

SUMMER INTERNSHIP PROJECT

“A STUDY ON TRAINING NEED ANALYSIS AT RABBANI ITI”

**Submitted to:
DMSR**

**G. S. College Of Commerce & Economics, Nagpur.
(An Autonomous 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 -22



CERTIFICATE

This is to certify that the investigation described in this report titled

“Summer Project Report Title” has been carried out by **Mr. Saurabh Chougule** during the summer internship project. The study was done in the organisation, **RABBANI ITI**, in partial fulfilment of the requirement for the degree of Master of Business Administration of **G. S. College of Commerce & 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. Aniruddha Akarte
(Faculty Guide)

Dr. Sonali Gadekar
(MBA Coordinator)

CERTIFICATE



Vidarbha Minority Multipurpose Rural Development & Educational Society

RABBANI ITI AND JUNIOR COLLEGE
DGET, NCVT & GOVT OF INDIA AFFILIATED COURSES

EXPERIENCE LETTER

Dear Saurabh Chougule.

This is to certify that the mentioned candidate as stated above has completed the internship as "Human Resources Intern" in the Training and Placement Department of Rabbani ITI and Junior College. The duration of the internship program was for almost Four months and the tenure was from 21st September 2021 to 8th January 2022.

The candidate worked initially in the capacity of "HR Sourcer". They created a job description and hired candidates for the profile of "HR intern" from "Linkedin". They have been given the responsibility of HR Sourcer, they were performing the task of Sourcing, Screening, Interview Scheduling. They had been taking the preliminary rounds of the interviews too.

During this internship program, they have worked on Online tools like Google Forms, Google Spreadsheets. They have been working in the capacity of MIS Coordinator to manage the data of all the applicants and their status in the internship program.

During this internship program, the candidate was found punctual, hard-working and inquisitive.

We wish them every success of their life

This was an Unpaid Internship, The candidate was working from Home.

Kind regards,

Zubair Amrohi

ZUBAIR AMROHI

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ACKNOWLEDGEMENT

It is a matter of pride and privilege for me to have done a summer internship project in “**RABBANI ITI**” and I am sincerely thankful to them for providing this opportunity to me.

I am thankful to “**Mr. Nawaz Sheikh**” for guiding me through this project and continuously encouraging me. It would not have been possible to complete this project without his / her 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. Aniruddha Akarte**” 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 the Dean of the DMSR “**Mr. Anand Kale**”

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

Mr. Saurabh Chougule

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INTRODUCTION

“TRAINING NEED ANALYSIS”

Training needs analysis is a systematic process of identifying which kind of training is required and provide the details related to training implementation. It is also known as a tool to identify the new skills, knowledge and attitudes which employees need to acquire in order to improve performance.



The Training Needs Analysis (TNA) helps organization to find out the gap in terms of skills and training in their existing employees to perform the current and upcoming Jobs efficiently. The Training Manager uses the Analysis very carefully to design the right Training program to meet the skill and training requirement of the employees to enhance productively and ultimately to achieve the goals and objectives set by the organization.

Definition

The term training needs analysis is often referred as learning needs analysis in human resource department. The training needs reflect that there are lots of ways to perform a job and thus a huge opportunity of learning to work. The analysis is all about the gap in the skills and knowledge and how the HRM department can help to bridge the gap.

HRM department always put focus on the idea that constant learning process is good for employees. It keeps their skills updated and improves their performance. The training need analysis implies to the analysis of skill improvement required to perform the current or future job with great excellence.

Role of Training Needs Analysis

Every leader or manager of the organization wants their employee to perform better and to reach its optimum. In order to achieve the set goals and improve productivity of the organization it is important that employees have full capabilities and competencies to perform their assigned job.

Fundamentally the role of training needs analysis in HRM is to understand the difference between the current and desired performance of the employee and provide information about-

- Which employee needs training?
- What kind of training is required?
- How company can design effective training program for such employees?
- What will be the impact of this training on the performance of the employee?
- What will be the cost and resources requirement of these training programs?

Requirement of Training Needs Analysis

Training needs analysis is always considered as a first step towards helping employee to improve their output at work. The requirement of training needs analysis is to

- Understand the performance improvement needed by the organization
- To relate this performance improvement with required skills, capabilities and competencies
- To figure out exact course work or skill set training program employees need to attend
- To design the appropriate training program to bridge the gap between the present productivity of organization and desired output.

Methods of Training Needs Analysis

The method of training needs analysis is selected based on the job type of the employee and the analysis that has to be carried out to understand the skill gaps. Here are a few popular training need analysis methods used in the corporate world:

1. **Direct observation:** - In different working situations the training managers observe the working style of the employees. With the help of this observation the managers get information about the performance gaps. The observation includes watching over the technical methodology followed to perform the job, the functional aspects of the job and behavioural aspects of the employee. It provides both qualitative and quantitative feedback about the current performance of the employee.
2. **Interviews:** - It is a face to face conversation about the way employee performs the job. It is an effective way to collect information about output gaps by talking with each employee or a team. It can be a formal or informal setting of the interview. The interview can be conducted in person or through virtual means.
3. **Focus groups:** - It is a brainstorming process to understand the skill gaps among the employee. The employees working in the organization are encouraged to talk and

discuss about the ways to improve the work performance. This conversation is closely observed by analysed by the training manager to understand the training requirement in the organization.

4. **Assessments/surveys:** - Surveys are effective and simple way to identify the performance deficiencies in particular department. A well designed questionnaire is circulated among employees to understand the training needs of the employees. The questionnaire can consist of combination of open-ended and closed ended question along with some ranking and projective questions. To improve the credibility of the survey the employees are allowed to submit the answers anonymously.
5. **Customer Feedback:** - In most of the service industry the performance deficiencies are identified using customer feedback. The direct feedback from the customer indicates the specific work area which needs improvement.
6. **Others:** - There are few other methods of training need analysis such as consultation with the persons working in key position in the organization, by reviewing relevant literature of the work area, with the use of reports, records and work samples.

Process of training Needs Analysis

There are different stages of training needs analysis which are used by organization based on the job profile of the employees. However there is fixed process which is followed in all types of training needs analysis.

Here is 4 steps process of training needs analysis:

Step 1- Performance Gap Analysis: Here the current and desired operation results of the employee performance are compared to identify the performance gaps. This performance gaps can also be termed as the difference between the required and actual productivity of the organization.

Step 2- Root Cause Analysis: Root cause analysis is a way to determine the basic issue behind the performance gaps. The issues are classified into 5 categories as skill, resources, incentives, motivation and information such as feedback. Using root cause analysis it is identified that which area is leading to lack of performance and which area need improvement.

Step 3- Needs Analysis: A detailed analyses is carried out to design and implement the appropriate intervention to resolve the performance issues. Based on the categories identified in the root because analysis a specific need of improvement is address in this step. This analysis includes analysis of audience of training, job analysis, task analysis, environment analysis and cost-benefit analysis.

Step 4- Recommendations: In this step an appropriate training solution is proposed. It identifies the right kind of training program which organization should run to improve the overall work productivity.

Importance of Training Need Analysis

Effective training or development depends on knowing what is required for the individual, the department and the organization as a whole. With limited budgets and the need for cost-effective solutions, all organizations need to ensure that the resources invested in training are targeted at areas where training and development is needed and a positive return on the investment is maximized.

TNA enables organizations to channel resources into the areas where they will contribute the most to employee development, enhancing morale and organizational performance.

TNA is a natural function of appraisal systems and is a key requirement for the award of Investors in People.

- **Identify knowledge gap**

One huge benefit of conducting training needs analysis is the fact it can help identify any knowledge gaps the employees may have before it becomes an issue. It's better

to highlight a potential problem and tackle it head-on, rather than becoming aware of the skills gap when an issue arises because of it.

- **Put training resources to good use**

A successful training needs analysis will identify those who need training and what kind of training is needed, it is counterproductive to offer training to individuals who do not need it or to offer the wrong kind of training. A Training Needs Analysis helps to put the training resources to good use.

- **Avoid wasting time on irrelevant training**

It gives organisations a clear understanding of the big picture. With this understanding, they'll be able to pinpoint training that's not needed, saving them time and money.

- **Review current and past training programs**

It is crucial to check what current training activities are being implemented in order to have coordination and to avoid duplication of efforts. Reviewing past performance

must be done to learn about the strengths and weaknesses in order to make the current program more effective.

- **Helps to prioritise training needs**

When it comes to planning out a training program, it can be hard to decide which training sessions are the most important. However, training needs analysis can help you pinpoint the training which needs to be completed ASAP, and which training can be left till later down the line

Components of Training Needs Analysis

McGhee and Thayer's Three Level Analysis is popularly used in the organization to understand the big picture of learning and development.



This model of training needs analysis three components at different levels which need analysis to identify the training needs in the organization.

1. Organizational Level

Providing training to employee which are not aligned with the business goals is considered as wastage of resources. It is very vital that training programs conducted

in the organization would help the employees to achieve the strategic business goals of the organization.



The organizational level training need analysis used data sources such as business goals, skill inventory, employee inventory, organizational culture and customer satisfaction data to identify the training needs of the employees.

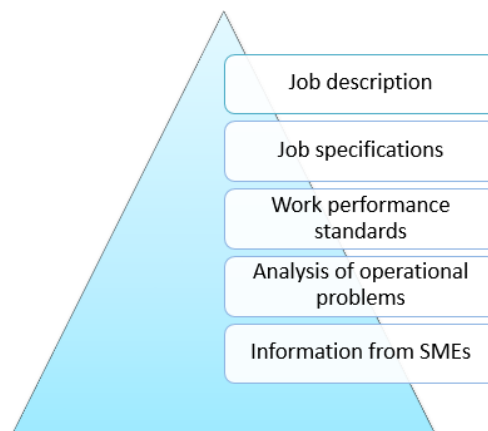
The organizational level of training need analysis provide answers to the questions such as-

- Which department needs training the most?
- Which training program will act as a solution to resolve the business issues?

At organizational level analysis a clear and measurable outcomes of training is identified to improve the success of training program.

2. Operational Level

It is a job level analysis which is used to determine what kind of training is needed by the employee in order to achieve desired level of work proficiency. It identifies the knowledge and skill required to execute a specific job in the organization. The operational level training need analysis used data sources such as work performance standards, job specifications and analysis of operational problems to determine the training needs of the employee.



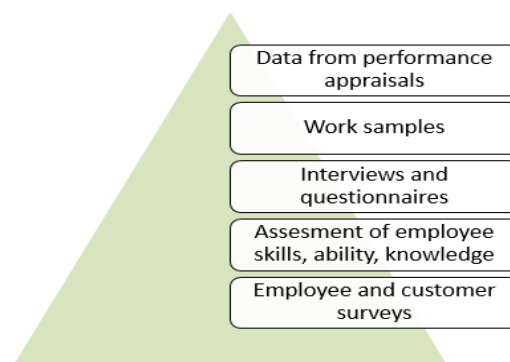
The operational level of training need analysis provide answers to the questions such as:

- What is the standard performance expected for the job?

- How employee should execute the task to need the set performance standards?
- What training program is appropriate to improve skills, abilities and knowledge of the employee to complete the job successfully?

3. Individual Level

At individual level the training need analysis verify the way employee performs their job. The difference between the expected and actual performance of the employee is analysed to arrive at the training need of the employee. The individual level training need analysis used data sources such as performance appraisals, assessment of employee skills, interviews and questionnaires, customer surveys and work samples to determine the training needs of the employee.



The individual level of training need analysis provide answers to the questions such as-

- Whether the employees have the essential skills and knowledge?
- What are the barriers to proficient performance?
- What is the appropriate training program to help the employee to meet desired performance standards?

Advantages and disadvantages of training needs analysis

Every process and tool used in human resource management has some positive and negative points. Here are some benefits and issues related to training need analysis-

Advantages of Training Needs Analysis

1. It determines the population which needs the training most in order to perform well in the organization.
2. It determines what kind of training is required in terms of skills, knowledge, abilities, competency and behaviour of the employee.
3. It helps the management to direct resources to regions of greatest priority of training.
4. It helps employee and organization to improve work productivity
5. It helps the company to improve their quality of services and thus helps in customer retention.

Disadvantages of Training Needs Analysis

1. Training need analysis can be a time consuming process as it includes a lot of assessments and surveys.
2. Training need analysis can be a costly affair for the company as often a third party is hired to conduct the training need analysis.
3. The low response rate of the employees to the internal surveys can have a negative impact on the effectiveness of the training need analysis.
4. Many times when the long process of training needs analysis is completed the management is no longer looking to fulfil the same business goals.
5. Employees often hesitate to provide the honest response on self-assessment which can affect the result of training needs analysis.

Classification of training needs

There are different types of training needs. Focusing only on performance deficiency in needs analysis is too restrictive.

- **Democratic needs**

Are options for training that are preferred, selected or voted for by employees or managers or both. Programs that address these needs are likely to be accepted and desired by organization members. Therefore, democratic needs can be used to build support for training programs.

- **Diagnostic needs**

Focus on the factors that lead to effective performance and prevent performance problems, rather than emphasizing on existing problems. Diagnostic needs are identified by studying the different factors that may affect performance. The goal is to determine how effective performance can be obtained.

- **Analytical needs**

Identify new and better ways to perform a task. These needs are generally discovered by intuition, insight or expert consideration.

- **Compliance needs**

Are those mandated by law? This category of needs most often deal with mandated training programs such as safety training, prevention of sexual harassment, training for implementation of reservation policy, etc.

Why do we need training?

Training is a means to ensure that employees have the knowledge and right skills to be able to do their work effectively and competently. Training may be needed when there is a gap between the desired performance, and the current performance, and the reason for that gap is lack of skill or knowledge.

Why should you conduct a TNA?

1. Avoids training for ‘training sake’.
2. Supports cost effective training.
3. Targets areas of greatest need.
4. Gives information on the organization’s climate.
5. Gives commitment from managers and trainees.

Recruiting at Rabbani ITI:-

Recruitment process followed at Rabbani ITI is comparatively well defined. Most of the candidates are recruited through Internshala and LinkedIn job sites. Selected candidates are given a probationary period. Before taking the interview, candidates have to upload their resume on the Internshala and LinkedIn job sites of Rabbani ITI Company.

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 Rabbani ITI is conducted systematically and selection is done through domain field experts.

COMPANY PROFILE

Rabbani ITI

(www.rabbaniiti.in)

Rabbani ITI was established in Nagpur, Maharashtra. With an experience of over 5 years, the educational group excels in quality education, Established way back in 2016 with a clear vision mission to ensure optimum sustainable benefits to all our students. It also helps student for their internships by providing them internships at their affiliated companies for their field of choice.

In a 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 Kamptee to be recognised by MSBVEE for running this course in the streams of

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

WHAT RABBANI ITI DO?

SERVICES

Organization is an educational group that teaches ITI to students and also offers internships to the students who are in need of it. Rabbani ITI hire's students as intern's for their affiliated company's they have vast networks of different company's varying from Hard-ware manufacturing to EdTech Organization.

Company I was affiliated with.

Turito India Pvt.Ltd.

<https://www.turito.com/in>

What's Turito?

Recognizing the Discrepancies in our Education system and the complications involved in providing it to everyone at affordable pricing, Turito embarked into the stream of Online Coaching with the Top-Notch Faculty. Our aim is to bring a balance in the realm of Live Online Learning as today, only few students or coaching centres have access to the best teachers. We at Turito want to ensure, all the aspiring students across various countries get access to the Top Rankers' Faculty at an affordable price.

What do we do?

Turito brings together Experienced Teachers with proven records to a platform that is equipped with interactive virtual learning. Making use of these Veterans and a World Class Streaming Technology, we provide Online Live Learning sessions to young students preparing for various National competitive exams such as IIT JEE/ NEET, and International competitive exams such as SAT, ACT, AP, PSAT and Subjective SAT. For students to build a Strong Foundation, we also offer School Foundation Courses for 6th to 10th Grade through which they are trained for Engineering/Medical Entrance Examinations, and Board Exams.

Our vision is to make exceptional quality online learning that enables teachers from different demographic regions to reach students and students across the globe to directly interact with the teachers for guidance. As a part of this vision, we created some packages that comprise of Live Interactive Video Classes, 1000+ Hours of Video Lectures, 1000s of Topic-wise Test papers, 24*7 Doubts Clarification, Post Exam analytics etc., at an affordable price.

With such a monumental Idea at the heart, we hope to reach millions of aspirants and assist them to fulfil their dreams of graduating from Top Universities in India and across the world. Since our Top Rankers' Faculty hold tremendous experience in the field of coaching, pioneering the world-class live streaming technology is at the core of all our businesses, we are certain of achieving this goal to serve every single aspiring student around the world.

KEY STRENGTHS:-

- Advanced Double Mentor Program
- Awesome Learning Experience
- Special Dought Clearing Sessions
- User Friendly Design
- Relevant and Unique Content
- Best in Class Faculty's
- Turito is driven to provide the best online and on-campus programs to students across India
- One on One Special Lectures

RECRUITING FOR:-

1. Frontend and Backend Developer
2. UI/UX Designer and Graphic Designer for Application
3. HR and Operations Teams
4. Sales and Project Management
5. WordPress Developer
6. Full Stack Developer
7. Business Development Associate and Executive

THE RECRUITMENT PROCESS:-

1. Job Posting on Internshala, LinkedIn, Naukari & Indeed
2. Screening
3. Sourcing Candidate
4. Feedback and Reschedule
5. Scheduling Interview
6. Forwarding and Feedback
7. Offer Negotiation
8. On boarding of Candidate

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



1. Male/ Female
2. Married/ Unmarried
3. Fresher's/ experienced
4. On-site/ Remote
5. Current Salary/ Current Offer
6. Intern/Full Time
7. Notice Period
8. Suitable for the Company Environment
9. Communication skills
10. Special Features or Qualities of Technical Skills

TERMINOLOGIES

- Training for New Responsibilities
- Learning About Industry and Technology Updates
- Adapting to Remote Work
- Updating New Employee Training
- Addressing Performance Review Findings
- Developing Soft Skills
- Measuring performance results
- Giving pre- and post-training assessments
- Improving Task Management
- Encouraging Continuous Improvement
- Clarifying Expectations

OBJECTIVE OF THE STUDY

- To ensure that the product/service requirement of customer have been met with the help of skilled employees
- To help the organization to set appropriate goals and achieve them
- To create an appropriate performance benchmark which can be used to judge the employee productivity
- To enable employees to evaluate their current skills set and continuously upgrade their knowledge to improve their performance levels
- To highlight the work quality issues in the organization and identify focus area which need improvement.

SCOPE OF THE STUDY

The benefit of the study for the researcher is that it helped to gain knowledge and experience and also provided the opportunity to study and understand the prevalent TNA procedures.

The key points of my research study are:-

- To suggest any measures/recommendations for the improvement of the training need procedures.
- To Understand Proper utilization of Human Resource Planning.
- To study on Knowledge, skill and attitude related training.
- To study on Career development related training
- To study on Training focused on team development
- To study on Organizational development
- To study on Human resource development
- To study on Performance improvement training
- To Find Whether the training is valid or not.
- To Study Cost effectiveness to the company.

NEED OF THE STUDY

- To get habitual to under work pressure
- Good Corporate Relations
- Enhanced Pressure on Employees
- Meeting Research and Development Requirements
- Studying human behaviour
- To gain experience in the respected field

CONTRIBUTION DURING SIP

1. Searched on LinkedIn as a HR intern Opening.
2. To search candidates on Naukari, LinkedIn and Indeed.
3. To Screening and Profiling.
4. Conducting 1st and 2nd stage of interviews.
5. To co-ordinate with the senior HR regarding selection process.
6. Updating documents on document tracker.
7. Create time sheet of employee.
8. Collecting data of all the potential candidates.
9. Sending official mail to all the candidates.
10. Creating professional Job Descriptions to post o online job portals

LEARNINGS FROM THE SIP

1. Communication with consultancy
2. Leadership Development
3. Official Letter Writing
4. Professional E-Mail Writing
5. Importance of MIS
6. Time Management
7. Networking Is Important

Important Points to Remember during Internship:-

- Worked on Microsoft teams and outlook
- Working Hours: - 6 hrs. per day (Flexible)
- Working Time :- 10 to 6
- Working Day:- 6 days
- Follow up Call:- Every 2 hrs
- Platform for Discussion:- Google Meet and Zoom Meeting
- Platform for finding candidates: LinkedIn, Naukari, Indeed & Internshala
- Attendance Portal: GreyHR
- Mail Application to be used: Microsoft outlook
- Work Location: WFH (work from home)

Day wise work

- **1st 15 days**

1. Received training regarding how to use all online job portals like LinkedIn, Naukari, indeed.
2. To download resumes from the online portals and to post job advertisements on the same.
3. Got initial training regarding the interview process
4. Received my official Mail ID In outlook.
5. Received a basic questioner for the interviews.

- **2nd 15 days**

1. Created various Job Posts.

(Post: BDE, BDA, Telesales, frontend developer, sales manager)

2. Job Posting of Sales and HR Intern's on LinkedIn and Naukari job sites.
3. Create and save the data of all applicants on excel sheet.
4. To apply filter on LinkedIn to find suitable candidates.
5. Learned about the job profiles that I have to hire for.

- **2nd Month days**

1. Shortlisted candidates based on task performed.
2. Scheduled interview on Microsoft Teams and Skype with Selected Candidates.
3. Senior HR had taken interview along with me and shortlisted candidates.
4. On-boarded candidates on Microsoft teams for further work
5. Received company's official online job portal Id access to screen and download resume on my own.

3rd Month days

1. On-boarding process of BDE, BDA, Telesales.
2. Updating candidate's document on the company's official document tracker.
3. Designing of official company mails for selected candidates.
4. Learned about how to send official company's mail to the selected candidates regarding their job roles, their days of joining their immediate superiors and negotiated salary.
5. Coordinated with the senior hr regarding the 3rd interview round and on boarding process.

Last 19th days

1. Conducted 2nd stage interviews of the candidates
2. Created certificate Template.
3. Excel Sheet Data submitted to Senior HR
4. Submitted Report on what I have learned from the internship.
5. Collected 3 Certificates from the company

LIMITATIONS

1. Due to the COVID-19 pandemic internship was conducted online i.e. Work From Home.
2. HR interview was taken in virtual mode so there was internet issue occurred at companies as well as selected candidate's side sometimes.
3. Unable to observe candidates non-verbal skills properly due to virtual mode.
4. Due to Virtual mode some queries was not solved properly.
5. Company used Google meet as a communication Platform, so there was difficulty to operate it at the starting.
6. Some desired information could not be collected due to confidentiality of business.

RESEARCH METHODOLOGY

RESEARCH is a „careful investigation or inquiry especially through search for new facts in any Branch of knowledge“.

METHODOLOGY OF STUDY:

The project is a systematic presentation consisting of the enunciated problem, formulated hypothesis, collected facts of data, analysed facts and proposed conclusions in form of Recommendations.

The data has been collected from both the sources primary and secondary sources.

DATA COLLECTION:

Primary Data:

Primary data was collected through survey method by distributing questionnaires to employees.

The questionnaires were carefully designed by taking into account the parameters of my study.

This report has prepared through extensive use of primary data. It is collected from group of people who are related with this Company.

The following methods are used in collecting primary data:-

- **Direct interviewing:-**

I have collected data from the Senior HR, Executives and HR Manager of the department with the protested and well-designed questionnaire.

- **Personal communication:-**

I have gathered data through personal communication with the executives, managers and my reporting officer.

Secondary Data:

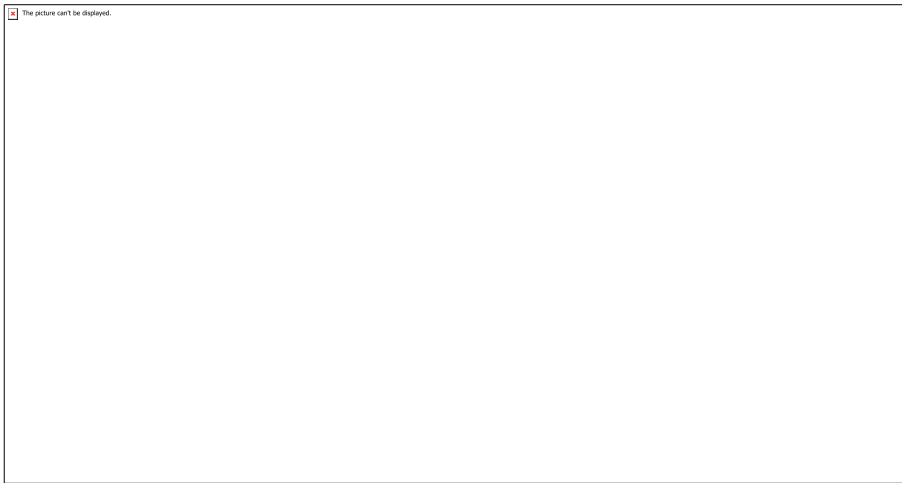
Data was collected from web sites, going through the records of the organisation, etc. It is the data which has been collected by individual or someone else for the purpose of other than those of our Particular research study. Or in other words we can say that secondary data is the data used Previously for the training need analysis and the results are undertaken for the next process.

KIND OF RESEARCH

The research done by

EXPLORATORY RESEARCH

This kind of research has the primary objective of development of insights into the problem. It Studies the main area where the problem lies and also tries to evaluate some appropriate courses of action.



Tools of Analysis:

The data collected from both the sources is analysed and interpreted in the systematic manner with the help of statistical tool like percentages.

RESEARCH DESIGN:

A research design is the arrangement of the condition for collection and analysis of data

In a manner that aims to combine relevance to the research purpose with economy in procedure.

A research design is the specification of methods and procedure for acquiring the information Needed to structure or to solve problems. It is the overall operation pattern or framework of the project that stipulates what information is to be collected from which source and be what Procedures.

FINDINGS

1. Most of the recruitments at Rabbani ITI were done through job portal's sites such as LinkedIn and Internshala.
2. In the job post, information about rounds taken in the process of recruitment was mentioned.
3. As interview process was conducted through virtual mode candidates were comfortable to talk with interviewer.
4. It's found that selection procedure at Rabbani ITI was very effective as right candidates were chosen by the experts.
5. Working environment of the company was very friendly.
6. According to the Survey, Recruitment differs from company to company for each category.
7. According to the Survey, the company do utilize internet sites for the recruitment process and for finding the talent candidate

CONCLUSION

- The training and development practices adopted by Rabbani ITI are centralized with adequate infrastructure.
- The policies are well defined. Training has gained Importance in performance and bring about measurable changes in knowledge, skills, attitude and social behaviour of employees.
- Organizational training is undergoing a transformation.
- Employee development = Employee Knowledge + Employee Performance + Employee Skill.
- Training method refers to the choice of training technique to attain and achieve knowledge skill attitude and performance.

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