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**An Evaluation of Human Resource Management Practices
of Maksons Spinning Mills Limited**



Maksons Spinning Mills Limited

Date of Submission: 10 November, 2025



**An Evaluation of Human Resource Management Practices of
Maksons Spinning Mills Limited**

Supervised by

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Program: MBA

Major in HRM

Department of Business Administration

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Daffodil International University

Date of Submission: 10 November, 2025

Letter of Transmittal

10 November, 2025

To

Dr. Mohammad Shibli Shahriar
Professor & Director MBA Program
Department of Business Administration
Faculty of Business & Entrepreneurship
Daffodil International University

Subject: Report from an internship on an assessment of Maksons Spinning Mills Limited's HRM practices.

Respected Sir,

I am pleased to submit a comprehensive internship report, which is one of the most crucial prerequisites for Daffodil International University's MBA program.

The evaluation of Maksons Spinning Mills Limited's HRM practices is the main topic of the internship report. Here, I made an effort to approach Maksons Spinning Mills Limited's whole operations objectively.

I made every earnest effort to cover every facet of the issue. Despite the challenges I had in writing this report, they greatly enhanced my comprehension of the fundamentals and significance of practical knowledge.

Finally, I would like to thank you once more for your wise counsel regarding my work and for allowing my paper to satisfy the requirements for an MBA degree.

Sincerely yours,


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Retu Biswas

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Student's Declaration

As required for the completion of the MBA degree from the Dean, Faculty of Business & Entrepreneurship, I, the undersigned, hereby declare that I have prepared the internship report, "An Evaluation of Human Resource Management Practices of Maksons Spinning Mills Limited," under the supervision of Professor Dr. Mohammad Shibli Shahriar, Department of Business Administration, Daffodil International University. Additionally, it is stated that this report was written exclusively for academic purposes and has not been submitted—and will not be submitted—for any other reason.


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Retu Biswas

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Certificate of Supervisor

I thus attest that, in order to complete the requirements for the Master of Business Administration degree, Retu Biswas, ID No. 241-14-004, a student in the MBA Program, Department of Business Administration, Faculty of Business & Entrepreneurship, Daffodil International University, has prepared the internship report entitled "An Evaluation of Human Resource Management Practices of Maksons Spinning Mills Limited."
Submission of the report is suggested.



.....

Dr. Mohammad Shibli Shahriar

Professor & Director MBA Program

Department of Business Administration

Faculty of Business & Entrepreneurship

Daffodil International University

Acknowledgement

The Almighty is so gracious that he allows me to complete the assignment on time. Everything needs assistance from a variety of sources to be completed. It also gives me great pleasure to express my gratitude to many people for their invaluable support and encouragement, which both directly and indirectly helped me to create this report. First and foremost, I would want to express my profound thanks to my supervisor, Dr. Mohammad Shibli Shahriar, who is a professor and the director of the MBA program at DIU's Department of Business Administration, for his unwavering guidance. For me, his advice and remarks on how to improve the report were a huge source of inspiration.

I would especially like to express my gratitude to all of the Maksons Spinning Mills Limited members and colleagues who have contributed various forms of data for this study.

Lastly, I would want to express my gratitude to everyone who has supported me during this process.

Executive Summary

The Ready-Made Garments (RMG) sector began to grow in Bangladesh in the late 1951s, mostly as an export-oriented sector. The RMG sector has grown to be a significant economic force in Bangladesh, influencing the financial services, communications, transportation, and other associated businesses. The RMG sector has significantly impacted society. 1.2 million women now have jobs and are financially independent thanks to it, which has helped Bangladesh become known as a modern, progressive nation. The clothing industry is playing a crucial part in keeping people up to date with the latest technological advancements in this age of globalization. Bangladesh's ready-made clothing industry has grown to be the sector with the highest foreign exchange earnings. Two sectors contribute to the clothing industry's yearly national export revenue. They are knitwear and woven clothing. The application of HRM in clothing has sped up, simplified, and improved the comfort of its operations. The report's introduction is included in Chapter 1. This chapter covers the report's history, goals, methodology, study scope, significance and limitations, and lack of experience. Maksons Spinning Mills Limited's company profile is covered in Chapter 2. This section includes the historical background, group specifics, directors, mission, vision, and aims of Maksons Spinning Mills Limited. The Conceptual Framework of Human Resource Management is covered in Chapter 3. Chapter 4 included Maksons Spinning Mills Limited's human resource management, acquisition function, HR strategy, and hiring procedure. function of Maksons Spinning Mills Limited in training and development. training goals, motivational factors, and, lastly, the structure of wages and SWOT analysis. Findings, Suggestions, and Conclusions, Chapter 5. The top research-based clothing company in the world, Maksons Spinning Mills Limited, has the resources and expertise to offer a solid foundation for solid growth in the quickly evolving healthcare sector of today. Several mergers and acquisitions have resulted in Maksons Spinning Mills Limited. Maksons Spinning Mills Limited became the largest clothing firm in the world as a result of the merger. Due to superfluous employees that are highly challenging to manage, mergers also lead to disagreements. Bangladesh had to adapt to the shifting global market, but it did not endure staff layoffs. The management of Maksons Spinning Mills Limited understands the value of sound. human resource and has been actively working to implement rules that would ensure the firm has a robust workforce.

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Chapter: 1

Introduction

1.1 Introduction

Bangladesh's fastest-growing export industry is ready-made garments. One of the most important social and economic trends in modern Bangladesh is undoubtedly the overall effect of the exports of ready-made clothing. The government of Bangladesh has implemented an open-door policy to draw in international investment in order to promote the nation's rapid growth, especially through industrialization. As a result, Bangladesh produces over 2500 ready-made clothes with an emphasis on exports, mostly in Dhaka, Gazipur, and Chittagong. One of Bangladesh's emerging manufacturing and apparel companies, Maksons Group, works to serve the nation and its people by assembling and marketing clothing items that are believed to be of excellent quality. The company was founded in 1993 and has a plant in Ashulia, Dhaka. Maksons Group has been driving innovative and creative clothing products in the external market since its founding. The Maksons Group, one of Bangladesh's fastest-growing 100% export-oriented sourcing companies, focuses on global clothing promotion while assembling a variety of ready-made clothing items. As representatives of production line proprietors, we have devoted a considerable amount of time to weaving and weaving tops and bottoms. In summary, Maksons Group is a one-stop shop where all of a customer's clothing-related needs are met to the highest standard since our workmanship is "dependably the best quality." We welcome requests from buyers, merchants, wholesalers, and experts across the world. The Maksons Group also leads creative projects to address underserved non-native interests. The goal of Maksons Group is to satisfy customer needs while achieving commercial splendor via quality. To ensure that the products are predictable, this industry strives for a quality management system. Additionally, it complies with all national regulatory requirements in its commercial endeavors and follows the BGMEA's recommendations for Good Manufacturing Practices (GMP) to ensure proper administration. The Maksons Group's management is dedicated to upholding its value responsibility, and all employees follow established procedures to ensure that the products meet quality standards. This firm has a quality team of specialists who are fully committed to quality. The organization's human resources are a resource that is constantly ready for the continuous improvement of work methods. The company also started shipping its products to both developed and developing countries worldwide.

1.2 Background of the Study

I was given the task of doing an internship at Maksons Spinning Mills Limited as a prerequisite for the Master of Business Administration (MBA) degree under the Faculty of Business and Entrepreneurship at Daffodil International University (DIU). The internship ran from May 1 to July 31, 2025, for a total of 90 working days. I was assigned to the company's HR Division during this time, where I was able to obtain practical experience and understanding of the HR operations.

Gaining a thorough understanding of the various facets of HR operations at Maksons Spinning Mills Limited was the main goal of this internship. This report provides a thorough analysis of the information, expertise, and abilities I gained during the internship.

1.3 Origin of the Study

In the modern world, a student cannot become competitive with the outside world alone through academic education. To acquire ideas, expertise, and experience, internships are essential.

The MBA program at Daffodil International University, one of the most prestigious private universities in Bangladesh, has been planned to generate graduates who meet international standards. One student must enroll in a three-month internship program with an organization after earning 39 credit hours.

One location where I may learn about HRM operations is Maksons Spinning Mills Limited. I have had the chance to work with this corporation for three months as an intern student, giving me an understanding of the actual HRM operations that take place within the company.

1.4 Scope of the Study

The company's guiding idea is to build and preserve safe, solid relationships with merchants and buyers while also supporting the consumer outside of the buyer-seller relationship in an effort to make sure that everyone may prosper and advance.

The study will also assist us in comprehending the contribution of ready-made clothing to the nation's socioeconomic growth.

It will make it more difficult for Maksons Group to export its clothing products.

1.5 Objectives of the Study

Board Objective:

The board objective of the study is to find out and analyze the Human Resource Management Practices of Maksons Spinning Mills Limited.

Specific Objectives:

- 1) To know the human resource management practices of Maksons Spinning Mills Limited.
- 2) To evaluate the human resource management practices of Maksons Spinning Mills Limited.
- 3) To find out the problems related to human resource management practices of Maksons Spinning Mills Limited.
- 4) To provide some suggestions to overcome the problems.

1.6 Methodology of the Study

The study's methodology has been planned in the following manner.

Sources of Data: The data comes from two sources. These are as follows:

- (a) Primary Information
- (b) Secondary Information

The following methods were used to get the primary data:

- 1) Maksons Spinning Mills Limited's purchasers
- 2) Workers

The following sources were used to get the secondary data:

- 1) Various HRM circulars published by the BGMEA
- 2) Maksons Spinning Mills Limited's annual reports
- 3) Maksons Spinning Mills Limited's company profile

1.7 Limitations of the Study

There were certain restrictions when writing this term paper. Here are a few of the restrictions:

It was not feasible to conduct extensive study in the allotted three months.

- The confidentiality of the corporation made it challenging to gather pertinent data and documents.
- The staff members were not sharing their private information.
- The majority of employees lack knowledge. Thus, their response was inadequate.
- Because management is so busy, they were unable to assist me with the report preparation.

Chapter: 2

Company Profile

2.1 History of Maksons Spinning Mills Limited

Founded on September 25, 2003, Maksons Spinning Mills Limited is one of the biggest spinning mills in the nation. It has been in the textile industry for more than 15 years and has grown to a capacity of over 100,000 spindles, making it one of the largest yarn makers with an annual output capacity of 20.65 million kg. In order to better serve its clients, Maksons produces a variety of yarns, unlike other companies in its industry. Maksons produces a variety of yarns, including cotton card, combed, slub, organic, BCI, and compact yarn. Its priorities go beyond simply making various kinds of yarn; it also prioritizes giving its clients the highest-quality goods at competitive prices. Maksons sources its cotton from globally renowned cotton producers like US Cotton, BCI Cotton, and Organic Cotton and is certified.

Because of its substantial financial resources, broad management experience, and moral business conduct, Maksons Group is a prominent player in both the corporate world and our community today.

More than 15 years of cumulative knowledge within Textile, RMG, various supporting and relative industries along with pioneering attitude and a search for comprehension and expansion - are what have brought MAKSONS to where it is today. MAKSONS GROUP has made profitable investments and operates in every industry in the nation. MAKSONS continues to search the nation for additional promising industries. Explore our history now, both in text and image format.

2.2 Mission

Our group's goal is to deliver top-notch products to our esteemed clients while upholding the highest ethical standards in all aspects of business operations.

2.3 Vision

We view business as a tool to promote the welfare of stakeholders, shareholders, and society at large while adhering to national interests.

2.4 Objective

Our primary business objective is to conduct transparent business operation within legal and social framework with aims to attain the mission with qualitative/quantitative target in business operation.

2.5 Financial Management Policy

The goal of all financial policies, including those pertaining to investments, dividend payments, and other relevant matters, is to optimize the organization's worth for the benefit of shareholders and stakeholders.

2.6 Objectives or Goals

As corporate citizens, it is our responsibility to integrate communities and neighborhoods into the development process in order to strengthen them. For a healthier planet, we are concerned about protecting the mother-nature ecosystem and ensuring environmental sustainability. We are in the business of making money so that the world can move toward more practical products, services, and solutions.

Among the many goals of the Thermax Group are:

- To boost production.

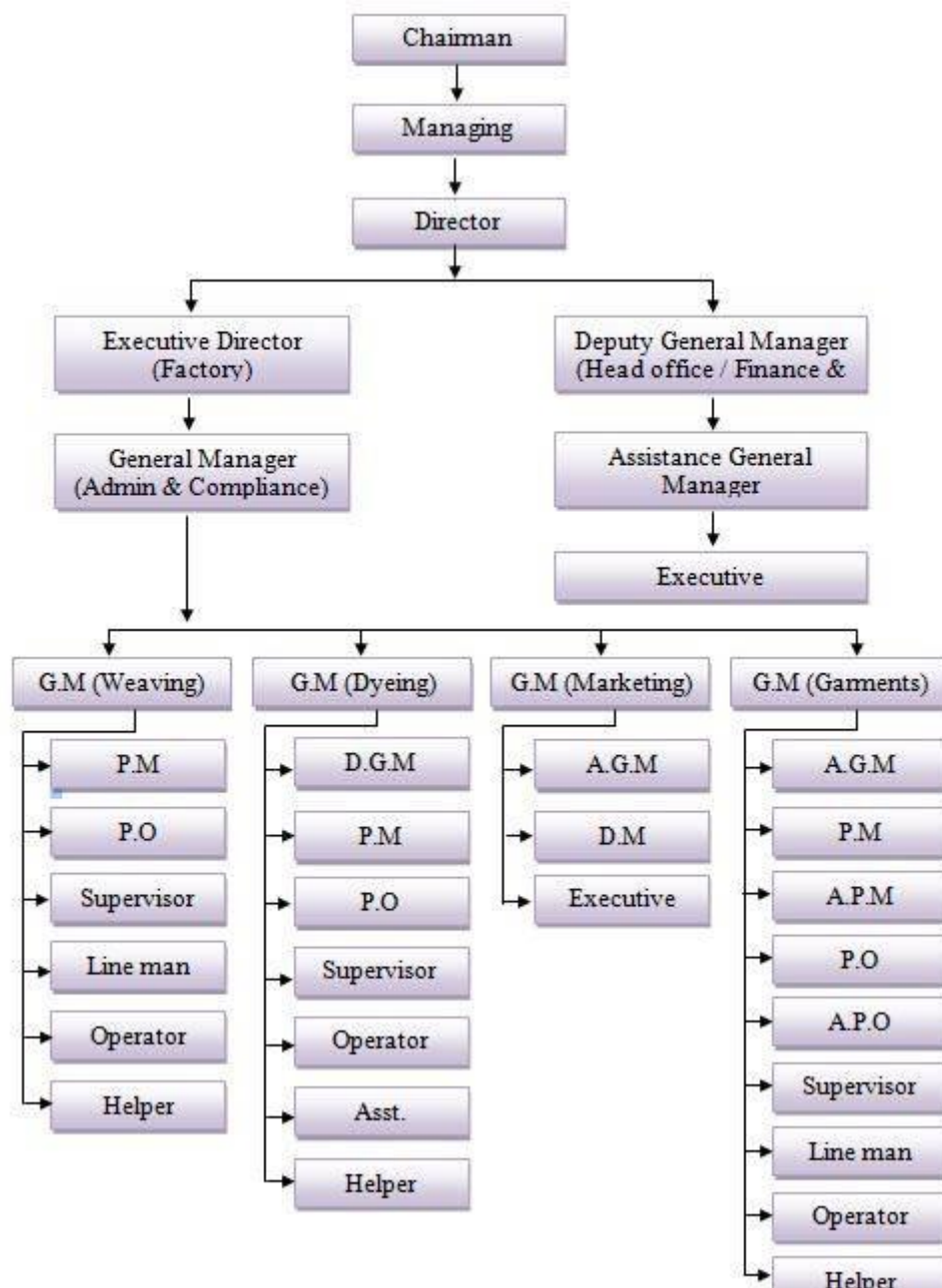
- To increase employment with the least amount of investment.
- To maintain competitiveness in both internal and foreign markets.
- To minimize imported inputs while optimizing export revenue.
- To lessen the disparity in pay between the highest and lowest employee groups.

2.7 Compliance of Maksons Group

We have a policy regarding compliance. Our compliance policy is founded on the SA-8000 local labor laws and the key buyers' code of conduct. The factory complies completely with Bangladeshi labor law and the ILO. They are as follows:

- No Child Labor.
- No Forced Labor
- Ensure Minimum Wages.
- Facilitate Free recreational activities for all staff & workers.
- Gratuity case department
- Provident Fund for all workers & employees.

2.8 Organogram of Maksons Group



2.9 Internship Duties and Position

As part of the MBA program's internship requirement, I worked there for three months as an intern at the DIU Department of Business Administration. An Assessment of Maksons Spinning Mills Limited's Human Resource Management Practices is the topic I was given by my respective supervisor, Dr. Muhammad Shibli Shahriar, Professor and Director of the MBA Program. I worked under a human resource manager and HR officer throughout my internship, and I saw a variety of his duties. Additionally, I noticed conformity.

There are four HRD functions in this company. These include the HRD's acquisition, development, motivation, and maintenance functions. Planning, recruiting, selecting, and socialization are all part of HRD's activation function. The process by which an organization makes sure it has the appropriate amount and types of people, in the appropriate locations, at the appropriate times, and capable of efficiently and successfully doing those tasks that will help the business achieve its overall goals is known as human resource planning.

Chapter: 3
Human Resource Management Practices of
Maksons Spinning Mills Limited

3.1 Introduction

An organization's most precious and distinctive assets are its people. In an era where economies are changing and the world has become a global village, effectively managing an organization's human resources is an exciting, dynamic, and difficult undertaking. The human resource function has become even more complex due to the lack of skilled workers and the rising demands of the modern worker. All managers in an organization are responsible for the actual management of human resources, even though the human resource department is in charge of certain human resource functions and activities.

3.2 Functions of HRM

1. **Recruitment:** Attracting, hiring, and retaining a skilled, dedicated, and highly motivated personnel takes a lot of effort and resources. Possibly one of the most fundamental HR tasks is this one. This work involves a number of components, including creating a job description, posting job openings, screening candidates, interviewing them, extending offers, and negotiating pay and benefits. Businesses that respect their employees invest much in hiring and staffing services.
2. **Training and Development:** All employees, both newly hired and current, must receive on-the-job training and refresher courses from the HR department. Lack of training possibilities simply makes employees more frustrated, as this is the second most crucial function.
3. **Professional Development:** Successful HR departments provide employees with chances for advancement, leadership development, and education, all of which enhance the company's performance. Employees will feel valued and cared for by the team and organization if they are sponsored for training, trade exhibits, career progression seminars, and corporate social responsibility.
4. **Ensuring Legal Compliance:** Protecting the organization's ongoing existence requires adherence to labor, tax, and employment regulations. Because noncompliance can impact productivity and ultimately the company's profitability, HR must be informed of all mandatory laws and rules pertaining to employment practices, working conditions, tax

allowances, required working hours, overtime, break periods, minimum wage, and discrimination policies.

3.3 Objective of HRM

Every company has objectives. Alvin's organization is a for-profit business; hence its main objective is to turn a profit for its owners. The corporation wants to produce the best appliances at the lowest cost for the highest profit margin in order to turn a profit. Additionally, the business aims to take as large a portion of the kitchen appliance industry as it can. And in order to achieve these objectives, human resources are required.

3.4 Human Resource Management Activities of Maksons Spinning Mills Limited

Human Resource Management

Human Resource Management is the organizational function responsible for the recruitment, placement, training, and development of employees. People are one of the most valuable resources of any organization, as they provide the talent, skills, creativity, effort, and leadership that drive organizational performance.

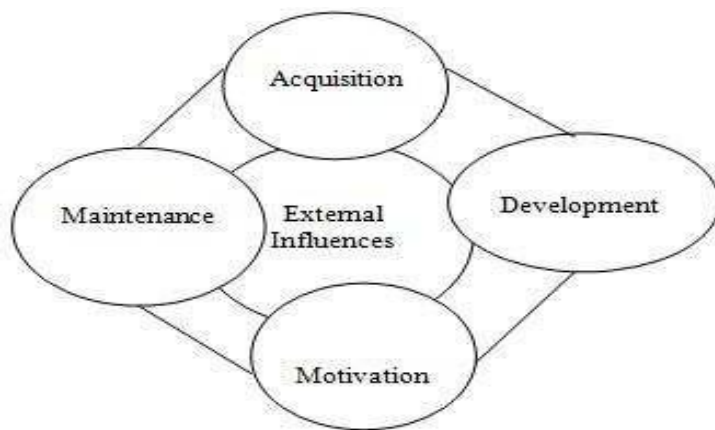
Acquisition

The acquisition function of HR involves planning and recruiting within the organization. At Maksons Spinning Mills Limited, the HR department first determines how many vacancies exist, in which departments they occur, and the procedures to be followed for recruitment. It also defines the qualifications and qualities required for each position and sets the time frame for completing the recruitment process.

Development

The development function of HR at Maksons Spinning Mills Limited focuses on three main areas:

1. **Employee Training:** Conducted to help employees adapt their attitudes and behaviors to align with coworkers and the work environment.
2. **Management Development:** Aimed at enhancing managerial skills and competencies to improve leadership and decision-making abilities.
3. **Career Development:** Focused on long-term employee growth within the organization, ensuring sustained performance and professional advancement.



Motivation

The motivation function involves activities related to rewards, job evaluation, compensation, and employee benefits. At Maksons Spinning Mills Limited, this function is designed to encourage employees to perform better and remain committed to their work. Motivation practices are commonly applied in the production units of the garments sector and in the sales department of the real estate division.

Maintenance

The maintenance function ensures that employees work under proper conditions and follow established rules and regulations. It also focuses on addressing employee concerns—when issues arise, management takes necessary steps to resolve them promptly.

3.5 Human Resource Management Objectives of Maksons Spinning Mills Limited

Putting the right guy in the right position is one of the goals of human resource management techniques. The scope of appropriate and maximum exploitation of human resources has become easy and vast due to the innovations in devices to pick the right guy for the right role through professional guidance and counseling programs, as well as various examinations and exams.

The following goals are crucial and can be briefly explained. The achievement of these goals will enable HRM to succeed.

To improve workers' productivity and abilities:

- 1) The company's primary goal is to increase the productivity and proficiency of its workforce.

- 2) To guarantee effective staff performance: HRM may guarantee effective employee performance. All levels of effective performance can assist the business in reaching its productivity goals.
- 3) To alter employee behavior: Firm actions might be carried out with the intention of altering employee behavior. Changes in behavior might guarantee a decrease in resistance to change.
- 4) To Train Subordinates: Educating subordinates for efficient performance is the fourth goal of the company.
- 5) To raise job satisfaction: HRM strives to raise job satisfaction because it is necessary for appropriate performance and products.
- 6) To create efficacy: To ensure that all organizational programs are HRM-acts restless. As a result, all policies are precisely formulated.
- 7) To attract quality personnel: HRM establishes its goals since an organization cannot function without quality personnel.
- 8) To ensure that human resources are used effectively, the company should endeavor to assign them the right tasks and ensure that everything is completed on time.
- 9) Coordination between various organizational sections: Through coordination between various organizational sections, HRM is able to establish its goals and see them through to completion.
- 10) To improve working circumstances within the company: Improving working conditions within the company is another goal of the company.

3.6 Environment

The two environments are as follows:

The external environment of Maksons Spinning Mills Limited includes the legal and political environments as well as globalization. Bangladesh's political climate is unstable and changing quickly every day. Maksons Spinning Mills Limited takes the political climate very seriously as a result. The clothing industry is Thermax Group's primary business. Although we are aware that the apparel industry is export-oriented and operates under export laws and regulations, Maksons Spinning Mills Limited takes globalization into account due to its global product. Think about the world's problems

Thermax Group's internal environment:

- 1) Workforce Change: Maksons Spinning Mills Limited constantly modifies its workforce structure in an effort to preserve a diversified workforce, handle employee conflicts, and offer family-friendly benefits.
- 2) Changing Skill: Maksons Spinning Mills Limited provides training programs in an effort to improve employees' skills.
- 3) Maksons Spinning Mills made little attempt to increase the organization's efficiency through corporate rightsizing. The span of control is increased by efficiency.
- 4) Re-engineering: Using the updated information to modify the technology.
- 5) Work-Site Decentralization: Maksons Spinning Mills Limited uses decentralized work-sites in order to locate qualified workers. For instance, managers will need to oversee and control the work at HRM decentralized work sites and set up a compensation structure that reflects this work arrangement.
- 6) Union: Unions represent workers and work to increase management's efficacy and efficiency.

3.7 Human Resource Planning

"Manpower planning" is what human resource planning is. HR planning is the process of gathering and using human resources in the appropriate location and quantity to carry out the job. The following are some of the reasons why HRP is necessary: Talent Reserve Because there are skilled workers on hand to complete the duties at hand, Maksons Spinning Mills Limited has included the point in the HRP.

Get People Ready for the Future: Because HRP staff are highly skilled, they can handle any meeting or issue that the employee is completely unaware of.

3.8 Strategies of HRP at Maksons Spinning Mills Limited

Maksons Spinning Mills Limited used the following strategy: Productivity Plan: The trainer provided guidance on how an executive may increase their level of expertise and output.

Training Outcome & Retention: Following the training program, some employees leave the company, while others stay on to ensure the organization's survival.

3.9 Techniques of Designing Job by Maksons Spinning Mills Limited

There are four categories of job design techniques: job simplification, job expansion, job rotation, and job enrichment. However, Maksons Spinning Mills Limited typically uses two of the four pieces. Maksons Spinning Mills Limited performs the first job rotation, in which an employee moves from one department or unit to another. However, job enrichment that increases his or her duty and responsibility also benefit the individual.

3.10 Recruitment

The process of getting qualified candidates to apply for available positions is known as recruiting. Today, effective recruiting is more crucial than ever for a number of reasons. To start, the ease of hiring tends to fluctuate with the state of the economy and unemployment rates. It might be challenging to find the best incentives for recruiting and employing staff. Recruitment at Maksons Spinning Mills Limited is split into two categories: 1) Internal Hiring 2) Hiring from outside.

Internal Recruitment: There are three methods used by Maksons Spinning Mills Limited to fill vacancies left by departing employees: promotion, demotion, and transfer.

Promotion: Change his position to increase his pay, benefits, and responsibilities.

Demotion: When an employee does not meet goals, they follow the system.

A transfer is when an employee moves from one unit to another to cover a vacancy.

2024 Internal Hiring

Internal Recruitment	Number of Employee
Promotion	65
Demotion	13
Transfer	25
Total	103

External Recruitment:

Maksons Spinning Mills Limited occasionally hires people from outside the company. They hire the worker from outside the company. They use employee agencies, online advertisements, and newspapers to find new hires. The majority of last year's hires were found through newspaper ads. Maksons Spinning Mills Limited occasionally hires interns.

External Recruitment	Number of Employee
----------------------	--------------------

Newspaper Ads	15 (2024)
Employee agencies	5 (2024)
Internet Ads	25 (2024 by Bdjobs)

Sub-Contracting:

When Maksons Spinning Mills Limited needs a lot of workers for a short-term project, they could choose to use a subcontract. Maksons Spinning Mills Limited's Garments completed this kind of deal last month.

No. Employee	Name of Company	Duration
235	Abul Khare Agency	For Two & half Month

3.11 Selection

Selection

Selection is the process of screening and choosing suitable candidates from a large pool of applicants to fill organizational positions.

Preparation

During the preparation stage, interviewers plan the interview process. This includes deciding what types of questions to ask, reviewing applicants' resumes, identifying their strengths and weaknesses, and ensuring that the interview environment is properly arranged to create a professional atmosphere.

Information Exchange

In this stage, the interviewer interacts with the applicant to exchange information. The interviewer asks relevant questions to assess the applicant's skills, experience, and suitability for the position, while the applicant also learns more about the organization and the job role.

Termination and Evaluation

At the end of the interview, the interviewer evaluates the applicant's overall performance. If the interviewer is not satisfied, the candidate is not selected. However, if the applicant performs well and shows alignment with the organization's rules, regulations, and values, they may be considered for employment.

Orientation

Maksons Spinning Mills Limited organizes an orientation program for newly appointed officers. During this program, new employees are introduced to the organization's rules, regulations, culture, and key personnel holding important positions. The orientation helps new

employees understand the “dos and don’ts” of the organization and adjust smoothly to their new work environment.

3.12 Training and Development

Training is useless. It is a technique to improve an employee's ability to perform a specific task. Training and development are similar, but training is focused on the here and now, while development is focused on the future.

Method of Training:

Although there are many different kinds of training methods, Maksons Spinning Mills Limited only uses one. That approach split into two parts. The two types of training methods are on-the-job and off-the-job, and they are as follows:

An employee who receives training in the same setting in which he must work is said to be using the on-the-job training method.

1. Coaching: This kind of approach is typically used by a supervisor to teach a subordinate job knowledge and skills. Although Maksons Spinning Mills Limited does not organize this kind of approach, some top staff members do.

2. Rotation: Maksons Spinning Mills Limited uses this technique by moving employees from one unit to another.

Special staff meeting: Typically, a manager will set up this kind of meeting with a subordinate. importance of the meeting for the daily, weekly, or monthly work schedule

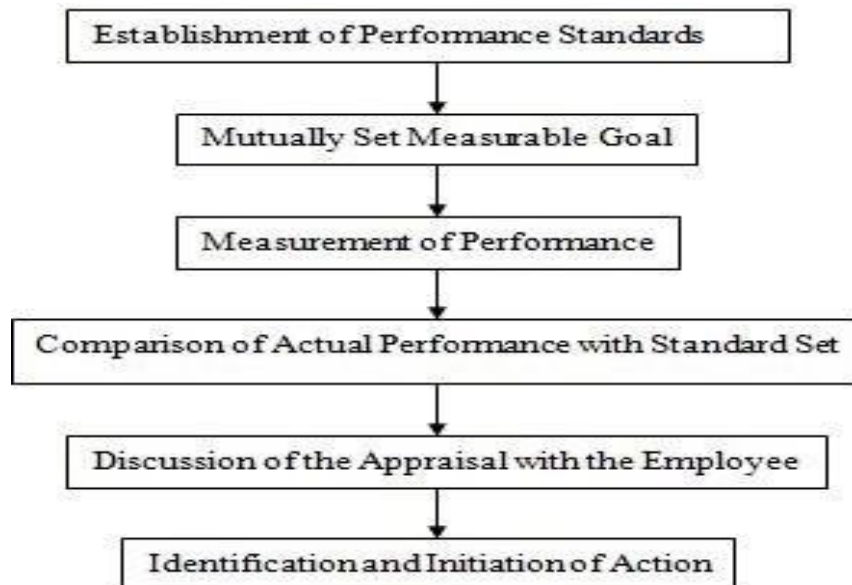
Method of off-the-job training: An employee can receive training away from their workstation through off-the-job training. Maksons Spinning Mills Limited does this so that staff members can focus entirely on the training program. The "off-the-job training method" that Maksons Spinning Mills Limited uses is limited to two types.

1. Vestibule Method: This approach uses a space that simulates a real working environment to deliver training. It is typically carried out in Maksons Spinning Mills Limited's clothing division.

2. Conferences and Seminars: Exclusive to senior officers, conferences and seminars are held in the head office. Employees arrive at the corporate office to attend the program on the day of the seminar or conference. Performing the case study is another step in the methodology.

3.13 Performance Appraisal of Maksons Spinning Mills Limited

Procedure of manager use to compare an individual's job performance to the standard or objective establish for his or her job. Some process PA, which are given below:



At the management level of Maksons Spinning Mills Limited, a performance level is decided upon, discussed with employees, and then mutually agreed upon. Following an employee's performance, management compares their performance to the standard and actual levels. Lastly, if necessary, they act.

3.14 Method of Performance Appraisal Using Relative Standard

Maksons Spinning Mills Limited comparisons, which indicate relative standards, are occasionally separated into two categories, which are listed below:

Ranking in Order:

Compare two or more, which could be competition between or within units. Comparisons between the sales team and customer service, the production unit and sales team, and two units are made every six months.

Personal Ranking:

Performance determines individual ranking; Maksons Spinning Mills Limited creates a list of higher and poorer performance each month. that rivalry between two individuals inside a department or team, such as the buying, promotion, customer service, or sales departments.

3.15 Motivation Function of Maksons Spinning Mills Limited

Motivation refers to the set of internal and external forces that drive individuals to behave in particular ways. It is not only influenced by an employee's personal disposition but also by environmental factors surrounding the job. An employee's performance within an organization depends on two key elements: their ability to perform and their willingness to do so.

Motivation represents this willingness—it is the desire to act in a way that fulfills personal or organizational needs. According to L.A. Allen, *“Motivation is the work of a manager who inspires, encourages, and impels people to take the required action.”*

At **Maksons Spinning Mills Limited**, motivation is provided through goal-oriented, continuous, and non-monetary initiatives designed to improve employee performance and satisfaction.

Reward

Rewards serve as positive reinforcements that encourage desired behavior within an organization. They influence employee attitudes, behaviors, and motivation. Therefore, managers must recognize the significance of an effective reward system. **Maksons Spinning Mills Limited** uses rewards to positively shape employee behavior, enhance motivation, and ensure compliance with organizational rules and regulations.

The company follows a structured reward system similar to that of the **Thermax Group**, which includes intrinsic, extrinsic, financial, and non-financial rewards.

Intrinsic Rewards

Intrinsic rewards are the personal satisfactions employees gain from the work itself. These are self-generated feelings of accomplishment and growth. Examples include:

- A sense of achievement after completing a task or objective
- Participation in decision-making
- Job variety and diversity of activities
- Greater autonomy and discretion at work
- Opportunities for personal development and skill enhancement

Extrinsic Rewards

Extrinsic rewards are external to the job and are provided by the organization or management. They are tangible and often formal in nature. Examples include:

- Monetary compensation
- Promotions
- Recognition and appreciation

Financial Rewards

Financial rewards directly enhance an employee's economic well-being. These include:

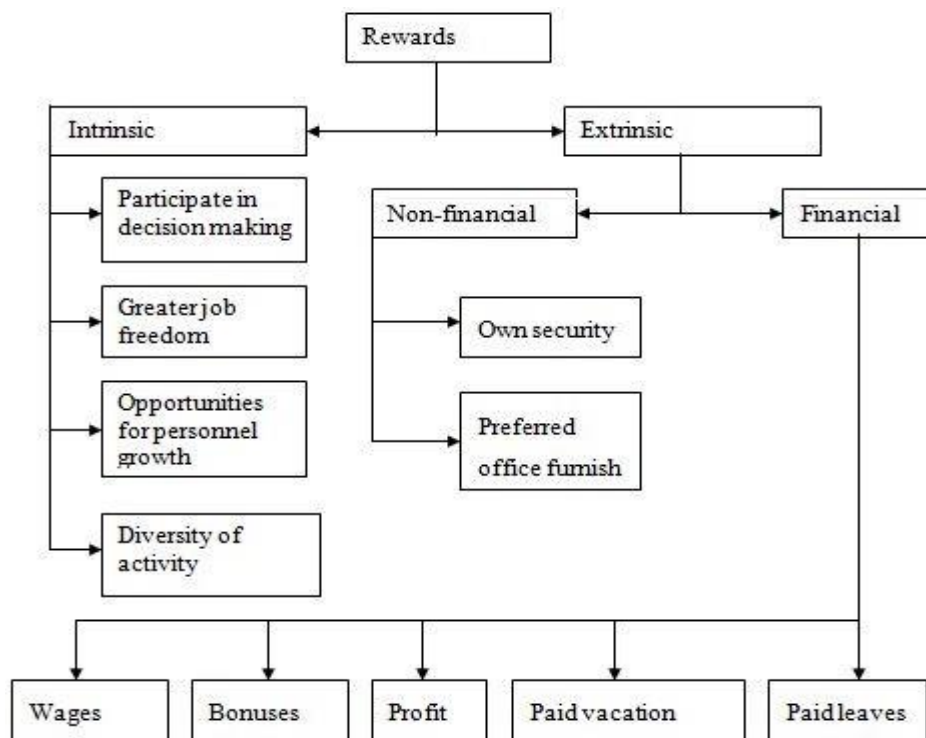
- Wages and salaries
- Bonuses
- Profit-sharing schemes
- Paid vacations
- Paid leave and other financial benefits

Non-Financial Rewards

Non-financial rewards do not directly improve an employee's financial status but contribute to their overall job satisfaction and sense of belonging. Examples include:

- Job security
- Comfortable and personalized office furnishings
- Recognition of performance
- Opportunities for career advancement
- Positive workplace culture

3.16 Reward System of Maksons Spinning Mills Limited



3.17 Payment System of Maksons Spinning Mills Limited

Salary: The monthly salary ranges from Tk. 13000.00 to Tk. 100000.00. Tk. 1500.00 is increased to Tk. 20000.00 annually.

Salary Structure: Gross Wages = Basic + House Rent (30%) + Medical Allowance.

Attendance bonuses are given to employees based on their position. It might be between 100.00 and 300.00 Taka.

Administrative workers like security guards, cleaners, and loaders are also included by these wage structures.

System of Incentive:

incentive offered for productivity or sales. That was split up into the three listed below;

Piece Work: This type of incentive structure penalizes the employee for every output unit. The degree of effectiveness and efficiency has been established. Maksons Spinning Mills Limited typically uses this payment method. either a weekly or daily payment.

No. of Employee Gets	Total Money
53	$53 \times 525 = 27,825$

Production Bonus: A worker receives a bonus for surpassing targets in output. An employee receives that kind of bonus when they surpass the output goal. These advantages are also provided by clothing alone.

No. of Employee Gets	Total Money
83	$83 \times 1157 = 96,031$

Fringe perks: The additional perks given to employees beyond their regular wage or salary are referred to as fringe benefits. fringe advantages provided by different organizations in different formats. Two of these are listed below and are followed by Maksons Spinning Mills Limited: The Factories Act states that paid holidays are permitted. Adult employees are entitled to weekly paid holidays, ideally on Fridays. This kind of payment is provided by Maksons Spinning Mills Limited's clothing.

- Shift Premium: Workers who must work unusual hours are paid more by Garments of Maksons Spinning Mills Limited, which operates the second and third shifts. The second and third shifts begin at 5 p.m. and end at 9 a.m. The Labor Act of 2006 states that "Normal Salary*1.5=Shifting Salary" applies to those shifts, but Maksons Spinning Mills Limited provides "Normal Salary*1.2=Shifting Salary."

Maksons Spinning Mills Limited has a vacation system in place. Workers in the mining, manufacturing, and plantation industries put in 240 days of work; adults receive one day's pay every 20 days, while children receive one day's pay every 15 days.

3.18 Work Place Environment of Maksons Spinning Mills Limited

The environment has a big impact on how well every employee performs. According to Bangladeshi labor laws and regulations as well as the ILO, Maksons Spinning Mills Limited closely upholds hygienic and healthful practices. Thermax Group offers a safe, well-ventilated, and healthy atmosphere in addition to the necessary working space for mobility to carry out operations efficiently. Enough space has been set up for personal safety, hygienic restrooms, and a clean dining area with safe drinking water.

Safety: They take the utmost care to prevent mechanical, chemical, and fire hazards at work. Along with fire safety supplies like fire hydrants, smoke and fire detectors, enough of all kinds of fire extinguishers, gas masks, lock cutters, etc., there are obviously noteworthy evacuation zones and routes to be used in an emergency.

Medical & Daycare Center: Maksons Spinning Mills Limited understands the value of its employees' physical and mental health since it is essential to their productivity and efficiency. Every manufacturing facility has a suitable set of medical facilities for its workers. Employees receive free medical care and medication. To handle medical emergencies and employee health concerns, there are enough full-time physicians and qualified paramedics on staff. Additionally, there are enough daycare facilities set up. They have toys and beds that are dry and clean. Additionally, the workers' children receive free hygienic food.

System of Attendance

Maksons Spinning Mills Limited has an attendance system, much like any other firm. Every employee is required to have their card punched by 9:20 a.m., which is the entry time of Maksons Spinning Mills Limited.

Get Out of the Facility

Maksons Spinning Mills Limited's Leave System Sick Leave (SL) is 14 days, Earn Leave (EL) is 16 days, and Casual Leave (CL) is 10 days. After a year of employment, an employee is eligible to receive paid time off. Three months of paid maternity leave and an extra six months of unpaid leave.

3.19 Disciplinary Actions of Maksons Spinning Mills Limited

The four levels of discipline are usually as follows: verbal warning, written warning, suspension, and dismissal. Maksons Spinning Mills Limited determines and pays cuts in two more steps:

Oral Warning: A supervisor will often offer an oral warning. This kind of warning is carried out in a casual and private setting.

Written Caution: It comes after the verbal warning. It is a formal warning—that is, a warning accompanied by documentation—that management issues to an employee.

Suspension: When a worker disregards the Sag's policies and procedures. The worker is then treated fairly by Maksons Spinning Mills Limited. It usually happens in the clothing industry.

Demotion: Maksons Spinning Mills Limited demotes employees who are unable to carry out their duties.

Dismissal: Rejecting an employee's issue is a kind of punishment. Only the most serious offenses should be dismissed. A fired employee is not eligible for any service benefits, fines, or fair treatment from the company. It is quite difficult for these workers to get employment.

For instance, a Maksons Spinning Mills Limited employee was disciplined by dismissal rules after stealing Tk. 75 lac.

3.20 Relationship between Employers, Employee-Customer

There is a good working relationship between staff. However, little disagreements can occasionally turn into personal conflicts. Also concentrating as a customer then some trouble develop, because of Maksons Spinning Mills Limited doesn't payment on due time.

3.21 Compliance and Human Resource Department

The business is fully cognizant of the buyers' compliance needs. In order to safeguard the buyer's brand, they always prioritize preventing child labor, abuse, forced labor, employment, etc.

- A spacious workspace that is well-lit and ventilated.
- The provision of clean restrooms.
- A sufficient amount of drinking water that has been filtered.
- Every working area has sufficient fire apparatus.
- There are enough exits for safety.

Maksons Spinning Mills Limited consistently gives its employees the highest compensation possible since they think that they are the most powerful force behind creation. Maksons Spinning Mills Limited provides additional facilities to reduce employee turnover in addition to upholding local labor laws, rules, and regulations regarding wage payment.

Continuous training is crucial for an organization's competitive existence in order to meet the ever-evolving demands of the global market and utilize modern technology to their fullest potential.

In an effort to reach the highest standards, the group regularly sets up skill training.

Maksons Spinning Mills Limited have achieved RMG certificate and maintaining its all principles to uphold the rights of workers. Maksons Spinning Mills Limited has a meaningful composition of line and staff level management as well as blue- and white-collar workers.

Chapter-04

Analysis and Findings

4.1 Findings of the Study

1) Unskilled Employee: The majority of the staff members lack experience, education, and skills. As a result, they perform their tasks inefficiently. It makes a given task take longer to complete and raises the cost of production.

2) Absence of Orientation: Workers must complete orientation on the day they join, but they are not doing so because of a lack of time and a heavy workload.

3) A poor policy for training and development: Maksons Spinning Mills Limited does not have an ongoing training program. To learn something correctly, a long-term training regimen is always necessary.

4) Lack of Trade Union: There is not a trade union within the company.

5) Inadequate Computer Facilities: For their everyday tasks, they have utilized a small number of computers in the office. Many workers occasionally have to wait to use the computer. The internet is also moving too slowly.

6) Life Insurance Policy: Group Insurance policy is followed by Maksons Spinning Mills Limited.

7) Reward for Performance: The organization has motivated the different personnel and provides different facilities to get best effort from them.

Chapter-05

Recommendations and Conclusion

5.1 Recommendations

The following are the specific recommendations based on the findings:

- 1) To hire experienced workers: Workers should be hired with relevant backgrounds and trained in the necessary areas.
- 2) An orientation program must be organized; this should begin on the day the employee joins. It will make it easier for employees to learn about the company.
- 3) Need Professional Trainer: Since off-the-job training is crucial for organization employees, they can set it up.
- 4) To create an appropriate training and development policy: Maksons Spinning Mills Limited does not have a long-term training program. To improve staff performance, Maksons Spinning Mills Limited should implement a long-term training program.
- 5) Need to open a daycare center: Maksons Spinning Mills Limited ought to open a daycare facility for the kids of its staff.
- 6) Supply Chain Division Development: Maksons Spinning Mills Limited constantly strives to employ the greatest machinery for their clothing infrastructure; however, they must focus on acquiring better machinery.
- 7) To Develop IT Section: To ensure that employees can swiftly complete their given tasks and duties, the organization's leadership should supply enough computers to each department.

5.2 Conclusion

Globally, human resource management systems are progressively evolving. The HRM concept is also evolving in Bangladesh, where firms are reorganizing their current HRM system. According to this viewpoint, Maksons Spinning Mills Limited is also making an effort to adhere to human resource management and control the planning of its human resources. Since buyers and global customers are a concern, every company is currently attempting to establish a distinct HRM department. Maksons Spinning Mills Limited is likewise attempting to adhere to the HRM system of the aforementioned well-known companies, such as HERMAN MILLER, SEARS, QUANTUM, and others, in this regard. In addition to lacking an off-the-job training program, Maksons Spinning Mills Limited does not offer equitable employment compensation and opportunities, occasionally fails to provide an orientation program for new hires, and lacks computers. Long-term training programs are not offered by Maksons Spinning Mills Limited, and employees' jobs are not guaranteed. However, they have a robust maternity benefit policy. Their general activity is good, but they can avoid their shortcomings and turn into a true HRM organization if they abide by the Labor Law Act of 2006.

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