Universe and Sampling Plan:

- **Universe:**
  
  In the study employees working in head office as well as other Eight District units namely Rajkot, Jamnagar, Junagadh, Porbandar, Bhuj, Bhavnagar, Surendranagar and Amreli for period 2005-2010 comprise the universe of the study.

- **Sampling Plan:**
  
  For the study of human resources management practices of Paschim Guajarat Vij Co. Ltd. class I and Class II officers having pay scale of Rs. 27000 to 44710 totaling 5667 employees have been included in the first strata and the second strata, Class III and IV employees having pay scale of Rs.9700 -21200 totaling 1432 employees have been included.

  Samples from above tow strata have been selected using “Stratifies random sampling” method numbering 324 samples units from first strata and 276 samples units from second strata- total 600 samples units.

**Period of Coverage:**

The present study covers the data for the period of five years from 2005-2010. This period is selected because the complete and time series data for this period are available.

**Sources of data collection:**

Sources used for data and information collection in the present research work are

- Primary Data
- Secondary Data

- **Primary Data:**
  
  The information has been collected by visiting head office and other organizational units of P.G.V.C.L by using questionnaire.

- **Secondary Data:**
  
  For secondary data books, journals, magazines, newspapers, official papers P.G.V.C.L. News periodical and annual reports are used.

**Techniques of data Collection:**

The data has been collected by using questionnaire and interview techniques
- **Questionnaire:**

  Multiple choice questionnaires have been designed for primary data collection. The questionnaire has been divided into two parts as per strata of pay scale.

  **Questionnaire-A:** For class I and II employees belonging to first strata.
  **Questionnaire-B:** For class III and IV employees belonging to second strata

  The researcher visited organizational units of the Board to fill up the questionnaire. Where personnel contact was not possible, the researcher has sent the questionnaire by post.

- **Interview:**

  To supplements the secondary data and to fill up the gap, the researcher conducted interviews of different officers of P.G.V.C.L. and collected relevant data.

**Analysis and interpretation of Data:**

  Information collected through questionnaire has been classified and tabulated. Different tables have been prepared with the help of computer. Information in the tables has been analyzed and interpreted by using simple statistical method such as percentile and average method.

**Limitations of the study:**

  - Human resources management is very wide subject but the researcher has covered only important areas of human resources management. There fore the present study is limited to the areas covered.

  - The present study depends upon the data obtained from head office of P.G.V.C.L. Vadodara and the study is limited to the availability of data

  - Inherent limitation of the person selected as sample is also subject to consideration.

**Chapter planning:**

  The present study is divided in to nine chapters.

**Chapter-I**
Introduction:

This chapter deals with human resources management concept, its importance and scope, development of G.E.B.s and P.G.V.C.L... and organization Structure of P.G.V.C.L.

Chapter-II
Review of literature:
This chapter deals with review of literature. realizing the necessity to undertake in-depth analysis of studies relating to human resources management, the researcher has investigated earlier studies.

Chapter-III
Research Methodology:

This chapter deals with objectives of the study, universe and sampling plan, sources of data collection, techniques of data collection analysis and interpretation of data and limitation of the study chapter planning is also included in this chapter.

Chapter-IV
Manpower planning, Recruitment, Selection and Placement:

In this chapter manpower planning process, new units and posts created, recruitment system, selection process and placement system have been studied and reviewed and accordingly suggestions for improvement in the existing system have been given.

Chapter-V
Human Resource Development Program:

In this chapter details about training techniques, training program, and evaluation of training and managerial development facilities have been critically examined and suggestions have been put forward to make human resources development practices more effective.

Chapter-VI
Effective Utilization and Control of Human Resources:

This chapter includes study and review of promotion policy, transfer policy, performance appraisal system, disciplinary policy and critical evaluation of the same and suggestions for further improvement have been presented.
Chapter-VII

Wage and Salary Administration:

In this chapter, system of wage and salary payment, basic salary, allowances, advances, L.T.C., P.F., Medical reimbursement etc. are studied and some suggestions for making wage and salary administration more effective have been given.

Chapter-VIII

Maintenance of Human Resources:

In this chapter safety policy, safety measures, compensation for accidents, staff welfare activities, communication have been critically examined and on the basis of scientific analysis suggestions for improvement in the existing human resources maintenance activities have been put forward.

Chapter-IX

Findings, Suggestion and Conclusion:

This chapter deals with the findings, suggestion and Conclusion. Various observations and findings have been put forward with a view to make human resources management practices more effective with special references to P.G.V.C.L.