

**An Organization Study Report on  
K2K INFRASTRUCTURE INDIA PRIVATE LTD.**

**(18MBAOS307)**

**BY**

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**1CR19MBA41**

*Submitted to*

**VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELAGAVI**



*Impartial fulfilment of the requirement for the award of the degree of*

**MASTER OF BUSINESS ADMINISTRATION**

*Under Guidance of*

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2019-2021**



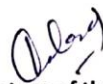
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### CERTIFICATE BY THE INSTITUTION


This is to certify that **Ms. MANJULA S** bearing **USN 1CR19MBA41** is a bonafide student of Master of Business Administration of our Institution during 2019-21 batch. The organization study report on **K2K INFRASTRUCTURE PRIVATE LTD.** is prepared by her under the guidance of **Mr. Santosh Kathari**, Assistant Professor, in partial fulfillment of the requirements for the award of the degree of Master of Business Administration, affiliated to Visvesvaraya Technological University, Belagavi Karnataka.

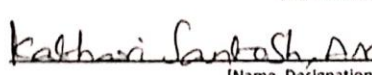
  
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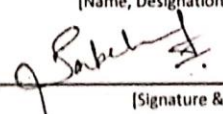
  
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## DECLARATION

I, Ms. Manjula S bearing USN: 1CR19MBA41, hereby declare that the Organization Study conducted at K2K INFRASTRUCTURE PRIVATE LTD. is record of independent work carried out by me under the guidance of Prof. Kathari Santosh faculty of M.B.A Department of CMR Institute of Technology, Bengaluru

I also declare that this organisation study report is towards the partial of the university regulation for the award of degree of **Master of Business Administration** by Visvesvaraya Technological University, Belagavi.

I have undergone an organization study for a period of four weeks. I further declare that this organisation study report is based on the original study undertaken by me and not been submitted for the award of any degree/diploma from any other University /Institution.

### **Disclaimer**

The enclosed document is the outcome of a student academic assignment, and does not represent the opinions/views of the University or the institution or the department or any other individuals referenced or acknowledged within the document. The data and information studied and presented in this report have been accessed in good faith from secondary sources/web sources/public domain, including the organisation's website, solely & exclusively for academic purposes, without any consent/permission, express or implied, from the organisation concerned. The author makes no representation of any kind regarding the accuracy, adequacy, validity, reliability, availability or completeness of any data/information herein contained.

Place: *Bangalore*  
Date: *29/09/2020*

*Manjula S*  
Signature of the Student  
USN: 1CR19MBA41

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I thank my Internal Guide, **Mr Santosh Kathari**, Assistant Professor of the Department of MBA, CMR Institute of Technology, Bengaluru for his constant guidance and support throughout the organization study.

**NAME: MANJULA S**

**USN: 1CR19MBA41**

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## **EXECUTIVE SUMMARY**

Participating in an internship allows an intern to get a perspective on potential employment once they are done studying. It helps them by applying the concepts that they learned in their classrooms. Such an exposure creates a smoother transition for interns from the class room to the work station. So for the purpose I got the opportunity at K2K INFRASTRUCTURE PRIVATE LIMITED in infantry road, Bangalore.

The objective of the report are to study and analyze the organization structure and the functions of various departments and also to analyze the SWOT of the company and the MCKINSEY 7s frame work.

The first chapter of this study deals with the introduction about the internship and also industry profile.

The second chapter of the study deals with some theoretical concept about the organization profile which includes the back ground of the company, nature of the business that the company is in, the vision , mission and the quality policy of the company ,the products by the company, the ownership pattern of the company, and the future growth prospects of the company .

The third chapter is about the MCKINSEY 7s frame work. I have made an attempt to learn about the 7s of the K2K INFRASTRUCTURE PRIVATE LIMITED. The organization structure of K2K INFRASTRUCTURE PRIVATE LIMITED is much formalized rules and regulations, tasks that are grouped into single authority , and decision making that follows the chain of command and an elaborate administration structure .

I have made an attempt to know about the SWOT analysis of the organization in fourth chapter. The strengths of the manufacturing industry are that is relatively stable. Although the demand of the manufacturing tends to fluctuate with the ups and downs of economy.

# **CHAPTER- 1**

## **INTRODUCTION**

### **INTRODUCTION**

Internship is a kind of training given to a student before he or she comes in contact with the exact working condition. This can be a practical exposure to the students, where they are supervised by industry experts. An internship is a great way to develop specific skills and knowledge, as well as made contacts and build confidence. More and more, employees assess the skills abilities of prospective employees by evaluating their previous experience.

I MANJULA.S conducted an internship report in K2K Infrastructure India Pvt Ltd. for the period for 4 weeks from 06/08/2020– 30/08/2020 I went on regular basis from Monday to Friday. This internship helped me to increase my skills related to the practical job. It also helped me in enhancing the practical along with the theoretical knowledge.

### **MEANING**

Internship is a programs engaging students in services activities primarily for the purpose of providing them with hands on experience that enhance their learning understanding of issues relevant to a particular area of study.

1. Internship leads to the intern's individual development through challenging occupational Coursework.
2. A typical and worthy extracurricular activity that help to develop credentials for their semester.
3. It is designed and planned through consultation with the college or university so as to fit into the undergraduate practice.
4. Internship involves closed direction or mentoring by a specialized expert.
5. It includes work experience that go together with classroom learning.
6. It too ends in an appraisal process at the wrapping up of the internship.

## **Need for the study**

1. To understand the nature of the organization.
2. To know the SWOT analysis of the organization.
3. To know the effect McKinsey's 7s frame work with special reference of the organization.
4. To know the proprietorship example, accomplishment and honour's.
5. To understand financial position of the organization.

## **Objectives of the study**

Objectives are short term and medium term goals that organization seeks to accomplish an organization objective will play a large part in developing organizational policies and determining the allocations of the resources. To understand the work culture of the organization and apply theoretical concepts in real life Situation at the work place for various functions of the organization.

## **Scope of the study**

This report is based on the study conducted at K2K Infrastructure India Pvt Ltd; An attempt is made to analyze the company performance in comparison of the theoretical concepts. It aims to understand the skills of the company in areas like technological advancements, competition in management



## **Industry profile**

### **Introduction**

K2K Infrastructure India Pvt Ltd in Infantry Road, Bangalore

K2K Infrastructure India Pvt Ltd in Bangalore. No.85, 4th Floor, Prestige Copper Arch, Infantry Road, Bangalore - 560001, Behind Safina Plaza (Map).

Having solid experience in the real estate market, K2K Infrastructure India Pvt Ltd in Infantry Road presents a wide choice of residential, industrial, commercial, recreational and institutional properties to its clients.

Distinguished for their award-winning projects, this real estate group is truly one of the most established and recognized ones in the housing and construction sector. Creating unique and innovative spaces ever since established.

The company has been able to build a strong foundation over the passage of time. The builder has constantly strived to exceed the expectations of its clients through quality work, transparent work ethics and use of cutting-edge technology.

The organization is committed to provide an enhanced living experience to the residents through constant innovation and creative delivery of projects. The office is situated on, Behind Safina Plaza, which is easily accessible from any part of the city. More than 90+ people have given an overwhelming feedback about this establishment that proves its credibility as a property dealer Branches of K2K Infrastructure Private Limited Mangalore Essel Towers Building, 5th floor, near Bunts Hostel, Mangalore -575003

## Background of K2K Infrastructure Private Limited



**VALUES OF THE COMPANY** The company is committed to quality construction services. Innovative, engineering and upholding a tradition of passion for excellence and team work. To build and develop professionally managed team committed to total satisfaction of the customers. K2K fosters culture of continuous improvement while meeting and exceeding the expectation of customers through check and control by the implementation of quality management system. Eco friendly approach in the process. Turnover of K2K Infrastructure Private Limited

### Turnover of K2K Infrastructure Private Limited



## CHAPTER-2

### ORGANIZATIONAL PROFILE

#### ORGANISATION PROFILE

##### 2.1 COMPANY PROFILE

**Name of the company** : K2K Infrastructure Private Limited

**Industry sectors** : Trading sector (Sales & Service)

**Location** : #83, 4<sup>th</sup> Floor, Prestige Copper Arch, Infantry Road  
Bangalore- 560001

**Tel no** : 080-2500 1432

**Fax no.** : 080-2500 1445



## Corporate Social Responsibilities of K2K Infrastructure Private Limited



### 2.2 Nature of Business

At K2K, we always look to evaluate the requirement of the client and develop concepts that are client-friendly. Our experiences with different clientele have shown that the best results occur when the requirements of clients are met. Our team accustoms itself to the needs of the client and executes projects according to any or all of the above formats.

Leveraging our expertise in the construction industry, our consulting services start at single-project consultation and stretch into multi-location and multi-project consultation.

Business segments

#### 1. Residential:

- Apartments
- Villas

#### 2. Commercial :

- Malls
- Hospitals
- Schools

Bridges & Culverts

## **2.3 Vision, Mission & Quality policy**

### **Vision**

- Endeavouring total solutions for turnkey projects for all in-house and external customers.
- Developing talent within by fostering knowledge through experience systems, mechanization and maximum utilization of resources.
- Complete projects in time, safety and quality to the satisfaction of customers throughout Pan India.
- Ensuring growth beyond market and profits to all stake holders of the company

### **Mission**

K2K Infrastructure India Pvt. Ltd. walk towards customer satisfaction at the highest level and continual improvement towards growth.

## MACHINERY & EQUIPMENT



Over a dedicated period of time, various kinds of machinery and equipment required for the successful and on-time completion of projects were acquired:

- Fixed Tower Cranes
- Concrete Pumps
- Bar Bending Machines
- Batching Plants
- Generators
- Bar Cutting Machines
- Concrete Pipeline Set
- Walk Behind Roller

### 2.4 Product / Service profile

Service

#### A. Services Offered at K2K Infrastructure India Pvt Ltd:

K2K Infrastructure India Pvt Ltd in Bangalore has delivered a large number of projects in the past that have received rave reviews and appreciation from numerous prestigious builders and other organizations associated with the real estate business. The team comprises of real estate professionals having vast experience and knowledge about properties. Each of the project of this company exhibits avant-garde interior designs – absolutely lavish, ostentatious and one-

of-its-kinds. Quality, on-time delivery and trust stand at the core of the business of this real estate organization.

By giving wings to the dreams of millions of people, it is truly making a mark in the field.

The office remains fully-operational between 09:30 - 06:30.

## **2.5 Area of operation**

Construction



All-encompassing planning, coordination, control and execution of the project within a robust and financially feasible spectrum are what we are capable .

## CONSULTATION



Our consultation verticals provide a client with the best of concepts and revolve around:

- Material Management
- Project Management
- Progress Monitoring and Time Scheduling
- Budgeting and Costing
- Safety and Health Management
- Manpower Management
- Quality and Quantity Review



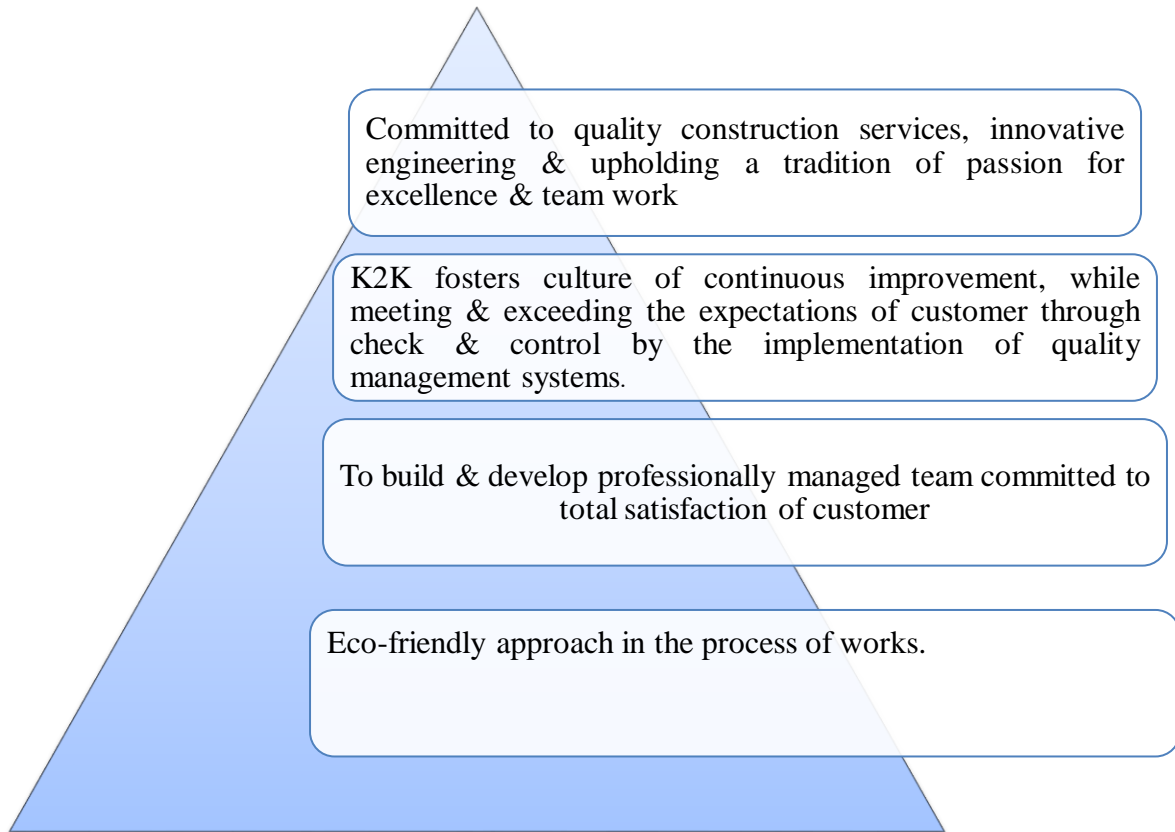
## QHSE Policy



We at K2K believe that delivery of projects in time, with safety and quality will give us a long-term relationship with our in-house & external customers. We also focus on continuously improving our QHSE (quality, health, safety & environment) policies to achieve our goals through the following:

- Committed to quality construction services, innovative engineering & upholding a tradition of passion for excellence & teamwork.
- To build & develop a professionally managed team committed to the total satisfaction of the customer.
- K2K fosters a culture of continuous improvement, while meeting & exceeding the expectations of customer through check & control via the implementation of quality management systems.
- To maintain an eco-friendly approach in the process of work.

## Quality Policy



## 2.6 Ownership pattern

### **K2K INFRASTRUCTURE INDIA PVT. LTD.**

As K2K Infrastructure India Pvt. Ltd. is a branches of PRESTIGE Company.

As its main aim to build the buildings in given period of time and complete the projects. In Bangalore they have delivered a large number of projects in the past that have received rave reviews and appreciation from numerous prestige builders and other organization associated with the real estate business. They have their own branch over Mangalore and also its moving towards Goa.

## 2.7 K2K Infrastructure Private Limited Achievements and Awards



### AWARDS (CITATION)

#### **K2K Infrastructure (India) Pvt.Ltd.**

Civil Contractors towards the successful completion of

- 1) PRESTIGE TRANQUILITY, PRESTIGE CASABELLA,  
PRESTIGE EDWARDIAN (24<sup>TH</sup> DEC 2016)
- 2) PRESTIGE IVY TERRACES (13<sup>TH</sup> MAY 2018)
- 3) SHERATON GRAND (3<sup>RD</sup> APRIL 2018)
- 4) PRESTIGE SILVER OAK (20<sup>TH</sup> DEC 2014)
- 5) PRESTIGE PLAZZA (5<sup>TH</sup> APRIL 2015)
- 6) PRESTIGE SOUTH RIDGE (22<sup>ND</sup> OCT 2011)
- 7) PRESTIGE PALLADIUM (26<sup>TH</sup> NOV 2011)

## 2.8 Future growth and prospects



### Future growth and prospect lies with three factors

1. Building a loyal and efficient team to achieve organization goals and targets.
2. Forging alliances with renowned company
3. The up gradation of plant and machinery in order to achieve goals of organization.

## Risk management



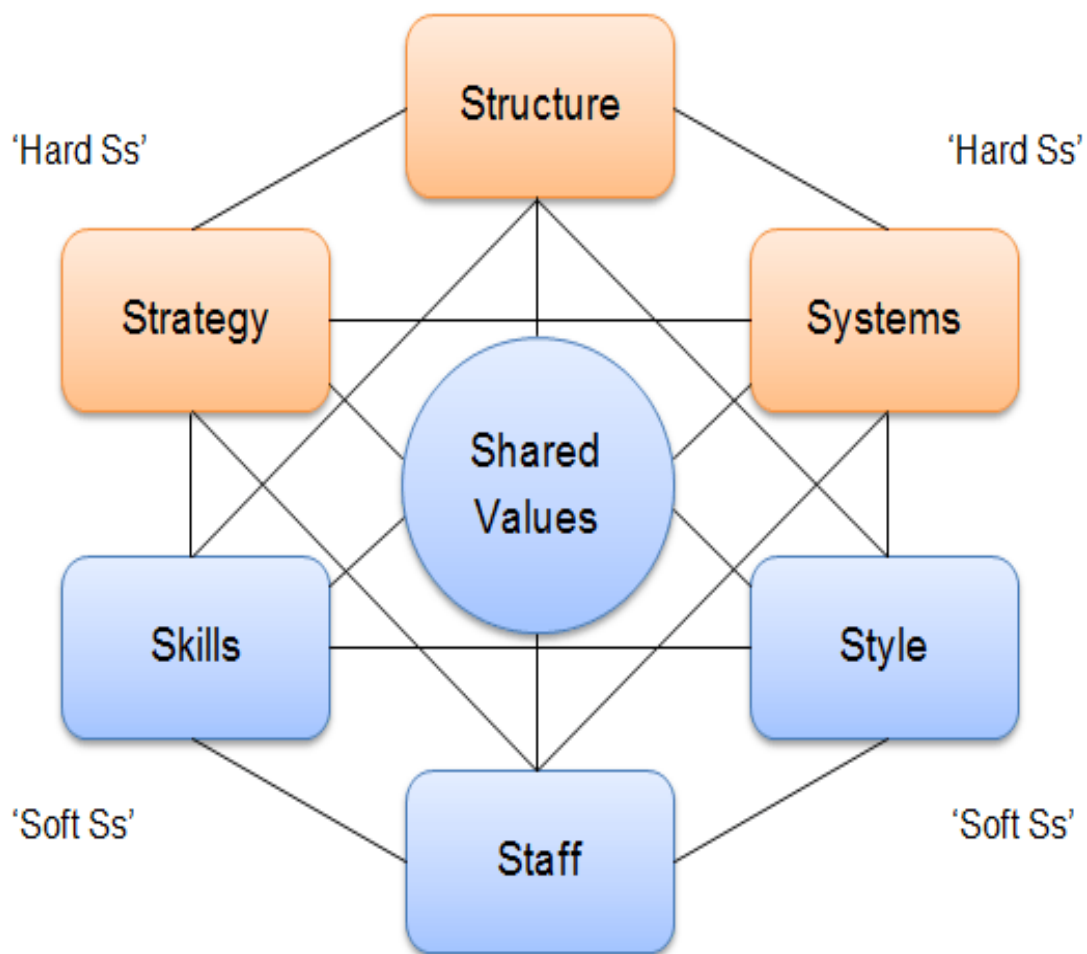
### The risk management factor are being analyzed by 4 factors

1. Financial and economic
2. Design
3. Construction related
4. Political and environmental

## CHAPTER-3

### McKINSEY'S 7S frame work

#### Mckinsey's 7s frame work model



The McKinsey 7s Framework, developed in the early 1980s by McKinsey and company employees Tom Peters and Robert Waterman, introduced a more human-centric focus on better organization success. Rather than focusing on the money a business possesses and the equipment they have to work with Peter and Waterman suggested that it was the human

capital in a company that when aligned together could lead to more effective and successful outcomes.

### Seven Elements

The

Hard Elements	Soft Elements
<p>Strategy</p> <p>Structure</p> <p>Systems</p>	<p>Shared Values</p> <p>Skills</p> <p>Style</p> <p>Staff</p>

Mckinsey 7s model involves seven interdependent factors which are categorized as “Hard” and “Soft” elements.

### Hard Elements

Hard Elements are those things that are tangible, such as the strategic direction of a business or how the flow of management is organized, and easier to define or identify and management can directly influence them.

- **Strategy** – Strategy is how a business plans designed to achieve a long term or overall goals of the organization and also to hold a competitive advantage in the market.

- **Structure** – structure is hierarchical arrangement of lines of authority, communication, rights and duties of the organization. Organizational structure determines how the roles, power and responsibilities are assigned, controlled and coordinated and how information flows between the different levels of management.
- **System** – System are how all the business processes that happen daily to make the business run it is a formal procedure for measurement, reward and resource allocation.

### **Soft Elements**

Soft Elements are the intangible attributes such as the skills employees possess and the values that workers are led by and more influence by the culture. However, these soft elements are so important as Hard Elements if the organization is going to be successful. There are four of these, including

**Shared Values** – shared values are the concepts, beliefs and principles that forms the culture of an organization and which are used to guide decision and the behaviour of its members.

**Skills** – skills are what employees are capable of, and the organization’s core competencies and distinctive capabilities. Skills & the ability to carry out a task with determined results often within a given amount of time, energy or both.

**Style** – style is the art of getting employees together on a common platform and extracting the best out of them. It is the typical behavior patterns of key group and how the company’s manager lead.

**Staff** – staff groups are engaged in tasks that provide support for line groups. They consist of advisory (legal), services (human resources), or control (accounting) groups. Staff groups support those engaged in the central productive activity of the enterprise. Thus staff create the infrastructure of the organization.

The purpose of the 7s framework is to function as a checklist of sort for a business. By looking at each element and how it is connected to each other element, a business can determine whether it is in a position to achieve its goals and hoe it will respond, and adapt, to change. The idea is that if one area is lacking or needs adjustment, then the other elements will need to be adjusted as well.

### **HARD ELEMENTS**

### **3.1 STRATEGY**

Strategy is a long term plan which helps to achieve the vision and mission of the organization which is flexible in nature.

K2K infrastructure India Pvt Ltd,

### **3.2 Organization Structure**



DIRECTOR (V Gopal)

### **Managing Director**

A managing director is someone who is responsible for the daily operations of a company, organization, or corporate division. In some countries, the term is equivalent to CEO(Chief Executive Officer) the executive head of a company. As a member of senior management, the managing director is also expected to keep a company solvent and to promote expansion and innovation within the industry. In Ricoh India Limited the Managing Director will manage all the departments in the company like R&D, chief operating officer, chief financial officer, human resource and marketing departments.





CHRO

### **Research and Development**

The R&D team of K2K Infrastructure Private Limited conduct the research in the market about their products and send the report to production department to manufacture the products according to the customer needs or changes in the trends in the new technology.

### **Chief Financial Officer**

A Chief Financial Officer (CFO) is the executive responsible for managing the financial actions of a company. The CFO's duties include tracking cash flow and financial planning as well as analyzing the company's financial strength and weakness and proposing corrective actions. In K2K and the CFO will manage corporate finance and field finance. The finance manager as to prepare the monthly auditing report of the company and the CFO will analysis the auditing report and finalize the financial statement of the company.

### **Human Resource Head**

Human Resource Head Manager is a person who is in charge of the department that deals with the employment, training, support, records and other activities of a company's employees and also responsible for providing support in the various human resource functions, while include recruitment, staffing, training and development, performance monitoring and employee counseling. In K2K Infrastructure Private Limited the HR Manager is responsible for managing the employees and to maintain the smooth flow of operations.

### **3.3 System**

System means the steps involved to complete or fulfill the objectives of the organization. Here the sales person are the front door of the K2K sales persons will bring the order of purchases and finance team will analyze the margin such as purchase order statement, proper tax etc . They also help to execute the order and deliver made to the customer side

K2K Infrastructure Private Limited in Bangalore since their serving area is Bangalore , their will be different patch these will be handled by engineers at the location. This is the system of K2K.

## **SOFT ELEMENTS**

### **3.4 Shared value**

In Mckinsey Shared value are refers to “super ordinate goal” and core values of the company. The overall objective of K2K will follow the same values and they are interlinked with each other.

The same values are shared among all the department of the company because they are the part of organization and components of one system it is having one objective, so all components should work in order to achieve the objective.

One of the growth strategies that has been given priority within the K2K Group is “Creating Shared Value (CSV),” which seeks to solve social issues by offering new value developed through our business activities. We capitalize on our technologies, products and services, human resources, and other resources to become part of the solutions for social issues as well as to build new markets, attract new customers and introduce innovation.

### **3.5 Style**

A Leadership style is a leader’s style of providing direction, implementing plans and motivating people. K2K Infrastructure Private Limited follows a few types of leadership qualities according to the hierarchy. We believe it to be the best way to get through our workers and will also help in achieving more easy way to getting work done.

The style of the organization is to look towards the employees requirements and provide other additional welfare and safety facilities to improve and develop the individual . ie the employees and also for the development of the company and with the same processes, materials and equipment that they will be used at their work place.

### **3.6 skills**

A Skill is the ability to carry out a task with pre-determined results often within a given period of time, energy. Skills can often be divided into domain-general and domain-specific skills. For example, in the domain of work some general skills would include time management, teamwork and leadership, self-motivation etc whereas domain-specific skills

would be useful only for certain jobs. Skills of K2K Infrastructure Private Limited employees are :-

1. Ability to work independently and unsupervised, in a team-based work environment
2. Manages multiple deadlines
3. Team-oriented with good interpersonal skills
4. Good communication skills and proven ability to work with minimum supervision
5. Problem solving ability, self-starter, good decision making, good organizational skills
6. Computer proficiency, key boarding skills.

Even in this regard K2K Infra as done well by identifying and training classes to increases their existing skills to further improvements and development of their personality.

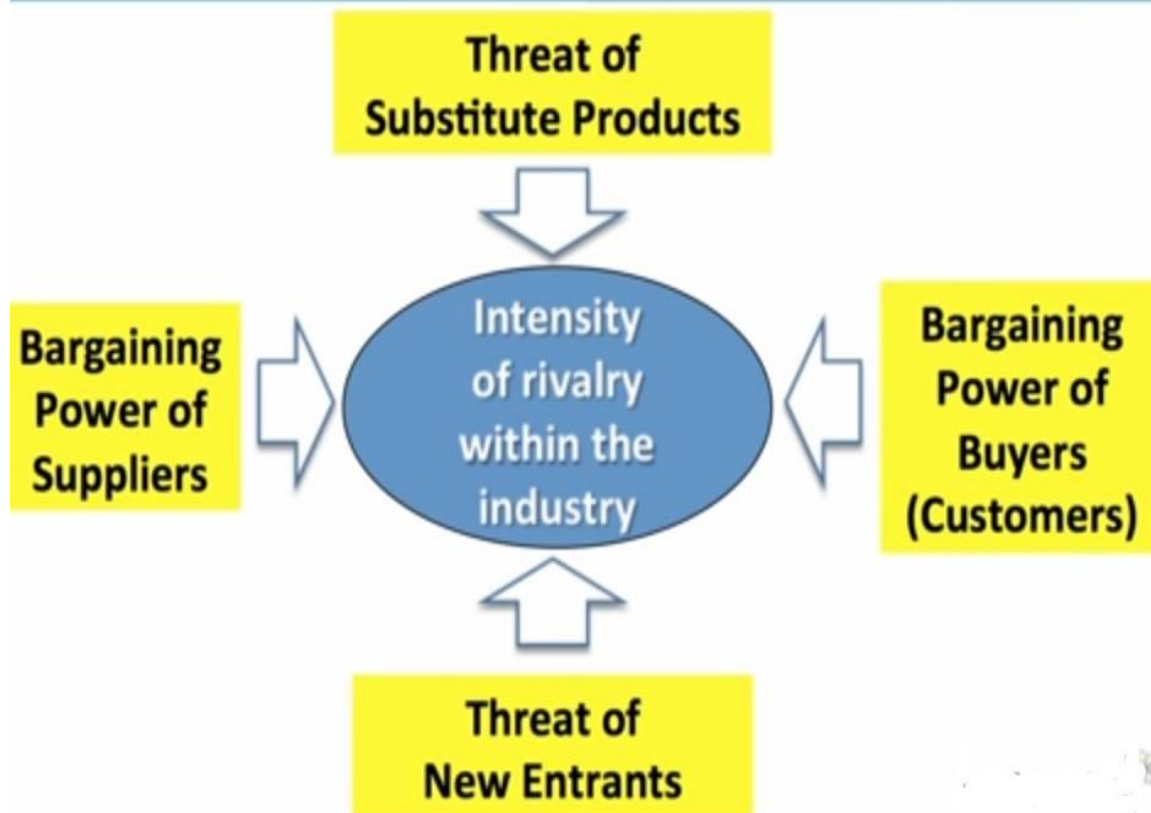
### **3.7 Staff**

Staffs means that the company has hired people, trained them well and assigned them to the right jobs for which they are the best suited according to their qualification, skills, knowledge and experience.

Staff is one where employees work together under the control and direction of one department head who guide them in their routine business. An enterprise may have a comprehensive business plan, a sound organization structure, but it cannot accomplish results as per plan without effective staff in the company.

### **PORTER'S 5 FORCE MODEL**

# Porter's 5 Forces Model



## 1. Threats of new entrants

If new entrants move into an industry they will gain market share and rivalry will intensify the position of existing firms is stronger if there are barriers to entering the market are low threat will be high and vice versa

## 2. The bargaining power of buyers

Powerful customers are able to exert pressure to drive down price

Eg. Supermarket business is increasingly dominated by a small number of large retail chains able exert great power over suppliers

## 3. The bargaining power of suppliers

There are only a few large suppliers were the resource are scarce and the cost of switching to an alternative supplier is high.

4. Substitute

It's were the competitors come into existence because of which competition arises among other competitors.

5. Rivalry

There exist rivalry among number of competitors in the market and the market size leads the competition tends to intense in slow growth or decline in the market.

The greater the customer loyalty and the less intense the competition. There exit barriers thus adding to the intensity of competition.

## **CHAPTER – 4**

### **SWOT ANALYSIS**

#### **SWOT ANALYSIS**

**SWOT** analysis is a process that identifies an organization's strengths, weaknesses, opportunities and threats. Specifically, SWOT analysis is a basic analytical framework that assesses what an entity (usually a business, though it can be used for a place, industry or products) can and cannot do. For this factor both internal (strength and weaknesses) as well as external (opportunities and threats). Using environmental data to evaluate the position of a company, a SWOT analysis determines what assists the firm in accomplishing its objectives,

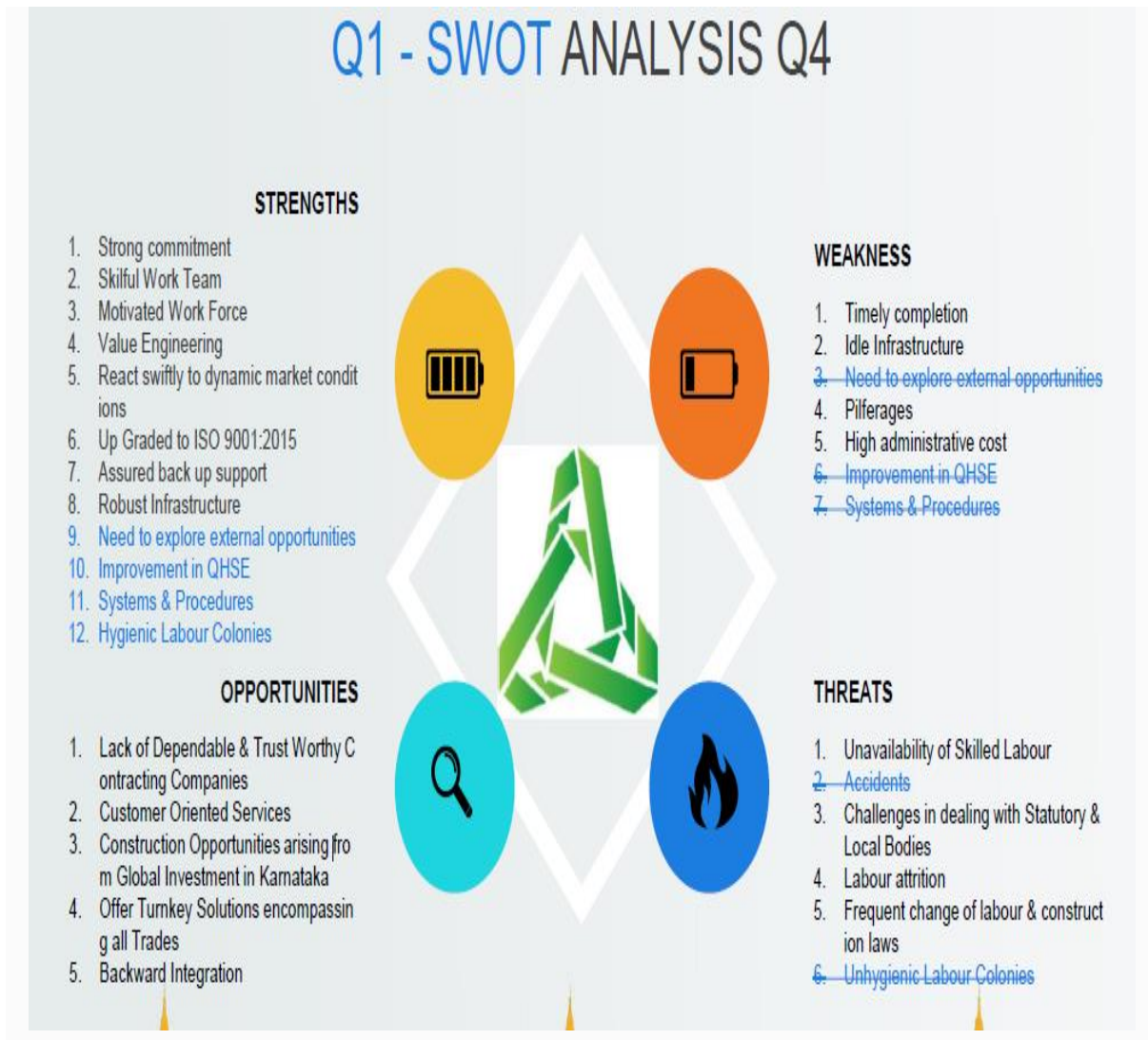
and what obstacles must be overcome or minimized to achieve desired results, where the organization is today, and where it may be positioned in the future.



### The Elements of SWOT ANALYSIS

- **Strength** - Strength describe the positive attributes, tangible and intangible internal to your organization. They are within the control of organization
- **Weaknesses** - Weaknesses are aspect of your business that detract (diminish) from the values you offer or place you at a competitive advantage. You need to enhance these areas in order to compete with your best competitors.
- **Opportunities** - Opportunities are external attractive factors that represent reasons, your business is likely to prosper.
- **Threats** - It is the external factors beyond your control that could place your strategy, or the business itself, at risk. You have no control over these, but you may benefit by having contingency plans to address them if they should occur.

## Q1 - SWOT ANALYSIS Q4



## CHAPTER-5

### ANALYSIS STATEMENT OF K2K INFRASTRUCTURE PVT LTD

#### MEANING OF FINANCIAL ANALYSIS

The term financial analysis is also known as interpretation of financial statements. It refers to the establishing meaning full relationship between various items of the two financial statements that is income statement and position statements is determines financial strength and weakness of the company. Analysis of financial statement is an attempt assess the

efficiency and performs of an interface thus, analysis and interpretation of financial statements are very essential to measures efficiency, profitability, financing soundness and future prospects of the business units.

Financial statement analysis is a process of reviewing and analyzing a company's financial statements to make better economic decisions. These statements include the innocent statement, balance sheet, statement of cash flows, and a statement of changes in equity, financial statement analysis is a method or process involving specific techniques for evaluating risks, performance, financial health, and future prospects of an organization. Financial analysis is the process of evaluating business, projects, budgets and other finance Related to entities to determine their performance and suitability. When looking at a specific company, a financial analyst conducts analysis by focusing on the income statement, balance sheet and cash flow statement.

**K2K INFRASTRUCTURE INDIA PRIVATE LIMITED**  
**STATEMENT OF PROFIT AND LOSS FOR THE YEAR ENDED**  
**31 MARCH 2019**

Particulars	Note	For the year ended 31 March 2019 (Rs.)	For the year ended 31 March 2018 (Rs)
-------------	------	--	--



<b>Income</b>			
I. Revenue from operations	21	15,980.53	15,313.73
II. Other income	22	62.80	270.52
<b>III. Total income</b>		<b>16,043.33</b>	<b>15,584.24</b>
<b>Expenses</b>			
Cost of materials consumed	23	12,105.84	11,339.92
Change in inventories of work in progress and stock in trade	24	1,716.55	3,691.20
Employee benefit expenses	25	1,174.45	1,213.25
Finance costs	26	8.72	44.52
Depreciations, amortization and impairment expense	3 & 5	413.98	351.40
Other expenses	27	184.16	162.39
<b>IV. Total expenses</b>		<b>15,603.70</b>	<b>16,802.66</b>
<b>V. Profit before exceptional items and tax (</b>		<b>439.63</b>	<b>(1,218.42)</b>
<b>VI. Exceptional items</b>		<b>-</b>	<b>-</b>
<b>VII. Profit before tax</b>		<b>439.63</b>	<b>(1,218.42)</b>
<b>VIII. Tax expenses</b>			

1) Current tax		-	-
2) Deferred tax		98.57	408.26
3) Tax of the earlier years		-	-
<b>IX. Profit (loss) for the period from continuing operations</b>		<b>341.06</b>	<b>(810.16)</b>
<b>X. Profit (loss) for the period</b>		<b>341.06</b>	<b>(810.16)</b>
<b>XI. Other comprehensive income</b>			
Items that will not be reclassified to profit and loss			
- Remeasurement of the net defined benefit obligation		(7.45)	3.54
b) Income tax relating to items that will not be reclassified to profit and loss		-	(1.10)
<b>XII. Total comprehensive income for the period</b>		<b>333.61</b>	<b>(807.71)</b>
<b>XIII. Earnings per equity share (equity shares of PRs. 10 each)</b>			
1. Basic	30	1.49	(3.60)
2. Diluted	30	1.49	(3.60)

**K2K INFRASTRUCTURE INDIA PRIVATE LIMITED**

**BALANCE SHEET AS AT 31 MARCH 2019**

(Rs. In Lakhs)

Particulars	Note	As at 31 March 2019	As at 31 March 2019
<b>I. ASSESTS</b>			
<b>1. Non-Current assets</b>			
a) Property, plant and equipment			
Tangible assets	4	1,967.85	2,170.62
Capital work-in-progress	5	408.72	38.26
b) Investment Property	6	279.59	-
c) Deferred tax assets (net)	7	741.14	839.71
<b>Total non-current assets</b>		<b>3,397.30</b>	<b>3,048.58</b>
<b>2. Current assets</b>			
a) Inventories	8	171.08	2,076.59
b) Current investment	9	130.85	437.40
c) Financial assets			
Trade receivables	10	6,598.31	5,021.91
Cash and cash equivalents	11	39.01	14.54
d) Current tax assets (net)	12	1,060.38	

			765.35
e) Other current assets	13	995.22	463.07
<b>Total non-current assets</b>		<b>8,994.85</b>	<b>8,778.85</b>
<b>Total assets</b>		<b>12,392.15</b>	<b>11,827.44</b>
<b>1. EQUITY AND LIABILITIES</b>			
<b>EQUITY</b>			
a) Equity share capital	14	149.69	149.69
b) Other equity	15	442.41	108.80
<b>Total equity</b>		<b>592.10</b>	<b>258.49</b>
<b>LIABILITIES</b>			
<b>Non-current liabilities</b>			
a) Provisions	16	69.86	53.59
b) Other non-current liabilities	17	1,011.86	

			3,788.14
<b>Total non-current liabilities</b>		<b>1,081.72</b>	<b>3,841.73</b>
<b>2. Current liabilities</b>			
a) Financial liabilities			
Trade payable	18	6,930.91	6,323.79
b) Other current liabilities	19	3,243.17	857.48
c) Provisions	20	544.25	545.95
<b>Total current liabilities</b>		<b>10,718.34</b>	<b>7,727.22</b>
<b>Total equity and liabilities</b>		<b>12,392.15</b>	<b>11,827.44</b>

<b>RATIO'S</b>	<b>YEARS(2019)</b>	<b>YEARS(2018)</b>
<b>Current Ratio</b>	<b>0.83%</b>	<b>1.13%</b>
<b>Debit Ratio</b>	<b>0.95%</b>	<b>0.97%</b>
<b>Equity Ratio</b>	<b>0.05%</b>	<b>0.02%</b>

## **CURRENT RATIO**

The current ratio is a liquidity and efficiency ratio that measures a firm's ability to pay off its short-term liabilities with its current assets. The current ratio is an important measure of liquidity because short-term liabilities are due within the next year.

This means that a company has a limited amount of time in order to raise the funds to pay for these liabilities. Current assets like cash, cash equivalents, and marketable securities can easily be converted into cash in the short term. This means that companies with larger amounts of current assets will more easily be able to pay off current liabilities when they become due without having to sell off long-term, revenue generating assets.

### **DEBT RATIO**

Debt ratio is a solvency ratio that measures a firm's total liabilities as a percentage of its total assets. In a sense, the debt ratio shows a company's ability to pay off its liabilities with its assets. In other words, this shows how many assets the company must sell in order to pay off all of its liabilities. This ratio measures the financial leverage of a company. Companies with higher levels of liabilities compared with assets are considered highly leveraged and more risky for lenders. This helps investors and creditors analysis the overall debt burden on the company as well as the firm's ability to pay off the debt in future, uncertain economic times .

### **EQUITY RATIO**

The equity ratio is an investment leverage or solvency ratio that measures the amount of assets that are financed by owners' investments by comparing the total equity in the company to the total assets. The equity ratio highlights two important financial concepts of a solvent and sustainable business. The first component shows how much of the total company assets are owned outright by the investors. In other words, after all of the liabilities are paid off, the investors will end up with the remaining assets.

## **CHAPTER – 6**

### **Learning experience**

**Learning Experience**

I got an opportunity to know the work flow model which organizes the work by determining authority and responsibility for staff it also help me to understand the concept of group effort which is more power full and important then the individual effort in most of the company's operation.

I have also known the importance of the product quality of product and also how organizations discharging social responsibilities as corporate citizenship. I realized the real importance of safety measures and risk involved in the job. I learned some HR concept like core functions teams where employees from different departments meet to discuss the problem and to find solution to the problem.

All employees will be on probation for a period of 6 months. The purpose is to determine the ability of the employee to do the assigned job effectively.

Probation period may be extended under any of the following circumstances:

- Mutual understanding between the probationer and the members of the team is incomplete.
- The performance of the probationer is not up to the expected level.
- A mismatch between role and required expertise or probationer's value and organizational values or both.

#### **ATTENDANCE POLICY:**

1. It is mandatory for an employee to Punch the time-in and time-out irrespective of the time he/she comes to the office.
2. If an employee swipe in after 11:00am and swipe out before 4:30pm without valid reasons will be automatically considered as half day leave. If the leave balance is NIL, the same will be considered as LOP
3. Six day's late punch in or early punch out in a month will be considered as one day leave and will automatically be deducted from the employees leave balance. Beyond six days, every three more days of late punch in or early out will be considered as half day leave. If the leave balance is NIL, the same will be considered as LOP. A grace period of ten minutes is being given to all the employees to cater for traffic hazards.

#### **LEAVE POLICY**



To help employees balance their family and work life so that the employee productivity is at the desirable levels.

Leave Calendar is period from 1<sup>st</sup> January to 31<sup>st</sup> December of a year.

## **POLICY**

1. All leave policies are subject to review from time to time.
2. All leaves have to be approved by respective HOD in the prescribed leave application form and the same will be forwarded to the HR department.
3. The management has the absolute discretion to sanction or not to sanction the leave.
4. In case of emergency employee can avail leave by informing the concerned HOD and HR department over the phone, on resuming work, the employee shall submit a formal application within 24 hours of rejoining to the concerned HODs, which shall be forwarded to the HR department.

## **ANNUAL LEAVE:**

1. In the beginning of every calendar year, 18 days of leave will be credited to an employee. There won't be any difference between Earned leave and Casual leave. The employee can avail this leave as Personal Day Off for vacation, illness and for other reasons.
2. Leaves will be credited to new employees on a pro-rata basis.

## **MATERNITY LEAVE:**

1. All Confirmed Women Employees of the Company will be eligible for maternity leave in addition to earned leave.
2. Women employees are eligible to take 26 weeks (182 days) of leave with full pay w.e.f April 2017. Maximum of 12 weeks of leave prior to delivery can be availed.
3. Employees are allowed to club other unavailed leave along with their maternity leave. Employees are also allowed to avail a maximum of 90 days leave with pay / without pay depending on the balance leave available after the maternity leave period.

**Leave without pay:**

If an employee avails more leave than his/her entitlement, the same, after obtaining approval from the concerned Head of the Department, will be treated as **Leave-without-pay:**

In such an event, proportionate amount shall be deducted from the employee's current month's salary from the concerned Head of the Department, will be treated as Leave-without-pay.

I came to know actual importance of training and various programs being preceded by the company. I also recognized the importance of time management which helps the entire organization in meeting delivery dates of customers and also came to know how quality assurance guide entire organization in providing quality services to customers there by improving loyalty from customers. This project helped me to link the application of management concept studied in the books to the actual practices in the organization. It was a good opportunity to learn the actual working of the organization.

Hence all the activities in K2K Infra are carried systematically according to the rules and regulation lay by government it was great opportunity to undergo 4 weeks of project training where I could learn and strengthen my knowledge on various aspects related to the organization.

Finally, I like to conclude that K2K Infra provided me a great opportunity to understand the varied functions that has been carried in the organization to meet the changing corporate trends.

## **BIBLIOGRAPHY**

### **Websites:**

- <https://k2kinfra.net/factsheet.html>
- Annual report of K2K INFRASTRUCTURE INDIA PVT LTD.

### **Books:**

- Strategic Management – Hill Charles W L and Jones, Gareth R.
- Principles of Management – Harold Kunz (10<sup>th</sup> edition)

## WEEKLY PROGRESS REPORT

Student Name	Ms. Mangala S
USN	1CR19MBA41
Title of the Study	An Organization Study on K2K INFRASTRUCTURE PRIVATE LTD
Organization	K2K INFRASTRUCTURE PRIVATE LTD
<b>WEEK-1</b>	
Duration (Start date - End date)	6.8.2020 - 12.8.2020
Chapter s covered	Chapter 1 and Chapter 2
Descriptions of activities performed during the week	Introduction to organization, Industry profile and company profile
<b>WEEK-2</b>	
Duration (Start date - End date)	13.8.2020 - 18.8.2020
Chapter s covered	Chapter 3
Descriptions of activities performed during the week	McKenney's 7S framework, Porter's Five Force Model.
<b>WEEK-3</b>	
Duration (Start date - End date)	19.8.2020 - 26.8.2020
Chapter s covered	Chapter 4 and Chapter 5
Descriptions of activities performed during the week	SWOT Analysis and analysis of financial statements
<b>WEEK-4</b>	
Duration (Start date - End date)	27.8.2020 - 30.8.2020
Chapter s covered	Chapter 6
Descriptions of activities performed during the week	Learning experience and Bibliography



Signature of the Guide



Signature of the Student