



**MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION,  
MUMBAI**

**GOVERNMENT POLYTECHNIC KARAD**

**THIRD YEAR DIPLOMA COMPUTER ENGINEERING (I-SCHEME)**

**PART [B]  
MICRO-PROJECT REPORT**

**“PREPARE DETAIL REPORT ON WORK PERMIT”**

**UNDER THE SUBJECT  
MANAGEMENT (22509)**

**SUBMITTED BY**

Sr.no	Roll No	Enrollment No	Name of Team Member
1.	2257	2100100059	Sakshi Subhash Mohite
2.	2258	2100100060	Akshata Subhash Bachche
3.	2259	2100100062	Pratiksha Arjun Pawar
4.	2260	2100100063	Riya Sunil Kharade

**UNDER THE GUIDANCE**

**Mrs. P.A.Pawar**

**(DEPARTMENT OF COMPUTER ENGINEERING)**

**2023-24**

## **Certificate of completion**

### **Of Micro-project Assessment at the end of Semester**

This is to certify that,

<b>Sr.no</b>	<b>Roll No</b>	<b>Enrollment No</b>	<b>Name of Team Member</b>
1.	2257	2100100059	Sakshi Subhash Mohite
2.	2258	2100100060	Akshata Subhash Bachche
3.	2259	2100100062	Pratiksha Arjun Pawar
4.	2260	2100100063	Riya Sunil Kharade

Has successfully completed “PREPARE DETAIL REPORT ON WORK PERMIT” Micro-project of the Sixth semester Diploma in Computer Engineering of subject Management (22509) from Government Polytechnic Karad. Institute with Institute code (0010).

**Mrs. P.A.Pawar**

(Project Guide)

**Prof. S. B. Patil**

(Head of the department.)

**Dr. K. M. Bagwan**

(Head of Institute)

**Seal of the  
institute**

# ACKNOWLEDGEMENT

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We take this opportunity to thank all those who have directly and indirectly inspired, directed and assisted us towards successfully completion of this project report.

We express our sincere thanks to Dr. K. M. Bagwan Principal of Government Polytechnic, Karad and the Head of Department Prof. Patil S.B, for having us allowed to submit this report as a part of our academic learning.

We express our sincere thanks to Prof. P A. Pawar Lecturer in Mechanical Engineering, Govt. Polytechnic, Karad for encouragement throughout the project report and guideline in designing and working out this project. We are also grateful to team of project.

Place: Government Polytechnic Karad

Date: 30-03-2024

**Yours Sincerely,**

2257-Sakshi Subhash Mohite

2258-Akshata Subhash Bachche

2259-Pratiksha Arjun Pawar

2260-Riya Sunil Kharade

## ➤ **RATIONALE**

Understanding work permits is crucial in management because they ensure that businesses follow the law when hiring people from other countries. Managers need to know about work permits to hire the right people legally, avoiding fines or legal problems. It's also important for making employees happy and keeping them in the company. Knowing about work permits helps managers plan how to move employees around the world for work. Plus, it helps businesses save money by budgeting for permit costs. Lastly, work permits can make workplaces more diverse and inclusive, which can lead to new ideas and better teamwork.

## ➤ **AIM AND BENEFITS**

### **1. Enhance Managerial Competence:**

Equip managers to navigate work permits efficiently for compliance and talent acquisition.

### **2. Optimize Organizational Compliance:**

Empower managers with work permit proficiency for enhanced processes and talent utilization.

### **3. Enhanced Employee Satisfaction:**

Support employees through the permit application process, fostering commitment and loyalty.

### **4. Promotion of Diversity and Inclusion:**

Create inclusive workplaces by hiring from diverse backgrounds and perspectives.

## ➤ **COURSE OUTCOMES ACHIEVED**

CO A] Use basic management principles to execute daily activities.

CO B] Use Principles of planning and organising for accomplishment.

CO C] Use principles of directing and controlling for implementing the plans.

CO E] Apply principles of safety management in all activities.

CO F] Understand various provisions of industrial acts.

## ➤ LITERATIVE REVIEW

1. We Referred Book “WORK PERMIT” by Relydence.
2. We Referred Following Link:
  - a) <https://weeverapps.com/operational-excellence/main-types-of-work-permits/>
  - b) <https://www.ibm.com/docs/en/mhs-and-em/7.6?topic=work-permits>
  - c) <https://www.ijraset.com/research-paper/study-on-work-permit-system>

## ➤ ACTUAL METHODOLOGY FOLLOWED

1. Discussion about given topic.
2. Selection of good leader and distribution of responsibilities.
3. Collection of information using different resources, Analysis of given information.
4. Presentation of given report.
5. Completion and submission of given tasks.

## ➤ ACTUAL RESOURCES USED

No	Name of the Resource	Specifications	Quantity	Remark
1	Computer System	At least 4GB RAM, i5 Processor	1	Required
2	Software	Microsoft word	1	Required

## ➤ OUTPUT OF MICROPROJECT:

In our microproject named "PREPARE DETAIL REPORT ON WORK PERMIT," we've covered everything about work permits. We explained what a work permit is and described its types. We talked about the features of work permits, which are their important parts. We also detailed the standard steps needed for a work permit system. Plus, we highlighted why work permits are necessary and why they're needed. Our goal is to make it easy for everyone to understand work permits and their importance.

## ➤ **SKILLS DEVELOPED OF THIS MICRO-PROJECT**

### **1. Communication Skills:**

Being able to talk and write clearly with your team and making detailed reports and documents.

### **2. Problem-solving Abilities:**

Figuring out what problems are happening with work permits & understanding why they're happening.

### **3. Technical Proficiency:**

Knowing how to use the right tools and technology for work permits and getting really good at using them.

### **4. Time Management:**

Knowing what tasks are most important and making sure you use your time well, even if you have lots of things to do for the project.

## ➤ **APPLICATIONS OF MICRO-PROJECT**

**1. Cost Reduction:** Automation of repetitive tasks and reduction of manual interventions in the work permit process.

**2. Improved Employee Satisfaction:** Creating a user-friendly and efficient work permit application process.

**3. Reduced Processing Time:** Streamlining the work permit process can significantly reduce the time required for approvals and issuance.

**4. Enhanced Compliance and Risk Mitigation:** Implementing improvements to the work permit process ensures better compliance with legal requirements and regulations.

**5. Improved Resource Allocation:** Efficient work permit processes help in better resource planning and allocation.