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Online Monitoring Controlling and co-ordination of Potential

Authors
Divyarani T[1], Dr G.F Ali Ahammed[2]
[1]Dept. of Computer Science and Engineering
VTU, CPGS Bangalore Region
[2]Dept. of Computer Science and Engineering
VTU, CPGS Bangalore Region
Bangalore, India

Abstract:
There are few issues with the manual process of delivering documentation with respect to potential monitoring of individuals. The process being time consuming also involves errors in documentation, non standard nomenclature, rewriting and overwriting, multiple verifications etc. To address these needs, an automated system has been developed which is named 'Online Monitoring, Controlling and Co-ordination of Potential'. 'Online Monitoring, Controlling and Co-ordination of Potential' is a web application that enables tracking and monitoring the progress of employees. The different users of this system are administrator, initiating authority, reviewing authority and employee. 'Online Monitoring, Controlling and Co-ordination of Potential' facilitates communication and coordination between these users. The actual process in PAR begins with employee, initially he enters all his details and submits. Then the initiating authority (IA) views the details entered, he will rate the performance and also gives feedback about the performance of the employee and submits. Once it is submitted by the IA the reviewing authority(RA) will rate the performance and also gives feedback and submits. With all these features in place, 'Online Monitoring, Controlling and Co-ordination of Potential' promotes smooth and effective coordination and management of work pertaining to performance or potential appraisal.

I. INTRODUCTION

Potential appraisals are essential for the effective management and evaluation of staff. Appraisals help develop individuals, improve organizational performance, and feed into business planning. Formal performance appraisals are generally conducted annually for all staff in the organization. Each staff member is appraised by his or her line manager. Directors are appraised by the CEO, who is appraised by the chairman or company owners, depending on the size and structure of the organization. [1]

Annual potential appraisals enable management and monitoring of standards, agreeing expectations and objectives, and delegation of responsibilities and tasks. Staff performance appraisals also establish individual training needs and enable organizational training needs analysis and planning.

Potential appraisals also typically feed into organizational annual pay and grading reviews, which

Commonly also coincide with the business planning for the next trading year.

Potential appraisals generally review each individual's performance against objectives and standards for the trading year, agreed at the previous appraisal meeting.

Potential appraisals are also essential for career and succession planning - for individuals, crucial jobs, and for the organization as a whole.

Potential appraisals are important for staff motivation, attitude and behavior development, communicating and aligning individual and organizational aims, and fostering positive relationships between management and staff.

Potential appraisals provide a formal, recorded, regular review of an individual's performance, and a plan for future development.

Potential appraisals - in whatever form they take - are therefore vital for managing the performance of people and organizations.

Managers and appraisee commonly dislike appraisals and try to avoid them. To these people the appraisal is daunting and time-consuming. The process is seen as a difficult administrative chore and emotionally challenging. The annual appraisal is maybe the only time since last year that the two people have sat down together for a meaningful one-to-one discussion. No wonders then those appraisals are stressful - which then defeats the whole purpose.

There lies the main problem - and the remedy.

1.1 potential appraisals - Social responsibility and Whole-Person Development:

There is increasingly a need for performance appraisals of staff and especially managers, directors and CEO's, to include accountabilities relating to corporate responsibility. The organization must decide the extent to which these accountabilities are reflected in job responsibilities, which would then naturally feature accordingly in performance appraisals..

Significantly also, while this appraisal outline is necessarily a formal structure this does not mean that the development discussed with the appraisee must be formal and constrained.[2] In fact the opposite applies. Appraisals must address 'whole person' development - not just job skills or the skills required for the next promotion.

Appraisals must not discriminate against anyone on the grounds of age, gender, sexual orientation, race, religion, disability, etc.

When designing or planning and conducting appraisals, seek to help the 'whole-person' to grow in whatever direction they want, not just to identify obviously relevant work skills training. Increasingly, the best employers recognize that growing the 'whole person' promotes positive attitudes, advancement, motivation, and also develops lots of new skills that can be surprisingly relevant to working productively and effectively in any sort of organization.

Developing the whole-person is also an important aspect of modern corporate responsibility, and separately (if you needed a purely business-driven incentive for adopting these principles), whole-person development is a crucial advantage in the employment market, in which all employers compete to attract the best recruits, and to retain the best staff.[3]

II. PROBLEM DESCRIPTION

The Boss Needs to Meet Each of the Team Members Individually and Regularly for One-To-One Discussion Throughout the Year.

Meaningful regular discussion about work, career, aims, progress, development, hopes and dreams, life, the universe, the TV, common interests, etc., whatever, makes appraisals so much easier because people then know and trust each other - which reduces all the stress and the uncertainty.

Put off discussions and of course they look very large. So one should not wait for the annual appraisal to sit down and talk. The boss or the appraised can instigate this. An employee with a shy boss, then take the lead.

A boss who rarely sits down and talks with people - or whose people are not used to talking with their boss - should set about relaxing the atmosphere and improving relationships. Appraisals (and work) all tend to be easier when people communicate well and know each other.[4]

III. EXISTING SYSTEM

There are few issues with the manual process of delivering documentation w.r.t PAR such as:

➢ Time consuming process
➢ Involves errors in documentation
➢ Non standard nomenclature
➢ Rewriting and overwriting, multiple verifications etc.

IV. PROPOSED SYSTEM

Online monitoring, controlling and co-ordination of potential are:
➢ Electronically secured
➢ Automatic compliance monitoring
➢ Documents soft copy(storage, retention and retrieval)
➢ Online monitoring of performance of the individuals.

With the right evaluation and employee management software in place, the challenge of strategically developing organization's workforce becomes a collaborative effort with tangible results. These systems enable employers to focus on identifying top talent and developing employees to better fit the needs of an organization. Employee appraisal software also makes it easier for managers to track employee's goals and performance throughout the year, and then share this information with authorized users across the organization. One key benefit of web-based software is

that users can access the system from anywhere. With this model, employees can log in and perform self reviews, view past reviews, view recent achievements against goals set, and schedule reviews without bothering the busy folks in HR. Managers can set reminders, run performance reports, flag top talent for advancement, and then easily share this information among departments through e-mail. Also the managers can assign the task to the employees of all different departments sitting in one desktop. Then he can keep track of whether the work has been completed. once the work is completed the managers can approve and award marks based on the efficiency of the work done.

After this there will be authorities like initiating authority and reviewing authority. This online potential monitoring system facilitates communication and coordination between these users. The employee will initially enter his details and other details like grade, designation will be fetched from the IFS server. The actual process begins with initiating authority (IA). The IA will award marks and also gives feedback by viewing the performance of officer. Then the reviewing authority can rate the performance of the officer and also gives feedback.

It consists of six parts where in part A, all the details like name, designation, grade, training undergone, previous marks scored will be fetched. In part B, the employee will have to fill his details like areas of strength, languages known, experience and so on. In part C, the initiating authority and the reviewing authority will award marks based on his performance. In part D, qualitative assessment, in part E and F, general assessment feedback will be entered by both initiating authority and reviewing authority.

Once the employee submits he will not be able to do modifications so that it can be prevented from unauthorized users. He can modify only if initiating authority gives permission. Also once the fill all the feedback about employee's performance and submits it cannot be modified to prevent from unauthorized users. The same thing applies for reviewing authority also.

With all these features, Online monitoring, controlling and co-ordination of potential promotes smooth and effective coordination and management of work pertaining to performance appraisal.

V. TECHNOLOGIES USED

This application is being developed on a JAVA based JAVA jdk1.5 platform. As it is a web application JSPs are to be used.

JAVA

The motivation behind using Java as the language in my project is that it is object oriented and very robust. [2]Exception handling in java has helped us a lot in detecting the flaws or errors we made in the project. Java is a set of several computer software products and specifications from Oracle Corporation that provides a system for developing application software and deploying it in a cross-platform computing environment. Java is used in a wide variety of computing platforms from embedded devices and mobile phones on the low end, to enterprise servers and supercomputers on the high end.

JSP

Based on the Java programming language, Java Server Pages offers proven portability, open standards, and a mature re-usable component model.[5]
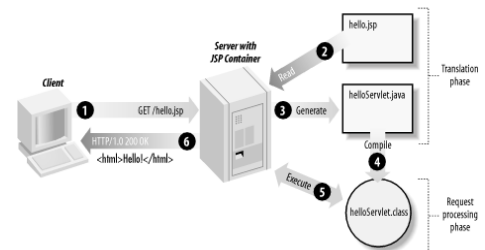

Figure1: Working of JSP

HTML

HTML (hyper text markup language) is a language used to create hypertext documents that have hyper links embedded in them. It consists of tags embedded in the text of a document with HTML. We can build web pages or web documents. it is basically a formatting language and not a programming language.

ORACLE

Oracle is a relational database management system, which organizes data in the form of tables. Oracle is one of many database servers based on RDBMS model, which manages a seer of data that attends three specific things-data structures, data integrity and data manipulation. With oracle cooperative server technology we can realize the benefits of open, relational systems for all the applications. Oracle makes efficient use of all systems resources, on all hardware architecture; to deliver unmatched performance, price performance and scalability. These motivated me to choose ORACLE as our database.

JDBC

JDBC is an API that provides cross-DBMS connectivity to a wide range of SQL databases and access to other tabular sources.
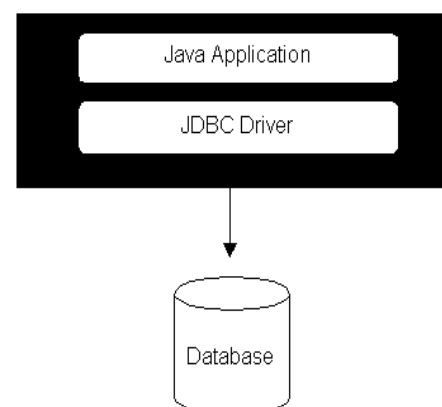

Figure2: JDBC Architecture

JDBC does three things.
- Establishes a connection with database
- Sends SQL statements
- Processes the results

VI. CONCLUSION

With all the above features in place, Online PAR promotes smooth and effective coordination and management of work pertaining to all the stages of performance or potential appraisal. It also aids in reducing the time and effort involved in physical discussion with all the officers and thereby lessening the wait time. The scope for errors is reduced. PAR is being implemented successfully in MRO division thus fostering easy and efficient flow of work among all the users. Few more requirements, modifications and improvements are being suggested by the HR department. They will be incorporated and implemented in future thereby enhancing the application.

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