

PROFESSIONAL TRAINING

at

SIGNWARE TECHNOLOGIES

Submitted in partial fulfillment of the requirements for the award of

Bachelor of Commerce

By

SINDHU GANESH

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**DEPARTMENT OF BUSINESS ADMINISTRATION
SCHOOL OF MANAGEMENT STUDIES**

SATHYABAMA

**INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)**

Accredited with Grade "A" by NAAC

JEPPIAAR NAGAR, RAJIV GANDHI SALAI, CHENNAI - 600 119

APRIL 2023



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

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DEPARTMENT OF BUSINESS ADMINISTRATION

BONAFIDE CERTIFICATE

This is to certify that this Professional Training Report is the bonafide work of SINDHU GANESH (40740341) who carried out the Professional Training at "SIGNWARE TECHNOLOGIES" under our supervision for a period of 3 MONTHS from 02-01-2023 to 30-03-2023

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Submitted for Viva Voce Examination held on **08.05.2023**

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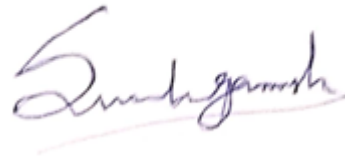


External Examiner

DECLARATION

I SINDHU GANESH (40740341) hereby declare that the Professional Training done by me under the guidance of Dr.K.Sasirekha (Internal) F.Aalfana (External) at Signware Technologies Pvt.Ltd 10B, Murugesan street, Balavinayagar Nagar, Arumbakkam, Chennai – 600106 is submitted in partial fulfillment of the requirements for the award of Bachelor of Commerce.

DATE: **29.04.2023**

A handwritten signature in blue ink, appearing to read 'Sindhu Ganesh', with a horizontal line underneath.

PLACE: **CHENNAI**

SIGNATURE OF THE CANDIDATE

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ABSTRACT:

Induction is the process by which new employees are integrated into an organization so that they become productive as soon as possible. In order to ensure that this happens quickly and effectively, the process needs to be planned, managed and adopted into the organization's overall training plans. Orientation or Induction is the first important step in the process of human resource management. It involves familiarization of the newly appointed employees to the work environment of the organization as well as to the fellow employees.

This project titled "A Study On Importance of Induction Process" aims to understand the importance and the effectiveness of the induction process in Signware Technologies. Through this project, the researcher wants to analyze the opinion of the employees about the induction programme conducted in Signware Technologies. This study also helps to determine the relationship between the induction input and opinion about the employee output

Responses are collected through questionnaire for this project. A Sample of 110 employees has been chosen for this study. Simple percentage analysis, one way Anova and correlation analysis are used to analyze this project statistically.

We recommend that employee induction should last more than one day, usually 2-5 days. Employee induction should always start with HR's welcome from the appointed host from that department, who is responsible to guide newcomer through department in order to introduce him to the other. Based on the other findings, suitable suggestions have been given to the management.

CHAPTER 1

INTRODUCTION

IMPORTANCE OF INDUCTION:

Recruitment and Training are a major cost to any organization. Employers therefore need to maximize staff retention to ensure that this investment is not wasted. The initial impression of an Organization on an employee usually stays with them, and it is therefore important to make this experience a positive one. The New members of staff need to have basic information about their terms and condition of employment, immediate working environment. People whatever their industry or profession, want to know how they fit into the organization as whole and how their work relates to that of other people and other departments. Naturally they also want to meet their colleagues and line managers. All these things should be covered in an Induction Scheme. However, all too often there is no formalized system for ensuring that this takes place.

Recruits are left to 'pick things up as they go along' or taken on the traditional handshake tour. This is simply asking the new employee to adopt an indifferent attitude towards the organization, thereby reducing the chances of that employee staying long enough to contribute their full potential. Labour turnover cost money too. In addition it reveals an unacceptable wastage of an organization's human resources; the most valuable assets it has. Induction Programme assists in reducing labour turnover by integrating new employees effectively into the organization.

THE PROCESS OF INDUCTION:

Induction is the process by which new employees are integrated into an organization so that they become productive as soon as possible. In order to ensure that this happens quickly and effectively, the process needs to be planned, managed and adopted into the organization's overall training plans. In order to arrive at an induction action plan there are three main questions to be considered.

- What should we tell them?
- Who should tell them?
- When should they be told

1.1 WHAT SHOULD WE TELL THEM?

There are five main categories of information that should be given to new employees.

A. ORGANISATIONAL INFORMATION

This should include information about the Organization including size, history, and if appropriate details of who the parent company is and/ or its subsidiaries. It is important that employees know exactly who it is that they are working for.

B. PROCEDURAL INFORMATION

This comprises information concerning organizational procedures which affect all members of staff. The information provided should include:

- Terms and conditions of employment
- Disciplinary and grievance procedures
- Safety & House Keeping procedures
- Rules on entering and leaving the premises.
- Various Formats systems

C. JOB INFORMATION

This relates to what is necessary for a new employee to know in order to do a job effectively. The information provided should include:

- A job description detailing the major tasks and accountability of the job.
- Details of any training which is involved.
- Procedures for obtaining equipment, stationery, or tools.
- A copy of relevant sections of an organisation EXHIBIT as it is important to inform recruits not only of what they have to do but also why it is important and how it fits into the department and organization.

D. PERSONAL INFORMATION

This is the area which affects a new employee's private life and personal needs, for example; how salaries are paid, where to eat, and the location of the toilet facilities. Everybody has anxieties on starting a new job and to have to ask about these fundamentals only adds additional stress.

E. TEAM INFORMATION

Team information will provide knowledge of all those things which will encourage employees to integrate into the working group. This category needs to cover the informal as well as formal aspects of working life, e.g. the fact that we all go for a pint at lunch time on Fridays' can be more important to this process than knowing who the shop steward is.

1.2WHO SHOULD TELL THEM?

The golden rule governing the passing on of information is that when in doubt, the informant should be the new employee's immediate line manager or supervisor. However, there are a number of people who could be involved.

A. THE HUMAN RESOURCES DEPARTMENT

The main role of the Human Resources department in Induction is in devising and maintaining an effective system. Initial Induction may be done in group sessions or individually, depending on the organization. In either case personnel should be responsible for providing information on specialist areas such as contracts of employment, administrative procedures of the organization, Leave administration, safety & housekeeping activities etc. They can also be responsible for passing on organizational and procedural information.

B.THE IMMEDIATE BOSS

This is the person who has the greatest vested interest in an effective Induction procedure and who is responsible for ensuring that the employee gets the right balance between job, personal and group factors. Induction also represents an ideal opportunity for boss and subordinate to get to know one another and to start developing their working relationship. Responsibility for the Induction of a new recruit should never be delegated. Other people in the department may become involved, but the immediate line manager should introduce them to the new employee and follow up to ensure that their work has been satisfactorily carried out.

C.ON JOB- TRAINER

It can be of great benefit to give some responsibility for Induction to one of the new employee's fellow workers. It can give the new recruit an opportunity to make a 'friend' which will be particularly helpful in the passing on of personal and group information.

Every working group develops its own unwritten customs and habits and for someone to unwittingly contravene these customs can be both embarrassing and humiliating.

D.THE SHOP STEWARD / STAFF REPRESENTATIVE

New employees should be introduced to their shop steward or staff representative. As well as being able to provide information, these people are important in making sure that the new employee is aware of the channels of communication within an organization.

E.DIRECTOR OR SENIOR MANAGER

A short interview with one of the new recruit senior line managers will allow the recruit to recognize senior management and can give a wider appreciation of the role of the department. It also gives the manager an opportunity to meet every new recruit and to monitor the effectiveness of the Induction programme.

1.3 WHEN SHOULD THEY BE TOLD?

Induction is a continuing process and may well spread over several days or weeks after the recruit starts work. New employees are only able to take in a limited amount of information at any one time, and the aim of a systematic induction programme should be to cover all the ground in the shortest effective time.

A. PRE-EMPLOYMENT

The Induction process begins during recruitment and selection. Before joining an organization, the new employee should be aware of the important terms and conditions of employment, and these should have been provided in writing. However, the recruit also needs to be given specific instruction for the starting day. These should include:

- Where and when to report

- Who to ask for
- What to bring
- Where to park

Employers should also prepare for the recruit's arrival by providing:

- All equipment, clothing, safety wear etc.
- A timetable for people who are involved in inducting the new employee.

B. DAY ONE

Whatever the size of the organization, what happens on the first day at work makes a big impression. Recruits should therefore be made to feel welcome by everybody that they meet. It is usual for new employees to report to the personnel department who will cover the essential paper work with an employee either as part of a group induction or individually before taking them along to their department.

Once all the necessary paperwork has been completed bank details, Provident Fund, ESIC forms etc, organizational and procedural information (Employee Hand Book) should be given. This should include disciplinary and grievance procedures etc.

New employees should be introduced to the people that they are going to work with so that there are some familiar faces in the department the next day. This should include the on-job trainer allocated to the recruit. It is important to remember to restrict the information given on day one in order to maximize what is retained by the employee.

C. IN THE DEPARTMENT

The aim of department Induction is to ensure that new employees settle down into their work and that their levels of performance reach a set standard as soon as possible. The complexity and length of the departmental Induction programme will vary according to the job. Individuals should have their Induction programme detailed to them by their immediate line manager or supervisor. This means that they will understand what has been planned for them and will also allow them the opportunity to prepare questions in advance, minimizing the tendency to only think of important things after the event. The areas covered at this stage are job information and personal information. These can be given by the immediate line manager or supervisor and the on-job trainer. The extent of the role of the on-job trainer will be dependent on their skills and experience.

D. FOLLOW-UP INDUCTION

After a week, the new employee should be settled into the organization. Some will find this easier than others and some may develop problems which are potential reasons for leaving. All starters should therefore be followed-up individually and problems and concerns dealt with before they result in a possible resignation. A formal follow-up Induction also gives the opportunity to impart further information. Ex.; Education and Training facilities or transfer policies, which it was not appropriate to cover in the initial induction period. All new employees will have questions after this length of time and will probably want to know more about the organization. It may therefore be appropriate to arrange a tour of another part of the company, Ex.; Corporate Office, Head Office or staff visits to all groups of companies etc.

1.4 SPECIAL INDUCTION IN SOME SPECIAL CASES

While the principles outlined so far are the guidelines to good Induction, there are some special cases. These require additional considerations over and above the normal Induction process.

A.FRESHERS FROM THE INSTITUTIONS / COLLEGE LEAVERS

Most Technical Training Institutions (ITI) and Engineering college leavers will be nervous and excited about starting work and therefore need to be put at ease as soon as possible. They need to develop a positive attitude towards work and an effective Induction programme provides an opportunity to ensure that any initial interest and enthusiasm which exists is developed and encouraged.

The Induction programme for Fresher needs to place particular emphasis on ensuring that they appreciate their importance to the organization and understand where their job fits into the greater whole.

In order to build commitment, there is a need to place considerable emphasis on why something should be done or done in a certain way, rather than just giving instructions. Opportunities for training and development should also be clearly outlined.

The use of an on-job trainer or ‘mentor’ can be of particular benefit to this category of new employee. A Fresher confidence can easily be destroyed and such assistance will help ensure that they do not break any of the ‘unwritten laws’ of the workplace, as well as aiding the formal Induction process.

In Fresh Graduate Induction tend to see their own objectives simply in terms of their own subject and need to develop an appreciation of the constraints in which they will work. Management trainees need to understand the ‘businesses.

For this process to be fully effective, it is essential that a Graduate’s Induction programme involves undertaking specific jobs or tasks at all stages. This will ensure that Induction is perceived by the Graduates as relevant. This helps to maintain their motivation and interest. An effective Induction programme should recognize this and place particular emphasis on skills training. This will build confidence and enable the employee to feel that they can make a worthwhile and valued contribution to the organization.

1.5 HOW INDUCTION IS CARRIED OUT

Whatever the size or resources of an organization, Induction should be;

- Part of a systematic plan
- Written down
- Recorded at each stage as completed
- Constantly monitored

A. LARGE ORGANISATIONS

In large organizations with a personnel and training department, group inductions can be arranged. These can cover the organizational and procedural information categories. It is useful to use visual aids such as films and slides whenever possible, as what is seen makes more impact than what is heard. Specialists should be used wherever possible to talk about their own subjects. These should include;

- ⇒ The Manager – HR (Terms and conditions of employment)
- ⇒ The Security Officer (Security policies and procedures)
- ⇒ The Health and Safety Officer (Accident reporting and standards of health and safety procedures)
- ⇒ Concern department heads (About the department proceedings)

B. SMALL ORGANISATIONS

In small organizations with no personnel and Training department it is not possible to arrange group Inductions. Induction programme therefore need to be specifically tailored to each individual's needs from day one. The Induction will be wholly the responsibility of the new employee's immediate line manager or supervisor. The same checklist for large organizations can be used, but the line manager or supervisor will have to decide who is best qualified within the organization to cover the various items.

This will then mean arranging meetings with specialist members of staff including;

- The person responsible for wages and salaries.
- The union / staff representative.
- Managers / supervisors from other departments.

It is essential that everybody involved is fully aware of the programme and the role that they are expected to play in it.

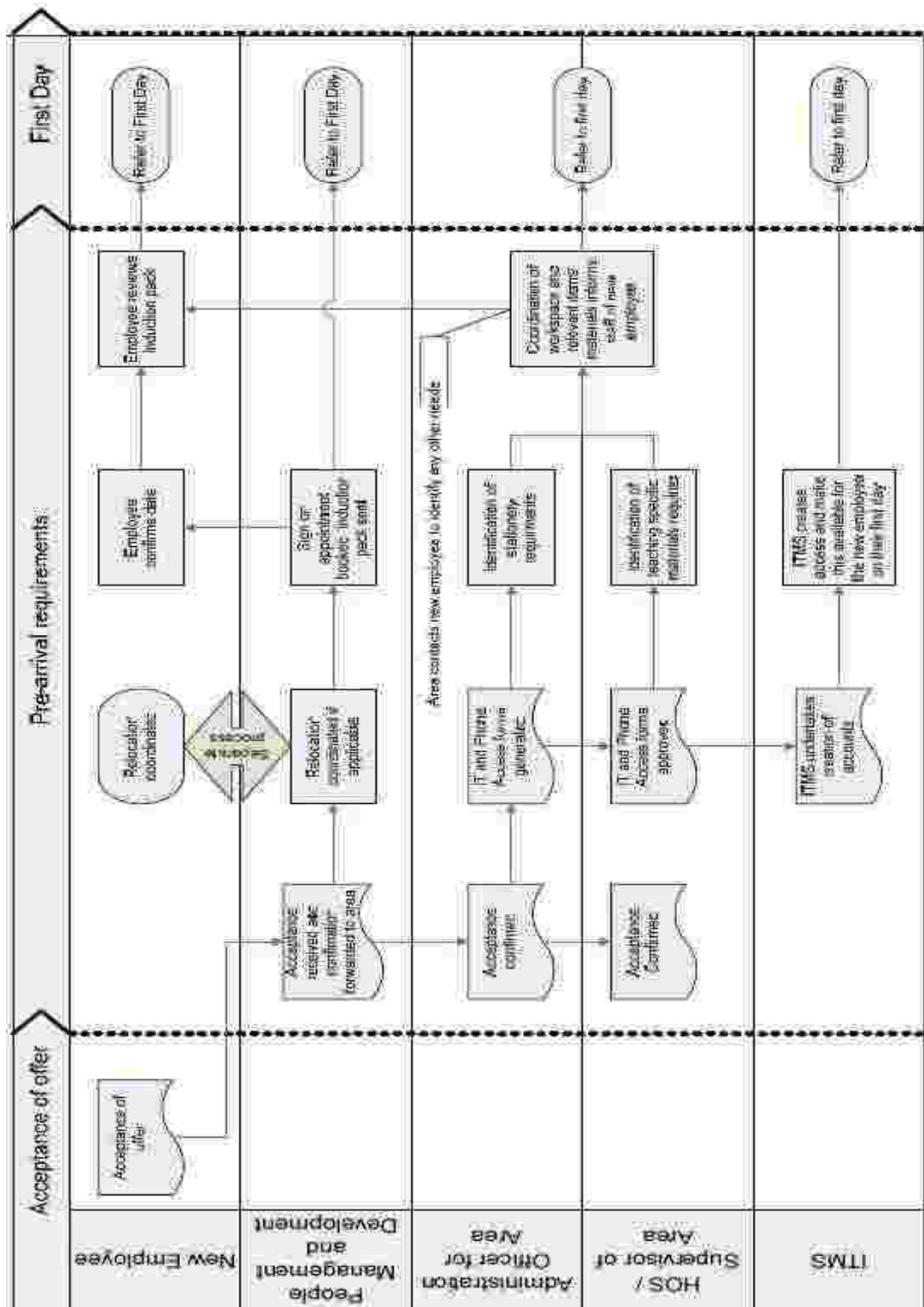
1.6 INDUCTION CHECK LIST

The Induction Check List is a planner, which the HR department has to frame the planning of the new recruiter has to follow. Here is a model format for HR department, like that the concern HOD has to prepare the check list how to give the induction to the new recruiter in his department.

NAME OF THE EMPLOYEE:		DATE OF JOINING:		
DEIGNATION:		DEPARTMENT:		
S.No	SUBJECT	RESPONSIBILITY	SIGNATURE (HOD)	REMARKS
1 .	ORGANISATIONAL INFORMATION A) GROUP INFORMATION • Name • History • Products / Services • Locations B)COMPANY INFORMATION • Name • Organisation • Product / service • Customers • Managers' names C) WELFARE AND BENEFITS • Canteen • Lockers • Medical • Sports • Social • Share option			
2 .	PROCEDURAL INFORMATION A)CONTRACT OF EMPLOYMENT • Hours of work • Notice periods • Wages / Salary • Where /when/how • Bonus schemes • Sickness • Notification • Certification • Pay • Holidays • Pay slip B) RULES AND PROCEDURES • Company rules • Misconduct • Codes of dress • Disciplinary			

	• Appeal			
S.NO	SUBJECT	RESPONSIBILITY	SIGNATURE (HOD)	REMARKS
3.	C)COMMUNICATION PROCEDURES • Trade union • Staff council • Internet and using D)MANPOWER DEVELOPMENT POLICIES • Performance appraisal • Increment,promotions,tranfers DEPARTMENT INFORMATION • Organization names • Rules, meal breaks • Clocking in clocking • Out job description • Equipment standards of performance hours			

FLOW CHART OF THE INDUCTION PROCESS

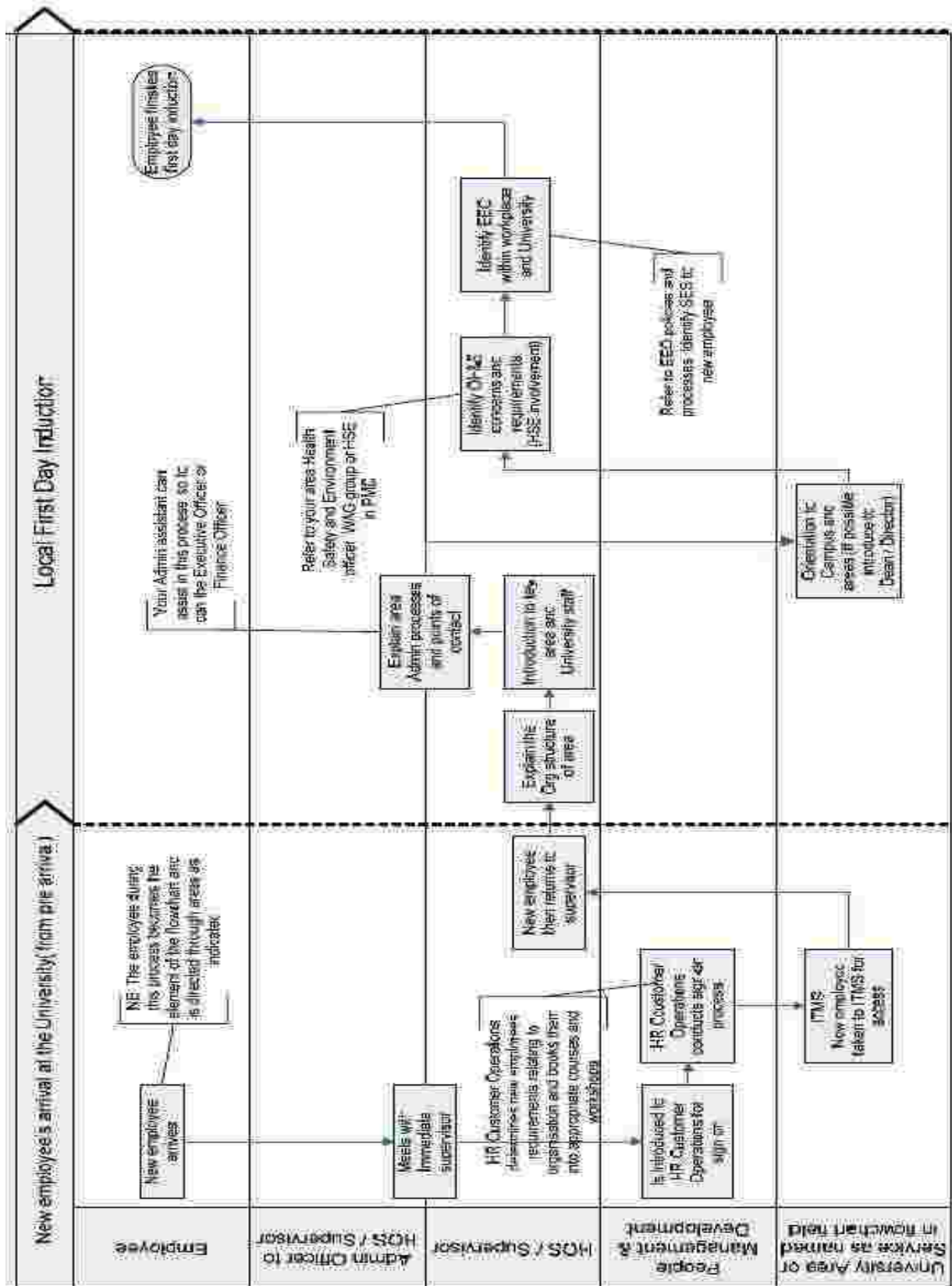


People and management development (PMD) will identify to you when the new employee has accepted the letter of offer for their position in the organization. Once this has occurred, PMD will start the initial relocation process (if applicable), forward an induction package to the new employee and book them into a sign-on appointment on their first day at work. However, you have a role in this process as well. As indicated below, you need to coordinate resources for the new employee to begin work. The checklist identifies the need for sourcing the induction program.

FIRST DAY OF THE INDUCTION PROGRAM:

New employees will base their view of the organization on the results gained on their first day. Therefore it is essential that this day be informative and the employee aware that they have support mechanisms that they can rely upon during their employment. The following information should be followed and completed within the first day of the employee arriving. It is not prescriptive, and can be customised to suit your requirements. Ideally it would be expected that whilst the new employee was waiting for their sign-on that you or a delegate would introduce them to some of the other first day requirements. You could even take them to ITMS to secure their IT and Phone access. Although completion of each of the elements listed following must occur the sequence in which they are conducted is not overly important. The following items have been listed in this manner purely for ease of use. The procedural EXHIBIT for the first day of the induction program is given below.

FIRST DAY OF THE INDUCTION PROGRAM



FIRST WEEK OF THE INDUCTION PROGRAM:

Each new employee of the organization will have differing requirements depending upon the type of appointment being made. As such the following checklist items have been separated to cover Academic appointments, Research based appointments and General (Administrative) appointments. There may be cases when a new employee is employed across multiple sectors. As such, you may use whichever lists suit your particular needs. If you identify that an additional requirement is needed then you may engage in that also. Although completion of each of the elements listed following must occur the sequence in which they are conducted is not overly important. The following items have been listed in this manner purely for ease of use.



1.7 INDUSTRY PROFILE

INDIA IT INDUSTRY:

The Indian information technology (IT) industry has played a major role in placing India on the international map. The industry is mainly governed by IT software and facilities for instance System Integration, Software experiments, Custom Application Development and Maintenance (CADM), network services and IT Solutions. According to Nasscom's findings Indian IT-BPO industry expanded by 12% during the Fiscal year 2009 and attained aggregate returns of US\$ 71.6 billion. Out of the derived revenue US\$ 59.6 billion was solely earned by the software and services division. Moreover, the industry witnessed an increase of around US\$ 7 million in FY 2008-09 i.e. US\$ 47.3 billion against US\$ 40.9 billion accrued in FY 2008-09.

IT Outsourcing in India:

As per NASSCOM, IT exports in business process outsourcing (BPO) services attained revenues of US\$ 48 billion in FY 2008-09 and accounted for more than 77% of the entire software and services income. Over the years India has been the most favorable outsourcing hub for firm on a lookout to offshore their IT operations. The factors behind India being a preferred destination are its reasonably priced labor, favorable business ambiance and availability of expert workforce. Considering its escalating growth, IBM has plans to increase its business process outsourcing (BPO) functions in India besides employing 5,000 workforces to assist its growth.

In the next few years, the industry is all set to witness some multi-million dollar agreements namely:

- A 5 year agreement between HCL Technologies and News Corp for administering its information centers and IT services in UK. As per the industry analysts, the pact is estimated to be in the range of US\$ 200-US\$ 250 million
- US\$ 50 million agreement between HCL Technologies and Meggitt, UK-based security apparatus manufacturer, for offering engineering facilities.

- Global giant Walmart has short listed their Indian IT dealers namely Cognizant Technology Solutions, UST Global and Infosys Technologies for a contract worth US\$ 600 million

India's domestic IT Market:

India's domestic IT Market over the years has become one of the major driving forces of the industry. The domestic IT infrastructure is developing contexts of technology and intensity of penetration.

In the FY 2008-09, the domestic IT sector attained revenues worth US\$ 24.3 billion as compared to US\$ 23.1 billion in FY 2007-08, registering a growth of 5.4%. Moreover, the increasing demand for IT services and goods by India Inc has strengthened the expansion of the domestic market with agreements worth rising up extraordinarily to US\$ 100 million. By the FY 2012, the domestic sector is estimated to expand to US\$ 1.7 billion against the existing from US\$ 1 billion.

Government initiative in India's domestic IT Market:

- The Indian government has established a National Taskforce on IT with an aim of formatting a durable National IT Policy for India
- Endorsement of the IT Act, which offers an authorized structure to assist electronic trade and electronic operations.

Major investments in India's domestic IT Market

- According to Andhra Pradesh Government the state's SEZs and Software Technology Parks of India (STPI) will witness an investment of US\$ 3.27 billion in the next few years.
- VMware Inc, San Francisco-based IT firm is looking forward to invest US\$ 100 million by 2010 in India.
- EMC Corporation's total Indian assets is expected to reach US\$ 2 billion by 2014

Future of Indian IT Industry

The Indian IT sector persists to be one of the flourishing sectors of Indian financial system indicating a speedy expansion in the coming years. As per NASSCOM, the Indian IT exports are anticipated to attain US\$ 175 billion by 2020 out of which the domestic sector will account for US\$ 50 billion in earnings.

In total the export and domestic IT sector are expected to attain profits amounting to US\$ 225 billion along with new prospects from BRIC nations and Japan for its outsourcing operations.

1.8 COMPANY PROFILE

ABOUT US

Signware Technologies is a software development company based in Chennai established in 2005. We take pride in introducing ourselves as one of the top Software and website development company in Chennai and most creative and ingenious among our peers, in this industry. We provide the latest technology and most innovative solutions, allowing us to give our customers the best service possible. We believe in working with the client, rather than for the client. This gives us an opportunity to understand the exact needs of the client. We provide the most effective and performance oriented company to our customers. In a very short span of time we have been able to make a name for ourselves in our field. We primarily develop a full life cycle software development and engineering services to independent software vendors, systems companies and companies offering enterprise, cloud, web, social networking, media and mobile applications. And also develop web-sites and web based applications, our area of expertise includes Web Design & Maintenance, Flash based Websites, Web application development, 2D-3D animation, Mobile Phone application development, Domain Name Registration, Search Engine Optimization (SEO). Our key technological expertise include, but is not limited to, Database Administration(DBA), Dot Net, PHP, C#, DHTML, CSS, Flash, Photoshop, JAVA & Android.

The company develops markets, sell and support software products, web-sites and offers turnkey solutions to customers. Signware provides offshore programming services, Application Development and Integration Services, Web Design and Development Services. Our development centre focuses on timely delivery of quality and meaningful secured Solutions, at an affordable price, that foster measurable results and satisfaction to our clients.

QUALITY POLICY

Our Quality Objectives:

- To achieve 'Timely' and Zero Error delivery.
- To achieve minimum 30% of business growth every year.
- To provide customer support immediately and within 24 hours.
- To Achieve 100% Customer Satisfaction.
- To deliver minimum 90% orders on time.

SERVICES

- Software Designing & Development
- Web Development
- Social Media Marketing
- Internet Marketing
- ERP/CRM Implementation
- Recruitment

SOFTWARE DESIGNING & DEVELOPMENT:

Our software development process consists of complete Software Development Life Cycle that includes Requirement Analysis, Architecture and Design. We have experienced Project Managers who have undertaken Software development using various methodologies.

Software Application Development Services from Signware are innovative and aimed at providing new trends in the field of software designing and development. This is done in accordance with the software development standards to produce compatible software solutions.

a. Enterprise Application

We design Enterprise applications to interface or integrate with other enterprise applications used within the organization, and to be deployed across a variety of networks (Internet, Intranet and corporate networks) while meeting strict requirements for security and administration management. We understand your business, so our products work in liaison with your existing technology thus making it easier than ever to do your business.

- Customer Relationship Management (CRM)
- Enterprise Resource Planning (ERP)
- HR Management
- Enterprise Application Integration (EAI)

b. Security Application

Your business depends upon the security of your data and software. Secure Application Security provides direct access to subject matter experts who pro-actively manage the organizations security architecture, allowing the organizations internal teams to focus on core business requirements. Signware has developed modules especially for security of data and network. Our experts can do an analysis of your existing system and can point out loopholes in your network and can develop solutions for 24X7 secure environment, such that you can always be worry-free and focus on the more crucial issues of core business.

WEB DEVELOPMENT:

Web designing means planning, creation & updating of a website. It also involves in information architecture, user interface, colors, images, fonts as well as icons designing. The different types of tasks are like: Designing, Creating an icons, Creating banner and some other types of things are also involved in making a web pages are called designing. It is most creative and the enthusiastic work for us. As, we know that any common people cannot design a website pages because it is the work of a high professional people or you can say web development company.

There are different types of companies around the world; they are not taking up responsibilities of web designing because these types of work can be done only with the high professionals, having experience of more than 2 years in development and website designing. While creating a website keep in mind what is the requirement of our client and what types of services they are going to provide to their customer. Different types of website are created with different types of logic, requirement and purposes. It is 100 per cent sure that any types of website are not similar to the other website designing or having article data or other types of data.

a. Web Application

We can program your ideas from simplest web applications to all-encompassing custom business solutions, our experts can solve your problems in the most simple and cost-effective manner. The iBusiness application is a customized ERP tool for various levels of management for corporate. Our expertise over multiple platforms, programming tools has helped us establish ourselves as an all-round web application company.

b. Open Source Solutions

Cost-Effective, simple and fast! Alternative to commercial software, Open-Source solutions are cost-effective and a good developer can develop some very good application using them. Our talented team of developers knows open-source software to their core and can develop excellent products that are reliable, secure and work in most efficient manners.

Our open-source expertise include, but are not limited to: PHP, MySQL, JAVA, Objective C, among others.

SOCIAL MEDIA MARKETING

The Social Media universe expands exponentially and keeping track of its varied nuances requires an in-depth understanding of the logic that drives diverse social media platforms. Take, for instance, the inherent difference between the tonalities of LinkedIn and Facebook. They are two opposite ends of the spectrum and it would be totally disastrous to adopt the tone of one onto the other.

Signware structures result-oriented Social Media Optimization strategies for its clients, which are devised to deliver maximum ROI. We identify points of synergy across the social media platform which creates an engaging conversation between the potential end-user and the product, thereby making your business grow.

INTERNET MARKETING

a. Search Engine Optimization:

Four out of every five web-site visit starts with a search engine query. Unpaid or organic search results, can also improve the web traffic. Our experts understand how search engines work. We provide total makeover to your website, by optimizing it for maximum hits. The page rank of your website improves automatically and thus improves productivity of your website drastically.

b. Social Media Optimization:

Social media marketing improves the value and recognition of a brand by spreading it over social media website. Corporate messages can be easily shared and spread to hundreds of users via social media. We create Social Media marketing programs for almost every major Social Media website, Twitter, Facebook, LinkedIn, Youtube, Instagram, Blogger etc. We do detailed analysis of trends and, develop ways to improve brand recognition and value on these platforms. **Nothing is better than word of mouth advertisement.**

ERP/CRM IMPLEMENTATION

Successful implementation of any business system demands the adoption of a well-planned and methodological approach. Our professional consultants provide the services needed to manage and integrate your new business systems into the day-to-day operations of your company.

While every enterprise has knowledge of its resources and customer base, very few companies have consolidated a comprehensive enough database of information to achieve a complete view of its business processes. Optimization of this information - channeling, defining, analyzing and using it is the key to achieving organizational efficiency.

RECRUITMENT

Within our diversity of coverage, Charterhouse looks to deliver a tailored and specialized approach to provide a service based upon expertise and market intelligence. Our teams of Consultants are market leaders within their market verticals.

First time in India, an organization has stepped up to provide the “Training in Recruitment skills” to college students. Researchers conducted across India have confirmed that majority (60%) of the jobs available in HR field are basically in recruitment. With the phenomenal growth of IT and Telecom sectors in the last decade, there is a big need for the employable MBA HR students in the recruitment arena.

During this training, students are empowered with the world class manpower staffing processes and the industry endorsed techniques. In addition, the secrets of core recruitment practices are also shared to the young budding HR students. Students are given a practical chance to do the real time recruitment. State of the art classroom provides extra support to the practice sessions.

CHAPTER 2

REVIEW OF LITERATURE

1. Organizations invest a lot on their employees in terms of induction and training, developing, maintaining and retaining them in their organization. Although, there is no standard framework for understanding the employees satisfaction and training need process as whole, a wide range of factors have been found useful in interpreting employee induction program in the organization. Kevin et al. (2004).
2. Workforce optimization, the organisation's success in optimizing the performance of the employees by establishing essential processes for getting work done, providing good working conditions, establishing accountability and making good hiring choices would retain employees in their organisation. The importance of gaining better understanding of the factors related to recruitment, motivation and retention of employees is based on the induction program for the organization. (Badawy, 1988; Basta and Johnson, 1989; Garden, 1989; Parden, 1981; Sherman, 1986).
3. Satisfaction represents an effective response to specific aspects of the job or career and denotes the pleasurable or positive emotional state for the employees working in the organization resulting from an induction training program of one's job or career (Locke, 1976; Porter et al., 1974; Williams and Hazer, 1986).
4. A critical review of what has been written about new employees induction programs seems to suggest that there are a plethora of opinions on the benefits of this process and how it should be undertaken. For instance, Wong (2002) asserts that new employee induction programs should include mentors that are able to work with new employees and help them assimilate into the larger culture of the organization. However, Wong asserts that new employee induction programs need to be more than just mentoring relationships. According to this author, new employee induction programs need to include ongoing support from the organization. (Wong 2002).

5. While mentoring is clearly viewed as a salient means for facilitating better outcomes for educators, experts contend that there are other issues that need to be taken into consideration when developing new employee induction programs. Specifically, Clement (2000) reports that new employee induction programs must include rigorous methods of assessment that allows administrators to monitor and shape the development of the new employee of the organization. Wong, Britton and Gasnor support this view noting that, "Induction is a highly organized and comprehensive form of staff development, involving many people and components that typically continue as a sustained process for the first two to five years". Thus it is essential to ensure that the new recruit develops all of the skills necessary to provide comprehensive development to all employees. (Wong, Britton and Gasnor) 2005.
6. Employees have a strong need to be informed. Employees feel comfortable to stay longer, in positions where they are involved in some level of the decision-making process which was influenced by the effectiveness of the induction training that was given to the employees of the organization. That is employees should fully understand about the organizational culture and climate and act according to the issues that affect their working atmosphere. (Magner et al. (1996).
7. Organisational commitment is an effective response to the whole organisation and the degree of attachment or loyalty employees feel towards the organisation. Job involvement represents the extent to which employees are absorbed in or preoccupied with their jobs and the extent to which an individual identifies with his/her job. The degree of commitment and loyalty can be achieved if management they enrich the jobs, empower and train employees properly. (Brooke et al., 1988)
8. Empowerment of employees could help to enhance the continuity of employees in organisations. Empowered employees where managers supervise more people than in a traditional hierarchy and delegate more decisions to their subordinates. Superiors empowering subordinates by delegating responsibilities to them leads to subordinates who are more satisfied with their leaders and consider them to be fair and in turn to perform up to the superior's expectations. All these makes employees to be committed to the organization and chances of quitting are minimal. (Keller and Dansereau, 1995), (Malone, 1997)

9. Sharing of information should be made at all levels of management. This accessibility of information would lead to strong performance from the employees and creating strong corporate culture Meaghan et al. (2002).
10. These include the five core job characteristics identified by Hackman and Oldham (1975, 1980): skill variety, which refers to the opportunity to utilize a variety of valued skills and talents on the job; task identity, or the extent to which a job requires completion of a whole and identifiable piece of work - that is, doing a job from beginning to end, with visible results; task significance, which reflects the extent to which the job has a substantial impact on the lives or work of other people, whether within or outside the organisation; job autonomy, or the extent to which the job provides freedom, independence, and discretion in scheduling work and determining procedures that the job provides; and job feedback, which refers to the extent to which the job provides information about the effectiveness of one's performance (Tor et al., 1997).

OBJECTIVES OF THE STUDY

The following are the objectives of the study undergone at Signware Technologies

PRIMARY OBJECTIVE

To study about the effectiveness of the induction program at Signware Technologies

SECONDARY OBJECTIVES

- To analyze the opinion of the employees about the induction programme.
- To understand whether the induction program is well structured and pre-planned
- To assess the explanations given about the rules and regulations relating to the organization including Office hours, dress code, sick leave and payroll policies

- To know whether the initial study material provided is enough to understand the company procedures.
- To determine the relationship between the induction input and opinion about the employee output.
- To offer suggestions for the improvement of the induction programme.

NEED OF THE STUDY:

Orientation or Induction is the first important step in the process of human resource management. It involves familiarization of the newly appointed employees to the work environment of the organization as well as to the fellow employees. Induction is a socializing process by which the organization seeks to make an individual its agent for the achievement of its objectives. The new employees should be oriented to the organization and to its policies, rules and regulations.

An induction or orientation programme is designed to achieve the following objectives of the organization:-

- To build up the new employee's confidence in the organisation and in him/her so that he/she may become an efficient employee.
- To develop among the newcomers a feeling of loyalty towards the organisation.
- To foster a close and cordial relationship among the employees.
- Providing them an overview of some of the important technologies, analysis and design methodologies, testing methodologies, etc.
- Training them on the programming standards, etc. of the organization.

Induction and orientation training programs for new employees are essential these days for all companies in order to ensure that the new employee can adopt the new working environment fast with ease and comfort.

SCOPE OF THE STUDY:

A well developed and organized induction will form a base for future training and development. It can save the high cost of recruitment and selection. Orientation programmes may also be in the form of providing induction training to the new employees where they are familiarized with the work environment and the fellow employees. The new employees are taught basic techniques or methods to do the work for which they are recruited, etc. It results in integration of the new employees with the team.

Induction process offers the below benefits to the company:

- It creates a positive perception of the organization and an understanding of the corporate culture, values, vision, mission and goals.
- It can set a precedent for ongoing training, by showing the employee that the organization is serious about developing his skills to perform his job competently.
- A good induction program can also help in cutting down recruitment costs as new staff is more likely to give longer term commitment to the organization.
- Can benefit from the insights, objectivity and fresh ideas of a new employee. A new employee can also give insights onto how the company is perceived externally.

Induction process offers the below benefits to the employees:

Feel welcomed and comfortable (building relationships)

- It confirms the employee's decision to join the organization.
- It helps to build self-esteem, morale and motivation.
- It establishes good communication and relationship between the employee and his supervisor from the first day.

This makes the employee familiar with the corporate environment, rules, systems and regulations of the organization.

CHAPTER 3

RESEARCH METHODOLOGY

4.1 INTRODUCTION:

This section explains and justifies the research strategy chosen. Research design issues, which include the sampling technique, questionnaire, procedure and data analysis techniques, are addressed.

4.2 RESEARCH DESIGN:

Research Design is the blue print of any research and it's the strategy to integrate the different components of the research project in a cohesive and coherent way. The design used for studying the employee welfare measures is descriptive research.

The research strategy used for the study is survey strategy. Survey is the collection of data from a given population for the purpose of analysis of a particular issue. Here questionnaire is given to the respondents for getting information.

4.3 NATURE OF DATA:

Primary Data

Primary data collection is necessary when a researcher cannot find the data needed in secondary sources. This data is collected from the employees directly by means of collecting the filled questionnaire and interviewing with the workmen of the company for finding their responses for different questions.

Secondary Data

Secondary Data is data collected by someone other than the user. Common sources of secondary data for research include censuses, surveys, organizational records and data collected through qualitative methodologies or qualitative research.

4.4 SAMPLING TECHNIQUE:

The sampling technique used to collect the data from different respondents is convenience sampling. When population elements are selected for inclusion in the sample based on the ease of access, it can be called convenience sampling.

SAMPLE SIZE:

Sample size refers to the number of item to be selected from universe to constitute a sample. 110 respondents working in the HR department were taken.

4.5 METHOD OF DATA COLLECTION:

The data are collected in two ways

- Primary data source
- Secondary data source

PRIMARY DATA SOURCE

The source used for collecting primary data is through **questionnaire** where the population and the sample size are designed.

SECONDARY DATA SOURCE

The data collected from secondary means is through

- Company records
- Websites
- Books
- Records

4.6 TOOLS AND TECHNIQUES USED FOR DATA ANALYSIS:

The tools used for data analysis are

- Descriptive analysis
- Simple Percentage Analysis
- Correlation
- One way ANOVA

DESCRIPTIVE ANALYSIS

Descriptive analysis mean and standard deviation has been analysis by using the variable like Understanding of the company, Includes setting out, Training opportunities, Sincere welcome, Overview of job roles, Communication techniques, Job specific training opportunities, Feel comfortable,Pre-planned,Office hours and payroll policies.

SIMPLE PERCENTAGE ANALYSIS

Simple percentage analysis deals with the demographic factors of the respondents' age, gender and experience.

CORRELATION ANALYSIS

Correlation is the statistical analysis which measures and analyses the degree or the extent to which two variables fluctuate with reference to each other. The correlation measures the closeness of the relationship between the variables. Thus the association of any two variables is known as correlation.

CHAPTER 4

INTERPRETATION AND ANALYSIS

DISTRIBUTION OF RESPONDENTS ON THE BASIS OF AGE

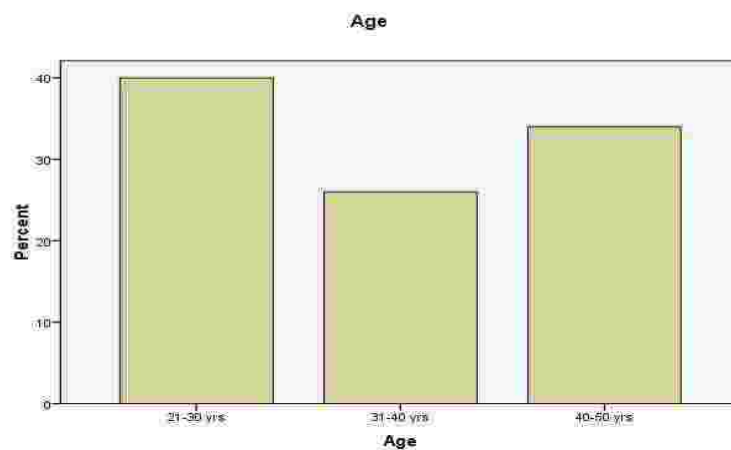
TABLE- 6.1

	Frequency	Percent	Valid Percent	Cumulative Percent
21-30 yrs	44	40.0	40.0	40.0
31-40 yrs	29	26.0	26.0	66.0
40-50 yrs	37	34.0	34.0	100.0
Total	110	100.0	100.0	

INFERENCE

From the above table it is found that 40% of the respondents belong to the age group of 21-30 years, 26% of the respondents belong to the age group of 31-40 years and 34% of the respondents belong to the age group of 41 years and above.

EXHIBIT-6.1 AGE GROUP



DISTRIBUTION OF RESPONDENTS ON THE BASIS OF GENDER

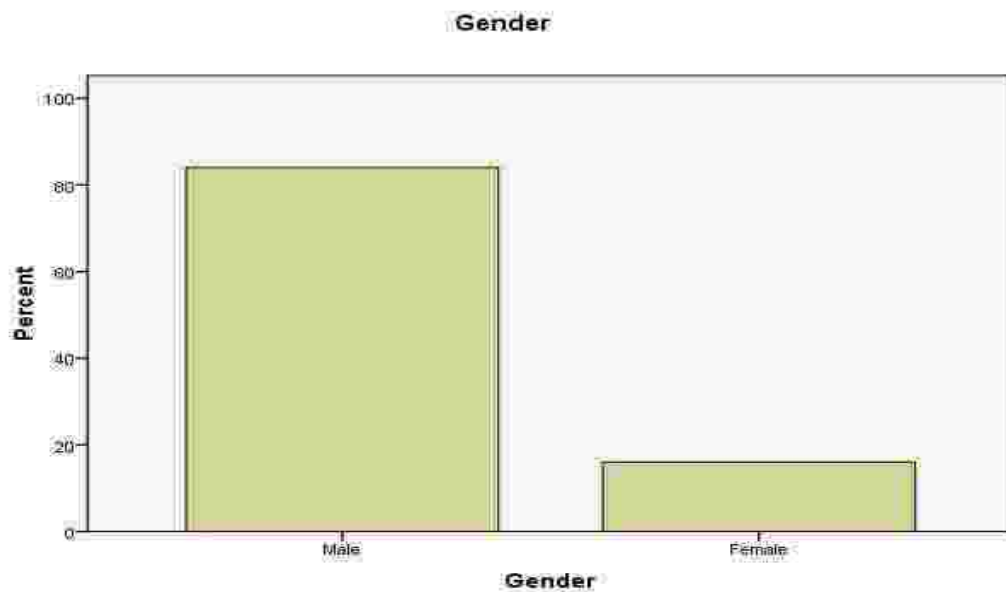
TABLE- 6.2 Gender

Gender	Frequency	Percent	Valid Percent	Cumulative Percent
Male	92	84.0	84.0	84.0
Female	18	16.0	16.0	100.0
Total	110	100.0	100.0	

INFERENCE

From the above table it is found that 84% of the respondents are male and 16% of the respondents are female.

EXHIBIT- 6.2 GENDER



DISTRIBUTION OF RESPONDENTS ON THE BASIS OF EXPERIENCE

TABLE- 6.3 Experience

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid 2 to 5 years	40	36.0	36.0	36.0
6 to 10 years	66	60.0	60.0	96.0
11 to 15 years	4	4.0	4.0	100.0
Total	110	100.0	100.0	

INFERENCE

From the above table it is found that 36% of the respondents belong to 2 to 5 years of experience, 60% of the respondents belong to 6 – 10 years of experience and 4% of the respondents belong to 11 to 15 years & above of experience.

EXHIBIT- 6.3 EXPERIENCE

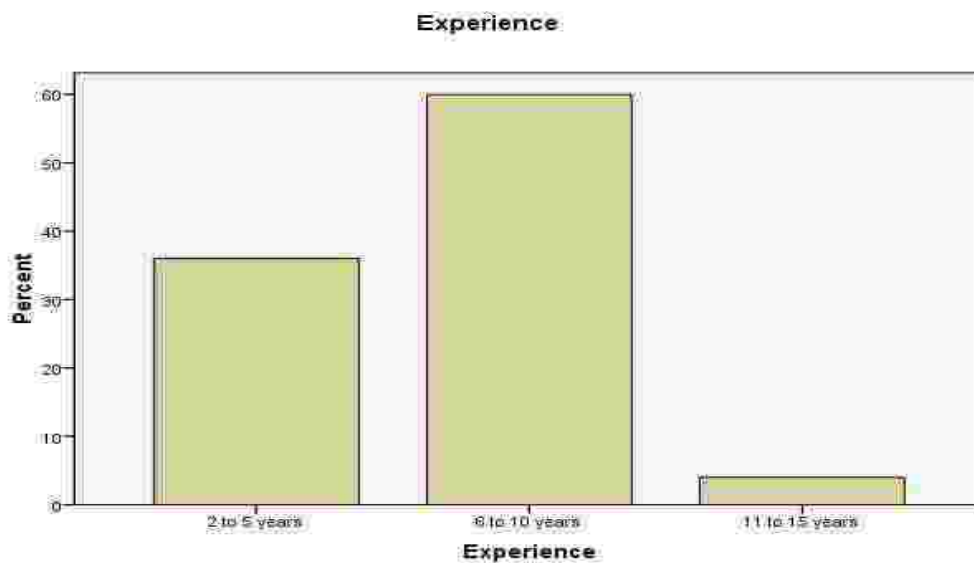
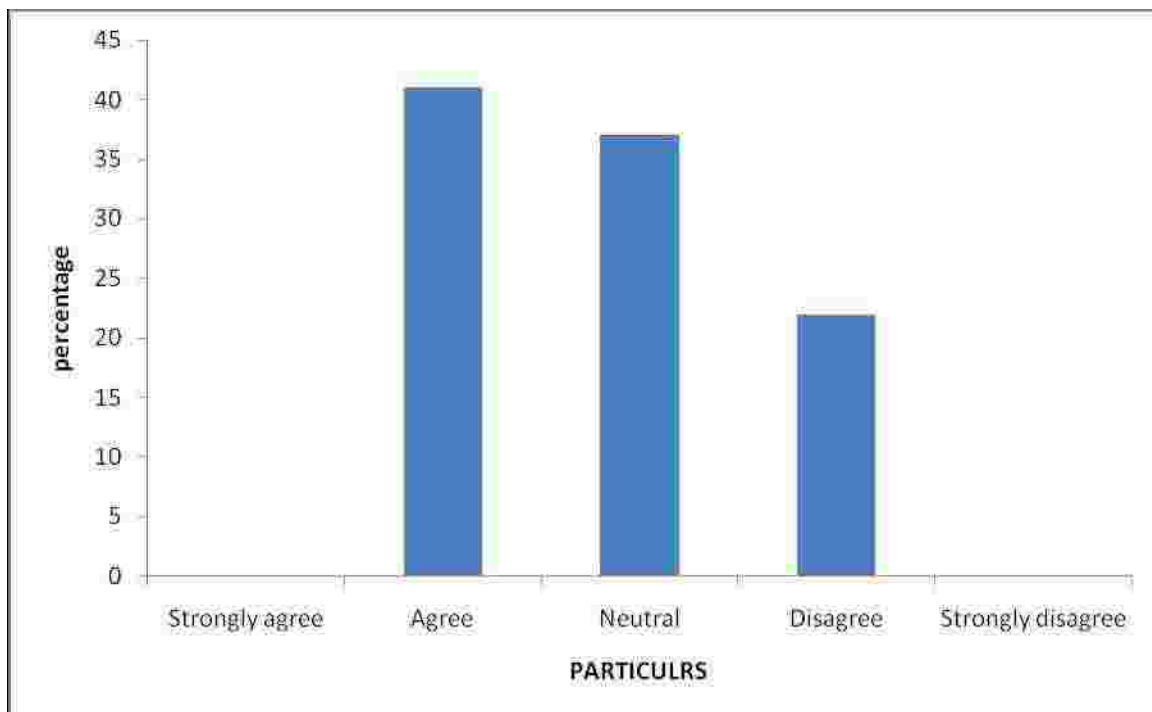


Table: 6.4 ORGANIZATION INDUCTION – SERIES OF STEPS

S.NO	PARTICULARS	NO OF RESPONDENTS	PERCENTAGE
1	Strongly agree	0	0
2	Agree	45	41
3	Neutral	41	37
4	Disagree	24	22
5	Strongly disagree	0	0
	TOTAL	110	100



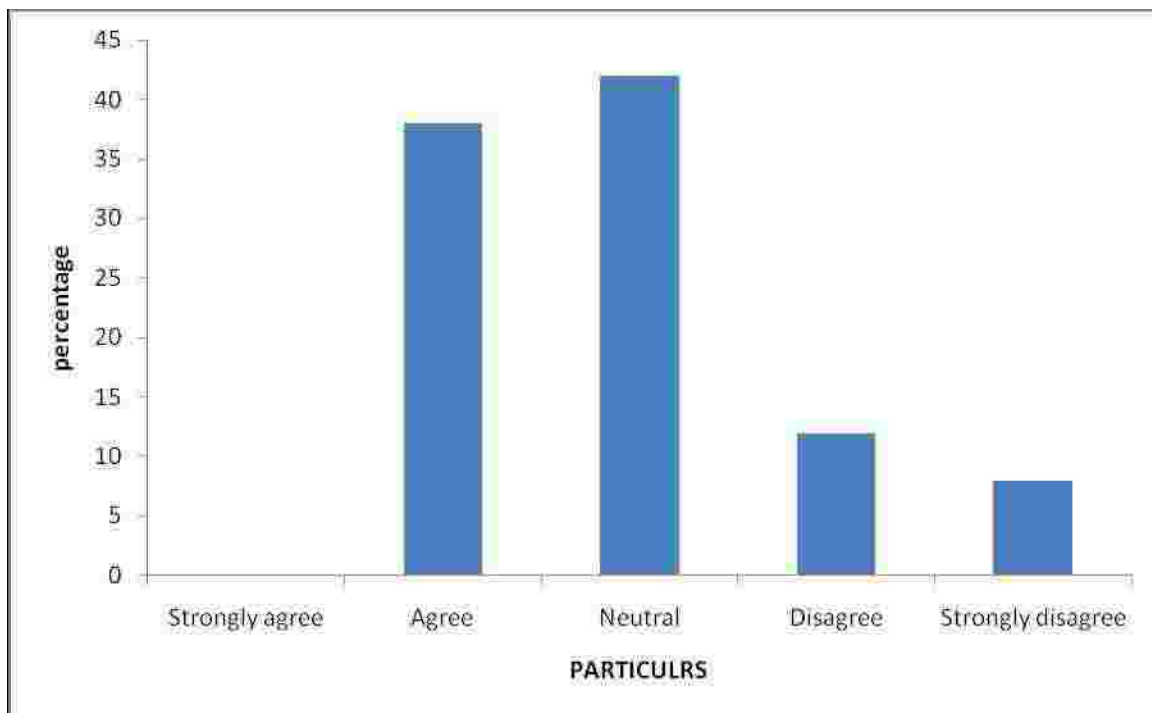
INTERPRETATION:

From the above table it can be interpreted that 41% of the respondents agrees that organization induction involves series of step by step.

Table: 6.5

WORK OBJECTIVES

S.NO	PARTICULARS	NO OF RESPONDENTS	PERCENTAGE
1	Strongly agree	0	0
2	Agree	42	38
3	Neutral	46	42
4	Disagree	13	12
5	Strongly disagree	9	8
	TOTAL	110	100

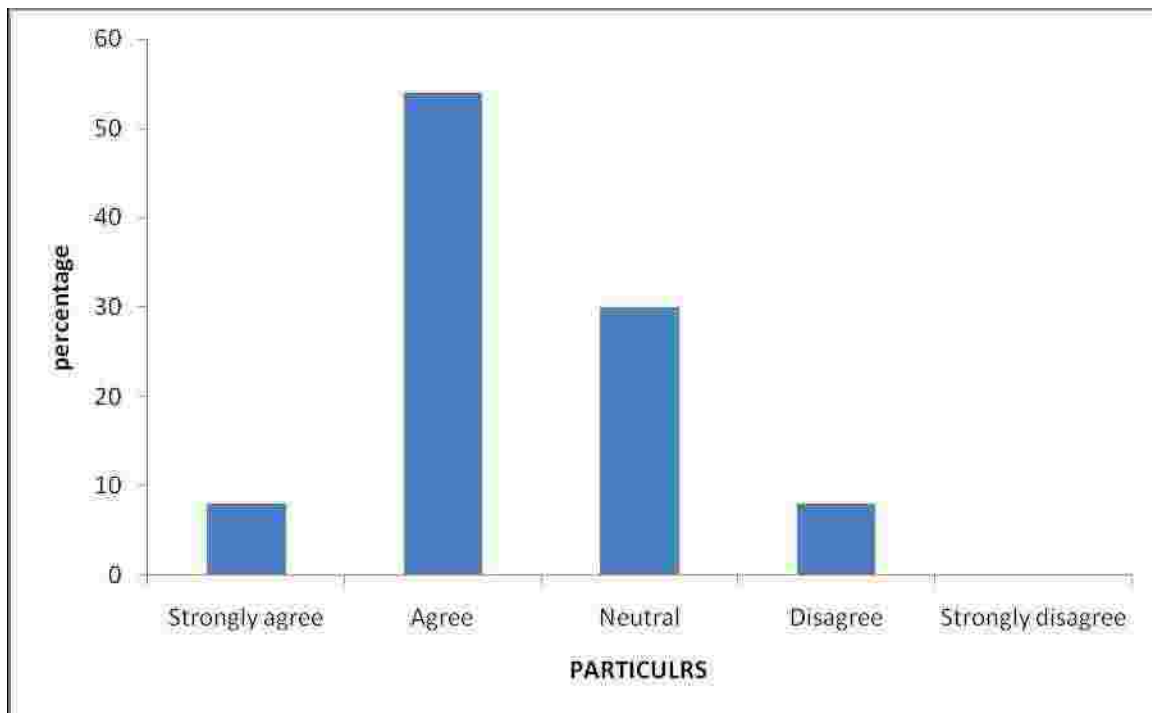


INTERPRETATION:

From the above table it can be interpreted that 42% of the respondents feels that work objectives are useful in organization induction.

Table: 6.6
EMPLOYEE ORIENTATION

S.NO	PARTICULARS	NO OF RESPONDENTS	PERCENTAGE
1	Strongly agree	9	8
2	Agree	59	54
3	Neutral	33	30
4	Disagree	9	8
5	Strongly disagree	0	0
	TOTAL	110	100



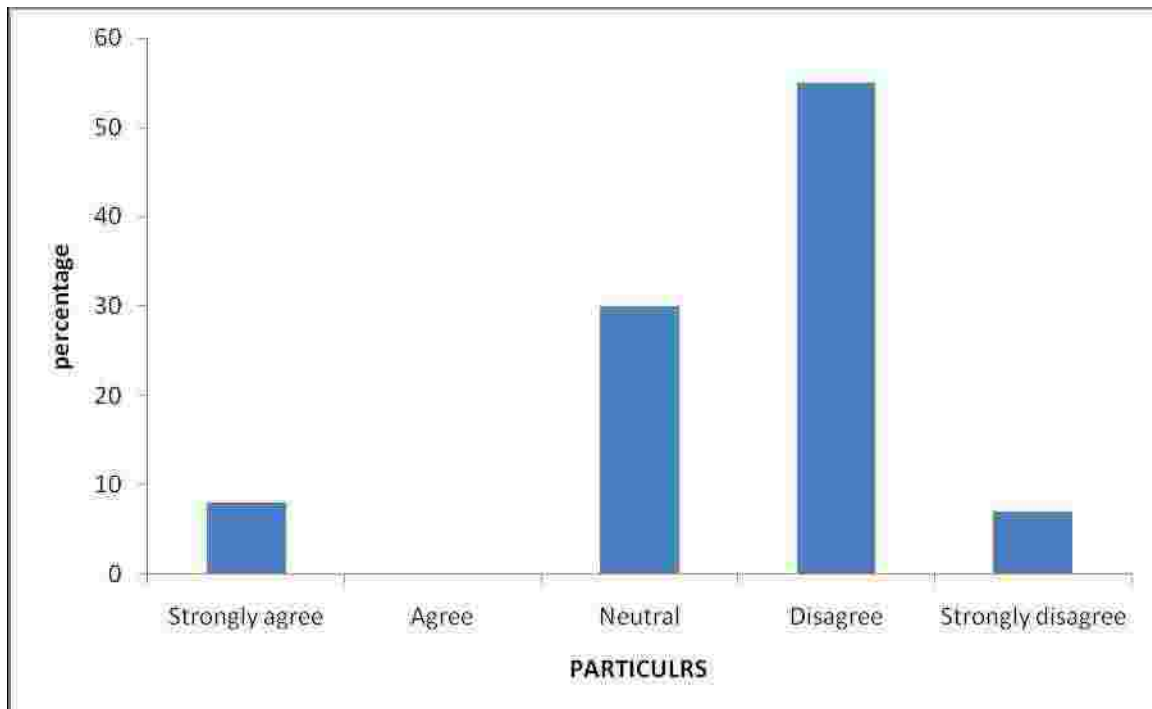
INTERPRETATION:

From the above table it can be interpreted that 54% of the respondents feels that the employee orientation is useful to the work objective.

Table: 6.7

EMPLOYEE ORIENTATION-INTEGRATES

S.NO	PARTICULARS	NO OF RESPONDENTS	PERCENTAGE
1	Strongly agree	9	8
2	Agree	0	0
3	Neutral	33	30
4	Disagree	60	55
5	Strongly disagree	8	7
	TOTAL	110	100

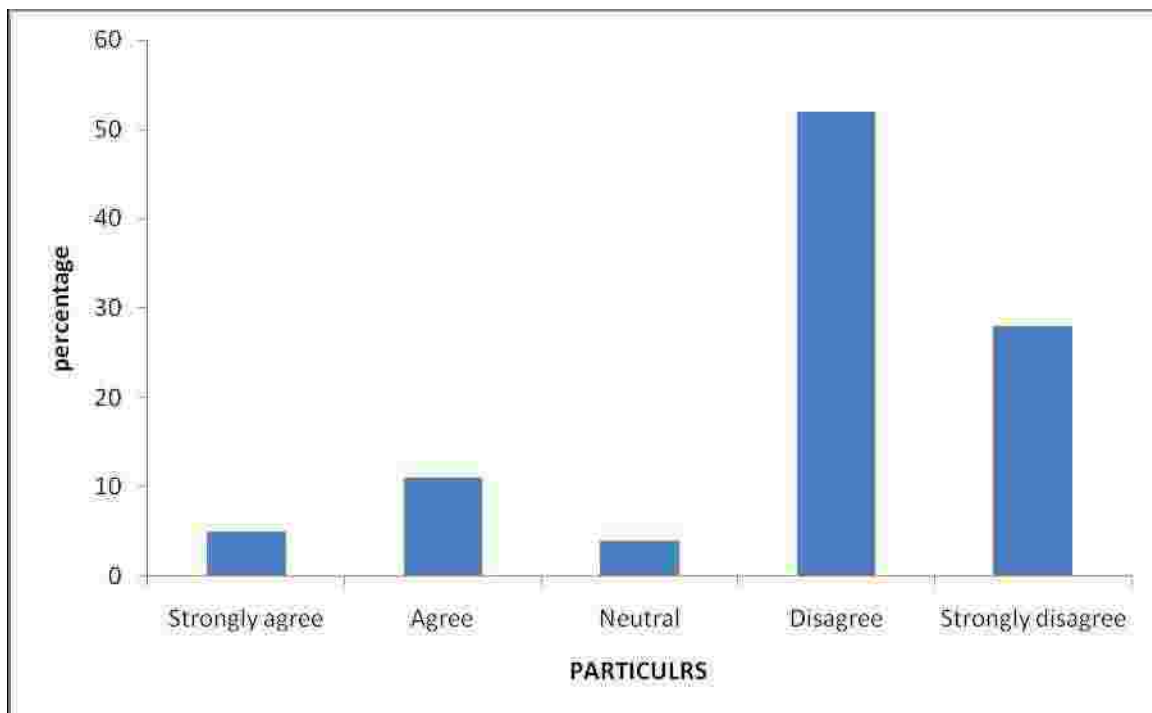


INTERPRETATION:

From the above table it can be interpreted that 55% of the respondents feels that the employee orientation not effective in the employment orientation integrates.

Table: 6.8
KNOWLEDGE INDUCTION

S.NO	PARTICULARS	NO OF RESPONDENTS	PERCENTAGE
1	Strongly agree	6	35
2	Agree	12	11
3	Neutral	4	4
4	Disagree	51	22
5	Strongly disagree	37	28
	TOTAL	110	100



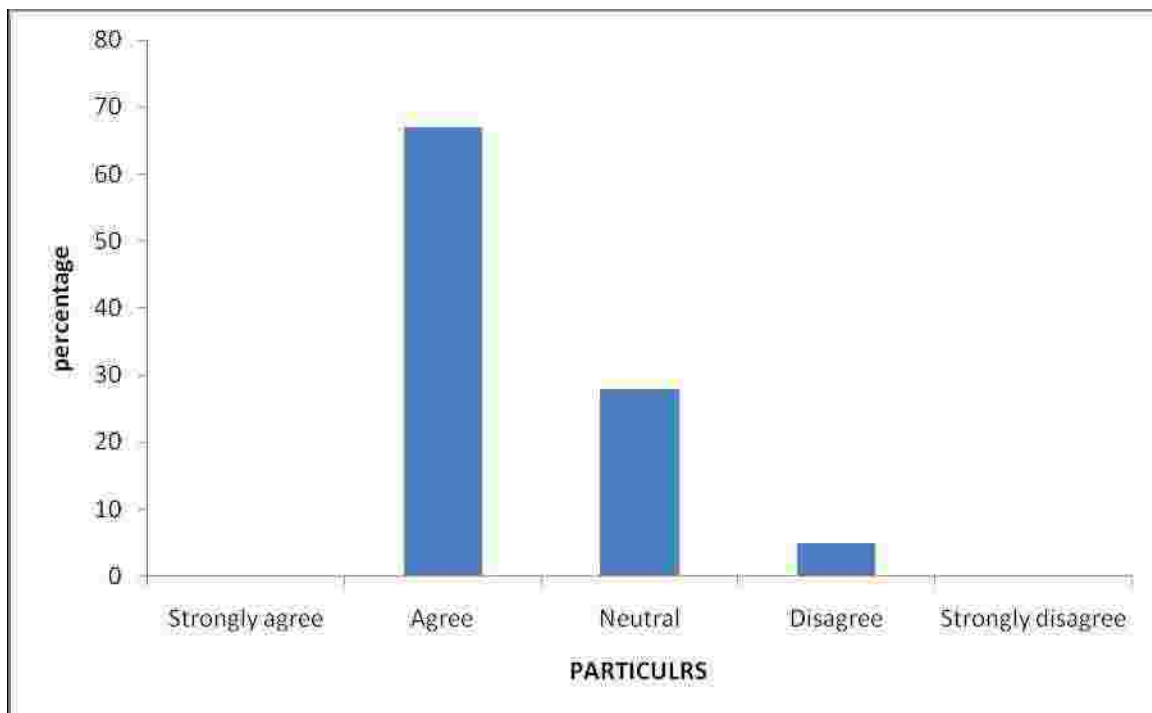
INTERPRETATION:

From the above table it can be interpreted that 52% of the respondents are dissatisfied with the Employee Orientation integrates.

Table: 6.9

NEW EMPLOYEE ORGANIZATION

S.NO	PARTICULARS	NO OF RESPONDENTS	PERCENTAGE
1	Strongly agree	0	0
2	Agree	74	67
3	Neutral	31	28
4	Disagree	5	5
5	Strongly disagree	0	0
	TOTAL	110	100



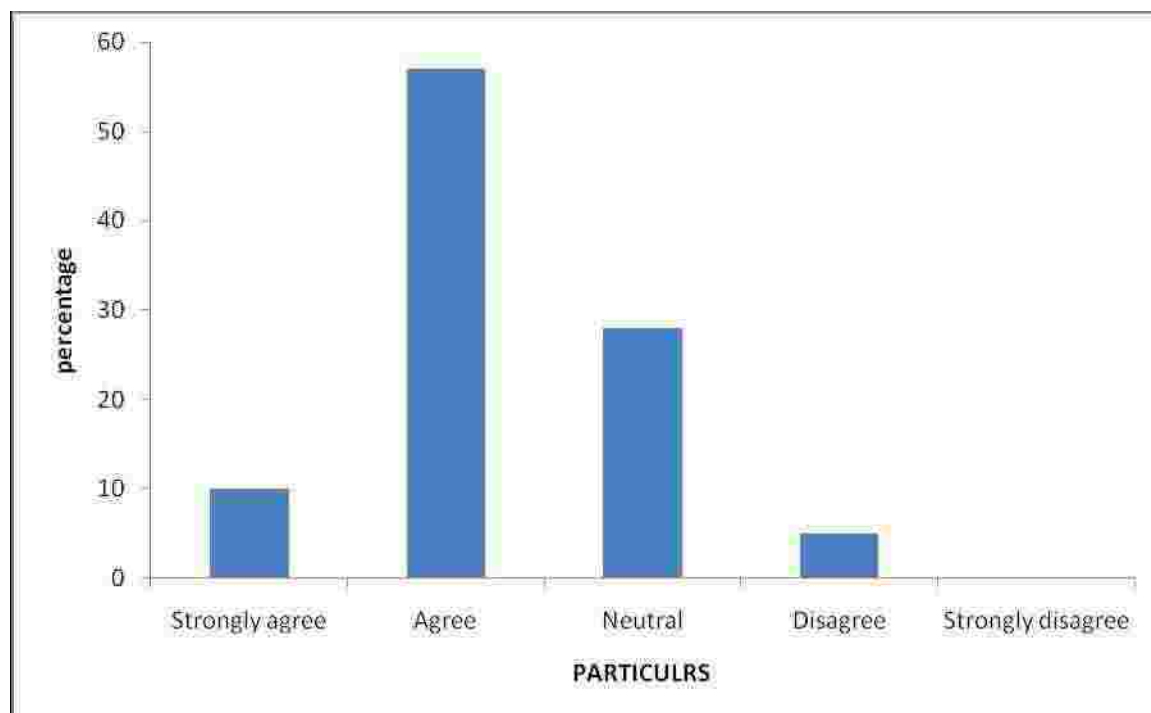
INTERPRETATION:

From the above table it can be interpreted that 67% of the respondents are agreed that new employee organization test will reduce the labor turnover.

Table: 6.10

OVERVIEW OF JOB ROLES

S.NO	PARTICULARS	NO OF RESPONDENTS	PERCENTAGE
1	Strongly agree	11	10
2	Agree	63	57
3	Neutral	31	28
4	Disagree	5	5
5	Strongly disagree	0	0
	TOTAL	110	100



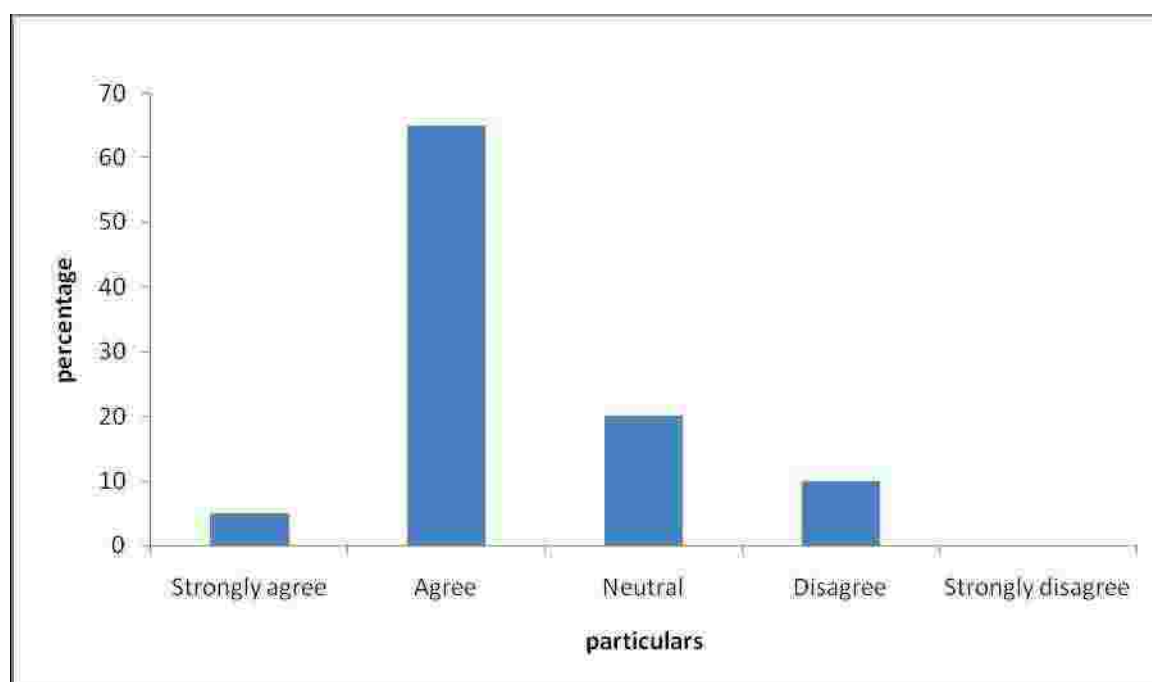
INTERPRETATION:

From the above table it can be interpreted that 57% of the respondents are agreed that jobs roles and description are filled .

Table: 6.11

TRAINING PROCESS

S.NO	PARTICULARS	NO OF RESPONDENTS	PERCENTAGE
1	Strongly agree	5	5
2	Agree	72	65
3	Neutral	22	20
4	Disagree	11	10
5	Strongly disagree	0	0
	TOTAL	110	100



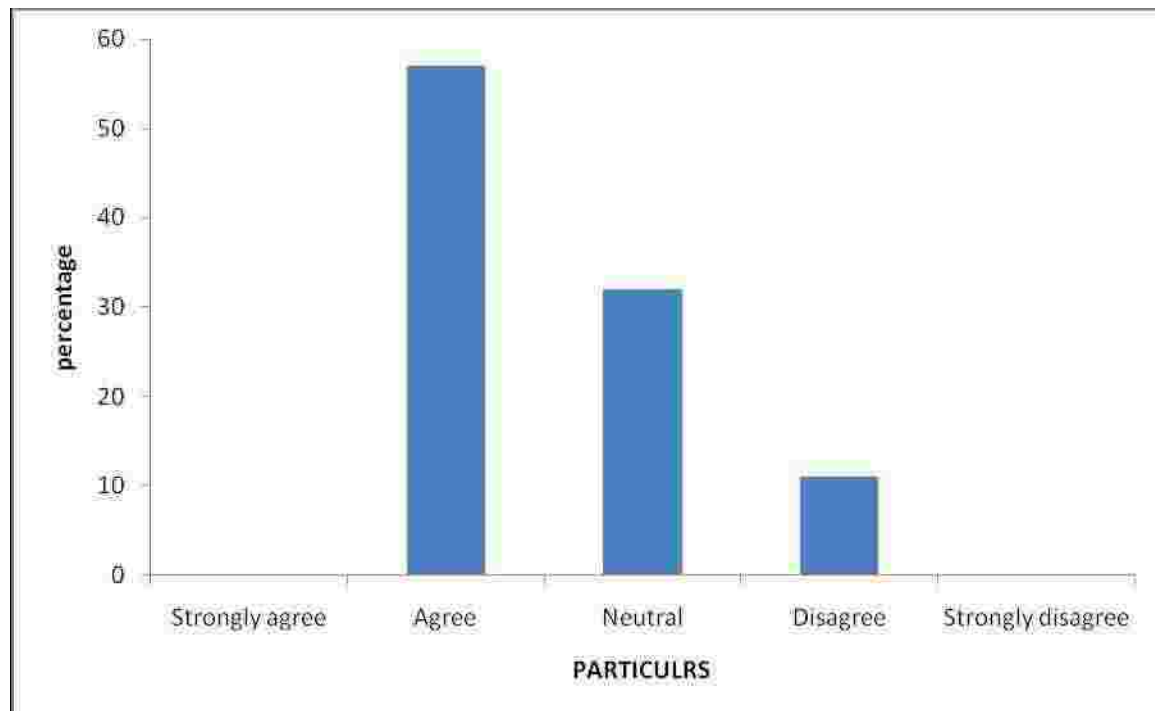
INTERPRETATION:

From the above table it can be interpreted that 65% of the respondents are agreed with the training process .

Table: 6.12

LEARNING AND DEVELOPMENT ORGANIZATION

S.NO	PARTICULARS	NO OF RESPONDENTS	PERCENTAGE
1	Strongly agree	0	0
2	Agree	63	57
3	Neutral	35	32
4	Disagree	12	11
5	Strongly disagree	0	0
	TOTAL	110	100



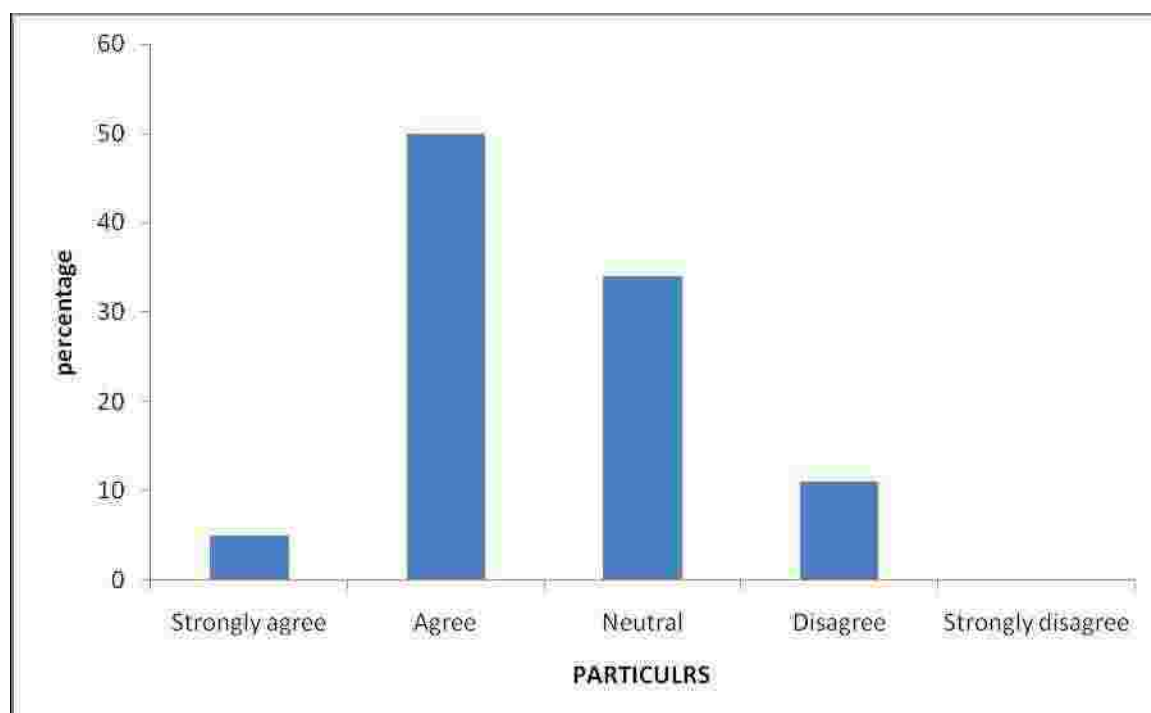
INTERPRETATION:

From the above table it can be interpreted that 57% of the respondents are agreed with the learning and development organization .

Table: 6.13

INDUCTION PROGRAM-COMFORT

S.NO	PARTICULARS	NO OF RESPONDENTS	PERCENTAGE
1	Strongly agree	6	5
2	Agree	55	50
3	Neutral	37	34
4	Disagree	12	11
5	Strongly disagree	0	0
	TOTAL	110	100



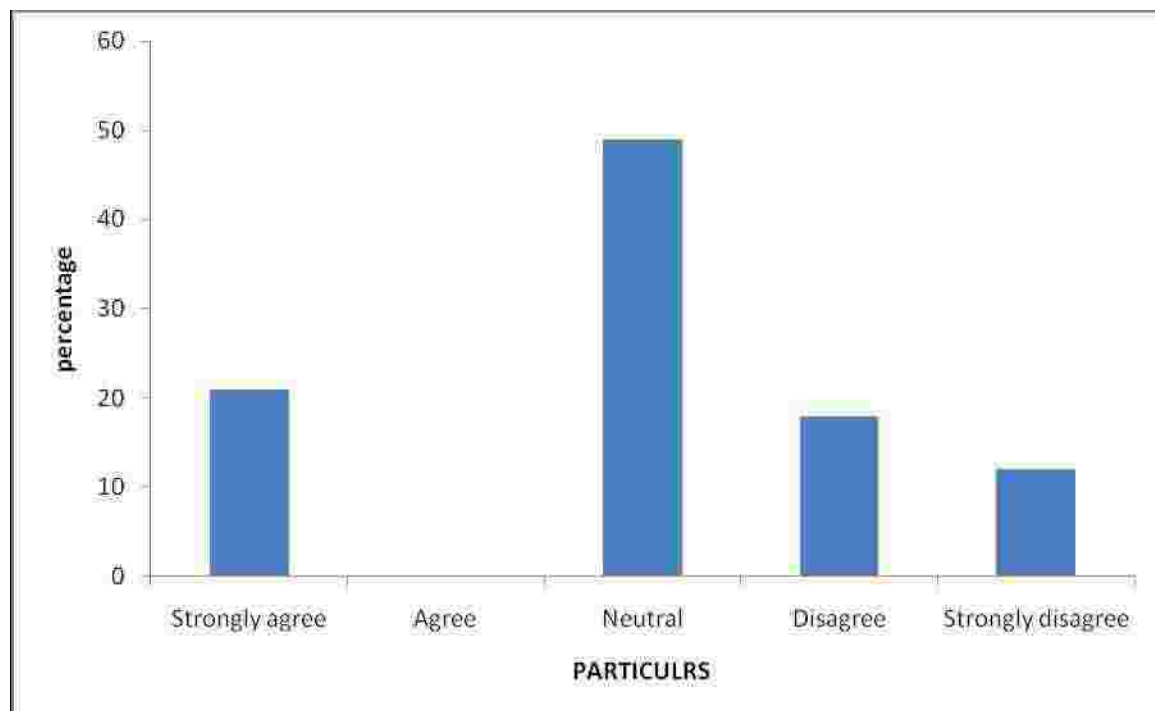
INTERPRETATION:

From the above table it can be interpreted that 50% of the respondents are agreed with induction program.

Table: 6.14

WELL STRUCTURED PROGRAM

S.NO	PARTICULARS	NO OF RESPONDENTS	PERCENTAGE
1	Strongly agree	23	21
2	Agree	0	0
3	Neutral	54	49
4	Disagree	20	18
5	Strongly disagree	13	12
	TOTAL	110	100



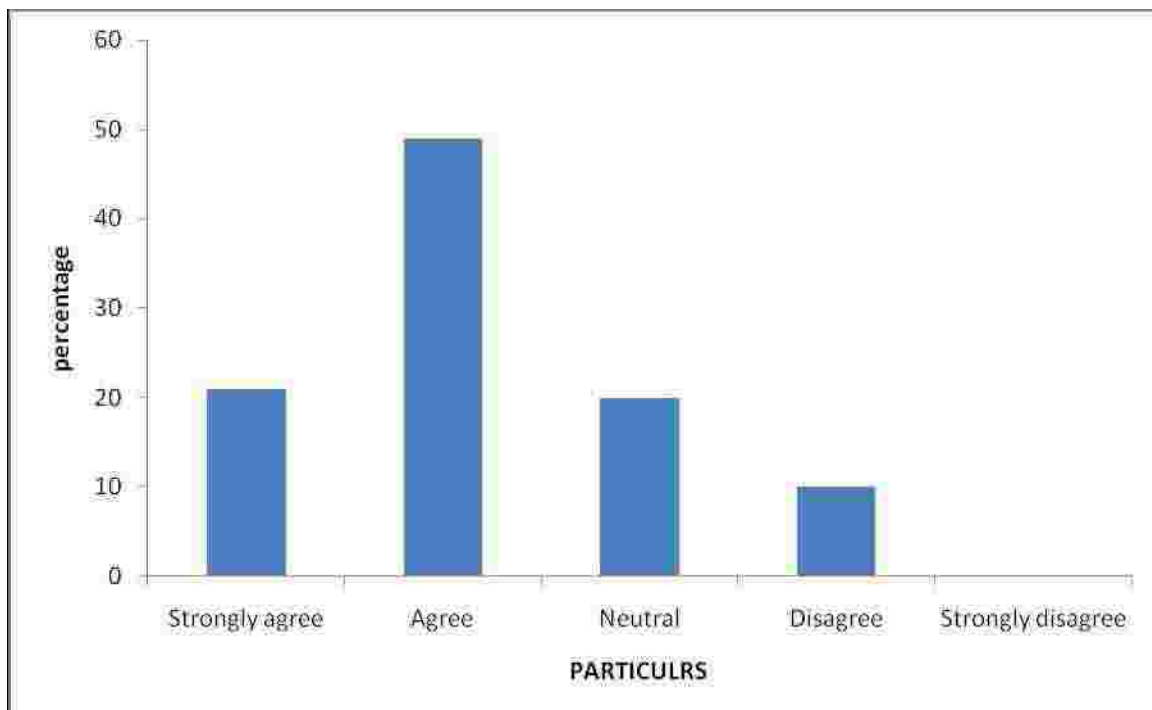
INTERPRETATION:

From the above table it can be interpreted that 49% of the respondents are feels that induction program structure are neutral.

Table: 6.15

PAY ROLL POLICIES

S.NO	PARTICULARS	NO OF RESPONDENTS	PERCENTAGE
1	Strongly agree	23	21
2	Agree	54	49
3	Neutral	22	20
4	Disagree	11	10
5	Strongly disagree	0	0
	TOTAL	110	100

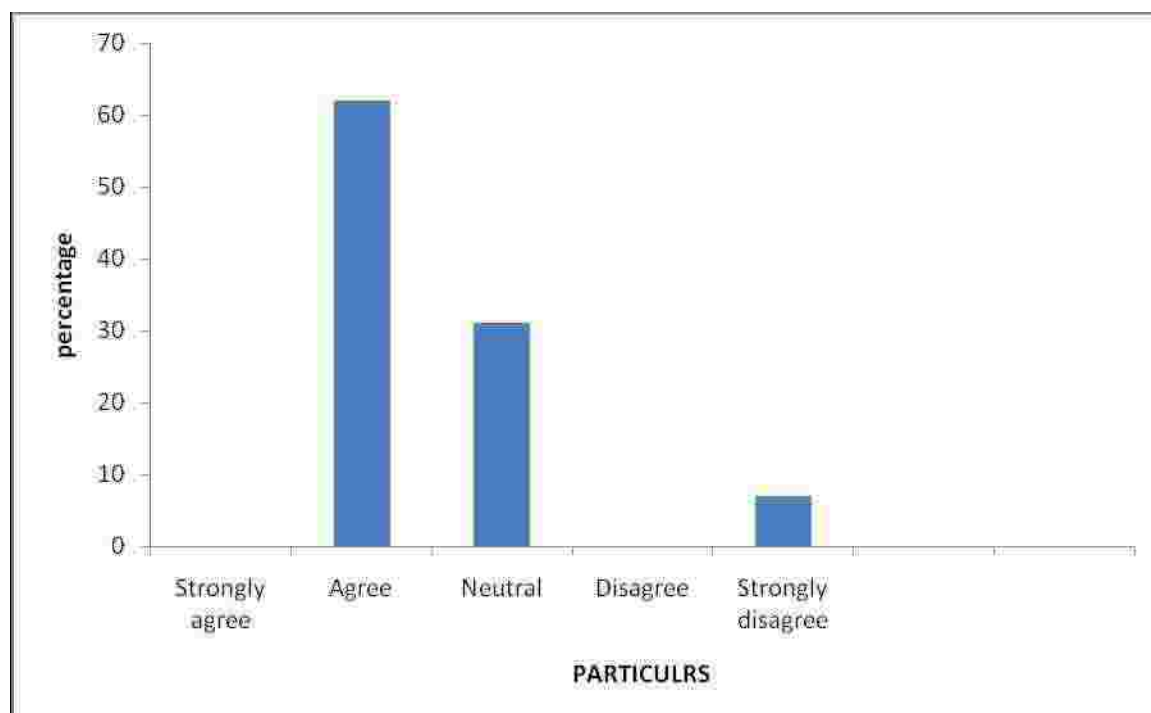


INTERPRETATION:

From the above table it can be interpreted that 49% of the respondents are agreed with payroll policies of induction program.

FUTURE ENHANCMENT

S.NO	PARTICULARS	NO OF RESPONDENTS	PERCENTAGE
1	Strongly agree	0	0
2	Agree	68	62
3	Neutral	34	31
4	Disagree	0	0
5	Strongly disagree	8	7
	TOTAL	110	100

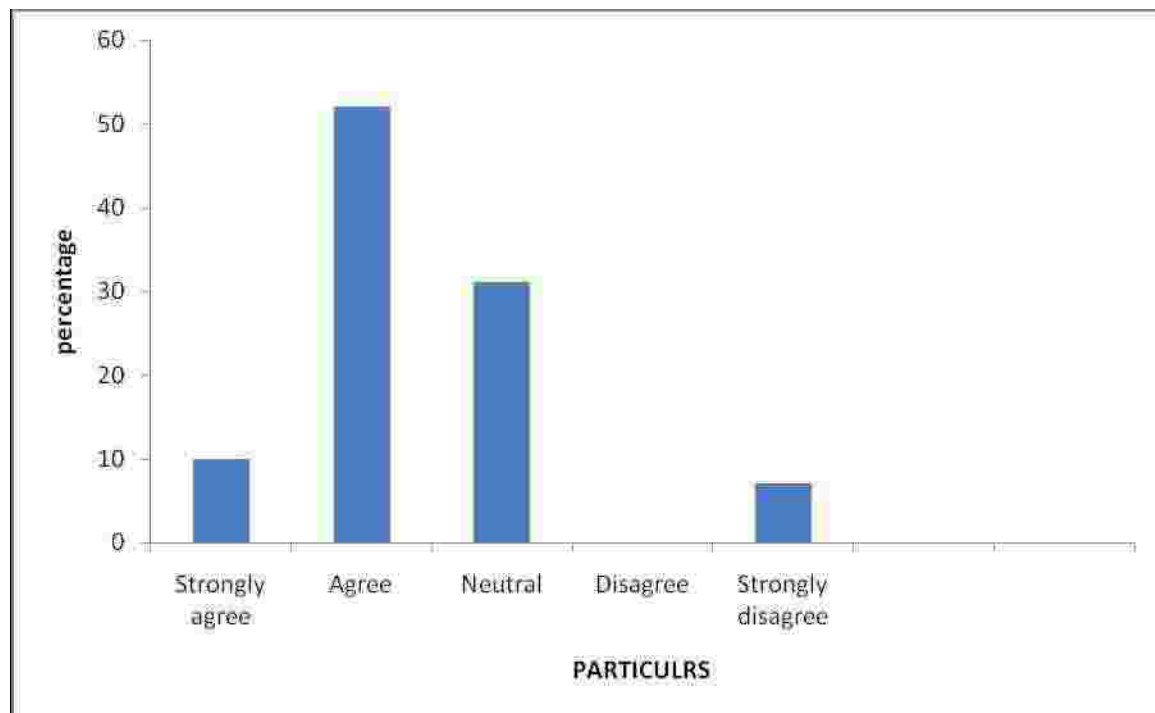


INTERPRETATION:

From the above table it can be interpreted that 62% of the respondents are agrees that induction program provides the Future enhancement .

REGULATIONS OF PROGRAM

S.NO	PARTICULARS	NO OF RESPONDENTS	PERCENTAGE
1	Strongly agree	11	10
2	Agree	57	52
3	Neutral	34	31
4	Disagree	0	0
5	Strongly disagree	8	7
	TOTAL	110	100

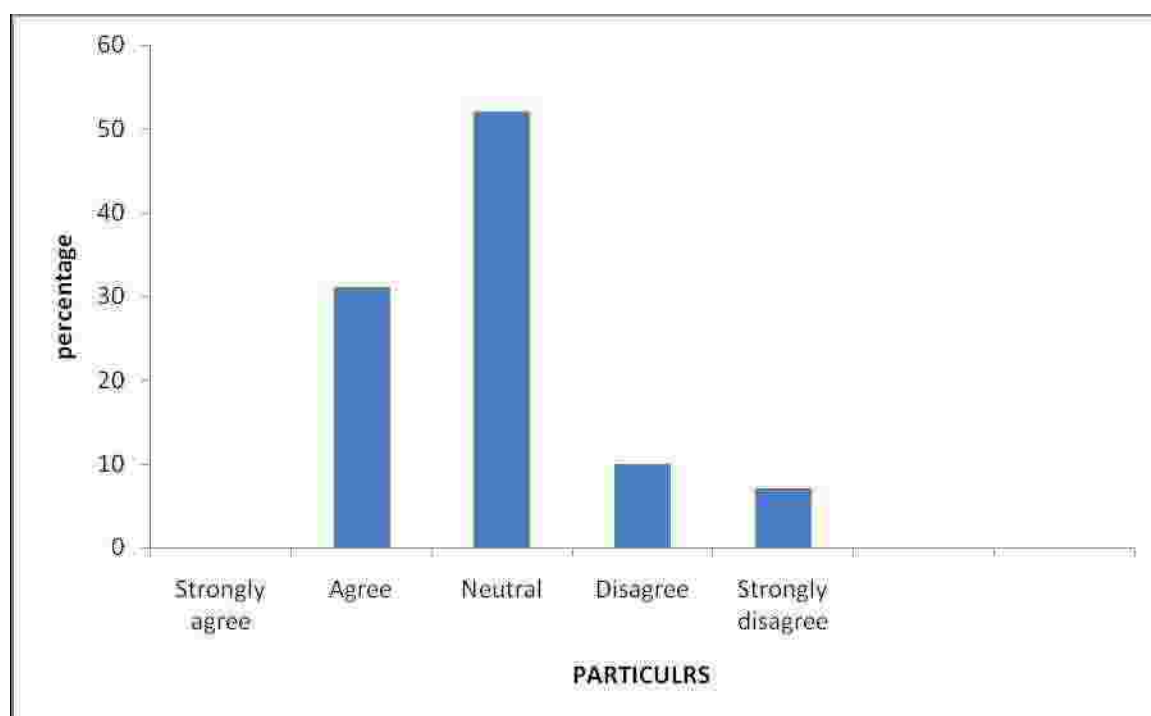


INTERPRETATION:

From the above table it can be interpreted that 52% of the respondents are agrees that provides regulations to the induction program.

FEEDBACK

S.NO	PARTICULARS	NO OF RESPONDENTS	PERCENTAGE
1	Strongly agree	0	0
2	Agree	34	31
3	Neutral	57	52
4	Disagree	11	10
5	Strongly disagree	8	7
	TOTAL	110	100

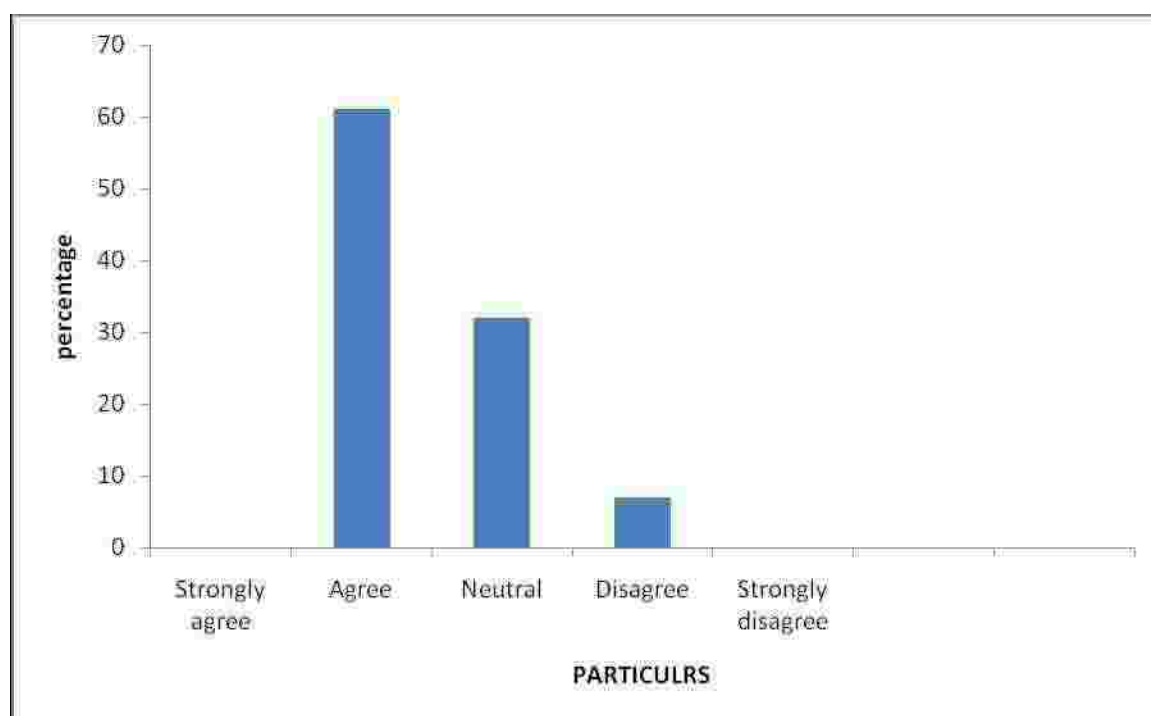


INTERPRETATION:

From the above table it can be interpreted that 52% of the respondents are stays neutral about the feedback of the organization.

MATERIALS OF THE COMPANY

S.NO	PARTICULARS	NO OF RESPONDENTS	PERCENTAGE
1	Strongly agree	0	0
2	Agree	67	61
3	Neutral	35	32
4	Disagree	8	7
5	Strongly disagree	0	0
	TOTAL	110	100

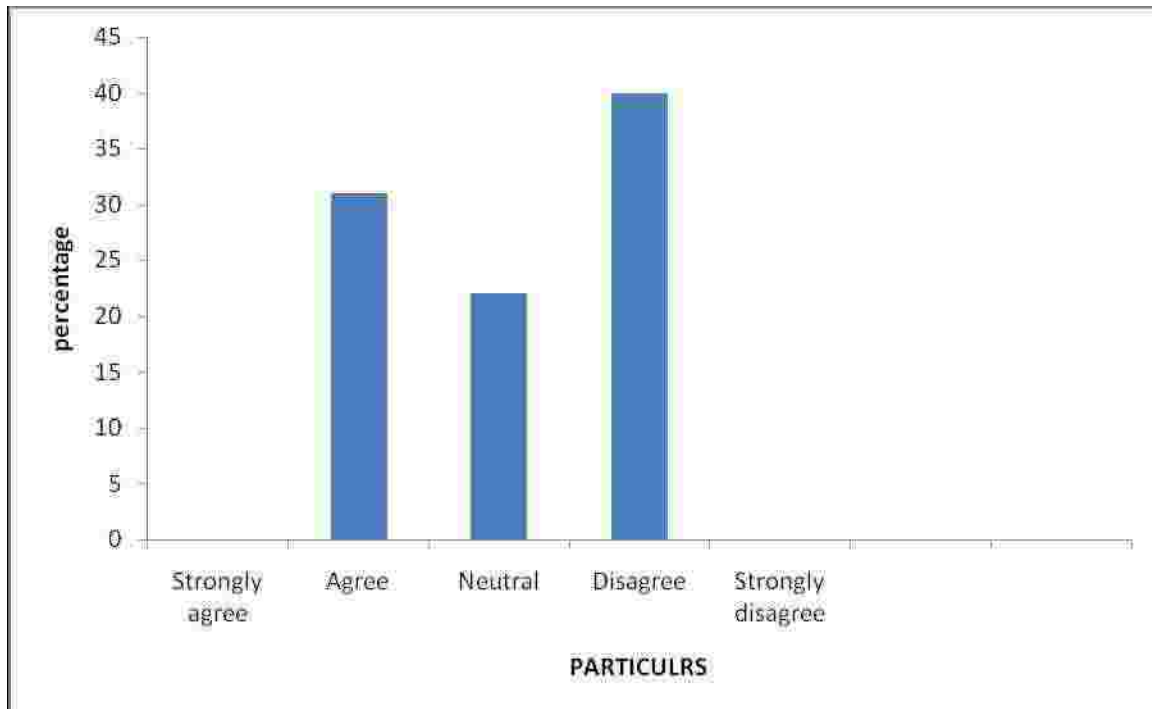


INTERPRETATION:

From the above table it can be interpreted that 61% of the respondents are agrees that the materials provided by the company.

PERFORMANCE IN ORGANIZATION

S.NO	PARTICULARS	NO OF RESPONDENTS	PERCENTAGE
1	Strongly agree	0	0
2	Agree	38	31
3	Neutral	26	22
4	Disagree	46	40
5	Strongly disagree	0	0
	TOTAL	110	100

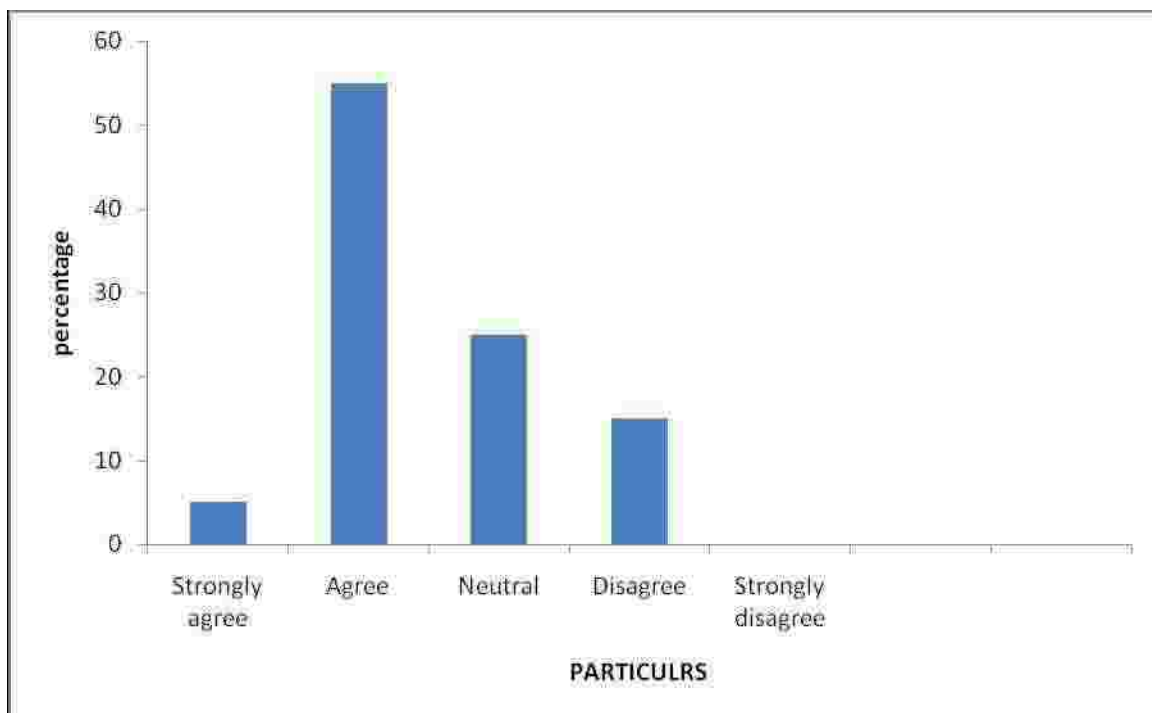


INTERPRETATION:

From the above table it can be interpreted that 40% of the respondents are disagrees about the organization .

DUTY IN THE ORGANIZATION

S.NO	PARTICULARS	NO OF RESPONDENTS	PERCENTAGE
1	Strongly agree	6	5
2	Agree	60	55
3	Neutral	28	25
4	Disagree	16	15
5	Strongly disagree	0	0
	TOTAL	110	100

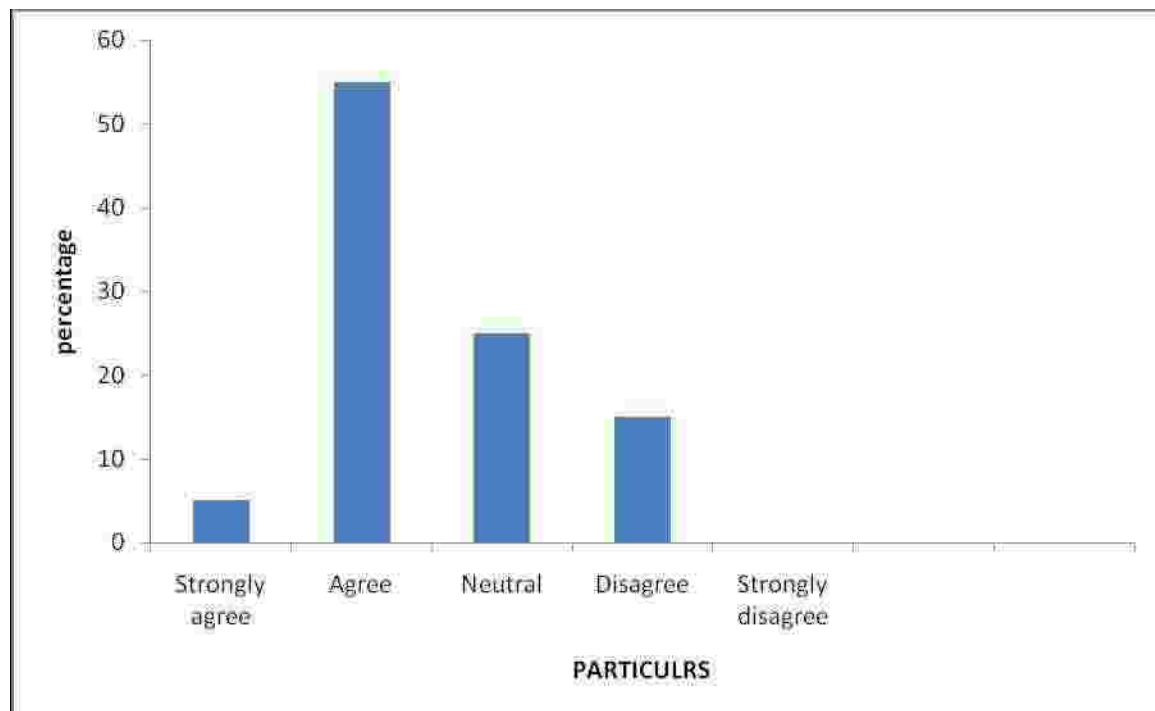


INTERPRETATION:

From the above table it can be interpreted that 55% of the respondents are agrees that duty of organization is done.

SUFFICIENT DURATION

S.NO	PARTICULARS	NO OF RESPONDENTS	PERCENTAGE
1	Strongly agree	6	5
2	Agree	60	55
3	Neutral	28	25
4	Disagree	16	15
5	Strongly disagree	0	0
	TOTAL	110	100

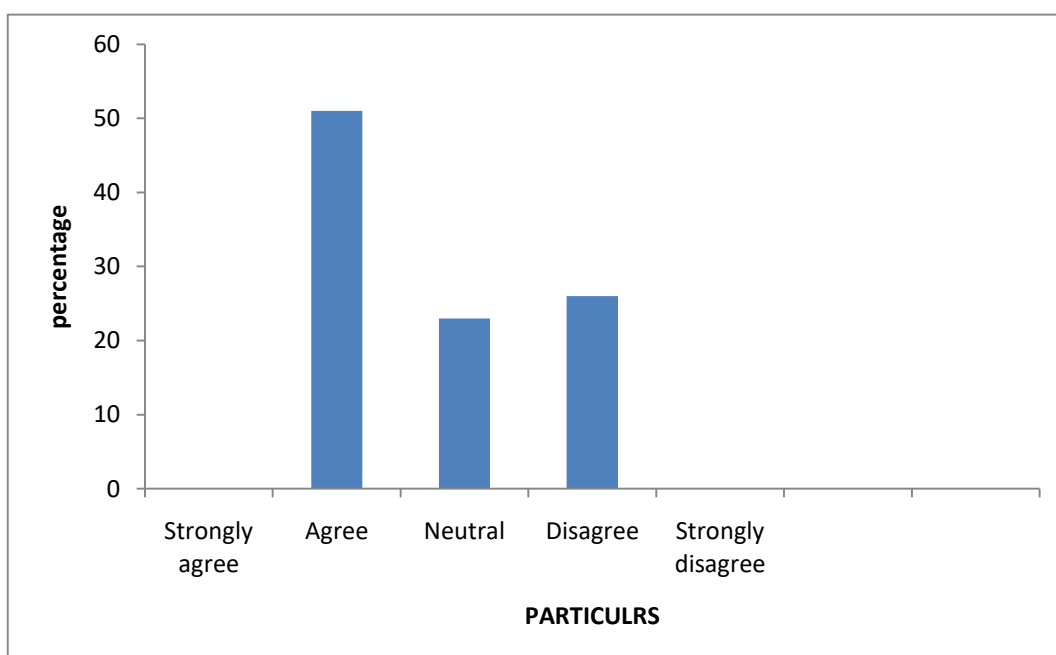


INTERPRETATION:

From the above table it can be interpreted that 55% of the respondents are agrees that formulating recruitment policies ensure positive aspect.

EVALUATION OF RECRUITMENT

S.NO	PARTICULARS	NO OF RESPONDENTS	PERCENTAGE
1	Strongly agree	0	0
2	Agree	56	51
3	Neutral	25	23
4	Disagree	29	26
5	Strongly disagree	0	0
	TOTAL	110	100

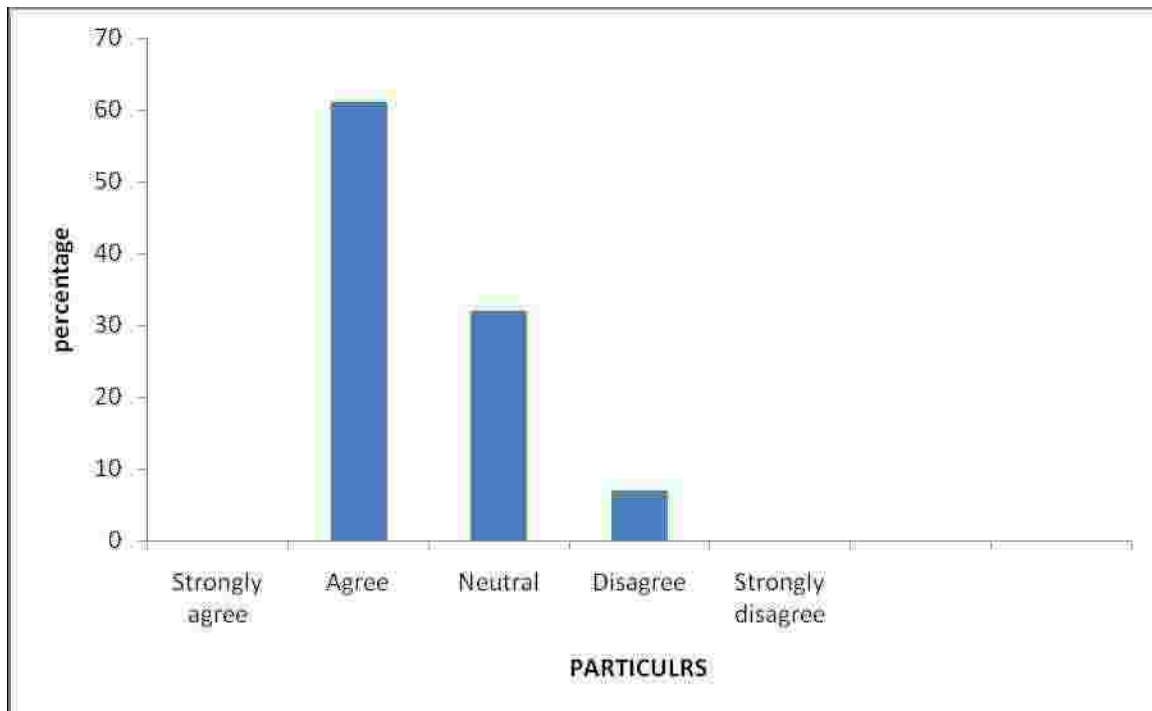


INTERPRETATION:

From the above table it can be interpreted that 51% of the respondents are agrees that the sufficient duration provided.

MEMBER OF THE TEAM

S.NO	PARTICULARS	NO OF RESPONDENTS	PERCENTAGE
1	Strongly agree	0	0
2	Agree	67	61
3	Neutral	35	32
4	Disagree	8	7
5	Strongly disagree	0	0
	TOTAL	110	100

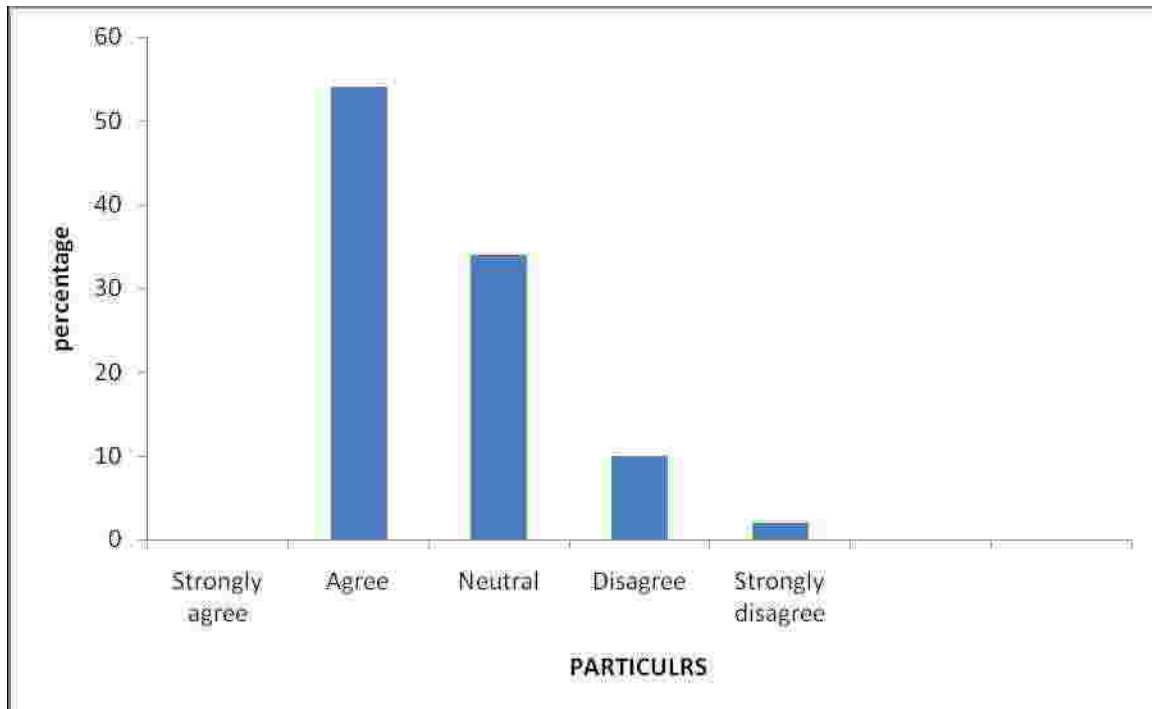


INTERPRETATION:

From the above table it can be interpreted that 61% of the respondents are agrees with team member.

INFUSING PROPER KNOWLEDGE

S.NO	PARTICULARS	NO OF RESPONDENTS	PERCENTAGE
1	Strongly agree	0	0
2	Agree	59	54
3	Neutral	38	34
4	Disagree	11	10
5	Strongly disagree	2	2
	TOTAL	110	100



INTERPRETATION:

From the above table it can be interpreted that 54% of the respondents agrees that infuse with proper knowledge.

CHAPTER 5

CONCLUSION

FINDINGS

- 40% of the respondents belong to the age group of 21-30 years
- 84% of the respondents are male
- 36% of the respondents belong to 2 to 5 years of experience
- 41% of the respondents agrees that organization induction involves series of step by step.
- 42% of the respondents feels that work objectives are useful in organization induction.
- 54% of the respondents feels that the employee orientation is useful to the work objective.
- 55% of the respondents feels that the employee orientation not effective in the employment orientation integrates.
- 52% of the respondents are dissatisfied with the Employee Orientation integrates.
- 67% of the respondents are agreed that new employee organization test will reduce the labor turnover.
- 57% of the respondents are agreed that jobs roles and description are filled .
- 65% of the respondents are agreed with the training process .
- 57% of the respondents are agreed with the learning and development organization .
- 50% of the respondents are agreed with induction program.
- 49% of the respondents are feels that induction program structure are neutral.
- 49% of the respondents are agreed with payroll policies of induction program.
- 62% of the respondents are agrees that induction program provides the Future enhancement .

- 52% of the respondents are agrees that provides regulations to the induction program.
- 52% of the respondents are stays neutral about the feedback of the organization.
- 61% of the respondents are agrees that the materials provided by the company.
- 40% of the respondents are disagrees about the organization .
- 55% of the respondents are agrees that duty of organization is done.
- 55% of the respondents are agrees that formulating recruitment policies ensure positive aspect.
- 51% of the respondents are agrees that the sufficient duration provided.
- 61% of the respondents are agrees with team member.
- 54% of the respondents agrees that infuse with proper knowledge.

SUGGESTIONS

Top management must allow the managers to know about the organizations future plans which help them develop their new employees by giving them the proper training in the induction program and prepare them for future development of the organization.

Employees of the organization should be given more freedom in performing their work and also by giving their own innovative ideas for the upcoming project that is undertaken by the organization.

The induction training program should be very effective and efficient for the employees. The employee's smart working should be appreciated and recognized for their contribution and efforts taken by them.

Some of the employees of the organization feel that the induction training program duration is not sufficient so I request the human resource department to extent the duration to 15 to 20 days of training for the employees to get in to their work with full confident.

LIMITATIONS OF THE STUDY

The following are the limitations of the study:

- The number of respondents is restricted to only 110.
- Personal bias is possible because of direct questions.
- The study is limited only to Signware Technologies.
- Hesitation on the part of employees was observed in giving the right feedback about the company.
- The project duration was short for collecting the data

CONCLUSION

Induction training is very essential for any company because it helps an individual/new recruit to grow within a company and motivates him/her. It inculcates in the employee, more confidence to progress. It is during induction that a new recruit gets to know about the organization's employment philosophy, physical work environment, employee's rights, employee's responsibilities, organization, culture and values along with key business processes.

Employee Induction should last more than one day, usually 2-5 days. Employee induction should always start with HR's welcome from the appointed host from that department, who is responsible to guide newcomer through department in order to introduce him to the other. This dedicated HR person is not spending all time following newcomer through departments, but will be at disposal, to escort him/her to the next department during the Employee induction.

The agenda of Employee Induction programme is tailor made to each position individually, so it is not necessary to cover all departments. This is for several reasons; firstly, Employee Induction would last for too long to visit everybody. Secondly, newcomer would be confused with all information if he/she would have to visit each single individual in the company. It is recommended to have prepared default Employee induction agendas per position, per Department. This agenda can always be slightly adjusted, as per need, but it represents a strong tool that saves time and ease process of induction.

Induction programs help in reducing attrition rates, apparently. The first impression is very important when a person comes into a new organization and how you interact with these new entrants plays an important role on how they discharge their duties later. It was found that employees who received an effective induction were more engaged, compared to those who rated the quality of induction as below average. The thought of leaving the organization creeps in at early stage in cases where the induction is not done with passion.

In conclusion, getting the induction process right, sets the scene for the remainder of the employment experience. This is a critical phase in the employment process. Induction programs should be implemented in a structured manner and applied uniformly across the organization. Best practice involves a very structured approach to the induction process.

Thus I conclude saying that the study helped me to understand the actual Induction Programme, how it is conducted, its pros and cons, etc., from the responses of the employees it was concluded that the effectiveness of the induction programme was moderate. There is a high correlation between the employee's opinion about the integrity, understanding of the company, job-specific opportunities. Suggestions were offered by the researcher for improving the effectiveness of the induction programme.

APPENDIX

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QUESTIONNAIRE ON INDUCTION PROGRAM

Induction program is an important process for an organization, which we seek to review and improve with overview and with experience. We would very much appreciate your comments on your induction program.

The survey has 20 questions and will take you 10 to 15 minutes to complete. Your answers will be kept completely confidential.

Name of the Employee:

Designation:

Age:

Against each statement given below, please select the appropriate option on a scale of strongly agree to strongly disagree, to indicate to what extent you agree with the statement.

		Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	My organization's induction provides an understanding of the company its culture, structure, products and clients	☐	☐	☐	☐	☐
2	The induction includes setting out work objectives department and company goals	☐	☐	☐	☐	☐
3	Enable the newcomer to meet colleagues with whom they will be working	☐	☐	☐	☐	☐
4	Our induction integrates the newcomer quickly and effectively	☐	☐	☐	☐	☐
5	Our induction provides the newcomer with skills and knowledge to do their duties well	☐	☐	☐	☐	☐
6	My induction program provides warm and sincere welcome to the new employee of the organization.	☐	☐	☐	☐	☐
7	My induction program provides the overview of job roles and description.	☐	☐	☐	☐	☐

		Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
8	It enables a range of communication techniques like group discussion and presentations as part of the training process.	☐	☐	☐	☐	☐
9	Enables with job-specific training opportunities provided by the Learning and Development Organization.	☐	☐	☐	☐	☐
10	Induction program enables me to feel comfortable with the organization	☐	☐	☐	☐	☐
11	Induction program is well structured and pre-planned	☐	☐	☐	☐	☐
12	Office hours, dress code, sick leave and other policies were explained and also payroll policies were also cover on first days of the induction program.	☐	☐	☐	☐	☐
13	You feel that the program is highly effective and found it energizing for future.	☐	☐	☐	☐	☐
14	The regulations relating to the organization were clearly explained.	☐	☐	☐	☐	☐
15	I have received feedback based on assessing me that I can use to guide my professional development.	☐	☐	☐	☐	☐
16	The initial study material provided is enough to understand the company procedures.	☐	☐	☐	☐	☐
17	After undergoing the induction program, you were able to perform your duty in the organization.	☐	☐	☐	☐	☐
18	Duration of the induction program was sufficient.	☐	☐	☐	☐	☐
19	At the end of the week I felt like a member of the “TEAM”	☐	☐	☐	☐	☐
20	The induction program managed to infuse proper knowledge and skills into you.	☐	☐	☐	☐	☐

THANK YOU FOR SPENDING YOUR VALUABLE TIME