

**INTERNSHIP REPORT**  
**ON**  
Human Resource Management Practices  
Of



Beacon Pharmaceuticals Limited.

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Of  
Beacon Pharmaceuticals Limited.

Prepared To

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Program: Masters of Business Administration (MBA)

Major: Human Resources Management

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Date of Submission:....., 2019

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## Letter of Transmittal

February ....., 2019

Mr. Masudur Rahman

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Department of Business Administration

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Daffodil International University

**Subject:** Submission of Internship report.

Dear Sir,

I like to inform you that I have submitted my internship report on “Human Resource Management Practices of Beacon Pharmaceuticals Limited” with due gratitude and appreciation and as per your instruction. I hope this report will be informative as well as comprehensive.

The internship program has given me the opportunity to learn about different aspect of this well reputed organization. Before facing the corporate world, I have gathered general idea about the organization cultural and activities.

I also want to thank you for your support and patience for me and I appreciate the opportunity provided by you through assigning me to work in this thoughtful project.

Sincerely yours,

.....  
MD. Naimmul Islam

ID: 172-14-2427

Program: MBA

Major: Human Resource Management

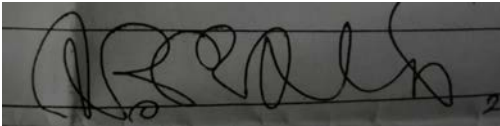
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## Certificate of Approval

This is to certify that the internship report *on Human Resource Practices of Beacon Pharmaceuticals*. Is satisfactory record to internship report prepared by MD. Naimmul Islam, ID No: 172-14-2427 of the department of Business Administration. He worked with Beacon Pharmaceuticals Limited under the department of Human Resource Management as an intern.

MD. Naimul Islam, bears a strong moral character and a very pleasing personality. It has indeed been a great pleasure working with him. I wish him all success in life.



.....  
Mr. Masudur Rahman

Professor and Dean

Department of Business Administration

Faculty of Business & Entrepreneurship

Daffodil International University

## Acknowledgement

I am highly grateful & like to express my sincere thanks to HR Manager of Beacon Pharmaceuticals Limited who permitted me as an Intern in such a prestigious organization.

In preparing the report “Human Resource Management Practices of Drug Industry of Beacon Pharmaceuticals Limited”. I am very much obliged for cordial cooperation from other officers and staffs of Beacon Pharmaceuticals Limited, Head Office do hereby express my deepest thanks and appreciation to Mr. Masudur Rahman who is my honorable supervisor, for giving me valuable time and sincere guidance during the study period, which has inspired me in preparing this report. I pray to almighty Allah for his good health & long life.

Above all thanks to my friends and relatives who always encourages me to prepare myself to be honest and efficient in my academic and professional career? All the relevant things I have tried our best in order to serve the every objective of this report. To make the best understand of the theoretical portion, relevant tables, bar diagram and pie chart has been produced,

HR Manager & other who teach us about overall banking and In Beacon Pharmaceuticals Limited with significant, vital, imperative and essential information during face-to-face speech, by providing some papers etc. and try to help us from the core of their heart as like as their younger Brothers. Officer for their cordial co-operation and guidance in all the way to do our internship and to prepare this report.

## Executive Summary

To meet the requirement of the course outline as well as to comprehend the application of the theoretical knowledge in the practical fields, the internship report on Evaluation of Human Resource Management practices of Beacon Pharmaceuticals Limited has been conducted. The main focus of the study is to analyze the Evaluation of Human Resource Management Practices of Beacon Pharmaceuticals Limited, to identify the strengths and weaknesses of existing Evaluation of Human Resource Management practices and suggest some measures for bringing effectiveness Evaluation of Human Resource Management Practices.

As a young intern in a reputed Pharma like Beacon Pharmaceuticals Limited I have tried my best to go through Evaluation of Human Resource Management Practices within of three months. The study on Evaluation of Human Resource Management Practices is a descriptive report. To prepare the report I used both primary and secondary data. The tenure of three months in not so long prepares a good report. There are various limitation of the study. It is really very much difficult to find out every aspects of the Pharma regarding Recruitment and Selection Process. I have shown the vision, mission, goal, objective, branch network and social welfare responsibilities.

The first part manpower requisition and each department give requisition according to its HR planning to HR department. After getting approval from concerned authority, advertisement is available within the Pharma as well as in bdjobs.com, daily newspaper, and career website of BPL. Following steps have been maintained that is interviews, medical checkup, checking references, placement and orientation for getting skilled, talent, and personnel so as to serve the customer with efficiently. While conducting this internship report on Evaluation of Human Resource

Management Practices of Beacon pharmaceuticals Limited, some sorts of finding has been revealed i.e.

Competence gap between the standard and actual Performance is noticeable in employees. Employees are recruited and selected without taking test that's why efficient personnel is not available in the pharma. Sometimes employees are selected based on unfairness and biasness.



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# Chapter – 01

## Introduction

## 1.1 Introduction

HR Departments shows a significant character for the business. For the organization human resources are the record-worthy properties and an association accomplish its modest lead through these resources. Human resource department confirms the thorough training of human resource events which sanction the proper submission human resources to attain the administrative objectives. Today's professional market is right-thorny due to differentiated professional realm. HRM crowds up the job by benefit of career calculation; job study & job policy and also certifies the HR acts and keeps in officialdom's cognizance about management guidelines and principles.

The HR division of today's establishments deals with full scheme of the association. HR officer's job is to type the HRM structure pretty much perfect, in demand to ensure that, all other factors related to organization are moved quite usefully.

Consequently HR major has to worry almost industry through HRM structure as well as acts supervision owed to the reputation of price. Moreover, he has to variety the duplicate of the company more attractive, nice working complaint, moral profit & reward. For, these are the part of HRM cataloging. Particular of the borders have to be follow in the real world while background up HRM system.

We are demanding near remark this now the behind mode:

- Uncertainty the institutewant vigorous servant, than the wage should be extraordinary to draw the runner.
- If the business takes a recovering employed situation, upright claimant will be concerned.
- Reward and help should be homogeneous.
- Precisely completes societies.
- Direction guidelines & conventions would be in respect.
- Stimulus is constantly occupied for the workers.
- Commercial state of the total budget must be in cognizance of HR officer.
- These are the main limitation or reflection be kept in notice or HR officer while selling by HRM training.

## **1.2 Importance of the Study**

We have argued the simple impression of HRM also the methods in which it services the organization chance its aims. In this artifact, we discourse the motives for groups to have a HRM tactic as well as the professional motorists that kind the policy commanding for logistic attainment.

It is a point that to bloom in the hectic and wild trade location, corporations want to regularly update and be “ahead of the curve” in standings of commerce applies and tactics. It is after this motivation to be at the maximum of the drum that HRM converts a treasured instrument for administration to warrant victory.

The training of HRM essential be seen complete the prism of whole strategic goals for the institute in its place of an individual shade that profits a thing based on a micro methodology. The idea here is to adopt a holistic angle towards HRM that certifies that there are no fractional schemes and the HRM policy catches itself totally with those of the directorial objectives. For example, if the exercise requests of the teams are solely met with dutiful working out on edition areas, the strong stands to drop not only from the phase that the employees occupy in teaching but also a loss of road. Hence, the association that takes its HRM procedure truly will certify that teaching is created on motivated and contemporary systems.

In assumption, the run-through of HRM requests to be cohesive with the total strategy to guarantee operative routine of individuals and run healthier profits to the administrations in terms of ROI for each taka or dollar paid on them. Unless the HRM drill is planned in this mode, the firm's position to miss from not operating persons wholly. And this does not augur glowing for the victory of the group.

## **1.3 Rationale of the Study**

The internship package is actually supportive to connection the split among the academic knowledge and factual natural life understanding as the part of the Masters of Business Administration (MBA) program. This internship has been calculated to have everyday familiarity complete the notional accepting. For the accomplishment of this platform I have been placed in Pharma so-called Beacon Pharmaceuticals Limited. I obvious to work on the perform of human resource management activities of the pharma.

#### **1.4 Objectives of the Study**

The purposes of the education stand as shadows:

##### **Broad Objective**

The broad objective of the learning is toward provide overall Human Resource Management Performs of Beacon Pharmaceuticals Limited.

##### **Definite Objectives**

- To describe the Human Resource Management activities of Beacon Pharmaceuticals Limited
- To find-out the problems of Human Resource Management practices of Beacon Pharmaceuticals Limited
- To provide some measures to overcome the problems and make possible improvement in the future.

#### **1.5 Methodology of the Study**

HRM scheme is really a hardwork to finding out. Since numerous folks are complicated with this development, there is additional portion, the portion is known as “Management”, what is a strong party from member’s opinion of sight.

By preparing this paper we have to find out:

- The steps involved with HRM.

- Biasness towards the HRM.
- Types of system.
- Priority in management.
- Importance in organization.

All types of related things would be revived this project paper to visualize the current phenomenon.

**(a) Theoretical/Conceptual Model of the study**

- Information needed do find out the facts required for this paper.
- Theoretical framework.

**(b) Hypothesis and Assumption**

- Dogmaticcondition is extra or fewersteady.
- Totallyoperates are complexthrough HRM.
- There are confidentprocedures and conventions for HRM.
- There is a countlesscallmeant for Beacon Pharmaceuticals Limited.

**(b) Scope of the Analysis**

Since it is linkedper Beacon Pharmaceuticals Limited the choice of the “project paper” will be partialwithin this party.

**(d) Benefit of the learning**

- It will aid to invention out the “HRM practice” of Beacon Pharmaceuticals Limited.
- It will support to progressmockups and smear them meritoriously in HRM organization.
- The revision will service us to find the sorts of hitches that the syndicates usually face and it will speechless the difficulties.

**(e) Springs of Records**

The causes of figures or evidence are separated into dualshares that are; primary and Secondary sources.

**(i) PrimeFacts**

The keycause, facts are togethernonstop from questioning their staffs and further

Connected employees. Allowing to the spoken message to control the rejoining  
Details that are indeed related with “HRM structure”.

I have calm crucial data over the ensuing methods:

- Everyday deskwork in my exact location forwarded by the drug Industry.
- Dialogue and easy discussion with bosses.
- From useful working atmosphere.
- Uninterrupted reflection.

## **(ii) Minor Facts**

In the minor basis, diverse workbooks and periodicals connecting to the academic mount exertion of the plan was opened to term and to govern “HRM systems also Yearly reports, business schemes outline, linked conserved figures, pecuniary accounts, Internet gazette catalog had been together since the Beacon Pharmaceuticals Limited. Lesser records are the data that have been previously together and charity by others.

- Job description and recruitment files.
- Annual report of the Beacon Pharmaceuticals Limited.
- Office file and documents.
- Text books and journals.
- BPL websites.

## **(f) Analysis Design**

In this project the analysis is designed by using the secondary data.

## **(g) Study period**

September - November 2018.

## **1.6 Limitations of the Study**

Human Resource Section is the most trusted branch for every institute in the Beacon Pharmaceuticals Limited. Here as an intern I am permissible to become restricted evidence for my



training. I am not permitted to get the evidence which is too much private for the Pharma. So in my bang all the material I have educated from my effort.

Other boundaries are as trails:

- For the nonexistence of our realgen, some deficiency may be vacant in the newspaper.
- The pharma has certainly shown us some triviality concerning its most stable material.
- The directors of Beacon Pharmaceuticals Limited were too demanding to emergency period for the internee.
- The length of our practicum database is only 03 months. The billed time is not satisfactory for you to meet facts and to make the training a whole and fertile one.
- The study also smarted from lack of data delivered by Beacon Pharmaceuticals Limited.
- Lack of website evidence to reach on any nice finish.
- Fronting bother also to make statement with bodies of the association.
- Within this inadequate period it is a bit rough to pathway all the fact perfectly.

# **Chapter – 02**

## **Company Profile**

## **2.1 Historical Background**

Beacon Pharmaceuticals limited is the leading pharmaceuticals corporation of Bangladesh, is a reputed forename in the pharmaceutical trade of Bangladesh for manufacturing worth remedies for more than four decades.

Beacon Pharmaceuticals limited is the biggest conglomerate company in the private sector of Bangladesh, which is a part of Beacon Group. BPL always tried to maintain a standard and moved beyond the developed value treatments to success attention portion of patients, doctors, bondholders, commercial associates and groups. It is the first firm to energy outside the nationwide border and spreading its excellence produces in foreign market places in Asia, Africa, and Europe. Additional than that, BPL has perhaps rewarded the national ambition of rotary a once importation reliant on country into an exporter of superiority drugs. It has geographic footprints in more than 50 countries.

The company continued to engage itself in manufacturing of both official's preparation and a range of proprietary items. In the meantime the company had been on the lookout of an acquiring know-how and expertise from outside for manufacturing and marketing of further class products complete joint project and partnership. The firm took required steps in adopting a tactical idea to increase its manufacturing services to produce extensive variety of important things within the parameter of the WHO commendations.

This enabled the concern to market place a varied choice of goods to fill up the breach shaped by the new drug plan, in 1982, when turnover extended to Tk. 2240 million and numeral of persons working increased to nearly 400. In 1985 Square become the market place front-runner in pharmaceuticals sector. As an inventor, BPL has been distributing its antibiotics and other goods to UK, Singapore and other countries since 1986.

## **2.2 History of Pharmaceuticals System in Bangladesh**

The modern flourishing pharmaceutical manufacturing of Bangladesh has its origin in Drug Ordinance formed in 1982. The rules and protocols of the Drug Act forms the footing of the current trade. Before 1982, the pharmaceutical area like all parts in Bangladesh was in a derogatory state. The industry suffered the supreme abandon during the Pakistan regime. Most worldwide corporations had their production facilities in West Pakistan giving Bangladesh little opportunity for technology transfer. After the country's independence in 1971, Bangladesh was in turmoil with an unstable economy and a poor base in pharmaceuticals. Insufficient funds constrained the government's scope to invest in the health sector for several years. The majority of the population had little access to life saving drugs. The condition continued the same till 1982 when the Drug Act of 1982 was molded forgoing the unwell strategic Drug Act of 1940.

Transnational corporations organized the pharmaceutical marketplace in the pre-1982 era. In 1981, there were 166 registered pharmaceutical producers in the country but native manufacture was conquered by 8 cosmopolitan businesses who industrial about 75% of the goods. Around were 25 medium-sized local firms who factory-made 15% of the goods and the outstanding 10% were produced by other 133 minor native companies who were capable of generating only simple liquid creations. All these corporations were chiefly engaged in design out of imported raw materials involving an expenditure of BDT 600MM in foreign exchange. In spite of having 166 local pharmaceutical units, the country had to spend nearly BDT 300MM on importing finished therapeutic products

The most noteworthy part about the advance of Bangladesh's pharmaceutical industry is the arrival of fresh home-grown companies in the wake of Drug Control Ordinance in 1982 prior to which local company could barely operate in this sector. The government decided to address the multinationals' stranglehold by imposing new regulations which were to be enforced by the Drug Regulatory Committee.

## **2.3 Company Profile**

Beacon Pharmaceuticals Limited is the quantity one oncology company and one of the leading and wildestincreasing pharmaceutical companies of Bangladesh. The Company happening its operation in 2006. Now Beacon is individual of the highest oncology pharmaceutical companies of Bangladesh.

Industrial plant of Beacon has the premiumstructure&servicesadvanced and planned by European advisors to follow world class standards like US FDA,UK MHRA, TGA Australia and WHO GMP. Beacon has devotedservices to manufacture lifesaving oncology, Biotech and Hi-Tech &conformistoverall products. The company productions more than 200 world class basic drugs and even fruitfullypresented a number worldwide first commonmedicine.

After summit the nativecall, Beacon exports its drugs to many countries of Asia, Africa, Europe and Latin America.

Beacon Pharmaceutical Limited is an advanced and vision-driven company. The tradecomposite of Beacon has been planned by European consultants in order to be one of the supreme facilities in the pharmaceutical world. Beacon is designed to conform world standards like US-FDA, UK-MHRA, TGA-Australia and WHO-cGMP. Beacon has core focus on manufacturing specialized and classy anti-cancer and bio-tech products; cardiovascular drugs, antibiotics, NSAIDs, Vaccine, Hormone and other lifesavingdrugs.

## **2.4 Company Overview**

Beacon Pharmaceutical Limited is an advanced and vision-driven corporation. The manufacturing complex of Beacon has been planned by European consultants in order to be one of the premium services in the pharmaceutical biosphere. Beacon Pharmaceuticals Ltd. manufactures and markets pharmaceuticals, endedpreparationgoods, lifesaving venousliquids, active pharmaceutical ingredients, biotech products, and genetic engineering products in Bangladesh and internationally. Its products are used in various therapeutic areas, such as anticancer, cardiovascular, gastrointestinal, antibiotics, anti-coagulants, protein supplements, muscle relaxant, anti-histamine, analgesics, NSAIDS, etc. Now a day's Human Resource department has

become an integral part of all organizations. Its importance cannot be ignored in current era. To follow and implement HR policies in any organization is not an easy task at all. This department needs to be conscious always about all other departments as it recruits employees for all departments to meet organizational goals. In this report, I will be working on HR department since I have working for this department as an intern in Beacon Pharmaceuticals Limited. Beacon Pharmaceuticals tries to follow each HR policies as per regulation to maintain a smooth operation and helps departments to run its functions properly. Considering the fact that, Beacon Pharmaceuticals has one of the best HR departments I have tried to gather information on how they implement strategies to boost up their functions and maintain a proper operation.

## **2.5 Vision**

To be stared and familiar as one of the record value –driven pharmaceuticals companies in the nation.

## **2.6 Mission**

To recover the excellence of mortal life by providing pioneering pharmaceuticals products developed finished nonstop research and progress sponsor gratification.

## **2.7 Goals**

BPL has a solid marketplace consciousness and is watching for persevered coming increase through leveraging commercial enterprise skills and developing advanced formula and new market. Their main goal is to do business internationally and to get the attention of the global market with a positive picture of their brand. The peak of their priority is to innovate and produce recent necessary commodities and other products that meet the current needs of the customers. Another key goal of this company is to maintain the balance of the returns of the shareholders and help them to have more financial benefits.

## **2.8 Core values**

1. Committed to quality in all our activities.
2. Trustworthy relationship with customer.
3. Respect to other
4. Work as a team

5. Believe in winning
6. Encourage innovation ideas.
7. Corporate Social Responsibilities

## **2.9 Corporate Social Responsibility**

Children are the coming leader of the nation. The highest capital and asset of a country is its minority. The excellence of its infancy governs the kind future, the nation will have. Youth is the powerhouse & storehouse of countless vigor. But inopportunely, a decent proportion of youth, who are theoretical to be causative to the land, are now attractive drug devotees. Drug compulsions are ending our coming bests.

Beacon has extensive CSR programs aimed at contributing to social uplift. Considering the prevailing drug addiction problem in Bangladesh, Beacon has established. Beacon Point is the first International Standard drug addiction treatment & rehabilitation center in Bangladesh. Beacon Point has been set up to help the still suffering addicts, alcoholics and their families

Beacon Point is the first top rated internationally acclaimed premier addiction treatment facility in Bangladesh

## **2.10 SLOGAN**

To assume and adjust current tactics so as to position highest in the pharmaceutical field of Bangladesh.

## **2.11 IDEOLOGY**

We trust in reliability, limpidity and responsibility, matted with originality that will offer in height customary of package to all our clientele and investors.

## **2.12 Products & Services**

Beacon Pharma presently produces more than 300 general drugs which are accessible in well over 500 diverse demonstrations and the wide-ranging group includes all key healing types including antibiotics, analgesics, anti-diabetic, respiratory, cardiovascular, central nervous system, dermatology, gastrointestinal, allergic disorder, anti-infective, cough & cold, endocrine & diabetes, eye care, hormones & steroids, musculoskeletal, oncology, skin care, vitamins & minerals suppliers etc.

- Injection

- Tablets
- Capsule
- Eye drops
- syrup

## **2.13 Hierarchy**

### **Board of director**

#### **Nurun Nahar Karim, Chairman**

Nurun Nahar Karim is a well-known societal operative & Chairman of BEACON Pharmaceuticals Limited. Nurun Nahar Karim is a Post Graduate from the University of Dhaka & holding leadership of the following companies-

BEACON Development Ltd.

Kohinoor Chemicals Co. (BD) Ltd.

BEACON Point Ltd.

#### **Md. Ebadul Karim, Managing director**

Md. Ebadul Karim, a popular fanciful commercial business person who has arrived into the territory of commercial horizon after conclusion of his graduation. By advantage of his risk-taking ability and sound controlling ability attended with vast knowledge and wise image he has been in succession a number of enterprises really effectively.

#### **Md. Niazul Karim, decorator**

The fresh professional tycoon Niazul Karim is a corporate graduate & fellow of Board of Managers of all the Set of corporations. Mr. Niaz is chief the squad in modification of business. He is property the following position Leader of-

Beacon Pharmaceuticals Ltd

Beacon Development Ltd

Managing Director of BEACON Point Ltd.

#### **Prof. Dr. Syed Modasser Ali, Independent Director**

Prof. Dr. Syed Modasser Ali FRCS, FRCOphth is an ophthalmic specialist from Bangladesh and was the Fitness and Household Welfare and Social Welfare counsellor to the Govt. of the People's



Republic of Bangladesh Prime Minister, from 2009 to 2013. He is the originator of Mojibunnessa Eye Hospital and Executive Board member of the World Health Organisation. Besides he is also allotted the following positions in different organizations.

#### **A. Q. Siddiqui, Independent Director**

A. Q. Siddiqui is an M.A in Finance from the University of Dhaka. Siddiqui, a notorious banker of Bangladesh has done his education in home-based & overseas. He operated in an amount of native & worldwide business organizations. Siddiqui was the Chairman of Bangladesh Commerce Bank Ltd.

#### **2.14 Departmental Name**

- Product Management Department (PMD)
- Trade Sector
- Medicinal Service area Division (MSD)
- Financial records & investment Department
- Private & Admin (PAD)
- Info Tools (IT) Department
- Intercontinental Selling Department
- Advertising Resource Sequence Managing
- Mechanical Facility Branch (TSD)
- Delivery Division
- Human Resource
- Portion & Commercial Matters
- Profitable

#### **2.15 Divisional Activities**

##### **Product Management Department**

The Produce Advertising Executive delivers marketplace enquiry, packing, deals side preparation, and scheduling of advertising events and procedures. This individual is answerable for: Collaborating the product's price to the flea market. Significant user personality and education nearby the clients.

##### **Trades Department**

Marketing jobs comprise inquiry and progress, rating, circulation, customer service, auctions and transportations. In its tightest form, a trades department directs the promotion branch founded on its comment with clients and motivations on buyer interaction to energy auctions.

### **Medical Service Branch**

A health facility is in any location where healthcare is provided.

### **Distribution Department**

He hires wanted authorities in his subdivision to backing him resounding diverse kinds of happenings related to bodily circulation.

### **Personal & Administration**

The division is basically mechanism for the branch activities and its employees.

### **Accounts & Finance Department**

This division is basically works for the find out accountability of the company.

### **Common Service Division**

The division works are main theme of the bank service and products.

### **Fund Management Division**

For any financial organization the division is very important. Because how a bank raise fund for their customers it depends on this department.

### **Commercial Department**

The division works for the organization for commercial area handling which are serviced for the customers.

### **General Credit Division**

The division works for the general loan system and its terms and conditions.

### **Human Resource Department**

The division is working for the employees of the organization that means its all realities activities. Such as, its compensation, motivation etc.

### **Information Technology**

This division helps the customers to starting a business with to provide also information for the customers.

### **Law Division**

This division handling the terms and conditions for the customers and to protect the laws against to the customers also by using the Advocate.

### **Public Relation Division**

In this division the authority maintain a relation with the customers through all types of media.

### **2.16 From View All of Activities**

Beacon Pharmaceuticals Limited carrying their business with the 906 branches all over Bangladesh. So, it creates their competitive advantage. There are 11345 employees are involve in the organization. There the hierarchy says the entry levels post is Non-clerical Staff Members! Clerical Staff Members and also Officer/Officer (Cash)/Senior Officer according to the education. The recruitment process is handing by the company and Bangladesh Recruitment Committee (BRC). In the organization there has no individual recruitment division.

Every year the Directors are meeting several times for the development of organization. In the meeting the directors of the company are always follow the global economy and also the country economy. They are all believed in the customer and future shareholders satisfaction. They have also take decision for the better result for banking system.

In the pharma the compensation is structured as follow the government rules and regulation and the employees are can get benefit loan service for any purpose at very lower rate. Employees also get bonus twice in a year.

The organization is also taking decision for social activities. Such as; they have taken part on the relief for natural digester in the country. The organization has also donated money for various works and it also creates some event for social activities.

For the employees the organization arranges some event for refreshing them. Such as; the Annual sport programs, it's also create scholarship for the employee's children organization. They have paid salary, bonus and other for employees on the basis of government rules and regulation.

It has a trade union. The organization has taken some event for them and also donates money for their activities.

The organization is trying to be corporate .For corporate practice they are develop their rules and regulation, terms and condition and also change their vision, mission, motto and credo.

# **Chapter – 03**

## **HRM Practices of Beacon Pharmaceuticals Limited**

### 3.1 Job Analysis

Job analysis is the groundwork for entire calculation and collection choices. To ascertain the superlative individual for the trade, it is key to wholly recognize the nature of that job. Job analysis offers a technique to progress this thoughtful by examining the tasks achieved in a trade, the abilities mandatory to achieve those responsibilities, and the construction among the jobs and aptitudes.

Job Analysis is a progression to begin and article the 'job relatedness' of occupation

Processes such as exercise, collection, reward, and presentation evaluation.

Detailed examination of the following factors is analyzed:

- Responsibilities (performance elements) that make up a work (operative person), Situations below which they are completed,
- What the job needs in terms of skills (possible for attainment), approaches
- Information, aids, and the bodily situation of the employee.

#### (i) Purposes of the Job Analysis

- Resolve of the greatest effective approaches of burden a occupation,
- Improvement of the worker's job pleasure,
- Development in exercise procedures,
- Expansion of enactment amounts schemes, and
- Corresponding of job-specifications with the person-specifications in member collection.

Wide-ranging job analysis begins with the study of the group itself: its resolve, project and structure, inputs and outputs, internal and external environments, and resource. constraints. It is the first step in a thorough accepting of the job and methods the root of

Job explanation that leads to job arrangement. It is also known as human resource check, job Training, or professional analysis.

#### (ii) Method of Job Analysis

- Interview
- Observation

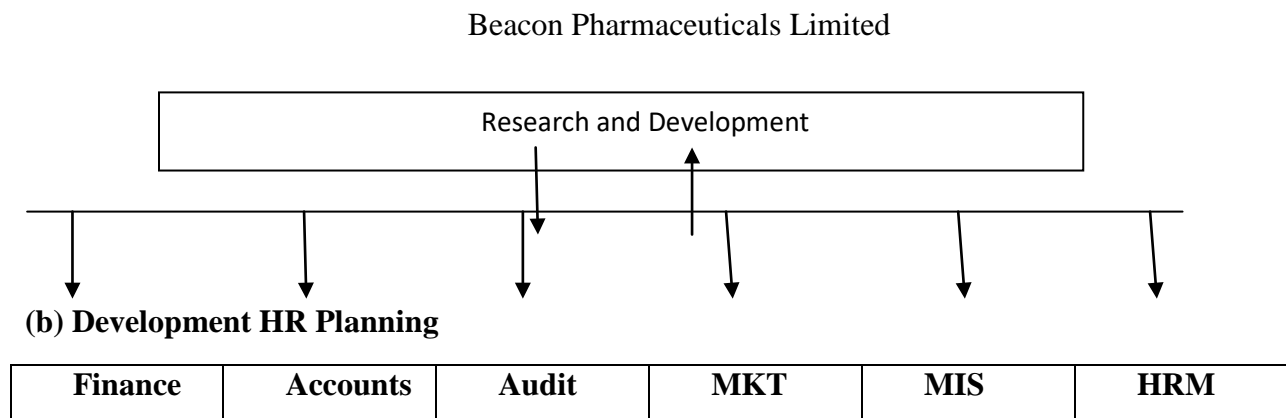
- Questionnaire
- On-Line Forms

### 3.2 Human Resource Planning

Human resource planning is the nonstop process of regular preparation to attain finest habit of an organization's most valued assets-its human resources. The independent of HRP is to guarantee the greatest fit among staffs and occupations while evading manpower scarcities or excesses. The four fundamental stages of the HRP method are examining current labor stock, guessing labor demand, matching planned labor demand with stock and supportive administrative areas.

- ORGANOGRAM for Head Office

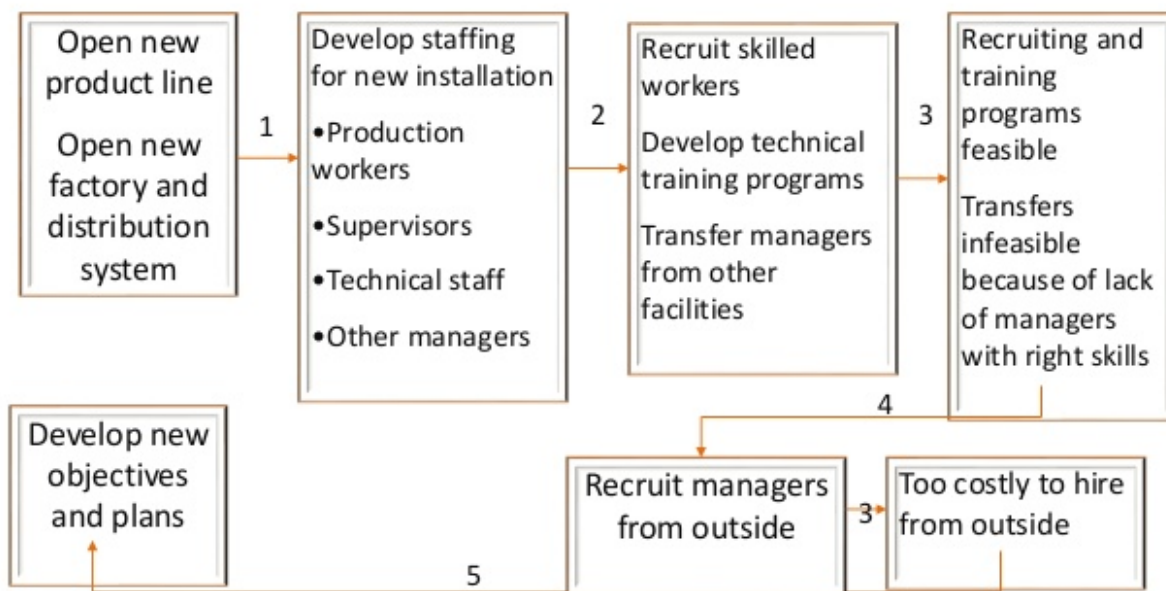
In the organization Head office mechanism for mostly works for arrangement over tactical view and marketing choice to contest with task, image, motto and credo. For other offices to collect data and studying those allowing to several dynamic such as; demography, masculinity etc near minor offices. It be able to create improved preparation participate controlling. From Head offices design the other offices survey that and effort instrument in the rustic parts.



The method that families the human resource wishes of an organization to its tactical plan to ensure that enrolment is enough, capable, and knowledgeable sufficient to realize the

organization's ideas. HR development is suitable energetic managerial division for keeping a viable benefit and sinking worker turnover.

## Example of the Basic Human Resource Planning Model



This figure illustrates that the HRM strategy must have the mixture with tactical vision and also competition with all issues of the organization. Human Resource Management will be prepared and achieved in the department. Outstanding to the position of the topic, an officer at the executive level should generally be given the charge for Human Resource Management in the department. An officer at this level should have the wide acceptance of the department's task, price and ideas. It needs to be measured what the correlation should be between directors and supervision staff, and/or officers thriving with exact human resource management person e.g. training officer. The idea wants only be a thorough as the division controls is suitable and may not essentially show precise events in all ranges of Human Resource Management.



### **3.3 Recruitment and Selection Processes**

The recruitment and selection processes of an organization are two of its record vital HR planning activities. The simpler resolution of hiring is to confirm a satisfactory pool of interviewees from which the greatest capable folks may be nominated. Actual engaging is chief because appropriate figure of skilled candidates is wanted to guarantee that collection can be successfully accomplished.

Bangladesh is the ninth major country of the sphere as respects its people not for its space of plot. It has nearly 16 core publics. So the central shove could be assumed on the progress and supervision of human resources. In the nation certain great average sized and a great amount of commercial and manufacturing business have been recognized and a noteworthy quantity of human resources are working in the administrations. However more than 70% of its entire inhabitants is still involved in farming of land, but no amazing effort has been made to achieve the agriculturists for the nation wide resolution.

#### **(a) Recruitment and Selection**

Having respectable publics in a side gives a modest improvement to an industry. Hiring the correct individual for the character will certainly in inspiration the concert and efficiency of the effort team as a whole? Choosing the erroneous individual can outcome in inferior enactment, difficult working expenses, cheap confidence and augmented turnover among other supervise fellows. The recruitment and selection method also delivers a hole into a business for job explorers. Having a skilled style to these routes returns definitely on the ranch commerce. This detail area will cover:

- Preparation required to be successful
- The recruitment process
- The selection process
- Examples
- Patterns

#### **(b) Intention of Recruitment besides Selection Process**

#### **Employment**

To confirm that a pool of appropriately knowledgeable and capable persons apply for the job.

# Recruitment Process

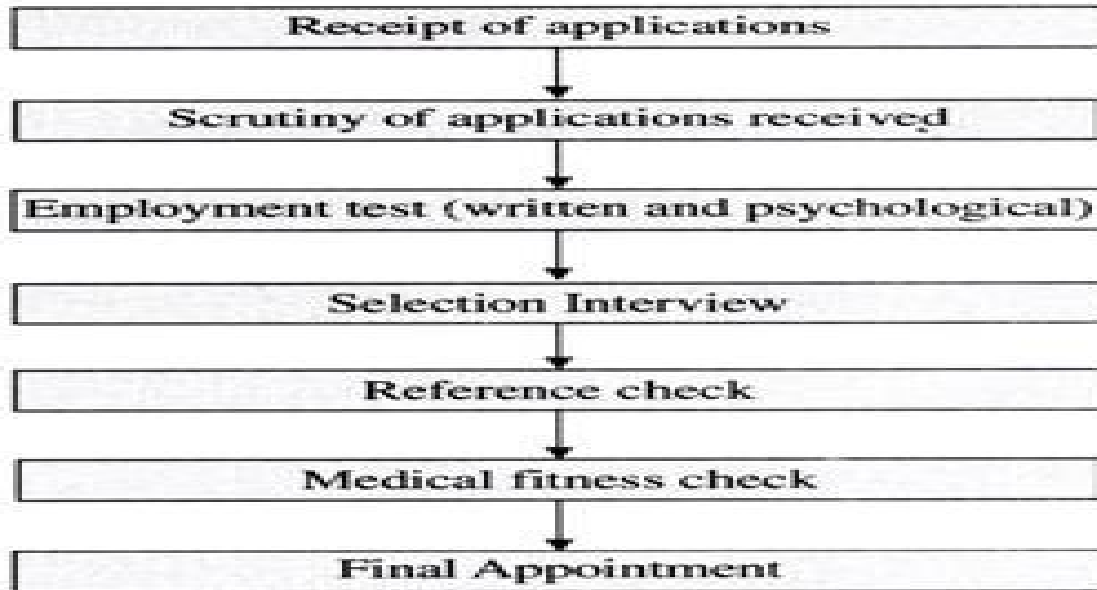


Source: Human resources manual of Beacon Pharma.

## **Selection**

To classify one contender who is likely to accomplish healthier in the position than the others. This Combines parts of the person's information abilities and involvement as well as their place in the nation of a traditional team. This is a two-way method and the candidate is also annoying to found for themselves if the person and the side chances their own requirements.

**Figure 18.3  
Selection Process**



Source: Human resources manual of Beacon Pharma.

**(c) Advantage of Recruitment and Selection Process**

Substantial investments can be made. Persons with inside awareness of how a company runs will need to go through stages of exercise and period for 'fitting in.'

- The association is improbable to be significantly 'disrupted' by someone who is used to working with others in the business.
- Inner advancement performance as an encouragement to all workforce to work solidly inside the association.
- From the firm's point of view, the assets and faintness of an insider will have been measured.
- There is continuously a danger devoted to retaining an stranger who may only be a 'achievement on PAPER.'

**(d) Disadvantage of Staffing and Selection Process**

- It will have to change the individual who has been stimulated.

- An insider may be less likely to mark the crucial disapprovals mandatory to get the company occupied more successfully.
- Advancement of one type in a firm may upset somebody else.

### **3.4 Orientation and Socialization**

Orientation platform, which encourages the creation of a worker of a confident defiance toward the organization, is a condition for the expert presentation. As a regulation, by doing a job, an individual previously has his own concepts about how and what should happen when linking the squad and the progress of employed space.

#### **(i) Orientation**

Allowing to Current socialization of employees: socialization contented perception, socialization courses simplify the entrance of new workers in the organization. In the record overall form socialization package - is the course of variation to the situations of the employee inner and exterior atmosphere.

#### **(ii) Socialization**

Method by which characters obtain the information, linguistic, community aids, and worth to follow to the averages and characters mandatory for incorporation into a collection or communal. It is a grouping of both self-imposed (because the individual wants to conform) and externally-imposed directions, and the opportunities of the others.

#### **(iii) Difference between Orientation and Socialization**

Socialization and direction are two courses that take room in any humanity, mid which a main variance can be acknowledged. All of us experience over the socialization method as we become part of the culture. Positioning, however, is a bit diverse from socialization while it is also a form of summary to a definite background.

#### **(iv) Orientation and Socialization Procedures**

- Focus on a long term program
- Communicate cultural values
- Foster links between employees and organization

### **3.5 Training and Development**

Human Resource expansion is a critical pre-requisite to realizing structural goals. Nonstop exercise of the workers and directors is intended at volume and specialized talent construction during the time. The Beacon Pharmaceuticals Limited has an established resourceful training institute. Experienced banker's work as faculty members under the direct guidance of a director

Advance is a related course. It shelters not only those events which recover work concert but also those which bring growing of the nature; help persons to the progress toward adulthood and actualization of their possible volumes so that they developed not only good personnel but better men and women. The furthest most common exercise systems used by The Beacon Pharmaceuticals Limited can be categorized as both on the job or off the job teaching.

#### **(a) On-the-Job Training**

The maximum broadly used systems of exercise take place on the job. This can be qualified to the minimalism of such means and the impersonations that attempt are less expensive to work. On-the-job training spaces the workers in a definite exertion condition and types them seem to be closely prolific. It is education by doing.

#### **(b) Off-the-Job-Training**

Off-the-job training shield a numeral of systems schoolroom addresses, movies protests, event trainings and other recreation trainings, and planned training. The services desires for both of these practices differ for minor temporary laboratory to a sumptuous expansion middle with huge speech public room, complemented by lesser meeting rooms with classy video apparatus, too many glasses, and all the trappings.

#### **(c) Training Wishes and Significances**

Now that we have asympathetic of what should embrace we can look at how we evaluate whether there is a need for exercise. We suggest that organization can regulate this by re-joining four problems:

(1) What are the administration's aims?

(2) What responsibilities must be finished to realize these objectives?

(3) What performances are essential for each job mandatory to comprehensive his/her allotted responsibilities?

(4) What shortages, if any, do mandatory have in the assistances, gen or arrogances required to achieve the required deeds?

### **Steps in the Evaluation of training and Development:**

- Assessment measures
- pretest qualified or advanced-
- Workforces posttest
- Relocation to the work
- Follow-up-studies

### **3.6 Performance Appraisal**

An indispensable part of employee response is selecting your disputes sensibly for supreme effect. As the chief, you are given the task of determining your worker's expansion so that they can raise with your organization. This revenues that you must frequently effort to offer routine analysis sayings to guarantee that they see the location's strategies as well as afford acclaim and inspiration.

In terms of conscripting a hypothetically serious appraisal, attempt to use disputes that carry your reaccepting of their effort enactment and your apprehension for them. This system should

encompass to submission praise-being certain to support facets of their tedious you'd like them to remain.

### **3.7 Promotion & Transfer**

Elevation is an actual means by job placement and staffs archives. Job placement necessitates alerting available places by stationing posters, socializing periodicals or declaring at operate meetings and attractive personnel to apply. Workers archives help determine workforces who are doing jobs underneath their learning educations or ability stages.

To be qualified for elevation or transmission external the existing separation/seminary, and member necessity:

- Have been in their present place for a smallest of twelve months
- Be a steady full-time or part-time operative (not on-call or temporary)
- Be unconnected to an specific who nonstop oversees the open place, and
- Have not established counteractive deed for a period of one year

### **3.8 Compensation**

Compensation is an orderly method to providing financial worth to workers in argument for work achieved. Return may realize numerous determinations secondary in hire, job performance, and job consummation.

- Compensation might be accustomed:
- Beginner and recollect capable staffs.
- Escalation or keep self-esteem/approval.
- Payment and boost highest recital.
- Realize inner and outdoor justice.

### **Compensation Components:**

Compensation is an instrument used by supervision for a variation of resolves to add the presence of the company. Compensation may be familiar according the business wants, areas, and obtainable incomes.

Compensation may be used to:

- Trainee and recollect qualified employees.
- Rise or keep morale/fulfilment.
- Payment and hearten highest presentation.
- Realize inner and exterior evenhandedness.



# **Chapter – 04**

## **Findings, Recommendation & Conclusion**

## 4.1 Findings

After analyzing the overall human resource practices in Beacon Pharma it can be said that, they have a very effective and efficient workforce to compete with the growing market. Their management processes is very strong, working environment is very flexible, they have a very organized recruitment and selection process varies from different positions, well organized orientation programs, finely designed training methods, fair evaluation & appraisal plans and attractive compensation and benefit packages.

- The planning process is so essential and is given more priority since future productivity will be depending on the employees who will be selecting after the planning process. So the planning team execute a very effective plan on how many people they will be needing for what positions and how to implement them in a proper way.
- A good thing of BPL is that they act totally unbiased during the recruitment and selection process. Whether it's the age, gender, religion, belongingness they remain unbiased and only select the rightful candidate.
- A good thing of BPL is that they act totally unbiased during the recruitment and selection process. Whether it's the age, gender, religion, belongingness they remain unbiased and only select the rightful candidate.
- BPL always give a very warm welcome to its employees during the orientation and training processes. They show a very flexible attitude towards their employees so that the employees can feel comfortable to work and easily adjust with the work environment and office norms.
- The compensation and benefit programs are very attractive towards the employees in BPL. They are provider with numerous compensation and other aids depending on their shows, designations and as per businessstrategy which adds more worth to their doings.
- BPL is actualreasonable when it comes to employee estimate and evaluations. The only medium of determining and manipulative the appraisalfacts is just the member of staffacts. The appraisal process is very fair and effective in choosing the right candidates for appraisal and rewards to influence them to be more fecund and practical

- The compensation and benefit programs are very attractive towards the employees in BPL. They are provided with numerous compensations and other aids dependent on their acts, descriptions and as per business rules which add additional worth to their actions.

The working environment in BPL is very much flexible as well as the people out there. From the Head of the Department to bottom level employees every one shows respect to each other, which makes a very warm working environment. And again it helps to boost the motivation of the employees to work harder and with sincerity.

The Head of the HR maintains a warm relationship with every employee in his department. He tries to develop a good communication with everyone working under HRD and always motivates his subordinates. The interaction among the HR Head and all the employees makes the team stronger to operate.

Their positive attitude towards their job and peers makes it more attractive to work in. The way they have track and control over all the HR activities makes the HRD one of the best and organized departments of the company.

#### **4.2 Recommendations**

Since the internship duration was too short it's actually difficult to identify and go through the overall HR process of such a huge organization. In spite of the drawback the best interest was taken to have the findings from the HR department of BPL. After analyzing the process some recommendations may be suggested on it which are given below:

- The recruitment and selection process takes a lot of time. It takes much of time of both the company and the candidates. The process can be shortened to make it more cost effective and time consuming, so that other criteria can be given more priority.
- They give more emphasis on educational institutions and degrees. It holds quite good marks. However, sometimes only marks cannot just represent a candidate's qualifications. There are many candidates who do not have good grades in their academic certificates,

but have an excellent skills in some particular subjects related to the job. So other practical knowledge should be given more emphasis.

- More advanced training and seminars can be arranged for the employees and the employees can be sent to attend important corporate seminars and workshops for better experiences.
- More attractive compensations and benefits can be introduced beyond the typical ones. For example, day care centers, gym, canteen or the food court and so on which are now being offered by many big organizations and because employees are now being very much attracted by these benefits than the typical one.

Since the report is based on the core activities of HRD in BPL the data collection was restricted due to company police. Therefore, plenty of data could not be collected unlike any report that based on customer service where there are lots of scope to collect the data by having interview of as many customers as one can.

#### **4.3 Conclusion**

The Beacon Pharmaceuticals Limited is a pharma that authorizes the greatest package to the clientele as well as to the employees by Human Resource Division. The Beacon Pharmaceuticals Limited is the wildest increasing pharmaceuticals in Bangladesh. By employed in HR Division the knowledge was cultured would be cooperativesufficient to endure with the actual structural situation.

Pharmaceuticals professional is an initial idea from Bangladesh's opinion. Day-by-day, it is receiving widespread in the middle class folks. From very opening The Beacon Pharmaceuticals Limited has successfully run their business with well reputation now they create their own interest on capacity in pharmaceuticals business. The Pharmaceuticals business has a great prospect in Bangladesh.

So, the management of The Beacon Pharmaceuticals Limited should give extra attentiveness in this possible subdivision with correct policy, improved promotion plan and reasonable client facilities. As I working the Human Resource Management Department, while I end up with particular opinion

and founded on these reflection some endorsement have been given in this report. Positively these commendations will assistance to The Beacon Pharmaceuticals Limited continue its progress.

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