



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

**An internship report on the recruitment process of  
Ixora Apparels limited**

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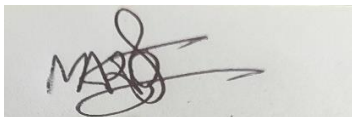
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## **Declaration of the Intern**

I completed my internship in Human Resource Management. The title of my internship report is **‘An internship report on the recruitment process of Ixora Apparels limited’**. This report paper submitted to the department of English at Daffodil International University. This report paper is my original work under the supervision of Mr. Mahmudul Hasan, Lecturer at Daffodil International University. This report has been submitted of the award of my degree in B.A. (Hons) in English.

A rectangular box containing a handwritten signature in black ink. The signature is stylized and appears to be 'MAD' followed by a flourish.

Signature of the Intern

## **Certification of the Supervisor**

I assure you that the student named Md. Maruf Hasan bearing ID 191-10-349 has completed his report paper under my supervision with the internship course (ENG 431). To complete his internship, he chooses an industry of his interest. Now ready to present his report paper for evaluation. He continuously communicated with me during his internship period. When he needed assistance from me, I assisted him. This project report's content is his original work, on which he put in extraordinary effort. I sincerely hope he experiences continued success in the years to come, and I pray for his general well-being.

A handwritten signature in black ink on a light-colored background. The signature is written in a cursive style and reads "Mahmod".

Signature of the Supervisor

## **Acknowledgments**

I want to start by thanking Allah, the Most Merciful and the Most Powerful. He gave me the opportunity to complete the project paper while working as an intern at **Ixora Apparels limited**.

I'd also like to thank Md. Mahmudul Hasan, who is my boss. The only reason the project paper and internship report are in the condition they are in now is due to his excellent supervision and direction. Last but not least, I would like to extend my sincere gratitude to all the teachers and staff members of **Ixora Apparels limited**. They all provided me with the right advice so that I could improve the report.

## **Abstract**

An internship report is an outline of a student doing intern at a company. In this report paper, I showed you a highlight of my three months of internship at Ixora Apparels Limited. I choose this organization for my internship. During my internship, I noted all the important information about HRM for the completion of my internship. The report also makes suggestions that can aid the company in growing to new heights. During my internship, I gave my best potential to learn about this sector. I wrote about my work experience in this report paper. Under my industrial supervisor, I organize different training classes for better production in this industry. In this HRM sector, they focused on better production from their employee. In this sector, I trained up myself for that vision. HRM sector organized many sessions for the employee to motivate them. They trained them for facing the fire problem. The HRM sector is very strict about the harassment of a woman. They punished the culprit by their own rule. They provided maternity leave during the pregnancy period. In the sessions, HRM sector inform them about their rights. They also gave bounce payment with the salary. After getting the bounce, they work very hard for the better production. They produce the best quality products. HRM department always ensure the proper right for woman. During my internship, I work on that topic and make myself able to get the best production from the employee.

**Key Words-** HRM, training, production, Ixora Apparels Ltd, HR, department, product, quality, internship.

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# **Chapter -1**

## **Introduction**

## **Background**

Without an organization's proper human resources management department, the company is almost guaranteed to fail. More important functions of human resources management include recruitment, training and development, appraisals, job reviews, career planning and development, employee benefits, employee safety, and employee motivation, to name a few. Bangladesh placed in the ninth position regards on population. We have 16.67 core people in our country. Our country has many human resource organizations from the Pakistan Period. We are unable to maintain them profitably. The reason is inappropriate human resource management policy. Some large, medium and large numbers of small business and industrial organizations open significant numbers of human resources employed in the organization. We all know that we have many people connected to agricultural farms.

Currently, in Bangladesh, the rollers of private, public, and non-business and industrial organizations have emerged public who are related to this human resource sector. This HRM sector conducted the training process for the employee. Suppose you look at the Universities that have a big HRM sector. of the universities forecast on the HRM sectors. The focus is on how to prepare and manage our resources. For proper use of our human resources, all the universities forecast on the HRM department-day sent day human resource management is a course for BBA MBA. Because of that, we are showing her profit in this human resource sector. Ixora apparels limited has an HR department. Their motivational pre-uses of human research. They train the new commercial of their industry and make them professional and an expert in their work.



## **Chapter- 2**

### **Background and Significance of the Internship**

## **2.1 Background of the Internship**

To achieve my bachelor's degree, I had to do this internship. I am from the English department, and my department gives me the task point of the internship. Moreover, I am doing this report paper with the internship course ENG 431. The internship process is a part of my four years' bachelor's degree course. In this report paper, I am writing about the experience that I gather in the last three months of my internship. Moreover, I am there as an Assistant HRM manager, and I am and work on the recruitment process of Ixora apparels limited. I choose this HR in the sector of my interest.

## **2.2 Objectives of the Internship**

- To introduce myself to the internship process in the HRM sector.
- To experience the different types of working conditions at Ixora appeals Limited.
- To introduce the situation of an HR manager how he works and how to be proper uses of the human resource.
- To show the recruitment process of the HRM secret.
- Proper uses of human resources by human resource management.
- Trend of myself with the different types of training, on the situation by training Hills my life set my life.
- To improve the overall progress of the company through the HRM department.

## **2.3 Significance of the Internship**

The internship is crucial for earning a bachelor's degree. This internship opens a new earning source go beyond your study. Most of the students really know about the internship activities. International University allowed me to do an internship. Help me to gain new experience and open a new earning source. As an interview assistant, this is a totally new experience for me. And this goes beyond my studies. I went to the HRM department of my own interest. During my internship, I gathered that experience in how to manage people for work. And how to recreate them and train them for work. In the future, I will work in this HRM department.

## **Chapter- 3**

### **Methodology**

I Chose Ixora Apparels Ltd. for my internship. This factory is close to my home. I came to know about my industrial internship from my department. They contacted me for my internship approval from the industry. I drop my CV to them with the department confirmation letter. They call me for a short interview for doing my internship in the HRM sector. I used lobbying for my internship at Ixora Apparels Ltd. After completing all the formalities from them, they recruited me as an intern for completing internship.

During my internship, collecting all the documents of the employee is my primary duty. When I used to with proper data organize, then I take part in the training session under my industrial supervisor.

In the first step of my training, I only collected all the data from the newly recruited candidate. For those who are interested in working, I collect CVs from all of them. It's my primary duty to collect all the documents from them. And I maintain all the documents regarding the post. After selecting from my higher authority, I ensure the employee card for access to the factory. No one is allowed to get access to the factory. After finishing the recruitment process, we trained them for the benefit they get from the company.

In the second part of my training, we trained them for firefighting, so they could efficiently run out from the factory if there was any fire. Also trained them about their health and safety. We trained them for their benefit. We also motivate them to better products for the company.

# **Chapter-4**

## **Organization Details**

#### **4.1 Brief Introduction about Ixora Apparels Ltd.**

Ixora apparels limited 100% export-oriented sweater factory. they ensure the world cup sweater for wear. they produce all kinds of sweaters and export them. They have all types of machinery. They built the HRM department for the better use of human resources. with the Human Resource Department, they the trend of their employee producing premium products. they always focused on the relationship with they are clients.

#### **4.2 Current Activities of Ixora Apparels Ltd.**

- Ixora apparels limited is 100% export oriented company. Their business is growing day by day. They need more human resource for the future. Now they hired expertise for their company. If there is any lacking in them, then they trained them under HRM department.
- For better production, they continuously upgrading their machineries. They organize a training session for introduce their employee with the new feature of the new machineries.
- They trained their employee and introduce them with trendy design of the product.
- They have some permanent client from different countries. Most of them is the European buyers.
- Now they focused on the T-shirt industry. They already started to hire new expertise for their upcoming t-shirt sectors. Also receiving CV form the circle machine operator and taking interview of them. And trained new circle machine operator.

## **Chapter- 5**

### **Internship activity**



## **5.1 Health and safety training**

Health and Safety training organize by the HRM department. It's one of the recruitment processes of the employee. This program is organized because of they need to know about their health and safety. HRM department organizes a session in every time of employee recruitment. The production of the company depends on the good health of the employee. For higher uses of the human resources HRM department work on it.

## **5.2 Cleaners training**

Cleaners training is also an important training for the cleaners. A clean environment is related to good health. As an assistant HRM, I also trained up them and observed them in every single moment if they cleaned the floor or not. We gave them advanced equipment for cleaning floor of the garments. We trained them for operating advanced equipment.

## **5.3 Firefight training**

We have been organizing a firefighting training session since the beginning of the year. In this session, we introduce our employees to how a fire can occur in the factory. We trained them for the use of fire extension equipment. We practically trained them with the fire extension equipment. In our session, we gave them every information about when the fire takes on the second floor and what is the next task. We briefly trained some of the employees on how to control the fire. When a new employee join this industry, the employee must have to be trained up for firefighting.

## **5.4 Security training**

Every security guard have to attend the everyday session before he goes for his place. He took all the equipment form the security in charge. They always have done their duty wearing uniform. For the safety issue they are not permitted to go outside of the factory with their personal need. If the matter is serious, then they can go outside on their duty time by taking the permission with the higher authority.

## **5.5 Employee awareness training**

Employee awareness training organize for the benefits of the employee. We give the information about their vacation. Which is their rights to enjoy. We also know their opinion for their working condition in the factory. If the working condition upgradeable, we work on the suggestion of the employee. We inform them about their rights as an employee. What they need to know, we give all the information to them for their benefit. We work on the HRM department. Our motive to proper uses of human resource.

## **5.6 Anti-harassment & Non-Discrimination training**

The company has its own rules and regulations for operating the company. We do not discriminate against our employees. All the employee is the same as us. In our company, they have their law and board of judges. The board of judges punished employees who were doing punishable offenses. If someone harasses any lady, the board shows zero tolerance in the harassment case. The main benefit for the employee is that we do not discriminate against our employees. We have the scope for the maternity leave. We give them six months off for their pregnancy. Also, give her a salary of 6 months.

## **5.7 Sedex/ETI-based training**

This training session is the beneficial training for the employee. This training takes place in the ETI room. This Sedex-based training ensures that the company workers choose their department with their own independence. They have the independence for brigading for the payment. During this training period, the working condition of the company gets well decorated for the employee. The working time is not more than eight hours. The main thing is to ensure that no discrimination has to be faced by the worker of the company.

## **5.8 Challenges in Career**

Every industry has its own HRM department. At present, It is a subject for bachelor's and master's. Most universities are upgrade this department for the best use of human resources. At our Daffodil International University, we have the HRDI. Under HRDI, the students are doing the job. Now the students want to get admission in the HR department. Now, finding a job in this HRM sector is very competitive for the graduated students. Though every industry has its own HRM department, we have to face massive competition if we want to do the job in this section. That competition will increase. That is the main challenge of the career.

## **Chapter- 6**

### **Limitations of the Study**

There is a need for more time for my internship. It's pretty impossible to learn about the whole HRM department. During my internship at Ixora Apparels Ltd. I was treated like an intern. They helped me, not in every case of their department. Because they have some confidential data, they did not share all the information with me. They entirely train those who work for their company. Besides my class, I was continuing my internship is very tough for me. Because of my class lesson, I could not focus on my internship. Besides that, I have to write the internship report for my final defense. I have to attend university three days a week. Here is why I do not give the proper time to the company. What I gathered from my internship was gather of my interest. Not in the case of HRM but also in every intern have some study limitations during the internship period.

## **Chapter- 7**

### **Observation and Findings**

## **7.1 Observation**

During my internship period, I observe all the sectors of the HRM department. They have some lacking in the HRM department. The lacking is in the Anti-Harassment sector. Sometimes they did not do justice to the victims and don't take any charges against the person who did the harassment.

## **7.2 Findings**

### **7.2.1 Strength**

- Here I am able to do the proper use of the human resource.
- I can assure the best products form the employee of the company.
- We are able to make sure that the new recruitment is professional or not.
- We trained them for their health and safety assurance.

### **7.2.2 Weakness**

- The HR representative is not fully in charge of recruiting and selection.
- HR lacks a disciplined recruitment process since they occasionally underestimate the need for manpower.
- They established objectives for an employee's training and development, but HR did not keep track of them.
- There is no formal appraisal mechanism in place at the organization. HR needs to take the effort to adopt this within the company. Otherwise, employees would get unmotivated, which will increase the company's turnover rate.



### **7.2.3 Opportunity**

- In this HR department will be the best career development sector in the future. Every industry has its own HRM department.
- This sector is getting bigger day by day. A new sector of employment is open for unemployed people around the world.
- There are some firms that work for the HRM for different companies. Sometimes the company hired those firms for their HRM department and upgrades their HRM department for better productivity.

### **7.2.4 Threats**

- The main threat is that I have to face a huge number of competitors for making my strong position in this HRM department. Most of the graduate students focused on the HRM department and they have an interest to work with this department.
- Sometimes for better production from the employee, the HRM sector avoids some punishable offenses of the employee. This will be the reason for the fall of the HRM department of an Industry.

## **Chapter- 9**

### **Conclusion**

Employees are always essential to the operation of any company since they provide attain its intended outcome. One of the top businesses in the certification industry is Control Union, and they possess the most recent HR practices globally. Bangladesh's Control Union is likewise attempting to embrace the most well-known HR processes and procedures. They consistently emphasize hiring recent graduates so they can chance to advance their careers. Additionally, they prioritize training both internal and foreign personnel sources in order for workers to be prepared for their difficulties. HR uses the media to make this program possible.

## **Chapter-9**

### **Skills development during Intern**

During my internship I focused on develop my skills. In this three month, I gain some skills and also upgrade some skills. The skills are given below.

- **Communication Skills**

I gain the ability of public speaking. Before my internship I am hesitate to speak in front of the unknown people. I develop my group communication skills. When I started communication with the employee, I fell hesitated. At the end of my internship, I am able to freely communication with the people.

- **Time management Skills**

Time management skill is the most important for us. I manage myself to be punctual. I went to the factory on time. During this internship period I develop my time management skills.

- **Firefighting Knowledge**

Now I am able to use the firefighting equipment. I know how to survive from fire. This life saving life skill I develop during my internship.

- **Decision making Skills**

I was not prepared myself. But after some training I am able to take decision of my own.

## **Chapter- 10**

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## **Chapter- 11**

### **Appendices**





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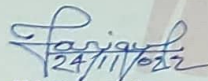
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## TO WHOM IT MAY CONCERN

This is to certify that **Md. Maruf Hasan**, a B.A in English student of Daffodil International University has successfully completed 03 (three) months long Industrial Training starting from August 13, 2022 till November 13, 2022 in Ixora Apparels Limited.

While he was in this industry, his conduct was found satisfactory and overall performance was very good. He was very sincere and punctual in his duration of trainee time.

I wish him every success in life.



**Md. Tariqul Islam**  
Manager (HR Admin & Compliance)  
Ixora Apparels Limited.

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