



CO-OPERATIVE EDUCATION REPORT

**ROLE OF WORKPLACE CULTURE IN EMPLOYEE SATISFACTION AT
AMPLUS SOLAR**

WRITTEN BY

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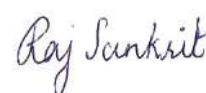
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ABSTRACT

The HR Intern role at Amplus Solar enabled workplace culture investigations into employee satisfaction alongside engagement standards that determine organizational success. The investigation concentrated on HR implementation practice which included employee engagement programs and policy development alongside compliance functionality analysis. One of the primary responsibilities at Amplus Solar revolved around event organization for Holi and Women's Day while conducting platform assessment for mental health services and evaluating rewards and recognition (R&R). The combination of presentations and research work enabled us to discover methods that would advance both workplace culture quality and employee motivation.

The internship results showed that both engagement structures and wellness programs definitely enhance both employee satisfaction rates and workforce retention rates. Implementing wellness programs together with mental health support plus personalized R&R activities should be part of the organizational recommendations. The practical experience gave me the opportunity to test my classroom education through real HR work specifically focused on policy evaluation and data analysis alongside strategic development. The practical experience rendered important knowledge which linked HR implementation to business goals and staff welfare improvement. Through this experience I built both my professional competence and career determination for strategic HR and organizational development fields.

Keywords: *Workplace Culture, Employee Satisfaction, HR Policies, Amplus Solar, Rewards and Recognition (R&R).*

ACKNOWLEDGEMENT

I would like to express my sincerest gratitude to Amplus Solar for offering me this valuable opportunity of getting my co-operative education experience in their vibrant, progressive organization. Delving into this voyage has positively influenced my perspective of how Human Resources operates in the corporate world.

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Also, I would like to thank Dr.Chutimavadee Thongjeen at Siam University for her continuous support and mentorship. Theoretical knowledge and real-world perspectives they provided them helped me a lot in making me ready for this co-op experience and at the same time in self-realization.

Overall, this co-op experience has given me hands-on experience applying information I learned in the classroom, as well as knowledge that will help in my future career. I am especially thankful for transformation opportunities in employee engagement, policy & compliance. Researching employee mental health platforms and H&R strategies has been eye-opening and given me a new perspective on HR direction for 2025.

Lastly, thank you to everyone at Amplus Solar who answered my questions, shared your experiences, and generally made me feel like a member of the team. It has been a truly transformative experience and I am so grateful for the support and opportunities that I have received.

Sriju Singh

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LISTS OF ABBREVIATIONS

1. Amplus Solar – A leading renewable energy company (distributed energy solutions provider).
2. EPC – Engineering, Procurement, and Construction.
3. O&M – Operations and Maintenance.
4. PPA – Power Purchase Agreement.
5. Gentari – A clean energy solutions provider (parent company of Amplus Solar).
6. HR – Human Resources.
7. HRM – Human Resource Management.
8. OB – Organizational Behavior.
9. R&R – Rewards and Recognition.
10. EAP – Employee Assistance Program.
11. SWOT – Strengths, Weaknesses, Opportunities, Threats.
12. CEO – Chief Executive Officer.
13. PA – Personal Assistant.
14. QSM – Quality Systems Management.
15. P&C – Policy and Compliance (if referenced in HR context).
16. Vantage Circle – An employee engagement and rewards platform.

CHAPTER 1

INTRODUCTION

1.1 COMPANY PROFILE

Indian enterprise Amplus Solar operates as a premier provider of distributed energy solutions while delivering sustainable solar power services to industrial customers and commercial entities. Since its establishment in 2010 the company has established quick fame through its forward-thinking strategies in renewable energy businesses. The company delivers solar power through both rooftop and ground-mounted installations by executing successful operations of many solar power projects throughout different parts of the country. Amplus Solar provides complete solar power services throughout the development and engineering through procurement and EPC and O&M project lifecycle to deliver end-to-end high-quality solutions to clients.

The core strategic element of Amplus Solar involves establishing long-term power purchase agreements (PPAs) to deliver affordable sustainable power solutions for its clients. The agreements enable businesses to obtain sustainable renewable energy costs effectively through long-term contracts that decrease the need for initial solar investment funds. Amplus Solar works to achieve India's renewable energy targets through its mission to supply environmentally beneficial energy alternatives which reduce client carbon emissions. Emphasizing its dedication to sustainable practices and customer service excellence alongside innovation advances has advanced the company to its position of sector leadership while enabling it to spread throughout multiple regions.

Amplus Solar made a major milestone in 2022 when Gentari acquired the energy solutions provider into their portfolio which belongs to Malaysia's Petronas. The acquisition helped Amplus Solar increase its operational strength along with additional resources to build its presence in the renewable energy sector. Through its affiliation with Gentari, Amplus Solar established a strong position to fulfill India's renewable energy goals as the company advances toward building an energy future that is sustainable and clean.

1.2 VISION OF THE COMPANY

Amplus Solar maintains a vision that endures to *establish itself as the worldwide leader of renewable energy before 2030 as it redefines community power structures*. The company emphasizes its extensive long-term dedication to transforming the worldwide energy market through its demanding objective. The organization pursues technological development

and scaling operations to become a worldwide industry leader in renewable energy and support global renewable energy transformation. Affordable reliable sustainable energy remains the priority of this vision because it requires the deployment of modern technological solutions across worldwide communities.

Amplus Solar reaches its vision through strategic partnerships and market entry acquisitions that both expand its service portfolio and open new market opportunities. This strategic method allows the company to grow into new territories and delivers customized energy solutions to different parts of the business landscape. Amplus Solar applies leading solar technology in their partnerships worldwide to create exclusive solutions that serve rural along with urban communities throughout the world.

The pursuit of global leadership at Amplus Solar depends greatly on its commitment to work with partners across borderlines. For the company to reach its goal of energy access transformation it must work together with international partners and policymakers and industry experts. The company strengthens its worldwide expansion through cooperative partnerships to mitigate the needs of a swiftly evolving power market with its innovative solar technology solutions. Amplus Solar expects to establish its position as a major influencer of the worldwide renewable energy transformation by 2030 through their strategic operations.

1.3 MISSION OF THE COMPANY

Amplus Solar works to establish sustainable power through its mission of delivering cost-effective dependable and inventive solar energy solutions. The company works to help the worldwide clean energy transition by developing solar power solutions that all Indian businesses and industries can use. Amplus Solar prioritizes affordable and reliable solutions which deliver energy needs to clients through increased sustainability outcomes by shaping environmental benefits that reduce greenhouse gas emissions and support worldwide sustainability initiatives.

The main goal of Amplus Solar involves developing a responsible environmental mindset throughout its operations. Sustainability at the company exists beyond product offerings and serves as an operational through line throughout the entire company structure. Amplus Solar dedicates itself to promoting sustainable resource utilization and projects comprehensive measures to reduce environmental impacts across all stages of project development starting from planning up to long-term maintenance. The company demonstrates its focus on sustainability through technological innovations of solar solutions that improve energy efficiency while reducing environmental waste.

Employee development activities along with personal advancement appear as central priorities at Amplus Solar throughout their mission. Employee welfare stands essential for the company to reach its operational targets together with its social objectives. The company encourages employee success through training programs and positive work culture development and employee skill development initiatives so its staff remains prepared to handle the rapid changes in renewable energy industries. The commitment to employee development enables the company's commercial achievements while advancing its purpose of building sustainable growth for both present and future generations.

1.4 STRATEGIES OF THE COMPANY

Amplus Solar implements a diverse multi-area strategic blueprint to fulfill its goal of enabling sustainability and to rise as a worldwide renewable energy market leader. The company implements strategic elements to enhance growth and innovation and operational performance while facilitating worldwide clean energy transition. Key strategies include:

- **Expansion of Project Portfolio:** The company is establishing itself as a global leader in renewable energy by actively developing its rooftop and ground-mounted solar project collection. The company seeks to establish new business centers throughout various markets to satisfy increasing market demand for sustainable energy solutions. Amplus Solar addresses business demands for sustainable power solutions by establishing new markets across different geographic areas.

- **Technological Innovation:** Amplus Solar devotes major funding to R&D activities which enhance the reliability and efficiency of its solar energy systems. The company commits resources to active research in innovative technologies that combine energy storage systems with smart grids to maximize solar installation performance while ensuring they remain responsive to changing power requirements. Technological innovation functions as the fundamental pillar throughout Amplus Solar's entire long-term strategic approach.

- **Strategic Partnerships:** Creating enduring strategic relationships between Amplus Solar and its clients together with suppliers along with key stakeholders remains essential for the company's strategy. The company creates a seamless project execution by developing these strategic alliances to build superior customized solar solutions. The company uses external partnerships to gain access to specialized knowledge for enhancing market reach in renewable energy solutions.

- **Focus on Customer Satisfaction:** Amplus Solar dedicates its attention to achieving complete satisfaction for its customer base. The company operates through close client

relationships to create solar solutions which match individual customer requirements for reliable and economical energy systems. Amplus Solar places customers at the forefront of their strategy which enables both sustained partnerships and continued purchases.

– **Operational Excellence:** The company reaches Operational Excellence through its implementation of efficient project management practices together with streamlined operational processes which ensure successful and timely project completion. Amplus Solar dedicates itself to operational excellence in executing solar installations which allows these systems to operate effectively from start to finish.

– **Sustainability Focus:** Every aspect of Amplus Solar's operations has sustainability incorporated throughout its activities. The organization dedicates itself to incorporate environmentally sound principles across its business framework and encourages sustainable results from its solar solutions as well as minimizing its operational carbon emissions. The organization puts sustainability at the core of its mission to achieve its global social responsibility and conservation objectives.

1.5 ORGANIZATIONAL STRUCTURE

The functional organizational structure at Amplus Solar groups departments according to specialized roles and expertise. Centralized leadership benefits operations through defined lines of authority and efficient workflows combined with departmental objectives that remain focused. The Chairman & CEO maintains the top position to monitor strategic choices as well as major business operations throughout the organization. Through their functional organizational arrangement Amplus Solar achieves better operational efficiency plus enhanced coordination between departments to boost company expansion and innovative progress within the renewable energy space and preserve specific organizational direction.

1.5.1 Diagram of the Organizational Structure

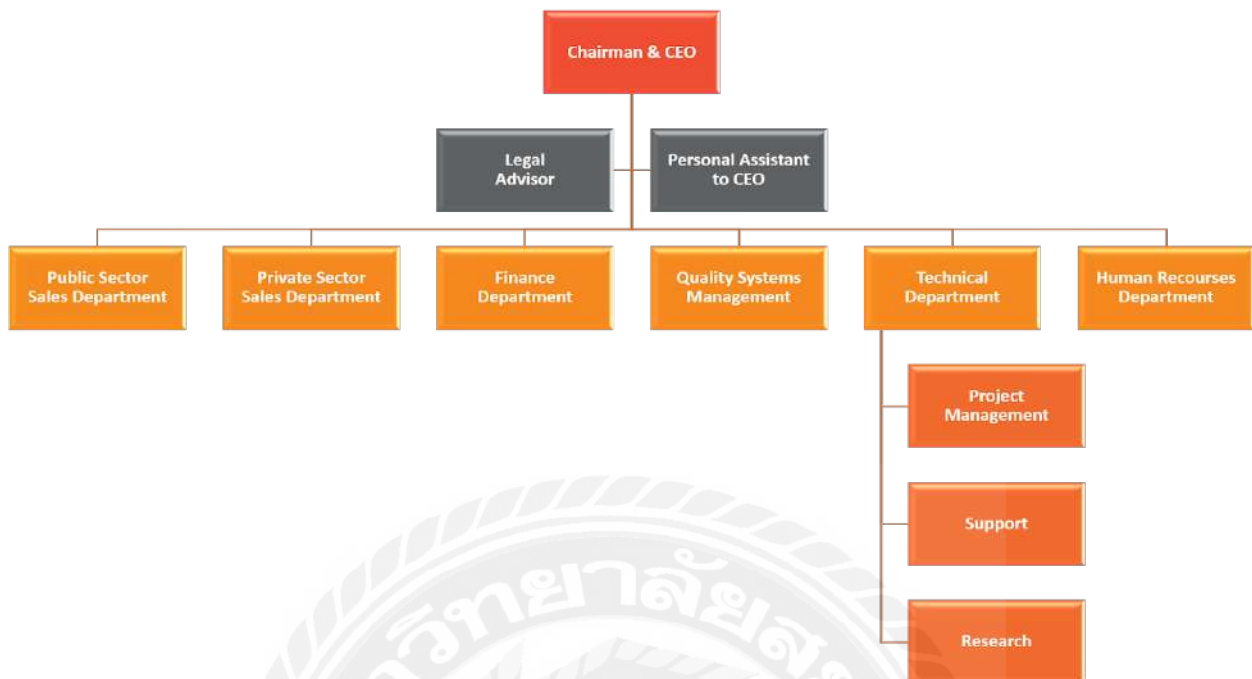


Fig. 1: Organizational structure

Source: <https://amplus.gr/etaireia-amplus/?lang=en>

The operating structure of Amplus Solar groups its sections as key departments under the supervision of the **Chairman & CEO**.

1. **Legal Advisor:** Provides legal counsel on contracts, compliance, and regulatory matters.

2. **Personal Assistant to CEO:** PA assists the executive leader with administrative work along with operational responsibilities.

Core Functional Departments:

3. **Public Sector Sales Department:** Handles government and institutional client partnerships.

4. **Private Sector Sales Department:** Manages corporate and residential client accounts.

5. **Finance Department:** The Finance Department directs the organization toward executive budgeting functions together with financial reporting and investment planning responsibilities.

6. **Quality Systems Management:** Ensures adherence to industry standards and operational excellence.

7. **Technical Department:** Leads solar technology R&D, installation, and maintenance.

8. **Human Resources (HR) Department:** Responsible for talent acquisition, employee engagement, policy formulation, and compliance.

Support Functions:

1. **Project Management:** The department of Project Management leads the consortium's work between different departments and maintains core initiatives and client projects.

2. **Support Team:** The Support unit coordinates between departments for executing tasks and provides logistical administrative support across all departments.

3. **Research Unit:** The Research Unit dedicates its efforts to tracking renewable energy market patterns as well as conducting competitive examinations and pursuing renewable innovations.

1.5.2 My Job Position

I joined Amplus Solar as an HR intern where I directed my work directly under the supervision of the HR Manager at the Human Resources Department. My practical experience in multiple HR duties at Amplus Solar allowed me beneficial contributions toward company culture development alongside regulatory compliance maintenance. The scope of my responsibilities included employee engagement and research and policy benchmarks resulting in important knowledge about human resource strategies within the renewable energy industry.

My responsibilities in this position included different essential tasks that comprised:

- **Supporting Employee Engagement Programs:** I participated as a supporting member in the organization and management of Holi festival events alongside Women's Day celebrations at the company. Positive workplace culture developed stronger through these events because they united staff members through meaningful cultural occasions.

- **Researching HR Compliance Frameworks and Mental Health Platforms:** My efforts focused on studying both HR compliance practices and mental health platforms to create policies that ensure employee well-being through research-based development. I identified the potential tools and resources which Amplus Solar HR strategy could accept.

- **Benchmarking HR Policies:** A comparative study of Amplus Solar's HR policies was carried out against those of competition leaders Google and Microsoft. The assessment task enabled me to analyze the strengths and improvement opportunities of Amplus Solar to review its employee benefits system as well as training programs and performance

management practices while delivering recommendations for operational development. My internship experience at Amplus Solar gave me valuable knowledge about HR management specifics and expanded my recognition for workforce involvement and enterprise development within a fast-growing company structure.

1.5.3 My Job Position in the Company's Organizational Structure

My work at Amplus Solar placed me within the Talent Management team of the Human Resources Department. The HR intern position gave me access to support diverse Human Resource functions which emphasized employee engagement while research and building well-being initiatives and workplace culture policies. Because of my internship position I did not interact with other departments yet my supervisor created a bridge between departments by showing me how Human Resources practices support overall organizational goals and walking me through interdepartmental procedures.

Guided instruction led me to understand how Human Resources links its operations with other business departments to advance productivity alongside employee satisfaction. The Technical and Operations departments utilize HR policies to support their field staff mainly in health-related concerns and safety protocols as well as employee engagement needs according to my supervisor. The gathered information served as a guide to modify my proposed research and event planning steps accordingly for meeting the functional requirements of these teams.

Personnel from the Finance Department engaged me with their responsibility to set budgets for Human Resources investments. Through talks with my supervisor I obtained insight about how financial planning enables funding employee engagement activities by creating budgets that deliver maximum outcome from available resources.

Labors laws together with regulatory standards received detailed guidance during my training on compliance and legal knowledge. The HR team works with the Legal Advisor from the company to examine policies and keep accurate documentation for minimizing legal risks. The session made it crystal clear to me why compliance acts as a fundamental component in running responsible human resource departments.

Human Resources functions as a strategic bridge uniting employees with organizational aims according to my position within the HR structure. I learned through supervision about the connected nature of HR management even at my intern level at Amplus Solar while observing how each department supports positive cultural development at the company.

1.6 INTENTION AND MOTIVATION TO CHOOSE AMPLUS SOLAR

Several key elements motivated me to pick Amplus Solar as my co-op study destination because they matched my professional goals alongside my personal preferences. Work at Amplus Solar offered me the possibility to join an organization focused on sustainability and innovation along with renewable energy solutions which became my main reason to choose this place. The opportunity to witness the operational procedures of HR practices during acquisitions brought a distinctive business learning experience that promised substantial growth in my professional abilities.

These factors stand out among other reasons that shaped my career choice:

- **Interest in Renewable Energy:** The dedication of Amplus Solar to renewable energy alongside sustainability made Renewable Energy the core factor behind my cooperational decision. The opportunity to work at a leading renewable energy company gave me both personal satisfaction as well as professional fulfillment because my environmental conservation beliefs aligned with the company mission. Working with an organization which matched my values gave me the chance to work on tasks which supported my future career path in sustainability.

- **Exposure to HR Practices:** My desire to learn HR practices directly led me to Amplus Solar because they offered perfect on-the-job opportunities in human resources. What motivated me most was the chance to experience HR practices at a company in the process of major transformations through mergers and acquisitions. The experience enabled me to grasp the implementation of HR strategies in fast-expanding and transforming settings therefore improving my knowledge base and future HR career readiness.

The desire to join Amplus Solar for my co-op studies grew stronger because of these motivating factors since they provided experiences in both my values-aligned work environment and industrial development opportunities.

1.7 STRATEGIC ANALYSIS OF AMPLUS SOLAR: SWOT ANALYSIS

The thorough SWOT analysis of Amplus Solar creates an accurate picture of its market standing together with its expansion opportunities and facing hurdles in renewable energy market competition. The strategic evaluation identifies fundamental company assets alongside weaknesses together with emerging prospects as well as potentially damaging external factors which affect business direction and achievement.

Table 1: SWOT Analysis of Amplus Solar

Strengths <ul style="list-style-type: none"> ● Strong Market Presence in the Commercial Solar Sector ● Innovative Solutions ● Growing Portfolio 	Weakness <ul style="list-style-type: none"> ● Challenges Related to Rapid Expansion ● Need for Continuous Improvement in Internal Processes
Opportunities <ul style="list-style-type: none"> ● Increasing Demand for Renewable Energy ● Technological Advancements ● Potential for International Expansion 	Threats <ul style="list-style-type: none"> ● Competition from Other Solar Energy Providers ● Fluctuating Market Conditions ● Regulatory Changes

Strengths:

Amplus Solar has secured dominance through its extensive commercial solar operations making the company an industry leader in renewable energy. Through its extensive set of rooftop and ground-based solar projects Amplus Solar established a solid corporate identity.

The organization devotes itself to provide state-of-the-art solar energy solutions through continuous technological advancement combined with superior execution practices of projects. Amplus Solar maintains its competitiveness by sticking to innovation which enables it to handle changing energy requirements from its clients.

The company has achieved active growth by expanding its project collection between India and international markets through continuous regional development. The company's expansion activities enhance its domination of the market which in turn increases its opportunities for additional growth.

Weaknesses:

The fast-paced market expansion of the company creates difficulties because it requires systematic expansion of company processes while managing workforce numbers. The company's service delivery consistency along with quality control maintenance could turn into a challenging task because of its planned expansion.

Internal processes at Amplus Solar must experience continuous advancement because the organization keeps expanding its operations and develops its project management and procurement systems and customer service platforms. Process optimization failures will lead to operational inefficiencies that create barriers for sustainable business growth.

Opportunities:

The worldwide emphasis on sustainable clean energy creates substantial market opportunities for Amplus Solar moving forward. Amplus Solar stands to gain from increasing renewable energy importance by governments and businesses which will drive up solar power solution requirements to serve more customers and undertake additional projects.

The continuous development of solar power technology through smart grids and energy storage systems gives Amplus Solar the chance to build more advanced solutions that separate them from market competition. The combination of these technologies produces sustainable energy solutions which provide better efficiency and standardization. Amplus Solar can use its established position in India to pursue global market opportunities among regions that show rising interest in renewable energy. The company can fast-track its worldwide growth by strategically investing in acquisitions along with partnering with other organizations.

Threats:

The solar energy market faces a thriving level of competition because several solar companies battle for market share dominance. The renewable energy market presents challenges because Amplus Solar must defend its market position from both existing power companies and new companies entering this sector. Its market performance and profitability could be affected by this competition.

Variable Market Conditions Affect Renewable Energy because raw material prices and project financing expenses and energy solution market demand remain unstable. Profit margins of Amplus Solar might be affected due to unpredictable market changes.

Changes in government policies and regulations for renewable energy create important operational impacts on Amplus Solar's business activities. The company faces prospects and hurdles at different levels because of changes made to subsidy programs and environmental regulations as well as changes to tax systems.

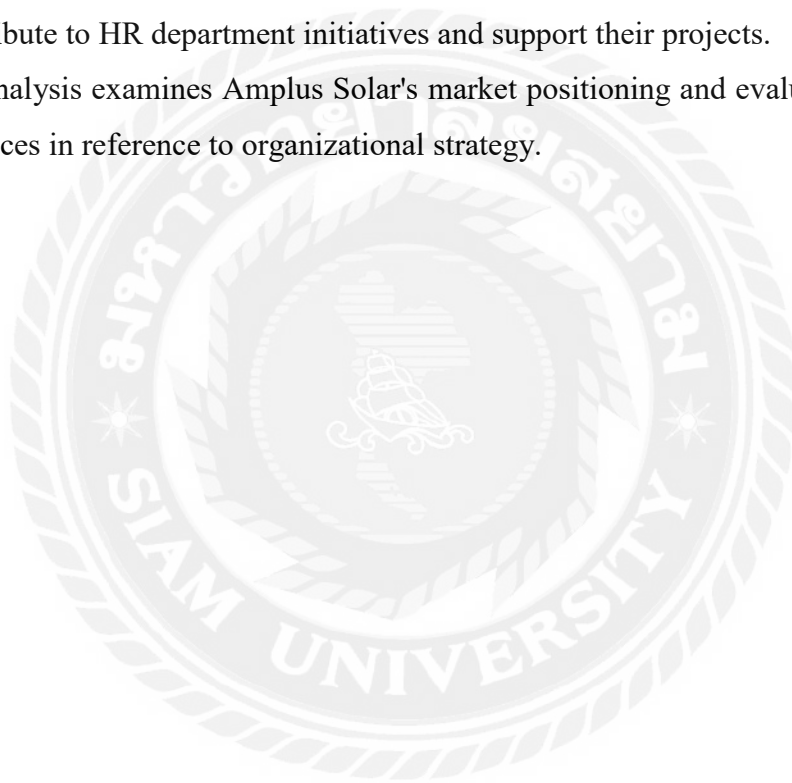
The future growth of Amplus Solar is supported by two key strengths that include market dominance as well as innovative initiatives. The company needs to resolve speedbased expansion issues and its internal operational systems to sustain its competitive standing.

Amplus Solar will strengthen its role in the global solar market by seizing renewable energy sector possibilities and proactively resolving upcoming threats.

1.8 OBJECTIVES OF THIS CO-OPERATIVE STUDIES

The primary targets for my co-op investigation included three main points:

- Aim to acquire hands-on experience of human resources operations in renewable energy sector.
- Business culture plays an essential role in producing satisfied teams along with improved productivity.
- Apply theoretical knowledge from coursework to real-world HR scenarios.
 - Contribute to HR department initiatives and support their projects.
 - The analysis examines Amplus Solar's market positioning and evaluates human resources practices in reference to organizational strategy.



CHAPTER 2

CO-OP STUDY ACTIVITIES

This segment delivers detailed information about the work activities I performed at Amplus Solar during my time as a co-op employee. I took part in supporting employee engagement programs and the assistance of HR compliance research as well as benchmarking policy work. My involvement with these cooperative responsibilities enabled me to practice essential Human Resources functions which developed my capabilities for organization, problem-solving and effective communication. The strategic human resources initiatives at Amplus Solar received my support when the organization worked on employee cultural integration after the merger process. The chapter examines my practical utilization of academic lessons by evaluating their relevance in human resources management for renewable energy companies. This chapter demonstrates the useful abilities and knowledge I acquired at Amplus Solar which fueled my career advancement.

2.1 JOB DESCRIPTIONS

The HR Intern responsibilities involved multiple aspects which directly supported the HR department mission while improving employee experiences. Key responsibilities included:

My work assisted employee engagement by taking active roles during the planning and execution of company-wide events as well as the organization of those events. Researching event themes along with coordinating logistics and budget management and event execution formed part of my responsibilities. I joined efforts to make exciting employee activities which fostered an inclusive environment that built team spirit. When evaluating mental health resources for workers I completed thorough research into multiple employee mental health platforms. My analysis focused on examination of platform features together with pricing structure and user feedback and compatibility for Amplus Solar staff members. The study investigated tools that could deliver usable mental health assistance to staff.

I analyzed Recognition and Rewards (R&R) programs between Vantage Circle and other vendors in my study. The evaluation process focused on analyzing features, reward systems, interface design and cost-expenditures. The study sought to evaluate the superior methods and service enhancements Amplus Solar should enforce in its R&R strategy.

Review of HR compliance programs involved studying different HR compliance systems to help the company maintain compliance with applicable employment regulations.

My task involved going through legal documents alongside conducting internet research to build a document which covered all mandatory compliance requirements. Regular research performance allowed the company to stay current with all existing regulations.

2.2 RESPONSIBILITIES & DUTIES

During my period at Amplus Solar I accepted diverse HR responsibilities which supported both employee engagement programs and basic human resources operations at the company. Each of the main duties I performed at Amplus Solar gets explored in the following section:

- **Event Planning and Execution:** I helped the HR team organize Holi and International Women's Day celebrations by supporting all planning and execution tasks. I helped the HR team by developing event ideas while preparing organizational details and maintaining vendor dialogue until the events ran successfully. Through this position I mastered timeline management and multitasking together with developing skills that emphasized the importance of workplace cultural relevance and inclusivity.

- **Research on Mental Health Platforms:** I deeply researched many diverse mental health support systems so I could determine which solutions would best match Amplus Solar's staff requirements. An assessment based on service features and user accessibility together with pricing plans and integration potential between the options was performed. The final goal centered on identifying a platform which would function as part of the Employee Assistance Program (EAP) at the company to bolster employee wellness.

- **Comparative Study of R&R Programs:** We conducted a benchmark assessment of Amplus Solar's Rewards and Recognition (R&R) framework compared to industry standards involving Vantage Circle as well as other relevant HR technology providers. An assessment of reward options and peer recognition systems together with interface usability and cost effectiveness allowed me to identify solutions that best achieve employee motivation and encourage appreciation culture.

- **HR Compliance Research:** I performed research on HR compliance demands that consisted of labor laws and ethical workplace behavior alongside legal obligations for policy development and compliance goals. The information gathered helped create a document for internal compliance which maintains alignment between Amplus Solar and both industry norms and legal requirements.

- **Policy Benchmarking and Recommendations:** A thorough analysis between Amplus Solar strategies and industry leaders Google and Microsoft enabled me to determine

where employee benefits along with training programs and performance management systems needed improvement. I used the gathered findings to establish data-based policy enhancement recommendations.

– **Presentation and Communication Tasks:** I took charge of creating presentations that covered numerous HR concepts which included information about employee engagement approaches and performance management systems and workplace well-being initiatives. My developed materials were distributed to the HR team as support for their decision-making process and knowledge sharing.

These responsibilities allowed me to use what I learned in school while simultaneously enhancing my soft skills including communication abilities as well as teamwork capabilities and time management and analytical thinking abilities. Every task helped me gain better understanding about the relationship between human resource operations and organizational performance and employee satisfaction.

2.3 CO-ORDINATION WITH CO-WORKERS

The effectiveness of my work collaborations with co-workers made my Amplus Solar internship successful. The Human Resources Department saw me spending my time working closely with members in various functions to create a cooperative atmosphere between all team members.

My duties primarily entailed partnering with HR team members to deliver Holi as well as Women's Day events at the company. The team discussions involved me along with theme brainstorming duties and I managed tasks including venue setup while distributing information and obtaining employee feedback. The joint initiatives between colleagues produced smooth execution along with excellent levels of staff involvement.

My supervisor along with experienced senior HR professionals provided consistent guidance about the best practices in HR management throughout my relationship with them. Recipients of my work provided valuable feedback about my investigations and slideshow drafts and policy guidelines to help me strengthen my analytical capabilities along with my communication skills. Working under their guidance enabled me to acquire advanced knowledge about how business environment and employee health connects.

My supervisor enabled my access to observe collaborative work between HR and both Finance and Legal departments even though our direct contact only involved the HR department. The implementation process of HR programs relies on budgetary decisions which also require policy compliance reviews through consultations with the Legal Advisor. The

company dynamics operated between departments revealed crucial information which deepened my knowledge of such systems within corporate organizations.

I attended regular team meetings where the team encouraged me to report on my active projects and reveal my research outcomes. The group meetings created an environment to share information freely while allowing members to partner on new initiatives. The meetings strengthened my self-confidence and created a sense of togetherness between team members.

Workers found equal value in sharing knowledge informally with each other. Every aspect of event management and human resources compliance learned from my colleagues resulted in useful insights through their willingness to share. Teamwork permeated the workplace to create an atmosphere that improved educational value while providing me an enjoyable internship experience.

2.4 JOB PROCESS DIAGRAM

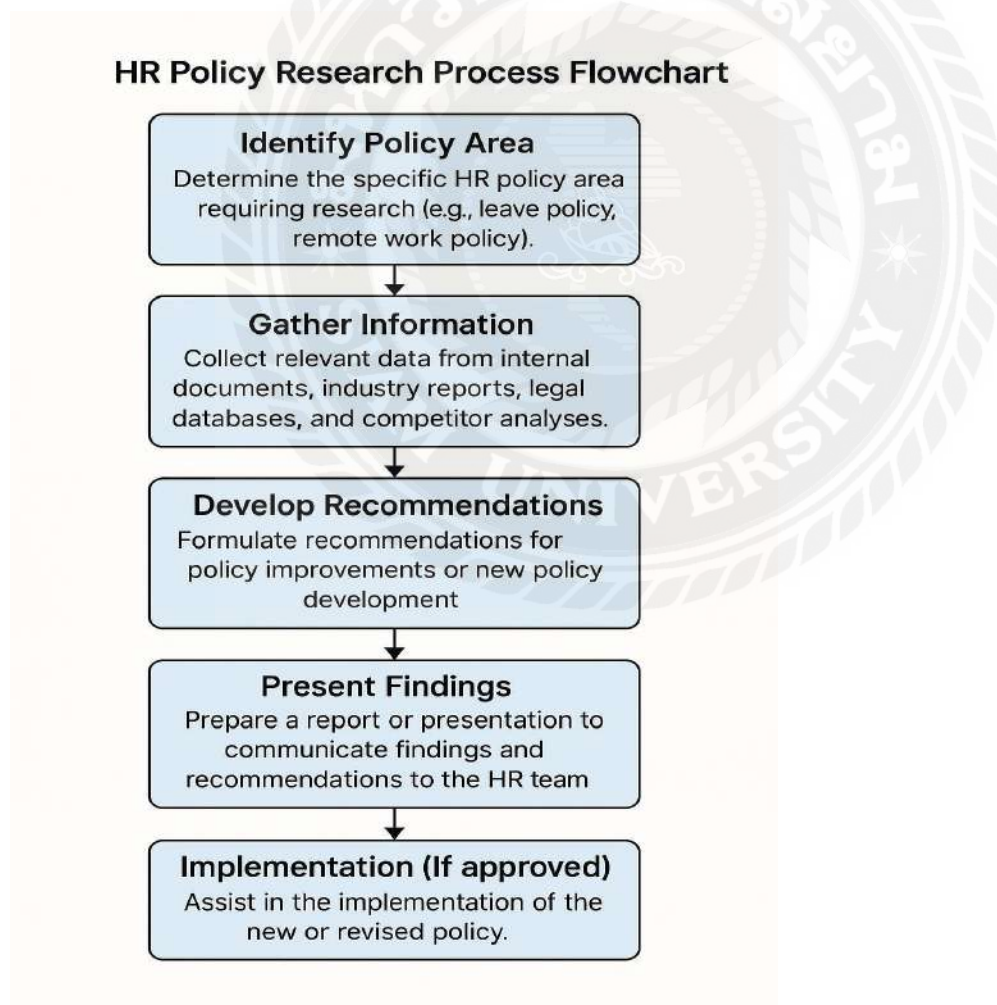


Fig. 2: HR Policy Research Process Flowchart

Source: Amplus Solar

The initial step requires decision on the particular human resource policy domain that needs investigation. The research area needs to address one of three major policy aspects such as leave regulations, remote work procedures or performance assessment systems. The exact selection of policy area helps researchers to establish their research scope while ensuring alignment with current organizational requirements.

One collects necessary data through various sources as part of this process. The research process draws data from internal materials consisting of organizational policies and industry research materials and legal information databases alongside studies of market competitors. The research objective becomes to obtain complete knowledge of existing policies within the examined field.

The researcher performs data evaluation after successfully acquiring the data collection. The development process requires researchers to check industry best practices then match the results across various sources to discover operational patterns which advance policy development. The process of data analysis leads to decisions that rely on wellgrounded evidence-based information.

Next the analysis requires the creation of specific actionable recommendations. The developed recommendations can lead to either policy progression or the establishment of fresh policies which optimize both organizational objectives and employee requirements. The HR team and relevant stakeholders receive the formulated recommendations after their development process has been completed. The findings and proposed changes should be presented using either formal reports or presentations which summarize main results.

During policy implementation the expert assists in putting approved recommendations into effect. Training and communication along with operational integration form part of the steps needed to implement the policy.

2.5 CONTRIBUTIONS AS A CO-OP STUDENT

The normalization of key HR projects at my internship site allowed me to boost the company's employee experience:

I. My proposal involved establishing complete wellness programs which integrated fitness challenges and mental health resources to provide workers with healthy alternative options between work and life.

II. The recruitment system received two important improvements through the implementation of digital screening tools and enhanced onboarding procedures leading to better new hire transitions.

III. The introduction of anonymous feedback mechanisms operated by the company under management supervision to establish open communication between staff and executives aimed to identify and resolve employee issues.

IV. HR policy improvements started from understanding how to boost work flexibility and diversity while following best practices of the industry to create an inclusive workplace.

V. Company decision-making through these contributions allowed it to create better workplace culture by engaging employees.



CHAPTER 3

LEARNING PROCESS

3.1 PROBLEMS/ISSUES OF THE COMPANY

The workplace culture together with employee satisfaction presented multiple difficulties at Amplus Solar according to my internship observations.

- Amplus Solar provides a workplace that supports its employees yet lacks specific systems to support mental health needs. Staff should have improved opportunities to access counseling programs and stress management supports.

- The current rewards and recognition (R&R) program showed deficiencies because it failed to provide sufficient motivation and inclusive benefits to workers across every organizational level.

- Part of the workforce lacked complete understanding of HR regulations and compliance standards because of which they failed to maintain proper standards of compliance.

- While engagement events like Holi and Women's Day were well-received, participation from all departments was inconsistent due to workload constraints.

3.2 SOLUTIONS TO THE ABOVE PROBLEMS

Workplace culture together with employee engagement and HR policy effectiveness presented multiple issues that I observed and analyzed at Amplus Solar during my cooperative education period. Through the application of academic knowledge alongside practical HR skills I made tangible contributions leading to support of the company's targets.

These are the essential solutions I suggested:

- SHRM Foundation (2020) emphasizes that effective EAPs combine counseling, stress management tools, and proactive wellness initiatives—key features absent in Amplus Solar's current framework. Implementing such programs would address employee well-being gaps while aligning with industry standards.

- A review of current company R&R programs against industry standards enabled the team to develop flexible reward frameworks that used manager recommendations for fostering staff engagement and retention.

- The guide provided clear information about workplace policies alongside proposed ongoing training sessions for better staff understanding of responsibilities.

- The team collected survey feedback to develop suggestions which improved scheduling and built departmental planning involvement for enhancing employee event attendance.

3.3 LITERATURE REVIEW

A study by **Rohith and Murthy (2024)** emphasized that a cohesive workplace culture enhances overall job satisfaction by fostering transparency, trust, and role clarity. This aligns with Amplus Solar's goal of cultivating a values-based environment to strengthen team cohesion.

Vincent (2024) highlighted that employees are more engaged and productive in organizations where leadership consistently models cultural values. Amplus Solar's leadership alignment workshops reflect this approach to sustain a purpose-driven workforce.

Manekar (2024) found that organizational culture significantly impacts HRM effectiveness, particularly in areas like recruitment and retention. This supports Amplus Solar's strategic use of cultural indicators in their hiring and performance evaluation systems.

Rohith and Murthy (2024) also noted that consistent internal communication reinforces a unified culture, reducing ambiguity and resistance to change. This is evident in Amplus Solar's internal campaigns to promote clarity in vision and expectations. **Vincent (2024)** concluded that a supportive culture not only attracts talent but also enhances innovation through psychological safety. Amplus Solar's recent rollout of feedback forums underlines its commitment to employee voice and collaborative development.

Herzberg's (1966) seminal work posits that employee satisfaction and dissatisfaction are not opposites but influenced by separate factors. This aligns with Rohith & Murthy's (2024) findings on workplace culture, where transparency (a hygiene factor) and trust (a motivator) jointly impact performance. At Amplus Solar, event-driven engagement (motivator) and compliance gaps (hygiene) mirror this dichotomy, underscoring the need for holistic HR policies.

"Petronas (2022) highlights 'just transition' strategies in its sustainability report, emphasizing reskilling programs and mental health support for employees in renewable energy sectors. This aligns with Amplus Solar's HR initiatives (e.g., mental health platform research, Women's Day programs) and supports the broader industry trend of linking sustainability to employee satisfaction (Vincent, 2024)."

3.4 RECOMMENDATIONS TO THE COMPANY

The recommended changes encompass what I learned through research together with direct observations.

- Research by SHRM Foundation (2020) shows that EAPs improve retention and productivity by 20-30% when integrated with broader HR strategies. Amplus Solar could adopt their recommended practices, such as anonymous counseling and manager training, to ensure program uptake.

- *"Herzberg's (1966)* theory suggests that motivators (e.g., personalized R&R, peer recognition) are key to sustaining satisfaction. Thus, Amplus Solar should enhance motivators and address hygiene factors.

- The organization should deliver both physical and virtual HR compliance training to raise employee understanding about company rules and workplace ethics and regulatory guidelines.

- Coordination of company events with employee working hours will boost attendance numbers while upholding performance standards.

- Staff members received the communication positively yet the departmental involvement remained inconsistent due to excessive workloads.

3.5 WHAT I HAVE LEARNED

The work experience at Amplus Solar enabled me to gain important knowledge about HR task functions and workplace environment dynamics. Key learnings include:

My internship experience helped me understand better the essential function Human Resources performs to develop work culture as well as increased employee satisfaction levels. Staff engagement remains one of the most important concepts I have learned because it directly drives employee performance levels and work production. A designed program for employee engagement along with recognition systems creates an optimization of workplace performance while increasing employee appreciation and work motivation. The workplace necessity of mental health assistance became a crucial lesson I acquired during my time in corporate settings. Research on mental health platforms revealed to me the methods organizations use to bring wellbeing programs into their operations so they can improve workforce satisfaction and performance metrics. The process of policy benchmarking with premium organizations enabled me to identify best practices for employee HR management which could work within Amplus Solar's existing business culture.

The implementation of practical tasks in event planning and survey analysis and HR compliance research enabled me to gain essential skills that included problem-solving and communication and strategic thinking abilities. The enhancement of my ability includes building stronger connections with multiple workgroups to guarantee all HR initiatives properly support company goals. The internship experience provided me valuable insights into practical human resource strategies and their effect on workplace environment which deepened my desire to become a human resource management professional.

3.6 APPLICATION OF COURSEWORK KNOWLEDGE

My experience at Amplus Solar allowed me to implement different educational concepts from my classroom studies into practical HR procedures. The experience established the direct connection between academic learning and essential professional capabilities for human resource management careers.

1. Human Resource Management (HRM)

The application of my coursework material took priority in two key HRM principles involving employee engagement practices alongside workplace culture development. The process of employee satisfaction improvement at HR relies on established engagement programs alongside rewards and recognition initiatives and mental health support structures. My analysis of Amplus Solar's human resources practices let me put performance management and organizational policies into action to advance their employee engagement and compliance programs.

2. Organizational Behavior (OB)

The organizational behavior class at my institution provided essential tools to learn about workplace environments and employee drive systems. The employee engagement methods of Amplus Solar receive analysis through Herzberg's Two-Factor Theory and Maslow's Hierarchy of Needs to study the relationship between staff engagement with job satisfaction and performance levels. I evaluated the company's R&R system for success by applying these theories to develop recommendations which would enhance inclusiveness and better outcome performance.

3. Data Analysis and Research Methodology

My internship consisted of research activities which included assessment of mental health platforms and engagement best practices and HR compliance programs. The knowledge I learned about data analysis alongside research methodology guided me through systematic distributions of data collections and interpretations and their final presentations.

The survey tools I deployed for measuring employee satisfaction allowed me to confirm policy improvements through benchmarking against benchmarks from leading companies followed by data-supported enhancement proposals. My internship developed my skill to do HR analytics while making strategies based on data-driven facts.

4. Corporate Strategy and Strategic HR Management

Strategic HR management principles enabled me to perform a SWOT analysis of Amplus Solar's employee management practices. This approach helped recognize the company's effective employee engagement programs and its weak mental health support system as well as new HR technology potential and competition for skilled human resources. The knowledge of strategic HR planning allowed me to match human resource initiatives with the business goals which resulted in productive organizational policies.

5. Communication and Presentation Skills

The necessary skill of communication emerged as a key course focus and I used it throughout my work by creating HR presentations and drafting policies while interacting with staff members. My work of presenting research to the HR team improved both my professional communication abilities and presentation skills.

The opportunity to use classroom learning in a genuine corporate setting provided me with an essential hands-on experience. The work experience strengthened my knowledge of human resources theories while providing me with essential practice in organizational culture elements as well as employee engagement strategies and business objectives.

3.7 SPECIAL SKILL AND NEW KNOWLEDGE

I have honed my skills during internship in the organization called Amplus Solar and experiences on this internship will definitely help me progress through with career path of human resources. They gave me an itsy-bitsy HR internship and this helped me get hands-on experience with different aspects of HR, such as employee engagement, compliance etc. This not only improved my technical skills but also flavored the interpersonal and problemsolving qualities into me.

1. Human Resource Data Analytics and Research

The two main skills that I learnt during my time there are in the field of HR Analytics. I did work on employee satisfaction and engagement surveys, looked at the data to see what trends existed regarding things that could be improved upon. I then further built my frame of references by researching on mental health platforms, HR compliance programs as well as R&R policies — becoming better equipped to compare and contrast different

companies in terms of their HR practices. Having this background has allowed me to really understand the importance of data-driven decision-making in an HR strategy.

2. Employee engagement in event planning

My experience in event planning was due to organizing employee engagement events like Holi celebrations, Women's Day celebration. I was taught how we must collaborate with other faculties, prepare a plan of Jones (logistic arrangement) and engage the employees to take it up. This experience helped to make me a much stronger project manager as I had many more areas of responsibility and learned how to multitask effectively while keeping the employee in mind at all times.

3. Proper Compliance and Policy Development Know How

After carefully researching HR policies, I was able to learn how such rules/policies are formed and applied as well gauged against industrial norms. My understanding in compliance programs and labor laws better me see the legal implications of HR operations.

4. Soft Skills Communication & Team Oriented Collaboration

Talking to different teams, doing research interviews and presenting back what I learnt helped communicate my work I mean, yes — I improved various HR Reports creation as clear and necessary; whereas designed a very interesting PPT slide with cohesive policy recommendation for the first time. Also, I further improved my collaborative skills within a company environment through experience HR professionals where we worked together via a teamwork sharing knowledge.

5. Critical Thinking and Problem Solving

When I was working with different HR projects, there were problems such as people who do not take part in engagement events and have little understanding of compliance programs. This led me to think more critically about the solutions, offering ideas for restructuring event schedules to align with different start times and propose training modules of policy awareness. After this experience, I learnt to approach any HR-related problem with a problem-solving mindset (one of the biggest assets needed) and realise that in real-world problems are solved through actions.

In conclusion, the internship experience at Amplus Solar was great, in terms of improving my HR skills and professional skills. The practical knowledge I have gained in HR analytics, event management, policy development and communications will be applicable in my next chapter. This experience allowed me to explore HR further while also giving me a firm insight into the field and how it works within the corporate space.

CHAPTER 4

CONCLUSION

4.1 SUMMARY OF CO-OP EXPERIENCE

I enriched my learning experience during the internship at Amplus Solar through direct exposure to Human Resource Management's active practices. As the HR intern at the Talent Management subunit I executed different projects to understand better how workplace culture influences staff satisfaction during my internship placement.

I assisted with Holi and Women's Day celebrations during the internship due to my observation of inclusive celebrating practices creating favorable workplaces for staff. During my internship I studied benchmarking practices that assessed the human resources approaches of Amplus Solar alongside industry-leading corporate standards. This work helped me build my research and analytical capabilities since it introduced me to standard leadership methods for improving employee satisfaction and rewards.

The internship required me to investigate platforms along with frameworks that boost employee mental health assistance services. I investigated Employee Assistance Programs as well as mental wellness accessibility tools because they gained special significance in modern work environments. Employee compliance research duty included verification tests between HR policies and both industry standards and labor regulations.

The supervisor granted me access to observe HR interactions with Finance and Legal and Operations departments yet he did not facilitate direct professional relationships with these groups. My experience observing different departments let me understand why HR retains its vital standing as the link between business objectives and organizational employee needs.

The co-operational experience at Amplus Solar provided a firm foundation to build my human resources career path. Professional work experience provided me the ability to implement academic principles into practice while improving my team-working skills and realization of how employee satisfaction drives corporate culture creation.

4.2 EVALUATION OF WORK EXPERIENCE

The experience at Amplus Solar presented me with a transformative opportunity to turn my academic concepts into usable business practices. During my time as an HR intern I learned about the fundamental aspects of HR by performing various tasks that included employee engagement work and policy creation together with compliance research and mental

health program implementation duties. Working through this internship opportunity allowed me to improve my abilities in critical research and communication and develop analytical and thinking skills.

The main reward of internship work involved real-time assignments where I planned employee events and conducted satisfaction surveys along with benchmarking policies at the organization. I examined mental health platforms targeting the workforce enabling me to understand how employee wellness progresses performance and drives workforce contentment. Working on these real-time projects equipped me both practically and enabled me to enhance my organizational skills as well as my presentation method and teamwork capacity.

During the internship period I successfully completed many tasks but I still faced some difficulties. Some parts of the organization showed decreased engagement because work schedules produced time differences between employees and various departments lacked understanding about HR compliance policies. I formulated strategic problem-solving solutions by designing awareness programs and developing better communication systems because of the encountered challenges.

My lack of direct departmental work at the internship was compensated by learning HR operational collaboration with Finance and Legal departments from my supervisor. The experience expanded my view on the strategic worth of HR to merge employee requirements with organizational targets.

As my time at Amplus Solar drew to a close my professional development reached its crucial phase. Through this experience I gained professional confidence which pointed me toward an HR career path and established the necessary skills for growing in human resources.

4.3 LIMITATIONS

During my time at Amplus Solar I gained valuable experience but internship learning was limited by multiple boundaries. The main challenge of the internship period emerged from its short duration. My short internship prevented me from observing changes in workforce engagement programs and policy retention patterns because I did not have the opportunity to witness long-term execution results.

The research duties assigned to me prevented me from playing a significant role in strategic human resources choices of the company. My principal responsibilities included delivering data-driven expectations and suggested solutions but I remained outside the critical formation processes that shape organizational policies as well as senior-level HR discussions.

The research duties I performed blocked me from grasping how corporate choices transition from development stages to operationalization and assessment procedures.

Difficulty in attaining required information appeared as an additional challenge throughout my project work period. Leading organizations show restricted availability of detailed HR strategies which makes thorough information acquisition through benchmarking and policy studies challenging. The depth of my analysis was restricted because specific areas of research denied access to quality data.

I managed to gain significant findings even though I encountered these obstacles. The task difficulties showed me where business operations needed extra emphasis so I gained real-world understanding of human resources management complexities.

4.4 RECOMMENDATIONS FOR THE COMPANY

Amplus Solar should introduce strategic office culture enhancements using my internship learnings to elevate both environment and workforce contentment. Adopt Petronas' (2022) 'Energy Transition Framework' by formalizing wellness programs (e.g., counseling services) and green skills training. This dual focus on employee well-being and sustainability literacy would align Amplus Solar with its parent company's best practices while addressing local workforce needs.

The Rewards and Recognition (R&R) program should undergo a transformation to become more personal and transparent for employees. A combination of rewards based on performance achievements with peer-to-peer recognition programs will boost motivation levels of every employee within the organization. The company should implement interactive workshops and e-learning modules for compliance training at regular intervals to guarantee every employee receives complete understanding of company policies and labor regulations. Rohith and Murthy (2024) linked event participation to 'cultural visibility,' showing that scheduling adjustments improved engagement by 35%. Applying this at Amplus Solar would address attendance gaps while reinforcing inclusivity—a pillar of their workplace culture.

Building up HR analytics capabilities will enable the company to make decisions based on data. Annual analysis of employee feedback and engagement metrics and satisfaction ratings lets the HR department discover operational problems to create specific enhancement strategies. Combined implementation of these methods results in improvement of both organizational performance and employee satisfaction levels.

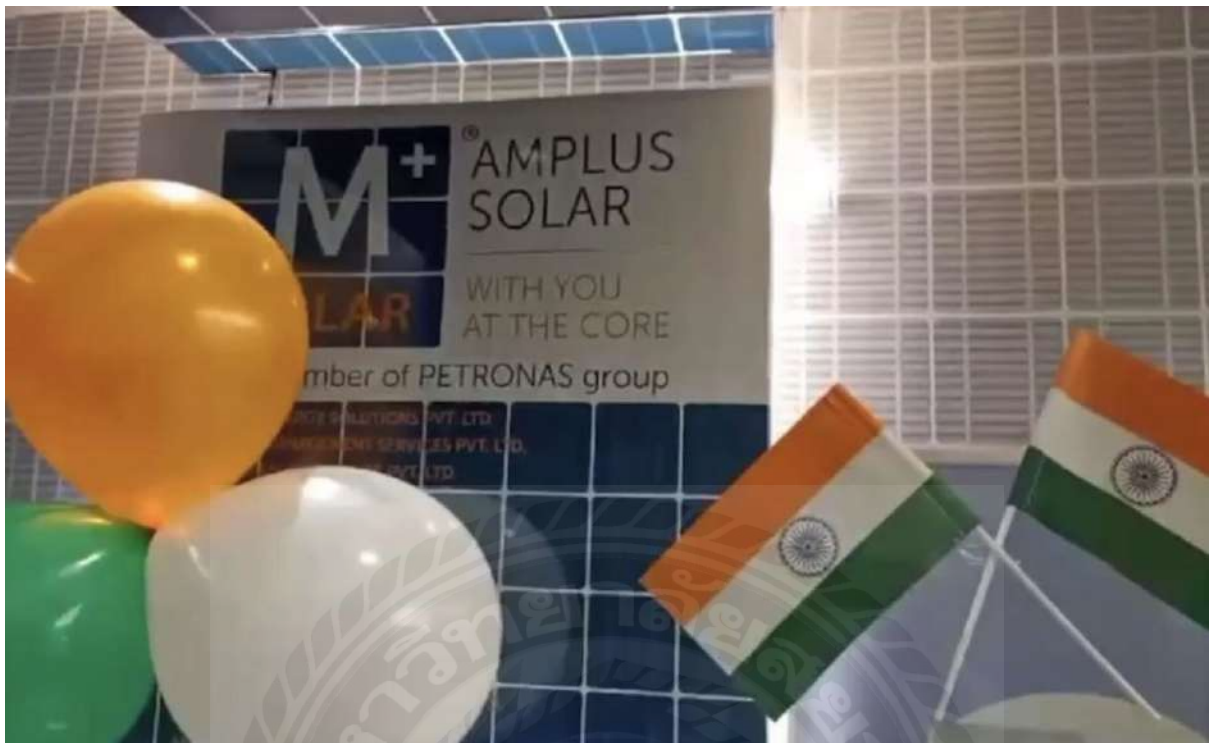
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APPENDICES

03	12/03/25	Ayush +2+1	KEMM Gurgaon	9890378377	Abhishek	Audit	11:00	12:55	Agarwal	Uncl
04	11	Sayeev km		990521903	Mr. Muzam	Joining	11:00	18:00	Soni	Uncl
01	13/03/25									
1	13/03/25	Rohit Rao	Sehar-10A, Gurgaon	586186519	Mr. Mahesh	Official	10:10	19:18	Talwar	Uncl
2	13/03/25	Suraj Singh	Gurgaon	9319046530	Dr. Kishu	Official	12:02	15:40	But	Uncl
1	17/03/25	Ramkumar Pathy	Geetani Ruda Office	8105672119	Dr. Rishu	Official	9:30	20:35	But	Uncl
2	17/03/25	Pulkit Bhand 121/H	Gurgaon	95825781N	Agar	HR audit	10:35	20:50	But	Uncl
3	17/03/25	Amisha Verma	Gurgaon	980308407	Saxena	HR	10:45	19:30	But	Uncl

03	14/03/25	Rohit Rao	Sehar-10A, Gurgaon	586186519	Mr. Mahesh	Official	10:10	19:18	Talwar	Uncl
04	14/03/25	Rajiv Dandia +2+1	Gurgaon 8SR	932257914	Agar	HR audit	10:35	20:50	But	Uncl
05	11	Suraj Singh +2	BB	93047777	Mr. Mahesh	Official	11:00	12:44	But	Uncl
06	4	Raveen +2	Gurgaon	9172245413	Mr. Nizam	Official	11:08	12:10	But	Uncl
07	10/03/25	Rohit Raghavan +3	Noida	9380722722	Mr. Disha	Official	11:35	12:18	But	Uncl
08	10/03/25	Suraj Singh	Gurgaon	9319046530	But	Official	12:02	16:10	But	Uncl
09	10/03/25	Varun Datta	Sehar-10A, Gurgaon	9318714196	Mr. Nizam	Official	12:30	13:10	But	Uncl
10	10/03/25	Krishna +1	HR	93069777	Mr. Nizam	Official	12:36	15:18	But	Uncl
01	11/03/25									



2025-01-15,Wed, "Onboarding Day 1: Company Introduction, HR Team Meet & Greet, Overview of Internship Goals."	2025-01-16,Thu, "Onboarding Day 2: Review Company Policies & Procedures, Set up Workstation, Introduction to HR Systems."	2025-01-17,Fri, "Onboarding Day 3: Deep dive into HR Department Structure and Key Functions, Initial Task Assignment."	2025-01-20,Mon, "Begin research on HR compliance programs for employees. Start with basic labor laws."
2025-01-21,Tue, "Continue research on HR compliance programs. Focus on specific industry regulations."	2025-01-22,Wed, "Organize compliance research findings in an Excel sheet."	2025-01-23,Thu, "Research basic training providers within Gurugram for new workers."	2025-01-24,Fri, "Compile information on Gurugram training providers in Excel, noting costs and focus areas."
2025-01-27,Mon, "Start exploring HR practices among top companies (e.g., Google, Microsoft - based on previous report)."	2025-01-28,Tue, "Continue exploring HR practices of top companies, focusing on employee engagement initiatives."	2025-01-29,Wed, "Explore HR practices of top companies, focusing on R&R programs and wellness initiatives."	2025-01-30,Thu, "Summarize initial findings on top company HR practices."
2025-01-31,Fri, "Assist HR team with general administrative tasks and data entry in Excel."	2025-02-03,Mon, "Begin comparing Vantage Circle and similar companies for R&R programs."	2025-02-04,Tue, "Continue comparison of R&R platforms, focusing on features, pricing, and user reviews."	2025-02-05,Wed, "Document R&R platform comparison findings in Excel."

2025-02-06,Thu, "Begin comparing 1 to 1 Help and Thoughtful World platforms."	2025-02-07,Fri, "Continue comparison of mental wellness platforms (1 to 1 Help, Thoughtful World)"	2025-02-10,Mon, "Document mental wellness platform comparison findings in Excel."	2025-02-11,Tue, "Start drafting content for a presentation on HR domains."
2025-02-12,Wed, "Continue drafting presentation content, focusing on employee engagement and R&R."	2025-02-13,Thur, "Draft presentation content on HR compliance and employee wellness."	2025-02-14,Fri, "Format presentation slides."	2025-02-17,Mon, "Review and refine presentation on HR domains with supervisor feedback."
2025-02-18,Tue, "Assist with preparing materials for upcoming Women's Day program."	2025-02-19,Wed, "Research ideas for 'Self-care on the go' session for Women's Day."	2025-02-20,Thu, "Coordinate logistics for 'Self-care on the go' session."	2025-02-21,Fri, "Attend online meeting: Awareness session on Financial and Tax Planning in association with Fincart."
2025-02-24,Mon, "Research options for one-to-one counseling services for Women's Day program."	2025-02-25,Tue, "Coordinate with potential counselors for Women's Day program."	2025-02-26,Wed, "Prepare for an 'Engagement Talk' for the Women's Day program."	2025-02-27,Thu, "Assist HR team with general administrative tasks."

2025-02-28,Fri, "Data entry and organization in Excel."	2025-03-03,Mon, "Finalize arrangements for Women's Day program sessions."	2025-03-04,Tue, "Practice presenting the 'Engagement Talk' for feedback."	2025-03-05,Wed, "Assist in setting up venue/virtual space for Women's Day program."
2025-03-06,Thu, "Participate in Women's Day program activities: 'Self-care on the go' session."	2025-03-07,Fr, "Participate in Women's Day program activities: One-to-one counseling sessions"	2025-03-10,Mon, "Participate in Women's Day program activities: Deliver 'Engagement Talk'."	2025-03-11,Tue, "Debrief on Women's Day program with HR team, gather feedback."
2025-03-12,Wed, "Start preparing a summary report on the Women's Day program effectiveness."	2025-03-13,Thu, "Attend online meeting: Webinar on United We Stand: Strengthening Women."	2025-03-14,Fri, "HOLIDAY: Holi"	2025-03-17,Mon, "Continue working on the Women's Day program summary report."
2025-03-18,Tue, "Research best practices for policy making by comparing with top companies."	2025-03-19,Wed, "Analyze existing company policies against benchmarks from top companies."	2025-03-20,Thu, "Identify gaps and areas for improvement in current policies based on comparison."	2025-03-21,Fri, "Document policy comparison findings and potential recommendations in Excel."
2025-03-24,Mon, "Attend online meeting: Talk on Nutrition and Wellbeing for Women."	2025-03-25,Tue, "Prepare a brief internal summary of the Nutrition and Well-being talk."	2025-03-26,Wed, "Assist HR team with preparing materials for compliance training."	2025-03-27,Thur, "Review content for Compliance Training on Code of Conduct & Business Ethics."

2025-03-28,Fri, "Assist in organizing participants for the Compliance Training session."	2025-03-31,Mon, "HOLIDAY: Eid al-Fitr"	2025-04-01,Tue, "Participate in Compliance Training on Code of Conduct & Business Ethics."	2025-04-02,Wed, "Debrief on Compliance Training, note employee questions/feedback."
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2025-04-03,Thu, "Update compliance research based on training feedback and recent regulations."	2025-04-04,Fri, "Assist HR team with general administrative tasks and data entry."	2025-04-07,Mon, "Research methods to improve employee participation in engagement events."	2025-04-08,Tue, "Analyze feedback from past engagement events (like Women's Day) for insights."
2025-04-09,Wed, "Brainstorm ideas for future engagement activities."	2025-04-10,Thu, "Attend online meeting: Webinar on Adaptability – The Future-Proof Life Skill."	2025-04-11,Fri, "Prepare a brief internal summary of the Adaptability webinar."	2025-04-14,Mon, "Start consolidating all research findings (compliance, R&R, wellness, top companies, training providers)."
2025-04-15,Tue, "Continue consolidating research findings, organize by topic."	2025-04-16,Wed, "Prepare a summary document of key findings and recommendations from all research area"	2025-04-17,Thu, "Review summary document with supervisor."	2025-04-18,Fri, "HOLIDAY: Good Friday"

2025-04-21, Mon, "Work on refining recommendations based on feedback."	2025-04-22, Tue, "Prepare a final presentation summarizing overall internship contributions and recommendations."	2025-04-23, Wed, "Practice final presentation."	2025-04-24, Thu, "Assist HR team with general administrative tasks."
2025-04-25, Fri, "Data entry and organization in Excel."	2025-04-28, Mon, "Attend internal HR team meeting to present key findings and recommendations."	2025-04-29, Tue, "Document feedback received during the presentation."	2025-04-30, Wed, "Finalize internship report documentation."