

A SIP PROJECT REPORT
ON
“A STUDY ON RECRUITMENT AND DEVELOPMENT PROCESS” AT
Savan IB Autowings Ltd

Submitted By:
Anamika S. Kandelkar
(22112)

(BATCH 2023 2024)

SUBMITTED TO
SAVITRIBAI PHULE PUNE UNIVERSITY
IN PARTIAL FULFILLMENT OF THE REQUIREMENT
FOR THE AWARD OF THE DEGREE OF
MASTER OF BUSINESS ADMINISTRATION
UNDER THE GUIDANCE OF
PROF. NIJI SHAJAN



SADHU VASAWANI INSTITUTE OF
MANAGEMENT STUDIES FOR GIRLS,PUNE



Sadhu Vaswani Institute of Management Studies for Girls

Approved by AICTE - Affiliated to SPPU - NAAC Accredited with B+ Grade
ISO 9001:2015 Management Institute

D.T.E. Institute Code: MB6614

CERTIFICATE

This is to certify that **ANAMIKA S. KANDELKAR**, student of Master of Business Administration (2022-24 Batch) has completed her project titled **“Study Of Recruitment And Development Process”**

The project is completed to our satisfaction and is submitted in partial fulfillment of requirement for Master of Business Administration Program as per the rules of the Savitribai Phule Pune University.

Prof. Niji Shajan
Project Guide



Dr. B H Nanwani
Director

DR. B. H. NANWANI
DIRECTOR

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE-411 001

Mr. S. B. Jadhav
09/02/24

Sign of External Examiner

Date:

Place: Pune



Certificate

Date : 3rd October 2023

This is to certify that **Ms. Anamika S Kandelkar** has successfully completed an Internship in the Human Resources department at Savan IB Autowings Ltd from 1st August 2023 to 3rd October 2023.

During their internship, Ms. Anamika S Kandelkar was involved in a variety of tasks, including: Recruitment and Development Process.

Ms. Anamika S Kandelkar demonstrated a strong understanding of HR concepts and principles, as well as the ability to apply them to real-world situations. They were also a valuable asset to the team, and their positive attitude and willingness to learn made them a pleasure to work with.

We are confident that Ms. Anamika S Kandelkar has gained valuable experience during their internship that will be beneficial to their future career in HR. We wish them all the best in their future endeavors.

Sincerely,

Harsh V Perke

Senior HR Executive



Savan IB Autowings Ltd
Address:-Bhosari Telco RD, opp Kamat
Complex ,Slum Area, MIDC ,Bhosari,Pune-411026

A PROJECT REPORT
ON
**A STUDY ON TO OPTIMIZE ONBOARDING PROCESS FOR
ENHANCED EMPLOYEE EXPERIENCE**
AT
BELRISE INDUSTRIES LIMITED

BY

MARIA WAGHMARE
ROLL NO. 22114

SUBMITTED TO

SAVITRIBAI PHULE PUNE UNIVERSITY

IN PARTIAL FULFILLMENT OF THE REQUIREMENT

FOR THE AWARD OF THE DEGREE OF

MASTER OF BUSINESS ADMINISTRATION

UNDER THE GUIDANCE OF

PROF. NIJI SHAJAN

THROUGH

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS

6, KOREGAON ROAD, PUNE 411001

2022-24



Sadhhu Vaswani Institute of Management Studies for Girls

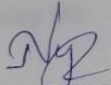
Approved by AICTE - Affiliated to SPPU - NAAC Accredited with B+ Grade
ISO 9001:2015 Management Institute

D.T.E. Institute Code: MB6614

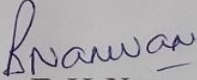
CERTIFICATE

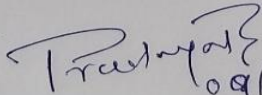
This is to certify that **MARIA SIMON WAGHMARE**, student of Master of Business Administration (2022-24 Batch) has completed her project titled study on "**STUDY ON TO OPTIMIZE ONBOARDING PROCESS FOR ENHANCED EMPLOYEE EXPERIENCE**"

The project is completed to our satisfaction and is submitted in partial fulfillment of requirements for Master of Business Administration Program as per the rules of the Savitribai Phule Pune University.

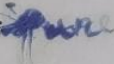

PROF : N.K.J. SHAJAN
Project Guide




Dr. B H Nanwani
Director
DR. B. H. NANWANI
DIRECTOR
SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE-411 001


09/02/24
Sign of External Examiner

Date:

Place: 

ACKNOWLEDGEMENT

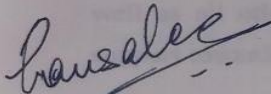
Date: 4th November 2023

TO WHOMSOEVER IT MAY CONCERN

This letter is to certify that **Ms. Maria Waghmare** has successfully completed her internship program of **Two months** with Belrise Industries Ltd. The tenure of internship was from **5th September 2023 to 4th November 2023**. The internship program assigned to Ms. Maria Waghmare was in the area of **Human Resource Management – Onboarding Process** and during the period of internship she worked diligently and sincerely and to the entire expectation of reporting superior who has assigned the task to her.

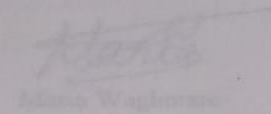
We wish her all the very best in her future endeavor.

For Belrise Industries Ltd



Hansalee V. Prabhune

Asst. Manager – Corp HR



A
PROJECT REPORT
ON
"A STUDY OF SUCCESSFUL EMPLOYEE ONBOARDING"

AT
WNS GLOBAL SERVICES

BY
DIKSHA DANGDE
ROLL NO. 22115

SUBMITTED TO
SAVITRIBAI PHULE PUNE UNIVERSITY
IN PARTIAL FULFILLMENT OF THE REQUIREMENT
FOR THE AWARD OF THE DEGREE OF
MASTER OF BUSINESS ADMINISTRATION

UNDER THE GUIDANCE OF

DR. Niji Shajan

THROUGH

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS

6, KOREGAON ROAD, PUNE 411001

2022-24





Sadhu Vaswani Institute of Management Studies for Girls

Approved by AICTE - Affiliated to SPPU - NAAC Accredited with B+ Grade


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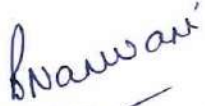
D.T.E. Institute Code: MB6614

CERTIFICATE

This is to certify that **Diksha Ganesh Dangde**, student of Master of Business Administration (2022-24 Batch) has completed her project titled "**A STUDY OF SUCCESSFUL EMPLOYEE ONBOARDING**"

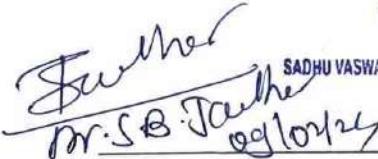
The project is completed to our satisfaction and is submitted in partial fulfillment of requirement for Master of Business Administration Program as per the rules of the Savitribai Phule Pune University.


Dr. Naji Shajan
Project Guide


Dr. B H Nanwani
Director

DR. B. H. NANWANI
DIRECTOR

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE-411 001


Mr. S B Jadhav

Sign of External Examiner

Date:
Place: Pune



WNS

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WWW.WNS.COM

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Ms. Diksha Ganesh Dangde**, student of MBA, Sadhu Vaswani Institute of Management, Pune has successfully completed 3 months of internship (from **22/07/2023 To 24/10/2023**) in WNS Global Services, Pune. During the period of internship programme, she worked on the topic "**To study the successful employee onboarding**". Ms. Diksha was found punctual, hardworking and inquisitive.

We wish her good luck and success for future.



Suraj Moolya
Assistant Manager - HR
December 12, 2023

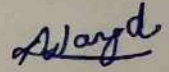
AUSTRALIA
COSTA RICA
INDIA
THE PHILIPPINES
ROMANIA
SRI LANKA
UAE
UK
USA

ACKNOWLEDGEMENT

I am overwhelmed in all humbleness and gratefulness to acknowledge all those who have helped me to put the ideas, well above the level of simplicity and into something concrete.

I owe a great debt to my guide Dr. Niji Shajan, who provided wholesome direction and support to me at every stage of this work. Her wisdom, knowledge and commitment to the highest standards inspired and motivated me. My gratitude is also due to our Director Dr. B H Nanwani, for her unconditional support and guidance.

My sincere thanks to Mr. Suraj Moolya, Manager of WNS global services, for giving me an opportunity to work under his guidance.



Ms. Diksha Dangde

A PROJECT REPORT
ON
**A DETAIL STUDY ON EMPLOYEE TRAINING AND DEVELOPMENT
EFFECTIVENESS**

AT
TREVEGA INTERNATIONAL HOSPITALITY SERVICES PVT. LTD
BY

DISHA MAHESH WARGHANE

ROLL NO. 22117



SUBMITTED TO
SAVITRIBAI PHULE PUNE UNIVERSITY
IN PARTIAL FULFILLMENT OF THE REQUIREMENT
FOR THE AWARD OF THE DEGREE OF
MASTER OF BUSINESS ADMINISTRATION
UNDER THE GUIDANCE OF
PROF. – NIJI SHAJAN

THROUGH
SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD PUNE 411001

2022-24



Sadhu Vaswani Institute of Management Studies for Girls

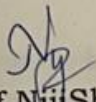
Approved by AICTE - Affiliated to SPPU - NAAC Accredited with B+ Grade
ISO 9001:2015 Management Institute

D.T.E. Institute Code: MB6614

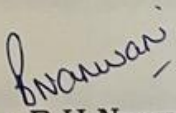
CERTIFICATE

This is to certify that **Disha Mahesh Warghane**, student of Master of Business Administration (2022-24 Batch) has completed her project titled **"Study On Employee Training And Development Effectiveness"**

The project is completed to our satisfaction and is submitted in partial fulfillment of requirement for Master of Business Administration Program as per the rules of the Savitribai Phule Pune University.

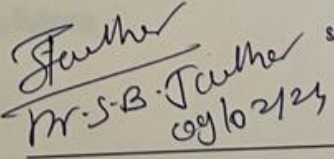

Prof. Nijeshajan
Project Guide




Dr. B H Nanwani

Director
DR. B. H. NANWANI
DIRECTOR

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE-411 001


Mr. S.B. Jadhav
09/10/24
Sign of External Examiner

Date:

Place: Pune

ACKNOWLEDGMENT

Experience Certificate

Date 30-09-2023

This is to certify that Ms. Disha Mahesh Warghane has served as a full time employee at our firm Mr. Abhijit Takbhate & co.founder Director, as an Intern Junior HR Executive for the tenure between 01-08-2023 to 30-09-2023.

During her employment, she was Fresher and learned Preparation of Resumes with whole Interest. She had the opportunity to work on various hr related work, training and recruitment projects, which provided her with invaluable experience and insights into the field of HR.

During her employment, she has pursued knowledge and experience in the field of HR

We found her to be professional, knowledgeable and result oriented with theoretical and practical understanding of work requirements. She was a productive employee the organization valued, and the organization wishes her all the luck and success for the future.

Mr. Abhijeet Takbhate

Co. Founder, Director.

Pune

30-09-2023



A PROJECT REPORT
ON
"A STUDY ON HR POLICIES PRACTICED"
AT
SOWERMATE TECHNOLOGIES PRIVATE LIMITED

BY
NAME: - PRIYANKA APPASO KODAG
ROLL NO: - 22126

SUBMITTED TO
SAVITRIBAI PHULE PUNE UNIVERSITY
IN PARTIAL FULFILLMENT OF THE HR POLICY & OPERATION
FOR THE AWARD OF THE DEGREE OF
MASTER OF BUSINESS ADMINISTRATION
UNDER THE GUIDANCE OF
PROF.NIJI SHAJAN

THROUGH
SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS

6, KOREGAON ROAD, PUNE 411001

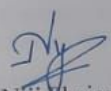
2022-24

D.T.E. Institute Code: MB6614

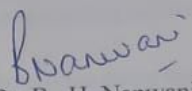
CERTIFICATE

This is to certify that **PRIYANKA APPASO KODAG** student of Master of Business Administration (2022-24 Batch) has completed her project titled **A STUDY HR POLICIES PRACTICED AT SOWERMATE TECHNOLOGIES PRIVATE LIMITED.**

The project is completed to our satisfaction and is submitted in partial fulfillment of requirement for Master of Business Administration Program as per the rules of the Savitribai Phule Pune University.


Prof. Niji Shajan

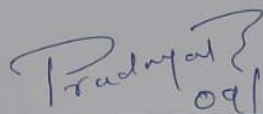
Project Guide


Dr. B. H. Nanwani

Director

DR. B. H. NANWANI
DIRECTOR

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE - 411 001

Sign of External Examiner  09/02/24



Date:

Place: Pune



Date: 17/11/2023

Ref. No.: 2023/11/INT/01

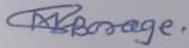
CERTIFICATE OF INTERNSHIP COMPLETION

This is to certify that PRIYANKA APPASO KODAG has successfully completed an internship program at SOWERMATE TECHNOLOGIES PRIVATE LIMITED as a HR Operations Intern.

The internship period was from 01/09/2023 to 31/10/2023.

During the internship, PRIYANKA APPASO KODAG was exposed to various aspects of HR Operations and Policies including hiring, payroll, leaves, performance, and policies. She performed her duties with enthusiasm, commitment and integrity, and has displayed remarkable understanding and skill in the field of HR Management.

We appreciate the dedication and hard work PRIYANKA APPASO KODAG demonstrated during her time with us, and we wish her all the best in her future endeavours.



Madhuri Sagar Borage

Director

Sowermate Technologies Private Limited

madhuri.borage@sowermate.com



Corporate Office

SWAPNAPURTI, SNO 25/30/232 KALE PADAL, SASANE NAGAR, HADAPSAR, PUNE, MAHARASHTRA, INDIA, 411028.

CIN: U72900PN2022PTC215556 | Email: reachus@sowermate.com | www.sowermate.com

A PROJECT REPORT
ON
A Study of Identification of End-to-End Recruitment
AT
EARTHCON TECHNOLOGIES
BY
GAYATRI DIGAMBAR SANDBHOR
ROLL NO : 22127

SUBMITTED TO
SAVITRIBAI PHULE PUNE UNIVERSITY
IN PARTIAL FULFILLMENT OF THE REQUIREMENT
FOR THE AWARD OF THE DEGREE OF
MASTER OF BUSINESS ADMINISTRATION
UNDER THE GUIDANCE OF
PROF. NIJI SHAJAN
THROUGH
SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE 411001
2022-2024



Dr. B. H. Nanwani
Director

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS


6, Koregaon Road, Pune - 411001. Ph. 020-26054471/91 Fax: 020-26054481
Approved by A.I.C.T.E. (Unaided- Private), Affiliated to S. P. Pune University
Website: www.svims-pune.edu.in Email: director@svims-pune.edu.in,

Certified by ISO 9001:2015. SPPU Code: IMMIP016030 D.T.E. Institute Code: 6614

CERTIFICATE

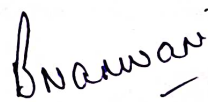
This is to certify that Ms.GAYATRI SANDBHOR, student of Master of Business Administration (2022-24 Batch) has completed her project titled "A STUDY OF IDENTIFICATION OF END-TO-END RECRUITMENT AT EARTHCON TECHNOLOGIES"

The project is completed to our satisfaction and is submitted in partial fulfillment of requirement for Master of Business Administration Program as per the rules of the Savitribai Phule Pune University.


Prof. Nuji Shajan

Project Guide


Sign of External External Examiner


Dr. B H Nanwani
Director

DR. B. H. NANWANI
DIRECTOR

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE-411 001

Date:

Place: Pune





Earthconn Technologies

accelerate your business growth

Internship Certificate

Earthcon Technologies Pvt Ltd

Office No.321, EFC Ltd, 3rd Floor Marisoft IT.

Park 3 East Wing, Marigold Complex, Kalyani Nagar, Pune.

Info@earthcontechnologies.com

Date: - 6th October 2023

Re: - Gayatri Sandbhor

This is to certify that Gayatri Sandbhor has done her internship as HR Intern at Earthcon Technologies Pune, from 01st August 2023 to 02nd October 2023.

She has completed all the tasks allocated to her such as: - Updating employee databases, gathering payroll data, Recruitment process, screening resumes, scheduling interviews, posting job ads, and assisting with HR-related reports and employee queries.

During her internship she has demonstrated her skills with self- motivation to learn new skills, her performance exceeded our expectations and she was able to complete all the tasks on time.

We wish her all the best for her upcoming career.


Sincerely,

Samiksha Jadhav



CONTACT



info@earthconntechologies.com



Office No 321, EFC Ltd, 3rd Floor Marisoft IT.
Park 3 East Wing, Marigold complex, Kalyani Nagar, Pune



www.earthconntechologies.com

A PROJECT REPORT
ON
TO STUDY HIRING PRACTICES IN TALENT ACQUISITION
AT

CUBENANT SOLUTIONS PVT LTD

BY

DIPTI ASHOK KHARWADE

ROLL NO.22136

SUBMITTED TO

SAVITRIBAI PHULE PUNE UNIVERSITY

IN PARTIAL FULFILLMENT OF THE REQUIREMENT

FOR THE AWARD OF THE DEGREE OF

MASTER OF BUSINESS ADMINISTRATION

UNDER THE GUIDANCE OF

DR. DIVYA YOGESH LAKHANI

THROUGH

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR
GIRLS

6, KOREGAON ROAD, PUNE 411001

2022-24



Sadhur Vaswani Institute of Management Studies for Girls

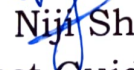
Approved by AICTE - Affiliated to SPPU - NAAC Accredited with B+ Grade
ISO 9001:2015 Management Institute

D.T.E. Institute Code: MB6614

CERTIFICATE

This is to certify that **DIPTI ASHOK KHARWADE**, student of Master of Business Administration (2022-24 Batch) has completed her project titled **A STUDY ON HIRING PRACTICES AT CUBENANT SOLUTIONS PVT LTD.**

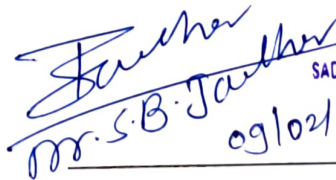
The project is completed to our satisfaction and is submitted in partial fulfillment of requirement for Master of Business Administration Program as per the rules of the Savitribai Phule Pune University.


Prof. Nijm Shajan
Project Guide


Dr. B H Nanwani
Director

DR. B. H. NANWANI
DIRECTOR

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE-411 001


Mr. S.B. Jadhav
09/10/23
Sign of External Examiner

Date: 18 Nov 2023

Place: Pune



Reference No: CUBE/HR/Internship/2023/01

08 Nov 2023

To,

Dipti Kharwade
Snehal Nagar behind Ali Petrol Pump Bhadrawati,
Chandrapur, Maharashtra. 442902

Dear Dipti,

This is to certify that Ms. **Dipti Kharwade** has successfully completed the internship program from **01 Aug 2023** to **08 Nov 2023**.

She displayed professional traits during the internship period and managed to complete all assigned tasks as requested. She was hardworking, dedicated and committed. It was a pleasure having her with us in this short period.

We wish her all the best for her upcoming career.

Yours sincerely,

For Cubenant Solutions Pvt Ltd



Jincy Mathew

Co - Founder & Chief of Delivery

Dipti Kharwade

Dipti Kharwade

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS

6, Koregaon Road, Next to St. Mira's College, Pune 411001



ACADEMIC YEAR 2022-23

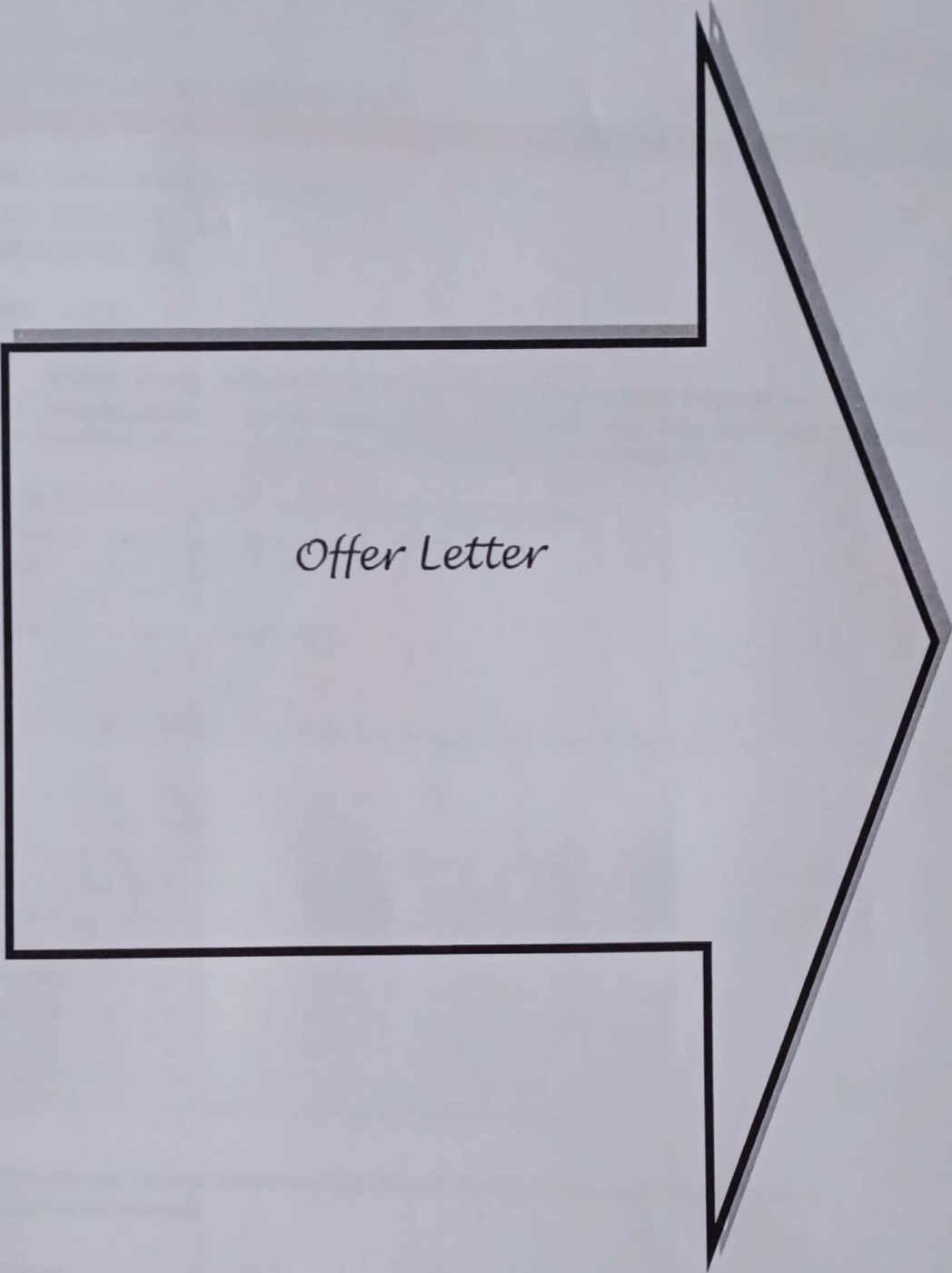
SIP DOCUMENTATION

Name of Student	Arpita Sharnappa Mashalkar
Roll No	22138
Program	Master of Business Administration
Semester	III
Batch	2021 - 23 Batch
Specialization	HR
Project Guide	PROF. NIJI SHAJAN

Name of Company	Mwell software solutions
Address of Company	Mwell software solutions, laxmitara market, SONIGARA PARK, D- 26, Dange Chowk Rd, Yashoda Colony, Thergaon, Pune, Pimpri-Chinchwad
Name of Reporting Manager	Vishal khupe
Email Id of Reporting Manager	Vishalkhulepatil@12gmail.com
Phone No of Reporting Manager	+91 83800 60101

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5	Geotagged Photographs	



Offer Letter

+919960417935

mwellsoftwaresolutions@gmail.com



Miss. Arpita Sharnappa Mashalkar

Pune, Maharashtra.

Letter of Internship

Dear Arpita ,

This has reference to the discussion we had with you. We are pleased to appoint you as an Intern in Our Organization for **HR Recruitment Internship** from **01st Aug 2023 to 01st Oct 2023**. You have One Month Internship periods, as per the condition you are working with us.

At the time of joining, submit copies of the following documents.

Certificates / Mark sheet in support of your qualifications 2

Passport size photographs.

Government Id Proof copy.

Present and Permanent Address Proof.

The rules and regulations and general information of the terms of appointment are as follows.

This appointment is effective from. **01st Aug 2023**.

Your compensation will be reviewed as per Company Policy.

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us If at any time in the future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employer is liable to be terminated without notice.

All matters pertaining to your appointment compensation are confidential and it should be treated as such. Any tax liability arising out of your compensation should be done by you and it will be per Income tax rules your future increment/promotions and demotions will depend at the sole discretion of the management depending upon efficiency, intelligence and regular attendance, sense of discipline, loyalty and good behavior and also subject to the prosperity of the organization.

We welcome you our organization and look forward to your contribution to the growth of the organization and yourself.

Best wishes.

Sincerely,

From MWell Software Solutions Pune

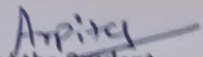
Mr. M.S.Patil
(Director)

A handwritten signature in blue ink, appearing to read "Patil", is written over the typed name and title.



D-26, Sonigara Park, Laxmitara Market, Near Dange Chowk Pune 41103



Sadhu Vaswani Institute of Management Studies for Girls, Pune			
Internship Application Form A.Y: 2022-23			
*Please note that, this application form has to be filled in full and submitted by the student after which, the faculty mentor shall check it and sign on it.			
Name of the Student	Arpita Sharnappa Mashalkar		
Residential Address	Sai nagar near Varun hotel kasarwadi Pune 34		
Email ID	Arpitamashalkar14@gmail.com	Contact Number	+91 83800 60101
Tentative Specialization	Recruitment	Internship Semester (Year)	2 nd
Overall GPA			
Internship Preferences			
Sr. No.	Location	Core Area	Company/Institution
1			
2			
3			
Name and Sign of the Faculty Mentor	 Sign of the Student		
*Signature of the Faculty Mentor confirms that the student has attended the Internship Orientation Programme			

Sadhu Vaswani Institute of Management Studies for Girls, Pune	
Summer Internship Plan A.Y: 2022-23	
Please note that	



- a. This form has to be filled by the student with the help of her respective Faculty Mentor.
- b. This document entails a brief plan for your internship and hence, the Title of your project, Objectives and Learning outcomes of your internship have to be filled before you start with your internship
- c. While, contact details of Supervisor, job description and schedule can be filled after you join your internship. Both, Mail ID and Contact number are to be mentioned
- d. This form is to be duly filled and submitted to the SIP guide.

Name of the Student	Arpita Sharnappa Mashalkar
Name and Address of the Organization	Mwell software solutions, laxmitara market, SONIGARA PARK, D- 26, Dange Chowk Rd, Yashoda Colony, Thergaon, Pune, Pimpri-Chinchwad
Name of the Supervisor	Vishal khule
Mail ID and Contact Number of the Supervisor	Organization Mwell software solutions, laxmitara market, SONIGARA PARK, D- 26, Dange Chowk Rd, Yashoda Colony, Thergaon, Pune, Pimpri-Chinchwad
Date of commencement of Internship	
Job description/Internship duties	1 Recruitment
	2 Employee engagement activities
	3 Documentation
	4
Title of the Project	Study on overall recruitment process
Internship Schedule	9:00 to 5:00
Internship Objectives	1 As a HR intern aspiring a passionate understanding about HR practices and policies
	2 To Immerse in recruitment, employee relations and training and development
	3 To enhance my skills in workplace culture
	4 To learn and experience HR objectives
Expected Learning Outcomes	1 Gaining Knowledge about candidates interviews and as per qualification for hiring
	2 Develop Skills in handling employee relations

3 Training of employee development for professional growth

4 Maintaing employee records and processing documentation

Sadhu Vaswani Institute of Management Studies for Girls, Pune

Summer Internship Project Daily Log Sheet A.Y: 2022-23

Instructions for the Student:



1. Please make sure, you fill this Log Sheet daily. Your SIP marks will be based on this log sheet and the Evaluation sheet by your mentor/Company Supervisor/Manager.

2. Please submit 15 log sheets after every 15 days that you come and meet your faculty mentor for discussion, failing which, 5 marks will be deducted

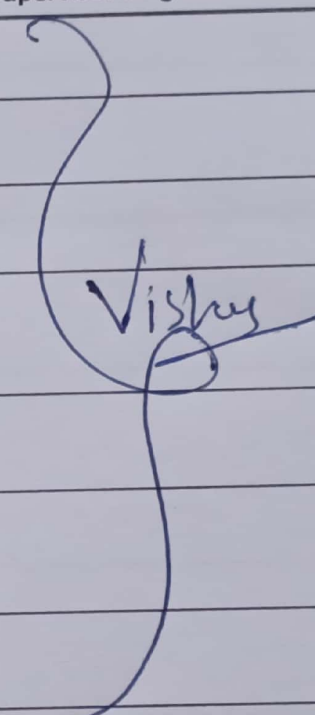
3. Please ensure that, each log sheet is signed by your immediate reporting authority every single day

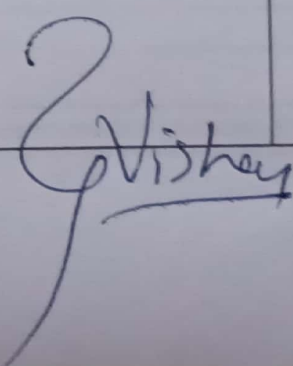
Name of the Student	Arpita Sharnappa Mashalkar		
Name and Address of the Organization	Mwell software solutions, laxmitara market, SONIGARA PARK, D- 26, Dange Chowk Rd, Yashoda Colony, Thergaon, Pune, Pimpri-Chinchwad		
Name of the Supervisor	Vishal khule		
Mail ID and Contact Number of the Supervisor	Vishalkhulepatil12@gmail.com		
Date of commencement of Internship	20 August 2023	Date of Completion of Training	19 October 2023
Time of Arrival	9:00	Time of Departure	5:00
Department/Division		Name and E-mail ID of the Supervisor/Manager/Employer	Vishalkhulepatil12@gmail.com

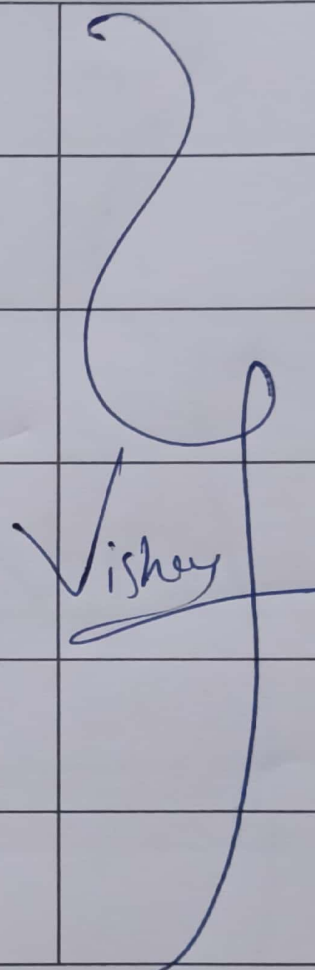
Primary Responsibilities of the Intern

Supervisor's Signature

Vishal

DAILY WORK RECORD				
Sr. No	Date	Work Done in brief	Supervisor's Signature	Guide's Sign
1	21/8/2023	Introduced as a HR intern & training started of system working.		
2	22/8/2023	Review and update employee records in the HR database.		
3	23/8/2023	Assist with scheduling interviews for open positions.		
4	24/8/2023	Scheduled interviews for three candidates for the marketing assistant position.		
5	25/8/2023	Attended team meeting with HR department		
6	26/8/2023	Communicated with candidates regarding interview logistics.		
7	27/8/2023	Started searching for sip topic		

DAILY WORK RECORD				
Sr. No	Date	Work Done in brief	Supervisor's Signature	Guide's Sign
8	28/8/2023	Help new employees with paperwork completion. Set up new employee profiles in HR systems.		

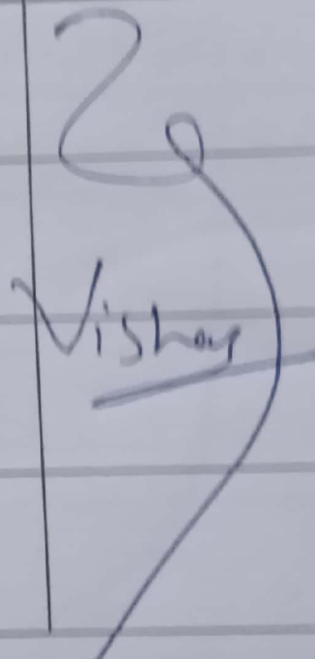
9	29/8/2023	Updated employee files with new information. Training for employee relations statics.		
10	30/8/2023	Assisting in organizing training sessions or workshops.		
11	31/8/2023	Help tracking employee training completion.		
12	1/9/2023	Responded to emails or inquiries from employees or candidates. Assisted in maintaining HR calendars and schedules.		
13	2/9/2023	Assist in updating employee handbooks or policy manuals.		
14	3/9/2023	Research on HR laws and regulations.		

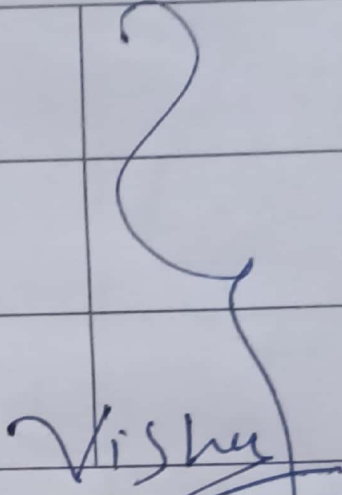
DAILY WORK RECORD

Sr. No	Date	Work Done in brief	Supervisor's Signature	Guide's Sign
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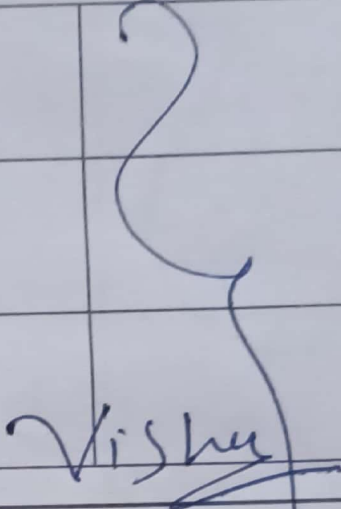
15	4/9/2023	Helped in ensure compliance with company policies and procedures.		
16	5/9/2023	Organizing employee events or initiatives (e.g., team-building activities, recognition programs).		
17	6/9/2023	Helped address employee inquiries or concerns.		
18	7/9/2023	Planned and coordinated social events such as team lunches, happy hours, or holiday parties.		
19	8/9/2023	Prepare documentation related to employee separations.		
20	9/9/2023	Helping in promoting wellness initiatives such as health challenges, fitness classes, or mental health workshops.		
21	10/9/2023	Research analysis on HR-related topics.		

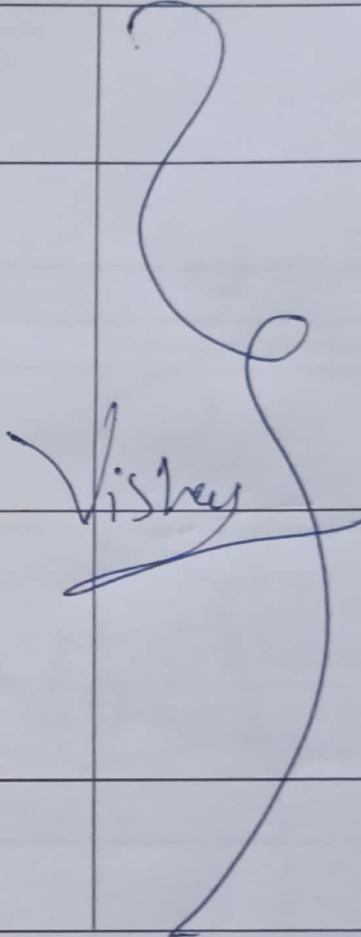
DAILY WORK RECORD

Sr. No	Date	Work Done in brief	Supervisor's Signature	Guide's Sign
22	11/9/2023	Prepared presentations for HR management. Documentation related to employee		
23	12/9/2023	Helped in compiling survey results and prepare reports for HR and management review.		
24	13/9/2023	Tracking participation and engagement in wellness programs.		
25	14/9/2023	Employee recognition programs, such as peer-to-peer recognition platforms or spot awards.		

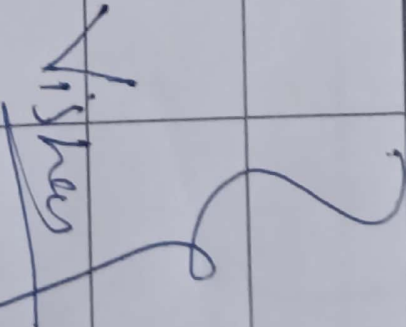
26	15/9/2023	Tracking and documenting employee achievements and contributions.		
27	16/9/2023	The distribution of recognition rewards or prizes.		
28	17/9/2023	Training sessions workshops.		

DAILY WORK RECORD

Sr. No	Date	Work Done in brief	Supervisor's Signature	Guide's Sign
29	18/9/2023	Promoting volunteer programs and encouraging employee participation.		
30	19/9/2023	Tracking of volunteer hours and participation for reporting purposes.		
31	20/9/2023	Maintaining records of training and development activities for compliance and reporting purposes.		

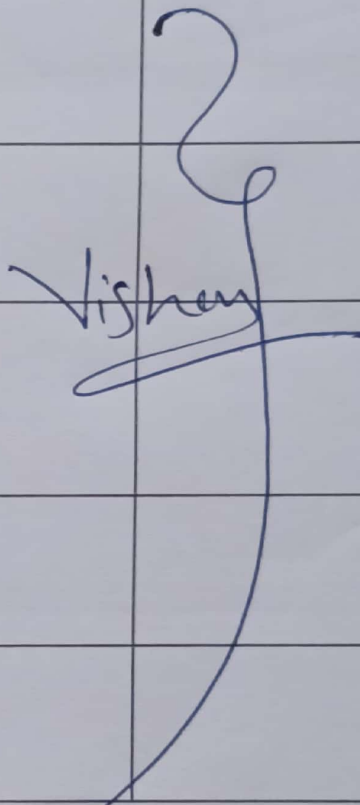
32	21/9/2023	Enrolling employees in benefits programs and ensuring all required documentation is completed.		
33	22/9/2023	Updating employee files with new information such as contact details, job titles, and performance evaluations. All employee records are accurate, complete, and up to date in compliance with company policies and regulations.		
34	23/9/2023	Attended meetings of the employee engagement committee to contribute ideas, provide updates on ongoing initiatives, and collaborate with colleagues on engagement efforts.		
35	24/9/2023	Started with sip report researching		

DAILY WORK RECORD

Sr. No	Date	Work Done in brief	Supervisor's Signature	Guide's Sign	
	25/9/2023	Documenting performance evaluations and feedback sessions between managers and employees.			
36	26/9/2023	Enrolling employees in benefits programs and ensuring all required documentation is completed.			
37	27/9/2023	Ensuring new employees complete required forms and documentation accurately and timely.			
38	28/9/2023	Organizing and maintain documentation related to employee recognition efforts.			
39	29/9/2023	Feedback and suggestions provided by employees during engagement initiatives for future improvement.			
40					

41	30/9/2023	Attending meetings of the employee engagement committee to contribute ideas, provide updates on ongoing initiatives, and collaborate with colleagues on engagement efforts.	Vishu	
42	1/10/2023	Started for sip report		

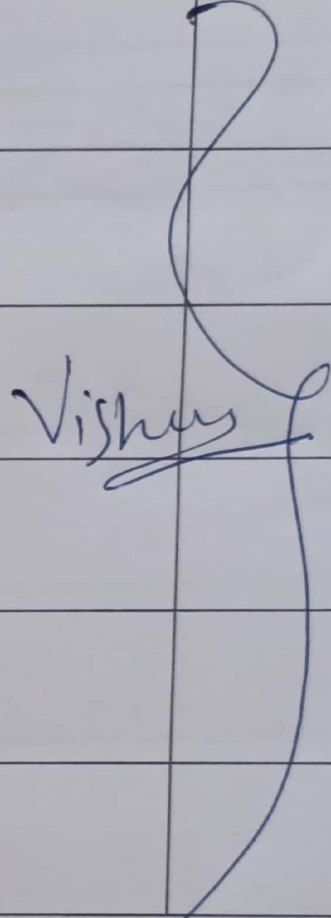
DAILY WORK RECORD

Sr. No	Date	Work Done in brief	Supervisor's Signature	Guide's Sign
43	2/10/2023	Promoting learning resources and opportunities available to employees.		
44	3/10/2023	Tracking employee participation in development programs and evaluate their effectiveness.		
45	4/10/2023	Coordinating of training and development opportunities for employees, such as workshops, seminars, or lunch-and-learn sessions.		
46	5/10/2023	Promoting volunteer programs and encouraging employee participation.		
47	6/10/2023	Organizing focus groups or feedback sessions to gather qualitative feedback from employees.		



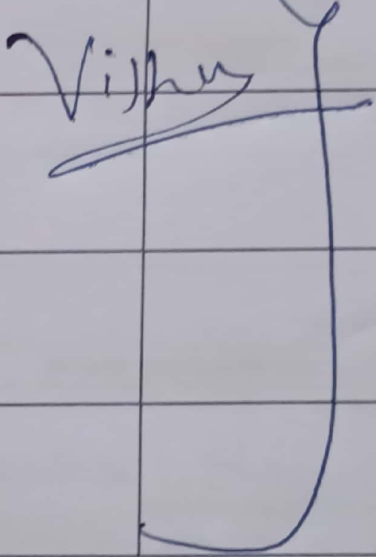
48	7/10/2023	Employee surveys to gather feedback on workplace satisfaction and engagement.	Vishnu	
49	8/10/2023	Continued with research of sip		

DAILY WORK RECORD

Sr. No	Date	Work Done in brief	Supervisor's Signature	Guide's Sign
50	9/10/2023	Participated in training sessions or workshops.		
51	10/10/2023	Responded to emails or inquiries from employees or candidates.		
52	11/10/2023	Helping to track employee training completion.		
53	12/10/2023	Scheduling interviews.		
54	13/10/2023	Communicating with candidates regarding interview logistics.		
55	14/10/2023	Reviewing resumes and applications.		

56	15/10/2023	Continued with the project		
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DAILY WORK RECORD

Sr. No	Date	Work Done in brief	Supervisor's Signature	Guide's Sign
57	16/10/2023	Taking employee surveys to gather feedback on workplace satisfaction and engagement.		
58	17/10/2023	Assisting in organizing focus groups or feedback sessions to gather qualitative feedback from employees.		
59	18/10/2023	Attended meetings of the employee engagement		
60	19/10/2023	Winded up		

Sadhu Vaswani Institute of Management Studies for Girls, Pune

Student Internship Feedback form A.Y: 2022-23

Instructions for the student:

1. Please make sure all the fields are duly filled and completed in all aspects
2. This form is to be submitted to the SIP guide after completion of internship duration

Student Name: Vishal Khule		Date	
Title of the Project Arpita S. Majhulkar Study on overall recruitment process			
Internship is: [Tick the Appropriate Option]		Paid	Unpaid <input checked="" type="checkbox"/>
Organisation Name		Mwell software solutions, laxmitara market, SONIGARA PARK, D- 26, Dange Chowk Rd, Yashoda Colony, Thergaon, Pune, Pimpri-Chinchwad	
Address		We work Futura, Sr no. 133(p), CTS No 4944 Magarpatta Road Hadapsar Pune- 028	
Internship Supervisor		Vishal khule	
Supervisor Mail ID and Contact No		Vishalkhulepatil12@gmail.com	
Name of the Faculty Coordinator			
Internship Commencement date		20 August 2023	Internship End date 19 October 2023
Give a brief description of your work at Internship:		A Good Experience I got from m well software solution.	
Was your Internship related to your major area of study?			

Yes, to a large extent	Yes, to some extent	No, not related at all
------------------------	---------------------	------------------------

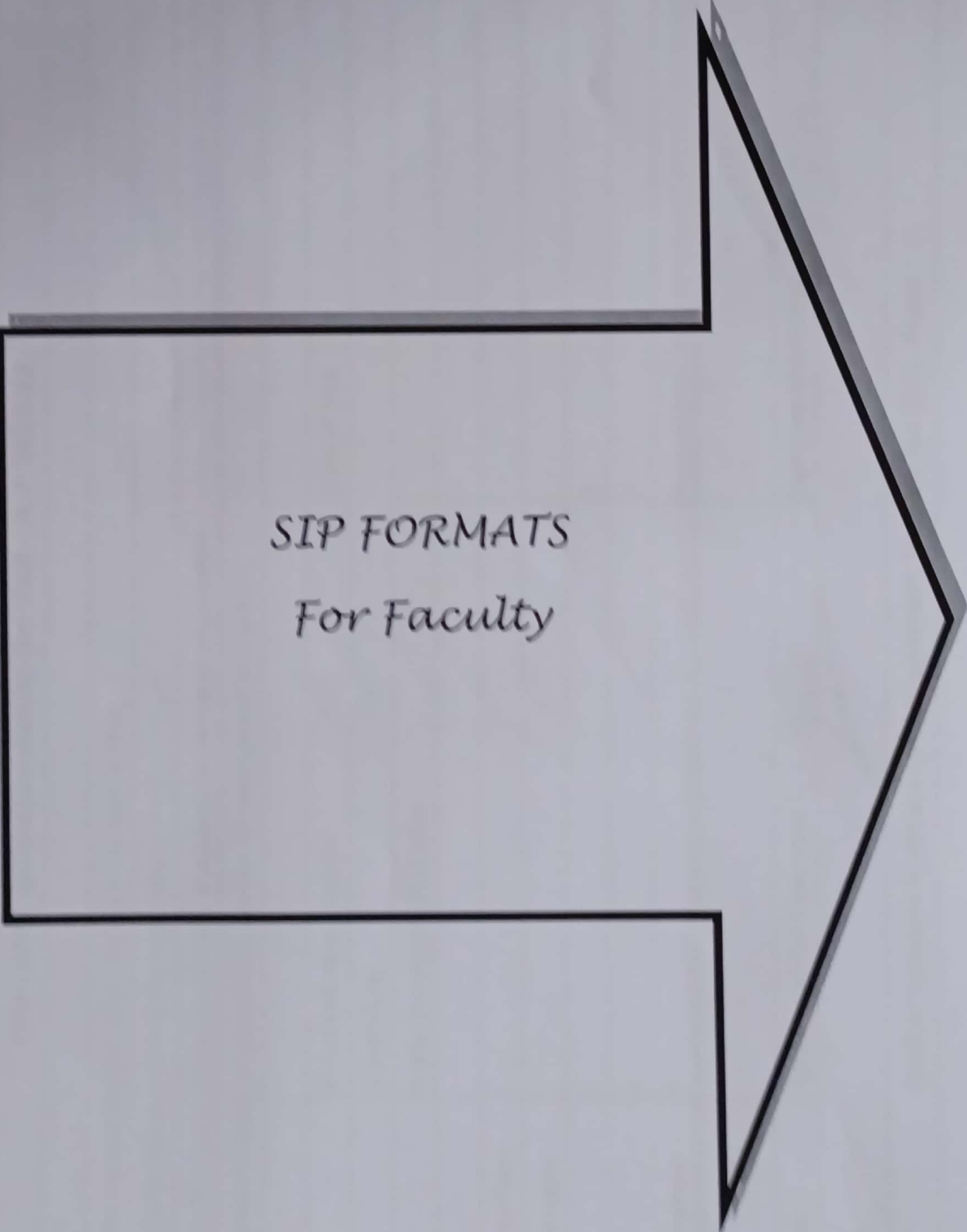
Indicate the degree to which you agree or disagree with the following:					
The experience has	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Given me the opportunity to explore a career field	✓				
Allowed me to apply classroom theory to practice	✓				
Helped me develop my decision-making and problem-solving skills		✓			
Expanded my knowledge related to the corporate world prior to permanent employment					
Helped me develop my written and oral communication skills	✓				
Provided a chance to use my leadership skills	✓				
Expanded my sensitivity to ethical implications of the work involved	✓				
Made it possible for me to be more confident in work situations	✓				
Given me a chance to improve my interpersonal skills	✓				
Helped me to handle responsibility and use time wisely		✓			
Helped me discover new aspects of myself that I did not know, existed earlier	✓				
Helped me develop new interests and abilities	✓				
Helped me clarify my career goals	✓				
Provided me with contacts which may lead to future employment	✓				
	✓				
In the institute internship program, faculty members are expected to be mentors. Do you feel your faculty coordinator served this function? Why or why not?	It depends on the guidance of intern.				

How well were you able to accomplish the initial goals/tasks and new skills set down in your plan? In what ways were you able to take a new direction or expand beyond your job description? Why were some goals not accomplished adequately	I had goals and tasks to complete but as I was a fresher intern so in start it was difficult in beginning but i started developing skills to complete my tasks and goals.
--	---

In what areas did you most develop and improve?	Employee engagement activities & Documentation
What did you like about your internship?	Work Culture Environment.
What has been the most significant accomplishment/satisfying moment at your internship?	Creating motivational presentations and Fun Fridays
What did you dislike about your internship?	Nothing

Considering your overall experience, how would you rate your internship?		
Satisfactory	Good	Excellent
Please give suggestions as to how your internship experience could have been improved?	✓	

Signature of the Student <i>Arpita</i>
--



*SIP FORMATS
For Faculty*

Sadhu Vaswani Institute of Management Studies for Girls, Pune

Internship Evaluation during the Visit A.Y: 2022-23

Instructions:

1. This sheet is to be filled by the Faculty Mentor when she visits the organization
2. Please carry this sheet along with you and fill it in the organization itself
3. You can make a combined sheet as given below for number of students in the same organization
4. Please mark a tick or a cross for the fields of attendance, domain knowledge and instructions

Name of the Organization	Mwell software solutions	Date of Visit	
Name of the Supervisor	Vishal khule		
Name of the Student	Arpita Sharnappa Mashalkar		
Was she Present			
Understands and follows instructions			
Domain Knowledge to perform tasks			
	1	1	
	2	2	
Any special remarks by the employer	3	3	
Signature of the Faculty Mentor	Signature of the Supervisor <i>Vishal</i>	Signature of the Student <i>Arpita</i>	

Sadhu Vaswani Institute of Management Studies for Girls, Pune



Internship Report

Instructions:

1. This report is to be prepared by the Faculty Mentor and submitted to the TPO 2 days after the completion of Internship
2. Please ensure that the signature of the student is duly taken

Name of the student	Arpita Sharnappa Mashalkar	Date of Evaluation	
Contact Number of the Student	+91 83800 60101	Semester	
Duration of Training		Name of the Faculty Mentor	
Home Address	Sai nagar near Varun hotel kasarwadi Pune 34		
Internship Address	Dange Chowk, Pimpri		
Name and Designation of the Supervisor		Email ID and Contact Number	.
Nature of work	Good		
Discussion on the 15th Day of Internship			
Discussion on 30th Day of Internship			
Discussion on 45th day of Internship			
Sign of Faculty Mentor	Signature of the Student Arpita		



*SIP FORMATS
For Employer*

Sadhu Vaswani Institute of Management Studies for Girls, Pune

Summer Internship Project Attendance Sheet A.Y: 2022-23

To be Filled by Immediate Reporting Supervisor/Manager

Name of the Student	Arpita Sharnappa Mashalkar		
Name and Address of the Organization	Mwell software solutions, laxmitara market, SONIGARA PARK, D- 26, Dange Chowk Rd, Yashoda Colony, Thergaon, Pune, Pimpri-Chinchwad		
Name of the Supervisor	Vishal Khule		
Mail ID and Contact Number of the Supervisor	Vishalkhulepatil12@gmail.com		
Date of Commencement of Internship	20 August 2023	Date of Completion of Internship	19 October 2023

MONTH - 1		MONTH - 2		MONTH - 3	
Date	Signature	Date	Signature	Date	Signature
1	Vishal	1	Vishal	1	Vishal
2					
3					
4					
5					
6					
7					
8					



9		9		9	
10		10		10	
11		11		11	
12		12		12	
13		13		13	
14		14		14	
15		15		15	
16		16		16	
17		17		17	
18		18		18	
19		19		19	
20	<i>Vishay</i>	20	<i>Vishes</i>	20	<i>Vishes</i>
21		21		21	
22		22		22	
23		23		23	
24		24		24	
25		25		25	
26		26		26	
27		27		27	
28		28		28	
29		29		29	
30		30		30	
31		31		31	

Signature and Stamp of Company

Sadhu Vaswani Institute of Management Studies for Girls, Pune

Intern's Appraisal by Reporting Supervisor/ Manager A.Y: 2022-23

Dear Sir/Madam, Ms.XXXX (Name of Student) has interned with you. We request you to provide an honest feedback of the work and behavior of the intern to help us groom her into a worthy Corporate Citizen.

Instructions for the student:

1. Please make sure all the fields are duly filled and completed in all aspects
2. The signature of your supervisor and stamp/seal of the organization is mandatory
3. Your SIP is incomplete without this Evaluation Form

DATE

Name of the Student	Arpita Sharnappa Mashalkar		
Name of the Organization	Mwell software solutions		
Address of the Organization	Mwell software solutions, laxmitara market, SONIGARA PARK, D- 26, Dange Chowk Rd, Yashoda Colony, Thergaon, Pune, Pimpri-Chinchwad		
Name of the Employer/Manager/Supervisor	Vishal khule		
Designation			
Email ID and Contact No of the Employer/Manager/Supervisor	Vishalkhulepatil12@gmail.com		
Dates of Internship- From:			To:



Please evaluate our student by indicating the frequency with which you observed the following behaviors

Behaviour/Parameter	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Is dependable		✓			
Cooperates with co-workers and supervisors		✓			
Shows interest in work	✓				
Learns quickly	✓				
Takes initiatives		✓			
Produces high quality work		✓			
Accepts responsibility	✓				
Accepts criticism		✓			
Demonstrates organisational skills					
Uses technical knowledge and expertise		✓			
Shows good judgement	✓				
Demonstrates Creativity/Originality		✓			
Analyses problems effectively	✓				
Is self-reliant					
Communicates well	✓	✓			
Has a professional attitude					
Gives a professional appearance	✓				
Is punctual		✓			
Uses time effectively		✓			
	✓				
Overall Performance of the Student-Intern (tick one)	Satisfactory		Good	Excellent	



Would you consider her for a placement opportunity if there arises a vacancy in the organization?	Yes/No
Additional Comments, if any	
Supervisor's Signature and Company Seal/Stamp	



A SIP PROJECT REPORT
ON
"A STUDY ON EFFECTIVE TRAINING AND DEVELOPMENT STRATEGIES"

AT
"INFINITE GRAPHIX TECHNOLOGIES PVT. LTD."

SUBMITTED TO
SAVITRIBAI PHULE PUNE UNIVERSITY



IN PARTIAL FULFILLMENT OF THE REQUIREMENT
FOR THE AWARD OF THE DEGREE OF
MASTER OF BUSINESS ADMINISTRATION

SUBMITTED BY
VAISHNAVI TARANATH DHALE

(BATCH 2022-2024)

UNDER THE GUIDANCE OF
Prof. HARSHALI BHALERAO

THROUGH
SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS

6, KOREGAON ROAD, PUNE 411001



CERTIFICATE (COMPANY)



Infinite Graphix Technologies Pvt. Ltd.

THE COMPLETE DESIGN SOLUTIONS

364/365, Kashinath Prasad Building, Near Modern Cafe

Above Bank of Maharashtra, Shivajinagar, Pune - 411005

Contact: 9970720023, E-mail: kishor@graphixtech.org

Website: www.graphixtechnoservice.com

INTERNSHIP LETTER

Date:- 27-11-2023

To Whom It May Concern

This is to certify that **Ms. Vaishnavi Taranath Dhale** was employed with **Infinite Graphix Technologies Pvt. Ltd., Pune** as **Human Resource Intern** from **07-08-2023 To 31-10-2023**.

During this tenure of her work was dedicated. We found she is pretty active in whatever task we have provided to her. She is a confident person. She is professionally sound, hard-working. She has the motivation to take initiative tasks and we are gratified that she had been helpful in the advancement of our organization. During her service has been found sincere, reliable, trustworthy, sociable, pleasant and open to challenges. She has a genial temperament and can efficiently work in a team.

We are wishing all the best for her future endeavour.

Authorized Signatory,



HOD HR Department
Chetna Patil
Infinite Graphix Technologies Pvt. Ltd.,
Pune

CERTIFICATE (COLLEGE)



Sadhu Vaswani Institute of Management Studies for Girls

Approved by AICTE - Affiliated to SPPU - NAAC Accredited with B+ Grade
ISO 9001:2015 Management Institute

D.T.E. Institute Code: MB6611

CERTIFICATE

This is to certify that **VAISHNAVI TARANATH DHALE**, student of Master of Business Administration (2022-24 Batch) has completed her project titled **"A Study on Effective Training and Development Strategies"**

The project is completed to our satisfaction and is submitted in partial fulfillment of requirement for Master of Business Administration Program as per the rules of the Savitribai Phule Pune University.

Project Guide

Dr. B H Nanwani
Director

Dr. S B. Jadhav
09/02/23

DR. B. H. NANWANI
DIRECTOR

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE-411 001

Sign of External Examiner



Date:
Place: Pune

A PROJECT REPORT
ON
“A STUDY ON EFFTIVENESS OF RECRUITMENT & SELECTION PROCESS”
AT
“NEVAM HR CONSULTANTS PRIVATE LIMITED”



BY
AKANKSHA KUMARI
ROLL NO.22141
SUBMITTED TO
SAVITRIBAI PHULE PUNE UNIVERSITY
IN PARTIAL FULFILLMENT OF THE REQUIREMENT
FOR THE AWARD OF THE DEGREE OF
MASTER OF BUSINESS ADMINISTRATION (MBA)
UNDER THE GUIDANCE OF
Prof. NIJI SHAJAN
THROUGH
SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR
GIRLS 6,
KOREGAON ROAD, PUNE 411001



**Sadhu Vaswani Institute of Management
Studies for Girls**

Approved by AICTE - Affiliated to SPPU - NAAC Accredited with B+ Grade
ISO 9001:2015 Management Institute

D.T.E. Institute Code: MB6614

CERTIFICATE

This is to certify that **AKANKSHA KUMARI** student of Master of Business Administration (2022-24 Batch) has completed her project titled **A STUDY ON EFFECTIVENESS OF RECRUITMENT AND SELECTION PROCESS AT NEVAM HR CONSULTANTS PRIVATE LIMITED.**

The project is completed to our satisfaction and is submitted in partial fulfillment of requirement for Master of Business Administration Program as per the rules of the Savitribai Phule Pune University.

Prof. Niji Shajan
Project Guide



Dr. B H Nanwani

Director

DR. B. H. NANWANI
DIRECTOR

Sign of External Examiner

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE-411 001

Date:
Place: Pune



**NEVAM HR CONSULTANTS
PVT. LTD.**

CERTIFICATE OF APPRECIATION

THIS CERTIFICATION IS BEING AWARDED TO


Akanksha Kumari

For her exceptional performance during her internship at Nevam HR Consultants Pvt Ltd
as an HR Intern from 01/08/2023 to 20/11/2023

Her performance and behavior were found to be exceptional during the entire internship.

DATE: 06/11/2023




DIRECTOR OF THE COMPANY

A PROJECT REPORT

ON

A STUDY OF Comparison of AI-Based and Traditional Onboarding of Contractual Employees

AT

Haardhik Landmarks

BY

Varsha Anil Nathani

ROLL NO. 22144

SUBMITTED TO

SAVITRIBAI PHULE PUNE UNIVERSITY

IN PARTIAL FULFILLMENT OF THE REQUIREMENT

FOR THE AWARD OF THE DEGREE OF

MASTER OF BUSINESS ADMINISTRATION

UNDER THE GUIDANCE OF

Prof. Niji Shajan

THROUGH

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS

6, KOREGAON ROAD, PUNE 411001

2022-24



Sadhu Vaswani Institute of Management Studies for Girls

Approved by AICTE - Affiliated to SPPU - NAAC Accredited with B+ Grade

ISO 9001:2015 Management Institute

D.T.E. Institute Code: MB6614

CERTIFICATE

This is to certify that **VARSHA.ANIL.NATHANI**, student of Master of Business Administration (2022-24 Batch) has completed her project titled **"Study of Comparison of AI-Based and Traditional onboarding of Contractual Employees"**

The project is completed to our satisfaction and is submitted in partial fulfillment of requirement for Master of Business Administration Program as per the rules of the Savitribai Phule Pune University.

Prof. Niji Shajan
Project Guide

Dr. B H Nanwani
Director

m.s.B-Jawhar
09/01/24

DR. B. H. NANWANI
DIRECTOR
SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE-411 001

Sign of External Examiner

Date: 18th November 2023
Place: Pune





PROMOTERS, BUILDERS & DEVELOPERS

OFFICE : Angels Paradise Girls Hostel, 134/2, Near Akurdi Gurudwara, Walhekarwadi, Pune - 411033. Tel.: 020 84100800

DATE: 14TH OCT, 2023

CERTIFICATE OF INTERNSHIP

This is to certify that, Miss. **Varsha Anil Nathani**, Student of 2nd Year M.B.A. Course from Sadhu Vaswani Institute of Management, affiliated to Savitribai Phule Pune University has successfully completed an internship with Our organisation **Haardhik Landmarks**, in the field of Human Resources, as a requirement for the completion of their Master of Business Administration (MBA) degree program, specializing in Human Resource Management.

The internship began on 11th August 2023 and concluded on 11th October 2023 spanning a total duration of 2 months. During this period, Miss. Varsha exhibited exemplary dedication, commitment, and professionalism in their role.

Her Key Achievements and Contributions Include:

- Assisting in the recruitment and selection process by sourcing candidates, resume reading and parsing, conducting skill-based analysis, and participating in interviews.
- Communicated with the HR team in developing and implementing employee training.
- Assisted in the maintenance of payroll records and attendance sheet.

We believe that Miss. Varsha has gained valuable hands-on experience and knowledge that will serve as a strong foundation for their future career in Human Resources. We wish them continued success in their academic and professional endeavours.

for

HAARDHIK LANDMARKS



**A PROJECT REPORT ON
Employee Hiring Procedures and Staff Selection
Methods**

AT

Ross Boilers

BY

Tanaya Alurkar

ROLL NO. 22145

SUBMITTED TO

**SAVITRIBAI PHULE PUNE UNIVERSITY
IN PARTIAL FULFILLMENT OF THE
REQUIREMENT**

**FOR THE AWARD OF THE DEGREE OF
MASTER OF BUSINESS ADMINISTRATION
UNDER THE GUIDANCE OF**

Prof. Niji Shajan

THROUGH

**SADHU VASWANI INSTITUTE OF
MANAGEMENT STUDIES**

FOR GIRLS 6.

KOREGAON ROAD, PUNE 41100



Sadhur Vaswani Institute of Management Studies for Girls

Approved by AICTE - Affiliated to SPPU - NAAC Accredited with B+ Grade

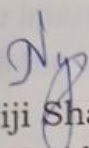
ISO 9001:2015 Management Institute

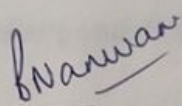
D.T.E. Institute Code: MB6614

CERTIFICATE

This is to certify that **Tanaya Alurkar**, student of Master of Business Administration (2022-24 Batch) has completed her project titled **"Employee Hiring Procedures and Staff Selection Methods"**

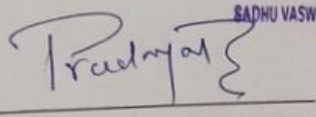
The project is completed to our satisfaction and is submitted in partial fulfillment of requirement for Master of Business Administration Program as per the rules of the Savitribai Phule Pune University.


Prof. Niji Shajan
Project Guide


Dr. B H Nanwani
Director

DR. B. H. NANWANI
DIRECTOR

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE-411 001


Sign of External Examiner

Date:

Place: Pune





Date: 1 November 2023

Certificate

This is to certify that Ms. Tanaya S. Alurkar is student of SVIMS of Management studies for girls has completed her Internship At Ross Boilers on the Topic "Employee Hiring Procedures and Staff Selection Methods" from Human Resources Department.

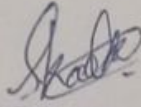
The duration of her internship was from 1st September to 1st November 2023.

The During her internship we found her to be hardworking and dedicated. We wish Tanaya all the very best in all her endeavours.

Sincerely,

Sumit Kadk,

Human Resource.


ROSS BOILERS
33, Burhani Ind. Estate,
Kondhwa Budruk,
Pune-411048.

Ross Boilers
33, burhani industrial estate,
Kondhwa, Pune,
Maharashtra 411048.

A PROJECT REPORT
ON
"STUDY OF ABSENTEEISM POLICY AT AVERON INFOTECH"



BY
KADAMBARI PRAVIN UTTRAL

ROLL NO.22147

SUBMITTED TO
SAVITRIBAI PHULE PUNE UNIVERSITY
IN PARTIAL FULFILLMENT OF THE REQUIREMENT
FOR THE AWARD OF THE DEGREE OF
MASTER OF BUSINESS ADMINISTRATION (MBA)

UNDER THE GUIDANCE OF

Prof. NIJI SHAJAN

THROUGH

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS

KOREGAON ROAD, PUNE 411001



Sadhu Vaswani Institute of Management Studies for Girls

Approved by AICTE - Affiliated to SPPU - NAAC Accredited with B+ Grade
ISO 9001:2015 Management Institute

D.T.E. Institute Code: MB6614

CERTIFICATE

This is to certify that Kadambari Pravin Uttral, student of Master of Business Administration (2022-24 Batch) has completed her project titled "Study of Absentism Policy at Aeron Infotech"

The project is completed to our satisfaction and is submitted in partial fulfillment of requirement for Master of Business Administration Program as per the rules of the Savitribai Phule Pune University.

Project Guide
Dr. Nijishtrajan

09/02/24

Sign of External Examiner

Dr. B H Nanwani
Director

DR. B. H. NANWANI
DIRECTOR
SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE-411 001

Date: 23 Dec 2023
Place: Pune





AVERON INFOTECH PVT LTD

Internship Completion Certificate

Date: Dec, 01 2023.

TO WHOMSOEVER IT MAY CONCERN

This is to certify that KADAMBARI PRAVIN UTTRAL student from Sadhu Vaswani Institute Of Management Studies (SVIMS) has done her internship in Human Resource internship at Averon Infotech Pvt Ltd., for Three months from Sept. 01 2023 to Nov 30th 2023(3 Months). Also she was completed the project "Study on Absenteeism Policy".

During her internship, she demonstrated her skills with self-motivation to learn new skills. Her performance was satisfactory. We wish her all the best in her upcoming career.

Yours sincerely,

Rupali Parekar - Director

AVERON INFOTECH Pvt.Ltd

Phone: +91- 89996 36253

Website: www.averoninfotech.com

Office: # 201, BHAMA EMERALD, Chaitanya Nagar, Pune Satara Road, Dhankawadi, Pune 411043,
INDIA

Email-hiring@averoninfotech.com Web: averoninfotech.com Phone: 8767324284

A PROJECT REPORT ON
“A STUDY OF UDERSTANDING
RECRUITMENT STRATEGIES
OF EMPLOYEES AND SOURCING METHODS”

AT

“NEVAM HR CONSULTANTS PVT. LTD.”

BY

VRUSHALI PATIL

ROLL NO. 22152

SUBMITTED TO

SAVITRIBAI PHULE PUNE UNIVERSITY
IN PARTIAL FULFILLMENT OF THE REQUIREMENT
FOR THE AWARD OF THE DEGREE OF
MASTER OF BUSINESS ADMINISTRATION

UNDER THE GUIDANCE OF

Prof. Niji Shajan

THROUGH

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES
FOR GIRLS 6.

KOREGAON ROAD, PUNE 411001

2022-24



Sadhu Vaswani Institute of Management Studies for Girls


Approved by AICTE - Affiliated to SPPU - NAAC Accredited with B+ Grade
ISO 9001:2015 Management Institute

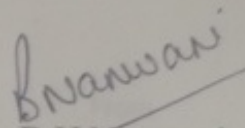
D.T.E. Institute Code: MB6614

CERTIFICATE

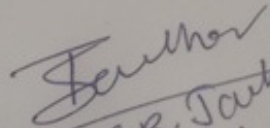
This is to certify that VRUSHALI VIJAYSING PATIL, student of Master of Business Administration (2022-24 Batch) has completed her project titled "TO STUDY OF UNDERSTANDING RECRUITMENT STRATEGIES OF EMPLOYEES AND SOURCING METHOD"

The project is completed to our satisfaction and is submitted in partial fulfillment of requirement for Master of Business Administration Program as per the rules of the Savitribai Phule Pune University.


Dr. Niji Shajan
Project Guide


Dr. B. H. Nanwani
Director
DR. B. H. NANWANI
DIRECTOR

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE-411 001


Dr. S. B. Jadhav
09/02/24

Sign of External Examiner

Date:
Place: Pune





Nevam HR Consultants Pvt. Ltd.

Date:06/11/2023

Internship Completion Certificate

This is to certify that Miss. Vrushali Patil, a student of Sadhu Vaswani Institute of Management Studies and Research, Koregaon Park, Pune has successfully completed her Internship Training at NEVAM HR CONSULTANTS PVT LTD. from 01/08/2023 to 26/10/23. She worked on the following projects during her tenure:

"Understanding Recruitments Strategies of Employees and Sourcing Methods at Nevam HR Consultants Pvt Ltd."

We wish her all the very best in all her future endeavours!

From

Nevam HR Consultants Pvt Ltd.

For NEVAM HR CONSULTANTS PVT LTD

Director

Signature

A PROJECT REPORT
ON
A STUDY Of “**Employee engagement**”

AT
Think Big Digital

BY
RITUL VACHKAL
ROLL NO. 22154

SUBMITTED TO
SAVITRIBAI PHULE PUNE UNIVERSITY
IN PARTIAL FULFILLMENT OF THE REQUIREMENT
FOR THE AWARD OF THE DEGREE OF
MASTER OF BUSINESS ADMINISTRATION

UNDER THE GUIDANCE OF

Prof. Niji Shajan

THROUGH
SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE 411001

2022-24



Sadhu Vaswani Institute of Management Studies for Girls

Approved by AICTE - Affiliated to SPPU - NAAC Accredited with B+ Grade

ISO 9001:2015 Management Institute

D.T.E. Institute Code: MB6614

CERTIFICATE

This is to certify that **RITUL VIKAS VACHKAL**, student of Master of Business Administration (2022-24 Batch) has completed her project titled study on **“Employee engagement”**

The project is completed to our satisfaction and is submitted in partial fulfillment of requirements for Master of Business Administration Program as per the rules of the Savitribai Phule Pune University.

PROF : NIJI SHAJAN
Project Guide



Dr. B H Nanwani
Director

DR. B. H. NANWANI
DIRECTOR

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE-411 001

Sign of External Examiner

Date:

Place: P

tbd.

**Think Big Digital Solutions Private
Limited, Pune, MH, India.**

+919373956958

rakesh@thinkbigdigital.co

201/6, Rakshak Nagar
Phase-2, Kharadi,
Pune-411014
CIN: U72900PN2022PTC216744

1 November 2023

To Whom It May Concern

This is to certify that **Ms. Ritul Vikas Vachkal**, a student of MBA in Human Resources with **Sadhu Vaswani Institute of Management Studies**, Pune, has successfully completed a two-month internship at Think Big Digital Solutions in our Human Resources and Recruitment Department.

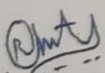
During the tenure of her internship, from **20 August 2023** to **19 October 2023**, her primary responsibilities included LinkedIn candidate messaging. She also conducted web research and suggested motivational activities for our remote employees.

In addition to her assigned tasks, she enrolled in and successfully completed a specialized HR course recommended to her by our company, further enhancing her skills and knowledge in the field of Human Resources.

We wish her all the best in her future endeavors and are confident that she will continue to excel in her professional journey.

Best,

Sd-



Rakesh Ghumatkar,

Founder & CEO,

Think Big Digital Solutions Pvt Ltd

web: thinkbigdigital.co



**A
PROJECT REPORT
ON
“A STUDY ON IMPLEMENTING LEAN HR PRACTICES”
AT
SAI ENGINEERING WORKS**

SUBMITTED TO



SAVITRIBAI PHULE PUNE UNIVERSITY

**IN PARTIAL FULFILLMENT OF REQUIREMENT FOR THE AWARD OF DEGREE
OF MASTER OF BUSINESS ADMINISTRATION**

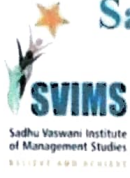
**SUBMITTED BY
MS. SAMRUDDHI RAJGURU
MBA II SEM III (BATCH 2023-2024)**

UNDER THE SUPPORT AND GUIDANCE OF

Prof. Niji Shajan



SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS, PUNE



Sadhu Vaswani Institute of Management Studies for Girls

Approved by AICTE - Affiliated to SPPU - NAAC Accredited with B+ Grade


ISO 9001:2015 Management Institute


D.T.E. Institute Code: MB6614

CERTIFICATE

This is to certify that **SAMRUDDHI SHASHIKANT RAJGURU**, student of Master of Business Administration (2022-24 Batch) has completed her project titled “**A Study on Implementing Lean HR Practices.**”

The project is completed to our satisfaction and is submitted in partial fulfillment of requirement for Master of Business Administration Program as per the rules of the Savitribai Phule Pune University.


Prof. Niji Shajan
Project Guide


Dr. B H Nanwani
Director


External
Name & Sign with Date



SAI ENGINEERING WORKS

CERTIFICATE OF INTERNSHIP

This is to certify that **Ms. Samruddhi Shashikant Rajguru** from **Sadhu Vaswani Institute of Management Studies for Girls** worked in our firm as an intern for Summer Internship Project from 1st August 2023 to 31st September 2023 and has participated in “**Implementation of Lean HR Practices**”.

She is found to be hardworking and sincere towards the work assigned to her and is known to execute her responsibilities properly.

I wish her success in all her future endeavors.



SAI ENGINEERING WORKS

Address: Patilnagar Gat 19 Dehu Alandi Road Chikhali Moi Phata Haveli Pune Maharashtra 412114
Pune412114 Maharashtra, India.

Contact No.