



**Daffodil**  
*International*  
**University**

**Internship Report on**  
**TRAINING AND RECRUITMENT OF THE WORKERS AT**  
**DEBONAIR GROUP LTD, UNIT-2**

**Supervised by:**

Asma Alam

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**Prepared by:**

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ID: 191-10-1964

Batch: 46<sup>th</sup>

Course Title: Project Paper

Course Code: ENG431

Semester: Fall-2022

This internship report is submitted in partial fulfillment of the requirements for the degree of Bachelor of Arts in English.

**Date of Submission:** 12<sup>th</sup> November, 2022.

## Declaration by the Student

I am Bintu Islam, ID No: 191-10-1964 declaring that the internship report submitted to Daffodil International University's Department of English is an original work completed for the course "Project Paper" (Course Code: ENG-431) programme of B.A. (hons.) in English. I was given the task of completing a project report titled "Training and Recruitment of the Workers at Debonair Group Ltd., Unit-2," under the supervision of Asma Alam, Assistant Professor of the Department of English, Daffodil International University.



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**Bintu Islam**

**ID:** 191-10-1964

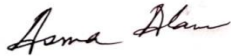
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Department of English

Daffodil International University

## **Certification of Approval**

I am very glad to clarify that the project on "Training and recruitment of the Debonair Group Ltd., Unit-2," conducted by Bintu Islam, Id: 191-10-1964, Department of English, has been approved for presentation and viva voce. To the best of my knowledge and as per her declaration, it is a genuine piece of work completed under my supervision during the fall semester of 2022. I recommend that the project report presented by Bintu Islam be considered for further academic commendation. It has been a pleasure to collaborate with her. I wish her the best of luck in life.



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**Asma Alam**

Assistant Professor

Department of English

Faculty of Humanities and Social Science

Daffodil International University

## **Dedication**

The entire project paper, "Training and Recruitment of the Workers at Debonair Group Ltd., Unit-2," is dedicated to my university, "Daffodil International University," for providing me with the opportunity for an internship and the chance to learn. I had not previously submitted this project paper anywhere. Additionally, I want to thank my department for other facilities, as well as my supervisor, Asma Alam for inspiring me throughout the course of this project paper.

## **Acknowledgement:**

It has taken me a great deal of effort to complete this project. Although it would not have been possible without the generous support of numerous individuals, I would like to express my sincere gratitude to each and every one of them. But at first, I express my gratitude to the Almighty Allah for giving me the patience and great intension to complete the internship from Dhaka to Gazipur and for protecting me from all difficulties. I would like to thank my supervisor, Asma Alam, for her advice and frequent monitoring. I would like to convey my thanks to my parents, who support me a lot. Without them, I would not have come this far today. I would like to thank my friends for their cooperation and for helping me directly or indirectly on this project paper. I would like to thank my institute supervisor, Sorowar Alam (AGM of Debonair Group Ltd. Unit-2), from the bottom of my heart for allowing me to work with them and observe their working style. My thanks goes to Khorshed Alam (senior executive of HR); Sadika Parvin (Welfare and Compliance Officer) and all the colleagues who have helped me to learn more about Human Resources (HR) and garment industrial work policies.

## **Executive Summary**

In this project paper, the internship is titled "Training and Recruitment of the Workers at Debonair Group Ltd., Unit-2." The intern decided to do her internship in the garment industry and chose the Debonair Group. The intern went there two days a week for three months. On the first day, the company's AGM, Sorowar Alam, met the intern, talked about the project, their garment details, their work policy, and gave some ideas about human resources (HR). He also gave some ideas about training and "Kaizen Management Theory," a Japanese method to create long-term change. He gave ideas about recruiting and training workers so that they could try to follow Kaizen Theory. Then he gave permission for an internship. The intern visited the garments and started observing and working according to her posting as "Executive of HR." In these three months, the intern has learned and achieved a lot about human resources and working policies in the garment industry. The intern behaved nicely with her colleagues and put a lot of effort into her work. Overall, the intern's experience was very good, and she completed the project work step by step.

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## **Chapter- 1**

### **Introduction**

In a developing country like Bangladesh, garment factories play a significant role. According to 2021, there are 5,000 readymade garments in Bangladesh. Currently, garment factories are a very important source of foreign exchange. In the past few years, the economy of Bangladesh mainly was dependent on the garment sector. Bangladesh has about 4 million garment workers, of which 58% are women. Nowadays, women are given many opportunities in garments. Bangladesh garment industry is also playing a very important role in economically uplifting a large group of unskilled, uneducated, and underprivileged women. Apart from this, the garment industry is the best solution for uneducated and poor people to work and earn.

My goal was to learn about the garment industry and later try to flourish in this industry. I chose The Debonair group among the many garments available in Bangladesh. It is located in Gazipur. This industry started its journey in 1991. It is a private company that specializes in high-quality outerwear and homeware products. This company gave me the opportunity to learn about their rules, regulations, and garment worker's law. My internship began on August 22, 2022. I worked with them for 3 months and went there 3 days a week 10 to 4. At the Debonair Group, I had specific job duties and responsibilities in HR. But the study's scope was not limited to the HR department; I also visited many departments such as IT, Accounts, Merchandising, Store, and Audit. In Debonair Group, I took the opportunity to learn and worked with sincerity. I finished my three-month internship by broadening my knowledge of a specific field of work. The knowledge and skills will help me get good opportunities in a garment factory and flourish there.

## **Chapter- 2**

### **Background and Significance of the Project**

After independence in 1971, Bangladesh was known as one of the poorest countries in the world. At that time, no major industries had developed in our country. But now, the garment industry is one of the major contributions of Bangladeshi economy. Almost 77% of Bangladesh's economy comes from the ready-made garment (RMG) sector. The tag "Made in Bangladesh" is now a lot of pride for our country. At present, almost 6.2 million people earn their livelihood from the garment industry.

As a student of English literature and language, I could do an internship as a teacher or research in linguistics or literature. But I was thinking outside of the box, so I tried to put a challenge before me, and I was motivated to address the challenge and obtain justification for it. English is an International Language. It is not just for reading literature or linguistics, it is the global language of communication with each other on any field. So, why should I use it only teaching and research? That's why I chose a garment industry internship for my project paper. There I can share my knowledge of English with them. I can help them with many things. And this will help me to improve my communication skills, speaking skills as well as flourish myself. By doing the internship here, I also could gain more knowledge about the industry. Apart from this, how the industrial sector is progressing in Bangladesh, how garment workers are working and their facilities, labor law, I could know about all these things. This knowledge will work as a motivation for me to explore this sector through my specialized skill.

## **Chapter-3**

### **Methodology**

When I came to know that we would be given the opportunity to do internship according to my preference, I decided that this time I would prefer an industrial internship. For a very long time, the garment industry has been acting as a catalyst for the development of Bangladesh. So, I thought working in the garment industry would give me the opportunity to get ideas, learn and know a lot about it. That's why I chose the garment industry with the help of my supervisor. Without wasting time, I started looking into whether they offer internship opportunities. Then I came to know that debonair group offers the golden opportunity of internship. I contacted them. They called me for an interview.

I went there and discussed my project with the AGM, Mr. Sorowar Alam. He gave me permission to do the internship and asked me to submit a forwarding letter from my department to him. Then I came to the department, took the forwarding letter and submitted it to the AGM. Then the AGM asked me to join the office on August 22nd. I was very nervous on the first day, but with the cooperation of AGM Sir and other colleagues, I was able to overcome that nervousness. AGM asked for my preferred area in HR. I replied to him that I was willing to work on the "worker recruiting and training" part. Then he gave me the "Executive of HR" post as I wanted to work on worker recruiting and training, so Sir gave me many ideas about worker recruiting and how they trained the workers. I enjoyed my work very much. And thus, I confirmed my internship.


## **Chapter-4**

### **Organization Details**

Debonair Limited and Obritext Knitwear Unit-2 are very successful private companies that are 100% export-oriented garment factories of the Debonair Group. This factory was established in 2013 with all the latest technology. The founding chairman of this group is Naiara Noor. Debonair's corporate head office is located at Mohakhali DOHS, and factories are at Ashulia, Gazipur, Mymensingh, and Valuka.

Their types of business operations are: manufacturing, padding, embroidery, dyeing, accessories, ribs, and quilting services. This company exports a large quantity of ready-made garments to Europe, America, and Canada. This company provides county legal pay to all of their employees. Buyer COCs such as the ILO convention, country law, BSCI and WRAP principles, and all types of compliance requirements should be followed up on. They have a punch card system for ensuring workers' attendance and time recording; free medical facilities for workers' health care; a diagram on the floor of the factory to show direction for all employees to run out in case of an emergency situation; and fire drills. They also have a huge number of CCTV cameras. They have approximately 678 sewing, cutting, and finishing machine sets. They do single niddle, button hole, and button stitch, pocket welting, hemming, and other things in the sewing section. They cut all of the clothes in the cutting section, and in the finishing section, they do pressure ironing, vacuum ironing, nip tests, trimming, and so on. In the Debonair Group, there are almost 417 male and 775 female workers, both skilled and semi-skilled. Debonair Group's vision is to build vertical links as background linkage for one-stop customer service, as well as create and maintain strategic partnerships with their customers. Their goal is to meet the requirements of their clients and ensure their satisfaction in the best possible manner. They want to become the highest-paid woven garment manufacturer in Bangladesh by 2022.

## Others information of Debonair Group:

Company Name	Debonair Group Limited
Logo	 The logo for Debonair Group features the lowercase letters 'dg' in a blue, sans-serif font, centered within a red circular border composed of small, evenly spaced dots. Below the circular emblem, the words 'DEBONAIR GROUP' are written in a smaller, blue, uppercase, sans-serif font.
BGMEA reg no.	1049 & 952
Industry	RMG
Software	Lectra
Number of CCTV camera	30 (Thirty)
Production capacity	Woven/Bottom-260000pcs per month, 10000pcs per day, 835pcs per line.
Production lead time	30-45 days
Production per year	2.8 Billion pcs
Annual Volume	USD 12.2 Million
Certification	Certified by Accord, BSCI, ACCORD

## **Chapter-5**

### **Internship Activities**

#### **5.1 My work experience as ‘Training and Recruitment of the Workers’**

I did my internship in a garment group, Debonair Limited, and there my post was under Human Resource department. In this company, my supervisors were AGM Md. Sorowar Alam and Md. Khorshed Alam (Senior Executive of HR). As I didn't know much about the policies and activities of HR, the first week after joining I was asked by AGM Sorowar Alam Sir, HR Dept as well as other departments ,to work in the different sections such as, swinging, cutting, and ironing sections, to observe and experience the working styles of workers for practical knowledge. I visited the entire garment for the first time this week, talked to colleagues from all departments and tried to know everything about their work experience and noted them down.

I was also part of their recruitment. The requirements policy for both the worker and employee hiring processes were completely different.

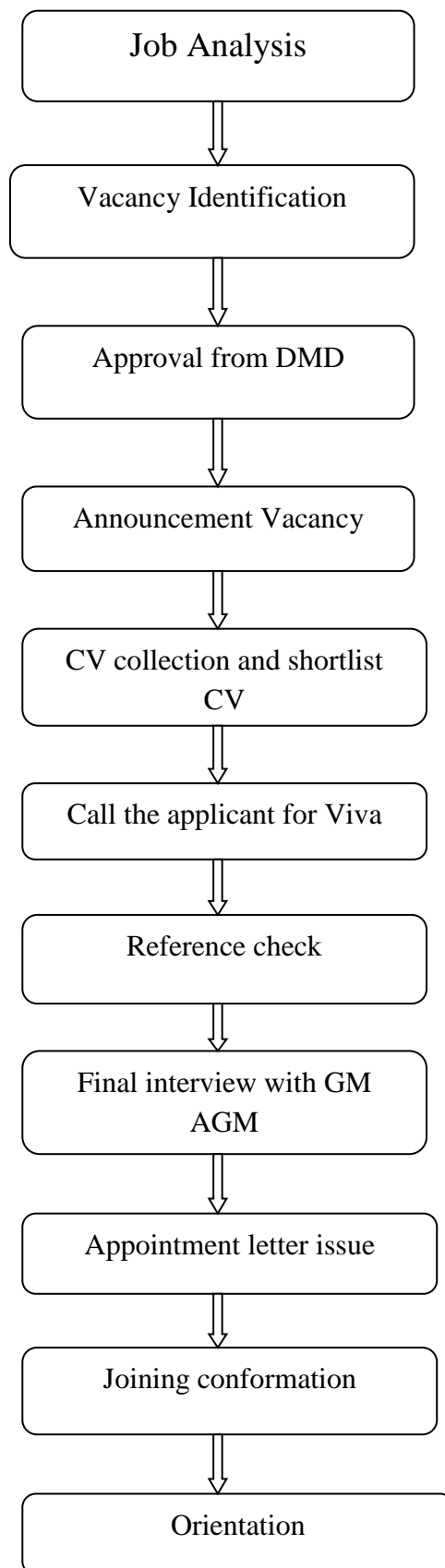
Some Recruitment policy of Debonair Group is:

- They ensure that the best people are assigned to the appropriate positions.
- Policy is based on Equal Employment Opportunity (EEO).
- There is no gender discrimination based on sex, color, religion, or age.
- No one under the age of 18 can be hired as an employee or worker.
- Orientation is compulsory for new employees and workers.

## **5.2 Employee Recruiting of the Company:**

Since the employees are educated enough, BD jobs, Linked In, and newspaper clauses were required in their case. If the group needed people for any position, for instance, HR or merchandise, all their requirements were stated in the circular. The educational qualification in their requirements is from BGMEA, Honors, Masters, or Graduation in Merchandise. And they look for employees with maximum two or three years of experience in the garment industry. Then, when the employees drop the CV, the candidates are selected according to the requirements and call for the interview. Then the chosen employees are given training for one week. Then they are asked to join the corporate office.

**The proper sequence of Employee recruitment and selection steps at debonair group which is given below:**





### **5.3 Worker Recruiting of the Company:**

In terms of worker recruiting, they had to recruit new workers every month. Because many people quit their jobs for many reasons, 25–50 new workers are needed every month. As I worked in the section of HR department, AGM Sir asked me to observe the work of recruiting with my senior colleagues and help them with various tasks. Since their worker manpower budget was already created, we did not need to create a new one. During the first week of each month, they typically hire between 1 and 7 days. This time we needed 50 workers in total; 20 for cutting, 15 for swinging, and 15 for ironing. Many recruiters arrived at that time. They were all lined up, gents on one side and lads on the other. Khorshed Sir, HR Manager & Sadika Parvin (Welfare and Compliance officer) and I checked them to see if anyone had any physical disabilities such as hand or foot problems, and if so, they were rejected from there. Others who were selected asked to submit their NID, birth certificate, and educational certificate (if any), and taken to the doctor's office for a medical examination. There they were given eye tests as well as many other tests to see if they had any physical problems or if any of the girls were pregnant.

Meanwhile, Khorshed Sir instructed me to investigate their documents to verify their educational qualifications and if they were all adults, to make sure that no one was under age of 18. I showed Sir everything after checking it properly, and he made sure everything was fine. Then after receiving their doctor's report, the candidates who passed the doctor's test and HR documents, they brought them to the department and discussed salary, working hours, over time work, wages of overtime work, the holidays that the workers were getting according to the year 2013, women's maternity leaves and benefits, free doctor's treatment and so on. The company also offers a plan. If someone dies during his working period, then his family will receive 2 lakhs BDT also discussed punishment, dismissal, and everything is explained beautifully. Khorshed Sir instructed me to open file for those selected candidates individual file. I collected their NID card, birth certificate, doctor's report, passport size photo, evaluation form, joining letter and employee background form etc are stored. On the other hand, after each session newcomers are taken to the training part. I had the scope to observe their training session to improve me and it was possible for the support of Khorshed Sir.

#### **5.4 Worker training of the Company:**

The new workers are given training on their first day. They focus on the point whether they can do the work and how good they are at it, not how much time it takes to do it. It is my observation that many of them are able to do work very well and perform well, while others cannot. Those who are unable to work are trained to complete the tasks in two or three days and those who can already perform well directly get the opportunity to begin from the next day. Then, they are oriented. Each floor is visited. They were shown the working area, restroom, exit, and emergency route. Then they are not given any additional work that day; they are asked to leave with an appointment letter and to begin work from the next day. And those who are not proficient in the work are asked to attend weekly training session.

#### **5.5 What I have learned during this internship:**

I knew nothing about garment factories. My three months internship can helped me to get a lot of ideas about HR & compliance. AGM Sir also told me to organize a meeting to inform everyone. So I dedicatedly organized various meetings for them with the help of my colleagues and also joined various meetings. In addition, before the internship ended, AGM sir asked me to prepare a presentation slide on what I had learned in these three months and present it in the conference room. I gave that presentation in front of GM, AGM and my other colleagues. And it was very well received and appreciated by all. It was my first time giving a presentation as an employee. I was very nervous and excited too, but that presentation was very instructive for me and my future career field as an employee. They also took a written exam on HR and compliance.

I also talked to the workers and got to know a lot from their experiences, such as when they enjoy their work or when they feel comfort at work. That sharing gives me know about the facilities of the garments and how the employees can take advantage of them. In addition, Supervisor told me to prepare a presentation about what I had learned from working with them for three months to present in front of them. So, I created a detailed presentation of everything I learned. Then I gave the presentation in the conference room. Supervisor and my other colleagues were pleased with my presentation. And they appreciate it a lot. Then they conducted a written test to me. I also did well in that.

Overall, I came away with a much better idea of the garment industry. And I also learned how to act more professionally. The presentation they took from me was highly beneficial for me. I had given many presentations at university, but this was my first time official presentation to industry and my colleagues. I believe that if I work in the garments sector in the future, I will be able to organize everything very well and precisely with no difficulties, and hopefully give a better performance as a recruiter.

### **5.6 What I have faced during this Internship:**

During this three-month internship, I have learned a lot as well as faced many problems. Such as, there were numerous issues when traveling from Dhaka to Gazipur for three days in a week. I had to wait and stand for 40-45 minutes for the bus. Apart from that, traffic jam made my life miserable and I had to face many problems for 3 months to avail the transport facilities of the city. Also, in the office, when I first visited the worker sections, I wanted to talk to the workers, but they didn't want to talk freely as they were not very friendly at first. But slowly, I got along with them with my good manners and friendly behavior and got to know a lot by talking to them and gaining experience.

Apart from that, there was an issue of adjustment with the workplace environment, but overall I kept a cool head to adjust everything nicely and precisely and spent 3 months with them as a very pleasant journey. To conclude, all I can say is that this is my most significant professional achievement and it will serve well for my career also.

## **Chapter- 6**

### **Limitations of the Project**

My internship was only three months in duration. I visited the office three days a week. I had to attend my classes at the university and had travel issues from Dhaka to Gazipur. I had some limitations during my internship because I had no previous experience with this project or industry. Yet, I could overcome that limitation through my hardship, sincerity and

Because of time constraints, it was very difficult to collect more information about my project and the factory throughout these three months. It took approximately 15–20 days to adjust to the office environment and colleagues. Although I was very interested in learning more about the garments and other portions of the factory, including the merchandise section and IT section, my skills would've improved more if I could've gone there 5 or 6 days a week. My skills would have improved more. Moreover, the company didn't discuss its yearly report with me on the company policy issues. That's why it was a little bit difficult to collect more data about the company.

## **Chapter- 7**

### **Observations and Findings**

Working at Debonair Company enabled me to observe and explore many things. The following are the observations and findings are:

#### **7.1 Observations:**

- The environment of the company is pretty good. They arrange vaccinations for all the workers and employees, as well as have an experienced doctor for check-ups.
- The company has facilities for every employee and worker for ablution and prayers.
- In the company, I feel happy to observe one thing. They have arranged a separate baby daycare room for babies and a nanny has also been arranged. Mothers can work in peace and feed their children on time without any hesitation.

#### **7.2 Findings:**

- In the company, as they take students for internships, they should set up separate desks and computers for internees. Because sitting at someone else's desk and using their computer cannot give any comfort to the users.
- Sometimes they play music through the speaker, and the noise of different machines all together creates bad sound pollution. This is an issue they should look into.
- They do not maintain proper hygiene in the company. Sometimes the floor restrooms are unclean.
- Conflict between workers is one of the most serious issues in the garment sector. Workers do not get their salaries on time, and sometimes owner supervisors misbehave with them.

## **Chapter-8**

### **Recommendations**

It has been an honor to work for such a great company like Debonair Group. After thorough analysis of the report, I would like to recommend helps for the company.

- This company should have enough numbers of computers and space for the staff. Since I was under the HR department, there was insufficient space in the HR department, and they were unable to provide me with a computer or a desk to sit at.
- The company should increase the number of cleaners to properly clean each restroom. Because many times, the restrooms are not in such good condition.
- The company should improve the dining section. Because, during lunch time, everyone has to face many problems, especially female staffs. So, they should arrange a dining table for women on one side and men on the other. Also, they should maintain a little hygiene in the kitchen and dining room. The cleaners should clean the plates, glasses and dining table properly.
- Since COVID-19 is still having a bad effect in Bangladesh. Every worker should continue to wear a mask in order to avoid COVID and other viruses. The company should take sufficient steps of sanitizer in each section of the factory. By this, COVID-19 and other viruses will not spread, and hygiene will be maintained.

## **Chapter-9**

### **Conclusion**

My internship provided me with a lot of practical and field knowledge of the garment sector. These three months of my internship were really valuable to me and helped a lot in my upcoming career. They also developed my professional skills regarding garment sales, production, quality, etc. I had trouble understanding industrial jobs as a student. However, I learned a lot from this job, and at one point, I began to think of myself as an employee. The experience of my internship realized that I am qualified for an industrial position. I have the capacity to give this sector my very best. And I think that when I shall start working somewhere permanently, I'll be able to showcase my talent and earn a lot of exposure. I am really appreciative of the help that I received from my supervisor, the institution supervisor, and the department head. But unfortunately, with dissatisfaction and disappointment, I had some travel issues factor. These three months of my internship is really a valuable opportunity for me and it helped a lot in my upcoming career. They also developed my professional skills regarding garment sales, production, quality, etc. I had trouble understanding industrial jobs as a student I had a lot of difficulties traveling to Gazipur three times a week from Dhaka because it was more dangerous than I thought because I had motion sickness and wasn't used to traveling a lot. Traffic jams made me sick, and they also hampered my working capacity and style. Furthermore, to me, a new place is always unwelcome as it makes me somehow uncomfortable. I had to struggle and deal with these issues, and to succeed, I always try to overcome my shortcomings and expand my boundaries to open up in the corporate world and gain success in my professional career with my friendly, professional nature with honesty and integrity. To newcomers to the internship project in this sector, my advice would be to choose a workplace where you can easily adjust and that is also easily accessible from your home, as it may be beneficial for you to be more comfortable and conscious during your work without becoming tired, and to have great enthusiasm to deal with the everyday difficulties and hazards with lots of patience. Lastly, I'm honored to have had such great supervisors, advisors, teachers, and department authorities, as they all made my journey super easy and flexible and helped me to progress in my upcoming professional life by giving me these opportunities to learn new things and experience how the garment sector works and how things get done. Big thanks to them for being so concerned about me.

## Chapter-10

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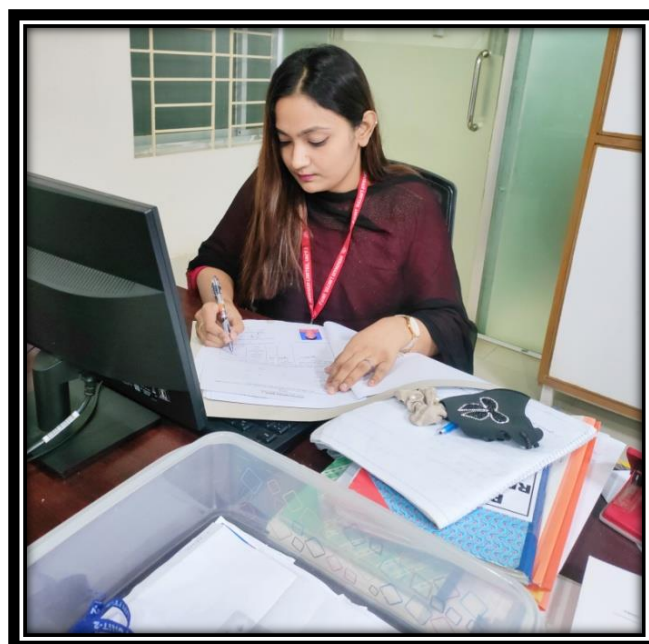


## Appendix 2: Photograph

### First day at Debonair Group



### Worker Recruitment Day



## Appendix 3: Photograph

### Presentation Day



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Internship Report on TRAINING AND RECRUITMENT OF THE WORKERS AT DEBONAIR GROUP LTD, UNIT-2 Supervised by: Asma Alam [Assistant Professor Department of English Daffodil International University](#) Prepared by: Bintu Islam ID: 191-10-1964 Batch: 46th Course Title: Project Paper Course Code: ENG431 Semester: Fall-2022 [This internship report is submitted in partial fulfillment of the requirements for the degree of Bachelor of Arts in English](#). Date of Submission: 12th November, 2022. Introduction In a developing country like Bangladesh, garment factories play a significant role. According to 2021, there are 5,000 readymade garments in Bangladesh. Currently, garment factories are a very important source of foreign exchange. In the past few years, the economy of Bangladesh mainly was dependent on the garment sector. Bangladesh has about 4 million garment workers, of which 58% are women. Nowadays, women are given many opportunities in garments. Bangladesh garment industry is also playing a very important role in economically uplifting a large group of unskilled, uneducated, and underprivileged women. Apart from this, the garment industry is the best solution for uneducated and poor people to work and earn. My goal was to learn about the garment industry and later try to flourish in this industry. I chose The Debonair group among the many garments available in Bangladesh. It is located in Gazipur. This industry started its journey in 1991. It is a private company that specializes in high-quality outdoor and homeware products. This company gave me the opportunity to learn about their rules, regulations, and garment worker's law. My internship began on August 22, 2022. I worked with them for 3 months and went there 3days a week 10 to 4. At the Debonair Group, I had specific job duties and responsibilities in HR. But the study's scope was not limited to the HR department; I also visited many departments such as IT, Accounts, Merchandising, Store, and Audit. In Debonair Group, I took the opportunity to learn and worked with sincerity. I finished my three-month internship by broadening my knowledge of a specific field of work. The knowledge and skills will help me get good opportunities in a garment factory and flourish there. Background and Significance of the Project After [independence in 1971, Bangladesh was known as one of the poorest countries in the world](#). At that [time](#), no major industries had developed in our country. But now, the garment industry is one of the major contributions of Bangladesh

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economy. Almost 77% of Bangladesh's economy comes from the ready-made garment (RMG) sector. The tag "Made in Bangladesh" is now a lot of pride for our country. At present, almost 6.2 million people earn their livelihood from the garment industry. As a student of English literature and language, I could do an internship as a teacher or research in linguistics or literature. But I was thinking outside of the box, so I tried to put a challenge before me, and I was motivated to address the challenge and obtain justification for it. English is an International Language. It is not just for reading literature or linguistics, it is the global language of communication with each other on any field. So, why should I use it only teaching and research? That's why I chose a garment industry internship for my project paper. There I can share my knowledge of English with them. I can help them with many things. And this will help me to improve my communication skills, speaking skills as well as flourish myself. By doing the internship here, I also could gain more knowledge about the industry. Apart from this, how the industrial sector is progressing in Bangladesh, how garment workers are working and their facilities, labor law, I could know about all these things. This knowledge will work as a motivation for me to explore this sector through my specialized skill. Methodology When I came to know that we would be given the opportunity to do internship according to my preference, I decided that this time I would prefer an industrial internship. For a very long time, the garment industry has been acting as a catalyst for the development of Bangladesh. So, I thought working in the garment industry would give me the opportunity to get ideas, learn and know a lot about it. That's why I chose the garment industry with the help of my supervisor. Without wasting time, I started looking into whether they offer internship opportunities. Then I came to know that Debonair group offers the golden opportunity of internship. I contacted them. They called me for an interview. I went there and discussed my project with the AGM, Mr. Sorowar Alam. He gave me permission to do the internship and asked me to submit a forwarding letter from my department to him. Then I came to the department, took the forwarding letter and submitted it to the AGM. Then the AGM asked me to join the office on August 22nd. I was very nervous on the first day, but with the cooperation of AGM Sir and other colleagues, I was able to overcome that nervousness. AGM asked for my preferred area in HR. I replied to him that I was willing to work on the "worker recruiting and training" part. Then he gave me the "Executive of HR" post as I wanted to work on worker recruiting and training, so Sir gave me many ideas about worker recruiting and how they trained the workers. I enjoyed my work very much. And thus, I confirmed my internship. Organization Details Debonair Limited and Obritext Knitwear Unit-2 are very successful private companies that are 100% export-oriented garment factories of the Debonair Group. This factory was established in 2013 with all the latest technology. The founding chairman of this group is Naiara Noor. Debonair corporate head office is located at Mohakhali DOHS, and factories are at Ashulia, Gazipur, Mymensingh, and Valuka. Their types of business operations are: manufacturing, padding, embroidery, dyeing, accessories, ribs, and quilting services. This company exports a large quantity of ready-made garments to Europe, America, and Canada. This company provides county legal pay to all of their employees. Buyer COCs such as the ILO convention, country law, BSCI and WRAP principles, and all types of compliance requirements should be followed up on. They have a punch card system for ensuring workers' attendance and time recording; free medical facilities for workers' health care; a diagram on the floor of the factory to show direction for all employees to run out in case of an emergency situation; and fire drills. They also have a huge number of CCTV cameras. They have approximately 678 sewing, cutting, and finishing machine sets. They do single needle, button hole, and button stitch, pocket welting, hemming, and other things in the sewing section. They cut all of the clothes in the cutting section, and in the finishing section, they do pressure ironing, vacuum ironing, nip tests, trimming, and so on. In the Debonair Group, there are almost 417 male and 775 female workers, both skilled and semi-skilled. Debonair Group's vision is to build vertical links as background linkage for one-stop customer service, as well as create and maintain strategic partnerships with their customers. Their goal is to meet the requirements of their clients and ensure their satisfaction in the best possible manner. They want to become the highest-paid woven garment manufacturer in Bangladesh by 2022. Others information of Debonair Group: Company Name Debonair Group Limited Logo BGMEA reg no. 1049 & 952 Industry RMG Software Lectra Number of CCTV camera 30 (Thirty) Production capacity Woven/Bottom-260000pcs per month, 10000pcs per day, 835pcs per line. Production lead time 30-45 days Production per year 2.8 Billion pcs Annual Volume USD 12.2 Million Certification Certified by Accord, BSCI, ACCORD Internship Activities 5.1 My work experience as 'Training and Recruitment of the Workers' I did my internship in a garment group, Debonair Limited, and there my post was under Human Resource department. In this company, my supervisors were AGM Md. Sorowar Alam and Md. Khorshed Alam (Senior Executive of HR). As I didn't know much about the policies and activities of HR, the first week after joining I was asked by AGM Sorowar Alam Sir, HR Dept as well as other departments ,to work in the different

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sections such as, swinging, cutting, and ironing sections, to observe and experience the working styles of workers for practical knowledge. I visited the entire garment for the first time this week, talked to colleagues from all departments and tried to know everything about their work experience and noted them down. I was also part of their recruitment. The requirements policy for both the worker and employee hiring processes were completely different. Some Recruitment policy of Debonair Group is: • They ensure that the best people are assigned to the appropriate positions. • Policy is based on Equal Employment Opportunity (EEO). • There is no gender discrimination based on sex, color, religion, or age. • No one under the age of 18 can be hired as an employee or worker. • Orientation is compulsory for new employees and workers.

5.2 Employee Recruiting of the Company: Since the employees are educated enough, BD jobs, Linked In, and newspaper clauses were required in their case. If the group needed people for any position, for instance, HR or merchandise, all their requirements were stated in the circular. The educational qualification in their requirements is from BGMEA, Honors, Masters, or Graduation in Merchandise. And they look for employees with maximum two or three years of experience in the garment industry. Then, when the employees drop the CV, the candidates are selected according to the requirements and call for the interview. Then the chosen employees are given training for one week. Then they are asked to join the corporate office. The proper sequence of Employee recruitment and selection steps at debonair group which is given below: Job Analysis Vacancy Identification Approval from DMD Announcement Vacancy CV collection and shortlist CV Call the applicant for Viva Reference check Final interview with GM AGM Appointment letter issue Joining conformation Orientation

5.3 Worker Recruiting of the Company: In terms of worker recruiting, they had to recruit new workers every month. Because many people quit their jobs for many reasons, 25–50 new workers are needed every month. As I worked in the section of HR department, AGM Sir asked me to observe the work of recruiting with my senior colleagues and help them with various tasks. Since their worker manpower budget was already created, we did not need to create a new one. During the first week of each month, they typically hire between 1 and 7 days. This time we needed 50 workers in total; 20 for cutting, 15 for swinging, and 15 for ironing. Many recruiters arrived at that time. They were all lined up, gents on one side and lads on the other. Khorshed Sir, HR Manager & Sadika Parvin (Welfare and Compliance officer) and I checked them to see if anyone had any physical disabilities such as hand or foot problems, and if so, they were rejected from there. Others who were selected asked to submit their NID, birth certificate, and educational certificate (if any), and taken to the doctor's office for a medical examination. There they were given eye tests as well as many other tests to see if they had any physical problems or if any of the girls were pregnant. Meanwhile, Khorshed Sir instructed me to investigate their documents to verify their educational qualifications and if they were all adults, to make sure that no one was under age of 18. I showed Sir everything after checking it properly, and he made sure everything was fine. Then after receiving their doctor's report, the candidates who passed the doctor's test and HR documents, they brought them to the department and discussed salary, working hours, over time work, wages of overtime work, the holidays that the workers were getting according to the year 2013, women's maternity leaves and benefits, free doctor's treatment and so on. The company also offers a plan. If someone dies during his working period, then his family will receive 2 lakhs BDT also discussed punishment, dismissal, and everything is explained beautifully. Khorshed Sir instructed me to open file for those selected candidates individual file. I collected their NID card, birth certificate, doctor's report, passport size photo, evaluation form, joining letter and employee background form etc are stored. On the other hand, after each session newcomers are taken to the training part. I had the scope to observe their training session to improve me and it was possible for the support of Khorshed Sir.

5.4 Worker training of the Company: The new workers are given training on their first day. They focus on the point whether they can do the work and how good they are at it, not how much time it takes to do it. It is my observation that many of them are able to do work very well and perform well, while others cannot. Those who are unable to work are trained to complete the tasks in two or three days and those who can already perform well directly get the opportunity to begin from the next day. Then, they are oriented. Each floor is visited. They were shown the working area, restroom, exit, and emergency route. Then they are not given any additional work that day; they are asked to leave with an appointment letter and to begin work from the next day. And those who are not proficient in the work are asked to attend weakly training session.

5.5 What I have learned during this internship: I knew nothing about garment factories. My three months internship can helped me to get a lot of ideas about HR & compliance. AGM Sir also told me to organize a meeting to inform everyone. So I dedicatedly organized various meetings for them with the help of my colleagues and also joined various meetings. In addition, before the internship ended, AGM sir asked me to prepare a presentation slide on what I had learned in these three months and present it in the conference room. I gave that

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presentation in front of GM, AGM and my other colleagues. And it was very well received and appreciated by all. It was my first time giving a presentation as an employee. I was very nervous and excited too, but that presentation was very instructive for me and my future career field as an employee. They also took a written exam on HR and compliance. I also talked to the workers and got to know a lot from their experiences, such as when they enjoy their work or when they feel comfort at work. That sharing gives me know about the facilities of the garments and how the employees can take advantage of them. In addition, Supervisor told me to prepare a presentation about what I had learned from working with them for three months to present in front of them. So, I created a detailed presentation of everything I learned. Then I gave the presentation in the conference room. Supervisor and my other colleagues were pleased with my presentation. And they appreciate it a lot. Then they conducted a written test to me. I also did well in that. Overall, I came away with a much better idea of the garment industry. And I also learned how to act more professionally. The presentation they took from me was highly beneficial for me. I had given many presentations at university, but this was my first time official presentation to industry and my colleagues. I believe that if I work in the garments sector in the future, I will be able to organize everything very well and precisely with no difficulties, and hopefully give a better performance as a recruiter.

5.6 What I have faced during this Internship: During this three-month internship, I have learned a lot as well as faced many problems. Such as, there were numerous issues when traveling from Dhaka to Gazipur for three days in a week. I had to wait and stand for 40-45 minutes for the bus. Apart from that, traffic jam made my life miserable and I had to face many problems for 3 months to avail the transport facilities of the city. Also, in the office, when I first visited the worker sections, I wanted to talk to the workers, but they didn't want to talk freely as they were not very friendly at first. But slowly, I got along with them with my good manners and friendly behavior and got to know a lot by talking to them and gaining experience. Apart from that, there was an issue of adjustment with the workplace environment, but overall I kept a cool head to adjust everything nicely and precisely and spent 3 months with them as a very pleasant journey. To conclude, all I can say is that this is my most significant professional achievement and it will serve well for my career also. Limitations of the Project My internship was only three months in duration. I visited the office three days a week. I had to attend my classes at the university and had travel issues from Dhaka to Gazipur. I had some limitations during my internship because I had no previous experience with this project or industry. Yet, I could overcome that limitation through my hardship, sincerity and Because of time constraints, it was very difficult to collect more information about my project and the factory throughout these three months. It took approximately 15–20 days to adjust to the office environment and colleagues. Although I was very interested in learning more about the garments and other portions of the factory, including the merchandise section and IT section, my skills would've improved more if I could've gone there 5 or 6 days a week. My skills would have improved more. Moreover, the company didn't discuss its yearly report with me on the company policy issues. That's why it was a little bit difficult to collect more data about the company. Observations and Findings Working at Debonair Company enabled me to observe and explore many things. The following are the observations and findings are:

7.1 Observations: - The environment of the company is pretty good. They arrange vaccinations for all the workers and employees, as well as have an experienced doctor for check-ups. - The company has facilities for every employee and worker for ablution and prayers. - In the company, I feel happy to observe one thing. They have arranged a separate baby daycare room for babies and a nanny has also been arranged. Mothers can work in peace and feed their children on time without any hesitation.

7.2 Findings: - In the company, as they take students for internships, they should set up separate desks and computers for internees. Because sitting at someone else's desk and using their computer cannot give any comfort to the users. - Sometimes they play music through the speaker, and the noise of different machines all together creates bad sound pollution. This is an issue they should look into. - They do not maintain proper hygiene in the company. Sometimes the floor restrooms are unclean. - Conflict between workers is one of the most serious issues in the garment sector. Workers do not get their salaries on time, and sometimes owner supervisors misbehave with them. Recommendations It has been an honor to work for such a great company like Debonair Group. After thorough analysis of the report, I would like to recommend helps for the company. ? This company should have enough numbers of computers and space for the staff. Since I was under the HR department, there was insufficient space in the HR department, and they were unable to provide me with a computer or a desk to sit at. ? The company should increase the number of cleaners to properly clean each restroom. Because many times, the restrooms are not in such good condition. ? The company should improve the dining section. Because, during lunch time, everyone has to face many problems, especially female staffs. So, they should arrange a dining table for women on one side and men on the other. Also, they should maintain a little hygiene in the kitchen and dining room.

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