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SUMMER TRAINING: SUMMER PROJECT GUIDANCE & PREPARATION OF REPORT (AN ORGANISATIONAL STUDY- A CASE STUDY OF AN ORGANISATION)

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Abstract

In Civil Construction branch of Civil Engineer to study various activities closely related to the information which is produced in any stage of the Civil Engineering business and collected, managed, circulated, and used for the efficient and effective realization of the safer and more comfortable society is known as Civil Information their tasks is Observation / measurement / production, collection/arrangement, management/circulation, usage Businesses: acquisition, Investigation, Design, Construction, maintenance, Transportation, Risk management, Weather, Environment, Lifeline. Required technology Acquisition: Clear definition of contents and its quality, estimation and choice of contents and quality of existent information Pre-processing: Format conversion and so forth Software CAD, GIS, Image processing, 3D design, planning, BIM and various business applications. When disaster strikes the land, so-called long-term reference of information can be helpful to make decision (long-term reference), Knowledge acquisition, Know-how and case-base reasoning. Management strategy suitable for lifecycle of each information should be established. Two aims of IT in Civil is discussed in this Research Paper: Information management to promote civil engineering works effectively, and to offer safer and more comfortable land space Necessity of Master-plan: Purposes, policy, organizations and their roles, rules or standards for data-exchange or data-sharing. Roles based on the master-plan: Observation, measurements, generation, collections, management, circulation, re-use or sharing, and organization to complete the purposes. Information generated on the upstream process of survey, investigation, or design goes downstream toward maintenance. In each process, additional information is generated and this information can be referred on the downstream activities.

Keywords: Information Technology, Civil Engineering, Construction, Modeling, 3-Dimensional Designs.

Introduction

This brief write-up about Summer (Projects) Training gives an overall view of summer training, its necessity, importance, exposure to the functional areas of management and about 'SWOT' analysis. It also narrates the guidelines and the format for preparation of the summer training report. This write-up briefly guides the students regarding the basics of summer training and preparation of the report. Students are all well aware that they have to undergo summer training as part of the MBA curriculum.

SUMMER TRAINING : SCOPE AND NEED OF THE STUDY

The students have to undergo rigorous training in the organization / company as part of this summer training. Specifically, they have to undergo rigorous training in all the functional departments / areas such as Production, Marketing, Finance, HR, Maintenance, Secretarial, Accounts and other areas in the company / organization. Further, they are expected to learn and gain overall insights into the company where they are undergoing training, specifically in the functional areas of management.

In addition, while training is in progress, they have to make an in-depth "SWOT" analysis about the organization / company.

The summer training at XYZ Ltd., imbibes necessary knowledge and practice being adopted in the organization under study. This summer training enables the trainees to link the theory that is taught in the classroom with the practice being adopted in the organization. This study helps to have an overall understanding of the organization and the activities being carried out in the organization. This training helps to have a firsthand information about the actual business practices implemented in the organization. In general, it gives the trainees the overall bird's-eye view of the whole organization and its functions. Specifically, it helps to learn the practices involved in the functional areas of management, such as Marketing, Finance, HR, Manufacturing,

Secretarial, Maintenance and other Specialized functions.

This summer training is just like a "Case Study" of the organization. It enhances the trainees' power of decision-making, the art of communication and analytical skills etc during this period of training. It helps them to understand the principles of management, such as authority, delegation, centralization, decentralization, the flow of communication and other principles which are vital to the organizations' success. It helps the trainees to understand the overall organizational structure and the role and functions of each individual in the organizational structure. It also helps them to learn the interpersonal skills, the art of teamwork, group decision making etc.

The "SWOT analysis" in turn helps the trainees to analyze and understand the Strengths, Weaknesses, Opportunities and Threats in the context of the organization under study. At the outset, based on this SWOT analysis, the trainees could also suggest measures to improve the performance of the organization.

In a nutshell, this field training gives them the hands-on training on the managerial aspects of an organization, that is, the functional areas of management.

At the outset, the trainee is trained on-the-day-to-day managerial tasks and the intricacies involved in the decision-making process. It is a training to understand the "Do's" and "Don'ts" of managerial practices.

INTRODUCTION TO YOUR SUMMER TRAINING REPORT (A TYPICAL EXAMPLE)

Today, the business environment witnesses various changes and competition within and outside India. In view of such drastic changes and stiff competition, every business / firm is keen to change the business moves / strategies. Without counter moves/ strategies, no firm can survive and succeed in the marketplace / business world. In order to cope with such evolving changes in the economic, political, social, cultural, legal and technology environments - externally as

well internal changes within the firm, the firm needs to adapt strategies and tactics, both short-term and long-term, to make sure that the firm survives and succeeds in the mighty business world.

At the outset, the internal environment that is the micro environmental changes could be tackled better since it is within the control of the firms. Whereas, the external environment is the mega – uncontrollable environment that could be a problem to tackle with / manage in the real business world.

As a result of liberalization, privatization and globalization, the business tasks have become multi-faceted and complex to manage with. Further, the entry of global marketers / multinational companies had become a threat besides providing opportunities to exploit with for success in business. In other words, this proliferation of ‘LPG’ has made the task of managing the firms manifold and highly complex. This becomes true in the case of all sectors namely primary sector, secondary sector and tertiary sector. Every sector is prone to the above changes and demands which leads to changes in their strategic business moves within and outside. Equally, such changes pervade all kinds of industry –micro, small, medium and large-scale enterprises. The magnitude of complexity and changes varies from one kind of enterprise to the other. However, all firms of any kind have to make critical and in-depth analysis of their business – internal & external environmental factors that would help them to succeed in their business. Otherwise, firms have to be market vigilant which would help them to face any kind of threats in the short-run and long-run.

By anticipating changes in the business world, every business is undertaking the “SWOT” analysis, which would help them to critically analyze their “strengths, weaknesses, opportunities and threats” which will guide them to take

strategically sound decisions to manage any kind of changes in the business world.

In this context, it may be remembered that in the traditional business world / family business world, the decisions were taken based on trial and error method which were time consuming and not a sound method to be followed. It had its own merits and demerits. Today, we live in the world of proven management thinking & thoughts. It is a modern business era with diversified management thinking & thoughts which helps us to take right managerial decisions.

Further, in today’s context, every firm rather applies the principles of management such that the managerial process involving planning, organizing, staffing, motivating, communicating, directing, budgeting and reporting on their day-to-day business activities / business environment. Each principle stated helps every firm to manage their activities successfully. No business firm could leave these principles untouched. Otherwise, every firm is undertaking/implementing such management principles either knowingly or unknowingly.

At the outset, this summer training which students have undergone in a company helps them to undertake this, as a “Case Study” to know and understand what is being practiced, in the company under reference.

The training, on the other hand, helps trainees to have first-hand information about the strategies, tactics and the goals being pursued by the company under study.

This training helps to have a study of applications of the principles of management and SWOT analysis of the company under study.

Further, it also helps to have an overall picture of the company, its business, organizational structure, industry profile, company profile, product profile, authority & communication system, social responsibility undertaken, SWOT analysis undertaken etc.,

At the outset, it helps to have a roadmap which gives clear direction about business – a practical exposure to manage business as an entrepreneur or a career in companies.

Moreover, always maintain a diary indicating the date and time of training in the organization / departments which you have to submit to assess your regularity and performance.

Students are also advised to refer to previous summer training projects available in the department / library to enable them to prepare a better report based on your rigorous training undergone in a particular company. Herewith, a project report format is enclosed for your reference.

Summer Training – Organizational Study Contents of a Report / Study

Title Page

Bonafide Certificate

Letter from the company – Completion Letter

Acknowledgement

Declaration

Introduction (About two pages)

Aim of the study

Objectives of the study

Need for the study

Scope of the study

Limitations of the study (if any)

Profiles

Industry profile

Company profile

Product profile

Organizational Structure

Organizational Structure / Chart

Authority system / Flow

Communication system / Flow

Departmentation : Functions and Performance of Departments

Production department

Marketing department

HR department / training department

Finance department

Maintenance department

Electrical department

Secretarial department

Logistics department

Quality control department

Any other department

Corporate Social Responsibility of the Company

SWOT analysis of the Company / Organization

Strengths – to be exploited by the company

Weaknesses – to overcome by the company

Opportunities – to be utilized by the company

Threats – to meet / overcome by the company

Conclusion

Weekly report

Bibliography

Annexures (if any)

For further reference by students:

1. <http://docshare01.docshare.tips/files/8366/83666690.pdf>
2. http://www.kkhsou.in/web/student_corner/DownloadableFiles/MBA/Organisational%20study.pdf
3. <https://www.futurecaptains.com/uploads/portfolio/document/1612237612.pdf>
4. <https://pdfslide.net/documents/organizational-study-in-mba-internship-project.html>
5. http://www.sumba.org.in/img/news_images/150198.pdf
6. <http://www.ramanujan.edu.in/rcm/sites/default/files/STR-Guidelines.pdf>
7. <https://www.termpaperwarehouse.com/essay-on/Organisational-Study-Nims-Hospital/403856>

Note:

This is only an organizational study. In other words, it is only a functional areas based study. It involves no research methodology, data collection, data analysis and interpretation. However, students can use data related to the organization under study.

Endnote:

The Guidelines and the format give a brief understanding about summer training. It only gives the basics which would help the students to lay a strong foundation to link the theory with practice, the means to acquire knowledge with skills, through this summer training, which is essentially a part of MBA and other curriculum.