**REPORT ON INTERNSHIP**

Undertaken at

**CHENNAI ELECTRO AND CIRCUITS PVT LTD**

SUBMITTED BY

**ENIYAVAN.RS**

**230292601074**

In partial fulfilment for the award of the degree of

**MASTER IN BUSINESS ADMINISTRATION**

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**DECLARATION**

This reports on internship undertaken at “**CHENNAI ELECTRO AND CIRCUITS PVT LTD**” is my original contribution and work carried out by me which is not copied from any other report or dissertation on the basis of which a degree or award was conferred on an earlier occasion on any other candidate.

Signature of the student:

Date:

Name of the student:

**SIGNATURE SIGNATURE**

(DEPARTMENT SUPERVISOR) Dean of the department

DR. SARAVANAN

ASSISTANT PROFESSOR

DEPARTMENT OF MANAGEMENT STUDIES

** VIVA-VOCE EXAMINATION**

The viva-voce examination of the summer internship work titled “REPORT ON INTERNSHIP” undertaken at **CHENNAI ELECTRO AND CIRCUITS PVT LTD** submitted by Eniyavan.RS

(**RRN: 230292601074**) held on ……………….

**Name of the Examiner**



**Signature of the Examiner**



**Date**:

**ACKNOWLEDGEMENT**

First and foremost, I would like to begin with thanking The Almighty, for whom I owe what I have achieved so far.

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I finally conclude with thanking all the people, staff, supervisor for helping me to complete my internship on time without them this thing won’t gone well. I will use the skills and knowledge which I have gained in the company for my career development.

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**Chennai Electro and Circuits Pvt Ltd**

Chennai Electro and Circuits Pvt Ltd established in the year 1993 at Keelambakkam. Chennai, Tamil Nadu. We are engrossed in the field of manufacturing and exporting. The assortment of products in which our organization deals include Variable Autotransformer, current transformers and Synchronous Motor.

We concentrate more on keen attention to our design, manufacturing and quality test facilities that lie in tune with national standards and the discerning requirements of our clients, we have been granted approval by several national as well as international companies in the same industry.

Our expertise by means of innovation has helped us in realizing our potential and made us develop a three-point strategy. This has helped us in foraying new markets and exceeding the expectations of an ever-changing electronics market.

We have taken various measures for the quality control of our products. Chennai Circuits strives to achieve complete customer satisfaction. Apart from this, it also focuses on timely delivery of products as per the requirements of customers.

**VISION:**

Our vision is to strengthen our internal capabilities to expand the global presence and becoming a leading provider of variable autotransformers and synchronous motors. We aim to attract established companies by our quality offering of products.

**MISSION:**

Our mission is to provide quality products and services at competitive prices. We have taken various measures for the quality control of our products. Chennai Circuits strives to achieve complete customer satisfaction.

**Quality Policy**

Quality as par with International Standards, Unbeatable and moderate Prices, With The co-operation of dedicated team and professionals the company has earned a fabulous reputation and now it is considered as an organization associated with "Quality and Excellence".

**“Quality product attract more quantitative customers”**

**The factors by which we have been able to earn the trust of our patrons:**

* Timely shipment of ordered projects
* Convenient payment modes
* Transparent dealings
* Client-centric approach

**Our Infrastructure**

We are outfitted with the modish and robust workplace to carry out several tasks related to production in a hassle-free manner. We make sure to utilize best resources and investment to improve our work shop. Entire workplace of ours is backed with ultra-modern production machineries. Additionally, we periodically maintain and upgrade these machineries to have flawless operational life.

**PLACE OF OPERATION:**

|  |  |  |
| --- | --- | --- |
| COMPANY | PLACE | COMMENCEMENT |
| CHENNAI ELECTRO AND CIRCUIT PVT | VANDALUR | 2017 |
| CHENNAI DYNAMIC SYSTEM PVT | KUNDATHUR | 2021 |
| TRIAD INDUSTRIES PVT | SRIPERUMBUDUR | 2017 |

There are going to launch their new company for primarily concerned with marketing. By this launch they have firmly believed that they are already started their process to achieve their vision and “Therefore it won’t be dream for us” said by managing director when I had a discussion with him.

Further he elaborated their primary activities and employees working in the company and all employees care more for the product quality than the actual units being produced.

**“Quality product attract more quantitative customers”**

Besides motor manufacturing they stepping stone into new business area in Coimbatore where their operation involves manufacturing of copper wire by doing so. They can use their own copper wire for motors manufacturing by eliminating external suppliers leads to increase the profit margin. All paper work are finished they going to commence their operation in Coimbatore so soon.

**BRIEF JOB DESCRIPTION DURING INTERNSHIP**

**JOB DESCRIPTION**

As part of my MBA program, I have completed my 6-week internship at Chennai electro and circuits Pvt Ltd in order to secure knowledge and to explore how real business operates in an economy apart from theoretical learning, and there I have involved in finance department as accounts keeper and I have gained more Insite knowledge by managing various activities and also involved in production department to overview production activities, Internal Quality Check, Making estimation of required product by going in person make recording activities etc.

I have Borden my knowledge with real time experience in maintaining accounts in tally prime. And also had a chance to see the efforts and hard work of the workers and managers has to put in to make quality motors

**Primary Activities**

As a company operates in large production margin in motor manufacturing sectors and has low competitors based on their production capacity in their sectors. Their major operation includes,

**1. Purchase department:**

Purchase order

Estimation of materials required

Bill of Material

Material checking

Stock maintenance

**2. Production department:**

Internal quality check (IQC)

Determining standard production based on demand

Assemblyof finished product

**3. Sales Activities:**

e-way billing

Filling IGST, SGST

Stock clearance

Shipping material on time

Sales invoice

**Task and Contribution:**

**Task 1 – Checking materials supplied**

Supervisor asked me to check the materials arrived from suppliers through BOM (bill of material) and ticking the checkbox for all material arrived safely

Outcome: which helps the production department with appropriate material on time.

**Task 2 - Recording Inventory**

Recording the inventory which remains in the company at the end of the day

Tools/Software used: MS Excel is used to record the remaining stocks

Outcome: which helps the sales department when immediate order is placed by customers.

**Task 3 - Checking the Sales entries**

Checking the important details are correctly mentioned in sales invoice before shipment

Tools/Software used: Tally Prime is used for sales Invoice

Outcome: which helps the shipping department without any endurance delivery the products correctly.

**Task 4 - Learnt e-way bill making**

First, they demonstrate how to make the e-way bill and then asked me to make the bill by monitoring the important details

Tools/Software: Tally Prime

Outcome: which helps the shipping department when they cross the state border.

**Task 5 - Sending Performa**

I have sent Performa to customers by mentioning the products and price

Tools/Software: Excel, E-mail

Outcome: which helps the customers to know the exact price for their product before making buy decision.

**DETAILED ACTIVATES DONE DURING INTERSHIP**

**Financial department:**

Financial department in Chennai electro and circuits pvt ltd and their accounting works are carried by two different teams. this assigned to handle various transactionrelated to purchase and sales departmenttheir details works are stated below. Where I had worked in both purchase and sales teams as an intern there, I have gained knowledge about how really accounts and finance are made in the company

In purchase team, there primary activity is to make sure the appropriate material available for the production department when there needed and deals with payment process and inspecting the material arrived in the company where I have assigned to production team to carry out the activities of,

Stock analysis

Conversation with production manager

Helping in making purchase order

Checking the materials delivered

Making rejection out (if there is any damage or any change in material)

**STOCK ANALYSIS:**

The major activity for purchase team is to keep their eye on stock availability regularly by ensuring without any breakage in production process so stock analysis is consisting of checking the inventory recording, stock availability in warehouse and to make estimation for the material required for production. In case of high demand period () with their estimation and supervisor permission they can go for purchase but when there is less demand the final decision is left with the production manager. Usually, all decision regarding purchase of material is with production manager and MD but in peak demand period more product is needed so they go with purchase team forecast if there is any product left sold out it will be stored in inventory department.

There I had the work of overviewing the inventory department and making notes of material are less compared with subordinate materials and ticking the check box in a manual way and view the recording of materials stored in last year for demand period and comparing with the present scenario finally I submit my list to the teams.

**PRODUCTION MANAGER:**

As production managers decision is final in making purchase with the prepared form the team had a conversion with manager regarding the lists of material to be ordered and if the manager thought that for the current demand is usually less compared to previous demand period so the manager and the team decision would be to order in less quantity compared to previous years of purchase order. Then the team prepare purchase order by mentioning the material after a prior discussion with the production manager

The decision of production manager is not only his own its with the managing director of the company it usually based on market condition as they regularly attend meetings and conferences so they are in position to gain more customers as the MD is also the secretary of Lion Club.

As an intern my contribution is to had a conversation with production manager regarding the materials want to be purchased and there I have learnt hoe usually a purchase is made and what are the things needed to be managed and seen about the market demand to place order. How communication follow is followed by the production team members to gain the correct insist of the information for material analysis.