

SUMMER INTERNSHIP PROJECT

“A Study on Employees Welfare at Infolink Private ltd”

Submitted to:

DMSR, G.S. College of Commerce & Economics, Nagpur

Affiliated To:

Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur

Submitted by:

Ms. Pooja I. Harne

Company Guide:

Mr. Kausturbh hulke

Faculty Guide:

Prof. Kamlesh Thote

Department of Management Sciences and Research,

G.S. College of Commerce & Economics, Nagpur

NAAC Accredited “A” Grade Institution



Academic Year 2021-22



CERTIFICATE

This is to certify that the investigation describes in this report titled "Understanding the Business Operations carried out at the Infolink" has been carried out by Ms. Pooja Harne during the summer internship Project. This study was done in the organization of "Infolink Pvt. Ltd.", in partial fulfillment of the requirement for the degree of Master of Business Administration of G.S. College of Commerce & Economics (An Autonomous Institute) affiliated to R.T.MN.U., Nagpur. This work is the own work of the candidate, complete in all respect and is to sufficiently high standard to warrant its submission to the said degree. The assistance and resources used for the work are duly acknowledged.

Prof, Kamlesh Thote
(Faculty Guide)

Dr. Sonali Gadekar
(MBA Co-ordinator)

CERTIFICATE

(Attach a PHOTOCOPY of a certificate issued by the company)



Nagpur: U-32, Flat no C/4, Kalyaneshwar
Appartment, Beside SBI,
Narendra nagar Square,
Nagpur-440015
Mob No: +91 9860640987

Email Id: hrd.infolinkngp@gmail.com / hr.infolinkservices@gmail.com

Date : 12/02/2022

INTERNSHIP CERTIFICATE

This letter is to certify that *Miss. Pooja Laxman Harne* has successfully completed her internship program of 6 weeks with **INFOLINK SERVICES**. Her internship tenure was from *1st Nov, 2021 to 9th Dec, 2021*.

She was working with **HR and Administration Department** was actively & diligently involved in the projects and tasks assigned to her. During the course of the internship, she has gained several learnings and developed multiple skills.

Besides showing high comprehension capacity, managing assignments with the utmost expertise and exhibiting maximal efficiency, she has also maintained an outstanding professional demeanour and showcased excellent moral character throughout the internship period. Moreover, her interpersonal and communication skills are brilliant.

I hereby certify her overall work **EXCELLENT** to the best of my knowledge.

Wishing her the best of luck for her future endeavours.

Sincerely,



INFOLINK SERVICES

Authorized Signatory

www.infolinkservicesngp.com

ACKNOWLEDGEMENT

It is a matter of pride and privilege for me to have done a summer internship project in **Infolink Private Ltd**”

And I am sincerely thankful to them for providing this opportunity to me.

I am thankful to “**Mr. Kausturbh hulke**” for guiding me through this project and continuously encouraging me. It would not have been possible to complete this project without his 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 “**Prof. Kamlesh Thote**” for helping me during the project. Finally, I am grateful to my family and friends for their unending support.

Pooja L. Harne

Index (Table of Contents)

Sr. No	Particular	Page No.
1	Introduction	
2	Company Profile	
3	Objectives of study	
4	Scope of Study	
5	Need of study	
6	Contribution During SIP	
7	Limitations	
8	Research Methodology	
9	Findings	
10	Conclusion	
11	Suggestions	
12	Bibliography	

INTRODUCTION

The purpose of this research is to understand the employee welfare of an employee's intentional or habitual absence from work. While employers expect workers to miss a certain number of workdays each year, excessive absences can equate to decreased productivity and can have a major effect on company finances, morale and other factors with reference to Infolink Private ltd

The employee welfare said to be there when an employee fails to come to work when he is scheduled to work. The employee welfare means absence of workers from the regular work without prior permission, notice or sanction. It is unauthorized leave and is different from regular holiday. In brief, employee welfare means absence which is willful but avoidable.

Definition

Labor Bureau Shimla, defined the term employee welfare as " the failure of a worker to report for work when he is scheduled to work "

Despite the significance of their presence, employees sometimes fail to report at the work place during the scheduled time, which is known as the employee welfare.

Types of the employee welfare

The employee welfare is classified in to four types

(1) Authorized employee welfare:

If an employee absent himself from work by taking permission form his superior and applying for leave

(2) Unauthorized employee welfare:

If an employee absent himself from work without informing or taking permission and without applying for leave.

(3) Willful The employee welfare:

If an employee absents himself from duty willfully

(4) The employee welfare caused by circumstances beyond One's Control .

COMPANY PROFILE

- Infolink services founded the staffing industry in 2010, and has maintained a reputed position in short period. They handle each project with a meticulous and industries approach in an adventurous environment.
- They are staffed with a motivated team of young and dynamic professionals with immense work experience.
- Provides campus placement services to the engineering colleges. Industries of engineering, constructions & infrastructure, information technology, telecom, BPO, call centers, automobile industry, manufacturing unit etc.
- These services include outsourcing, campus placement services, lateral services and other services that help our clients grow their company and achieve greater things than they could themselves

INFOLINK SERVICES

Link : <https://infolinkservicesngp.com>

ADDRESS:

Infolink Services Nagpur Office :

32, Flat No.b, Kalyaneshwar appt Plot No. U, 2, Narendra Nagar, Nagpur, Maharashtra 440015

VISION AND MISSION OF ORGANISATION:



➤ **Our Vision**

Infolink is inspired with a mission to create leaders, winners & achieves in a global competitive world. to be globally recognized as reputed professional manpower consulting firm for corporate, individuals and entrepreneurs.

➤ **Our Mission**

We are committed to support our esteemed client's requirements by delivering on time, building trustworthy relationship and by offering complete recruitment & training solutions.

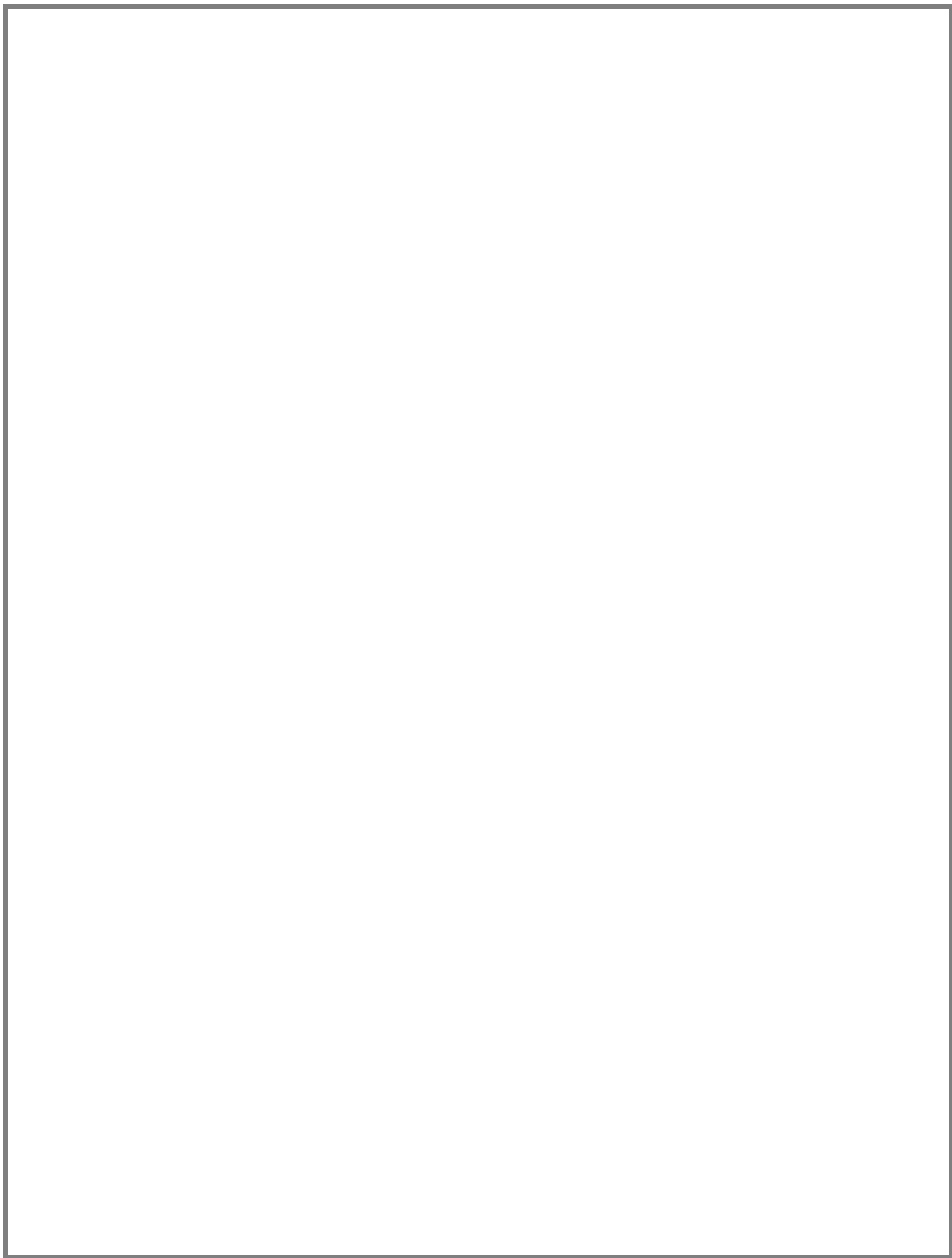
OBJECTIVES

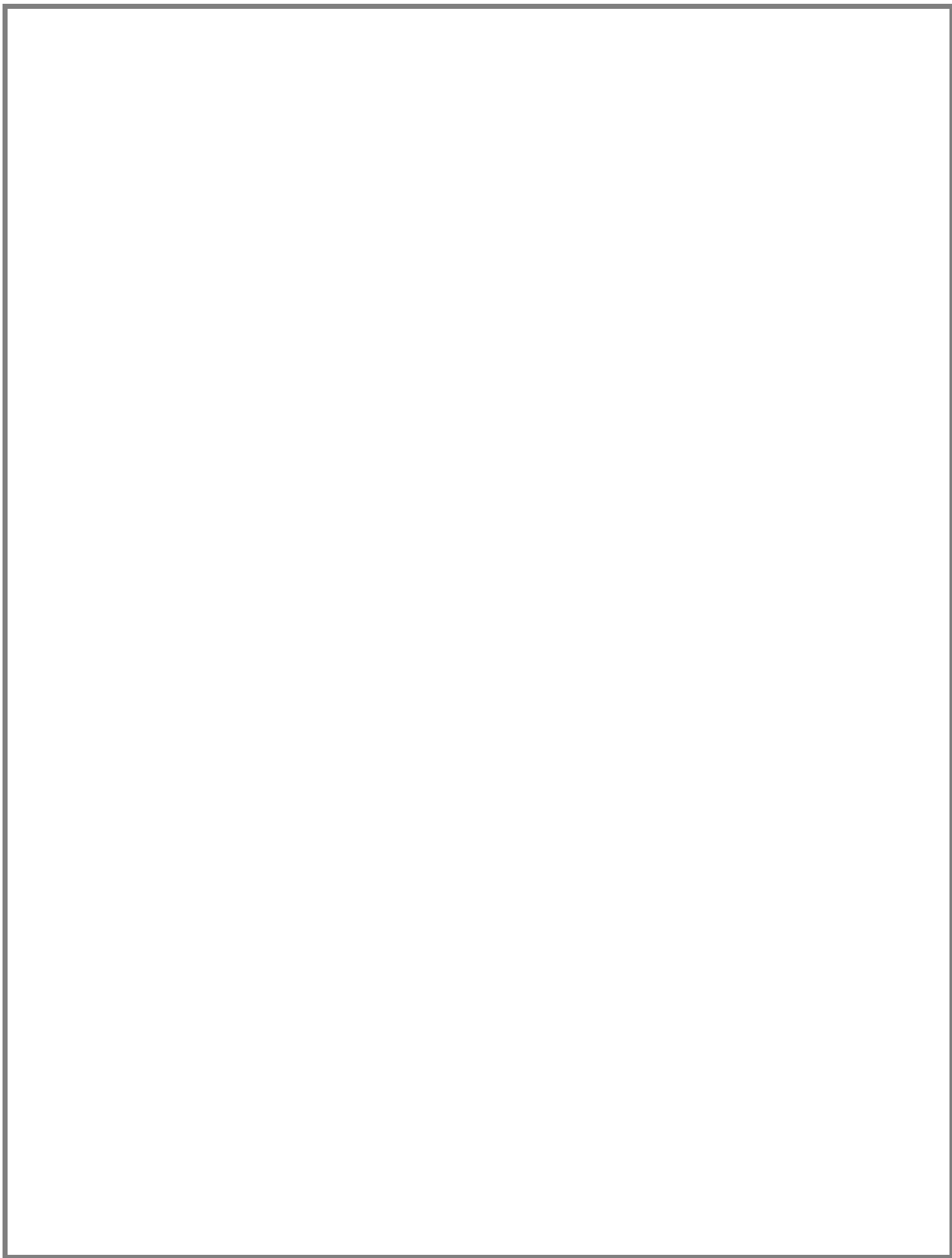
- To assess the level employee welfare among workers.

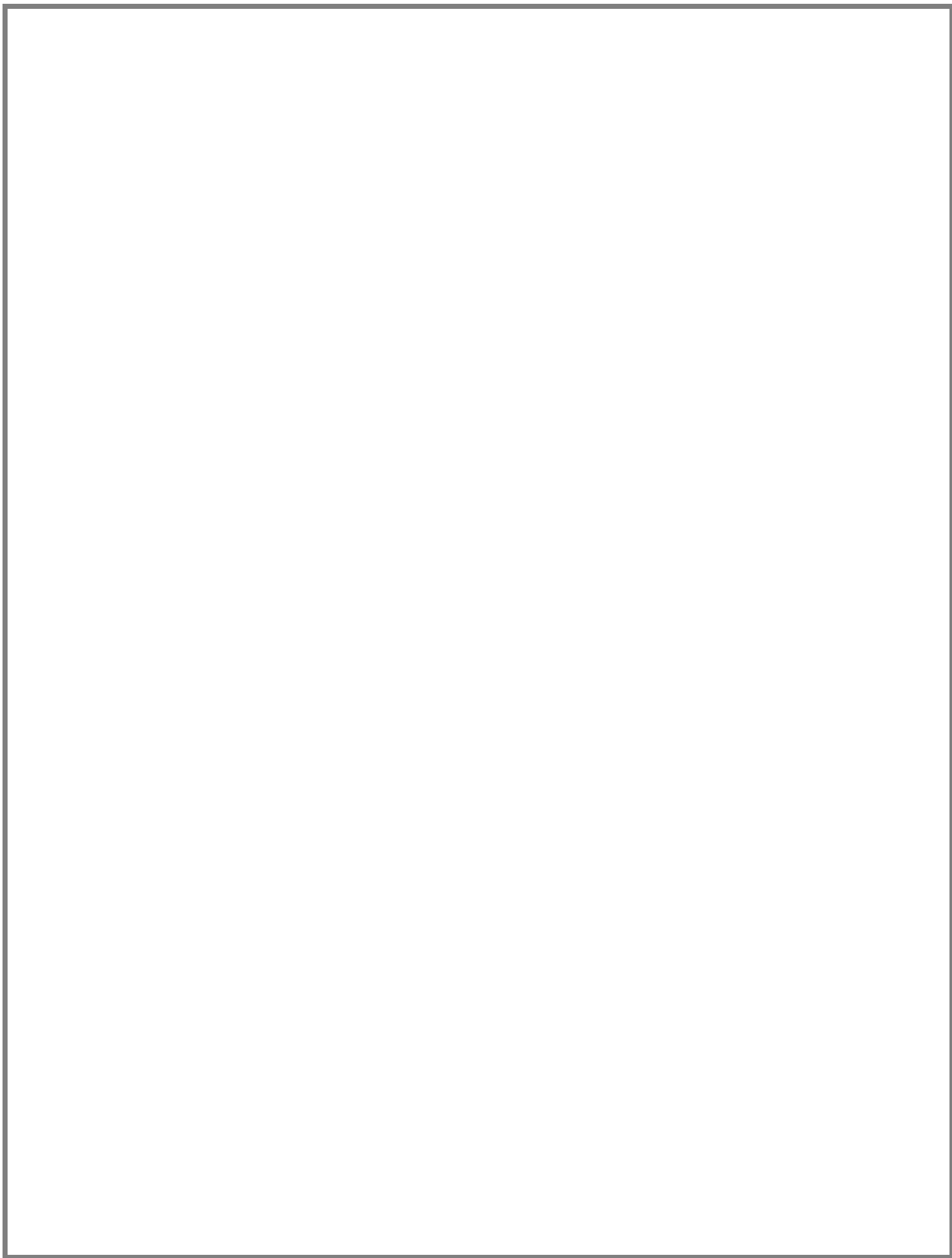
- To conduct a detailed study on employee welfare of Infolink
- To find out the rate of employee welfare in Infolink.
- To study the numerous factors that to employee welfare.
- To study the variables that reduces the rate of employee welfare.
- To identify the major causes of employee welfare at to Infolink

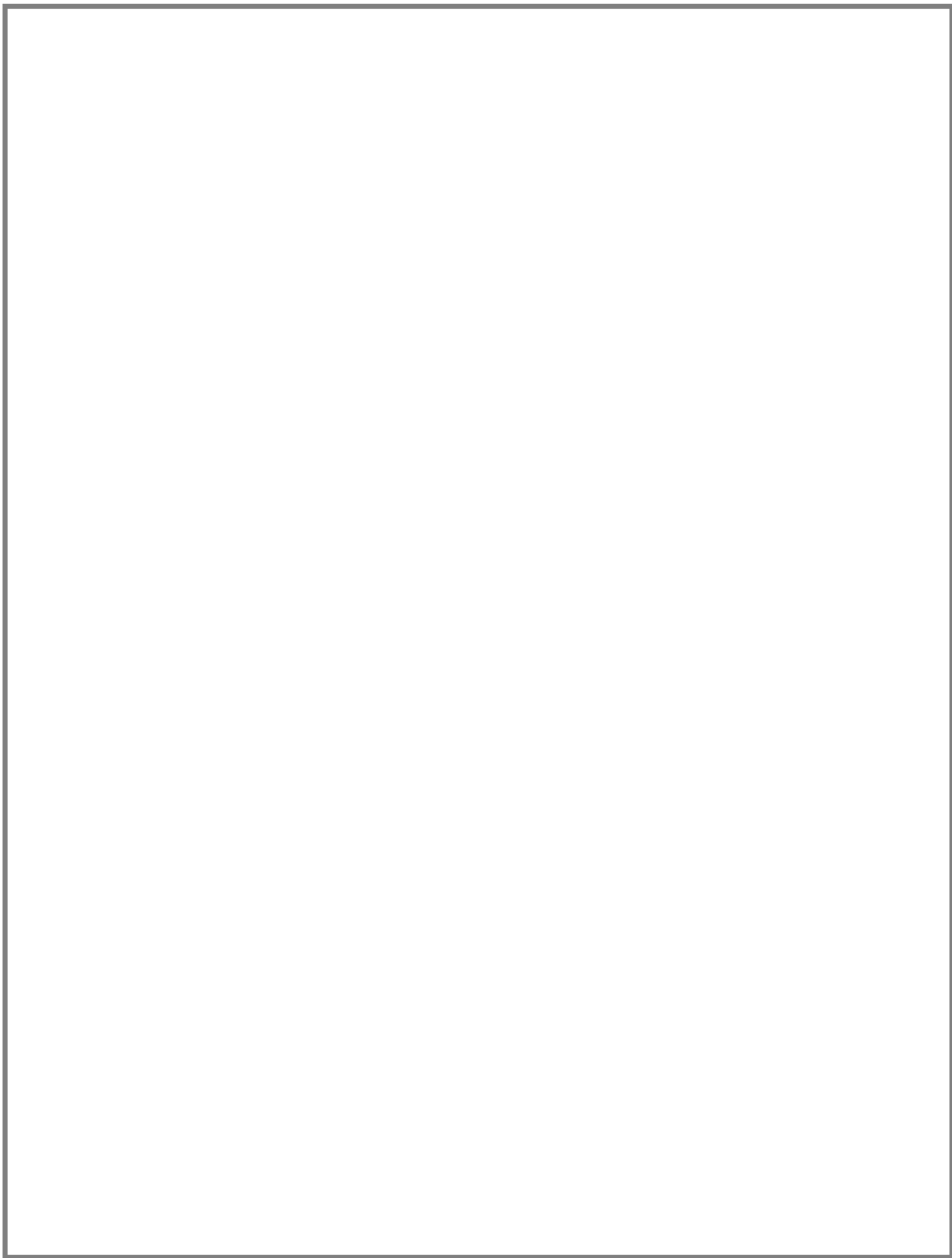
HYPOTHESIS

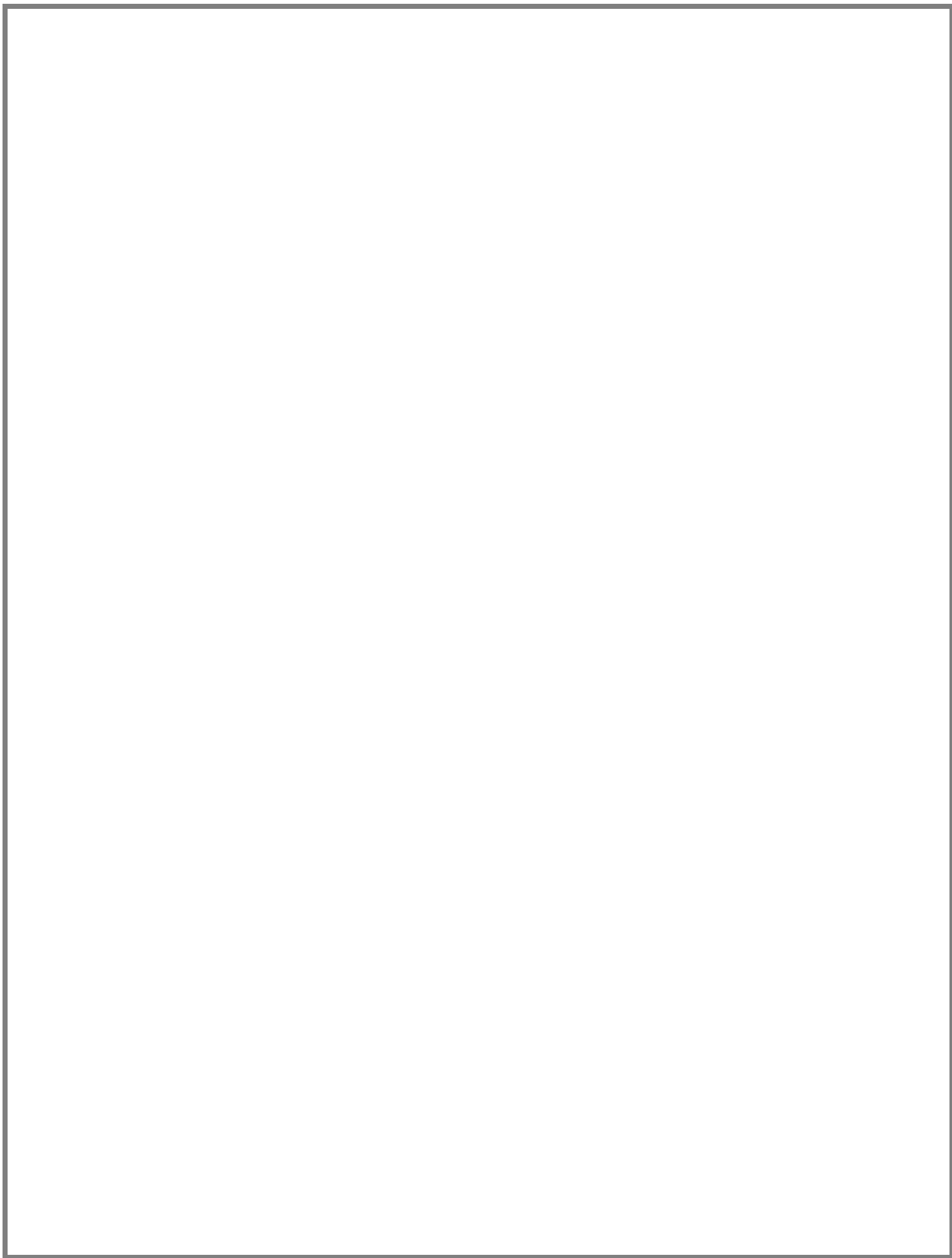
A hypothesis and be defined as a logically conjectured relationship between two or more variables expressed in the form of a testable statement. Relationships are conjectured based on the network of association established in the theoretical framework formulated for the research study by testing the hypothesis, it is expected that the solution can be found to correct the problem encountered.

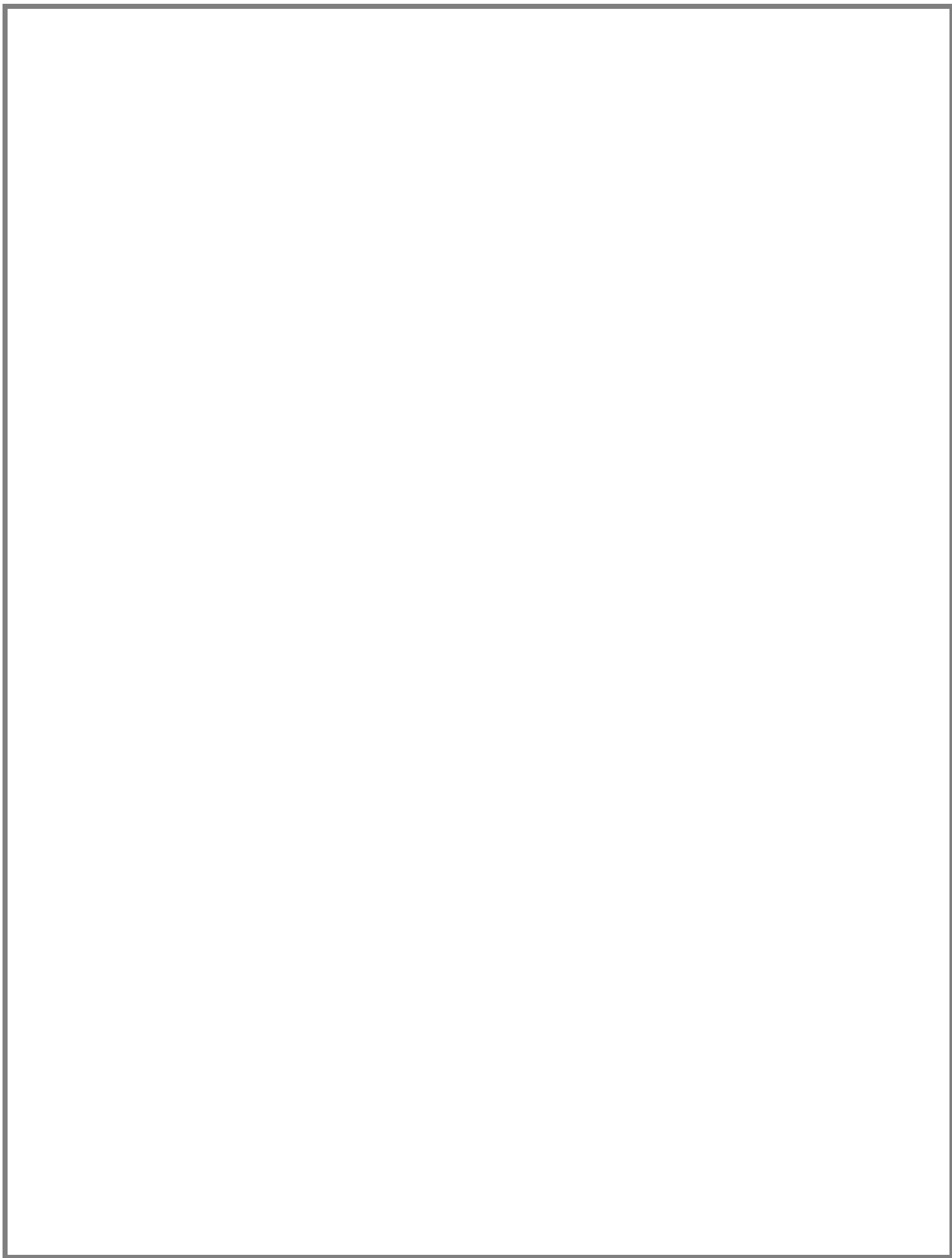


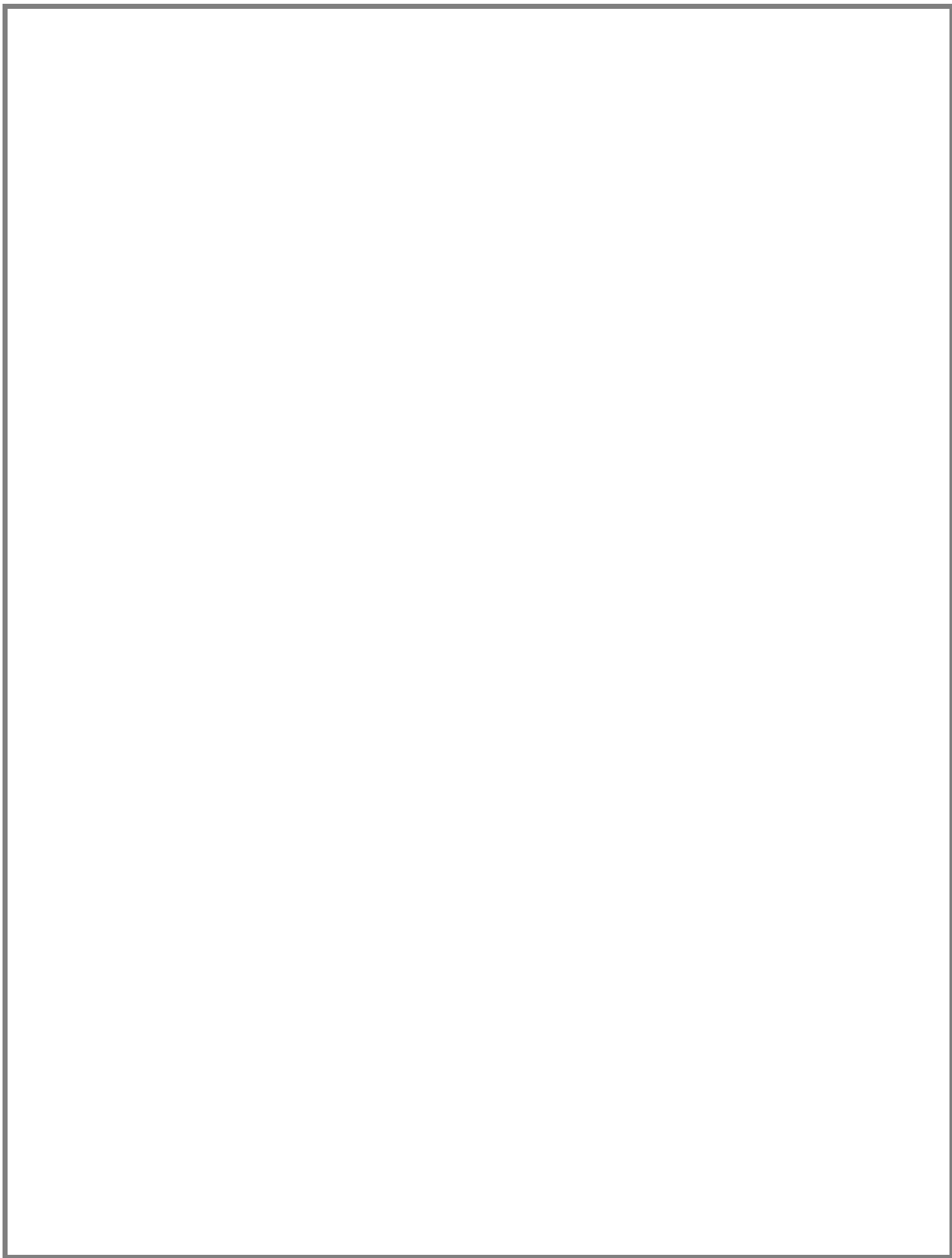












Hypothesis HI

1. Empirical findings indicate that organization culture and climate are significant factors to explaining an employee's intention to leave

SCOPE & IMPORTANCE OF THE STUDY

- The study attempts to analyze the effectiveness and employee's individual opinion about reason for the employee welfare of Infolink.
- The study aims to work on the feedback given by the employees and produce valuable suggestions for the improvement of the welfare
- This project is helpful to learn the concept of employee's absenteeism and to know the reason for the employee welfare of Infolink.
- The present study is confined only to the employee welfare of Infolink. This study is exclusively conducted to evaluate the existing practice, procedure and system at Infolink
It certainly helps in reducing the percentage of welfare at this company.
- This study has provided certain actions for the management against the findings. The study is considered to bring awareness among employees against the frequent welfare. It motivates the morale of the employees and helps in improving their performance

NEED OF STUDY

1. This study will help organization to, as various problem has been identified regarding their employee welfare
2. This study help organization to improve the internal environment for the employee as various measures have been suggested to reduce their employee welfare

CONTRIBUTION DURING SIP

My work experience at Infolink includes innovation in many areas, including strategies for more effective teamwork. At my company, I devised strategies for improving teamwork and communication among members of team projects. I brought not only my ideas but my general passion for innovation too.

- Maintaining Records
- Scheduling interviews

- Participate in candidate sourcing efforts
- Assist teams in screening resumes
- Conduct initial phone screens
- Schedule calls and interviews
- Manage calendars for all hiring teams and candidates
- Communicate with candidates promptly and assist them when they come in for interviews
- Send out emails for confirming receipt of applications and rejection emails and handle paperwork like offer letters.
- Participate in recruiting events
- Promote positive candidate experience throughout the hiring process

LIMITATIONS

- The welfare schemes become the driving force to work.
- The financial burden for the company.
- To maintain a competitive edges in the market.
- Outshines all the old schemes of the company.

- Fear of employees leaving the organization.

RESEARCH AND METHODOLOGY

Research refers to a search for knowledge. It is a systematic method of collecting and recording the facts in the form of numerical data relevant to the formulated problem and arriving at certain conclusions over the problem based on collected data.

Thus, formulation of the problem is the first and foremost step in the research process followed by the collection, recording, tabulation, and analysis and drawing the conclusions. The problem formulation starts with defining the problem or number of problems in the functional area. To

detect the functional area and locate the exact problem is most important part of any research as the whole research is based on the problem.

According to Clifford Woody Research comprises defining and redefining problems, formulating hypothesis or suggested solutions: collecting data, organizing, or evaluating data: making deductions and reaching conclusions: and last carefully testing the conclusions to determine whether they fit the formulating hypothesis.

Research can be defined as " the manipulation of things, concepts, or symbols for the purpose of generalizing to extend, correct or verify knowledge, whether that knowledge aids in construction of theory or in the practice of an art "

Data Collection Method

The task of data collection begins after the research problem has been defined and research design chalked out. While deciding the method of data collection to be used for the study, the researcher should keep in mind two types of data viz. Primary and secondary data.

(1) Primary Data: -

The primary data are those, which are collected afresh and for the first time and thus happen to be original in character. The primary data collected well-designed and structured questionnaires based on the employee welfare of Infolinke

There are many methods of collecting primary data and the main methods include

- **Questionnaires**
- **Interview**
- **Drafting**

(2) Secondary Data:

The secondary data are those, which have already been collected by someone else and passed through statistical process . The secondary data required of the research was collected through various newspapers, and Internet etc. The source of secondary data includes:

- **Books**
- **Websites**
- **Journals**
- **Magazines**

RESEARCH DESIGN:

It is the arrangement of conditions for collection and analysis of data in a manner that aims to combine relevance to the research purpose with economy in procedure. In this study descriptive and diagnostic research design has been adopted to determine with specific predictions to with the narration of facts and characteristics relating to an individual group or situation.

SAMPLING DESIGN:

Sampling technique was adopted for the study as there were various constraints regarding time and resources. The sample size was considered of 50 species. The sample was considered from various departments and categories of workmen in the factory. The sample type was individual, and the questionnaire was filled by the workers of their own and some with the help of their supervisors.

Type of Research: Descriptive

Sample Size: 50 of workers from various departments and categories.

Sampling Procedure:

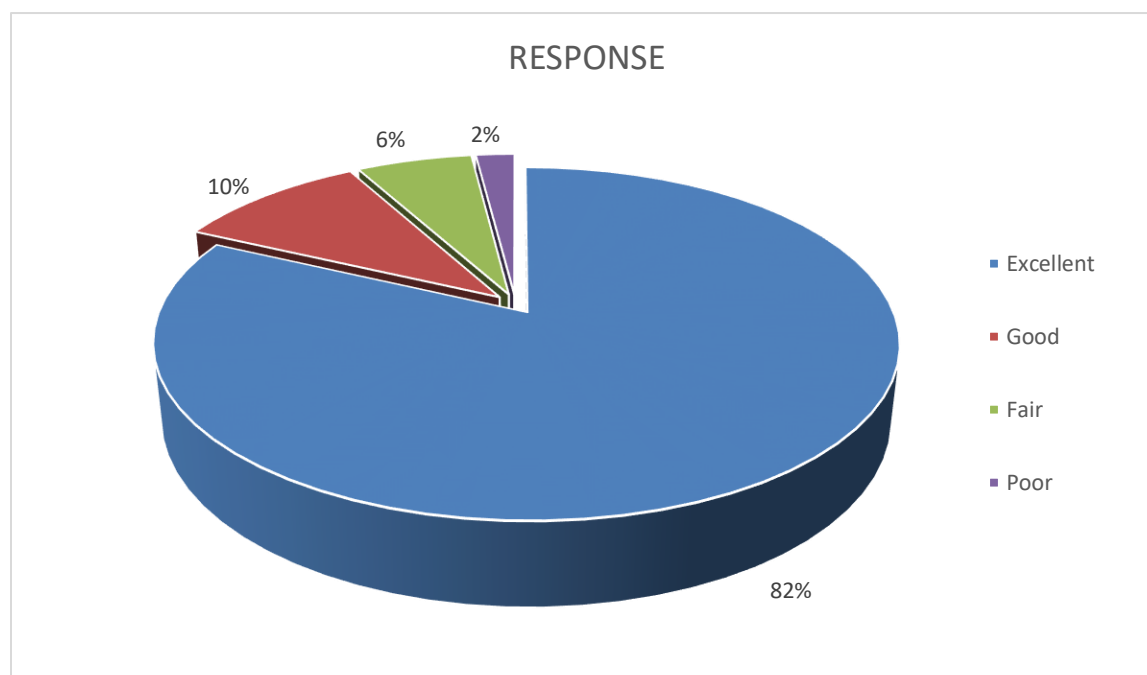
The procedure adopted in the present study is probability sampling, which is also known as chance sampling. Under this sampling design, every item of the frame has an equal chance of inclusion in the sample.

DATA ANALYSIS & INTERPRETATION

Q1. What do you think about organization?

Response	Respondent	Percentage
Excellent	41	82
Good	5	10
Fair	3	6
Poor	1	2

Total	50	100
--------------	-----------	------------

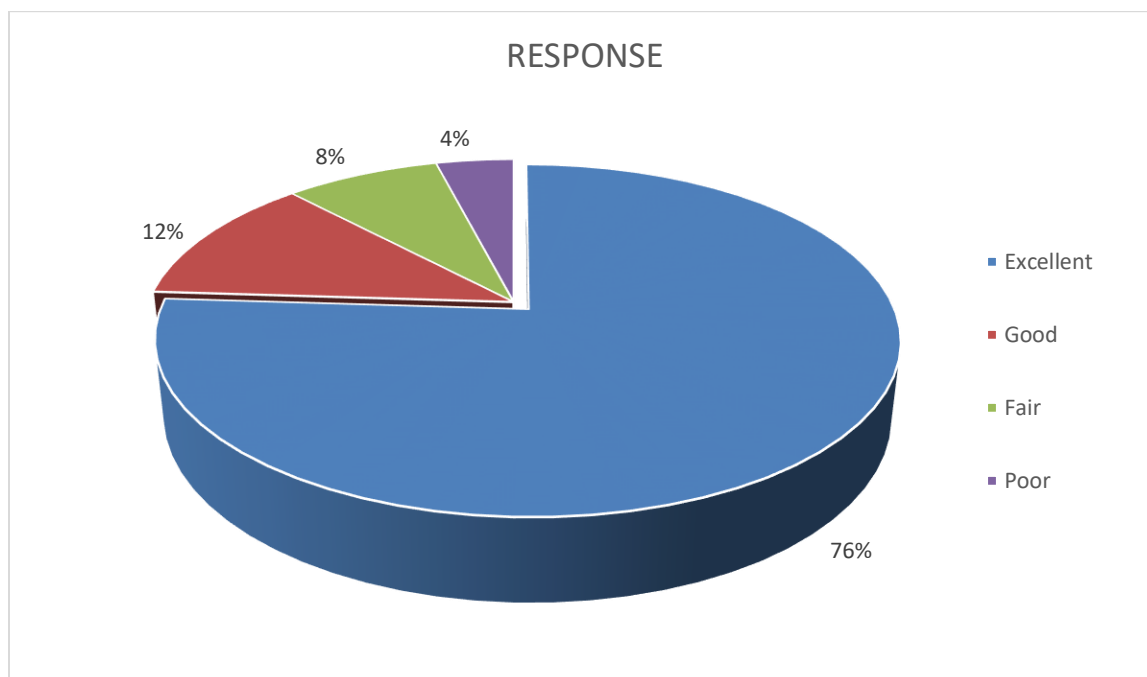


Interpretation-

The above pie chart shows that 82% employees are thinking excellent about organization .10% employees are those who think good about organization. Fair and poor part minor in this figure.

Q2. What do you think about working conditions?

Response	Respondent	Percentage
Excellent	38	76
Good	6	12
Fair	4	8
Poor	2	4
Total	50	100

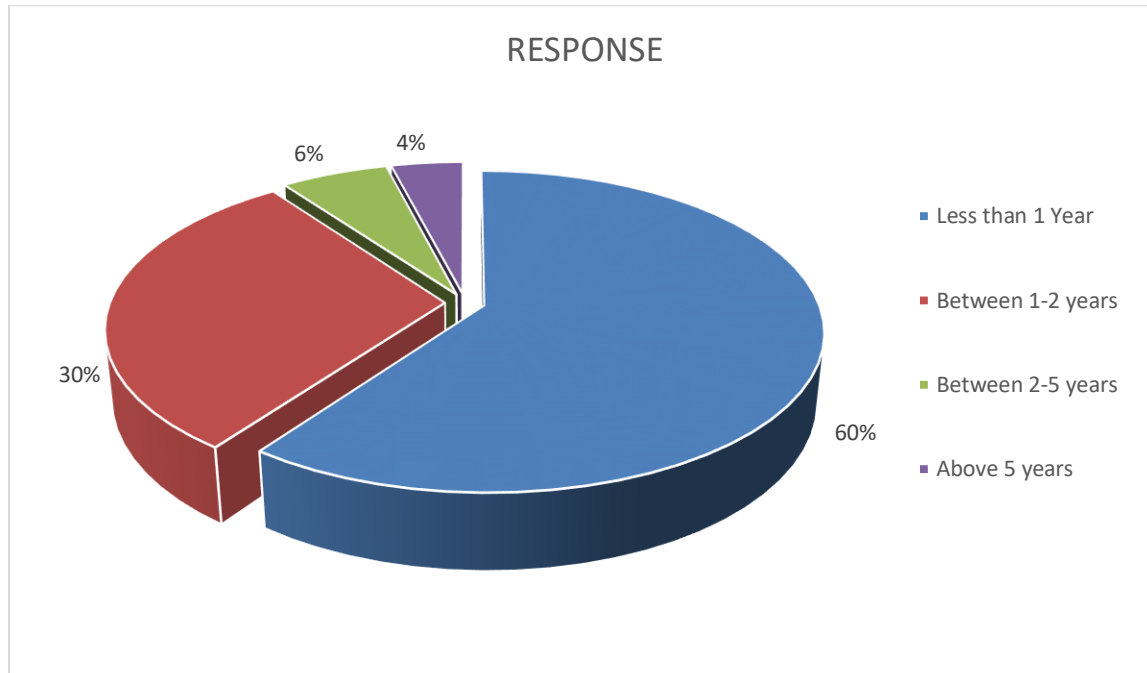


Interpretation-

The above pie chart shows that 76% Employees are thinking excellent about the working conditions. 12% Employees are those who think good about working conditions. A minor part shows the percentage of fair and poor. It shows that works are satisfied with the working conditions of Infolink.

Q3. For how many years you are working in company?

Response	Respondent	Percentage
Less than 1 year	38	60
Between 1-2 year	6	30
Between 2-5 years	4	6
Above 5 years	2	4
Total	50	100

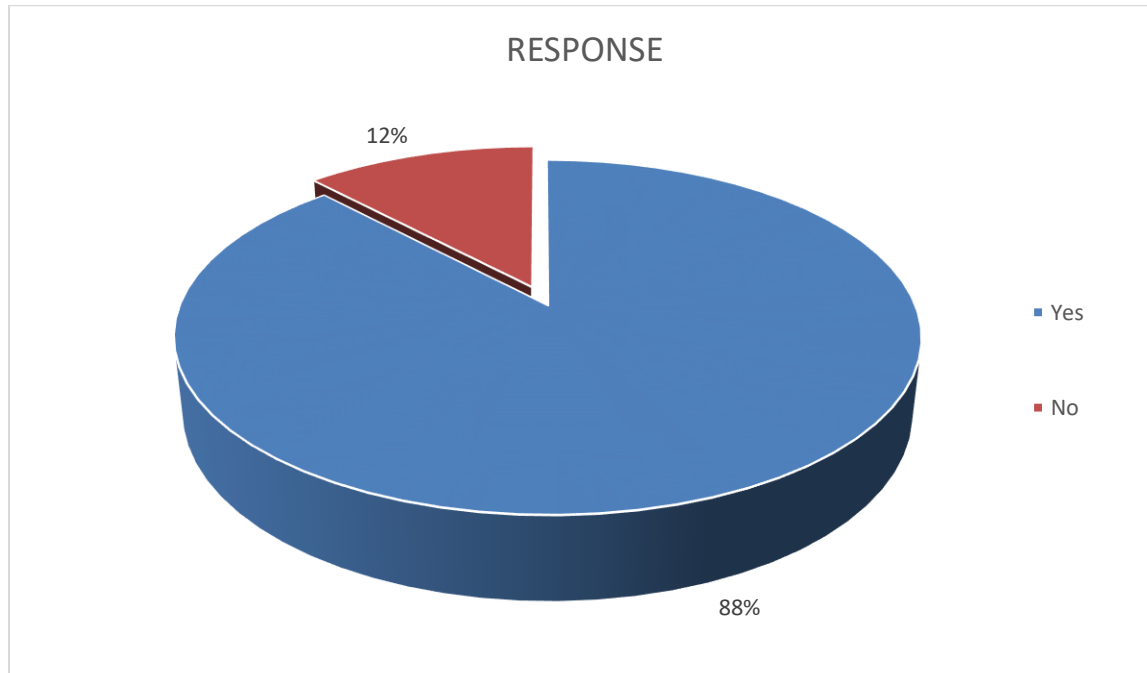


Interpretation:

The above pie chart shows that 60% of employees at Infolink are working less than one year, only 30% of employees are working more than one and less than two years. Between two and five years, only 6% of employees are working. The employee with the highest percentage lies in less than one year because mostly employees are shifted from one organization to another.

Q4. What do you know about employee welfare?

Response	Respondent	Percentage
Yes	44	88
No	6	12
Total	50	100



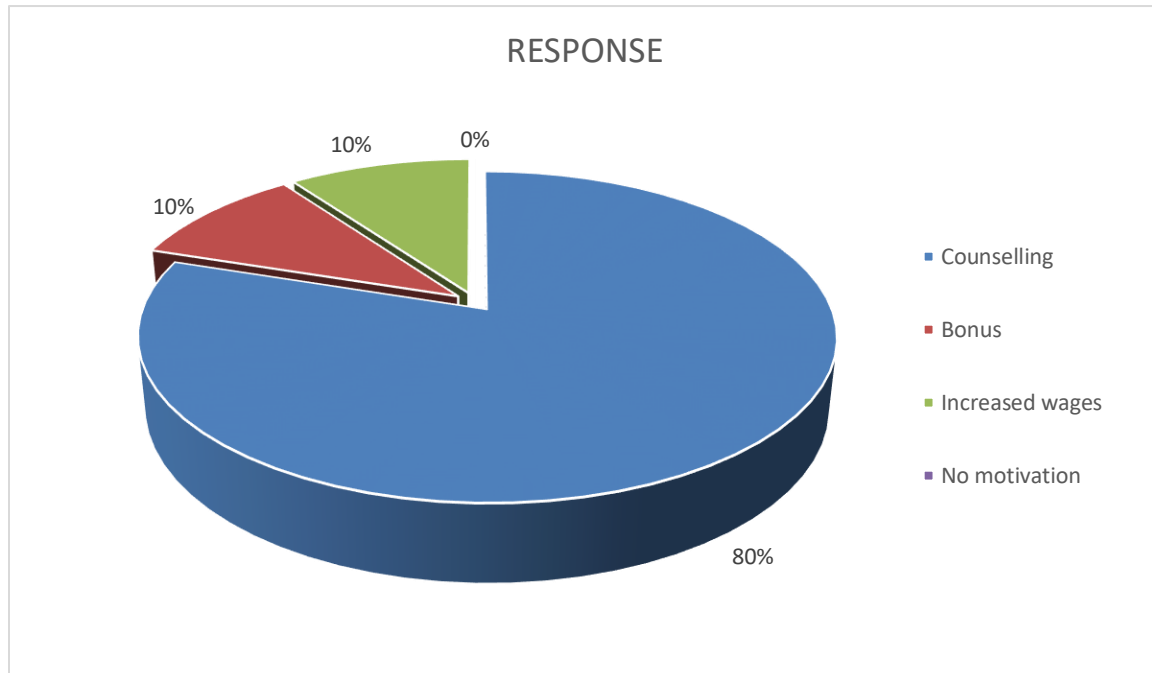
Interpretation-

The above pie chart shows that 88% Employees at Infolink are aware the welfare. Only 12% Employees who have little knowledge about employee welfare.

Q7. In which way employer motivates employee?

Response	Respondent	Percentage
Counselling	40	80
Bonus	5	10
Increased wages	5	10
No motivation	0	0

Total	50	100
--------------	-----------	------------



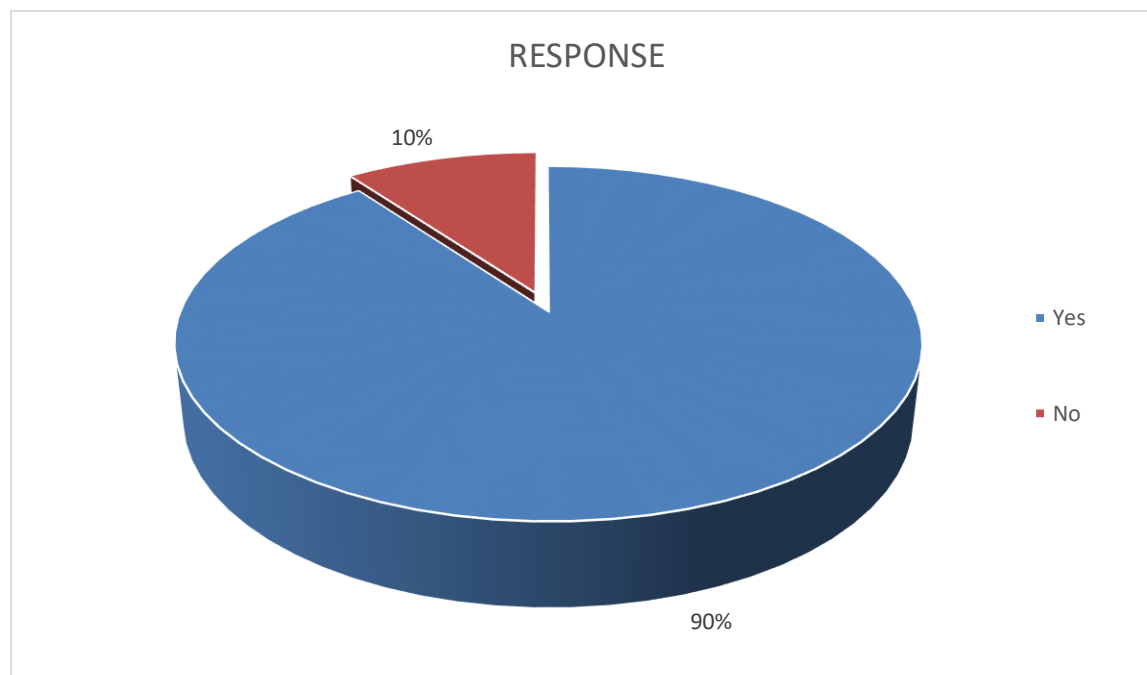
Interpretation-

The above pie chart that 80% Employees feel through counselling employer motivates them. 10% Employees feel that employer motivate them by bonus and increased wages. These helps the management to welfare Infolink.

Q8. Are you satisfied with your job?

Response	Respondent	Percentage
Yes	45	90
No	5	10

Total	50	100
--------------	-----------	------------



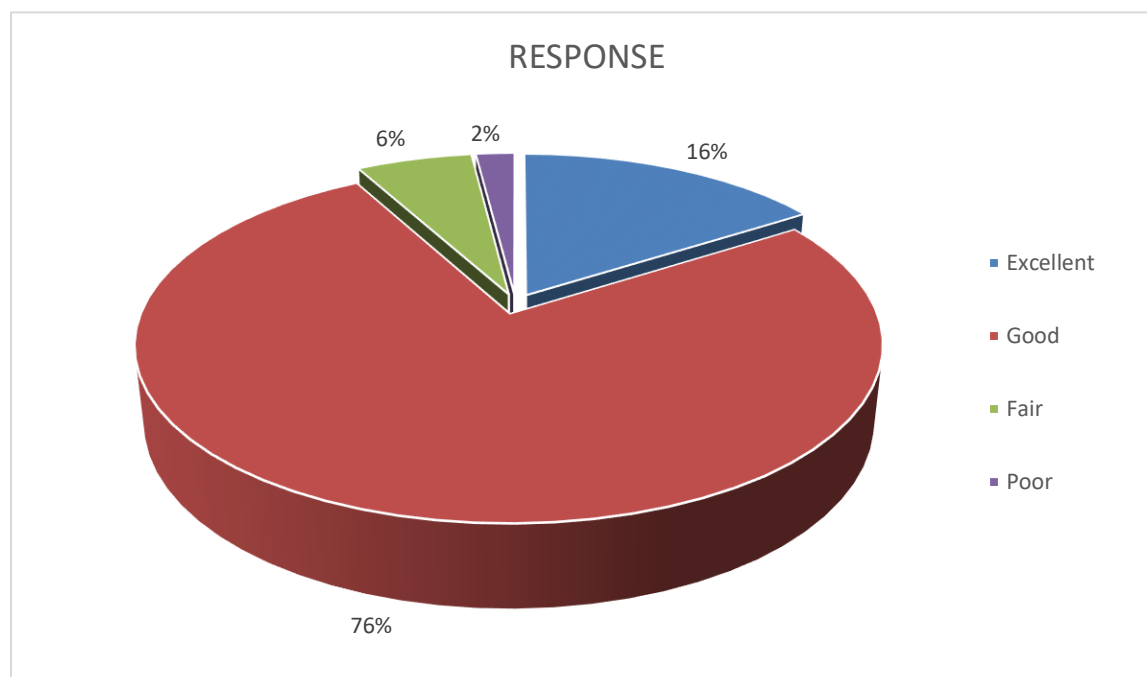
Interpretation-

The above pie charts that 90% of the employees are fully satisfied with their work whereas 10% employees are those who are not satisfied their job.

Q9. Behavior of worker with each other?

Response	Respondent	Percentage
Excellent	8	16
Good	38	76
Fair	3	6
Poor	1	2

Total	50	100
--------------	-----------	------------



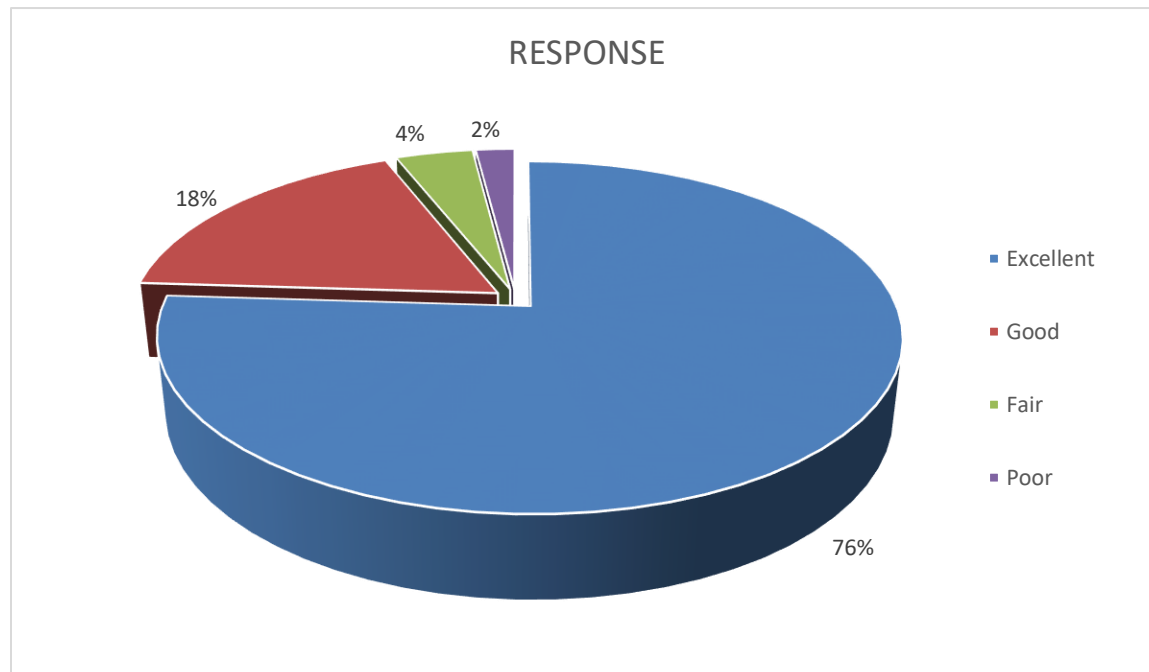
Interpretation-

The above pie-chart 16% employees are excellent relations with other employees .76% employees answer that they have good relationship with each other. But there are some employees who says that they have fair and good relations with each other

Q10. Your superior's behavior toward your problems?

Response	Respondent	Percentage
Excellent	38	76%
Good	9	18
Fair	2	4
Poor	1	2

Total	50	100
--------------	-----------	------------



Interpretation: -

The above pie-charts that 70% employees consider that facilities provide them are good whereas 20% consider them as excellent. But there is also minor Percentage who is not Satisfied with the facilities which are given to them.

FINDINGS OF THE STUDY

- 82 % Employee are thinking excellent about organization. 10 % Employee are those who think good about organization. Fair and poor part minor in this figure.

- 60 % of Employee at Infolink are working less than one year. Only 30 % Employee are working more than one and less than two years Between two and five years only 6 % Employee are working. The Employee highest percentage lies in less than one year because mostly Employee are shift from one organization to another.
- 70 % Employees are thinking excellent about the working condition. 12 % Employees are those who think good about working conditions. A minor part shows the percentage of fair and poor. It shows that works are satisfied with the working condition of Infolink
- .88 % Employees at Infolink are aware about the welfare. Only 12 % Employees who have little knowledge about employee welfare.
-
- 80 % Employee feel through counseling employer motivates them 10 % Employees feel that employer motivate them by bonus and increased wages. These helps the management in Infolink.
- 90 % of the Employees are fully satisfied with their work whereas 10 % Employees are those who are not satisfied with their job.
- 82 % have excellent reactions with the superiors. 14 % Employees are those who answered that they have good relations. In this figure there is also have 4 % Employees who have fair relations with their superiors.

- 16 % Employees have excellent relations with other Employees. 76 % employees answered that they have good relations with each other. But there is also some Employees who say that they have fair and poor relations with each other.
- 76 % employees consider that facilities provide to them are good whereas 20 % consider them as excellent. But there is also minor percentage who is not satisfied with the facilities which are given to them.

CONCLUSIONS

Among the all, human being is the finest one, who needs skills, talents, attitudes, motivation, career planning and to deliver goods and services in time with the facilities of Labour Welfare Measures and Social Security. Employees are highly perishable, which need constant welfare measures for their up gradation and performance in this field. In India. service sector is a leading sector, which generates more employment, needs welfare measures for their improvement. The welfare facilities help to motivate and retain employees. Most of the welfare facilities are methods of hygienic among workers are motivated by providing welfare measures. This ensures employee satisfaction result in increased efficiency.

BIBLIOGRAPHY AND REFERENCE

-

-

Websites:

<https://infolinkservicesngp.com/>

<https://www.facebook.com/infolinkservices/>

[http://www.academia.edu/15291387/Reserach Methodos in Human Resources Management](http://www.academia.edu/15291387/Reserach_Methodos_in_Human_Resources_Management)