



**Internship report on Human Resource Management Practice of
Janata Bank limited**

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Date of Submission: 09.01.2020

LETTER OF TRANSMITTAL

09/01/ 2020

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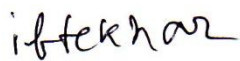
Subject: Submission of Internship report

Dear Sir,

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

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

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



You're sincerely

Quazi Md. Iftekhar Hossain

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Preface

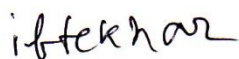
“Human Resource Management Practices of Janata Bank limited”. During internship program, I have tried my best to collect the information related to study topic and prepared the report within a very short time. That is why, there may have some unexpected mistakes in the report. I apologize for any mistake in this report.

I worked in Janata Bank limited as full time internee from 09October, 2019 to 31 December, 2019. The internship aimed at allowing fresh candidates to get an insight view of the HRM Practices process of Janata Bank Limited.

The best feature of my internship program was the access to a motivated and hard working team of highly knowledgeable banking professionals. The most important skills that I learnt were the ability to work in a team. I also picked up considerable skills in handling team communication, training other, getting trained me, and the ability to adapt to the ever changing banking scenario.

In this report I am extremely grateful to my Supervisor Gouronga Chandra DebnathSir. Associate Professor and Headof Business Administration, Faculty of Business Entrepreneurship Daffodil International University.

Sincerely Yours,



Quazi Md. Iftekhar Hossain

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STUDENT'S DECLARATION

I am Quazi Md. Iftekhar Hossain student of Masters of Business Administration (MBA), Batch No:47, #ID No:172-14-2489, Program: MBA Major in Human Resource Management from **Daffodil International University**, Dhanmondi Campus, declare that this Internship Report on **“Human Resource Management Practices of Janata Bank Limited”** is completely my own work. References are provided, as it is free from plagiarism.

iftekhar

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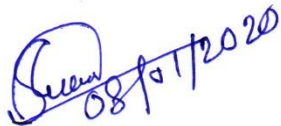
Certificate of Supervisor

This is to certify that **Quazi Md. Iftekhar Hossain**, Program: **MBA ID#172-14-2489**,

Major- Human Resource Management, Daffodil International University has completed the Internship Report titled “**Human Resource Management Practices of Janata Bank Limited**” under my supervision.

I am pleased to state that **Quazi Md. Iftekhar Hossain** worked hard in preparing this report and he has been able to present a good picture of the concerned organization.

I wish his every success in life.



Gouranga Chandra Debnath, PHD

Associate Professor and Head of Department of Business Administration

Faculty of Business & Entrepreneurship

Daffodil International University

Acknowledgement

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

In preparing the report “**Human Resource Management Practices of Janata Bank Limited**”. I am very much obliged for cordial cooperation from other officers and staffs of Janata Bank Limited, Head Office do hereby express my deepest thanks and appreciation to Gouranga Chandra Debnath Sir who is my honorable supervisor, for giving me valuable time and sincere guidance during the study period, which has inspired me in preparing this report. I pray to almighty Allah for his good health & long life. Above all thanks to my friends and relatives who always encourages me to prepare myself to be honest and efficient in my academic and professional career all the relevant things I have tried our best in order to serve the every objective of this report. To make the best understand of the theoretical portion, relevant tables, bar diagram and pie chart has been produced,

HR Manager & other who teach us about overall banking and In Janata Bank Limited with significant, vital, imperative and essential information during face-to-face speech, by providing some papers etc, and try to help us from the core of their heart as like as their younger Brothers.

EXECUTIVE SUMMARY

To meet the requirement of the course outline as well as to comprehend the application of the theoretical knowledge in the practical fields, the internship report on HRM Practices of Janata Bank Limited (JBL) has been conducted. The main focus of the study is to analyze the HRM Practices of Janata Bank Limited, to identify the strengths and weaknesses of existing HRM Practices and suggest some measures for bringing effectiveness in HRM Practices.

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

The first part manpower requisition and each department give requisition according to its HR planning to HR department. After getting approval from concerned authority, advertisement is available within the bank as well as in bdjobs.com, daily newspaper, and career website of JBL. Following steps have been maintained that is interviews, medical checkup, checking references, placement and orientation for getting skilled, talent, and personnel so as to serve the customer with efficiently. While conducting this internship report on HRM Practices of Janata Bank Limited, some sorts of finding has been revealed i.e.

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

JBL always try to provide modern banking facilities including SME banking services through efficient and skilled employees who are recruited based on biasfree HRM Practices. The best compensation package should offer so as to get and retain the best personnel for achieving competitive advantage.

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Janata Bank Limited

Human Resource Management Practices



Chapter: One

Introduction, Objective, Methodology



1.0 Introduction

Janata Bank is a state claimed Commercial bank of Bangladesh built up in 1972. This bank is the second largest Commercial bank in Bangladesh. A developing country like Bangladesh the financial framework as entire controlled or operated through banking system and it plays an essential job in the advancement of economic development. Janata Bank is a second largest commercial bank with the goal that they are the essential supporters of the nation. The income procuring wellsprings of banks are for the most part advances and advance.

On the off chance that a bank can build its import and fare advances, its benefit will clearly arrive at a more significant level, as the expenses are insignificant. Banking is now an essential part of our economic system. Modern banking system needs proper customer support and service for better customer satisfaction. Management must be focus the good and quality service for their client.

This report is mainly focus on Human resources management practices of Janata Bank limited. HRM rehearses help workers and chiefs improve the viability of an association. This includes setting work desires, checking representative execution, helping workers improve their presentation, execution appraiser and remunerating great execution.

1.1. Background

After culmination of 42 credit long stretches of MBA program requests a report on reasonable experience. Entry level position program is an absolute necessity measure for Master of Business Administration (MBA) understudies, intended to place them in a difficult situation of the significant field, where the understudies get straightforward chance to apply their hypothetical information into viable applications. During the temporary job preparing, understudies have the chance to embrace themselves into the specific condition of the association. It gives an extraordinary chance to see the truth of Commercial during understudy life, which empowers them to building certainty and working information ahead of time of the beginning of their vocation. To satisfy this necessity each University of Commercial mastermind a program of entry level position. Here we get an opportunity to apply our hypothetical information that we gained from class addresses, books, diaries, contextual analyses, course, venture, workshop, and so on and contrast them and down to earth setting.



1.2 Objectives of the Study

Broad Objective

The major objective of the report is to make an in depth analysis of activities of Human Resource Management Practices of Janata Bank Limited.

1.3 Specific Objectives

- ✦ To find out human resource management activities of Janata Bank Limited
- ✦ To provide an overview the human resource management activity of Janata Bank Limited
- ✦ To evaluate compensation and benefits of employee of Janata Bank Limited
- ✦ To find out the problems of HRM activities of Janata Bank Limited
- ✦ To recommendation some suggestions to overcome the problems related to HRM function of Janata Bank Limited

1.3 Scope of the Study

This study would focus on the following areas of Janata Bank Limited.

- ✦ It Focus on human resource management activities of Janata Bank Limited.
- ✦ Overview the current procedure of export & import management.
- ✦ Opening LC and maintenance of other formalities of foreign trade.
- ✦ Organizational structures and responsibilities of management.
- ✦ Each of the above areas would be critically analyzed to determine the proper efficiency of Janata Bank's management activates and development.



1.4 Research Methodology

The study is performed based on the information extracted from different sources collected by using a specific methodology. To fulfill the objectives of this report total methodology has divided into two major parts.

1.5 Data Collection Procedure

So as to make the report increasingly important and respectable, two wellsprings of information and data have been utilized generally and perfectly.

The “**Primary Sources**” are as follows:-

- ✚ I have discussed with officials about the human resources management activities of Janata Bank Limited.
- ✚ Sharing practical knowledge of officials.
- ✚ In-depth study of selected cases.

The “**secondary Sources**” are as follows: -

- ✚ Annual report of Janata Bank Limited and others document uses for my work.
- ✚ JBL Web sites and other articles.
- ✚ Periodicals Published by Bangladesh Bank.

1.6 Secondary Sources

The auxiliary information is gathered from yearly annual report, recognized calculated issues, sites and a few distributed issues as articles in various forms of printings.

- ✚ Annual Reports of different years of Janata Bank Limited.
- ✚ Bangladesh Bank web site
- ✚ Other published documents of Janata Bank Limited.
- ✚ Respective sectors of foreign matter of the head office.

1.5.0 Data Processing & Analysis

Collected information have then processed & compiled with the aid of MS Word& MS excel another related computer software. Necessary tables have been prepared on the basis of collected data and various statistical techniques have been applied to analyses on the basis of classified information. Detail explanation and analysis have also been incorporated in the report.

Limitation of Study

- ✦ Due to lack of experience, and human limitation there may have been some mistakes in the report by default.
- ✦ Most of the information's used in this report from, secondary source is not structured and not updated to date.
- ✦ Unavailability of most recent information is another major problem that was faced during the practice.
- ✦ Unavailability to require published documents.
- ✦ Lack of efficiency to prepare the standard report.
- ✦ Lack of comprehension and time customer was a major problem in the collection of data different sources.

- ✦ Large-scale research was not possible due to constrains by bank as well as the University.

- ✦ Time constraint was also one of the factors that curtailed the scope of the study.



Janata Bank Limited

Human Resource Management Practices



Chapter: Two

Company Overview

1.7 PROFILE OF JANATA BANK LIMITED

Janata Bank, one of the largest commercial banks in Bangladesh, which was set up under Bangladesh Bank (Nationalization) Order 1972 (Presidency Order of 1972). By assuming control over parts of previous United Bank Limited and Union Bank Limited, were two private banks performing class banking over the nation. After the introduction of Bangladesh on sixteenth (16) December 1971, recently framed Janata Bank for mass banking got exceptional offices from the administration to fill in as nationalized Commercial bank everywhere throughout the nation. With the expansion of duty and by goodness of execution inside a couple of years, it turns into the largest Commercial bank of the nation with 906 branches including 4 abroad branches at United Arab Emirates. It is connected with 1239 remote journalists everywhere throughout the world. All out representatives of JBL are in excess of 14 thousands (14,244). Its administrative center situated at Janata Bhaban at Motijheel C/A, the core of the capital city, Dhaka.

1.8 Corporatization

In 15 November, 2007 Janata Bank got registered with the Joint Stock of Registrars and restructured it as a public limited company with the name Janata Bank Limited.

Corporate Information

Name	Janata Bank Limited
Registered Address	Janata Bhaban, 110, Motijheel Commercial Area Dhaka - 1000, Bangladesh.
Legal Status	Public Limited Company
Chairman	Shaikh Md. Wahid-uz-Zaman
Managing Director & CEO	Md. Abdus Salam
Date of Incorporation	21 May 2007
Authorized Capital	BDT 30,000 Million
Paid up Capital	BDT 19,140 Million
Face value per share	BDT 100 per share
Shareholding Pattern	100% Share owned by the Government of Bangladesh
Operating Profit (31.12.2015)	Tk. 2166.184 million
Reserve:	Tk.8202.00 million
Subsidiary Companies	1. Janata Capital and Investment Company Ltd 2. Janata Exchange Company SRL, Italy
Banking license obtained from Bangladesh Bank	31 May 2007
SWIFT	JANBBDDH
Website	https://www.jb.com.bd/
E-mail	md@janatabank-bd.com
Phone No	956000,9566020,9556245-49
Fax	88-02-9554460,9553329,9552078

2.1 Management

Janata Bank is the largest Commercial bank of the nation. It has 906 branches all through the nation and abroad to serve the country. There are 4 abroad branches at U.A.E. The Head Office of the bank is situated at Janata bhaban 110 Motijheel C/A, Dhaka. It has 15 GM, 77 DGM 192 AGM, 576 First AGM, 1037 SEO, 3085 EO and 460 AEO. Head Offices are going by First AGM and every office is going by AGM

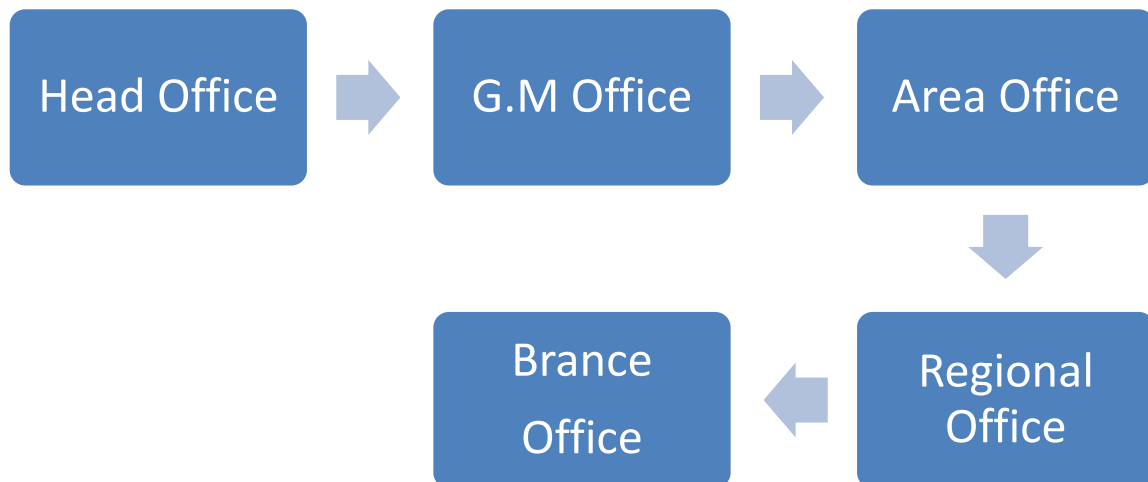


Figure 4: Functional Hierarchies

2.2 Board of Directors

Established by 12(Twelve) individuals, has position to sort out, work and deal with its issues on Commercial thought inside the Board Policy of government. The Directors are agents from both open and private parts. Individuals from the Board including Managing Director are government named out of that in any event three have the involvement with the field of Finance, Banking, Trade, Commerce, Industry and Agriculture. The overseeing chief is the CEO of Bank. The



Janata Bank Limited

Human Resource Management Practices



Board of Directors is made out of 12 individuals headed by a Chairman. The name and position of chiefs are presented as follows: -

Chairman of the Board of Directors

Luna Shamsuddoha

Members of the Board of Directors

Khondker Sabera Islam

Md. Mofazzal Husain

Masih Malik Chowdhury, FCS FCA

A.k Fazul Ahad

Salima Ahmad, MP

Mohammad Abul Kashem

Dr. Md Jafar Uddin

Ajit Kumar Paul, FCA

Meshkat Ahmed Chowdhury

K.M Shamsul Alam

Mr. Md. Abdus Salam Azad FF, CEO & Managing Director

2.3 Vision

To become the effective largest commercial bank in Bangladesh to support socio-economic development of the country and to be a leading bank in South Asia.

2.3 Mission

Janata Bank Limited will be an effective commercial bank by maintaining a stable growth strategy, delivering high quality financial products, providing excellent customer service through an experienced management team and ensuring good corporate governance in every step of banking network.

2.3 Core Values:

- ❖ Our first need is clients.
- ❖ We center on proficient morals.
- ❖ We keep up quality at all levels.
- ❖ We trust in being a responsible corporate culture.
- ❖ We encourage participative administration.

2.4 Objectives

The objectives for which the bank is established as follows:

- ❖ To continue, execute, embrace and direct the matter of banking in all branches.
- ❖ Full execution and usage of the Bank's greatness program which means to give administrations to clients.
- ❖ To carry on Commercial as lenders, advertisers, entrepreneurs, budgetary and monetary operators, concessionaires and representatives, managing in return, protections and all benevolent trade banking and so on.



2.6 NATURE OF COMMERCIAL

The Principle exercises of the bank incorporate giving of a wide range of Commercial banking administrations to its clients. The exercises can be ordered in the accompanying manners:

- i) Corporate Banking.
- ii) Project Financing.
- iii) SME Finance.
- iv) Consumer Credit.
- v) International Trade.
- vi) Trade Finance.
- vii) Loan Syndication.
- viii) Foreign Exchange Dealing.
- ix) Rural and Micro Credit.
- x) NGO-Linkage Loan.
- xi) Investment.
- xii) Government Treasury Function.
- xiii) Money Market Operation.
- xiv) Capital Market Operation.
- xv) Remittance.

2.7 ORGANOGRAM

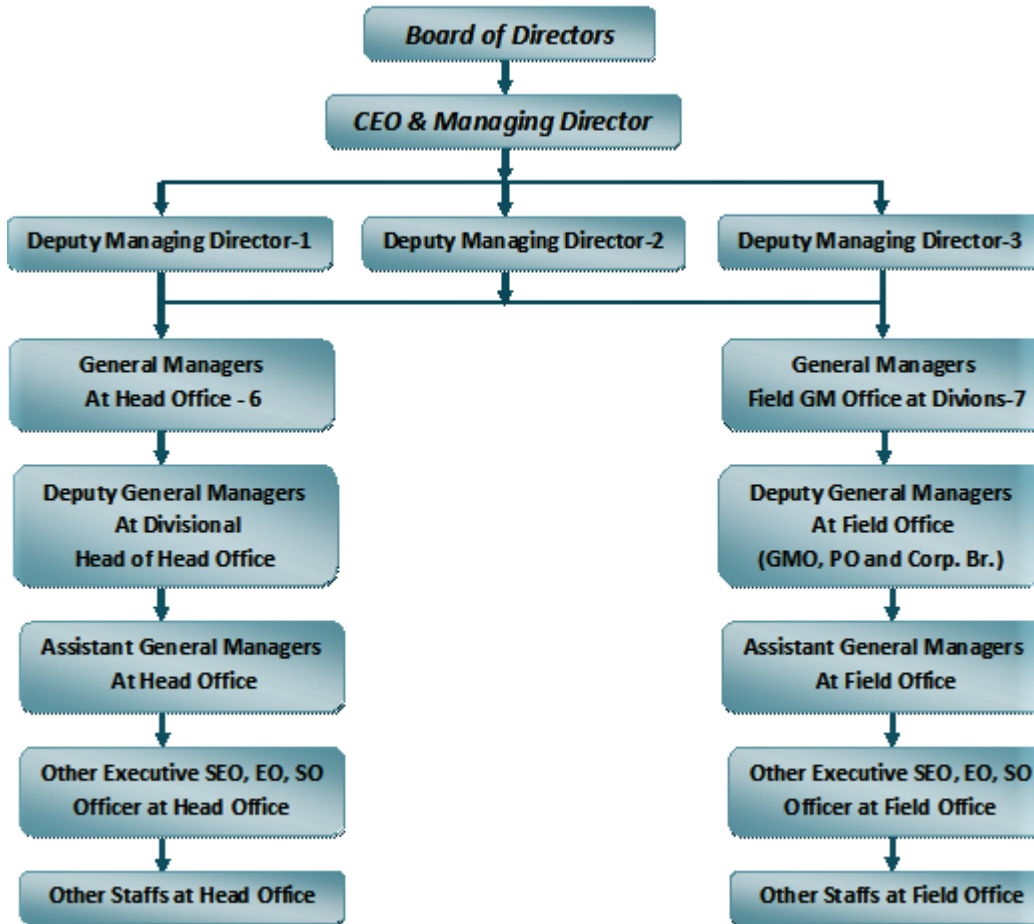


Figure 6: ORGANOGRAM



Janata Bank Limited

Human Resource Management Practices



Chapter: Three

Theoretical Aspects

2.8 CORE VALUES

Janata Bank Limited (JBL's) Core Value suggestion comprises of ten key components. as a group towards achievement of allotted obligations and duty regarding accomplishment of wanted targets.

Cooperation: Open correspondence, dialog and association among the representatives would guarantee unification of activities and endeavors towards accomplishing the shared objective.



Figure 8: CORE VALUES

Ethics: We have a sound practice of ethical standard to maintain honesty and integrity and we honor our commitments. We are dedicated to the practice to be honest and forthright.

Objectivity: To serve our honorable customers at high level service with their satisfaction and we seek their valuable suggestion to provide and develop our services.

Integrity: we are dedicated to take high road practicing ethical standard and honoring our commitments to be honest and accountable towards our work.

Excellence: It is we who cultivate excellence by challenging ourselves with courage and confidence. We provide friendly environment to flourish potentiality and mentor our staffs and customer as well to deliver best services. Excellent performance and effectiveness are preconditions to ensure quality service to the large customer base of the bank.

Innovation: New and creative items are the necessities of the ideal opportunity for which constant activity arranged explores are completed.

Commitment: Each representative is resolved to work up to the normal level to guarantee fulfillment of esteemed clients.

Self-Reliance: Each employee will have ownership attitude towards the bank and self confidence in his work for betterment of the bank.

Transparency: Information is to be kept open for all so that stakeholders can have proper ideas about the bank's activities.

Accountability: All employees are responsible for their activities and will remain accountable to their respective superior for accomplishment of tasks.

2.9 CORE COMPETENCIES

1. Knowledge.
2. Experience & Expertise.
3. Customer Orientation/ Focus.
4. Transparency.
5. Determination.
6. Zeal for Improvement.
7. Reliability.

✚ **Job Analysis:** A job analysis is a process used to collect information about the duties, responsibilities, necessary skills, outcomes, and work environment of a job. You need as much data as possible to put together a job description, which is the frequent output result of the job analysis.

✚ **Job description:** A job description is an internal document that clearly states the essential job requirements, job duties, job responsibilities, and skills required to perform a specific role. A more detailed job description will cover how success is measured in the role, so it can be used during performance evaluations.

✚ **Job specification:** A job specification is a written statement of educational qualifications, specific qualities, level of experience, physical, emotional, technical and communication skills required to perform a job, responsibilities involved in a job and other unusual sensory demands.

3.1 Organizational objective

To recognize that HR management exists to contribute to organizational effectiveness. Even when a formal HR department is created to help managers, the managers remain responsible for employee performance. To achieve efficiency and effectiveness where it places right men into right place in right quantity and nourishes them through training and mentoring and prepares gradually to obtain organizational goal. Selection the right employees are important for an organization. First own performance always depends in part on subordinates. Employees with the right skills and attributes will do a better job for the company. Employees without these skills won't perform effectively and as a result the firm will suffer.

3.2 The Discrete Selection process of JBL

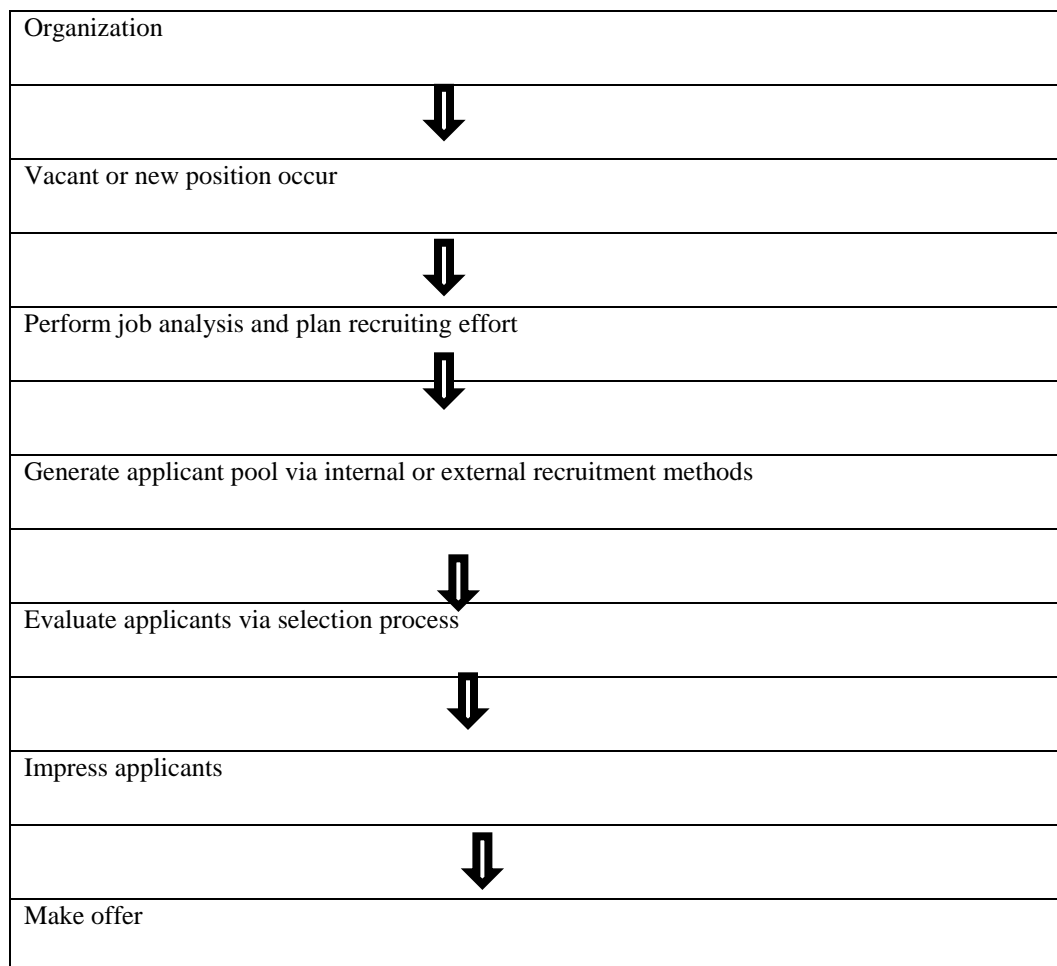
After the recruitment **Janata Bank** goes for selection through the following process. The selection process consists of seven steps among them initial screening, completion of job application form, employment test, comprehensive interview, background investigation, physical examination and Final employment decision. So the selection process of **Janata Bank** typically follows a standard pattern, beginning with an initial screenings interview and concluding with the final employment decision.

3.3 Recruitment process:

Recruitment Definition: When a vacancy occurs of **Janata Bank Limited** and the recruiters receive authorization to fill it, the next step is a careful examination of the job and an enumeration of the skills, abilities, and experience needed to perform the job successfully.

In the recruitment process there are couple of steps are to be followed:

The Recruitment Process of the Organization:



3.4 Method of recruitment:

There are two method of recruitment:

Internal Recruitment And

External Recruitment

Internal recruitment:

Most organizations fill opening inside at whatever point conceivable. Various inner enlistment techniques are utilized for various degree of employments. Lower-level occupations, for example, manual and administrative employments are frequently called nonexempt occupations in light of the fact that their officeholders are not absolve from the lowest pay permitted by law and additional time arrangements of the Fair Labor Standards Act.

External recruitment:

In addition to looking internally for candidates, it is customary for organizations to open up recruiting efforts to the external community. Through the recruiting process, the hiring manager should stay in close touch with the recruiter. The hiring manager should examine resumes or application that have passed initial screening by the recruiter and should also review some of the application that the recruiter rejected during the first steps.

External recruitment methods are often grouped into two classes:

Informal Method:

Casual selecting techniques tap a smaller work advertise than formal strategy. Casual strategy incorporates rehiring previous workers or previous agreeable training understudies, contracting individuals alluded by present representatives, and enlisting from among the individuals who have applied without being requested (such candidates are called walk-ins or entryway enlists).

Worker's referral, otherwise called verbal publicizing, is fast, compelling, and generally economical. Since representatives who elude their companions and colleague as applicants have their own validity at stake, they will in general elude individuals who are very much qualified and well-inspired and afterward to guide these people once they are enlisted.

Formal Methods:

These strategies customarily have included paper promoting, utilization of Commercial offices and official inquiry firms, and grounds enrolling. Posting occupations promotions on the Internet, either on the organization's own website or a Commercial work board, has likewise gotten incredibly famous over the most recent couple of years. Generally, paper publicizing has been the most normally utilized strategy for selecting.

3.5 Formal method includes:

1. Recruitment Advertising.
2. Internet Recruiting.
3. Employment Agencies.
4. Public Job Service Agencies.
5. Private, For-profit Agencies.
6. Unions.
7. Additional Recruiting Methods.
8. Campus Recruiting.
9. Executive Search Firms etc.



Chapter: Four

***Training and Development, Performance Appraisal &
Compensation***

3.6 Training and development

Training

Training is characterized as any endeavor to improve representative execution or an as of now held employment or one identified with it. This generally implies transforms it is explicit information, aptitudes, dispositions, or practices.

Development

Development refers to learning opportunities designed to help employees grow. Such opportunities do not have to be limited to improving employee's performance on their current jobs.

Methods of Development

Some development of an individual's abilities can take place on the job. We will review several methods, three popular on-the-job techniques

- 1) job rotation
- 2) assistant-to position
- 3) Committee assignments

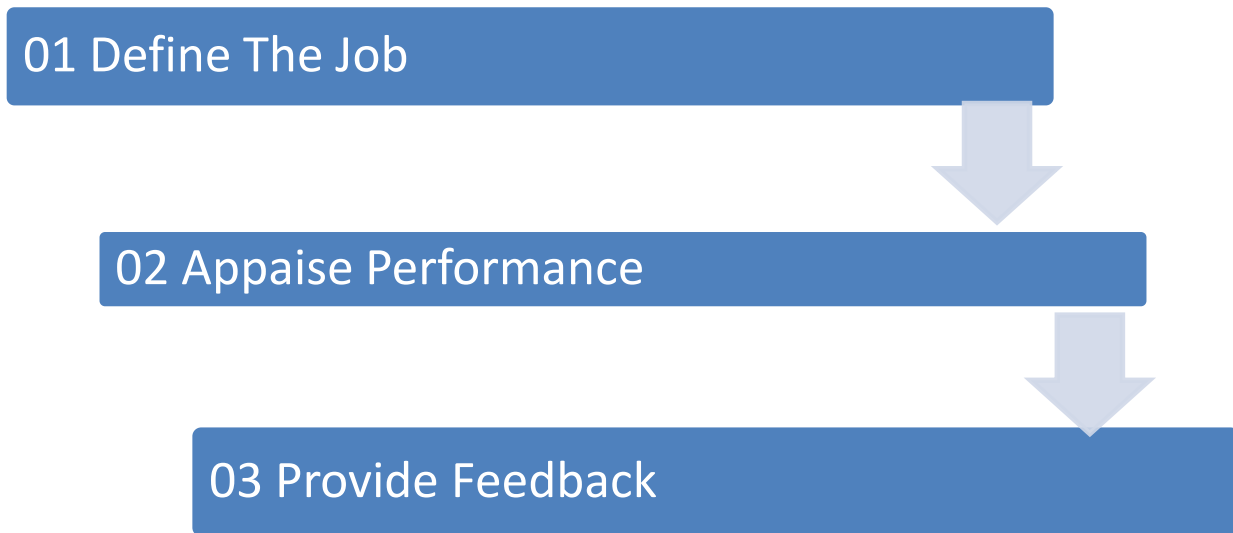
And three off-the jobs methods

- 1) Lecturer courses and seminars
- 2) Simulation exercise
- 3) Outdoor training.

3.7 Performance appraisal of JBL:

Janata Bank employee need to maintain their performance and ensure good customer satisfaction. The appraisal process therefore involves.

3.8 Steps in Appraising Performance:



The performance appraising process contains three steps:

01 Define the job:

It means that supervisor and subordinate agree and is well aware regarding his or her job responsibility and standard.

02 Appraise performances:

Appraising performance means comparing subordinate's actual performance to the standards that have been set; it is done through HR department on prescribed form.

03 Provide feedbacks:

Performance appraisal usually requires one or more feedback sessions. Here the subordinate's performance and progress are discussed, and plans are made for any development that is essential.

4.1 Definition of compensation

Compensation is the human resource management function that deals with every type of reward individuals receives in exchange for performing organizational tasks. **Janata Bank** also needs to use their compensation packages.

- ❖ Pay
- ❖ Benefits
- ❖ Services
- ❖ Recognition

Objectives of Compensation

The objective of the compensation function is to create a system of rewards that is equitable to the employer and employee of **Janata Bank Limited**. The desired outcome is an employee who is attracted to the work and motivated to do a good job for the employer. Patton suggests that in compensation policy there are seven criteria for effectiveness. Secure pay should be enough to help an employee feel secure and aid him or her in satisfying basic needs.

- ❖ Incentive – providing pay should motivate effective and productive work.
- ❖ Acceptable to the employee should understand the pay system and feel it is a reasonable system for the enterprise and him or herself.

4.2 Management development of JBL

The executive's improvement is progressively future arranged, and increasingly worried about instruction, then the worker prepares, or helps an individual to improve as an entertainer. In Janata Bank the administration advancement concentrates more on the representative's self-improvement. As the administrators are the core of Janata Bank they have to created step by step. efficient supervisors of Janata Bank have systematic, human, applied and concentrated aptitudes. Building up the administration of Janata Bank start by taking a gander at the Janata Bank target which is become a main bank in the nation with best practice and most noteworthy social duty.



Chapter: Five
Findings, Recommendations & Conclusion

4.3 Findings of the study

- ❖ Lack of proper Job analysis policy
- ❖ Lack of effective human resource planning policy
- ❖ Lack of standard Recruitment and selection policy
- ❖ Lack of effective Training and development policy
- ❖ Attractive compensation policy

The findings of the study are expressed as follows:

(i) Lack of proper Job Analysis Policy

Occupation investigation arrangement is characterized as an orderly procedure of gathering data on the practically pertinent parts of an occupation. To make hierarchical progress, it is urgent to distinguish and decide the employments that the association needs acted so as to arrive at its vital objectives. Yet, the activity examination arrangement of Janata Bank Limited isn't standard. Since the administrator of HRD isn't fit to apply the different human asset the board works.

(ii) Lack of effective Human Resource Planning Policy

Janata Bank Limited has not strong and effective human resource planning policy. Because of their Human Resource planning of the company have not any significant competitive edge in terms of knowledge and experience.

(iii) Lack of standard Recruitment and selection Policy

The recruitment and selection policy of **Janata Bank Limited** is so poor. Because too much misuse of reference power. There is no attractive way to recruitment policy such as-internship, over time, job rotation, sub-contracting etc.

(iv) Lack of effective Training and Development policy

Janata Bank Limited gives study hall address preparing, workshop, broad media preparing and so on. Yet, this procedure doesn't make a compelling outcome for lacking of legitimate rehearsing this strategy. Other than that the Training and Development frameworks are not appropriately utilized or kept up.

(v) Attractive Compensation Policy

Compensation package of **Janata Bank Limited** is more attractive to hold qualified employee. Under the direct and indirect compensation policy they offer all type of new compensation system.

4.4 Recommendations

Based on the findings, the recommendations are as follows:

(i) To formulate proper Job Analysis Policy

Janata Bank Limited job analysis exercise should be undertaken with the help of HR Department, Head Office. The job Analysis and job design should be prepared before the recruitment is done. By setting the job description clarifies the tasks employee needs to carry on and benefits both **Janata Bank Limited** and the employee himself.

(ii) To formulate effective Human Resource Planning Policy

Janata Bank Limited should take a strong and effective human resource planning policy. They should increase the manpower of human resource planning policy to handle the regular operation smoothly. Make sure about proper succession planning to ensure right people are place at right time.

(iii) To formulate standard recruitment and selection Policy

Different sources of recruitment should be utilized. The recruitment and selection procedure of **Janata Bank Limited** should be standard and short.

(iv) Formulate effective Training and Development Policy

Janata Bank Limited should make a compelling preparing and improvement strategy. They ought to likewise give preparing to the workers as per the enrollments of the association. Along these lines, the staff individuals get the chance to hone their current aptitudes or improvement particular expertise which thusly, will assist them with taking up some new jobs.

4.5 Conclusions

Human resource department has a vital role in operating a company. From the above chapters discussion, we can say clear picture of **Human resource Practice in the Janata Bank Ltd.**

The bank pursues the hypothetical methodology for enrolling and choosing the workers, however it doesn't pursue the hypotheses like a visually impaired individual. They even don't think about a portion of different methodology/steps of enrolling or choosing work force as per the regulatory official the bank is expanding the absolute number of prepared worker step by step. Be that as it may, the bank couldn't take fundamental consideration in different parts of the Human Resource Management. In spite of the fact that it has an act of rousing representative through giving augmentation, it is a poor/feeble act of spurring workers. It attempts to full-fill the affection and security needs, yet more often than not the bank can't give these persuasive things due to some inner issues.



4.6 References

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