

“WORK-LIFE BALANCE OF EMPLOYEES WORKING IN PRIVATE SECTOR”

WITH REFERENCE TO

‘MENON AND MENON LTD KOLHAPUR’

SAKSHI SACHIN HARDIKAR

MBA Student, ***DESHBHAKTA RATNAPPA KUMBHAR COLLEGE OF COMMERCE, KOLHAPUR*** (Department
Of MBA)

Under the guidance of,

DR.GAJANAN NARAYAN REMANE

(B.COM, DIMM, MBA, M.Phil, PhD Visiting faculty, ***DESHBHAKTA RATNAPPA KUMBHAR COLLEGE OF
COMMERCE, KOLHAPUR*** (Department of MBA))

ABSTRCT

Work-life balance is one of the key factors for the employees to achieve success of private company. They have various plans, policies, programs to help their employees to achieve balance between their work commitment and family responsibilities. The purpose of the project to identifying the factors that positively and negatively impacts the employee's work-life balance. And also finding a strategy how to maintain employee's work-life balance during pandemic situations (like corona virus). The research problem is that employee's doing lot of overtime, high level of stress, high rate of absenteeism, staff sickness, working from home, isolation in time of corona virus, insecurity of job etc that motivates the project. Human resource management faces the challenges of developing ways to mitigate multi-faced.

The project intended to study the **“work- life balance of employees working** stress between work and home responsibilities of employee's. An important element that requires analysis and development of further support schemes is work-life balance.**in private sector” ‘Menon and Menon Ltd, Kolhapur’**. It is necessary to ensure the health and well-being of employee's in order to work efficiently and increases the productivity. The significant challenge for HR managers needs to adapt management tools and techniques to new realities. Increases more rewards for employees efforts and achievements.

Key words: - pandemic, work commitment, family responsibilities, work-life, realities

1.1 INTRODUCTION

Work-life balance is the division of one's time and focus between working and family. It involves the minimization of work related stress, and the establishing of a stable and sustainable way to work while maintaining health and general well-being. For example work-life balance as an opportunity to work no more than 8 hours a day and still have time to hit the gym, any hobbies, and relax with family and friends.

Work-life balance is necessary for the private sector because maintaining work-life balance helps reduce stress and helps prevent burnout in the workplace. Work-life can influence organizational productivity and also the well being of the employees in different ways. In recent pandemic situation corona virus has caused many negative and drastic changes in the organization with regard to employees.

In private sector company the various factors that impact employee's work-life balance such as job satisfaction, working environment, job security, flexible timings, workplace stress, absenteeism, anxiety, depression etc. The employee's changes lifestyle in pandemic situations like recent corona virus situation and its impact on work-life balance like as working from home, isolation, sickness, absenteeism etc. The company maintains employee's work-life balance during situation of corona virus way to provides vaccinations, time to time checkups, appoints travels for helps to employees. In regular working times company maintains work-life balance ways to more rewards for employee's efforts and achievements, maintains health, safety and environment policy, arranging functions, training and developments programs, promotions schemes etc, for employees to helps their growth, personal happiness and company retention.

The project aims to study work-life balance of employees working in private sector, the company is adopting new policies, programs, techniques, tools, strategy for employee's because they can give time to enjoy and spend time with their family and friends.

1.1 PURPOSE OF THE STUDY

The purpose of the study to identify factors that positively and negatively impact the employee's work-life balance in the company and also find what changes on lifestyle of employee's during to the pandemic situations impact on work-life balance. The main purpose of study is to understand how to maintain employee's work-life balance in private sector. Work-life balance is very beneficial for employee's to maintain balance between work and home responsibilities. The proper use of work-life balance system employee's still have time to enjoying hobbies, learning new things and relaxing with their family and friends. And it is essential for employee's growth, personal happiness and company retention.

1.2 STATEMENT OF THE PROBLEM

In the private sector employees are facing a lot of problems like doing a lot of overtime, taking a lot of time off to deal with 'emergencies' involving children or other dependents, high level of workplace stress, anxiety, depression, time pressure, job insecurity, isolating working condition, few rewards for efforts, unsupportive families and high rates of absenteeism or sickness.

Hence the selected topic name is, "A STUDY OF WORK-LIFE BALANCE OF EMPLOYEES WORKING IN PRIVATE SECTOR" IN MENON AND MENON LTD, Kolhapur.

1.3 OBJECTIVES OF THE STUDY

- To identify the factors that impacts the employee's work-life balance in the company.
- To study the changes on lifestyle of employee's due to the pandemic situations and its impact on work-life balance.
- To understand how to maintain employee's work-life balance in the company.

1.4 IMPORTANCE OF THE STUDY

Maintaining work-life balance helps reduce stress and helps prevent burnout in the workplace. Chronic stress is one of the most common health issues in the workplace. It can lead to physical consequences such as hypertension, digestive troubles, chronic aches and pains and heart problems.

Work-life balance, especially for an indefinite time, such as caused by covid, is essential for employee growth, personal happiness and company retention. When employees receive support to find a positive work-life balance, they are usually more motivated to do the job qualitatively.

1.5 SCOPE OF THE STUDY

Topical Scope:-

- The study of work-life balance of employees working in private sector with reference to Menon and Menon Ltd, Kolhapur.

Geographical Scope:-

- The study approach mainly deals with employee's working in private sector (Menon and Menon ltd.) Located at vikarmnagar, Kolhapur.

Analytical Scope:-

- The analytical scope of the study is related to the analysis of data collection. Research applies tables, graphs for analyzing and interpretation of data project survey is concern with taking focus group interview and several discussions with the training-in-charge for achieve the objective of the organization.

Functional Scope:-

- The scope of the study describes employee's need knowledge, skills, job satisfaction, supervisor and support to execute the responsibilities. It deals with achievements and findings out conclusion and suggestion with reference to Menon and Menon Ltd, Kolhapur.

1.6 LIMITATIONS OF THE STUDY

- i.The study is limited to only private sector Company 'Menon and Menon Ltd, Kolhapur'.
- ii.For study 50 days limitation which is not sufficient to detail study.
- iii.Company does not provide necessary legal and confidential data or documents for the students.

❖ RESRACH METHODOLOGY

The study adopted various types of data collections, methods, samples of research approach for analyzing the work-life balance of employee's in Menon and Menon Ltd, Kolhapur. The research methodology of the study covers following aspects-

1.7 DATA COLLECTION

The data of the study is collected from following sources-

A. Primary Data :-

- The primary data has been collected from the several discussions with the training-in-charge.
- Ask questions to some employees and note down the reply.

Questionnaire with close ended for the data question was used for the data collection. (The close ended question consists of multiple choices, which offer the respondent with a choice of specific answers.)

B. Secondary Data :-

- Secondary data has been collected from the reference books, HR manual, registers, and internet.

1.8 SAMPLING

A. Sample size: -

- Sampling unit: - Menon and Menon Ltd, Kolhapur.
- Universal population: - The universal population is 100 in the organization.
- Sample size: - The sample size for the survey is 35 employees.

B. Sample design:-

Appropriate number of sample size (i.e. 35) was put to use for the purpose of collecting primary data from the selected employees of different administration departments of the organization. The managerial staff of select sample as HR-5, Finance-10, Marketing-10, IT-7, Production-3.

C. Sampling Method:-

Non-probability sampling design based on stratified sampling method has been used for this research study.

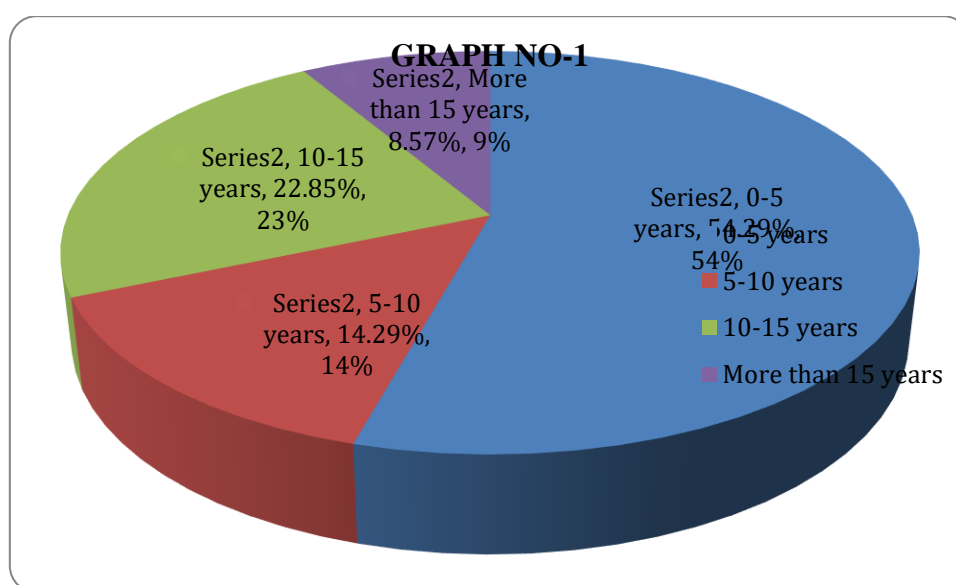
1.9 DATA ANALYSIS AND INTERPRETATION:-

The data after collecting has to be preceding the analyzed accordance with the outline laid down for the purpose of the time of developing the research plan. Data analyzing refer to the competition of certain along with searching for the patterns of the relation that exist among data group.

Interpretation is the result of analysis which enables conversion of data in to statement proposition which ultimately completes the research objective. This chapter deals with data processing, tabulation, presentation, analysis and interpretation of data.

TABLE NO-1 WORKING EXPERIENCE OF EMPLOYEES

SR.NO	YEARS	NO.OF RESPONDENT	PERCENTAGE
1	0-5 YEARS	19	54.29%
2	5-10 YEARS	5	14.29%
3	10-15 YEARS	8	22.85%
4	MORE THAN 15 YEARS	3	8.57%
	TOTAL	35	100%



SOURCE-FILED WORK

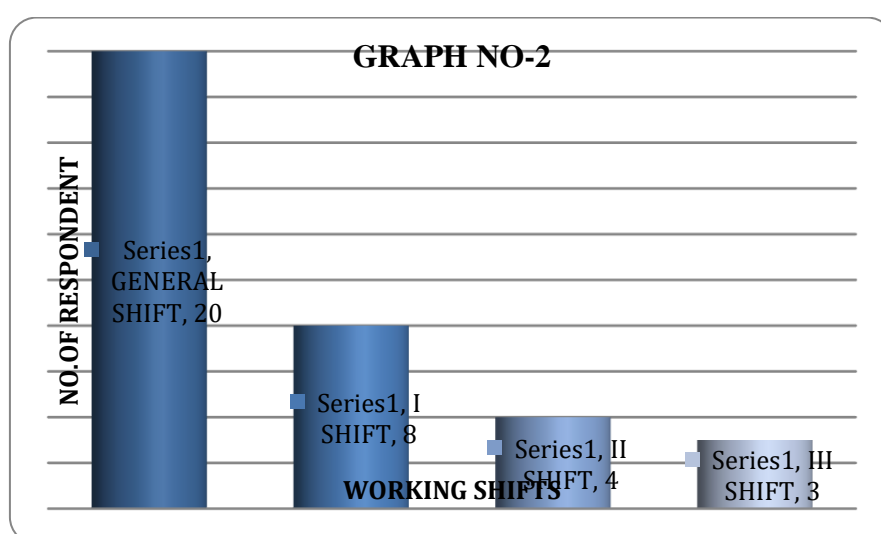
INTERPRETATION:-

The above table shows that, there are employees having different years and experiences as below-

- 54.29% of employees have been working for 0-5 years.
- 14.29% of employees have been working for 5-10 years.
- 22.85% of employees have been working for 10-15 years.
- 8.57% of employees have been working for more than 15 years.
- This is a well mix (combination) of various years and experience persons which is balanced for the organization functionality as well as working.

TABLE NO-2 WORKING IN SHIFTS

SR.NO	SHIFTS	NO.OF RESPONDENT	PERCENTAGE
1	GENERAL SHIFT	20	57.15%
2	I SHIFT	8	22.85%
3	II SHIFT	4	11.43%
4	III SHIFT	3	8.57%
	TOTAL	35	100%



SOURCE-FILED WORK

INTERPRETATION:

The above table shows that,

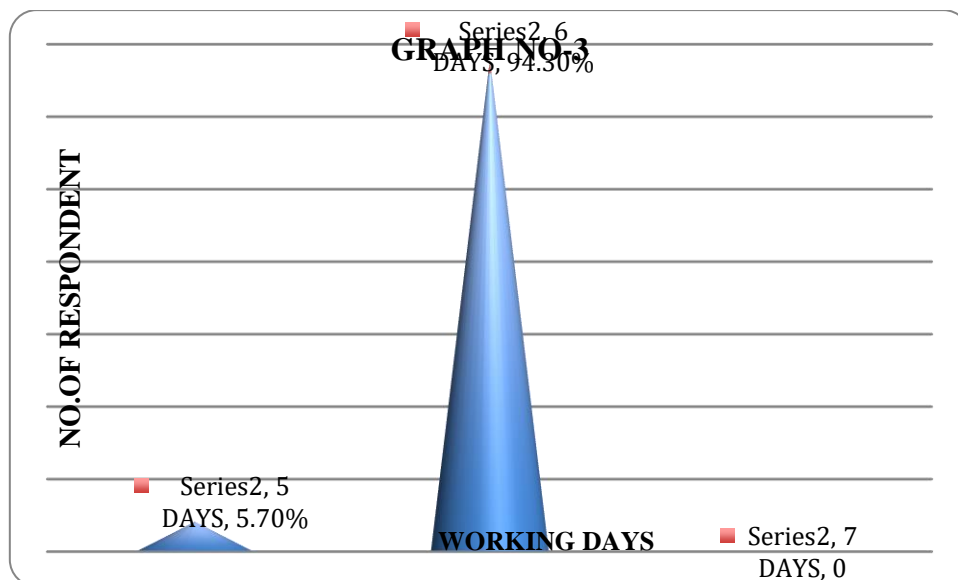
- 57.15% employees have been working in general shift.
- 22.85% employees have been working in I shift.
- 11.43% employees have been working in II shift.
- 8.57% employees have been working in III shift
- The times of the various shifts are as below-

General shift	9-5.30
I shift	8-4
II shift	4-12
III shift	12-8

- The working through shifts is basically went for smooth operations of the company, uninterrupted working as well as to meet the company's objectives. The shifts are arranged as per the convenience of employees and considering their health also.

TABLE NO-3 WORKING DAYS IN THE WEEK

SR.NO	DAYS	NO.OF RESPONDENT	PERCENTAGE
1	5 DAYS	2	5.7%
2	6 DAYS	33	94.3%
3	7 DAYS	-	-
	TOTAL	35	100%



SOURCE-FILED WORK

INTERPRETATION:

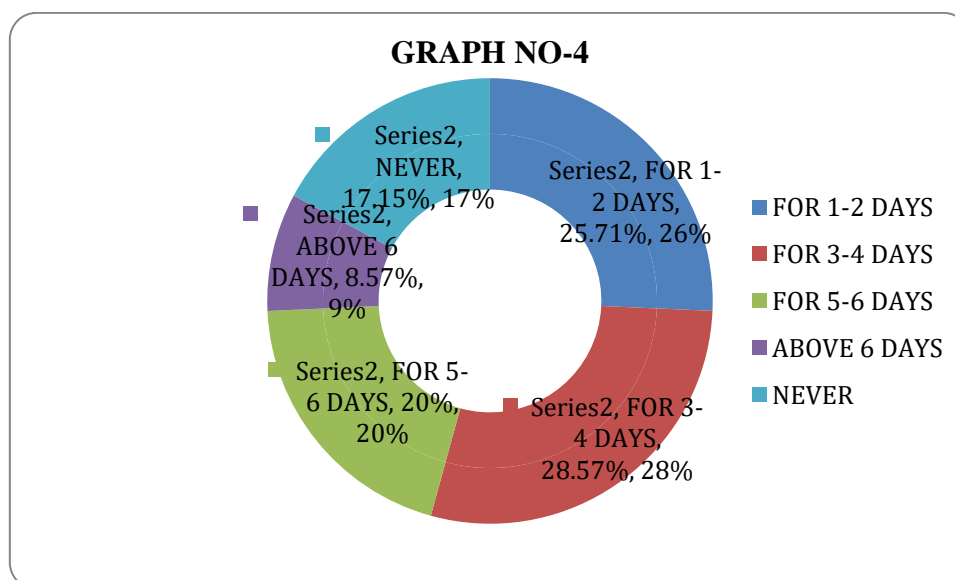
The above table shows that,

- 5.7% employees have been working 5 days in a week.
- 94.3% employees have been working 6 days in a week.

General working days policy states that, the standard days of work for employees are 5 days or 6 days in a week. As per the act/rule of the industry, the 2 employees which working 5 days are the 'Data Analyst' which are hired from outside agency. As per the agreement between company and outside agency the working days of these 2 employees are 5 days.

TABLE NO-4 WORKING IN OVERTIME

SR.NO	DAYS	NO.OF RESPONDENT	PERCENTAGE
1	FOR 1-2 DAYS	9	25.71%
2	FOR 3-4 DAYS	10	28.57%
3	FOR 5-6 DAYS	7	20%
4	FOR ABOVE 6 DAYS	3	8.57%
5	NEVER	6	17.15%
	TOTAL	35	100%



SOURCE-FILED WORK

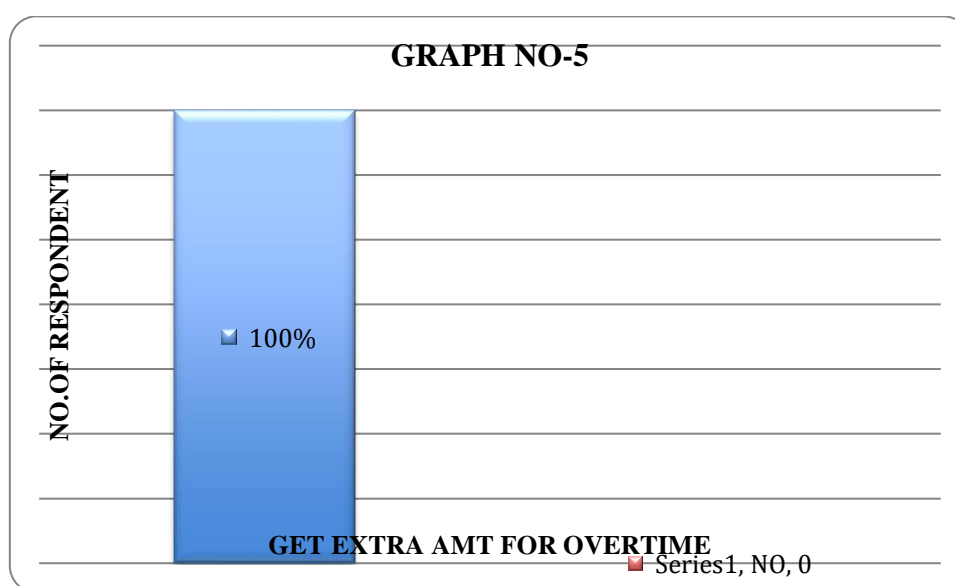
INTERPRETATION:

The above table shows that,

- 25.71% employees have been working in overtime for 1-2 days in a month.
- 28.57% employees have been working in overtime for 3-4 days in a month.
- 20% employees have been working in overtime for 5-6 days in a month.
- 8.57% employees have been working in overtime for above 6 days in a month.
- 17.15% employees not have been working in overtime in a month.
- According to this the employees working more days of overtime that employees is emergency working that is production and marketing department.

TABLE NO-5 EXTRA PAYMENT FOR OVERTIME

SR.NO	RESPONSES	NO.OF RESPONDENT	PERCENTAGE
1	YES	35	100%
2	NO	-	-
	TOTAL	35	100%



SOURCE-FILED WORK

INTERPRETATION:

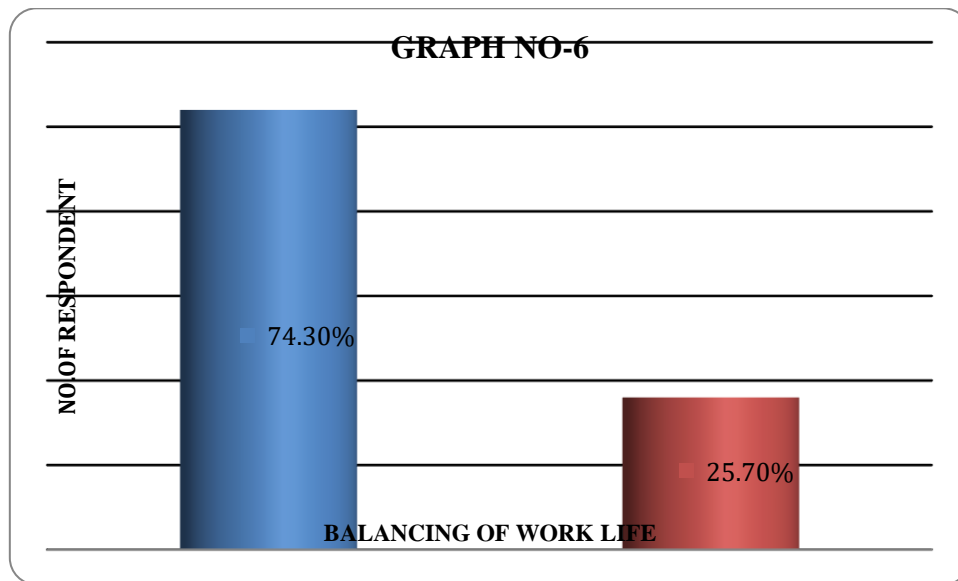
The above table shows that,

- 100% employees say that getting extra payment for overtime.

According to this employees do overtime because they have got extra amount or payment.

TABLE NO-6 BALANCING OF WORK-LIFE BALANCE

SR.NO	RESPONSES	NO.OF RESPONDENT	PERCENTAGE
1	BALANCE OF WORK LIFE	26	74.30%
2	NOT BALANCE OF WORK LIFE	9	25.70%
	TOTAL	35	100%



SOURCE-FILED WORK

INTERPRETATION:

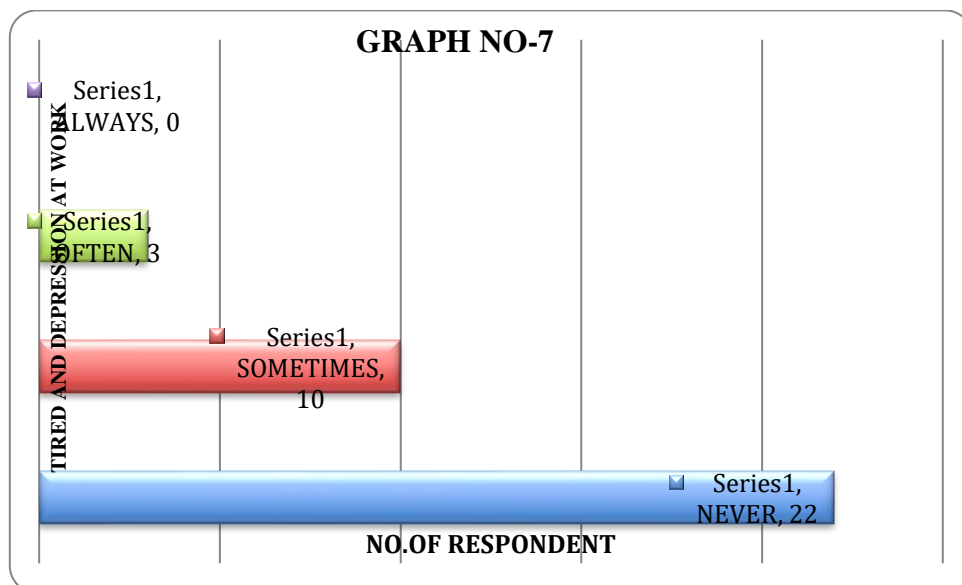
The above table shows that,

- 74.30% employees say that they generally feel are able to balance of their work-life.
- 25.70% employees say that they generally feel are not to balance of their work-life.

Employees are not able to balance of their work-life because so many reasons are held they have their personal issues, family responsibilities and so on.

TABLE NO-7 TIRED AND DEPRESSION AT WORK

SR.NO	RESPONSES	NO.OF RESPONDENT	PERCENTAGE
1	NEVER	22	62.85%
2	SOMETIMES	10	28.57%
3	OFTEN	3	8.58%
4	ALWAYS	0	0.0%
	TOTAL	35	100%



SOURCE-FILED WORK

INTERPRETATION:

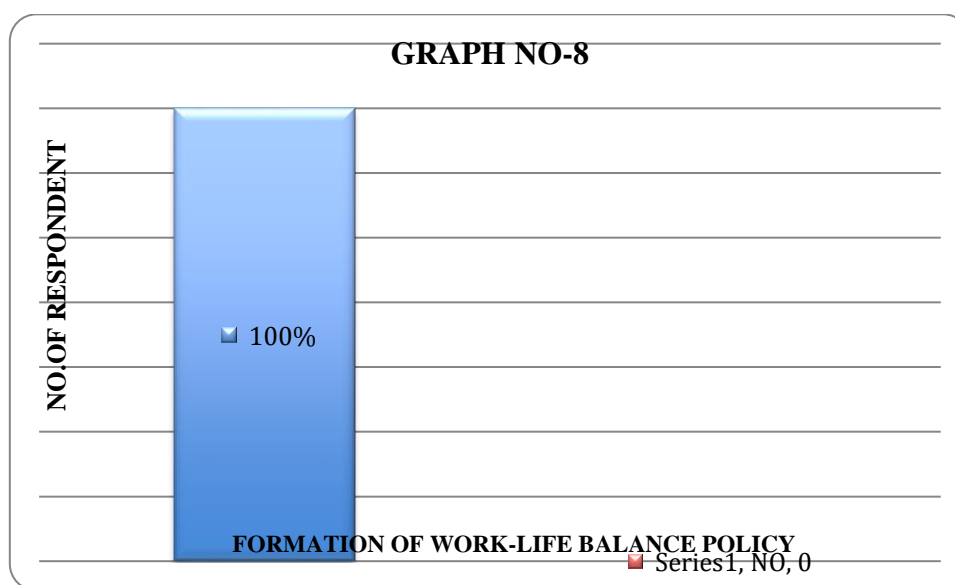
The above table shows that,

- 62.85% employees say that they feel never too tired or depressed because of work.
- 28.57% employees say that they feel sometimes too tired or depressed because of work.
- 8.58% employees say that they feel often too tired or depressed because of work.

The company's work environment is best because maximum number of employees feel never tired or depressed because of work.

TABLE NO- 8 FORMATION OF WORK-LIFE POLICY

SR.NO	RESPONSES	NO.OF RESPONDENT	PERCENTAGE
1	YES	35	100%
2	NO	-	-
	TOTAL	35	100%



SOURCE-FILED WORK

INTERPRETATION:

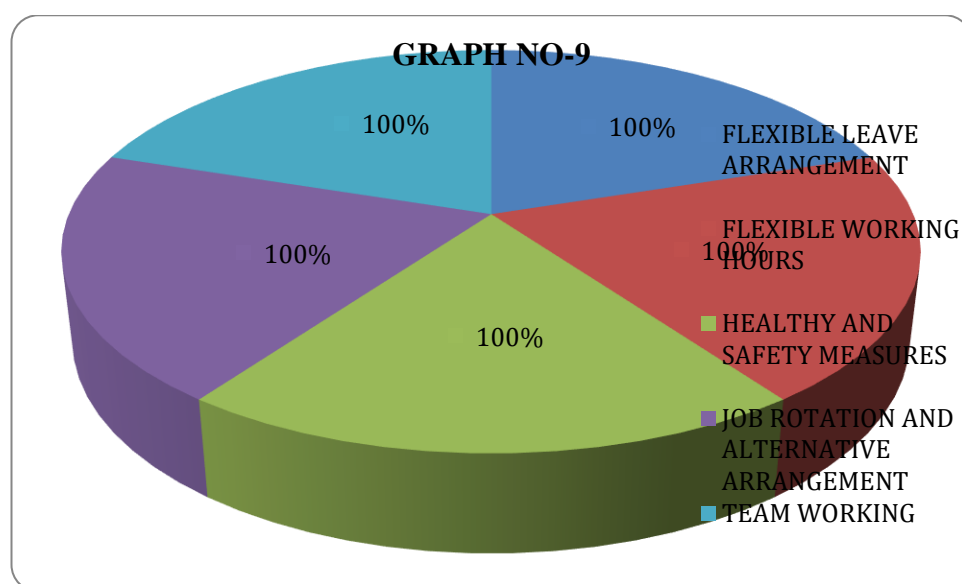
The above table shows that,

- 100% employees say that the company has a separate policy of work-life balance.

According to above in the company has a separate policy of work-life balance its beneficial for all employees in the company.

TABLE NO-9 COMPONENTS OF WORK-LIFE POLICY

SR.NO	RESPONSES	NO.OF RESPONDENT	PERCENTAGE
1	FLEXIBLE LEAVE ARRANGEMENT	35	100%
2	FLEXIBLE WORKING HOURS	35	100%
3	HEALTHY AND SAFETY MEASURES	35	100%
4	JOB ROTATION AND ALTERNATIVE ARRANGEMENT	35	100%
5	TEAM WORKING	35	100%



SOURCE-FILED WORK

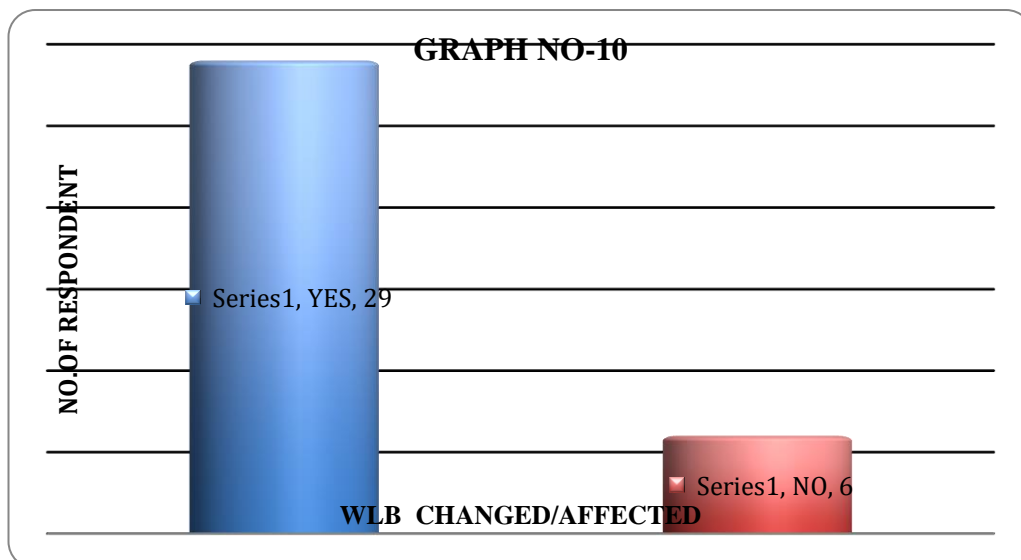
INTERPRETATION:

- 100% employees are agreed to all components of work-life policy in the company.

- Every employee agreed that for better work-life the company has introduced this system with considering above factors which has help them to importance in their work-life style.

TABLE NO-10 WLB CHANGED/AFFECTED IN PANDEMIC SITUATION

SR.NO	RESPONSES	NO.OF RESPONDENT	PERCENTAGE
1	YES	29	82.85%
2	NO	6	17.15%
	TOTAL	35	100%



SOURCE-FILED WORK

INTERPRETATION:

The above table shows that,

- 82.85% employees say that they feel their work and personal life changing in pandemic situation because of work.
- 17.15% employees say that they feel their work and personal life not changing in pandemic situation because of work.
- According to this maximum number of employees say that their work and personal life changing in pandemic situation like corona virus because of work.

1.10 FINDINGS: -

From the analysis and data interpretation we collected data from all the employees and based on that researchers find the following findings:-

1. The company has well mix (combination) of various years and experience employees which is balanced for the organization functionality as well as working.
2. The working through shifts is basically went for smooth operations of the company, uninterrupted working as well as to meet the company's objectives. The shifts are arranged as per the convenience of employees and considering their health also.
3. All the employees in the company work for 6 days in a week. but only 'two 'employees are working 5 days in a week as a special case as these employees are hired from outside agency and supported by their agreement.
4. In the company employees are working 8-9 hours in a day, the employees working more than 9 hours when there is an emergency and to meet the commitments. The company is paying them the amount of overtime in such cases.
5. The employees working more days of overtime that an employee is emergency working that is production and marketing department.
6. 100% employees say that getting extra payment for overtime. Employees do overtime because they have got extra amount or payment.
7. In the company 74.30% employees are not able to balance of their work-life because so many reasons are held they have their personal issues, family responsibilities and so on.
8. The company's work environment is best because maximum number of employees feel never tired or depressed because of work.
9. In the company employees do different things for managing the stress of work like yoga, meditation, entertainment and so on.
10. In the company has a separate policy of work-life balance its beneficial for all employees in the company.
11. Every employee agreed that for better work-life the company has introduced this system with considering flexible leave arrangement, flexible working hours, healthy and safety measures, job rotation etc. factors which has help them to importance in their work-life style.
12. Employees consider different factors to help balance their work and family commitments like work from home, team work etc.
13. The employees say mostly impact situation is isolating working condition in pandemic situation than other situations like work from home, unsupportive families and absenteeism sickness etc.

14. According to this as company is arranging only one function in a year 2022 work-achievement reward function but not encourage the involvements of family members.
15. According to this as company is arranging only one function in a year 2022 is “handmade products selling day function” no any other family function is arranged.
16. The maximum number employees strongly agree about work-life balance policy should be customized to individual needs.
17. 100% employees’ think that have good work-life balance the organization will be more effective and successful.

1.10 SUGGESTIONS:-

- Organization has to renew of work-life balance policy.
- Organization should encourage the involvement of family members in work achievement reward functions. This will help to create integrity and improve the work-life of all employees.
- Management should organize social functions at times suitable for families. This will also help to create a harmony and prove as the motivational factor to the family members.
- Management should organize entertainment events as well as meditation program for reducing the work place stress for beneficial to employees. By the way of increase productivity, keeping and health etc.

1.11 CONCLUSION:-

Work-life balance plays an important role in business environment it is responsibility of company to make a work-life balance policy for employees because, if the employees are not able to give to enough time their family then they may become frustrated which affect their output negatively and which ultimately affect company negatively.

Menon and Menon have a well organization structured which shows that functioning Menon and Menon is smother. Most of the employees are satisfied with Menon and Menon ltd, but on another side some employees are not able to handle their work-life balance. Organization should try to improve the ability of employees to handle their work-life balance an reduce the lacunas in the work-life balance policy as well as they should encourage the involvement of family members in work achievement reward functions and organize social functions at times suitable for families which will helpful for organization growth.