

**A STUDY ON HR OPERATIONS DEPARTMENT OF TITAN WATCHES LIMITED  
IN 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: ABURVAM. R**

**REG NO: C22PG152COM001**

Under the guidance of

**DR. REENA RAJ, M. COM., M. PHIL., SET., PH. D.**

Assistant Professor



**DEPARTMENT OF COMMERCE**

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

Affiliated to Periyar University, Salem.

Mookandapalli, SIPCOT, HOSUR- 635109

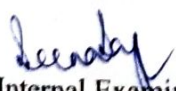
**JULY 2023**

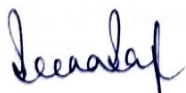
**PERIYAR UNIVERSITY**  
**INTERNSHIP TRAINING REPORT FORMAT**

1.	Name of the candidate	Aburvam. R
2.	University examination registration number	C22PG152COM001
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	Titan company limited., (HR department)
6.	Guide/Supervisor under whom the training undertaken	DR. Reena raj
7.	Title of the Training	HR department
8.	Brief output of training(not more than 2 pages)-Attach Annexure-I	(ENCLOSED)
9.	Conclusion	The overall experience was positive and everything I learned would be useful in my future career in this field
10.	Outcome of the Training	Job experience

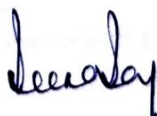
**R. ABURVAM**

Signature of the  
Student

  
Internal Examiner



Signature of the  
Guide



Head Of the  
Department



Principal



# A STUDY ON HR OPERATIONS DEPARTMENT OF TITAN WATCHES LIMITED IN HOSUR

Internship training program was carried out at Titan Watches Limited in Hosur. Titan has come a long way since 1984 when it started with one product category. Today with over 8,000 employees and about 38000 in the overall Titan ecosystem, 16 brands and over 2000 retail stores. It is committed as ever to delivering profitable and responsible growth for all our stakeholders.

Titan is India's leading lifestyle company and among most admired and respected corporates in the country. It has established leading positions in the Jewellery, Watches and EyeCare categories led by our trusted brands and superior customer experience. It is also diversified into wearables, Indian Dress Wear and Fragrances & fashion Accessories and are driving differentiation in these lifestyle categories, underpinned by its deep understanding of customer preferences.

## INCORPORATION TITAN WATCHES LTD

The business idea of Titan Watches was conceived in the early 1980s. The idea of venturing into the watch industry was turned to a winning reality in June 1984. Titan Watches is established as a joint venture between Tata Industries & the Tamil Nadu Industrial Development Corporation (TIDCO) – an iconic journey had begun.

## DEPARTMENT OF HR OPERATIONS

HR operations, also called human resources operations or HR procedures is the process of administering, managing, and coordinating tasks associated with organizational workforce management. HR operations is responsible for business workflow management.

The human resource professionals, known as the HR department or HR team of an organization ensure seamless management of HR operations by adopting the best practices that align with the overall goals of the organization.

HR operations are the main function of handling the broader concept of people's management efficiently with strategic initiatives, professional focus, and developmental planning that contribute to a sustainable and healthy work environment.

## HUMAN RESOURCES OPERATIONAL FUNCTION

The operative functions are those tasks or duties or functions which a company entrusts to the human resource or personnel department.

The operative functions are those tasks or duties or functions which a company entrusts to the human resource or personnel department. These include,

### 1. EMPLOYMENT

Human resource is the most important resource for any enterprise since it is the resource that converts other resources into the final product.

But that does not mean that the organization starts keeping thousands of workers without proper requirement estimation.

So, under this first operative function of the HR manager, he estimates the manpower requirement in the organization. He does so by using workforce and workload analysis

Hence, in this function, he gets the right number of people and assigns them the right job for the fulfillment of the objectives of the organization. It involves recruitment, selection, placement, etc. of the human resource.

## 2. DEVELOPMENT

Undoubtedly, the acquisition of human resource in any organization is very important. But we should not forget the fact that the world is changing at a rapid pace demanding the companies to change along with it. In order to cope up with the changing world, the company needs upgraded employees.

Each time a company cannot just retrench the old staff and hire a new one because of a lot of disadvantages in doing so.

So, the company should upgrade or develop their existing employees through the means of Training and Development. By this, they will be able to develop their workers and cope with the rapidly changing environment.

## 3. COMPENSATION

Everyone works for some benefit or the other. Mostly, people work in exchange for some monetary benefits. Compensation is nothing but the payment for the work done by the workers in the company.

HR manager should consider the fact of equitable compensation for the same level and quality of work for different workers. This function focuses on the determination of adequate and equitable remuneration of the employees.

## 4. WORKING CONDITIONS AND WELFARE

Training and Development just upgrade the workers to work effectively and efficiently but that does not ensure good productivity or fulfillment of the objectives.

It is because there are factors too which are equally important. These include the working environment, conditions, etc.



This function focuses on the good maintenance of the workplace and providing an atmosphere for the workers for effective and efficient working.

## 5. MOTIVATION

People generally work to a certain level with full efficiency. After some time, they need to be provided with some new incentives to work. Here comes the concept of motivation. This function states that the HR manager should motivate the workers with both financial and non-financial incentives.

## 6. PERSONAL RECORD KEEPING

This function states that an HR manager keeps records of the personnel working in different departments under different heads.

Moreover, he keeps the record of their work and the level of improvement. This record keeping helps them to build motivational techniques, staffing function, etc

## 7. INDUSTRIAL RELATIONS

The relation of all the workers in the industry is an important aspect for any organization. This function is nowadays fulfilled by the HR managers in the organization.

He helps in collective bargaining, joint consultation, and settlement of disputes. It is because he has a working knowledge of various labour enactments.

## CONCLUSION

Titan is world's Fifth largest manufacturer plant for watches. It has achieved this position by its wonderful marketing strategies. The product range varies from Rs.275 to Rs. 1,75,000 covering all the economy and super premium segments. In addition to giving a tough competition to various Local brands in India, it is also a strong competitor of various leading International watch makers. Titan has over 60 per cent of the domestic market share in the organized watch market. Its exclusive retail showroom chain – World of Titan – is amongst the largest in its category. Titan watches are sold through over 9,000 outlets in over 2,300 cities and internationally in over 30 countries including the Middle East and Asia Pacific.



PF/242/2023

03/07/2023

### CERTIFICATE

This is to certify that **Aburvam R, M Com** student of St Joseph College of Arts and Science has completed her Internship Training in Hr Operations Department at **Titan Company Limited, Hosur** from to **03/07/2023 to 08/07/2023**

During this period, her Performance and Conduct were found to be **GOOD**.

We wish all success in her future endeavors.

for **TITAN COMPANY LIMITED**

**Arunkumar P**

**Group Manager – People Function**

# **STUDY ON HR OPERATIONS DEPARTMENT OF TITAN COMPANY LIMITED, 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: MONIKA.A**

**REG NO: C22PG152COM012**

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.

Mookandapalli, SIPCOT, HOSUR- 635109


**JULY 2023**

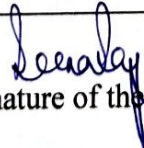


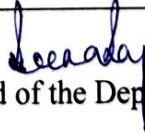
# PERIYER UNIVERSITY

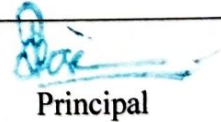
## INTERNSHIP TRAINING REPORT FORMAT

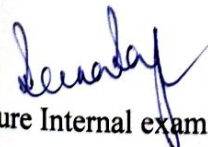
1	Name of the candidate	Monika. A
2	University Examination Registration Number	C22PG152COM012
3	Name of the College	ST. Joseph's College of Arts & Science for Women, Hosur.
4	Name of the Department/Degree	Commerce/M.COM
5	Name of the industry/Institute in which for Internship Training Undergone	Titan Company Limited, Hosur.
6	Guide/supervisor under whom the training undertaken	Dr. REENA RAJ
7	Title of the Training	A Study on HR operations Department of Titan Industries 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 processing of HR operations Department.
10	Outcome of the training	The knowledge and skills acquired during the internship training and the job experience.

  
Signature of the student

  
Signature of the Guide

  
Head of the Department

  
Principal

  
Signature Internal examiner



# **A STUDY ON HR OPERATIONS DEPARTMENT OF TITAN COMPANY LIMITED IN HOSUR**

## **INTRODUCTION**

Titan Company Limited (earlier known as Titan Industries Limited) is an Indian luxury products company that mainly manufactures fashion accessories such as jewelry, watches and eyewear. Part of the Tata group and started as a joint venture with TIDCO, the company has its corporate headquarters in Electronics City, Bangalore, and registered office in Hosur, Tamilnadu. Titan commenced operations in 1984 under the name Titan watches Limited. In 1994, Titan diversified into jewellery with Tanishq and subsequently into eyewear with Titan eye plus. In 2005, it launched its youth fashion accessories brands Fastrack. The company is the largest branded jewelry maker in India. As of 2019, it is also the fifth- largest watch manufacturer in the world.

## **DEPARTMENT OF HR OPERATIONS**

An organization perform human resource management, overseeing various aspects of employment such as performance management, administration of employee's benefits, recruitment and employees offboarding. They serve as a link between an organization management and its employees. HR also coordinates employee relations activities and programs.

## **WORKING PROCESS AT HR OPERATIONS**

- Recruitment and selection.
- Training and development.
- Performance appraisal.
- Wage and salary administration.

## **RECRUITMENT AND SELECTION:**

The recruitment will be done automatically except if the indenting section wants to postpone or advance it, in which case they have to send a separate note for it. As far as possible internal mobilization of people would be looked into and in case of non-availability of the right manpower within the company, we may either refer to the application bank or advertise.

Recruitment will be carried out according to the standards specified in the recruitment standards Annexure. As far as possible, the vacancies will be filled with trainees and wherever previous experience is a must we will resort to experienced people.

## **TRAINING AND DEVELOPMENT:**

Training given to general employees of the organization and aimed at a specific task or job role. Development is a long term in nature and is capacities of managerial level employees are developed to improve their skills like developing relationship, often to improve leadership.

## **PERFORMANCE APPRAISAL:**

Systematic and periodic process of measuring the work against the job. Evaluation of employee's strength & weakness, relative work of organization, future development potential. It is also called performance evaluation, performance review, development discussion, employees' appraisal.

## WAGES AND SALARY ADMINISTRATION:

Wages and salaries administration is a process by which wage and salary levels and structure are determined in organizational settings. Wages are payment for labour services rendered frequency, expressed in hourly rates, while a salary is a similar payment, expressed in weekly, monthly or annual rates.

## EMPLOYEES ARE CLASSIFIED IN VARIOUS LEVELS

LEVEL	DESCRIPTION
1. L-level	All company employees from assistants to group managers.
2. E- level	
3. R- level	Unionized employees in the factory (Manufacturing unit).
4. SMT	Trainees working in frontline retail functions of the company.
	Senior management team from DM to MD.

## CONCLUSION:

Titan company's journey is a testament to the power of understanding local market leveraging technology, and building a strong brand. It focuses on their promotion of high products, like Tanishq, Raga etc....As promotions is not up to the mark & high-class peoples still prefers global brands, Titan has captured the 60% of the Indian market.





PF/241/2023

03/07/2023

### CERTIFICATE

This is to certify that **Monika A, M Com** student of St Joseph College of Arts and Science has completed her Internship Training in Hr Operations Department at **Titan Company Limited, Hosur** from to **03/07/2023 to 08/07/2023**

During this period, her Performance and Conduct were found to be **GOOD**.  
We wish all success in her future endeavors.

for **TITAN COMPANY LIMITED**

**Arunkumar P**

**Group Manager – People Function**

**A STUDY ON THE TITAN COMPANY LTD., SIPCOT 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: PAVITHRA. M**

**REG NO: C22PG152COM016**

Under the guidance of

**DR. REENA RAJ, M. COM., M. PHIL., SET., PH. D.**

Assistant Professor



**DEPARTMENT OF COMMERCE**

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**JULY 2023**



**PERIYAR UNIVERSITY**  
**INTERNSHIP TRAINING REPORT FORMAT**

1.	Name of the candidate	Pavithra. M
2.	University examination registration number	C22PG152COM016
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	Titan company Ltd. , (Jewellery department)
6.	Guide/Supervisor under whom the training undertaken	DR. Reena raj
7.	Title of the Training	Finance department
8.	Brief output of training(not more than 2 pages)-Attach Annexure-I	(ENCLOSED)
9.	Conclusion	The overall experience was positive and everything I learned would be useful in my future career in this field
10.	Outcome of the Training	Job experience

**M. PAVITHRA**

Signature of the  
Student

**Reena Raj**  
Internal Examiner

**Reena Raj**  
Signature of the  
Guide

**Reena Raj**  
Head Of the  
Department

**Reena Raj**  
Principal

# **A STUDY ON FINANCIAL OPERATIONS OF TITAN COMPANY LTD(JEWELLERY) SIPCOT HOSUR**

## **INTRODUCTION**

Titan company Limited( TITAN) is a joint venture between the tata group and the TAMILNADU INDUSTRIAL DEVELOPMENT CORPORATION ( TIDCO). The company is engaged in manufacturing of the watching, jewellery precision engineering and eyewear.with Indian most recognised and loved brand titan and tanishq to its credit. Titan industries is the fifth Largest Integrated watch manufacturer in the world.tanishq was the first jewellery retail chain in India. Tanishq start first store opened in 1996.

**The business division of Titan company Ltd are**

- 1.Watches**
- 2.jewellery**
- 3.Eye wear**
- 4.precision engineering**
- 5.wallets**
- 6.perfumes**
- 7.Bags**

## **JEWELLERY Division**

Tanishq jewellery is sold exclusively through three of Stores namely

(A.)Company operated stores,(b) management agent store and c ) franchise Stores.

Tanishq has undertaken certain marketing initiatives including launching a Heritage Special collections and conduction sales promotion schemes to activate the market and Attrat customer.these marketing activities are usually on the basis of collection , seasons and certain customer schemes

## **FINANCE Department**

preparation of budget, appropriate of account, re appropriations, surrender and savings control of expenditure and ways& means position.

**Audit**

Treasury administration of taxes i.e sales tax, entertainment tax , luxury tax and entry tax etc service condition including freedom flightet pension . resources mobilization through loan, institutional finance,small savings, credit, investment, public debt

## **Costing**

- Document analysis**
- Costing of product**
- Inventory analysis**
- scrap analysis**
- consumable ,tools, spares analysis& details**
- Interface between operation group& finance**
- sub contracting decisions**
- cost sheet for vehicles**
- Cost audit**
- statutory audit**
- preparation of MIS report**



- Bills payable
- supplier material maintain
- outstanding dues analysis
- allocation on the daily basis
- Vat analysis
- Bill accounting

## **Financial statements**

There are main 5 types of financial statements

### **1. Income statement**

An income statement may also be known as a profit and loss statement, showing your businesses income and outgoings over a set period. The income statement takes revenue, losses, and expenses into account, so it can show whether your company has turned a profit or has missed its mark.

### **2. Cash flow statement**

The cash flow statement shows how money enters and leaves your business, so you can see what you have available as working capital at a particular time. A cash flow statement is essential for showing you how quickly you could source cash if you needed it, as it doesn't take into account things like raw materials or purchases made – but not yet paid for – on credit.

### **3. Balance sheet**

The balance sheet displays three key things: your assets, your liabilities, and your equity. The balance sheet can show the current value of a business for the period it covers. Looking at your balance sheet can help you understand if you can meet your financial obligations.

### **4. Note to Financial Statements**

This is a requirement of the IFRS (International Financial Reporting Standards) and gives greater context around the information contained in your other financial statement documents. For example, your assets may be listed in the balance sheet, but your note to financial statements document is where you will explain precisely what those assets are. The information in this document is required to ensure you are compliant with standards and regulations.

### **5. Statement of change in equity**

This document shows the changes made to your company's share capital, retained earnings, and accumulated reserves. For a sole trader, it shows changes to the owners equity. For a partnership, it shows the changes between both partner's equity. In the case of a company, then the statement of change in equity shows how equity share has changed among all the shareholders.

## **CONCLUSION**

My internship experience at **Tanishq company Ltd** is invaluable. I developed my technical skills and understanding Of the difference and experience of the company. It worldwide branches to develop the jewellery.





**JEWELLERY DIVISION**

**12.07.2023**

**TO WHOM IT MAY CONCERN**

This is to certify that **Ms. Pavithra M (Reg No: C22PG152COM016)**, II Year, M.Com student from St.Joseph College of Arts & Science for Women has completed her Internship at Finance department in our organization from **04.07.2023 to 12.07.2023**.

We wish her all the best for her upcoming career.

for **TITAN COMPANY LIMITED**,

**SAILAPPAN M**  
**SENIOR EXECUTIVE - HUMAN RESOURCES**

**TITAN COMPANY LIMITED**  
**(JEWELLERY DIVISION)**  
No. 29, Sipcot Industrial Complex,  
HOSUR - 635 126.