

INTERNSHIP REPORT

2022

FC Goa & other group of companies



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ACKNOWLEDGEMENT

I would like to thank Mr. Akshay Tandon, President, FC Goa; and Mrs. Anjali Mody, Owner, Josmo; for giving me the to do my internship in FC Goa and other group of companies.

I am extremely grateful to Ms. Mayuri Desai, Head - Human Resource; Ms. EdenAnn Fernandes, Executive – Human Resource; and Mr. Shymash Mukund, Senior Executive – Human Resource; for their excellent support, help and guidance during my six monthsinternshipwith the company and helping me learn about most of the areas of theHuman Resource department.

I would also like to thank all the employees of FC Goa, Josmo and Myra for helping me in each and every step and allowing me to learn how the company functions and providing their support and guiding me with their experience.

I express my gratitude to all my professors from Goa Business School for helping me to get in through such a reputed company and providing me with the opportunity to gain practical knowledge in the field of my interest.

ABSTRACT

Football Club Goa is an Indian professional football club based in Goa that competes in the Indian Super League, the top flight of Indian football. Nicknamed as Gaurs, the club plays their home matches at the Fatorda Stadium in Margao.

Josmo& SO LLP is company that deals with furniture design, product design and interior design as well.

Myra Mall Management is a company that deals with real estates.

I got an opportunity to complete my internship in the Human Resource department in FC Goa and other group of companies. This report consists information about the work done by me, the experience I got and knowledge gained during my 6 months internship.

FOOTBALL CLUB GOA



About

FC Goa is an Indian professional football franchise based in Goa that competes in the Indian Super League. The club was launched on 26th August 2014 and is owned by Goan Football Club Pvt. Ltd. which consists of Mr. Jaydev Mody, Mr. Akshay Tandon and Indian Cricket team captain, Mr. Virat Kohli. The club represents Goa, the only state to declare football as its official sport.

What FC Goa Stands For



The FC Goa brand stands for strength, integrity and pride. A single club united and resolute in its pursuit for glory. The team embodies the spirit of Joga Bonito, playing the beautiful game the way it should be played – with pace, power and passion.

Logo

The FC Goa logo is a combination of Goa's state animal- the gaur or Indian bison- and a shield, which symbolises strength, attack and defence, all of which epitomise FC Goa. The colours blue and orange symbolize the Goan coastline and sunrise. The logo personifies the character of Goan football and the fundamentals of the team. Our history in Indian football holds the team in good stead as we continue our charge in the Hero Indian Super League.



The players of FC Goa are nicknamed as Gaurs.

Faith In Youth



The FC Goa model believes that youth is the way forward, which is why the club possesses one of the best youth team systems in Indian football today.

From our club Grassroots Program all the way through to our FC Goa Developmental Team, youth has always been given a chance, and they continue to repay the faith put in them.

FC Goa is the first ever Indian club to qualify for the AFC Champions League group stage in its current format. FC Goa were crowned Champions in the GFA U-20, GFA U-18, Goa Professional League and Police Cup tournaments in 2019.

Squad

The club has various teams under it like First Team, Dev Team (Development), Women's Team, U13 & U18 Team (Under 14 & Under 18 Team).



Youth football

FC Goa has a reserve side which is fielded in the I-League 2nd Division. It also has youth teams for various age group football tournaments and Youth I-League.



Grassroots



FC Goa's grassroots development programme commenced in February 2015. Over 1500 children between the age groups of 6 to 14 are currently being groomed by FC Goa. The U-14 team, the Junior Gaurs are doing excellently well.

Women's Team

FC Goa women's team was launched on 28 July 2018. It is the second Indian Super League (ISL) side to launch a women's team.



The team currently plays in the GFA Vedanta Women's Football League, the state division of women's football in Goa.

History & Present

■ Ownership

The club is owned by Goan Football Club Pvt. Ltd. which used to consist of DattarajSalgaocar (37% stake) and Shrinivas Dempo (37% stake) in 2014, which in 2016 was bought by JaydevMody (65% stake), Venugopal Dhoot (23% stake) and Virat Kohli (12% stake).

Former owners

- ✓ Shrinivas Dempo served as the President of Dempo Sports Club Private Limited. The club was owned and sponsored by the Dempo group of companies.
- ✓ DattarajSalgaocar is the Managing Director of VM Salgaocar Corporation. Salgaocar FC is owned and managed by VM Salgaocar and Company to give a platform to the Goan youth to showcase their talent to the country and to the world.
- ✓ Venugopal Dhoot is the Chairman of Videocon, and has been its Managing Director since 2005.

Current owners

- ✓ JaydevMody is the Chairman of Delta Corp Limited, the company focused in gaming (casinos) and hospitality mainly in Goa.
- ✓ Virat Kohli, Indian national men's cricket team former captain, is also one of the co-owners.
- ✓ Akshay Tandon is an entrepreneur who took over FC Goa in August 2016 as the President and Co-Owner of the club. Since the took over, he has built a youth program, set up the Forca Goa Foundation addressing the challenges with grassroots football in the state of Goa and established a style of play.

■ Affiliated Clubs

Dempo Sports Club and Salgaocar Football Club were affiliated with FC Goa from 2014 to 2016.

RasenBallsportLeipzinge.V. also known as Red Bull Leipzig Football Club is affiliated with FC Goa from 2020 till present.

- [Jersey](#)

During the early years, the club wore an all blue kit with orange colour coming lightly on the sides.

The club changed from blue shirts and shorts to an orange colour scheme in 2018 which has been used ever since.

- [Coach](#)

Brazilian coach Zico was the first head coach of the club.

The current head coach of the club is Derrick Pereira.

[Pandit Jawaharlal Nehru Stadium, Fatorda](#)

The Pandit Jawaharlal Nehru Stadium in Fatorda, Goa is the home ground for FC Goa in the Hero Indian Super League. The stadium is widely considered to be among the best in the country.



The venue has been a mainstay of Indian football, having played host to a number of International games over the years. The stadium was also used to host the FIFA U-17 World Cup held across India in October 2017.

Official Supporters Club

Fans are the lifeblood and the backbone of FC Goa and they represent the true colour and nature of the Gaurs.



FC Goa Fan Club and East Lower Army are the officially recognized supporters clubs of FC Goa.

FC Goa TV

FC Goa TV is the dedicated official channel for FC Goa. The channel first launched on 10 October 2014 on Videocon D2H channel 100. FC Goa is the first Indian sports club to launch a satellite TV channel – FC Goa TV on Videocon D2H. FC Goa TV includes buildup to matches, post-match shows, exclusive interviews with players and staff besides an interactive section which gives fans the chance to get some answers from first team players.

FC Goa launched its magazine Forca Goa at Fatorda Stadium, on 1 November 2014. The magazine was unveiled by All India Football Federation President Praful Patel in the presence of brand ambassador of FC Goa Varun Dhawan, supporter Sonu Nigam and co-owners Venugopal Dhoot, Anirudh Dhoot, Dattaraj V. Salgaocar and Shrinivas V. Dempo.

Sponsors

Main Principal Sponsor



Associate Sponsors



Kit & Merchandise
Partner



Nutrition Partner



Internet Partner



Grassroots and Youth Development
Partner



Outdoor Partner



FORCA GOA FOUNDATION



About

Forca Goa Foundation is a not for profit organisation that fosters community focussed holistic grassroots programs to develop football in India. The Forca Goa Foundation was created with the aim of building a robust football ecosystem for children. Conceived in 2017, the Foundation has its beginnings in ISL club, FC Goa's grassroots football programme - the experience of which shaped the understanding that there is a need for focusing on football at the grassroots level.



Mission

Our mission is to use football to inspire positive development across the state, thus benefiting both the game of football and our fans.



Vision

Our vision is to develop healthy, empowered, and aware Goan youth for the individual and collective leadership challenges of tomorrow, on and off the football field and in support of a Clean and Green Goa.



Grassroots Football



Grassroots football is organised for children under the age of 12 - where the young players grow up playing the game locally and regularly in a safe, inclusive environment. Grassroots development supports the building of a strong culture around the game.

Foundation Initiatives

- Little Gaurs League



In 2018, the Forca Goa Foundation launched the biggest football league for children in Goa to provide opportunities for children to play regularly in a safe and organised environment.



36 teams participated in the year 2018-19.



The league grew bigger in the 2019-20 season:

- ✓ 110 teams participated
- ✓ 957 players
- ✓ 3 zones - North, South and Centre
- ✓ 4 age categories - U6, U8, U10 and U12 leagues
- ✓ U12 league exclusively for girls
- ✓ Nutrition workshops for parents, coaches as well as the players

▪ [Focussed Communities](#)



The Foundation has identified 4 communities that can benefit from the development of football. They are creating context specific strategies for football training and life-skills development in each of these communities.

The ultimate aim through this program is to promote the sport and use it for development of leadership and life skills among children. Keeping this objective in mind the foundation is working with:

- **Organizations** that strive to integrate individuals who have developmental disabilities into society like The Owl House.



The coaches are trained to work with specially abled kids and so their goal is to develop a curriculum that can be used by coaches, educators and organisations that work with special needs groups.

- **Communities** where a revival of football activities in the area would mean development of skills among the youth and decrease in risk of substance abuse. In the long run, it can provide access to football related jobs.



The foundation works with the Benaulim community and Ganeshpuri community.

- **Educational Institutions** that do not have access to sports coaching. The foundation's efforts help inculcate sports in their lives and ensure all round development in children.



- [Creating Coach Mentors](#)



The foundation believes that coaches are the bloodline of the sport and coach development is a key lever in the development of the game in the country.

Through the following two initiatives, the foundation gives opportunities to individuals interested in football to train children:

1. **Creating licensed coaches**

Along with Goa Football Association and the All India Football Federation, the Foundation provides an opportunity to coaches to learn and become licensed coaches.

2. **Creating community coaches**

With an aim to empower coaches to become educators, this football-based programme is run by the Premier League and the British Council.

Two of the coaches are of foundation are licensed by the Premier League to spread the knowledge of the game by creating community coaches - these would be football enthusiasts who want to encourage children to participate, teach them the basics of the sport and help them to grow with the game.

- [Football Festivals](#)



With the intention of expanding the reach of the game, the foundation identifies schools, communities as well as organizations where children have limited access to football, and create pop-up festivals around the sport.

Each festival sees an average participation of 80-100 kids. These events include football training sessions along with fun games that promote learning while using the ball, as well as short matches.

They also provide the kids with a nutritious snack and conduct a short workshop on the topic of nutrition, gender equality, waste management or sustainable consumption.

Through these festivals the foundation aims to find communities that see value in the sport, engage with them and start a dialogue around how football can become a regular activity for their kids in the near future.

- [Fields of Dreams](#)



The foundation conducted a study of 196 fields in Goa where it was discovered that only 3% are turf pitches, rest being sand, hard soil or grass. 47% of pitches have at least a few unsafe areas (bad patches on pitch). 42% of grounds do not have a changing room facility.

The program 'Fields of Dreams' aims to facilitate the improvement of football infrastructure.

The foundation looks forward to partnering with organizations that believe in upgrading the fields by adopting environmentally sustainable practises suggested by the communities to transform Goa one field at a time.

The foundation believes that by understanding the facilities available at communities in Goa, they can create more opportunities for positive development in the game. And after the completion of each project, they will work with the community and create a plan for their kids to play and learn the game regularly.

- [Grassroots Coaching and Leadership Programme](#)



The grassroots football movement is to create a cohort of coaches and grassroots leaders who will be mentors to young players and help develop a strong culture for the sport in communities across the country.

The programme involves a robust curriculum that starts off with onground training in Goa for 6 months and continues to provide support for the next one year once the player goes back to create context specific initiatives in one's local community and home state.



During the programme one can:

- ✓ Learn from industry stalwarts about leadership in sports in India and beyond
- ✓ Garner an understanding of the football landscape globally as well as in India
- ✓ Understand all of the various components of grassroots football
- ✓ Develop skills in pedagogy and technical teaching
- ✓ Attain ones coaching licenses and certifications in the realm of grassroots football
- ✓ Apply learnings through various program structures of Forca Goa Foundation and receive continuous feedback in order to improve

- ✓ Work with local organisations to gain practical understanding of how football benefits children and their communities

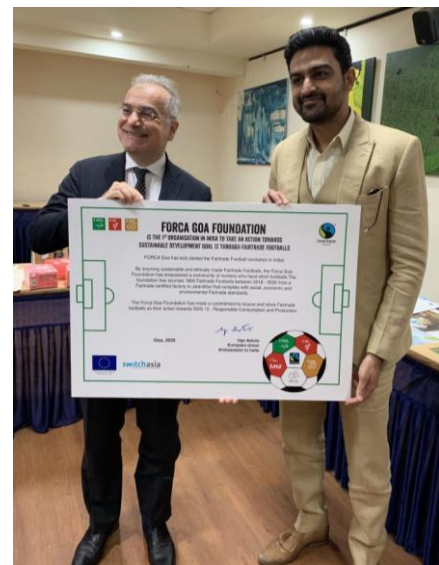
After the completion of the programme one will have the skills and confidence to design and run a grassroots football programme suited to one's regional and organisational context. One will gain practical knowledge of how to coach young players, initiate and run a children's league, plan and oversee community football training programmes and guide like-minded individuals to become a part of the movement.

Sports and the SDGs: Creating positive impact for a sustainable future

The Foundation, through its sports programs, works towards 3 of the 17 SDGs. These are SDG 3 Good health and wellbeing, SDG 5 – Gender Equality and SDG 12 – Responsible Consumption and Production.

The foundation believes that sport, especially team sports, is an effective medium that can impact a large number of people. It has the power to build a community that understands the value of working together towards the achievement of various SDGs.

■ Football for development



The Forca Goa Foundation supports SDG 3 – Good health and wellbeing in the simplest form – through physical activity like playing and training. This allows children to enjoy football and also stay healthy.

Quality Education (SDG 4) and Gender Equality (SDG 5) is another aspect to focus on. The Foundation is not just focussed on getting girls into the game but also on getting more female coaches and referees. The U12 Little Gaurs League is exclusively for girls in order to increase their participation in the game.

- [Building a community for change](#)



The Forca Goa Foundation has made some major strides when it comes to SDG 12 – Sustainable Consumption and Production. The biggest step was when they took the pledge to source footballs from a Fairtrade vendor only. They are the first sports organisation in India to take such a pledge. Not only this, but they also teach children about sustainable consumption through workshops on waste management.



Collaboration for the goals (SDG 17) is crucial as together one can achieve more than what they achieve by themselves. A key aspect through the foundation's programs has been partnerships with different organisations/individuals who can add value to their sessions. Whether it's a nutritionist sharing knowledge about healthy eating with children or an international organisation like UNESCO helping to reach out to children, partnerships contribute to the progress of their goals.

Partners & Supporters

Affiliated Partner



Indian professional football franchise FC Goa, is a sister organisation of the foundation. The franchise has always believed in the development of football at the grassroots level, having also formed their development team, U18 team and U14 team.

Supporters



Premier Skills Coach and Referee Education Programme built by Premier League and British Council provides training to grassroots coaches and referees allowing them to develop the skills, knowledge and confidence needed to run their own community football projects.



The United Nations Educational, Scientific and Cultural Organization (UNESCO) seeks to contribute to the achievement of the Sustainable Development Goals and build peace through international cooperation.



The Bridge is a digital media house extensively covering the unheard aspects of Indian Sports through impactful storytelling. They are passionate to bring about a change in the sports ecosystem.



Sangath is a non-governmental, not-for-profit organisation which works towards empowering existing community resources to help improve health. They help empower coaches regarding mental health in young individuals.



Arpan provides direct services to children, adolescents and adults to prevent Child Sexual Abuse in schools, communities, NGOs, and institutions and appropriately deal with disclosures of children and adolescents.



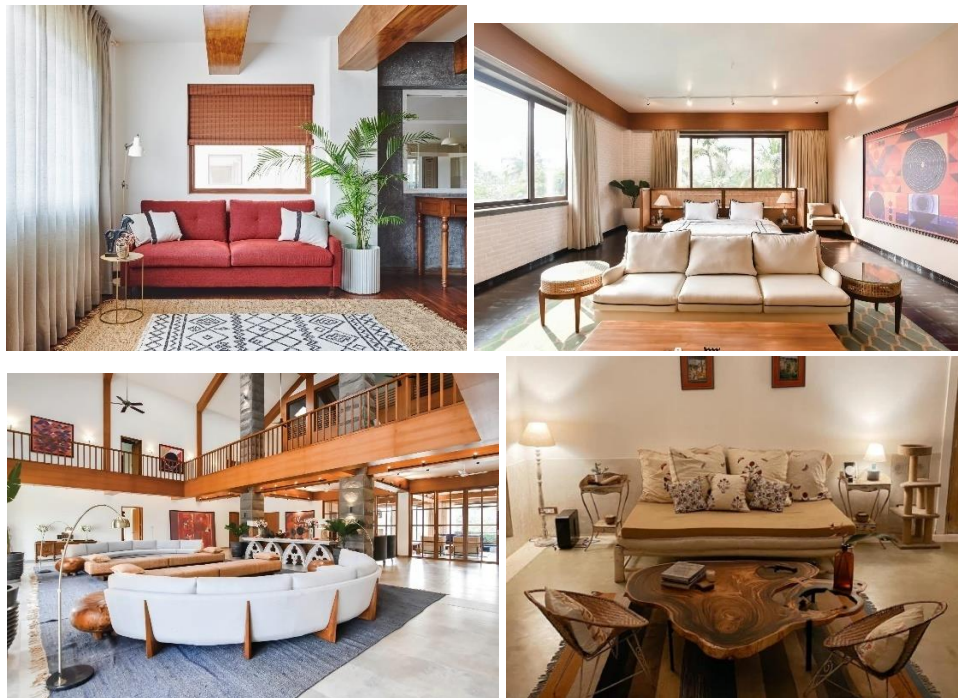
Fairtrade is helping to deliver the Sustainable Development Goals by ensuring decent working conditions, fair pricing and improved trade conditions. We have taken a pledge to use only Fairtrade India Certified footballs for our programs. The Fairtrade standard for sports balls requires that workers are treated with respect, given fair wages and proper working conditions.

JOSMO & SO LLP



Josmo And SO LLP is a limited liability partnership firm based in Goa, India. It was officially incorporated on 11 December 2018. It is registered at Registrar of Companies, Goa. Its headquarters is located in Pilerne, Goa.

The major activity of the company is manufacturing furniture along with furniture design, product/lighting design, art + design and eclectic pieces.



The designated partners of Josmo And SO LLP are Jaydev Mukund Mody and Anjali JaydevMody.

About

Josmo Studio offers a combination of a design studio and furniture foundry to transform commercial and residential spaces aesthetically. It is immersed in revolutionizing expression through design.



Josmo believes in essence, the magic lies within transforming radical ideas into purposeful furniture. Pieces custom made to fit together for the customer as per their liking. It likes to blend craft and industry to create pieces that speak to the customer personally.

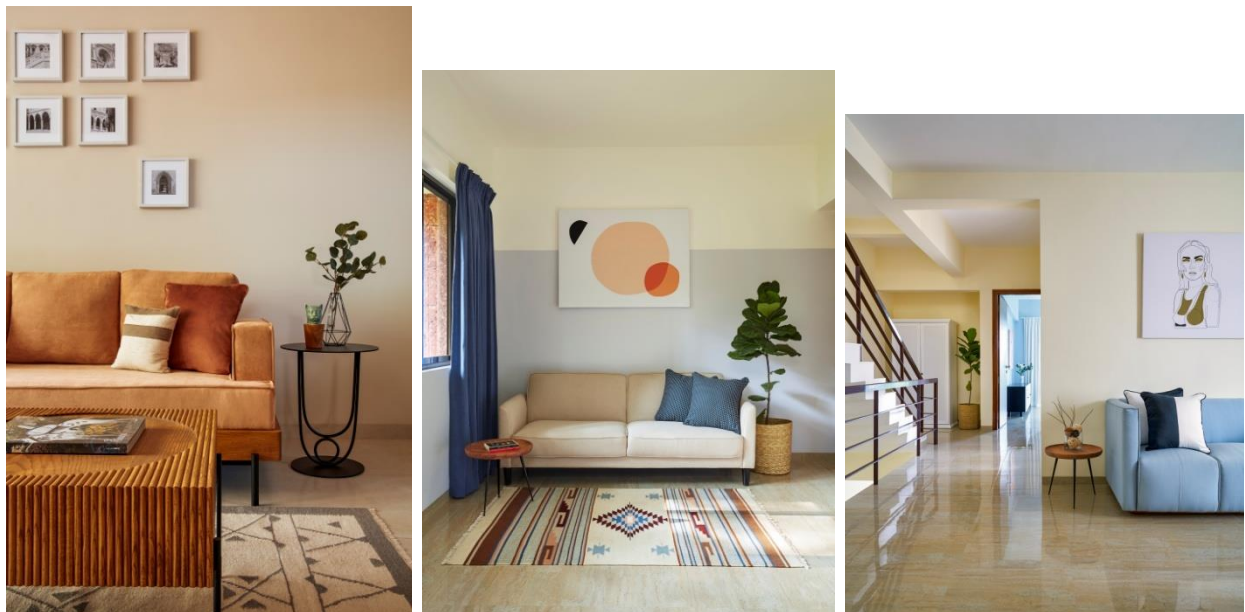


Josmo believes that good design is the foundational fabric of a happy life. It ensures efficiency, functionality and aesthetic value that controls the way people feel and therefore the choices that they make. It believes good design enhances life by providing solutions to problems that people face. And hence it is Global in mind & Indian at heart with the focus on promoting bespoke Indian craftsmanship and creating sustainable products.



From being a pure design studio to a furniture manufacturer, Josmo works with myriad ideas, designs, craftsmen to create seamless space solutions. Be it the hospitality industry, real-estate projects, commercial and co-working spaces, it frames, creates and innovates everyday, by the hour.

New stories through designs



Josmo believes that every space has a story behind it. They are happy to have created hundreds of them over the last decade. Be it through the limitless gamut of functional furniture pieces for interior designers and architects to a spectrum of interior styling solutions for leading enterprises. Not just businesses, they have also created bespoke made-to-measure furniture for palatial bungalows and designed boutique hospitality projects. They have also supplied urbane

furniture to startups and coworking spaces. Though their base is in Goa, they are an intrinsic part of various ambiances and spaces of leading Indian and global brands.



Josmo is a masterful crew of architects, designers, craftsmen and material specialists and offers a rare combination of a design studio and an expansive furniture foundry working in tandem under the same roof. That means a large pool of old-hands and young blood that offer impeccable design and aesthetics and thoughtful value-engineering.

Categories or Products

The furnitures are divided into different categories:

- Beds



■ [Seating](#)



Bar Stools



Dining Chairs



Lounge Chairs



Study Chairs



Ottomans



Pouffes



Sofas

■ [Tables](#)



Accent Tables



Center Tables



Bedside Tables



Dining Tables



Study Tables



Side Tables



Coffee Tables



Nesting Tables

■ [Storage](#)



Consoles



Bookshelf



TV Unit

Interiors

Josmo also deals with interior designing and has done a lot of projects keeping the opinion of the customer in mind.

Some of it's projects are:

- Villa Vida – Goa



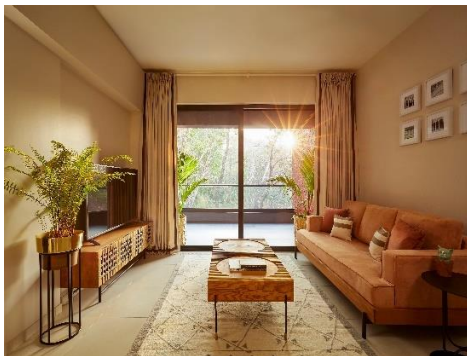
- Ashok Beleza I – Goa



▪ [Ashok Beleza II– Goa](#)



▪ [Amado – Goa](#)



▪ [Delta Empress – Pune](#)





- [El Arbol – Goa](#)



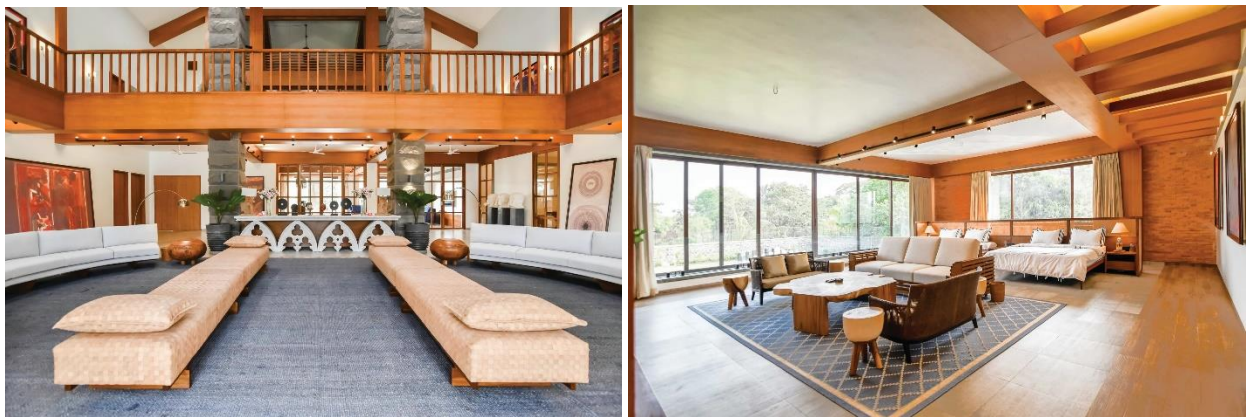
- [Josmo Studio – Goa](#)



- [Seaface Park - Breach Candy](#)



- [Villa Majaza 1 – Residential](#)



- [Villa Majaza 2- Residential](#)



- [And So – Retail](#)



- [Forsyth Lodge – Hospitality](#)



- [Café Basilico– Hospitality](#)



- [Le15Patisserie – Hospitality](#)



- [Eden Hall – Residential](#)



MYRA MALL MANAGEMENT

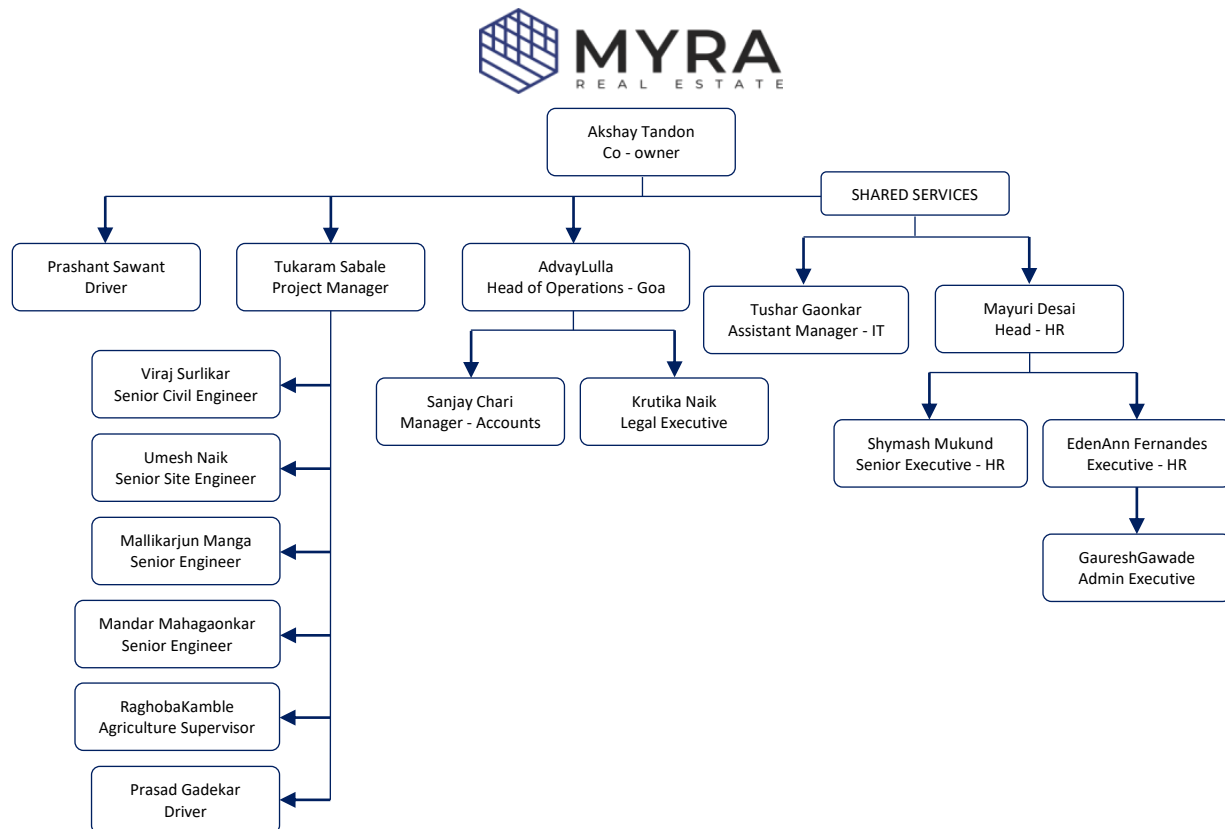
About

Myra Mall Management Company Private Limited is a Trading company and has headquarters in Mumbai, Maharashtra, India. It is a Private incorporated with MCA on 09 March 2006. It is classified as Non-government Company and is registered at Registrar of Companies, Mumbai - Maharashtra. It is involved in Non-specialized retail trade in stores.

Directors

The directors of Myra Mall Management Company Private Limited are Farzana DarayusMojgani, Jaydev Mukund Mody, Ashish Kiran Kapadia and Hardik Vinay Dhebar.

Organisational Chart



OBSERVATIONS & LEARNINGS

KNOWLEDGE GAINED

▪ Payroll

- ✓ The payroll statement will be prepared by the HR of the salary and professional fees.
- ✓ The payroll should be clear about the number of paid and unpaid leaves for each employee.
- ✓ Payroll shows amounts of basic, HRA, special allowance, gross salary, deductions (PF, ESIC and LWF) and net salary.
- ✓ Once the payroll is ready it should be sent to the accounts department for further processing.

▪ Calculations and abbreviations

- ✓ CTC – Cost to Company
- ✓ HRA – House Rent Allowance
- ✓ PF – Provident Fund
- ✓ EPFO – Employees' Provident Fund Organisation
- ✓ ESIC – Employees' State Insurance Corporation
- ✓ ESI – Employees' State Insurance Scheme
- ✓ LWF – Labour Welfare Fund

Monthly CTC Bifurcation for FC Goa and Forca Goa employees

Basic	40% of CTC
House Rent Allowance (HRA)	40% of basic
Special allowance	CTC – (basic + HRA)
CTC (Cost-to-Company)	Basic + HRA + Special allowance

40% of CTC is for non-metro cities.

Monthly CTC Bifurcation for Myra employees

Basic	50% of CTC
House Rent Allowance (HRA)	50% of basic
Special allowance	CTC – (basic + HRA)
CTC (Cost-to-Company)	Basic + HRA + Special allowance

50% of CTC is for metro cities. Since Myra is registered in Mumbai it is 50% of CTC for the employees.

Monthly CTC Bifurcation for Jomso employees

	A	B
1	Basic	40% of Gross
2	House Rent Allowance (HRA)	40% of Basic
3	Special Allowance	Gross – (Basic + HRA)
4	Gross Salary	Basic + HRA + Special allowance
5	Employer's PF contribution	12% of (Gross – HRA)
6	Employer's ESIC contribution	Gross* 3.25%
7	Employer's LWF contribution	30 (constant)
8	CTC (Cost to Company)	= B4 + B5 + B6 + B7
9	Employee's PF contribution	12% of (Gross – HRA)
10	Employee's ESIC contribution	Gross* 0.75%
11	Employee's LWF contribution	10 (constant)
12	Net Salary	= [(B4) – (B9 + B10 + B11)]

- ✓ The cap for PF is Rs.1800/-
- ✓ An employee is not eligible for ESIC if his/her gross is above Rs.21000/-
- ✓ To know Per Annum amounts - Per month* 12

TASK LIST

- ✓ On-boarding
- ✓ Recruitment
- ✓ Preparing the JD and artwork
- ✓ Search for candidates through various platforms
- ✓ Coordinating with agencies for candidates
- ✓ Screening resumes
- ✓ Prepare google forms to be sent out to candidates
- ✓ Conducting the 1st round of interview
- ✓ Maintain a google sheet of the candidates interviewed
- ✓ Following up with the shortlisted candidates
- ✓ Scheduling face to face interviews and zoom calls with manager, HOD and Owner
- ✓ Send tests to the candidate
- ✓ Reference checks for candidates
- ✓ Conduct the orientation/ induction for candidates
- ✓ Prepare Offer letter, Appointment letter, Experience letter and Contracts, etc.
- ✓ CTC Bifurcation for employees calculation (Monthly and Annually)
- ✓ Maintain the employee records.
- ✓ Update employee absence records
- ✓ Conduct employee engagement activities
- ✓ Contact companies for Corporate Tie-Ups
- ✓ Gifting policy
- ✓ SOP for connective
- ✓ Renewal of contracts
- ✓ 360 degrees
- ✓ Enrolling employees on ESIC portal
- ✓ Filing system
- ✓ Update the calendar and masterfile/ masterdata on drive
- ✓ Prepare payslips
- ✓ Prepare posters for birthdays, work anniversaries and events on Canva
- ✓ Reply to emails at all times

On-boarding

- I would coordinate with the HOD of the department to know and the understand who the new joinee will be reporting to, the budget, educational qualifications, number of years of experience and prepare the JD and artwork accordingly.
- Once this is done I would search for candidates through all the available platforms on social media by posting about the position and artwork.
- I would also draft and send an email to the agencies for candidates describing them about the position and the requirements and attach the poster and JD for their clarity.
- I would then receive a lot of emails from various candidates to which I had to reply.
- I would then sieve the CVs received and call the candidates who would fit the JD to conduct the first round of interview.
- Based on this I would inform my colleague or the manager about it and schedule the 2nd round of interview with the manager or HOD.
- During this process I had to follow up with the shortlisted candidates.
- I had to schedule a face to face or zoom call interview for the manager or HOD with the candidate.
- I also had to mention this on the company's calendar so that both, the candidate and the HOD or manager are aware of it.
- After the 2nd round of interview was conducted then sometimes the manager or HOD would send a test to be forwarded to the candidate over email.
- I had to then inform the candidate about the test and also remind them a day prior to submit the test on time.
- Once the candidate would send the test back I had to forward it the concerned manager or HOD for them to evaluate it.
- After the evaluation, if they liked the candidate's test then I had to confirm with the candidate if they would like to join us.
- I had to conduct reference checks of the candidate and send it to the HOD and owner.
- Once I would get the confirmation then I would prepare the offer letter and send it to the candidate over email.
- After the candidate would accept the offer, I had to inform the IT department about the new candidate so that they would prepare the credentials, official email ID and also register them on the biometrics before the candidate would join to avoid chaos on the day of joining.
- I would also prepare the appointment letter or contract of the candidate and keep it ready.
- I had to conduct the orientation for the new employee or retainer on the day of joining.

- I had to scan the copy of their appointment letter or contract and upload it on the drive and also file it and other documents that were submitted during orientation.
- I had to send an email about the bank details of the new employee or retainer to the accounts team.
- I had to then send the candidate an email about the leave policy, invoice sample and also work from home sheet and explain them what it is about and how to fill it.

Orientation/ Induction

- In the second month of my internship I was given the task of doing orientation for the new joiners.
- The orientation had to be 30 - 45 minutes.
- During this time I had to explain about the concerned company or group of companies to the retainer/ employee.
- I had to show and explain the organizational chart.
- I also had to explain the various policies like the leave policy, travel policy, etc. (The policies would differ from company to company)
- After these were explained, I had to collect all the necessary documents from them like Aadhar card copy, pan card copy, educational certificates and work experience certificates.
- Once these documents were collected I would hand over the contract or appointment letter to them and make them sign the original and also a copy of it for the company's records.
- I had to then prepare a welcome poster for them which would include their details to be posted in the WhatsApp group.
- I also had to add their details in the respective masterfile in google drive.
- Lastly, I had to take them and introduce them to each employee or retainer of the company and make them familiar with the office.

Maintain a google sheet of the candidates interviewed

- I had to maintain a google sheet with the names of the candidates I interviewed for easy access.
- Here I had to mention all the necessary details of the candidates and also leave my personal comments about the candidate.
- This sheet was very helpful as it would save time and I could keep a track of how many candidates and whom I have interviewed.

Coordinating with agencies for candidates

- I had to send the agencies an email about our requirements along with the JD and artwork.
- I had to conduct the first round of interview with the candidates they sent.
- I then had to give the agency a feedback for each candidate on email.
- I had to follow up with the agency to send us CVs of new candidates.

Reference checks of candidates

- I had to contact the person the candidate mentioned in their CV for reference check.
- I had to make sure the person is from the candidate's previous company or current company.
- I had to contact the person and take a telephonic reference check.
- I had to then send them a reference check form over email.
- Once I receive it back I would forward it to the HOD or the Owner.

CTC Bifurcation for employees calculation (Monthly and Annually)

- I had to note down the CTC or net salary and calculate the bifurcation per month and per annum accordingly to be mentioned on the offer letter and appointment letter of the candidate.
- The calculations would differ for FC Goa, Myra and Josmo employees as mentioned earlier.

Update employee absence records

- I had to maintain the absence records on google drive.
- For this there is a leave tracker for FC Goa, Forca Goa, Myra, Jayem Properties and Villa Marina.
- With the help of this tracker I would know who is eligible for paid leave and who has exhausted their leaves, etc.
- I also had to mention about the leave on the company calendar so that everyone is aware about it.

Employee Engagement activities

- I had to conduct birthday and work anniversary celebration for workers and employees at Josmo by cutting cake.
- This was followed by some fun loving office games that I conducted single handedly.

Corporate Tie-Ups

- I had to contact various companies from different categories for a corporate Tie-up with Fc Goa, Forca Goa, Josmo and Myra.
- I had to send them an email explaining about our group of companies and what we are looking for in the tie-up and negotiate on the discount they would offer our employees.
- I had to then ask them about the procedure inorder to enroll for the tie-up.
- Once both companies were in agreement I had to close it by sending them a Corporate Tie-Up letter.

Gifting Policy

- I prepared a Gifting list for the FC Goa employees.
- These gifts were segregated based on the tenure of the employee with the company, whether he/she prefers alcohol or not and the budget set.

SOP for Connective

- Connective is the top floor of the FC Goa building where all the interns of Josmo are given accommodation.
- I had to prepare a Standard Operating Procedure for the connective.

Renewal of Contracts

- Every retainer at FC Goa is given a contract. It is either a one year contract or two or four depending on the designation and requirement of the company.
- I had to renew the contracts for the retainers after getting the necessary information from the HODs.
- I had to print this on stamp paper and take a copy of it for company's records.
- I had to scan the signed copy of the contract and upload it on the drive.

360 degrees

- I had to draft an email along with a form to all the employees and players where they were asked to fill part A in which they had to mention about their achievements in the past year, their strengths and weakness.
- I had to follow up with them and make sure they have understood the task.
- Once the sheet was sent back I had to send it to the respective HOD who had to fill in part B of the form in which they would mention about the retainer or employee's work.
- Once the HOD would send the test back a meeting was scheduled with the retainer or employee to discuss about their concerns like designation, salary or professional fee, etc.
- After this meeting the HOD would fill in the final section of the form that is part C in which he/she would mention about the discussion and send it back to us.

Payslips

- I had to prepare payslips every month with the help of the information on the payroll that used to be sent to the accounts department.
- I prepared payslips for FC Goa, Forca Goa, Myra and Josmo employees, retainers and workers.

CONCLUSION

It was a complete useful experience working in the human resource department at FC Goa and other group of companies. Getting a chance to work in the human resource department has helped me gain more knowledge about this area and its functioning. The friendly welcoming staff and the space they have created for an intern allowed me with full opportunities to learn and know myself as an intern. This experience brought out my strength and also the areas I needed to improve.

This internship helped me to gather a real life working experience and put my theoretical knowledge in practice. During my training, I thoroughly enjoyed the challenges that came along every single day. This internship exposed me to different types of candidates and employees who helped me to learn more about this department and the company. I learned the values and importance of this department. I also got to know how to work on google drive and type out emails in a professional manner. This internship taught me how challenging and exciting working as an HR can be as it deals with handling every individual in a unique and different way.

This internship has taught me how to work in team as a player, be punctual and professional and also build a stronger positive attitude.

It was really enthusiastic and fruitful to work in this company. I got a unique opportunity to gain knowledge and learn from the people working in this company. They were encouraging, qualified, cooperative and co-ordeal and always showed keen interest to help me to learn. The staffs were professional to their work and felt glad to provide the standard services to their customers. I also got to learn how to use my time wisely and prioritize work accordingly.

This internship was very beneficial to me as I had direct contact with the HODs, managers and also the owners. I got to gain practical knowledge in the field of my interest.

Overall, my experience at FC Goa and other group of companies was a highly educative one and fun at the same time. I am glad to have completed my internship in this company.