

SUMMER INTERNSHIP PROJECT

“Hiring Practice in Human Resource”

Submitted to:

DMSR

**G. S. College of Commerce and Economics, Nagpur
(An Autonomous Institution)**

Affiliated to:

Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

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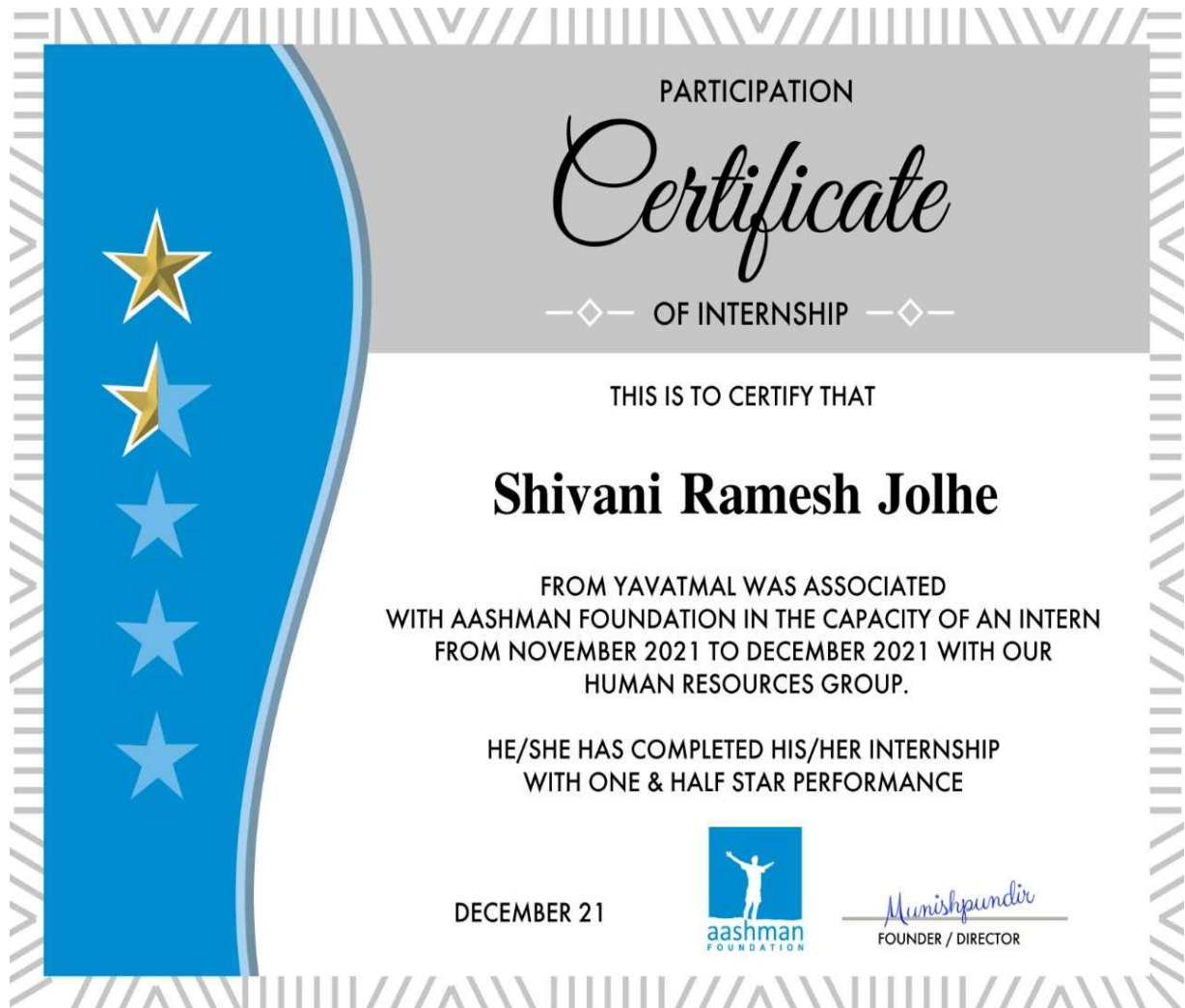
CERTIFICATE

This is to certify that the investigation describes in this report titled “**Hiring Practice in Aashman Foundation**” has been carried out by **Ms. Shivani Ramesh Jolhe** during the summer internship Project. This study was done in the organization of “**Aashman Foundation**”, in partial fulfillment of the requirement for the degree of Master of Business Administration of **G. S. College of Commerce & Economics (An Autonomous Institution)** to affiliated **R.T.M.N.U.** This work is the own work of the candidate, complete in all respect and is to sufficiently high standard to warrant its submission to the said degree. The assistance and resources used for the work are duly-acknowledged.

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CERTIFICATE



ACKNOWLEDGMENT

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

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Shivani Ramesh Jolhe

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1.INTRODUCTION

Human Resources

Human Resources is the set of people who make up the workforce of an organization, business sector, industry, or economy. A narrower concept is human capital, the knowledge and skills which the individual's command. Similar terms include manpower, labor, personnel, associates or simply: people.

The human-resources department (HR department) of an organization performs human resource management, overseeing various aspects of employment, such as compliance with labor law and employment standards, interviewing, administration of employee benefits, organizing of employee files with the required documents for future reference, and some aspects of recruitment (also known as talent acquisition) and employee offboarding. They serve as the link between an organization's management and its employees.

The duties include planning, recruitment and selection process, posting job ads, evaluating the performance of employees, organizing resumes and job applications, scheduling interviews and assisting in the process and ensuring background checks. Another job is payroll and benefits administration which deals with ensuring vacation and sick time are accounted for, reviewing payroll, and participating in benefits tasks, like claim resolutions, reconciling benefits statements, and approving invoices for payment. HR also coordinates employee relations activities and programs including but not limited to employee counseling. The last job is regular maintenance, this job makes sure that the current HR files and databases are up to date, maintaining employee benefits and employment status and performing payroll/benefit-related reconciliations.

Human Resource Development

Human Resource Development includes training an individual after he/she is first hired, providing opportunities to learn new skills, distributing resources that are beneficial for the employee's tasks, and any other developmental activities.

This set of processes within the HR department is critical to employee on-boarding and retention. Without proper training, employees can not succeed. Without learning and development of personal and professional skills, employees grow stale and stagnant.

Human resource development is the integrated use of training, organization, and career development efforts to improve individual, group, and organizational effectiveness. HRD develops the key competencies that enable individuals in organizations to perform current and future jobs through planned learning activities. Groups within organizations use HRD to initiate and manage change. Also, HRD ensures a match between individual and organizational needs.

Hiring Practices

When recruiting new employees, you want to hire the best person for the job, that goes without saying. As well as having a recruiting process that helps you attract and select the top candidates, you also need to ensure fair hiring practices that are legal and consistent with local and labor laws.

But keeping your hiring practices legal and above board shouldn't be the only motivator for you to maintain fair hiring. You should do it because it is the right thing to do to level the playing field for all your applicants, giving everybody a fair chance regardless of their background, gender, race, ethnicity, religion, sexual orientation, age, disability, and so on.

- Conduct a hiring meeting with the hiring manager, HR, and a co-worker to develop a profile of the qualifications, skills, experience, and personal characteristics needed for the job.
- Compile a comprehensive job description, including the salary range for the position.
- Post an advertisement for the position on your company's intranet or bulletin board, including a cut off date for internal applications.
- Schedule interviews for internal applicants with the hiring manager and HR.
- If no suitable internal candidate is found, advertise the job externally.
- Screen all external applications according to the requirements outlined in the job description and other profile templates

- Draw up a shortlist of candidates for interviews with HR and the hiring manager. It is a good idea to involve peers and other members of the relevant department in the interviewing process.
- Conduct a meeting to review the results of interviews and select the best candidate.
- Prepare a written job offer, including the job description and salary, to present to the preferred candidate.

What is Hiring Process?

Hiring process refers to the process of finding, selecting and hiring new employees to a company. Since the process requires strategic and pragmatic thinking while staying humane there are certain steps to follow to make it successful. An efficient and effective hiring process is a step-by-step process for hiring a new employee, whereby an organization identifies its talent needs, recruits from its talent pool and eventually hires the most qualified candidates. Most companies have their own hiring processes. What follows are the most common steps in the hiring process across industry and regardless of company size. Keep in mind, however, that the specific details of the hiring process are unique to each company.

Hiring process steps

1. Identifying hiring needs:

As the initial step of the hiring process, human resources together with other decision-makers should clearly identify the hiring need. When looking into the upcoming projects, you should

definitely establish some long-term and short-term hiring needs. This automatically leads us to the second point on this list - planning.

2.Planning:

Creating a sufficient plan for your hiring will not only make you more efficient but will also help you have a good understanding of the current as well as the future needs of the company. For that purpose, it is beneficial to specify starting dates and other technicalities with your hiring team.

3.Creating a job description:

When creating a job description, make sure to include the following elements: company description, job requirements, duties and responsibilities and ultimately cover letter. Besides mentioning all the important details within your job description, make sure to make that text as eye-catching as possible.

4.Recruiter and hiring manager intake meeting:

The purpose of a hiring manager recruiter intake meeting is to have a clear understanding of all the needs and expectations of the new hire, including the technicalities revolving around the role. This meeting takes place prior to posting a job opening online and its purpose is mainly to define all important details about the future position.

5. Posting and promoting job openings

Posting jobs online became one of the essential ways of making sure that people see and apply for the position. For that reason, companies are oftentimes trying to spread the word as much as they can by posting their job opening on various job boards, different social media or some online portals.

6. Applicant screening

After the applicants finished their application, it is time to look into their application forms and evaluate their CVs, cover letters or any other type of document they might have attached to the application. Then comes the process of screening results in eliminating candidates that are a clear mismatch for the role, moving forward to the following stages with the ones that are more qualified.

7. Job Interviews

When planning a job interview, there are several things that you should always take into account prior to conducting it. Job interviews require planning and preparation. Firstly, you should create a list of interview questions. Afterwards you should determine how the interview process is going to look like. Whether you will be conducting a live or a phone interview, how long will the interview last and what type of knowledge will you be examining during the interview.

8.Applicant talent assessment

Applicant talent assessment are tests designed to help employers evaluate the skills of their job candidates and employees. Using the skills assessment test helps companies ensure that the job candidates, as well as their current employees, have the required skills to successfully perform their jobs. When designing an assessment, make sure to think of all the skills and knowledge essential for the role.

9.Background check & Reference checks

Background and reference checks refer to a recruiting process method used by hiring managers/recruiters to get more information about a candidate by contacting his/her previous employers, schools etc. Conducting a reference check helps recruiters not only check the validity of information but also make decisions based on a conversation with a person that used to work with your potential future colleague.

10.Pre-employment testing

Pre-employment assessments are simple, quick and fun for recruiters, interviewers, hiring managers, as well as candidates. Generally, it takes too much time and effort for a recruiter or hiring manager to interview each candidate and select the best person for the open position.

11.Decision:

Finally, after all assessments and checks, it is decision time! Evaluating which candidate will be the best cultural fit while satisfying all requirements is never easy. But when all the previous steps are respected, there is no space for uncertainty. After all, you have been planning, strategizing and checking all information for quite some time now, right? :)

12.Job offer:

A formal job offer letter/e-mail is a document which employer sends to the selected candidate in order to offer them a job for a certain position at their company. Making all the aspects of a job as clear as possible to the new hire is extremely important for both candidates and companies. This is why is necessary to send a formal job offer letter/e-mail to your chosen candidate.

13.Hiring:

Only when your candidate decides to accept your offer and signs the contract can you talk about hiring. However, the job is not done yet...

14.Onboarding:

More and more companies are starting to understand the importance of good onboarding. Even more so, once a company hires new talent, some believe this is only when the job starts. Onboarding the candidates means introducing them to the culture and the people as well as

giving them all important information and training to be able to excel at their job as soon as possible.

2.COMPANY PROFILE

BRIEF HISTORY :-

Aashman Foundation is a Private incorporated on 09 June 2017. It is classified as Non – gov company and is registered at Registrar of Companies, Delhi. Its authorized share capital is Rs. 100,000 and its paid-up capital is Rs. 40,000. It is 15 involved in other education

Aashman Foundation's Annual General Meeting (AGM) was last held on 29 December 2020 and as per records from Ministry of Corporate Affairs (MCA), its balance sheet was last filed on 31 March 2020.

Directors of Aashman Foundation are Rahul Parmar and Aayush Bansal.

Aashman Foundation's Corporate Identification Number is (CIN) U80904DL2017NPL318984 and its registration number is 318984. Its Email address is support@iDreamCareer.com and its registered address is B-84 Pushpanjali Enclave Pitampura Delhi North West DL 110034 IN, - AAAAA

Current status of Aashman Foundation is – Active.

Aashmaan Foundation is one of the largest youths run NGO in Ahmedabad with its operations extended in the city of Bangalore.

Aashmaan has been working since 2009 for under and less privileged children in the field of education, health and rights.



Aashmaan Foundation works with a vision to create a society where children can prosper to their complete potential and enjoy equality in its true essence.

Aashmaan promotes the culture of kindness and wants to instill the sense of giving back to the society amongst modern youth.

Aashmaan Foundation was started in the year 2009, as a group of people who wanted to give something back to the society in some or the other way. Later in the year 2012 it got registered as a Non - Governmental Organization.

Aashmaan Foundation is working for the upliftment and betterment of the less-privileged kids. It works in the field of child's education, health and his rights.

Started as a group of 10 friends, today Aashmaan Foundation has more than 100 volunteers who work hard round the year for the betterment of the society.

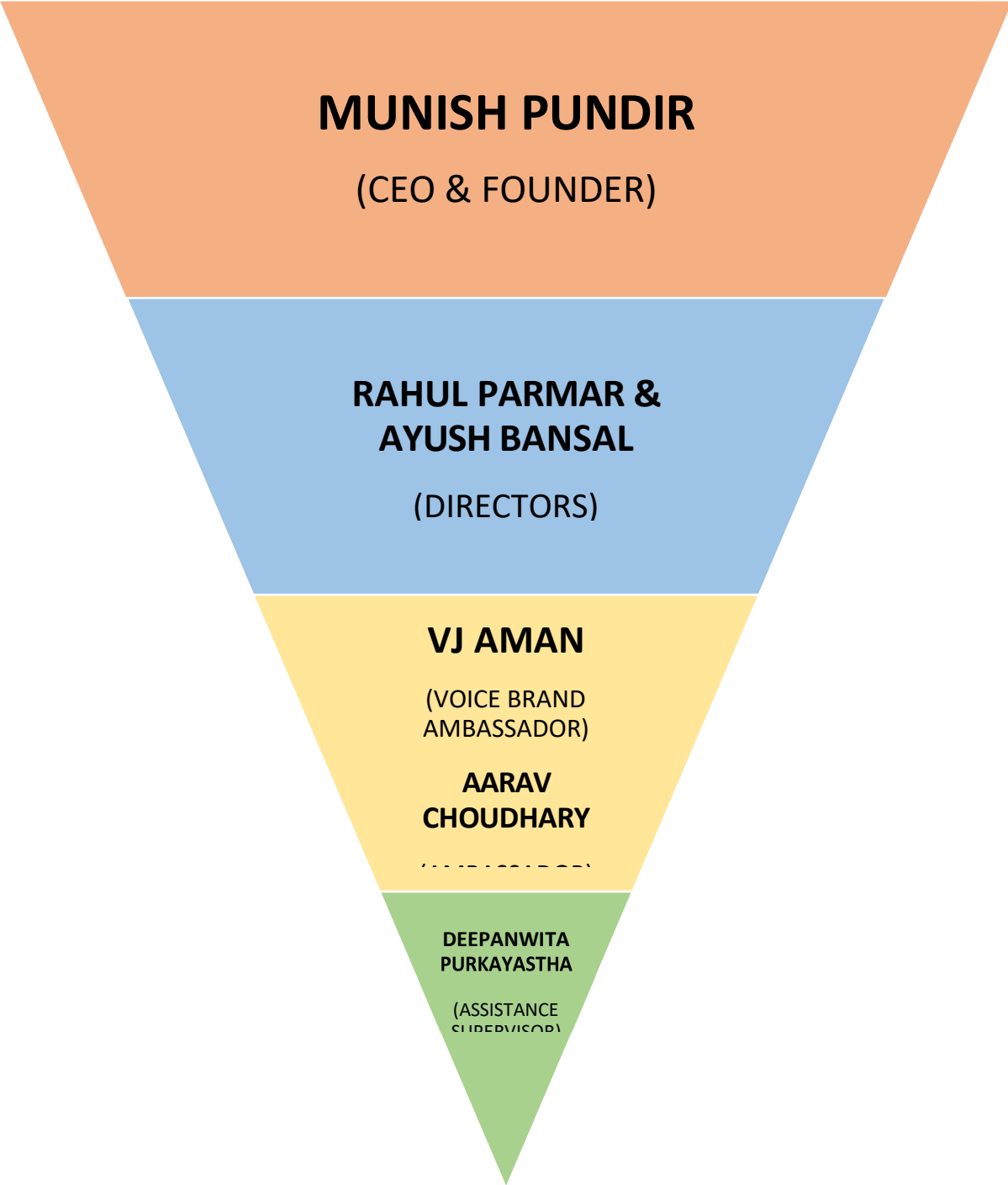
Over the years, Aashmaan Foundation has conducted plethora of projects which not only includes grass-root level projects which are directly related to the kids but also includes fund-raising events.

The dream of Aashman Foundation is to work unconditionally on Women Empowerment, Single Income families and underprivileged children through relevant healthcare, innovative education and environmental based livelihood programs. For an organization which started its operations just over a year ago, it is breathtaking to see how far they have come.

MANAGEMENT STRUCTURE: -

Each organization has its unique management structure based on its operations, but the common denominator present in every organization's management structure is that it defines the flow of responsibility within an organization. It also defines who is responsible for each role in an organization.

Under the leadership of the company CEO Mr. MUNISH PUNDIR and also the founder of aashman foundation. He runs the NGO with the brilliant skills and gives opportunity to new interns in different levels. Mr. RAHUL PARMAR and Mr. AYUSH BANSAL are the directors of aashman foundation. VJ AMAN is the voice brand ambassador and Mr. Aarav Choudhary is the ambassador of aashman foundation. And the assistance supervisor is Ms. Deepanwita Purkayastha. 201 to 501 employees working under in aashman foundation.



ACHIEVEMENTS, AWARDS AND LATEST DEVELOPMENTS

ACHIEVEMENTS: -



Aashman Foundation educates underprivileged girls about menstruation

Aashman Foundation, a non-profit organization which works for upliftment of the families of single income widows and supports the women by empowering them with skills that enable them to become the bread earners of their family. Skills like stitching, beauty parlour, patient

care, computers etc are taught by the NGO.

‘Let’s be ready for Red’ a campaign by Aashman Foundation distributes sanitary napkins as well as undergarments to the women who are underprivileged and do not have the means to purchase such commodities. The campaign rests at the heart of the issue that many women in India do not even have the privilege of owning underwear and helping them understand more about menstrual hygiene would lead to a better standard of living.



The brand ambassador of the foundation VJ Aman, has played a pivotal role in the campaign as she voices the concerns of such women through her videos and helps spread awareness about the campaign on the social media platforms to gain momentum in the public eye.

Aashman Foundation and VJ Aman had gone to the village of Haryana named Toka. They help bring the ground reality in the public domain which happens to be entirely different from the government-stated facts. It was said that 80% of the women are aware of the usage of sanitary pads but only 30% use them. But in the village of Toka, 0 women had sought the usage of sanitary napkins because they didn't own underwear. The foundation distributed many underwears as well as sanitary napkins to the women living in the area. Many such endeavors are planned by the foundation in the coming times to help the cause of sanitary napkins.

While we sit in the comfort of our homes while in pain, it is important to realize that many women do not have the comforts of going back to their places as the means of earning their bread is hard. And to do labor in pain is not an easy task. To help them ease their pain, we can donate sanitary napkins and underwear.

This may help them have a better life and better hygiene and better health.

AWARDS: -

Aashman Foundation has taken many a dozen initiatives in hands with notable among those are Nishulk Pathshalla, a free coaching school at slum dwelling area of Subash Nagar Jammu, providing stationery to over 200 underprivileged childrens every month. From time-to-time medical camps are organized in order to treat, aware the people about various health related problems, diseases.

Aashman Foundation is designed to Empowering Women, helping orphans and underprivileged childrens through relevant healthcare, innovative education and environmental based livelihood programs thereby safeguarding the interest of every section of society. Like other parts of the country Aashman Foundation (NGO) has intensified its activities in the state of J&K under the dedicated and dynamic leadership of Tahir Rufayee, State Co-ordinator of Aashman Foundation. Volunteers of Aashman foundation celebrated 31st of December, 2015 at old age home Amphalla. In addition to this the whole team of NGO celebrated National Youth Day on Jan 12 at Ved Mandir Bal Niketan, Jammu by organizing a mega event in which renowned personalities of Jammu were present Bollywood music director & Singer Kanish Sharma also performed in that event.

When asked about the future strategy, Tahir Rufayee State Co-ordinator of Aashman foundation said, "We will work in every nook and corner of state in order to help the poor & needy people. We shall be organizing awareness camps on Youth & women empowerment in near future. Our programs are whole heartedly dedicated to unite the youth of J&K for the progress, prosperity and development of J&K and our country. Moreover, the NGO is scheduled to distribute near about 500 stationery kits among the needy childrens of Kishtwar district so that the hundreds of poor children could realize their dream of primary education

LATEST DEVELOPMENT: -

India is estimated to have had around 3.2 million NGOs in 2021, just over one NGO per 1000 Indians, and many times the number of primary schools and primary health centers in India. NGOs in India have developed and strengthened by their perseverance in the last few decades; however, only a few of them have successfully impacted our society significantly, and many are still working hard and uplifting society. Amidst the ongoing COVID-19 crisis in India, many volunteers across the country are stepping out and doing the needful for the people who are worst affected such as BPL citizens and downtrodden workers.

Mr. Munish Pundir, the founder of Aashman Foundation, had a dream to work unconditionally on Women's Empowerment, Single Income families, and underprivileged children by constant efforts and innovative ideas put by him to contribute towards healthcare, education, and environmental based livelihood programs for them. The foundation was started in the year 2009 with a small group of people who just wanted to help the people in need. Later in 2012, it was registered as a Non-Government Organisation.

Yakshita, the regional campaign manager at Aashman Foundation told me in an interview the key segments that the organization takes care of even in this pandemic. The ongoing projects enlisted by her are as follows:



Women Empowerment Centre

There is a large section of women in India who dedicate all of their life working at home, but if they come out and grab the opportunities to build themselves a fruitful career, it will not only make them independent but also strengthen the micro-economy of India. To support women in becoming independent by spirit, thoughts, and actions so as to have full control over their lives by themselves rather than being a recipient of others' orders. This particular objective by the organization aims to achieve socio-economic empowerment of women by their operational units.

Widow Support

The Aashman Foundation supports widows by providing them monthly grocery, medical treatment, and education to their children for free. They also provide them rural-based skill training to make them self-sufficient and further aid them to manage credits so that they can safeguard their hard-earned money and multiply their savings. Upliftment of widows socially and financially is one of their prime objectives.

Baal Depression

Children who spent too much time on smartphones and other electronic gizmos are prone to mental health issues. Latest studies suggest that an hour a day spent staring at a screen may lead to a surge in anxiety and depression amongst children, consequently, leading to a lack of concentration. Everyone is well aware of how so many children drop out of school at an early stage to help their families. These children have the right to study. Aashman Foundation puts in efforts to help these children stay on the path of education. The organization believes that reading and writing will keep the mind occupied towards something productive and far away from “Baal depression”.

Milk Bank Campaign

Sufficient nutrition plays a significant role in a child’s overall development. Milk is considered a vital constituent in a wholesome meal for infants and children. It provides nutrition that a child needs to grow and flourish in all aspects. The NGO regularly provides milk to the precious kids whose parents cannot afford it. Every child deserves to live a healthy and happy life.

The message conveyed by Yakshita is that a coin has two sides; people tend to focus on one and forget the other. For instance, in the midst of a pandemic, people are ready to help and donate to the ones who are suffering directly from COVID, helping in the refilling of oxygen cylinders, food meals to COVID+ patients, etc, but how many of us thought of the underprivileged children, depressed children, widows during this pandemic? Mostly, they belong to the working class of society who are worst affected because of job loss or insufficient wages to provide proper nutrition for themselves and their family.

Our mission is skill development of women in beauty course free of cost in our women empowerment center at manimajra, chandigarh. There can be no development without your support.



PRODUCT AND SERVICES OFFERED: -

AASHMAN TEACHING PROJECTS: -

AASMAAN Teaching Project (ATP) is a regular teaching project where the volunteers teach the basics of English, Gujarati, Maths, Hindi and Science to the children studying in different standards.

The classes are held daily by the teachers and volunteers for the children at our 3 centers located at Paldi, Motera and Gurukul.



CHILD MENTOR PROGRAMME: -

Child Mentor Programme (CMP) is an initiative to connect directly with the kids. Each volunteer selected for the CMP will be given full responsibility of 1 kid studying either in municipal school or private schools but having a poor socio-economic back ground.

The volunteer will have to look after the education, health, regularity at school and social aspect of the child. She/he will have to dedicate a minimum of 3 hours a week i.e., 12 hours/month (Preferably 3 hours every week) towards his/her respective student.



AASHMAN COMMUNITY DEVELOPMENT: -

AASMAN Community Development project aims at helping the residents of its 3 centers to expand/improve their business. We intend to help the families of those kids who we teach, observing and understanding their work and lifestyle, identifying gaps in their business and helping them grow.

This helps the families to increase their revenue which in turn help them to provide better facilities to their kids and fulfil their education. Our focus is also on improving the hygiene and communication skills of the slum residents thereby contributing a 360-degree upliftment of the people and society.



FOOD FOR THOUGHT: -

Food For Thought started back in the year 2013 as a fund-raising event. Our volunteers set up a temporary food stall for 10 days in this event on the hustling youthful and vibrant IIM road. Different food items are prepared and sold by the volunteers in the stall for 10 days and all profits are donated for our various grass-root projects like notebooks distribution, child mentor project, etc.

Food For Thought is one of our main fund-raising events and all the funds generated are used for upliftment of the children in our 3 centers.



LET'S GO SHOPPING: -

Let's Go Shopping is a real-time simulation of the shopping experience, wherein underprivileged kids purchase the goods using playing (fake) money.

It is an opportunity created to give them a chance to learn the importance of money, expense management and most importantly, a chance to release their personal preferences.

The goods like clothes, toys, footwear, stationery, etc. are collected from all across Ahmedabad and sorted as per sizes. A display is then set up of all these goods and kids shop through them.



AASH: -

Aash – meaning hope, is our flagship project which acts as a catalyst in the lives of deserving and ambitious students.

Under this we aim to cover complete expenditure for schooling as well as extra practice classes after school hours, counseling support to both parents as well as students through monthly meetings, extra grooming aiming at holistic development, through workshops, health checkups.

At present, this program supports the education of 10 students and for the upcoming academic session, we are looking forward to providing scholarships to 13 more students.

To be a part of this project contact us at +91 9099923530

Job Description

- **Lead Generation by advertising in LinkedIn and other social media platforms**
 - Posting the job vacancies and posters on various platforms to get potential leads.
- Screening and selecting the potential candidates.
 - Training and guiding new and existing employees.
- Reporting to superiors daily.
 - Reporting on the status of applicants
 - Discussing the performance of candidates

- **Updating the vacancies from time to time Below is the list of vacancies.**

- Social Media Marketing

- **Human Resource**

- a. Create internship drives on college campuses
- b. Use online medium to enroll candidates
- c. Screen resumes and application forms
- d. Schedule and confirmed interviews with candidates
- e. Post, update & remove internship ads from intern boards, career pages and social networks
- f. Prepare HR-related reports as needed (like training budget by department)
- g. Participate in organizing company events and careers.

- **Sales & Marketing**

- a. Generate funds for the organization to support the needy, collaborate with brands & individuals for gathering either funds or brand awareness, branding, lead generation, client relationship management, etc

- **Fund Raiser**

- Fundraising person must be energetic and ready to connect with new individuals as well as institutional organizations, need to support the organization in running campaigns with monetary as well as in-kind support

- **Videography**

- a. The person should not be completely a Fresher. Bit experienced is required.
- b. Should have a camera. We are not hiring anyone who calls himself or herself a videographer by making videos on phone.
- c. The person should be living in the cities of Chandigarh, Panchkula, Mohali, Zirakpur

- **Stop Motion Graphic**

- a. The person should know how to make stop graphic motions.
- b. The candidate should submit a sample video by which they will be evaluated

- **Video editing**

- a. The person must be professional and know all the editing's done in the video
- b. Experience is a Must

- **Youth Mediathon.**

- a. Intern has to make videos on projects
- b. Success stories would be displayed as a project
- c. Responsible for maintaining data for weekly, fortnight, monthly reports in work update magazine.

- Psychology

- a. Experience Psychology.

- b. Understand Behavior.

- c. Personal Experience to learn the thought process

- d. Social Observations of the widow, underprivileged child, Underprivileged old ones, destitute ones

3.TERMINOLOGY.

- Human Resource.
- Recruitment.
- Selection.
- Job Description
- Job Satisfaction.

4.OBJECTIVES OF STUDY

- The objective of study is to understand the Hiring Practices in Human Resource process carried out by the NGO.
- To know to feedback of candidates and queries related with the working environment in NGO.
- To find out various job portals available on internet for candidates.
- To understand reason of absenteeism of employees.

5.SCOPE OF STUDY

- Speaks about this study hiring Practice process by Ashman Foundation. detailed description of Hiring Practice Process is studied and reported.
- Recruitment and Selection process is studied and reported.
- This study compares the Recruitment & Selection process followed by Ashman Foundation, with the actual/standard
- Recruitment & Selection process carried out in the organization.
- Preparing the Recruitment policy for different categories of employees.

6. NEED OF STUDY

- The most important part of research is to produce information that can be used without search engines. Research is also the basis for system development and policy everywhere in the world.
- It also solves some existing anxiety problems. Research is important because we can learn more about things, people and events. By doing research, we are able to make wise decisions.
- Marketing research is important because it allows consumers and manufacturers to become familiar with the products, goods, and services around them.
- Research is important to society because it allows us to discover more and more that can make life easier, comfortable and safe.
- Displays additional details of the investigation.
- This allows for development based on extensive knowledge and learning.
- It is very important. Research encourages a variety of ways to find solutions to problems and to make new discoveries.
- Research is a fundamental ingredient of development and therefore serves as a means of rapid economic development.

7.CONTRIBUTION DURING SIP

I have done my internship in HR department of Aashman Foundation During my internship program, I gained lot of experience about NGO environment. I have done my task mainly on recruitment and selection. The major documents must need to keep in personal file: such as Appointment Letter, Aadhar Card, Passport, Email -Id and Reference Check, And Employee Information. I prepare those documents. And all the co-workers, staffs and all the higher level of employees and the lower level of employees are strongly connected and communicate with one another on daily basis. So that, the upper-level employees know about the lower-level employees job performance and their problems and also try to solve that problem within a short period Significant pleasant and unpleasant incidences happen when I am working in this organization as an internee (HR department), so I am not much familiar with this organization. But it was a generous gladness for me that the organization gives the opportunity to work on the ground of recruitment and selection procedures. All HR department personnel have supported me very well. I have learned lot of things from this study which will help me to build up my carrier. I really enjoyed my internship in Aashman Foundation During my internship period no unpleasant incident has happened.

8.LIMITATION

Some candidates and companies cannot be confident with the security of an online application.

Sometimes the online application operates slowly and loses information during submission.

- Due to the COVID-19 pandemic internship was conducted online i.e., Work from Home.
- Unable to observe candidates' non-verbal skills properly due to virtual mode.
- Due to Virtual mode some queries were not solved properly.
- Company used Discord App as a communication Platform, so there was difficulty to operate it at the starting.

9. RESEARCH METHODOLOGY

Methodology refers to the systematic method consisting of enunciating the problem, formulating a hypothesis, and collecting the facts or data, analyzing the facts and reaching certain conclusions either in the form of solutions towards the concerned problem or in certain generalizations for some theoretical formulation. It includes the process of gathering, recording and analyzing critical and relevant facts about any problem in any branch of human activity. It refers to critical searches into study and investigation of problem/ proposed course of action/hypothesis or a theory.

1.Sources of Data

The data and information of this report are collected from.

2. Primary sources.
3. Secondary sources.
4. Personal interview.

Primary sources: The data were collected through personal interview and discussion. Two sets of questionnaires were prepared to carry out the study. The subject matters of the questionnaire were related to the objectives. It will then circulate among the key personnel of Aasmaan Foundation.

Secondary sources: Annual Report, Brochure, Job Description, Apollo Hospital, Bangladesh, Policy, Standard Operating Procedure (SOP), Booklet, Published Materials, Training Materials and web site of Aasmaan Foundation.

Personal Interview: The interview sessions were conducted with some Junior Officer, Senior Officer and HR Manager of the organization.

10.FINDINGS

- **Less Authority for HR:** Managing Director is the sole and important approve finally for any business or functional choice. Only after receiving the authorization from the Managing Director, HR Division starts all their functioning as per requirement and technique.
- **Don't Follow Modern Rules:** In Current HR management always talks to include line manager in HR Practices. This organization involves both HR manager, line managers in their recruitment and selection processes.
- **Lack of training:** In Human Resource division does not organize Training program for final candidates. 4.Huge Pressure: They cannot make sure that all the code of behavior is followed by the employees because of the huge pressure of recruitment.

11.CONCLUSION

- After completing internship, I have understood the hiring practices and its process in NGO.
- I have successfully solved the problems faced by candidates in NGO.
- I have successfully searched for job opportunities on internet which has helped candidate for future benefit.
- Solved various queries of employees and understood their reason of absences of employees.

12.SUGGESTION

- 1.Need to improve connections on LinkedIn to attract new candidates.
2. Blogs should be posted to active socially.
3. Communication gap should be filled with training processes.

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