

# Internship Report on HR Practice Of Texpro ECO Apparel Ltd

## SUBMITTED TO

Professor Dr. Syed Mizanur Rahman

Associate Dean

Department of Business Administration  
Faculty of Business & Entrepreneurship  
Daffodil International University

## SUBMITTED BY

Mohammad Hasibur Rahman

ID: 232-14-039

Program: MBA

Major: HRM

Department of Business Administration  
Faculty of Business and Entrepreneurship  
Daffodil International University

Submission Date: \_\_\_\_\_

---

## Letter of Transmittal

DATE \_\_\_\_\_

Professor Dr. Syed Mizanur Rahman

Associate Dean

Department of Business Administration  
Faculty of Business & Entrepreneurship  
Daffodil International University

**Subject: Submission of Intern paper.**

Dear Sir,

It is with the utmost respect that I present my internship paper, "HRM Practice: A Study on Texpro ECO Apparel Ltd." I spent three months of my attachment period working my internship at Texpro ECO Apparel Limited. The internship study was something I completed for work. The paper focuses on Texpro ECO Apparel Ltd's HRM Practice and Policy. The Master of Business Administration (MBA), Major in Human Resource Management, Faculty of Business Administration, requirements have been partially satisfied by the submission of this report.

I sincerely hope it lives up to your expectations and helps you understand the topic better. Any questions you may have about the study or report will be answered with pleasure.

My sincere regards,

Mohammad Hasib

-----  
Mohammad Hasibur Rahman

ID: 232-14-039

Program: MBA

Major: HRM

Department of Business Administration  
Faculty of Business and Entrepreneurship  
Daffodil International University.

## Supervisory Statement

In partial fulfillment of the criteria for the degree of Master of Business Administration (MBA), Major in Human Resource Management, Faculty of Business Administration, the internship research report titled "HRM Practice and Policy: A Study on Texpro ECO Apparel Ltd." was turned in on August 20, 2022. Submitted by Mohammad Hasibur Rahman, ID:232-14-039. Accepted and may be forwarded to the Internship Defense Committee for consideration.



.....  
Professor Dr. Syed Mizanur Rahman

Associate Dean

Department of Business Administration  
Faculty of Business & Entrepreneurship  
Daffodil International University

## Student Clarification

I, Mohammad Hasibur Rahman, a MBA student majoring in human resource management at the Daffodil Smart City Campus, hereby certify that the following paper on Texpro ECO Apparel Ltd's HRM Practice and Policy is entirely original work. Since it is original, references are offered.

Mohammad Hasib

.....  
Mohammad Hasibur Rahman  
ID: 232-14-039  
Program: MBA  
Major: HRM  
Department of Business Administration  
Faculty of Business and Entrepreneurship  
Daffodil International University.

## Acknowledgement

In the name of Allah, I'd want to express my gratitude for the opportunity to finish my internship report. As a result of their support and cooperation, I'd want to thank everyone involved in the report's successful completion. In order to produce my report, I received a lot of help and assistance from Stamford University and Texpro ECO Apparel Ltd.

To my internship supervisor, Dr. Dr. Syed Mizanur Rahman: I would also like to express my sincere gratitude for all of his help in completing this report.

Thanks to Texpro ECO Apparel Ltd's HR Manager for his assistance in compiling my internship report and for providing me with important data.

In particular, I'd like to thank fellow Texpro ECO Apparel Ltd. employees who assisted me and generously contributed of their time and expertise in order for me to compile this report.

## Executive Summary

This report provides an in-depth analysis of the human resource management practices at Texpro ECO Apparel Ltd., a leading eco-friendly garment manufacturer in Bangladesh. The study evaluates the company's HR functions, including recruitment, training, performance management, compensation, and employee relations, while identifying key challenges and proposing actionable recommendations for improvement.

Texpro ECO Apparel Ltd. operates with a strong commitment to sustainability, ethical labor practices, and high-quality production. With a workforce of around 4,000 employees, the company exports apparel to major markets such as the USA, Canada, and Europe. The HR department plays a vital role in ensuring workforce efficiency, compliance with labor laws, and employee satisfaction.

The recruitment process at Texpro ECO Apparel Ltd. includes both internal and external methods, such as promotions, transfers, newspaper advertisements, and online job postings. However, the study identifies high employee turnover as a significant challenge, partly due to inadequate onboarding programs for new hires.

Training and development initiatives focus on skill enhancement, but there is a lack of long-term career development plans. New employees often receive insufficient orientation, leading to early productivity issues. Performance management relies on relative ranking systems, but a more structured approach with regular feedback and goal alignment could improve employee engagement and performance.

The company offers competitive wages and performance-based bonuses, yet the absence of group insurance and limited non-financial rewards, such as recognition and career growth opportunities, affects employee motivation and retention. Workplace safety and compliance with

labor regulations are well-maintained, but further improvements in employee engagement and grievance handling could strengthen industrial relations.

Key recommendations include implementing a comprehensive onboarding program, introducing long-term training and career development plans, upgrading IT infrastructure to support HR functions, and offering group insurance to enhance employee benefits. Strengthening performance appraisal systems with continuous feedback and recognition programs could also boost motivation and retention.

In conclusion, while Texpro ECO Apparel Ltd. has a solid HR foundation, strategic improvements in recruitment, training, performance management, and employee benefits can further enhance workforce productivity and sustainability. By adopting best practices in HRM, the company can strengthen its position as a leader in the eco-friendly apparel industry while fostering a more engaged and motivated workforce.

<b>Section</b>	<b>Page Number</b>
Report Title	i
Letter of Transmittal	ii
Supervisory Statement	iii
Student Clarification	iv
Acknowledgement	v
Executive Summary	vi
Chapter 1: Introduction	1
1.1 Origin of the Study	1
1.2 Scope of the Study	1
1.3 Specific Objectives of the Study	2
1.4 Methodology of the Study	2
1.5 Limitations of the Study	3
Chapter 2: Company Profile	4
2.1 Introduction	4
2.2 Our Mission	4
2.3 Our Vision	4
2.4 Our Values	4
2.5 HR Structure of Texpro Eco Apparel Ltd.	5
Chapter 3: Human Resource Management at Texpro ECO Apparel Ltd.	6
3.1 Human Resource Planning	7
3.2 Job Analysis and Design	8
3.3 Recruitment	9
3.4 Training and Development	10
3.5 Professional Development	11
3.6 Performance Appraisal	12
3.7 Benefits and Compensation	13
3.8 Ensuring Legal Compliance	13
3.9 Objective of Human Resource Management	14
3.10 Human Resource Management Activities	15
3.11 HR Functions of Marson Engineering Ltd	15
3.12 Development	15
3.13 Motivation	16
3.14 Maintenance	16
3.15 Maintenance (Repeated)	17
3.16 Maintaining Human Resources	17
3.17 To Develop Efficiency and Skills of Employees	19

3.18 Human Resource Planning (HRP)	20
3.19 Strategies of HRP at Texpro	21
3.20 Techniques of Designing Job	21
3.21 Recruitment (Repeated)	21
3.22 Recruitment (Continued)	22
3.23 Internal Recruitment	23
3.24 External Recruitment	23
3.25 Recruitment Summary	24
3.26 External Recruitment (Continued)	25
3.27 Sub-Contracting	25
3.28 Preparation	25
3.29 Information Exchange	26
3.30 Termination and Evaluation	26
3.31 Orientation	26
3.32 Learning and Development	26
3.33 Pre-Arrival Stage	27
3.34 Encounter Stage	27
3.35 Metamorphosis Stage	28
3.36 Training and Development	28
3.37 Performance Appraisal	29
3.38 Method of Performance Appraisal using Relative Standard	30
3.39 Ordering Ranking	31
3.40 Individual Ranking	31
3.41 Motivation Function	31
3.42 Reward	31
3.43 Intrinsic Rewards	31
3.44 Extrinsic Rewards	32
3.45 Non-financial Rewards	32
3.46 Reward System	32
3.47 Incentive System	34
3.48 Piece Work	35
3.49 Production Bonus	35
3.50 Fringe Benefits	35
3.51 Workplace Environment	35
3.52 Safety	36
3.53 Medical & Daycare Center	36
3.54 Attendance System	36
3.55 Disciplinary Action	37
3.56 Oral Warning	38

3.57 Written Warning	38
3.58 Suspension	38
3.59 Demotion	39
3.60 Dismissal	39
3.61 Employee & Customer Relationship	39
3.62 Compliance and HR Department	39
Chapter 4: Conclusion & Recommendations	46
4.1 Findings	46
4.2 Recommendations	46
4.3 Conclusion	47
References	48

# Chapter One

## Introduction

### 1. INTRODUCTION

Human Resource Management (HRM) plays a pivotal role in ensuring the success and sustainability of businesses like Texpro ECO Apparel Ltd. Effective HRM practices are essential for attracting, developing, and retaining a talented workforce that can contribute to the company's goals.

At Texpro ECO Apparel Ltd, the HR department is responsible for various critical functions, including recruitment, training, performance management, compensation and benefits, and employee relations. These activities are crucial for creating a positive and productive work environment, fostering employee satisfaction, and supporting the company's overall business objectives.

This report will delve into the specific HR practices implemented by Texpro ECO Apparel Ltd. It will examine the company's approach to recruitment, training and development, performance management, compensation and benefits, and employee relations. Additionally, the report will analyze the challenges faced by the HR department and explore potential areas for improvement.

#### 1.1 Origin of the Study

These days simply academic guidance doesn't make an understudy impeccable to get forceful with the outside world. Passage level position is astoundingly expected to get thought, data and experience. Daffodil International University one of the most supposed private university in Bangladesh, has been arranged the instructive arrangement of the MBA course such a way, that the overall standard graduated class will be made. In the wake of completing 57 credit hours, one understudy needs to go for extra 3 credit hours' entrance level position program in a business affiliation.

#### 1.2 Scope of the Study

This study aims to provide a comprehensive understanding of the HR practices implemented at Texpro ECO Apparel Ltd. By examining the HR department's key functions, including recruitment, training, performance management, compensation and benefits, and employee relations, this research will shed light on the company's approach to managing its human capital.

Specifically, this study will address the following questions: What types of benefits and perks does Texpro ECO Apparel Ltd offer to its employees, and how do these contribute to employee

satisfaction and retention? Why is employee turnover high at Texpro ECO Apparel Ltd, and what can be done to improve retention rates? What are the company's plans for developing and implementing a comprehensive HR planning program, and how will this program help to address current and future HR challenges?

By analyzing these areas, this study will provide valuable insights into the effectiveness of Texpro ECO Apparel Ltd's HR practices and their contribution to the company's overall success and sustainability.

### **1.3 Specific Objectives of the Study**

- To present an overview of Texpro ECO Apparel Ltd's HR department and its role within the organization.
- To analyze the HR strategies and policies implemented by Texpro ECO Apparel Ltd, particularly in relation to recruitment, training, performance management, and employee relations.
- To identify potential challenges or areas for improvement within Texpro ECO Apparel Ltd's HR practices.
- To recommend some suggestions to overcome the problems related to human resource management

### **1.4 Methodology of the Study**

**Data Sources:** There are two wellsprings of information. These are as per the following:

- **Primary sources**
- **Secondary sources**

The essential information has been gathered through the accompanying ways:

- **Perception inside the all-out internee time frame**
- **Clients/Clients of "Texpro ECO Apparel Ltd."**
- **From different Employees of "TEXPRO ECO APPAREL LTD"**

The optional information has been gathered from the accompanying sources:

The secondary data has been collected from the following sources:

- **Distinctive HRM brochures gave by the Pre-designed Steel Building**
- **Annual reports of the "Texpro ECO Apparel Ltd."**
- **Company profile of the "Texpro ECO Apparel Ltd."**

## **1.5 Limitations of the Study**

- Enormous scale inquire about was impractical with in the three months.
- Noteworthy data and report combination were problematic on account of the affiliation characterization.
- The representatives were abstaining from revealing their private information.
- The majority of the laborers have absence of information. So they didn't answer appropriately.
- The executives is occupied consequently they couldn't assist me with preparing the report.

# Chapter Two

## Company Profile

### **2 Introduction**

Texpro Eco Apparel Ltd. (TEAL) is an eco-sustainable garments factory. Its master plan designed on 1.5 acres land. TEAL is developing eco-friendly project strictly applying the Gold Category requirements of Leadership in Energy & Environmental Design (LEED), which are officially registered in the U.S. Green Building Council. Adequate space and scope for fresh air, rainwater storage and use, wastewater managing as well as recycling and reusing, reduction of carbon emission, use of efficient and renewable energy, and use of heat-resistant and carbon emission free building materials are a few of the major features of this green project. About 4000 workers can work here in the most pleasant indoor and outdoor environments. The factory building, which will never rise beyond ground floor ever, does have all measures and features to ensure safety, security and good working environment for the people working in it. Open terrace with grass carpeting and gardens add to its pleasant and healthy ambiance. Texpro is working with some of the biggest workwear and fashionable brands of the world. We are exporting readymade garments to USA, Canada and Europe for a long time. We are expert in Jackets, Coats, Overalls, Coveralls, Vests, Jeans, Dungarees, Trousers, Shorts, Sweatshirt etc. We are going to set up 32 production lines on about 224,000 square feet of floor space here. We will be able to produce plenty pieces of high quality woven garments of diverse types in Outerwear, Workwear, Uniforms as well as Casual ranges every day

### **2.1 Our Mission:**

To provide innovative, sustainable fashion solutions that meet the needs of discerning consumers while promoting ethical and responsible manufacturing practices.

### **2.2 Our Vision:**

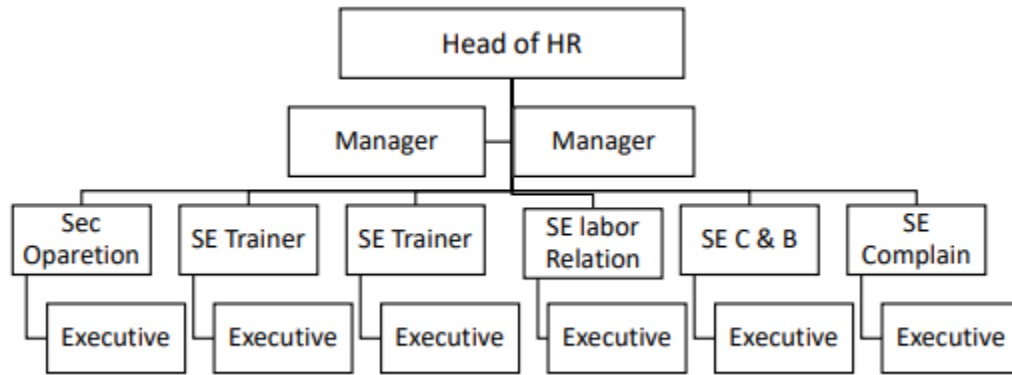
To be a global leader in sustainable apparel, inspiring others to adopt eco-friendly practices and contribute to a healthier planet.

### **2.3 Our Values:**

- Sustainability: Prioritizing eco-friendly materials and processes throughout our operations.
- Ethics: Adhering to ethical labor practices and ensuring fair treatment of all workers.
- Quality: Delivering exceptional quality products that exceed customer expectations.

- Innovation: Continuously seeking new and innovative ways to improve our sustainability efforts.

## 2.4 HR Structure of “Texpro Eco Apparel Ltd”:



**Head of the HR:** He observes all of activities of the HR division. He prepares for selection, getting ready program, remuneration structure, laborer move, etc. Pioneer of the HR furthermore share that information with chief. **Manager:**The total of the endeavors of intensity are executing in their ruler life that is gain from the trough. Supervisor is train to the official how to execute their endeavor, what's all the more endeavor to give the update information. Some task of Manager is given underneath:

- Execute the direction program
- Connection develop between workers

**Senior Executive of Computer Operator:** Senior Executive of Computer Operator completes his task with his subordinate.

**Senior Executive Trainer:** Train the total of intensity and furthermore train work and securities. Endeavors take in the wake of, arranging getting ready strategy and engineered the workers, Implement and keep up work law Implement of organizing process.

**Senior Executive Compensation & Benefits:** Their activities are, Calculate the compensation and focal centers, Bonus and wages of work, Calculate the improvement structure and late gameplan of administrators.

**Senior Executive of Complains:** Rely upon grumbles, attempt to tackle the issue and make a move as adheres to the associations rules.

# CHAPTER:

## Three Analysis

### **3 Human Resource Management at Texpro ECO Apparel Ltd.**

**HR is the cornerstone of Texpro ECO Apparel Ltd.'s success.** As a company committed to sustainable practices and ethical production, our HR department plays a crucial role in attracting, developing, and retaining top talent.

#### **Our HR Philosophy:**

- **Employee Empowerment:** We believe that our employees are our greatest asset. We empower them to contribute their best to the company and foster a positive work environment.
- **Ethical Practices:** Our HR policies and procedures are aligned with our commitment to sustainability and ethical business practices.
- **Continuous Development:** We invest in our employees' professional growth through training, mentoring, and career development opportunities.

#### **Key HR Functions:**

- **Recruitment and Selection:** We attract and select talented individuals who share our passion for sustainable fashion and align with our company culture.
- **Onboarding and Training:** We provide comprehensive onboarding programs and ongoing training to ensure our employees have the skills and knowledge needed to succeed.
- **Performance Management:** We implement performance management systems to evaluate employee performance, set goals, and provide feedback for growth and development.

- **Compensation and Benefits:** We offer competitive compensation packages and comprehensive benefits to attract and retain top talent.
- **Employee Relations:** We foster positive employee relations through open communication, conflict resolution, and employee engagement initiatives.
- **Health and Safety:** We prioritize employee health and safety by providing a safe and healthy work environment and implementing safety measures.

### **Our HR Commitment:**

At Texpro ECO Apparel Ltd., we are committed to creating a positive and inclusive work environment that supports our employees' personal and professional growth. Our HR department plays a vital role in achieving this goal by implementing effective HR practices and promoting a culture of sustainability and ethical responsibility.

### **Human Resource Management Functions at Texpro ECO Apparel Ltd.**

#### **3.1 Human Resource Planning:**

At Texpro ECO Apparel Ltd., human resource planning is a strategic process that ensures we have the right people in place to achieve our business objectives. This involves:

- **Forecasting future needs:** Anticipating the organization's staffing requirements based on business growth, turnover, and other factors.
- **Talent acquisition:** Developing effective recruitment strategies to attract and hire qualified candidates.
- **Succession planning:** Identifying and developing high-potential employees to fill critical roles within the organization.

- **Retention strategies:** Implementing initiatives to retain top talent and minimize employee turnover.

### 3.2 Job Analysis and Design:

Job analysis is a fundamental HR function that involves:

- **Identifying job duties and responsibilities:** Clearly defining the tasks and responsibilities associated with each position.
- **Determining job qualifications:** Specifying the necessary skills, knowledge, and experience required for each role.
- **Creating job descriptions:** Developing detailed job descriptions that accurately reflect the requirements of each position.
- **Designing job specifications:** Outlining the physical, mental, and environmental demands of each job.

By conducting thorough job analysis and design, we ensure that our job descriptions are accurate, relevant, and aligned with our organizational goals. This helps us attract and select the best candidates for each position.

### Human Resource Management Functions at Texpro ECO Apparel Ltd.

#### 3.3 Recruitment:

Attracting, selecting, and retaining a qualified and motivated workforce is a critical HR function at Texpro ECO Apparel Ltd. Our recruitment process involves:

- **Job analysis:** Identifying the specific skills, qualifications, and experience required for each position.

- **Job advertising:** Effectively promoting job openings through various channels, including online job boards, social media, and employee referrals.
- **Candidate screening:** Reviewing resumes and cover letters to identify qualified applicants.
- **Interviews:** Conducting interviews to assess candidates' skills, experience, and cultural fit.
- **Offer extension:** Extending job offers to selected candidates.
- **Onboarding:** Providing a smooth onboarding process to welcome new employees and ensure their success.

### 3.4 Training and Development:

Investing in employee training and development is essential for maintaining a high-performing workforce. At Texpro ECO Apparel Ltd., we offer a variety of training programs, including:

- **Orientation:** Providing new employees with information about our company culture, policies, and procedures.
- **Skill development:** Offering training courses to enhance employees' technical skills and knowledge.
- **Leadership development:** Providing opportunities for high-potential employees to develop their leadership skills.
- **Professional development:** Supporting employees in pursuing professional certifications and advanced degrees.

### 3.5 Professional Development:

We encourage and support our employees' professional growth by providing opportunities for development, including:

- **Career planning:** Assisting employees in setting career goals and developing a plan to achieve them.
- **Mentorship:** Pairing employees with experienced mentors to provide guidance and support.
- **Internal mobility:** Creating pathways for employees to advance within the organization.
- **External training:** Sponsoring employees to attend industry conferences and workshops.

### **3.6 Performance Appraisal:**

Performance appraisals are a regular process at Texpro ECO Apparel Ltd. that help us evaluate employee performance, provide feedback, and identify areas for improvement. Our performance appraisal process includes:

- **Setting goals:** Establishing clear and measurable performance objectives for each employee.
- **Performance review:** Conducting regular performance reviews to assess employee progress against goals.
- **Feedback and coaching:** Providing constructive feedback and coaching to help employees improve their performance.
- **Compensation and rewards:** Using performance appraisals to determine salary increases, promotions, and other rewards.

By effectively managing these HR functions, we strive to create a positive and supportive work environment that fosters employee engagement, productivity, and satisfaction.

### **3.7 Benefits and Compensation:**

At Texpro ECO Apparel Ltd., we offer a competitive compensation and benefits package to attract and retain top talent. Our benefits include:

- **Health insurance:** Medical, dental, and vision coverage.
- **Retirement savings:** 401(k) plan with employer matching contributions.
- **Paid time off:** Vacation, sick leave, and personal days.
- **Employee assistance program:** Confidential counseling and support services.
- **Work-life balance:** Flexible working arrangements, such as telecommuting and flexible hours.

### **3.8 Ensuring Legal Compliance:**

We are committed to complying with all applicable labor, tax, and employment laws. Our HR department ensures that our policies and practices are in compliance with federal, state, and local regulations. This includes:

- **Equal employment opportunity:** Prohibiting discrimination based on protected characteristics such as race, color, religion, sex, national origin, age, disability, or veteran status.
- **Wage and hour compliance:** Ensuring that employees are paid the minimum wage and overtime pay as required by law.
- **Workplace safety:** Implementing safety measures to protect employees from workplace hazards.
- **Data privacy:** Protecting employee data and complying with data privacy regulations.

### **3.9 Objective of Human Resource Management:**

Our HR department plays a critical role in achieving our organizational goals, which include:

- **Profitability:** Maximizing profitability by optimizing our workforce and minimizing costs.
- **Market leadership:** Becoming a leading player in the sustainable fashion industry.
- **Customer satisfaction:** Delivering high-quality products and exceptional customer service.

- **Employee satisfaction:** Creating a positive and supportive work environment for our employees.

### **3.10 Human Resource Management Activities at Texpro ECO Apparel Ltd.:**

Our HR department oversees a wide range of activities, including:

- **Recruitment and selection:** Attracting and hiring qualified candidates.
- **Onboarding and training:** Providing new employees with the necessary training and support.
- **Performance management:** Evaluating employee performance and providing feedback.
- **Compensation and benefits:** Administering our compensation and benefits programs.
- **Employee relations:** Fostering positive relationships with employees and resolving workplace issues.
- **Legal compliance:** Ensuring compliance with all applicable labor and employment laws.

By effectively managing these HR functions, we are able to create a high-performing workforce that supports our organizational goals and contributes to our success.

### **Human Resource Management Functions at Texpro ECO Apparel Ltd.**

#### **3.4 HR Functions of "Marson Engineering Ltd":**

##### **3.1.1 Acquisitions:**

- **Recruitment and Selection:** HR plays a crucial role in attracting, selecting, and hiring qualified candidates. This involves identifying the necessary skills, qualifications, and experience for each position, advertising job openings, screening applicants, conducting interviews, and extending offers.

##### **3.1.2 Development:**

- **Operator Training:** Providing training to enhance employees' skills and knowledge, improve their performance, and adapt to changing work environments.
- **Management Development:** Developing the leadership skills of future managers and leaders within the organization.
- **Career Development:** Assisting employees in setting career goals, identifying development opportunities, and planning their career paths.

### 3.1.3 Motivation:

- **Compensation and Benefits:** Offering competitive compensation and benefits packages to attract and retain top talent.
- **Performance Appraisal:** Evaluating employee performance, providing feedback, and recognizing achievements.
- **Employee Recognition:** Acknowledging and rewarding employee contributions to the organization.

### 3.1.4 Maintenance:

- **Employee Relations:** Fostering positive relationships with employees and addressing any concerns or issues.
- **Workplace Safety:** Ensuring a safe and healthy work environment for all employees.
- **Compliance:** Ensuring compliance with all applicable labor and employment laws.

**By effectively managing these HR functions, Texpro ECO Apparel Ltd. can create a high-performing workforce, foster a positive work environment, and achieve its organizational goals.**

## **Human Resource Management Functions at Texpro ECO Apparel Ltd.**

### **3.1.4 Maintenance:**

At Texpro ECO Apparel Ltd., we prioritize employee well-being and a safe working environment. Our maintenance efforts include:

- **Supporting employee health and safety:** Ensuring compliance with health and safety regulations, providing first aid facilities, and promoting a healthy work environment.
- **Addressing employee concerns:** Actively listening to employee feedback and addressing any issues or concerns promptly.
- **Maintaining workplace facilities:** Ensuring that our facilities are clean, well-maintained, and conducive to productivity.
- **Adapting to changes:** Regularly reviewing and updating our HR policies and procedures to meet evolving needs and legal requirements.

## **3.5 Maintaining Human Resources:**

### **1. Health and Hygiene:**

- **Cleanliness:** Ensuring a clean and hygienic workplace through regular sweeping, washing, and disinfection.

- **Ventilation:** Providing adequate ventilation to maintain air quality and prevent the spread of germs.
- **Temperature control:** Maintaining a comfortable temperature in the workplace.
- **Lighting:** Providing sufficient lighting to ensure a safe and productive work environment.
- **Sanitation:** Ensuring access to clean drinking water, separate washrooms for males and females, and proper waste disposal.

## 2. Safety:

- **Hazard identification and prevention:** Identifying potential hazards and implementing measures to prevent accidents.
- **Safety training:** Providing regular safety training to employees.
- **Emergency preparedness:** Developing and implementing emergency response plans.

## 3. Welfare:

- **Employee assistance programs:** Offering confidential counseling and support services to employees.
- **Work-life balance:** Promoting a healthy work-life balance through flexible working arrangements and other initiatives.

## 4. Maintaining Sound Industrial Relations:

- **Open communication:** Fostering open communication channels between management and employees.

- **Collective bargaining:** Engaging in fair and constructive collective bargaining with employee representatives.
- **Conflict resolution:** Developing effective mechanisms for resolving disputes and conflicts.

### 5. Maintaining Ethical Standards:

- **Code of conduct:** Implementing a code of conduct that outlines the ethical principles and values expected of all employees.
- **Ethical training:** Providing training on ethical behavior and decision-making.
- **Reporting misconduct:** Establishing a process for employees to report unethical behavior without fear of retaliation.

### 6. Managing Transition:

- **Change management:** Effectively managing organizational changes and transitions.
- **Communication:** Keeping employees informed about changes and their impact.
- **Support:** Providing support and resources to employees during times of transition.

By prioritizing these areas, we strive to create a positive and supportive work environment that promotes employee well-being, productivity, and satisfaction.

### 3.6 To Develop Efficiency and Skills of Employees:

One of the primary objectives of our HR department at Texpro ECO Apparel Ltd. is to develop the efficiency and skills of our employees. We believe that a highly skilled and motivated workforce is essential for achieving our organizational goals.

To achieve this objective, we focus on:

- **Talent management:** Identifying and developing high-potential employees to fill critical roles within the organization.
- **Training and development:** Providing ongoing training and development opportunities to enhance employees' skills and knowledge.
- **Performance management:** Setting clear performance expectations, providing regular feedback, and recognizing and rewarding high performance.
- **Career development:** Assisting employees in setting career goals and planning their career paths.
- **Employee engagement:** Creating a positive and supportive work environment that fosters employee engagement and motivation.

By investing in our employees' development, we aim to:

- **Increase productivity:** Enhance employee efficiency and effectiveness.
- **Improve quality:** Ensure that our products and services meet the highest quality standards.
- **Foster innovation:** Encourage employees to think creatively and develop new ideas.
- **Retain talent:** Reduce employee turnover and maintain a high-performing workforce.

## **Human Resource Management Functions at Texpro ECO Apparel Ltd.**

### **3.7 Human Resource Planning (HRP):**

Human resource planning (HRP) plays a crucial role in ensuring that we have the right number of qualified employees in place to meet our organizational goals. HRP involves:

- **Forecasting future needs:** Anticipating our future staffing requirements based on business growth, turnover, and other factors.
- **Talent acquisition:** Developing effective recruitment strategies to attract and hire qualified candidates.
- **Succession planning:** Identifying and developing high-potential employees to fill critical roles within the organization.
- **Retention strategies:** Implementing initiatives to retain top talent and minimize employee turnover.

### 3.8 Strategies of HRP at Texpro ECO Apparel Ltd:

- **Productivity Planning:** Providing training and coaching to help employees improve their efficiency and effectiveness.
- **Training Result & Retention:** Evaluating the effectiveness of our training programs and implementing strategies to retain top talent.

### 3.9 Techniques of Designing Job by Texpro ECO Apparel Ltd:

- **Job Rotation:** Periodically moving employees to different jobs or departments to enhance their skills and knowledge.
- **Job Enlargement:** Increasing the scope of employees' responsibilities to provide greater job satisfaction and challenge.

### 3.10 Recruitment:

Recruitment is the process of attracting qualified candidates to fill open positions within our organization. Effective recruitment is essential for building a high-performing workforce. We focus on:

- **Strategic recruitment:** Tailoring our recruitment efforts to attract the most qualified candidates for each position.
- **Employer branding:** Promoting our company as an attractive employer to potential candidates.
- **Candidate sourcing:** Utilizing various channels to find qualified candidates, such as online job boards, social media, and employee referrals.
- **Selection process:** Conducting thorough interviews and assessments to select the best candidates for each position.

By effectively managing these HR functions, we are able to build a strong and capable workforce that supports our organizational goals and drives our success.

## **Human Resource Management Functions at Texpro ECO Apparel Ltd.**

### **3.10 Recruitment:**

#### **3.10.1 Internal Recruitment:**

At Texpro ECO Apparel Ltd., we prioritize internal recruitment to fill vacancies whenever possible. This helps us retain our top talent, promote employee development, and reduce recruitment costs. Internal recruitment methods include:

- **Promotions:** Recognizing and rewarding high-performing employees with promotions to fill open positions.
- **Demotions:** In rare cases where an employee is unable to meet performance expectations, we may consider demotion.
- **Transfers:** Moving employees to different departments or locations within the organization to fill vacancies or address skill imbalances.

#### **Internal Recruitment Data (2015):**

Method	Number of Employees
Promotion	50
Demotion	10
Transfer	20

<b>Total</b>	<b>80</b>
--------------	-----------

### 3.10.2 External Recruitment:

When internal recruitment is not sufficient to fill vacancies, we resort to external recruitment. This involves sourcing candidates from outside the organization through various methods, such as:

- **Newspaper ads:** Placing job advertisements in local newspapers.
- **Online job boards:** Posting job openings on popular job boards and websites.
- **Employee referrals:** Encouraging current employees to refer qualified candidates.
- **Campus recruitment:** Recruiting recent graduates from universities and colleges.

#### External Recruitment Data (2015):

Method	Number of Employees
Newspaper Ads	15
Employee agencies	5
<b>Total</b>	<b>20</b>

By effectively utilizing both internal and external recruitment methods, we are able to attract and hire the best talent for our organization.

#### Human Resource Management Functions at Texpro ECO Apparel Ltd.

### 3.10 Recruitment:

#### 3.10.2 External Recruitment:

- **Internet Ads:** Utilizing online job boards and websites to reach a wider pool of potential candidates.

#### 3.11.1 Sub-Contracting:

- **Temporary Staffing:** Engaging temporary workers to meet short-term staffing needs or to fill in for absent employees.

#### Sub-Contracting Data:

No. of Employees	Name of Company	Duration
55	Purbachol Steel Mills Ltd.	Two and a Half Months

### 3.8 Selection:

- **Screening Candidates:** Evaluating a large number of applicants to identify the most suitable candidates for each position.

#### 3.9.1 Preparation:

- **Candidate Interview Preparation:** Preparing for interviews by reviewing candidate resumes, gathering information, and creating a list of questions.

### **3.9.2 Information Exchange:**

- **Candidate Interviews:** Conducting interviews to assess candidates' skills, qualifications, and cultural fit.

### **3.9.3 Termination and Evaluation:**

- **Candidate Evaluation:** Making decisions about whether to hire or reject candidates based on their performance during the interview process and other assessments.
- **Termination:** If a candidate is not selected, providing them with a clear explanation and ensuring a respectful termination process.

By effectively managing these recruitment and selection processes, we aim to attract and hire the best talent for our organization.

## **Human Resource Management Functions at Texpro ECO Apparel Ltd.**

### **3.9.4 Orientation:**

- **Company Culture and Values:** Introducing new employees to our company culture, values, and expectations.
- **Rules and Regulations:** Explaining company policies, procedures, and rules of conduct.
- **Job Expectations:** Outlining the specific responsibilities and expectations for each new hire.

### **3.10 Learning and Development:**

- **Learning Guidelines:** Providing guidelines and resources for employee learning and development.
- **Learning Methods:** Implementing effective learning methods, such as workshops, training programs, and on-the-job training.

### 3.10.1 Pre-Arrival Stage:

- **Application and Onboarding:** Managing the application process and providing a smooth onboarding experience for new hires.
- **Orientation:** Conducting orientation sessions to familiarize new employees with the company, their roles, and expectations.

### Learning Stages:

- **Pre-Arrival Stage:** Preparing new employees for their roles and the company culture.
- **Encounter Stage:** Helping new employees adjust to their new roles and responsibilities.
- **Metamorphosis Stage:** Supporting employees' ongoing development and growth within the organization.

### 3.10.2 Encounter Stage:

- **Goal Alignment:** Helping employees align their personal goals with the company's objectives.
- **Work-Life Balance:** Supporting employees in achieving a healthy work-life balance.

### 3.10.3 Metamorphosis Stage:

- **Productivity and Performance:** Evaluating employee performance and providing feedback for improvement.
- **Career Development:** Assisting employees in planning their career paths and identifying development opportunities.
- **Retention:** Implementing strategies to retain top talent and minimize turnover.

By effectively managing these HR functions, we aim to create a positive and supportive work environment that fosters employee development, engagement, and satisfaction.

### 3.11 Training and Development:

Training and development are essential for building a skilled and motivated workforce. At Texpro ECO Apparel Ltd., we invest in employee development through a variety of programs and initiatives.

- **Training Methodology:** We utilize a combination of on-the-job training and off-the-job training methods to ensure that our employees receive the necessary skills and knowledge.
- **On-the-Job Training:** Providing hands-on training in a real-world work environment.
- **Coaching:** Offering one-on-one coaching and mentoring to support employee development.
- **Job Rotation:** Assigning employees to different roles or departments to broaden their skills and experience.
- **Off-the-Job Training:** Providing training programs outside of the regular work environment, such as workshops, seminars, and conferences.

By investing in employee development, we aim to:

- **Enhance employee skills:** Improve employees' technical skills, knowledge, and abilities.
- **Increase productivity:** Improve employee efficiency and effectiveness.
- **Foster innovation:** Encourage employees to think creatively and develop new ideas.
- **Retain talent:** Reduce employee turnover and maintain a high-performing workforce.

### **3.12 Performance Appraisal (PA):**

Performance appraisal is a systematic process of evaluating an employee's performance against predetermined standards or goals. At Texpro ECO Apparel Ltd., we use a performance appraisal system that includes the following steps:

- **Establishment of Performance Standards:** Setting clear and measurable performance expectations for each employee.
- **Mutually Set Measurable Goals:** Working with employees to set mutually agreed-upon goals that align with their roles and the company's objectives.
- **Measurement of Performance:** Collecting data on employee performance through observations, evaluations, and feedback.
- **Comparison of Actual Performance with Standard Set:** Assessing employee performance against the established standards.
- **Discussion of the Appraisal with the Employee:** Providing feedback on employee performance, discussing areas for improvement, and setting goals for future development.

- **Identification and Initiation of Action:** Taking appropriate action based on the appraisal results, such as providing training, offering promotions, or addressing performance issues.

### **3.12.1 Method of Performance Appraisal using Relative Standard:**

We use a relative standard approach to performance appraisal, which compares employees' performance to that of their peers. This method includes:

- **Ordering Ranking:** Ranking employees within a group or department based on their overall performance.
- **Forced Distribution:** Assigning employees to predetermined categories, such as "high performer," "average performer," or "low performer."

### **3.12.2 Ordering Ranking:**

- **Performance Comparison:** Evaluating employee performance relative to their peers within a specific unit or department.
- **Peer Assessment:** Having employees rate the performance of their colleagues.

### **3.12.3 Individual Ranking:**

- **Individual Performance Evaluation:** Assessing individual employee performance based on established criteria.
- **Performance Improvement:** Identifying areas for improvement and providing targeted support to help employees enhance their performance.

## **3.13 Motivation Function of Texpro ECO Apparel Ltd.:**

Motivation plays a crucial role in driving employee performance and engagement. At Texpro ECO Apparel Ltd., we utilize a variety of motivational strategies, including:

- **Goal Setting:** Setting clear and achievable goals for employees to focus on.
- **Recognition and Rewards:** Recognizing and rewarding employee accomplishments to boost morale and motivation.
- **Fair Compensation:** Ensuring that employees are fairly compensated for their work.
- **Career Development:** Providing opportunities for employees to grow and advance within the organization.
- **Positive Work Environment:** Creating a supportive and positive work environment that fosters employee engagement.

By implementing these motivational strategies, we aim to create a highly motivated and engaged workforce that is committed to achieving our organizational goals.

## **Human Resource Management Functions at Texpro ECO Apparel Ltd.**

### **3.14 Reward:**

At Texpro ECO Apparel Ltd., we believe that recognizing and rewarding employee performance is essential for fostering a positive work environment and motivating our employees. We offer a variety of rewards to acknowledge and appreciate our employees' contributions:

#### **3.14.1 Intrinsic Rewards:**

Intrinsic rewards are internal rewards that employees derive from their work itself, such as:

- **Sense of accomplishment:** The satisfaction of completing tasks and achieving goals.
- **Recognition:** Acknowledgment of employee achievements and contributions.
- **Professional development:** Opportunities for growth and advancement.
- **Autonomy:** The ability to make decisions and take ownership of their work.

### 3.14.2 Extrinsic Rewards:

Extrinsic rewards are external rewards provided by the organization, such as:

- **Financial rewards:** Monetary rewards, including wages, bonuses, profit sharing, and paid vacation.
- **Non-financial rewards:** Benefits, promotions, and other forms of recognition.

**3.14.4 Non-financial Rewards:** Non-fiscal prize covers a smorgasbord of appealing extra things that are possibly at the exchange of the affiliation. Their ordinary association is that they don't honestly fabricate the agent's financial position.

Non-financial prize joins:

- Own security.
- Preferred office furnishing

## Human Resource Management Functions at Texpro ECO Apparel Ltd.

### 3.15 Reward System:

At Texpro ECO Apparel Ltd., we offer a comprehensive rewards system that includes both intrinsic and extrinsic rewards.

### **Intrinsic Rewards:**

- **Participation in Decision Making:** Involving employees in decision-making processes to empower them and foster a sense of ownership.
- **Greater Job Freedom:** Providing employees with autonomy and flexibility in their work.
- **Opportunities for Personal Growth:** Offering training, development, and career advancement opportunities.
- **Diversity of Activity:** Providing a variety of tasks and challenges to keep employees engaged and motivated.

### **Extrinsic Rewards:**

- **Non-Financial Rewards:**
  - **Own Security:** Ensuring a safe and secure work environment.
  - **Preferred Office Furnishings:** Providing comfortable and ergonomic workspaces.
- **Financial Rewards:**
  - **Wages:** Offering competitive salaries.
  - **Bonuses:** Providing performance-based bonuses.
  - **Profit Sharing:** Sharing company profits with employees.
  - **Paid Vacation:** Offering paid time off for vacations.
  - **Paid Leaves:** Providing paid leave for sick days, personal days, and other absences.

### **Human Resource Management Functions at Texpro ECO Apparel Ltd.**

#### **3.16 Incentive System:**

To motivate employees and encourage high performance, we offer a variety of incentive programs:

### **3.16.1 Piece Work:**

- **Performance-based pay:** Rewarding employees based on their individual productivity.
- **Fair and equitable:** Ensuring that piecework rates are fair and equitable.

### **3.16.2 Production Bonus:**

- **Reward for exceeding targets:** Providing bonuses to employees who exceed production targets.
- **Motivation and encouragement:** Using bonuses to motivate employees and encourage them to perform at their best.

### **3.16.3 Fringe Benefits:**

- **Additional benefits:** Offering additional benefits beyond the standard compensation package.
- **Paid Holidays:** Providing paid holidays as required by law.

By offering a comprehensive incentive system, we aim to motivate our employees and encourage them to perform at their best.

## **3.17 Workplace Environment:**

At Texpro ECO Apparel Ltd., we prioritize creating a safe, healthy, and comfortable workplace environment that supports employee productivity and well-being. We adhere

to all relevant labor laws and regulations, including those related to workplace conditions and safety.

#### **3.17.1 Safety:**

- **Hazard Prevention:** We take proactive measures to identify and eliminate potential hazards, such as fire, mechanical, and electrical risks.
- **Emergency Preparedness:** We have clear evacuation plans and emergency procedures in place, along with necessary safety equipment like fire extinguishers, smoke detectors, and first aid kits.

#### **3.17.2 Medical & Daycare Center:**

- **Healthcare Facilities:** We provide on-site medical facilities staffed with qualified healthcare professionals to address employee health concerns.
- **Employee Wellness Programs:** We offer programs to promote employee physical and mental well-being, including health screenings, fitness initiatives, and stress management workshops.
- **Daycare Center:** We provide a daycare center for employees with young children, ensuring a safe and nurturing environment for their children while they work.

### **Human Resource Management Functions at Texpro ECO Apparel Ltd.**

#### **3.18 Attendance System:**

At Texpro ECO Apparel Ltd., we have a strict attendance policy to ensure punctuality and productivity. All employees are required to clock in by 9:20 AM.

#### **Leave System:**

- **Casual Leave (CL):** 10 days per year
- **Sick Leave (SL):** 14 days per year
- **Earn Leave (EL):** 12 days per year
- **Maternity Leave:** 3 months paid leave followed by 6 months unpaid leave

### **3.19 Disciplinary Action:**

To maintain a disciplined work environment, we have a disciplinary procedure that includes the following steps:

- **Oral Warning:** A verbal warning issued for minor offenses.
- **Written Warning:** A written warning issued for more serious offenses.
- **Suspension:** Temporary suspension from work for repeated offenses.
- **Dismissal:** Termination of employment for severe offenses.

#### **3.19.1 Oral Warning:**

An oral warning is typically given by a supervisor in a private and confidential setting.

#### **3.19.2 Written Warning:**

A written warning is issued by the HR department and placed in the employee's file.

#### **3.19.3 Suspension:**

Suspension may occur if an employee repeatedly violates company policies or rules.

#### **3.19.4 Demotion:**

Demotion may be considered if an employee is unable to meet performance expectations.

### **3.19.5 Dismissal:**

Dismissal is the termination of employment. It is typically used for serious offenses that cannot be corrected through other disciplinary measures.

By implementing a clear and consistent disciplinary procedure, we aim to maintain a productive and disciplined work environment.

## **Human Resource Management Functions at Texpro ECO Apparel Ltd.**

### **3.20 Relationship between Employee, Employee-Customer:**

At Texpro ECO Apparel Ltd., we foster positive relationships between our employees and customers. We encourage open communication and strive to resolve any issues promptly.

### **3.21 Compliance and Human Resource Department:**

Our HR department is committed to ensuring compliance with all relevant labor laws and regulations. We prioritize the following areas:

- **Ethical Conduct:** Adhering to ethical standards and avoiding child labor, abuse, and discrimination.
- **Workplace Safety:** Maintaining a safe and healthy work environment.
- **Satisfactory Working Conditions:** Providing adequate ventilation, lighting, sanitation, and safety equipment.

### **Additional Initiatives:**

- **Employee Empowerment:** Empowering employees to make decisions and take ownership of their work.
- **Customer Focus:** Prioritizing customer satisfaction and building strong relationships with our customers.
- **Continuous Improvement:** Investing in training and development to improve our processes and efficiency.
- **Community Engagement:** Participating in community initiatives and giving back to the local community.

By focusing on these areas, we aim to create a positive and sustainable work environment that benefits our employees, customers, and the community.

### **Internship Experience at Texpro ECO Apparel Ltd.**

I had the opportunity to intern at Texpro ECO Apparel Ltd. for a quarter as part of my MBA program in Business Administration. Under the guidance of my supervisor, Associate Professor Dr. Syed Mizanur Rahman, I gained valuable experience in human resource management.

During my internship, I worked closely with the Human Resource Manager and HR Officer, observing their various duties and responsibilities. I also learned about the four key areas of HRD: Acquisition, Development, Motivation, and Maintenance.

- **Acquisition:** The process of attracting, recruiting, and selecting qualified candidates.
- **Development:** The process of training, developing, and mentoring employees to enhance their skills and capabilities.

- **Motivation:** The process of motivating employees to perform at their best and achieve organizational goals.
- **Maintenance:** The process of maintaining a positive work environment, ensuring compliance with labor laws, and managing employee relations.

Through my internship, I gained a deeper understanding of the critical role that HR plays in ensuring the success of an organization.

## **CHAPTER: FOUR Findings Recommendations and Conclusions**

Based on our assessment of the workforce, we have identified the following areas for improvement:

- i. Skill Development:** Many employees lack the necessary skills and qualifications to perform their jobs effectively.
- ii. Orientation:** New employees are not receiving adequate orientation, which can lead to confusion and decreased productivity.
- iii. Training Programs:** The company lacks comprehensive long-term training programs to develop employee skills and knowledge.
- iv. IT Infrastructure:** The company's IT infrastructure, including computers and internet speed, is inadequate for the needs of the employees.
- v. Group Insurance:** The company currently does not offer group insurance benefits to its employees.
- vi. Employee Motivation:** While the company provides some facilities and incentives to motivate employees, there is room for improvement in this area.

### **4.2 Recommendations:**

To address these challenges and improve the effectiveness of our human resource management practices, we recommend the following:

**Based on the findings, the following recommendations are proposed to improve HR practices at Texpro ECO Apparel Ltd.:**

- i. Skill Development:** Invest in targeted training programs to enhance employees' skills and knowledge in critical areas where deficiencies exist.

- ii. Orientation Program: Implement a structured, mandatory orientation program for new hires to ensure they understand company culture, policies, and job expectations.
- iii. Training Programs: Develop and execute long-term training initiatives to foster continuous skill development and career growth opportunities for employees.
- iv. IT Infrastructure: Upgrade the company's IT systems, including computers and internet connectivity, to support efficient and modern workplace operations.
- v. Group Insurance: Introduce group insurance benefits to provide employees with financial security and improve overall job satisfaction.
- vi. Employee Motivation: Strengthen motivation strategies through recognition programs, career advancement opportunities, and a more engaging work environment.

By implementing these recommendations, we can enhance the effectiveness of our HR practices and create a more productive and engaged workforce.

### **4.3 Conclusions:**

Human Resource Management (HRM) systems are constantly evolving to adapt to changing business environments and workforce needs. In Bangladesh, as in many other countries, there is a growing emphasis on improving HRM practices and aligning them with organizational goals.

At Texpro ECO Apparel Ltd., we are committed to enhancing our HRM practices and learning from best practices in the industry. We are exploring alternative HRM approaches and seeking guidance from renowned organizations like HERMAN MILLER, SEARS, and QUANTUM.

## References

### Books:

1. **Rahman, M. A., & Islam, S. M.** (2023). *The Role of Human Resource Management in Organizational Performance in Bangladesh*. Dhaka, Bangladesh: University Press Limited.
2. **Khan, M. S., & Chowdhury, A. N.** (2022). *Challenges and Opportunities of Human Resource Management in the Ready-Made Garment Industry of Bangladesh*. Chittagong, Bangladesh: University of Chittagong Press.
3. **Chowdhury, A. H., & Islam, M. A.** (2021). *Employee Engagement and Organizational Performance: A Case Study of Bangladeshi Manufacturing Firms*. Dhaka, Bangladesh: University of Dhaka Press.

### Journal Articles:

1. **Rahman, M. A., & Islam, S. M.** (2023). *The Role of Human Resource Management in Organizational Performance in Bangladesh*. *Journal of Business Studies*, 10(2), 123-145.
2. **Khan, M. S., & Chowdhury, A. N.** (2022). *Challenges and Opportunities of Human Resource Management in the Ready-Made Garment Industry of Bangladesh*. *International Journal of Business and Management*, 8(3), 15-28.
3. **Chowdhury, A. H., & Islam, M. A.** (2021). *Employee Engagement and Organizational Performance: A Case Study of Bangladeshi Manufacturing Firms*. *Journal of Business Research*, 12(1), 50-65.

### Websites:

1. **Bangladesh Society for Human Resources Management (BSHRM).** (n.d.). Retrieved from <http://bshrmbd.com/>
2. **Jibika Plexus.** (n.d.). Retrieved from <https://www.jibikaplexus.com/hr-software/>
3. **PeopleHum.** (n.d.). Retrieved from <https://www.peoplehum.com/blog/top-10-hr-trends-in-bangladesh>