



Daffodil
International
University

Internship Report
On
INDUCTION OF HUMAN RESOURCE MANAGEMENT
Of
DEKKO GARMENTS LTD.

Supervised by
Professor Dr. Mostofa Kamal
Dean
Permanent Campus
Department of Business Administration
Faculty of Business and Entrepreneurship
Daffodil International University (DIU)

Prepared by
Md. Arefin Hasan
ID No. 173-14-2585
Program: MBA(R)
Major: Human Resource Management
Faculty of Business and Entrepreneurship

Date of Submission: 02-01-2020

Date: January 02, 2020

To, Professor Dr. Mostofa Kamal
Dean
Department of Business Administration
Faculty of Business and Entrepreneurship
Daffodil International University

Subject: Submission of Internship Report on “Induction of Human Resource Management of Dekko Garments Ltd.”.

Dear Sir,

This is my internship report where the topic is on “Induction of Human Resource Management of Dekko Garments Ltd.” as you instructed me to prepare this report as a mandatory part of MBA degree. In writing the report I have tried to my best to follow the instruction that you have directed.

This report will facilitate for knowing the role of HRM practices of DEKKO GARMENT LTD.

I wish that this report will have your approval. I will be blissful to fit out you with any justification if needed.

Sincerely Yours,

Md. Arefin Hasan

Md. Arefin Hasan

ID No. 173-14-2585

Program: MBA

Major: Human Resource Management

Faculty of Business and Entrepreneurship

Declaration

I hereby declare that the internship report entitled “Induction of Human Resource Management of Dekko Garments Ltd.” is uniquely prepared by me while I am servicing at DEKKO GARMENTS LTD.

I am assuring that, the report is only forwarded for my academic use not for any other purpose. I also declare that this report is not submitted for any degree or diploma or any other certificate in before.

Md. Arefin Hasan

Md. Arefin Hasan

ID No. 173-14-2585

Program: MBA

Major: Human Resource Management

Faculty of business and Entrepreneurship

Daffodil International University

Letter of Acceptance

This is to certify that the internship report entitled “**Induction of Human Resource Management of DEKKO GARMENTS LTD.**” prepared by **Md. Arefin Hasan ID: 173-14-2585, Batch-48th** a student of the Department of Business Administration, Faculty of Business and Entrepreneurship, Daffodil International University. He has successfully closed his internship program at **DEKKO GARMENTS LTD. (DGL)** and he has prepared this internship report under my superintendence. I am pleased to state that his commitment was very promising in preparing this report. The data and findings presented in the report supposed to be authentic. To the best of my knowledge, he bears a gentle character and good personality.

I wish him for every achievements throughout his life.



Professor Dr. Mostofa Kamal

Dean

Department of Business Administration

Faculty of Business and Entrepreneurship

Daffodil International University

Acknowledgement

As a matter of first importance, my thankfulness goes to my creator, Almighty Allah (swt) for introducing me numerous open doors throughout my life and also by giving the best family members. Without them especially my mother, I would not have been able to do so, not even possible to come this far.

I am appreciative to numerous people for the culmination of the report effectively. They are from **Daffodil International University** who gave me direction and also from **DGL** who provided data for this investigation. I might want to accept open door to express my genuine emotion to **Professor Dr. Mostofa Kamal, Honorary Dean**, Department of Business Administration, Faculty of Business and Entrepreneurship, DIU, who's Excellency, consistent direction and guidelines have contributed incredibly in the readiness of this report.

I am likewise thankful & indebted to my career boss, the most talented & geeky **Mr. Iftekhar Ul Islam Sir, General Manager** of Dekko Garments Ltd. Under his supervision I have learned bunches of practical knowledges which had helped me to survive in this classy trade. I am also equally indebted to **Mr. Kamrul Hasan Noyon Sir, Assistant Manager** of DGL for his unique style of support and always been humanitarian to downwards. Undoubtedly he is a motivational-pedia. I am also grateful to my senior colleagues specially Mr. Masum, Mr. Rasel and also Mr. Mahbub, Mrs. Tanha, Mr. Arif, Mr. Tonmoy, Mr. Baki and Mr. Mizan as well. Their earnest welcoming was amazing and fantastically friendly.

At last, an exceptional affirmation is thankfully and affectionately offered to my loved ones who had been consistently with me and offered magnanimous help to me, he is non-other my **elder brother**.

Executive Summary

Garments industries are not only a trade but also an individual burning stove of millions. It doesn't take long for the flower garden to turn into fire flame. So, the department of Human Resource Management have to be very careful with their systems and applications. In spite of those challenging variables now the garments business became the largest contributor to the economy of Bangladesh. As a tiny garments factory Dekko Garments Ltd. is contributing the people of Bangladesh by various aspects. It is one of the largest Garments factory which was established in the district of Gazipur with the vision to stand out as a leading Green Garment factory in Bangladesh and contribute significantly to the national economic territory. This green garments has a reputation of 100% compliance activity over the horizon society of garments business. Now this factory's HR department is significantly leading the all source of human relation activity among the workers and stuffs as well. 95% of total export covers from this garments where only 5% are produced for the chairman's owned brand. 80% of women workers indicating the pure empowerment of immobilized gender. Bottom line is, all those happens by the proper maintenance of human resource management who plays the massive roles from behind part of speedy production.

As a member of DEKKO GARMENTS LTD, I had the opportunity to taste the all sort of tasks under Human resource department. During the job period, I have applied my learnings and gained experiences about various traditional and nontraditional functions and noted all day to day operations.

I segmented my report into four chapters. First covers the introduction of the report, second chapter covers Organization Profile. Third chapter is Induction of HRM of DGL. Fourth chapter is Findings & Analysis.

This report will provide a view regarding the products and performance of the DEKKO GARMENTS LTD.

Table of Contents

SL	Topics	Page Number
	Letter of Transmittal	(ii)
	Declaration	(iii)
	Letter of Acceptance	(iv)
	Acknowledgement	(v)
	Executive Summary	(vi)
	Chapter-1 Introduction	01-04
1.1	Background of the study	2
1.2	Origin of the Study	3
1.3	Scope of the Study	3
1.4	Objectives of the Study	3
1.5	Methodology of the Study	4
1.6	Limitations of the Study	4
	Chapter-2 Company Profile	05-13
2.1	Profile of DEKKO GARMENTS LTD.	6
2.1	Corporatization	6-8
2.3	Awards and Achievements	8
2.4	Best Corporate Award	8-9
2.5	Management	9
2.6	Vision and Mission	09-10
2.7	Objectives	10
2.8	Current scenario of Garments Industry	10-11
2.9	Process of Garments Business	11
2.10	Organogram	12
2.11	Pioneer Aspects	13
	Chapter-3 Induction of Resource Management of DEKKO GARMENTS LTD.	14-27
3.1	HR Planning	15-16
3.2	Recruitment	16-18
3.3	Selection Procedure	19-21
3.4	Socialization & Orientation	22
3.5	Training & Development	22-24
3.6	Performance Appraisal System	25-26
3.7	Promotion Policy	26-27

	Chapter-4	28-31
	Findings, Recommendations, and Conclusions	
4.1	Findings of the Study	29
4.2	Recommendations	29-30
4.3	Conclusions	31
	References	31

Chapter-1

Introduction

1.1 Background of the study

Human Resource Management is significant for Garments industry since pieces of clothing is an assistance industry. The board of individuals and the board of hazard are two key difficulties confronting Garments. How you deal with the individuals and how you deal with the dangers decides your achievement in the Garments business. Proficient hazard the board may not be conceivable without effective and talented labor. Articles of clothing has been and will consistently be a "Decades Business". Despite the fact that valuing is significant, there might be other legitimate reasons why individuals select and remain with a specific Garments. Pieces of clothing must attempt to separate themselves by making their very own specialties or pictures, particularly in straightforward circumstances with a significant level of aggressiveness. In coming occasions, the very endurance of the Garments would rely upon consumer loyalty. The individuals who don't meet the client desires will discover endurance troublesome. Articles of clothing must well-spoken and stress the fundamental beliefs to draw in and hold certain client sections.

DEKKO GARMENTS LTD is one of the biggest garments organization in Bangladesh, dynamic in activities, legit in dealings, just in judgment, reasonable in approaches and gave to excellent assistance to clients and accordingly add to the development of GDP of the nation all through animating exchange and trade, boosting up send out, neediness easing, increasing living expectation of constrained salary gathering and by and large supportable financial improvement in the nation.

To accomplish the aforementioned goals of the Garments, various Garments exercises must assume a functioning job to give the monetary help to the client who additionally causes them by furnishing them with the board help when required. DEKKO GARMENTS LTD. has assumed this job with their encounters in the Garments area where the others are not only performed.

The entry level position report involves a concise report on HRM practices of the DEKKO GARMENTS LTD. during my activity movement. The report is dispersed in numerous parts as indicated ordinarily and necessity of association and as per the directions of chief of report.

1.2 Origin of the Study

This report has been prepared as a part of the internship program, which is an essential part of the MBA Program of Daffodil International University. Under this program each student has to take a total of 3 credits. A student need to work for a 3 or more-months internship session to an organization. This gives a practical touch of a student's theoretical study. After completion of the program a student has to submit an internship report to the department and performing defense over the report. So this report is originated as a mandatory part of the course requirement of the MBA program.

1.3 Scope of the Study

Dekko Garments Ltd is an under compliance green garments factory in Bangladesh. The scope of the study is limited to factory only. This study covers the following topics:

- ❖ Overview of Dekko Garments Ltd.
- ❖ Organizational Structure and layout.
- ❖ General and functional activities of HRM over DEKKO Garments.

1.4 Objectives of the Study

The study has been conducted with the following objectives:

- ❖ To investigate the induction of human resource management of DEKKO GARMENTS LTD.
- ❖ To analyze the role of HR department of DEKKO GARMENTS LTD.
- ❖ To find out the problems (if any) relating to the role of human resource management of DEKKO GARMENTS LTD.
- ❖ To recommend some possible suggestions to overcome the marked problems.

1.5 Methodology of the Study

The investigation is performed dependent on the data separated from my own experience gathered by utilizing a particular strategy. To satisfy the goals of this report all out technique has isolated into two significant parts. In order to make the report more meaningful and presentable, two sources of data and information have been used widely.

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

- ❖ I have read some official reports about the HR activities of DGL.
- ❖ By knowing the experiences from officials.
- ❖ By discussing with seniors.
- ❖ Facing audits and buyer visits.

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

- ❖ Follow up report of the head office of DEKKO Group.
- ❖ Web sites & articles over global garments.
- ❖ Digital report from BGMEA.
- ❖ Buyer’ perceptions report.
- ❖ Technical Audit & Social audits annual report and CABS.

1.6 Limitations of the Study

Like some other pieces of clothing and different speculations, this investigation isn't liberated from constraint. It requires long time understanding to discover obliges of legitimate Human Resource Management rehearses. I have attempted my best level to conquer these constraints through broad investigation, hard and true commitment to the doled out obligation. The major limitations are given below:

- ❖ Lack of extra times after office hours finished off.
- ❖ Maximum kind of gigantic information are remained confidential.
- ❖ Lack of Secondary information sources because of under constructed web pages homepage.
- ❖ Lack of dedication & eagerness over the procedures
- ❖ Most of the export import information remain disclosed by authorized personnel of the department.

Chapter-2

Organization Profile

2.1 Profile of DEKKO GARMENTS LTD.

Dekko Garments Limited is one of the 100% export oriented garments in Bangladesh and it is the mother factory of Dekko ISHO Group.

The factory was established in January of 2001 and mainly in woven items. Bestseller, KIABI, Tom Tailor, Tommy Hilfiger, H&M are some of the pioneer and valued customers.

Boasting 39 lines and 767 sets of machineries, Dekko Garments Ltd produces over 2.5 million pieces of clothing per annum. There are various factory facilities including cutting, sewing, washing & finishing and packing.

The administration at Dekko ISHO champions the idea of agreeable and practical development.

Our chief crude materials are reach consistent. Most of the crude materials secured in Dekko ISHO Limited is from an ISO 2001:2004 Certified and ecologically consistent sourcing plant.

The administration is stringent on all consistence issues and normal inner base.

Dekko additionally has extremely stringent guidelines with respect to occupational Health and Security. The Company carefully pursues government building guidelines just as having plentiful firefighting gear and leaves, emergency treatment box, sifted drinking water offices in the generation floor.

Dekko ISHO additionally agrees stringently with ILO guidelines and has bunch protection and fortunate store offices for the entire workforce. The organization gives extraordinary consideration towards word related wellbeing and security issues as all hands on mishaps and liabilities are secured by the organization. Uncommon guidelines are likewise set up to guarantee that defensive apparatus is worn in places with wellbeing dangers.

2.2 Corporatization:

Dekko's dedication to the garments industry dates back to the early 80's when Bangladesh made a thumping entry in garment export. Over the years the group's garment units acquired world-class expertise and in-depth knowledge of the industry. After the industry entered the WTO era, we were not only able to retain buyers' valuable trust and confidence, but gained more competitiveness. We excel in garments.

List of factories under DEKKO GROUP:



WOVEN GARMENTS
WASHING
ROXY PAINTS
KLUBHAUS
IZAKAYA
ISHO

Table 1: Dekko Garments factory.

Our six independent garment sectors are equipped with state-of-the-art floor lines, producing shirts, jackets, ladies' and children's active-wear. We were successful in keeping up with great expectations from some of the world's demanding apparel buyers. We believe that such a drive for quality is fundamentally intertwined with workers' welfare and a global outlook.

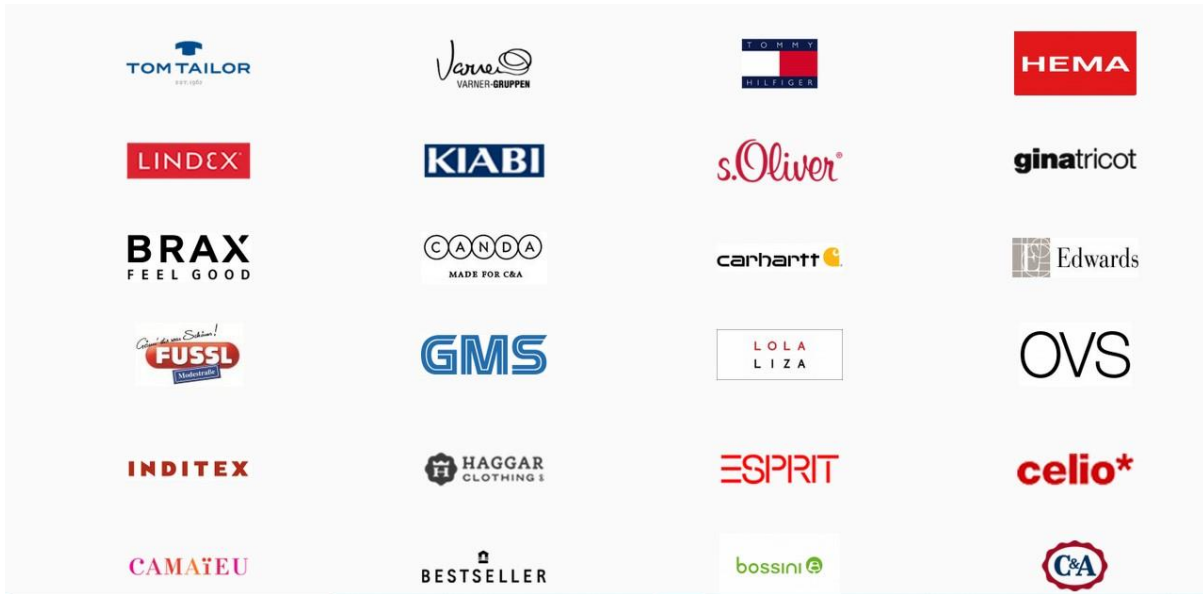
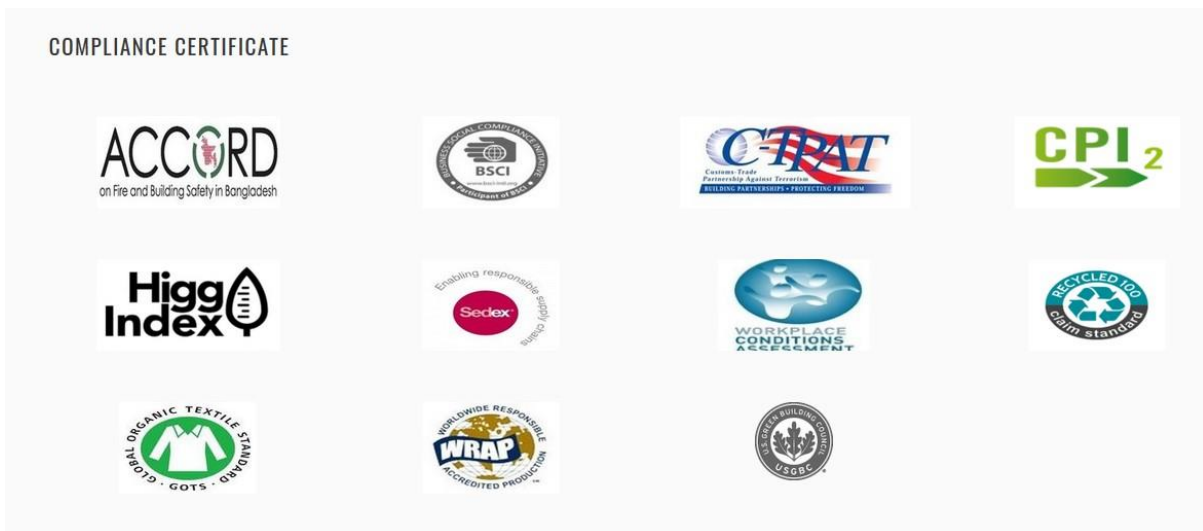


Table 2: Buyer Information

2.3 Awards and Achievements

Recently The Garments has been accepted universally and internally for its good performance. Few of these acknowledgements are certain below:

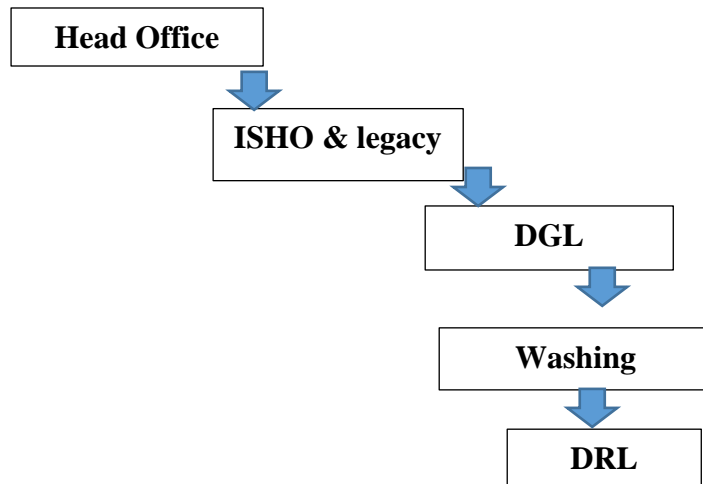


2.4 Best Garment Award:-

This Garments secured the fifth position among the green Garments in Bangladesh. BGMEA categorized this factory as the emerging garments.

- #Best workers choice factory.
- # Top Compliance factory award.
- # Finest Green factory award.

2.5 Management



2. 6 Vision and mission

Vision:

Dekko Garments Limited endeavor to contain their situation as worldwide manager in the field of top notch clothing where quality maintain is the final thing. Serving clients by shelling all the hard works from all the parties. Always try to fulfill and outperform their wants through incessant progression and creative mind, simultaneously staying steady with our general social and biological guidelines as well.

Mission:

- ❖ DEKKO garment's assignment is to continue their way of life of global management in high exceptional clothing and devoting themselves to promoting universal beliefs of network and service. They creates products that make people feel stylish and very special from beginning to maturity. They also thinking perfectly no matter how the profit get decreased.
- ❖ DGL is devoted to supporting their foreign buyers, satisfying and exceeding their expectations, and enabling them to be more competitive inside the competitive job markets. DEKKO employs people from everywhere in the world. Happiness is with being multicultural global corporation and consider in mutual appreciate. Co-existences within the DEKKO family and within the group of people are important. The employer is devoted

to being a safe and healthy work place that provides its employees with the possibility to grow and expand with within the DEKKO family for further.

- ❖ The company is committed to ensure the 0% slang use within the factory. If performs then immediate sacking is initiated.

- ❖ The company is always committed to involve with the social responsibilities.

2.7 Objectives

The objectives as follows:

- Quality first profit last.
- Increasing compatibility of workers and employees.
- Expanding job market with profit sharing as investment.
- Satisfying buyers with on time shipment.
- Becoming competitive in the global apparels markets.
- Performing export earning with minimum importation.
- Bonding a good relationship from up to bottom over the factories.
- Find out the talents from the in generals.

2.8 Current Scenario of Garments Industry:

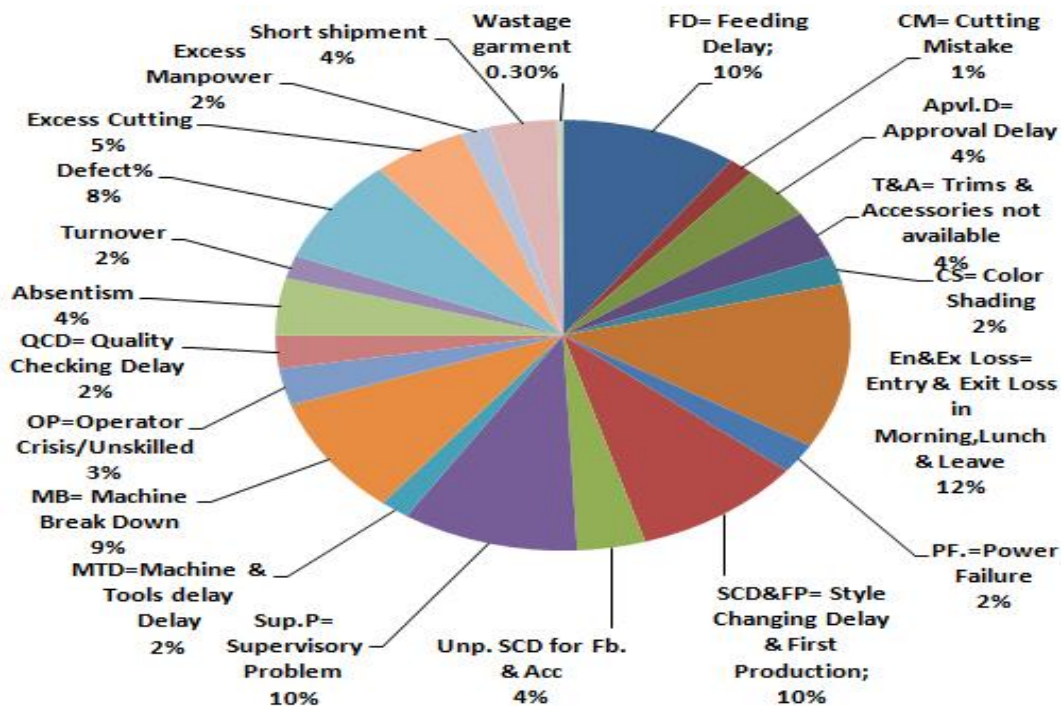
The Global Textile Industry, especially the Apparel Industry has seen astounding changes in the previous scarcely any years. The garments companies created nations are presently consistently on a post for modest wellspring of article of clothing generation. The days are gone when material article of clothing industry was amassed in the utilization center points of US, EU and other created nations of the world. The garments discount supply is expanding worldwide in every one of the divisions of the business, regardless of whether it be men attire, lady apparel, kids wear or baby wear. The disposal of worldwide fare quantities has prompted a move towards minimal effort nations having solid and built up Clothing Industry particularly the Asian nations.

Worldwide article of clothing sends out are esteemed at more than USD 200 billion every year, of which the world's main 15 dress exporters represent over 80%. China keeps on building up its material and attire sends out in spite of the re-inconvenience of amounts by the United States, Europe and some other creating nations till December 2018 as a brief defend measure on trades from China. The increase is because of the procedure of China to occupy its garments discount goals from US and EU to other Asian nations. Creating nations in Asia keep growing their Textile Garment Industry because of their extremely ease generation. Aside from China, the genuine gainers of the post-share period are India, Bangladesh, Cambodia and Vietnam. India is the second most favored nation after China for material and clothing sourcing. Its Apparel industry is probably going to accomplish a fare focus of US\$ 25 billion by 2018-19. The ascent of fares in India is because of a few components like huge wellsprings of crude materials, low work costs, business enterprise and plan aptitudes of Indian dealers, and changes in the strategies to open up Indian economy to the outside world and so forth. **Basically garments activity is classified by two segments:**

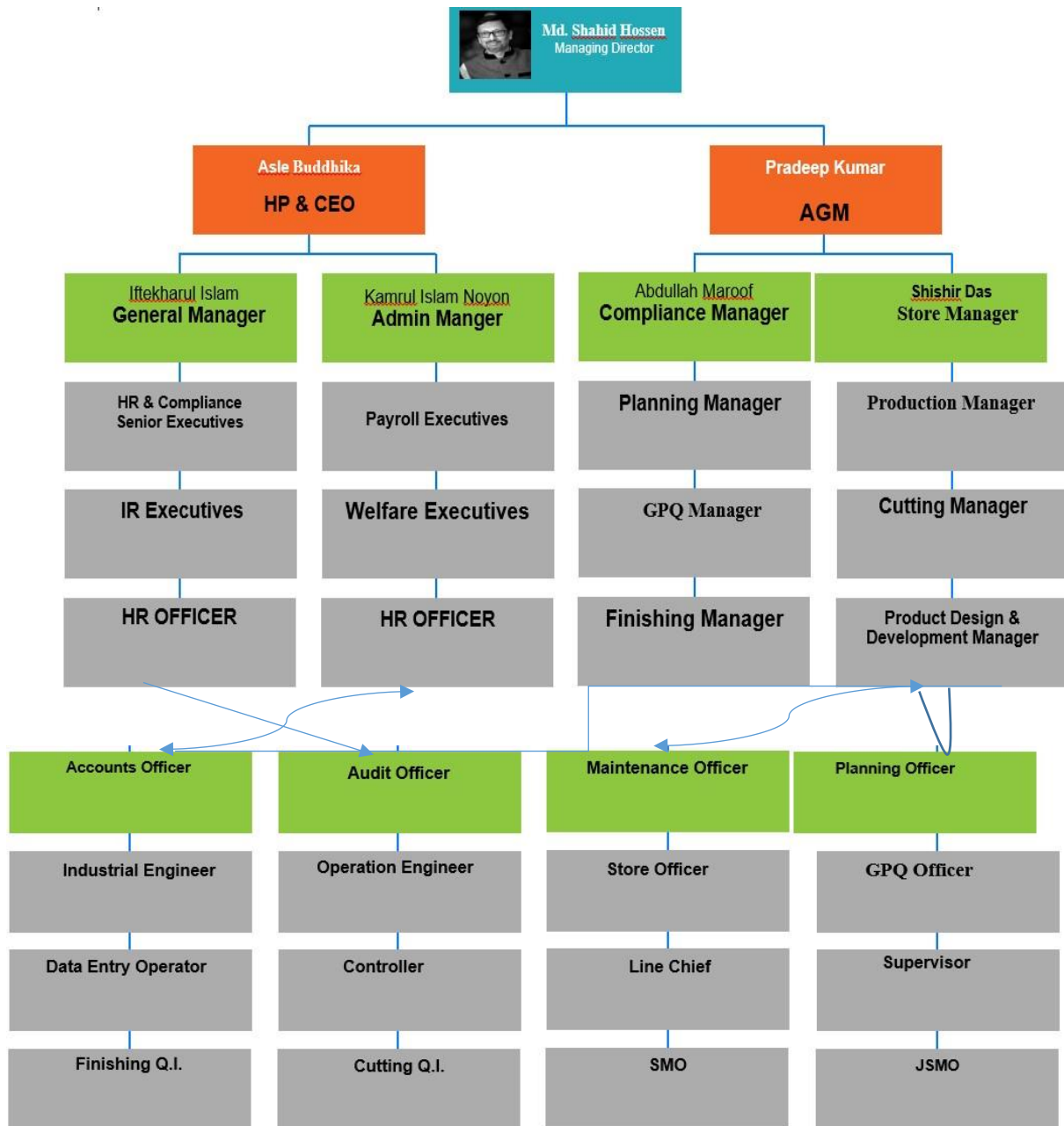
- 1) **Woven based Production.**
- 2) **Knit based Production**

2.9 Process of Garments Business

The Principle activities of the Garments include providing of all kinds of commercial Garments services to its customers. The activities can be classified in the following ways:



2.10 Factory ORGANOGRAM:



2.11 Pioneer Aspects:

Since many decades Bangladesh has been exporting manpower to different countries. From the very inception, middle-east countries were the main destination. But from the garments part it is totally relies on the Europe and American countries. Main markets are there so the most activity and shipment has possibly done to those countries with their interests.

Everybody must guarantee adherence to moral acts of pieces of clothing. All people will have clear goal in doing their undertakings. Assurance and protect of customers'' intrigue is a crucial component for cultural trust. Incredible execution and adequacy are preconditions to guarantee quality support of the enormous client base of the Pieces of clothing. New and imaginative items are the requirements of the ideal opportunity for which nonstop activity situated inquiries about are completed. Each representative is resolved to work up to the normal level to guarantee fulfillment of esteemed clients. Every representative will have proprietorship disposition towards the Pieces of clothing and fearlessness in his work for advancement of the Articles of clothing. Data is to be kept open for all so partners can have appropriate thoughts regarding the Articles of clothing's exercises. All representatives are answerable for their exercises and will stay responsible to their separate predominant for achievement of undertakings.

Chapter-3
Induction of Human Resource Management of
DEKKO GARMENTS LTD.

3.1 HR Planning:

Designing HR ADMIN & Compliance:

Humans are asset when they arranging is a procedure of anticipating the further need of human in the basis of association. The reasons for HR arranging are to empower associations to envision their future HRM needs and to recognize rehearses that will assist them with meeting those necessities. HR arranging might be done on a short-or long haul (at least three years) premise. Its point is to guarantee that individuals will be accessible with the fitting qualities and aptitudes when and where the association needs them. The utilization of HR arranging empowers organizations to oversee their future by getting ready for likely occasions. That is, they can envision change and devise fitting approaches. At the point when organizations figure out how to gain by future occasions, their own future improves.

At the point when occupied with human asset arranging, an organization infers its human asset needs by first gauging its interest for HR (i.e., the number and kinds of individuals expected to complete crafted by the association at some future point in time), and afterward its stockpile (i.e., the places that are relied upon to be as of now filled). For instance, if a firm gauges that it will request 12 bookkeepers during the following monetary year and hopes to hold its stockpile of nine who are as of now on staff, its HR need is procure three extra bookkeepers. Following is a more critical take a gander at how an organization can decide its HR needs and devise intends to meet them.

❖ Steps of HR Planning:

HR arranging is a procedure including barely in any stages:

- Integrate HR arranging with corporate arranging: The principal phase of HR arranging is to coordinate it with corporate arranging. All labor arranging comes from marketable strategies in connection to a corporate methodology.
- Forecasting inside and outside condition: The second stage in HR arranging is to estimate of survey the inner and outer natural factors that influence request and supply of work. Natural elements incorporate government impacts financial, geographic and aggressive condition.
- Assessment of inward HR capacities: The following stage is the examination of inner stock of HR abilities. Appraisal of interior qualities and shortcoming as a piece of HR arranging requires the present place of employment and workers are reviewed and hierarchical abilities are stocked.
- Predicting and estimating HR request and supply: The data assembled from outer natural filtering and evaluation of interior qualities and shortcomings is utilized to anticipate of figure HR market interest considering hierarchical goals and methodologies. '
- To find the necessary HR: When the interest for HR has been anticipated, at that point their accessibility must be distinguished. The fourth phase of HR arranging is to find the sources from where faculty required will be accessible. The sources might be inward and outer.

□ Allocation of HR: The last phase of HRP is worried about distribution of HR inside an association after some time.

□ The Job of HR Arranging

Human Asset Arranging decides the HR required by the association it's accomplishing its key objective. It is the procedure for guaranteeing that the human asset necessities of an association are distinguished and designs are made for fulfilling those prerequisites. Human asset arranging depends on the conviction that individuals are an association's most significant key asset. It is commonly worried about coordinating assets to business needs in the long haul, despite the fact that it will at times be worried about momentary prerequisites. It tends to human asset needs both in quantitative and subjective terms which mean addressing two fundamental inquiries:

1. What number of Individuals?

2. What kind of Individuals?

Human Asset Arranging additionally takes a gander at more extensive issues identifying with the manners by which individuals are utilized and created so as to improve authoritative adequacy. It can have a significant influence in vital human asset the executives.

HR arranging is planned for settling holes that may exist for HR of specific aptitudes, regardless of whether over the association, or in explicit authoritative units.

HR Arranging and DEKKO Pieces of clothing

The DGL doesn't have a specific HR Plan as required for a major association. They think their current arrangement of the association is sufficiently adequate to maintain their business appropriately. The HR related work is allocated to some high authorities who is facilitated by different authorities of the administration. Nonetheless, they keep up the record of interest and supply of their representatives according to the principles of the Pieces of clothing. Their HR Arranging framework is, along these lines, unique in relation to the framework referenced in the content the significant obligations of the Garments Ltd. Is identified with Human Asset The board are expressed in the following exchange.

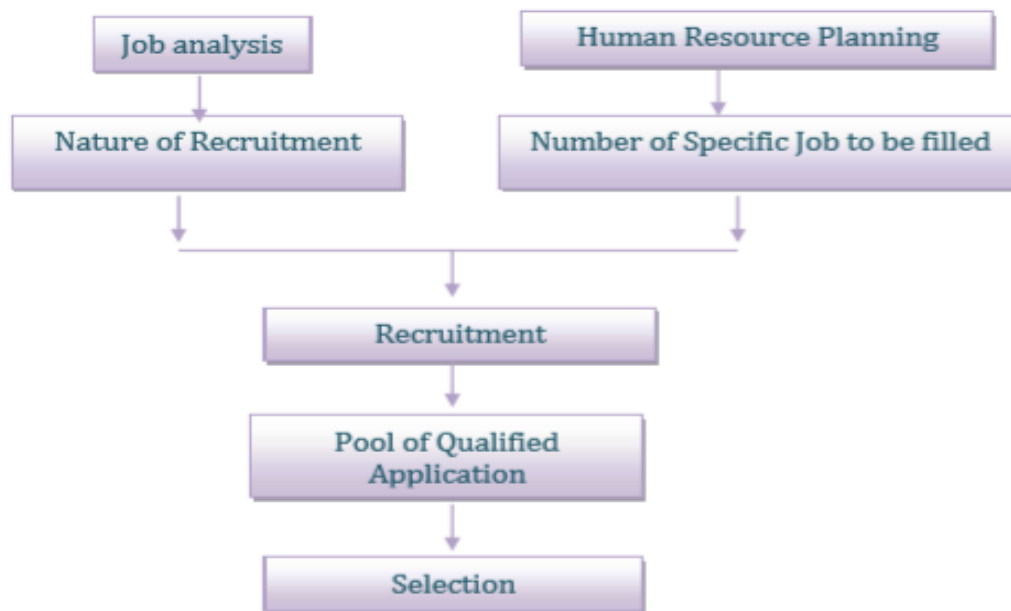
3.2 RECRUITMENT

❖ **The Concept of Recruitment:**

Generally on the basis of organization's growth recruitment is done. In the growth stage, a large number of people are required to be recruited. Similarly in the declining or bad condition of the company the need of human resource is the least. Both in higher and lower positions people are recruited in a company assessing the need in different times. In the industrial sectors people are mostly recruited round the year for they need people of different skill, knowledge and experience to operate multi-disciplinary function.

❖ **Recruitment Process:**

For the recruiting purpose both internal and external sources are used. Internal source refers to the present working force of an organization. The following figure shows the process of Recruitment:



❖ **Methods of Recruiting:**

➤ **Method for internal recruiting**

- **Job position:** Job position involves announcing job openings to all current employees. The announcement carry information about the nature of the position of the position and the qualification needs and any employee who is interested may did on the job.
- **Employee referrals:** Another way to find applicants is through employee referrals by other departments. Informal communications among managers can lead to the discovery that the best candidate for a job is already working in a different section of the firm.
- **Skills inventories:** Information about every employee’s skills, education, work history and other important factors is stored in a data base, which can then be used to identify employees with the attributes needed for a particular job.

➤ **Method for external recruitment**

- **Advertising:** Advertising is one of the most popular methods. The most useful advertisement is one that specifies the exact nature of the job, the qualification required and the salary range.
- **Employment agencies:** There are three types of employment agencies:
 - ✓ Public Agencies
 - ✓ Private Employment Agencies
 - ✓ Management Consulting Firm
- **Campus recruitment:** Sending an employer’s representatives to college campuses to screen potential applicants and create an applicant pool from the recent graduate is

called campus recruiting. It is important source of management trainees, promo table candidates and professional and technical employees.

- **Internship:** Many college students get their jobs through college internship. Internship is important manpower source for the organization. Internship can be win-win situation for both students and employers.
- **Professional organization:** Many professional organizations operate placement services for benefits of their members.
- **Employee leasing:** Individuals who are hired by one firm and sent to work for a specific duration of time are called leased employees.
- **Personal contact:** Another means of recruiting is the personal contact. Sometimes personal and good communication can provide an opportunity to get experience manpower as well as better job offer.

➤ **Recruitment in Bangladesh:**

In our country the vast population is a great advantage to recruit required people in the business firms. According to qualification and experiences applications are invited to recruit in the local companies following the methods discussed earlier. The minimum requirement for recruitment of an executive is completing graduation or post-graduation. Now a day, BBA & MBA graduates are getting most priority in Bangladesh to be recruited in the reputed companies. Besides these, skilled and qualified people are also getting chance in the local and foreign companies like Unilever, Nestle, British American Tobacco, Grameen Phone, MAERSK etc. according to their requirements. In this regard, e-recruitment is becoming popular day by day with the advancement of technology. Specially, websites for job seekers and employers namely bd-jobs, job AI etc. are playing a key role in Bangladesh in the recruitment process.

➤ **Recruitment Methodology of Dekko Garments Ltd.**

Almost in all the positions (both junior and senior level) PRIME recruits people according to their needs. When they open a new factory, they mingle the new and experienced employees so that a good combination can work effectively.

The Procedure of recruitment in Dekko Garments is stated below:

1. Ad in Newspapers like ProthomAlo, The Daily Star, Ittefaq etc.
2. Ad in different Websitesbdjobs, PrimeGarments-bd.com etc.
3. Circular in educational institutions
4. Recommendation from top Mgt, Close relatives, Influential people of the society, Depositor, shareholders etc.
5. Unsolicited Applications
6. Other sources: Transfer, Participation in Job Fair, Employee Referrals, Rehiring.

3.3 SELECTION PROCEDURE:

➤ **Selection - A Crucial Stage**

For any type of business selecting the best person or Right men in the Right place is a very challenging matter. On the basis of selection, the human resource is formed finally to undertake the responsibility of a company. In other words, the success or failure of an organization partly depends upon recruitment and selection procedure. Once a person is employed cannot be easily terminated by law or for other factor.

➤ **The Selection Process**

Personnel selection is a process of measurement, decision-making and evaluation. The goal of personnel selection system is to bring into organization individuals who will perform well on the

➤ **Recruitment and Selection of DEKKO GARMENTS LTD.:**

There are five types of recruitment:

1. Direct recruitment: Appointment to the post of officers and other employees shall be made by direct recruitment. The appointment by direct recruitment of an employee, other than an officer, shall be on temporary basis and he shall be eligible for confirmation in the service of Garments not earlier than twelve months subject to his Garments conduct and performance of duties and availability of permanent post.

2. Promotion: Promotion cannot be claimed as a matter of right and all promotions shall be made on the merit and no employee shall have a claim to be promoted to any particular post by virtue of his seniority alone. All appointments by promotion shall be on officiating basis and an employee shall be liable to be reverted to the post from which he was promoted without giving any notice or assigning any reason within twelve months of such promotion.

3. Lateral appointment: In a lateral appointment, the experienced and specialized candidates are appointed based on their age.

4. Re- appointment: The candidates are appointed based on their knowledge, experience and performance. The retire person can apply.

5. Contractual appointment: The candidates are appointed based on the contract.

❖ **Rules of Recruitment and Selection:**

- A candidate shall not be less than twenty- one years and more than twenty- five years of age at the time of appointment by direct recruitment as an officer and not less than eighteen years and more than twenty- five years of age at the time of appointment by direct recruitment as an employee other than an officer in service of the Garments.
- No person shall be appointed in the service of the Garments unless he is declared physically fit by the medical officer of the Garments or any other medical authority specified by the Garments in this behalf.
- The president of Bangladesh may, on an application made to him in this behalf, grant permission to marry, or enter into a promise of marriage with, a foreign national.

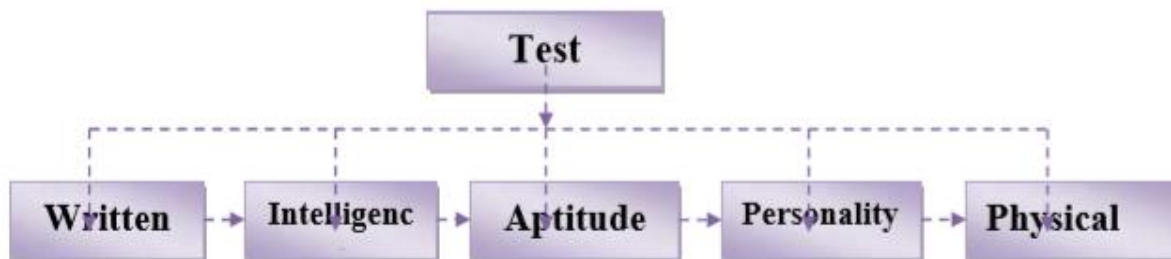
- All appointments of officers shall be made by the board and of other employees by any authority empowered by the board.
- The employees entering the service of the Garments shall, at the time of her appointment, sign an agreement in such form as may be specified by the board.
- On entering the service of the Garments, each employee shall sign the declaration of fidelity and secrecy in the form.
- An employee may be assigned such duties as may be determined in each case or a class of cases from time to time.
- An employee may be required to serve at any time at any factory of the Garments in or outside Bangladesh. An officer appointed by direct recruitment to any post shall be on probation for a period of two years. The board may extend the period of probation by such further period or periods on such terms and conditions as it may decide.
- No probationer shall be confirmed unless he successfully completes such training course as the board may decide from time to time.
- The news of job is published in the Dekko Garments website and another popular jobs' website and also two popular newspapers.
- Garments has the right to change the rules.

❖ **Recruitment and Selection Process:**

➤ **Tests**

On the basis of need assessment and HR Planning the selection methods of the organizations can vary from one another. The most common methods of selection, however, are conducting a series of tests or simply Walk-in —Interview.

The selection tests can be categorized in the following ways:



➤ **Interview**

Interview is another popular method of selection which has been proved to be a universal selection tool. It involves in face to face meeting between the applicant and interviewer. Interview can be also categorized into different names. Such as

- a) **Traditional Interview**
- b) **Panel Interview**
- c) **Situational Interview**
- d) **Stress Interview.**

➤ **Selection Procedure in Dekko Garments**

➤ **Selection**

It includes short listing of candidates, assembling and their final hiring decisions. The following steps are followed generally in the selection process of Dekko Garments ltd.

- Initial Screening Interview.
- Preliminary Interview.
- Written Test.
- Comprehensive Interview.
- Background Investigation.
- Medical Test
- Conditional Job Offer.
- Permanent Job Offer.

3.4 SOCIALIZATION & ORIENTATION

➤ Theoretical Concept

After joining in a new organization employees need to adjust themselves with the working environment and the people with whom they will have regular interaction. By the process of orientation and socialization, new employees can well adapt to their new organization system. These programs are designed to assist employees to fully understand and accept the organization behaviors that are desirable for fulfilling / attaining particular goal.

So, by the term ‘Socialization’ we understand a process of adaptation, adjustment and making arrangements for setting one employee in the organizational environment. On the other hand, new employee ‘Orientation’ covers the activities involved in introducing a new employee to the organization and to his work unit. It helps to reduce the initial anxiety we all feel when beginning a new job. This program covers familiarizing the new member with the organization’s objectives, history, philosophy, procedures and rules; review the specific duties and responsibilities of the new member’s job; provide a tour of the organization’s physical facilities and introduce the employee to his or her manager and coworker.

➤ Socialization & Orientation Practices of Dekko Garments

Alike other organizations this process also varies from organizations to organizations. Some companies consider this program necessary for the new recruits; therefore arrange formal orientation programs like the new students joining in colleges / universities for the first time. Some companies, on the other hand, believe that the employee themselves will come to know about the work environment by their own initiative or by the help of their colleagues. Dekko Garments, similarly always doesn’t arrange orientation program for its new requites. Their socialization and orientation practice is rather informal.

3.5 TRAINING & DEVELOPMENT:

➤ Concept of Training

Training is a planned effort by an organization to facilitate employee’s learning of job related knowledge and skills for the purpose of improving performance.

Training is the processes of teaching new employees the basic skills the need to perform their job.

Training is a learning experience that seeks a relatively permanent change in individuals that will improve their ability to perform on the work.

➤ Steps of Training Processes:



Fig: The Basic Training Process.

The training programs consist of five steps:

- 1. Needs analysis:** Needs analysis is the first step of the training process. It identifies the specific job performance skills needed, assesses the prospective trainee's skills, and develops specific measurable knowledge and performance objectives based on any deficiencies.
- 2. Industrial design:** In the second step instruction design, individuals decide on, compile and produce the training program content, including workbooks, exercises.
- 3. Validation:** Validation is the third step, in which the bugs are worked out of the training program by presentation it to a small representative audience.
- 4. Implement the program:** The fourth step is to implement the program, by actually training the targeted employee group.
- 5. Evaluation:** Fifth is an evaluation step, in which management assesses the programs successes of failures.

➤ **Methods of training**

Once the organization has decided to train employees and have identified their training needs and goals, the organization has to design appropriate training program. The most popular training methods used by the organization are:

On-the-Job Training: The most widely used training methods take place on the job. The popularity of this method can be attributed to their simplicity and the impression that they are less costly to operate. On-the-job training places the employees in actual work situations and makes them appear to be immediately.

Off-the-job training covers a number of techniques –

- Classroom lecture.
- Videos and films.
- Simulation exercise.
- Computer based training.
- Vestibule training.
- Programmed instruction.
- Case study method outside seminars.
- University- Related programs

➤ **Concept of Development**

The training function, now popularly called HR development. Employee development, by design is more future oriented and more concentrated with education than employee job – specific training. Development therefore, focuses more on the employee's personnel growth.

➤ **Employee Development Methods**

Some development of an individual's abilities can take place on the job. There are three popular on-the-job techniques and another three off-the-job methods.

➤ **On-the-Job:**

1. Job rotation: Moving employees horizontally or vertically to expand their skills, knowledge and abilities.

2. Assistant-to-positions: Employees with demonstrated potential are sometimes given the opportunity to work under a seasoned and successful manager.

3. Committee assignment: Committee assignments can provide an opportunity for the employee to share in decision-making, and to investigate specific organizational problems.

➤ **Off-the-Job:**

1. Lecture course and seminars: Traditional forms of instruction revolved around formal lecture courses and seminars. These offered an opportunity for individuals to acquire knowledge and develop their analytical abilities.

2. Simulations: Any artificial environment attempts to closely mirror an actual condition.

3. Outdoor Training: A trend in employee development has been the use of outdoor training. The primary focus of such training is to teach trainees the importance of working together, of gelling as a team. Outdoor training typically involves some major emotional and physical challenge. This could be white water rafting, mountain climbing, paint ball games, or surviving a week in the jungle.

➤ **Training Needs Analysis (TNA)**

Training needs analysis (TNA) is a systematic method for determining what caused performance to be less than expected or required. The focus of training is performance improvement. A TNA is important because it helps to determine whether a deficiency can be corrected through training. In some cases the TNA determines that employees lack necessary KSAs to do the job and training is required. In other cases employees have the KSAs to do the job, but road blocks to effective performance are discovered to be removed. Training professionals make sure the right training is provided to the right people by conducting a needs analysis.

➤ **Importance of TNA:**

- Increase the chances that the time and money spent on training would be spent wisely.
- Determine the benchmark for evaluation of training.
- Increase the motivation of participants.
- Align her training activities with the strategic plan.

A TNA provides a benchmark of the skills trainees possess prior to training. This benchmark can be compared to a measure of the skills acquired in training. With pre and post-measure, it is possible to demonstrate the cost savings or value added as a result of training. Although some evaluation designs do not require them, pretests provide a logical benchmark for evaluation. The needs analysis can provide that pretest.

3.6 PERFORMANCE APPRISAL SYSTEM

Basic Idea Fundamental idea:

In HRM, execution examination is utilized to assess worker's present and past presentation comparative with his exhibition standard. Its impact may bring about expanded compensation, an advancement or help with self-awareness regions through preparing. Assessing the presentation may appear as a five moment casual talk among workers and their boss, or an increasingly intricate, a multi week forms including numerous particular advances. Execution examination likewise expect that the representative comprehended his presentation standard and the necessary zones of progress. His director gives the worker the input.

The Steps of Evaluation in Dekko Pieces of clothing

Based on certain measures, DGL assesses the exhibition of the workers. The means can be:

1. Surveying Singular Execution

2. An account articulation depicting various issues of the Workers • Quality • Shortcoming • Achievement of errand/accomplishing objective • Past execution • Disciplinary record • possibly • Recommendations for Development

3. Point strategy or reviewing framework

4. Agenda of some recommended Criteria

Evaluation Procedure of Execution

The use of HRM procedure of the representatives in a huge association like is done in a few stages. For the individuals working in the manufacturing plants, generally the production line Administrator is the most notable individual for dealing with the representatives. Thus, he embraces the duty of assessing the exhibition of the subordinates in a specific time. On the off chance that he is the leader of an industrial facility, at that point he reports to the more significant position authority of the Garments Ltd. about the effectiveness and possibility of the representatives, for he can legitimately survey their presentation well. As per his report important moves are made by the Garments Ltd. the executives in regards to advancement, augmentation, and reward, etc.

Corrective Activity

It is truth that all can't perform similarly well in the calling. Therefore, the degree of effectiveness differs individual to individual. A few shows astounding execution in the individual field for appropriate devotion, awareness of other's expectations and hard work; unexpectedly, many are discovered the polar opposite. In the event that any official of this Garments Ltd. neglects to perform agreeably as indicated by his necessary standard, chance is given to him to improve his effectiveness by various ways. Here and there he/she is offered

time to improve the condition, or essential preparing (formal or casual) is given to beat the current lacking. After that in the event that he neglects to improve in the particular zone, his advancement or different advantages may not be granted in due time contingent upon the choice of the more significant position authority.

Interaction with the more significant position authority

The individuals from the top administration screen the exercises of the Pieces of clothing normally. They visit the workplaces of the association situated at various locale and sort out the issues and prospects in various regions. Later on, they attempt to take vital activities for the thriving of the Articles of clothing. Or then again illuminate the concerned position to make strides for tackling various sorts of issues. It spurs the representatives to work genuinely and furthermore make them mindful about their obligation.

3.7 PROMOTION POLICY:

❖ Basic Concept

It refers to the inside movements in which pay, status besides conditions of the new position increases as compared with the old. Promotion is an important aspect of employee motivation. Regular and systematic promotion makes an employee more dedicated to the employer and he becomes more aware about his duties and responsibilities. Otherwise, frustration can prevail among the employees leading to less productivity and high turnover.

❖ Promotion policy of Dekko Garments

By and large following three years advancement is given/granted to the capable representatives. For the people filling in as administrators or in senior positions the advancement time frame is, nonetheless, two years. In actuality, advancement and augmentation relies upon the report of ACR (Yearly Secret Report). On the off chance that a representative doesn't get advancement in due time he can get increase. In any case, if ACR is negative, advantage can likewise shift in such manner. In the Pieces of clothing division, targets are given to the officials to gather more investors for the association. On the off chance that one can satisfy this objective, his earnest exertion is checked by the power and includes an incentive in his profession.

Transfer

It alludes to inner developments in which pay, status and states of the new positions are roughly same as that of the old.

Practices of Move in Dekko Garments of clothing

For the most part, following three years move is done according to the guidelines of the Garments of clothing. In any case, this standard isn't appropriately pursued for different reasons. In the event that vital, a representative can be moved in another factory inside 15 days or hardly any months. For this situation, the administration takes the choice in such a manner as though the chain of workers or the customary activity in the factory or different workplaces

isn't hampered. Like significant budgetary choices, need appraisal is additionally significant for the Garments of clothing in regards to move of representatives in various areas. In such manner, the collaboration of the head of the factories is fundamental. At the point when the authority works business in remote zones, it offers need to the representatives identified with that region for satisfying the ideal objective.

Disciplinary Activity

The term discipline alludes to condition in the association where workers act as per the association's principles and guideline and measures of worthy conduct.

➤ **Practices of Dekko Garments**

For keeping up the control and the notoriety in the Pieces of clothing industry DGL takes numerous disciplinary activities out of luck. It guarantees the straightforwardness and responsibility of both the representatives and business.

The management of the Garments takes actions against the defaulter by:

- Warning
- Suspension
- Show cause
- Punishment Transfer
- Dismissal

Chapter-4
Findings, Recommendations, and Conclusions

4.1 Findings of the Study

The findings of the study are as follows:

1. Pandemonium between head of production and HR is an open secret clash. That actually encourages the internal chaos and mismanagement.
2. Nepotism is everywhere, even in an arbitration. Sometimes convicted get less punishment than innocent. And it makes distrust among the workers.
3. The keeper is the eater and this sector is a burning example of this.
4. Lack of training & deviation from training session demolishes the creativity and smart work.
5. The decision of not giving earn leave money to anybody is totally incompatible. It makes bad impression to the overall management.
6. Frequent changes of management is the major blockage of quality development. Since Job is the house of physical and mental stress, perseverance is badly needed there.

4.2 Recommendations

1. Top authorities of the DEKKO GARMENTS LTD. should take the necessary steps to resolve that dilemma either by sacking or performing mutual arrangement between those departments.
2. Justice delayed is Justice denied. Nowadays human resource management is morally Human Relation Management. Since workers strike is a big challenge of this trade so management should professional than egoistic.
3. Reducing the excessive demand of money is only the way to come over from this disease.
4. The HR division needs to expand the representative instructional hub along these lines the directors and the worker both show signs of improvement offices on preparing program. Likewise the HR division ought to be readied standard human asset arranging since it encourages chief to set up the perfect individuals at the ideal time at the ideal spot.
5. The HR manager should prepare the standard pay scale so that the employees may feel very much comfortable to build their career for long time in the Garments.

All the allowance should be available and easier for the employees. Because of the pay scale increasing, the turnover rate is lower than before and the fresher's are also interested in government garments.

6. It is high time to look at this kind of shortcomings for the betterment of future of this golden industry.

4.3 Conclusion

As one of the biggest green production line Dekko Garments of clothing Ltd is working many corner of the world giving the pieces of clothing to various classes of clients. The zone where there is no green manufacturing plant of any Pieces of clothing of the cutting edge focused Garments of clothing division, there one can discover a processing plant of Dekko pieces of clothing.

Garments of clothing assume a functioning job for the improvement of the nation. Dekko Garments Ltd has made estimable improvement over the previous years. I am glad for getting the open door for proceeding with my profession in this association. I attempted to assemble involvement with pieces of clothing with the relationship of keen work and outline all the data inside the report. It will likewise be useful for the pieces of clothing the board on the off chance that they cautiously investigate the issue and consider proposal in this paper and take fundamental activities for restorative measures.

Bangladesh in sending out readymade garments of clothing in the focused globalized advertise demonstrates the nation's situation in the neoliberal economy. Building up great administration is the principal need to piece of clothing part, guarantee safe workplace, laborers' privileges and proceeded with development of the segment. The investigation shows the HR action in readymade pieces of clothing plants just as the part all in all. Since, one of the key components of good administration is building up responsibility and straightforwardness at all degrees of duty under a strong administration. There is no point of reference of legitimate corrective measures against partners that have abused the law.

Reference:

- Activities of Garments Territory, 2018-2019.
- National Economic Report of 2018-2019.
- Google and Wikipedia.
- Garments Ltd. for the year of 2018-2019
- Profile of Dekko Garments Ltd.
- Website of BGMEA