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# **CONTENTS**

Sr. No.	TITLE & NAME OF THE AUTHOR (S)	Page No.		
1.	A STUDY ON CONSUMERS' ATTITUDE TOWARDS ORGANIC PRODUCTS D. SUMATHI & DR. JOHN GABRIAL	1		
2.	SMALL AND MEDIUM ENTERPRISES: PROBLEMS OF ENTREPRENEURS YASHMITA AWASTHI & H. P. MATHUR	4		
3.	GLOBALIZATION OF FINANCE AND HUMAN DEVELOPMENT: A COMPARATIVE STUDY OF INDIA, BANGLADESH AND CHILE DR. SRINIBASH DASH, SISIR RANJAN DASH & DR. JYOTIRMAYA MAHAPATRA			
4.	SOCIO ECONOMIC STATUS OF SCHEDULED CASTE WOMEN SELF HELP GROUP MEMBERS IN ERODE DISTRICT DR. M. NIRMALA			
5.	A STUDY ON RELATIONSHIP BETWEEN BANKEX AND STOCK MARKET INDICES DR. M. JAYANTHI, G. SOWMYA & V. NANDHINI	18		
<b>6</b> .	IMPACT OF ORGANISATIONAL CLIMATE ON EMPLOYEE PERFORMANCE: A STUDY WITH REFERENCE TO THE EDUCATIONAL SECTOR OF INDORE PALASH GARG & DR. DEEPAK TALWAR	22		
7.	EFFECTS OF WOLAITA DICHA JUNIOR FOOTBALL CLUB PLAYER'S INTERVENTION PROGRAM ON MOTOR PERFORMANCE SKILLS IN SOUTH NATIONS AND NATIONALITY OF ETHIOPIA MILKYAS BASSA MUKULO	26		
8.	IMPLICATIONS OF MARKETING STRATEGIES ON TELECOM SERVICES: A STUDY IN BANGALORE SRINIVASA. M & DR. D GOVINDAPPA	28		
9.	A STUDY ON EFFECTIVE ORGANIZATIONAL LEARNING THROUGH KNOWLEDGE MANAGEMENT MODEL A. S. SATHISHKUMAR & DR. P. KARTHIKEYAN	34		
10.	CONSUMER PREFERENCES AND SATISFACTION TOWARDS VARIOUS MOBILE PHONE SERVICE PROVIDERS WITH SPECIAL REFERENCE TO VODAFONE AT THIRUTHURAIPONDI TOWN J. ANITHA & K. GOMATHI	37		
11.	THE PIVOTAL ROLE OF HRM IN ENHANCING ORGANIZATIONS COMPETITIVE ADVANTAGE THROUGH SOCIAL MEDIA USAGE JYOTI.C. GANDHI	41		
12.	DIGITAL INDIAN ECONOMY: A DREAM FAR FROM REALITY MOHD SAZID	44		
<b>13</b> .	A STUDY ON PRIORITY SECTOR LENDING BY BANKS NAGALAKSHMI G S	47		
<b>14</b> .	EXTROVERSION AND EMOTIONAL LABOUR: A STUDY ON ORGANIZED RETAIL SECTOR	50		
15.	A STUDY ON WAGE AND SALARY ADMINISTRATION IN SMALL SCALE UNITS IN TAMIL NADU DISTRICT DR. P. R. KOUSALYA, DR. P. GURUSAMY & S. KAVITHA	55		
<b>16</b> .	A STUDY ON CONSUMER PREFERENCE OF DURABLE AND NON-DURABLE GOODS IN PATTUKKOTTAI TOWN S. DHIVYA & D. SUPULAKSHMI	58		
<b>17</b> .	THE IMPACT OF ELECTRONIC COMMERCE ON LIBYA'S ECONOMIC GROWTH NAGMI MOFTAH AIMER, ABDULMULA LUSTA & MOUSBAH ABOMAHDI	62		
<b>18</b> .	CUSTOMER'S EXPECTATIONS AND LEVEL OF SATISFACTION FROM ONLINE SHOPPING IN TEHRI: AN EMPIRICAL INVESTIGATION ASHA RONGALI	67		
<b>19</b> .	PRIVATE LABEL BRANDS - NATIONAL AND INTERNATIONAL SCENARIO: A REVIEW BASED PAPER MAMTA RANGA	71		
<b>20</b> .	BANK INSURANCE MODEL: A FINANCIAL STRATEGY FOR GROWTH SASMITA SAHOO	75		
	REQUEST FOR FEEDBACK & DISCLAIMER	78		

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### A STUDY ON WAGE AND SALARY ADMINISTRATION IN SMALL SCALE UNITS IN TAMIL NADU DISTRICT

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#### ABSTRACT

Small-scale play a very vital role in the country's economy despite the phenomenal growth in the large-scale sector. In fact, the small-scale sector is playing a vital role in the growth of national economies the world over and is considered to be the engine of growth in most countries. Wage and Salary Administration deals with establishment and implementation of sound policies and practices of employee's compensation. It includes job evaluation, surveys of wage and salaries, analysis of organizational problems, development and maintenance of wage structure, establishing rules for administering wages, wage, incentives, profit sharing, wage changes and adjustments, supplementary payments, compensation costs etc. The Primary data collected through questionnaire and interview method. Secondary data collected through books, journals and internet. All respondents got regular wages and salaries, wage incentives and other facilities also. Their relationship with management is sound.

#### **KEYWORDS**

compensation, job evaluation, wage and salary administration.

### INTRODUCTION

age and salary" is a practical study performance of a company practically adopted. Employees' compensation is one of the major determinants of employee satisfaction in an organization. The compensation policy and the reward system of an organization are viewed by the employee as indicators of the management's attitude and concern for them. It is not just the compensation in tote, but its fairness as perceived by the employees that determines the success of a wage and salary administration system. Hence, it very important for the management to design and implement its compensation system with utmost care and tact. A good wage and salary administration should be able to attract and retain employees, give them fair deal, keep the organization competitive and motivate employees to perform their best. Wage and salary determination and its administration has always remains sensitive issue for an organizational management, since employees moral, motivation, productivity and their relationship with the management more or less associated with the compensation. Traditionally, pay scales in compensation has always remained as a major yardstick for the success or failure or concern for the employees by an organization. Traditionally, pay scales in companies reflected the importance of the work and the responsibility level. Today organization tries more to assess the worth of an individual in terms of his performance and contribution to the organization. With the growing demands of the workforce and the constant challenges in the business environment, organizations have to evolve an accurate system for evaluating jobs and assessing their worth. This study is made to know how the employees are graded and how they are paid wage and salaries. Wages are paid by hourly or daily, whereas salaries are paid by monthly basis.

#### **RESEARCH DESIGN**

A research design is a blue print for fulfilling objectives and answering questions. This study is made to know how the employees are graded and how they are paid wage and salaries. Wages are paid by hourly or daily, whereas salaries are paid by monthly basis.

Wage and salaries for a particular employee or employer depends upon the various factors like his grade, position, qualifications, place (urban, rural etc), (Inflation), type of organization, industry, etc Per-capita income of a country is calculated upon the wage or salaries of an individual.

This study helps to know how to compensate the work done by individual in Small scale units.

#### STATEMENT OF THE PROBLEM

Study of wage and salaries of an organization is very important because it helps to know whether the employees are rightly compensated for their work. It also helps to know whether the employees are satisfied with their wages and salaries. It is also important to know whether the company is following the right pay scale. To know various allowance, like washing allowance, stitching allowance, city compensatory allowance, perks allowance etc.

#### **OBJECTIVES OF THE STUDY**

The specific objectives of the study are as follows:

- 1. To study the various wage groups.
- 2. To bring out the findings of wage structure.
- 3. To examine the various rating scales.
- 4. To know the different allowances.
- 5. To study the employee opinion for wage and salary

#### SCOPE OF THE STUDY

The scope of the study is vast. The study has covered the employees and employers' wages and salaries of different groups and grades. WAGES

Wages are payments made by the employer for the efforts put in by the workers in production, there are payments made for the service rendered by labour or if he/she paid by the hourly or day he/she is stated to be in receipt of wages.

#### SALARY

Salaries are remunerations paid to the classical and managerial, personnel employed on monthly or annual basis or if a worker is paid by the year, he/she is considers being in receipt of a salary.

#### MINIMUM WAGES ACT 1948

Minimum wages act is based on skill, unskilled, semi-skill, super-skill. State government will issue the notification of wages what a company should pay for the employees. Even for contract basis employees are also comes under unskilled labour.

According to this act, employees whose wages average is more than Rs.16000/- in a month are covered under the act.

#### THE PAYMENT OF BONUS ACT 1965

In the earlier days bonus may be called as "Bhakshish". This act shall apply to every factory and every establishment in which 20 or more persons are employed on any day during an accounting year. A person or employee who is getting less than Rs.3500 is eligible to take the bonus. A temporary workmen also a eligible person to take the bonus.

Even a probationary employee is also eligible to take bonus or a piece rate worker is paying 8.33% minimum bonus every year, weather the company is under loss or profit.

#### EQUAL REMUNERATION ACT

According to this act there is no discrimination of male and female. For both men and women employees are paid equal remuneration. In this Act there will be no sex differentiation.

#### METHODOLOGY

The quality of project work will be depending upon the methodology adopted for the study. Methodology in term depends upon the nature of the project work. The use of proper methodology is an essential part of any research in order to conduct the study scientifically certain measures and methods are to be followed. Some of those are as follows:

Research design used

- Data collection method
- Research measuring tool
- Sampling scheme
- Field work
- Analysis
- Analysis
   SAMPLING

# SAMPLE UNIT

SAMPLE UNIT

The sample unit consists of the officers and workers of Small Scale Units.

#### SAMPLE SIZE

The sample size of this study consists of 100 respondents, which 10 respondents are officers and remaining 90 respondents are employees.

#### SAMPLE TYPE

Non-probability of convenient sampling method has been adopted to choose the sample units for data collection.

#### RESEARCH METHOD

Direct interview with officials, workers, face-to-face discussion and Questionnaire method.

#### METHOD OF ANALYSIS

After collecting all the information, it was transferred to a worksheet. The data relating to set off the objectives was then classified and the findings recorded after which the data was graphically represented.

#### **PROFILE OF THE RESPONDENTS**

The respondents are mainly divided on the basis of Age. Experience and Wage & Salary grade.

#### METHODS OF DATA COLLECTION

PRIMARY DATA

#### Direct interview with department officials

• Face-to-face discussion with the officials and workers.

• Question Schedule is used to collect the data for field work.

#### SECONDARY DATA

Collecting data through old reports, manuals and other relevant documents, books, journals etc.

#### ANALYSIS

#### Age wise distribution of sample respondents

The total number of respondent age are divided in to four categories

- 25-35
- 35-45
- 45-55
- 55 and above

#### TABLE 1: THE EXPERIENCE WISE DISTRIBUTION OF SAMPLE RESPONDENTS

S No	Years of experience	No. of Respondents	percentage
1	25-35	30	30%
2.	35-45	28	28%
3.	45-55	34	34%
4.	55& above	8	8%
	Total	100	100%

Source: Primary data

The above table shows that 34 percent of the respondents come under the age group of 45 to 55, followed by 30 percent of respondents under the age group 25 to 35. whereas 28 percent of the respondents age comes under 35 to 45. Finally, 8 percent of the respondent's age comes under 55 and above **Experience wise distribution of sample respondents** 

The total number of respondent's experience is divided in to five categories:

<sup>•</sup> Less than one year

#### VOLUME NO. 8 (2017), ISSUE NO. 04 (APRIL)

- One year to five years
- Five years to ten years
- Ten years to fifteen years
- Fifteen and above

TABLE 2

S No	Years of experience	No. of Respondents	percentage		
1	Less than one year	14	14%		
2.	One year to Five years	10	10%		
3.	Five years to ten years	35	35%		
4.	Ten years to fifteen years	19	19%		
5.	Fifteen and above	22	22%		
	Total	100	100%		
Source: Primary Data					

Table shows that the 35 Percent of the respondents have the experience ranging from five to ten years followed by 22 percent of the respondents have the experience of fifteen years and above. Next is the 19 percent of the respondents have got the experience of the ten to fifteen years. 14 percent of the respondents have got the experience of less than a year and 10 percent of the respondents have got the experience of less than five years.

Table shows that the 35 Percent of the respondents have the experience ranging from five to ten years followed by 22 percent of the respondents have the experience of fifteen years and above. Next is the 19 percent of the respondents have got the experience of the ten to fifteen years. 14 percent of the respondents have got the experience of less than a year and 10 percent of the respondents have got the experience of less than five years.

#### Wage and salary grade wise distribution of sample respondents

The total number of respondents occupation are divided in to 3 categories

- Wage group 'A 'to 'E'
- Selection G grade 1to 3
- Office Grade I to X

#### TABLE 3: THE WAGE AND SALARY GRADE WISE DISTRIBUTION OF RESPONDENTS

S No	Variables	No. of Respondents	percentage
1.	Wage Grope 'A 'to 'E'	71	71%
2.	Selection Grade I – III	19	19%
3.	Office Grade I – X	10	10%
4.	Total	100	100%

Source: Primary Data

Table show that 71 percent of the respondents are despondent to wage group 'A'-'E', 19 percent of the respondents are belonging to selection grade I-III and 10 percent of the respondents are at officer grade I-X

#### SUMMARY OF FINDINGS

- It is found that the 35 percent of the respondents have the experience ranging from five to ten years.
- It is understood that 62 percent of the respondents are working as permanent
- It is find that 71 percent of the respondents are belonging to the wage group 'A' to 'E'.

#### CONCLUSION

"Wage and Salary is a practical study performance of a company practically adopted among the four most important M's, Men play a dominant role. The only way by which men can be gained, retained and satisfied is through wages and salaries. This study is made to know how the employees are graded, how they are paid wage and salaries and to know the employee's opinion about the reward system of a company, wages are paid by hourly or daily whereas salaries are paid by monthly basis.

However, the company has adapted to the wage legislation of our country of to reward their employees. So this research study also helps me to gain a new knowledge and the opinion of selected employees about their rewards system.

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