



# ACHARYA INSTITUTE OF TECHNOLOGY

(Affiliated to Visvesvaraya Technological University, Belagavi, Approved by AICTE, New Delhi and Accredited by NBA and NAAC)

Date: 25/05/2018

## CERTIFICATE

This is to certify that **Ms. Shweta B** bearing USN **1AY16MBA76** is a bonafide student of Master of Business Administration course of the Institute 2016-18 batch, affiliated to Visvesvaraya Technological University, Belgaum. Project report on **“A Study on Effectiveness of Time Management”** at **Dynamatic Hydraulics, A Division of Dynamatic Technologies Limited, Bangalore** is prepared by her under the guidance of **Prof. Kisholoy Gupta**, in partial fulfillment of the requirements for the award of the degree of Master of Business Administration, Visvesvaraya Technological University, Belgaum, Karnataka.

Signature of Internal Guide

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PRINCIPAL

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Soldevanahalli Bangalore-560 107

# ACHARYA



DTL/PER/2018/348  
May 24<sup>th</sup>, 2018

**TO WHOM SOEVER IT MAY CONCERN**

This is to certify that **Ms. Shweta B (USN No: 1AY16MBA76)** MBA student of **Acharya Institute of Technology** has successfully completed her Project on "**Effectiveness of Time Management**" from 15<sup>th</sup> January 2018 to 24<sup>th</sup> March 2018 under the guidance of **Mrs. Rekha Bhousle. P - Officer HR**

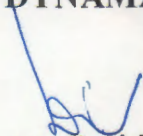
During the stay in our organization **Ms. Shweta B** was very useful and completed the project work successfully.

We wish good luck in her future endeavour.

Thanking you,

Yours faithfully,

For **DYNAMATIC HYDRAULICS™**

  
**Praveen Doddamani**  
Manager – HR & IR

## ACKNOWLEDGEMENT

The satisfaction and euphoria that accompany the successful completion of any work would be incomplete without the mention of the people who have made it possible whose constant guidance and encouragement served as a beacon of life and crowned my efforts with success.

I wish to pledge and reward my deep sense of gratitude for all those who have made this project come alive.

My sincere thanks to **Dr. S.C Pilli** Principal, Acharya Institute of Technology, Bangalore for the academic support given for pursuing this project.

There is not enough word to offer my vote of thanks to **Dr. Nijaguna.G** Head of Department of MBA, AIT Bangalore for his help in initiating the project report in advance for the regular motivation.

I am gratefully indebted to my internal guide **Prof. Kisholoy Gupta** Professor, Department of MBA, ACHARYA INSTITUTE OF TECHNOLOGY, BANGALORE for encouraging me and for his constant support throughout the course of the project and helping me to complete it successfully.

I would like to thank the Manager **Mrs.Rekha Bhousle P-Officer HR** (External Guide) for allowing me to undertake this project work at Dynamatic Hydraulics a division of Dynamatic Technologies LTD. Last but not the least; I would like to thank all the employees of Dynamatic Hydraulics a division of Dynamatic Technologies LTD, Bangalore, for their immense support and cooperation given to me during working on this project.

Place: Bangalore

Date: 25/05/2018

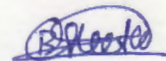
**SHWETA B**

## DECLARATION

I **Shweta B**, hereby declare that the project report entitled a case study on “**Effectiveness of Time Management**” with reference to “**Dynamatic Hydraulics a division of Dynamatic Technologies LTD, Bangalore**” prepared by me under the guidance of **Prof. Kisholoy Gupta** , faculty of M.B.A Department, Acharya Institute of Technology and external assistance by **Mrs.Rekha Bhousele P-Officer HR** . I also declare that this Project work is towards the partial fulfilment of the university regulations for the award of degree of Master of Business Administration by Visvesvaraya Technological University, Belgaum. I have undergone a summer project for a period of 10 weeks. I further declare that this project is based on the original study undertaken by me and has not been submitted for the award of any degree/diploma from any other University / Institution.

Place: **Bangalore**

Date: **26/05/2018**



Signature of Student

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## **EXECUTIVE SUMMARY**

This project explains in brief about the study on “EFFECTIVENESS OF TIME MANAGEMET” in “DYNAMATIC HYDRAULICS a division of DYNAMATIC TECHNOLOGIES LTD” The summary helps to gain a goal sight in the study. All the details are covered in a shortened form.

Introduction of the study contain the theoretical background on the problems selected for the project like objectives, principles, needs, uses, methods and procedure.

Research design tells regarding the title, problem statement, limitations, sample design, sample size, data collection and plan of analysis, scope and the objectives of the study.

Data is collected by two sources, primary data was gathered with the direct communication with the officials and the secondary data was collected with the help of past files, company websites and previous magazines, government journals etc.

Industry profile was also geared up to know how the company training came into reality in worldwide and the reason for starting corporate training sectors in India.

Company profile contains the history and origin of the DYNAMATIC HYDRAULICS a division of DYNAMATIC TECHNOLOGIES LTD, its scope, objectives, mission, vision, milestone, accord, clients, competitors, products, business units, branches, future point of view, organization structure etc...

The interpreted data is used to find the result and conclusions which are drained on the processed data and the suggestions are offered. Annexure which contains the questionnaire that are prepared to study the effectiveness of time management in DYNAMATIC HYDRAULICS a division of DYNAMATIC TECHNOLOGIES LTD. Bibliography contains the name of the book refereed and the website used to collect the information.

# CHAPTER 1

## INTRODUCTION

### 1.1 Introduction

Principle expectation theory is to substantiate the adequacy of time administration on high authoritative execution utilizing DYNAMATIC HYDRAULICS LTD. case study organization. Proposition, representatives working in organization survey. Reactions altogether dissected & identified with hypotheses.

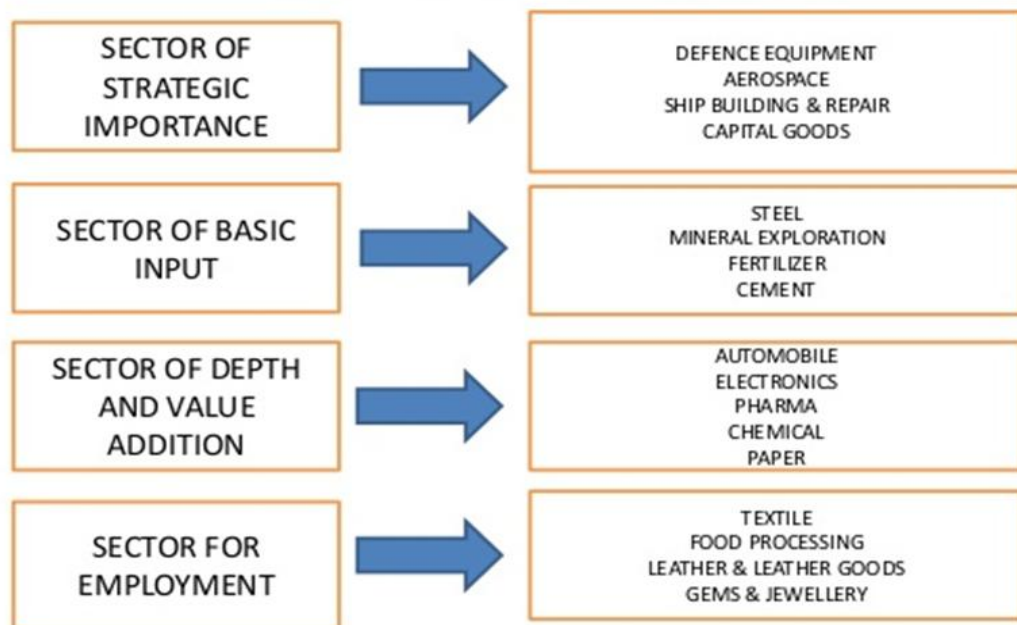
Examination drew contrasts b/w viability of administration & time administration. Trial speculation directed towards utilizing basic relapse with the guide of the SPSS programming, consequently building up the way that powerful time administration is an imperative instrument for high authoritative execution.

### 1.2 Industry Profile

#### 1.2.1 General Introduction

Part of manufacturing in the Indian economy manufacturing holds a key position in the Indian economy, accounting for almost 16 for every penny of genuine Gross domestic product in FY12 and utilize around 12.0 for each penny of India work drive. Development in the divisions has been comparing the solid paces in general Gross domestic product development in the course of recent years.

## CLASSIFICATION IN MANUFACTURING SECTOR(12<sup>TH</sup> PLAN)



### 1.2.2 Origin of the industry

Exhibit day creating fuse the technique required for the age of a things and its parts. Past to the Modern Transformation, manufacturing essentially inferred for making things or stock by hands. Most families worked from their estate or houses. The Mechanical Upset began most basic changes and brought advancement regardless of all that we use today, including the sewing machines and lights. It built up the system and secured the way for the assembling business as we most likely am mindful it.

The Mechanical Upheaval got a surprise the way stock were manufactured. Instead of conveying things by hand at home, producer began using mechanical assembly to make distinctive sums in a tinier measure of time. In the late nineteenth century, the Modern Unrest accomplished the Unified States. Material assembling, glass making, mining and the cultivating business all accomplished colossal changes.

### **1.2.3 Growth of industry**

Mechanical manufacturing is a most critical development territory for the Indian economy with different organizations incorporating those involved in manufacturing of apparatuses and types of gear, electrical and metal item, concrete, structures and development materials, elastic and plastic item and computerization innovation item.

#### **Key sector focus areas**

- Pioneers in India are taking a gander at digitalising their vertical and level esteem chain from acquiring to assembling, calculated and benefits.
- Apart from putting resources into most recent item improvement, maker are moving to item + benefit commitment from prior item as it were. Effort are on in forming organization, partnerships are keeping in mind the benefit from cutting edge innovation, and propel profitability through processing plant robotizations.
- While concentrate proceed on infiltrating in residential markets, producers are additionally hope to pick up a toehold in the global markets by rising deals in existing business sector and by recognizing novel topographies.

#### **1.2.4 Leading Market Players**

- Dynamatic Technologies Ltd
- IBM
- Volkswagen Group
- Samsung Electronics
- Daimler

#### **1.2.5 Threats in Manufacturing Industry**

The manufacturers found that they will confront with a number of challenges as they are working to capitalize on an recovering economy and improved capital spending. It includes:-

- Conflict mineral disclosures drives dogmatic risks.
- Mergers and acquisition risk rise among increased competitions.
- Intellectual property protections heightens data safety risks.

## 1.3 Company Profile

### Background and inception of the company

**Company name** : DYNAMATIC HYDRAULICS a division of DYNAMATIC TECHNOLOGIES LTD

**Established** : 8<sup>th</sup> march 1973

**Head office Bangalore** : Dynamatic park, Peenya

**Plant size** : 1,20,000 Sq.ft

**Management certified** : 9001 and 140001:2004

**Employees** : 1900

DYNAMATIC TECHNOLOGIES LIMITED plans and fabricate unfathomably built items for Automotives, Aeronautic, Hydraulics and Security applications. With creative plans, designing and assembling administrations in Europe & India, they gifted clients by requesting necessities on 6 landmasses.

Their administrations situated in India (Bangalore, Chennai, Coimbatore, Nasik), United Kingdom & Germany, intended to maintain neighboring group and also the environment.

Over the past a few years, the CEO and organizer of Dynamatic Technologies has changed the organization from assembling water driven draw into one of the principle overall provider of complex parts to Airbuses, Boeing and Bell Helicopters.

The organization differentiate into the car business, providing metallurgical items to automakers. It additional than 10 years to wander into flying machine parts, something that Malhutra perceived with even as a tyke.

Dynamatic has come a lengthened path since it entered the air ship organization. It was the main business to be specified by Prime Minister Narendra Modi at the as of late held Aero India guard appear in Bangalore that saw contribution of 328 organizations from 33 nations.

### 1.3.1 Promoters

#### "Promoter and Promoter Group"

The Company had an Authorized Share Capital of Rs. 2,000 lacs, as on March 31st, 2017, divided into 20,000,000 shares with face value of Rs. 10 each.

No.	Name of the Shareholder	Total Shares held		Shares pledged or otherwise encumbered		
		Number	As a % of grand total (A) + (B) + (C)	Number	% of Total shares held	As a % of grand total (A) + (B) + (C)
1	Udayant Malhoutra	710,179	11.2	500	0.07	-
2	Barota Malhoutra	4,938	0.08	-	-	-
3	Christine Hoden (India) Pvt Ltd	100	0	-	-	-
4	Greenearth Biotechnologies Ltd	22,927	0.36	-	-	-
5	JKM HOLDINGS PRIVATE LIMITED	912,538	14.39	180,000	19.73	-
6	JkM Offshore India Pvt Ltd	442,071	6.97	-	-	-
7	Primella Sanitary Products Pvt Ltd	100	0	-	-	-
8	UDAYANT MALHOUTRA AND COMPANY PRIVATE LIMITED	642,011	10.12	-	-	-
9	VITA PRIVATE LTD	100	0	-	-	-
10	WAVELL INVESTMENTS PRIVATE LIMITED	448,281	7.07	295,000	65.81	-

### **1.3.2 Vision, Mission & Quality Policy**

#### **VISION**

“A Global Leader in the design and manufacture of highly engineered Automotive, Aerospace and Hydraulic products. To grow as a network of innovative businesses that will focus on serving customer needs”.

#### **MISSION**

- Enhance the safe, nurturing, learning and empowering environment for all employees, and motivate them to act like owners by Going the Extra Mile.
- Exceed customer expectations by providing high-valued products and services.
- Enhance wealth for shareholders.

#### **QUALITY POLICY**

- Integrity
- Knowledge Based
- Meritocratic
- Global Environmental Standards
- Socially Responsible Behaviour
- Being a quality driven association.
- Being learning based association.
- Raising the way of life of all representatives.
- Conforming to the highest environmental standards.



### **1.3.3 Products / services profile**

Dynamatic Hydraulics generation pleasantries in Bangalore utilize bleeding innovation & present day device to make a huge scope of refined Hydraulic Valves and tradition customized.

#### **Homeland Security**

Dynamatic Homeland Security offer front lines answer for improve the Nation's abilities in countering late day securities dangers. Their solid Research and Development capacity joined with the overwhelming associations have impersonation with driving "worldwide security innovation" organizations empowers them to offer planned clients office in creating arrangements depicting to Access Control, Visual-Intelligence, Counter Terror Mechanism, Specialized Communications, Armor, Bomb-Disposals, Command Centers, and Training, that will enhance their capacities to sort out and get ready for crises and also their response and recuperation abilities.

#### **Research and Development**

It is an archive of differing advances, and has changed itself into a learning based association through consistent R&D endeavors. Their emphasis on R and D has brought about well-manufactured improvement activities that have empowered them to wander into giving creative administrations, propelling new items and upgrading items incentive to clients.

#### **Automotive and Metalurgy**

Comapny conveys high splendor Ferrous and Non-Ferrous Automotives Components for Highway, Off-Highway and Technologies arranged application for driving Global Automotives OEMs.

#### **Aerospace**

Dynamatic-Old land Aerospace is set up pioneer change demanding Airfame Structure , Precision Aerospace mechanical assembly. It's current Aerospace Manufacturing in India & UK disseminate elevated an incentive to their purchasers, by consolidating specialized capability benefits in UK with the cost and industrialized favorable circumstances offered by Indian plants.

### **1.3.4 Areas of operation**

DYNAMATIC HYDRAULICS a division of DYNAMATIC TECHNOLOGIES LTD has its operation in India as well as overseas.

#### **Global**

Dynamatic Technologies Ltd has procured the Hydraulic Business Division (Swindon Unit) of sauer Danfoss Limited, UK, through its auxiliary Dynamatic Limited, UK.

#### **National**

National branches:- Company has its branches in the following cities.

- New Delhi
- Ahmedabad
- Chennai
- Coimbatore
- Secunderabad
- Mumbai
- Pune
- Calcutta

### **1.3.5 Infrastructure Facilities**

Aiming to achieve and continue product excellence, DTL has cut no corners in establishing competences world class facilities for entire range of products, the main assembly shops, the manufacturing and the testing operation.

DTL has got well equipped class rooms with the facilities of LCD,s and OHP's which are used to train the employees and trainee students.

#### **Internal Communication**

Internal communication is generally through inter office memos, which are sent to the required person/s/department. If the communication is intended for all the people in the company, it has to be put on the notice board. They have three notice boards, one on hydraulics shop Floor, one on the aerospace floor, the other on the first floor landing near third in the aerospace machine shop.

### **Telephones and Intercom**

Company has three telephone lines. All incoming and outgoing calls are sourced through the EPABX at the reception. A few departments have direct external lines or can dial '0' to access external lines.

### **E-mail**

Almost all the departments have access to e-mail. Check out with their Departmental Head whether the department has access to the Internet. Normally, based on the requirement of the department, their own personal email id with @dynamics.net address is created within 3 working days.

### **Quality Policy Cards**

All employees are required to have one of the companies quality policy cards at all times within premises. The personnel Department will give the card at the time of joining.

### **Stationary**

The Administration Department, which is adjacent to the time office, will help all requirements of stationary. This includes the company's letterheads, note pads, writing material, envelopes, etc.

### **Canteen**

The canteen is located on the first floor, near the entrance to the Admin building. The food served at the canteen is subsidized, with the employee paying only a fraction of the actual cost. Coupons are used to keep a track on the usage of the canteen.

#### 1.4 Competitors information

A few renowned companies which are manufacturing Hydraulic Gear pumps are

Company Name	Marketing Capital ( RS. In Cores)	P/E ratio
YUKEN INDIA LTD	176.10	5.39
BEMCO HYDRAULIUCS LTD	198.60	17.11
KENNAMETAL IDIA LID	1472.33	15.33
BEML LTD	1935.43	13.60
SULZER INDIA	400.58	70.28
ELECON ENGG.CO	491.58	6.55
TEXMACO RAIL	1042.62	8.77

In the Aerospace Industry D.T.L is the monopolist no other competitor in Airframe structures and precision aerospace components and D.T.L is catering more towards the Indian Aerospace Industry and its clients are mainly H.A.L.

## 1.5 SWOT Analysis

SWOT examination strategy is used to assess the Strengths, Weaknesses, Opportunities, and Threats. Setting targets of business wander or venture and distinguishing inside & outside variables to achieve destinations. An output of the inner and outer surroundings is an imperative component of the vital arranging process.



### STRENHTHS

- The organization is Asia's biggest maker of Hydraulic Gaer Pumps and one of the best 5 around the world.
- It is presently providing Hydraulic Gaer Pumps to every one of the 14-tractors fabricates in India.
- Excellent engineering laboratory.
- Single source supplier.
- DL's estimate clients include global giants like John Deere, New Holland, Indian Army, caterpillar, JCB, and Airbus etc.
- Certification to its credit like AS9100, TS 16949, ISO 14001 and ISO 9001.

## **WEAKNESS**

- Currently high as 29% of DTL's total raw materials requirements is imported. Increasing dependent on imports for raw materials is dangerous especially when the rupee is weak.
- Power escalated, division on control and any unsuccessful labor here outcomes in under usage of limit.
- Needs refreshing with the circumstances as far as plant and apparatus. No stores raised on a here and now as is are used for investment only which have been from long term is used for investment purpose.
- No funds raised on a short term as is are used for investment only which have been from long term is used for investment purpose.

## **OPPORTUNITIES**

- The blast in auto segment industry provide extraordinary open doors for development.
- Organization can build up various variations of pumps utilized as a part of the modern division.
- Company can put in serious efforts to R&D.

## **THREATS**

- Auto manufacturing replaces metal with plastic.
- The company faces huge competition this leads to decreasing trend in performance.
- New players engage with new innovations and updating materials are brought to market.

## **1.6 Future growth and prospectus**

- DTL is developing quickly with the turnover becoming capably finished the previous couple of years.
- Fares are relied upon to constitute 15-20 percent of the organization's turnover, in the following 2 years.
- The organization additionally hopes to get better advances to help over all business and increase general inorganic business development with a superior cooperative energy impact.
- Organization anticipates working intimately with Nothrop Gruman,s Electronic System division to meet the propelled innovation aviation and administration needs recognized by the Indian Ministry of Defense going ahead, a World-driving of headway military radar, electronic fighting and different flight frameworks.

## **1.7 Financial Statement**

is the life blood of the organization. It is worried about the basic back action for association to complete different exercises in viable way. This causes association to accomplish soundness in working and managing the others. In present day world each organization needs to keep books of records. It is the prerequisites of the law too. For the most part the organizations are required to keep up principally 2 sorts of records:-

1. Trading account & profit and loss account.
2. Balance sheet

DTL keep up the incorporated framework in regards to bookkeeping strategies. It is likewise keeps up two kinds accounts.

1. Revenue recording: it is maintained during the year.
2. Capital recording: it is maintained for a period of time.

## BALANCE SHEET

Particulars	2013	2014	2015	2016	2017
<b>Equity &amp; liabilities</b>					
<b>Shareholder's funds</b>					
Share capital	541	554	634	634	634
Reserve & surplus	15,080	14,371	26,852	27,285	28,154
Money received against share warrants	1250	1000	-	-	-
	<b>16,871</b>	<b>15,925</b>	<b>27,486</b>	<b>27,919</b>	<b>28,788</b>
<b>Non current Laibilities</b>					
Long term Barrowings	14,539	14,919	11,540	21,158	36,900
Deferred Tax liablilitoes(net)	2,801	2,801	2,223	1,955	1,802
Other long term Laibility	1040	651	115	68	82
Long term provisions	156	253	679	778	948
	<b>18,536</b>	<b>18,624</b>	<b>14,557</b>	<b>23,959</b>	<b>39,732</b>
<b>Current Liabilities</b>					
Short term barrowings	19,177	9,656	13,547	8,924	15,276
Trade payables	8,758	9,192	10,098	8,880	8,820
Other current liabilities	9,246	9,538	8,349	6,659	1,957
Short term provisions	75	183	1,311	341	564
	<b>31,256</b>	<b>28,569</b>	<b>33,305</b>	<b>24,804</b>	<b>26,617</b>
<b>Total</b>	<b>66,663</b>	<b>63,188</b>	<b>75,348</b>	<b>76,682</b>	<b>95,137</b>
<b>Assets</b>					
<b>Non- Curremnt Assets</b>					
Fixed Assets					
-Tangible Assets	26,691	29,467	26,716	26,128	27,368
-Intangible Assets	2,465	2,179	1,920	1,568	1,24
-Capital working in -progress	7,228	56	8	43	591
-Intangible FA under development	188	-	-	-	-
	<b>36,572</b>	<b>31,702</b>	<b>28,644</b>	<b>27,739</b>	<b>29,199</b>



Non current investments	7,040	7,040	16,540	18,539	31,287
Long term loans & advances	2,951	1,294	1,447	1,602	1,600
Other non current assets	584	565	1,306	414	496
	<b>10,575</b>	<b>8,899</b>	<b>19,293</b>	<b>20,555</b>	<b>33,383</b>
<b>Current Assets</b>					
Inventories	6,063	6,114	8,256	11,480	12,826
Trade recicevables	6,857	6,896	9,012	9,850	12,165
Cash & bank balance	427	1,288	883	1,128	2,283
Short-term loan & advances	4,528	6,133	7,654	4,514	3,826
Other current assets	1,641	2,086	1,606	1,416	1,455
	<b>19,516</b>	<b>22,517</b>	<b>27,411</b>	<b>28,388</b>	<b>32,555</b>
<b>TOTAL</b>	<b>66,663</b>	<b>63,118</b>	<b>75,348</b>	<b>76,682</b>	<b>95,137</b>

## ACCOUNTING PROCEDURES

### FIXED ASSETS

Every single settled resource are expressed at the cost less deterioration. Deterioration on resource is given at rate determines in plan XIV of the Companies Act 1956 under straight line strategy.

### INVENTORIES

Crude materials and completions items are esteemed at lower of cost and net acknowledged esteem. The organization takes after money and credit premise of bookkeeping of its wage and use.

The wage of the organization is from offer of billets, TMT bars, advancement of example for new things and by offer of purchase items. The significant uses are control charges, producing cost, work, crude materials and consumerable, extras, authoritative, offering costs, intrigue.

The following are the books and records maintained by DTL

Subsidiary Books/Records

This enroll is kept up to monitor the material in warded GRN insightful and to empower to impact installment on the due dates based on the credit terms. Promptly in the wake of accepting the material by store and counter marked by the quality Assurance Department, the vital passages are made in the enroll.

### **Customer Register/ Bill Register**

This enroll is kept up to monitor the business made to every individual customer. The takes after are kept up client insightful and the points of interest of receipt is produced from the PC. The receipt of installment against every client and receipt is likewise entered in the enroll to empower to know the adjust remarkable client insightful.

### **Salary Advance Register**

This enroll is kept up to know the progress extraordinary worker savvy. Instantly after issue of propel, the vital sections are cleaning specialist in the enlist to know the correct adjust of propel worker shrewd.

### **Retirement Benefits of employees**

The organization's obligation towards retirement advantage as providend support is completely financed and charged to benefit and misfortune account. The organization adds to the Employees PF.

### **Audit Committe**

The review board of trustees of the organization has been constituted according to the necessities under section 292A of the Companies Act, 1995. Review panel proceeded with its consultations amid the year under survey.

### **The board terms of references are as per the following:**

- Review of organization's budgetary detailing process and its money related explanations .
- Review of bookkeeping and monetary approaches and practices .
- Review of inner control framework.

## CHAPTER 2

### Conceptual background and Literature review

#### 2.1 Theoretical background of the study

As indicated by the Oxford Propelled Student's Lexicon time is characterized as a period either long or short, amid which you accomplish something or expertise of managing individuals or circumstances effectively. The accompanying characteristics :

- i. It is a special asset.
- ii. Time can't be supplanted by man.
- iii. It can't be collected like cash.
- iv. Time cannot be stocked like raw materials.
- v. Time passes at a pre-determined rate whatever happens.
- vi. Everybody is equally endowed with the same amount of it irrespective of his position.
- vii. Time like any other scarce resource must be managed and used judiciously.

#### 2.2 Literature review

Time is a basic asset; it's gone, constrained and dynamic. Irretrievable on the grounds that consistently spent is gone everlastingly, constrained on the grounds that lone exist in 24 hours.

**Hisriche and Peter (2003)**, Time association join contributing time to discover what one needs out of his execution. Extraordinary time association is the hypothesis of time in such a mode, to the point that impeccable outcomes are gotten from conducts gobbling up a particular time degree.

**Claessen, Rute (2010)** Time organization is possibly not as basic as what it is imagined and foreseen that would be. From this time forward, maker differ in the behavior by which they depict time organization.

**Northy (2005)**, time organization is relationship task or event assessing, undertaking leads to shut, after altering event that prevent with its finishing point come to sensible measure .

**Lakeiner (1974)**, organization implies make usage of particular framework, for instance, plans or purposefully orchestrating works out, or to incorporate yourself in getting ready with the desire of making sense of how to pro and use such a techniques.

**Claessenali (2010)**, have portrayed time organization as kind of activities that different individuals complete things on time, append dates & vitality in activities from people who are routinely late.

**Randal (1980)**, Time administration characterized by single process in which assaignments & objectives will be effective.

**Charles (1988)**, time administration, characterize time as 'frequency of occasions in a steady progression and characterizes administration demonstration of domineering.

**Frankly (1995)**, Powerful time administration can't be turned on or off when reasonable. It is an arrangement of aptitude and conduct that turn into an unavoidable parts of one's expert & individual life.

**Macanel (1996)**, Research on how people see and consider time incorporate psychophysical inquire about view psychological develops which analyzes "clock" time.

**Lewis & Weighert, (1982)**, sociological research view time as socialological developments, & their thought processes in pondering time absolutely and their related conduct.

**Marksel (1978)**, Time administration is behaviour to ensure to capable inside the accessible or allotted time, which is a wild nonstop asset.

**Allien (2002)**, time administration is characterized as practices that individual take after to define better utilization of their chance.

**Kauffman et ali (1992)**, states that time estimation practices are go for cognizance of at this very moment, or past, present and future and mindfulness of one's opportunity utilize and they cover or help to acknowledge assignment and obligations that fit inside one's capacities.

**Mecan (1997)**, In connection to arranging practices, which incorporates objectives, arranging errand, organizing, making daily agenda, gathering assignments, go for successful utilization of time.

**Fox & Dawyer, (1997)**, In the time administration preparing, they give member arranging & administration assistance & prominent control over their chance and exhibitions.

**Hishrich & Peters(2002)**, time administration isn't tied in with being time bound & productiveness yet extensive points of view how successfully you indicate confidence & appreciate partaking groups so everyone feels delight of accomplishment and accomplishments.

**Zijlstera et al (2000)**, Powerful time administration is superior level. Powerful administration influence profitability of workers, & enable them to adapt pressure, clash and weight effectively.

**Francke and Lilian Gillbert(1948)**, “The principal object of management should secure the maximum prosperity for the employer, coupled with the highest prosperity for every employee”.

## CHAPTER 3

### Research Design

#### 3.1 Statement of the problem

Time is a commitment for each association in accomplishing its objectives and targets. The endeavor to accomplish the coveted objectives represents an extraordinary danger to the association. The organization confront various issues and difficulties centring on wasteful aspects in its chance administration. These could be expressed as takes after:

- a) Lack of Job security and poor working state of representatives.
- b) Lack of adequate support of human asset strategy.
- c) Lack of legitimate organizing of the association which is compulsory to have another slant that would improve its effectiveness and make it plausible.

#### 3.2 Need for the study

Time management includes contribute time to figure out what one needs out of his everyday activities.

It takes control of numerous aspects of your life.

- It expands profitability.
- Time administration influences you to wind up more sorted out.
- It causes you to use time successfully.

#### 3.3 Objectives

- ✓ To investigate the nature of effectiveness of time management at DTL.
- ✓ To find out the impact of effectiveness of time management to achieve the set goals.
- ✓ To define the importance of effectiveness of time management for high performance at DTL.
- ✓ To measure effectiveness of time management that impact on work performance.

### **3.4 Scope of the study**

Nonetheless, with the end goal of important & advantageous achievement of examination, Dynamatic Technologies Ltd, has been chosen as a contextual analysis for a time of 10 weeks in which this exploration will last. Its trusted data and measurements produced exploration will adequate for reasonable assumption.

Time management isn't tied in with accomplishing additional stuff in a day. Time administration capacity to choose vital role at work, a home & even own life. To deal with your opportunity, you have to experience an individual time review and gauge the way your chance is being spent. Time management an arrangement standards, rehearses, abilities, devices and framework that assistance you utilize your opportunity to achieve what you need.

### **3.5 Research Methodology**

The major focal point of this section is to abridge the technique to be utilized for the accumulation of information, introduction and investigation of information. This section will likewise talk about additional on populace, test, test measure, inspecting procedure, wellspring of information, examine instruments, information investigation and factual device utilized to tests for the quality of relationship. This part will likewise cover the sort of procedure utilized as a part of this exploration work, the criteria for choosing the technique is just in light of the issue that is found in this examination and organized research questions.

### **Research Design**

A. Kumari (1998, 18), look into configuration is an arrangement of activity and it involves the procedure of accumulations and examining of valuable and solid information in a very much organized and viable ways. Changes in the outline are allowed and are in lieu with speculation amid the procedure of the task.

### **Sampling and sampling Techniques**

Sampling techniques that would be used is Random sampling. Random sampling will be used to efficiently and carefully observe the population. This is to ensure equal opportunity of everybody being represented considering that staff is homogenous in terms of function.

### **3.6 Hypothesis**

**Ha 0:** There is no positive relation between completing the work within stipulated time and achieving set goals.

**Ha1:** There is positive relation between completing the work within stipulated time and achieving set goals.

**Hb 0:** There is no positive relation between Planning time and achieving set goals.

**Hb1:** There is positive relation between Planning time and achieving set goals

### **3.7 Limitations**

- Since test measure is 100, which isn't genuine illustrative of the populace all in all.
- It was difficult to study the overall concepts of the plants because of restricted period of time.
- Information is mostly in light of auxiliary information and subsequently the real of the investigation can be pictured and is quantifiable.
- Level of exactness of the aftereffects of research is confined to the precision level with which the workers have given their answer and the precision level of the appropriate response can't be anticipated.

### **3.8 Chapter scheme**

There are mainly 5 chapters discussed in the overall project.

- Chapter 1 mainly describe about the industry profile of the manufacturing sector, company profile, Competitors information, SWOT Analysis, Future growth and prospects Financial Statement.
- Chapter 2 describe about the theoretical background of the company along with the literature review.



- Chapter 3 explains about the research design, methodology, objectives, hypothesis and the scope of the study.
- Chapter 4 deals with mainly the data, data analysis and interpretation of the data.
- Chapter 5 tells about the findings, suggestions and the conclusion of the research topic.

# CHAPTER 4

## Analysis and Interpretation

### 4.1 Data

#### Data collection

Accumulation of information can be characterized to be a procedure utilized as a part of social affair watched investigate information. This procedure ordinarily stipulate how data is gathered and there are six noteworthy and essential strategies for gathering information which are as per the following; Questionnaires, center gatherings, tests, perception, meetings and optional information.

Surveys are helpful in the period of looking at comes about together, straightforward and furthermore they give an unmistakable portrayal of what has been investigated and furthermore the result.

#### SOURCES OF DATA COLLECTION

Data will be gathered through primary and secondary sources.

**1. Primary Data:** Through questionnaire

**2 Secondary Data:** Gotten from the interne, magazines, Reports etc.

### 4.2 Data Analysis

Investigation implies separating the many-sided quality of the structure into straightforward component and putiing their components together in new blend of examples or example to find new relationship or factor. This can be achived by review information from various points and by speaking to enough.

- Examination assumes a vita part in inquire about in one way or the other from starting.

- In choosing issue from wide field of information.
- To look at wellspring of information.To examine source of data.

### **Interpretation**

Elucidation alludes to expressing discoveries depict, what they mean, their hugeness and causes in attracting answer to unique probems.

### **4.3 Data Analysis and Interpretation**

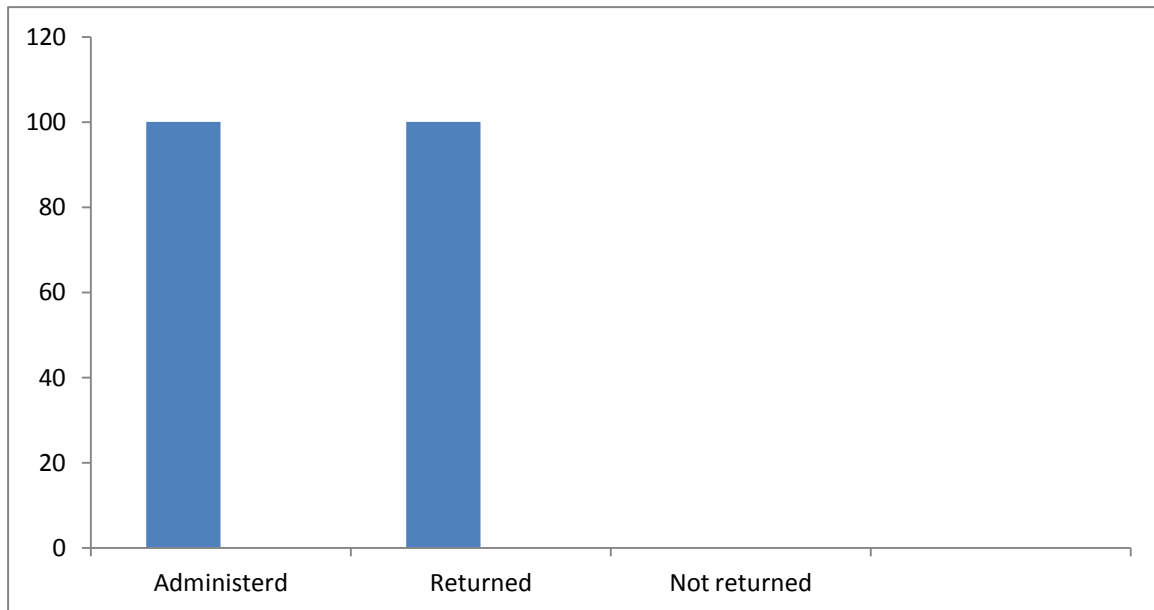
**Table Showing analysis of the questionnaire**

<b>S L NO</b>	<b>Particulars</b>	<b>NO of respondents</b>	<b>Per (%)</b>
1	Administered	100	100
2	Returned	100	100
3	Not returned	0	0

#### **Analysis:**

From the above analysis it shows that 100% of the administered questionnaire was returned and filled.

### Graph Showing analysis of the questionnaire



#### **Interpretation:**

From the above graph we can see all the administered respondents have returned their responses for the questionnaire.

## Gender of the respondents

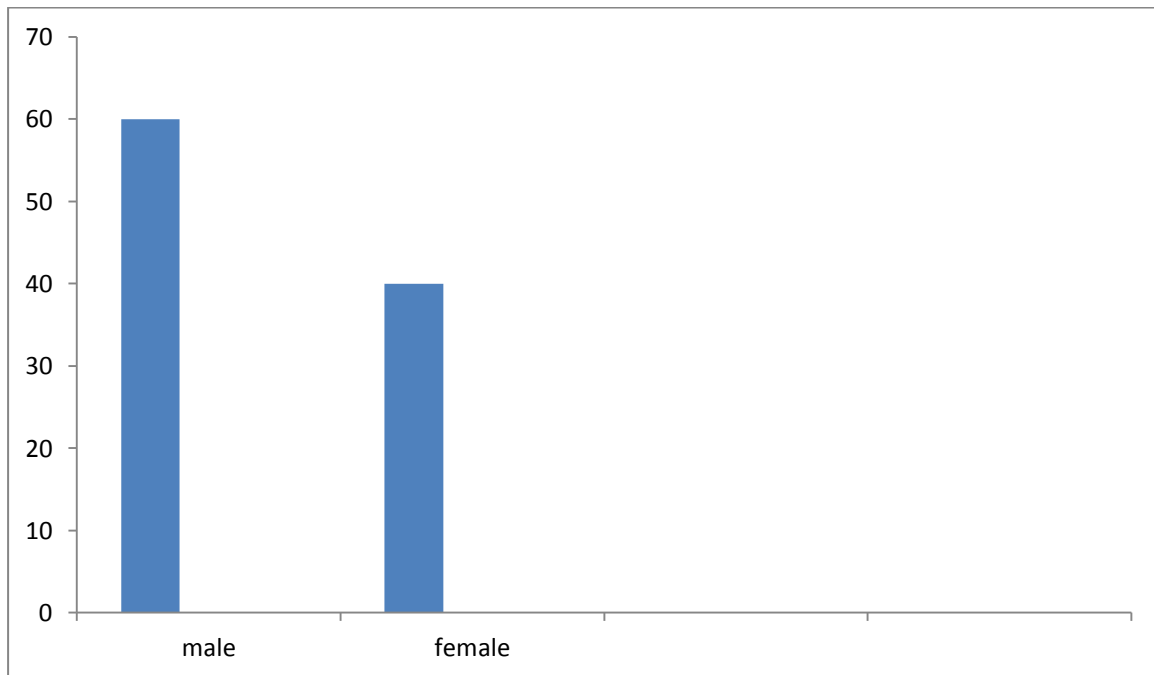
**Table 4.1 :**

<b>S L NO</b>	<b>Particulars</b>	<b>NO of respondents</b>	<b>Per (%)</b>
1	Male	60	60
2	Female	40	40
	<b>Total</b>	100	100

### **Analysis:**

Analysis indicates that maximum respondents are males followed by female.

**Graph 4.1:**



**Interpretation:**

Above graph clearly states that, most of the respondents are male followed by the female.

## Length of service

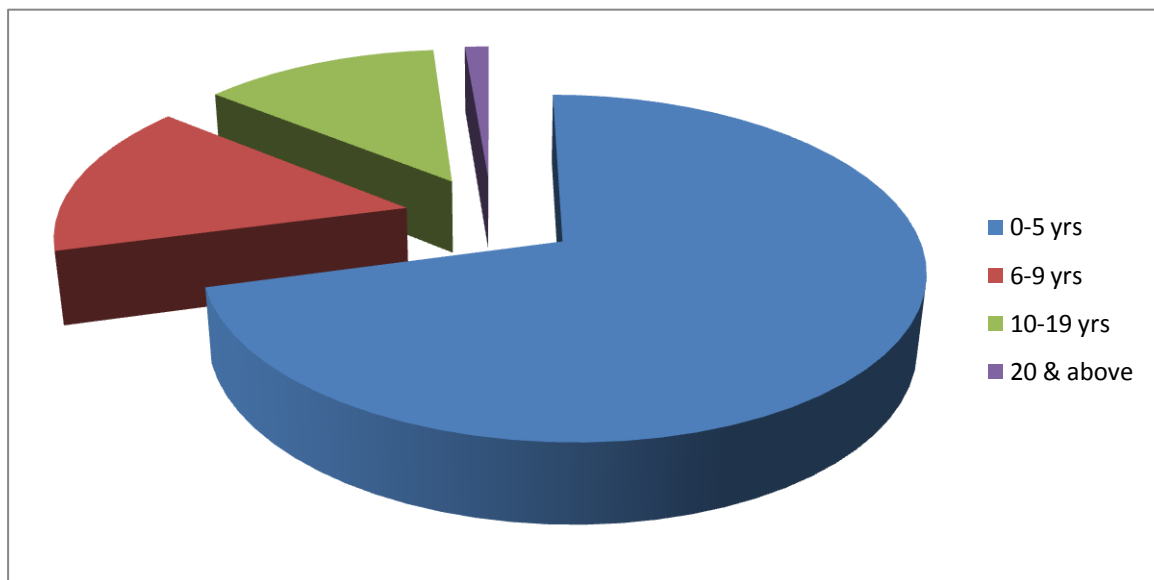
**Table 4.2:**

S L NO	Particulars	NO of respondents	Per (%)
1	0-5yrs	66	66
2	6-9yrs	14	14
3	10-19yrs	12	12
4	20 & above	8	8
	<b>Total</b>	100	100

### Analysis:

From the Table above, it shows that most of them have been served between 0-5 years and between 20 & above the percentage of length of service is minimum.

**Graph 4.2**



### Interpretation:

From the graph above, it shows that most of them have been served between 0-5 years and between 20 & above the percentage of length of service is minimum.

### Have you heard about time management before?

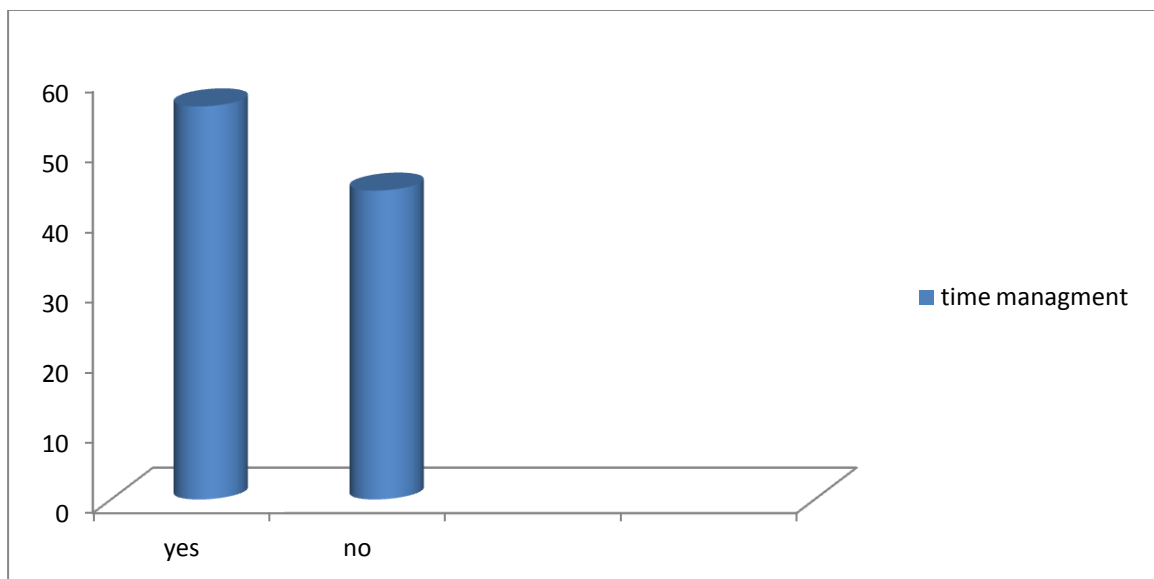
Table 4.3:

S L NO	Particulars	NO of respondents	Per (%)
1	Yes	56	56
2	No	44	44
	<b>Total</b>	100	100

#### Analysis:

It indicates 56 (56%) of the respondents were having the knowledge about the time management and 44 (44%) says they are not aware Of time management much.

Graph 4.3:



#### Interpretation:

From the graph above, it shows that 56 (56%) of the respondents were having the knowledge about the time management and 44 (44%) says they are not aware Of time management much.



**Do you think you require powerful time administration in your company?**

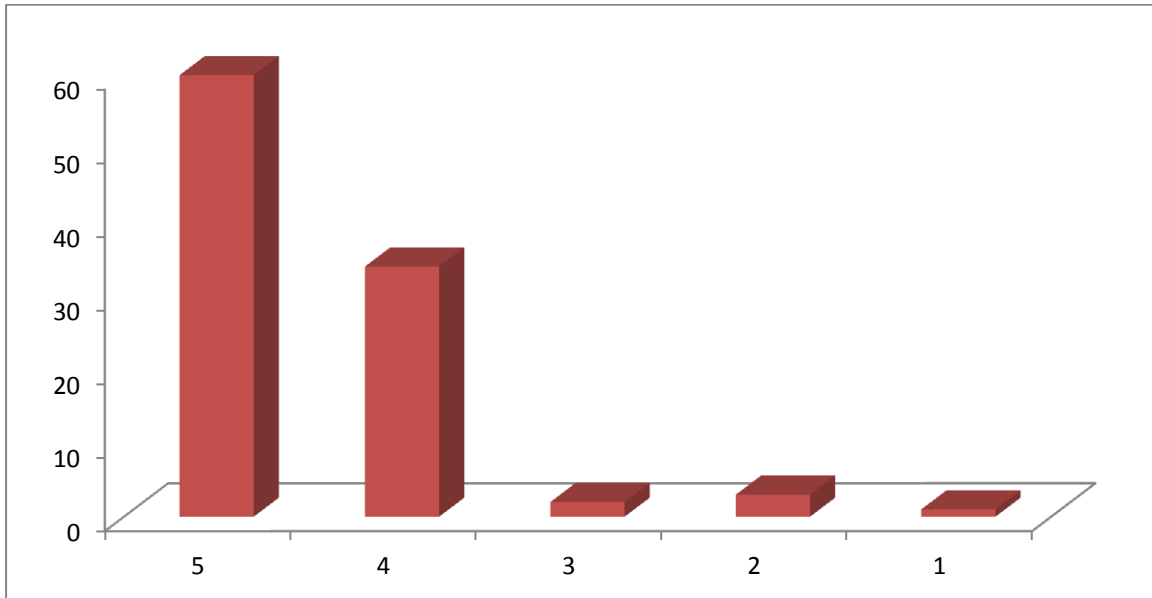
**Table 4.4:**

<b>S L NO</b>	<b>Particulars</b>	<b>NO of respondents</b>	<b>Per (%)</b>
1	SA	60	60
2	A	34	34
3	UD	2	2
4	DA	3	3
5	SDA	1	1
	<b>Total</b>	100	100

**Analysis:**

Table indicates maximum respondents SA they need effective time management in the organization as it can help to achieve the set goals and hardly 1% have disagreed to the statement.

**Graph 4.4:**



**Interpretation:**

Interpretation is maximum respondents SA they need effective time management in the organization as it can help to achieve the set goals and hardly 1% have disagreed to the statement.

**Has effective time management been helpful in the accomplishment of your set goals?**

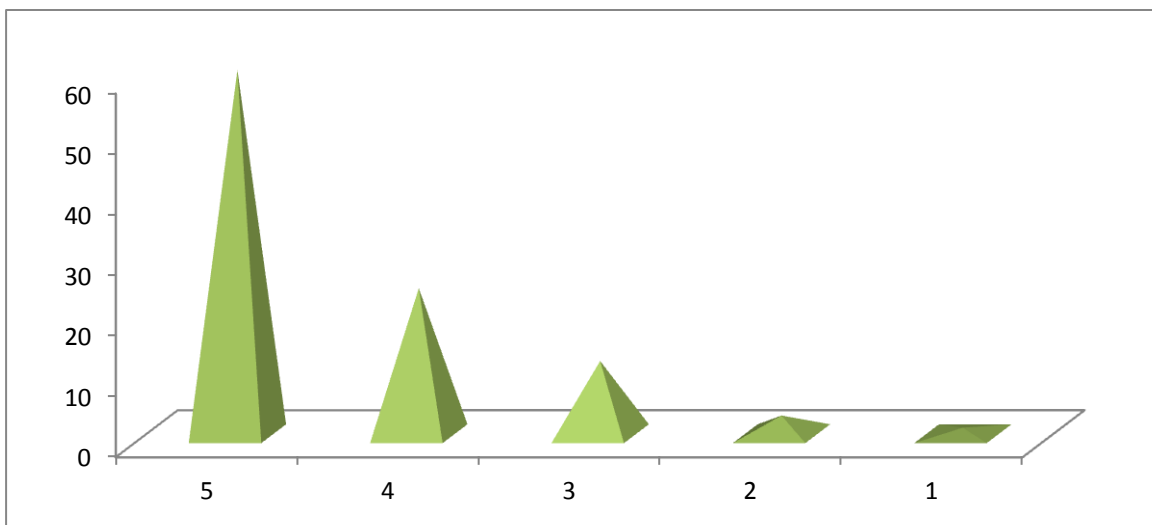
**Table 4.5:**

S L NO	Particulars	NO of respondents	Per (%)
1	SA	60	60
2	A	24	24
3	UD	12	12
4	DA	4	4
5	SDA	0	0
	<b>Total</b>	100	100

**Analysis:**

Respondents have been SA that organization set goals can be achieved through the effective time management.

**Graph 4.5:**



**Interpretation:**

Respondents have been SA that organization set goals can be achieved through the effective time management.

**Do you concur that viable time management enhances to finish the work inside stipulated time?**

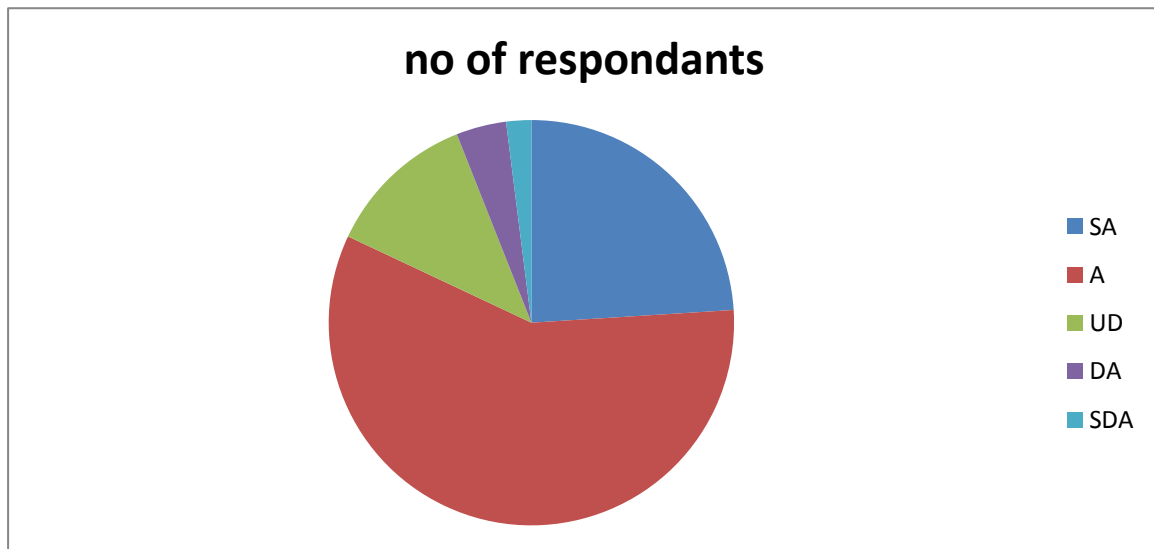
**Table 4.6:**

S L NO	Particulars	NO of respondents	Per (%)
1	SA	24	24
2	A	58	58
3	UD	12	12
4	DA	4	4
5	SDA	2	2
	<b>Total</b>	100	100

**Analysis:**

Respondents agreed that viable time management enhances to finish the work inside stipulated time as 58% respondents reacted positively for statement.

**Graph 4.6:**



**Interpretation:**

Respondents agreed that viable time management enhances to finish the work inside stipulated time as 58% respondents reacted positively for statement.

**Do you concur that the sort of targets set in your organization decides height of organizational performance?**

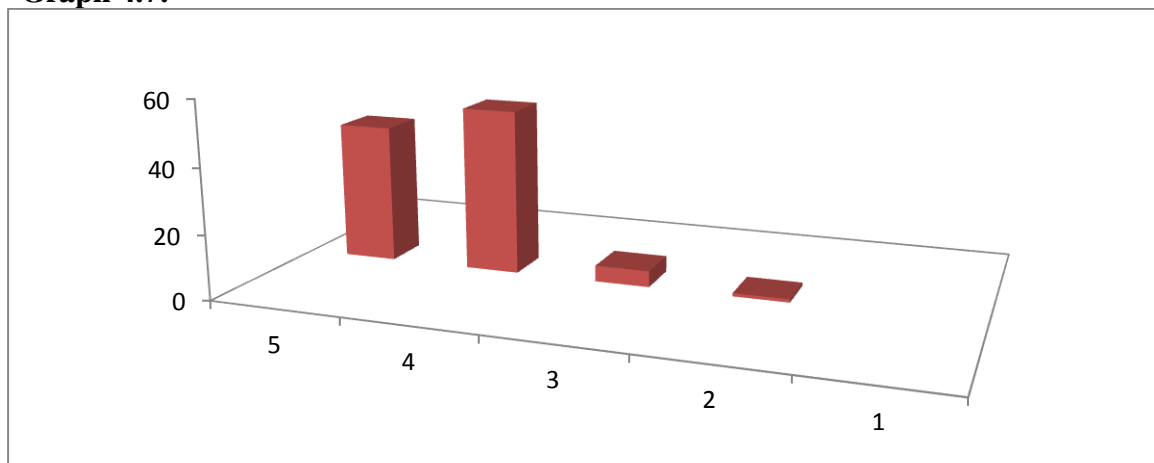
**Table 4.7:**

S L NO	Particulars	NO of respondents	Per (%)
1	SA	43	43
2	A	51	51
3	UD	5	5
4	DA	1	1
5	SDA	0	0
	<b>Total</b>	100	100

**Analysis:**

Majority of respondents A that targets set in your organization decides height of organizational performance.

**Graph 4.7:**



**Interpretation:**

Majority of respondents A that targets set in your organization decides height of organizational performance.

**Is your association execution vulnerable to or influenced by poor time administration?**

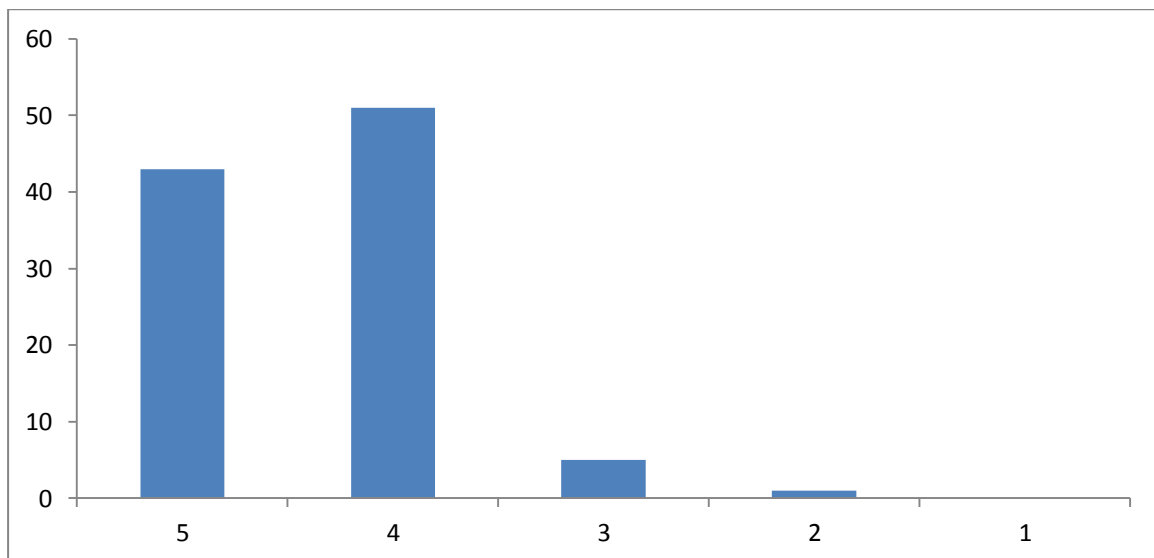
**Table 4.8:**

S L NO	Particulars	NO of respondents	Per (%)
1	SA	43	43
2	A	51	51
3	UD	5	5
4	DA	1	1
5	SDA	0	0
	<b>Total</b>	100	100

**Analysis:**

Around 51% A for the statement that association execution vulnerable is influenced by poor time administration.

**Graph 4.8:**



**Interpretation:**

Around 51% A for the statement that association execution vulnerable is influenced by poor time administration.

**Do you concur that when wasteful staffs are saved shortcomings are limited and performance will make strides?**

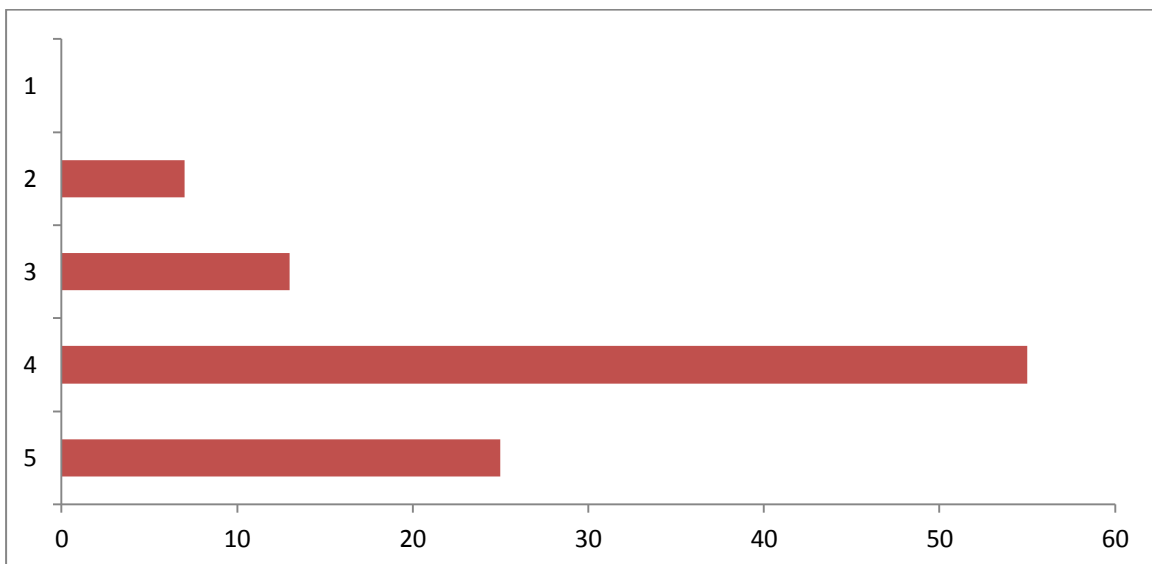
**Table 4.9:**

S L NO	Particulars	NO of respondents	Per (%)
1	SA	25	25
2	A	55	55
3	UD	13	13
4	DA	7	7
5	SDA	0	0
	<b>Total</b>	100	100

**Analysis:**

Respondents says & concur that wasteful staffs are one who is affecting perfromabce of organization which is overcome by minimizing shortcomings of staffs.

**Table 4.9 :**



**Interpretation:**

Respondents says & concur that wasteful staffs are one who is affecting perfromabce of organization which is overcome by minimizing shortcomings of staffs.

**Do you figure successful time management will expand your company performance?**

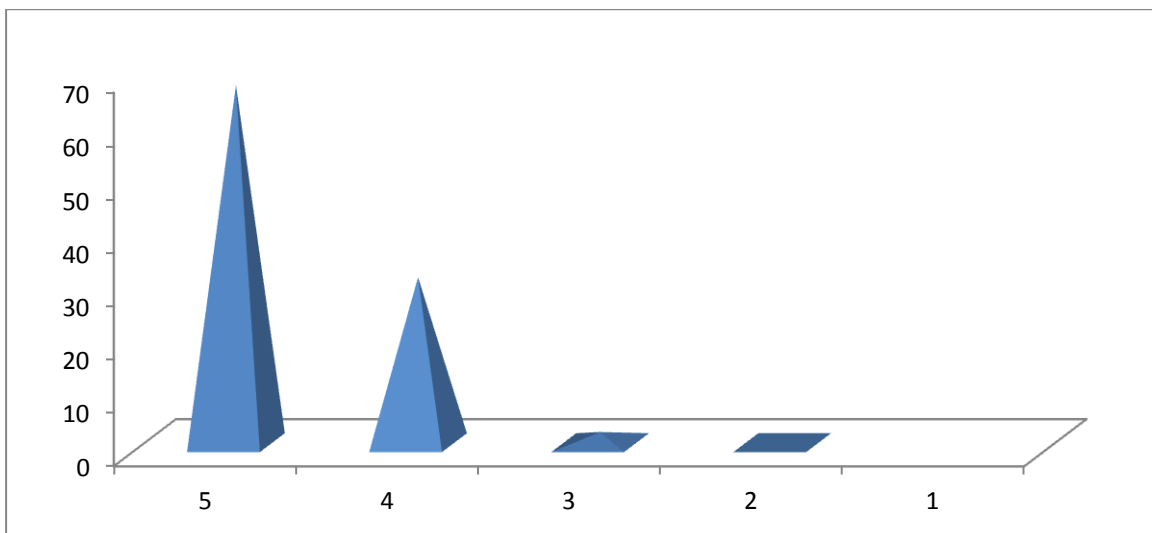
**Table 4.10:**

S L NO	Particulars	NO of respondents	Per (%)
1	SA	67	67
2	A	31	31
3	UD	2	2
4	DA	0	0
5	SDA	0	0
	<b>Total</b>	100	100

**Analysis :**

Respondents SA that organization’s performance can be increased by following the effective time management.

**Graph 4.10:**



**Interpretation :**

Respondents SA that organization’s performance can be increased by following the effective time management.



**Does the administration of your organization hold classes on time managamment?**

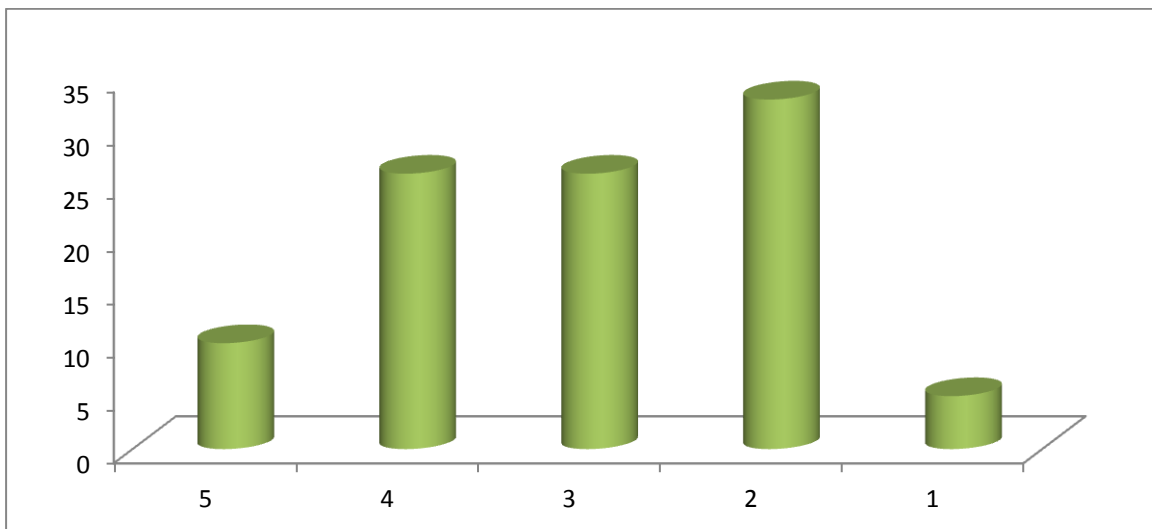
**Table 4.11:**

S L NO	Particulars	NO of respondents	Per (%)
1	SA	10	10
2	A	26	26
3	UD	26	26
4	DA	33	33
5	SDA	5	5
	<b>Total</b>	100	100

**Analysis:**

From the responses, we can analyze management is not holding seminars on time because greater percentage of the respondents DA for statement.

**Graph 4.11:**



**Interpretation:**

From the responses, we can interpret that management is not holding seminars on time because greater percentage of the respondents DA for statement.

**Has a few specialists been laid off in light of poor time administration?**

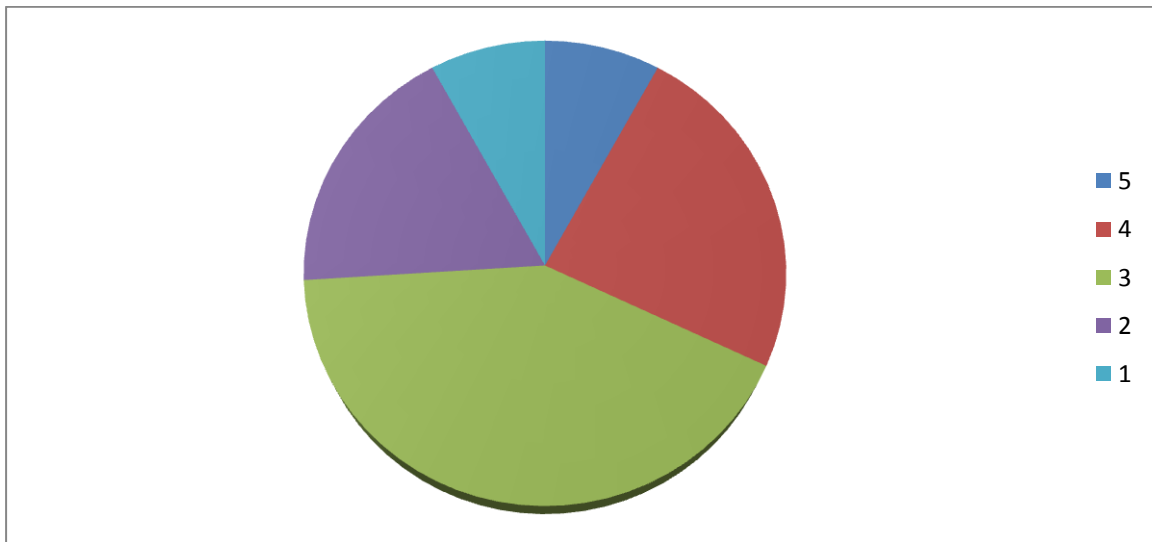
**Table 4.12:**

S L NO	Particulars	NO of respondents	Per (%)
1	SA	8	8
2	A	24	24
3	UD	42	42
4	DA	18	18
5	SDA	8	8
	<b>Total</b>	100	100

**Analysis:**

Statement is UD whether specialists been laid off in light of poor time administration as majority respondents are unable to judge it.

**Graph 4.12:**



**Interpretation:**

Statement is UD whether specialists been laid off in light of poor time administration as majority respondents are unable to judge it.

**Has time management being useful in the expansion of your efficiency?**

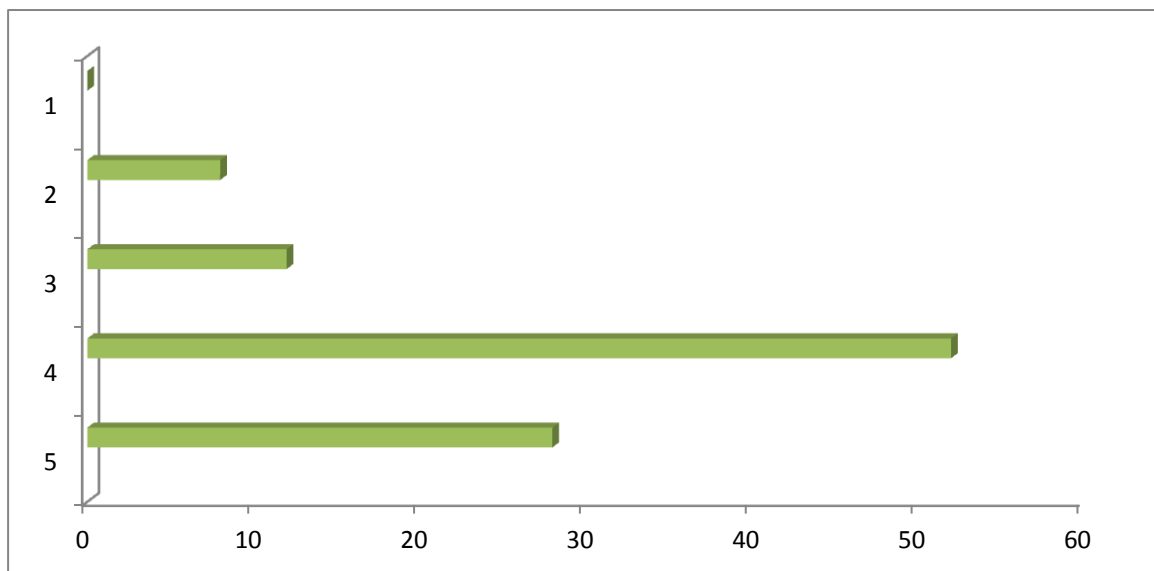
**Table 4.13:**

S L NO	Particulars	NO of respondents	Per (%)
1	SA	28	28
2	A	52	52
3	UD	12	12
4	DA	8	8
5	SDA	0	0
	<b>Total</b>	100	100

**Analysis:**

From the table above, it shows that efficiency has been increased as maximum respondents A for statmenet.

**Graph 4.13:**



**Interpretation:**

From the graph above, it shows that efficiency has been increased as maximum respondents A for statmenet.

### Has time administration being useful in your own life?

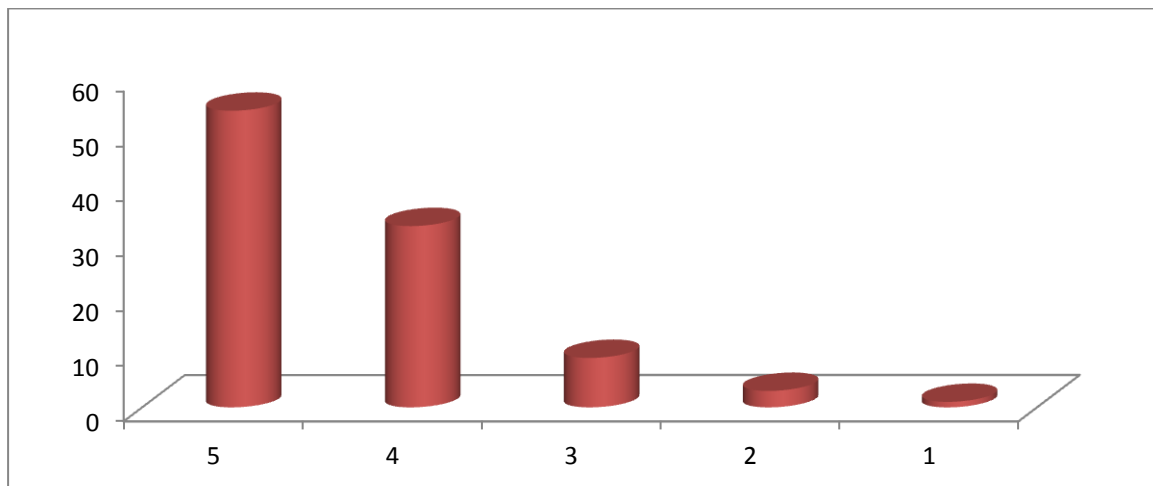
**Table 4.14:**

S L NO	Particulars	NO of respondents	Per (%)
1	SA	54	54
2	A	33	33
3	UD	9	9
4	A	3	3
5	DA	1	1
	<b>Total</b>	100	100

#### **Analysis:**

From the table above, we can analyze that the respondents has strongly agreed that in their personal life time management is playing a prominent role.

**Graph 4.14:**



#### **Interpretation:**

From the graph above, we can interpret that the respondents has strongly agreed that in their personal life time management is playing a prominent role.

**Is it accurate to say that you are truly in help of compelling time management in your company?**

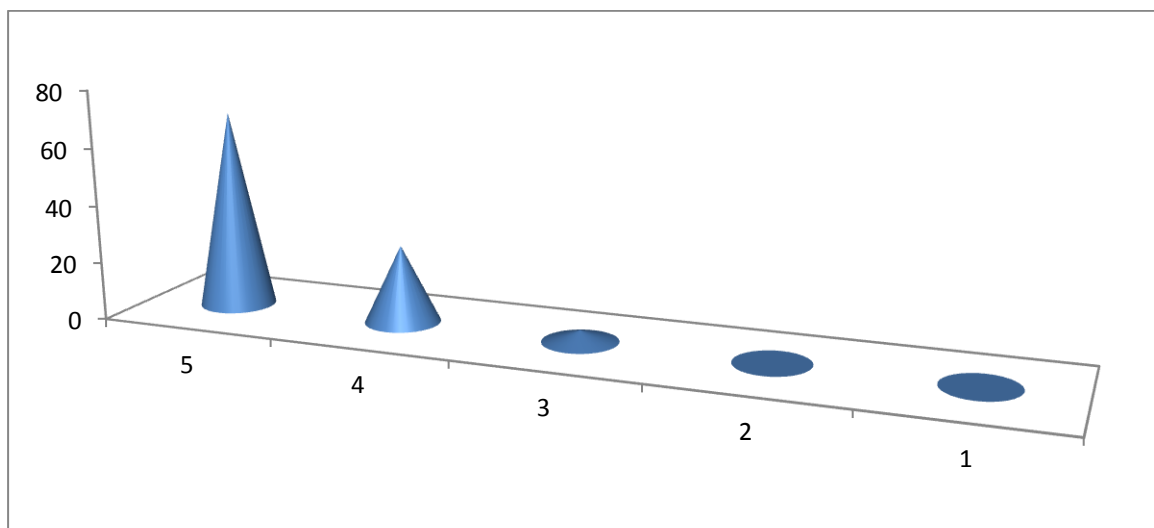
**Table 4.15 :**

<b>S L NO</b>	<b>Particulars</b>	<b>NO of respondents</b>	<b>Per (%)</b>
1	SA	69	69
2	A	27	27
3	UD	4	4
4	DA	0	0
5	SDA	0	0
	<b>Total</b>	100	100

**Analysis:**

Majority of the respondents are truly in help of compelling time management in their company

**Graph 4.15 :**



**Interpretation:**

Majority of the respondents are truly in help of compelling time management in their company

**Could powerful time managemnt have negative impact on performance?**

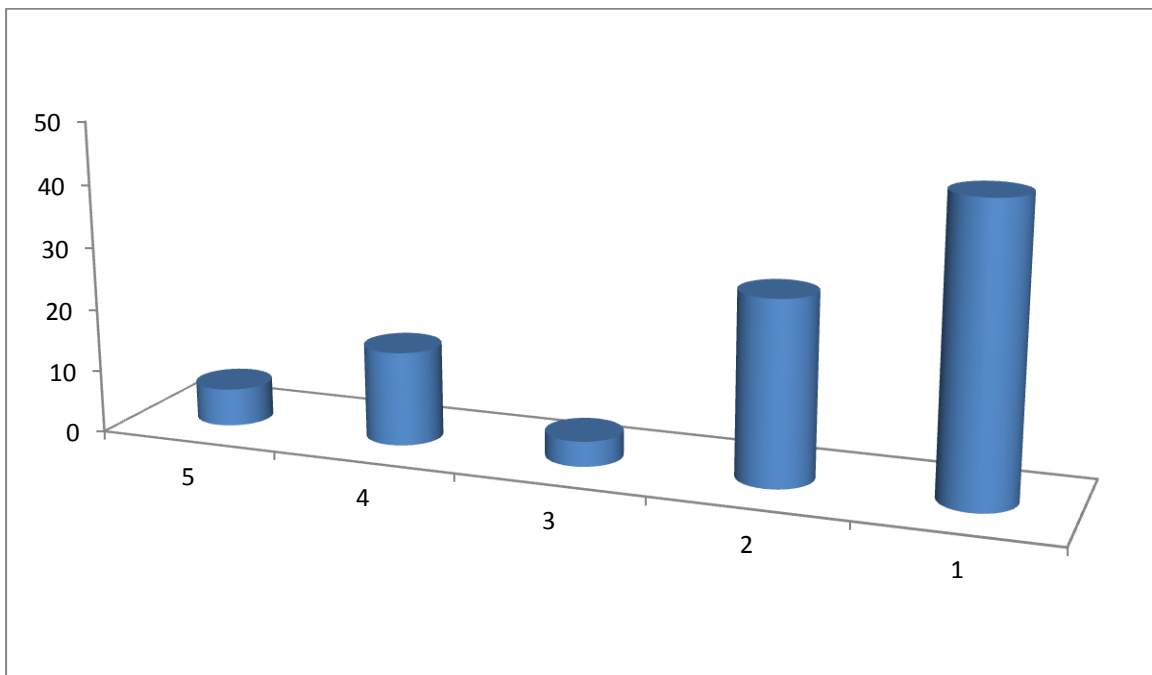
**Table 4.16:**

<b>S L NO</b>	<b>Particulars</b>	<b>NO of respondents</b>	<b>Per (%)</b>
1	SA	6	6
2	A	15	15
3	UD	4	4
4	DA	29	29
5	SDA	46	46
	<b>Total</b>	<b>100</b>	<b>100</b>

**Analysis:**

We can analyze as time management has no negative affect on performance of organization as majority of respondents SD for the given statement.

**Graph 4.16:**



**Interpretation:**

We can interpret as time management has no negative affect on performance of organization as majority of respondents SD for the given statement.

**Do you consider need time management would one say one is of the issues influencing performance of organization?**

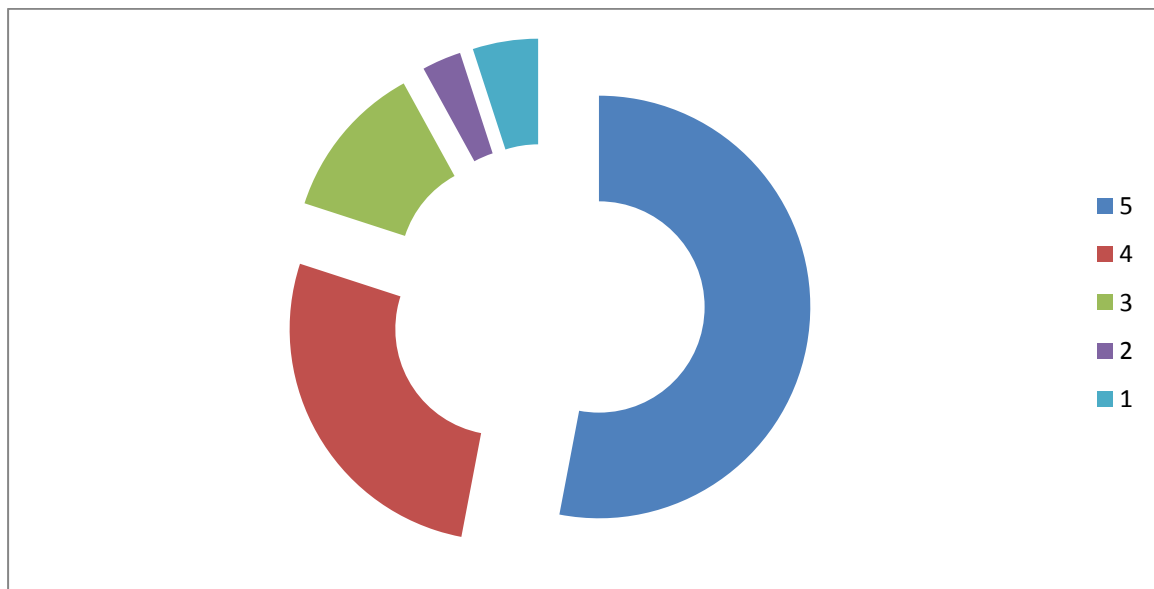
**Table 4.17:**

S L NO	Particulars	NO of respondents	Per (%)
1	SA	53	53
2	A	27	27
3	UD	12	12
4	DA	3	3
5	SDA	5	5
	<b>Total</b>	100	100

**Analysis:**

Majority i.e 58 (58%) SA to the statement, time management is one of the issue in the company because of which the performance of the company might be affected.

**Graph 4.17:**



**Interpretation:**

Majority i.e 58 (58%) SA to the statement, time management is one of the issue in the company because of which the performance of the company might be affected.



**Will evading issue individuals (troublesome individuals) help in dealing in maintaining your time?**

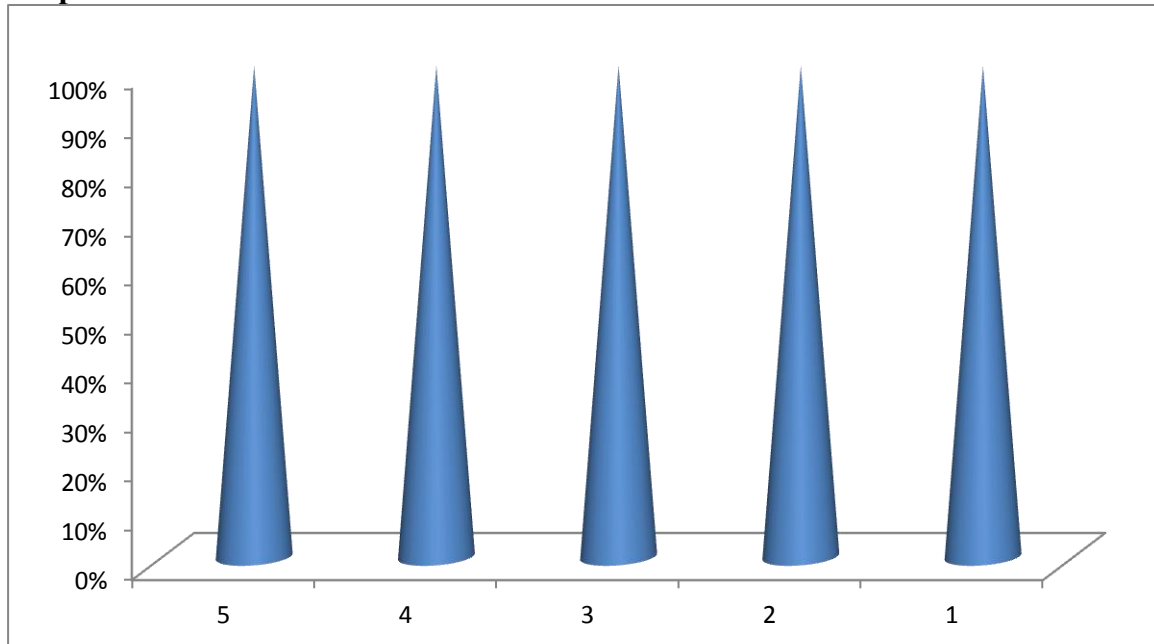
**Table 18:**

S L NO	Particulars	NO of respondents	Per (%)
1	SA	26	26
2	A	50	50
3	UD	14	14
4	DA	7	7
5	SDA	3	3
	<b>Total</b>	100	100

**Analysis:**

Majority responses indicate troubling individuals will be waste of time if we avoid it will helpful in maintain their time.

**Graph 18:**



**Interpretation:**

Majority responses indicate troubling individuals will be waste of time if we avoid it will helpful in maintain their time.

**Can influencing a day by day rundown of your exercises to deal with your work time?**

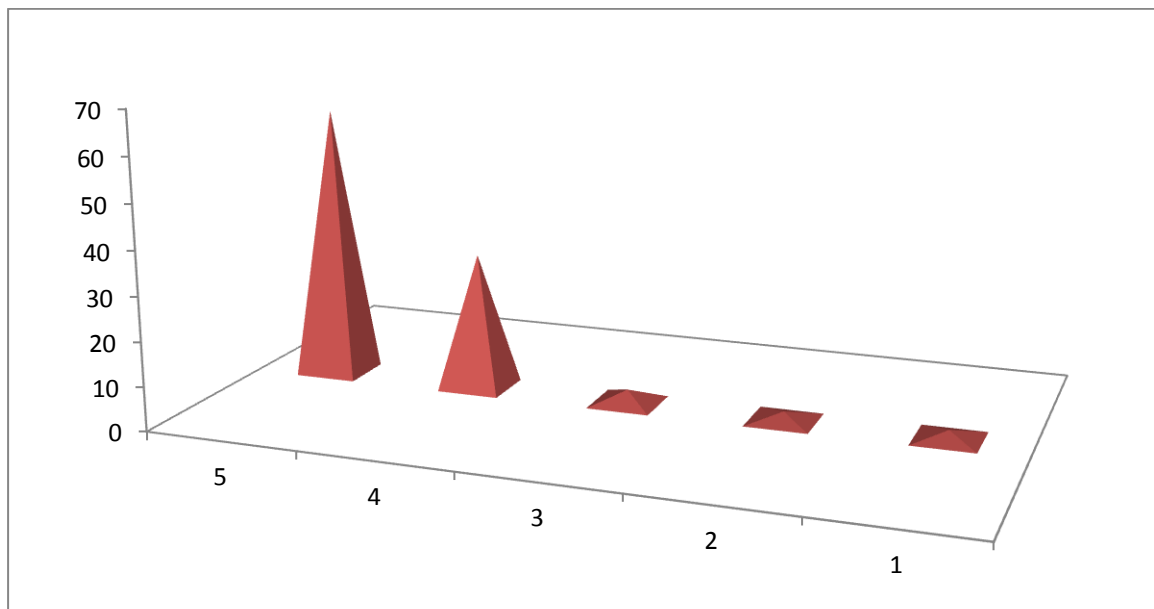
**Table 4.19:**

S L NO	Particulars	NO of respondents	Per (%)
1	SA	62	62
2	A	31	31
3	UD	3	3
4	DA	2	2
5	SDA	2	2
	<b>Total</b>	100	100

**Analysis:**

Maximum respondents SA saying rundown of their exercises helps to deal with their work time.

**Graph 4.19:**



**Interpretation:**

Maximum respondents SA saying rundown of their exercises helps to deal with their work time.

**Are there punishments for poor time administration in your company?**

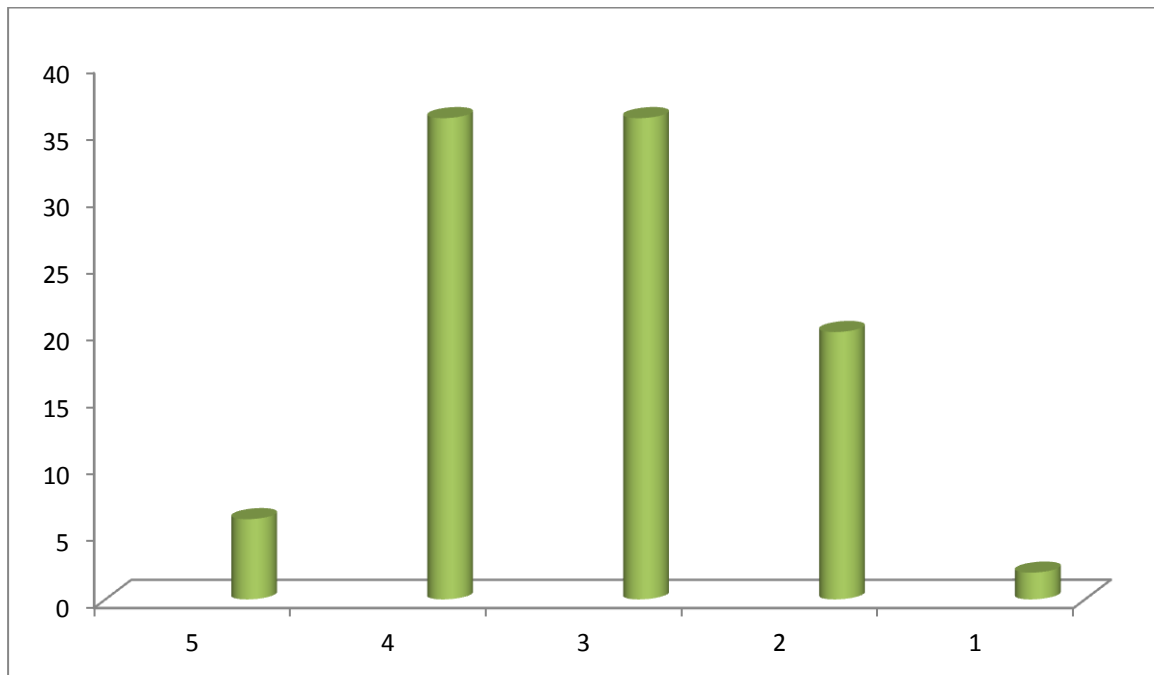
**Table 4.20:**

<b>S L NO</b>	<b>Particulars</b>	<b>NO of respondents</b>	<b>Per (%)</b>
1	SA	6	6
2	A	36	36
3	UD	36	36
4	DA	20	20
5	SDA	2	2
	<b>Total</b>	<b>100</b>	<b>100</b>

**Analysis:**

Maximum respondents A, UD hence punishment might be or might not be given in the company for poor time administration.

**Graph 4.20:**



**Interpretation:**

Maximum respondents A, UD hence punishments might be or might not be given in their company for poor time administration.

### Planning is key in effective time management?

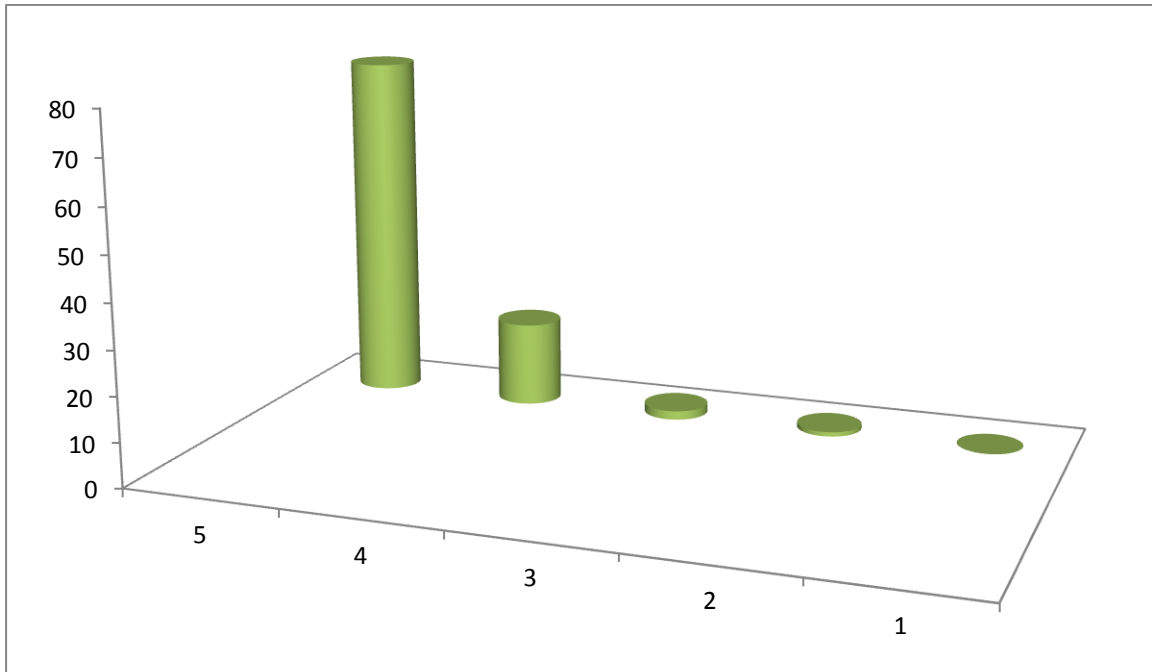
**Table 4.21:**

<b>S L NO</b>	<b>Particulars</b>	<b>NO of respondents</b>	<b>Per (%)</b>
1	SA	78	78
2	A	19	19
3	UD	2	2
4	DA	1	1
5	SDA	0	0
	<b>Total</b>	<b>100</b>	<b>100</b>

#### **Analysis:**

Statement can be analyzed as planning plays a prominent role to administer , to accomplish desired tasks & to achieve objectives of set goals.

**Graph 4.21:**



**Interpretation:**

Statement can be interpreted as planning plays a prominent role to administer , to accomplish desired tasks & to achieve objectives of set goals.

**Is time management the main determinant for performance in company?**

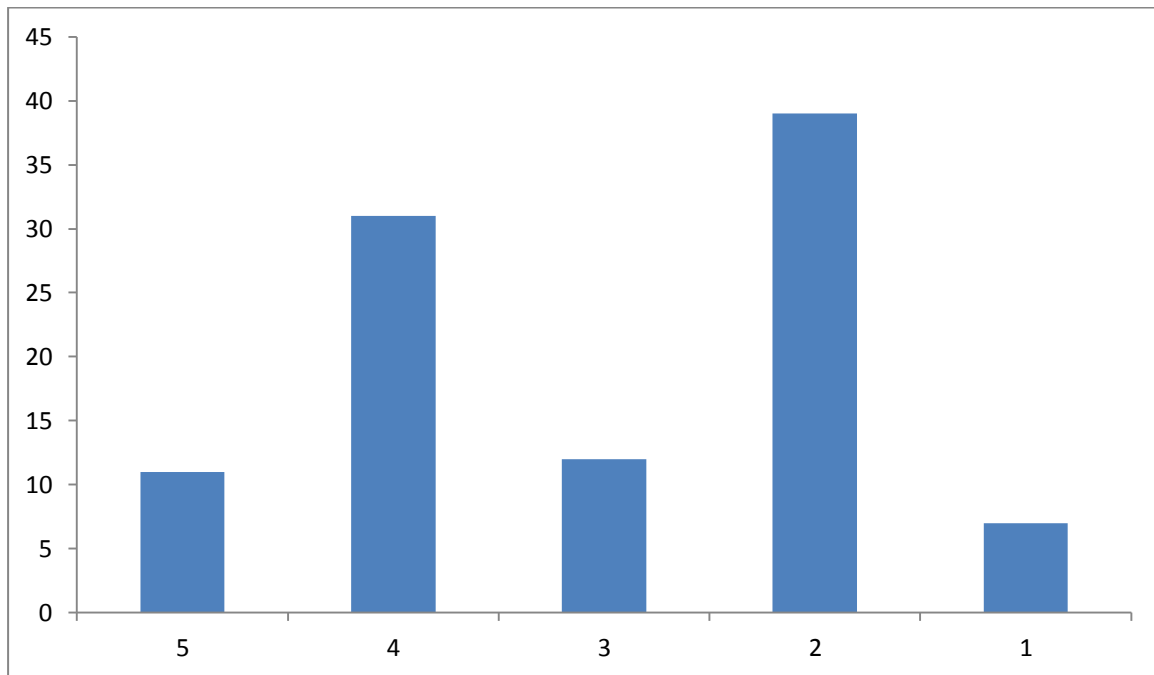
**Table 4.22.**

<b>S L NO</b>	<b>Particulars</b>	<b>NO of respondents</b>	<b>Per (%)</b>
1	SA	11	11
2	A	31	31
3	UD	12	12
4	DA	39	39
5	SDA	7	7
	<b>Total</b>	100	100

**Analysis:**

As majority of respondents DA for statements we analyze that time management is not only tool to decide performance of company.

**Graph 4.22:**



**Interpretation:**

As majority of respondents DA for statements we interpret that time mangment is not only tool to decide performance of comapny.



**Regardless of whether organization thoroughly understand time management yet at the same time not set it in motion.**

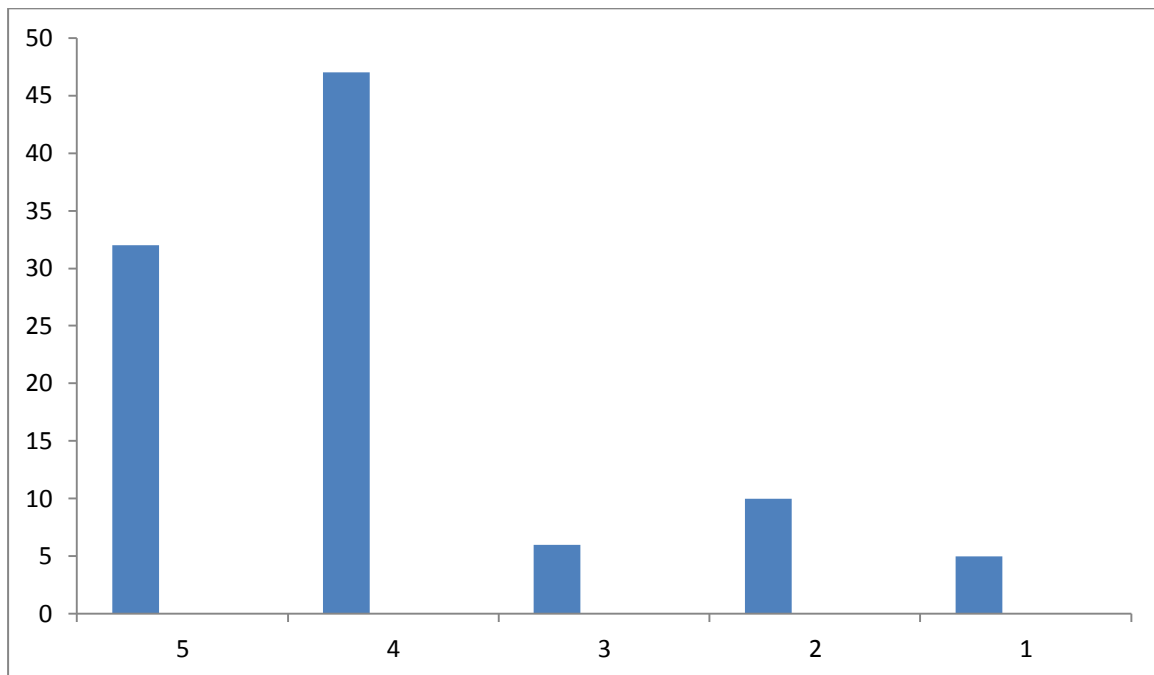
**Table 4.23:**

<b>S L NO</b>	<b>Particulars</b>	<b>NO of respondents</b>	<b>Per (%)</b>
1	SA	32	32
2	A	47	47
3	UD	6	6
4	DA	10	10
5	SDA	5	5
	<b>Total</b>	<b>100</b>	<b>100</b>

**Analysis:**

Though the company knows & understand regarding importance of time management still it is not putting it in motion.

**Graph 4.23:**



**Interpretation:**

Though the company knows & understand regarding importance of time management still it is not putting it in motion.

**Do you take action to minimise interruptions or intrusions during your work time?**

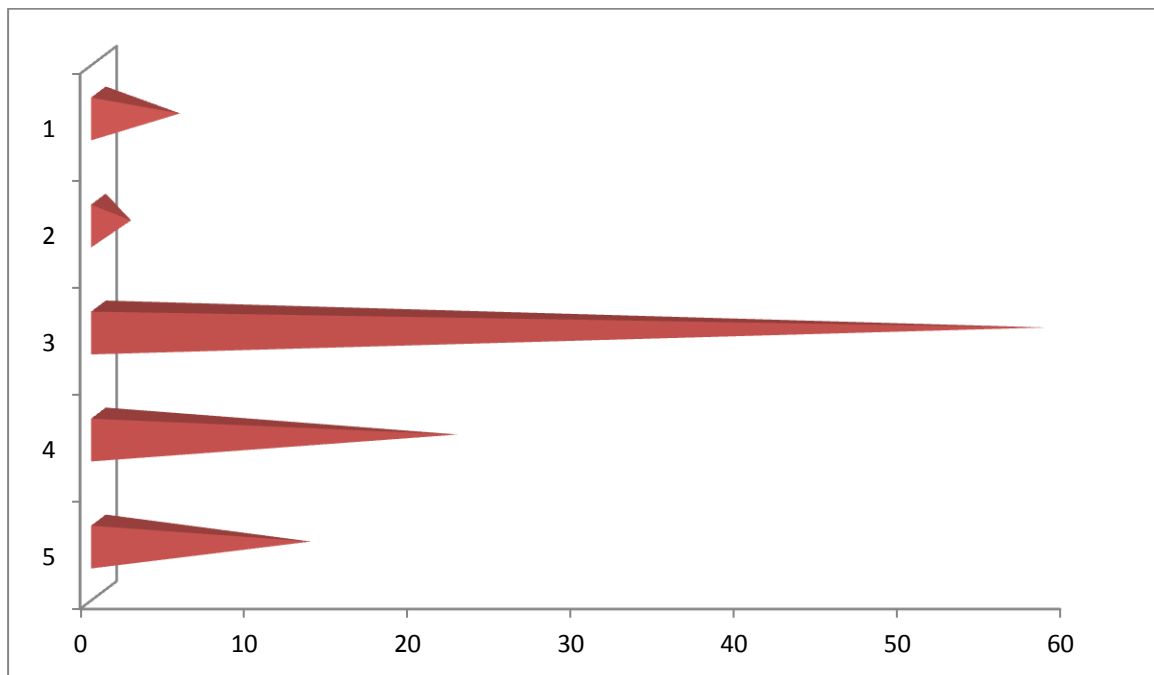
**Table 4.24:**

<b>S L NO</b>	<b>Particulars</b>	<b>NO of respondents</b>	<b>Per (%)</b>
1	SA	13	13
2	A	22	22
3	UD	58	58
4	DA	2	2
5	SDA	5	5
	<b>Total</b>	100	100

**Analysis:**

Maximum of respondents are not able to decide whether they will be taking any measures to avoid interruptions during working hours.

**Graph 4.24 :**



**Interpretation:**

Maximum of respondents are not able to decide whether they will be taking any measures to avoid interruptions during working hours.

**Are you able to ensure uninterrupted periods for planning, report writing, etc to improve your performance?**

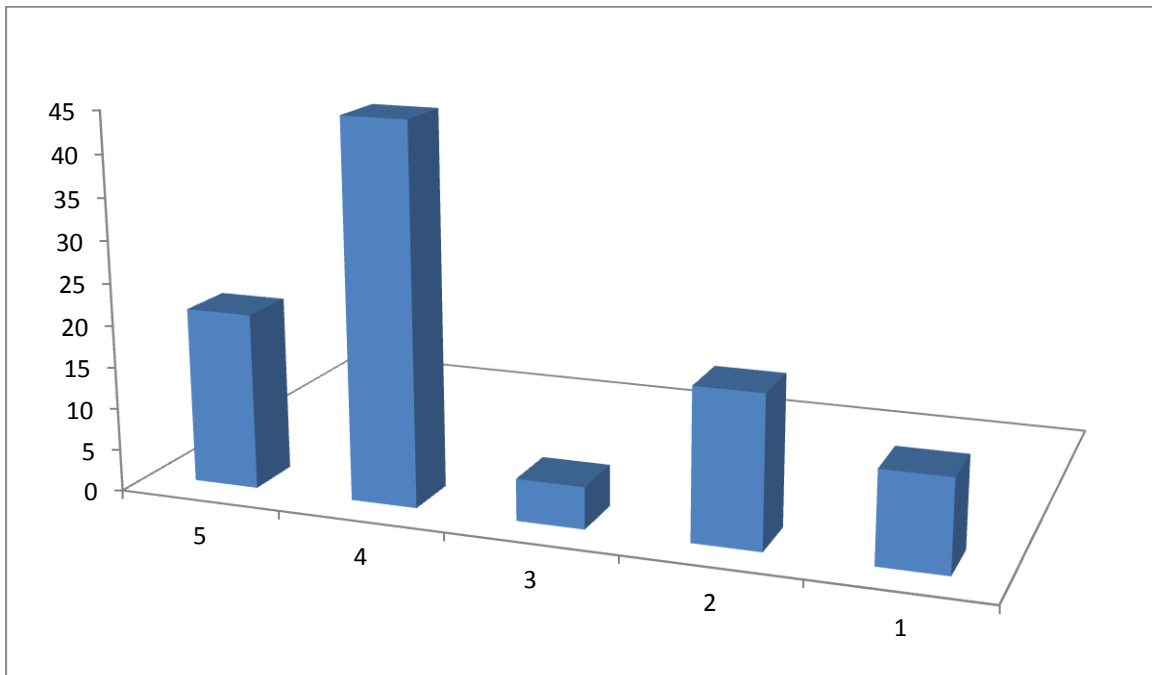
**Table 4.25:**

<b>S L NO</b>	<b>Particulars</b>	<b>NO of respondents</b>	<b>Per (%)</b>
1	SA	21	21
2	A	45	45
3	UD	5	5
4	DA	18	18
5	SDA	11	11
	<b>Total</b>	<b>100</b>	<b>100</b>

**Analysis:**

Most of the respondents agreed that they are utilizing their free time in activities like planning , report writing which will helps in improving their performance & efficiency.

**Graph 4.25: Improvement of performance by planning and report writing**



**Interpretation:**

Most of the respondents agreed that they are utilizing their free time in activities like planning , report writing which will helps in improving their performance & efficiency.

## CHAPTER 5

### Summary of Findings, Conclusion and Suggestions

#### 5.1 Findings

- All employees willingly participate in the project study by disclosing their names and they have required maturity and experience to give the response in the questionnaire with interview.
- All the workers feel happy because the company is recognizing and appreciating the performance of employees.  
All the employees are happy with their leaders and they are learning the best leadership quality from their leaders.
- The company is using a democratic style which encourages the employee to take part in each and every aspect.
- Most of the employees are satisfied with the decision making.
- All the employees are happy with the working environment of the company.
- Most of the employees are satisfied with the concern of the organization towards employees.
- It is revealed that the employees will get interest in work only when they are satisfied with their work.
- The study shows the development of a friendly relationship with peers brings enhancement in their work-related areas. Most of the respondents are very much satisfied with their training program.
- The employees are happy with the motivation program provided in the organization.
- Most of the respondents have revealed that hard work is recognized and appreciated but would like promotions the most.

## 5.2 Conclusions

- As per the study it can be concluded that the company is commercially successful and it is one of the leading companies in hydraulics.
- The employees are the heart of the company and to retain them in their present jobs a number of welfare measures have to be adopted and in that direction suggestions have to be given.
- The factory has implemented all the statutory health and safety a measure which has helped the factory to preserve. It is precious labour resource which in turn will help to achieve factory goals.
- The workers are also happy and satisfied with health and safety measures implemented in the factory and manifest their loyalty and commitment to the factory.
- At the beginning of the study there were two hypothesis:  
Hypothesis H a1 was:  
**H a1:** There is positive relation between completing the work within stipulated time and achieving set goals.

The researcher did a correlation analysis between completing work within stipulated time with achieving set goals. The result of the correlation was a significant positive **0.79**. This implies that at Dynamatic Hydraulics a division of dynamitic Technologies Ltd the more people work within the time budgeted the more likely (0.79) it would be that they achieve their target.

**H b1:** There is positive relation between Planning time and achieving set goals

The researcher did a correlation analysis between planning of work and achievement of set goals. The result of the correlation test was a significant positive **0.84**. This implies that at Dynamatic Hydraulics a division of dynamitic Technologies Ltd the better the planning the more likely (0.84), would it be that they achieve their target.



### 5.3 Suggestions/ Recommendations

- The organization should start encouraging the fresher's or new coming employees.
- The new vision and mission include the commitment of the employees and view the organization as a profit making one in the future. The top management has to drive this commitment in to lower levels of their organizations.
- Stress management should be given much more importance. It is better for an organization to conduct programs like employer's day, cultural day etc. These will help employees to actively participate and also maintain a good interaction with other people in the organization.
- The provision of library or reading room in any organization is of great importance as it can help in increasing awareness in employees towards cultivating a habit of reading and reduces idleness.
- The company has to improve encouraging the employees. So the confidence level of employees will increase.
- The company should provide a games room with indoor games like chess, T.T , carom etc to its employees so that they can relax in their leisure hours.
- Maintaining good relation between workman and , management.
- Company has to pay festival allowances to the employees at the time of occasion.
- Responsibility assigned to an employee should be clearly projected to him so to understand his contribution to the objective. Each and every employee should be explained where he is and make it mandatory decision when required.

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## ANEXURES

Dear Respondent,

I am Shweta B student of IV SEM MBA studying in Acharya Institute of Technology. I am entitled to undergo project on “Effectiveness of time management” in Dynamic Technologies Ltd.

Kindly provide your responses by answering :

SA : Strongly Agree

A : Agree

UD : Undecided

DA : Disagree

SDA : Strongly Disagree

1. Gender Male ( ) Female ( )

2. Length of service

(a) 0-5 yrs ( ) (b) 6-9 yrs ( ) (c) 10-19 yrs ( ) (d) 20-29 yrs ( ) (e) 30 & above ( )

3. Have you heard about time management before?

5. SA ( ) 4. A ( ) 3. UD ( ) 4. DA ( ) 1. SDA ( )

4. Do you think you require powerful time administration in your company?

5. SA ( ) 4. A ( ) 3. UD ( ) 4. DA ( ) 1. SDA ( )

5. Has effective time management been helpful in the accomplishment of your set goals?

5. SA ( ) 4. A ( ) 3. UD ( ) 4. DA ( ) 1. SDA ( )

6. Do you concur that viable time management enhances to finish the work inside stipulated time?

5. SA ( ) 4. A ( ) 3. UD ( ) 4. DA ( ) 1. SDA ( )

7. Do you concur that the sort of targets set in your organization decides height of organizational performance?

5. SA ( ) 4. A ( ) 3. UD ( ) 4. DA ( ) 1. SDA ( )

8. Is your association execution vulnerable to or influenced by poor time administration?

5. SA ( ) 4. A ( ) 3. UD ( ) 4. DA ( ) 1. SDA ( )

5. SA ( ) 4. A ( ) 3. UD ( ) 4. DA ( ) 1. SDA ( )

9. Do you concur that when wasteful staffs are saved shortcomings are limited and performance will make strides?

5. SA ( ) 4. A ( ) 3. UD ( ) 4. DA ( ) 1. SDA ( )

10. Do you figure successful time management will expand your company performance?  
5. SA() 4. A () 3. UD () 4. DA () 1. SDA()
11. Does the administration of your organization hold classes on time management?  
5. SA() 4. A () 3. UD () 4. DA () 1. SDA()
12. Has a few specialists been laid off in light of poor time administration?  
5. SA() 4. A () 3. UD () 4. DA () 1. SDA()
13. Has time management being useful in the expansion of your efficiency?  
5. SA() 4. A () 3. UD () 4. DA () 1. SDA()
14. Has time administration being useful in your own life?  
5. SA() 4. A () 3. UD () 4. DA () 1. SDA()
15. Is it accurate to say that you are truly in help of compelling time management in your company?  
5. SA() 4. A () 3. UD () 4. DA () 1. SDA()
16. Could powerful time management have negative impact on performance?  
5. SA() 4. A () 3. UD () 4. DA () 1. SDA()
17. Do you consider need time management would one say one is of the issues influencing performance of organization?  
5. SA() 4. A () 3. UD () 4. DA () 1. SDA()
18. Will evading issue individuals (troublesome individuals) help in dealing in maintaining your time?  
5. SA() 4. A () 3. UD () 4. DA () 1. SDA()
19. Can influencing a day by day rundown of your exercises to deal with your work time?  
5. SA() 4. A () 3. UD () 4. DA () 1. SDA()
20. Are there punishments for poor time administration in your company?  
5. SA() 4. A () 3. UD () 4. DA () 1. SDA()
21. Planning is key in effective time management?  
5. SA() 4. A () 3. UD () 4. DA () 1. SDA()
22. Is time management the main determinant for performance in company?  
5. SA() 4. A () 3. UD () 4. DA () 1. SDA()
23. Regardless of whether organization thoroughly understand time management yet at the same time not set it in motion.  
5. SA() 4. A () 3. UD () 4. DA () 1. SDA()
24. Do you take action to minimize interruptions or intrusions during your work time?  
5. SA() 4. A () 3. UD () 4. DA () 1. SDA()
25. Are you able to ensure uninterrupted periods for planning, report writing, etc to improve your performance?  
5. SA() 4. A () 3. UD () 4. DA () 1. SDA()

Respondent	Q5. Set Goals 5= SA 4=A 3=UD 2=D 1=SDA	Q6. within Stipulated time 5= SA 4=A 3=UD 2=DA 1=SDA	Q 21. Planning 5= SA 4=A 3=UD 2=DA 1=SDA
1	5	5	5
2	5	4	5
3	5	5	5
4	5	5	5
5	4	5	5
6	3	1	5
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8	4	4	4
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100	5	4	5



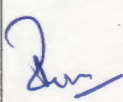
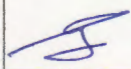
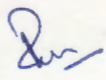

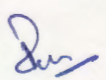

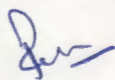
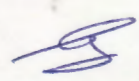
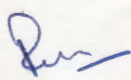
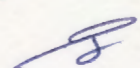
ACHARYA INSTITUTE OF TECHNOLOGY  
DEPARTMENT OF MBA  
INTERNSHIP WEEKLY REPORT  
(16MBAPR407)

Name of the Student: Shweta B  
Internal Guide: Prof. Kisholoy gupta  
USN No: 1AY16MBA76  
Specialization: FHR

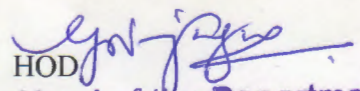
Title of the Project: Effectiveness of time management  
Company Name: Dynamatic Technologies LTD  
Company Address: DYNAMATIC TECHNOLOGIES LTD, Dynamatic park, Peenya  
Bangalore

Week	Work undertaken	External Guide Signature	Internal Guide Signature
15-01-18 to 20-01-18	Orientation with the company. Collection of secondary data relating to industry and organization.		1 
22-01-18 to 27-01-18	Orientation with functional department of the organization and detailed study of department.		2 
29-01-18 to 03-02-18	Finalization of problem area of the study and finalization of research objectives and methodology.		3 
05-02-18 to 10-02-18	Finalization of data collection questionnaire instruments and formats. Etc...		4 
12-02-18 to 17-02-18	Collection of primary data from the restaurants by administrating the questionnaire.		5 



19-02-18 to 24-02-18	Discussion with the external guide and internal guide. Formation of hypothesis. Classification and analysis of collected data.		6 
26-02-18 to 03-03-18	Compilation of research data and interpretation of data.		7 
05-03-18 to 10-03-18	Data analysis and Finalization Of report.		8 
12-03-18 to 17-03-18	Finalization of project report and approval of draft by company and college guide.		9 
19-03-18 to 24-03-18	Report submission to the Institution.		10 



  
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