

Research Paper

**“Analysis of Factors Affecting Efficiency of Non Teaching Staff”
-A Case Study of Grantable Colleges in Pune.**

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ABSTRACT

Human Resource Management is concerned with the human beings in an organization. It reflects a new outlook, which views organization's manpower as its resources and assets. Human Resource Management is the process of management which develops and manages the human element of an enterprise considering the resourcefulness of the organization's own people in terms of total knowledge, skills, creative abilities, talents, aptitudes and potentialities for effectively actuating. It is universally and scientifically recognized that the effectiveness with which human resources are co-coordinated and utilized is directly responsible for the success of any institute.

1. Introduction

Human resource management plays a vital role in the educational institute. The staff of colleges be appointed as per the work load the rules and regulation formulated by the government. In recent times the colleges seem to be the gateway of knowledge and expertise, so the basically the staff who work in colleges are responsible for it.

The staff member thus should be satisfied in regards to their assigned work. Here the management of the institution plays a pivotal role, to satisfy the human resource working under them. This problem of efficiency of human resources in the colleges should be elaborated and understood for the futuristic approach for the development of the colleges. Further the problems in the operations need to be evaluated and assessed for the best possible outcome by the staff engaged.

1. Hypothesis

The following hypothesis was formulated for the study-

- a] To what extent the staff are satisfy needs by providing adequate salary perks.
- b] The proper training leads to better work performance of staff.
- c] The good service conditions leads to better performance for increase the efficiency of staff.

2. Research Methodology

There were eight grantable traditional colleges in Pimpri Chinchwad Municipal Corporation area. The study is limited to staff working in grantable traditional colleges in Pimpri Chinchwad Municipal Corporation area of Pune city. The data collected through primary as well as secondary sources. The data required for the study would be composed in the form of questionnaire schedules. The empirical study is relied on questionnaires for the staff of grantable colleges. Tabulation, percentage, ratio, and graphic presentation are the tools used for analysis of data on various aspects. The theoretical study is used to collect various data from different sources such as office records, government offices, authentic records,

observations and discussion etc.

3. Selection of Sample

The 100% samples from confirmed clerical staffs working in eight grantable traditional colleges in Pune with special reference to Pimpri Chinchwad Corporation area were selected. **Selection of Sample**

Sr. No.	Name of College	Registrar	Office Superident	Head Clerk	Sr. Clerk	Jr. Clerk	Total
1	C. K. Goyal	-	1	1	1	2	05
2	Dr. Telang	-	1	1	1	2	05
3	S. K. C.	-	1	1	2	2	06
4	M. U. C. C.	-	1	1	2	2	06
5	B. R. Gholap	-	1	1	2	2	06
6	D. Y. Patil	-	1	1	2	2	06
7	Mahatma Phule	1	1	1	1	4	08
8	Prof. More	1	1	1	1	4	08
	Total	02	08	08	12	20	50

1. Data Analysis**1. Age-wise distribution-**

It is observed that middle age staff ranging 41-50 years of the age groups are to the extent of 84% followed by 10% from the age group of 31-40 years and remaining 6% below 30 year.

2. Educational Status-

Education is one of the important factor to manage human resource properly in educational institute. It is observed that 32% staff had post graduation level and remaining 68% had education up to graduation level.

3. Sex-wise distribution-

The sex-wise distribution of staff which shows the composition of female staff is only 24% and dominant role is played by male staff covering 76%.

4. Income group of staff-

Table reveals that 4% staff are having income range above Rs. 40000/-. About 32% of staff are having income in the range of Rs. 30000/- to Rs. 40000/- were as 48% of staff are in the range of Rs. 20000/- to Rs. 30000/- and remaining 16% are below Rs. 20000/-.

Income Group of Staff

Sr. No.	Income Rang [Rs.]	No. of Staff	% to Total
1	Above 40000	02	4%
2	30000-40000	16	32%
3	20000-30000	24	48%
4	Below 20000	08	16%
	Total	50	100%

1. Training-

Training and skill development of an staff is one of the important tools for betterment of the institution. However, only 18% of staff are satisfactory about present training programme and majority 76% staff need something extra over and above the normal and regular inputs given during the such types of programme remaining 6% staff are not interested in any kind of training programme.

It is observed that the training facilities related to the job is not sufficient. So management should make proper training facilities to improve the skill and efficiency of the staff.

2. Relationship-

It is observed that almost 80% of the staff have cordial relation with their superior and colleagues whereas remaining 20% of the staff have fair relations.

3. Transparency in Communication-

In any organization, transparent communication is soul of development and good sign for activating excellent growth and to improve the efficiency of the staff. It has been observed that 90% of the staff have transparency in communication both horizontally and vertically.

1.Conclusion and Suggestions

In the information and technology age human resource management is most essential. No. organization can exist and grow today without the human resource management.

The suggestions for improvement of policies of human resource in regard to non teaching staff are as follows-

- a. Involvement of Staff in decision making.
- b. Proper and equitable distribution of work.
- c. Fixation of responsibility and accountability.
- d. Prompt service to its customers i.e. students.
- e. A fair job rotation among the staff.
- f. Quality circle, group teams to achieve goals should be formed.
- g. Decentralization of powers be effected.
- h. Strict disciplinary actions should be taken against faulty staff.
- i. To train and to motivate them for work.
- j. Extra monetary and nonmonetary incentive to be given to reduced financial pressure.
- k. The superior should show the trust in their subordinates to increase the confidence.
- l. The management should give more attention towards various social benefits.

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