
Human Resources Planning, Recruiting and Maintenance with Special Reference to Singareni Collieries Co.Ltd.Manuguru.

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ABSTRACT

As a native of Manuguru coal belt area I want to produce some interesting information to the reader about “ Singareni Collieries Co.Ltd. and human resource procedure in that through this paper. Manpower means Human Resources of an organization. Every organization needs well established manpower. Manpower planning means selecting and recruiting the human resources at the right place and right time, and also right person as per the recruitment of the organization”. Effective manpower planning results effective output by the skilled employees. It is the process of identifying the suitable employees. An organization may have different types of employees, skilled, semi skilled and unskilled. If an organization succeeded in effective planning of manpower it can expect the effective growth. In this regard this paper examines the manpower planning strategies and processes of SCCL Manuguru (Mandal) located in Telangana State. Among the coal producing companies SCCL occupies a vital position. For better understanding of the origin and growth of SCCL an attempt has been made in this paper. In a developing economy like India coal mining occupies a pivotal place since

coal is the basic input for power and fuel to many basic and important industries like power houses, Iron and Steel, Railway, Shipping and construction industries etc. Apart from these industries like cement, fertilizers, chemicals, paper industries and thousands of medium and small scale industries are the main consumers of coal for their major input as fuel or energy requirement in process. Despite the development of alternative fuel sources like electricity, petrol and solar energy, coal continues to be major fuel material in many industries. Thus the coal industry plays a strategic role in the industrial development of any country, like India.

Keywords

Human Resources, Skilled Employees, Effective growth, Industrial development.

INTRODUCTION

Origin and Growth of SCCL

SCCL is the oldest public sector company in India carrying the mining activities in the “ Godaavari Valley “ and catering to the needs of the consumers in southern India. The company has a history of more than hundred and twelve years since the origin.

Of the origin of the SCCL may be traced back to the year 1871 when the coal was

first discovered in the Nazism state at “Yellandu”. In those days pilgrims going to “Bhadrachalam “ used to stop their travel by road after getting down at yellandu railway station before continuing their journey. One such party arranged the firewood between them they observed that the stones were also burning , emitting heat even after the firewood was consumed. Based on their report the concerned authorities arrange through investigation, coal deposits were to be quite huge around the village of Singareni “.

The Hyderabad (Deccan) company started its coal mining activities in “Yellandu” in the year 1889. Later in the 1921 the company was converted in to a public LTD company with name as The Singareni Collieries Company Ltd (SCCL) and in 1961 it became a public sector undertaking, being managed by the board of directors appointed by the central and state governments having shares in the ratio of 51:49 finances the share capital of the company respectively. With the fraction of present private holding, SCCL has exclusive mining rights of coal in Telangana. Mining operations of SCCL over 320 kms. In 1921 its scrips were purchased in London Stock Exchange and the name of the company was changed to the “ Singareni Collieries Company Ltd” after the name of the village Singareni where the coal was first found. The company became government company after Nizam purchased its shares from London Stock Exchange in 1945.

Later after Independence it came under the control of government of India and Andhra

Pradesh as a joint venture with equity ratio of 51:49 respectively. The SCCL is engaged in coal mining in four districts of Telangana namely, Khammam, Adilabad, Karimnagar and Warangal. In Over all India it spreads to 6% geographical area producing 10% of total coal. The SCCL has also the distinction of the first Government Coal Industry.

HUMAN RESOURCE PLANNING IN SCCL

“ If you have planned well half of your work has been done “

LEARNING OBJECTIVES

After reading this paper the reader will be able to understand ,

- The importance of manpower planning in an organizational well being.
- Role and significance of career planning.
- Impact of career management on Coal Production.
- The quality of an organization to a large extent depends upon the quality of people it hires and maintains. Therefore, before actually selecting the right people for right jobs, it becomes a prerequisite to decide on the quality and quantity of the people required in the organization. This is done through manpower planning, Human Resource Management, thus begins with man power planning.(P. Subba Rao, “ Essentials of Human Resource Management and Industrial Relations” p.3)

DEFINITION

- According to Coleman Bruce “Manpower planning is the process of determining man power requirements and the means for meeting these requirements in order to carry out the integrated plans of the organization “.

PROCESS OF MAN POWER PLANNING IN SCCL

➤ Assessment or Identification of Need

Current assessment of jobs, skills, Competence etc. required of personal is the primary step in the man power planning. It also involves the process of job analysis, job description, and job specification etc. In SCCL industrial engineering department assists the management in deploying the required man power keeping in view the business goals. Future assessment of man power is done keeping in view of the future skills required desired levels of performance and the kind of technology be introduced. IED Department of corporate planning and personal department assist the management in this regard with the consultation of other departments concerned.

➤ Selection and Recruitment

- A separate cell called “ Recruitment cell “ has been setup being one of the wings of personal department in 1989.
- Effective organization and conducting interviews
- Transparency in adopting scientific method of selection
- Complying with government directive in the following rule of reservation.

➤ Compensation or Remuneration

- Wage administration and revision through National Coal Wage Agreements (NCWAs).
- Monthly Wage Incentive Plans
- Performance linked Reward Scheme

HUMAN RESOURCES MAINTENANCE OR RETENTION

- **EPR** - In order to maintain the Human Resources in the SCCL they will maintaining Employees Personal Record (EPR). This EPR is used for extending perks and fringe benefits, medical facilities, housing, training etc. It also provides social security schemes for the employee well being. SCCL Constructs the Sports zones, recreation clubs, community halls, libraries and educational institutions. For example SCCL has

established “ Singareni Collieries Educational Society “ (Singareni Collieries Womens Degree College Kothagudem) Especially for the children of the employees.

- **Training and Development** – HRD Department will look after the training and career development activities in the SCCL. Like, imparting basic training as per statue to the newly recruited employees as required by law through MVTCs. They will provide refresher training classes for employees as per statue. And also conducting various workshops on work culture etc. For the training and HRD, employee maintenance and retention SCCL allocates crores in their annual budget.(Raavi Radhika “HRD Processes at Singareni Collieries Company Limited Kothagudem (A.p)”, International Journal of Innovation, Management and Technology, Vol. 2, No. 1)
- **Control Measures** - As part of control measures SCCL conduct, Discipline & Appeal rules applicable to the executives. Standing orders for wage bard employees. They will provide counseling programs for the employees working on various geographical areas like underground mines and as well as opencasts. It also implements performance appraisal systems applicable to the executives.

IMPORTANT MANOWER POLICIES IN SCCL

- Effective communication with employees
- Voluntary Retirement (Golden Handshake)Scheme
- Transfer/Re-deployment Policy
- I.R Policy
- Outsourcing .

Among the mentioned policies the most effective one and very popular is “**Voluntary retirement (Golden Handshake)Scheme** “. Man power planning is the main effective element in an organization. In this scheme the company is removing the employees , those are not capable and suitable for the present working conditions. By this the company again planning the efficient employees for better productivity and optimum utilization of resources.

By reviewing the paper reader can get clear idea that how much priority was given for HR Practices, employee safety measures in SCCL.

FINDINGS

- The employees are feeling satisfied in the organization under the governance of top management.
- In SCCL IED (Industrial Engineering Department) is helping the HRD (Human Resource Department) in selection of efficient employees.

- The employees are trained after recruitment according to their job description.
- Mining executives like supdt. Of manager, over man, ventilation officer, etc., are playing key role in performing the duties for better results through the efficient manpower (Coal cutters, Roller boys etc).

SUGGESTIONS

There is no doubt in finalizing that, being a Giant industry, SCCL recruiting and maintaining skilled employees very effectively. Here after examining all this parameters wanted to suggest few things as follows..

- The company is lacking the accuracy in forecasting the demand and supply of manpower so it has to maintain accurately.
- Whenever technological changes take place organization should provide certain training methods so that the workers are able to adopt to the changes.
- Management has to give better training facilities for reducing accidents in the mines.

CONCLUSION

We could conclude that SCCL follows dynamic manpower planning strategies. Having sound written personal policies

circulated to all departments and employees in form of personal manual. They are not only kept statistics and also are made to effect suitable changes according to the changing scenario of the organization. This indicates that the policies are not too rigid or too flexible.

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