

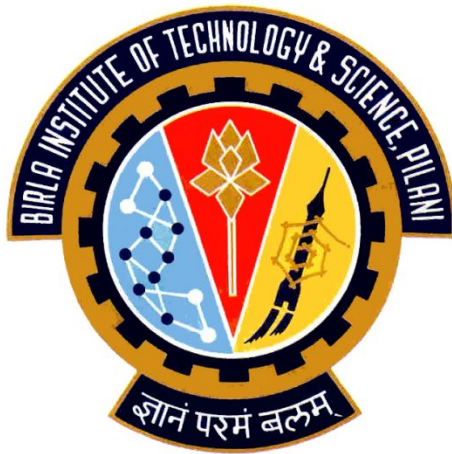
# NTC APPRAISAL PORTAL

A Report Submitted in fulfillment of course BITS F211  
Practice School-1

by  
Tanuj Gupta 2015A7PS159H

at  
National Textile Corporation Limited, New Delhi

a Practice School-1 station of  
Birla Institute of Technology & Science  
2017-18



under guidance of  
Mr. Ram Manohar  
Joint Manager  
HR Department  
National Textile Corp. Ltd, New Delhi

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## **PS Station Details**

**Station:** National Textile Corporation Ltd, New Delhi

**Duration:** 54 days (as of 14<sup>th</sup> July, 2017)

**Title of the Project:** NTC Appraisal Portal

**ID no. and Names of the Students:**

- |                  |              |
|------------------|--------------|
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| 3. Tanuj Gupta   | 2015A7PS159H |
| 4. Uttara Ravi   | 2015A7PS032H |

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**Instructor for the course:** Dr. Nitin Chaturvedi

**Project Areas:** IT, HR, Web Application Development

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Dr. Nitin Chaturvedi  
(Instructor in-charge)

## **Abstract**

The employee appraisal process is very long and tedious. With about 5-6 forms being shuffled from one desk to another it is very cumbersome and time consuming. Also, currently there is no employee database that contains all the information about employees. When we started the design of this portal these were the two main problems that we set out to solve.

With using 5-6 languages and frameworks we have built this entire portal from the ground up complete with comprehensive documentation for easy code readability and feature addition.

## **Response Option Sheet**

The following table shows the usefulness of the project to the on-campus courses of study in various disciplines.

<b>S. No.</b>	<b>Response Option</b>	<b>Course No.(s) and Name</b>
1	A new course can be designed out of this project.	No
2	The project can help modification of the course content of some of the existing Courses.	Yes
3	The project can be used directly in some of the existing Compulsory Discipline Courses (CDC)/ Discipline Courses Other than Compulsory (DCOC)/ Emerging Area (EA), etc. Courses.	Yes, CS F212
4	The project can be used in preparatory courses like Analysis and Application Oriented Courses (AAOC)/ Engineering Science (ES)/ Technical Art (TA) and Core Courses.	No
5	This project cannot come under any of the above- mentioned options as it relates to the professional work of the host organization.	No

## **Certificate**

This is to certify that the project report entitled **NTC Appraisal Portal** submitted by

- |                  |              |
|------------------|--------------|
| 1. Sahil Sangwan | 2015A7PS965H |
| 2. Abhinav Jain  | 2015A7PS174H |
| 3. Tanuj Gupta   | 2015A7PS159H |
| 4. Uttara Ravi   | 2015A7PS032H |

in partial fulfillment of the requirement of BITS F211, embodies the work done by them under my supervision.

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Dr. Nitin Chaturvedi  
(Instructor in-charge)

## **Acknowledgements**

We would like to thank Mr. P.C Vaish , Chairman National Textile Corporation Limited for allowing us to work in his company during the PS-1 program.

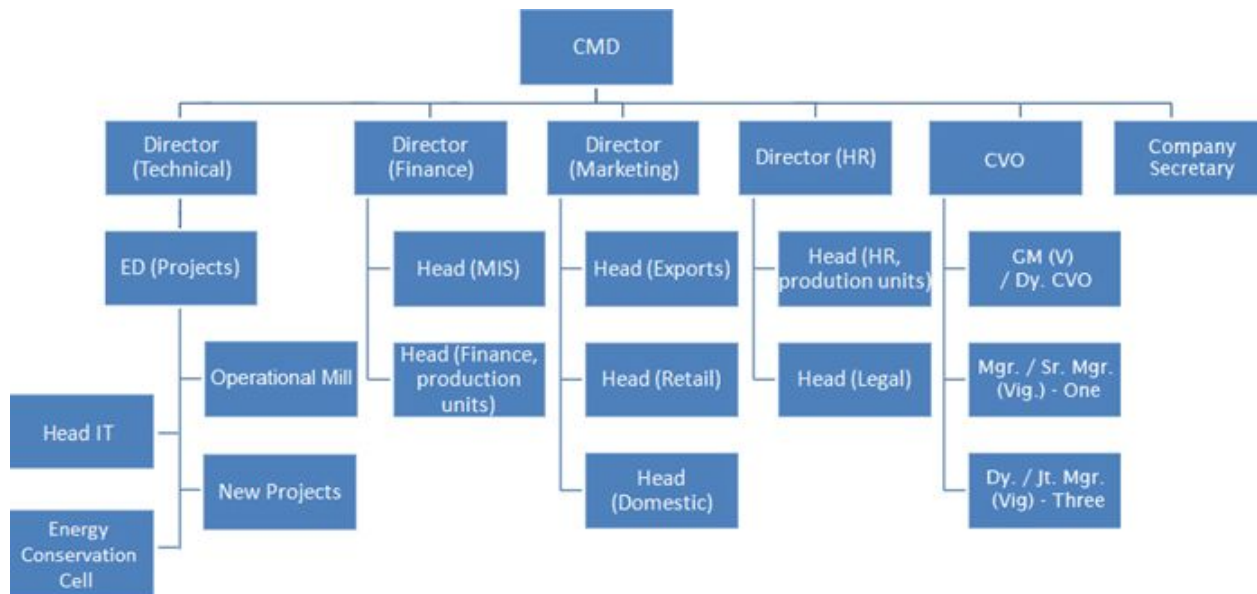
Also we would not have been able to do our project without the help and support of Mr. Thatha Rammanohar, our mentor who provided us with our project and without whose guidance this task would have been a lot more difficult.

We would like to thank our PS-1 instructor Dr. Nitin Chaturvedi for his guidance and help, we would like to appreciate the help and support of the people working in the company as well as all our friends from the college who helped us all along.

## About NTC

National Textile Corporation Ltd is public sector company. It is owned by government and comes under the Ministry of Textile. It produces yarn and fabric in the 23 mills situated all over India. It owns around 8.2 lac spindles and 408 looms which produce about 550 lac kgs of yarn and 200 lac meters of fabric annually. With such a huge number of spindles and looms it has been able to secure a position in top 3 textile corporations in terms of capacity in India. It also participates in manufacturing garments which are targeted to the customers by a network of 92 retail stores spread all over India. The company focuses on spinning and weaving, and the final garment production is outsourced. For the former, it obtains the fibre from Cotton Corporation of India.

**History:** NTCL was established in April 1968 for aiding and managing the affairs of sick textile mills taken over by government. It started its journey with 16 mills in 1968 and by 1972-73 the number rose to 103. Under the Sick Textile Undertakings Act of 1974, all these units became nationalized. By 1995 there were 119 mills. There were 9 subsidiary corporations helping NTCL by an authorized capital of 10 crore. This capital was raised to around 7000 crores. After 1<sup>st</sup> April 2006, all 9 subsidiaries were merged to form a single company with headquarters in New Delhi. So far NTC has shutdown 78 mills. The company aims to modernize 24 mills by the funds generated from the sale of the surplus assets it owns. So far 18 mills have been modernized, and 16 mills are aimed to be revived by using Joint Venture route. Additionally, 3 Composite Textile Units are being set up, one of which is planned for an SEZ area.



Organisation of posts in NTCL



# **Project : NTC Appraisal Portal**

- Understanding the appraisal process.
- Understanding the interdependencies of various tables in the database.
- The front end of the portal.
- Auto score calculation for seamless experience.
- Creation of tables in the Database with over 150 attributes.
- Connection of the form-filling page with the database.
- Test runs and error fixing of the code employed in creating the portal.

## **INTRODUCTION**

This project involves the design of a HR Employee Appraisal portal for NTC Limited. The current system for employee appraisals involves the filling of about 7-8 forms which involves intervention from various other authorities after every level. This leads to a huge delay and improper maintenance of the forms after the completion of the process since it is done through physical files. We aim to digitize this entire process by creating a one stop solution for the problem. A portal that will be used by the appraiser, the appraisee and the HR department for allotment of officers.

## **A BRIEF DESCRIPTION OF HOW THE APPRAISAL WORKS:**

The employee fills his details in a self-appraisal form and sends it to the HR department. The HR department then allots an 'Initiating Officer' who validates and evaluates the form and gives his comments about the officer. This is then sent back to the HR department which allots a 'Reviewing Officer' and an 'Accepting Officer' for two more rounds of evaluation. If all the three levels of officers agree for the appraisal then the employee's application is accepted.

## **PORTAL DESIGN:**

All employees start off by filling in a sign-up page for the portal. After sign up they are asked to login either as an employee or as an 'Initiating Officer', 'Reviewing Officer' or 'Accepting Officer'. The employee is directed to the application where he fills out his application and submits it which is then stored in a MySQL database. This application is then available for viewing by the HR department who allot the 'Initiating Officer', 'Reviewing Officer' and 'Accepting Officer' for each application. Therefore, there are 3 login types for our portal i.e Employee, 3 officers and one HR access.

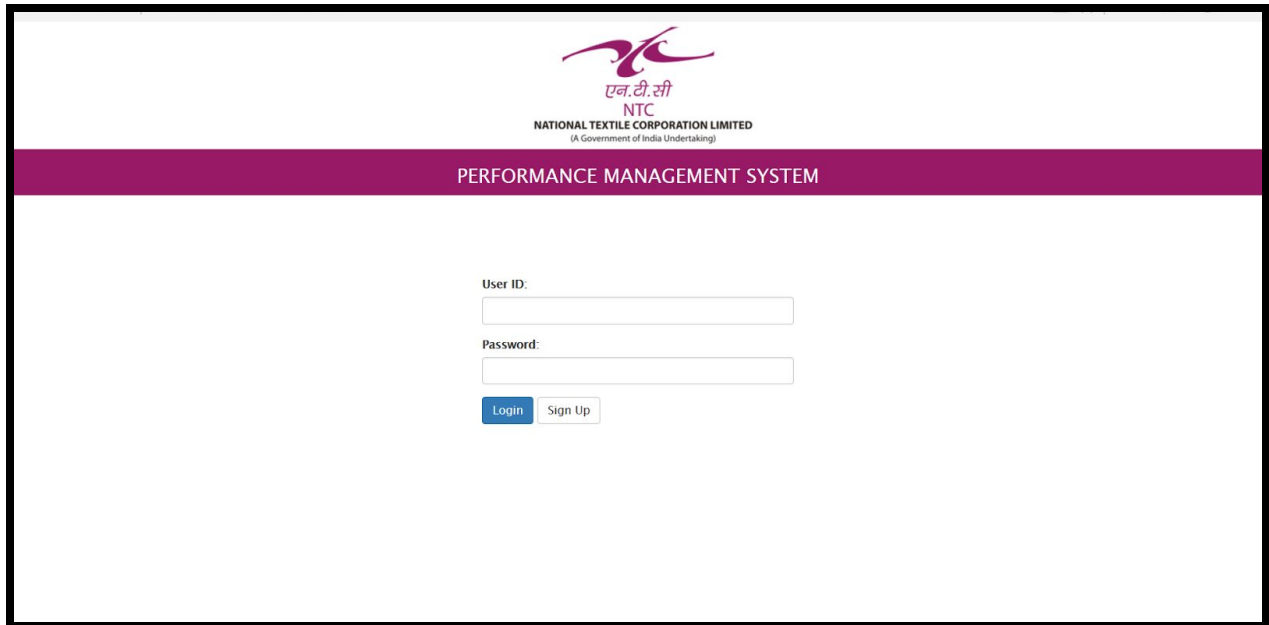
Now the application is visible to the 3 different officers assigned who evaluate the application for appraisal. The Initiating Officer views all the fields filled by the employee in the self-appraisal part of the application and awards marks for the same attributes after viewing the marks filled by the employee for those fields. The form has a field with the names of reviewing and accepting authorities' names and designations auto-filled. These two authorities then go over the scores awarded and give their approval.

There are various miscellaneous functionalities like the "Confirm Password" and "Forgot Password" on the login page which have been added and will be functional once an E-mail server is set up on the NTC ERP system. There is also the flexibility for the employee to view the status of his application at any time to check which authority has reviewed it and how much he's been awarded in various attributes. SHA1 encryption has been implemented for password protection.

Another benefit to this portal design is that in the signup process the employees fill up their details which is stored in our database successfully solving this problem of the lack of a database of the employees working at NTC.

## SCREENSHOTS OF THE PORTAL

The login page:



The screenshot shows the login page of the Performance Management System. At the top, there is a logo of NTC (National Textile Corporation Limited) with the text "एन.टी.सी NTC NATIONAL TEXTILE CORPORATION LIMITED (A Government of India Undertaking)". Below the logo, a purple banner reads "PERFORMANCE MANAGEMENT SYSTEM". The main content area contains a login form with the following fields and buttons:

- User ID:
- Password:
- Login button (blue)
- Sign Up button (white)

The application page:



The screenshot shows the application page for the Performance Appraisal form. At the top, there is a logo of NTC (National Textile Corporation Limited) with the text "एन.टी.सी NTC NATIONAL TEXTILE CORPORATION LIMITED (A Government of India Undertaking)". Below the logo, a purple banner reads "PERFORMANCE MANAGEMENT SYSTEM". The main content area contains the following form:

Performance Appraisal form for executives in the level of E-0 to E-7

Personal Data(filled by Appraisee/HR Dept.):

Name:	<input type="text"/>	Employee No.:	<input type="text"/>
Designation:	<input type="text"/>	Scale Of Pay:	<input type="text"/>
Qualification: (Academic and Professional)	<input type="text"/>		
Unit/Location:	<input type="text"/>	Date of Birth:	<input type="text" value="mm/dd/yyyy"/>
Date Of Joining:	<input type="text" value="mm/dd/yyyy"/>	Date Of Retirement:	<input type="text" value="mm/dd/yyyy"/>
Date of filling the property return for the year:	<input type="text" value="mm/dd/yyyy"/>		

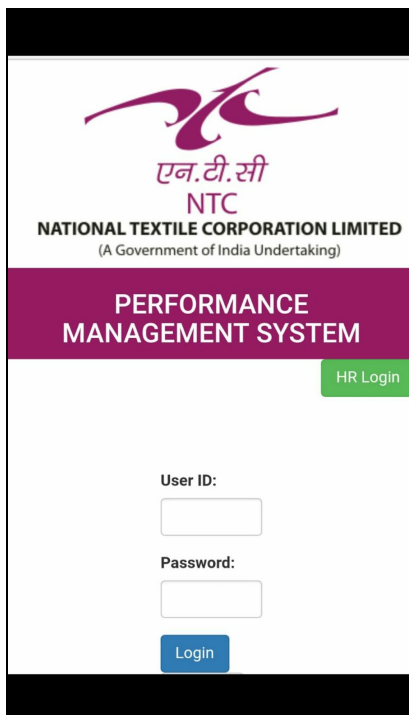
The fields for marks allotted automatically calculates the scaled totals using JavaScript:

INITIATING AUTHORITY SCORES		
PART-2 COMPETENCIES (This section consists of functional/technical and managerial competencies required for successful performance in the job)		
Serial No.	COMPETENCIES	RATINGS (1-5)
1.	<b>Business Environment Knowledge</b> : Knowledge and understanding of economic, legal, socio-political trends	
2.	<b>Profession Specific Knowledge</b> : knowledge related to profession as a whole. Knowledge which is determined by authority and responsibility of other positions; knowledge of mission, values and standard operating procedures, policies	
3.	<b>Making Business Decisions</b> : *Use business related data to support effective and timely business decisions by systematically *gathering relevant business information *identifying the strengths and weaknesses of a particular business line *recognising opportunities or threats and acting on them rapidly *using business facts collected in daily decision making	
4.	<b>Vision</b> : Develop a vision for the future of the Organisation by, grasping the meaning of trends and inter-relationships between the Organisation and its environment at the local, national and international level, identifying fundamental values and beliefs to guide the Organisation into future	
5.	<b>Systematic Thinking</b> : Identifying connections between situations that are not obviously related, using common senses, past experiences and basic rules to identify key underlying issues, generating and testing hunched which may explain complex situations and problems	
6.	<b>Networking</b> : To cultivate and informal network which may help to get things done through, developing contacts with people outside of the immediate work unit, using network as source of information and support	
7.	<b>Organising resources</b> : Ensure that all financial, personnel and/or other resources are in place to meet needs by, identifying and acquiring the resources allocating and utilizing the resources in a timely and cost effective way, monitoring and controlling all resources required to maintain the efficiency of operations	
8.	<b>Inspire people</b> : To generate a sense of purpose for the work done by the organisation through instilling enthusiasm, loyalty and commitment among team member at all levels of the organisation, inspiring, motivating and guiding others towards organisational goals and objectives, setting an example for others by behaving in ways that are consistent with espoused beliefs and values and the organisation's vision and direction	
9.	<b>Team Player</b> : To contribute to group objectives in a environment through, cooperating and interacting with others, contributing actively and fully to team projects, working cooperatively as opposed to competitively with others, acknowledging diverse opinions, addressing relevant concerns and working towards consensual solutions that enhance the output of the team	

Rating of competencies=((Total of all attributes)\*20/45):

Generate Total

Login page screenshot on Mobile



The screenshot shows a mobile application interface for the National Textile Corporation Limited (NTC). At the top, there is a logo with a stylized 'N' and 'T' in red, followed by the text 'एन.टी.सी NTC NATIONAL TEXTILE CORPORATION LIMITED (A Government of India Undertaking)'. Below this, a purple banner reads 'PERFORMANCE MANAGEMENT SYSTEM'. A green button labeled 'HR Login' is positioned to the right. The main login area contains two input fields: 'User ID:' and 'Password:'. Below these fields is a blue button labeled 'Login'.

## **Conclusion**

The project is completed and will be handed over to the organisation for their use. It is hoped that this project will help the organisation in saving a lot of time, and help in efficient appraisals in the future. The learning outcomes from the projects were plentiful and can be used in developing web applications in the future.

## **References**

- Xampp(Acts as the local server on the laptop)
- Stackoverflow.com
- W3schools.com
- NTC HR Manual