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CHAPTER - 1

INTRODUCTION ABOUT THE TRANING

* 1. TRAINING - MEANING

Training is concerned with imparting developing specific skills for a particular purpose. Training is a purpose of learning a sequence of programmed behaviour. It is the act of increasing the knowledge and skills of an employee for doing a particular job.

* 1. TRAINING –DEFINITION

According to Edwin Flippo, ‘training is the act of increasing the skills of an employee for doing a particular job’.

* 1. TYPES OF TRAINING
* Institutional training
* On-the job training

INSTITUTIONAL TRAINING

Institutional training is process by which the aptitude, skill and abilities of the student business activities are increased. Institutional training is arranged to understand the real business environment as well as gain particular knowledge about various business function.

ON- THE JOB TRAINING

On – the job training is the most common form of training for any person in the organization. The basic theme of on-the job training is “TO LEARN BY DOING ITSELF”. The trainee learns while is engaged in doing a job.

* 1. OBJECTIVES OF THE TRAINING

The objectives of the training are as follows:

* To increase job satisfaction and moral among employees.
* To increase efficiencies in processes, resulting in financial gain.
* To increase innovation in strategies and products.
* To know the organization structure.
* To know the various welfare measures provided to their employees.
  1. ADVANTAGES OF THE TRAINING
* On the job training is an inexpensive professional development tool.
* On the job training provides a favourable environmental for quick learning.
* Contributed to company growth.
* This way they gain confidence in their work.
* Everyone knows each other.
  1. NEED OF THE TRAINING

The training program is designed with a view to enable the student to have an at exposure on the practical field. “MADURAI KAMARAJ UNIVERSITY” incorporated on the job training as a component of commerce with computer application degree course for a period of “10 DAYS”. It helps to increase the self-confidence of the student.

* 1. SCOPE OF TRAINING

The scope the training depends upon the categories of employees to be trained. As we all know that training is continuous process and only needed for newly selected personal at all levels of the organization.

* 1. PERIOD OF TRAINING

I did my job training at “A.D.R. POLYMERS” Madurai District in Tamil Nadu. I have undergone training from “19/12/2023 To 31/12/2023”.

CHAPTER-2

OBSERVATION ABOUT THE COMPANY

2.1 PROFILE OF THE COMPANY

|  |  |
| --- | --- |
| NAME OF THE COMPANY | : A.D.R. POLYMERS |
| ADDRESS OF THE COMPANY | : A.D.R. Polymers, Shed no. 46, SIDCO, Kappalur, Madurai-625008 |
| YEAR OF ESTABLISHMENT | : 1980 |
| NAME OF THE MANAGER | : Mr. R. VENKATESH |
| PRODUCT | : P.V.C. PIPES |
| NUMBER OF WORKERS | : 46 |
| MALE WORKERS | : 35 |
| FEMALE WORKERS | : 15 |
| NUMBER OF MANAGERS | : 1 |
| STARTING INVESTMENT | : Rs.1,50,000 |

2.2 ORGANIZATIONAL STRUCTURE

Organizational structure is explained as the patterns of relationship among the components of a structure.

IMPORTANCE

* It facilitates proper administration.
* It avoids delay in decision making.
* It also helps in taking correct decision.
* It helps in controlling the quality of output.
* It simulates initiative and creative thinking of the employee.
* It helps for the growth of a company.

ORGANIZATIONAL STRUCTURE

2.3 COMPANY LAYOUT

Company layout refers to the detail’s allocation of an available area for various purpose.

*Entrance*

*Security room*

*Packaging and storing area*

*General manager room*

*Purchase, sales, Personnel departments*

*Production department*

*Security room*

*Working Area*

CHAPTER-3

VARIOUS DEPARTMENTS

3.1 PURCHASE DEPARTMENT

STRUCTURE OF PURCHASE DEPARTMENT

RAW MATERIALS:

Plastic Particles & Polyvinyl Chloride

FUNCTIONS OF PURCHASE DEPARTMENT

* The purchase department is responsible for all the purchase of raw materials required by the purchase department. The department workers are buying the raw materials with minimum cost as possible. They show the workers efficient and effectiveness while purchasing the materials.
* This department workers are purchase the raw materials once in a week. The department workers purchase all the raw materials in ready cash purpose, So the company purchase the raw materials with 10% discount in all type of raw materials.

3.2 PRODUCTION DEPARTMENT

Production department deals with the production process of raw materials requirements and layouts. They will help the company to maintain and improve the quality of customers.

FUNCTIONS OF PRODUCTION DEPARTMENT

Production is the function of converting the raw materials into the finished products. In a productive enterprise, it is essential that production is carried on the best manner at the lower cost, and the goods are of right quality and the produced at proper time.

PRODUCTION PROCESS

EXECUTOR MACHINE

They put the raw materials into the excavator machine for 5.30 hours. The machine heats itself. So, 7 or 7.5kg raw materials within one hour.

CUTTING & SHEETING MACHINE

They Produce the colour is added to executor machine itself.

STORING

The storage facilities are at production unit itself.

TRANSPORTATION

They are having their own shop at Madurai city and send the production by their and local transport.

3.3 SALES DEPARTMENT

STRUCTURE OF SALES DEPARTMENT

The sales department is used to sell the finished goods to sales on the all over Tamil Nadu. The payment made by the dealers and stock is though cheque and cash. The department is very important to sale the product by them.

Sales department is doing a work of sell the product that they manufactured. A sales department is the direct link between a company’s product or service and its customers.

3.4 PERSONNEL DEPARTMENT

Personnel refers to both the employee and the department that hire them in company. The personnel department is concerned with keeping the people on the job training.

Labour cost increasing productivity maintaining smooth relation with unions protecting company legalization and optimizing effect of technological process.

PERSONNEL WORK RELATED TO REQUIREMENTS

1. Selection
2. Utilization
3. Accommodation of human resource by organization

PERSONNEL MANAGER DEALS WITH

1. Staffing
2. Work design
3. supervisor
4. Organization justice
5. Legal responsibilities

SHIFT TIMING

Shift systems are followed in the company. There are three shifts in the company.

The shift timings are as follows:

1st Shift - 8.00 p.m. to 4.00 p.m.

2nd Shift – 4.00 p.m. to 12.00 a.m.

3rd Shift – 12.00 a.m. to 8.00 a.m.

FUNCTIONS OF PERSONNEL DEPARTMENT

The manager functions of a personnel Manager involve Planning, Organizing, Directing.

A. Planning

Planning lays down a pre-determined course to do something such as what to do, how to do, where to do, who is to do, etc. A personnel Manager plans in advance the trend in wages, Labour market, union demands, etc. through planning, most of the future problems can be anticipated.

B. Organizing

According to J.C. MASTIC, “an organization is a structure a framework and a process by which a co-operative group of human being allocates its task among its members, identifiers relationships and integrate its activities towards common adjectives. The personnel manager has to design the structure of relationship among jobs, personnel and physical factors so that the objectives of the enterprise are achieved.

C. Directing

This function relates guidance and stimulation of the subordinates at all levels. The personnel manager directs and motivates the employees of the department so that they work willingly and effectively for the achievement of organizational goals.

CHAPTER-4

FINDINGS AND SUGGESTIONS

* 1. FINDINGS
* The company maintains a positive and collaborative work environment.
* There is poor communication between employer and labours.
* Inadequate water facility.
* Lack of transport facility
* Credits are allowed to buyers.
* The company adheres strictly to safety standards, with regular safety drills and clear safety signage throughout the facility.
* There is no canteen facility.
* 81 %respondents are excellent for the work load.
* 80% respondents are agreeing in the company recognizes a valuable.
  1. SUGGGESTIONS
* The company may increase the training to improve employee employer relationship.
* Well qualified staff members are appointed
* The company can provide leave facilities to the employee.
* The company may increase the lunch time for the employee to relax themselves.
* The company may increase the training to increase the motivation on level of performance.

CHAPTER-5

CONCLUSION

Employee- employer relationship refers to degree off readiness of an organism to pursue some designated goal and implies the determination of the nature and locus of the forces, including the degree of readiness employee – employer relationship is a general inspirational process, which gets the members of the team to pull their weight effectively, to give loyalty to the group, to carry out properly the tasks that they have accepted and generally to pay an effective part in the job that the group.