A
Project Report
on
"A Study of Performance Appraisal and Employee Motivation in Infosys"

Submitted to

G. S. College of Commerce & Economics, Nagpur

Affiliated to

Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

In partial fulfillment for the award of the degree of

Bachelor of Business Administration

Submitted by

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Under the Guidance of

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G.S. College Of Commerce & Economics, Nagpur

Academic Year 2022-23

1

G.S. College Of Commerce & Economics , Nagpur

Academic Year 2022- 23

CERTIFICATE

This is to certify that " BHUMI ASHISH BAJPAI " has submitted the project report titled "(Study on Performance Appraisal and Employee Motivation in Infosys)", towards partial fulfillment of BACHELOR OF BUSINESS ADMINISTRATION degree examination. This has not been submitted for any other examination and does not form part of any other course undergone by the candidate.

It is further certified that he/she has ingeniously completed his/her project as prescribed by Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

Dr.KamleshThote   **Dr.Afsar Sheikh**

 Project Guide   **BBA Coordinator**

Place:

Date:

G.S. College Of Commerce & Economics, Nagpur

Academic Year 2022-23

DECLARATION

I here-by declare that the project with title "A Study of Performance Appraisal and Employee Motivation in Infosys' has been completed by me in partial fulfillment of BACHELOR OF BUSINESS ADMINISTRATION degree examination as prescribed by Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur and this has not been submitted for any other examination anddoes not form the part of any other course undertaken by me.

Bhumi A. Bajpai

Place:

Date:

G.S. College Of Commerce &Economics , Nagpur

Academic Year 2022-23

ACKNOWLEDGEMENT

With immense pride and sense of gratitude, I take this golden opportunity to express my sincere regards to Dr. Swati Kathaley, Principal, G.S. College of Commerce & Economics, Nagpur.

I am extremely thankful to my Project Guide Dr. Kamlesh Thote for his guideline throughout the project. I tender my sincere regards to Co-ordinator, Dr. Afsar Sheikh for giving me outstanding guidance, enthusiastic suggestions and invaluable encouragement which helped me in the completion of the project.

I will fail in my duty if I do not thank   the Non-Teaching staff of the college for their Co-operation.

I would like to thank all those who helped me in making this project complete and successful.
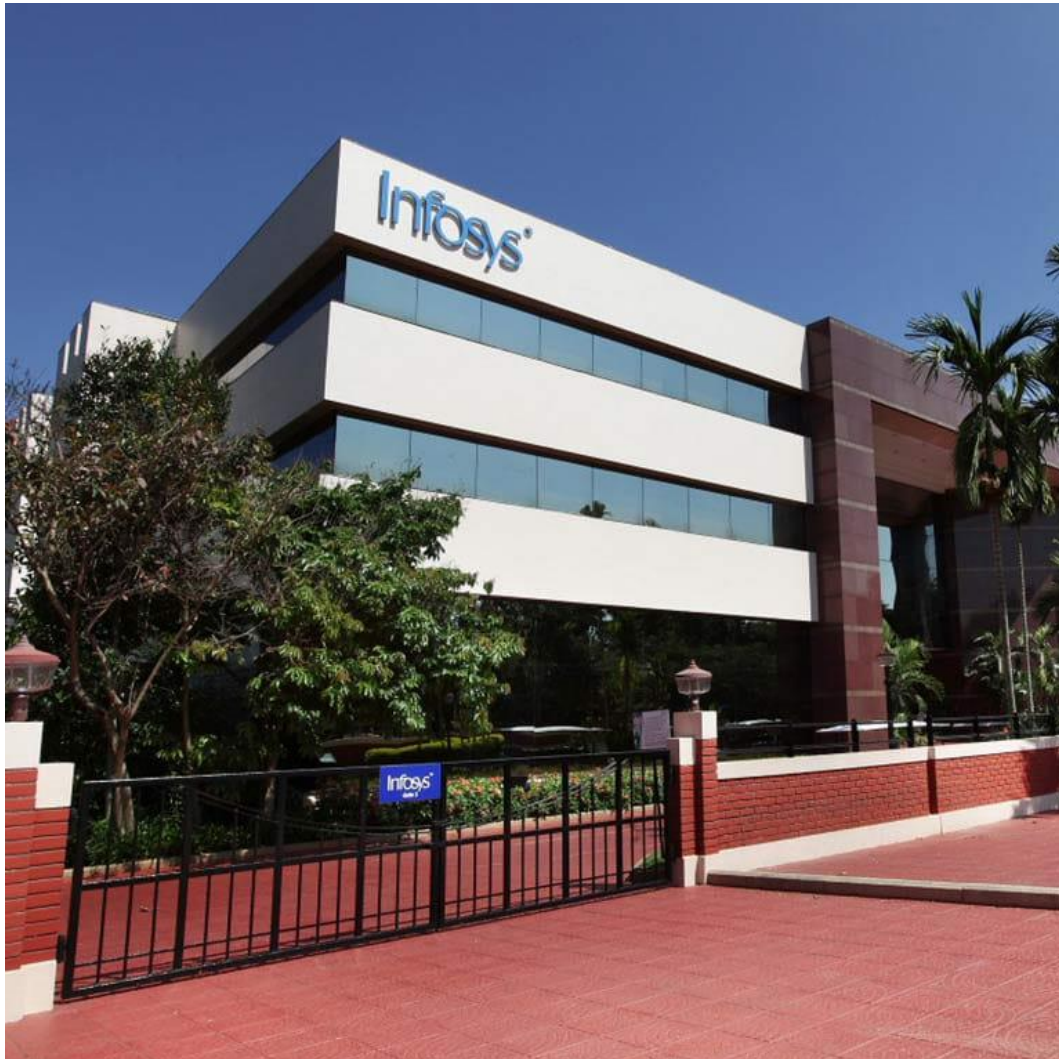
Bhumi A. Bajpai

Place:
Date:

4

INDEX

INTRODUCTION

INTRODUCTION :

Performance Appraisal is the systematic evaluation of the performance of employees and to understand the abilities of a person for further growth and development .performance appraisal is generally done in systematic ways are as follows :

- The supervisors measure the pay of employees and compare it with targets and plans .

- The supervisor analyses the factors behind work performances of employees .

- The employers are in position to guide the employees for a better performance.

Edwin B. Flippo. " Performance appraisal is a systematic, periodic and so far as humanly possible , an impartial rating of an employee's excellence in matters pertaining to his present job and to his potentialities for a better job. ''

Performance appraisal is one of the important sub- functions of staffing in management. Human behaviour is a complex phenomenon because no one can anticipate accurately what exactly a man is going to do . The individual joins an organization to satisfy his objectives .

But the organization also has its own goals , which need not be in conformity with the individual goals. If the goals of the individual and organization are extremely contradictory , a conflict will arise which either result in to suppression of human personality or a complete will set back to his work .

It is not desirable that individual's personality be suppressed but at the same time organization goals ,should also be achieved . For monitoring this process of achieving organizational goals ,the performance of an individual needs to be assessed after a regular interval so that the desired behaviour could be maintained . This will also help the organization to satisfy the needs and the aspiration of the individual by providing him more facilities, improved working condition and carrier advancement .

<u>Objectives of performance appraisal:</u>

Performance Appraisal can be done with following objectives in mind:

- To maintain records in order to determine compensation packages ,wage structure , salaries raises etc.

- To identify the strengths and weaknesses of employees to place right men or right job .

- To maintain and assess the potential present in a person for further growth and development .

- To provide a feedback to employees regarding their performance and related status .

- It serves as a basis for influencing working habits of the employees.

Advantages of Performance Appraisals :

- **Documentation :** A PA provides a document of employee performance over a specific period of time .It's a piece of paper that can be placed in an employee file .

- **Structure :** This process creates a structure where a manager can meet and discuss performance with an employee. It force the uncomfortable conversations that often need to happen.

- **Feedback:** Employees crave feedback about their performance and discuss how well the employee goals were accomplished. It also provide an opportunity to discuss employee development opportunities .

- **Clarify Expectations :** Employees need to understand what is expected of them and the PA process allow for a manager to clarify expectations and discuss issues with their employee.

- **Annual Planning :** It provides a structure for thinking through and planning the upcoming year and developing employee goals .

- **Motivation :** The process should motivate employees by rewarding them with a merit increase and as part of a comprehensive compensation strategy .

- **Disadvantages of Performance Appraisals**

- **Creates Negative Experience :** If not done right **,**the performance appraisal can create a negative experience for both the employee as well as the manager . Proper training on processes and techniques can help with this .

- **Time consuming :** Performance appraisal are very time consuming and can be overwhelming to managers with many employees. I've known managers who were responsible for doing an annual PA on hundreds of employees.

- **Natural Biases** : Human assessment are subject to natural biases that result in rater errors .Managers need to understand these biases to eliminate them from the process.

- **Waste of Time :** The entire process can be a waste of time if not done appropriately . Think about the time investment when the end result is negative . It is time waste on all fronts .

- **Stressful Workplace :** Performance appraisals can create stressful work environments for both employees and managers . Proper training can help to reduce the stress involved in the process.

- **Finally ,** performance appraisals are only as good as the performance management system it operates within .

- Organizations that only do performance appraisals for the sake of doing them are wasting their time .

- But organizations that incorporate performance appraisals into a comprehensive performance management system and use them to implement business goals have an advantage for accomplishing their goals and ultimately their strategic plan .

Features of Performance appraisal:

1. Performance management is closely aligned to organizational context and culture and linked to clearly defined organizational objectives. Therefore, performance measure is based on the critical success factors derived directly from the business strategy .

2. Performance management system is closely linked to other system of human resource management, particularly career planning, succession planning, and training and development . However its linkage with compensation management is a contentious issue .Many experts feel that there should be separation of appraisal for rewards from appraisal development to avoid spill over of bitterness from former to the latter Further to obtain a broader perspective , it is suggested that peer-level managers, instead of just immediate superiors, should conduct appraisal for rewards.

3. Performance management is seen as a continuous process of monitoring and feedback rather than annual one –off events and there should be involvement of employees through focus group interviews, surveys, etc. In all stages of the design, implementation and review process.

4. Performance management involves effective use of technology in conveying desired competencies and in monitoring , collecting, and giving feedback so that there is minimum possible bureaucratization of administering the system.

5. Performance management emphasizes comprehensive training to managers not just for their own development only but to act as effective coaches as the role of coaching in performance improvement is quite crucial.

6. Performance management is a dynamic system that is suitable for changing workplace realities such as working in teams and alternative work arrangements like telecommuting job sharing etc.

Methods of performance appraisal

Traditional Methods:

Ranking Method :

IT is the oldest and simplest formal systematic method of performance appraisal in which employee is compared with all others for the purpose of placing order of worth. The employees are ranked from the highest to the lowest or from the best to the worst.

In doing this employee who is the highest on the characterstics being measured and also the one who is L lowest are indicated .Then ,the next highest and then next lowest between next highest and lowest until all the employees to be rated have been ranked.Thus , if there are ten employees to be appraised , there will be ten ranks from 1 to 10.

14

Paired Comparison :

In this method each employee is compared with other employees on one on one basis, usually based on one trait only . The rater is provided with a bunch of slips each coining pair of names, the rater puts a tick mark against the employee whom he insiders the better of the two . The number of times this employee is compared as better with others determine his or her final marking .

Grading Method:

In this method , Certain categories of worth are established in advance and carefully defined . There can be three categories established for employees: outstanding, satisfactory and unsatisfactory . There can be more than three grades . Employee performance is

15

compared with grade definitions. The employee is then allocated to the grade that best describes his or her performance.

Such type of grading is done is semester pattern of examination and in the selection of a candidate in the public service sectors . One of the major drawbacks of this method is that the rather may rate most of the employees on the higher side of their performance.

Forced Distribution Method :

This method was evolved by Tiffen to eliminate the central tendency of rating most of the employees at a higher end of the scale .This method assumes that employees performance level confirms to a normal statistical distribution i.e. ..10,20,40,20, and 10 percent . This is useful for rating a larger number of employees job performance and promoability. It tends to eliminate or reduce bias.

   IT also highly simple to understand and easy to apply in appraising the performance of employees in organisations . It   suffer from the drawback that improve similarly ,no single grade would rise in a ratings .

Forced –Choice method :

The forced – choice method is developed by J.P. Guilford . It contains a series of group of statements, and rates how effectively a statement describes each individuals being evaluated. Common method of forced –choice method contains two statements , both positive and negative .

Check –List Method :

The basic purpose of utilizing check –List method is to ease the evaluation burden upon the rater. In this method a series of statements i.e. questions with their answers in yes or no are prepared by the HR department . The Check list is ,then, presented to the rater to tick appropriate answer relevant to the appraise . Each question carries weight age in relationship to their importance .

When the check - list is completed it is sent to the HR department to prepare the final scores for all appraises based on all questions . While preparing questions an attempt is made to determine the degree of consistency of the ratherby asking the same questions twice but in a difference manner critical incidents method :

In this method the rather focuses his or her attention on those key or critical behaviours that make the difference between performing a job in a noteworthy manner (effectively or ineffectively). There are three steps involved in appraising employees using this method.

MODERN METHOD

Management by Objectives (MBO)

Most of the traditional methods of performance appraisal are subject to the antagonistic judgments of the raters . It was to overcome this problem ; Peter F. Drucker propounded a new concept , namely, management by Objectives (MBO) was back in 1954 in his book

The practice of management . The concpt of MBO as was conceived by Drucker, can be described as a " process whereby the superior and subordinate managers of an organization jointly identify its common goals , define each individuals major areas of responsibility in terms of results expected of him and use these measures as guides for operating the unit and assessing the contribution of each its members".

In others words, stripped to its essentials , MBO requires the manager to goals with each employee and then periodically discuss his or her progress towards these goals .

In fact, MBO is not only a method of performance evaluation. It is viwed by the practicing because a method by which managers and subordinates plan, organise , communicate, control and debate.

An MBO programme consist of four main steps : goal setting, performance standard , comparison , and periodic review . In goal setting goals are set by individual to attain . The superior and subordinate jointly establish these goal . The goals refers to the desired outcomes to be achived by each individuals employee .

In performance standard , the standard are set for the employee as per the previous arranged time period . when the employee start performance their jobs, they come to know what is to be done, what has been done , and what remains to be done .

 In the third step the actual level of goal attained are compared with the goals agreed upon . This enable the evaluator to find out the reasons variation between the actual and standard performance of the employee .such a comparison help devise training needs for increasing employees performance it can also explore the condition having their bearings on employees performance but over which the employees have no control.

Finally in the periodic review step, corrective measures is initated when actual performance deviates from the slandered established in the first step –goal-setting stage. consistent withthe MBO philosophy periodic progress reviews are conducted in a constructive rather than punitive manner .

The purpose of conducting reviews is not to degrade the performance. From a motivational points of view, this would be reprentative of McGregor's theories.

EMPLOYEE MOTIVATION

Employee motivation is the level of energy , commitment, and creativity that a company's workers bring to their jobs. Your motivated employees are the ones who roll out of bed almost every morning feeling exicted to go to work and take on new challenges.

They look forward to learning new skills, stretching their capabilities, and taking new responsibility .

And they're not just full of energy and enthusiasm – they also very beneficial for your business. They more productive, leave your company less often, and bring positive energy to the whole team .

That's why so many business have spent time trying to figure out the best ways to motivate employees .

A motivated team will always work hard towards achieving a particular goal if there are challenges. Therefore it is important for leaders to repose their faith in the team and keep their employees motivated to attain higher level of performance .

During the inception of Infosys, no one ever thought that it would be one of the largest tech companies in India and in the world . Employee motivation and the faith of the leadership in the employees played a key role in the success of the firm .

These small steps became a giant leap for the organization and the hard work of the employee was paid off in taking the firm to the highest of success.

Having a highly motivated workforces ensure the development of a highly engaged workforce by improving their overall happiness and satisfaction level.

Objective of employee motivation:

- The purpose of motivation is to create condition in which people are willing to work with zeal,initative.interest and enthusiasm, with a high personal and group moral satisfaction with a sense of responsibility.

- To increase loyalty against company.

- For improve discipline and with pride and confidence in cohesive manner so that the goal of an organization are achived effectively

- Motivation techinique utilized to stimulate employee growth

- For the motivation you can buy man's time . physical presence at a given place

- You can measured number of skilled muscular motions per hour or day.

- Performance result from the interaction of physical financial and human resources

BENEFITS OF EMPLOYEE MOTIVATION:

- **Increased Innovation:** An important factor for a company's ability to innovate is the motivation of its employees. Innovation is key for sustaining a company long term therefore nurturing creativity and motivation in your workplace is key. Motivated employee will be heavily invested in the success of the company hence they will often be responsible for generating new ideas and optimising business performance

- **Increased Productivity :**

  Employee motivation levels have a direct impact on productivity .if an employee feel motivated at work, they are more likely to work harder for the company. Employee who are motivated carry out their responsibility to the highest standard production numbers increases as a result of this in fact

- **Higher Retention Rate :**

  In order to retain an employee there are certain criteria that must be met such employee finding their role interesting and challenging having the opportunity for development having a good manager and being motivated.

COMPANY PROFILE

COMPANY PROFILE

Headquartered in Bengaluru, Infosys Technologies Ltd is a software behemoth in the Indian IT industry. A multinational IT services company Infosys operates in 33 countries and has development centers in India, China, Japan, UK, Australia and Canada .Beginning as a mere U$$ 250 company in 1981, Infosys has come a long way now, to become a global frontrunner with revenue of more U$$ 5.38 billion . Infosys provides end –to-end business solutions, essentially helping clients to setup software infrastructure, develop it and maintain it . Infosys uses its global delivery Model (GDM) as a strategic outsourcing tool. GDM enables the company to take work to the place where it can be best performed, at least cost, and with minimum risk . The work on project is carried out 24 hours a day,

. The COO & Director, Mr. S Shibulal heads all the Industry business units and Horizontal units . He also heads the SET Labs and Microsoft technology Centre .

A typical project is headed by Delivery Manager. Role Hierarchy in a unit from Top to Bottom is Delivery Head with teams located at different location across the world , working around- the clock on the project . GDM is one of the major initiative of Infosys.

Infosys offers solutions to an assortment of industries with services like IT, engineering, BPO and Consulting .

The organization structure is complicated . The hierarchy is headed by Mr. N. R Narayana Murthy who is the Chairman and chief mentor of the organization , Next is the CEO and Managing Director Mr. Gopalkrishnan S. Following him are ythe senior vice presidents Senior Delivery Manager Project Manager-Business Manager Technology Lead Technology Analyst Senior software Engineer .

COMPANY OVERVIEW :

Infosys Technologies Limited (Infosys) incorporated on July 2,1981, is a global technology Service firm that define , design and delivers information technology (IT) enable business solution to its clients . The company provides end to end business solutions that leverage technology for its clients , including consulting , design, development, software re engineering , maintenance, system intergration, package evaluation and implementation and infrastructure management services   . Infosys also provides software products to the banking industry. Infosys BPO (formerly progeon Limited) is a majority owned subsidiary . Infosys Australia , Infosys China, and Infosys consulting are the company wholly owned subsidiaries . In June 2006, Infosys acquired the shares in Infosys BPO held by Citicorp International Finance

Corporation (CIFC) .AS a result , Infosys effectively hold 99.98% of thr equity share capital of Infosys BPO as of March 31, 2007 .

The company complements its service offering with specialist support for clients using its domain competency group that has expertiss in area , such as securities , Insurance, telecommunication, banking and cash management , supply chain management , manufacturing retail and distribution , energy and utilities, healthcare, and travel and tourism. It also uses it software engineering group and 7 technology lab to create customised solution for its clients. In addition , it continually evaluates and trains its professionals in new technologies and methodologies.

RESEARCH STUDY

RESEACH STUDY

Problem Definition:

Performances of Appraisal:-

In basic idea behind selecting the topic "Performance appraisal strategies adopted by Infosys ". is to study how employees are hired . Today organization are coming up with new technique of hiring people. Hence to study how the actual process is carried in the organization .

Problem Definition :-

Employee Motivation :-

Motivation mean a process of stimulating people to action to accomplished desired goal .

Motivation is a general inspirational process which get the member of the team to pull their brought effectively to give their loyalty to the group to carryout properly the task they accepted and generally to play in their job that the group has undertaken .

OBJECTIVES

Objectives:-

- To know the attitude and behaviour of the employee of the Infosys.

- To study about the various performances appraisal techniques, uses, etc....

- To study employee motivation technique followed in Infosys.

HYPOTHESIS:-

1. **Ho:-**Employee does not follow good performance appraisal and motivation practices for the employees .

2. **H1:-** Infosys follows good performance appraisal and motivation practices for the employees .

3. **HO :-**Employee does not show highly motivated and shows high performance in organisation .

4. **H1** :- Employee of Infosys are highly motivated and shows high performance in organisation .

SCOPE OF THE STUDY

SCOPE :-

- To find out whether the motivational programs conducted by Infosys helping the employee to acheveing their goal .

- To study the different method of Training at Infosys.

- To study the Relationship between performance and motivational techniques in Infosys.

NEED OF THE STUDY

- The need of study is to find out the attitude and behaviour of employees towards the selected company

- The attitude and behaviour of employee reflect the image and band identity of company hence it is essential to study this under Human Resources Management Practices .

- Employee motivation play an important role in performance of the employee which develop the company hence it is need Human Resources Management to company motivate employee .

- So it is a need of study to know a various employee motivational techinique followed by Infosys along with appraisal techniques and uses of it .

LIMITATIONS

LIMITATIONS :-

- The scope of study is restricted only to Bengluru city.

- The study is limited for 2022-2023.

- The study is limited to motivational technique of Infosys Company Ltd .

RESEARCH METHODOLOGY

Research Methodology :-

Research methodology is purely and simply the framework or a plan for the study that guides the collection and analysis of data . Research is the scintefic way to solve the problem and it's increasingly used to improve market potential . This involves exploring the possible method, one by one, and arriving at the best solution, considering the resources at the disposal of research.

Primary data :-

The primary data are those, which are collected afresh and for the first time and thus happen to be original in character .

Secondary data :-

The secondary data on the either hand are those which have already passed through the statistical process .

Strategies of performance appraisals

- **Ensure continuous feedback**

The first track deal with review of performance relying on feedback and tasks on technical / personality competencies .Infosys is moving to a role based structure and competencies for

each of the roles with standard expected levels of behaviours . Training needs are derived based on the tasks evaluations and competency feedback.

- **Self Appraisal**

The second track is the senior management appraisal . People in managerial roles undergo this annually. Here the employee fill up a self appraisal form and carries it forward to a panel of discussion. The panel includes:

The head of the department

The immediate supervisor of the appraise

Senior management personals from another department.

- **360- degree Appraisal**

360 degree appraisal constitutes the third track. This has been happening over the last 3 years for all departments and practice units. Levels covered include the head of delivery, heads of department and practices units, all the people who report to the head and all others holding leadership positions in the organization.

DATA ANALYSIS

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INTERPRETATION

- How do you rate the working environment of the organization?

Opinion Respondent Percentage	Findings	Percentage
Highly satisfactory	13	25%
Satisfactory	17	35%
Averagely satisfactory	7	15%
Dissatisfactory	10	20%
Highly Dissatisfactory	3	5%
Total	50	100%

Opinion Respondent Findings

- Highly Satisfactory
- Satisfactory
- Averagely Satisfactory
- Dissatisfactory
- Highly Dissatisfactory
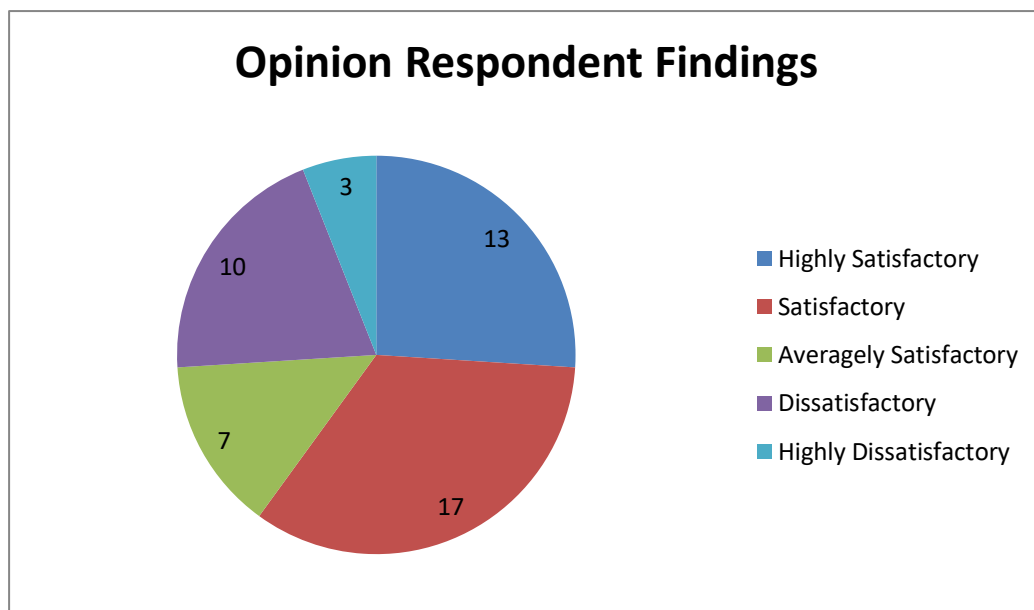
INTERPRETATION:-

From the above graph 25% employees are highly satisfied by the service of organisation, 35% Employees are satisfied with working environment, 15% employees are averagely satisfied, 20% employees are not satisfied by the service of organization and 5% are highly dissatisfied.

- Do you think about the key feature of the INFOSYS COMPANY life time working scheme?

Opinion Respondent Percentage	Findings	Percentage
Up to date	25	50%
Knows a little bit	17	35%
Not updated	8	15%
Total	50	100%

**Opinion Respondent Findings**

- Up To Date
- Know A Little Bit
- Not Updated
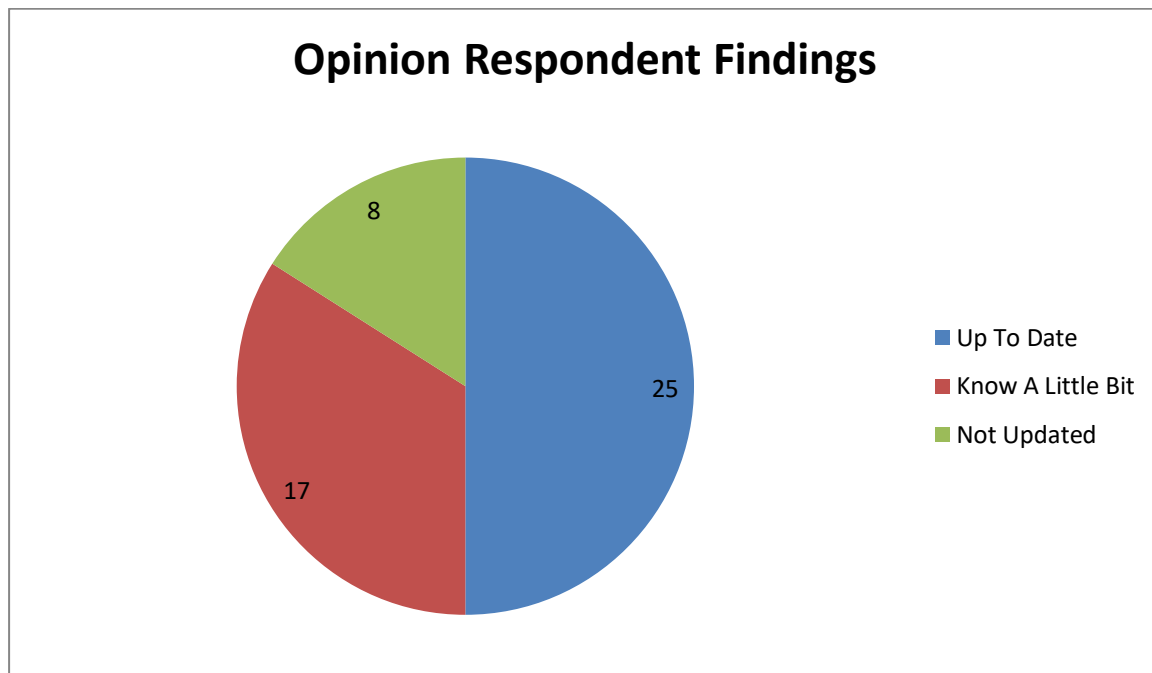
INTERPRETATION :-

From the above graph it is observed that 50% employees are up to date about the Infosys Company life time working scheme about the scheme 35% employees know about the scheme and 15 % employees are not update about the scheme in Infosys Company.

- How do you rate the medical benefits provided by the organization for the employers and their families ?

| Opinion Respondent Percentage	Finding	Percentage
Highly Satisfactory	7	15%
Satisfactory	18	35%
Averagely Satisfactory	12	25%
Dissatisfactory	3	5%
Highly Disastifactory	10	20%
Total	50	100%
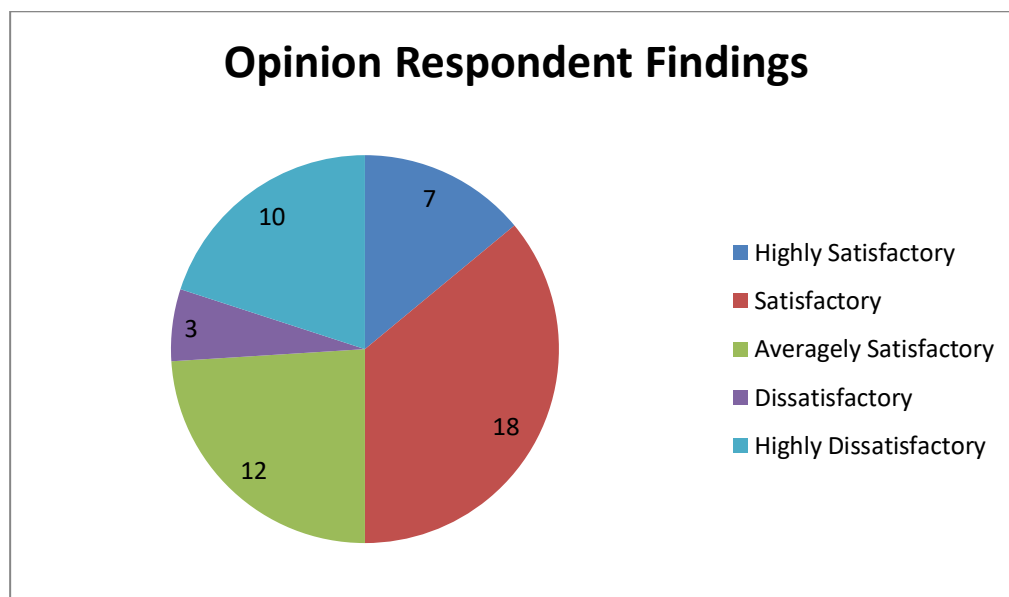
INTERPRETATION:-

From the above graph it is observed that 15% employee are highly satisfied by the medical benefit provided by the company, 35% are satisfactory dissatisfactory and 20% are highly, 25% are averagely satisfactory and 5% are dissatisfied.

- Does the company provide maternity leave to female employee?

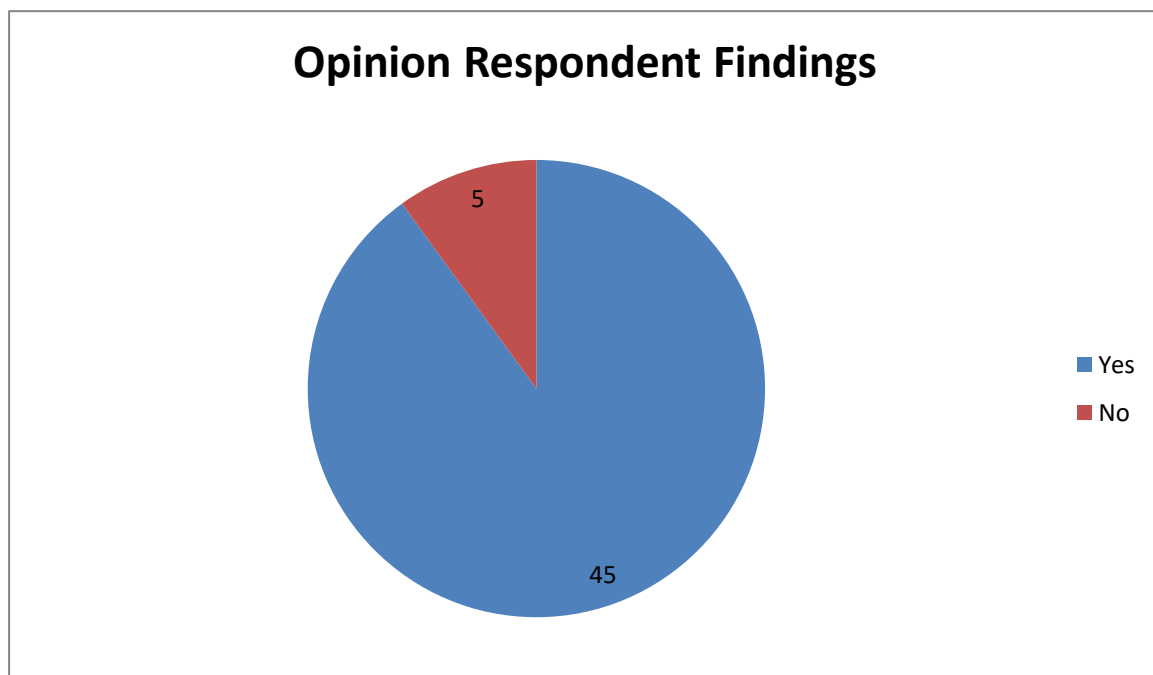| Opinion Respondent percentage	Finding	Percentage
Yes	35	70%
No	15	30%
Total	50	100%

Opinion Respondent Findings
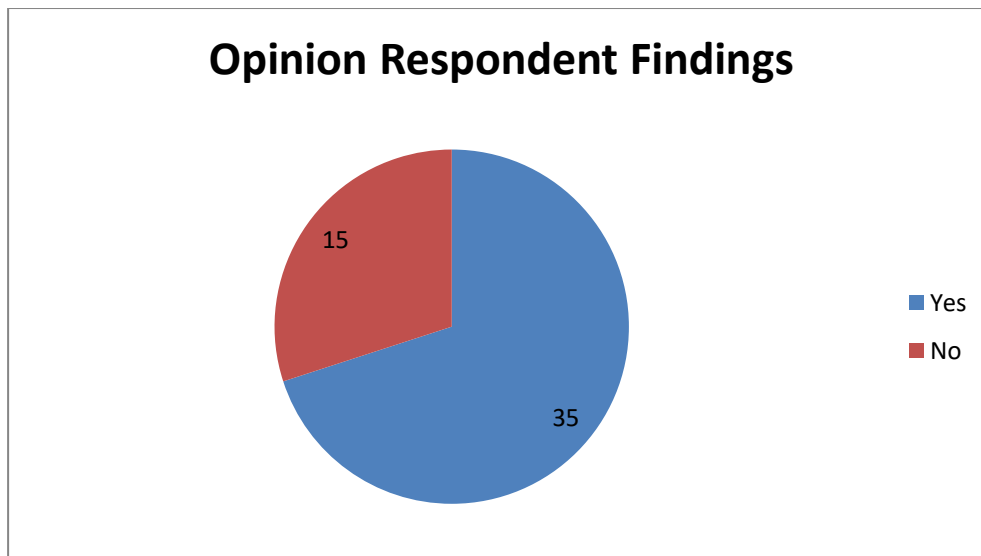
INTERPRETATION:-

From the above graph it is observed that 70% female employee were provided with maternity facilities in company & 30% female employees were not provided with the maternity benefit .

- Do you think that there should be any improvement or addition in welfare facilities ?

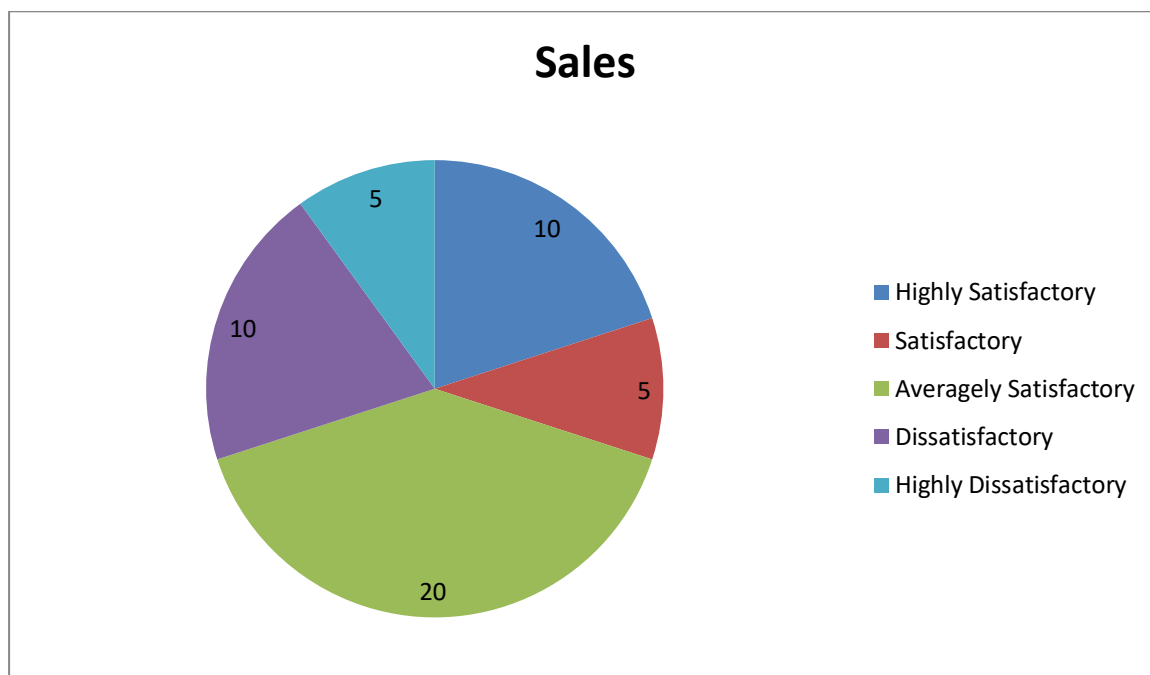| Internet Responding Percentage	Findings	Percentage
Yes	45	90%
No	5	10%
Total	50	100%

Opinion Respondent Findings

INTERPRETATION:-

From the above graph it is observed that 90% employees think that there should be improvement in welfare facilities whereas 10% don't feel so.

- How do you rate the working hours of the organization?

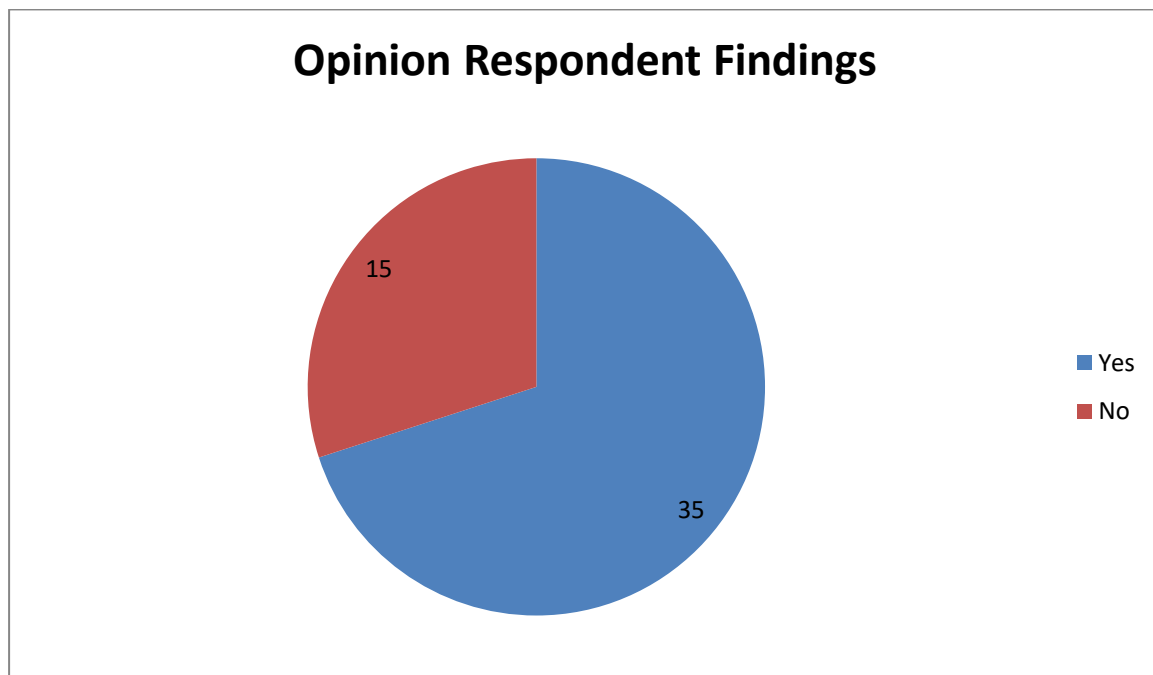| Internet Respondent Percentage	Finding	Percentage
Highly Satisfactory	10	20%
Satisfactory	5	10%
Averagely satisfactory	20	40%
Dissatisfactory	10	20%
Highly Dissatisfactory	5	10%
Total	50	100%

Sales

INTERPRETATION:-

From the above graph it is observed that 20% employees are highly satisfied the working period 10% employee are satisfactory in organization & 10% employees are highly dissatisfactory .

- Does the organization offer sufficient number and clean toilets ?

Internet Respondent Percentage	Finding	Percentage
Yes	35	70%
No	15	30%
Total	50	100%

## Opinion Respondent Findings

INTERPRETATION:-

From the above graph it is observed that 70% organization are provide the toilets because to many organization then the provide & 30% organization are provided the 1 or 2 toilets for the employees .

- Rate the rest room and lunch room facility provided to you by the company?

| Internet Respondent Percentage	Findings	Percentage
Highly Satisfactory	10	20%
Satisfactory	15	30%
Avergely Satisfactory	7	15%
Dissatisfactory	15	30%
Highly Satisfactory	3	5%
Total	50	100%
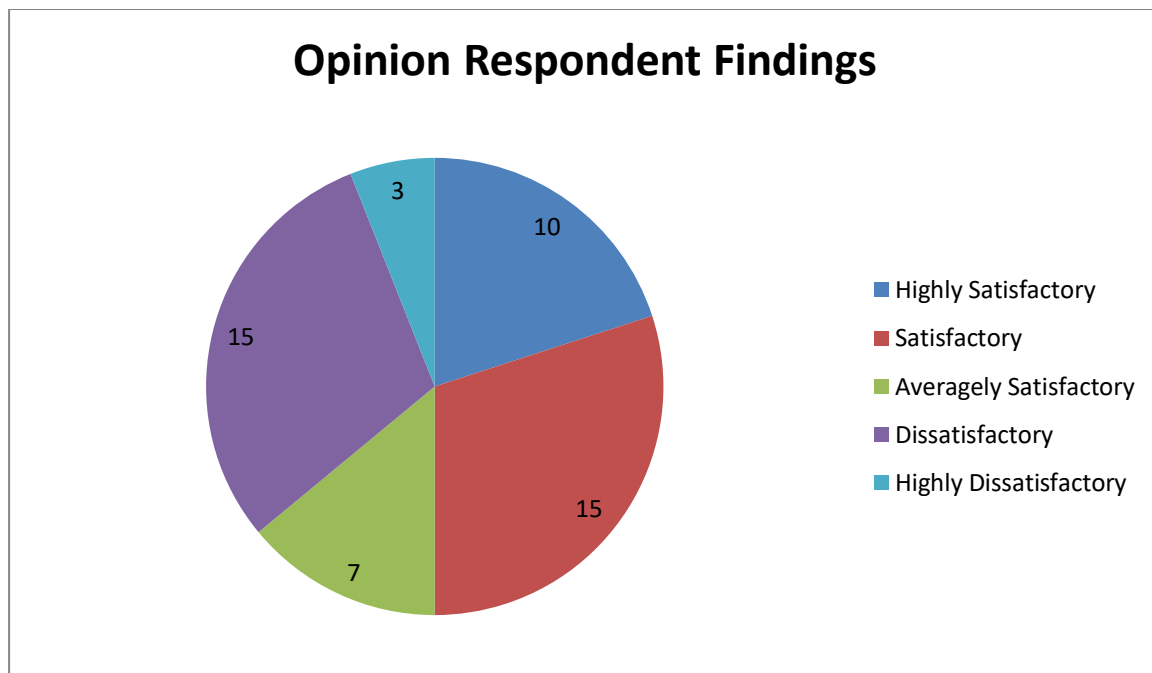
INTERPRETATION:-

From the above graph it is observed that 20% are highly satisfied by the rest room & lunch room facilities in organization 80% are satisfied by the rest room 15% employees are average in facilities but 30% employees are not satisfied by the rooms.

45

- Does the canteen provide food staff on subsidized rates?

Internet Responding Percentage	Finding	Percentage
Yes	35	70%
No	15	30%
Total	50	100%

**Opinion Respondent Findings**
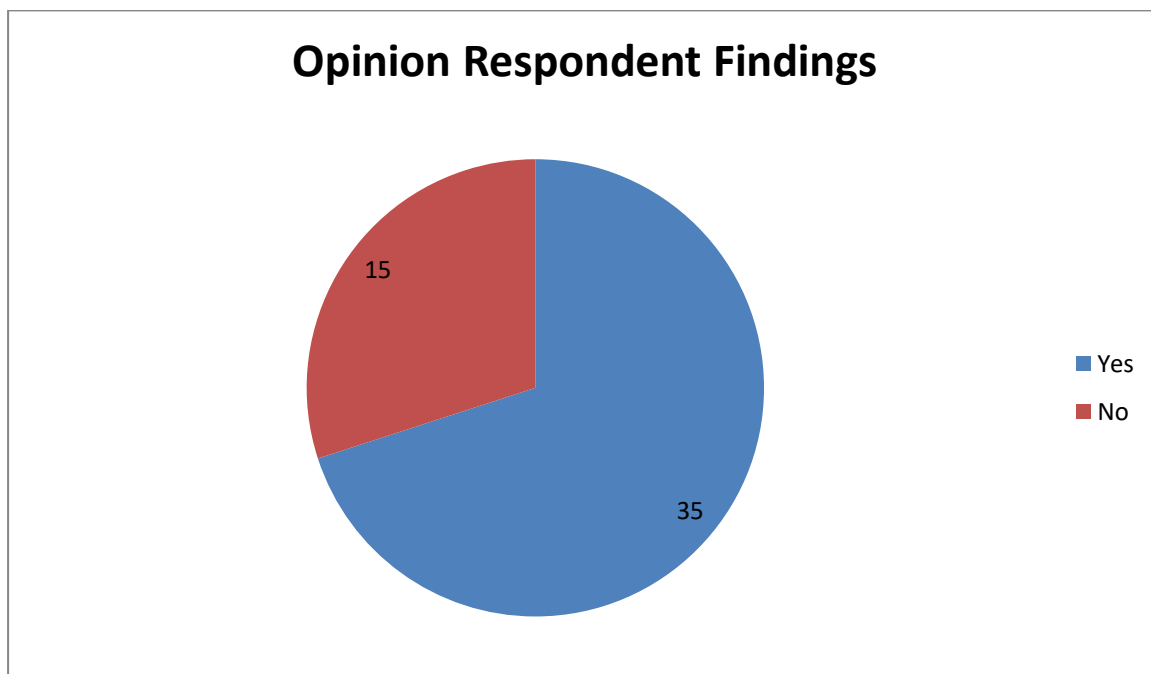
INTERPRETATION:-

From the above graph it is observed that 80% organization are provide the food in staff and 20% organization are not providing the food.

- Out of the following facilities which are provided by the company to you?

| Internet Responding Percentage	Finding	Percentage
Medical	20	40%
Housing	18	35%
Education Loan	7	15%
Canteen	5	10%
Total	50	100%
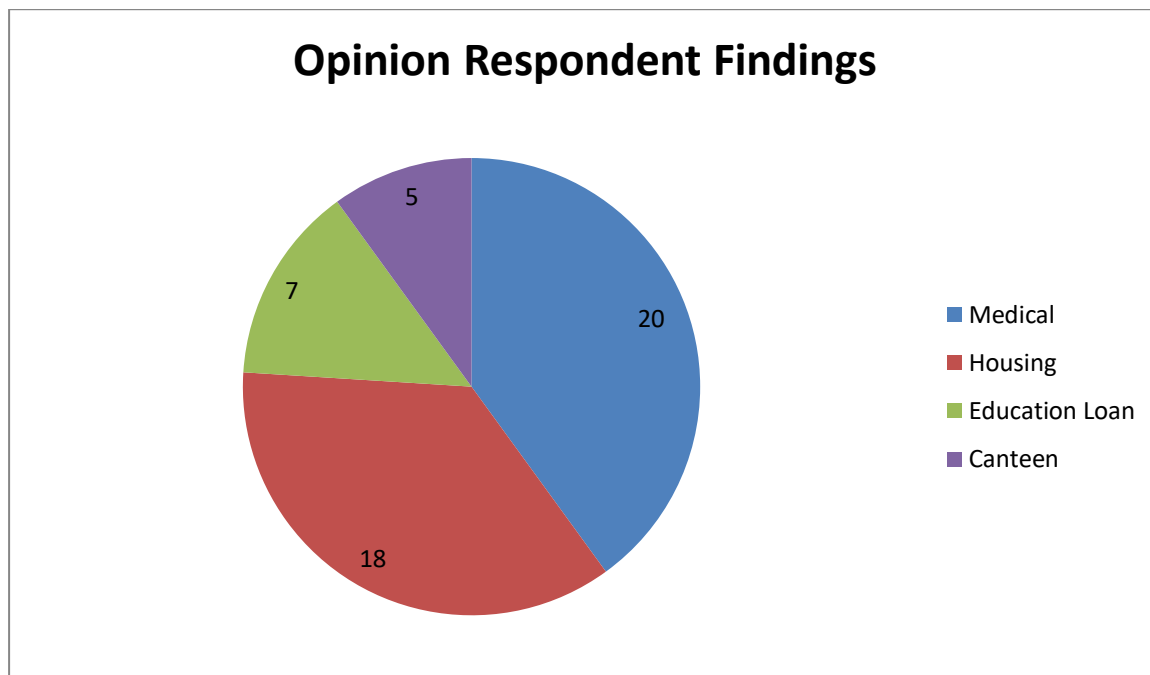
INTERPRETATION:-

From the above graph it is observed that 40% employees medical policy provide the company 36% employee are provide the housing facilities & 14% employee are education facilities 10% employees provide the canteen .

- Is there suitable ventilation and good enviorment in the work place?

Internet Respondent Percentage	Finding	Percentage
Always	30	60%
Sometimes	13	25%
Never	7	15%
Total	50	100%

Opinion Respondent Findings
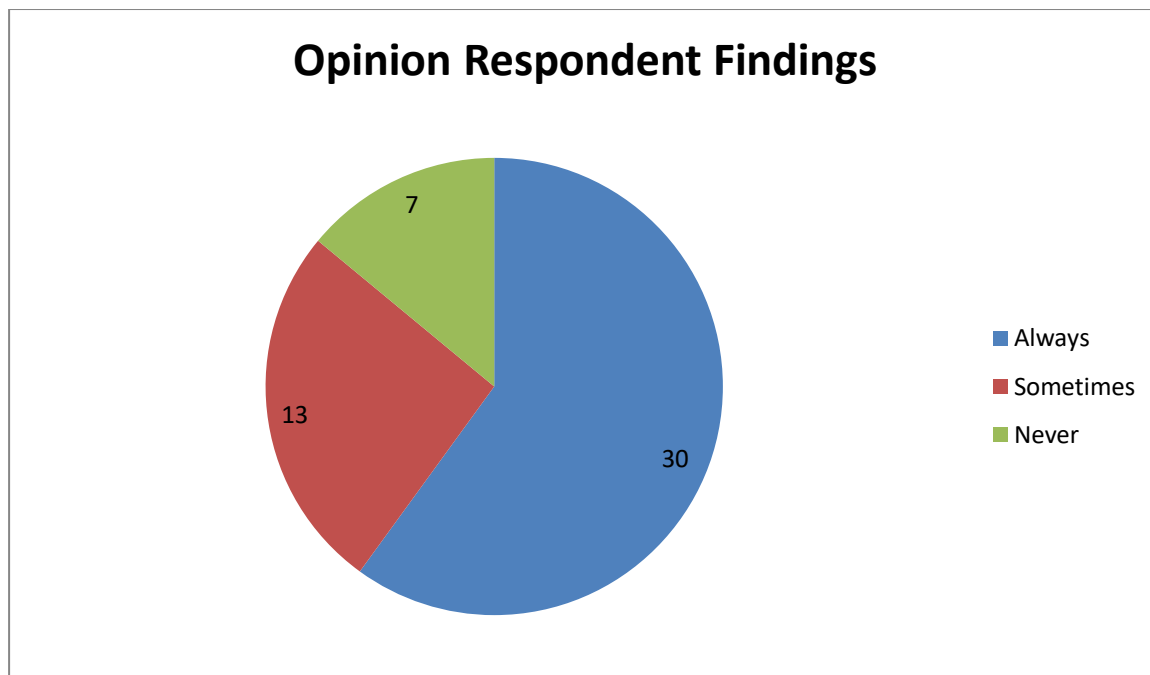
INTERPRETATION:-

From the above graph it is observed that 60% employee are in opinion that the sitting arrangement is provided with sufficient ventilation facilities so there is better work environment whereas 25% has opinion that they did the facility for sometimes.

FINDING

FINDING

- 35% Employees are satisfied with working environment of the organization.

- 50% Employees are up to date about the INFOSYS Company life time working scheme.

- 35%   Employees are highly satisfied by the medical benefits provided by the company.

- 70%female employees were provided with maternity facilities in company.

- 90% employees think that there should be improvement in welfare facilities.

- 80% are satisfied by the rest room by the rooms.

- 40% employees are highly satisfied by the hospital scheme.

- 60% employee facilities are provide the organization in the employer family.

- 80% employee use canteen facilities.

- 40% employees use medical facilities provide by the company

- 75% employees feel that the ventilation is better and work environment is good.

SUGGESTION

Suggestion

In my opinion company should provide transportation facility to contract worker by taking the fare of the bus.

Company should increase the canteen facilities to the contract workers.

Some workers complained about the rest room in the company is not so good it should be kept clean and comfortable in rest period.

Employees are not satisfied to quality of the food which is providing by the canteen, so quality of the food has to be increased to keep the health of the employees good .

<u>**CONCLUSION**</u>

CONCLUSION

- The company is very keen in the promoting all the welfare facilities provided by INFOSYS COMPANY Benglru.

- Really company will take care about all employees and also contract base workers.

- Finally the study concludes that the employees are satisfied with the present welfare facilities in the organization.

- Most of the employees satisfied by the facility provided by company.

- Employees highly satisfied by the medical benefits provided by company.

- Employee highly satisfied by the medical Benefit provided by company .

- The employee happy with welfare facilities then only the productivity of that organization can be increased .

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QUESTIONNAIRE

Performance Appraisal & Employee Motivation on Infosys.

I am a student of G S College of Commerce & Economics, Nagpur and I am conducting this survey to study Performance Appraisal and Employee Motivation on Infosys.

This survey is solely for academic purpose. All information gathered will be kept confidential.

bhumibajpai2020 @gmail.com (शेयर नहीं किया गया) खाता बदलें

*ज़रूरी है

Name *

आपका उत्तर

Gender *

◯ Male

◯ Female

◯ Other

What do you rate the working environment of the organisation? *

○ Highly Satisfactory

○ Satisfactory

○ Averagely Satisfactory

○ Dissatisfactory

○ Highly Dissatisfactory

Do you know about the key features of the Infosys company life working scheme? *

○ Up to Date

○ Know a little bit

○ Not Updated

How do you rate the medical benefits provided by the organisation for the employers and their families? *

○ Highly Satisfactory

○ Satisfactory

○ Averagely Satisfactory

○ Dissatisfactory

Does the company provide maternity leave to female employees? *

○ Yes

○ No

Do you think that there should be any improvement or addition in welfare facilities? *

○ Yes

○ No

How do you rate the working hours of the organisation? *

○ Highly Satisfactory

○ Satisfactory

○ Averagely Satisfactory

○ Dissatisfactory

○ Highly Dissatisfactory

Rate the rest room and lunch room facility provided to you by the company. *

○ Highly Satisfactory

○ Satisfactory

○ Averagely Satisfactory

○ Dissatisfactory

○ Highly Dissatisfactory

Does the organisation offers sufficient number and clean toilets? *

○ Yes

○ No

Does the canteen provide food staff on subsidised rates? *

○ Yes

○ No

Out of the following facilities which are provided by the company to you? *

- [ ] Medical
- [ ] Housing
- [ ] Education Loan
- [ ] Canteen

Is there suitable ventilation & good environment in the workplace? *

- ( ) Always
- ( ) Sometimes
- ( ) Never

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