

Summer Internship Programme

Final Report - Phase II (B)

MBA-HRM 2020-2022

Company Name: Peacock Solar

Job Role: HR Generalist

Project Title

“Talent Acquisition & On boarding”

Date of Submission: 12th July, 2021

Submitted to:

Prof. Prabhat Yadav

Submitted by:

Nayanshri Tiwari

208120

Author of report: Nayanshri Tiwari

Company Name: Peacock Solar

Address: Peacock solar, Villa 29, ARG City, Ajmer, 305001

Date of report: 12th July 2021

Purpose of the report: To provide the information regarding the work done at company during the summer internship programme.

Prepared for: Institute of Management Nirma University

Submitted to: Prof. Prabhat yadav

Acknowledgement

I would like to use this opportunity to express my sincere gratitude to my corporate mentor, Ms. Sweta Singh, Peacock Solar, who provided me the opportunity to work as a summer intern with their organization and obliged to grant remote location in the view of the ongoing pandemic. She, along with the core team of the organization, in spite of being busy with their duties, took time out to hear, guide and encourage me throughout the project.

I would also like to express my gratitude to Institute of management, Nirma University, for its efforts during the internship period, which provided me with the opportunity to broaden the perception of how the corporate world operates.

Nayanshri Tiwari

Executive Summary

This report is prepared for the purpose of providing insights about the Renewable and Environment industry in India, task assigned by the company and learning from the work done during the internship. The company, **Peacock Solar** is a venture under renewable & environment industry that provides high quality and hassle free solar panel installation at lowest cost with high reliability. The company also collaborate with its sister company **Blitzjobs** which is a consulting firm.

The company hire interns for different profiles at regular basis to perform the task as per profile. The company hires HR Generalist, Content Writer, Graphic Designer, Business Developer etc. **Hr Generalist** are hired to hire more interns, on-boarding, data collection, completing exiting formalities, generating offer letter and acquire more clients.

Of the above mentioned task I was too assigned some of it like hiring for internship as well as job, completing on-boarding, data collection, data entry, and acquiring clients. I have conducted interviews of more than **80 candidates** of which 15 were for internship and remaining for the job. I have also completed the on-boarding process of **7 candidates** hired as interns for different profiles and shortlisted **6 candidates** for the 2nd round of job. I have collected different types of data such as college information (**90 unique colleges**), company information (**660 unique companies**), different job profile etc.

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Part A: Introduction

A.1. About the Company



Name: Peacock Solar

Founded on: Jan 1, 2017

Co-founder, CEO: Aniket Baheti

Headquarter: Gurgaon, Haryana, India

Company Size: 200 Full-Time, 340 on LinkedIn

Sector: Renewable Energy & Environment

Specialities: Consultancy, Solar panel Installation, Maintenance

Vision: To empower India's 50 million households with access to clean energy and getting solar at every home.

Mission: By leveraging data analytics and innovative finance make solar affordable and reliable for homeowners across the country. Offer highest quality of technical expertise in end-to-end suite of solar panel installation services.

Products & Services: Commercial Equipments, Home Appliance, Military Products, Innovation and Research, Development Ideas, Technical Development, Realization of Project, Project Advertising, Project Installation, Technical Support.



Peacock Solar is a venture under renewable & environment industry that provides high quality and hassle free solar panel installation at lowest cost with high reliability. It also provides after service & regular maintenance, efficient financing and online monitoring of system performance. It is in service for 10+ years and now recognized internationally. It has installed 40 solar at home, grown 600 trees in 10 years, saved 24 metric tons of carbon dioxide and installed 200 KW projects.

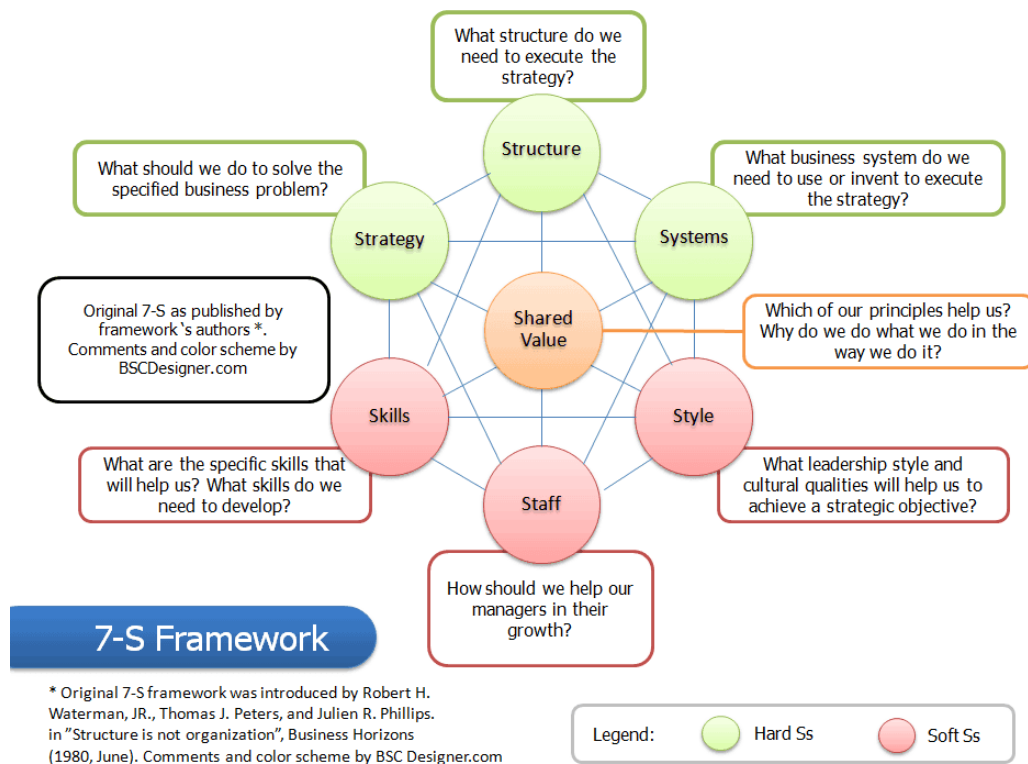
It is recognized by **climate finance lab** as one of the top 9 global ideas for sustainable development in 2018 cycles and also funded by **USICEF** (US-India clean energy finance).

SUPPORTED BY



A.2. McKinsey 7S Model

Mr. Thomas J. Peters and Mr. Robert H. Waterman, consultants from the **McKinsey** consulting firm, developed this model. McKinsey 7S Model is a framework that works upon 7S's i.e. Structure, Strategy, System, Skills, Style, Staff, and Shared values. This model is designed for the organisational effectiveness. It assumes that the above mentioned 7S's are internal factors of an organization and by keeping them in align; the success of the organization is assured.



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It helps in analyzing company's organizational design and its goal is to predict how success can be achieved by making interaction among these 7 internal factors in proper alignment. The only drawback of this model is that, that it does not consider external factors that may affect organization's performance and only focuses on internal factors.

The hard S's are easy to identify and can be manipulated directly by the management, the soft S's on the other hand are difficult to describe, less tangible, and manipulated by company's culture.

¹ <https://bscdesigner.com/wp-content/uploads/2013/10/7-s-framework-commented-by-bscdesigner.png>

McKinsey 7S Model at Peacock Solar

1. Strategy

The strategy of Peacock Solar is to make India natural friendly by installing solar panel at each and every household in India. The main strategy of the company is to make India eco-friendly and encouraging the use of renewable and environment resources. The company is doing its research and making it affordable for all citizens, so they can install and use solar panel at their home. The company is recognized by distinguish entity such as “The Lab”, “Sangam”, and “USI-CEF”. The strategy behind this is to get resources and capital for completing the main strategy of installing solar panel at every household. The company also awarded with for their product and services so as to gain the trust and recognition of its partner and customer. The company is working on maintaining a innovative and environment friendly culture in the organization. Its strategical focus is to meet today’s need without compromising the needs of the tomorrow, and as to reach that company is trying to convert the idle rooftop of average households to a sustainable powerhouse by installing solar panel with premium and reliable materials at affordable price.

2. Structure

The Peacock Solar is following a networking organizational structure. The company is focusing on hiring more and more interns as their human resource to achieve its purpose of required man power. The company is hiring intern for various profile from all over the India through colleges, online job posting, through previous networks. The company is getting in connection with people from all side of India and getting them to work for them. The company is also working in collaboration with other companies such as Blitzjobs, a consulting firm, to get hold in the market. Hence, company is mass recruiting employees, who are taking care of multiple task that too without the need to pay them. The department at Peacock Solar mainly consist of Human Resource Manager for mass recruiting; engineers for invention and installation of solar panels, marketing team for promote the services and content writing team to make the ads, jargon to attract customer as well as partner.

3. System

The system of Peacock Solar is mainly of working through online mode. The pandemic also changed the working system of the company as it cannot do labour job of installing the solar panel during the lockdown, hence, the company advanced it's system and is operating completely through online mode. The company is working with the help of platform such as Whatsapp, Google meet, E-mails etc. The company recruits employees with the help of job posting on various online website like LinkedIn and conducting interviews through telephone and Google meet. The company is mainly dependable on Whatsapp for communicating and assigning the task to its interns, and for professional communication or confidential matters, sharing important documents the team is dependent on E-mail.

4. Skills

All the employees need to have technical skills as well as have to be proficient in English written and spoken both. Since the main focus of company is to hire more and more interns and collecting data in bulk the candidate must have necessary skills for such tasks.

5. Staff

The team need to have members that have suitable and appropriate skills for the specific job so they can perform the assigned task more effectively and efficiently without any major drawbacks. The company hires the intern as per the essential skills of the profile they are hiring. The company allows its interns to grow and enhanced their skills by advancing them to be a team leader of a group consists of 70-80 members.

6. Style

The company works on a proper style by assigning daily task to its employees which they have to complete within a given period of time. No mistakes or ignorance is allowed, if found then the intern can be terminated during the internship period. The interns can help each other in case of any doubts arises and there are also team leaders to help the members to understand the task properly and they can ask any number of doubts related to task and the team leaders solves all the doubts patiently. The final decision is taken by the HR Manager Ms. Sweta as the main leader of all the groups.

7. Shared Values

- a. Creativity & innovation in their work.
- b. Personal as well as professional growth.
- c. Ethics in every task.
- d. Promoting environmentally services to save earths depleting resources.

A.3. About the Project

Project Title: Talent Acquisition & On boarding

Project Description: In the project we are assigned to collect contacts of different colleges to acquire new talent, mail them about the profile which are open for internship. We are assigned a daily task to take telephonic interview of allotted candidates, select and reject them as per the information provided by the company, enter the basic details of the interviewed candidate, whether selected or rejected with appropriate reason. In case the candidate is selected complete the on boarding process. We also post jobs on LinkedIn to bring in more interns for the company.

Project Tasks: The project entails the following tasks:

1. Telephonic Interview, this includes:
 - Confirming the profile, the candidate applied for.
 - Interviewing the candidate with a focus on the requirements of the stated profile.
 - Deciding on whether to select or reject the candidate.
2. Data basing, which includes entering the following details:
 - Name of the Candidate
 - Gender
 - Date of Birth
 - Contact Number
 - E-mail ID
 - Resume
 - The Intern Head who assigned the Candidate.
 - Name of the Intern who conducted the Interview.
 - Result
 - Reason for the Result
 - Acknowledgements regarding the On boarding Process

3. If selected, the intern must carry out the on boarding process which entails:
 - Sending a “documents required” e-mail to the selected candidate.
 - Post receiving the documents, the intern must request the development of an offer letter which is forwarded to the selected candidate in an “offer letter” e-mail and wait for the candidate to send back the letter signed.
 - When the signed letter is received, the documents and the signed letter are uploaded to the company database and a final “welcome” e-mail is sent to the selected candidate confirming their appointment.

Project Objectives:

1. Telephonic interview: The organization wants us to screen the best fit candidates for them who are ready to comply with the policies of the organization, best suit the role and are ready to put in cent percent of hard work.
2. Handling Mailbox: Sending mails to candidates keep track of mail received.
3. On boarding: learns the process of on boarding, necessary documents required for on boarding, organizing data and documents properly.
4. Acquire talented candidate as per the profile they have applied for.

Project Deliverables: Candidates who are best suited for the job, who are well aware and accept the company policies, who would not leave the organization soon, has some basic knowledge of the role.

Progress Report (Phase 2 A)

- At the company we are mostly given daily tasks and we have to complete it by the end of the day, hence I have completed all the tasks assigned to me on the day itself.
- On the first day we were assigned to make E-mail id as an intern of peacock solar. Task status is completed.
- On the second day of internship we were asked to collect total 20 PPO information i.e. college from where the company can hire interns within 12 hours. Task status is completed.
- After that we were put into Talent Acquisition vertical and were assigned to take interviews of allotted candidates on daily basis.
- The interview must be taken on the day itself unless unavoidable situation and update their status of being selected or rejected in a sheet. Task status is completed.
- I have interviewed 15 candidates, who were interviewed to be intern at Peacock Solar.
- If a candidate is selected then we have to complete their on-boarding process and were put into on-boarding team and till date I have successfully completed on-boarding of 7 candidates.
- The on-boarding process includes sending mails like document required, offer letter and welcome to Peacock solar.
- Some task takes 2-3 days to complete as it depends on other variables like, documents required for verification are sent by the person asked in a day or two, and same goes for signed offer letter and candidate not answering the call for interview. Hence this takes usually more time and I have completed all these task assigned till now and nothing is pending.
- We have to update the information like name, phone number, date of birth, email id, resume link, HR source, tenure, profile for which interviewed etc. of the candidate assigned to us to be interviewed in a sheet after conducting the interview and I have completed all task related to this.
- We also needs to uploads all the document received from the candidate, their signed offer letter and resume in a folder of the box plot provided by the company. Task status is completed.
- We were assigned to post job on the LinkedIn and share the resume of interested candidates in the group on daily basis. Task status is completed.

- After a month we were put into different vertical i.e. Client & Job Posting.
- In this vertical I have conducted 69 interview for the sister company Blitzjobs, a consultancy firm out of which 6 were selected for the next interview round to be conducted by team leaders.
- I sent the e-mails attached with company's website for which Blitzjobs is hiring and the job description to selected candidate for their confirmation and also ask for their CVs.
- The other task is to collect information of 40 companies (unique) like name of the company, job for which they are hiring, their office address, contact number, email id and job description on daily basis.
- For the month of June, I was allocated the additional duty of data collection.
- I have collected data of 660 companies by the end of internship.

Suggestions:

The company is recruiting intern at a bulk rate and that too every month. I was a member of a group containing 90+ interns all working as HR generalist. Same happens for other profile as well such as content writer, graphics designer, business developer etc., and these were the once who were recruited for the month of May and June. The company is recruiting same or more number of interns every month and there were only 3-4 team leaders to handle all these interns. These team leaders were also selected from the previously recruited interns. So following are my suggestions for the company:

- 🚦 Company should not recruit that many candidates within a short period of time.
- 🚦 It becomes hard to handle so many interns that too by the person who has been only an intern for 2-3 month.
- 🚦 With so many people working together it becomes a chaos, as we have faced the situation where other intern deleted the data of other intern, made mistakes in the sheets used for recording the data.
- 🚦 There is few to none interaction with the main employees of the company, even we HR Generalist has minimal interaction with our HR head, being estranged with the proper work of a Human Resource Manager.
- 🚦 The work load is also less as number of people to be interviewed is less than the number of people to conduct interview. Someday we didn't even get any task. The reason is more workers less work.

Part B: Industry Analysis Report

B.1. Sector in India

Indian economy is categorized majorly in three sectors i.e. primary economy, secondary economy and tertiary economy. Indian economy is can also be categorized into organized and unorganized from the point of view of operation and into public sector and private sector in terms of ownership.

Primary Sector:

It is one of the important sectors in Economy. In this sector, activities related to agriculture, forestry, fishing, and establishment/primarily engaged in growing crops, harvesting, raising animals, harvesting fish and other animals from a farm or their natural habitats.

Secondary Sector:

In Secondary Sector, all activities are included, related to manufacturing. This sector consists of industries, which produce a finished goods or goods that are constructed. Basically this sector receives materials from the Primary Sector and creates finish goods which are suitable for use by consumers and other business, for export. Secondary Sector significantly contributes in promoting Economic Growth and Development. Those Nation who export it manufactured goods or products are capable to generate higher marginal GDP growth which supports higher income.

Tertiary Sector:

Tertiary Sector holds the highest importance among the entire sector. In this sector, all kind of Services are included. For example: Banking, Insurance, Hospitality Industries, Tourism, Transport, Education, Financial Operations, Real-Estate, Information and Communication etc. It is also possible that goods may be transformed in form of service, as happens in the Restaurant Industry. Products which are offered by this sector is not tangible, it is intangible. This sector depends on innovation and scientific research to increase productivity. In this sector production of service take place instead of end products. Today, World is largely depend on service sector. This sector provide huge employment opportunities and it contribution in GDP is significant.

Renewable & Environment Industry

The Renewable energy industry is part of the energy business zeroing in on new and fitting environmentally friendly power innovations. Financial backers worldwide have focused more on this arising industry as of late. As a rule, this has converted into fast renewable energy commercialization and significant industry development. The wind power and solar photovoltaic (PV) enterprises give genuine instances of this.

Renewable energy ventures extended during a large portion of 2008, and by August 2008, there were in any event 160 traded on an open market sustainable power organizations with a market capitalization more noteworthy than \$100 million. An expected \$120 billion was put resources into sustainable power around the world in 2008.

India is among the countries that produces energy from renewable sources. As per resources India generates 38% of total electricity (136 GW out of 373 GW) from renewable resources. India is intended to increase this percentage to 57% of total electricity capacity by 2027 as per central electricity authority's strategy blueprint.

Overview:

During 2006/2007, a few renewable energy organizations went through high profile initial public offerings (IPOs), bringing about market capitalization close to or above \$1 billion. These enterprises incorporated the solar PV organizations First Solar (USA), Trina Solar (USA), Centro solar (Germany), and Renesola (U.K.), wind power organization Iberdrola (Spain), and U.S. bio fuels produces VeraSun Energy, Aventine, and Pacific Ethanol.

New interest in the area hopped US\$148 billion in 2007, up 60 percent more than 2006, noticed a report by the Sustainable Energy Finance Initiative (SEFI). Wind energy pulled in 33% of the new capital and solar one-fifth. However, the engrossment in solar is becoming quickly on the rear of major innovative advances which saw sun oriented venture increment 254 for every cent. The IEA predicts US\$20 trillion will be put into elective energy projects throughout the following 22 years.

India is running one of the biggest and most goal-oriented renewable capacity development programs on the planet. In 2019 at the UN climate summit, India reported that it will be dramatically increasing its sustainable power focus from 175GW by 2022 to 450GW of renewable energy by the year 2022.

Newer renewable electricity sources are projected to develop hugely by closer term 2022 targets, including a dramatic increase of India's enormous wind power capacity and a right around 15 crease expansion in solar force from April 2016 levels. These objectives would put India among the world chiefs in environmentally friendly power use and spot India at the focal point of its "Sunshine Countries" International Solar Alliance project advancing the development and advancement of solar energy universally to more than 120 nations.

Types of Renewable Resources:

- 1. Hydroelectric power:** India is the fifth all around the world for the installed hydroelectric power volume. Starting on 31 March 2020, India's installed utility-scale hydroelectric capacity was 45,699 MW or 12.35% of its all-out utility power generation limit.

India is blessed with the huge capability of siphoned hydroelectric energy stockpiling which can be utilized monetarily for changing over the non-dispatchable sustainable power like wind, solar, and run of the stream hydropower into base/top burden power supply for its definitive energy needs.

- 2. Wind Power:** The improvement of wind power in India started during the 1990s and has essentially expanded over the most recent couple of years. Albeit a general rookie to the wind business contrasted with Denmark or the US, however, India is the 4th biggest installed wind power capacity in the world due to the support of the domestic policy.

The Indian Government's Ministry of New and Renewable Energy declared another wind-solar hybrid policy in May 2018. This implies that a similar real estate parcel will be utilized to house both wind farms and solar panels.

- 3. Solar Power:** India is one of the most populated countries and also has high solar insolation, which provides a perfect mix for utilizing solar energy in India. Reported in November 2009, the Government of India proposed to dispatch its Jawaharlal Nehru National Solar Mission under the National Action Plan on Climate Change.

The program was introduced by previous Prime Minister Manmohan Singh on 11 January 2010 with an objective of 20GW matrix limit by 2022 just as 2GW off-framework establishments. This objective was subsequently expanded to 100 GW by a similar date under the Narendra Modi government in the 2015 Union financial plan of India.

4. **Biomass:** India is an ideal climate for biomass production given its tropical area, daylight, and downpours. The country's immense farming potential gives agro-build-ups that can be utilized to address energy issues, both in warmth and force applications. As indicated by IREDA "Biomass is fit for enhancing the coal to the tune of around 260 million tons", "saving of about Rs. 250 billion, consistently." It is assessed that the potential for biomass energy in India incorporates 16,000 MW from biomass energy and a further 3,500 MW from bagasse cogeneration.

5. **Waste to Energy:** In India, in metropolitan areas, approximately 55 million tons of Municipal-solid waste (MSW) and 38 billion litres of sewage are produced yearly basis. Furthermore, huge amounts of solid and fluid squanders are created by businesses. As more individuals move to metropolitan zones and as livelihoods increment, utilization levels are probably going to increase, as are rates of waste age.

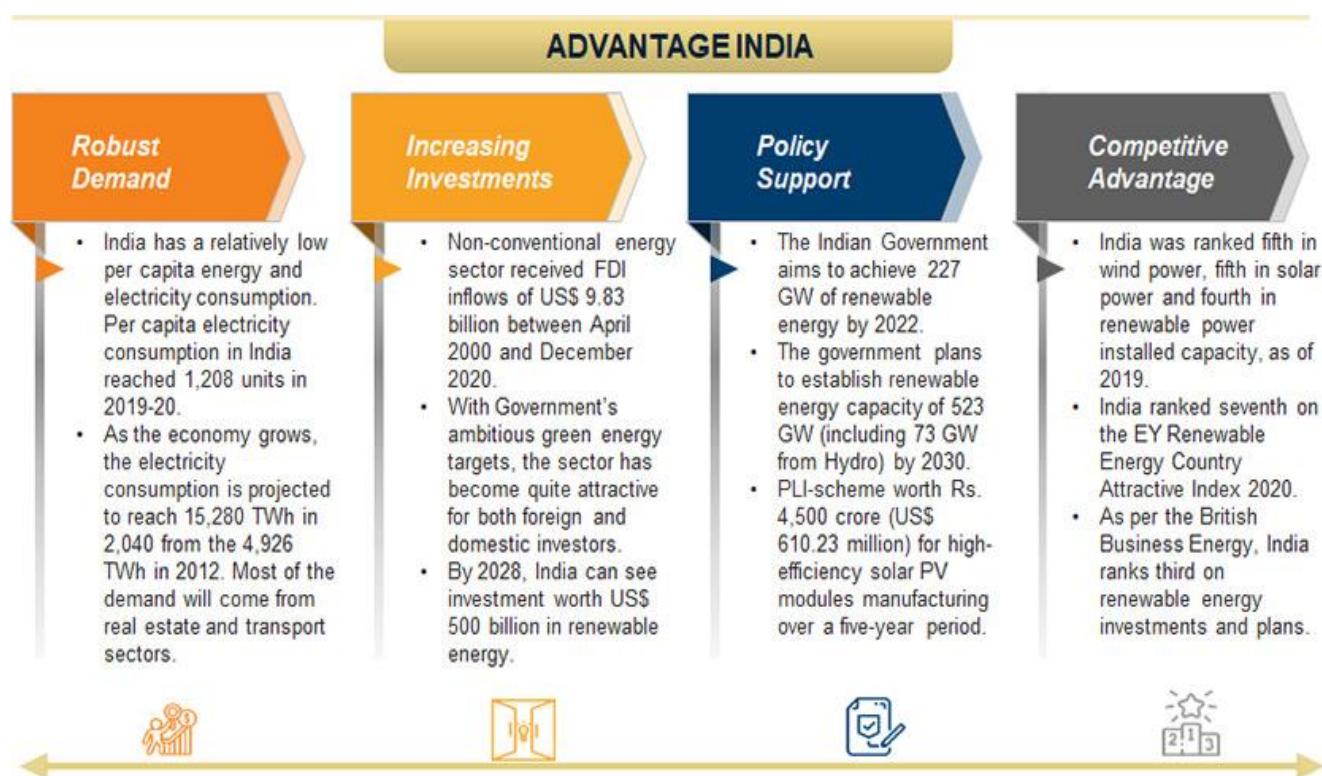
India has had a long contribution to anaerobic assimilation and biogas innovations. Wastewater treatment plants in the nation have been set up which produce environmentally friendly power from sewage gas. In any case, there is as yet critical undiscovered potential.

B.2. Industry Analysis

Introduction:

The Indian renewable energy industry is the fourth most alluring renewable energy market in the world. India was positioned fifth in wind power, fifth in solar power, and fourth in renewable energy installed capacity, starting at 2019.

The installed renewable power capacity has acquired speed in the course of recent years, posting a CAGR of 17.33% between FY16-20. According to the Paris Agreement, the public authority expects to accomplish 227 GW of renewable power limit (counting 114 GW of solar power limit expansion and 67 GW of wind power limit) by 2022, more than its 175 GW focus according to the Paris Agreement. The public authority intends to build up an environmentally friendly power limit of 523 GW (counting 73 GW from Hydro) by 2030.



Note: TWh – Terawatt Hour, GW- Gigawatt

² <https://www.ibef.org/uploads/industry/Renewable-Energy-Sector-Chart-February-2021.jpg>

Market Size:






As per data the installed renewable energy capacity stood at 92.97 GW till Feb 2021, while 50.15 GW is currently being implemented in various phases. By December 2019, 15,100 megawatts (MW) of wind power projects were issued, of which, projects of 12,162.50 MWs capacity have been achieved. Power generation from renewable energy sources in India reached 127.01 billion units (BU) in FY20. With a potential capacity of 363 GW and with policies focused on the renewable energy sector, Northern India is expected to become the hub for renewable energy in India.³

Investments/Developments:

1. The NTPC is relied upon to commission India's biggest floating solar power plant in Ramagundam, Telangana by May-June 2022. The normal all-out introduced limit is 447MW.
2. In March 2021, Edelweiss Infrastructure Yield Plus (EIYP), an elective venture reserve oversaw by Edelweiss Alternative Asset Advisors, procured a 74% stake in Engie Group's solar portfolio in India.
3. In March 2021, the US Agency for International Development (USAID) and the US International Development Finance Corporation (DFC) announced a credit ensure program worth US\$ 41 million to help Indian SME interests in sustainable power.
4. In March 2021, Adani Green Energy declared to acquire a 250 MW solar power project in the northern province of Rajasthan (charged by Hero Future Energies). The esteem value remains at ~Rs.10 billion (US\$ 136.20 million) and marked an agreement to get a 100% stake in SkyPower Global's 50 MW solar power project in Telangana. This would expand its operational sustainable ability to 3,395 MW, with an absolute renewable portfolio of 14,865 MW.
5. In April 2020, Vikram Solar stowed a 300 megawatt (MW) solar power project for Rs. 1,750 crores (US\$ 250.39 million) from National Thermal Power Corporation Ltd (NTPC) under CPSU-II plan in an opposite offering closeout.
6. Adani Group expects to turn into the world's biggest solar power organization by 2025 and the greatest environmentally friendly power firm by 2030.
7. Around Rs. 36,729.49 crores (US\$ 5.26 billion) speculation was made during April-December 2019 by privately owned businesses in renewable energy.

³ <https://www.ibef.org/industry/renewable-energy.aspx>

Future Plans:

-  The Government is resolved to expand the utilization of clean power sources and is now embraced different enormous scope sustainable power projects and advancing green energy intensely. India's environmentally friendly power area is required to pull in a venture worth US\$ 80 billion in the following four years. Around 5,000 Compressed Biogas plants will be set up across India by 2023.
-  By 2040, around 49% of the complete power will be produced by renewable resources as more proficient batteries will be utilized to store power, which will additionally reduce the solar power energy expense by 66% when contrasted with the current expense. Use of renewable instead of coal will save India RS. 54,000 crores (US\$ 8.43 billion) annually. Environmentally friendly power will represent 55% of the complete introduced power limit by 2030.
-  According to the Central Electricity Authority (CEA) gauges, by 2029-30, the portion of sustainable power age would increment from 18% to 44%, while that of warm is relied upon to lessen from 78% to 52%.
-  As per the year-end audit (2020) by the Ministry of New and Renewable Energy, another 49.59 GW of sustainable power limit is under establishment and an extra 27.41 GW of limit has been offered. This puts the all-out limit of sustainable power projects (effectively authorized or in the pipeline) at ~167 GW.
-  The Government of India needs to foster a 'green city' in each condition of the nation, controlled by an environmentally friendly power. The 'green city' will standard climate well-disposed force through solar power rooftop frameworks on the entirety of its homes, solar parks on the city's edges, waste to energy plants and electric portability empowered public vehicle frameworks.

RENEWABLE ENERGY



MARKET SIZE

Renewable Energy Capacity[^] (in GW)



The Government is aiming to achieve 227 GW of renewable energy capacity by 2022, much ahead of its target of 175 GW as per the Paris Agreement.

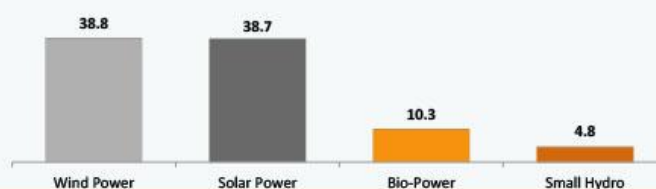
Trend Point: India's renewable energy sector is expected to attract investments of up to US\$ 80 billion in the next four years.

Note: ^ - includes wind, solar, bio power and small hydro



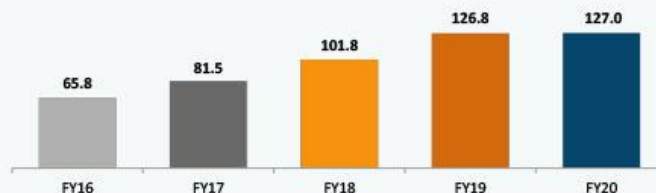
SECTOR COMPOSITION

Installed Capacity for Different RES (as of January 2021) (GW)



KEY TRENDS

Electricity Generation from RES (billion unit)



GOVERNMENT INITIATIVES



Green Energy Corridor



Wind-Solar Hybrid Policy



Solar Parks and Ultra Mega Solar Power Projects



ADVANTAGE INDIA

- **Robust demand:** As economy grows, electricity consumption is projected to reach 15,280 TWh in 2040 from 4,926 TWh in 2012. Most of the demand will come from real estate and transport sectors. Per capita electricity consumption in India reached 1,208 units in 2019-20.
- **Competitive advantage:** India ranked seventh on the EY Renewable Energy Country Attractive Index 2020. As per the British Business Energy, India ranks third on renewable energy investments and plans.
- **Policy support:** The government plans to establish renewable energy capacity of 523 GW (including 73 GW from Hydro) by 2030.
- **Increasing Investments:** Non-conventional energy sector received FDI inflows of US\$ 9.83 billion between April 2000 and December 2020.

Part C: Experiential learning Project

C.1. About Project

The project assigned to me was talent acquisition and on-boarding. I was placed in a team where all the members performs regular and routine task and after a interval were assigned to different vertical to perform the routine task of that vertical. The project was based on experiential learning as we were doing the same task everyday and get insights and learning from it.

The objective of the project was to find the suitable interns for all the available profile. We need to identify the suitable profile for the candidate by reviewing their resume and then conduct the interview accordingly. The design or framework for the question to be asked was given in advance and some we have to modify or generate as and when required. The design of the interview was as follows:

- first review the resume of candidates
- decide the suitable profile
- set the interview questions according to the profile
- interview to be taken through mobile phone
- contact the candidate and ask if it is the right time, if yes conduct the interview if not then ask for preferable time
- select or reject the candidate as per the criteria set by the company
- data entry with all the necessary information
- Complete the on-boarding process.

The outcome of the project was recruitment of suitable candidate for suitable profile. There was also a sub project of data collection that comes under research method; the method to collect the data was set by the organization i.e. to gather the data through recognized online website such as LinkedIn, naukri.com, Indeed etc. for collecting data of companies looking for employees.

During this routine task we have to coordinate with other members and team leaders of our team. We learned as we completed more and more interview and data collection task.

C.2. Activities

Activities that were done by me during the internship at Peacock Solar are as follows:

- **Taking Interviews of the assigned candidates:**

On regular basis we were supposed take interview of the assigned candidates after going through their resumes. Resumes are received through online platforms: Indeed and LinkedIn along with internal sources. Candidates with minimum educational qualification (i.e. Graduation, preferably BBA) and skills required for job profile are shortlisted for the telephonic interview. In the telephonic interview, background of candidate, availability of the candidate during business hours, communication skills, availability of required resources (i.e. Laptop and Internet for work from home) and their agreement with the company policies is checked. Procedure:

- ✚ Resumes are allotted to the HR team members in their share point folders.
- ✚ Resumes are screened, and candidates are called for the telephonic interview.
- ✚ The first thing on the call, we check the availability of the candidate and reschedule the telephonic interview if the need is.
- ✚ The candidate is checked for the requirements and if they fulfil it, they are selected.

- **Telephonic Interview:**

After screening resume our next step is to take telephonic interview of candidates according to the role they have applied for. In telephonic interview, we asked candidate basic question, several questions ranging from technical to role based to situational are asked to test the candidates' capabilities. This step is the final selection step to choose the best fit intern for the role and for the organization and inform about policy of company if they agree to that then we proceed forward with the on boarding process. Procedure:

- ✚ Initially during the telephonic interview, candidates are informed about the basic information about the company and its policy and if they agree to it then they are selected.
- ✚ Candidates who perform up to the mark are selected and then called to confirm their joining and to inform about the further process.

- **Making entry in excel:**

After conducting telephonic interview of candidates, we are supposed to enter data of candidates whether they are selected or not, their basic information, link of their resume, required documents received or not, all the necessary mail sent or not etc. It is mandatory to enter data.

Task assignment sheet ☆ ↻ ☰

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O85 fx Nayanshri Tiwari

	A	B	N	O	P	Q	
74		Rajasi Nitin Vyawahare	06/05/2021	Nima Johnson	HR Generalist	Rejected	Excellent communication skill
75		kritika Baghel	06/05/2021	Aarohi Soni	business developer	Selected	good in communication skills and she also
76		Shruti Santosh Bhamare	6th May 2021	Neha Borse	Human Resource Generalist	Rejected	good in communication and answered the q
77		Shaik Rahila	07/05/2021	Ruchita Saha	Human Resource Generalist	Rejected	good communication skill
78		Andhavarapu Keerthi	07/05/2021	Rhea Sugandha	HR Generalist	Rejected	Good coomunication
79		Gosaripalli Rashida	07/05/2021	sakshi bhardwaj	HR generalist	Rejected	good communication and knowledge in the
80		Roopini k	08/05/2021	Selin milin	Business Developer	Selected	communication skills and interested in cold
81		khyati master	08/05/2021	Falak	HR generalist	Rejected	good communication skills nd ready to work
82		Prachi Chourasiya	12/05/2021	Nirupama sethi	HR Generalist	Rejected	Good communication skills, ready to work fo
83		Diksha Dwivedi	12/05/2021	Anuja Joshy	hr generalist	Selected	Good communication and able to answer all
84		Shruti Lohia	12/05/2021	Akanksha	graphic designer	Selected	good knowledge about graphic designing
85		Sanskarita Katiyar	12/05/2021	Nayanshri Tiwari	Content writer	Selected	Good knowledge about content writing
86		Ayushi Patel	13/05/2021	Jilu Treesa Thomas	HR Generalist	Selected	Good communication skill and good knowle
87		Aasritha Eesha Garlapati	15/05/2021	Vrinda Nandwani	Business Developer	Rejected	Good communication skills and is comfortab
88		Maha Lakshmi Tumuluri	15/05/2021	Abin Bharat T V	HR Generalist	Selected	Good communication skills & able to answe
89		Muskaan Laungani	15/05/21	Ayushi Gupta	Graphic Designer	Rejected	great communication skills, uses adobe pho
90		Pragati	15/05/21	HARSHITA PUNEET.	Business developer	Rejected	has good knowledge about the profile
91		VIDHI SAPOVADIYA	15/05/2021	Arpit chowdhury	Buisness developer	Selected	good communication skills and answered al
92		Hridhi bhandari	15/05/2021	Tanushi bhardwaj	HR generalist	STATUS	good communication

+ PERSONAL DETAILS ▾ INTERVIEW PROCEDURE SHEET ▾ CITIES ALLOTTED ▾ RESUME DATA ▾ PROFILE < > Explore >

- **Collecting Data of Colleges:**

We were assigned to collect the data of about 40 colleges form Punjab and 50 colleges of Bangalore consisting of name of the college, name of the head of the placement cell, their contact number, and their E-mail id and send them the mail for about internship opportunity.

Task assignment sheet ☆

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B4 JECRC University

	A	B	C	D	
253	Nayanshri Tiwari	Malout Institute of management & information technology (MIMIT)	Dr. Rajinder Kaur	riya07rajinder@gmail.com	947873851
254	Nayanshri Tiwari	Gurumanak institute of management & technology (GNMT)	Er. Shilpa Miglani Narang	tpo@gnmt.org	991456918
255	Nayanshri Tiwari	Indian Institute of management Amritsar	Prof. Arun K Kaushik (Placement Co-Ch	placement_chair@iimamritsar.ac.in	756659457
256	Nayanshri Tiwari	PCTE group of institute		tpo@pcte.edu.in	978112955
257	Nayanshri Tiwari	Synetic business school	Ms. Mishu Sood	principal@sbs.ac.in	855600193
258	Nayanshri Tiwari	Gian jyoti institute of management & technology		gjimt@gjimt.com	
259	Nayanshri Tiwari	Chandigarh university	Prof. Himani Sood	himani sood@cumail.in	978192524
260	Nayanshri Tiwari	Sant baba bhag singh university		placements@sbbsuniversity.ac.in	987684338
261	Nayanshri Tiwari	Sri guru granth sahib world university	Dr. C. Rajesh	placements@sggswu.edu.in	781483390
262	Nayanshri Tiwari	Global institute of management and emerging technologies GIMET, Amritsar	Sudhi Bahel	deanplacements@globalinstitutes.org	814661679
263	Nayanshri Tiwari	Rayat bahra institute of management RBIMH Hoshiarpur		rbimh@rayatbahra.com	
264	Nayanshri Tiwari	Malwa College, Bathinda	Prof Harpreet Singh	tpomalwac@gmail.com	
265	Nayanshri Tiwari	Bhutta college of engineering and technology BCET LUDHIANA		tpbcet@gmail.com	981471188
266	Nayanshri Tiwari	hotel and catering management institute HCMI Chandigarh		hcmi.adms@gmail.com	987616305
267	Nayanshri Tiwari	DR BR Ambedkar National institute of technology NIT Jalandhar	Dr. S Ghosh	ctp@nitj.ac.in	946355372
268	Nayanshri Tiwari	Shaheed udham singh college of research & technology, Mohali		placements@sus.edu.in	
269	Nayanshri Tiwari	Sant longowal institute of engineering and technology, longowal	Dr. Major Singh	mjrsmith@yahoo.com	998864263
270	Nayanshri Tiwari	Hans raj mahila Mahavidyalaya HRMMV Jalandhar	Mr. Jagjit Bhatia	hmv_jal@yahoo.co.in	
271	Nayanshri Tiwari	Baba Banda Singh bahadur engineering college BBSBEC fatehgarh sahib		hod_tp@bbsbec.ac.in	01763-503
272	Nayanshri Tiwari	shaheed bhagat singh state technical campus SBSSTC Firozpur	Gazal Preet Arneja	tpo@sbsstc.ac.in	828801200

+ ET CITIES ALLOTTED RESUME DATA PROFILE OPEN TERMINATED CANDIDATES 1 TPO Explore

- **Collecting Data of Companies:**

In the month of June we were assigned to collect the data about the job posted by the several companies on various online job searching platforms such as LinkedIn, Internshala, Indeed, Naukari.com etc. In the data collection sheet we need to write the name of the company, the post for which they are recruiting, the job description, contact details of the company and their E-mail id. We need to collect 40 data per day and this task was continued from 31st May, 2021 to 17th July, 2021 and i have collected data of 660 unique companies.

- **To Update the Company Database with New Candidate Hire Information:**

Information regarding the new candidate is filled in MS Excel sheets. The following information is required:

- ✚ Time and Date of On boarding
- ✚ Their current location
- ✚ Contact Number
- ✚ Email Address
- ✚ Their available business hours

Other than this, the candidates are required to signed the offer letter submit it along with other documents: SSC, HSC mark sheets, Graduation certificate and identity proof like Aadhar Card or Pan Card for verification.

- **On boarding of selected candidates:**

Selected candidates are welcome by HR team and informed them about the policy, mission, vision and working in an organization. Detailed information of an organization is provided to candidate. The work they need to do, prepare email id with companies name, how the task will be assigned, who will be their team leaders whom they have to report the status of the assigned task.

- **To develop the value of systematic work approach:**

- ✚ The goal of this approach is to identify the most efficient means of generating consistent and optimum results.
- ✚ This kind of approach is useful to equip employees with enough knowledge and resources to achieve the company's goal.
- ✚ Daily morning the HR team allocates tasks to the HR and Marketing team which must be completed by end of the day.
- ✚ First round and second round of the candidates are fixed daily, and potential candidates are selected.
- ✚ LinkedIn sourcing is to be done by all HR's and the work is done systematically.

- **To maintain punctuality and decorum during the working hours:**

- ✚ Being punctual during the meetings is mandatory.
- ✚ Being late to the meetings can lead to absenteeism for the whole day.
- ✚ No background noises should be present while talking during the meetings.
- ✚ Videos of the team should be switched on whenever required.

- **To develop and maintain professionalism in work environment:**

- ✚ Everyone needs to be dressed in formals or decent casuals during the working hours.
- ✚ Being punctual is mandatory.
- ✚ Everyone must be professional with his/her peers.
- ✚ Respect towards everyone is the foremost quality required.
- ✚ Tasks assigned need to be completed on time.
- ✚ Meetings are recorded for future use, so professionalism in conversations is a must.

- **Job Posting on LinkedIn:**

We were given a task to post the job of available profile on linkedin, collect the resumes of applied candidate and send in the group for team leaders for further process.

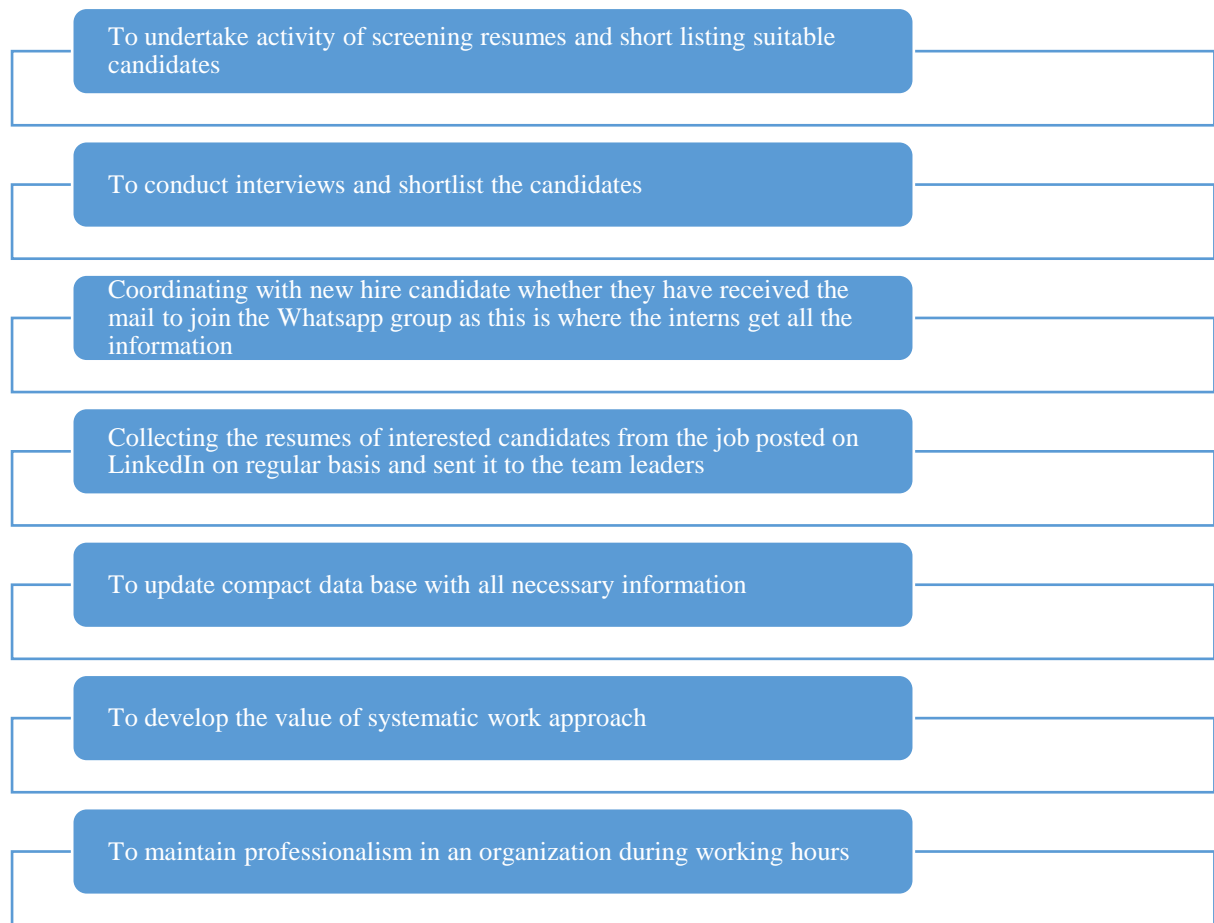
The screenshot displays a LinkedIn job posting for an 'Internship' at 'Peacock Solar - India'. The job is closed and has 95 views. Below the job details, there are filters for 'Sort by relevance', 'Ratings', 'Location', and 'Years of experience'. A list of 96 applicants is shown, with three candidates highlighted: Abhinandan Pun (1.5 years experienced software engineer), Gauri Kumari (Diploma Student), and Prabhat Kumar Dubey (m.tech at Malaviya National Institute of Technology Jaipur). A profile dropdown menu is open for Abhinandan Pun, showing his account details and options to view his profile, manage his account, or sign out. The browser's address bar shows the LinkedIn URL, and the Windows taskbar is visible at the bottom.

C.3. Learning

At Peacock Solar my team consist of 80+ members and I performed role of Human Resource Executive. While playing this role, we explored and developed deep understanding regarding working of Human Resource Management in an organization, and worked on various different verticals of Human Resource Department. Following were the main domains in which functioning on daily basis were included: Here are the details of Human Resource Executive Role:

- Manage day to day activities in an effective and disciplinary manner.
- Understanding the Job Description while collecting the data.
- Know what skills are necessary for all the job profiles while going through different job description of different companies.
- Posting in Job sites – LinkedIn.
- Conduct Interviews and finalize candidates.
- Induction/ On-boarding the new hires on given dates.
- You have to make sure that documentation is completed for all the employees.
- Prepare complete data and documents of the every selected candidate in a separate folder.
- Help the team members when there is any issue or doubts.
- Attending weekly meetings to update on the task assigned.
- Working hours were 10 am to 5 pm, Monday to Saturday.

KEY LEARNINGS



While playing role of Human Resource Executive at peacock Solar, I received a wide exposure to explore the various possibilities, to experiment and all these learning's were valuable. These learning will definitely help when we will be stepping up in corporate world. Each task that was being performed while playing the role of Human Resource Executive has defined objectives, purpose and importance. As Peacock Solar is still at beginning stage as it has been only 4-5 years since its incorporation, it has not only provided me hands on experience but also helped in understanding the importance of Human Resource Department.

C.4. Learning Integration

Working in a newly established company, I learnt how it could be different to hire candidates in a small scale company from that of fully established one. I understood that how critical recruitment process is in any organization. I also learnt how the Human Resource Department coordinates with other department and its importance. Working at a beginner company has not only helped in providing the hands on experience but also helped in understanding the functioning of Human Resource Department from grass root level. Summer Internship Programme has helped me to apply my theoretical learning's practically. Working at Peacock Solar leads to develop my various HR professional skills and provided me knowledge of working of various verticals in Human Resource Department. These learning will definitely help me when I will be stepping up in corporate world.

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4. <https://www.ibef.org/uploads/industry/Renewable-Energy-Sector-Chart-February-2021.jpg>
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Annexure

Annexure 1: LinkedIn Job Post

The screenshot shows a web browser with two tabs: 'Nayanshri Tiwari | LinkedIn' and 'Job Details | LinkedIn'. The address bar shows the URL 'linkedin.com/hiring/jobs/2554438824/detail/'. The LinkedIn interface includes a search bar, navigation icons (Home, My Network, Jobs, Messaging, Notifications, Profile), and a 'Work' dropdown menu. The main content area displays a job post for an internship at Peacock Solar. The job description states: 'We are looking for candidates for an internship that would help them build their skills and knowledge. The selected candidates will be working with the founders. We look forward to a mutual corporate relationship.' The company name is 'Peacock solar' and the duration is '2 or 3 Months (work from home)'. The perks for candidates include an Internship Certificate, Letter of Recommendation, and Appreciation Certificate. The project is titled 'Project 1- Business Developer' and lists tasks such as helping the company engage in business with clients, identifying prospects, calling prospective customers, and completing orders. A user profile dropdown menu is open, showing the user's name 'Nayanshri Tiwari', their current role 'Summer Intern at Peacock Solar', and their education 'MBA HRM 2020-22' and 'WINS Chairman at RCIMNU'. The dropdown menu also includes links to 'View Profile', 'Account' (with a 'Try Premium Free for 1 Month' offer), 'Settings & Privacy', 'Help', 'Language', 'Manage' (with links to 'Posts & Activity' and 'Job Posting Account'), and 'Sign Out'. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the time '18:41' and date '30-06-2021'.

Job description

We are looking for candidates for an internship that would help them build their skills and knowledge.
The selected candidates will be working with the founders.
We look forward to a mutual corporate relationship.

Company Name: Peacock solar
Duration: 2 or 3 Months (work from home)

Perks for the candidates:

- * Internship Certificate
- * Letter of Recommendation
- * Appreciation Certificate

Please find the available projects below for the internship:

Project 1- Business Developer

- Helping the company to engage in business with clients.
- Identifying prospects by reading telephone and zip code directories and other prepared listings.
- Calling prospective customers by operating telephone equipment, automatic dialing systems, and other telecommunications technologies as a part of telemarketing.
- Completing orders by recording names, addresses, and purchases;

Employment Type
Internship

Nayanshri Tiwari
Summer Intern at Peacock Solar || MBA HRM 2020-22 ||
WINS Chairman at RCIMNU

[View Profile](#)

Account

[Try Premium Free for 1 Month](#)

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[Help](#)

[Language](#)

Manage

[Posts & Activity](#)

[Job Posting Account](#)

[Sign Out](#)

Messaging

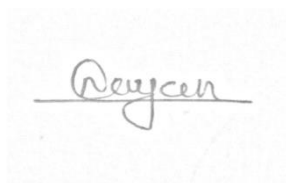
Annexure 2: Project Completion Certificate



Undertaking

To Whom It May Concern: I, Nayanshri Tiwari, hereby declare that this assignment is my original work and is not copied from anyone / anywhere. If found similar to other sources, I shall take complete responsibility of the action, taken thereof by, Prof. Prabhat Yadav.

Signature:

A handwritten signature in black ink, appearing to read 'Nayanshri', is written over a horizontal line. The signature is enclosed within a light gray rectangular border.

Name: Nayanshri Tiwari

Roll No.: 208120

Section: MBA – HRM Batch (2020-2022)

Date: 12th July, 2021