

PROJECT REPORT (17MBAPR407)

“A STUDY ON RECRUITMENT AND SELECTION” AT KARNATAKA AGRO
CHEMICALS, BENGALURU

BY

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Submitted to

VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELAGAVI



In partial fulfilment of the requirements for the award of the degree of
MASTER OF BUSINESS ADMINISTRATION
Under the guidance of

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Date: 16.02.2019


TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Ms. Abhitha R**, USN NO:1AY17MBA01 II Year MBA Student of Acharya Institute of Technology, Soladevanahalli, Bangalore. Successfully Completed her Project Work on "**Recruitment & Selection – A Study With reference to Karnataka Agro Chemicals**" from 03.01.2019 to 16.02.2019.

During this period, we found her to be sincere & hardworking.

We wish her all the best.

for Karnataka Agro Chemicals.,


Ravi Kumar S
Manager – HR & Admin.



Mfrs. of: **multiplex** Multi Micro Nutrients

Branches: Baroda, Bathinda, Bhubaneshwar, Bangalore, Ghaziabad, Guwahati, Hyderabad, Hissar, Indore, Jaipur, Jabalpur, Kurnool, Kolkata, Kashipur, Lucknow, Patna, Pune, Raipur, Ranchi, Siliguri, Sriganaganagar, Trichy.

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Date: 23/03/2019

CERTIFICATE

This is to certify that **Ms. Abhitha R** bearing **USN 1AY17MBA01** is a bonafide student of Master of Business Administration course of the Institute 2017-19 batch, affiliated to Visvesvaraya Technological University, Belagavi. Project report on **"A Study on Recruitment & Selection at Karnataka Agro Chemicals, Bengaluru"** is prepared by her under the guidance of **Dr. M M Bagali**, in partial fulfillment of the requirements for the award of the degree of Master of Business Administration, Visvesvaraya Technological University, Belagavi, Karnataka.

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DECLARATION

I, **Abhitha R**, hereby declare that the Project report entitled "A STUDY ON RECRUITMENT AND SELECTION" at "KARNATAKA AGRO CHEMICALS", Bengaluru prepared by me under the guidance of Dr. M M Bagali, Head of the department, M.B.A, Acharya institute of Technology and external assistance by **Mr. Majunatha M, Executive Human Resources**. 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, Belagavi. I have undergone a summer project for a period of Six 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: Bengaluru
Date: 08/04/2019


Signature of the student

ACKNOWLEDEMENT

I wish to express my sincere thanks to our respected Principal, **Dr. Prakash M R**, beloved Dean-Academics, **Dr. Devarajaiah R M**, and deep sense of gratitude to **Dr. M M Bagali**, HOD, Acharya Institute of Technology, Bengaluru for their kind support and encouragement in completion of the Project Report.

I would like to thank **Dr. M M Bagali**, Head of the Department, MBA, Acharya Institute of Technology, Bengaluru and external guide **Mr. Majunatha M**, Executive Human Resources, Karnataka Agro Chemicals, Bengaluru, who gave me golden opportunity to do this wonderful Project in the esteemed organization, which helped me to learn various concepts.

Finally, I express my sincere thanks to my Parents, Friends and all the Staff of MBA department of AIT for their valuable suggestions in completing this Project Report.

Place: Bengaluru

Date: 08/04/2019

Name: Abhitha R

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EXECUTIVE SUMMARY

A project titled "Study on Recruitment and Selection at Karnataka Agro Chemicals". The success of an organization depends heavily on the people who work there. An organization cannot progress and succeed without positive and creative contributions from people. Therefore, in order to achieve the goals of the organization, it is necessary to hire people with the necessary qualifications, skills and experience. In doing so, you need to follow to the current and future requirements of your organization.

Recruitment is a very important factor in increasing the profitability or business development as recruitment helps in choosing the suitable candidates for the available vacancies.

The main purpose of doing this research is to understand the process of recruitment and selection that takes place in an organization. This survey was conducted to analyze recruiting and selected positions within the organization. Chapter 1 deals with introductions, literature reviews, methodologies, etc. Chapter 2 deals with company profiles, industry profiles, missions, visions, etc. The Human Resources department is responsible for the activities related to recruitment, selection, etc.

As the result of the study obtaining the result of analysis, some suggestions to improve the recruitment and selection has also be provided

CHAPTER-1

INTRODUCTION

1.1: INTRODUCTION:

Karnataka Agro Chemicals Private Limited was founded in 1974. The company produces and supplies fertilizers and pesticides. It Provides the single and multi-micro nutrients, organic manures, bio fertilizers and pesticides, wetting agents, plant growth promoters, plant bioactivators, pesticides, seeds, and sprayers, as well as zinc sulphate for farmers of Karnataka and Andhra Pradesh. The company also offers soil and plant testing data, fertilizer testing, confirmation of affected plant samples, pesticide recommendations, soil and plant stem testing based on field or farm visits or consultations, fertilizer and fertilizer recommendations Landscape and Secondary Test micronutrient sample. The products are used to improve the growth, development, and yield of fields, fruits, plantations, and horticultural crops. The company offers its products through a network of dealers and distributors, as well as supplies to farmers. It is one of India's exporters of major nutrients, micronutrients, organic fertilizers, biofertilizers, biopesticides and bioactivators.

1.2: INDUSTRY PROFILE:

India's agricultural sector is still the backbone of the country's economy, accounting for about 15% of the country's Gross Domestic product. About 58% of rural households depend on agriculture as their essential methods for living. India right now encourages about 17.84% of the total population, with 2.4% land assets and 4.0% water assets. It is likewise noticed that around 15-25% of the potential harvest creation is lost because of irritations, weeds and infections. In order to ensure the safety of food and nutrition in the country, it is necessary to rise the amount and value of agricultural production in response to the increasing population and the fluctuating demand for high quality food.

Karnataka Agrochemicals play an important role in improving post-harvest productivity and crop production. They are weakened to the prescribed portion and connected to seeds, soil, water system water and yields to keep harm from insects, weeds and sicknesses. Bug sprays are the biggest sub-section of pesticides with a piece of the pie of 60%, while herbicides with a piece of the pie of 16% are the quickest developing fragment in India.

Using pesticides can reduce the loss of crops caused by insect attack and improve crop productivity by 25 to 50%. Therefore, chemicals for crop protection also very important to ensure the safety of food and nutrition. Therefore, pesticides are the most appropriate and

reliable solution in the current situation to remove crop productivity, yields or harmful organisms. Agrochemicals are substances that are produced complete chemical /biochemical procedures. They include dynamic ingredients in clear concentrations with other substances to improve performance and increase the wellbeing of crops. Contrasted with the past, the natural and toxicological properties of these chemicals have expanded significantly. The examination is not powerful, but it is aimed at improving the chemicals specific to the requested process, but it does not affect the earth in some other manner.

Pesticides can be classified into five main types:

Insecticides: Insecticides protect crops from insects by killing insects or stopping them. They help control the pest populations below the desired sea level.

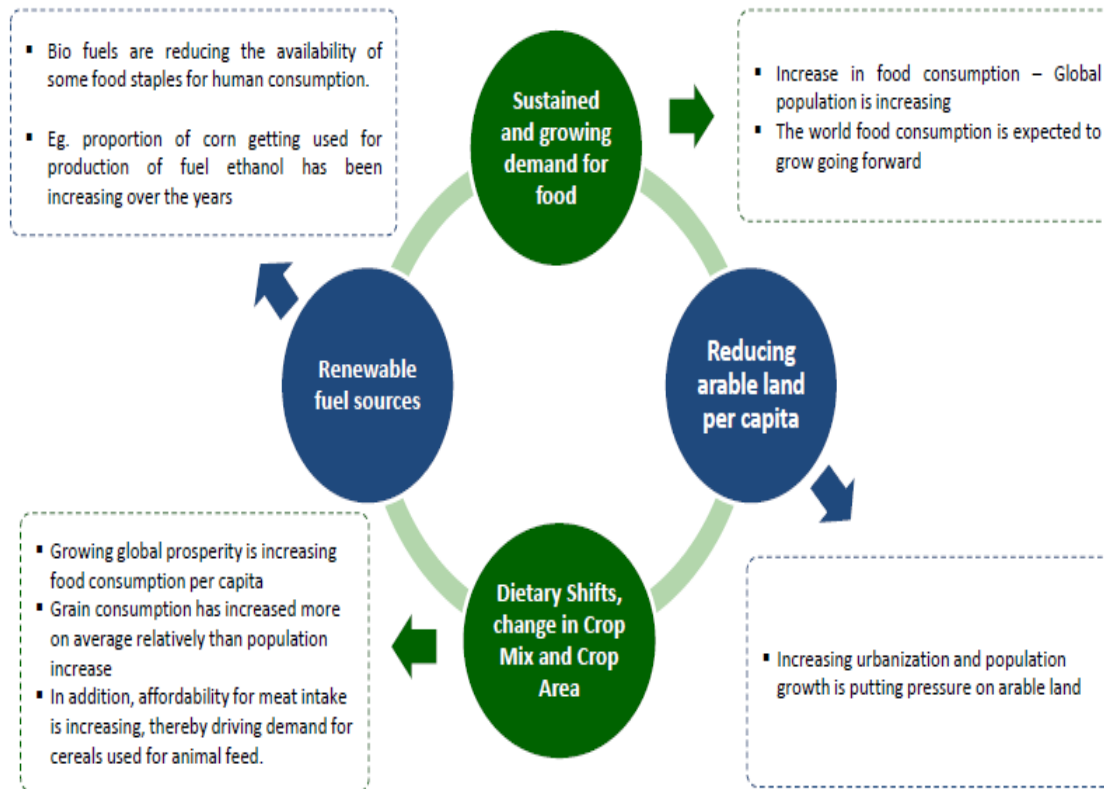
Fungicides: Fungicides can protect crops from fungal attack and kill both types of protesters. Protectors prevent or inhibit fungal growth and control pests.

Herbicides: Herbicides, otherwise called weedicides, are used to kill unwanted plants. They can be both particular and non-specific.

Bio-pesticides: Bio-pesticides is another age crop security item produced using regular materials, for example, plants, creatures, microscopic organisms and explicit minerals. They are naturally well disposed and simple to utilize. Less doses are required for a similar act contrasted with synthetically based pesticides.

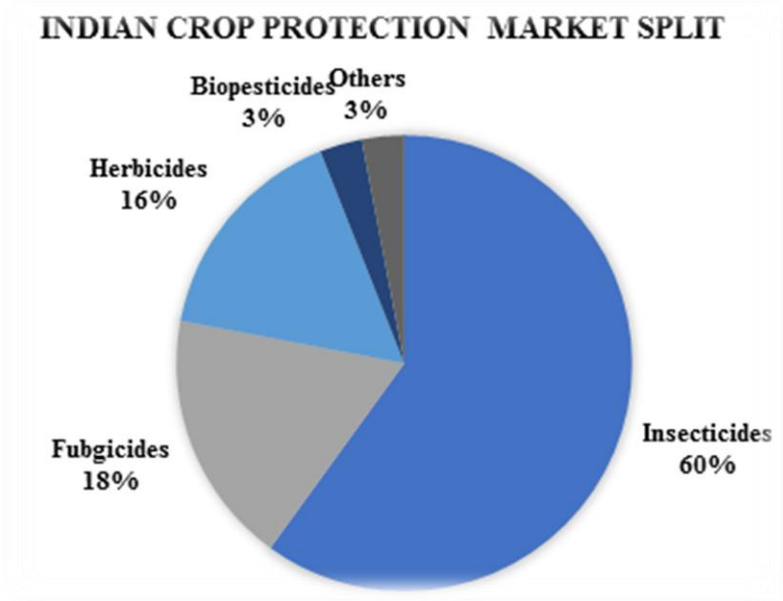
Others (Fumigants, Rodenticides, plant growth regulators etc.): A chemical substances that protect the attack of pests during storage of crops. Plant development controllers help control or change the plant development process and are usually utilized in cotton, rice and organic product.

Global Agriculture Industry overview:



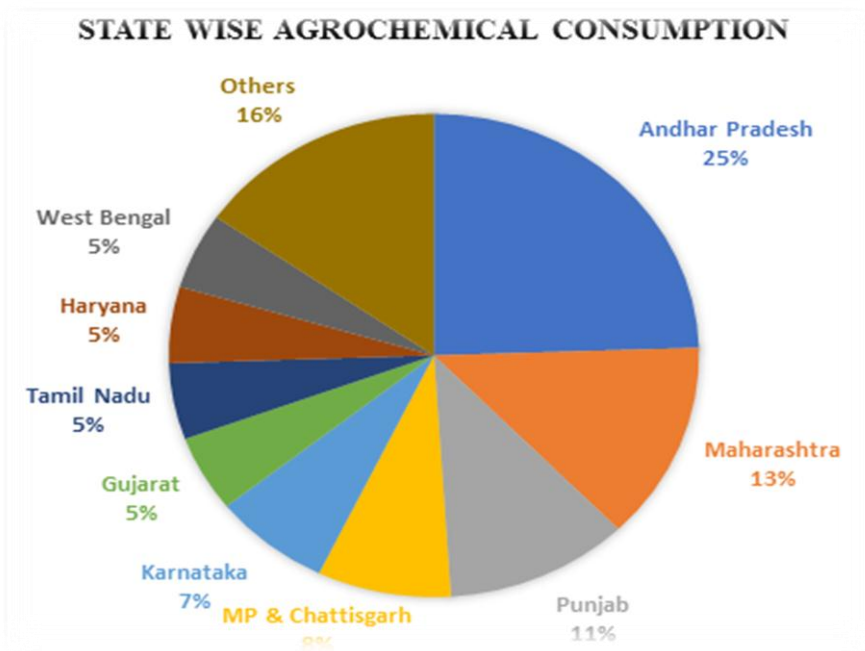
Indian crop protection market segmentation:

- India's crop protection market dominates insecticides, which account for about 60% of the national pesticide market. Its main uses are rice and cotton crops. It is used for cotton, rice and fruit.
- Fungicides and herbicides represent 18% and 16% of the all out pesticide advertise, separately, in the biggest development segments. As weeds develop in damp, warm climate and decrease in colder seasons, sales of herbicides are seasonal. Rice and wheat crops are the main applications of herbicides. The increase in labor shortages is a major growth factor for herbicides.
- Bio pesticides contain all biological materials that can be used to control harmful organisms. Currently, bio-pesticides account for only 3% of the Indian crop protection market. However, there is a great growth opportunity in this product segment because concerns about the safety and toxicity of pesticides, strict regulations and government support are growing.



State wise agrochemicals consumption:

Andhra Pradesh, Maharashtra, Punjab India accounts for 45% of pesticide consumption. Andhra Pradesh is a major consumer with a 21% piece of the pie. The best seven states represent over 70% of India's crop protection chemicals in India



1.3 COMPANY PROFILE:

PROFILE OF THE COMPANY:

Karnataka Agro Chemicals was founded in 1974 as a core company. After extensive and careful travel to identify crop patterns and soil profiles, Dr. G.P. Shetty was able to produce effective and results-oriented micronutrient products. The company has 20 branches and 8 branches.

The logo name "Multiplex" may be very popular among the farming community. Our technical expertise, experience, and excellence are a goodwill pile of merchandise from Framers, Dealers, and Distributors. The company's energy does not compromise with uncompromising products and unmatched ad networks.

BACKGROUND OF THE COMPANY:

Multiplex Group is one of the main producers and exporters of small-scale supplements, natural compost, bio manures, bio pesticides and bioactive specialists in Bangalore, India. All gathering organizations are ISO 9001 and ISO 14001 ensured. Both bio-manures and bio-pesticides are natural crude materials and are guaranteed by IMO (International Market Operator) Switzerland.

"MULTIPLEX" brand company products are extremely famous among the domestic farming network. We have items for practically all crops. Agriculture, farm crops, fruits and vegetables. This product has been verified and certified by different domestic agricultural research institutes and universities.

There are more than 20 researchers in the field of farming who have PhDs for the most part in this field and have broad research in the field. There are around 100 BSC. (Ag) and M.Sc. (Ag) Agents filling in as salespersons and field work force who give specialized administrations to the homestead network. Gathering items are sold through a showcasing system comprising of 22 branches and more than 600 or more states staff and appropriation chains are spreading all through the nation.

Multiplex Group has its "Interesting Distinction" to give all out arrangements in the field of farm and arts. The items are additionally traded to Japan, China, Egypt, Sri Lanka, Mauritius, Malaysia, Vietnam, UAE, Cyprus, Djibouti, Ethiopia (Africa), Bangladesh, Kenya etc.

The items are likewise sold to different national promoting farming industry, sugar processing plant, Karnataka government, Andhra Pradesh, Tamil Nadu, Jharkhand, Chattisgarh and Kashmir, MCF, ITC, UPL, CIPLA, NCCF, IARI India - Israel Projects and Other Highly Qualified Jammu Companies

The group is currently working on more than 12,000 acres of projects in together the Republic of Djibouti and Ethiopia.

In this structure, we recognize this famous project with the right mind. We operate and manage the entire agricultural management of Ethiopia Serofta in the United States.

In addition, the Republic of Djibouti has signed an MOU with the Multiplex Group of Companies to enter into a joint venture agreement to manage 1,25,000 acres of agricultural projects in Malawi, Africa.

In additional, the Republic of Djibouti has marked a MOU with the Multiplex Group of Companies to go into a joint venture agreement to oversee 1,25,000 sections of land of agriculture undertakings in Malawi, Africa.

DEPARTMENT OF THE COMPANY:

1. Human Resource
2. Finance
3. Marketing/Sales
4. Agricultural Technical Department
5. Information Technology
6. Branch Operations
7. Purchase
8. Logistics
9. Estate and Legal
10. Stores

Human Resource

- a) Recruitment
- b) Wage and Salary Administration

c) Industrial Relations (Statutory Compliances, Grievances Etc.)

d) Administration Works

e) Training and Development

a) Recruitment:

1. Selection process:

- Collect manpower requisition form from factory, branch manager and head office department heads.
- The manpower requisition forms will contain job description, education qualification and number of experiences required.
- After short listing, the selected applicants will be called for face to face interview.
- In the meeting the candidates will be screened based on 3 aspects:
 - Attitude
 - Skill
 - Knowledge
- Offer letter and expected date of joining is given.
- Induction training programme and welcome message is given to all the new employees.
- Issue of appointment letters to all the new employees.
- Joining formalities-check list.
- Based on the joining formalities collect documents.
- If management is satisfied then issue of confirmation letter.
 - If need to develop then extend probation period to 3 months.
 - If the execution of the new worker is not up to the mark/sufficient, issue pink slip.
- Increment is based on the performance.

2. Separation:

Separation of employees occurs when an employee's service is terminated for any reason.

Separation means deporting an employee from an organization.

Reasons:

- Violation of company's rules & regulations/misconduct.
- Nonperformance.

- Not achieving the target.
- Misuse of authorities.
- Frauds/bribery.
- Double employment.
- Spoiling work culture.
- Financial asset broken.
- Non-punctual.
- More repetitive mistakes.

3. Exit Formalities

- Any employees are free to resign/submit resignation.
- Issue warning letter/show cast notice.
- Give a leave notice for 2months notice period.
- Provide 2 months' salary & Provident fund.
- Gratuity.
- Reliving & full and final settlement.

4. Manpower Planning:

- The manpower planning is based on
- Season wise. (June-July, December)
- Product wise. (Quantity)
- Management will give manpower requirements department wise.
- For all the branches the marketing head will take approval from management.

5. Hiring

1. Temporary:

The heads of different department send mail to the HR requesting to create a post of the new joinee (e.g. Driver) and all the information of the new joinee will be given in the mail (e.g. name, address, blood group, state, post, salary, etc.). The HR (executive)

Will create a post in SAP (hiring temporary employee) and when the post is created, then a mail is sent back to the concerned branch that post is created.

2. Permanent:

It is same as temporary hiring process. The only difference is that the HR has to create 3more areas in SAP:

- ESI (Employee State Insurance)

- PF (Provided Fund)
- PT (Professional Tax)

6. Contract laboureres:

Contract laboureres are contracted for only supporting activities like machinery moving, cleaning, loading etc. they will be employed for not more than 230 days because if they cross 240 days of their employment, they can demand for permanent work. Be it any nature of work, they will be relieved after 230 days. The management will not directly deal with the contract laboureres but through contractors. And no supervision is required for these laboureres. Contract laboureres are not employed for manufacturing plant are more qualified according to the nature of the work.

b) Salary and wages administration

- Every month collect attendance from branch/factories.
- Update leaves and absent in SAP.
- Update new joinee details.
- Update left employees.
- Update any arrears payable.
- Update any loss of pay and absent.
- Update any TDS (Tax Deductable at source).
- If leave is taken from Saturday to Monday, except for the Head Office for all the branches Sunday will also be considered as leave and not a holiday. (Company Policy)
- After getting all the details from all branches/factories, deductions have to be made on:
 - Tax deductible at Source
 - Provident fund
 - Employee state insurance
 - Professional Tax
 - Loan repayment (if any)
 - EMI repayment & Fines
- After the deductions, Salary sheet is generated in SAP

c) Industrial Relations

An exempted employee means an employee who has applied for an exemption granted towards to Article 17, although the system or insurance scheme may be applicable in some

cases. However, even if the wages of workers under the same Act exceed the prescribed limits, they will continue to be compensated to the limit of the regulations. Not only can a new employee overdrive the wages of the regulations but he cannot be recruited, but once he has become a member of the fund: the company and the government will be reimbursed up to the wage of maintaining close ties with the agency.

They can be in the form of:

- ESI
- PF
- PT
- Labor department
- KSPCB
- Audit

d) Administration works

- Housekeeping
- Security
- Office requirements
- Events organization (dealer's meetings, business meetings, birthdays etc.)

e) Training and Development

- On the Job Training
- Off the job Training
- Induction
- Technical Training

2) FINANCE

- **Collection:** The main function of collection department is to collect the cash/cheque deposited by the customer either to the Head office bank or at the Branch A/c. Both the amounts will be exchanged to the Head Office Account.
- **Payments:** The payments will be done at two places
 - Vendors
 - Petty cash (staff requirements, other expenses)
- **Tax related:** VAT, Sales Tax.

HR related to finance:

HR prepares a salary sheet for Head Office and Branch.

- Head Office related salary will be given to Mrs. Saroja, who will check and give to the Finance Manager.
- After Verification and approval, the amount will be transferred and deposited to the bank.
- Branch related salary prepared by HR is given to the branch operation team. There are two types of employees: (1) Permanent, (2) Temporary.
- The permanent employees' salary is transferred to their respective bank accounts of their respective branches. And the temporary employees are paid through cheque.
- If any staff requires any Loan then an application has to be taken from the HR and it should be approved and signed by the Vice President
- After the approval and signature, it is transferred to the finance department.

3) MARKETING

- Mainly exported to nations such as Japan, China, Egypt, Sri Lanka, Mauritius, Malaysia, Vietnam, UAE, Cyprus, Djibouti, Ethiopia (Africa), Bangladesh, Kenya and Venezuela.
- Vietnam, United Arab Emirates, Cyprus, Djibouti, Ethiopia (Africa), Bangladesh, Kenya, Venezuela.
- Sales to domestic market through two means:
 - Dealers and distributors.
 - Institutional sales.
- For local market directly give registration and sell the product.
- For exports registration should be done for certain products for each country.
- Institutional sales will generally take bulk sales from the company.
- Farmers will directly give their requirements to the dealers; dealers will give purchase order and quantity to the company.
- The company will have a dealer agreement with the dealers. According to the agreement the price will be settled.

4) AGRICULTURAL TECHNICAL DEPARTMENT

- Have a network in overall geographical areas of the country.
- The company sends development officers to fields who have graduated from various agricultural universities.

- The development officers are provided with communication tools like laptop, internet data card, camera, four-wheeler.
- They are sent to various locations of the country in groups. The company has 13 teams in total.
- Each and every team is monitored through GPS from the head office and in every 2-3 days are communicated.
- The development officers visit the framers daily, helping and guiding the framers in various problems faced by them regarding the crop, seed, soil health management, plant health, helping in diagnosing the plant/nutrient deficiency/disease/pests and their management.
- Teaching and educating the framers the importance of soil and how it can be effectively diagnosed and utilized.
- Head office will support the development officers by providing them source materials from technologies.

5. Information Technology

- Using ERP package called SAP, bought from JK Tech. in 1 crore including customization can be done up to 10% but the company has customized up to 2%.
- Data center includes SAP servers, Domain servers, file servers, mail servers, VPN servers, security servers.
- All the operations are carried out 24*7.
- SAP Modules- materials management, sales and distribution, HRM, Finance, Control, Basis technical administration. There will be separate team for every module.
- Solve problems of end users, monitoring the mail activities, checking the data flow, updating antivirus patches from antivirus developers.
- If any branch requires data of some other branch then they should request a mail to the head office IT department.
- Data backup will be done every day for all the work done throughout the day, starting backup from 10pm to 2am. It is a daily scheduled backup which requires no physical presence.
- Monthly backup will be done in the first week of every month. In this backup procedure they will be shutting down all the services i.e. data servers, domain services starting backup from 8pm to 4am. Monthly one day backup requires physical presence.

- The backed-up data collected are recorded in a Tape Drive of 800 GB and is taken out of the main building to another branch Multiplex in Managing Directors presence.

6) BRANCH OPERATIONS

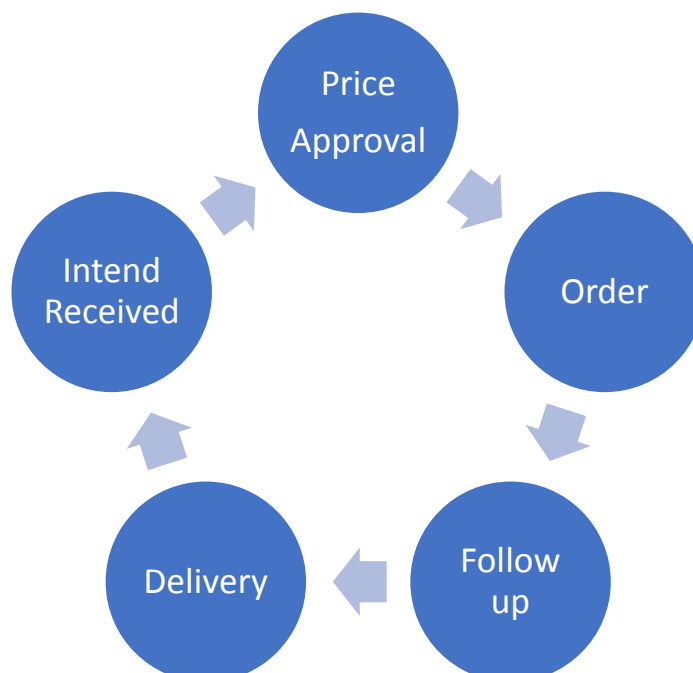
1. Regular operations

- There are mainly 2 DGMs for north and south branch and both the DGM's have two executive who handle 6-7 branches upon the turnover.
- The DGM checks the cash flow and approves. If any mismatch happens then it is noted.
- Any customer who deposits cheque will be noted.
- Any expenses made by the company whether purchasing fixed assets and book expenses, revenues will be recorded as and when it occurs.
- Every month all the branches will send debit vouchers of sales, collection etc.
- Bank Reconciliation: branches will send the hard and soft copies of their closing balances for bank reconciliation, where the bank balance and company balance are matched. Any difference is transferred to suspense account.

7) PURCHASE

- The work of purchase department starts only after the Marketing department.
- The technical aspects of purchase department are: Vendor development, price quality, cost, packaging, promotional materials and stationery.

Purchase Cycle

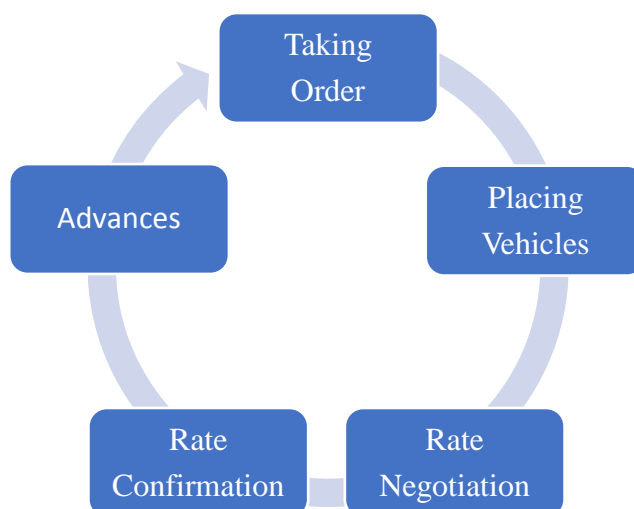


- The Marketing department will provide the requirements to the production team.
- The purchase department will receive intend. Once intend is received, it will go for price approval, once the price of the order is checked and approved then the order will be released.
- A continuous follow up will be done regarding the order till the delivery of the materials.

8) LOGISTICS

- The sales gives requirement to plants.
- Plants will order the materials and, manufacture the required products.
- After the products are manufactured, they will direct the location in which the products are needed.
- Then according to the location vehicles are placed.
- Negotiations are done with the transporters based on the weight of the products in Kg/ton and also depending upon the area/location where the products are to be transported.
- Negotiations are done with 5-6 transporters at a time and selection of the cheapest transportation cost.

Logistic Cycle



9) ESTATE AND LEGAL DEPARTMENT

- One of the main purposes of the estate and legal department is to purchase properties for company purpose, whether for agricultural purpose or factory building or any other purpose.
- Before purchase of the land the company should be aware about certain things:

- ❖ Purchase purpose
- ❖ Owners family tree
- ❖ Study marketing value
- ❖ Sight seeing
- ❖ A proximity
- ❖ Ownership documents
- ❖ Tax documents
- When then above conditions are satisfied then on the company and the land owner will go for negotiation whether to buy land or not and of what price.
- Once the price is fixed the company will go for bank loan which includes verification and documentation of:
 - ❖ 30 years mothers deed of the land
 - ❖ RTC
 - ❖ EC
 - ❖ Tax pay receipts
 - ❖ Site location planning
- Once the land is purchased, the maintenance of the land is also very important, Certain aspects of maintenance are cleaning, compounding, tax payments, if any legislations are there regarding the land then go to the court for it.

There are 4 types of cases:

1. Employee
2. Government department
3. Clients/Customers
4. Real estate.

10) STORES

- It is to keep a stock of all branch requirements.
- There are 21 branches in which the store department supplies literatures.
- Whenever there are any requirements from any branch, it is automatically updated in the system and after the requirements are fulfilled, it is automatically reduced from the system.
- Not many stocks are maintained, only as per the requirements (due to new additions are being made, keeps o changing).

Stocks are in the form of:

- Literatures.
- Letter head.
- Debit Vouchers.
- Company profiles.
- Products.
- Box files (as per requirements).
- Weekly log sheets.
- Product Catalogues.
- Blank literatures.
- Literatures printed in Hindi language.
- Literature printed in Kannada language.
- Meeting pad.
- Weekly expenditure.
- Gifts (agarbatti, farmer's diaries, pens, caps etc.)
- Posters
- Deficiency charts.

1.4 PROMOTERS:

The Promoters of Karnataka Agro Chemicals are:

1. Dr. G. P. Shetty (Chief Managing Director)
2. Mr. Mahesh G Shetty (Managing Director)
3. Mrs. Nishchita M Shetty (Director)

1.5 VISION:

To be the most preferred quality Agro input manufacturer and supplier in India and overseas as well as total solution provider to improve-overall soil health, crop productivity and quality of the life of farming community.

MISSION:

- Deliver products and services that add value to the farming community by continuous Research and Development.
- Educate the farmers in improving yield, quality and productivity across all geographies.

- Improve networking of dealers and distributors to enhance the reach and touch the lives of farmers.
- Create a caring and eco-friendly organization.
- Innovation- converting them into knowledge and application, to create wealth and upgrade the quality of life of the framers.

QUALITY POLICY:

Karnataka Agro Chemicals encourages the quality-in-all-we-do philosophy to make stronger connections with our business partners.

MOTTO:

Multiplex Farmer Happy Farmer.

1.6 PRODUCTS / SERVICES PROFILE AREAS OF OPERATION:

The products of Karnataka Agro Chemicals are manufactured keeping in mind the varied needs of the Indian farmers. The company produces high quality complex of fertilizers, pesticides, bactericides, organic manure, bio-fungicides, wetting agents, seeds and sprayers. All products are marketed under brand name - MULTIPLEX, which has gone on to become a household name amongst the farming community.

Multiplex has a service-oriented marketing strategy that utilizes a sales force consisting of trained agricultural graduates. A strong network of 5000 dealers backs this sales force all over the country. Dealers are considered to be agents of change; significant effort is devoted in recruiting them.

Multiplex market agricultural inputs through dealers, Multiplex seek to establish a ‘single window’ concept where Multiplex dealers serve as a one-stop-shop for all agricultural inputs.

Service Provided by Multiplex Group of Companies are:

1. Laboratory services: Multiplex biotechnology Pvt. In 1991, we started the laboratory service in the laboratory of small soil and fertilizer in Bengaluru. It is gradually expanding to include soil, water, plant / leaf, organic manures and fertilizer analysis using procedures approved by the standards using the latest technology. It is a leading analytical laboratory in India featuring highly sophisticated equipment operated by highly qualified professionals who provide soil, water, chemicals, plants and fertilizer analysis services. This laboratory provides recommendations for crops-specific nutrients to national farmers and international customers according to soil testing. In addition, every product we produce is tested here to ensure that we maintain the highest quality standards.

2. Multiplex Farmers Club: Multiplex has a unique vision of collecting all of the country's farmhouses under the sole name of "Multiplex Framers Club", which spreads the latest information on agriculture.

3. Multiplex vaahini: Multiplex vaahini is published for the benefit of farmers who have spread useful practical knowledge about farm equipment. The magazine is edited by a team of experts in the fields of agriculture and horticulture.

1.7 INFRASTRUCTURE FACILITIES:

Karnataka Agro Chemicals have been certified by International Organization for Standardization (ISO) as compliant since 2004. There are about 20 scientists who are doing extensive research in the laboratory, mainly PhD in agriculture. There are about 100 BSC. (Ag) and M.Sc. (Ag) Agents working as salespersons and field personnel who provide technical services to the farm community. Products are sold through 22 marketing networks. With this infrastructure, we have taken up this prestigious project in right spirit and the entire agricultural operations at Serofta, Ethiopia is operated and managed by US.

HEALTH AND SAFTY SEARVICES EMPLOYEES PROVIDE FOR FACILITIES

Canteen:

There is a well-equipped hall with staff tools for eating at the employer.

Tea carrier:

Free tea is provided to the staff.

Washing facilities:

Washing facilities had been furnished in the manufacturing unit soaps and dusters.

Rest room:

Rest room is supplied to the workmen.

Ambulance room:

First aid is located at the center of the coronary artery of the factory, which is operated on all shifts, and is attended by the clinical officer of the enterprise.

Medical centers:

- Medical centers are provided to employees like hospitals.
- Group Personal Accident Policy

- Group matching rules are provided to employees of the enterprise.

LIST OF SAFETY DEVICES

- glasses
- goggles
- Plastic Lens Specifications
- Specifications to protect against dust
- Mask
- Gloves
- Coats & Jackets
- Helmets & bath bans
- Anti-fireplace suits
- Weld Shield
- Protect your shoes
- Plugs for ears
- Scraping pads
- Protecting creams

1.8 COMPETITORS INFORMATION:

- Insecticides India.
- Gujurat Agrochemicals Pvt Ltd.
- Gharda chemicals.
- Zuari Agrochemicals Limited.
- Arbuda Agrochemicals Pvt Ltd.

1.9 SWOT ANALYSIS

STRENGTH:

- Organic farming (testing products in farm and then only selling.)
- Farmers club (interaction and give suggestions)
- Exports to a large number of countries.
- Years of experience and skilled employees makes it as strong agriculture field in India.
- Karnataka Agro Chemicals makes use of technology and provides the complete solution to soil health, crop productivity and quality of life of farming community.

- The company products under the brand name ‘MULTIPLEX’ are very popular among the farming community in the country.
- They educate farmers in productivity across all geographies.

WEAKNESS:

- Lack in transportation facilities.
- High R & D costs.
- Not contributing to Corporate Social Responsibility.

OPPORTUNITIES:

- Demand for bio fertilizers. (Farmers have less land, want to grow more products).
- Low consumption of pesticides in India.
- Increasing awareness.
- Chemicals will destroy the framers soil health, company will have opportunity through its bio fertilizers increase soil health and get organic products lead to good and healthy population.

THREATS:

- Natural Calamities
- It has bad economy growth in life of framers.
- Threats from substitute products.

1.10 FUTURE GROWTH AND PROSPECTS:

- The Multiplex tries to increase Market share.
- Companies invest in upcoming Petroleum, Chemicals & Petrochemicals Investment Regions (PCPIRS) in India.
- Multiplex provides much safety requirement to their employees.
- Multiplex Group is one of the precepts manufactures publicists and exporters of herbal manure, micro nutrients, bio fertilizers, bio insecticides, and bio activators from Bengaluru, India

1.11 FINANCIAL STATEMENT

KARNATAKA AGRO CHEMICALS

BALANCE SHEET AS AT 31ST MARCH, 2018

Particulars	Notes	As at 31.03.2018	As at 31.03.2017
I. OWNERS FUND AND LIABILITIES			
(1) Partners Funds			
(a) Partners Capital Account	01	134,860,450	134,860,450
(b) Partners Current Account	02	200,503,796	174,637,816
(2) Non-Current Liabilities			
(a) Long-term borrowings	03	364,267,686	289,444,876
(3) Current Liabilities			
(a) Short-term borrowings	04	208,759,806	345,763,317
(b) Trade payables	05	608,024,622	408,107,895
(c) Other current liabilities & provision	06	132,808,613	101,513,029
Total		1,649,224,972	1,454,327,383
II. ASSETS			
(1) Non-current assets			
(a) Fixed assets	07		
i. Tangible assets		503,616,062	403,867,062
ii. Intangible assets		41,296,828	41,596,828
iii. Capital work-in-progress		-	3,363,076
(b) Non-current investments	08	11,043,475	11,043,475
(c) Long term loans and advances	09	-	31,785,547
(d) Other non-current assets	10	74,489,271	66,678,109
(2) Current assets			
(a) Inventories	11	345,741,302	345,020,838
(b) Trade receivables	12	316,012,414	324,844,478
© Cash and cash equivalents	13	97,425,869	70,976,270
(d) Short-term loans and advances	14	237,715,172	133,501,630
(e) Other current assets	15	21,884,580	21,650,071
Total		1,649,224,972	1,454,327,383

CHAPTER-2

CONCEPTUAL BACKGROUND AND LITERATURE REVIEW

2.1 THEORETICAL BACKGROUND OF THE STUDY:

Introduction to HRM:

Human resources are important corporate assets, and the overall performance of a company depends on how it is used. It is essential to hire someone with the necessary technical qualifications and experience to achieve the company's goals. At that time, you should be aware of your company's current and future requirements.

Success recruitment methods include a thorough analysis of work and labor market conditions. Nearly the center of the recruitment management process, the failure of recruitment is almost central to the management process, the failure to recruit can lead to corporate difficulties, adversely affecting profitability and the ability to be at an inappropriate level. Improper use can lead to labor shortages or managerial decision-making problems.

However, recruitment does not have a simple selection process, but it also requires extensive planning to employ managerial decisions and the best available personnel. Competition among business organizations to bring out the best potential is focusing on innovation. Management's decision-making and choice is aimed at recruiting only the best candidates for corporate culture, ethics and climate specific to the organization.

RECRUITMENT

According to Edwin Flippo, “Recruitment is the process of searching for prospective employees and stimulating them to apply for jobs in the Organization”.

Recruitment is an ongoing process, and certain vacancies are not resolved, and the company seeks to develop qualified candidates to meet the needs of future human resources. Typically, the recruitment process begins when an administrator starts recruiting staff for a specific vacancy or expected vacancy.

Candidate recruitment is a preceding function, which helps to create a pool of prospective employees for the organization and allows managers to select the right candidates for the right jobs in this pool. The main goal of the recruitment process is to facilitate the selection process.

Recruitment is almost central to all management processes, and failure to adopt leads to organizational difficulties, including the impact on profitability and inadequate levels of people and skills. Incorrect recruitment can cause labor shortages or problems in management decisions.

Need for recruitment

It is possible to select the right person in the right place at the right time. You can also get the people and types you need to ensure your organization's ongoing operations.

- Vacancies: promotion, transfer, retirement, permanent disability, death and turnover.
- Creation of new rooms: for the growth and diversification of business activities of enterprises.
- A new vacancy may also occur by appointment.

Factors Effecting Recruitment:

All organization whether small or large they engaged in recruitment activities, though not with same extent. This differs with

- Size of organization.
- Working conditions, salaries and benefit packages provided by the organization.
- The employment condition of the community in which the organization is located.
- The rate of growth of the organization
- The organization's ability to find and retain talented individuals of outstanding achievement.

RECRUITMENT PROCESS

The recruitment process requires a lot of resources and time, including the systematic steps from the procurement of candidates to the preparation and implementation of interviews.

Typical recruitment processes include:

1) Identifying the vacancy:

The recruiting process begins with HR departments receiving recruitment requests in all areas of the company.

These include:

- Posts to be filled
- Number of persons
- Duties to be performed
- Qualification is required

2) Preparing the job description and individual designation.

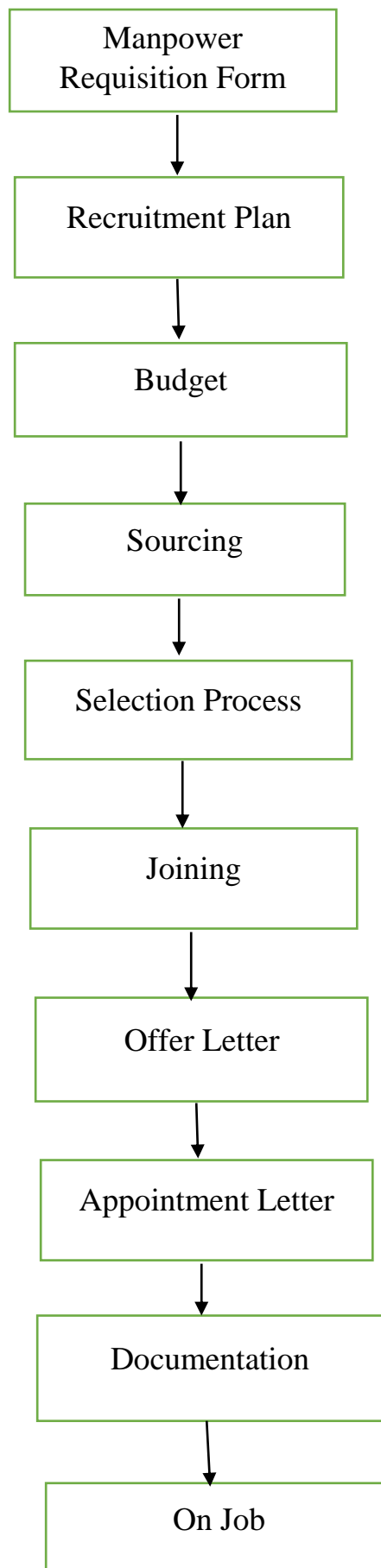
3) Identify and develop the sources of required number and type of staff.

4) Short-listing and identifying the prospective employee with the necessary characteristics.

5) Conduct an interview with the selection candidates.

6) Do interviews and make decisions

Recruitment Procedure



SELECTION:

“Selection is the process of examining the applicants with regard to their suitability for the given job or jobs, and choosing the best candidate and rejecting the others.”

Recruiting Outstanding recruiting practices are just one key to attracting the best job seekers. Equally important, it has a strong foundation for recruitment there. If organizational policies and practices are not attractive to candidates, their ability to create good candidates is limited, regardless of the specific recruitment practices they are employing.

Selection is the process in which candidates for two positions are divided into two classes and a qualified application is processed on the next obstacle while the candidate without qualification is excluded. Thus, an effective selection program is a non-random process because it is selected on the premise that it is more likely to be a "good" employee than a rejected person.

PROCESS OF SELECTION

1ST STAGE:

Management gives responsibility to the HR manager to fill the vacancies or to bring up the best candidates to the organization

2ND STAGE:

HR manager takes up the responsibility for bringing the best talented employees to the organization so manager announces the concerned job vacancies and suitable candidates for those job can upload their resumes. Job vacancies manager announces on the websites such as Naukri website and monster India websites to get the best talented candidates. These are external sources every HR manager can approach the consultancies for the best candidates.

3rd STAGE:

Announcing vacancies within organization itself. When there will be vacancies manager can even announce those vacancies information within organization, so that employees can refer some of the best candidates of their own so that vacancies can be filled.

4th STAGE:

Interested candidates who have uploaded their resumes will be shortlisted by the HR manger and those who are shortlisted they are called up for the interview.

5th STAGE:

When candidates are called for walk in interview, they have to fill the company forms such as

- Manpower requisition form
- Employee data form
- Then after the interview there will be interview assessment HR manager will gives his comments on candidate performance

2.2 Literature Review

1. The importance of recruitment and selection process for sustainability of total quality management

Author(s): Sohel Ahmad, Roger G. Schroeder (2002).

The management literature describes that the behavioral characteristics of employees can play an important role in the success of TQM. However, there is little empirical research on this. Using international data sets, this study investigates: the impact of quality control methods on the competitiveness of plants. It also mitigates the process of staff selection for the relationship between quality management practices and factory competitiveness. The results show that quality management techniques have a positive impact on the competitiveness of the plant. Also, the behavioral characteristics of employees are likely to have a significant impact on the effectiveness of quality management practices. This means that managers should pay close attention to the behavioral characteristics of potential employees and to the consistency with the principles of TQM. Managers are not necessarily interested in the expertise of potential employees.

2. Recruitment and Selection: A Review of Developments in the 1980s

Author(s): Neil Anderson, Viv Shackleton;(1986)

In the 1980s, the development of talent recruitment and selection "technology" is diverse and extensive, and many simultaneous developments are coming soon. The term "technology" here refers to the methods, strategies, techniques, theories, and practices of an employee.

3. Recruiting under the influence: New labor market entrants' reactions to workplace drinking norms

Author(s): Anthony C. Klotz, Serge P. da Motta Veiga (2018).

In previous studies, the effects of alcohol use at work or at home on the privacy and professional life of employees are often marked as harmless. Literature of political technology, organization that promotes drinking norms at work during recruitment process suggests the possibility of attracting people with high level of political skill while canceling people with low level of political skill. Two studies have shown that new labor market entrants with low political competencies are less likely to be fit with firms that promote acceptance of alcohol use in work-related events during recruitment. Drinking instructions at work in their recruitment activities. In other words, this low fit was associated with a deterioration of organizational attractiveness.

4. The role of trustworthiness in recruitment and selection: A review and guide for future research

Author(s): Anthony C. Klotz, Serge P. da Motta Veiga, M. Ronald Buckley , Mark B. Gavin (2013).

While scholars recognize the importance of reliability for both job seekers and recruitment organizations, previous studies exploring the stability of the transition period are scattered throughout many other literatures. This paper examines the precedent studies that investigate the role of the stability of the recruitment and selection process selectively. In this entry process, we explore how the perceptions of each other's credibility of jobseekers and hiring organizations are conceptualized by each party's attitudes toward others' benevolence, honesty and ability, and how they affect meaningful recruitment and selection results. Stability The road to future research is also identified in the review section. Finally, at the crossroads of reliability and immigration, two comprehensive issues - individual variability of trust violations and trust tendencies - are of particular interest.

5. Globalization of HR at function level: four UK-based case studies of the international recruitment and selection process

Author(s): Paul R. Sparrow (2007)

A series of changes are being made to a set of IHRM functions (recruitment, global workforce development and career, and compensation) through a globalization process that emphasizes global standardization, optimization, or differences in localized HR processes. However, the theoretical understanding of related issues is still being pursued by concepts based on the management-based global manpower strategy of a small cadre of international managers, the division of international staff and the change in structure and role of the international human resources department raise three important issues. The first is whether the globalization process research (workforce) at the functional level and this can provide useful insights into the IHRM literature. The second is about indices that demonstrate the globalization of workforce at the functional level and the likelihood that they will form the basis of useful research in the future. The third is the pattern or strategy of global human resource recruitment activities for organizations across national and international labor markets and whether these patterns can be explained by existing theories. This paper reports on the study of enterprise-level development of international recruitment and selection, concentrating on domestic and international markets, based on analysis of case studies open in the context of four theoretically derived centralized or decentralized controls and adjustments. It confirms the gap between policy and practice through interviews of HR actors at the corporate level and in the work of the state.

6. Factors influencing the adoption of online recruitment

Author(s): Emma Parry, Hugh Wilson (2009).

The Internet is initially expected to welcome the future of recruitment and is expected to replace other media with desirable recruitment methods, but the recruitment of online recruitment is not so comprehensive. There is also lack of empirical research on online recruitment from an organizational perspective. In this white paper, organizations determine the reasons for deciding to use online recruitment and report on the development of a model of factors that affect the adoption of this recruitment method.

7. E-Recruitment: A study into applicant perceptions of an online application system

Author(s): Hella Sylva, Stefan T. Mol (2009).

Little is known about the applicant's response to the Web-based recruitment and selection process. The survey investigates applicants' perceptions of Web-based procedures based on real-world surveys of 1360 applicants to multinational financial services organizations applying for jobs in the UK, the Netherlands and Belgium. As regards personal characteristics, candidates are well satisfied with the online application process and its characteristics (as opposed to internally), Belgium (as opposed to Dutch), and Internet (as opposed to the poorer ones). However, we found that web site function, perceived efficiency and ease of use were the most important determinants of satisfying the application. Discuss future research on organizational impacts and E recruitment.

8. Work readiness in graduate recruitment and selection: a review of current assessment methods

Author(s): Cabellero, Catherine Lissette and Walker, Arlene (2010).

Recruitment and selection of graduate students differs from other situations in that graduate applicants generally lack job-related experience. According to a recent survey, an employer places great importance on the readiness of graduates. I think that readiness shows the possibility of a graduate in terms of improvement of long-term work performance and career. According to literature review, the hiring and selection practices of graduate students now find lack of rigor and validity to effectively assess work agility. In addition, various compatible terms and definitions clarified by employers and scholars about configuring job readiness suggest a need for further refinement of this configuration. This paper argues that business responsiveness is an important selection criterion and that it should be systematically reviewed as part of its evaluation process. In the sense that work agility can be

measured, the current evaluation method is wrong, allowing more effective decision-making practices and potentially predicting long-term work capacity and performance.

9. The selection & recruitment Interview: Core Processes and Contexts

Author: Robert L. Dipboye (2017)

Given the frequency with which interviews are used in the selection, it is not surprising that business and organizational psychologists pay considerable attention to assess their effectiveness, reliability and fundamental dynamics. Recently there have been several story reviews of this research literature. Everyone is thorough and informative, and reading is required for sincere scholars or interview practitioners. But most of them are theoretical, and they describe the interview as a series of disconnected relationships. It is generally treated as a source of social background clues and its impact on interviews can be assembled from the perspective of information processing. We have examined the interrelation between cognitive and social processes and interview results. As a result, the major discovery of the interview survey over the past century - the structured interview achieving a better rating than the unstructured interview - is largely unexplained.

10. A Review of Smes Recruitment and Selection Dilemma: Finding a 'Fit'

Author(s): Mathew Abraham, Maniam Kaliannan, Avvari V. Mohan, Susan Thomas (2015).

A review of this systematic theoretical approach is to see if recruitment and selection processes for SMEs show evidence of strategic "fit" and to see the extent of structured, innovative and flexible recruitment and selection processes. Human resources managers may be aware of strategic HR management, but their understanding of the recruitment and selection process as a human resource architecture that links company and HR strategies may be ambiguous. According to the results of the literature survey, first, research tends to be a non-personnel management related function. HRM practice is not so important. This review also shows evidence that there are no specific research papers that provide insight into the concept of "fit" in recruitment and selection, as recruitment and selection are underdeveloped areas. The general literature suggests various recruitment models, but it seems that the compatibility process between individuals, jobs and the environment - "fit" is not explored separately by the strategic processes of SMEs. This suggests that the personnel management function of SMEs in Malaysia is perceived as an auxiliary routine and minor function.

11. Knowledge Management for Business Processes: Employees' Recruitment and Human Resources' Selection: A Combined Literature Review and a Case Study

Author: Miltiadis Chalikias, Grigorios Kyriakopoulos, Michalis Skordoulis, Michalis Koniordos.

Many companies today are focusing on hiring and choosing the right staff to conduct their business activities. In addition, strengthening the competitiveness of world-class analytics on behalf of employees must enable all employees to be facilitated by advanced capabilities throughout the organizational hierarchy. In fact, the business is adopting and developing a modern process for hiring and selecting employees to ensure productivity and efficiency improvements in the liquefied economy. The development of appropriate selection and recruitment systems for ongoing and ongoing investment in education, technology and education determines the prosperity of manufacturing. The ultimate goal of knowledge management in strategic innovation and operational level decision making is to raise awareness of the interactive role of science, engineering and technology for business success and develop a flexible organizational structure accordingly. Encourage corporate creativity, flexibility of structure, and change of management. In this study, the determinants of employee recruitment and human resource selection are outlined in the literature, while the inclusion of case studies - based on innovation-oriented pharmaceutical companies - leads to a new market and opportunity for the company, we choose to respond to these long-term visions by activating competitive advantage in three patterns of management-skill-strategy rather than action by action.

12. Managing recruitment and selection in the digital age: e-HRM and resumes

Authors: Furtmueller, Elfi | Wilderom, Celeste | Tate, Mary(2011).

Recruiters are increasingly reliant on information systems, especially digital resume databases, for job seekers. However, the current literature does not provide consensus on resume content requirements for digital employment. This survey will help you understand the different requirements of recruiters for offline and online resumes. Provides analysis of related literature. Recruitment interview 40 Analysis of the content of the resume field in the e-Recruiting site. As a result, we have identified some challenges in digital resume data classification and resume and job matching and digital matching. Identify new areas of research for maintenance and expansion of online resume databases and draw recommendations for digital resume design.

13. A survey of recruitment and selection practices in Egypt.

Author: Ghada El-Kot, Mike Leat(2008).

The purpose of this article is to confirm that there is evidence that the Egyptian organization is using context-specific recruitment and selection practices and that other practices are being used in various occupations. Whether the responsibilities of recruiting are shared between HR professionals and line managers. And there is evidence of an increased transfer to the line manager.

14. International recruitment and selection practices of South Korean multinationals in China

Author: Haiying Kang, Jie Shen(2013).

Since the late 1950s, Korean multinational corporations (MNEs) have developed rapidly. However, there are few studies on how Korean multinational companies manage their human resources in overseas business. In order to fill this gap, the current research is examining the international recruitment and selection policies of Korean multinational corporations and practices in China. This shows that Korean multinational companies tend to adopt a multinational approach. Korean multinational companies are adopting "unidirectional selection" to hire and select expatriates, focusing on recruitment procedures and screening criteria of the host nation's nationals. Korean multinational corporations have paid inadequate attention to the following: First, Secondly, personal and family problems due to returning home and returning home.

15. Recruitment, selection and retention of nursing and midwifery students in Scottish Universities

Author: Sheila Rodgers, Rosie Stenhouse, May Mc Creddie, PaulineSmall (2013).

The selection of recruitment and retention initiatives have rarely been evaluated, so we have adopted a relatively superficial approach. Evidence of support for cases in previous studies was little weak support or lack. The survey highlights the need for a collaborative approach that supports the development of a strong evidence base through the evaluation of local actions and the evaluation of new strategies. The evaluation strategy should consider the local context to facilitate the transmission of survey results across various settings.

16. Recruitment, training and turnover: another call centre paradox

Author: Keith Townsend(2007)

There seems to be a lot of paradox in the management of the growing call center sector. The purpose of this white paper is to review a wide range of recruitment and training systems in

the workplace that face these highly anticipated sales. The organization was able to offset the costs of training and recruiting through internal movements of larger organizations.

17. Recruitment, Job Choice, and Post-Hire Consequences: A Call For New Research Directions

Author: Sara L. Rynes (1989).

"In terms of staff selection, technology is more advanced than recruitment or placement, so choice is often emphasized." Recruitment or placement is not an important process, but rather a very important and more beneficial organization. Define a group of volunteers: if the limitation of range or the distortion of distribution is due to a plethora of well-qualified volunteers, the choice is no easier and more comfortable. Literature-driven social pressure and modern practice emphasize choice I intend to do it. "

18. Applicant Reactions in Selection: Comprehensive meta-analysis into reaction generalization versus situational specificity

Author: Neil Anderson(2010).

This article provides a comprehensive quantitative summary of the applicant's response to general employee selection methods. A detailed search of the published and unpublished studies resulted in a final sample (k) of 38 independent samples covering the 10 common candidate evaluation methods. The primary study of the applicant's response included samples from 17 countries internationally. Unlike previous proposals on the applicant's reaction context specificity, discovery showed considerable similarity in support of the generalization possibility hypothesis of the response. The likelihood of a response is structurally similar by the country and is favorably assessed in the three-step clustering of the perception of overall liking (job sample interviews) and personal contact graphics. However, I could see some difference in the applicant's reaction to the dimension-specific perception. The analysis also showed that there is a strong positive correlation between the liberal assessment, validity and international use. In conclusion, we examine the impacts on future research and its impact on practice.

19. A Study of Public Sector Organizations with Respect to Recruitment, Job Satisfaction and Retention.

Author: Rehman, Safdar (2012).

In today's competitive environment, human resources management is a valuable part of each organization, especially in the public sector. This is because HRM policies are directly related to overall job performance. The main purpose of this paper is to study the job

satisfaction and job retention policies proposed by the public sector in Pakistan. A detailed analysis of the issues and tasks suggests that implementing a variety of personnel policies to improve work performance results in lower job turnover by increasing job satisfaction. Previous research on recruitment, job satisfaction, and job settlement has largely been made in the western context. The characteristic of this paper is that it is simply studying employment in the public sector in Pakistan, job satisfaction and settlement cases. This article proposes a conceptual framework that links the various psychological factors with strategic human resource management perspectives and examines how the various strategies that organizations use to help recruit and retain talented employees. The hypothesis was developed with the help of the framework. The survey selected 568 sample sizes conducted in 15 public sector organizations. A 5-point Likert scale was used to obtain responses. The mean and standard deviation were calculated and the last two variance tests were applied.

20. Recruitment and training policies and practices: The case of Turkey as an EU candidate
Author(s): Cem Tanova, Halil Nadiri (2005).

Provide information on the difference between recruitment and training methods. Provides information on the recruitment and training methods employed in Turkey's organizations. In Turkey, in contrast to existing literature and theoretical suggestions, it suggests that there is a high possibility of relying on employers considered as full-time employment sources to fill SME managerial positions. Also, as to the practice of education, it can be seen that larger organizations use more formal teaching methods than SMEs. country

CHAPTER-3

RESEARCH DESIGN

3.1: STATEMENT OF THE PROBLEM:

It is estimated that at least one-third of business failures are due to poor or wrong hiring decisions and inability to attract and retain the right talent and there is a need for using the right recruiting procedures and retaining the employees, so the study on Recruitment procedure was selected in order to know how the organization is doing the recruitment procedure that is to attract, select and retain the right candidates for right job.

3.2: NEED FOR THE STUDY:

The needs of this research include aspects of recruitment and selection

- Staff feedback.
- Proper use of human resources planning.
- The effects of recruitment processes and technologies.
- The selection procedure is effective or not.

3.3: OBJECTIVE OF THE STUDY:

- The main objective of this report is to provide necessary information about the procedures of Recruitment and Selection techniques to have a clear view about what is actually happening in the field of HRM of the selected business organization.
- To collect information and insight about the Recruitment & Selection function of the organization.
- To relate the theoretical knowledge with the real-life experience of the Recruitment & Selection process.

3.4: SCOPE OF THE STUDY:

This research focuses on the theoretical and practical aspects of recruitment and selection in Karnataka Agro Chemicals, Bangalore. This study will help you learn the practical steps that a major organization follows. This survey can provide employee feedback on recruitment and selection processes employed by the company.

3.5: RESEARCH METHODOLOGY:

Research is "careful investigation or inquiry, especially by looking for new facts in all areas of knowledge".

Methodology of the Study: A project is a systematic presentation of proposed conclusions in the form of factual facts and recommendations of the collected data. Data is collected from both primary and secondary sources.

DATA COLLECTION:

Primary Data:

Data using personal interviewing techniques are collected through self-designed surveys. The main data collection for his purpose should be done by judging sampling conversation sampling.

Secondary Data:

Data was collected from Web sites, going through records of the organization, Books, Journals etc.

Research Design:

The study is conducted in a systematic procedure starting from selection of the topic to final report preparation. The important part was to identify and collect data. They were classified, analyzed, interpreted, and presented in a systematic way to find important points. The overall process of the methodology followed in the study is explained further.

Sample Size:

In this research work, the data has retrieved from 50 employees sample sizes.

Sampling Method:

Survey was conducted through Questionnaires.

TOOLS OF ANALYSIS:

Data collected from sources is analyzed and interpreted systematically with the help of statistical tools such as percentages.

3.6: LIMITATION OF THE STUDY:

- The Research is limited to 6 weeks.
- Due to the time constraints, could not gather more information to justify exact condition of the company.
- There were difficulties in obtaining data from executives and managers due to their busy work schedule.

3.7: CHAPTER SCHEME

The entire these has been organized and presented through various chapter logically sequenced for clarity, readability and better understanding as given below:

Chapter 1 – Introduction:

This section explains about the Industry profile & Company profile in brief. The first chapter includes Promoters of the company, Vision, Mission & Quality policy. Products or Services profile areas of operation, Infrastructure Facilities, Competitor's information, SWOT investigation and future growth & prospects and Financial Statement.

Chapter 2 – Conceptual background and Literature review:

The section gives a concise presentation about conceptual background of topic and includes the review of related literature, theories and concepts concerned with Recruitment and Selection at Karnataka Agro Chemicals. The existing literature in the forms of books, book reviews, journals and available existing work related to the topic. These have been included in the second chapter.

Chapter 3 – Research Design:

This chapter includes Statement Problem, study need & objectives, Scope of the Study, Research methodology, formulation of the hypothesis, limitations and the chapter scheme. The methodologies adopted for carrying out the research have been given in the current chapter. Each

step in the methodology used has been described in details with reference to the context of the study.

Chapter 4 – Analysis & Interpretation:

This chapter contains the details of data collection with related tables & graphs analysis and results obtained using the statistical tools are analyzed.

Chapter 5 – Findings Conclusion and Suggestions:

While each of the chapters pertaining to the detailed study (chapters 1 to 4) contains findings, conclusion pertaining to that chapter, a summary of the findings, conclusion has been included in this chapter and suggestions for consideration and implementation have been made in this chapter.

CHAPTER 4

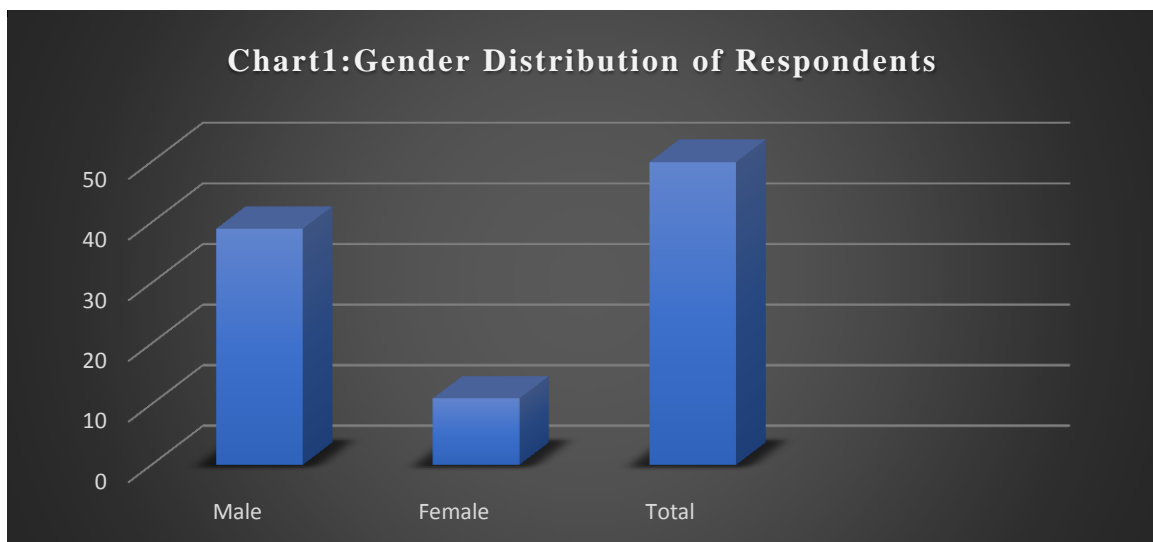
DATA ANALYSIS & INTERPRETATION

4.1 DATA ANALYSIS AND INTERPRETATIONS:

The following results were obtained through questionnaire methods:

TABLE 4. 1: GENDER WISE

Response	No. of Responses	Percentage
Male	39	78%
Female	11	22%
Total	50	100%

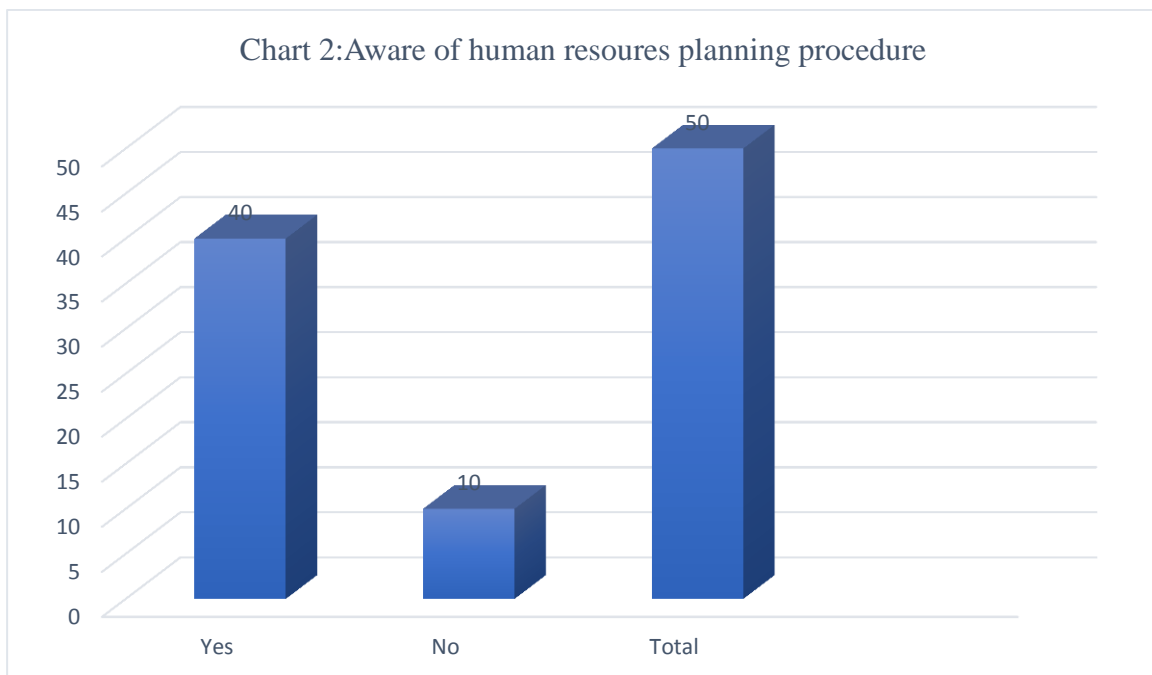


Analysis & Interpretation:

From the above table it is evident that 78% of the respondents were males and 22% of the respondents were females.

TABLE 4.2: AWARE OF HUMAN RESOURCES PLANNING PROCEDURE

Response	No. of Responses	Percentage
Yes	40	80%
No	10	20%
Total	50	100%

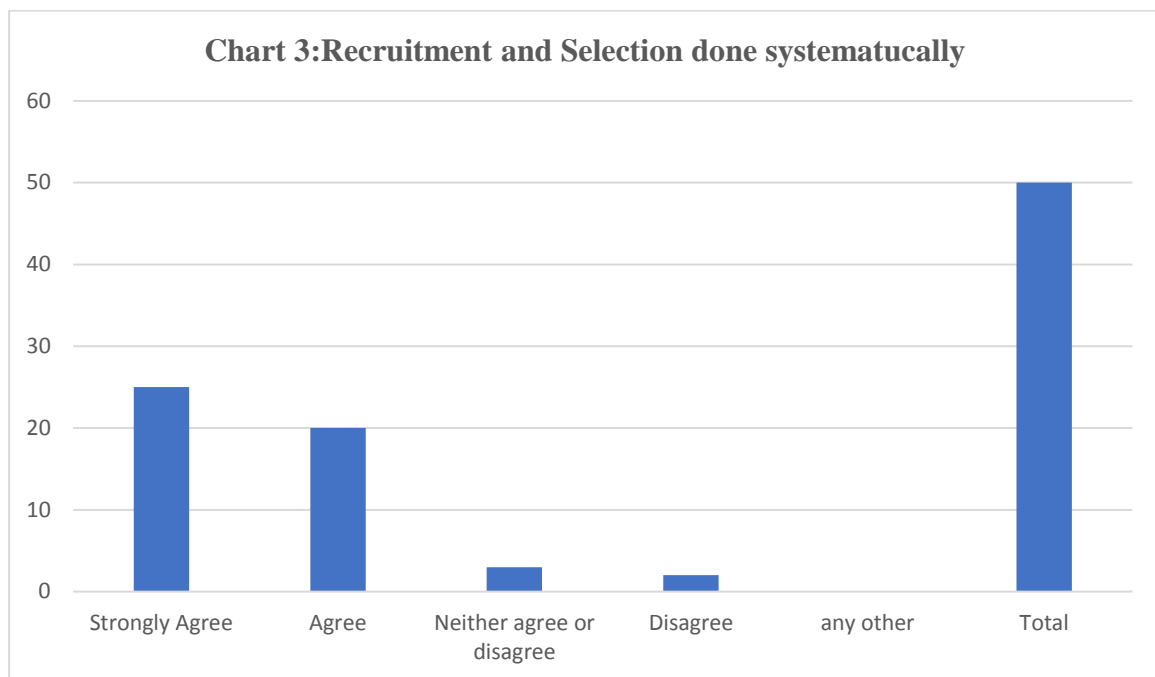


Analysis & Interpretation:

From the above table it is evident that 80% respondent are aware of human resources planning procedure in Karnataka Agro Chemicals and 20% respondent are not aware of human resources planning procedure in Karnataka Agro Chemicals.

TABLE 4. 3: RECRUITMENT AND SELECTION ARE DONE SYSTEMATICALLY

Response	No. of Responses	Percentage
Strongly Agree	25	50%
Agree	20	40%
Neither Agree nor Disagree	03	6%
Disagree	02	4%
Total	50	100%

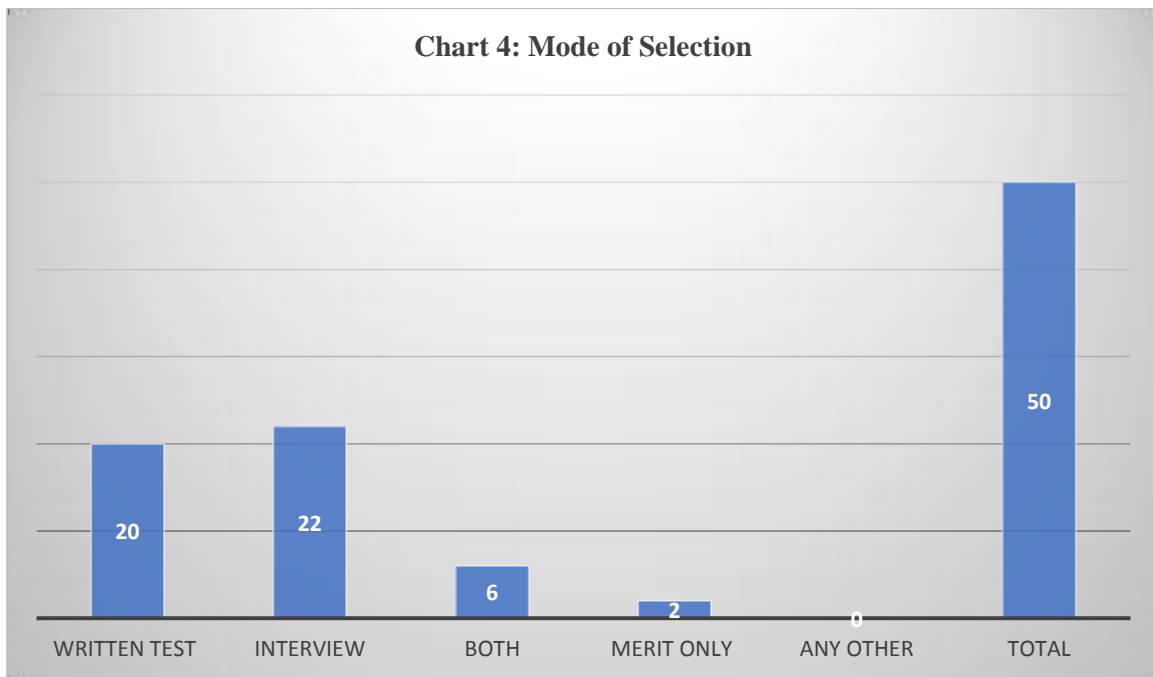


Analysis & Interpretation:

The above chart shows that 50% of respondent strongly agree that recruitment and selection are done systematically and 6% are neutral towards the recruitment and selection which is are done systematically.

TABLE 4.4: MODE OF SELECTION

Response	No. of Responses	Percentage
Written Test	20	40%
Interview	22	44%
Both	06	12%
Merit Only	02	04%
Any other	00	00%
Total	50	100%

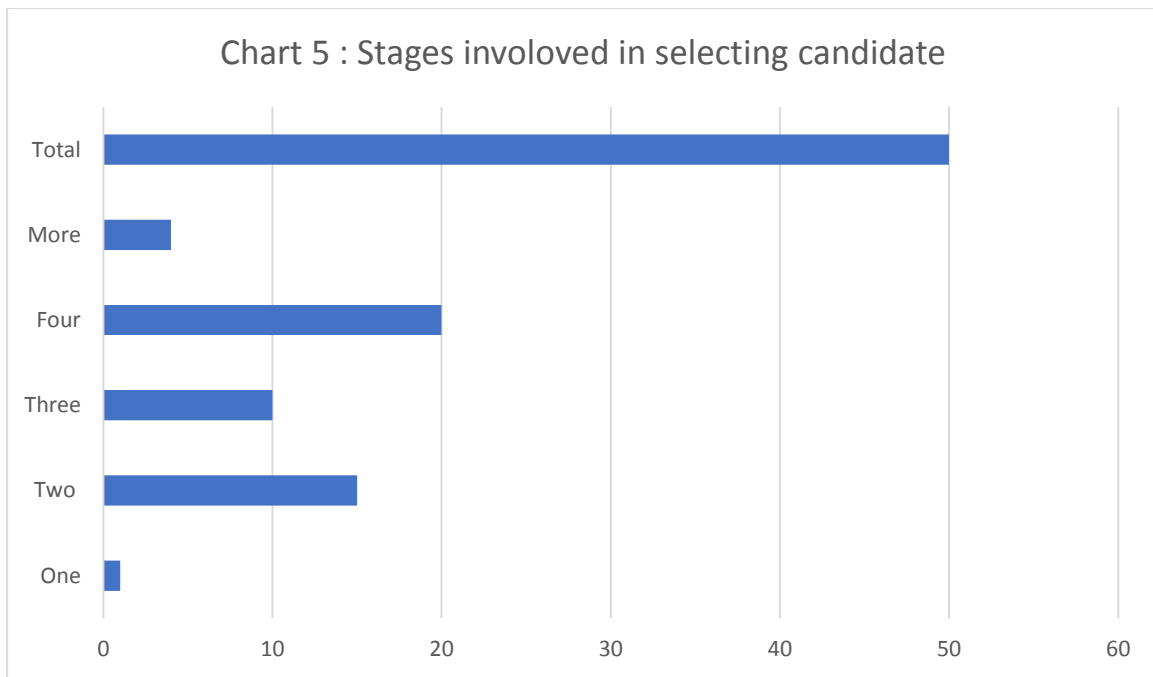


Analysis & Interpretation:

The above table shows that 44% of the respondent says mode of selection is through Interview, 40% respondent says that mode of selection is through written test, and 4% respondent says that on merit selection.

TABLE 4.5: STAGES INVOLVED IN SELECTING CANDIDATE

Response	No. of Responses	Percentage
One	1	02%
Two	15	30%
Three	10	20%
Four	20	40%
More	04	8%
Total	50	100%

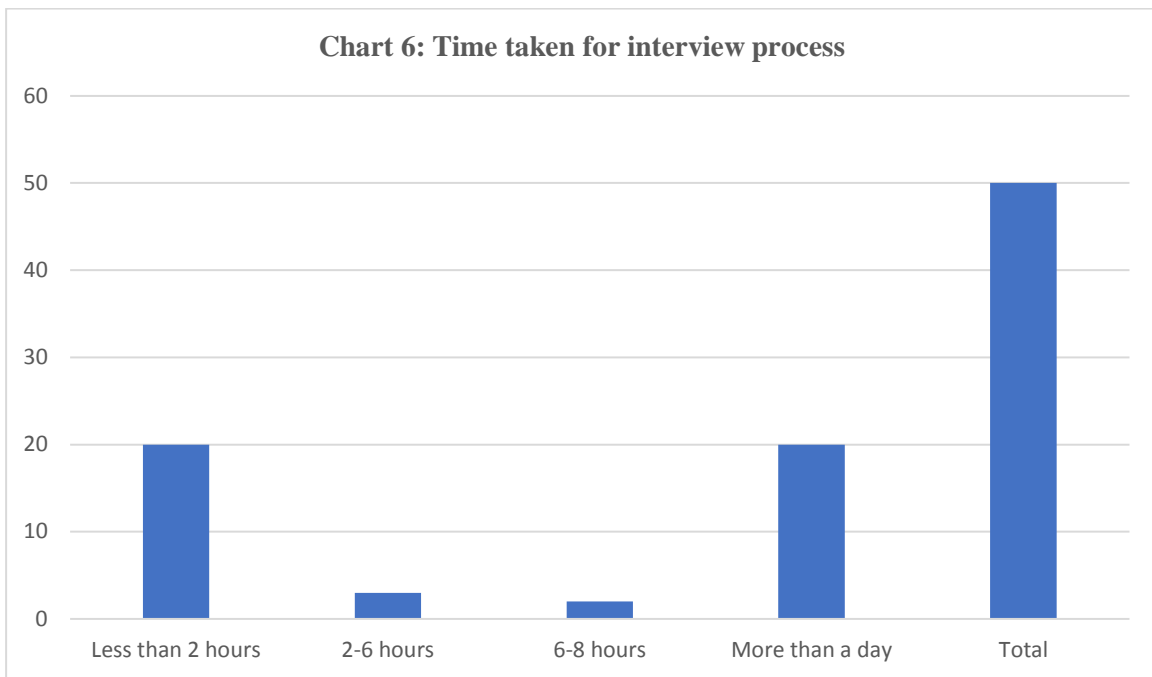


Analysis and Interpretation:

The above table depicts that 40% of the respondents says that four stages involved in selecting candidate and 30% of the respondents says there are 2 stages are involved in selecting the candidate.

TABLE 4.6: TIME TAKEN FOR INTERVIEW PROCESS

Response	No. of Responses	Percentage
Less than 2 hours	20	40%
2-6 hours	3	6%
6-8 hours	2	4%
More than a day	20	40%
Total	50	100%

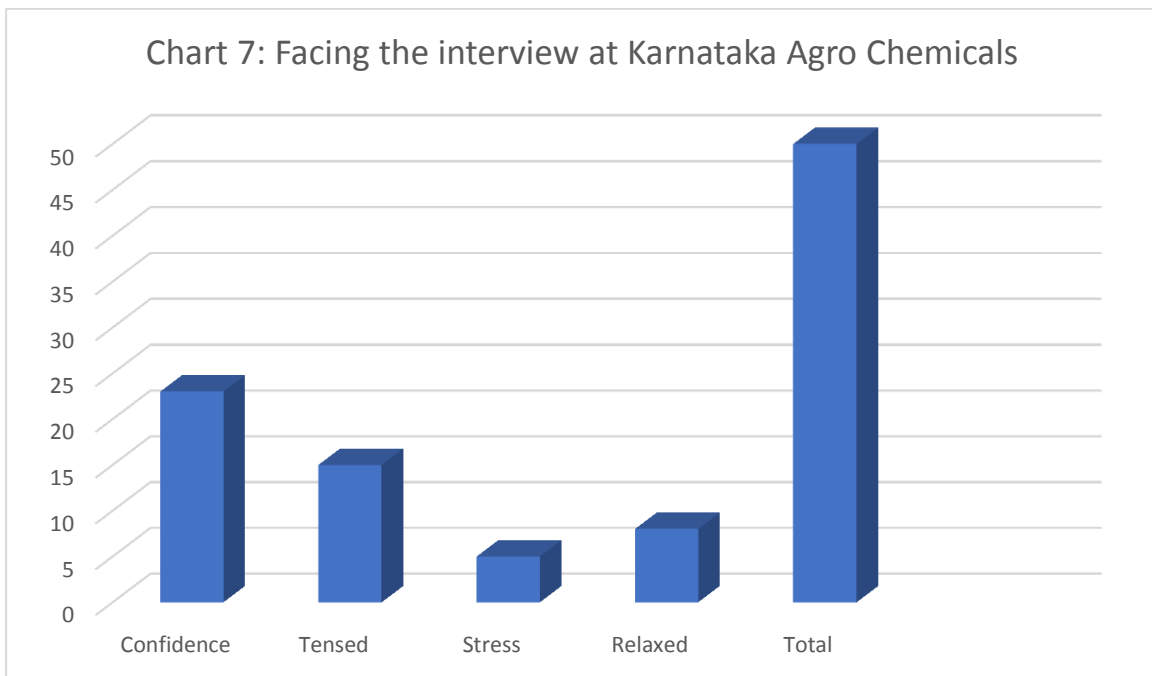


Analysis and interpretation:

The above chart shows that 40% of the respondents says that it takes less than 2 hours to complete the interview process and 40% of the respondents says that it takes more than a day to complete the interview process.

TABLE 4.7: FACING THE INTERVIEW AT KARNATAKA AGRO CHEMICALS

Response	No. of Responses	Percentage
Confidence	23	46%
Tensed	15	30%
Stress	5	10%
Relaxed	8	16%
Total	50	100%

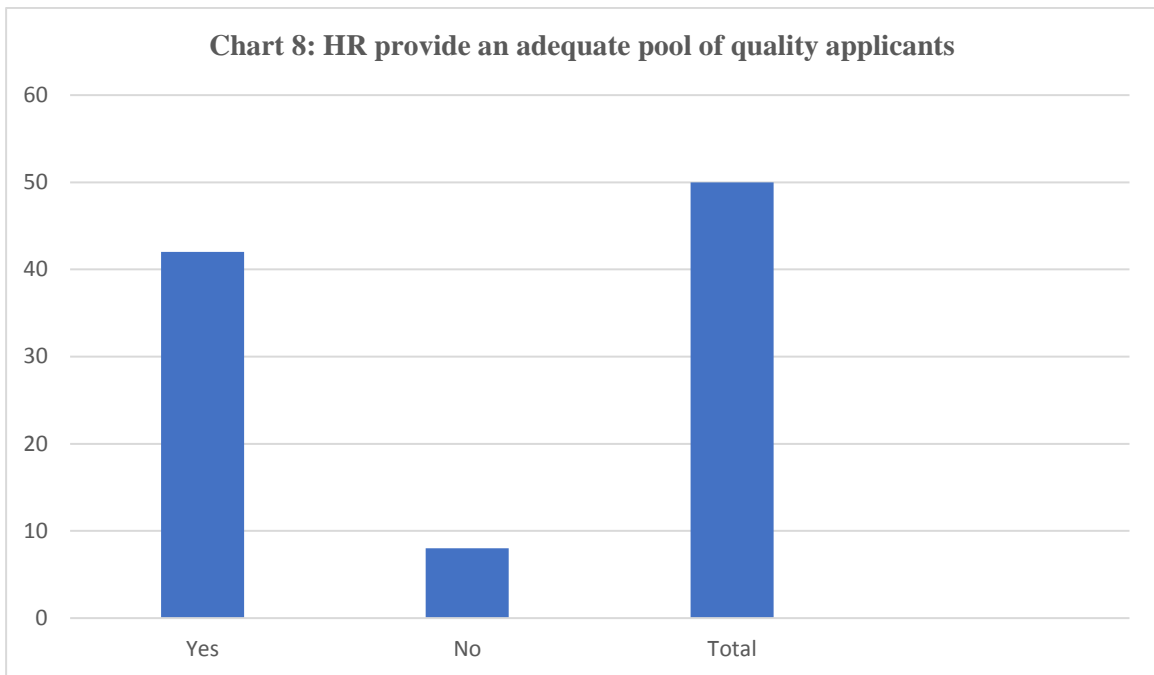


Analysis and interpretation:

From the above table it depicts that 46% of the respondents says that they face the interview at Karnataka Agro chemicals with the confidence and 30% of the respondents says that they face the interview with tensed and 10% of the respondents says that they face the interview with stress and 16% of the respondents says that they face the interview with relaxed mind set.

TABLE 4.8: HR PROVIDE AN ADEQUATE POOL OF QUALITY APPLICANTS

Response	No. of Responses	Percentage
Yes	42	84%
No	8	16%
Total	50	100%

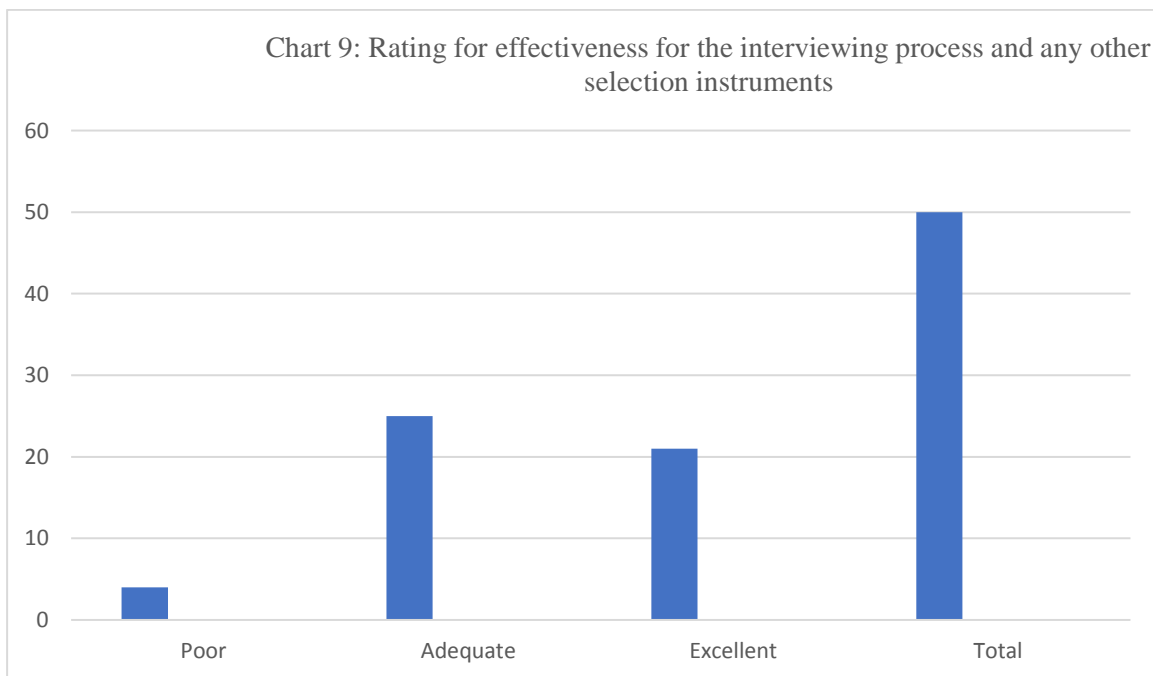


Analysis and interpretation:

In the table above, 42% of respondents say that HR will provide appropriate high quality applicants, and 8% will respond as providing appropriate high quality applicants.

TABLE 4.9: RATING FOR EFFECTIVENESS FOR THE INTERVIEWING PROCESS AND ANY OTHER SELECTION INSTRUMENTS LIKE TESTING

Response	No. of Responses	Percentage
Poor	4	16%
Adequate	25	50%
Excellent	21	42%
Total	50	100%

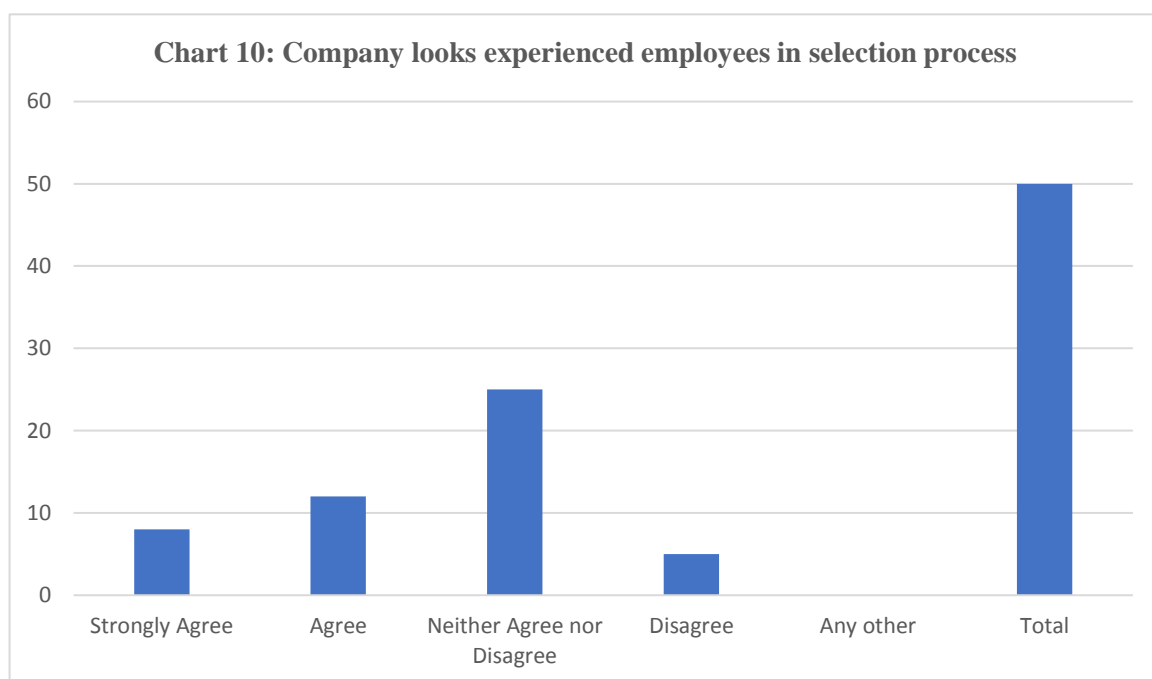


Analysis & Interpretation:

In the above table, 50% of respondents answered that the evaluation for the effectiveness of the interview process and other selection instruments such as testing is adequate, and 42% of the respondents test the evaluation for the effectiveness of the interview process Choice equipment such as is excellent.

TABLE 4.10: COMPANY LOOKS EXPERIENCED EMPLOYEES IN SELECTION PROCESS

Response	No. of Responses	Percentage
Strongly agree	8	16%
Agree	12	24%
Neither Agree nor Disagree	25	50%
Disagree	5	10%
Any other	0	0%
Total	50	100%

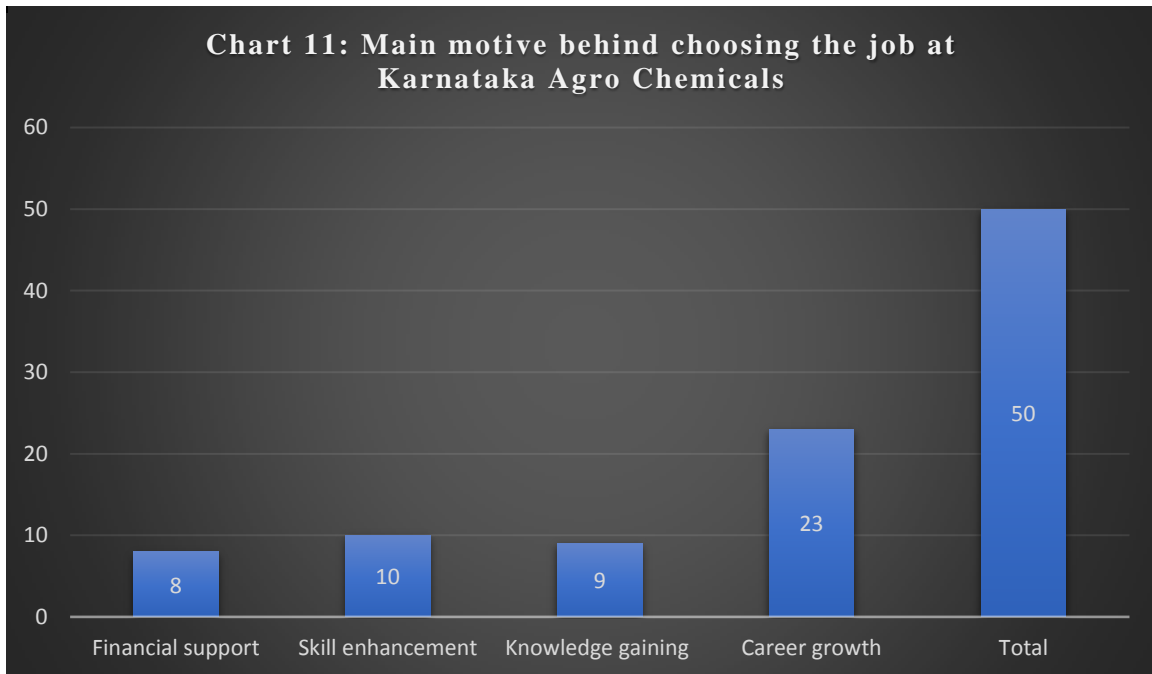


Analysis and Interpretation:

The above table shows that 50% of the respondents neither agree nor disagree that Company looks experienced employees in selection process and 24% agree to Company looks experienced employees in selection process and 5% respondents disagree to Company looks experienced employees in selection process.

TABLE 4.11: MAIN MOTIVE BEHIND CHOOSING THE JOB AT KARNATAKA AGRO CHEMICALS

Response	No. of Responses	Percentage
Financial support	8	16%
Skill enhancement	10	20%
Knowledge gaining	9	18%
Career growth	23	46%
Total	50	100%

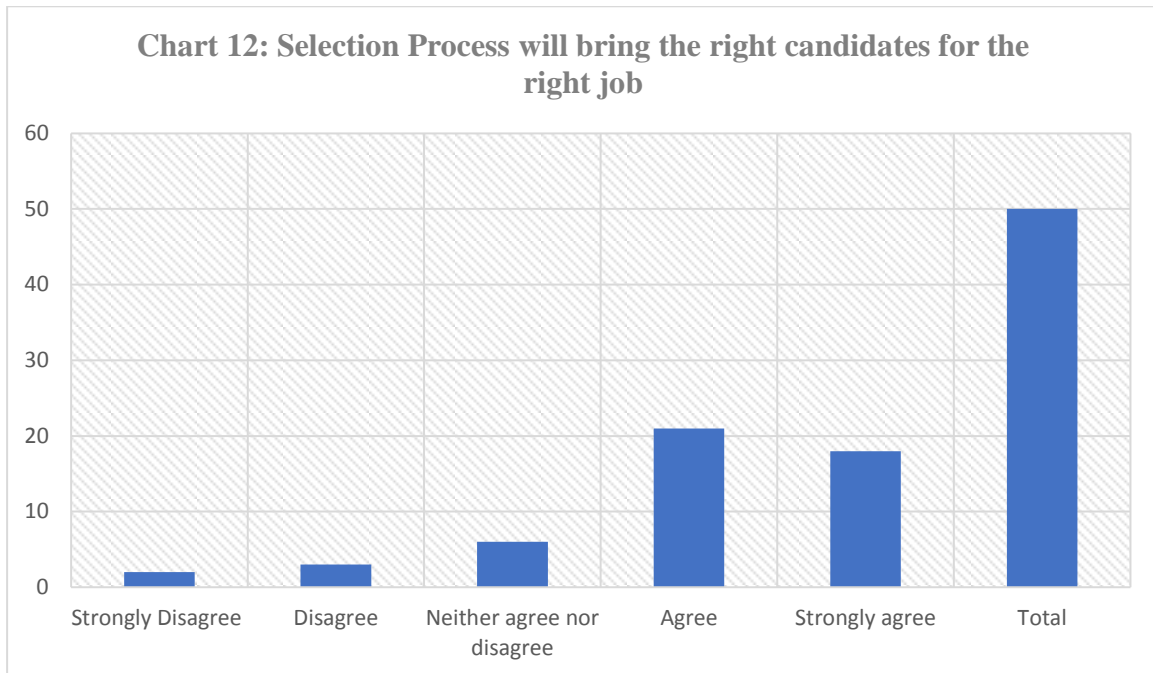


Analysis and interpretation:

The above table shows that 46% of the respondents says that main motive behind choosing the job at Karnataka Agro Chemicals is career growth, 20% of the respondents says that main motive behind choosing the job at Karnataka Agro Chemicals is through skill enhancement, 18% of the respondents says that main motive behind choosing the job at Karnataka Agro Chemicals is for knowledge gaining.

TABLE 4.12: SELECTION PROCESS WILL BRING THE RIGHT CANDIDATES FOR THE RIGHT JOB

Response	No. of Responses	Percentage
Strongly Disagree	2	4%
Disagree	3	9%
Neither agree nor disagree	6	12%
Agree	21	42%
Strongly agree	18	36%
Total	50	100%

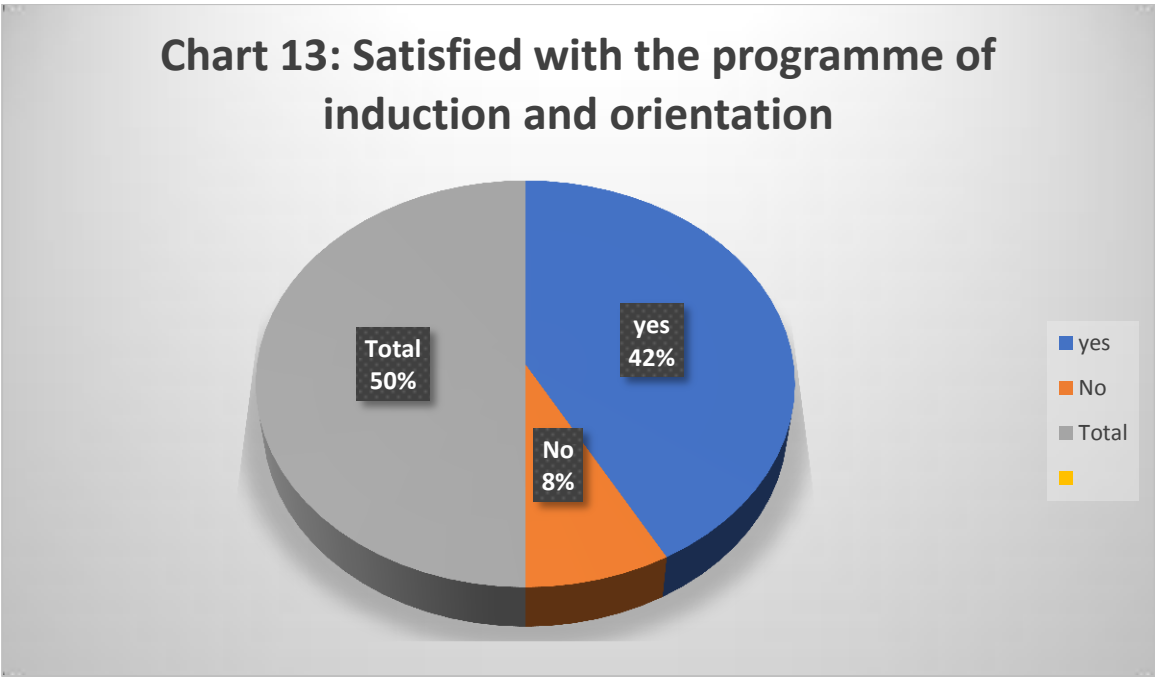


Analysis and Interpretation:

The above table shows that 42% of the respondents agree that selection process at Karnataka Agro Chemicals will bring the right candidates for the right job 36% of the respondents and 12% of the respondents neither agree nor disagree to the selection process at Karnataka Agro Chemicals will bring the right candidates for the right job.

TABLE 4.13: SATISFIED WITH THE PROGRAMME OF INDUCTION AND ORIENTATION

Response	No. of Responses	Percentage
Yes	42	84%
No	8	16%
Total	50	100%

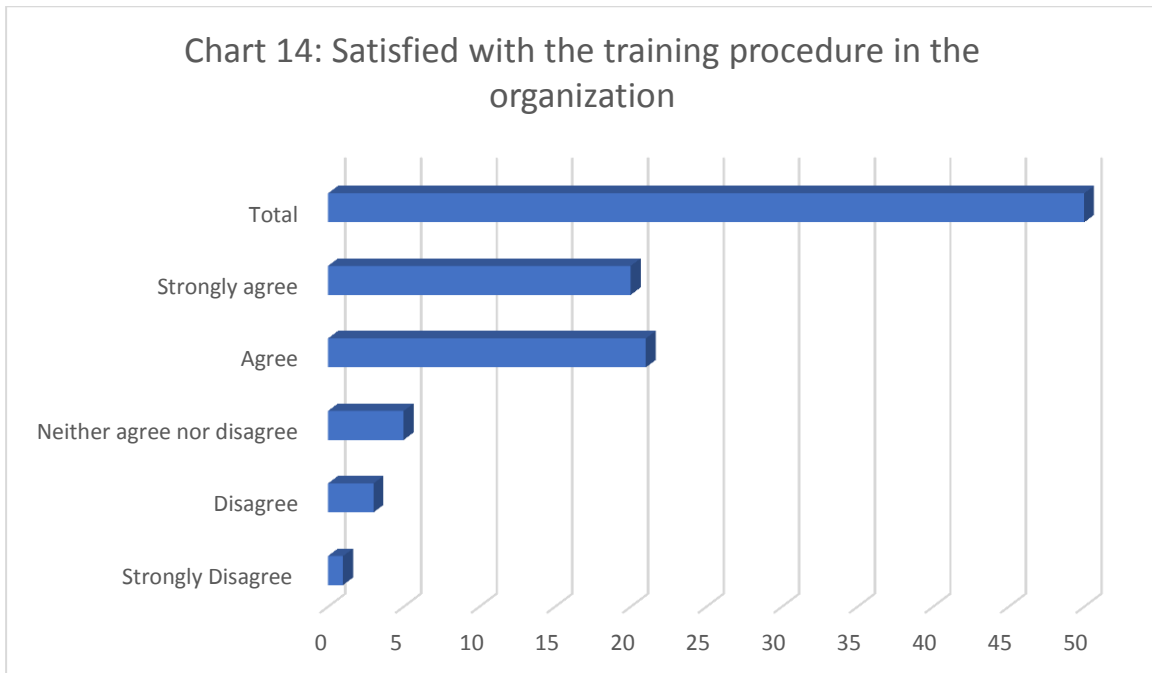


Analysis and Interpretation:

The above table depicts that 84% of the respondents says yes that they are satisfied with the programme of induction and orientation in your company and 16% of the respondents says no that they are not satisfied with the programme of induction and orientation in your company.

TABLE 4.14: SATISFIED WITH THE TRAINING PROCEDURE IN THE ORGANIZATION

Response	No. of Responses	Percentage
Strongly Disagree	1	2%
Disagree	3	6%
Neither agree nor disagree	5	10%
Agree	21	42%
Strongly agree	20	40%
Total	50	100%

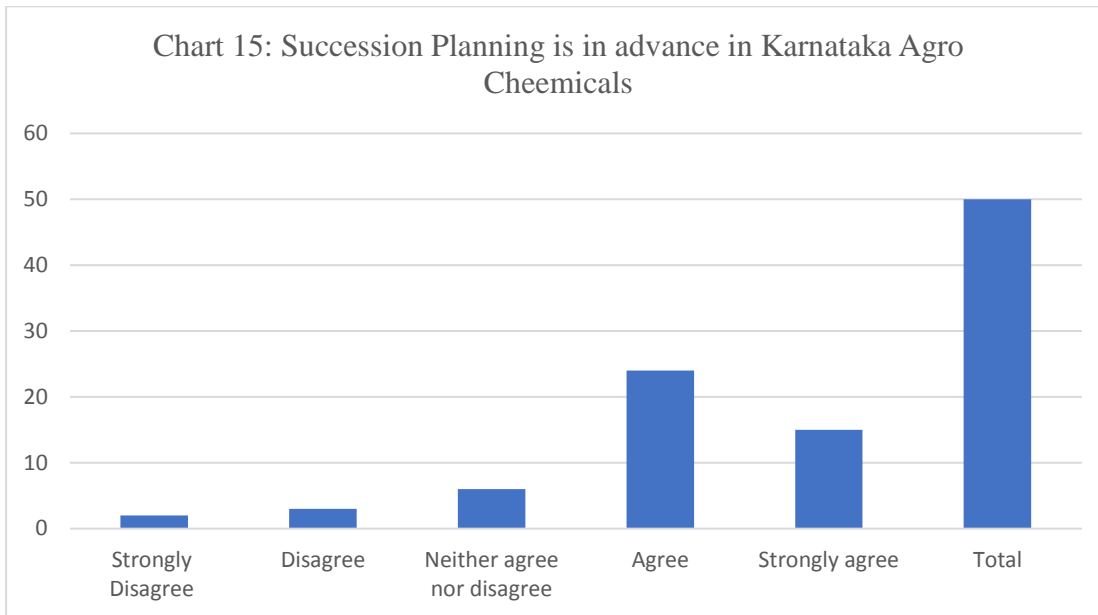


Analysis and Interpretation:

In the above table, 42% of respondents say they are satisfied with the training procedure given by the organization, and 40% of the respondents say they are satisfied with the training procedure given by the organization. Also, they disagree with the satisfaction of the training procedures given to the organization, and 6% of the respondents do not oppose dissatisfaction with the training procedures given to the organization.

TABLE 4.15: SUCCESSION PLANNING IS IN ADVANCE IN KARNATAKA AGRO CHEMICALS

Response	No. of Responses	Percentage
Strongly Disagree	2	4%
Disagree	3	6%
Neither agree nor disagree	6	12%
Agree	24	48%
Strongly agree	15	30%
Total	50	100%

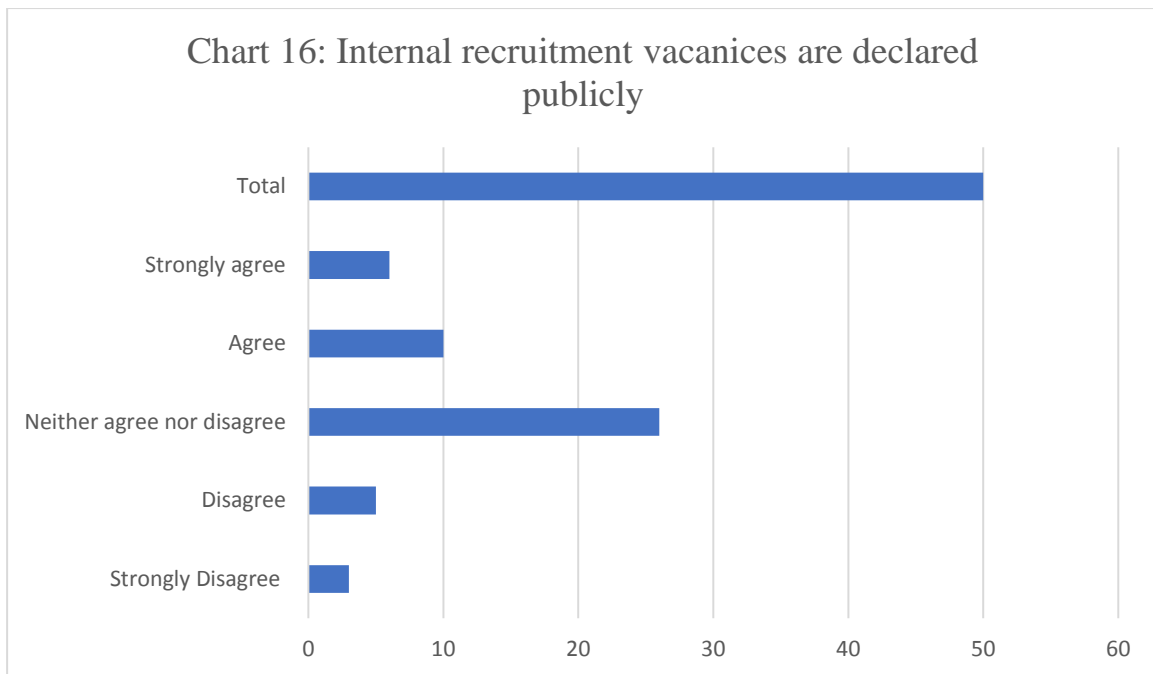


Analysis & Interpretation:

The above table depicts that 48% of the respondents agree to succession planning is in advance in Karnataka Agro Chemicals, 30% of the respondents strongly agree to succession planning is in advance in Karnataka Agro Chemicals and 12% if the respondents neither agree nor disagree to succession planning is in advance in Karnataka Agro Chemicals and 6% of the respondents disagree to succession planning is in advance in Karnataka Agro Chemicals.

TABLE 4.16: INTERNAL RECRUITMENT VACANICES ARE DECLARED PUBLICLY

Response	No. of Responses	Percentage
Strongly Disagree	3	6%
Disagree	5	10%
Neither agree nor disagree	26	52%
Agree	10	20%
Strongly agree	6	12%
Total	50	100%

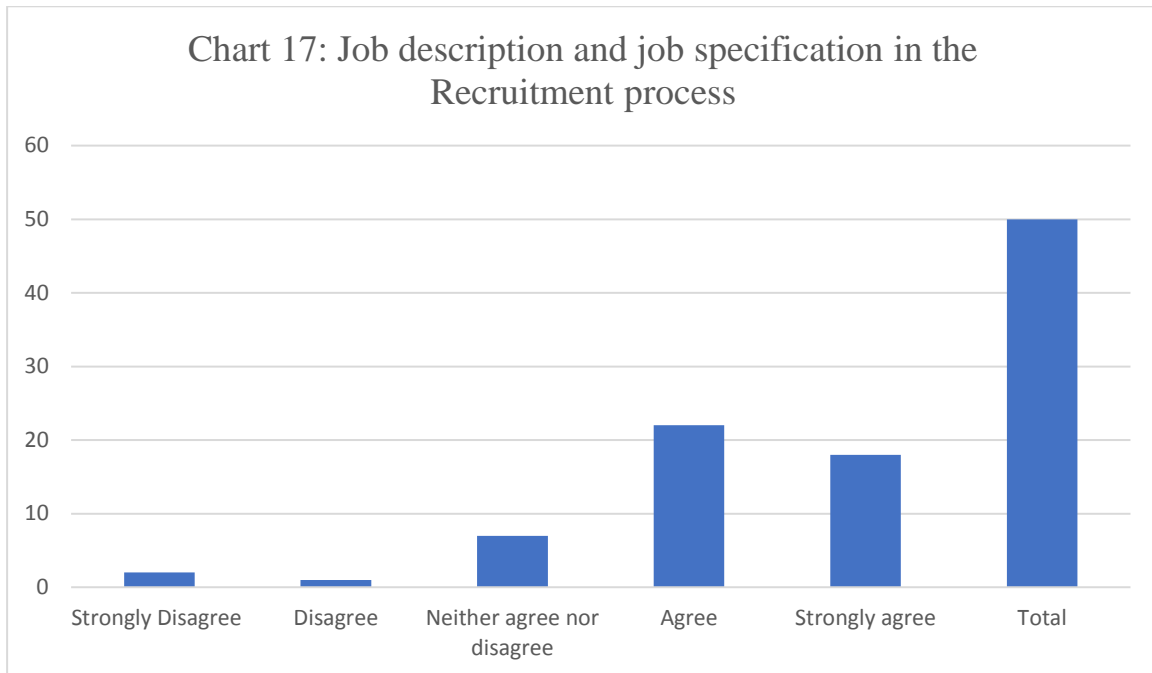


Analysis & Interpretation:

In the above table, 52% of respondents publicly declare internal recruitment personnel, 20% of respondents respond that they agree to internal recruitment, and 10% of respondents object to internal recruitment.

TABLE 4.17: DEFINES ABOUT THE JOB DESCRIPTION AND JOB SPECIFICATION IN THE RECRUITMENT PROCESS

Response	No. of Responses	Percentage
Strongly Disagree	2	4%
Disagree	1	2%
Neither agree nor disagree	7	14%
Agree	22	44%
Strongly agree	18	36%
Total	50	100%

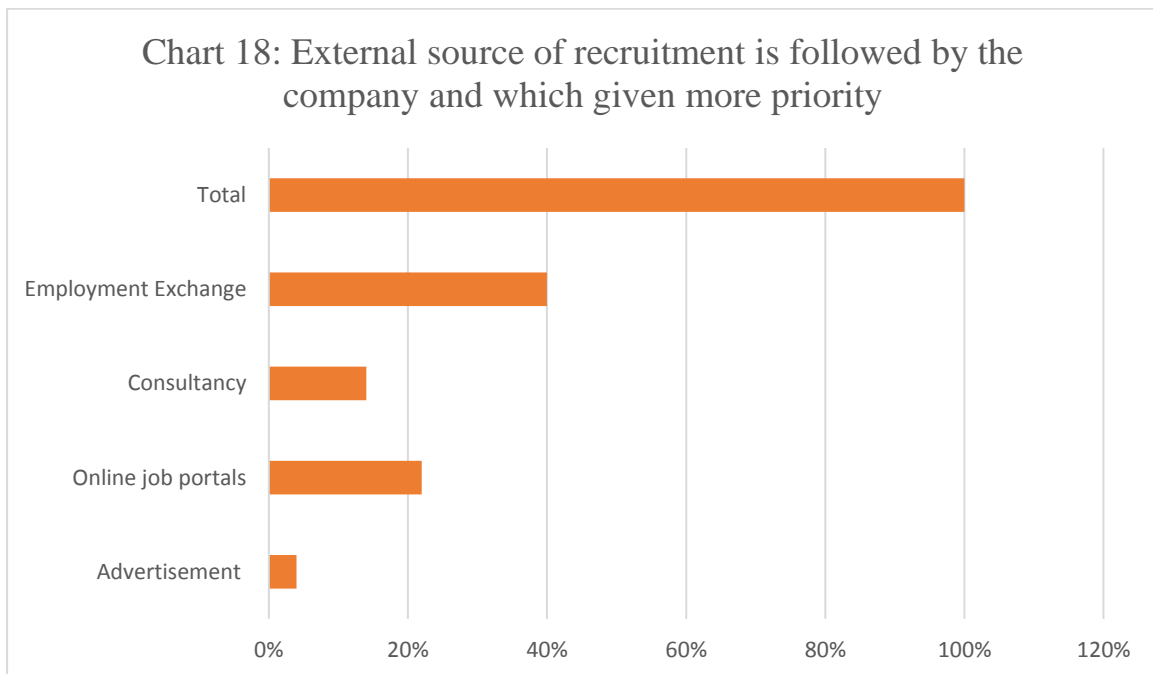


Analysis & Interpretation:

In the above table, 44% clearly define job descriptions and job specifications in the hiring process. Respondents described the job descriptions in the hiring process by the personnel department. And clearly define job specifications.

TABLE 4.18: EXTERNAL SOURCE OF RECRUITMENT IS FOLLOWED BY THE COMPANY AND WHICH GIVEN MORE PRIORITY

Response	No. of Responses	Percentage
Advertisement	2	4%
Online job portals	21	22%
Consultancy	7	14%
Employment Exchange	20	40%
Total	50	100%

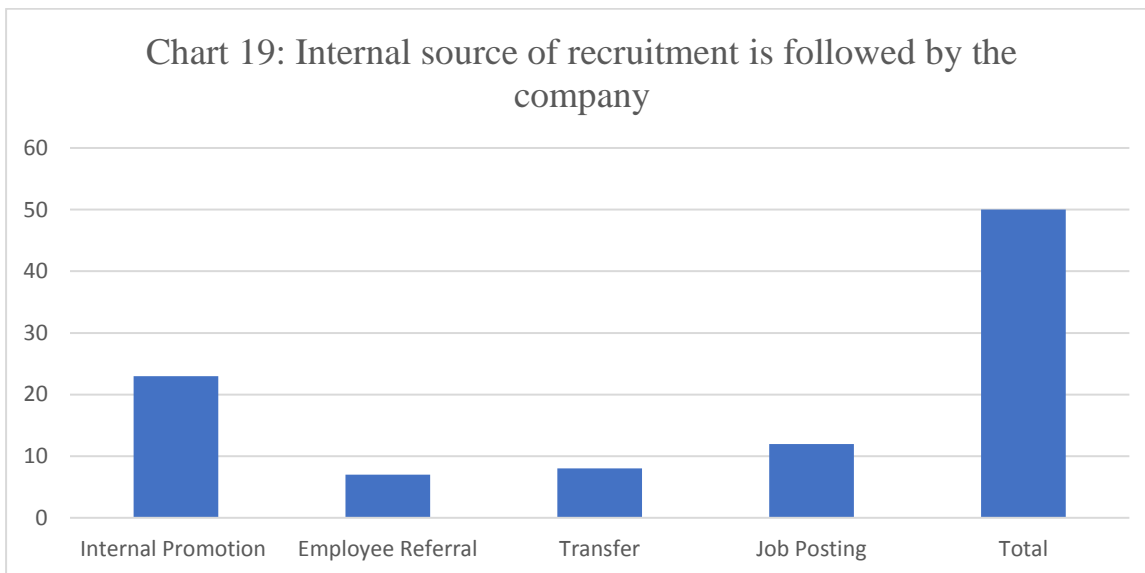


Analysis and interpretation:

In the above table, 40% of the respondents said that the employment exchange was an outside source, and 22% answered that the priority was high. 14% of respondents said that the consultant industry was an outside source, 45% of respondents answered that the that advertisement are the external source of recruitment is followed by the company and given more priority.

TABLE 4.19: INTERNAL SOURCE OF RECRUITMENT IS FOLLOWED BY THE COMPANY

Response	No. of Responses	Percentage
Internal Promotion	23	46%
Employee Referral	7	14%
Transfer	8	16%
Job Posting	12	24%
Total	50	100%

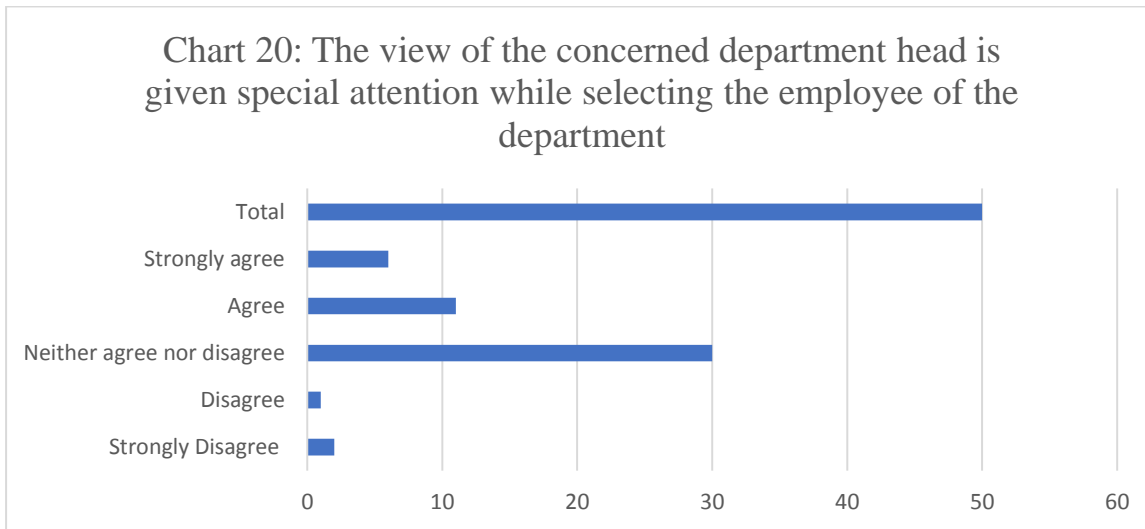


Analysis and Interpretation:

In the above table, 46% of the respondents said that internal promotion is an internal recruitment source and has a high priority. Twenty-four percent of respondents said that job postings are internal hiring sources 16% of respondents say that internal hiring is hiring, and 14% of respondents says that employee referral are the internal source of recruitment is followed by the company and given more priority.

TABLE 4.20: DEPARTMENT HEAD IS GIVEN SPECIAL ATTENTION WHILE SELECTING THE EMPLOYEE OF THE DEPARTMENT

Response	No. of Responses	Percentage
Strongly Disagree	2	4%
Disagree	1	2%
Neither agree nor disagree	30	60%
Agree	11	22%
Strongly agree	6	12%
Total	50	100%



Analysis and Interpretation:

The above graph shows that 60% of the respondents do not agree or disagree with the views of the relevant department heads when selecting employees in the department. Special attention when selecting employees in a department 12% of respondents stated that they strongly agree with the views of the heads of relevant departments when selecting employees in a department.

CHAPTER-5

FINDINGS, SUGGESTION & CONCLUSION

5.1 FINDINGS:

- The study depicts that 80% respondent are aware of human resources planning procedure in Karnataka Agro Chemicals and 20% respondent are not aware of human resources planning procedure in Karnataka Agro Chemicals.
- The study depicts that 50% of respondent strongly agree that recruitment and selection are done systematically and 6% are neutral towards the recruitment and selection which is are done systematically.
- The study depicts 44% of the respondent says mode of selection is through Interview, 40% respondent says that mode of selection is through written test, and 4% respondent says that on merit selection.
- The study depicts that 40% of the respondents says that four stages involved in selecting candidate and 30% of the respondents says there are 2 stages are involved in selecting the candidate.
- The study depicts 40% of respondents say that within 2 hours of completing the interview process, 40% of respondents will take more than 1 day to complete the interview process.
- The study depicts that 40% of the respondents say that they face the interview at Karnataka Agro Chemicals with the confidence and 30% of the respondents says that they face the interview with tensed and 8% of the respondents says that they face the interview with relaxed mind set.
- In the survey, 50% of the respondents said that the effectiveness of the interview process and other selection measures such as testing is adequate, and 42% of respondents said the equipment is excellent, including the evaluation of the effectiveness of the interview process and other choices.
- The study depicts that 52% of the respondents says that internal recruitment vacancies are declared publicly, 20% of the respondents agree to the internal recruitment vacancies are declared publicly and 10% of the respondents are disagree to the internal recruitment vacancies are declared publicly.

- The study depicts that 84% of the respondents says yes that they are satisfied with the programme of induction and orientation in your company and 16% of the respondents says no that they are not satisfied with the programme of induction and orientation in your company.
- The study depicts that 46% of the respondents says that main motive behind choosing the job at Karnataka Agro Chemicals is career growth, 20% of the respondents says that main motive behind choosing the job at Karnataka Agro Chemicals is through skill enhancement, 18% of the respondents says that main motive behind choosing the job at Karnataka Agro Chemicals is for knowledge gaining.
- According to the survey 42% of respondents provide HR qualified good applicants responded that they provided the right candidate
- Surveys show that 60% of respondents do not agree or disagree with the views of the department heads, but 22% of the respondents do not agree with the head of the department. When choosing employees in a department, 12% of special attention respondents say that they strongly agree with the heads of relevant departments when choosing employees in the department.
- The study depicts that 50% of the respondents neither agree nor disagree that company looks experienced employees in selection process and 24% agree to company looks experienced employees in selection process and 5% respondents disagree to company looks experienced employees in selection process.
- The study depicts that 42% of the respondents agree that selection process at Karnataka Agro chemicals will bring the right candidates for the right job 36% of the respondents and 12% of the respondents neither agree nor disagree to the selection process at Karnataka Agro Chemicals will bring the right candidates for the right job.
- The study depicts that more of the respondents agree that are satisfied with the training procedure given in the Organization, and 6% of the respondents who are satisfied with the training phase given to the organization do not object to not being satisfied with the training level given to the organization.
- The study depicts that 48% of the respondents agree to succession planning is in advance in Karnataka Agro Chemicals, 30% of the respondents strongly agree to succession planning is in advance in Karnataka Agro Chemicals and 12% if the respondents neither

agree nor disagree to succession planning is in advance in Karnataka Agro Chemicals and 6% of the respondents disagree to succession planning is in advance in Karnataka Agro Chemicals.

- According to the survey, 36% of the respondents who answered that job description and job specification HR are clearly defined in the recruitment process, and job description and job specifications in the recruitment process clearly define the HR. We clearly define job content.
- According to the survey, 40% of respondents said that the exchange of employment is external recruitment, and 22% of respondents who said that they had high priority responded that external recruitment caused external recruitment. Fourteen percent of the respondents said that they would encourage outside recruitment, 45% of the respondents says that advertisement is the external source of recruitment is followed by the company and given more priority.
- According to the survey, 46% of respondents said that internal promotion is the company's recruiting company, and 24% of respondents who said that they are high-priority say that the company is recruiting the company. 16% of respondents said that hires are recruiting. 14% of respondents said hires are insider companies and answered more. Priority.

5.2 SUGGESTIONS

- The organization should focus on awareness of human resources planning procedures.
- The Karnataka Agro chemicals should focus on the time management for completing the interview process.
- Karnataka Agro Chemicals should also focus on internal promotion should be performed regularly over a specific period of time.
- The organization should focus on the human resources to provide an adequate pool of quality applicants for growth of the organization.
- The Karnataka Agro chemicals should focus on the promotion of the employees for effective achieving of the organization vision and mission.
- The company should focus on the happiness of its employees so that they can easily achieve their goals in terms of recruiting higher quality candidates.
- Karnataka Agro Chemicals should focus on new trends in the recruitment process.
- Recruitment management system should provide and a flexible, automated and interactive between the online application system, the recruitment department of the company and the job seeker.
- Management carry out the systematic process for HR planning.
- Encourage current employees to introduce their friends and relatives. This source is generally one of the most effective recruitment methods because many qualifiers reach the company at a very low cost. And the individual being judged is similar in type to the person who is already working in the company. Management can suggest plans for employees to visit.
- Induction should be properly done for selected candidate because the new selected employ feels at home in the new environment.
- Recruitment management systems help you communicate with candidates through the recruitment process and build healthy relationships,
- All selection tests, such as ability tests, Personality tests, Written tests, give the same weight during selection process.

5.3 CONCLUSION

To conclude the summary of the project report titled “a study on Recruitment and Selection at Karnataka Agro Chemicals”. It has received both favorable and unfavorable responses from both the interviewer and the candidates. The study of the project is carried out as per norms of Visvesvaraya Technological University for the academic purpose.

The study in Karnataka Agro Chemicals helped us understand the various aspects of the organization and how the organization works and how to identify and solve problems.

The organization's recruitment sources are based on factors, both internal and external. The recruitment of candidates for a particular post depends on the age, experience, qualifications, and percentage of the academic year. The selection process is entirely based on communication skills and technical qualities.

Human resources are becoming an integral part of an organization. Work, functions, tasks, and tasks may be performed by a skilled person skilled in the art. When the number of members of the organization is aware of the more appropriate recruitment and selection process that can make a choice of human resources in the right way. The employed individual may have experience and knowledge, but how to change within the organization about various aspects such as working conditions, attitudes and behavioral characteristics of job-performing employers, how to increase productivity, the use of innovative technologies, and so on. When an employee is selected, it must be dedicated to a loyal organization. They must attempt to perform their duties and have the qualities of wit, diligence, and conscience. Finally, it may be said that organizations are required to practice recruitment and selection processes with accuracy, accuracy, and truth.

“This study has enhanced my confidence with successful Completion of the Internship at Karnataka Agro Chemicals”.

ANNEXURE



KARNATAKA AGRO CHEMICALS

QUESTIONNAIRE FOR RECRUITMENT AND SELECTION

Date:

Dear Sir/Madam:

I am doing survey to find out more about Recruitment and Selection in Karnataka Agro Chemicals. I will be more obligated if you could respond to the below mentioned questionnaire.

1. Personal Details:

Name:

Age:

Gender:

Email ID:

Department:

Experience:

Designation:

2. Are you aware of human resources planning procedure in Karnataka Agro Chemicals?

a) Yes b) No

If Yes/No, then kindly mention few words

3. The recruitment and selection are done systematically.

- a) Strongly agree b) Agree c) Neither agree or disagree
d) Disagree e) any other

4. The mode of selection are including.

- a) Written Test b) Interview c) Both
d) Merit Only e) any other

5. How many stages are involved in selecting the candidate?

- a) One b) Two c) Three
d) Four e) More

6. How much time is taken for the interview process?

- a) Less than 2 hours b) 2-6 hours c) 6-8 hours
d) More than a day

7. How do you feel when you were facing the interview at

- a) Confidence b) Tensed
c) Stress d) Relaxed

8. Does HR provide an adequate pool of quality applicants?

- a) Yes b) No

9. Give the rating for effectiveness of the interviewing process and any other selection instruments,

such as testing?

- a) Poor b) Adequate c) Excellent

10. The Company looks for experienced employees in selection process?

- a) Strongly agree b) Agree c) Neither agree or disagree

d) Disagree e) any other

11. What is the main motive behind choosing the job at Karnataka Agro Chemicals?

a) Financial support b) Skill enhancement

c) Knowledge gaining d) Career growth

12. Do you agree the selection process at Karnataka Agro Chemicals will bring the right candidates

for the right job?

a) Strongly Disagree b) Disagree c) Neither agree nor disagree

c) Agree e) Strongly agree

13. Are you satisfied with the programme of induction and orientation in your Company?

a) Yes b) No

If Yes, what was the best part: _____

14. I am satisfied with the training procedure given in the Organization?

a) Strongly Disagree b) Disagree c) Neither agree nor disagree

d) Agree e) Strongly agree

15. The succession planning is in advance in Karnataka Agro Chemicals?

a) Strongly disagree b) Disagree c) Neutral

d) Agree e) Strongly agree

16. The internal recruitment vacancies are declared publicly

a) Strongly disagree b) Disagree c) Neutral

d) Agree e) Strongly agree

17. The HR clearly defines about the job description and job specification in the recruitment Process

- a) Strongly disagree b) Disagree c) Neutral
d) Agree e) Strongly agree

18. Which external source of recruitment is followed by the company and given more priority?

- a) Advertisement b) Online job portals
c) Consultancy d) Employment Exchange

19. Which internal source of recruitment is followed by the company and given more priority?

- a) Internal Promotion b) Employee Referral
c) Transfer d) Job Posting

20. The view of the concerned department head is given special attention while selecting the Employee of the department

- a) Strongly disagree b) Disagree c) Neutral
d) Agree e) Strongly agree

*******THANK YOU*******

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ACHARYA INSTITUTE OF TECHNOLOGY
DEPARTMENT OF MBA

PROJECT (17MBAPR407) -WEEKLY REPORT

NAME OF THE STUDENT: ABHITHA R

INTERNAL GUIDE: DR.MM.BAGALI

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COMPANY NAME: KARNATAKA AGRO CHEMICALS

WEEK	WORK UNDERTAKEN	EXTERNAL GUIDE SIGNATURE	INTERNAL GUIDE SIGNATURE
3 rd Jan 2019 – 9 th Jan 2019	Industry Profile and Company Profile		
10 th Jan 2019 – 17 th Jan 2019	Preparation of Research instrument for data collection		
18 th Jan 2019 – 25 th Jan 2019	Data collection		
26 th Jan 2019 – 2 nd Feb 2019	Analysis and finalization of report		
3 rd Feb 2019 – 9 th Feb 2019	Findings and Suggestions		
10 th Feb 2019 – 16 th Feb 2019	Conclusion and Final Report		



Company Seal



College Seal

HOD Signature

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