FINAL INTERNSHIP REPORT

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Submitted to Goa University

For the partial fulfilment of course in

MASTER OF BUSINESS ADMINISTRATION (MBA) - PART 2

By

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Roll no: - 2020

Batch 2020-2022

Under the guidance of

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MARCH 2022

DECLARATION

I hereby declare that the report have been done by myself under the guidance of Vinangyamoorthy.

This work has not been submitted at anytime to any other university or Institute for award of certificate or diploma/degree.

Place:

Date:

Signature:

(KIRAN R JADHAV)

(RollNo:-2020)

Signature:

(Vinangyamoorthy) (Guide)

ABSTRACT

Better recruitment and selection strategies result in improved organizational outcomes. With reference to this context, the research paper entitled Recruitment and Selection has been prepared to put a light on Recruitment and Selection process.

The main objective is to identify general practices that organizations uses to recruit and select employees and, to determine how the recruitment and selection practices affect organizational outcomes at TECHVOLT SOFTWARE PRIVATE LIMITED.

Data analysis has been done with statistical tools like tables, graphs, pie charts, bar diagrams.

TABLE OF CONTENTS :

SR. NO	PARTICULARS	PG. NO

SECTION 1

1. **Company Analysis:**

1.1 Introduction to TSPL :

Company Name   TECHVOLT SOFTWARE PRIVATE LIMITED

Company Activity   COMPUTER & RELATED ACTIVITIES

CIN   U72900TZ2019PTC031761

Registration Date   26 FEB 2019

Category   COMPANY LIMITED BY SHARES

Sub Category   NON-GOVT.

State   TAMIL NADU

PIN Code   641044

Country   INDIA

Address   #28,THACIL CENTRE,2ND FLOOR,ABOVE CUB, RAJA ANNAMALAI ROAD,SAIBABA   COLONY, COIMBATORE COIMBATORE TN 641044 IN

Email hrmanager.vinayaga@gmail.com

Technovolt Software Private Ltd is providing internship to students since 2018 on various domains. Intership offered with hands on training and project development on both engineering and non engineering sector both onlineand offline mode. Technovolt software private limited a startup level software development company which is offering web development,mobile app development,digital marketing service's, internship, implant training, training with project provider located at Coimbatore.Techvolt Software Pvt.Ltd,a Software Development and Digital Marketing company.Techvolt Software involves in the business entity of ERP,CRM Applications, Web Designing, Web Hosting, Web Applications Development, Android App Development (Mobile App Development), Software Testing along with Embedded Systems and IoT Applications development. Techvolt Software also provides the services of Digital Marketing for the business promotion to their clients and customers across India.

Techvolt Software offers Online and offline final year Internship with Training for Engineering and Non-Engineering (Final year & Pre-final year Students) Students to start their career in Industry on Software and Hardware along with hands on project.

Techvolt software offering online live training with internship for students to enhance their skills .Technovolt software private limited is registered at the registrar of company's Coimbatore and is classified as non - government company. Its authorised share capital is INR 1,000,000and paid up share capital is INR 10,000. Techvolt Software Private Limited has two directors – Vinayagamoorthy (HR Manger) and Palanisami Jeeva.

LOGO OF TSPL :

PRODUCTS OF TECHNOVOLT :

1. Androd app development:
2. IOS App Development:
3. Embedded applications and IOT
4. POS
5. Enterprise resource planning
6. Customer relationship Management
7. Inventory
8. Human resource management
9. Billing Software

1.2 :Analysis of Vision, Mission and Objectives :

Vision :

- Our vision is to develop constantly and grow into a majar IT service provider. Thereby becoming a leading performer in povoding quality web and software

development solutions in the competitive global marketplace and consistently encourge customers towards success.

- We have the ability to accelerate and swiftly share the great work or products of your organization or business.We believe that these qualities will be the key to reaching the goals.

Mission

- Delivers its solutions through an empowered team of professionals, where all the members areencouraged to innovate,explore,and take responsibility for their own growth both technically and professionally.
- Has an open work environment and culture that encourages personal and group achievement with a cear focuson delivering customer satisfaction.

Objectives:

- Being globally innovative and competitive business providing 100% genuine services to the customers
- To identify and encourage and promote the economic growth ofcompanies.

STRATEGIC ANALYSIS:

SWOT ANALYSIS:

1. **STRENGHTS:**
- It is a reliable organization engaged in mca provider a qualitative range of products.
- Hands on real time project
- Internship certificates
- Pre-placement offer

- . Use of modern technology, industry standards ,experienced workforce are our USPs
- expert team maintains vigil of the quality of products.Every single piece of work is ensured with proper quality assurance thereby Improving the quality to serve our client better.

1. **WEAKNESSES**

• Inadequate and expensive infrastructure

• Lack of proper placements given .

2. **OPPORTUNITIES:**

 • Sizeable potential,mainly specific requirement,offers interns an opportunity to build scale and upgrade gradually with the advancment of technology.

• More demand for internships because of good package provided.

- competitive business providing 100% genuine services to the customers globally.

3. **THREATS:**

• major resorting to technonological adavcements to sustain in the market.

• Any paradigm shifts in technology could increase technology gap considerably.

• Changes in thepolicy layed by the company as per the technological changes in th environmnt.

• Othercompetitors.

5.**VRIN ANALSES**

VRIN,which stands for"Valuable,Rare,Inimitable and Non-Substitutable".It's a framework which was developed by Birger Wernerfelt in the 1980s,and it offers a powerful way to evaluate your value proposition in light of the competition.

RESOURCES/	VALUABLE	RARE	IMITABLE	NON-SUIATAB	COMPETITIVE

CAPABILITIES				LE	ADVANTAGE
Positive market reputation	Yes,asthe company haveglobal collaboration	no	Yes,asthere arechances of uncertainties while exporting.	**no**	Longterm competitive advantage
Leadership team	Yes	**no**	**No**	**no**	Strong competitive advantage
Awareness of brand	**Yes**	Yes, becausein somepart thereare less awareness of esbrand	**No**	**no**	Sustainable competitive advantage
High customer rating	**Yes**	**yes**	**yes**	**no**	Strong competitive advantage

The resource/capabilities view argues that valuable,rare,inimitable and non-suitable Leads to competitive advantages.The positive market reputation of the company has a Valuable inthe market and can have a long term competitive advantage.

The leadership team as the leader is more concern Of the company and his decision can very as per the policies layed down by the company and that leads to the Strong competitive advantage.

The Technovolt Software Private Limited have a great logo and has started creating brand awareness in the market but there are chances and opportunities that the company can creat more awareness where there are less awareness of the company

SECTION2

2.1.Introduction to the Industry :

Internships provied by the company :

1. Online internship
2. Inplant internship
3. Office internship
4. Job oriented trainings
5. Webinars and seminars

2.2 : PESTLE Analysis

• PoliticalFactor

Companies have to build the software and invest in training their HR staff on the new technology and strategy.

Political factors include tax policy, environmental regulations, trade restrictions and reform, tariffs, and also political stability. These factors determine the extent to which a government may influence an industry or a company.

• EconomicFactors

Being a non government company a rise in the inflation rate of any economy would affect the way companies price their products and services. Besides, it would also affect the purchasing power of a consumer and may result in a change in demand/supply models for that economy.

• SocialFactors

Greater focus on environmental issues and sustainable development puts environmentallyand friendlyelectrictrainsin an advantageousposition possible positiveimpactonthepublictransportindustry.

Social factors include cultural norms and expectations, health consciousness, population growth rates, age distribution, career attitudes, health, and safety. These factors are helpful for companies to better plan their marketing analytics and strategy.

Dueto the demand in career attitudes of individuals thereby creating more demand towards seeking internships aswell as learning new technology adavancements.

• TechnologicalFactors

Due to innovations and developments in technologies may impact organization's operations. Several new developments like Artificial Intelligence, IoT, Machine Learning, Deep Learning, are being made in the technology field and if a company fails to match up the trend it may lose its position in the market.

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CHAPTER 3

PROJECT TITLE

A STUDY ON RECRUITMENT AND SELECTION PROCESS OF TSPL

EXECUTIVE SUMMARY :

The human resources are the most important assets of the organization. The success or the failure largely depends on the caliber of the people working therein. The role of HR in recruitment is very important as HRM is the fuction to wrk o the development of the recruitment process and to make the process very competitive in the market.

Thus, the main role of HR is to make the recruitment process more attractive and competitive in the market.

According to Edwin Flippo, "Rcruitment is the process of searching for prospective employees and stimulating them to apply for jobs in the Organisation."

PROJECT HYPOTHSIS :

3.1 STATEMENT OF PROBLEM :

❖ **PROJECT PROBLEM**

After having an insight in the TSPL it has been observed that recruitment and selection are failing to provide a specific job description for the job portals. Also failing to give recruitment the appropriate amount of time. It has been observed that the company is using same recruitment process as earlier.

1.1: Recruitment:

Recruitment is a continuous process whereby the company or firm attempts to develop a pool of qualified applicants for the future human reources needed. Usually, it is a process to meet the needs of manpwer requirements and to employ manpower in adequate number to facilitate effective selection of an efficient workforce.

Recruitment of candidates the fuction preceding the seection which helps to create a pool of prospective employees for the organization so that the management can select right candidate for the right job from the pool of candidates.The main objective of recruitment process is to expdite the selection process.

1.1.2 : Need for recuitment :

Recruitment may be needed due to following reasons:

- **Vacancies:** vacancies arrising in case of promotions , transfers, retirement, termination, permanent disability , death or labour turnover**.**

- **Creation of new vacancies:** that arise due to growth,expansion, diversification of business activities of an enterprise**.**

1.2 <u>Selection:</u>

Selection is the process by which you choose from a list of applicants, the persons who best meet the criteria for the position available considering current environmental context.

The aim is to compare the demands of the job with the candidates capabilities and inclinations, by various techniques.

1.2.1 Importance of Selection:

The goal of the process of selection is to identify the most qualified candidates for open positions within a company. Many factors, such as a candidate's qualifications, experiences, skills, and overall attitude should be considered to ensure that the right person is hired for the job. It is critical because:

The success of a business is directly related to the quality of its employees and their ability to contribute effectively. In a similar vein, the company can only be as good as its employees.

Employees with high levels of talent and expertise speed up the growth of the business.

In technical jobs, workplace accidents can be drastically reduced if the appropriate technical personnel is employed for the appropriate positions.

People who are satisfied with their roles are more likely to have high morale and motivation to succeed.

A significant amount of money is invested in finding the right person for a position, so the company must use a systematic approach to the HR selection process. When the hiring goes wrong, the company has to spend a significant amount of time, effort, and money training and integrating the new employee.

1.2.2 The Process of Selection:

- Reception
- Screening Interview
- Application Blank
- Selection Tests
- Selection Interview
- Medical Examination
- Reference Checks

CHAPTER 4

Research Methodology

Research methodology is a systematic presentation consisting of the eunciated roblem, formulted hyothesis, collected facts of data , analyzed fact and proposed conclusions.

Research is an organized and systematic way of finding answers to questions.

The purpose of this section is to describe the methodology carried out to complete the work. The methodology plays a dominant role in any research work. The effectiveness of any research work depends upon the correctness and effectiveness of the research methodology.

4.1 RESERCH DESIGN

The type of research is descriptive in nature; since an attempt was made to find out inter relationship between variables.

❖ RESEARCH INFORMATION

II. Objectives :

- The primary objective of the study is to analyse and understand the process of Recruitment and Selection in the industries.
- To know the sources of recruitment at various job levels.
- To observe the procedure to select the candidates from internal as well as from external sources in the industries.
- To critically analyze the fuctioning of recritment and selection procedures.
- To study and analyze the stages of selection procedure carried out in a company.

3.2 NEED OF THE STUDY

- Recruitment and selection process in an organization is important as it is the first step which determines the success of the business and would affect the whole organization operation.
- The study conducted in TECHVOLT SOFTWARE PRIVATE LIMITED is to find how the recruitment and selection processes are carried out.

3.3 SCOPE OF THE STUDY

- The study helps to get a clear picture on various aspects of recruitment and selection process.
- This in turn helps the management to Formulate suitable policy to Recruit the employees which helps for developing
- Organization by increasing their productivity level It helps the employees to get more Interested towards their work by Improving their self-development.

Steps in the Research Design Process

- ❖ Step 1: Define the Research Problem:
- ❖ Step 2: Estimate the Value of the Information:
- ❖ Step 3: Select the Data Collection Approach:
- ❖ Step 4: Select the Measurement Technique:
  There are four basic measurement techniques used in marketing research: (1) questionnaires, (2) attitude scales, (3) observation, and (4) depth interviews and projective techniques.

RESEARCH HYPOTHESIS

> **Alternate Hypothesis (H1) :**

If employees' recruitment and selection process is satisfied, then there could be chances of good performance by the employees.

> **Alternative hypothesis (H2) :**

If employees' recruitment and selection process is not satisfied, then there will be no better performance by the employees.

> **Alternative hypothesis (H1)**

If recruitment and selection process is increasing, then time and process of selection will be late.

> **Alternative hypothesis(H2)**

If recruitment and selection process is not done proper, than the company wont the better candidate who is entitle to perform the job well.

2 Data Collection

Data refers to a collection of organized information, usually the results of experience, observation or experiment, or a set of premises. This may consist of numbers, words, or images, particularly as measurements or observations of a set of variables.

4.3 Data Sources

There are two types of data sources available to the research processes.

1. Primary data.

2. Secondary data.

1. Primary Data

The primary data is collected by using primary methods such questionnaires, interviews, observations etc. For this study questionnaires are used to collect primary data from the employees and the staff members of the TSPL. We know relatively little on a systematic basis about how or why organizations choose to use different combinations of these strategies, though some of the results reported in the study of recruitment and selection and in large firms offers some pointers that are worthy of further exploratory research, particularly among small and medium sized organizations.

Nowadays employees suggests that personality tests are now being routinely used for some occupations in 19 per cent of workplaces, and performance tests are being used in Recruitment and selection in 46% of workplaces.

Personality testing seems to be concentrated in larger workplaces and used upon professional, managerial, and sales staff; and performance testing concentrated again in larger workplaces but used for professional and administrative staff.

❖ **LIMITATIONS**

1) Sample constraint.

2) Time constraint.

3) Respondents did not take the questionnaire method seriously.

4) Respondents were very much reluctant in answer the question

PROJECT FINDINGS :

The findings from the analysis including charts, bars, and graphs are listed as follows:-

1. The company considered portals as the most important medium of hiring employees and then employee references are also act as the important source of recruiting people.

2. The employees consider the employee references are one of the most reliable source of hiring the new employees and also to some extent portals, but before hiring from portals the references provided there are need to be confirmed as I did during my training period.

3. The most important feature in company's recruitment &selection policy is that we need to take in consideration the ratio between the turn-up and line-up candidates, and after analysis I found it most of the employees are also holding the same opinion.

4. After analysis of the company selection procedure I found out the company is using quite effective method of doing selection of candidates and they always take in consideration the cost-benefit ratio which is quite important from the long perspective of hiring employees.

5. The ratio of selected candidates to joining candidates is quite effective and highest in number as the employees being selected are also of the view that they are analysed properly and effectively.

6. The employee thinks and they prefer job portal websites as a source of recruitment

7. Recruitment and selection should be effective in the organization.

8. Most of the candidate are attending interview and they have been taken 3 rounds so its enlarge helping them productivity of the company.

9. Training and development method are effectively organized towards excellence so its shows good output in organization personal performance.

10. HR policies, procedures, and HR manager are contributing positive flavor for helping the organization climate & culture.

11. Most of the employees in the organization are satisfied the current recruitment method.

PROJECT DATA ANALYSIS:

Data analysis is very important aspect of project, as it basically involves the analysis of all the information that we collected. Data analysis is a body of methods that help to describe facts, detect patterns, develop explanations and test hypothesis.

After analysis of each of the question in a questionnaire the interpretation of the same is also being provided which includes the reason about the particular aspect of the organization.

INTERPRETATION:

1. Analysis about the source of recruitment in the company?

PARTICULARS	NO. OF RESPONDENDS
External	21
Internal	16
Both	13
Total	**50**

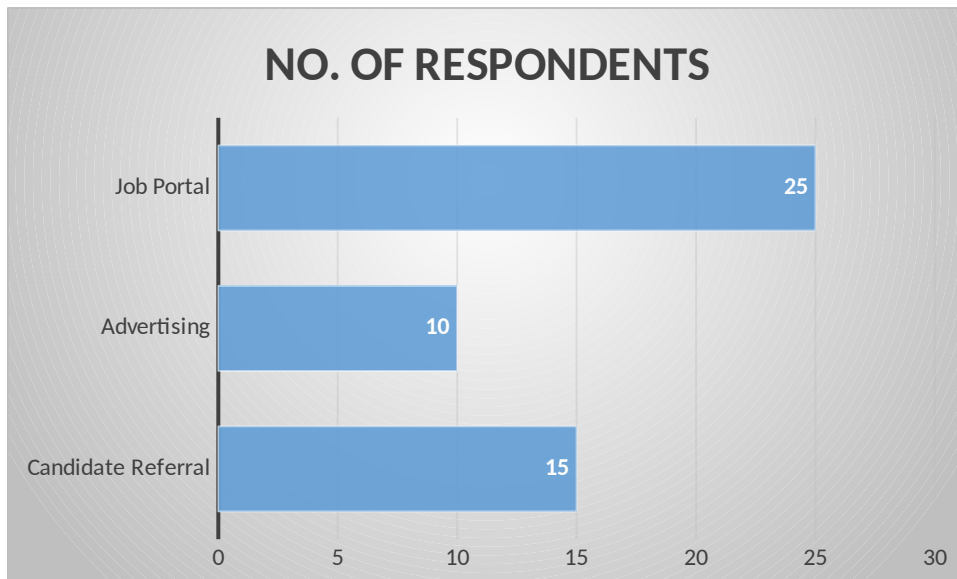NO. OF RESPONDENTS

External Internal Both
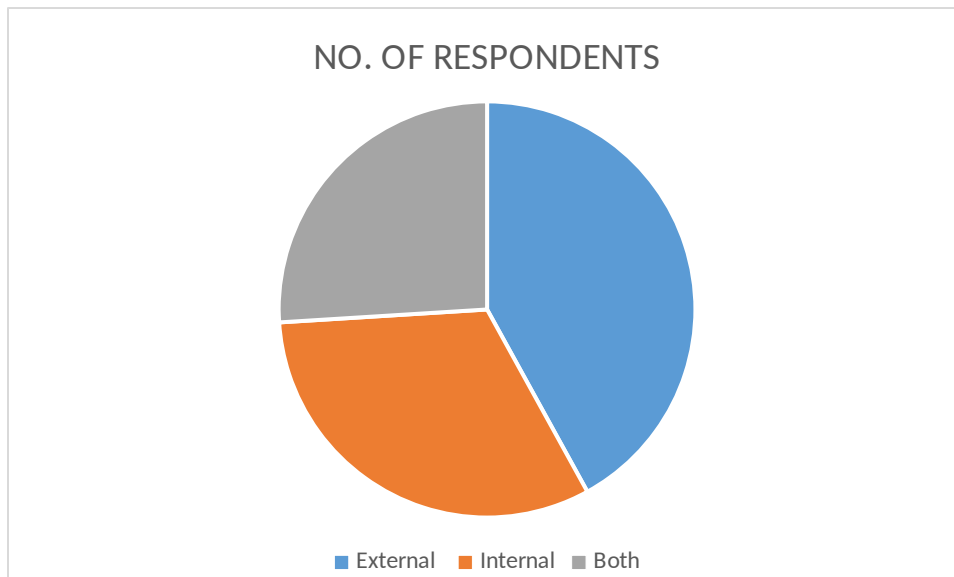
Interpretation:
From the above table and graph it is observed that, 21 respondents have accepted that the company is following external recruitment sources and 16 respondents have accepted their company is following internal recruitment sources and 13 respondents have expressed that their company is adopting both internal and external recruitment sources.

2. what source does Techvolt software private limited adopt to source candidates?

PARTICULARS	NO. OF RESPONDENTS
Candidate Referral	15
Advertising	10
Job Portal	25
Total	50

NO. OF RESPONDENTS

Category	Value
Job Portal	25
Advertising	10
Candidate Referral	15

3..How does Techvolt software private limited track the source of candidate?

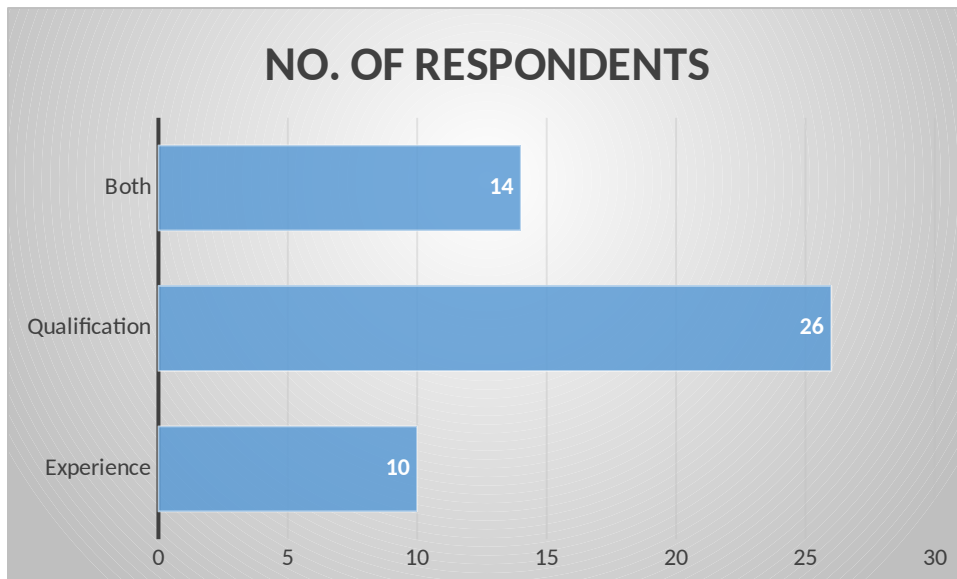| PARTICULARS	NO. OF RESPONDENTS
Software	6
online	24
Data	20
Total	50
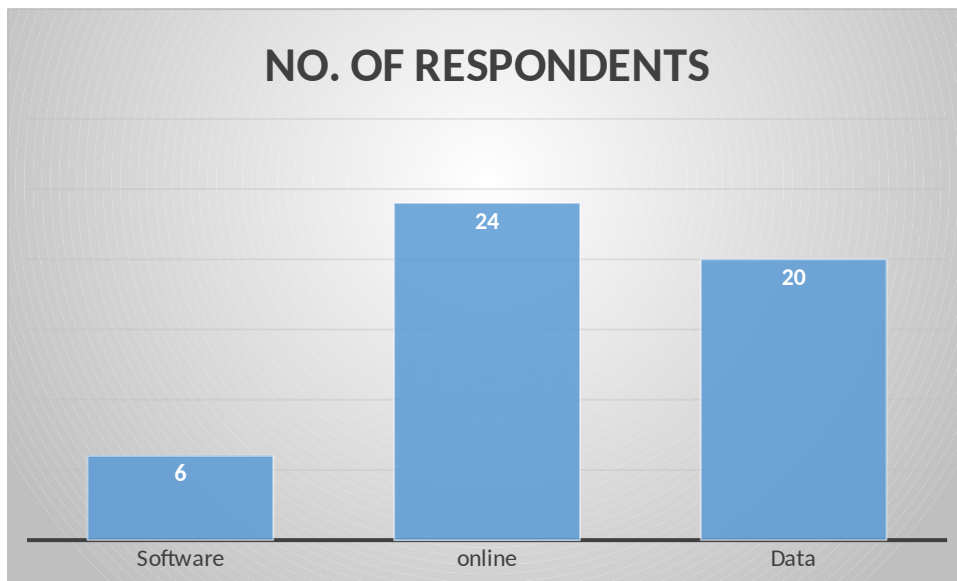
NO. OF RESPONDENTS

Interpretation:

It is observed that, 6 respondents give preference to software. While 24 of them give to online and 20 respondents to data.

4.Analysis about the attributes taken in to preference for recruitment and selection procedure?

PARTICULARS	NO. OF RESPONDENTS
Experience	10
Qualification	26
Both	14
Total	50

NO. OF RESPONDENTS

Interpretation:

5.Analysis about the main sources of selection of Techvolt software private limited company?

| PARTICULARS	NO. OF RESPONDENTS
Written	10
Group Discussion	7
Interview	18
All of Above	15
Total	50
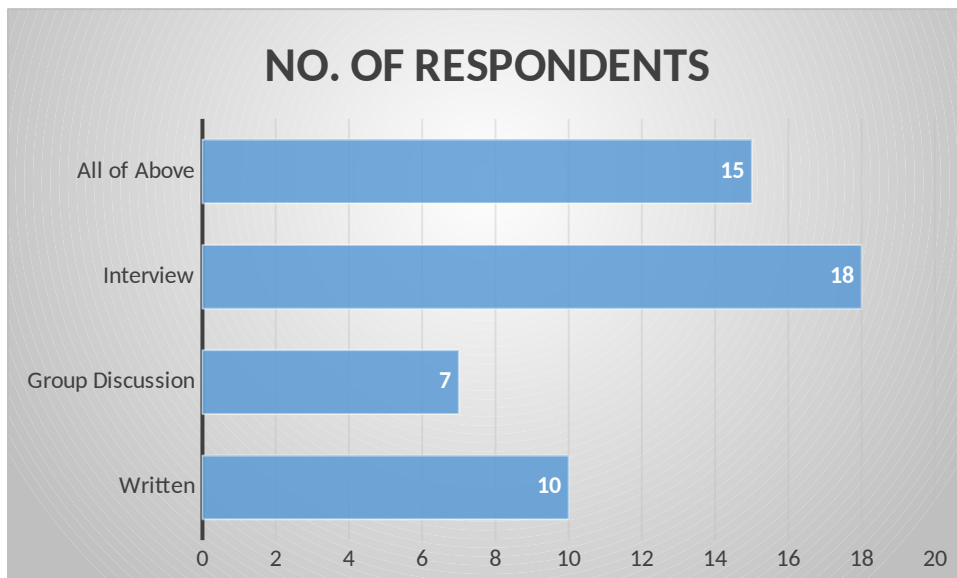
NO. OF RESPONDENTS

Interpretation:

It is observed that 10 members of the total respondents have expressed that, their company is following written tests 7 members of the total respondents have expressed that, their company is following group discussions,18 members of the total respondents have expressed that, their company is following interview, 15 members of the total respondents have expressed that, their company is following all the above tests as main source of selection.

6.Analysis about the period of recruitment of the organization?

PARTICULARS	NO. OF RESPONDENTS
Quarterly	19
Half yearly	10
Annually	10

|	
When we required	11
Total	50
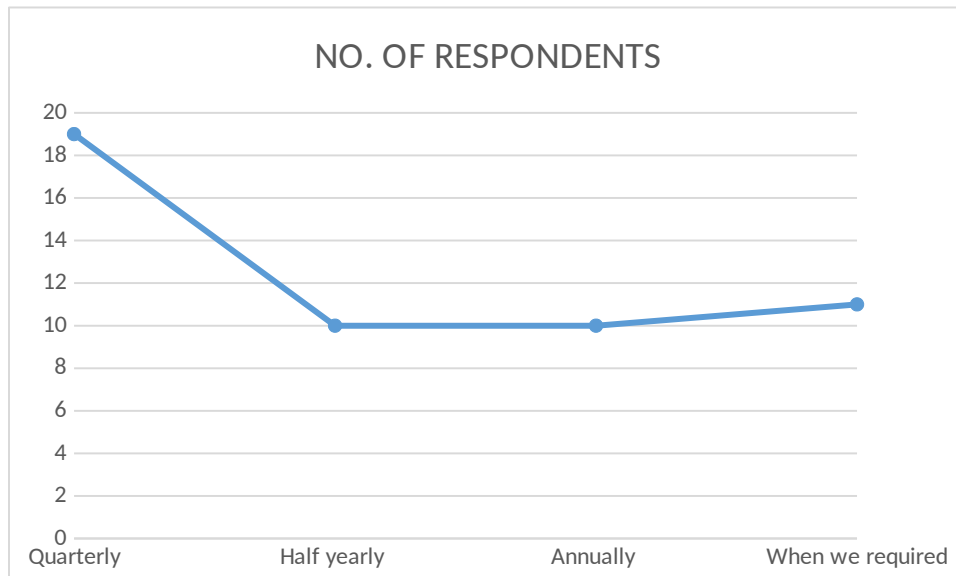
Interpretation:

It is observed that 19 members have responded that the company recruits employees quarterly. 10members of total respondents have expressed that the company recruits employees half-yearly, 10 members of total respondents have expressed that the company recruit employees annually, and 11 members of total respondents have expressed that the company recruit employees whenever they required.

7.Analysis about the reason for accepting the offer in the organization.

PARTICULARS	NO. OF RESPONDENTS

|	
Relocation	14
Relation with employer	10
Opportunities for growth	15
Identification with the company	11
Total	50
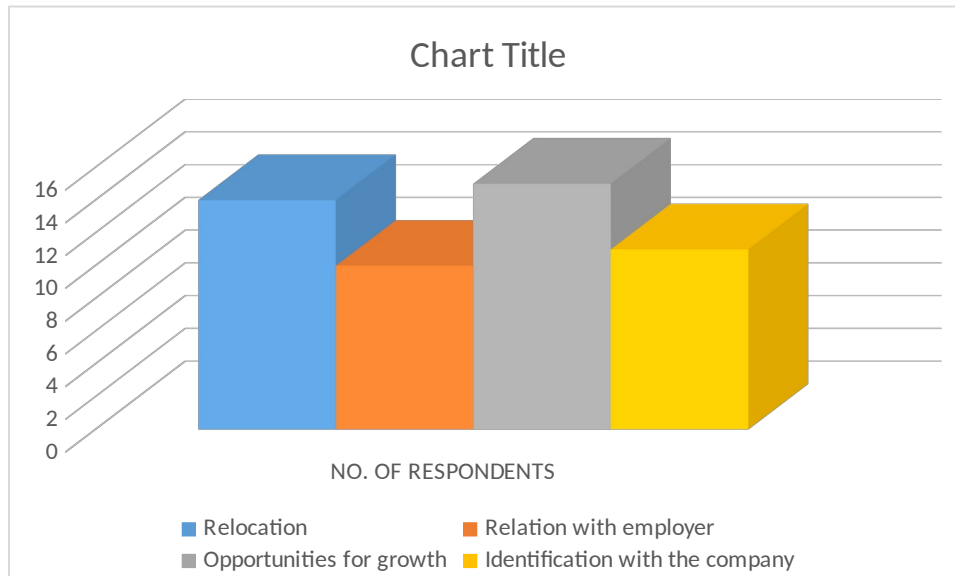
Interpretation:

From the above graph, we can understand that 14 members of total respondents are selected this organization for relocation 10members of total respondents are selected this organization for the reason of Relationship with employer ,15 members of total respondents are selected this organization for growth,11members of total respondents are selected this organization for identification.

8. What form of interview does Techvolt software private limited company prefer?

PARTICULARS	NO. OF RESPONDENTS
Personal interview	24
telephonic interview	8
Video conferencing	8
Others	10
Total	50
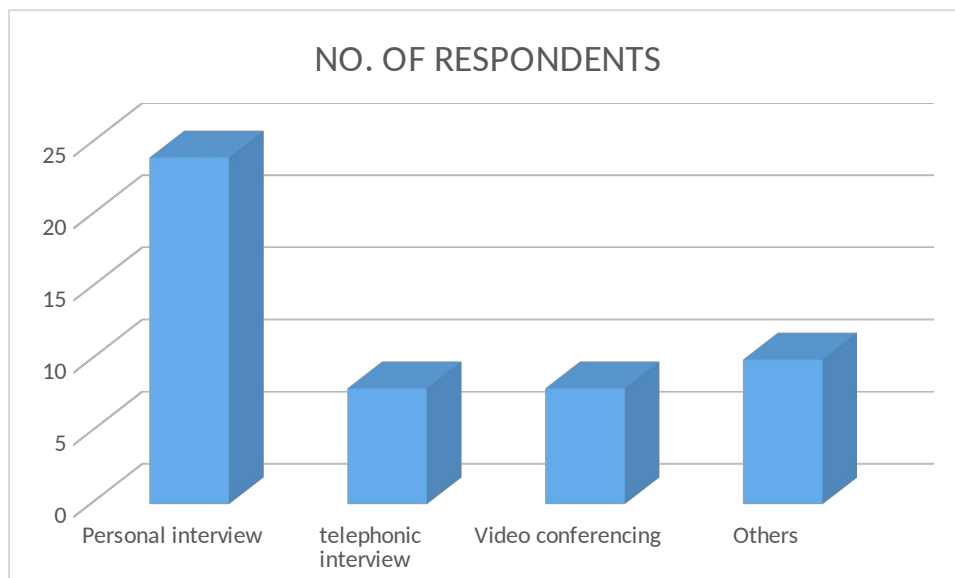
It is observed that, 24 members expressed that, their company gives preference to personal interview .8 members expressed that, their company gives preference to video conferencingand telephonic interview and 10 members are accepted that their company gives preference to other criteria.

REOMMENDATIONS:

Nowadays employees suggests that personality tests are now being routinely used for some occupations in 19 per cent of workplaces, and performance tests are being used in Recruitment and selection in 46% of workplaces.

Personality testing seems to be concentrated in larger workplaces and used upon professional, managerial, and sales staff; and performance testing concentrated again in larger workplaces but used for professional and administrative staff.

LEARNINGS:

As per my study, out of the various methods of sourcing candidates, the best one is – getting references via references and networking. In the process, I came across various experiences where the role of an HR and the relevant traits he finds in the candidates were displayed. Company should focus on long term consistent performance rather than short term.

The emphasis towards training and enhancing skills of recruiters needs to be more and also consistent .Even though an HR manager has many challenges to face in order to ensure that the human resource department contributes to the bottom-line and emerges as a strategic partner in the business, it is" Talent acquisition", that is the key determining factor in how well and Human resource department contributes towards the achievement of the overall objective of the organization

The training was a good experience ,each day was learning something new. Thereby helping me to understand human Resource in a better way. It was gaining more practical knowledge and skills.

Mostly every pratical knowlege about how to design job descriptions for each job . how to select candidates based the skills each indiviual posses.

Knowledge on HR areas like

- ✓ Job portals
- ✓ Pay rolls : which include payslip generation and calculations on income stax ,ESI and provident fund .
- ✓ IT skills
- ✓ Company's act and provisions.
- ✓ Leave policies provided by the company as per the act.

APPENDIX

Questionnaire on recruitment & selection:-

Name of the Respondent:

Age:

Department:

Designation:

Tenure in service:

PROJECT QUETIONS :

1. Analysis about the source of recruitment in the company?

a. External

b. Internal

c. Both

2.what source does Techvolt software private limited adopt to source candidates?

a.candidate referral

b. Advertising

c. Job portals

3.How do you track the source of candidate?

a. Software

b. Online

c. Data

4. Analysis about the attributes taken in to preference for recruitment and selection procedure.

a. Experience

b Qualification

c. Both

d. Other

5. Analysis about the main sources of selection of Techvolt software private limited company?

a.Written

b.Group discussion

c.interview

d.All of the above

6. Analysis about the period of recruitment of the organization.

a.Quarterly

b.Half yearly

c.Annually

d.When we required

7. Analysis about the reason for accepting the offer in the organization.

a.Relocation

b.Relation with employer

c.Opportunities for growth

d.Identification with the company

8. What form of interview do you prefer ?

a. Personal interview

b telephonic interview

c. Video conferencing

d. Others