

## **SUMMER PROJECT REPORT**

**“A STUDY OF APPOINTMENT PROCESS ADOPTED BY EDUTECH COMPANIES WITH  
REFERENCE TO RABBANI ITI”**

**Submitted to:**

**DMSR**

**G.S. COLLEGE OF COMMERCE & ECONOMICS**

**(AN AUTOMOUS INSTITUTION)**

**Affiliated To:**

**Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.**

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**Department of Management Sciences and Research,**

**G.S. College of Commerce & Economics, Nagpur NAAC Accredited “A” Grade Institution**

**Academic Year 2021-2022**



## **CERTIFICATE**

This is to certify that the investigation described in this report titled “**A STUDY OF APPOINTMENT PROCESS ADOPTED BY EDUTECH COMPANIES WITH REFERENCE TO RABBANI ITI**” has been carried out by **MS. SANCHAL SONTAKKE** during the summer internship project. The study was done in the organisation, **RABBANI ITI**, in partial fulfillment of the requirement for the degree of Master of Business Administration of **G.S. COLLEGE OF COMMERCE AND ECONOMICS (An Autonomous Institution)** affiliated to **R.T.M, Nagpur University, Nagpur.**

This work is the own work of the candidate, complete in all respects and is of sufficiently high standard to warrant its submission to the said degree. The assistance and resources used for this work are duly acknowledged.

**Dr. Pragati Pandey**  
(Faculty Guide)

**DR. SONALI GADEKAR**  
(MBA – COORDINATOR)

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Serving since the beginning of the Pandemic

Date: 28 February 2022

## EXPERIENCE LETTER

**Sub:** Internship Experience Letter

**To whom so ever it may concern**

This is to certify that **Ms Sanchal Shital Sontakke** had completed his/her summer internship in Talent Acquisition Department of **Jobs In Nagpur**, for 60 days as **Human Resource Intern**.

He/She completed their internship tenure, where he/she was found to be punctual, sincere and dedicated towards his/her internship and responsibilities.

Good Luck for your journey ahead.

Thanks & Best Regards,

Regards,

  
**Khalique Ul Nawaz**  
CEO & Founder



## **ACKNOWLEDGEMENT**

It is a matter of pride and privilege for me to have done a summer internship project. **“A Study Of Hiring Process Adopted By Edutech Companies With Reference To Rabbani ITI”** and I am sincerely thankful to them for providing this opportunity to me.

I am thankful to **“Mr. khaliqueul Nawaz”** for guiding me through this project and continuously encouraging me. It would not have been possible to complete this project without his support.

I am also thankful to all the faculty members of Department of Management Sciences and Research, G S College of Commerce and Economics, Nagpur and particularly my mentor **“Dr. Pragati Richa Pandey”** for helping me during the project.

I am Thankful to the Principal of G.S College of Commerce & Economics, Nagpur. **“DR N.Y. Khandait”** and to the Dean of the DMSR **“Mr. Anand Kale”** for their support and encouragement .

Finally, I am grateful to my family and friends for their unending support.

SANCHAL SONTAKKE

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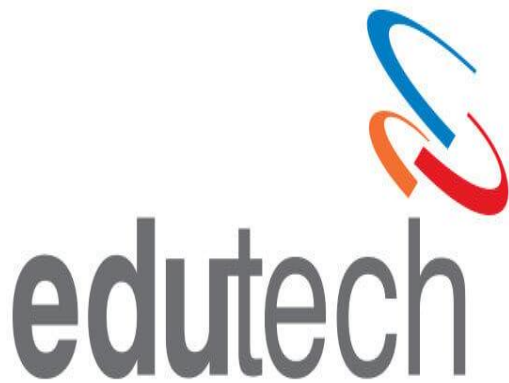
## **INTRODUCTION**

A human resources intern is a small but significant position within every enterprise's HR department. Every company's human resources department has several HR team members, such as HR analysts or HR coordinators, working together to make sure all people-related issues are being taken care of. Once an HR department is established enough, it begins hiring interns for the human resources team.

These HR internships, which are often remote, provide crucial professional experience and the department gets help for dealing with simple and redundant tasks. However, certain human resources internships aim to test new potential HR employees.

Regardless, a human resource internship is the starting path of a lucrative career in people management and HR. Therefore, you should know more about the role to understand what it involves and what skills you need to be eligible for the perfect human resources internship experience. Such knowledge ensures your expectations with the role closely agree with real-world professional expectations.

Most of the other HR roles, such as an HR generalist or HR manager, have well-defined roles. For example, the HR manager job description remains the same throughout most enterprises with only slight variations. However, that's not the case with HR interns since each organization has a different prerogative for human resource internships jobs.



### **EDUTECH COMPANY**

Educational technology (commonly abbreviated as edutech, or edutech) is the combined use of computer hardware, software, and educational theory and practice to facilitate learning. When referred to with its abbreviation, edutech, it is often referring to **the** industry of companies that create educational technology.

Edutech is the practice of introducing IT tools into the classroom to create a more engaging, inclusive and individualized learning experience.

Today's classrooms have moved beyond the clunky desktop computers that were once the norm and are now tech-infused with tablets, interactive online courses and even robots that can take notes and record lectures for students who are ill.

This influx of edutech tools are changing classrooms in a variety of ways: edutech robots are making it easy for students to stay engaged through fun forms of learning; IoT devices are being hailed for their ability to create digital classrooms for students, whether they're physically in school, on the bus or at home; even machine learning and blockchain tools are assisting teachers with grading tests and holding students accountable for homework.

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## **EDUTECH PRODUCTS**

EduTech products can be categorised according to their primary function. Some of the major categories are listed below:

### **Learning Management Systems (Includes Remote Learning)**

These companies provide online course management tools. Also known as Virtual Learning Environments these are cloud based portals which staff and students can use to access and share learning resources. Significant players include Blackboard, Moodle, Google Classroom and Microsoft Teams. This category can also incorporate access to educational content such as videos, interactive quizzes and lessons.

### **Management Information Systems**

One of the most important pieces of software for any educational institution is its database. Usually these platforms are cloud based and modular and store student information, timetables and assessment data, amongst other data. Some offer parent portals and alumni data. Product vendors often tend to align with the region they operate in. There are a lot of companies in the US market and popular providers include PowerSchool and Alma. Other regions such as the UK also have competitive markets in this space.

### **STEM Products**



STEM and STEAM products have become increasingly popular in recent years in schools. These tools often allow children to both construct and code. Examples include LEGO Mindstorms, Arduino, Raspberry Pi, littleBits and Sphero robots.

### **Online Tutoring**

This category has witnessed significant growth in recent years and particularly in Asia. Students are connected with tutors that can assist with homework and studying. Examples include Yuanfudao, Byju's and Zuoyebang.

### **Language Learning**

Apps that support the learning of new languages have witnessed a surge in growth over the past few years. Popular examples include Duolingo and Babbel.

### **Companies under edutech**

- Blackboard.
- Byju's. Founded.
- Teachers Pay Teachers.
- Dreambox Learning.
- Coursera Founded.
- Instructure Founded
- Knewton Founded.
- Chegg Founded.
- Jobs in nagpur(rabbaniiti).

## **5 Key skill Edutech companies look for while hiring a candidate**

The covid-19 pandemic has been a boon for edutech space across the world. Edutech companies have witnessed steady uptick since 2013. Companies working in this domain have ramped up hiring acitivity

Most edutech companies in india are hiring teachers and instructors. Companies look for teachers with skills in education have remained stagnant over the past few decades. Since time immemorial, indian students have been taught through instruction than collaboration. Here are five skills that ed-tech companies look for in their online teachers and trainers.

### **1. Sound knowledge of tech**

The last 200 days have been a crucial time for tech. Companies are looking for online teachers and trainers that know how to make synchronous use of new-age technologies. Educators need to adapt to the changing needs of tech-based learning environments.

### **2. Soft skills are equally important**

With the increased adaptation of tech and online learning platforms, the student-teacher dynamics have changed over the last few years. Right from K12, graduate or professional level, the lack of soft skills is significant. Soft skills such as communication, collaboration, cultural competence are crucial in the classroom environment.

### **3. Good EIQ over IQ**

Emotional Intelligence Quotient is an emerging skill across industries. It is as important as soft skills for online teachers and trainers. Ed-tech companies specifically look for candidates with sound EIQ over IQ.

### **4. Adaptive learning**

The increased adoption of online learning has taught students and professionals to change when necessary. The increased use of gamification, videos, AI and other modern pedagogy will increase engagement and motivation among students.

## **5. Digital security**

Another key skill which is often overlooked in modern educators is digital security. Companies are keen on hiring techies that possess this skill.

## **“APPOINTMENT AND SELECTION”**

Appointment and selection can be complicated! Successful human resources departments know the importance of the hiring process. Hiring talent is so incredibly important to the company's long-term success and future objectives.

Companies that have a more thorough recruiting process tend to have a lower turnover rate. Almost always, a company that takes the time can find a candidate that fits both the position and company work environment. Having the proper Appointment strategy is vital!

Appointment and selection are part of a multi-layered process.

Appointment involves actively seeking out and advertising to potential candidates and obtaining their interest in the position.

Selection refers to the process of determining the best candidate from the pool of applicants.

## **APPOINTMENT**

Appointment is the process of attracting qualified candidates for a job role . When it comes to Appointment, the focus is on attracting, selecting, and designing the appropriate candidates for one or more positions within an organization, permanent or temporary.

The term can be defined as the attraction of people to be incorporated into the routine activities of the organization by pre-defining work requirements and specifying the employee profile. It also measures an individual's likelihood of joining the organization, and its compatibility with the company's mission, vision and values.

Appointment can also be carried out in the processes developed for choosing individuals for unpaid positions, such as volunteer roles or training programs

### **Enablers of a good Appointment Process**

A few things to keep in mind to enable a smooth hiring experience:

- **Integrate job postings with job description**

Create a database of job postings and link vacancies to well defined job descriptions and skills. This makes it easier for the recruiter, the hiring manager and even the candidate.

- **Simplify the application process**

You want to excite a candidate and sell the job to them. A complex application process puts off most candidates. The application process should work on all devices including mobiles, allow a seamless experience and candidates should be able to register once and submit their resumes to multiple positions.

- **Display job postings on your website**

Publish the jobs on the career page of your website along with postings on other social platforms. You want to be visible everywhere – especially the social sites where a majority of your prospective hires spend their time.

- **Manage previously submitted resumes**

Old submissions often get lost. Build a database that allows easy tagging and searching. Keep track of applicants and inform them of new positions.

- **Manage your candidates effectively**

Assign interviewers to shortlisted candidates and automated reminders to candidates and interviewers.

➤ **Streamline the applicant tracking process**

Allow recruiters to accept, review and manage resumes at a single location.

➤ **Maintain touchpoints with candidates**

It is important to remain in touch with candidates on a periodic basis. They may not have succeeded in the existing job position they applied for but may be suitable in the future. Keeping in touch with them often builds relationships and can reduce the time-to-hire for future appointments both for these candidate as also their referrals.

➤ **Have a robust onboarding process**

Improve day-one readiness of new hires by [seamlessly onboarding](#) new employees.

➤ **Maintain data on the Appointment process**

To iteratively improve the Appointment and selection process, meticulously maintain data related to different parts of the process. Different Appointment metrics that you can manage include resumesreceived, resumes shortlisted, interviews, no-shows, offers, accepts, time-to-hire, time-to-fill and so on.

## **SELECTION**

The selection process aims at conducting interviews and evaluating candidates for a specific job, defined at Appointment, selecting. Finally, an individual for the vacancy, based on predefined criteria. Selection can range from a very simple process to a very complicated one, which depends solely on the company you hire and the position the candidate is looking for.

It is important to remember that in any and all selection process, it is necessary to obey certain labor laws, preserving both company and candidate, in order to avoid discriminatory acts during the selection of the employee.

A good selection process should comprise the following steps –



- **Employment Interview** – Employment interview is a process in which one-on-one session is conducted with the applicant to know a candidate better. It helps the interviewer to discover the inner qualities of the applicant and helps in taking a right decision.
- **Checking References** – Reference checking is a process of verifying the applicant's qualifications and experiences with the references provided by him.
- These reference checks help the interviewer understand the conduct, the attitude, and the behavior of the candidate as an individual and also as a professional.

- **Medical Examination** – Medical examination is a process, in which the physical and the mental fitness of the applicants are checked to ensure that the candidates are capable of performing a job or not. This examination helps the organization in choosing the right candidates who are physically and mentally fit.
- **Final Selection** – The final selection is the final process which proves that the applicant has qualified in all the rounds of the selection process and will be issued an appointment letter.

### **APPOINTMENT AND SELECTION AT JOBS IN NAGPUR (RABBANI ITI)**

Appointment and selection process followed at **JOBS IN NAGPUR(Rabbani ITI)** is comparatively well defined. Most of the candidates are recruited through Intern Shala and LinkedIn job sites. Selected candidates are given a probationary period. Before taking the interview, candidates have to upload their resume on the Intern Shala and LinkedIn job sites of **JOBS IN NAGPUR(Rabbani it)**. If the resume got selected then the candidates are given task, related to the job responsibilities for the required job posted on the above mentioned sites. If experts are satisfied with the task submitted by the candidates then interview process is carried by the company. Overall manpower planning at **JOBS IN NAGPUR,(Rabbani ITI)** is conducted systematically and selection is done through domain field experts.



### **THE APPOINTMENT PROCESS:-**

- 1.Appointment from client
2. Understanding Appointment
- 3.sourcing candidate
- 4.Feedback and reschedule
- 5.Scheduling interview
- 6.Forwarding and feedback
- 7.offer negotiation
- 8.Joining and billing
- 9.Achieving targets

### **PROCESS FOR SEARCHING RIGHT CANDIDATE FOR JOB:-**

- 1.Male/female
- 2.Married/unmarried
- 3.Years of experience
- 4.Current salary/current offer
- 5.preferred location
- 6.Notice period
- 7.Area of working
- 8.Extra activity
- 9.Special features or qualities
- 10.Suitable for the company environment



## **COMPANY PROFILE**

### **NCVT**

#### **HISTORY:**

NCVT full form is the National Council for Vocational Training. The council acts as a consulting center for students interested in pursuing vocational courses.

an advisory body set by the Indian Government in 1956. NCVT follows principles and guidelines released by the Ministry of Skill Development and Entrepreneurship, Directorate General of Training (DGT), Government of India.

NCVT, the National Council for Vocational Training, is an advisory body that the Government of India set up in 1956. The council was previously known as the National Council of Training in Vocational Trades (NCTVT) that worked according to specified guidelines of the Ministry of Skill Development and Entrepreneurship, Directorate General of Training (DGT), Government of India.

NCVT is entrusted with advising the Government of India on overall policy/programs, specifying necessary standards and curriculum for craftsmen training and conducting All-India Tests, and awarding candidates with National Trade Certificates. The NCVT performs tests such as the All India Trade Test (AITT), Apprenticeship Training Scheme (ATS), and Craftsmen Training Scheme (CTS).

Another council known as the SCVT deals with the same matters as NCVT does but at the state level. The full form of SCVT is the State Council for Vocational Training, and it is a small fragment of the NCVT and works at the state level.

NCVT Certificate is a certificate awarded on the completion of ITI courses under the purview of the NCVT. NCVT Certificate is quite crucial as it signifies that the candidate has completed the course. It opens up opportunities for the candidates. As mentioned above, exams conducted by the NCVT include Craftsman Training Scheme (CTS), Apprentice Training Scheme (ATS) and All India Trade Test (AITT). The Directorate General of Training (DGT) oversees the operations of Industrial Training Institutes across India. The ITIs is affiliated with the National Council for Vocational Training, the body responsible for implementing the strategies of the DGT. The course examination is known as the NCVT ITI Semester Examination and is conducted in 4 semesters.

#### NCVT MIS Apprenticeship

The National Council of Vocational training has built a Management Information System (NCVT MIS) to relate and reach out to students. The NCVT MIS system is typically an administrative information system having a computerized database of details regarding the candidates and enrollments for both Engineering and Non-Engineering skill development programs offered in various Industrial Training Institutes (ITIs).

The NCVT controls the ITIs as per the Indian Ministry of Skill Development and Entrepreneurship. They conduct examinations or assessments on a semester basis, consisting of four semesters in total. The NCVT MIS produces the reports regarding admission, timetable, hall ticket, and result. Students can visit the official website of the NCVT MIS portal for further references

[illegible]

## About jobs in Nagpur



**Jobs in Nagpur** is situated in Nagpur Maharashtra. Rabbani Private ITI is Industrial Training Institute under NCVT Rabbani Private ITI. Location of **Rabbani Private ITI** is Phytaneoil, Kamp tee, Dist. Nagpur 441001 Nagpur Maharashtra.

**Previously it is also known as Rabbani ITI.**

MSBVEE, an autonomous body governed by the Maharashtra State Government, provides courses in Vocational Education in various streams.

In a recently passed Government Regulation, (G.R. No. VOC-2012/591), Maharashtra Government recognizes MSBVE Certification as Equivalent of HSC and as “Alternate Qualification” to the ITI Courses.

This will make the students doing the MSBVE class XII at par with other students of HSC to take admission to Graduation / Degree courses for any University in India and abroad.

In a 2nd government regulation, (G.R. No. VOC-2012/697). Maharashtra government has changed the certificate program from MSBVE to "MSBVEE Diploma"

Rabbani ITI & Junior College is the first institute from Kamp tee to be recognized by MSBVEE for running this course in the streams of:-

1. Mechanical Engineering
2. Electrician
3. Mechanic Motor Vehicle

Resources intern at Rabbani ITI

Hiring Interns Human at Rabbani ITI College for various roles

1. Human Resources Intern

The duration of internship is available. in 1 Month, 3 Months and 6 Months Respectively.

Perks:



Due to pandemic and lockdown restrictions, this is going to be virtual internship program,  
Candidates are supposed to work from their home during their flexible hours.

EMPLOYMENT TYPE: InternshiP

**Website**

<http://www.jobsinnagpur.uk>

**Industries**

Human Resources Services

**Company size**

51-200 employees

**Headquarters**

Nagpur, Maharashtra

**Type**

Sole Proprietorship

**Founded**

2015

**Locations**

Primary

Nagpur, Maharashtra 441001, IN



## Employees at Jobs in Nagpur



**Nahar Ranjan Swain**

*HR Intern*



**Alina Parvez**

*Student at Inverts University, Bareilly*



**yogaJadon**

*Marketing intern*

[Jobs in Nagpur](#)

: This is a virtual and unpaid internship.

## **TRAINING INSTITUTE:**

**Training institute** refers to the school, training center or institute in the country of origin in which the apprentice undergoes his or her theoretical training.

**training institute** means a training institute as defined in section 2 of the Children's Act [Chapter 5:06]. [Definition amended by s. 49 of Act No.23 of 2001.] (2) Any court before which a person under the age of nineteen years has been convicted of any offence may, instead of imposing a punishment of a fine or imprisonment for that offence, subject to subsection (1) of section three hundred and thirty-seven—

**training institute** means the institution imparting knowledge to the concerned person in any aspect in the field of Agriculture / Horticulture; Sample 1 Sample 2 Based on 2 documents

Currently, there are **142** defense training institutions or academies in India. Here is the list of important institutions providing training to officers of the Indian Army, Indian Navy and Indian Air force.

Private training courses are simply **those which are not open to members of the general public** — so they are often referred to as 'closed courses'. They are typically: Bought by a single organisation. Tailored to the needs of that organisation. Delivered 'on-site' — at the organization's own premises.

Advantages of private training

The main advantage of private courses over public training is that they give you more control over:

- Content selection — just the stuff you need/want
- Group selection — size and skills/ability/experience mix
- Pace of learning — e.g. when to go quickly or slower and deeper
- The balance between different topics and types of activity

Other advantages:

- Cheaper — the larger the group
- Less time away from — normal work
- Have work tools and data to hand

Prices for private courses

Depending on the training company, most private courses will work out cheaper than public equivalents if you have at least 4-5 staff to train.

## **ABOUT JOBS IN NAGPUR**

Jobs in Nagpur Private ITI is situated in Nagpur Maharashtra. (Rabbani) jobs in Nagpur Private ITI is Industrial Training Institute under NCVT (Rabbani ) jobs in Nagpur. Private ITI. Location of jobs in profile Private ITI is Phutanaoil, Kamptee, Dist. Nagpur 441001 Nagpur Maharashtra. Institute

Type: Private ITI

Private ITI is leading educational organisation in India. Teaching faculty of Private ITI is supremo.

ITI is providing latest Job oriented course for student. This Private ITI is powered by 'Ministry of Skill Development and Entrepreneurship, Government of India for Craftsmen Training Scheme.

ITI is registered by government under NCVT.

EST:

14-Apr-2016

ITI code: PR27000895

Contact No: 7109287999

E-mail: [rabbaniitikamptee@gmail.com](mailto:rabbaniitikamptee@gmail.com)

Address: Phutanaoil, Kamptee, Dist. Nagpur 441001 Maharashtra

District: Nagpur

Pin Code: 441001

Employees:

100-200

State: Maharashtra

Official Website: <http://admission.dvet.gov.in/>

**Mission:-**

- Directorate of Vocational Education & Training, Mumbai is committed to provide quality administration and vocational education and training services to educational institutes, Industrial Training Institutes and NGOs in Maharashtra State to meet the needs of industry, business to service sector and society at large.

**Vision:-**

- Encouraging institutes for developing human resources to reduce the mismatch between demand and supply of manpower in various sectors like Engineering, Information Technology, Agriculture, Paramedical, Home Science, Trade & Commerce.
- To reduce unemployment among youth by equipping them for suitable industrial, self & wage employment through well designed formal & non formal Vocational Education & Training programmes at various institutes
- Establishing linkages with industry / Institutes / R & D organizations Pass out students / Apprentices for mutual benefits.
  - Arranging quality development programmes for Principals, Teachers, Instructors, and Staff & Students thereby creating a dynamic learning environment.
- Establishing Centers of Excellence at various key institutes in emerging areas like Automobile, Production & Manufacturing, and Non-conventional energy sources, CNC/CAD/CAM & Information Technology.

Establishing separate website for the office & to link all institutes & controlling offices through Internet to use web conferencing media for meetings of District officers & Principals thereby increasing speed, accuracy & economy in flow of information.

- Facilitating the around development of students by conducting various activities like Quiz, Entrepreneurship programmes, Sports & different competitions.

- Developing various computer software's for the standardization of procedures of stores, admissions, examinations, administration.

**KEY STRENGTH:**

- Communication. You'll likely communicate regularly with employees, other interns and supervisors during your internship, so the ability to write and speak in a professional manner is helpful.
- Positivity. ...
- Adaptability. ...
- Self-discipline.

## **SWOT ANALYSIS**

SWOT (strengths, weaknesses, opportunities, and threats) analysis is a framework used to evaluate a company's competitive position and to develop strategic planning. SWOT analysis assesses internal and external factors, as well as current and future potential

A SWOT analysis is designed to facilitate a realistic, fact-based, data-driven look at the strengths and weaknesses of an organization, initiatives, or within its industry. The organization needs to keep the analysis accurate by avoiding pre-conceived beliefs or gray areas and instead focusing on real-life contexts. Companies should use it as a guide and not necessarily as a prescription.

Use a SWOT (strengths, weaknesses, opportunities, threats) analysis to grow your business.

- A SWOT analysis is a compilation of your company's strengths, weaknesses, opportunities and threats.
- The primary objective of a SWOT analysis is to help organizations develop a full awareness of all the factors involved in making a business decision.
- Perform a SWOT analysis before you commit to any sort of company action, whether you are exploring new initiatives, revamping internal policies, considering opportunities to pivot or altering a plan midway through its execution.
- Use your SWOT analysis to discover recommendations and strategies, with a focus on leveraging strengths and opportunities to overcome weaknesses and threats



## **TERMINOLOGIES**

1. Empowerment
2. Competency
3. Privilege
4. Manpower
5. Human Resource
6. Outsourcing
7. Team Building
8. Performance Appraisal
9. Motivation
10. Management Skills

## **LITERATURE REVIEW**

It is of utmost importance for every organization to employ a right person on a right position. And Appointment and selection play a pivotal role during such situations. With shortage of skills and the rapid spread of new technology exerting considerable pressure on how employers perform Appointment and selection activities, it is recommended to conduct a step-by-step strategic analysis of Appointment and selection processes. With reference to the current context, this paper presents an incisive review of previous literature on the Appointment and selection process. This paper is primarily based on an analysis of six pieces of literature conducted by practitioners and researchers in the field of Human Resource management.

Various researchers have contributed to the field of HRM, and have offered intensive and profound knowledge on the branches of HRM such as scientific Appointment and selection, Manpower management, Job analysis, Need and purpose of Appointment, and so on.

Edwin Flippo defines Appointment and selection process as “A process of searching for prospective employees and stimulating and encouraging them to apply for jobs in an organization.”

In simpler terms, Appointment and selection are concurrent processes and are void without each other. They significantly differ from each other and are essential constituents of the organization. It helps in discovering the potential and capabilities of applicants for expected or actual organizational vacancies. It is a link between the jobs and those seeking jobs. Work by Korsten (2003) and Jones et al. (2006):

According to Korsten (2003) and Jones et al. (2006), Human Resource Management theories emphasize on techniques of Appointment and selection and outline the benefits of interviews, assessment and psychometric examinations as employee selection process. They further stated that Appointment process may be internal or external or may also be conducted online.

Typically, this process is based on the levels of Appointment policies, job postings and details, advertising, job application and interviewing process, assessment, decision making, formal selection and training (Korsten 2003).

Jones et al. (2006) suggested that examples of Appointment policies in the healthcare, business or industrial sector may offer insights into the processes involved in establishing Appointment policies and defining managerial objectives.

Successful Appointment techniques involve an incisive analysis of the job, the labour market scenario/ conditions and interviews, and psychometric tests in order to find out the potentialities of job seekers. Furthermore, small and medium sized enterprises lay their hands on interviews and assessment with main concern related to job analysis, emotional intelligence in inexperienced job seekers, and corporate social responsibility. Other approaches to selection outlined by Jones et al. (2006) include several types of interviews, role play, group discussions and group tasks, and so on.

Any management process revolves around Appointment and failure in Appointment may lead to difficulties and unwanted barriers for any company, including untoward effects on its profitability and inappropriate degrees of staffing or employee skills (Jones et al. 2006). In addition, insufficient Appointment may result into lack of labour or hindrances in management decision making, and the overall Appointment process can itself be advanced and amended by complying with management theories. According to these theories, the Appointment process can be largely enhanced by means of Rodgers seven point plan, Munro-Fraser's five-fold grading system, personal interviews, as well as psychological tests (Jones et al. 2006).

Work by Alan Price (2007):

Price (2007), in his work Human Resource Management in a Business Context, formally defines Appointment and selection as the process of retrieving and attracting able applications for the purpose of employment. He states that the process of Appointment is not a simple selection process, while it needs management decision making and broad planning in order to appoint the most appropriate manpower. There existing competition among business enterprises for recruiting the most potential workers in on the pathway towards creating innovations, with management decision making and employers attempting to hire only the best applicants who would be the best fit for the corporate culture and ethics specific to the company (Price 2007). This would reflect the fact that the management would particularly shortlist able candidates who are well equipped with the requirements of the position they are applying for, including team work. Since possessing qualities of being a team player would be essential in any management position (Price 2007).

Work by Hiltrop (1996):

Hiltrop (1996) was successful in demonstrating the relationship between the HRM practices, HRM-organizational strategies as well as organizational performance. He conducted his research on HR manager and company officials of 319 companies in Europe regarding HR practices and policies of their respective companies and discovered that employment security, training and development programs, Appointment and selection, teamwork, employee participation, and lastly, personnel planning are the most essential practices (Hiltrop 1999). As a matter of fact, the primary role of HR is to develop, control, manage, incite, and achieve the commitment of the employees. The findings of Hiltrop's (1996) work also showed that selectively hiring has a positive impact on organizational performance, and in turn provides a substantial practical insight for executives and officials involved. Furthermore, staffing and selection remains to be an area of substantial interest. With Appointment and selection techniques for efficient hiring decisions, high performing companies are most likely to spend more time in giving training particularly on communication and team-work skills (Hiltrop 1999). Moreover the finding that there is a positive connection existing between firm performances and training is coherent with the human capital standpoint. Hence, Hiltrop (1996) suggests the managers need to develop HR practices that are more focused on training in order to achieve competitive benefits.

Work by Jackson et al. (2009) and Bratton and Gold (1999):

As discussed by Jackson et al. (2009), Human resource management approaches in any business organization are developed to meet corporate objectives and materialization of strategic plans via training and development of personnel to attain the ultimate goal of improving organizational performance as well as profits. The nature of Appointment and selection for a company that is pursuing HRM approach is influenced by the state of the labour market and their strength within it. Furthermore, it is necessary for such companies to monitor how the state of labour market connects with potential recruits via the projection of an image which will have an effect on and reinforce applicant expectations. Work of Bratton & Gold (1999) suggest that organizations are now developing models of the kind of employees they desire to recruit, and to recognize how far applicants correspond to their models by means of reliable and valid techniques of selection. Nonetheless, the researchers have also seen that such models, largely derived from competency frameworks, foster strength in companies by generating the appropriate knowledge against which the job seekers can be assessed. However, Appointment and selection are also the initial stages of a dialogue among applications and the company that shapes the employment relationship (Bratton & Gold 1999). This relationship being the essence of a company's manpower development, failure to acknowledge the importance of determining expectation during Appointment and selection can lead to the loss of high quality job seekers and take the initial stage of the employment relationship so down as to make the accomplishment of desirable HRM outcomes extremely difficult. In the opinion of Bratton and Gold (1999), Appointment and selection practices are essential characteristics of a dialogue driven by the idea of "front-end" loading processes to develop the social relationship among applicants and an organization. In this relationship, both parties make decisions throughout the Appointment and selection and it would be crucial for a company to realize that high-quality job seekers, pulled by their view of the organization, might be lost at any level unless applications are provided for realistic organization as well as work description. In view of Jackson et al. (2009) and Bratton & Gold (1999) applicants have a specific view of expectations about how the company is going to treat them; Appointment and selection acts as an opportunity to clarify this view. Furthermore, one technique of developing the view, suggested by Bratton and Gold (1999), are realistic job

previews or RJPs that may take the form of case studies of employees and their overall work and experiences, the opportunity to “cover” someone at work, job samples and videos. The main objective of RJPs is to allow for the expectations of job seekers to become more realistic and practical. RJPs tend to lower initial expectations regarding work and a company, thereby causing some applications to select themselves; however RJPs also increase the degree of organization commitment, job satisfaction, employee performance, appraisal and job survival among job seekers who can continue into employment (Bratton & Gold 1999) Jackson et al. (2009).

Work by Silzer et al (2010):

However, the process of Appointment does not cease with application of candidature and selection of the appropriate candidates, but involves sustaining and retaining the employees that are selected, as stated by Silzer et al. (2010).

Work of Silzer et al. (2010) was largely concerned with Talent management, and through their work they were successful in resolving issues like whether or not talent is something one can be born with or is it something that can be acquired through development. According to Silzer et al (2010), that was a core challenge in designing talent systems, facing the organization and among the senior management. The only solution to resolve the concern of attaining efficient talent management was by adopting fully-executable Appointment techniques. Regardless of a well-drawn practical plan on Appointment and selection as well as involvement of highly qualified management team, companies following Appointment processes may face significant obstacles in implementation. As such, theories of HRM can give insights in the most effective approaches to Appointment even though companies will have to employ their in house management skills for applying generic theories across particular organizational contexts. Word conducted by Silzer et al (2010) described that the primary objective of successful talent strategies is to create both a case as well as a blueprint for developing the talent strategies within a dynamic and highly intensive economy wherein acquisition, deployment and preservation of human capital-talent that matter,, shapes the competitive advantages and success of many companies (Silzer et al. 2010

## **RESEARCH STUDY**

### **OBJECTIVES OF STUDY**

1. Create a learning module.
2. Develop the skills needed to administer the personnel function.
3. To understand posting a job in various job site portal.
4. To review the Appointment process and to make improvement to the following forthcoming Appointment programs at Rabbani ITI.
5. To find out the effective of the selection procedure at Rabbani ITI.
6. To know the various sources of recruit.

## **SCOPE OF STUDY**

1. The scope of study includes following aspects of Appointment and selection.
2. The feedback of an internship cost effectiveness.
3. Proper utilization of Human resource planning.
4. Effectiveness of Appointment process and techniques.
5. The selection is effective or not.
6. Cost effectiveness



## **NEEDS OF THE STUDY**

1. Good Industrial Relations
2. Create Organizational Commitment
3. Meeting with changing Environment
4. Change in Political Philosophy
5. Enhanced Pressure on Employees
6. Meeting Research and Development Requirements

## **CONTRIBUTION DURING SIP**

### **1. Human resource Process in jobs in nagpur**

The HR process is further divided into **at jobs in Nagpur** as follows:

1. Employee relation.
2. Appointment and selection.
3. Training and development.
4. Everyday post a poster on linkedin .

I have done my SIP in preparing a job description and then posting a job in job portal site (LinkedIn), recruiting and selection process.

## **POLICY OF JOBS IN NAGPUR**

Appointment shall be resorted only in such cases where suitable personnel are not available with the organization to provide basic knowledge about actual corporate environment.

In **Jobs in Nagpur** Appointment shall be through walk in, reference of employees, online portal. **Jobs in Nagpur** having their own online institution for provide internship programme for graduation final year student and Post-graduation final year students.

**Jobs in Nagpur** have their own junior college in Kamptee , Nagpur but there is no relationship between internship projects.

Source of Appointment in Rabbani ITI:-

- a) Employees Reference
- b) Online Portal

**Learning Point for Rabbani ITI:-**

1. File Management: - If we take a new joining of a candidates in our organization filling management / procedure is an important part of it. Document are arrange according to the checklist into the file. If all the document are completed file are also completed.

2. Resume Shortlisting: - screening resumes usually involve a three step process based on role minimum and preferred qualification. Both types of qualification should be related to on the job performance and are ideally capture in the job description.

**The qualities are include are as follows:-**

- a) Work Experience
- b) Education
- c) Skill And Knowledge
- d) Personality trait
- e) competencies

3. Interviews Procedure :- In **jobs in Nagpur** interview procedure or process are completed in two round which are

a) Technical Round: In **jobs in Nagpur**for the interviews first round is technical round in this. Essential it's an interviews assess your technical ability usually related to the technical knowledge require for the role of organization you wish to work for. In **jobs in Nagpur**interview is conducted audio or video calling.

b) HR Round: **jobs in Nagpur**for the interviews second round is HR round in this. Usually in this Hr round , the employer take a final interviews of those candidate who are crack the first round, employer try to understand the candidates are eligible for this internship or not. They test their educational knowledge as well as some of corporate knowledge.

4. On Boarding Activity :- **In jobs in Nagpur**boarding activity introduced for new hired employees for explaining the important components of the **jobs in Nagpur**like corporate culture, values, resource and people and given them some other training according to the post are like :-

- a) Pre – training
- b) Induction
- c) Joining Report

## 5. Actual Work Done By Me

a) In my training period 1st three weeks I was completed the first task procedure. In first task management I have to manage the MIS report of all the candidates who apply for the job, daily I posted a job as employer of the organization in LinkedIn for “ Human Resource Intern” at **jobs in nagpur**.

That is “unpaid” internship as well as “virtual” (work from home Internship also remote location).

According to the MIS Report there are number of column which I want to fill like Name of the Candidates, Institution name / college name, Contact Number ( personal number as well as alternative number) , Place ( where they live), employer name ( who post a job ) and Links ( where he / she post a job).

Also manage the interviews schedule for those candidate who apply for the job and internship. According to the eligibility criteria they are selected for technical round and then I proceeed for final round which is HR round.

b) 4 th to 10th weeks I was completed formalities in these formalities joining report job description.

## **LIMITATIONS**

1. This internship based on online as well as unpaid internship.
2. This study is limited only to the applicant who apply for the job in given job portal site.
- 3 .Information given by the respondent may and may not be accurate due to which result may worry.
4. There is no new learning only limited to job posting and scheduling the interview.

## **RESEARCH METHODOLOGY**

Research methodology is the specific procedures or techniques used to identify, select, process, and analyze information about a topic. In a research paper, the methodology section allows the reader to critically evaluate a study's overall validity and reliability.

Human Resource Planning also called Manpower planning deals with the identifying the needs of the company for skills, knowledge and labour, and initiating programs and actions to satisfy those needs. It is the process of planning and implementing the movement of employees into, within or out of the company in order to achieve the correct number of workers with relevant skills needed for the company to achieve its objectives. In other words, the human resources planning has to ensure that the required amount of employees with required skills are available whenever needed by the company.

Everything you need to know about HR research. HR research is, “the task of searching for, and analysing of facts to the end that HR problems may be solved or principles and laws governing their solutions derived.”

HR research implies searching investigations, re-examinations, re-assessments and revaluations. In other words, research is a purposive and systematic investigation designed to test hypothesis through structured questions.

At Rabbani ITI the Appointment process is initiated on receiving a requisition in the prescribed format duly approved by the executive the requisition shall contain particulars of designation role and responsibilities reporting relationship qualification and experience required and critical skill are essential performance.



Appointment process shall commence with an internal search which shall be initiated by HR department in case no suitable person is identified from within search from the application bank shall be resorted to like box file ( resume ) from online portals. Appointment Techniques:-

a) Online Appointment

b) Employees Reference

## **DATA COLLECTION**

Before we define collection, it's essential to ask the question, "What is data?" The abridged answer is, data is various kinds of information formatted in a particular way. Therefore, data collection is the process of gathering, measuring, and analysing accurate data from a variety of relevant sources to find answers to research problems, answer questions, evaluate outcomes, and forecast trends and probabilities.

During data collection, the researchers must identify the data types, the sources of data, and what methods are being used. We will soon see that there are many different data collection methods. There is heavy reliance on data collection in research, commercial, and government fields. Data is a collection of facts, figures, objects, symbols, and events gathered from different sources. Organizations collect data to make better decisions. Without data, it would be difficult for organizations to make appropriate decisions, and so data is collected at various points in time from different audiences.

### **The two methods are:**

1. **Primary Data-** As the name implies, this is original, first-hand data collected by the data researchers. This process is the initial information gathering step, performed before anyone carries out any further or related research. Primary data results are highly accurate provided the researcher collects the information. However, there's a downside, as first-hand research is potentially timeconsuming and expensive.
2. **Secondary Data-** Secondary data is second-hand data collected by other parties and already having undergone statistical analysis. This data is either information that the researcher has tasked other people to collect or information the researcher has looked up. Simply put, its second-hand information. Although it's easier and cheaper to obtain than primary

information, secondary information raises concerns regarding accuracy and authenticity. Quantitative data makes up a majority of secondary data.

## **HYPOTHESIS**

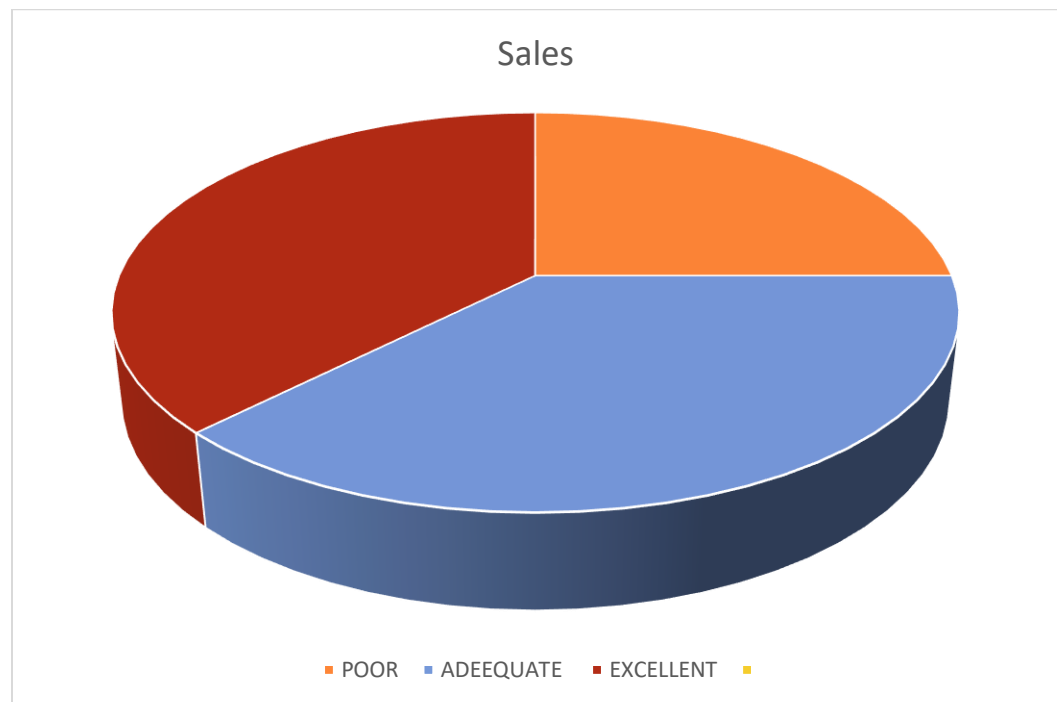
Hi :- Hiring process is fruitful through edutech companies in Rabbani ITI.

H0 :- Hiring process is not fruitful through edutech companies in Rabbani ITI.

## **DATA ANALYSIS AND INTERPRETATION**

This survey was conducted with a sample size of 60 employees.

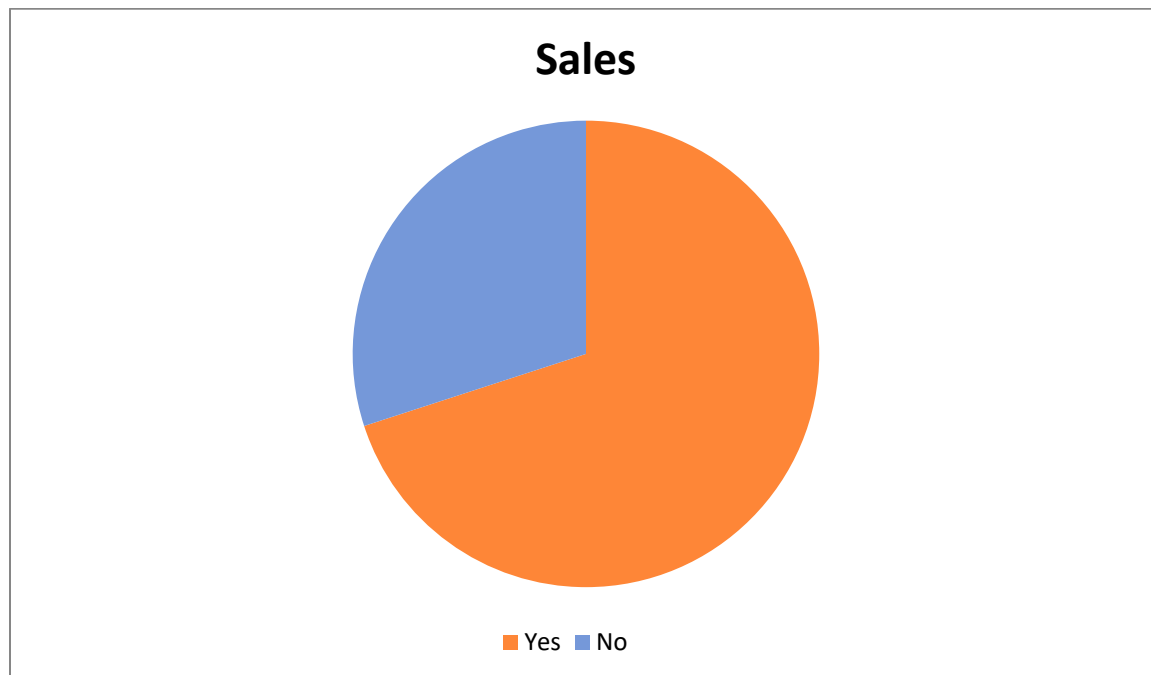
1)How well are the organizations affirmative action needs clarified and supported in the selection process?



### **INTERPRETATION:-**

The above graph represents a mixed view regarding organizations affirmative actions are needed and clarified and supported in the selection process About 20% of the employees are having poor performance 30% of employees are having adequate performance and 50% of employees are having excellent performance.

1) Does edutech provides an adequate pool of quality applicants?



**Interpretation :-**

The ideal hiring process entails opening a position; interviewing 3-5 qualified and interested applicants; ranking those qualified applicants according to factors like experience, cultural fit, attitude, hunger, and potential; and then extending an offer to the best one.

Yes 70% of employees are provided with an adequate pool of quality applicants and 30% of employees are not provided with the quality applicants.

## **FINDINGS**

1. Most of the Appointments at jobs in Nagpur (Rabbani ITI) is done through walk in interviews followed by employee referral.
2. The candidates are informed about the number of rounds in the selection process.
3. It is found that the selection process of jobs in Nagpur (Rabbani ITI) is effective in getting candidates.
4. The evaluation of employees performance of jobs in Nagpur (Rabbani ITI) is not properly done by the HR division.

## **SUGGESTIONS**

1. It is advised that jobs in Nagpur (Rabbani ITI) have to increase the Appointment personnel or manage the selection process effectively.
2. It is found that management information system of jobs in Nagpur (Rabbani ITI) is not effective as the candidates themselves had to call back to confirm their status of appointment.
3. It is advised that jobs in Nagpur (Rabbani ITI) take the interviews for analyses the candidates for their skills.
4. Data bases of final year graduates and post graduates can be considered as a source of effectiveness Appointment strategy for any immediate requirement



## **CONCLUSION**

This internship has been a very useful experience for me. I can safely say that my understanding of the job environment has increased greatly. However, I do think that there are some aspects of the job that I could have done better and that I need to work on. I need to build more confidence in applying accounting principles. I realized that I could have completed the work earlier than I did. Two main things that I've learned the importance of our time-management skills and self-motivation.

I had a chance to be in charge of the whole Appointment steps for a full-time position in Rabbani ITI, which served as a crucial advancement in my professional path. I learnt a great deal of interviewing experiences and handling candidates. Observing interviews and coordinating interviews are totally different. I appreciated that I did not pass an opportunity to experience both.

When it comes to Appointment and selection procedures, Inter Nations has been performing very well and effectively Inter Nations always keeps communication transparent with candidates and keeps waiting time as low as possible. The company has defined clearly what they look for in candidates by sketching important skills and requirements. They understand the company's culture and their employees.

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[www.google.com](http://www.google.com)

## **NEWSPAPERS**

- **THE TIMES OF INDIA**
- **HITVADA**

