

Kurmitola high School and College



An Internship Report

On
Recruiting Policies of 2016 of an Educational
Institution and the impacts
Focusing on
Kurmitola High School and College



Submitted to

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To

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Sub: Submission of Internship report on “Recruiting Policies of 2016 of an Educational Institution and the impacts focusing on **Kurmitola High School and College.**”

Dear Sir,

This is my great pleasure to submit my intership report on ‘Recruiting Policies of 2016 of an Educational Institution and the impacts focusing on **Kurmitola High School and College.**’ I have been worked in this institution Since January, 2015. I have put my best effort to make this report best one. I am submitting this report as my Internship report (MBA) program about **Kurmitola High School and College.**

I would like to express my sincere gratitude to you for your kind guidance and suggestions in preparing the report. It would my immense pleasure if you find this report useful and informative to have an apparent perspective on the issue. I shall be happy to provide any further explanation regarding this study.

I appreciate you will asses my report considering the limitations of the study. Your kind advice will encourage me to do further research in future.

Sincerely yours,

Kamrun Nahar

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MBA program

Acknowledgement

At the beginning I would like to convey my sincere appreciation to the almighty Allah for giving me the strength and the ability to finish the task within the planned time. Then i like to express my sincere gratitude to everyone who contributed towards preparing and making this study successfully. First of all I would like to express my sincere and immense gratitude to my internship supervisor Mr. Hasan Maksud Chowdhury, Associate professor of BRAC Business School, BRAC University. I am deeply indebted to his whole hearted supervision to me during the preparation of Internship report. His valuable suggestion, guidance helped me a lot to prepare this report in a well organized manner.

I would like to give special thanks to all officials' staffs of Kurmitola High School and College. The experience and knowledge gained at Kurmitola High School and College help me to understand different element related to my study. My gratitude is also for all faculties who had taken my class in the tenure of my MBA program at BRAC University.

Executive summery

This research report is prepared based on the survey done on the teachers & management of an educational institution in Bangladesh. The purpose of this study is to find out the benefits of Recruiting Policies of 2016 of an Educational Institution and the impacts focusing on Kurmitola High School and College.

The sample for this study is teachers and management from Kurmitola High School and College.. Data were collected through filling out questionnaires and conducting interviews. School teachers play the key role in the education program of a country. Quality recruitment, motivation and maximizing retention in the service is a pre-requisite of increasing productivity of any employee as well as school teachers too. So these issues are very important to Human Resource Management Department of any sector. The findings illustrated that lack of teachers training, lack of cooperation from school authorities, lack of job satisfactions, lack of job security, the inadequate salary and wages pose of school teachers' in profession which acts as barrier to utilize their maximize quality output.

The over view of the research work reflected that the present condition of Human Resource Management policy practices in educational institution of Bangladesh is not in a good and satisfactory condition. But the authorities of school are trying their level best to practice HRM policy in their institution. Training program using motivational tools that assists to enhance quality education over the country. Besides, the other problems of the teachers' profession that found from this study work are needed to be resolved.

This paper concludes with some recommendations that can be implemented to increase the practices and effectiveness of Human Resource Management policy on Bangla Medium Schools in Bangladesh which is increasing slowly.

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Chapter One

Introduction of the report



Introduction

1.1 Origin of the report

The report is originated to make a study on the ‘Recruiting Policies of 2016 of an Educational Institution and the impacts Focusing on **Kurmitola High School and College** as a part of the fulfillment of internship program required for the completion of MBA program. The preparation of the report was supervised by Md. Hasan Maksud Chowdhury, Associate Professor of BRAC University.

1.2 Aim and Objective of the report

The objectives of the report are as follows:

The Human Resource Department is the department that works for the manpower of an institution. Manpower is an important element to get success, especially when the organization is an educational institution. Here manpower mainly focuses on teachers, the builders of the upcoming generation. The main objective of this study is that the recruiting policy 2016 and how this policy impacts on educational institutions. Other objective of this study is that to over view the problems and barriers facing the educational institution at the time of implementing this new recruiting policy. This study covered different areas related to solve the barriers, and place some suggestions.



1.3 Scope of the study

In this College the authority follows the govt. HRM policy. As a lecturer of this college I get permission from Principal and the Chairman to do this research. I got information from the College manuals, policy, and also from the various annual reports. At the time of the study I gathers information by using some tools such as questionnaire, interview etc.

1.4 Methodology of the study

My study was a research on applied HRM police and the new policy of 2016 with its impacts on an educational institution. I did seek out to test the feasibility of implementing Human Resource Management policies on Educational Institution.

Personal interview were taken to gather primary data and interviewers were the teachers and the Management /owner. Data were analyzed manually and analyses were done with MS Excel that included Graphical Presentation, Frequency. I have tried to achieve maximum accuracy while analyzing data.



1.6 Limitations

The limitations of the report arise from the inherent limitations of the methodology and methods adopted. Firstly, the secondary information is often outdated and many web resources cannot be verified and thus lack authenticity. Additionally, first hand observation of the author introduces bias in the report that can minimize credibility of the findings. Attempts are made to minimize

Chapter Two

Organizational overview



The Organization

2.1 About Kurmitola High School and College

Kurmitola High School and College (KHSC) is a co-educational Bangladesh High School and College (Grade I-XII) situated in Khilkhet, Dhaka about one Kilometer south of Shahjalaj International Airport. The College provides education to its students in Bengali medium under the national curriculum. Students are admitted into the institution in First to Eleventh grade. The school has 5000 students and employs 122 teaching staff and 17 other staff.

Kurmitola High School and College (KHSC) is one of the oldest high schools and College that started its journey back 1948, though the College section has started from 2013. At first the school was weakly constructed in Khilkhet, Tanpara Puran Bazar, but after 1960 it changed to a new location (where it stands today) and was permanently constructed near the center of Khilkhet Bazar. In 1971, during the war or liberation, the school was demolished by the Pakistani Army, but after independence, some local people rebuilt the school to give it its new shape.

As I mentioned that there are 122 teaching staff and 17 other staff. There have strong HRM policies. For educating this immense pupils and managing the whole institutions the manpower is an important fact. The institution has its own policies for recruiting systems, where else govt. announced new recruiting policy of 2016 for educational institutions.

2.2 Aims and objective

The main objective of this college is to sincerely make effort to contribute better generation with theoretical knowledge and ethical basement to serve the nation. The College building has a five storied building with a green field, it is a place for student where they cay can flourish in their childhood and also can learn the way of behave. This wealthy College has a good image in the locality about its teaching way that educated the children preparing them better human recourse for Bangladesh.

- Kurmitola High School and College (KHSC) gives a quality education that will make all the students to be responsible and productive citizens.
- Kurmitola High School and College (KHSC)educates the students to be long life learners who take Personal responsibility for developing our world.
- Kurmitola High School and College (KHSC)with its experienced teachers provides the educational Needs of all students to find the shortest path to success.
- Kurmitola High School and College (KHSC) provides contemporary education.
- Kurmitola High School and College (KHSC) raises children with awareness of their rich culture.
- Kurmitola High School and College (KHSC) follows the latest educational technology.

2.3 Organizational structure

In the organizational structure the center power is on the hand of the Chairman. Now the Chairman of this College is Md Rafikul Islam. The Governing body is the highest policy making body and is responsible for ensuring the highest level of educational and administrative standard at Kurmitola High School and College. A number of committees assist the Board in matters essential to the smooth functioning of the College. The committees are: Examination committee, Course committee, Admission committee, Audit committee, Teachers Association committee, Disciplinary Committee. The principal is the Chief Executive and academic officer of the College. There is a strong IT department. In this department students grade sheet, student information and all archives has managed by a Head with two Deputies. There also a librarian who manage the library. The College is sited in two shifts; therefore there are two Shifts in charge, whose responsibility to operate the Shifts properly.

2.4 Academic Overview

Kurmitola High School and College is very much careful about quality education. Hence we have a strong academic guideline. Along with a sound academic curriculum, we initiate very much for extracurricular activities. Which helps students to build a prosper career. The academic year stars form January to December for Grade 1-10. The academic year for XI-XII is June-June. Students in the different classes of new admission selected by admission test, but in preprimary class students are selected by lottery system.

2.5 Curriculum

Students will be prepared for the National Curriculum and we provide them the curriculum with best technique and digitally.

- Primary Level which is from Prep-1 to Class 5
- Junior Level which is from Class-6 to Class-8.
- Secondary Level which is from Class-9 to Class-10(SSC).
- Higher Secondary level which is Class-11 to Class-12 (HSC).

In our school and college we have follow Bangla medium in NCTB curriculum. There we have two shifts: Morning Shift and Day Shift. Morning shift is for Girls and Day shift is for Boys.

2.6 Teaching method

In Kurmitola high School and College we prefer the education at first. We always try to adopt new teaching methods, In this college we use all kind of teaching tools like blackboard, chalk, whiteboard, marker, posters, diagrams, chart, multimedia, practical, studytour, etc.

The young and innocent kids like other social beings are growing up and are not enjoying the same social benefit and rights as others in this mass complicated world. Parents being busy, most of the time they are unable to share filial feelings with their children. The well-trained and highly educated and dedicated teaching staff of Glory School & College yield parental love to the young as the equal of parents. They also help them cultivate and enhance all human qualities.

2.7 Admission Fees

Charges for School section:

Admission fee Tk 2000

Session fee TK 3000.00

Exam fee (Annually) Tk 400.00 Exam fee (Annually) Tk 450(VI –X)

Exam fee (Annually) Tk 450(VI –X)

ID card Tk 100.00

IT Fee TK 200.00

Monthly fee Tk 400.00 Exam fee (Annually) Tk 450(VI –X)

Monthly fee Tk 450.00 (VI –X)

Charges for College Section:

Admission fee Tk 2000

Session fee TK 6000.00

Exam fee (Annually) Tk 400.00 Exam fee (Annually) Tk 450(VI –X)

Exam fee (Annually) Tk 450(VI –X)

ID card Tk 100.00

IT Fee TK 200.00

Monthly fee Tk 400.00 Exam fee (Annually) Tk 450(VI –X)

2.8 Education schedule

At present Kurmitola high School and College has both morning and day shift for the students of Prep - i & Prep - ii and also two shift for the students of Class – One to Class - Twelve. Timings for different shifts and classes are appended below:

- Prep –i and Prep - ii (Morning Shift): 07.00 a.m to 09.30 a.m
- Prep – i and Prep - ii (Day Shift): 12.30 a.m to 02.30 p.m
- Class – one to Class Twelve (Morning Shift):7.00 a.m to 12.00 p.m
- Class – one to Class Twelve (Day Shift):1.230a.m to 5.00p.m

2.9 Extra Curriculum activities

To provide complete education Kurmitola high School and College does some extra curriculum activities. In this tough time when Government asked school and colleges to involve student in many others creative activities to build them properly, we follow this command properly.

We do the following activities:

- Visiting Museums
- Visiting Amusement Parks
- Visiting Factories
- Kids Shows
- Quiz Shows
- Fun Shows
- Drama Shows
- Art Competition
- Music Competition
- Essay Competition
- Reading Competition
- Poetry Competition
- Debate Competition
- Handwriting Competition
- Dance Competition
- Kids Day Out
- Cultural Function
- Mother's Day Special
- Science Fair
- Sport Tournaments
- Exhibitions
- International Festivals
- Children's Festival
- Table Tennis
- SCOUT Program
- New year Fair

- Book fair
- Indoors Sports
- Outdoor Sports
- Magazine

2.10 Hygienic issues

In Kurmitola high School and College we gathers in one place about 5000 students and teachers therefore it is important to maintain hygienic. We provide enough toilet facility, water, wash room, common room, clean canteen, pure drinking water. This College is very aware to keep the city clean, therefore we also teach students to be clean. We teach them to use dust beans. They also used to keep the classroom and the field clean.

2.11 Transport facility

The student who's come from the far places we provide them the transport facility. At the time of all kind of Study tours we also provide transport. We have an own ambulance to immediate hospitality facility.

2.12 Against the terrorism

In this unrest time when students are getting involve in terrorism we get alert to our student also. We keep monitoring the students and also share the results with guardians. We notice any kind of abnormality in the students, also we

counsel with them. We believe that School is the place where children get their basement. We do meetings, cultural program, procession against terrorism.

2.13 Scholarship and Financial Aids

We help poor students to continue their education. Some meritorious students get scholarships also. We provide scholarships for:

- Al Arafa Islami bank Limited Scholarship Program,
- Poor fund program me

Chapter Three

My experience with Kurmitola High School and College

3.1 First view with Kurmitola high School and College

From the advertisement of The Daily Ittefaq I got to know that there is a vacancy in Kurmitola high School and College for the post of Lecturer, Finance and Banking. As I have Honor's and Master's Degree in Finance and banking and also certified from NTRCA, I applied for the post. After selection of Written and Viva Test I called for the Demo test. Afterthat on January 2015 I joined As Lecturer, Finance and banking in Kurmitola high School and College. Then I gathered some experiences with this College.

3.2 Job responsibilities

I have to do the following activities in this College:

- Delivering lectures in a simple way so that a student can easily get it.
- Providing notes to the students.
- Providing Creative Pattern to the students.
- Providing lessons on behavior, manner, ethics and essential norms to the students.
- Controlling the class.
- Making questions and checking the scripts very carefully so that the students can easily correct the mistakes.
- Motivating the students to learn for him and to serve the nation.
- Making Syllabus
- Preparing progress report
- Evaluation of progress report

Chapter Four

Existing Recruitment policy and new recruitment policy 2016

4.1 Old Recruitment police

In Kurmitola high School and College there have 112 teachers and 16 lecturer, and also there have 3rd and 4th grade employee. Before the New recruitment policy here manpower hired was going through by the following steps:

- Finding the vacancy post
- Informing the governing body
- Advertisement in the public newspaper
- Taking written test
- Taking viva test And demo test
- By adding all the test marks selection of the new teacher or Lecturer

4.2 Employee benefits

In this College there are 65 MPO registered teacher. There are also 13 permanent and 3 contractual Lecturer, rest of are also contractual teacher. The MPO registered teachers get their remuneration from government and also get all the government facility and benefits. The permanent Lecturers also get the government scale of remuneration and provident fund facility. Teachers has also facility of promotions and increment.

4.3 New recruitment policy 2016

To get wonderful and meritorious teacher government announced a new recruiting policy so that society can get their best teachers. According to this policy the recruiting steps should be as follows:

- Find the vacancy

- Online application for the teacher in NTRCA
- NTRCA will give an announcement of vacancy for the post in online
- The NTRCA registered Teachers will apply in online via NTRCA to the School or College
- NTRCA had a merit list of their registered teachers and Lecturer.
- From the application NTRCA will judgment those as to the merit list and then sorted them by Upzilla level
- By prioritizing highest marks in merit list at Upzilla level, the highest marks holder will select.

Chapter Five

Effects and Impacts of new recruiting policy

As government announced the new policy, but this policy has taken long time and also the students need teachers immediately. Therefore there is a complex in the recruiting process. This policy is applicable for MPO position or Permanent position. And now it is compelled to hiring an NTRCA registered teachers

5.1 Effects of new NTRCA teacher hiring

The effects are as follows:

- Ensuring best teacher selections
- Evaluation of merit
- Location recruitment
- Fair and authentic recruiting
- Exam or test cost saving
- Best use of digitalization
- Better manpower selection process.

5.2 Affects of new NTRCA teacher hiring

The affects are as follows:

- Long time process
- complex system
- unavailability of internet system
- lack of basic infrastructures
- Lack of information
- Lack of proper supervision
- Lack of efficient network
- lack of applying tools

- Costly project
- Lengthy process

In the new HR policy Schools or Colleges have to inform the NTRCA at first, then Employee will be selected via NTRCA, in this process NTRCA takes a long time. Such as all the recruitment are posed from October 2015. From October 2015 to still there is no teacher in the vacant post. It hampers the educations of the nation.

Chapter Six

Findings and Recommendation

6.1 Research Finding

- Kurmitola high School and College Human Resource Department is not organized. As a result the operating manager does not co-operate with HR in decision making.
- They properly analyze what behaviors, abilities, knowledge and equipment are required to perform the job.
- They clearly identify the essential functions to perform a job.
- They provide a written narrative describing the activities performed on the job Through appointment letter.
- The organization does not outline specific skills, knowledge, abilities and other physical & personal characteristics that are necessary to perform a job.
- Their selection, training and promotion procedure are not well structured and not even applied properly.
- They do not provide any down-to-earth presentation of both formal & informal aspects of the job.
- HRD is not much concerned about the employees.
- The organization recruits employees from both within the organization & outside the organization.
- They do not check an employee's efficiency before promoting him to an administrative position.
- The employees are not satisfied with the training process.
- Kurmitola high School and College doesn't train all the employees.
- Compensation system is not satisfactory.
- The working environment is quite satisfactory
- Quick matchup with the new policy

6.2 Recommendations

All the recommendations are entirely based on various perspectives which are obtained from the survey conducted. These are stated below:

Supervision and Monitoring of the Professional Level:

We should take action to improve teachers' annual appraisal supervision Authority who are well aware about the HRM policy.

- Needs Teachers Training A well – prepared teacher is vitally important to a child's education. Training for teachers is a very important function of academic management in the schools. In this organization the teachers are trained mostly on the job training system so they get de-motivated when they enter in the organization so a training section and trainer should be needed who can train the teacher even who scored very poor from the performance appraisal system.
- Open discussion with the teachers

The important role that teachers play in the academic activities cannot be overlooked. In our country teachers are more used to the traditional learning tools and are not very open to change. They rarely want to accept and adapt to innovative methods in the learning environment. Bangla Medium schools can play an important role in introducing the various training strategies like workshops, demonstration classes. Through these the teachers queries and concerns can be clarified. The Management can listen to some of the teachers' comments or opinion and take necessary steps.

- Changes in School policies

As pointed out by some teachers, higher authorities of Bangla Medium Schools, do not practice HRM policy. However this level is very minimal; therefore higher authorities of schools should try and change their attitude towards practicing the HRM policy because HRM now is the business partner.

- Teacher's salary should be increased:

Teacher is the main component of an educational institution. If an educational institution wants to run very nicely and with high quality of education it needs to recruit high quality of teachers with handsome salary.

- Highly decorated and airy class room is needed:

The school & College is running with high quality of education in a narrow class room in which a teacher doesn't want to teach with broad and fresh mind. So size of the class room should be broadened and opened.

- Turnover should be reduced by using motivational tools:

In this organization employee turnover is very high. So the students really faced many problems because they need to adjust with new teachers. On the other hand the organization recruit high quality of teachers but doesn't keep them for the organization because of the teachers do not have the motivation from the organization.

- Recruitment and Selection Process should be well structured:

Sometimes they recruit the teachers in a right way but sometimes it is in wrong way by the hand of top management. It is really a harmful situation for the organization.

- HRD should be introduced:

Glory School & College should recruit HRD employees having HR background so that they will make working people more productive and satisfied.

- College should hire in the vacant position on the contractual basis to continue the students education properly.

6.3 Conclusion

Education is becoming increasingly international. Development of the education system depends on the supply of trained teachers. Teaching is a profession with great honor and has appeared favorable by compassion with many other parts of the public sector. If we are not going to have a proactive attitude towards the changes in practices of Human Resources Management policy, we are not going to be agents of the changes, changes will overcome us.

HR department is playing a major role in staffing, training and helping to manage people so that people and the organization are performing at their maximum capability in highly fulfilling manners. Some educational institutions arrange refresher courses and the opportunity to contribute to the learning and training process which is an integral part of their activities.

The school management is very conscious of the fact that classroom teaching must employ modern interactive methods in order to be effective; therefore participatory and activity based teaching techniques are emphasized. Schools teachers' productivity that means "quality and quantity of education delivered by the teachers to pupil" --- is obviously very important issues for quality education. No progress and prosperity can be achieved without maximizing schools teachers' productivity because they provide basic education to a nation. Yet quality education is the most necessary for future advancement of a country.

Consequently this conducted research intended to contribute a little in seeking the way to provide the using of Human Resource Management policy in educational institution in Bangladesh. The new policy will be properly effective when it can work faster.

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