity.
4. To access best practices for proper record management for worker productivity.

IV. RESEARCH METHODOLOGY

The samples were collected from the research task specific question related to record management practices and their perceived impact on productivity and some questionnaires' close ended with ordinal and nominal scale 5 point likert scale." A simple random sampling is used to get the responses. The sample size collected is 269 respondents. The research instrument used for the research is the questionnaire method.

V. ANALYSIS

Data analysis and interpretation were done using SPSS software. CHI – SQUARE ANALYSIS

TABLE: 4.1

Chi-Square Tests			
	Value	Df	Asymptotic Significance (2-sided)
Pearson Chi-Square	.554 ^a	4	.968
Likelihood Ratio	.530	4	.970
Linear-by-Linear Association	.415	1	.519
N of Valid Cases	274		

a. 3 cells (30.0%) have expected count less than 5. The minimum expected count is .89.

Interpretation :

The chi-square test data for the total dataset show no significant relationship between the variables under examination. The Pearson Chi-Square test ($\chi^2 = 0.554$, $df = 4$, $p = 0.968$) and the Likelihood Ratio test ($\chi^2 = 0.530$, $df = 4$, $p = 0.970$) produce similar findings, indicating assuming The absence of substantial difference between the observed and expected frequencies different.

It is worth noting that the study is founded on 274 proper cases, which provides a large sample size for

the tests. As a result, no evidence exists to suggest any significant correlations or associations among the variables in this data set.

Table : 4.5 ANOVA
ANOVA

		Sum of Squares	Df	Mean Square	F	Sig.
To what extent do you believe that the current people record management system is efficient.	Between Groups	2.653	1	2.653	2.077	.151
	Within Groups	347.293	272	1.277		
	Total	349.945	273			
Maintaining records of worker productivity helps in evaluating employee performance.	Between Groups	.528	1	.528	.771	.381
	Within Groups	186.176	272	.684		
	Total	186.704	273			
To what extent do you feel that workplace culture and work environment impact productivity.	Between Groups	.415	1	.415	.552	.458
	Within Groups	204.650	272	.752		
	Total	205.066	273			
Regularly monitor compliance with record management policies and procedures.	Between Groups	.428	1	.428	.213	.645
	Within Groups					
	Total					

Within Groups	544.481	271	2.009		
Total	544.908	272			

Interpretation: The study shows no significant difference in beliefs about efficiency of current people record management system, but significant differences in opinions on worker productivity, workplace culture, and compliance with policies no considerable discrepancy in viewpoints regarding the significance of regularly monitoring compliance with record management policies and procedures between groups, with a mean square of 2.653 and a p- value of 0.381.

Finding:

- A large proportion of respondents (76.9%) agreed (agree + strongly agree) that it's essential to frequently check the adherence to rules and procedures for record keeping.
- As indicated by 75.4% of respondents, tracking employee productivity is helpful in determining who is the most productive employee.
- As stated by 74.6% of respondents, keeping track on employee productivity.
- For 73.9% of respondents, having track of worker output aids in assessing employee performance.

Suggestion:

- Improve the management of personnel data among several locations or divisions.
- Make more effort into enhancing the record management system's accuracy.
- Implement real-time updates and make sure information is accessible.
- Tracking employee productivity the ability to find and promote productive employees.

Conclusion:

As per my knowledge what I studied in this research, highlight the significance of proper record management on worker productivity. An efficient record management system positively impacts various aspects of productivity, including employee data management, compliance adherence, information accessibility, accuracy, and performance evaluation. Organizations should prioritize improving their record management practices to optimize worker productivity and overall performance. It is recommended that organizations invest in technology to streamline record-keeping processes, ensure data accuracy, and provide real-time access to information. Regular training and

education for employees on proper record management practices can further enhance the system's effectiveness

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