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University

**An Analysis of the
Human Resource Management Practices of
Adroit Environment Consultants Ltd.**



Adroit Environment Consultants Ltd.



ISO 9001:2015 Certified

A House of Complete Environmental Management Solutions



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**An Analysis of the Human Resource Management Practices of
Adroit Environment Consultants Ltd.**

Submitted To:

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Date of submission:

Letter of Transmittal

15th December, 2018

Mohammed Masum Iqbal

Professor & Dean

Faculty of Business & Entrepreneurship

Daffodil International University

Subject: Submission of Internship Report.

Dear Sir

With due respect, I would like to inform you that it is a great pleasure for me to submit the report on **An Analysis of the Human Resource Management Practices of Adroit Environment consultants Ltd.** as a mandatory requirement for MBA Internship program. While conducting the report, I have gathered extensive knowledge on HRM practices of Adroit Environment Consultants Ltd.

I have followed your valuable instruction and guidelines as well as those given by company. This report has been complete by my experience which I have achieved during the internship period at Adroit Environment consultants Ltd., Mohammadpur.

I express my special gratitude to you for giving your valuable time guideline and support during the transitional time of my career. I have tried my best to complete this report as much as possible.

Sincerely Yours

.....

Farzana Akter Poly

ID: 171-14-2328

Program: M.B.A

Major: Human Resource Management

Batch: Faculty of Business & Entrepreneurship

Approval of Supervisor

I am pleased to certify that the internship report titled **An Analysis of the Human Resource Management Practices of Adroit Environment Consultants Ltd.** prepared by **Farzana Akter Poly, ID No. 171-14-2328**, Master of Business Administration, and Faculty of Business & Entrepreneurship has been approved for presentation and defense. She worked at Adroit Environment Consultants Ltd., Mohammadpur, as an intern.

She bears a strong moral character and a very pleasing personality. It has indeed been a great pleasure working with her. I wish her all success in life.



Professor Mohammad Masum Iqbal, PhD

Department of Business Administration

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Acknowledgement

In completing internship program at Adroit Environment Consultants Ltd., with the help of different people who assisted me with various information, data and advice. I am grateful to the following person for their sincere cooperation.

At first, my deepest gratitude goes to **Dr. Nasir Uddin Khan, Managing Director** who give me this nice opportunity to work in Adroit Environment Consultants Ltd., as an internee to enhance my practical knowledge as the partial fulfillment of MBA program.

At the beginning. I would like to give special thanks and gratitude to my internship supervisor **Muhammad Zulfiker Noman, Chief Operating Officer** , without his supervision and direction it would not have been possible to gain knowledge about the company to complete this report.

In addition, I want to give thanks to **Eftekharul Kabir Sourav, Accounts Officer**, for supporting me during my internship program.

Daffodil International University, for giving me almost assistance and sincere cooperation with effective guidelines in making report worthwhile.

Finally my special gratitude goes to my honorable supervisor **Mohammed Masum Iqbal** , **Professor & Dean, Daffodil International University** for giving me the appropriate guidelines and instructions to accomplish my internship report.

Executive Summary

Adroit Environment Consultants Ltd. is a well reputed company in environment sectors. They entered the field of consultancy with skills such as sound knowledge, experienced team effort and an open mind to innovate new ideas and modern concepts. Our personnel are well trained in integrating the latest environmental technology. AECL conducted hundreds of Initial Environment Examination, Environmental Impact Assessment, Environmental Management Plan, Resettlement Plan, etc., in various forms for the Power Sector, Textile (Dyeing, Printing and Weaving), Pharmaceutical, Oil, Gas & Energy, Fertilizer, Cement, Pulp & Paper, Iron & Steel, Ceramic, Infrastructure, Food Industry, Tannery & Leather, Chemical Industries, etc.

In this report, chapter-One contains background, objectives, methodology, scope and limitations of the study. The main objectives for preparing this report are to compare the theoretical knowledge with the practical experience. And to know how the HRM practices works in Adroit Environment consultants Ltd. And chapter-two is for company overview and chapter-3 is discussion the objectives and finally chapter-4 problems and recommendation.

Human Resource Management practices on Organizational Performance and Employee Retention. Human Resource Management Practices play an important role in retaining an organization's employee and also in increasing organizational performance. Human Resource Management deals with issues related to compensation, performance management, organization development, safety, wellness, benefits, employee motivation, training and others.

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Chapter 1

Introduction

As a student of Daffodil International University, my major is Human Resource Management (HRM). I am done my internship from Adroit Environment Consultants Ltd. My title of the study report is “An Analysis of Human Resource Management practices” of Adroit Environment Consultants Ltd.

1.1 Introduction

A company is a legal entity, which is formed by a group of individuals to engage and also operate a business enterprise. A company can be organized in various alternative ways for tax and financial liability purposes. These decisions depend on the corporate law of its jurisdiction. The character of the business environment in which the company is in will generally determine which business structure it chooses, for example a partnership, a proprietorship, or a corporation. A company structures itself around its values. These Values are the core beliefs that a company. Whether the value is about how to treat clients and employees or how employees comfort level during work. Human Resource Management is important in a company to deal with various issues related to organizational management. Such as compensation of the employee, performance management, organizational development, safety of the workers, employee motivation, training and others. HRM is a key player in managing people and maintaining office culture. The orientation of HRM is the developmental aspect of management department. Many companies prefer HRM for personnel management because HRM is very important to maintain even a satisfactory level of quality in a team. **Adroit Environment Consultants Ltd.** has not only implemented HR policies but also provided much needed recourses to have a well-structured HR department. Because of which, it easier to apply HR practices in the company and manage its vital aspects. This report aim to shed light on various HR related aspects and objectives with the help of practical and also theoretical gathered knowledge. The report has been prepared under the guidance and of the course supervisor. During the internship program I have got a good idea about the company and that is depicted in the report.

1.2 Background of the Study

Internship program is essential for acquiring MBA degree. These mandatory criteria of Internship program is also a great opportunity for the graduates to experience the status quo of real corporate world before starting their career. Internship not only helps students to demonstrate skills but also helps them with competence gathered from their supervised experience. In addition, internship enables candidates to exhibit maturity and to attain acceptable interpersonal behavior skills. The required internship program, which in this case has been done in Adroit Environment Consultants Ltd., Dhaka has facilitated the diffusion of managerial knowledge into this report which came from the stated Environment sector of Bangladesh.

1.3 Scope of the Study:

This report is all about the HR strategies and practices of Adroit Environment Consultants Ltd. Their HR includes from planning the HR demand to the compensation management and employee relationship. This report will help the learner to know or have a brief idea about how the HRM practice of Adroit Environment Consultants Ltd. Again, this study will help me to relate my theoretical learning to practical learning. The study will allow learning about the HRM issues, importance, modern techniques and models used to make it more efficient.

Again, this study would enable a better understanding by determining efficiently the needed connection between theoretical and practical learning by dealing with HRM issues, necessity and importance of the stated aspect, modern tools, techniques and mechanism. The study will help to learn the practical procedures followed by the leading organizations. Moreover, the study will help to differentiate between the practice and the theories that direct to realize how the organization can improve their HRM practice & process.

1.4 Objectives of the Study

The study would shed light to the following objectives:

- a) For explain recruitment and selection process of Adroit Environment Consultants Ltd;
- b) To illustrate training and development of Adroit Environment Consultants Ltd;
- c) To analyze performance appraisal of Adroit Environment Consultants Ltd;
- d) To identify problems related the human resource practices of Adroit Environment Consultants Ltd;
- e) To make recommendations to improve human resource management practices of Adroit Environment Consultants Ltd;

1.5 Methodology of the Study

The methodology includes both primary and secondary data. Hereby two different sources has been focused on to gather information and needed data for the report.

Primary sources

- ✓ I have to take face to face interview of Muhammad Zulfiker Noman, Chief Operating Officer, Adroit Environment Consultants Ltd. Most of the primary sources are collected by him.
- ✓ Practical work.

Secondary Sources

- ✓ Secondary data were obtained from Human Resource books, journals, existing literatures, Internet books etc.
- ✓ Website.
- ✓ All the information is collected from the internal sources of Adroit Environment Consultants Ltd.

1.6 Limitations of the Study

The study was carried out engaging all available resources with sincerity, honesty integrity and the achieved knowledge on the research methodology. In spite of all out efforts the following limitations might affect up to some extent the degree of accuracy and generalization of the result of the study.

- ✓ It's hard to get the information related to the management
- ✓ The information of website was not enough
- ✓ The sample of the study as constituted of a cross section of the employees at mid-level and senior management team, had not much of their time to analyze properly all the relevant questions for the study

Chapter 2

Company Overview

2.1 Introduction

Adroit Environment consultants Ltd. started their business in 1997. At first their company name was **Adroit Engineers**. Later on, it has been come out **Adroit Environment Consultants Ltd.** They involved in consultancy field with different knowledge, skills and experience. They used modern technology, new ideas in the environmental sector. The employee of AECL, they are very much proactive to their work. They are well trained in the environmental sector related work. AECL maintain their quality as much as possible. They are always concerned about their customer.

AECL is working in another field. Now they are working with **Center for Environmental Research and Development Initiatives (CERDI-Bangladesh)**, and **Bangladesh Institute of Environmental Management and Assessment (BIEMA)**.

CERDI Bangladesh is a non profitable organization (NGO). It works for human right, education & training, women empowerment etc.

2.2 ISO Certified

Adroit environment consultants Ltd. achieved ISO 9001: 2015 certificate for quality management system. It's a international standard that showed you, how to manage your organization to maintaining its quality and acquired customer satisfaction.

2.3 Vision and Mission

✓ Vision

We aim to be the most competitive and the most productive service provider organization in Bangladesh. We want to ensure pollution free production and sustainable environment management for the industries. We want to lead industrial sector of Bangladesh out of darkness into light about the environmental compliance without hampering productivity. And finally, to help make a healthy and pollution free Bangladesh.

✓ Mission

To provide, high quality services in Engineering & Environmental Sector to our customers by using state of the art technology and environmentally sound practices with high standard and accuracy.

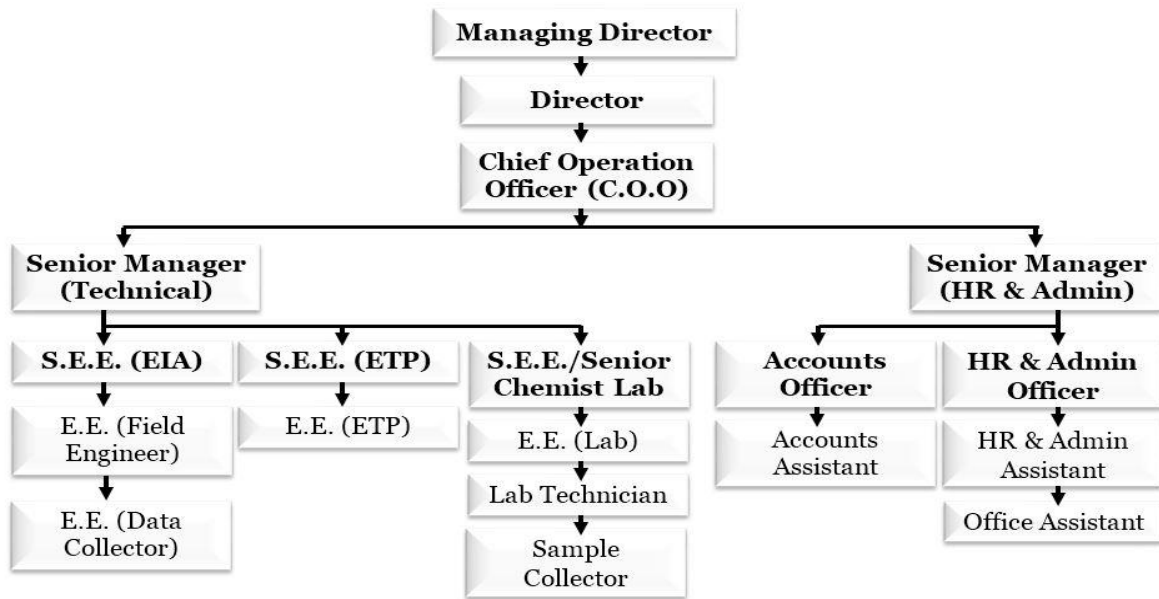
2.4 Organizational structure

Team of Adroit Environment Consultants Ltd.:

Name	Designation
Dr. Nasir Uddin Khan	Managing Director
MonijaRawshanAra Begum	Director
Muhammad ZulfikerNoman	Chief Operating Officer
Md. HumayunKabir	Socio-economic Specialist (Intermittent)
Prof. Dr. Abdul Jabber Howlader	Aquatic Ecology Expert (Intermittent)
Dr. BakiBillah	Fisheries Expert (Intermittent)
Prof. Dr. Md. Showkat Osman	Adviser (Intermittent)
Taher Jamil	Engineering Adviser (Intermittent)
Md. Saiful Islam	Senior Environment Engineer (EIA)

ShanjanaHaider	Senior Environment Engineer (EIA)
Md. Al-Amin	Senior Environment Engineer (EIA)
Md. Murad Hossain	Senior Environment Engineer (ETP)
Nigar Sultana	Senior Chemist
Md. EftekharulKabir (Sourav)	Manager, (Accounts & Finance)
FarzanaAkter Poly	Manager, (HR & Admin)
Md. Robiul Islam Robin	Environment Engineer
Md. Kamal Uddin	Environment Engineer
Md. Rashaduzzaman	Environment Engineer
SohelShardar	Laboratory Assistant
SohagChicham	Office Assistant
Tony Ruram	Office Assistant
MrsMuktaKhatun	Office Assistant
Md. Shafiq	Driver

2.5 Organogram of AECL



Waste Water Plant

In 1997, AECL launched their new modern technology that is based on wastewater treatment plant (WTP). AECL works with many industries about their Effluent Treatment Plants (ETP) system. It is very low cost method in Bangladesh. Generally it is design , construction , monitoring commissioning and training for company staffs regarding the operation & maintenance of ETP. The list of the industries received ETP from AECL, some of them are given below:

1. Colotex Apparel Limited at Shalna,Gazipur.
2. East West Suiting Milles Limited at Nobinagar,Savar.
3. Taufika Group (Lovello Ice-Cream) at Bhaluka,Mymensingh.
4. Colossus Apparel Limited (Unit-2) at Gazipur.
5. BRAC Dairy and Food Products, atGazipur.
6. Sepal Washing Plant Ltd.atGazipur.
7. Harvest Rich Ltd. (Dyeing and Garment Washing Unit), Bolta,Narayanganj.
8. Abedin Textiles Ltd., (Dyeing Unit), Savar,Dhaka. ETC

Environmental & Impact Assessment (IEE, ESIA, EMP, EIA)

AECL is well reputed organization in Bangladesh. It has been prepared 300 reports last 21 years in the different sectors. AECL following the guideline of IFC/WB for preparing reports. It's a environment and social guideline.

Environmental Monitoring

AECL has a well organized laboratory which has all types of air, water, and noise quality parameters. Generally AECL is doing yearly/ monthly/quarterly monitoring in the different sector in the Bangladesh. These monitoring include with ambient air, stack emission, noise quality, water, weather etc.

Environmental/Energy Audit and emission modeling: Adroit Environment Consultants Ltd. has in house capacity to undertake environment and energy audit for any project to develop Environment Management System (EMS) and achieve ISO14001. AECL also conducts emission and noise dispersion modeling for determining the ground concentration of gaseous pollutants for any project that emits pollutants to air and cause noise pollution.

Training

AECL provide different kinds of training on the basis of their activities. Generally top management organized a training program. The training courses cover the following areas:

- ✓ Industrial Wastewater Treatment and Operation & Maintenance of ETP
- ✓ Introduction of Cleaner Production and Energy efficiency to the Industries
- ✓ Waste Management practices for different Industries.
- ✓ Occupational Health & Safety Management.
- ✓ Environmental Management System (EMS)
- ✓ Environmental Impact Assessment
- ✓ Environmental Monitoring and compliance assessment.

2.7 Our Experiences

a) **Consultancy service on IEE, ESIA, EMP and RP:** AECL is a well reputed organization of Bangladesh. They are working with many industries. The list of the ongoing services in those sector are presented below:

- 1) IEE & EIA of Ashuganj 100MW HFO based Power Plant at Ashuganj, Brahmanbaria.
- 2) IEE & ESIA of Reliance 750*2 MW LNG based power plant at Jhuidandi, Bashkhali, Chittagong.
- 3) IEE & EIA of Bengal Gas Limited at Mongla, Bagerhat.

- 4) EIA of Kalatoli-Laboni Walkway & Cycleway at Cox's Bazar.
- 5) IEE & EIA of Petrobangla Techno-Economic Feasibility Study and Engineering Services for Construction of Two No's Land Based LNG Terminal.
- 6) IEE & EIA of Land base LNG Terminal at Moheshkhali, Cox's Bazar.
- 7) IEE & EIA of 660*2 MW Coal based Power Plant by UREC at Dhalghata, Matarbari, Cox's Bazar.
- 8) IEE & EIA of Decan LPEG at Mongla, Bagerhat.
- 9) IEE & EIA of Apollo LPEG at Chadpur. ETC

b) **Consultancy service on ETP:** A group of engineers working in AECL are affianced for R&D of ETP. Recently AECL formed a Joint Venture with **GreenTech Resources Ltd. (GTRL), UK** to supply State-of-Art ETP in the industry, which is the latest technology, energy efficient, consume less space & manpower. Following are the ongoing ETP project of AECL-GTRL:

1. BDG Magura Group at Dhamrai, Dhaka.
2. Dacca Textile Limited at Mymensingh.
3. HR textile at Savar, Dhaka.
4. Mark Terry Ltd., Ashulia, Svar, Dhaka.
5. Crown Mills (BD) Ltd., CEPZ, Chittagong ETC

c) **Monthly/quarterly environmental monitoring:** AECL has a well organized laboratory which has all types of air, water, and noise quality parameters. Generally AECL is doing yearly/ monthly/quarterly monitoring in the different sector in the Bangladesh. These monitoring include with ambient air, stack emission, noise quality, water, weather etc.

Work Summary of Environmental Monitoring in Different Project				
SL	Name of the Company	Monitoring Frequency	Parameter /Quality	Since

01.	Monthly Environmental Health and Safety Monitoring Report for Ashuganj 400 MW CCPP (East), ADB Financed Project by CNTIC- CCOEC Consortium at APSCCL	Monthly	Visual & Analytical	From August 2018 to July 2020
02.	Environmental Monitoring Report for Lebukhali Bridge, Barishal	Quarterly	Analytical	From November 2018 to till now
03.	Environmental Monitoring at Rampal by CEGIS	Monthly	Air	From 2012 to till Now
04	Baseline Environmental data Generation for the preparation of EIA/ESIA of different power projects at Mongla, Sylhet, Rajshahi and Panchagar by CEGIS.	Occasional	Air	From 2015 to 2017
05	Kushiara Power Plant, Sylhet	Quarterly	Air, Stack, Noise	From 2016 to till Now
06	Tuv Sud Bangladesh Pvt. Ltd.	Quarterly	Air, Noise, light, Temperature	From 2015 to till Now
07	Monthly Environmental Health and Safety Monitoring for Ashuganj 450 MW CCPP (South), a World Bank Financed Project by Consortium TSK & Inelectra at APSCCL.	Monthly	Air, Noise, Water	From 2014-2016

08	Aristopharma Ltd., Kanchpur, Narayanganj	Quarterly	Water	From 2011 to 2014
09	General Pharma, Kashimpur, Gazipur	Quarterly	Water	From 2011 to 2012
10	Lenny Fashion Ltd, DEPZ, Savar, Dhaka.	Yearly	Air, Stack, Noise & Water	From 2011 to 2014
11	Youngone Dhaka Complex. DEPZ, Savar, Dhaka.	Yearly	Air, Stack & Noise.	From 2011 to till now
12	UniMed & UniHealth Manufacturers Limited, B.K. Bari, Mirzapur, Gazipur.	Quarterly	Water	From 2010 to 2016

13	DBL Group, Konabari, Kasimpur, Gazipur	Halfyearly	Air, Stack, Noise & Water	From 2010 to till now
14	Shanta Group, DEPZ, Savar, Dhaka.	Yearly	Air, Stack, Noise & Water	From 2010 to till now
15	Palmal Group (All Project)	Yearly	Air, Stack, Noise & Water	From 2010 to till now
16	Channel I -Impress Group (all Textile &Garments Division)	Yearly	Air, Stack, Noise & Water	From2009 to 2014
17	Sinha Group, Kanchpur, Narayanganj.	Quarterly	Water	From2009 to 2012
18	Ha-Meem Denim Limited, Mouna, Sreepur, Gazipur	Yearly	Water	From2009 to till now
19	Quazi Enterprise Ltd, Shovapur, Rajfulbaria, Savar, Dhaka.	Quarterly	Air & Water	From2009 to 2011
20	Niagara Textiles Ltd, Chandra Circle, Kaliakoir, Gazipur, Bangladesh	Yearly	Air, Noise & Water	From2009 to 2016
21	Berger Paints Bangladesh Ltd., Nabinagar, Savar, Dhaka - 1340	Quarterly	Water	From2009 to 2014
22	Cosmopolitan Industries Pvt. Limited, Khejurbagan, Bara Ashulia, Savar, Dhaka, Bangladesh	Quarterly	Water, Air, Stack& Sludge	From2009 to 2012

2.8 Our Laboratory

AECL has established a fully equipped environmental laboratory having the facility to analyze many types of water, air and noise quality parameters. Now AECL engaged in the monthly/Quarterly environmental monitoring for many Companies/Industries. The activities cover the stack emission, ambient air, water, noise quality and work place environment monitoring for different parameters.

2.9 International Collaboration with AECL

i) **Advanced Ecotech UK Limited** is an environment consultant firm in the United Kingdom having vast experience in the field of waste water treatment. It is located at 101 Mallard Walk, Sidcup, Kent DA14 6SG, UK. GTRL is now offering a sophisticated Effluent Treatment Plant (ETP), which consumes less space, lower in operation cost, highly sophisticated (automatic), less chemical consuming and comparatively lower in price.

ii) **AECL had a joint venture with Sloth Moller Consulting Engineers Ltd. Denmark** in the name of “Sloth Moller Engineers Bangladesh Ltd. (SMEBL)”. Sloth Moller is a Danish Company provides complete solutions for the Waste Water Treatment for Domestic and Industrial use. SMEBL offers a sophisticated Effluent Treatment Plant (ETP), which consumes less space, lower in operation cost, highly sophisticated (automatic), less chemical consuming and comparatively lower in price.

iii) **Bangladesh Water Expo** an international water event for the exhibition of water and waste water technologies, jointly organized by Water Today India and AECL every year. It is the largest and a dynamic global platform focused on exploring the business opportunities in the Water & Wastewater Industry.

Chapter 3

Discussion and Analyses

3.1 Human Resource Management

Human resource management is the strategic process to manage people in the organization. It includes recruiting, hiring, training, performance appraisal, motivation, workforce planning etc. so we can say that HRM is the process of hiring, training and developing employees so that they gain competitive advantage and become more valuable to the organization. Generally HR departments include these activities.

Normally top management decides they need a new employee. After that HR department can start their processing to recruit new people by external or internal sources. It's a cycle of various phases. HR follows this phases and select utmost qualified candidate.

We can say that human resource is the important asset for the organization. An organization cannot run smoothly without proper managing human resource.

3.2 Importance of Human Resource Management in AECL

Human resource management refers to the practice and policies one need to carry out the people or personnel aspects of one's management job. These include:

3.3 Objective of HRM practices of AECL

Objectives are benchmarks against which actions are evaluated. HR department should perform the following objectives.

Recruitment and Selection process of Adroit Environment Consultants Ltd.

Recruitment is defined as, "a process to discover the sources of manpower to meet the requirements of the staffing schedule and to employ effective measures for attracting that manpower in adequate numbers to facilitate effective selection of an efficient workforce."

.AECL Recruit people both external and internal sources.

Selection

Selection is another process of HR department. It is depend on recruitment process. HR select most suitable candidate who is very proactive for organization. So, selection is very important for organization. Organization should has to capability to select right people.

Training and Development of Adroit Environment Consultants Ltd.

Training and development is an essential part to improve employees performance to achieve organizational objective. It is an educational process that an employee can develop their job

performance. Training is related about organizational activities. It is all about to improve skill. Knowledge , process etc.

Generally, AECL provide training by their management team and sometime trainer is hired from outside. AECL follow few training steps. That is given below.

Training/Probationary Period:

Generally the first three months counted as a probationary period in AECL. Employees will not allow taking any professional training by the company. He/she would have 3 months observation by the hr department. In these 3 months, management just provide basic information but not any valuable training.

Performance appraisal of Adroit Environment Consultants Ltd.

Performance appraisal is a vital part of an organization. AECL also doing it properly. It is evaluated by the top management and HR department.

When an employee start to work with AECL, the his/her activities are followed by HR department. When employees are adjusted proper working environment and take some training, it is very important to asses his/her activates in a timely manner. It is improve employees

performance toward organization. It is work better when top management and employee can understand it.



The performance of each employee is closely monitored by HR department.

AECL follow two methods for observing performance appraisal. Such as,

- To complete employees probation period at AECL
- To complete employees one year service with AECL

Chapter 4

Problems, Recommendations and Conclusion

4.1 Problems Identified

1. Adroit Environment Consultants Ltd. has Lack of training need assessment

2. The employees are dissatisfied with some of the action taken by the management.
3. Benefit which is provided by the company that is not up to the mark.
4. In context of workforce planning it has been observed that, the HR head manager often fail to take critical decision. This problem leads to various complications. Such as, delayed assignment completion, Hampered company overall performance. This complication happened because lack of competency at the position.
5. In context of selection it has been observed that, AECL often select the fresher candidate for a major position where higher degree of experience is demanded.
6. Dissatisfaction of the employees has been identified regarding salary. Employees are seems to be unhappy because the salary level is below their expectation.
7. Inspection regarding training and development shows that there is lack of initiative. This leads a poor start for a newly appointed employees. Misguidance, demotivation, are product of this problem.
8. Inspection also shades light to the fact that performance the employees are not being properly evaluated in the company. This lead to dissatisfaction again. And the worst- case scenario terminating their own contract and leaving the company. AECL has been failing to evaluate the overall performances of establishment.

4.2 Recommendations

Here in this part, that comes up with the following recommendation which AECL can move forward towards their progress:

- ✓ It is recommend to acknowledge the academics background and professional expertise of a subordinate and considering it according to the position.
- ✓ It is important to recognize the value of experience for certain kind of position. Because AECL is a engineer based establishment. It is highly important for companies like AECL to have senior subordinate to evaluate project and assignment from experience stand point.

- ✓ As now, it has become clear that how valuable salary is for the employees. Management should consider the satisfaction level of employees also. It is being recommend that, management should exchange information regarding expectation with employees individually in a timely manner.
- ✓ The Company should go for advertising and promotional activities to get a broad geographic coverage.
- ✓ The Company should introduce more innovative technology in ETP section to better survive in the competition. So, HR team should make a better marketing plan.
- ✓ It is being recommended to help new employees so that they can start their work properly. Management should communicate with the employees and should ensure that starting phase is not being complicated or misguided.

4.3 Conclusion

So, for an organization human resource department is essential. Without HR department its quite impossible to run business successfully. HR department maintain everything whatever needed for an organization. Normally HR department maintain the whole organization. In AECL, HR team responsible for everything of organization. They recruit people, they select people, they also fire people. HR practice is a key responsibility for an organization.

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