Internship Report

On

Human Resource Practices: A Study on AJI Group

<u>**Submitted To**</u>

Khadiza Rahman Tanchi, PhD

Associate Professor (HRM)

Department of Business Administration

Faculty of Business and Entrepreneurship

Daffodil International University

<u>**Submitted By**</u>

Md. Imranul Islam Robin

ID No. 183-11-6030

BBA

Major in HRM (Human Resources Management)

Department of Business Administration

Faculty of Business & Entrepreneurship

Daffodil International University

Submission Date: October 27, 2022

Letter of Transmittal

To,

Khadiza Rahman Tanchi, PhD

Associate Professor

Department of Business Administration

Faculty of Business and Entrepreneurship

Daffodil International University

Subject: Submission of Internship Report on "Human Resource Practices: A Study on AJI Group".

.

Dear Ma'am,

I really hope you would accept my internship report on "Human Resource Practices: A Study on AJI Group." I did my best to appropriately fill this statement by following the instructions you and the worried organization provided.

I really hope you will accept my report and comply as a result.

Sincerely Yours,

Md. Imranul Islam Robin

ID No. 183-11-6030

BBA

Major in HRM (Human Resources Management)

Department of Business Administration

Faculty of Business & Entrepreneurship

Daffodil International University

Acknowledgement

Declaration

I am Md. Imranul Islam Robin, a Bachelor of Business Administration (BBA) majoring in Human Resources Management from Daffodil International University. My student ID is 183-11- 6030. An internship report entitled "Human Resource Practices: A Study of AJI Group" has been completed by me in a diligent manner.

Md. Imranul Islam Robin

ID No. 183-11-6030

BBA

Major in HRM (Human Resources Management)

Department of Business Administration

Faculty of Business & Entrepreneurship

Daffodil International University.

<u>Certificate</u>

This letter is to confirm that "Human Resource Practices: A Study of AJI Group" has been submitted in fulfillment of the requirements for the Bachelor of Business Administration (BBA) degree from Daffodil International University. This report documents the study on a certain issue conducted by Md. Imranul Islam Robin, ID:183-11-6030, under my direction.

It is permissible for him to submit the Internship Report.

Dr. Khadiza Rahman Tanchi

Associate Professor

Department of Business Administration

Faculty of Business and Entrepreneurship

Daffodil International University

Executive Summary

As a student of business administration, doing an analysis of the modern business environment is quite important to notice in a circumstance of this complexity. It is essential to investigate all facets of knowledge, both theoretical and practical. As a component of my academic curriculum, I participated in an internship for a period of time prior to completing the Bachelor of Business Administration degree, which took me four years to complete. Within the scope of this study, I attempted to concentrate both the theoretical and practical aspects of my understanding of HRM methods. The Human Resource Practices of AJI Group is the subject of my research. I have made an effort to determine the HRM practices of this business as well as how they are functioning in the progression of the organization.

This study provides an overview of some important concerns that are relevant to the subject of human resource management in AJI. Based on the activities of current Human Resources (HR) management methods, practices, and outcomes, this study was carried out in accordance with the Human Resources (HR).

In the literature on HR, there are a number of different models and methods that attempt to illustrate how a strategic approach to HR may be translated into a set of compatible HR procedures and practices. These models and approaches strive to do this in a variety of different ways.

As a consequence, the findings of this study provide encouraging data on a broad national viewpoint. Specifically, the findings show that human resource strategies are "people centered," codified, and linked with varied plans. On the other hand, HR strategies developed on a national level may be disconnected from the actual HR procedures and practices in AJI if they are implemented at the different local administration levels, which are not included in this study.

Before making any conclusions based on the information presented in this report, it is important to keep in mind that the research was compiled in a very short amount of time and that there is a shortage of data. Nevertheless, it is possible that the report will be helpful in the design of any additional research that evaluates the HR facilities that are supplied by the AJI Group.

Contents

Chapter 1: Introduction

1.1. Introduction

The Human Resources department is a growing industry in the modern business world. HRM was ignored by large organizations. Currently, the situation has shifted, and the majority of organizations are emphasizing HRM practice. The primary reason is that the organization is run by human resources and not by machines. Therefore, preserving these human resources is essential for a company's long-term success. Additionally, AJI emphasizes HRM practice. The primary objective of my Internship Report is to identify AJI's Human Resources practice area.

1.2 Background of the study

The purpose of this report is to familiarize you with all of AJI's departments (with the exception of HR and TD) so that we may better understand the company's operations. The final two months of AJI service have seen every effort made to ensure that all details are represented in the standard type. This essay is intended solely for educational purposes. I gathered the relevant information from a wide variety of primary and secondary resources. Alter putting in a lot of time and effort over the past two months, I was able to complete a thorough and significant research. All the information has been accurately and reliably revealed, yet nobody can utilize any of it.

There is no way to dispute the rapid pace of change that is occurring in the world of work. As a component of a business, HRM needs to be ready to deal with the effects of the changing nature of the workplace. This requires them to have an understanding of the implications that are brought about by globalization, improvements in technology, and the diversity of workers. Adapting to changing workforce needs, continuous improvement programs, contingent workforces, distributed work sites, and employee participation are all aspects of the challenge that need to be addressed. Now more than ever, HRM faces a huge challenge in its attempt to support the company by providing the most qualified candidates for the ideal roles in the shortest possible amount of time. Finding opportunities and developing strategies to take advantage of them is a challenging task to begin with. In addition, it can be challenging to assemble the proper people and make a selection of the best candidate within a reasonable amount of time.

The cost of hiring new employees is significant. As a consequence of this, the process of making suitable plans and putting those plans into action is one that requires additional focus and polish. Equal opportunity is another factor that should not be overlooked, as should sourcing. After becoming aware of the importance of this matter, we set out to investigate the ways in which theoretical components and the practical actions of the organization differed from and were comparable to one another. We made an effort to demonstrate the feature so that we might enhance it further.

1.3 Scope of the study

The practice of human resource management is investigated in this paper from both a theoretical and a practical perspective. Topics covered include HRP, recruiting and selection, training and

development, pay management, employee relations and separation, and other related topics. The research will educate students on human resource management (HRM) issues, the significance of those issues, and the most recent tactics and models that have been utilized to make HRM more effective. The research will be helpful in learning the practical techniques that are utilized by well-known companies. In addition, the research will help distinguish between theories and practices, which is necessary for determining how an organization may improve its human resource management (HRM) practice and process.

1.4 Objectives of the study

1.4.1 Broad Objective:

> ➤ The main objective of this report is to investigate the Human Resources Practices that are in place at AJI Group.

1.4.2 Specific Objectives:

    1.4.2.1   To identify how AJI Group implements HRM practices.
    1.4.2.2   To analyze the Recruitment and Selection Procedure of AJI Group.
    1.4.2.3   To identify the performance appraisal system of AJI Group.
    1.4.2.4   To assess the compensation practices of AJI Group.
    1.4.2.5   To investigate the training techniques and policy followed by AJI Group.
    1.4.2.6   To identify the issues related to the overall HR policies followed by the AJI Group.
    1.4.2.7   To recommend required measures for solving the problem.

1.5 Methodology of the study

I have used two different resources to compile the data I need for this report:

1. Primary Sources
2. Secondary Sources

1. Primary Sources: These are the primary data, which were acquired from the following sources:

    ✓ Face-to-face conversation.
    ✓ A telephone conversation.
    ✓ An oral examination of the accountable officials.

2. Secondary Sources: The secondary data acquired from the following sources are as follows:

    ✓ Websites of AJI.
    ✓ Various HRM-related documents.
    ✓ Internet.

1.6 Limitation of the study

My first real-world employment experience outside of the confines of a formal education comes in the form of my dissertation report. I am a student working toward a Bachelor of Business Administration degree and am very close to finishing my formal schooling. Before concluding their time in the institution, students face increasingly difficult challenges in their practical performance in the formal levels. Because of this, the performance of this report is significantly hindered by the fact that I do not have a sufficient amount of practical understanding. In addition to the limitations that have already been discussed, there are a few others that must be taken into account:

⇒ Time is a big problem that makes it hard to do a thorough study on the subject chosen.
⇒ HRD did not tell me about a number of confidential things, forms, and reports.
⇒ Some business and operation strategies could only be passed on.
⇒ Not willing to give more information because they are being harassed more without it being their fault.
⇒ A bad mix of work from different departments.
⇒ Being busy is another reason why people don't tell more.

Chapter 2:
Company Overview

2.1 AJI Group Profile and History

AJI Group possesses a wealth of experience regarding a variety of cultures, the most recent technologies, and quality standards, all of which we consistently strive to attain even during times of essential processing. But I am certain that all of our hard work, tenacity, and trust in one another have played an important role in bringing us here today, where we are to be on par with international companies in terms of the standards of quality and performance on time. I say this because I am certain that these things have played a role. The AJI Group is always the outcome of having a high aim, the highest dedication possible, sincere effort, intelligent direction, and flawless execution. Before I began my own company, I worked hard to ensure that I would fit in seamlessly with its culture. When I first began out, I opened a modest garment factory with the goal of eventually expanding it to a larger scale in terms of the number of customers served, the amount of revenue generated, the level of technological sophistication, and the quality of its products. What we are now, however, is not a surprise to us; rather, it is evidence of the positive effects that consistent effort, trust, and a willingness to expand can have on a business. I started my career right after I finished my Bachelor of Business Administration degree and Fashion Designing as well. I started from the very initial stage in the Garments Industry to gain knowledge of raw level work and the knowledge of production on the decade of 1999. This is when I began working as a garment manufacturer. I accomplished it on my own. By accumulating a vast amount of spontaneous production experience, I established myself in the role of Production General Manager. After that, I came to the realization that I was capable of competing in the international fashion arena, and I founded a garment factory under the name AJI Apparels Industry Limited. From that humble beginning, I was able to establish AJI Apparels Industry Ltd. and move into my own premises. In addition to it, I established another business called FRM Fashion House Ltd. And finally, the whole vertical composite knit industry, which is comprised of the following units: Unit of Circular Knitting for Polo Open and closed tube finishing facilities are available at the Polo Dyeing Plant. Washing Machines for Polo Polo Embroidery Unit Screen Printing Unit for Polo Flat Bed Printing Unit for Polo I would like to express my gratitude to each and every one of us for being a part of the organization that has consistently worked hard to meet the needs of our incredibly precious clients and has attained a one-of-a-kind standing in the industry.

2.2 Overview of the company

In the year 1996, a modest sewing unit that would later be known as AJI Apparels Industry Ltd. was established, and this is how the AJI GROUP of concerns made its debut on the scene of ready-made garment manufacturers in Bangladesh.

AJI prevailed over the challenging conditions that it faced in its formative years through a combination of hard work and dogged determination. In spite of the never-ending struggle for survival, AJI has maintained its commitment to the ideals it established in the beginning, which include honesty, integrity, moral scruples, and corporate ethics.

AJI has never failed to recognize the future challenges that are still to come, and as a result, the company has consistently focused all of its energy and resources on mastering the best manufacturing practices across all of its production units in order to achieve both professional competence and reliability.

Since the company's founding, it has been AJI's philosophy to provide its clientele with even more than they had anticipated receiving from the company. As part of AJI's efforts to live up to this pledge, the company has been behaving not only toward all of its buyers and consumers.

2.3 Mission statement

Maintain complete customer satisfaction by delivering items of the highest quality and by ensuring the company's continued viability via the implementation of effective business practices.

2.4 Vision statement

➢ Enhanced Worker Safety Through Innovative Technologies.

➢ Technological advancements with a focus on social and ecological responsibility.

2.5 Core values

✓ AJI is a Professional Organization. They offer services that are reliable, of excellent quality, and are delivered with a courteous and positive attitude.

✓ AJI is honest and trustworthy.

✓ AJI starts with each of our individual integrity, which then carries over to our collective integrity, which is applied to all of our work.

✓ AJI are Innovative. In order to cater to our members' ever-evolving requirements, AJI provides them with innovative ideas and services.
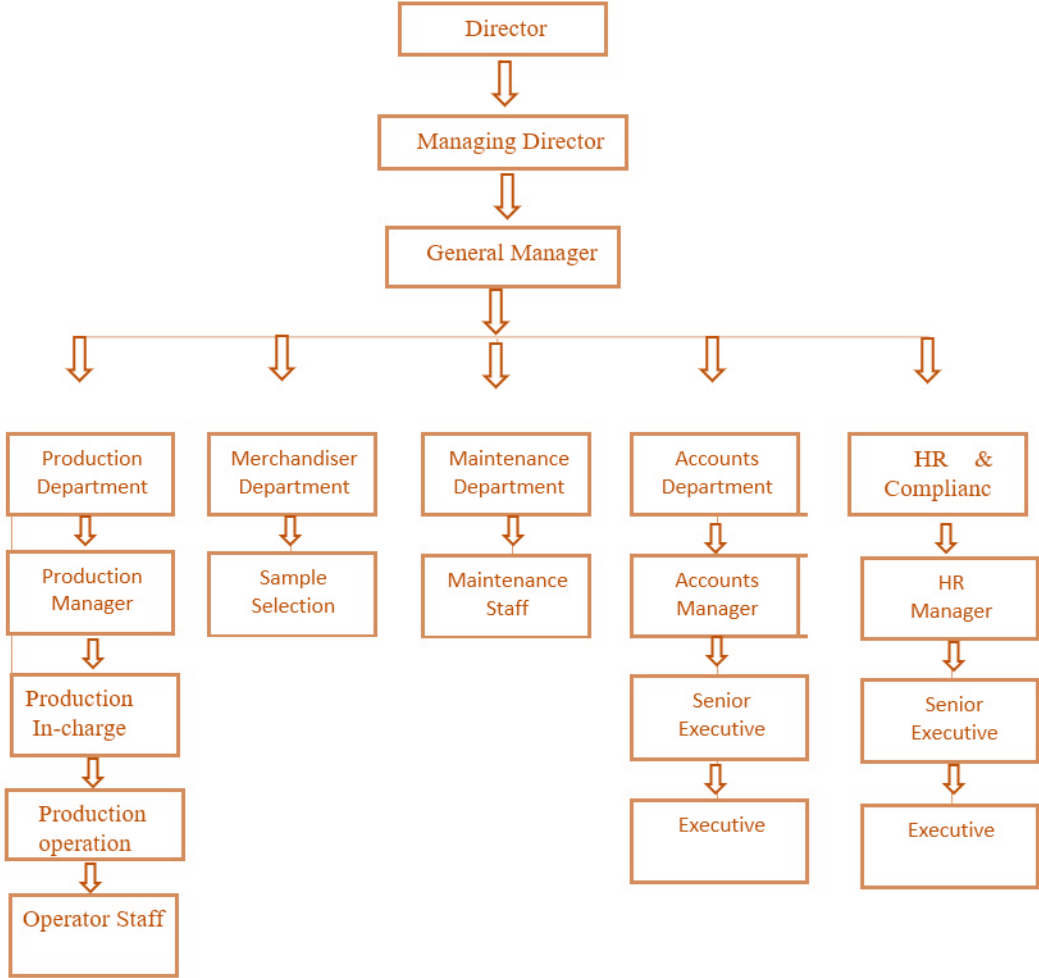
2.6 Code of conduct

1. The policy of AJI is to always be ethical in all of its commercial activities, show respect for the interests of those with whom it has connections, and do business with honesty and integrity.

2. AJI is completely compliant with all norms and regulations. Every member of the staff is obligated to learn the policies and procedures that apply to their particular areas of responsibility and to ensure that these guidelines are followed at all times. If they are unsure about something, employees are strongly encouraged to seek help. The corporation believes in free and open competition and is committed to promoting laws that promotes it.

3. AJI does not lend its support to any political party and does not make financial contributions to organizations whose work serves to further political goals.

4. AJI is dedicated to providing services that constantly give value in terms of pricing and quality and that meet the requirements and expectations of customers.

5. AJI is committed to conducting business in an environment that is both safe and sustainable. The Company is aware of its social responsibilities as a responsible member of the business community and intends to make an effort to participate in community activities with the goal of enhancing society as a whole.

6. AJI is committed to the concepts of dependability and credibility in its financial reporting as well as openness in all of its business dealings, and it does so to the fullest extent possible.

7. AJI is an equal opportunity employer in the workplace. It does not discriminate on the basis of gender in any of its hiring, promotion, or other personnel procedures, which are all based on merit and performance. We feel it is important to maintain open communication with our staff members and to provide a workplace that is both safe and healthy for them to work in.

2.7 Objective of the company

AJI combines its personnel, high-quality goods, and efficient procedures in order to fulfill the requirements of its discerning clientele. Their primary objective is to fulfill the company's mission by delivering high-quality goods and services that are an accurate reflection of that vision. This indicates that they will provide shareholders with the highest potential return. And as a consequence of this, they will ensure the continued financial expansion of the business while simultaneously protecting the interests of their stakeholders.

2.8 Management organogram/structure:

```
                          ┌──────────────┐
                          │   Director   │
                          └──────────────┘
                                 ⇓
                       ┌───────────────────┐
                       │ Managing Director │
                       └───────────────────┘
                                 ⇓
                       ┌──────────────────┐
                       │ General Manager  │
                       └──────────────────┘
                                 ⇓
        ⇓           ⇓            ⇓            ⇓            ⇓
┌────────────┐ ┌────────────┐ ┌────────────┐ ┌────────────┐ ┌────────────┐
│ Production │ │Merchandiser│ │Maintenance │ │  Accounts  │ │  HR    &   │
│ Department │ │ Department │ │ Department │ │ Department │ │  Complianc │
└────────────┘ └────────────┘ └────────────┘ └────────────┘ └────────────┘
       ⇓             ⇓              ⇓              ⇓              ⇓
┌────────────┐ ┌────────────┐ ┌────────────┐ ┌────────────┐ ┌────────────┐
│ Production │ │   Sample   │ │Maintenance │ │  Accounts  │ │     HR     │
│  Manager   │ │ Selection  │ │   Staff    │ │  Manager   │ │  Manager   │
└────────────┘ └────────────┘ └────────────┘ └────────────┘ └────────────┘
       ⇓                                           ⇓              ⇓
┌────────────┐                             ┌────────────┐ ┌────────────┐
│ Production │                             │   Senior   │ │   Senior   │
│ In-charge  │                             │  Executive │ │  Executive │
└────────────┘                             └────────────┘ └────────────┘
       ⇓                                           ⇓              ⇓
┌────────────┐                             ┌────────────┐ ┌────────────┐
│ Production │                             │  Executive │ │  Executive │
│ operation  │                             │            │ │            │
└────────────┘                             └────────────┘ └────────────┘
       ⇓
┌────────────┐
│Operator Staff│
└────────────┘
```

Chapter 3:
Theoretical Background

3.1 Introduction of HRM

Management of personnel or of people was the original name for what is now called human resource management. In the past, its function was not quite as important as it is today. HRM, or human resource management, is a formal method of personnel management that may be implemented in any firm or organization. It is an essential component of any organization and the management of that company.

Employees' hiring, evaluation, training, and remuneration are some of the primary responsibilities that fall within the purview of the department of personnel. The problems that arise for employees while they are performing their jobs are the responsibility of the department of human resources in a corporation. Human Resources is concerned with certain work practices and how those practices affect the functioning of the organization.

Currently, Human Resource Management is concerned with the following:

Everything to do with the administration of staff members within a company or other organization. This includes things like decisions, strategies, principles, operations, procedures, functions, activities, and the mechanisms by which personnel are managed.

The kinds of interactions that workers have with one another at their places of employment, as well as everything that may have a positive or negative impact on such relationships.

Making certain that workers are content with the terms of their employment and the working environment. This results in improved production of goods and services, which contributes to the overall success of the organization.

When we talk about a company's workforce, also known as its employees, as well as the talents and energy that those individuals bring to the table, we are referring to what is known as human resources in a business context. This encompasses all ideas, creative endeavors, specialized knowledge, and talents that employees bring to the business and put to use in order to make it successful. To put it another way, a person's resources, as well as the information and experience they've gained over the course of their lifetime.

Both attracting new workers who offer unique skills to the organization and effectively managing existing staff are major concerns of human resource management (HRM). Another one of your functions will be to direct and assist the staff in question by giving them instructions as necessary. It is essential for a large corporation that employs a significant number of people to have a department that is solely devoted to dealing with concerns concerning its employees. These concerns include topics like recruitment, performance management, organizational growth and development, instruction, occupational health and safety, motivational incentives, communication, workplace culture, and the surrounding environment.

Management of human resources is now an essential component of any modern business. This is a necessary department that should be present in each firm or organization. It does this by focusing on the relationships between employees and their employers and persistently aiming to make those relationships stronger. This, in turn, helps boost the morale of workers. In addition, the HR

department offers employees any support they might require in order to help them enhance their performance.

The function of human resource management (HRM) extends to determining the level of success and/or productivity of each department in an organization or corporation. It contributes to the success of each department and aids in the improvement of their work. It also acts as a mediator.

whenever it is required to do so, to assist in the resolution of any problems that may develop in relation to the work of the workers. Another one of HRM's responsibilities is to improve productivity among the company's workforces.

If a company possesses precious, uncommon, or otherwise one-of-a-kind human resources, it will always have a competitive edge over other organizations that are in a similar position.

3.2 Objectives of HRM

The goals of a corporation are reflected in the HRM department's objectives. After then, either individual or group activities are planned in such a way as to meet the objectives or goals that were established. To accomplish their goals, firms and organizations must first acquire and effectively manage the necessary resources, which may include human resources.

Therefore, management of human resources needs to be done in a way that makes effective use of those resources to accomplish the organization's objectives and goals. At their core, the goals of human resource management (HRM) derive from and contribute to the accomplishment of organizational goals.

- ✓ To build and employ a capable and enthusiastic workforce to accomplish organizational objectives.
- ✓ To form an effective organizational structure and harmonious working relationships among all team members.
- ✓ To incorporate people or teams into the organization by ensuring their aims are consistent with those of the business.
- ✓ To provide individuals and teams with adequate means for learning and advancing in the company.
- ✓ To put an organization's human resources to the best possible use to accomplish its aims.
- ✓ To ensure that salaries are competitive and sufficient, and to offer appropriate incentives and benefits, to maximize individual and social well-being. Also, to make sure there are channels for rewarding hard labor with respect, honor, safety, and standing.
- ✓ To maintain high morale and positive employee relations by creating and enhancing favorable working conditions and amenities.
- ✓ To constantly develop and strengthen the human resources, it is necessary to offer relevant training programs.

✓ To redistribute income and wealth in an effort to ameliorate social and economic problems like unemployment, underemployment, and inequality. In this way, everyone benefits from it. This will have a beneficial effect on the job prospects of women and the poor.
✓ To provide venues for self-expression.
✓ To guarantee that the organization's management is effective, reasonable, and fair.
✓ To maintain a pleasant environment at work and secure employment, appropriate infrastructure must be in place.

3.3 Recruitment and selection

The recruitment and selection process are generally understood to be the procedure that is utilized to pick the most qualified candidates. Among a group of people who have applied for specific jobs at various companies. The process of selecting new employees is typically seen as one of the most important decision-making responsibilities that managers have within an organization.

The managers will genuinely try to match the candidates' levels of knowledge and skills during the selection process. In conjunction with the capabilities of the applicants and the prerequisites for the jobs. There is no one method of hiring that can be used across the board to all the different enterprises and be regarded the standard. To be more accurate, the stages and procedures involved in the selection process are not standardized from one company to the next.

The Recruitment and Selection Process is backed by an established and ongoing screening procedure. Nevertheless, there are some circumstances in which the screening procedure cannot make the choosing to process simpler. since there are most likely additional aspects that play a role in the choosing process. The following list contains the environmental aspects that have been considered.

Legal Aspects: Human Resource Management is affected by judicial rulings, executive directives, and laws. In the selection process, the management of the business should employ legally protective selection instruments.

Decision-Making Speed: Time constraints affect the recruitment and selection process. Generally, selection policies are followed. Also, legal safeguards.

In such cases, the organization is under strain. Management then follows an outstanding selection process.

Organizational Structure: The recruiting and selection process varies according to the hierarchical levels of the positions being filled within an organization.

Applicant Pool: Number of job applications affects recruiting and selection. When there are numerous qualified applicants, the selection process is selective. To determine the selection ratio, compare the number of selected candidates to the whole pool.

Organization Types: Type of organization (government, private, non-profit, etc.) also affects employment selection.

Probationary Period: A certain organization uses probation in their hiring process. Performance-based evaluation of a person's potential. This may involve a selection process validity check. Nor as a selection process substitute.

Criteria for Selection: Applicants are usually chosen based on the following criteria.

- ➢ Education
- ➢ Competence
- ➢ Experience
- ➢ Skills and Abilities
- ➢ Personal Characteristics

3.4 Recruitment process

The process of seeking out and luring qualified individuals toward one's business with the hope of employing them to fill open positions is referred to as recruitment or hiring. Internal sources and external sources are the two types of sources that can be used for recruitment. The process of looking for people who might be interested in working for an organization and persuading them to join that company is referred to as recruitment.

The objective of the recruitment process is to discover competent and talented employees who will contribute to the growth and development of the firm. The human resource management (HRM) department is responsible for this function.

Beach says Recruitment develops and maintains manpower. It creates a pool of available labor from which the company can hire more workers. The recruitment process generates candidates for job openings.

3.4.1 Sources of Recruitment

There are numerous different channels through which prospective employees might be recruited, but they can all be broken down into one of two categories:

1. Recruitment from Internal Sources

Employees that are already on a company's payroll are one of the company's internal sources of recruitment. In addition to that, it consists of formerly employed individuals who have since rejoined the company in some capacity. To fill positions that have become vacant within the organization because of promotion, rehiring, or employee transfer, the corporation will look to internal sources for potential candidates.

Internal recruitment advantages:

- ✓ Existing personnel are easier to move.
- ✓ Managers recognize employees' qualities and abilities.
- ✓ Internal hiring increases job and promotion prospects for existing employees, boosting morale.
- ✓ Internal recruiting encourages employee loyalty.
- ✓ Existing personnel know the company's working processes and adjust quickly to new roles.

Internal recruitment characteristics:

- ✓ Procedure that takes less time.
- ✓ The internal recruitment process is offered at a lower cost.
- ✓ Serves as a method of instilling motivation in the workforce.
- ✓ Only current employees of the company are eligible for consideration by the company as candidates.
- ✓ The possibility of recruiting new workers has been eliminated.

2. Recruitment from External Sources:

The terms "external sources of recruitment" and "sources that lay outside or exist external to the organization" are used interchangeably in this article.

Sources of external recruitment:

- ✓ People becoming members of an organization, particularly because of recommendations.
- ✓ Employment agencies (e.g., bdjobs.com) or employment exchanges.
- ✓ Advertising
- ✓ Educational establishments such as universities and technical schools
- ✓ Contractors
- ✓ Hiring unskilled labor
- ✓ An itemized list of submissions
- ✓ Workers on a temporary basis

It is possible to hire individuals who are a good fit for the available positions in the company by encouraging the current workforce to provide recommendations for qualified candidates. As a result, an improved sense of teamwork and synchronization among the workforce would be realized.

On the other hand, it could also result in workers choosing family members and friends who aren't qualified for the positions they're applying for. As a result, brilliant people run the risk of missing out on favorable possibilities.

External recruitment, on the other hand, offers access to a more extensive pool of candidates who already possess the required set of abilities. When applied to the process of hiring for managerial and technical positions, it has been demonstrated to be effective recruitment method.

External source characteristics

- ✓ Procedure that is drawn out and takes a lot of time.
- ✓ This is a time-consuming and costly operation.
- ✓ Existing employees' morale suffers when opportunities are given to people from the outside the company rather than them.
- ✓ When you hire new people to work for your company, you bring in fresh perspectives, which can lead to the development of new ideas and capabilities.

3.5 Selection process

The process of selecting and shortlisting suitable individuals who possess the requisite qualifications and skill set to fill openings in an organization is referred to as the selection process. This process can be defined as the process of selecting and shortlisting suitable candidates. The hiring procedure is different from business to business, even within the same organization, and even from one department to another within the same business.

Because each company has its own standards, it is necessary for them to develop their own selection procedures. Despite this, the essential stages are still the same. Now that we have everything out of the way, let's take a quick look at the selection procedure.

- ✓ **Preliminary Session**: This is a very broad and fundamental interview that is being conducted to weed out the applicants who are not even remotely qualified to work for the organization. Because of this, the organization now has access to a pool of prospective workers who could be qualified for open positions.

- ✓ **Receiving Applications:** Candidates seeking open positions submit their resumes and cover letters to the organization in question. The application provides the interviewers with information about the candidates, such as their biographical data, their work experience, their hobbies, and interests.

- ✓ **Screening Applications**: After the applications have been received, they are reviewed by a special screening committee, which then selects applicants from among the applications to call and invite to an interview. Candidates could be chosen based on specific criteria such as their qualifications, previous work experience, and so on.

- ✓ **Employment Tests**: It is necessary for a company to determine an individual's level of ability and talent before assigning them to a position in the company. This is accomplished through the administration of numerous job exams, including those measuring IQ, aptitude, competency, personality, and so on.

- ✓ **Interview for a Job Position**: The employee interview is the next component of the selection process to be completed. Interviews for jobs are conducted to determine in great depth a candidate's skill set and whether they have the capacity to work in the organization. The purpose of an employment interview is to determine whether the candidate is suitable for the position, as well as to provide the candidate with information regarding the work profile and the responsibilities that would be expected of the potential employee. Interviews are an essential part of the hiring process because they help employers choose the most qualified candidates for open positions.

- ✓ **Examining the References**: Another very significant source of information is the individual who provides a reference for the potential employee in question. The referee will be able to provide information regarding the individual's capabilities, experience in the prior firms, leadership, and managerial skills, and more. The Human Resources department is the only one that should have access to the information that was provided by the referee.

- ✓ **Medical Examination**: The next step in the selecting process is the medical exam, which is also a very essential step. Employers are able to determine whether or not any of the potential applicants are physically and psychologically fit to undertake the tasks associated with their professions thanks to medical exams. There would be fewer incidents of absenteeism, accidents, and employee turnover if there is an effective system of medical checkups in place. Additionally, the health standards of the employees will be greater.

- ✓ **Letter of Final Selection and Appointment to the Position**: The selecting procedure comes to its conclusion with this stage. An appointment letter is delivered or emailed to the employee to certify his selection for the job once the candidate has demonstrated that they are qualified for the position by passing all written tests, interviews, and medical examinations. The terms of employment, including working hours, remuneration, and leave benefits, are listed in their entirety in the letter of appointment. It is common practice to hire workers on a conditional basis, with the understanding that they will be hired permanently if the company is pleased with the worker's performance.

The significance of the selection procedure

- ❖ Recruiting and putting together the right team is crucial to a company's success. In a similar vein, a company's success depends entirely on its individual members.
- ❖ Investing in the recruitment of highly competent workers expedites the attainment of organizational objectives.
- ❖ Once competent technical workers are assigned to specific positions, the number of workplace accidents will drop dramatically.
- ❖ People are more productive and produce better results when they are engaged in work that they enjoy.
- ❖ Happy workers have higher morale and are more driven to succeed in their roles.

3.6 Training and development

The Human Resource Management department is responsible for several important activities, one of which is training and development. Training is the process of providing employees with a structured environment in which they are instructed and taught technical knowledge that is relevant to their professions. It focuses on training workers how to utilize specific devices or how to perform activities in order to improve productivity among the workforces.

whereas "development" refers to the general holistic and educational growth as well as the maturity of persons in leadership positions in an organization. The process of growth entails gaining new insights and attitudes, as well as increasing one's adaptability, leadership, and interpersonal skills.

The requirements of the organization, the type of individuals being trained and their skill sets, the ultimate goals of the training, and the job profiles of the employees are taken into consideration when designing training and development programs. These programs can typically be divided into two distinct categories:

i.   On the job
ii.   Off the job

Training for employees is not the same across all levels of the organization. For the training of skilled workers and operators, the following training methods are utilized: Specific job training programs, apprenticeships, and apprenticeships, technical training at a training with live demos, training through an internship, and training through the process of rotating jobs are all examples of types of training.

People who are in supervisory or managerial roles receive training in the form of lectures, group discussions, case studies, role-playing, conferences, and other similar activities.

Training like this is provided to people participating in managerial programs, such as Management Games to promote decision making and Programs to find promising executives. Training in sensitivity to better comprehend and affect the behavior of staff members, Simulation includes role-playing, as well as training programs for enhancing skills in communication, human relations, and management.

Other Training

- ➤ **Technical Instruction** – Technical training is a sort of employee education that focuses on teaching workers how to operate a specific piece of machinery or piece of technology.

- ➤ **High-quality training** – In most cases, companies that really manufacture their own products are the ones that provide quality training. Employees are taught through quality training to recognize defective goods and to ensure that only flawless goods are distributed to customers and markets.

- ➤ **Skills Training** – Employees are provided with skills training in order to better prepare them to perform the duties associated with their work. A receptionist, for instance, would receive training geared exclusively at how to field phone calls and operate the answering machine.

- ➤ **Soft Skills** – Personality development, being pleasant and friendly to clients, creating rapport, training on sexual harassment, and a variety of other topics are all included in soft skills training.

- ➤ **Professional Development** – Training at the professional level is necessary for careers in areas such as medicine and research that are characterized by work that is in a state of perpetual flux and development. People who work in these fields are required to stay current on developments within their industry on a regular basis.

- ➤ **Team Training** – Training helps build a degree of trust and synchrony amongst members of a team, which ultimately leads to higher productivity.

3.6.1 **Training's Advantages**

- ⇒ Training helps increase both the amount and quality of people who can work. The employees' existing skill sets, and knowledge bases are expanded as a result.

- ⇒ It reduces the amount of time and money required to accomplish the objectives of the company. For example, experienced and well-trained salespeople are more likely to meet and surpass their quotas in a shorter amount of time than less-skilled and less-trained salespeople.

- ⇒ The ability to discover highly qualified and talented people through training enables an organization to promote those workers to positions with increased responsibility.

$\Rightarrow$ Employees who have received training are significantly more productive than those who have not.

$\Rightarrow$ Reduces the necessity of performing constant oversight and supervision of the staff.

$\Rightarrow$ Boosts job satisfaction, and as a result, morale in the workplace.

$\Rightarrow$ Training process and methods

$\Rightarrow$ Performance appraisal process

$\Rightarrow$ Overall compensation system

3.6.2 Benefits of Development

$\Rightarrow$ Provides executives with an understanding of the most recent practices and developments in their respective sectors.

$\Rightarrow$ Ensures that there is always enough knowledgeable and experienced managers working for the organization at any one time.

$\Rightarrow$ Contributes to the continued development and existence of the company over the long term.

$\Rightarrow$ Develops an efficient management team that is fully capable of resolving any problems that may arise inside the organization.

$\Rightarrow$ Ensures that employees make the most of their managerial and leadership talents to the greatest extent possible.

3.7 Training process and development

Every company has the same goal: to have its personnel perform their jobs with maximum effectiveness. But is it really that simple? The appropriate response is "no." Working with the same set of abilities for an extended period is becoming increasingly difficult as a direct result of the quick pace at which the environment is undergoing change.

It introduces the idea of improving the workers' existing knowledge and abilities in each field. In other words, the changing environment generates a requirement for people to either train themselves or change their abilities in response to the shifting environment.

we will examine the many different training methods under two primary categories: on-the-job training and off-the-job training.

3.7.1 Methods of Training

1. On-the-Job Training Methods

(a) Job Rotation

There is a wide variety of work available in every organization. When it comes to the labor, different jobs and types of work require different skill sets. This approach is taken in order to ensure that the organization's human resources are adequately developed across all of its divisions and regions.

In this system, an employee is given the chance to work on several postings, each of which is associated with a distinct group of tasks, but the worker's salary remains the same. Because of this, it is often referred to as 'lateral movements.'

(b) Job Instructions

A specific endeavor can be completed via several different methods. A worker is guided through this style of training by a supervisor or a trainer, who informs the worker of the specific steps that need to be completed to successfully complete the work. In addition to that, the supervisor is teaching the workers new tasks every now and again.

(c) Coaching

The worker in every business needs to increase their theoretical understanding in addition to their practical skills. This is necessary. Most companies use this training approach since it allows them to achieve their goals.

When utilizing this strategy, the employer will give the worker with a trainer who will instruct him. Additionally, the trainer gives him consistent feedback on a regular basis.

(d) Committee assignments

As part of this approach to employee training, the company will get its staff together for a meeting or seminar at which they will be briefed on a real-life challenge facing the company.

The company challenges them to use their ingenuity to find a solution to the problem and requests that they treat it as an assignment. Because of this, it results in the employees of the firm developing traits such as teamwork and leadership among other attributes.

2. Off-the-Job Training Methods

(a) Vestibule Training Method

The Vestibule Training Method is a well-known and widely used approach to employee training, particularly for the training of manual laborers. There is a risk of accidents occurring with the plant's machinery if the corporation decides to begin training employees in the factory or the workplace itself.

In this strategy, similar pieces of equipment and tools are stored in a location that is separate from the organization. Because of this, the workers are given the opportunity to improve their abilities by working with the same equipment and machinery.

(b) Case Study Method

In most cases, a case study will focus on a problem that an organization is currently facing and will provide employees the opportunity to devise a potential solution to that problem.

Because of this, they will have the opportunity to investigate the situation and devise solutions that will be effective. The ability of an employee to think critically and creatively can be improved using this strategy.

(c) Incident Method

In the initial step of this process, the organization compiles a record of actual incidents that have occurred in the past. After that, they question the staff members about how they feel about the recent occurrence or circumstance.

After some time has passed, everyone gets together to discuss the situation and decide on a unified response to it based on their individual and collective choices.

(d) Conferences

A "Conference" is the name given to the gathering of multiple persons for the purpose of discussing a specific topic or subject matter. Every worker investigates and discusses a selection of issues that are associated with the topic. Additionally, this strategy enables each worker to communicate their individual perspectives in their own unique way.

3.8 Performance appraisal process

A performance evaluation, also known as a performance review, is a methodical procedure that evaluates an employee's performance at work in connection to the projects on which the individual has worked and his contribution to the organization. Performance appraisals are also known as performance reviews. It is also sometimes referred to as a performance review or annual review.

It assists the managers in assigning the appropriate jobs to the appropriate employees based on the employees' skills. Employees are frequently interested in learning specifics about their own performance, so they may evaluate it in relation to that of their peers and determine where and how they might make improvements. Therefore, every organization requires an effective method for evaluating employee performance.

The evaluation of an employee's performance serves the primary function of determining that person's worth within the context of the firm. Attendance, efficiency, attitude, the quality of work, and the quantity of work are only a few examples of key criteria. Other important factors include the amount of work.

The records that the manager of the department of human resources is responsible for keeping can be used to quickly measure the physical or objective elements like attendance, amount of work, and efficiency.
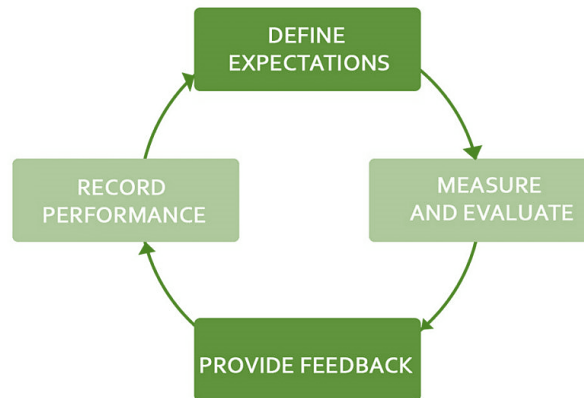
When it comes to measuring subjective aspects such as attitude, behavior, kindness, and so on, however, things start to get a little bit gross. However, in order to conduct an accurate evaluation of an individual's performance, it is necessary to take into account both the subjective and objective criteria.

3.8.1 Methods of Performance Appraisal

There are a variety of approaches that are utilized by managers and employers in order to assess the level of performance exhibited by workers; however, these approaches may be broken down into two distinct categories:

1. Traditional Techniques
2. Modern Techniques

COMPONENTS OF
PERFORMANCE APPRAISAL

```
        DEFINE
      EXPECTATIONS

  RECORD              MEASURE
PERFORMANCE        AND EVALUATE

       PROVIDE FEEDBACK
```

Methods of Evaluating Performance

- ✓ Formulating expectations for results.
- ✓ Create some targets that can be measured.
- ✓ Observe the true level of efficiency.
- ✓ Check against established norms and targets.
- ✓ Meet expectations, did not meet expectations, or surpassed expectations? Discuss with the employee.
- ✓ Do the right thing and fix things.
- ✓ Establish benchmarks for the next iteration.

The following are three benefits to an organization from doing performance reviews:

- ✓ Managers are better able to assess their employees' strengths and weaknesses, as well as their overall performance, with the aid of a well-structured performance appraisal system.

- ✓ Employees benefit from performance reviews because they learn where they can make changes. Managers can then utilize this data to provide feedback to workers on how to improve their performance.

- ✓ It aids management in assigning tasks to workers based on their sets of skills.

3.9 Overall compensation

From the perspective of a management, a company's pay package is crucial not just because of the financial investment it requires but also because it is likely to be the primary reason people choose to work for the company.

The best staff can be attracted to and kept by offering competitive salaries and benefits packages. Employees often anticipate that their salaries would be sufficient to meet their needs, rise in line with inflation, provide some extra cash for savings (possibly for retirement) and leisure, and grow steadily over time, as would be revealed by a brief survey on the topic.

The structure of a company's pay system can reveal a lot about its beliefs and norms. It's common for workers to focus more on a company's financial benefits than on what it advertises. Many times, people act in ways that are consistent with the rewards they receive.

A compensation plan reflects the company's expectations of its employees. For instance, if quality is a core value, it should be incorporated into some aspect of the entire compensation structure.

3.9.1 Types of Compensation

We have learned what compensation is and its significance. However, when it comes to organizations, whether public or private, compensations are further subdivided as follows:

Direct Compensation: Obviously, it consists of income payments and health benefits. The primary function of compensation management staff is the development of wage ranges and pay scales for various positions within a business.

Direct compensation that is commensurate with industry norms provides employees with the certainty that they are paid properly. This alleviates the employer's concern over the costly loss of trained personnel to a competitor.

Indirect Compensation: It emphasizes the personal motivations of each individual to work. People are most productive in positions where they share the company's values and interests, notwithstanding the importance of compensation.

These perks may include free staff development courses, subsidized day care, opportunities for advancement or transfer within the company, public recognition, the capacity to affect or bring about change at work, and service to others.

These are the two sorts of pay that must be controlled and each has its own contribution to the organization's growth. We shall now examine the various components of compensation.

Compensation Components: Compensation consists of many components that benefit an employee upon retirement or in the event of an accident or injury. Now, we will examine the essential aspects or constituents of compensation.

Wages and Compensation: Wages represent hourly rates of pay, while salary represents an employee's monthly rate of pay. It makes no difference how many hours a person works for the company. These are subject to yearly growth.

Allowances: Allowances are the quantity of something that is permitted, typically within a set of restrictions or for a particular purpose. In addition to basic income, certain allowances are provided.

Chapter 4:
HRM Practice of AJI Group

4.1 Current scenario HRM practices

The current scenario of HRM applications in the AJI Group is not at a satisfactory level due to having some shortcomings such as employee absenteeism, employee turnover, inadequate training facilities, lack of motivational tools, inadequate welfare facilities, absence of performance rating system, etc. The current scenario of HRM applications in the AJI Group is not at a satisfactory level due to having these shortcomings. According to the findings of the study, our life insurance firms should address a few logical concerns to improve their current precarious status and implement effective HRM practices in order to increase both their profits and their reputations. In this regard, according to Uddin and Khan (2005), both general and life insurance companies should apply HRM functions for the purpose of reducing their employees' absenteeism and turnover; they can arrange adequate on-the-job and off-the-job training facilities for their existing employees; they can practice a positive motivation and adequate welfare facilities; and they can maintain a performance assessment system on a regular basis for the purpose of minimizing the current unsatisfactory scenario of HRM practicum. In addition, Last but not least, human resource management (HRM) has the potential to solve all HR-related issues that are associated with garments by recognizing that employees are the most valuable resource among all other resources, including financial resource, physical resource, information resource, and 6M resource (men, machine, material, money, market and method). The findings of the research have assisted us in realizing the importance of applying HRM within AJI Group to ensure the full utilization of human skills in work by thinking that human is a capital rather than a liability or burden at all. This realization was made possible by the fact that human is not a burden at all.

4.2 Recruitment and selection process

I was tasked with locating candidates with the necessary qualifications for the organization during the recruitment process. Recruit individuals who possess the necessary qualifications. It was essential for the organization to find and hire individuals who could propel it to greater heights.

Recruitment & Selection Process: 9 Steps: -

1. Advertise the vacancy: Be clear and concentrate on the abilities and capabilities necessary for the position you're applying for.

2. Examination of the resumes: In this stage of the process, you should make an effort to weed out any applicants who are not applicable, efficient, or effective for the position based on the requirements set forth by the HR department.

3. Interview over telephone: In this round of the process, the interview will really be conducted over the candidate's cell phone.

4. Interview in-person: This stage of the process involves the interviewer having a face-to-face conversation with the interviewee in a conference room, during which the interviewee is posed with a number of specific questions.

5. Assessment: It is a form of predictive evaluation or measurement toll by which it is possible to easily measure whether or not the candidate is suitable for the specific post.

6. Subsequent face-to-face interview: This is the second time the interviewer has met with the interviewee, and he or she will continue to ask questions and seek some sort of general explanation.

7. Job shadow: In this stage of the process, you will evaluate whether or not the candidates are able to embrace the culture of the firm and communicate effectively with the other employees.

8. Verify the source: The checking of references is required since anyone references a particular candidate should know whether or not that candidate's background information is correct, authentic, or both.

9. Job proposal: The final phase in the recruiting and selection process is to make an offer of employment to an applicant who demonstrates sufficient qualifications for the position.

4.3 Recruitment

The process of identifying those individuals who have the most potential and are most qualified for a specific role is known as recruitment. The HR department does all in their power to entice the most highly qualified individuals to join the firm. Because of this, choosing a candidate for a particular post will be more difficult if the potential applicants for that position are not first identified.

- ✓ Necessity Assessment
- ✓ Determining the job description
- ✓ Evaluating available recruitment avenues
- ✓ Advertisement
- ✓ Evaluation and Selection of Applications
- ✓ Written & Computer skill test
- ✓ Recruitment interview (3-tier)
- ✓ Choices Regarding Employment
- ✓ Pre-employment medical examination
- ✓ Offer letter
- ✓ Orientation
- ✓ Placement

4.3.1 Sources ofCandidates

There are two sources for the recruitment procedure:

A. Internal recruitment source

B. External recruitment source

A) Internal Recruitment:

Creating and implementing an internal recruitment policy is the first step in developing a successful recruitment process. This policy should impose restrictions on managers to prevent them from stealing employees from other managers or needlessly preventing mi employees from furthering their careers if they are qualified for available positions. The policy explains what internal applicants should expect during the selection process and whether applying for an internal post will impact their present employment. A corporation should include whether an employee must remain in a job for a minimum amount of time before applying for a new position within the company, as well as provide guidance on how to advance to new roles.

Transferring and Getting Promoted:

After evaluating an employee's performance, the business transfers or relocates them to different positions. In addition, the company will promote an employee if they have done well enough in their position to merit it, taking into account both the amount of work they have put in for the company and how much they have improved as a result of their employment there. And while being transferred and promoted are two separate things, both will give individuals benefits based on how well they do in terms of their talents, knowledge, and other abilities.

B) External Source:

In-house recruitment is standard practice at many well-known organizations. This indicates that the organization does not contract the process of recruitment and selection out to any other firms or organizations. The procedure is controlled in an effective and efficient manner by the HR department of a firm. The entirety of the procedure is managed centrally.

Advertisement: In order to facilitate the hiring process, the company publishes advertisements in newspapers, on websites, and across the internet on a variety of websites and web pages. These include job.com, job.bd, LinkedIn, senice.com, and other similar websites. Therefore, job seekers can use this method to send in their curriculum vitae for any given post. In addition, there are employment agencies and other individuals who assist individuals in looking for work in acquiring employment.

Employee referrals: There are always a large number of staff members working in any organization. Sometimes, employees will provide suggestions to other people who should be contacted in order to collect resumes or CVs.

Internship: When an organization is impressed with the performance of an intern, it will sometimes invite that intern to participate in the selection process. In point of fact, the organization views interns as its primary internal source of talent.

Checking Out the Resume Database: Verify an applicant's qualifications to determine whether or not they are qualified for the post before inviting them to an interview.

Resumes and CVs Posted: A candidate uploaded their resume and cover letter to the position that best suited them, one in which they would be able to demonstrate their skills and abilities.

4.4 Selection

The selection process is the procedure by which we nominate candidates for positions inside the organization and then choose those candidates who are the most qualified.

✓ Short-listing:

The responses to the adverts are organized and examined before being accepted or rejected. Both the cover letters and the curriculum vitae will be evaluated. The parts of the cover letter that are evaluated for quality include the writing style and language used, the emphasis placed on the areas requested in the advertisements, and the quality of the letter itself (whether it is specifically customized to the advertisement or just a conventional answer). Candidates that make it onto the shortlist are then invited to take a written test as well as a test of their computer skills (depending on the department for which they are being recruited).

✓ Interviewing:

Acquiring a new job is not always a quick and simple process. The process of interviewing for a job can take quite some time. In most cases, the practice of having only one interview and then being extended a job offer has been phased out. In today's business world, many organizations use extensive interviewing procedures, beginning with preliminary interviews, which frequently take place over the phone, then moving on to in-person interviews, and so on.

✓ Interview for initial consideration:

A screening interview is a sort of job interview that is conducted to assess if the applicant possesses the qualities needed to accomplish the job for which the company is hiring. The purpose of this type of interview is to determine whether or not the candidate is qualified to do the job. When a corporation does not begin the hiring process with open interviews, which is the practice of evaluating numerous candidates at once during an event known as an open ring, the screening interview is often the first interview that takes place.

✓ Verification of Prior Experience:

There is a possibility that you will be extended a job offer subject to either a credit check or a background check. Or, prior to making a job offer, a corporation might do a check of the applicant's criminal history. Based on the information obtained during the background check, the employer may decide not to extend a job offer to you or they may choose to revoke an existing offer.

✓ Offer:

A blank application will be given to the candidate in the event that he or she does not have any objections to the terms and circumstances of the work, as well as the organization, which were brought up and talked about at the final interview. The application blank is a standardized format of employee-information that includes all of the information that the organization requires concerning the staff. Along with a curriculum vitae, the candidate is required to fill in this blank and send it in to the company.

✓ Offering themselves for the role:

Following the completion of the required paperwork and the medical examination, the candidate is presented with a letter of offer that details the compensation package, employment responsibilities, and utilities that will be provided by the firm. Even at this late stage, the candidate who was chosen for the position has the opportunity to back out of the job offer. He or she is at all times free to raise any issue, regardless of whether it concerns the compensation structure or some other aspect of the facilities, etc. The Human Resources department maintains an open-door policy for any type of conversation that may be pertinent.

✓ Verbal Offer:

After the candidate has successfully passed the medical exam and the reference check, a verbal offer of the post will be made to them. The following topics ought to be discussed in the meeting:

- We inform the candidate that HR would like to offer him a position.
- Tell them how happy you are for them.
- Outline the compensation and benefits that will be made available to them.
- Inquire of him or her as to whether or not they are pleased with it.
- You should inquire as to whether or not they have verbally accepted the post.
- Inform him or her that a formal letter of offer along with an introduction package will be mailed to them shortly.

✓ Written letter of offer:

The candidate will receive a written letter of offer to accept or decline the position. After the applicant has orally accepted the employment, the necessary written offer will then be organized. This letter is mailed out to the applicant no more than two or three days after the verbal offer has been made. Along with the letter of offer, an introduction package was mailed to the individual who was ultimately selected for the position. An appointment notice will be posted on notice

boards and/or uploaded into the internet at least one week before the individual in question begins working in their new role.

4.5 Training and development process

Employees of AJI must not only be proficient in their core functional capabilities, but also be equipped with the fundamental tools and methods necessary to do their jobs effectively.

It without a doubt makes it possible for them to effectively and profitably manage their endeavors and connections in the competitive commercial environment that exists today. The AJI People Development Framework will create a platform for continually improving individual adequacy as well as expanding authoritative capacities to achieve business goals. The following supplementary endeavors are incorporated into this system:

Introduction/Orientational Schedule

It is crucial to have an acceptance program in place to assist newly hired employees in adjusting to their roles as quickly and successfully as is reasonably possible given the conditions. The representatives in the organization have a better understanding of their role, the division in which they work, and the organization as a whole as a result of participating in an organized recruitment program. It not only solidifies the relationship between the representative and the company, but it also strengthens the workers' commitment to and feelings regarding the new association they have joined.

I. Training Programs for Individual Effectiveness and Leadership Positions

It is essential to participate in Individual Effectiveness and Leadership Training Programs in order to develop the management and leadership abilities of the representatives. These projects help the representatives to be equipped with the skills required to handle future challenges in unique business conditions. This is made possible with the assistance of these initiatives.

II. Need-Based Training Programs & Functional Training Programs

In order to acquire the knowledge and skills necessary to run a business successfully, preparatory programs for utilitarians are essential. There are many different sorts of utilitarian training, each of which can help to the development of representatives who are more drawn in and aggressive.

III. Programs of Instruction Offered in Other Countries

Representatives will have the opportunity to learn about different commercial methods and concepts from around the world as a result of global preparation initiatives. In addition, AJI is able to strengthen the capabilities of its representatives through the utilization of these projects by providing them with exposure to international tools and procedures.

HR's Training Role

The employees of AJI are required to have access to fundamental instruments and methods.

AJI The training arrangement is limited to helping representatives receive training that is relevant to the person's specific jobs and to his or her own personal development. It is necessary to participate in the preparatory program in order to enhance work-related knowledge and, in addition, to develop specialized or administrative talents.

4.6 Compensation and benefits

AJI will be assuredly competitive in the market with attractive compensation and benefits. CU led a market-benchmarking compensation study.

- ➢ 2014 Compensation and Benefits Review
- ➢ 2016 Compensation and Benefits Review
- ➢ 2018 Compensation and Benefits Review
- ➢ 2020 Compensation and Benefits Review

Diverse New Policies and Benefits:

- ➢ Life Insurance, Inpatient and Outpatient Medical Insurance, and Termination Benefits
- ➢ Give Up Pleasure
- ➢ Spot Reward
- ➢ Provident fund and bonus
- ➢ Cell Phone and Allowance
- ➢ External visit and overnight stay reimbursement and administrative allowance
- ➢ Full time internet service

Facilities & Services:

- ➢ Loan against pay that can be taken a maximum of twice during the service life.
- ➢ Medical Insurance
- ➢ Life Insurance
- ➢ Paid leave, maternity leave, sick leave, and unpaid leave
- ➢ Transportation Maintenance Assistance Program
- ➢ Mobile Phone
- ➢ Spot reward
- ➢ Coupon for newborns conceived recently
- ➢ Birthday Party for Every Employee
- ➢ Wedding Gift for Staff
- ➢ Commemoration of the date of hire for workers with at least five years of service

Leave Details:

- ❖ **Paid Time Off (PTO):** One day off for every 18 full days of work.
- ❖ **Casual Leave:** 10 working days
- ❖ **Extended Absence Due to Illness:** The first three months were paid in full, and the following three months were paid a basic salary equal to sixty percent of the gross salary. In the event of a temporary illness, a maximum of 14 days can be taken off every year.
- ❖ **Leave for Maternity:** As per Bangladesh labor law.

Chapter 5:
Findings, Recommendations and Conclusion

5.1 Finding

- AJI doesn't seem to have any structured HR practices. Additionally, there is a lack of HR professionals who are properly trained and capable of doing HR tasks.
- The person in charge of HR does not have complete authority and control over the selection and recruitment process.
- Since occasionally they are unable to predict how much manpower would be needed, human resources does not have a recruitment strategy that is either specialized or methodical.
- They establish an objective and aim for an employee's training and development, but HR is not responsible for monitoring it.
- The organization does not have an adequate mechanism for performance reviews in place.
- The company should implement this, and the HR staff should make an attempt. Employee motivation will decline if this doesn't happen, increasing the organization's turnover rate.
- Compared with other international offices, AJI provides its employees with fewer perks in the form of vacation time, paid time off each week, and other amenities.
- The compensation management system of AJI is efficient, and it complies with Bangladeshi law. However, they intend to make the current facility smaller.

5.2 Recommendation

➢ Since AJI does not currently employ a specific human resources (HR) person, it is strongly advised that the company seek the services of an experienced and qualified HR professional.

➢ If the designated person is present, they can control every aspect of the hiring and selection process, even how senior management participates.

➢ Because it is frequently impossible for human resources to predict how much labor would be needed, they must develop a distinctive and systematic technique of recruitment.

➢ To monitor compliance throughout the year, HR should maintain a summary of each employee's customized training plan.

➢ Employee turnover should be avoided by implementing an active performance appraisal system and compensating workers fairly for their contributions.

➢ Some of the perks may be the same as those offered by their international branches.

➢ Instead of reducing the size of the existing facility, they should investigate the factors that lead to staff turnover, even though the percentage involved is not very high.

5.3 Conclusions

Through the implementation of a continuing internal and external training program, the firm intends to accomplish the goals of its human resources development strategy, which is to build a quality workforce that is capable of conceptual managerial knowledge.

Employees are always essential to the success of a business because of the role they play in assisting the organization in accomplishing its goals. In the field of certification, AJI is the industry standard bearer and a market leader. Additionally, AJI is working toward the goal of implementing the most significant HR roles and practices. They focus a significant amount of importance on recruiting new workers so that their current employees may progress in their careers. They also place a high priority on training for staff, which can come from either the company itself or from a third party, so that the personnel are ready to meet the problems they confront.

Chapter 6: Bibliography

Reference:

- ❖ Willam B. Werther and Jr. Keith Davis (5th Edition). Human Resource and Performance Management.
- ❖ John M. Ivancevich (10th Edition). Human Resource Management.
- ❖ Noe, Hollenbeck, Gerhart and Wright (1st Edition). Fundamentals of Human Resource Management.
- ❖ Manmohan Joshi. Human Resource Management.
- ❖ Unnamed Author, Produced by University of Minnesota Libraries Publishing. Human Resource Management.
- ❖ http://www.simplexpayroll.com/blog/2015/12/objectives-and-functions-of-human-resource-management/
- ❖ http://www.businessstudynotes.com/hrm/human-resource-management/recruitment-and-selection-process-in-hrm/
- ❖ https://www.managementstudyguide.com/training-development-hr-function.htm
- ❖ https://www.exoplatform.com/blog/2016/06/23/the-importance-of-employee-training-and-development-in-hr-management
- ❖ https://keydifferences.com/difference-between-training-and-development.html
- ❖ https://corehr.wordpress.com/performance-management/performance-appraisal-methods/