



Internship Report

on

**“Human Resource Management Practices of Interstoff
Apparels Limited”**

Date of Submission: 22nd November, 2019



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**“Human Resource Management Practices of Interstoff
Apparels Limited”**

**Prepared by
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Student ID: 181-14-802

Program: MBA

Major in HRM

**Department of Business Administration
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Daffodil International University**

Date of Submission: 22nd November, 2019

Letter of Transmittal

Date: 22nd November, 2019

Mr. Gouranga Chandra Debnath

Associate Professor and Head

Department of Business Administration

Faculty of Business and Entrepreneurship

Daffodil International University

Subject: Submission of Internship report on “Human Resource Management Practices of Interstoff Apparels Limited”.

Dear Sir,

With extraordinary joy I therefore present my entry level position report on Human Resource Management Practices of Interstoff Apparels Limited. The report has been finished by the information that I gave assembled Interstoff Apparels Limited during my temporary position.

I am appreciative to each one of those people who gave significant data and offered important guidance. I would be obliged on the off chance that you read the report cautiously and I will by attempting to respond to every one of the inquiries that you had about the task.

I have attempted my level best to finish this report genuinely and effectively, however much as could be expected. Be that as it may on the off chance that you need any help with translating this report. It would be ideal if you get in touch with me with no sort of delay.

Sincerely yours,



.....
(Shihan Chowdhury)

Student ID: 181-14-802

Program: MBA

Major in HRM

Department of Business Administration

Faculty of Business and Entrepreneurship

Daffodil International University

Student Declaration

I declare that the "Internship Program" entitled "Human Resource Management Practices of Interstoff Apparels Limited" epitomizes the aftereffects of my own examination work, scrutinized under the supervision of, Mr. Gouranga Chandra Debnath, Associate Professor and Head, Department of Business Administration, Internship Supervisor, Daffodil International University Bangladesh.

I further insist that the work announced in this entry level position is unique and isn't a piece of some other understudies for the consummation of MBA or other degree have submitted entire of the report.



.....
(Shihan Chowdhury)

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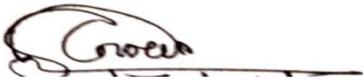
Faculty of Business and Entrepreneurship

Daffodil International University

Letter of Acceptance

This is to confirm that Shihan Chowdhury, ID-181-14-802, Program-MBA, Major in HRM; Daffodil International University has arranged his temporary position report on "Human Resource Management Practices of Interstoff Apparels Limited" under my watch. The information and discoveries exhibited in this report appear to be valid. Along these lines, it has been acknowledged for introduction in the temporary job resistance.

I wish his each accomplishment throughout everyday life.



.....
(Gouranga Chandra Debnath)

Associate Professor and Head

Department of Business Administration

Faculty of Business and Entrepreneurship

Daffodil International University

Acknowledgement

At without a doubt the beginning stage, I wish to perceive the boundless endowments and huge liberality of Almighty Allah. Different people have made basic responsibility in setting up this report whose encounters, direction and proposition helped me an extensive measure.

I should express my real thankfulness to my workforce manager Mr. Gouranga Chandra Debnath, Associate Professor and Head, Department of Business Administration, Faculty of Business and Entrepreneurship, Daffodil International University for his constant bearing and help to complete this report.

My most significant gratefulness goes to my outer boss Mr. Abdullah Al Mamun Deputy Director of HR, Interstoff Apparels Limited for his bearing and investment to set up the report. He has upgraded me with significant considerations and thought for unending difference in the paper.

Finally, I should exhibit my actual thankfulness to all of the agents of Interstoff Apparels Limited for their help and help in the midst of the residency of my three months entry level position period.

The assistance gave by all concerned indicated above made it achievable for me to complete such an unfathomable investigation inside the relegated time.

Preface

Information and learning winds up immaculate when it's related with hypothesis and practice. Hypothetical learning gets its flawlessness with reasonable application. Temporary position program is one of the hugest pieces of our MBA program in the wake of finishing 42 credit hours. This sort of program causes the understudy to secure pragmatic learning about the contemporary business association. It will likewise assist the understudy with being a powerful official in future.

After the finish of the MBA scholarly courses I was put in Interstoff Apparels Limited for multi week's temporary position program for getting handy information. This is a direction to the whole Educational segment lastly study on a specific territory of Human Resource Practices pursued by Interstoff Apparels Limited.

In various manner this examination had an individual voyage to the base of my instructive order which has an extraordinary job in the present battling world and I am ready to feature my encounters roughly that I gained from my association.

This entry level position program carries me closer to the practices in training area and builds up a bit of comprehension about the point by point Human Resource rehearses. It offers me to understand the method of HR condition and deal with the circumstance. Doing as such, I confronted a few issues. Be that as it may, I accept this will talk about my exertion which I had in setting up this report. In this state I have attempted to mirror my whole endeavors at breaking down the experience of reasonable direction identified with human asset division exercises of organizations.

Executive Summary

This internship report focuses on the work experience I have accumulated being an assistant in the Human Resource Management branch of Interstoff Apparels Limited. I particularly fixated on creating and executing new thoughts underway just as in deals to decrease the squanders materials and furthermore building up an online business venture. Following three months working in this division I increased a significant Knowledge about HR Practices. I came to perceive a segment of certain issues and mix-ups that I Source your Garments is defying with their present business system besides have a portion of my bits of information to vanquish those issues for a prevalent hold in business part. SWOT examination has been done to grandstand the execution of Interstoff Apparels Limited against its opponents in the neighborhood and worldwide open air theater. Likewise, I have shared a nitty gritty knowledge about my work involvement with Interstoff Apparels Limited alongside a point by point set of working responsibilities where I needed to manage nearby and global brands, driving assessment through business area visits and irregular surveys, conceptualizing, masterminding and realizing considerations on the most capable strategy to execute their organizations in the best way. Afterward, I analyzed about the fruitful battle Interstoff Apparels Limited has grasped which incorporates "French Pattern" interesting marble introducing design and some more. In the mean time, I have also demonstrated about how the stepping and organizing was done these things endeavoring to make the brands more captivating than the contender's things other than to hold these brands in the client's points of view. Interstoff Apparels Limited is continually vivacious and submitted about giving the quality organization in order to strengthen their notoriety and is always open to musings and extemporization to satisfy their clients request toward the day's end.

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Chapter 01 Introduction

1.1 Introduction

Internship is a fundamental piece of the MBA degree to have a handy working knowledge. It is a viable segment to apply the scholarly information and delicate learning in a genuine workplace. It likewise gives the new graduates a little encounter with the goal that they don't get things done when they work in an office for all time. I, as a going to be graduate, was lucky to work at Interstoff Apparels Limited in the HR office which is my zone of focus. My authoritative administrator was Mr. Abdullah Al Mamun Deputy Director of HR. I was for the most part coordinated to HR Division of the organization where I became acquainted with how to mastermind a meeting session. I would keep the records of the meeting, co-ordinate meeting programs and break down the criticism reports.

I additionally got an opportunity to work with the compensation and finance and preparing divisions too. This sort of cross practical works has just built up my aptitudes and made me increasingly proficient. This entry level position has likewise shown me how to deal with different functions and impacted my vocation objectives.

1.2 Objectives of the Study

The study has been conducted with the following objectives:

- To explore the Human Resource Management Practices of Interstoff Apparels Limited.
- To identify Recruitment and Selection Policy of Interstoff Apparels Limited.
- To evaluate Training and Development Methods of Interstoff Apparels Limited.
- To analyze Performance Appraisal Management of Interstoff Apparels Limited.
- To find out the Compensation Management Policy Interstoff Apparels Limited.
- To identify the problems related to Human Resource Management Practices of Interstoff Apparels Limited.
- To provide some suggestions on the basis of problems.

1.3 Methodology of Study

Primary Data:

- Three months work experience was my essential asset to gather data for this report.
- Key source meetings of concerned representatives of Interstoff Apparels Limited were attempted where they addressed numerous inquiries furthermore included pertinent conclusions and contemplations about Research and development.

Secondary Data:

- Interstoff Apparels Limited website.
- Other relevant websites and project report to know more about the Interstoff Apparels Limited..

1.4 Limitations of the Study

- Large-scale research was unrealistic because of time imperative.
- Relevant information and records accumulation were troublesome because of the association Confidentiality.
- The capable people attempted to abstain from responding to numerous inquiries.
- Published data isn't modern and inaccessibility of enough pertinent records and data.
- Employee didn't give full data about their activity security and advantages.

Chapter - 02 Company Profile

2.1 History of Interstoff Apparels Limited

Interstoff began its business in 2000 with a little articles of clothing industrial facility named Interstoff Clothing Limited with just 62 sewing machines. It has now developed into a universally and confided in name in sew fabricating for gifted workmanship, dynamic R&D, steady quality and administrations through a 10,000 in number workforce.

2.2 Mission

We are submitted

- To our Customers: Total fulfillment through giving on-time conveyance of value items and administrations.
- To our Employees: Good workplace and consistence with national and worldwide principles.
- To our Society: Creation of a superior tomorrow

2.3 Products

With a world class group, for advancement and quality control, we produce the top tier articles of clothing from Bangladesh. Our present item portfolio incorporates:

- Mens
- Ladies
- Active Wear
- Sleepwear
- Kids
- New Born
- School

Chapter-03: Human Resource Management Practices of Interstoff Apparels Limited

3.1 Human Resource Management

Human Resource Management includes all administration choices and practices that straightforwardly influence or impact the individuals, or HR, who work for the association. In present day years, enhanced fixation has been given to how the associations oversee HR. This expanded power originates from the perception that an association's workers encourage an association to accomplish its objectives and the administration of these HR is crucial to an association's prosperity.

3.2 Objectives of Human Resource Management

As per Scott, clothier and Spiegel, —the destinations of human asset the executives, in an association, is to get most extreme individual advancement, alluring working connections among businesses and representatives and bosses and workers, and to influence the embellishment of HR as diverged from physical resources. The fundamental target of human asset the board is to add to the acknowledgment of the hierarchical objectives. Notwithstanding, the particular goals of human asset the board are as per the following:

- To set up and keep up a sufficient hierarchical structure of relationship among every one of the individuals from an association by partitioning of association undertakings into capacities, positions and employments, and by characterizing obviously the obligation, responsibility, specialist for each activity and its connection with different occupations in the association.
- To produce most extreme improvement of HR inside the association by offering open doors for progression to representatives through preparing and instruction.
- To guarantee compromise of individual/bunch objectives with those of the association in such a way, that the work force feel a feeling of responsibility and faithfulness towards it.
- To recognize and fulfill the necessities of people by offering different money related and non-fiscal prizes. So as to accomplish the above targets, human asset the executives attempts the accompanying exercises: (I) human asset arranging, i.e., deciding the number

What's more, sorts of work force required to fill different positions in the association. (ii) Recruitment, choice and arrangement of work force, i.e., business work. (iii) Training and advancement of representatives for their proficient presentation and development. (iv) Appraisal of execution of representatives and making remedial strides, for example, move starting with one occupation then onto the next.

(v) Motivation of workforce by giving monetary motivators and roads of advancement. (vi) Remuneration of workers. The representatives must be given adequate wages and incidental advantages to accomplish higher expectation for everyday comforts and to spur them to indicate higher profitability.

(vii) Social security and welfare of workers.

3.3 Human Resource Management Key Responsibilities

Human resource organization is stressed over the improvement of the two individuals and the relationship in which they work. HRM, by then, is secured not simply in verifying and working up the capacities of individual's worker, yet likewise in completing projects that improve correspondence and joint effort between those individual authorities with a particular ultimate objective to help various leveled progression.

The fundamental commitments related with human resource organization include: work examination and staffing, affiliation and utilization of work power, estimation and assessment of work propel execution, use of remuneration systems for agents, capable headway of workers, and upkeep of work drive. (Gubman, Edward L. "The Gauntlet is Down." Journal of Business Strategy. November-December 1996)

3.4 Human Resource Planning

Human asset arranging is the procedure of an association guarantees that it has the correctness number and sort of individuals, at the correct spots, at the time, prepared to do adequately and effectively finishing those undertakings that will enable the association to accomplish its general goals.

Human asset the executives are worried about individuals exercises, getting and keeping individuals which are the pivotal piece of HRM.

The articles of clothing industry ought to be urged to introduce accessible apparatus, where it very well may be demonstrated to be monetary, so as to reinforce industry trust in it to keep up the enthusiasm of potential fabricates around there.

Co-usable exploring by article of clothing creation and the executives for assembling ought to be energized into the ideal method of work of the hardware type a work in progress, with the end goal of characterizing generation frameworks dependent on these machines rather than their potential for substituting existing tasks.

3.5 Recruitment and Selection

Recruitment is an inside limit of human resource organization. It is the underlying advance of course of action. Enrollment suggests the general system of attracting, short posting, picking and choosing sensible probability for occupations (either interminable or brief) inside an affiliation. Selection can in like manner imply structures related with picking individuals for unpaid positions, for instance, obstinate parts or unpaid understudy parts. Boss, human resource generalists and enlistment experts may be depended with finishing selection, but at this point and again open fragment work workplaces, business enlistment workplaces, or specialist look for consultancies are used to endeavor portions of the system. Online developments to help all pieces of selection have advanced toward getting to be across the board. As indicated by (Syamala Devi Bhoganadam, Dr. Dasaraju Srinivasa Rao, October 2014) among all other HR limits enlistment is the prime limit where delegates are entry into the affiliations. It's a troublesome assignment to locate the opportune individuals for right task. Numerous different specialists state enlistment ought to be moral to the association so as to continue in the focused market. There are numerous different hotspots for customary enrollment is by worker referrals, moves and advancements, stroll in and by the notices.

3.6 Training and Development

Preparing and advancements another vital commitment of HR. HR is accountable for investigating an affiliation's readiness needs and for beginning and surveying specialist progression projects planned to address those necessities. These readiness ventures can keep running from

presentation programs, which are proposed to modify new contracts to the association, to objective situated preparing projects expected to familiarize workers with another item system.

"In the wake of getting the correct ability into the association," composed Gubman, "the second conventional test to HR is to adjust the workforce to the business-; to always manufacture the limit of the workforce to execute the field-tested strategy." This is done through execution assessments, planning, and various activities. In the area of execution assessment, HRM specialists must devise uniform assessment standards, make review methodologies, and get ready chiefs to manage the assessments, and after that evaluate and follow up on the ampleness of execution reviews. They ought to in like manner tie the assessment methodology into compensation and inspiration frameworks, and work to ensure that administration controls are viewed.

Obligations related with getting ready and headway works out, meanwhile, consolidate the affirmation, blueprint, execution, and examination of informative undertakings. The HRM master should think about the fundamentals of learning and motivation, and ought to meticulously layout and screen getting ready and improvement programs that bit of leeway the general affiliation and the individual.

3.7 Performance Appraisal

Is the act of evaluating representative occupation execution and giving criticism to those workers about both positive and negative parts of their exhibition? Execution estimations are significant both for the association and the person, for they are the essential information utilized in deciding compensation expands, advancements, and, on account of laborers who perform inadmissibly, expulsion. A presentation examination (PA), additionally alluded to as an exhibition audit, execution assessment, (vocation) improvement dialog, or representative examination is a strategy by which the activity execution of a worker is archived and assessed. (Aguinis, 2011) said "Execution the executives is a nonstop procedure of distinguishing, estimating and creating execution in associations by connecting every individual's exhibition and destinations to the association's general mission and objectives". Supervisors guarantee that worker's exercises and yields are good with the association's objectives and thusly, help the association improvement an aggressive business advantage. Execution the board in this manner makes an immediate connection between worker execution and organizational goals.

3.8 Reward Systems

Reward system is conventionally supervised by HR regions moreover. This piece of human resource organization is basic, for it is the framework by which affiliations outfit their workers with remunerations for past achievements and helpers for world class later on. It is moreover the instrument by which affiliations address issues inside their work urge, through establishment of disciplinary measures. Adjusting the work power with organization objectives, expressed Gubman, "requires offering laborers a business relationship that spurs them to take responsibility for field-tested strategy." (Ulrich, Dave. *Conveying Results: A New Mandate for HR Professionals*. Harvard Business School Press, 1998.)

3.9 Compensation Management

Remuneration Management is the show of scattering a type of money related impetus to an agent for their work by techniques for the association's procedure or systems. In basic terms, it is paying a delegate in perspective on the picked compensation and plan for help for the position. The goal of compensation organization is to find quality people who perform quality work and after that reimburse them in order to hold them and reduce turnover rates. Some exceptional sorts of compensation fuse remuneration, extra time pay, commission, rewards, and bolster understanding that may join prosperity and dental assurance, escape time, and retirement reserve funds. Human Resource Management has expect significant part in each and every affiliation. Today workers are viewed as organizations resources with the goal that they have to increasingly proficient and adequately oversaw. To propel worker's pay and advantages is considered as one of the significant factor. As indicated by (Nazir, 2010) representatives are not willing to work just for money, they anticipate extra. This extra is known as representative advantages. It's likewise a piece of a pay, individuals are effectively get turned out to be dull to their work so they have to propel and it a significant errand to HR authorities to deal with them. Along these lines, compensation won't just thing they need for their inspiration so anything which is equivalent to money is progressively functional for the representatives as their inspiration.

3.10 Human Resource Management of Interstoff Apparels Limited

The theme I decided for the undertaking is Human Resource the executives of Interstoff Apparels Limited it with down to earth model as saw during period at Interstoff Apparels Limited have attempted to cover all the real capacity of Human Resource the board enlistment, choice, pressure and advantages preparing and advancement and pass on my comprehension of the various elements of Human Recourse the executives through this task. For the perusers simple understanding I have included the down to earth model under the heading of "Association practice" toward the part of the bargain .At the part of the bargain I have done a SWOT examination on the HRM routine with regards to Interstoff Apparels Limited by talking about basic focuses. From my perception during my temporary job of the Human Resource Management rehearses in Interstoff Apparels Limited. I have attempted to demonstrate a few proposals dependent on my insight by the finish of examination.

3.11 Recruitment and Selection Process of Interstoff Apparels Limited:

Meaning of Recruitment

Having great individuals in a group gives an upper hand to a business. Utilizing the correct individual for the job will emphatically impact the presentation and efficiency of the work group in general. Choosing an inappropriate individual can bring about lower execution, higher working costs, decreased confidence and expanded turnover among other staff individuals. So enlistment is the way toward finding and procuring the best-qualified contender for an employment opportunity in a convenient and financially savvy way. Most associations have a proceeding with need to enlist new workers to supplant the individuals who leave or advanced, to secure new aptitudes and to allow hierarchical development. Enlistment is a considerably progressively significant action when joblessness rates low and monetary development is solid, as firms contend to draw in the certified workers they have to succeed. Enlistment pursues HR arranging and goes connected at the hip with the determination procedure by which associations assess the possibility for different employment. Without exact arranging associations may enroll an inappropriate number or kinds of workers. As per Edwin B. Flippo, enlistment is the way toward looking the possibility for work and animating them to apply for employments in the association".

Aim of Recruitment

To ensure that a pool of suitably experienced and qualified people apply for the job.

Objectives of Recruitment Policy

The purpose of effective employment is to show the right person with the right skills at the same time best practices and legal requirements recommended. The successful recruitment process depends on the success of each stage.

Types of Recruitment

Recruitment can be divided into 2 types,

- 1) Internal Recruitment
- 2) External Recruitment

Types of Recruitment

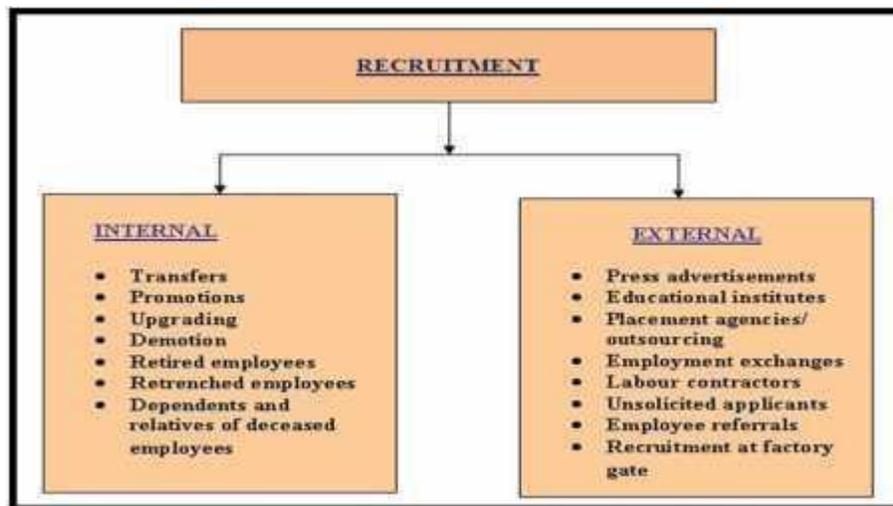


Figure- 1: Types of Recruitment

Internal Recruiting

An inside wellspring of enlistment includes selecting competitors inside. Representatives presently working in their own organization are left to other division or higher position. In the event that the workers' presentations are incredible and sufficient, they are offered opportunity to

Involve higher level from the present post. In the event that additional aptitudes required, association are prepared to give preparing. This is probably the most straightforward methods for choosing competitors as the presentation of their work definitely known by the board.

Methods of Internal Recruitment

1. Selecting top gifts inside an association to higher level
2. Promotions
3. Internal Advertisement
4. Temporary representatives to legally binding period
5. Contract representatives to impermanent
6. Temporary representatives to changeless
7. Retired representatives for consultant position

Advantage of Internal Recruitment

An inward wellspring of enlistment, that is procuring representatives inside the association, has its very own arrangement of favorable circumstances and impediments. The points of interest are as per the following –

- It is basic, simple, brisk, and cost effective.
- No need of enlistment and preparing, as the competitors definitely know their activity and responsibilities.
- It propels the representatives to buckle down, and expands the work relationship inside the organization.
- It helps in creating representative reliability towards the organization.
- Representatives remain for an extensive stretch in the organization when they are elevated to higher position.
- Competition among representatives to possess abnormal state when co-worker gets promoted.

Disadvantages of Internal Recruitment

- It has constrained degree since all the empty positions can't be filled.
- There could be issues in the middle of the workers, who are advanced and who are not.
- In the event that an interior asset is advanced or moved, at that point that position will remain vacant.
- Representatives, who are not advanced, may wind up being despondent and de motivated.
- Segregation may exist in separate to standing, language, religion for promotion..
- Disappointed co-representative may stop the position in view of desirous or partiality.
- No open doors for outer employees.
- Lack of innovative

2 External Recruiting

An outside source includes enrolling competitors remotely for better execution. Outer workers consistently feel youthful and creative for new organizations, progressively dynamic enough to discover business issues and fix it. In spite of the fact that enrolling outer applicants may be harder however it has progressively constructive outcome on business contrasted with inward source.

Sources of External Recruitment

- Occupation portals.
- Internet based life recruitment.
- Paper Ads and Magazines
- Website
- Grounds recruitment.
- Direct Walk In.
- Recruitment agencies.
- Internal representative referrals.

Advantage of External Recruitment

- Create new open doors for occupation searchers and experience employees.
- Organization marking increments through outer sources.
- There will be no biasing or inclination between the employees.
- The scope for choosing the correct competitor is more, due to the huge number competitors showing up.
- Increases business methodology as outside applicants of one of a kind aptitudes can take business to additional mile.
- Ability to enlist the applicants with unique abilities boss need.
- New imaginative thoughts and improvement.
- High productivity

Disadvantage of External Recruitment

- This procedure expends additional time, as the choice procedure is very lengthy.
- The cost acquired is high when contrasted with selecting through interior sources.
- External up-and-comers request more compensation and benefits.
- Sourcing quality profiles moves toward becoming difficult
- External applicants request more pay and benefits
- Candidates may leave the place of employment inside brief period in the event that they are uncomfortable.

Recruitment Process of Interstoff Apparels Limited:

HR division is in charge of playing out the enrollment assignments. It attempts to make the pool of qualified and appropriate up-and-comers/candidates. Expected set of responsibilities and determination gives the fundamental certainties up on which the enlistment procedure begins.

The elements of enrollment of Interstoff Apparels Limited are given roar:

- Needs appraisals;
- Defining the position portrayal;
- Advertisements;
- Screening and short-posting candidates;
- Written test;
- Selection meet;
- Pre-business restorative checkup;
- Offer letter;
- Orientation;
- Placement;
- Follow up.

Job Posting Programs:

Occupation posting is method for telling the intrigued up-and-comer about the empty position, portrayal of the duties and other data to welcome them to apply for the program persuades the present representatives to join the HRD enrollment group for help with the goal that the worker can feel the significance of their job and position. Anyway all the empty positions are not distributed this way. Just the base level positions are required in these cases.

Advertisements:

Interstoff Apparels Limited gives ads about occupation opportunities in both the Bengali and English national dailies. They likewise post opening notification in online employment entries, for example, bdjobs.com anyway they don't welcome candidates by means of LinkedIn for certain issues. Also they include that, they have as of now a lot of reactions from the notices and posts of the day by day papers and the places of work, along these lines, they don't generally need it on LinkedIn at this moment.

Employee Referrals:

It means leading individual contacts to recognize work potential outcomes and openings. It is a proposal from the contemporary representatives concerning an occupation candidate. It is a valuable way since it sets aside both time and cash of the business. Since the representative thinks about the individual the enrollment specialist can without much of a stretch trust on his worker which is additionally verified.

Employment Agency:

An office finds the suitable candidate for the organization in return of cash or some other advantages as indicated by the agreement. It can demonstrate its effectiveness in the event that it can have the reasonable comprehension about the assignment it is attempting to fill. Full straightforwardness is normal from both the gatherings. This sort of organizations is normally procured for enlisting the top degree of workers.

Meaning of Selection

To distinguish one up-and-comer who is probably going to perform preferred in the situation over the others. This consolidates parts of the individual's information aptitudes and experience just as their place in the way of life of a set up group. The Selection is the way toward picking the most appropriate contender for the empty position in the association. As such, choice methods getting rid of unsatisfactory candidates and choosing those people with essential capabilities and abilities to fill the employments in the association. While enrollment can be seen as a positive action producing an ideal number of employment searchers, determination is characteristically negative in that it will presumably include dismissal of candidates.

Pilbeam and Corbridge (2006) give a helpful outline of potential positive and negative viewpoints noticing that: "The enrollment and determination of representatives is key to the working of an association, and there are convincing explanations behind hitting the nail on the head. Unseemly determination choices decrease hierarchical adequacy, negate reward and improvement systems, are every now and again out of line on the individual enroll and can be troubling for chiefs who need to manage unacceptable workers.

Selection Process

The Employee selection Process happens in following request

1. Preliminary Interviews-It is utilized to take out those competitors who don't meet the base qualification criteria set somewhere near the association. The abilities, scholastic and family foundation, skills and interests of the applicant are analyzed during primer meeting. Primer meetings are less formalized and arranged than the last meets. The up-and-comers are surrendered a brief about the organization and the activity profile.
2. Application spaces the up-and-comers who clear the starter meeting are required to fill application clear. It contains information record of the up-and-comers, for example, insights concerning age, capabilities, purpose behind leaving past occupation, experience, and so forth.
3. Reference checks - Referees are valuable for recognizing past work issues and explaining the exactness of data exhibited in a meeting or CV. Just a little level of all reference checks are negative, hence, it is frequently hard to separate between applicants based on reference checks alone.
4. Written Tests-Variou composed tests directed during determination method are fitness test, knowledge test, thinking test, character test, and so forth. These tests are utilized to unbiased survey the potential applicant. They ought not to be one-sided.
5. Employment Interviews-It is a coordinated association between the questioner and the potential up-and-comer. It is utilized to discover whether the competitor is most appropriate for the required activity or not. In any case, such meetings devour time and cash both. Besides the skills of the up-and-comer can't be judged. Such meetings might be one-sided now and again. Such meetings ought to be directed appropriately. No diversions ought to be there in room. There ought to be a genuine correspondence among applicant and questioner.
6. Medical assessment Medical tests are directed to guarantee physical wellness of the potential representative. It will diminish odds of worker non-appearance.
7. Appointment Letter-A reference check is made about the up-and-comer chose and after that at long last he is named by giving a formal arrangement letter.

Common Mistakes in Selection Process

1. Trusting early introductions: Managers ought to really attempt to find up-and-comers' underlying impression with the early introduction.
2. Evaluate an up-and-comer on inappropriate variables: One of the most well-known missteps questioners make is to attempt to locate a newcomer with indistinguishable attributes from effective current workers, or even themselves. An applicant with a complimentary, instead of indistinguishable, character and aptitudes likely could be of more noteworthy advantage to the group.
3. Asking inquiries that are random to the activity: This sits around and does not create any significant data with which to rate or assess the up-and-comer's capabilities. Be mindful so as not to pose inquiries of an individual or way of life nature. Putting together procuring choices with respect to factors irrelevant to the activity can place businesses in a lawfully defenseless position.

Rating Errors

1. Selective Perception: Interpreting the up-and-comers what is seen or heard dependent on interests, encounters and dispositions. Let individual predispositions well enough alone for the determination procedure.
2. Halo Effect: Drawing a general impression about an individual dependent on a solitary trademark. For instance: in the wake of appointing a high score on "Administration", a rater may feel that a similar score is justified for "exertion", regardless of whether proof recommends that ought to be the situation.
3. Contrast Effects: This happens when questioners contrast up-and-comers and one another, as opposed to against the exhibition guidelines of the activity or the built up criteria.

Selection Process of Interstoff Apparels Limited:

Selection is the technique for gathering information for the rationale of assessing and choosing who ought to be employed for the specific position. Interstoff Apparels Limited pursues a few stages to finish its choice procedure in a legitimate manner. It is a sorted out path planned by the administration to pick the ideal one for the required position.

Screening the CVs:

In this progression the gathered CVs are experiencing a screening procedure. That implies every single detail written in the CV is watched all around cautiously. The fundamental criteria that are being considered are the language, method for introduction, textual styles, the configuration, straightforwardness, neatness, straightforwardness, etc.

There are imprints dispensed on a few, for example, instructive establishment and degree. Imprints convey dependent on the kind of organization for instance Private or state funded colleges – BUET, DU, BRAC, and NSU, etc.

Written Test:

After the screening of the CVs the shortlisted applicants are called to go to a composed test. Anyway it isn't constantly pursued for each enrollment. There are a few sections which should be replied by the up-and-comers, for example, essential learning, consistent part, numerical part, circumstance based, logical inquiries, organization data, current issues, etc relying upon the assignment or the kind of occupation.

Interview:

The shortlisted competitors are called for interview(s). The meeting can be arranged in various rounds or only one eye to eye meeting relying upon the activity criteria or the assignment. Again relying upon the assignment they techniques can be shifted in organized, semi organized or the unstructured strategy. Normally the administration level employments required a multistage talk with session, for example, bunch discourse, initiative test, and varying media test, etc to distinguish the fitting possibility for a specific position.

Employment Decision:

After the composed test and the reference check the applicant is offered some particular conditions. Whenever concurred with every one of the conditions then the up-and-comer is furnished with a clear application structure where he/she needs to fill some essential data in regards to him/her. This structure is should have been submitted alongside the CV. After that his/her name is incorporated into the organization PIS (Personal Information System). In view of these PIS he/she will get the pay rates and different remunerations.

Pre-Employment Medical Check-Up:

Subsequent to presenting the application the up-and-comer must experience a restorative checkup. This checkup is done in the particular restorative Center doled out by the organization. Be that as it may, the expense of the restorative checkup is paid by the up-and-comer himself/herself. Organization won't bear de cost of the medicinal checkup.

Offer Letter:

After the restorative checkup a formal offer letter is given to the chose applicant. This letter contains every one of the insights regarding the fundamental pay, pay, utilities, and employment duties, etc. This is the composed report of the last determination and being one of the representatives of Interstoff Apparels Limited.

3.12 Training and Development of Interstoff Apparels Limited:

Training

Training as a general rule incorporates enlightening or inspirational activities illustrated to advance data, capacity, and execution of the individual level. Preparing basically insinuates an organized effort by an organization empower agents" learning of employment related capabilities. The abilities fuse data aptitudes or practices that are essential for viable work execution.

Development:

Advancement could be a get ready by which the laborers make their aptitudes, practices, dispositions, exercises, and different limits with constant preparing or realizing, that are required to perform in an association feasibly and effectively. A productive progression get ready passes on fitting modify face to face conduct, perspective and development explicitly identified with authoritative targets and quantifiable comes to fruition.

Importance of employee training and development

Most specialists have a couple of weaknesses in their workplace aptitudes. A preparation program licenses to fortify most aptitudes that every delegate should gain ground. An improvement program carries all laborers to the following level so they all have practically identical capacities and learning. • Keep up with industry changes. • Be in contact with all the latest advancement improvement. • Be ready to see inadequacies and capacities holes.

The Five-Steps of Training and Development:

1. Need Analysis-Needs examination is the essential advance of the getting ready handle. It perceives the specific work execution capacities required, gets to the arranged mentor's aptitudes and makes specific quantifiable data and execution objectives dependent on any insufficiencies.
2. Instructional Design-inside the minute advance guidance configuration individuals pick on accumulate and make the getting ready program substance checking exercise manuals works out.
3. Validation-approval is the third step where the bugs are socked out of the planning program by acquaintance it with a little specialist crowd.
4. Implement the program-The Fourth means' to execute the program by truly setting up the concentrated on laborers gathering.
5. Evaluation-Fifth is an appraisal venture in which organization assesses the program's triumph or disappointments.

Methods of Training: On the Job Training

Hands on preparing is the sort of preparing where the preparation is picked up by working with learned associates and getting customary instructing and criticism. In this preparation, representatives create aptitudes applicable to their activity and give their rundown of how the organization functions as indicated by their capacity. In Interstoff Apparels Limited, in the wake of enrolling another worker the administration prepares that representative to work in different offices as a learner. With the goal that a worker can get appropriate learning about different works inside the association.

Off the job training

Off the activity preparing is done for the most part through study hall addresses, settling of the contextual investigations and furthermore through instructing how to utilize the new supplies. Interstoff Apparels Limited give diverse kind of off the activity preparing which encourages the representatives to do their work easily. Additionally hypothetical learning is accommodated the workers through this preparation.

Advantages and Disadvantages of Training

Advantages:

- Helps to make better corporate picture.
- Increase the degree of scholarly information and aptitudes of the representatives of the association.
- Employee's conviction and trust towards the association increments.
- The association's general efficiency level increments and furthermore the association increases improved productivity.
- Employees of the association comprehend the objectives and how to meet them.
- Creates a sound and solid connection between the workers and furthermore with the administration of the association.
- Organizational improvement happens.
- Employees see obviously about how to take the necessary steps.

Disadvantages:

- Employees can't play out their official work appropriately while they are doing the instructional meeting.
- Well prepared representatives leave the association and attempt to secure the better position with more advantages.
- Increase cost of the association.
- Takes a great deal of time.

To offer preparing to the representatives, Interstoff Apparels Limited first discovers the preparation needs. It comprises of two procedures:

- i. Identify the segment/criteria in which preparing is required;
- ii. Identify the workers who truly need this preparation.

The preparation program in Interstoff Apparels Limited is done in yearly premise just as in the wake of enlisting new representatives. To lead the preparation program they made a rundown of capacities, for example, when it will be held, who will direct the program, what number of educators will be there, will they be contracted from outside or inside the organization, what number of workers will sit for every opening, what will be the span of the preparation program, should the representatives be send in to another country for the preparation or they ought to get the local preparing, preparing spending plan, accessibility of preparing helps, utilization of though use guides, etc.

Their training program is designed mainly in two types, such as:

Functional Training: This is a division astute preparing program. That implies representatives from every division like HR office, Marketing office, R&D, Production office are given preparing on explicit needs as indicated by their departmental activity after the need distinguishing proof.

Behavioral Training: these are delicate ability preparing, for example, relational abilities, behaviors, and social standards, outrage the executives, etc. This kind of preparing is for each worker of Interstoff Apparels Limited dislike office savvy.

Again these two types of training are given in two ways:

- i. **On The-Job-Training:** In Interstoff Apparels Limited workers are relegated with assignments, work pivot and even follow up to the managers while having hands on preparing. This isn't just for the new enrollment specialists yet in addition for the current representatives. Along these lines they are learning and constantly encountering new items identified with their relegated occupations while playing out their ordinary everyday obligations in their activity place. For example, chipping away at a particular task and make a report on this, utilization of machines, wellbeing issues.

- ii. **Off-The-Job Training:** Interstoff Apparels Limited masterminds preparing outside the association when important, which is considered as the off-the-work preparing. They allot experienced coach to prepare their workers. Some of the time the representatives are sent outside the nation such as in Singapore or Netherlands to go to the preparation programs. The direct these preparation with the goal that their representatives can transform into their labor and become an incredible asset for their organization.

In the wake of encountering the preparation programs the exhibitions are assessed by the coaches. Representatives conduct, interest, ability to the new program, assurance, score of exercises, nearness in the classes, workshops, mentalities everything is measures and evaluated by the coaches, bosses, peers and the administrators and the input is given.

3.13 Performance Appraisal Methods of Interstoff Apparels Limited:

Performance Appraisal

It is an efficient assessment of a worker's exhibition and promise to an association. Organizations use execution evaluation to give representatives input on their work and to legitimize pay augmentations and prizes, just as end choices. They can be executed at some random time however will in general be yearly, semi-yearly or quarterly.

Interstoff Apparels Limited conducts execution evaluation in sorted out ways which incorporates:

- The administrators of Interstoff Apparels Limited measure the pay of representatives dependent on execution and balance it with their association's destinations and objectives.
- The chiefs assess what segments ought to be built up to improve the presentation of the workers. The administrators are subject to lead the workers for a predominant presentation.

Objectives of Interstoff Apparels Limited Performance Appraisal

For utilizing execution evaluation strategy inside an association the goals are:

- To recognize the hole between the genuine and the normal execution
- Reinforces the association among managers and representatives
- To break down the characteristics and deficiencies of the person so as to perceive the preparation and advancement needs
- To offer input to the representatives dependent on their past exhibition
- Evaluating a representative to decide the compensation bundles, wage structure, pay raises, and so forth.
- Evaluate the probability of an individual for development advancement and improvement.

Performance appraisal tools and techniques

Interstoff Apparels Limited use those tools to make the evaluation as perfect as possible

- ✓ Ranking Method
- ✓ Graphical Rating Scale
- ✓ Field Review Technique
- ✓ Essay Evaluation
- ✓ Management by objectives (MBO)
- ✓ BARS

Ranking Method: In this technique the rater positions all representatives from a gathering dependent on their general execution. The worker with best execution is positioned at the top though representative with least execution is positioned at the base. An inconvenience happens when all individuals have performed also (as seen by the evaluator). Here workers are positioned dependent on their presentation levels and is simpler to recognize the best and most exceedingly terrible representative.

Graphical Rating Scale: It is utilized as often as possible to assess the presentation of representatives. In this technique, a director just rates execution on a likert scale, for example, phenomenal, great, normal, reasonable, and poor. Also, this method requires negligible time, exertion, cost, and preparing and can be utilized for different sorts of employments.

Field Review Technique: This strategy is normally performed by somebody outside workers' very own area of expertise, explicitly the Human Resource division. It is important for managerial level advancements.

Easy Evaluation: Under this strategy worker is surveyed and a composed proclamation is set up on him/her. The announcement delineates knowledge about the characteristics, deficiencies, potential, nature, and so forth. This system is dull and difficult to lead as it needs more portrayal than some other strategies for execution examination. It is difficult to examine them or concentrate any end. Besides, the evaluator must have extraordinary composition abilities, or else the whole technique is twisted.

Management by objectives (MBO): This strategy is a procedure wherein administrators and representatives together set destinations for the workers, intermittently assess execution, and reward as per the outcomes.

BARS: Behaviorally secured rating scale is an estimating framework which rates workers or students as per their presentation and explicit standards of conduct. BARS is intended to bring the advantages of both quantitative and subjective information to worker examination process as it component joins the advantages of stories, basic episodes and measured appraisals.

3.14 Compensation and Benefits of Interstoff Apparels Limited

Compensation:

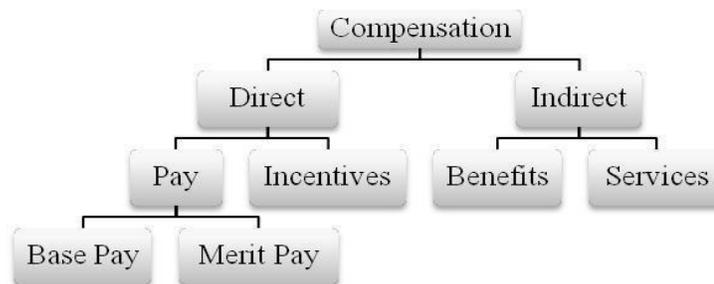
Pay is the compensation gotten by a worker as a byproduct of his/her commitment to the association. It is a sorted out training that includes adjusting the work-worker connection by giving financial and non-money related advantages to representatives. Remuneration is an essential piece of human asset the executives which aides in persuading the representatives and improving authoritative viability. Other than fundamental compensation, pay additionally incorporates installments, for example, rewards, benefit sharing, extra time pay, acknowledgment rewards and checks, and deals commission. Remuneration can likewise incorporate non-financial advantages, for example, an organization paid vehicle, investment opportunities in specific occurrences, and organization paid lodging, and other non-fiscal, yet assessable, pay things.

Compensation is based on:

- Market examine about the value of comparative employments in the commercial center,
- Employee commitments and achievements,
- The accessibility of workers with like abilities in the commercial center,
- The want of the business to draw in and hold a specific worker for the worth they are seen to add to the business relationship, and
- The productivity of the organization or the assets accessible in a non-benefit or open segment setting, and in this manner, the capacity of a business to pay showcase rate pay.

Types of Compensation:

Compensation can be of **two** types. They are Direct or Indirect Compensation



Major Components of Compensation:

Basic wages/Salaries:-

These allude to the money part of the pay structure dependent on which different components of pay might be organized. It is typically a fixed sum which is liable to changes dependent on yearly additions or subject to periodical compensation climbs. It is organized dependent on the situation of a person in the association and varies from evaluations to grades.

Dearness allowance:-

The installment of dearness remittance encourages representatives and laborers to confront the cost increment or swelling of costs of products and enterprises devoured by him.

Bonus:-

The reward can be paid in various ways. It tends to be fixed rate on the essential compensation paid every year or in extent to the benefit. The Government likewise endorses a base statutory reward for all representatives and laborers.

Commissions:-

Commission to Managers and workers might be founded on the business income or benefits of the organization. It is constantly a fixed rate on the objective accomplished.

Mixed plans:-

Organizations may likewise pay workers and others a blend of compensation just as commissions. This arrangement is called blend or blended arrangement. Aside from the compensations paid, the workers might be qualified for a fixed level of endless supply of fixed objective of offers or benefits or Performance destinations. These days, the majority of the corporate division is following this training. This is additionally named as factor segment of pay.

Piece rate wages:-

Piece rate wages are predominant in the assembling compensation. The workers are paid wages for every one of the Quantity created by them.

Sign on Bonuses:-

The most recent pattern in the remuneration arranging is the single amount reward for the approaching worker. An individual, who acknowledges the offer, is paid a singular amount as a little something extra. Despite the fact that this training isn't common in the vast majority of the ventures, Equity research and speculation banking organizations are paying this to pull in the rare ability.

Profit sharing payments:-

Benefit sharing is again a novel idea these days. This can be paid through installment of money or through ESOPS. The organizing of wages might be done so that, it draws in aggressiveness and improved efficiency.

The arrangement of incidental advantages does not draw in any clarification. These include:

- Organization autos
- Paid excursions
- Enrollment of social/social clubs
- Amusement tickets/stipends.
- Limited travel tickets.
- Family excursion bundles.

Reimbursements:-

Workers, contingent on their degrees in the association may get repayments dependent on the Expenses acquired and substantiated.

Sickness/Maternity Leave:-

The expanding social cognizance of corporate had brought about the installment of ailment advantage to the Employees of organizations. This likewise incorporates installments during pregnancy of ladies representatives. The costs brought about because of damage or disease are redressed or repaid to the representatives. Organizations are additionally giving supporting monetary advantages to the group of the deprived representatives. Nonetheless, organizations taking care of these expense through fitting protection arrangements like, Medical and extra security.

Compensation Management of Interstoff Apparels Limited

This Project is resolved to pursue a reasonable, focused and adaptable compensation arrangement. The Secretary is the last expert for endorsement of this strategy and will alter and audit the arrangement on suggestion of the Project Director/Project Steering Committee intermittently.

The compensation of representatives comprises of;

- Basic Salary
- House Rent
- Medical Allowances and different Allowances.

Salaries are confidential between the workers involved and management. The remuneration ranges for these job grades are reviewed from time to time. Temporary and source staffs don't have any assigned job grade. The contracts get a consolidated payment per month and there aren't any alternative entitlements applicable.

- **Basic Pay:** Basic remuneration ranges (BSRs) is corresponding with the task grades and is set by the Finance Ministry.
- **House Rent Allowances:** House rent allowances paid to the workers per their grade.
- **Medical Allowances:** Medical allowances could also be paid to the workers per their job grades and on such conditions which will be prescribed within the competent authority from time to time.
- **Bonus:** All regular and permanent workers get 2 bonuses annually. One is Eid- UI-Fitr and another throughout the Eid-UI-Azha.

The employees can also have-

- Annual leave of forty days,
- Maternity & paternity leaves,
- Retired edges,
- leave of absence,
- Vacation & holidays,
- Insurance facilities,

Chapter 04: Findings, Recommendations and Conclusion

4.1 Findings of the Study:

The findings of the study are as follows:

- **Job analysis policy is not standard:** Interstoff Apparels Limited is unconscious to prepare a standard job analysis before the recruitment & selection process. Their HR management does not have proper training regarding the job analysis. Or they are not serious about the job analysis. They need to prepare standard job analysis policies.
- **No proper HR planning policy:** The Human Resource department is pretty small with only 2 female employees, considering the total number of employees which is comparatively less; they should expand the human resource division to manage things more smoothly. They can recruit more workers to ensure diversity in the organization.
- **Insufficient idea about recruitment & selection policy:** Interstoff Apparels Limited are followed by old general system for recruitment policy. They should be modernizing for recruitment and selection system and policy. Like Web publishes, online job agency etc. should be in their policy. They need to develop this recruitment & selection policy with proper HR management.
- **Ineffective training and development policy:** Interstoff Apparels Limited does not have proper training and development policy. They depend upon on the new employees past experience. They need to train up and develop new recruit employee, which is important for an employee as well as Interstoff Apparels Limited. So they need to develop an effective training and development policy.
- **Inadequate performance appraisal policy:** Interstoff Apparels Limited does not follow effective performance appraisal policy to evaluate their employees' performance. For this reason employees' are not get proper feedback from their supervisors.
- **Lack of effective benefits & services policy:** Interstoff Apparels Limited does not have standard policy for benefits & services. Their policy need to change for proper

benefit & service to the employees. Employees of long term job lose interest if they do not have effective benefits & services. HR management should look after this benefit & services.

5.2 Recommendations

In light of the bindings, the recommendations are as follows:

- **Need to prepare standard job analysis policy:** Interstoff Apparels Limited needs to prepare standard job analysis policies. The higher management of Interstoff Apparels Limited should recruit experienced senior HR Manager to prepare standard job analysis policies. Higher management should send the present HR management for advance training for incorporates the standard job analysis policies in their organization. It is highly recommended for them to give attention on e-business.
- **Need to formulate proper HR planning policy:** Interstoff Apparels Limited should expand the human resource division to manage things more smoothly. They can recruit more workers to ensure diversity in the organization. As the Human Resource department is pretty small with only 2 female employees, considering the total number of employees which is comparatively less, And need experienced HR Manager. They should do more market analysis. They should change their marketing Planning. They should make a unique Marketing plan. They should do more marketing to let people know about them. To reach the nice market they should invest more in marketing sector.
- **To formulate idea for recruitment & selection policy:** Interstoff Apparels Limited should upgrade the recruitment & selection policy. As they followed by old general system for recruitment policy--for job recruitment they only published in Major Daily News Paper. They should be modernizing for recruitment and selection system and policy. Like Web publishes, online job agency etc. should be in their policy. They need to develop this recruitment & selection policy with proper HR management. They should upgrade themselves with new trend. They should hair more qualified person. They should train more works. They can hair an expert on marble and & granite Ind. from other countries. They can develop good IT deviations, which will support them in fields.

- **To formulate effective training and development policy:** Interstoff Apparels Limited needs to develop proper training and development policy. HR Management should reform their training and development policy .They depends upon on the new employee’s previous experience. Interstoff Apparels Limited needs to train up and develop new recruit employee, which is important for an employee as well as I Source your Garments HR department need to expand with more people. To creating customer awareness they can open an online store. They should know what international companies are doing to upgrade in business. More product variation should do.
- **To formulate effective performance appraisal policy:** Interstoff Apparels Limited needs to develop new performance appraisal policy to evaluate their employees’ performance. They can use 360 degree feedback, Paired Comparison Method, Human Asset Accounting Method to evaluate the performance of their employees’.
- **To prepare effective benefits & services policy:** Interstoff Apparels Limited needs to change for proper benefit & service to the employees. Employees of long term job lose interest if they do not have effective benefits & services. HR management should look after this benefit & services. Interstoff Apparels Limited senior employees need more benefits beside salary. They will encourage when get more benefits & services from the organization –like overseas tour, picnic, sports, dinner program etc.

Interstoff Apparels Limited needs to reform the HR Department with experienced, senior management employee.

5.3 Conclusion

Working with “Interstoff Apparels Limited” was a powerful ordeal on behalf of me. “Interstoff Apparels Limited” time unit department helped me to require within the absolute most and elementary imperative stuffs that helped me in my career also as in my very own life. Taking an interest in several exercises given by the administrator (Mr. Abdullah Al Mamun Deputy Director of HR) and by designing he helped me to boost my fearlessness. I to boot got profitable pointers from totally different representatives operating beneath time unit division which is able to facilitate me to line my profession in up and coming back days.

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