A Study on Work Stress Amongst the Employees: Automobile Industry

An Internship Report for

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by

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Date: 26th April 2023

Examined by:

Seal of the School

A STUDY ON WORK STRESS AMONGST

THE EMPLOYEES:

AUTOMOBILE INDUSTRY

DECLARATION BY STUDENT

I hereby declare that the data presented in this Dissertation / Internship report entitled, **"A Study on Work Stress Amongst the Employees: Automobile Industry"** is based on the results of investigations carried out by me in the (Management Studies) at the Goa Business School, Goa University under the Supervision/Mentorship of Dr. Suraj Pavto Velip and the same has not been submitted elsewhere for the award of a degree or diploma by me. Further, I understand that Goa University or its authorities will be not be responsible for the correctness of observations / experimental or other findings given the dissertation.

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Place: Goa University

COMPLETION CERTIFICATE

This is to certify that the dissertation / internship report **"A Study on Work Stress Amongst the Employees: Automobile Industry"** is a bonafide work carried out by **Ms Akshada Dayanand Metri** under my supervision/mentorship in partial fulfilment of the requirements for the award of the degree of **Master of Business Administration** in the Discipline of Management Studies at the Goa Business School, Goa University.

Dr. Suraj Pavto Velip
Management Studies

Date: 28/04/2023

Prof. Jyoti Pawar
Dean,
Goa Business School

Date: 28/04/2023
Place: Goa University

School Stamp

HONDA

26.04.2023

<u>TO WHOMSOEVER IT MAY CONCERN</u>

This is to certify that Ms. Akshada Dayanand Metri student of Goa Business School Goa University, Goa has successfully completed Internship in Caculo Cars Pvt. Ltd. (Coastal Honda), Verna Goa from 1st March 2023 to 26th April 2023 in Human Resource department.

During the period Ms. Akshada D Metri completed a project titled "Work Stress Amongst the Employees: Automobile Industry" under the guidance of Ms. Pallavi S. Bhende.

She has exhibited a high enthusiasm, sincerity, innovation, interest & Hard Work.

We wish her all the best for her future endeavor.

For CACULO CARS PVT LTD.

Pallavi S. Bhende
Sr. Executive - HR

<u>Acknowledgement</u>

I am very grateful that I have completed my summer internship and I would like to express my gratitude to each and every one who had helped and supported me throughout this endeavor. I am sincerely thankful to all of them for their valuable guidance.

Firstly, I would like to express my sincere thanks to Ms. Pallavi Bhende Sr. Executive HR of coastal Honda for accepting my request to carry out my internship in the company and also thankful for her valuable guidance throughout my internship.

Also, my heartly thanks to Ms. Pallavi Gaunder (HR Associate) for always helping me to carry out my work and to teach me all HR roles and responsibilities.

I would also like to thanks all the employees of Coastal Honda and the employees from other Automobile industry too, who helped me in my study with their valuable responses.

I am very thankful & pay my gratitude to my mentor Dr. Suraj Velip for his valuable guidance and support on completion of my project report. I also extend my gratitude to Goa Business School for giving me this opportunity.

CONTENTS

Company Profile

Honda Cars India Ltd (HCIL) is the leading manufacturer of premium cars in India. The company was established in 1995 with commitment to provide Honda latest car model and technologies, to the Indian customers.

"Coastal Honda" is the exclusive authorized dealership for the worlds most reputed 4-wheeler brand that is "Honda" for the entire State of Goa. Coastal Honda established in 2001 and was the first to launch Honda vehicles in Goa. From the small beginning, Coastal Honda venture into the large area of automobile and in few years, they made themselves known as best dealer in automobile industries in Goa.

Coastal Honda, the existing sprawling showroom is centrally located, again, in the capital city of Goa Panaji (North Goa), and is reputed to be the best facility in the entire State of Goa. Owing to the growing popularity of the Honda brand, Caculo Cars Pvt. Ltd., have ventured forth to set up a state-of-the-art multistoried 3S facility at Verna in South Goa. This facility would have the capacity to attend and service out a maximum of approx. 120 cars a day.

A service-oriented company Coastal Honda continued to strengthen its position today regarded in Goa, as a pioneer and trusted service company serving the Goa automobile industry. Honda is a globally acclaimed company and its models are strongly associates with Advanced Design, Technology, Durability and Reliability. A Retailer cum service provider, Coastal Honda (Showroom and Workshop) in Salcete, Goa is in the business of automotive product as well as full-scale automotive service.

Introduction

Stress is a dynamic concept. It is a problem that most of the employee go through. Stress is one's reaction on certain situation which sometimes leads to physical and mental health. Each person face stress at their personal life as well as at their professional life. Most of the people go through stress due to their work load. Each employee experience work stress at their workplace due to their job role.

Stress depends on the different situations and the individual's reaction to that situation. In this era, it's very difficult for individuals to find stress-free jobs and every job has its own level of stress. Each and every employee face huge pressure at their workplace which later on converts into mental stress and anxiety. Work stress happens when there is a gap between the employees' expectations of work and the actual reality of work.

We can see work stress or job stress in all the organizations. In latest trend, world is moving towards new innovation and new technology and we can see competition everywhere amongst the industries but at the automobile industry their competition is increasing day by day as this sector focuses on expanding their brand, increase their productivity and gain customers from all over the world which leads to work stress amongst the employees at automobile industry.

There are lot of work pressure gets upon the employees of automobile industry as each employee need to complete their day-to-day targets and also to attract the customers towards their brands. Most of the employees worry about increasing competition at work place or increasing demand of the employees for higher productivity. Technology is another factor for increasing the stress levels of the employees. Stress related to individuals role or work is a growing problem around the world that affects not only the health and well-being of employees, but also the productivity of organizations.

There are many influencing factors which leads to the work stress. In this we are going so see some of the influencing factors that affect the work stress of the employees at automobile sector. Also, understand which are the latest technologies used by the automobile industries and how it works for employees benefits at the workplace.

Literature Review

(P.Gohila, N.A. Kavitha 2018) Tried to analyze different levels of role stress faced by the employees at their work place at automotive sector. ln this research they made survey on two company, one is Tier 1 company and the another one is tier 2 company. In this Survey they have taken the sample of 120 employees which are received from the employees of Tier 1 and Tier 2 company. After survey they found result as Tire 1 company experience more unexpected roles and responsibilities compared to Tire 2 company and Tire 2 company face more role conflict at their workplace.

(Nilesh Thakre and Akanksha Kawde 2021) conducted research on role stress and employee burnout and psychological well-being among the employee. Around 100 people including men and women took part in this survey. Through this research they found that employees with the higher level of organizational role stress have been experienced the higher burnout and the lower employee wellbeing compared to employees those who are having lower organizational role stress. In further study they also analyze that there is a negative correlation between the employee burnout and psychological well-being.

(Simanchala Das 2018) says that in recent years most of the industries had face work stress and most of the employees are not satisfied with their jobs. In this paper researcher tried to find out the relationship between the work stress and job satisfaction of the employees. The outcome of this survey concluded as there are various variables which is responsible for the stress

in the industry and this leads to the decline in job satisfaction. It also says that employees who face greater stress is less satisfied with their job at workplace and also has low commitments towards their work.

(Gignac and Appelbaum, 1997) In this research, researcher try to analyze the level of stress experienced by the sales executives TechNet ltd. The study says that when the organization representatives involve themselves to find solutions, they always succeed to decrease the stress level of customer service representatives. Through this article we can analyze that the role stress has Wide-ranging effects on employees. Some of the variable which affects the role stress occurs due to lack of adjustments, behavioral related issues and changes in the system and culture in the way of doing the job.

(Shubhangini Rathore Vandana Ahuja 2015) did their research on the IT sector in India. In this research they have taken the sample survey of around 250 IT employees from Delhi region. They found the result that most of the employees are affected by the demographical factors which later on converted into the role stress amongst the IT professors.

(Daisy Chauhan 2006) says that stress is not mandatory and it is not similarly experienced by all people. The situation is depending on certain personality attributes like confidence, self-esteem, attitude, and certain qualities possessed by individuals like decision-making, sense of control, conflict resolution, possibility thinking. In that each individual has the capacity to choose their own response to a particular situation through their self-awareness, independent will, creative imagination and conscious decision. Only the capability varies from person to person. The author further asserted that we need to understand that we have the ability to control and influence the environment and therefore we are responsible for whatever is happening in their lives and career.

(Abdul Qayyum Chaudhry 2012) Found the relationship between occupational stress and job satisfaction based on age, gender, nature of job, work experience by the university teachers, and sector of university. The

Pearson correlation indicates: no significant relationship found between job satisfaction and overall occupational stress inverse relationship is found between the occupational stress and overall job satisfaction in faculty members of universities.

(Kohinoor Akhtar 2012) says that stress is mandatory according to modern school of thought but excessive targets and lack of motivational practices degenerates the engagement level of employee within the organization which causes less job satisfaction and leads to less organizational commitment. HRM policies play a major role in handling stress and healthy environment in organization and show that stress has an inverse relationship with psychological fitness which contribute to the total productivity and employability.

(Vasudha Venugopal 2010) says that, there are number of IT professionals who have been facing the difficulties to handle emotional stress, an occupational hazard, the stress related to work. Coping with stress and striving for mental health welfare should be a matter of concern for all and not treated simply as a lifestyle problem of the IT phenomenon, post-recession, employees feel pressured to perform well.

Research Gaps

There are many new technologies had come into the markets and most of the industries have been move towards those technologies. Also, there are many automobile industries who follow those technology. Firstly, I have gone through some of the previous research paper to understand basic about stress face by the employees of automobile industry. In previous research papers, I have seen that researchers have done their research on job stress or role stress and most of that research are from other sectors that is IT, education or banking sector. There is not much research seen on new technology affecting employees work life. So, I chose this topic to

understand that how new changing technology had impacted employees of automobile industries. I wanted to study that whether new technology increase the work stress amongst the employees or decrease their work stress and make their work easier. Also, I wanted to study which are the factors that influences the work stress amongst the employees at automobile industry. For this purpose, I have chosen this topic on which I decided to do my survey on various automobile industries which are located at South of Goa.

Research Question

1. Does new technology affect the work stress of the employees at automobile sector?
2. Which are most of the factors that influences work stress amongst the employees at automobile industry?

Project Objectives

1. To examine the impact of new technology on work stress.

2. To analyze the factors influencing work stress amongst the employees at automobile industry.

Hypothesis

Ho: There is no significant difference in work stress due to changing technology.

Ho: There is no significant relation between influencing factors and work stress at automobile sector.

Project Methodology

Work stress is seen at every organization but at automobile sector it has been seen in the large number. With my observation at Coastal Honda, I have seen that most of the employees are going through the work stress. To find the main reason behind this I went in detailed study about this problem. In this I have made study on some of the automobile industry which are located mostly in South Goa. Data has been collected through the questionnaire which is circulated to the employees of different automobile industry through google form. In this study I received responses from around five automobile industry and all of them are located at South Goa. The questionnaire is consisted of 25 questions in which two questions were open ended questions and remaining were MCQ based questions. Sample size of my survey is 102. In my project I have used the method that is chi-square test which will help to understand my objective in detailed manner. Also, graphs are used to explain my study survey in detail.

Project Data Analysis

Table 1. Analysis using chi square test

Chi square test is a statistical hypothesis test which is basically used in the analysis of contingency table where the sample size is large. This test is used to examine whether two variables are independent in influencing the test statistic.

Ho: - There is no significant relation between influencing factors and work stress at automobile sector.

OBSERVED			
	YES	NO	**TOTAL**
WORKLOAD	71	31	102
ORGANIZATION CULTURE	78	24	102
COMPETITION	66	36	102
CHANGING TECHNOLOGY	58	44	102
TOTAL	**273**	**135**	**408**

EXPECTED		
	YES	NO
WORKLOAD	68.25	33.75
ORGANIZATION CULTURE	68.25	33.75
COMPETITION	68.25	33.75
CHANGING TECHNOLOGY	68.25	33.75

$(O-E)^2/E$		
	YES	NO
WORKLOAD	0.110806	0.224074
ORGANIZATION CULTURE	1.392857	2.816667
COMPETITION	0.074176	0.15
CHANGING TECHNOLOGY	1.539377	3.112963

X2	9.42092
DF	3
P-VALUE	0.024

INTERPRETATION:

Through this analysis we are trying to see whether there is a relationship between the influencing factors and work stress at automobile factor. There are 4 most influencing factors which leads to work stress amongst employees which includes workload, organization culture, increasing competition and changing technology. In the 1st table we can see observed value which I have got from employee's responses. 71 number of employees feels that there is heavy workload at their organization and it is one of the reasons for their work stress as they need to complete their work in given time. 78 out of 102 employees are not happy with their organization culture and they feel stress at their workplace because of their organization culture. As most of the time employers put them in such work for which they are not selected or not got any proper training. 66 employees says that there is lot of competition at automobile industry and increasing competition leads to the employees work stress as they need to compete with other industries and attract the people towards their brand. As we can see that all the organization moving towards new technology and adapt new technologies. 58 people says that changing technology has increased their work stress as they use to old technology and adapting new technology in shorter time makes their work little difficult. In the second table there is expected values. After calculating we got X2 that is 9.42092, DF that is 3. Since, after calculating the data we can see that p-value is 0.024 which is less than 0.05 which means that we have to reject the null hypothesis and accept the alternative hypothesis that is "There is significant relation between the influencing factor and work stress at automobile sector.

Table 2. Analysis using chi square test

Ho: There is no significant difference in work stress due to changing technology.

OBSERVED			
	YES	NO	TOTAL
TRAINING	75	27	102
IMPACTED WORK	59	43	102
INCREASE STRESS	67	35	102
MADE WORK EASIER	55	47	102
CLEAR HOW TO USE	65	37	102
TOTAL	**321**	**189**	**510**

EXPECTED		
	YES	NO
TRAINING	64.2	37.8
IMPACTED WORK	64.2	37.8
INCREASE STRESS	64.2	37.8
MADE WORK EASIER	64.2	37.8
CLEAR HOW TO USE	64.2	37.8

(O-E) ^2/E		
	YES	NO
TRAINING	1.81682243	3.085714
IMPACTED WORK	0.421183801	0.715344
INCREASE STRESS	0.12211838	0.207407

MADE WORK EASIER	1.318380062	2.239153
CLEAR HOW TO USE	0.009968847	0.016931

|	
X2	9.953023785
DF	4
P-VALUE	0.041226468

INTERPRETATION:

From the above data we can see that whether there is significant difference in work stress at automobile industry due to changing technology. In the first table there are observed value which I have got from the employee's responses from different automobile company. Firstly, there is responses on whether employees get training when company adapt new technology in which 75 employees agreed that they get training whenever their organization adapt new technology. Then employees are asked that changing technology impacted their work life. Around 59 employees said yes that changing technology impacted their work. When employees are asked whether changing technology increase their stress, 67 employees are agreed that changing technology increases their stress as they need to learn to operate new software's and most of the employees were use to and comfortable with the old technology and around 55 employees says that new technology made their work easier. 65 employees are agreed that they understand how to practice new technology at their work area. In the second table there are expected values. After calculating we got X2 value that is 9.953 and DF that is 4. Since, after calculating the data we can see that p-value is 0.0412 which is less than 0.05 which means, we have to reject the null hypothesis and accept the alternation hypothesis that is "There is significant difference in work stress due to changing technology."

Table 3. GENDER WISE CLASSIFICATION

SR. NO	PARTICULARS	NO OF RESONSES
1	Male	67
2	Female	35
	Total	**102**

INTERPRETATION:

From the above table it demonstrates that 66% employees are males and the remaining 34% are females.
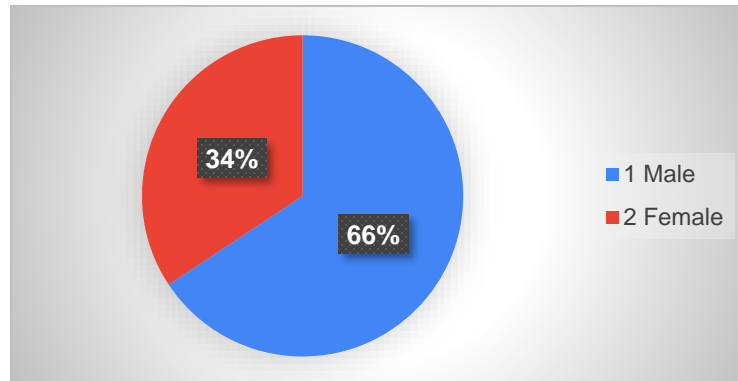
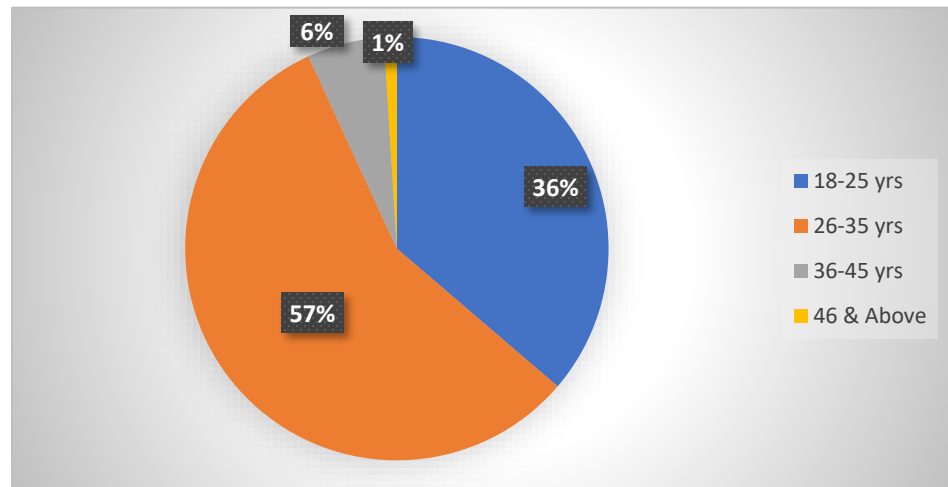**Table 4.** AGE WISE CLASSIFICATION

SR. NO	PARTICULARS	NO OF RESONSES
1	18-25 yrs.	37
2	26-35 yrs.	58
3	36-45 yrs.	6
4	46 & above	1
	TOTAL	**102**

INTERPRETATION:

From the above table 58% of employees are between the age group of 26-35 years followed by 37% of employees between age group of 18-25 years. 6% of employees are between age group of 36-45 years and remaining 1% is 46 and above.


Table 5. FACTORS WISE CLASSIFICATION

SR.NO	FACTORS	NO. OF RESPONSES
1	Changing technology	14
2	Heavy workload	26
3	Increases competition	42
4	Organization culture	17
5	Role conflict	3
	TOTAL	**102**

INTERPRETATION:

Above table shows that 42% employees face stress due to increasing competition. 26% of employees face stress because of heavy workload. 17% because of their organization culture. 14% of employees face stress because of the changing technology and the remaining 3% because of role

conflict. With this data we can say that increasing competition, heavy workload, organization culture and changing technology are the most influencing factors which leads to work stress at automobile industry and as I got just 3 responses for role conflict, we can say that employees did not face any role conflict at their work place which means role conflict is not falls under influencing factor as very less employees face stress due to conflict.
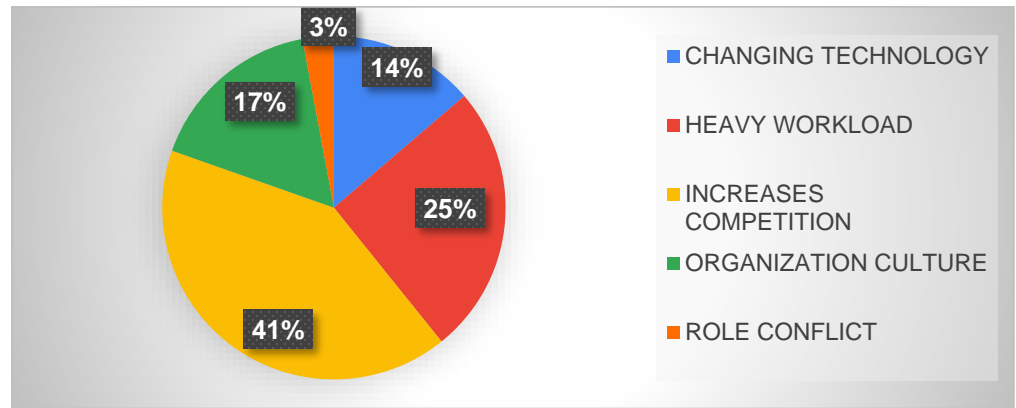

Table 6. HOW EMPLOYEES MANAGE THIER STRESS

SR.NO	PARTICULARS	NO. OF RESPONSES
1	Prioritize Work	37
2	Talk with Colleagues and seek help	33
3	Take breaks & engaged in activities	16
4	All of the above	16
	TOTAL	**102**

INTERPRETATION:

From the above table 37% employees prioritize their work and plan task to avoid feeling overwhelmed. 33% of the employees talk with colleagues or supervisor and seek for help. 16% try to take break and engaged themselves

in activities and remaining 16% of employees follow all the above activities to manage their work stress.
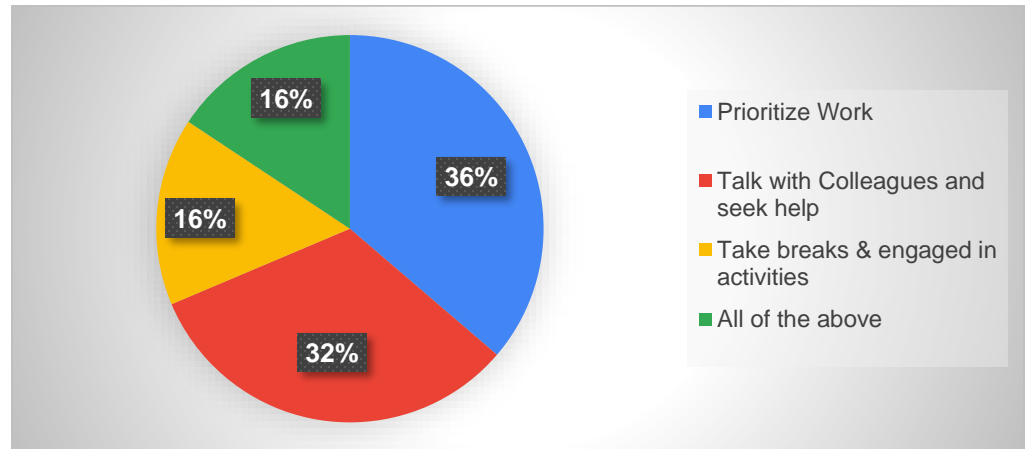
Table 7. DO EMPLOYEES HAVE SUFFICIENT TIME TO COMPLETE THEIR WORK AND MEET TARGET?

SR.NO	PARTICULAR	NO. OF RESPONSES
1	Yes	8
2	No	53
3	Depends	41
	TOTAL	**102**

INTERPRETATION:

From the above table about 8 employees agreed that they get enough time to complete their daily targets. 53 employees says that they don't get enough time to complete their daily targets and sometimes they need to wait after their working hours to complete their target. 41 employees say it depends on particular job role as some employees gets enough time and some employees don't get time.
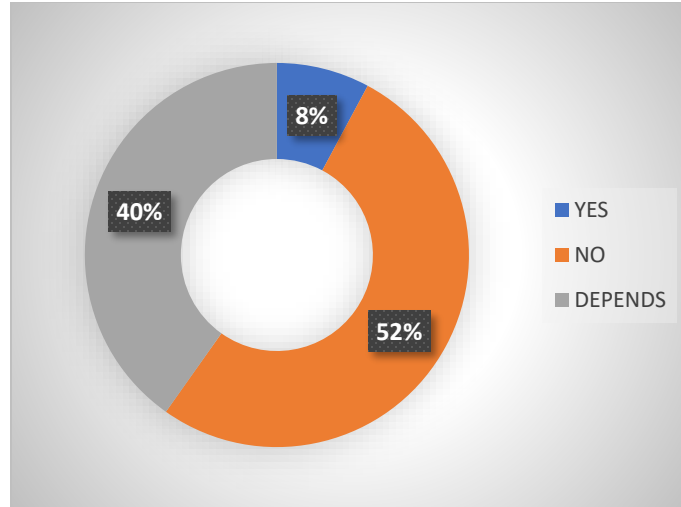
Table 8. ADAPTION OF NEW TECHNOLOGY

SR.NO	PARTICULARS	RESPONSES
1	3D Printing	12
2	Delite	6
3	Digital Marketing	27
4	DMS	17
5	SOP	21
	TOTAL	**83**

INTERPRETATION:

In the above table we can see the responses from the employees of different automobile industries. Here we see that which are latest technology has been used by the different automobile industries. In this employee mentioned about 5 technologies that are 3D Printing, Delite which is basically a software in which data can see all over the India (For example-Coastal Honda can excess data through Delite software from other Honda Company which is located to the other state of India). Then digital

marketing also started by companies. DMS and SOP are also used by the most of the companies.
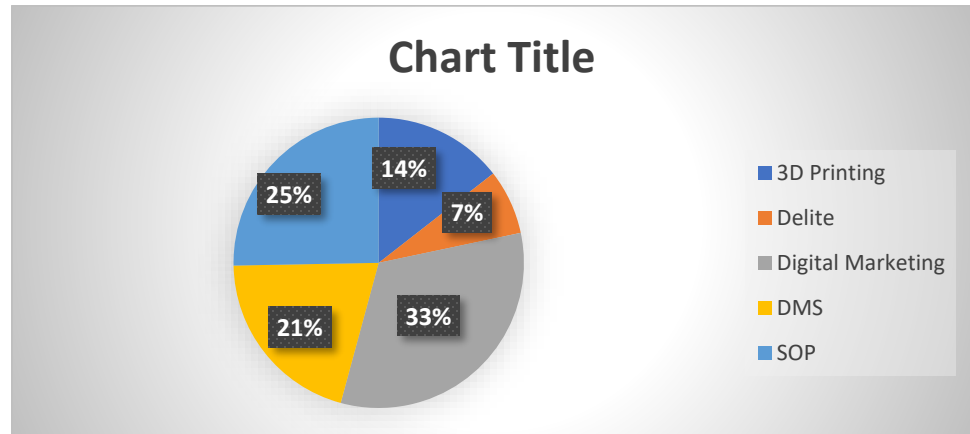

Table 7. WOULD YOU RECCOMENDATION YOUR COMPANY TO YOUR FRIENDS

SR. NO	PARTICULAR	RESPONSES
1	Yes	89
2	No	7
3	Maybe	6
	TOTAL	**102**

INTERPRETATION:

Employees has been asked whether they will recommend their company to their friends or other people. 89% of employees responded that they will recommend and 7% of employees said that they won't recommend and remaining 6% said that they might recommendation their company to their other friends.
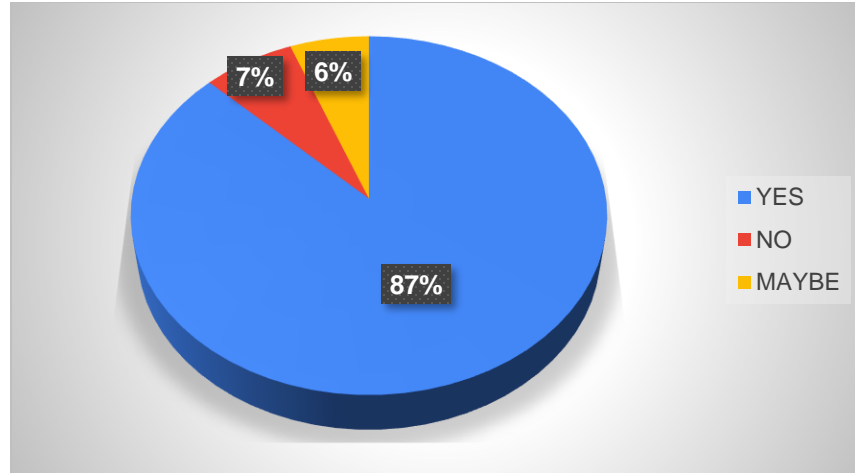
Project Findings

From the data collection and analysis following are the findings

- ➤ Ho: - There is significant relation between influencing factors and work stress at automobile sector. After data collection and data analyses found p-value is 0.02 which is less than 0.05 in that case we reject null hypotheses and found that there is a relation between influencing factor and work stress.

- ➤ Ho: - There is significant difference in work stress due to changing technology. After data analyses found that in this case p value is 0.04 less than 0.05 through which find that there is significant difference in work stress due to changing technology.

- ➤ There are 52% of the employees who always feel stress at their work place.

- ➤ 58% employees are between the age group of 25-35 and this age group of employees gets highly stress from their work.

- ➤ Most of the employees that is 41% of employees had work stress due to increasing competition, 25% because of heavy work load,

17% because of organization culture, 14% of employees are stress at their work place due to changing technology.

- Competition is the most influencing factor as majority 41% of the employees feel stressed at their work place due to increasing competition.

- Role conflict seen very less at automobile industry as only 3% of employees agreed that they face stress due to role conflict. Which role conflict is not coming under influencing factor for work stress at automobile sector.

- 74% employees are agreed that they always get training whenever their organization adapt the new technology.

- Majority 58% employees says that changing technology had impacted their work and remaining 42% of employee's said that changing technology didn't impact their work.

- 66% employees says that changing technology increases their stress as they need to learn whole system again and also it takes time to learn that.

- It was also found that 54% employees are happy with the changing technology as it made their work easier and also, they can complete their task faster.

- When employees are overload with their work 37% employees prioritize their work and plan task to avoid feeling overwhelmed. 33% of the employee talk with colleagues or supervisor and seek for help. 16% try to take break and engaged in activities and the remaining 16% of employee do all above activities to manage their work stress.

- At automobile industry daily targets which employees receive are depends on the specific company and job role. As for sales department it is little hard to complete daily target but other department like finance, CRE, service its quite easy to complete their daily targets

> ➤ 3D Printing, Delite, Digital Marketing, DMS, SOP this are some of the new technologies that most of the automobile industry adapted at their organization.

Conclusion

This internship Program at Coastal Honda has been found very effective. I got to learn many new things from my internship. For my study I have chosen the topic "Work Stress Amongst the Employees" especially automobile industry. The aim of the present study is to explore and find out the work stress amongst the employee. Work stress is the issue which is face by all the company and there can be any reason for their work-related issue. For my study I have chosen to study about the various factor that affect work stress and also to understand how new technology effect the employees.

In my study I did survey from different automobile industries which are located in South Goa. I have received around 102 responses from different industries. Through my survey and data analysis I have seen that there are factors like organization culture, workload, competition amongst the employees and changing technology these are the factors which leads toward the work stress amongst the employees.

Competition is most rated factor as competition amongst the automobile sector has been increasing day by day and this leads to the work stress of each employee working in different industry. There is a significant relation between the influencing factors and the work stress of the employees. Also, employees face problems due to changing technology. With the data analyses I have observed that there is change in work stress due to changing technology. Some employees are happy with new technology as it made their work easier and some are not happy because it became difficult to them

to adapt that technology. To reduce work stress of the employees related to the new technology, organization need to provide proper training and support to the employees to help them to adapt those technologies and work more effectively.

Recommendations to the Company

➢ Proper training should be provided to all the employees relating to their specific jobs when employee join for new job or else company adapt for the new technology. This will help them to improve their service and also will have a good relation with the customers.

➢ Its new technological era and digital marketing has become a must in order to spread brand awareness and showcase brand presence online. Company should do more advertisement of their company and brand through google ads, Facebook or Instagram ads.

➢ The salary should be provided based on the type of responsibilities given to the employees.

➢ Employers need to create positive work culture that value employee well-being and will also help to reduce work stress.

➢ Company should pay OT to their employees.

Work Done & Learnings Derived

During my internship at Coastal Honda, I was handling company recruitment, where in I was involved to make posters of the advertisement for the various job vacancy. Also, as a part of recruitment team I participated at campus placement/ campus recruitment at 2 education institute wherein we selected the candidates for different post. Also, I was given the work to call suitable candidates and schedule interviews with them. I was also participated in orientation program for the new joining. I was also handling

the leaves application form of all the employees. As part of the HR team, I was responsible for managing the exit formalities of employees who resigned from the organization, which included conducting exit interviews, collecting feedback, and preparing relevant documents. I also prepared discharges form for the left employees. As part of the HR process, I was responsible for preparing these letters of confirmation, as well as letters of increment for employees who have demonstrated outstanding performance. I also worked with the IT team to do biomatrix of the new joined employees. As an intern at Coastal Honda, I was responsible to do all the HR related work that HR team entitled for.

Through all this process I learned the process of selecting candidates at the different position through interviews. The criteria for selection included evaluating their behavior, communication skills, writing skills, ability to learn, confidence, sensibility, and intelligence. Additionally, I learned about the process of handling leave applications, including segregating them based on the employee registration number and allotting casual, sick, and earned leaves accordingly. All leave information is recorded on attendance registers. The company offers a total of 30 leaves, with 15 earned, 9 sick, and 6 casual. I gained experience in completing salary and attendance records.

I had the opportunity to expand my skill set by focusing on different tasks. During this time, I had the opportunity to gain valuable experience in handling salary and attendance records as well as scheduling interviews and inductions for new employees. Although my initial responsibilities revolved around birthday planning and adjusting leaves all while maintaining a smooth workflow. Overall, it was great learning experience for me

As part of the new employee onboarding process, the HR team is responsible for several tasks. These include managing travel expenses, ensuring that new employees complete joining forms and provide necessary documents, and providing assistance during the induction process. In

addition, the team is responsible for managing employee performance appraisals, with a particular focus on confirmation, increments, and new hires. I have learned the whole process of performance appraisals which company follows. Here appraisal take place every after one year. Finally, the team is also responsible for printing letters for various events, including employee increments, new hires, and confirmation. These tasks are important to ensure a smooth onboarding process for new employees and ensuring that all HR-related paperwork is completed accurately and efficiently.

After completing six month of work service, employees are typically given a confirmation letter to acknowledge their employment status and their continued contribution to the organization. As part of the HR process, I was responsible for preparing these letters of confirmation, as well as letters of increment for employees who have demonstrated outstanding performance. Additionally, I was in charge of maintaining and organizing the employee files, ensuring that all the necessary documents are filed appropriately. Also, I learned about PF new registration, PF withdrawal and ESIC registration.

As a human resource intern, I had the chance to gain a wealth of experience and knowledge during my time at the company. From conducting interviews and onboarding new employees to managing employee records and benefits, I was exposed to a wide range of HR tasks and responsibilities. Throughout my internship, I was also able to develop strong communication and interpersonal skills by working closely with colleagues and team members across various departments. Overall, my time as a human resource intern was a valuable experience that provided me with a solid foundation for a career in HR.

Reference

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Annexure

1. Name of the organization you are working at?

2. Gender
   □ Male
   □ Female

3. Age
   □ 18-25 year's
   □ 26-35 year's
   □ 36-45 year's
   □ 46 & above

4. How often do you feel highly stressed?
   □ Always
   □ Sometimes
   □ Rarely
   □ Never

5. Which are the following factors contributing to high work stress in the automobile industry?
   □ Heavy Workload
   □ Increased competition
   □ Organizational Culture
   □ Changing Technology
   □ Role Conflict

6. How do manage work related stress?

□Try to take break and engaged in activities

□Talk with colleagues or supervisor and seek for help

□Prioritize work and plan task to avoid feeling overwhelmed

7. Do employees in the automobile industry typically have sufficient time to complete their work and meet target?

□Yes, employee typically have enough time to complete their work and meet target.

□No, employees often have to work long hours and face deadline to meet targets.

□It depends on the specific company and job role.

8. Do you get heavy workload at your work place?

□Yes

□No

9. Does organization culture lead to your work stress?

□Yes

□No

10. Does increasing competition in the automobile industry increases employee work stress?

□Yes

□No

11. Does changing technology leads to work stress in the automobile industry?

□Yes

□No

12. Do you face role conflict at your workplace?

□Yes

□No

13. In the recent year, does your organization adapted to new technology?

□Yes

□No

14. Mention Any

15. Do you get training whenever your organization adapts new technology?

□Yes

□No

16. Implementation of new technology at your organization impacted your work?

□Yes

□No

17. New technology in the automobile industry increases work stress among employee?

□Yes

□No

18. New technology at automobile industry made your work easier?

□Yes

□No

19. When changes are made at your organization, you are clear on how they will work in practice?

□Yes

□No

20. Would you recommend this organization to your friends?

□Yes

□No

21. Give your opinion for the following statement:

Statement	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
• Do you think about work after working hours?					
• Do you work after normal working hours?					
• You are always assigned to the work you hired for.					
• You never get pressurize at your work					
• Daily targets you receive are always achievable.					