



BIJU PATNAIK INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT STUDIES (BIITM), BHUBANESWAR

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SUMMER INTERNSHIP PROJECT 2024

REPORT TITLE

**A study on recruitment process at Ashwini Trauma
Centre.**

SUBMITTED BY

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MBA Batch: 2023-25

University Regn. No.: 2306258130

Faculty Guide

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Corporate Guide

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CERTIFICATE OF INTERNAL GUIDE

This is to certify that Ms. Priyanka Pattanaik bearing university registration no.2306258130 of 2023-25 batch, has completed his summer internship at Ashwini Trauma Centre, Cuttack from 01/06/2024 to 15/07/2024 under the supervision of Ms. Sutapa Sarkar and has submitted this project report under my guidance in partial fulfilment of the requirements for award of the degree of Master of Business Administration at Biju Patnaik Institute of Information Technology and Management Studies, Bhubaneswar. To the best of my knowledge and belief, this project report has been prepared by the student and has not been submitted to any other institute or university for the award of any degree or diploma.

Date:

Signature of the Internal Guide

Place: Bhubaneswar

Name:

Designation:

DECLARATION

I, Ms. Priyanka Pattanaik bearing university registration no. 2306258130 (2023-25 batch), hereby declare that the project report titled 'Recruitment at Ashwini Trauma Centre' is based on my internship at Ashwini Group of Hospitals, during the period 01/05/2024 to 15/06/2024 and is an original work done by me under the supervision of Ms. Sutapa Sarkar. This report is being submitted to Biju Patnaik Institute of Information Technology and Management Studies, Bhubaneswar, affiliated to Biju Patnaik University of Technology, Odisha, in partial fulfilment of the requirements for the award of the degree of Master of Business Administration. This project report has not been submitted to any other institute/university for the award of any degree or diploma.

Date:

Place: Bhubaneswar

Signature

EXECUTIVE SUMMARY

The internship report is a brief discussion of the documentation of the clinical and non-clinical staffs at Ashwini trauma center.

This report is mainly based on the data collected from Ashwini Hospital and Ashwini trauma center, Cuttack. This hospital is making every effort to meet patient satisfaction and making best use of the resources, policies, rules and regulations. Ashwini hospital is the largest private medical center of Cuttack and commissioned in 2006 with an aim to provide tertiary level health care in selective super-specialty branches of medicine and surgery. Ashwini Trauma center have established their firm credentials as the leading trauma care facility of the Odisha and adjoining states. The team has orthopedic Surgeons, Critical care physicians and therapists.

The report is the result of one-month internship. During the internship, I was required to collect all the data from the employees and staff and make a record of it. I made the entries of all the staff's needed documents in the excel and also maintained the files. I got an opportunity of getting the practical knowledge about the system. So, to quench the thirst of practical exposure, I joined Ashwini Group of Hospitals. I got the opportunity to gain practical experience. My role was to collect the employee's information and also recruiting. This study has benefitted me a lot to enhance my confidence and abilities to perform and will definitely help me in future prospects.

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CHAPTER-01

TITLE- “RECRUITMENT AT ASHWINI TRAUMA CENTRE.”

INTRODUCTION



Ashwini Hospital is the largest private medical centre of cuttack and was commissioned in 2006 with an aim to provide tertiary level health care in select super-specialty branches of medicine and surgery. Situated at sector 1, CDA project area, the hospital is close to the busy city centre and yet easily approachable for people through all major state roads and national highways. Soon it carved a niche in critical care of patients with Trauma, Neuro, Cardiac, Pulmonary and other complex medical issues.

Today, with 350 patient beds in three specialty hospitals and three out-reach clinics, training courses like Diploma and B.Sc. courses in nursing, Diploma in critical care medicine and masters in emergency medicine, Ashwini group has established its position as a leading health care organization. In keeping with the aspirations of the community, staff and our doctors, the management promises to maintain the quality, ethics and stability to all our patrons, well wishers and partners in service.

Vision

The vision of ASHWINI has been to use the hospital as a tool for changing social equations. The tribal community had to be given the skills to staff and manage the programs. The quality of care had to be maintained at high standards thereby creating demand from the mainstream to access care here. The tribals would now have something to offer the mainstream, services that are in demand.

Mission

At Ashwini Hospital, we firmly believe that the true essence of healing lies in adopting the best practices in patient care. Our mission is to provide safe, ethical, well-researched, and cost-effective healthcare solutions. With unwavering compassion and dedication, we ensure complete patient satisfaction, prioritizing your well-being above all else.

RECRUITMENT

From past decade the business organizations are more concentrating on the human capital because they are the most valued and most treasured assets. While recruiting the candidates the organizations have to map carefully the available human resources because they create the competitive advantage for the organizations. The word recruitment has become as a logistic of human resource capital for many organizations. Business organizations are advancing modern recruitment and selection methods due to the entry of multinational companies. The aim of the paper is to study the recruitment process followed at Ashwini Hospital. The best human capital availability in organizations makes them competitive advantage as well as they become the real-life blood of the organizations.

Human resource management is the essential function of organizations. Among the HR practices recruitment is the basic function where employees are entered into the organizations. Recruitment means to estimate the available vacancies and to make suitable arrangements for their selection and appointment. Recruitment is understood as the process of searching and obtaining applicants for the job, from among whom right people can be selected.

In recruitment, information is collected from interested candidates. For this different source such as newspaper advertisement, employment exchanges, internal promotion etc. are used.

In the recruitment, a pool of eligible and interested candidates is created for selection of most suitable candidates. Recruitment represents the first contact that a company makes with Potential employees.

Recruitment is a positive function in which publicity is given to the jobs available in the organization and interested candidates are encouraged to submit applications for the purpose of selection.

Recruitment represents the first contact that a company makes with potential employees. It is through recruitment that many individuals will come to know a company, and eventually decided whether they wish to work for it. A well-planned and well-managed recruiting effort will result in high quality applicants, whereas, haphazard and piecemeal efforts will result in mediocre ones.

SCOPE OF THE REPORT

1. **Tertiary-level healthcare:** Ashwini hospital aims to provide tertiary-level healthcare services in select super-specialty branches of medicine and surgery.
2. **Specialized care:** The hospital specializes in critical care for patients with trauma, neurological, cardiac, pulmonary, and other complex medical conditions.
3. **Training courses:** Ashwini group offers training courses such as diploma and B.Sc. courses in nursing, Diploma in critical care medicine, and masters in emergency medicine.
4. **Community Commitment:** The management is committed to maintaining quality, ethics and stability for patrons, well-wishers, and partners in service.

Policy for recruitment & Induction (HRM.2.)

a. Introduction

Human resource management is an essential function of any organization. Among the HR practices, recruitment is the basic function where employees enter into the organization. Ashwini Hospital is committed to equal employment opportunity for all, regardless of race, religion, color, sex, age, national origin or ancestry, genetic information, disability, status as a veteran, marital status, parental status, sexual orientation, gender identity, or gender expression.

While recruiting new employees, we will:

- Follow the good practice recommendations.
- Not to discriminate unlawfully against any person.
- Select the best candidate for the job in terms of qualifications and abilities.
- To achieve these aims, we have set up a recruitment and selection policy. No position in the organization will be filled unless this procedure has been followed.

b. Objective

The recruitment process has the following objectives:

- To search for prospective employees and stimulate them to apply for jobs.
- To ensure that all the positions in the organization are staffed by persons who have the appropriate skills, knowledge, experience and qualifications required to perform the job effectively.

c. Scope

This recruitment and selection policy applies to all employees who are involved in hiring. It also refers to all potential job candidates.

Recruitment may be initiated for:

- A vacancy arising due to replacement requirement i.e. transfer, resignation, termination, retirement or demise of an employee.
- An approved position.
- A prior approved position decided at the start of a calendar/financial year.

d. Conflict of Interest

All AH staff is required to disclose any potential or real conflict of interest with the organization prior to their recruitment or during their stay in the organization. Staff with recruitment responsibility (line managers, HR staff and interview panel members) must declare any conflict of interest with potential staff. Ashwini Hospital does not encourage hiring of relatives. Relatives in this context would include:

- Husband, Wife
- Father, mother, father-in-law, mother-in-law
- Brother, sister, spouse of brother, sister
- Brother, sister of spouse
- Son, daughter, son-in-law, daughter-in-law
- First cousin
- First nephew, niece Ideally individuals who are not relatives of any current employee at the time of application shall be considered for employment.

e. Re application

Individuals who have been rejected at any stage of the selection process are ineligible for reapplying for the same position for a period of 6 months from the time of rejection. Individuals who are made an offer but do not join post acceptance of the offer shall be considered ineligible for reapplication.

f. Reappointment

Any ex-employee being considered for re-appointment will be treated as new joining. The recruitment process would be treated as fresh appointment and similar process would be followed as per policy. Exceptions can be made by the organization.

g. Procedure for Recruitment

Request

Identify the need of human resource through the program center. Receive the request from the concerned unit approved by the line manager/ center head along with job description. Enter the position into vacancy detail and provide a code to the specific position.

Advertisement

Advertisement: arrange to publish the positions in following:

- Naukri Jobs India
- LinkedIn
- Career Page
- Indeed
- Hiring Consultants
- Internal Circulation
- Local Newspaper, if require

- Vacancies will also be published internally
- Salary will not be published except if the positions are sharing with the consultant as they may ask about the range.
- Ensure all the applications to receive on Email ID hrd@ashwinihospitalcuttack.com
- Any application received without job code will also not be considered for further processing.
- While merit would be the main criteria for filling up a vacant position, seniority and past performance shall be kept in mind.
- For filling up position at higher levels, employees of the Hospital shall be given preference and would be considered before outside sources are tapped.
- The mix of the employees shall be cosmopolitan.
- The best available talent would be absorbed without giving any consideration to region, religion or race.

h. Shortlisting

- Download relevant applications in specific folder and provide them to the Head HR for further shortlisting. After which it will be given to the concerned center head for final shortlisting and interview setup.
- After receiving the shortlisted CVs from Head HR/Centre Head, an interview assessment sheet will be filled.

i. Interview

- Interview (Personal/Skype) will be setup in consultation with the Panel members and considering the availability of the candidates.
- The panel may vary if the designated member is not available. Also, the panel may increase depending upon the position.
- The panel will interview and write their comments in the interview assessment sheet along with their recommendations.
- For a positive recommendation to a candidate, a writing assessment will be sent to analyze his/her writing skills. Topic of the assignment will be provided by the line manager of the said position. The writing assignment will be assessing through.
- The writing assessment along with test report will be forwarded to the panel members. The respected program person will be requested to rate the assignment.
- Selected candidates those who have successfully cleared the interview and writing assignment have to provide 2 references of their last employers for background check. The details of references should include name, designation, phone number and email Id.
- Further round of the interview will depend on the panel members (e.g. in case of deputy head, the interview documents will further go to the director for his final agreement).
- Travel reimbursement for the outstation candidates will be in accordance with the TA/DA rules of the level of the position and must be clearly communicated to the candidates.

j. Background Check

- An offer of employment is contingent upon satisfactory background and security checks including reference checks from previous employer, educational qualifications verifications and criminal background check.

k. Making an offer

- After completing all above processes, an offer letter will be sent over email for acceptance. Thereafter, an appointment letter will issue to the candidate along with AH Code of Conduct.
- No person shall be deemed to be an employee until and unless he/she has received a letter of offer/appointment or has entered into a contract of service. In case any candidate offered a position by us fails to accept it in 15 days, offer will be automatically revoked.
- In case a person has concealed or misrepresented any material fact or forged or faked any document at the time of appointment or later, such appointment shall be void ab-initio. The organization will have no liability to such a person and may initiate any action as deemed fit. Legal appointment to a position in AH will be on the basis of an appointment letter issued by the appointing authority on behalf of AH upon joining the organization.

l. Induction Policy

- To ensure that a new employee settles down smoothly into the hospital so that he/she reaches standard level of performance as soon as possible.
- It gives maximum relevant information to the new employees in shortest time.
- It eliminates the feeling of the uneasiness, apprehensions etc. in the new employee.
- It enhances the image of the hospital as people friendly.
- It helps reducing the turnover of the employees.

m. On Boarding

- Before the joining of a candidate, an orientation plan will be developed in consultation with all concerned departments and IT department will be requested to arrange a system and create the official email Id.
- The admin assistant will prepare the work station with initial and necessary stationary items.
- After completion of joining formalities, HR will provide an orientation plan along with AH Code of Conduct, staff contact list, holiday list and an official email id with its password to the new employee.
- On the basis of the documents and information received from the person, the request for making the ID card will be passing on to the publication team.
- HR will take the new employee for the introduction with other colleagues and then handover his/her charge to his/her line manager
- Appointment Letter: The selected candidate will be issued a letter of intent immediately on his selection. A detailed appointment letter would be issued preferably after receiving the favorably medical reports. Acceptance of appointment would be obtained on the duplicate copy of the appointment letter before a person joins.
- Joining Formalities: Every employee on joining would be required to fill up the new joiner kit forms. Selected candidates should submit complete CV with proper address. Selected candidate should submit all certificates, should be verified with all original certificates.

1. Pre- employment medical examination

- To take care of health and create a healthy environment for staff to deliver the best service to their organization.
- Detection of communicable diseases as per epidemiological studies.
- Regular health assessment.
- Ensure & update all relevant vaccinations.

2. Code of conduct is defined

The orientation program includes Ashwini Hospital values, mission, vision, locations and functions of different departments, Organogram, code of conduct, Leave Policy, Fire and other safety training, Security Policies, Uniform and Dress Code, Hospital Codes for emergencies, Non-Disclosure and Confidentiality, Performance and Appraisal Policy. Employees: All employees must abide by these standards in the conduct of Hospital business. If a decision is not covered by the Code, guidance shall be sought from the Human Resource Department.

3. Probation:

All appointees will be on probation for a period of 3-6 months, which may be further extended depending upon the performance. Confirmation of an appointment will be based on the assessment of the performance by the line managers. The probation shall continue until the appointee will receive a regularization letter by the organization. The regularization will be at the discretion of the organization, should it find the person suitable by assessing the performance during probation.

4. Regularization:

After successful completion of probation period, a regularization letter will be issued to an employee.

5. Reference Checking:

The HRD Department will verify the information submitted by him in the application, from previous employer of the new employee.

RESEARCH METHODOLOGY

The study will be conducted to achieve the aforesaid objectives including both exploratory and descriptive in nature and involve personal interviews that will be based on the questionnaire format. A Research Methodology defines the purpose of the research, how it proceeds, how to measure progress and what constitute success with respect to the objectives determined for carrying out the research study.

The research process that will be adopted in the present study consists of the following stages: -

RESEARCH DESIGN: Exploratory Research

A research design is the specification of methods and procedures for acquiring the information needed to structure or solve the problem. It is the overall operational pattern or framework of the project that stimulates what information is to be collected from which source and by what procedure. On the basis of major purpose of our investigation the EXPLORATORY RESEARCH was found to be most suitable. This kind of research has the primary objective of development of insights into the problem. It studies the main area where the problem lies and also tries to evaluate some appropriate courses of action.

DATA COLLECTION SOURCES:

- **PRIMARY SOURCES-** The data required for the study has been collected from-



QUESTIONNAIRE survey among the official's employees.



PERSONAL INTERVIEWS with the company representatives regarding Recruitment and Selection.

- **SECONDARY SOURCES-** The secondary data has been collected from:

- ✓ Internet, websites
- ✓ Organizational reports
- ✓ Case studies
- ✓ Business magazines
- ✓ Journal on e- learning industry.

LIMITATIONS OF THIS STUDY

1. **Staff Shortages:** hospitals often face shortages of nurses, doctors, and allied health professionals (AHPs). These shortages impact patient care, quality and outcomes.
2. **High Turnover:** Newly qualified nurses (NQNs) often leave their jobs within the first year due to stress, anxiety, and lack of confidence. Negative experiences during clinical placements can also contribute to turnover.
3. **Organizational environment:** factors like work pressure, lack of support, and ill-preparedness can influence NQNs' decisions to stay or leave.
4. **Cost of living:** The interplay between the cost of living and workforce recruitment and retention affects healthcare professionals in the UK.
5. **Patient recruitment for research:** Poor patient recruitment in clinical research studies can lead to delays, reduced study validity, and wasted resources.
6. **Rural health facilities:** Recruiting and retaining professionals in rural areas can be expensive and time consuming.
7. **Global medical recruitment crisis:** Low-and-middle-income countries face economic and health consequences due to shortages of healthcare workers.

Efforts to address these limitations involve improving work environments, offering competitive compensation, and enhancing support for healthcare professionals.

OBJECTIVE OF THE STUDY

1. **Current Documentation Practices:** Investigate the existing methods and systems employed by organizations for documenting employee information.
2. **Provide insights into the legal and regulatory** frameworks governing employee documentation, emphasizing the importance of adherence to these standards.
3. **Efficiency and Accessibility:** Evaluate the impact of efficient documentation management on HR processes, workforce productivity, and data accessibility.
4. **Challenges and Solutions:** Identify common challenges faced by organizations in managing employee documentation and propose effective solutions to mitigate these challenges.
5. **Technology Integration:** Explore the role of technology in enhancing the management of employee documentation, including the adoption of digital platforms and automation.

CHAPTER- 02

COMPANY PROFILE

HISTORY OF THE ORGANIZATION

History and Growth

1) Establishment of the Hospital

The first Ashwini hospital was established in 1989 by Dr. Prashanth and Dr. Pradeep, with the goal of providing quality medical care to patients in a friendly and comfortable environment.

2) Expansion and Development

Over the years, the hospital has expanded its services and developed new specialties such as neurology, cardiology, and orthopedics to meet the growing needs of the community.

3) Key Milestones and Achievements

Ashwini Group of Hospitals has been recognized for its excellence in patient care and safety, receiving numerous awards and accolades over the years. It has also emerged as a leader in medical education and research in the region.

4) Future-Plans and Innovations

Ashwini Hospital is committed to continuous improvement and growth, with plans to introduce advanced technology and further expand its services.

Range of Medical Facilities Offered

Ashwini Group of Hospitals offers a comprehensive range of healthcare facilities including diagnostic services, medical and surgical services, ICU and emergency care, and more, all under one roof.

Specialized Departments and Services

The hospital is equipped with specialized departments in cardiology, neurology, oncology, orthopedics, and more, providing cutting-edge medical care to patients from all walks of life.

Advanced Technology and Equipment

Ashwini is equipped with the latest medical technology and equipment, ensuring that its patients receive the most advanced treatment possible.

Corporate Social Responsibility Activities

Ashwini Group of Hospitals is committed to giving back to the community, with a range of CSR initiatives focused on education, poverty alleviation, and healthcare access for marginalized communities.

COMPANY PROFILE



Ashwini Trauma Centre was established in the year 2018 and since then has been providing critical care to the patients successfully. Ashwini Trauma Centre is a 150 bedded hospital equipped and staffed to provide care for patients suffering from major traumatic injuries such as falls, motor vehicle collisions, or gunshot wounds. The hospital has been set up to offer qualitative care to all its patients in a patient-friendly environment with a focus on clinical excellence, patients' safety & dignity, transparency & affordability and accessibility of quality care to every patient. Since its inception, Ashwini Trauma Centre has been offering world-class treatment and facilities to patients with compassion, teamwork, transparency and process-driven approach. By bringing in the best healthcare practices from across the world and by engaging the best physicians Pan-India. The successful journey of Ashwini Trauma Centre has led it to acquire an iconic stature as a major landmark in the state of Odisha.

Address: CDA, Sector-1, Cuttack-753015, Odisha

Industry: Hospitals and critical health care

Company size: 1,001-5,000 employees

Headquarters: Cuttack, Odisha

Type: Privately Held

Founded: 2018

Specialties: Internal Medicine, General Surgery, Cardiology, Interventional Cardiology, Neurology & Neurosurgery, Partial / Complete Limb Prosthesis, Burns Unit, Dialysis Unit, Critical Care Unit- ICU, Modular Operation Theatres, Diagnostic Services, CATH LAB, MRI, CT scan, Pulmonology, Orthopaedics, Plastic Surgery, and COVID & post COVID.

MAJOR SERVICES

Neurology & Neuro-Surgery: Ashwini hospital is regarded as one of the leading hospitals for neurology and neurosurgery in Eastern part of India. Department of Neurosciences is committed to provide high quality, secondary and tertiary neuro services to patients in the region, as well as to all those who have recourse to our facility.

Cardiology & Cardiothoracic Surgery: Ashwini Hospital is a premier Cardiac institute of Odisha since 2006. A steady increase of diagnostic and therapeutic procedures including some breakthrough lifesaving techniques have positioned Ashwini Cardiac Centre as a top performer in the State of Odisha.

Orthopedics Trauma & Rehabilitation: Ashwini Group of Hospitals and outreach clinics (Ashwini Emergency & Trauma Centers) have established their firm credentials as the leading trauma care facility of the Odisha and adjoining States.

Oncology: The Department of Oncology at Aditya Ashwini Hospital provides Cancer care in the fields of Medical Oncology and Surgical Oncology. The department is well equipped for the treatment of:

- Chemotherapy and General Drug Treatment
- Surgical Oncology
- Cancer detection

Pulmonary Medicine: The Pulmonary Medicine Department provides top-of-the-line services in the diagnosis and management of various respiratory disease and Sleep-Disorders.

- **Oral & Maxillo-facial surgery:** Oral & Maxillo-Facial Surgery is divided into pediatric and adult Maxillo-facial surgery. Pediatrics cases mostly revolve around the treatment of congenital anomalies of the craniofacial skeleton and soft tissues, such as cleft lip and palate, craniosynostosis, and pediatric fractures.

Burns, plastic & reconstructive surgery: Plastic surgery is a surgical specialty involving the restoration, reconstruction, or alteration of the human body.

Hand & Micro Vascular surgery: hand and wrist, correction of congenital malformations of the upper extremities, and peripheral nerve problems (such as brachial plexus injuries or carpal tunnel syndrome).

Microsurgery is generally concerned with the reconstruction of missing tissues by transferring a piece of tissue to the reconstruction site and reconnecting blood vessels.

Critical care: The Department of Critical Care Medicine is a state of art center in the silver city of Cuttack. This specialty of Medicine caters to looking after critically ill patients from medical and surgical specialties with life threatening conditions and multiorgan failure requiring comprehensive and constant monitoring often not possible in the regular wards.

Hospital run a 25 bedded ICU with sophisticated equipment in the 2nd floor of the Block building. Hospital provides round the clock evidence based and affordable care to our patients with our dedicated team of qualified intensivists, critical care nurses, physiotherapists and dieticians.

General surgery: Ashwini hospital's Department of General Surgery is regarded as one of the leading units for general surgery in the city. Ashwini hospital deal with the following services:

- Lap Cholecystectomy, appendectomy, ovarian cystectomy and other Laparoscopic surgeries.
- Diagnostic Laparoscopy.

- All kinds of Hernias with mesh repair.
- Proctology - hemorrhoids, anal fistula, anal fissure, peri-anal abscess surgeries both open and laser.
- Hydrocele and all penile surgeries
- Fournier gangrene
- All types of GI surgeries and abdominal trauma surgeries.
- All breast related surgeries
- Thyroid surgery
- Abominable and vaginal hysterectomy for uterine tumor and uterine prolapse
- Mesh repair for rectal prolapse.
- All types of abdominal emergency surgeries

Radiology: Radiology plays a key role not only in diagnosis but also in the post-operative phase of various surgical procedures, especially in Neuro-Surgery. Neuroradiology methods are used in modern neurosurgery diagnosis and treatment.

Spine surgery: The department of Spine Surgery provides the most modern surgical procedures which is at par with the best hospitals all over the country.

Emergency Medicine: The Emergency Department at Ashwini Hospital is landmarked to be the fastest to respond in times of accidents which involves head injury, severe cases of polytrauma with facial bone injury, heart attacks, paralytic strokes, and other such life-threatening circumstances, thus offering optimum chance of survival and recovery of the patient.

Dental: all types of dental services at Ashwini Hospital and Ashwini wellness which covers all aspects like Oral & Maxillofacial surgery, Orthodontics treatment, Conservative dentistry & Endodontics treatment, implant, Pediatrics Dentistry, General Dentistry, cosmetic and laser dentistry etc. We have been handling all kinds of dental complexities over many years. We are equipped with highly experienced team of dentists and dental surgeons who are well-supported by a trained team of staff and associates.

Allied services: Ashwini Pharmacy, Blood bank, Operation theatre, Department of laboratory, Department of clinical nutrition, Administrative and support units.

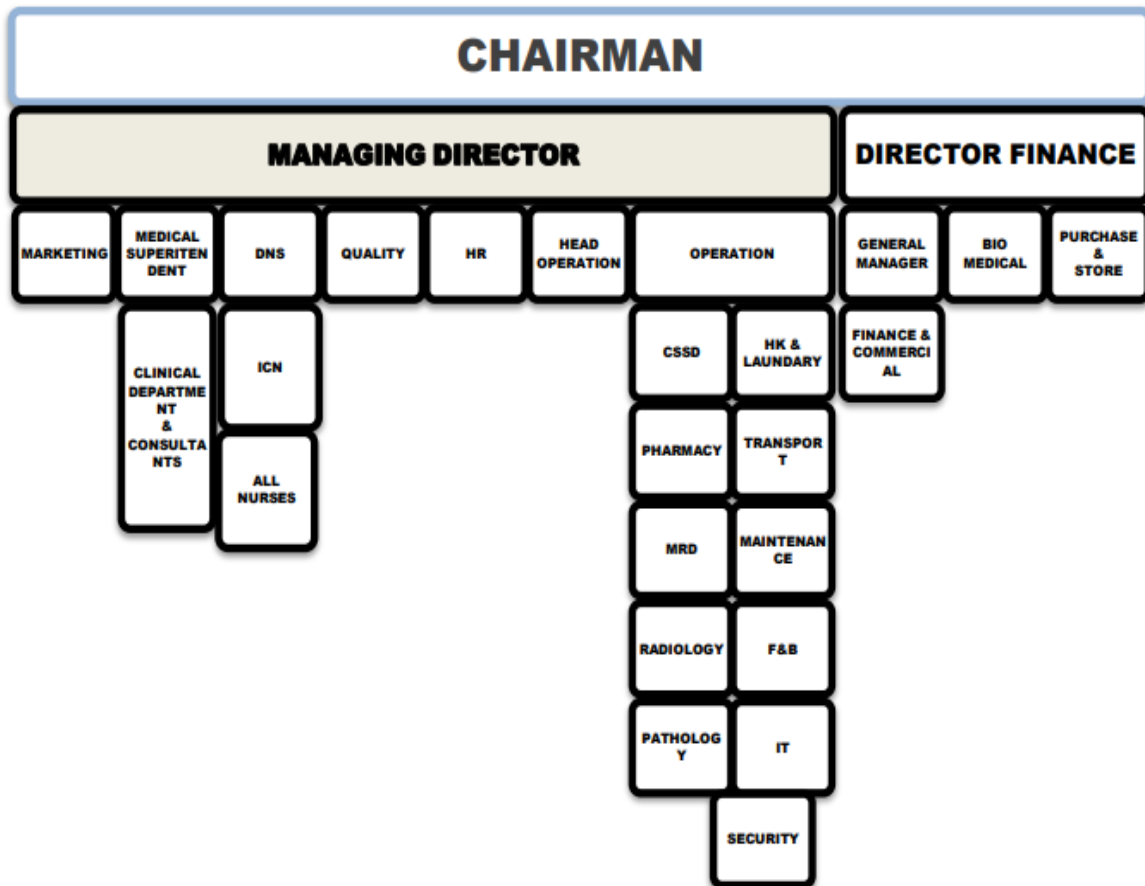
The support services include:

- Ambulance Services
- Quality Assurance
- Bio medical department
- Information Technology
- Human Resource
- Marketing and Business development
- Finance
- Insurance

Anesthesiology: The department provides specialized care for the patients with UTI, acute and chronic renal failure, hypertension, glomeruli-nephritis, check-up of post kidney transplant patients and also extends support to other departments in the management of wide-ranging renal problems.
Free Treatments:

- I. Free Cleft Surgery: Free treatment of cleft lip and palate cases is available at Ashwini Hospital under the sponsorship of Smile Train Indian.
- II. Free Trauma Treatment: Free treatment of road traffic accident patients is available at Ashwini Hospital for first 48 hours following the accident. This is sponsored by Government of Odisha through Free Trauma Treatment Fund Scheme.

ORGANIZATION STRUCTURE



LOGO:



LOCATION/ BRANCHES:

1. ASHWINI GROUP OF HOSPITALS.
2. ASHWINI TRAUMA CENTRE
3. ADITYA ASHWINI HOSPITAL
4. ASHWINI WELLNESS



Ashwini Hospital

Plot No 3, CDA,
Sector-1,
Cuttack-753014,
Odisha



Ashwini Trauma Centre

CDA, Sector-1,
Cuttack-753015,
Odisha



Aditya Ashwini Hospital

Plot 329/1929,
Chandrasekharpur,
Bhubaneswar-751017,
Odisha



Ashwini Wellness

M73, Samanta Vihar,
(Near Kalinga Hospital)
Nalco Square,
Bhubaneswar-751016

There is also a college of Ashwini for nursing at Cuttack:



Ashwini College of Nursing

Ashwini College of
Nursing, Sector 1, CDA,
Cuttack-753014,
Odisha

Ashwini Group of Hospitals

Mail: academics@ashwinihospitals.in

Phone: 8093012752

Website: www.ashwinihospitalcuttack.com/courses

NBE: <https://nbe.edu.in>

Address

CDA, Sector-1, Cuttack-753015, Odisha

Contact Info

- Phone: 0671-2363007/08/09/10 (Fax)
- Reception: 9238008822
- Ambulance: 9238008800

Emergency email: admin@ashwinihospitalcuttack.com



Dr. Subrat Kumar Jena
Chairman & Founder
32 years of medical experience

The state of health care of a nation is directly reflected in its economic growth and stability. Private sector has always played an important role in improving and sustaining the standards of health care in India as well as in other nations. The part played by regional players like Ashwini Hospital Group in meeting the health care needs of Odisha and neighboring States has been much more than satisfactory. This sense of accomplishment encourages us to grow and meet the growing needs and expectations of the community.



Dr. Maya Gantayet
Managing Director & Co-Founder
32 years of medical experience

Ashwini Hospital was established in 2006 in an easily approachable area just outside the busy city center at Cuttack. Very soon it became the hotspot for all types of emergencies. The hospital kept on scaling new heights, winning the trust of people and the medical fraternity who treated the unit as a referral center for all their patients with complex medical and surgical problems. The hospital was empaneled by major insurance providers and public as well as private institutions and industries. Constant upgradation of technology and training, continuous optimization of standards of care was rewarded by various accolades and accreditations.

HR POLICY

Introduction

Human Resource Management requires good planning of human resources while at the same time use the human touch, expertise, and commitment towards ensuring productive use of human capital while at the same time motivating the employees to make them give their fullest potential towards patient care activities In the Hospital.

Purpose:

1. To plan the right mix of manpower for the Hospital In line with the volume of scope of the services being provided by the hospital.
2. To establish a recruitment process and recruit competent people with a positive attitude towards organization and customers, and have the capability to guide or work in a group to achieve the goal of the hospital.
3. To ensure that employees are selected, trained, promoted and treated on the basis of their relevant skills, talents and performance without any discrimination as per the requirement of the organization.
4. To provide a clean, safe, healthy, professional and enjoyable working environment.
5. To motivate employees through reward system and build confidence among staffs, and provide a mechanism of ensuring employee satisfaction
6. To provide training and development for all the employees to enable them to achieve the highest level of skills possible and provide job satisfaction to a large extent.

Scope of the Department: This manual covers the following:

- Manpower planning
- Recruitment and selection, and placement
- Joining induction
- Training & Development
- Promotion and incentives
- Employee Health care & Occupational Hazards
- Employee personal file maintenance

Policy for Human Resource Planning (HRM)

Human resource planning policy: Manpower Planning is done in the hospital taking in to account the services scope, the volume of out-patients, Emergency patients and Inpatients, based on the past. This also takes in to account the periodical staff turnover. The Managing Director analyses at the beginning of every year such manpower requirements of various categories of staff - Clinicians (full time), Clinicians (On Call), Nursing staff, other paramedics - technicians for Diagnostic Labs, Medical records department, administrative staff, Front office staff, Maintenance staff, housekeeping staff (both In-house & contractual), other hospital workers, etc. The requirements are reviewed every quarter and any changes are adjusted as needed.

Workforce Planning (Non-Medical):

- i. Responsibility for manpower planning for the hospital rests with HR department and the management ensures availability of the right mix of manpower required to provide quality healthcare services taking in to consideration the patient load, number of beds, number and type of procedures, type and level of care, specializations, infrastructure etc.
- ii. The assessment of manpower requirement in each department/division is periodically reviewed depending on increase or decrease of workload, technological changes or any other relevant factor.

- iii. In case any new staff is required to affect continuity of care either directly or indirectly, the same is communicated to the Managing Director through Human Resources Manager, who is responsible for the approval and provision of the required manpower.
- iv. On approval by the Managing Director, these manpower plans will constitute sanction for creation of posts including posts of trainees and form the general basis of recruitment according to the need of staff in each department.

Contingency plan to manage workforce shortage

- Strategic Tie up with Educational Institute such as Centurion University and Vidyapeeth to get trainees in category of EMT, Lab Technician and Radiographers, within 24 Hours.
- DPMS Data pull management system to manage the exigency in all prospective.
- Individual HR Network for bulk requirement of Nurses within 24 hours.
- Outsourced consultancy firm for Clinical, Nonclinical & blue-collar staffing resume Database.
- Interviewing candidates in all category on regular basis to build a strong pipeline.
- Candidates are interviewed, shortlisted and Include in the Pipeline
- Interviewing candidates in all category on regular basis to build a strong Pipeline. Candidates are Interviewed, shortlisted and include In the Pipeline.
- Cross functional trained staff to meet short term shortages& also pulling staff from local website.
 - a) **The required job specifications and job description:** Job description for all employees are used in the recruitment process as well as retained in their records. Refer to Job Descriptions File for reference.
 - b) **Antecedents of the potential employees with regards to criminal/negligence background:** A background check has to be conducted for all potential hires from their previous employments and may Include a police verification. The main objective of conducting the background check is to ensure that the Information provided is accurate and can safeguard the interest of the person conducting the background check against fraudulent activities, income loss or damage to reputation.
 - c) **Reporting relationships are defined:** A reporting structure refers to the Interrelationship between various authorities in a hospital. This is a hierarchal chain of command that clarifies who reports to whom. It clarifies the functions of various employees, Including the manager or managers they have to report to, and the departments that they handle.
 - d) **Exit interviews:** In HRM an exit interview is a survey that is conducted with an employee when he or she leaves the company. The information from each survey is used to provide feedback on why employees are leaving, what they liked about their employment and what areas of the company need improvement.

CHAPTER- 3

COMPETITORS ANALYSIS

COMPETITOR ANALYSIS

Competitor analysis is a strategic management process that involves evaluating the strengths and weaknesses of a company's competitors in the market. This analysis helps businesses understand the competitive landscape, identify opportunities and threats, and make informed decisions to gain a competitive advantage.

To decrease the cases of fatality due to road traffic accidents, and in pursuance to the observations of the Supreme Court Committee on Road Safety, the Government of India and Odisha's Health & Family Welfare department of Odisha have strengthened the Trauma care Facilities in the state.

The Trauma Facilities where free treatment can be available under the scheme are:

1. Ashwini Trauma Centre, Cuttack
2. KIMS, Bhubaneswar
3. Hi-Tech Medical college & Hospital, Bhubaneswar
4. Kalinga Hospital, Bhubaneswar
5. Utkal Institute of Medical Science, Bhubaneswar
6. IMS & SUM Hospital, Bhubaneswar
7. SUM Ultimate, Bhubaneswar
8. Care Hospital, Bhubaneswar.
9. Apollo hospital, Bhubaneswar

KEY COMPETITORS

KIMS, BHUBANESWAR

The recruitment and selection of staff are one of the most important activities carried out by our human resource department to ensure high-quality patient care. We recognize that highly skilled, experienced and motivated staff is essential to enable us to deliver our healthcare services and are committed to ensuring the recruitment and selection of staff is undertaken in an efficient manner. Vacancies, as and when they arise are advertised and candidates are thereafter shortlisted for interviews. While shortlisting candidates, certain criteria, such as job requirements, skill mix, educational qualification and experience are considered. We also undertake pre-employment checks and enter into employment contracts wherever required. We also gather feedback from exit interviews, which provide valuable insights into how to improve the recruitment, induction and retention of new employees.

APOLLO HOSPITAL, BHUBANESWAR

Apollo Hospitals stands out for its specialized pediatrics care and modern infrastructure. Apollo Hospitals is known for its advanced medical research center and renowned specialists in cardiology, neurology, and oncology.

INDUSTRY ANALYSIS

- No. of players - 1120 approximately.
- Total market size - 4.79 crores.
- Nature of competition- Perfect competition.
- Barriers in the industry- Entry barriers.
- Emerging trends: Online consultancy, Door step medicine delivery, Quick follow-ups etc.
- Changes in need: Fast patient health evaluation in OPD, Online appointment booking, Quick mode of transportation for the patients etc.

- Innovation in technology: Advanced OT instruments, Online feedback procedures, Less paper work etc.
- Changes in regulatory environment.
- Enhanced patient experience.
- Lowered regulatory violations.
- Effective Internal audits.
- Centralized procedures and data.
- Beat the compliance curve.
- Adhere ongoing regulatory

CHAPTER- 4
WORKS DONE AT
THIS ORGANIZATION

WORKS DONE AT THIS ORGANIZATION

1. Document verification.
2. Researched on the hospital's vacancy of job positions for different department.
3. Analyses the no. of departments there in the hospital.
4. Identified and maintained gratuity files of employees who are absconded.
5. Taken telephonic interviews of candidates for vacant jobs.
6. Get to know about onboarding process.
7. Knew about preparing job descriptions for different job positions in the hospital.
8. Maintained the required data and documents of candidates before joining.
9. Maintained the booklets of new candidates who came to join the organization.
10. Shortlisted the no. of resumes of the candidates for HR assistant manager, deputy manager and HR manager job posts.
11. Referred to all the files and checked if all the documents were present or not.
12. Also kept records of all the documents that weren't present in the files of the employees.
13. Communicated with the employees to collect the documents that they hadn't submitted.

Objectives given by the hospital

Develops tools for manpower planning and identifying shortfall for every department:

Collect and summarize manpower data keeping long-run objective and broad org. objective in mind. With the present manpower /employees nos. as the current employee database dept wise with the actual manpower needed against the requirements. Based on which the shortfall will be calculated to get the manpower shortfall database for coming year, which will be useful for the board spectrum of the following:

- Reservoir of talent
- Forecast personnel requirements
- Manpower budgeting
- Succession planning

Developing JD book for all positions in the hospital network, positions wise:

After the completion of the manpower planning we need to prepare all Job Descriptions of the all the current positions of the hospital employees, which need to standardize with their actual job profile in sync with the present hospital scenario.

PREPARING MANPOWER PLANNING AND FINDING SHORTFALLS

- To prepare the manpower planning and finding the shortfall of diff. departments, I started visiting and collecting data from them.
- At first, I tried to get to know, how many and what departments are there in the Ashwini Trauma Centre, Cuttack.
- Then I started recording it in the excel sheet.
- After accomplishing the record, I submitted the file to the HR Manager.
- The given below table is the sample to the work:

DESIGNATION	DEPT. WISE REQUIREMENT	PRESENT NO. OF STAFF	SHORTFALL
ACCOUNT AND FINANCE DEPT.			
ASSISTANT MANAGER	1	1	0
DEPUTY MANAGER	1	1	0
DY MANAGER	1	1	0
EXECUTIVE	1	1	0
GENERAL MANAGER	1	1	0
SENIOR EXECUTIVE	1	3	0
ADMINISTRATION			
EXECUTIVE ASSISTANT DIRECTOR	1	1	0
BILLING			
EXECUTIVE	5	3	2
BIOMEDICAL			
ENGINEER	2	2	0
DATA ENTRY OPERATION	1	1	0
BLOODBANK			
LAB	8	6	2
SENIOR TECHNICIAN	1	1	0
BSKY			
EXECUTIVE	7	7	0
SENIOR TECHNICIAN	1	1	0
CSSD			
TECHNICIAN	4	4	0
SENIOR TECHNICIAN	1	1	0
DOCTOR			
CONSULTANT-ANAESTHESIOLOGY	1	1	0
GDMO	2	2	0
JR. CONSULTANT	2	2	0
JR. RESIDENT	1	1	0
MEDICAL OFFICER	6	6	0
PHYSICIAN ASSISTANT	4	4	0
PHYSIOTHERAPIST	1	1	0
FELLOW ORTHOPEDIC	2	2	0
EMERGENCY			
CONSULTANT	1	1	0
PHARMACIST	5	5	0
SUPERVISOR	1	1	0
ANM	1	1	0
FINANCE			
ACCOUNTANT	3	3	0
FIRE AND SAFETY			
TECHNICIAN	1	1	0
FRONT OFFICE			
EXECUTIVE	7	7	0
HOUSEKEEPING			
CLEANING ASSISTANT	40	33	7
SUPERVISOR	1	1	0

HR			
MANAGER	1	1	0
SENIOR MANAGER	1	1	0
ICU			
SUPERVISOR	2	2	0
INCHARGE			
INCHARGE	1	1	0
IT			
EXECUTIVE	1	1	0
MAINTANANCE			
INCHARGE	4	1	3
PLUMBER	2	2	0
SENIOR TECHNICIAN	1	1	0
TECHNICIAN	2	2	0
MARKETING			
HEAD	1	1	0
MRD			
EXECUTIVE	2	2	0
INCHARGE	1	1	0
NURSING			
ICU	31	21	10
HDU	12	12	0
3RD FLOOR	13	13	0
4RTH FLOOR PLASTIC	13	13	0
4RTH FLOOR ORTHO	21	21	0
ER	13	13	0
OPD	1	1	0
OT	2	2	0
BLOOD BANK	1	1	0
OPERATION			
DATA ENTRY OPERATION	2	2	0
MANAGER	2	2	0
DY MANAGER	1	1	0
FACILITY MANAGER	1	1	0
MOD	3	3	0
OFFICE ASSISTANT	1	1	0
PATIENT RELATIONS OFFICER	3	3	0
ORTHOPAEDICS			
CONSULTANT- ORTHOPADICS	40	40	0
DOCTOR	20	20	0
OT			
ASSISTANT	2	1	1
COORDINATOR	2	2	0
DRESSER	3	3	0
FLOOR ASSISTANT	6	6	0
PHARMACIST	15	15	0
TECHNICIAN	13	13	0
PATHOLOGY			
ASSISTANT	1	1	0
TECHNICIAN	2	2	0
SENIOR TECHNICIAN	1	1	0

PHARMACY			
PHARMACIST	8	7	1
PLASTIC SURGERY			
CONSULTANT- PLASTIC SURGERY	6	1	5
PURCHASE			
MANAGER	1	1	0
OFFICER	1	1	0
QUALITY			
EXECUTIVE	2	2	0
RADIOLOGY			
CT	4	3	1
X-RAY	6	5	1
SECURITY			
GUARD	2	2	0
SMILE TRAIN			
DOCTOR	5	5	0
STAFF	7	7	0
OFFICE STAFF	3	3	0
STORE			
EXECUTIVE	5	4	1
STORE & PURCHASE			
MANAGER HOUSEWARE	1	1	0
TRASNPORIT			
DRIVER	3	3	0

In the above data, some are paramedical staffs and some are non-paramedical staffs:

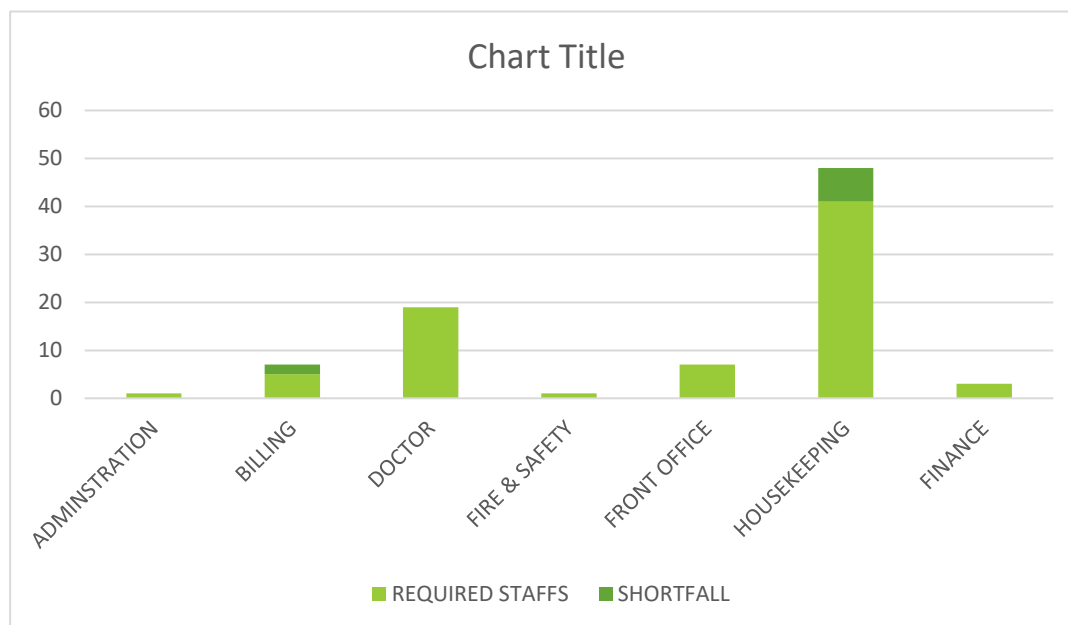
- **Paramedical staffs**- These staff members are involved in direct patient care and support medical procedures. They include Biomedical, blood bank, CSSD, Emergency, ICU, nursing, operation, orthopedics, OT, pathology, pharmacy and radiology.
- **Non-paramedical staffs**- these staff members provide support services but not directly involved in patient care. They include account & finance, administration, billing, doctor, finance, fire & safety, front office, housekeeping, HR, in charge, IT, maintenance, marketing, MRD, plastic surgery, purchase, quality, security, smile train, store, store & purchase and transport.

But some departments, such as doctor, plastic surgery and smile train, include both clinical and non-clinical roles, so the classification depends on the specific job functions.

CHAPTER- 5
DATA ANALYSIS AND
INTERPRETATION

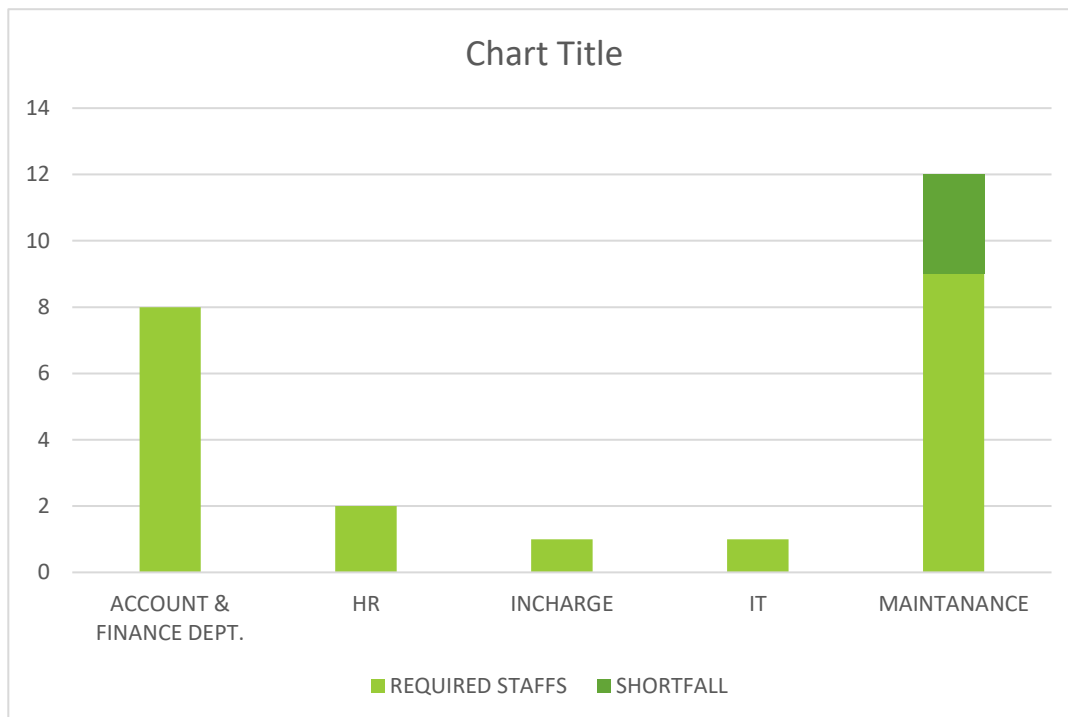
DATA ANALYSIS AND INTERPRETATION (NON- PARAMEDICAL STAFF)

DESIGNATION	DEPT. WISE REQUIREMENT	PRESENT NO. OF STAFF	SHORTFALL
ADMINISTRATION			
EXECUTIVE ASSISTANT DIRECTOR	1	1	0
BILLING			
EXECUTIVE	5	3	2
DOCTOR			
CONSULTANT- ANAESTHESIOLOGY	1	1	0
GDMO	2	2	0
JR. CONSULTANT	2	2	0
JR. RESIDENT	1	1	0
MEDICAL OFFICER	6	6	0
PHYSICIAN ASSISTANT	4	4	0
PHYSIOTHERAPIST	1	1	0
FELLOW ORTHOPEDIC	2	2	0
FINANCE			
ACCOUNTANT	3	3	0
FIRE AND SAFETY			
TECHNICIAN	1	1	0
FRONT OFFICE			
EXECUTIVE	7	7	0
HOUSEKEEPING			
CLEANING ASSISTANT	40	33	7
SUPERVISOR	1	1	0



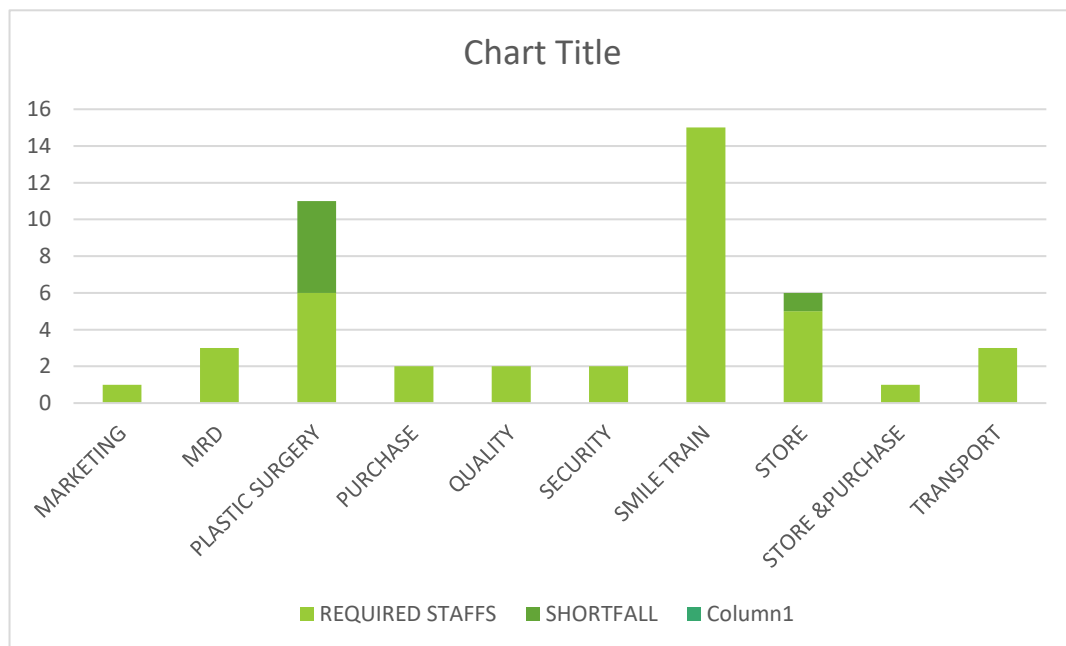
INTERPRETATION: As the manpower requirement in the administration, billing, doctor, finance, fire & safety, front office and housekeeping departments was 1, 5, 19, 3, 1, 7, 41 in different positions and there were 0, 2, 0, 0, 0, 0, 7 shortfalls in those department.

DESIGNATION	DEPT. WISE REQUIREMENT	PRESENT NO. OF STAFF	SHORTFALL
ACCOUNT AND FINANCE DEPT.			
ASSISTANT MANAGER	1	1	0
DEPUTY MANAGER	1	1	0
DY MANAGER	1	1	0
EXECUTIVE	1	1	0
GENERAL MANAGER	1	1	0
SENIOR EXECUTIVE	3	3	0
HR			
MANAGER	1	1	0
SENIOR MANAGER	1	1	0
INCHARGE			
INCHARGE	1	1	0
IT			
EXECUTIVE	1	1	0
MAINTENANCE			
INCHARGE	4	1	3
PLUMBER	2	2	0
SENIOR TECHNICIAN	1	1	0
TECHNICIAN	2	2	0



INTERPRETATION: As the manpower requirement in the account & finance, HR, in charge, IT and maintenance departments was 8, 2, 1, 1, 9 in different positions and there were 0, 0, 0, 0, 3 shortfalls in those department.

DESIGNATION	DEPT. WISE REQUIREMENT	PRESENT NO. OF STAFF	SHORTFALL
MARKETING			
HEAD	1	1	0
MRD			
EXECUTIVE	2	2	0
INCHARGE	1	1	0
PLASTIC SURGERY			
CONSULTANT- PLASTIC SURGERY	6	1	5
PURCHASE			
MANAGER	1	1	0
OFFICER	1	1	0
QUALITY			
EXECUTIVE	2	2	0
SECURITY			
GUARD	2	2	0
SMILE TRAIN			
DOCTOR	5	5	0
STAFF	7	7	0
OFFICE STAFF	3	3	0
STORE			
EXECUTIVE	5	4	1
STORE & PURCHASE			
MANAGER HOUSEWARE	1	1	0
TRANSPORT			
DRIVER	3	3	0

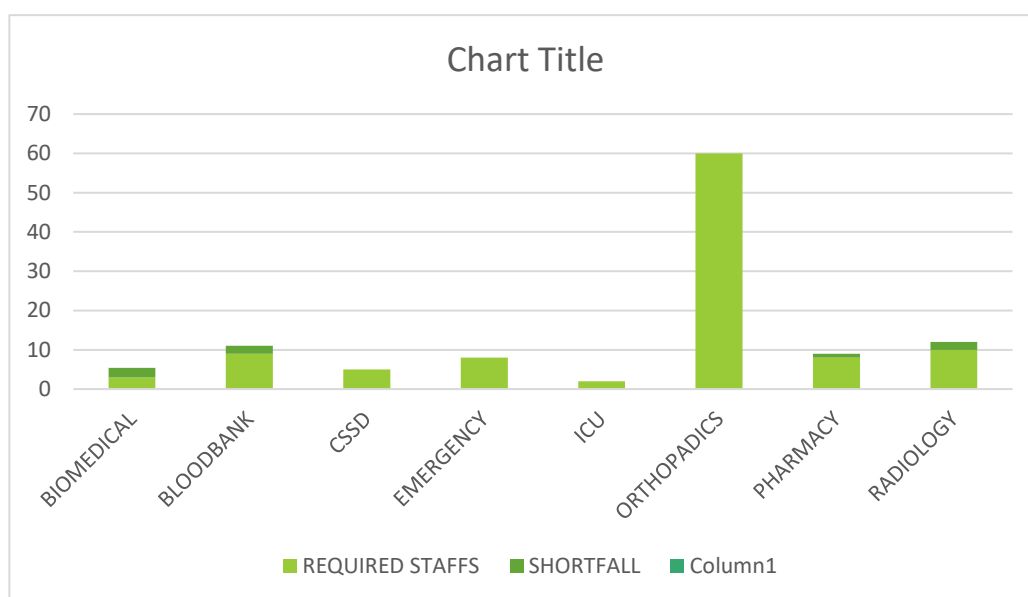


INTERPRETATION: As the manpower requirement in the marketing, MRD, plastic surgery, purchase, quality, security, smile train, store, store & purchase and transport departments was 1, 3, 6, 2, 2, 2, 15, 5, 1, 3 in different positions and there were 0, 0, 5, 0, 0, 0, 0, 1, 0, 0 shortfalls in those department.

DATA ANALYSIS AND INTERPRETATION (PARAMEDICAL STAFF)

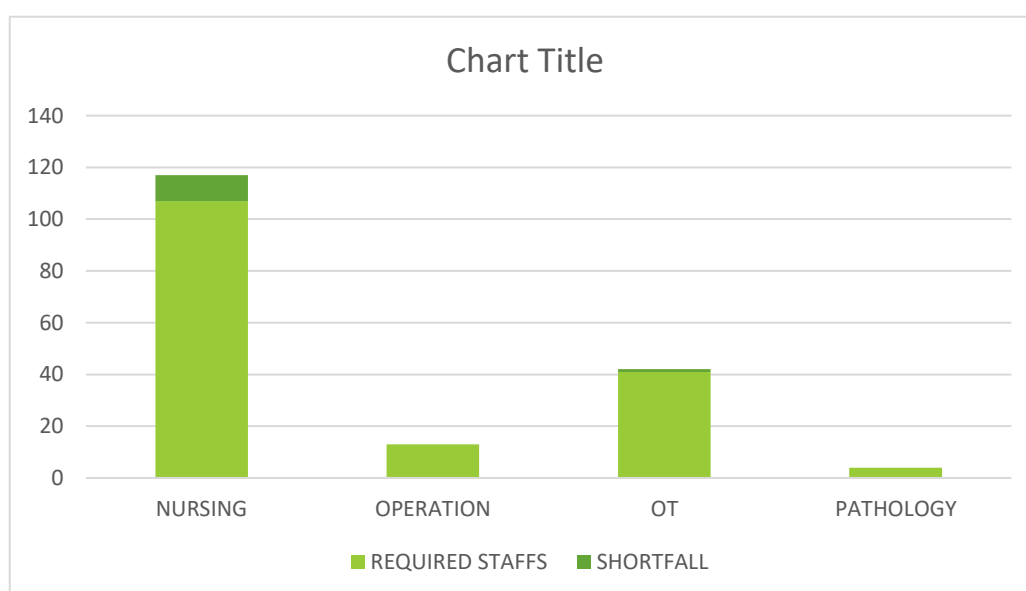
DESIGNATION	DEPT. WISE REQUIREMENT	PRESENT NO. OF STAFF	SHORTFALL
BIOMEDICAL			
ENGINEER	2	2	0
DATA ENTRY OPERATION	1	1	0
BLOODBANK			
LAB	8	6	2
SENIOR TECHNICIAN	1	1	0

CSSD			
TECHNICIAN	4	4	0
SENIOR TECHNICIAN	1	1	0
EMERGENCY			
CONSULTANT	1	1	0
PHARMACIST	5	5	0
SUPERVISOR	1	1	0
ANM	1	1	0
ICU			
SUPERVISOR	2	2	0
ORTHOPEDICS			
CONSULTANT- ORTHOPADICS	40	40	0
DOCTOR	20	20	0
PHARMACY			
PHARMACIST	8	7	1
RADIOLOGY			
CT	4	3	1
X-RAY	6	5	1



INTERPRETATION: As the manpower requirement in the biomedical, blood bank, CSSD, emergency, ICU, orthopedics, pharmacy and radiology departments was 3, 9, 5, 8, 2, 60, 8, 10 in different positions and there were 0, 2, 0, 0, 0, 0, 1, 2 shortfalls in those department.

NURSING			
ICU	31	21	10
HDU	12	12	0
3RD FLOOR	13	13	0
4RTH FLOOR PLASTIC	13	13	0
4RTH FLOOR ORTHO	21	21	0
ER	13	13	0
OPD	1	1	0
OT	2	2	0
BLOOD BANK	1	1	0
OPERATION			
DATA ENTRY OPERATION	2	2	0
MANAGER	2	2	0
DY MANAGER	1	1	0
FACILITY MANAGER	1	1	0
MOD	3	3	0
OFFICE ASSISTANT	1	1	0
PATIENT RELATIONS OFFICER	3	3	0
OT			
ASSISTANT	2	1	1
COORDINATOR	2	2	0
DRESSER	3	3	0
FLOOR ASSISTANT	6	6	0
PHARMACIST	15	15	0
TECHNICIAN	13	13	0
PATHOLOGY			
ASSISTANT	1	1	0
TECHNICIAN	2	2	0
SENIOR TECHNICIAN	1	1	0



INTERPRETATION: As the manpower requirement in the nursing, operation, OT and pathology departments was 107, 13, 41, 4 in different positions and there were 10, 0, 1, 0 shortfalls in those departments.

CHAPTER- 6
CONCLUSION AND
SUGGESTIONS

SUGGESTION

The research process that will be adopted in the present study consists of the following stages: -

RESEARCH DESIGN: Exploratory Research

- A research design is the specification of methods and procedures for acquiring the information needed to structure or solve the problem.
- It is the overall operational pattern or framework of the project that stimulates what information is to be collected from which source and by what procedure the shortfall can be evaluated.
- On the basis of major purpose of our investigation the EXPLORATORY RESEARCH was found to be most suitable.
- This kind of research has the primary objective of development of insights into the problem.
- It studies the main area where the problem lies and also tries to evaluate some appropriate courses of action.

Data interpretation of manpower planning of all the non- paramedical and paramedical staffs includes:

- The manpower requirement in the administration, billing, doctor, finance, fire & safety, front office and housekeeping departments was 1, 5, 19, 3, 1, 7, 41 in different positions and there were 0, 2, 0, 0, 0, 0, 7 shortfalls in those department.
- The manpower requirement in the account & finance, HR, in charge, IT and maintenance departments was 8, 2, 1, 1, 9 in different positions and there were 0, 0, 0, 0, 3 shortfalls in those department.
- The manpower requirement in the marketing, MRD, plastic surgery, purchase, quality, security, smile train, store, store & purchase and transport departments was 1, 3, 6, 2, 2, 2, 15, 5, 1, 3 in different positions and there were 0, 0, 5, 0, 0, 0, 0, 1, 0, 0 shortfalls in those department.
- The manpower requirement in the biomedical, blood bank, CSSD, emergency, ICU, orthopedics, pharmacy and radiology departments was 3, 9, 5, 8, 2, 60, 8, 10 in different positions and there were 0, 2, 0, 0, 0, 0, 1, 2 shortfalls in those department.
- The manpower requirement in the nursing, operation, OT and pathology departments was 107, 13, 41, 4 in different positions and there were 10, 0, 1, 0 shortfalls in those department.

As the data interpretation was done with the collected data of standard requirement of staffs, staffs present now and the evaluation of overall shortfalls, corrective action can be taken by fulfilling the shortfalls in those department where needed and make it a more effective manpower of the organization to get the work done smoothly without any hurdles and to also achieve all the pre decided and pre planned targets more effectively and efficiently by employees.

CONCLUSION

In conclusion, recruitment is the process of searching for prospective employees and stimulating and encouraging them to apply for jobs in an organization.

And as per the recruitment process proper manpower must be done in every organization effectively and efficiently to have overview on how much man is to be recruit, for which position, at right place and at a right time.

From the analysis, it has been found that the most of the employees in the company were satisfied but changes are required according to the changing scenario of recruitment process that has a great impact on working of the company as a fresh blood, new idea enters in the company.

When Recruitment Process is properly established and implemented then organization will must grow because all the employees will be according to the requirements. Some of the suggestions must be discussed between the employees and the management to enhance the organizational policies, strategies, procedures, and process.

In closing, the success of any organization is intrinsically tied to the effectiveness of its HR strategies. By embracing innovation, fostering a culture of inclusivity, and prioritizing the well-being and professional development of our employees, we pave the way for a resilient and thriving future.

CHAPTER- 7
BIBLIOGRAPHY
AND
REFERENCE

BIBLIOGRAPHY AND REFERENCE

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