

TITLE

**“An Analysis of Human Resource Management
Practice of ABS Engineers Ltd.”**





“An Analysis of Human Resource Management Practice of ABS Engineers Ltd.”

Submitted To:

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Department of Business Administration

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MBA (Major in HRM)

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Letter of Transmittal

To

Mr. Mohammad Shibli Shahriar

Associate Professor

Department of Business Administration

Faculty of Business & Entrepreneurship

Daffodil International University

Subject: Submission of Internship report.

With immense pleasure, I am submitting my internship report on “**An Analysis of Human Resource Management Practice of ABS Engineers Ltd.**” which was assigned to me as a part of my MBA program. I have truly enjoyed my three months internship program. Despite some limitation, I tried my level best to make the report a complete one and suggest proposal that you were provide me as your best as well.

In this circumstance I therefore pray and hope that you would be kind enough to accept my internship report and oblige thereby.

Thank You

Sincerely Yours,



Nadia Sultana Nodi

ID No: 173-14-2560

MBA: Batch

Major in HRM

Department of Business Administration.

Daffodil International University.

Student's Declaration

I hereby declare that the work presented in this report has been carried out by me after the completing my intern in **ABS Engineers Ltd.**

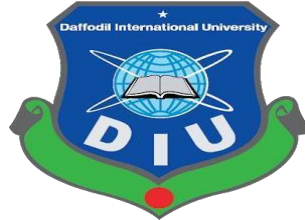
I also declare that this report is my original work and prepare for academic and organization purpose which is a part of my MBA program and the report may not be used in actual market scenario. The results in this report have not been submitted to any other University or Institute for the award of any degree or diploma.

Thank You
Sincerely Yours,

Nodi

Nadia Sultana Nodi
ID No: 173-14-2560
MBA: Batch
Major in HRM
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Certificate of Approval



This is to certify that the internship report on “**An Analysis of Human Resource Management Practice of ABS Engineers Ltd.**” is a satisfactory record of internship prepared by Nadia Sultana Nodi bearing ID No: 173-14-2560, MBA program. She worked with An Analysis of Human Resource Management Practice of ABS Engineers Ltd.

I hereby seriously declare that the report titled is “**An Analysis of Human Resource Management Practice of ABS Engineers Ltd.**” prepared and completed by me and under the supervision and guidance of Mr.Mohammad Shibli Shahriar,Associate Professor, DIU. Nadia Sultana Nodi bears the strong moral character and a very pleasing personality. It has been indeed a great pleasure working with her. I wish her all success in her life.

I hereby warrant that the work I have presented does not breach any existing copyright.

A handwritten signature in black ink, appearing to read "Shibli", is positioned above a horizontal line.

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

Acknowledgement

I would like to express my greatest and deepest gratitude to the almighty Allah for giving me an opportunity to undertake the internship course. The writing of this report would have been impossible without the help of some people. Here I want to thank all of them who have been so kind to help me with their time and wise suggestions. I am indebted much to my respected teacher Mr .Mohammad Shibli Shahriar, Associate Professors, Department of Business Administration, Daffodil International University who approved me to choose the topic and has always been a source of great help, guidance and inspiration to me. His strongest guidance has taught me how to finish my report in due time and maintain accuracy in everything.

I would like to express my deep gratitude to Mr.Eng Habibur Rahman, Detailer and Mr. Kawsar Ahamed, Brand & HR Executive and Masud Rana, Manager of ABS Engineers Ltd., who permitted me to internship on such a prestigious organization. Their proper guidance and sacrificing mentality helps me for made my report more informative.

At the end, I would like to convey my thanks to all the teacher of our department from whom we learned throughout the years, which helped us to build a better future. And last but not the least my parents, siblings and friends who were beside me in my good and bad times. However, with all limitation I have tried quote information in the approved manner by my best effort.

Executive Summery

This is internship report based on the three-month period internship program that I had successfully completed in ABS Engineers Ltd. as a requirement of my MBA program on Daffodil International University.

Within my study of MBA I am interested in HRM so I have done my internship on the HRM of Pre Engineered Building. It was a great opportunity for me to do internship in ABS Engineers Ltd. ABS Engineers Ltd is one of the leading PEB Company where I have done my internship. At the beginning of the internship I have accomplished many responsibilities to know about PEB product and, HR process and understand them closely. Also I have observed their problem and found it's solution. Topic of the internship report is **“An Analysis of Human Resource Management Practice of ABS Engineers Ltd.”**

This report has presented the history or origin, methodology to show how the data are collected, HRM process practice in the organization in which it will show the practice of HRM process and objective of the HRM ,what kind of materials they are going to use for HR practice to make skilled manpower.

In findings there are some problems have been found, and then some recommendations have been given to solve those problem and to create an effective HRM program and then the summary of the study has given to draw a conclusion. It provides the insight of the organizational internal HR process and how to improve for more productive result. Each of the section helps to provide valuable information of the organizational Human Resource Management Practice.

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Chapter One

Organizational Information



Organizational Profile

1.1 ABS Engineers Ltd.

ABS Engineers Limited was established in May 2007 by the entrepreneur of the company Mr. Shahidul Islam Babul with some experienced Civil, Electrical, Mechanical Engineers and Architects. Now ABSEL rendering the consultancy and construction services in the field of Architectural and Engineering.

ABS Engineers Ltd is One of the fast growing Pre-Engineered steel structure and frame structure building (Residential, Commercial, Factory building) builders and provides superior services for executing Pile (R.C.C Cast-in-situ & Pre-cast) works, cargo load test and sub soil disquisition specializing in foundation in Bangladesh. ABS Engineers Ltd Has experience near about 1 decade and established its own product installation facility for Pre-Engineered steel building from its beginning.

ABSEL delivers Pre-Engineered steel building and frame structure building solutions through the delivery of high quality support services, industry leading expertise and a strong commitment to ameliorate overall performance in the industry.

ABSEL aims to be recognized as the leading one-stop total solution provider in the field of steel buildings and frame structure building.

Innovation of customer oriented manufacturing enhancement program is the cornerstone of the company's manufacturing philosophy. This process helps customer orders to be realized into finished products in the shortest possible time, whereby customers are able to schedule their construction programs more effectively.

ABSEL has own Pre-Engineered steel buildings manufacturing plant. ABSEL Manufacturing plant area of over 100,000 Sft Located at Fordnagar, Singair beside Manikganj highway road.

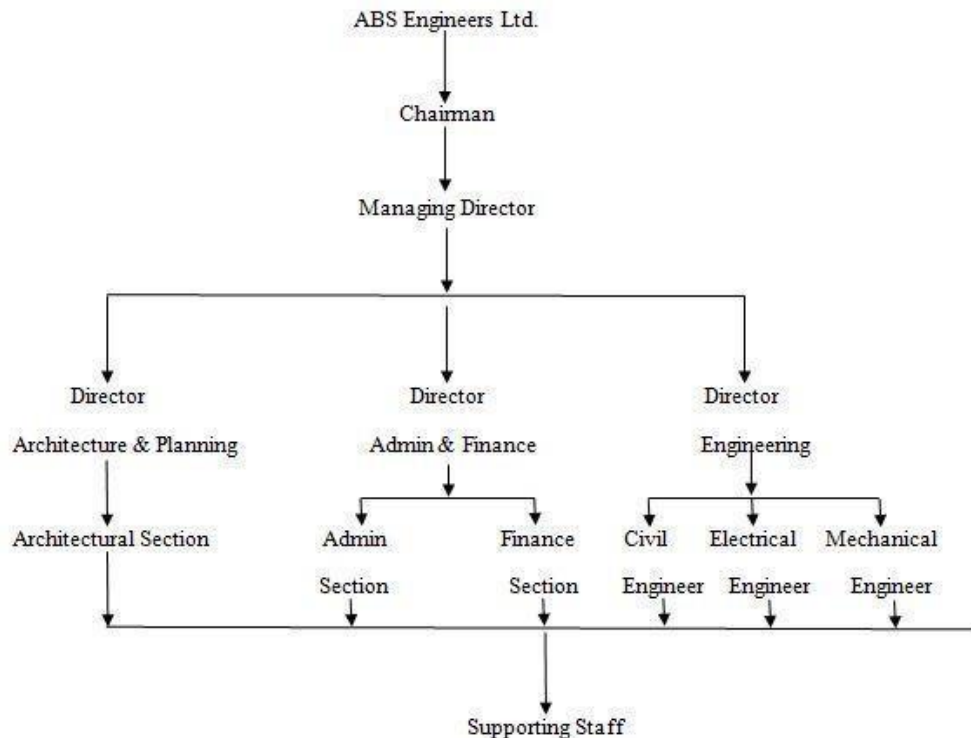
ABSEL has a workforce of roughly 500 workers, as engineers, operators, welders, fabricators, site supervisors. It owns excellent range of ultra modern construction and transportation equipment and machinery. All of its machinery are world class which meets loftiest norms of quality and efficiency to ensure their work quality and client satisfaction. At present, their production capacity is more than 16,000 metric Ton yearly.

ABSEL has lot of experience in piling work and sub soil disquisition & pile cargo test. Already 105 Number projects they have completed and few numbers of projects are ongoing. ABSEL has two number of Hydraulic Static Pile Motorist for RCC Pre Cast Pile & lot of Rig Machine for RCC cast in situ pile.

1.2 ABSEL Organ gram

ABSEL maintain a top to bottom proper management command to fulfill its activity without any failure. Since it is a PEB Builders company it has a various layer of employee. From the purchase of raw materials and to the end of finished goods its follow a flow chart. After materials fabrication it operates the erection process by a skillful erection team at the related project field. In the below the main structure has been shown:

Organ gram of ABS Engineers Ltd:



1.3 ABSEL Commercial Details:

Name of Company :	ABS Engineers Limited.
Type of Company :	Manufacturing Industry
Production Capacity :	ABS Engineers Ltd.16, 000 MT/Year
Number of Employees :	Five Hundred Employees
Corporate Address :	53 BIA Bhaban, C/A, Mohakhali, Dhaka-1212
Factory Address :	1. Fordnagar, Khalpar,Dholla,Singaire, Manikganj.
Bankers:	PRIME BANK BRAC BANK PUBALI BANK
Trade license :	000531
VAT Registration Number :	000677051
Income Tax Number :	776154605095 Tax Zone- 5, Dhaka.
Certification of Incorporation:	C-108115/13
Fire License Number :	AD/Dhaka/29451/15

1.4 ABSEL Vision:

To be the most Innovative developer and market leader by providing every steel solution in PEB industry. Also make sure customer satisfaction by giving our excellence work to our valued customer.

1.5 ABSEL Mission:

- Provide latest and unique development through PEB technology.
- Deliver the best work at competitive price.
- Provide solution according to our client query.
- Always be responsive to our client.
- Keep transparency in every work.
- Keep promise and respect to our client
- Create work opportunity and contribute to solve unemployment problem.
- Establish PEB as a most reliable and strongest structural base in Bangladesh.

1.6 ABSEL Service Area:

ABSEL Build various type of Structure which is:

- Showrooms
- Supermarkets
- Cold Stores
- Factory Building
- Multistoried Building
- Warehouses
- Office Residential
- Hospital
- High rise
- Shopping Centers.

1.7 Research Design of ABSEL:

Human resource management (HRM) is the ceaseless cycle of training of enlisting, recruiting, creating and dealing with an association's workers. On the off chance that there are any missing of the HRM interaction organization won't ever acquire achievement. At the point when an employee's presentation isn't acceptable then the association's exhibition can never be great also. So it's vital for an association to enlist skilled workers. What's more, this significance task is finished by HRM division of the association. After the enrollment interaction, the association needs to prepare the worker well. Also, at last employee turns into a significant asset of the organization. At that point employees can call Potential Human Resource. The association likewise needs to direct the exhibition evaluation of employees. So the organization can gets the perspective on commitment from human asset toward the income and advancement moreover. The entire exercises are finished by the Human Resources branch of the association. The HRM office additionally needs to profit the inspiration devices and discipline game plans to impact the workers. So the HRM division is assuming a significant part for the associations advancement.

ABS Engineers Ltd is a promising and quickly developing PEB organization in Bangladesh. I have finished my temporary job in ABS Engineers Ltd as an Executive on HRM division what began at December 25, 2020. They have begun their excursion in 2007. At present around 100 employees are working here.

1.8 Objectives of the study:

➤ Primary Objective:

The broad objective of the study is to analyze the Human Resource Practice of ABS Engineers Ltd.

➤ Specific Objectives:

- To analyze Human Resource Management Practices of ABS Engineers Ltd.
- To evaluate Human Resource Management Practices of ABS Engineers Ltd.
- To find out some problems of those Practices .
- To make some suggestions to overcome those problems.

1.9 Limitations:

- Examining the entire Human Resource the executives division's exercises of ABS Engineers Ltd. isn't simple. As the human asset data are more classified. The organization would not like to unveil the data for security issue. The constraint I have looked to make this report is given bellow:
- Time Limitation: The time was restricted to finish the examination and to know insights
- Region Limitation: For the classified issue I was unable to get contact a few zones of HR the executive's branch of ABS Engineers Ltd.

Chapter Two:

Literature Review

2.1 Human Resource Management:

HRM or Human Resource Management (HRM also known as HR) is the most effective method to create formal frameworks to support the crucial management of individual rights in an organization, in order that the organization can gain an advantage. The management of human resources (HRM also known as HR) is the process of enlisting, keeping transferring and dealing with the association's representatives.

As per Graham, "The reason for HRM is to guarantee that the representatives of an association are employed so that the business acquires the best conceivable profit by their capacities and the representatives get both material and internal prizes from their work."

According to Buchanan and Huczynski HRM represents an administrative viewpoint which argues the need for an organized set of faculty plans to support the process to be a dependable one.

Human Resource Management includes the executive capabilities like organizing, sorting out organizing and controlling.

1. It also includes advancement, accession and preservation of the mortal assets
2. It helps in achieving the social, personal, and authoritative objectives. It assists in achieving social, authoritative and personal
3. Human Resource Management is a multidisciplinary area. It encompasses the research of the board as well as correspondence, brain science financial and other issues as well as social science.
4. It is a combination of cooperation and fellowship.
5. It's a perpetual cycle.

HRM comprises the board capabilities including sorting out, arranging the details, and coordinating and controlling. It also includes access, improvement and maintenance of the human capital. It helps in the negotiation of personal, social, and hierarchical objectives. HRM is a powerful subject for correctional studies. It covers the study of the brain's exploration for the board correspondence, financial aspects, and humanism. It also includes collaboration and cooperation.

HRM helps by giving significance to those who represent them, taking into the improvement of their capabilities, possibly gifts, achievements and inspiration, skill as well as responsibility, amazing capabilities and so on. So, these individuals are seen as valuable individuals. This is why HRM is able to do. HRM is involved with every executive or business action, as well as every presentation. HR Management is worried about "individuals" measurement in administration. Because every organization is made up of individuals, obtaining their managements and enhancing their capabilities in bringing them up to an unquestionable level of efficiency and ensuring that they are able to keep up their commitment to the group are crucial to reach a high-quality goal.

2.2 Scope of HRM/Functions of HRM:

The scope of HRM includes the all activities of HRM. These activities are -

2.2.1 Human resources planning:-

Human resource planning is the company is aware of the quantity of empty spaces, regardless of whether it is not able to fill its staff with the staff is a cornucopia, and then deal with this excessive or inadequate. Human asset planning is the continual routine of planning and organizing to achieve the best use of the most crucial asset -- human resources. The goal in HRP is make sure that there is an optimal fit between employees and professions, while also maintaining an effective distance from inefficiencies or excesses. The administrators of the association is assisted through the HRP cycle in capturing the interest of the human assets. The processes and long-term objectives are in line with the arranging of human assets. HR Planning has now become Strategic HR Planning. HR Planning frameworks sounds a straightforward process, but the actual movement could be the HR director's experience facing numerous challenges related to the current workforce in the company, and pressure to meet business objectives and a winning economic conditions. HR Planning helps the association from a variety of perspectives such as:

- HR administrators link the labour force requirements to advanced management.
- The HRP arrangement is constantly in place to keep your business away from the trap of the shifting the labor market.
- HR administrators identify the appropriate talents of employees who are needed to be in the company.
- In the development phase of an organisation HR primary backing the most to identify the colonist who will steer the organization towards accomplishment.
- The HR administrator is always trying to coordinate individuals that will adjust the goal of the association in line with the goal of the representative.

2. 2.2 Job analysis design: -

Job analysis is another important element of HRM. It provides details about the job obligations of the employee. The organization plans the notices as specified by the work investigation. The course of an occupation exam is the way in which the work can be done efficiently. The occupation disquisition can help determine the division to determine what they need and what the representative needs to communicate. It can also help in contemplating the work, such as the title of the position, the work area and work plan, the obligations as well as hazards, working conditions and equipment and equipment that is used by the worker.

But, the position test isn't the sole focus of these elements as such. The occupation examination also reveals the capabilities of the individual to carry in the job. The degree of education, training and experience.

The ability to judge, prepare authority skills, real capabilities, interpersonal abilities and obligations, as well as passion, and unusual tangible needs are extensively studied in this investigation of work. These elements change based on the type, level of position and industry, as well as the risk involved in a particular job.

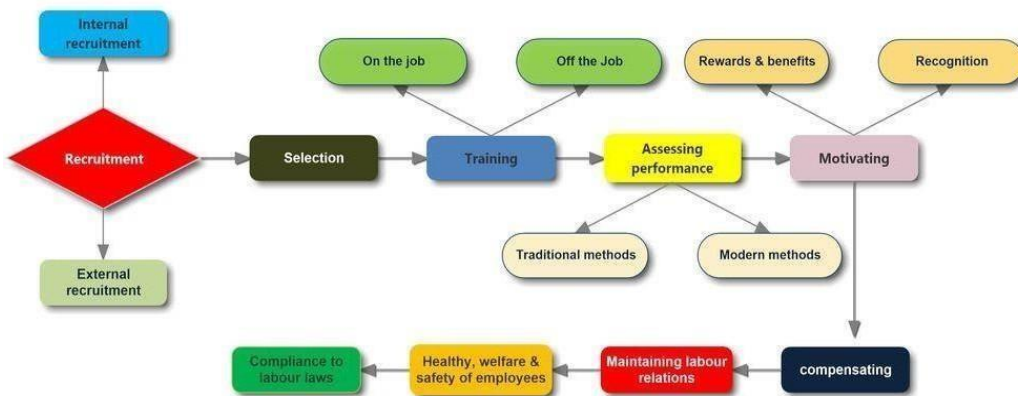
The decision to determine the success of a job is contingent on a proper, safe and fair exam of the job. With a work study, HR will be able to identify the best candidates for the particular job. The investigation will establish an optimal match between the job with the employee. Examining the occupation also aids HR executives in selecting the pay scale and additional incentives and benefits for the specific job. It aids in establishing the timeframe for preparation for present employees. The occupational examination also provides the need to plan and establish the strategies and methods to meet the hierarchy of objectives and goals.

2.2.3 Recruitment and selection:

Based on the information collected from investigations, the business organization prepares notices, and distributes them in the form of papers. This is known as enrollment. There are many applications received when the advertisement is released in interviews, and the most suitable candidate is selected through this process, and selection and enrollment are two larger area of HRM. The process of arranging the enrollment is the most essential stage of the enlistment process and the amount of is vacant in positions is examined and depicted.

An effective and well-organized enrollment strategy is essential. It attracts the most likely newcomers to the field. The application process ensures the applicants are skilled and knowledgeable to fulfill the requirements or not. The determination process starts at the beginning of an application, a candidate is advised to complete an application beginning from. The application structure includes such as information on sexual orientation, race or public starting, dates for schooling and limitations. Other questions include past pay levels, age, driver's permit information and citizenship data as well as Social Security numbers. New employees must provide the company an Social Security number when employed as well as it may be required for records, but it's not a requirement in the application process, and many people concerned about fraud in the wholesale market are reluctant to supply Social Security numbers.

HRM Process



2.2.4 Orientation Process:

At the moment when representatives have been chosen a orientation program is conducted. This is a significant step forward of HRM. When they are directed, the employees are informed about the underlying principles of the company, and they are informed the company's culture, characteristics and hardworking attitude and meet with various employees. The direction measure is a way of introducing the new representative with their boss/organization as well as the workplace. A welcome meeting, planned from the beginning to new members, usually via PowerPoint introductions and recordings of sessions last for over a period of time or the entire day. Direction, in turn is a comprehensively plan that focuses on changing the work of another employee and making them aware of their specialization or work position and culture. When the organization's greeting is offered by the staff of the chief, the employee will feel overwhelmed. When chiefs are familiar with the newly added team member team, this gives new recruits the impression that the company is equipped. People generally underestimate the structure of offices. As a way to guide HR partners, they must take the new recruit class for a tour of the workplace. This is a chance for new employees to know where to find the crisis exits and lounges. Additionally, it allows new representatives to connect with colleagues they might at any time not had the chance to meet.

2.2.5 Training and Development:

Each person is put under the supervision of a programs that encourage him to achieve a higher level of performance in the workplace. The preparation program is also facilitated by existing employees who have lots of involvement. This is known as boost planning. Improvement and preparation is the area where an organization has to go through huge amounts of cash. Anyone who completes the basics of preparation is equipped to do their duties.

They will demonstrate to the employee the responsibilities they have to fulfill in their work to build their trust. The presentation will improve their overall appearance and will benefit the organization. People who are knowledgeable and up-to-date with evolving industry standards can help your business stand on the right foot as a leading and reliable competitor in the marketplace. The effort to prepare the organization's agenda indicates that the members are respected. The process creates a stable working environment. Employees can gain access to preparing that they would not have considered or sought out. Employees who feel valued and tested when they prepare positions may feel more satisfied with their jobs. The preparation program can help enhance the skills that each worker requires to develop. The profitability of an organization typically increases when the company implements instruction classes. Increased productivity during cycles will ensure project success and will increase the turnover of the company and may be a significant part of overall productivity.

2.2.6 Performance Appraisal:

Execution examination is directed by the HR office to examine the performance of the worker , and then analyze before approving the job description. Future advancements, motivators and increases in compensation are determined based on the results of this tests. Execution audit is an organized process where the performance of a representative is evaluated in relation to the tasks on which he was engaged and his dedication to the organization. This is also referred to as an annual survey or execution audit. It assists the managers in putting the right people in the appropriate positions, based on their skills. In general, employees are curious to consider the subtleties of their presentations and compare with their peers and the ways they can improve their presentation skills. Therefore, every business needs an efficient framework for evaluation of execution.

2.2.7 Compensation planning and Remuneration:

Workers Pay and compensation planning is the responsibility of the HR department. Employees who are non-excluded from delegation receive what is known as compensation. are calculated according to an hourly rate and will require an additional time for any work that is for more than 40 hours of the week. Additional time is the second payment on top of an hourly wage. Although there are salaried workers that are non-absolved delegated and therefore they are entitled to extra time pay. The term "pay" for the most part is a reference to the annual payment to the representative or a method of compensation for representative that doesn't require extra time pay. For instance that reference to a "salaried representative" is by generally used to represent the worker who isn't eligible for additional time pay. The company's execution of the structure of the board is in the majority of cases the primary factor that determines a compensation plan's increase in pay. The annual increases for employees are contingent on the performance of their assessments and execution. For instance, a great execution evaluation could result in five percent increase in pay. The test specialist prize and the impulse plans combine cash sparks based on an amount of the representative's total pay or offer that is based on a pool of discretionary resources that are allocated to workers whose performance contributed to the achievement of business. Different rewards from the authority and spurring power are being used to further advance the primary issue or even increasing the evaluation of offers from openly owned associations.

2.2.8 Motivation, welfare, health and safety:-

Inspiration becomes vital to increase the number of employees within the company. It is the job that HR office to study the different strategies for inspiring. Apart from that, specific security and wellbeing guidelines are required to be adhered to for the benefit of employees. This is also dealt with in employees in the HR office. There are many solid financial legal, moral, and moral reasons for directors must be attentive to security and wellbeing. The financial benefits of ensuring a an environment that is safe for workers: lessens accidents, protects workers, enhances employee relations, and increases the commitment of employees to meet quality goals. Employees are legally entitled of working within a secure and safe environment. A healthy working environment and one that improves health has a positive impact on the mental health of employees. It is recommended to identify who contribute to the occurrence of occupational-related diseases and act in a deliberate manner is considered to be legally accountable for their conduct.

2.2.9 Industrial relations:-

Another important aspect of HRM is maintaining co-ordinal relationships with endorsers. This helps to avoid lockouts due to strikes and ensure smooth functioning within the organization. Mechanical associations are described as an association of individuals or a grouping of supervisors and representatives to attract themselves to engage and support the productive actions. In the words of Lester, "Mechanical relations incorporate efforts to determine the best course of action in the face of different goals and the characteristics that are at odds and between the perspective of advantage and social advancement; among the two perspectives of opportunity and request, forces and the current famous government; between co-task and trading; and between competing needs of the person as well as the group and the organisation.

2.3 Challenges for the modern HR:-

Staff the board , which is commonly referred to as the human resource board has adjusted to the ever-changing work environment, and in all likelihood these changes are in the process of happening now and will continue to do so in the future so the main challenges facing the HR manager are:

- **Retention of the employees:** - A standout among the most indispensable test the HR head faces is support of work compel. Various associations have a high pace of work turnover thusly HR director are needed to take some action to reduce the turnover.

- **Multicultural work force:** - With the amount of multi-social associations are growing errands in different nations. The work drive contains people from different social orders. Dealing with all of the necessities which are different the test before the HR head is blend of multicultural work drive.
- **Women in the work force:** - The amount of women who have joined the work oblige has fundamentally extended several years. Women worker's face extremely amazing issues. They moreover have obligation towards the family. The affiliation needs to consider this point in addition. The test before the HR manager lies in making sex affectability and in giving a good work environment to the women representatives.
- **Handicapped employees:** - This segment of the population generally has a variety of difficulties in the workplace, and has very few of them have jobs and jobs that are specifically designed for disabled workers. Therefore, the challenge for HR managers is creating the right environment for these employees and encouraging employees to do their best.
- **Retrenchment for employees:** - In various places, associations have cut down on workloads due to shifting financial conditions, employees or professionals who have been ejected are confronted with difficult problems. This also creates an atmosphere of negativity for the workers. There is fear and growing anger towards the association. The test for the HR boss is to implement the safeguarding plan without affecting the ideas of the experts and without blame for the association of the expert and creating an atmosphere of lifting among the present specialists.
- **Change in demand of government:** - The reason is that as generally, rules for government are constantly evolving. While plenty of opportunities is offered to associations, harsh rules and regulations were also adopted. The assembly also has accepted the decision to disinvest from explicit associations. This is the reason why there is a fear among workers about their actions. The test for the HR chief is convincing the experts that their portion of discretion is not going to be rescinded.
- **Initiating the process of change:-** Changing the system for working, changing the air of people and changing the acknowledgment and assessments of affiliation have ended up being crucial today. Regardless of the way that the association may have to change it is as a general rule hard to impact the workers to recognize the change. The test before the HR boss is to impact people to recognize change.

2.4 Importance of HRM:

HRM becomes crucial for business associations because of the reasons mentioned above.

- **Objective:-** HRM encourages associations to meet its goal occasionally by promoting a positive attitude to professionals with training. Reduced waste and making the more efficient utilization of resources, etc.
- **Facilitates professional growth:-** It is an outcome of the genuine HR plans, employees are organized properly and are well-prepared for the future. The capacity of HR plans can be used not only in the company where they are as of today, but also in other organizations that the members may be a part of later.
- **Better relations between union and management:-** Solid HRM practices can strengthen the relationship by maintaining a an enduring co-ordinal partnership with the associations. People who patronize the association begin to understand that the union is also enthusiastic about its members and won't clash with them. Thus, the likelihood of picketing will be greatly decreased.
- **Helps an individual to work in a team/group:-** Assists an individual to collaborate in a group or team Effective HR practices help individuals develop to collaborate and adjust. People are extremely happy, as they are being part of a group, and consequently their the participation rate increases.
- **Identifies person for the future:-** Person is identified in the near future The most convincing HR practices help individuals participate and change. The people are extremely happy, while at same time working to gather because of this collaboration.
- **Allocating the jobs to the right person:-** In the event that genuine techniques for enrollment and assurance are desired and the organization is able to pick the best people to take the best course of action. When this happens, the number of people who leave the organization will decrease since they will be satisfied with their work, which will result in a reduction in the turnover of labor.
- **Improves the economy:-** Effective HR practices lead to higher advantages and better execution by associations in light of this the association achieves a chance to go into new business and start new meandered henceforth mechanical progression increases and the economy improves.

Chapter Three:

Human Resource Management Practice of ABS Engineers Ltd.

3. Human Resource Management Practice of ABS Engineers Ltd.

An organization can't create an adequate group of experts without a solid Human Resources. Therefore, it should not be played with. HR is crucial to companies in all areas, and ranges from primary needing to the organisational pictures. HR experts working in private companies with a balanced understanding provide diverse services to employees. HR enhances the organization's main concern by gaining an understanding of the way that human resources impact success. HR's pay aces create an intelligent structure of compensation that sets an association's pay in relation to other organizations in the area and in a similar industry , or those that are following the same laborers who have huge capabilities. Focal point specialists can cut down the costs associated with turnover, by trimming back the number of replacements and contractors. Supervisors are required to provide secure working conditions. ABS Engineers Ltd for its capacity and the size of the affiliation does not cover all of the area of human resources the board practices. Therefore, I've tried to tackle the issues with the information I've gathered. The Human Resource practices that I came across within ABS Engineers Ltd are:

1. Recruitment & Selection
2. Training & Development
3. Performance Appraisal
4. Compensation Plan
5. Employee Relationship

3.1 Recruitment & selection:

In basic words Recruitment measure demonstrates employing of an individual or gathering for a specific position, it can likewise be said as movement that makes a connection among manager and occupation searcher. Enrollment interaction can likewise be recognized as uniting the applications from the work searchers and choosing the best possibility for the part of the work distinguished. ABS Engineers Ltd expects to recruit people who will both execute the customer work to an exclusive requirement Contribute emphatically to the organization culture. They need the competitor who are adequately sure to bargain their customer and fulfill the customers with their work. ABS Engineers Ltd. follows a few stages for enrollment:

➤ **CV Sorting:**

CV sorting is the process to eliminate applicants using progressively more point-by-point assessments of their resumes. The aim is to identify the most suitable candidate for a job opening. CV sorting can reduce the cost of a meeting or tests for a multitude of applicants. CV sorting also eases the process.

ABS Engineers Ltd additionally do CV sorting to select the best candidates among a crowd of fresh-faced applicants. ABS Engineers Ltd essentially give their roundabout to bdjobs.com. They also publish their roundabout in online media, and also on their facebook page. ABS Engineers Ltd likewise values reference letters from current employees.

➤ **Employee Selection Process:**

In Employee determination , contestants must fight one another in order to prove their ability. Competitors must prove that they are an advantage over other competitors. Representative Selection is the method to ensure that the right people are doing the right track. It's a way of coordinating hierarchical needs with the capabilities and skills of the individuals. Effective decision-making is achievable only when there is a powerful coordination. If you select the most effective option to complete the task The organization will receive the best execution of their the members.

- **1st Interview:** Subsequent to the arrangement of the CV, new applicants must attend the interview. The meeting is conducted by the HR channel. The fresher faced the basic questions. They must respond to the query in the most logical way. Then the test lasts for 15 minutes. used to assess the performance of the PC for the newcomer. After the first meeting, there are five to 10 candidates in the list.
- **2nd Interview:** second Interview is led by the direct director of the division the newcomers employ. They are asked to answer an questions regarding the departmental work to which they're applying. If the applicant can satisfy the requirements through their answers, the applicant could be part from ABS Engineers Ltd. ABS Engineers Ltd. family. The full process requires an extended period of time in normal. It could differ depending on the situation.



CV Sorting



1st Interview



2nd Interview

Chart: Recruitment & Selection

3.2 Training & Development:

Preparing is a system which enables workers to how to express information or capabilities to improve their work performance. It is a dynamic process that clears the air and focuses on the advancement of specialists and the future of their execution rather than a short job training and improvement. It is an crucial to development of human resources. It has been able to tolerate ever more crucial work in the wake of the technology that has been able to pass increasing test scores, an increase in customers' desire for efficiency and quality, as well as an increasing desire to reduce costs. The result is becoming increasingly basic comprehensive to develop experts for the new positions. In the present review, we'll focus on the growing need to prepare and advance and its recommendations for people as well as the business .

ABS Engineers Ltd select the latest alumni and experiences of the individual. This is why the preparation is an essential element of Human exercise. ABS Engineers Ltd gives the job-related preparation. Every worker has an individual line chief who the representative must be reported. The line trough will be set up among the workers that will act as the mentor for the new representative. In the meantime, the mentor supervises the new members to understand their job as well as the standard norm. In addition is that the mentor will explain how newcomers can develop their skills. Because of the progression arrangement an old position holder can show the procedure for work to the newcomer. This is why they will be able to adapt to the new position.

ABS Engineers Ltd is utilizing the process of on-job preparing. The method they employ for preparation is a mentorship method. This technique is where a experienced or senior representative tries to guide the new employee. Additionally the new representative is supervised by the senior or experience representative.

It is prepared at work in the time. In order to make sure that work is properly in the workplace time. The coach is accountable to help the team understand the entire process. ABS Engineers Ltd offers representatives the opportunity to make use of the full range of tools and resources, as well as existing staff and methods, so that they can be more likely to be satisfied with their work, and fulfill their obligations successfully. In order to ensure that new employees are able to fully immerse themselves into their culture and their individuals, reshaping their frameworks of organizational structure in your association and introducing them to your culture and ways of working. This way, both supervisors and representatives can gain benefits of the process. This method will ensure that a that new workers are hired successfully. This can also be a detrimental, beneficial impact on the organization and its standing.

I. On the job Training method:

Through this method, the new members are able to gain knowledge from administrators or friends. The most effective method for learning is through functional learning. The students can learn by re-enacting the tasks and then trying to replicate their behavior. This method is also no cost. The most commonly used strategies are:

➤ **Coaching:**

Instruction is a good method to prepare novices. It's unambiguous and seeks to fully prepare for the responsibilities of their job. The course will also cover the things that are required of their ability to perform efficiently and effectively in the group and larger business. The teacher could be a primary instructor, point expert, educated professional or associate, however the primary element of this hands-on-getting-ready methods is that it's conducted by one-on-one and aims to expand the knowledge of the novice and develop the accuracy and efficiency. ABS Engineers Ltd. seeks to replicate the process of education. The teacher could be the box or a more skilled worker.

➤ **Mentoring programs:**

Coaching is usually a beneficial strategy for planning, where an imperviously moving staff member offers help and direction to a different part of the staff. Even with specific preparation and guidance, mentors generally provide an enthusiastic guidance and provide sponsorship for newbies. This is crucial to onboarding since it helps to establish connections between the employees of various workplaces, and establishing connections throughout the company. A solid training program will make an alliance that is truly supported and connected in real. Some divisions within ABS Engineers Ltd. use this technique.

➤ **Computer or online-based training modules:**

These are the basic tasks to guide to planning a the course of action since they're general and do not require the proximity or experience of the other staff. Many tasks can be tailored to the needs of the rookie as well as the setting in which they'll work. For example, in ABS Engineers Ltd. at the time when the preparation is completed, the new employees must pass a tests online. It also provides extensive evaluations of their education and identifies locations that need to be more

➤ **Job Rotation:**

Occupation turn is the process of shifting a beginner from one position to another in an the affiliation. This gives them general experience and allow them to train to combine their talents. This method will enhance the novice's knowledge of the tasks every group is accountable for on a regular basis. This will also assist them in understanding who the most important motives behind the meetings are. For example, at ABS Engineers Ltd. following one year, a laborer could be transferred to a different office, if needed. This is why they also utilized the system for their planning process.

ii. Off the job Training Method:

The preparation for off-duty is organized in an area that is clearly designated for the purpose of planning. It could be near to work or far from work, or at an unusual educational center or inn that drives the plan a great distance from the workplace. This limits restrictions and allows understudies to give their full attention to the subject being taught. But off-the-job tasks might not provide an equal amount of chance to get prepared for the real job like hands-on activities. The company ABS Engineers Ltd. infrequently is the work prepared off. If any new interactions are introduced the selected individuals are selected to take part in the work of preparing. In the event that they are required to present new devices to work with or any new programming, they coordinate the off the work preparation.

3.3 Performance Appraisal:

Performance appraisal is an effective evaluation of the presentation of workers , and also to determine the capacity of a person for further improvement and growth. It assesses the performance of employees as well as their capabilities. Execution appraisals are used to identify the strengths and skills of a person to ensure their future growth and advancement. It is designed to help learn how valuable the representative is to the organization within which they work. The execution examination is the methodical examination of employees' presentation of their work as well as the potential for their advancement. An examination of presentation is an assessment of the worker's performance over an exact time frame.

i. Performance Determiner:

The factors that determine performance are those that must be in every company to improve the efficiency of employees. The factors include:

- Required KSA's,
- Good working environment
- Motivation

If an organization doesn't contain any of these, the employee's performance is affected. Therefore, before evaluating the performance any company should consider these aspects. With ABS Engineers Ltd. those three elements are covered.

- **Required KSA:** KSA" means KSA refers to knowledge, capability, skill. They are the most exceptional abilities and individual ascribes who need to be present for specific task. ABS Engineers Ltd. attempts to identify candidates at the time of being enlisted. Are they trained and gifted? They most likely not. After enlistment, employees have learned the guidelines from the instruction course. They are able to guarantee that they will improve KSA in relation to the work.
- **Good working environment:** Each employee needs a comfortable atmosphere to perform their work efficiently. Representatives should have access to the office space they require to perform their work. They should also have the equipment and excellent climate are essential for working. ABS Engineers Ltd. attempts to preserve the great climate for the entire workforce. The team members have a sound and friendly relationships with ABS Engineers Ltd. ABS Engineers Ltd offers not many offices , which gives employees more opportunities to be rewarded for their work. There is a kitchen with two at the business locations. Tea and coffee are available in unbeatable quality in the area. There is a place to eat lunch. Also, for relaxing. A nursery can be found in which representatives can unwind during their leisure time. There is also a petition room as well. This is because they can ensure that the climate is perfect so that the employee can be at peace all day at work with a fresh mental state.
- **Motivation:** Motivation has been described as an act of exhorting participants to work, or not work at achieving the objective. It's the process of stimulating the individual to grow. Motivation is the arrangement of shows and behaviors of the person that motivates everyone to put in the fullest effort to meet goals. The motivation of the employees is therefore a regulatory effort to inspire and motivate them to put in the smallest amount of effort towards their obligation to move. This is based on the idea that,, excluding the case where representatives are awake, bosses aren't able to anticipate mind-boggling implementation from specialists. ABS Engineers Ltd. reward workers from various perspectives. They usually see the employee that is the best in the workplace. The most entertaining entertainers get promotions and praise from the The CEO. The business frequently utilizes cash-based rewards as method of remuneration and consolation for work that is not completed. Rewards are agreed depending on the circumstances and are usually paid out in conjunction with monthly pay, unless when they are based on something else.

ii. Performance Appraisal Tools:

Evaluations of execution are a necessary reality for both administrators and workers within many companies. If they are given focus and directed in properly, evaluations can help people in getting better and can lead to more positive outcomes for the company in general. ABS Engineers Ltd. utilize several tools for execution evaluation. The equipment ABS Engineers Ltd. use include:

- Goal Review
- Peer Review
- Rank your colleagues
- Client review
- Timesheet review

➤ Goal Review:

Goal Review is evaluating the task the representative has to accomplish. An objective audit helps in finding out about the actions of the representatives. ABS Engineers Ltd. each employee is given a goal to accomplish within a time that is. The goal is determined by the unrivaled worker. The goal is set in three stages. These comprise:

- Task oriented
- Organization oriented
- Person oriented

❖ *Task Oriented:*

The line directors of each representative will assign an objective for workers to perform the work in the particular way. This is the central job duties of the worker. The errands are decided to assess the quality. This is why the imprints are assigned for the purpose of representing.

❖ *Organizational Oriented:*

There are some work that is provided to representatives that are associated with the association. These undertakings will provide the government aid to the association. These tasks are not exactly identical to the normal work. ABS Engineers Ltd. fundamentally must be an ISO the International Organization for Standardization ensured organisation in the year. What representatives are involved in regard to this? They are performing the hierarchical situated work.

❖ **Person Oriented:**

There are a few errands that are organized by a person. These errands are focused on the ability to work from home and growth. At ABS Engineers Ltd. those tasks are assigned to employees who are qualified to do those tasks. They have the rare experience to perform the work they are assigned to a specific assignment.

The objective audit must be specific and clearly defined, and should be able to relate the goal of the association. The objective should be determined by the management and workers together. ABS Engineers Ltd.'s representative ABS Engineers Ltd. attempts to achieve the goal with a clear timeframe.

➤ **Peer Review:**

Peer review is one kind of assessment of execution that is completed by at least one person with coordination capabilities. The survey is usually conducted with the help of people from the same group. This is a method used to keep the quality standard in a perfect way and increase efficiency and effectiveness. ABS Engineers Ltd. ABS Engineers Ltd. a day before, all employees must complete the survey. Every worker must complete his/her coworkers. Within ABS Engineers Ltd. there are also audits through the framework. Every representative must provide an audit to their supervisor. They provide an Google structure where the representative is required to sign next to every worker's name within their group. There are four options that the worker has the option of choosing. The audit framework is a mystery to the other representatives. The audit framework is not clear to workers. they have been asked to do by their peers. HR is the only entity that has the right to consider the auditing of employees. It provides a greater amount of information on the workers' representatives. Peers' opinions are easier to understand. This allows the participants to understand their shortcomings and enhance their presentations. Companion audits are likewise part of the 360-degree assessment along with self-survey and the principal evaluation.

➤ **Client Review:**

The client is the sole supervisor of the company. It is therefore essential to get an audit from the client. The revenue is derived from customers. It is therefore the most fundamental responsibility to perform the job responsibilities.

Audits of customer audits was also conducted within ABS Engineers Ltd. Bangladesh. A majority of workers are part of the unknowing customers. Every worker has to keep regular contact with their clients. Every customer is given an quaternary and a question with regard to the workers. They have to respond to the concerns. The HR department of the organization will receive the customer's feedback at the end of each quarter. Customer surveys are the foundation of consultative interactions. They're the method used to ensure that each customer is able to meet their objectives, modify procedures and demonstrate improvement.

➤ **Timesheet Review:**

Timesheet is the form on which every worker takes a note of their current work schedule. The timesheet contains details about their project, the project will begin at what time. Additionally, there is information about how long it will take them to finish the project. With this document, the board can consider the reflections of how long the representatives have been working. To evaluate the presentation, you is a single commitment. To find the individual commitment using the Timesheet Survey, it's employed. Every worker is required to use a schedule of events sheet to record the time required to finish their task. The customer also has the entry on the sheet. Additionally the HR will also require the sheet to evaluate the appearance that the rep.

iii. Performance Appraisal Assessment:

A representative examination is a continuous cycle - combining both oral and written elements. The management evaluates and offers feedback on the performance of workers as well as suggestions for improvement or deviate from exercises on a case-by- individual basis. Reporting on execution is a precondition for advancements and pay increments. The example of ABS Engineers Ltd. in the evaluation report for the show hours participation brings 20 focuses. Quality of Work conveys 20 points, Company Policy keep up is 20 points, Client Satisfaction is 20 focuses, and Peer Review/Culture is 20. That's 100 focuses that the employee must collect. The HR keep a document with all the information. Then they conduct the exam of the exhibition. They also go over the sheet.

The entire score framework are given underneath:

Metric	“Requires improvement” Score: 1	“Meets expectations” Score: 2	“Exceeds expectations” Score: 3
Client Satisfaction	Client has had challenges with employee and would like to see improvement.	Client is happy with delivery and feels employee meets expectations.	Client feels that the employee exceeds expectations, delivers beyond what they could achieve in-house and proactively improves processes.
Quality of Work	Client or QA has noticed repetitive quality issues in the employee’s work.	Employee deals with quality issues proactively even if some are present.	The employee portrays high attention to detail and no quality issues are present.
Attendance	Daily attendance percentage is below 94.00%. Hourly attendance percentage is under 100%.	Daily attendance percentage is Equal to or between 94.00-96.99%. Hourly attendance percentage is 100% or more.	Daily attendance percentage is equal to or over 97.00%. Hourly attendance percentage is 100% or more.
Client Satisfaction	Client has had challenges with employee and would like to see improvement.	Client is happy with delivery and feels employee meets expectations.	Client feels that the employee exceeds Expectations, delivers beyond what they could achieve in-house and proactively improves processes.

Company Policy	HR responsible looks for specific examples of - Adherence to company policies. Arrival to the office on time is included in this criteria.	Concrete examples repeatedly breaking company policies.	Employee adheres to company rules most of the time.	Employee fully adheres to company policies, is easy to manage and shows appreciation for company rules.
Peer Review	An average of the employee's team members' most recent peer reviews.	Peer review score sum falls into bottom 20% of team scores.	Peer review score sum falls into middle 60% of team scores	Peer review score sum falls into top 20% of team scores.

3.4 Compensation Management:

Paying executives is a crucial element of board capacity and laborer provide. It utilizes budgetary and non-monetary benefits to draw in volunteers, decrease turnover, improve execution and increase the responsibility of specialists. It's responsible for making sure that rewards and pay remain at the center of all programs and that they evolve in line with the demands of the labour force. Everybody in this field works with data, but does not take the time to comprehend the complexity of benefits and benefits.

At ABS Engineers Ltd. the legitimate pay framework is used. The authenticity pay system is a method to control the pay system that rewards better performing reps with additional pay which is sometimes called propelling power. A system of authenticity is suitable when there is a lack of down information to gauge the performance of employees. The authenticity pay system sends a powerful message to the representative about how they must be able to observe how laborers perform and what their supervisors need to be able to observe their contributions. In keeping the amount of authentic pay available to the public allows workers to determine which areas of their extension fall within the ranges of authenticity that are created by the pay plan of the association.

i. Compensation Method:

ABS Engineers Ltd. continuously work hard and motivate employees for professional and individual improvement. In the event that an employee can prove himself, he will be awarded the right prize here. Therefore, they adhere to the pay structure based on legitimacy. The framework helps the HR to be a follower of the representative's and worker's display. The HR is able to assess the representative's personal goals using the legitimacy framework. To raise the pay of every worker has to meet their goals.

➤ Pay scaling:

The pay rates are agreed to by future staff members and the board prior to the staff member's start date. The business will pay all compensations in a consistent manner on the day that is the latest of each calendar month. If the day that is most recent occurs on the last day of the week, or during a particular month, pay rates will be distributed over the ensuing business day. Rates will be paid by accounts for authority. The new workers who join after the 25th day of a month will be paid their first payment due in the following month. Representatives will be paid a salary cap at 32,000BDT. Additional augmentations are only necessary when representatives are required to perform additional duties that require longer time commitments that aren't the typical full-time move. The additional hours that are accrued additions to execution audits and delays and inadequate derivations for a move, accumulated over the current month will be adjusted to the compensation of the following month.

➤ Bonus Policy:

ABS Engineers Ltd. likewise provides a certain benefit and reward to its employees, similar to other organisations. The reward is governed by the HR board. There are two kinds of reward that can be awarded.

❖ **Individual Bonuses:**

The business frequently uses reward money as method of support and to pay for work that is not completed. The rewards will be agreed depending on the circumstances and are usually distributed as a month-to-month compensation, except the case of settling on something different. The only way to qualify is if representatives arrives at the target and the mark for workers' assessment is listed below.

Score	Level	Raise
13-15	Exceeds expectations	2 000 BDT
9-12	Meets expectations	1 000 BDT
5-8	Requires improvement	500 BDT

Other promotions and salary raises will be agreed to separately between staff and management.

❖ **Festival Bonuses:**

The company has implemented these guidelines: Festival Bonus policy:

- Employees are eligible for Festival bonus if they've had employment with the business for a minimum of 6 months up to the present.
- The policy on Festivalbonus is detailed in each staff member's contract with the Company.

The celebration bonuses are completely dependent on the judgment of management and are meant to express appreciation for the progress made and a longer-term commitment to the business. Employees who pulled from abdication prior to the payment of celebration rewards will not be eligible for rewards from celebrations.

ii. Tax Deduction:

In Bangladesh the annual corporate expense is the rate, which is a tax that is derived from businesses. The amount for assessment allowances is contingent on the net profit of the company. ABS Engineers Ltd. ABS Engineers Ltd. additionally added charge on a regular basis in the total amount of money collected over for a long period of time from the net compensation.

3.5 Admin and Discipline Management:

At ABS Engineers Ltd. the guidelines and the guideline are extremely strict and are all accountable to all relevant. The exercises that accompany them are performed under the supervision of the administrator. The administrator can also take the board to.

➤ Code of Conduct

The organization has stringent guidelines regarding the territories that it covers. Failure to adhere to these guidelines gives swift reasons for exclusion.

- **Alcohol and drugs:** The presence or usage of and/or being an effect of alcohol or drugs during business hours is a crime.
- **Harassment:** Hassling colleagues, managers or other supervisors a matter of strict taboo and there is no way to take it on. If employees feel that they've been subjected to arousal, they should follow the procedures outlined within the Problem-Resolution Process segment. All cases of bullying are being monitored and handled by the organization's Managing Director as well as each time based on the circumstances.
- **Attendance:** When a staff part recognizes that they will in a position to work outside of the time allocated for them by their employer it is their responsibility to light the board as fast as they can. The business relies on its employees to communicate the work of its customers and it is of the utmost importance for the management to handle any issues that may arise from unfortunate deficiencies. In cases of scheduled non-appearance employees should notify their assigned email address to the group 14 days prior to the time. Failure to provide ample notice can put the staff in danger of being granted time off. In the event of a sudden absence such as because of illness or weather employees should contact their supervisor immediately. Personnel who plan to work a the entire day's work at home should adhere to the "Telecommuting during impromptu nonappearance" section below.
- **Dress Code:** There are no specific dress code for workers, but the workers are encouraged to dress in a professional manner and it is required for male workers to wear shoes but not sneakers. On Fridays, male employees can wear sneakers only when wearing Punjabis.

- **Lateness and Incomplete Shift :**

If there should be an occurrence of delay, staff individuals are needed to educate their line director or group pioneer at any rate one hour preceding the beginning of their work day by call. Except If there is delays personnel are required to inform their direct supervisor or group leader at least one hour prior to the start of their working day via calling. In all other cases, unless stipulated, staff members must leave within at the minimum 8 hours in their area of work. For example when a member of staff is late by one hour time for work and begins around 11AM, then they may go home at 7 PM. No matter if work is completed in less than eight hours, employees are still required to remain at work for at least eight hours per day, unless they are in any other way. They agreed with their line supervisor or group leader. If an employee is delayed for more than thirty mins or doesn't complete their full shifts the 1/3 of their day's pay will be taken away for instance, on the off possibility that the day's compensation is 900 BDT, the deducted amount is 300 BDT. It could also affect the Company Policy score at the next audit. On the fourth occasion of a delay of more than 30 mins or not meeting the requirements of the full work schedule, HR will make a discipline move in accordance with the measure that is described in "Disciplinary activity" later in this manual.

- **Working from Home during Unplanned Absence:**

If employees aren't able to go to work and complete the day's effort from home at simultaneously, the pay-for-go days will not be counted in any way and their attendance score during the audits of execution will be affected negatively. In such a situation employees should inform their group director or line director prior to the beginning of the day immediately via phone, or in an additional retreat, send an instant message on his/her phone. The strategies outlined above apply for staff members who are performing telecommuting Work should be completed at normal office hours and not during odd hours, which can be difficult for managers to monitor. If the work is in line with the normal objective and is of 100 100% quality, employees should inform their line director or group leader as far ahead of time as is likely to be expected and should not be in the middle of their working day. The client is expecting regular work delivery and line managers must either take care of the absence of work or offer an explanation to the customer. Blackout, speed of internet or blackout isn't sufficient to justify the situation, since it was the staff's personal choice at the beginning morning to telecommuting, rather than returning home to relax. Staff members are responsible on their own (Mobile Dongle/Data) and PC cost when they choose to telecommute.

- **Checking Company Email Remotely:**

Employees may access their company emails (@ABS Engineers Ltd.com accounts) at a distance from their personal computer or cell phone however, accessing documents and reports will not be allowed. As per the Bangladesh Information Communication Technology Act 2006, accessing data in a manner that isn't authorized is considered to be a crime and the business and its law office is created to make an unlawful move against employees users who use remote access to information without written approval.

- **Disciplinary Action:**

Disciplinary action will be determined on a case-by-case basis usually following the following procedure:

- **Verbal warning:** A verbal announcement to staff members by the line chief that he/she has violated a standard as well as a guideline, and that the violation may not continue. It's up to the line director's vigilance to the possibility that they believe Human Resources ought to be aware.
- **Written warning:** Formal warning recorded as a hard copy to staff part that he/she has abused a standard as well as guideline. The proper notices are sent by means of email to Human Resources Management.
- **Termination :** The relationship between the staff members is ended. If there isn't too difficult, take note that, as mentioned earlier, the above mentioned interaction is an overall one that can fluctuate depending on the circumstances.

The prompt exoneration of a possible legal actions and advising authorities can be considered when there is a grave offenses, which includes but not only in the circumstances described in this article:

- Infringing on the confidentiality and nondisclosure declarations contained in the agreement
- Harassment of others no matter how physical or verbal
- The effects of medications or alcohol in the workplace
- The organization's practices or ways of life
- Unsuitable correspondence with customers
- The misuse of property belonging to an organization Particularly when it causes harm.

Situations resulting in poor delivery of work can also result in termination of employment, for example in the following situations

- Constantly failing to communicate goals deemed sensible, the disregarding continued with assistance
- Doing work in a reckless manner can result in low-quality work
- Notifying individuals of leave that has been unfortunate deficiencies that are not always a good thing, eventually
- Inability to adhere to the rules of organization For instance, in relation to excursions
- Absence that exceeds standard of the organization to the point that it causes concern.

➤ **Problem-Resolution Procedure:**

The organization has an interaction for managing issue goal, including individual and business related concerns. Kindly follow the accompanying cycle:

- . Contact your line manager via either email or by phone. They'll respond to you in the earliest possible time with a strategy to tackle the issue which typically starts with a one-on-one meeting to further investigate the root problem.
- If you're not happy with the result or if the issue concerns the line head of a staff component Please contact via the email address Shahidul Islam, MD, who will review the issue.
- When determining the goal of the issue that the staff member is expected not even the slightest be able to freely express their opinions or attempt to disrupt the business of the company.

➤ **Confidentiality of Information:**

The business handles private customer information, and consequently, employees should exercise the highest level of security when dealing with information about customers. Additionally, information about the organization should not be shared with pariahs without prior approval of the executive. The company has worked with its law department in Bangladesh to ensure that they are fully organized and ready to take an appropriate decision against individuals who leak customer or company personal information. If employees aren't certain regarding whether a particular data item is classified, they could consult their line administrator. If the staff member feels that classified data has been snuck into intentionally or accidentally it is important to be aware to the executive immediately.

Chapter Four

Findings and Recommendations

4.1 **Findings:**

- Poor personal and professional development of the employees, the HR Department does not conduct employee satisfaction survey on a regular basis.
- Insufficient training facilities.
- Absenteeism of the company has increased due to poor management.
- Decreasing the employee productivity of the organizations.
- Lack of motivation to the employee.
- Heavy work pressure, inflexible working schedules.

4.2. **Recommendations:**

- Each year or every six months, the company's HR department must conduct an employee satisfaction survey.
- New employees should be taught by the senior staff.
- To decrease the number of absenteeisms, the business could begin reward system for attendance that rewards good attendance.
- Specific training programs can be planned to boost the effectiveness of the organization.
- The company must provide rewards and recognition systems to encourage employees who are qualified.
- To lessen the stress of employees, the employer could offer flexible work schedules.

Chapter Five

CONCLUSION

Conclusion:

ABS Engineers Ltd has a pioneering association in the PEB industry in Bangladesh. In the past few years have seen them grow dramatically. The number of employees are increasing incrementally. With its diverse and modified management, it has a broad reach to its local clients. ABS Engineers Ltd. has been gaining benefits from the first person to benefit at any time. Today, they are among the most beneficial organizations in the PEB industry. The report is mentioned in Human Resource the board practice of ABS Engineers Ltd. Bangladesh. ABS Engineers Ltd. ABS Engineers Ltd. has the goal of setting their benchmark the highest. ABS Engineers Ltd. is currently focusing on satisfaction of the customer and worker satisfaction too. Human Resource Department of the company is undergoing a massive remaking plan to guarantee future benefits as well as a strong corporate culture. the opportunity to giving back and sharing the knowledge with a demonstrated high level of skills.

Chapter Six

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