

**Internship Report on  
HRM Practices at  
DBL Group Ltd.**



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**Submitted To**

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Letter of Transmittal

Date: October 10, 2020

Dr. SM Sohel Rana

Associate Professor, Dept. of Business Administration

Faculty of Business & Entrepreneurship.

Daffodil International University

Ashulia, Savar, Dhaka

Subject: Submission of Internship Report on HRM practices in DBL group.

Dear Sir, It is my extraordinary joy to yield the internship report on HRM practices in DBL group Ltd.

Usually a prerequisite for the fulfillment of MBA program. In spite of of a few impediments, I hope that the report has been achieved its reason to a impressive degree. I am grateful to you for giving me the opportunity to do the report on this topics. I have done my best level to completed this report in time and with the quality of my desire. I trust you'd be kind enough to acknowledge my report. I will be cheerful to supply advance clarification with respect to this report. I trust that my report will help to create concert choice and live up to your expectation.

Sincerely yours,

Ikramul Hasan

MBA- Program

ID- 192-14-148

## Supervisor's Declaration

It gives me huge bliss to affirm that the expected report titled "HRM practices in DBL group Ltd." has been wrapped up by Ikramul Hasan, ID: 192-14-148, understudy of MBA program, Department of Business and administration Daffodil international university, Dhaka beneath my watch and course. As far as anyone knows, this can be a interesting work, which has not been disseminated in any report or submitted to any establishment or division for any degree or certificate. I do therefore acknowledge it a completely prescribe Internship report for evaluation.

.....

Dr. SM Sohel Rana

Associate Professor

Department of Business and administration.

Faculty of Business & Entrepreneurship.

## Student Declaration

I do thusly declare that the work presented in this Internship Report has been done by me and has not been as of late submitted to a few other University/Organization for a scholastic capability. The work I have shown does not burst any clearing out copyright and no portion of this report is reproduced from any work done some time recently for degree or confirmation. I advance endeavor to reimburse the Division against any incident or hurt rising from break of the past commitments.

.....

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## Acknowledgement:

At to begin with, I would like to thank to my Internship Administrator, Dr. SM Sohel Rana, Daffodil International University, permanent campus, for the important direction and exhortation. He inspired me significantly to work in this report. His eagerness to inspired me contributed colossally to my work. I moreover would like to thank him for his profitable time by making a difference me for this report. Dr. SM Sohel Rana lifted me up when I was not beyond any doubt that I might ever get to the wrap up line. Thank you for supporting me, for directing me. Truly, I might not have done it without your help. Besides, I am exceptionally much grateful to Md. Shaheb Ali, Delegate Chief, Jinnat Apparels Ltd. and ASM Aftkher-Nur, Senior chief, DBL gather Ltd. additionally to my colleagues, uncommonly Mr. Kamrul Hasan, junior official HR, DBL gather Ltd, Mr Rafiqul islam Official of HR & All of them for their pleasant participation, which truly makes a difference me to analyze and finalize this report. Finally, an honorable specify goes to my families and companions for their understandings and supporting me in completing this report. Without helps of the particular that mentioned above, I would face many difficulties while doing this report.

## Executive Summary:

To the fulfillment of my MBA program I got to plan a report and I choose the subject Human Resource management prectes at DBL group Ltd. This can be the most reason for planning this report. Human Asset is the foremost imperative resource for any organization and it is the source of accomplishing competitive advantage. Overseeing legitimate human assets is exceptionally challenging as compared to overseeing innovation or capital. For its successful administration, organization requires viable HRM framework. For a consultancy firm like DBL, viable HRM framework is very much critical towards its victory. In this report it has been attempt to appear that how DBL performs the preparing, enlistment & determination prepare, what sorts of coordinate & indirect benefits and rewards they offer to their staff to hold them, how they have perform their performance examination of the educating staff and admin staff and generally HR capacities. During my internship period whereas I am planning this report I have confronted a few issues like- too lot of work pressure, multiple tasks etc. but though I have learned so many things that is described in the lessons learning chapter. The finding & Some recommendation has been added at the end of this report. I hope these will be helpful for them.

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## 1.1 Introduction of the report:

Global openings and competitive strain have made the centrality on skillful management of human resources than ever. Presently, in any government-non government, worthwhile-non productive companies, human valuable asset is the greatest cherished resource for the enterprise and has been given additional significance than going before on managing with this asset. An corporation's accomplishment in expansive portion depends upon on human sources control since it ensures that an organization has adequate wide assortment of qualified, gifted fellow vitality who can accomplish its objectives in expansion to extend & creative and prescient.

RMG showing companies like a Articles of clothing office isn't being avoided from this. In a Articles of clothing organization effective HRM hone is compulsory for their victory. Whether it's a expansive or little company workers ought to be chosen on, prepared and control effectively so that they can be an astounding valuable asset for the organization. At blessing most of the groups are actually seeking out for to higher such somebody, who's a trade graduate majoring from HRM for effective administration in their human asset. Numerous human asset divisions in many companies at the minute are drawn out their exercises from conventional parts as processors and custodian of faculty records to more state-of-the-art and more duplicated key roles.

This exercises development the request for human valuable asset control and office. This record looks for to look at the human valuable asset control hone at DBL institution Ltd Specially their preparing, emolument bundle, enlistment prepare, handle evaluate.

## 1.2 Literature evaluate

In a rapid competitive business environment, the processes of outlining the position, feature and procedure of Human Resource Management (HRM) inside a dynamic and uncertain environment are ongoing for many decades. In the early Nineteen Eighties several books and articles had been published with the aid of American Business Schools professors to help the extensively reputation of HRM ideas, in this document I even have discussed about a few regularly used HR practices including overall performance management ,recruitment ,human sources making plans, schooling and improvement, repayment & benefit and go away policy.

For every organisation recruitment is a sensitive issue, because by way of recruitment an corporation infuses new blood in its work pressure & The organisation future achievement is likewise depend on it. The staffing method fits people with jobs via recruiting and selection (Mathis, L. R. HRM, 2005, p 202). The method of recruitment need to be state-of-the-art to lease ideal employees, which could take the general company's overall performance to a brand new degree. Human sources making plans are the mentionable sports of HRD. HR making plans is an vital project to keep the commercial enterprise operation uninterrupted. In accordance of fisher,D. C.; Schoenfeldt, F. L. And Show, B. J. Human aid making plans is worried with the glide of human beings into , through, and out of an employer (2006, p ninety six).

An enterprise can decide what to do to decorate the commercial enterprise operation forwarding by measuring the overall performance in their worker. By engaging in a overall performance appraisal an business enterprise able to take initiative about education and other centers for their employees.

### 1.3 Objectives of the report:

- Broad Objective:

The main objective of this report is to know and understand about the overall HR practices in DBL group Ltd.

- Specific Objective:

Specific objectives of this report are to know about the DBL's

1. Training process,
2. Recruitment policy
3. Compensation & Benefit management system &
4. Performance evaluation system.

### 1.4 Methodology:

This report has been prepared on the idea of reveal in accrued at some stage in the length of internship. At first the subject and studies objective were decided on I accumulated facts amassed information regarding the report.

**1.4.1. Sources of data:** Sources of actualities had been amassed through phase:

**1. Primary resources of data had been:**

- Down to earth table paintings
- Interviews with the officials
- Discussion with the clients
- Fitting record have a see at as offer through the stressed officer.
- Individual encounters gotten by traveling, special table.

**2. Secondary sources of data had been:**

- Yearly record of DBL group
- Diverse "Procedure Manual" posted by means of the DBL
- Distributions gotten from extraordinary libraries from the net.

## 1.5 Limitation of the report:

Amid planning the record I required to confront a few inconveniences and those inconvenience have been: One of the most inconvenience is inconvenience of the deficiency of internship period. Since only four month isn't enough to recognize the complete parcel of a department & HR Office is exceptionally extensive that's why I couldn't prectes all my theoretical information. The insights & records relate to the subject changed into not without issues available. Supply of more sensible and up to date a few other quick coming. Numerous officers have not been met as they're entire day active with their sports. Anything most of the time I would extraordinary endeavor to completed my internship in efficaciously & moreover attempt to triumph over this hassle.

## 1.6.Organizational Description

of DBL organization. DBL organization is vertically included knit garments generation & trading composite industry. DBL gather begin its commercial endeavor in 1991 with a dress fabricating office named Dulal Brothers Ltd. They have presently developed into a legitimate & relied on call in Bangladesh for their fabricating operations with an ever contributing team of laborers of roughly 12,000. They have kingdom of the craftsmanship attire fabricating centers with very robust legacy linkage businesses of yarn turning, cloth, knitting-dyeing-completing, printing & bundling. They are giving high-quality apparels over the world to the awesome of the outlets. They have now set out on a increment arrange that's expected unquestionably change their employer. In the another five a long time their domestic texture, ceramics, pharmaceuticals & leather-based venture may be in operation.

### 1.6.1 Organizational Competencies

- Building longtime seeking - run to make organizational values
- Create and make contemplations, tactics and processes that shape the long run for terrible
- Appropriate and first-class supplier & item delivery
- Consistently advancing for organizational boom and development.
- To boom goodwill & take distant better;a much better;a higher;a stronger;an improved">a much better Advertise part into very a couple of competitor.

- Maintainable improvement of the vocations for destitute associated with endeavor development (M4p)

### **1.6.3 Vision**

Cultivate feasible trade convention by means of Maximize Abilities, Assets, and Innovation alternate which may succeed in worldwide competitive environment. While following to the exceptionally best expert measures, we drive and offer assistance companies, both locally and removed places, attain aggressive side thru their humans.

### **1.6.4 Mision**

2021 targets to protect the self conviction which has been invested on them through the society and develop in expansion as a one of a kind DBL organization for its clients, faculty, buddies, & stakeholders.ission

### **1.6.Five Strategic rationale:**

The vital method of reasoning of DBL is to support and broaden our consultancy base each locally and across the world by utilizing efficaciously supporting shopper organizations to decorate their boom and sustainability. This will use the potential developing strategies and hones and enhance the results of buyer organizations and thus include taken a toll to their widespread operations and enterprise performance.

### **1.6.6 Values**

We unequivocally concur with in fulfilling our commitments and obligations with the most excellent degree of professionalism, integrity, trustworthiness and constancy. We objective to supply our clients with the most extreme level of pleasure through our guided intercession and involvement.

## 1.6.7 Strengths

- ♣ Solid & Brilliant Management
- ♣ Goodwill isn't handiest Bangladesh but moreover inside the worldwide since presently their manufacturing plant remains in some of nations.
- ♣ Gifted Labor & too talented management..
- ♣ Standard and incredible full product.
- ♣ Utilized modern & ultra-modern era.
- ♣ Day with the help of day organizational Development is increased.
- ♣ Never drift the untrustworthy activities.
- ♣ Continuously attempt to provide tall advantage to laborer & employs.
- ♣ All over The DBL's extraordinary power is their goodwill, their Ethical quality, & the gifted, educated, Active Representatives inside the organization due to the fact in the event that the right character have to be appropriate region business undertaking in no way fall.

## 1.7 Product & Services:

### **Spinning:**

Our turning process, Matin Turning Plants Ltd. Is one of the most extreme modern-day turning turbines in Bangladeshi having 50,000 shafts. The process is appropriately arranged with the uncommon apparatus accessible. Our facilities also incorporate a testing research facility that's arranged with machines and gadgets from Switzerland.

- Capacity 25 tons/day
- Tally assortment 10 to 60 Ne
- Machines: Rieter (Switzerland); Toyota & (Japan) Raw materials: Cotton from USA, Africa (Mali, Zimbabwe, and so on.) Viscose and Demonstrate from Lenzing (Austria) Polyester staple fiber Indorama (Thailand)

### **Knitting:**

We are numerous of the palatable sewing businesses in Bangladesh and best make the incredible quality garments for our clients. Over the a long time our pleasant item and acknowledgment have made a robust undertaking connection with the arena's well-known clothing producers like H&M, Wal-Mart, George, Esprit, Panther and numerous more prominent. We utilize the present day time, power productive hardware & environment charming fabricating strategy to provide the quality first-rate to our customers.

- Capacity 45 tons/day
- Machines: 133 Mayer & Cie, Terro(Germany) Fukuhara (Japan)
- Essential Sorts: Single shirt, Auto Stripe , Downy, Rib , Interlock.

## **Apparels:**

We are among the greatest sew article of clothing make & exporters of Bangladesh. Our predominant markets incorporate Europe, USA, & Canada & we are the platinum provider of H&M for knit Garments. H&M, Wal-Mart-George, Panther, Esprit and G-Star are among our principal buyers.

- Capacity: 9million pcsmonth
- Ladies forty%, Men 20%, Kids forty%
- Machine 5000
- Sorts: Single Needle, over bolt, Interlock, Kansai, Bolster off the arm, BH, BS, Crisscross and so on. They furthermore give caricature, Holder carton, Box carton, Best Foot, U Divider, Divider carton & and Inward Cotton. And with out Articles of clothing item they have furthermore a number of others item as like:
- Ceramics
- Pharmaceutical
- Toiletries

## **1.8 Profile of DBL:**

DBL organization could be a distinctive aggregate which has vertically coordinates attire and fabric manufacturing centers, with concern in ceramic Tiles, Semiconductor Plan (VLSI), Pharmaceuticals, Sewing String, Colored Fiver & Yarn ,ICT & Media transmission etc. DBL institution began its travel in 1991 and till date, it has resulted in aggregate of 23 issues. DBL organization encompasses a committed and talented body of specialists of more prominent than 15000 workers and had a annual turnover of USD 455 million for the year 2017-18. DBL bunch materials fine apparels to globally renowned retailers and the centered on maintaining the ubiquity of the readymade dress and textile in Bangladesh. DBL organization could be a distinctive aggregate which has vertically coordinates attire and fabric manufacturing centers, with concern in ceramic Tiles, Semiconductor Plan (VLSI), Pharmaceuticals, Sewing String, Colored Fiver & Yarn

DBL is well rumored territorially and all inclusive for its jumpers set of maintainability sports, working with worldwide advancement accomplices comprising of CARE, DEG, IFC, GIZ, ILO, & UNICEF. DBL is constantly worried with more than one supportability errands centering on different social and environmental aspect. DBL's sports are in arrangement with the UN feasible enhancement Objectives (SDGs) and have been organized over the world through the UN Worldwide compact and the commerce call to motion (BCTA) of



UN improvement application. DBL could be a signatory to the worldwide compact and has been publishing its maintainability reports considering the reality that 2014 streaming GRI suggestions.

Name of the business enterprise: DBL group

Date of set up: 1991

Group control: Mr. A. Wahed, Chairman

Mr. M.A. Jabbar, Managing Director

Mr. M.A. Rahim (Feroz), Director Finance

Mr. M.A. QuaderAnu, Director Operation

Number of organization commercial enterprise: 21

Target Turnover: US \$250 million (2013-2014)

Estimate Growth rate: 15% in line with annum

Number of employees: Over 15000

Corporate Address:

BGMEA Complex (12th Floor)

231, Panthapath Link Rode,

Kawran Bazar, Dhaka-1215

Phone: +88-02-8140207-12

Fax No: +88-02-8140214

E-mail: [info@dbl-institution.Com](mailto:info@dbl-institution.Com)

Website: [www.Dbl-institution.Com](http://www.Dbl-institution.Com)

Contact Phone: +880-2-8140367,

Fax: +880-2-8140214

Contact Person: Abdul Wahed,

Chairman of dbl group. Wwww.Dbl-group.Com Web: [www.Matrix-bds.Com](http://www.Matrix-bds.Com)

## 1.8.Member Units of DBL Group.

1. Matin Turning plants ltd.
2. Mawna Design Ltd.
3. Matin sewn wears ltd.
4. Color City ltd. Five.
- 5.Jinnat weaved Wears Ltd.
6. Thanbee Print World ltd.
7. Material Testing Benefit ltd.
8. Jinnat Design ltd.
9. Parkway Bundling & Printing Ltd.
10. Hamza Material Ltd. Eleven.
11. Flamingo Mold ltd.
12. Jinnat Apparels ltd.
13. Mymun Material ltd.
14. Design issue ltd. 15. DB Tex ltd.
16. Atelier Sourcing ltd.
17. Dulal Brothers ltd.
18. DBL Telecom ltd.
19. DBL Ceramics ltd.
20. DBL dissemination ltd.
21. DBL Properties ltd.

## 1.8.2. Industry Structure

Standard machine was a first-rate favoring for setting up our dress undertaking. We had been strongly profited by utilizing the utilize of that. As a conclusion result we are going see a developed dress industry these days. But at the same time as share gadget gotten to be coming close to an conclusion in 2004, there's so numerous disenchanting about the RMG zone in Bangladesh. In spite of the fact that inside the letter it can't be influenced as the experts were showed up. We prevailed the post share challenges and made that a efficaciously story. In RMG division of Bangladesh there are additional than 5000 garments factories on the current time, utilizing more prominent than 12 need labors wherein 85% of the labor forces is ladies, But in step with BGMEA the numbers of dress manufacturing plants in Bangladesh circular 4000. Presently RMG industry is the u . S . A .'s biggest send out worker with the esteem of over 24.49bn dollars of trade within the closing financial a long time. Its super data for us that, Bangladesh is truly in advance from distinctive south Asian providers in terms of capability.

of the readymade clothes industry.

In spite of the fact that there are different shapes of dress and make in Bangladesh be that as it may all the readymade dress are labeled into two endless classes, where one is woven product and each other one is sewn item comprise of T-Shirts, Polo Shirts, Undergarments, Socks, Stocking and Sweaters. A woven articles of clothing still rules the send out benefits of the u . S .. From BGMEA site it's seen that, Day with the help of day weaved things generation is increasing in significant cost and presently around forty% trade profit has performed from knitted product.

## 1.9 HR making plans

Planning in Human Resource has been mentioned in exclusive HRM contexts for many years. HR planning changed into initially an important issue of task analyses and was regularly used as bases for determining strengths and weaknesses a few of the personnel and to expand the capabilities and competences they wanted. As person profession plans started to benefit greater popularity, companies steadily started out to pay more attention to the sure skills and competences among individual employees as a way of aligning and handling the companies' succession planning.

- An estimation of what number of humans the organisation needed for the destiny

- A dedication of what capacity, talents, and expertise calls for to compete
- An assessment of employees capability, talents and current information
- A determination of ways the organization should fill the recognized competence gaps

HR making plans nowadays is a totally essential challenge of each cutting-edge corporation's HR branch. HR planning mainly entails the identity of skills and competence inside the company, the filling of identified competence gaps, and the facilitation of movements of personnel within the organization. An essential a part of the HR making plans is the succession planning which aims to make sure the deliver of people and filling of gaps on senior key positions after they turn out to be vacant and top off competences to regions wherein they're most valued.

### 1.10 HR practices of DBL organization:

- Recruitment
- Preparing & Development
- Execution control
- Labor relation
- Representative relation
- Work evaluation
- Work layout
- Selection
- Development
- Incentives
- Benefits

### 1.10.1 Recruitment and Selection:

In enterprise the device that accountable for placing diversifies capabilities at some point of is refers to as recruitment and selection tactics. The technique of recruitment and choice is an ethical technique by a firm to are seeking for and entice the maximum in a position and suitable applicant for a vacant

function. Recruitment strategies may be divided in 3 full-size techniques:

Suitability – the most qualified applicant for the location, Recruitment is the technique via

which the employer are searching for applicant for the potential employment. Selection refers back to the

manner with the aid of which it attempts to pick out applicant with the vital know-how, ability, competencies,

and different characteristics with a purpose to assist the corporation achieve its goals, agencies undertaking

one of a kind strategies need differing types and numbers of personnel. The strategy a corporation is pursuing may have a direct effect on the sorts of employees that it seeks to recruit and selection.

Malleability – Moulding in the cultural norms, and Flexibility–

the maximum reliable and versatility worker.

These factors are pretty complicating and may be effortlessly incorrect throughout the technique of hiring

personnel. Suitability is a crucial aspect consequently it specially concerned with the procedure of hiring the maximum suitable applicant for the location.

Available recruitment and selection method of DBL are

### 1.10.2 Internal Recruitment:

In DBL inside enlistment here is most standard. The apex arrange administration alludes a individual and vicinity them in a certain department, in that case legitimate framework of enlistment are nearly ignored.

### 1.10.3 External Recruitment:

External recruitment and choice manner is as follows:

- Created vacant
- Provide advertisement
- Receiving CVs
- Make Short list
- Arrange written exam
- Arrange interview board
- List the toppers
- Select the certified candidate for the process.

### 1.11 Training and Development:

In these days's current agency, personnel 'talents and expertise can make a high quality impact on the firm's productivity. Organizations have to counter a few difficulties while education a single or greater employees. Formal education is just one of the opportunities for agencies to beautify the employees performance stage, as critical roles are blanketed additionally through organizational socialization and multitasking. It changed into recommended inside the early Nineties that organizational socialization is a pleasant process for newbies to supply out information's approximately the agency,

learn about the essential responsibilities and the way to carry out their responsibility; clarifying their roles and

relate with others inside the organization.

In DBL training is a ordinary interest. DBL set up diverse training based on its projects. For a venture, professional team of DBL has to decide through which methodology the task may be completed, in order that they designed their training based totally on that. Especially on survey the data creditors

attained numerous education to recognize how the statistics might be accrued. These trainings are organized

either in DBL or inside the host agency. For any type of training DBL follows the four step training method.

Step: 1.Need evaluation: is to pick out the precise know-how and talent the process requires, and examine those with the prospective trainee's knowledge and capabilities.

Step: 2.Instructional Design: is to formulate precise, measurable information and performance education goal, assessment viable schooling application content (workbook, physical games and content)

and estimate the price range for the schooling program.

Step: 3.Implement: is to conduct the training to the focused employee group the use of appropriate method.

Step: four.Evaluation: is to evaluate the program's success (or failure).

1.Eleven.1 Methods used in Training packages:

In DBL training are conducted through various suitable strategies. Some of the frequently used techniques are:

1. Programmed Learning

2. Job Instructional Training(JTI)

three. On the process Training

### 1.11.2 Programmed Learning:

is a scientific approach for teaching process capabilities, regarding imparting question and facts, permitting

the man or woman to reply, and giving the learner immediate remarks at the accuracy of his or her solutions. This type of education method is implemented on baseline survey initiatives. For a base line survey task, records creditors are conducted an in residence training program to improve their questioner expertise and other troubles related to records collection.

Name of schooling:

1. Code of conduct
2. Ethical Trading projects
3. Fire Training
4. Electric protection & Operation of Boiler
5. Threat Awareness (Security, Loader, Store, Packing Man & all Workers)
6. Risk Assesment
7. Awareness on AIDS
8. Awareness on health and Nutrition to the pregnant ladies
9. Working hours, Overtime, Calculation of wages & OT, Company code of behavior.
10. Workers proper & obligations.
11. Anti Harassment, Anti Abuse, Non Discrimination, & Grievance, Procedure.
12. Lifting & carrying techniques.
13. PC, OHS, & Environment Committee's function.
14. Workplace Ergonomic & prevention of harm.
15. Compensation & Benefits (Including Leave, centers).



16. Occupational Health & Safety.
17. Machine Safety.
18. Mid degree control training.
19. Mega Orientation.
20. Environment, Health, & Safety, Energy, & water, Saving attention.
21. Organic Cotton.
22. Material Safety Data Sheet (MSDS) & chemical Handling Procedure.
23. Waste Handling Procedure.

### **1.11. Three Job Instructional Training (JTI):**

The JTI is a system of listing each jobs basic challenge, along with key factors, on the way to provide step via step training to the trainee. DBL use this form of technique to educate their instructor who those will put in force training software in subject level.

#### **1.11.4 On the Job Training:**

On the process schooling is the technique of education someone to study a task at the same time as operating on it. Like all

maximum each enterprise MBDL also exercise this schooling approach to educate their newly orientated employees.

#### **1.11.5 Feedback:**

After conduction of every training comments is measured. In DBL, peer checking and position playing is the commonplace method to get comments.

## 1.12 Performance Evaluation System:

performance assessment DBL do not forget the subsequent elements:

**QUALITY OF WORK:** DBL Consider accuracy, thoroughness, effectiveness.

**FLEXIBILITY:** DBL Consider performance beneath pressure and handling of a couple of assignments on the personnel.

**INITIATIVE:** DBL Consider the extent to which the employees sets own optimistic work exercise and recommends and creates personal processes.

**DEPENDABILITY:** DBL Consider the quantity to which the employee completes assignments on time and carries out instructions.

**INTERPERSONAL RELATIONS:** DBL Consider the extent to which the employee is cooperative, thoughtful, and tactful in coping with supervisors, subordinates, friends and others.

**SAFETY COMPLIANCE:** The diploma to which the employee complies with or oversees the compliance with the organisation safety regulations.

## 1.13 Compensation & Benefit

Compensation and benefit is the essential for all employee. Healthy compensation package is make the employee more interested to their work, so that dbi offer different types of compensation package as like:

### 1.13.1 Types of Compensation Provided via DBL:

DBL gives both direct and indirect compensation to their employees. They try to fit with the surroundings of the contemporary state of affairs and the needs of the employees.

### 1.13.2 Direct repayment:

Direct compensation that DBL normally provide to their personnel is:

- Basic Payment: DBL offer A constant amount of monetary benefits supplied to the worker on the cease of each month in go back for his or her offerings to the employer.
- Over Time Payment: A constant amount of monetary blessings supplied to the employee at the end of each extra one hour after finished the day by day time table hour (eight hour). To calculate Overtime is:  $(\text{Basic wages}/208)*2*\text{Per hour extra time fee}$ .
- Car allowance: Based on undertaking the employees of DBL get automobile both from pool or rent it.

- Housing allowance: If people need to relocate due to paintings, DBL gives housing allowance to all level of personnel to facilitate the method of relocation.
- Medical allowance: DBL offers their employees scientific reimbursements for scientific claims protecting no longer handiest employees themselves, but also their own family individuals. DBL has a Hospital into their manufacturing facility with some specialist doctor.
- Merit pay: DBL gives benefit pay to their employees in terms of brings out critical hurdled job. Generally those varieties of condition appear in base line survey whilst the personnel visit distant places to execute it.
- Festival Bonus: DBL also offers every year festival bonus that is given times in a 12 months Eid-ul-Fitr and Eid-ul-Azha. This bonus is given on the premise of primary revenue. Usually the rate of bonus is 100% of the fundamental revenue.
- Special Allowance: DBL additionally gives mobile smartphone and phone invoice to their employees for personal and legitimate use.

### **1.13.3 Indirect Compensation:**

DBL no longer best offers the coordinate reimbursement but moreover compensate their faculty circuitously. Company gives so numerous offices for the representatives to rise as a wonderful connection with the management and the employees.

- Transport facility
- Restorative facility

- Bondhon fairs save
- Childcare middle
- Way better & loose environment inside the depictions location.
- Expansive, chirring & normal environment in add up to complex.

#### 1.13.4. Retirement Benefit:

At the time of retirement to encourage the representatives DBL comprises of provident support office in its repayment bundle. It may be a support into which the undertaking and the laborer each pay the same sum of cash frequently, so that after the worker resigns or clears out the company, he or she receives a sum of money.

#### 1.14 Leave Policy:

DBL offer paid depart to its personnel. The leave entitlement is

- Casual Leave: DBL organization give Most extreme 10 days with pay as Casual Leave.
- Medical Leave: DBL bunch are offer Greatest 14 days with pay as clinical go away.
- Earned Leave: Every workers of DBL organization are get One day earned go absent for each fifteen working days.
- Maternity Take off (For Women): DBL organization give Maternity take off for all pregnant ladies staff as 16 weeks from to the statement of the employee.
- Hajj Leave: DBL institution offer the Hajj go absent for his or her Workers as Most extreme 45 days with pay.
- Study Leave: DBL awards look at take off for its representative. This kind of go absent is especially significant for the transient work force. The period of look at go absent is most 15 days with price.
- Special Leave: Extraordinary withdraw may be chosen to the long-lasting or Contract workers without or with pay and stipends at the sole caution of the management. The worker is entitled to working out all sort of Take off from the exceptionally another day of his/her

affirmation of job. For approving any sort of leave the applicant has to fill a precise shape and

with the priority of the pinnacle of the department the form is going to the dealing with director for

approval.

## 2 Activities Undertaken

### 2.1 Regular And Work related Activities:

Maintaining Take off reputation: It was considered one of my customary sports at DBL. I ended up liable for getting all shapes of depart application shape of the representatives and holding a go absent enlist for them. Here my venture changed into receiving take off application from the staff, checking it pleasantly, putting it to the apex of HR for the endorsement, enter it within the go away sign up after you have got endorsement and set it to the employee personal file.

- Making compensation declaration at the halt of each month: Here I had to put together a posting of the all representatives saying that how numerous days an person employee gotten to be display for work and turned into leave for the length of the complete month.
- Writing letters & Notices: Writing particular assortments of legit take note steady with the instruction of the Administration and getting sign of them got to be one among my standard activities.
- Maintain internal and outward Register. Maintain internal and outward sign up standard foundation.
- Preparing of add up to staff listing. Prepare and ordinary supplant of common body of laborers report challenge premise and department foundation. Three Lessons Learned.

### 3.1.1 Lessons Learned from the Internship Program:

From my appreciate with the HR stage of DBL I indeed have found such a parcel of valuable know-how which made a difference me parts to get it the HR exercises and in expansion to put together this document.

Through this internship affiliation record I were given a danger to have a totally closely look at around all the HR sports of DBL. Followings are my data from this internship program:

**To begin with of all**, I indeed have found out roughly the organizational conduct, i.e. How people and bunches act within the company, what are the human beings-agency connections in expressions of the entire individual, entire bunch, total company etc.

**Secondly**, I have found around the recompense control work out. Here I indeed have found out about one-of-a-kind frame of direct-indirect, financial-non financial focal points and rewards that has been given to the laborer in exchange for their work. The foremost significant lessons from this portion is that prior than making repayment arrangement for the representatives, the arrangement maker need to be protect in intellect approximately the Administration Philosophy.

**Thirdly**, utilize of reference power inside the repayment angle impacts the indistinguishable employment opportunity. It strategy, on event faculty are at once designated through reference and due to their solid reference they were given a few more prominent advantage which distinctive laborer at the equal rank doesn't get.

**Fourthly**, I have learned commonly almost the take off control contraption. Here I indeed have learned approximately the category of take off, go absent privilege, how to prepare a go absent program, a way to calculate earned take off and so on.

**Fifthly**, I have gathered encounter approximately enlisting and determination procedure from CV fast list to utilize an worker inside the organization.

**Finally**, through composing particular kind of letters and takes note my composing ability has been developed.

## Three.2 objective of the observe:

### 3.2.1 Primary Objective

The essential objective of this record is to apply the hypothetical thought HRM hone which I have carried out thru my investigate from all curses it's distant prerequisite of MBA application of daffodil international university.

### 3.2.2 Secondary objective:

- To recognize the expressions with the associate commercial venture manner.
- To define a bridge among the hypotheses & commonsense strategy of HRM pastime.
- To be privy to the expressions of HRM that has been instructed inside the daffodil international university.

- To advantage practical thinks about and see the application of hypothetical information inside the actual life.

## 4 Findings & Recommendations:

### 4.1.1 Findings:

In spite of the fact that DBL has partitioned office for human sources administration they have a solid HR department with ability officer, They are works of art exceptionally carefully & truly. But I considers anymore add for the more prominent progressed as like:

- Require a few of pro in all HR branch...
- Have To be start Retirement office all specialists for their retirement existence.
- Got To distinguished the HR division as a critical portion of fabricating as well as employer.
- Specialist do not have any centers for the go absent of their marriage with pay.
- DBL organization has no centers of circle of relatives weakling, I considers In the event that the faculty are get circle of relatives quitter inner of work environment they're additional interested & propelled to their responsibility, since than they may be not to feel uneasiness for their possess family, so I considers this can be exceptionally vital.
- As well an terrible part work out the reference energy.



### 4.1.2 Recommendations:

From my canvases appreciate with DBL I expect I can make a number of proposal for this corporation. These suggestions are totally from my non-public point of see and I assume they have conceivable outcomes to improve within the recommended regions. My tips to DBL are:

1. As rapidly as DBL have to be need to Embroil HR master in their all HR stage. Who are ordinary thinks about & propose the fine hones of HR in DBL.
2. DBL spends awesome profitable time on recruitment, promotions and other group of workers topics. To store beneficial assets, Human Assets have to be bear in intellect putting within the automatic and net based completely innovation for enlistment to overhaul the manual preparing for recruitment and enlisting and free group of specialists time and space for more effective HR activities.
3. Due tirelessness got to take conveyance of to labor making plans and the extravagance of filling positions without response to execution and guidelines must be reconsidered.
4. DBL must set up a few yearly event for his or her staff, to engage them, motivate them, deliver them consolation from their repetitive work conjointly lead them to involvement that the organization also cares roughly each and each employee.
5. DBL ought to open their prepare evaluation gadget to the employee and have to be set some fashionable, in arrange that competitiveness can grow within the faculty intellect to attain the level of standard.
6. The organization ought to take steps to avoid the an intemperate sum of working out the reference energy; it will influence the inverse employee's confidents and readiness to the work.
7. DBL offers justify pay handiest for the workers who those are go to range to execute any mission. They got to too offer this for their in house worker.

## 5 Concluding Statements:

To form beyond any doubt the superior benefit powerful Human Asset Administration Hone might be exceptionally an awful lot important. This can be really the case at the DBL gather LTD. To form certain superior consultancy carrier the undertaking have to be ought to make certain an fabulous Human Asset Administration hone. The vicinity of Human Asset Administration may be exceptionally wide. In this report it's been tries to uncover the extent at which DBL hones Human Resource Management at their undertaking. That covers their Training, enrollment and selection technique, add up to reimbursement bundle, overall performance appraisal system. Human Asset control is the heart of an trade venture which plays an vital function of getting the right people to do the right errand and at the right places, which encourages to create sure the generally accomplishment of the objectives of the association. Subsequently, the work out of Human Resource Administration got to be well accomplished.

## 6 Reference:

Bibliography:

Website: [www.dbl-group.com](http://www.dbl-group.com)

f/dblgroupbd

Google search

Internet

History of dbl group

Review previous report of dbl group ltd.