

**A STUDY ON THE PROCESSES UNDERTAKEN BY THE VARIOUS
DEPARTMENTS IN THE MANUFACTURING SECTOR OF
BATA COMPANY**

Report on Internship Training submitted to Periyar university, Salem

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

BACHELOR OF COMMERCE (COMPUTER APPLICATION)

Submitted by

NAME: BHAVANA.N

REG.NO: C21UG152CCA009

Under the guidance of

MRS. R. VASANTHI, M.Com.,M.Phil.,

Assistant Professor



DEPARTMENT OF COMMERCE

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

(Affiliated to Periyar University, Salem)


Mookandapalli, SIPCOT, Hosur-635126


JULY 2023

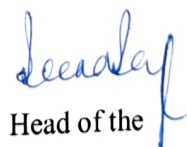
PERIYAR UNIVERSITY

INTERNSHIP TRAINING REPORT FORMAT


1	Name of the Candidate	Bhavana.N
2	University Examination Registration Number	C21UG152CCA009
3	Name of the College	St.Joseph's College of Arts & 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	Bata India Ltd.,Hosur.
6	Guide/Supervisor under whom the training undertaken	Mrs. R. Vasanthi, M.Com.,M.Phil.,
7	Title of the training	A study on processes undertaken by the various departments in the manufacturing sector of Bata company.
8	Brief output of training (not more than 2 page) – 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 THE PROCESSES UNDERTAKEN BY THE VARIOUS DEPARTMENTS IN THE MANUFACTURING SECTOR OF BATA COMPANY

INTRODUCTION

Bata India is the largest retailer and leading manufacturer of footwear in India and is a part of Bata shoes organization.

Incorporated as Bata Shoe Company Private Limited in 1931, the company was setup initially as a small operation in Konnagar (near Calcutta) in 1932. It was also the first manufacturing company in the Indian shoes industry to receive the ISO:9001 certifications.

The company also operates a large non-retail distribution network through its urbanwholesale division and caters to millions of customers through over 30,000 dealers.

The company's product portfolio comprises slippers, sandals, formal shoes, casual wearshoes, infant shoes and sports shoes.

THE TWO MANUFACTURING UNITS OF BATA IN INDIA:

- **Peenaya Industrial Area, Bangalore ,Karanataka**
- **Batashatak, Hosur, Tamilnadu**

DEPARTMENTS

In this Bata company as divide into various Departments. The Departments as given below:

- ❖ **COMMERCIAL**
- ❖ **CONTROLLING**
- ❖ **QUALITY**
- ❖ **PRODUCTION**
- ❖ **FINANCE**

QUALITY CONTROL:

Maintaining high - Quality standards can help reduces costs in the long run by reducing the number of returns and warranty claims.

Before the shoes are shipped to stores, they undergo a rigorous process to ensure they meet Bata's quality standards

Quality management and control Bata does most of the inspection post production. After cutting, sewing and preforming stages. They do their main inspection during the production of sole. The sole is made by pouring PU liquid in molds.

FACILITY LAYOUT OF BATA :

EVA Compounds are classified into two types. They are

1. BLENDING PROCESS
2. INJECTION MOLDING PROCESS

BLENDING PROCESS

- ❖ Trimming process
- ❖ Conveyer system
- ❖ Upper and sole cleaning
- ❖ Fixing size and packing into master carton

Finally they do final check-up and box strapping

INJECTION MOLDING PROCESS

- ❖ Assembling
- ❖ Quality checking
- ❖ Packing
- ❖ Finished footwear
- ❖ Dispatch

CONCLUSION

I conclude that this internship project helped me to gain real time experience of obtaining practical knowledge in a renowned organization. I sincerely express my gratitude to the company and I am indeed grateful to the college for providing me with this opportunity and encouragement.

Bata India Limited
Post Box No. 39
74, Sipcot, Phase-I,
Hosur - 635 126,
Tamil Nadu, India.
CIN : L19201WB1931PLC007261
GSTIN : 33AABCB1043Q1ZT
Website : www.bata.in

Ph : (04344) 661209 / 661203



11.07.2023

TO WHOMEVER IT MAY CONCERN

This is to certify that Ms. N. Bhavana Reg No: C21UG152CCA009, B. Com (CA) from ST Joseph College of Arts & Science for Women Hosur, has successfully completed the internship program from 26/06/2023 to 11/07/2023 at Bata India Limited. This internship focused on providing practical experience and knowledge in Industrial training.

We congratulate Ms. N. Bhavana on her successful completion of Internship program and wish her continued success in her future endeavors in the respective field.

For BATA INDIA LIMITED



AUTHORISED SIGNATORY

**A STUDY ON THE RETAIL DISTRIBUTION CENTRE (RDC) OF
BATA INDIA LTD., HOSUR.**

Report on internship training submitted to Periyar University, Salem.
In partial fulfilment of the requirement for the award of the degree of
BACHELOR OF COMMERCE (CA)

Submitted by

NAME: CHAITHRA.P

REG.NO: C21UG152CCA012

Under the guidance of

Mrs. R.VASANTHI M.COM., M.phil.,

Assistant professor



DEPARTMENT OF COMMERCE

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

(Affiliated to Periyar University, Salem)

JULY 2023

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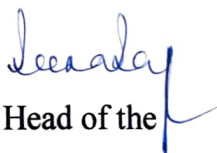
1	Name of the Candidate	CHAITHRA.P
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3	Name of the College	St. Joseph college of arts and science for women, Hosur.
4	Name of the department / degree	Commerce / B.COM (CA)
5	Name of the industry / Institute in which for Internship training undergone	Bata India ltd.
6	Guide / Supervisor under whom the training undertaken	Mrs. R.VASANTHI, M.COM., M.phil.,
7	Title of the training	A study on retail distribution centre (RDC) Bata India ltd, Hosur.
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Signature of the
Student



Signature of the
Guide



Head of the
Department



Principal



Internal examiner

A STUDY ON RETAIL DISTRIBUTION CENTRE (RDC)

BATA LTD.

INTRODUCTION

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Bata INDIA Ltd, head office is situated at New Delhi. Bata is the world's leading shoemaker by volume, designing stylish and comfortable footwear at surprisingly affordable prices. Today, Bata remains a family business, which serves over 1 million customers a day in its 5,300 stores and producing locally in 23 Bata owned manufacturing facilities across 5 continents.

RETAIL DISTRIBUTION CENTRE (RDC)

The process of distributing the products to various enterprises and stores based on the purchase order is called Retail Distribution Centre.

MANUFACTURING UNITS:

- The goods will receive from own manufacturing unit and hundreds plus vendors.
- The goods are received from four manufacturing units to RDC.

UNIT NAME	LOCATION
SOUTHCAN	KARNATAKA
BATAGANJ	PATNA
BATASHATAK	TAMILNADU
BATA NAGAR	WEST BENGAL

- Based on the vendor's invoice bill, the products are received to retail distribution centre.
- The finished products are distributed to Bata to Bata, Contract to Bata and Third party stock purchase.

INWARD PROCESS:

- The products will receive from manufacturing units to retail distribution centre through transport.
- The driver has to submit the documents to the retail distribution centre security gate.
- The security verifies the documents and their location.
- The security has to maintain shipment details in security gate in inward register.
- The security has to create the inward gate pass and hand over all the documents to the supervisor.
- The security has to instruct transporter to place the vehicle at the receiving bay.
- Unloading to be done in the presence of warehouse security and transport driver.
- The product count has to be done with the unloading sheet, supervisor checks the condition of the boxes and if any damages or tampering done is transit.
- The supervisor gives the physical inspection sheet to checker team.
- Checker team has to verify whether if any damage, shortage or excess found in consignment against the invoice bill.
- Supervisor has to handover all the receiving documents to inbound manger.
- Invoice bill contains both supplier details and receiver details. Invoice number varies from vendor to vendor.
- Invoice bill contains purchase order number, article name, size and pairs, type, sale price and all the details of the vendors purchase order.

ADVANCE SHIPMENT NOTE (ASN)

ASN is already created by vendors. After the creation of load number, the ASN labels are printed. Paste the ASN in invoice bill. Scan the ASN, then LPN (Outer box), and the SPN (Mono). After the process of scanning, the products are sent to Put Away.

PUT AWAY:

- The purpose of Put Away is to keep GRN stock on right location for optimum picking accuracy and space utilization.
- Put away helps in maximizing order fill rate and overall warehouse productivity.
- Floor incharge would be the person responsible to execute the activity.
- Supervisor has to advice the Put Away team for moving the goods to respective locations.
- Newly arrived stock is placed at the back so that FIFO (First In First Out) is maintained.
- Put Away stickers are visible from the front to ease picking process.
- The products are placed on the palette, scan the palette ASN and LPN of all the boxes and the location where the goods are placed.

- There are two types of Put Away: HDR (Heavy Duty Rates) and SAR (Single Angle Rates).
- HDR involves bulk of products and SAR involves Single Pairs of Product.

INVENTORY HANDLING:

- The purpose is to ensure stock accuracy at all time in warehouses.
- Inventory process involves stock group, stock category, stock item, unit of measures, Godown.
- The process covers the periodic physical stock taking of all SKU stored in the warehouse.
- When goods are pick packed, other goods should be refilled in the location.

ORDER ITEM HANDLING:

- Orders received from distributor based on the store sale, the order will fulfil.
- The products are arranged based on the location. Based on the order pick pack process will done. System will suggest that where we have to pick the product.
- Picker should scan the task number against order.
- After picking the product, auditor will verify the each and every quantity of the LPN.
- Print the detailed label against the LPN.
- After packing the LPN, staging area to dispatch area.

OUTWARD PROCESS:

- From the staging area, the products are dispatched to the respective stores.
- The physical checking / audit and the documentation are done on the basis of route wise planning.
- The products are loaded into the vehicle; receive the acknowledgement from transporter and outward gate pass.
- The transporter has to register the exit entry in security gate.
- Dispatch the products based on the routes and their locations. It is supervised by outbound manager.
- Distributing the goods to more than 800 stores.

CONCLUSION

The primary function is to satisfy the needs and wants of their customer in the manufacturing's company, they can introduce various products, for fulfilling customer wants and needs. From this project I got a practical knowledge of working in the company and I am sure this knowledge will help me throughout my life. The training opportunity at 'BATA INDIA LTD' gave me the awareness of overall working of the company. A significant features which I have observed on quality of production, maintenance of safety.

Date....12-07-2023

TO WHOM IT MAY CONCERN



This is to certify that Ms.Chithra.P Student of St. Joseph's Collage of Arts and Science for Women (Affiliated to Periyar University) has successfully completed internship training in the field our Retail Distribution Centre under guidance of Bata India Ltd.

During the period of her internship program with us she had been exposed to different process in Retail Distribution Centre, Bata India Ltd and found diligent, hardworking and inquisitive.

We wish her every success in her life and career.

Note: Training Period from 28-06-2023 to 12-07-2023

For BATA INDIA LTD

Bata India Limited
Retail Distribution Centre
No.73, SIPCOT Industrial Complex,
Phase - I, Krishnagiri District,
Hosur - 635 126, Tamil Nadu.
Authorised Signature

A STUDY ON THE FINANCIAL DEPARTMENT OF

BATA INDIA LTD, HOSUR.

Report on internship training submitted to Periyar University, Salem.

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

BACHELOR OF COMMERCE (CA)

Submitted by

NAME: MAKPUL AYISHA.S

REG.NO: C21UG152CCA052

Under the guidance of

MRS. B. SAMUNDEESWARI, M.Com., M.Phil., SET., (Ph.D.)

Assistant professor



DEPARTMENT OF COMMERCE

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

(Affiliated to Periyar University, Salem)

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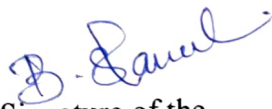
INTERNSHIP TRAINING REPORT FORMAT

1	Name of the Candidate	MAKPUL AYISHA.S
2	University Examination Registration Number	C21UG152CCA052
3	Name of the College	St. Joseph college of arts and science for women, Hosur.
4	Name of the department / degree	Commerce / B.COM (CA)
5	Name of the industry / Institute in which for Internship training undergone	Bata India ltd, Hosur.
6	Guide / Supervisor under whom the training undertaken	Mrs. B. SAMUNDEESWARI
7	Title of the training	A study on the financial department of Bata Ltd, Hosur
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.
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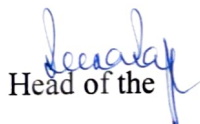
Signature of the

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Internal examiner

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INTRODUCTION

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OBJECTIVES OF THE STUDY

- ❖ To have the practical knowledge inside a company.
- ❖ To analyze exposure which in turn theoretical knowledge.

FINANCE DEPARTMENT

Finance Department is responsible for financial management of the company.

INVOICE DETAILS

Invoices are classified into two types, they are

- Ordinary invoice
- E-invoice

DETAILS FOUND IN E-INVOICE

IRN number and QR Code

CGST, IGST, SGST

CGST - Central Goods and Service Tax

IGST - International Goods and Service Tax

SGST - State and Goods and Service Tax

FOR EXAMPLE: TAMILNADU

Supplier = 33AA Buyer = 33ABC

If state code are same means it comes under CGST, SGST. If state code differs means it comes under IGST.

PAN NUMBER

Permanent Account Number

1. Company firm - 2 % 2. Personal - 1%

In pan number fourth place determines the C, F & E

EXAMPLE: AAAP1234SA

In the number 4th place indicates P, that is it is **PERSONAL** and they should pay 1%.

FINDING LEGAL PAYERS

Step -1: GST portal

Step-2: search TAX PAYER

Step-3: type VENDORS GST NUMBER.

ACTIVE= Active indicates that we can make or have transactions with them

HSN CODE: Harmonized System of Nomenclature

Every invoice bill must contain HSN Code only then its valid If HSN code is not present it is invalid. Invoice bill mainly consists of HSN code.

ACCOUNTANT CHECKING PROCESS

An accountant should check the following information,

GST no, GST taxes, HSN code, Quantity & Physical check.

CONCLUSION

The work experiences I encountered during the internship allowed me to develop specific skills. I think I still require to work on my mention other skills . But the overall experience was positive, and everything I learned would be useful in my future career in this field.

Bata India Limited

Post Box No. 39

74, Sipcot, Phase-I,

Hosur - 635 126,

Tamil Nadu, India.

CIN : L19201WB1931PLC007261

GSTIN : 33AABCB1043Q1ZT

Website : www.bata.in

Ph : (04344) 661209 / 661203



11.07.2023

TO WHOMEVER IT MAY CONCERN

This is to certify that Ms. S. Makpul Ayisha Reg No: C21UG152CCA052, B. Com (CA) from ST Joseph College of Arts & Science for Women Hosur, has successfully completed the internship program from 26/06/2023 to 11/07/2023 at Bata India Limited. This internship focused on providing practical experience and knowledge in Industrial training.

We congratulate Ms .S. Makpul Ayisha on her successful completion of Internship program and wish her continued success in her future endeavors in the respective field.

For BATA INDIA LIMITED



AUTHORISED SIGNATORY

All correspondence should be addressed to the Company and not to individuals

Regd. Office : 27B, Camac Street, 1st Floor, Kolkata - 700 016, West Bengal. India.
Head Office : 418/02, Sector - 17, Gurgaon Mehrauli Road, Gurgaon - 122 002, Hariyana.

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Submitted by

NAME: NETHRA.V

REG.NO: C21UG152CCA061

Under the guidance of

Mrs. B. SAMUNDEESWARI, M.COM, M.phil, S.E.T.,(Ph.D)

Assistant professor



DEPARTMENT OF COMMERCE

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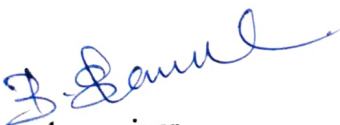
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Retail Distribution Centre
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