



N. S. PATEL ARTS (AUTONOMOUS) COLLEGE, ANAND

(Managed by Sardar Patel Education Trust)

NAAC & AAA Accredited 'A' Grade

Awarded College with Potential for Excellence by UGC (Phase-II)

DEPARTMENT OF SOCIAL WORK

PUNE STUDY TOUR REPORT



MSW-HR (2022-2024)



PREFACE

Since 2006 , Department of social work of N.S.PATEL ARTS COLLEGE , Anand providing the opportunity to student for practical exposure by organizing orientation camps, rural camps and study tour planning for every year.

N.S.PATEL ARTS COLLEGE DEPARTMENT of social work organized study tour every in different-different states such as Chennai, Goa, Hyderabad, Coimbatore, Bhuneswar, Delhi, Raipur, and other states. A study tour is a professional training programme in introduced in a part of curriculum from the inception of the master of human resource management programme.

This report depicts and experiences and learning of the students of professional human resource work. During the study tour students are acquired with the HR ROLE & responsibilities if different sector and understanding what is a real market and how to implement the theatrical knowledge in the practical way.

Students understand the professional leanings, challenges, knowledge about the field of HR WORK and improve the skill for the better future.

ACKNOWLEDGEMENT

The success and final outcome of this study tour required a lot of guidance and assistance from many people and us extremely fortunate to have got this all along the completion this study tour.

So, we owe a deep sense of gratitude to all those who have contributed directly or indirectly for the successful completion of this endeavor. Our sincere expression of gratitude and respect to Dr. MOHAN PATEL (Principal of N.S.PATEL ARTS COLLEGE, ANAND) for his support guidance, approval in terms of organizational providence. We are heartily indebted to MR. AMIT PATEL (Head of Department) for this significant enthusiasm, guidance and support.

We also thank him for constant encouragement and encouragement and organizational arrangement. We extend sincere gratitude to our faculty guide Mr. AMIT PATEL AND Mr. ALEX RATHOD for their constant guidance and motivation during and before the study tour.

We also thank for help in planning and other supporting role for us. We also thank them for spending their precious time whenever we approach. This study was not complete without support and guidance of our faculty MR. AMIT PATEL. Thank you so much for always support and guidance during the study tour.

We could not express enough gratitude for Gokul dairy for generosity! Your corporate sponsorship has been incredible benefits to our Pune study tour. And we are so grateful for your kindness.

-Team of Pune study tour

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INTRODUCTION



A **N.S.PATEL ARTS, COLLEGE** “A college with a difference “ as it is a popularly known ; N.S.PATEL arts college was started way back in 1970 with a view to imparting value – based education at an affordable cost the people. The first venture of Sardar Patel education trust, the college came into being through at generous donation of RS 1, 11,111/- by late SHRI NARATANBHAI PATEL. The aim of this college is to broaden the outlook of students by emphasizing the value virtues of life through education inclusive of positive thinking, develop analytical skills, moral, social value.

The department of social work of N.S.PATEL ARTS COLLEGE, ANAND was established in the year 2006. The department shapes the creative and innovative personalities of an individual’s to develop and to produce ignite minded new blood of nation of social service. The department AIMS to help students to develop knowledge, skill, attitudes, and values appropriate of the practices of social work profession.

The Principal, **Dr. Mohan Patel** is the backbone of N.S Patel Arts College. His dynamic and intelligent leadership leads to phenomenal growth of the college. Altruism and industrious attitudes, his strengths are the key factors for the expansion of the college. National development is envisioned through the uplift of the society in the surrounding area by imparting knowledge and including moral ethical values to mould responsible citizens with merit and caliber.



IMPORTANCE OF STUDY TOUR

A study tour is a travel is a travel experience with specific learning goals. The learning goals of each study tour vary, but are always spelled one in the course syllabus that is distributed to each learner. Study tour emphasizes practical learning and offer both group and self – directed activities that enable learners to explore new territories, culture, and people.

Study tour is a part of curriculum and every year department of social work, N.S.PATEL ARTS, COLLEGE organize tour for senior MHRM students to help them experience the rich culture of India through interaction with Indian educators, professionals, families and student.

Student come to know about the present scenario of HR profession in Gujarat and other states of the country through the visit of different agencies like NGOS, medical sector, service sectors, manufacturing sector, educational and management institutions. This kind of exposure can create more opportunity for the students for their future professional perspective. In the present year, department of social work organized the study tour AT PUNE.

AIM & OBJECTIVE OF STUDY TOUR

AIM:

To study tours are a crucial component of the academic program because they give students the chance to learn outside of the classroom and get useful practical experience.

OBJECTIVE:

- To provide an opportunity to the students to experience group dynamics and understand the importance of social relationships.
- To visit various reputed organizations related to HR field of specialization and understand and functioning of such successful organizations.
- To be aware of various socio-cultural patterns, value systems and social practices in different parts of the world.
- To opportunity to take on leadership roles and responsibilities, helping to develop their leadership skills.
- To Development of problem-solving skills.
- To develop teamwork skills and social skills.

FORMS OF COMMITTEE

STUDY TOUR COORDINATOR

1. Alka Parmar
 2. Rushabh Patel
-

STUDY TOUR COMMITTEE

- | | |
|---------------------------|---|
| 1. Planning Committee | Aarti Chauhan,
Vashali Makwana,
Vaibhavi Pujara |
| 2. Reporting Committee | Alka Parmar,
Aarti Chauhan,
Vashali Makwana,
Dhaval Mistry |
| 3. Transporting Committee | Nainesh Bhoi ,
Kuldeep Chavda,
Prathna Jadeja |
| 4. Finance Committee | Prathna Jadeja,
Abhirajsinh Sindha |
| 5. Food Committee | Dipak Sahu,
Divya Sindha |
| 6. Discipline Committee | Karishma Sindha,
Dharmesh Parmar,
Pankaj Parmar, Ukta Parmar |
| 7. Standby Committee | Pinkal Jadhav, Vikram Chauhan,
Parth Parmar |
| 8. Recreation Committee | Vikram Chauhan, Parth Parmar,
Dipak Sahu, Dhaval Mistry |
-

ROLES AND RESPONSIBILITIES OF COMMITTEE

Coordinator

1. Alka Parmar
2. Rushabh Patel

Roles & Responsibilities

- To be in a contact with faculty members
- To be present with all committees and leaders
- To become a bridge between the students and faculty members
- To maintain group cooperation and cohesion
- To create harmonious relationship with all committees

Planning Committee

1. Aarti Chauhan
2. Vashali Makwana
3. Vaibhavi Pujara

Roles & Responsibilities

- To be responsible for all the affairs regarding planning
- To prepare the blue print of the study tour including aim and objectives with motives
- To work in team and involve every members of planning committee for planning
- To establish good rapport with all the other committees and inform them regarding updates of the study tour
- To give brief about the agencies to be visit

Reporting Committee

1. Alka Parmar
2. Aarti Chauhan
3. Vashali Makwana
4. Dhaval Mistry

Roles & Responsibilities

- To note down full day activities and learning and submit it to authorized persons

- To maintain the daily work record before, during and after study tour
- To discuss with all leaders of the committees and take reports of daily work
- To prepare report of everyday activities
- To click some memorable pictures
- Documentation at the end of tour

Transporting Committee

1. Nainesh Bhoi
2. Prathna Jadeja
3. Kuldeep Chavda

Roles & Responsibilities

- To make an arrangement of overall transportation
- To manage the students while travelling in train
- To get the bus booked for internal transportation
- Seat and berth allotment in train
- To keep in touch with the driver of bus
- To note down Km and time of departures and arrivals

Finance Committee

1. Prathna Jadeja
2. Abhirajsinh Sindha

Roles & Responsibilities

- To give the money for all the expenditure regarding study tour
- To contact the students and collect money
- To maintain all the records and documents
- To assist all the members of the committee
- To prepare estimated budget for the study tour

Food Committee

1. Dipak Sahu
2. Divya Sindha

Roles & Responsibilities

- To look up for a cook chef for the tour days
- To arrange food time between the rigid schedules

- To provide the breakfast and dinner on the regular time
- Try to provide healthy and heavy breakfast

Discipline Committee

1. Karishma Sindha
2. Dharmesh Parmar
3. Pankaj Parmar
4. Ukta Parmar

Roles & Responsibilities

- To maintain harmonious environment throughout the group
- Make sure NO nuisance happens throughout the tour
- To see the wholesome group accepts professional wardrobe
- To behave in a proper way with each and every people you meet

Standby Committee

1. Pinkal Jadhav
2. Vikram Chauhan
3. Parth Parmar

Roles & Responsibilities

- To help & support the other committees work
- To be ready for work if any emergency work
- To look after the health of students during the study tour
- To carry basic medicines and first aid kit during study tour

Recreation Committee

1. Vikram Chauhan
2. Parth Parmar
3. Dipak Sahu
4. Dhaval Mistry

Roles & Responsibilities

- Entertainment, Sightseeing, Creativity
- To organize the recreational programme at the end of the day

SCHEDULE OF STUDY TOUR

SR. NO	DATE	PARTICULAR/ ADDRESS	KM	TIME	CONTACT PERSON
1	07/10/2023	Anand to Pune Railway Station	596	09:13 PM	----
2	08/10/2023	Pune Railway stationto J P Naik Center for Education & Development	11	09:00 AM	J P Naik Center for Education & Development Jijai Nagar, Kothrud, Pune, Maharashtra 411038
3	09/10/2023	Aditya Birla Memorial HospitalAditya Birla Marg, Chinchwad Pune Distance 19 KM Noorya Business & Banquet Hotel(31, Aditya Birla Hospital Marg, Thergaon, Pimpri Chinchwad Pune.)	38	10:00 AM 02:00 PM	Mr. Pramod Mishra (Asst. Manager-HR) 9881123048 Suchitra Jadhav Assistant Manager Human Resources 02061320000 /11/22/33, 777 0015 300/01/02/03

4	10/10/2023	<p>Karve Institute of Social Service</p> <p>18, Hillside, Karvenagar, Pune 5 Km</p> <p>Double Tree by Hilton Hotel C 32 MIDC Tata Motors Road, Chinchwad Pune</p> <p>22 Km</p>	51	<p>10:00 AM</p> <p>02:30 PM</p>	<p>Dr. Mahesh Thakur 9552398373</p> <p>Ms. Supriya Pandita Associate Director of Human Resources 020-6731 3333 9607925656</p> <p>Mr. Rishi Kukreja 7030021093</p>
5	11/10/2023	<p>Hercules Hoists Limited</p> <p>Gat No. 118/17, Wasuli, MIDC Ph-2, Chakan, Pune</p> <p>41 KM</p> <p>UNO MINDA B-6, MIDC, Chakan, Village Mahalunge, Tal. Khed, Dist. Pune 06</p>	80	<p>10:00 AM</p> <p>01:00 PM</p>	<p>Nilesh S. Khairnar Manager – HR & Administration 9860708610</p> <p>Mr. Rahul Khedkar Head HR- Switch Division 9822509264</p>

6	12/10/20 23	<p>Bajaj INDEF Plant Hercules Hoists Limited</p> <p>(Hercules Hoists 43/2B, Savroli-Kharpada Road, Dhamani, Khopoli, Khalapur, Raigad, Maharashtra, India – 410202</p> <p>86 KM</p>		<p>10:0 0 AM</p> <p>Khal apur Plant</p>	<p>Nilesh S. Khairnar Manager – HR & Administration 9860708610</p>
7	13/10/20 23	<p>Envison VFX</p> <p>Sr No 50, Konark Alpha, 8th Floor2, Nagar road, Kharadi, Pune, 411014</p> <p>18Km</p> <p>Symbiosis Centre for Management and Human Resource Development, Symbiosis InfoTech Campus, Plot. 15, Rajiv Gandhi InfoTechPark, Hinjawadi, Phase 1, Pune - 411 057</p>	80-90 KM	<p>10:00 AM</p> <p>02:00 PM</p>	<p>Nisha RB Aasistant Manager HR &Admin 9175635553</p> <p>Aarati Vaidya Assistant Administrative- Officer 9922367788 9730008614</p>

8	14/10/2023	MAPRO Foods Park 79 Km NH-4 Surur Wai Road, 122, Shendurjane (Sightseeing after visit MAPRO- Mahabaleshwar)	300	09:00 AM	Mr. Satish Pawar 8669132747 Mr. Vijay Bhilare 9049578527
9	15/10/2023	Lonavala and Khandala Sightseeing	300	08:00 AM	----
10	16/10/2023	Katraj Dairy Pune – Satara Road, Opp. Rajiv Gandhi Udyan, Katraj, Pune		10:00 AM	Akash (Training Officer) 9021799375
11	16/10/2023	Pune to Anand	596	08:10 PM	

ABOUT PUNE



Pune is a sprawling city in the western Indian state of Maharashtra. It was once the base of the Peshwas (prime ministers) of the Maratha Empire, which lasted from 1674 to 1818.

It's known for the grand Aga Khan Palace, built in 1892 and now a memorial to Mahatma Gandhi, whose ashes are preserved in the garden. The 8th century Pataleshwar Cave Temple is dedicated to the Hindu god Shiva.

Culture:

Historical attractions include the 8th century rock-cut Pataleshwar cave temple, the 18th century Shaniwarwada, the 19th century Aga Khan Palace, Lal Mahal and Sinhagad fort. Shinde Chhatri, located at Wanowrie, is a memorial dedicated to the great Maratha general, Mahadaji Shinde (Scindia).

The old city had many residential buildings with courtyards called Wada. However, many of these have been demolished and replaced by modern buildings. A renowned wada in Pune is the last residential palace of the Peshwa called Vishrambaug Wada which is currently being renovated by the city corporation. The city is also known for its British Raj bungalow architecture and the Garden Cities Movement layout of the Cantonment from the early 20th century.

Festivals:

Ganesh Festival is widely and publicly celebrated in Pune. Lokamanya Bal Gangadhar Tilak started the public celebration of the festival as a means to circumvent the colonial British government ban on Hindu gatherings through its anti-public assembly legislation in 1892. Pandals with Ganesh idols are erected all across Pune. Many Ganesh mandals display live or figurine shows called Dekhava during the festival. These shows often carry socially relevant messages. Processions of Ganpati are accompanied by Dhol-Tasha pathaks (groups who play Dhol-Tasha percussion instruments). Involvement of these pathaks has become a cultural identity of Pune with there being over 150 such groups operating in and around Pune. Jnana Prabodhini, a social organisation in Pune is widely accredited for founding the tradition of Dhol-Tasha pathaks



ABOUT VISITED AGENCIES

DAY: 1

Visit-1: ADITYA BIRLA MEMORIAL HOSPITAL



MSW-HR students had an insightful session with Mr. Rahul Khedkar, the Head of HR, and his team at UNO Minda Industries Ltd. Chakan, specifically in the Switch Division. The session provided a valuable opportunity for the students to gain practical knowledge and industry insights from professionals in the field. Mr. Khedkar shared his expertise and experiences in HR management, discussing various aspects such as talent acquisition, employee engagement, performance management, and organizational development. The students had the chance to interact with the HR team, ask questions, and learn about the challenges and best practices in the HR domain.



In addition to the session, the students also had the privilege of visiting the plant of UNO Minda Industries Ltd. in Chakan. This gemba visit allowed them to witness firsthand the operations and processes involved in manufacturing automotive switches. They were able to observe how different departments collaborate and contribute to the overall production process. The visit provided a practical understanding of lean manufacturing principles, quality control measures, and safety protocols implemented by the company.

Overall, this session and gemba visit proved to be an enriching experience for MSW-HR students as they gained valuable insights into HR practices and witnessed real-world applications of their theoretical knowledge within a manufacturing setting.



Visit-2: NOORYA - BUSINESS & BANQUET HOTEL

NOORYA
BUSINESS & BANQUET HOTEL

The second visit of the day was Noorya Business & Banquet Hotel. Noorya Business and Banquet Hotel is the best value hotel for corporate travellers who wish to visit Hinjewadi, wakad and PCMC MIDC. There are 117 well-appointed rooms and-dine in our all day multicuisine coffee shop with 24/7 room service. For medical tourists, we are an ideal destination right opposite Aditya Birla Hospital.

Ms Suchitra Jadhav (HR Assistant Manager) & Ms Mrunal took us for a property visit. At their we had meet with the members of the hotel and got details about working procedures of the hotel and the services they are providing. Ms. Suchitra shared information about HR practices in attrition rates in the hotel industry and the minimum cost to maintain human resources. Mr. Prakash (Director Operations) shared his personal experience of maintaining time management, passion, grooming, personality, co-ordination and team building.

The session was further added with day to day human resource planning along with preparing a monthly calendar. At last the session ended with Mr. Prakash explain his success sutras in HR profession.





DAY: 2

Visit-1: KARVE INSTITUTE OF SOCIAL SERVICE

Karve Institute of Social Service, Karvenagar (Dist. Pune) was established on 9th November 1963 and founded by social reformer Bharat Ratna Maharshi Dr. Dhondo Keshav Karve. It is one of the premier colleges established to impart & provide in the field of higher education for the deserving candidates and prove to be a milestone in the part of progress.

The college is affiliated with Savitribai Phule Pune University, Pune and recognized by the University Grants Commission (UGC) under section 2(f) & 12(B) under Act, 1956. It is re-accredited by National Assessment and Accreditation Council (NAAC) with "A" Grade (CGPA Score 3.29 on a 4 Point Scale in 3rd Cycle) on 19th February 2016.

The Institute has established its credibility at international and national level through its quality education, excellent achievements, and contribution to academics, research, consultancy and training, policy and programs.



Visit-2: DOUBLETREE BY HILTON HOTEL

PUNE - CHINCHWAD



The MSW-HR students had an insightful session with the HR team at Doubletree by Hilton Hotel Pune, where they gained valuable knowledge about various aspects of human resources management in the hospitality industry. The session covered by Ms. Supriya (Associate Director of HR) & Mr. Rishi (Training Officer-HR) topics such as recruitment and selection, training and development, performance management, employee engagement, and compensation and benefits.

The HR professionals shared their experiences and provided practical examples to help the students understand the challenges and best practices in managing a diverse workforce in a hotel setting. Additionally, the students were given a property tour of the hotel, which allowed them to observe firsthand how HR policies and practices are implemented in a real-world hospitality environment.



DAY: 3

Visit-1: HERCULES HOISTS LIMITED



HR students visit the HERCULES HOISTS LIMITED manufacturing industry to gain practical insights into the HR practices and challenges specific to this sector. Mr. Nilesh Khernar working as a Manager HR & Administration who are actively engaged with the students. He covered POSH Prohibition of Sexual Harassment, MIS (Management Information System).

This visit provides an opportunity for students to observe and understand how HR functions are carried out in a manufacturing setting, as well as the unique considerations and strategies employed by HR professionals in this industry. The students learned about various aspects of HR management in manufacturing, including recruitment and selection, training and development, performance management, compensation and benefits, employee relations, and health and safety, Industrial Relations, trade unions through the interactive session.



Visit-2: CREAT - UNO MINDA ENTERPRISE



MSW-HR students had an insightful session with Mr. Rahul Khedkar, the Head of HR, and his team at UNO Minda Industries Ltd. Chakan, specifically in the Switch Division. The session provided a valuable opportunity for the students to gain practical knowledge and industry insights from professionals in the field.

Mr. Khedkar shared his expertise and experiences in HR management, discussing various aspects such as talent acquisition, employee engagement, performance management, and organizational development. The students had the chance to interact with the HR team, ask questions, and learn about the challenges and best practices in the HR domain. In addition to the session, the students also had the privilege of visiting the plant of UNO Minda Industries Ltd. in Chakan.

This gemba visit allowed them to witness firsthand the operations and processes involved in manufacturing automotive switches. They were able to observe how different departments collaborate and contribute to the overall production process. The visit provided a practical understanding of lean manufacturing principles, quality control measures, and safety protocols implemented by the company.

Overall, this session and gemba visit proved to be an enriching experience for MSW-HR students as they gained valuable insights into HR practices and witnessed real-world applications of their theoretical knowledge within a manufacturing setting.



DAY: 4

Visit-1: BAJAJ INDEF PLANT



As part of their study tour, MSW-HR students visited Hercules Hoists Ltd. (Bajaj Indef) in Khalapur, where they were given a comprehensive session on HR policies, employee welfare, labour codes, legal compliances, learning and development, and HR practices. The session was led by Mr. Nilesh Khairnar (Manager- HR & Admin) & his team, who provided valuable insights into the inner workings of the organization and the various initiatives they have implemented to ensure the well-being and productivity of their employees.

The students were also given a plant visit, where they were able to see firsthand the various manufacturing processes and facilities that the company has in place. Overall, this visit provided MSW-HR students with valuable practical knowledge about HR management in a real-world organizational setting. They were able to witness firsthand how Bajaj Indef implements various HR policies and practices to create a conducive work environment that promotes employee well-being and organizational success.



DAY: 5

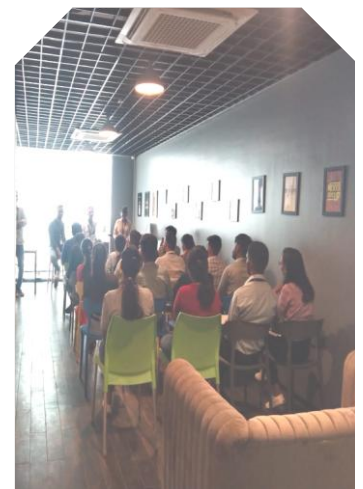
Visit- 1: ENVISION VFX



Envision VFX Private Limited, a leading visual effects and animation studio based in Pune, India, welcomed a group of MSW HR students for a visit and a session on its HR policies and practices. The students were given a comprehensive tour of the studio, where they were introduced to the various departments and teams that work together to create stunning visual effects and animations for films, television shows, and other media.

During the session, Nisha R B (Assistant Manager - HR & Admin) and her team at Envision VFX shared their policies and practices, which focus on creating a positive and inclusive work environment, fostering creativity and innovation, and providing opportunities for professional growth and development. The students were impressed by the studio's commitment to diversity, equity, and inclusion, as well as its emphasis on work-life balance and employee well-being. One of the key takeaways from the session was the importance of having a clear and well-defined HR strategy that aligns with the company's overall goals and objectives.

The HR team at Envision VFX shared their approach to talent acquisition, retention, and development, which includes a range of initiatives such as training and development programs, performance management, and employee engagement activities. Overall, the visit and session provided the MSW HR students with valuable insights into the HR policies and practices of a leading visual effects and animation studio, and gave them a better understanding of the importance of HR strategies in supporting business objectives.



Visit:2 SYMBIOSIS INTERNATIONAL UNIVERSITY



MSW HR students had the opportunity to visit the Symbiosis Centre for Management and HRD (SCMHRD) for a campus tour and a session on Industrial Relations. The visit aimed to provide students with practical exposure to the field of HR and deepen their understanding of industrial relations in a real-world context. During the campus tour, the students were able to explore the state-of-the-art infrastructure and facilities offered by SCMHRD, including well-equipped classrooms, a library, computer labs, and recreational areas. This allowed them to gain insights into the learning environment and resources available at the institution. The students were introduced to the fundamental concepts of industrial relations, including the relationship between employers and employees, collective bargaining, dispute resolution mechanisms, and labor laws. Through interactive discussions and case studies, the students were able to analyze real-life scenarios related to industrial relations issues such as strikes, lockouts, negotiations, and employee grievances.

The faculty members shared their expertise and practical insights gained from their extensive experience in the field. This allowed the students to develop a deeper understanding of the complexities involved in managing employee relations within organizations. Overall, the visit to Symbiosis Centre for Management and HRD proved to be an enriching experience for the MSW HR students. It provided them with a holistic understanding of the academic and practical aspects of HR management, specifically focusing on industrial relations. The campus tour allowed them to witness the excellent



DAY: 6

Visit-1: MAPRO

Mapro is a leading innovator in the processed food industry, located around the idyllic hill towns of Mahabaleshwar & Panchgani in Western India. We manufacture jams, fruit syrups, crushes, squashes, dessert toppings, ketchup, fruit jellies, premium chocolates and snacks. Mapro's products are known for their wholesome taste and quality, as well as their natural goodness and nutritive value.

The logo for Mapro, featuring the word "Mapro" in a bold, red, rounded font with a white outline. A small green leaf is positioned above the letter 'o'.



DAY: 7

Visit-1: KATRAJ DAIRY:

As part of their study tour, MSW-HR students have the opportunity to visit the Karve Institute of Social Service in Pune. This visit serves as a valuable learning experience for the students, allowing them to gain practical insights into the field of social service, human resources and CSR. The Karve Institute of Social Service is renowned for its expertise in social work education and research. During the visit, students have the chance to interact with faculty members Dr. Mahesh Thakur & Dr Sharmila Ramteke who are actively engaged in social service and HR practices. They also provided the students with a deeper understanding of various aspects related to HR & CSR in the context of social service organizations.

Additionally, students may also get the chance to observe and participate in hands-on activities and CSR project undertaken by the institute, further enhancing their practical knowledge and skills. Overall, this visit to the Karve Institute of Social Service is an integral part of the MSW-HR program, enabling students to bridge the gap between theory and practice while immersing themselves in a real-world setting.



LEARNINGS

HR PRACTICES

Manpower planning and budgeting:

- ✓ Right quantity of people
- ✓ Right quality of people
- ✓ Right time
- ✓ Right job

Process of manpower planning:

- ✓ Forecasting
- ✓ Goals of or organization
- ✓ Utilization of manpower
- ✓ For programs and implementation
- ✓ For maintaining production level

Recruitment:

Right person to the right job with organization budget

Process:

1. Preparing: vacancy in take (JD ,JS)
2. Sourcing: talent pool
3. Screening: screen resume, phone screening, give realistic job review
4. Selecting: close contact, use interview, structure the process
5. Hiring: background check etc.
6. On - boarding

Recruitment sources:

1. Internal
2. External

Current sources of recruitment:

1. Nakuri.com
2. Linked in
3. Social media
4. Portal
5. Indeed

Orientation:

- ✓ Program for briefing new employees on introduction of organization. Benefits programs, rules and regulation.

Job description:

- ✓ Job title, job location, job summary, reporting to duties, working conditions, role, salary and allowances.

Job specification:

- ✓ Qualifications, experiences, skill, responsibilities.

HRP (Human Resource Planning):

- ✓ For the festival gifts, manpower planning, training program, bonus, fringe benefits etc.

Training needs identification:

- ✓ Educational activities within a company created to enhance the knowledge and skill of employees while providing information and instruction on how to better perform specific tasks.

METHOD OF TNA:

1. On the job training: job instruction training, apprenticeship, job rotation, coaching , mentoring
2. Of the job training: Lectures, case –study, role play, seminar, group discussion.

Skill matrix analysis:

- ✓ Current skill – recurred skill. Every year ready skill matrix for every employee who work in organization.

Performance management: it's a continuous process. TO create an environment where people can perform to the best of their abilities to produce the highest – quality work efficiently and effectively.

Elements: Planning

Monitoring

Developing

Rating

Rewarding

Example: for create a rating system for performance appraisal.

Performance Appraisal:

- ✓ In the every organization using different – different method for performance management system.

Example: 360 feedbacks

1 to 5 rating

MBO

Rewarding System

- ✓ Reward system using for the motivated employees for the effectively and efficiently work. As HR create a attractive rewarding system for the motivated employees.

Example: best employee in the month, traveling ticket, dinner, lunch, movie ticket, award, certificate etc.

Goal Bank:

- ✓ In the every firm / industry and company ready departmental level goal and every employees goal is different through this practices increase salary scale in the performance appraisal and this practice draw in March.

Example: Sales department goal that sales 100 items during the year and at the end of the year analysis of marketing department performance. And if marketing department employees not achieve goal so provide training and development for achieve his goal.

HR Audit:

HR audit different to other department audit mining examination of the record.

Example: Employee data maintain

Policies

Improvement

Practices

Programs

Types of Audit: Internal & External

Employee Engagement:

- ✓ Employee engagement activity meaning to connect with employees with the organization and value of employees. If employees connect with organization and understanding of his work he gives his best efforts for his work.

Example: Festival celebration, birthday celebration of employees, gifts, sport day, lunch, dinner, employees' games, work place parties, training programs, competitions etc. celebrate of personal and professional achievement etc.

Fringe Benefits:

Fringe benefits are referring perks or extra compensation over and above regular salary. Fringe benefits motivated employees for improve his work performance.

Example: Health insurance, Life insurance, Rewards, Educational benefits etc.

Labour Turnover:

If labour leave the organization as a HR identifying why labour leave the organization make making strategies for the minimize labour turnover.

Example: working conditions, Social security, Welfare, Safety, Health, Leaves, Working hours etc.

DATA MAINTAIN:

✓ In the every organization maintain service book of every employees and labour.

Example: in the service book many document is necessary like pan card passbook, Aadhaar card, appointment latter, nominee from, gratuity nominee, resume and experiences Etc depend on organization.

- ✓ Leave policy
- ✓ ISO Audit
- ✓ Competency Mapping
- ✓ OD Intervention
- ✓ Diversity Management
- ✓ Minimize absenteeism of employees
- ✓ Challenges of HR role in Services Sector and Manicuring Sector
- ✓ Job Post
- ✓ CTC
- ✓ Gross Salary
- ✓ Net Salary
- ✓ Wages
- ✓ Allowances
- ✓ Key Result Area
- ✓ Types of Employee
- ✓ Resume Analysis
- ✓ Leave Encashment
- ✓ Quality Management
- ✓ LIS (Learning Information System)
- ✓ Exit Interview

Industrial Relationship

In the symbiosis college of arts & commerce visited during study tour and attend session of IR in this session gain many valuable learning:

- ✓ Collective bargaining
- ✓ Poor IR
- ✓ Nature of work
- ✓ Lock out
- ✓ Retrenchment
- ✓ Lock off
- ✓ Strike
- ✓ Trade union
- ✓ Act importance
- ✓ Dispute resolving machinery under the industrial dispute act 1947
- ✓ Protect Employers and Employees right
- ✓ GIG worker
- ✓ Platform worker
- ✓ Casual worker
- ✓ Contract worker
- ✓ Permanent worker
- ✓ Job security
- ✓ Blue collar worker
- ✓ White collar worker
- ✓ Trade union

LEGAL COMPLIANCES:

A set of processes and procedures with a specific program to ensure adherence to government regulation and law.

- ✓ HR compliances is the process of ensuring that an organization adheres to the employee and labour laws of the state by setting up relevant policies and system .Any non compliances with the law and regulations can lead to business shutdown and decreased costs to heightened employee turnover rates.

ACTS:

1. FACTORY ACT (1948)

Under this act many provision like safety, health, welfare, leave, working conditions, working hours, hazardous.

Example: canteen, drinking water, spittoons, lifting machinery, medical staff

Maintain Register Under This Act:

- ✓ Accidental register
- ✓ Muster roll
- ✓ Register for adult worker
- ✓ Register of compensatory
- ✓ Holidays and overtime
- ✓ Register with leave with wages

2. PAYMENT OF BOUNDS ACT (1965)

- ✓ Every factory in 10 or more person are employed with the add off power
- ✓ Wages 21000 per month
- ✓ 30 working days in the relevant account year.
- ✓ Salary or wages includes DA but not other allowances OT, HRA, INCENTIVES, COMMISSION

Minimum: 8.33 % and Maximum: 20 %

Maintain register under this act: REGISTER - A, REGISTER - B, REGISTER - C

3. The Payment of Gratuity ACT (1972)

It is a mandatory and monetary benefit usually given at the time of employee separation from organization or retirement

Freely for service the employee has rendered to the organization for more than 5 years.
10 or more person

- ✓ 5 year years continues service
- ✓ On retirement or resignation
- ✓ On his death or disablement due to accident or disease

4. Industrial Dispute Act (1947)

This act was formed with the main objective of bringing peace and harmony to industrial disputes between parties and solving their issues in a peaceful manner.

- ✓ Strike
- ✓ Lockout
- ✓ Lock -off
- ✓ Retrenchment
- ✓ Conciliation officer
- ✓ Labour court
- ✓ Collective bargaining
- ✓ Adjudication

5. EMPLOYEE PROVIDENT FUND (1962)

6. EMPLOYEE STATE INSURANCE ACT (1848)

7. The workman compensation ACT (1923)

8. Trade union ACT (1926)

9. Standing orders ACT (1946)

10. The apprentices ACT (1961)

11. Maternity benefits ACT (1961)

12. Equal remuneration ACT (1976)

13. Pose ACT (2013)

14. Maharashtra pollution ACT

15. MINIMUM WAGES ACT (1948)

16. THE PAYMENT OF WAGES ACT (1936)

CSR

In the study tour visited Karve Institute of social and attend session of CSR

Definition:

- ✓ Corporate social responsibility is the continuing commitment by business to behave ethically and contribute to economic development while improving the quality of the workplace and their families as well as the local community and society at large.

Significance:

- ✓ It represent the acknowledge of a company's responsibilities towards the welfare of society, beyond its core profit making objective.

Types:

- ✓ Environmental responsibilities
- ✓ Ethical responsibilities
- ✓ Philanthropic responsibilities
- ✓ Economic responsibilities

The provision of CSR applies to every company fulfilling any of the following condition in the preceding financial year:

- ✓ Net Worth of more than RS. 500 crore
- ✓ Turnover of more than RS. 1000 crore
- ✓ Net Profit RS. 5 crore

LEARNIG: during the session we have learn many valuable learning like:

- ✓ Challenges of CSR
- ✓ Social change throughout CSR
- ✓ Areas if CSR
- ✓ CSR PROJECT
- ✓ CSR development stages
- ✓ How to implement CSR program
- ✓ Legal frame work of CSR
- ✓ How to monitoring CSR programs role in HR
- ✓ How to connect CSR in society development
- ✓ Types of CSR
- ✓ Benefits of CSR
- ✓ Seven principles of CSR

- ✓ CSR activities under schedule 7
- ✓ How can HR promote CSR activities
- ✓ Role of HR in shaping corporate culture
- ✓ Social reform
- ✓ Social problems
- ✓ History of CSR
- ✓ Urban and rural development
- ✓ CSR Research Program

Example of CSR activities throughout many Indians company's:

- ✓ Tata
- ✓ Infosys
- ✓ Reliance
- ✓ Tata steel limited
- ✓ Wipro
- ✓ Mahindra & Mahindra
- ✓ ONGC
- ✓ GODREJ CONSUMER PRODUCTS
- ✓ TATA GROP
- ✓ AMBUJA CEMENT

DETAILS ABOUT OUTINGS

AGA KHAN PALACE:

The Aga Khan Palace was built by Sultan Muhammed Shah Aga Khan III in the city of Pune, India. The palace was an act of charity by the spiritual leader of the Nizari Ismaili Muslims, who wanted to help the poor in the neighbouring areas of Pune, who were drastically hit by famine by offering them work.

The Aga Khan Palace is a majestic building. The palace is closely linked to the Indian freedom movement as it served as a prison for Mahatma Gandhi, his wife Kasturba Gandhi, his secretary Mahadev Desai and Sarojini Naidu. It is also the place where Kasturba Gandhi and Mahadev Desai died. In 2003, Archaeological Survey of India (ASI) declared the site as a monument of national importance. Aga Khan Palace is major attraction of photographers for various kind of photo shoot because of its special architecture, greenery and perfect for photography lighting.



SHANIWAR WADA:

The Shaniwar Wada was normally the seven-story capital building of the Peshwas of the Maratha Empire. It was supposed to be made entirely of stone. However, after the completion of the base floor or the first story, the people of Satara (the national capital) complained to the Chhatrapati Shahu I (Emperor) saying that a stone monument can be sanctioned and built only by the emperor himself and not the Peshwas.

Following this, an official letter was written to the Peshwas stating that the remaining building had to be made of brick and not stone. Even today if you visit and see the walls carefully, they are partly made of stone and partly of bricks. The Wada was then completed and upon being attacked by the British Artillery 90 years later, all the top six stories collapsed leaving only the stone base, which was immune to the British artillery. Hence only the stone base of the Shaniwar Wada remains and can be seen even today in the older parts of Pune.



DAGADUSHETH HALWAI GANAPATI TEMPLE:

The Dagadusheth Halwai Ganapati temple is a Hindu Temple located in Pune and is dedicated to the Hindu god Ganesh. The temple is visited by over hundred thousand pilgrims every year. Devotees of the temple include celebrities and chief ministers of Maharashtra who visit during the annual ten-day Ganeshotsav festival.

The temple is a beautiful construction and boasts a rich history of over 100 years. Jay and Vijay, the two sentinels made of marble catch the eye of all at the outset. The construction is so simple that all the proceedings in the temple along with the beautiful Ganesh idol can be seen even from outside. The Ganesh idol is 2.2 metres tall and 1 metre wide. It is adorned with nearly 40 kilos of gold. Daily pooja, abhisheka and the arti of Ganesh are worth attending. The lighting of the temple during the Ganesh festival is marvelous. Shrimant Dagdusheth Ganpati Trust looks into the maintenance of the temple.

The temple is situated in the centre of city, local shopping market is also the nearby temple. Various cultural activities like music concerts, bhajans, and Atharvasheersh recitation are organized by the trust.



BAPS SWAMINARAYAN MANDIR PUNE:

It was formed in 1905 by Yagnapurushdas (Shastriji Maharaj) following his conviction that Swaminarayan remained present on earth through a lineage of gurus starting with Gunatitanand Swami. Since 1971, under the leadership of Pramukh Swami Maharaj, the BAPS has grown strongly.



LONAVALA KHANDALA LAKE:

Located in the outer region of Lonavala, the Lonavala Lake is sourced by the Indrayani River and extends the best version of virgin beauty. Apparently, the lake is even called as the monsoon lake as it brims with an ample amount of water in the monsoons.



PRATAPGARH FORT MAHABALESHWAR:

The Maratha ruler Shivaji assigned Moropant Trimbak Pingle, his prime minister, to undertake the construction of this fort in order to defend the banks of the Nira and the Koyna rivers, and to defend the *Par pass*. It was completed in 1656. The Battle of Pratapgad between Shivaji and Afzal Khan, a general of Adil Shahi dynasty, was fought below the ramparts of this fort on 10 November 1659. This was the first major test of the fledgling kingdom's army, and set the stage of the establishment of the Maratha empire.

Pratapgad continued to be involved in regional politics. Sakharam Bapu Bokil, a well-known minister of Pune, was confined by his rival Nana Phadnis in Pratapgad in 1778. He was later moved from fort to fort until he died at Raigad. In 1796, Nana Phadnis, while escaping from the intrigues of Daulatrao Shinde and his minister Baloba, assembled a strong garrison in Pratapgad before heading to Mahad. In 1818, as part of the Third Anglo-Maratha War, Pratapgad was surrendered to the East India Company.



IMAGICAA AMUSEMENT THEME PARK:

Imagicaa is a themed entertainment destination featuring multiple themed experiences, an on-premise hotel, unique characters, innovative and unique attractions, thrilling rides and shows, meeting spaces, and major events.



FINANCIAL BUDGET

EXPENSE	PARTICULARS	ESTIMATED	ACTUAL
Accommodation	For 10 Days	50000	46800
Food (Sponsor)	For 11 Days	-	30000
Transportation	Railway, Bus, Metro	70000	50480
Sightseeing	Aga khan palace, Shaniwar Wada, Lonavala Khandala lake, Imagicaa amusement theme park	15000	14880
Miscellaneous	Other Expense	10000	23840
Total		145000	166000

EXPERIENCES OF FACULTY AND STUDENTS

Amit Patel:

The study tour of Pune was a resounding success, providing MSW HR students with a holistic learning experience that bridged theory and practice. I am confident that the insights gained during this tour will serve as a solid foundation for their future careers in human resources.



Alex Rathod:

As a faculty member and coordinator overseeing HR students' study tours, my experience has been both rewarding and challenging. Organizing study tours for HR students is a crucial aspect of their academic journey as it provides them with practical exposure to real-world HR practices, enhances their learning experience, and fosters personal and professional growth. The study tour for HR background students was an enriching and educational experience, designed to provide students with a deeper understanding of the industry and its various practices. The tour included visits to multiple organizations, each offering unique insights into the world of human resources. The students found the tour to be highly informative and engaging, with many citing the opportunity to interact with industry professionals as a key highlight. They appreciated the chance to learn about different HR practices and strategies employed by various organizations. The tour also helped them develop a better understanding of the challenges and opportunities facing the HR sector.



Alka Parmar:

It was my first study tour out of Gujarat. It was an educational tour as part of my academic experience and educational curriculum. It was great fun with friends. All the educational visits helped me gain knowledge and upgrade my skills by learning new concepts. And this can be helpful for my future career.



Vashali Makwana:

Pune study tour is a great experience which I ever had in my life study tour to expand the knowledge and information regarding the HR practices and different type of organization. Study tour helps the students to visualize the modern market situations for HR perception. Pune study tour gives me a best memory, from all visited organisation.



Aarti Chauhan:

Pune study tour is a great experience I learned so many things like personally & professionally that gives a practical knowledge of the company I learned about the role of HR in any organisations and learned HR policies and services what they gives to employee and management.



Prathna Jadeja:

Pune study tour is effective tool to the expand the knowledge and information regarding the HR practices and different roles and responsibilities of HR person in different types of organisation, with help of that students can define their objectives in effective manners to make the future bright and successful. Study tour help us student to visualize the modern market situation for the HR perception.



Dharmesh Parmar:

The study tour was a great learning experience, over and above being a very memorable one, as it helped students build memories that they will cherish for a lifetime.



Pinkal Jadav:

Study tour of Pune was amazing, it was great experience of my life, and I have visited many different types of industries like, manufacturing industries, service industries, and educational institutions. During this visits I learnt about human resource management. I enjoyed a lot in study tour, with the study I have also visited many places which I have never seen before, like Lonavala, Mahabaleshwar, and Shaniwarwada. It was great experience with the student friends and with the faculty.



Rushabh Patel:

My college organizes educational tours every year. These are very useful to students according to my point of view, as this educational trip was very informative. As being an MSW-HR student, I gained a chance to see and learned things in a practical manner. This type of learning cannot be achieved through books. This tour had made the learning curriculum interesting and informative. We had visited almost every sector of businesses where the involvement of HR practices had been utilized like Hotel industry, Hospital industry, manufacturing units of small and large enterprises. Where I had learned how they are working together for the achievement of organizational goal. As, to begin a carrier in HR profession I had come across with efficiency, effectiveness and impact to be understood. Adding to these I had learned along with academic capability these study tour had help me for building life skills such as an team work, communication, problem solving skills and individual decision making where needed according to my



Dhaval Mistry:

I have collected a lot of knowledge of CSR activities from Karve Institute of social work Pune; we use raw materials and create waste out of the best products. HR role in hotel management. Bajaj Indef gives "Spine Software " many functions, contacts employees at any time uses the location of the employee, and the employee leaves details with many useful tools to show and communicate with companies, hotels, institutions, hospitals, and our teachers & classmates such a great experience lifetime memorable. Imagicaa on adventure day, on a Giants ride to enjoy with friends & teachers, first time view Indian beautiful places in media, last share our experiences by Imagicaa on camera and learned management of budgeting system, reporting daily night, attend meetings, play games with teachers & friends very good memory. Thanks to the N.s Patel Arts (Autonomous) College managed by S.P.E.T. for Organized this Study Tour.



Nainesh Bhoi:

The Pune study tour experience was an enriching and memorable one. Pune, also known as the "Oxford of the East," is a city in Maharashtra, India, renowned for its educational institutions and rich cultural heritage. During the study tour, we had the opportunity to visit various educational institutions, including renowned universities, colleges, and research centers. Apart from academic visits, we also explored the cultural and historical aspects of Pune. One of the highlights of the study tour was the opportunity to attend seminars and workshops conducted by experts in various fields. We made new friends and exchanged ideas, fostering a sense of global citizenship and understanding. The experience of living in a different city for a few days helped us develop independence and adaptability. Overall, the Pune study tour was a transformative experience. It provided us with a holistic learning experience, combining academic, cultural, and personal growth. The memories and lessons learned during this tour will stay with us for a lifetime, shaping our perspectives and aspirations.

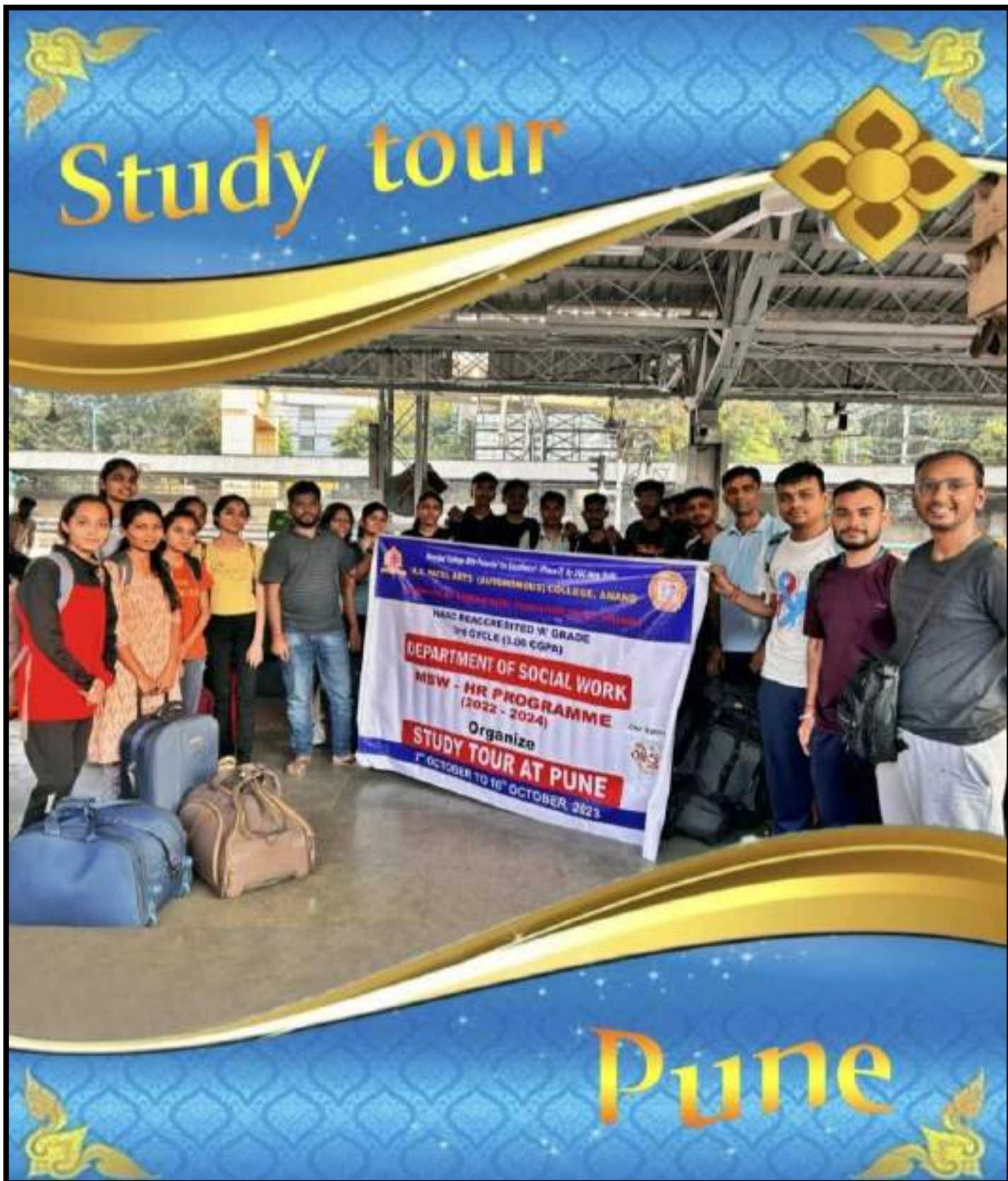


Vaibhavi Pujara:

- It was the wonderful experience of study tour to Pune. One of the best experience to visit the hotel where we got the information & experience about the hospitality & HR function. Mainly the food served was awesome.
- Visit to Birla memorial hospital good there we got the information about the function & statutory compliance.
- Unforgettable experience was of industrial visit where we learnt various information related to HR & their roles & responsibilities.
- Over we totally enjoyed the study tour which will be beneficial in our future career.



PHOTO GALLERY



ADITYA BIRLA MEMORIAL HOSPITAL



NOORYA - BUSINESS & BANQUET HOTEL





DOUBLETREE
BY HILTON™













Maprö









METRO TRIP



LONAVALA, KHANDALA & MAHABALESHWAR





Imagicaa

theme park • water park • snow park • hotel







FUN Time



J.P.Naik Center for Education
&
Development





EVALUATION MEETING



**STUDY TOUR 2022-24
MSW-HR(PUNE)**

એન. એસ. પટેલ આર્ટ્સ (ઓટોનોમસ) કોલેજ, આણંદના સમાજકાર્ય વિભાગ દ્વારા પુણે ખાતે MSW-HRના વિદ્યાર્થીઓ માટે સ્ટડી ટૂર યોજાયો

આણંદ, તા. ૨૫ સરદાર પટેલ એજ્યુકેશન ટ્રસ્ટ સંચાલિત એન. એસ. પટેલ આર્ટ્સ (ઓટોનોમસ) કોલેજ, આણંદના સમાજકાર્ય વિભાગ દ્વારા તારીખ ૦૭ ઓક્ટોબર, ૨૦૨૩ થી ૧૬ ઓક્ટોબર, ૨૦૨૩ સુધી મહારાષ્ટ્રના પુણે શહેર ખાતે અભ્યાસક્રમના ભાગ રૂપે MSW-HRના વિદ્યાર્થીઓ માટે સ્ટડી ટૂર યોજાયો હતો. જેમાં MSW-HRના દ્વિતીય વર્ષમાં અભ્યાસ કરતા ૨૦ વિદ્યાર્થીઓ અને બે અધ્યાપકો સહભાગી બન્યા હતા. દર વર્ષે સમાજકાર્ય વિભાગ દ્વારા વિદ્યાર્થીઓના અભ્યાસક્રમની સાથે પ્રેક્ટીકલ શિક્ષણ પણ આપવામાં આવે છે. જેમાં મહારાષ્ટ્રના પુણે શહેરમાં આવેલા ADITYA BIRLA MEMORIAL HOSPITAL, NOORYA HOMOTEL, KARVE INSTITUTE OF SOCIAL



SERVICE, BAJAJ INDEF, MAPRO FOODS PVT. LTD., KATRAJ DAIRY વગેરે સંસ્થાઓની મુલાકાત લીધી હતી. અભ્યાસ પ્રવાસની સાથે પ્રવાસન સ્થળો આગાખાન પેલેસ, દગડું શેઠ મંદિર, શનિવાર વાઘ, લોનાવાલા, ખંડલા, પંચગીની, મહાબલેશ્વર, IMAGICAA અને સ્વામીનારાયણ મંદિરની પણ મુલાકાત લીધી હતી.

આ સ્ટડી ટૂર કો-ઓર્ડિનેટર પ્રા. અમિત પટેલ અને પ્રા. એલેક્સ રાહીડના નેજા હેઠળ યોજાયો હતો. સમગ્ર સ્ટડી ટૂર સરદાર પટેલ એજ્યુકેશન ટ્રસ્ટના મેનેજિંગ ટ્રસ્ટી તથા મંત્રી ડૉ. ભીખુભાઈ પટેલ અને કોલેજના આચાર્ય ડૉ. મોહન પટેલના માર્ગદર્શન હેઠળ સફળ બન્યો. જેથી ટ્રસ્ટ અને કોલેજ પરિવારે સૌને સુભેચ્છાઓ પાઠવી હતી.

INDEF BUZZ

October 2023

Bajaj Indef Hosts N. S. Patel Arts College's Insightful Industrial Visit!

It's a significant role as the host. Bajaj Indef welcomed students from N. S. Patel Arts (Autonomous) College, Anand, Gujarat, on an enriching industrial visit. This event underscores Bajaj Indef's commitment to imparting practical knowledge and experiences to the next generation.

On October 12, 2023, the HR Admin team facilitated the visit of 20 students and two faculty members from the Department of Social Work to explore Bajaj Indef's workplace and Chakan plants. The visit was a meticulously planned educational journey, ensuring that students gained meaningful insights into industrial practices. Safety remained a top priority during the visit, with students required to don safety PPE kits, including safety shoes, ensuring their well-being while experiencing the shop floor.

A standout moment during the visit was the one-hour session with Bajaj Indef's HR team. This session provided a unique opportunity for students to delve into real-world HR operations and understand the nuances of industrial practices. It exemplified Bajaj Indef's dedication to knowledge sharing and the promotion of experiential learning.

Bajaj Indef takes immense pride in hosting N. S. Patel Arts College and anticipates continued interactions that enhance the synergy between academia and industry. Our organization remains committed to fostering the growth of future professionals contributing to their Indian education.

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