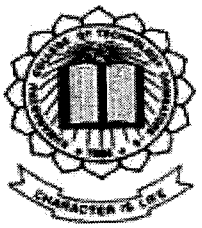

P-1994

# A STUDY OF THE SKILL MATRIX AND ANALYSIS OF TRAINING NEEDS OF EMPLOYEES OF ROOTS INDUSTRIES LIMITED, COIMBATORE

By

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Coimbatore

A PROJECT REPORT

Submitted to the

FACULTY OF MANAGEMENT STUDIES
In the partial fulfillment of the requirement
for the award of the degree

of

**MASTER OF BUSINESS ADMINISTRATION**

June, 2007

# BONAFIDE CERTIFICATE

DEPARTMENT OF MANAGEMENT STUDIES

**KUMARAGURU COLLEGE OF TECHNOLOGY**
**COIMBATORE**

# BONAFIDE CERTIFICATE

Certified that this project titled **A STUDY OF THE SKILL MATRIX AND ANALYSIS OF TRAINING NEEDS OF EMPLOYEES OF ROOTS INDUSTRIES LIMITED COIMBATORE** is the bonafide work of **Ms.P.VIJAYALAKSHMI (Reg. no : 71205631060)** who carried out this research under my supervision. Certified further , that to the best of my knowledge the work reported herein does not form part of any other project report or dissertation on the basis of which a degree or award was conferred on an earlier occasion on this or any other candidate.

**Prof. Col. Mr. N. Jothilingam**
**Project Guide**

**Director**

Evaluated and viva-voce conducted on ....2.7.2007.....

**Examiner 1**

**Examiner 2**

SL. No. : 1944 Date : 15.06.07

# PROJECT / INPLANT TRAINING / INTERNSHIP CERTIFICATE

This is to certify that ~~Mr.~~ / Ms. P. VIJAYALAKSHMI

MBA II nd year student of K.C.T. BUSINESS SCHOOL

has done / undergone / a Project / ~~Inplant training~~ / ~~Internship~~ on

"A STUDY OF THE SKILL MATRIX AND ANALYSIS OF TRAINING NEEDS OF EMPLOYEES

in our ROOTS INDUSTRIES LIMITED during

the period from JAN'07 to JUNE'07

During this period ~~his~~ / her conduct was GOOD.

(KAVIDASAN)
GENERAL MANAGER - CORPORATE HRD.

# DECLARATION

I here by declare that the project work entitled **"A STUDY ON THE SKILL MATRIX AND TRAINING NEED ANALYSIS OF LABOURS IN ROOTS INDUSTRIES LIMITED, COIMBATORE".** Submitted in partial fulfillment of requirement for the degree of Master of Business Administration, Anna University is of my original work and that no part of this report has been submitted for the award of any other degree, diploma, fellowship or any other similar titles.

Date: C.B.E.

Place: 1.6.2007.

P. Vijayalak

(P. VIJAYALAKSHMI)

# EXECUTIVE SUMMARY

# EXECUTIVE SUMMARY

This project titled " A study of on the skill matrix and training need analysis is done in Roots industries limited, Coimbatore" is conducted during the period of jan 2007- apr 2007 . The main aim of the project is to study the efficacy of the existing skill matrix and to analyse training needs for all skill the set of the employees of the unit.

The questionnaire was prepared taking in to account the general skills , functional skills and environment management system awareness among the respondents. An effective questionnaire was developed with the help of organization guide, administered to the respondents and then data was collected.

After collection of data, it was rated using appropriate statistical scales and a skill matrix is drawn. The gap between existing and expected skill level is found out using a radar chart. Later every skill is sorted out and level of the respondent in every particular skill is found out.

This skill matrix is greatly helpful in finding the skill gap and planning the training programme as needed .

# ACKNOWLEDGEMENT

# ACKNOWLEDGEMENT

Words are inadequate to express my heartfelt gratitude to ALMIGHTY GOD for the glorious blessing, infinite mercy, abundant love and spiritual guidance throughout.

I express my sincere gratitude to our beloved correspondent Prof. Dr. K. Arumugam, the prime guiding sprit of Kumaraguru College of technology.

I extend my heartfelt thanks to Principal Dr.JosephV.Thanikal, Kumaraguru College of Technology, for providing facilities to do this project.

I endeavor my sincere gratitude towards my guide Senior lecturer Prof.Col.Mr.N.Jothilingam, who has extended his guidance throughout this project.

I extend my sincere thanks and gratitude to Roots Industries Limited for permitting me to do the project. Specially, I would like to thank Mr.Kavidasan Head corporate HRD, Mr.Sampathkumar Associate head training and development and Mr.Kannan Associate Production for extending their co-operation and guiding me to complete this project.

I also express my sincere thanks and appreciation to my friends and family members who helped me in the completion of this project successfully.

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# CHAPTER 1

# INTRODUCTION TO THE STUDY

# CHAPTER – I

# INTRODUCTION

## 1.1 BACKGROUND OF THE STUDY

**Skill :**

Skill is defined as practical ability or cleverness, Skills represent ones talents, abilities, and aptitudes. In short, what one is good at doing. Many people believe they have few skills, or that they do not have the right ones. In fact, the average person has numerous skills they do not give themselves credit for having, but yet possess. One has been acquiring these skills throughout his life. Discovering ones skills and abilities is an important key to making career choices.

There are different types or groups of skills:

Self management, transferable, and work content. It is the level of skill that a person has which is relevant to his job will reflect in the performance of his job.

**Skill matrix** is a systematically developed table which lists each and every specific skill that any particular job needs in an organization, the level of skill in each area is ranked in the matrix from that the skill level of the employee can be determined.

The study is conducted in the background of finding the existing skill level of each employee in Roots industries limited, there are totally twenty seven skills that are required out of which, seven are vital for employees at the operator level. This study is used to find out the current level in these skills and the required level, so that the gap can be bridged by identifying training needs and then imparting required training in a planned manner.

## 1.2 REVIEW OF LITERATURE

### Review 1

**Skill Levels of Manual Workers and Beliefs about Work, Management, and Industry: A Comparison of Craft and Non-Craft Workers in Edmonton**

This paper is concerned with the relationship between skill level and left/right orientation toward worker-management relations. The paper begins with a description of a backcloth of contradictory hypotheses on this relationship in the literature. Then the relationship is explored for samples of craft and non-craft workers drawn from two different plants in Edmonton, Alberta. The relationships between skill level and left/right orientation showed different directions for workers from the different plants. Alternative interpretations of the results are discussed.

Julian Tanner *Canadian Journal of Sociology / Cahiers canadiens de sociologie*, Vol. 9, No. 3 (Summer, 1984), pp. 303-318

### Review 2

Skill Matrix Enables Suggestion System

The researcher received a call from a kaizen facilitator who was concerned that their suggestion system was losing steam. We went to their Gemba to find out what was going wrong. They are a high volume food processing operation. In the case of this company, there were too many things the maintenance team needed to do between kaizen newspaper action items from kaizen events and all of the workers' good suggestions. This resulted in a perception by the workers that the management was not supporting the suggestion system. This was not the case, but management also needed to keep costs down and could not justify hiring additional skilled maintenance workers.

He introduced them to the skill matrix, a simple and visual tool to show who has training and experience in what skill.They found that certain people had some mechanical skill and even maintenance experience. These people could take on some of the simpler

equipment modifications or assist in the maintenance crew on bigger projects. As a result of using the skill matrix to involve workers in the implementation, they are completing suggestions quicker. The kaizen facilitator reports that the workers are coming up with better (smaller and more practical) kaizen ideas.

This led to further discussion with their management of the need for a full TPM program including Autonomous Maintenance and developing the maintenance skills and mindset of the operators.

By Jon Miller - November 10, 2005

skill matrix and Lean Manufacturing thoughts Gemba Panta Rei.htm

Review 3

Empact solutions success with skill matrix

The Story

The relationship started as a quality assurance project with Empact Solutions, a New York based leading provider of independent Service Quality Intelligence. This small project culminated into a long-standing relationship where Millennium now manages most of Empact's GUI development, all of the data warehousing architecture/development, and all of the quality assurance. Within one and half year, by repeatedly delivering on or before schedule and by exceeding expectations, Millennium has moved from being the small team executing on testing tasks to being a trusted technology partner

Millennium team had gone beyond the call of duty to acquire domain knowledge of Empact's business though only minimal domain knowledge was required for system testing.This allowed Millennium to:

a. Alert the Empact team of potential design flaws – Given Millennium's software design expertise coupled with the newly acquired skill matrix, the Empact team was able to avoid costly and embarrassing mistakes in the product.

b. Help re-architect and redesign several key components of the product shortly after the first release in a point release.

WWW. Millennium's success with Empact Solutions Inc.htm

Review 4

New work systems and skill requirements.

The notion that there can be a new and superior relationship between production systems, work organization and skills has become a policy consideration in many industrialized countries seeking to improve competitiveness without reducing wage standards. Piore and Sable began the debate by arguing that customers would increasingly turn to products tailored to their specific needs and would be willing to pay a premium for them.(1) A more flexible system of work organization would be needed to provide such customized products and this, in turn, would require a workforce with higher skills. The production system they envisioned would have more of a craft orientation than that associated with traditional mass production techniques and, in addition to greater competitiveness, would offer greater worker control and higher wages something for everyone.

The production systems that are emerging as dominant in manufacturing, however, seem to offer something less -- especially in their effects on skills.

There is a long tradition in behavioural science of efforts to reform the organization of work. These efforts take as a starting point the fact that the mass production techniques associated with scientific management do not meet the psychological and social needs of workers. The focus of these arguments is the employee and the job, not the organization

or production system. Here, job design and work organization are seen as sources of improvements in performance which are viewed as largely independent of the specific production system. The key assumptions in this approach are that these work practices are applicable whatever the organization and context, that they improve the performance of individual workers by better meeting their needs

Journal article by Peter Cappelli, Nikolai Rogovsky; International Labour Review, Vol. 133, 1994

Review 5

Deciphering Prometheus: Temporal Change in the Skill Level of Work

Major hypotheses about temporal change in the skill levels of work correspond to notions of upgrading, downgrading, and little net change. This paper identifies reasons why research has been equivocal on the larger question. Research designs yield differing conclusions: aggregate studies suggest little net change in recent years; case studies portray more volatile upgrading and downgrading within subsectors. A comprehensive answer to the question of skill transformation will require more systematic assessment of compositional and work content shifts, more complete sampling of the temporal and spatial domain, and better concepts and measures for skill. An improved approach includes direct measurement of two primary dimensions of skill, substantive complexity and autonomy-control. A review of existing aggregate studies illustrates the methodological problems and suggests future directions and hypotheses

KennethSpenner

*American Sociological Review*, Vol. 48, No. 6 (Dec., 1983), pp. 824-837

## 1.3 AIM AND OBJECTIVES

The primary objective of the study is to develop a skill matrix based on the various skill levels of operators of Roots Industries limited Coimbatore.

## OBJECTIVES

1. To identify the gap between existing and required skill level
2. To sort out each employees skill level in the total population
3. To suggest measures regarding the planning of training needs to the management based on the findings.

## 1.4 SCOPE OF STUDY

This study will help to find out the existing skill level of employees.

This study will help to take necessary steps in planning training programmes with regard to the skill gaps .

This study suggests planning of training programmes so as to bridge the gap skill areas.

## 1.5 RESEARCH DESIGN

### a. TYPE OF STUDY

The researcher used the "Descriptive Research Design" for the study. It is a fact-finding investigation with adequate interpretation. The researcher attempts to describe about the various skill levels, their level and the training required to bridge the gap.

### b. UNIVERSE AND SAMPLE

In every day usage, the word "population" means a group of inhabitants living in a certain region. In statistics population in an aggregate or collection of measurements enumerated or measured from each and every object under the topic of investigation or a given variable or variables.

The population of the study includes the operators of the company. In a sample, instead of studying each and every unit of population, only randomly selected parts of the population is studied. Based on the findings of this part, inferences are then drawn for the whole population.

### c. TOOLS OF DATA COLLECTION

The researcher used a well-prepared questionnaire as a tool of data collection. The researcher has obtained 'primary data' from the respondents by administering the questionnaire.

The 'secondary data' was collected from various journals, books, and previous research studies and also from the Internet.

## d . TOOLS OF ANALYSIS

The data collected were put up in excel sheet , by using this sheet simple tables were drawn. Then they are analyzed using statistical techniques like percentage, radar chart, matrix table, charts.

## 1.6 LIMITATIONS

The study was taken only at Roots industries limited , Coimbatore and hence the results can't

be generalized to other units of this organization.

The main limitation was the time constraint that is respondents are given only ten to fifteen minutes to answer the questionnaire during data collection.

## 1.7 CHAPTER SCHEME

**Chapter 1:** Introduction to the study.Tthe first chapter of the project comprises of five divisions. Objectives of the study tells about the aim for which the study is carried out. Scope tells about the area for which the study can be applied. Research methodology tells the type of research model used. Limitations explain the constraints encountered during the study. The chapter scheme gives a brief on every chapter of the study.

**Chapter 2:** Organization profile, this chapter comprises of history of the organization. An organization chart explains the hierarchy of the company and various departments of the concern.

**Chapter 3:** Macro and micro analysis. this chapter has two parts, The analysis of the Indian automobile industry as a whole looking in to various import export details, contribution in world economy are discussed and the role of Roots industries limited in the economy is discussed.

**Chapter 4:** Data analysis and interpretation chapter comprises of tables and charts. It gives the tabular distribution of the collected data , analyzed percentage values, graphical representation of found results.

**Chapter 5:** The final chapter part is conclusion this details the findings of the study and gives suggestion that the researcher put forward to the management as a result of the study.

# CHAPTER 2

# ORGANIZATION PROFILE

# CHAPTER – 2

# ORGANISATION PROFILE

## 2.1 HISTORY OF THE ORGANIZATION

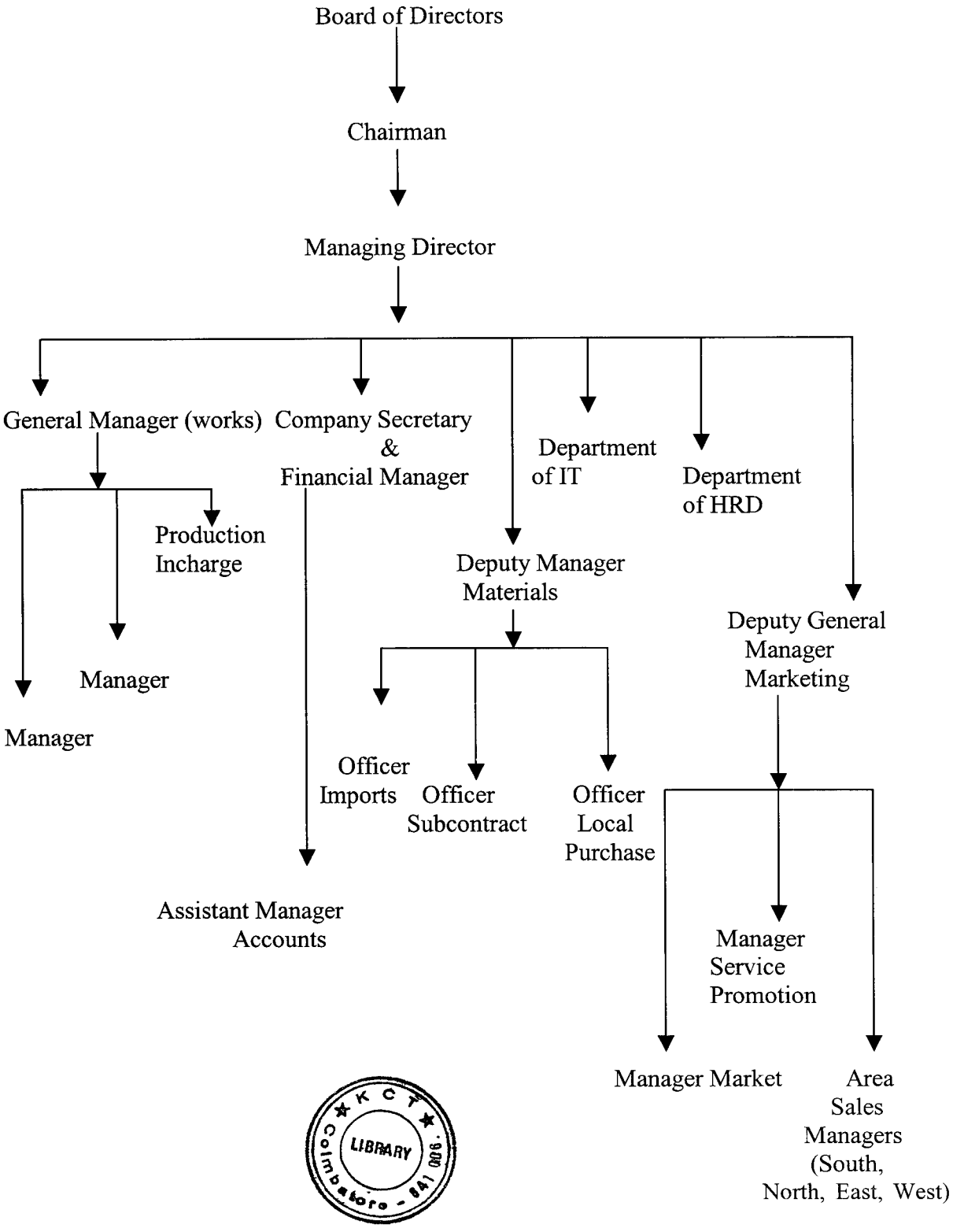
Roots Industries Limited head quartered at Coimbatore in South India is the pioneer in Manufacturing Radiator Coolant recovery system in India and were also the first to introduce the servo brakes for light motor vehicles. The Company, promoted by Mr.K.Ramaswamy, a Master's degree holder in Automobile Engineering from Lincoln Technical Institute, USA diversified to manufacture high frequency wind and the Horns developed indigenously, and later started the promotion of various pneumatic horns.

With its new vibrating horns taking the market by storm, the company currently holds the no.1 position in the market. From 3600 horns in 1978-1979, the sales figures have touched 1.5 million horns in 1996-1997. This shows the recognition of the company as the pace setter in the Automobile Industry and its segments. The Company today is the leading supplier to O.E Manufacturers such as Hindustan Motors, Premier Automobiles, TELCO, Bajaj, Mahindra & Mahindra, LML, Maruthi, Suzuki, Pal Peugeot, UNO, Sipian, Rover and Hero Honda.

The Company has shown a tremendous growth in the export sector too, as the turnover has increased from Indian Rupees 4 million to 35 million in a span of twenty years due its quality and performance coupled with cost efficiency. The firm has been participating in Automechanika since 1992 and Auto Expo 1993 at Delhi in order to expand their export division.

On the joint venture moves, the Company has tied up with a British Company to produce Inflatable Jacks. The Company has also acquired the European Homologation approvals for its Horns for EC/ECE Countries to enter in their market. Roots has entered into a technical collaboration with Robert Bosch S.A. This move will help them to increase their production capacity to 3 million horns per annum. M/S I. Osawa & Co.

## 2.3 ORGANIZATION CHART




KCT LIBRARY Coimbatore - 641 006.

Japan one of the largest industrial groups of that country, has chosen Roots for their tie-up arrangement to manufacture their J-Horns for Japanese market.

Since 1985 a member of Company Aruna Auto Castings Manufactures various non-ferrous Casting products and Caters to Textile Machinery Manufactures, Auto Component Manufacture and also regularly exports to Italy and USA.

The Company has state-of-the-art manufacturing facilities one at Coimbatore and another two near the city. The facilities include the latest CAD/CAM/EDP/Quality Assurance Centers. The R&D department is headed by Mr.K.Ramaswamy, the Managing Director himself. This is the 1st Company in India that has received the ISO 9001 Certificate under writers laboratories inc, USA for electric horn design and manufacturing currently the Co has gone for diversification to manufacture floor cleaning machines in Collaboration with Hako Works GMBH & Co of Germany. The products are exported to various countries like Japan, Germany, Sweden, and Australia.

## 2.2 MANAGEMENT

- Mr. K. Ramaswamy - Chairman & Managing Director
- Mr. N. V. Krishnan - Director Marketing
- Mr. V. Balaji Chinnappan - Head Operations
- Mr. T. S. Satish - Head Materials
- Mr. Kavidasan - Head Corporate HRD

## 2.4 COMPANY PROFILE

Roots group of Companies is well known all over the world. They specialize in manufacturing horns and major establishment stand as their customers. The Roots Industries have mainly two branches one of which is situated in Ganapathy and other in Thoppampatti. Apart from this the Roots family is a large concern with many divisions as follows:

- Roots Industries Limited
- Roots Auto Products Pvt Limited
- Roots Cast Pvt Limited
- Roots Precision Products
- Roots Polycraft
- Roots Digital Engineering Services Private Limited
- Roots Brake Systems Private Limited

Roots have strong people oriented work culture that can be seen and felt across all its member concern. They have a sense of belonging and they revel in an environment of openness and trust.

## 2.5 PRODUCT PROFILE

The company produces various types of horns namely,

- Vibromini
- Megasonic
- Vibromax
- Clear tone
- Supersonic
- Windtone super

- Cleartone deluxe
- Roots spider
- Spider eco
- Vibro sonic
- Supertone
- Vibrosonic deluxe
- Windtone 90
- CSSY
- Roots 90
- Roots 100
- FC 4
- FSA 2
- FD 4

## 2.6 COMPETITIVE STRENGTH OF THE COMPANY

Roots is leading Original Equipment Supplier to major vehicle manufacturers like Daimler Chrysler, Mitsubishi, Mahindra & Mahindra, Toyota, Fiat, TELCO, TVS, Kinetic etc. The technical collaboration with Robert Bosch S.A of Spain starting from 1995 has strengthened the R&D activities and increased Roots technical competence to International Standards.

Roots Multiclean Ltd., (RMCL) is a joint venture with Hako Werke GMBH & Co, Germany is one of the largest cleaning machine manufactures with global operations. RMCL is the sole representative in India and SAARC Countries for Hako Werke's entire range of cleaning equipment.The quality of RMCL products is so well established that Hako buys back a major portion for their global market.RMCL also represents several global manufacture of cleaning products and is gearing itself up to provide customized, total cleaning solution

## 2.7 GROWTH OF THE COMPANY

Quality Accomplishments and so does innovations, and this what happened in the case of establishment also. At each stage of their innovation, they complimented themselves and kept going on and on they went in search of even more new thoughts and ideas as a result today we see the Roots family as a tree with firm and deep roots.

## MILESTONES

1970 Promotes American Auto Service for manufacture of Electric Horns.

1971 First to manufacture Servo Brakes for Light Motor Vehicles.

1984 Roots Auto Products Private Limited was established to manufacture Air Horns. Die Casting

Unit commences commercial operations.

1988 Polycraft, a unit for Plastic Injection Moulding was established.

1990 Roots Industries Private Limited takes over Electric Horn business.

1992 RMCL enters into Techno-Financial collaboration with M/s. Hako Werke GMBH, Germany.

1992 Roots Industries Private Limited obtains the National Certification-ISI mark of quality.

1994 Production of Floor Cleaning Equipment commences.

Roots Industries Private Limited obtains the National Certification-ISI mark of quality.

1999 Becomes the first horn manufacturer in Asia to obtain QS 9000.

2000 Becomes the first horn manufacturer in Asia to obtain VDA 6.1 and the first in the world to win ISO/TS 1649

2000 Floats Roots Digital Engineering Services Private Limited to offer CAD/CAM Services.

2000 First to introduce digitally controlled air horns and low frequency, low decibel irritation free Jumbo Air Horns.

2003 Roots Industries Ltd., Horn Division is accredited with ISO 14001:1996.

2003 Roots Industries Ltd., upgraded its ISO/TS 1649 from 1999 version to 2002 version.

2004 Roots Industries Limited (RIL) opens its 100% exclusive Export Oriented Unit at their Horn Division, Thoppampatti, Coimbatore to cater the needs of Ford, North America.

2004 RIL's EOU commences its supplies to Ford, North America.

2004 Roots Multiclean Limited (RMCL) inaugurates its 100% EOU Plant at Kovilpalayam, Coimbatore.

2004 Roots Cast Private Limited (RCPL) inaugurates its Unit II at Arugampalayam, Coimbatore.

2004 RIL Successfully launches its Malaysian Plant.

2004 The group company American Auto Service is accredited with ISO 9001:2000

2005 Roots Industries Ltd., is certified with MS 9000, a pre-requisite for Q1 award for Suppliers Focus on Systems and Processes.

2005 Roots Metrology & Testing Laboratory has been accredited by National Accreditation Board for Testing & Collaboration in the field of Mechanical-Linear and Angular.

2005 Roots Industries Ltd., is awarded Q1 by Ford Motor Company.

2005 Roots Industries Ltd., Horn Division upgraded its ISO 14001 from 1996 version to 2004 Version.

## 2.8 DEPARTMENTAL ACTIVITIES

### HUMAN RESOURCE DEPARTMENT

Human Resources Department is a management function that helps the company to recruit, select, train and develop staffs. HR Department is concerned with the people's dimensions in organization. The functions and principles of HRD are applied to develop, maintain and compensate the employees in organization.

**HRD Practices in ROOTS Group**

**Focuses**

- Learning
- Knowledge
- Skill
- Positive attitude

**Change**

- Institutionalizing
- Proactive change

**Performance**

Performance = Skill * Motivation * Opportunity

**Approaches to HR**

- Accept & Appreciate
- Educate & Elevate
- Enrich the potential
- Balanced & Leadership
- MEND then SEND
- Accept noble failures Industrial – Responsible citizenS

**HR Objectives**

Customer Satisfaction

Concern for Society

**Customer Satisfaction**

- Through employee satisfaction
- Development of skill and will
- Developing pro-customer approach
- People for future
- Future for people
- Development of staff
- Job enrichment
- Empowerment

**HR Philosophy**

- Openness and Mutual trust
- Team Culture
- Customer first
- WIN WIN Strategy
- Empowerment

**HR Practices**

- Suggestion Scheme
- Quality Circle
- EMP
- ESOF
- Positive mental activity club
- Good Morning assembly (GMA)

- Monthly Motivational Talk (MMT)
- Thirukkural Mandram
- Motivation Service Award
- Attendance Award
- Performance reward scheme
- Roots Care Services Blood donation

**Welfare Scheme**

- ✓ Calculative for employees children
- ✓ Marriage Loan
- ✓ Group Insurance Scheme
- ✓ Super animation scheme

Roots have a strong people-oriented work culture that can be seen and felt across all its member concerns. Whether work in-group or in isolation their effort is well appreciated and achievement well rewarded. They have a sense of belonging and they revel in an environment of openness and trust cross-function teams function as one seamless whole and foster the true spirit of teamwork.

Roots learning organization systematically trains its employees at all levels conducted in house the training programmes equip them to meet new challenges head on employees are encouraged to voice their feelings, ideas & opinions. There is a successful suggestion scheme in operation and best suggestions are rewarded.

Lasting relationship will evolve only when people know that their work is valued and that they contribute meaningfully to the growth of the organization. At Roots people across the group company through interaction at workshops and seminars get to know each other individually share their common experiences and learn something about life.

**Personal Culture**

The Management has been encouraging and promoting a very informal culture "Personal Touch" sense of belonging, enabling employees to become involved and contribute to the success of the company. The top management also conscientiously inculcates values in the people.

**Work Environment**

Special and conscious efforts are directed towards house keeping of the highest order. Renovation and modernization of office premises and office support systems are carried out in an on going basis.

**Training**

Roots believe in systematic training for employees at all levels. As a part of the organizational development efforts, training programs are being conducted in-house for employees at all levels I addition staffs are also sponsored for need bared training programs at leading management development institutes.

**Total Quality Management**

Customer focus is not merely a busy word but it has become an important factor of everyday work and has got internationalized into the work environment. There is an equal emphasis on internal customer focus leading to greater team efforts and better cross-functional relationship.

**Quality Circle Movement**

To ensure worker participate and teamwork on the shop- floor, RIL has a very effective quality circle movement in the organization. As on today RIL has there operating quality circles having 24 members and some of them have own awards at different conventions and competitions

Through interaction with workman in their sections a process of two-way communication has been initiated and valuable feedback has been received on worker feelings, perception, problems andattitudes. Simultaneously management has communicated the problems faced by them and the plans to overcome these problems.

**Personnel Activities**

To see that discipline of coordinal industries relationship are maintained.

Incase of any disputed it is the duty of HR manager to see yeast the matter in settled amicably.

An HRD manager plays the role of liason officers between the management of the workers.

- Recruitment
- Induction training of placement
- Attendance and leave regulation
- Performance Appraisal

**FINANCE DEPARTMENT**

Finance is the lifeblood of business. Finance is that business activities which is concerned with acquisition and conversion of capital funds in meeting the financial needs and overall objectives of business enterprises. The main function of this department is to provide finance to various departments. The finance department is controlled by the finance General Manager (Finance). There are 25 employees in finance department.

The turnover of the company in 2005 is Rs.6337 (in lacs). To run the organization the working capital needed is 8-9 crores. The export rate is about 15.20 % for calculating depreciation both straight line method and Written-down method is used for income-tax the depreciation is calculated using the Written-down method.In 1993 the advertising cost is 15%, now the advertisement cost is only 1%

**Software Used**

TATA EXE system (for accounts)

**Bankers**

The banker of Roots are Citi Bank, State Bank of India, Canara Bank, Punjab National Bank, HDFC Bank, ICICI Bank is providing salary to the employees.

**PURCHASE DEPARTMENT**

Purchasing procedure varies with different business firms but all of them follow a general pattern in the purchase and receipts of materials and payment obligations. The purchase department takes care of all cash and credit purchases. The materials are purchased placing orders based on indent raised from the stores. A ledger is maintained in the regard. The purchase order is send to the supplier.

The purchase orders shall contain a clear description of the products, drawing number, quality, rate, delivery, schedules, Terms payment, mode of dispatch and other relevant data.

The following steps are followed for purchasing of material:

1. The concerned department that is in need of a particular material will give a purchase requisition slips to the stores department.
2. The storekeeper of the material is available in stores they will cancel the purchase requisition and provide the material to the concerned department.
3. If it is not available in stores the storekeeper will forward the purchase requisition to the purchase manager in the purchase department.
4. In the purchase requisition slip the following things must be mentioned.

**STORES DEPARTMENT**

In this department which places orders and receives raw materials on behalf of the manufactures the product are kept in stores department.

A storekeeper is appointed to look after the stores. His job is assigned to take care of the spares and to maintain the stores ledger.

The worker who is in need of spare parts may come and collect it at any time with the signature of the departmental heads. This book is known as Issue Order.

In the store they keep the account for what are all things stored in the stores. If any item comes into the store they will register it in the book called inward register. From this inward register they will make entry in the material inward receipt from this they pass it to the store ledger and they will equalize the goods issue and the accounts.

## QUALITY DEPARTMENT

### Quality Control

The vision statement of Roots is "Vision of Roots is to become a model company providing value to our customers. It is imperative that we give more than what we take from our customers and the society. Our products must serve our customers beyond their expectations."

### Quality Policy

One of the quality policies of the ROOTS stands as,

- Quality is respect for people
- Quality is constancy of purpose
- Quality is global entry
- Prosperity through Quality

The other Quality policy speaks as follows.

**"We are committed to provide world-class products and services with due concern for the environment and safety of the society".** This will be achieved through:

- Continuous improvement
- Technology Upgradation
- Cost Reduction
- Total Employee Involvement

## IT DEPARTMENT

The organization uses the ERP (Enterprise Resource Planning) which all the different models are present and it's being customized. IT delicates in the concern.

There are different modules in the ERP. They include:

- PPC (Production Planning Control)
- Sales
- Purchase
- Manufacturing
- Inventory
- General Ledger
- Shop Floor Control
- Engineering Change Order
- Lot Tracking

## MARKETING DEPARTMENT

Marketing is a human activity directed at satisfying needs and wants through an exchange process. The main aim of marketing is to make sales in order to earn reasonable profit. In Roots marketing is basically done for the cleaning products. General Manager Mr. N. V. Krishnan Heads this Department.

## EXPORT DEPARTMENT

The company has shown a tremendous growth in the export sector too, a the turnover has increased from 1 NR 4 million to 35 million in a span of 4 years due to its quality and performance coupled with cost efficiency. The firm has been participating in Auto Mechanika since 1992 and Auto Expo 1993 at New Delhi in order to expand there export division.

One of the joint moves, the company has tied up with British Company to produce inflatable jacks. The company has also acquired the European Homologation Approvals for its Horns for EC/ECE countries to enter in these markets. Roots have entered into a technical collaboration with Robert Bosch S.A. This move will help them increase their production capacity to 3 million horns per annum. M/s. J. Owawa & Co., Japan, one of the largest industrial groups in that country, has chosen Roots for their tie-up arrangement to manufacture their J-Horns for Japanese Market.

# CHAPTER 3

# MACRO MICRO ANALYSIS

# CHAPTER – 4

# MACRO MICRO ANALYSIS.

Automobiles which have put the horses on rest and changed the way of living for mankind, are wheeled passenger vehicle that carries its own motor. The term 'automobile' is derived from Greek and Latin words. 'Auto' in Greek means 'self' and 'mobiles' in Latin means 'movable.' The phrase refers the fact that it 'moves by itself.' Automobile used to be also addressed as 'motorwagon' or 'horseless carriage'.

The first automobile rolled in India in 1897 in Bombay (now Mumbai). Number of cars increased on the roads and it became the status symbol until Maruti entered the market in 1980s with cars at economical price and high fuel efficiency. Maruti800 ousted the outdated model of Hindustan Motors' Ambassador.

Today, the Indian automobile industry has matured greatly. It has become one of the largest industries in India, witnessing impressive growth during the last two decades. Worldwide, the industry is getting recognition and vehicles as well as components are making good progress in the export market.

***In India there are 100 people per vehicle, while this figure is 82 in China. It is expected that Indian automobile industry will achieve mass motorization status by 2014.***

Among the two-wheeler segment, motorcycles have the major share in the market. Hero Honda contributes 50% motorcycles to the market. In it Honda holds 46% share in scooter and TVS makes 82% of the mopeds in the country. 40% of the three-wheelers are used as goods transport purpose. Piaggio holds 40% of the market share. Among the passenger transport, Bajaj is the leader by making 68% of the three-wheelers. Cars dominate the passenger vehicle market by 79%. Maruti Suzuki has 52% share in passenger cars and is a complete monopoly in multi purpose vehicles. In utility vehicles Mahindra holds 42% share. In commercial vehicle, Tata Motors dominates the market with more than 60% share. Tata Motors is also the world's fifth largest medium & heavy commercial vehicle manufacturer.

The Indian auto industry has grown at an impressive 16.82 per cent over the last year with total sales of vehicles reaching around 10 million vehicles till November 2006 as against 8.5 million in 2005. Spurred by a huge demand from the market, the increase in production is set to improve further driven by a buoyant economy, with increasing purchasing power, new product launches, coupled with attractive finance schemes from automobile manufacturers and financial institutions.

Auto Components Sector

The world's top car makers turn to India for the nuts and bolts of their vehicles. Riding this success, and capitalising on the spiralling demand of domestic auto companies, the Indian automobile components industry has emerged as one of India's fastest growing manufacturing sectors, and a globally competitive one.

**Destination India**

India is on every major global automobile player's roadmap, and it isn't hard to see why:

The cumulative growth of passenger vehicles segment during April-February 2007 compared to the corresponding period in the last year was 22.91 per cent, while that of passenger cars in the same duration was 24.76 per cent, says the Society of Indian Automobile Manufacturers (SIAM).

The commercial vehicles segment grew by 36.12 per cent during the April-February 2007 period, while three wheeler sales grew by 14.5 per cent

The commercial vehicles segment grew by 36.12 per cent during the April-February 2007 period, while three wheeler sales grew by 14.5 per cent

- According to US-based consultancy Keystone, a subsidiary of LaSalle Consulting Associates, India will become the world's third largest automobile market by 2030, behind only China and the US.
- Expected to be the seventh largest by 2016
- India is the second largest two-wheeler market in the world
- Fourth largest commercial vehicle market in the world
- 11th largest passenger car market in the world
- The Indian auto industry has grown at an impressive 16.82 per cent over the last year with total sales of vehicles reaching around 10 million vehicles till November 2006 as against 8.5 million in 2005.
- The domestic passenger car market recorded a historic 22.66 per cent growth in April-December, 2006
- The cumulative growth of passenger vehicles segment during April-February 2007 compared to the corresponding period in the last year was 22.91 per cent, while that of passenger cars in the same duration was 24.76 per cent
- Sales of passenger vehicles in India are likely to grow at 14.9 per cent each year to touch the 2.1 million mark by 2010.
- Overall automobile exports during April 2006-February 2007 grew by 26.47 per cent, with passenger vehicles at 12.7 per cent, CV at 24.22 per cent, two wheelers at 21.61 per cent and three wheelers at 91.52 per cent

# CHAPTER 4

# DATA ANALYSIS AND INTERPRETATION

# CHAPTER – 4

## DATA ANALYSIS AND INTERPRETATION

### SKILL DESCRIPTION AND CODE

| code | General skill | code | Functional skill | code | EMS skill |
|---|---|---|---|---|---|
| 3 | Coordination skill | 9 | Horn testing | 15 | Knowledge in safety |
| 5 | Labour skill | 10 | Air gap measuring | 16 | Knowledge on emergency |
| 6 | Technical skill | 12 | Point plate tension checking | 17 | preparation |
| 7 | Communication skill | | | | Knowledge on handling chemicals |
| 8 | Human relation | | | | |

## SORTED SKILL LEVEL OF RESPONDENTS

**Number of respondents in each skill level**

| Skills | Rank 4 | Rank3 | Rank2 | Rank1 |
|---|---|---|---|---|
| Coordinations | 0 | 3 | 41 | 40 |
| Labour skills | 0 | 3 | 39 | 42 |
| Technical skills | 0 | 47 | 23 | 14 |
| Communication skills | 0 | 19 | 60 | 5 |
| Human relations | 0 | 3 | 30 | 51 |
| Functional skills | 0 | 3 | 57 | 24 |
| Environment management skills | 0 | 4 | 64 | 16 |

This table shows the number of respondents ranked under each skill level among the 84 samples :

- In coordination skill 41 come under rank 2, 40 people are in rank 1 and 3 are in rank 3.
- In labour skill 39 come under rank 2, 42 people are in rank 1 and 3 are in rank 3.
- In technical skill 23 come under rank 2, 14 people are in rank 1 and 47 are in rank 3.

- In communication skill 60 come under rank 2, 5 people are in rank 1 and 19 are in rank 3.

- In human relation skill 30 come under rank 2, 51 people are in rank 1 and 3 are in rank 3.

- In functional skill 57 come under rank 2, 24 people are in rank 1 and 3 are in rank 3.

- In environmental management skills 64 get rank 2, 16 get rank 1 and 4 get rank 3.

# SKILL MATRIX -HORN DIVISION

| Reference | WD/HD/02 | |
|---|---|---|
| Rev. Status / Date | G | 06.05.2006 |

| Employee Name | Grade | Skill No (For details see overleaf) | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| Shift A | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Appusamy.S | B | N | N | B | N | B | C | B | B | B | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |
| Ramu.D | B | N | N | B | N | B | C | B | A | B | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |
| Nataraj.GV | B | N | N | B | N | B | C | B | A | B | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |
| Kannan.K | B | N | N | A | N | B | C | B | A | B | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |
| Jerome Gracious.A | C | N | N | B | N | B | C | B | A | B | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |
| Perumal.K | C | N | N | A | N | A | C | B | A | B | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |
| Ganesan.KP | C | N | N | A | N | A | C | B | A | B | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |
| Jamesraj.M | C | N | N | B | N | A | C | B | A | B | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |
| Eswaramurthi.R | C | N | N | A | N | B | C | B | A | B | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |
| Pandian.S | C | N | N | B | N | B | C | B | A | B | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |
| Gurusamy.P | C | N | N | A | N | A | C | B | A | B | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |
| Shanmugasundaram.M | C | N | N | A | N | A | A | B | B | B | N | N | N | N | N | A | N | N | N | N | N | N | N | N | N | N | N | N |
| Manikandaraj.T | C | N | N | A | N | C | C | B | A | B | N | N | N | N | N | A | N | N | N | N | N | N | N | N | N | N | N | N |
| Shanmugam.KP | C | N | N | A | N | A | C | B | A | B | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |

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e : "X" Indicates skill not assessable at present and "N" Indicates skill not applicable

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| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| Prakash.N | C | N | N | B | N | B | B | B | A | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Jebaraj.J | C | N | N | B | N | B | C | B | A | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Sundararaj.S | C | N | N | A | N | A | A | B | A | A | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Gopalraj. A | C | N | N | B | N | B | C | B | A | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Jayapraksah. S | C | N | N | A | N | A | B | B | A | A | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Lenin. N | C | N | N | B | N | B | C | B | A | C | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Raj kumar. R | C | N | N | A | N | B | C | B | A | B | N | N | N | N | N | A | N | N | N | N | N | N | N | N | N | N | N | N |
| Sathyaananad. V | C | N | N | B | N | B | C | B | A | B | N | N | N | N | N | A | N | N | N | N | N | N | N | N | N | N | N | N |
| Senthil kumar. D | C | N | N | A | N | B | C | B | A | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Senthil kumar. KB | C | N | N | B | N | B | C | B | A | B | N | N | N | N | N | A | N | N | N | N | N | N | N | N | N | N | N | N |
| Sivasankar. R | C | N | N | B | N | A | C | B | A | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Solomon raj. R | C | N | N | B | N | B | C | B | A | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Venugopal. C | C | N | N | B | N | B | C | B | A | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Ananatha kumar. AR | C | N | N | B | N | B | C | B | A | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |

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ade : A - Excellent B - Very Good C - Good D - Average

e : "X" Indicates skill not assessable at present and "N" Indicates skill not applicable

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| Shift B | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | Rameshkumar.P | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Anthonysamy.P | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Srinivasan.R | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Abdulbasha.A | | N | N | A | N | B | N | C | B | A | B | N | N | N | N | C | N | N | N | N | N | N | N | N | N | N | N | N |
| | Sampath.M | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Rathinasamy.M | | N | N | A | N | A | N | C | B | A | B | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |
| | Balasubramaniam.R | | N | N | B | N | B | N | C | B | A | C | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| | Pachiappan.R | | N | N | A | N | B | N | C | B | B | B | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |

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| Muruganandan.V | C | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Thambiraj.C | C | N | N | B | N | A | B | B | A | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Sasikumar.S | C | N | N | B | N | B | C | B | B | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Mohanraj.A | C | N | N | B | N | B | C | B | B | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Arumugam.S | C | N | N | B | N | A | C | B | A | A | N | N | N | N | N | A | N | N | N | N | N | N | N | N | N | N | N | N |
| Saravanan.P | C | N | N | B | N | B | C | B | A | B | N | N | N | N | N | A | N | N | N | N | N | N | N | N | N | N | N | N |
| Soundararajan.KR | C | N | N | A | N | B | B | C | A | A | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Muthukumar.PR | C | N | N | B | N | B | B | B | A | A | N | N | N | N | N | A | N | N | N | N | N | N | N | N | N | N | N | N |
| Ravikumar.M | C | N | N | B | N | A | C | B | A | B | N | N | N | N | N | A | N | N | N | N | N | N | N | N | N | N | N | N |
| Palanisamy.P | C | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Albert Davinson.A | C | N | N | C | N | C | B | B | A | B | N | N | N | N | N | | N | N | N | N | N | N | N | N | N | N | N | N |
| Dhanabal. V | Trainee | N | N | A | N | A | B | B | A | A | N | N | N | N | N | A | N | N | N | N | N | N | N | N | N | N | N | N |
| Dhandapani Desikan. N | Trainee | N | N | B | N | B | C | A | B | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Gunaseelan. R | Trainee | N | N | A | N | A | A | B | A | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |

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| Kannan. S | Trainee | N | N | A | N | A | A | B | A | A | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Nataraj. M | Trainee | N | N | C | N | B | C | B | B | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Palanisamy.S | Trainee | N | N | B | N | B | C | B | B | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Sakthivel. P | Trainee | N | N | B | N | B | C | B | A | B | N | N | N | N | N | C | N | N | N | N | N | N | N | N | N | N | N | N |
| Sivanthasubramanian. K | Trainee | N | N | B | N | B | A | B | A | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
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| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| Kumar.S | C | N | N | A | N | B | B | C | A | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Nandhakumar.VG | C | N | N | B | N | A | C | B | A | B | N | N | N | N | N | A | N | N | N | N | N | N | N | N | N | N | N | N |
| Chinnasamy.R | B | N | N | A | N | B | C | C | A | B | N | N | N | N | N | A | N | N | N | N | N | N | N | N | N | N | N | N |
| Pathrachalam.K | C | N | N | A | N | A | A | B | A | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Selvaraj.N | C | N | N | A | N | B | C | B | B | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Ravichandiran.N | Appn | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Anandharaj.P | C | N | N | A | N | A | C | B | B | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Palanisamy.M | C | N | N | A | N | A | C | B | A | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Marimuthu.K | C | N | N | A | N | A | C | B | A | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Sathish.N | C | N | N | B | N | B | C | B | A | B | N | N | N | N | N | A | N | N | N | N | N | N | N | N | N | N | N | N |
| Balasubramaniam.P | C | N | N | A | N | A | C | B | B | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Mahalingam.N | C | N | N | A | N | A | C | B | A | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Prakasam.P | C | N | N | A | N | A | C | B | A | C | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Rajkumar.P | C | N | N | A | N | C | C | B | A | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |

narks

de : A - Excellent B - Very Good C - Good D - Average

e : "X" Indicates skill not assessable at present and "N" Indicates skill not applicable

# SKILL MATRIX -HORN DIVISION

| Reference | WD/HD/02 | |
|---|---|---|
| Rev. Status / Date | G | 06.05.2006 |

| Employee Name | Grade | Skill No (For details see overleaf) | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| Dhanabal.A | C | N | N | B | N | B | C | B | A | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Jaganathan.TR | C | N | N | B | N | B | C | B | A | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Chandrasekaran. K | Trainee | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kanagaraj. S | B | N | N | A | N | A | C | B | A | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Rajasekar. R | B | N | N | B | N | A | C | B | A | A | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Rajasekar. SM | B | N | N | A | N | C | C | C | A | A | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Ravikumar.S | B | N | N | A | N | A | C | B | A | A | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Sampath kumar. A | B | N | N | A | N | A | B | B | A | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Sampath.S | B | N | N | A | N | B | B | B | A | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Senthil kumar. PC | B | N | N | B | N | A | C | B | A | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Shanmugasundaram. S | B | N | N | B | N | B | A | B | A | B | N | N | N | N | N | A | N | N | N | N | N | N | N | N | N | N | N | N |
| Udhaya kumar.K | B | N | N | B | N | A | C | B | A | A | N | N | N | N | N | A | N | N | N | N | N | N | N | N | N | N | N | N |
| Govindaraj.R | B | N | N | B | N | B | C | B | B | B | N | N | N | N | N | C | N | N | N | N | N | N | N | N | N | N | N | N |
| Ramachandran.S | B | N | N | A | N | A | C | B | A | C | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

marks

de : A - Excellent B - Very Good C - Good D - Average

e : "X" Indicates skill not assessable at present and "N" Indicates skill not applicable

# SKILL MATRIX -HORN DIVISION

| Reference | WD/HD/02 | |
|---|---|---|
| Rev. Status / Date | G | 06.05.2006 |

| Employee Name | Grade | Skill No (For details see overleaf) | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| General | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bagyalakshmi.V | B | N | N | A | N | B | C | C | B | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Parimalam.K | B | N | N | C | N | A | C | C | A | B | N | N | N | N | N | C | N | N | N | N | N | N | N | N | N | N | N | N |
| Bhuvaneswari.R | B | N | N | A | N | A | B | C | A | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |

narks

de : A - Excellent B - Very Good C - Good D - Average

e : "X" Indicates skill not assessable at present and "N" Indicates skill not applicable

# SKILL MATRIX -HORN DIVISION

| Reference | WD/HD/02 | |
|---|---|---|
| Rev. Status / Date | G | 06.05.2006 |

| Employee Name | Grade | Skill No (For details see overleaf) | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| Kanagavalli.K | B | N | N | A | N | A | B | B | B | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Shobana.RD | B | N | N | A | N | B | C | B | B | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Philomina.N | B | N | N | A | N | B | C | C | A | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Radha.S | B | N | N | A | N | B | C | B | A | B | N | N | N | N | N | C | N | N | N | N | N | N | N | N | N | N | N | N |
| Shanthi.T | B | N | N | B | N | B | C | B | B | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Rajeswari.R | B | N | N | A | N | A | C | B | B | C | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Fathima.J | B | N | N | B | N | B | C | C | A | B | N | N | N | N | N | A | N | N | N | N | N | N | N | N | N | N | N | N |
| Maheswari.S | C | N | N | A | N | B | C | B | A | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Gracy.A | C | N | N | B | N | B | C | B | B | C | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Kalpana.B | C | N | N | B | N | B | C | B | A | A | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Fathima.I | C | N | N | C | N | B | C | C | B | B | N | N | N | N | N | B | N | N | N | N | N | N | N | N | N | N | N | N |
| Maragatham. C | Trainee | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Chitra.P | Appn | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bhuvana. R | Appn | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kalamani. D | Appn | | | | | | | | | | | | | | | | | | | | | | | | | | | |

narks

de : A - Excellent B - Very Good C - Good D - Average

e : "X" Indicates skill not assessable at present and "N" Indicates skill not applicable

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 3 | A | 4 | 4 | 3 |
| Labour | B | 4 | 3 | 3 | B | 4 | 3 | 3 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 3 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 4 | G | 4 | 3 | 4 |

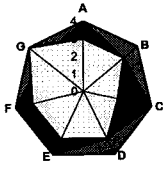
| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 4 | A | 4 | 4 | 4 |
| Labour | B | 4 | 3 | 3 | B | 4 | 3 | 4 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 4 | G | 4 | 3 | 4 |

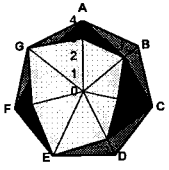
| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 4 | A | 4 | 4 | 3 |
| Labour | B | 4 | 3 | 4 | B | 4 | 3 | 4 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 4 | G | 4 | 3 | 4 |

| ROOTS | SKILL RADAR CHART- 1 | Sl.No | |
|---|---|---|---|
| | | Date | |

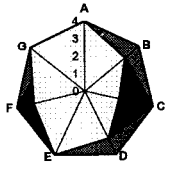
| Required level | | Current level | | Skill level | |
|---|---|---|---|---|---|
| A - Co-ordination | | B - Labour | C - Techinical | D - Communication | |
| E - Human relation | | F - Function | G - EMS | | |

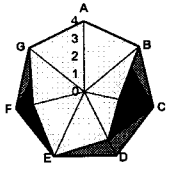
| | | | |
|---|---|---|---|
| Name | Appusamy .S | Name | Ramu.S |
| Token No | | Token No | |
| Department | Assembly | Department | Assembly |
| Education | | Education | |
| Shift code | | Shift code | |



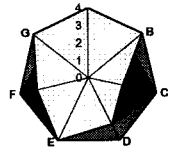



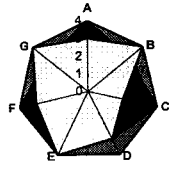

| | | | |
|---|---|---|---|
| Name | Kannan.K | Name | Perumal.K |
| Token No | | Token No | |
| Department | assembly | Department | assembly |
| Education | | Education | |
| Shift code | | Shift code | |




| | | | |
|---|---|---|---|
| Name | Ganesan.KP | Name | Jamesraj.M |
| Token No | | Token No | |
| Department | Assembly | Department | Assembly |
| Education | | Education | |
| Shift code | | Shift code | |




| | | |
|---|---|---|
| | | Sheet 01 of 01 |
| Prepared by / Date | Approved by / date | |

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 4 | A | 4 | 4 | 4 |
| Labour | B | 4 | 3 | 3 | B | 4 | 3 | 4 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 3 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 2 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 4 | G | 4 | 3 | 4 |

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 4 | A | 4 | 4 | 4 |
| Labour | B | 4 | 3 | 4 | B | 4 | 3 | 2 |
| Techinical | C | 4 | 4 | 4 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 3 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 4 | G | 4 | 3 | 4 |

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 4 | A | 4 | 4 | 3 |
| Labour | B | 4 | 3 | 4 | B | 4 | 3 | 3 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 3 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 3 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 4 |
| EMS | G | 4 | 3 | 4 | G | 4 | 3 | 4 |

ROOTS

# SKILL RADAR CHART-2

Sl.No

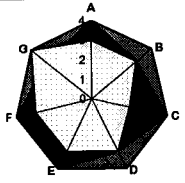
Date

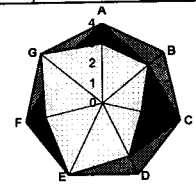
Required level | Current level | Skill level

A - Co-ordination | B - Labour | C - Techinical | D - Communication

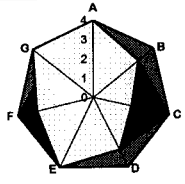
E - Human relation | F - Function | G - EMS

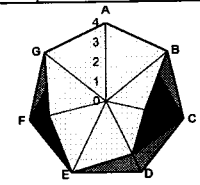
| | | | |
|---|---|---|---|
| Name | Eswaramurthi.R | Name | Gurusamy.P |
| Token No | | Token No | |
| Department | assembly | Department | assembly |
| Education | | Education | |
| Shift code | | Shift code | |



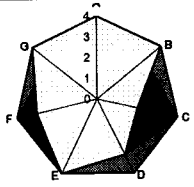



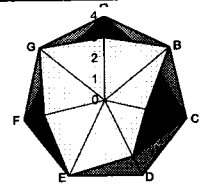

| | | | |
|---|---|---|---|
| Name | Shanmugasundaram.M | Name | T.Manikandaraj |
| Token No | | Token No | |
| Department | assembly | Department | assembly |
| Education | | Education | |
| Shift code | | Shift code | |




| | | | |
|---|---|---|---|
| Name | Shanmmugam.KP | Name | Prakash.N |
| Token No | | Token No | |
| Department | assembly | Department | assembly |
| Education | | Education | |
| Shift code | | Shift code | |




| Prepared by / Date | Approved by / date | Sheet 01 of 01 |
|---|---|---|

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 4 | A | 4 | 4 | 3 |
| Labour | B | 4 | 3 | 4 | B | 4 | 3 | 3 |
| Techinical | C | 4 | 4 | 4 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 4 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 4 | G | 4 | 3 | 4 |

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 3 | A | 4 | 4 | 3 |
| Labour | B | 4 | 3 | 2 | B | 4 | 3 | 4 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 3 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 3 | E | 4 | 4 | 2 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 4 | G | 4 | 3 | 4 |

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 3 | A | 4 | 4 | 4 |
| Labour | B | 4 | 3 | 3 | B | 4 | 3 | 3 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 4 | G | 4 | 3 | 4 |

ROOTS

# SKILL RADAR CHART-3

Sl.No

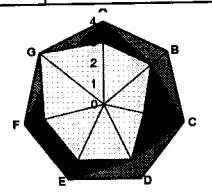
Date

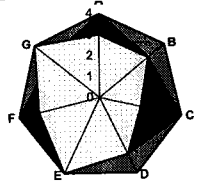
Required level | Current level | Skill level

A - Co-ordination | B - Labour | C - Techinical | D - Communication

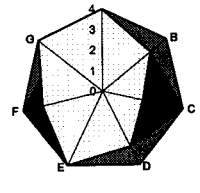
E - Human relation | F - Function | G - EMS

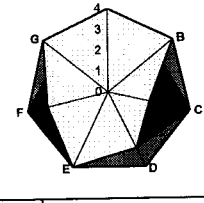
| | | | |
|---|---|---|---|
| Name | Gopalraj.A | Name | Jayaprakash.S |
| Token No | | Token No | |
| Department | assembly | Department | assembly |
| Education | | Education | |
| Shift code | | Shift code | |




| | | | |
|---|---|---|---|
| Name | Pandian.S | Name | Jebaraj |
| Token No | | Token No | |
| Department | assembly | Department | assembly |
| Education | | Education | |
| Shift code | | Shift code | |

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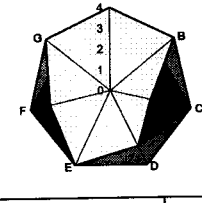
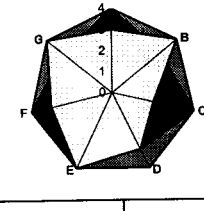
| Name | Lenin.N | Name | Rajkumar.R |
| Token No | | Token No | |
| Department | assembly | Department | assembly |
| Education | | Education | |
| Shift code | | Shift code | |

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| Prepared by / Date | Approved by / date |

Sheet 01 of 01

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 3 | A | 4 | 4 | 4 |
| Labour | B | 4 | 3 | 3 | B | 4 | 3 | 3 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 3 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 4 | G | 4 | 3 | 4 |

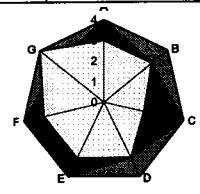
| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 3 | A | 4 | 4 | 3 |
| Labour | B | 4 | 3 | 3 | B | 4 | 3 | 4 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 4 | G | 4 | 3 | 4 |

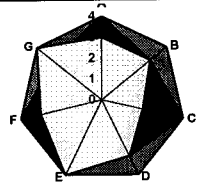
| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 4 | A | 4 | 4 | 4 |
| Labour | B | 4 | 3 | 3 | B | 4 | 3 | 4 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 2 | G | 4 | 3 | 4 |

| ROOTS | SKILL RADAR CHART-4 | Sl.No | |
|---|---|---|---|
| | | Date | |

| Required level | | Current level | | Skill level | |
|---|---|---|---|---|---|
| A - Co-ordination | | B - Labour | C - Techinical | D - Communication | |
| E - Human relation | | F - Function | G - EMS | | |

| | | | |
|---|---|---|---|
| Name | Sathyaanand.V | Name | Senthil kumar.D |
| Token No | | Token No | |
| Department | assembly | Department | assembly |
| Education | | Education | |
| Shift code | | Shift code | |

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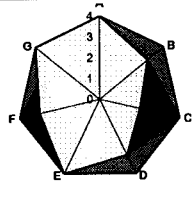
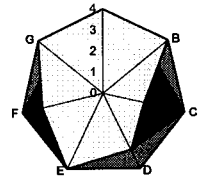
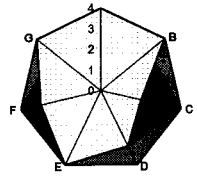
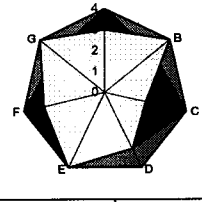
|---|---|---|---|
| Name | Senthil kumar.KB | Name | Sivasankar.R |
| Token No | | Token No | |
| Department | assembly | Department | assembly |
| Education | | Education | |
| Shift code | | Shift code | |




| | | | |
|---|---|---|---|
| Name | Abdul basha.A | Name | Rathinasamy.M |
| Token No | | Token No | |
| Department | assembly | Department | assembly |
| Education | | Education | |
| Shift code | | Shift code | |

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| Prepared by / Date | Approved by / date | Sheet 01 of 01 |

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 3 | A | 4 | 4 | 4 |
| Labour | B | 4 | 3 | 3 | B | 4 | 3 | 3 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 3 |
| Function | F | 4 | 4 | 2 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 3 | G | 4 | 3 | 4 |

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 3 | A | 4 | 4 | 3 |
| Labour | B | 4 | 3 | 4 | B | 4 | 3 | 3 |
| Techinical | C | 4 | 4 | 3 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 3 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 3 | G | 4 | 3 | 4 |

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 3 | A | 4 | 4 | 3 |
| Labour | B | 4 | 3 | 3 | B | 4 | 3 | 4 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 3 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 4 |
| EMS | G | 4 | 3 | 4 | G | 4 | 3 | 4 |

| ROOTS | SKILL RADAR CHART-5 | | Sl.No | |
|---|---|---|---|---|
| | | | Date | |
| Required level | | Current level | Skill level | |
| A - Co-ordination | B - Labour | C - Techinical | D - Communication | |
| E - Human relation | F - Function | G - EMS | | |

| | | | | |
|---|---|---|---|---|
| 01 | Name | Balasubramaniam.R | Name | Pachiappan.R |
| 02 | Token No | | Token No | |
| 03 | Department | assembly | Department | assembly |
| 04 | Education | | Education | |
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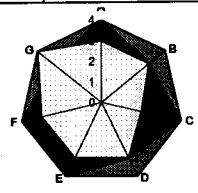
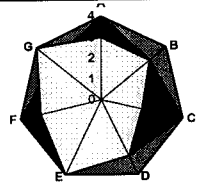
| 06 | |  | |  |
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| 09 | | | | |
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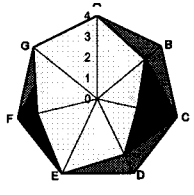
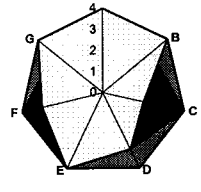
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 01 | Name | Thambiraj | Name | Sasi kumar.S |
| 02 | Token No | | Token No | |
| 03 | Department | assembly | Department | assembly |
| 04 | Education | | Education | |
| 05 | Shift code | | Shift code | |
| 06 | |  | |  |
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| 09 | | | | |
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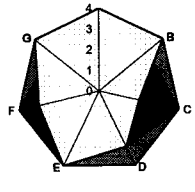
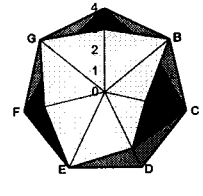
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 01 | Name | Mohanraj.A | Name | Arumugam.S |
| 02 | Token No | | Token No | |
| 03 | Department | assembly | Department | assembly |
| 04 | Education | | Education | |
| 05 | Shift code | | Shift code | |
| 06 | |  | |  |
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| 09 | | | | |
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| 12 | | | | |
| 13 | | | | |

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|---|---|---|
| | | Sheet 01 of 01 |
| Prepared by / Date | Approved by / date | |

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 3 | A | 4 | 4 | 4 |
| Labour | B | 4 | 3 | 3 | B | 4 | 3 | 3 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 3 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 2 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 4 |
| EMS | G | 4 | 3 | 4 | G | 4 | 3 | 3 |

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 3 | A | 4 | 4 | 4 |
| Labour | B | 4 | 3 | 3 | B | 4 | 3 | 4 |
| Techinical | C | 4 | 4 | 3 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 4 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 4 | G | 4 | 3 | 4 |

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 3 | A | 4 | 4 | 3 |
| Labour | B | 4 | 3 | 2 | B | 4 | 3 | 4 |
| Techinical | C | 4 | 4 | 3 | C | 4 | 4 | 3 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 4 |
| EMS | G | 4 | 3 | 4 | G | 4 | 3 | 4 |

| ROOTS | SKILL RADAR CHART-6 | Sl.No | |
|---|---|---|---|
| | | Date | |

| Required level | | Current level | | Skill level | |
|---|---|---|---|---|---|
| A - Co-ordination | | B - Labour | C - Techinical | D - Communication | |
| E - Human relation | | F - Function | G - EMS | | |

| | | | |
|---|---|---|---|
| Name | Saravanan.P | Name | Soundarrajan.KR |
| Token No | | Token No | |
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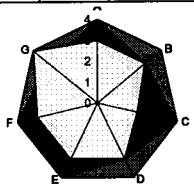
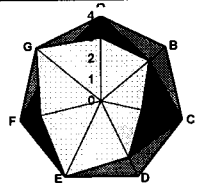
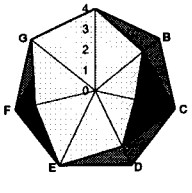
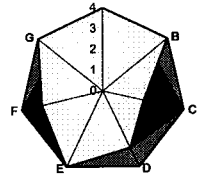
| Education | | Education | |
| Shift code | | Shift code | |




| | | | |
|---|---|---|---|
| Name | Muthukumar.PR | Name | Ravikumar.M |
| Token No | | Token No | |
| Department | assembly | Department | assembly |
| Education | | Education | |
| Shift code | | Shift code | |




| | | | |
|---|---|---|---|
| Name | Albert davinson.A | Name | Dhanabal.V |
| Token No | | Token No | |
| Department | assembly | Department | assembly |
| Education | | Education | |
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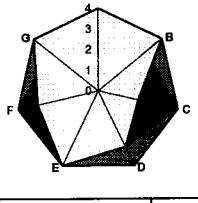


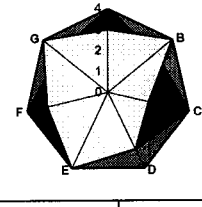


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| Prepared by / Date | Approved by / date | Sheet 01 of 01 |

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 4 | A | 4 | 4 | 3 |
| Labour | B | 4 | 3 | 3 | B | 4 | 3 | 4 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 4 |
| Communic | D | 4 | 3 | 4 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 3 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 3 | G | 4 | 3 | 3 |

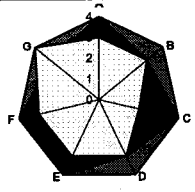
| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 4 | A | 4 | 4 | 3 |
| Labour | B | 4 | 3 | 3 | B | 4 | 3 | 4 |
| Techinical | C | 4 | 4 | 3 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 2 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 3 | G | 4 | 3 | 3 |

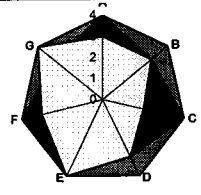
| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 4 | A | 4 | 4 | 4 |
| Labour | B | 4 | 3 | 3 | B | 4 | 3 | 4 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 4 |
| Communic | D | 4 | 3 | 2 | D | 4 | 3 | 2 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 4 | G | 4 | 3 | 3 |

| ROOTS | SKILL RADAR CHART-7 | Sl.No | |
|---|---|---|---|
| | | Date | |

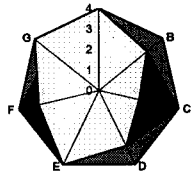
| Required level | | Current level | | Skill level | |
|---|---|---|---|---|---|
| A - Co-ordination | B - Labour | C - Techinical | D - Communication | | |
| E - Human relation | F - Function | G - EMS | | | |

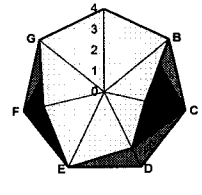
| | | | |
|---|---|---|---|
| Name | Dhandapani desigan.N | Name | Gunaseelan.R |
| Token No | | Token No | |
| Department | assembly | Department | assembly |
| Education | | Education | |
| Shift code | | Shift code | |



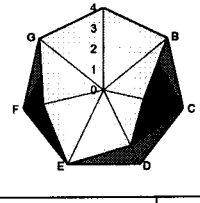



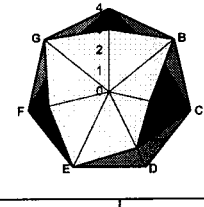

| | | | |
|---|---|---|---|
| Name | Kumar.S | Name | Nandhakumar.VG |
| Token No | | Token No | |
| Department | assembly | Department | assembly |
| Education | | Education | |
| Shift code | | Shift code | |




| | | | |
|---|---|---|---|
| Name | Chinnaswamy.R | Name | Pathrasalam.K |
| Token No | | Token No | |
| Department | assembly | Department | assembly |
| Education | | Education | |
| Shift code | | Shift code | |

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| Prepared by / Date | Approved by / date | Sheet 01 of 01 |

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 4 | A | 4 | 4 | 4 |
| Labour | B | 4 | 3 | 3 | B | 4 | 3 | 4 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 3 | E | 4 | 4 | 3 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 3 | G | 4 | 3 | 4 |

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 4 | A | 4 | 4 | 4 |
| Labour | B | 4 | 3 | 4 | B | 4 | 3 | 4 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 3 | G | 4 | 3 | 4 |

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 3 | A | 4 | 4 | 4 |
| Labour | B | 4 | 3 | 3 | B | 4 | 3 | 4 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 3 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 4 | G | 4 | 3 | 4 |

| ROOTS | SKILL RADAR CHART-8 | | Sl.No | |
|---|---|---|---|---|
| | | | Date | |
| Required level | | Current level | Skill level | |
| A - Co-ordination | B - Labour | C - Techinical | D - Communication | |
| E - Human relation | F - Function | G - EMS | | |

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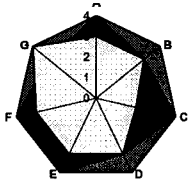
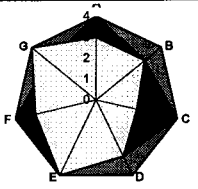
|---|---|---|---|---|
| 01 | Name | Selvaraj.N | Name | Ananda raj.P |
| 02 | Token No | | Token No | |
| 03 | Department | assembly | Department | assembly |
| 04 | Education | | Education | |
| 05 | Shift code | | Shift code | |
| 06 | |  | |  |
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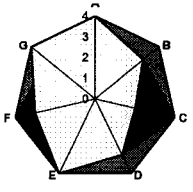
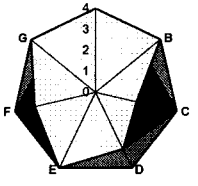
| 01 | Name | Palanisamy.M | Name | Marimuthu.K |
| 02 | Token No | | Token No | |
| 03 | Department | assembly | Department | assembly |
| 04 | Education | | Education | |
| 05 | Shift code | | Shift code | |
| 06 | |  | |  |
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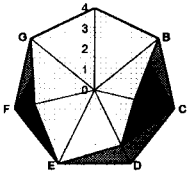
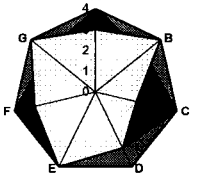
| 01 | Name | Sathish.N | Name | Balasubramaniam.P |
| 02 | Token No | | Token No | |
| 03 | Department | assembly | Department | assembly |
| 04 | Education | | Education | |
| 05 | Shift code | | Shift code | |
| 06 | |  | |  |
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| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinat | A | 4 | 4 | 4 | A | 4 | 4 | 4 |
| Labour | B | 4 | 3 | 4 | B | 4 | 3 | 4 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 2 | F | 4 | 4 | 2 |
| EMS | G | 4 | 3 | 4 | G | 4 | 3 | 4 |

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinat | A | 4 | 4 | 4 | A | 4 | 4 | 3 |
| Labour | B | 4 | 3 | 2 | B | 4 | 3 | 4 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 3 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 4 | G | 4 | 3 | 3 |

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinat | A | 4 | 4 | 3 | A | 4 | 4 | 3 |
| Labour | B | 4 | 3 | 3 | B | 4 | 3 | 3 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 3 | E | 4 | 4 | 3 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 4 | G | 4 | 3 | 4 |

| ROOTS | SKILL RADAR CHART-9 | | Sl.No | |
|---|---|---|---|---|
| | | | Date | |
| Required level | | Current level | Skill level | |
| A - Co-ordination | | B - Labour | C - Techinical | D - Communication |
| E - Human relation | | F - Function | G - EMS | |

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|---|---|---|---|---|
| 01 | Name | Mahalingam.N | Name | Prakasam.P |
| 02 | Token No | | Token No | |
| 03 | Department | assembly | Department | assembly |
| 04 | Education | | Education | |
| 05 | Shift code | | Shift code | |
| 06 | | | | |
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| 11 | | | | |
| 12 | | | | |
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| 01 | Name | Rajkumar.P | Name | Nataraj.M |
| 02 | Token No | | Token No | |
| 03 | Department | assembly | Department | assembly |
| 04 | Education | | Education | |
| 05 | Shift code | | Shift code | |
| 06 | | | | |
| 07 | | | | |
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| 12 | | | | |
| 13 | | | | |
| 01 | Name | Kannan.S | Name | Palanisamy.S |
| 02 | Token No | | Token No | |
| 03 | Department | assembly | Department | assembly |
| 04 | Education | | Education | |
| 05 | Shift code | | Shift code | |
| 06 | | | | |
| 07 | | | | |
| 08 | | | | |
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| Prepared by / Date | Approved by / date | Sheet 01 of 01 |

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 3 | A | 4 | 4 | 3 |
| Labour | B | 4 | 3 | 3 | B | 4 | 3 | 3 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 3 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 3 | G | 4 | 3 | 2 |

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 3 | A | 4 | 4 | 3 |
| Labour | B | 4 | 3 | 3 | B | 4 | 3 | 3 |
| Techinical | C | 4 | 4 | 4 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 3 | G | 4 | 3 | 4 |

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 3 | A | 4 | 4 | 4 |
| Labour | B | 4 | 3 | 3 | B | 4 | 3 | 4 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 4 | G | 4 | 3 | 3 |

| ROOTS | SKILL RADAR CHART-10 | | | Sl.No | |
|---|---|---|---|---|---|
| | | | | Date | |
| Required level | | Current level | | Skill level | |
| A - Co-ordination | | B - Labour | C - Techinical | D - Communication | |
| E - Human relation | | F - Function | G - EMS | | |

| | | | | |
|---|---|---|---|---|
| 01 | Name | Palanisamy.S | Name | Sakthivel.P |
| 02 | Token No | | Token No | |
| 03 | Department | assembly | Department | assembly |
| 04 | Education | | Education | |
| 05 | Shift code | | Shift code | |
| 06 | | | | |
| 07 | | | | |
| 08 | | | | |
| 09 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 01 | Name | Sivananda subramanian.K | Name | Dhanabal.A |
| 02 | Token No | | Token No | |
| 03 | Department | assembly | Department | assembly |
| 04 | Education | | Education | |
| 05 | Shift code | | Shift code | |
| 06 | | | | |
| 07 | | | | |
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| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 01 | Name | Jaganathan.TR | Name | Kanagaraj.S |
| 02 | Token No | | Token No | |
| 03 | Department | assembly | Department | assembly |
| 04 | Education | | Education | |
| 05 | Shift code | | Shift code | |
| 06 | | | | |
| 07 | | | | |
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| 09 | | | | |
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| Prepared by / Date | Approved by / date | Sheet 01 of 01 |
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| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 3 | A | 4 | 4 | 4 |
| Labour | B | 4 | 3 | 4 | B | 4 | 3 | 2 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 2 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 4 | F | 4 | 4 | 4 |
| EMS | G | 4 | 3 | 3 | G | 4 | 3 | 3 |

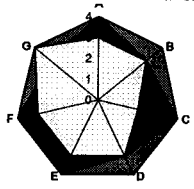
| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 4 | A | 4 | 4 | 4 |
| Labour | B | 4 | 3 | 4 | B | 4 | 3 | 3 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 3 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 4 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 4 | G | 4 | 3 | 3 |

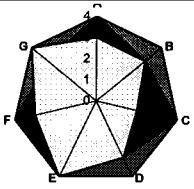
| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 4 | A | 4 | 4 | 3 |
| Labour | B | 4 | 3 | 3 | B | 4 | 3 | 4 |
| Techinical | C | 4 | 4 | 3 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 3 | G | 4 | 3 | 3 |

| ROOTS | SKILL RADAR CHART-11 | Sl.No | |
|---|---|---|---|
| | | Date | |

| Required level | | Current level | | Skill level | |
|---|---|---|---|---|---|
| A - Co-ordination | B - Labour | C - Techinical | D - Communication | | |
| E - Human relation | F - Function | G - EMS | | | |

| | | | |
|---|---|---|---|
| Name | Rajasekar.SM | Name | Rajasekar.SM |
| Token No | | Token No | |
| Department | assembly | Department | assembly |
| Education | | Education | |
| Shift code | | Shift code | |

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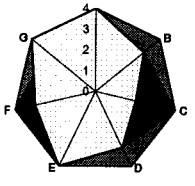
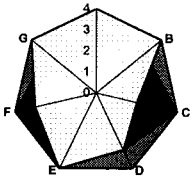
|---|---|---|---|
| Name | Ravikumar.S | Name | Sampathkumar.A |
| Token No | | Token No | |
| Department | assembly | Department | assembly |
| Education | | Education | |
| Shift code | | Shift code | |

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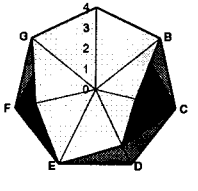
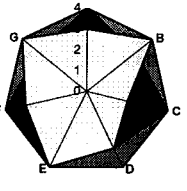
|---|---|---|---|
| Name | Sampath.A | Name | Senthil kumar.PC |
| Token No | | Token No | |
| Department | assembly | Department | assembly |
| Education | | Education | |
| Shift code | | Shift code | |

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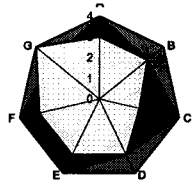
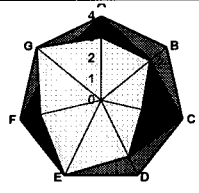
| Prepared by / Date | Approved by / date | Sheet 01 of 01 |

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 3 | A | 4 | 4 | 3 |
| Labour | B | 4 | 3 | 3 | B | 4 | 3 | 4 |
| Techinical | C | 4 | 4 | 4 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 4 |
| EMS | G | 4 | 3 | 4 | G | 4 | 3 | 4 |

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 3 | A | 4 | 4 | 4 |
| Labour | B | 4 | 3 | 3 | B | 4 | 3 | 4 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 3 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 2 |
| EMS | G | 4 | 3 | 2 | G | 4 | 3 | 3 |

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 4 | A | 4 | 4 | 2 |
| Labour | B | 4 | 3 | 3 | B | 4 | 3 | 4 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 2 | D | 4 | 3 | 2 |
| Human rel | E | 4 | 4 | 3 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 3 | G | 4 | 3 | 2 |

| ROOTS | SKILL RADAR CHART-12 | | Sl.No | |
|---|---|---|---|---|
| | | | Date | |
| Required level | | Current level | | Skill level |
| A - Co-ordination | | B - Labour | C - Techinical | D - Communication |
| E - Human relation | | F - Function | G - EMS | |

| | | | | |
|---|---|---|---|---|
| 01 | Name | Shanmugasundaram.S | Name | Udhya kumar.K |
| 02 | Token No | | Token No | |
| 03 | Department | assembly | Department | assembly |
| 04 | Education | | Education | |
| 05 | Shift code | | Shift code | |
| 06 | |  | |  |
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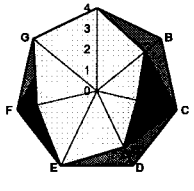
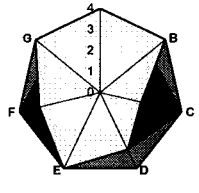
| 01 | Name | Govindaraj.R | Name | Ramachandran.S |
| 02 | Token No | | Token No | |
| 03 | Department | assembly | Department | assembly |
| 04 | Education | | Education | |
| 05 | Shift code | | Shift code | |
| 06 | |  | |  |
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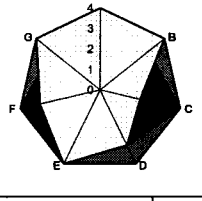
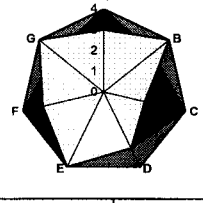
| 01 | Name | Bagyalakshmi.V | Name | Parimalam.K |
| 02 | Token No | | Token No | |
| 03 | Department | assembly | Department | assembly |
| 04 | Education | | Education | |
| 05 | Shift code | | Shift code | |
| 06 | |  | |  |
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| Prepared by / Date | Approved by / date | Sheet 01 of 01 |

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 4 | A | 4 | 4 | 4 |
| Labour | B | 4 | 3 | 4 | B | 4 | 3 | 4 |
| Techinical | C | 4 | 4 | 3 | C | 4 | 4 | 3 |
| Communic | D | 4 | 3 | 2 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 3 |
| Function | F | 4 | 4 | 2 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 4 | G | 4 | 3 | 3 |

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 4 | A | 4 | 4 | 4 |
| Labour | B | 4 | 3 | 3 | B | 4 | 3 | 3 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 2 |
| Human rel | E | 4 | 4 | 3 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 4 | G | 4 | 3 | 3 |

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
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| Co-ordinati | A | 4 | 4 | 4 | A | 4 | 4 | 3 |
| Labour | B | 4 | 3 | 3 | B | 4 | 3 | 3 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 3 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 2 | G | 4 | 3 | 3 |

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| | | | Date | |
| Required level | | Current level | | Skill level |
| A - Co-ordination | B - Labour | C - Techinical | D - Communication | |
| E - Human relation | F - Function | G - EMS | | |

| | | | | |
|---|---|---|---|---|
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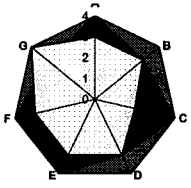
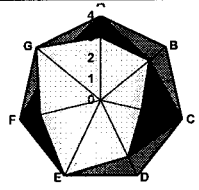
| 06 | |  | |  |
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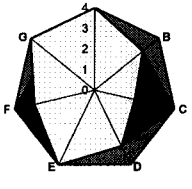
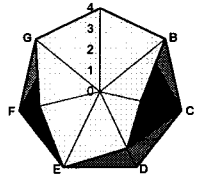
| 06 | |  | |  |
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| 01 | Name | Radha.S | Name | Shanthi.T |
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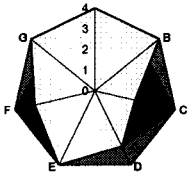
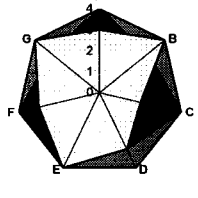
| 06 | |  | |  |
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| Prepared by / Date | Approved by / date | Sheet 01 of 01 |

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 4 | A | 4 | 4 | 3 |
| Labour | B | 4 | 3 | 4 | B | 4 | 3 | 3 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 2 |
| Human rel | E | 4 | 4 | 3 | E | 4 | 4 | 4 |
| Function | F | 4 | 4 | 2 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 3 | G | 4 | 3 | 4 |

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
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| Co-ordinati | A | 4 | 4 | 4 | A | 4 | 4 | 3 |
| Labour | B | 4 | 3 | 3 | B | 4 | 3 | 3 |
| Techinical | C | 4 | 4 | 2 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 3 | D | 4 | 3 | 3 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 3 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 2 |
| EMS | G | 4 | 3 | 4 | G | 4 | 3 | 3 |

| Skill | Code | Skill level | Required level | Present Level | Code | Skill level | Required level | Present Level |
|---|---|---|---|---|---|---|---|---|
| Co-ordinati | A | 4 | 4 | 3 | A | 4 | 4 | 2 |
| Labour | B | 4 | 3 | 2 | B | 4 | 3 | 3 |
| Techinical | C | 4 | 4 | 3 | C | 4 | 4 | 2 |
| Communic | D | 4 | 3 | 4 | D | 4 | 3 | 2 |
| Human rel | E | 4 | 4 | 4 | E | 4 | 4 | 3 |
| Function | F | 4 | 4 | 3 | F | 4 | 4 | 3 |
| EMS | G | 4 | 3 | 4 | G | 4 | 3 | 3 |

| ROOTS | SKILL RADAR CHART-14 | | Sl.No | |
|---|---|---|---|---|
| | | | Date | |
| Required level | | Current level | Skill level | |
| A - Co-ordination | | B - Labour | C - Techinical | D - Communication |
| E - Human relation | | F - Function | G - EMS | |

| | | | | |
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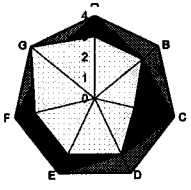
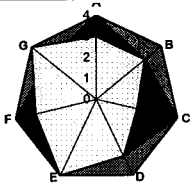
| 06 | |  | |  |
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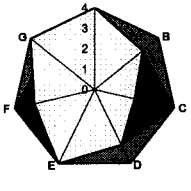
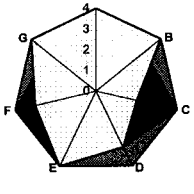
| 06 | |  | |  |
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| 03 | Department | assembly | Department | assembly |
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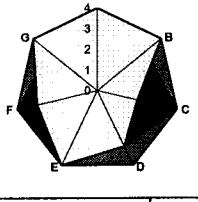
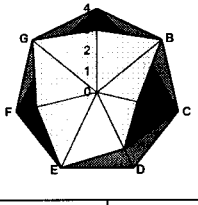
| 06 | |  | |  |
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| Prepared by / Date | Approved by / date | Sheet 01 of 01 |
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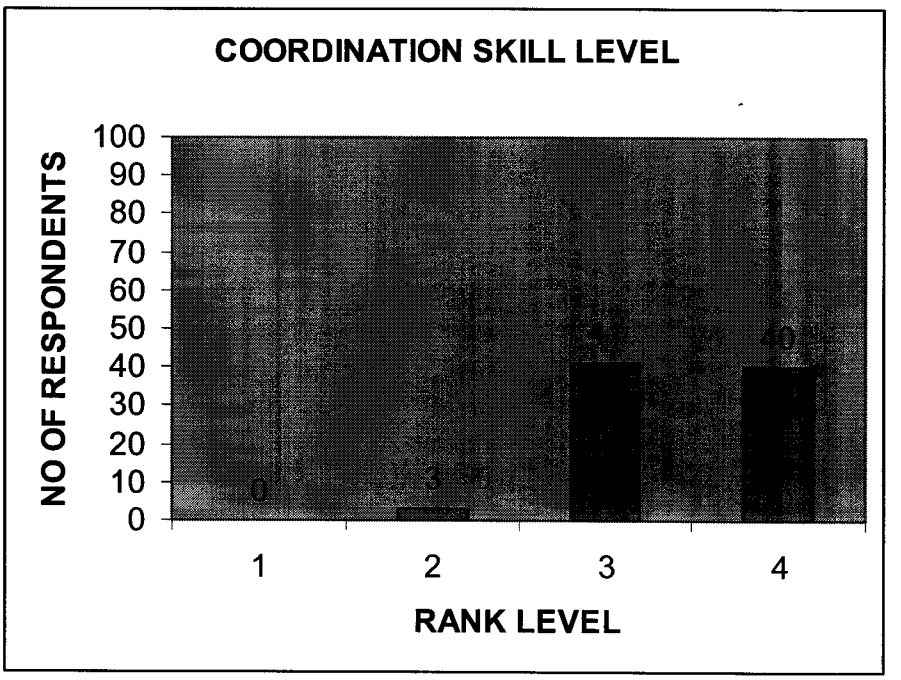
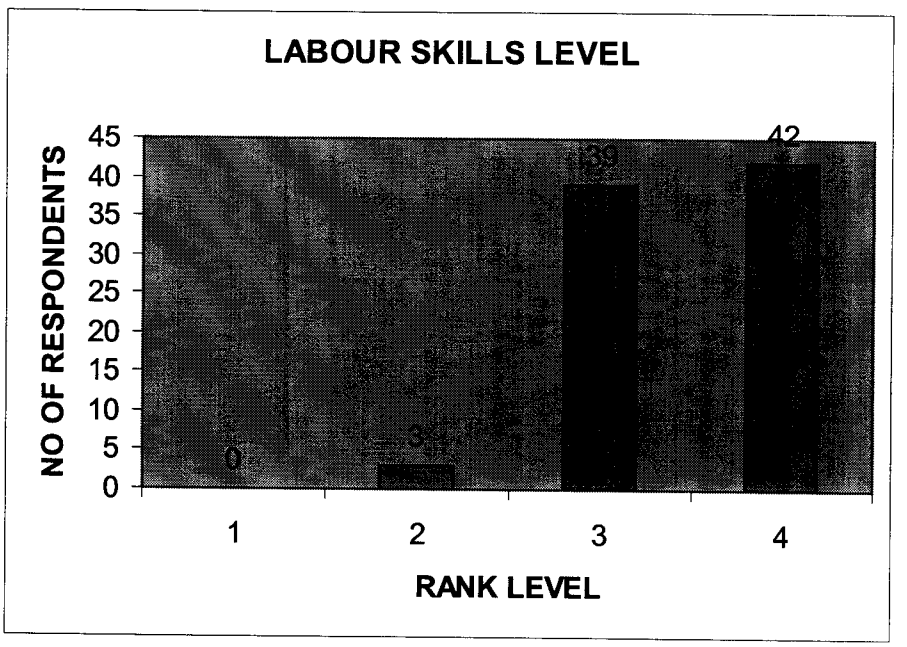

COORDINATION SKILL LEVEL
NO OF RESPONDENTS
100
90
80
70
60
50
40
30
20
10
0
0
3
40
40
1
2
3
4
RANK LEVEL


LABOUR SKILLS LEVEL
NO OF RESPONDENTS
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40
35
30
25
20
15
10
5
0
0
3
39
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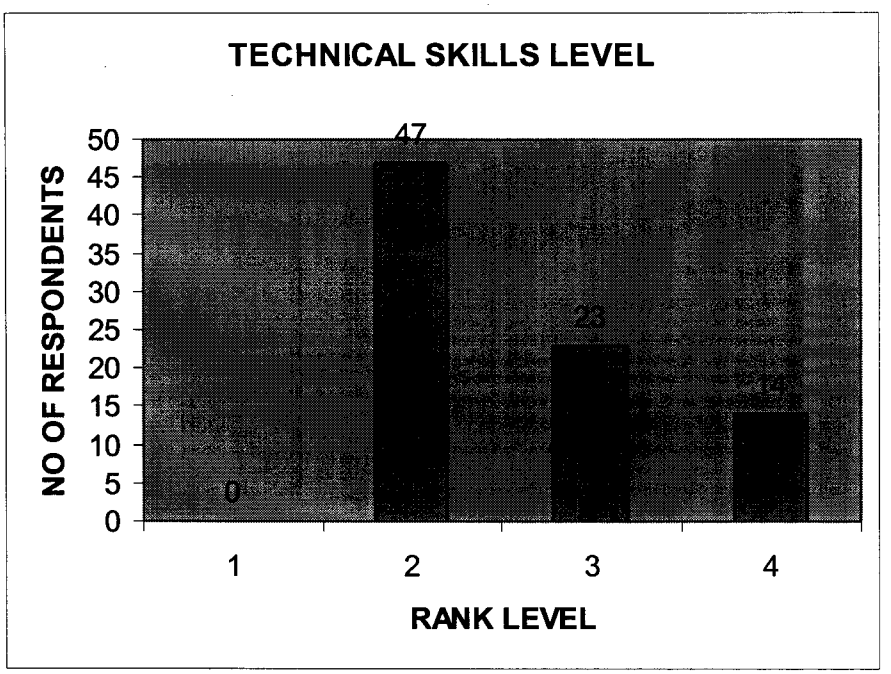
3
4
RANK LEVEL


TECHNICAL SKILLS LEVEL
NO OF RESPONDENTS
50
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35
30
25
20
15
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5
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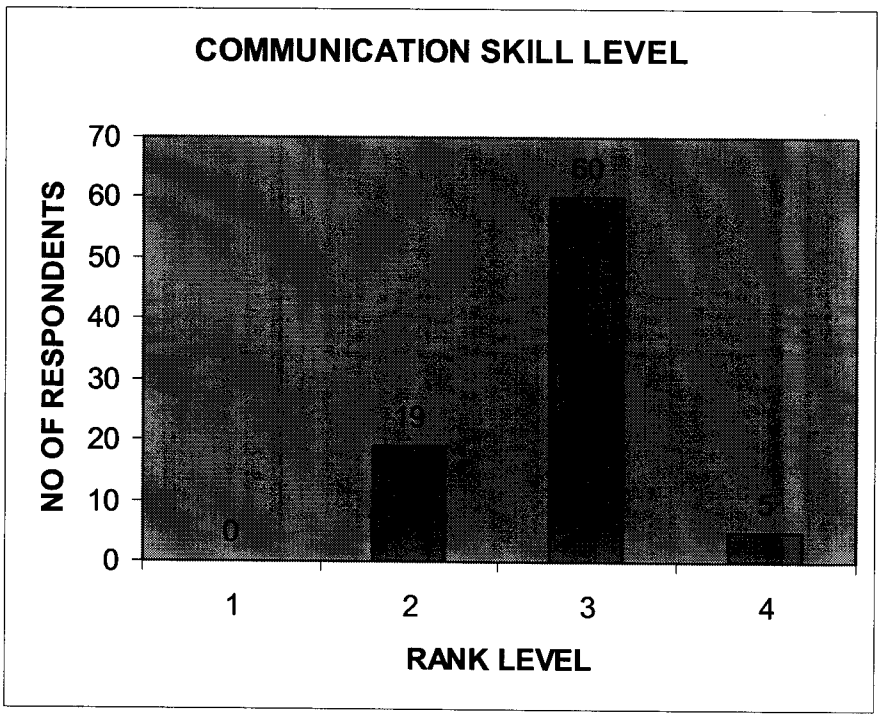
47
23
14
0
1
2
3
4
RANK LEVEL


COMMUNICATION SKILL LEVEL
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19
60
5
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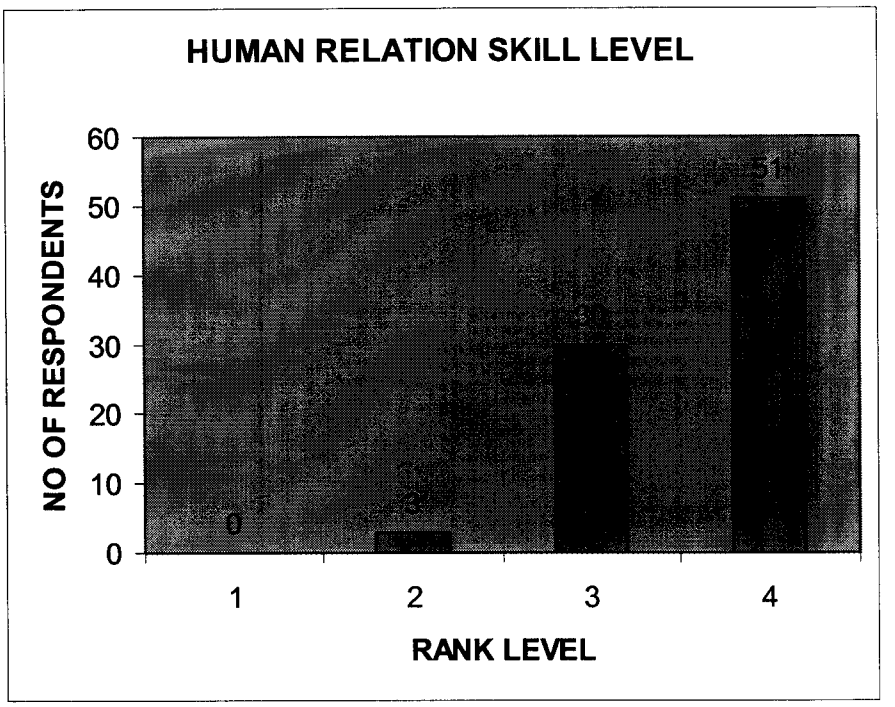
3
4
RANK LEVEL


HUMAN RELATION SKILL LEVEL
NO OF RESPONDENTS
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40
30
20
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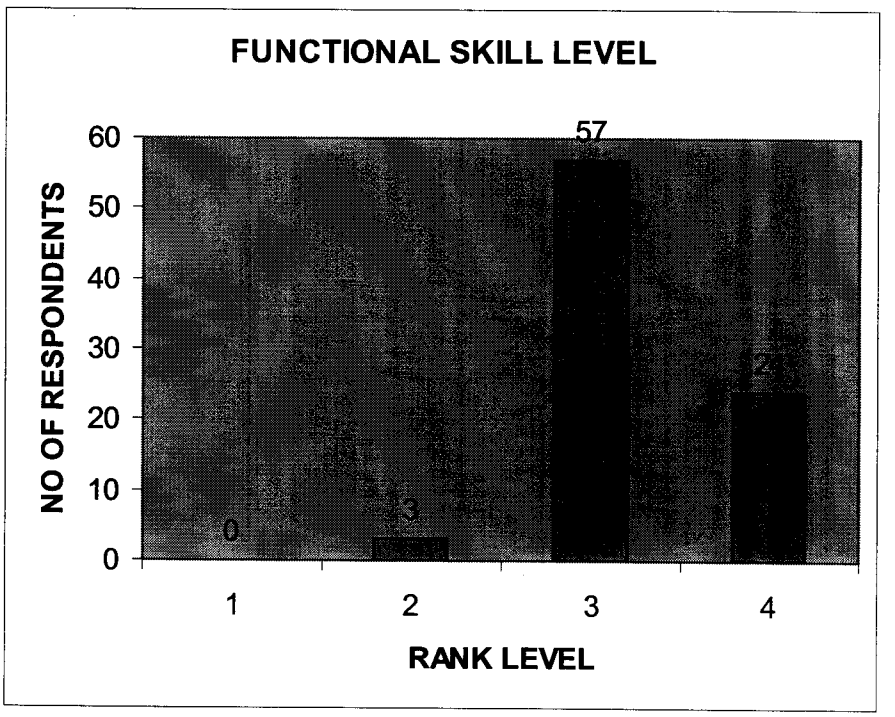
0
0
3
51
1
2
3
4
RANK LEVEL


FUNCTIONAL SKILL LEVEL
NO OF RESPONDENTS
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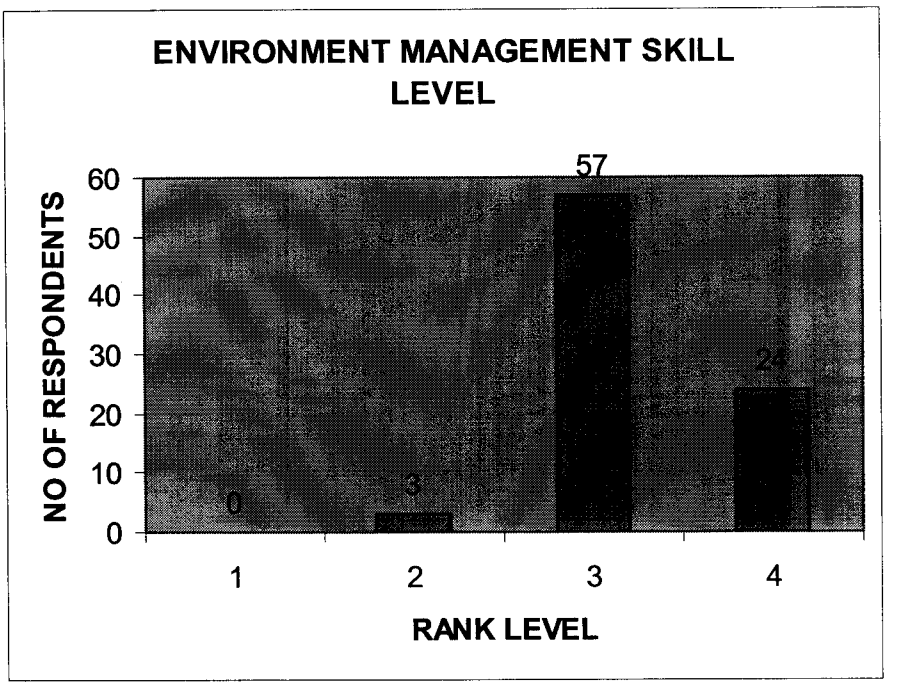
30
20
10
0
0
3
57
24
1
2
3
4
RANK LEVEL


ENVIRONMENT MANAGEMENT SKILL LEVEL
NO OF RESPONDENTS
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50
40
30
20
10
0
0
3
57
24
1
2
3
4
RANK LEVEL

# CHAPTER 5

# FINDINGS, SUGGESTION AND CONCLUSION

# CHAPTER – 5
# CONCLUSION

## 5.1 FINDINGS

1. Majority of the respondents are under the age group 35 – 40.
2. Among the sample 8.3 % are female and 92.7 % are male, the majority of the respondents are male.
3. Major population that is 80 % have SSLC level of literacy and remaining are divided among Higher secondary and ITI level.
4. From the total population 69% have more than 10 years 20% have 5 to 10 years experience and 11% have less than 5 years experience in the organization.
5. In coordination skill 40 people are in 1st rank, 41 are in the 2nd rank and remaining fall under 3rd rank.
6. In labour skill 42 people are in 1st rank, 39 are in the 2nd rank and remaining fall under 3rd rank
7. In technical skill 14 people are in 1st rank, 23 are in the 2nd rank and remaining fall under 3rd rank
8. In communication skill 5 people are in 1st rank, 60 are in the 2nd rank and remaining fall under 3rd rank
9. In human relation skill 51 people are in 1st rank, 30 are in the 2nd rank and remaining fall under 3rd rank.
10. In functional skill 24 people are in 1st rank, 57 are in the 2nd rank and remaining fall under 3rd rank
11. In EMS skill 16 people are in 1st rank, 64 are in the 2nd rank and remaining fall under 3rd rank

## 5.2 suggestion and conclusion

From the study it is been found that

- Technical skill has to be given more emphasis and training programmes like on the job and off the job training can be provided as majority of the workers lack in this area.
- Communication skill has to be given importance and classes like art of life , yoga and other communication and interpersonal enhancement programmes can be implemented in the training programmes.
- EMS- environment management skill knowledge can be raised up by giving more attention on already existing programmes like 5S, Quality circle etc.. in which this skill is imparted
- Functional skills can be imparted by giving training pertaining to the area of work of the individual
- Coordination and labour skill are looking good among majority of the workers so less emphasis can be given in this area.

This study concludes that skills in both functional and general areas are essential in the industry setup for achieving maximum output from the employee. In return more benefits accrue to him from the management side. While hiring, care may be taken to employ skilled people. To improve skills of existing workers, programmes like on the job, off the job, seminars, yoga etc can be included in the training programme.

# ANNEXURE

ROOTS

# SKILL ANALYSIS

Name : Token no : Shift code :

Department : Gender : Age :

Education : Period of experience in Roots :

## Coordination Skill

**1. Are you able to rectify a problem after it passes your hand and goes to the next stage ?**

a) always b) sometimes c) no idea d) never e) not at all

**2. What do you do during there is a break down in the line ?**

a) solve myself b) report to supervisor c) do other useful activities

**3. How far are you able to correct mistakes of new entrants ?**

a) always b) sometimes c) no idea d) never e) not at all

## Labour skill

**1. What do you do in case of finding out a quality defect in the product ?**

a) try to sdlve myself b) solve with help of coworkers c) report to supervisor

**2. Apart from line production what other activities do you involve into ?**

5s KAIZEN TPM Circles small gp activities quality circle

**3. How far are you able to teach the new entrants ?**

a) always b) sometimes c) no idea d) never e) not at all

## Technical skill

**1. What type of machine related problems can you rectify in the line ?**

a) major pblms b) minor pblms c) nothing

**2. What type of product related problems can you rectify in the line ?**

a) major pblms b) minor pblms c) nothing

**3. Do you bring out new ideas in the work ?**

a) very often b) often c) no idea d) never e) not atall

## Communication skill

**1. To whom do you communicate your job related grievance ?**

a) none b) supervisor c) co worker d management

**2. To whom do you communicate your personal grievance ?**

a) none b) co worker c) supervisor d management

## Human Relation skill

**1. What do you do in case of problem with co workers ?**

a) nothing b) solve mutually c) complain

**2. What do you do in case of problem with supervisor ?**

a) try to correct myself b) solve mutually c) nothing d) complain

ROOTS

# SKILL ANALYSIS

## Functional skill

**re you aware of work station documents ?**

trol plan | reaction plan | process check sheet | CLRIstandard | job instruction

**re you aware of Control plan ?**

cess no | machine/ equip no | tool no | product character

cess character | pdt / process specification | evalu technique

**re you aware of Job instruction ?**

ic | briefs | elaborates

**re you aware of Reaction plan ?**

ic | briefs | elaborates

**hat is Reference sample & Its Purpose ?**

ic | briefs | eloborates

**he number of products in the company you know :**

| | | | | |
|---|---|---|---|---|
| omini | megasonic | vibromax | cleartone | supersonic |
| dtone super | cleartone deluxe | Roots spider | spider eco | vibrosonic |
| ertone | vibrosonic deluxe | windtone 90 | windtone super sealed | CSSY |
| ots 90 | Roots 80 | Roots 100 | Roots 75 | FC4 |
| artone | FSA 2 | FD4 | | |

**n how many of these products you can work ?**

10 | 10 to 15 | 15 to 20 | above 20

**n how many of work stations you can work ?**

ow 5 | 5 to 7 | above 7

**What are the critical stages in line ?**

rn testing | airgap measuring | diaphram assembling | tuning range measuring

**. In how many of these stages can you work ?**

1 | 2 | 3 | all

**. EMS Score :**

servation :

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# BIBLIOGRAPHY

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