



**Daffodil**  
*International*  
**University**

**An Internship Report  
On**

**Management Information Systems Support and Practices in Shabab Fabrics Ltd.**

Supervised By

**Mr. AKM Enamul Haque**  
**Associate Professor (Adjunct)**  
**Dept of Computer Science and Engineering (CSE)**

Daffodil International University

**Prepared By**

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Internship Report Submitted for Partial and complete based on the Requirements for  
Master of Business Administration

**Daffodil International University**

Date:

To

Mr. AKM Enamul Haque  
Associate Professor (Adjunct)  
Dept of Computer Science and Engineering  
Daffodil International University

Subject: Submission of Internship Report.

## **Letter of Transmittal**

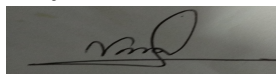
Dear Sir,

It is a great pleasure for me to submit my report “**Management Information System Support and Practices in Shabab Fabrics Ltd.**”

To execute the data, I have learned in our insightful employment. I have taken in a real experience of Training and Development by doing this report. It will be amazing for both of my academic and master life. I endeavor my level best to make this report to the fundamental standard. I believe that this report will fulfill your craving.

I thusly, believe that you would be adequately big-hearted to encounter this report for appraisal. Working with such an interesting task has permitted us the opportunity to achieve understanding on. I am always open for any further quarries concerning this report.

**Sincerely Yours,**



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Md. Nazmul Islam

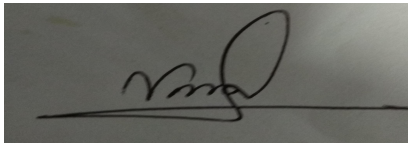
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Daffodil International University

## Declaration

The Report title of “**Management Information Systems Support and Practices in Shabab Fabrics Ltd.**” submitted by me to Daffodil International University in partial fruition of the requirements for the degree of Master of Business Administration is an original work.

I further affirm that the work according throughout in reportable during this post report supported my very own experience and diligence. The report is real no half or whole of the report has been submitted to the opposite University or establishment for any degree or award or the opposite purpose.

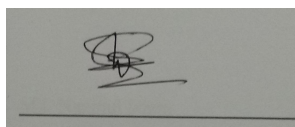


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## **Letter of Acceptance**

This is to certify that the report titled **“Management Information Systems Support and Practices in Shabab Fabrics Ltd.”** has been submitted by Md.Nazmul Islam ID: 173-14-2580, to the Department of Business Administration under the Faculty of Business & Entrepreneurship of Daffodil International University under my supervision. I wish him every success in life.



---

AKM Enamul Haque

Associate Professor (Adjunct)

Department of Computer Science and Engineering

Daffodil International University

## Acknowledgements

I would like to acknowledge the unbounded effortlessness and important benevolence of the Almighty Allah, the superior leader of the universe, who created me and empowers me to from my dream in an exceedingly reality.

First, I specially thanks and perception to my honorable supervisor Mr. AKM Enamul Haque

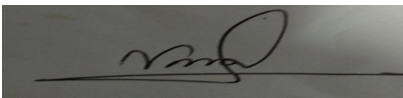
Associate Professor (Adjunct) Deptof Computer Science and Engineering.

Daffodil International University.

Very sincerely, my thanks attend my supervisor. AKM EnamulHaquefor his steering and evocation for this report. This report couldn't have been finished whereas not his cooperation and vital direction.

I alike endeavor my heat thanks and genial due to the administration and authorities of Shabab Fabrics Ltd, Baridhara DOHS Head Office after joining this organization every sr. office colleague given me the avail to the task with them and favor a substantial love by giving the data and empowering to setup this report. Actually, I have gotten their liberal facilitate and espouse. I would need to just concede the open door or supply my whole-should because of my kindred companion, gorgeous ones who given support, data, inspiration and facilitate over the span of prospering this report.

Faithfully Yours,



Md. Nazmul Islam

ID # 173-14-2580

Master of Business Administration

**Major:** Management Information System

## **ABSTRACT**

The point of my temporary position is to give equipment and programming upkeep. This report is about jobs and duty and what I have realized in my entry level position period. I had a temporary position on **“Management Information Systems Support and Practices in Shabab Fabrics Ltd.** There I had many responsibilities like Device Setups; install all versions of Microsoft office, operating system, application software and troubleshooting, networking and overall internet fundamentals. Especially I work there for hardware maintenance. In my entry level position report fundamentally, I attempted to show that how I had dealt with those things and how effective I was there in the hour of temporary position. In addition, I attempted to introduce whether my temporary job was an effective or not. Tackling genuine issues was another key issue. This report takes me through every one of the subtleties of each information and experience assembled during this temporary position period.

## TABLE OF CONTENTS

Title	Page Number
<b>Prefatory Part</b>	
Title page	i
Letter of Transmittal	ii
Student Declaration	iii
Letter of Acceptance	iv
Acknowledgement	V
Executive Summary	vi
Table of Contents	vii
<b>Body Part</b>	
<b>Chapter 01 (Organizational Part)</b>	<b>01</b>
1.0 Introduction	01
1.1 Origin of the Report	01
1.2 Objectives of the Study	01
1.3 Methodology	02
1.4 POPULATION DEFINITION:	02
1.5 Data source	03
1.6 Limitation of Study	03
<b>Chapter 02 (Company Profile)</b>	<b>04</b>
2.1 Company name and Directory	04
2.2 Vision	04
2.3 Mission	04
2.4 Strategy	04
2.5 Company information and Map of SFL	05
2.6 Layout of the Factory	06
2.7 History of the Project	06
2.8 Exporting Country	06
2.9 Our People	07
2.10 Our Strength	07
2.11 Our Aim	07
2.12 Our Target	07
2.13 Organizational Structure	08
2.14 Management Policy	09
2.15 Board of Directors	07
2.16 Nature of Business	07
2.17. Business Volume	07
2.18. Company Quality Policy	10
2.19 Quality Control	10
2.20 Human Resource Management	11
2.21 Functional Department	12
2.22 Production Department	12
2.23 Marketing Department	12
2.24 Planning Department	13
2.25 IT & MIS Department	14
Compliance	15
Future Plan	15
Production Capacity	15

<b>Technology</b>	<b>15</b>
<b>2.26 Quality</b>	<b>16</b>
<b>2.27. ETP Facility</b>	<b>16</b>
<b>2.28 Social Commitment or Responsibility</b>	<b>16</b>
<b>2.29 Health &amp; Safety</b>	<b>16</b>
<b>Emergency Plan</b>	<b>17</b>
<b>2.30 Laboratory Factory</b>	<b>17</b>
<b>2.31 Marketing Mix</b>	<b>17-18</b>
<b>Chapter 03(Company Products)</b>	<b>19</b>
<b>3,1 List of Product &amp; Description</b>	<b>19</b>
<b>3.2 History of Terry weaving</b>	<b>19</b>
<b>3.3 Parts of Terry Towel</b>	<b>20</b>
<b>3.4 Classification of Terry Towel</b>	<b>20</b>
<b>3.5 Beach Towel</b>	<b>21</b>
<b>3.6 Washcloth Towel</b>	<b>21</b>
<b>3.7 Hand Towel</b>	<b>22</b>
<b>3.8 Standard Bath Towel</b>	<b>22</b>
<b>3.9 Bath Sheets</b>	<b>22</b>
<b>3.10 Tea Towel</b>	<b>23</b>
<b>Chapter 04(Overview of MIS)</b>	<b>24</b>
<b>4.1 Types of MIS</b>	<b>24-25</b>
<b>4.2 Work Process of MIS</b>	<b>26</b>
<b>4.3 Important functions of MIS</b>	<b>27</b>
<b>4.4 Steps of MIS Design</b>	<b>28</b>
<b>Chapter 05(Overview of MIS)</b>	<b>29</b>
<b>5.1 Commencement</b>	<b>29</b>
<b>5.2 Daily Activities of MIS</b>	<b>30</b>
<b>5.3 My Job Responsibilities and duties</b>	<b>31</b>
<b>5.4 Problems I faced in SFL</b>	<b>32</b>
<b>5.5 Major Findings of the Study</b>	<b>33</b>
<b>5.6. Recommendation</b>	<b>34</b>
<b>5,7 Conclusion</b>	<b>35</b>
<b>5.8 Bibliography</b>	<b>36</b>
<b>5.9 Appendix</b>	<b>37</b>



## Organizational Part

### 1.0 INTRODUCTION

Shabab Fabrics Limited (SFL), fused in the year 2004, with the intend to satisfy the developing need of top-notch terry towel items for universal market. At first the center competency is on terry towel fabricating yet the item range will relentlessly be broadened to incorporate the entire array of family unit materials. SFL has the capacity to offer a total scope of terry towel items. The objective of SFL is to turn into the favored accomplice for sourcing of top-notch terry towel items from Bangladesh.

Shabab Fabrics Limited (SFL) launched commercial operation in the early 2010 with the aim to meet the growing demand of high-quality terry towel products for global market. The goal of SFL is to become the preferred partner/source of high-quality terry towel products from Bangladesh.

Strong Business ethics, excellences in business, creating a productive work environment, continuous improvement through sound corporate governance and dynamic employee engagement has been at the foundation of the organization to become the leading terry towel factory in Bangladesh.

### 1.1 ORIGIN OF THE REPORT

This report is based on the Job Experience in Shabab Fabrics Ltd. at IT & Management information system Department, as a partial requirement of the MBA program. It's a six-credit course to complete the MBA program in the Faculty of Business Administration at the DIU (Daffodil International University). This report has been prepared under the direct supervision of Mr. AKM Enamul Haque Asst. Professor (Management information System).

### 1.2 OBJECTIVES OF THE STUDY

The objectives of this are the following:

- ✍ Analyze the effectiveness of MIS System of Shabab fabrics Ltd.
- ✍ Identity the gaps in effective use of MIS Technologies.
- ✍ Recommend appropriate measures to derive optimum benefits from investments in Information system.

### 1.3 METHODOLOGY

I have collected all the relevant information from my working experience and in depth study with the Team of ICT Division and Organizations. I have collected all the materials and data by -

- ✍ Study of different organizations functions.
- ✍ Interview with structured questioners of Stakeholders or employees of the organizations.
- ✍ Several committee reports, general reports, official documents.
- ✍ Data available with the Company website.

- ✍ Data from previous Standing members of the organizational report.
- ✍ Direct observation.
- ✍ Interaction with the IT section official of the Organization.
- ✍ Related books, journals, blogs, articles, minutes, reports and annual reports etc.

**Research Methodology:** The research is conclusive in the form of descriptive design.

**Research Instrument:** Self-Administered Questionnaire.

#### 1.4 POPULATION DEFINITION:

**Population:** The population of this research project is defined as follows:

**Element:** Employees & Vendors Shabab Fabrics Ltd.

**Unit:** Employees & suppliers or 3<sup>rd</sup> party Vendors are related with IT & MIS department.

**Extent:** Head office & Factory Users and clients of Shabab Fabrics Ltd.

**Time:** Two weeks.

**Sample size:** 20 respondents

Tests of under 1% of a populace can regularly give great unwavering quality, given a valid examining strategy.

**Sampling Procedure:** For conducting this research, subscribers will be selected by considering systematic sampling. Samples will be randomly picked up from the total population by using simple random sampling which will represent the whole population.

#### 1.5 Data Sources:

This report has been readied dependent on both essential and optional information.

**Essential information:** Relevant report considers as gave by the officials concerned and perception of different divisions.

**Optional Data:** There are information that we gathered from auxiliary sources from reports, distributes archives, web and articles. Information gathered from the association and different sources were collected and put down in various piece of the report. In view of the gathered data investigation and end is performed.

## 1.6 LIMITATIONS OF THE STUDY:

I need to state that my examination and the choices I made are independent. That doesn't imply that there was any lack of my polished methodology and enthusiasm to reach to the arrangement, rather it implies that I needed to confront a few impediments. Those might be outlined as follows:

- It was so hard to gather the sufficient and genuine information from the allocated association.
- Lack of involvement with IT MIS related field.
- I couldn't gain top to bottom information on the exercises of various division.
- (Related with Support and administration) splendidly and obviously. Ill-advised blend among different divisions.
- Adequate books, distribution and diaries were not accessible.

## CHAPTER TWO COMPANY PROFILE

✍ **Manufacturer Company Name:** Shabab Fabrics Limited  
✍ **Company Directory:** Bangladesh

Shabab is the state of art Terry Towel Industry. Our Strength product is yarn dyed Jacquard as well as Dobby both the yarn dyed & solid dyed. Only we have the automatic Jacquard machines with the Dobby. We have an individual yarn dyeing factory with carrying capacity is 20 tons per day. To maintain the production efficiently - from preparatory to stitching we have 20tons capacity per day.

### 2.2 VISION:

“To offer high quality and eco-friendly products at most complete price through integration of creativity & expertise itself as well as for the society.”

### 2.3 MISSION:

“To obtain customer satisfaction by ensuring highest quality of products in a competitive price.”

### 2.4 COMPANY STRATEGY:

We look to surpass client's desire by guaranteeing highest caliber with aggressive cost. We simply don't add esteems to the items however we engineer fulfillment. We treat every single task as a test, each accomplishment as motivation to set new objectives.

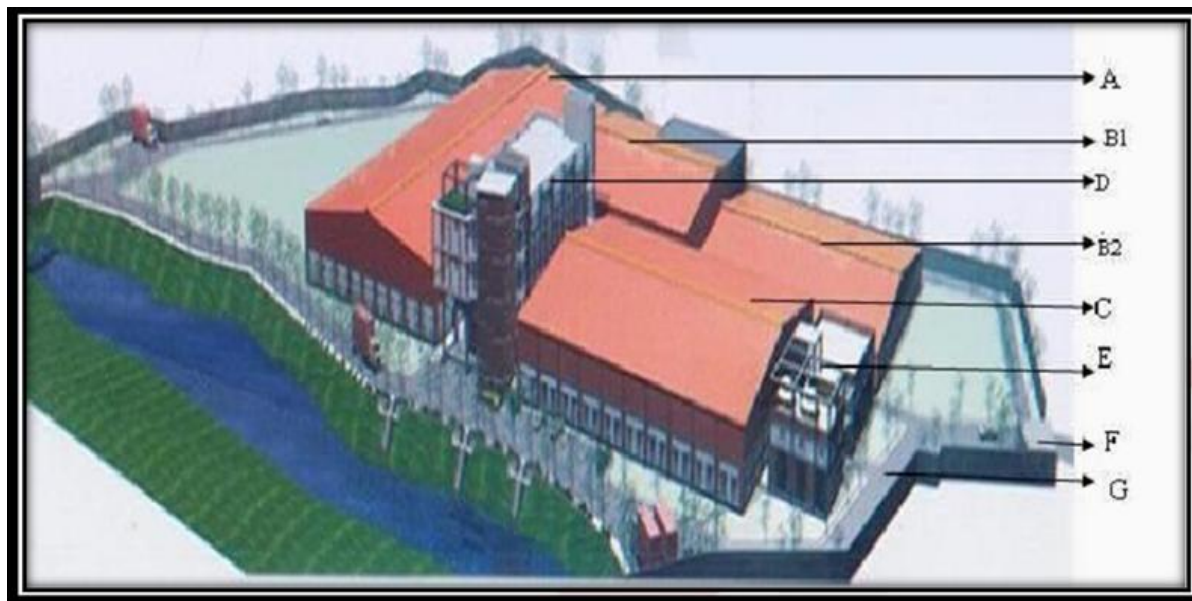
## 2.5 COMPANY INFORMATION OF SHABAB FABRICS LTD.

- ✍ **Type of the mill:** Terry fabric industry
- ✍ **Marketing Product/Service:** Yarn
- Brands:** SFL
- ✍ **Main Customers:** Valley Forge Inc, TissagesDenantes, Eurodiff, Richard Haworth Limited, H&M, Laredout, Li & Fung, OTTO int., Carrefour etc.
- Enlisted Capital:** Above US\$100 Million
- Proprietorship Type:** Corporation/Limited Liability Company
- ✍ **Business Owner:** Muktadir & Family
- Year Established:** 2004
- Complete Annual Sales Volume:** US\$5 Million - US\$10 Million
- Fare Percentage:** 91% - 100%
- Industrial facility Size:** Above 100,000 square meters
- No. of Production Lines:** 10 above
- The board Certification:** Others
- Contract Manufacturing:** Buyer Label Offered
- Zip/Postal Code:** 8800
- Telephone:** 88---01674660745
- Fax:** 880
- Mobile Phone:** +88-01674660745
- Website:** <http://www.shababfabrics.com>
- ✍ **Location and site plan of the mill:** Bashil, Hazirbazar, Bhaluka, Mymensingh.



Figure: Site Pan of Shabab Fabrics Ltd  
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## 2.6 Lay Out of the Factory:



*Figure: Over View of the Factory*

A	= Preparatory section
B1	= Weaving section (DOBBY)
B2	= Weaving section (jacquard)
C	= Dyeing section
D	= Office + swing + dormitory
E	= Boiler and Generator room
F	= Main entrance and exit
G	= Vehicle way

**Project cost:** 1500 million taka only

### 2.7 HISTORY OF THE PROJECT DEVELOPMENT

- ✍ 2004: Starts (buy land, start to build)
- ✍ 2008: Machinery comes from Turkey
- ✍ 2009: Governing body elected
- ✍ 2010: Start production with 1<sup>st</sup> buyer Valley Forge

### 2.8 EXPORTING COUNTRY

USA & European Union Countries	Egypt, Germany	Mexico, Russia,
France	Italy,	Colombia,
Turkey	Netherland	Japan,
UK	Greece,	Korea,
Canada	Spain,	Poland,
Africa	Sweden,	Malaysia etc.

## 2.9 OUR PEOPLE

With the objective "Do the privilege from the start time" the workers are being prepared and created to adapt to the quick changing business world. We have astoundingly all around qualified, excited, unique gathering of individuals with a vested inspired by each achievement. We are customer centered; we distinguish client needs and necessities, and give a valiant effort to meet and surpass desires. We reliably investigate new and better approaches to assist our customers with meeting business targets. We advance inventive thoughts and innovations.

We have a workforce of 500 people containing elevated level experts, talented and semi-gifted specialists.

### Man Power:

Total – 610

In factory – 520

Head office – 90

## 2.10 OUR STRENGTH

The organization is in the best position to provide food the mass prerequisites with a confirmation of faultless and auspicious conveyance of the arranged merchandise to its clients. SFL remains with-

- ✍ The biggest jacquard Terry Towel Manufacturing unit in Bangladesh.
- ✍ In house yarn dyeing unit.
- ✍ Auto Stitching Line.
- ✍ Short Lead Time.
- ✍ Composite setup under one roof.

We are customer centered; we recognize client needs and necessities, and put forth a valiant effort to meet and surpass desires. We reliably investigate new and better approaches to assist our customers with meeting business targets. We advance creative thoughts and advances.

## 2.11 OUR AIM

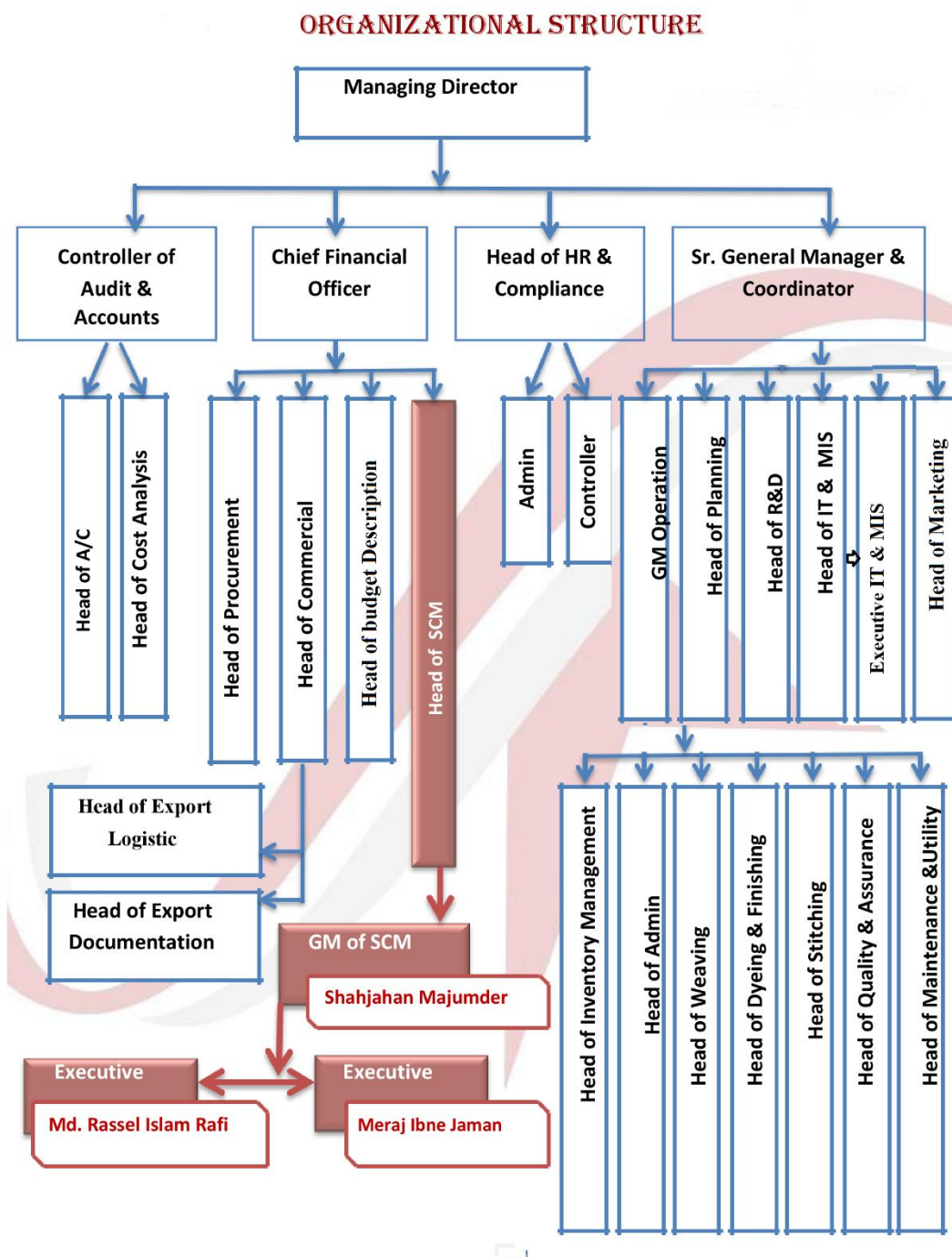
SFL aims to compete in the global market with its commitment in respect of price, quality and service with in 2015 as the biggest jacquard and Dobby Towel manufacturer of Bangladesh.

## 2.12 OUR TARGET

SFL aims to be the biggest manufacturer of Jacquard and Dobby Terry Towel manufacturer of Bangladesh. At present SFL proudly claims to be biggest manufacturer of Jacquard Terry Towel of Bangladesh. Capacity of Dobby Terry Towel is planned to be increased in the year 2012 by the installation of brand-new air jet looms. At the end of 2014 SFL will be the biggest manufacturer of Dobby Terry Towel of Bangladesh as well.



## 2.13 Structure of the Organization





## **2.14 MANAGEMENT POLICY**

By the vision of dynamic management, “Shabab Fabrics Ltd.” has proved itself as a leader in the textiles industry. With the goal “Do the right at first time” the representatives are being prepared and created to adapt to the quick changing business world. We have uncommonly well-qualified, energetic, unique individuals with a personal stake in each achievement. We are customer centered; we recognize client needs and prerequisites, and put forth a valiant effort to meet and surpass their desires. We ceaselessly investigate new and better approaches to enable our customers to meet business goals. We advance imaginative thoughts and innovations.

### **Vertical Management Policy**

Throughout the years’ experience has proven that the key to effective industrial operation is pragmatic leadership and quality of management. The top management will provide require guidelines for ensuring good quality and output which the concerned middle management and production supervisors will follow through.

The top management will formulate policies and guidelines to create a congenial and healthy atmosphere in the workplace. The management will also seat targets for production and marketing. To ensure production target, this will be co-ordinate though a concerted way using our skilled workforce. Enriching the existing human resource and ensuring their welfare will also be a priority to the management.

## **2.15 BOARD OF DIRECTORS**

The top managerial staff is liable for favoring organization arrangement both for budgetary and operational issues. Simultaneously the board is similarly answerable for improvement and execution of organization arrangement and procedure. Step by step operational issues are assigned by the administration to the directorate of the organization.

## **2.16 NATURE OF BUSINESS**

Shabab Fabrics is one of the main associations which give an assortment of Home Textile items comprise of following things, for example, Terry Towel, Beach Towel, Bath Towel, Washcloth Towel, Hand Towel, Standard Bath Towels, Bath Sheet and Tea Towel.

Shabab Fabrics is global fare in nature. It is particular to create the above said things and appropriate globally through their own dissemination channels and Agents. Shabab's fare spread over the 3 principle continentals, for example, America, Europe and Asia.

## **2.17 BUSINESS VOLUME**

Shabab Fabrics manages global Market. It contributes significant offer in Pakistan Economy and give its items globally on monetary rates. Shabab Fabric's business volume comprise of US\$ 25 million every year business comprises of 10 to 15 crores. Shabab's administration is productive so they continually looking new open doors for improvement of their business and builds the financial exercises in the nation.

## 2.18 COMPANY QUALITY POLICY

*“For Price, Quality and Services”*

SFL is a Unique, Versatile industry and is devoted to the proceeds with enhancements in creating various kinds of prepared textures by giving Excellent administrations through spurred qualified and Dynamic group of individuals. We guarantee that the items are created by the client's prerequisites and desires.

SFL is prestigious in International markets because of its incredible administrations, Timely conveyance of Quality completed items to their esteemed clients. SFL's Philosophy of proceeds with upgrades depends on a serious preparing programs/ordinary gathering, exchanges which accentuation the worker's immediate inclusion. Our point is to react to our client's regularly changing needs in the more Effective manner.

## 2.19 QUALITY CONTROL

The Export Manager is answerable for nature of the work during preparing. The Export Manager day by day visits the creation office and gives the correct direction to the generation division's workers with respect to the preparing of Fabric. At each phase of handling tests is sent to the lab for examination, and research facility tests are useful for keeping up the quality.

The mission of value in the present mechanically day in propelling time and SFL is empower to break down in detail the methodology of looks at and various tests to adjust through the included phases of handling uniquely to upgrade and make quality a steady element at Shabab. Control Shrinkage, Pilling Resistance, Abrasion, Color Fastness, and Washing Fastness are not many deliberately observed.

Procurement of the most ideal quality control hardware guarantees best quality items. Unit has a generally present day and most recent electronic hardware in its research center, for each test required for texture, including shrinkage, scouring quickness, light speed and vowing of the texture.

## 2.20 HUMAN RESOURCE MANAGEMENT (HRM)

The company is very keen in potentially skilled and experienced human resources who are engaged in various operational levels. The company's recruitment policy is based on high and specific standards. Our HRD also ensures that standard operating system (SOP) is followed in every level of operation. The concerned Human Resource development compliance department is responsible to upgrade skilled and non-skilled technical/non-technical personal through in-house training program and also through training programs conducted by other institutions.

### HR Department

- ✍ Structure of HR Department
- ✍ Human Resource Manager
- ✍ Sr. Human Resource Officer
- ✍ Human Resource Officer
- ✍ Management Trainee

HR office in SFL is engaged with various sorts of human asset improvement and human asset advancement exercises. Here are the exercises of HR division in SFL:

- ✍ Recruitment
- ✍ Training and Development
- ✍ Rewards and Punishments

✍ Employee welfare

### Recruitment

HR Department in SFL with respect to enlistment is practically online up to the center level administration and has the accompanying method:

- ✍ Approved strength in each department
- ✍ Invitation of vacant or new position applications
- ✍ Scrutinizing of applications.
- ✍ Test including intelligence and aptitude tests
- ✍ Interviews in panel form

### Training and Development

The preparation and improvement process in SFL is extremely solid and has following arrangement

#### A- Indoor Training

- ✍ Apprentices
- ✍ Trainee supervisors
- ✍ Trainee Operators
- ✍ Trainee Engineers
- ✍ Management Trainees
- ✍ Trainee Officers
- ✍ Trainee business analyst

#### B-Out Door Training

- ✍ Training in institutions
- ✍ Meetings and reviews

### Rewards and Punishment:

SFL gives in terms of rewards

- ✍ Appreciation
- ✍ Cash Prizes
- ✍ Promotions

In SFL for the control purpose there are also punishments

- ✍ Disciplinary Actions
- ✍ Show cause notices
- ✍ Suspension
- ✍ Terminations
- ✍ Charge sheets
- ✍ Fines

### Employee Welfare

There are numerous worker benefits approaches being followed in MTM. Some of them are as per the following:

**Medical coverage**

**Accommodation**

**Government disability**

**Transportation**

**EOBI**

**Canteen**

**5% of Profit**

## 2.21 FUNCTIONAL DEPARTMENT

There are three significant branches of Shabab Fabrics Ltd. For example:

### 2.22 PRODUCTION DEPARTMENT

#### **Knitting**

Shabab has latest models of circular knitting machines from world class manufacturers, having added technical features. They have sixty knitting machines and twelve flat knitting machines, their main products is Towel. Their per day production capacity is 20 M tones.

#### **Dyeing**

Shabab has seven bulk production machines and two sampling machines from this Germany. All these machines are controlled by an overhead controlled system called orgatex (setex) version 4.1. To simulate the laboratory dyeing conditions with the bulk production we have installed automatic chemical and dyes dispensing system attached to weighing terminal operational errors.

#### **Finishing**

Completing relies on the purchaser's organization; in the event that the finished result is made-up (in sewed structure) at that point the Export Manager plans Stitching Schedule according to necessity of the client referencing every one of the subtleties of sewing and pressing and sends this calendar to the sewing division.

The Export supervisor does assessment of the made-ups merchandise at each phase of creation of make-up, for example cutting, sewing, pressing, and so on and before the shipment the Export Manager does the review of the committal.

Administrator Export keeps up every one of the records of the correspondence of the clients in sorted out manner. He additionally keeps up records for every shipment for future reference.

### 2.23 MARKETING DEPARTMENT

Shabab Fabrics has its Marketing Department to sell its completed merchandise. Shabab Fabrics sells its articles of clothing and yarn in the nearby just as worldwide markets. Shabab Fabrics has an Export Department uniquely intended to cook its worldwide requests. The greater part of the yarn delivered at Shabab Fabrics is being sent out to different goals including USA, UK, Turkey France and so forth. For this reason, Shabab Fabrics has a fare Manager who is answerable for the exercises associated with the whole fare process.

## 2.24 PLANNING DEPARTMENT

It gives the work request, tells about the Style, Design, Counts, Fabric completing courses and Fabric colors. PD plan is sent to the three office; R&D, SAMPLING, SEWING and ACCOUNT.

### Quality Plan

- ✦ Quality Product Requisition (QPR) is made in R&D.
- ✦ Within three days Quality Plan is issued from R&D.
- ✦ Quality Planning includes the “Consumption Sheet or Pattern Efficiency” that is 58% Required.
- ✦ Quality Planning also include the “Garments to Kg concept”, that shows that how Much garments can be abstracted from the 1 Kg of fabric.
- ✦ An independent and vertically integrated product development and research center is one of its own sorts biggest in Asia, intended to accomplish the accompanying

### Fulfillment Designer’s Dreams

An office where a thought can be precisely changed over in to item in speediest turnover rate.

Ceaselessly creating and developing new and energizing textures, article of clothing and completing in accordance with consistently changing patterns in knitwear world.

Guaranteeing reproducibility and reproducibility of new items for generation.

### Material Resources Planning

Material Resources Planning is accomplished for the material acquisition, similar to texture. It is essentially done to examine that what amount is required, what is required, when is required, what is the expense of the material and how to secure the assets.

### Creation Planning

It incorporates the arranging like the sewing plan (we can likewise call it as the Master Plan). Back Ward Production Planning is done and this Production Time Line includes when's and what's of the creation. Date Wise Plane is produced using work request to conveyance.

### Records Generation in Production Planning

#### Store Plan

Store orchestrating can in like manner be called as Accessories Plan. It incorporates all the documentation about the sundries being used in the age of the solicitation. It furthermore incorporates the information about Threads, Buttons, Sewing and Labels. Store Plan is basically a Quality Plan. Dyeing plan

It is connected with the Dyeing of the texture that how much texture is required for a request, and afterward it is changed over in to the Acro texture. It plans for how a lot of colors and synthetics are required. For the obtainment of the materials, creation arranging goes for the buy office.

### **Extra Panning**

3-5% additional arranging is accomplished for the misfortunes. There are some obvious misfortunes and some imperceptible misfortunes. Noticeable misfortunes happen from slicing to shipment. Imperceptible misfortunes are being made in Dyeing procedure and Finishing Process. Any additional arranging requires additional expense. So for the extra arranging and extra cost, PPC directors need to go for the Chief Executive.

## **2.25 IT & MIS DEPARTMENT**

IT division of SFL is very entrenched. It decreased the administrative work framework. All the work is done on PC. Information is transmitted starting with one Apparel then onto the next and to the factories is through the wide zone organizing. (WAN) In wide territory organizing comprise switches is utilized which duplicate the information and send it to the clothing. Furthermore, they additionally have a capacity to refresh the entire information in principle server. There are three servers in by and large Shabab, one is online server, and other is hold on and third is replication server. Entire the way toward assembling can be followed from PC in SFL. Our clients can likewise check the status of their arranged item by just utilizing net. SFL is at practically unadulterated Dot Com positions and we can say that IT has been such a great amount of prospered in TM that it will be hard to get by for SFL without IT as of now. The vast majority of the divisions have been automated with the exception of Finance Department.

### **Software's**

The software's that are being used in Shabab Fabrics are:

- ✍ Inventory Management
- ✍ HR Payroll Software
- ✍ Production Software
- ✍ Accounting AIS software
- ✍ Attendance Software

### **Security**

Login in gave to each client and secret word is given; he can change as indicated by his accommodation. In all association we gave three sorts in login.

- ✍ Home Directory
- ✍ Department Share
- ✍ Care Drive
- ✍ Map drive

### **Home Directory**

Home registry the client can construct organizers, documents. He is answerable for ordering and security for this information.

### **Division Share**

The division can impart information to one another.

### **Care Drive**

In Care Drive the divisions can peruse as it were. Compose office isn't given since security reason.

**LAN:** - Shabab Fabrics Apparel Division has around 180 PCs. These PCs are interlinked by means of neighborhood. This system gives quick moving of required information and furthermore encourages Intranet office inside the organization. All workers inside the

**Web Site:** - SFL has its site named [www.shababfabrics.com](http://www.shababfabrics.com) this site contains total history, profile, creation offices, workforce quality, openings for work furthermore, client request status of the organization. [www.shababfabrics.com](http://www.shababfabrics.com) is refreshed every day and most recent organization news is likewise appeared on it.

### Compliance

The organization will undoubtedly meet any consistence issues set by the processing plant Act's 1965, Department of condition (DOE), The United States Department of work (USDOL), International Labor Organization (ILO) and other concern establishments. We are focused on embraced every important advance for safe Workplace, offices, resistances, compensation, compensation, condition and so forth.

### Future Plan

In likely arrangement they will execute the E-trade for update the status of SFL. They additionally plan to execute ERP bit by bit. They are utilizing SQL in light of the fact that they give more security and section than database.

### Production Capacity

SFL has the introduced limit of 4500 MT creation of terry towels per annum. The hardware are proficient for creating 340 gsm to 800 gsm of terry towels and up to 1,500 gsm of shower mats. Jacquard weaving limit is 3,000 MT for every annum and rest 1,500 MT for every annum limit is of Dobby Terry Towel.

### Technology

With the presentation of PC helped plan framework, SFL has picked up ability to react rapidly to build up any structures.

SFL has the best in class innovation to make great terry towels. The weaving area is furnished with more extensive width Jacquard and Dobby looms.

SFL has the most recent fresh out of the box new apparatuses for handling. Coloring machines are equipped for preparing low and zero curve terry items. The nonstop end goal empowers SFL to meet any advanced prerequisites.

A best in class programmed cutting, sewing, completing and pressing unit unites the best of ability and innovation to guarantee that the items stand a class separated in the worldwide market.

## 2.26 QUALITY

We accept only gathering the client prerequisites as well as surpassing their needs by guaranteeing stylish standard of value items. Our Quality Assurance Department guarantees the last item meets all parameters stipulated by the clients. We are one of the main firms to be encouraged with undeniable testing research facility furnished with the most recent instruments for review of approaching crude materials. Aside from this we perform factual techniques to recognize and investigate territories of progress through checking of completed merchandise to guarantee quality.

## 2.27 ETP FACILITY

SFL is equipped with the state of the art ETP facility of 2400 m<sup>3</sup> per day.



## 2.28 SOCIAL COMMITMENT OR RESPONSIBILITY

SFL accepts that its job is vital as a mindful corporate resident and accordingly genuinely rehearses strengthening of the oppressed and sustenance of the earth close by with supporting representatives and the general public on the loose.

Notwithstanding our core values, Ethical Business Conduct is carefully pursued and we practice the standards of responsibility, genuineness and trustworthiness in all parts of our business. Other than this, we carefully conform to every one of the laws that manage and apply to the organization, its frameworks and the lead of its business.

We accept that Local Stakeholder Engagement is critical and we cling to a shared, helpful methodology in our networks by supporting inventive projects in wellbeing, training, condition, just as social and municipal tasks. We take most extreme consideration to coordinate network venture thought into basic leadership and strategic approaches and strategic approaches and aid neighborhood limit working to grow commonly gainful associations with networks.

Last, yet not the slightest bit the least, the Employee Relation take prime situation in our association. We guarantee to give most extreme business and financial chances to the networks where we work and we ensure that representatives are dealt with decently and with poise. We try tireless endeavors to keep a workplace where representatives are ceaselessly urged to work with the mean to meet their desires. We are moreover dedicated to give equivalent open door in all parts of business and won't take part in or endure unlawful work environment direct, including separation, terrorizing, or provocation.

## 2.29 HEALTH & SAFETY

At factory operational level occupational health hazards are very common to the workers, employees and other personnel. As per existing Govt. law, the company provides medical facilities to the workers. In case of injury, registered doctor (MBBS) attends the injured and provides required medical services in Medical Inspection (MI) room or refers to nearby hospital/clinic in case of fatal or major injury.

Corrective measures are also taken by the concerned HRD and compliance dept. To ensure safe work practices and to minimize accident's steps are initiated to ensure workers safety by Taking appropriate measures to check long-term illness caused by operational hazards.

### 01.25. Emergency Plan

It is an advanced action plan to workers and employee's life and is designed to protect factory during the time of fire, earth quake and other disasters. Emergency evacuation plan, fire drill, uses of fire equipment's, open water delivery and co-ordination among the departments during the time of emergency is planned as part of our advanced preventive actions plan.

## 2.30 LABORATORY FACTORY

We can reasonably claim the superiority of the Lab and testing facilities. Our lab is fully computerized and operated by highly skilled professional. Our hi-tech, brand new lab equipment's are of European origin and experienced technologist, professionals and engineers are putting their best efforts to get the maximum output. This lab is totally



computerized so that we can process our customers Lab-dip very precisely being within the range of international standards.

### 2.31 MARKETING MIX SFL

We as a whole realize that Marketing blend is the arrangement of controllable, strategic advertising devices that the firm mixes to create the reaction it needs in the objective market. The advertising blend comprises of everything the firm can do to impact the interest for the item. The numerous conceivable outcomes can be gathered into four gatherings of factors known as the "Four Ps": Product, Price, Place and Promotion.

**a. Product:** Thing infers the product and ventures blend the association offers to the goal advertise. If we consider Shabab Fabrics their essential thing is instant vestments. As showed by Shabab Fabrics thing part is depicted und beneath:

**Assortment:** There is variety in item classification in Shabab Fabrics. They produce various types of item for women, gentlemen and kids.

**Quality:** This Company consistently attempts to give the best quality item to its clients.

**Plan:** Most of the time Shabab Fabrics makes the item as per client's structures. Yet, some of the time merchandisers proposed some structure to their client.

**Highlights:** There are uncountable highlights on their shirts. For Example: Some Towels short sleeved, some are long sleeved, some have medium sleeved.

**Bundling:** There are three kinds of bundling. One is standard pack; another is Flat pack and Hanger pack.

**Administrations:** Sometimes merchandisers do some improvement test and some uncommon estimation test for their clients.

**b. Value:** Price is the measure of cash clients need to pay to acquire the item.

**Rundown value:** Merchandisers provided some cost estimate an incentive for the Towel including cutting making charge, materials and extras charge on what value they are prepared to supply their shirt.

**Markdown:** If there is a major volume of request then Shabab Fabrics give some rebate for their client.

**Credit terms:** Customers can buy the item using a loan and money.

**C. Place:** Spot incorporates organization exercises that make the item accessible to target clients.

**Channels:** There are many wholesaling and retailing organization working with Shabab Fabrics.

**Inclusion:** Shabab Fabrics has tremendous client inclusion. They have client in USA, UK, France, Turkey and Canada.

**Varieties:** This association gathers every one of the textures and materials together and collects it in the processing plant.

**Stock:** Shabab Fabrics pursues FIFO framework on their association.

**Coordination's:** This Assoc

**d. Advancement:** Promotion implies exercises that impart the benefits of the item and convince target clients to get it.

**Publicizing:** Shabab Fabrics don't pursue any promoting system for their clients. In any case, in some cases clients like other request item and offer request to make item simply like that.

**Open connection:** Every year Shabab Fabrics gives some monetary help to some commendable understudies. Along these lines, they are keeping up open connection.

## **CHAPTER THREE**

### **PROFILE OF PRODUCTS**

#### ➤ **Products**

SFL has the introduced limit of 28-ton generation every day. The apparatuses will be competent for delivering 340 gsm to 800 gsm of terry towels and up to 1,500 gsm of shower mats.



#### ➤ **Product Range**

SFL can offer the accompanying items  
 Terry Towel Hand Towel  
 Sea shore Towel Standard Bath Towels  
 Shower Towel Bath Sheet  
 Washcloth Towel Tea Towel



#### **Terry Towel:**

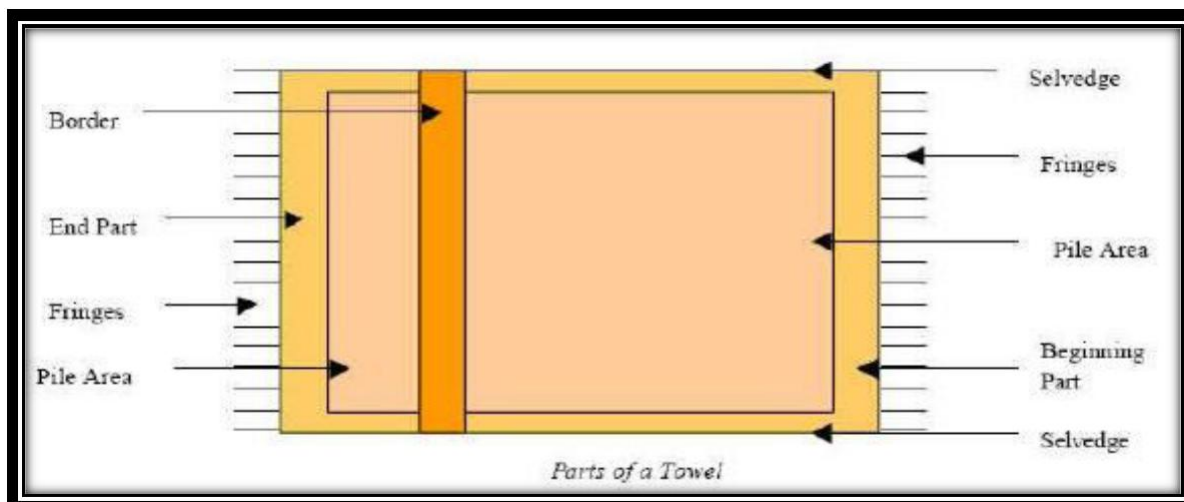
A terry towel is depicted as a material item which is made with circle heap on one or both sides for the most part covering the whole surface or framing strips, checks, or different examples (with end hems or fringes and side hems or selvages)

### **3.2History of Terry Weaving:**

The name "terry" originates from the French word "tirer" who intends to haul out, alluding to the heap circles which were destroyed out by hand to make spongy customary Turkish toweling. Latin "vellus", which means hair, has the determination "velour", which is the toweling with trim circles. In inquire about led on terry weaving by the Manchester Textile Institute, it was reasoned that unique terry weaving was likely the aftereffect of deficient weaving. The examination shows that this improvement happened in Turkey, likely in Bursa City, one of the major conventional material focuses in Turkey. Terry weaving development is Consider a later Development in the advancement of woven textures. Terry toweling is as yet known as "Turk Fabric", "Turkish Toweling" or "Turkish Terry"

### 3.3 Parts of a Conventional Terry

A woven towel comprises of five sections. These are the heap region, edges, starting and end part, selvage, outskirts. Each towel doesn't need to contain these parts. The heap zone is viewed as the toweling some portion of the towel. Edges are tied or a loosened decorated piece of ground



Twists and heap twists which are left unwoven toward the start and the end edges of the towel. The start and end segments are the firmly woven regions of a towel which precede or after the heap texture part and keep this heap zone from disentangling. They are woven without heap circles, in a level weave development. The selvage contains less number of twist ends than the heap territory, for instance 90 contrasting with 4000 complete twist closes, woven without heap as a level weave and has the reason to fortify the towel sides.

### 3.4 Classification of Terry Towels

The arrangement of towels can be made by weight, generation, and heap nearness on texture surfaces, heap development, heap structure, and wrapping up. These characterizations are appeared in Table.

Order of Terry Towels as per Weight, Production, Style, Finishing, Weft, Count per Pile Loop and Pile Presence on Fabrics Surface:

Weight	Production	Finishing	Weft Pick Count per Pile Loop	Pile Presence on Fabrics Surface
Very heavy (>550g/m <sup>2</sup> )	Wove a	Velour Towel	Two-pick Terry	One side pile
Heavy (450-550 g/m <sup>2</sup> )	Weft Knitted	Printed Towel	Three-pick Terry	Both side pile
Medium (350-450 g/m <sup>2</sup> )	Warp Knitted	Towel with Embroidery	Four-pick Terry	
Light (250-350 g/m <sup>2</sup> )		Towel with appliqués	Five-pick Terry	
			Six-pick Terry	
			Seven-pick Terry	

In velour towels heap circles on one side of the texture are sheared so as to give a smooth cut

Velvet appearance. Whole circles of the texture are sheared so as to give a give the best

sponginess, though velour gives a lavish smooth hand. A towel with appliqués is adorned with extra bits of brightening texture in a theme which is sewed onto the towel Two-pick terry towels which were woven for wraparound end-use have lost their significance today because of shakiness of the circles. At least five pick terry towels are once in a while delivered in light of the fact that they should be beaten for each heap twice. They should be beaten for each heap twice. What's more, four-pick terry towels. As uneven heap toweling has low water engrossing limit, it is utilized for specific purposes, for example, a set number of shower robes. Moreover, weaving uneven heap terry with few or no imperfections is troublesome. In two-sided heap terry the two sides are secured with heap, while every one of the anomalies are obvious in uneven terry texture as one side is uncovered without heap. Towels are isolated into bunches as indicated by end use and size as shower towels, hand towels, face towels, fingertip towels, kitchen towels.

### 3.5 Beach Towel

By and large, a sea shore towel is somewhat bigger than a shower towel. They are delicate, feathery and thick on the grounds that their principle reason for existing is to give comfort while one unwinds by the pool or on the sea shore.



#### Types

Other than the typical ones, multipurpose and convertible sea shore towels are likewise accessible. These towels can be changed over into a back

pack, tote or camping bed, patio seat cover and even into an auto seat spread. These towels have capacity as pockets and terminations. They are valuable during breezy condition.

#### Styles & Patterns

Sea shore towels are generally in brilliant hues. They have intriguing examples printed or woven into them, the majority of them being cool, fun and energetic. They likewise come in brilliant and vivid stripes. Children's sea shore towels accompany printed or woven photos of their preferred Disney characters and superheroes

#### Materials Used

Beach towels are made of the following materials:

1. Cotton
2. Terrycloth
3. Tence

### 3.6 Hand Towel

Hand towels are not only a bigger substitute for washcloths. They ought to be composed with the other shower towels. The general size of a hand towel is 30x60 cm. They are generally situated close to the sink, held tight a holder or circle.

#### Materials Used

Hand towels can be made of various materials. The fundamental criteria are they ought to be delicate and retentive. The absolute most regular materials utilized for making hand towels are:

- ✦ Cotton
- ✦ Tinsel
- ✦ Silk

#### Styles & Patterns

Hand towel has the greatest plans and examples, they are boundless. They can have weaving deal with them. There are weaved hand towels. There are hand towels with knit, interwoven and prints. Hand towels are accessible in numerous hues. Stripe and adorned hand towels are likewise accessible. Hand towels can be customized with monograms or names weaved on them.



### 3.7 Standard Bath Towels

Standard shower towels are the ones that a great many people use regularly. Their principle work is to give most extreme retention to the client.

#### Types

Other than the ordinary shower towels, there are shower towels for babies, little children and children. The newborn child's and baby's shower towel can have hoods, which keep them warm after a shower. Child's shower towels likewise come in the poncho style; it keeps them warm other than the pool or on the sea shore and furthermore makes changing helpful.

#### Materials Used

While making a shower towel, significance is given to the retaining limit and the capacity to dry rapidly. The absolute most basic textures utilized for making a standard shower towel are:

1. Terry Cloth
2. Terry Weave Micro fiber
3. Cotton
4. Micro fiber





### Styles & Patterns

There is a huge swath of styles and examples of shower towel in the standard size. They can come as strong hues. White shading is

the most famous as a result of its new and fresh looks. A few people wanted to have their underlying/s monogrammed on the towel. Perfect weavings at the side of the towel are likewise well known. For newborn children, little children and children, the examples are fascinating and come in brilliant hues.

### Shape and Size

A standard shower towel is rectangular fit as a fiddle and its well-known size is 30"×60" (75×150 cm). Be that as it may, individuals of a bigger casing locate the size of an ordinary shower towel not Agreeable. In this way, they pick a bigger assortment known as a shower sheet.

### Shower Sheets

Shower sheets are the biggest of all the shower towels. Numerous individuals favor shower sheets to the standard shower towels in light of the more zone for assimilation. Absorbency and comfort are the main purposes for the use of bath sheets, so high quality fabrics are the first choice for the Manufacturers. The most common types of fabrics used for making a regular bath sheet are:

1. Terry Cloth
2. Terry Weave Micro fiber
3. Cotton
4. Micro fiber
5. Fleece



### Size

They can be six feet or more long. The general size of a shower sheet is shower sheet is around 60" x 32". For bigger individuals, the ordinary shower towel isn't palatable. Thus, regardless they favored extra-huge shower sheet which is a lot bigger than the ordinary shower towel.

### **Styles and Patterns**

White is the most mainstream shading for shower sheet. They likewise arrive in an assortment of hues with delightful examples yet plain; single shading shower sheets are liked. Shower sheets can be tweaked by the detail of the clients. Monogram, weaving and appliqué are additionally used to change up the shower sheets.

### **3.8 Tea Towel**

A tea towel is a material which is planned for the particular utilization of drying dishes and cutlery after they have been washed. Moreover, clean tea towels might be spread over a service tray before tea things are put onto it, or used to cover warm scones or a tea kettle to anticipate heat misfortune. Numerous kitchen supply stores sell tea towels. They are additionally promptly possible in England and Ireland, two countries understood for their tea. A few people confound the tea towel with the dish cloth.

### **3 Materials Used**

Material is the customary fiber for tea towels, since it tends to be utilized to dry fragile plates and silver product without the danger of scratching. Towels produced using cotton are normal Absorbent cotton or material can be chopped down to measure and trimmed to anticipate stray strings.

### **4 Size**

They are made in a towel size.

### **5 Styles and Patterns**

Now and again, a tea towel is woven in an example, while in different occurrences; it might be adorned with paint or weaving.

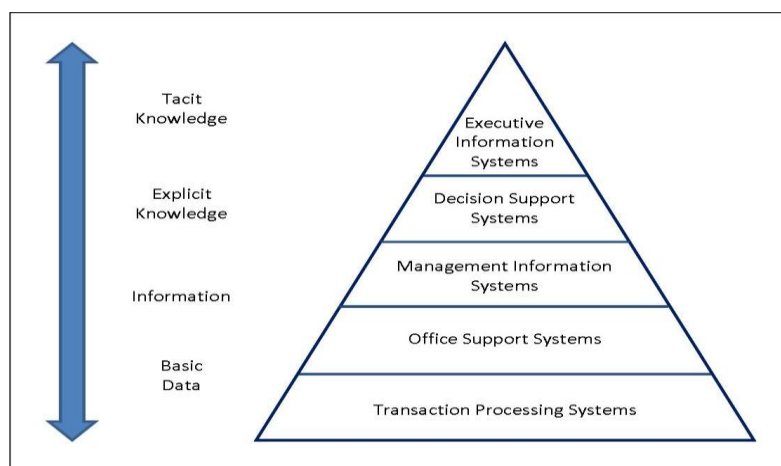


## CHAPTER FOUR

### DESCRIPTION OF MANAGEMENT INFORMATION SYSTEMS

#### 4.1 Types of MIS

With the quick headway of Information innovation (IT) the evolvement and changing element of Management data framework or MIS dependent on expanding needs of the association, there are a few data frameworks advanced. This are-



##### 1. Transaction Processing Systems

An exchange procedure framework gives the least difficult approach to accumulate, process, store, show alter or drop exchanges. The vast majority of those frameworks empower various exchanges to require place simultaneously. The data that this procedure gathers is commonly put away in databases which may be utilized to create reports like charging, compensation, stock rundowns, delivering timetables, or check registers.

##### 2. Management Information Systems

An administration data framework is the framework that utilizes data the information the information gathered by the exchange procedure framework and utilizes this information to shape reports in a very technique that directors will utilize it to make routine business choices in light of issues. Some of the reports that this framework makes are diagram, special case and impromptu reports. This should be possible to broaden the productivity of the board movement.

##### 3. Decision Support Systems

Choice emotionally supportive network makes choices by working and breaking down information which will produce measurable projections and data models. This strategy offers help rather than substitution of a chief's judgment whereas improving the standard of a supervisor's choice. A DSS tackles issues while misuse outside data.

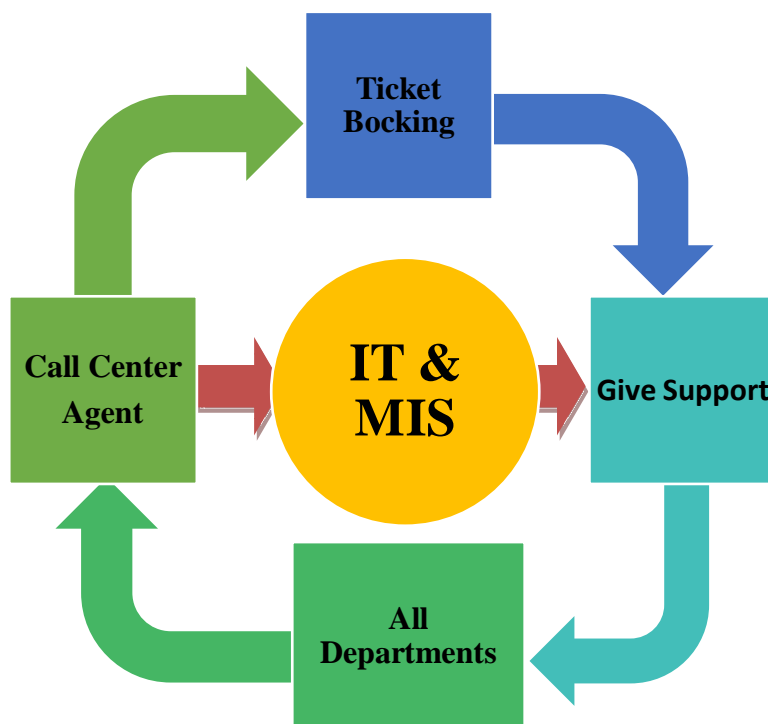
#### 4. Expert Systems and Neural Networks

A specialist framework, conjointly alluded to as an information-based framework, could be a programmed data preparing framework that is intended to examine information and produce suggestions, diagnosing and choices that are controlled. An unbiased framework utilizes PCs to cultivate the technique a person's mind may process data, learn and recall that organized and ordered data.

#### 5. Unique data Systems in Organizations

This data framework gathers stores and procedures data to give the association continuous helpful and exact data. This framework envelops data gathering information from the individuals and machines that gather, procedure, yield and store data. Conjointly inside the systems that transmit and get data and furthermore the techniques that oversee the strategy for information preparing for target data is dealt with

#### 4.2 WORK PROCESS OF MANAGEMENT INFORMATION SYSTEM:



**Work process:** From the start IT Team running and checking every one of the servers, programming, and IT types of gear. On the off chance that there have any issue, at that point discover and understand it at the earliest opportunity. Generally all is well at that point done. At that point everybody is doing their ordinary work.

At that point when any offices need bolster any customer or clients then the particular client chat with call place for help then the guest specialist Divert the call to IT division and open a ticket for given help.

In view of the client data explicit individual from IT and MIS division take care of the Problem at the earliest opportunity and close the Ticket which is opening for help. Additionally the consider focus found an affirmation from IT that the help was finished.

By this procedure IT group take care of and bolster each customer's concern. The help type can be by remotely or physically. In the event that there have any system and equipment issues, at that point we have to give support by physically.

### **4.3 Important functions of MIS**

The board Information System is set up by Standing panel on ICT Department with the Management prime goal to persuade the executives data to be used by the advisory group in basic leadership. The board Information System ought to play out the ensuing capacities to satisfy its goals.

#### **1) Information Capturing:**

MIS catches data from various inner and outer wellsprings of Organizational Standing council. data catching could likewise be manual or through pc terminals or checking by Bangla OCR. End clients, as a rule record data with respect to the method and choice on some physical medium like paper frame or enter it straightforwardly into a figuring framework.

#### **2) Processing of data:**

The caught data is handled characterized on plan and choice based to change over it into the predefined the board data. Procedure of data is finished by such exercises as examination, arranging, characterizing and abridging.

#### **3) Storage of information:**

The board Information System of authoritative Standing panel stores handled or natural data for sometime later. In the event that any data isn't in a flash required it's spared as authoritative record. During this action, data and information are kept up in a sorted out way for later use. Based on plan and choices hang on data is frequently sorted out into fields, records, documents and databases.

#### 4) Retrieval of information:

The executives Information System recovers vital data from its stores as and once required by shifted clients authoritative Standing board of trustees. According to the necessities of the Committee clients, the recovered data is either scattered inherently or it's handled again to fulfill the precise requests of the board individuals.

#### 5) Dissemination of necessary Information:

Require based data, that could be a completed result of Management Information System, is scattered to the clients inside the Parliamentary Standing board of trustees clients or partners. It very well may be intermittent, through reports or on-line through pc/workstation terminals.

### 4.4 Steps of Management Information System Design

For viable Management Information System planning for authoritative Standing panel on ICT Division, unique style in itself isn't the last finish of the structuring strategy, rather it fills in as a reason for the detail MIS planning. The presentation necessities indicated by the applied planning become contributions to the detail structuring stage, inside which these are additionally refined, point by point and finished to be known as the framework determinations.

In this way, the most goal of the detail framework structuring is to orchestrate a blue print of a framework that meets the necessities of the hierarchical Standing board of trustees on ICT Division. The objectives of the unique framework structuring prerequisite.

Structuring the framework includes the consequent stages:

1. Project planning and control.
2. Involve the user
3. Define the detailed sub-system.
4. Input/output design.
5. Feedback from the user.
6. Database design.
7. Procedure design.
8. Documentation of Designing

## CHAPTER FIVE

### ACTIVITIES OF INTERNSHIP

#### 5.1 COMMENCEMENT

During the first time I had been joining as an **Executive (IT & MIS)** and was entrusted to some duties in Shabab Fabrics Ltd. I was given a rotation of positions and duties which was of duration of 90 working days Probation period on the IT & MIS Department. I worked as an Executive in the head office.

On **06 April 2019** I joined to Shabab Fabrics Ltd in Head Office. After joining, the HR of the Shabab Fabrics Ltd. Warmly welcomed me and introduced me to the General Manager (GM), Executive Director (ED), and others staff as well. Then the IT Manager gave me details idea about the company and my task there. After that, he introduced me with another executive of our department. We were working on mainly with accessories, dye & chemicals.

After completing three months' Probation period I have permanently joined as an executive (IT & MIS). Till now I am working as a permanent employee.

My office starts at 9.00 AM and close at 6.00 PM. In this time, I do many others work daily ration maintained.

2. I am checking all servers, as like windows server, mail server/Exchange server, DNS server, Antivirus server and all kind of HR, Accounts & Production Payroll and ERP software.
3. Download and send Mail daily Attendance related Report.
4. I am also maintained & convince the corporate clients.
5. Analysis Last day works and if I do any mistake here tries to solve with senior IT engineer.
6. Perfectly I want to try gives various IT support in Assurance Corporate project company.
7. Solve many others hardware problems in our company.
8. Create and Maintain some IT System Support Documentation.
9. When I fall any problem, I don't be haziness and as soon as possible co-operate senior IT engineer with me.

## 5.2 ACTIVITIES OF MANAGEMENT INFORMATION SYSTEM

Entry level position program gives understudies ensured temporary job situation with a chief occasion arranging temporary job. The whole arrangement process, as work with an Internship Coordinator as they help with amending resume, before booking interviews with our enormous system of occasion arranging organizations. Before I start the arrangement procedure, I should initially apply and be acknowledged to a program and city to start.

Occasion Planning Internships offer an encounter which involves an assortment of obligations. These duties incorporate supporting all features of arranging occasions, for example, parties, functions, rivalries, or shows for customers of all shapes and sizes. The experience that I'll pick up from an Event Planning Internship can be as differed as the occasions themselves.

At the point when we get the request or arrangement the system for our associations with PC adornments then My Manager reveal to me how to finish this venture and I additionally depict the means to finish the undertaking.

- Step-01 : Create the Network Diagram.
- Step-02 : Buy the IT Products.
- Step-03 : Assembling the Hardware Items
- Step-04 : OS Setup & Software Installation
- Step-05 : Bring the products by transportation in project site.
- Step-06 : Setup the Products in Desk.
- Step-07 : Setup the Channel and Cabling for Connectivity
- Step-08 : Configure the Router (WAN & LAN)
- Step-09 : Printer Sharing on a Network
- Step-10 : Handover the Project.

### 5.3 MY JOB RESPONSIBILITIES AND DUTIES ON SFL

As an **Executive (IT & MIS)** we need to work in a systematic way to ensure proper Link up continuous connection on Server and Client Pc in every day. There are a lot of work and responsibilities with accessories. My job responsibilities are:

- ✦ **Checking Servers & Links:** We need to check at first on the duty hour all the servers, links, software's and other things is Active or down if down to take necessary step as soon as possible on regular base.
- ✦ **Checking mails:** We need to check my mails, letters and other things on regular base. We need to give the reply within the day based on priority.
- ✦ **Download Attendance related report from software:** At first download attendance data from software on Text format then process it on Payroll software then download final report as like Daily attendance, absent, leave, Miss punch, Early out Punch more things.
- ✦ **Checking daily Report status:** Checking daily attendance status, OT status, and leave states to check ID and print ID card for Newly Appointed employee remove from the database reignited employee etc.
- ✦ **Mail communication:** Regularly communicated with our Vendors & suppliers by mail, phone and sometime face to face. And take updates from them about their product, position, price, quality and many others things.
- ✦ **Provide Client Support:** Provide all kind of IT related customer or client support based on requirements by remotely or physically based on Problems.
- ✦ **OS and Software Install:** Install and support various kinds of Operating system such as Windows XP, &, 8, 10, and install various Software if required on the client PC.
- ✦ **Assembling and replacing Hardware:** Assembling new PC repair and replacing hardware from PC UPS, Printer, servers if required.
- ✦ **IT Budget:** Made Regular Monthly IT Budget for IT Departments.
- ✦ **Purchase Order from Planning:** Based on the IT Budget Purchase Products for IT Departments.

- ✦ **Proper filling the documents:** For Purchase Invoice (PI) and Bill, IT Policy, IT related Papers keep it by proper way which may be we need to fill all documents anytime.
- ✦ **Scanning and Print documents:** We take scan and Print Daily important Report and sent that document to respective Person.
- ✦ **Up-date information in software:** We needed to regular update all kind of data into the software such as it may be HR data, financial data, SCM data etc...
- ✦ **Monitoring All Security surveillance:** I monitoring and maintain also install all kind of security surveillance as like CCTV, IP Camera, Finger Machine, PA system, PABX, IP telephone, access Control, Door lock, NVR & DVR, Apps Camera etc. by physically and by CMS Software.
- ✦ **Data backup every day from server:** end of the Day from the server I export or backup last day data for safety purpose as like HR data backup, Production Software data backup, Accounts soft data backup regularly if any data lost then I will restore it from our backup data.
- ✦ **Reporting to IT Manager:** Reporting to our IT Manager every end of the day about the current Situations of Whole department.

I have done my Probation period in Shabab Fabrics Ltd. furthermore, seen numerous occasions that have helped me to accomplish commonsense experience for making a specific showing. It is an incredible chance to have a thought regarding a useful world. I have perceived how IT Manager administers the specialist and how IT and MIS office functions easily. I imagine that it will push me to an occupation in those parts.



#### **5.4 PROBLEMS I FACED IN MY PROBATION PERIOD:**

1. Update information is taken a huge time and not in proper way.
2. Accounts have limitation of money.
3. Internal communication gaps between departments.
4. Factory gives us information very slowly.
5. Not have available hardware resource for IT Department.
6. Maximum permissions of network devices and software to vendors.
7. When need any product to Purchase that I can't purchase in due time for Money.
8. When any server was down I don't instant service from vendors in due time.
9. Long time Duty Hour not fixed.
10. For any kind of support, I don't find proper information from the Client.

## 5.5 Major findings of the Study

The MIS makes another effect inside the association that identifies with the comprehension of the business itself. The MIS starts with the meaning of methodical data, substance and its qualities. It utilizes a wordbook of information/choices, element and traits, individually, intended for data age inside the association. Since all the data frameworks utilize the wordbook, there's regular comprehension of terms and word inside the association bringing lucidity inside the correspondence and a similar to comprehension of an occasion inside the association. The

MIS Department of Shabab Fabrics Ltd I have watched a few upgrades in various issues, these are:

- Maintenance can be easier.
- Complication in terms of usability should be reduced.
- Digital documentation is ensured.
- Systematic achieving is ensured.
- Communication gap between users can be minimized.
- Enough training can minimize employee resistance.
- Information can be retrieved within short time.
- High cost should take into consideration in terms of development.
- Security Issues and identity theft should be checked.

## 5.6 Recommendation

Shabab Fabrics as of now have a decent brand name in the business. In the wake of finishing this task, I have thought of some proposal. Those are:

- To establish a modern IT infrastructure whole IT & MIS department.
- Ensure a user-friendly MIS Interface.
- Develop MIS compatible process that provides strategic decision-making process for committee functions.
- Launch MIS for every respective department where required.
- Maintain all the LAN Team or support team for nodes active.
- Ensure that information security and privacy Purpose for the organizations.
- Doing the post-implementation stage maintenance of the System Life Cycle methodology.
- To apportion Monthly, quarterly, half yearly and yearly spending plan for association to accomplishing the objectives.
- Made and provide every day, month to month, half yearly, yearly report for basic leadership reason and Audit Purpose when required.

## 5.7 CONCLUSION

At the end of my industrial training, I can say that I have successfully completed my industrial training at Shabab fabrics ltd. Every operation student should do their training attentively and regularly because it minimizes the gap between our theoretical as well as practical knowledge. After the completion of the training period I have gained a lot of practical knowledge about the towel manufacturing process, machinery maintenance industrial management and the working environment that will help me to build my future carrier. Especially I take a great knowledge of IT & MIS process and their departmental activities as well. At last I can say that the entire team of Shabab fabrics Ltd. helped me a lot and I am really grateful to them.

In article of clothing area the thing vital is the means by which well the hierarchical work force speak with one another. Shabab Fabrics is one of the main textures in Bangladesh. The framework, the administration style, the approaches, systems and decentralized basic leadership condition is extremely momentous. This report is fundamentally an endeavor to distinguish the zones which should be improved. In this period of innovation, the "Data" is the way to accomplishment in the business. This implies that the achievement the businessperson will be who will have the correct data at the ideal time. This remark prompts the end that the Information Sharing Process should be improved.

The general examination is showing that the organization's advancement has essentially achieved through Devotion of workers. The viability of its administration, their ability to take Favorable position of chances and face difficulties of changing monetary picture, this all Adds to the particularly improved of organization. This is extremely apparent for the Commitment and difficult work of the considerable number of representatives of the Shabab Fabrics.

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## APPENDIX