

A STUDY ON IMPORTANCE OF INDUCTION PROCESS WITH SPECIAL REFERENCE TO SIGNWARE TECHNOLOGIES PVT.LTD – ARUMBAKKAM, CHENNAI.

Submitted in partial fulfillment of the requirements for the award of

MASTER OF BUSINESS ADMINISTRATION

by

SATHISH S

Register No. 42410537



SCHOOL OF MANAGEMENT STUDIES

SATHYABAMA

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

**Accredited with Grade “A++” by NAAC | 12B Status by UGC | Approved by
AICTE**

JEPPIAAR NAGAR, RAJIV GANDHI SALAI, CHENNAI - 600 119

DECEMBER 2023



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BONAFIDE CERTIFICATE

This is to certify that this Project Report is the bonafide work of **SATHISH S 42410537** who carried out the project entitled "**A Study on importance of induction process with special reference to signware technologies pvt. Ltd Chennai**" under my supervision from September 2023 to December 2023.

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DECLARATION

I **SATHISH S 42410537** hereby declare that the Project Report entitled “**A Study on importance of induction process with special reference to signware technologies pvt. Ltd Chennai**” done by me under the guidance of **Ms.SHAHINA BEGUM** is submitted in partial fulfillment of the requirements for the award of Master of Business Administration degree.

DATE:

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TABLE OF CONTENTS

CHAPTER NO	CHAPTERS	PAGE NO
I	1.1 INTRODUCTION	8
	1.1.1 INDUSTRY PROFILE	23
	1.1.2 COMPANY PROFILE	28
	1.1.3 NEED FOR THE STUDY	29
	1.1.4 OBJECTIVES	29
	1.1.5 SCOPE OF THE STUDY	30
II	2.1 LITERATURE SURVEY	32
	2.1.1 REVIEW OF LITERATURE	32
III	3.1 METHODOLOGY	36
	3.1.1 RESEARCH DESIGN	36
	3.1.2 DATA SOURCES	36
	3.1.3 ANALYTICAL TOOLS	37
	3.1.4 LIMITATIONS	40
IV	4.1 DATA ANALYSIS AND INTERPRETATION	42
	4.1 TABLES	42
	4.2 CHARTS	42
	4.3 STATISTICAL TOOLS	65
V	CONCLUSION	75
	5.1 FINDINGS	75
	5.2 SUGGESTIONS	77
	5.3 CONCLUSION	78
	APPENDIX	
	QUESTIONNAIRE	
	BIBLIOGRAPHY	

LIST OF TABLES

TABLE NO	TITLE	PAGE NO
4.1.1	Age Group	42
4.1.2	Gender	43
4.1.3	Experience	44
4.1.4	Organization Induction – Series Of Steps	45
4.1.5	Work Objectives	46
4.1.6	Employee Orientation	47
4.1.7	Employee Orientation-Integrates	48
4.1.8	Knowledge Induction	49
4.1.9	New Employee Organization	50
4.1.10	Overview Of Job Roles	51
4.1.11	Training Process	52
4.1.12	Learning And Development Organization	53
4.1.13	Induction Program-Comfort	54
4.1.14	Well Structured Program	55
4.1.15	Pay Roll Policies	56
4.1.16	Future Enhancement	57
4.1.17	Regulations Of Program	58
4.1.18	Feedback	59
4.1.19	Materials Of The Company	60
4.1.20	Performance In Organization	61
4.1.21	Duty In The Organization	62
4.1.22	Sufficient Duration	63
4.1.23	Evaluation Of Recruitment	64
4.1.24	Member Of The Team	65
4.1.25	Infusing Proper Knowledge	66

LIST OF CHARTS

TABLE NO	TITLE	PAGE NO
4.1.1	Age Group	42
4.1.2	Gender	43
4.1.3	Experience	44
4.1.4	Organization Induction – Series Of Steps	45
4.1.5	Work Objectives	46
4.1.6	Employee Orientation	47
4.1.7	Employee Orientation-Integrates	48
4.1.8	Knowledge Induction	49
4.1.9	New Employee Organization	50
4.1.10	Overview Of Job Roles	51
4.1.11	Training Process	52
4.1.12	Learning And Development Organization	53
4.1.13	Induction Program-Comfort	54
4.1.14	Well Structured Program	55
4.1.15	Pay Roll Policies	56
4.1.16	Future Enhancement	57
4.1.17	Regulations Of Program	58
4.1.18	Feedback	59
4.1.19	Materials Of The Company	60
4.1.20	Performance In Organization	61
4.1.21	Duty In The Organization	62
4.1.22	Sufficient Duration	63
4.1.23	Evaluation Of Recruitment	64
4.1.24	Member Of The Team	65
4.1.25	Infusing Proper Knowledge	66

CHAPTER I

INTRODUCTION

IMPORTANCE OF INDUCTION:

Recruitment and Training are a noteworthy cost to any association. Bosses along these lines need to boost staff maintenance to guarantee that this project isn't squandered. The underlying impression of an Organization on a worker more often than not remains with them, and it is consequently critical to make this experience a positive one. The New individuals from staff need fundamental data about their terms and state of business, quick workplace. Individuals whatever their industry or calling, need to know how they fit into the association as entire and how their function identifies with that of other individuals and different offices. Normally they additionally need to meet their associates and line chiefs. Every one of these things ought to be canvassed in an Induction Scheme. In any case, very regularly there is no formalized framework for guaranteeing that this happens.

Recruits people are left to 'lift things up as they come' or gone up against the conventional handshake visit. This is basically requesting that the new worker embrace an unconcerned state of mind towards the association, accordingly lessening the odds of that representative remaining sufficiently long to contribute their maximum capacity. Work turnover cost cash as well. What's more it uncovers an inadmissible wastage of an association's HR; the most profitable resources it has. Enlistment Program helps with diminishing work turnover by incorporating new representatives adequately into the association.

THE PROCESS OF INDUCTION:

Induction is the process by which new workers are coordinated into an association with the goal that they end up beneficial at the earliest opportunity. So as to guarantee this happens rapidly and adequately, the process should be arranged, Managed and received into the association's general preparing plans. Keeping in mind the end goal to land at an enlistment activity design there are three fundamental inquiries to be considered.

- What would it be advisable for us to let them know?
- Who should let them know?
- When should they be told

WHAT SHOULD WE TELL THEM?

There are five principle classes of data that ought to be given to new representatives.

A. ORGANISATIONAL INFORMATION

This ought to incorporate data about the Organization including size, history, and if fitting subtle elements of who the parent organization is as well as its backups. It is imperative that representatives know precisely it's identity that they are working for.

B. PROCEDURAL INFORMATION

This involves data concerning authoritative strategies which influence all individuals from staff. The data gave ought to include:

- Terms and states of work
- Disciplinary and grievance systems
- Safety and House Keeping systems
- Rules on entering and leaving the premises.
- Various Formats frameworks

C. JOB INFORMATION

This identifies with what is fundamental for another representative to know keeping in mind the end goal to carry out an occupation successfully. The data gave ought to include:

- A expected set of responsibilities enumerating the significant undertakings and responsibility of the activity.
- Details of any preparation which is included.
- Procedures for getting gear, stationery, or instruments.
- A duplicate of applicable segments of an association EXHIBIT as it is imperative to illuminate initiates of what they need to do as well as why it is critical and how it fits into the office and association.

D. PERSONAL INFORMATION

This is the zone which influences another representative's private life and individual needs, for instance; how pay rates are paid, where to eat, and the area of the latrine offices. Everyone has tensions on beginning another occupation and to need to get some information about these essentials just includes extra pressure.

E. TEAM INFORMATION

Group data will give information of every one of those things which will urge representatives to incorporate into the working gathering. This class needs to cover the casual and in addition formal parts of working life, e.g. the way that we as a whole go for a half quart at noon on Fridays' can be more critical to this process at that point knowing who the shop steward is.

WHO SHOULD TELL THEM?

The golden rule governing the passing on of data is that if all else fails, the source ought to be the new representative's quick line chief or director. Be that as it may, there are various individuals who could be included.

A. THE HUMAN RESOURCES DEPARTMENT

The primary part of the Human Resources office in Induction is in concocting and keeping up a powerful framework. Beginning Induction might be done in assemble sessions or independently, contingent upon the association. In either case faculty ought to be in charge of giving data on master zones, for example, contracts of business, regulatory techniques of the association, Leave organization, security and housekeeping exercises and so on. They can likewise be in charge of passing on hierarchical and procedural data.

B. THE IMMEDIATE BOSS

This is the individual who has the best personal stake in a powerful Induction strategy and who is in charge of guaranteeing that the worker gets the correct harmony between employment, individual and gathering factors. Enlistment additionally speaks to a perfect open door for supervisor and subordinate to become more acquainted with each other and to

begin building up their working relationship. Duty regarding the Induction of a newcomer ought to never be appointed. Other individuals in the office may wind up included, yet the prompt line supervisor ought to acquaint them with the new representative and follow up to guarantee that their work has been agreeably completed.

C.ON JOB- TRAINER

It can be of awesome advantage to give some duty regarding Induction to one of the new representative's kindred laborers. It can give the newcomer a chance to make a 'companion' which will be especially useful in the passing on of individual and gathering data.

Each working gathering builds up its own unwritten traditions and propensities and for somebody to accidentally negate these traditions can be both humiliating and embarrassing.

D.THE SHOP STEWARD / STAFF REPRESENTATIVE

New workers ought to be acquainted with their shop steward or staff delegate. And additionally having the capacity to give data, these individuals are critical in ensuring that the new representative knows about the channels of correspondence inside an association.

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.

WHEN SHOULD THEY BE TOLD?

Induction is a proceeding with process and may well spread more than a few days or weeks after the enroll begins work. New workers are just ready to take in a restricted measure of data at any one time, and the point of an efficient enlistment program ought to be to make all the progress in the most limited compelling time.

A. PRE-EMPLOYMENT

The Induction process starts amid enrollment and choice. Before joining an association, the new representative ought to know about the critical terms and states of work, and these ought to have been given in composing. Nonetheless, the select likewise should be given particular guideline for the beginning day. These ought to include:

- Where and when to report
- Who to request
- What to bring
- Where to stop

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

- All gear, apparel, security wear and so forth.
- A timetable for individuals who are engaged with accepting the new representative.

B. DAY ONE

Whatever the span of the association, what occurs on the main day at work establishes a major connection. Volunteers ought to in this manner be made to feel welcome by everyone that they meet. It is regular for new representatives to answer to the faculty office who will cover the fundamental printed material with a worker either as a major aspect of a gathering Induction or exclusively before taking them along to their specialization.

When all the vital printed material has been finished bank subtle elements, Provident Fund, ESIC frames and so forth, hierarchical and procedural in development (Employee Hand Book) ought to be given. This ought to incorporate disciplinary and grievance systems and so forth.

New representatives ought to be acquainted with the general population that they will work with so that there are some well-known faces in the office the following day. This ought to incorporate the on-work coach assigned to the enlist. It is essential to make sure to confine the data given on the very beginning with a specific end goal to amplify what is held by the representative.

C. IN THE DEPARTMENT

The point of division Induction is to guarantee that new representatives settle down into their work and that their levels of execution achieve a set standard at the earliest opportunity. The multifaceted nature and length of the departmental Induction program will shift concurring the activity. People ought to have their Induction program point by point to them by their prompt line director or boss. This implies they will comprehend what has been gotten ready for them and will likewise permit them the chance to get ready inquiries ahead of time, limiting the propensity to just consider vital things after the occasion. The zones secured at this stage are work data and individual data. These can be given by the quick line director or boss and the on-work mentor. The degree of the part of the on-work coach will be subject to their abilities and experience.

D. FOLLOW-UP INDUCTION

Following seven days, the new representative ought to be sunk into the association. Some will locate this less demanding than others and some may create issues which are potential explanations behind clearing out. All starters ought to subsequently be followed-up exclusively and issues and concerns managed before they result in a conceivable abdication. A formal follow-up Induction additionally gives the chance to confer additional data. Ex.; Education and Training offices or exchange approaches, which it was not suitable to cover in the underlying Induction time frame. Every new representative will have inquiries after this period of time and will likely need to find out about the association. It might in this way be proper to organize a voyage through another piece of the organization, Ex.; Corporate Office, Head Office or staff visits to all gatherings of organizations and so on.

SPECIAL INDUCTION IN SOME SPECIAL CASES

While the standards laid out so far are the rules to great Induction, there are some unique cases. These require extra contemplations far beyond the typical Induction process.

A.FRESHERS FROM THE INSTITUTIONS / COLLEGE LEAVERS

Most Technical Training Institutions (ITI) and Engineering school leavers will be anxious and amped up for beginning work and in this manner should be comforted at the earliest opportunity. They have to build up an uplifting disposition towards work and a successful Induction program gives a chance to guarantee that any underlying interest and eagerness which exists is produced and supported.

The Induction program for Fresher needs to put specific accentuation on guaranteeing that they value their significance to the association and comprehend where their activity fits into the more noteworthy entirety.

So as to construct duty, there is a need to put extensive accentuation on why something ought to be done or done positively, as opposed to simply giving guidelines. Open doors for preparing and improvement ought to likewise be obviously laid out.

The utilization of an on-work coach or 'tutor' can be of specific advantage to this classification of new representative. A Fresher certainty can without much of a stretch be pulverized and such help will help guarantee that they don't break any of the 'unwritten laws' of the work environment, and in addition supporting the formal Induction process.

In Fresh Graduate Induction tend to see their own targets basically regarding their own particular subject and need to build up a valuation for the limitations in which they will work. Administration students need to comprehend the 'organizations.

For this process to be completely powerful, it is basic that a Graduate's Induction program includes undertaking particular employments or errands at all stages. This will guarantee that Induction is seen by the Graduates as significant. This keeps up their inspiration and intrigue.

A variable Induction program ought to perceive this and place specific accentuation on abilities preparing. This will assemble certainty and empower the worker to feel that they can make an advantageous and esteemed commitment to the association.

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 vast associations with a staff and preparing division, amass acceptances can be orchestrated. These can cover the hierarchical and procedural data classifications. It is helpful to utilize visual guides, for example, movies and slides at whatever point conceivable, as what is seen has more effect than what is heard. Masters ought to be utilized wherever conceivable to discuss their own particular subjects. These ought to incorporate;

⇒The Manager – HR (Terms and states of work)

⇒The Security Officer (Security strategies and techniques)

⇒The Health and Safety Officer (Accident revealing and benchmarks of wellbeing and security systems)

⇒Concern division heads (About the office procedures)

B. SMALL ORGANISATIONS

In little associations with no work force and Training division it isn't conceivable to mastermind bunch Inductions. Inductionprogram consequently should be particularly customized to every individual's needs from the very first moment. The Induction will be completely the obligation of the new representative's prompt line administrator or chief. A similar agenda for extensive associations can be utilized, yet the line director or boss should choose who is best qualified inside the association to cover the different things.

This will at that point mean masterminding gatherings with pro individuals from staff including;

- The individual in charge of wages and pay rates.
- The association/staff agent.
- Managers/administrators from different divisions.

It is fundamental that everyone included is completely mindful of the program and the part that they are relied upon to play in it.

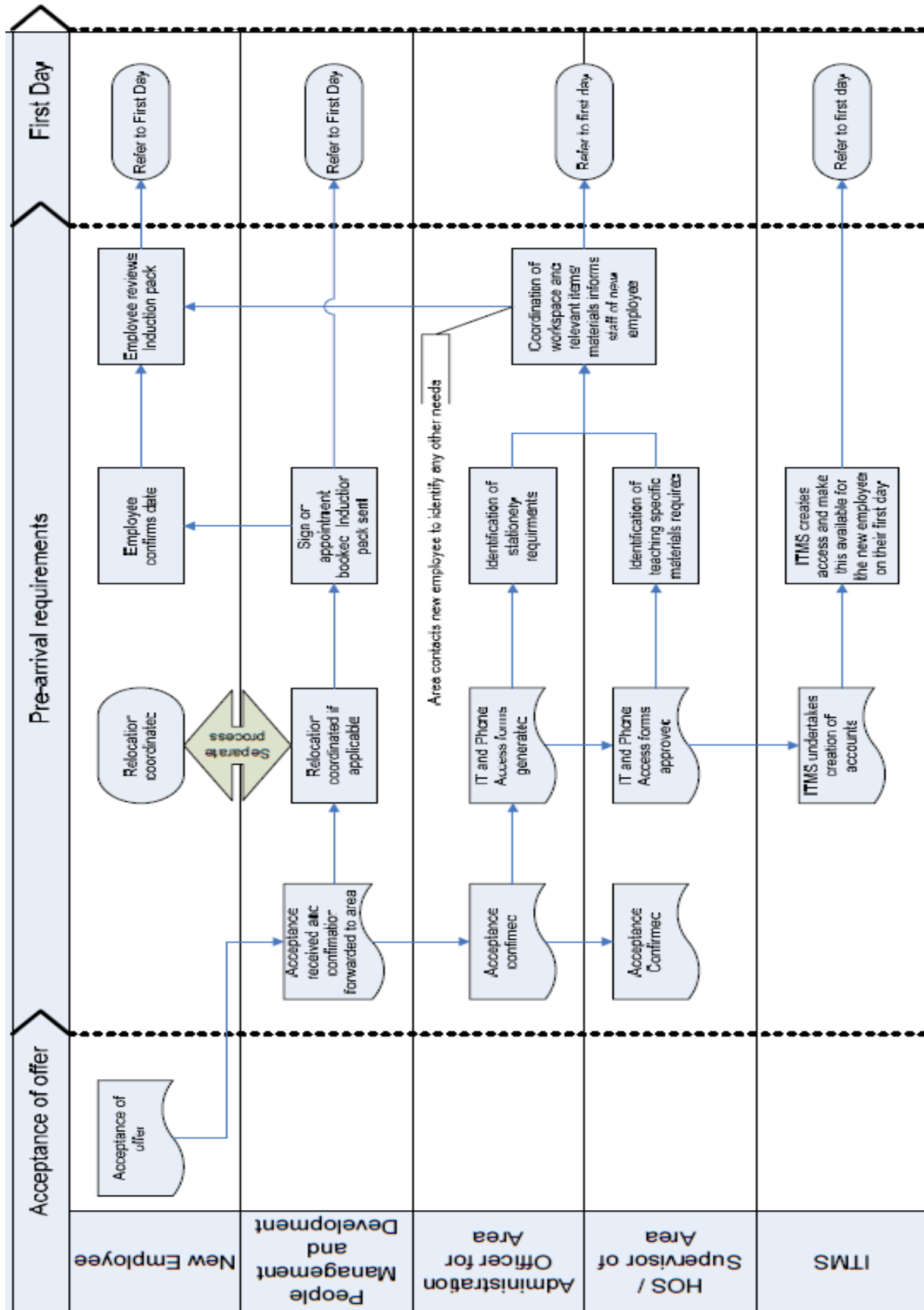
INDUCTION CHECK LIST

The Induction Check List is an organizer, which the HR division needs to outline the arranging of the new scout needs to take after. Here is a model arrangement for HR office, similar to that the worry HOD needs to set up the check list how to give the enlistment to the new enrollment specialist in his specialty.

NAME OF THE EMPLOYEE:		DATE OF JOINING:		
DESIGNATION:		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, transfers DEPARTMENT INFORMATION • Organization names • Rules, meal breaks • Clocking in clocking • Out job description • Equipment standards of performance hours			

FLOW CHART OF THE INDUCTION PROCESS

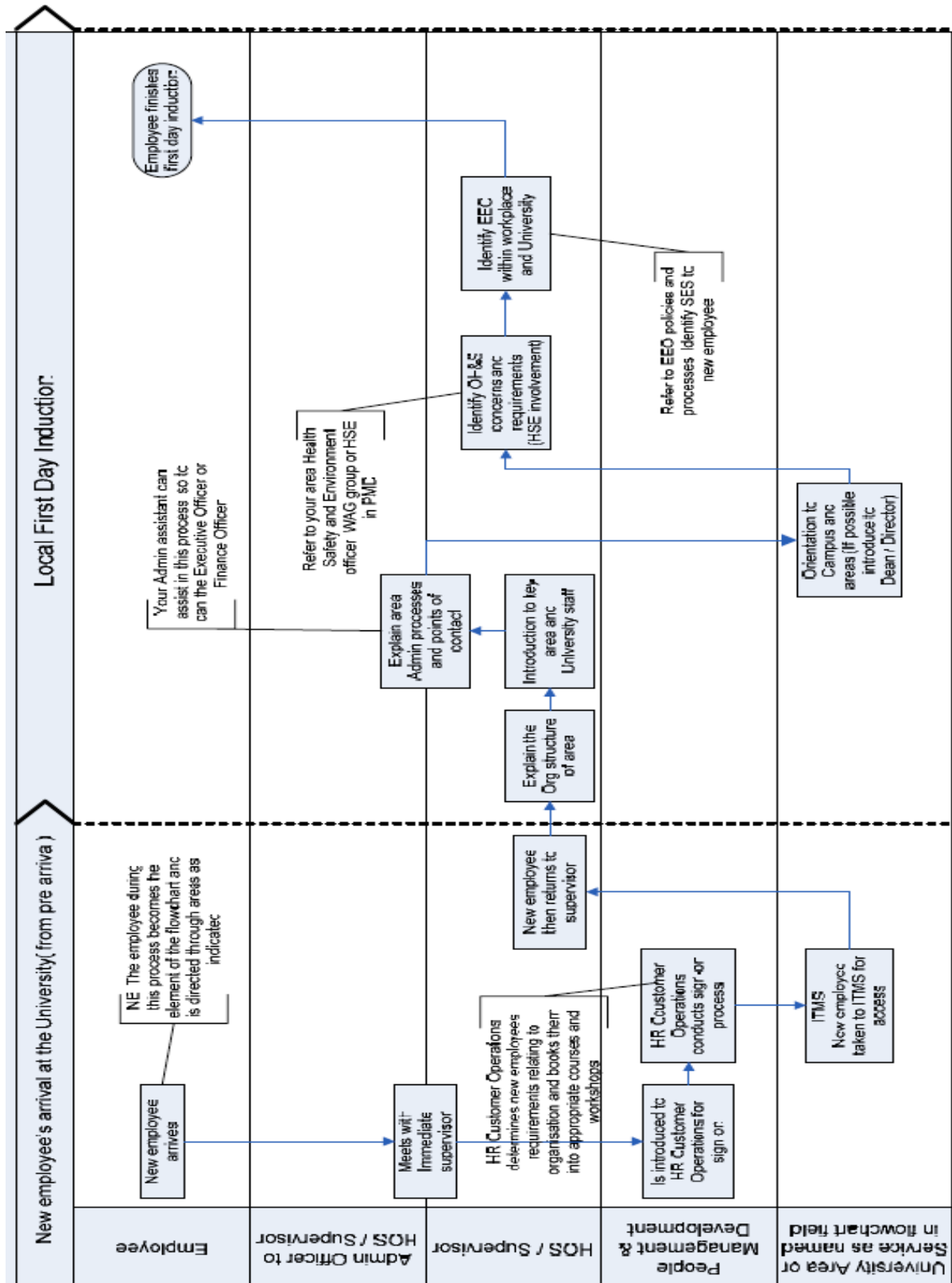


People and management improvement (PMD) will recognize to you when the new representative has acknowledged the letter of offer for their situation in the association. When this has happened, PMD will begin the underlying migration process (if pertinent), forward an enlistment bundle to the new representative and book them into a sign-on arrangement on their first day at work. Be that as it may, you have a part in this process too. As showed underneath, you have to organize assets for the new worker to start work. The agenda recognizes the requirement for sourcing the Induction program.

FIRST DAY OF THE INDUCTION PROGRAM:

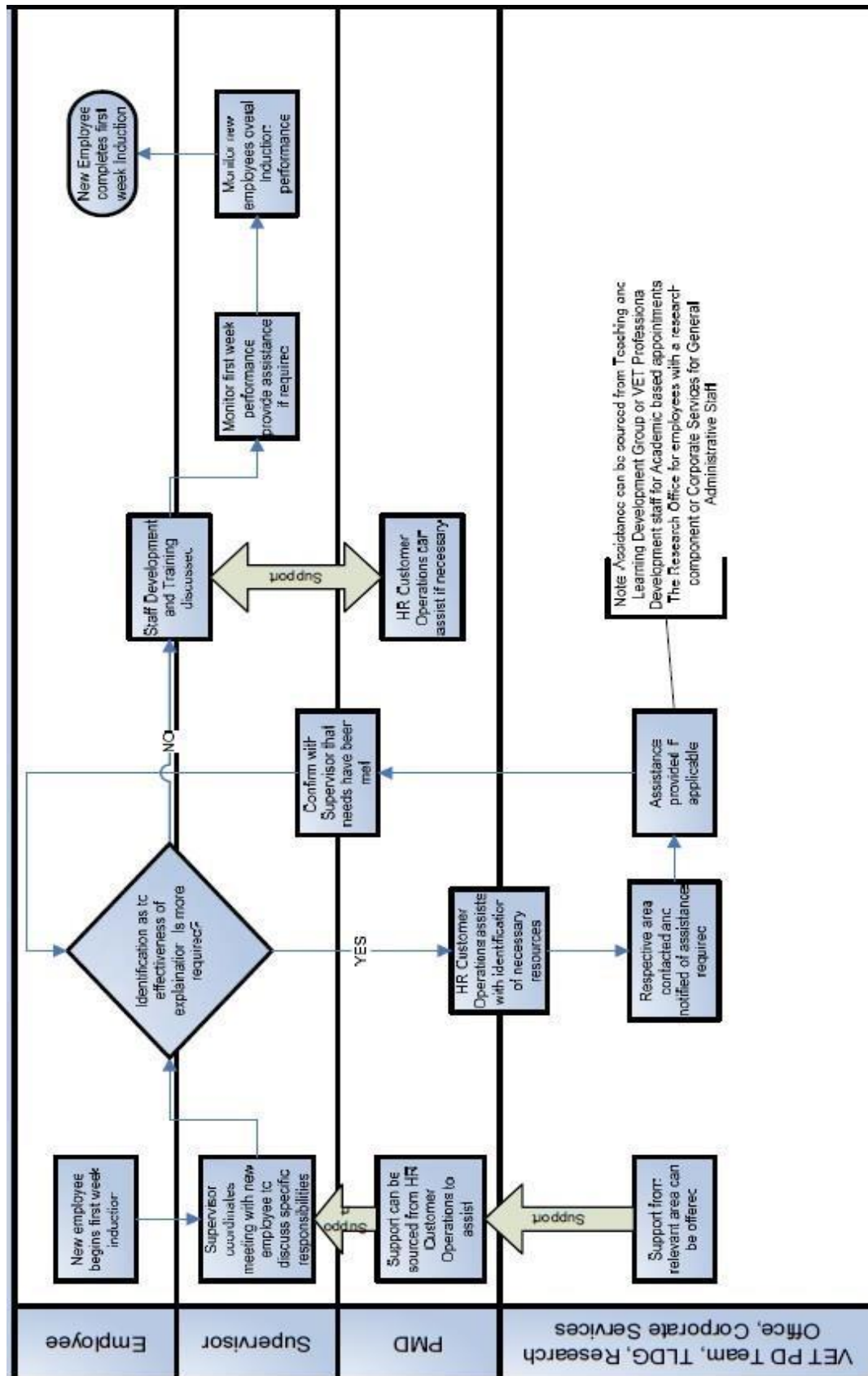
New representatives will base their perspective of the association on the outcomes picked up on their first day. Along these lines it is basic that this day be instructive and the representative mindful that they have bolster components that they can depend after amid their business. The accompanying data ought to be taken after and finished inside the main day of the representative arriving. It isn't prescriptive, and can be altered to suit your necessities. In a perfect world it would be normal that while the new representative was sitting tight for their sign-on that you or a delegate would acquaint them with a portion of the other first day necessities. You could even take them to ITMS to secure their IT and Phone get to. In spite of the fact that fruition of every one of the components recorded after must happen the succession in which they are led isn't excessively critical. The accompanying things have been recorded in this way only for usability. The procedural EXHIBIT for the primary day of the enlistment program is given beneath.

FIRST DAY OF THE INDUCTION PROGRAM



FIRST WEEK OF THE INDUCTION PROGRAM:

Each new worker of the association will have contrasting necessities relying on the kind of arrangement being made. All things considered the accompanying agenda things have been isolated to cover Academic arrangements, Research based arrangements and General (Administrative) arrangements. There might be situations when another worker is utilized over various areas. All things considered, you may utilize whichever records suit your specific needs. On the off chance that you distinguish that an extra prerequisite is required then you may take part in that too. In spite of the fact that consummation of every one of the components recorded after must happen the arrangement in which they are directed isn't excessively vital. The accompanying things have been recorded in this way only for convenience.



1.1.1 INDUSTRY PROFILE

INDIA IT INDUSTRY:

The Indian data innovation (IT) industry has assumed a noteworthy part in putting India on the worldwide guide. The business is for the most part represented by IT programming and offices for example System Integration, Software tests, Custom Application Development and Maintenance (CADM), organize administrations and IT Solutions. As per Nasscom's discoveries Indian IT-BPO industry extended by 12% amid the Fiscal year 2009 and achieved total returns of US\$ 71.6 billion. Out of the inferred income US\$ 59.6 billion was exclusively earned by the product and administrations division. Additionally, the industry saw an expansion of around US\$ 7 million in FY 2008-09 i.e. US\$ 47.3 billion against US\$ 40.9 billion collected in FY 2008-09.

IT Outsourcing in India:

According to NASSCOM, IT sends out in business process outsourcing (BPO) administrations achieved incomes of US\$ 48 billion in FY 2008-09 and represented over 77% of the whole programming and administrations pay. Throughout the years India has been the most ideal outsourcing center point for firm on a post to seaward their IT activities. The components behind India being a favored goal are its sensibly evaluated work, good business atmosphere and accessibility of master workforce. Thinking about its raising development, IBM has plans to expand its business process outsourcing (BPO) works in India other than utilizing 5,000 workforces to help its development.

In the following couple of years, the industry is good to go to witness some multi-million dollar assentions to be specific:

- A 5 year assention between HCL Technologies and News Corp for directing its data focuses and IT benefits in UK. According to the business investigators, the settlement is evaluated to be in the scope of US\$ 200-US\$ 250 million
- US\$ 50 million understanding between HCL Technologies and Meggitt, UK-based security mechanical assembly producer, for offering designing offices.

- Global monster Walmart has short recorded their Indian IT merchants in particular Cognizant Technology Solutions, UST Global and Infosys Technologies for an agreement worth US\$ 600 million

India's domestic IT Market:

India's local IT Market throughout the years has turned out to be one of the significant main thrusts of the business. The local IT framework is creating settings of innovation and force of infiltration.

In the FY 2008-09, the residential IT segment accomplished incomes worth US\$ 24.3 billion when contrasted with US\$ 23.1 billion in FY 2007-08, enrolling a development of 5.4%. In addition, the expanding interest for IT administrations and products by India Inc has reinforced the development of the household advertise with assentions worth ascending phenomenally to US\$ 100 million. By the FY 2012, the local part is evaluated to grow to US\$ 1.7 billion against the current from US\$ 1 billion.

Government initiative in India's domestic IT Market:

- The Indian government has set up a National Taskforce on IT with a point of designing a strong National IT Policy for India
- Endorsement of the IT Act, which offers an approved structure to help electronic exchange and electronic tasks.

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 a speculation of US\$ 3.27 billion in the following couple of years.
- VMware Inc, San Francisco-based IT firm is anticipating put US\$ 100 million by 2010 in India.
- EMC Corporation's aggregate Indian resources is relied upon to achieve US\$ 2 billion by 2014

Future of Indian IT Industry

The Indian IT segment endures to be one of the thriving divisions of Indian money related framework demonstrating an expedient extension in the coming years. According to NASSCOM, the Indian IT sends out are foreseen to accomplish US\$ 175 billion by 2020 out of which the household part will represent US\$ 50 billion in profit.

Altogether the fare and residential IT division are relied upon to accomplish benefits adding up to US\$ 225 billion alongside new prospects from BRIC countries and Japan for its outsourcing tasks.

QUALITY POLICY

Our Quality Objectives:

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

SERVICES

- Software application Designing & Development
- Web Development
- Online Marketing
- Internet Marketing
- ERP/CRM Implementation
- Recruitment

SOFTWARE APPLICATION DESIGNING & DEVELOPMENT:

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

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

a. Organization Application

We design Organization applications to interface or integrate with other organization 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 administration. We understand your organization, so our products work in liaison with your existing technology thus making it easier than ever to do your organization.

- Customer Relationship Administration (CRM)
- Organization Resource Planning (ERP)
- HR Administration
- Organization Application Integration (EAI)

b. Security Application

Your organization depends upon the security of your information and software application. 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 organization requirements. Signware has developed modules especially for security of information and network. Our experts can do an test of your existing system and can point out loopholes in your network and can develop solutions for 24X7 secure environment, such than you can always be worry-free and focus on the more crucial issues of core organization.

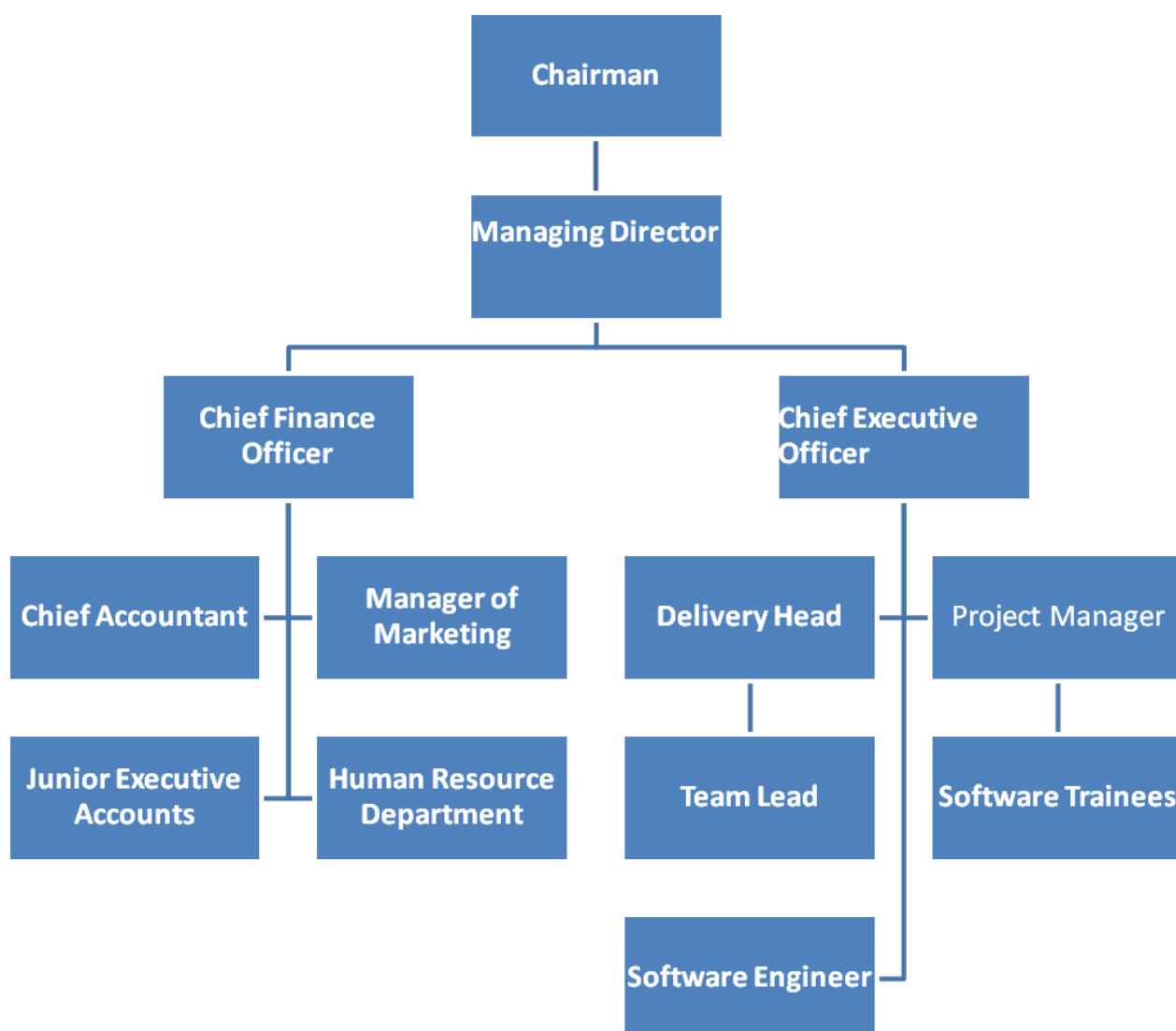
WEB DEVELOPMENT:

Web designing means planning, creation & updating of a customized 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 customized website pages because it is the work of a high professional people or you can say web development organization.

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 customized website designing. While creating a customized website keep in mind what is the requirement of our customer and what types of services they are going to provide to their customer. Different types of customized website are created with different types of logic, requirement and purposes. It is 100 per cent sure that any types of customized website are not similar to the other customized website designing or having article information or other types of information.

ORGANIZATION CHART



1.1.2 COMPANY PROFILE

Signware Technologies is a software application development organization based in Chennai established in 2005. We take pride in introducing ourselves as one of the top Software application and customized website development organization 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 customer, rather than for the customer. This gives us an opportunity to understand the exact needs of the customer. We provide the most effective and performance oriented organization to our customers. In a very short span of time period we have been able to make a name for ourselves in our field. We primarily develop a full life cycle software application development and engineering services to independent software application vendors, systems companies and companies offering organization, 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 Customized 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 organization develops markets, sell and support software application 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 time period delivery of quality and meaningful secured Solutions, at an affordable price, that foster measurable results and satisfaction to our customers.

1.1.3 NEED FOR THE STUDY:

Introduction or Induction is the principal essential advance during the time spent human asset administration. It includes acquaintance of the recently delegated representatives to the workplace of the association and also to the kindred workers. Enlistment is a mingling process by which the association tries to make an individual its specialist for the accomplishment of its goals. The new workers ought to be arranged to the association and to its approaches, standards and controls.

An enlistment or introduction program is intended to accomplish the accompanying destinations of the association:-

- To develop the new representative's trust in the association and in him/her with the goal that he/she may turn into a productive worker.
- To create among the newcomers a sentiment steadfastness towards the association.
- To encourage a nearby and genial relationship among the workers.
- Providing them a review of a portion of the essential advances, examination and plan procedures, testing techniques, and so forth.
- Training them on the programming gauges, and so on of the association.

Enlistment and introduction preparing programs for new representatives are fundamental nowadays for all organizations so as to guarantee that the new worker can embrace the new workplace quick easily and solace.

1.1.4 OBJECTIVES

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.

1.1.5 SCOPE OF THE STUDY:

A very much created and sorted out enlistment will shape a base for future preparing and advancement. It can spare the high cost of enrollment and choice. Introduction projects may likewise be through giving enlistment preparing to the new representatives where they are acquainted with the workplace and the kindred workers. The new representatives are shown essential strategies or techniques to take the necessary steps for which they are selected, and so forth. It brings about incorporation of the new workers with the group.

Induction process offers the below benefits to the company:

- It makes a positive impression of the association and a comprehension of the corporate culture, values, vision, mission and objectives.
- It can set a point of reference for continuous preparing, by demonstrating the representative that the association is not kidding about building up his abilities to play out his activity ably.
- A great enlistment program can likewise help in chopping down enrollment costs as new staff will probably give longer term sense of duty regarding the association.
- Can advantage from the experiences, objectivity and crisp thoughts of another representative. Another worker can likewise give bits of knowledge onto how the organization is seen remotely.

Induction process offers the below benefits to the employees:

Feel welcomed and comfortable (building relationships)

- It affirms the worker's choice to join the association.
- It assembles confidence, spirit and inspiration.
- It builds up great correspondence and connection between the representative and his manager from the main day.

This makes the representative acquainted with the professional workplace, principles, frameworks and directions of the association. This makes the employee familiar with the corporate environment, rules, systems and regulations of the organization

CHAPTER II

2.1.1 REVIEW OF LITERATURE

1. Organizations put a considerable measure on their workers as far as enlistment and preparing, creating, keeping up and holding them in their association. In spite of the fact that, there is no standard structure for understanding the representatives fulfilment and preparing need process as entire, an extensive variety of elements have been discovered helpful in deciphering worker enlistment program in the association. Kevin et al. (2004).
2. Workforce improvement, the association's achievement in advancing the execution of the representatives by building up fundamental procedures for completing work, giving great working conditions, setting up responsibility and settling on great enlisting decisions would hold workers in their association. The significance of increasing better comprehension of the variables identified with enlistment, inspiration and maintenance of representatives depends on the Induction program for the association. (Badawy, 1988; Basta and Johnson, 1989; Garden, 1989; Parden, 1981; Sherman, 1986).
3. Satisfaction speaks to a viable reaction to particular parts of the activity or vocation and means the pleasurable or positive passionate state for the representatives working in the association coming about because of an enlistment preparing project of one's activity or profession (Locke, 1976; Porter et al., 1974; Williams and Hazer, 1986).
4. A basic survey of what has been composed about new workers enlistment programs appears to recommend that there are a plenty of sentiments on the advantages of this process and how it ought to be attempted. For example, Wong (2002) affirms that new representative enlistment projects ought to incorporate tutors that can work with new representatives and enable them to acclimatize into the bigger culture of the association. Notwithstanding, Wong declares that new representative Induction programs should be something beyond coaching connections. As indicated by this creator, new worker Induction programs need to incorporate progressing support from the association. (Wong 2002).
5. While tutoring is obviously seen as a striking means for encouraging better results for teachers, specialists fight that there are different issues that should be mulled over when growing new worker enlistment programs. In particular, Clement (2000) reports

that new representative Induction programs must incorporate thorough techniques for evaluation that enables managers to screen and shape the advancement of the new worker of the association. Wong, Britton and Gasnor bolster this view noticing that, "Induction is an exceptionally sorted out and thorough type of staff improvement, including numerous individuals and parts that regularly proceed as a managed process for the initial two to five years". In this way it is fundamental to guarantee that the newcomer builds up the greater part of the aptitudes important to give thorough advancement to all workers. (Wong, Britton and Gasnor) 2005.

6. Employees have a solid should be educated. Workers feel great to remain longer, in positions where they are engaged with some level of the basic leadership process which was impacted by the viability of the enlistment preparing that was given to the representatives of the association. That is representatives ought to completely comprehend about the hierarchical culture and atmosphere and act as indicated by the issues that influence their working air. (Magner et al. (1996).
7. Organisational duty is a compelling reaction to the entire association and the level of connection or dependability representatives feel towards the association. Occupation inclusion speaks to the degree to which representatives are invested in or distracted with their employments and the degree to which an individual relates to his/her activity. The level of duty and steadfastness can be accomplished if administration they enhance the occupations, enable and prepare workers legitimately. (Brooke et al., 1988)
8. Empowerment of representatives could upgrade the congruity of workers in associations. Engaged workers where chiefs regulate a bigger number of individuals than in a customary order and delegate more choices to their subordinates. Bosses engaging subordinates by appointing obligations to them prompts subordinates who are more happy with their pioneers and view them as reasonable and thusly to perform up to the prevalent's desires. Every one of these makes workers to be focused on the association and odds of stopping are insignificant. (Keller and Dansereau, 1995), (Malone, 1997)
9. Sharing of data ought to be made at all levels of administration. This availability of data would prompt solid execution from the workers and making solid corporate culture Meaghan et al. (2002).
 - a). These incorporate the five center activity qualities distinguished by Hackman and Oldham (1975, 1980): aptitude assortment, which alludes to the chance to use an

assortment of esteemed abilities and gifts at work; assignment character, or the degree to which an occupation requires finish of an entire and identifiable bit of work - that is, completing a vocation from start to finish, with noticeable outcomes; undertaking centrality, which mirrors the degree to which the activity substantially affects the lives or work of other individuals, regardless of whether inside or outside the association; work self-rule, or the degree to which the activity gives flexibility, autonomy, and tact in booking work and deciding strategies that the activity gives; and employment input, which alludes to the degree to which the activity gives data about the viability of one's execution (Tor et al., 1997).

CHAPTER III

3.1 METHODOLOGY

3.1.1 RESEARCH DESIGN:

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

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.

3.1.2 DATA SOURCES

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.

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.

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

3.1.3 ANALYTICAL TOOLS :

The tools used for data analysis are

- Simple Percentage Analysis
- Chi-square test
- One way Anova
- Correlation
- Weighted average
- T-Test

SIMPLE PERCENTAGE ANALYSIS

Simple percentage analysis deals with the demographic factors of the respondents' age, gender and experience. In this research the tools such as Simple percentage analysis, weighted average method chi square, T-Test , one way Anova and correlation are used for data analysis.

ANALYSIS USING KARL PEARSON'S CORRELATION:

Correlation analysis is the statistical tool used to measure the degree to which two variables are linearly related to each other. Correlation measures the degree of association between two variables. The Pearson product-moment correlation coefficient is a measure of the strength and direction of association that exists between two variables measured on at least an interval scale. It is denoted by the symbol r .

$$r = \frac{N\sum XY - \sum X \sum Y}{\sqrt{N\sum X^2 - (\sum X)^2} \sqrt{N\sum Y^2 - (\sum Y)^2}}$$

CHI- SQUARE TEST I – (χ^2)

A chi-squared test, also referred to as chi-square test or χ^2 test, is any statistical hypothesis test in which the sampling distribution of the test statistic is a chi-squared distribution when the null hypothesis is true, or any in which this is asymptotically true, meaning that the sampling distribution (if the null hypothesis is true) can be made to approximate a chi-squared distribution as closely as desired by making the sample size large enough.

The χ^2 test was first used by Karl Pearson in the year 1980. The quantity χ^2 describes the magnitude of the discrepancy between theory and observation.

It is calculated using:

$\chi^2 = \sum [(O_i - E_i)^2 / E_i]$ with $(n - 1)$ degrees of freedom. Where, O_i refers to the observed frequency & E_i to the expected frequencies. χ^2 was used as a test of independence and goodness of fit.

WEIGHTED AVERAGE

Weighting is another term for sample balancing. During a survey, it is not possible to interview everyone, so only a sample of the population is interviewed. If this sample group does not accurately reflect the proportions of various groups in the total population, you can weight the survey results.

T- TEST

T Test is often called Student's T test in the name of its founder "Student". T test is used to compare two different set of values. It is generally performed on a small set of data. T test is generally applied to normal distribution which has a small set of values. This test compares the mean of two samples. T test uses means and standard deviations of two samples to make a comparison. The formula for T test is given below:

$$1. \quad t = \frac{\bar{X}_1 - \bar{X}_2}{\sqrt{\frac{S_1^2}{n_1} + \frac{S_2^2}{n_2}}}$$

Where,

$\bar{x}_1$ = Mean of first set of values

$\bar{x}_2$ = Mean of second set of values

S1 = Standard deviation of first set of values

S2 = Standard deviation of second set of values

n1 = Total number of values in first set

n2 = Total number of values in second set.

The formula for standard deviation is given by:

$$2. \quad S = \sqrt{\frac{\sum (x - \bar{x})^2}{n - 1}}$$

Where,

x = Values given

$\bar{x}$ = Mean

n = Total number of values.

ONE WAY ANOVA

The ANOVA tests the null hypothesis that samples in two or more groups are drawn from populations with the same mean values. To do this, two estimates are made of the

population variance. The ANOVA produces an F-statistic, the ratio of the variance calculated among the means to the variance within the samples. If the group means are drawn from populations with the same mean values, the variance between the group means should be lower than the variance of the samples, following the central limit theorem. A higher ratio therefore implies that the samples were drawn from populations with different mean values.

3.1.4 LIMITATIONS

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

CHAPTER VI

DATA ANALYSIS AND INTERPRETATION

CHAPTER VI

DISTRIBUTION OF RESPONDENTS ON THE BASIS OF AGE

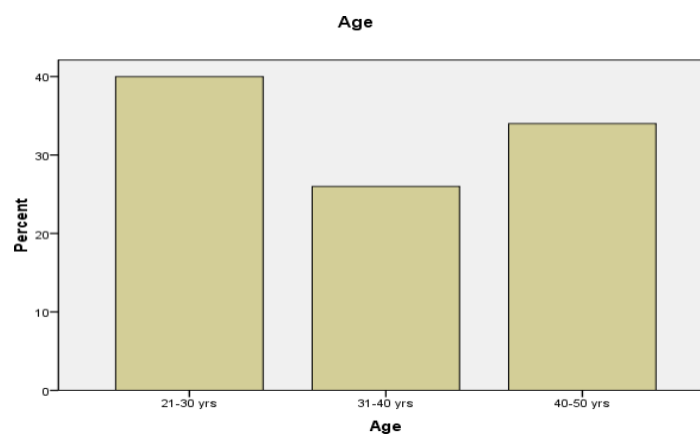
INFERENCE

4.1 TABLES

Gender	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	

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.

CHART -4.1. AGE GROUP



DISTRIBUTION OF RESPONDENTS ON THE BASIS OF GENDER

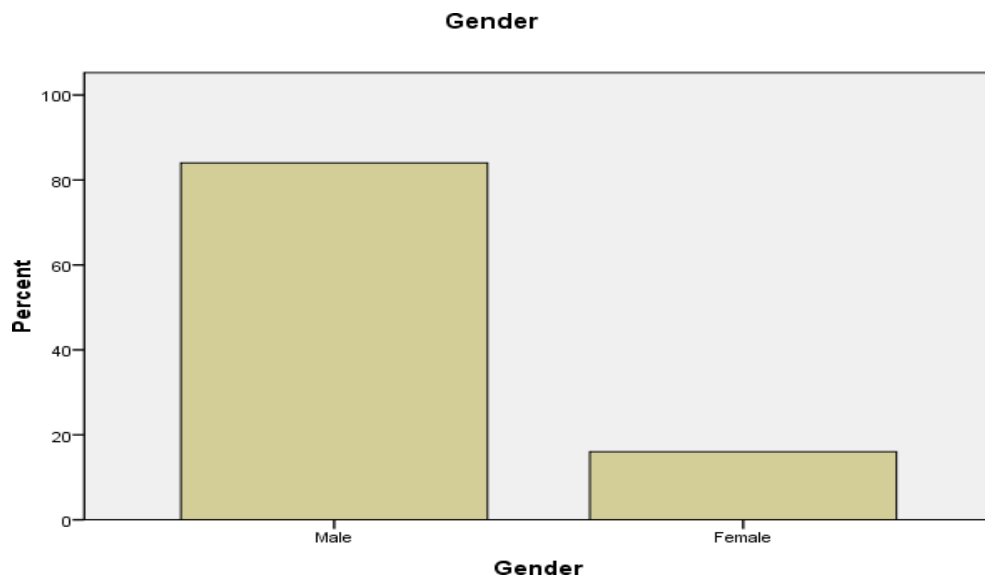
TABLE- 4.1.2 Gender

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 male and 16% of the respondents female.

CHART- 4.1.2 GENDER



DISTRIBUTION OF RESPONDENTS ON THE BASIS OF EXPERIENCE

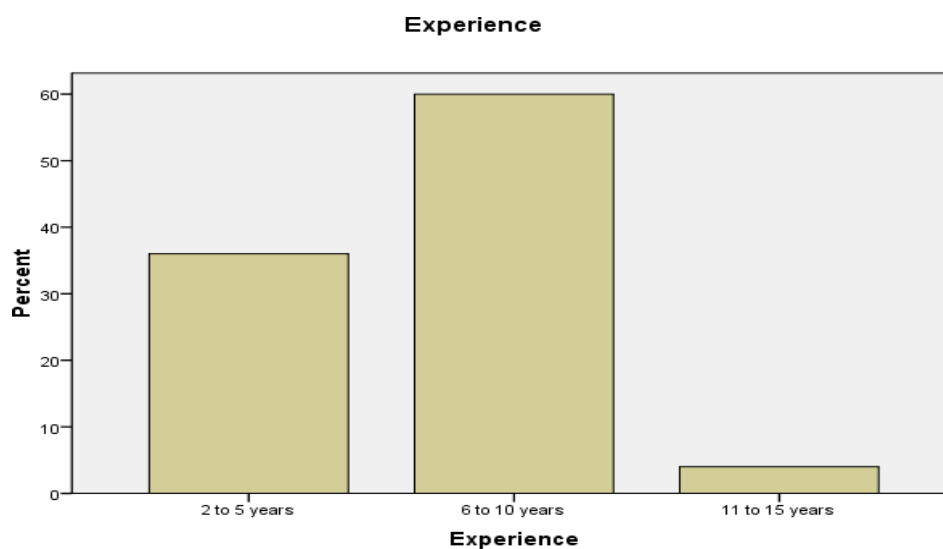
TABLE- 4.1.3 Experience

	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.

CHART- 4.1.3 EXPERIENCE

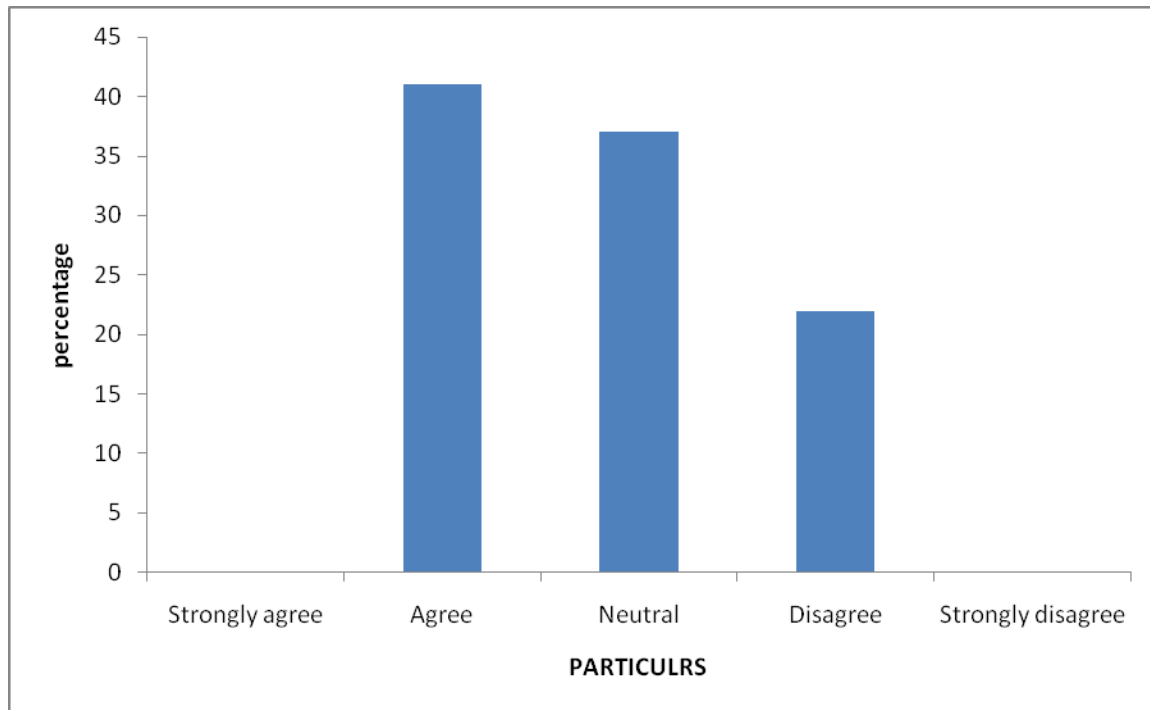


ORGANIZATION INDUCTION – SERIES OF STEPS

Table:4.1.4

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

CHART : 4.1.4



INTERPRETATION:

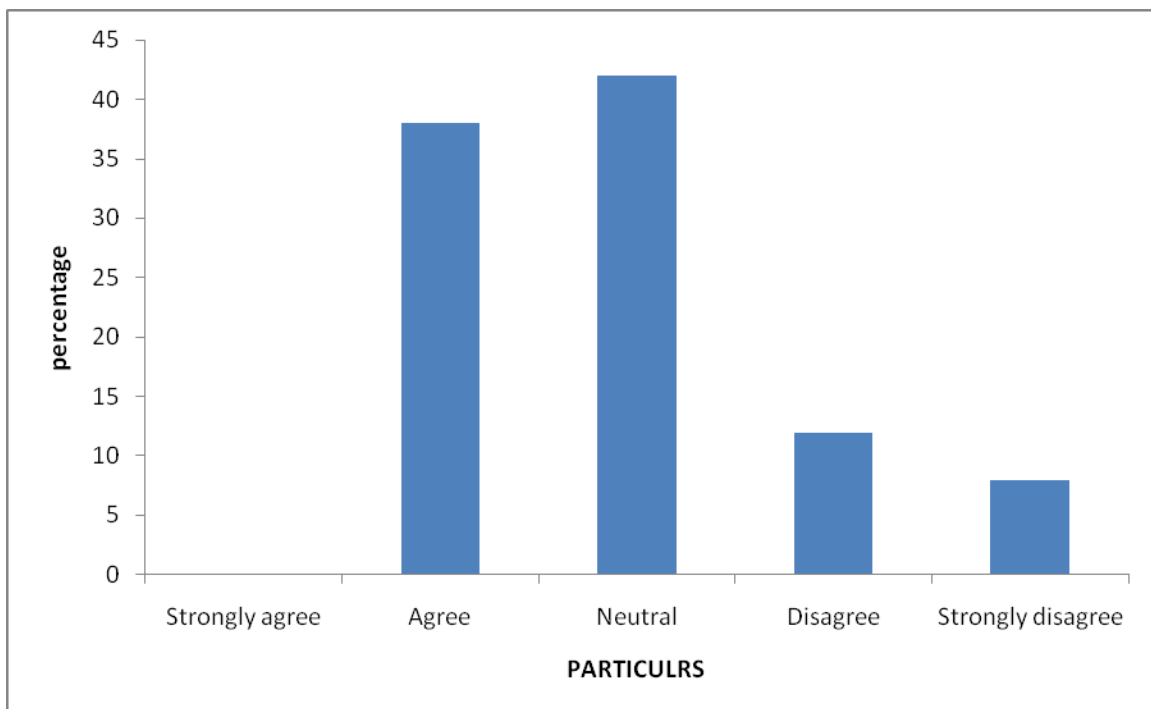
From the above table it can be interpreted that 41% of the respondents agrees that organization's induction provides an understanding of the company's culture, structure, products and clients

Table: 4.1.5

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

CHART : 4.1.5



INTERPRETATION:

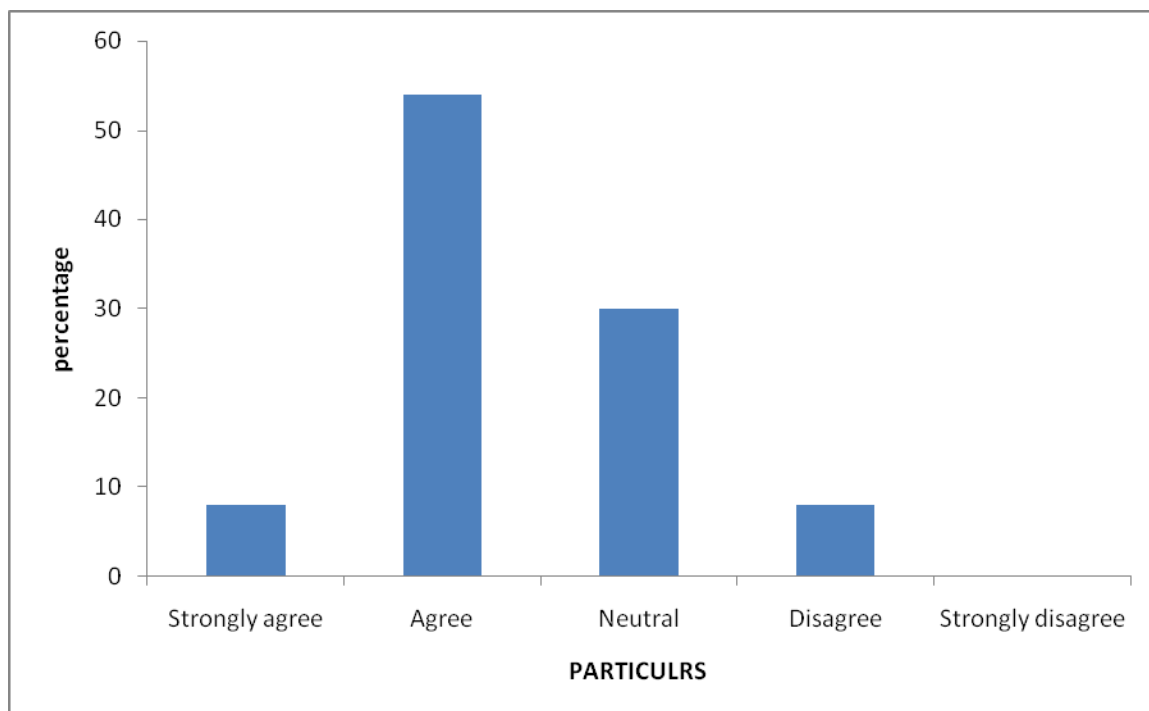
From the above table it can be interpreted that 42% of the respondents feel that induction includes setting out work objectives department and company goals

Table: 4.1.6

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

CHART 4.1.6



INTERPRETATION:

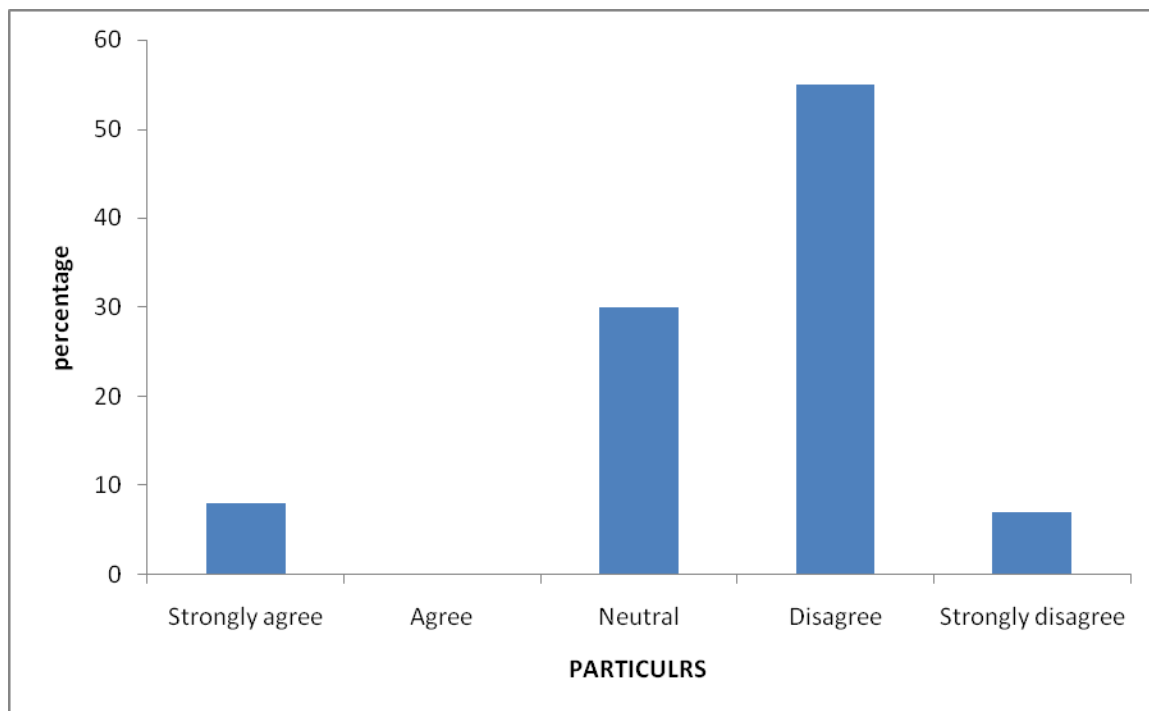
From the above table it can be interpreted that 54% of the respondents feel that induction process enable the newcomers to meet colleagues with whom they will be working in the future.

Table: 4.1.7

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

CHART : 4.1.7



INTERPRETATION:

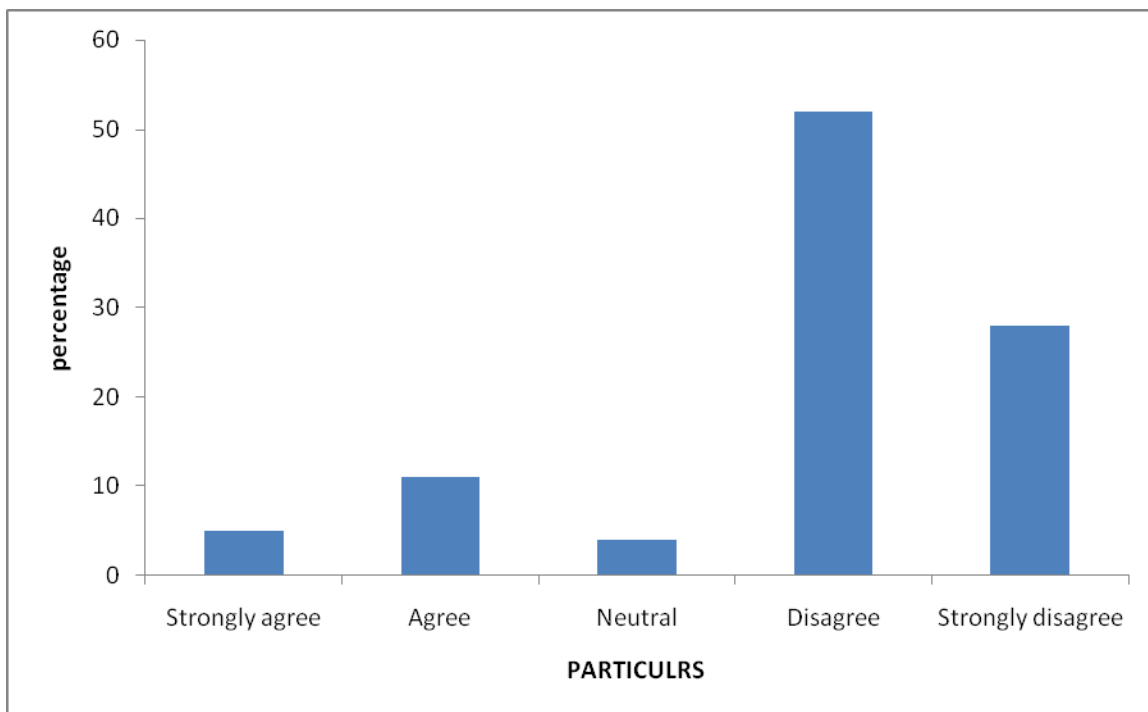
From the above table it can be interpreted that 55% of the respondents feel that the employee orientation is not effective in the employment integration

Table: 4.1.8

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

CHART : 4.1.8



INTERPRETATION:

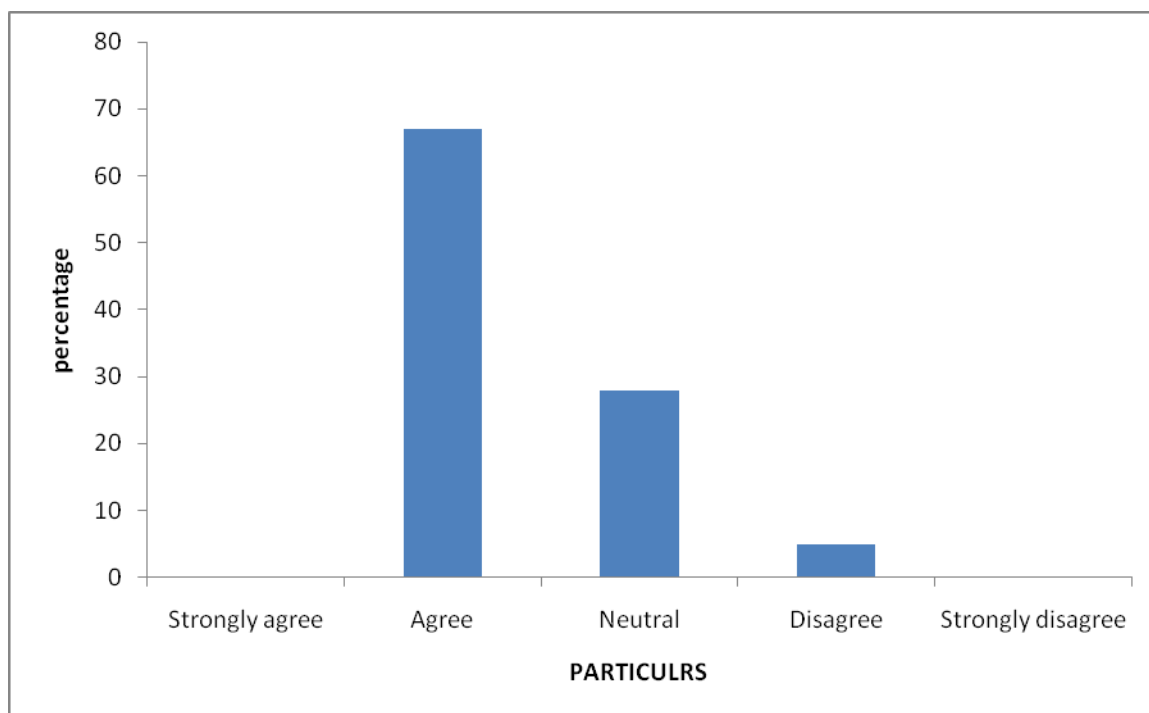
From the above table it can be interpreted that 35% of the respondents strongly agree that induction provides the newcomer with skills and knowledge to do their duties well

Table: 4.1.9

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

CHART: 4.1.9



INTERPRETATION:

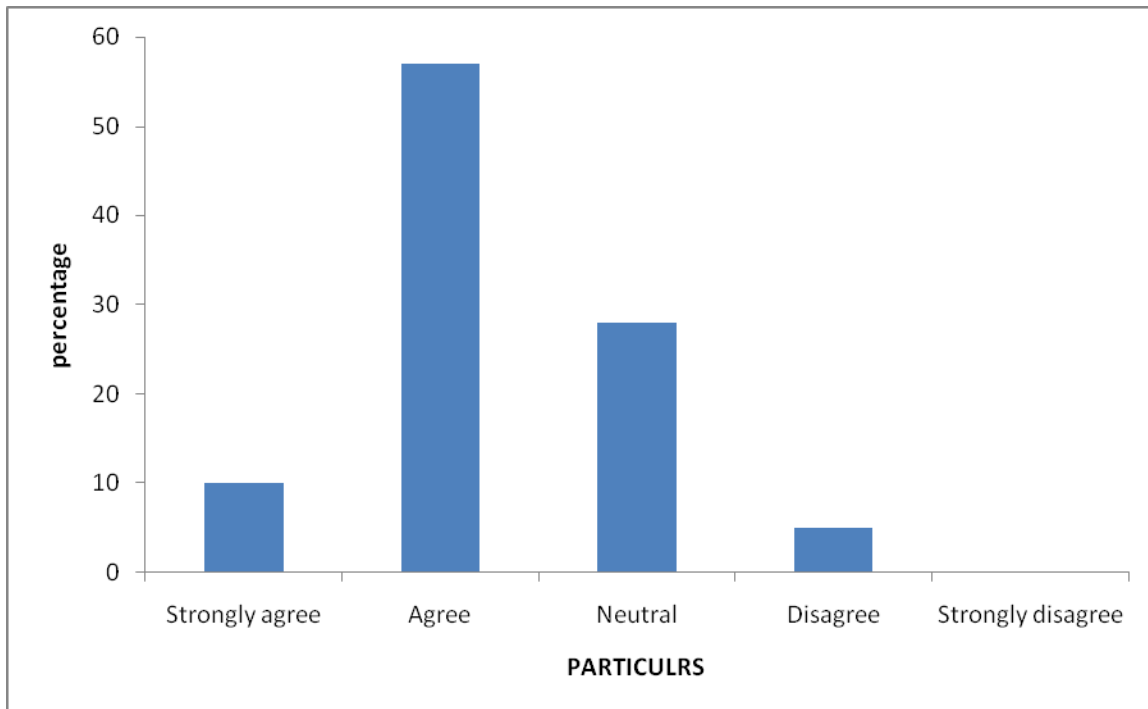
From the above table it can be interpreted that 67% of the respondents agreed that induction program provides warm and sincere welcome to the new employee of the organization.

Table :4.1.10

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

CHART : 4.1.10



INTERPRETATION:

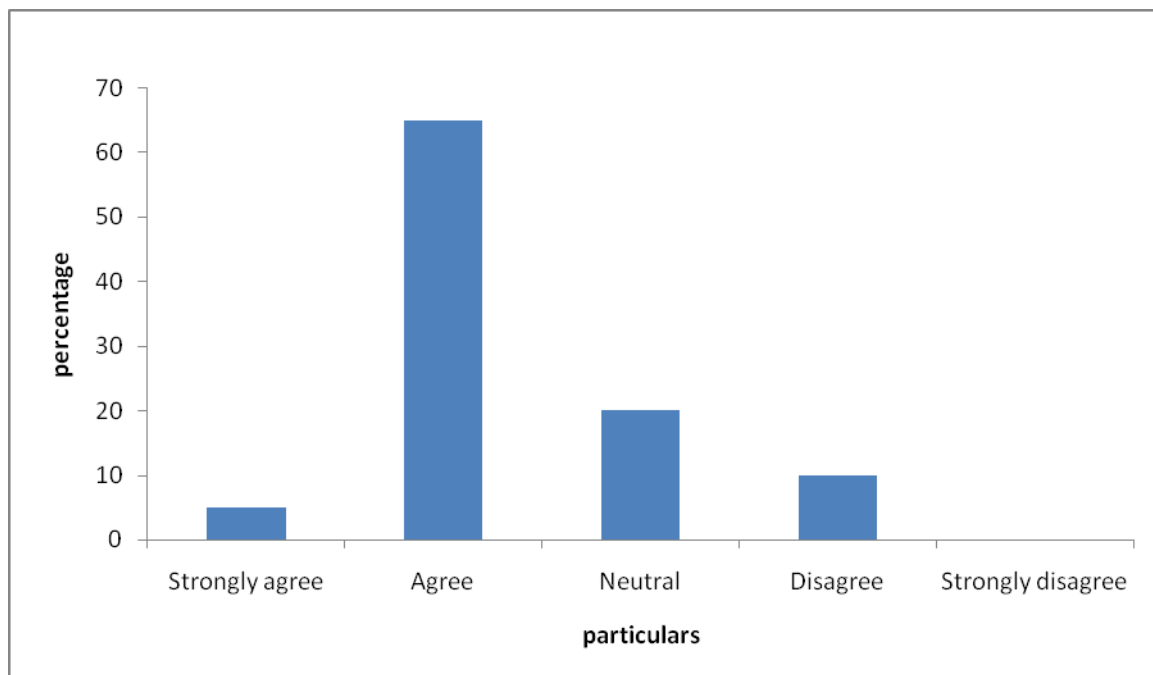
From the above table it can be interpreted that 57% of the respondents agreed that induction program provides overview about jobs roles and description.

Table: 4.1.11

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

CHART : 4.1.11



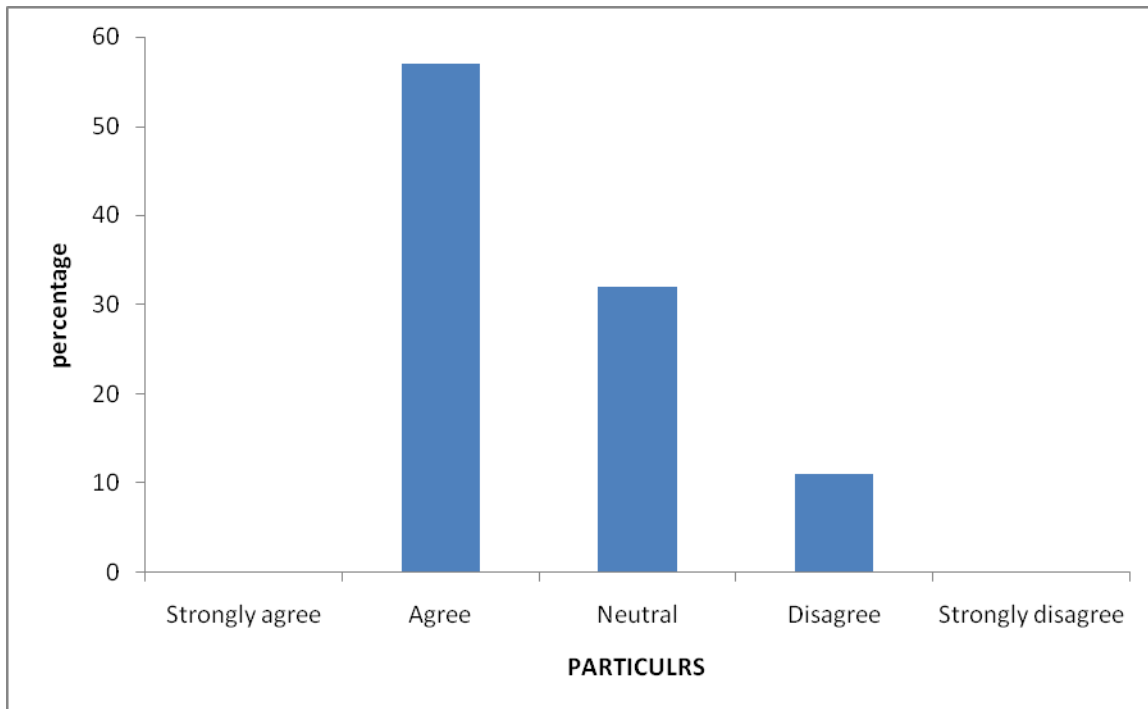
INTERPRETATION:

From the above table it can be interpreted that 65% of the respondents agreed that induction process enables a range of communication techniques like group discussion and presentations as part of the training process

Table: 4.1.12
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

CHART : 4.1.12



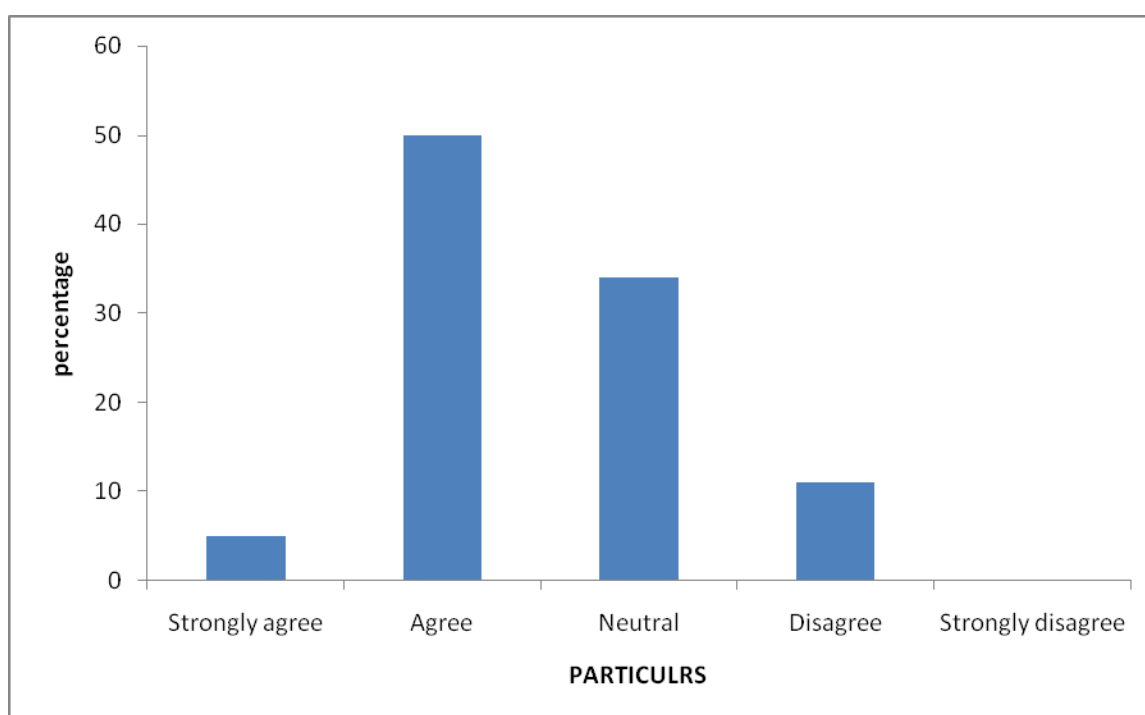
INTERPRETATION:

From the above table it can be interpreted that 57% of the respondents agreed that induction process enables job-specific training opportunities provided by the learning and development organization.

Table: 4.1.13
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

CHART : 4.1.13



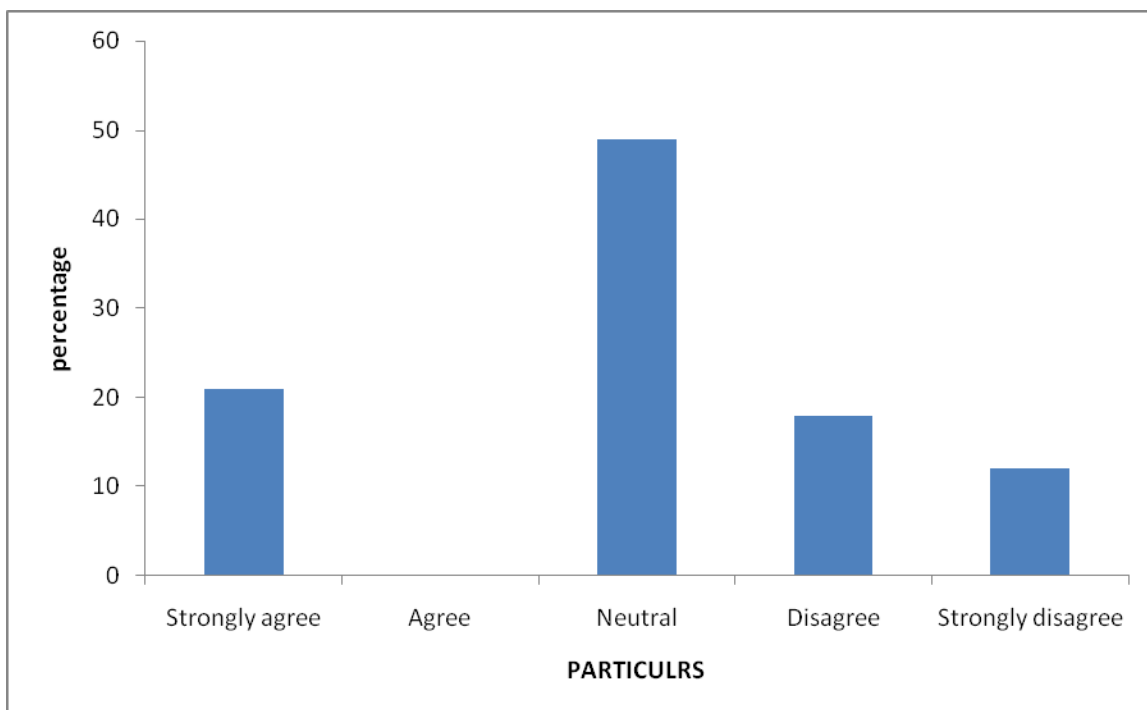
INTERPRETATION:

From the above table it can be interpreted that 50% of the respondents agreed that induction program enables the new employee to feel comfortable with the organization

Table: 4.1.14
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

CHART : 4.1.14



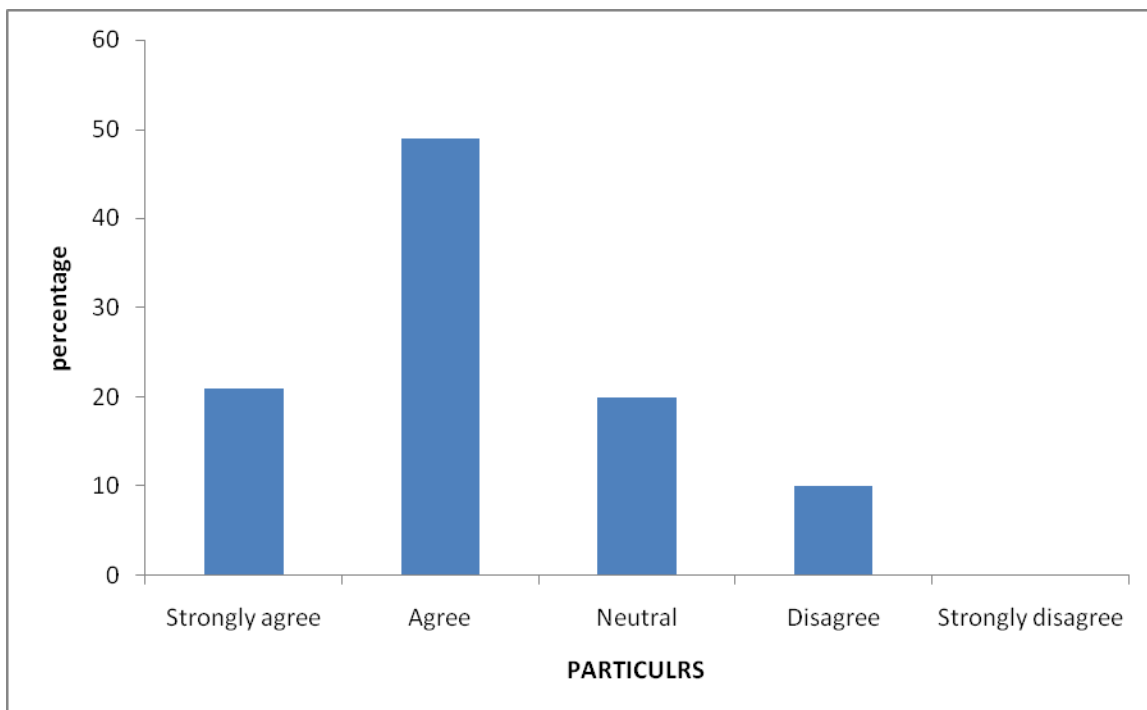
INTERPRETATION:

From the above table it can be interpreted that 49% of the respondents feel that Induction program is well structured and pre-planned

Table: 4.1.15
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

CHART : 4.1.15



INTERPRETATION:

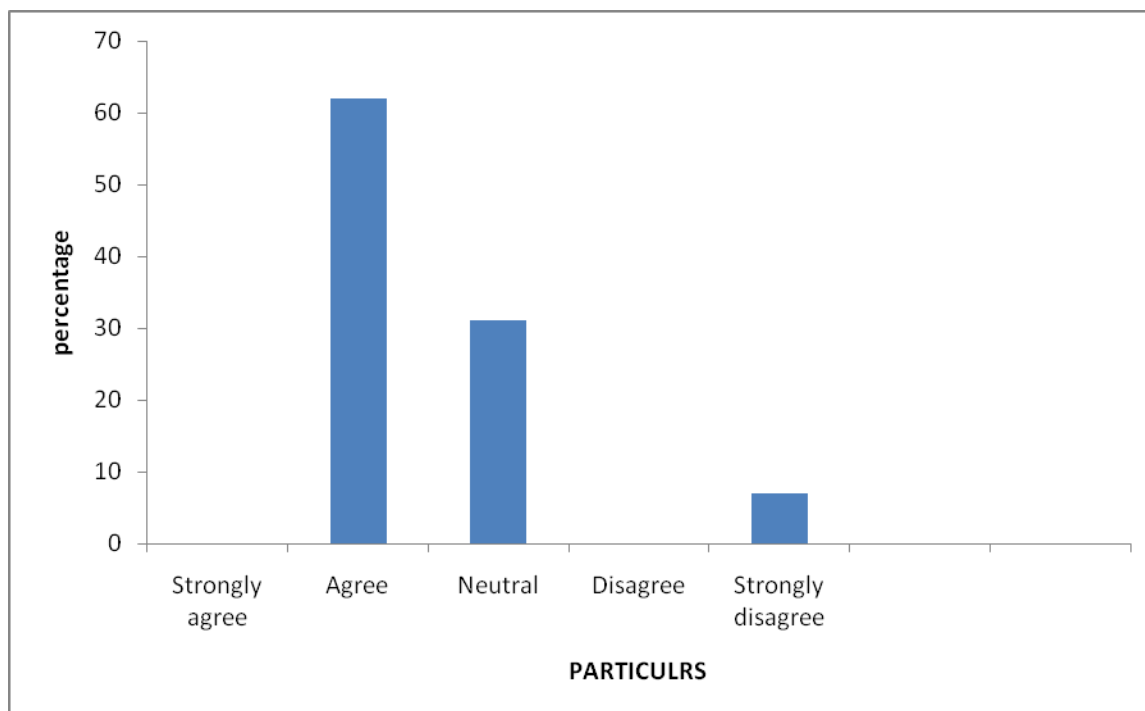
From the above table it can be interpreted that 49% of the respondents agreed with Office hours, dress code, sick leave and other policies were explained and also payroll policies were also cover on first days of the induction program.

Table :4.1.16

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

CHART :4.1.16



INTERPRETATION:

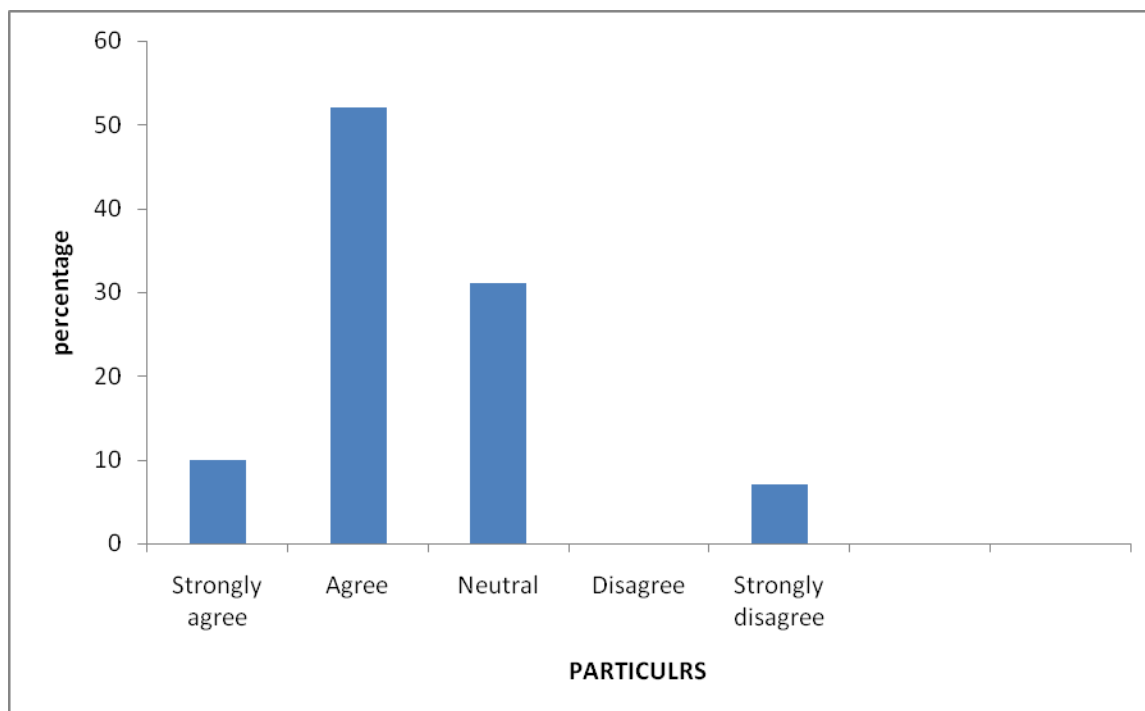
From the above table it can be interpreted that 62% of the respondents agrees that induction program is highly effective and found it energizing for future.

Table: 4.1.17

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

CHART :4.1.17



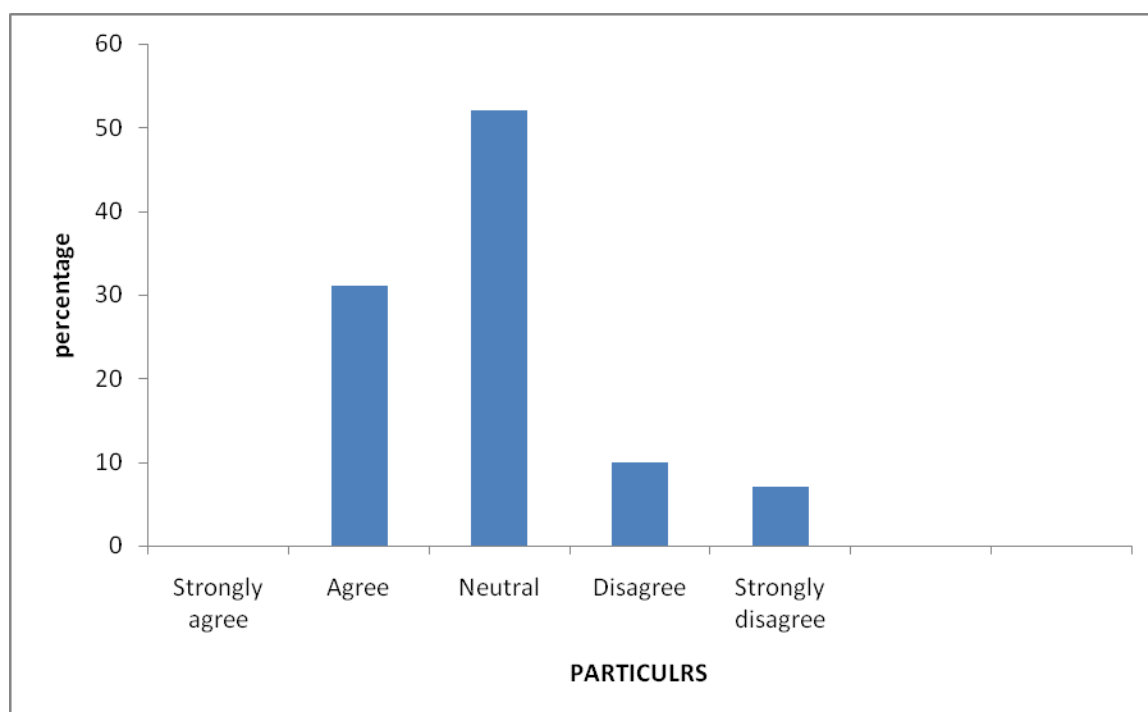
INTERPRETATION:

From the above table it can be interpreted that 52% of the respondents agrees that the regulations relating to the organization were clearly explained.

Table : 4.1.18
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

CHART : 4.1.18



INTERPRETATION:

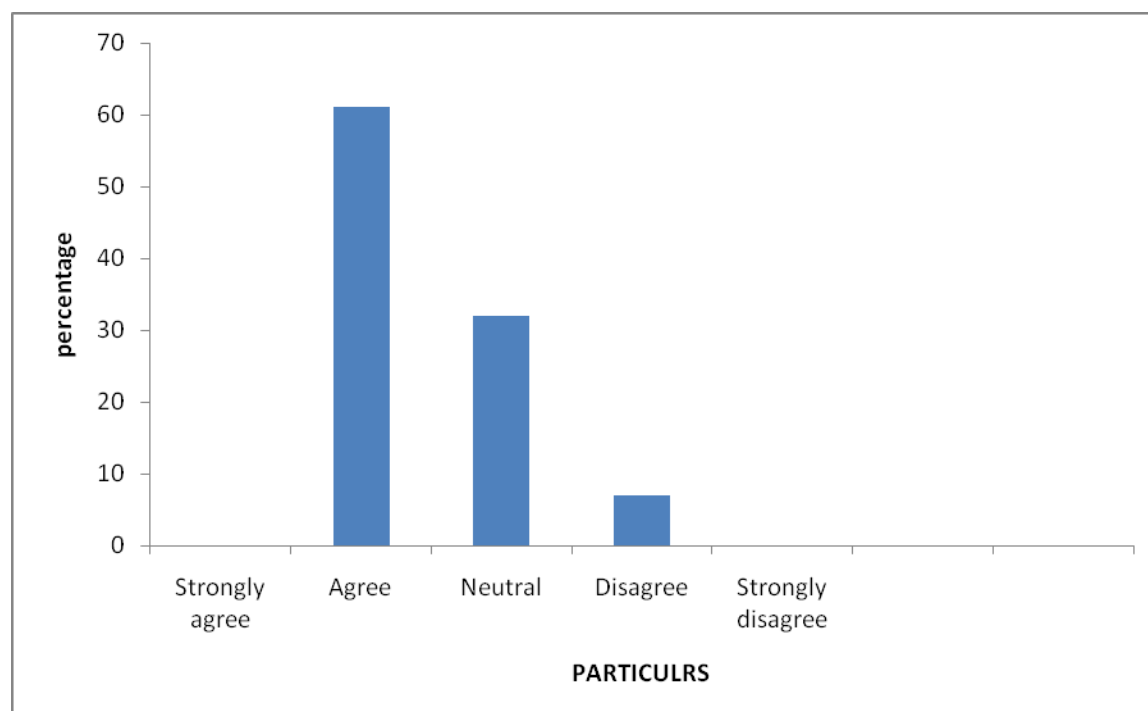
From the above table it can be interpreted that 52% of the respondents say that they received feedback based on assessment and guidance for professional development

Table : 4.1.19

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

CHART: 4.1.19



INTERPRETATION:

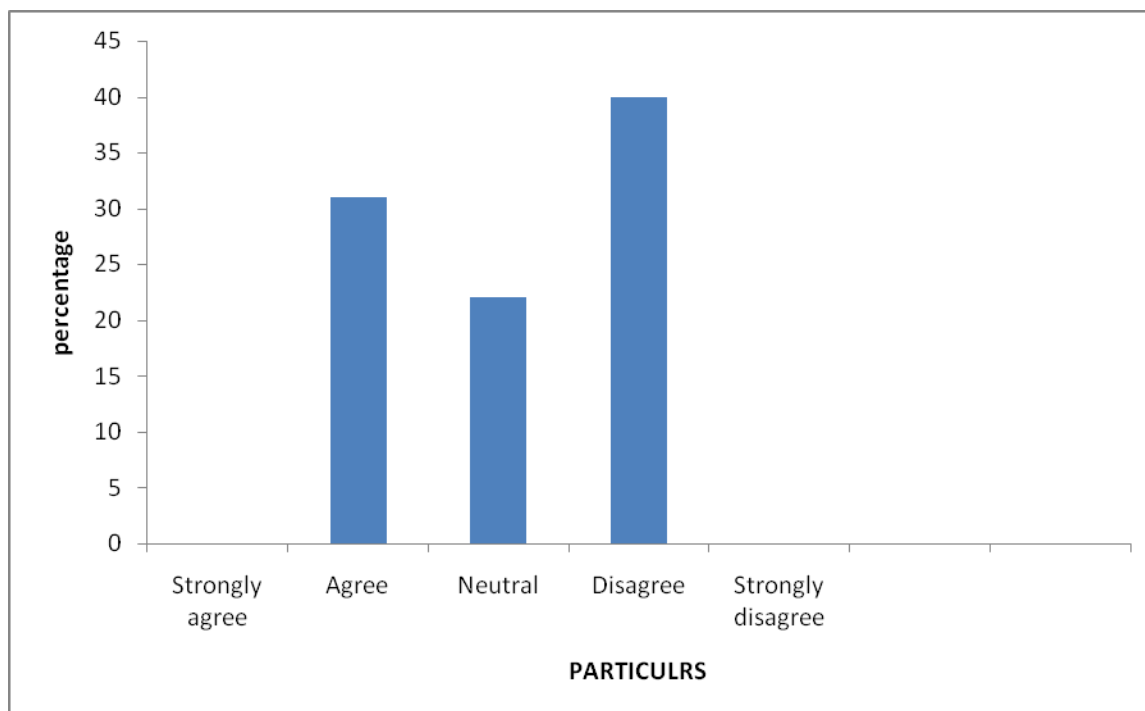
From the above table it can be interpreted that 61% of the respondents agreed that thee initial study material provided is enough to understand the company procedures.

Table : 4.1.20

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

Chart : 4.1.20



INTERPRETATION:

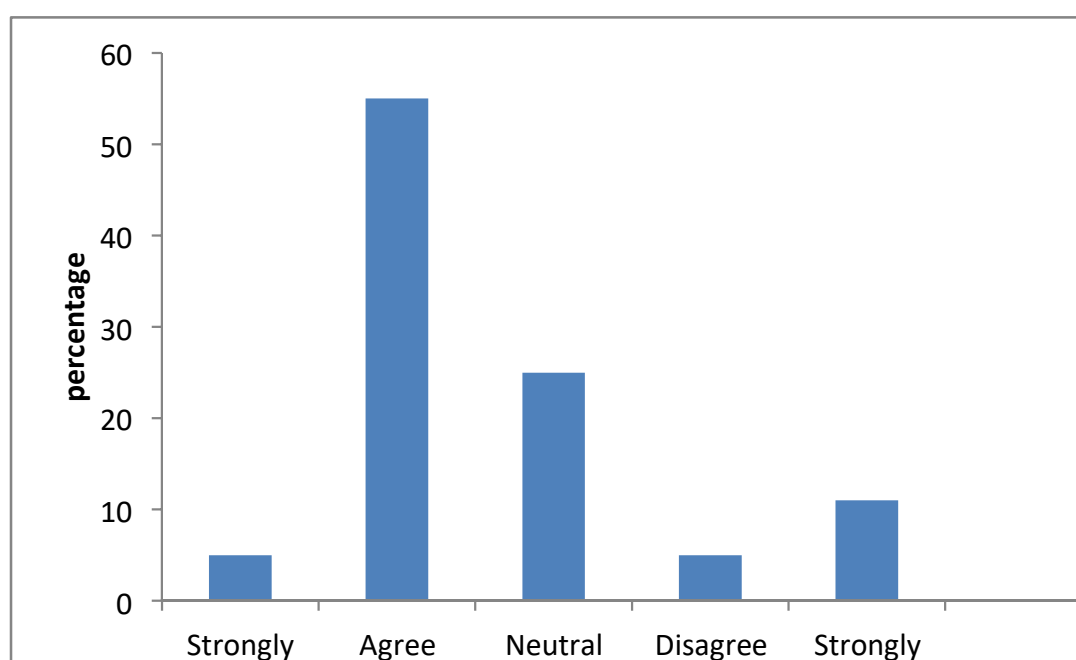
From the above table it can be interpreted that 40% of the respondents disagreed that after undergoing the induction program, they were able to perform their duty in the organization

Table : 4.1.21

SUFFICIENT DURATION

S.NO	PARTICULARS	NO OF RESPONDENTS	PERCENTAGE
1	Strongly agree	6	5
2	Agree	60	55
3	Neutral	28	25
4	Disagree	5	5
5	Strongly disagree	11	00
	TOTAL	110	100

Chart : 4.1.21



INTERPRETATION:

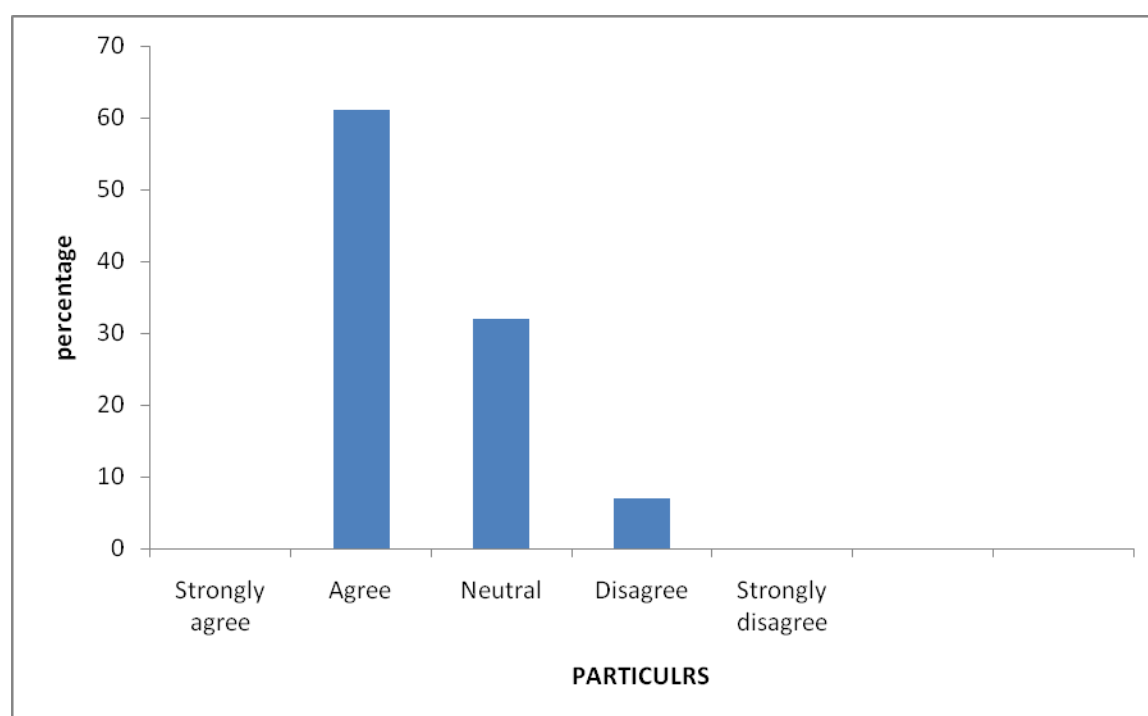
From the above table it can be interpreted that 55% of the respondents agrees that duration of the induction program was sufficient.

Table : 4.1.22

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

CHART : 4.1.22



INTERPRETATION:

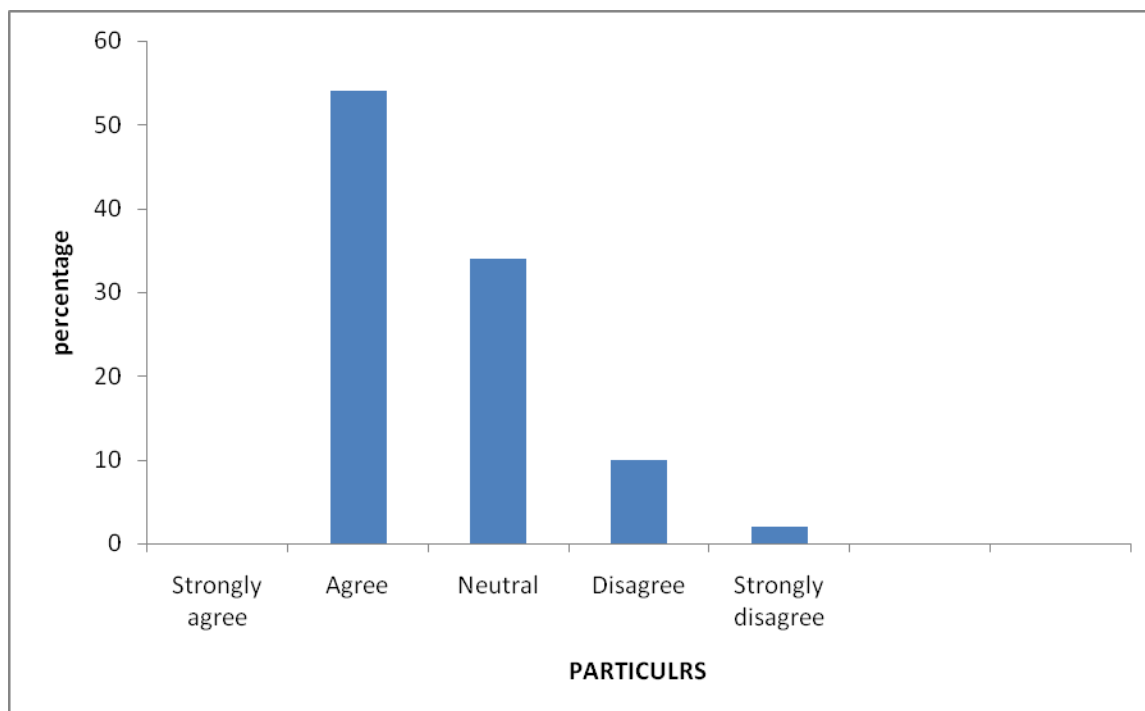
From the above table it can be interpreted that 61% of the respondents agreed that at the end of the week they felt like a member of the “TEAM”

Table : 4.1.23

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

CHART : 4.1.23



INTERPRETATION:

From the above table it can be interpreted that 54% of the respondents agreed that the induction program managed to infuse proper knowledge and skills into them.

4.3 STATISTICAL TOOLS

STATISTICAL PACKAGES FOR SOCIAL SERVICES

CHI- SQUARE TEST I – (ψ^2)

Chi-square is the sum of the squared difference observed (o) and the expected (e) data (or the deviation, d), divided by the expected data in all possible categories.

Null hypothesis (Ho):

There is no relationship between the experience and training opportunities.

Alternate hypothesis (H1):

There is a relationship between the experience and training opportunities.

Case Processing Summary

	Cases					
	Valid		Missing		Total	
	N	Percent	N	Percent	N	Percent
poExperience * Training Opportunities	110	100.0%	0	.0%	110	100.0%

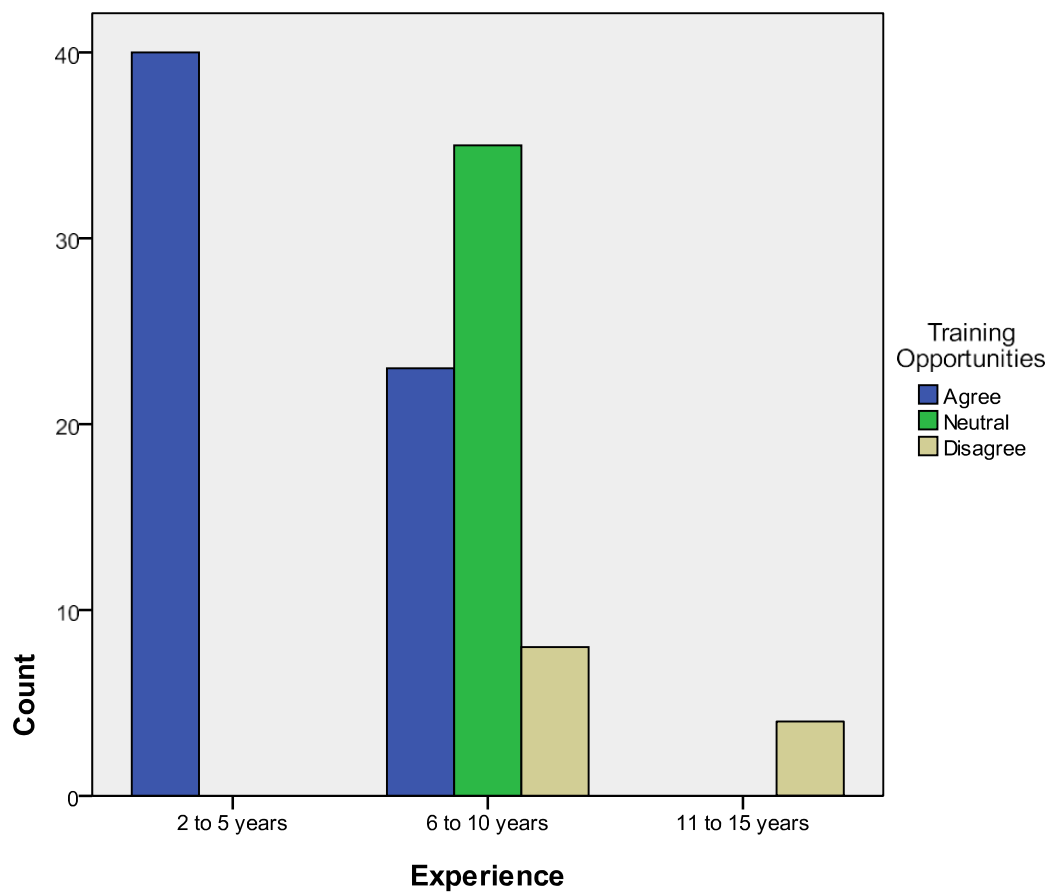
Experience * Training Opportunities Crosstabulation

			Training Opportunities			Total
			Agree	Neutral	Disagree	
Experience	2 to 5 years	Count	40	0	0	40
		% within Experience	100.0%	.0%	.0%	100.0%
		% within Training Opportunities	63.5%	.0%	.0%	36.4%
		% of Total	36.4%	.0%	.0%	36.4%
	6 to 10 years	Count	23	35	8	66
		% within Experience	34.8%	53.0%	12.1%	100.0%
		% within Training Opportunities	36.5%	100.0%	66.7%	60.0%
		% of Total	20.9%	31.8%	7.3%	60.0%
	11 to 15 years	Count	0	0	4	4
		% within Experience	.0%	.0%	100.0%	100.0%
		% within Training Opportunities	.0%	.0%	33.3%	3.6%
		% of Total	.0%	.0%	3.6%	3.6%
Total	Count		63	35	12	110
	% within Experience		57.3%	31.8%	10.9%	100.0%
	% within Training Opportunities		100.0%	100.0%	100.0%	100.0%
	% of Total		57.3%	31.8%	10.9%	100.0%

Chi-Square Tests

	Value	df	Asymp. Sig. (2-sided)
Pearson Chi-Square	77.725 ^a	4	.000
Likelihood Ratio	76.902	4	.000
Linear-by-Linear Association	49.132	1	.000
N of Valid Cases	110		

a. 4 cells (44.4%) have expected count less than 5. The minimum expected count is .44.



Degree of Freedom= (r-1) *(c-1)

$$= 2*2= 4$$

Calculated value = 77.725

Tabulated value = 9.488

Z = Z cal > Z tab

$$Z= 77.725 > 9.488$$

Hence, the Alternate hypothesis [H1] is accepted

INFERENCE:

Since the calculated value is greater than the tabulated value, we accept the alternate hypothesis and hence there is a relationship between the experience and training opportunities.

ONE-WAY ANOVA CLASSIFICATION**Null hypothesis (Ho):**

There is a significance difference between the New Employee Organization.

Alternate hypothesis (H1):

There is no significance difference between the New Employee Organization.

Descriptives**NEW EMPLOYEE ORGANIZATION**

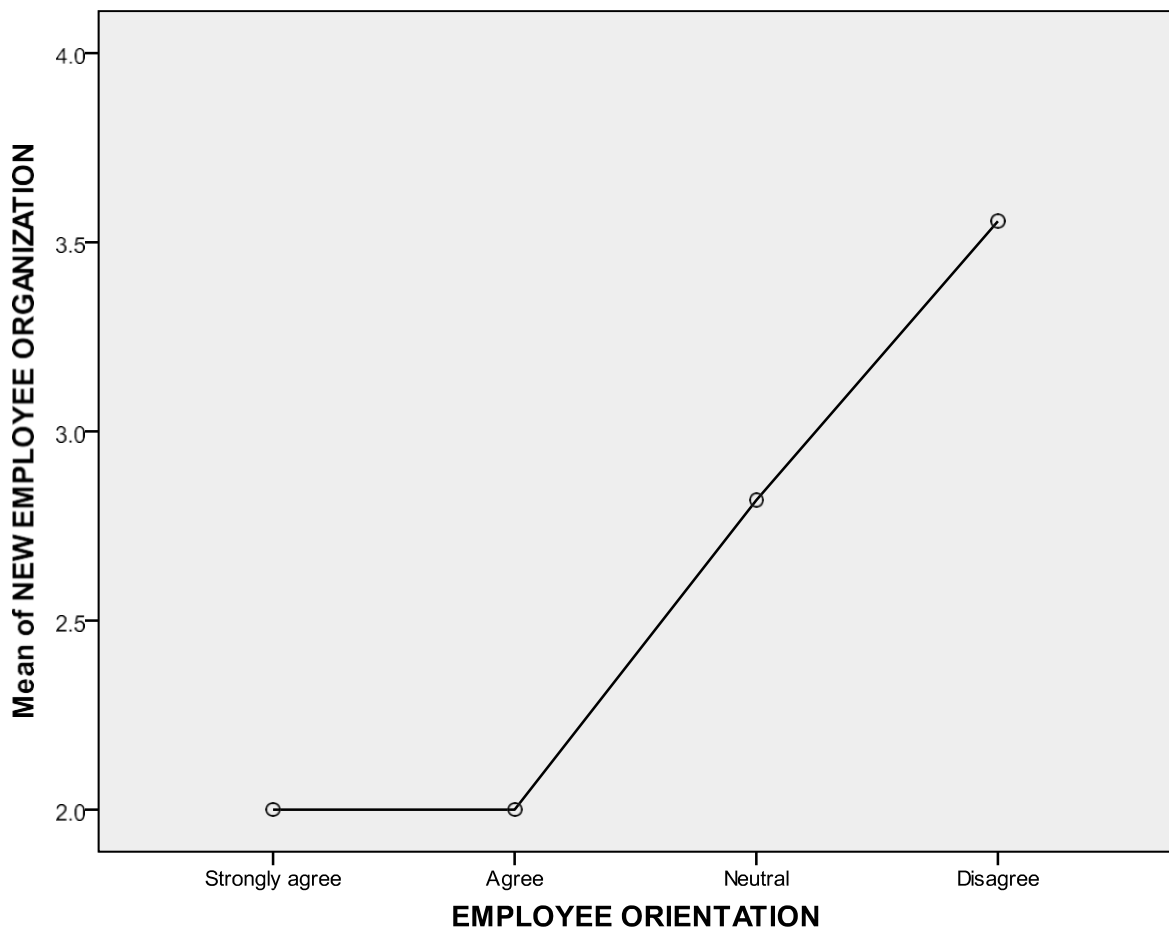
	N	Mean	Std. Deviation	Std. Error	95% Confidence Interval for Mean		Minimum	Maximum
					Lower Bound	Upper Bound		
Strongly agree	9	2.00	.000	.000	2.00	2.00	2	2
Agree	59	2.00	.000	.000	2.00	2.00	2	2
Neutral	33	2.82	.392	.068	2.68	2.96	2	3
Disagree	9	3.56	.527	.176	3.15	3.96	3	4
Total	110	2.37	.572	.055	2.26	2.48	2	4

Test of Homogeneity of Variances**NEW EMPLOYEE ORGANIZATION**

Levene Statistic	df1	df2	Sig.
57.269	3	106	.000

ANOVA**NEW EMPLOYEE ORGANIZATION**

	Sum of Squares	df	Mean Square	F	Sig.
Between Groups	28.587	3	9.529	141.639	.000
Within Groups	7.131	106	.067		
Total	35.718	109			



Calculated value = 141.639

Tabulated value = 2.70

$F = F_{cal} > F_{tab}$ $F=52.380 > 2.70$

Hence, the Alternate hypothesis [H1] is accepted.

INFERENCE:

The calculated value of F is greater than the tabulated value. Hence, we reject the null hypothesis and conclude that there is no significance difference between the New Employee Organization.

ANALYSIS USING KARL PEARSON'S CORRELATION

Correlation analysis is the statistical tool used to measure the degree to which two variables are linearly related to each other. Correlation measures the degree of association between two variables.

Null hypothesis (H0):

There is positive relationship between the overview of job roles and pay roll policies.

Alternate hypothesis (H1):

There is negative relationship between the overview of job roles and pay roll policies.

Correlations		OVERVIEW OF JOB ROLES	PAY ROLL POLICIES
OVERVIEW OF JOB ROLES	Pearson Correlation	1	.876**
	Sig. (2-tailed)		.000
	N	110	110
PAY ROLL POLICIES	Pearson Correlation	.876**	1
	Sig. (2-tailed)	.000	
	N	110	110

** . Correlation is significant at the 0.01 level (2-tailed).

$$r = \frac{N\sum XY - \sum X \sum Y}{\sqrt{N\sum X^2 - (\sum X)^2} \sqrt{N\sum Y^2 - (\sum Y)^2}}$$

$$r = .876$$

INFERENCE:

Since r is positive, there is positive relationship between the overview of job roles and pay roll policies.

T-Test

Null hypothesis (Ho):

There is a significance difference between gender and duration of the induction program was sufficient.

Alternate hypothesis (H1):

There is no significance difference between gender and duration of the induction program was sufficient.

Group Statistics

	SUFFICIENT DURATION	N	Mean	Std. Deviation	Std. Error Mean
GENDER	Strongly Agree	6	1.00	.000	.000
	Agree	60	1.03	.181	.023

Independent Samples Test

		Levene's Test for Equality of Variances		t-test for Equality of Means						
		F	Sig.	t	df	Sig. (2-tailed)	Mean Difference	Std. Error Difference	95% Confidence Interval of the Difference	
									Lower	Upper
GENDER	Equal variances assumed	.861	.357	-.448	64	.656	-.033	.074	-.182	.115
	Equal variances not assumed			1.426	59.000	.159	-.033	.023	-.080	.013

Inference:

In Levene's Test for Equality of Variances significance value is 0.357 which is greater than or equal to 0.05. it means that the variability in the two conditions is about the same

Sig(2-tailed) value

Table value=.656

$0.656 > 0.05$ so there is statistically no significant difference between two conditions

WEIGHTED AVERAGE METHOD
INFUSING PROPER KNOWLEDGE

Particulars	No of Respondent's	Weightage Assigned	
Strongly agree	0	5	0
Agree	59	1	59
Neutral	38	2	76
Disagree	11	3	33
Strongly Disagree	2	4	8
Total	110		176

$$\begin{aligned}
 \text{Weighted Moving Average} &= \sum Wx1 / \sum X1 \\
 &= 176/120 \\
 &= 1.47
 \end{aligned}$$

Inference :

From the above table, we can infer that majority of the respondents are neutral regarding knowledge infusion through induction.

CHAPTER V

5.1 FINDINGS

- 41% of the respondents agrees that organization's induction provides an understanding of the company's culture, structure, products and clients
- 42% of the respondents feel that induction includes setting out work objectives department and company goals
- 54% of the respondents feel that induction process enable the newcomers to meet colleagues with whom they will be working in the future.
- 55% of the respondents feel that the employee orientation is not effective in the employment integration
- 35% of the respondents strongly agree that induction provides the newcomer with skills and knowledge to do their duties well
- 67% of the respondents agreed that induction program provides warm and sincere welcome to the new employee of the organization.
- 57% of the respondents agreed that induction program provides overview about jobs roles and description.
- 65% of the respondents agreed that induction process enables a range of communication techniques like group discussion and presentations as part of the training process
- 57% of the respondents agreed that induction process enables job-specific training opportunities provided by the learning and development organization.
- 50% of the respondents agreed that induction program enables the new employee to feel comfortable with the organization
- 49% of the respondents feel that Induction program is well structured and pre-planned
- 49% of the respondents agreed with 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.
- 62% of the respondents agrees that induction program is highly effective and found it energizing for future.
- 52% of the respondents agrees that the regulations relating to the organization were clearly explained.

- 52% of the respondents say that they received feedback based on assessment and guidance for professional development
- 61% of the respondents agreed that the initial study material provided is enough to understand the company procedures.
- 40% of the respondents disagreed that after undergoing the induction program, they were able to perform their duty in the organization
- 55% of the respondents agree that duration of the induction program was sufficient.
- 61% of the respondents agreed that at the end of the week they felt like a member of the “TEAM”
- 54% of the respondents agreed that the induction program managed to infuse proper knowledge and skills into them.

5.2 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.

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

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:

DESIGNATION:

AGE ☐ 21-30 yrs ☐ 31-40 yrs ☐ 40-50 yrs

GENDER: ☐ Male ☐ Female

EXPERIENCE: ☐ 2 to 5 years ☐ 6 to 10 years ☐ 11 to 15 years

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	☐	☐	☐	☐	☐

		Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
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.	☐	☐	☐	☐	☐
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 Office hours, dress code, sick leave and other policies were	☐	☐	☐	☐	☐
12	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”	☐	☐	☐	☐	☐

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
20 The induction program managed to infuse proper knowledge and skills into you.	☐	☐	☐	☐	☐

THANK YOU FOR SPENDING YOUR VALUABLE TIME

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