

INTERNSHIP REPORT

MASTER OF BUSINESS ADMINISTRATION (MBA) PART I

An Overview of “Deccan Fine Chemicals Pvt. Ltd.”

Submitted by

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Roll Number 2118

deccan



Under the guidance of

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Lastly, I would like to thank my parents for supporting and guiding me during the internship period.



DECLARATION

I **SAMUELLA FERNANDES** with Roll No. **2118**, hereby declare that this project report entitled, **An overview of “Deccan Fine Chemicals Pvt. Ltd.”** at Corlim, Goa, has been prepared by me for the partial fulfillment of the requirement for the award of the Master of Business Administration (MBA) Degree under the guidance of **Prof. Nilesh Borde**.

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

Samuella Fernandes

MBA Part I

Roll No.: 2118

Place: Corlim, Goa

Date: 13/07/2022



Fine Chemicals (India) Pvt. Ltd.

INTERNSHIP CERTIFICATE



Deccan Fine Chemicals (India) Private Limited
Santa Monica Works,
Survey No.28/1-A, Corlim, Ilhas Goa 403 110, India
Tel.: +91 832 2460110, 3049110 Fax.: +91 832 2284151
Corporate ID No. U24117TG2006PTC050967

8th July, 2022

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Ms. Samuella Fernandes**, a student of Goa Business School, Taleigao, Goa has completed her Internship as per her academic curriculum at Deccan Fine Chemicals (India) Private Limited, Santa Monica Works, Corlim-Goa from 18th May, 2022 to 8th July, 2022.

We wish her success in her future endeavors.

Deccan Fine Chemicals (India) Private Limited

A handwritten signature in black ink, appearing to be "Yogesh Arora", written over a horizontal line.

Yogesh Arora
Head, Human Resources,
Admin & CSR

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1 Executive Summary

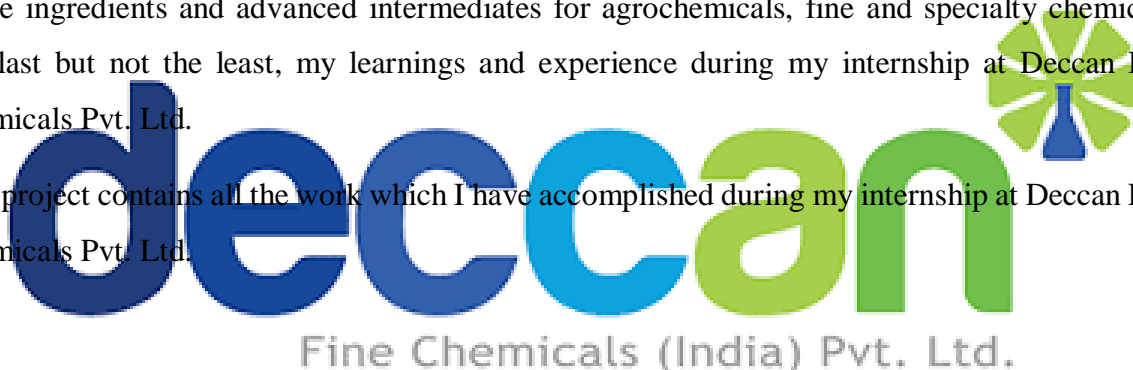
Deccan Fine Chemicals Pvt. Ltd. is a manufacturing company focusing on custom manufacturing of active ingredients and advanced intermediates for agrochemicals, fine, and specialty chemicals sectors based in Corlim, Goa.

This project provides an in-depth knowledge of the Deccan industry as well as the company, Deccan Fine Chemicals.

The main aim of this project is to understand and educate myself about the Deccan industry and the company and also to have a clear understanding of the overall process of Deccan Fine Chemicals.

This project consists of the company profile, all the processes involved in the manufacturing of active ingredients and advanced intermediates for agrochemicals, fine and specialty chemicals, and last but not the least, my learnings and experience during my internship at Deccan Fine Chemicals Pvt. Ltd.

This project contains all the work which I have accomplished during my internship at Deccan Fine Chemicals Pvt. Ltd.



2 Introduction

2.1 Industry Overview

Deccan Fine Chemicals (“Deccan”) is a privately owned globally operating company focusing on custom manufacturing of active ingredients and advanced intermediates for agrochemicals, and fine and specialty chemicals sectors. We offer fully integrated contract development and manufacturing services from product development to commercial scale. Deccan Fine Chemicals makes every product exclusively for a specific customer and does not sell the same product to other customers. We envision being a preferred strategic supplier of value-added services and products to leading crop protection, pharmaceutical, and specialty chemical companies in the world.

Utilizing a broad asset and technology base, underpinned by quality-driven project management, we serve world-leading companies primarily in three global markets:

1. Crop Protection
2. Pharmaceuticals and Animal Health
3. Specialty Chemicals

Deccan is jointly owned by Mitsubishi Corporation (Japan), Belchim Management (Belgium), Mr. G.S. Raju & Family, and Deccan employees.

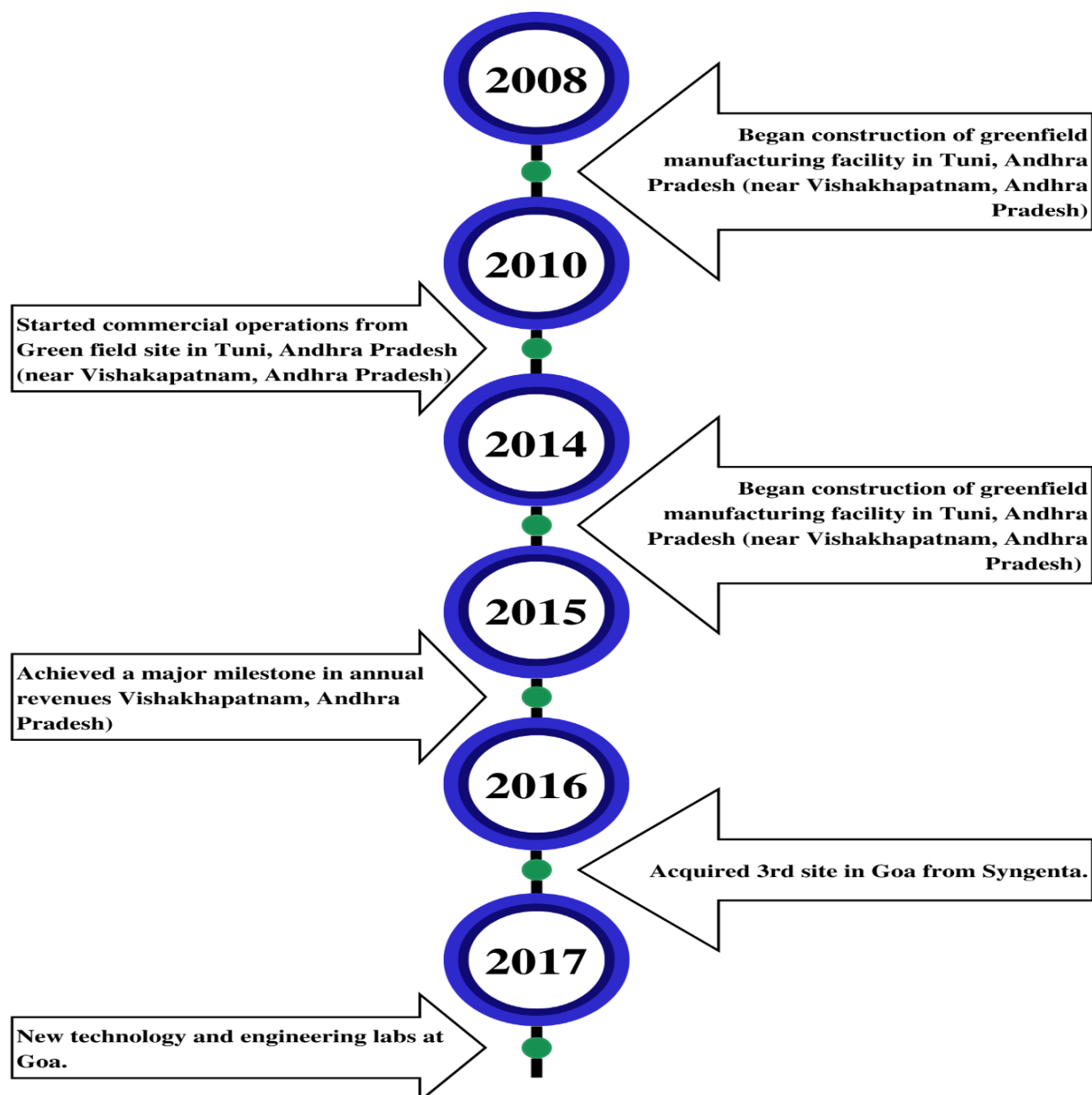
Active ingredients manufactured by Deccan are directly shipped to global formulation plants for making the finished branded formulation. Advanced intermediates manufactured by Deccan are sent to chemical plants for further chemical processing. Deccan exports manufactured products to the USA, Switzerland, Belgium, Germany, Japan, France, South Korea, Columbia, Italy, Brazil, Argentina, South Africa, etc.

With its differentiated value position of “exclusive partnership”, Deccan has a strong relationship with leading crop protection companies and specialty chemical companies of the world. Deccan’s business growth has been based on high quality, sustainable and self-production capability, affordable prices, and a proven track record of completing new projects on time. Deccan has received numerous performance awards from its top customers. Deccan is also recognized by the Ministry of Commerce, GOI as a Two Star Export House.



2.2 History Of Deccan Fine Chemicals

The history of the manufacturing facility at 'Santa Monica Works', Goa goes back to 1971. It was owned by Hindustan Ciba Geigy Limited. Santa Monica Works was a multi-divisional manufacturing facility till 1997 and it manufactured chemicals and formulations for the Crop protection products, Consumer Care Chemicals, Additives, and Pharmaceutical divisions. In the year 2000, the ownership of Santa Monica Works was with Syngenta India Limited and the site focused on the manufacturing of crop protection products. In the year 2016, Santa Monica Works was bought by Deccan Fine Chemicals India Private Limited from Syngenta India Limited.



Deccan Fine Chemicals India Pvt. Ltd. at Santa Monica Works has developed and implemented an integrated HSEQ Management System to –

- a. Enhance its best business practices and satisfy the stakeholder requirements.
- b. Enhance its environmental performance.
- c. Support and promote good health and safety practices.
- d. Continually improve the overall HSEQ management of the company.

Deccan Fine Chemicals India Pvt. Ltd meets the requirements of the international standards ISO 9001:2015 (Quality Management Systems – Requirements), ISO 14001:2015 (Environmental Management Systems Requirements with guidance for use), and ISO 45001:2018 Occupational health and safety management systems – Requirements(OHSAS). It was introduced to enhance the OHSAS 18001.

The IMS addresses –

- a. the Plan-Do-Check-Act (PDCA Cycle) based process approach to effectively plan its process and their interactions.
- b. the management of environmental aspects, compliance obligations, and the actions to address risks and opportunities.
- c. the management of Hazard Identification Risk Assessment and Control (HIRAC) to prevent injury and ill-health.

The IMS manual addresses all clauses of ISO 9001:2015, ISO 14001:2015, and OHSAS 45001:2018. It provides documented information with procedures or references for all activities comprising the management system that ensures compliance with the requirements of the standards. It provides directions to all employees to understand & comply with the requirements of IMS at the site that must be met

While preparing the IMS manual the following seven Quality Management Principles have been considered Viz: Customer Focus, Leadership, Engagement of People, Process Approach, Improvement, Evidence-based decision making, and Relationship Management

3 Company Profile

Business Name: Deccan Fine Chemical Pvt. Limited

Business Address: Santa Monica Works, Corlim, Ilhas, Corlim, Goa, 403110

Phone: 0832-2407-103/104

E-mail: sarah.fernandes@deccanchemicals.com

3.1 General Business Activities

Deccan Fine Chemicals has rich experience in servicing large-scale custom manufacturing needs of global customers in agrochemicals, pharmaceuticals, and specialty chemicals. Deccan's business growth has been based on high quality, sustainable and safe production capability, affordable prices, and a proven track record of completing new projects on time. Deccan has high-quality manufacturing assets which can be a broad range of fine chemicals applications and has extensive fast-track new product introduction, project design, and delivery experience.

3.2 Company Strategy

3.2.1 Mission

- Deccan focuses solely on “Custom Manufacturing” of products for its customers.
- Deccan intends to be a supplier of choice to the leading global chemical companies.
- Deccan commits to building and safely operating the best fine chemical manufacturing facilities in India.

3.2.2 Vision

- Through continued careful and measured growth, Deccan intends to become India's best and most trusted custom manufacturing company for leading chemical companies of the world.

3.2.3 Culture

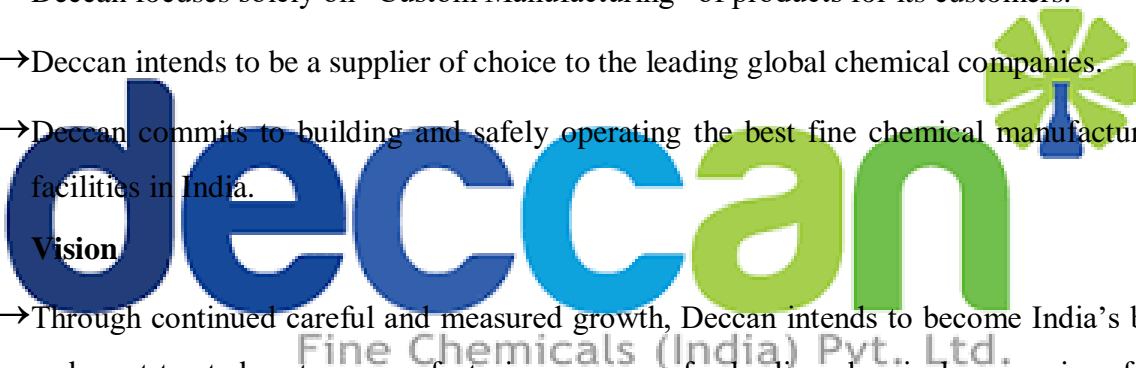
- Building on our history to ensure continued success.
- Acting as a true team towards our shared goals.
- Guide by the moral compass of a responsible company.

3.2.4 Core Values

- Customer Focus.
- Team spirit.
- Trust and integrity.

3.2.5 Customers

- Syngenta



→ BSAF

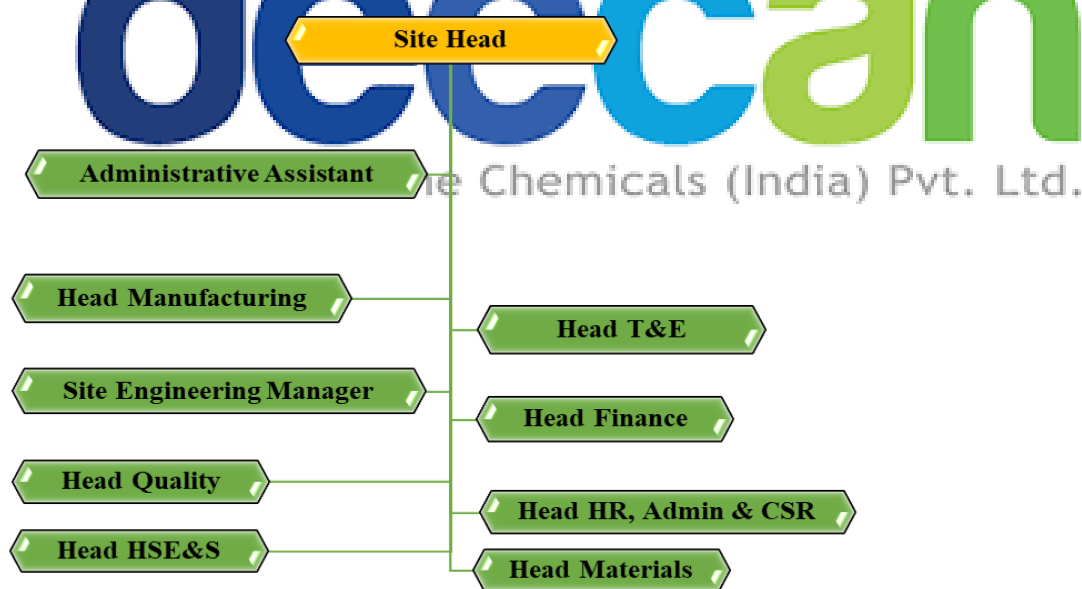
3.2.6 Workforce

Deccan Fine Chemicals have employees of over 750 people who work in three shifts — the first one begins from 8:00 am to 4:00 pm, the second shift begins at 4:00 pm to 12:00 am and the third shift begins from 12:00 am to 8:00 am. Employees who work for more than 4 hours are paid overtime salary. The employees work for five days and get two days off after every night shift the off days keep changing. There are over 250 employees who work the general shift from Monday to Friday from 8:30 am to 5:30 pm and have an off on Saturdays and Sundays.

3.3 Organizational Structure

Deccan Fine Chemicals India Pvt. Ltd. follows an absolute dedicate approach. The organization of its manufacturing operations is based on product divisionalisation into a group of products that are similar in technology or manufacturing process. Each group is constituted by divisions. Each of these groups is led by the Production Manager. A central leader of the corporate function.

3.3.1 Organizational Chart



3.4 Sustainability

3.4.1 QHSE – Quality, Health, Safety, and Environment

Deccan intends to be acknowledged as the QHSE industry leader in the custom manufacturing of AIs and intermediates for a wide variety of chemical products by incorporating global principles of sustainable development, responsible care, and quality management throughout its business.

Quality, Health, Safety, and Environment management and risk assessment fundamentals are integrated into all our business processes.

We identify the health and safety of our employees, contractors, and visitors, the satisfaction of our customers, the protection of the environment, and the development of the communities in and around our manufacturing plants as integrated key drivers of our business. Our entire organization is oriented towards achieving these goals openly and transparently.

Deccan's state-of-the-art waste effluent treatment systems such as scrubbers, stripper columns, MEE(s), ATFDs, incinerators, large-scale continuous flow-through aerobic biological treatment systems, HTDS plants, etc. enable us to safeguard the environment and minimize the impact on the environment.

Management is responsible and accountable for achieving excellence in Quality, Health, Safety, and Environmental performance for successful business results.

Deccan is committed to training all its employees in the appropriate use of its Quality, Health, Safety, and Environment management systems, strengthening its management through updating professional and managerial skills, fostering diversity, emphasizing employee evaluation and motivation, and complying with the ethical principles established in its Code of Conduct.

3.4.2 Corporate Social Responsibility (CSR Activities)

We deeply care about the community in which we operate and are committed to being an active participant in its betterment across employment & business opportunities, hygiene, sanitation & waste management, skill development, education, agriculture support, women empowerment, health & nutrition, social & cultural support activities, and infrastructure development. (Deccan chemicals, 2017)

Some of the CSR Activities conducted by Deccan are:

- Solid Waste Management – Involved in activities like collection, sorting, disposal, and treatment of dry and wet waste collected from more than 1200 households in Corlim Village.
- Education – Close to 1200 students every year have been provided with basic school necessities like uniforms, raincoats, and school bags.

- Health and Hygiene – Deccan annually provides mobility support for Leprosy and Pulse Polio campaigns organized at Primary Health Center Corlim and Betki. They also carry out cleanliness and tree plantation drives along with anti-malaria spraying exercises.
- Agriculture – Paddy farmers of Dhulapi village have been annually assisted by providing land ploughing service for the entire field.
- Community Development – LCD Projector at Santa Monica Convent, Old Goa; Providing Medicines to inmates at Old Age Home, Old Goa; etc.
- Women Empowerment – Collaboration with Goa Handicrafts to provide better training and possible business opportunities to women.
- Sports and Cultural Activities – Supporting 2 GFDC centers one at Corlim and one at Marcel. Also assisted in sporting club organizations like Kelo India Kelo, Corlim Parish Youth, etc.

4 Products



5 Industry Analysis

5.1 PORTER'S Five Forces Analysis



5.1.1 Threat of New Entrants: Low

Chemical industries are considered to be at low risk of new entrants due to several factors, such as:

- High capital requirement to run the company.
- There is a need for high-quality products, which are challenging to produce since they need to be as efficient and effective as possible.
- Restrictions and government regulations.
- Rules governing patents.
- The large human and financial resources needed for research.

5.1.2 Bargaining Power of Suppliers: Moderate

The suppliers' bargaining power can be considered moderate. Two elements that affect the suppliers' bargaining power are:

- The chemical industry relies heavily on a small number of large suppliers/ vendors for the supply of raw materials.
- There are extremely few substitutes.
- The majority of suppliers don't rely on the supply chain.

5.1.3 Bargaining Power of Buyers: Moderate

The buyers' bargaining power remains moderate, with hardly any chances of increase or decrease.

The following elements influence bargaining power:

- The company's primary inputs are chemicals. Customers rarely switch to other firms since there aren't many new competitors. For customers, switching costs are minimal. However, this force is only moderate since buyers also rely on their relationships with one brand in particular and their brand loyalty.
- Chemical industries have more end consumers, and the chemical products are not very different from one another.

5.1.4 Threat of Substitute: Low

The threat for substitutes continues to be low and in the long run changes with the demand. The key factors impacting the substitutes are:

- For their uses, the buyers require the same kind of chemicals.
- Increasing chemical composition requires additional R&D expenditures.
- Chemical substitutes are extremely uncommon.

5.1.5 Rivalry Among Existing Firms: High

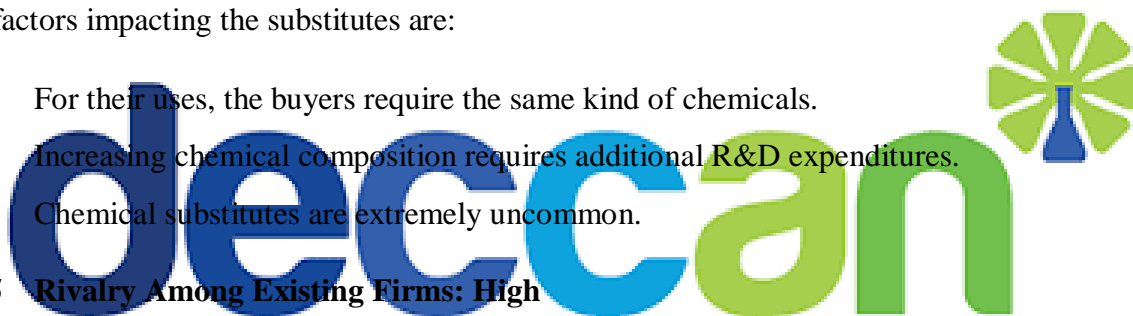
The industrial rivals in the chemical industry are high, and have more potential to increase, main reasons beyond the high rivals are:

- There is high competition for gaining market share.
- A large portion of the players is influenced globally.
- Since economies of scale are high, pricing strategies are more competitive.
- High maintenance and existing expenses, as well as high fixed costs.

5.2 PESTEL Analysis

5.2.1 Political Factors

The factors that may have an impact on Deccan's long-term profitability in a certain nation or market are heavily influenced by political issues. Deccan exports to more than a dozen nations, putting it in danger from the various political system and environmental threats.



The activities of Deccan are greatly impacted by changing international trade policy and tax laws. Significant regions where Deccan is present include the United States, Switzerland, Belgium, Germany, Japan, France, South Korea, Columbia, Italy, Brazil, Argentina, South Africa, etc. As a result, the activities are exposed to modifications in US trade regulations. Some of the factors that will impact the operations include trade protection measures including import or export restrictions and regulations, the imposition of hefty tariffs and quotas, or the cancellation of materially modified trade agreements. Furthermore, the Exim Policy (a set of rules and regulations about the import and export of goods), which is updated annually on March 31 and takes effect on April 1, is projected to further increase the trade protection measures. Similar to this, India's GST (Goods and Service Tax) would significantly affect the operations of the Deccan and other chemical industries there.

The purchasing of raw materials from suppliers based in several nations is essential to Deccan. The fluctuating cost of raw materials will also have a big effect on chemicals. Stringent regulations brought forth by rising pollution levels around the globe will impact the operations of significant chemical businesses. This has significantly altered the chemical industry's supply chain, changing the cost of raw materials from suppliers.

5.2.2 Economic Factors

The aggregate demand and aggregate investment in an economy are determined by the macroenvironmental variables, such as the inflation rate, savings rate, interest rate, foreign exchange rate, and economic cycle.

Exchange rates and currency stability in the host nation. Since exports of active ingredients and advanced intermediates for fine and specialty chemicals, as well as agrochemicals, make up the majority of Deccan's business, currency rates can have a significant impact on these activities. Changes in currency rates may have an impact on how much the business must pay its foreign supplier, which may have an impact on the profit margin.

The chemical sector is also significantly impacted by the economic recession. They run the danger of suppliers making late payments or if their clients go out of business, which might cause their payment to be delayed even further because they conduct business in over 12 countries and also acquire their raw materials from multiple locations. Additionally, interest rates can rise.

The COVID-19 recession originally had an impact on this business owing to supply chain disruptions, but it also increased demand for chemicals since this company produced a chemical that was used to sanitize buildings and vehicles.

5.2.3 Social Factors

The manner of life and culture of the society have an effect on the organizational culture in a given setting. The impact of culture on the chemical industry's operations shapes its corporate culture, particularly when it exports to more than 12 nations. They must modify their manufacturing, marketing, and sales efforts per the local culture.

Another element they must take into account is language, particularly if they are doing business in nations like Switzerland, Belgium, Germany, Japan, France, South Korea, Columbia, Italy, Brazil, Argentina, South Africa, etc., where English is not widely spoken and the natives take great pride in using their language. Chemical industries should make it mandatory for their parent company workers who interact with foreign countries to have a basic understanding of the host nation to facilitate a healthy relationship and boost their strategic goals.

The influence of religion in creating a company's culture varies greatly around the globe. Businesses should be aware of the many religious holidays observed in every nation where they do business. Any sector of the chemical business must adapt to the various working schedules and days of the week found in other nations. The sort of businesses that desire to invest in certain nations is significantly influenced by the level of education in those regions. A lot of high-tech firms are drawn to nations like Germany, France, Japan, Switzerland, Belgium, and the United States because of their great educational infrastructure.

5.2.4 Technological Factors

Any chemical industry's primary capability is technology. The chemical industries combine process engineering and technology to find cutting-edge technical solutions in close cooperation with their clients. They are capable of handling complicated multi-step reactions as well as creating cutting-edge chemistry. The development of cutting-edge chemical products and services that provide consumers with long-lasting value should be the primary goal of the chemical industry. Every technology division in the chemical industry has a committed team of highly skilled scientists, engineers, and process and analytical chemists under the direction of subject matter specialists with strong global industry experience.

Contract research, process development and optimization, process engineering, the addition of capacity through process intensification, optimal capacity utilization, HSEQ support, scale-up, cGMP contract manufacturing, pilot scale quantities, and custom synthesis are a few of the services that the technology of the chemical industries must support. Technology must keep improving the process efficiency for already available goods by creating procedures with fewer stages, raising yield, and product concentration, speeding up reactions or removing production problems in the chemical sector.

To ensure high quality and secure production, technology in the chemical industry should also offer process safety services, hazard analysis and risk assessment services, and evaluation of chemical reaction hazards as well as fire and explosion hazards. To reduce the time to market and provide value to the customers, the technology must optimize route design, process development, validation, scale-up, and commercial production in close collaboration with the customers.

5.2.5 Environmental Factors

Different environmental and liability rules apply in every nation. For instance, Texas and Florida in the United States have distinct protection rules in the event of accidents or environmental disasters. Similar to this, several European nations offer substantial tax incentives to businesses engaged in the renewable energy industry.

Numerous environmental elements have an impact on how the chemical sector operates in a nation. They must make sure they adhere to the necessary procedures for handling trash and lowering the amount of energy needed for both manufacturing and finishing activities. The sector must ensure that they adhere to all applicable ISO standards. The Quality, Health, Safety, and Environment (QHSE) Policy must be implemented by the chemical sector.

The chemical industry should carefully assess the environmental criteria necessary to operate in those areas before entering new markets or opening a new operation in an existing market.

5.2.6 Legal Factors

Organizational law: If a firm is partnering with another company, it must ensure that it complies with all applicable laws.

Chemicals antitrust law: This legislation encourages intense competition and safeguards customers from anticompetitive mergers and business activities.

Consumer protection law: Every business must abide by all rules and laws about its clients. Every nation has its own rules, thus the chemical sector must be aware of and compliant with all local regulations.

Employees' rights are protected by laws that have been established by the governments of various nations. They are shielded by these laws from unjust workplace discrimination.

Health & Safety Law: The company must ensure that all of its employees have a safe place to work by ensuring that all of its equipment is current and in functioning order, as well as having a functional fire hydrant system in the chemical industry.

Environmental laws: Since this business produces goods that put the environment in danger, they must work to produce and package their products in a way that is more environmentally friendly.

6 Company Analysis

6.1 SWOT Analysis

6.1.1 Strengths

- Deccan is a globally operating company focusing on custom manufacturing of active ingredients and advanced intermediates for agrochemicals, fine and specialty chemicals sectors.
- DCS (Distributed Control Systems) based manufacturing plants that ensure reliable, efficient, safe, and on-time production of a wide variety of chemical products. Plants are equipped with DCS platforms from leading international vendors such as Siemens, ABB, and Yokogawa.
- A strong base of skilled and experienced control system engineers well versed in handling large-scale complex chemical manufacturing operations and real-time monitoring enables complete control of process parameters.
- Utilization of bench scale laboratories, kilo-labs, and pilot plants to achieve optimal scale up to industrial production.
- Deccan is committed to providing high-quality products and services that meet its customer's requirements. The quality systems enable them to have 100% traceability.



- Over the last few years, Deccan's products have earned a strong reputation among its world-leading international customers for consistently meeting or exceeding their expectations.
- A project manager is the key point of contact for its customers, who keeps their customers informed of the progress of the project from initiation to completion. The project managers are trained to ensure on-time delivery of projects adhering to relevant budgetary and QA standards of its customers. It also has adequate resources to take up new projects and deliver in a quick time.
- At Deccan, we dedicate a lot of our time and resources to ensuring seamless change management across a variety of activities such as process changes, product changeovers, equipment/software changes, procedure changes, material/supplier changes, and people changes.

6.1.2 Weaknesses

- High research and development cost as Deccan is equipped with world-class laboratory equipment & instrumentation and managed by highly qualified & dedicated technology and engineering teams.
- The chemicals used in the plants are highly Hazardous to the Health of the employees and the people living in the Deccan colony and surrounding the factory.

6.1.3 Opportunities

- Change in management leads to product changeover.
- Deccan envisions being a preferred strategic supplier of value-added services and products to leading crop protection, pharmaceutical, and specialty chemical companies of the world.
- Deccan focuses on innovation by offering process research and development services to its customers across its business areas.

6.1.4 Threats

- Integrated Pest Management (IPM) and Rising demand for organic farming.
- A rise in raw materials prices.
- Environmental regulations.

- Since the company exports to numerous countries, it is exposed to currency fluctuations and changes in exchange rates.

6.2 VRIN (VRIO) Analysis

6.2.1 Valuable

In its industry, Deccan dominates the market and is present in several nations across the globe. The brand's reputation has been built over a considerable period by consistent work and the provision of high-quality goods.

Due to their high levels of differentiation, Deccan's goods are a significant resource. Customers, therefore, believe these to be of great value. Due to the uniqueness of these items, people value them higher than the competition. Deccan produces the active chemicals, which are then sent straight to factories throughout the world that produce branded formulations.

A sizeable fraction of the personnel has received advanced training, which increases the organization's production productivity. Additionally, the workforce is devoted, and the company has strong employee retention rates.

Deccan offers its client's process research and development services in addition to having a vast and organized distribution network. This enables it to connect with an increasing number of clients. As a result, Deccan will generate more income. It also makes significant investments in research and development to create innovative, environmentally friendly goods.

6.2.2 Rare

With a wide client base and a global presence, Deccan generates income from many geographical areas. The firm now has more financial stability, exposure to many cultures, and recognition on a global scale. It is extremely difficult to reach this level and an uncommon factor.

Since other rivals do not readily provide these things on the market, the products are discovered to be scarce. Because of this, rivals won't be able to exploit these resources in the same way that Deccan did, preventing a competitive edge.

The Deccan distribution network is a scarce resource since it would take a lot of money and time for new competitors to develop a network that is superior to the Deccan one.

6.2.3 Imitable

Deccan's financial resources are expensive to imitate because they were obtained over time via sustained profits made by the business. For rivals and new entrants to acquire huge sums of money, they would need to generate comparable earnings over a protracted period.

Deccan attracts clients by providing them with high-quality goods, which contributes to the attraction of the brand. Recurring sales are a result of the excellent and reliable quality. But if competitors spend a lot of money on research and development, they may also buy the items because they are not that expensive to copy. Because it is illegal to copy a protected product, Deccan's patents are exceedingly challenging to replicate. It is expensive to create comparable resources and to get a patent for them.

The Deccan distribution network is also exceedingly expensive for competitors to copy. Deccan has steadily established this over the years, and competitors would have to make large investments if they were to imitate a similar distribution system.

6.2.4 Non-Substitutable

The company's ability to explore the potential for new product innovations and launches is made possible by its financial health. The firm has benefited from its financial strength by being able to concentrate on product innovation and keeping uniform quality across several international locations. The company's effective and well-managed distribution system benefits from its financial strength since it is supported by it. For Deccan to be able to take advantage of prospects and chances both within and outside, financial soundness is very crucial.

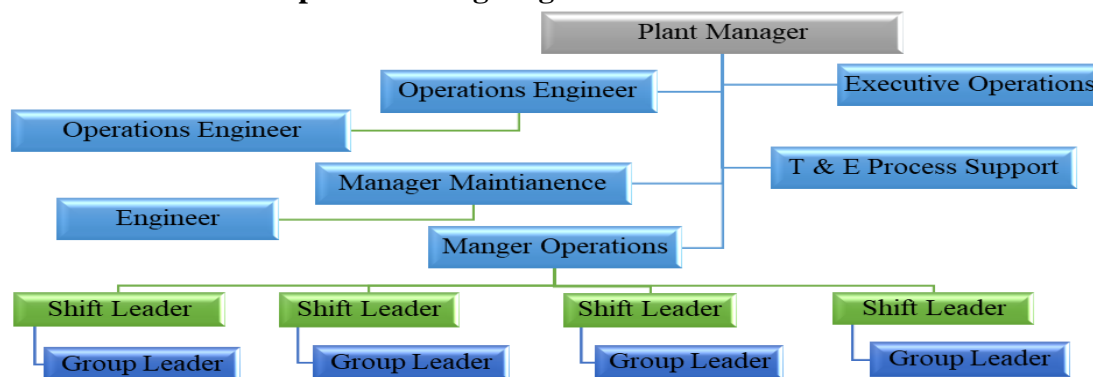
7 Department Analysis

7.1 Production Department

The production department performs and documents formal management of change (MOC) activities for operational and organizational changes. The MOC is a systematic method for ensuring that safety, health, and environmental risks are identified and controlled, both before and during the implementation of changes to facilities or existing processes. An example here is if the production department wants to increase its production, then it has to implement the MOC process before increasing its production. The production department follows a proactive approach. The Distributed Control System (DCS), an automatic control system for the whole factory, is installed.

This system of automatic commands is operated by two to three persons, and two to three more individuals are employed on-site in the plant's region to pack and move raw materials. Local exhaust ventilation and containment charging boots, sometimes called containment stations, are present in the plant area. It also includes an engineering control system, which uses specially designed machinery or equipment to prevent or minimize exposure to a chemical or physical hazard. Examples of personal protective equipment (PPE) used for handling chemicals include respirators, helmets, safety goggles, safety shoes, gloves, masks, and earplugs. To highlight any incidents, a first incident report (FIR) is filed. The Plant Manager of every plant is in charge of overseeing the overall operation of the plant, followed by the Manager of Operations, who is in charge of overseeing plant operations. Shift Leaders are in charge of overseeing the continuous production process following Manager Operations. The work that the previous shift group achieved must be taken into consideration when the shift leader plans his day. Along with other registers that provide information about the manufacturing process, the shift log book kept by the plant keeps track of the tasks done by the previous shift. The Group Leader, who is in charge of taking over if the Shift Leader is not present, comes after the Shift Leader. The Shift Leader is in charge of the Fieldwork, while the Group Leader is in charge of the Control room (DCS). A permission form, granted by the shift or group leader, is required for every task that must be completed in the plant. The production department follows a Bund concept to control the overflow of chemicals. They also use a scrubber solution to scrub the gas so that it is not released into the atmosphere. The production department also follows the inertization concept to isolate the air by replacing it with nitrogen. It also has an MSDS system which provides workers with procedures for safety while handling a particular substance or chemical.

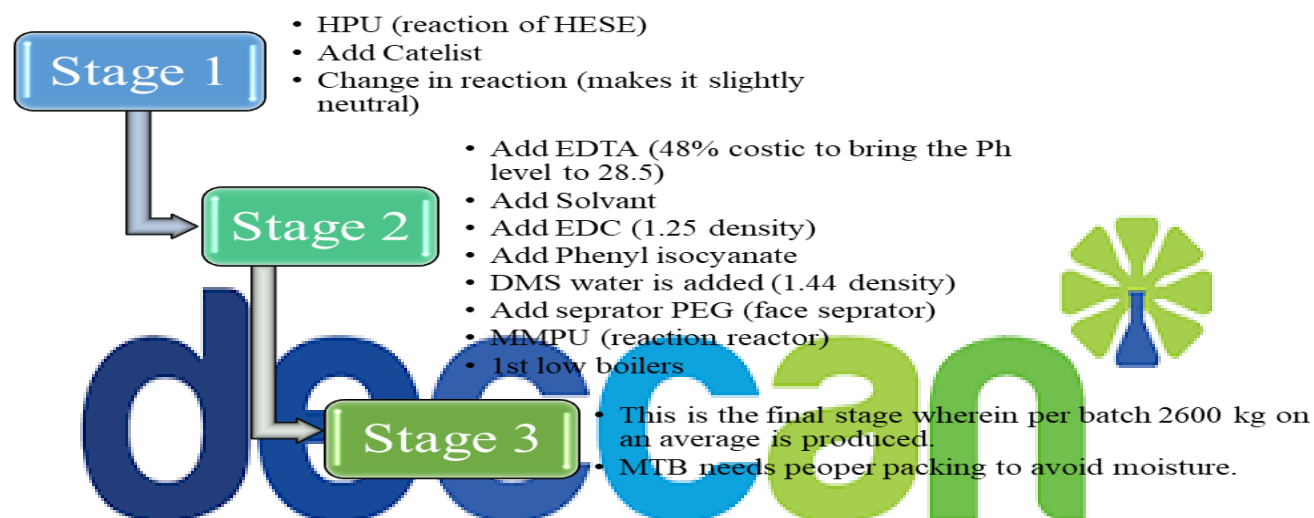
7.1.1 Production Department Organogram



7.1.2 PTC & MTB Manufacturing Plant

Herbicides are produced in this facility in two different forms: liquid and powder. The PTC plant produces liquid products, while the MTB plant produces powdered products. According to client demand, the PTC factory uses a batch method to manufacture 1800 metric tons annually or around 160 metric tons per month. There are 40 employees in the PTC and MTB Plant. Every morning at 9 AM, this factory has a meeting where the production schedule and the raw material requirements – 7 barrels weighing 200 kg each – are discussed.

7.1.2.1 MTB – 3-Stage Process



7.1.3 Finish Product Processing (FPP) Department

The FPP department looks after the formulation of the final product for the insecticide facility. The 1st step is to weigh the quantity as per the composition. Step 2 is charging (adding the quantity) in equipment for mixing. And step 3 is reducing the particle size and processing it to the uniform size known as milling. The three products produced are Actara, Virtako, and Capcades. The total manpower in FPP is 5 – 6 officers and 24 people working in shifts.

7.1.4 CPTAP Department

CPTAP department manufactures Fungicides. This department requires a D – type fire extinguisher since they use magnesium metal for the production process. It is a two-stage process that is FTAP as stage one and CPTAP as stage two. It follows color coding RIRA that gives work instruction of color codes based on which chemicals are flowing in which pipes according to the color code.

7.1.5 ThiaMethoXam (TMX) 2 Department

This plant manufactures insecticides and this is the 2nd plant that is currently running as of now the 1st plant is closed the there is no production happening in it. It has different loading and unloading sections for biochemical.

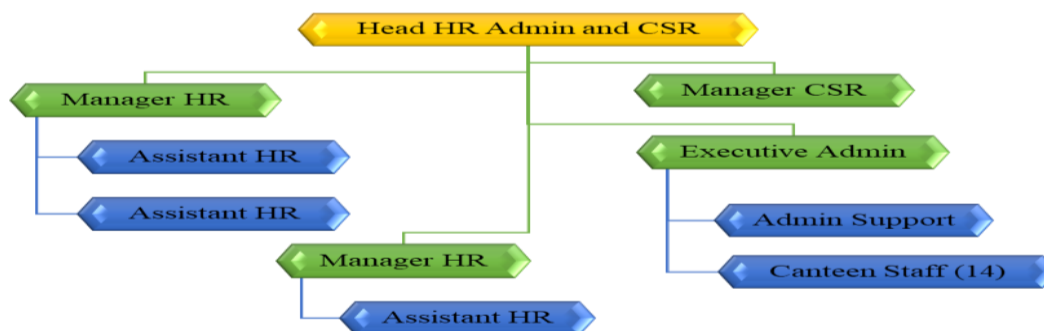
7.1.6 ThiaMethoXam (TMX) 3 Department

The TMX 3 department produces two products. One is DCPK which is in the liquid form and TMX 3 is the second product which is in the powdered form. The control room is divided into two sections of DCS with one side being DCPK while the other side is TMX 3. The DCPK has three stages. Stage one gives product A, stage 2 will give product B on the reaction of product A and stage 3 will give the final product C. While TMX 3 will start with 4 raw materials where reaction will take place and concentrated slurry will be prepared which will then be cooled in a crystallizer and finally it will be filtered and dried in powdered form. Currently, TCAN X1 is produced in place of DCPK. 2200, 1030, and 42 metric tons of TMX, DCPK, and TCAN X1 is produced yearly. The best production time for them is 6 hours per day.

7.2 Human Resource Department

A human resource department is a critical component of employee well-being in any business, no matter how small. Human Resource responsibilities include payroll, benefits, hiring, firing, and keeping up to date with state and federal tax laws. The executive employees are given Privilege Leave and Sick Leave while the Non-executive employees are given Casual Leave and Sick Leave. Overtime is calculated only after the line manager approves it. Employees can track their attendance through a site known as Flexi Leave. The shift schedule of the employees is maintained on the system where green indicates absent, orange indicates leaves applied and blue indicates a public holiday.

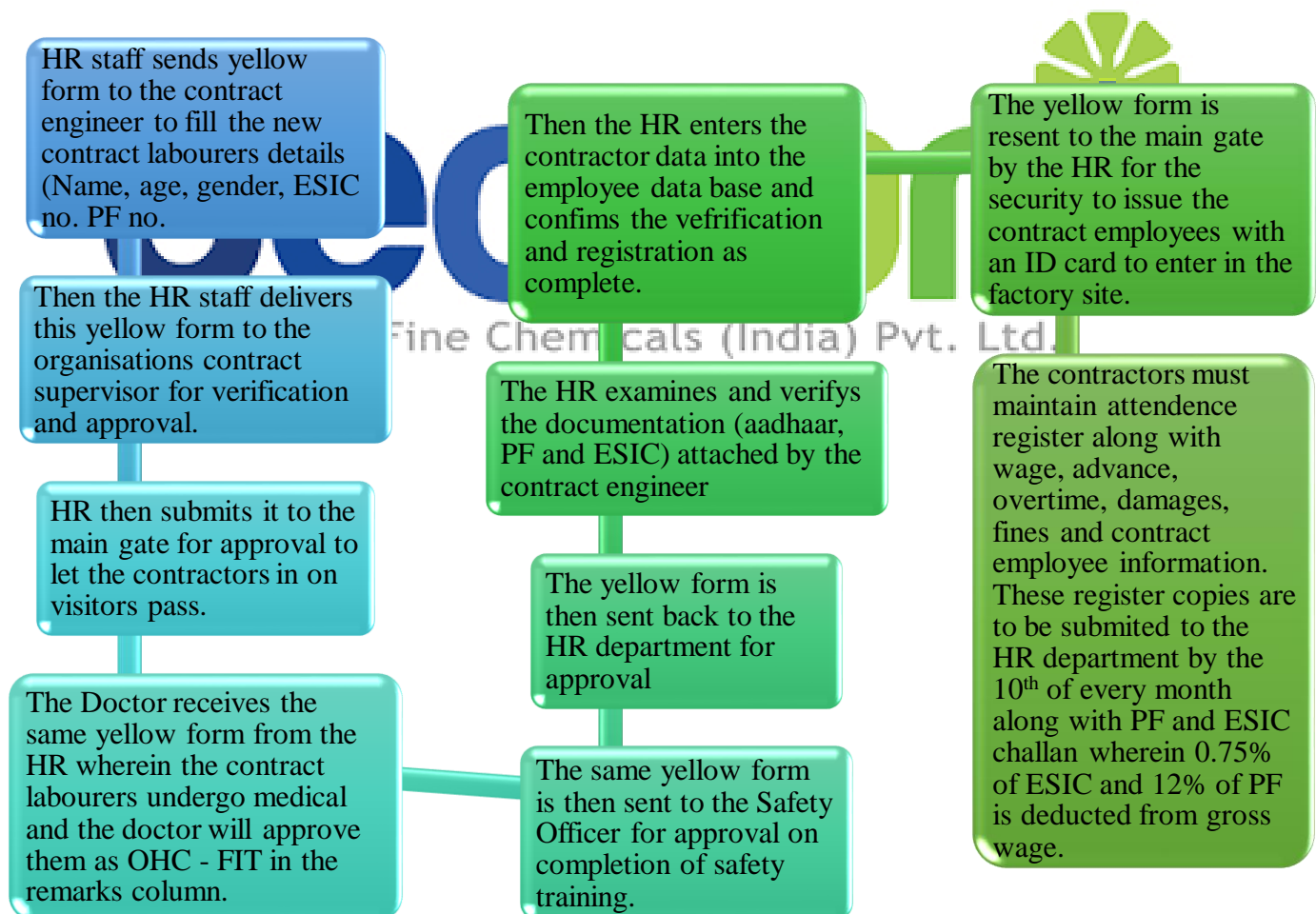
7.2.1 Human Resource Department Organogram



7.2.2 The Main Functions Performed by Human Resource Department Are

- Recruitment and Selection
- Placement of employees
- Employee Induction and Training & Development
- Organization Structure and Planning
- Build Human Resource Policies and Maintain Them
- Employee Relations
- Workforce planning
- Performance Appraisals and Motivation
- Personnel Data Entry and Records Maintenance
- Payroll and Benefits
- Legal Compliance
- Retirement
- Attendance and Leave Management
- Compensation & Benefits
- Pay slip Distribution
- Overtime management
- Resolves Conflicts
- Exit Interviews

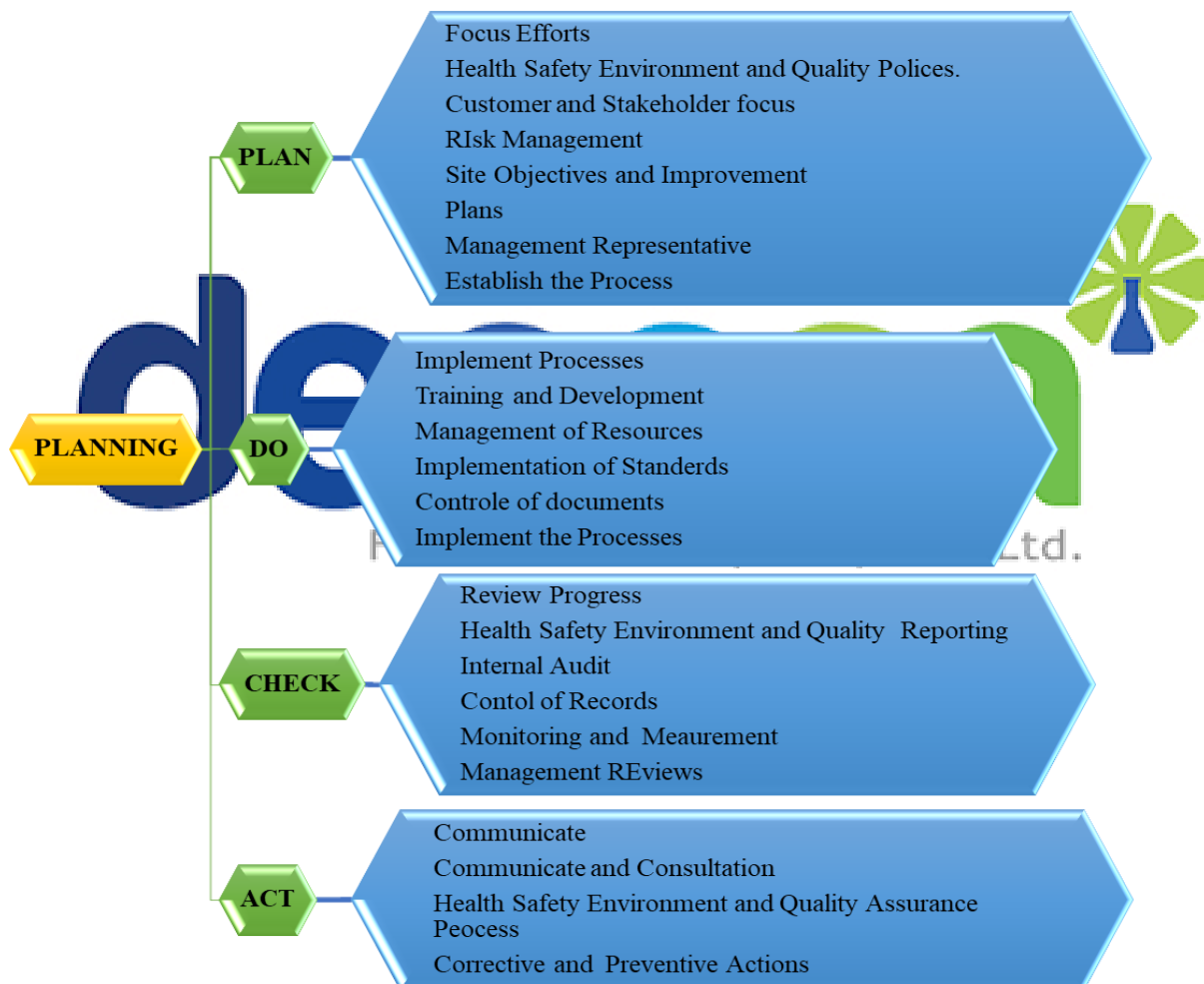
7.2.3 Contractor Hiring Process



7.2.4 Functions of The Human Resource Department

7.2.4.1 Planning

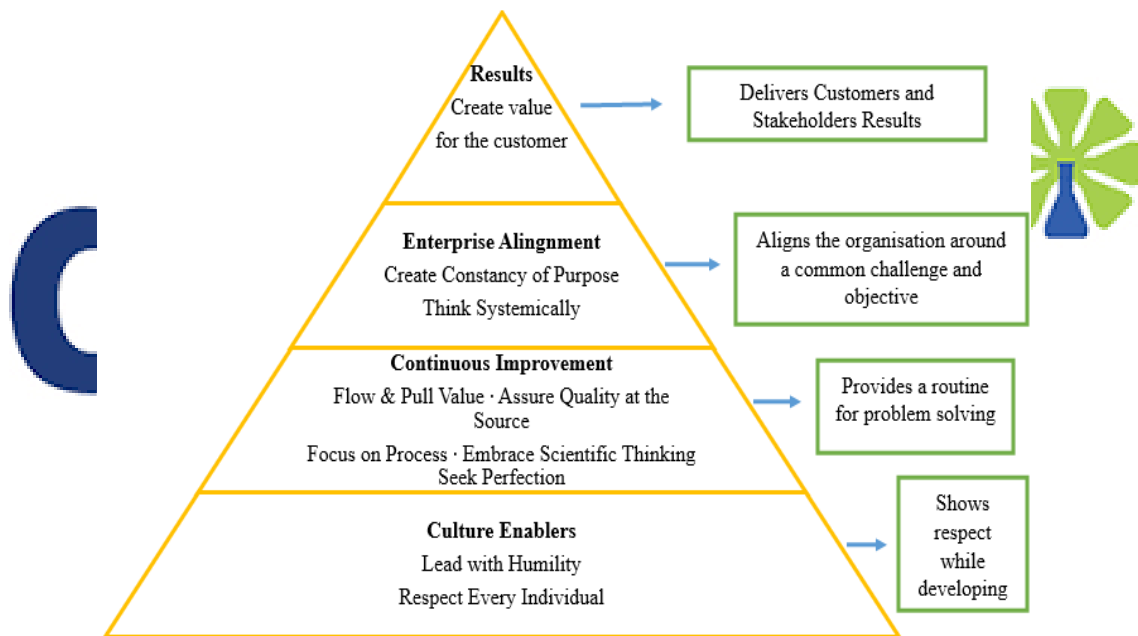
- ❖ **Plan:** Establish the objectives and processes necessary to deliver results per customer and stakeholder requirements.
- ❖ **Do:** Implement the processes.
- ❖ **Check:** Monitor and Measure processes and products against policies, objectives, and requirements.
- ❖ **Act:** Take actions to continually improve process performance.



7.2.4.2 Organizing

- The objectives and targets are “SMART” (S – Specific, M – Measurable, A – Achievable, R – Relevant, T – Time-Bound) and encourage behaviors consistent with Deccan values.
- Objectives and targets cover the following areas: HSE, Quality, Response, Cost, and People.

- For each objective specific lead and lag key performance indicator(s) (KPI) is/are selected.
- Site objectives are cascaded to each department which in turn defines the department objectives in line with the site objectives.
- Department objectives are further cascaded into section objectives and individual objectives.
- These objectives and improvement plans are managed through the Performance management process.
- The site and department objectives are formally communicated to all employees.
- The performance against objectives is updated each month and is reviewed at the site leadership team meeting.



7.2.5 Recruitment and Selection Process

Once a position is vacant the HOD submits Human Resource requisition to the HR.

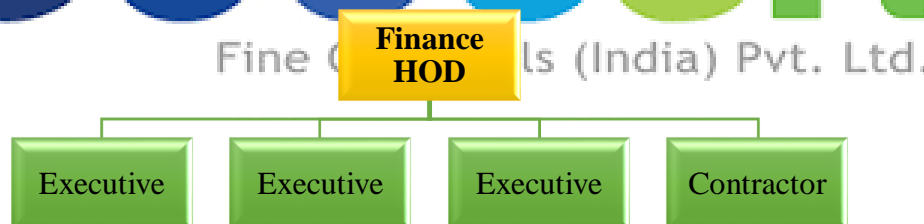
If internal recruitment is possible then an internal vacancy notification is sent to all the employees. The employees will then submit their application to the HR & they will have to undergo a screening process similar to external candidates

Application received for the vacancy will be scrutinised and short listed by the HOD which will be followed by a preliminary round by the line manager. The qualified candidate will be called for the final interview and then the HR round.

7.3 Administration Department

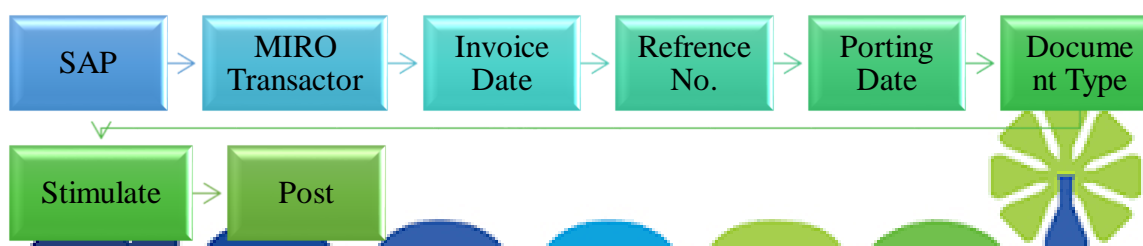
The administration department looks after the welfare of the site and the workers. It looks after the requirements of the site, employee welfare facilities for fixed employees such as uniform (5 sets) and rain ware (raincoats & umbrella), Towels, Soaps, LAB coat, locker, Safety shoes, Restroom, and change room facilities, and Canteen facilities inclusive of drinking water facilities along with Coffee machine facilities. The admin takes care of the transportation facilities such as buses for employees leaving far from the company, cycles for the employees to reach from one department to another, taxis for guest visitors or other external activities during the work hours and also for the employee if they miss their bus due to workload and the furniture of the organization. Providing of computers for daily use; Stationary like pens, pencils, files, etc., and Xerox machines maintenance is done by the Admin. The admin has a Horticulture team who looks after the maintenance of the garden area. Admin ensures that the contractor welfare management is followed and no employee works for more than 55 hours of overtime. The housekeeping staff is also managed by the admin department. The administration department must ensure that the employees follow the code of conduct like clean shave, formal wear, etc. The records of employee facilities are maintained manually on registers.

7.4 Finance Department



The Finance department uses G-SAP software to maintain all the major parts of finance while sorting is done manually on excel. It has three sections known as Accounts Payable, Accounts Receivable, and Indirect Tax Team. The Accounts payable looks after the vendor payment along with booking of invoices with GST where they have to check whether GST has to be considered or not. They also look if production-related vendor credit is taken. While the accounts receivables look after the banking transaction of customers on a day-to-day basis. The Indirect tax team verifies the GST authorization. This department has two payment cycles in a month on every 10th and 25th. The foreign vendors don't have GST. If payment is due to the vendors, then the Goa branch sends an intimation to the Head Office in Hyderabad with a customs clearance bill who then does the

payments after all the verification is done. The vendor payment is to be made within 30, 60, or 90 days depending on the type of purchase order, if it fails to pay within the given period then interest is charged. If the firm or company is a normal one then 2 % TDS, if it's a technical one then 10% TDS and if it's a material one and the supplier crosses more than 50 lakh in a year 0.01% TDS is deducted from the service bill. If the EOU (Export Oriented Unit) has a procurement certificate then it states that no duty applies to it. Shipping companies need a bill of entry during custom clearance. E-Invoices is a must for turnover of 10 – 20 lakhs and above, along with E-way bill for transportation. These bills can be generated from government websites. The purchase order is maintained for orders exceeding 25,000/-. For foreign transactions, the amount is retained in foreign currency to escape from loss of exchange rate and smooth functioning of foreign payments.



7.4.1 Finance Management

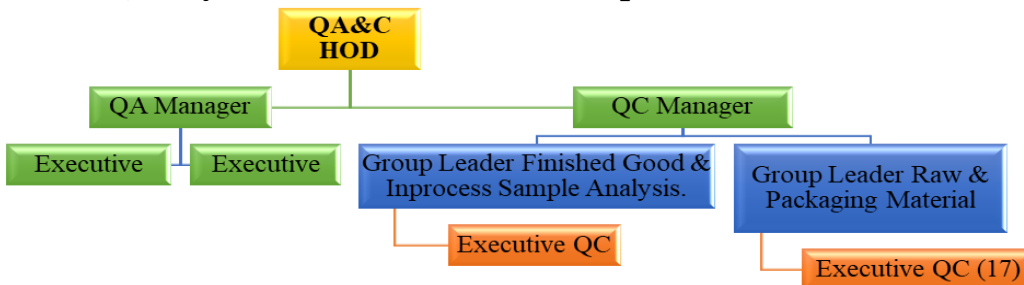
- i. The Finance Head provides the overall leadership to the Department and is supported by a team.
- ii. The Finance Department has defined Key Performance Indicators and Targets. Monthly performance is measured against the targets.
- iii. The key areas of focus are monitoring of Internal Audit Report and closure of points, Site Fixed Costs, Site Capital Costs, and Service Analysis.
- iv. The Finance department is committed to continuously improving the effectiveness of finance activities through Corrective and Preventive actions, Monthly Lock meetings, and Knowledge management tools such as Finance Team Space, etc.

The Finance Department of Deccan Fine Chemical India Pvt. Ltd. undertakes various activities which are described below:

- a. Prepare the Budget.
- b. Prepare various MIS (Management Information System) reports.

- c. Product Costing, Capacity calculations, Variances reporting and analysis, Inventory Provisions, Intercompany Transactions, Assets Sourcing.
- d. Monitor and Close Capital Budget.
- e. Compute efficiencies of the production process by measuring Raw Material or Packaging Material consumption against standards.

7.5 Quality Assurance and Control Department



In this department, Quality Assurance looks after the assurance of the product. While Quality Control looks after the Final Product whether it meets all the specifications mentioned on the labels. The material is not used or sent to the market until all the specifications are met. The packaging material testing such as physical dimensions like height width length etc. along with label testing is done before the final product is packed. Once raw materials are received from approved vendors it is tested using an approved method of testing. For quality assurance testing analysis, the department signs a service level agreement with two departments stating that the results will be given within 24 hours. Sometimes the service level agreement depends on the type of raw material. If the result is not 100% then there is a resampling process. But even after resampling if the process is not giving 100% result that it rejects the raw material. The final product is tested by QC and it should pass with 100% then only it will be sent for packaging and labeling. And finally, an inspection is done before it is dispatched. QA also handles the licensing process of the company from the government. The QA&C has an HPCL LAB with 16 HPCL instruments, and a fume hood and uses solvents for its analysis process. It also has a GC LAB with 18 GC instruments which used gas for its analysis process. QA ensures compliance of Integrated Management System (IMS) to ISO standards, Contamination prevention, Insecticides Acts 1965 and rules (RIRA) 1970, Document management process, Internal Audit Management, Quality incidents investigation, Nonconformance management, and customer complaint management.

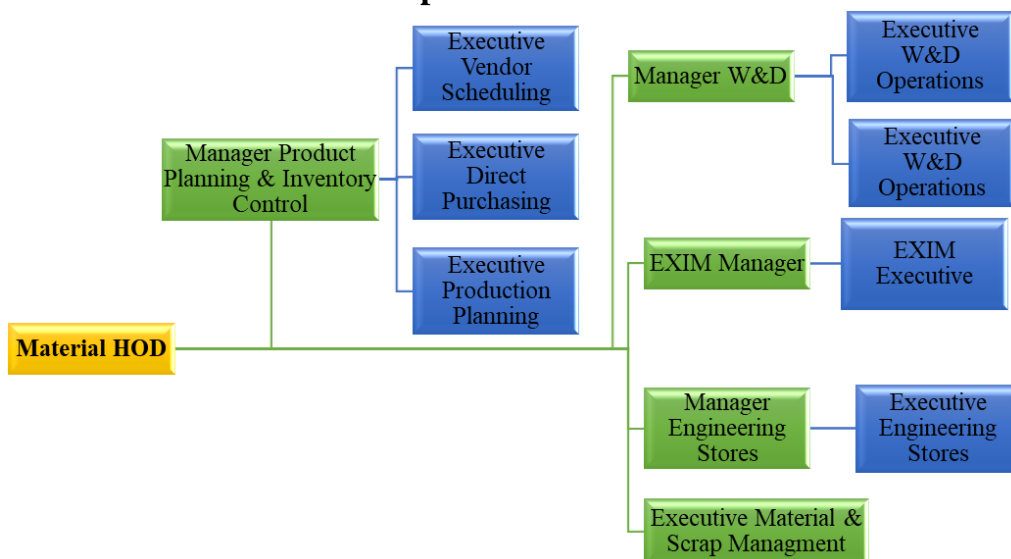
QA	QC
<ul style="list-style-type: none"> • Focuses on Process • Pro-active • Staff functions • Prevent defects • Quality Audits 	<ul style="list-style-type: none"> • Focuses on Product • Reactive • Line function • Finds defects • Testing

7.6 IT Department



IT datacenter looks after call manager – voice and care securities servers. IT suppliers are Airtel, BSNL, Jio, HP, Dell, and Reliance. It manages the CISCO Jabber software a chatting system. It uses an e-mail tool known as Microsoft exchange, a G-suite application via desktop and internet. IT policies are Email usage, Internal Usage, and a strong password policy. Backup of PC data is done by the IT department through a shared folder with 5 drives and a home drive with 2 drives. Data backup is done after every two weeks where all the saved information is stored. Even if the desktop or data is crashed due to unseen circumstances then the data will remain saved in the backup.

7.7 Warehouse and Stores Department



The warehouse department interacts with the vendors for purchasing raw materials and is also responsible to look after the dispatch of finished goods. Most of the material is purchased locally that is within India. The warehouse has 80% stock of finished goods kept and 75% stock of raw material kept handy. This department should ensure that the customers get the finished goods on time with the right quantity and price. It should ensure that the warehouse area is equipped with a fire alarm system and beam detectors. The warehouse department follows the FIFO rule that is first in first out wherein they have to ensure that the inventory is not kept ideal or there is no dead stock. They maintain a shelf-life report monthly. It handles a 130-crore inventory. They do direct purchasing of material required for production and indirect purchasing like labeling and packaging material etc. Their key performance indicator is that there should be no damaged or expiry material in the warehouse. This department has 9 forklifts and 3 pallet storage spaces and a total of 9 warehouses. In the store's department, each item has a certain level kept for the storage of materials such as electrical, mechanical, and instrumental equipment. a barrel yard is maintained by the store's department along with a pipe yard. The engineering materials when received are entered into the system and given a code so that when the materials are taken from stores there will be a track record and the stock can be reordered easily.

8 Learnings

Through this internship, I got an opportunity to learn and understand the various departmental function of Deccan Fine Chemicals. I was given on-the-job training and development and recruitment and selection in the Human Resource Department. Besides the training given by the company, I was also given a 9 days task to complete.

In the HR department I was given the task of handling the work of Pay Roll and Compliance management of the Contractors, Employee Induction, Calling interview candidates, Coordinating with candidates, Cross Checking Registers before signing them, and making entry of new contractors on the software. Ms. Sarah Fernandes my Line Manager taught me how to call candidates for apprentice interviews as well as job interviews and then how to coordinate with candidates who come for the interview. I had to coordinate with them by giving them the test papers and then after 15 minutes collecting them back and attaching them to their CV along with the internal assessment form and then submitting it to the interviewer for further assessment. Once the interview is taken by the particular department heads, I had to collect the assessment sheet and

hand it over to HR for the final interview round. My other learnings were checking whether the wages, PF contribution, and ESIC amount paid to the contractors are the same as on the wage register and ESIC and PF contribution challan. I had to make entry of the new contractors in the software known as 'OCTA' so that they are eligible to avail of the ID Card so that they can enter the company premises and also punch in and out of attendance records. I was told that Internal Audits are held by the Quality Control Department. Besides all this, I was given a 9 days task by the Assistant Human Recourse Manager on checking the In Out Report of 92 Contactor companies for May 2022 where I had to check whether any contract employee is working continuously for 9 days or more and more than 9hours. This task was completed within 6 days. Checking the muster roll for March April May and June along with the wage register of various Contractor companies was assigned to me. Here I had to count the number of present days of each employee and total it up as male and female separately and then calculate the total gross wage, overtime, and net amount payable. I was also assigned the task of checking 34 contractor company files to get a head count of the contract employees working at Deccan. I had to write this data on a chart provided to me with the contractor company name.

All in all, I was very delighted to have the opportunity to intern at Deccan Fine Chemicals India Pvt. Ltd. During the internship period because it taught me a new thing every day. At Deccan, all the staff were very kind and maintained a happy and serious atmosphere at all times. I have also learned a lot of basics at Deccan Fine Chemical and have personally learned the true meaning of work ethic. It also helped me to get good experience that promotes self-confidence, maturity, responsibility, and the development of interpersonal skills. This will help me to prepare for my future carrier. A big thanks to Mr. Yogesh Arora and Ms. Sarah Oliveira Fernandes.

9 Conclusion

My internship at Deccan Fine Chemical India Pvt. Ltd. has helped me understand and gain an in-depth knowledge of how any manufacturing organization operates.

The study was conducted at 'Deccan Fine Chemical India Pvt. Ltd.' which is a manufacturing company focusing on custom manufacturing of active ingredients and advanced intermediates for agrochemicals, fine and specialty chemicals sectors based in Corlim – Goa, helped me in getting a wider outlook about the business environment and managing an organization. This company has two more branches in India one is in Ankleshwar (Gujrat) and the other one is in Visakhapatnam

(Andhra Pradesh). It was a departmental study along with Industry analysis and Company analysis, its functions, and aspects of Deccan Fine Chemical. The core competencies of Deccan lie in its products, quality, health, safety, and environment making it a market leader in its sector.

It was found that the company has a good working environment and cordial relationship is maintained between all departments for the smooth functioning and achievement of the organizational goal to maintain the company's brand image to its customers.

My summer internship at Deccan Fine Chemical gave me immense knowledge of how to work in a firm, it also gave me the experience to interact with people of different backgrounds and cultures. All in all, this internship gave me good knowledge and experience of a working environment.

10 Bibliography

Deccan chemicals. (2017). Retrieved from <https://www.deccanchemicals.com/>



11 Annexure



The Factory Building and Plant Area.



Main Entrance Gate of the Company as Syngenta, Before Deccan Fine Chemicals Took Over the Company.



Main Admin and Reception Area



Admin and Parking area



Annual Thanks Giving Mass Held at Santa Monica Convent Old Goa



Warehouse