

INTERNSHIP REPORT

MASTERS OF BUSINESS ADMINISTRATION (MBA) PART 1

An Overview of “Nebula Home Product Private Limited”

Submitted by

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Under the guidance of

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DECLARATION

I JOEL NADAR with Roll no. 2143, hereby declare that the project report entitled. An overview of “Nebula Home product Private Limited”, has been prepared by me for the partial fulfilment of the requirement for the award of the Masters of Business Administration (MBA) Degree under the guidance of **Prof. SURAJ VELIP.**

I further declare that the project report is prepared entirely by me and has not been previously submitted for the award of any Degree, Diploma, Fellowship or other similarities

JOEL NADAR

MBA Part 1

Roll No. 2143

ACKNOWLEDGEMENT

I would like to express my special thanks to all the teachers and my mentor Prof. SURAJ VELIP who gave me the wonderful opportunity to do this project, which also helped me in doing a lot of research and came to know about many new things and I am thankful to them.

I am using this opportunity to express my gratitude to everyone who supported me throughout this MBA Part 1 and I am thankful for their guidance and friendly advice during the project work. I am sincerely grateful to them for sharing their truthful and sincere views on many issues related to the project.

I express my warm thanks to Mr. Joel Fernandes and all the Managers for their support and guidance at Nebula Home Product Private Limited.

Lastly, I would like to thank my parents for their support and guidance during my internship period

INTERNSHIP CERTIFICATE



July 08, 2022

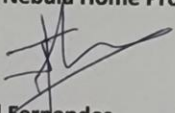
TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Joel Nadar, student of Master's of Business Administration of Goa University has gone through Eight weeks of internship in our organization from May 16, 2022 to July 08, 2022.

During his Internship, he has shown keen interest and dedication in understanding the departmental study of all the departments and has accordingly prepared the project report.

We wish him all the success in his future endeavors.

For Nebula Home Products Pvt. Ltd.


Joel Fernandes
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SECTION A

PROFILE OF THE COMPANY

Introduction

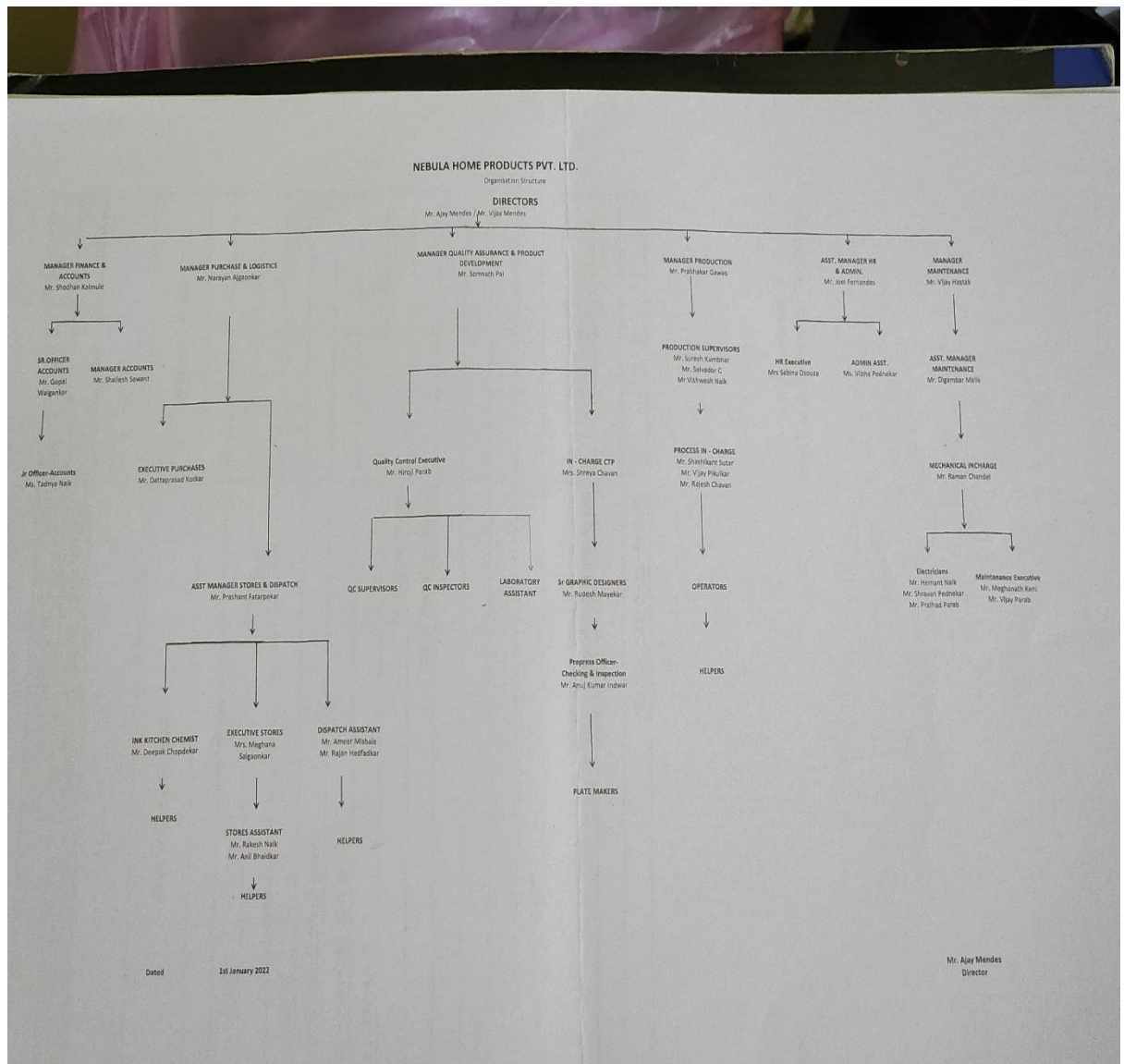
Nebula home products private limited is a non-government company incorporated on 15 February 1994 in Pilerne Industrial Estate, on an area admeasuring 11,000 sq., metres of land. The current build up factory premises is approx. 10000 sq. metres It is a leading name in the field of manufacturing and supply of packaging products. The promoters of nebula home products Pvt Ltd are the Mendes family. NEBULA specializes in designing and manufacturing of printed and E-Fluted cardons. Nebula is **ISO 9001:2015** certified, which further strengthens the systems ensuring the right practices and procedures to consistently deliver products of high quality.

NEBULA manufactures packaging products for some of the most well-known international brands – Colgate, Nestle, BALSARA and Kodak, Jockey among many others. Nebula has been the main supplier for Colgate-Palmolive LTD for the last 36years and also the promoters of the contract unit for Colgate toothpaste from 1992. The 100% requirement of the Colgate-Palmolive plant in goa is taken care by Nebula, they also produce cartons to meet the demand of the Colgate plants in Hyderabad and Aurangabad in Himachal Pradesh. The Nebula plant is self-sufficient. It is equipped with the most modern and state of the art technology and equipment required for making printed E-fluted Cartons. They also have an in-house pre-press with high end processing and plate making facilities, hence providing our clients a one-stop solution

The achievements of nebula are as follows

They have a consistent high vendor rating with majority of their clients (Average above 90%). Nebula works closely with their clients to enhance Packaging Innovations, there is new developments and machineability trials of cartons on new high speed cartoner machines are done on nebula cartons.

STRUCTURE OF THE ORGANIZATION



The organizational structure of the company is mentioned above

The future course of action that is all the projections and the how to go about with the growth of the company is decided by the directors of the company. These projections are given to the finance manager, purchase and logistic manager, quality assurance and product development manager, HR manager and maintenance manager. The finance manager is responsible for budgeting of all the activities, the purchase manager is responsible to ensure that they purchase good quality materials at reasonable prices, the quality manager and product development manager is responsible to ensure that the raw materials are according to the job required and the design of the product is as the client requires, the production manager needs to ensure that the production process is running smoothly and efficiently, the HR manager is responsible to ensure that all the workers are doing their jobs and there is no inefficacy in the workers who are working in those shifts, the maintenance manager is responsible for the machines and if they break down he is responsible to fix it on time so that they can start with the production.

SECTION B

INDUSTRY ANALYSIS

The packaging industry in India is segmented by Paper, Paper boards. The packaging industry in India is expected to register a CAGR of approximately 26.7%. After the covid pandemic, most developed countries have burned the wastepaper in order to avoid coronavirus spread. The manufacturers of the Indian corrugated cardboard boxes are working to keep the transport packaging flowing to the markers of essential products, including packaged food and other consumer products, medical and other pharmaceutical products and hygiene products.

The demand for packaging is growing due to the rising population and increased income levels, changing lifestyle and increased media penetration through social media, internet, television etc. the rapid growth of the market is primarily driven by the pharmaceutical and foods and beverages industries.

The food packaging industry in India witnessed major innovations in terms of branding and packaging. Many popular brands, like Amul, Mother Dairy, Patanjali, and others, use UV-protected films, colour-changing films, and holographic films to reduce the chance of adulterating their products.

Porter's Five Forces

Competitive Rivalry

The rivalry in this industry is high they mostly depend on the quality and the price of the finished goods and the quality of raw material. When the suppliers see that the rivalry is high it becomes difficult for them to get good margins and they tend to switch. And the buyers also will switch to competitors if they feel they are not getting a good deal. To counter this problems nebula keeps many suppliers of raw materials and they choose which ever is cheaper. And to retain the clients they maintain high quality and good service to resolve any problems and they also match the price of the competitors if required to retain the client.

Suppliers Power

The supplier's power is not very high because nebula has various suppliers for their raw materials. The payment is made on a credit period of 30-90 days and if they do full cash payment, they get a discount of 3-4%. The supplier has bargaining power only when the need of a particular company (Colgate) needs the raw material from (ITC).

Board suppliers are as follows

1. ITC: Coimbatore, BHADRACHALAM (Telangana)
2. GAYATRI: Vapi
3. 3M: Ratnagiri
4. DIVYA SHAKTI PAPER MILLS: Hyderabad.

Ink suppliers are as follows

1. Toyo Ink
2. SIEGWERK India Pvt Ltd
3. DIC India Pvt Ltd

Buyer's Power

The number of buyers in this particular industry is not high and the suppliers are more. There are other factors that the buyer needs to take into consideration like the quality of the product and the time taken by the supplier because all the competitors may not be able to provide with the quality and unique requirements of the job. E.g., jockey is one client of nebula and they require a unique colour finish that is fluorescent which very few suppliers can produce so there is this factor which reduce the bargaining power of the buyer. The quantity been order if the quantity is low than the price charged by the supplier (nebula) is high.

Threat Of a New Entry

The entry to this industry is high and complicated as it requires high skilled and unique technology and the set-up cost is high because the various factors like ability to resist the absorption of moisture and to make sure that the wording and not harmed by the climate changes, product protection and to keep it in low cost. There is various auditing done like ISO, BRCIOP and GSM audit.

THREAT OF A SUBSTITUTE

There is no substitute for this product.

PESTLE ANALYSIS

Political Factors

The political factors have a significant part in determining what will impact the packaging industry in India and the profitability in a certain part of the whole country or the market. Nebula operates in various countries and exposes itself to various types of political and political system risks. In order to succeed and minimise risk we need to diversify the systematic risks of political environment.

- Political stability and the importance of containers and packaging sectors in the country.
- The level of corruption in the politics especially the regulation in the consumer goods sector.
- Trade regulations and tariffs related to consumer goods
- High taxes imposed
- Electricity issues (most of the electricity being given to the hotel industry)

Economic Factors

The macroeconomic factors such as inflation rates, saving rate, foreign exchange rate and the economic cycle determine the aggregate demand and investment in the economy.

- The level of education for some operators is required.
- The consumption and the economic growth rate increase eg. Amul chocolate
- Government subsidies given to the industry the emi was allowed to be paid in the later stages at a lower interest rate.

Social Factors

The culture of the society also has an impact on the culture of the organization. A shared belief and attitude of the population plays a curtail role how the marketers at NEBULA will understand the customers in a given market and design the packaging accordingly.

- Nebula does a lot of social services like providing jobs to the people in and around the same village
- They fund in building temples
- They provide charity to some orphanages

Technological Factors

Technology is fast at disrupting various industries in the world. The industry is growing at a very fast pace in the technology segment, not giving established players to cope with the change. A firm should not only do technology analysis of the industry but also the speed at

which it disrupts the industry. Slow speed is good as it gives time for the firm to cope up and be profitable.

- The technology is on par with the competitors
- There is a new advancement in the punching machine
- High speed gluing machines

Environmental factors

There are various environmental factors that may impact the profitability of the organization in the market. Even in the country various states may have different environmental laws. The various factors are pollution control that a firm needs to maintain, the wastage and the scrap needs to be recycled. The sheets which are left out are recycled and the links that are used are food grade levels.

LEGAL FACTORS

There are various legal factors that the organization needs to keep in mind while designing and producing a product. They need to ensure that all the legal factors are relevant to the government legislation and regulatory standards. The countries that the products are produced and to where they are exported may have their own set of laws they need to follow this include the ingredients, nutritional information, bar code, material compliance etc. they need to ensure the following

Ensure that the product contents are represented clearly and truthfully. To provide protection for the contents under normal condition so that the product doesn't get damaged during transportation. To ensure that the product is packaged in material that will not have an adverse effect on the product. Protect the customer from false claims.

SECTION C

COMPANY ANALYSIS

SWOT ANALYSIS

INTERNAL and **EXTERNAL** factors affecting the business.

Strengths S Completion of complex jobs. attending customer complaints on time maintaining quality meeting new needs of clients experience and strong workforce	Weakness W E-flute setup Lacking complacency, discipline Lack of learning new software
Opportunities O New product development and design Increased demand for high quality cartons and innovative New clients	Threats T low profit margins due to increase in transportation cost shortage of raw material due to supply chain disruption increased competition

Strengths

The jobs of some clients require a lot of attention and it is complex, the colour of florescent of jockey is a very complex colour to create and the it is created in the ink kitchen. The quality manager takes note of the complaints of the clients and tries to fix it as soon as possible or even goes and meets them to see how the problem can be solved. The company maintains the quality of the cartons with high quality paperboards and good quality ink. The managers even give innovative suggestions to the clients to make their products look more attractive. The workforce has a vast experience and can pull of any task given to them.

Weakness

The weakness of the company is that it doesn't have a particular type of setup which is E-flute setup that the competitors possess. There is a lack of compliance and discipline by the workers

in the organization (laze around). The is also a lack of learning enthusiasm of the workers when new software and skills are being taught.

Opportunities

When the clients want to launch a new product in the market and they need a innovative packaging for their product they come to nebula. The managers help them with the process of the new cartons and how to make it more efficient. There is a increased demand for high quality and durable cartons in the market and nebula because of its recognition can gain higher market share. When a new client is entering the market with a new product they come to nebula to make the required cartons.

Threats

Nebulas profit margin has reduced due to the increase in the transportation cost it has increased by approx.20%. Nebula is also facing a supply side shortage and also the increased cost of the raw materials the paper boards prices have increased by 5-8%. There is also the threat of competitors in the market for nebula which results in the loss of the market share.

VRIN ANALYSIS

Resources	Value	Rare	imitable	Organization	Competitive advantage
Alignment of activities with carton manufacturing	Yes	No	All companies have their own unique strategy	There is experienced workforce with which we can get maximum output	There is no complete advantage still need to work more efficiently
Fluorescent Ink for jockey client	Yes	Yes, the competitors don't have the required skill and experience to produce this colour	No	This will require a lot of R&D and till then we will be able to be competitive	Providing sustainable competitive advantage
Soft touch effect	Yes	Yes, the soft touch is an effect that is brought by a unique varnish that is made by nebula	The competitors have tried but have not been able to get the desired success	Company is leveraging the customer loyalty to its advantage	Provides a short to medium term competitive advantage

Distribution and logistics cost competitiveness	Yes, it helps in lowering delivery costs	No	It can be imitated by the competitors but it is difficult to execute	Yes	It will give is medium to long term competitive advantage
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Resources

1. Alignment of activities with carton manufacturing

This resource is valuable because it makes the process very efficient and there is very good coordination between all the departments, no these resources is not rare, yes, it is imitable but there will be come variances in the competitor's activities. The workforces are well experiences with which we can get maximum output. There is no competitive advantage because this can be followed by the competitors.

2. Fluorescent Ink for jockey

This colour is valuable are it gives us a unique advantage over the competitors. The resource is rare as the competitors don't have the require skill and technology to produce this colour. This colour can be imitable but they have not been able to do it yet. This requires a lot of research and development by the competitors till then nebula will enjoy a medium-term competitive advantage

3. Soft touch effect

Yes, it is a valuable resource as it gives an unique finish to the carton. Soft touch is a new development that nebula has created and it is rare because many competitors don't have this varnish. Yes, it is imitable the competitors have tried but have not been able to get the desired results. The company is leveraging the customer loyalty to its advantage. This gives the company a short- medium term competitive advantage

4. Distribution and logistics cost competitiveness

It is a valuable resource as we can lower the transportation cost. It is not a rare resource as the competitors can make similar arrangements. It can be imitated by the competitors but it is difficult to execute. It can give a medium to long term competitive advantage if they can keep the transportation cost low.

SECTION D

DEPARTMENT ANALYSIS

PRE-PRESS DEPARTMENT

1. Prepress process:

The prepress process is where the CTP department does all the designing according to what the client company requires. In the CTP department there are a total of 6 workers out of which 3 are designers and 3 are plate markers. The CTP department is responsible for creating a shade card and sending it to the client for approval and once the client approves the shade card then the actual manufacturing process will start. The software used by them is photoshop, illustrator (changes can be made), CorelDraw.

MULTIUP is the file used to output the final image on the metalized or normal boards from CTP (ONE BIT TIF) no changes can be made in this document.

The two main function of the CTP department are as follows.

Fresh Job/New Client

The CTP department receives a soft copy from the Client Company about the type of design and other requirement. The CTP department does all the activities of designing and proofing is done in this stage where all the effects of varnishing, lamination, foiling, fluting and a sample of the printed copy is send to the Client company for Approval or any changes if required. Once the client is satisfied with the result the Client company will place a purchase order.

Daily Job

In the daily job the CTP department receives the Artwork from the managers in the form of PDF and they make any required changes and send a Soft Copy to its Client on daily bases for cross verification and to take approval from the Client.

2. Developer Machine

The developer machine is one of the most important equipment because once the design is prepared the CTP develops the plates with the required design. Here all the details are mentioned on the machine what colour what type of sheet to use, each sheet can be of only one colour on this sheet it is also mentioned what type of ink can be used if UV or Conventional Ink.

3. Ink Kitchen

In this part the inks are blended are per the requirements the two types of ink blends are UV ink (metalized boards) and conventional ink (normal boards). The UV inks are dried using UV lamps and the conventional ink is dried using hot air The Ink kitchen is set up by the leading

Ink Manufacturers in India they are **TOYO INK, DAINIPPON INK AND CHEMICALS** and **SIEGWERK** and they are approved vendors by CP. The ink specialist has a Pantone shade book coated boards in this book a standard colour chart is given.

Example: how the fresh ink is prepared

Once the ink kitchen gets the details of the colour that needs to be produced they 1st prepare a sample of 10grams and it is tested with the client companies requirements and the Pantone shade card and once the requirement is met, the ink kitchen does the production of the ink in large scale and is checked with the 10gram sample to check for accuracy and once it is achieved it is sent to the printing department.

Board trimming/ cutting

Once the CTP receives the order from the client and the specification on the type of boards to be used the size of each sheet is specified and according to the specification the sheets are cut. There are 2 workers in this process one is an operator and the other is a helper.

Printing Process

The trimmed sheets are sent to the printing department for the job. Each machine has 5 workers 1 operator, 2 feeder man and 2 helpers. Each of these machines have a capacity of 5 or 7 colours in one run. One colour means one plate needs to be inserted in the area. The printing process has two different types of prints one is UV and the other one is conventional print. The UV print gives a shiny finish and makes it more pleasant to read. The UV print needs to be dried by UV lamps and conventional ink by heat. There are 2 machines and they function 24 hours a day they have 3 shifts and on each shift the **CD 102 conventional** produces 90000 units and the **Roland UV press** produces 50000 units. The main 4 colours in the printing process are Black, Cyan, Magenta and Yellow and the rest of the colours if required are the custom colours according to the needs of the client.

The printing has 4 types of finishes

1. UV gloss
When the sheets are put in the printing machine one time it gives a gloss effect.
2. Trip off
When the sheet is processed twice it gives the sheet a drip off effect ()
3. Matt
This is a separate effect which is given when the client requires it
4. Spot UV
This is a special effect which is given to a specific spot on the sheet to give the sheet a spot gloss effect for a particular object etc.

Varnishing / lamination/ foiling / Spot UV

The varnishing, lamination and foiling are of utmost importance for the cartons. Depending on the type of product/carton being produced various steps are followed.

Varnishing is done to the sheets as it sets a protective layer to the sheet which helps the colour, wording and avoids smudges to the cartons.

Lamination is done according to the needs of the client. Lamination is done for food grade products as it gives more strength to the cartons and it makes the cartons water resistant. EG. Amul butter cartons.

Foiling is done as it gives good aesthetics to the cartons it gives a silver finish to the word or what is marked

Spot UV Once the printing is done then the spot UV is printing on top of the paper this effect gives it a clear gloss effect.

Punching

The punching department is also called the die cutting department in this process the workers see that the sheets are cut according to the requirements. There are 4 machines and the actual output per machine is 5500 per hour. The cutting the creasing and embossing is done according to the needs of the job specification they are also responsible to see that the sheets are cut smoothly and the department head is responsible to ensure that he can minimise waste during the cutting process of the sheets. This can be done by take into account the length, breadth, and width of the sheet and to see that more cartons can fit on a sheet. There are two types of boards in this process:

MALE BOARD

The male board is the one which cuts the sheets according to the size and shape required and the boards are wooden boards and they are brought from Bangalore from STAR LAZER die maker and ZENED die maker Udipi. Any changes or modification needed to be done is done by the operators in the punching department.

FEMALE BOARD

The female embossed board is the one which is under the sheet and this board gives the sheet the 3D effect to the board and gives it a more animated effect. This board is prepared in the department itself.

The department head keeps a daily record of the number of punches being done on each die because the life span of each board is 350000-500000 according to the needs and type of the job and once each die completes its life span that board is discarded and is replaced by a new one by the department and it is crucial to keep this in track so that there is no delay in the job.

1. Window patching

Window patching is a process in which the carton is given a transparent layer of plastic. This is done for clients like jockey as they required it for their products this process is done after the sorting process is completed.

2. SORTING

The sorting process is done manually in each shift there are 24 workers and they sort around 8-10 lakhs of cartons in each shift.

3. Gluing

Once the cartons are separated from the sheets, they are sent for the gluing process in which they are glued using mechanized machines. There are four machine and there are 2 feeders for each machine the machine glues around 80000 cartons in an hour.

Packaging and Dispatch

Once the cartons are glued and they are dried the cartons are packed in two different types of crates. The cartons that are being supplied to Colgate in Goa they are packed in plastic crates as they are brought back to the factory. The other cartons are packed in paper boxes and they are send to the required location. Before the goods are dispatched there are some company procedures to be followed. Once the finish goods is completed and brought to the dispatch area the dispatch department waits for the quality approval from the quality department, they also 5 sample copies of the samples being dispatched this is required by the quality department to maintain a quality report once it is approved the dispatch department prepares the following commercial bill and E-way bill if it the companies transport than LR bill is prepared.

Quality Control

Under this system there are 2 types of quality control

System oriented and Product oriented

Quality assurance is system oriented and it keeps on changing based on the feedback received from quality control. There are various types of analysis conducted such as CAPA analysis (corrective and preventive action plan), root cause analysis here the main cause of the problem is identified.

They also follow the PDCA cycle where they **plan**, they identify the problem **Do** they test for potential solutions **CHECK** they study the potential solution and see if the results are effective and **ACT** then they implement the best solution.

Based on the studies done by conducting various analysis the changes are made in the standard operating procedure and a checklist is prepared and it is circulated to all the people who need to know about the changes and then accordingly training is provided to the employees and they are informed about the changes so they can upgrade their skills so that they can do their jobs more efficiently.

Quality Control

Quality control is the process in which there are SOPs set to maintain the standards in the manufactured product by testing a sample of the output against its specifications.

In quality control policing is done in all the departments

Checking of the sheets in the printing department it has to be checked after every 15mins to see that the colours and all the requirements are according to the standards set. They also check it for aesthetic and legal aspect of it.

Punching department quality is checked functionality wise to see that the cutting creasing and embossing is done accurately. To ensure that the sheets are cut accurately. To ensure that the die cutting boards are in a good shape. To see the performance and to see if it can be made more flexible.

Gluings

The quality is checked in each batch to ensure that the cartons are running on the machine smoothly and to ensure it doesn't open after it is being glued.

The quality control department takes a detailed analysis of the mistakes and they are recorded and kept. Action is taken on the seriousness of the mistake and the customer complaint that is received. The quality control are divided into 3 parts that are minor, major and critical issues, the minor and the major issues are taken care of by the executive as they are not very hard the critical issues are taken care of by the department head as they are very big mistakes and require more detail analysis and may require to contact other departments and the clients to solve the problem.

Marketing department

The target market for nebula are all those companies which require a outer box package to protect the inner content. The needs of the customer are addressed by showing the value propositions, the benefits that nebula enjoys and various needs that nebula can satisfy of its customers. The main source of clients for nebula is relationship marketing where they have a good relationship with their clients and they know people who work there and through them they also get a good brand image and they get clients from other companies because of the strong brand name.

The company gets the clients by posting about their work on the website and the business is a B2B business model so the interested clients contact the marketing department. The other way of getting in contact with potential clients is when the company's well-wishers as they have a good network, they get some potential clients who might be interested in the type of packaging that nebula specialises. The other marketing strategy is when a senior representative of nebula goes directly to the potential client with the samples this method is direct marketing.

HUMAN RESOURCES DEPARTMENT

The HR department is responsible for filing and keeping various documents

The payroll has to be maintained by the HR department the various components of the compensation are mentioned below

Salary components	Amount in Rs.
Basic	
FDA (30% of basic)	
VDA	
HRA (40% of basic)	
Education Allowance (25% of basic)	
Conveyance Allowance (25% of basic)	
Miscellaneous Allowance	
Total Per Month	
Total Per Annum (A)	
Provident fund	
Medical/ESIC	
Bonus/Ex-gratia (as applicable)	
LTA (equivalent to one basic)	
Total Per Annum (B)	
GROSS CTC (A)+(B)	

Director
resources

Assistant Manager human

The details mentioned above are the salary components of the compensation for an employee.

The first component is Basic which comprises of 40-50% of the total. FDA is the fixed dearness allowance given to the employees it is given at 30% of BASIC. VDA is variable dearness allowance this component increases every quarter by 100-200rs. HRA is also know as house rent allowance and it is given at 40% of BASIC. Education allowance is also provided by the company at 25% of BASIC. Conveyance allowance is also given at 25% of BASIC. All these

components give us the total Per month. The provident fund is given to the employees at 12% but if their BASIC is more than 15000 then the employees share for PF is Rs.1800. The MEDICAL and ESIC contribution is different the employees whose GROSS salary is above 21000 they get medical allowance is equivalent to 1Basic which is provided by the company, those whose salary is below 21000 they come under ESIC which is a government scheme at 3.25% is employees share and 0.75% is employers share. The union workers amount is derived 1/3 of gross. And for the staff it is 1 basic. LTA is also known as leave travel allowance and it is equivalent to one Basic.

ATTENDANCE

The human resources are responsible to keep a detailed record of the attendance of the employees. The attendance of the employees is taken when they enter the factory. It is recorded by 2 finger scanner machines/cards, when they come and go this data is maintained on a daily basis. The software used to maintain the data is called (ETIMES TRACKLITE).

LEAVES

The company provides the employees with 3 types of leaves that is Casual Leave, Sick leave, Privileged leave. The Casual leave are 7 in a year (Jan-Dec). The sick leave are different for the medical and ESIC workers the medical employees get 7 leave in a year and the ESIC get 5 leaves in a year, sick leaves can be carried forward up to 15days. The last type of leave is the privileged leaves, the staff get 24 leaves in a year and the ESIC employees get 23 and this can be accumulated till it gets to 60leaves and once it crosses that limit the extra leaves will be cashed in.

Recruitment and selection process.

The recruitment begins when the department head mentions about the requirement of a new candidate and all the skills and qualities, he needs to possess to be able to perform the job to the HR department head. Then the HR department will advertise about the job via various form like the notice boards in the factory, LinkedIn, contractors etc, once they receive the applicants they will screen for the best ones and have an interview with those candidates this is more of a general round. Then the second round will be more of a technical round with the HOD of the department where there is an opening, here technical questions will be asked to be able to determine if the candidate is fit for the job. Once the candidate is selected negotiation is undertaken about the compensation etc. then an offer letter is given to the selected candidate, acceptance letter by the employer and employment letter during the time of joining.

Orientation of employees.

Once the new employee joins the organization the information is put on the notice board specifying which department has hired etc. there are 3 notices boards where it will be mentioned, this is done for low level employees and they are shown around the factory etc. the manager level new entrants they are introduced to all the department heads, the directors and emails are also send to all the managers about the same.

Employee safety and health.

The company provides medical insurance to all its employees, 2lakhs per year for all workers and the assistant managers have a medical insurance of 3lakhs per year. Managers 4lakhs per year.

They have pick up and drop transport for their employees, they conduct medical examination every year for the safety of the employees.

Training programs.

The training is provided to all the employees of a particular time once a year by the department head it can be inhouse training or it can be be done by outsourcing it.

Quality policy training is one type of training given to the quality department staff it is given by a internal faculty it is given on a yearly basis and the evaluation is done in a oral manner.

Product quality and customer request this type of training is given by the quality department head it is given as and when the training needs to be provided.

Training

SR NO	Description	Participants	Faculty	Planned date	Evaluation
1	Quality policy	Staff & Workers	Internal	Yearly once	Oral
2	Induction Training	New employees	Internal	As and when they join	Oral
3	Product Quality and customer requirements	Staff and workers	Internal	As per requirement	Oral

HR CHECKLIST

Kindly put a tick against the document submitted

1. Bio data ☐
2. Current Address proof: Rent Agreement ☐
3. Permanent Address proof: Driving License/ Passport/ voting card/
Residence Certificate ☐
4. Educational proof : SSC/HSC/ Grad/Post Grad ☐
5. Photo id proof : Pancard/ Voters id/ Aadhar card/ Driving License ☐
6. 4 passport size photographs ☐
7. Last company Appointment/ relieving/experience letter ☐
8. Last 3 months salary slip of previous company ☐
9. Police verification ☐
10. PF/ESI Nos ☐

RETURNS ANNUALY & QUALITY

CHECKLIST FOR SUBMISSION OF RETURNS			
	<i>Date as per Act</i>	<i>Submission Date</i>	
FACTORIES ACT 1948 (GOA FACTORIES RULES 1985)		ANNUAL	HALF YEARLY
Half Yearly Return - Form 35 Rule 136(b)	On or before 15th July every year		
Annual Return - Form 34 Rule 136(a) & 140	On or before 31st January every year		
Accident & Dangerous Occurences-Annual Return	On or before 31st January every year		
MINIMUM WAGES ACT 1948			
Annual Return - Form III Rule 22(5)	On or before 1st February every year		
PAYMENT OF WAGES ACT 1936			
Annual Return - Form IV Rule 17	On or before 31st January every year		
CONTRACT LABOUR (REGULATION & ABOLITION) ACT 1970			
Annual Return - Form XXI Rule 81(2)	On or before 15th February every year		
PAYMENT OF BONUS ACT 1965			
Bonus paid during the financial year - Form D Rule 5	On or before 31st January every year		
GOA LABOUR WELFARE FUND ACT 1986			
Half Yearly Return - Form A Rule 4	On or before 31st Jan & 31st July every year		
Annual Return - Form E Rule 28(1)	On or before 31st January every year		
MATERNITY BENEFIT ACT 1961			
Annual Return - Form L,M,N,O Rule 16	On or before 21st January every year		
EMPLOYMENT EXCHANGE ACT 1959			
Quarterly Return	On or before 30th April, 31st July, 30th September & 31st January		
SEXUAL HARRASMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT			
Annual Return	On or before 31st January every year		
WORKMEN COMPENSATION ACT 1923			
Annual Return	On or before 31st January every year		

Purchase Department


The purchase department is responsible for acquiring the required goods and services the business requires for operating efficiently. They make sure that all the needs of all the departments are met.) the departments always keep a safety period of one month stocks of the projected needs. As it is a B2B business they receive a projection of the next 2months periods.

The purchasing process:

Once the purchasing department receives an indent about the requirements of the particular department (example from printing department that they require a particular type of paper boards. Then the purchase department contacts the suppliers mentioned by the client (example Colgate) they mention from which suppliers they can procure the paper boards so the purchase department asks for quotation from those suppliers. Once they receive the quotation from the suppliers, they do a comparison between them and even try to negotiate with the suppliers and once they come to an agreement based on the price, quality and the time taken to receive the paper boards. They also conduct a vendor rating test in which they determine how good each vendor is based on the past experience. Once all the criteria are met the purchase department places the order for the raw material. Once the materials is received in the factory premises the security personal will make an entry and the purchase department will also receive an invoice. They make note of the raw material received in the GR register and the stores department verifies to see that the same quantity is received if less is received it is brought to the notice of the purchase manager and they contact the supplier and the difference is accounted accordingly, the payment is made on the quantity received. The GR NO. is important as it is required in the accounts department as with that, they pay the outstanding amount.

The purchase department procures approximately 700 tonnes of paper boards each month and the paper boards are Grey back, White back and PE coated. They procure 4-5 tonnes of ink each month out of which 2tonnes consist of black, blue, yellow and magenta and the rest is all special colours.

RATING FORM


Nebula Home Product Pvt. Ltd.

SUPPLIER EVALUATION / REVALUATION / RATING FORM

SUPPLIER NAME: JANI SALES

PRODUCT: PAPER BOARD

PERIOD OF RATING: 01.10.2021 TO 31.12.2021

SR NO	CRITERIA	Very Good (5)	Good (4)	Satisfactory (3)	Poor (2)	Very Poor (1)
1.	Quality of the product					
2.	Adherence to delivery schedule					
3.	Delivery documents					
4.	Availability of information / Technical competency					
5.	Packaging					
6.	Response to complaint					
7.	Support for product development (if applicable)					

% SCORE = $\frac{100 \times \text{Marks Obtained}}{\text{Maximum Marks}}$

$\frac{100 \times 32}{35} = 91.42\%$

SUPPLIER STATUS: ACCEPTABLE / NEEDS IMPROVEMENT / NOT ACCEPTABLE

PREPARED BY: Dattaprasad Kotkar DATE: 04.01.22 NEXT DUE: 31.03.22

EVALUATION CRITERIA:

80% to 100%	Acceptable	59 % and below	Not Acceptable
60 % to 79%	Needs Improvement		

FO/PU/04
Rev: 01
Eff. Dt.:16/06/16

This is a method used by the purchase department to determine the reliability and quality of the suppliers. The above-mentioned parameters is regularly monitored by the department head and when the suppliers are not up to the mark they are replaced with more reliable suppliers based on the criteria's mentioned above. This form is called the rating form and this is done on regular basis to ensure that the quality of the product is maintained and to ensure that the delivery is done on a timely manner.

FINANCE DEPARTMENT

The finance department is responsible for all the money transactions that are being done in the organization.

ROLES OF THE MEMBERS

There are a total of 4 members in the department

- Senior Manager
- Assistant Manager
- Senior officer
- Assistant officer

The software used by the department is Tally and SARAL TDS

Senior Finance Manager

The senior finance manager is responsible for all members of the department if there is any mistakes or losses made, he will be held responsible for the same.

The Finance Manager is responsible for maintaining the Balance sheet, Profit and Loss on a monthly basis these books need to be maintained, any inefficiencies seen by the manager is brought to the notice of the directors and a meeting is held in order to improve the performance.

The finance manager is also responsible for the budgeting of the resources to all the departments.

He also gives advise on the type of investments to be made during meetings and also gives advise on how to improve profitability.

Assistant Manager:

The assistant manager in this organization plays a multiple role, where he has to do legal work of renewing the licences (statutory work). He is also responsible for making payments to the clients. He is also responsible to cross verify the GRN and all the rates that is taken down by the purchase department and too see that all the stocks match with the invoices.

In case there is a delay in the payment by the client the assistance manager sends them a reminder of the same in an E-Mail format

Senior officer

They are responsible to prepare

- GST
- Cash Book
- Bank book
- Bank Payments
- Bank receipts

The senior officer has to prepare all this notes on a daily basis

Assistant Officer

The assistant officer is responsible for punching the GRN bills

There are two types of bills

1. SERVICE BILLS (purchase bills)

With the concerned department all the labour, send service bills, maintenance bills and transportation bills all these come to the finance department.

All these bills are cross verified by the Senior Officer

2. GOODS

Goods are checked by the Stores GRN and send to the finance department. And the officers check if the goods are correct or not.

External auditing is done by a third party on a yearly basis.

SECTION E

LEARNING AND CONCLUSION

The various things that I learned in this company has made me more aware of the challenges and given me a first-hand experience of how things function in an organization. I have learned a lot from different departments. From the marketing department I learned how they advertise about their processes and with the brand name how they get new clients, how they also deal with the complaints of the clients and how they solve the issues which arise as soon as possible, how with the word of mouth they get new clients. I also learned from the purchase department how they choose a supplier based on their previous experience they grade the suppliers with the rating form they place orders after receiving a request from the particular department about the materials required than they get quotations from various suppliers are place the order accordingly, once they receive the raw materials it is taken down in the GRN book to keep a record and so it can be used for future purposes and also for verification. All the goods that are purchased taken down in the GRN book. In the human resource department I learned how to fill in the absentees form those are the sick leaves, casual leaves and the privileged leaves in it written down on a book and later it is taken down in an excel sheet this is maintained on a monthly bases. With the help of the assistant HR I also learned how to operate the PF site and how to upload the required data which is also prepared on a monthly bases. I also learned how to use the ESIC website and upload the required data of the employees. They also taught me how to calculate the salary components. I was given the task to calculate for 3 new employees who were hired during my internship period, this was verified by the HR manager. In the finance department I was given the task of making some journal entries and how the GST site works was shown to me. Also, how the GRN book is used to verify the purchases and how cheques are prepared was told to me. In the production department I learned how to operate the gluing machine which needs to be done by inserting the cartons in the machine. I was also taught how to do window patching for the cartons by inserting the cartons in the window patching machine.

SUGGESTIONS TO THE ORGANIZATION

To install more fans and Ac to ensure more ventilation inside the factory premise. To install solar panels in order to reduce the electricity cost as it takes up a huge part of the profits on a monthly basis. To install more noise efficient gluing machines to reduce the noise in the factory. To have a inhouse canteen for the workers and at subsidies prices.

