As a Human Resource Development Manager of K-Bay Software Ltd. Pune your have been asked to submit a proposal for setting up a Recreation Center with modern sports facilities in the company premises at Talegaon. Write a good proposal.

Title page

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| **A**  **Proposal for**  **Recreation Center**  **By**  **Mr. Kenneth Rebello**  **Human Resource Manager**  **K-Bay Software Pvt. Ltd.**  **Talegaon, Mumbai- Pune Rd.**  **Pin Code 400402**  **August 2019** |

1. Proposal title: Recreation Center
2. Name and Designation of the proposer: **Mr. Kenneth Rebello**, Human Resource Manager
3. Postal address: Department of Human Resources

K-Bay Software Pvt. Ltd.

Talegaon- 400402

1. Duration: 2 Months
2. Amount required: Rs. 25 Lakhs
3. Brief description:

The proposed recreation center is to be located on 3000 sq. ft. land in the company premises at Talegaon. The main purpose of this center is to provide recreation facilities to the employees of this company. It includes indoor games facilities and modern gymnasium. It is also proposed construct a permanent podium to hold various cultural events.

vii. Objectives:

As software professional’s work under time and work pressures they require some form to de-stress and rejuvenate themselves. These facilities would help them to remain physically and mentally fit. They would perform better in their work.

viii. Technical plan

It is proposed to build full-fledged Hall with necessary ventilation and light. The equipments require are listed below along with estimated cost and propose of each equipment.

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| --- | --- | --- | --- |
| **Sr.No** | **Equipment** | **Estimated cost** | **Purpose** |
| 1 | Cycles | Rs. 1 Lakh |  |
| 2 | Stepper | Rs. 2 Lakh | Exercise |
| 3 | Climber | Rs. 50,000 |  |
| 4 | Treadmill | Rs. 1,50000 |  |
| 5 | Elliptical | Rs. 25,000 |  |

ix. Management Plan

The installation of equipments for tennis and table-tennis courts will be done by the technical people of the company from which the equipments could be purchased. After the installation our company Staff Club employees would take care of operating and maintaining it.

x. Cost estimate

A total amount of Rs.25 lakh is required for establishing the center. Out of this amount Rs.5 lakh would be required to construct the Hall. The total estimate is a follows.

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| --- | --- | --- |
| **Sr.No** | **Material/ Payment** | **Amount** |
| 1 | Sports material | Rs.10,00,000 |
| 2 | Gymnasium equipments | Rs. 5,50,000 |
| 3 | Instructor salary | Rs. 1 lakh per annum |

**Conclusion**

The purpose of Recreation Center is to provide recreation facilities to the employees of this company. It would also help them to be physically and mentally fit resulting in increased pace of work and better quality of their work.