

# CHAPTER-1

## **INTRODUCTION**

### **FARIDA SHOES PRIVATE LIMITED:**

The Farida group manufacture and market high quality footwear and finished leather. We operate through our three main business segments: tanneries, uppers and shoe manufacturing units. Our products are sold under popular brand names in more than 40 Countries globally.

Our major products are finished leather for the fashion industry, uppers, and men & women formal and casual shoes.

Leather and the leather industry have been around a long while there are those who claim it is the second oldest profession in the world.

The leather industry in total produces around 25 billion square feet of leather a year and the value of this is estimated at about \$60 billion. If the byproduct of meat industry, hides and skins are not used to produce this quality of leather.

Farida shoes is committed to conform to the statutory and regulatory requirements relating to child labour, forced labour, health, safety freedom of association, right to collective bargaining, discrimination, disciplinary practice, working house remuneration and management system.

We are one of the leading leather footwear exporters of India with a turnover of approximately 200 million USD. We manufacture and market high quality men and women footwear and finished leather.

# CHAPTER-2

## **HISTORY OF THE COMPANY**



***MECCA ABDUL MAJID SAHIB***

***FOUNDER***

The Farida Group was established in 1957 by Mr. Mecca Hajji Abdul Masjid Sahib at Ambur, in the North Arcot District of Tamil Nadu, India, primarily to process and export East India tanned goat skins.

From a daily production of 1,000 skins. Farida gradually stepped up its output to reach as much as 5, 000dins in 1967. Today the tannery's production touches 25.000 skins a day

The eldest son, Mr. Mecca Rafeeqe Ahmed joined the firm in 1956 and took over the administration as Managing Partner Linder his able and dynamic administration Farida has diversified its product and export lines and has entered into the manufacture of finished leather, leather shoe uppers, leather shoes and leather garments Today Farida has the capacity to products 30 million sq. ft. Of finished leather, 2.5 million pairs of leather shoe uppers annually, 1.75 million pairs of leather shoes per annum and 70,000 pieces of leather garments per annum.

Today, the Group reiterates its commitment to the Indian leather industry. And is all set for greater heights and newer glories in this rapidly advancing first.

## **PROFILE OF FARIDA GROUPS**



Practices are sustained and improved upon, it has been decided to get them audited against ISO 14001:2004 and OHSAS 18001 by 2010 and integrate it with ISO 9001 during the next FARIDA SHOES PVT LIMITED is the flagship company of the FARIDA GROUP. FARIDA GROUP is the pioneer in the Indian leather industry and a Benchmark for the rest. Ever since its inception, the FARIDA GROUP has followed the principle of putting enterprise, innovation and integrity above everything else.

FARIDA SHOES PVT LIMITED was established in the year 1978 and is the first full shoe factory of the group. The plant is engaged in the manufacturing high quality leather footwear.

We at FARIDA SHOES believe that achieving business leadership is not a destination but a journey in itself. On our growth and expansion drive we appreciated the need for systems driven organization. This realization led us to adapt the globally recognized ISO: 9001-2000 Quality Management Systems. Having demonstrated that our Quality Management System meets the requirements of ISO we were certified as ISO: 9001-2000 company by BVQI in the year 2005, and recertified in the year 2008 The QMS documents have

been updated to meet the requirements of ISO 9001:2008 w. e. f 01.07.10As the industry leader, FARIDA has been following the best practices in environment management and occupational health and safety. To ensure that these best surveillance audit of our QMS.

We value the importance of accurate and on-time information flow throughout the business, this led to the hoisting of our we based ERP Application.

The manufacturing unit is managed by a team of qualified personnel who look for continual improvements in technology, operations and products. The management has defined and documented its Quality Policy and Objectives. These are made known to every employee through training programmers, posters and cards and the commitment to achieve Quality Policy by following the Quality Management Systems is ensured.

The group represents the interests of the Indian leather industry at various National forums like FIEO etc. and to the government.

The management always had the interests of the society first ahead of its business interest. FARIDA GROUP is always recognized as a socially responsible organization. We follow fair practices like "No Child Labour" "No Pollution" "No Exploitation and "No Overwork, We conduct health camps for the under privileged through 4RID underline A SOCIAL SERVICE TRUST.

The years of dedication, pursuit of excellence and strong belief in keeping pace with international standards and customer expectations have helped us reach our present status. Backed by our rich experience, we focus our vision on tomorrow's challenges and demands on our journey in joining the global footwear leaders.

## **THE VISION:**

The shoes industry today has become highly competitive with the arrival of established name within India and aggressive competition by internal competitors like China. This means all of us at Farida a should realize the quality alone pays and quality indeed gives us a competitive edge in international business. In spite of all global recession, we at Farida anticipate a

period of sustained and increased growth in the coming appears, even though conscious business technology strategy will be evolved in the days to come the question now is how we prepared and developed and challenge better

### **THE MISSION:**

To achieve and sustain the market leadership in development, production and export of high-quality leather and footwear and simultaneously enhance the development and well-being of all employees.

### **COMPANY OBJECTIVES:**

- To increase the AQL passing percentage of finished products
- Improve the delivery schedule achievement (DSA) indicator
- Reduce the product quality indicator
- Aim to achieve at least four continual improvements per year.

### **SLOGAN:**

"QUALITY FIRST, FARIDA IS BEST"

## **INDUSTRY PROFILE**

### **FARIDA SHOES PRIVATE LIMITED**

Farida Shoes Private Ltd. was established in the year 1976 at Ambur. It is all so factory one of the biggest facilities in South India with a capacity of 14,000 pairs per day.

Farida Shoes specializes in making cemented and moccasin construction articles. The factory is certified with ISO 9001:2000 from BV.

Established in	1976
Managing Director	Irshad Ahmed Mecca
Corporate office	151-4, Mount poonamallee road, Ramapuram, Chennai 600068 Tamilnadu
Factory	17, Jalal Road, Ambur 635802 tirupattur. Tamil Nadu.
Product line	Dress formals, Dress casuals, sporty and boots
Capacity	15,000 pairs per day
Employee Strength	2,000
Contact	Zubair Ahmed (admin manager)
Head phone	8939806304
Email	fspladmin@farida.com.in
Phone	(91)4174244301
Fax	(91)4174244303



**MARKETING TEAM:**

Name	C. Muzaffar pasha
Head phone	9884510850
Email	factoryhod@farida.co.in
Name	Muzammil
Head phone	9884481835
Email	ahodteamb@farida.co.in
Sourcing (Upper material):	
Name	Satish
Head phone	9176091857
Email	satish@farida.co.in
Sourcing (Upper material - non-leather and full shoes material):	
Name	Vinod.D. R
Head phone	9884491841
Fax	4174244303
Email	\vinod@farida.co.in

## **OTHER BRANCHES:**

### **FARIDA CLASSIC SHOES PRIVATE LIMITED, AMBUR**

Established in: 1981

Managing Director: Iqbal Ahmed Mecca

### **FARIDA LEATHER WEAR PRIVATE Limited, AMBUR**

Established in: 2000

Managing Director: Irshad Ahmed Meeca.

### **FARIDA PRIME TANNERY, AMBUR**

Established in 1957

Managing Director: Israr Ahmed Mecca

### **INDIA SHOES EXPORT PRIVATE LIMITED, CHENNAI**

Established in: 1982

Managing Director: Ashfaque Ahmed Mecca

### **KENMORE SHOES PRIVATE LIMITED, CHENNAI**

Established in: 2004

Managing Director: Ashfaque Ahmed Mecca

### **FARIDA TANNERY, ETHIOPIA**

Established in: 2010

Managing Director: Israr Ahmed Mecca

### **ARCOT SOLES PRIVATE LIMITED (ASPL) AMBUR**

Established in: 2005

Managing director: Irshad Ahmed Mecca

Established in: 1987

**GENERALLY, THE COMPANY HAS BEEN DIVIDED INTO VARIOUS DEPARTMENTS WHICH ARE AS FOLLOWS:**

- Purchase department
- Human resource department
- Finance department
- Production department
- Stores department
- Maintenance department
- Export department
- Information technology department
- Quality control department

**VARIOUS STORES IN FSPL:**

- Export material
- FES store
- Packing store
- Ware house (sole, insole, upper stores)
- Shoe last
- Lather
- Stationary store
- Maintain store

## **RULES AND REGULATION IN COMPANY:**

- Wear and punch the ID card daily
- Wear the uniform daily
- Enter 5 minutes before into the factory
- Punctuality in break times
- Safety practice should be followed strictly
- Avoid unwanted roaming and speaking
- Get permission and submit leave letter before taking leave

## **5'S' PRACTICE:**

The 5'S' practice is a house-keeping method used to launch and maintain a productive and quality environment in an organization.

A well-organized work place results in a harmless, more effective and more production operation. It increases the spirits of the workers, encouraging a intelligence of self-importance in their work and ownership of their responsibilities.

SEIRI-Throw away all rubbish unrelated materials in the workplace.

SEITON-Set everything in proper place for quick retrieval and storage.

SEISO-Clean the workplace, everything without fails.

SEIKETSU-Standardizing the way of maintaining cleanliness,

SHITSUKE-Practice 5'S' daily, make it a way of life.

Shift A-6 am to 2 p.m.

Shift B-2p.m. to 9.45 p.m.

Shift C-9am to 5.45.p.m.

**There are totally 845 employees working in the company,**

In shift A-375 employees

In shift B-371 employees

In General-117 employees

The company has been given rights to employees to select their working shifts due to their family situations and own interest.

Cost of one pair of shoes Rs. 1000/-

# CHAPTER-3

## **DEPARTMENTS IN FARIDA SHOES(P)LTD**

### **HUMAN RESOURCES DEPARTMENT**



#### **ROLES AND RESPONSIBILITIES:**

- To recruit and provide required manpower
- To planning and implement proper induction training for the new entrance
- To Identify training need and organize training program for the employees of the group and take up HRD activities
- To take care and maintain clean work environment and goodness keeping
- To maintain a harmonious working atmosphere
- To ensure good industrial relation with all concerned there by company goal are achieved

## **FUNCTIONS OF THE HR DEPARTMENT:**

### **Authority:**

- To finalize the internal and external training programmed
- To summarize and give the feedback on the performance appraisal....
- To negotiate with union representative

### **Communication:**

- To communicate the unit in charge in training programmer and requirement of manpower.
- To communicate with the external agencies relating to labour and factory act
- To communicate with the surrounding village with regard to legal requirement.
- To communication with the top management on labour and industrial relation issues

### **Recruitment:**

Recruitment refers to the process of attracting, screening, and selecting qualified people for a job at an organization or firm. In this company, they recruit the labour who have poor and need job for their basis needs. The basic concept of recruiting the labour is to stand in their own leg and have to fulfil their own needs.

### **Selection:**

Select the employees with proper skill or experience. The manager will communicate with the labour and collect their personal details. Then the manager decides whether they have to select are not.

### **Classification Of Employees:**

- ✓ Permanent



- ✓ Temporary
- ✓ Apprentices
- ✓ Seasonal

### **Employee Uniform**

- Blue production and charging
- White operating system
- Green packing and finishing
- Brown contractors
- Orange cleaners

### **INDUCTION:**

The new employees are briefly known about the organization & growth they are also informed about,

- Factory timing
- Company benefits like canteen & drinking water
- Social security benefits ESI, EPI, gratuity & bonus,
- Leave-EL and festival leave procedure for entering leave card
- ID card

### **Training To The Employees:**

The company provides the training and training and development for the employees to improvement of company quality production. The training program gives benefit to the employees to be as skilled employees. The training may be based on the categories such as:

- Labour training
- Staff training
- Manager's training

These are the method the organization would train the employee to get the quality of product. The company may provide the training to training to the employees such as

- Skill development
- Safety environment
- Changes of attitude
- Team work
- Achieving target

### **Training To Staffs:**

The company provides the training for the awareness of quality product

- Quality awareness
- Supervisory skill development
- Union and management participation
- Failure mode effective analysis (FMEA)

The company provides the training for the internal and external development of the company.

- Leadership
- Communication
- Globalization

### **Activities Performed**

- Application Filling.
- Sending and checking received mails
- Maintaining the documents

- Bill checking
- Data Entry
- Maintaining good relationship with employee's
- Reporting
- Conduct welfare meeting
- Monitoring all the departments
- Continuous checking whether the labours following the rules.
- Keeping and recording the leave and attendance details
- Salary details
- The basis salary is Rs.6500
- The experience employees will get Rs.8000 to 9000
- The manager will get 12000.
- The company will give bonus, EST scheme, employee's provident fund, festival holiday allowances, gifts etc.

### **Environment Safety & Health Policy**

At FARIDA, utmost consideration is given for the Environment and Occupational Health & Safety in all our activities.

We are committed to protect the environment and health & safety of our employees and interested parties by.

- 1) Establishing, implementing and maintaining documented EHS Management System.
- 2) Complying with all relevant environmental, occupational health and safety legislation and regulation.
- 3) Conserving and optimizing the usage of resources like power, water and fossil fuels.

- 4) Continually improving environmental performance by setting objectives and targets to prevent or reduce pollution and waste.
- 5) Continually improving occupational health & safety performance by setting objectives and targets to prevent accidents/ill incidents and occupational ill health.

## **POLICIES OF PERSONAL DEPARTMENT:**

### **Leave Policy:**

- Casual leave of 12days/year
- Earned leave of 15 days/year.
- Marriages leave of 10 days/year.

In case, any staff takes leave over the above the amount eligibility of 12 days it will be treated as the loss of pay" or adjust against the earned leave.

### **Salary:**

Basic salary is 6500/- The experienced employees will get Rs 8000 to 9000/- and the manager will get R 5.12000 The bonus of 18% is given yearly once. The company will give bonus, ESI scheme, employee's provident fund, festival holiday, gifts etc. It also maintains the policy of job rotation which they perceive it as a motivational factor for the employees as they get trained in every functional area of the company.

### **Increments:**

Increment is given when an employee is involved from lower position to higher position, increment.

### **Mode Of Payment:**

The wages are paid to workers through his savings bank account.

**Promotion:**

- In this company, employees who are not obtained any punishment are given first preference in promotion.
- Experience is also taken into consideration for the promotion.

**Transfer:**

- The company may transfer the employees from one department to another department.
- The transfer is made internally and externally based on work performance
- The transfer is made due to their incapability of work performance.

**Allowances:**

The allowances are made to the employees to satisfy the needs and wants of the company.

- Travelling allowance
- Dearness allowance
- Leave allowance
- Overtime allowance

**Exit Procedure:**

- Letter of registration
- Interview conducted to obtain feedback settlement of details

**Retirement:**

- The company has fixed the retirement date of each and every employee in company.

- The retirement is by voluntary and periodically
- The retirement age limit of the company is 55 years.
- At the time of retirement, the company would provide some facilities or benefit to the employees.

**Pension:**

- The company provides the pension for the retired employees of the organization.
- The pension would be provided to widows, children and their parent

## **MARKETING DEPARTMENT**



- Marketing is the most significant division. Here the whole process of marketing takes place starting with the interaction with the client to the costing stage.
- During this process the department required five important documents to be prepared before starting of the production.

### **FOUR DIVISIONS IN THE MARKETING DEPARTMENT:**

1. Communication with customer
2. Customer requirement planning

3. Marketing
4. Customer satisfaction

### **MATERIAL SOURCING:**

The main aim of this division is to purchase raw materials that are required to manufacture of the specific product.

To implement this activity, they are provided with the important document to deal with they are

- Job card
- BOM (bill of material)

Job card are the common details of the product. Details of each presentation of product are recorded in a form that is called job card.

BOM (Bill of material) is a form which contains total unit of materials required to initiate the production

### **PLANNING:**

It plays every role in the organization. It designs the work of each and every worker working in the organization. All other departments are enclosed with the planning.

- To ensure housekeeping and safety
- To appoint personnel for doing specific job.
- To prepare a quality plan and follow
- To ensure packing and dispatch as per customer requirement

### **MARKETING:**

Marketing is the most important division. Here the whole process of marketing takes place starting with interaction with the client to the costing stage. During this process the dept, come out the six important documents that are required to be prepared before starting of the production department.

- BOM
- Cost sheet

The final document of OFF (order entry form) which is forwarded to the finance department Approval which confers shipment details articles number, style, code, packing code.

FSPL manufacturing leather product for foreign market the countries like USA. Germany, France, Australia, Italy, Canada, Japan and Sweden.

## **CUSTOMER SATISFACTION:**

Whether the buyer is satisfied after purchase depends on the offers performance in relation to the buyer's expectations in general, satisfaction is person's feelings pleasure or disappointment resulting from comparing a product pre-received performance (or outcome) in relation to this or her expectation.

If the performance falls short of expectations, the customers are dissatisfaction. If the performance matches the expectations, the customer is satisfied if the performance exceeds expectation, the customer highly satisfied or delighted although the customer-centred firm seeks to create a high customer satisfaction that are not their ultimate goals.

If the company increases customer satisfaction by lowering its price is increasing its service, the result may be lower profit. The company might be able to increase its profitability by means other than increased satisfaction (for e.g., by improving manufacturing process or investing more in R&D).

## **FUNCTIONS OF MARKETING IN (FSPL):**

### **Different types of samples:**

- a. Proto sample
- b. Changes acceptable (correction)
- c. Concept sample

### **Sales man sample (SMS):**

There are four branches

- 1) GTM (Global Team Meeting)
- 2) RGTM (Regional Global Team Meeting)



- 3) BULK-1 (This sample only for advertisement)
- 4) BULK-II (For future launch)

**Testing:**

- i. Perfect
- ii. Model fitting
- iii. Based on fitting
- iv. Extreme fitting

**PROTO SAMPLE:**

Making the sample in best accuracy as per the customer requirement suppose if there is any discrepancy will make the sample in alternate material.

**CONCEPT SAMPLE:**

The company itself is giving an own sample as per the requirement of customer.

**TESTING:**

As per the requirement of customer they are providing a testing. It's given below.

**PERFECT SAMPLE:**

Perfect sample is a medium size sample (9 sizes). The company mostly providing a perfect sample size to the customer to get a first approval from the customer/conformation.

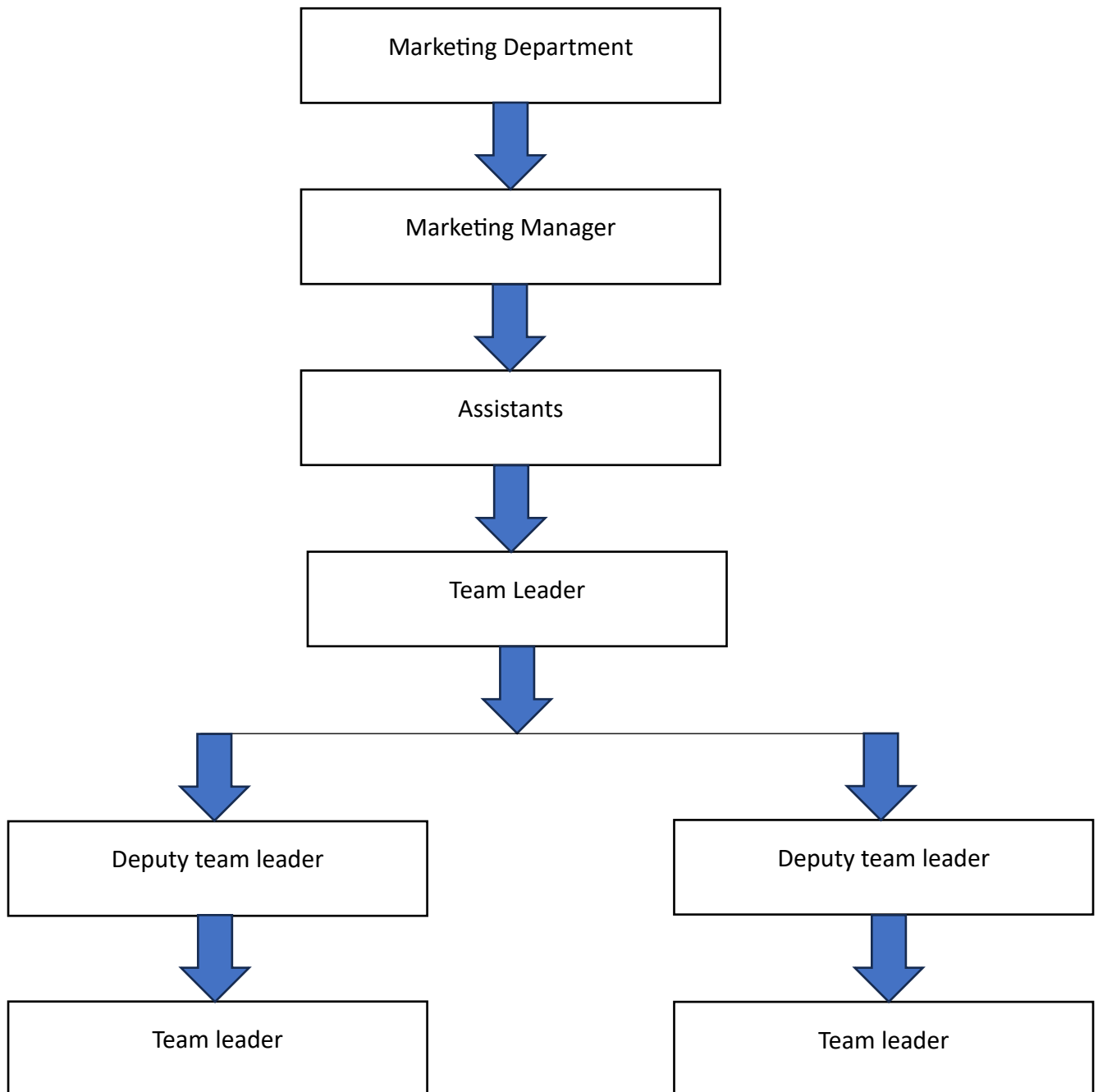
**TESTING SAMPLE:**

As per the customer requirement sample should be standardize as per SATRA level test. If the sample quality meets the SATRA standard there it will be eligible for best quality.

## **PROCESS OF MARKETING IN FARIDA SHOES:**

- 1) Customer requirement sample.
- 2) Based on requirement we are releasing from sample order entry form (SOEF).
- 3) Product department will follow the sample required detail with the help of (PD).
- 4) After sample completion marketing/ merchandise preparing the dispatch.
- 5) As per the customer requirement courier mode marketing will dispatch the sample.

## **MARKETING DEPARTMENT CHART**



## **PRODUCTION & OPERATION DEPARTMENT**

As the name suggest, in this department shoe design is created as a sample and during developing the sample feasibility and acceptance of design is studied along with all innovation and creativity collectively in footwear. This is product department where a new innovated shoe is born.

Basically, production department is further divided into various categories as follows

- Designing
- Sampling
- Last Development
- Sole Development
- Costing

## **SHOES MAKING-HOW SHOES ARE MADE:**

Footwear can be defined garments that are worn on the feet. Their main purpose is protecting one's feet. Of late, footwear has become an important component of fashion accessories. Although, their basic purpose remains that of protection, adornment or defining style statement has become their additional and a significant function. There are many types of footwear-shoes, boots, sandals, slippers etc., They are further categorized into many more types.

Shoes are further divided into many categories such as athletic shoes also known as sneakers, galoshes, high heels, stiletto heels, kitten heels, lace-up shoes, high-tops, loafers, Maryjane's, platform shoes, school shoes and many others. Shoe making can be considered a traditional handicraft profession. However, now it has been largely taken over by industrial manufacture of footwear. A variety of material are used for making shoes-leather fabrics. plastic, rubber, fabrics, wood, jute fabrics and metal. More than 200 operations are required for making a pair of shoes. However, with the development of modern machines, a pair of shoes can be made in very less time as each step

in its manufacturing is generally performed by a separate footwear making machine.

## **PARTS OF A SHOES:**

A shoe consists of sole, insole, outsole, mid sole, heel and vamp (upper). They are the basic parts of shoe that are mostly included in all types of shoes. Other parts of a shoe are lining, tongue, quarter, welt and backstay. These parts are included as per the design of the shoes.

### **Sole:**

The exterior bottom part of a shoe is the sole.

### **Insole:**

The interior bottom of a shoe, which sits directly beneath the foot, is its insole. They can be removable and replaceable too. In some of the shoes, extra insoles are often added for comfort, health or other reasons, such as to control the shape, moisture, or smell of the shoe.

### **Outsole:**

It is that layer of the shoe that is in direct contact with the ground. These can be made of various materials like feather, natural or synthetic, rubber etc. Often the heel of the sole is made from rubber for durability and traction and the front is made of leather for style. Special purpose shoes often have refined modifications, for example, athletic cleats have spikes embedded in the outsole to grip the ground and dance shoes have much softer or harder soles.

### **Midsole:**

The layer that lies between the outsole and the insole for shock absorption is the midsole. Some special shoes, like running shoes have other materials for shock absorption, that usually lie beneath the heel where one puts the most pressure down. Materials used for midsoles depend on the shoe manufacturers. Some shoes can be made even without a midsole.

## **FOOTWEAR PRODUCTS:**

- 1) 1.Casual shoes.
- 2) Formals shoes
- 3) Walking shoes
- 4) Slippers
- 5) Children shoes.
- 6) Loafer's shoes
- 7) Boat shoes
- 8) Sports shoes

## **MACHINERY USED IN THIS DEPARTMENT:**

In FSPL mainly following machines are used:

- Blending machine
- Pressing machine
- Stitching machine
- Toe Lasting Machine
- Heat Setter Machine.
- Ironing Machine
- Brushing Machine
- Heat Activation Machine
- Sole Pressing Machine, Delisting Machine

## **PROCESS INVOLVED IN FULL SHOES MARING PRODUCTION**

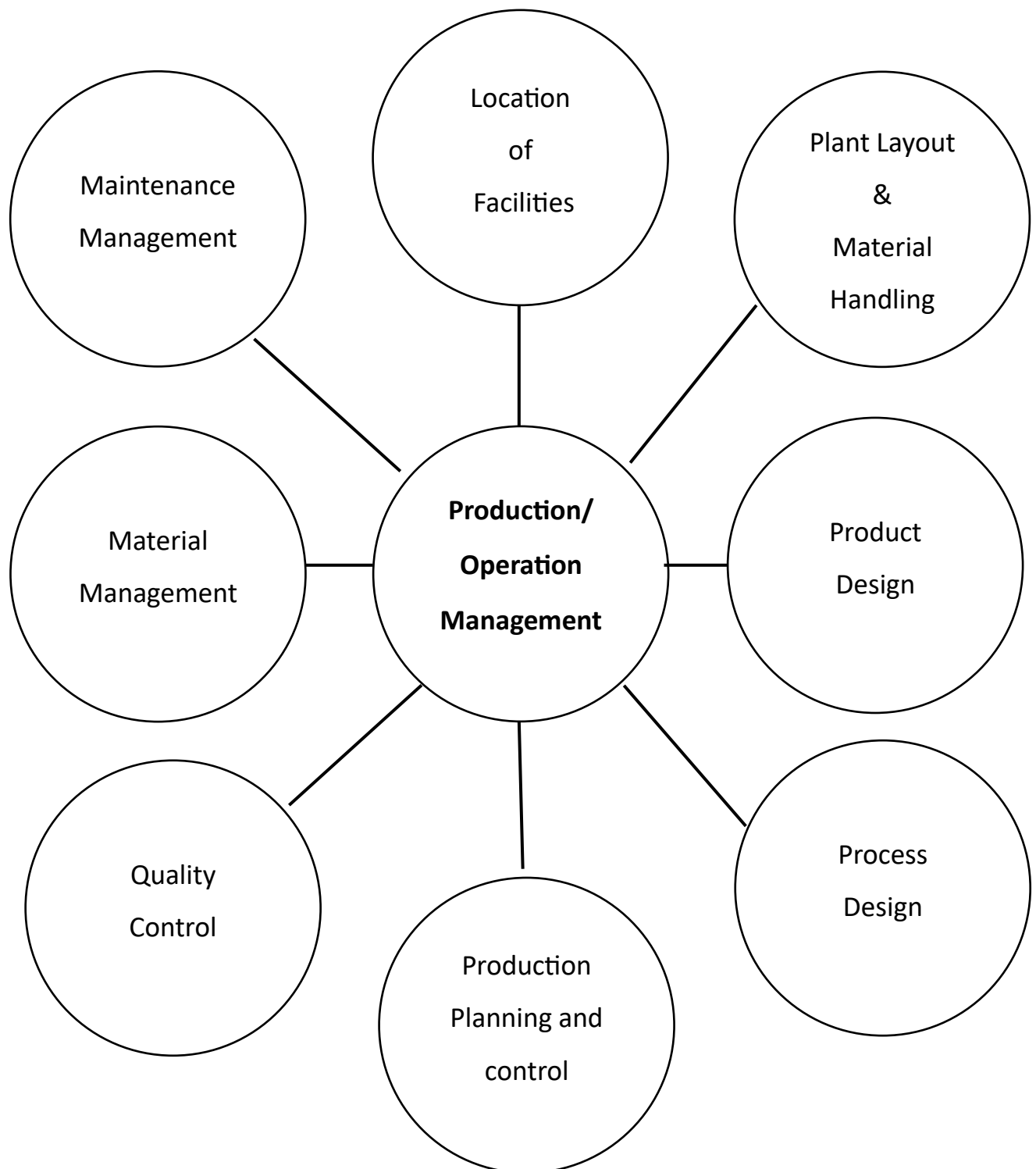
- stocking
- cutting

- designing
- sticking
- lasting
- pressing
- finishing
- stamping
- packaging

## **FINISHING**

- stocking
- cutting
- designing
- sticking
- lasting
- pressing
- finishing
- stamping
- packing
- finished goods

## **PRODUCTION & OPERATION DEPARTMENT**





# **CHAPTER-4**

## **FARIDA GROUP PRODUCTS**



Farida Group is a leading manufacturer of leather and footwear products, catering to global markets. The company operates across multiple segments, including leather processing, shoe uppers, and complete shoe manufacturing. Below is a detailed breakdown of its product offerings.

### **1. LEATHER PRODUCTS**

Farida Group processes high-quality leather, primarily from cow, goat, and sheep hides. The leather is used in footwear manufacturing and sold to other shoe manufacturers.

#### **Types Of Leather**

- Full-Grain Leather – Premium-quality leather with natural grain and durability.
- Corrected-Grain Leather – Treated for uniformity and smoothness.
- Suede Leather – Soft-textured leather used in premium footwear.
- Nubuck Leather – Top-grain leather that is sanded for a velvety finish.
- Vegetable-Tanned Leather – Eco-friendly leather using plant-based tanning methods.

- Chrome-Tanned Leather – More flexible and water-resistant leather.

#### **Processing Units:**

- Farida Prime Tannery (India) – Produces finished leather for domestic and export markets.
- Farida Tannery PLC (Ethiopia) – Specializes in sheep and cow leather processing.

## **2. FOOTWEAR PRODUCTS**

Farida Group specializes in designing and manufacturing men's, women's, and children's footwear. The products range from formal to casual and safety footwear.

#### **Product Categories**

##### **A. Men's Footwear**



Farida Group is a well-established manufacturer of high-quality men's footwear, catering to both domestic and international markets. Their product range includes formal, casual, boots, and sandals, designed with a focus on comfort, durability, and style.

##### **Formal Shoes**

Formal shoes are designed for professional and business attire, offering a polished and elegant look.

### **Types Of Formal Shoes:**

- **Oxford Shoes** – Classic lace-up shoes with a closed lacing system, ideal for business and formal occasions.
- **Derby Shoes** – Similar to Oxfords but with an open lacing system, providing more flexibility and comfort.
- **Loafers** – Slip-on shoes available in penny loafers and tassel loafers, suitable for both formal and semi-formal wear.
- **Monk Strap Shoes** – Features a buckle or double-buckle closure, offering a stylish alternative to traditional lace-ups.

### **Key Features:**

- Made from **Premium leather** for durability.
- Comfortable insoles for all day.
- Sleek and polished design for professional appeal.

### **Casual Shoes**

Casual shoes are designed for everyday wear, providing a mix of comfort and fashion.

### **Types Of Casual Shoes:**

- ❖ **Moccasins** – Soft leather shoes without heels, offering a relaxed yet stylish look.
- ❖ **Slip-ons** – Easy-to-wear shoes without laces, ideal for quick and convenient use.
- ❖ **Sneakers** – Lightweight and flexible shoes, often made with breathable materials for daily comfort.
- ❖ **Canvas Shoes** – Durable fabric-based shoes, often used for casual outings.

### **Key Features:**

- Comfortable and lightweight materials.
- Variety of designs and colours.
- Suitable for daily activities and travel.

### **Boots**

Boots are designed for protection, durability, and style, making them suitable for different environments.

### **Types Of Boots:**

- **Chelsea Boots** – Ankle-length boots with elastic side panels, offering a sleek and fashionable look.
- **Chukka Boots** – Made from suede or leather, featuring a simple lace-up design for semi-formal and casual wear.
- **Hiking Boots** – Sturdy and rugged boots designed for trekking and outdoor activities.
- **Work Boots** – Heavy-duty boots with reinforced soles and ankle support for labour-intensive work.

### **Key Features:**

- Sturdy and durable construction.
- Provides **ankle support and grip** for different terrains.
- Weather-resistant materials for long-lasting use.

### **Sandals & Flip-Flops**

Sandals and flip-flops are designed for warm weather and casual comfort.

### **Types Of Sandals & Flip-Flops:**

- ❖ **Leather Sandals** – Stylish and breathable, perfect for casual and semi-formal wear.

- ❖ **Sports Sandals** – Made with cushioned soles and straps for extra grip and support.
- ❖ **Flip-Flops** – Lightweight and easy-to-wear footwear, ideal for beachwear and casual outings.

#### **Key Features:**

- ✓ Lightweight and breathable design.
- ✓ Available in various styles for different occasions.
- ✓ Comfortable for long hours of wear.

### **B. Women's Footwear**



Farida Group is a leading manufacturer of **women's footwear**, offering a wide range of **formal, casual, boots, and sandals** designed for **comfort, style, and durability**. The company supplies high-quality footwear to domestic and international markets, catering to different fashion trends and customer preferences.

#### **1. Formal Shoes**

Formal shoes for women are designed to complement professional and elegant attire.

#### **Types Of Formal Shoes:**

- **Ballet Flats** – Lightweight slip-on shoes with a rounded toe, offering comfort and style for office wear.

- **Court Shoes (Pumps)** – Classic high-heeled shoes with a closed toe, perfect for business and formal occasions.
- **Loafers** – Slip-on shoes that provide a mix of formal and casual appeal, often made from leather or suede.
- **Oxford & Derby Shoes** – Lace-up shoes with a sleek design, adding a professional touch to work attire.

#### **Key Features:**

- ✓ Made with **premium leather and synthetic materials** for durability.
- ✓ Comfortable cushioning for long hours of wear.
- ✓ Available in **low, medium, and high heels**.

#### **Casual Shoes**

Casual shoes are designed for everyday wear, offering a blend of comfort and fashion.

#### **Types Of Casual Shoes:**

- ❖ **Sneakers** – Comfortable, lightweight shoes suitable for walking, travel, and casual outings.
- ❖ **Slip-ons** – Easy-to-wear shoes without laces, ideal for quick movement.
- ❖ **Espadrilles** – Summer-friendly shoes with canvas or fabric uppers and woven soles.
- ❖ **Moccasins** – Soft leather shoes that provide comfort and a stylish look.

#### **Key Features:**

- ✓ Soft insoles and flexible soles for comfort.
- ✓ Breathable materials for long-hour wear.
- ✓ Stylish designs in different colours and patterns.

## Boots

Women's boots are designed for **fashion, comfort, and protection**, ranging from ankle boots to knee-high styles.

### Types Of Boots:

- **Ankle Boots** – Short boots with or without heels, perfect for casual and formal wear.
- **Chelsea Boots** – Slip-on boots with elastic sides, offering a sleek and modern look.
- **Knee-High Boots** – Tall boots that add a stylish touch to winter and formal outfits.
- **Combat Boots** – Sturdy and rugged boots designed for a bold, fashionable look.
- **Winter Boots** – Insulated and waterproof boots for protection against cold weather.

### Key Features:

- ❖ Leather, suede, and synthetic materials for different preferences.
- ❖ Sturdy soles for enhanced grip and durability.
- ❖ Stylish options with zippers, buckles, and laces.

## Sandals & Flip-Flops

Designed for warm weather and casual outings, sandals and flip-flops provide **comfort and breathability**.

### Types Of Sandals & Flip-Flops:

- **Flat Sandals** – Simple and comfortable sandals for daily wear.
- **Heeled Sandals** – Stylish sandals with block, wedge, or stiletto heels.
- **Gladiator Sandals** – Strappy sandals inspired by ancient Roman styles.



- **Flip-Flops** – Lightweight, easy-to-wear footwear for beachwear and casual outings.
- **Sports Sandals** – Sandals with cushioned soles for extra grip and support.

#### **Key Features:**

- ✓ Lightweight and breathable materials.
- ✓ Comfortable footbeds for long-wear use.
- ✓ Available in various styles, colours, and heel heights.

### **C. Children's Footwear**



Farida Group manufactures a diverse range of children's footwear, designed for comfort, durability, and style. Their collection includes school shoes, casual shoes, sports shoes, and sandals, ensuring high-quality materials and safety for growing feet. The company produces shoes for toddlers, kids, and teenagers, meeting the needs of both domestic and international markets.

#### **School Shoes**

School shoes are designed for daily wear, ensuring comfort, durability, and support for long school hours.

#### **Types Of School Shoes:**

- ❖ **Black Leather Shoes** – Classic lace-up or Velcro shoes for school uniforms.

- ❖ **White Canvas Shoes** – Lightweight shoes for sports and physical activities.
- ❖ **Mary Jane Shoes** – Closed-toe shoes with a strap, ideal for girls.
- ❖ **Velcro Closure Shoes** – Easy-to-wear shoes for young children.

#### **Key Features:**

- Durable leather and synthetic materials for long-lasting use.
- Padded insoles and breathable lining for comfort.
- Slip-resistant soles for better grip and stability.

#### **Casual Shoes**

Casual shoes for children are designed for play, outings, and everyday activities.

#### **Types Of Casual Shoes:**

- ✓ **Sneakers** – Lightweight and flexible shoes for daily wear.
- ✓ **Slip-ons** – Easy-to-wear shoes without laces, perfect for young kids.
- ✓ **Loafers & Moccasins** – Stylish yet comfortable shoes for special occasions.
- ✓ **Canvas Shoes** – Breathable fabric-based shoes for a relaxed look.

#### **Key Features:**

- ❖ Soft insoles for growing feet.
- ❖ Breathable and flexible materials for active kids.
- ❖ Bright colours and fun designs for a playful look.

#### **Sports Shoes**

Sports shoes provide extra support and protection for children engaging in physical activities.

### **Types Of Sports Shoes:**

- **Running Shoes** – Lightweight shoes with cushioned soles for comfort.
- **Training Shoes** – Designed for school sports and exercise.
- **Velcro Sports Shoes** – Secure fit without laces, ideal for younger kids.
- **High-Top Sneakers** – Offers ankle support for added protection.

### **Key Features:**

- ✓ Shock-absorbing soles for better performance.
- ✓ Breathable mesh and synthetic materials to keep feet cool.
- ✓ Secure closures (laces or Velcro) for a perfect fit.

### **Sandals & Flip-Flops**

Children's sandals and flip-flops are designed for comfort, flexibility, and easy movement.

### **Types Of Sandals & Flip-Flops:**

- ❖ **Velcro Sandals** – Adjustable straps for a secure fit.
- ❖ **Sports Sandals** – Cushioned soles for extra comfort.
- ❖ **Flip-Flops** – Lightweight and easy-to-wear for summer.
- ❖ **Closed-Toe Sandals** – Protects toes while keeping feet ventilated.

### **Key Features:**

- Lightweight and breathable materials for summer wear.
- Adjustable straps for a comfortable fit.
- Soft and cushioned soles for all-day comfort.

## **D. Speciality Footwear**



Farida Group manufactures speciality footwear designed for specific functions, environments, and customer needs. These shoes are made with advanced materials and technologies to provide extra durability, comfort, and performance. The specialty footwear collection includes Gore-Tex shoes, Goodyear-welted shoes, orthopedic shoes, safety shoes, and waterproof footwear.

### **Gore-Tex Footwear**

Gore-Tex shoes are designed to be waterproof, breathable, and durable, making them ideal for outdoor activities and harsh weather conditions.

#### **Features Of Gore-Tex Shoes:**

- ❖ Waterproof and breathable membrane keeps feet dry.
- ❖ Lightweight and flexible for all-day comfort.
- ❖ Shock-absorbing soles for better grip and stability.
- ❖ Designed for hiking, trekking, and outdoor work environments.

**Production Unit: India Shoes Exports Private Limited** specializes in Gore-Tex footwear.

### **Goodyear-Welted Shoes**

Goodyear-welted shoes are premium-quality handcrafted leather shoes known for their durability and repairability.

### **Features Of Goodyear-Welted Shoes:**

- Hand-stitched welt construction allows easy sole replacement.
- High-quality leather uppers for long-lasting wear.
- Cork midsole molds to the foot for added comfort.
- Water-resistant and breathable structure.

**Production Unit: Kenmore Shoes Private Limited** specializes in Good-year-welted shoes.

### **Orthopedic Shoes**

Orthopedic shoes are designed to provide extra comfort and support for people with foot problems, diabetes, or joint pain.

### **Features Of Orthopedic Shoes:**

- Arch support and cushioned insoles to reduce foot pain.
- Wide toe box to prevent pressure on toes.
- Adjustable Velcro or lace-up closure for a customized fit.
- Lightweight and anti-slip soles for easy movement.

### **Safety Shoes (Work Boots)**

Safety shoes are designed for industrial workers, construction sites, and hazardous environments, providing protection against impact, chemicals, and electrical hazards.

### **Types Of Safety Shoes:**

- **Steel-Toe Shoes** – Protects feet from falling objects and compression.
- **Electrical Hazard Shoes** – Insulated to prevent electric shocks.
- **Slip-Resistant Shoes** – Designed for wet or oily surfaces.
- **Heat-Resistant Shoes** – Made with materials that withstand extreme temperatures.

### **Features Of Safety Shoes:**

- ✓ Reinforced steel or composite toe cap for protection.
- ✓ Oil-resistant, slip-resistant, and puncture-proof soles.
- ✓ Shock-absorbing midsoles to reduce foot fatigue.
- ✓ Fire-resistant and waterproof materials for extreme conditions.

### **Waterproof Footwear**

Waterproof shoes are specially treated to repel water while maintaining breathability. They are useful for outdoor workers, adventurers, and rainy climates.

### **Features Of Waterproof Footwear:**

- Sealed seams and water-resistant uppers to prevent moisture.
- Anti-slip soles for wet and slippery surfaces.
- Lightweight and breathable design for all-day wear.
- Made with synthetic and rubber materials for durability.

## **E. Shoe Components and Accessories**

Farida Group not only manufactures high-quality footwear but also produces shoe components and accessories that enhance durability, comfort, and style. These components play a crucial role in shoe construction, performance, and aesthetics. The major categories include soles, shoe uppers, insoles, midsoles, laces, zippers, and other accessories.

### **Soles & Footbeds**

The sole is one of the most critical parts of a shoe, providing support, grip, and protection. Farida Group manufactures various types of soles for different footwear applications.

### **Types Of Soles:**

- **Rubber Soles** – Flexible, durable, and slip-resistant, ideal for casual and outdoor shoes.

- **Leather Soles** – Used in formal shoes, providing elegance and breathability.
- **PU (Polyurethane) Soles** – Lightweight, durable, and shock-absorbing, commonly used in sports and casual footwear.
- **EVA (Ethylene Vinyl Acetate) Soles** – Soft, cushioned, and lightweight, perfect for athletic and casual shoes.
- **TPU (Thermoplastic Polyurethane) Soles** – Offers high abrasion resistance and flexibility, used in premium footwear.

#### **Features:**

- Slip-resistant and durable materials for long-lasting wear.
- Shock absorption technology for added comfort.
- Water-resistant and flexible designs for various applications.

**Production Unit: Arcot Soles Private Limited** specializes in sole and footbed manufacturing.

#### **Shoe Uppers**

The upper is the top part of the shoe that covers the foot and provides style and protection. Farida Group produces a variety of uppers made from different materials.

#### **Types Of Shoe Uppers:**

- ❖ **Leather Uppers** – Made from premium cow, goat, and sheep leather, used in formal and high-quality footwear.
- ❖ **Synthetic Uppers** – Lightweight and cost-effective, used in casual and sports shoes.
- ❖ **Textile Uppers** – Breathable fabric uppers, common in sneakers and casual footwear.
- ❖ **Mesh Uppers** – Provides ventilation and flexibility, mainly used in athletic shoes.

**Features:**

- High-quality materials for durability and comfort.
- Customizable designs for different footwear styles.
- Breathable and lightweight options for enhanced performance.

**Insoles & Midsoles**

The insole is the inner part of the shoe where the foot rests, while the midsole provides additional cushioning and support.

**Types Of Insoles & Midsoles:**

- **Memory Foam Insoles** – Offers superior comfort by molding to the shape of the foot.
- **Orthopedic Insoles** – Provides extra support for people with foot conditions.
- **PU Midsoles** – Shock-absorbing and lightweight, commonly used in sports and casual shoes.
- **EVA Midsoles** – Provides flexibility and cushioning for running and athletic shoes.

**Features:**

- ✓ Cushioned support for better comfort and foot alignment.
- ✓ Anti-bacterial and moisture-wicking technology for hygiene.
- ✓ Lightweight and durable materials for long-lasting performance.

**Laces & Eyelets**

Shoe laces and eyelets are essential components for adjusting the shoe fit and adding to its aesthetic appeal.

**Types Of Laces:**

- **Cotton Laces** – Traditional, soft, and comfortable.
- **Nylon Laces** – Strong and durable, used in sports and hiking shoes.
- **Elastic Laces** – Stretchable laces for easy slip-on functionality.



- **Waxed Laces** – Stylish and durable, used in premium formal shoes.

#### **Types Of Eyelets:**

- **Metal Eyelets** – Strong and durable, used in boots and heavy-duty shoes.
- **Plastic Eyelets** – Lightweight and affordable, used in casual shoes.
- **Reinforced Fabric Eyelets** – Adds durability without extra weight.

#### **Features:**

- ❖ Strong and durable laces for different types of shoes.
- ❖ Various colours and styles for customization.
- ❖ Rust-proof and sturdy eyelets for long-term use.

#### **Zippers & Fasteners**

Zippers and fasteners are used in shoes for easy wearability and secure fit, especially in boots, high-fashion shoes, and orthopedic footwear.

#### **Types Of Fasteners:**

- **Metal Zippers** – Durable and stylish, used in boots and designer shoes.
- **Plastic Zippers** – Lightweight and cost-effective, used in casual shoes.
- **Velcro Straps** – Common in children's shoes and orthopedic footwear.
- **Buckles & Hooks** – Adds a stylish element to formal and specialty footwear.

#### **Features:**

- High-quality materials for durability.
- Smooth and easy fastening for quick wear.
- Available in different colors and sizes for customization.

## **Heel Counters & Toe Caps**

Heel counters and toe caps are essential for foot protection, shape retention, and added durability.

### **Types:**

- **Reinforced Heel Counters** – Provides ankle support and maintains the shape of the shoe.
- **Steel Toe Caps** – Used in safety shoes to protect against impact.
- **Rubber Toe Caps** – Common in sneakers and casual shoes for added durability.

### **Features:**

- ❖ Enhanced foot protection and shoe longevity.
- ❖ Improves shoe structure and support.
- ❖ Available in various materials to suit different footwear types.

# **CHAPTER-5**

## **OFFICE LAYOUT**

The office layout of Farida Group is designed to promote efficient workflow, communication, and collaboration among different departments. The company follows a hierarchical structure with a well-organized corporate headquarters, regional offices, and factory-level offices.

The office layout is divided into different functional zones to ensure smooth business operations, employee productivity, and a comfortable working environment.

### **1. CORPORATE HEADQUARTERS (HQ) OFFICE LAYOUT**

The corporate headquarters serves as the central administrative hub where senior executives, department heads, and support teams manage overall business operations.

#### **A. Executive zone (top management offices)**

- Chairman's Office & Managing Director's Office – Spacious, private cabins with meeting rooms.
- CEO, CFO, COO Offices – Private cabins for leadership executives.
- Boardroom / Conference Room – Used for strategy meetings, client interactions, and decision-making.

#### **B. Open Workstations (Departmental Offices)**

- Large, open-space workstation areas for various departments.
- Cubicles & shared desks for employees in Finance, HR, Marketing, IT, and Sales.
- Department heads have separate cabins for leadership roles.

#### **C. Meeting & Collaboration Spaces**

- Small meeting rooms for team discussions and project planning.
- Brainstorming areas with whiteboards for creative discussions.

- Video conferencing rooms for virtual meetings with international clients.

#### **D. Support Facilities**

- Reception Area – Welcomes visitors and manages appointments.
- Waiting Lounge – Comfortable seating for guests and business partners.
- Pantry & Cafeteria – Dining area for employees.
- Restrooms & Relaxation Zones – Ensures employee comfort.

## **2. REGIONAL OFFICE LAYOUT**

Farida Group has regional offices that manage sales, distribution, and supply chain operations.

#### **Key Sections of Regional Offices:**

- ✓ Sales & Customer Service Area – Open workstations for sales and marketing teams.
- ✓ Order Processing & Logistics Desk – Manages shipment tracking and export orders.
- ✓ Manager's Office – Private cabins for senior executives.
- ✓ Small Meeting Rooms – Used for internal discussions and supplier meetings.
- ✓ Reception & Visitor Lounge – Welcoming space for clients and business partners.

## **3. FACTORY-LEVEL OFFICE LAYOUT**

Each factory unit has a separate office section that oversees production, quality control, and worker management

#### **A. Factory Administration Block**

- Factory Manager's Office – Supervises daily operations.
- Production Planning Office – Coordinates production schedules.

- HR & Payroll Desk – Handles worker attendance and payments.

## **B. Production Control & Quality Inspection Zone**

- Quality Control Office – Ensures product standards and compliance.
- Testing Lab – Equipment for footwear durability and safety testing.

## **C. Logistics & Warehouse Office**

- Inventory Management Desk – Tracks raw materials and finished products.
- Dispatch & Shipping Office – Handles export documentation and order dispatch.

## **D. Worker Welfare Facilities**

- Break Rooms & Canteens – Relaxation area for factory workers.
- Medical Room – First aid and health services.

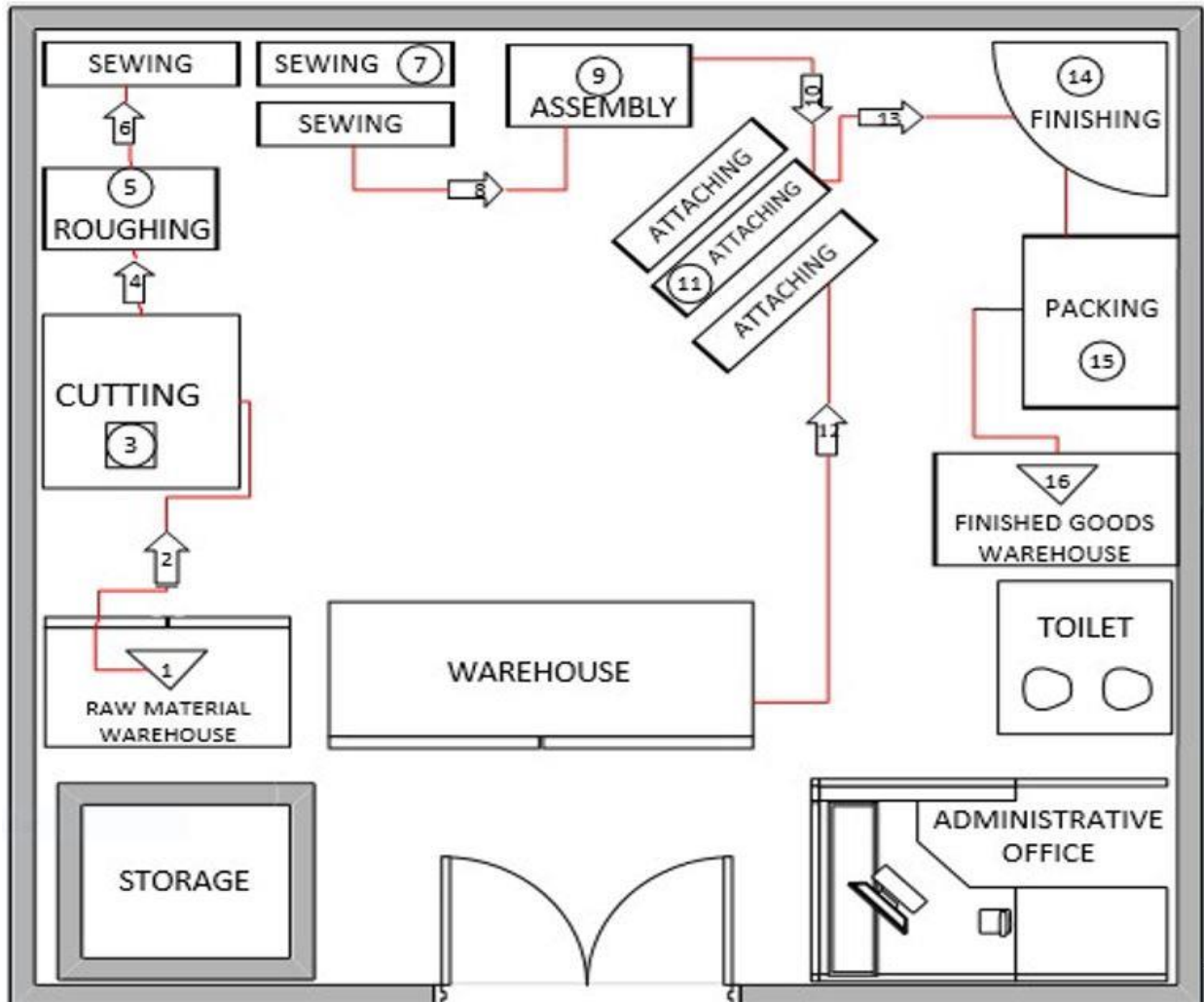
# **4. SHOWROOMS & CUSTOMER SERVICE CENTERS**

Farida Group has showrooms and customer service centers to support B2B clients, retailers, and distributors.

### **Key Features of Showroom Layout:**

- ✓ Product Display Sections – Showcases latest footwear designs.
- ✓ Customer Lounge – Seating for clients to discuss orders.
- ✓ Billing & Order Processing Desk – Handles purchase transactions.
- ✓ Small Meeting Room – Used for buyer negotiations.

## OFFICE LAYOUT



# **CHAPTER-6**



# **ORGANIZATION STRUCTURE**

Farida Group, a leading footwear manufacturing company, follows a hierarchical organizational structure that ensures efficient management, coordination, and productivity across its various divisions. The organization operates under multiple business units, including tanneries, footwear production, shoe component manufacturing, and exports.

## **1. TOP MANAGEMENT (LEADERSHIP & STRATEGIC DECISION-MAKING)**

### **A. Chairman & Managing Director (Md)**

- The Chairman and Managing Director (MD) are responsible for the overall strategic direction, growth, and decision-making of the company.
- They oversee business expansion, financial performance, and international collaborations.
- Ensures compliance with government regulations and global quality standards.

### **B. Board of Directors**

- Comprises senior executives and key stakeholders who provide strategic guidance.
- Responsible for approving major financial and business decisions.

## **2. EXECUTIVE LEADERSHIP (OPERATIONAL & FUNCTIONAL HEADS)**

### **A. Chief Executive Officer (CEO)**

- Reports directly to the MD and Board of Directors.
- Oversees all business operations, financial performance, and market expansion.
- Manages relationships with global footwear brands, suppliers, and export partners.

## **B. Chief Financial Officer (CFO)**

- Responsible for financial planning, budgeting, and risk management.
- Ensures profitability, cost control, and investment strategies.

## **C. Chief Operating Officer (COO)**

- Supervises day-to-day operations across all manufacturing plants and business units.
- Ensures production efficiency, supply chain management, and process optimization.

## **D. Chief Marketing Officer (CMO)**

- Develops branding, marketing, and sales strategies.
- Focuses on export market expansion, customer engagement, and digital marketing.

## **3. FUNCTIONAL DEPARTMENTS (KEY BUSINESS DIVISIONS)**

- Farida Group operates through specialized departments to streamline manufacturing, quality control, and supply chain operations.

### **A. Production & Manufacturing Department**

- Factory Managers & Production Heads supervise footwear manufacturing plants.
- Tannery Managers handle leather production.
- Engineers & Technicians ensure smooth machinery operations.

### **B. Quality Control & Compliance Department**

- Conducts product inspections and testing to maintain international quality standards.
- Ensures compliance with ISO, LWG (Leather Working Group), and REACH regulations.

### **C. Research & Development (R&D) Department**

- Works on innovations in shoe design, materials, and sustainability.
- Develops eco-friendly leather processing techniques and footwear technology.

### **D. Supply Chain & Logistics Department**

- Manages procurement of raw materials (leather, rubber, adhesives).
- Coordinates inventory, warehousing, and distribution for domestic and international markets.

### **E. Human Resources (HR) Department**

- Responsible for recruitment, employee training, and labour management.
- Ensures workplace safety, employee welfare, and legal compliance.

### **F. Sales & Export Department**

- Manages global partnerships with leading footwear brands.
- Handles export documentation, shipping logistics, and international trade relations.

## **4. REGIONAL & FACTORY-LEVEL OPERATIONS**

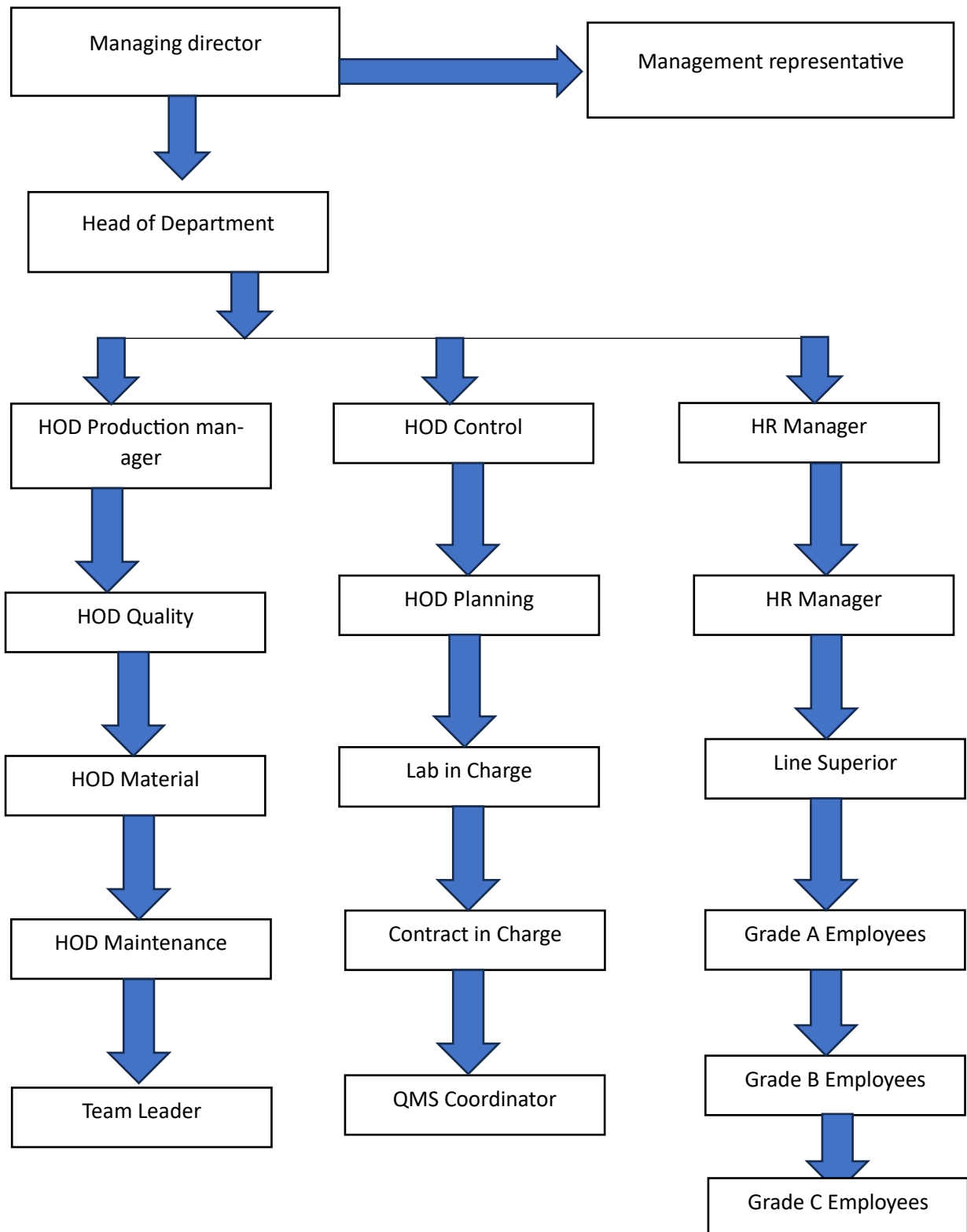
Farida Group has multiple manufacturing plants, tanneries, and shoe component factories spread across India and Ethiopia. Each facility is managed by:

- **Factory Managers** – Oversee daily production activities.
- **Production Supervisors** – Manage labour and production lines.
- **Quality Inspectors** – Ensure compliance with company and global standards.

## **5. RETAIL & CUSTOMER SERVICE DIVISION**

- Manages domestic and international retail partnerships.
- Handles customer feedback, complaints, and after-sales service.

## **FSPL ORGANIZATION CHART**



# **CHAPTER-7**

## **OFFICE EQUIPMENT**



Farida Group's offices are equipped with modern office equipment and technology to ensure efficient business operations, communication, and workflow management. The office equipment used varies based on the type of office (corporate HQ, regional offices, factory offices, or showrooms).

Below is a detailed breakdown of the different types of office equipment used in Farida Group's corporate headquarters, regional offices, and factory offices.

### **1. OFFICE EQUIPMENT AT CORPORATE HEADQUARTERS**



The corporate office serves as the administrative and decision-making center. It is equipped with advanced technology and office equipment to support various business functions.

#### **A. Computer & It Equipment**

- **Desktop Computers & Laptops** – Used for daily operations, data analysis, and reporting.
- **Servers & Cloud Storage Systems** – Secure data storage for company documents.
- **Printers & Scanners** – Multi-functional printers (MFPs) for printing, scanning, and copying.
- **Networking Equipment** – Wi-Fi routers, LAN cables, and VPN access for secure communications.
- **Video Conferencing Systems** – Used for virtual meetings with international clients.

#### **B. Communication & Collaboration Tools**

- **Landline Telephones & VoIP Systems** – For internal and external communication.
- **Projectors & LED Screens** – Used in conference rooms for presentations.
- **Intercom Systems** – Internal communication across different departments.
- **Smart Whiteboards & Digital Notepads** – Used for brainstorming and planning sessions.

### C. Office Furniture & Fixtures

- **Executive Desks & Ergonomic Chairs** – Ensures comfort for employees.
- **Cubicles & Workstations** – Designed for team collaboration.
- **Meeting Tables & Conference Room Setup** – Equipped with AV (Audio-Visual) systems.
- **Filing Cabinets & Storage Units** – Organizes important documents and files.

### D. Security & Safety Equipment

- **Biometric Attendance System** – Tracks employee attendance.
- **CCTV Surveillance Cameras** – Ensures security at entry points.
- **Fire Extinguishers & Emergency Exit Signage** – Safety compliance equipment.

## 2. OFFICE EQUIPMENT AT REGIONAL OFFICES



Regional offices manage sales, customer service, and supply chain coordination.

#### **Key Office Equipment Used in Regional Offices:**

- ✓ Workstations with Computers & Telephones – For sales and customer service teams.
- ✓ Billing & Invoice Printers – Used for processing sales orders.



- ✓ Barcode Scanners – For tracking shipments and stock inventory.
- ✓ Conference Call Phones & Meeting Room Equipment – For coordination with headquarters.
- ✓ Office Stationery & Filing Cabinets – Organizing customer data and financial records.

### **3. OFFICE EQUIPMENT AT FACTORY-LEVEL OFFICES**



Each factory unit has a separate office section that oversees production, quality control, and worker management.

#### **A. Production & Administration Office Equipment**

- ✓ **Desktop Computers & Monitors** – For tracking production schedules.
- ✓ **Large LED Screens** – Displays production updates and targets.
- ✓ **Time & Attendance Machines** – Tracks factory worker shifts.
- ✓ **Two-Way Radios** – For quick communication between supervisors.
- ✓ **Printers & Labelling Machines** – For inventory and packaging.

#### **B. Quality Control & Inspection Equipment**

- ✓ **Footwear Testing Machines** – To check durability, strength, and water-proofing.
- ✓ **Chemical Testing Equipment** – Ensures safety standards for leather products.
- ✓ **Microscopes & Measuring Tools** – Used for precise quality control.

### **C. Logistics & Inventory Equipment**

- ✓ **Barcode Printers & Scanners** – Tracks raw material and finished goods.
- ✓ **Forklifts & Pallet Jacks** – Used in warehouses for material handling.
- ✓ **Surveillance Cameras & Security Systems** – Monitors warehouse safety.

### **4. OFFICE EQUIPMENT AT SHOWROOMS & CUSTOMER SERVICE CENTERS**



Showrooms and service centres require specialized equipment for product display and customer support.

#### **Key Equipment Used in Showrooms:**

- ✓ **POS (Point of Sale) Systems** – For billing and order management.
- ✓ **Large LED Display Screens** – Showcases product videos and catalogs.
- ✓ **Interactive Kiosks** – Allows customers to browse the footwear collection.
- ✓ **Sample Storage Racks & Display Units** – Organizes product samples.
- ✓ **Customer Service Phones & Headsets** – Handles buyer inquiries and support.

## 5. COMMON OFFICE SUPPLIES & ACCESSORIES



In addition to specialized equipment, **basic office supplies** are used across all offices.

- ✓ **Office Stationery** – Pens, notebooks, files, and folders.
- ✓ **Paper Shredders** – For secure disposal of confidential documents.
- ✓ **Laminators & Binding Machines** – Used for preparing business reports.
- ✓ **Office Coffee Machines & Water Dispensers** – Employee refreshment facilities.

# CONCLUSION

## **CONCLUSION**

Farida Shoes Pvt. Ltd., uses best practices in the industry but there is still scope for improvement process. Machineries and other equipment's whose depreciation is high may be replaced with new ones making the processes more efficient.

The Farida Shoes Pvt. Ltd., this institutional training has been excellent and rewarding experience and also thankful to the college suggesting the institutional training for the company, which will be useful for us. It gave me an opportunity meet and collaborate with many people. This institutional training gave me an insight about the working set up in an organization. The time related with different shifts like morning and evening shifts in the company.

I would also like to thank our staff members. Farida Shoes staff members and the faculty members who has helped me in completing 15 days institutional training successfully.

In this chapter profile of Farida Shoes Pvt. Ltd., The mission, vision, and motto functioning of various department such as production, finance, details are list of Board of Directors where include in this chapter. Finally, success factors which made Farida Shoes the largest manufactures of footwear in India were discussed.

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