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ECE – A

English - 18LEH101J

8.07.2021

REPORT WRITING

ASSIGNMENT

1. As the Chairman of the five member inquiry Committee, write a report on the workers strike and its impact in the Star Mobile Industries, Mumbai.
2. Harries Camatics, Chennai wants to launch a face massager for the use of both men and women. As part of a three member team, write a report on the feasibility of introducing this new product.

Answer 1:

Investigative Report on Workers Strike in Star Mobile Industries in Mumbai.

Submitted by

Mr. S. Mahesh Patel.

Chairman

Inquiry Committee.

Submitted to.

Mr. R. Mohan Raj

CEO

Star Mobile Industries.

8th July 2021.

Background:

Due to the affects of Covid-19, there have been jobs and reduction in wages in recent times. Star Mobile Industries, being one those forced to comply in these tough times. Leading to a workers strike due to biased pay offs and reduction in salary.

Purpose:

To investigate the workers strike in Star mobile Industries in Mumbai.

Terms of reference:

As per the letter No 69420/2021 dated 5th July 2021, from Mr. R. Mohan Raj, CEO, Star Mobile Industries, Mumbai to Mr. S Mahesh Patel, Chairman, Inquiry Committee, Mumbai directing to submit the report on or before 12th July 2021.

Work done:

1. A Survey was undertaken from the workers in the strike regarding detailed reasons for protest.
2. Statistics of various companies were analysed to compare and contrast similar kindreds.
3. The HR, Sales and Marketing, and the Engineering and Design Teams were asked to come up in a meeting for brief questioning individually.
4. Data of jobs layed off and salaries reduced was collected.
5. Complaints regarding biased sign offs were collected.
6. All collected information was pieced together, discussed in detail, and final solutions were recorded.

Findings:

Through the investigations and various analyses the below observations are made.

1. It was found that the workers strike was a valid one and that there were some biases within the company.
2. Only certain favoured persons were given importance and only a select few were given some pandemic relief.

3. Certain accusations were made within the HR department and the names were noted.
4. Employees were being laid off, without any notice from the HR department and compensation whatsoever.

Recommendations:

1. The names of those involved are as follows:
 - a). A. Subramaniam HR
 - b). C.S. Yuvraj HRwho are suspected for biased lay offs within the company.
2. The Company could resolve the matter by taking into accounts the demands of their employees.
3. Management of the company must be frequently regulated to avoid such a instance in the future again.

Answer 2:

Feasibility Report - Launch of New Face Massager
for men and women by Hermes Cosmetics Chennai

Submitted by
Mr. S. Mukesh Patel
Team Lead
Hermes Cosmetics
Chennai

Submitted to
Mr. A. Ankur Walia
General Manager
Hermes Cosmetics
Chennai

8th July 2021.

Background:

With the recent boom in both mental and physical health people are becoming more self-aware, leading to new jobs showing that face massagers increase in demand.

Purpose:

To analyse the feasibility of the launch of New Face Massager for men and women by Hermes Cosmetics, Chennai.

Terms of Reference:

Letter No. 420 69/2021, dated 5 July 2021 from Mr. A. Ankur Walia, General Manager, Hermes Cosmetics, Chennai to Mr. S. Mukesh Patel, Team Lead, Hermes Cosmetics, Chennai directing to Submit the report on or before 12th July 2021.

Work Done:

1. A survey was undertaken from the already existing customers to get their opinions.
2. Advertisement based surveys were distributed and feedback was collected.
3. Various designs were made and reviewed by a small base of loyal customers to get their feedback.
4. All collected information was pieced together, discussed in detail.

5. Supply and production costs were calculated and discussed and final solutions were reached.

Findings:

Through the surveys and various campaigns the below observations are made:

1. It is found that the majority or 95% do to say of already existing customers would appreciate a new face messenger.
2. From the Ad Campaigns, it is found that 80% would like to just in general get a face messenger from any company mainly (Herons Cosmetics) and the rest 20% would prefer others.
3. Design, production were finalized after various stages of reviewing and trial and error.

Recommendations:

1. It is highly recommended that the New Face messenger be launched with proper planning.
2. The cost price and sale price of the product to be discussed accordingly.
3. Seeing that there is a huge demand from consumer side, it should be certain that the product would sell and should be given a green signal.
4. New Advertisement Campaigns can be established to promote the product.