

SUMMER INTERNSHIP PROJECT REPORT

**“Study on the impact of Workplace Flexibility on Work - Family
Enrichment in Non - Government Organization (NGO) -
Shubham Nari Shakti Mahila Kalyan Samiti”**

Submitted To:
**D. M. S. R., G. S. College of Commerce & Economics, Nagpur.
(An Autonomous Institution)**

Affiliated To:
Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

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NAAC Accredited “A” Grade Institution**



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CERTIFICATE

This is to certify that the investigation described in this report titled “**Study on the impact of Workplace Flexibility on Work - Family Enrichment in Non - Government Organization (NGO) - Shubham Nari Shakti Mahila Kalyan Samiti**” has been conducted by **Mr. Saurabh A. Zade** during the summer internship project. The study was done in the organization, **Shubham Nari Shakti Mahila Kalyan Samiti**, in partial fulfillment of the requirement for the degree of Master of Business Administration of **G. S. College of Commerce & Economics, D. M. S. R., Nagpur**, Affiliated to **R. T. M. Nagpur University, Nagpur**.

This work is the own work of the candidate, complete in all respects and is of sufficiently high standard to warrant its submission to the said degree. The assistance and resources used for this work are duly acknowledged.

Dr. Pragati Richa Pandey
(Faculty Guide)

Dr. Sonali Gadekar
(M. B. A. Co-Ordinator)

CERTIFICATE



CERTIFICATE OF COMPLETION

SAURABH ARUNRAO ZADE

This is to certify that Saurabh Arunrao Zade, MBA student Of G. S. College Of Commerce & Economics, DMSR, Nagpur has completed his Internship with Shubham Nari Shakti Mahila Kalyan Samiti from the period of 25th October 2021 to 01st January 2022 as a Human Resource Intern.

SHUBHAM MALVIYA
Authority Signatory

ACKNOWLEDGEMENT

It is a matter of pride and privilege for me to have done a summer internship project in “**Shubham Nari Shakti Mahila Kalyan Samiti**” and I am sincerely thankful to them for providing this opportunity to me.

I am thankful to Mr. Shubham Malviya for guiding me through this project and continuously encouraging me. It would not have been possible to complete this project without his support.

I am also thankful to all the faculty members of Department of Management Sciences and Research, G. S. College of Commerce and Economics, Nagpur and particularly my mentor **Dr. Pragati Richa Pandey** for helping me during the project.

I am thankful to the Principal of G. S. College of Commerce & Economics, Nagpur, **Dr. N. Y. Khandait** and to the Dean of the D. M. S. R., **Mr. Anand Kale**.

Finally, I am grateful to my family and friends for their unending support.

Signature
Saurabh A. Zade
(Roll No. 49)

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INTRODUCTION

Introduction to Workplace Flexibility

Workplace flexibility is a strategy of responding to changing circumstances and expectations. Employees who approach their job with a flexible mindset are typically more highly valued by employers. Similarly, employers who cultivate a flexible work environment are attractive to employees.

How Does Workplace Flexibility Work?

There are a variety of ways that workers and employers can implement workplace flexibility.

Flexible Employees

Workers with an orientation towards flexibility do not say, "It's not my job" or "Do I have to?" when they are asked to take on a new assignment. Instead, flexible employees modify their approach to tasks based on the preferences of stakeholders and the unique demands of each situation.

Flexibility on the part of a worker could be to adjust the hours they work—coming in early, staying late, or working on an off day—to accommodate the needs of the company.

Here are some examples of the ways workers can demonstrate flexibility.

- Learning complex new software that will increase efficiency
- Listening carefully to constructive criticism as part of a performance review
- Offering to cover the responsibilities of a colleague while they are ill or on vacation
- Offering to work extra hours during a year-end crunch
- Pushing aside the work planned for the day to respond to an emerging problem
- Working overtime to help a colleague meet a deadline

Employees with a flexible attitude keep the company's objectives in mind and work to achieve them, tailoring their efforts to the mission at hand.

Flexible Employers

Flexibility skills are also relevant to the approach management takes to managing employees. Flexible managers treat employees as individuals and try to accommodate personal styles and needs. For example, one employee may require more structure in their job duties, and another may function better working independently. Managers will often need to adjust schedules and delegate routine tasks as they focus on reaching the company's priorities.

Some examples of workplace flexibility on the part of a manager include:

- Analyzing the style and preferences of individual subordinates
- Praising the work of a productive employee more frequently because she craves feedback
- Providing release time for parents to attend school programs
- Rewarding subordinates who make impactful suggestions

Flexible Schedules

Workplace flexibility can also refer specifically to regular work arrangements that promote work-life balance, as opposed to one-off accommodations for unusual circumstances. These work arrangements typically include flexible schedules outside of the traditional 9-to-5.

Flextime: Employers with a flextime policy allow their workers to stagger arrival and departure times, as necessary.

Telecommuting: Not every employee needs (or wants) to work in an office; telecommuting lets them work from elsewhere, such as a home office or co-working space. They may telecommute during special conditions, such as inclement weather, or daily.

Condensed schedules: Rather than a five-day workweek, a condensed schedule fits the same amount of work over a shorter amount of time, such as three or four days, giving the employee an additional day or two off during the week.

Benefits of Workplace Flexibility

A flexible work environment has many benefits. It helps workers achieve greater work-life balance, leading to increased employee satisfaction and improved morale. That in turn means employee turnover is reduced, as is the cost to recruit and train new hires. Loyalty, engagement, and retention is improved, which helps a company's productivity and its bottom line.

Employers that permit telecommuting, or working from home, can reduce overhead with less need for office space; working from home can also have a beneficial environmental impact by eliminating lengthy commutes.

Flexible employees, for their part, are willing to do whatever is necessary to get the task accomplished, whether that means taking on more responsibilities, doing different tasks, or doing more at work. Thus, they have more to offer their employer than employees who can only do one or two tasks. Having employees who are willing to step outside their job description means employers do not need to find others to take on more work.

Introduction to Work Enrichment

The work–family literature has been dominated by the traditional scarcity hypothesis, suggesting there is a limited quantity of time, attention, and energy available for all. While performing multiple roles, energy used in one role diminishes the energy available for another role, leading to inter-role conflict. In response to this negative outcome of work–family interface, researchers questioned the conflict perspective asserting the positive side of multiple role participation (i.e., Role accumulation and Expansion approach).

According to the role accumulation approach, employees involved in multiple roles could gain four types of resources, viz. role privileges; status security; status enhancement and enrichment of personality. Consequently, these resources could work against the stress caused by multiple roles.

Further role expansion approach proposed that human body works on the principle of supply and demand i.e., when one performs multiple roles, the body creates energy in response to the demand. Researchers advocated those multiple roles create additional energy and resources. Based on role accumulation and role expansion approach, the positive side of work–family interface has been defined by many researchers with different names.

In present study, the positive side of work–family interface is termed as WFE, as this concept is conceptualized taking care of the problems of earlier available measures. WFE is defined as the extent to which experiences in one role improve the quality of life in the other role. The enrichment process is bi-directional as it operates in both the directions, viz. work to family and family to work. There are two mechanisms through which resources generated in one role promote WFE. Whereas affective path is indirect, instrumental path directly promotes enrichment in another role.

In response to the new working life caused by changes in global and local domains, organizations have become more employee centric. Initiatives like assistance with childcare and elder care, flexi time, flexi schedule, compressed work weeks, job sharing, telecommunicating and part time work, have gained importance across the world as flexibility deprived employees found it difficult to manage work and family roles well often, causing attrition.

This study is entirely focused on two types of flexibility: TF (i.e., employees can choose where and when to work) and OF (i.e., employee has control over the work without supervisory interference). Studies report that the mere presence of flexibility options does not mean employees think they are available for them. Hence, ahead of institutional formal policies, the family friendly culture has always been advocated by researchers. Leaving all flexibility options at back, temporal as well as operational both dimensions of flexibility play a significant role in formulation of family friendly culture.

Thus, to go beyond the presence of flexibility options, this work primarily concentrates on the implementation of the flexibility options.

Integrating social exchange theory with broaden and build theory we theorize the relationship between TF and OF with WFE. The resources and demands regarding flexibility as boundary spanning resource, i.e., the flexibility resource gained in work domain can be utilized by the employee to meet the demands of the family domain or vice versa (e.g., flexi time facilitates single parent employee to pick up his children from school). Drawing on social exchange theory we argued that when employees perceive that the organization is providing flexibility, they draw a positive image of the organization and pay back to the organization with positive emotions. Further we map the main premise of broaden and build theory to our study by arguing that positive emotions at workplace are responsible for outward-oriented thoughts and actions. Unlike inward oriented behavior, outward oriented behavior multiplies the skills and social relationships results into enhanced behavior and affect in family domain.

Introduction to Non- Government Organizations (NGOs) Industry

A non-governmental organization (NGO) is a non-profit group that functions independently of any government. NGOs, sometimes called civil societies, are organized on community, national and international levels to serve a social or political goal such as humanitarian causes or the environment.

About NGOs

While "NGO" has various interpretations, the term is accepted to include non-profit, private organizations that operate outside of government control. Some NGOs rely primarily on volunteers, while others support a paid staff. The World Bank identifies two broad groups of NGOs:

- **Operational NGOs**, which focus on the design and implementation of development projects.
- **Advocacy NGOs**, which defend or promote a specific cause and seek to influence public policy.

Some NGOs may fall under both categories simultaneously. Examples of NGOs include those that support human rights, advocate for improved health, or encourage political participation.

How are NGOs funded?

As non-profits, NGOs rely on a variety of sources for funding, including:

- Membership dues
- Private donations
- The sale of goods and services
- Grants

Despite their independence from governments, some NGOs rely heavily on government funding. Large NGOs may have budgets in the millions or billions of dollars.

Types of NGOs

A few variations of the NGO acronym exist, including:

- **INGO:** An international NGO. For example, the Conference of INGOs of the Council of Europe is comprised of more than three hundred participating INGOs.
- **GONGO:** This means government-organized NGO, often derogatory. *Foreign Policy* describes GONGOs as a government-backed NGOs set up to advocate on the behalf of a repressive regime in the international arena.
- **QUANGO:** Chiefly a British term, often derogatory. A quinoa is a quasi-autonomous non-governmental organization that relies on public funding. Its senior officials are appointed by the government. A *Financial Times* opinion piece writes that quinoas are seen as useless and are often staffed by quango rats.
- **ENGO:** An environmental NGO, for example, Greenpeace or the World Wildlife Fund. Both groups operate internationally in addition to advocating for the environment. They are often simply referred to as NGOs.

COMPANY PROFILE

Introduction to Shubham Nari Shakti Mahila Kalyan Samiti

About

The Samiti started with just five women, but today the group boasts almost 20,000 members. In the age group of 17-60 years, they serve not only the Bhopal area but six other districts coming under the Betul, Hoshangabad, Bhudhni, Rajgadh, Sehore range. Barely 10 years old, has the Samiti met on the first Saturday of every month to solve problems, help the needy or accept cudgels with the officers of the development authorities. They also take a tough stance against police inaction where innocents are made to run around to get their complaints registered. With an Rs 20 per month collection as a donation, they try their best to set things right and have helped not only damsels in distress but also many a member from the other sex. The Samiti has also successfully addressed and sorted out matters related to starvation, children's education, and drinking water and marital.

Support Team

We had undertaken a government project by National Council Vocational Training NCVT. We trained students under this program in sectors like IT sector personality development and soft skills and got them placed in reputed organizations. We also adopted some villages and there we run health and safety campaign together with spreading awareness and collaborating with them to clean the surroundings NCC camps.

The Shubham Nari Shakti Mahila Kalyan Samiti comprises of stay-at-home spouses and for women empowerment who came together under their young president, Shubham Malviya.

President

Shubham Malviya

Shubham Malviya (born 26 April 1996) is an Indian businessperson. He is the Managing Worker and Director of Shubham Credit Cooperative Society limited Bhopal. Also, Shubham Malviya is a President of Shubham Nari Shakti Mahila Kalyan Samiti, a non-profit organization, established in 2007 that works primarily in Energy the domain of Legal, Employment, Health, & Environment, Senior Citizens, Education, Minority, Child & Youth Development, Art & Culture, Food & Nutrition, Animal Husbandry and Agriculture. Its primary office is in Bhopal, Madhya Pradesh.

Literature Review

Books

- **Beri G.C¹** (III Edition), “*Marketing Research*” (This book talks about the Marketing research designs, the method for collecting information, manages and implements the data collection process, analyses the results, and communicates the findings and their implications)
- **Sekaran Uma²** (IV Edition) “*Research Methods for Business*” (This book talks about Elements of Research Design, Methods of Data Collection, Sampling, Data Analysis & Interpretation. Business research methods include many ways of gathering information about an industry, its competition, or the opportunities available that are relevant to conducting research. Some methods include scouring the internet, collecting data at the library, interviewing customers, running surveys and focus groups)
- **Kothari C.R.³**(II Revised Edition), “*Research Methodology Methods and Techniques*” (This book provides us information to understand that research methodology is a way to systematically solve the research problem. It may be understood as a science of studying how research is done scientifically. In it we study the various steps that are adopted by the researcher in studying his research problem along with logic behind them)
- **Gupta S.P.⁴**, “*Statistical Methods*” (This book helps us regarding the statistical tools and their limitations in different fields. According to this book Statistical methods are mathematical formulas, models, and techniques that are used in statistical analysis)

- **Sharma D.D⁵** “*Marketing Research*” (This book provides information regarding Marketing research that how it is concerned with collection of market information systematically and impartially, analysis and evaluation of relevant data and use such data for the benefit of the organization)

- **Cooper R. Donald: Schindler S. Pamela 4, (fourth edition)** ^{six} “*Marketing Research- concepts and cases*” (The Researcher has taken various steps involved in research methodology are recognition of problem, literature review, sampling design, research design, data collection.)

- **Schamus: Statistical Methods 5, (fourth edition)** ^{seven} “*Sultan Chand Publications*” (The information regarding the statistical tools and their limitations in different fields the research is given in the section. This section explains why to use trend analysis and what is the situation in which correlation can be used, and what does correlation means.)

- **Luthans Fred⁸** (IXth Edition) “*Workplace Flexibility*” (This book expedites the concept of Workplace Flexibility which helps to tell that it is particularly important part of an employee’s lifecycle and motivation to remain loyal to and employed with an organization.)

- **Newstorm John W⁹** (2008), “*Workplace Flexibility, Human Behavior at Work*” (This book focuses on the Workplace Flexibility which defined it as simply how content an individual is with his or her job, whether he or she likes the job or not. It is assessed at both the global level and at the facet level)

- **Robbins Stephen¹⁰** (13th Edition), “*Workplace Flexibility*” (This book helps in understanding the Workplace Flexibility employee satisfaction is a measure of workers' contentedness with their job, whether they like the job or individual aspects or facets of jobs, such as nature of work or supervision).
- **Subbarao P.¹¹**, “*Workplace Flexibility*” (This book helps in giving introduction to Transformational leaders inspire and motivate their workforce without micromanaging they trust trained employees to take authority over decisions in their assigned jobs)
- **Greenberg Jerald¹²** (VIIIth Edition), “*Work- Family Enrichment*” (This book helps to understand the various causes of Work- Family Enrichment such as social learning, association heredity and experience)
- **Lepak & Gowan¹³**, “*Human Resource Management*” (This book helps to enlighten organizational learning and leadership research has devoted considerable attention to creativity and innovation models as well as to various related factors, such as personality job tasks, group and organizational characteristics and their interactions that can facilitate or hinder individual and team creativity)
- **Aquinas P G¹⁴**, “*Workplace Flexibility*” (This book helps in defining Workplace Flexibility and leadership research has devoted considerable attention to creativity and innovation models as well as to various related factors,)

- **Ashwathapa K.¹⁵** (VIIth Edition), “*Workplace Flexibility*” (This book helps in giving how Workplace Flexibility from an employee perspective is to earn a good gross salary, have job stability, have a steady career growth, get rewards & recognition, and constantly have new opportunities)
- **Mc Shane L. Steven, Glinow Mary Ann Von & Sharma Radha R.¹⁶** (IIIrd Edition), “*Workplace Flexibility*” (This book helps in giving an idea about the positive effects of Workplace Flexibility include that more efficiency of employees of workplace if they are satisfied with their job, higher employee loyalty leading to more commitment)
- **V.S.P. Rao¹⁷**, “*Human Resource Management*” (This book helps in defining that Workplace Flexibility happens when an employee feels he or she is having job stability, career growth and a comfortable work life balance)
- **Kinicki and Krietner¹⁸** (VIIth Edition), “*Workplace Flexibility*” (This book helped in understanding the Workplace Flexibility is related to the psychology of an employee. A happy & content employee at a job is always motivated to contribute more. On the other hand, a dissatisfied employee is lethargic, makes mistakes & becomes a burden to the company)
- **Pareek Udai¹⁹** (IInd Edition), “*Workplace Flexibility*” (The book explores the core concepts of Workplace Flexibility has been shown to affect a range of outcomes including, but not limited to, Work- Family Enrichment)

Journals/ Magazines:

- **Jeffrey Hill, E., Grzywacz, J. G., Allen, S., Blanchard, V. L., Matz-Costa, C., Shulkin, S., & Pitt-Catsoupes, M. (2008)** ^{twenty}. Defining and conceptualizing workplace flexibility. *Community, Work and Family*, 11(2), 149-163. (This paper situates workplace flexibility in its theoretical contexts to provide researchers with a clearer understanding of what workplace flexibility is, what its mechanisms of operation are, and why it may be related to other concepts.)

- **Galinsky, E., Sakai, K., & Wigton, T. (2011)** ^{twenty-one}. Workplace flexibility: From research to action. *The future of children*, 141-161. (This paper study the large shares of U.S. employees report feeling the need for greater workplace flexibility to enable them to take better care of family responsibilities, the authors examine a large-scale community-engagement initiative to increase workplace flexibility voluntarily)

- **Putnam, L. L., Myers, K. K., & Gailliard, B. M. (2014)** ^{twenty-two}. Examining the tensions in workplace flexibility and exploring options for new directions. *Human Relations*, 67(4), 413-440. (Workplace flexibility initiatives as a potential remedy for work–life conflicts are the focus of a considerable number of investigations. Despite their contributions, research findings reveal tensions and contradictions in the ways that employees, managers, and organizations develop, enact, and respond to these flexibility initiatives.)

- **Pitt-Catsoupes, M., & Matz-Costa, C. (2008)** ^{twenty-three}. The multi-generational workforce: Workplace flexibility and engagement. *Community, work, and Family*, 11(2), 215-229. (This paper explores the perceptions of employees of different ages regarding the flexibility they need at work (flexibility fit) and their engagement with work.)

- **Origo, F., & Pagani, L. (2008)** ^{twenty-four}. Workplace flexibility and job satisfaction: some evidence from Europe. *International Journal of Manpower*. (The purpose of this paper is to empirically test whether various flexible work arrangements produce different effects on alternative measures of job satisfaction in Europe. To evaluate the existence of heterogeneity in the impact of flexibility on job satisfaction, the paper verifies whether this relation varies with workers' characteristics.)
- **Tomaney, J. (1990)** ^{twenty-five}. The reality of workplace flexibility. *Capital & Class*, 14(1), 29-60. (This paper looks at current changes in the organization of work and production in the manufacturing sectors of the advanced capitalist countries.)
- **Goldin, C., & Katz, L. F. (2011)** ^{twenty-six}. The cost of workplace flexibility for high-powered professionals. *The Annals of the American Academy of Political and Social Science*, 638(1), 45-67. (This paper study the pecuniary penalties for family-related amenities in the workplace (e.g., job interruptions, short hours, part-time work, and flexibility during the workday), how women have responded to them, and how the penalties have changed over time.)
- **Greenhaus, J. H., & Powell, G. N. (2006)** ^{twenty-seven}. When work and family are allies: A theory of work-family enrichment. *Academy of management review*, 31(1), 72-92. (This paper faced with an increasing representation of dual-earner partners and single parents in the workforce, a blurring of gender roles, and a shift in employee values (Greenhaus & Singh, 2004), researchers have sought to explain the numerous ways in which work and family roles are interdependent (Barnett, 1998, 1999; Edwards & Rothbard, 2000; Lambert, 1990; Repetti, 1987)

- **Carlson, D. S., Kacmar, K. M., Wayne, J. H., & Grzywacz, J. G. (2006)** ^{twenty-eight}. Measuring the positive side of the work–family interface: Development and validation of a work– family enrichment scale. *Journal of vocational behavior*, 68(1), 131-164. (This study based on current conceptualizations of enrichment, or the positive side of the work–family interface, a multi-dimensional measure of work–family enrichment is developed and validated using five samples.)
- **McNall, L. A., Nicklin, J. M., & Masuda, A. D. (2010)** ^{twenty-nine}. A meta-analytic review of the consequences associated with work–family enrichment. *Journal of Business and Psychology*, 25(3), 381-396. (This study investigated the relationship between work-to-family enrichment (WFE) and family-to-work enrichment (FWE) with work-related, non-work-related, and health-related consequences using meta-analysis.)
- **Kacmar, K. M., Crawford, W. S., Carlson, D. S., Ferguson, M., & Whitten, D. (2014)** ^{thirty}. A short and valid measure of work-family enrichment. *Journal of Occupational Health Psychology*, 19(1), 32. (The stream of research concerning work-family enrichment has generated a significant body of research because it plays a key role in occupational health (Masuda, McNall, Allen, & Nicklin, 2012). work-family enrichment has been defined as “the extent to which experiences in one role improve the quality of life in the other role” (Greenhaus & Powell, 2006, p. 73).)
- **Jaga, A., & Bagraim, J. (2011)** ^{thirty-one}. The relationship between work-family enrichment and work-family satisfaction outcomes. *South African Journal of Psychology*, 41(1), 52-62. (In this study, we investigate the positive aspects of the interface between work and family by examining the relationship between work-family enrichment and work-family satisfaction outcomes.)

- **Lapierre, L. M., Li, Y., Kwan, H. K., Greenhaus, J. H., DiRenzo, M. S., & Shao, P. (2018)** ^{thirty-two}. A meta-analysis of the antecedents of work–family enrichment. *Journal of Organizational Behavior*, 39(4), 385-401. (This study meta-analytically examined theoretically derived antecedents of both directions of work–family enrichment (sometimes labeled facilitation or positive spillover), namely, work– family enrichment and family–work enrichment.)
- **Gareis, K. C., Barnett, R. C., Ertel, K. A., & Berkman, L. F. (2009)** ^{thirty-three}. Work-family enrichment and conflict: additive effects, buffering, or balance. *Journal of marriage and family*, 71(3), 696-707. (In this paper we found no support for a relative-difference model in which the conflict-enrichment balance predicted outcomes.)

TERMINOLOGIES

- **Work Enrichment**

Work-life enrichment describes how positive experiences in work and non-work (home) lives interact to produce gains in satisfaction, health, and performance.

- **Workplace Flexibility**

Workplace flexibility is a strategy of responding to changing circumstances and expectations. Employees who approach their job with a flexible mindset are typically more highly valued by employers. Similarly, employers who cultivate a flexible work environment are attractive to employees.

- **Work Family Enrichment**

Work–family enrichment or work–family facilitation refers to a process at the work-life interface whereby experience or participation in one role increases the quality or performance in the other role.

OBJECTIVES OF STUDY

- To measure the impact of Workplace flexibility on Work- Family Enrichment.

- To identify the significant factors leading to Work Family Enrichment.

- To identify the significant factors leading to Workplace Flexibility.

- To establish the reliability of collected data with respect to Workplace Flexibility and Work Family Enrichment.

- To measure the predictive value of working enrichment in context to Work Family Enrichment in context to Workplace flexibility.

SCOPE OF STUDY

- The study is to determine the factors influencing workplace flexibility and work enrichment in the organization.
- This research also determines the nature of workplace flexibility and work enrichment to make the employees to feel comfort.
- To motivate the employees to continue to work in the same organization with full interest and hence provide the results to the company it wanted.

NEED OF STUDY

The present study has been Descriptive in nature, as it seeks to study previous findings in new context in terms of respondents group, industry, and geography with a new Likert scale.

Type of Investigation:

The present study is Causal relationship because the researcher has attempted to find out the cause- and-effect relationship of Workplace flexibility on Work- Family Enrichment.

Time Horizon:

The study is Cross-Sectional as data has been collected at one time duration.

Study Setting:

The study setting is non-Contrived as the study has been conducted in natural environment and no researcher interference has been there in data collection

Measurement & Scaling:

Four-point Likert (Interval) Scaling has been used for conducting the survey to analyze the impact of Workplace flexibility on Work- Family Enrichment using following measures and scale:

Measures:

- Workplace flexibility (adapted from Clark, S. C. at 2001)
- Work- Family Enrichment (adapted from Clark, S. C. at 2001)

CONTRIBUTION DURING SIP

Learning

I have done my internship in HR department of Shubham Nari Shakti Mahila Kalyan Samiti. During my internship program, I gained lot of experience about NGO environment. I have done my task on recruitment and selection. The major documents must need to keep in personal file: such as Appointment Letter, Educational Certificates, Citizenship Certificate, Nationality Certificate, Character Certificate, Employee History Background and Reference Check, And Employee Information. I prepare those documents. And all the co-workers, staffs and all the higher level of employees and the lower level of employees are strongly connected and communicate with one another on daily basis.

At some point, I also need to conduct interviews on a telephonic mode with the applicants. And duly need to update the excel sheet with the remarks and ratings of the prospective candidates. So that, the upper-level employees know about the lower-level employees job performance and their problems and try to solve that problem within a brief period.

I am working in this organization as an internee (HR department), so I am not much familiar with this organization. But it was a generous gladness for me that the organization gives the opportunity to work on the ground of recruitment and selection procedures. All HR department personnel have supported me very well. I have learned lot of things from this study which will help me to build up my carrier. I really enjoyed my internship in Shubham Nari Shakti Mahila Kalyan Samiti. During my internship period no unpleasant incident has happened.

LIMITATIONS

However, the researcher has tried his best in collecting the relevant information for research report, yet there have been some problems faced by the researcher. The prime difficulties which researcher has faced in collection of information are discussed below:

1. **Small sample size:** Only 252 respondents have been chosen, which is a small number to represent whole of the population. Hence, the results cannot be generalized.
2. **Unwillingness of respondents:** While collecting the data many employees were unwilling to fill the questionnaire. Respondents were having a feeling of wastage of time for them.
3. **Limited area for research:** The area for study has been restricted only to online mode because of which the findings may have a limited value.
4. **Respondents' bias:** There has been biasness in the responses given by respondents due to fear of losing their positions.
5. **Researcher's bias:** There may be biasness on the part of researcher while collecting data and selecting the sample.

RESEARCH METHODOLOGY

To conduct the research, the researcher has used the following research methodology.

Research Design

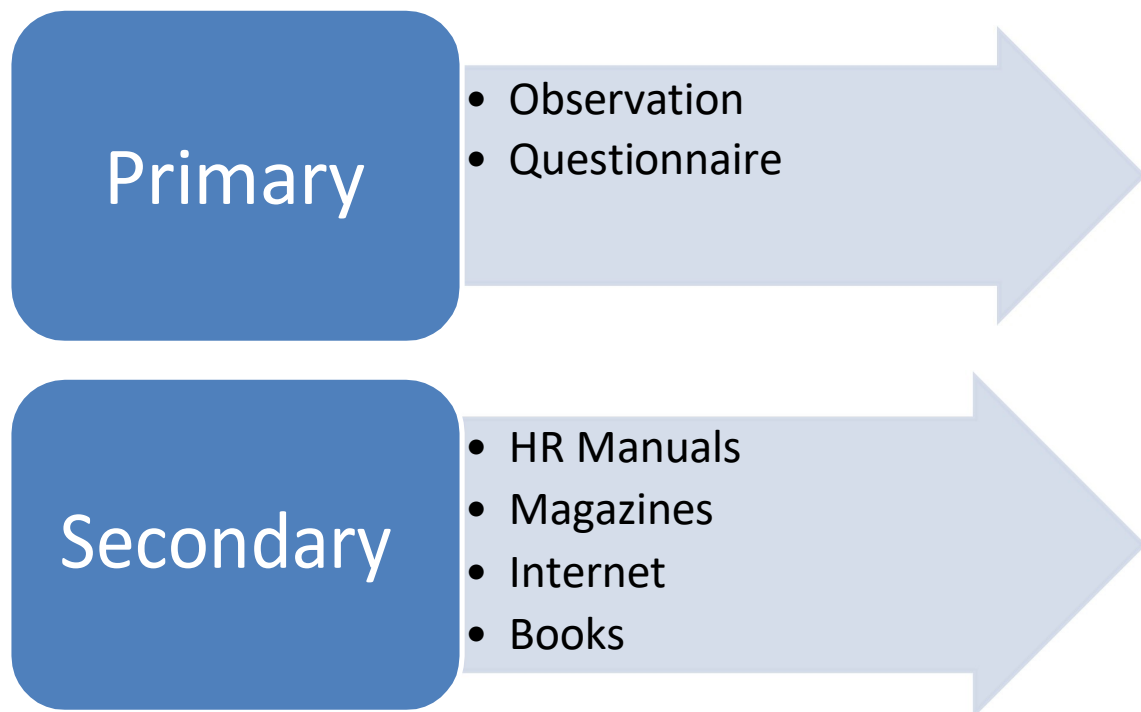
The researcher has used the following framework of research design:

Research Methodology

<i>Purpose of the Study</i>	<i>Descriptive</i>
Type of Investigation	Causal
Study Setting	Non-Contrived
Time Horizon	Cross-Sectional
Measurement And Scaling	<ul style="list-style-type: none"> • Workplace flexibility (adapted from Clark, S. C. at 2001) • Work- Family Enrichment (adapted from Clark, S. C. at 2001) <p><i>Modified 4-Point Likert Scale</i></p>

Data Collection

After the research problem has been identified and selected, the next step is to gather the requisite data. While deciding about the method of data collection to be used for, the researcher should keep in mind two types of data: primary and secondary. In the present study researcher has made use of the primary data which has been collected through observation & personal interview along with the secondary data which has been collected from company's website and from their records, books, magazines, newspapers, and journals.



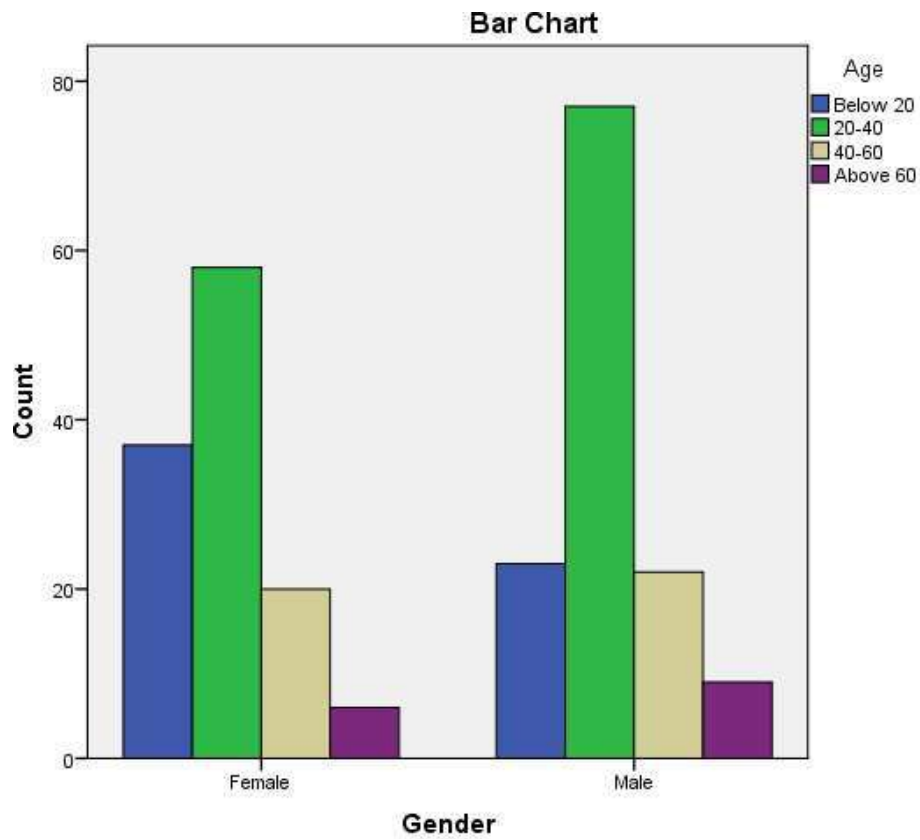
Cross Tabulations

Gender with Age

(Gender with Age)

Gender * Age Cross tabulation

		Age				Total
		Below 20	20-40	40-60	Above 60	
Gender	Count	37	58	20	6	121
	% Within Gender	30.6%	47.9%	16.5%	5.0%	100.0%
	% Within Age	61.7%	43.0%	47.6%	40.0%	48.0%
	% Of Total	14.7%	23.0%	7.9%	2.4%	48.0%
	Residual	8.2	-6.8	-.2	-1.2	
	Std. Residual	1.5	-.8	.0	-.4	
	Count	23	77	22	9	131
	% Within Gender	17.6%	58.8%	16.8%	6.9%	100.0%
	% Within Age	38.3%	57.0%	52.4%	60.0%	52.0%
	% Of Total	9.1%	30.6%	8.7%	3.6%	52.0%
	Residual	-8.2	6.8	.2	1.2	
	Std. Residual	-1.5	.8	.0	.4	
Total	Count	60	135	42	15	252
	% Within Gender	23.8%	53.6%	16.7%	6.0%	100.0%
	% Within Age	100.0%	100.0%	100.0%	100.0%	100.0%
	% Of Total	23.8%	53.6%	16.7%	6.0%	100.0%

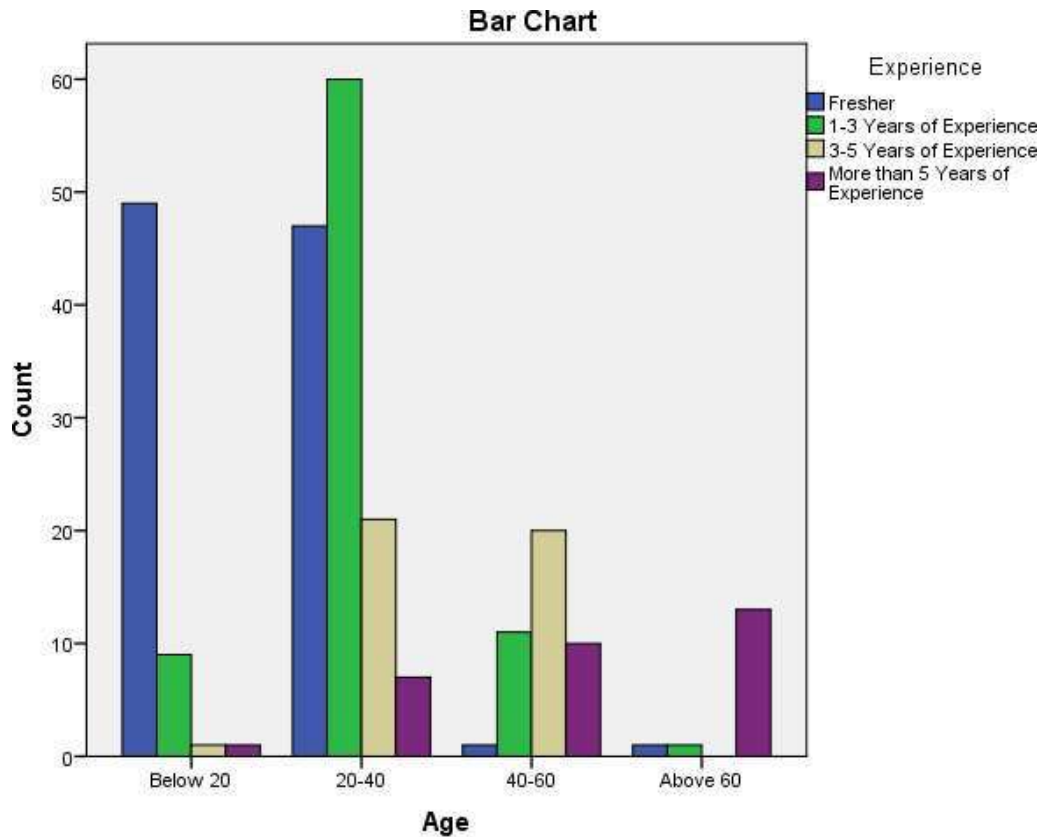


Interpretation:

- Majority of the male and female respondents are Fresher

Age with Experience*(Age with Experience)***Age * Experience Cross tabulation**

		Experience				Total
		Fresher	1-3 Years of Experience	3-5 Years of Experience	More than five Years of Experience	
Age	Count	49	9	1	1	60
	% Within Age	81.7%	15.0%	1.7%	1.7%	100.0%
	% Within Experience	50.0%	11.1%	2.4%	3.2%	23.8%
	% Of Total	19.4%	3.6%	0.4%	0.4%	23.8%
	Residual	25.7	-10.3	-9.0	-6.4	
	Std. Residual	5.3	-2.3	-2.8	-2.3	
	Count	47	60	21	7	135
	% Within Age	34.8%	44.4%	15.6%	5.2%	100.0%
	% Within Experience	48.0%	74.1%	50.0%	22.6%	53.6%
	% Of Total	18.7%	23.8%	8.3%	2.8%	53.6%
	Residual	-5.5	16.6	-1.5	-9.6	
	Std. Residual	-8	2.5	-3	-2.4	
	Count	1	11	20	10	42
	% Within Age	2.4%	26.2%	47.6%	23.8%	100.0%
	% Within Experience	1.0%	13.6%	47.6%	32.3%	16.7%
	% Of Total	0.4%	4.4%	7.9%	4.0%	16.7%
	Residual	-15.3	-2.5	13.0	4.8	
	Std. Residual	-3.8	-.7	4.9	2.1	
	Count	1	1	0	13	15
	% Within Age	6.7%	6.7%	0.0%	86.7%	100.0%
	% Within Experience	1.0%	1.2%	0.0%	41.9%	6.0%
	% Of Total	0.4%	0.4%	0.0%	5.2%	6.0%
	Residual	-4.8	-3.8	-2.5	11.2	
	Std. Residual	-2.0	-1.7	-1.6	8.2	
Total	Count	98	81	42	31	252
	% Within Age	38.9%	32.1%	16.7%	12.3%	100.0%
	% Within Experience	100.0%	100.0%	100.0%	100.0%	100.0%
	% Of Total	38.9%	32.1%	16.7%	12.3%	100.0%

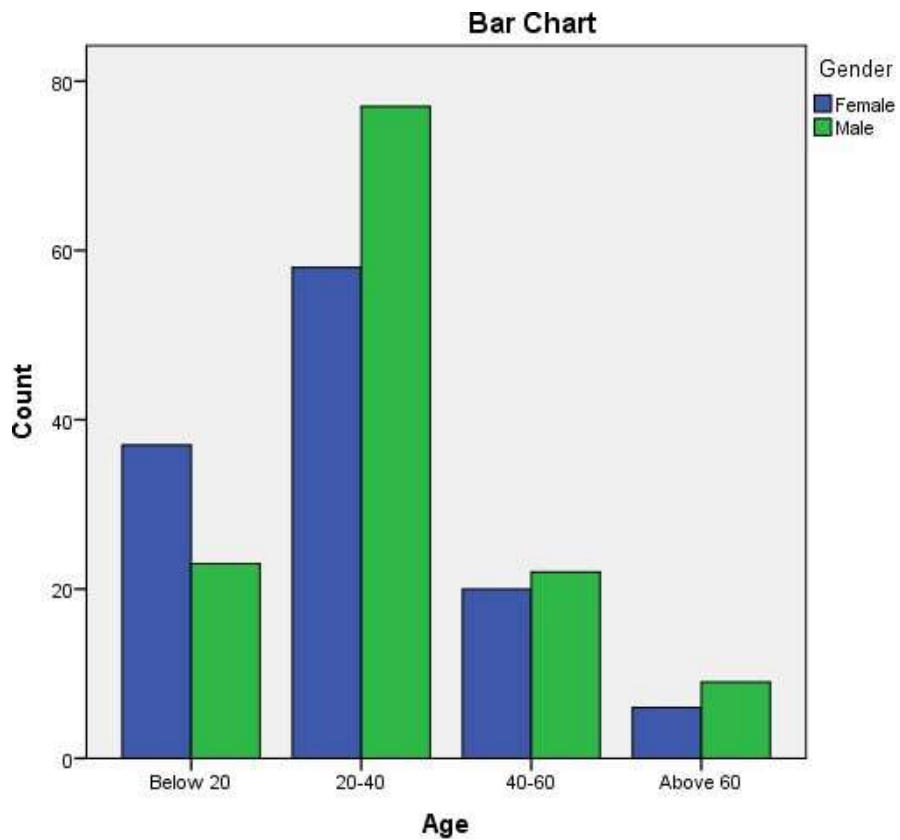


Interpretation:

- Majority of the respondents belongs to age of Below 20 are fresher.
- Majority of the respondents belongs to age group of 20-40 has 1-3 Years of experience.
- Majority of the respondents belongs to age group of 40- 60 has 3-5 Years of experience.
- Majority of the respondents belongs to age group of above 60 has more than 5 years of experience.

Age with Gender*(Age with Gender)***Age * Gender Cross tabulation**

		Gender		Total
		Female	Male	
Age	Count	37	23	60
	% Within Age	61.7%	38.3%	100.0%
	% Within Gender	30.6%	17.6%	23.8%
	% Of Total	14.7%	9.1%	23.8%
	Residual	8.2	-8.2	
	Std. Residual	1.5	-1.5	
	Count	58	77	135
	% Within Age	43.0%	57.0%	100.0%
	% Within Gender	47.9%	58.8%	53.6%
	% Of Total	23.0%	30.6%	53.6%
	Residual	-6.8	6.8	
	Std. Residual	-.8	.8	
	Count	20	22	42
	% Within Age	47.6%	52.4%	100.0%
	% Within Gender	16.5%	16.8%	16.7%
	% Of Total	7.9%	8.7%	16.7%
	Residual	-.2	.2	
	Std. Residual	.0	.0	
	Count	6	9	15
	% Within Age	40.0%	60.0%	100.0%
	% Within Gender	5.0%	6.9%	6.0%
	% Of Total	2.4%	3.6%	6.0%
	Residual	-1.2	1.2	
	Std. Residual	-.4	.4	
Total	Count	121	131	252
	% Within Age	48.0%	52.0%	100.0%
	% Within Gender	100.0%	100.0%	100.0%
	% Of Total	48.0%	52.0%	100.0%

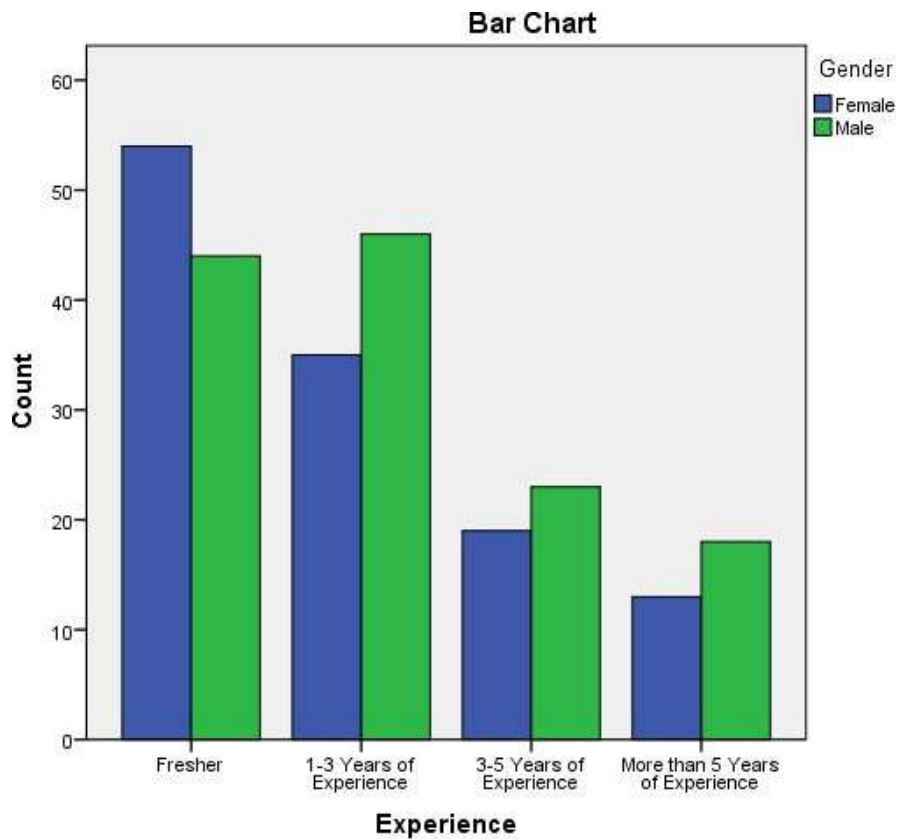


Interpretation:

- Majority of the respondents belongs to age of Below 20 are female.
- Majority of the respondents belongs to age group of 20-40 are male.
- Majority of the respondents belongs to age group of 40- 60 are male.
- Majority of the respondents belongs to age group of above 60 are male.

Experience with Gender*(Experience with Gender)***Experience * Gender Cross tabulation**

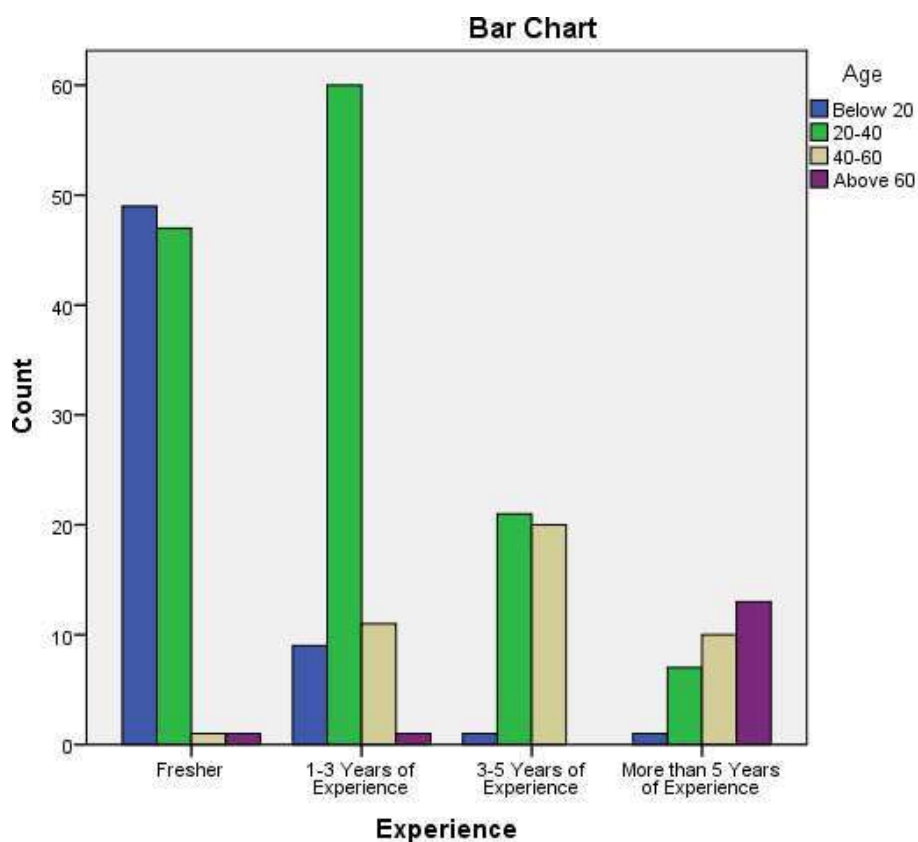
		Gender		Total
		Female	Male	
Experience	Count	54	44	98
	% Within Experience	55.1%	44.9%	100.0%
	% Within Gender	44.6%	33.6%	38.9%
	% Of Total	21.4%	17.5%	38.9%
	Residual	6.9	-6.9	
	Std. Residual	1.0	-1.0	
	Count	35	46	81
	% Within Experience	43.2%	56.8%	100.0%
	% Within Gender	28.9%	35.1%	32.1%
	% Of Total	13.9%	18.3%	32.1%
	Residual	-3.9	3.9	
	Std. Residual	-.6	.6	
	Count	19	23	42
	% Within Experience	45.2%	54.8%	100.0%
	% Within Gender	15.7%	17.6%	16.7%
	% Of Total	7.5%	9.1%	16.7%
	Residual	-1.2	1.2	
	Std. Residual	-.3	.2	
	Count	13	18	31
	% Within Experience	41.9%	58.1%	100.0%
Total	% Within Gender	10.7%	13.7%	12.3%
	% Of Total	5.2%	7.1%	12.3%
	Residual	-1.9	1.9	
	Std. Residual	-.5	.5	
Total	Count	121	131	252
	% Within Experience	48.0%	52.0%	100.0%
	% Within Gender	100.0%	100.0%	100.0%
	% Of Total	48.0%	52.0%	100.0%

**Interpretation:**

- Majority of the respondents who are fresher are female.
- Majority of the respondents who has 1- 3 Years of Experience are male.
- Majority of the respondents who has 3- 5 Years of Experience are male.
- Majority of the respondents who has more than 5 years of experience are male.

Experience with Age*(Experience with Age)***Experience * Age Cross tabulation**

		Age				Total
		Below 20	20-40	40-60	Above 60	
Experience	Count	49	47	1	1	98
	% Within Experience	50.0%	48.0%	1.0%	1.0%	100.0%
	% Within Age	81.7%	34.8%	2.4%	6.7%	38.9%
	% Of Total	19.4%	18.7%	0.4%	0.4%	38.9%
	Residual	25.7	-5.5	-15.3	-4.8	
	Std. Residual	5.3	-.8	-3.8	-2.0	
	Count	9	60	11	1	81
	% Within Experience	11.1%	74.1%	13.6%	1.2%	100.0%
	% Within Age	15.0%	44.4%	26.2%	6.7%	32.1%
	% Of Total	3.6%	23.8%	4.4%	0.4%	32.1%
	Residual	-10.3	16.6	-2.5	-3.8	
	Std. Residual	-2.3	2.5	-.7	-1.7	
	Count	1	21	20	0	42
	% Within Experience	2.4%	50.0%	47.6%	0.0%	100.0%
	% Within Age	1.7%	15.6%	47.6%	0.0%	16.7%
	% Of Total	0.4%	8.3%	7.9%	0.0%	16.7%
	Residual	-9.0	-1.5	13.0	-2.5	
	Std. Residual	-2.8	-.3	4.9	-1.6	
	Count	1	7	10	13	31
	% Within Experience	3.2%	22.6%	32.3%	41.9%	100.0%
	% Within Age	1.7%	5.2%	23.8%	86.7%	12.3%
	% Of Total	0.4%	2.8%	4.0%	5.2%	12.3%
	Residual	-6.4	-9.6	4.8	11.2	
	Std. Residual	-2.3	-2.4	2.1	8.2	
Total	Count	60	135	42	15	252
	% Within Experience	23.8%	53.6%	16.7%	6.0%	100.0%
	% Within Age	100.0%	100.0%	100.0%	100.0%	100.0%
	% Of Total	23.8%	53.6%	16.7%	6.0%	100.0%

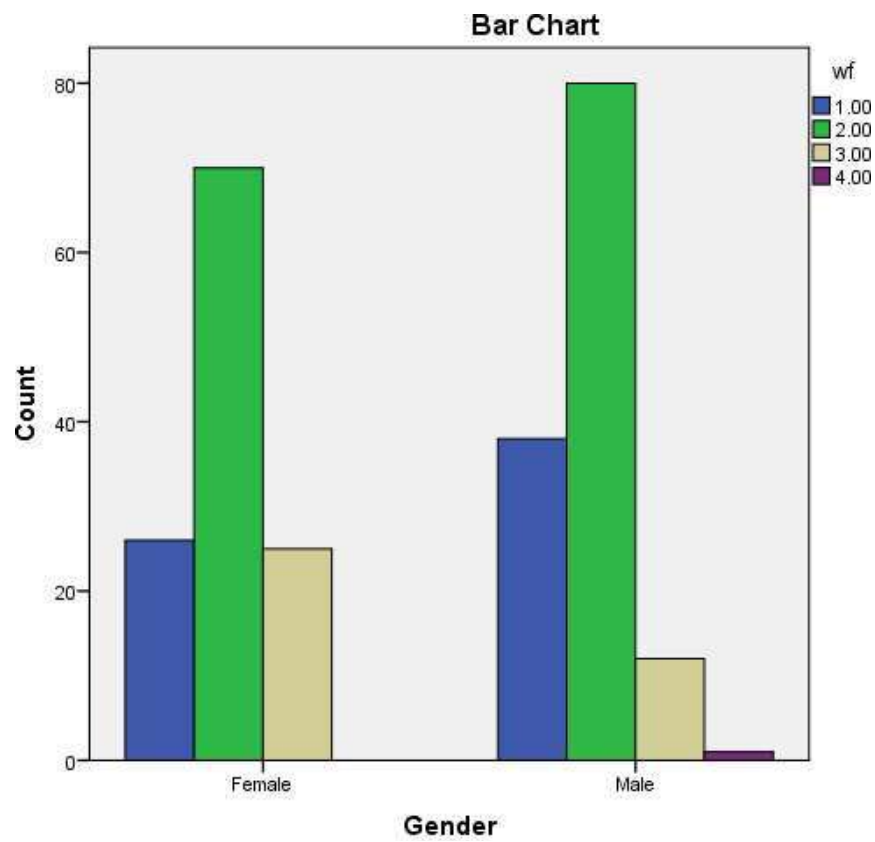


Interpretation:

- Majority of the respondents who are fresher are belongs to age group of below 20.
- Majority of the respondents who has 1- 3 Years of Experience are belongs to age group of 20- 40.
- Majority of the respondents who has 3- 5 Years of Experience are belongs to age group of 40- 60.
- Majority of the respondents who has more than 5 years of experience are belong to age group of above 60.

Gender with Workplace Flexibility*(Gender with Workplace Flexibility)***Gender * we Cross tabulation**

		WFP				Total
		1.00	2.00	3.00	4.00	
Gender	Count	26	70	25	0	121
	% Within Gender	21.5%	57.9%	20.7%	0.0%	100.0%
	% Within we	40.6%	46.7%	67.6%	0.0%	48.0%
	Female % Of Total	10.3%	27.8%	9.9%	0.0%	48.0%
	Residual	-4.7	-2.0	7.2	-.5	
	Std. Residual	-.9	-.2	1.7	-.7	
	Count	38	80	12	1	131
	% Within Gender	29.0%	61.1%	9.2%	0.8%	100.0%
	% Within we	59.4%	53.3%	32.4%	100.0%	52.0%
	Male % Of Total	15.1%	31.7%	4.8%	0.4%	52.0%
	Residual	4.7	2.0	-7.2	.5	
	Std. Residual	.8	.2	-1.6	.7	
Total	Count	64	150	37	1	252
	% Within Gender	25.4%	59.5%	14.7%	0.4%	100.0%
	% Within we	100.0%	100.0%	100.0%	100.0%	100.0%
	% Of Total	25.4%	59.5%	14.7%	0.4%	100.0%

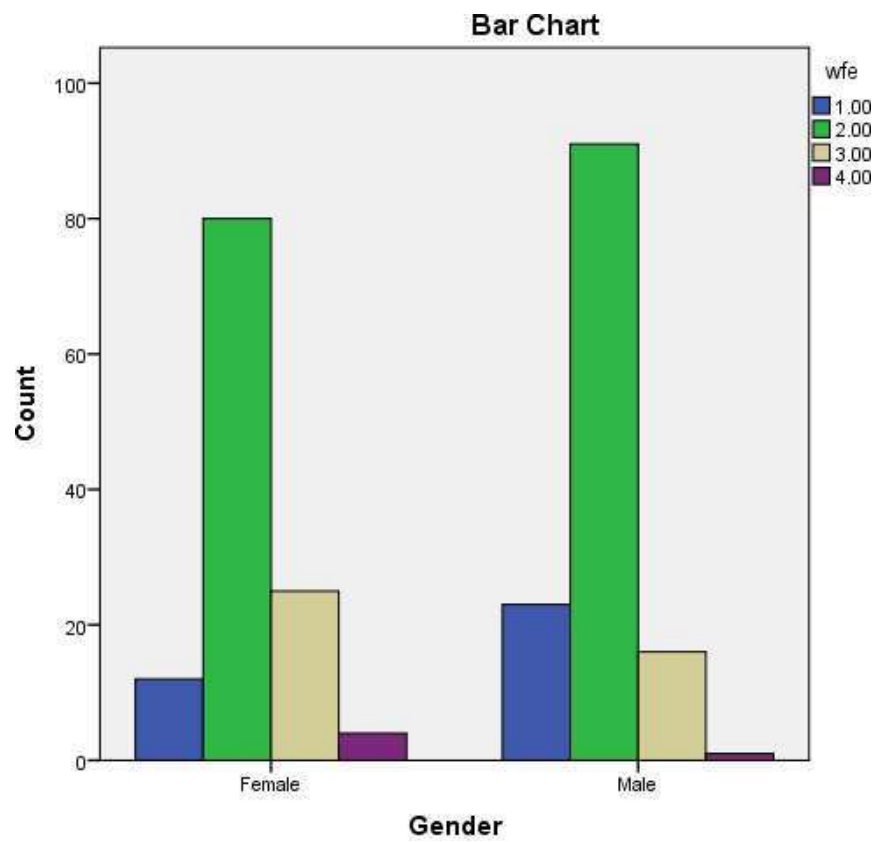


Interpretation:

- Majority of the male and female respondents are agreed with the statements.

Gender with Work- Family Enrichment*(Gender with Work- Family Enrichment)***Gender * wfe Cross tabulation**

		Wfe				Total
		1.00	2.00	3.00	4.00	
Gender	Count	12	80	25	4	121
	% Within Gender	9.9%	66.1%	20.7%	3.3%	100.0%
	% Within wife	34.3%	46.8%	61.0%	80.0%	48.0%
	% Of Total	4.8%	31.7%	9.9%	1.6%	48.0%
	Residual	-4.8	-2.1	5.3	1.6	
	Std. Residual	-1.2	-.2	1.2	1.0	
	Count	23	91	16	1	131
	% Within Gender	17.6%	69.5%	12.2%	0.8%	100.0%
	% Within wife	65.7%	53.2%	39.0%	20.0%	52.0%
	% Of Total	9.1%	36.1%	6.3%	0.4%	52.0%
	Residual	4.8	2.1	-5.3	-1.6	
	Std. Residual	1.1	.2	-1.2	-1.0	
Total	Count	35	171	41	5	252
	% Within Gender	13.9%	67.9%	16.3%	2.0%	100.0%
	% Within wife	100.0%	100.0%	100.0%	100.0%	100.0%
	% Of Total	13.9%	67.9%	16.3%	2.0%	100.0%

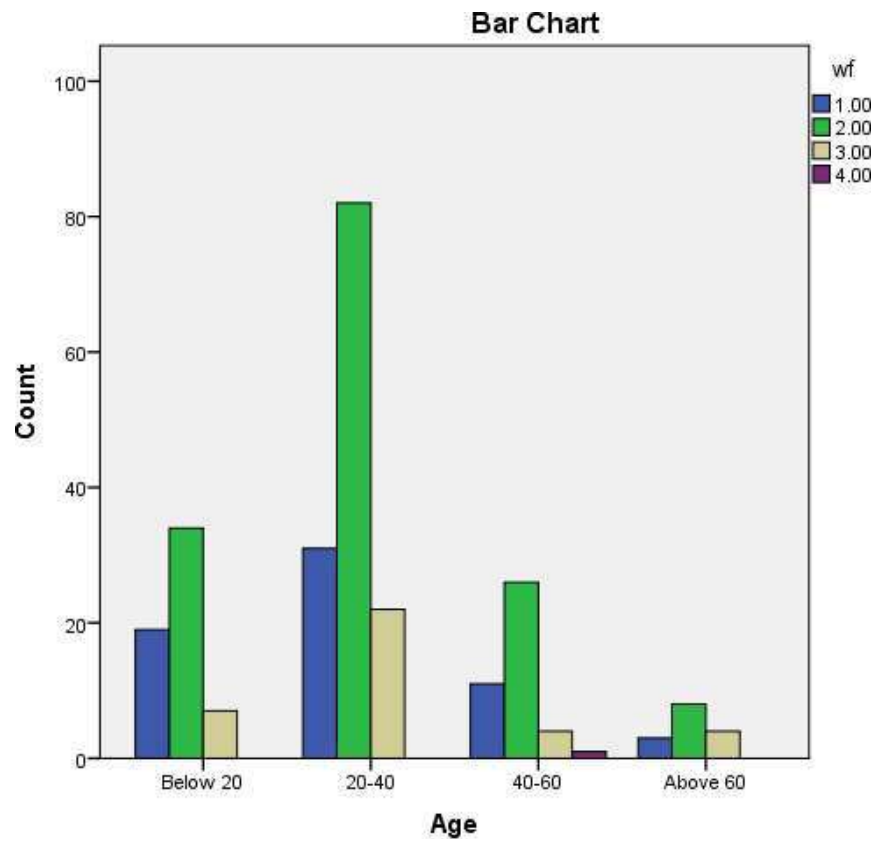


Interpretation:

- Majority of the male and female respondents are agreed with the statements.

Age with Workplace Flexibility*(Age with Workplace Flexibility)***Age * wf Cross tabulation**

		Wf				Total
		1.00	2.00	3.00	4.00	
Age	Count	19	34	7	0	60
	% Within Age	31.7%	56.7%	11.7%	0.0%	100.0%
	% Within we	29.7%	22.7%	18.9%	0.0%	23.8%
	% Of Total	7.5%	13.5%	2.8%	0.0%	23.8%
	Residual	3.8	-1.7	-1.8	-.2	
	Std. Residual	1.0	-.3	-.6	-.5	
	Count	31	82	22	0	135
	% Within Age	23.0%	60.7%	16.3%	0.0%	100.0%
	% Within we	48.4%	54.7%	59.5%	0.0%	53.6%
	% Of Total	12.3%	32.5%	8.7%	0.0%	53.6%
	Residual	-3.3	1.6	2.2	-.5	
	Std. Residual	-.6	.2	.5	-.7	
	Count	11	26	4	1	42
	% Within Age	26.2%	61.9%	9.5%	2.4%	100.0%
	% Within we	17.2%	17.3%	10.8%	100.0%	16.7%
	% Of Total	4.4%	10.3%	1.6%	0.4%	16.7%
	Residual	.3	1.0	-2.2	.8	
	Std. Residual	.1	.2	-.9	2.0	
	Count	3	8	4	0	15
	% Within Age	20.0%	53.3%	26.7%	0.0%	100.0%
	% Within we	4.7%	5.3%	10.8%	0.0%	6.0%
	% Of Total	1.2%	3.2%	1.6%	0.0%	6.0%
	Residual	-.8	-.9	1.8	-.1	
	Std. Residual	-.4	-.3	1.2	-.2	
Total	Count	64	150	37	1	252
	% Within Age	25.4%	59.5%	14.7%	0.4%	100.0%
	% Within we	100.0%	100.0%	100.0%	100.0%	100.0%
	% Of Total	25.4%	59.5%	14.7%	0.4%	100.0%

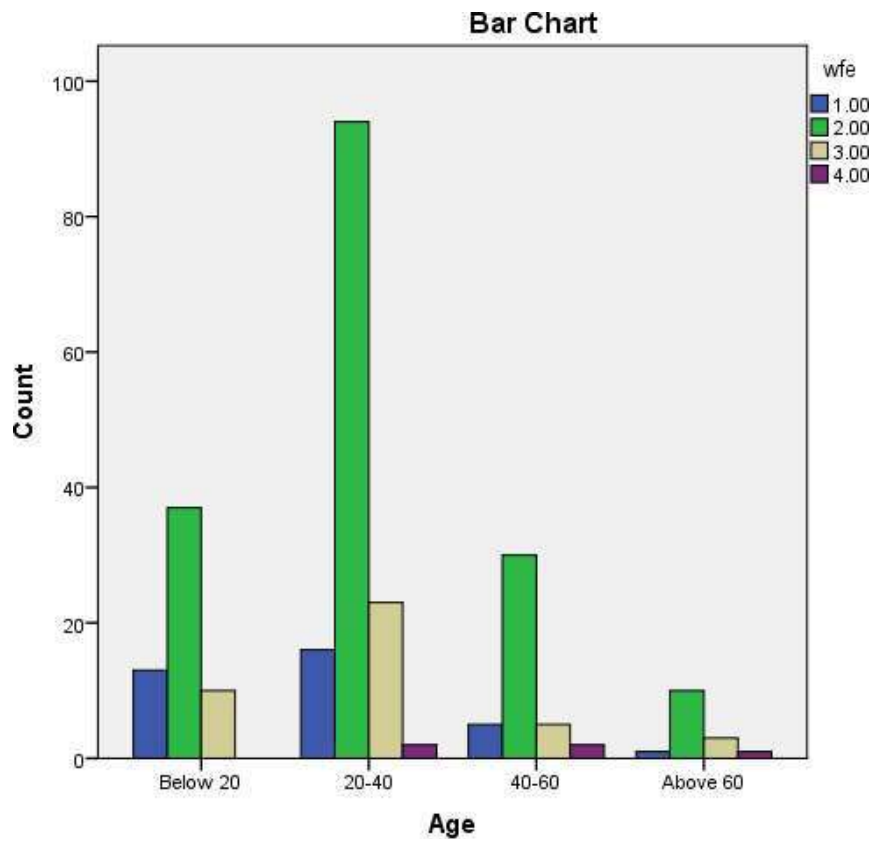


Interpretation:

- Majority of the respondents of all age group are agree with the statements.

Age with Work- Family Enrichment*(Age with Work- Family Enrichment)***Age * wfe Cross tabulation**

		Wfe				Total
		1.00	2.00	3.00	4.00	
Age	Count	13	37	10	0	60
	% Within Age	21.7%	61.7%	16.7%	0.0%	100.0%
	% Within wife	37.1%	21.6%	24.4%	0.0%	23.8%
	% Of Total	5.2%	14.7%	4.0%	0.0%	23.8%
	Residual	4.7	-3.7	.2	-1.2	
	Std. Residual	1.6	-.6	.1	-1.1	
	Count	16	94	23	2	135
	% Within Age	11.9%	69.6%	17.0%	1.5%	100.0%
	% Within wife	45.7%	55.0%	56.1%	40.0%	53.6%
	% Of Total	6.3%	37.3%	9.1%	0.8%	53.6%
	Residual	-2.8	2.4	1.0	-.7	
	Std. Residual	-.6	.3	.2	-.4	
	Count	5	30	5	2	42
	% Within Age	11.9%	71.4%	11.9%	4.8%	100.0%
	% Within wife	14.3%	17.5%	12.2%	40.0%	16.7%
	% Of Total	2.0%	11.9%	2.0%	0.8%	16.7%
	Residual	-.8	1.5	-1.8	1.2	
	Std. Residual	-.3	.3	-.7	1.3	
	Count	1	10	3	1	15
	% Within Age	6.7%	66.7%	20.0%	6.7%	100.0%
	% Within wife	2.9%	5.8%	7.3%	20.0%	6.0%
	% Of Total	0.4%	4.0%	1.2%	0.4%	6.0%
	Residual	-1.1	-.2	.6	.7	
	Std. Residual	-.8	-.1	.4	1.3	
Total	Count	35	171	41	5	252
	% Within Age	13.9%	67.9%	16.3%	2.0%	100.0%
	% Within wife	100.0%	100.0%	100.0%	100.0%	100.0%
	% Of Total	13.9%	67.9%	16.3%	2.0%	100.0%

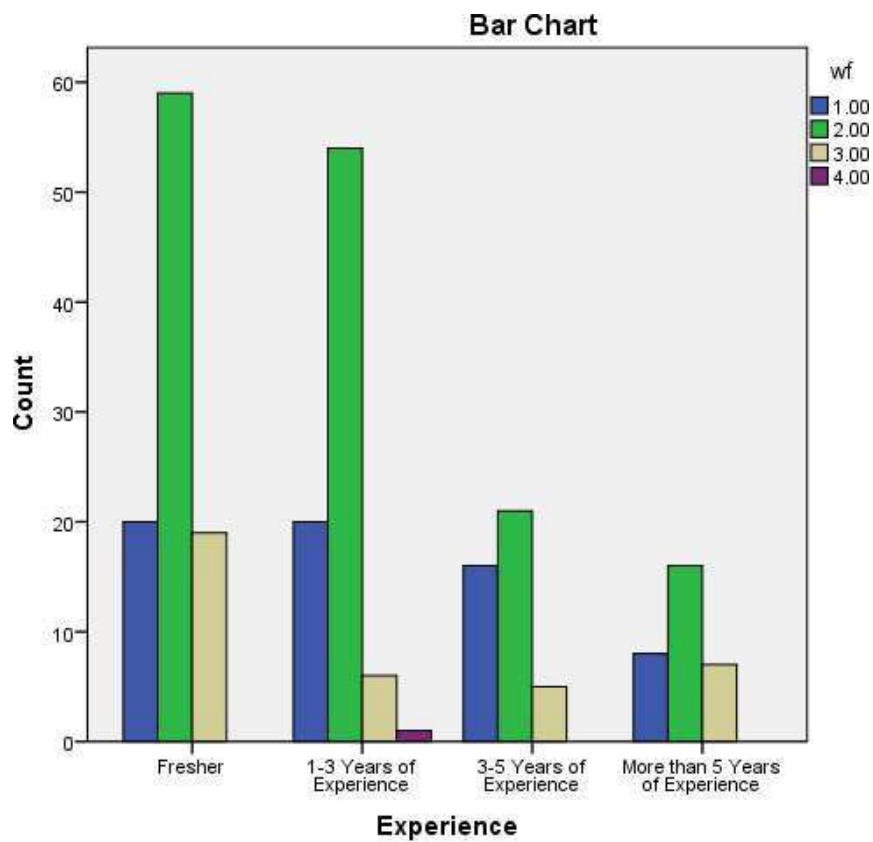


Interpretation:

- Majority of the respondents of all age group are agree with the statements.

Experience with Workplace Flexibility*(Experience with Workplace Flexibility)***Experience * we Cross tabulation**

		WFP				Total
		1.00	2.00	3.00	4.00	
Experience	Count	20	59	19	0	98
	% Within Experience	20.4%	60.2%	19.4%	0.0%	100.0%
	% Within we	31.2%	39.3%	51.4%	0.0%	38.9%
	% Of Total	7.9%	23.4%	7.5%	0.0%	38.9%
	Residual	-4.9	.7	4.6	-.4	
	Std. Residual	-1.0	.1	1.2	-.6	
	Count	20	54	6	1	81
	% Within Experience	24.7%	66.7%	7.4%	1.2%	100.0%
	% Within we	31.2%	36.0%	16.2%	100.0%	32.1%
	% Of Total	7.9%	21.4%	2.4%	0.4%	32.1%
	Residual	-.6	5.8	-5.9	.7	
	Std. Residual	-.1	.8	-1.7	1.2	
	Count	16	21	5	0	42
	% Within Experience	38.1%	50.0%	11.9%	0.0%	100.0%
	% Within we	25.0%	14.0%	13.5%	0.0%	16.7%
	% Of Total	6.3%	8.3%	2.0%	0.0%	16.7%
	Residual	5.3	-4.0	-1.2	-.2	
	Std. Residual	1.6	-.8	-.5	-.4	
	Count	8	16	7	0	31
	% Within Experience	25.8%	51.6%	22.6%	0.0%	100.0%
Total	% Within we	12.5%	10.7%	18.9%	0.0%	12.3%
	% Of Total	3.2%	6.3%	2.8%	0.0%	12.3%
	Residual	.1	-2.5	2.4	-.1	
	Std. Residual	.0	-.6	1.1	-.4	
Total	Count	64	150	37	1	252
	% Within Experience	25.4%	59.5%	14.7%	0.4%	100.0%
	% Within we	100.0%	100.0%	100.0%	100.0%	100.0%
	% Of Total	25.4%	59.5%	14.7%	0.4%	100.0%

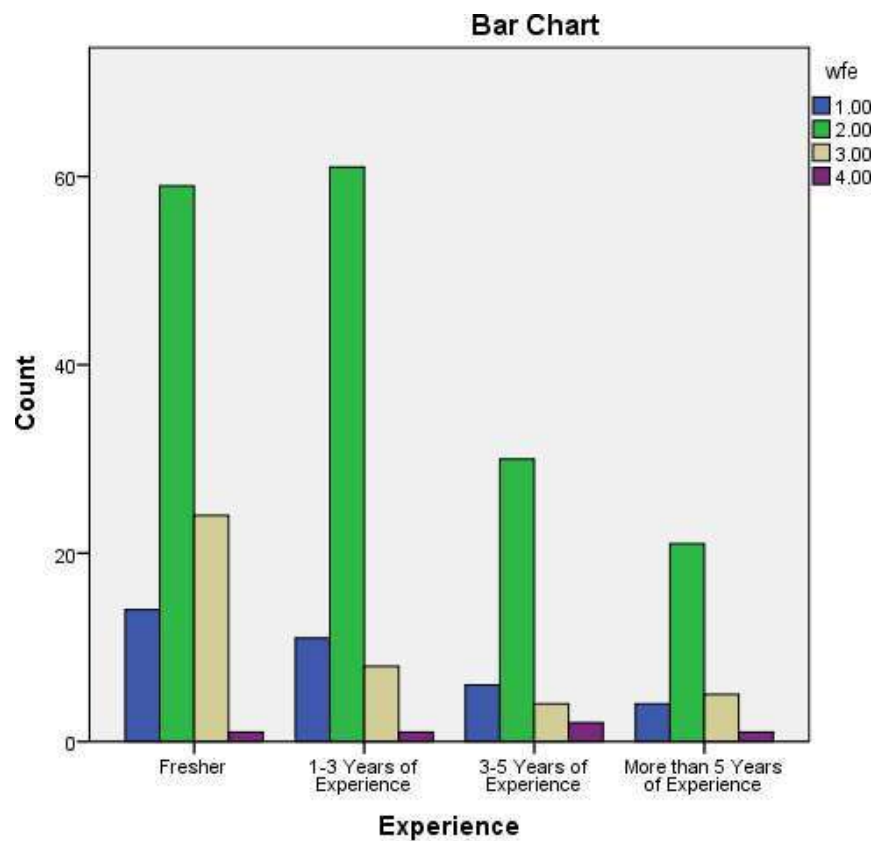


Interpretation:

- Majority of the respondents who are fresher as well as have experience are agree with the statements.

Experience with Work- Family Enrichment*(Experience with Work- Family Enrichment)***Experience * wfe Cross tabulation**

		Wfe				Total
		1.00	2.00	3.00	4.00	
Experience	Count	14	59	24	1	98
	% Within Experience	14.3%	60.2%	24.5%	1.0%	100.0%
	% Within wife	40.0%	34.5%	58.5%	20.0%	38.9%
	% Of Total	5.6%	23.4%	9.5%	0.4%	38.9%
	Residual	.4	-7.5	8.1	-.9	
	Std. Residual	.1	-.9	2.0	-.7	
	Count	11	61	8	1	81
	% Within Experience	13.6%	75.3%	9.9%	1.2%	100.0%
	% Within wife	31.4%	35.7%	19.5%	20.0%	32.1%
	% Of Total	4.4%	24.2%	3.2%	0.4%	32.1%
	Residual	-.3	6.0	-5.2	-.6	
	Std. Residual	-.1	.8	-1.4	-.5	
	Count	6	30	4	2	42
	% Within Experience	14.3%	71.4%	9.5%	4.8%	100.0%
	% Within wife	17.1%	17.5%	9.8%	40.0%	16.7%
	% Of Total	2.4%	11.9%	1.6%	0.8%	16.7%
	Residual	.2	1.5	-2.8	1.2	
	Std. Residual	.1	.3	-1.1	1.3	
	Count	4	21	5	1	31
	% Within Experience	12.9%	67.7%	16.1%	3.2%	100.0%
Total	% Within wife	11.4%	12.3%	12.2%	20.0%	12.3%
	% Of Total	1.6%	8.3%	2.0%	0.4%	12.3%
	Residual	-.3	.0	.0	.4	
	Std. Residual	-.1	.0	.0	.5	
Total	Count	35	171	41	5	252
	% Within Experience	13.9%	67.9%	16.3%	2.0%	100.0%
	% Within wife	100.0%	100.0%	100.0%	100.0%	100.0%
	% Of Total	13.9%	67.9%	16.3%	2.0%	100.0%



Interpretation:

- Majority of the respondents who are fresher as well as have experience are agree with the statements.

Hypothesis Developing and Testing

H1: There is a Positive significant impact of Workplace flexibility on Work- Family Enrichment.

Interpretation

As per coefficient of regression analysis (Appendix-v), Workplace flexibility was found to be significant positive impact on Work- Family Enrichment.

Sample and Sampling Design

Population:	Unknown
Sampling Method:	Non-Probability
Sample Unit:	Employees working in non-governmental organization (NGO) Industry
Sampling Size:	252 Respondents
Sampling Technique:	Convenience Sampling
Sampling Area:	Bhopal

Sample Calculation

Construct	No. of Item	No. of Observation Item	Proposed Sample
Workplace flexibility	13	15	195
Work-Family Enrichment	15	15	225

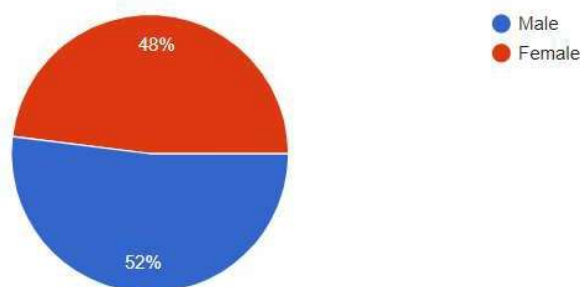
(Source: Siddiqui.2013)

Data Analysis

Sample Profiling:

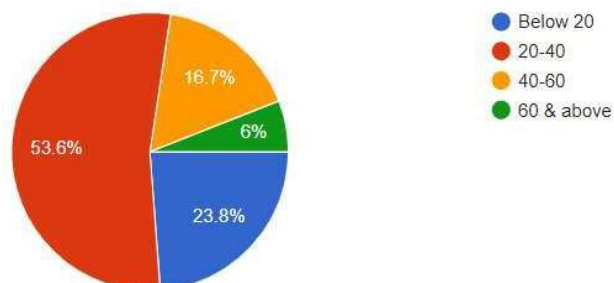
Gender

252 responses



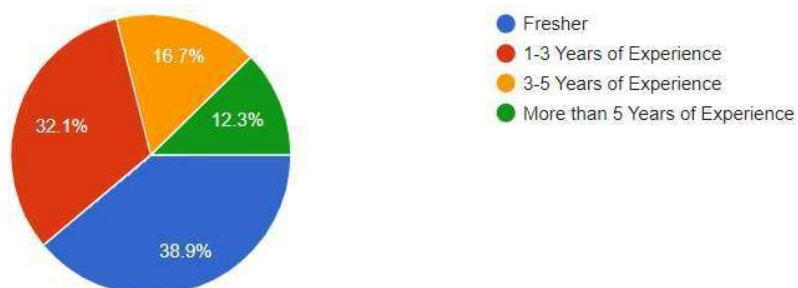
Age

252 responses



Level of Experience

252 responses



Sample is characterized by:

- 6 % respondents belonging to the age group 60 and above.
- 16.7 % respondents belonging to the age group between 40-60 years.
- 53.6% respondents belonging to the age group between 20-40 years.
- 23.8% respondents belonging to the age group between below 20 years.
- Out of the total respondents 48% respondents are Female.
- Out of the total respondents 52 % respondents are Male.
- 12.3% respondents have More than 5 Years of Experience.
- 16.7% respondents have 3-5 Years of Experience.
- 32.1% respondents have 1-3 Years of Experience.
- 38.9% respondents are Fresher.

FINDINGS

The following are the major findings of the study:

- After applying Descriptive Statistics, the mean value is approx. two and standard deviation is approximately 73% of mean which shows that there is no ceiling effect and flooring effect. This is a clear indication that there is a variance response of all the respondents of given questionnaire.
- By applying reliability statistics, the value of Cronbach's Alpha has been found to be 0.911 which is greater than 0.70 which satisfy the condition that a scale should consistently reflect the construct it is measuring.
- There is a positive correlation between Work- Family Enrichment and Workplace flexibility. After applying correlation, we get the value .594 which shows that there is a moderate degree of positive correlation between Work- Family Enrichment and Workplace flexibility.
- Workplace flexibility have 35 % impact on Work- Family Enrichment.
- $\text{Work- Family Enrichment} = 0.977 + 0.571 (\text{Workplace flexibility})$
- This shows that if Workplace flexibility increases by 100% then Work- Family Enrichment of employees increase by 57.1%.
- Workplace flexibility significantly influence Work- Family Enrichment. Thirty-five percent variation in Work- Family Enrichment is explained by the model.
- By Referring to ANOVA table, the P value (Significance value) is less than 0.05, which shows that Model is a good fit model.
- 6 % respondents belonging to the age group 60 and above.
- 16.7 % respondents belonging to the age group between 40-60 years.

- 53.6% respondents belonging to the age group between 20-40 years.
- 23.8% respondents belonging to the age group between below 20 years.
- Out of the total respondents 48% respondents are Female.
- Out of the total respondents 52 % respondents are Male.
- 12.3% respondents have More than 5 Years of Experience.
- 16.7% respondents have 3-5 Years of Experience.
- 32.1% respondents have 1-3 Years of Experience.
- 38.9% respondents are Fresher.
- Majority of the male and female respondents are belonging to age group of 20-40 years.
- Majority of the male and female respondents are Fresher.
- Majority of the respondents belongs to age of Below 20 are fresher.
- Majority of the respondents belongs to age group of 20-40 has 1-3 Years of experience.
- Majority of the respondents belongs to age group of 40- 60 has 3-5 Years of experience.
- Majority of the respondents belongs to age group of above 60 has more than 5 years of experience.
- Majority of the respondents belongs to age of Below 20 are female.
- Majority of the respondents belongs to age group of 20-40 are male.
- Majority of the respondents belongs to age group of 40- 60 are male.
- Majority of the respondents belongs to age group of above 60 are male.
- Majority of the respondents who are fresher are female.
- Majority of the respondents who has 1- 3 Years of Experience are male.
- Majority of the respondents who has 3- 5 Years of Experience are male.
- Majority of the respondents who has more than 5 years of experience are male.

- Majority of the respondents who are fresher are belongs to age group of below 20.
- Majority of the respondents who has 1- 3 Years of Experience are belongs to age group of 20- 40.
- Majority of the respondents who has 3- 5 Years of Experience are belongs to age group of 40- 60.
- Majority of the respondents who has more than 5 years of experience are belong to age group of above 60.
- Majority of the male and female respondents are agreed with the statements.
- Majority of the respondents of all age group are agree with the statements.

CONCLUSION

The work life of a person is dependent upon personal life and vice versa so it is essential to maintain equilibrium between the two. The disturbance in one affects the other and creates a stressful environment in both personal and professional life. Work Life Balance is an essential requirement for sustainability of business as it improves the quality of life for everyone. It is believed that this creates a win – win situation as employees become more productive if they are satisfied and happy in their jobs. Thus, Job enrichment and job enlargement though criticized by many researchers for having negative impact on work life balance but if these techniques are implemented properly job itself will motivate, provide job satisfaction, and help in rectifying the problem of imbalance. Not only this by relieving from stress, solve the problem of health and other problems like absenteeism and turnover. This also increase commitment and overall effectiveness and efficiency of organization finally make the organizations sustainable.

Flexibility in the workplace is vital to the successful recruitment and retention of the employees. Flexible work arrangements can help employers meet their obligation to avoid discrimination against employees with disabilities, older employees, and employees with family responsibilities. Furthermore, flexibility in the workplace matters in an organization and has been claimed to cause the reduction of employee turnover. The modern workplace is changing rapidly. And as the world of business marches onward, it marches toward a greater level of flexibility and employee autonomy.

SUGGESTIONS

The researcher has proposed recommendations which are purely suggestive; the applicability of the same would depend up on the changes in the environment, the planning premises and resource availability.

- Organize personality development seminars for your employees in your workplace.
Personality development teaches us to manage our social, personal, and professional lives better. It also helps us deal with the negativity around us and be positive.
- Encourage your employees to spend time on their families, personal lives, health, and so on.
Doing so will help them find happiness, contentment, and peace of mind in their own lives and at work.
- Hire and recruit people who understand your company's mission statement and actively work according to your company's purpose. Hiring people who are not concerned about spirituality will hinder the overall development of workplace Flexibility in your company.
- You need to define and set a clear mission and purpose on how your company will serve your employees with your products and services. The goal is to create a purpose that is beneficial to the betterment of society, not just individuals.
- Educate and train your employees in the skills of self-leadership and self-awareness.
Encourage them to realize their value and self-worth.

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GALLERY



THE END.
THANK YOU!