Internship Report

On

Analysis to Human Resource management Practices of Southeast Bank Plc

Submitted to:

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Prepared:

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Letter of transmittal

Sunjida Khan

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Department of Business Administration

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Subject: Submission of internship report on "Analysis to HRM Practices of Southeast Bank Plc.

Dear Madam,

I am proud to present you my internship report on the **"Analysis to HRM practices of Southeast Bank Plc"** which has been done as the main part of the requirement of the course. I express my profound gratitude to you for providing me with your important instructions, proper suggestions, and corrections for improvement. While doing my internship, I had the opportunity to meet all the employees in the Sat Masjid Branch of Southeast Bank. I have tried my level best to provide what I have learned during the internship program at Southeast Bank.

I sincerely hope this report meets your approval and demonstrates my report's present ability. Therefore, I would be pleased to clarify any discrepancy that may arise or any clarification that you may require regarding my report.

……………..

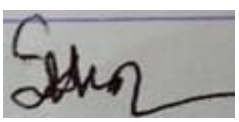
Yours sincerely

Jasmin Kamal Jami

202-11-1188

Certificate of Supervisor

I, hereby, certify that Jasmin kamal Jami , a student of the BBA Program, Department of Business Administration, Faculty of Business and Entrepreneurship, Daffodil International University, bearing ID No. 202-11-1188 has prepared his Internship Report on “Analysis to Human Resource Management Practices of Southeast Bank Plc” as a requirement for a Bachelor of Business Administration (BBA) degree. The report is recommended for presentation in the internship defense.



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(Ms. Sunjida Khan)

Assistant Professor

Department of Business Administration

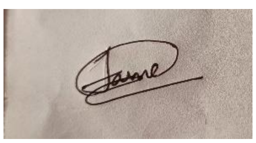
Faculty of Business & Entrepreneurship

Daffodil International University

Declaration

I soberly declare that the work in this internship report titled, **“Analysis to HR Practices of Southeast Bank**” is an original work done by me under the supervision of Sunjida Khan, Daffodil International University. Here no part of this report has been previously submitted to any other university for any academic certificates.

The work I have done does not rupture any existing copyright and no portion of the report is copied from any work done earlier for any degree.



…………………

Jasmin Kamal Jami
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Major in HRM
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Acknowledgment

At first. I would like to praise my gracious and beneficent Almighty Allah for providing me with enough strength, patience, and courage to work on this internship report. After that, I would like to take the opportunity to express my heartiest gratitude to my honorable academic internship supervisor, Sunjida Khan, Assistant Professor of Daffodil International University for his constant guidance and supervision and helped me to sort out the problems that I faced while writing this internship report. I am very much thankful to Sunjida Khan for his expert opinion and guidance during the preparation of this report.

Lastly, I would like to thank the first assistant Vice President and Head of the branch, Md. Mamunur Rashid, Senior Officer and Manager Operation Abu Ahmed sharif . Executive Officer of Southeast Bank Plc who always supported me and allowed me to carry out my study for the internship report in parallel with my regular workload at the office. I am very much thankful to each of them for providing and helping me with all the desired information and resources for the completion of my internship report.

Executive Summary

The banking sector is one that has the potential to significantly impact a nation's growth. The financial sector is also highly important in Bangladesh. In Bangladesh, this sector employs a large number of highly qualified workers. Southeast Bank Limited is a private financial institution that offers its clients financial services. On March 12, 1995, it began operations under the Companies Act of 1994. Southeast Bank offers its customers competitive and all-inclusive banking services through its network of 115 branches. Southeast Bank has three main divisions. The foreign exchange, investment, and general banking divisions are essential since they offer a variety of services to their clients. Online banking is becoming more and more common in private banks these days, so SEBL has its own robust software called "Ultimas" to give customers attentive service.

I made an effort to concentrate on Southeast Bank's HR procedures throughout my research for the internship report, particularly the hiring and training procedures. Along with some of the bank's highlights from prior years, the report includes a brief history of the organization. the goals and constraints that guided the creation of this report. Additionally, a thorough organizational profile of Southeast Bank is given. The remainder of the paper, however, provides a thorough explanation of the entire procedure by which Southeast Bank's human resource management hires new officers as well as the essential criteria they use to identify possible applicants. Additionally, the paper details the several training sessions that are being created for the bank's various officer levels. Lastly, I think this report covers every other facet of Southeast Bank that is pertinent to the bank's HR procedures.

Table of Content

Chapter-1
Introduction

1 Introduction

1.1 Background of the report

The internship program is a requirement for the completion of the BBA program at Daffodil International University. The knowledge that we gain in our classroom does not create that much value that we can use in our real-life scenario as it only provides and guides us with a theoretical background of the course. But this internship program provides us with a real-life glimpse of how things get done in any company be it either in the marketing or the human resource management sector. During my internship program, I had the opportunity to join Southeast Bank plc at Balivadra Branch from 18 March to 30 May. I have tried my best to properly apply my potentiality and theoretical knowledge to make this report reliable and information-oriented. My honest effort will be regarded as successful if this report fulfills the objectives of the program.

1.2 Scope of the study

This internship report includes a comprehensive description and explanation, along with specific resources, of Southeast Bank's hiring and training procedures. Since the system essentially stays the same, it is easy to understand the entire recruitment officer procedure for any bank from this report. In addition, the study highlights the significance of the bank's training program for various officer levels.

1.3. Objective

Specific Objective:

- To analysis the human resource management of southeast bank plc.
- To identify the human resource management of southeast bank plc.
- To identify the problem of human resource management.
- To recommend some suggestions to overcome the problems related to human resource management of southeast bank plc.

1.4. Methodology:

The term "methodology" refers to the procedures, approaches, and means of data collection. The general definition of methodology is the foundational ideas and structure of a philosophical system or investigation. Primary data serves as the report's primary source. This is a descriptive study that provides a quick overview of Southeast Bank's training sessions and recruitment process structure.

Primary data:

- Face-to-face conversation with the officers.
- Observation in practice.
- Discussion with the fresh recruits

Secondary data:

- The bank's website;
- Bank statements and brochures;
- Annual reports and other publications;
- Desk reports from connected departments

1.5 Limitations of the Report

Even though I had certain restrictions when writing this internship report, I made an effort to gather all the information and put it together, the following are a some of the limitations:

- ✓ Because the branch office is always busy dealing with walk-in customers from 10 am to 4 pm, the officers are rushed and preoccupied with their own duties, which leaves them with little opportunity to have meaningful conversations with them.
- ✓ The branch office lacked adequate data and records.
- ✓ Initially, the authority was reluctant to reveal much about their hiring procedure because it was outside the purview of any bank policy.
- ✓ The largest limitation was the time required to prepare such a report, since I had to oversee the entire process for the first time, from gathering information to fixing the report's format.

Chapter-2
Overview of the Company

2. Organizational Overview

2.1. Background of the company

In Bangladesh, of all the Private Commercial Banks (PCBs), Southeast Bank Plc is one of the banks with the quickest rate of growth. Southeast Bank Plc founding coincided with the opening of international trade, which was a significant development for Bangladesh's financial industry following the Uruguay Round.

The Bank's strategic operational strategy choice and driving force have been the successful economies of Asian countries, particularly South Asia. In line with the liberalization of banking and financial services in Bangladesh, Southeast Bank Limited has been granted a license by the government of Bangladesh, which designates it as a Scheduled Bank in the private sector. The Bank was founded by the Bank Company Act of 1991, and on March 12, 1995, it was officially constituted as a public limited company under the Companies Act of 1994. On May 25, 1995, the Bank opened for business through its principal branch at 1, Dilkusha Commercial Area, Dhaka. The Branch was opened by Mr. M. Saifur Rahman, the county's Finance Minister at the time. Prominent industrialists and commercial magnates in the nation who owned interests in several sectors of the economy founded the Bank. Taka 10,000 million is the bank's authorized capital, and its issued, subscribed, and paid-up capital is 6,930.80 million.

The business community praised the bank extensively, from small business owners to major trading and industrial conglomerates, including the best-rated corporate borrowers, for its forward-thinking approach and creative financing solutions. As a result, in a relatively short amount of time, it has been able to establish a name for itself as a bank with a vision in the nation's banking industry.

2.2. Mission and Vision

Vision: The goal is to become one of Bangladesh's leading financial institutions and make a substantial contribution to the country's economy.

Mission:

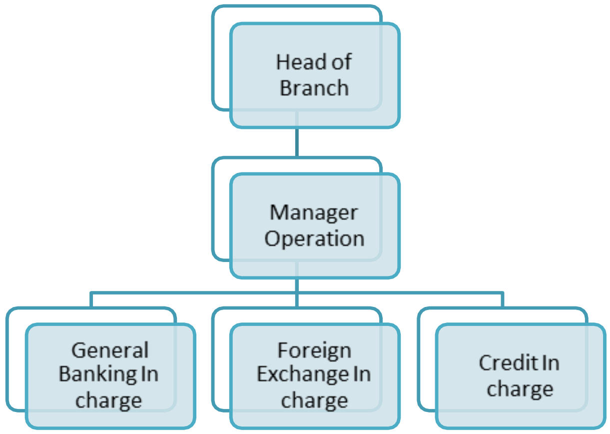
- top-notch financial services with cutting-edge technologies.
- Prompt and precise client service. A plan for long-term expansion.
- Adhere to moral principles when conducting business.
- Consistent return on equity for shareholders.
- Competitive pricing for innovative banking.
- Draw in and keep top-notch human resources.

2.3. Company Management System

Like every other company/Bank Southeast Bank Limited has different aspects of management.

- Southeast Bank has 115 branches across its current business locations, each of which is in charge of its own performance standard. The Manager Head is in charge of the operation of their branch or unit.
- The planning undertaken by Southeast Bank Limited aligns with its corporate planning. Branch offices are unable to plan on their own; instead, they must base all of their objectives on the corporate level, which is determined by the planning division.
- At Southeast Bank Limited, there are essentially two stages of hiring. Two are designated for the "trainee officer" and the "probationary officer."
- Southeast Bank Limited's top officer has been tasked with keeping an eye on the lower-level officers. Additionally, because the management style is authoritative, all of the works are made so that an employee does not have to take on two assignments at once.
- Southeast Bank Limited has set its standards, tracks its performance, and periodically compares it to those standards.

Organogram of Southeast Bank Plc



.2.4. Products and Services

- Complete banking services, such as investment services, foreign exchange business, and ordinary banking services, are provided by Southeast Bank Limited. Deposit-taking is a part of the overall banking service. The following are the numerous types of deposits
    - Fixed deposit account
    - Saving deposit account
    - Special saving deposit account
    - Short-term deposit account
    - Current account

  These accounts are mainly opened by middle and lower-income groups, sole proprietorships, partnerships, limited companies, clubs, societies, and associates.

- A clearing department's primary duty is to collect money from other banks on behalf of its clients. It also handles demand drafts (D.D.), pay orders (P.O.), and checks.
    - ✓ Outward clearing
    - ✓ Inward clearing
- Bills Collection:

  In order to provide safe and seamless transactions, modern banking has gotten more sophisticated. As a result of the transaction, the customer does pay and receive the bill from their counterpart. Bill collection is the responsibility of commercial banks on behalf of those clients.

- **Accounts Section:**

  The accounts department is referred to as the bank's nerve center. Every day, transactions involving the handling of depositors' funds by banks must be correctly and methodically recorded in the banking industry.

- **Loan and Advance:**

  A loan is an amount obtained with the requirement to repay it over time from a financial organization, typically a bank. Loans have interest attached to them, which is the price of borrowing money. One can use a loan for several purposes.

- **SWIFT:**

  An international network for financial messaging is run by the Society for Worldwide Interbank Financial Telecommunication, or "SWIFT." Banks and other financial institutions exchange messages dependable and safe manner. Swift services are provided by Southeast Bank Limited. SEBD BD DH is the Bank's SWIFT address.

- **Locker Service:**

  To use the locker service, a customer must have a CD, STD, SB, or any other kind of account in the relevant branch.

- **ATM service:**

  The E-cash Shared ATM Network has Southeast Bank Limited as a member. 32 ATMs of the E-Cash networks are situated in key places across five of the nation's most significant cities and towns: Dhaka, Chittagong, Sylhet, Cox's Bazar, and Rajshahi. SEBL covers its thirty branches with ATM service.

- **Card division:**

  In the sense that it doesn't provide many services to clients, SBL's card section is quite new and modest. Thus, the card division's work is severely constrained.

- **Remittance services:**

  Although Southeast Bank joined the remittance industry later than other private banks, it has consistently worked to establish a reputation for providing high-quality services by facilitating remitters' transfers through a network of agreements with reputable banks and remittance houses abroad as well as a wide-ranging network within the nation to get funds to beneficiaries quickly and hassle-free. Money is delivered to the beneficiaries by SEBL without any fees for services.

Chapter-3
HR Functions of Southeast Bank Pl c

3.1. Human Resource Management

- The process of gathering, retaining, developing, and effectively utilizing human resources within a company is known as human resource management.
- A skilled workforce is attracted, developed, and maintained through a series of organizational actions known as human resource management.

3.2. Training and Development

The administrators emphasized that planning and bead way are two valid resources that go toward improving the way people are executed and social affairs are conducted in a variety of levels of settings. It has gone by a few names, such as "learning and improvement" and "human resource progression." A plan is suggested at this stage to enable the new workers to adapt in line with their new associations and work schedules when it comes to mixing, organizing, and making delegates. These advancement methods are meant to help representatives fully understand what working in the organization entails and support them in becoming fully profitable at the moment of opportunity. In the front-line working environment, preparation and advancement have sparked extraordinary interest from management in considerably expressing occupation capacities to long-term competent improvement. These days, it has evolved into a legitimate business task and an essential segment approach. and an apparent calling based on particular systems and ideologies. An increasing number of organizations are focusing on developing a highly skilled staff, advancing worker improvement, and learning and growing steadily. Unbelievably, the qualities of delegates and the continuous development of their aptitude and competency via preparation are frequently regarded as fundamental components in guaranteeing the long-term success and profitability of privately held companies.

3.3. Recruitment and selection:

Recruiting is the process of putting together a pool of qualified applicants for a job in order to provide a diversified pool of applicants who meet the requirements for the open positions. Diversity includes the background and experience of the prospective official population in that line of work, in addition to their personal traits. It is important to think about where to discover people with transferable skills that enable the candidate to perform effectively in the role rather than restricting this pool to those with equal knowledge, abilities, and skills.

The hiring process, also known as the selection process, assesses applicants in order to choose who will be selected for open positions. Finding the most qualified applicant for the job is the aim of the selection procedure. It is crucial to keep in mind that the standards used to assess candidates define who is deemed to be the greatest applicant. Managers need to exercise caution in order to prevent the protected class from being negatively impacted by tendentious selection criteria.

3.4. Compensation and Benefits:

Compensation includes base pay, bonuses, benefits, and equity-based compensation, as well as non-monetary and monetary forms of acknowledgment that employees receive for their services. Contrarily, employee benefits include non-cash perks like healthcare, paid time off, retirement plans, and wellness initiatives that are provided to support wellbeing and work-life balance. These elements motivate staff members to perform well in their positions and are essential for drawing in and keeping talent.

The extensive benefits package not only attracts top talent but also creates an atmosphere that motivates workers to give their best job, which enhances the work environment.

Chapter-4

Analysis

Objectives of the Human Resources Management southeast bank plc:

For a corporation to efficiently manage its most precious asset—its workforce—human resource management, or HRM, is essential. HRM is essential because it guarantees the hiring, development, engagement, and retention of a knowledgeable and driven workforce. In order to maximize employee performance, create a pleasant workplace culture, and align employees with the organization's vision and values, it is essential. Moreover, HRM handles risk management, supports corporate growth and sustainability, and complies with employment rules and regulations. In a business environment that is constantly changing, human resource management (HRM) is crucial for any organization hoping to succeed and last because it allows it to adjust to changing workforce trends, technology breakthroughs, and industry dynamics.

In the banking industry, human resource management (HRM) is crucial to luring, keeping, and developing a skilled and morally motivated workforce. This guarantees that rules are followed, that services are of a high caliber, and that the company may prosper in a highly regulated and competitive sector.

The SEBL human resource management department performs a number of essential tasks that relate to and complement the organization's main goals. Listed below are some of the functional of HR:

- Recruitment and Selection of Employees
- Training and Development Programs
- Performance Appraisal and Evaluation
- Compensation and Benefits Administration
- Employee Relations and Conflict Resolution
- Ensuring Compliance with Labor Laws and Regulations
- Employee Engagement and Well-being Initiatives
- Talent Management and Succession Planning
- Diversity and Inclusion Initiatives
- HR Technology and Information Management
- Health and Safety Programs for Employees

Talent Acquisition and Recruitment:

- To ensure diverse and competent workforce to satisfy the organization's staffing demands.
- To draw in and recruit competent applicants who share the bank's values and objectives.

Training and development:

- To build a culture of ongoing learning and development to equip staff for jobs in the future
- To offer training programs to improve staff members' skills and competences.

Performance Management:

- To put in place a framework for performance reviews that quantifies and honors worker contributions.
- To increase overall productivity by establishing precise performance standards and objectives.

Compensation and Benefits:

- To create and oversee competitive pay plans in order to draw in and keep top people.
- To manage benefits for staff members, including as bonuses, retirement programs, and health insurance.

Employee Relations:

- To preserve an environment at work that fosters wellbeing and employee engagement.
- To successfully handle grievances, disputes, and employee problems.

Legal Compliance:

- To guarantee that all HR procedures adhere to labor laws, rules, and moral principles.
- To reduce the legal risks connected to issues pertaining to employment.

Employee Engagement and Satisfaction:

- To create programs that will increase motivation, job satisfaction, and staff morale.
- To use feedback tools to gauge and enhance staff engagement.

Diversity and Inclusion:

- To encourage diversity and inclusion by establishing a welcoming environment at work.
- To carry out programs aimed at luring and keeping workers from a variety of backgrounds.

HR Technology and Information Management:

- To effectively manage and report data by utilizing HRIS and technological solutions.
- To evaluate HR data in order to enhance HR procedures and make wise judgments.

Health and Safety:

- To guarantee a healthy and safe working environment for every employee.
- To put health and safety initiatives and training into action in order to stop mishaps and accidents at work.

Succession Planning and Talent Management:

- To find workers with great potential and train them for leadership positions.
- To guarantee a pool of qualified leaders to aid in the expansion and continuation of the organization.

Ethical and Social Responsibility:

- To encourage corporate social responsibility and moral behavior within the company.
- To match the bank's commitment to moral behavior and social effect with its HR procedures.

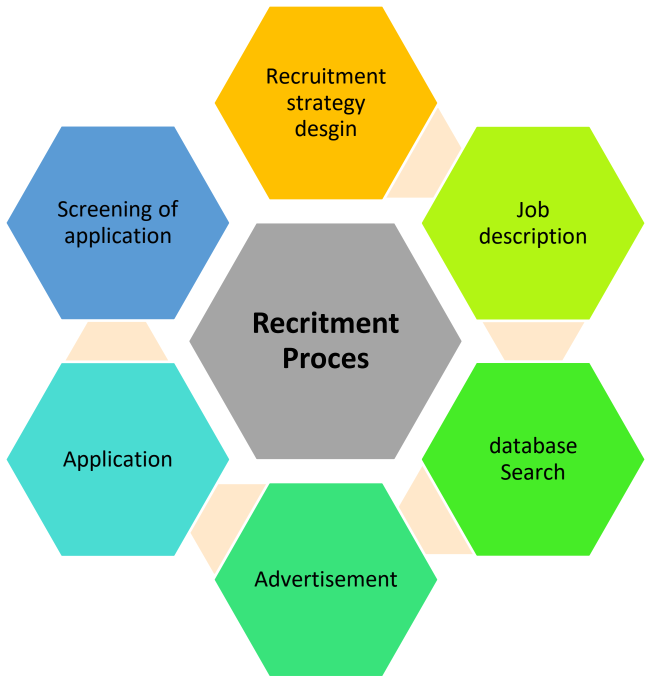
These aims replicate SEBL's dedication to real HRM procedures that uphold its vision, values, and sustained prosperity while ensuring the welfare and development of its workforce. Explicit HRM goals may change over time in response to shifting industry dynamics and organizational needs.

Core Function Southeast Bank Plc HRM Practices :

Recruitment and Selection Process Southeast bank plc:

Recruitment process:

There are nine steps in the recruitment process for permanent employees to ensure that the unique needs of your business can be matched to the best possible staff.



Recruitment strategy design: Organizations expert will take the time to meet with candidates in individual to talk about the enlisting procedure, which can be outlined to address candidate's particular needs inside the time outline that meets candidate's needs.

Job description: The organization will take a total work depiction and expertise investigation from you, or in case not promptly accessible, we are able plan the work portrayal and aptitudes examination to guarantee that we have a total understanding of the position and desires.

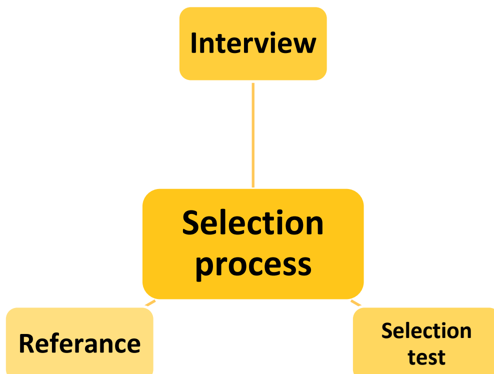
Database search: Source look from the Pre-Registered Postings by Database Look has taken candidates who have the abilities to coordinate the work portrayal.

Advertisement: In expansion, the organization will type in and plan particularly to coordinate as work portrayal and pull in candidates with the desired abilities.

Application: The organization has seen "enrollment" as the primary prepare to recognize and attract potential candidates. Usually a formal ask from the candidate for a work ask in reaction to an notice.

Screening of application: The prerequisites of a specific work are given within the "Work Depiction" Alluring qualities of appropriate candidate in terms of age, instruction, capabilities and involvement.

Selection process:



Interview: Interviews are the foremost commonly utilized gadget for determination. It can be composed orally or both. It empowers the organization to obtain or enact a candidate's vision, with information, identity, and insights and state of mind towards life.

Selection Test: Mental tests are done to choose candidates. It may be a efficient handle of knowing the heading of person behavior, execution demeanor tests can be of different sorts - drift test, insights test, mechanical slant test psycho engine test, identity test, intrigued test etc.

Reference: Most application shapes incorporate list of reference and a few cases candidate are inquired to deliver letters of proposals of such reference.

Character reference: Who consent for appropriate character and conduct?

Experience Reference: Who clarify for the proper sort of involvement?

Provisional selection: When a candidate has effectively completed different steps counting references, he / she will be considered to have been briefly chosen for the post for which the choice prepare has started

Medical examination: All the candidates chosen incidentally are subject to physical treatment examination by a qualified therapeutic analyst. The criteria for the treatment test change with the nature and sort of work.

Final selection: Incidentally chosen candidates who have qualified in consequent treatment exams and have displayed narrative prove with respect to capability encounter and any other statutory and prerequisites are qualified for last choice.

<u>Training and Development:</u>

Training policies of Southeast Bank Limited:

- Recognizing the planning needs of the significant number of agent, it is seen structure the laborers point of view fair as from the specific division's viewpoint.
- Planning and progression could be an organized activity.HR Improvement of SEBL sets the arrangements orchestrating and investing plans for all the divisions.
- In SEBL, a planning inspiration organized for each agent. This planning inspiration contains the quality of long extends of planning for each one of the laborers within the distinctive districts on which planning would be conferred.
- The mechanical assembly would be driven either by interior or by remotely.
- The specific office heads are the objective for the planning programs or a specific division.
- When a specialist has been chosen adversary a arrangement he/she will without a doubt go to the program.
- Planning feedback would be made from the individuals and their bosses.
- Southeast Bank Constrained progresses insides coaches too external. Planning procedures of Southeast Bank Restricted.

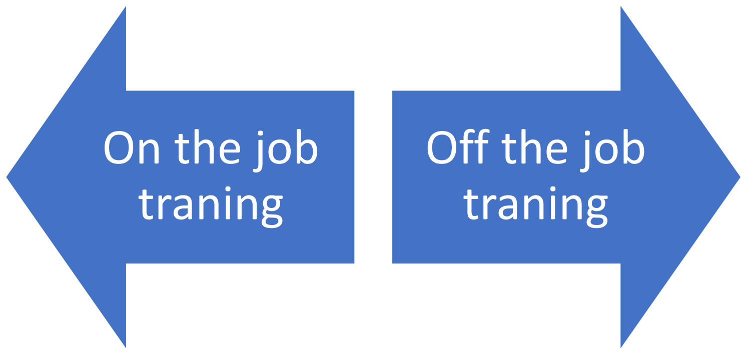
Some problems related to training & Development of Southeast Bank Limited:

Individual interview through annual interview: The lack and the individual prerequisite for teaching and expansion have been known from side to side person gathering of Yearly Examination sorts of HR.

Business Demand: Since the bank and the organization have given essentialness on small and center undertakings, developing, trade keeping money, normal keeping money & Back the necessity for teaching has been seen in rising modern thing subordinate on the retail keeping money, horticulture and SME.

Policy Compliance Need: Different benefit issues have been analyzed and direction necessities were known in this manner. Planning centers everlastingly takes sitting on Anti-tax avoidance, anti-terrorist financing, CTR and STR, FATCA towards debilitating vibe illicit charge shirking and radical financing. Our internal direct and acknowledgment division moreover finds a way to coordinate out-arrive at workshop with the help of Bangladesh bank specialists to concede against fear based oppressor financing.

Methods of Training & Development



On the Job Training:

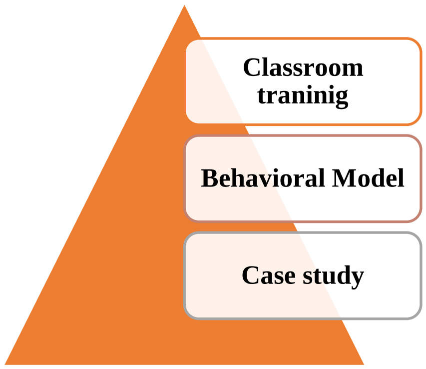
On the arrangement is given within the affiliation by the senior staffs or accomplices and directors. Agents are guided to what in specific to do or what not to do and how to do the work. Southeast Bank hones a couple of procedures whereas utilizing the hands on planning, for case, work turn, transitory position, and apprenticeship. Southeast bank utilized this methodology where laborer remains in affiliation and put them in honest to goodness working condition and make them advantageous in a need time allotment.

Job rotation: it may be a strategy that requires a representative to know numerous diverse positions completely different division within the affiliation. On the off chance that anyone is lost in other division for a brief time period, they can play out the work. Southeast Bank utilizes this procedure for making agent more adaptable.

Internship: Brief time planning program engineered within the affiliation. Labors are given a supervisor beneath whom they will figure out how to play out the work all the more capably. It is non-paid planning program in Southeast Bank.

Apprenticeship: it in addition just like the brief position where laborers are given a run the show by a talented agents or executives to apply the speculative thought within the affiliation where it is required.

Off the job training:



Classroom Training: In Southeast Bank, utilized think about lobby planning program where tremendous number of laborers can obtain and construct up their capacity by utilizing TV video, slides presentation which are recognized with the talk's substance. It is amazingly normal way of planning which is outstandingly important to the unused agents who have less or no clue almost the subject.

Behavioral Model: Through this show agent can construct up another conduct which is profitable toward the Southeast bank. It is amazingly practical for the agents.

Case Study: In this strategy agents are given a honest to goodness circumstance in which they got to find the issues and grant the course of action. Educator of the Southeast bank gives this technique to building up the capacities of energetic.

Compensation and Benefits of South East Bank Plc:

Meaning of Compensation:

Pay is the amount of money Brief time planning program engineered within the affiliation. Laborers are given a supervisor beneath whom they will figure out how to play out the work all the more capably. It is non-paid planning program in Southeast Bank. a representative receives as a result of their dedication to the association. It is a well-organized training program that involves modifying the work-representative relationship by providing employees with both monetary and non-monetary benefits. One essential component of the board's human resources is compensation, which boosts representatives' motivation and increases their level of authority. salary also includes installments, such as bonuses, benefit sharing, overtime compensation, recognition checks and awards, and commissions, in addition to fundamental salary. Non-monetary benefits like an organization-paid car, investment opportunities in certain situations, organization-paid housing, and other non-monetary but measurable compensation items can also be included in compensation.

Compensation is based on:

The following factors are taken into consideration:

• Employee commitments and accomplishments.

• The availability of representatives with similar skills in the commercial center.

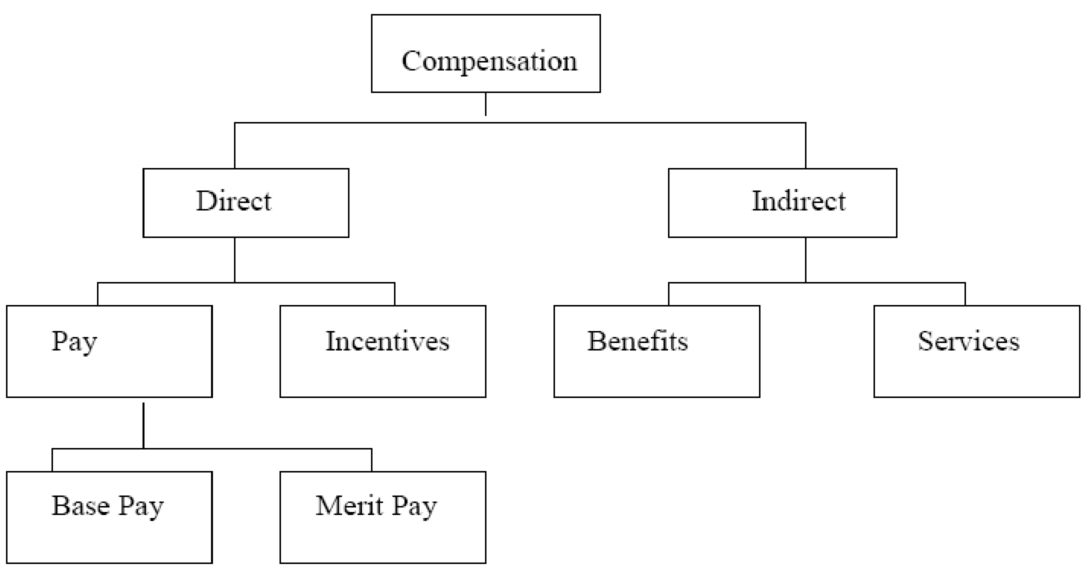
• The desire of the company to hire and retain a particular representative because of the value they are perceived to bring to the working relationship.

• The profitability of the company or the assets available in a non-benefit or open area setting; and, finally, the ability of a business to pay showcase rate pay.

Types of Compensation:

1. Direct Compensation

2. Indirect Compensation



Major Components of Compensation:

Basic wages/Salaries: These make reference to the monetary component of the pay structure, which is the basis for organizing various components of compensation. Typically, it is a set amount that may fluctuate based on annual increases or periodic pay increases. It is structured according to an individual's status within the association and ranges from grades to assessments.

Dearness Allowance: The payment of dearness compensation incentives representatives and experts to address the cost increase or expansion of goods and businesses that he consumes.

Rewards: There are several ways to pay for the reward. It usually has a set rate based on the basic salary provided annually or according to production. Additionally, the government suggests a base statutory compensation for all workers and representatives.

Commissions: Commissions paid to managers and representatives may be based on the organization's profits or advantages. It is consistently a set rate based on the goal reached.

Mixed plans: Businesses may also pay employees and other parties a combination of compensation and commissions. We refer to this configuration as a mix or blended layout. In addition to the wages paid, the Representatives may be eligible for a limited number of offers, benefits, or performance goals with a set focus.

Piece rate wages: The assembling compensation primarily consists of piece rate compensation. Employees receive compensation for each quantity they supply.

Compensation Management of Southeast Bank Ltd:

This project is committed to pursuing a fair, proactive, and flexible pay plan. The Secretary is the last expert to approve this arrangement and will periodically review and amend the strategy based on suggestions from the Project Director or Project Steering Committee. The remuneration of employees consists of:

- Basic Salary
- House Rent

- Medical Allowances and other Allowances.

The board and the relevant representatives classify pay rates. Periodically, the pay ranges for these activity grades are evaluated. There is no assigned activity grade for brief and appropriate staff. Each month, the agreements receive a single payment, and no further privileges are relevant.

Fundamental Pay: Controlled by the Finance Ministry, the fundamental pay ranges (BSRs) are analogous to the activity reviews.

House Rent Allowances: Workers receive house leasing compensation based on their assessment.

Medical Allowances: Workers may receive therapeutic stipends based on their activity grades and under circumstances that may occasionally be approved by an able specialist.

Celebration Bonus: Every year, two awards are given to all standard and perpetual representatives. Eid-ul-Fitr is one, while Eid-ul-Azha is another.

Chapter-5

Findings, Recommendation and Conclusion

FINDINGS:

The findings of the study are as follow:

Based on the discoveries displayed within the internship report with respect to the Human Asset Administration (HRM) exercises and hones of Southeast bank plc (SEBL), the taking after suggestions are made to move forward the effectiveness of SEBL's HRM division and contribute to the generally achievement of the organization.

SEBL is one of Bangladesh's most critical monetary organizations. It's troublesome for me to propose Southeast bank plc as an assistant. Human assets are massively profitable in today's commerce. I bought a few information that needs to be revised in HRD exercises.

- Each year or each six months the organization's HR division performs an representative fulfillment overview.
- Authorities who work in client benefit are enough prepared. Since work force are some of the time incapable to convey fitting reactions to client request.
- SEBL's modern staff are prepared by a proficient institution such as Bangladesh Bank, Bangladesh Institution of Bank Administration (BIBM), or by its possess preparing institution.
- The method of choosing a bank and selecting a bank isn't robotized. To create these forms less demanding banks ought to utilize human assets administration computer program to streamline this choice and determination prepare.
- SEBL as it were create a buy budget of once a year, at the begin of the financial year.
- SEBL has never utilized a legally binding office for outsourcing.
- When a bank needs to contract modern staff, it must do so on a regular basis. A bank may discover it valuable to utilize a selecting office since it helps within the look for the perfect person.

Recommendation

Upon examining and evaluating the components of this internship report, I have developed the following suggestions.

Strengthen Talent Acquisition: Should be created a vigorous and dynamic talent-gaining technique to draw in best ability from the managing an account industry.

- Moreover have to be Implement efficient enrollment forms to diminish time-to-hire and secure the finest ability expeditiously.

Leadership Development and Succession Planning: Here should be a formal administration advancement program to recognize, support, and get ready future pioneers inside the organization.

- Essential to execute a progression arranging prepare to affirm the consistent move of authority positions as portion of a long-term technique.

Continuous Learning and Development: The Bank should contribute in total preparing and improvement programs that adjust with the standards of Islamic keeping money and cater to employees' proficient development.

Employee Engagement and Well-Being: Should be created and actualized activities to upgrade representative engagement and work fulfillment.

- Have to be center on representative well-being and mental wellbeing by giving bolster administrations, such as counseling and push administration programs.

Digital Transformation and Adaptation: The Bank Should collaborate with IT and operations offices to guarantee representatives get preparing and back for advanced managing an account instruments and stages like E-Banking.

Compliance and Ethical Standards: It is essential to fortify the HR department's center on compliance with labor laws, moral benchmarks, and inside approaches.

- The Bank should frequently review HR hones to guarantee arrangement with administrative prerequisites.

Conclusion:

In conclusion, this internship report has given an in-depth examination of the Human Asset Administration (HRM) exercises and hones at southeast bank plc (SEBL). SEBL's commitment to keeping money standards and its vital approach to HRM have been scrutinized, chipping light on the one of a kind challenges and openings within the keeping money industry. The key discoveries and recommendations have been summarized to supply an all encompassing understanding of the HRM scene at SEBL.

By and large, SEBL's commitment to standards and moral benchmarks, combined with persistent endeavors to reinforce HRM hones, positions the bank for proceeded victory and development within the competitive managing an account industry. The HR division plays a urgent part in sustaining a workforce that can adjust to industry changes, keep up compliance, and maintain the bank's commitment to Islamic back, eventually contributing to SEBL's long-term victory and supportability.

Reference

https://www.southeastbank.com.bd/

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Internal documents of South East Bank PLC