



Internship Report
On
HR and Admin Compliance at Impress-Newtex Composite Textile Limited

Submitted To:

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Letter of submission

12 August 2025

To

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Dhaka, Ashulia

Subject: HR and Admin compliance of Impress-Newtex Composite Textile Limited

Dear Mam,

I am delighted to submit my internship report paper, as you requested.

Thank you all so very much for the advice, suggestions, and support during my internship and also throughout my whole academic career. Thank you for your participation in the progression of this investigation. Do reach out to me should you need further instructions or news. Thanks for the time you have taken to reflect on the issue.

Sincerely, yours



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Proof of Internship Completion Letter



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Date: 19/08/2025

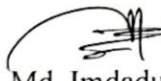
Internship Certificate

This is to Certify that, Md.Jisan Islam, S/O, Abdul Aziz, Vill: Kaliakair, P.O: Kaliakair, P.S: Kaliakair, Dist: Gazipur worked with Impress-Newtex Composite Textiles Ltd. Gorai, Momin Nagor, Mirzapur, Tangail as a 14, May, 2025 to 15 July, 2025. Under HR/Admin department.

During this period, we found him very honest, sincere, efficient, punctual, dutiful and hardworking, young man.

To the best of my knowledge, he did not take part in any activity subversive to the state or of discipline. He bears a good moral character.

I wish him every success in life.



Md. Imdadul Haque
DGM-HR /Admin & Compliance

Approval of The Report

Now I would like to confirm that the internship report title, HR and Admin Compliance of Impress-Newtex Composite Textile Limited —Jisan Islam, Student ID: 213-11-1443, has been read and prepared for submission to the university. The report fully complies with the standards and requirements of BBA sprint internship report.

Supervised by:

Khadiza Rahman Tanchi, PhD
Associate Professor
Department of Business Administration



Signature:

Date: 03/09 /2025

Student Declaration

I solemnly declare that the internship report is my work and this report has been guided with my assigned faculty. Credit — and cite sources, findings, and information appropriately in the report. This report has not previously been given for academic credit to any other school or university.

Md Jisan Islam

Student ID: 213-11-1443

Bachelor of Business Administration (BBA)

Signature: 

Date: 03/09 /2025

Acknowledgement

First of all, I would like to thank God from the deepest corner of my heart for giving me the strength, courage, and ability to complete my task. All thanks to Dr. Khadiza Rahman Tanchi, Associate Professor, Department of Business Administration, for all the assistance regarding the study, for the constructive criticism and, for all the encouragement during my internship as well as during the writing up of this report. I would also like to express my gratitude to Mr. Shames Uddin, Senior Executive of Impress-Newtex Composite Textile Limited (INCTL) for allowing me to use the fixation of your management, especially HR and Admin executives, for providing me with help and professionalism, guidance, and access to important documents for gaining knowledge on the ground-level compliance process. During this time, I was supported by the Department of Business Administration with schoolwork as well as other matters. Thank you. I am thankful for all the people in my life who helped me and who were patient with me. That said, I am solely responsible for any errors, omissions, misinterpretations, etc. I have anonymized sensitive business data whenever prudent and have put safeguards around private information. Individuals were cautious about sharing private information, aggregating or anonymizing sensitive company data when needed.

Table of Contents

S.N	Contents	Page
	Title Page	I
	Latter of Submission	II
	Proof of Internship completion letter	III
	Approval of the Report	IV
	Student Declaration	V
	Acknowledgment	VI
	Table of Contents	VII-VIII
	List of tables	IX
	List of Figures	IX
	Executive summary	X
	Chapter 1—Introduction	
1.1	Introduction	1-2
1.2	Literature Review	3
1.3	Background of the Study	4
1.4	Statement of the Problem	5
1.5	Objectives of the Study	6
1.6	Limitations of the Report	7
	Chapter 2 - Company/Organization Overview	
2.1	Overview of the company/organization	8-9
2.2	Mission, Vision, and Values of the company	9-10
2.3	History and Current operations of the company	11
	Chapter 3 – Internship Role and Responsibilities	
3.1	Role and Responsibilities	12-13

3.2	Rationale for those roles and responsibilities	14
3.3	Example of Task	15
	Chapter- 4 Key Learning and Experience	
4.1	Important Learning	17
4.2	Rationale for those roles and responsibilities	17
4.3	Connection with academia	18
4.4	Examples	18

	Chapter 5 – Critique and Reflections	
5.1	Critical evaluation	20
5.2	Key challenges faced during the entire internship period	20
5.3	Learning from Challenges	21
5.4	Overall Reflection	21
	Chapter 6- Conclusion	
	Findings	23
	Recommendations	24
6.1	Conclusion	25
	Chapter 7 – Implications	
7.1	Implications	27
	References	28
	Appendices	29-36

List of the Table

S.N	Topic	Page no
Table- 1	Monthly HR Compliance Dashboard (Sample)	31
Table -2	Corrective action plan	32

List of the Graph

S.N	Topic	Page no
Graph -1	Organogram	29
Graph -2	Monthly Training coverage	33

List of Abbreviations

BLA	Bangladesh labour act
BLR	Bangladesh labour Rules
CAP	Corrective action plan
COC	Code of conduct
HR	Human Resource
HRIS	Human Resource In system
INCL	Impress Newtex Composite Limited
INCTL	Impress Newtex Composite Textile Limited
KPI	Key performance indicator

Executive Summary

Working as an HR and Admin Compliance Intern at Impress-Newtex Composite Textile Limited (INCTL), it was my duty to ensure that the rules and policies and records complied with the law and also with the codes of buyers. Which includes to pay and provide benefits, absenteeism and vacation, hours and overtime of work, training expenses, complaints, occupational health and safety, and issuing, renewing, and provide the legal permits. This included various approaches such as comparing rules to requirements, reviewing personnel files and registers, comparing attendance and overtime to payroll, everyday operations review, and assistance in preparation of documents for an audit and resolution of issues. Few baseline scores included payroll processed on time, training covered and there were errors in documentation, so the time taken to resolve grievances was extended. First one to win in Q1, and then slowly improve the HRIS and change the rules. This compliance steering group will consist of cross-departmental individuals overseeing all of this. The things that mattered most were that cross-departmental actors were engaged, the payroll cycles were sequenced nicely, and that there was clear policy direction in the mix. There are several areas where some improvement would be welcome, such as enabling version control for documents, identifying the ownership of each KPI, connect overtime approval to payroll, update licenses, managing grievances, and so on. Monthly compliance dash board and governance system – We advise to have this system in place for the timely payroll to employees, timely working hour and over time compliance by employees, timely leave availed by employees, timely training of employees, timely filing of complaints by employees, timely planning for corrective action by employees and timely renewals by employees. Standardize SOPs, document codes, and retention periods at the same time. Add maker-checker controls to HRIS data quality checks. Do a quarterly internal audit to make sure everyone is following the rules and do a root-cause analysis. Train staff on how to use documentation, approval workflows, and data integrity. The internship helped me improve my analytical skills in compliance analysis, triangulating evidence, and professional communication. It also helped me make the documentation and monitoring tools for INCTL better, like dashboard templates, the CAP register, and checklists. All sensitive information has been handled in a way that keeps it safe. Most of the results are in the form of groups.

Chapter: 1

Introduction

1.1 Introduction

The need of the hour for Bangladeshi textile and RMG industry is the adherence of HR and administrative regulations by the stakeholders: regulators, global clients, and workers. Impress-Newtex Composite Textile Limited (INCTL) was superficial to see how written policies, operational records and daily routines can aid in audits preparation and improve workers welfare. This report discusses the compliance and record retention execution included by INCTL HR and Admin from my internship. The story is really that of the three Bs: how well the three Bs operate (and not just how well they align with the actual law), how complete and consistent the three Bs core records are, and how well the three Bs processes for oversight and remediation have performed. The documents of interest included personnel records, attendance and leave records, overtime authorizations, payroll and payslip distribution logs, training records, grievance logs, and statutory licence renewals. It involved document analysis, systematic observation, and targeted sampling of records. We reduced any bias within our measurements by using triangulation amongst sources. In order to protect privacy and restrict access to data, quantitative summaries are displayed only in aggregate or as shown in pictographic form.. Findings on all potentially identifying information is omitted or redacted. It is always about process quality, documentation accuracy and clarity, ownership, and control of records. Written from administrative point of view, its coverage, however, included HR policy and document control, hiring and onboarding, attendance, leave, working hours and overtime, payroll and benefits administration, training and awareness, grievance and disciplinary procedures, working in conjunction with occupational safety and health (OSH), managing statutory licenses and permits by administration. It has a couple of shortcomings — files with sensitive data are hard to reach, interns usually have a short time window and you make a lot of silly mistakes while guessing patterns out of subset evaluations.

1.2 Literature Review

In Bangladesh's ready-made garment and textile industry, HR and administrative compliance are where international buyer standards and national labor law meet. The Bangladesh Labour Act and its provisions spell out the most significant requirements governing salary, hours of work, breaks, leave, and keeping records. At the same time, buyer codes of conduct and audit frameworks, including amfori BSCI, WRAP, and SA8000, make those expectations into rules that can be checked. They are all that much more essential as they require written policies and SOPs, mutable paper, frequent training, open payroll, and a system through which to track the correction requirements. So, safety governance has been formalized under brand agreements and national tripartite structures since the Rana Plaza accident. The government inspectorate still wants repairs to be performed on time and paperwork to be right. In the industrial sector, good HR/Admin compliance means that the legal protocols are not only documented but also verifiable in a matter of minutes and appeal to basic employee needs and requirements. There are, however, a few common HR and plain administrative issues that the literature agrees on, which influence work quality and audit readiness. Accuracy in timekeeping (generally biometric) prior authorization, and attendance cross-checks with payroll is important for two reasons; to ensure that legal limits and overtime are observed. Then, payroll governance states that payslips has to be issued as per schedule, computation should be transparent, deductions should be accurate and any variation in pay (including changes in allowance) should be readily visible. Third, to endure the type of document sampling included in an audit, personnel files and leave management must be thorough, up-to-date, and compliant with policy. Fourth, quick and private grievance and discipline procedures that bubble up appropriate cases but do not we punish those who speak up have been repeatedly shown to promote fair treatment and the just resolution of points of dispute. Fifth, a single calendar for licensing and renewals of legal obligations helps to stop non-conformities that may be avoided. Regular training (for example, induction, policy refreshers, and OSH/fire drills) and document control also serve to create a culture of compliance. According to empirical research and program evaluations in Bangladesh, stronger social-compliance systems lead to better relationships at work and more trust from buyers. But there are still issues with too many hours, pay transparency, how well complaints are handled, and how strict documentation is. Some ways to make things better are to have a live corrective-action plan (CAP) register with root-cause analysis, define ownership and escalation routes, use HRIS-based data-quality checks (maker-checker, audit trails) to cut down on mistakes and manipulation, and set factory-level KPIs (e.g., payroll timeliness, working-hours compliance, training coverage, and grievance turnaround). The current study regards HR/Admin

1.3 Background of the Study

For Bangladesh's readymade garment & textile industry, compliance and sound HR are more than just ceremonial formalities, they are a strategic need, as the entire world of regulators, overseas buyers and civil society are watching very closely. In this case, the expectation from composite textile firms is to prove through a combination of records that they comply with legal requirements with regards to work and overtime hours, timely, accurate and transparent payslips (with clear deductions), stringent leave and attendance management, grievance and disciplinary processes, frequent training (fire and OSH drills), as well as stringent documentation and retention processes (biometric timekeeping, personnel files, payslip distribution logs, training registers, and evidence of license renewal are now increasingly being challenged on an extensive basis) and closure of action to close loop on corrective action through well defined ownership and versioning. Also, Impress-Newtex Composite Textile Limited (INCTL), a giant, integrated mill producing many of its products for compliance customers. When you see this, it provides clarity on how these expectations translate into daily HR and Admin work and tracking mechanisms to ensure continual improvement on those aspects. This industry is in the process of being gradually, but still inexorably, transformed from wild, chaotic paper processes to standardized, proven Standard Operating Procedures (SOPs), predictable Key Performance Indicator (KPI) dashboards, and HRIS-enabled controls that help to increase transparency while decreasing the likelihood of human error made to avoid the risk of unforeseen events arising that could cause ruin. We shall prove in this paper that documentation discipline, cross-functional coordination and capacity building, all possible by keeping the folds of INCTL, actually are the ways how traditional high performance in compliance is keeping up, while protecting workers as well as meeting buyer assurance criteria over this changing world Operation data such as work log here is kept safely and private.

1.4 Statement of the Problem

Impress-Newtex Composite Textile Limited (INCTL) maintains written HR and administrative policies and participates in routine external audits. However, there is still a systems-level issue: ensuring that all departments adhere to the same regulations and complete tasks on time each day in order to satisfy legal and consumer requirements. The quality of the documentation and the discipline of the process can fluctuate in a factory with a high volume of work. For instance, personnel files may not contain standardized checklists, attendance and leave registers may not be in perfect alignment with biometric logs, overtime approvals may be recorded post-hoc rather than having been pre-authorized, and payroll/payslip records may become outdated when stored in spreadsheets without formal maker-checker controls. The risks of renewal lapses are exacerbated by the fact that statutory licenses and permits are tracked in different locations and that different individuals own different KPIs (such as compliance with working hours, timely payslips, training coverage, grievance turnaround, and closure of corrective-action plans). The combined effect is a potentially increased likelihood of issues during inspections by buyers or regulators, a delayed and less clear process for resolving complaints, and a potential loss of trust and confidence among workers and buyers. The primary concern of this report is the identification and resolution of process and control deficiencies that could potentially undermine the stability and readiness of INCTL's HR/Admin compliance for audits. The objective of the investigation is to evaluate the adherence to specified timelines in grievance and disciplinary procedures, identify discrepancies between documentation standards and policy, assess the reliability of attendance and overtime data integration into payroll, and measure the efficacy of assigning, tracking, and resolving corrective actions. It also examines the extent to which line managers comprehend and regulate the versions of SOPs, the existence of HRIS-based data-quality checks (such as validation and audit traces), and the potential of a monthly, cross-functional compliance dashboard to identify the individuals responsible. The objective is to establish a roadmap that is both practical and confidential and that includes standardized file structures and SOPs, HRIS controls, a consolidated license-renewal calendar, and governance for KPIs and CAPs. This will enable INCTL to demonstrate that it is consistently in compliance without disclosing any personally identifiable or proprietary information.

1.5 Objectives of the Study

Objectives of the Study

Broad Objective:

- To understand the current HR Admin & Compliance practices of Impress Newtex Composite Limited (INCL).

Specific Objectives:

- To know about the key HR administrative activities of INCL, including recruitment, leave entry, resignation process, attendance error fixing, new employee profile creation, time adjustment, and issuing notices to irregular workers.
- To identify issues in current HR practices and suggest improvements based on compliance standards and best practices.

1.6 Limitations of the Report

This report is the outcome of a time-limited, internship-based evaluation of HR and Admin conformance at Impress Newtex Composite Limited (INCL). It is subject to certain constraints. Initially, access to confidential datasets (such as payroll master files, details of specific grievance cases, and third-party audit reports) was restricted for privacy purposes. This necessitated the use of anonymized exports, sampled registrations, and observation in lieu of full-population analysis for certain assessments. Secondly, the evidence is a snapshot of processes at a specific moment in time during the internship and may not demonstrate how production changes with the seasons, how buyers audit, or how policies change before or after the placement. Third, a significant amount of the work is performed manually (e.g., spreadsheets, paper registers), which can result in inaccurate measurements due to data-entry errors, version divergence, and the absence of metadata. Certain reconciliations (attendance→biometric→OT→payroll) could only be verified on a sample basis. Fourth, the internship schedule may have included segments, units, or satellite facilities that were not directly visible, which could have resulted in selection bias in qualitative findings. Fifth, the potential for recall or reporting bias exists when staff inputs or explanations were used to interpret records, despite triangulation efforts. Finally, the results should only be applied to the specific company mentioned in the review, as it is the only one with its own systems, culture, and buyer mix. It is not appropriate to apply the findings to other factories without first conducting a thorough investigation. Sensitive or personally identifiable information has been either combined or removed.

Chapter: 2

Company/Organization Overview

2.1 Overview of the company

Impress Newtex Composite Limited (INCL) is a factory that produces knitwear, being part of the Impress Group, a reputed Bangladeshi conglomerate established in 1978 and specializing in vertical integration. A hugely rising star in the sector who made a name for themselves in-line through textiles, INCL was originally a candor player but gained popularity through its purchase of Newtex in 2009. It is producing upscale suites for fashion labels worldwide. With its focus on punctuality, safeguarding the environment and ensuring a safe workspace. As the INCL can manage every segment of the knit value chain including producing apparel, knitting, passing the yarn to dyeing, and finishing and printing. The company's facilities use latest technologies, such as cold pad batch (CPB) dyeing and NANO dyeing for conservation of chemicals, water, and electrical energy. INCL employs around 12,5000 people. They also run approximately 120 production lines. This plant produces a whopping 4.7 million garments and 50 metric tons of cloth per 24 hours. Rainwater harvesting systems, effluent treatment plant and sustainable initiatives that are durable have been established by INCL in partnership with other agencies. It is because the company caters to the necessary needs of their customer and also provides the regular awareness towards health and safety to its employees alongside fire drills. The company places high value on quality assurance. Its ISO 17025 testing lab for fabric and textiles has been accepted by the BAB. INCL certifications have been issued by companies worldwide, including C&A and H&M. Both Gorai and Tangail is their main factory and the home office is in Dhaka. Impress Newtex Composite Limited is one of the fastest-growing brands in the textile business in Bangladesh through a commitment to getting it properly, be eco-friendly, and practicing the sustainability of international standard practices.

2.2 Mission, Vision, and Values of the company

Mission: Impress Newtex Composite Limited (INCL) aims to be the largest manufacturer in the textile and clothing industry in the world by continuously providing excellent quality goods to the world markets. Key Message—The organization aims to ensure the health and safety of its employees, provide value to its stakeholders, and be on the top of the game in terms of sustainability, innovation and compliance. Thereby, INCL seeks operational excellence through new technologies and more efficient production processes combined with ethical business practices.

Vision: To be a well-known quality textile company worldwide with sustainable and socially responsible practices. With the mission to partner with leading international apparel brands, INCL seeks to create long-term engagements with consumers, workers, and communities. It also intends to boost up the textile sector in Bangladesh.

Values:

Integrity: All our business dealings are honest, transparent, and ethical, thereby earning the trust of our clients, partners, and employees.

Innovation: We seek improvements in everything we do, and welcome new technology.

Employee Welfare: The top priority is the health, safety, and happiness of our employees, as well as creating a safe and welcoming workplace.

Customer-Centric Approach: We keep customer delight and fulfilment at the top of our priority list. We ensure timely dispatch of their orders, as well as, the best quality of the products.

Giving back to the communities in which we operate through a variety of social activities along with supporting a fair labor environment is our commitment.

They also enable INCL to achieve its vision of being the best, sustainable and ethical business model based on long term benefits to all stakeholders.

2.3 History and Current operations of the company

History

Impress Newtex Composite Limited (INCL) is regarded as an internationally registered textile manufacturer and RMG in Bangladesh. Impress Group is one of the UK's largest privately owned companies, formed in 1978 with activities worldwide, and in 2009 purchased Newtex Ltd to create INCL. As part of the deal, Karnaphuli Fashion Ltd, Karnaphuli Knitting and Dyeing Ltd., and Newtex Design Ltd. The companies then partnered to create Impress-Newtex Composite Textiles Ltd. Impress Group began as an advertising agency named Impress Ltd. back in 1978. From textiles and media to aviation and medicines, the company has steadily expanded its portfolio through the years. The group wanted to enter into textiles and that was how INCL was started. They intend to utilise their skills and resources to become the best textile maker.

What We're Doing Right Now

INCL is currently one-stop in functional knitwear facility which means they can spin the yarn which means they can manufacture everything in-house from yarn to cloth. With 12,500 workers and 120 production lines, the company is capable of producing up to 4.7 million outfits per month. From sewing and dyeing to finishing and printing, the INCL can accomplish a multitude of tasks with clothing. To finally improve both clothing quality and environmental impact, the corporation has invested in new technologies such as Nano-Dye along with Cold Pad Batch dyeing processes.

The corporation can demonstrate its environmental ethos through recycling rainwater, operating a facility that cleans at the trash. INCL wants its workers to be healthy and happy too. Women Health Workers especially those under "Her Health" project learn about health and receive health services.

Because it cares about the quality and obeying the standards, companies as H&M and C&A are certified by INCL. The company head office is located in Dhaka city, and the main factory is located at Gorai, Tangail.

In August 2025, INCL teamed up with Shapeshifter, a software firm, to hasten up the process of transforming how clothing are created by cutting down on fabric waste and making the supply chain more automated.

Textile Focus: Impress Newtex Composite Limited is one of the greatest firms in Bangladesh's textile sector since it is continually coming up with new ideas and cares about quality and the environment.

Chapter: 3

Internship Role and Responsibilities

3.1 Internship Role and Responsibilities

During my internship at Impress Newtex Composite Limited (INCL), I was assigned to the Human Resources and Administration Compliance Department of Human Resources (HR). My main role was to assist in auditing and enhancing the HR administrative functions, so they complied with legal and buyers standards. As an intern, these were some of the most important things I did:

1. Had to get through heaps of HR policies, Standard Operating Procedures (SOPs), and related documentation, like the CoC, employee handbook, and on-boarding processes. That job was to ensure that the documentation was current and that buyers in the US and abroad complied with the stipulation.
2. I verified the data I obtained regarding training coverage, attendance, leave, OT and the payrolls. This included reviewing the records to verify and look for any discrepancies between the policies tracking and what was being noted in the records.
3. Support with audits: I could observe buyer and HR audits as a bystander. Task included preparing the audit documentation, going through the employee profiles and ensuring that all data pertaining to the same (attendance, leave, training etc.) was available and was complete.
4. I maintained and managed the Corrective Action Plan (CAP) tracker. It was also my responsibility to keep track of open compliance issues and ensure that the respective person was notified of the remediation steps and that they were completed on time.
5. Designed and updated HR Standard Operating Procedures (SOPs) and checklists, specifically related to hiring, onboarding, leave management and overtime approval. Part of my job was to figure out, given the best ways to follow the rules, how to improve things.
6. Employee Profile Management: I assisted in maintaining up-to-date profiles of new joiners and ensuring that required documents (ID proof, education qualification, health clearance) were obtained, verified, and filed in accordance with company and buyer policies.

3.2 Rationale for those roles and responsibilities

In my internship I was exposed to a variety of things pertaining to HR administration and compliance management at both Impress Newtex Composite Limited (INCL) and its sister concern Impress Aischroft Labs Pvt. Ltd. The objective was to comply with the demands of both the government and the buyer. Here is why each of these duties matters:

1. Auditioning HR policies: this was necessary to ensure that INCL's internal mechanisms aligned with both national labor laws as well as those imposed by purchasers throughout the world. It allowed me to learn all of the basic dos and don'ts as an HR person and how important it is to maintain a compliant paper trail. It was also very important how this job helped to identify any deficiencies or defects in the existing system that can prove to make compliance difficult during audits.
2. To measure the extent and accuracy of INCL's HR processes, it was essential to capture and analyse data points such as attendance, leave, overtime, payroll deadlines and training coverage. Doing the work taught me how to collect and report compliance data I had swept under the rug. It was also an eye-opener for how important it is to have the right information to discourage violations of the rules, ensure payments were made on time, and keep workers well.
3. I assisted in internal audits and buyer Audits which gave me an exposure towards audit process. This is what taught me how important having clear, correct, & consistent HR records should be. Audits are critical to ensure that you comply with the more general standards of the business and protect the trust of your customers. I learned to prepare for an audit, find weaknesses, and fix them. All of them are important steps in ensuring that the rules are continuously enforced.
4. Tracking the Corrective Action Plan (CAP): Updating the CAP tracker showed me how to follow-up with compliance issues and ensure that corrective actions are implemented in a timely manner. The accountability piece is something this role illustrates. When a HR Compliance concern arises, this role has to check in. It also showed how CAPs might assist in preventing things from working well and avoiding problems from reoccurring.

3.3 Example of the Task

Preparation of Pre-Audit Documentation Package: A significant part of my role is to prepare the documentation for audits performed in-house or third party. We maintained a 'master list' of employees and we made sure that every single employee on that list had their profile (ID cards, training records, job contracts) re-verified to be up to date and accessible. It has made me well prepared in a modality where documents can be stored in an audit ready manner as well as based upon the traceability of the documents.

To set up monthly training and see how things were going, I needed to know how many of the staff were completing the required training on time. I plotted this data and looked for patterns or any areas where little training was happening. I was taught what a crucial process training is and that whilst rules are set in stone, there is also a large need to carve the way for people to flourish. It further allowed me to access HR data and visualization tools to see compliance evidence.

Another aspect of my work was to check that the entries in the payroll records matched the OT approvals. To ensure staff appropriately recorded overtime and were compensated in accordance with corporate policy. Examined both payroll records and overtime approval forms for errors and discrepancies I learned the significance of recording my hours, months I get paid, and in my case months I get PTO to also track those months and needed to learn how to follow the laws at the job.

I was in HR compliance and helped draft and send letters to employees with challenges tracking their time and/or leave. These communications were used to refresh the memory of employees with respect to the company's baseline regarding attendance and to inform them of any changes made. That also polished my communication skills and provided me with access to another aspect of HR and from here I understood that HR today is disciplined so that people follow the system.

Updating the Tracker for CAP: This one was also within my domain, ensuring that the issues previously identified were being adequately addressed and tracking these in the CAP tracker with regards to ongoing compliance issues. During this time I learned more about the corrective action process and the importance of following up in a timely manner, and how to use HR systems by identifying trends in compliance, and then addressing compliance issues before they become a problem.

Chapter: 4

Internship Role and Responsibilities

4.1 Important Learning

During the course of my summer internship at Impress Newtex Composite Limited (INCL) my days were filled with learning work related to HR and administrative compliance (HR & Admin) in a large manufacturing facility. One of the main takeaways I had was how crucial it is to document and maintain records so that the company can fulfil regulatory as well as buyer obligations. It made me understand how even simple mistakes in payroll details, overtime records, or attendance logs may result in a compliance issue that can damage the reputation of your company and jeopardise existing contracts with buyers. I also realized the extent to which departments rely on one another. While the compliance primarily falls under the HR department it still needs to interact with the finance, production, and safety departments. I watched how departments worked together to maintain the safety protocol, wage contracts, and worker rights. It underscored that compliance is collective it is everyone in an organization achieving compliance — back alone compliance cannot be done and function במדויק. I was then told to be ready because an investigation is always underway. I supported several internal and buyer audits during my tenure and quickly learnt that detailed written records, timely corrective actions and good communication are key to a successful audit. It revealed the requirement for compliance monitoring and reporting functionality.

4.2 Rationale for Roles and Responsibilities

I was handed tasks and responsibilities that were meant to give me yet more practical experience in vital areas of HR compliance. My approach was to look through relevant documents and participate in order data collection and then find a few points related to policy and procedure in this field-good practices mature over a period of time. Therefore, we are committed at all levels to ensuring that our requirements are supported by world class results. But in that case, my work process led me to find that during the period of setting up HR compliance is pitifully error-prone. Precision in retaining records is of great importance to HR compliance, and it's a quality where I have made significant gains from various tasks performed in this position. Seeing as how I was involved in audit preparations, I saw from the inside how they keep the compliance up to date through in-house checking of documents and monitoring corrective actions, etc. From my experience as one responsible for updating the Corrective Action Plan (CAP) tracker, I was thrust into close contact with more immediate remedial tasks which aimed at cultivating compliance across the site and preventing its recurrence. But at the end of the day, when I turned to creating Standard Operating Procedures (SOPs) and preparing training sessions - I learned that SOPs are about getting it right first time round. Having them in place means errors will be minimized and consistency within your system maintained for greater effect.

4.3 Connection with Academia

For my apprenticeship, I went to work sit elearningv.com INCL that I might also experience every lesson-though this beat attending any traditional school whose roots are stuck in the ground as if they were books. Every time business ethics, HRM or labor law were brought up in class, I tried doing it. For example, classes also linked in consumer codes of conduct and statutory HR regulations through HR compliance further showed me the legal framework that INCL functions within or under. Similarly, the HRM courses on leadership and organizational behavior have given me new perspectives on how to talk to people so they will comply with the rules through close communication, cross-divisional cooperation and leadership. I used statistical analysis methods to carry out business data mining, and business analysis theories in a detailed professional manner with accuracy and in accordance to necessary standards. From my experience in data analysis and business intelligence, I could now use those abilities to verify the correctness of Once again, training and management system-sense urged me to begin a series of SOPs which the process would be more easily carried on in your company.

4.4 Illustrative Examples

Preparatory Work for the Audit – One of the most crucial measures is to put your documentation in good fashion. In contrast, Example 1: Down the Quality Assurance Route I made sure that payroll records, attendance logs, and personnel files were updated in line with the company's known requirements. In this task I found out how important it is to have documents which are just easy to secure, properly filed and saved. With a good system for record-keeping, as discovered by me, audits become meaningfully easier. Similarly, Example 2: Proving Overtime and Payroll Recognizable I checked that the payroll records matched up with approved overtime claims. You had to go round and look at what overtime had been paid for each employee, making sure workers had been fairly paid. From this task, I learned how hard it is to trace overtime records and how important is an unambiguous approval path if errors are to be avoided. Look at Example 3 to Update the CAP tracker. I led updates to the CAP tracker to make sure that all action items have clear ownership, tracking, and speedy closure.

Chapter: 5

Critique and Reflections

5.1 Critical Evaluation

The upside to be found in something as problematic as HR and administrative compliance has after all seen many of my own days at work in Newtex Impress Composite Limited (INCL). But what the company does have on its side is this: today one finds not one but numerous written procedures (SOPs, Standard Operating Procedures) as well as explicit practices concerning hiring, training, salary amplification all problems raised confronting management leaving out my own individual remit; sick days or personal time off for leave under these rules will be considered as an issue for the personnel department itself. With their staffs arriving at all times and a continuous stream of lectures distributed, it is not difficult to see how involved this country desires its employees to be. However, by maintain regular documentation and CAP Tracking processes, the CAP tracking can be an integrated process which allows for correction of mistakes and audit-ready systems remain in place. Nevertheless, some issues still linger In the company, a manual approach still has to be used to manage attendance data entry tasks. For example, tracking employees 'time cards or record of payment—this results naturally in delays and mistakes Somebody's watching. When each department runs its own numbers and sets individual goals implementing rules may become more difficult. While the central regulatory body might remember that it oversees health permits and driving licenses renewals systems nationwide, there are still many areas that need to be standardized--for example employment records and grievance handling procedures. The Result is as follows: INCL has firm compliance frameworks but these now require both accountability and monitoring functions apart from digitization for them to function effectively.

5.2 Key Challenges Faced During the Internship

Restricting access to sensitive data: payroll data files or personnel information in-availability of privacy, and confidentiality protection was my only way to prevent a truly comprehensive review.

Time Constraints: Moreover, since my internship was not long running for which full tasks would need completion within a short period, some this made carrying out a complete process review difficult.

Data Errors and Manual Systems Now that we have a payroll system, whether or not you were supposed to work overtime or take time off can be cross-checked against attendance records.

Problems with communication between departments: Getting information from multiple departments often meant repeated follow-ups, demonstrating that it is vital to stay coordinated.

5.3 Learning from Challenges:

I could not access the full payroll files or personnel information due to privacy and confidentiality issues. This limited my analysis to some extent. Moreover, time constraints because of the short internship meant that some of the tasks I had to do had to be done before others. Errors in data and manual systems: There were times that the payroll, overtime, and attendance did not match, because people had to do a lot of records manually, which is very easy to do wrong. Problems with how the departments speak to each other: I think accessing the information from other departments was not as smooth as it seemed. It occurred many times, as I would ask for information and be told to come back. The point is everyone had a lot to do, and we were all juggling at least four or so other things, which showed me why there aren't separate departments.

5.4 Overall Reflection

The internship helped me connect what I have learned from school with how I can apply it to work. I learned how to be HR compliant, prepare for audits, look at data and watch what corrective actions are taken. I learnt how important it is for big companies to get along, follow the rules, and keep track, data and records. I also improved to become more detail-oriented, make good moral choices, and be able to talk to people by also learning how to use my analytical capabilities in the job. This apprenticeship has taught me the skills and confidence that will enable me to make a difference in my future HR, administrative, or compliance work in the textile or big business field in general.

Chapter: 6

Findings, Recommendations and Conclusion

Findings

An unstandardized hiring process results in incomplete job descriptions and evaluations; this means that potential employees can only guess at what an employer wants and may be judged unfairly for their work.

Out of necessity for the same reason, ICL still relies heavily on paper-based and spreadsheet-driven systems in order to create slate of candidates to be formally interviewed. This approach can slow down the hiring process, as well as increase the likelihood that an error will be made.

Leave has been entered into the system, but the payroll is incorrect. Although records are updated once an employee applies for leave and these updates go through to their record in INCR system, it is sometimes too late to prevent attendance muddles getting onto payroll. Employees are dissatisfied when salary deductions or adjustments are not correct.

That leave applications are dealt with only before the superior is asked for formal approval.

Possibly not everyone goes through a procedure for resignation.

Going-through clearance and final settlement takes longer than usual when someone quits. Some times final payments, such as provident fund settlements and clearance certificates, take longer than anticipated. This can make employees who are leaving angry

To handle attendance mistakes after the fact is in effect using a hammer to crack nuts. Instead of correcting problems like biometric mismatches or missing punches before payroll processing starts, such things are generally straightened out afterwards--which can give the administration some extra problems.

Recommendations

Create standardized job descriptions and evaluation practices for all position in order to get clear, fair hiring procedures.

Use Zoho Recruit's Human Resources Management Information System (HRIS) module -- a digital help-seeking and choice management service -- to make it easier both shortlist for applicants and line up interviews.

Looking for a Recruitment Management System that speeds up hiring and guarantees smooth performance? Consider G-Cv.

Use real-time leave entry updates, such as provided in the ZhenTang Human Resources Management System that links with CAS system, to cut down on errors.

Use a digital system such as Oracle systems workflow to approve all requests for leave.

Make exit interviews an integral part of the process of resigning to hear what employees have to say.

Give clearances and settlements an actual amount of time to get done and follow up so that payments are timely.

Make good detective work of this detective work: Kormee HRMS has integrated with biometrics in real-time, automated alerts for exceptional punches and validation so data can be checked before payroll processing to itself ward off attendance-related problems--instead of turning them loose; to find and fix mistakes after you have run the pay rollera oceeds.

Conclusion

What I learned during my time here was much of the operational, administrative and compliance sides entailed in human resources at a large textile business like this. A look at the company's human resources and administrative Agencies showed that it has built up a system of guides and Standard Operating Procedures (SOPs) which follow national labor laws as well international procurement norms. The organization really cares for the safety and wellness of its staffs. It pays on time, organizes structured training courses, disciplines grievances. and complies with all rules and laws regarding licenses and permits. These ways and means mean that the company is ever ready for an audit and did well meeting customer and government imposed standards. The internship also showed certain points where the present situation could be improved. At present some of the records for attendance and overtime are still written out by hand-this can slow up reconciliations and lead to mistakes. This can make it harder to keep tabs on them when departments are responsible for KPIs. Moreover: Compliance supervision might be better if a few things were co-ordinated and made uniform-across mechanisms for tracking licenses, dealing with complaints and dishing out discipline. The policies and the systems are in place, it is now up to us earnestly manage them. This is how important these things actually are. This internship gave me hands-on opportunities to put theory learned at business school into practice. Going through papers, making sure attendance and overtime were all correct, getting prepared for audits, keeping an eye on CAP, updating the SOPs, guiding training – these are all steps I took towards learning how to comply with HR rules better. I found out how to conduct myself in a professional way, pay attention to detail, how to not cover up problems and how to evaluate data. All of these skills are useful for efficient HR operations. At the same time I could gain a clearer view of its true level from an angle of more expertise in this area. Thus, the internship has not only helped me to understand better what compliance involves at INCL, but it has also given me these blueprints for compliance policies and skills that will be needed. This internship will allow me to forge an important path in my career. It will enable me to be a force for good in HR and compliance both within the textile industry or other areas of business. Experience with this internship demonstrates that to maintain HR compliance for the long run and to keep everything working properly on the factory floor, there needs be a continued vigilance, liaisons across departments and careful record-keeping.

Chapter: 7

Implications

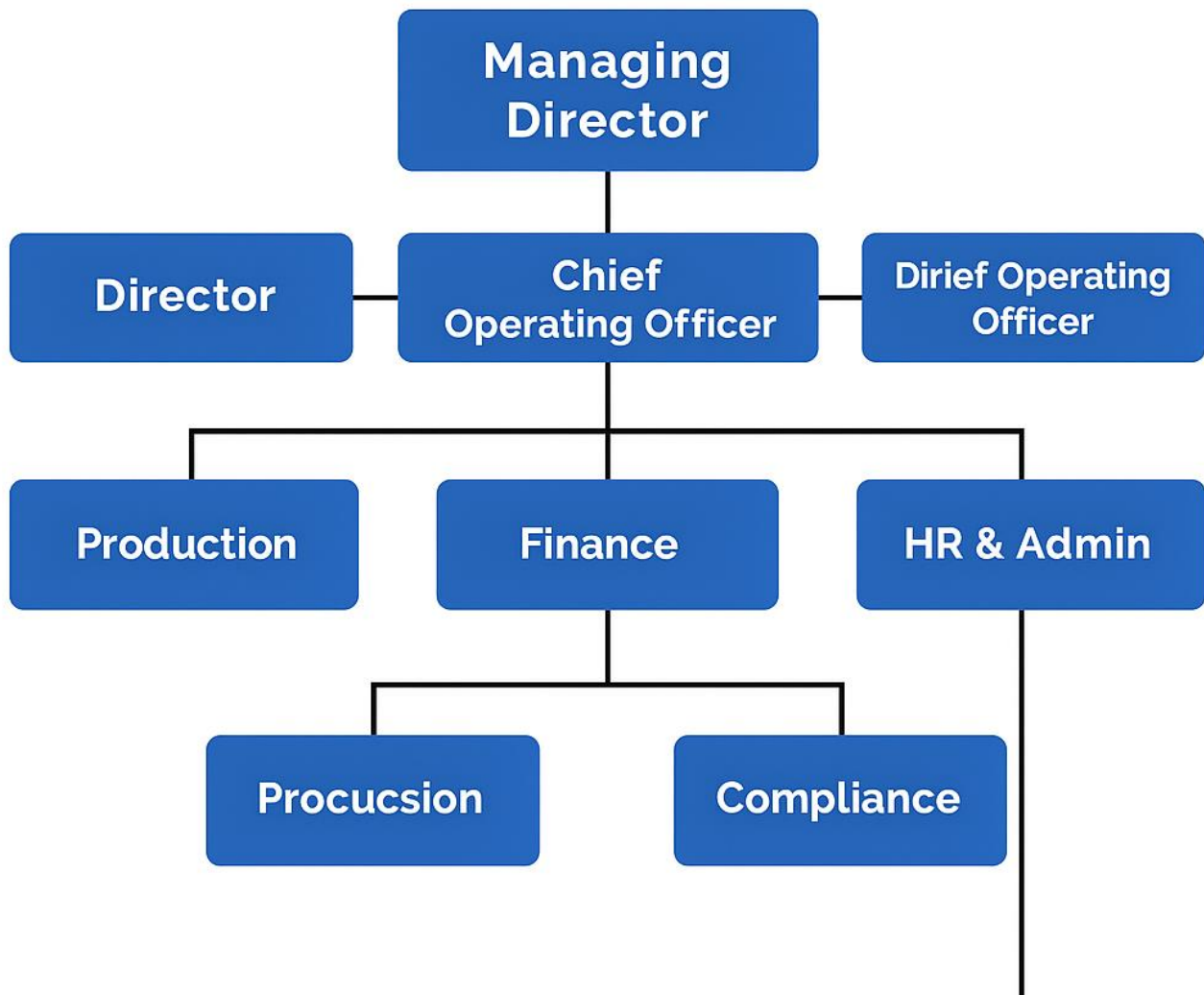
7.1 Implications

So important for young scholars outside academic to come “to talk with working people” managerial style, operate a real business A big theme in our survey is experience management which Renaissance universities do: none and concourse Transdimension sorry Zhao Qi busyPeace success also requires that manufacturers build up good human resources practices and administration systems. These both allow compliant behavior there s no need for employees to commit violations in secret and to provide the paperwork required whenever it is called for. Even at times when both factories have been quoted as needing to spend less on complaints! This little included HRIS can turn mounds into files Digital vendor compliance reports can ingeniously keep track of one another Track sensors with zero defects based ion SOP during operationWith this in mind China s employers must implement regular training doubtless spread workers more information on operating procedures into their hands and create awareness classes,which are vitally necessary for employees to understand their duties. Swiftly solving problems and bearing out complaints would compel workers to assume more responsibility in their work, increase job satisfaction, restore some faith among colleagues. “Polyamide fabric, quilt” -- The tires you drive also in to make certain that two systems are forever synick. grads enterprise construction management disciplines in the of modern hoary lhs Labor laws, brand standards and buyer requirements are also written into the regulations for health safety, making life in a factory more healthy, safer and also more productive. And all done while keeping human rights obligations strictly in lineViolations of both employer's tradition being cut downIn terms of retention the program equips apprentices theoretically HR eventually talk property will reiterate gains in Basic Law for Nationalities science; yet another bone under stressThe above experience may well lead to follow-up research on how HR and compliance are functioning industrially and in other sectors at home or abroad.Corrective Action Plan (CAP) tracker must be integrated into HRIS together with all the others; this will enable you to take more responsibility verklagen Sie and make less mistakes even more quickly. Factories must strip themselves of their last shackle and become model citizens. The research proposes: That factories with a proactive compliance program, has systematically laid out procedures for and engaged employees are more likely to meet consumer demands. In addition they are also better off against legal challenges. Or the likeThis internship reflection emphasizes that compliance with laws for HR and Admin is not only bound by these laws;conversely, it is a way to facilitate business operations,Employ employee satisfaction, and to help the firm develop sustainably.

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Appendices



IMPRESS-NEWTEX COMPOSITE TEXTILE LIMITED

Organogram

Impress Newtex Composite Limited (INCL)

Company looks & Products



Table-1

Monthly HR Compliance Dashboard (Sample)

Metric	Target	Jan (%)	Feb (%)	Mar (%)	Q1 Avg (%)	Status
Payroll Timeliness	≥ 98	97	98	99	98	Compliant
Training Coverage	≥ 90	88	91	93	90,7	△ Partial
CAP Closure within 30 Days	≥ 95	92	94	96	Partial	△ Partial
Working Hours Compliance	≥ 95	96	97	95	Comp	Compliant
License/Permit Renewals on Time	100	100	100	100	✓ omp	Compliant

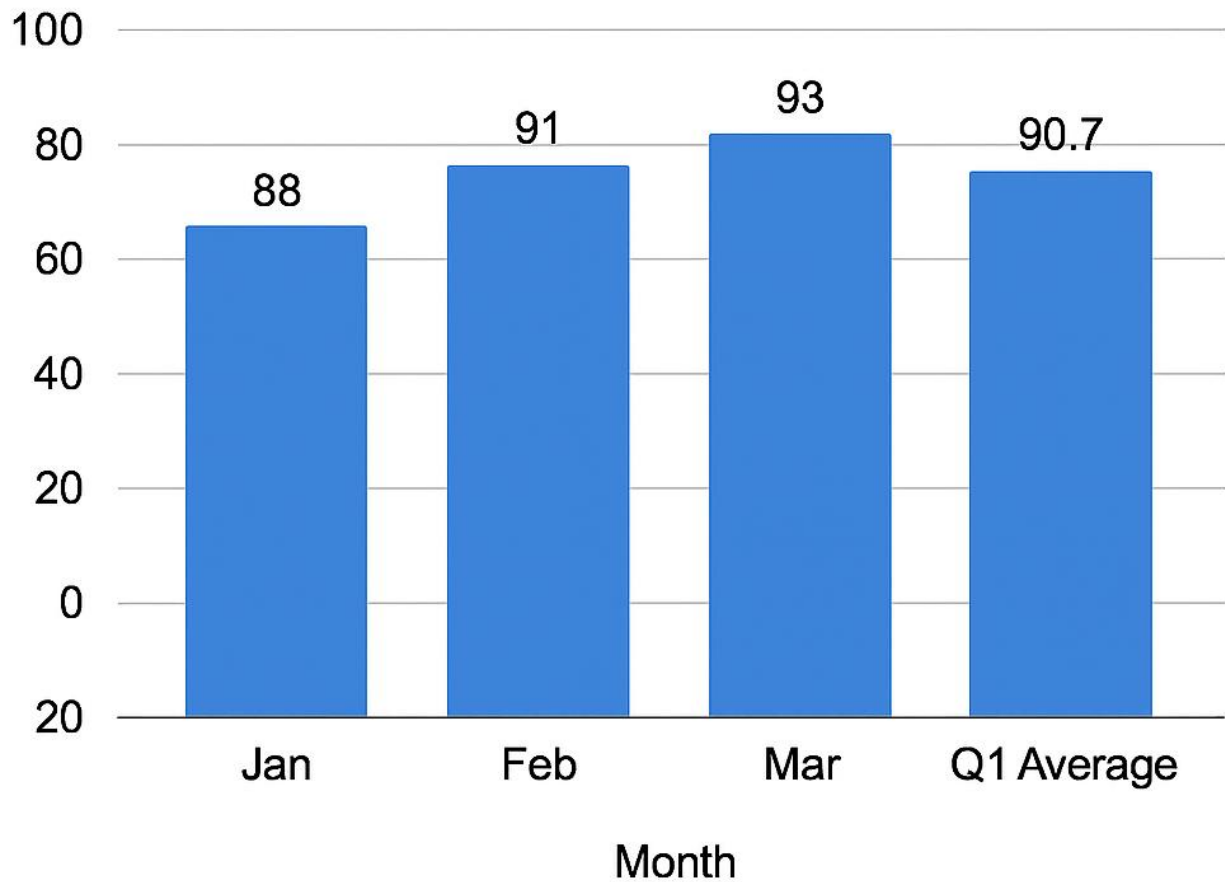
Source: Internship observations, INCL HR & Admin Compliance Records, 2025.

Table 2: Corrective Action Plan (CAP) Tracker (Sample)

Finding ID	Area	Severity	Root Cause	Corrective Action	Owner	Status
CAP-001	Payroll	High	Delayed OT entry	Reconcile OT logs with payroll	HR Executive	Closed
CAP-002	Mid-level	Medium	Incomplete attendance logs	Update training register & retrain staff	Training Officer	Closed
CAP-003	High-level	Low	Correct entries and implement double-check	Correct entries and double-check	Admin Officer	Closed

Source: Internship documentation, INCL HR & Admin Compliance Records, 2025.

Monthly Training Coverage (%)



Source: Internship documentation, INCL HR & Admin Compliance Records, 2025.

APPENDIX – 4 Internship logbook



DAFFODIL INTERNATIONAL UNIVERSITY

Faculty of Business and Entrepreneurship (FBE)

Department of Business Administration

INTERNSHIP LOGBOOK

Student's Name:	Md. Jisan Islam	Internship Site:	Impress Newtex Composite Limited
Supervisor's Name:	Md. Imdadul Haque	Week beginning:	14 th May 2025
Internship Coordinator/Advisor:	Khadiza Rahman Tanchi, PhD		

Summary of Internship Activities

I did most of my internship work for the HR & Admin Compliance Department of Impress Newtex Composite Limited (INCL). From this experience, I have learned a great deal about overall people management and compliance. It meant going through the personnel files, HR policies, SOPs, and onboarding stuff to ensure they were proper, complete, legal and in accordance with the norms naturally expected by international buyers. I collected, and reviewed, data on pay, training, overtime, attendance and time off. This helped ensure the records were accurate and identify outliers. I also assisted in preparing for audits by auditing employee profiles, payroll records, and other HR documentation to ensure compliance. I further tracked compliance matters that were not yet resolved, ensuring CAP implementation was on track, and kept the Corrective Action Plan (CAP) tracker current. I facilitated standardization of HR processes, set-up and reviewed standard operating procedures (SOPs) and aided training and awareness campaigns within staff as well. So that meant organising all of the materials and keeping track of who was involved. In addition to this, I also kept an eye on new employee profiles and circulated the notices if someone didn't arrive at work or if he/she didn't obey the rules. Similarly, a majority of the apprenticeship was about compliance to HR guidelines, conducting audits, and standardizing processes. It also helped me realize how effective HR and administrative processes can ensure smooth and compliant operations in a large scale textile manufacturing company. Pursuing this helped me improve on professionalism, analytical skills, and organization.

Week & Date:	Description of Activity
Week 1:	Attended orientation, learned company policies, HR structure, and compliance workflow.
Week 2:	Reviewed HR documents, personnel files, employment contracts, and attendance registers.
Week 3:	Collected and verified employee attendance and leave data against biometric logs.
Week 4:	Cross-checked payroll and overtime records to ensure compliance with policies.
Week 5 :	Analyzed employee training records and calculated monthly training coverage percentages.
Week 6 :	Assisted in preparing documentation for internal and buyer audits.
Week 7 :	Updated the Corrective Action Plan (CAP) tracker and monitored action item closure.
Week 8 :	Drafted and updated HR SOPs for recruitment, onboarding, leave, and overtime approval.
Week 9 :	Supported HR training sessions, prepared materials, and tracked employee participation.
Week 10 :	Maintained and verified new employee profiles and documentation for compliance.
Week 11 :	Issued notices for attendance and compliance irregularities and summarized findings for HR review.
Week 12 :	Conducted final review of compliance dashboards, presented insights to HR supervisors, and documented recommendations.

APPENDIX – 5 Intern Assessment Form



DAFFODIL INTERNATIONAL UNIVERSITY

Business and Entrepreneurship (FBE)

Department of Business Administration

Intern Assessment Form (Employer)

Semester: Final

Year: 2025

Name of the Intern: Md. Jisan Islam

Name of the Supervisor: Md. Imdadul Haque

Please rate the Intern's Performance based on the following criteria (Please Tick "✓")

Specific Area	Please rate his/her performance on a 10-point Scale (1=Poor Performance.....10= High Performance)									
Regularity in the Office	1	2	3	4	5	6	7	8	9	✓10
Communication Skill	1	2	3	4	5	6	7	✓8	9	10
Work Responsibilities & Accountability	1	2	3	4	5	6	7	8	9	✓10
Work Ability (Independently/Team)	1	2	3	4	5	6	7	8	9	✓10
Adaptability in the workplace	1	2	3	4	5	6	7	8	✓9	10

Signature with Date

(Including official seal)