



Daffodil
International
University

Internship Report

On

An Evaluation of the Recruitment and Selection Process of Pharmasia Limited A Study on Head Office

Submitted To

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Submitted By

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Program: BBA

Major: Human Resource Management

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Submission Date: March 10, 2020

Letter of Transmittal

Date: March 10, 2020

Associate Professor Dr. Sheikh Abdur Rahim
Department of Business Administration
Faculty of Business and Entrepreneurship
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Subject: Submission of Internship Report.

Dear Sir,

With due regard and huge pleasure, I am presenting my internship report which an incomplete prerequisite of my BBA program. **“Recruitment and Selection Process of Pharmasia Ltd.”** It is honestly a considerable prospect for me to collect all of the inevitable records and draw close the difficulty matter in the suitable and real source to make this report feasible. I have found study is quite eye-catching, useful & perceptive.

I tried my level high-quality to prepare an effective & credible report. The report will offer a clean idea about the overall features of HR policies and practices in Pharmasia Ltd. It can be an extremely good fulfillment for me if you kindly go through the record to envision the fruitfulness of it. I desire you may take into account the errors that can take vicinity in the file regardless of my high-quality.

Sincerely Yours,



.....
Md. Nowsher Alam

ID: 151-11-4539

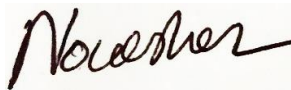
Batch: 40th

Department of Business Administration
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Declaration

I, Md. Nowsher Alam, hereby announce that the following internship report titled “**Recruitment and Selection Process of Pharmasia Ltd.**” Is completely prepared by means of me right after completion of my internship at the HR Department Office, Pharmasia Ltd. In Sonartori Tower (tenth floor) 12 Sonargaon Road Dhaka-1000, Bangladesh under the supervision of **Dr. Sheikh Abdur Rahim, Associate Professor**, Faculty of Business and Entrepreneurship.

I ensure that the document has been prepared in consideration of the fulfilment of my academic requirement and now not for another purpose despite the fact that the concerned events can also discover it beneficial for the improvement of HR regulations.



.....
Md. Nowsher Alam

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Batch: 40th

Major: Human Resource Management

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Letter of Acceptance

This is to certify that Md. Nowsher Alam, ID: 151-11-4539 a student of the Department of Business Administration of Daffodil International University has completed his internship report titled “**Recruitment and Selection Process of Pharmasia Ltd.**” under my supervision. The data and findings presented in this report seem to be authentic. Thus, it has been accepted for presentation in the internship defense.

I wish him every success in life.



.....
(Associate Professor Dr. Sheikh Abdur Rahim)
Department of Business Administration
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Acknowledgement

First of all, I wish to express my gratitude to the Almighty ALLAH for giving me the strength to perform my responsibilities as an intern and complete the report within the stipulated time.

I am deeply indebted to my Faculty Advisor **Associate Professor Dr. Sheikh Abdur Rahim**, Daffodil International University for her whole-hearted supervision during my organizational attachment period. I am also grateful to **Kazi Tanvir Ahmed, Head of HR & Deputy Manager, and Mohammad Asaduzzaman, Senior Executive, (HR & Administration)** as my organizational supervisors. Really, it wouldn't be viable to prepare this record up to this mark without their steerage.

This has been an incredible period of time for me to work on this report titled **“Recruitment and Selection Process of Pharmasia Ltd.”**

My gratitude is going to the complete Business Administration Department, of Daffodil International University for arranging an Internship Program that helps the integration of theoretical information with an actual existence situation. It became now not less than a golden possibility for me to paintings as an intern on the Office of Pharmasia Ltd. HR Department.

I would also like to express my gratitude to my Pharmasia Ltd. Fellows, seniors and colleagues who gave me precise recommendation, tips, suggestion and guide. I have to point out the great working environment and group dedication of this corporation that has enabled me to address lots of factors.

Executive Summary

The point of this paper is to assess the Measurement of “**Recruitment and Selection Process of Pharmasia Ltd.**”. The document has been finished primarily based on both critical and auxiliary facts. The essential data has been collected via on hand notion and taking assembly of separate government and from the pertinent document examine gave via the officers concerned.

Pharmasia is one of the esteemed sister concerns of SONY-RANGS GROUP, the leading business conglomerates of Bangladesh. Having the diversified business operations including electronics, home appliances, automobiles, pharmaceuticals, cosmetics, aviation management, tours and travels etc. Now the group has the reputation and reliable name and fame over the 30 years in domestic market. The journey of Pharmasia starts back in 2008 and now Pharmasia is a highly successful in manufacturing and marketing generic finished pharmaceuticals in the Pharmasia Industry of Bangladesh.

With the extensive professional experience & expertise, Pharmasia is now enjoying the market presence attaining the name and fame among the healthcare professionals. High standard moral ethics with the manufacturing excellence complying with WHO, cGMP & GLP norms and ISO 9001:2015 principle in practice, Pharmasia is producing more than 100 lifesaving generics with more than 200 SKUs of different therapeutic groups with a wide range of dosage forms based on Total Quality Management (TQM) having the cutting-edge technology and state of the art manufacturing facilities.

At Pharmasia we are geared for the future through our Growth & Expansion Strategy which is premised on the establishment of new world class production infrastructure to transform Pharmasia as one of the leading integrated pharmaceutical manufacturers in Bangladesh and making a strong foot print in world market as well. At Pharmasia we pay tribute to the strength and resilience of all employees and management who are committed to realizing the company’s clearly articulated strategic objectives, the quality of our market offering and the strong relationships with our stakeholders

Table of Contents

Prefatory Part	
Letter of Transmittal	i
Declaration	ii
Letter of Acceptance	iii
Acknowledgement	iv
Executive Summary	v

Chapter - 1: Introduction	01 - 03
1.1 Background of the Study	02
1.2 Origin of the Study	02
1.3 Scope of the Study	02
1.4 Objectives of the Study	03
1.5 Methodology of the Study	03
1.6 Limitations of the Study	03
Chapter – 2: Company Profile	04 - 11
2.1 History of Pharmasia Ltd.	05
2.2 Vision	05
2.3 Mission	05
2.4 Values	06
2.5 Quality Policy	06
2.6 Key therapeutic Focus	07
2.7 Marketing and Sales	08
2.8 Distribution Teamwork	08

2.9 The human Skill	09
2.10 CSR Activities	09
2.11 Pharmacovigilance	10
2.12 Product Portfolio	11
Chapter – 3: Analysis	11 - 23
3.1 HR Planning and Forecasting	13
3.2 Manpower Gap Analysis	13
3.3 Job Analysis	13
3.4 Recruitment and Selection	14
3.5 Qualification of Recruitment	15
3.6 Development and Training	16
3.7 Training Method of Pharmasia Ltd.	17
3.8 Training Method (on the job)	17
3.9 Training Method (Off the Job)	17
3.10 Performance Appraisal	18
3.11 Method use for Performance Evaluation	18
3.12 Compensation and Benefits	19
3.13 Direct Compensation	20
3.14 Indirect Compensation.	21
3.15 Disciplinary action of Pharmasia	23
Chapter – 4: Findings, Recommendations and Conclusion	24 – 27
4.1 Findings of the Study	25
4.2 Recommendations	25
4.3 Conclusion	26
4.4 References	27

Chapter - 01

Introduction

1.1 Background of the Study :

As a piece of the program, I am profoundly happy to get collectively with Pharmasia Ltd as understudy and choosing the topic “Recruitment and Selection Process of Pharmasia Ltd.”. I become set in Pharmasia Ltd, at Sonartori Tower (tenth floor) 12 Sonargaon Road Dhaka-1000, Bangladesh for a time of a quarter of a 12 months. This temporary function is a route to the entire working exercises of Pharmasia Ltd. In spite of the fact that I had worked there some workplaces, however I needed to pick region of concentrate in which I can make factor by factor studies and gift my comprehension inside the document. This document is an endeavor to outline a report, which glaringly clarifies the present day condition in a far reaching way regarding the physical activities at the Pharmasia. It is a decent open door for the submit graduates to have a sample of this present fact before beginning their vocation. Temporary activity assists understudies with showing aptitudes and capability from their regulated information and additionally, empowers them to reveal improvement and good enough expert, character, and relational behavior. As the take a look at corridor exchange on my own cannot make an understudy impeccable in taking care of the real condition, on this manner it is an open door for the understudies to get acclimated with the real condition through this application.

1.2 Origin of the study :

Internship program is the maximum vast period for a BBA understudy. This program as a three credit important route for the pharmaceutical enterprise cover under graduating in DIU- Daffodil International University. As an alternate of Business Administration, I wanted to complete a three months reference to any affiliation. I crammed in as an assistant at Pharmasia from 01 October 2019 to 31 December 2019 and that length, I accumulated facts with respect to putting in a repost on “Recruitment and Selection Process of Pharmasia Ltd.” at Sonartori Tower (tenth floor) 12 Sonargaon Road Dhaka-1000, Bangladesh.

1.3 Scope of the Study :

The record will basically concentrate based at the “Recruitment and Selection Process of Pharmasia Ltd.” It will focus on their consultant view in their associations. Subsequent to thinking about that entire document anybody can examine and get realize about "Pharmasia Limited" Recruitment and selection process on their standard pay. What's greater, they can help successfully facilitate their Employee improvement.

1.4 . Objectives of the Study :

The study is undertaken with the following objectives.

- To investigate the recruitment and selection process of Pharmasia Ltd.
- To evaluate the recruitment and selection process of Pharmasia Ltd.
- To find out the problems of recruitment and selection process of Pharmasia Ltd.
- To recommend some suggestions to overcome the problems.

1.5 Methodology of the Study :

The data cutinized and pointed out similarly as show in like way for furnishing the disclosures. Very few proposals made for the improvement of the current situation. An enchanting estimations used to research and bring the data into the report.

1.6 Limitations of the Study :

Essentially, I confronted some restriction when I attempt to prepare this report. There are a few issues in this areas that Pharmasia Ltd. are not consent to impart all data to me.

The confinements are as following:

- The time term isn't sufficient to prepare it. Just three months are not cover for this report.
- All information are identified with one another division, however every office are not prepared to impart those information to an Interns.
- The fundamental requirement of the examination is deficiency of current data, applicable to the investigation.

Chapter- 02

Company Profile

2.1 History of Pharmasia Ltd :

Pharmasia is one of the regarded sister worries of SONY-RANGS GROUP, the main business combinations of Bangladesh. Having the broadened business tasks including hardware, home machines, autos, pharmaceuticals, beautifying agents, flight the board, visits and ventures and so forth. Presently the gathering has the notoriety and solid name and distinction over the 30 years in residential market. The voyage of Pharmasia begins in 2008 and now Pharmasia is an exceptionally fruitful in assembling and showcasing nonexclusive completed pharmaceuticals in the Pharm Industry of Bangladesh.

With the broad expert experience and mastery, Pharmasia is presently getting a charge out of the market nearness accomplishing the name and popularity among the human services experts. Elevated expectation moral morals with the assembling greatness conforming to WHO, cGMP and GLP standards and ISO 9001:2015 rule by and by, Pharmasia is creating in excess of 100 lifesaving generics with more than 200 SKUs of various remedial gatherings with a wide scope of measurements structures dependent on Total Quality Management (TQM) having the front line innovation and best in class fabricating offices.

At Pharmasia we are designed for the future through our Growth and Expansion Strategy which is commenced on the foundation of new world class creation framework to change Pharmasia as one of the main coordinated pharmaceutical makers in Bangladesh and making a solid impression in world market also. At Pharmasia we pay tribute to the quality and versatility all things considered and the executives who are focused on understanding the organization's unmistakably verbalized key destinations, the nature of our market offering and the solid associations with our partners.

2.2 Vision :

Our Vision is to lead the Pharmasia business of Bangladesh and Beyond with the best quality of value to meet the present human services and set tomorrow's standard.

2.3 Mission :

We give an expert and top notch level of administration for satisfying the necessities of all our esteemed clients through worth creation to their total fulfillment.

2.4 Values :

In thinking about soundness of our esteemed clients, we take care of the five basic beliefs in our everyday exercises: SYNERGY, QUALITY, FOCUS, INNOVATION and GROWTH.



2.5 Quality Policy :

Pharmasia is resolved to forestall, alleviate or fix human sickness by giving fundamental and claim to fame drugs of most excellent standard at a moderate cost. Pharmasia is will undoubtedly improve the wellbeing and personal satisfaction of the individuals of our general public by this social business and stringently keep up moral standard in its business activity.

Pharmasia feels that quality must be a vital piece of the assembling activity; from sourcing and acquirement of value materials to create plan and improvement, quality affirmation, stockpiling and conveyance to the clients. The responsibility is accomplished through severe consistence with the global cGMP rules and neighborhood administrative prerequisites everything being equal.

Pharmasia intends to attempt fitting audit, assessment and execution estimation of procedures, business exercises and Quality Management System for constant improvement to guarantee most noteworthy expert standard, greatest consumer loyalty, creating HR and friends' development.

Pharmasia accentuates on standard preparing and support, inspiration and nonstop information and expertise advancement of the representatives according to singular preparing requirements for additional improvement of item quality and guarantee required subjective execution at all levels.

2.6 Key Therapeutic Focus :

Pharmasia has increased a main edge in numerous significant remedial gatherings including Antiulcerants, Antibiotics, Cardiovascular, Dermatological, Vitamins and Minerals, Antidiabetics, Antioxidants and Personal Care. Rehearsing and accommodating the top notch standard in assembling process and to the APIs of FDA and International authorize producer of various nation like Taiwan, China, India and European starting point excipients.

The various brands of Pharmasia has now in a profoundly entering race even in exceptionally aggressive nonexclusive market has empowered them to set their fingerprints in the scene of pharm area in Bangladesh.

- Solid Dosage Forms : Tablets and Capsules**
- Liquids : Syrup, Solution**
- Suspension : Suspensions & Dry Powder for suspension**
- Semisolids : Gel, Ointment, and Cream**
- Injectables : Ampoules & Vials**

At present they are progressing in the direction of garbing and developing our situation of market administration in key remedial regions like gastro-intestinal, cardiovascular, dermatological and hostile to invectives with solid solution driven deals. We will keep on making extensive interests in item development to reinforce our pipeline of reasonable specialty items for nearby and worldwide markets.

2.7 Marketing & Sales :

At Pharmasia we have in excess of 1000 expert, qualified, prepared and gifted labor in its showcasing and deals group with one of a kind mixing of youthful, experienced and exceptionally energetic individuals. Their ability and astuteness for profiting by developing business sector openings and advancing client need is a foundation to develop and reinforce the business are key segments in the fruitful execution in line up with business system.

The showcasing exercises depend on approved logical data and the business center in Rx based. The group is guided by experienced and prepared first rate profoundly qualified work force in the Pharmasia business. Showcasing Executives have 24 hours online access to data interstate through web to guarantee the use and execution of promoting and deals system, contenders movement following and genuine situation of the field. Furnished with statistical data points in regards to an area insightful exercises, exhibitions, quality deals and cross-checking, inclusion of specialists, scientific experts, facility and medical clinic, we accept, our committed and decided gifted individuals will all things considered determination to exceed expectations Pharmasia towards more up to date accomplishments and achievements in today and tomorrow.

2.8 Distribution Network :

Pharmasia consistently fabricate and keep up quality to fulfill the client's desires with wanted intensity, adequacy, security and strength. We have a various arrangement of items in various remedial gatherings for the sickly mankind. We likewise bolster business items in remedial zones with unmistakable separation in details and bundling where we can render our endeavors to relieve the therapeutic needs with reasonable cost the nation over and past.

To guarantee our items at opportune time to right client, we utilize our very own dissemination arrange accepting the entire country as one cross dock. As of now we have 16 dispersion focuses the nation over having focal terminal office at Uttara, Dhaka and in excess of 500 committed talented and qualified dissemination work force are tirelessly serving to guarantee our dynamic clients including the drug stores, medical clinics, facilities, specialists and medicinal services suppliers of Bangladesh. Throughout the years we have been

respected with the trust and faithful support of clients for its productivity and dependable conveyance with our very own conveyance vehicles.

2.9 The Human Skills:

HR improvement and preparing in Pharmasia is a key worry for constant development through gifted labor. Pharmasia perceives and minds each representative is an advantage for the organization and in like manner give time requested and task arranged at work and out-of-the activity preparing. After each enrollment enlistment preparing and the activity situated explicit preparing has been led to make the individual ingenious and gifted for their future advancement and according to the interest of the organization. Next to these, opportunity to time thorough preparing, boost's preparation with calculated, hypothetical and down to earth information is being given pre-arranged preparing plan by in-house and expert asset staff.

Consolation in workers' individual capacities, gifts and qualities is another key factor Pharmasia's prosperity. Proceeded with progress is just conceivable in the event that we make working life balance that enable all representatives to use their gifts ideally and in this way add to inventive arrangements. We consequently effectively bolster long lasting learning as a feature of our way of thinking of individual's advancement and overseeing segment change. Our point is to enable all representatives to widen their insight and abilities and stay aware of the most recent changes all through their working lives.

2.10 CSR Activities:

CSR (Corporate Social Responsibilities) exercises are an essential piece of our vital promise to the general public, and we are constantly guided by solid moral qualities to work mindfully inside more extensive social and monetary setting. Reacting to the advancing needs of the general public, and having a significant effect on the quality consideration of the quality lives are fundamental to Pharmasia's business morals. Pharmasia supports distinctive wellbeing related mindfulness crusades for exceptional wellbeing related days' festivals, logical classes and symposium for the restorative social orders for the better understanding with the most recent update of medicinal sciences practically speaking. Pharmasia likewise give money related help, free therapeutic crusade for poor people and oppressed sickly humankind of Bangladesh.

Pharmasia is constantly guided by solid moral qualities to the general public. Being sympathetic to the advancing needs of the general public, and having a significant effect on the nature of lives we generally remains by the bothered giving a lot of drugs. We are submitted morally and add to financial improvement while improving the personal satisfaction of our workforce and their families just as of the nearby network and society on the loose.

2.11 Pharmacovigilance :

Pharmacovigilance (PV) assumes a key job in the social insurance framework through appraisal, checking and revelation of collaborations among drugs and their belongings in human. Pharmaceutical and biotechnological prescriptions are intended to fix, forestall or treat infections; be that as it may, there are additionally chances especially unfavorable medication responses (ADRs) can make genuine damage patients. Hence, for security prescription ADRs observing required for each medication for an incredible duration cycle, during improvement of medication, for example, pre-promoting including beginning times of medication structure, clinical preliminaries, and post-advertising reconnaissance. The point of the PV is to get the data, documentation of the work and information on the web while offering need to the new and significant wellbeing issues. Non-genuine occasions have less need than genuine occasions yet significant in contrasting the adjustments in wellbeing, despite the fact that they are likewise screened routinely.

At Pharmasia, items are produced, conveyed and promoted according to quality models before a medication is approved for use, proof of its wellbeing and viability is restricted to the outcomes from clinical preliminaries, where patients are chosen cautiously and followed up intently under controlled conditions. This implies at the hour of a drug's approval, it has been tried in a generally modest number of chosen patients for a constrained timeframe. After approval the drug might be utilized in an enormous number of patients, for a significant stretch of time and with different prescriptions. Certain symptoms may develop in such conditions. The test of augmenting drug security and keeping up open certainty has become progressively complex. Pharmasia must screen, yet additionally proactively gauge and oversee medicate chance all through an item's lifecycle, from advancement to post-showcase.

Product Portfolio:

Pharmasia is one of the quickest developing pharmaceutical organizations in Bangladesh. Submitting with the reasonable quality medications for the quality life, Pharmasia has just increased a main edge with the numerous lifesaving results of in excess of 200 introductions in a wide scope of significant restorative gatherings including Antiulcerants, Antibiotics, Cardiovascular, Dermatological, Vitamins and Minerals, Antidiabetics, Antioxidants and Personal Care. Rehearsing and acclimating the excellent standard in the bleeding edge fabricating offices and with the quality APIs of FDA and International authorize producer of various nation like Taiwan, China, Korea, Brazil, India and European beginning excipients make Pharmasia another stature in the pharmacy business.

Chapter - 03

Analysis

3.1 HR Planning and Forecasting:

Human Resource Planning method manpower making plans. HR planning refers to putting together and making use of human resource at right vicinity and in proper wide variety capable to performing the task. Actually it's far a system which can be undertaken to anticipate an companies exertions demand that is required and availability of internal exertions deliver that is had to examine for determining the employment hole within an employer and for growing movement plans to cope with those gaps.

3.2 Manpower Gap Analysis :

Gap evaluation way evaluating supply and demand gap of the employees within an agency. This step may be finished and done by fairly and by way of following straight forward manner. Simply take the call for analysis effects and in shape them to supply results. Human useful resource branch of Pharmasia Pharmaceuticals try and fill the gaps between cutting-edge assets and destiny wishes. Human resource department of Pharmasia Pharmaceuticals is looking for their worker gap first and examine which area want employees like Production, Winding, Knitting, Linking and Dyeing or Finishing. After finding the distance, HR recruiters made exclusive recruitment system like inner recruitment outside recruitment and so on.

3.3 Job Analysis :

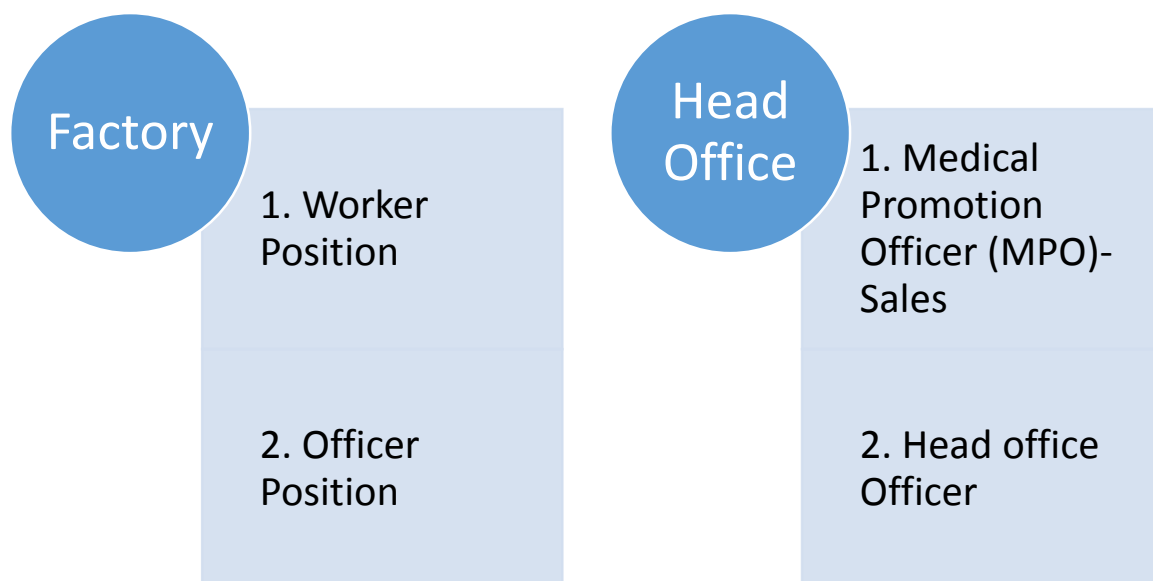
Basically job analysis is the combination of job description and activity specification. Comprises of deciding often with the assistance of different organization zones the character of different enterprise positions. It can include assurance of the aptitudes and encounters essential to satisfactorily carry out, career recognizable proof and corporations. Occupation investigation is the muse of HRM hone because it offers valid statistics about employments that is utilized to enlist and advance individuals, increase repayment, decide getting ready requirements, and Human Resource Planning Process Choose other vital HRM picks expressed characteristic and Strategy. Staffing, in the intervening time, is the real system of managing the move of college into, inner through exchanges and out of an association. Once the enlisting a few portion of the staffing method has been completed. The manner of employment research consists of the investigator portraying the duties of the occupant, at that factor the nature and states of work, ultimately a few important talents. After this, the interest investigator has finished a body known as a vocation psychograph, which suggests the mental conditions of the activity. The measure of a legitimate profession exam is a large assignment

listing. This rundown contains the beneficial or obligation zones of a position, the related errands, and the critical preparing recommendations. Topic professionals and chiefs for the position being broke down want to approve this remaining rundown with a particular cease goal to approve the interest examination.

3.4 Recruitment and Selection :

Recruitment and selection is a center capability of human asset administration. It is the initial step of arrangement. Every agency has its personal idea of analyzing workforce needs and also recruiting new personnel for pleasant its wishes. Recruiting is a procedure or a set of sports of identifying in addition to attracting the pleasant qualified applicants for making use of a particular jobs that is opened for him or her. According to (Syamala Devi Bhoganadam, Dr. Dasaraju Srinivasa Rao October 2014) amongst all different HR capacities enrolment is the prime potential where representatives are passage into the institutions. It's a tough mission to find the right humans for proper venture. Many other researchers said in their research paintings that recruitment and choice of the employees need to be fair and judgmental for maintaining in this contemporary and aggressive marketplace but we've a massive labour. Does no longer use and observe truthful and judgmental coverage for recruiting and selecting of the employees. For recruiting and choosing of personnel organization follows their recruitment and choice policies in which includes many things.

Pharmasia basically collect their employee in two way, and that are:



3.5 Qualification Recruitment :

For the qualification of job in recruitment and selection Pharmasia Pharmaceuticals do not forget the following issue:

- Educational history
- Age
- Physical energy
- Work information and capability
- Previous work level in

HR supervisor and executives of Pharmasia Pharmaceuticals have all proper beneath executive director for taking any sort of motion and implementation of recruitment and choice degree. The committee carried out all kind of work for recruitment and choice. Their responsibilities and responsibility are:

- Provide recruitment facts
- Collect manpower requisition
- Collection of software from the applicants in addition to nominee statistics.
- Take bodily exam.
- Take sensible exam also.
- Call for very last interview for re-checking and heritage checking.
- Give final date for appointment.

Pharmasia Pharmaceuticals follows distinct technique for recruiting and deciding on their personnel and a number of the ones are given:-

1. Internal Recruitment & Selection :

Recruiting and choosing personnel internally is a subculture way in our countries company. Internal recruitment rules targets are to perceive the appropriate candidates by attracting them for doing the process among all of the personnel who are already doing jobs within the agency.

2. External Recruitment & Selection :

For recruiting employees Pharmasia Pharmaceuticals Ltd on the whole follows external recruitment approach through which they deliver Advertisement on newspaper as well as their professional Website and Facebook web page for hiring and choosing appropriate applicants.

3. Posting Job :

It way publishing process overtly to stores or newspaper etc. Wherein includes a list of many elements including jobs duty, jobs attributes, jobs qualifications, work agenda of the jobs, and pay fee and so forth. Content should be made relying on the jobs analysis and requirements which are often followed through Pharmasia Pharmaceuticals Ltd.

4. Requisition :

It is refers to fill an emptiness by getting reference from better authority or management which is likewise a way of inner recruitment process. Sometimes excessive management of Pharmasia Pharmaceuticals Ltd. provide authorization to fill a function which may be their acknowledged person, family, own family members etc.

3.6 Development and Training :

Training and improvement is some other integral duty of HR school. HR is in rate of looking into an association's guidance wishes, and for starting and assessing employee advancement packages intended to address necessities. These practice initiatives can run from creation programs that are supposed to modify new contracts to the corporation, to goal-orientated schooling programs predicted to acquaint labourers with every other product framework.

Duties related with making ready and development physical games, inside the intervening time, comprise the guarantee, outline, execution, and investigation of instructive projects. The HRM professional must recognize about the essentials of mastering and inspiration, and must painstakingly define and screen making ready and development packages that benefit the overall affiliation and the man or woman.

1. Objective of Training : One of the most critical part of HR features is to understand the education needs and objectives. The control of Pharmasia Pharmaceuticals Ltd. (Production Sector) isn't an exception to this people development idea.

Towards non-stop improvement, Pharmasia Pharmaceuticals Ltd. is fostering schooling at some point of the groups. Currently many types of sister organization issues are accomplishing education application in specific manner but it's miles plenty in large part for the employer to educate manufacturing employees in effective manner.

2. Purpose of Training :

It is mandatory to realize the purpose of schooling which enables ambitious employees forge beforehand in their very own careers. Training is one sort of leadership pastime that prepares people for growing their respective future possibilities. In Pharmasia Pharmaceuticals Ltd. for the proper and effective training of its employees it has a separate wing below the Human Resources Department which is headed by means of a Manager. Some schooling are carried out without delay through this branch and it's also responsible for coordinating all other training like in-house, outside or inner trainings.

3.7 Training Method of Pharmasia Pharmaceuticals Ltd :

There are numerous kind of schooling technique exist in an organization but Pharmasia Pharmaceuticals Ltd. follows simplest two approach which can be given below:-

3.6.1 Training Method (on the job) :

It means giving direct educate to the employees whilst she or he is assigned for doing the task beneath the same operating area and environment where she or he has to work.

1. Coaching: Coaching technique is normally practiced by way of the manager to know and take a look at the understanding & talent of the task that the subordinate has or now not. This sort of technique is done by way of the senior personnel of Pharmasia Pharmaceuticals Ltd.

2. Rotation: Pharmasia Pharmaceuticals Ltd. follows this method by moving one unit to different unit of employees.

3.6.2 Training Method (off the job) :

Off-the-process training way worker can get training outdoor of his/her paintings station. It is achieved via Pharmasia Pharmaceuticals Ltd. for worker can give the completely give attention to education.

1. Vestibule Method: Sometimes HR of Pharmasia Pharmaceuticals Ltd. affords education in a room and the real schooling may be created in that running scenario.

2. Conference and Seminars: In the day of seminar or convention pinnacle degree managers and officer's employees are known as to come inside the head office and attend in different workshop, schooling application, seminar, convention and on occasion add case look at for looking at their immediate performance. In fact, these programs are accomplished in all of the renowned and massive businesses in Bangladesh.

3.9 Performance Appraisal :

In the Pharmacia Pharmaceuticals Ltd at the control stage, they decide a performance level, then control speaking with employee and collectively set the performance level. The control set a popular level and after acting of employees their performance is compared with the actual performance stage and popular performance stage.

The Goal of Pharmasia Pharmaceuticals Ltd for Performance Appraisal

- For determining reimbursement package deal, wage shape and rising of salaries and additionally blessings.
- Need to perceive the strengths of the personnel in addition to their weak point for putting proper person within the proper job.
- To provide remarks to the employees based on their performance that what they have got carried out in addition to related reputation.
- For developing in addition boom and maintain non-stop development in addition to improvement.
- To keep the personnel by means of offering them merchandising and special education packages based totally on their performance.
- For giving the first-rate performer reward after analyzing the employees performance.

3.10 Method Use for Performance Evaluation :

Pharmasia Pharmaceuticals Ltd follows a few performance appraisal approach which can be given underneath:-

1. Group Ordering Ranking: The HR management of Pharmasia Pharmaceuticals Ltd evaluate personnel of or more organization for intragroup or intergroup opposition in the organization. After each six month the assessment is made among manufacturing unit and income team which is likewise between two departments.

2. Individual Ranking: Individual ranking is one form of method that depends on performance. Every month human useful resource branch makes a listing of better performance employees and decrease performance personnel. This is like the competition among or more man or woman or crew or department that how a whole lot they can produce in a particular time frame.

3.11 Compensation and Benefit :

A business enterprise need to be competitive in compensation. That's why reimbursement may be very critical difficulty for Pharmasia Pharmaceuticals Ltd. to its employees. Because most of the time particularly in clothes quarter hard work unrest rise up for repayment issue. This group constantly try and layout the best reimbursement gadget to align worker or employee performance with organizational goal. This is because cash is immediately or not directly related to pleasure of all human wishes.

Salary is the maximum proper reimbursement all over the world is paid by way of the organization to its employees for the offerings that worker offers or provides to the enterprise. Wages are usually paid at the stop of the month in Pharmasia Pharmaceuticals Ltd. in cash.

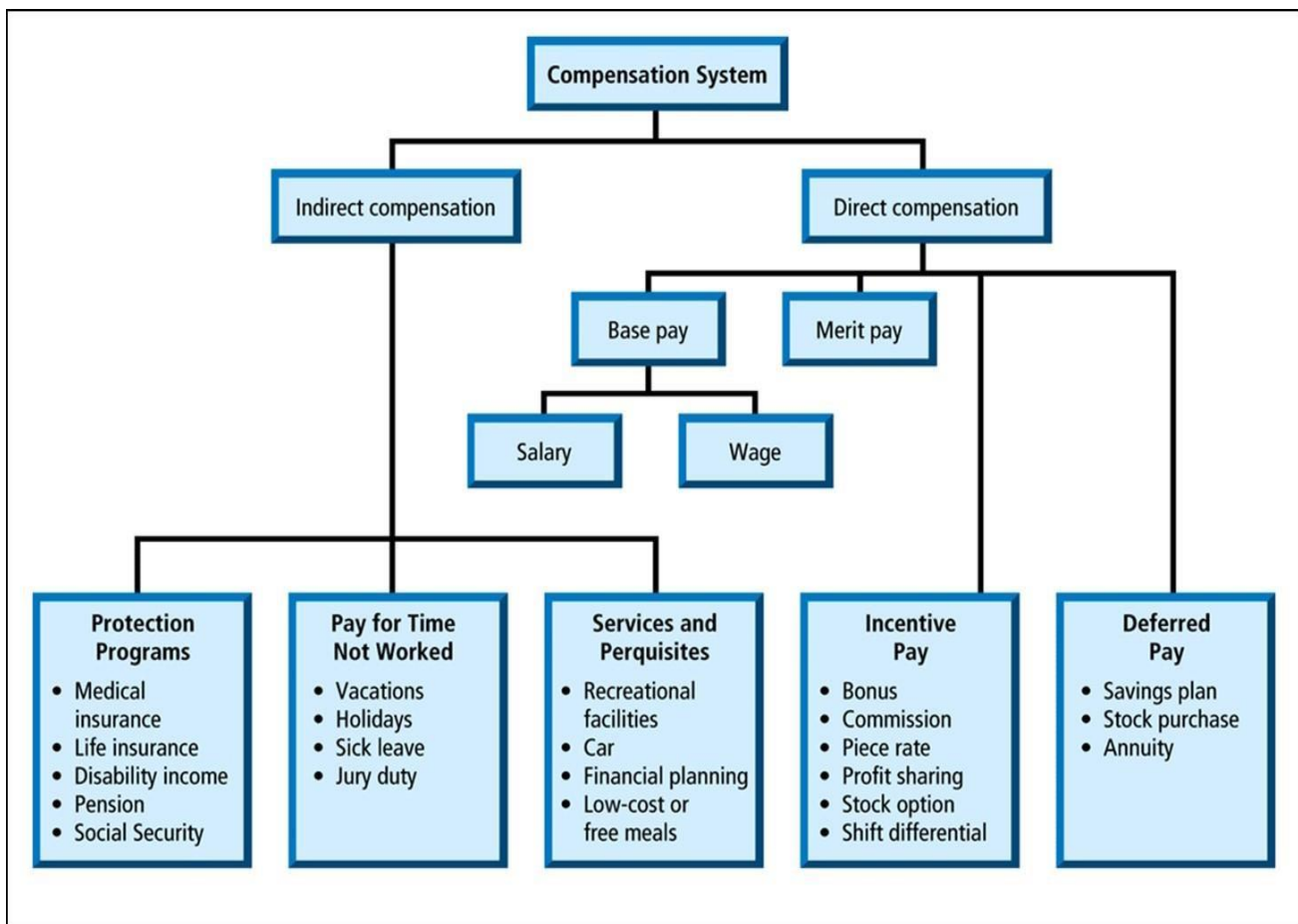
Pharmasia Pharmaceuticals Ltd. is therefore searching out the better repayment system consistent with Bangladesh government of wages plan. Human resource department continually try to redesign the present compensation with grade details of wages as in step with gazette- 2013.

Generally, Pharmasia Pharmaceuticals Ltd. offers repayment to an employee which are consists of

- Basic repayment for doing the activity that can be wage or earnings
- Incentives is given for the worker who're doing task for more than 12 months.
- Supplementary reimbursement is paid to its personnel as advantages.

In Bangladesh a lot of business enterprise provide exclusive kind of compensation and gain to their worker or worker. Pharmasia Pharmaceuticals Ltd. is fully compliance manufacturing facility which has some repayment policy and those may be determined with two form of reimbursement system to the worker and employee. Those are:

- Direct Compensation.
- Indirect Compensation.



3.9.1 Direct Compensation :

1. **Base Pay:** Cash wage is paid to the personnel because it is the pleasant medium of labor return. The aggressive advantage can be received from personnel best via paying a higher amount cash Pharmasia Pharmaceuticals Ltd gives the workers allowance for new people and production people allowances which is different from widespread workers in

line with gazette implementation. Allowance additionally need to calculate in compensation structure in via human useful resource branch.

2. **Incentive Pay:** Pharmasia Pharmaceuticals Ltd control paid incentives whilst certain performance targets are met Incentives may additionally encourage personnel to reap better overall performance levels and motivate them to accomplish agency goals and target. It generally pay for any unique overall performance in task and work to the employee and employee in sure period of time.
3. **Bonus:** A gift can be given once in a while to a worker as praise for doing extraordinary performance or for unique activities like birthdate, bridal ceremony etc. Bonuses shows that an organization appreciates to his or her employees. Organization ensures that precise overall performance is rewarded. There are form of bonus this is supplied via Pharmasia Pharmaceuticals Ltd to its worker and personnel. One is festive bonus and another one is attendance bonus.
 - (a) **Festival Bonus:** All normal & provider staffs and worker can revel in competition bonus two times in a year. Festival bonus is same to staffs, people, and worker's monthly income. It is divided into portion which one portion is paid in Eid-ul-Fitre and any other element is paid in Eid-ul-Adha.
 - (b) **Attendance Bonus:** This in particular supply to fashionable worker to attend on time and regular attended on paintings. Attendance bonus 300 taka that is offer to worker in very month complete attendance. If any worker can't capable of paintings or absent in 3 days in a month he or she can't be certified for this bonus. This kind of bonus is to inspire the worker to offer of their activity region on right time.
4. **Overtime Allowance:** Staffs of Pharmasia Pharmaceuticals Ltd. Receives over time allowance whilst they may be presupposed to stay after workplace hour and ought to come to workplace on holidays. Amount of extra time rate is as in keeping with hour is times of standard work time. In maximum time it takes place whilst the organization gets big paintings order from their shoppers or huge amount in production pressure.

3.9.2 Indirect Compensation :

Flexible running schedules, child care, transportation, retirement programs, Insurance, training programs, smartphone bill and so on. May additionally bear in mind as oblique

compensation with the aid of Pharmasia Pharmaceuticals Ltd. The oblique repayment gain of Pharmasia Pharmaceuticals Ltd are discussion under:

- 1. Transport Allowance:** Payment of transport allowance is compulsory to all employee in Pharmasia Pharmaceuticals Ltd. According to the gazette 2013 the transport allowance is two hundred/- which is supplied with gross salary to the employee and employee.
- 2. Medical Allowance:** In Pharmasia Pharmaceuticals Ltd payment of Medical Allowance is compulsory to all worker. The Medical Allowance is also 2 hundred/- which is provided with gross revenue to the worker and employee.
- 3. House rent:** House rent is the forty% of basic wage which may additionally increase by way of increment of fundamental earnings of employee and worker in Pharmasia Pharmaceuticals Ltd.
- 4. Food allowance:** The Food Allowance is most effective 250/- which is provided with gross revenue to the employee and employee. Food allowances is shown very lower here due to the fact Staffs, Mid-level worker, Executives and Top-stage Management and Executives can get unfastened lunch every working day from the organization. The time for consuming release is from 1 to 2.30 pm.
- 5. Maternity Allowance:** According to Bangladesh Labor Act 2006, section forty six, sub-segment 1, Pharmasia Pharmaceuticals Ltd affords the maternity allowance via maintain law. The maternity allowance policy to be had to women in Pharmasia Pharmaceuticals is 16 weeks with complete price. Women have served as a minimum not less than 6 months with modern-day corporation, she might also eligible for maternity allowance. A female will get eight weeks before giving birth and after giving birth she will be able to get 8 weeks which all consists of 112 days.
- 6. Accident and Incident Compensation:** It is newly add to the gazette 2013 for the occurring of various types of accidents and incidents occur in Pharmaceuticals quarter. Pharmasia Pharmaceuticals Limited is an export orientated and production based garment's organization so that human resource branch of Pharmasia Pharmaceuticals Ltd makes the coincidence and incident compensation coverage to its worker. It will be provide to all provision and permanent worker for any kind of manufacturing facility

coincidence and incident at some point of the work duration which must be enforcing with Bangladesh exertions act 2006.

3.9.3 Disciplinary Action of Pharmasia Pharmaceuticals Ltd :

Discipline method preserve policies and regulation inside a company or group. For violating subject a few warnings is given to the employees like oral caution, written caution, suspension and dismissal. Pharmasia Pharmaceuticals Ltd emphasizes lots on retaining field and if any employee violate any guidelines then she or he is punished or may be cuts his or her pay. The following warnings are given in Pharmasia Pharmaceuticals Ltd.

- 1. Oral Warning:** It is a sort of caution that a manager offers to his or her subordinates. So, this sort of caution is given without delay and informally on the time of doing activity. Pharmasia Pharmaceuticals Ltd. tremendously continues this policy.
- 2. Written Warning:** This kind of warning that a manager offers to his or her subordinates formally via giving a warning files which is now and again follows through the HR of Pharmasia Pharmaceuticals Ltd.
- 3. Suspension:** If an employee does not admire his or her supervisors or bosses then they're suspended from the organization which is obeyed by means of the HR personnel of Pharmasia Pharmaceuticals Ltd. Besides, the HR executives and personnel of Pharmasia Pharmaceuticals Ltd have the power of firing employee. Usually it takes place in Pharmaceuticals region.
- 4. Dismissal:** For doing any serious impact people are dismissed from Pharmasia Pharmaceuticals Ltd. Employee who are disregarded will not get any compensation and blessings from the enterprise.

For instance, an employee of Pharmasia Pharmaceuticals Ltd stole any other worker's cash after which he or she was punished via dismissal policies.

Chapter- 04

Findings, Recommendations and Conclusion

4.1 Findings of the Study:

1. For recruitment they always try to implement their own preference. The top management tries to avoid the various available sources of recruitment. As a result proper justification may not be possible for recruitment and selection of this Company.
2. The heads of the department take decision for recruitment and selection of their respective department. In this case, the HR department provides them all support services.
3. For lack of justification after joining the employees break their commitments. Because of this reason the turnover rate increases and it will maximize cost of the Company.
4. They don't have proper monitoring system.
5. The HR department of the company needs to wait for long time to take the approval regarding recruitment and selection from the Managing Director of the Company.
6. They are able to create very few succession planning for the Company since Human Resource Department may not contribute to formulate the succession planning of the company.

4.2 Recommendations:

1. To collect CV or candidates from multiple sources such as: Bdjobs, LinkedIn, Newspapers and Universities.
2. To establish a relationship between HRD and other departments for the new recruitments.
3. To select skilled and qualified people for the company through proper justification.
4. To prepare a proper succession planning.
5. To generate a good monitoring system for the Company.
6. To provide authority to the manager of the HR department of the Company to evaluate the recruitment and selection process independently.

If they manage to follow all these they surely will get more benefited from their employees.

4.3 Conclusion :

Many researchers have found that there is a relationship among HR regulations and organizational overall performance. After doing my research on Pharmasia Pharmaceuticals Ltd I actually have additionally observed that there's an excessive and huge relationship between HR guidelines and organizational overall performance. I tried my first-class to discover some effect of HR policies on organizational performance by using analyzing on Pharmasia Pharmaceuticals Ltd. I believe that this world development has no quit and every region of pharmaceuticals sector is making an attempt to expand as well as the company. In every company there's usually a room available for the general improvement of the organization. Every enterprise usually tries tough to make the enterprise advanced and this is why HR is the primary component in business enterprise which ought to need to be evolved.

Therefore, Pharmasia Pharmaceuticals Ltd has mounted itself by doing so much hard paintings approximately eight years as a Pharmaceuticals producer enterprise for achieving high reputation and make a best patron profile which has made and diagnosed Pharmasia Pharmaceuticals Ltd as one of the first-class Pharmaceuticals employer in Bangladesh. So, as an Pharmaceuticals business enterprise of Bangladesh, Pharmasia Pharmaceuticals Ltd is presently contributing lots in distinctive way like making employment within the country, incomes foreign exchange, making us of a industrialized, imparting tax to the government, assisting and contributing inside the society an such a lot. Moreover, Pharmasia Pharmaceuticals Ltd is incredibly optimistic that in future it's going to increase its pharmaceutical sector and improve the Human Resource to make the quality regulations for the manpower in their organization. In addition to make the fine high-quality product through remembering their assignment & imaginative and prescient and make the agency excellent as one of the maximum dependable export Pharmaceuticals in Bangladesh via '2020'.

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