

Chapter no. V

Conclusions & Suggestions



**CONCLUSIONS AND SUGGESTIONS**

After analyzing & interpreting the data in previous chapter I have arrived at certain conclusions. Based on conclusions especially to overcome the limitations I have also given certain suggestions for further improvement. These suggestions are presented in same chapter.

**Conclusions in regards of recruitment and selection**

- 1) There is considerable awareness among the employees regarding to recruitment & selection policies. As some employees are not aware of such policies, it is necessary to create the awareness among the employees.
- 2) In this company majority of the employees are recruited through advertisement, campus interview etc. which are also conducted for recruiting to employees.
- 3) Most of the employees working in the units are satisfied with recruitment & selection policies. Where as very few are unhappy with existing recruitment & selection policies.
- 4) It is observed from the data at the time of placement no job related training was imparted I case of most of the employees.
- 5) In this company most of workers have completed ITI course so they are good in practical work.
- 6) As the it is observed from the data number of test conducted by company at the time of selection i.e. Job test, Interview or both as well as other test like Drawing Reading, Technical qualification etc.
- 7) If any vacancy arises, they cannot prefer notice board, as a source of recruitment even through it is convenient & less costly.

**Suggestions in relation to recruitment and selection**

- 1) The company should use advertisement on notice board for any vacancy.
- 2) Company should start the practice of imparting induction training, which should be followed by on the job training. At present initial training is restricted to only, which is not a sound practice today.
- 3) In recruitment the company should give an opportunity to young & fresh candidates.
- 4) At the time of selection, company should also introduce written test for managerial post along with other tools & techniques of selection.
- 5) In this company most of the employees are recruited through source of advertisement & few of them are in campus interview so the other external sources like Internet, recommendations of present employees, trade union etc. should be used company's recruitment policy.

**CONCLUSIONS AND FINDINGS IN REGARDS OF TRAINING**

1) After having collected the useful information and analyzed the same the following inferences were developed that are

1. The organization conducts most of the training programmes occasionally as per the needs
2. Being on Engineering unit, organization mostly conducts on the job training method to give practical experience to their employees.
3. Majority of the workers are aware of off the job training techniques
4. It is found that lecturing method, Video films and personal discussion between superior and subordinates are most useful methods to develop competency while circulation of literature and corresponding reports are least useful method. This may be because of non-use of these two techniques.
5. Majority of the employees want on the job training method during the training programmes.

6. It is found that most of the employees are satisfied with the organization of training programmes.

The Management provides good facilities during the training programmatic.

1.It is found that there is a motivation from, management to the employees to participate fully in training programmes.

2.It is found that the management gives proper direction to make training programmes more effectively,

3.The existing relations between superior and subordinates are good in the organization.

4.Almost all the employees want training programmes to be conducted very frequently for better performance.

5.It is found the majority of the workers expect circulars and printed notes well in time.

6.To work independently the employees expect more amount of supervision and direction from their immediate superiors.

II) After having the discussion with Higher Authorities following inferences are developed and these are:

1. The half yearly training programmes are being planned in the organization which are relating to behavioral aspects, workers education etc. If there is a need of training programme in between the training programmes is being conducted.

2. The training needs are identified and initiated in management meetings and thus concerned department heads will assess the requirements.

3. The training programmes are organized through Lectures, Demonstrations and On the job training method.

4. Concerned department heads by Personal Interview, Written test and Practical test does the evaluation of performance.
5. All the records of the employees are maintained very nicely.

**SUGGESTIONS IN REGARDS OF TRAINNING**

1. To improve the performance of employees, the organization should also adopt off-the job training techniques while conducting the training programmes.
2. More training should be imparted on behavioral aspects to improve the relations between superior and sub-ordinates.
3. In order to encourage the employees to participate in training programme whole heartedly more incentives should be provided or offered to them in terms of cash or promotions etc.
- 4.To Develop independency among the employees while doing the work it is necessary to have rigorous training programme in the organization.

END OF CHAPTER 5

## QUESTIONNAIRE

### I) Personal Information:

Name:

Age:

Department:

Length of service:

### II) Does your company organizes training programme for your 7 development-

Yes  No

If yes, How frequently-

Once in a six month

Once in a year

Any other

### 2) What type of training programme does your company takes

a) On-the job

b) Off-the job

### 3) Do you know off the job training programme is also useful or not

Yes  No

If yes, which methods do you know?

1. Lecturing method

2. Video films

3. Personal discussion between superior and subordinates

4. Circulation of literature

5. Corresponding reports

### 4) If the option were given which off the job training method would you prefer or use

(1. No useful      5. Most useful)

a. Lecturing method

b. Video films

c. Personal discussion between superior and subordinates

d. Circulation of literature

e. Corresponding reports

5) If the choice is given which method do you select?

i) On the job method

ii) Off the job method

iii) Both

6) Does your company gives training in simple languages

Yes  No

7) What is your opinion about training programme

(1. Very Poor 5. Excellent)

a. Organization of training programme

b. Facilities made available during training program

c. Motivation for participation

d. Direction to make training programme effective

e. Relation with superior and subordinate

8) What do you expect in the training programme from the management.

(1. Want 2. Don't Want)

a. Organization of such training programmes very frequent

b. Circulation of printed literature from time to time

c. Continuous

**THANK YOU FOR YOUR TIME**