



Summer Internship Project Report

On

Human Resource

Of

ARSS Infrastructure Projects Ltd.

In the partial fulfilment of the Degree of

Integrated MBA(HR)



Estd. 1999

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DECLARATION

I hereby declare that the project work entitled “**HUMAN RESOURCE**” submitted to Biju Patnaik Institute of Information Technology & Management Studies is a record of bonafide project work carried out by me under the external guidance of **Ms. Priyanka Sinha** & Internal guidance of **Dr. N. Sugundan**. I further declare that the work reported in this thesis has not been submitted and will not be submitted , either in part or in full, for the award of any other degree or diploma in this institute or any other institute or university.

ACKNOWLEDGEMENT

A Summer Internship Programme is a golden opportunity for learning and self development of a student. I consider myself lucky and honoured to have so many wonderful people help in through in the completion of this project.

I wish to express my indebted gratitude and special thanks to **Dr. N. Sugundan**, I would also like to thank **Ms. Priyanka Sinha**, HR trainer whose encouragement, guidance and support from the initial to the final level enabled me to complete and develop an understanding of the project. Her constant guidance and willingness to share her vast knowledge made us understand this project and helped me to compete the assigned task on time.

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Executive Summary

During my internship I gained practical knowledge on how the human resource division of an organization operates and coordinates its activities to ensure smooth functioning of the organization at all levels by ensuring right numbers of people are available at the right time to do the right job. Not only that I have also gained insight into the working culture of the organization and observed how ARSS handles its employees with value and empowerment to ensure they are motivated to give their best to the organization.

The report starts with an organization profile of ARSS giving its background, mission, vision, its products and services, the hierarchy and organogram of the organization. The next section is the comprises the project, Human Resource Management in ARSS . The project encompasses introduction to the topic, recruitment, selection, training and development.

Each chapter contains detailed discussion of the HR functions followed by Organization Practice at ARSS which basically conveys how things are done in the HR Department. The next part of the project carries out SWOT Analysis that touches upon strengths, weakness, opportunities and threats to the organization followed by findings and recommendation on critical factors regarding Human Resource Management of ARSS. Finally there is the conclusion followed by references.

CHAPTER : 01

Chapter: 01

Human Recourse Practices at ARSS

1.1 Introduction

Human Resources department is the emerging sector in the new era of corporate world. Human Resource management is function is organizations designed to maximize employee performance in service of their employer's strategic objective. HR is primarily concerned with how people are managed within organizations, focusing on policies and systems. Hr departments and units in organizations are typically responsible for number of activity, including employee recruitment, training and development HR is also concerned with industrial relations that is the balancing of organizational practices with regulation arising from collective bargaining and governmental laws.

The main reason is, the organization runs by the people or human resources not by the machine. So, it is important to maintain these human resources in order to gain long term success in Business. I have select the topic of this report is "Human Resource Management (Operation) of 'ARSS'. I tried to integrate my theoretical knowledge of HR and combine it with practical examples as observed during my internship. I have tried to cover all the major functions of Human Resource Operation - Data checking, file sorting, and convey my understandings of the different functions of Human Resource Management through this project. At the end of the report I have done a SWOT Analysis on the HRM

Practice of ARSS followed by discussing critical points. I have also tried to provide some recommendations based on my knowledge followed by the conclusion which I gathered during my internship.

1.2 Scope of the Report

This report has been prepared through extensive discussion with company employees. Prospectus provided by the asset management company also helped in preparing the report. At the time of preparing the report, I had a great opportunity to have an in depth knowledge of all the investment activities practiced by the ARSS.

1.3 Objective of the report

- Organizing and maintaining personnel records
- Updating internal HR databases
- Preparing HR documents

HR & Admin Officer responsibilities include processing employee data, updating company policies and assisting in the hiring process. To be successful in this role, you should have solid organizational skills and be familiar with HR functions.

Responsibilities

- Maintaining physical and digital personnel records like employment contracts and PTO requests.
- Update internal databases with new hire information.
- Create and distribute guidelines and FAQ documents about company policies.
- Gather payroll data like bank accounts and working days.

- Publish and remove job ads.
- Schedule job interviews and contact candidates as needed.
- Prepare reports and presentations on HR-related metrics like total number of hires by department.
- Develop training and onboarding material.
- Respond to employees' questions about benefits (for example, number of vacation days they're eligible for).

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CHAPTER : 02

Organization_Profile

ARSS is one of the fastest growing construction companies of India, focusing on infrastructure construction segment including highways, buildings and railways. Incorporated in 17th May 2000 by a group of professionals, it has rapidly achieved a turnover of Rs. 1013.00 crores. It has completed 80 projects across India, with aggregate contract value of over Rs. 7000 million, for various clients all over India.

ARSS has a unique business model, with proven expertise in innovative thinking, project and cost management. We are focused on delivering high quality work within budgeted time and costs, as evident in the various accolades and repeat business. We have also developed an appropriate blend of entrepreneurs and hands on professionals, constantly thinking & executing innovative and cost effective solutions to clients' requirements.

ARSS, as an industry leader in engineering construction, currently nurtures projects that span across such diverse segments as railway, real estate and highways, all of which impact the nation of India, and the progress of its people.

ARSS HISTORY

The company came into being as a Private limited one with name and title **ARSS STONES PVT LTD** (abbreviated as **ARSSSPL**) in the year 2000 AD duly registered with the Registrar of Companies Orissa. Within a span of two years i.e. in 2002 we ventured into the field of construction of Major Bridges on well foundation.

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The company has proposed to take up high value technical contracts in the entire country and has also negotiated some important contracts for Railways & other important national infrastructure projects.

Since then the Company has spread its wings in infrastructure developments.

In order to cope with its expansion plans and growth, and to have more transparency in development needing public participation the Company was restructured as a public limited company and renamed as ARSS Infrastructure Projects Ltd. on 3rd April 2006.

To keep pace with construction boom in the country, demanding increasing input in all spheres of infrastructure development, we entered into Joint Venture agreement with many leading Engineering Construction Companies in India including Govt. of India undertaking (PSU).

The company achieved a turnover of Rs. 312.00 crores within a short period upto 2007-2008 years, due to the determined effort. The turnover increased manifold during 2008-09 is Rs 628.24 crores and expected to touch turnover of Rs.1000 crores in 2009-10.

The Company has entered into construction of railway tracks, bridges, road & buildings etc. in the year 2003-04 in spite of stiff market competition. In the year 2006-07 the Company executed Road Construction work under R.D & R & B Division of Government of Orissa and Road work of HSCL, RVNL, RITES, and Railways etc. to the client's satisfaction.

Currently the company is executing many major Road and Rail Infrastructure Projects valued at over Rs. 2500 crores in the States of Orissa, Chattisgarh, Rajasthan, Tamil Nadu, Andhra Pradesh, Kerala, Maharashtra, Haryana etc. covering 14 States of the country.

BUSINESS SUMMARY

The Company is engaged in construction activities in India. We undertake construction of railway infrastructure, roads, highways, bridges and irrigation projects. We started as a construction company in the field of railway infrastructure development, mainly in the State of Orissa and subsequently expanded our business activities in the zonal jurisdictions of East Coast Railway. We have developed expertise in railway construction projects, which includes earthworks, major and minor bridges, supply of ballast, sleepers, laying of sleepers and rails, linking of tracks etc. Over the years we have diversified our field of activities into other construction segments such as development and construction of roads, highways, bridges, irrigation projects, EPC activities for railways.

Construction projects are typically awarded through competitive bidding process to bidders with certain eligibility requirements based on their past experience, technical capabilities and financial strength. We bid for projects both on a standalone basis as well as through project specific joint ventures. We have entered into joint ventures with national and international players such as PT Adhikarya (Persero), Harish Chandra (India) Limited, Triveni Engicons Private Limited, RITES, Kalindee Rail Nirman (Engineers) Limited, Patel Engineering Ltd., Rohit Kumar Das Construction Private Limited, Backbone Enterprises Ltd., Atlanta Ltd & Som Dutt Builders.

Our clients include Ministry of Railways, State Government of Orissa, Rail Vikas Nigam Limited, RITES Limited, IRCON International Limited, National Thermal Power Corporation, Hindustan Steel Corporation Limited, PWD- Orissa, IOCL, National Highway Authority of India. We have successfully completed around 200 Km rail line and about 300 Km of roads and highways.

We have a dominating presence in Eastern India, particularly in the State of Orissa. However, in recent years we have pursued opportunities in other parts of India including states of Chhatisgarh, Rajasthan, Jharkhand, Haryana and Tamil Nadu.

AS of October 31,2008 our work force consisted of approximately 3000 full time employees. We have track record of timely execution of our projects. We adhere to international best practices standards and have been certified with ISO 9001:2000 Quality Management System Standard Certificate by Moody International Certification Limited for "Construction of Civil Work-Like Road Projects, Major Bridges, Minor Bridges, Earthwork and Railway Track Linking Work." We are committed to adhering to health, safety and environment policies and practices in the execution of our projects.

In the financial year 2008, our total income was Rs. 312.50 crores and we earned net profit of Rs. 27.10 crores.

As of October 31,2009, total value of our Order Book is Rs. 2353.79 lacs, which consists of the ongoing projects only.

2.2 VISION

To be India's most trustworthy, growth-oriented and forward-looking construction company providing eco-friendly, customer-satisfying and safe solutions of international standard in residential, commercial, industrial as well as infrastructure sectors throughout the country; meeting challenges effectively; and setting trends in quality, integrity and efficiency of services.

2.3 MISSION

- To deliver such construction solutions as to become a global leader in product costing and designing while proving excellence in meeting most stringent requirements in quality, timely delivery, safety and environmental sustainability.
- To thrive on an organizational culture based on productivity, systematic capacity development, unfailing commitment to results,

and continuous product innovation and customization in fulfilling customer requirements.

- To sustain organizational growth, establish distinct global identity and leadership in real estate and infrastructure sectors, and diversify such leadership to other sectors (i.e. marine, power, aviation, etc.) in a planned manner.

2.4 CORE VALUES

- α Commitment to quality and timeliness in providing products and services;
- α Continuous capacity improvement and use of latest technology to deliver tomorrow's solution today;
- α Customer satisfaction is the final symbol of achievement in our projects;
- α Maintaining long-term and mutually beneficial relationships with our clients, shareholders and investors, while adhering to safety, ethical, legal, cultural and environmental requirements.

2.5 ARSS Achievement

ARSS has made its presence prominent in the field of railway, road and bridges work all across the country. Among the most prestigious projects in the above said fields, ARSS has certainly bagged and completed important projects. Fact wise, ARRS has completed over 80 projects across India, creating a solid brand name that is identified with reliability and trust. The Company has constructed over 300 km of roads and highways, 200 km of rail tracks and 10 major bridges.

- 🏆 Laurels and achievements In 2008-09, the Company was awarded with three World Bank-assisted projects by the Government of Orissa.
- 🏆 Unprecedented growth Registered an increase of 99% in the consolidated revenue over the previous year.

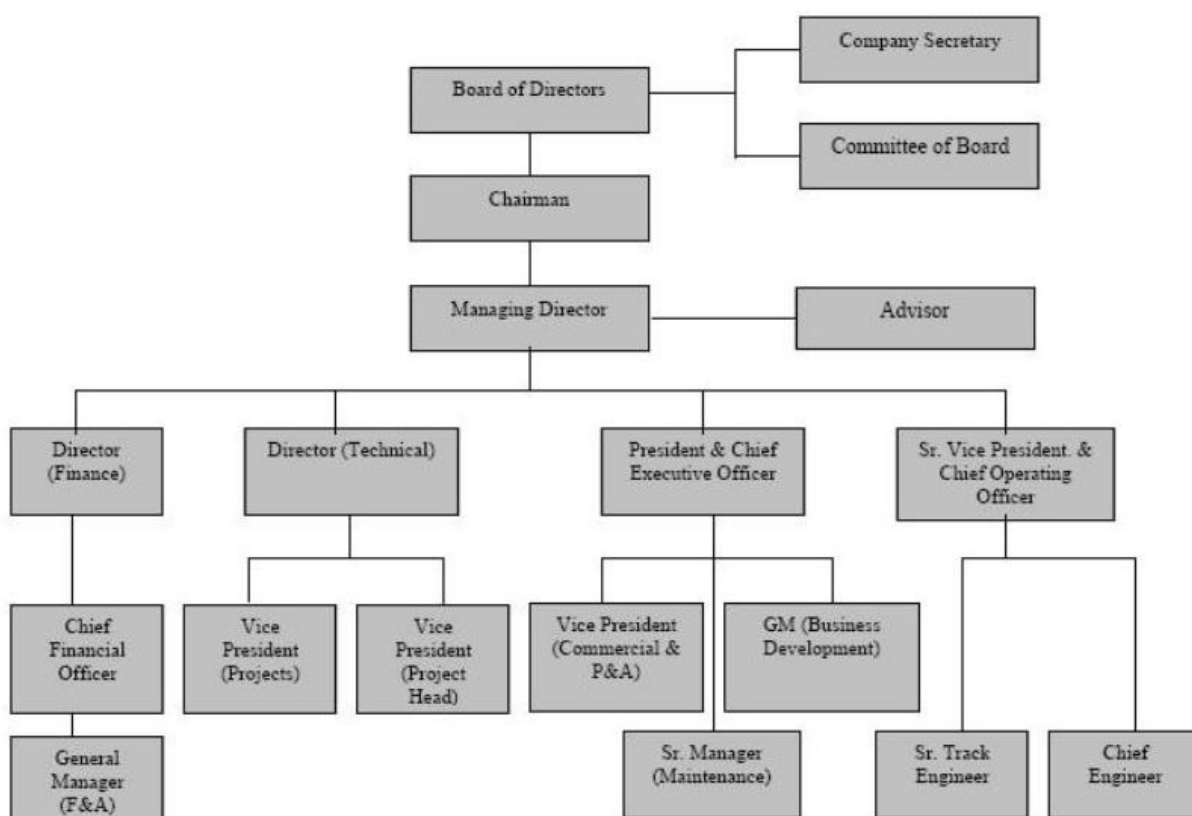
- ✚ **Strong order book** Contracts worth Rs. 2,788.37 Crores as on March 31, 2010.
- ✚ **Risk reduction** The best part of our contracts are with esteemed clients such as the government, PSUs and other government agencies, thereby reducing the risk of default and delayed payments.
- ✚ **Nurturing relationships** Maintained long-term relationship with these reputed clients with our client-centric policies. This resulted in repeat orders from the government of Orissa, Railways Department, Rail Vikas Nigam Limited and RITES.
- ✚ **Expansion into new arenas** Diversified successfully into irrigation and canal construction.
- ✚ **Growing bid capacity** Enhanced our bid capacity by strengthening our technical and financial capability and by drawing on our long years of experience. Successfully bid and procured additional projects.
- ✚ **Expertise and experience** Adequately mobilised resources including equipment, raw material and personnel at short notice while maintaining a track record of speedy completion of projects.

BOARD OF DIRECTORS

DIRECTOR	EXPERIENCE
Mr. Subash Agarwal : Chairman	24 years of industrial and entrepreneurial experience in the execution of railway and road projects
Mr. Rajesh Agarwal : Managing Director	Over 18 years of industrial and entrepreneurial experience; He is a Civil Engineer by education
Mr. Swarup Chandra Parija : Independent Director	40 years of services with the Government of India, with involvement in various administrative assignments as the Director of Income-tax Investigation, Commissioner of Income-tax and Director General of Income-tax, Investigation
Mr. Pareswar Panda: Independent Director	Mr. Panda is having total of 37 years of work experience which includes 7 years in M/s Essel Mining & Industries Ltd. 30 years in National Aluminium Company Limited (NALCO). Mr. Panda has done MBA (Marketing & HR) from Utkal University, Bhubaneswar, Odisha, PGDMM (Material Management) from Annamalai University, Tamil Nadu

	and M.A. in Economics from Ravenshaw College, Cuttack, Odisha.
Mr. Krishna Chandra Raut : Nominee Director	Retired Chief General Manager , State Bank of India.
Mrs. Janhabi Deo: Women Independent Director	She is a Chartered Accountants by profession having 17 years of experience in this field. Mrs. Deo has also Qualified DISA, IFRS & Concurrent audit certificate course conducted by Institute of Chartered Accountants of India and currently Working as partner in K. C. Jena & Co., Chartered Accountants, Bhubaneswar since 2000. Mrs. Deo is elected as Managing Committee member of Bhubaneswar branch of EIRC of ICAI for 2016-19.

2.6 ORGANISATIONAL STRUCTURE



RAILWAY PROJECTS :

Work taken up includes-:

- Survey, fixing of alignment, and designing Road and Railway.
- Embankment and cuttings for Road/Rail.
- Bridges (Major/Minor including ROB/RUB) for Rail/Road.
- Steel girder fabrication and erection.
- Laying of ballast and concrete sleepers and rails i.e. track laying (Manually & Mechanically).
- Flash butt welding for long rails at site.
- Signaling and electrification of Railway Yards.
- OHE and General Electrification of Railway works.
- Maintenance of railroads and rail infrastructure
- Allied services such as service buildings, railway stations and terminals
- Urban railways on elevated sections.

COMPETENCE

The company is associated with Indian Railways since last seven years and had the opportunity of executing every type of work mentioned above starting from survey design to final commissioning of rail track even on EPC (Engineering, Procurement, and Construction) basis as well as for allied infrastructure like electrification, signaling, service, buildings, etc. In the process, we have not only acquired all the Plant & Machineries but also the intellectual know-how and trained manpower needed for executing such types of work. Sophisticated and costly design-drawing software, heavy earth moving machines, bridge work equipments like cranes, piling machines, batching plants, transit mixture, concrete pumps, sophisticated girder manufacturing-launching machines and supports, track laying machines, rail flash butt welding machines, etc. for complete railway work requiring huge capital outlay.

MAJOR PROJECTS EXECUTED

- Construction of Sub-structure of Major Bridges No. 17(3 nos. 30.5 m), 18(1 no. 30.5m), 19(1 no. 30.5m), 32(2 x 12.2m + 1 x 61.0m) & 34 on Rajatgarh-Barang of East-Coast Railway.
- Supply and installation of Track, Signaling and Yard Lighting Works for Construction of Keonjhar-Tomka new BG Railway Line in Orissa, India(110 km.).
- Construction of in plant yard, unloading bulb and MGR link line upto Km 50.0 including earthwork in formation of railway, road bridge work and pavement work with supply of materials for NTPFC, SSTPP-Package-II.
- Construction of MGR link line from Ch. 35.00 Kms to Ch. 40/955 .30Kms. And loading bulb and yard, including earth work information of Railway, Road, Bridge work and Pavement work with supply of materials for NTPC, Sipat STPP-Package-V.
- Construction of Railway Siding Gatora to Inplant Yard (Km.1 0.963 to 12.880) including earth work in formation of Railway, road, Bridge work and pavement way work with supply of Materials for NTPC, Sipat STPP-Package-I.
- New Bg Railway Line between Tomka Keonjhar-Banspani of Khurda Road Division in E.Co.Railway - Construction of approach road to ROB at crossing No 15 of Railway Chainage 67/920 Km at 5th Km of Naranpur - Pandapada Road MDR - 12B.
- Design, Engineering, obtaining statutory approvals from Railways and other relevant authorities, necessary site preparation, mobilisation of all labour, construction materials and equipment, transporatation, unloading, civil works, storage, erection/construction, testing and commissioning of Railway Siding and Linking from Ambodala Railway Station to the Alumina Plant including intra-plant network for Alumina Refinery at Lanjigarh, Dist. Kalahandi, Orissa on Turnkey Basis.
- Manufacturing and Supplying of 50mm size machine crushed/hand broken ballst from Km 00.00 to Km 23.00 (From Agartala end) in connection with construction of New Railway line from Agartala to subroom.

- Construction of New tracks & Signalling work & Rehabilitation of existing tracks in Rolling mill yard. PKG-051A
- Rehabilitation & Up gradation of tracks inside the Plant Premises (PKG No-053). Bokaro Steel Plant.
- Construction of Station Building, Residential building for staff, platform, Level crossing and BG track linking work including dismantling of MG track, re-modeling of existing station yard and all other ancillary works as per approved plan in connection with construction of new BG Railway line from New Maynaguri to New Coochbehar of New Maynaguri – Jogighopa new BG line Project of N. F. Railway.
- Construction of earthwork, bridges, supply of ballast and P-way linking for proposed private railway siding taking off from Chacher railway station to in plant yard of NTPC Mauda (but excluding works within railway boundary and excluding rail over rail bridge) Dist Nagpur(M.S).
- Construction & Upgradation of Railway Track Works for RSP Yards & Inplant New Lines (Rourkela Steel Plant)
- Balance work of construction of Roadbed including Minor and Major Bridges, facilities and General Electrification for doubling of Railway line between Barang-Rajatgarh (excluding Ghantikall-Naraj Section), Cuttack- Barang and 3rd line between Barang-Bhubaneswar in the State of Orissa, India.
- New Broad Gauge line between SALEM -KARUR (via) NAMAKKAL:- Earth work in cutting , forming bank, Construction of Major/ Minor bridges, Road Over Bridges, Road Under Bridges, Limited Use Subways etc., between Km 25.50.00 to Km 52.00 between RASIPURAM and NAMAKKAL Stations. (ADDITIONAL WORKS). (ITEM-03)
- New Broad Gauge line between SALEM -KARUR (via) NAMAKKAL:- Earth work in cutting , forming bank, Construction of Major bridges, Road Over Bridges, Road Under Bridges, Limited Use Subways etc., between Km 0.00 to Km 25.50 between SALEM and RASIPURAM Stations. (ADDITIONAL WORKS). (ITEM-02)
- New Broad Gauge line between Salem and Karur via Namakkal- Proposed construction of Road over Bridge with 2x20.00m PSC

girder and 31x20.00m RCC Beam and slab, diversion road etc. at Ch:24542 between Salem and Namakkal.

MAJOR PROJECTS UNDER EXECUTION.

- ❖ Works in connection with doubling of BOLANGIR (EX)-TITLAGARH (IN) section (63.193 kms) part of SAMBALPUR-TITLAGARH Doubling of East Coast Railway in the state of ODISHA, India. (L & T)
- ❖ Execution of balance work for construction of Road-bed, Major & Minor bridges, Track Linking (Excluding supply of Rails, ordinary track sleepers & thick web switches, outdoor signaling and electrical (General) works in connection with doubling of Lakhani (EX) -arand (in) section (68.936 kms) part of Raipur-Titilagarh doubling in Sambalpur division of East coast Railway in the state of Odisha & Chhatisgarh, India.
- ❖ Package 2C: Construction of Roadbed, Station Buildings, Passenger amenities, Minor bridges, General Electrical works in connection with New B.G. Railway Line from Nuagaon Km 68.300 TO Paradeep 81.20 on Khurda Road Division of East Coast Railway in the state of Orissa, India.
- ❖ Construction of private rail-way siding with all Contractor's materials (except Rails for plain track issued free of cost) for coal transportation system for Darlipali STPP of NTPC Limited in Sundergarh Distt in Odisha state—from Ch. 6.000 to Ch. 12.460 – Pkg. 1 in Darlipali-Dulanga MGR section. (ARSS)
- ❖ Earthwork in formation (excluding Blanket), minor bridges between Km 19.000 to Km. 47.000 and 3 no.s of Steelgirder bridges, 8 no.s of Road Over Bridges between Km 19.000 to Km 67.000 in connection with Angul-Sukinda new railway BG line in the state of Odisha, India. (WOODHILL HILWAYS JV)
- ❖ Third Line Work between Rourkela and Jharsuguda Stations (Section II) - Execution of Earthwork in Formation, Construction of Minor Bridges, P. Way Linking Works with Supply of Track Ballast and other related works between Dharuadhi Station yard to Jharsuguda Station Yard from Km: 486.50 Km: 515.00. (ARSS Share: 51%)

- ❖ Budhapank - Salegaon via. Rajathagarh – 3rd & 4th line: Execution of earthwork, minor bridges & other allied works (Km: 483.047 to Km: 398.166 i.e $2 \times 85 = 170$ Km. approx.) (ARSS Share: 51%)
- ❖ Khurda Road – Bolangir New B. G. Link Project- Execution of Earthwork in formation, Minor bridges and other allied works from Km.80.00 to Km.93 from Khurda end in between Nayagarh- Nuagaon and Daspalla of East Coast Railway. (ARSS Share: 51%)
- ❖ JAGDALPUR –KORAPUT Doubling Project- Execution of Earthwork in formation, Minor bridges, Protection works and other allied works from Km.263.300 to Km.223.500 of Kotpar Road (Excluding) – Charamula kusumi (Including) – Khadapa (Including) – Dhanapur (Including) –Jeypore(Including) – Chatariput (Including) section in connection with KK line doubling of WAT Division, East Coast Railway. ARSS Share : 51%
- ❖ Execution of work of Track Linking (Excluding supply of Rails, Thick Web Switches and PSC Line Sleeper) OHE, S&T and other allied works from Haridaspur (KM 0.00) to Kendrapara (KM 43.873) including Kendrapara Yard in connection with construction of New BG Railway Line from Haridaspur to Paradeep (KM 81.200) in Khurda Road Division of East Coast Railway in the State of Odisha, INDIA. ARSS Share 75%
- ❖ Bhadrak - Nergundi 3rd Line: Supply of machine crushed hard stone ballast in connection with doubling between Kapilas Road and Salegaon stations under KUR Division of E.Co.Railway.
- ❖ Koraput-Singapur Road Doubling Project: - Supplying, transporting and stacking of 97,000 cum of contractor's hard stone machine crushed Track Ballast as per Railway specifications between Lakshmipur Road - Tikiri stations (including yard) from 61.17 Km to 83.06 Km on KR line of WAT Division of East Coast Railway. ARSS Share : 51%
- ❖ Rourkela - Jharsuguda 3rd line work - Supply & Spreading of track Ballast in between Sogra and Jharsuguda under the jurisdiction of Dy.Chief Engineer (Con)/Jharsuguda, South Eastern Railway

ROAD PROJECTS

In rural India the roads are not in a good state of condition the degraded road are not conducive for transportation. Although we have developed the managerial expertise for improvement of the condition of the roads we also provide solution to traffic problem for the roads ultimately resulting a change.

In the Eastern region of India widening roads/repair and reconstruction in rural areas is extremely important as it makes possible for new development to occur further out in the region so that we can develop the infrastructure of the region and also we can distances to the places we need to go freely and smoothly. By giving rural people facilities our economy will be developed.

We have focus on solving our traffic in urban roads congestion by repairing and improving problematic areas that already exist instead of pouring money into ineffective road projects. Money should be put toward improving congested roads and interchanges and bridges improving intersections with timed traffic lights and left turn lanes.

- **Cell:** Although it is difficult for design and acquiring land in some part we do develop and manage it by having a cell which helps us to reduce delays in project
- **Equipment:** In ARSS we have set up a team for the running maintenance of equipments at various sites, which are situated in remote areas of different states of Orissa and Chattisgarh
- **Timely Completion:** ARSS has started from the road construction work. It has gained tremendous experience in the road projects but timely completion of the road projects is the only major strength of the ARSS.

MAJOR PROJECTS EXECUTED

- Improvement to Fulnakhara-Niali-Madhab-Gop-Konark-Puri Road from 2/200 Km to 2/300 Km, 19/000 Km to 23/720 Km and 24/000Km in the District of Cuttack under NABARD Assistance Scheme RIDF-X.
- Improvement to Pipili-Nimapara-Gop-Konark-Puri Road from 52.00 Km to 80.00 Km under ACA. Reach 2.
- Improvement to Berhampur-Chikiti Road Via-Lathi-Jamara from 0/0 to 25/0 Km under NABARD Assistance RIDF-IX.
- Improvement to Chordol-Dubani Road from 0/0 to 6/400 Km. under NABARD Assistance RIDF-X.
- Improvement to Sukinda-Ashokjhara Road from Km. 9.450 in Jajpur District under RIDF-VII(NABARD Assistance)
- Repair such as Construction of Khandagiri Udayagiri Peripheral road from NH-5 to Kolothia Chhak Via craft Village and Sivananda High School (3:100 Km.) and Widening to 4 Laning Under 12th FCA of 2006-07.
- Repair such as widening to six lane Bhubaneswar-Nandankanan Road from Damana Square to end municipality area Raghunathpur from 4.15 Km to 8.150 Km for the year 2007-08.
- Improvement to Rairakhol-Deogarh portion i.e. from Naktideul to Telimunda (SH-24) from 65/0 Km to 75/0 Km.
- Improvement to Jeypur-Kota-Malkangiri-Motu Road (SH-25) from 0/000 to 21/000 km under Vijayawada -Ranchi corridor out of SARCA Fund
- Improvement to Kuchinda-Kusumi (MDR-26A) from 0.0 to 22.820 km in the district of Sambalpur under NABARD Assistance RIDF-XV.
- Improvement to NH-6 to Kansar road from Km.0.0 to 13.000 km in the Dist of Sambalpur under NABARD assistance RIDF-XV
- Construction of ROB with approaches near canal crossing No. 88/112 from km 87.65 to 88.75 km of NH-42.
- Widening to 2-lane and improvement in km 97.120 to 134.960 of Bhawanipatna-Gunupur-Kashipur -Rupkona road (SH.No.44) under LWE Scheme.

- Improvement to Sansourapalli Phulkana road ODR from 0.0 to 25.300Km in the Dist of Koraput under NABARD Assistance RIDF-XIV.
- Widening to 2-lane and improvement in km 0.00 to 102.9 of Paralakhumundi - R.Udayagiri-Mohana Road (S.H.-34) under LWE Scheme.
- Widening and strengthening of existing intermediate lane to two lane carriage way in Km 159.0 to 184.260 Km of NH-224.
- Improvement of Tomka - Mangalpur Road from 0/000 Km. to 6.500 km. and 38.400 to 45.200 Km for the year 2010-11.
- Widening and strengthening, Raising of existing single / intermediate lane with geometric improvement to two lane carriage way in Km 164.0 to 189.00 Km of NH-217
- Improvement to Angul- Shankhapur - karatapata Road from 0.00 to km 18.600km in the district of Angul under Nabard Assistance RIDF-XVI
- Improvement of Road to both side of Daya west canal from Palasuni Chhak (NH-5) to Gariage Chhak (NH_203).
- Widening, Strengthening &Improvement of the Kuakhai Right Embankment (2- lanning road) from Kuakhai Bridge at NH-5 (Hi-Tech Chhak) to Day a Bridge Approach at NH-203 Lingipur) from RD- 0/0 to 13/0 (13Km), Bhubaneswar
- Improvement to Tangi – Haripur road from 0.0 to 3.000km & 6.000km to 16.000km in the district of Cuttack under NABARD Assistance RIDF –XVI.
- Improvement to Boinda – Athamallik road (MDR) from 0.0 to 15.000km in the district of Angul under NABARD Assistance RIDF –XVI.
- Improvement to Bhawanipatna Rayagada Road from 0.00 to 26.00 km in the district of Kalahandi under Nabard Assistance
- Widening to Two lane and improvement in Km 46.300 to 86.000 of Jaganathpur-Berhampur-Phulbani road (SH-7) and in Km. 35.300 to 62.000 of Chikiti-Digapahandi-Aska Road (SH-29) in Ganjam District of Orissa under Vijayawada-Ranchi corridor.

MAJOR PROJECTS UNDER-EXECUTION

- Widening to two lane from Km. 212/700 to 253/700 Km. and Km. 281/700 to 311/700 of NH 326 (erstwhile km from Km. 0/0 to 30/0 Km. and Km. 58/0 to 99/0 of SH-4 under VR Corridor in the state of Odisha under EPC Mode.
- Construction of a new 2 lane Highway from km 38.00 to km 71.00(Length-33km) in Mizoram to Support Kaladan multi model transit transport Project in phase "A" of SARDP-NE (package-II) No. AGM-5/CE-HW/2010-11 Dated. 01.10. 2010 (ATLANTA-ARSS)
- Widening existing 2 lane to 2 lane with 1.5m wide paved shoulder from Km 0/0 to 81/0 and Km 93/0 to 119/0 of NH-157 in the state of Odisha on EPC mode. (WOODHILL)
- Widening existing 2 lane to 2 lane with 1.5m wide paved shoulder from km 50/000 - 140/900 of NH 57 in the state of Odisha on EPC mode.
- Widening and up gradation to 2 lane with paved shoulder configuration and geometric improvement from km 298.000 to km 339.000 on Aizawl-Tuipang Section of NH-54 in the State of Mizoram (Package-7) with JICA loan assistance Project on EPC mode. ARSS Share : 26%

BRIDGE PROJECTS

Bridges and Flyovers are an integral part of any Road and Rail Network. But constructions of Major Bridges are occasionally taken up independently.

ARSS has made contribution in execution of Bridges and Flyovers not only in the State of Orissa but in Chhattisgarh, Chennai, Kerela and other States.

The Major Flyover at Poonama Gate in the State Capital of Orissa, Bhubaneswar is completed by us last year.

ARSS has the expertise to execute any type of Bridge viz. concrete deck, PSC Bridges, Steel Girder Bridges and with any type of foundation like open foundation, well foundation, Pile foundation etc.

LIST OF MAJOR WORKS EXECUTED.

Major Bridges constructed by ARSS

- a) Construction of sub-structure consisting of Pile and open foundation, piers, abutments and other ancillary works for 5 major bridges. CA No./IRCON/RVNL.RBRP/Major Bridges between Rajathagarh-Barang.
- b) Construction of Road over Bridge of Punamagate Railway level crossing including the approaches on Bhubaneswar of R.D.
- c) Construction of Steel Girder Bridge (30.5m span) in the work "Railway Siding from Gatora to in plant yard (KM 0.963 to KM 12.880) for NTPC-SIPAT SSTPP PKG-1"
- d) Construction four ROB's in the Railway Siding from Gatora to in plant for NTPC Sipat (total 4 nos. of ROB).
- e) Construction of three nos. PSC girder bridges (Major Bridges) of MGR system of NTPC Sipat ex Sipat to Dipka in Package-II and Package-V.

MAJOR PROJECTS UNDER EXECUTION

Construction of HL bridge over river Brahmani near Jenapur at 15th Km of Kuakhai to NH-200 road via Jenapur in the district of Jajpur under NABARD Assistance. (ARSS)

CURRENT PROJECTS

- Widening & Strengthening of Jamujhadi-Basudevapur- Dhamara road (SH) to 2- lane without paved shoulder from 18/800Km to 22/750Km & from 27/100Km to 60/470Km(ARSS)
- Widening to two lane from Km. 212/700 to 253/700 Km. and Km. 281/700 to 311/700 of NH 326 (erstwhile km from Km. 0/0 to 30/0 Km. and Km. 58/0 to 99/0 of SH-4 under VR Corridor in the state of Odisha under EPC Mode.(ARSS)
- Construction of HL bridge over river Brahmani near Jenapur at 15th Km of Kuakhai to NH-200 road via Jenapur in the district of Jajpur under NABARD Assiatance. (ARSS)
- Construction of a new 2 lane Highway from km 38.00 to km 71.00(Length-33km) in Mizoram to Support Kaladan multi model transit transport Project in phase "A" of SARDP-NE (package-II)(ATLANTA-ARSS)
- Works in connection with doubling of BOLANGIR (EX)- TITLAGARH (IN) section (63.193 kms) part of SAMBALPUR-TITLAGARH Doubling of East Coast Railway in the state of ODISHA, India. (L & T)
- Execution of balance work for construction of Road-bed, Major & Minor bridges, Track Linking (Excluding supply of Rails, ordinary track sleepers & thick web switches, outdoor signaling and electrical (General) works in connection with doubling of Lakhani (EX) -arand (in) section (68.936 kms) part of Raipur-Titilagarh doubling in Sambalpur division of East coast Railway in the state of Odisha & Chhatisgarh, India.
- Package 2C: Construction of Roadbed, Station Buildings, Passenger menities, Minor bridges, General Electrical works in connection with New B.G. Railway Line from Nuagaon Km 68.300 TO Paradeep 81.20 on Khurda Road Division of East Coast Railway in the state of Orissa, India.
- Construction of private rail-way siding with all Contractor's materials (except Rails for plain track issued free of cost) for coal transportation system for Darlipali STPP of NTPC Limited in Sundergarh Distt in Odisha state—from Ch. 6.000 to Ch. 12.460 – Pkg. 1 in Darlipali- Dulanga MGR section. (ARSS)

- Widening existing 2 lane to 2 lane with 1.5m wide paved shoulder from Km 0/0 to 81/0 and Km 93/0 to 119/0 of NH-157 in the state of Odisha on EPC mode. (ARSS)
- Widening existing 2 lane to 2 lane with 1.5m wide paved shoulder from km 50/000 - 140/900 of NH 57 in the state of Odisha on EPC mode. (ARSS)
- Earthwork in formation (excluding Blanket), minor bridges between Km 19.000 to Km. 47.000 and 3 no. s of Steelgirder bridges, 8 no. s of Road Over Bridges between Km 19.000 to Km 67.000 in connection with Angul-Sukinda new railway BG line in the state of Odisha, India. (WOODHILL HILWAYS JV)
- Third Line Work between Rourkela and Jharsuguda Stations (Section II) - Execution of Earthwork in Formation, Construction of Minor Bridges, P. Way Linking Works with Supply of Track Ballast and other related works between Dharuadhi Station yard to Jharsuguda Station Yard from Km: 486.50 Km: 515.00. (ARSS Share: 51%)
- Jarapada - Budhapank with flyover at Talcher Road – 3rd & 4th line: Execution of earthwork, minor bridges & other allied works (Km: 525.133 to Km: 483.047 i.e. 35.5 Km-3rd Line & 42.00 Km-4th line approx. - excluding flyover portion at Talcher Road). (ARSS Share : 51%)
- Budhapank - Salegaon via. Rajathagarh – 3rd & 4th line: Execution of earthwork, minor bridges & other allied works (Km: 483.047 to Km: 398.166 i.e 2 x 85 = 170 Km. approx.) (ARSS Share : 51%)
- Khurda Road – Bolangir New B. G. Link Project- Execution of Earthwork in formation, Minor bridges and other allied works from Km.80.00 to Km.93 from Khurda end in between Nayagarh-Nuagaon and Daspalla of East Coast Railway. (ARSS Share : 51%)
- JAGDALPUR –KORAPUT Doubling Project- Execution of Earthwork in formation, Minor bridges, Protection works and other allied works from Km.263.300 to Km.223.500 of Kotpar Road (Excluding) – Charamula kusumi (Including) – Khadapa (Including) – Dhanapur (Including) –Jeypore(Including) – Chatariput (Including) section in connection with KK line doubling of WAT Division, East Coast Railway. ARSS Share : 51%

- Construction of SIX Lane ROB in lieu of LC-70, Sitapura, on JP-SWM Railway line, Jaipur. ARSS Share 51%
- Soil investigation, design of bridges, execution of earth work, minor bridges, major bridges, RUBs, extension of FOB, Staff Quarters and other service buildings, supply of ballast and other miscellaneous works in Lajkura-Raigarh section in connection with the construction of 4th line between Jharsuguda-Bilaspur. (ARSS Share: 51%)
- Earthwork in embankment / cutting including blanketing, side drains, retaining/ toe wall, construction of Minor bridges and removal of infringements of signaling cables/ equipment's with other allied works in Bina- Dhaura Section (34.52 KM) in connection with Bina-JHS 3rd Line project (Zone-I). ARSS Share : 51%
- Earthwork in embankment/ cutting including blanketing, side drains, retaining/ toe wall, construction of Minor bridges and removal of infringements of signaling cables/ equipment's with other allied works in Babina-Jhansi Section (25.35 Km) in connection with Bina- JHS 3rd Line project (Zone-V). ARSS Share : 51%
- Earthwork in embankment/ cutting including blanketing, side drains, retaining/ toe wall, construction of Minor bridges and removal of infringements of signaling cables/ equipment's with other allied works in Bijroutha-Babina Section (35.58 Km) in connection with Bina - JHS 3rd Line project (Zone-IV). ARSS Share 51%
- Construction of Important Bridge No. 1086/01 on Betwa River having 20/24.40 m. spans of composite girders including earthwork & construction of Minor bridges on approaches in connection with Bina-JHS 3rd Line project. ARSS Share 51%
- Construction of Major Bridges (07 Nos.) and Earthwork in approaches, including protection and other ancillary works in Bina-Lalitpur Section (62.66Km) in connection with Bina-Jhansi 3rd Line Project (Zone-A). ARSS Share 51%
- Execution of work of Track Linking (Excluding supply of Rails, Thick Web Switches and PSC Line Sleeper) OHE, S&T and other allied works from Haridaspur (KM 0.00) to Kendrapara (KM

43.873) including Kendrapara Yard in connection with construction of New BG Railway Line from Haridaspur to Paradeep (KM 81.200) in Khurda Road Division of East Coast Railway in the State of Odisha, INDIA. ARSS Share 75%

- Bhadrak - Nergundi 3rd Line: Supply of machine crushed hard stone ballast in connection with doubling between Kapilas Road and Salegaon stations under KUR Division of E. Co-Railway.
- Supply of Ballast in connection with 3rd & 4th line work between Salegaon to Rajathgarh in KUR Division. (ARSS share 51%)
- Koraput - Singapur Road Doubling Project: Construction of Major Bridge No. 1 (1x18.3m Composite Girder, RUB), Br.No3 (5x30.5m composite Girder), Br.No.6 (5x30.5 Composite Girder), Br. No.12 (1x12.2m +1x30.5m+ 1x12.2m Composite Girder), Br. No.19 (1x12.2m +1x30.5m+1x12.2m Composite Girder), Br. No. 21A (1x36.0m Composite Girder, ROB), Br.NO.25(2x9.15m RCC Box) &, Br.NO.26(3x6.1m RCC Box) between Koraput - Damanjodi stations in connection with Doubling of Koraput - Singapur Road section of WAT Division, East Coast Railway. (ARSS Share 51%)
- JAGDALPUR - KORAUT DOUBLING: Supplying, transporting and stacking of 90,000 cum of contractor's hard stone machine crushed Track Ballast as per Railway specifications between Ambagaon - Khadapa stations (from Km.270.40 to Km.244.00) on KK line of WAT Division of East Coast Railway. (ARSS Share 51%)
- Supplying and stacking of contractor's hard stone machine crushed Track Ballast as per Railway specifications between Jarpada and Talcher Road in connection with Talcher-Sambalpur doubling. (ARSS Share 51%)
- Execution of balance work of roadbed, major & minor bridges, track linking, S&T service buildings, other civil works and outdoor signalling in connection with doubling work Between BLSN to RVH (In) Section (Excluding ANMD yard) and residential & other service buildings at MSMD & ANMD of Sambalpur Division of East Coast Railway & Raipur Division of SECR in the state of Chhattisgarh, INDIA a part of Raipur – Titlagarh Doubling

- Excavation & Cement Concrete Lining of Baitarani Left Bank Canal (BLBC) from RD 24.08 Km to RD 28.50 Km. Including construction of Structures and Service Road.

UPCOMING PROJECTS

Road and Earthworks

Due to the sheer size of the equipment fleet and the special attachments, we are able to demolish most types of buildings without explosives. Our large excavators with hammer, pulverizer, or grapple attachment can quickly and efficiently demolish most structures.

Since inception ARSS Infrastructure Projects Limited has prided itself as being a Major Player In The Field Of earth moving company. From humble beginning with just a few machineries and equipment to today we have adequate machineries, we can handle project of any size by using our equipment resources articulated trucks, scrapers, excavators, loaders and bulldozers. At present, we have ALMOST 350 trucks Tipper/Hyvas, tandem rollers, Vibratory Rollers trucks in our possession with more anticipated in the future. There is no job which too large or too small, as we have moved one crore of cubic yards over the years.

ARSS Infrastructure Projects Limited handled all types of soil include sand, silts, moorum, clays, muck, buried debris or any combination thereof, you can feel confident that we have the knowledge of how it should be handled. We have established laboratories to test pre/past work using different soils for different utilities.

Bridge Works

Company specializes in the design, construction and installation of bridges in open, well and pile foundation. We are equipped with cranes, pile drilling rigs both rotary (MAIT-80) and percussion. Batching plants, Transit Mixtures, Concrete Pump, Pre-stressing Jacks, Grout Pumps etc. etc.

Sometimes client design the bridges according to the specification and the requirements of a particular area and locality and also the condition prevailing the particular land or river calling for curved and skew construction. The style and material of the system will also go a long way to determining the overall aesthetic character/design of a bridge but requirements may vary.

Bridge & Flyover construction is as essential and integral part to India across multiple rivers and congested cities and numerous railway crossing. Even today many major rivers lack bridges, and the number of flyovers even in primary cities is few. The demand for bridges and flyovers in cities and towns is on the increase. To add to this, several old bridges built during the British era, are requiring approaching restoration and reconstruction. Expertise in construction of bridge of ARSS is reflected in constructing new bridges across Kuakhai, Kathzodi under Joint Venture.

Steel Works

Steel and iron remains another popular bridge building medium. "We work mostly in steel and iron when it comes to the bridge,.

The Company enjoys a strong in-house capability to fabricate large-scale structural steel girders for bridges, flyovers and buildings. This competency comprises a capability to fabricate on-site and off-site built-up girders, columns, trusses, structural form work support systems, plate bending, welding, cutting through pug machines, shearing, bolting and riveting facilities.

Building Works

Modern townships are one of the areas where the infrastructure has a pivotal role to play. The world bank and other agencies are contributing for the development of the nation, considering it as a thrust in regard to have more business the company has fair amount of expertise to structure the building with the engineers and architects

and a team of experts it has set up a team to study the soil position in a locality to make artistic look of the building .

ARSS EXPERTISE

With presence across key segments like railways, roads and irrigation, competence in certain geography and terrains ARSS has build its competitive edge among Infrastructure companies.

Benefits from Government support for infrastructure spending and revival of economic growth
Extensive local knowledge to help capture expected growth in Eastern India due to increased investment in mining and power assets
Capitalize on experience in railway projects to bid for future government mandates; Barrier for entry of newer players into the segment.
Order book gives strong earnings visibility
Lease of Mines and Ownership of stone crusher units allows the Company to procure raw material for their road and railway business at competitive prices thus boosting profitability margins
Ownership of high quality construction equipment allows higher profitability margins and client 21 delivery on a timely basis

CHAPTER: 03

Chapter 03

Overview of HR division

3.1 Human Resources Management

Human resource management involves all management decisions and practices that directly affect or influence the people, or human resources, who work for the organizations manage Human Resources. The augmented focus comes from the comprehension that an organization's employees facilitate an organization to attain its goals and the management of these human resources is vital to an organization's success.

3.2 Functions of HR

The functions of human resource management are :

1. Staffing
2. Payroll-system
3. Employee Attendance
4. Training and Development
5. Maintenance

By doing these functions Human resource management complete its job.

1. Staffing: -

Activities in HRM concerned with seeking and hiring qualified employees is Staffing. A company needs a well-defined reason for needing individuals who possess specific

skills, knowledge and abilities to specify the job. Employee referrals can produce the best applicants for two reasons. First, current employees screen applicants before referring them. Second, current employees believe that their reputation with the firm will be reflected in the candidates that they recommended.

Recruiting is initial step of staffing. Recruiting is the process of locating, identifying and attracting capable employees. Many companies are finding new employees on the World Wide Web.

Now the second step of Staffing, that is Strategic HR planning. For that a company plans strategically. They set goals and objectives, these goals and objectives may lead to the structural changes in the company.

Third step is Selection. This process is attracting qualified applicants and discouraging the unqualified applicants. By this a company can get this desired employee of requirement. The recruiting phase and to select an applicant who will be successful on the job. To achieve this goal, companies can use a variety of steps. The employees who are able to do all the steps and ensure good performances they get the job. HRM must communicate a variety of information to the applicants, such as the organization culture.

2. Pay-roll System: -

Payroll Management system is the system by which an employer can manage the salaries of the employees. The salary structure includes salary, allowances, deduction, and net payable to the employees. It also deals with the generation of pay slips.

With the continuous advancement in the latest technologies, the management of employees and their records have become tough to handle. To prevent this, many companies have linked their payroll system with the HR activities which is called as Payroll Management System.

An HR Payroll Software is beneficial for any kind of business enterprise. Human Resource department performs various activities such as payroll processing , maintaining salary details of every employee in the organization, keeping track of deductions, time and attendance, loans, allowances, and bonuses. Human Resources department collectively works together to calculate the available leaves, encashment of leaves and loss of pay for all the employees and then process their salaries.

3. Employee Attendance: -

The development of information technology has promoted the reform of human resource management. The application of intelligent attendance technology changes the traditional attendance mode, improves the efficiency of human resource management, and provides better services for organizational

strategy. This paper summarizes the attendance management, discusses the mobile phone GPS positioning technology attendance system, analyses the main problems of employee attendance management, and studies the composition of product cost. The results show that compared with the cloud intelligent attendance machine of a financial company, D company has obvious price advantage, which is 15% lower than its price.

4. Training and Development: -

Training is one of the important activities of human resource management. In the training process companies try to motivate and train the employees in a manner so that they can work more effectively in the future.

Training and development is one of the main functions of the human resource management department. Training refers to a systematic setup where employees are instructed and taught matters of technical knowledge related to their jobs. It focuses on teaching employees how to use particular machines / software's or how to do specific tasks to increase efficiency.

Whereas, development refers to the overall holistic and educational growth and maturity of people in managerial positions.

Training and development in human resource management is the foundation for getting the best out of each and every employee.

5. Maintenance: -

Maintenance function of human resource management is concerned with protecting and promoting the physical and mental health of employees. In order to achieve these objectives several types of fringe benefits such as housing, medical and educational facilities, conveyance facilities etc. are provided to the employees.

Employee Maintenance refers to the maintenance of employee master data. It allows the management of employee data such as contact information, cost involves and share of compound costs. The sum of monthly costs of an internal resource will be broken down to an hourly rate that is used to calculate costs on activities (project tasks, incidents ,etc.)

Process Activities

- Create or update employee master data

Process Output

- Employee masters data
- Employee costs

CHAPTER -04

Chapter - 04

Units of HR Division

During my internship I was mainly assign in HR department.

ARSS always determine what jobs need to be done , how many and types of workers will be required.

So establishing the structure of the asset management company assets in determining the skills , knowledge and abilities of job holders. To ensure appropriate personnel are available to meet the requirements set during the strategic planning process. It believes that the quality work comes from quality workers who are well motivated and ready to take challenge to provide better service.

4.1 Units in HR division

There are three units in Human Resources Division Of ARSS

- ✓ HR Staffing
- ✓ HR Operation
- ✓ Training & Development

HR Staffing :

The staffing process-putting the right people in the right times-is one of the most critical tasks any organisation faces. The quality of the work performed can be only as high as the capabilities of the people performing it.

Three officers are working in HR staffing unit. They perform the following activities –

- i. Recruitment
- ii. Selection
- iii. Leave Management
- iv. Personal Profile Management

Recruitment :

Recruitment is the process by which a firm finds its employees, are perhaps the most critical tasks any organization faces. Without the right people, no firm can function effectively. For a recruitment program to be successful, managers should cooperate with the human resource staff to define needs and predict vacancies. The recruiting may be done by internal or external.

Types of Recruitment:

There are two types of recruitment in this Organization. There are:

1. Internal Recruitment
2. External Recruitment

For Internal Recruitment

The principal methods are –

- Job posting
- Use of computerized skills inventories

- Referrals from other department

For External Recruitment

Organization rely on:

- Advertisements
- Public or private placement agencies
- Field recruiting
- Including campus recruiting

Selection

The critical criteria in this regard are job relatedness, reliability, and viability.

For selection of candidates following things are considered-

- Appearance
- Knowledge
- Personal ability & mental ability
- Physical ability
- Qualification
- Communication skill
- Job knowledge(for later entry)

Leave Management

Leave is earned by duty. Leave cannot be claimed as a matter of right, and leave admissible under the service rule of ARSS may be granted by the Managing Director or his authorized person , who may refuse leave, grant leave for a shorter period

than applied for, revoke leave of any description and recall an employee before the expiry of the leave.

One Officer is looking after the leave matter of employees and keeping leave records.

Personal Profile Management

They maintain employees personal profile with hardcopy of document for example : CV , NID, Educational Certificates and other necessary documents.

HR operations:

HR operation unit mainly work in the area of short term and long term benefits of the employees of ARSS, like salary , bonus, provident fund, gravity etc.

- Monthly Salary Disbursement
- Preparation and disbursement of Festival Bonus and Performance Bonus
- Employees Final Settlement
- Employee Tax Processing, etc.

Training & Development

Employee Training and Development in HRM is defined as a system used by an organization to improve the skills and performance of the employees. It is an educational tool which consists of information and instructions to make existing skills sharp, introduce new concepts and knowledge to improve the employee performance. An effective training & development

initiative based on training needs analysis helps the company to enhance the skills of working manpower and improve productivity.

-

Steps of training program

A Typical training program can be classified into 5 steps :

1. Need Analysis
2. Instruction Design
3. Validation
4. Implementation
5. Evaluation and follow up

1. Need Analysis

- ✓ Identify the specific job performance skills needed to improve performance and productivity.
- ✓ Analyse the skills and needs of the prospective trainees and to develop specific measurable knowledge to perform their job.
- ✓ To ensure that the program will be suited to the trainees specific education, experience and skills.

2. Instruction Design

Gather instructional objectives, methods, media, description of and sequence of content examples, exercise and activities. Identify the skills, knowledge and the attitude gaps of a targeted audience and to create, select and suggest learning experiences that close this gap.

3. Validation

Introduce and validate the training program before it presented to the trainee.

4. Implementation

When applicable boost success training workshop focuses on presentation knowledge and skills in addition to training content.

5. Evaluation and Follow-Up

Performance evaluations are but one component of an employer's overall performance management system. They're designed to measure employee job performance using regular appraisals, constructive feedback, improvement plans and informal meetings between supervisors and employees about job goals and as-needed guidance concerning duties and responsibilities. Follow-up evaluations serve an equally important purpose in the employment relationship because they don't permit employers to drop the ball in assuring their employees that the company is willing to invest in their success.

CHAPTER : 05

Chapter 05

Internship at ARSS

I have got the opportunity to work with ARSS Infrastructure Projects Ltd. as an intern for 45 days. It's a part of my academic program. As I am having Human Resource, I worked in Human Resource department as an intern where I had learnt several Human Resource practices of ARSS Infrastructure Projects Ltd.

5.1 Description of the job

I had the opportunity to have 45 days internship at ARSS Infrastructure Projects Ltd. I have come across with different tasks that are conducted by HR department. I was introduced to the job role of administration. I was assigned to the following jobs regularly. Those were :

- ✓ Organize and maintain personnel records.
- ✓ Update internal databases (record sick and maternally leave) Prepare HR documents.
- ✓ Forming and maintaining employee records.
- ✓ Updating databases internally, such as sick and maternity leave
- ✓ Preparing and amending where necessary HR documents, i.e. employment contracts and recruitment guides
- ✓ Reviewing and renewing company policies and legal compliance.

Creating Employee Profile

After recruitment process I learned to prepare files for new employees. Every new employee is assigned a reference ID for their identification. The employee file contains employees joining letter, employees CV, photocopy of employee's educational certificates, reference letter.

And also I was transferring of employees from one company to another company on the basis eligibility criteria keeping on view of the terms & conditions.

Employee Joining

When a new employee joins I performed all tasks for joining. The tasks include all necessary signature and filling.

Apart from these specific jobs, I also observed other jobs performed by others. Here I observed,

- ✓ Recruitment and selection process
- ✓ Payroll
- ✓ Training and Development

CHAPTER - 06

Chapter 06

Company Analysis

PESTEL Analysis

PESTEL Analysis is a strategic management tool that ARSS Infrastructure leadership can use to make better decisions. PESTEL stands for – Political, Social, Economic, Technological, Environmental and Legal factors that impact the macro environment of the organization that it operates in.

SWOT Analysis is a methodological approach to analyse the - Strengths & Weaknesses that ARSS Infrastructure possess, and Opportunities & Threats that the firm faces because of competitive and macro-economic factors prevalent in India.

SWOT analysis provides key insights into both internal and external factors that can impact the performance of an organization. It can help the managers of the organization to optimize performance, look for new opportunities, manage competition, maximize return on resources employed, and minimization of various business and policy making risks.

ARSS Infrastructure SWOT Matrix / Weighted SWOT Analysis

	Opportunities	Threats
Strengths	Strength Opportunities (SO) Strategies Leveraging brand recognition in new segments	Strength Threats (ST) Strategies Investing into R&D to thwart Capital Goods industry disruptors.
Weaknesses	Weakness Opportunities (WO) Strategies Investing into customer oriented services and supply chain	Weaknesses Threats (WT) Strategies Get out of the business and focus on growth areas

Strengths of ARSS Infrastructure

Strengths are the firm's capabilities and resources that it can use to design, develop, and sustain competitive advantage in the marketplace

- **Market Leadership Position** - ARSS Infrastructure has a strong market leadership position in the Construction Services industry. It has helped the company to rapidly scale new products successes.
- **Talent management** at ARSS Infrastructure and skill development of the employees - Human resources are integral to the success of ARSS Infrastructure in Construction Services industry.

- **Strong brand recognition** - ARSS Infrastructure products have strong brand recognition in the Construction Services industry. This has enabled the company to charge a premium compare to its competitors in Construction Services industry.
- **High margins** compare to Construction Services industry's competitors - Even though ARSS Infrastructure is facing downward pressure on profitability, compare to competitors it is still racking in higher profit margins.
- **Track record of innovation** - Even though most players in the Capital Goods strive to innovate, ARSS Infrastructure has successful record at consumer driven innovation.
- **First mover advantage** in the increasingly crowded market place. The new products are rapidly increasing ARSS Infrastructure market share in the Construction Services industry.

Weaknesses of ARSS Infrastructure

Weaknesses of ARSS Infrastructure can either be absence of strengths or resources of capabilities that are required but at present the organization doesn't have. Decision makers have to be certain if the weakness is present because of lack of strategic planning or as a result of strategic choice.

- **Extra cost of building new supply chain and logistics network** - Internet and Artificial Intelligence has significantly altered the business model in the Capital Goods industry and given the decreasing significance of the dealer network ARSS Infrastructure has to build a new robust supply chain network. That can be extremely expensive.

- **Niche markets and local monopolies** that companies such as ARSS Infrastructure able to exploit are fast disappearing. The customer network that ARSS Infrastructure has promoted is proving less and less effective.

- **Business Model** of ARSS Infrastructure can be easily imitated by the competitors in the Construction Services industry. To overcome these challenges company name needs to build a platform model that can integrate suppliers, vendors and end users.

- **Declining per unit revenue for ARSS Infrastructure** - competitiveness in the Construction Services industry is putting downward pressure on the profitability. A starting guide to manage this situation for company name is – objectively assessing the present value propositions of the various products.- **Declining market share** of ARSS Infrastructure with increasing revenues - the Construction Services industry is growing faster than the company. In such

a scenario ARSS Infrastructure has to carefully analyse the various trends within the Capital Goods sector and figure out what it needs to do to drive future growth.

- **Gross Margins and Operating Margins** which could be improved and going forward may put pressure on the ARSS Infrastructure financial statement.

Opportunities for ARSS Infrastructure

- **Lowering of the cost of new product launches** through third party retail partners and dedicated social network. ARSS Infrastructure can use the emerging trend to start small before scaling up after initial success of a new product.

- **Rapid Expansion of Economy** As the US economy is improving faster than any other developed economy, it will provide ARSS Infrastructure an opportunity to expand into the US market. ARSS Infrastructure already have know-how to operate into the competitive US market.

- **Increasing government regulations** are making it difficult for un-organized players to operate in the Construction Services industry. This can provide ARSS Infrastructure an opportunity to increase the customer base.

- **Accelerated technological innovations and advances** are improving industrial productivity, allowing suppliers to manufacture vast array of products and services. This can help ARSS Infrastructure to significantly venture into adjacent products.

- **Trend of customers migrating to higher end products** - It represents great opportunity for ARSS Infrastructure, as the firm has strong brand recognition in the premium segment,

customers have experience with excellent customer services provided by ARSS Infrastructure brands in the lower segment. It can be a win-win for the company and provides an opportunity to increase the profitability.

- **Local Collaboration** - Tie-up with local players can also provide opportunities of growth for the ARSS Infrastructure in international markets. The local players have local expertise while ARSS Infrastructure can bring global processes and execution expertise on table.

Threats to ARSS Infrastructure

Threats are factors that can be potential dangers to the firm's business models because of changes in macro economic factors and changing consumer perceptions. Threats can be managed but not controlled.

- **Competitive pressures** - As the new product launch cycles are reducing in the Capital Goods industry. It has put additional competitive pressures on players such as ARSS Infrastructure. Given the large customer base, ARSS Infrastructure can't respond quickly to the needs of the niche markets that disruptors are focusing on.

- **Competitors catching up with the product development** - Even though at present the ARSS Infrastructure is still leader in product innovation in the Construction Services segment. It is facing stiff challenges from international and local competitors.

- **Saturation in urban market and stagnation in the rural markets** - For ARSS Infrastructure this trend is an ongoing challenge in the Construction Services segment. One of the

reasons is that the adoption of products is slow in rural market. Secondly it is more costly for ARSS Infrastructure to serve the rural customers than urban customers given the vast distances and lack of infrastructure.

- **Changing political environment** with US and China trade war, Brexit impacting European Union, and overall instability in the middle east can impact ARSS Infrastructure business both in local market and in international market.

- **Distrust of institutions** and increasing threat of legal actions for ARSS Infrastructure - As the WTO regulations and laws are difficult to enforce in various markets. Legal procedures have become expensive and long drawn process. It can lead to less investment into emerging markets by ARSS Infrastructure thus resulting in slower growth.

- **Changing demographics** - As the babyboomers are retiring and new generation finding hard to replace their purchasing power. This can lead to higher profits in the short run for ARSS Infrastructure but reducing margins over the long run as young people are less brand loyal and more open to experimentation.

Conclusion

Here I have come to the end of the project. I tried my best to include necessary points that are required related to the topic. This internship has been an excellent and rewarding experience. IT was a wonderful learning experience for me while working on this project. This project has developed my thinking skills related to the topics. This project gave me real insight into the HR world. I can conclude that there have been a lot I have learnt from my work at ARSS.

I enjoyed each and every bit work I had put into this project. I do hope that my project will be interesting and may be over knowledgeable.

Reference

Contact Persons

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Websites

<http://arssgroup.in/#>

<https://www.indiamart.com/arssinfrastructures/aboutus.html>

Thank You