

**A STUDY ON STORES DEPARTMENT OF ASCENT CIRCUITS PRIVATE  
LIMITED, HOSUR**

**(Report on Internship Training submitted to Periyar University, Salem)**

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

**MASTER OF COMMERCE**

Submitted by

**NAME: ANBU PRIYA. P**

**REG NO: C22PG152COM002**

Under the guidance of

**Dr. REENA RAJ, M.Com., M.Phil., SET., Ph.D.**

Head of the department



**DEPARTMENT OF COMMERCE**

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

**(Affiliated to Periyar University, Salem)**

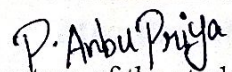
**JULY 2023**

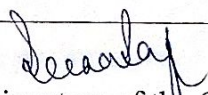


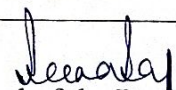
# PERIYER UNIVERSITY

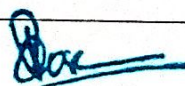
## INTERNSHIP TRAINING REPORT FORMAT

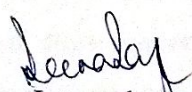
1	Name of the candidate	ANBU PRIYA. P
2	University Examination Registration Number	C22PG152COM002
3	Name of the College	ST. Joseph's College of Arts & Science for Women, Hosur.
4	Name of the Department/Degree	Commerce/M.COM
5	Name of the industry/Institute in which for Internship Training Undergone	Ascent Circuits Private Limited, Industrial complex phase-1 Hosur.
6	Guide/supervisor under whom the training undertaken	Dr. REENA RAJ
7	Title of the Training	A Study on Stores Department of Ascent Circuits Private Limited Hosur.
8	Brief output of training (not more than 2 pages)-Attach Annexure-1	(ENCLOSED)
9	Conclusion	The internship training helped to secure practical and theoretical knowledge about the functions of Stores Department.
10	Outcome of the training	The knowledge and skills acquired during the internship program 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

  
Signature Internal examiner



## **A STUDY ON STORES DEPARTMENT IN ASCENT CIRCUITS PRIVATE LIMITED, HOSUR**

### **Introduction:-**

It is an Indian owned largest manufacturer of the printed circuit board, with over two decades of experience. The company focuses on the manufacturing of high-quality & reliable printed circuit boards ranging from Single-sided, Double-sided, Multi-layer, Flexible and specialty in India is equipped with cutting-Edge technology to deliver our customers with outstanding level of performance requirements for broader & high volume markets

We are Indian owned largest manufacturer of printed circuit board. Together with our customer, we are connecting the future at a faster speed at the right time. With over two decades of experience, the company focuses on the manufacturing of high quality & reliable printed circuit board ranging from single sided ,double sided ,double sided, multi-layer, RF PCBs, flexible and specialty PCBs.

Our state of the art and fully automated facility in India is equipped with cutting edge technology to deliver our customers with outstanding levels of performance requirement for broader & high volume markets.

### **Suppliers of the company:**

- Sun chemical circuit
- Midsomer Norton
- Norton hill
- The raw materials used in production are imported from, Taiwan, Japan, UK

### **Meaning of store department:-**

Stores management is concerned with ensuring that all activities involved in storekeeping and stock control are carried out efficiently and economically by the store personnel. The basic responsibilities of store are to act as custodian and controlling agent for the materials to be stored and to provide service to users of these materials proper management of store system provide flexibility to absorb the shock variation in demand and enable purchasing to plan ahead.



The stores department picks up where the purchasing department leaves off. They inspect and accept the purchases and manage all of the items and related paperwork until the items are sold or lost through damage or theft. Stores usually guide purchasing on which are stock items and which are non-stock items. It's on the stock items that stores.

The main processes of the store department are:

- ✓ To receive the incoming materials(receiving) from purchase department
- ✓ To keep the materials as long as they are required for the use (keeping in custody) in stores department
- ✓ To move them out of a store for use (issuing) to production department

Company follows the FIFO system first in, first out, commonly known as FIFO, in an asset management and valuation method in which assets produced or acquired first are sole used or disposed of first. This stores department has its connected link with the purchase, production, quality check department

### **Maintains (MSDS) Material Safety Data Sheet:-**

Sec-1=> Details

Sec-2=> How to handle & store in perfect temperature

Sec-3=> First aid measures

Sec-4=> Fire extinguisher safety

### **Short Process of Stores Department:-**

1. As per their process the purchase order is considered and the materials are received.
2. Check with purchase order
3. Enters in the goods received purchase order (GRPO)
4. Check for quality
5. Any wrong issue of materials are returned back to the issued to the company

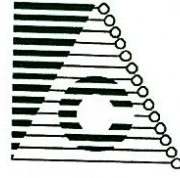
### **Conclusion:-**

The study on the stores department in Asent Circuits Pvt Ltd Hosur is an exciting study and on new learning about the materials stored in different temperature and neatly arranged in their places. The cleanliness also maintained in a huge way. Stores department is connected with purchase, quality check and production department. Maintenance is their important process in this department.

# ASCENT CIRCUITS PVT LTD

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GSTIN : 33AABCR2074D1ZV



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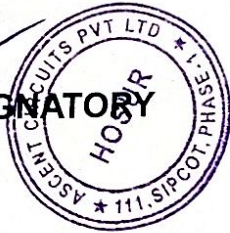
12.07.2023

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Ms. ANBUPRIYA P** (Reg. No: C22PG152COM002)  
Second Year M.Com student from **St. JOSEPH COLLEGE OF ARTS &  
SCIENCE FOR WOMEN, HOSUR**. Has Undergone Internship in our Factory  
from 26.06.2023 to 12.07.2023.

For **ASCENT CIRCUITS PVT LTD.,**

**AUTHORISED SIGNATORY**



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**A STUDY ON PURCHASE DEPARTMENT OF ASCENT CIRCUITS PRIVATE  
LIMITED, HOSUR**

**(Report on Internship Training submitted to Periyar University, Salem)**

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

**MASTER OF COMMERCE**

Submitted by

**NAME: ASWATHI J**

**REG NO: C22PG152COM003**

Under the guidance of

**Dr. REENA RAJ, M.Com., M.Phil., SET., Ph.D.**

Head of the department



**DEPARTMENT OF COMMERCE**

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**JULY 2023**

## PERIYAR UNIVERSITY

1	Name of the candidate	ASWATHI.J
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3	Name of the College	ST. Joseph's College of Arts & Science for Women, Hosur.
4	Name of the Department / Degree	Commerce/M.COM
5	Name of the Industry/Institute in which for Internship Training Undergone	Ascent Circuits Private Limited, Industrial complex phase-1 Hosur.
6	Guide/ Supervisor under whom the training undertaken	Dr. REENA RAJ
7	Title of the Training	A Study on Purchase Department of Ascent Circuits Private Limited Hosur.
8	Brief output of training (not more than 2 pages) – Attach Annexure – I	(ENCLOSED)
9	Conclusion	The internship training helped to earn practical and theoretical knowledge about the functions of Purchase department.
10	Outcome of the Training	The knowledge and skills gained and the expose to real world problems through the internship program can now be implemented in real life business scenario.

*Aswathi:*  
Signature of  
Student

*Reena Raj*  
Signature of Guide

*Reena Raj*  
Signature of Head of  
the Department

*Reena Raj*  
Signature of  
Principal

*Reena Raj*  
Signature of  
Internal Examiner



# A STUDY ON PURCHASE DEPARTMENT OF ASCENT CIRCUITS PRIVATE LIMITED, HOSUR.

## INTRODUCTION:

Ascent circuit pvt limited which was founded in 1999 is the Indian owned largest manufacturer of printed circuit boards. With over two decades of experience as electrical/electronic manufacturing company, it focuses on manufacturing high quality & reliable printed circuit boards.

Products manufactured by Ascent circuit are:

- Single sided PCBs – used in Telecom appliances and sensors
- Double sided PCBs – used in automotive, lighting, telecom and consumables
- Multi-Layered PCBs -used in Automotive, telecom, space & defense
- RF PCBs – used in base station antennas
- Aluminum PCBs – used in automotive and lighting
- Flexible PCBs – used in automotive

Ascent circuit customize these products with different surface finish, material and solder mask color as per the requirement of their customers. With a wonderful professional team that continuously upgrade their skills to meet the enhancing need of electronic application from daily gadgets to space technology.

PCBs are used in almost all electronic gadgets like in monitors, automotives, security applications, power equipment, industrial equipment, military equipment, medical industry, LEDs and aerospace components.

## PURCHASE DEPARTMENT:

Every organization aims to create financial stability by optimizing its operations with resources. To procure these resources, organization requires a specific plan to fulfill their strategic and operational needs. A purchase department is responsible for procuring the goods & services required for the organizations.

## ROLE OF PURCHASE DEPARTMENT:

### Identify Business Requirements:

Purchase department should keep track on the material requirement of the company. As soon as there is a need of material, the purchase department should be able to arrange for the product.

### Acquire goods at best possible price:

Purchase department must continuously evaluate material based on the quality and the material price. To maximize profitability, organizations need to procure materials efficiently. They should achieve bulk discount on these orders and negotiate with alternative vendor for better price.



## Make budgets:

Purchase department should make budget based on return on investment and payments. For very good the sale price must be more than the purchased price. Based on the ROI purchase department should decide on the price limit that the material has to be purchased.

## STEPS INVOLVED IN PURCHASING MATERIAL:

In ascent circuit most of the raw material are imported from outside India like paints and chemical used are imported from Japan, Taiwan and UK. So, these kinds of imported goods are purchased in advance and they are stored. The company has a wide storage area where the materials are stored according to their temperature requirement.

Other materials whose suppliers are within India are purchased as and when required. The purchase department make timely order and purchase of material.

- When the goods are in shortage, a material requisition form will be prepared and sent to the purchase department.
- The purchase department will look for the potential supplier who can provide quality material at minimum. At this stage several suppliers are compared with one another.
- After choosing a supplier, requirement of the company is communicated with the supplier and after agreement purchase department raise quotation and send to the supplier.
- The supplier on receiving purchase order will deliver the product along with the invoice to the company.
- After the material is received the material is compared and checked with the quotation.
- The quality and quantity of the material is rechecked by the stores department, it checks for security seal and purchase order in SAP.
- The stores will prepare the goods received purchase order (GRPO) and it will be sent to purchase department.
- In purchase department the details of material will be entered with the invoice value and it will be sent to accounts department for payment of material.
- Purchase department will maintain the details of the supplier with their review so that it can be used for future transactions.

## CONCLUSION:

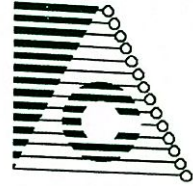
From the experience that I gained through this internship in ascent circuit pvt ltd made me to understand that purchase department plays a vital role in the efficient working of the organization. Purchase department are essential to ensure that the required material is obtained in a timely manner at a reasonable cost. This internship helped me to gain more knowledge about a well-structured organization, its process and importance of each and every department in making the products. The experience gained from Ascent circuit pvt ltd will be helpful for my career growth.



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For **ASCENT CIRCUITS PVT LTD.,**

  
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**A STUDY ON HUMAN RESOURCE DEPARTMENT OF ASCENT CIRCUITS**

**PRIVATE LIMITED, HOSUR**

**(Report on Internship Training submitted to Periyar University, Salem)**

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

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Submitted by

**NAME: GAYATHRI. S**

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5	Name of the Industry/Institute in which for Internship Training Undergone	Ascent Circuits Private Limited, Industrial complex phase-1 Hosur.
6	Guide/ Supervisor under whom the training undertaken	Dr. REENA RAJ
7	Title of the Training	A Study on Human Resource Department of Ascent Circuits Private Limited Hosur.
8	Brief output of training (not more than 2 pages) – Attach Annexure – I	(ENCLOSED)
9	Conclusion	The internship training helped to earn practical and theoretical knowledge about the functions of production and Human Resource department.
10	Outcome of the Training	The knowledge and skills gained and the expose to real world problems through the internship program can now be implemented in real life business scenario.

*Gayathri.*  
Signature of the Student

*Reena Raj*  
Signature of the Guide

*Reena Raj*  
Signature of Head of the Department

*Reena Raj*  
Signature of Principal

*Reena Raj*  
Signature of Internal Examiner



# A STUDY ON HUMAN RESOURCE DEPARTMENT OF ASCENT CIRCUITS PRIVATE LIMITED HOSUR.

## INTRODUCTION:

“Ascent Circuits” is a largest manufacturer of Printed Circuit Boards (PCBs) with over two decades of experience, the company focuses on the manufacturing of high quality and reliable printed circuit boards ranging from single – sided, double – sided, multilayer, flexible and specialty PCBs.

Total revenue in the financial year 2020 is US\$ 40 million with over 600 employees. The company comes out with various departments like production, purchase, stores, quality check, human resource, sales, accounting, etc. It delivers superior quality and most reliable PCBs, these PCBs are used in various fields like,

- Automotive sectors like motor vehicles speed controller.
- Telecom sector as smart phone charger, laptop etc.
- Consumer electronics as the controller for washing machine, dish washer.
- Lighting products includes switches.
- Industrial power electronics such as UPS and inverters.
- Space craft and technologies used in rockets.

The products as raw materials are purchased and brought outside India. Most materials like chemicals used, paints and other materials are imported from Japan, UK, Taiwan. The suppliers for this company are, SUN chemical circuit, Norton hill, Midsomer Norton, Bath etc. And the company's customers are ILJIN Electronics India Pvt and HEM Industries Ltd, Tapu.

## PROCESS:

Sheet cutting, pattern printing, solder mask printing, legend printing, peelable printing, punching and grooving, CNC drilling, CNC routing, HAL (Hot Air Levelling), plating.

## HUMAN RESOURCE (HR):

Human resource (HR) is the division of a business that is charged with finding, recruiting, screening and training. It also administers employees benefit programs. It aims in improving organisations workforce



with the long-term goal of improving the organization itself. HR leads an important role in all the organization. It is an essential term needed everywhere. The HR not only focuses on recruitment, selection and training and also works for employee's welfare and health, both the mental health and physical health. Here, HR department divides into various teams and separate head members and their subordinates who works under them. The different teams cover different role and different fields too.

## BASIC ROLES OF HUMAN RESOURCE DEPARTMENT

### RECRUITMENT OF CANDIDATES:

Recruiting is a massive undertaking. Right suited person should be recruited for right job. Recruiting right person needs more concentration, that a person would surely best suited for their organization.

### PAYROLL:

Payroll plays a vital role between the HR department and the employees. Payroll should be precise. Also, the employee bonus, benefits, incentives, schemes, all should be considered.

### MAINTAINS EMPLOYEE RECORD:

Employees recruited, employees fired, employees retired all records and employee details should be properly maintained.

### EMPLOYEE BENEFITS AND COMPENSATION:

Compensation and benefits role can be often overseen by two or more HR professionals but in larger enterprises there will be a separate group of members to the compensation and benefits. Employee benefits such as life insurance, health benefits, pension plan, extended leave etc.

### WORKPLACE SAFETY:

Employees working in an organization have their own privilege to avail safety measures. The HR strives to provide the safety

### CONCLUSION:

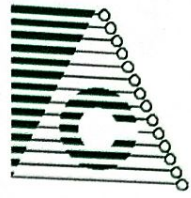
Study on Human Resource Department in Ascent circuit pvt, ltd is informative and knowledgeable. Also, a new experience is gained through this study. It is understood that HR is a very essential department that plays an interesting role in every organization.



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