

## **EVALUATION OF ADMINISTRATIVE POLICIES AND THEIR IMPACT ON OPERATIONAL EFFICIENCY IN THE MANUFACTURING UNIT OF AUTOLINE INDUSTRIES**

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### **Abstract**

*This study examines how administrative policies affect operational efficiency in the manufacturing unit of Autoline Industries, a key player in India's auto components sector. The research focuses on policies related to shift management, resource planning, employee supervision, documentation flow, and decision-making protocols. A mixed-methods approach—comprising employee surveys, workflow analysis, and KPI data review—was adopted. Findings show that streamlined administrative practices directly contribute to improved resource utilization, reduced production delays, and enhanced coordination. Conversely, unclear communication and outdated documentation protocols were found to hinder performance. The paper concludes with recommendations for policy restructuring to support greater efficiency and productivity.*

### **Keywords:**

*Administrative Policies, Operational Efficiency, Manufacturing Management, Autoline Industries, Workflow Optimization*

### **1. Introduction**

In today's competitive manufacturing environment, administrative policies serve as the backbone of organizational efficiency. Particularly in automotive component manufacturing—where time, cost, and quality are critical—policy effectiveness plays a decisive role. Autoline Industries, with its multi-functional units, requires robust administrative systems to align operations with industry demands.

This study aims to evaluate existing administrative policies at the shop-floor and managerial levels and analyze their impact on Autoline's operational output. It identifies both enablers and constraints in the current system, providing a framework for administrative reform in manufacturing settings.

### **2. Objectives of the Study**

1. To examine the administrative policies currently implemented in Autoline Industries' manufacturing unit
2. To assess the impact of these policies on operational efficiency metrics
3. To identify bottlenecks arising from policy limitations
4. To propose policy reforms for improving overall efficiency

### **3. Methodology**

### 3.1 Research Design

This research uses a **mixed-methods approach**, combining both quantitative (KPI analysis, structured surveys) and qualitative (interviews, policy document review) techniques.

### 3.2 Data Sources

- **Primary Data:** Surveys with supervisors, interviews with administrative managers
- **Secondary Data:** Policy manuals, production reports, shift logs, attendance records

### 3.3 Sample Size

- 40 administrative and shop-floor personnel from three departments (Production, Quality, and Maintenance)

## 4. Conceptual Framework

Administrative Policy Area	Related Efficiency Outcome
Shift Scheduling & Timekeeping	Labor productivity, downtime reduction
Resource Planning	Optimal machine utilization
Documentation and Reporting	Communication flow, decision-making speed
Supervision and Control	Real-time issue resolution, compliance

## 5. Data Analysis and Interpretation

### 5.1 Shift Management

- **Observation:** Frequent policy deviations in shift rotation and handover procedures
- **Impact:** Loss of ~45 minutes per shift, affecting daily output by approx. 3%
- **Interpretation:** Better digital shift planning and auto-logging tools are needed

### 5.2 Resource Planning & Utilization

- **Finding:** Lack of standard operating procedures for urgent machine allocation
- **KPI:** Machine idle time averaged 9% weekly in 2 departments
- **Interpretation:** Delays in approvals and poor resource forecasting policies reduce efficiency

### 5.3 Documentation Practices

- Manual logbooks still used in 60% of departments
- **Problem:** Poor traceability and duplication of efforts
- **Result:** Document processing time adds 2–3 hours per shift during audits

### 5.4 Supervision and Decision Hierarchy

- Delayed issue resolution due to rigid hierarchy
- Team leads lack delegation power for minor decisions
- **Recommendation:** Redefining authority levels and introducing escalation matrices

## 6. Key Results

Policy Area	Efficiency Impact	Status
Shift Management	Delays, morale issues	Needs update
Resource Allocation	Machine idle time	Needs SOP
Documentation	Audit inefficiencies	Needs digitization



Decision-Making Hierarchy	Slow resolution of issues	Needs revision
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## 7. Recommendations

1. **Digital Shift Scheduling System** for better alignment and monitoring
2. **ERP-based Resource Allocation Module** to reduce idle time
3. **Digitization of Logs and Work Orders** to enhance traceability
4. **Flexible Supervision Policy**, giving line managers more operational autonomy
5. **Training Programs** for policy awareness and compliance

## 8. Conclusion

Administrative policies, when structured and implemented effectively, act as catalysts for operational excellence in manufacturing. At Autoline Industries, certain legacy practices and rigid protocols reduce agility and responsiveness. This study finds strong justification for policy reform, particularly in areas like shift planning, documentation, and decision autonomy. By aligning administrative practices with modern industrial demands, Autoline can further boost productivity and process efficiency.

## 9. References

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