

SUMMER PROJECT REPORT

“A Study of HUMAN RESOURCE Time Keeping & Recruitment.”

Submitted to:

Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

Submitted by:

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Company Guide:

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Faculty Guide:

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**Department of Management Sciences and Research,
G.S. College of Commerce & Economics, Nagpur
NAAC Accredited “A” Grade Institution**



Academic Year 2020-21



CERTIFICATE

This is to certify that the investigation described in this report titled
“A Study of HUMAN RESOURCE Time Keeping & Recruitment.”

has been carried out by **Ms. Samruddhi P.Akkewar** during the summer internship project. The study was done in the organization, **“Global FIBC Pvt. Ltd,”** in partial fulfillment of the requirement for the degree of Master of Business Administration of **R. T. M. Nagpur University, Nagpur.**

This work is the own work of the candidate, complete in all respects and is of sufficiently high standard to warrant its submission to the said degree. The assistance and resources used for this work are duly acknowledged.

Dr. Ashwini Purohit
(Director)



GLOBAL FIBC PVT. LTD.

DATE:- 22/09/2020

TO WHOM IT MAY CONCERN

This is to certify that Ms .Samruddhi Akkewar D/o Pramod Akkewar, a student of MBA (Major in Human Resource III Semester) DSMR G.s College Nagpur Maharashtra has successfully complete 45 Days (From 25th July 2020 to 8th September 2020) Short internship Programme at GLOBAL FIBC PVT. LTD .

During the period of her internship programme with us she was found punctual hard working and inquisitive,

We wish her success in her life

For GLOBAL FIBC PVT. LTD.



Hr. Manager

(Abhijeet S. Darbeswar)

EL-12 M.I.D.C., Hingna Road Nagpur-440016.

E-mail: globalfibcel@gmail.com

ACKNOWLEDGEMENT

It is a matter of pride and privilege for me to have done a summer internship project in “**Global F.I.B.C Pvt Ltd**” and I am sincerely thankful to them for providing this opportunity to me.

I am thankful to “**Mr. Shubham Lacharwar**” for guiding me through this project and continuously encouraging me. It would not have been possible to complete this project without his / her support.

I am also thankful to all the faculty members of Department of Management Sciences and Research, G S College of Commerce and Economics, Nagpur and particularly my mentor “**Dr. Mrs Geeta Naidu**” for helping me during the project.

Finally, I am grateful to my family and friends for their unending support.

(**Samruddhi P. Akkewar**)

INTRODUCTION :

Global FIBC is the most trusted and reliable partner of its Global Customer over the years. Our philosophy is not to develop customers to sell our FIBC's but to build long term partnership to understand each other needs which will enable both organizations to grow together. We believe what ever we are today in such a short span is because of our customers. A youthful company that provides packaging solutions through creative innovations, process effectiveness, customer support and prompt deliveries.

The company is recognized as market leader and a preferred partner by all major & global Customers. This is reflected in the fact that more than 90% of FIBC our production is exported to USA, Europe, Latin America & Africa.

Global FIBC Private Limited incorporated with MCA on 18 November 2014. The Global FIBC Private Limited is listed in the class of pvtltd company and classified as Non Govt Company. This company is registered at Registrar of Companies (ROC), Mumbai with an Authorized Share Capital of Rs. 2 CR and its paid up capital is 2 CR.

Global FIBC Private Limited's last Annual General Meeting (AGM) was held on 29 September 2018, and date of latest balance sheet available from Ministry of Corporate Affairs (MCA) is 31 March 2018.

The company has 3 directors/key management personal Gaurav Damodar Sarda, Damodar Govindlal Sarda, and Kunjan Sarda Global FIBC Private Limited .

WHAT WE OFFER

We provide best services to our customer



INVENTORY MANAGEMENT

We offer services to manage your inventory levels



BAG DIAGNOSTICS

Our team works with you to choose correct packaging for your product



TRACEABILITY

We allows our customers to trace their packages



CUSTOMER SUPPORT

We believe in maintaining customer relationship with our customer support

**INFORMATION
OF
THE
STUDY**

OBJECTIVE OF THE STUDY :

The Main Objective of the Study are as Follow :

- To understand the process of recruitment .
- To know the sources of recruitment at various levels and various jobs .
- To critically analyze the functioning of recruitment procedures
- To identify the probable area of improvement to make recruitment procedure more effective
- To know the managerial satisfaction level as well as to know the yield ratio
- To search or headhunt people whose, skills fits into the company's value
- Assess segregation of duties and user access controls for proper monitoring and appropriateness over timekeeping and employee Masterfile
- Assess the location and security of employee records
- Review appropriateness of individual and overall time approval;

- Determine if payroll changes are appropriately supported, authorized, and verified;
- Verify that hours paid agree to the supporting documentation; and
- Determine if compensation is in accordance with the County's Overtime Compensation and Premium Pay

SCOPE OF STUDY :

The Benefits of the study for the researcher is that it helped to gain knowledge and experience and also provided the opportunity to study and understand the prevalent recruitment procedures .

The Key Points of My Research Study are :

- To understand and analyze various HR factors including recruitment procedure at consultant
- To suggest any measures / recommendations for the improvement of the recruitment procedures
- Verify that time and attendance information agrees to appropriately approved and authorized supporting documentation; including determination if supporting documentation allows for appropriate audit trail

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COMPANY INFORMATION

CIN	<u>U25200MH2014PTC259471</u>
Company Status	Active
Registration Number	259471
Date of Incorporation	18 November 2014
Registration State	Mumbai
Company Category	Company limited by Shares
Company Sub-Category	Non-govt company
Class of company	Private
Listing status	Unlisted
Date of Last Annual General Meeting	29 September 2018
Date of Latest Balance Sheet	31 March 2018

ABOUT GLOBAL FIBC PVT. LTD.

- Global FIBC PVT LTD is on ISO 9001 : 2015 certified manufacturing and export oriented company having a gross annual turnover in excess of USD 30 million .
- We have been engaged in the business of manufacturing and exports of FIBC's , Woven Polypropylene bags , Geo textiles and Woven Polypropylene Fabrics over a decade having capabilities of supplying about 8 million pp bags annually . Global FIBC has established itself as a leader in the export of FIBC's to North America , Central America , Europe & Africa besides having a solid presence in Indian Market .
- We have a strong customer base in USA , Belgium , Netherland , Ireland , Spain , Germany , Italy , Switzerland , Turkey , Israel , Honduras , Ballvia , Argentina , South Africa , Tanzania , UAE and many more countries .
- The Global FIBC PVT. LTD is located in Nagpur about 800 km from Mumbai at Nhava Sheva , The Largest Port in India well connected . The Port is easily Accessible by road and roll and its Geographical Proximity and easy connectivity Ensure Minimum time log for a shipment . The Port of Nhava Sheva is Frequented by all Major Shipping Lines and provides lot of Options to choose shipping lines of Export Shipping across the world on time .

HUMAN RESOURCE MANAGEMENT AND HUMAN RESOURCE DEVELOPMENT

DEFINITION :

HRM is the process of managing people in a organization in a structured and thorough manner . This covers the fields of staffing (hiring people) , retention of people , pay and perks setting and management , performance management , change management and taking care of exists from the company to round off the activities . This is the traditional definition of HRM which leads some expert to define it as a modern version of the Personnel Management function that was used earlier .

We have chosen the term “ art and science” as HRM is both the art of managing people by recourse to creative and innovative approaches, it is a science as well because of the precision and rigorous application of the theory that is required .

Human Resource Development (HRD) means to develop available manpower through suitable methods such as training , promotions, transfers and opportunities for career development . HRD program create a term of well-trained , efficient and capable managers and subordinates. Such team constitutes an important asset of an enterprise. One organization is different from another mainly because of the people (employees) working there in .

According to Peter F. Drucker , “ The Prosperity, if not the survival of any business depends on the performance of its managers of tomorrow .” The human nurtured and used resource should be nurtured and used in the organization.

USES OF HUMAN RESOURCE MANAGEMET IN AN ORGANISATION :

✚ Human Resource Management (HRM) is the function which an organization that focuses on recruitment of, management of, and providing direction for the people who work in the organization .

It can also be performed by line managers.

✚ Human Resource Management is the organization function that deals with issues related to people such as compensation , hiring, performance management , organization development , safety, wellness, benefits, employee motivation, communication, administration and training.

✚ HRM is also strategic and comprehensive approach to managing people and the workplace culture and environment . Effective HRM enables employees to contribute effectively and productively to the overall company direction and the accomplishment of the organization’s goals and objectives.

✚ HRM is moving away from traditional personnel , administration and transactional roles, which are increasingly outsourced . HRM is now expected to add value to the strategic utilization of employees and that employee programs impact the business in measurable ways.

The new role of HRM involves strategic direction and HRM metrics and measurement to demonstrate value .

✚ HRM function includes a variety of activities , and key among them is responsibility for human resources --for deciding what staffing needs you have and whether to use independent contractors or hire employees to fill these needs, recruiting and training the best employees, ensuring they are high performers, dealing with performance issues, and ensuring your personnel and management practices conform to various regulations. Activities also including managing your approach to employee benefits and compensation , employee records and personnel policies. Usually small businesses (for profit and non-profit) have to carry out these activities themselves because they can't yet afford part-or full-time help. However , they should always ensure that employees have –and are aware of – personnel policies which conform to current regulations . These policies are often in the form of employee manuals, which all employees have .

✚ HRM is widening with every passing day. It covers but is not limited to HR planning, hiring (recruitment and selection) , training and development , payroll management , rewards and recognitions, Industrial relation , grievance handling , legal procedures etc. In other words , we can say that it's about developing and managing harmonious relationship at workplace and striking a balance between organization goals and individual goals .

ADVANTAGES / IMPORTANCE OF HR :

- Meeting manpower needs : Every organisation needs adequate and properly qualified staff for the conduct of regulation business activities. Imaginative HRP is needed in order to meet the growing and changing human resource needs of an organisation .
- Replacement of manpower : The existing manpower in an organisation is affected due to various reasons such as retirement and removal of employees and labour turnover . HRP is needed to estimate the shortfall in the manpower requirement and also for making suitable arrangements for the recruitment and appointment of new staff.
- Meeting challenges of technological environment: HRP is helpful in effective use of technological progress. To meet the challenge of new technology existing employees need to be retrained and new employees may be recruited.
- Meeting growing manpower needs : The expansion or modernisation programme may be undertaken by the enterprise . Manpower planning is needed in order to forecast and meet additional manpower requirement due to expansion and growth needs through recruitment and suitable training programs .

- Coping with change : HRP enables an enterprise to cope with change in competitive force, markets, products, and technology and government regulations. Such change generate change in jobs content , skill, number and type of personals.
- Increasing investment in HR : An employee who pick up skills and abilities becomes a valuable resource because an organisation makes investments in its manpower either through direct training or job assignments.
- Adjusting manpower requirement A situation may develop in an organisation when there will be surplus staff in one department and shortage of staff in some other department. Transfers and promotions are made for meeting such situations.
- Recruitment and selection of employees: HRP suggest the type of manpower required in an organisation with necessary details. This facilitates recruitment and selection of suitable personnel foe jobs in the organisation. Introduction of appropriate selection tests and procedures is also possible as per the manpower requirements.
- Training of manpower : HRP is helpful in selection and training activities. It ensures that adequate numbers of persons are trained to fill up the future vacancies in theorganisation .

HR TOPICS - FUNCTION

Recruitment and Selection Process

Complete Recruitment life cycle

- ❖ Level of Companies
- ❖ Technologies and Domineer
- ❖ Portal Explanation
- ❖ Explanation of Job Description and Analyzing
Of requirement
- ❖ Sourcing of Porfiles from Portals
- ❖ Screening of profiles as per the requirement
- ❖ Calling the candidates
- ❖ Formatting of profiles and Tracker's
Preparation
- ❖ Maintenance of Database

TRAINING AND DEVELOPMENT

- ❖ Concept of Training and Development
- ❖ Training Needs Identification Process
- ❖ Designing Annual Training Plans
- ❖ Training Execution

- ❖ Designing Employee Development Initiatives
- ❖ Designing Supervisory Development Program
- ❖ Designing Management Development Programs
- ❖ What is Training ROI and how to Calculate
- ❖ Introduction to Best Trainer Skills, Knowledge and Abilities.

INDUCTION AND ORIENTATION

- ❖ How to Design Induction Progress and Execution
- ❖ How to Design on the job Training Program and Monitoring
- ❖ How to evaluate effectiveness of Induction and on the job Training Programs
- ❖ Probation Confirmation and HR Role

TEAM MANAGEMENT SKILLS

- ❖ Understanding What is a Team
- ❖ Understanding Team Development Stages

- ❖ What is your Team Membership Orientation
- ❖ How to improve your effectiveness as Team Member
- ❖ What is Team Leadership
- ❖ Understanding my Orientation

HR Recruitment :

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

Recruitment is a continuous process where by the firm attempts to develop a pool of qualified application for the future human resources needs ever though specific vacancies do not exist. Usually , the recruitment process starts when a manager initiates an employee requisition for a specific vacancy or an anticipated vacancy.

It is the process to discover sources of manpower to meet the requirement of staffing schedule and to employ effective measures for attracting that manpower in adequate number to facilitate effective selection of an efficient working force.

Recruitment of candidates is the function preceding the selection , which helps create a pool of prospective employees for the organization so that the management can select the right candidate for the right job from this pool. The main objective of the recruitment process is to expedite the selection process.

Recruitment is almost central to any management process and failure in recruitment can create difficulties for any company including an adverse effect on its profitability and inappropriate level of staffing or skills. Inadequate recruitment can lead to labor shortages, or problems in management decision making and the recruitment process could itself be improved by following management theories. The recruitment process could be improved in sophistication with Rodgers seven point plan , Munro-Frasers five-fold grading system, psychological tests , personal interviews , etc . Recommendations for specific and differentiated selection system for different professions and specialization have been given. A new national selection system for psychiatrists , anesthetists and dental surgeons has been proposed within the UK health sector

Timekeeping :

Timekeeping is the process by which an employee's time and paid leave is recorded. Because of the unique ways an employee's time is recorded and, ultimately, how their pay is determined, timekeeping processes are decentralized and maintained at the department level. Each department has varying pay scales, benefit offerings, laws and regulations it must comply with and, as such, their policies and procedures can be significantly different from each other. Employees are subject to a variety of complex compensation structures, such as salaried, hourly, temporary, seasonal, and other compensation arrangements. Pay types include work time, sick leave, premiums, bonus, overtime, annual leave, holidays, shift, standby/call back pay, etc.

Orienting Workers

A time keeper job in a construction company plays a key role in the implementation of **new employee orientation programs**. When the contractor hires new laborers, for instance, the timekeeper might organize a forum to inform them on the project's regulations and working conditions. That person provides information on the minimum number of labour hours per day, reporting and breaking times and provisions for overtime, if any. The timekeeper also ensures the contractor follows relevant laws such as the **Fair Labour Standards Act**, which provides authority over employees' working terms and conditions

Timekeeper Job Description

Timekeepers, also known as payroll assistants or clerks, support payroll department activities and efficiency by gathering and entering employee time and wage data within the department's time management system. In addition, timekeepers manage benefit and withholding data for employees to ensure that taxes and other withholdings are properly calculated for each payroll period. This role requires a high level of attention to detail, as well as the ability to manage strict deadlines for payroll processing and submission to ensure that pay checks are issued on time. Timekeepers also play a central role in compliance and fraud detection, carefully reviewing time submissions and alerting their department heads to inconsistencies or discrepancies in time reporting.

Timekeeper Duties and Responsibilities

Timekeepers can work in a variety of industries and organizations, but based on postings that we analysed, most share several core duties:

Compile Employee Time Data

The primary responsibility of a timekeeper is gathering and compiling time sheet data from employees across departments. While some companies may still utilize analogy methods to record employee hours, the vast majority of organizations now use computerized time reporting technologies to accurately record personnel hours. Timekeepers use this technology to collect employee hours for submission to payroll processing.

Calculate Wages and Deductions

Timekeepers also review employee payroll data to calculate wages and withholdings for taxes, Social Security, and employee benefits. The timekeeper uses employee payroll data and the department's record-keeping system to determine the proper withholdings based on hours worked, tax status, and pay rates.

Record Employee Pay Data

Throughout the year, timekeepers also manage and update employee pay data within the payroll department's system. This includes creating initial payroll data based on the employee's withholding options when they are hired and entering the employee's pay rate within the system. Timekeepers may also need to periodically review and update pay data based on employee raises or changes in their tax status or other withholdings (such as adding dependents or changing benefit plans).

Review Payroll Entries

During each pay period, the timekeeper also reviews payroll data submitted by individual employees or by departments within the organization. Timekeepers ensure that all employees are accounted for and that time sheets accurately reflect hours worked. In addition, the timekeeper may need to communicate with department heads to verify overtime hours or missed hours, both paid and unpaid.

Monitor Reports for Discrepancies

Timekeepers monitor payroll data for discrepancies or unusual occurrences to ensure accuracy and maintain correct information. The timekeeper may flag payroll submissions for excess hours, for example, or notice that an employee has submitted reimbursement requests for unapproved expenses. The timekeeper then reports these issues to their supervisor, the human resources department, or to the head of that employee's department.

Timekeeper Skills and Qualifications

Timekeepers support payroll department activities by gathering and entering employee time data and calculating wages and taxes. Most workers in this role have at least an associate's degree, administrative experience, and the following skills:

- **Computer skills** – timekeepers enter employee time data into payroll management systems, so they need to be proficient with computers and general office technologies
- **Communication skills** – this role also requires strong written and verbal communication skills, since timekeepers work with payroll department personnel and employees outside of the department
- **Attention to detail** – timekeepers should also possess a high level of attention to detail to ensure that they enter information correctly and properly calculate employee pay and withholdings
- **Time management skills** – time management is vital in this role, since timekeepers need to submit employee time and payroll data for processing on schedule so that pay checks arrive on time
- **Organization skills** – timekeepers are also highly organized and manage data for many employees at once while quickly resolving issues that can cause delays in payroll processing

NEED FOR RECRUITMENT

The need for recruitment may be due to the following reasons / situations :

- ❖ Vacancies : due to promotions, transfers, retirement , termination , permanent disability, death and labor turnovers.
- ❖ Creation of new vacancies due to growth, expansion and diversification of business activates of an enterprise.
- ❖ In addition, new vacancies are possible due to job specification.

The recruitment and selection is the major function of the human resource department and recruitment process is the first step towards creating the competitive strength and the strategic advantage for the organizations. Recruitment process involves a systematic procedure from sourcing the candidates to arranging and conducting the interviews and requires many resources and time . A general recruitment process is as follows :

IDENTIFYING THE VACANCY :

The recruitment process begins with the human resource department receiving requisitions for recruitment from any department of the company . These contains :

- Posts to be filled
- Number of persons
- Duties to be performed
- Qualifications required
- Preparing the jobs description and person specification .
- Location and developing the sources of required number and type of employees
- Short-listing and identifying the prospective employee with required characteristics.
- Arranging the interviews with the selection candidates.
- Conducting the interviews and decision making

The HR Role in Recruitment changed and HRM :

- Decides about the design of the recruitment processes and to decide about the split of roles and responsibilities between Human Resources and Hiring Manager

- Decides about the right profile of the candidate
- Decides about the sources of candidates
- Decides about the measures to be monitored to measure the success of the process.

A traditional role of HR in recruitment was an administrative part of the whole process . the HRM was responsible for maintaining the vacancies advertised and monitored , but the real impact of HRM to the performance of the whole recruitment process was minimal.

But as the role Human Resources in the business was increasing , the HR strategy was changed . From making the process working to the real management of HR Processes and the Recruitment Process was the first to manage .

The role of HR in Recruitment is very important as HRM is the function to work on the development of the recruitment process and to make the process very competitive on the market . As the job market gets more and more competitive , the clearly defined HR Role in Recruitment will be growing quickly . HRM is not a function to conduct all the interviews today , the main role of Human Resources is to make the recruitment process more attractive and competitive on the job market .

SCOPE OF HR RECRUITMENT :

- **HR** jobs are one of most important tasks in any company or organisation .
- To structure the recruitment policy of company for different categories of the employees.
- To analyses the recruitment policy of the organisation.
- To compare the recruitment policy with general policy.
- To provide a systematic recruitment process.
- It extends to the whole Organisation . It covers corporate office, sites and works appointments all over India

- It covers workers , Clerical Staff , Officers , Jr. Management , Middle Management and Senior Management cadres .
- A recruitment agency provides you with career counselling which renders a crystal clear picture of what are the possible career options out there for you and which job option suits you the best .

OBJECTIVE OF HR :

- To obtain the number and quality of employees that can be selected in order to help the organisation to achieve its goals and objectives.
- Recruitment help to create a pool of prospective employees for the organisation so that the management can select the right candidate for the right job from this pool.
- Recruitment acts as a link between the employers and the job seekers and ensures the placement of right candidate at the right place at the right time .

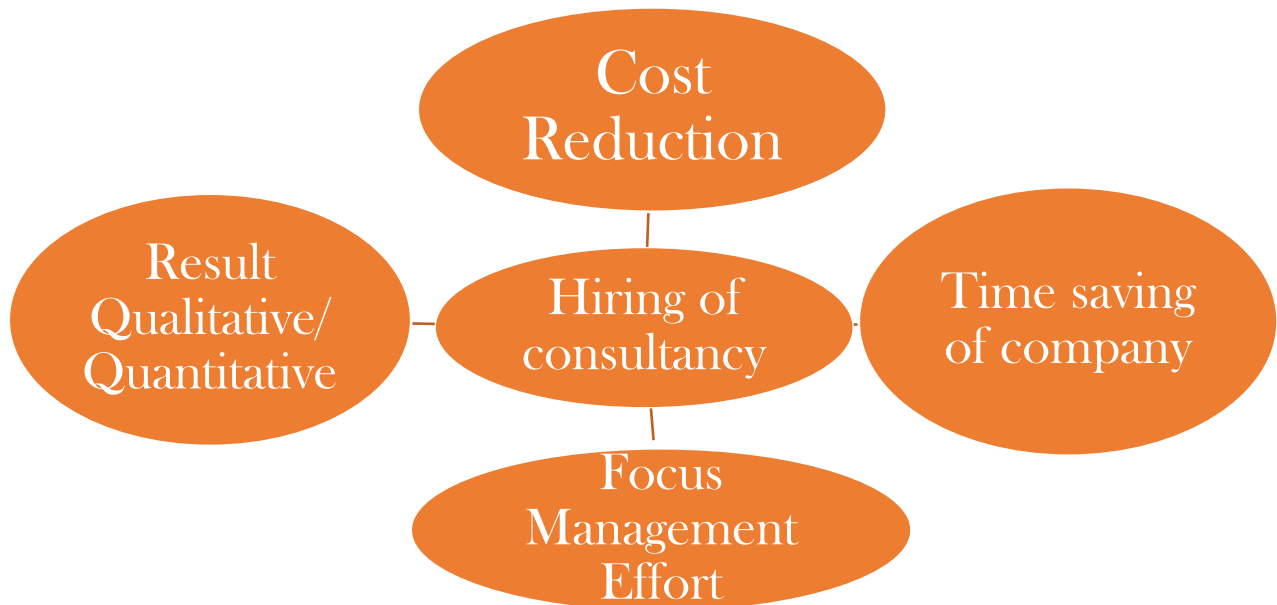
- Recruitment serves as the first step in fulfilling the needs of organisation for a competitive , motivated and flexible human resource that can help achieve its objectives.
- The recruitment process exists as the organisation hire new people , who are aligned with the expectations and they can fit into the organisation quickly.

ADVANTAGE OF OUTSOURCING RECRUITMENT / HIRING OF CONSULTANCY :

Traditionally , recruitment is seen as the cost incurring process in an organisation . HR outsourcing helps the HR professionals of the organisations to concentrate on the strategic functions and processes of human resource management rather than wasting their efforts , time and money on the routine work

Outsourcing the recruitment process helps to cut the recruitment costs to 20 % and also provide economics of scale to the large sized organisations.

The major advantages of outsourcing performance management are :



Outsourcing is beneficial for both the corporate organizations that use the outsourcing services as well as the consultancies that provide the service to the corporate. Apart from increasing revenues , outsourcing provides business opportunities to the service providers , enhancing the skill set of the service provide and exposure to the different corporate experiences thereby increasing their expertise.

THE ADVANTAGES ACCURING TO THE CORPORATE ARE :

- Turning the management 's focus to strategic level processes of HRM
- Accessibility to the expertise of the service provides
- Freedom from red tape and adhering to stick rules and regulations
- Optimal resource utilization
- Structured and fair performance management .
- A satisfied and hence , highly productive employees
- Value creation , operational flexibility and competitive advantage

Therefore outsourcing helps both the organizations and the consultancies to grow and perform better.

CHANGING ROLE OF RECRUITMENT

INTERMEDIARIES :

Recruitment consultancies , agencies or intermediaries are witnessing a boom in the demand of their services , both by the employers and the job seekers . With an already saturated job market , the recruitment intermediaries have gained a vital position acting as a link between the job seekers and the employers .

But at the same time , one of the major threats faced by this industry is the growing popularity of e-recruitment . With the changing demand , technologies and the penetration and increasing use of internet , the recruitment consultancies or the intermediaries are facing tough competition . To retain and maintain their position in the recruitment market , the recruitment intermediaries or consultants (as they are commonly known) are witnessing and incorporating various changes in terms of their role , functions and the services .

According to a survey amongst top employers , most of them agree with the growing influence of technology and the internet on the recruitment processes . 70 % of employers reported the use of application portal on their company 's official website. Apart from that, the emerging popularity of the job portals is also growing .

But the fact that the intermediaries or the consultants are able to provide their expert services , economies of scales , up to 40 % saving in the recruitment costs , knowledge of the market , the candidates , understanding of the recruitments , and most importantly , the assess to the suitable and talented candidates and the structured recruitment processes. The recruitment intermediaries save the organisations from the tedious of weeding out unsuitable resumes , co-ordinating interviews , posting vacancies etc give them an edge over the other sources of recruitment.

To retain their position as the service providers in the recruitment market ,the recruitment intermediaries are providing value added services to the organisations . They are incorporating the use of internet and job portals , making their services more efficient .

Despite of the growing use of the internet , the recruitment intermediaries are predicted to continue dominating the recruitment market in the anticipated future .

Recruitment Management System :

Recruitment Management System is the comprehensive tool to manage the entire recruitment processes of an organisation . It is one of the technological tools facilitated by the information management system to the HR of organisation . Just like performance management , payroll and other systems, Recruitment management system helps to contour the recruitment processes and effectively managing the ROI on recruitment .

The features , functions and major benefits of the recruitment management system are explained below :

- Structure and systematically organize the entire recruitment processes

- Recruitment management system facilitates faster , unbiased , accurate and reliable processing of application from various application .
- Help to reduce the time-per-hire and cost – per - hire.
- Recruitment management system maintains an automated active database of the applicants facilitating the talent management and increasing the efficiency of the recruitment processes.
- Recruitment management system helps to communicate and create healthy relationships with the candidates through the entire recruitment process.
- Recruitment management system provides and a flexible , automated and interactive interface between the online application system , the recruitment process .

Testing and Validating Our Assumptions

Research Methods Selected

- Demographic Questionnaires
 - We developed one questionnaire for both managers and employees
 - Questionnaires designed to gather purely demographic data such as stage of computer use, frequency of computer use, access to computers, etc.
- Surveys
 - We developed two separate surveys—one for employees and one for managers
 - Question formats included yes/no, free response, and attitude measures using Likert scales
- Interviews
 - We developed two sets of scripted, in-depth interview questions—one each for employees and managers
- Contextual Inquiry
 - Our contextual inquiry focused on managers
 - The inquiry session was based on the interview questions, but allowed for more accurate responses
- Logbook
 - Developed as a contingency measure for use if manager did not have time for a contextual inquiry

RESEARCH METHODOLOGY :

Research is a ‘ careful investigation or inquiry especially through search for new facts in any branch of knowledge’.

METHODOLOGY OF STUDY :

The Project is a systematic presentation consisting of the enunciated problem , formulated , hypothesis , collected facts of data , analyzed facts and proposed conclusion in form of recommendation .

The data has been collected from both the sources primary and secondary sources .

DATA COLLECTION :

Primary Data :

Primary data was collected through survey method by distributing questionnaires to employees. The questionnaires were carefully designed by taking into account the parameters of my study .

Secondary Data :

Data was collected from websites , going through the records of the organization , etc. . It is the data which has been collected by individual or someone else for the purpose of other than those of our particular research study . Or in other words we can say that secondary data is the data used previously for the analysis and the results are undertaken for the next process.

KIND OF RESEARCH

The research done by

EXPLORATORY RESEARCH :

This kind of research has the primary objective of development of insights into the problem . It studies the main area where the problem lies and also tries to evaluate some appropriate courses of action .

RESEARCH DESIGN :

A Research Design is the arrangement of the condition for collection and analysis of data in a manner that aims to combine relevance to the purpose with economy in procedure

A Research Design is the specification of methods and procedure for acquiring the information needed to structure or to solve problems. It is the overall operation pattern or framework of the project that stipulates what information is to be collected from which source and be what procedures.

1. What is study about ?
2. What is study being made ?
3. Where will the study be carried out ?
4. What type of data is required ?
5. Where can the required data be found ?
6. What will be the sample design ?
7. Technique of data collection .
8. How will data be analyzed ?

TOOLS OF ANALYSIS :

The data collected from both the sources is analyzed and interpreted in the systematic manner with the help of statistical tool like percentages .

INFRASTRUCTURE :

Extrusion plants at GLOBAL FIBC – the manufacturing process, is state-of-the-art Star linter. This ultimate extrusion technology comes alive in the experienced hands of our workforce to process over 25,000 kgs. of virgin polymereveryday. Producing impeccable high tensile strength tapes with optimum elongation – a pre requisite for perfect fabric. Precision winding being the key to weave fine fabrics, all tapes are wound by new generation inverter controlled winders to produce even bobbins. Quality checks begin from the very initial stages of Tape-making. Every lot produced is checked for its Denier, Strength, Elongation and Color.If Liner plant is a luxury, Our buyers deserve this luxury. This over qualified plant ensures that we produce liners with zero pinholes, fish eyes or any other extrusion flaw.

At GLOBAL FIBC, microprocessor controlled Form-fit Liner Machine cuts, seals and form-fits the liner in a dust-free clean room environment conforming to ISO Level-7 (< 10,000 PPM). Be it Glued, Tabbed or Flanged-in, well executed process eliminates liner twisting inside the bag.

The vital facility of coating – the essential prerequisite for making FIBCs is a 1.5 meter wide coating plant laminating both circular and flat fabric in thicknesses ranging from 15 to 80 microns. A unique fabric cleaning device, designed and developed in-house, is mounted on the coating machine to avoid any foreign particle going in-between fabric and the coating.



FABRIC :

Fine and consistently fabric is the face of our FIBCs. Over 3 million square feet of high quality fabric is woven everyday on an array of wide width Star linger looms. Computerized weaving machines with the help of skilled hands produce consistent quality fabric. At the end what you have from this state-of-the-art facility is an amazing collection of poly woven fabric, ranging from 60 GSM to 300 GSM ready to be turned into burly jumbo bags for stringent end applications.

CAPACITY :

The company has an annual capacity to convert almost 8000 tons of virgin polymers, weave almost 100 million mtrs of fabric, resulting in a final production of more than 100 million stitched and printed woven sacs

MACHINERY :

GLOBAL FIBC has the 2 state of the art tapeline from IohiaStarlinger to make Quality Tapes and then convert it to woven bags and fabric with over 100 looms. The lamination plant with width coverage of 1.5 mtr. from Taiwan and we also have 7 printing machines with a capability of 6 colours in flexographic printing machines and 10 colours in Rotogravure printing machine.

- 1) Auto hoper Mixer in Tape Plant
- 2) Betaguage System in Tape Plant
- 3) Ultrasonic Machine
- 4) UV Machine
- 5) Tensile Strength Machine
- 6) Lamination machinery

F I B C B a g s

- Tunnel Loop Bag
- Ventilated Bag
- Conical Bag
- Baffled Bag
- Container Liners
- U Panel Bag
- Tubular FIBC
- UN Bag
- Type C Conductive Bag



SMALL BAGS

- CEMENT BAGS
- FERTILIZER BAGS
- SAND BAGS
- BOPP BAGS
- GARDEN BAGS
- ANIMAL FEED BAGS



ENVIRONMENTAL INITIATIVES :

GLOBAL FIBC Pvt. Ltd is certified by MAHARASHTRA State Pollution Control Board under the provision of Prevention of Control of Pollution Act .**GLOBAL FIBC Pvt. Ltd** has efficient waste management and we dispose waste without affecting the environment.

FIBC BULK BAGS

Tunnel loops

Tunnel loops are two continuous tunnels along the side of the FIBC (big bag/jumbo bag). These are easy for one person to pick up and can therefore save labour. For some filling and discharging systems, the forklift truck driver can lift up the FIBC and place it into the filling or discharging system without having to get out of the truck. In addition, this may reduce your pallet usage.

KEY INDUSTRIES

Construction

Mining and minerals

Waste &recyclin



Ventilated big bags

Ventilated bags are FIBCs with breathable strips that allow for circulation of air. These bags are useful for products that require breathing flow when packed, such as fruits and vegetables. This design is available with all sewing pattern, inlet/outlet design and various closure options.

KEY INDUSTRIES

Animal feed

Chemicals

Food

Ingredients

Mining and minerals

Pharmaceuticals

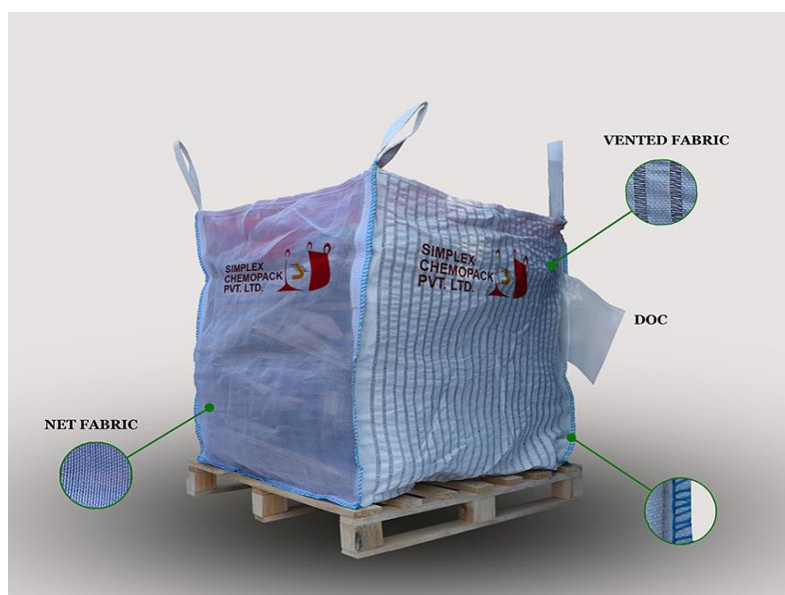
Waste & recycling

Wheat & Grain

Tobacco

Agriculture

Firewood



Conical Bag

A Conical bag is shaped as a cone at the bottom. These bags are especially suitable to pack tacky products which are not so free flowing. Such as clay, slurries etc.

FIBCs (big bags/bulk bags) with a conical base are specially developed for poorly flowing products. The conical shape at the bottom of the bag ensures that the bulk bag can be discharged quickly and easily. By using this bulk bags, you can sometimes prevent expensive adjustments to discharging systems.

KEY INDUSTRIES

Animal feed

Chemicals

Food

Ingredients

Mining and minerals

Pharmaceuticals

Waste & recycling

Wheat & Grain

Tobacco



Baffle Bags

Baffled Bulk Bags are truly versatile packing and storing solutions. These can be made using the U-Panel technique or the 4-Panel bag technique. It has a strong cubical shape which is composed of 4 separate vertical baffle panels. These are stitched inside the bags on the corners.

The baffle panels have efficient openings (ports) along the vertical length of the baffle panels. The openings (ports) can be made either round, oval, square, diamond and triangular in shape.

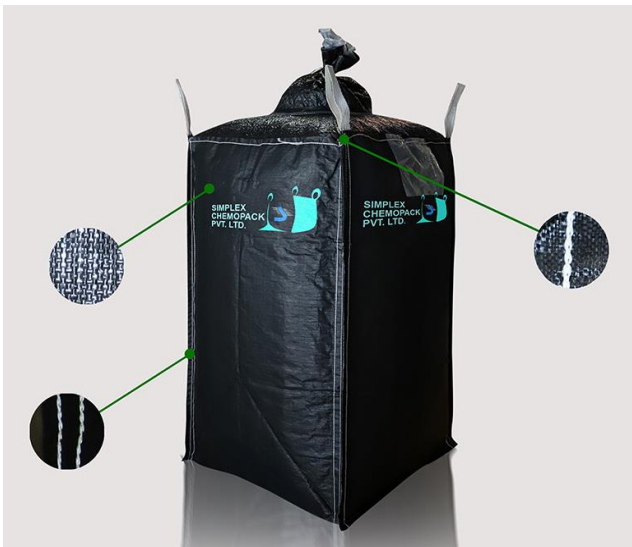
GLOBAL FIBChas become one the leading packing and shipping solutions providers for numerous types of industries. Baffled Bulk Bags are designed and developed using the latest in packing equipment. The higher quality of the material used for making the bag is ensured for better service.



U-Panel Bulk Bags

U-Panel Bulk Bags are designed with three separate fabric pieces however a single piece of fabric is used to form two sides along with the bottom of the bag. The other two sides are then stitched on to this 'U'-shaped panel.

GLOBAL FIBC Pvt. Ltd is an innovator in packaging technology and solutions. The company ensures highest quality of their products through constant quality maintenance. The U-Panel Bulk Bags from **GLOBAL FIBC** are durable, tough and more reliable for carrying a large variety of heavy and dense materials for all types.



Tubular Bulk Bags

The Tubular Bag design is one of the most commonly used in flat packaging. This consists of a single piece of fabric which is made into a cylindrical shape and the two edges stitched together. The top and bottom panels can either be sealed or flat panels attached to both sides, thus forming a cylindrical bag.

Tubular Bags have several advantages for various applications. With the cylindrical design there are no seams at the broad side of the bag. These bags are easier to make and are more cost-effective for purchase as well. Tubular Bags can efficiently carry materials weighing around 3,500 lb.

UN-Certified Bulk Bags

UN-Certified Bulk Bags are designed to store and ship highly hazardous materials and substances. These are made from highly durable material which is proven to prevent leakage or contamination of the hazardous material by internal or outdoors contamination.

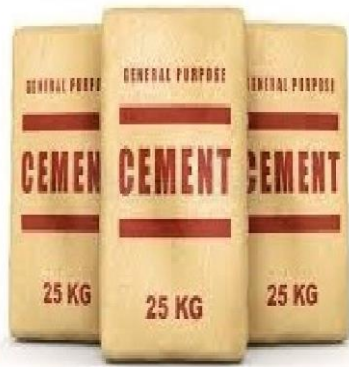
GLOBAL FIBC Pvt. Ltd Private Limited is a renowned provider of advanced and efficient bulk bags and other storage solutions. The UN-Certified Bulk Bags from GLOBAL FIBC are designed using the best quality and safest material to ensure better protection. These bags are designed in various shapes and sizes according to the individual needs of the customers.

SMALL BAGS

CEMENT BAG

To cater the diversified and increasing desires of our clients in the best possible way, we have been affianced in providing an extensive consignment of cement bag. These are highly appreciated amid our customers owing to their precise finish. Additionally, we guarantee dispatching these at the door of our patrons within the promised frame of time. We offer durable construction standards which makes our bag suitable for meeting the packaging needs of products like cement. Also we provide these bags in different printing color, so our customers are satisfied with our bags. We offer different packaging sizes and printing designs.

GLOBAL FIBC Pvt. Ltd cement bags are used at construction site for storing cement. These bags are also available with high denier GSM which gives bag safety from inside and strength of the bag increases.



FERTILIZER BAG

Fertilizer & Chemical Bags offered by us are BOPP Multicolour Laminated Printed PP Woven Bags that have durable finish quality, thus making them perfect for packaging of fertilizers and chemicals. We can make these available in multi-color as well as printed & laminated top options. Further, these can also be made available with zippers and handle features as demanded by the customers. The bags can also be provided in various configurations like bottom stitched-open mouth, bottom pasted open-mouth and others. We have the packaging from 4 Kgs to 50 Kgs with brand building designs.



SAND BAG

A sand bag is simply another term for a small woven polypropylene bag. These bags are used in many applications and often filled with sand or soil. The weight and dimensions of a filled sand bag can allow for the construction of an interlocked wall, almost like brickwork. Bags are available with and without UV inhibitor. Often times UV inhibitor is not needed if the bags will only be used temporarily or if they are eventually buried, as is the case when used for pipeline. Sandbags are often times used during emergencies when rivers threaten to overflow and flood, or a levee is damaged.



BOPP BAG

Bopp Bags are woven laminated bags made from Polymer Polypropylene and provide excellent printing and graphics to be printed on them. These are available in a wide range of standard and custom designs and sizes. BOPP bag has different layers in the bag and they are also known as Multi layer bag, HDPE/PP woven fabric is one of the layer in the bag, Firstly we prepare a multi colored BOPP films through engraved cylinders and Rotogravures reverse printing technology. Then it is laminated with HDPE/PP woven fabrics and finally the cutting and stitching is done as per the requirements. Our expertise lies in offering Multicolor Printed BOPP Laminated PP Woven Sacks/Bags that are precision manufactured using quality raw

material which provides in it high usage value. BOPP bag is a new, attractive and advanced concept of bulk packaging from 5 kg to 75 kg.

GLOBAL FIBC Pvt. Ltd has become a leading provider of high quality Bopp Bags. The Bopp Bags from Global FIBC are made from high-end PP material to ensure best quality printing as well as highly reliable packing and storage solutions.



GARDEN BAG

We export, manufacture & supply Garden Bags to agriculture sector. Garden bags are used to carry garden waste and make it possible for the green waste to breathe. We have this bag as a solution to customers, who wants to collect their garden waste and recycling that again. This bag is a environment friendly product for agricultural use.

This is an environment friendly product in agricultural industry.
Useful in gardens for waste collection and recycling



Finding

- According to the Survey, Recruitment differs from company to company for each category .
- According to the Survey, the company do utilize internet sites for the recruitment process and for finding the talent candidate.
- According to the Survey, it is observed that the company are utilizing the job description in order to make screening process more efficient
- Keeping track of time on work is easiest way to calculate work cost .
- Calculating cost of work is not the only purpose of timekeeper it is also use to analyze & improve performance

Limitation of the study

The study is subjected to the following limitations

- The study is based on the data provided by the company statements so , the limitations of the company's employees remaining are equally applicable.
- In some cases data is collected from the companies past records .

SUGGESTIONS

- Time management is very essential and it should not be in ignored at any level of the process.
- Recruitment policy is satisfactory in EMC but the periodicity of recruitment is being more which needs to be reduced .
- Communication , personal and technical skills need to be tested for employees
- Time Management is essential & should not be ignored
- The foundation of time management is knowing where you are going & how to get there
- Identify and eliminate time wastage

Conclusions

- Policies adopted by company are transparent , legal and scientific
- Recruitment is fair.
- The recruitment should not be lengthy.
- To some extent a clear picture of the required candidate should be made in order to search for appropriate candidates.
- Most of the employees were satisfied but changes are required according to the changing scenario as recruitment process has a great impact on the working of the company as a fresh blood, new idea enters in the company .
- In Conclusion time management is very important skills to be learned and to be mastered
- With the help of Time keeping work / task will be done on time and with great quality