ACHARYA NAGARJUNA UNIVERSITY
CENTRE FOR DISTANCE EDUCATION
NAGARJUNA NAGAR, GUNTUR, AP-522510

GUIDELINES FOR SUBMISSION OF THIRD PHASE OF PROJECT REPORT BY THIRD YEAR VI SEMESTER (B.A., B.COM. & B.B.A.) STUDENTS.

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During the entire 6th Semester, the student shall undergo project work. This is to ensure that the students develop hands on **Technical Skills** which will be of great help in facing the world of work.

LEARNING OUTCOMES:
- Explore career alternatives prior to graduation.
- Integrate theory and practice.
- Assess interests and abilities in their field of study.
- Learn to appreciate work and its function towards future.
- Develop work habits and attitudes necessary for job success.
- Develop communication, interpersonal and other critical skills in the future job.
- Build a record of work experience.
- Acquire employment contacts leading directly to a full-time job following graduation from college.
- Acquire additional skills required for world of work.

ASSESSMENT FOR AWARD OF MARKS:
The assessment of the VI Semester project work is for 200 marks and credits assigned are 12 to be allocated for the project Report 150 marks and 50 marks for Viva-Voce examination within the Choice-Based Credit System and pass percentage is 50%.

External Assessment Component	Pass Marks (50%)	Maximum Marks	Credits
Project Report	75	150	12
Viva-Voce	25	50	
Total	100	200	12

ASSESSMENT PERIOD:
Assessment period is FOUR months (120 days) for making and submit the project work during the VI Semester. A monthly report is to be submitted to the teacher guide online within 15 days after the completion of every month upto four months (120 days). The last two months of project period shall be used for preparation of final project report.

The assessment for this project report will be external assessment. The student should work under the supervision of a responsible person (HR Manager / Head of the Division / General Manager) at the industry / enterprise / organisation in consultation with the project supervisor/Guide under whom the project work was done.

CHOOSING OF THE ORGANIZATION:
Students shall choose any one of the following organizations given below and where the student has undergone project work for four months (120 days):
- The Company
- Business unit
- Enterprise

PROJECT REPORT TOPICS:

CHOOSING OF THE PROJECT REPORT TOPICS
BY B.Com General, B.Com Computer Application, BBA & BA(Economics, Banking, Computer Applications) Programmes Students:

Students shall choose any one of the following computer software development projects given below and where the student has undergone software development project work for four months (120 days) with the use of the Technical Tools:

- Programming Language : Python
- Connecting Database : MySQL/Oracle
- IDE used : Visual Studio (VS Code)

PROJECT REPORT TOPICS

- Student admission management system
- Employee management system
- Library management system
- Banking management system
- Organization Administrative Software
- Appointment Management Software
- Tally Accounting-Inventory Management
- Tally Accounting-GST Management
- Data Base Administration using Oracle
- Web portal development / Web Designing
- Train ticketing system
- e-Learning platform
- Online Shopping
- Stock Market Tracker
- E-Parking Challan Generation System
- Password Manager
- Chatbot creation and social media connectivity on web portal
- Voice Recognition and Face detector
- Automated payroll system with GPS tracking and image capture
- Opinion mining for social networking platforms
- Software piracy protection system
- Weather forecasting system
- Fingerprint-based ATM system
- Creation of New Business Online
- Income tax online procedure
- Auditing
- GST Online Submission

CHOOSING OF THE PROJECT REPORT TOPICS BY BA PROGRAMME STUDENTS:

- Village Development
- Forest
- Fire Station
- Agricultural
- Police station
- Hospital
- Elementary School

- Irrigation
- GST
- Taxation
- Industrial
- Public Administration
- Economic Reforms
- Socio Political Events
- Historical events
- Socio Economic Activities
- Elections
- Government Administration
- Demographic

GUIDELINES FOR PREPARATION OF PROJECT REPORT:

The project report should not be less than 60 A4 SIZE PAGES (excluding appendix and exhibits). The report is to be submitted in a BOUND VOLUME covering the following Structure:

➢ Title page or cover sheet
➢ The Certificate issued by organisation under signed by HR Manager / Head of the Division / General Manager where the student worked for his project work must also be included in the report
➢ Student's declaration
➢ Certification by Project Supervisor / Guide (Concerned Programme Academic Counsellor)
➢ Acknowledgements
➢ Contents
➢ Introduction, scope, objectives, and methodology
➢ Project specifications / Company Profile (area / background of the work assigned)
➢ Problems taken up
➢ Data Analyses and Interpretation
➢ Findings
➢ Suggestions / Recommendations
➢ Conclusions
➢ Questionnaire
➢ References

SUBMISSION OF PROJECT REPORT AND VIVA-VOCE EXAMINATION:

All the students are requested to prepare two Project Reports and, submit one Project Report at your opted Learner Support Centre (LSC) for Viva-Voce examination and keep another Project Report with student. LSC is responsible for communication of Viva-Voce examination information to all the students where and when it is going to conduct.

Note:

- Last date for Submission of Project Report
  by the students at the concerned LSCs: 15-04-2025

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

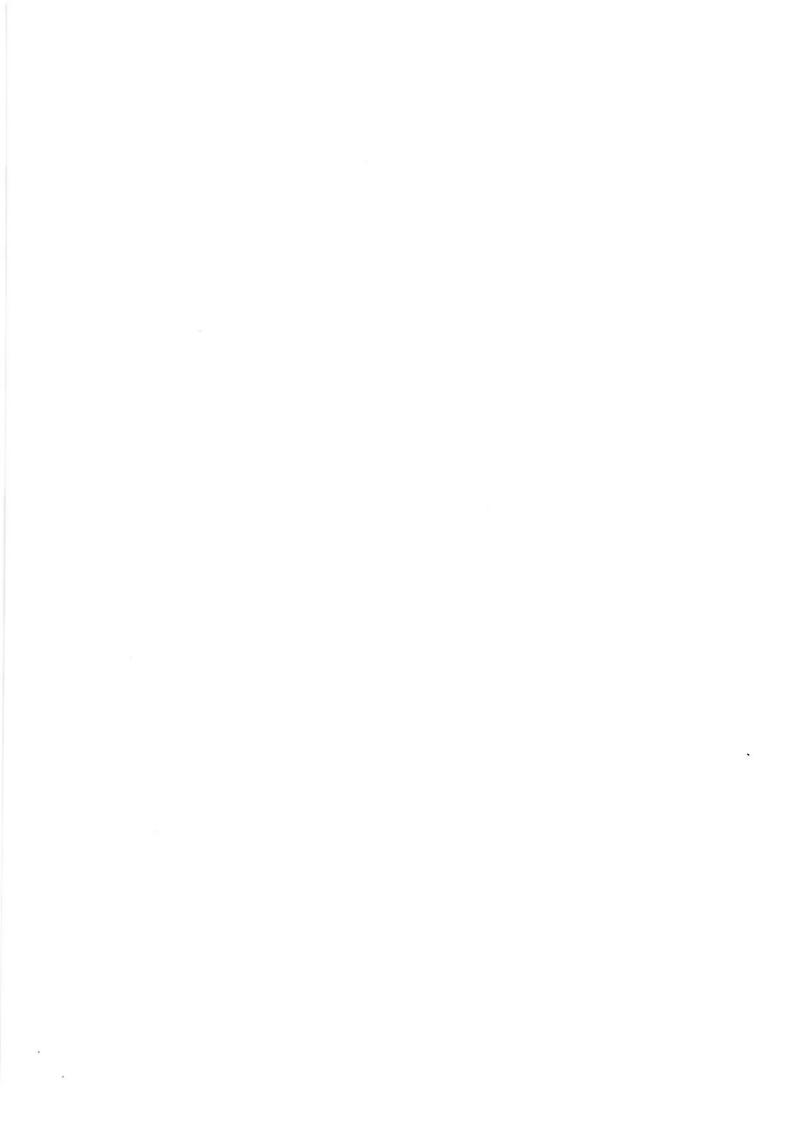**Submitted By**

VELLA DHARANI
B.Com, Regd.No.: C21BC001001

Under the Guidance of
Dr. N.SRIHARI, M.B.A, M.F.M, M.Com, SLET, M.Phil, Ph.D
Academic Counsellor
Faculty of Commerce and Management
Centre for Distance Education
Acharya Nagarjuna University
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 System with 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)**

Student Declaration

I, Mrs. Vella Dharani, bearing Regd.No. C21BC001001 student of B.Com General declare 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 the award of the degree in Bachelor of Commerce. I also declare that the project report is the result of my own effort.

Place   :

Date   :

Signature of the Student

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)

Acknowledgements

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

I am thankful to Management and staff members of the XYZ Company Ltd., Guntur for accepting and giving the data and the surrounding people who are 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 Education Acharya Nagarjuna University, Staff members of LSC, my parents and my friends without whose encouragement and guidance the completion this work would be impossible. I would like to thank each of my friends for their support and their encouragement.

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

Mrs. Vella Dharani

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(area / background of the work assigned)

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Project Specifications
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Chapter-3
Problems taken up

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Chapter-4
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Findings, Suggestions and Conclusions

Questionnaire

(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

2. The leaders of my organization have communicated a vision that motivates me.
   1 - Strongly Disagree
   2 - Disagree
   3 - Neutral
   4 - Agree
   5 - Strongly Agree

3. My organization supports high ethical standards.
   1 - Strongly Disagree
   2 - Disagree
   3 - Neutral
   4 - Agree
   5 - Strongly Agree

4. 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

5. 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

6. 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

7. How often do you feel that you meet the expectations set for your role?

- Very frequently
- Frequently
- Occasionally
- Rarely
- Never

8. How successfully have you achieved your goals over the past performance period?

- Extremely successful
- Very successful
- Moderately successful
- Slightly successful
- Not successful

9. How often do you encounter challenges in achieving your assigned goals?

- Never
- Rarely
- Occasionally
- Frequently
- Always

10. How often do you receive feedback on the quality of your work?

- Always
- Often
- Sometimes
- Rarely
- Never

Skills & Knowledge

11. 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

12. Have you learned any new skills or techniques that have helped you perform your job more effectively? If yes, please specify.

13. 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)

14. How empowered and supported do you feel in learning new skills relevant to your role?

15. Have you had the opportunity to participate in training or development programs recently? If so, how valuable were they?

Contribution & Teamwork

16. My coworkers and I have a good working relationship.
    1 - Strongly Disagree
    2 - Disagree
    3 - Neutral
    4 - Agree
    5 - Strongly Agree

17. I can count on my coworkers to help when needed.
    1 - Strongly Disagree
    2 - Disagree
    3 - Neutral
    4 - Agree
    5 - Strongly Agree

18. 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

20. How would you rate your ability to support and assist your colleagues when needed?

- Excellent
- Good
- Average
- Below average
- Poor

21. Can you provide an example of a recent teamwork success or collaboration effort you were involved in?

22. How well do you feel your team communicates and collaborates to achieve common goals?

- Highly Effective
- Moderately Effective
- Somewhat Effective
- Not Effective

23. Share an example of a problem you encountered at work and how you successfully resolved it.

24. How comfortable are you taking the initiative and finding solutions to challenges in your work?

- Very Comfortable
- Somewhat Comfortable
- Neutral
- Somewhat Uncomfortable
- Very Uncomfortable

25. 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

26. 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

27. My workplace is comfortable and I feel safe working here.
    1 - Strongly Disagree
    2 - Disagree

3 - Neutral

4 - Agree

5 - Strongly Agree

28. My manager and I have a good working relationship.
    1 - Strongly Disagree
    2 - Disagree
    3 - Neutral
    4 - Agree
    5 - Strongly Agree

29. 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

30. Management emphasizes teamwork within the organization.
    1 - Strongly Disagree
    2 - Disagree
    3 - Neutral
    4 - Agree
    5 - Strongly Agree

31. How satisfied are you with the overall work environment in your department/team?

- Very satisfied
- Satisfied
- Neutral
- Dissatisfied
- Very dissatisfied

32. How effectively do you feel communication flows within the team and with your manager?

- Very effectively
- Effectively
- Neither effectively nor ineffectively
- Ineffectively
- Very ineffectively

33. 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

34. How clear and effective is communication between your manager and team leaders?

- Highly Effective
- Moderately Effective
- Somewhat Effective
- Not Effective

35. Do you feel comfortable communicating your ideas and concerns to your manager and colleagues? Why or why not?

36. 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

37. What are some specific ways your manager could better support your professional development?

Employee Development

38. I am satisfied with my opportunities for professional growth.
    1 - Strongly Disagree
    2 - Disagree
    3 - Neutral
    4 - Agree
    5 - Strongly Agree

39. I am satisfied with the job-related training my organization offers.
    1 - Strongly Disagree
    2 - Disagree
    3 - Neutral
    4 - Agree
    5 - Strongly Agree

40. 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

41. What specific skills or knowledge do you aspire to develop in the next year?

42. How well do you feel your current role offers opportunities for professional growth and development?

-

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

43. Would you be interested in pursuing additional responsibilities or taking on a leadership role within the company?

- Yes
- No
- Unsure

44. 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?

45. Can you describe a project or task you'd like to undertake to further your professional development?

46. Please rate the current availability of training and development opportunities in the company.

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

47. 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

48. Communication between senior management and employees is good in my organization.
   1 - Strongly Disagree
   2 - Disagree
   3 - Neutral
   4 - Agree
   5 - Strongly Agree

49. Which communication channels do you prefer to receive feedback through?

- Email
- In-person meetings
- One-on-ones

50. 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

51. Do you have any suggestions for improving communication within the company or your team?

52. How often would you like to receive updates or results about your performance or projects?

    - Weekly
    - Bi-weekly
    - Monthly
    - Quarterly

53. Can you provide any suggestions for improving the current communication process regarding performance evaluation and feedback sharing?

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