

**A STUDY ON HUMAN RESOURCE DEPARTMENT OF JAY KAY
ENGINEERING SERVICES, HOSUR.**

Report on Internship Training submitted to Periyar University, Salem

In partial fulfilment for the award of the degree of

MASTER OF COMMERCE

Submitted By

NAME: MYTHILIS

REG NO: C22PG152COM013

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

Affiliated to Periyar University, Salem.

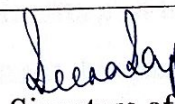
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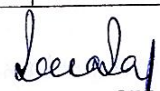
JULY 2023


PERIYAR UNIVERSITY

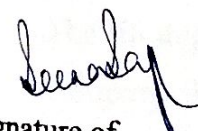
1	Name of the candidate	MYTHILI.S
2	University Examination Registration Number	C22PG152COM013
3	Name of the College	ST. Joseph's College of Arts & Science for Women, Hosur.
4	Name of the Department / Degree	Commerce/M.COM
5	Name of the Industry/Institute in which for Internship Training Undergone	Jay Kay Engineering Services, Hosur.
6	Guide/ Supervisor under whom the training undertaken	Dr. REENA RAJ
7	Title of the Training	A Study on Human Resource Department of Jay Kay Engineering Services.
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.

S. Mythili
Signature of
Student


Signature of Guide


Signature of Head of
the Department


Signature of
Principal


Signature of
Internal Examiner

A STUDY ON HUMAN RESOURCE DEPARTMENT OF JAY KAY ENGINEERING SERVICES

INTRODUCTION

Jay Kay Engineering services is a young, fast track ISO 9001:2015 certified manufacturing company based in Hosur, Tamil Nadu, India.

Jay Kay Engineering is a one stop, full-service operation for all your die casting and CNC machining needs.

Jay Kay Engineering Services Manufacturer of aluminum pressure die casting services in Hosur, Tamil Nādu.

They have house tool room facility to maximize our efficiency and services.

PROCESS

High-pressure die casting generally consists of four steps:

- Preparing the mold.
- Injecting the mold with molten metal.
- Ejecting the newly created cavity from the mold.
- Separating scrap metal from the cavity.

DEPARTMENT OF HUMAN RESOURCE

Human Resource (HR) is the division of a business responsible for Findings, Recruiting, Screening, and Training job applicants. HR departments also handle employee compensation, benefits and terminations.

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.

The HR department is accountable for developing and accomplishing the goals of the company. Their proactive involvement in planning helps them have a full understanding of the actions necessary to sustain the company's growth.

HR creates job analysis to hire the right candidate for the position. A job analysis includes the job description of the employees in the organization. It is the responsibility of HR to form high performance workgroups. They move employees from one job to another in the organization based on the employees.

RECRUITING CANDIDATES

One of the main roles attained by the HR department is Recruiting candidates.

HR needs to understand the organization's needs and make sure the recruiting is essential. Recruiting is a massive undertaking. Rights suited person should be recruited for right job. Recruiting right person needs more concentration that a person would surely fit for their company.

RESPONSIBILITIES OF HR DEPARTMENT

- In some organizations, payroll is a part of HR because they work directly with the employee. HR involvement is also in deciding the salary, bonus and incentives of all employees.
- Maintaining employee records is one of the responsibilities of HR department. These records assist companies in identifying skill gaps that may help in the recruitment process, analyzing demographic data and complying with applicable regulations.
- It is crucial to keep employees satisfied from their roles in retaining key talent. HR is accountable for keeping the employees happy, positive, motivated and satisfied.
- To develop trust, boost morale and foster a healthy workplace environment, HR professionals require maintaining open communication with their employees.

CONCLUSION

The study on JAY KAY ENGINEERING SERVICES has mainly focused the function of the organization. It manufactures aluminum pressure die casting in the operator on yearly turnover of INR 6+ crores. In today world, the Human Resource Management plays a very significant role in the daily life. The work experiences I encountered during the internship allowed me to develop my skills and help for my career development.

INTERNSHIP CERTIFICATE**13/07/2023**

This Letter is to certify that **Ms.S.Mythili** student of **M.Com - Commerce dept.** from **St. Joseph's College of Arts & Science for Women , Hosur** has successfully completed her Internship Program of **15 days**. Her Internship tenure from **26/06/2023 - 12/07/2023**.

She was working with **Accounts & HR department** and was actively & diligently involved in the projects and tasks assigned to her.

During this tenure we found her to be keen in learning. Her conduct during this period was good.

We wish her all the very best in all her future endeavors.

For Jay Kay Engineering Services
Proprietor

**A STUDY ON ACCOUNTS DEPARTMENT OF JAY KAY ENGINEERING
SERVICES, 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: SATHYA. A

REG NO: C22PG152COM018

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

PERIYAR UNIVERSITY

1	Name of the candidate	SATHYA. A
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4	Name of the Department / Degree	Commerce/M.COM
5	Name of the Industry/Institute in which for Internship Training Undergone	Jay Kay Engineering Services, Hosur.
6	Guide/ Supervisor under whom the training undertaken	Dr. REENA RAJ
7	Title of the Training	A Study on Accounts Department of Jay kay Engineering services 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 Accounts 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.

Sathya.A
Signature of
Student

Reena Raj
Signature of Guide

Reena Raj
Signature of Head of
the Department

[Signature]
Signature of
Principal

[Signature]
Signature of
Internal Examiner

A STUDY ON ACCOUNTING DEPARTMENT OF JAYKAY ENGINEERING SERVICE

INTRODUCTION

Jay kay Engineering services is a young fast track ISO 9001-2015 certified manufacturing company based in Hosur, Tamil Nadu, India.

Jay kay Engineering is a one stop, full-service operation for all your die casting and CNC machining needs.

Jay kay Engineering Services manufacturer of aluminum pressure die casting services in Hosur, Tamil Nadu.

They have Hosur test room facility to maximize our efficiency and services.

TYPE OF PRODUCTS PRODUCED

- Staton Body
- Guide Cap
- Cap body
- Holder plate
- Cover painted
- Handle

THEIR CUSTOMERS

- ❖ SANDHAR AUTOMOTIVES BOMMASANDRA
- ❖ TVS MOTORS COMPANY
- ❖ SUNDARAM CLAYTON LIMITED
- ❖ AMPHENOL INTERCONNENT INDIA PVT LTD
- ❖ PREMIER PLASMOTECH AUTOMOTIVES PVT LTD
- ❖ SANDHAR TECHNOLOGIES LIMITED

Aluminum die casting alloys are lightweight and process high dimensional stability for complex part geometries and thin walls. Aluminum with stands good corrosion resistance and mechanical properties as well as high thermal and electrical conductivity making it a good alloy for die casting -low- density aluminum metals are essential to the die casting industry. The Aluminum die casting process retains a durable strength at every high temperatures, requiring the use of cold chamber machines. The Metten metals is still contained in a open holding post kept separate from the die casting machine and the Matten metal is ladled from the pot for each casting because these high temperatures would damage the normal pumping system. The pressure requirements for cold chamber castings are typically higher than those of nor chamber die castings.

ACCOUNTING DEPARTMENT

The accounting department refers to the division in a firm that looks after the preparation of financial statements, maintenance of general ledger, payment of Bills, Preparation of Customer Bills payment and more. In other words, they are responsible for managing the overall economic front of the business.

RULES OF ACCOUNTING DEPARTMENT

Recording and categorizing expenses and preparing financial reports.

Analyzing financial data so they can recommend ways to help the organization run proficiently.

Conducting a risk analysis evaluation.

Taking care of tax returns and making sure. They are paid in time.

The Function of the Accounting Department

- ✓ The accounting department's focus is on the day-to-day financial activities the inflow and outflow of money in the company.
- ✓ To maintain and Record all Business Transactions accurately and comprehensively in a systematic way they can be retrieved and reviewed at any times.
- ✓ To maintain adequate internal, contain within the organization to safeguard its valuable resources.
- ✓ To keep track of costs incurred by the company and advice the modification of existing operation to reduce operating costs.
- ✓ To provides a basis for performance assessment and create accountability across the organization.
- ✓ To support senior management in the Decision-making process. By appropriately presenting the financial data.
- ✓ To plan based on anticipation of business needs and expected availability of resources.

Functions of accounting are Accounts Payable and Receivables, Payroll, Inventory, Cost management, cash collections & record keeping, Budgeting, Reporting financial statements& Legal compliance& Finance controls.

The eight steps of the accounting cycle include the following:

Step 1; Identify Transaction

2. Record Transaction in a Journal

3. Posting

4. Unadjusted Trail Balance

5. Worksheet

6. Adjusting Journal Entries

7. Financial Statements

8. Closing the Books

CONCLUSION

In conclusion accounting is a systematic way of recording and reporting financial transactions for a business or organization. The main purpose of accounting is to record financial transactions systematically in the books of accounts and to find out the profit and loss and financial positions of a business or organization. Besides accounting is very important and needed for any business transaction.

This enables the business to come up with well analyze financial document like Balance sheet, Trial balance and many more. From our assignment use are able to learn that accounting is very important that help organization, Business, Government and others corporate to determine their financial right and obligants.

INTERNSHIP CERTIFICATE**13/07/2023**

This Letter is to certify that **Ms.A.Sathya** student of **M.Com – Commerce dept.** from **St. Joseph's College of Arts & Science for Women , Hosur** has successfully completed her Internship Program of **15 days**. Her Internship tenure from **26/06/2023 - 12/07/2023**.

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For Jay Kay Engineering Services**Proprietor**