



DAFFODIL INTERNATIONAL UNIVERSITY

INTERNSHIP REPORT ON

Human resource management practices of Noxite textile industry Limited

SUBMITTED TO

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Letter of Transmittal

Date: 4th February 2019

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Assistant Professor and Head

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Subject: Submission of internship report on ‘ Human resource management practices of Noxit textile industry Limited’.

Dear Sir,

I have submitted my internship report here which is part of the BBA program. This is a special opportunity for me to work under your active supervision and achievement. This report is based on the ‘Human resource management practices of Noxit textile industry Limited Full internship report and analysis are based solely on my experience and own perspective. On 18th July, 2018 I joined NOXIT TEXTILE INDUSTRY LIMITED and I am working as an intern at Uttora.

This report has given me both exposure to academic and practical. It has been three months of my work life in the NOXIT TEXTILE INDUSTRY LIMITED. These three months of my career in NOXIT TEXTILE INDUSTRY LIMITED have been a very good experience and value for me.

I would be extremely obliged if you are kind enough to provide my internship report and provide your valuable judgment about this report. If you see this report an apparent perspective on the issue on the issue of effective and informative information, it will be my great pleasure.

Sincerely yours

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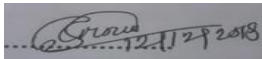
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Certificate of Approval

In order to partly fill the requirements of the Human Resource Management Major, Bachelor of Business Administration (BBA) in November 2018, ‘**Human resource management practices of Noxit textile industry Limited**’, of Noxit textile industry limited. MD: Readh Sarkar ID: 142-11-4047. The report has been accepted and may be presented to the Internship Defence Committee for evaluation. Any opinion, suggestions that this is entirely the author of the report. The University does not invalidate or reject any of these opinions or suggestions.

Internship Supervisor

A rectangular box containing a handwritten signature in black ink. The signature appears to be 'Gouranga' followed by some less legible characters. Below the signature, the date '12.11.2018' is written.

.....

Gouranga Chandra Debnath

Assistant Professor and Head

Department of Business Administration

Faculty of Business & Entrepreneurship

Acknowledgement

First of all, I express my deep gratitude to all mighty Allah for his infinite grace that allowed Me to complete this report. I would like to express my gratitude to my teacher and supervisor Gouranga Chandra Debnath, Assistant Professor and Head, Department of Business Administration for his supervision, moral support, valuable instructions and helpful advice in preparing this report. I also express my warm gratitude and thanks to Md. Ashikuzzaman Khan (Vice President & Head of Branch). Murad Mahmud (Senior Assistant Vice President & Manager Operation).Saida Akter Majumder (Senior Officer) Accounts Department and other employees and staffs of Noxit textile industry limited elephant road branch for their cordial meeting and for providing the pertinent information that has helped me a lot in every phase in preparing this report. Without such an extensive support and feedback, it would be almost impossible for me to conduct an effective study. I am deeply indebted to all my friends whose invaluable support and encouragement have done much to make this report a successful one. Too Finally, I am also indebted to my parent's another family members for their constant support and encouragement throughout my period of study.

Executive Summary

Based on Noxite textile industry Limited Human resource management practices of Noxite textile industry Limited, this report, as a whole new to the garments sector, has increased my knowledge of HRM. Yet, they were all useful for my career. The world's performance in a corporate business is very competitive and competitiveness depends on its performance. Banking is included in a great sector business. Garments Industry is a service oriented industry that provides services to different clients in different ways with the help of human resources. Thus skilled and well-educated human resources can affect the industry. Therefore, they should develop human resources like training and training as employees and they should develop to transform banking activities properly. Training, development, recruitment and selection of staff to operate is very important. This activity can have a great effect on the country's economy. Therefore, there should be some training and development facilities to increase the knowledge and productivity of a staff of Noxite textile industry limited. A suitable human resources department with appropriate training and development facilities can make Noxite textile industry limited more efficient and it can create the best in Bangladesh.

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Chapter 1

Introduction

Introduction:

Bangladesh is world's no. 02 largest garments exporting country. RMG sector emerged as the biggest earner of Forex. Sector contributes 85% of GDP. It employs about 4.5 million jobs, which not only contribute to the change of economy, but it also has a significant impact on changes in women's lifestyle. The total income from this sector exceeded 24 billion. And by 2020 it has the potential to achieve 50 billion we all know. RMG is the main fuel economy in our country. Buyer or customer representative of Bangladesh buying house or export house is in Bangladesh. They work on behalf of the customers and on the behalf of big brands. They monitor the buyer orders and follow the development of the product till the invoice and ensure the quality of the products. Buying a home rental once was very beneficial for local people because the salary and fridge privileges were very attractive to the local people. It can still be attractive to garment professionals. Many reasons for the foreign travel of employees to join the job attract many more to join this work. Buyers have come to our country with a view that there is considerable labour in the amount of cheap labour and supply in Bangladesh. So, it is very common that they will try to capitalize it. We already know that the RMG number is not the export item and it creates a large number of jobs in different locations. So, it has made the society and the state bigger.

Objective of the report:

The research has been conducted with the following objectives:-

1. To identify the training and development process of Noxit textile industry Limited.
2. To analyse the performance management system of Noxit textile industry Limited.
3. To perform the understanding of recruitment and selection process of Noxit textile industry Limited.
4. To find out the Employee Benefit and Facility of Noxit textile industry Limited.

To make a recommendation for the problems

Methodology of the study:

Both primary and secondary data sources were used to create this report. Primary data sources Professional and observational informal discussions while working on different desks. Annual report of secondary data source, manual and brochures of various publications of Noxit Textile

Industry Limited. Identifying implementation, supervision, surveillance and rehabilitation practices - interviews with existing staff and existing files were extensive and investigated in real cases.

Scope of the study

Scope means study area or research field. The scope of this report has been extended to human resources management practices Noxite textile industry Limited.

Limitations:

Some of the limitations of the report are,

1. Due to privacy, the Buying House prohibits disclosing some important information.
2. Secondary data accuracy depends on the accuracy of the source
3. Cross checking was not possible.
4. Personal Tendency of Merchandiser while collecting personal data
5. Not all office staff were interviewed.
6. Modern lack of adequate real knowledge about modern HRM practice

Chapter-2

Organizational Overview

About the company:

Noxit Textile Industry Limited is one of the 100% export-oriented garment industry in Bangladesh. It was founded in 1998. In a short time, it has established itself as one of the best productive organizations for the National Economy of Textile Industry Limited. For 17 years RMG is in the manufacturing business and can claim as a market leader and trendier in this industry in Bangladesh. NEXIT Textile Industry Ltd. To focus on creating a single item, RMG production specialist, and our own niche in the market. The DKIL Post MFA strategy is based on the quality and reliability supported by greater production capacity, chasing connectivity, professional management, refurbished technology and market based value-added basics.

Vision statement:

Ready-made garments for making garments. Customers are required to manufacture and supply quality products.

Mission Statement:

Regardless of our efforts, we will continue to ensure the quality and high standard of each activity, whatever is involved.

Objectives of Noxit textile industry Limited:

Create a favourable image of world as a high quality garments manufacturer and supplier.

Follow The Quality With in Time. To expand its business from one whole seller outlet of European, UK and USA market rain and develop a motivated and skilled workforce considering the “Quality of life” for the employees.

Production Capacity:

Implementing the latest development in manufacturing technology, the Group always thrives to remain at par with world-class standards. The state-of-the-art facilities combined with efficient manpower is their focus. The Group is committed to produce at the highest quantity with quality. The monthly production capacity of the Group:

No. of Employee : 6,500 (Female 70% & Male 30%)

Production Line : 20

Work Space : 3, 08,000 square feet

Machine : 3,957 No.

Organization:

Noxite Textile Industry Limited recruits around 5000 skilled workers and about five hundred supervisory manager staff in its production facilities and corporate head office. Corporate Head Office is managed and managed by skilled professionals, located in Marketing, Production, Collecting, Finance, Shipping, Human Resources, Administration, and Information Systems. The production team consists of skilled workers, and about a hundred women workers. In order to provide a healthy coordination of the national and international recruitment of management staff, the global manufacturing and export of the world's limited manufacturing industry is limited to the need to participate in the competition. Excellent salary structure of supplementation with performance inspiration motivates employees to achieve maximum productivity.

Head of the HR:

He observes all the activities of the HR department. He is planning on recruitment, training programs, salary structure, employee transfers, etc. HR head also shared with that data manager.

Manager:

The executive is to learn from the holes that all the staff are run in their professional life. The manager tries to train the train on how to run the train, and update information. Here are some of the tasks of the manager:

- Execute the adaptation program
- build up relationships among staff
- Computer Operator Senior Executive:

Senior executor of computer operator completed his work with his subordinates. His work included:

- Maintain the presence system
- Maintain leave system
- Maintain the schedule of entry and exit procedures

Senior Executive Trainer:

Executive and labour and securities training. The work is given below:

- Prepare training plans and train workers.
- Implementation and maintenance of labour laws
- Implementation of training process

Senior Executive Compensation and Benefits:

- Their activities are given below
- Calculate wages and benefits
- Bonus and labour wages
- Calculate the delay system and employee's late system

Senior Executive Officer of the complaint:

Depending on the complaint, try to solve the problem and take action according to the organization's rules.

Chapter-3

Literature Review

Human Resources Management:

Human Resource Management (HRM) is used to describe the formal methods designed to manage people in an organization. The responsibilities of a human resources manager fall into three major areas: staff, employee compensation and benefits and defined / designed work. Of course, the purpose of HRM is to optimize the effectiveness of its employees and maximize the productivity of an organization. Despite the growing speed of the business world, there is no possibility of changing this answer in a fundamental way. Edward L. is published in the Journal of Business Strategy "The fundamental goal of human resources is always to achieve talent, to develop and maintain, to coordinate workers with the business and to be a great contributor to the business, the challenge will not change. "Until recently, the Human Resources Division of the organization is often held in the lower rank of corporate order, although its mandate is often quoted and nurtured - nutritionally - it is effective as the organization's best organization. But in recent years the recognition of the importance of managing human resources for the overall health of a company has increased dramatically. This recognition of the importance of HRM is spread over small businesses, though not the same amount of human resources as the larger organization, but also faces the management problems of employees, which can have a decisive impact on business health. Irving Bastian commented on the small business handbook, "It can mean the difference between appointing the right people - and for their training - often the intermediation between a living and permanent business growth." Big business you find them in all business, regardless of size.

Recruitment and Selection:

HR recruitment and selection practice is usually based on organization's mission and work culture. For example, employers marking the diversity of the workplace hug recruitment methods designed to attract different applicant pools. Recruitment methods advertise job vacancy among various places underlining various activities and functions for sponsoring career fairs in colleges and universities with different student populations and reaching a wide audience.

Work-Life Balance

In order to identify flexible working schedules, provide employees with telecommunications options, and to stress signs of work, training supervisors offer that organizational culture helps employees achieve their work-life balance. Fixed scheduling management, changes in

technology for remote access and training sessions are essentially transactional functions. However, this function ultimately creates a result-based work environment because they enable more efficiency and thus, increase the time for the employees' family obligations and sacrifice for personal effort.

Training and Development

Training and development include HR Management Function which includes new employee orientation, career skill training, leadership training and professional development. These activities improve staff performance at their current locations and equip them with skill and expertise for cross-working work, which can enhance their quality in the organization. Professional development supports an organization's legacy planning strategy by preparing future leaders for high-level jobs and more responsibilities. The HR Management Training and Development Function reflects the promotional-mediocre practice and supports employees' work goals.

Compensation

Compensation and Benefits Occasionally, employers present a comprehensive view of how they reward their employees. However, at a glance of compensation by itself, a clear picture of HR management practices is because 70% of the employer costs for his work in technical wages, based on a 2011 white paper based on Work, a work in W. Skard for World A Work, and compensation Development organization Employee compensation "An internally equitable and exotic competitive philosophy and practice," notes it.

Importance of HRM:

Objective:

HRM helps a company to achieve its goals by creating a positive attitude among employees. Decrease of waste and maximum use of resources etc.

Professional growth facilitates:

Employees are well trained because of the proper HR policy and it prepares them for their future promotion. Their talents cannot be used only for companies that are currently working, but in other companies, employees who can join in the future.

Good relationship between union and management:

Healthy HRM practices can help organizations maintain consistent relationships with the unions. The union members have realized that the company is also interested in workers and will not be against them, so the chances of hartal movement have been reduced.

Help a person to work in a team / group:

Effective HR practice teaches individuals teamwork and coordination. People working at the team are now very comfortable thus improving the team's work.

Identifies the person for the future:

As staff are constantly trained, they are ready to meet the requirements of the job. Companies may be promoted in the future for high-level jobs who are able to identify potential workers. So the people are prepared for a future in the advantages of HRM.

Assigning the right person's job:

Following proper recruitment and selection process, the company can choose the right people for the right action. When this happens, the number of job leave decreases because they will be satisfied with their work, reduction in labour turnover.

Economy improvement:

Effective HR methods create higher profits and better performance by companies, allowing the company to enter into new business opportunities and initiate new initiatives, thus improving industrial development and improving the economy.

The Objective of Human Resource Management:

Managers and HR departments achieve their objectives by fulfilling the purpose objectives. The objectives are to evaluate any actions against the criteria. The four HR objectives are given below:

1. Organizational Objectives:

Human resources management organizational performance contribution exists in existing Even if a formal HR department is created to assist the managers, the manager will be responsible for the employees' performance. HR departments are available to assist the managers to achieve

organization objectives. HR Management itself is not an end; It is only a way to help managers with their human resources problem

2. Legendary Purpose:

Keep the contribution of the department at the appropriate stage of the organization's requirements. If human resources management is less or less sophisticated than the claims of the organization, resources are damaged.

3. Social purpose:

Society's ethics and socially responsive needs and challenges undermine the negative impact of such demands in organizations. Failure to use resources for the benefit of society in a moral way may result in failure of organizations.

4. Personal Objectives:

Help employees achieve their personal goals, at least those goals such as goals improve people's contribution to the organization. Maintaining, maintaining and transmitting the workers must meet the personal objectives of the employees.

Personnel management VS Human resource management:

Although there are some important issues - there are some differences between the management of personnel management (PM) and human resources, as well as the natural anxiety for humans, and finding out the efficient ways to reward their needs, selection, training, evaluation, development and reward. HRM). The management of traditional staff continues to be firm, firmly in line with the presence of directors, strong activism and bias toward business. There is often a emphasis on the Prime Minister's bureaucratic control over the responsiveness of the reaction, for example, control over manpower and staff control. Some claim that the Prime Minister has represented a very divisive system.

On the contrary, HRM is a clear problem - determining the find and solving of problem solving solutions and building collaborative organizational systems firmly in a more integrated approach to match business problems. The role of top management in determining the agenda for change and development is proven in human resources management.

Some staff managers will see the growing effect of HR managers that they can only be the caretaker of the staff of the system. Beer (1997) identified the major obstacles in converting the function of traditional administrative staff and transferring it to fully developed HRM

systems. He does not possess the necessary analytical and interpersonal skills that most HR professionals need.

On Human Resources Management, strategic issues and urgent objectives are human resources that contribute to the achievement of corporate goals. Understanding the importance of HRM flexibility and changes in organizational environments underlines fast response and adaptability.

The Prime Minister's organization can be described as a series of activities related to the different aspects of an employee's relationship. Human Resource Management is also concerned with these issues, but also strengthens the importance of business requirements. The other point of departure is that the HRM is closely related to individual flexibility and congruency clasp between individuals and organizational goals, where the Prime Minister and collectivism apply.

Meaning and recruitment:

Recruitment is the process of finding and applying suitable or appropriate applications to fill vacancies. The process of identifying potential candidates for this election. It is possible to find a possible candidate for the election. It is possible to find potential candidates for real or actual or expected organizational vacancies. During this process, the applicants are fully attributed to the selection criteria, such as the necessary skills, which will enable effective performance and career opportunities for the organization.

Dell Yoder (1986) Recruit recruitment as a process of encouraging and encouraging prospective employees to apply for and search for an organization's job. When the new recruitment is submitted their application is completed and the process starts. The results are selected by new employees who pool qualified applicants. Admission is important because the best qualified candidate must fill in vacancies.

Objectives of recruitment policy:

Purpose goals and goals According to the UK, the main objectives of the recruitment policy are:

- Find the best qualified person for each job and find out the employee.
- Keep the best and most promising ones.
- To deliver committed carrier and safety

- To provide benefits for growth and development
- For reducing the cost of recruitment
- Favouritism and reduce scope opportunities.

Factors Affecting Recruitment:

There are many reasons to affect the recruitment. These factors can be considered in two broad groups:

Internal: The reason with this organization. These reasons are listed here:

- Pictures of the organization. Poor image cannot attract a large number of applicants of an invention. For example, most of the university graduates have positive images of Dhaka University.
- Job image or work attractiveness. If it is dishonourable to fill the job, it will be difficult for the applicant to employ a large and qualified pool.
- Organization size and increase prospects. Higher size and increased probability, higher chance of progress.

Internal policy internal organizational policy like promotion from inside will give preference to those inside the organization. Such policies will generally ensure that all positions are filled in the form in the range.

- Trade union requirements.
- Budget preparation

External reasons: These organizations have little or no control over them. Some of these are given below:

- Demographic reason: gender proportion, age group, and educational level.

Government requirements:

- Indenisation: In the geographic area and geographical density, industrialization will affect the job market.
- Labour market: Labour supply can be plenty or lacking. In Bangladesh, labour of unskilled labour is supplied in abundance, but there is a lack of skilled labour. Finding the right type is difficult.

Sources of Recruitment:

There are probably two sources of supply where potential employees can be pulled. These internal sources and external sources.

- Internal sources: In order to appoint qualified persons from within the organization of the internal sources (from the current executive force). We are already referring to the number of employees employed by the organization when we talk about internal supply. Whenever there is an empty space, any form in the organization is transferred to the upgrade, prompt or other section.
- External sources: The form of outside form outside the organization is known as external source. All companies rely on low or external sources.

Meaning of Selection:

Once the employers create a pool of suitable applicants, the process of selecting the applicants begins. The selection means the applicants who choose to succeed in the new application are selected. It is the strategy to select new members of the organization from the available candidates. A series of steps used to determine whether the selection process should hire a recruitment.

Dell Yoder (1972) defines as a process of selection, by which candidates are divided into classes- those who will be given employment and who will not. The recruitment process begins when the employment appointment and appointment ends with the decision

Chapter-4

Human Resource Practice

Human resource management

- To ensure the effective use of human resources, other organizational resources will be used efficiently by human resources.
- The organization, by explicitly defining its relationship with responsibility, accountability, authority, and other jobs for each job, establishing and maintaining adequate organizational structure of relationships between all members of an organization by sharing functions, positions and jobs among all members of the organization.
- Providing opportunities for workers to progress through training and education, for the maximum development of human resources within the organization.
- To ensure the coordination of personal / group goals with organizations so that the feelings and loyalty of the staff can be felt.

Human resource planning:

- Human resource planning ensures the organization's process that it will be effective in achieving its overall goal at the right time and accurately to acquire skills efficiently and correctly.
- Human Resource Management is involved in human activities, getting and keeping those important parts of HRM.
- In order to strengthen the industry's confidence in maintaining the interests of the potential industries in this area, we should encourage the garment industry to install the available equipment, where it can be seen as an economic.
- Cooperative investigation should be promoted in the optimum mode by apparel manufacturing and manufactures for production, based on these machines, their feasibility to replace current operations, to determine the production systems.

A Brief Discussion About job analysis process:

1. Job description
2. Job specification

The information collected under job analysis is:

- Nature of jobs required in a concern. Nature/ size of organizational structure.
- The type of structure that people need to fit.
- Concerned work relationship with other jobs.
- Job qualifications and academic background types.
- Provision of physical conditions to support anxiety activities. For example- separate cabins for managers, special cabins for supervisors, healthy conditions for workers and adequate store rooms for shops.

Noxit AH Model:

The selection process

The selection process typically consists of eight steps:

- Primary screening interview
- Fill out the application form
- Emulation Test
- Comprehensive interview
- Background investigation
- Conditional work offer
- Medical / Physical Examination
- Permanent Work Offer

HR Activities of Noxit Textile Ltd:

Human Resource Management:

Management Function Agreement with the appointment, recruitment, training and development of the members of the organization. The most important asset of an organization is its people. Employee carries the talents, expertise and creativity and carries out the efforts and leadership that contributes to the performance of the organization. HR activities given below:

HR Functions of Noxit:

Acquisitions:

HR planning and recruitment assignment of an employer recruitment function. The HR division of the Noxite Textile Limited first decides where we go; what is the eligibility criteria and candidate's eligibility? How much time is needed to complete the necessary procedures?

Development:

Development function seen along with three functions. First employee training, it is done by NOXITE textile limited to coordinate attitude among other employees and working environments. Second management, completed by knight textile for the development of management skills. The third is the career development which will affect the organization's long term.

Motivation:

Motivation functions are rewarded with rewards, work assessment, compensation and benefits. It is affecting more impact by Noxite textile. Generally it is done in the manufacturing unit and garment sector of the real estate sales division.

Maintenance:

Employee is working with some conditions, regulations, regulations, maintenance. Employee then tries to solve problems management problems

All functions will be changed day by day.

HRM Objectives:

The objectives of the human resources system are to select the right person in the right place. In recent years, through the use of professional guidelines and counselling programs, the right person is selected for the right position and through the various tests and tests, the devices are properly developed and the maximum use of human resources is being facilitated and expanded.

The following objectives are small which can be discussed importantly. HRM can be successful with fulfilling this objective.

To develop efficiency and skills of employees:

Strong purpose is to firmly establish the skills and skills of the employees of the organization.

- To ensure the effective performance of the staff: The effective performance of the staff can be confirmed by the HRM. Effective performance of all levels can help to achieve the company's productivity goals.
- To change employees' behaviour: Employees can be executed with a view to change the behaviour of firm action. Changes in behaviour can reduce the resistance to change.
- Training of subordinates: Training the subordinates for the performance of the fourth goal of the firm.
- To increase job satisfaction: Work supplement is essential for proper performance and product, so HRM tries to achieve job satisfaction level.
- To implement: All organizations work to implement an effective HRM mechanism. And thus all policies are properly formulated.
- With a view to gathering good people: HRM defines its objectives, because organizations without good people cannot manage.
- For proper utilization of human resources: The organization can do its best to properly recruit and certainly it can be done properly.
- Coordination between different departments of the organization: Coordination between different departments of the organization, HRM can determine its objectives and fulfil its objectives.
- For the development of the work environment of the organization: Another objective of firmness is to develop the work environment of the organization.
- Environment: Environment divided into two is as follows

External Environment of NOXIT TEXTILE LIMITED:

The external environment is with the political environment, legal environment and globalization. The political environment of Bangladesh is not changing fast every day. Due to that reason the Noxit Textile limited political environment. Noxit Textile Limited main business clothing industry we know Garment export based business, in order to trade under export rules and regulations, on the other hand Noxit Textile Limited considers globalization, because it is a global product. So consider all the issues in the world.

Internal Environment of NOXIT TEXTILE LIMITED:

- Change the Work Force: Noxit Textile Limited always changes the work force system, maintains various job groups, tries to combat the conflicts between employees and provides family-friendly benefits.
- Skills Change: Noxit Textile Limited tries to develop employees' skills through the training program given.
- Corporate Owners: Noxit Textile Limited Efforts to make the organization more effective. Increase control by skill.
- Re-engineering: Technology change using updated information.
- Decentralization of work sites: Noxit Textile Limited uses decentralized work-site due to fines of eligible workers. For example, HRM decentralized work sites require the manager to manage and control the work and arrange system delivery to reflect this work system.
- Union: Improve the efficiency and effectiveness of the union, the representatives of the employees.

Human Resource Planning (HRP):

Human Resource Planning means ‘manpower planning’. HR planning assembling and utilizing of human resource at right place and in right number capable to performing the job. Some are the cause need of HRP given below,

Reservoir of Talent: NOXIT TEXTILE LIMITED include the point in the HRP, because of skill are readily available to carry out the assigned tasks.

Prepare People for the Future: For the HRP employees are more skilled and they can solve any meeting or problem that fully unknown by that employee.

Expand: If the organization expands the business they can easily haired from other department. For example Feroze Kabir now the GM of Shamsul Alamin Real Estate (SARE), but in the he was a manager of Shamsul Alamin Oil Refinery.

Cut Cost: Noxit Textile Limited use HRP for the reason of cut cost of the organization.

NOXIT TEXTILE LIMITED followed under that strategy;

Recruitment Plan: NOXIT TEXTILE LIMITED sets a plan before the recruitment. For example 20th December of 2008 NOXIT TEXTILE LIMITED was getting a decision take some executive for their real estate business. In 22nd of that month they give a circular for that

and get viva end of the month and finally those are selected they were join 14th January of 2009.

Recruitment:

Recruiting is the process of attracting qualified persons to apply for the jobs that are open. Effective Recruiting is increasingly important today, for several reasons, first, the ease of recruiting tends to ebb and flow with economic and unemployment levels. Finding the right inducements for attracting and hiring employees can be a problem. NOXIT TEXTILE LIMITED recruitment divided into two- 1) Internal Recruitment 2) External Recruitment

Internal Recruitment:

When NOXIT TEXTILE LIMITED fill up of vacancy by the exiting employees. NOXIT TEXTILE LIMITED it's done by three way, those are promotion, demotion, transfer

Promotion: Increase his salary benefit and responsibility by change his position.

Demotion: When an employee fails to achieve the targets then s/he carry out system.

Transfer: Transfer means an employee one unit to other unit to fill the vacant position.

External Recruitment:

Sometime NOXIT TEXTILE LIMITED recruit employee from out the organization. They recruit the employee from outside the organization. They recruit the employees by newspaper, internet ads, and employee agencies. Last year most of the employee recruits by newspaper ads. Sometime NOXIT TEXTILE LIMITED recruit as an intern:

Training Method:

Several type of training method has, but NOXIT TEXTILE LIMITED follows only method. That method divided into two. One is on-the-job training method and other is off-the job training methods, which are given below:

On-the-job training method: On-the-job training method refers that employee gets the training under the same environment where he has to work.

Coaching: This type method normally practices by supervisor about the knowledge and skill of the job to a subordinate. This type of method NOXIT TEXTILE LIMITED doesn't arrange but some of the senior employee done this.

Rotation: NOXIT TEXTILE LIMITED follows this method by transfer one unit to other unit of employee.

Special meeting of the staff: Normally this type of meeting arrange by manager with his/her subordinate. Daily, weekly or monthly work schedule significance of the meeting.

Off-the-job training method: Off-the-job training means an employee can get training outside of his/her work station. It is done by NOXIT TEXTILE LIMITED for employee can give the fully concentrate on training program. Only two types of "off-the-job training method" follow by NOXIT TEXTILE LIMITED.

Vestibule Method: Under this method training is provided in a room where the actual working situation is created. It's normally done in the garments sector of NOXIT TEXTILE LIMITED

Conference and Seminars: Conference or seminars done in the head office, it's only for top level officer. In the day of seminar or conference employees are come in the head office to attain the program. In the method also include performing the case study.

Challenges of HR practices in Bangladesh RMG sector:

Compliances issues: According to McKinsey's report among the five challenges two are the HR & compliance related like---

- Compliance
- Supplier performance and work force supply.

After the RANA plaza and Tazreen fashion accident, EU and US buyers were very much concerned about three safety issues-----

- Building or structural safety
- Electrical safety and
- Fire safety

They formed ACCORD (by EU buyers) and Alliances for workers safety (by US buyers) and inspected every factory in the above issues. But they found most of the factories in good condition and they closed 2-3% factories for not meeting the compliance of above three issues.

As a developing country, Bangladesh is under close scrutiny by nongovernmental organization (NGOs) and corporate social responsibility (stake holder) regarding compliance.

Both CSR experts and buyers report improved labour and social compliance standards, but there is still a broad range of compliance seen across suppliers and many unsolved topics still exist. Solving these issues and achieving ethical labour standards and sourcing practices are key prerequisites in Bangladesh's apparel industry from a McKinney perspective.

Wages: Wages are increasing day by day but still now and near future it is not a threat because among the all competitors, Bangladesh is the biggest supplier of cheap labour. But we need to ensure fair wages and incentive schemes.

Skilled Manpower: Investment in education requires broad initiatives. On the other hand, middle management education should be combined with an effort improve the image of the garment industry. And on the other hand, vocational training needs to be developed and the appropriate institution must be established either by the government or via public - private partnership. We have to provide structured in-house training for both workers and middle management.

Labour relations: Trade Union vs. PC committee (Participating Committee):

RMG industry in Bangladesh faces the above challenge continuously. In our previous experience in industry trade union activity didn't work properly in jute and textile sector, but we are solving this issues by providing the activity of participatory committee in which workers representative and management representative attend. So these issues can be solved for both the greater interest of the workers as well as the investors.

Work Place Environment:

Environment is an important factor to get best performance from all employees. NOXIT TEXTILE LIMITED strictly maintains healthy & hygienic provisions as per ILO and Bangladesh labour laws & regulation. NOXIT TEXTILE LIMITED ensures required working space for movement for performing operations smoothly; they also provide a safe, well ventilated and healthy environment. There are proper and sufficient arrangements for clean dining room safe drinking water, Hygienic toilets & Personal Safety arrangements

Safety:

Regarding work place safety, they take maximum precautions against fire, mechanical and chemical hazards. There are clearly remarkable evacuation zones and routes to be used in emergencies along with fire safety equipment's like fire hydrants, smoke and fire detectors, Adequate all types fire extinguishers, gas mask, lock cutter, etc.

Medical & Day-care Centre:

At NOXIT TEXTILE LIMITED, they recognize the importance of physical and mental well-being of their workforce, as it's vital for efficiency and productivity. There's adequate arrangement of medical facilities for employees in each of the manufacturing units. Workers get treatment and medicine free of charge. There are adequate number of full-time doctors and professional paramedics to attend to medical emergencies and health complaints of the workers. There's also adequate arrangement of day care centers. They are well equipped with clean, dry bedding and toys. Hygienic food is also provided to the workers children free of charge.

Attendance System of NOXIT TEXTILE LIMITED:

All organization has a system for attendance so NOXIT TEXTILE LIMITED also has. The entry time of NOXIT TEXTILE LIMITED at 9:20 a.m. every employee must have card punching within 9.20 a.m.

Leave System of NOXIT TEXTILE LIMITED 10 days for Casual Leave (CL), 14 days of Seek Leave (SL), and 12 days of Earn Leave (EL). An employee can gets earn leave after 1 year of joining. Maternity leave with pay 3 months and additional 6 months leave without pay.

Chapter-5

Findings and conclusion

Major findings of the study

1. According to “Labour Law Act 2006” organization should emphasize on equal pay opportunity. But they don’t maintain this law.
2. According to the literature review orientation is required from joining day of the workers but they are not maintaining this due to lack of time and huge work load
3. They don’t provide off the job training. According to the literature it is essential.
4. No long time training program system in NOXIT TEXTILE LIMITED Long- term training program is always essential to learn a thing properly
5. Sometime I found the employee come through references and management face new and new problem.
6. The organization hasn’t any trade union.
7. They have communication facilities for employees.
8. Eight hours medical service for the worker.
9. In the floor, worker is safe because their security is strong.
10. The organization has motivated the different personnel and provides different facilities to get best effort from them.

Recommendation:

1. Organization should emphasize on equal pay opportunity.
2. They should arrange the orientation program from joining day of the worker it will help worker to know quickly about the organization.
3. They can arrange off the training program because it is essential for more skilled.
4. The employee's job should be secured.
5. There is no long time training program system in NOXIT TEXTILE LIMITED. Long-term training program should have in NOXIT TEXTILE LIMITED.
6. NOXIT TEXTILE LIMITED can enhance their employee skill & ability by partnership with reputed training institute.
7. More training should have provided for the employees.
8. NOXIT TEXTILE LIMITED always tries to uses the best equipment for their garments infrastructure but they have to concentrate to procure better equipment.
9. NOXIT TEXTILE LIMITED can proper utilize the intern & rearrange their internship program, So that this fresh graduate can do various role of the company.
10. The company should provide equal employment opportunity.

Conclusion:

Human Resource Management system is gradually developing all over the world. In Bangladesh the HRM concept is also developing and the organizations re-shuffling the existing HRM system. In this perspective the NOXIT TEXTILE LIMITED is also trying to follow human resource management and regulate the human resource planning in its operation. At present every organization is trying to setup a separate HRM department in organizations, as buyers and global consumers are concern. In this regard NOXIT TEXTILE LIMITED is also trying to follow the HRM system of mentioned famous organizations like HERMAN MILLER, SEARS, QUANTUM, and etc. In the NOXIT TEXTILE LIMITED there is no off the job training system, they don't provide equal employment payment and opportunity, sometime they don't provide orientation program for the worker in the first day of work , more over they have shortage of computer. NOXIT TEXTILE LIMITED doesn't provide long term training program and the workers job are not secured. But their maternity benefit policy is strong. Their overall activity is nice but if they follow the Labour Law Act 2006 then they can avoid their lacking and become a real HRM organization.

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