



## CERTIFICATE

This is to certify the project work entitled  
“A STUDY ON CAREER PLANNING AND DEVELOPMENT”

Is done by

NAME : **ALIBADA VARSHA**

ROLL NO : **110420405010**

As a part of their Curriculum in the Department of Commerce  
**IDEAL DEGREE COLLEGE FOR WOMENS**

HYDERABAD – 500007

This work has been carried out under my guidance

*B. Madhusudhan*

PRINCIPAL: **B.MADHUSUDHAN**



*[Signature]*  
External **EXAMINER**

*[Signature]*  
MENTOR: **Ms. S. BHAGYA LAXMI**

## ANNEXURE -1

# DECLARATION

I here by declare that the project entitled "A STUDY ON CAREER PLANNING AND DEVELOPMENT" is an original work done by me and has been submitted to the Department of Commerce Osmania University, Hyderabad in partial fulfilment for the award of the Degree of Bachelor of Commerce (Computer Applications).

This report has not been submitted anywhere else for award of any other degree or diploma or certificate.

Name and address of the student

**ALIBADA VARSHA**

*A. Varsha*

**Signature of the student**

**Ideal Degree College for Women**

## TABLE OF CONTENTS

| CHAPTERS   | PARTICULARS   | PAGE NO |
|------------|---|---------|
| Chapter -1 | INTRODUCTION<br>OBJECTIVES<br>RESEARCH METHODOLOGY<br>NEED FOR THE STUDY<br>LIMITATIONS<br>SCOPE OF THE STUDY | 1-13    |
| Chapter -2 | REVIEW OF LITERATURE  | 14-20   |
| Chapter -3 | INDUSTRY PROFILE<br>&<br>COMPANY PROFILE  | 21-24   |
| Chapter -4 | COLLECTION & ANALYSIS OF DATA   | 25-54   |
| Chapter -5 | FINDINGS<br>SUGGESTIONS   | 55-57   |
| Chapter -6 | CONCLUSION<br>QUESTIONNAIRE<br>Bibliography   | 58-64   |

employee is well developed before he or she moves up the next higher ladder in the hierarchy.

## **CAREER PLANNING**

Career Planning is a relatively new personnel function. Established programs on Career Planning are still rare except in larger or more progressive organizations.

Career Planning aims at identifying personal skills, interest, knowledge and other features; and establishes specific plans to attain specific goals.

Aims and Objectives of Career Planning:

Career Planning aims at matching individual potential for promotion and individual aspirations with organizational needs and opportunities. Career Planning is making sure that the organization has the right people with the right skills at the right time. In particular it indicates what training and development would be necessary for advancing in the career altering the career path or staying in the current position. Its focus is on future needs and opportunities and removal of stagnation, obsolescence, dissatisfaction of the employee.

## **OBJECTIVE OF CAREER PLANNING**

- To attract and retain the right type of person in the organization.
- To map out career of employees suitable to their ability and their willingness to be trained and developed for higher positions.
- To have a more stable workforce by reducing labour turnover and absenteeism.
- It contributes to man power planning as well as organizational development and effective achievement of corporate goals.
- To increasingly utilize the managerial talent available at all levels within the organization.
- To improve employee morale and motivation by matching skills to job requirement and by providing opportunities for promotion.
- It helps employee in thinking of long term involvement with the organisation.
- To provide guidance and encourage employees to fulfill their potentials.
- To achieve higher productivity and organizational development.
- To ensure better use of human resource through more satisfied and productive employees.
- To meet the immediate and future human resource needs of the organisation on the timely basis.

## **NEED FOR CAREER PLANNING**

- To desire to grow and scale new heights.
- Realize and achieve the goals.
- Performance measure.

## Conclusion

Career planning and development programs as we find from the study plays crucial role in employee as well as organizations development. Career planning is an integral part of every organization. It motivates and inspires employees to work harder and keeps them loyal towards the organization. Career planning helps an employee know the career opportunities available in organization. This knowledge enables the employee to select the career most suitable to his potential and this helps to improve employee's morale and productivity. On the basis questionnaire and personal interviews with the employees It was also found that promotion is the major reason that sticks them with the current job. Employees also prefer sound recognition as well as proper training. So for conclusion, the objectives of the study, to get the overall knowledge about actually what the career planning and development is, the scope of such programs in the banking industry are adequately fulfilled. And study concludes that in banking industry because of its monotonous task and due to tough pressure as well as more stress and frustration, need to be handling the careers of most valuable asset that is the People. Conclusively that was worthwhile to choose such topic as project, which is not only important for an employee and employer, But for the researcher also to select the career, a in particular line and may be a particular industry in which one wants to make the career and get enough chances of advancement in career. Please indicate your agreement with the following proportions concerning your job.