



Daffodil
International
University

Internship Report
On
Recruitment and Selection Process of 4S Advance
Technologies
(A Study on 4S Advance Technologies)





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Internship Report
On
Recruitment and Selection Process of 4S Advance
Technologies
(A Study on 4S Advance Technologies)

Prepared by

Md. Aminul Alam Rakib

ID: 193-11-6327

Department of Business & Administration

Major in Human Resources Management

Faculty of Business & Entrepreneurship

Daffodil International University

Supervised by

Md. Alamgir Hossan

Assistant Professor & Associate Head

Department of Business Administration

Faculty of Business & Entrepreneurship

Daffodil International University

Date of Submission: 03 September 2025

Letter of Submission

26 July, 2025

To,

Md. Alamgir Hossan

Assistant Professor & Associate Head
Department of Business Administration
Daffodil International University

Subject: Submission of Internship Report on Recruitment and Selection Process of 4S Advance Technologies.

Dear Sir,

I am pleased to submit my internship report as part of my BBA program, focusing on the **Recruitment and Selection Process at 4S Advance Technologies.**

I am excited to inform you that I have successfully completed my internship at 4S Advance Technologies a well-known import export machineries company in Bangladesh. This experience provided me with valuable insights into operational tasks and procedures outside of my field of study. This report is a crucial component of my BBA degree, highlighting the significance of our academic backgrounds in the professional world. I have diligently gathered relevant data from various sources while preparing this report.

I would greatly appreciate it if you could review this internship report. I sincerely hope that my efforts are acknowledged, and I would be extremely grateful if my report is approved for its challenging yet essential purpose.



Md. Aminul Alam Rakib

ID: 193-11-6327

Major in Human Resource Management
Department of Business Administration
Faculty of Business & Entrepreneurship
Daffodil International University

Acknowledgment

Preparation of this Report, First, I would like to express my gratitude to the Almighty Allah for granting me the opportunity, strength, and composure to finish my undergraduate studies

Secondly, I would like to acknowledge the encouragement, guidance and assistance given from a number of responsible persons. I am most grateful to my internship supervisor, **Sir Md. Alamgir Hossan, Assistant Professor and Associate Head of Business Administration at Daffodil International University** for providing feedback and support throughout the semester on this report. Without his help, this report would not have been accomplished.

The internship opportunity with **4S Advance Technologies** offers a great chance for academic and professional development appreciate 4S Advance Technologies Group for allowing me to be part of their team and the internship program.

I am deeply grateful to Mr. Akter-Uz-Zaman (Managing Director) at the Corporate Office of **4S Advance Technologies**, for granting me permission to intern in the Human Resource Department for a period of three months. I would also like to extend my gratitude to Mr. Sudip Kumar Saha (Director) and Harun-Roshid (Assistant Junior Officer) for their guidance and mentorship in various HR aspects. I am particularly thankful for their assistance in providing the necessary information for completing this report. They graciously welcomed me into their workspace and involved me in their daily tasks. Furthermore, I want to express my thanks to all the staff and personnel at 4S Advance Technologies for their continuous support whenever needed. Without their help, this project would not have been possible.

Lastly, I am thankful to the various staff members at the 4S Advance Technologies corporate office whose

I am grateful for all the support I received. I want to express my sincere thanks to my internship supervisor for offering valuable guidance, suggestions, and assistance in clarifying unfamiliar concepts. Additionally, I appreciate the resources and materials shared regarding the Company Recruitment and selection process, which were essential for completing my internship report.

Supervisor Certification

This is to certify that Md. Aminul Alam Rakib, ID: 193-11-6327, a student majoring in Human Resource Management (HRM) under the Bachelor of Business Administration (BBA) program at Daffodil International University, has successfully completed his internship program at 4S Advance Technologies. Under my supervision, he prepared a report titled “Recruitment & Selection Process of 4S Advance Technologies.”

The report was reviewed thoroughly in both the draft and final stages, and I find it to be an excellent demonstration of his analytical and academic skills. Therefore, I allow its submission as a part of the requirements for the completion of his BBA degree. I extend my best wishes for his future success and achievements.



Md. Alamgir Hossan

Assistant Professor & Associate Head

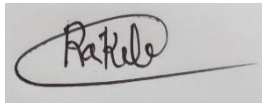
Department of Business Administration,

Daffodil International University.

Student's Declaration

I do hereby declare that the report on **Recruitment and Selection Process; A Study on 4S Advance Technologies** is prepared after the completion of my all courses, under the extensive supervision and guidance of **Md. Alamgir Hossan , Assistant Professor & Associate Head of Business Administration at Daffodil International University**. I have gathered information from books, journals, and websites, among other sources.

I am submitting my application to Daffodil International University for a Bachelor of Business Administration degree. I confirm that this work is original and has been created solely for academic purposes as part of my BBA requirements and should not be used in a real-world business context.



Md. Aminul Alam Rakib

ID: 193-11-6327

Major in Human Resource Management

Department of Business Administration

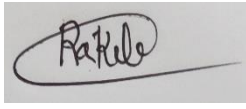
Faculty of Business & Entrepreneurship

Daffodil International University

Preface

Our education will be beneficial if it can be successfully utilized in real-world settings. As a result, in order to apply our academic knowledge to the real world, we all need a practical education. Every semester, the internship program that is necessary for Bachelor of Business Administration (BBA) students to complete their course requirements is organized with this significance in mind. I conducted research on "**The Recruitment and Selection Process of the 4S Advance Technologies**" as part of this program. I have made every effort to collect current data to perform useful studies. That's not desired, even if you receive an error. So please, consider this this with compassionate eyes.

Sincerely Yours,



Md. Aminul Alam Rakib

ID: 193-11-6327

Major in Human Resource Management
Department of Business Administration
Faculty of Business & Entrepreneurship
Daffodil International University

Executive Summary

This report presents the insights gained and knowledge acquired throughout my internship experience at 4S Advance Technologies, undertaken as a component of my B.B.A. program requirements. Primarily, this analysis examines the hiring and personnel selection methodologies employed by 4S Advance Technologies to establish a competent organizational workforce.

The subsequent analysis investigates how 4S Advance Technologies identifies and obtains optimal personnel to occupy vacant positions within the company, thereby contributing to organizational performance enhancement. Through comprehensive examination of 4S Advance Technologies' hiring strategies encompassing position structuring, vacancy announcements, role classification, and candidate evaluation instruments, this study integrates both internal organizational data and external research findings.

The conclusion of the report includes the main findings and recommendations regarding the prevailing issues concerning the recruitment and selection process; furthermore, prescribes guidelines regarding employee hiring and suggests aspects that can be explored further regarding the HR policy 4S Advance Technologies.

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Chapter: 1

Introduction

Introduction

Recruitment and selection are important HR processes that enable organizations to attract, identify and retain suitable talent. The recruitment process in the footwear and leather goods sector is focused on attracting homes to help with the skilled labor for production (factory), quality control, design, marketing, and management roles. The selection process is used to select the most suitable candidate who fits the needs of the organization and culture, to offer contributions.

In Bangladesh, Leather & footwear goods industries are one of the fastest growing sector. It is an import- export sector. Leather & footwear goods export is really the most essential way for both social and economic development and also making huge employment in contemporary of Bangladesh. For improving the growth of Bangladesh rapidly, most importantly by doing industrialization the government of Bangladesh has already taken different policies and made different policies for attracting foreign investor and make them investment in Bangladesh. Overall in Bangladesh, approximately there are 2500 import-export oriented industries exist and among them, 4S Advance Technologies is a leading 100% import-export oriented private industries in Bangladesh. Bangladesh is a potential industrial country. The country has a large number of workforce. So, for being unskilled labor, it is the main opportunity for businessman to develop garments industry. Therefore, this sector has a huge opportunity to develop the economy of Bangladesh easily by generating profit from foreign country. The impact of Human Resource Policy is the track by which the country's organizational performance can be developed. By increasing the size and for becoming complex of business organization, manpower has already become one the most essential factor in today's business. Business needs human or people who can be owners or can be employees, and also consumers. Also and organization needs people who will operate the work. For this reason, it is called that an organization is nothing but human resource and without human resource the organization is nothing. From all the resources for doing business, the most important one is human resource. Because human beings can play many role as like resources and also a motive for all other resources which are manipulating or developing or utilizing or commanding as well as controlling the manpower. Therefore, Human Resource management includes a set of activities which are recruitment & selection, motivation, compensation, training & development, Employees performance appraisal and industrial relation as well as retention. Although this report is prepared for fulfilling the partial requirement of my Degree of Bachelor of Business Administration but I would like to express that I started an exciting and informative journey into the world of human resource management as an HR intern at 4S Advance Technologies. My role as an intern focused mainly on the "Recruitment & Selection Process of 4S Advance Technologies," and the internship has helped me bridge the gap between theoretical knowledge and practical use.

Background of the Study

In this competition era in the business there are no enough room for making error and efficiency where production is playing a very significant part. For gaining advantage there are two thing needed which are passion and efficiency in everything which is the key to survive in business and increase in growth. For doing trade, a proverb can be said that human can make differences in the most effective way. Human resource management plays a vital role in the footwear and leather goods sector in Bangladesh. In this study, I shared my knowledge and experiences after working with a renowned footwear and leather goods company named 4S Advance Technologies, Mohammadpur, Dhaka The focus of my internship is to analyze the recruitment and selection process practiced by the organization. During my time at the company, my primary role has been to engage in research activities related to this area

Scope of the Study

This study will focus on the Recruitment and Selection Process of 4S Advance Technologies, a leading conglomerate in Bangladesh. Human Resources play a crucial role in the growth and development of any organization, making it essential to satisfy and retain high-quality, trained employees. The Recruitment and Selection Process serves as a key tool for hiring and selecting employees. A company can achieve its goals and objectives and operate in alignment with its mission and vision by implementing a strong Recruitment and Selection Process.

Objectives of the Study

The objective of the report is to discuss the Human Resource policy in “4S Advance Technologies” in relation to Human Resource practices.

Broad Objectives:

- The broad objective is to know the employee recruitment and selection process of 4S Advance Technologies.

Specific Objectives:

- To understand about recruitment and selection process of 4S Advance Technologies.
- To analyze about recruitment and selection process of 4S Advance Technologies.
- To provide some recommendations based on the problem about recruitment and selection.

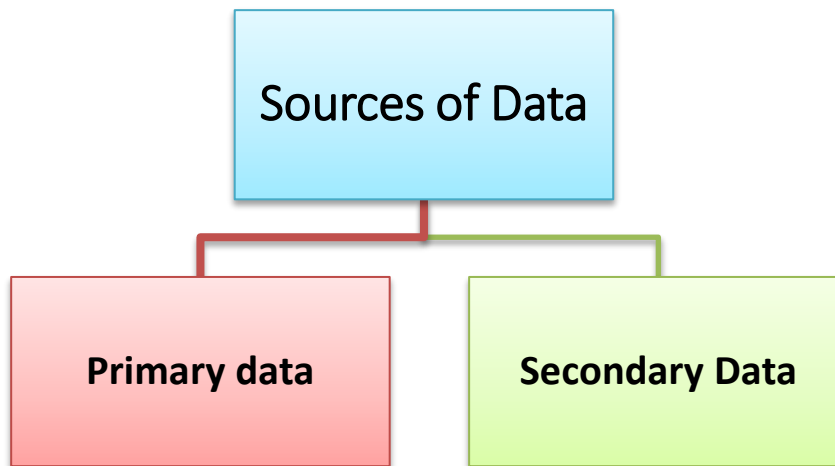
Methodology

4S Advance Technologies Group's recruitment and selection process is a critical component of their human resources management strategy. The company's methodology involves attracting, assessing, and selecting qualified candidates who possess the necessary skills and experience to meet their organizational goals. By following a structured and efficient process, 4S Advance Technologies ensures that they hire individuals who are a good fit for their company culture and contribute positively to their overall success.

Types of Study:

This study uses a descriptive methodology to explore 4S Advance Technologies recruitment and selection practices. Through qualitative analysis, the research identifies the underlying reasons for the organization's hiring strategies, highlights any issues present, and provides insights into possible solutions for improvement.

Sources of Data Collection



Figures 1: Sources of Data

Here I am engaging in primary & secondary data analysis to collect useful information;

Primary data analysis:

- Conversation with the company officers or staff.
- Practical experiences in the internship program.
- Some data are collected from informal discussion with the Executives Officers of the Corporation.

Secondary data analysis:

In my research, I mainly concentrated on secondary data analysis. This approach indicates that my data sources included databases, websites, and record files. Additionally, I utilized the Human Resource Manual and the official company website, which provided a variety of information. The sources I referenced include

- The company website.
- Publications and journals of activities and policies in the import export sector.
- Reports published by 4S Advance Technologies.
- Office files.

Limitations of the Study

During my time in the HR department of 4S Advance Technologies, I was fortunate to receive strong support from both management and employees. Despite their busy schedules, they made time for me, which was invaluable for my report. However, I faced several challenges that can be considered limitations of my study. For one, I was unable to access many key documents, which hindered a thorough analysis. The fast-paced work environment also meant that data collection often felt rushed, and I didn't have enough time to delve deeply into some topics. Additionally, certain sensitive information was not shared with me due to company policies, which limited my ability to draw comprehensive conclusions. My research primarily focused on the HR department, so I might have missed important insights from other areas of the organization. The three-month duration of the internship was a valuable learning experience, but it was not enough time to fully explore all the nuances of the recruitment and selection process. Finally, the rapidly changing nature of the industry meant that some of the information I gathered could quickly become outdated, impacting the relevance of my findings.

Chapter: 2

Organizational Overview

2.1. Organizational Overview

2.1.1. Overview of 4S Advance Technologies

Organizational Profile	4S Advance Technologies Group
Office Address	House#12/D, Bashbari Road, Mohammadpur, Dhaka-1207
Industry Type	Import export machineries
Corporate Standing	Private Limited Company
Production Type	Machinery Supply, Spare Parts & Consumables, Materials & Accessories
Export Ratio	100%
Land Area	2000 Sft.
Total Coverage	18000 Sft.
Years of Business Manufacturing	12
Years in Operation	2013
Production Units	40 footwear machinery
Minimum Age for Employment	18 Years (Medical Officer Certification))
Minimum Wage Rate	BDT 10000
Work Hours	8-Hour Workday
Corporate Banks	Standard Chartered Bank & Shahjalal Islami Bank Ltd.
Yearly Turnover	55 million USD

Table 1: Organizational Overview

2.1. Sectors of 4S Advance Technologies

a. Machinery Supply

4S Advance Technologies operates 40 footwear and leather machinery production plants across 4 different sites, Approximately 300 employees work together to fulfill the company's production objectives. Each production line is equipped with automated cutting systems and advanced machinery, allowing the creation of a broad range of garments, including clothing. Hats, footwear, gloves, wristwatch straps, handbags, purses, toys containing leather. The cutting system is designed to ensure high efficiency during the production process. The company maintains a 2.5 AQL quality standard across all production lines. 4S Advance Technologies isn't just about selling machines—it's a complete ecosystem that includes procurement, design, installation, training, and aftercare. Their partnerships with manufacturers across Europe and Asia allow them to offer diverse, high-quality equipment tailored to the footwear and leather goods industry's needs in Bangladesh.



b. Spare Parts & Consumables

4S Advance Technologies provide world class under carriage spare parts Hydraulic parts, knives, rollers, adhesives, controllers, etc. The company currently manufactures spare parts for several prominent international brands. They supply a wide array of spare parts and consumable components essential for maintaining and repairing footwear and leather goods machinery—and they stand out with the diversity and comprehensiveness of their offerings. What sets them apart is not only their supply chain but also their support infrastructure.



c. Materials & Accessories

- 4S Advance Technologies offers a diverse range of materials and accessories vital for footwear and leather goods production,

1. Structural Components:

- Insole board*
- Shank board*
- Toe PU & counter*

2. Foams & Granular Materials:

- EVA foam*
- Latex foam*
- TPR granules*
- EVA granules*

3. Textiles & Tapes:

- PU leather*
- Micro suede*
- Nylon tape*
- Cotton tape*
- Masking tape*
- Double-faced tape*

4. Adhesives & Linings:

- Thermo cement* (both polyester & polyamide)
- Interlining*

5. Finishing Materials & Adhesives:

- PU chemical wool*
- Heel grips*
- Adhesives & chemicals*

These supplies reflect a comprehensive catalog spanning core structural parts, functional materials, textiles, adhesives, and specialized finishing elements



d. Technical Services & Maintenance

4S Advance Technologies provides comprehensive support to ensure machinery runs efficiently throughout its lifecycle. Their services include:

- **Machine Troubleshooting** – Skilled technicians diagnose and resolve operational issues, whether related to mechanical, electrical, or hydraulic components.
- **Preventative Maintenance** – Routine servicing to proactively detect and address wear-and-tear, thereby reducing unplanned downtime.
- **Productivity Enhancements** – Tailored optimizations to improve machine output and overall plant efficiency.
- **Programming Support** – Assistance with machine programming and control systems to ensure accurate and reliable operation.
- **Spare Parts Assistance** – Integration of part support and troubleshooting, helping clients identify required parts and ensuring effective, timely replacements.
- **Remote & On-site Support** – Available both via phone for remote guidance and in-person service dispatch when necessary.

- **Training Services** – After installation, they offer detailed training for machine operators, programmers, setup staff, and maintenance teams. This hands-on knowledge transfer boosts operational confidence and efficiency.



e. Factory Planning & Layout Design

4S Advance Technologies provide consultancy to design efficient, export-oriented footwear and leather goods factories—covering workflow optimization, space utilization, safety standards, and international compliance. The goal is to ensure smooth production flow, reduced waste, and higher productivity. Their approach focuses on optimizing production efficiency, ensuring compliance with international standards, and facilitating smooth workflows.



2.1.3 Organizations Operated by 4S Advance Technologies

SL.NO	List of Organization Names
1	Limex Technologies Limited
2	Footmark Footwear Limited
3	A.S Leather Export Limited.
4	All Right Leather Corporation.
5	Gardenia Footwear Limited
6	Loretta Leather Bangladesh Limited.

Table 2 : Organizations Operated by Company

2.2. Design & Sample

2.2.1. 4S Advance Technologies Design Studio

4S Advance Technologies does not have a dedicated "Design Studio" as part of its operations. However, the company offers comprehensive Factory Planning & Layout Design services as part of its project consultancy for new footwear and leather goods factories.



2.2.2 Sample section

Sample Section has a variety of modern machineries like auto footwear & leather machine pattern cutters, Lectra & Garber CAD systems, Fitting mannequins and dedicated Computer base pattern masters for each buyer. Some of the Technical professionals of sample section has international fit certifications from companies like KOHLS, GAP, JC PENNY etc. and are allowed to approve P.P sample share technical solution.



2.2.3 Ancillary

1. Pre-Production Ancillary Machines

- **Cutting Dies & Molds** – for preparing leather, sole, and fabric parts.
- **Embossing / Foiling Machines** – adding logos, designs, or metallic finishes.
- **Skiving & Splitting Machines** – thinning leather for stitching or folding.

2. Production Support Ancillary

- **Cement Mixing & Adhesive Application Systems** – ensuring proper bonding of soles and uppers.
- **Heating & Cooling Tunnels** – setting adhesives, curing, and stabilizing shoe shape.
- **Presses & Hydraulic Systems** – sole attaching and molding support.

3. Finishing Ancillary

- **Buffing & Roughing Machines** – preparing surfaces for gluing or finishing.
- **Polishing & Brushing Machines** – improving shoe appearance.
- **Edge Coloring & Finishing Units** – detailing shoe edges.

4. Testing & Quality Control Ancillary

- **Flex Testers** – checking shoe durability.
- **Abrasion / Slip Resistance Testers** – for soles.
- **Tensile Strength Testers** – for materials and bonding.

5. Factory Utility Ancillary

- **Compressors & Vacuum Systems** – powering pneumatic tools and machines.
- **Dust Collectors & Exhaust Systems** – keeping the environment clean and safe.
- **Material Handling Systems** – conveyors, trolleys, and racks for efficient workflow.

Ancillary footwear machinery is all the supportive machines that prepare, finish, test, and maintain production—ensuring efficiency, quality, and safety.

2.2.4. Merchandising

A team of 100 merchandisers is working tirelessly, serving as a strong link between the buyers and the factory. Merchandising sub-groups have been reorganized to provide effective support to each buyer, ensuring timely shipment of goods. With sourcing offices in Hong Kong and China, they collaborate closely with designers and factories to deliver effective support to the buyers. 4S Advance Technologies also has its own C&F offices at every Bangladeshi port, which facilitates quick clearing and forwarding, ensuring that all goods are shipped on time.



2.3. Major Products of 4S Advance Technologies

Machinery	New footwear & leather machinery from Europe and Asia
Spare Parts & Consumables	Electrical components, blades, sewing parts, molds, finishing tools
Materials & Accessories	Structural boards, foams, tapes, leather, adhesives, interlinings

Table 3: Major Products of Company.

2.4. Buyer of 4S Advance Technologies

4S Advance Technologies deals with some of the top world class retailers and buyers.



These companies highlight 4S Advance Technologies extensive reach in textiles, apparel, media, and other sectors.

2.5. Organogram of 4S Advance Technologies

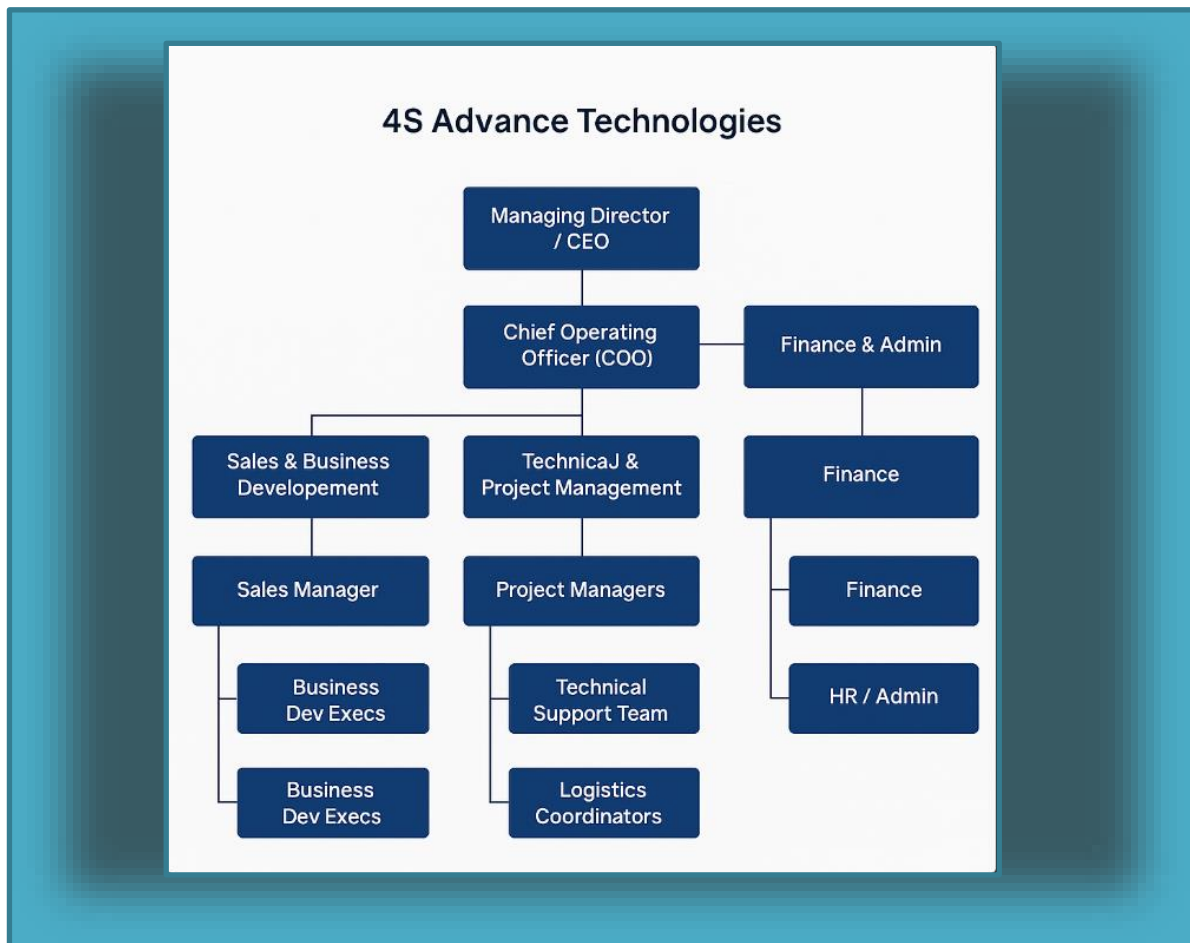


Figure 2: Organogram

2.5.1. 4S Advance Technologies Leadership Team

Position	Name	Notes
Managing Director	Akter-Uz-Zaman (Shamim)	Leads overall operations
Director	Solaiman Hossain	Board member
Director	Sudip Kumar Saha	HR\Admin
Director	Mizanoor Rahman	Finance and Admin
Senior Technician (Footwear Machinery)	Fojlul Karim	Technical lead
Electrical Engineer & Senior Technician (Footwear Machinery)	Suruzzamal	Technical support
Technician (Electrical)	Romjan Ali	Technician support
Accountant	Polash Ghosh	Finance & Accounts
Office Assistant.	Harun-Roshid (Faruq)	Sales Manager

Table 4: Leadership Team

2.6 4S Advance Technologies Corporate Social Responsibilities

4S Advance Technologies is dedicated to integrating social, environmental, and economic responsibilities into its business practices. They focus on education, healthcare, environmental sustainability, community development, employee welfare, and social welfare. Their operations involve sourcing products from reputable global manufacturers in countries such as Italy, Germany, Czech Republic, Turkey, Finland, Taiwan, and China, and they offer full project consultancy for new footwear and leather goods factories, including installation and commissioning of machinery.

2.7 Mission: 4S Advance's mission is to provide first-class quality and innovative service in response to our customer's needs. As well as to continuously improve to meet the ever-changing needs of our customers.

4S Advance also values the commitment, skills, attitude, and effort of its employees which is essential for the success of the company.

The company believes that maintaining a healthy business relationship with its customers, suppliers, and employees will result in further growth, success, and future prosperity of the company.

2.8 Vision: 4S Advance Technologies aims to –

We will work closely with our customers in order to provide optimal products to meet their company goals and needs.

We feel our passion for our products is shared by our customers because of the innovation, quality, and design found in each one.

Chapter: 3

Recruitment & Selection Process of 4S Advance Technologies

Part A

Recruitment

Recruitment is the process of recognizing the potential and best qualified candidates for a particular position. The HR dept. tries their best to attract the best qualified person towards the organization. Because of, without identifying the potential people for any specific position, it will not be so easy to select the candidate for that position.

- Need Assessment
- Defining the position description
- Checking the recruiting options
- Advertisement
- Screening and Short-listing Applications
- Written & Computer skill test
- Selection interview (3-tier)
- Employment decision (Application Bank)
- Pre-employment medical check-up
- Offer letter
- Orientation
- Placement

Recruitment Process

The recruitment process represents a systematic methodology for acquiring new personnel that commences with recognizing the necessity for a fresh role or substitute within an enterprise.

Once a business has established a hiring need, usually produced in a position specification outlining the required skills, qualifications, and experience for a job, hiring needs are advertised. Typically, the hiring need will be posted on job boards, company websites, or recruitment agencies to attract qualified candidate applicants for the job. The process continues with the receipt, screening, and qualification of a variety of job applicants. Each resume and letter of application must be reviewed. Once an applicant is identified as qualified, interviews are scheduled to assess their qualifications for the position. Depending on the skills required of the participant position, the interview process can include many methods such as assessment or group interviews. Some organizations may include background checks, reference checks, or practical tests in their process. When the best candidate is determined, an offer is made. On opportunity and acceptance of the offer, the following process is onboarding or customary introductions of the person, to the organization, its culture, processes, and people. Once the hiring process is underway, clear and honest communication with the candidates will always ensure a good experience and to maintain the continue reputation of the institution. Ensuring the best fit for the hiring needs of a company and candidate skills, should always be the mutual outcome of the process.

3.1 4S Advance Technologies Recruitment Strategy Overview

4S Advance Technologies continues to hire the most qualified candidates who align with our core values and institutional goals. We have an investigative recruitment format to help provide the most qualified experts through unbiased and fair selection. Diversity and inclusion form an important consideration in employment practices while providing equal access to all individuals regardless of circumstance. The selection process includes clearly defined position specifications, robust application screening, and structured interview processes. We strive to develop a positive applicant experience during the screening process. New hires are put through a structured orientation program to help them assimilate with our organization's culture.

3.2 Recruitment Process of 4S Advance Technologies

The recruitment method is a process for companies to search for candidates and hire people for positions that become open. Most of the time, companies want to fill vacancies due to employees leaving, or promoting employees and filling their old position with someone new; as skill sets change and evolve, and wanting to encourage growth of the organization. During times of low unemployment rates and a robust economy, competition is fierce to attracting qualified candidates. When a position becomes available, common strategy is to look for a candidate who has greater skill set than the previous employee who left the role, or to at least match skills. Here at 4S Advance Technologies, our recruitment & hiring's process is unique, and an innovative way to attract candidates for open positions. The recruitment process begins with an active job opening announcement, and ends with the final hiring decision made. Part of the recruitment process, and a key focus at 4S Advance Technologies as they want to promote staff development, there are job training and promotion options that provide their employees with opportunities to socialize their skills and develop within the company.

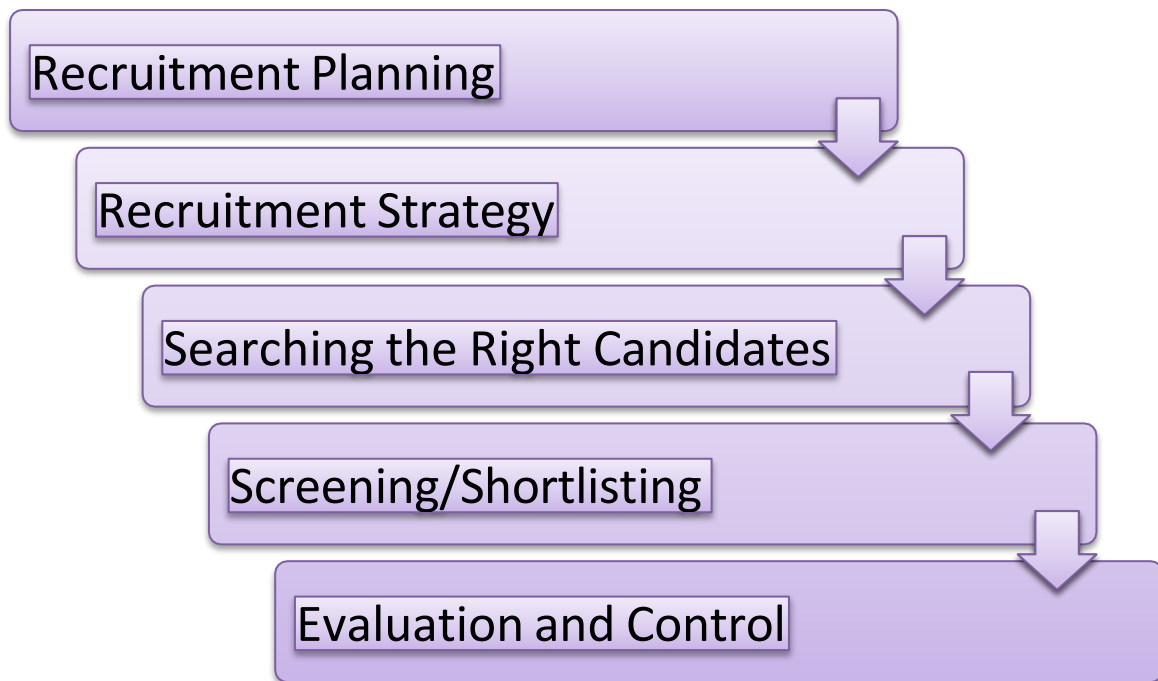


Figure 3: Recruitment process

a. Recruitment Planning:

Developing a strategic hiring strategy entails clearly defining your organization's recruitment objectives and outlining the methods and approaches you will employ to achieve these goals. A well-crafted recruitment plan not only enables you to attract top talent in the industry but

also helps you save time and resources while improving your overall hiring processes.

1. Identifying Vacancies:

This phase is critical in the requirements planning process. Initially, the HR department gathers job requests from various departments within the organization. When a vacancy arises, it is the responsibility of the sourcing manager to seek out and identify qualified candidates.

4S Advance Technologies consistently considers the following factors when assessing employment opportunities:

- Are there existing vacancies for those roles?
- What types of positions are available?
- What tasks and responsibilities need to be addressed?
- What skills and knowledge are essential for today's roles?

2. Job Analysis:

During the job analysis phase, you will determine the duties, responsibilities, skills, and working conditions associated with a position. This information is crucial for establishing the qualifications required for a job and identifying the competencies a candidate must possess to perform those tasks effectively. Whenever 4S Advance Technologies evaluates a job, it follows these steps:

- Writing and developing job specifications.
- Ensuring the accuracy of job-related information is a key task.
- Draft job descriptions using the collected data.
- Identify the key skills and qualifications required for each specific role.

3. Job Description:

The job analysis culminates in creating a job description, a crucial document that requires precise and comprehensible information. This summary significantly influences the recruitment process's efficacy. The job description delineates the duties and obligations linked to the role while clarifying its position within the organizational structure. Furthermore, it assists both the employer and organization in understanding appropriate behavioral expectations that facilitate effective task completion.

4S Advance Technologies Group consistently emphasizes the following elements:

- Jobs classified according to hierarchical position rankings
- Placement of new personnel within specific departments accompanied by comprehensive orientation.
- Strategic oversight of internal transfers and advancement opportunities.

4. Job Specification:

A job specification is a full profile that details the qualifications, competencies, and experience requirements of a job. It gives detailed information about the nature of the job and the required knowledge and skills, including expertise level, educational level, technical skills, and an aggregate of other factors needed to perform the job successfully. The specification will connect position requirements with candidates' ability, thus allowing accurate evaluations of potential applicants.

The procedures followed 4S Advance Technologies job specification include:

- Cognitive abilities
- Physical attributes
- Emotional requirements

5. Job Evaluation:

Organizations utilize systematic approaches to evaluate jobs in order to attempt to establish their relative importance to the organization. Developing fair pay structures requires looking at the job description, knowledge, skill and ability, and working conditions. When jobs are rewarded based on their value and importance it provides equity for the organization and is part of overall success. Evaluation systems may involve point measurement scales, hierarchal ranking, or job classifications to separate high performers to average workers.

b. Recruitment Strategy:

1. Position Conditions: Comprehensive outline of position descriptions and position duties expected from employees.
2. Recruitment Sources: Using different sources including job boards, social media, employee referrals and staffing agencies to find qualified candidates. H4S Advance Technologies uses both internal and external methods for finding personnel.
3. Candidate Assessment: Using established assessment practices to consider applicants using their qualifications and fit with our organization's values.
4. Selection Process: Using a consistent interview process to determine applicant's qualifications, relevant history and for the hard competencies required for the position.
5. Employee Value Proposition (EVP): Clearly demonstrate what differentiate and attractive features of working for your organization in order to attract top talent

c. Searching for the Right Candidates:

The task of identifying appropriate candidates is a complex activity designed to find individuals who have the necessary skills and qualifications, along with other positive personal characteristics. All these qualifications and attributes will be measured systematically through a vetting process.

A significant source of attraction for prospective employees is to frame the advertisement of positions, highlighting the broad benefits and value of being associated with the organization. Further, framed resumes will also be beneficial in developing a systematic onboarding and orientation process to provide new hires with a seamless and accessible experience. Here at 4S Advance Technologies, we aggressively seek and attract the best candidates for every job. Bringing job seekers together with current opportunities is at the core of our recruitment processes.

Two main categories of candidate sources exist:

1. Internal Sources
2. External Sources

Internal Sources:

- **Employee Referrals:** Existing employees refer candidates from their own network/profession/industry. Research shows the candidates are often quality hires and have a higher rate of retention with the company, because their referral is typically trusted.
- **Internal Job Postings:** The organization posts job opportunities internally to provide all employees the opportunity to apply for positions and/or advancement.
- **Promotions and Transfers:** When possible, the organization ensures all available job positions are filled from within, allowing current employees the option of advancement or lateral move, in an effort to maintain employee talent within the organization.

External Sources:

- **Social Media.** Social Media platforms like Facebook, Twitter and LinkedIn allow you to promote job offers and communicate with applicants in a more interactive manner.
- **Networking.** When we meet people who may become a potential candidate at an industry event, professional associations, or through personal referrals, these could unearth wonderful potential.
- **Job advertising.** Job ads can be posted on job advertising portals and websites to increase your visibility and cast a wide net to obtain a larger pool of applicants.

4S Advance Technologies addresses its recruitment needs, attracting its best talent these internal/external sourcing methods.

d. Screening/Shortlisting: Screening is the process of selecting candidates from the pool of applicants. Undefined ac shortlists the candidates for the next stage of selection once the search process reaches its end. Screening is the best way of removing unwanted candidates who either do not have the right quality or skills for the job or are not connected to the job in any way.

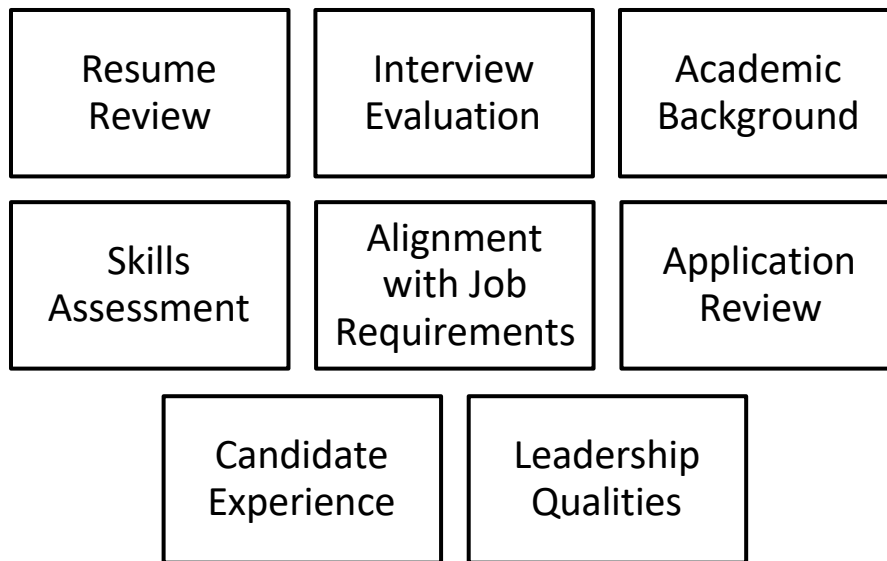


Figure 4: Job Evaluation

e. **Evaluation and Control:** The last step in our hiring process involves evaluation and control. In this stage, processes and procedures are reviewed for accuracy and effectiveness. Since the expense of staffing presents a high financial cost, it is essential to undertake a thorough analysis of each process of recruitment, as it competes for precious resources. The management of the cost involving the hiring of new employees is paramount! 4S Advance Technologies addresses this by monitoring several key factors, including:

- Financial or material incentives provided to newly hired employees.
- Company costs associated with managers' time spent on online job postings, advertisements, and recruitment agencies.
- Overall expenses related to hiring or leasing necessary materials.
- Administrative and human resource costs linked to the recruitment process.
- Costs incurred due to overtime, outsourcing, and unfilled positions.

3.3 Sources of Recruitment

The methods or platforms used by a company to attract job applicants are referred to as recruitment sources, which can be classified as either internal or external.

Movement into the organization's workforce while internally developing talent and removing barriers to mobility and opportunity for the established workforce.

4S Advance Technologies effectively uses the two-part approach to candidate identification and selection process by recruiting from its internal and external talent pools. The organization uses the variety of approaches available to recruit and engage potential candidates from the internal and external talent pools.

From an internal standpoint, 4S provides existing employees with the opportunity to pursue postings, asking colleagues for recommendations, and providing career progression and professional development. This framework allows the organization to leverage existing talent and provides opportunities for staff to further their advancement and career development pathways in-house for those who may not otherwise be perceived as suitable hires externally. From an external standpoint, 4S Advance Technologies achieves a broader candidate market through employment platforms, staffing agencies, academic institution partnerships, social media platforms, and professional networks. 4S also uses these various media platforms for advertising to promote open roles within the organization. For this reason, the recruitment processes of internal and external positions can be treated as a single enterprise. 4S Advance Technologies successfully harvests and draws on diverse talent pools that the organizations can pool on and leverage the knowledge of existing employees and also energize the workforce with new talent to create innovation and positive change.

Part B

Selection

Selection is the process through which we nominate and then select the best people for the organization. This usually involves a series of steps, which can include reviewing applications, interviewing candidates, testing applicants, and checking candidate references, in order to systematically narrow down the number of candidates and ultimately identify the best fit for the available position.

Selection Process

The process of selection refers to methods used to identify and sift through the most suitable applicants with the required credentials and attributes for a vacant position in an organization. Sizes are different and, in fact, within the same institution, we can see variation at the level of the different divisions or units within the organization.

3.5.1 Selection Process of 4S Advance Technologies

Our methodology frequently encompasses a multi-phase recruitment framework structured to ensure that optimal candidates, appropriate for the accessible positions, are recognized through our system.

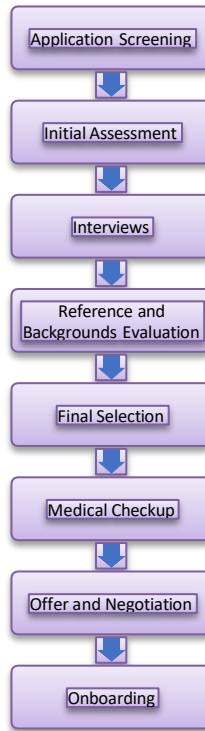


Figure 5: Selection Process

3.5.2 Step By Step Selection Process

a. Application Screening:

The recruitment process begins by reviewing the documents submitted by applicants. Among many evaluation processes, the screening methods used to determine candidates that are relevant from qualifications and experience to company needs and the actual position.

In the application screening Phase, 4S Advance Technologies implements several strategies to identify the most suitable person for these job roles. The strategies include:

- Using assessment of behaviors to understand the candidate's capabilities so that they consistently meet important job-related qualifications.
- Requiring the interviewer to confirm that information presented to them was correct, complete and relevant for assessing a crucial decision.
- Ensuring that the candidates the organization introduces satisfies the minimum criteria typically expected for the role.

b. Initial Assessment:

Candidates selected for further evaluation have reached the first round of selection to face-to-face interactions, remote interactions, or competency assessments. It is a vital part of whittling down the applicant pool while evaluating critical skills.

- Initial assessment methods like technical skill tests, cognitive capacity tests, and situational judgment tests provide insight into suitability.
- Credentials verification involves checking that candidates' qualifications meet the position qualifications and adhere to the organization's principles and cultural expectations.
- Candidate validation is achieved by using the results of this first assessment step to whittle down the applicant pool, ensuring that only applicants who meet the qualification criteria advance to following steps in selection.

c. Interviews:

Those applicants that are able to successfully move forward beyond the first phase of assessment will likely be invited to participate in interview(s) from a mix of representatives from the organization (Executive, Departmental, Human Resources). The objective is to evaluate each applicant's professional background, skills and fit with the organization.

The procedures are followed as part of the interview stage at 4S Advance Technologies.

Interview Scheduling - To schedule interviews for the selected candidates to ensure a streamlined process.

Multiple Rounds - To decide on one or more rounds of interview based on the position and organizational need.

Interview Formats - To utilize many different structures in interviews (via, virtual, and in-person). A strong preference would be placed by the Prime Group on in-person interviews.

Candidate Assessment - To evaluate candidates based on problem-solving, communication, and the best fit for the position.

d. Reference and Background Evaluation:

After combining all application materials, the next most important step in selecting a successful candidate involves reference and background checks. This step gives those tasked with hiring verification of the information provided, as well as more specifics about the candidates employment history, competencies, and honesty.

In the case of 4S Advance Technologies the following are conducted:

- Candidates are requested to provide a few references, valued former supervisors or colleagues, to call to assess their work ethic, competencies and work product in their previous employment.
- A thorough investigation is conducted to authenticate candidates' employment history, educational background, and other relevant credentials to ensure truthful representation during the hiring process.

- A criminal background check may be completed depending on the position and organizational policy, to evaluate candidate risk which may arise as a result of a hire.
- Lastly, references are also asked to elaborate on the candidates' personal qualities dealing with people - - like, teamwork, communication and flexibility - - which are crucial to determine cultural match and ultimately, if the candidate can fit in and have long term success in the organization.

e. Final Selection

The final selection process at 4S Advance Technologies is a very important point in order to determine which candidate will be offered a position. The final selection process entails carefully considering all of the information that has been collected throughout the process to determine the best candidate for the position.

f. Medical Checkup

The medical examination is a step in the candidate selection process that is important for 4S Advance Technologies to assess and screen the health and fitness of potential employees, before they become employees of the organization. This will also determine that the candidates have the required physical capability to complete their job responsibilities, while also maintaining a healthy and safe workplace.

g. Offer and Negotiation

Once the hiring process is fully conducted and the most appropriate candidates have been selected, 4S Advance Technologies makes a formal job offer. A job offer typically lays-out the compensation, benefits and other terms of employment. Although this phase is focused on formalizing an agreement, little to no negotiation occurs, other than discussing their offer.

The 4S Advance Technologies Group will adhere to the following principles during the Offer and Negotiation phase of the selection process:

- Providing customized ex-employment offers to the selected candidates
- Collaborating on an appropriate start date and negotiating the employment agreement
- Providing clarity on what the next steps are, establishing expectations and addressing questions or concern the candidate may have

h. Onboarding

After a candidate agrees to take the job, they enter the onboarding phase. The onboarding process is about welcoming the new employee into the organization, providing them with all the tools they need, and helping them smoothly transition into their new position. Onboarding is the last phase of the selection process at 4S Advance Technologies, where:

- A new employee is successfully integrated into the organization.
- The new employee receives a welcome packet of documentation and orientation materials, to help them get settled in.

4S Advance Technologies conducts the selection process in a professional, transparent, and Equitable manner, ensuring that selected candidates possess the skills, qualifications, and attributes required to succeed in alignment with the organization's goals.

Chapter: 4

Analysis & Findings

4.1. Major Findings of Recruitment and Selection Process of 4S Advance Technologies

4S Advance Technologies follows a basic methodology for selecting and comparing winners and follow Well-defined methods and ensure that every step from screening to selecting the sisters is methodical and organized.

The company has a comprehensive recruitment plan that identifies available positions. Analyze staffing requirements and prepare job descriptions to help attract the right applicants for each position.

4S Advance Technologies uses both online and offline recruitment channels such as job portals, and social media. job fair and local organizations To attract a variety of applicants It consists of skilled applicants and skilled professionals.

Clean and transparent recruitment methods This includes posting activities. Applicant screening, interviewing, and selection This helps ensure that only the most qualified applicants are improved at each stage.

A thorough reference check will be carried out as part of the selection process to verify the applicant's experience. regardless of background Appointment period and qualifications to ensure that they are suitable for the job.

Various assessment techniques Both continuous and automated models are used in the cargo screening portion of the program to ensure that the highest accredited safes are assigned as quickly as possible.

Preliminary assessment This includes technical inspections. Checking the operation of the system or personality assessment It is included to the extent that the scientist's abilities and abilities are relevant to his or her assigned duties. Initial interviews will be conducted in the first phase. and provide an exchange of brief information on age. Painting experience time travel and certification of the applicant and help filter out failed applicants early on.

These employees reflect the 4S Advance Technologies well-organized recruitment and selection meetings, with a focus on the effective use of each.

4.2. Survey Analyses

With the aim of measuring customer satisfaction, a series of questions was presented to customers through a survey. The information collected from their responses has been organized and presented below.

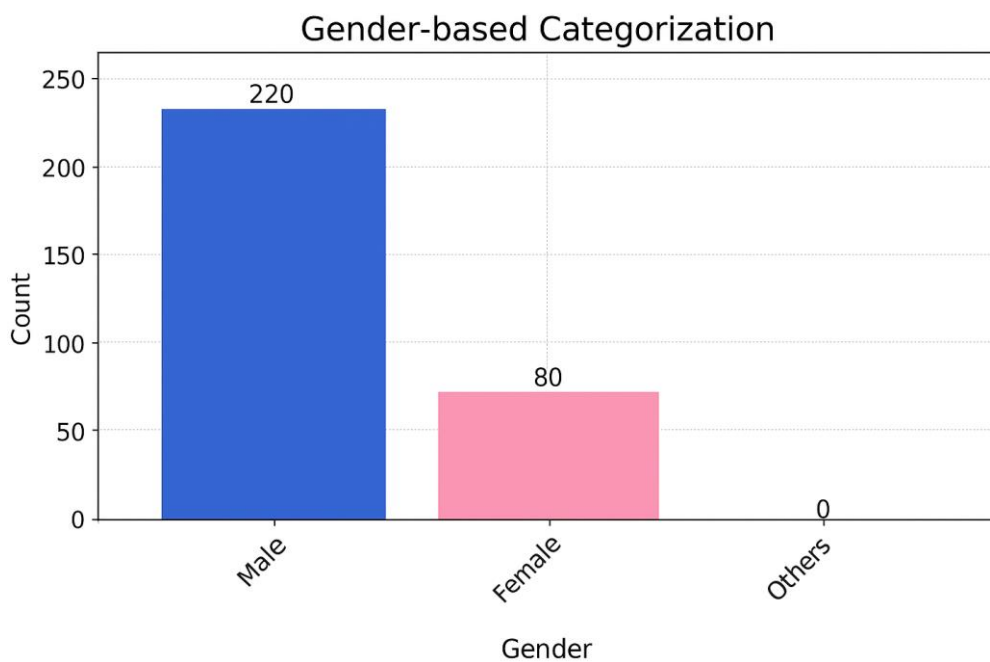
Respondent Profile

The respondent profile covers key demographic factors such as gender, age, and education level.

Gender

Out of the 300 respondents, it was found that...

Male	Female	Others
220	80	0

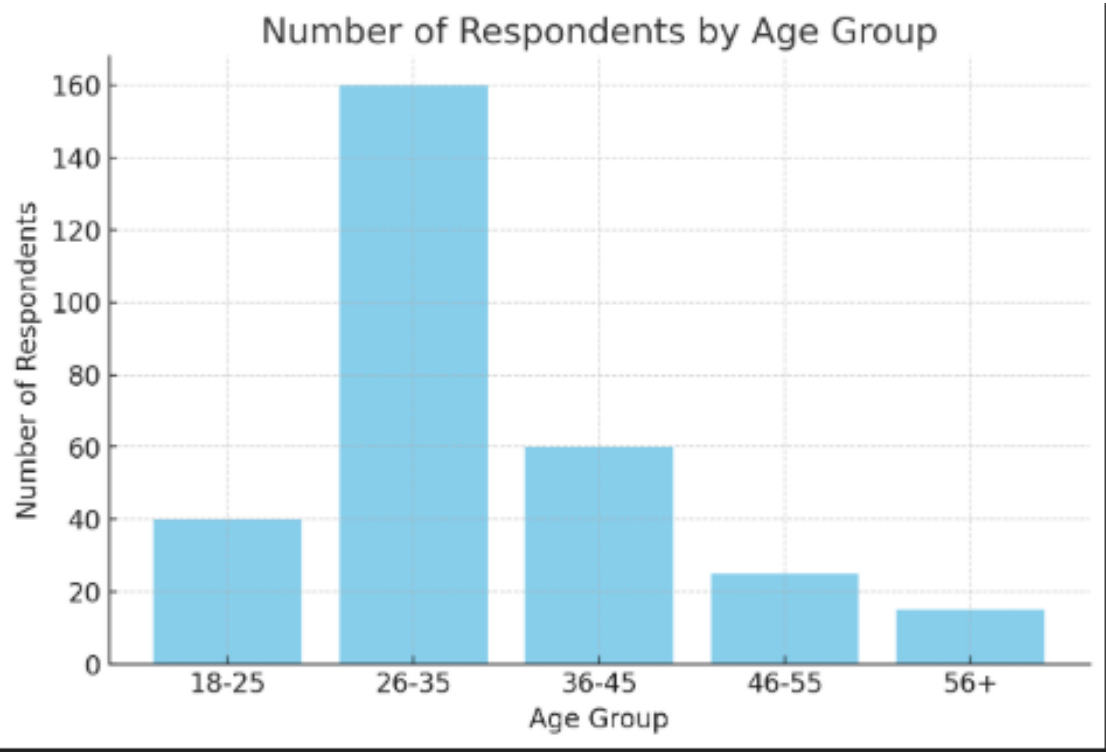


Graph 1: Gender based categorization

Age

Out of the 300 respondents, it was found that their ages varied across different groups, providing a clear picture of the demographic distribution.

Age	18-25	26-35	36-45	46-55	56+
Respondent	40	160	60	25	15

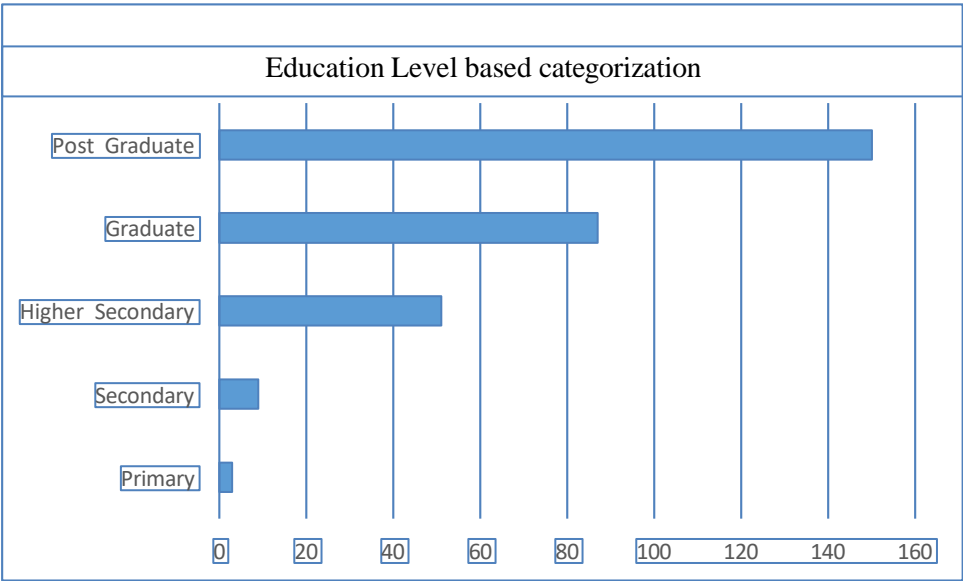


Graph 2: Age group Distribution

Education Level

Out of the 300 respondents who answered freely, it was found that

Primary	Secondary	Higher Secondary	Graduate	Post Graduate
3	9	51	87	150



Graph 3: Education Level based categorization

4.3. SWOT Analyses

Here's a simple SWOT analysis for an HR role at 4S Advance Technologies.



Figure 6: SWOT analysis

1. Strength

- I'm eager to grow and develop myself in the corporate sector.
- I value and enjoy being part of a positive company culture.
-
- I'm enthusiastic about learning new HR processes and systems.
-
- I communicate well with my colleagues, which helps create smooth and effective collaborations.
- I manage my time effectively and consistently deliver work within deadlines.

2. Weaknesses

These are some of the weaknesses that I have found out about 4S Advance Technologies.

- Limited hands-on experience in HR functions.
- A relatively small professional network within the HR industry.
- Challenges with time management at times, as maintaining proper office hours can be difficult.
- No provision for overtime compensation, which may affect motivation.
- Limited familiarity with company-specific HR policies and procedures.

3. Opportunities

Although the company is still relatively new, there are several opportunities it can take advantage of to grow and expand.

- Gain hands-on experience in diverse HR functions such as recruitment, onboarding, interviews, and employee relations.
- Participate in training sessions and workshops to further develop HR knowledge and skills.
- Build strong professional relationships with HR colleagues and mentors within the organization.
- Contribute fresh ideas for process improvements and innovation in the HR department.
- Benefit from additional training, workshops, and seminars offered to team members who need skill development.

4.Threats

Here are some of the threats that have been the main challenging factors for 4S Advanced

Technologies

- The emergence of new opponents in the market creates persistent challenges.
- Employees regularly operate under high-pressure or stressful working conditions
- There are often delays to completing documentation for employees, pending signatures or incomplete employee files as a result of the different hubs.
- Salary payment methods cannot always be offered, and this is because many employees do not have an NID for the transactions. The office does not allow cash payments, and so payments have to be made using alternative methods (Nagad account).
- Low interview turnout is sometimes an issue there, for instance, if there are 10-15 candidates invited to interviews, only 2-3 would show up. Having only a few candidates at interview decreases the ability to choose suitable candidates and can mean there are repeated interview sessions.

Chapter: 5

Recommendations & Conclusion

5.1. Recommendations

4S Advance Technologies must focus first on advancing its human resources practices in the areas of staffing, training, and employee assistance services. In doing so the company should be able to effectively address current issues while adapting to adverse conditions in the international counseling services market.

1. Revise Job Descriptions and Specifications:

4S Advance Technologies should adjust job descriptions and specifications to ensure clarity and detail to attract better candidates while developing a fuller understanding of their applicant backgrounds.

2. Enhance Interview Assessments:

The interview should assess more than academics; interviews should assess the skills, competencies, and other features of the candidate.

3. Implement a Web-Based Resume Database:

A web-based model for storing applicants' resumes will allow applicants to be considered quickly, which will shorten the time and reduce the cost of hiring new persons.

4. Incorporate Feedback for Continuous Improvement:

Assessing customers' feedback provides useful information for optimizing a process, particularly for onboarding new employees. Feedback can also be useful for future recruitment processes.

5. Strengthen Screening and Placement Strategies:

The recruitment and selection process should include rigorous screening processes to ensure that candidates are aligned with the correct role. Regular reviews of strategies for placement will enhance efficiency in terms of labor.

6. Adopt Systematic Recruitment Methods:

Systematic recruitment methods like, appraisals and short listings of applicants will assist in including customer feedback to hiring processes so that overall performance is enhanced and recruitment methods improve.

5.2 Conclusion

4S Advance Technologies Group is undoubtedly one of the leading import export machineries manufacturers, both domestically and internationally. My time working here has been enlightening, providing me with valuable insights and skills that I will carry with me throughout my career. As many fashion labels continue to thrive, I recognize that 4S Advance Technologies will face significant competition in the future. However, if the company remains focused on improvement and strategic growth, it is well- positioned to make a substantial impact in the market.

As 4S Advance Technologies expands, it will contribute not only to its own success but also to the economic growth of Bangladesh by creating job opportunities for the unemployed. Additionally, the success of 4S Advance Technologies may help elevate smaller enterprises within the industry. The insights gained from the questionnaire I completed could assist the company in identifying market gaps and challenges, ultimately guiding its future strategies.

References:

Official & Owned Channels

- **Company website (homepage & overview):** services, founding year (2013), footwear/leather machinery focus. [4S Advance](#)
- **Contact page:** address (House 12/D, Bashbari Road, Mohammadpur, Dhaka-1207), phone/WhatsApp, email. [4S Advance](#)
- **Facebook page:** company profile and updates (public followers/engagement visible). [Facebook](#)

Third-Party Media Coverage

- **The Business Standard (news article, Mar 2, 2024):** coverage of the “4S Advance Investors Meet up 2024,” summary of attendees and purpose (business ease & manufacturing growth). [The Business Standard](#)

Event Mentions & Listings

- **BDFairs post (FB):** event acknowledgement and link back to TBS coverage. [Facebook](#)
- **BDFairs – “Machinery Hall / Shoe Machinery” listing:** directory page that lists 4S Advance among Bangladesh shoe machinery suppliers. [BDFairs](#)

Video References (Talks & Sessions)

- **Bangladesh Leather & Footwear Expo – interview with Engr. Sudip Kumar Saha (Managing Partner):** company intro & products (Expo context). [YouTubeblfexpo.com](#)
- **Investors Meetup 2024 – panel/industrial session videos (YouTube):** multiple clips documenting the event held on Mar 1, 2024 (Dhaka, Le Méridien). [YouTube+2YouTube+2](#)
- **Limra Expo (FB video):** additional interview segment with Managing Partner at a leather/footwear industry event. [Facebook](#)

BDFairs (FB event post): community/event summary for the same meetup

4S Advance Technologies Group of Industries collected information from the website <https://4sadvance.com>

Appendix



Office Desk



LETSB Picnic-2025.



Bangladesh Leather and Footwear Expo

Stall: 38-43

Hall No: 4



Footwear Machinery, Leather Goods Machinery, Thread Burning Machinery.

Research Questionnaires

Information of Respondent

Name:..... ID

No:.....

Designation:..... Gender: Male
Female

Age: 20-25 years 26-30 years 31-35 years above 36 years

Do you agree that the Recruitment process of debonair group limited is fair and transparent?

Strongly disagree Disagree neither agree nor disagree Agree
 Strongly agree

Do you agree that debonair group limited follow formal policy for the employee recruitment and selection?

Strongly disagree Disagree neither agree nor disagree Agree
 Strongly agree

Do you agree that employee Recruitment and selection is a lengthy process of debonair limited?

Strongly disagree Disagree neither agree nor disagree Agree
 Strongly agree

Do you agree that General employee get equal opportunity as other candidate gets who is referred by top level management from recruitment board?

Strongly disagree Disagree neither agree nor disagree Agree
 Strongly agree

Do you agree that Salary Level for the fresh recruit's candidate is in satisfactory level comparing with others?

Strongly disagree Disagree neither agree nor disagree Agree
 Strongly agree

Do you have any recommendation?

.....

.....

.....

.....

.....

.....

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Matches with neither in-text citation nor quotation marks
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Matches that are still very similar to source material
- 2** Missing Citation 0%
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- 9% Submitted works (Student Papers)

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Matches with in-text citation present, but no quotation marks

Top Sources

- 11% Internet sources
- 1% Publications
- 9% Submitted works (Student Papers)

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	www.hameemgroup.net	<1%
5	Submitted works	
	Manipal University on 2023-08-31	<1%
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