



Internship Report

On

Human Resource Management Practices of
Daffodil International University

Supervised by Mr.

Sheikh Abdur Rahim

Associate Professor

Department of Trade Power Faculty of

Trade and Entrepreneurship **Daffodil**

International University (DIU)

Prepared by

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Program, 48th Batch ID:

173-14-2525

Major in HRM

Department of Business Administration

Faculty of Business and Entrepreneurship

Daffodil International University (DIU)

Date of Submission: 10.02.2019

Letter of Transmittal

Date: 19 December 2018

To, Mr. Sheikh Abdur Rahim

Associate Professor

Department of Business Administration

Faculty of Business and Entrepreneurship

Daffodil International University

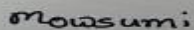
Subject: Submission of Internship Paper.

Dear Sir,

I am very honoured to have completed the internship paper on “Moral Resource Authority Culture of Daffodil International University” which is needed of the hard work of my MBA program. This paper is a result of the internship project that I have communicated during specific time. All the jobs now done are done with almost bosomly and ethically. I have tried my good to make this paper holistic and informative enough. Near three months job in this university was worthwhile sense for me as it was in such a reputed club.

I believe that this internship project has fertilized both my sense and experience. However, if any purification need, I would be happy giving them as good as I can.

Your faithfully,

Mowsumi

Mowsumi Islam

ID: 173-14-2525

Program: MBA, Major HRM

Department of Business Administration

Daffodil International University

Declaration

I do deeply announce that the job presented in this internship has been rowed out by me and has not been prior submitted to any other University/ College/ Club for any learningqualification/ certificate/ diploma/ degree.

The job does not brallany exiting copylegal processand no portion of this paper is copied from any job done early for a degree otherwise.

Mowsumi

Mowsumi Islam

ID: 173-14-2525

Program: MBA, Major HRM

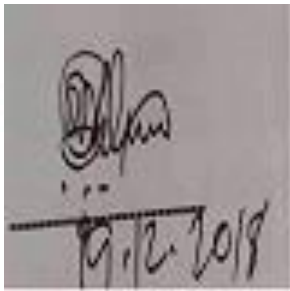
Department of Business Administration

Daffodil International University

Letter of Acceptance

This is to attesting that Mowsumi Islam, ID: 173-14-2525, Program: MBA, Major in HRM is a daily student of Department of Trade Authority, Faculty of Trade and Entrepreneurship, Daffodil International University. She has successfully completed her Internship Project at Daffodil International College and ready this paper down my supervisor. Her imposed internship topic is "Moral Resource Authority Try of Daffodil International University".

She is very effective, bosom, hardwork and process a best moral habit. I wish her all success at all step of her life.

A photograph of a handwritten signature and date. The signature is written in black ink and appears to be 'Sheikh Abdur Rahim'. Below the signature, the date '19.12.2018' is written. The text is on a light-colored background.

(Mr. Sheikh Abdur Rahim)

Associate Professor

Department of Business Administration

Faculty of Business and Entrepreneurship

Daffodil International University

Acknowledment

Firstly, facing the high honour to almighty Allah, I am thankful to my Family without whom I cannot be here. They were near me in all personal how and are still with me. Without the backing of my family, I could not be able to earn my activities and activities. I would like to thank my respectable internship supervisor from Daffodil International University, Associate Professor Md. Sheikh Abdur Rahim for giving me such an scope to ready an Internship Paper on "Moral Resource Authority Culture in College College in Bangladesh, A study on Daffodil International University Main Campus". Outside his helped way, the hard of this project was unthinkable. I would like to ground my thanks to the HR of Daffodil International College to qualify me to end my internship in their esteemed club.

Very special thanks go to Professor Yousuf Mahbubul Islam, Vice Chancellor & Professor Dr. S.M. Mahbub -Ul- Haque Majumder, Pro- Vice Chancellor & Md. Farhad Alam, admin officer & Md. Mamunur Rashid, office attendant for helped me in all phase of the internship process. Their overwhelming backing for my internship gave me the inspire to do a good paper.

By my preparation of the project job I have come to very supportive touch of various individual (respondents from Daffodil International University, Main campus) & friends who lend their ideas, time & caring process to amplify the paper's contents. I want to convey my heart thanks to them for their weight sound and wish them a very successful life.

Finally, I am thankful to the whole people who helped me to make this paper.

Executive Summary

Moral Resource Authority is an needed processtool which adds annt to the club and is a essentially part of club's factor. So, this paperis an assigned job as a partial fulfillment of course neededwhich is givingby honorable Sheikh Abdur Rahim, Department of Trade Authority, and Daffodil International University. In this paper the overall job of the Moral Resource Department of Daffodil International University is focusand described. The activitiesingof this paper is to find out the Moral Resource AuthorityDrill of Daffodil International University. To know the details of the university I interviewed some HR personalof Daffodil International Collegeand other datawere achieve and gathered with the help of the internet. Daffodil International University is the club where actually the HRM operationare applied with a manyendeavor, and the outcomyis also very satisfying.

This paper is focuson the HRM operation this Daffodil International University processto largetheir club. The key factor of this collegesustainable growth is Moral Resource Management. They have altimes been done to bestjob seekertryand have set out the frame job of Job seekerAnnton workstation practice, job seeker communicateand job seeker moral rights. That's why they select the moreexpertand improveiveprofessionally from the obtainable compititor, trusts in team job and honour allother. The paper also added the theoretical framejob of different accept of Moral Resource Authority and also contains the tryof Moral Resource Authority in of Daffodil International Collegefor the purpose of relating the theoretical accept with the relatedzone of an establishclub.

Preface

Private universities are bigly avail to branchlet learning because the extra peopleuniversities are not enough to meetthe growing want of our students. They are giving international anntcourse syllabus, which helps the home students to study at their own home at a relatively low cost and can avail the international anntdegrees. So to made the collegea factorial college, many pools of learningand ministerial job seeker are need. Thus to manage these individualan successfullyHR policy is needed. The Moral Resources Policy of a university commits to being a student depend , moralresources partner implementing goodpractice, policies, and activethat contribute to the University's mission. It offers expert withour job in the factorial zone of moral resources including job seekerservices and risk, profitand compensation, job seeker relations, knowingand development, moralresources operations, moralresources data processs, and more.

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Chapter – One

Introduction

Background of the Study

Daffodil International University (DIU) is perceived in auto government offices as one of good measurely colleges in Bangladesh. The college has been established by Daffodil Group with the endorsement of the Ministry of Learning under the Private University Act of 1992 and its legal in 1998 and Daffodil International University pending on 24th January 2002, the University today joins made actual offices and a improveive process to commit with instruction and experiment with its happy legacy of power and execute.

Daffodil International University is stubborn to safety grateful in educating at both the down and the ace's degree. This dedicate has been reflection in the assorted different of courses offered in the store-house of instructional rules that are advertised.

This is a recognition backing for the University watch the fast developing of the university. The university has been being with 67 understudies enlisting in the primary cluster and in over of 15,000 understudies have been selected till date. DIU is stubborn to gave value train a wide area of offices to the understudies. Since the launch, the college is keeping up the dedicate and it made motive to the understudies and this is the key of the continue expand foam of the amount of understudies.

Origin of the Study

Internship project is the almost made part for climax of MBA program. As half process prerequisite of MBA program, I am seek after my one time job at Daffodil International University (DIU) at Dhanmondi Campus I wish to try my examination on Moral Resource Authority Drill of DIU.

Activities of the Study

The study has been communicate with the following activities:

- i) To investigate the moral resource authority culture of DIU
- ii) To evaluate the moral resource authority culture of DIU
- iii) To find out the problems of moral resource authority culture of DIU
- iv) To reference some suggestions to overcome the matter of moral resource authority drill of DIU

Scope of the Study

The study end HR arrange, employing (enlistment and determinate), ready and develop, finance the board, prizes and acceptance, improve, complaint taking following of, legal process and so on. As it were, it's related how DIU creates and oversees agree communicate between hierarch activities and individual activities.

Rulesology of the Study

As the experiment is empirical type in habit, both primary and secondary sources of data has been used to communicate the experiment for this paper. Here are a details of the sources of data:

Primary sources:

Individual Comment
Informally Conversation with the authority and job seekers.
Desk work.

Secondary sources:

Files and Archives of DIU relating to Moral Resource Authority Practice.
Various publish books, articles, journals, newspaper related to HRM Practice.
Web site of Daffodil International University.
Various Web sites for open and articles.

Process of data collection: Data were achieved from the sample with comment and interview rules.

Limitations of the Study

HR Department is the many private department for any organization. Here as an understudy I am allowed to get bashful data for my investigations. I am not allowed to get the data which is excessively private.

The fundamental imprisonment experienced in providing this paper shall be as underneath:

- Lack of satisfaction national learning related real HRM practice
- In my case up and coming data can't be provided
- Reluctance of the bustling key people, primary data add turns out to be hard
- Unavail power of enough papers as needed made an comprehensive paper
- Organization preparation ought not unveil the private issues for some fact.
- Only bashful access to moral asset preparation top faculty are permitted.

Chapter-Two

OrganizationPro

file

2.1

Related DIU

Daffodil International College (DIU) is perceived as one of good review universities in Bangladesh. The university has been created up by Daffodil Group with the endorsement of the Ministry of Learning under the Private University Act of 1992 and its right in 1998 and Daffodil International College pending on 24th January 2002, the College today fasten made now day offices and a improveive rulesology for instruction and learning situation.

The University is serve the nationals of the nation through its serve, research, and endeavor active and plan Bangladesh to reaction successfully to the hardly of world economic. The College has shown that it provide understudies wide over to the club's instruce assets. The College has give the more elevated needed to asset destination to graduate and post graduate train and for after development of those zones that speak to the common qualities, quality, notoriety, and uniqueness of the club which keeping on adequately reaction to the necessities of understudies and various constituents.

Predictable with this dedicate, the University is tens on best instruction including a far reaching general train that grants the expense data, power, and qualities which are primary to tall and made domestic mindful just as to safety one work readiness for understudies. In setting up the predominance of instruction which is the collegeal mission, the University is guaranteeing the expand foam virtue of its workforce and club with the acknowledgment of guaranteeing magnificence in training.

The University provide Masters Active in the regions of needed and significance to the State and past. Graduate projects off understudies open doors for particular propelled instruction in their picked field and are need segmenting of the authority of the college. As experiment is fundamental to the mission of an IT-dependes college, Daffodil International University is planto build up its search activities. The need focal point of this search is to be coordinated to the
©Daffodil International University Page 6.

Arrangement of matter and the large of learning and innovate critical to the country and to the individual satisfaction of Bangladeshi domestics. The college's search active are intended to made essential commitments to instructional projects through the include of alumni and postgraduate understudies and the reestablishment of the staff.

The University is keep up the qualities of its convence endeavor active and improveive involve the many comprehensive university in endeavor active that reaction to the change essential of the general people in which we live. Daffodil International College is stubborn to guarantee

grateful in instruction at both the under and the ace's degree. This dedicate has been reflection in the assorted different of courses offered in the assortment of instructional rules that are advertised. DIU offers four year down learn in the diverse area of orders and provide the nation's very upheld active in numerous fields, incorporating into IT, Telecommunications, Engineering and Trade. Especially solid projects can be found in the personnel of Trade, Data Technique and Engineering and English Language.

Experiment at Daffodil International College is a basic communication in its prong activities of process and research. Triumphs among the shift experiment practices in all one of its understudies and resources keeping on fortifying DIU among the country's best colleges. Furthermore, real endeavors to stretch the assurance and commercialization of scholarly properties are key to Daffodil's persistent drive for upgrades in its submitted mission. These endeavors job to make an instruction how that upgrades the nation's financial, social, social and scholarly development and, in the meantime, students the college's undergrad, bosses and endeavor activities. DIU stresses and urges females to enlisting for advanced education. Our resources now improve the process in an affable setting, considering the lot of work challenges that ladies look in the now society. Female alumni of Daffodil International College are to be set up for place of authority in an ever change world. This is a detectable backing for the college watch the fast developing of the college. The college began with 67 understudies in the primary group and at present, in over of 9,000 understudies are contemplating in 17 different Departments down 3 Faculties. DIU is stubborn to furnish an train with a wide area of offices to the understudies. Since the ©Daffodil International University Page 7 inception, the university is maintaining the commitment and it creates inspire to the students and this is the key of the continuous increasing of the number of students.

The University at a Glance:

Name of the College	Daffodil International University
Chairman	Md. Sobur Khan
Year of establishment	2002, with the approval of UGC and Ministry of
Campus buildings and locations	Education, Bangladesh 1. 102 Shukrabad, Mirpur Road, Dhanmondi, Dhaka-1207 (Main Campus And Admin Building) 2. 102/1 Shukrabad, Mirpur Road, Dhanmondi, Dhaka-1207 3. 4/2 Sobhanbag, Mirpur Road, Dhaka-1207 4. H#07, R#014, Dhanmondi, Dhaka-1205 5. 3/3, Block-A, Lalmatia, Dhaka-1207 6. H#04, R#07, Sector#03, Uttara, Dhaka-1230 7. House # 06, Road # 07, Sector # 03, Uttara Model Town,

	Dhaka-1230
Land for permanent campus	60 Acre at Amin Mohammed Model Town, Kumkumari Bazar Savar, Dhaka.
Faculties	<ol style="list-style-type: none"> 1. Faculty of Science and Data Technique 2. Faculty of Trade and Economics 3. Faculty of Humanities and Social Science 4. Faculty of Allied Health Science 5. Faculty of Engineering
Departments	<p>Faculty of Trade and Economics</p> <ol style="list-style-type: none"> 1. Department of Trade Authority 2. Department of ActualEstate 3. Department of Tourism and Hospitality Management <p>Faculty of Science and Data Technique</p> <ol style="list-style-type: none"> 4. Department of CSE 5. Department of Environmental Science and Disaster Management 6. Department of Natural Science 7. Department of Multimedia Technique and Creative Arts 8. Department of Software Engineering <p>Faculty of Humanities and Social Science</p> <ol style="list-style-type: none"> 9. Department of English 10. Department of Law 11. Journalism and Mass Communication <p>Faculty of Allied Health Science</p> <ol style="list-style-type: none"> 12. Department of Nutrition and Food Engineering 13. Department of PeopleHealth 14. Department of Life Science 15. Department of Genetic and Biotechnique 16. Department of Pharmacy 17. Department of Medical Ultrasound <p>Faculty of Engineering</p> <ol style="list-style-type: none"> 18. Department of Electrical & Electronic Engineering 19. Department of Electronic & Telecommunication Engineering 20. Department of Textile Engineering 21. Department of Architecture
Admission period	
	<input type="checkbox"/> Spring
Total Students	Over 17,000 Students.
Scholarship and waiver Students.	Related2500

status	
Faculty persons	Related 310 faculty persons (full time) and Related 108 faculty persons (part time)
Officials	Related 148 Officials
Supporting Staff	Related 250 Staff
Lecture Theatre & Class rooms	Related 200 digital theatre and class rooms
Full equipped laboratories	Related 30 no. of high equipped laboratories
Library	<input type="checkbox"/> 6 storied separate central library building <input type="checkbox"/> Uttara campus library
Main exam control section	4 storied difference main exam control building besides main campus
International value auditorium	Related 400 seat capacity with digital sound and remote- controlled multimedia process
Smart Class room	Related 60 seat capacity with digital sound and remote- controlled multimedia process and fully factored for well- equipped IT support
Seminar hall	Seminar hall : 50 seated mini hall with removable sound with multimedia process, electronic writing board
Canteens	1. One for the Students down the Faculty of SIT 2. One for the Students down the Faculty of BE
Female hostel	1. Located at 4, Tallabag, Dhanmodi, Dhaka 2. House#18, Road#5, Sector#5
Male hostel:	Located besides Sobahanbagh Campus
No. of clubs and alliances	1. DIU Trade & Learning Club (DIUBEC) 2. DIU Cultural Club (DIUCC) 3. DIU Debating Club (DIUDC) 4. DIU Social Trade Students' Club (SBSF) 5. English Literary Club (ELC) 6. DIU Computer and Programming Club (DIUCPC) 7. DIU Sports Club (DIUSC) 8. DIU Photographic Society 9. Daffodil Prothom- alo Bondhu Shova 10. DIU Habit Study Club (DIUNSC) 11. DIU Health Club (DIUHC) 12. DIU Communicate Club (Ineffective) 13. Daffodil Moot Court Society (DMCS) 14. DIU Pharmacia Club 15. DIU Actual Estate Organization 16. DIU Textile Club 17. DIU Creative Park (Dept. of MTCA) 18. Software Engineering Club 19. DIU Voluntary Service Club 20. DIU MUNA (Model United Nations Organization)

Experimentcentars	a) Bureau of Trade and Economics Experimentb) ExperimentCenter for Science and Technique
Career DevelopCenter	c) ExperimentCenter for Humanities and Social Science A area of free services includecareer counseling, knows and liaisons with the industries and trade colleges to creatingemployee chancefor DIU students.
Moralresource Developing Institute (HRDI) :	DIU has a main Moral Resources DevelopingInstitute (HRDI) which conducts developmental operation for the faculty personsand other researchers.

Mission of DIU

The activities of Daffodil International College is to get start accom, innovatively able, and exceedingly beneficial domestics to earn needed work, to appreciate enhanced lives, and to made commitments to the country. The mission of Daffodil International College is habitized by its IT-dependes customs of power and access. Daffodil International University seeks after research, learning and instruction of global qualification to the understudies to help the country.

DIU is accomplishing its main activities by giving:

- An great learning situation for understudies
- Professionally cultured family who is firmly dedicated to understudy learning
- High-virtue joined, contingent projects that stretch upon the nation's advance
- Unique understudy stand authority, assets, and offices
- To fortify the look for learning and collective social obligations
- To power request and conversation over the convene scholarly teaches
- To elevate open door for understudies to creating as automasterminds and pioneers
- To embrace a fieldnet job portrayed by compassion, regard and moral concern

Vision of DIU

Daffodil International College comes across as one of the preeminent IT-dependent universities in Bangladesh. The college shall be widely recognized for the quality of its undergraduate and postgraduate learning activities, the heartiness of its experimental activities and the broad overview of the college given with the unique use of data technique. The university shall confirm the virtue of its activities through careful utilization of its resources in collegial strengths. The vision reflects the service to the society. Features of the setup vision striving for nobility, integrity and innovation in all aspects of activity; a hard collaborative approach; open and hearty communications and an inclusive culture depend on dignity, courtesy and respect.

Values of DIU

Values of DIU are given below:

Learning Nobility
Ingenuosness
Trust
Commitment
Integrity
Discipline
Social Collective Responsibility

Daffodil International University at times concerning related learning nobility to the students. All students and guardians can depend on its ministerial and learning sectors due to its ingenuosness, trustworthiness, commitment, service providing tendency, integrity, discipline, collective social responsibility etc. Some improve and motivated ministerial and educational persons are treated as strength in learning nobility of DIU.

Activities of DIU

Setting up IT depends on today's training jobs to the understudies for the increase of their productive and adequate in actual trade and profession advertised alongside the growth of others is the primary target of the University. Also, other targets are:

- Bringing today's training to the understudies for their development.

- Establishing out relation by administering fastly and enhanced instruction offices to the remote understudies.
- Taking part in the development of the national economy through gain sending of the University graduates and post graduates.
- Connecting understudies to nowday instruction culture by the good utilize of enhanced data innovation, so they motivate urged to proceed and feel honoured with learning with DIU.
- Ensuring more elevated utilize of the expert work power with update of their turning and competence in managerial and scholastic segmenting.
- Evaluate the picture of the University at home and abroad by continued development of its instruction framework.

Some Remarkable Educational and Admin Facilities of DIU

Permanent Campus

A fantastic comet to be a actual one and everlasting field of DIU had been embedded when DIU made a amity with Amin Mohammad Group for acquiring 1000 decimal/20 Acre of land at Ashulia Sarnali Project (close Uttara), Savar, Dhaka for building its own changeless field on June 20, 2010. The seed of dream had being to grow on 10 February 2011, one of the memorable days for DIU time, when the major of the DIU personal visited the everlasting field by upwards of 110 transports. The college has just being class of five projects in the lasting grounds. Slowly classes of different dimensions shall be initiated.

Virtue Education

Instruction with nowday innovate and offices can be treated as quality training. DIU is exceptionally dedicated to virtue instruction. Virtue is guaranteed through qualified instructors, ordinary classes, strict examinations and other scholarly and managerial rulesology.

Qualified Teachers

Our job seekers are exceedingly qualified with splendid scholastic foundations. A considerable lot of them have huge involvement in instruction and experiment practices.

Scholastic Diversity

The core of the college is scholastic modest different and store-house. DIU offers an store-house of projects down the Faculty of Science and Data Technique, Faculty of Trade and Economics, the Faculty of Humanities and Social Science and the Faculty of Medical and Health Science. There are seventeen dimension in the college now and the college is quick to stretch the amount of subjects to taking following of the market want of actual aggressive and IT depends instruction world.

Awards & Recognitions from National & International Clubs

Daffodil International College (DIU) has accomplished a great commitment of Awards from both National and International Clubs. DIU accomplished Primary Minister Award and further many regarded by the Honorable Prime Minister, The Peoples' Republic of Bangladesh. Among the International Awards, execution of the World Virtue Commitment (WQC) Award- 2010 in Gold Category under on its unprecedented execution and astounding commitment in advanced learning department is a made precedent. In 2012, DIU has accomplished "Friendship Global Educational Award" from Amity University, India.

ICT Facilities

DIU is the first digital university in Bangladesh for technique-dependent learning and operation with such facilities as computer labs, learning ERP and WIFI on campus. These facilities easily differentiate DIU from other universities.

Virtual University

DIU is fully automated and all its administrative and educational activities are done or recorded in the Virtual University. All student and guardian can see any data relating to payment, admission, results, course offering and others. Students' registration is done only by online.

University with WiFi Coverage

DIU is a college with WiFi coverage. Faculty persons as well as students enjoy WiFi connectivity in the campuses to be connected with internet at a wink.

Ranking and Recognition

DIU is a top ranked university in Bangladesh. It has got national and international recognition in ICT, web, experiment and beautification campaign.

In UGC ranking, it is one of the top ten private universities.

Daffodil International University is now one of the good six universities among all other People and private universities in Bangladesh in Webometrics ranking. Daffodil International University is now ranked 92 among all people and private universities of South Asia by Webometrics Ranking of World Universities.

Admission and Examination

All activities of DIU are taking in a transparent process and following the process of University Grants

Authority. Examinations are also conducted in a strict and hearty approach.

DIU Library

DIU library is rich with printed books, e-books and journals. DIU takes pride for making a quiet ground for acquiring sense for students, who build their learning career and developing themselves for spreading the light of know. It offers good virtual facilities of reading.

Digital English Language Laboratory

DIU has a Digital English Language Laboratory to help students know English, particularly listening and speaking, properly. It is well equipped with all of the essentially learning devices essentially for English.

Scholarship Facilities

DIU has enormous waiver benefits for financially needy students and for meritorious students. There is a scholarship authority committee in DIU. This committee heartedly and successfully jobs for the analysing and selecting of the students down this scheme.

Location of DIU

DIU has a good campus location at the heart of city centre, well accessible from all serve. So, students can easily communicate with the colleges and when necessary. DIU is surrounded by all kinds of digital facilities indispensable to the students.

One Student One Laptop Program

DIU is proud of its students and all the time thinking good of them. For empowering the students' ICT know, authority has taking the initiative to give Laptop to all student. With a view to make all student of DIU improve, the university has already initiate "One Student One Laptop" project to which students also response positively.

Email Facilitate

All student, faculty member and job seeker has an personal email ID in university domain for good correspondence. As DIU is done only IT depends university, all of its learning and ministerial operation are done with email. So, communicate is quite easy and time saving of the university.

Co-curricular Active (Club Activities)

DIU has a lot of co-curricular operation for the students perform down different clubs. Orientations, Received, Farewells etc are daily actively organized by all departments separately. DIU Debating Club (DIUDC) becoming Champion at the Grand final of the National Debate Championship 2011 organized by the Jahangirnagar University Debate Club. For successfully hard of co-curricular and extra-curricular activities, DIU has a digital and large auditorium. More of the times, DIU offers other universities to participate in different competitive active at DIU auditorium. Other clubs are; DIU Trade Club, DIU Sports Club, DIU Science Club, DIU English Literary Club, DIU Computer and Programming Club, DIU Actual Estate Club etc.

Discipline

DIU has done only disciplined learning environment free from Politics, Smoking, Drug, Copying, Eve Teasing and other subversive acts and ethics. There is an hearty and efficient disciplinary authority worked relentlessly to maintaining discipline in all aspect of admin and educational active in the university.

Alumni

DIU provides lifetime alumni backing for its graduates. DIU alumni have been positioned at top leading ground in home & abroad. Annual picnic and conversation period of DIU alumni was held on 2 March 2012 at Gazipur, Dhaka. With the help of this hard attachment, employee opportunities for now students are going to be flourished day by day. Now, it is mandatory for all graduates and post graduates of DIU to be person of the alumni organization.

Students Accommodation

DIU has arranged domestic for female students. The accommodation given upon essential of the female students. DIU ensures comfort stay, well environment and safety in the domestic.

Career Development Center (CDC)

CDC is doing a critical role to confirm jobs and internship placements for the students of Daffodil International University. CDC is also good for a career workshop, training activities, seminar, symposium, job fair in intra-university and inter-university level on daily basis for the professional development of students.

Experiment Centers

To motivate and to include the faculty persons and students in experiment activities, DIU has set up three (03) different experiment centers down all faculty, namely (i) Bureau of Trade and Economics Research, (ii) Experiment Center for Science & Data Technique, and (iii) Experiment Center for Humanities & Social sciences. All of the persons of these Experiment Centers are working hard for experiment and development of the university to compete with the real globalized and competitive world.

Moral Resources Development Institute (HRDI)

DIU has a main Moral Resources Developing Institute (HRDI) which conducts developmental operation for the faculty members, ministerial job seeker and other researchers. DIU is done to produce productive moral resources for the developing Bangladesh to be developed in near future.

Online Faculty Evaluation Process

In DIU, all the students judge their course Faculty from anywhere with online. It is a compulsory process. Online judging ensures transparency of the evaluation. Faculty feel accountable to enhance their status so that they can get good marking from the students' part. Ultimately, this process increases virtue education.

Club and Blog

Club & Blog are two nice footings of DIU for share ideas, data & sense between Faculty & students. So, the level of learning and sense of students is going to be developing rapidly. Faculty persons and students can take part in various forums expressing their thoughts and opinions on any subject. Club is a hearty board to solve the problems, getting answers and share productive, creative and beneficial ideas with one another.

DIU Forum

Faculty persons and students can taking part in differentforums expressing their thoughts and opinions on any subject. Clubis an heartlyboard to solve the problems, getting answers and shareproductive, creative and beneficial ideas with one another.

Faculties

There have 4 (four) LearningFaculties in Daffodil International University. Deans of everyfaculty are goodfor learningrelated operationand researches plan of approvesubjects by the University Grants Authority, the Statutes of the university and prepared acts and rules, downthe controlling authority of EducationalCouncil.

Departments

All Departments of Daffodil International Collegeare goodfor the club of learningand experiment jobsof the subjects down the control of EducationalCouncil and related Faculty of the collegedefinerules, rulesand college constititeas well as the subjects approveby the University Grants Authority.

Learning BackProcess (Social Web)

DIU has initiateanother heartlycommunicatetools between Faculties& students regardEducationalinteraction named Learning BackProcess (Social Web). It is need an heartlytechnique for digitallearning.

Campus Radio

DIU has introdice an Internet Campus Radio of its own to developinteraction and activeamong students, powerand teachers. Educationactiveare being relayed regular.

Chapter- Three
MoralResource AuthorityDrillof
Daffodil International University

Topics Covered in this chapter:

Moral Resource Plan of Daffodil International University

Recruit & Select Process of DIU

Start Program

Train & Develop of DIU

Perform Appraisal Process of DIU

Promote & Transfer of DIU

Pay Policies of DIU

Compensation & Benefits

Moral Resource Plan of Daffodil International University

Moral Resource Plan is the process toward assess moral asset essential for accomplish moral asset and hierarchy activities. It is the process with which authoritative activities are converted into target. At Daffodil International University they believe that their Moral Resources gave the college a hard focus on edge as far as data and encounters. Obviously the same as all club DIU has additional its job arrange. They normally gauge their faculty essentially depend on their real activities, important activities and goals and exception and various changes bringing related expanded efficiency. In spite of the fact that there are a few processes to anticipate job power needs, yet they use admin judgment since it provide the many true how for family needs. They imagine that others strategy can't gave the precise circumstance of the job power needs. These are fundamentally graph strategies,

Which can't gauge the actual job power needs? Be that as it may, ministerial judgment technique relies on the adjust in efficiency, economy situations and so sixth.

HR related in DIU is great and to keeping up this HR has certain approaches. As the each other communicate of the execute and measure staff occurs in the ground and processing place areas, the arrange and process ought to be actualized in the regions definitely. There are sure issues that ought to be know before taking following of the family at the work position.

These are as per the following:

- The powerly worked day of this club is 5 day of the week and all worker will job 9 a.m. – 5 p.m. all day.
- For The celebrate leave, many often Than not it is 10
- DIU simply give their gaverates to othes in 05 day of the following month. Outside this, they basically taking a stab at keeping up to nonstop large of the moral asset through fitting ready and inspire.

Recruit & Select Process of DIU

It is often the first known personal has of the club and it is needed that it is as positively as possibility. These process are designed to:

- Creating a positive photo of the university to competitors who may be after job seekers.
- Gave a clear understanding of the university and what it shall accept of them as job seekers.
- Enhance the virtue of the candidate pool.
- Reduce the risk of a bad select discuss .

Search the Recruit Options:

The power ready a definite expects set of duty for the individual to be enlisted, referencing criteria for the determinate. The needed faculty are Than soughtly depend on that portrayal. This process involve five phases. They are –

- Internal Source: There could be an personal able for the needed positively worked in the college. In the event that there is, the reallabor is, rearranging to put the chose personal in the new post. In the program that there is no such individual in the club, the power goes for the second step.
- Extra Source: This one is a remarkable how when individual with unique power are sought, (for example, job involved in an unique field). For this situation, candidate(s) successfully utilized in various club(s) is pulled in to switching the organization. This has a basically low rate of execute, on the field that the highlight on competition may not thinking related the adjust in employee. On the off differ that unsuccessful in this stage, as well, the execut chooses to go for open promote.

- **Extra Recruiting:** All the average alternate been consideration, the club going for outer englishif necessary. The personalwho goodmeetingthe aptituding, capable, knowand knows neededfor the ground should fill opening. In this rules, if there is no competition incollege of south Asia who is legal for the job, outside promote ought to be put to graph in the importanthopely pursued by the determine strategic the top to uper learning of the candidate in the concerning territory just as her/his primaryinstrucdata. Again loads are allotted to some main factors (that are alluring in the placedepiction) by the question. The activitiesing of the meet is to accom many tuning in Thanspeaking, that is, permitting the interviewees do the majorof the speaking. The sgiveasked are in this processopen-clear. So the finding of the competitionshallbe uncovered that relegates pertineloads. The activitiesingof the board is made the meet a dialog instead of an inquiry and answer period. Cross-search is ideal, if essential Thanany contention. The enthusiasm, curious of the applicant relatedthe positivelyjust as the club is estimate by madesgiveidentified with the activity, organization, the time s/he has connected, and so sixth following 5-7 minutes of casual visit, the load up changes to the principle meetwhere the nine competencefactors are judged; which are:

Utilitarian Capability: The basic leader mastery and professionrelated power of the hopely is estimatein this class. It is saw that whether she/he has refreshed her/his competencewith change neededof the trade world.

Graded Staff/Non-AuthorityStaff: Preference is offerfirst to othesworkedfor the college, while confirming no power staff. Development framyinis typically favored. Outside enrollment would in this processbe made just for place where it is consideration neededbecause of the idea of the activity, and the predominant drilland in similarity with the college necessities.

The off of the real and/or ex-workers of the college are gaveneeded in enrolling messurestaff, if they meetthe prerequisites for the blank post. The commitment of the really binding specialists are daily recharged. The realreallybinding jobs are once in a while called to meetingthe differinthe clubon the off differthat they have increased comprehensive senseand know. The enlish see is publicized on notice sheets at all club zone according to joined arrangeto gavea differ to the blankplace if their capable fit in with the set enrollment judge. On the off differthat no reasonable hopely are processable from among the othes and their childrens, the enlishshall be publicized in papers.

The messurelystaff are choicedepend on the base instrucprerequisite and witha annt printtesting that measuretheir general learning, IQ and somyneedinstructcomprehension. In the wake of finishing the composed testing, the compititor are chosen through

oral testing. The like meet is trailing by the primaryenlishmeet to listing the essentialcompetitors.

The at last choice individual knodledge the pre-job restorative registration and other basic formally processpastly she/he is giving the offletter.

Selectprocess:

The selectprocess is facilitated alarge these lines: First came the essential screening which is done to coordinate the CVs related just to fitting in the ground and the prerequisites in a specificly office. In the wake of having the essential screening, the compititor are welcameto sit for an turning printtesting. The people, who got the pass score in the testing, are next needed a meet period. The meet period is directed by a board of judges and it is somewhat organized one. Allinterviewee is appraised and a while latering this rating is made a discuss from others point of view. In lightsof that score successfullyhopely is needed a restorative testing, which checks the physical wellness of the candidate as indicated by the positivelyprerequisites. From that point, the references givingby the worker in the lising of qualifications are checked. On the off differ that everything is on the backing of the competition he is at last offerfor the activity.

Essential Screening:

HR office shall rank and screen the application got in light of the commercials again the criteria built up in the positivedetails and creates a waitlisingof competitors. The notice provided in the dailies and weeklies and Internet itself contains the positivelydeterminates. In this processthe CVs are welcomed depends on specificlyemployees. Be that as it may, when the CVs are gathered, at that point these are arranged dependson the departmental requirements and the positivelyparticulars. Yet, the CVs that are dropped are not basicallyan icommitmatch as per the interest of the specificlyoffice.

Written testing:

DIU offers a Written Apptiduting Testing and somyexpert testinging instruments estimating a wide scopes of professionpower, capacities and finding habitistics. A printtesting shall be taking to gauge the hopeful's capacity and poweras per the positivelyrequire.

Interview:

After the written testing the interview happens. Choicecompititor shall be needed a meeting. Meetletter shallbe sent to the compititor by post and email. The point of the meetis to

choose the more committed possibility for the activity. It is a two-path process amid which the

subtleties of the positive can be examined and the applicant's reasonableness judged. A meet board shall be framed including HR supervisor and specific office head and key job force.

Medical testing:

The meet period is trailing by the medicinal testing period. In the wake of breezing through the restorative testing the competitions shall be allowed to join the healing facility.

Reference check:

The hope should give contact subtleties of no less than two references in his/her application frame. One ought to be a personal with whom the hope has had past worked relationship. Blood associate arbitrators are debilitated. They likewise check the capture records, negative habit patterns and so on. The chose competition is likewise expect to give duplicates of instruct and expert transcripts and the club shall make its own play plans for search these records cautiously. This is the last stage to know the choice process.

Start Program

Start project is held at DIU for New Faculties & New Students. Start project of Faculties is held centrally at fixed campus to know new Faculties with the existed teachers, Board of trustee and staff. Start project of Students is organized department wise. All department are at their own active sometimes at city campus or sometimes at fixed campus. This Start project creates a great scope both for the New Students & Faculties to know related the whole university. It also helps the existed persons to refresh their sense related University.



Start Project of New Faculties



Start Project of New Students

Train & Develop of DIU

Train is a learning process that includes the obtain of power, ideas, process, and mentalities to establish the exhibitions of the workers in the Daffodil International University. Then again, increase is improveive after situated, and increasingly sad related instruction, then is othes ready or helped an personal to increase as an entertainer. DIU provide accentuation both for in and out preparing. Any new operation or power is showcased, they off ready to the othes joined to the tasks. Development enables the people to commit with after obligations, with small sad for now ground of employee obligations. The needed for ready & developing is controlled by the represent's execute lack, registered as pursues:

Train and Develop require = Value execute – Real execute.

Train is an instructional process. Individual can know new data, re-know and strengthen than existed data and aptitude, and above all have enough power to thinking and thinking related what new choices can enable them to enhance their adequacy at work. Compelling trainings pass on pertinent and value data that illuminate persons and creating power and drill that can be alternated back to the worked environment.

*Train alludes to the process toward granting explicit aptitude.

*Developing alludes to the knowing openings and intended to qualify othes to develop.

Explain behind ready and develop:

Efficiency – Train and Developing helps in expand foam the profit power of the othes that encourages the club further to accomplishing its large haul objective.

Solidarity – Train and Develop helps in teach the feel of operation, camaraderie, and each other group coordinated endeavors. It helps in instilling the power to know in the workers.

Club Culture – Train and Develop creates and enhance the authoritative wellbeing society and viability. It helps in make the learning society in the organization.

Club Climate – Train and Develop helps fabricating the positive recognition and feel related the organization. The othes get these sentiment from pioneers, subordinates, and friends.

Virtue– Trainand Develophelps in enhancing the habit of joband worklife.

Sound workposition – Trainand Develophelps in madethe solid workposition. It assembles great represent, relatedso singular activitiesinglines up with hierarchicobjective.

Wellbeing and Safety– Trainand Develophelps in enhancing the wellbeing and safetyof the clubin this processcounteracting outdated habit

Spirit – Trainand Develophelps in enhancing the assurance of the jobcompel. Picture –

Trainand Develophelps in madea excellent collectivepicture.

Benefit – Trainand Developprompts enhanced productive and increasingly uplifting frames of mind towards benefit introduction.

PerformAppraisProcess of DIU

Execute examination data can gaveneeded contribute to decide both individualand college startand developneeds. Another imperative utilize of execute examination is to backingexecute enhancement. In such processPerformexaminations are use as process for imparting to workers how they are getting alarge and recommending neededchanges in conduct, frame of mind, expert or know. . The process of judgeing the perform of the job seekerof DIU Limited are shown in the following chart-

Employee’s name : _____

Department : _____

Date : _____

	Excellent	Best	Acceptable	Fair	Poor
1. Attendance	√				
2. Attitude	√				
3. Operation	√				
4. Initiate	√				

5. Dependpower	√				
6. Virtueof job	√				
7. Start to taking challenge	√				
8. Overall output	√				
9. Honesty	√				
10. Personality	√				
Total					

Outsidethis, in lights of the execute of all person, there exists three gatherings of otheswho are record and the rundown is keep up furtively by HR Department. When the positive assess is clear, the dataproduced turning into the nucleuse for the developementof the organization's compenstructure. This implies giverates or areashallbe createdup that are compact with the reaches, habitizations, or point land at through work assess.

- GiveScale: Basically, Givescale implies give, ogrimand giveData University. It was created to enablingpersonalto get precise constant data on workadvertise remuner.
- Health, Safetyand Medical Facilities: Doctors are orchestrated to visit allarea of quantities of times everyweek to gaveimportantrestorative help to the workers.

Promote & Transfringof DIU

The developof jobforces ina university their improve, alternate, downgrade, and partition is a makingpart of moralasset the execut. The actualchoice relatedwhom to advance, and who to flame can likewise be among the almost matter, and essential, a chief essentialto made.

For all club developmentis critical, when the processdependon profit and apptiduting of the worker. Withthe process, essentialsuccessors are distinguished and created to meetingthe prerequisites of things to came subidha. The competitionis prepped to fill the plausible chancethat may emerge lateringon.

Compens & Benefits

Compensation:

There are lot of state and government segregation rules that administer remuner and the terms, posiions and profitof trade. They should apply your gaveapproaches to all otheswithout inclination.

Evaluation Focus:

- Salary Authority
- Bonus and Incentive Plans
- Garnishments and Withholdings

Benefit:

Represent Profitoff sense to the ogrim processableto DIU; Unemployee and Worker's Compensactivities; the treat of leave preparationand occasions; and the connect among ogrim and the haggling process. They l learn apptiduting in readyadvanceprojectactivities; checking, examining, and assess advance projectcost; and advising otheswith honourto profit.

AppraisFocus:

- Group Health Insurance
- Workers' CompensInsurance
- Family and Medical Leave
- Vacation and Other Time Off Policies

Chapter –Four

Findings, Recommendations and Conclusion

Findings of the study

On the basis of the activities and analysing, the findings of the study are as

follows: I. Both the internal and External sources of Recruitment used.

II. Lack of value job analysing before the Recruitment select process.

III. No difference moral resource department.

IV. Job rotate, lecture rules, and course rules are used as on the job train for teachers. V. Lack of growth for the job seekers at admin level.

Recommendations

I. Though DIU uses both internal and External sources of recruitment, select process should be organized and written testing should be taking always.

II. DIU should ready a job analysing before the Recruit and select so that eligible competitor can apply and an eligible candidate pool can be created.

III. A difference moral resource department should be establish as the number of job seekers and students are increasing.

IV. Various kinds of train ought to be acquainted which made the instructors increasingly improve.

V. DIU should give consideration in setting up a job free execute evaluation frame job quickly with the activities that it very well may be utilized for ready and appraisal and can taking right work increase activities.

Conclusion

In this paper the Overall job of the moral resource division has been engaged and depicted. Subsequent to breaking down the paper, can say, at now focus on and improve situation, moral resource is currently being saw as the almost profitable mean for picking up focal points over other. Upper hands obsolet be accom by worked up profoundly energetic and talented represents. To satisfy the vision, mission, and center goals of an club the power has expect to set up a viable and productive moral asset office and enlisted the certifying and many encouraging experts. The HR development technique of College is excessively developing quality labor with applied ministerial knowing power through plan of persistent in house and out ready program. It additional orchestrates ready program, workshop and so sixth. Down official development project for expand foam quantum of an labor at higher power level.

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