



Daffodil
International
University

**Internship Report on Performance
Management & Appraisal Methods of
BEXIMCO Textiles Ltd. during Covid-19**

**Internship Report on Performance Management &
Appraisal Methods of BEXIMCO Textiles Ltd. during
Covid-19**

SUPERVISED BY

Mr. Mohammad Shibli Shahriar
Associate Professor

Department of Business Administration
Faculty of Business & Entrepreneurship
Daffodil International University

SUBMITTED BY

Tabassum Rounaque

ID: 203-14-3239

Program: M B A

Major: Human Resource Management
Department of Business Administration
Faculty of Business & Entrepreneurship
Daffodil International University

Date of Submission: 29th Dec 2021

Letter of Transmittal

Mr. Mohammad Shibli Shahriar
Associate Professor
Department of Business Administration
Faculty of Business & Entrepreneurship
Daffodil International University

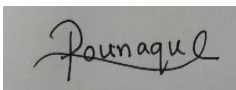
Subject: Submission of Internship Report on Performance Management & Appraisal
Methods of BEXIMCO Textiles Ltd. During Covid-19

Dear Sir,

It is a great pleasure for me to present this internship report on "Performance Management and Appraisal Methods of BEXIMCO Textiles Ltd. During Covid-19". This report was prepared during my internship program focused on Garments Industry, Bangladesh. But I couldn't complete my internship practically for the reason of Covid-19. In this report I have tried to collect data of Beximco Textiles Ltd. from different internet and interview. I intended to present everything I found and observed in garments industry during my internship program.

I would be grateful if you would return me your valuable comments and observations and obliged to you for such a great time and support.

Sincerely Yours,



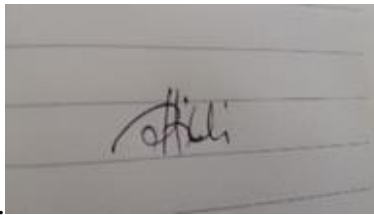
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Tabassum Rounaque

ID : 203-14-3239

Major on Human Resource Management
Department of Business Administration
Daffodil International University

Certificate of Supervisor

This is certifying that **Tabassum Rounaque** is a student of Daffodil International University, Department of Business Administration, Faculty of Business and Entrepreneurship, ID:203-11-3239, Major in HRM, successfully completed her Internship Program entitled “Performance Management & Appraisal Methods of BEXIMCO Textiles Ltd. During Covid-19”. Under my supervision as the partial fulfilment for the award of MBA degree. She has done her job according to my supervision and guidance and tried her best to do it successfully. I think this program will help her in future to build up her career. I wish her success and prosperity.

A rectangular box containing a handwritten signature in black ink on a light-colored background. The signature appears to be 'Shibli'.

Mr. Mohammad Shibli Shahriar
Associate Professor
Department of Business Administration
Faculty of Business & Entrepreneurship
Daffodil International University

Acknowledgement

First of all, I am grateful to Almighty for the His blessing and giving me patience and ability to complete this report. Without His will and it could have been not possible for me to complete this internship report.

After that, I want to thank my supervisor Mr. Mohammad Shibli Shahriar Associate Professor 'Daffodil International University, for guiding and advising me during my internship at Garments Industry during a pandemic situation. It may be completely impossible to do this report without his guidelines. His every effort was very helpful and meaning full for me, while making this report.

I thank to all the faculty members of department of business and administration, Daffodil International University and in particular, for the support and time that managed for me to complete this report. Their effort is priceless for me. This whole procedure made me gather so much knowledge.

I would like to also thank my classmates who helped me by providing insightful information and guidance to prepare this report. I have been closely attached to them during this internship period. Without this cooperation, it would have been very difficult for me to complete this report.

Finally, I would like to thank everyone who are helped me in this report and my sincere gratitude to all who participated in making the statement.

Executive Summary

Beximco group is one of the largest private industrial enterprise. Beximco Textiles Ltd. Is an individual from Beximco Group that began its excursion in March 1985. It is a 100% commodity situated articles of clothing industry. From 1995 Beximco Textiles Ltd. trade its items in various nations from one side of the planet to the other. It keeps up with the best worker the executives communication and relationship suffering by the Internationally perceived and confirmed principles of consistence. I got the chance to co-work with them practically and by some meeting for my entry level position report. This report is centered around the presentation the executives and evaluation measurers that Beximco Textiles Ltd. continues in their association. In this temporary position period, I got to glean some useful knowledge about the association and its administration dependent on my theme. The presentation the executives arrangement of Beximco Textiles is efficient. Their objective is to satisfy the objectives of association guaranteeing the essential measures during the pandemic with the goal that their workers stay safe. I have figured out how they screen and control their representatives during this pandemic circumstance. I likewise came to about their many capacities including, Motivation and Compensation, Decision viability, Reward framework, execution improvement, execution input and numerous others. Their workplace keeps up with cleanliness during this pandemic circumstance. What's more they additionally gone to numerous lengths for the representatives, so they work appropriately during this pandemic circumstance. The presentation group of Beximco Apparels guarantees the ceaseless improvement of the construction and assessment of the workers. It additionally attempts to build the movement of the association. In the wake of working, I thought of certain impediments of the presentation the board framework and attempted to give a few arrangements and ideas to those.

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Acronyms & Elaborations

AGM	Assistant General Manager
BC	Before Christ
CEO	Chief Executive Officer
DEPZ	Dhaka Export Processing Zone
DGM	Deputy General Manager
DIFE	Department of Inspection for Factories and Establishments
HR	Human Resource
Ltd.	Limited
PPE	Personal Protective Equipment
RMG	Readymade garments

CHAPTER - 01

Introduction

1.1 Introduction

This is an internship report dependent on Performance Management and Appraisal of articles of clothing industry during the pandemic circumstance of Covid-19. The report depends on Beximco Textiles Ltd. During this temporary job period I distinguished, how execution the executives urges to

Comprehend the administration arrangement of association between the administrators and bosses. Execution Management can recognize and create the of the exhibition of human asset in the association. Then again, examination can assess the presentation of the HR and rate and give input. This assists with understanding the advancement of the association and acquire improvement the association.

I end up reasoning much more constantly that I will have the option to make a temporary job report about Beximco Textile Limited. Then again, I have been not able to finish my temporary position report with Beximco Textile Limited due to Covid. So to make my entry level position report I needed to take help from Beximco Company's site with their articles from various magazines and from various pieces of the paper with thoughts regarding their organization. So I am attempting to finish the temporary position report dependent on the information I have had the option to gather dependent on the auxiliary data about Beximco Textiles Ltd. also my temporary position report.

1.2 Literature Review

Beximco Textiles Ltd. has a yearly creation, limit of 32 million liner meters. The results of Beximco Textiles Ltd. are Shirt, Jeans, Pant, Ladies T-shirt, Denim Jeans, Child wear and so on They just item quality items. Thus, they are as yet driving the market even later so many Textile plants accessible in Bangladesh. The items have great interest everywhere. Covid pandemic truly affects that Bangladesh instant dress (RMG) industry. Lately, it has turned into the main impetus of the public economy, depending on 80% of its commodity income. Incomes from RMG tasks are significant for assessment that Bangladesh will arrive at normal pay by 2021. Notwithstanding, with the addition of COVID-19, there is no sign that the business has' fallen partially. 'As numerous workplaces are shut and can't stand to work. Orders worth up to USD 3.17 billion have been dropped or suspended, undermining the business and monetary security of millions of laborers. Yet, Beximco Group has transformed the breakout into a chance to flaunt its capacity to produce progressed items. Beximco Apparel unit sent out 6.5 million clinical outfits specially designed to the detail of the U.S Federal Emergency Management Agency. Beximco is most the main organization offering

such items during the pandemic. Be that as it may, notwithstanding, Beximco is extraordinary in creating PPE. Beximco PPE division makes top notch PPE, suits, veils, covers, patient cleans, removal outfits, covers, shoe covers, clinic bed sheets, cushion covers and shades. Beximco designated very nearly 170 lakh of pieces PPE send out each month in the current year. The CEO of Beximco Textiles Sayed Naved Hussain told the Business Standards, "Later Readymade Garments, Bangladesh likewise could arrive at the top in infection defensive apparel trade."

1.3 Origin of the Study

The famous philosopher Aristotle once said, "For the things we have to learn before we can do them, we learn by doing them." (The Nicomachean Ethics, 350 BC). By the interest of learning and understanding about performance Management I came up with this report. This report is on "Performance Management and Appraisal measures of B EXIMCO Textiles Ltd. during covid-19."

My internship program was under the supervision of Mr. Mohammad Shibli Shahriar, Associate Professor of Daffodil International University. Its main focus is on the performance Management of readymade garments industry of Bangladesh. And what appraisal measures are taken for that by the HR managers to cope up the loses that occurred in the pandemic situation.

1.4 Research Objective

The main objective of this research report is to understand the current situation of garments industry of Bangladesh during this Covid-19 and to bring out the measures that can be taken to ensure the performance management and appraisal system in the organization.

General Objectives

This work aims to explore the scenario of the Covid-19 condition of BEXIMCO Textiles Ltd. focusing mainly on the performance appraisal.

Specific Objectives

- To explore the situation of Covid-19 in the textiles industry.
- To analyse the performance management of BEXIMCO Textiles Ltd.
- To identify the appraisal measures taken by organization.
- To make some suggestions based on findings of the study.

1.5 Scopes of the Study

Performance Management is people-oriented process. It's the process of continuous feedback and communication between the manager and employer to achieve the organizational goals. It's a very important tool of the Human resource management. In this study various types of measures are brought up that can deal up the performance management and appraisal of garments industry during the pandemic situation.

1.6 Methodology of the Study

The situation of Covid-19 is updated every day. Hence, the study is more based on secondary information. Information is gathered from various authentic magazines, newspapers, web portals, policy experts, press releases, media reports and so on. The study aims to provide a brief overview of the pandemic-affected Bangladesh apparel industry. It's mainly based on the Beximco Textiles Ltd. I have taken help through telephone call to gather information. I have used some ideas and thinking from my own perspective and assumption from practical views. The Internet is a major source for data collection and literature review. There is no quantitative but qualitative forecast is shown based on the collected data.

1.7 Data Collection

The study that I have done covers Beximco Textiles Ltd.' Performance Management and Appraisal initiatives that they take for the organization. To gather the information, I have taken help from some sources.

Primary Sources

- Interview through phone call with the manager
- Self-observation

Secondary Sources

- Website
- Previous Reports
- Articles and Newspaper

1.8 Limitation of Study

- **Lack of previous research study on the topic:** This situation of Covid-19 is new to the world. There aren't enough researches done about this topic as all the organizations were shut down. The garments industry was fully closed and there were very few numbers of researches done on this topic.
- **Access to Information:** Due to Lockdown Readymade garments were closed and getting proper information was though enough to manage. On the other hand, for different privacy obligations of the organizations managing information couldn't be possible.
- **Time constraints:** Within this period of time it's not easy to collect information or understand the scenario of this situation.

CHAPTER - 02

Garments Sector of Bangladesh

during Covid-19

2.1 Garments Sector in Bangladesh during Covid-19

Coronavirus is presently a worldwide wellbeing emergency, yet in addition the significant effect of the financial and work market emergency (Mckeever, 2020). The pandemic has as of now closed down a wide range of monetary action areas, for example, public vehicle, aircrafts, the extravagance merchandise area and so forth (Macksoud et al. 2020, Muro et. Al, 2020). Many pieces of clothing are kept shut, a few purchasers and shippers drop their orders. Last year's attire sends out around the same time were \$ 26.24 billion (4.8%) more than this year and in February alone commodities fell by \$ 3.32 billion contrasted with Moro last year (Perera, 2020). A meeting presumes that assuming the present circumstance continues for a more drawn out time frame it can influence worldwide market interest, where the income from the misfortunes could reach \$ 4 billion (Amit, S. 2020). The Export Promotion Bureau said articles of clothing income fell by 14.08% this year, woven articles of clothing profit by 14.31% and knitwear sends out by 13.85% during the July-April period this year. 20 FY from last year (The Financial Express, 2020). In the commitment of the economy in Bangladesh, the article of clothing industry stays the biggest product industry which has expanded sensational development in the course of recent many years (Mia et. Al. 2020). The clothing business has given open positions to country laborers who recently didn't have any piece of the proper labor force. Eventually, it reduces destitution, ladies' strengthening and social turn of events. A circuitous barricade was forced interestingly on March 26, 2020 and expanded multiple times until May 30, 2020 thinking about the circumstance of the crown pandemic in Bangladesh. Schools, universities and plants, just as transportation, modern and horticultural offices have been shut (AA News, 2020)

2.2 A Place in Limbo

The fear of financial frustration and the inability to provide for their families is a great matter of concern. Many people lost their work where the only way of earning was from garments industry. An RMG managing director said the global spread of the virus was not only leading to uncertain orders but also uncertainty about shipments. Both the organization and employees were sufferer of this moments. Worker feared about the safety of their lives. At this time when many offices have been ordered by fashion companies to export summer clothing. They will also be forced to start writing orders for the fall and winter fashions,

fearing that if they make the mistake, they will be allowed to leave Bangladesh for other garment countries such as China and Vietnam.

Almost all facilities reopened on April 26, with the inability to say they had to comply with government guidelines and health guidelines. However, the fear is that deliveries will not return to pre-emergency planning which could pose a threat to the longevity of workers in the industry.

2.3 The Challenge of Reopening

Before to the conclusion, a few organizations gave hand sanitizers at retail outlets and prepared doctors in emergency clinic staff to teach staff on cleanliness and illness mindfulness. Nonetheless, medical care suppliers at a working environment think that it is not difficult to ensure representatives have tried this data when they return. to their networks. Maybe the main need distinguished by the executives was the arrangement of PPE for wellbeing laborers at clinical offices in the manufacturing plant. This couldn't be simple for all pieces of clothing and material associations. Currently numerous associations confronted tremendous measure of misfortune, and presently opening all association with the establishment of wellbeing concerns can be troublesome. There is additionally a test to acquire the commercial center like previously.

Lately numerous associations did open and began their creation too. Interviewees said that while sterile practice was kind with RMG the board, actual wellness was difficult. The requirement for actual separation is available in certain working environments with two shift positions. Others have changed the industrial facility sitting framework so the machine seat laborers pivot to change faces. Overseeing proposals like two distinctive actual terms is hard for RMG representatives, and not simply in their manufacturing plant. In their networks and homes, residing is packed and detached. Despite the fact that it is hard to send every one of the protections locally setting in Bangladesh, this doesn't imply that endeavors ought not be made.

2.4 Support Needed by the Sector

Factory leaders continue to improve communication with these types of clothing and opening up the prospect of lost business or finding new outlets. Many RMG executives say they can resume without major issues. However, respondents from smaller companies said that the level of production will depend on how many employees have PPE.

The immediate needs of workers are,

- ✓ Hand washing facilities
- ✓ Regular health check-ups
- ✓ Increase awareness through digital websites
- ✓ Ensure good communication because all factories reopen

Some of the time in-house administrators draw in with local area pioneers where RMG staff lives to find out about the wellbeing administrations given by those delegates locally. Many individuals believe that local area support is vital to their representatives, particularly as many are simply individuals bringing in cash for their families and additional pay to help pay for everyday costs. Authorities said the organization business needs government data to support more noteworthy exchange between set up brands and clients and partners, like state of the art associations. Clothing and different partners, to restore lost or deferred business. When requested to gauge the drawn out effect of the COVID-19 pandemic around the world, numerous pioneers figured it would press the economy, lessen progressing jobs and diminish staff expenses and advantages. Make staff deficient. Accordingly, this can prompt a decrease in staffing limit while additionally prompting higher joblessness.

2.5 Occupational safety and health measures

Pre-operational measures that limit within COVID-19 can be developed; risk assessment is required, followed by instruction to control the appropriate controls. If the risk cannot be eliminated, then the goal should be to minimize the risk of infection.

- **Safe workplace and childcare:** The Maternity Aid Program is responsible for developing standards for care and protection of pregnant and breastfeeding mothers in accordance with national standards. The facility provides child care and a safe work place for mothers.
- **Supportive care for workers:** During the pandemic situation many of the organization have kept a medical officer for emergency measures. Necessary hygiene is maintained in the factory and office as well.

Several of the executives said they wanted a device such as the UNICEF Meena cartoon to be available for information to be posted on the company's website so that employees could access the device through their smart phones.

2.6 Measurements and Procedures

Albeit most homes shut on 24 March 2020, many individuals have guaranteed that they will pay for an entire month. The public authority has likewise vowed to offer credits to the RMG business so that, in principle, the cash can be reimbursed longer. These advances are paid straightforwardly to workers through monetary help. Nonetheless, just organizations that product something like 80% of their resources are qualified for these credits. Along these lines, not all the association will actually want to get the office.

Because of the emergency and pay delays in April and May, a huge number of RMG laborers got back to work in June 2020. There is vulnerability about the destiny of thousands. One more laborer who came to Dhaka, from different wellsprings of work is stressed over the business.

Of the country's 7,602 distribution centers, 2,916 of them resumed on 28 April.

The Bangladesh Garment Manufacturers and Exporters Association (BGMEA) hope for something else to open soon. This would be useful for laborers whose compensations for March were postponed and the people who were stressed over not having the option to work longer. BGMEA has created rules for individuals that aid word related wellbeing and security, centers, the improvement of preventive estimates COVID-19, actual detachment. Work, and set up proper offices to disconnect and seclude people.

The method expresses that the processing plant should be endorsed by the neighborhood government and government offices prior to returning. Workplaces in the Covid focal points must be resumed once the second period of the boycott has been lifted. Methodology show that working environments should build up single direction walkways starting with one region then onto the next to guarantee actual portability, including working hours and end of the week's lunch. Workers ought to be really taken a look at their temperature, keep up with social removing.

The Department of Research for Workplace and Manufacturer (DIFE) should give composed notification of administrative endorsement. This appears to include a wide scope of issues, for example, the improvement of the COVID-19 norm at a size that is proper for staff, the arrangement of clinical groups nearby and the formation of isolation regions. to evaluate and disengage patients expected to be fruitful. Working environments should give PPE to staff and discard security hardware, and offices should be kept up with consistently. An asylum was to be set up and staff guaranteed they would not confront disciplinary activity on the off chance that they saw COVID-19 side effects and should have been released.

Notwithstanding, certain individuals contend that the entire course of following this methodology will be troublesome. Most workplaces are uninhabited," clarifies a senior material specialist. "It must be finished the material and turning industry, which has around 70% of their laborers inside their plant. Planning disconnection or separation gear can likewise be hard for any production line. There is an extra danger: assuming anybody is viewed as COVID-19, the full rest region will be shut.

2.7 BEXIMCO TEXTILES LTD. FIGHTING COVID-19

During this pandemic numerous associations got closed down and many scaled down representatives and laborers. Once more, numerous associations didn't pay to representatives that carried immense misfortune to many lives. Be that as it may, BEXIMCO Textiles didn't do as such. Appropriate compensation was paid to the representatives and laborers. The entire workplace had been made in another way guaranteeing all the wellbeing precautions. ASF Rahman, BEXIMCO Group Chairman said that BEXIMCO Textiles was confronted with very restricted choices, as the worldwide RMG store network has totally imploded because of the emergency. Nonetheless, in a range of only two months, the material division has made a shiny new division of PPE with input from the pharma division for quality affirmation. During this pandemic circumstance BEXIMCO Textiles sent out 6.5 million clinical outfits. They additionally traded PPE. The gathering of PPE unit, set up with a \$30 million interest in late walk, is currently making in excess of 50 million veils, outfits and different sorts of defensive stuff a month. "We have released our elite assembling specialized and plan ability to switch over and begin making PPE." Sayed Naved Husain, BEXIMCO CEO and gathering chief. He additionally added that, "We need to make Bangladesh a PPE center point."

Initiatives taken for employees and workers:

- The main opening gate consists a Disinfection booth and checks temperature.
- There is Automatic Sanitize Machine that they have placed. Whenever the employees and workers enter the sanitizer falls itself on hand by putting hand below the machine.
- There have placed Automatic Basin. Where it's not necessary to touch the basin, the water falls automatically by just placing the hand below.
- Maintains Social Distance
- Must wear mask and gloves while working.
- The vehicles are also under taken sanitation process

Initiatives taken for the products:

- UV Disinfection cabinets are used. No disinfection by products maintaining the health concern.
- BEXIMCO Sterilization chamber works on powerful disinfection of virus. This is the cleanest and safest process of sterilization as there are no residues.
- The instruments and tools that are used are also disinfected of germs, bacteria and fungi.
- Products such as cloths, face mask, rockeries, medical gowns, gloves, shocks are also disinfected by the UV disinfection sanitizer.

CHAPTER - 03

**Organization Overview: BEXIMCO
Textiles Ltd.**

3.1 Company Profile

BEXIMCO materials are an individual from BEXIMCO Group that began in March 1985 and began its business creation in 1990. It's situated in DEPZ, Dhaka. It sends out its item all around the world including USA, Canada and Europe. BEXIMCO is overseen by a gathering of experts in the objective to create great articles of clothing successfully. The functional settle is situated at BEXIMCO Industrial Park, Sarabo, Kashimpur, Gazipur, Bangladesh. The portions of the organization are recorded in the Dhaka and Chittagong stock trade of Bangladesh. The creation limit is 28 million straight meters. The quantity of representatives working in this association is just about 5181. They produce various sorts of items, for example, Shirt, T-Shirt, Trousers, Jackets, Skirts, Tops, Jeans wear, Sweater and so forth.

3.2 Board of Directors

A.S.F Rahman – Chairman and Managing Director, Salman F. Rahman – Vice Chairman, Iqbal Ahmed – Director nominated by BEXIMCO Holdings Ltd., A.B. Siddiquir Rahman – Director nominated by New Dhaka Industries Ltd., Md. Asad Ullah FCS – Secretary.

3.3 Vision & Mission

Vision

- Become the leading top-quality apparel producer of Bangladesh
- Brand Bangladesh as a quality control
- Support the less privileged people
- Maintain eco-friendly green environment
- Serve customers all over the world with high quality garments
- Gain market leadership in high value added apparel in USA and Europe.

Mission

- Increase the profit for all stakeholder.
- Upgrading human resource management

- Develop new ideas and garments
- Investment in latest technology
- Manufacture full range high quality woven and knit garments

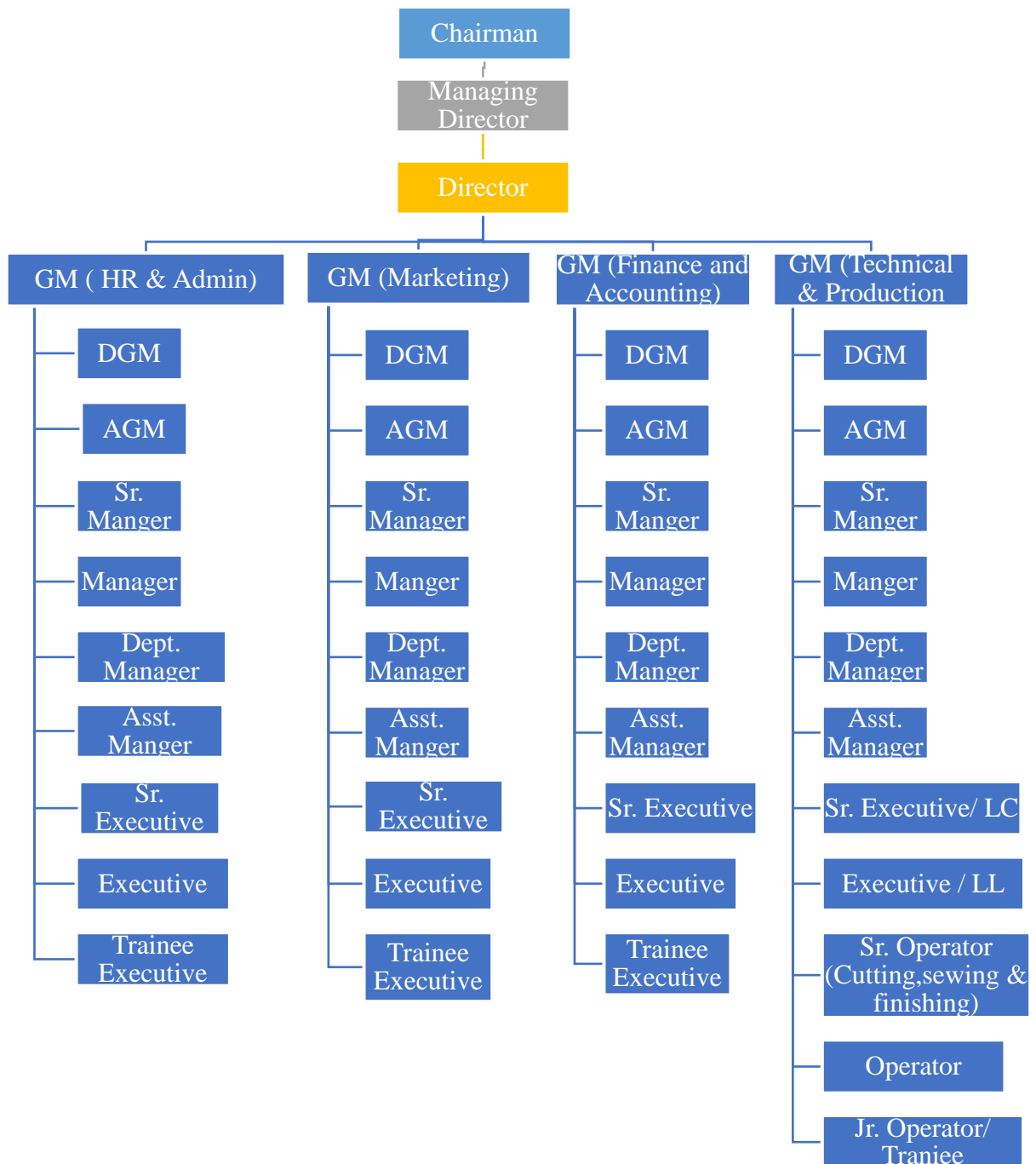
3.4 Products

- Yarn Products
- Fabric Products
- Knit products
- Denim Products
- Special Yarn Products
- Unique wrinkle-free Products

3.5 Customers of BEXIMCO Textiles Ltd.

The market of BEXIMCO is global. It's well known for its high quality products. The customers are CK, J. Ferrar, Bershka, Mother Care, H&M, Spring Field, Zara, Next, IZOD, Kenneth Cole Reaction, Arizona etc.

3.6 Organogram of BEXIMCO Textiles Ltd.



CHAPTER - 04

**Performance Management and
Appraisal methods of BEXIMCO
Textiles Ltd.**

4.1 Performance Management system of BEXIMCO

Textiles Ltd.

Human Resource Management is highly valued now a days. Organizations cannot reach to their desired goal without performance Management of their own people. There are many aspects of HRM and my main concern is Performance Management of BEXIMCO Textiles Ltd. I tried to know about the approaches that the organization take to monitor and evaluate employee's work to obtain the goal effectively. There is process of Performance Management which the organization maintains.



Planning

First and foremost, the association builds up a presentation plan. It incorporates, setting shrewd goals for the worker to achieve work, update job profile of representative and improvement plan. During emergency, the significant issue is to guarantee that the worker keep up with the wellbeing defensive issues during the creation. In this Coronavirus emergency, another central issue is to guarantee the nature of the items made. The primary worry for the association has forever been the excellent items. For this, various techniques are wanted to satisfy the targets. The plans are conveyed to the representatives so they to get

have any familiarity with the procedures and plans that association need make to satisfy their objectives and destinations.

Monitoring

BEXIMCO Textiles Ltd. never compromises with the quality. Thus, to guarantee the excellent of the creation is kept up with or not they screen each representative's exhibition. They have a group of value control that attempts to guarantee the quality is kept up with by the laborers. Each degree of worker will undoubtedly give report to the quick high level chief under whom they work. There are managers for various work unit. The entire work process is seen by the HR office the board. The workers are checked for their presentation independently and furthermore as cooperative person. The examination is additionally founded on the presentation that performs. There is additionally a group who notices the exercises through CCTV camera.

Developing

By preparing and work task given to the representative their presentation is known. In this period is advocated assuming there are working on themselves and adding to accomplish associations objectives. At the point when a representative is employed at first, they are held under probation period. In that time their work is noticed and they are prepared also by top administration chiefs. Later this probation period, the HR office and troughs evaluate them through their exhibition and furthermore give them their post in association. In various circumstance to manage new methodologies representatives are offered preparing chances from the association. Other than this the workers are given various tasks to satisfy through which the presentation individual and as a group is additionally distinguished. Along these lines, the representatives figure out how to be proactive and mindful to work and they additionally get to foster themselves and learn numerous things.

Rating

Relegating rating records can assist with keeping the representatives mindful that they are being recorded and their exhibition will be judged. This can assist with observing the representatives who try sincerely and furthermore discover the representatives who aren't achieving their work appropriately. Being in the oversight every one of the specialists are appraised and based on the exhibition and completing of work. The mid-level and high level administrators are appraised also by the presentation and exertion that give in the work. By going through the progression of checking the workers are noticed and afterward they are appraised. This can likewise make a representative to know towards their work and

furthermore make them cautious with regards to their presentation and put forth a strong effort.

Rewarding

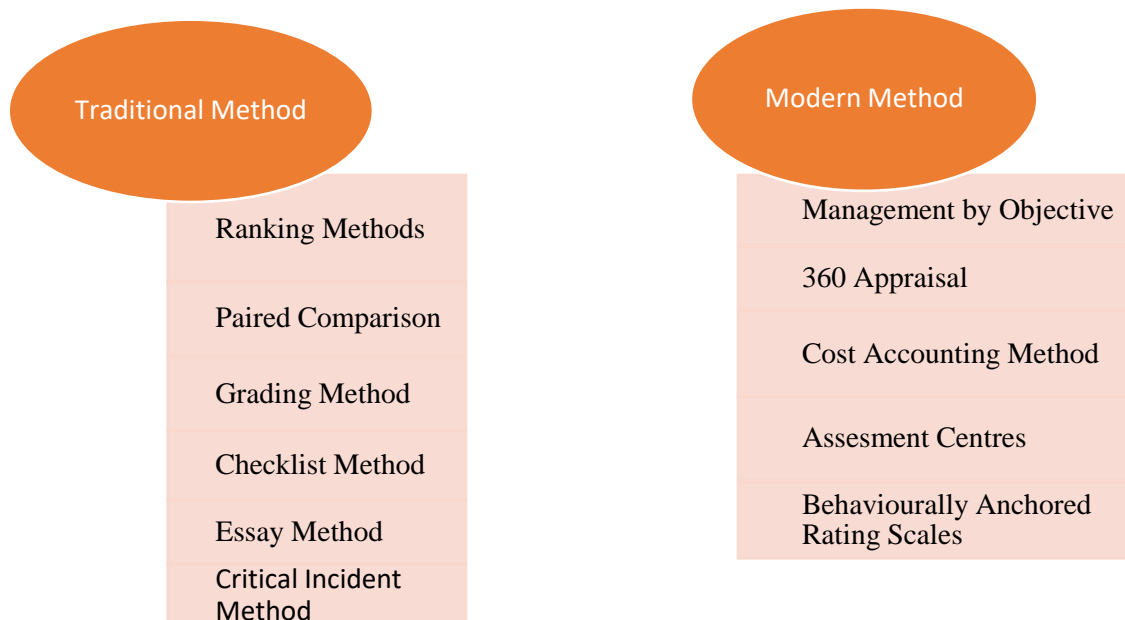
Giving acknowledgment to representative with great execution can rouse the prize proprietor just as likewise the others representatives to buckle down for remuneration. Based on work there is advancement for the representatives. If there should arise an occurrence of the laborers, they get compensated for their after some time that they perform. The evaluation strategies are fundamentally relied upon the work. Furthermore remunerating is a piece of evaluation techniques.

4.2 Performance Appraisal

By the term execution examination, it implies the survey of worker's work execution and the commitment that the representative gives while achieving the association's objectives. In short it tends to be said as the yearly assessment of the presentation of the worker.

While learning execution examination an inquiry emerges, "whose presentation ought to be evaluated?" to this response this will be obviously the workers. However, which representatives? In what premise? Then, at that point, this inquiry comes. In the event that bunch tasks, the one giving more endeavors ought to be thought of, then, at that point, if there should arise an occurrence of individual the person who added to accomplish the association targets? To assess worker there is a customary strategy and an advanced technique.

4.3 Performance Appraisal Methods



4.4 Performance Appraisal methods of BEXIMCO Textiles Ltd.

BEXIMCO Textiles Ltd. is a very well-known company that never compromises with the quality. BEXIMCO Textiles Ltd. basically follows the Checklist method. Here at the end of the one year, through E-mail a printed form is send to all the executives from HR department. There is some quarry in that form about the employees like Name, Designation, Department, Reporting Supervisor, Job description, Functional area etc. Every executive from Jr. Executive to Sr. General Manager should fill up that form if they need appraisal. After fill up that form they should send it to the HR department through E-mail within fixed date. Generally, at the beginning of a new year (month of January) that forms are send to the executives. They get maximum 15 days to fill it up and submit. HR executives submit their form to the head of the department, and the head of the department of HR send his appraisal form to the C.E.O. After the directors the C.E.O handles the whole Textiles. So, he does not need to appraisal for promotion, but there is a chance to increase his salary and the others facilities. Therefore, he is also submitting his appraisal form to the directors, because without directors no one can increase his salary or can't give self-promotion. It took two – three

months to publish the appraisal report. But it effects from the beginning of the year, it means the appraisal is counted from the January. Those who get promotion or get increment they get a “CONGRATULATION” card from HRD with a stick of rose. It’s not easy to get permission every year but in BEXIMCO Textiles everybody gets increment every year. The company deduct the tax from the salary those who eligible for that. There is no overtime for the executives. That’s why most of the assistant didn’t want promotion; because we find that with all remuneration an assistant earns more than an executive.

CHAPTER - 05

Analysis and Findings

5.1 SWOT Analysis

SWOT analysis is a strategic planning technique used to identify the strength, weakness, opportunities, and threats of the individual or organization. This report is made on the observation of BEXIMCO Textiles Ltd. I have identified the SWOT of this organization according to my observations and assumptions.

Strength

- Good reputation among customers
- Exclusive access to high grade natural resources
- Latest machineries are used
- No compromise with the quality of the product
- Hygiene and Medical precautions are maintained
- Possess International market share
- For having high production, the cost is lower

Weakness

- Lack of variety in products
- Low pack size
- Lack of sufficient promotional effort
- Production cost high
- Higher unit cost relative to key competitors
- Underutilized planting capacity

Opportunities

- The market is getting bigger and bigger
- The use of effective vaccines can increase be higher.
- Confidence in branded and quality products
- The use of effective vaccines can increase be higher.
- Cheap Labour cost

Threats

- Other Textiles companies bringing out new strategies.

- New technologies
- Be a further threat to local competitors.
- The cost of creating a new custom
- Competitive prices are lower
- Market is slow

5.2 Findings

- The overall view of garments industry in this pandemic has brought a huge in the national economy.
- The organization BEXIMCO Textiles Ltd. tried to innovate the business plan and they also succeeded in their plan. They tried to recover the loss with exporting protective equipment's.
- The government provides help for many employees and workers though that is not enough to minimize the loss that happened for the reason of covid-19.
- For many health issues it often becomes hard to ensure the proper performance appraisal. In this crisis it's hard to manage job so even after health issues an employee tries to work. And sometimes active employee can be also praised wrong for there is a possibility of not completing effectively.
- The whole performance management process is supervised and monitored for the effective work and output.
- Its takes much to complete the performance appraisal method. And many employees do not even apply for it as they get increment every year.
- To ensure the best quality of product every necessary steps are taken during the crisis of covid-19. All short of advanced machineries are used.

Chapter - 06

Recommendation and Conclusion

Recommendation

- The human resource management department should be more expanded.
- Some extra facilities can be provided to the workers. Such as, giving the sanitizer and mask to always carry with them.
- There may be error while evaluating an employee so, while evolution the management should not be biased.
- The employer should contact the COVID-19 hotline numbers for the necessary diagnosis of suspicious workers.
- In the event that a confirmed case is found, the factory should provide workers with a permit and appropriate self-quarantine advice. The following points should clearly explain and advise following during self-quarantine:
 - ✓ Don't leave your home
 - ✓ Don't allow visitors
 - ✓ Only family members who care for the person suspected or confirmed of having COVID-19 should stay home.
 - ✓ Separate from other people in the family. Use face masks, if you have one, when you are in the same room with other people, to protect them
 - ✓ Use separate towels, cutlery, glasses, bedding, or any other household items commonly shared in the family environment

Conclusion

This corona crisis changed existences of individuals and furthermore the state of the associations. The articles of clothing industry experienced the most. The articles of clothing industry income declined from the beginning of the pandemic. In any case, we realize nothing keeps going longer. There will be a rainbow later the tempest. Thus, this emergency will come an end today or tomorrow. However, it will leave a ton of misfortune for individuals. During this period, we should be unequivocal and be alongside one another. The associations ought to think about appropriate compensation and wages for the workers. The climate of the associations should wellbeing extensive so that there stays no danger for the representatives and different specialists. The public authority can likewise present the hand to help the ones that are poor. Right now in this emergency the primary concern ought to be to guarantee the

wellbeing of individuals and find every one of the fundamental ways to keep up with the cleanliness of the representatives and furthermore the entire conditions to keep up with the nature of the items.

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