**ACHARYA NAGARJUNA UNIVERSITY**

**CENTRE FOR DISTANCE EDUCATION**

**NAGARJUNA NAGAR, GUNTUR, AP-522510**

**WORD FORMATSFORSUBMISSION**

**OFTHIRD PHASE OF PROJECT REPORT**

**BY THIRD YEAR VI SEMESTER**

**(B.A., B.COM. & B.B.A.) STUDENTS.**

Project Report -Title Page Format

**Employee Management System**

**WITH SPECIAL REFERENCES TO XYZ COMPANY LTD., GUNTUR**

*A Project report submitted to*

ACHARYA NAGARJUNA UNIVERSITY

*in partial fulfilment for the award of the degree of*

**BACHELOR OF COMMERCE**

***Submitted By***

**VELLA DHARANI**

**B.Com, Regd.No.: C21BC001001**

***Under the Guidance of***

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**Academic Counsellor**

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**Centre for Distance Education**

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**Nagarjuna Nagar, Guntur-522510**

***Centre for Distance Education***

***Acharya Nagarjuna University***

***Nagarjuna Nagar, Guntur-522510, AP, India*.**

**MARCH 2025**

Project Report -Company Letter head information Format

(This is model company certificate proforma and students are requested to submit company certificate on original colour official letter head with authorised signature only.)

Dt. 31-03-2025

***To Whom So Ever It May Concern***

This to certify that Mrs. Vella Dharani student of B.Com General, Centre for Distance Education, Acharya Nagarjuna University, Guntur bearing Regd.No. C21BC001001 has successfully completed her project work on the topic of “**Employee Management Systemwith Special references to XYZ Company Ltd., Guntur**” during the four months period from 21st Nov, 2024 to 20th Mar, 2025. Her performance during the project was satisfactory.

**Signature of the HR Manager /**

 **Head of the Division / General Manager**

 **(with Seal)**

**Project Report -Student Declaration Format**

**Student Declaration**

I, Mrs. Vella Dharani, bearing Regd.No. C21BC001001 student of B.Com Generaldeclare that this project report entitled *“***Employee Management System with Special references to XYZ Company Ltd., Guntur***”*has been prepared by me to be submitted to Centre for Distance Education, Acharya Nagarjuna University on partial fulfilment for theaward of the degree in Bachelor of Commerce. I also declare that the project report is the result of my own effort.

Place : Signature of the Student

Date :

**Project Report - Project Supervisor / Guide Certificate Format**

## Certificate

This to certify that Mrs. Vella Dharani student of B.Com General, Centre for Distance Education, Acharya Nagarjuna University, Guntur bearing Regd.No. C21BC001001 has successfully submitted her project work on the topic of “**Employee Management System with Special references to XYZ Company Ltd., Guntur**” on partial fulfilment for the award of the degree in Bachelor of Commerce during the Year 2025 under my guidance.

**Signature of the Project Supervisor / Guide**

**(with Seal)**

**Project Report – Acknowledgements Format**

**Acknowledgements**

**I express my sincere thanks to my Project Supervisor/GuideDr.N.Srihari, Academic Counsellor,Faculty of Commerce and Management, Centre for Distance Education,Acharya Nagarjuna University for their kind guidance and support extendedto me.**

**I am thankful to Management and staff members of the XYZ Company Ltd., Gunturfor accepting and giving the data and the surrounding people whoare support me for completion of my project.**

**I also owe a deep sense of gratitude to the Director and Co-Ordinator(Exams) Centre for Distance EducationAcharya Nagarjuna University,Staff members of LSC,my parentsand my friends without whose encouragement and guidance the completion this work would beimpossible. I would like to thank each of my friends for their support and theirencouragement.**

**I am thankful to each and every person who are directly or indirectlyhelped me to complete my project.**

**Mrs. Vella Dharani**

**Project Report – Contents Format**

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**Chapter-1**

**Introduction**

**Chapter-1**

**Introduction**

**Chapter-2**

**Project Specifications/**

**Company Profile**

**(area / background of the work assigned)**

**Chapter-2**

**Project Specifications**

**/ Company Profile**

**(area / background of the work assigned)**

**Chapter-3**

**Problems taken up**

**Chapter-3**

**Problems taken up**

**Chapter-4**

**Data Analysis and Interpretation**

**Chapter-4**

**Data Analysis and Interpretation**

**Chapter-5**

**Findings, Suggestions**

**and Conclusions**

**Chapter-5**

**Findings, Suggestions and Conclusions**

**Questionnaire**

**Project Report – Questionnaire Format**

**(This is the Model Questionnaire, Students should prepare Questionnaire based on your project report topic)**

**Questionnaire**

**Name of the Employee :**

**Designation :**

**Department :**

## Performance Survey Questions

The following are the questions in your employee performance review survey that addresses different facets of work life. These questions can be presented in multiple-choice, Likert scale, or open-ended formats.

**Effectiveness**

1. The goals and strategies of my organization are taking us in the right direction.

1 - Strongly Disagree
2 - Disagree
3 - Neutral
4 - Agree
5 - Strongly Agree

1. The leaders of my organization have communicated a vision that motivates me.

1 - Strongly Disagree
2 - Disagree
3 - Neutral
4 - Agree
5 - Strongly Agree

1. My organization supports high ethical standards.

1 - Strongly Disagree
2 - Disagree
3 - Neutral
4 - Agree
5 - Strongly Agree

1. My organization's values are aligned with values I consider important in life.

1 - Strongly Disagree
2 - Disagree
3 - Neutral
4 - Agree
5 - Strongly Agree

1. The leaders of my organization demonstrate that employees are important to its success.

1 - Strongly Disagree
2 - Disagree
3 - Neutral
4 - Agree
5 - Strongly Agree

1. I understand how my role at my workplace correlates to the organization's success.

1 - Strongly Disagree
2 - Disagree
3 - Neutral
4 - Agree
5 - Strongly Agree

1. How often do you feel that you meet the expectations set for your role?
* Very frequently
* Frequently
* Occasionally
* Rarely
* Never
1. How successfully have you achieved your goals over the past performance period?
* Extremely successful
* Very successful
* Moderately successful
* Slightly successful
* Not successful
1. How often do you encounter challenges in achieving your assigned goals?
* Never
* Rarely
* Occasionally
* Frequently
* Always
1. How often do you receive feedback on the quality of your work?
* Always
* Often
* Sometimes
* Rarely
* Never

**Skills & Knowledge**

1. On a scale of 1 to 5, how proficient do you feel in the core areas required for your role?

1- Lowest
2- Low
3- Moderate
4- High
5- Highest

1. Have you learned any new skills or techniques that have helped you perform your job more effectively? If yes, please specify.
2. Please rate your proficiency in each of your core skill areas on a scale of 1 (Novice) to 5 (Expert). (Include a list of relevant core skills for the specific role)
3. How empowered and supported do you feel in learning new skills relevant to your role?
4. Have you had the opportunity to participate in training or development programs recently? If so, how valuable were they?

**Contribution & Teamwork**

1. My coworkers and I have a good working relationship.

1 - Strongly Disagree
2 - Disagree
3 - Neutral
4 - Agree
5 - Strongly Agree

1. I can count on my coworkers to help when needed.

1 - Strongly Disagree
2 - Disagree
3 - Neutral
4 - Agree
5 - Strongly Agree

1. My coworkers welcome opinions different from their own.

1 - Strongly Disagree
2 - Disagree
3 - Neutral
4 - Agree
5 - Strongly Agree

19.How often do you collaborate with your colleagues to solve problems or complete tasks?

* Very frequently
* Frequently
* Occasionally
* Rarely
* Never
1. How would you rate your ability to support and assist your colleagues when needed?
* Excellent
* Good
* Average
* Below average
* Poor
1. Can you provide an example of a recent teamwork success or collaboration effort you were involved in?
2. How well do you feel your team communicates and collaborates to achieve common goals?
* Highly Effective
* Moderately Effective
* Somewhat Effective
* Not Effective
1. Share an example of a problem you encountered at work and how you successfully resolved it.
2. How comfortable are you taking the initiative and finding solutions to challenges in your work?
* Very Comfortable
* Somewhat Comfortable
* Neutral
* Somewhat Uncomfortable
* Very Uncomfortable
1. How willing are your colleagues to help and support each other when needed?
* Always Willing
* Often Willing
* Sometimes Willing
* Rarely Willing
* Never Willing

**Work Environment & Feedback**

1. My workplace is free from distractions and I find it easy to focus on my work.

1 - Strongly Disagree
2 - Disagree
3 - Neutral
4 - Agree
5 - Strongly Agree

1. My workplace is comfortable and I feel safe working here.

1 - Strongly Disagree
2 - Disagree
3 - Neutral
4 - Agree
5 - Strongly Agree

1. My manager and I have a good working relationship.

1 - Strongly Disagree
2 - Disagree
3 - Neutral
4 - Agree
5 - Strongly Agree

1. My manager gives me enough feedback to understand if I am doing my job well.

1 - Strongly Disagree
2 - Disagree
3 - Neutral
4 - Agree
5 - Strongly Agree

1. Management emphasizes teamwork within the organization.

1 - Strongly Disagree
2 - Disagree
3 - Neutral
4 - Agree
5 - Strongly Agree

1. How satisfied are you with the overall work environment in your department/team?
* Very satisfied
* Satisfied
* Neutral
* Dissatisfied
* Very dissatisfied
1. How effectively do you feel communication flows within the team and with your manager?
* Very effectively
* Effectively
* Neither effectively nor ineffectively
* Ineffectively
* Very ineffectively
1. What are the aspects of your work environment that you enjoy most?
* Collaborative atmosphere and teamwork
* Opportunities for growth and learning
* Supportive management and colleagues
* Flexibility in work arrangements and schedules
1. How clear and effective is communication between your manager and team leaders?
* Highly Effective
* Moderately Effective
* Somewhat Effective
* Not Effective
1. Do you feel comfortable communicating your ideas and concerns to your manager and colleagues? Why or why not?
2. How well does your manager provide you with the support, guidance, and resources you need to be successful in your role?
* Strongly Agree
* Agree
* Neutral
* Disagree
* Strongly Disagree
1. What are some specific ways your manager could better support your professional development?

**Employee Development**

1. I am satisfied with my opportunities for professional growth.

1 - Strongly Disagree
2 - Disagree
3 - Neutral
4 - Agree
5 - Strongly Agree

1. I am satisfied with the job-related training my organization offers.

1 - Strongly Disagree
2 - Disagree
3 - Neutral
4 - Agree
5 - Strongly Agree

1. I am satisfied that I have the opportunity to apply my talents and expertise.

1 - Strongly Disagree
2 - Disagree
3 - Neutral
4 - Agree
5 - Strongly Agree

1. What specific skills or knowledge do you aspire to develop in the next year?
2. How well do you feel your current role offers opportunities for professional growth and development?
* Strongly Agree
* Agree
* Neutral
* Disagree
* Strongly Disagree
1. Would you be interested in pursuing additional responsibilities or taking on a leadership role within the company?
* Yes
* No
* Unsure
1. Are there any particular areas or skills you feel are lacking in your current role that you would like to improve upon through training or development programs?
2. Can you describe a project or task you'd like to undertake to further your professional development?
3. Please rate the current availability of training and development opportunities in the company.

1- Lowest
2- Low
3- Moderate
4- High
5- Highest

1. How satisfied are you with the support provided by the company for your career growth and development?
* Very Dissatisfied
* Dissatisfied
* Neutral
* Satisfied
* Very Satisfied

**Communication Plan**

1. Communication between senior management and employees is good in my organization.

1 - Strongly Disagree
2 - Disagree
3 - Neutral
4 - Agree
5 - Strongly Agree

1. Which communication channels do you prefer to receive feedback through?
* Email
* In-person meetings
* One-on-ones
1. Is the communication regarding company goals, objectives, and progress updates clear and timely?

1 - Strongly Disagree
2 - Disagree
3 - Neutral
4 - Agree
5 - Strongly Agree

1. Do you have any suggestions for improving communication within the company or your team?
2. How often would you like to receive updates or results about your performance or projects?
* Weekly
* Bi-weekly
* Monthly
* Quarterly
1. Can you provide any suggestions for improving the current communication process regarding performance evaluation and feedback sharing?

**References**

**Project Report – References Format**

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