

**DATA ANALYSIS AND INTERPRETATION**

After theoretical background next chapter is data Analysis & interpretation. However before beginning with the analysis let us have a look at the company training policy.

**COMPANY'S TRAINING POLICY**

For every organization training is necessary. Even though the employees are been selected as per required qualification then also the organization gives them training.

The training is given to the employees to know the procedure of work done in the organization. Organization want to tell them what quality of work is required from the workers, what type of work he must do during his duty time etc.

The training is given to new employees to introduce them with the organization by giving them following information

1. Company introduction
2. Organization chart
3. Quality policy
4. Safety requirements

**Training needs arise in company due to**

1. Recruitment of new person
2. Transfer of job
3. New concepts
4. New equipment
5. New technology
6. Modernization

**Identification**

Training needs shall be identified and initiated in management meetings and communicated with concerned department heads

The concerned department head assess the requirement of skill to work suitably and identify the suitable person for related training. Training supervisor shall file the same person.

Personnel department in consultation with top management shall identify the training regard to behavioral aspects.

**Planning and execution of training**

Personnel department shall plan half yearly training programmes. After the discussion and approval by President on the basis of information received from various training institute, consultants and experts in related fields.

If in between training needs arise then they are organized by discussion. Adequate training programmes shall be organized through

1. Lectures
2. Demonstrations
3. On the job training

Training programmes are organized either in house or the related person is deputed for the outside programmes organized by various institutes.

Person undergoing specific technical skill, training shall be evaluated wherever applicable by the concerned department by

1. Personal interview
2. Written test
3. Practical test

And shall be communicated to the personnel department. Workers education classes are conducted on regular basis with the help of Central Board for Workers Education, Govt. of India.

**Records:**

Record description	Record File No.	Retained at	Min. Retained Period
Personal file / History card of Each employee	Individual Employee No. File	Personnel Department	Till he is In service
Identification of training Needs	Per-Rc-18-01	Training Department	Two years
Registration of training programmes names of persons attended	Per-Rc-18-02	Training Department	Two years
Training programme file	Per-Rc-18-03	Training Department	Two years
Evaluation of training programme attended outside	Per-Rc-18-05	Training Department	Two years

After having collected the reliable information through primary and secondary sources of information, the same information is analyzed in detail to develop the inferences, which enables the researcher to offer concrete suggestions to the organization for further development if necessary.

Analysis is divided in two parts

- I. Analysis based on information collected through personal discussion and observation.
- II. Analysis based on information through structured questionnaire method.

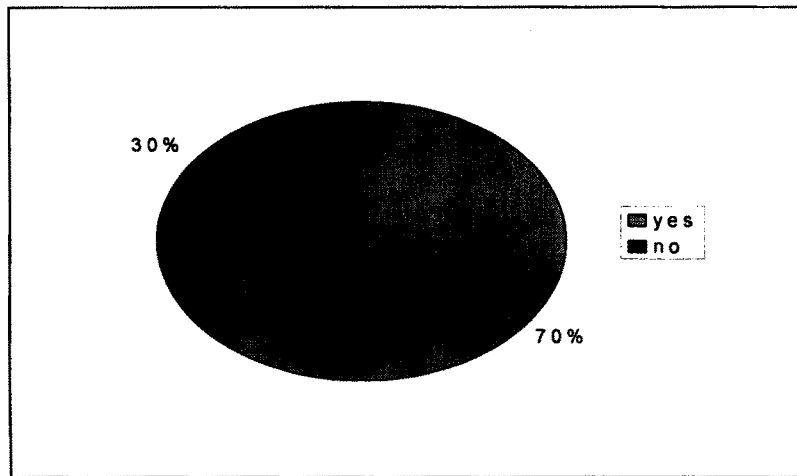
In this chapter available data is formulated or analysis by using tabulated form. And also such information is represented by graphical way.

**Table No 3.1**

**Awareness of among the employees for Recruitment & Selection Policy**

Employees Awareness	No. Of Employees (%)
Awareness	70
No Awareness	30
Total	100

According to table 1- 70% employees are aware about the company recruitment & selection policy & 30% employees are not aware about the recruitment & selection policies.

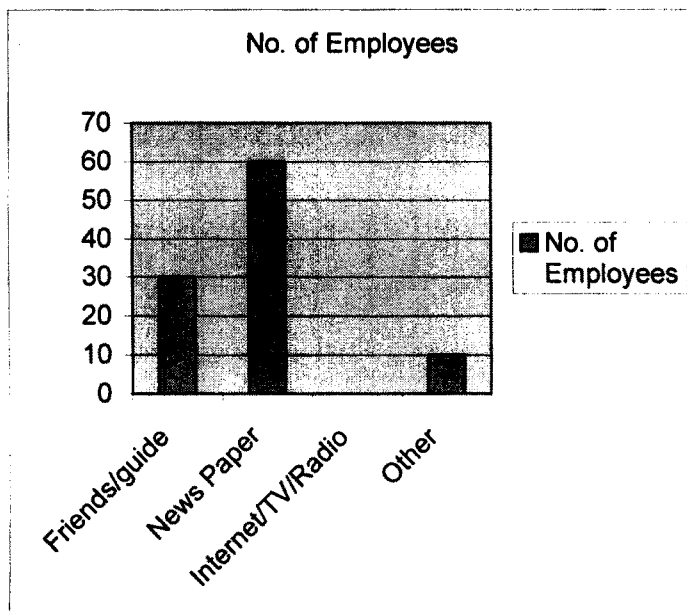


**Table No 3. 2**

**Employee Knowledge about the vacancy:**

Source	No. Of Employees (%)
Friends / Guide	30
News Paper	60
Internet/TV/Radio	Nil
Other	10
Total	100

According to Table No. 2 - 30% Employees are known the vacancy through Friends/Guides, 60% Employees are known the vacancy through News Paper & 10% are known the Vacancy through other sources like Employment Exchange, Campus Interview etc.



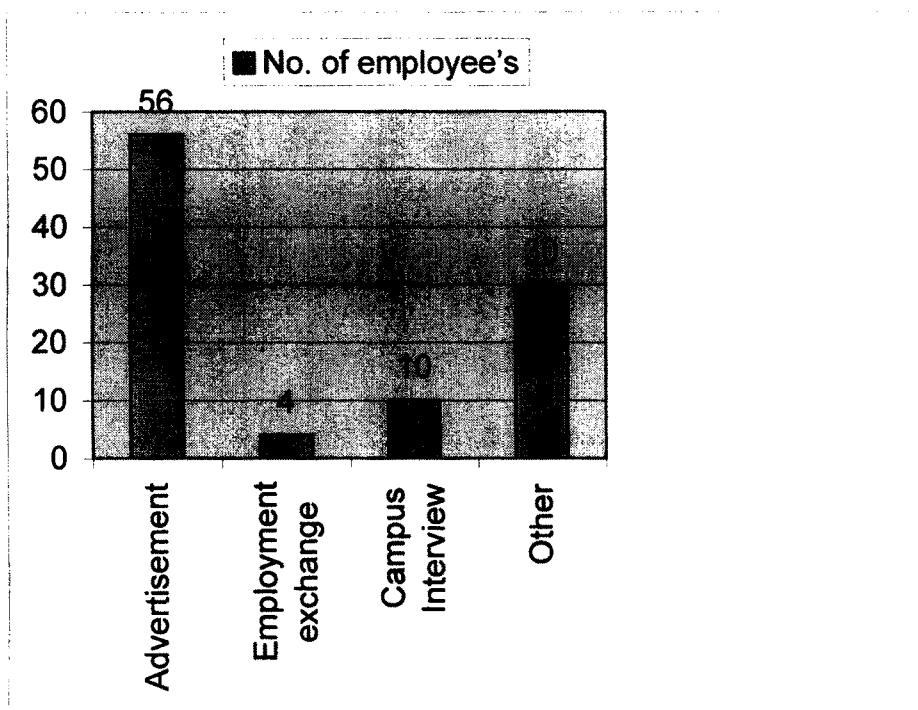
**Table No. 3.3**

**Source of recruitment adopted by employees**

Source	No. Of employee's (%)
Advertisement	56
Employment exchange	4
Campus Interview	10
Other	30
Total	100

According to Table No. 3 - 56% employees are recruited by using Advertisement source, 4% employees are recruited by using Employment Exchange, 10%

employees are recruited through campus interview & 30% of employees are recruited by other sources like direct interviews et.



**Table No.3.4**

**Number of Test adopted by Company at the time of selection**

Type of Test	No. Of Employees appeared (%)
Job Test	20
Written Test	Nil
Interview	20
Both (Job & Interview)	50
Other	10
<b>Total</b>	<b>100</b>

According to Table No. 4 – The Company adopted different types of test at the time of selection. So according to that test 20% employees are appeared for Job Test, 20% of Employees are appeared for Interview, 50% of employees are appeared for both Job & Interview Test and 10% employees are appeared for

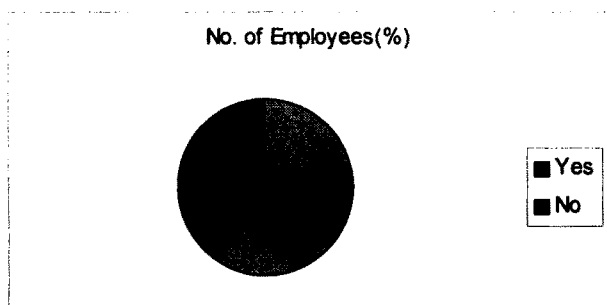
other test like Drawing Reading, Technical Qualification, Experience Acquired And Instrument Reading etc.

**Table No 3.5**

**Employees satisfaction regarding to company adopted test in the selection process**

<b>Employees Satisfaction</b>	<b>No. Of Employees (%)</b>
Yes	60
No	40
<b>Total</b>	<b>100</b>

According to Table No. 5 – 60% Employees are satisfied by company-adopted test in the selection process. But 40% employees are not satisfied for company-adopted test in the selection process.

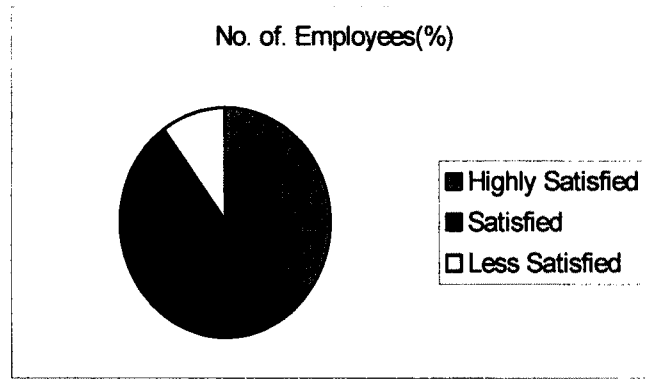


**Table No.3. 6**

**Employee opinion about the Company recruitment & Selection Policy**

<b>Employee Opinion</b>	<b>No. Of. Employees (%)</b>
Highly Satisfied	35
Satisfied	55
Less Satisfied	10
<b>Total</b>	<b>100</b>

According to Table 6 – 35% employees are Highly Satisfied with Company recruitment & selection policies, 50% employees are Satisfied with Company recruitment & selection policies & 10% employees are less satisfied with company recruitment & selection policies.

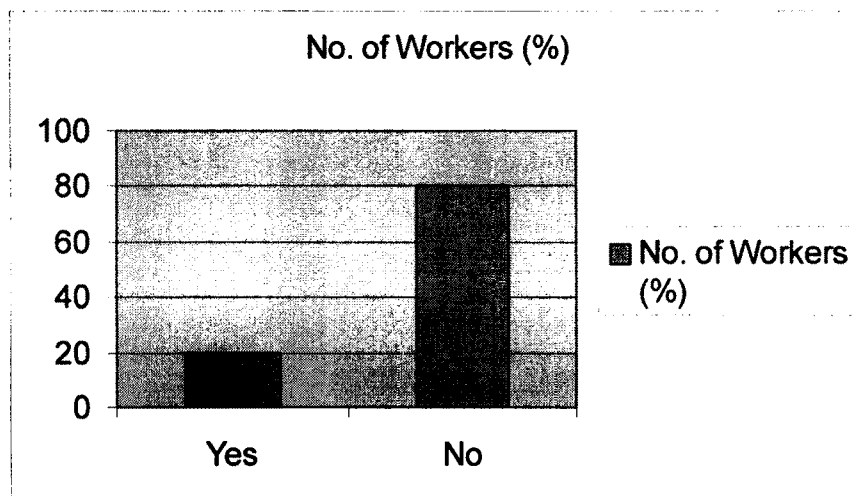


**Table No.3 .7**

**Training availability at the time of Placement**

Training Availability at the time of Placement	No. Of Workers (%)
Yes	20
No	80
Total	100

According to Table No. 7 only 20% employees are given training at the time of placement. 80% employees are not given any type of training at the time of





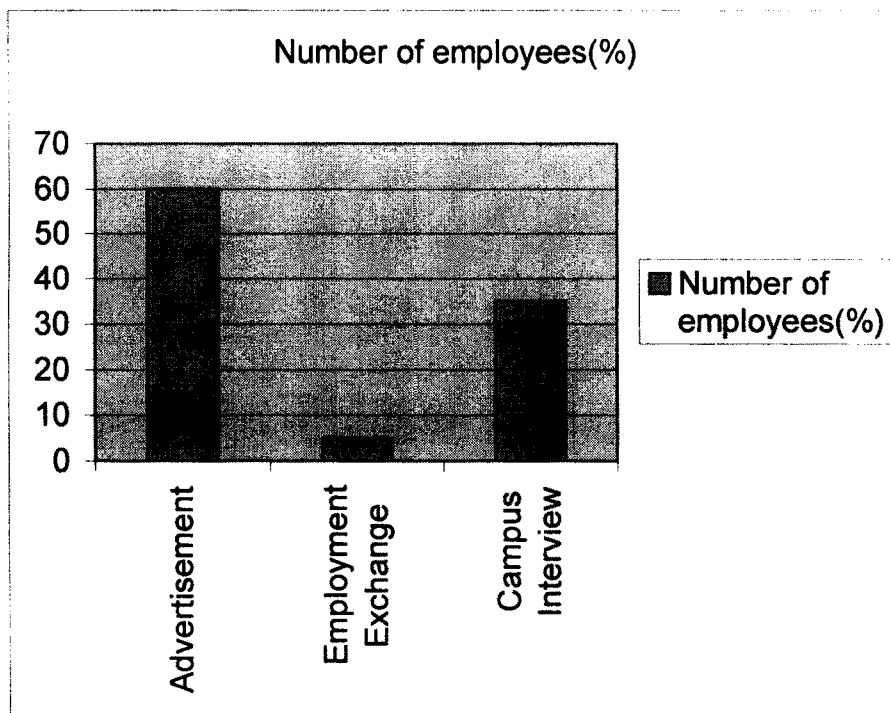
placement. Company should make available training for only in critical jobs.

**Table No.3. 8**

**Source of recruitment used by the employee to get the job**

Types of Source	Number of employees (%)
Advertisement	60
Employment Exchange	5
Campus Interview	35
Total	100

According to Table No. 8 – 60% of employees have used advertisement as a source of recruitment, 5% employees have used Employment Exchange as a source of recruitment and 35% of employees have used Campus Interview as a source of recruitment.

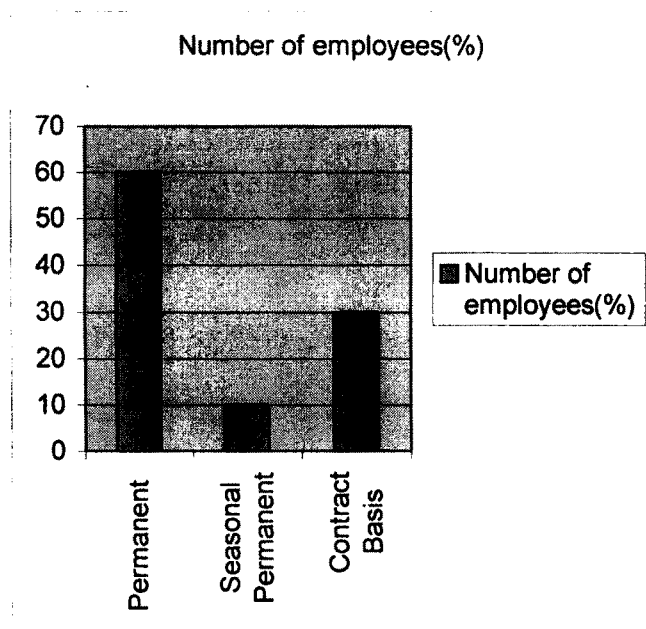


**Table No3. 9****Types of employees (Permanent, seasonal permanent, contract basis)**

Types of Employees	Number of employees (%)
Permanent	60
Seasonal Permanent	10
Contract Basis	30
Total	100

According to Table No. 9 – 60% of employees are permanent, 10% of employees are Seasonal or Permanent and 30% of employees are Contract Basis.

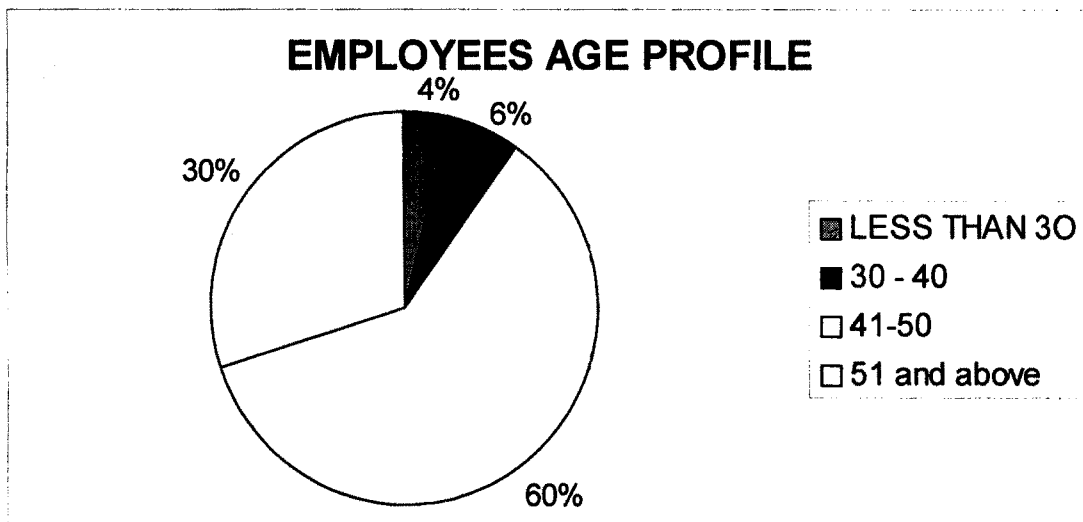
The above table shows the information about the distribution of workers according to department wise. From this table it is observed that production department is one of the most important department where actual process of work is done hence more no of workers are placed i.e. 28% of the total workers are in production department. As well as foundry department is also a important department and demanding more no. Of i.e. 24% workers of



**ANALYSIS BASED ON QUESTIONNAIRE**

**Table 1**  
**Existing Employees and their Age**

Age group	No. Of Workers	Percentage
Less than 30	2	4%
30-40	3	6%
40-50	30	60%
50 & above	15	30%
Total	50	100%



The above table indicates the information about how the allocations of workers to the various departments are made in the organization.

It is found that most of the employees are senior in terms of age, as it is seen that above 90% employees are coming under the age group of 40 and above whereas only 10% employees are belonging to the age below 40.

Table 2

**Allocation of workers according to department**

Department	No. Of Workers	Percentage
Foundry	12	24%
Production Division	14	28%
Maintenance	4	8 %
Quality control	4	8%
Pattern shop	2	4%
Assembly	2	4%
Tool room	3	6 %
Stores	2	4%
Establishment	2	4%
Al. Foundry	2	4%
Sales	1	2 %
New Project	1	2%
Production Services	1	2 %
Total	50	100%

The above table shows the information about the distribution of workers according to department wise. From this table it is observed that production department is one of the most important department where actual process of work is done hence more no of workers are placed i.e. 28% of the total workers are in production department. As well as foundry department is also a important department and demanding more no. Of i.e. 24% workers of **Analysis and interpretation of Training in the company**

The above table indicates the information about how the allocations of workers to the various departments are made in the organization.

It is found that most of the employees are senior in terms of age, as it is seen that above 90% employees are coming under the age group of 40 and above whereas only 10% employees are belonging to the age group of 25-40.

of the total workers are in production department. As well as foundry department is also a important department and demanding more no. Of workers i.e. 24% of the total workers are placed in foundry department.

Along with these two departments maintenance & quality control departments are also important and also demanding more no of workers i.e. 24% of the total workers are placed in foundry department.

Along with these two departments maintenance & quality control departments are also important and also demanding more no of workers to keep the machinery in good condition and to control the quality of product, each department has allocated 8% of total no. of workers. Other departments are also called for few no. Of workers and to help the above said departments according to the need of organization and departments.

**Table 3.**

**Distribution of workers according to their length of service**

Length of service	No. Of Workers	%
10-20	9	18%
20-30	35	70%
30 & above	6	12%
Total	50	100%

The above table gives the information about the allocation of workers according to their length of service. It is observed that 70% of the total workers have got a experience of more than 20 years & less than 30 years. Where as there are 18% of the workers who have got an experience of more than 10 years & less than 20 years and the 12 % of the total no of workers have got the huge

experience of more than 30 years. All these experienced workers arc use full in minimizing the production cost with less wastage.

**Table 4.**

**Opinion of workers regarding Training Programme Frequency:**

Options	No. Of workers	%
Once in a six months	3	6 %
Once in a year	15	30%
Any other	32	64%
Total	50	100%

The above table shows information about how frequently the training programme is being conducted in this organization. Surprisingly it is found that most of the employees are of this opinion that the organization conducts training programme once in a year or occasionally as per the needs. Whereas only 6% employees are of this opinion that organization takes training programme once in a six months. In order to develop competency-training programme are highly required on a continuous basis, this is not seen in this organization.

**Table 5.**

**Opinion of workers about Training method adopted by the Organization,**

Options	No. Of workers	%
On the job training	40	80%
Off the job training	10	20%
Total	50	100%

The above table brings out the information about which training method is being practiced in this organization being a G.P.L Ltd. is an Engineering Unit organization conducts on the job training method. Only 20% of employee's opinion is that off the job training method is also used in this organization.

Table 6.

**Awareness of Off the Job training techniques among the workers:**

Options	No. Of workers	%
I. Lecturing method	15	30%
II. Video films	11	22%
III. Personal discussion between superior & subordinates	23	46%
IV. Circulation of literature	1	2 %
V. Corresponding reports	—	—
	50	700 %

The above table gives the information about the awareness of difference off the job training method techniques among the workers. It is found that Lecturing method, Video films and personal discussion between superiors and subordinates techniques are well awarded among the existing employees whereas circulation of literature and corresponding reports are not found to be aware among the employees. This may because of non-use of these two techniques.

Table 7a.

**Opinion of the workers regarding usefulness of Lecturing as a training method:**

Ranking	No of workers	%
No use full	11	22
Below average	3	6
Average	10	20
Above average	16	32
Most use full	10	20
	50	100

The above table indicates the information about opinion of employees regarding the usefulness of lecturing as a training method.

It is found that about 28% employees said that Lecturing Method is not much useful, whereas 52% employees are of this opinion that Lecturing as a training method is most useful to develop the competency. It is also seen that only 20% of the total employees are of this opinion that Lecturing as a training method is out very useful or not least useful for training of workers.

**Table 7b.**

**Opinion of the workers regarding use of Video films as a training method:**

Ranking	No of workers	%
No use full	6	12
Below average	10	20
Average	11	22
Above average	N	22
Most use full	12	24
	50	100

The above table gives the information about opinion of employees regarding the use of video films as a training method.

It is observed that 32% of employees said that video films are not much use full Where as 46% of employees are of this opinion that video films as a training method are most use full to develop the competency. It is also seen that only 22% of the total employees are of this opinion that video films as a training method is not very use full or not least use full for training the workers.



**Table 7c.**

**Opinion of the workers regarding use of Personal Discussion between superior & subordinates in the training programme:**

Ranking	No. Of workers	%
No use full	1	2
Below average	6	12
Average	8	16
Above average	10	20
Most use full	25	50
	50	100

The above table gives the information about opinion of employees regarding the use of personal discussion between superior and subordinates as a training method.

It is observed that 14% of employees said that personal discussion between superior and subordinates, as a training method is not much use full, Where as 70% of employees are of this opinion that personal discussion between superior and subordinates as a training method is most use full to develop the competency. It is also seen that only 16% of the total employees are of this opinion that personal discussion between superior and subordinates as a training method is not very use full or not least use full for training of workers.

**Table 7d.**

**Opinion of the workers regarding use of Literature as a training method:**

Ranking	No. Of workers	%
No use full	7	14
Below average	23	46

Average	72	24
Above average	6	12
Most use full	2	4
	50	100

The above table shows the information about opinion of employees regarding the use of literatures as a training method.

It is found that 60% of employees said that literatures as a training method is not much useful Where as 16% of employees are of this opinion that literatures as a training method is most useful to develop the competency. It is also seen that only 24% of the total employees are of this opinion that literatures as a training method is not very useful or not least useful for training of workers.

**Table 7e.**

**Opinion of the workers regarding use of Corresponding Reports as a training method:**

Ranking	No. Of workers	%
No use full	24	48
Below average	8	16
Average	9	18
Above average	8	16
Most use full	1	2
	50	100

The above table shows the information about opinion of employees regarding the use of Corresponding reports in the training program.

It is seen that 64% of employees said that Corresponding reports in the training program are not much useful Where as 18% of employees are of this opinion that Corresponding reports in the training program are most useful to

develop the competency. It is also seen that only 18% of the total employees are of this opinion that Corresponding reports in the training program are not very useful or not least useful for training of workers.

**Table 8.****Preference of Employees towards Training method:**

Option	No of workers	%
On the job	27	54
Off the job	6	12
Both	17	34
	50	100

The above table shows the information about which training method is preferable among the workers.

It is found that very few employees that is 12% are in favour of off-the job training method whereas more than half i.e. 54% employees prefer on the job training method. It is also seen that 34% of the total employees have preferred both on-the job and off-the job training method.

**Table 9a.****Opinion of workers about organization of training programmes:**

Ranks	No. Of workers	%
Very poor	1	2
Average	3	6
Neutral	24	48

Good	16	32
Excellent	6	12
	50	100

The above table gives the information about how the organization organizes training programme. It is observed that only 8% employees are dissatisfied with the organization of training programmes, whereas about 44% employees are fully satisfied with organization of training programmes. It is also seen that nearly half of the employees i.e.48% are of this opinion that the organization conducts training programme neither too good nor too bad.

**Table 9 b.**

**Opinion of workers regarding availability of facilities during training programme:**

Ranks	No. Of workers	%
Very poor	0	0
Average	11	22
Neutral	19	38
Good	18	36
Excellent	2	4
	50	100

The above table brings out the information about opinions of employees regarding facilities made available to them during training program.

It is observed that only 22% employees are tint satisfied with the given facilities during training programmes & rest of employees i.e. 78% are of this opinion they are satisfied with the given facilities.

**Table 9 c.**

**Opinion of workers about management's motivation to participate in training programme:**

<b>Ranks</b>	<b>No. Of workers</b>	<b>%</b>
Very poor	3	6
Average	18	36
Neutral	25	50
Good	3	6
Excellent	1	2
	50	100

The above table shows the information about what is the opinion of the workers regarding management's motivation for participation in turning programme. Surprisingly it is found that some of the Workers i.c.42% are of tins opinion that there is no motivation from management to take part in training programme.

Whereas rest of the employees they said that there is a motivation from management to participate fully in training programmes.

Table 9 d.

**Opinion of workers about management's direction given to make training programme effective:**

Ranks	No. Of workers.	%
Very poor	4	8
Average	8	16
Neutral	25	50
Good	4	8
Excellent	2	4
	50	100

The above table shows the information about what is the opinion of the workers regarding management's direction to make training programme effective. Surprisingly it is found that some of the Workers i.e.24% are of this opinion that there is no direction from management to make training programmes effective.

Whereas rest of the employees they said that there is a direction from management to make training programmes effective.

Table 9 e.

**Opinion of workers about their relations with superior and subordinates:**

Ranks	No. Of workers	%
Very poor	4	8
Average	16	32

Neutral	20	40
Good	8	16
Excellent	2	4
	50	100

The above table gives the information about the opinion of workers about their relations with superior and sub-ordinates. It is observed that more number of workers i.e.56% are of this opinion that their relations with superior and sub-ordinates is average i.e. neither poor nor excellent, while only few workers are the total workers are of these opinion that their relations with superior and sub-ordinates are excellent. It is also seen that 40% employees said that their relations with superior and sub-ordinates is not good at all.

**Table 10a.**

**Expectations of workers from management about organization of training programme very frequently.**

Ranks	No of workers	%
Don't Want	3	6
Want	47	94
	50	100

The above table indicates the information about the expectations of the workers regarding the frequency of having such training programmes in organization for better developments.

It is found that most of the workers Le.94% are of this opinion that training programme is must and should conduct very frequently for better performance. This opinion brings out the attitude of workers towards the results this training programme whereas only 6% workers said that there is no need of training

programme, very frequently. As such training programme, kill the valuable time of the workers

**Table 10 b.**

**Expectations of workers from management about timely circulation of literatures:**

Ranks	No. of workers	%
Don't Want	17	34
Want	33	66
	50	100

The above table shows the information about the expectations of the workers regarding timely circulation of literature. It is observed that more than 50% i.e.66% employees are much interested in getting the literature well in time to update their knowledge which means there is a learning desire among the workers, whereas 34% workers are having the negative approach towards the learning process as they said that there is no need of circulation of literature among the workers.

**Table 10c.**

**Expectations of workers from management about Continuous supervision & direction from higher authority:**

Ranks	No. of workers	%
Don't Want	10	20
Want	40	80
	50	100

The above table brings out the expectations regarding the management style to be used in the organization.



It is seen that 80% of the total employees want continuous supervision and direction from their immediate superior. This indicates the people needs more training to develop the confidence among the workers to work independently where as 20% respondents are very sure of doing their job very efficiently without having continuous supervision and direction from their immediate superiors.

**Findings and Suggestions****Findings**

J) 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. (Table No. 4)
- 2) Being on Engineering unit, organization mostly conducts on the job training method to give practical experience to their employees (TableNo.5)
- 3) Majority of the workers are aware of Off the job training techniques. (Table No.6)
- 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 this two techniques, [Table No.7 (a,b,c,d,e)
- 5) Majority of the employees want the on the job training method during the training programmes. (Table No.8)
- 6) It is found that most of the employees are. Satisfied with the organization of training programmes. [Table No.10 (a)]

- 7) The Management provides good training facilities during the training programme.

[T. No. 10(b)]

- 8) It is found that there is a motivation from, management I to the employees to participate fully in training programmes.

[Table No.IO(c.)]

- 9) It is found that the management gives proper direction to make training programmes more effectively,

[Table No.IO(d)]

- 10) The existing relations between superior and subordinates are good in the organization.

[Table No.IO(e)]

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

No.11 (a)]

[Table

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

No.VI(b)]

[Table

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

[Table No/11 (t)]

**END OF CHAPTER 4**