



Internship Report On

The Impact of Technology on HR Functions of

datapath



United International University
QUEST FOR EXCELLENCE

“ The impact of technology on HR functions of Datapath Limited “

Submitted To

Piana Monsur Mindia

Assistant Professor

SCHOOL OF BUSINESS AND ECONOMICS

Submitted By
Rufaida Binte Huda
111 171 128

Date of Submission: May 7th, 2023.

As per the requirement for the degree fulfillment of Bachelor of Business Administration this report is prepared.

Letter of Transmittal

May 7th, 2023

To,

Piana Monsur Mindia

Assistant Professor

School of Business and Economics.

United International University

Subject: Submission of internship report.

Dear Ma'am,

With all due respect, I am submitting my internship report as per schedule. Based on "The impact of technology on the HR functions of Datapath Limited," I created the internship report. I made an effort to engage with, modify, and assess all of Data Path Ltd.'s HR activities. I have read a lot of materials to compile information on the Bangladesh retirement provident fund and the USA retirement sector for my internship report. This may help me to build up my career in the best way.

I am thankful to all those employees of Datapath ltd. who provided me with important information regarding my internship topic and gave me valuable insights which I have applied in the report.

Sincerely Yours,



Rufaida Binte Huda

ID: 111 171 128

Declaration of the Student

I am Rufaida Binte Huda, bearing ID: 11 171 128, student of United International University in the BBA (HRM) Department of the School of Business and Economics. I claim that the report which I have submitted on **“The impact of technology on the HR functions of Datapath Limited”** is uniquely drawn up by me with the help of the HR Director, and supervisor and also by taking help from the employees of Datapath Limited.

In this report, I have used all the trustworthy rootage and also the accurate information which has gathered by myself. I also would like to add that this report was done only to meet the requirement of the Internship (INT 4399) course.

Sincerely Yours,



Rufaida Binte Huda
ID: 111 171 128
Bachelor of Business Administration (HRM)
United International University

Acknowledgment

First, I would like to say thanks to Almighty Allah who kept me safe and allowed me to complete such a great, valuable & effective report. To fulfill the criteria for the BBA degree, Piana Monsur Mindia, Assistant Professor at United International University, oversaw and directed me, while I created the report that serves as its inspiration. Without Ma'am assistance, completing this report to the required standard was impossible. Everyone has a greater understanding of real-world situations thanks to this program. The chance to work as an intern for DataPath was a significant step in my professional development.

Having sound knowledge about HR Aspects Concerning the USA retirement process was not easy for me. But I am grateful that the HR director of Data-Path Ltd. Mr. Khandaker Fazle Rabbi who helped me with the aid of providing different opportunities for learning new things and to know in depth about HR functions and activities. His guidance helped me to be on the correct path and allowed me to carry out my internship report at their esteemed organization and extend his support during the whole internship period. On the other hand, he also furnished me with some critical advice and steerage for preparing this internship document and company culture. I would also like to thank my internship supervisor Mr. Humayer Ahmed Sami. Without him, I would not have completed my internship journey. Moreover, with his assistance and guidance, I have gained knowledge and gathered real-life experience.

Finally, I would also like to thank those employees of Datapath who gave me the information which was needed to complete the report. The experiences I have gathered through the whole internship period, and I will perceive this opportunity as a milestone in my career development.

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Executive Summary

This report is basically based on the impact of technology on the HR functions of Datapath Limited. In the beginning with the introduction, the report describes the overall report's background, scope, primary and secondary objectives, methodology, and any limitations that have been encountered while writing it. The second chapter explains Datapath Limited's history, mission, vision, and value statements, as well as the services that Datapath offers and its organizational structure. The core heart of the report is the discussion of the HR function of Datapath Limited, which is discussed in the third chapter. It also consists of how technology is creating an impact on the core HR functions of the organization. Chapter three concludes with five core functions. They are - Recruitment & the selection process based on HRP, Training & Development, Performance Appraisal System, HR Compliances safety & the payroll system of the organization. For the accurate data, based on the topic a survey has been conducted by 36 employees of the company to get information about the effect of technology on HR functions. On the basis of that, the analysis and the finding have been identified in chapter 4. From the survey in chapter 5 some of the recommendations have been pointed out that the organization should fix the problems so they may enhance its policies and regulations based on the analysis and findings. Finally, in the conclusion part the report describes about the overall experience of the internship and the impact of technology on the HR functions of Datapath Limited.

This report was developed by putting both primary and secondary sources & survey based on the impact of technology on HR functions of Datapath Limited.

Chapter-01

Introduction of the Report

1.1 Background of the Report

The internship program helps to gain real-life corporate experiences and based on those experiences it gives an excellent implementation of the theoretical understanding. The Human Resource department is the core heart of an organization. Human resources are the most valuable asset that an organization has. The main objective of HR is to make sure that the organization meets its organizational goal and it meets the personal goals of individual employees. In this report, I have gone through all the impacts of technology on the HR functions of Datapath Limited. Datapath follows five core HR functions Firstly, Recruitment & Human Resource Planning which finding the best candidate to fulfill the organizational goal. Secondly, Training & Development helps to increase employees' flexibility and control over learning. Thirdly, Performance Appraisal helps the authority monitor an individual's performance. Second Last, HR compliance Safety ensures employee safety at Datapath ltd. Finally, Payroll & Compensation controls the monetary system and benefits.

1.2 Scope of the Report

The report's scope identifies the subject matter for the required study. I made an effort to cover all the bases in this report while keeping in mind the steps and administration involved in creating a retirement plan, which Data-Path handles. I've emphasized the effect of technology on Datapath Limited's HR functions in this section of the report. The current state of technology's influence on HR functions is depicted in this paper.

1.3 Objectives of the Report

The report's goal illustrates how technology has affected HR operations at Datapath Limited. This paper provides a thorough overview of my four-month HR internship at Datapath Ltd.

- **Primary Objective:**

To find out “**The impact of technology on the HR functions of Datapath Limited**” is the primary objective of this report.

- **Secondary Objectives:**

- ✓ To analyze the Recruitment & Selection based on Human resource planning at Datapath limited.
- ✓ To analyze Training & Development at Datapath Limited.
- ✓ To analyze the Performance Appraisal of the employees at Datapath Limited.
- ✓ To analyze HR Compliance & Safety at Datapath Limited.
- ✓ To analyze Payroll and the Compensation System at Datapath Limited.

1.4 Methodology

For preparing this Internship report, I have conducted both primary and secondary research.

- **Primary Research:**

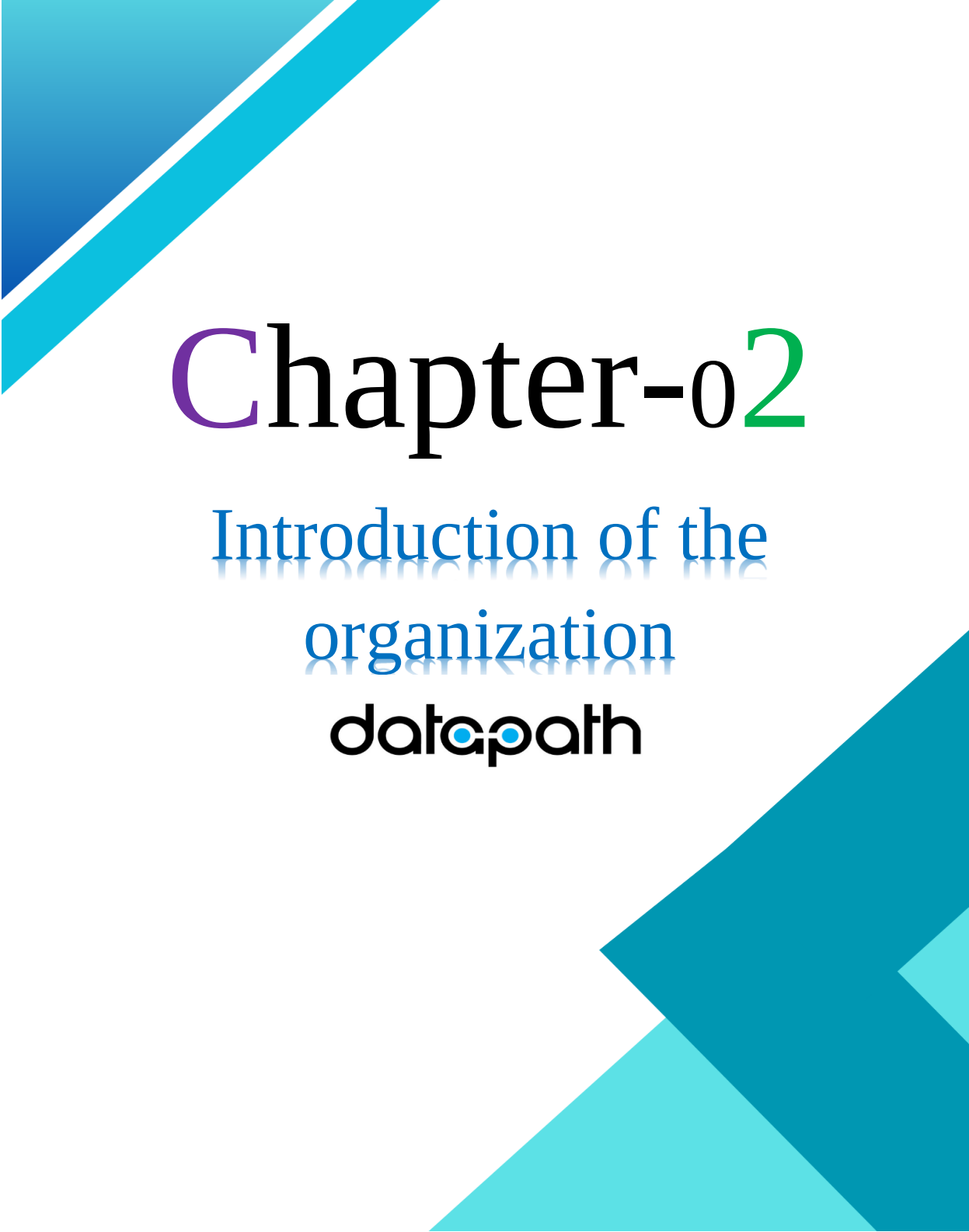
A survey was conducted through a questionnaire which is made based on the report topic & collected all the survey responses from the employees of Datapath Ltd.

- **Secondary Research:**

For developing the report other data have been gathered through the Datapath website, July business services website & article to get all the relevant information to make this report more informative & accurate.

1.5 Limitations

- ❖ Datapath is strict about their information so there were some restrictions in collecting information.
- ❖ Insufficient information on the internet about Datapath Ltd.
- ❖ A four-month internship period is not enough to know about the whole organization.
- ❖ As Datapath Ltd is a USA-based organization some major information is strongly prohibited to share with the interns, so some information is assumption based.



Chapter-02

Introduction of the
organization
datapath

2.1 History of Datapath Limited.

The first officially recognized outsourcing company in Bangladesh is Datapath Limited, which uses July Business Service to conduct business. July Business Service is the mother agency of Datapath which is owned by Jim Hudson, John Humphrey and Ashfaqur Rahman. The company gives outsider head (TPA) administrations for American retirement and benefits plans which are in Waco, Taxes, USA and working mutually in the USA and Bangladesh. It's One of the top-ranked companies in the US is without a doubt July Business Service.

As a partner with employers and financial advisers, July Business Services offers a retirement plan, administration, and recordkeeping services.

Datapath Limited was established in 2006 with a small office in Uttara and very limited activities. It initially provided July with supportive activities. In the beginning, it employed skilled workers who could comprehend the artworks with a wide range of six workers. Later, in 2010, when Datapath had 50 employees, it relocated to Gulshan. Due to the fact that Datapath was handling all of the painting from Bangladesh at the time, July was already reliant on them and chose to reduce their staff in the United States. Datapath is now a retirement plan industry expert, more Third-Party Administrators chose to outsource their business strategy to them in 2015. As a result, DataPath was expanding quickly, had to hire many people, and moved to Mohakhali in a 15,000 square foot home. Aside from July Business Services, Datapath currently serves eight distinct clients, with plans to add many more in the future. In 2022 there were a rapid growth in our business, so we had to take another office located at Bashundhara R/A.

2.2 Vision

Datapath goal is to become the industry leader in outsourcing. To transition from conventional Business Process Outsourcing (BPO) to the following generation of Business Process Outsourcing (BPO).

2.3 Mission

Datapath uses cutting-edge technology to efficiently service their clients. The two pillars of DataPath Ltd. are transformation and innovation.

2.4 Value Statement

Datapath is available to USA employees to guarantee their 401(k) retirement and pension plans. To increase openness and lessen discrimination, the procedure is delegated to independent administrators.

2.5 Service

The following services are provided to its US business clients by July Business Services and on their behalf by Datapath Limited:

- **Design of a retirement plan:**

Basically, it helps to develop retirement plans to satisfy the specific objectives of each company. It has the knowledge to create the best strategy for clients, whether the goal is maximizing benefits for key workers or employee retention and recruitment.

- **Setup of a retirement plan:**

The setting of a retirement plan is to effectively establish retirement arrangements or to replace the current association with a new one from the current provider. Our offerings include Documentation setup; Volume Submitter Docs; Loan policies; and Submission Contribution.

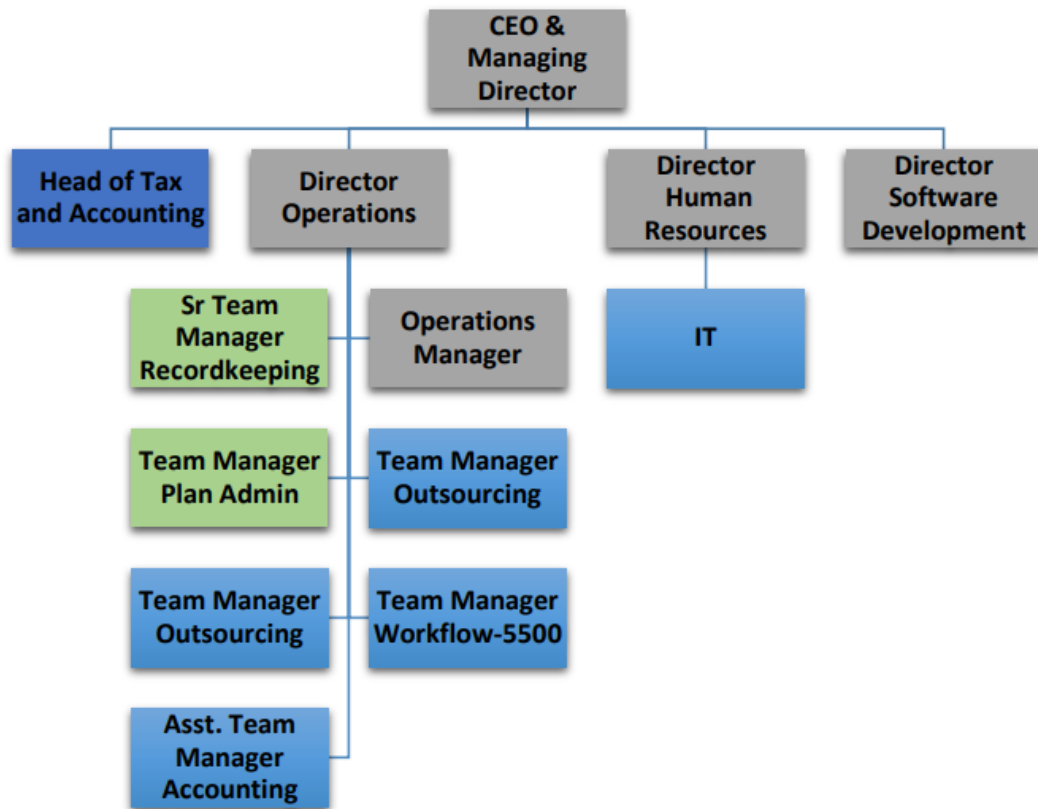
- **Retirement Plan Administration:**

Datapath employees are skillful in this extremely specialized area and have more than 8 years of plan administration experience. The client's plan is being served by a group of experienced pros who will represent as an account consultant.

- **Services to Participants:**

Through its alliance relationships with financial service providers, July provides premium tools available for users to plan for and achieve a secure financial future

2.6 Organizational Structure



In Human Resource Department I am currently working as a HR intern under Mr. Khandaker Fazle Rabbi who is the HR director and Mr. Humayer Ahmed Sami who is the HR executive at Datapath limited.



Chapter-03

Discussion of HR Functions of

datapath

3.1 Recruitment & Human Resource Planning

Human resource Planning is called manpower planning, personnel planning, or employment planning. Human resource planning is a process that defines the present need & the future need of the individual organization. Every organization has its own goal to achieve.



By doing Human resource Planning

organizations can measure future Human Resource needs. Datapath limited. It is working with more than 320 full-time employees, having more than 80 interns from the data of 2023. As per their rapid growth in the business process outsourcing industry, they need more Full-time employees (FTE) to serve their clients. They are hoping that they will hire more than 150 employees this year as per the demand. Based on Human resource Planning they can measure the need for employee recruitment. Datapath always looks forward to having the best quality employees in their organization, which will help them proceed to a leading position in the outsourcing industry. To fulfill the demand of the future goal DataPath Limited goes with the flow of the recruitment and selection process.



Figure: The graph contains the full- time employees DataPath hired from 2008 to 2022.

HRP furnishes input for the recruitment & selection process which simplifies selecting the appropriate applicant at the right time for the right position in the organization. Based on those inputs the Human Resources department works on the recruitment & selection process. In this digital era of the blessing of technology Human Resource teams are now able to recruit and track data more swiftly and productively than previously the department used to do. The advancement of technology reduces the time & resources required to manage the selection. The impact of technology on Human resource Planning is remarkable. With the blessing of the Technology human resource department of Datapath follows 3 steps in the Recruitment and Selection process. The first step in recruiting the best applicant for the position is to go for the pre-interview exam Datapath conducts.



- **Typing Skill Test:** it's the first step of the pre-interview exam. Typing skill tests help to evaluate the applicant's information technology knowledge and typing speed. It was not possible to measure without technology. With the technology, the HR department can easily measure the typing skill ability of the candidate. It makes the recruitment process easy because if the candidate fulfills the requirement, it's easier to select the candidate for the position.
- **Excel Test:** Previously, all organizations used to take tests in hard copy but for digitalization, they can easily minimize the paperwork. As Datapath is a fin-tech organization they evaluate a candidate's basic Excel knowledge. The Excel sheet is sent via email to the email address of DataPath Limited. So, within a short period of time, the organization can easily have an evaluation of the basic Excel knowledge of the candidate. It has only been possible with the blessing of technology.

- **Quizzes:** DataPath Limited conducts quizzes exams through the Internet. They take the exam to know a candidate's analytical knowledge, general knowledge, and some other basic knowledge that is related to academic studies. Datapath used to take this kind of exam in hard copy but in 2020 they started taking exams online. It has been possible only through technology. The website minimizes time because before it was time-consuming to take the exam and check those answer scripts but now, they can take exams online and the answers are checked automatically

3.2 Training & Development

In this digital world technology has changed the scenario of DataPath limited and how they are going to design the training and provide essential learning experiences for their employees. The organization always does a survey of the training which their employees need for their



own development. Training increases employees' flexibility & control over learning because it helps to improve employee performance in their current work. As Datapath serves the USA clients they always try to develop the employees by giving training. Usually, the training which Datapath provides is based on technology. and Because technology reduces the physical training cost also it minimizes the time too. Technological training helps to evaluate the individual employee's strengths, weaknesses & performance. Datapath provides some of the training such as – Security training – the training is basically related to what employees are allowed to do and how they can connect to the USA workstation by remote.

Every 4 months, we receive a security training module via email, which consists of 4 to 5 modules of estimated 30 minutes. This training module contains training about various security risks that employees may encounter on a daily basis. As we mainly deal with technology and financial data, breach of security is possible. For that security training is mandatory. And being an intern, I have completed some of the security training. Such as- A New Hire's Guide to Security Awareness.



IT Training – Information technology training is for those new employees who enrolled themselves in the organization & how they can operate their desktop or laptop easily without breaking security policy of the organization, Allocation training - the training provides the basic training of 401(k) retirement planning based on different departments, Excel Training. On the other hand, the organization provides training in using the software that Datapath & July Business Services owns too. The HR department also gives training on how to create IDs, usernames for the credentials, new hire packages, and termination packages, maintain an attendance system, and conduct the recruitment procedure as it's also based on technology. It can be said that all the training is being provided to the employees for their own development in their job. The scenario is the training that the DataPath provides, it's basically based on technology. Without the technology, they could never have worked in a very smooth way. When it was the pandemic the growth rate of the employees was higher than they had started because they used to work from home by using technology and connecting themselves with July business services with remote and VPN. It's clear that the impact of technology in this core HR function is remarkable. To fulfill the needs of the clients the organization must design training and learning methods while keeping in mind the technology. Which will also make the training more flexible, and accessible. Without the blessing of technology, DataPath could not have been here today.

3.3 Performance Appraisal

An organization's performance and effectiveness increase as a result of a well-conducted performance appraisal, which also boosts employee morale and productivity while fostering a positive culture. It is a continual process that organizations should use frequently to determine if their employees are on the correct track or not. If there are no

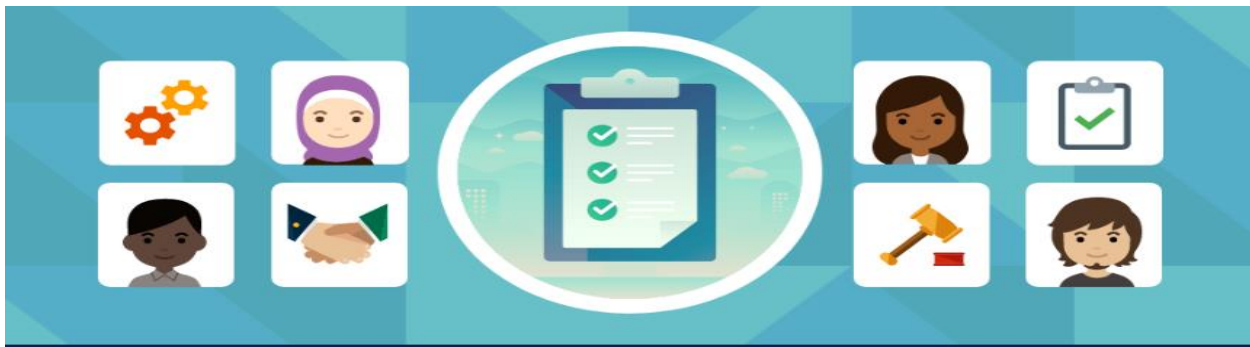


performance appraisals people might not feel motivated. On the other hand, the organization will not be able to find the best employee. So, Datapath Limited. always try to have the best employees for the positions for that they do also conduct performance appraisal by **360-degree feedback performance appraisal system**. It is referred to as multi-source assessment or multi-rater feedback. 360-degree performance appraisal system is based on development planning, practically it improves the overall performance of the worker and the productivity of the organization. It is a balanced way to view the real performance of employees in the area of leadership, teamwork, interaction, communication, management, work habits, vision, and the rest of the things based on the employee's job profile. Managers of Datapath Limited judge employees in terms of their performance. The purpose of collecting feedback from all the employees, supervisors, and managers of Datapath is because it's easier to have the best evaluation and which also decreases the biases in case of evaluating employees. Datapath Limited evaluates its employees on a regular basis. Before starting the daily work, the organization assigns a specific task to their employees which they must complete daily. After completing those tasks all the employees must submit their report to their team leaders or to their supervisors. Also, they must fulfill an Excel sheet of their work too. Managers get those responses from all the employees on a regular basis, and they can easily evaluate an employee's daily performance. So, it became easier for the Human Resource Department to get an employee's performance evaluation without any biases because it's evaluated automatically by technology. Again, the technological impact in this sector is top-notch. Because of the technology, they can conduct 360-degree feedback easily. It would not have been possible to have the evaluation record manually daily. With technological feedback, the evaluation became

easier, smoother, and more accurate. That accurate feedback also helps to give promotions to the employees and have a calculation of the yearly increment too.

3.4 HR Compliances Safety

The HR department maintains the association's foundation in Datapath. The association's or its employees' security is continually required to be ensured by the HR department. By developing policies that are in line with those of outside organizations like the Occupational Safety and Health Administration, HR compliance makes sure that everyone working for the organization abides by the most recent rules and regulations. Every employee of DataPath Limited is bound to maintain all of the rules and regulations based on their responsibilities, loyalty, and by being honest to the organization. In Maslow's hierarchy of needs from the bottom of the pyramid the second need of an individual is the safety need. Safety needs refer to personal security, employment & job security. To encourage a unified professional scenario all over the organization and to give employees a basic knowledge of security, confidence, and comfort, Data Path Ltd. has established a professional rule in the organization too.



Maternity Leave: Every women employee at Datapath Limited is eligible to avail the maternity leave if she has completed her probation period (6 months) in the organization. Every woman working for DataPath shall be empowered to, and DataPath shall be responsible for, the payment of maternity benefits for the eight weeks prior to the anticipated day of her delivery and the eight weeks following that date. No maternity leave will be provided if the employee has 2 or more surviving children in that case the employee will be qualified to the leave to which she would or else be permitted. The HR department keeps a list of all employees to track who joined as permanent employees. Which also aids in figuring out her six-month probationary period. Only

the records kept by DataPath with the aid of technology have made it feasible. It was challenging to keep track of every probationary record for an employee without this technology. Also, the organization provides the scope of working from home which helps to maintain the daily responsibilities of an employee. It is a blessing for the organization that the employee can work, and the organization doesn't need to replace the employee for not being present physically at the DataPath office. These things are possible only using technology.

Workplace Security Policy & Safety: Datapath Limited genuinely cares about the security and well-being of its employees. The organization makes every attempt to maintain the office equipment in top condition and ensure that all safety equipment is functional. The company expressly forbids staff and visitors from bringing any form of firearms to the office. In this case, for ensuring employees' safety Datapath uses technology by which the organization can track the biometrics of the employees and the organization can also have the attendance record too which helps to reduce administrative work. Without biometrics or the barcode, or a scan of an ID card no one is allowed to enter the organization. So definitely this technological use gives the assurance of employee safety.

3.5 Payroll / Compensation

Payroll is the compensation a company owes its workers for a specific time period or on a specific day. In Datapath Limited payroll is handled by the Human Resource Director. In this era technology has formed all the well-known or well-established industries and



practices and payroll is not untouched by it. Payroll is deductible. So, the cost is subtracted from gross income to lower taxable income. Datapath Limited maintains a payroll sheet which is basically operated by the HR director Via Excel sheet. All the record payroll, Festival bonuses, Yearly increments, extra day allowances, sick leave, Provident Fund, Incentives, Paid leave, and Gratuity pay are being calculated. Consisting of full-time 320 employees DataPath don't have payroll software. However, they manage these payroll systems easily for the technology. The organization calculated payroll which needs to be subtracted and needs to be paid to the employees all are measured by the formulated Excel sheet.

- **Provident Fund:** Employees of Datapath Limited are eligible for the Provident Fund from the date of their confirmation as a permanent employee in the organization. Datapath Limited give provident fund for the amount deducted from the employees' compensation. These things are calculated by the formulated Excel sheet based on the employee's salary.
- **Gratuity:** The organization provides gratuity for the 1st five years of completion in DataPath Limited. Such as 1-month basic pay for completing each year of service on the last basic pay. These kinds of critical benefits are calculated by the formulated Excel sheet.
- **Insurance:** Life Insurance for the Full Time Employees is also calculated by the Excel sheet that the HR department director operates.
- **Minimum Tax Benefits:** DataPath is legally compelled to deduct a particular amount from each employee's pay for income tax purposes. Instead, DataPath pays all employees the minimum taxable amount each year to provide them with financial support through income tax. As they have a standard number of employees it was not possible for the HR department director to conduct income tax in a very easy way. It has become easier than before the use of technology.

Chapter-04

Analysis & Findings



4.1 Analysis:

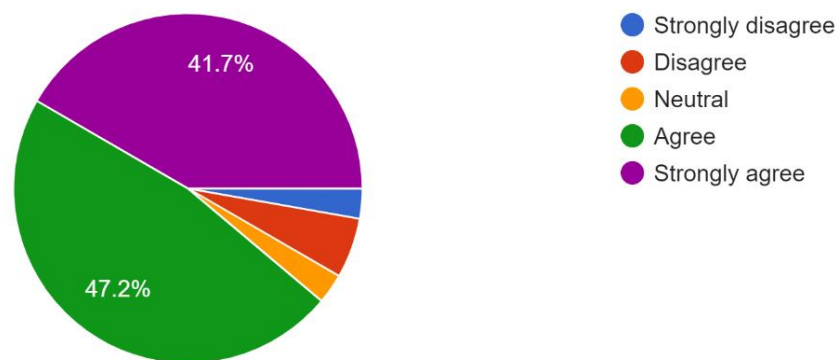
As per the requirement I was asked to take a survey among the employees of Datapath limited. So, that I can gather accurate data regarding the impact of technology on HR function of Datapath Limited. To fulfill the requirement, I have made a questionnaire based on the HR functions & the questionnaire contains 25 questions. I have



taken 36 employee's responses from different designations such as- Trainee Executive, Senior Executive, Team Leader, Assistant Manager, IT Executive, System Administrator, Senior Network Executive and more employees for the accurate data. Below I have attached some of the questions survey ratio which will help to know the thoughts of employees regarding the impact of technology on HR function of the organization:

3.The advancement of technology reduces the time & resources required to manage the selection.

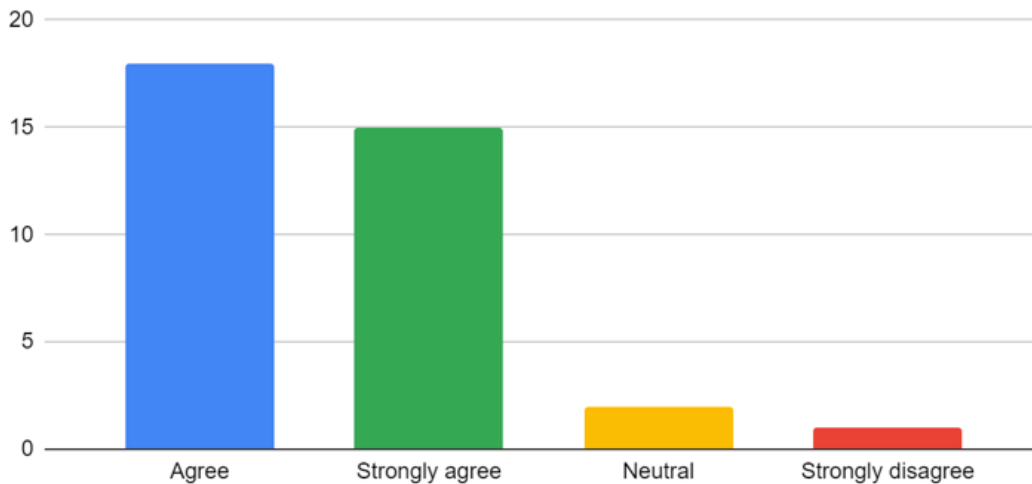
36 responses



Here, in this chart we can see that 41.7% of employees strongly agree with the statement. 47.2 % employees agree to the statement too. On the other hand, there is no one who disagreed, strongly

disagreed, or has neutral perception regarding the statement. So, the graph shows that the advancement of technology reduces the time & resources required to manage the selection.

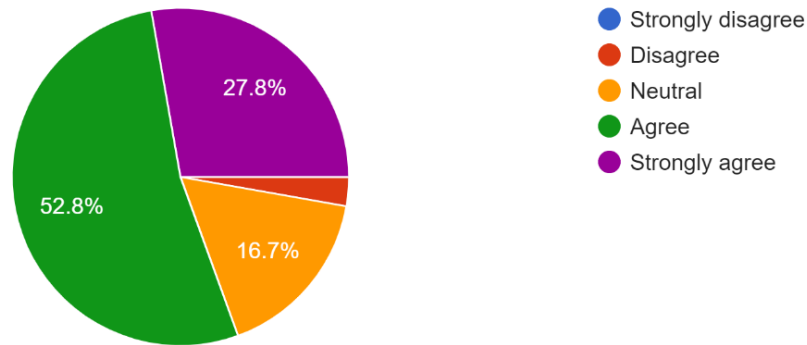
6.The technological training enhances the IT skills.



Among 36 employees 15 employees strongly agree that the technology training enhances IT skill of individuals, and 17 employees Agree with the statement. Rest 4 employees have Neutral and Strongly disagree perception with the statement.

10.The technological training helps to evaluate the individual employee's strength, weakness & their performance.

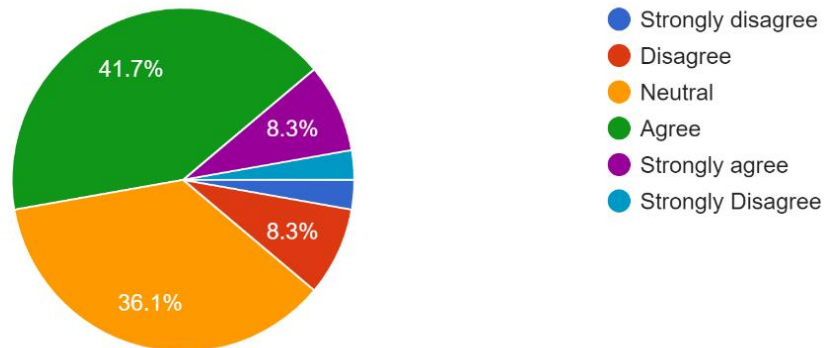
36 responses



The graph shows 27.8% Strongly agree, 52.8% Agree & 16.7% employee have neutral perception with the statement.

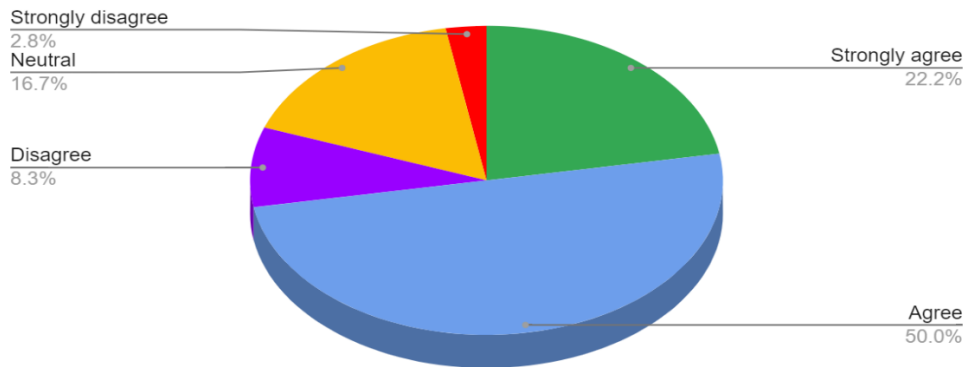
13.Do you think the methods of performance appraisal that Datapath follows are effective.

36 responses



8.3% Employees of Datapath disagree that the methods of performance appraisal that the organization follows are not effective but 41.7% Agree, 8.3% Strongly agree and 36.1% have neutral thoughts about the statement.

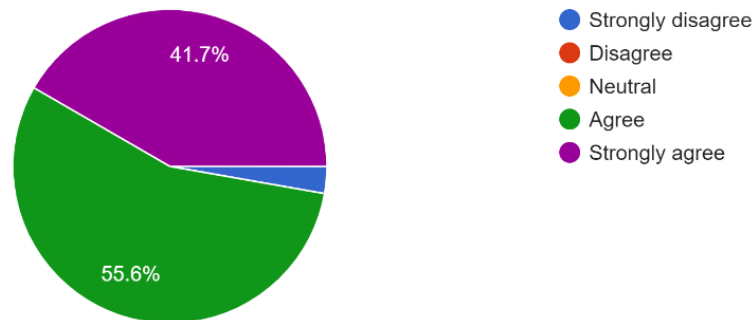
19.Does the organization give equal employment opportunity ?



50% employee have Agreed ,22.2% Strongly agree ,16.7% have neutral thoughts about it and 8.3% totally disagree about the equal employment opportunity.

23.By the use of technology organization can easily calculate employee's salary, leave & over time in payroll system.

36 responses



41.7% strongly agree and 55.6% employee Agrees using technology organization can easily calculate employee's salary, leave & overtime in pay roll system.

4.2 Findings

I discovered certain problems that must be resolved for the organization's improvement after receiving survey responses and working there as an intern. The following is a list of some of the conclusions that I have made:

- As an intern, I had direct access to the recruitment and selection process, and I discovered several significant flaws there. I think the recruitment process of Datapath limited is time consuming.
- The payroll system, which comprises base wage, leave pay, extra day allowances, festival bonus, yearly increment, etc. is not calculated using a special type of software, even though an Excel file has been created. The inputs are manually entered. It takes time, and it's risky too.
- More training sessions ought to be held.
- The Performance Appraisal method that DataPath follows should be more customized towards the organizational needs.
- A certain number of employees have expressed opposition to equitable employment opportunities.
- Datapath Limited don't have any specific training for employees in HR Compliances and safety. Such as: Fire Drills.

Chapter- 05

Recommendations

&

Conclusions

5.1 Recommendation

Here, I have listed some recommendation based on the finding which I have discussed earlier:

- ✓ Datapath should concentrate on advancing the hiring and selection process. Numerous candidate exams are held, taking a lot of time because they are drawn out and the process of checking exam papers should be automated.
- ✓ To avoid risk and save time, the organization must employ specific payroll software.
- ✓ There should be a Training session after every 2 months and an evaluation process of the employees so, that they can point out their flaws and cope up with the technology frequently.
- ✓ Datapath's Performance Appraisal method can be more effective if they include Management by Objectives (MBO) and Behaviorally Anchored Rating Scales (BARS).
- ✓ Organization should provide equitable employment opportunities, or the organization might face a higher turnover rate.
- ✓ The organization should arrange training related to HR Compliances Safety.

5.2 Conclusion

Datapath Limited is prior BPO (Business Process Outsourcing) industry in Bangladesh. With the help of July Business Services, this organization has been successful in becoming the greatest Third-Party Administrator (TPA) Outsourcing partner in the United States of America. In addition to July Business Services, Data-Path also works with eight other outsourcing companies. DataPath has been showing since 2008 how quickly the business is expanding within the IT industry. It is obtaining what it needs to be in the control of BPO outsourcing sector.

In this report I have gone through the impact of technology on HR functions of Datapath Limited. HR department of Datapath limited uses Technologies which help the whole organization run effectively. Technology plays an outstanding role in helping business carry out its people policies and bring about its competitive goals. Technology gives Datapath Limited the capacity to enhance internal operations, skill competencies, and overall organizational formation.

The management of human resources includes tasks including hiring, training, fostering, and rewarding employees. Thus, Datapath continuously maintains its competitiveness by offering training programs for the organization's employees' personal and professional growth. Employees receive training four times a year based on several security awareness sessions. An organization's leadership must constantly work to fulfill its vision, mission, and fundamental goals. To do this, they must establish an effective human resources department and hire only the most qualified and promising workers.

I should conclude that over my 4 months of internship at Datapath Limited, I have come to appreciate an exceptional company that run off in a setting where employees consistently come up with their concepts for constructing the process more flexible and better than the previous one. As an intern in the Human Resources Department, I gathered skills all through the internship program which I can implement it in future to develop my career.

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Appendix

Questionnaire

“ The impact of technology on HR functions of Datapath Limited “

The data will only be employed for report-related purposes. The effect of technology on the HR operations of Datapath Limited has been discussed with every employee of the HR department and other departments. The following questions are some of the ones I used to gauge how technology has affected Datapath Limited's HR functions:

Gender	☐ Male	☐ Female
Age	☐ 24 to 30	☐ 30 to above
Designation		
No. of year serving	☐ 1 to 5 years	☐ 5 to 10 years or above

Questions	Strongly disagree (1)	Disagree (2)	Neutral (3)	Agree (4)	Strongly agree (5)
Recruitment & Human Resource Planning					
a. Computer-based exam for pre-recruiting plays an important role for the department.					
b. Technology improves recruitment efficiency & reduce costs.					
c. The advancement of technology reduces the					

time & resources required to manage the selection.					
d. HR supervisors use technology to make their job easier and make better judgement.					
e. A rising number of applicants are attracted to and encouraged to apply by the organization.					
Training & Development					
a. The technological training enhances IT skill of individuals.					
b. Technology reduce the physical training cost.					
c. Security training can be used to manage learning management system					
d. Training increases employee's flexibility & control over learning.					
e. The technological training helps to evaluate the individual employee's strength, weakness & their performance.					
Performance Appraisal					

a. Reduces Biases while measuring performance appraisal.					
b. When everyone is clear on the expectations and understands how he or she is performing against them, the organization's overall success will improve.					
c. Do you think the methods of performance appraisal that Datapath follows are effective.					
d. Do performance appraisal helps to change the behavior of employees					
e. Do performance appraisal help to provide an atmosphere where all are encouraged to share one another's burden?					
HR Compliances Safety					
a. Technology reduce HR administrative and compliance costs.					
b. The security policy of Datapath ltd. plays an					

important role in technology.					
c. Because of technology, HR can track employee attendance/leave easily.					
d. Does the organization give equal employment opportunity?					
e. Do you think HR compliance covers everything from recruitment, payroll, and benefits to the treatment of employees?					
Payroll / Compensation					
a. Payroll system become more easier for HR because of technology.					
b. Technology-assisted payroll management saves time without having to search through massive amounts of employee data.					
c. By the use of technology organization can easily calculate employee's salary, leave & over time in payroll system.					
d. Technological payroll software helps HR department to minimize the error and ensure the on-time payment.					
e. Technological payroll system saves HR from doing repetitive administrative work.					