

A Study on Time Management At M/S Fastenex PVT. LTD. Puducherry

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Abstract

This study explores the comprehensive landscape of Human Resource (HR) Management, focusing on its core functions such as recruitment, training, compensation, employee relations, and performance management. It examines the various skills required by HR professionals, the evolving administrative roles, and the strategic importance of HR in driving organizational success. Using qualitative data collection methods, the study identifies key challenges and offers practical suggestions to improve HR practices in modern businesses.

Keywords: Human Resource Management, Recruitment, Training and Development, Compensation, Performance Management, Employee Relations, HR Skills, HR Administration

Introduction to Human Resource Management

Human Resource Management (HRM) refers to the strategic and coherent approach to managing an organization's most valued assets its people. The introduction in the report discusses how HRM is essential for maximizing employee performance and aligning workforce strategies with organizational goals.

REVIEW OF LITERATURE

Time Management and Its Effect on Employee Productivity in the Digital Era (2020)

By **McDaniel, C.**

Abstract: This study examines how digital tools (like scheduling apps, task trackers, and communication platforms) can help remote employees allocate their time more effectively. It emphasizes that these tools reduce distractions and improve focus, ultimately leading to higher productivity.

Keywords: Digital tools, remote work, productivity, time allocation, virtual workspace

The Role of Time Management in Academic Success (2021)

By **Jacobson, T.**

Abstract: A meta-analysis of over 30 studies showing that students who plan, schedule, and prioritize tasks perform better academically. It highlights time management as a critical factor for achieving higher grades and managing

workload in academic settings.

Keywords: Academic performance, students, planning, scheduling, meta-analysis, educational success

Time Management in the Context of Work-Life Balance (2021)

By **Richards, L**

Abstract: The article discusses the challenges of maintaining a balance between professional responsibilities and personal life. It argues that setting priorities and personal boundaries through good time management leads to improved well-being and job satisfaction.

Keywords: Work-life balance, boundaries, prioritization, employee well-being, time control

The Impact of Time Management Practices on Stress Reduction (2022)

By **Williams, D.**

Abstract: This study finds that structured time management practices—such as goal setting and task delegation—significantly lower workplace stress. Employees using these techniques report better mental health and reduced burnout.

Keywords: Stress reduction, mental health, burnout prevention, scheduling, delegation

Time Management Strategies and Remote Work Productivity (2022)

By **Miller, S.**

Abstract: Focused on remote workers, this study finds that specific techniques like time-blocking and goal setting are crucial for staying productive in home-based work environments. It shows these strategies help structure the workday and reduce procrastination.

Keywords: Remote work, time-blocking, goal setting, productivity, telecommuting

RESERCH METHODOLOGY

Descriptive Research Design

The study uses a Descriptive Research Design, which aims to systematically describe the characteristics of employees' time management practices at Fastenex Pvt. Ltd. It focuses on answering “who, what, when, where, and how” without manipulating any variables.

Data Collection Methods

- **Primary Data**: Collected through structured questionnaires and personal interviews in English and Tamil.
- **Secondary Data**: Sourced from company records, websites, and institutional documents.

Sampling Plan

- Sample Size: 170 employees
- Sampling Method: Simple random sampling (with convenience elements)
- Sampling Unit: Employees of Fastenex Pvt. Ltd.
- Survey Period: One month

Definition of Human Resource Management (HRM)

Human Resource Management (HRM) is the strategic and coherent approach to managing an organization's most valuable asset—its people. It involves recruiting, hiring, training, evaluating, and rewarding employees while ensuring compliance with labor laws and enhancing organizational performance.

TYPES OF HR MANAGEMENT SKILLS

- Communication Skills
- Interpersonal Skills
- Organizational Skills
- Decision-Making Skills
- Leadership Skills

COMMUNICATION SKILLS

The ability to convey information effectively and clearly, both in writing and speaking, as well as the ability to listen actively. Strong communication skills help ensure messages are understood and interpreted correctly.

INTERPERSONAL SKILLS

These are the abilities used to interact and communicate with others in a positive and effective manner. Interpersonal skills include empathy, active listening, conflict resolution, and the ability to build and maintain relationships.

ORGANIZATIONAL SKILLS

The ability to plan, prioritize, and execute tasks or projects efficiently. Organizational skills include time management, setting goals, delegating tasks, and keeping things structured to maximize productivity.

DECISION MAKING SKILLS

The ability to make sound choices by analyzing information, weighing pros and cons, considering potential outcomes, and selecting the best course of action. Good decision-making skills involve critical thinking and problem-solving.

LEADERSHIP SKILLS

The ability to guide, motivate, and inspire a group or team to achieve a common goal. Leadership skills include strategic thinking, the ability to influence others, delegating tasks, providing support, and making tough decisions when needed.

OBJECTIVES OF THE STUDY

To ascertain a strategies adopted to manage the time.

To find out the stress level among employees. While complete the last in time.

To provide valuable Suggestion and Recommendations for achieving the target in time.

DATA ANALYSIS AND DATA INTERPRETATION

Case Processing Summary

	Cases					
	Valid		Missing		Total	
	N	Percent	N	Percent	N	Percent
experience * achieving effective	170	96.6%	6	3.4%	176	100.0%

experience * achieving effective Crosstabulation

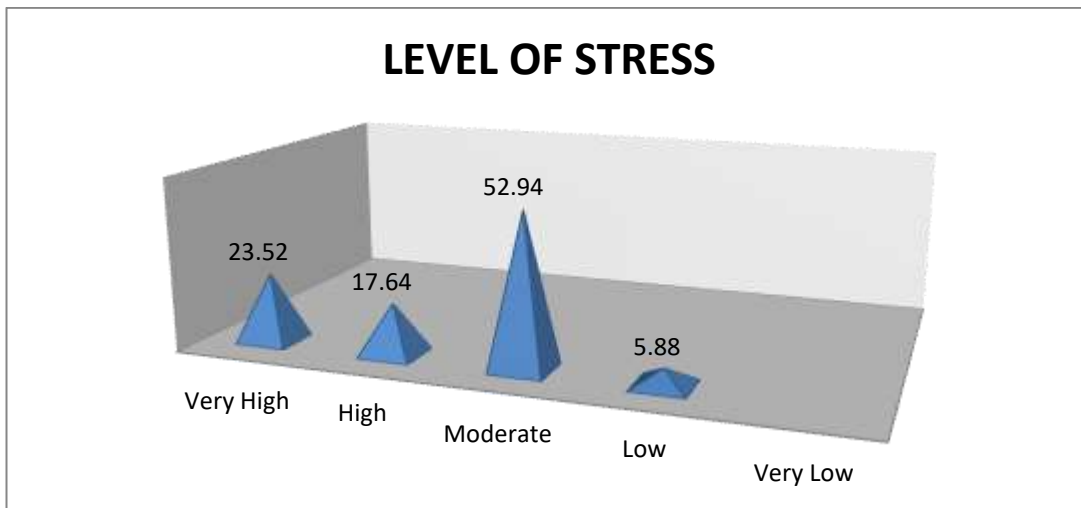
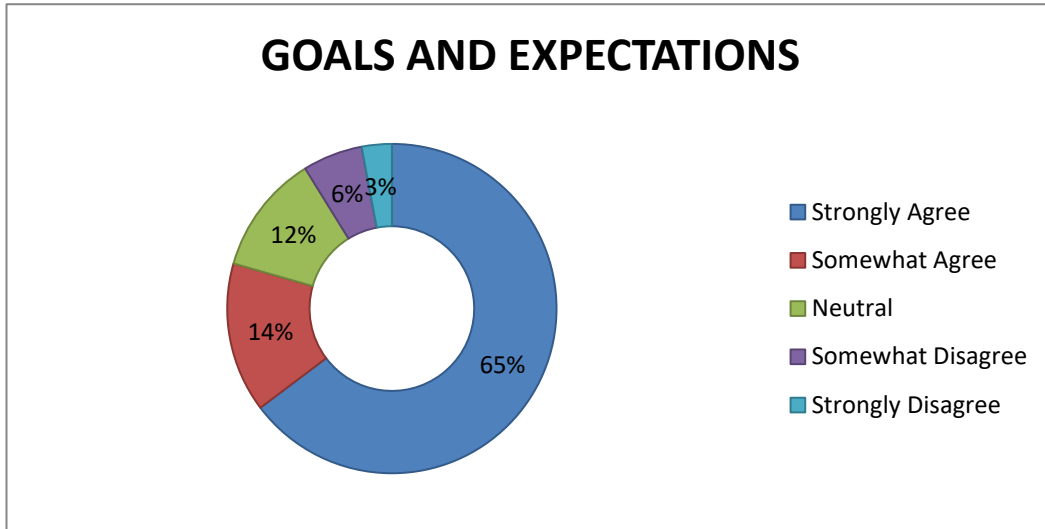
Count						
		achieving effective				
		Strongly Agree	Somewhat Agree	Natural	Somewhat Disagree	Total
experience 0-1 years		44	0	0	0	44
2-3 years		46	0	0	0	46
3-4 years		34	0	0	0	34
4-5 years		26	2	0	0	28
More than 5 years		0	8	8	2	18
Total		150	10	8	2	170

Chi-Square Tests

	Value	df	Asymp. Sig. (2-sided)
Pearson Chi-Square	1.552E2 ^a	12	.000
Likelihood Ratio	111.737	12	.000
Linear-by-Linear Association	60.356	1	.000
N of Valid Cases	170		

a. 15 cells (75.0%) have expected count less than 5. The minimum expected count is .21.

PIE CHART



FINDING OF THE STUDY

- From the above table it is inferred that 64.71% of the respondents are Strongly Agree with goals and expectations for myself and 5.88% respondents are Somewhat Disagree and Strongly Disagree with the Same.
- From the above table it is inferred that 35.29% of the respondents are Very Importance with effectively prioritize my tasks based on urgency and importance and 8.82% respondents are Not important at All with the Same.
- From the above table it is inferred that 52.94% of the respondents are Moderate with rate the level of stress you experience due to your workload and 0% respondents are Very Low with the Same.

SUGGESTIONS

Implement Regular Time Management Workshops

Conduct periodic training sessions focused on planning, task segmentation, prioritization (e.g., Eisenhower Matrix), and time-blocking techniques.

Introduce Stress Management Programs

Integrate yoga, counseling, or flexible scheduling to address the high levels of reported stress. Providing quiet zones or short breaks can help maintain energy levels.

Enhance Goal Alignment and Task Clarity

Ensure that every employee understands their objectives and how they align with departmental and organizational goals. Use SMART goal frameworks.

CONCLUSION

The study concludes that HRM is a vital function that significantly influences organizational success. Effective HR practices lead to improved employee satisfaction, reduced turnover, and enhanced performance. Organizations should adopt a strategic approach to HRM for sustainable growth .

REFERENCES

- McDaniel, C. - Time Management and Its Effect on Employee Productivity in the Digital Era (2020)
- Richards, L - Time Management in the Context of Work-Life Balance (2021)
- Miller, S.- Time Management Strategies and Remote Work Productivity (2022)