

A STUDY ON HUMAN RESOURCES OF KNITVEL NEEDLES PRIVATE LIMITED SIPCOT, HOSUR

Report on Internship training submitted to Periyar University, Salem
In partial fulfillment of the requirement for the award of the degree of

BACHELOR OF COMMERCE

Submitted By

NAME: MUSKAN.Y

REG.NO: C21UG152COM069

Under the guidance

Dr. V. SENGAMALAM, M.Com., M.Phil., MBA., Ph.D.

Assistant Professor



DEPARTMENT OF COMMERCE

ST. JOSEPH'S COLLEGE OF ARTS AND SCIENCE FOR WOMEN, HOSUR

(Affiliated to Periyar University, Salem)

JULY – 2023

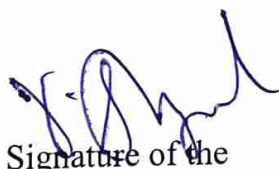
PERIYAR UNIVERSITY

INTERNSHIP TRAINING REPORT FORMAT

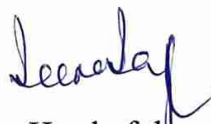
1.	Name of the candidate	Muskan.Y
2.	University Examination Registration Number	C21UG152COM069
3.	Name of the college	ST . Joseph's College Of Arts And Science For Women , Hosur.
4.	Name of the Department / Degree	Commerce / B.COM
5.	Name of the industry / Institute in which for Internship Training undergone	Knitvel Needles Pvt Ltd Company.
6.	Guide / Supervision under whom the training undertaken	Dr. V. Sengamalam
7.	Title of the training	A study on Human Resources of Knitvel Needles Private Limited Company.
8.	Brief output of training (not more than 2 pages) – Attach Annexure -1	(ENCLOSED)
9.	Conclusion	The internship programme assisted in gaining both theoretical and practical knowledge.
10.	Outcome of the Training	The knowledge and skills acquired during the internship programme and the exposure to real-world issues can now be applied in real-life business environment

Muskan.Y

Signature of the
Student



Signature of the
Guide



Head of the
Department



Principal



Internal Examiner

A STUDY ON HUMAN RESOURCES DEPARTMENT OF KNITVEL NEEDLES PRIVATE LIMITED COMPANY, SIPCOT-HOSUR.

INTRODUCTION

The knitvel needles company is an ISO 9001:2015 certified company from STQC be replaced with "An ISO 9001:2015 certified company from TUV SUD south Asia. KNL came into operation in the year 1979 to satisfy the challenging application of the textile machine industry, with profound market knowledge, production capabilities and consumer understanding, KNL manufactures precisely designed needles for the industry requirements. The sophisticated production facility backed by the technical expertise and state of the art design house, enable KNL to be one of the favourites in the industry. KNL's clientele includes leading hosiery manufacturers, reputed importers and knitting machine manufactures.

KNL produces high quality hosiery needles. These needles are manufactured with high carbon steel in the latest machine. The needles are used in circular, flat and warp knitting machines. The needles are manufactured to mach customer specifications and requirements. KNL has been a reliable partner for numerous knitting manufactures in the country. With continuous innovation and research, KNL comes up with solutions for the modern textile industry needs. KNL also manufactures weft needles and precision parts for weaving looms and other engineering application.

HUMAN RESOURCE DEPARTMENT

Human resource (HR) is the division of a business that is charged with finding, recruiting, screening and training job applicants. It also administers employee benefit programs. HR departments also handle employee compensation, benefits, and terminations. Human Resource Management strategies focus on actively advancing and improving an organization's workforce with the long – term goal of improving the organization itself. Many companies have moved traditional HR administrative duties such as payroll and benefits to outside vendors.

FUNCTIONS OF HUMAN RESOURCE DEPARTMENT

- Recruitment.
- ESI Registration (Aadhaar Seeding).
- Skill Matrix.
- Job Description.
- Observation to enroll filing process.
- Training the Employees.
- Registration the files.

LEARNINGS

ESI REGISTRATION

Linking of Aadhaar with PF Account

The steps for linking Aadhaar with PF Account online is below :

Step 1: Visit the official website of the Employee's Provident Fund Organization.

Step 2: Login into your EPF Account

Step 3: The home screen will display your Aadhaar Number.

Step 4: Check for the status "verified" against the Aadhaar number.

Step 5: If you see the word "verified", your EPF Aadhaar link is complete. In other cases, visit your nearest EPFO office.

The steps for linking Aadhaar with PF Account offline is below:

Step 1: Visit the EPFO office and ask the executive for the "Aadhaar Seeding Application".

Step 2: Fill out the "Aadhaar seeding application" with your Aadhaar details.

Step 3: Self – attest PAN, UAN, and Aadhaar along with the " Aadhaar Seeding Application".

Step 4: These forms can be submitted to common service centres (CSC).

Step 5: After verification, the process of the EPF Aadhaar link will be completed.

CONCLUSION

In the 15 days of Internship Training of the company Knitvel Needles Private Limited gives a great experience in my life. I felt in the place to learn everything practically.



KNITVEL NEEDLES (P) LTD.,

An ISO 9001 : 2015 Certified Company

Phone : 04344 - 276656, 407905 Fax : 04344-276457

Date: 12.07.2023

CERTIFICATE OF INTERNSHIP

TO WHOMSOEVER CONCERNED

This is to certify that **Ms. Y.MUSKAN (Reg.No.C21UG152COM069)** student of 3rd year 5th semester B.Com, from St. Joseph's College of Arts & Science for Women has under gone an internship in our factory from 26-06-2023 to 12-07-2023. During this period, She has been exposed to Human Resource Procedures in Job descriptions, Skill matrix formats, ESI Registrations, Preparation of Master list of files.

During this period her conduct and character was found to be good.

Attendance during this period = 15/15 days.

We wish her success in her studies and career.

FOR **KNITVEL NEEDLES PVT LTD,**

Managing Director



A STUDY ON HUMAN RESOURCES OF KNITVEL NEEDLES PRIVATE LIMITED SIPCOT, HOSUR

Report on Internship training submitted to Periyar University, Salem
In partial fulfillment of the requirement for the award of the degree of

BACHELOR OF COMMERCE

Submitted By

NAME: PAVITHRA.M

REG.NO: C21UG152COM077

Under the guidance

Dr. V. SENGAMALAM, M.Com., M.Phil., MBA., Ph.D.

Assistant Professor



DEPARTMENT OF COMMERCE

ST. JOSEPH'S COLLEGE OF ARTS AND SCIENCE FOR WOMEN, HOSUR

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JULY - 2023

PERIYAR UNIVERSITY

INTERNSHIP TRAINING REPORT FORMAT

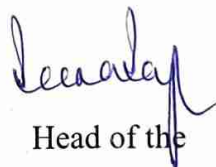
1.	Name of the candidate	Pavithra.M
2.	University Examination Registration Number	C21UG152COM077
3.	Name of the college	ST . Joseph's College Of Arts And Science For Women , Hosur.
4.	Name of the Department / Degree	Commerce / B.COM
5.	Name of the industry / Institute in which for Internship Training undergone	Knitvel Needles Pvt Ltd Company.
6.	Guide / Supervision under whom the training undertaken	Dr. V. Sengamalam.
7.	Title of the training	A study on Human Resources of Knitvel Needles Private Limited Company.
8.	Brief output of training (not more than 2 pages) – Attach Annexure -1	(ENCLOSED)
9.	Conclusion	The internship programme assisted in gaining both theoretical and practical knowledge.
10.	Outcome of the Training	The knowledge and skills acquired during the internship programme and the exposure to real-world issues can now be applied in real-life business environment

Pavithra.M

Signature of the
Student



Signature of the
Guide



Head of the
Department



Principal



Internal Examiner

A STUDY ON HUMAN RESOURCES DEPARTMENT OF KNITVEL NEEDLES PRIVATE LIMITED,SIPCOT – HOSUR.

INTRODUCTION

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HUMAN RESOURCE DEPARTMENT

A Human Resources (HR) departments performs human resources management functions, such as finding, hiring, training and supporting new employees. HR departments are specifically responsible for managing a company's entire employee experience. HR department must keep up to date with laws that can affect the company and its employees. Many companies have moved traditional HR administrative duties such as payroll and benefits to outside vendors.

FUNCTIONS OF HUMAN RESOURCE DEPARTMENT

- Recruitment
- Preparation of master list of files
- Skill Matrix
- Job Description
- Observation to enroll filing process
- ESI registration
- Employee benefits

LEARNINGS

I had learnt how to manage informations and documents, like employment agreements in physical and digital formats and also learnt about storing and retrieving employee data from effective filing system. I have experienced to enter the employee data in the bio – metric device and I also arranged the master list of files in the descending order of the data.

I had gained knowledge of linking the employee Aadhaar number with the ESI Portal and I had learnt job description and skill matrix like shot blasting, special purpose machine etc. and I learnt how to enter the online and offline resumes in the company excel sheet. I checked and verified the on duty slip, leave slip, permission slip, in date wise and entering the details in particular software.

CONCLUSION

This internship opportunity I had with KNITVEL NEEDLES PVT. LTD. Was great chance for learning and professional development. I had a huge variety of experiences and was fortunate to get the opportunity to work with so many different people. But the most important part of all this is that I was asked to do important tasks and given challenging assignments across this broad spectrum of experience. In 15 days of internship training, gives me a lot of knowledge in both theoretically and practically. The experience was positive and everything I learned would be useful in my future career.



KNITVEL NEEDLES (P) LTD.,
An ISO 9001 : 2015 Certified Company

Phone : 04344 - 276656, 407905 Fax : 04344-276457

Date: 12.07.2023

CERTIFICATE OF INTERNSHIP

TO WHOMSOEVER CONCERNED

This is to certify that **Ms. M. PAVITHRA (Reg.No.C21UG152COM077)** student of 3rd year 5th semester B.Com, from St. Joseph's College of Arts & Science for Women has under gone an internship in our factory from 26-06-2023 to 12-07-2023. During this period, She has been exposed to Human Resource Procedures in Job descriptions, Skill matrix formats, ESI Registrations, Preparation of Master list of files.

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FOR KNITVEL NEEDLES PVT LTD,

Managing Director



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Report on Internship training submitted to Periyar University, Salem

In partial fulfillment of the requirement for the award of the degree of

BACHELOR OF COMMERCE

Submitted By

NAME: SANJANA.V

REG.NO: C21UG152COM091

Under the guidance

Mrs. G.BANUPRIYA M.Com., M.Phil., (Ph.D)

Assistant Professor



DEPARTMENT OF COMMERCE

ST. JOSEPH'S COLLEGE OF ARTS AND SCIENCE FOR WOMEN, HOSUR

(Affiliated to Periyar University, Salem)

JULY - 2023

PERIYAR UNIVERSITY

INTERNSHIP TRAINING REPORT FORMAT

1.	Name of the candidate	Sanjana.V
2.	University Examination Registration Number	C21UG152COM091
3.	Name of the college	ST . Joseph's College Of Arts And Science For Women , Hosur.
4.	Name of the Department / Degree	Commerce / B.COM
5.	Name of the industry / Institute in which for Internship Training undergone	Knitvel Needles Pvt Ltd Company.
6.	Guide / Supervision under whom the training undertaken	Mrs.G.Banupriya
7.	Title of the training	A ştudy on Human Resources of Knitvel Needles Private Limited Company.
8.	Brief output of training (not more than 2 pages) – Attach Annexure -1	(ENCLOSED)
9.	Conclusion	The internship programme assisted in gaining both theoretical and practical knowledge.
10.	Outcome of the Training	The knowledge and skills acquired during the internship programme and the exposure to real-world issues can now be applied in real-life business environment



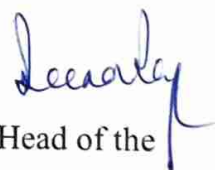
Signature of the

Student



Signature of the

Guide



Head of the

Department



Principal



Internal Examiner

A STUDY ON HUMAN RESOURCES DEPARTMENT OF KNITVEL NEEDLES PRIVATE LIMITED, SIPCOT-HOSUR.

INTRODUCTION

The knitvel needles company is an ISO 9001:2015 certified company from STQC be replaced with “An ISO 9001:2015 certified company from TUV SUD south Asia. KNL came into operation in the year 1979 to satisfy the challenging application of the textile machine industry, with profound market knowledge, production capabilities and consumer understanding, KNL manufactures precisely designed needles for the industry requirements. The sophisticated production facility backed by the technical expertise and state of the art design house, enable KNL to be one of the favourites in the industry.

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Human Resource Management is the planning, organizing, directing and controlling of the procurement, developments, compensation, integration and maintenance and separation of human resource to the end that individual, organization and societal objectives are accomplished.

Human resources are the division of business responsible for finding, recruiting, screening, and training job applicants.

LEARNINGS

I have learnt how to perform types of skill matrix like shot blasting, Grit blasting, wet blasting etc., and I have experienced how they performing special purpose machine in the company. I have gained knowledge in the registration of files which should be kept in descending order and I also experienced the observation to enroll filing process.

DIFFERENT TASKS PERFORMED DURING MY INTERNSHIP

SHOT BLASTING

This process is a highly effective solution for removing contamination on metal substrates or changing the coarseness or smoothness of a surface before coating.

GRIT BLASTING

Grit blasting is sometimes used as a general term for the process of cleaning or providing a profile on a hard surface. "Grit blasting specifically means blasting with angular or sub – angular particles.

WET BLASTING

Wet blasting is favoured for maritime and outdoor application due to the cushioning effect of the water, which reduces the amount of dust created.

WHEEL BLASTING

Wheel blasting uses centrifugal force to propel media against a surface. A spinning wheel rotates at exceptional speeds to throw abrasive in a self – contained cage.

SPECIAL PURPOSE MACHINE

BROACHING MACHINE

Broaching machine are used to plain or shape different art pieces. The broaching machine resembles the functioning of a shaper and planer tool.

BORING MACHINE

Boring machine is the SPM Machine that is used for boring work pieces of large sizes.

CONCLUSION

In the Internship training 15 days of Company Knitvel Needles Pvt. Ltd. gives a great experience in my life.



KNITVEL NEEDLES (P) LTD.,

An ISO 9001 : 2015 Certified Company

Phone : 04344 - 276656, 407905 Fax : 04344-276457

Date: 12.07.2023

CERTIFICATE OF INTERNSHIP

TO WHOMSOEVER CONCERNED

This is to certify that **Ms. V.SANJANA (Reg.No.C21UG152COM091)** student of 3rd year 5th semester B.Com, from St. Joseph's College of Arts & Science for Women has under gone an internship in our factory from 26-06-2023 to 12-07-2023. During this period, She has been exposed to Human Resource Procedures in Job descriptions, Skill matrix formats, ESI Registrations, Preparation of Master list of files.

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FOR KNITVEL NEEDLES PVT LTD,

Managing Director



**A STUDY ON HUMAN RESOURCE DEPARTMENT OF KNITVEL
NEEDLES PRIVATE LIMITED, SIPCOT.**

Report on Internship Training submitted to Periyar University, Salem.

In partial fulfillment of requirement for the award of the degree of

BACHELOR OF COMMERCE

Submitted by

NAME: TEJA.M

REG.NO:C21UG152COM104

Under the guidance of

Dr. D. BHUVANA, M.com., M. Phil., B. Ed., B.lit (Tamil)., Ph.D

Assistant professor



DEPARTMENT OF COMMERCE

**ST. JOSEPH COLLEGE OF ARTS AND SCIENCE FOR WOMEN,
HOSUR**

(Affiliated to Periyar University, Salem)

JULY-2023

PERIYAR UNIVERSITY

INTERNSHIP TRAINING REPORT FORMAT

1	Name of the candidate	TEJA. M
2	University Examination Registration Number	C21UG152COM104
3	Name of the college	St. Joseph 's College of Arts and Science For women, Hosur.
4	Name of the Department/ Degree	Commerce/B.COM
5	Name of the Industry/Institute in which for Internship Training Undergone	Knitvel Needles Private Limited, Sipcot.
6	Guide/Supervisor under whom the training undertaken	Dr. D. BHUVANA
7	Title of the Training	A Study on Human Resource Department of Knitvel Needles Private Limited, Sipcot.
8	Brief output of training (not more than 2 pages)-Attach Annexure-I	(ENCLOSED)
9	Conclusion	The internship programme assisted in gaining both theoretical and practical knowledge.
10	Outcome of the Training	The knowledge and skills acquired during the internship programme and the exposure to real- world issues can now be applied in real – life business environment.

Teja .M
Signature of the

Student

D. B. J.
Signature of the

Guide

Secretary
Head of the

Department

Principal

D. B. J.
Internal Examiner

A STUDY ON HUMAN RESOURCE DEPARTMENT OF KNITVEL NEEDLES PRIVATE LIMITED, SIPCOT.

INTRODUCTION:

Knitvel Needles Private Limited came into operation in the year of 1979 to satisfy the challenging applications of textile machine industry, with profound market knowledge, production capabilities and customer understanding, Knitvel Needles Private Limited manufactures precisely designed needles for the industry requirements.

HR DEPARTMENT:

This department is primarily concerned with human relationship with the company. The HR function is concerned with procurement, compensation, integration, maintenance, records, research and audit. The HR department focus on achieving the goals and objectives of an organization.

INDUSTRY PROFILE:

Year of establishment	1979
Legal status of firm	Limited company (ltd/Pvt Ltd)
Annual turnover	Rs.25-50 Crore
Chairman and MD	LKM. Adhi
Whole time Director	Kalavathy Adhi
Nature of the Business	Manufacturer
Total no of employees	101 to 500 people

ACTIVITIES OF HR DEPARTMENT:

RECRUITMENT:

Recruitment is the process of actively seeking out, finding and hiring candidates for a specific position or job.

TRAINING:

Training and development in HRM refer to a system of educating employees within a company. It includes various tools, instructions and activities designed to improve employee performance.

INCREMENTS AND PROMOTION:

Annual increments can be % or amount specific to Annual increment. Performance Increment is based on Performance, can be quarterly, half yearly and yearly. Promotions are also given to the employees based on their performance and based on the seniority also.

SALARY PREPARATION:

It starts with preparing the list of employees to whom salaries must be paid and end with recording those expenses. The payroll process involves calculating what is due to the employees for a specific payroll cycle after adjusting the required deductions like PF contribution, TDS, etc..

LEARNING EXPERIENCE:

I came to know about the master list of files in that I have learned how to arrange the files and came to know how they maintained the files also. Aadhar seeding was done by me for 147 employees. I came to know about Job description and skill matrix. I learned about how to enter salary in muster role

CONCLUSION:

The present study at Knitvel Needles Private Limited has mainly focused on the customer satisfaction of the organization it produces hosiery needles, knitting and weaving machinery needles in the country it's annual turnover is Rs.25 to 50 crores this internship study has given valuable information about the industry and this training enables me to understand the aspects of professional life. The company constantly focusing on providing better services, quality and reliability to customers and running successfully in the era of competition.



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Date: 12.07.2023

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FOR KNITVEL NEEDLES PVT LTD,

Managing Director



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BACHELOR OF COMMERCE

Submitted By

NAME: VENNILA.G

REG.NO: C21UG152COM111

Under the guidance

Dr. D. Bhuvana, M.Com., M.Phil., B.Ed., B.Lit (Tamil)., Ph.D.

Assistant Professor



DEPARTMENT OF COMMERCE

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JULY – 2023

PERIYAR UNIVERSITY

INTERNSHIP TRAINING REPORT FORMAT

1.	Name of the candidate	VENNILA.G
2.	University Examination Registration Number	C21UG152COM111
3.	Name of the college	ST . Joseph's College Of Arts And Science For Women , Hosur.
4.	Name of the Department / Degree	Commerce / B.COM
5.	Name of the industry / Institute in which for Internship Training undergone	Knitvel Needles Pvt Ltd Company.
6.	Guide / Supervision under whom the training undertaken	Dr.D.Bhuvana
7.	Title of the training	A study on Human Resources of Knitvel Needles Private Limited Company.
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LEARNINGS:

- I have learnt how to link Aadhaar seeding to employees who were working in the company.
- I prepared job description and skill matrix for the newly joined employees.
- I have thoroughly checked master files for registrations.
- I have altered details of the employees in the bio metric website.

DIFFERENT TASKS PERFORMED DURING MY INTERNSHIP:

AADHAAR SEEDING

Aadhaar seeding is a process of linking Aadhaar number with primary bank account number. In view of implementation of “Prime Minister Jan Dhan Yojana”(PMJDY).

Aadhaar seeding is the process by which Aadhaar number of residents are included in the service delivery data base of services providers for enabling de – duplication of data base and Aadhaar based authentication during service delivery.

SKILL MATRIX

A skill matrix is a visual tool used in HR to determine employee’s skills, knowledge, and experience. The matrix organizes your employees into skills categories required for different jobs.

JOB DESCRIPTION

A job description includes an overview, role summary, catalog of responsibilities, and the qualifications and experience required for particular role.

Job description contains job title, job purpose, job duties and responsibilities, required qualifications, preferred qualification, and working conditions.

CONCLUSION

This internship opportunity I had with **KNITVEL NEEDLES PVT LTD** was great chance for learning and professional development. I had a huge variety of experiences and was fortunate to get the opportunity to work with so many different people. But the most important part of all this is that I was asked to do important tasks and given challenging assignments across this broad spectrum of experiences.

I would like to express my sincerely gratitude to all staff of the the firm for their patience in guiding and teaching me throughtout my internship which were extremely value for my study both theoretically and practically, a lot of experiences and knowledge that I have gain in this firm.



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FOR KNITVEL NEEDLES PVT LTD,

Managing Director

