

A STUDY ON TIME MANAGEMENT SYSTEM TOWARDS JEYYAM GLOBAL FOODS PVT LTD WITH REFERENCE TO SALEM

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Abstract—Time management refers to the way that we organize and plan how we manage specific activities efficiently and effectively. As far as a food considered, time management is very important for everybody starting. This study undertook to explore the relevance of time management at Jeyyam Global food Pvt ltd, one of the major food industries in the city. Other objectives of the study included- to know how specific and scheduled they are in carrying out their daily activities, to evaluate the time management of an employee, to identify how far employees have understood and internalized the concept and to understand the level of distractions and pressure on the employees during working hours. Samples were drawn from different sections such are office employees. The sample size selected was 120 and convenient sampling was employed. Data were collected from the samples through predesigned questionnaire. The findings are very encouraging. As a whole, employees have accepted the soundness of the time management concept practiced in the global food industry. Employees have realized the importance of time management and about its implication for their day-today work and as a means of career advancement. They handle themselves the distractions they face and there seems to be no time pressure as they find the office management has allotted enough time commensurate with the nature and content of the job. Employees are happy with their work life balance and senior employees delegate their work and support their subordinates well. The study also reveals that management can expect better productivity and co-operation from the employees for a win-win situation in the hospital.

Keywords: Time management, Pressure, Distraction & Delegation

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.

A good self-management system possesses the following characteristics:

- It is simple to learn and easy to implement.
- It is self-contained so you do not have lots of places or things to monitor and think about.
- It is easy to use, so you will continue using it. Most complex systems are difficult to maintain and as a result are abandoned as time moves on.
- It is portable. Portability ensures you will use it consistently and not try to circumvent it.

STATEMENT OF THE PROBLEM

Level of employees in these units is extremely high. The meaningful relationship between work environment and Time management of the employees less in this industry. This may be because of the fact that food industries have a long tradition of robust value system and transparent procedure. The analysis predicts that with increase in the job satisfaction level of respondents there is increase in their organizational food firm but it is also affected by other variables prevail in the organization.

OBJECTIVES OF THE STUDY

Primary Objectives:

A Study on Time management towards Jeeyam Global Foods Pvt Ltd with special reference to Salem.

Secondary objectives:

- To study the time management practices of employees at Food industry
- To understand the effectiveness of time management on performance of the employees
- To study the factors which influence the time management
- To know the attitude of employees towards managing time
- To know the relationship between time management and stress level of employees.

SCOPE OF THE STUDY

- This study is required to know the present time management at global Food Industry Ltd.
- Time not well used cannot be retrieved. Acknowledging the importance of time management and putting it into practice are two different things.
- The effective time management of employees helps the employees to maintain a right balance between their work and their family commitment.

LIMITATIONS OF THE STUDY

- The time period of the study is limited to three months
- The study is limited to global Food for collecting data
- The data collected for the study may subject to bias.

REVIEW OF LITERATURE

Mathew (2021), time management is a method of developing and implementing processes and resources to achieve optimum performance, effectiveness, and productivity. It entails mastering a number of abilities such as goal-setting, planning, and prioritizing. is a way to develop and use processes and tools for maximum efficiency, effectiveness, and productivity.

Andrey, et al, (2022), the contents and the directions of time-management to designing of professional activity, leisure, the social environment in the family circle, among friends, in private life, partly in health, etc. In time-management we consider various aspects of planning of human life as persons, as official, structural division, the organization in general

Dobjani E. 2023) Time management in the workplace, an employee should have a clear job description and therefore defined tasks. Without a clear and detailed job description, employees cannot be held responsible for tasks that they have not committed. The job description should be related to the mission of each department in particular and the mission of the institution in general. Labour analysts and managers of organizational units should engage in job description

RESEARCH METHODOLOGY

Research Methodology is a systematic way to solve a research problem; It includes various steps that are generally adopted by a researcher in studying the problem along with the logic behind them.

RESEARCH DESIGN:

The research design adopted for the studies is descriptive design. The researcher has to describe the present situation in order to know the behavior of the consumers. Hence descriptive research study is used.

GEOGRAPHICAL AREA: Sampling unit is in Salem.

Sample Size: Total number of sample taken for the study is 120 respondents.

Sample design: Census method was used for the study.

Sample Size: The study based only on the employee engage. Total number of sample taken for the study is 120 respondents.

Sample design: Convenience sampling techniques were used for the study.

METHOD OF DATA COLLECTION

Primary Data:

The primary data is collected by direct survey with the employees through interview schedule method.

Secondary Data:

The secondary data is collected from the books, company records, journals, web & magazines.

FRAMEWORK OF ANALYSIS

- Descriptive Percentage Analysis
- Chi square
- Correlation

FINDINGS, SUGGESTIONS AND CONCLUSION

FINDINGS

- It is majority 30% of the respondents are agree for subordinates various tasks.
- It is Majority 34% of the respondents are Strongly Agree for assign work category

RESULT: Since the calculated value is less than the table value. So we accepted the null hypothesis. There is a significance relationship between Age group of the respondents and year of experience helps in time management.

Results: This is positive correlation. There is relationship between Age of the respondents and Year of experience.

SUGGESTIONS

- Employees have to be motivated to finish their work within the stipulated time. Incentives and rewards can be based on performance of the employees in with the stipulated time.
- Time management training gives them a chance to know the level of stress and their capacity in managing them.
- Employees can be made to implement the use of planners for effective time management.

CONCLUSION

Time management is one of the most challenging issues facing small 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.

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