

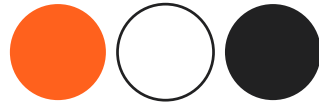
MAPC – Industrial & Organizational Psychology

Sample Internship Report

(Need to be Hand Written)

Brought to you by

MAPC  **HELP.com**



**If you get benefited from the content of this
website**

Then

Please share your

Synopsis

Project Report

Internship Report

On

mapchelp@gmail.com

MAPC  **HELP.com**

Case No. 4

Standard Operating Procedure for Operator's Recruitment & Training

Name of the Organization: - *****

In Indian unorganized garment sector the people are normally employees are unskilled and poorly educated personnel who are working at low wages and mainly trained on the job. ***** Clothing Company is also not an exception. But in order to increase the productivity of production processes they are increasingly looking for higher-skilled workers and professionals. Unfortunately there are only very few dedicated training programs for garment workers at higher skill levels in India.

***** Clothing Company (LBCC) majorly faces skills gaps is on the production side. For LBCC, the widest skills gap is in production mid-management, i.e. line supervisors. As there are only few dedicated training institute in the country for the relevant technical skills, the line supervisors often have an inadequate understanding of industrial engineering and modern production layout and techniques. Given the increasingly sophisticated machines that are used for achieving greater automation and higher productivity, supervisors also need a good technical understanding of the different specialized machines. So they require special on-the-job training. In terms of soft skills, LBCC has also had some deficits in leadership and communication skills among its production mid-management.

Regarding unskilled machine operators, LBCC has a sufficient supply of women available from the nearby area, like Dharavi, Mahim, etc. These women need to be trained on the job to reach adequate levels of quality and efficiency. Moreover, they often lack a proper understanding of health and safety issues, even though LBCC requires a minimum level of eight years of schooling.

Procedure for Selection of Trainee Operators

After the pre-screening process identifies a list of potential candidates, the following process should be adopted for recruitment of experienced sewing operator.

1. Personal interview:

Discuss & fill the relevant information in the Trainee Operator Recruitment Slip by HR Department

2. Selection tests:

1. Peg board tests
2. Pin board test
3. Ball & tube test
4. Visual Accuracy test
5. Colour Perception test

Objective: Assessment of Basic Skills for Recruitment of Experienced Sewing Operators

These tests are very important for assessment of basic Skills such as Manual dexterity (Speed of Hand Movements), Finger Dexterity (Speed of hand movements), and Hand Eye Co-ordination & Sewing tests. These tests are only for experienced operator, these basic skills are very important for making successful Sewing Operators.

1. PEG BOARD DEXTERITY TESTS:

A. Peg Board Dexterity Test A (PBDA):

In this test, we can assess the ability of applicant's Hand & Arm movements, Two Hand Co-ordination

Apparatus Reqd: Peg Board, Metal pegs (120), Stopwatch

Grade: 1 Being Least & 5 Being Highest

- Grade 5 (75 sec)
- Grade 4 (76-80 Sec)
- Grade 3 (81- 86Sec)
- Grade 2 (87-90sec)
- Grade1 (Above 90 sec).

Target: 75 seconds

B. Peg Board Dexterity Test B (PBDB):

In this test we can assess the ability of finger movements, & two hand Co-Ordination.

Apparatus Reqd: Peg Board, Metal pegs (120) one end painted red, & Stopwatch

Grade: 1 Being Least & 5 Being Highest

- Grade 5 (82 sec)
- Grade 4 (83-90 Sec)
- Grade 3 (91-100Sec)
- Grade 2 (101-105 sec)
- Grade 1 (Above 105 sec)

Target: 82 seconds

C. PIN BOARD TEST (PBT):

In these tests, we can tests the ability to do the fine work with the fingers. It tests the ability to make rapid finger movements, neatly, accurately & sensitivity.

Apparatus Reqd: Standard Pin board, 135 pins, & Stopwatch,

Target: 90 seconds

Test: Right Hand & Left Hand

Note: 1 Being Least & 5 Being Highest

D. BALL & TUBE TESTS (BTT):

In this test, we can measure the main manual Co-ordination together with the Finger dexterity

Apparatus Reqd: Ball tube Stand & Boxes with one lid, 25 balls & Stopwatch

Target: 25 Seconds

Test: Right Hand & Left Hand

E. VISUAL ACCURACY TEST (VAT):

In this test, we can measure the visual Accuracy & Speed

Apparatus Reqd: Visual forms, pencils, & Stopwatch.

Target: 48 Seconds

Grade: 1 Being Least & 5 Being Highest

- Grade 5 (17-20)
- Grade 4 (13-16)
- Grade 3 (10-12)
- Grade 2 (7-9)
- Grade 1 (less than 7)

F. COLOUR PERCEPTION TEST (CPT):

This test is conducted to analyze the colour sensitivity of the operator. In this test operators are asked to differentiate and rank different shades of the same colour in Ascending Order. We also can give them some cones of thread of different colours and blocks of same or nearly same colours and asked to match the thread to the block of colours.

After passing of above tests by trainees, then only they are eligible for to entering the training department.