

Report on
Litun Fabrics Limited

By

Md. Mahabubur Rahaman Khan

19181022

An internship report submitted to the Executive Development Centre (EDC), Brac Institute of Governance and Development (BIGD), Brac University in partial fulfillment of the requirements for the degree of Post Graduate Diploma in Knitwear Industry Management (PGD-KIM)

Executive Development Centre
Brac Institute of Governance and Development
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December 2019

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Declaration

It is hereby declared that

1. The internship report submitted is my own original work while completing degree at Brac University.
2. The report does not contain material previously published or written by a third party, except where this is appropriately cited through full and accurate referencing.
3. The report does not contain material which has been accepted, or submitted, for any other degree or diploma at a university or other institution.
4. I have acknowledged all main sources of help.

Student's Full Name & Signature:

Md. Mahabubur Rahaman Khan

19181022

Academic Supervisor's Full Name & Signature:

Mohammad Sirajul Islam

Program Manager & Deputy Director, BIGD, BRAC University

Letter of Transmittal

Mohammad Sirajul Islam

Program Manager & Deputy Director

EDC, BIGD, BRAC University

Subject: Submission of Internship Report on Litun Fabrics Limited.

Dear Sir / Madam,

This is my pleasure to submit my internship report based on my industry attachment with Litun Fabrics Limited.

I have attempted my best to finish the report with the essential data and recommended proposition in a significant compact and comprehensive manner as possible.

I trust that the report will meet the desires.

Sincerely yours,

Md. Mahabubur Rahaman Khan

ID: 19181022

Post Graduate Diploma in Knitwear Industry Management

Executive Development Centre

Brac Institute of Governance and Development, Brac University

20 January 2020

Non-Disclosure Agreement

This agreement is made and entered into by and between Litun Fabrics Limited as the First Party and the undersigned student at Executive Development Centre, Brac Institute of Governance and Development, Brac University as the Second Party. The First Party has allowed the Second Party to complete three months' long internship in partial fulfillment of the requirements for the degree of Post Graduate Diploma in Knitwear Industry Management. The Second Party will have opportunity to work closely with the officials of the company and have access to official data and information. Based on work experience and data and information collected during the internship the Second Party will prepare an internship report. The Second Party will use all sorts of data and information for academic purposes and will not disclose to any party against the interests of the First Party.

Md. Monirzzaman

Deputy General manager

Litun Fabrics Limited

Borpa,Rupjonj, , Narayanganj

Md. Mahabubur Rahaman Khan

ID: 1918022

Acknowledgement

First of all, I would like to express my gratitude to the Almighty Allah whose blessing have led me to complete the report. I am really pleased and thankful to my honorable academic supervisor Mohammad. Sirajul Islam, assistant director-EDC, BRAC Institute of Governance and Development (BIGD), BRAC University for her outstanding support and inspiration in preparing my report. Due to her support and feedback I have completed my report within the due date. Through following her guidelines I have gathered all the information which was the most important part of my report preparation. I am also grateful to Mr. Nazrul Islam Dhali, Managing Director of Litun Fabrics Limited for providing me such a great opportunity to join their 100% export oriented composite factory as an intern and learn all the relevant things practically. I also need to express my gratitude to Mr. Moniruzzaman, Deputy General Manager of Litun Fabrics Limited under whom I have worked in the office during my internship for his continuous support during the internship period. Besides, I need to mention the name those who provide me the basic idea about their activities in the organization, Mr. Shahidul Islam Shamim , General Manager, Dyeing Mr. Abdur Rahman, Sr. Merchandiser, Mr. Abul Kalam, Manager, Fabric & Yarn Store, He introduce fabrics Yarn and how to process. Md. Jashim Uddin, Manager, and Knitting he knows about knitting process. Finally I would like express my gratitude to all the officials LitunFabrics Limited for their excellent co-operation during my internship period.

Executive Summary

Knitwear industry provides a great contribution to economy of Bangladesh by increasing export earnings through empowering women in the formal sector. This report is based on internship activities at Litun Fabrics Limited for Post Graduate Diploma in Knitwear Industry Management. Introductory part of this report is consisted with the overview of the company 'Litun Fabrics Limited' which is 100% export-oriented knit composite textile garments manufacturing company. A brief history of the company, vision, mission, goals and objectives, organizational structure, description of their department, products and services are included in the first chapter of this report. Description about task accomplishment during internship period has included in the second chapter of this report and it is also the main part of this report. As our internship period is for three months so this chapter is described on monthly tasks accomplished. In the first month I worked in knitting and batching sections; in the second month I worked at dyeing, lab and all over print section; and in the last month I have worked in cutting & sewing, marketing & merchandising, and maintenance. In the third chapter a critical assessment of internship work regarding the application of generic and industry specific courses during internship has been included. There also some suggestions for the improvement of the industry have been added in this chapter. Finally, I have concluded the report.

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List of Acronyms

BIGD	Brac Institute of Governance and Development ()
EDC	Executive Development Centre
PGD-KIM	Post Graduate Diploma in Knitwear Industry Management
DGM	Deputy General Manager
ETP	Effluent Treatment Plant

Chapter 1

About Organization

1.1 Overview of the Company

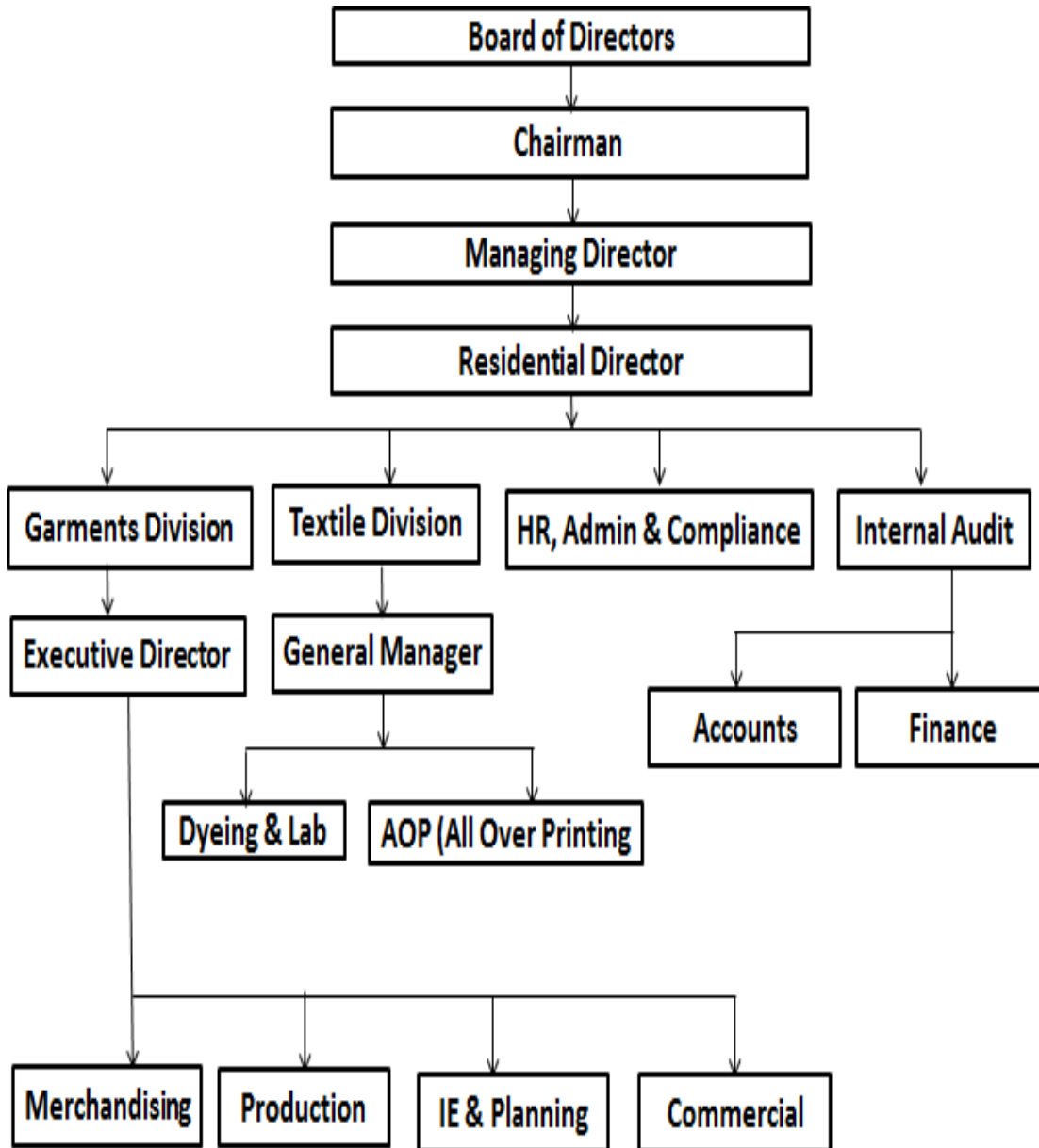
Litun Fabrics Limited is a famous textile and garments factory in Bangladesh with weaving, dyeing, printing, finishing, home textile and fashion garments provision. With a vision of producing best quality products and services to its customer this industry was established in 2000 over 15 acres of land. It is located at Borpa, Rupjong, Narayangonj. There are many people working in this industry. It is very known manufacturing and exporter readymade garments and home textile. To ensure high level of quality, the factory is equipped with modern European Machineries and highly qualified textile engineers. There are 2250 employees in this industry. A team of well-groomed technical and non-technical personnel are working round the clock to ensure the high level of quality, timeliness and cost-effective production, and thus producing the best possible quality products. Average annual turnover is around US\$ 30 million. Production capacity of a typical day is presented in Table 1.1 and Figure 1.1 provides brief organogram of the company.

Table 1.1: Daily production capacity of Litun Fabrics Limited

Type of products	Capacity/day
Knitting	4500 kg
Dyeing	10000 kg
Cutting	50000 pcs
Sewing	45000 pcs
Finishing	40000 pcs

Packing	40000 pcs
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Figure 1.1: Brief organogram of Litun Fabrics Limited



1.2 Key products and buyers

The company produces T-shirt, polo shirt, sweat shirt, fleece jacket, kid items, night gown, pajama set, etc. Key products and buyers of these products are illustrated below.

Products



T-shirt



Polo shirt



Sweat shirt



Fleece Jacket



Tank Top



Nightgowns



Pajama Sets



Kids wear

Buyers

❖ LIDLE(BAY CITY TEXTILHANDLES GMBH),GERMANY



❖ LA HALLE (Andre H.K.-BD)



❖ TESSIVAL S. R. L



❖ BIG STAR LIMITED SPOLKA Z O.O



❖ ATLAS FOR MAN



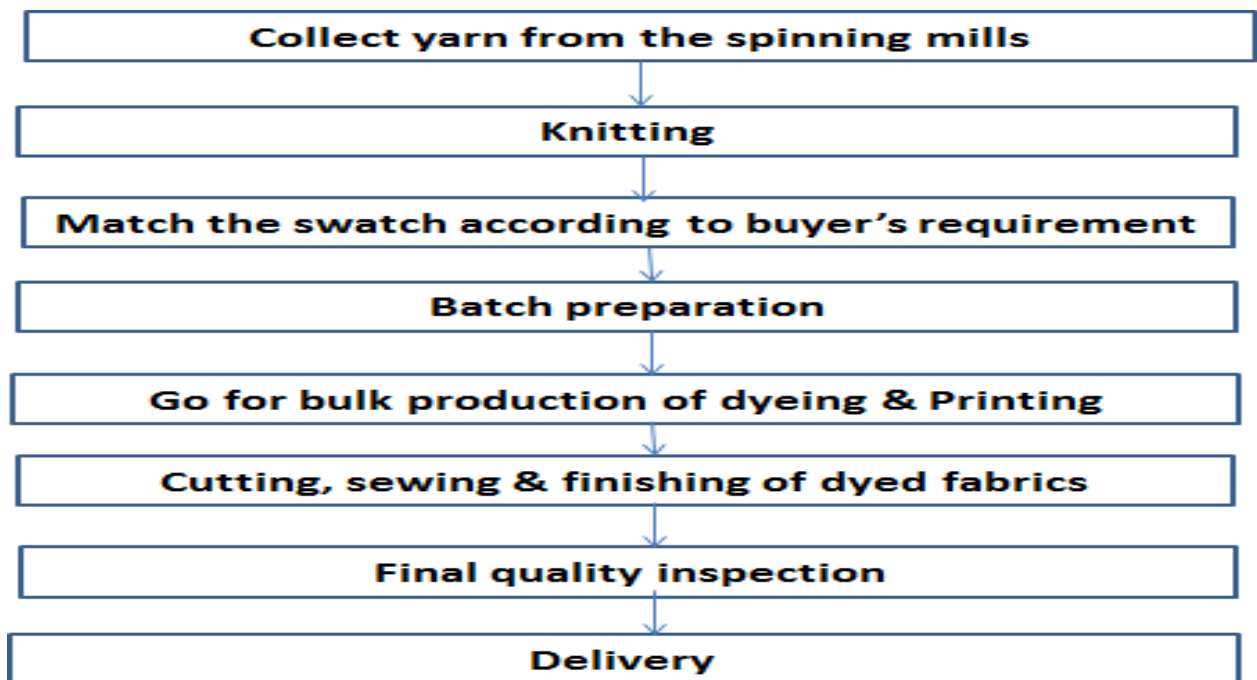
Chapter 2

Description about Task Accomplishment

During three months internship period I have tried to be familiar with various functional departments including knitwear, fabric dyeing and other business operations of the company.

Figure 2.1 presents functional flow of the company.

Figure 2.1: Functional flow of Litun Fabrics Limited



My internship duration was three month long from October 1, 2019 to December 31, 2019. I started my internship program under supervision of Mr. Md.Moniruzzaman, Deputy General Manager of Litun Fabrics Limited. My industrial supervisor briefed their overall factory

activities in different working section such as dyeing, weaving, sizing, knitting merchandising, printing, denim and sewing finishing section. Since he was DGM he knew overall functions of fabrics, yarn sewing finishing until shipment. He introduced me with their officers. The company has four divisions such as dyeing, weaving, denim, and garments. Here I present details of my internship activities.

2.1 Internship work in October 2019: Knitting & Batching

In this month I have worked a total of 24 days including 15 days with Knitting Manager and the remaining with Batch manager.

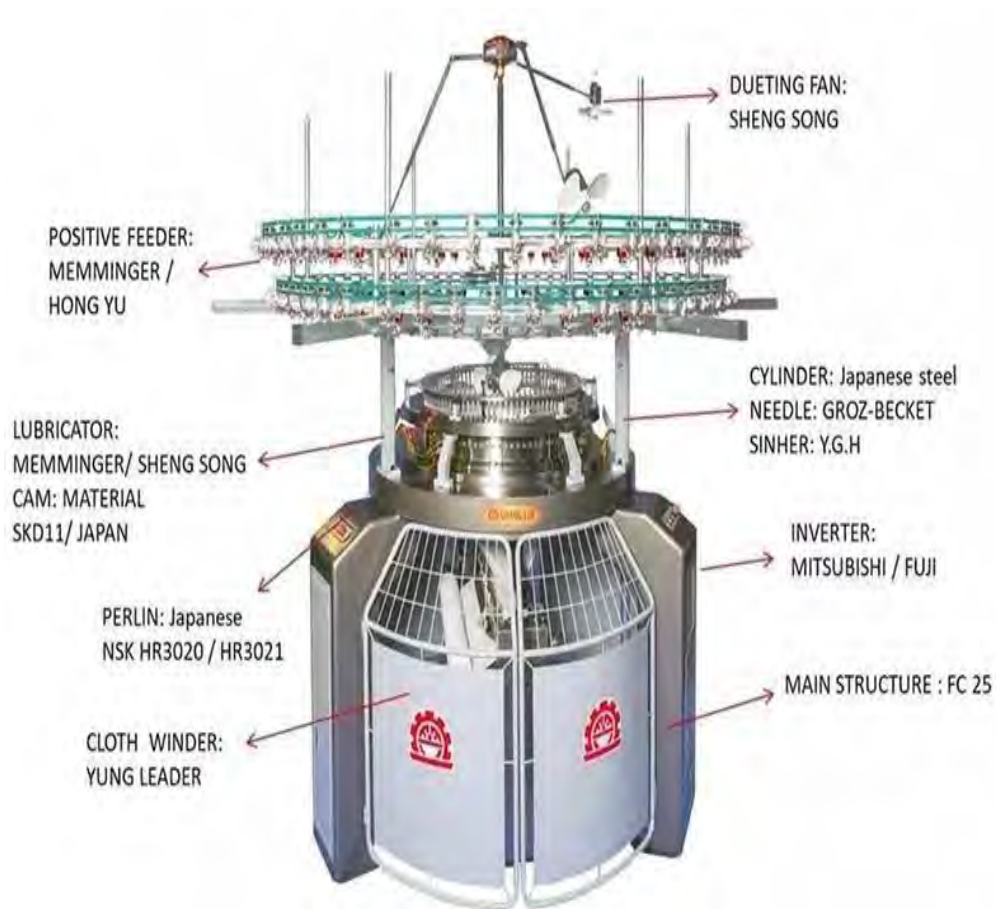
2.1.1 Knitting Section

Knitting is the method of creating fabrics transforming continuous strands of yarn in series of interlocking loops. Each row of such loop hangs from one immediately preceding it. There are two types of knitting machine namely, Warp Knitting and Weft Knitting.

Warp Knitting: In this system one or two yarn produce vertical column loops and fabric is produced at length way, such as - Net, Mesh fabric etc.

Weft or Circular Knitting: In weft knitting, one yarn produces a horizontal row of loops and fabric is produced at width way, such as- single jersey, rib, interlocked, etc. Circular knitting is the round form of knitting that creates seamless tube. When knitting circularly the knitting is cast on the circle of stitches is joined. Knitting is work round (the equivalent of rows in flat knitting) in spiral. Basically, circular knitting machine was done using a set-up five doubled pointed needles. Circular needles were inverted, which can also be used knit in the round. The circular needle looks like two short knitting needles connected by a cable between them. Figure 2.2 illustrates a circular knitting machine.

Figure 2.2: A typical circular knitting machine



Knitting Section of Litun fabrics limited comprises of 20 number of single jersey and rib circular knitting machine of different dia and gauge with lycra attachment of Fukahama brand of Taiwan. Its daily production capacity is 12000 KG.

2.1.2 Batching Section

Batching preparation is the process in which visually grey fabrics are divided into different atchs with responsible quantity in order to make suitable for the further operation. Primarily batching is done by dyeing manager taking criteria under consideration. Batch section in charge receives this primary batch plan from Dyeing Manager. In some cases, planning is

adjusted according to machine condition or emergency.

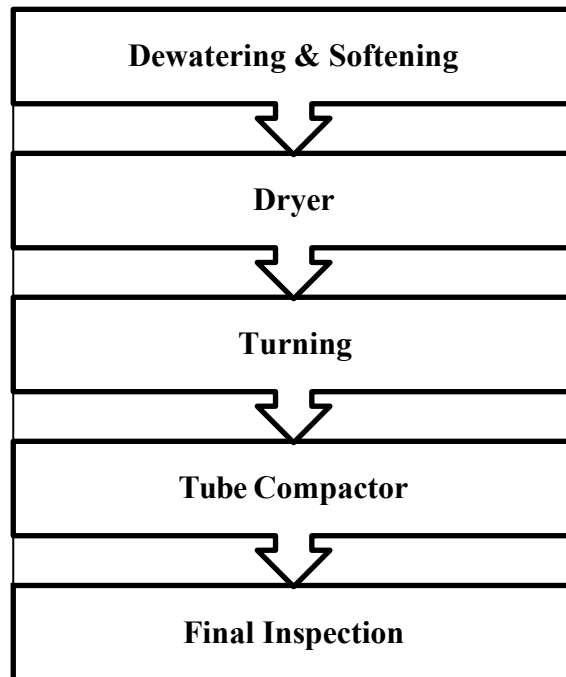
2.2 Internship work in November 2019: Dyeing

In this month I have worked in dyeing section with Dyeing Manager. I have learned about overall dyeing printing of dyeing machine, including process of dyeing machine, machine capacity, machine temperature, and how to write a recipe. I have also learned about print section, print machine flatboat and digital computerize. Then I see lab section. Many fabrics dyes/ chemicals are checked and tested here. I have also learned about ETP plant and I learned how to process ETP work.

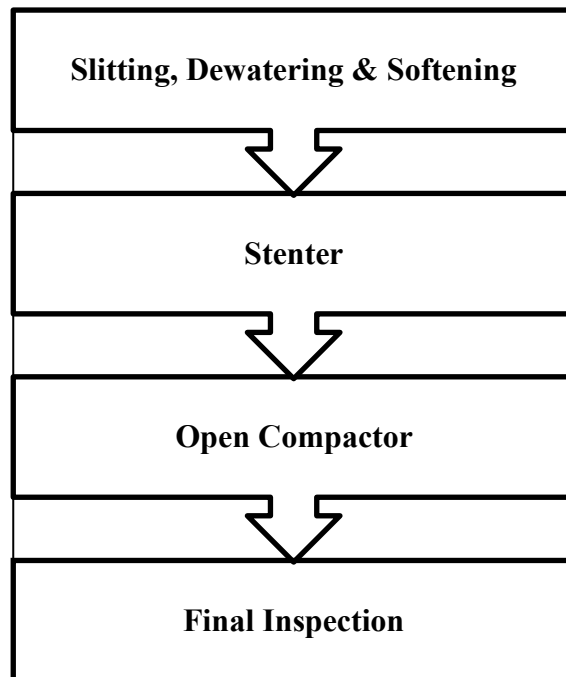
In the dyeing section, all over the dyeing machine is to have a number of loops of the fabrics in the dye batch and length, which are mostly immersed in liquor in the bath. Dyeing is important of fabrics. Dyeing process is difficult, it is part of one by one system. At first grey fabrics checking in a glass table, then start dyeing process, at first washing system, after wash a fabric blessing and then mercerizing. This machine is located by one by one. Dyeing process is finished within 24 hours. Then stenter machine is rolling, then finishing system. Finishing is a process of rolling fabrics. Total dyeing time is lengthier compared to other machines.

During dyeing machine all knit fabrics are dyed in tubular form. According to buyer requirement dyeing fabrics are finished by the term one by one as depicted below.

Tubular finish:



Open width finish:



2.3 Internship work in December 2019: Cutting & sewing, marketing & merchandising, and maintenance

In this month I have worked in cutting, sewing and finishing cutting, marketing, merchandising section. I have also worked with Maintenance Manager. Here I have learned overall sewing, finishing, quality process of complete garments and finishing work. I have also learned about marketing, merchandising and final shipment process.

2.3.1 Cutting and sewing

After completing the dyeing process, fabrics are shifted to cutting section for minimum 72 hours relaxation, and cutting designers design to shape. Fabrics cutting is two process, one manual cutting, and cutting machine. They use building system instead of numbering system for the cutting fabrics identification. One by one cut fabrics is joined by the sewing operator. Industrial Engineer gives them target with a line balancing sheet to line supervisor. Then the supervisor order under sewing operator and achieve their target operation in that time. Finishing section is basically labelling, ironing final infection and pacing for shipment.

2.3.2 Marketing and merchandising

Litun fabrics is 100% exported oriented factory. All product and goods are exported to various foreign countries. Byer to byer product label differs depending on byer requirements. In the company, Marketing Manager, Merchandiser and higher officials deal with the buyer. There are some fixed byer in this factory. The byer gives order continuously all over the year. The merchandisers and marketing officers communicate with the buying house to collect the order. Merchandisers negotiate their rate and quantity.

Merchandising

Merchandising is a word that includes all the processes from buying all the materials required for a garment, procedure for that garment and taking necessary steps for selling or shipment.

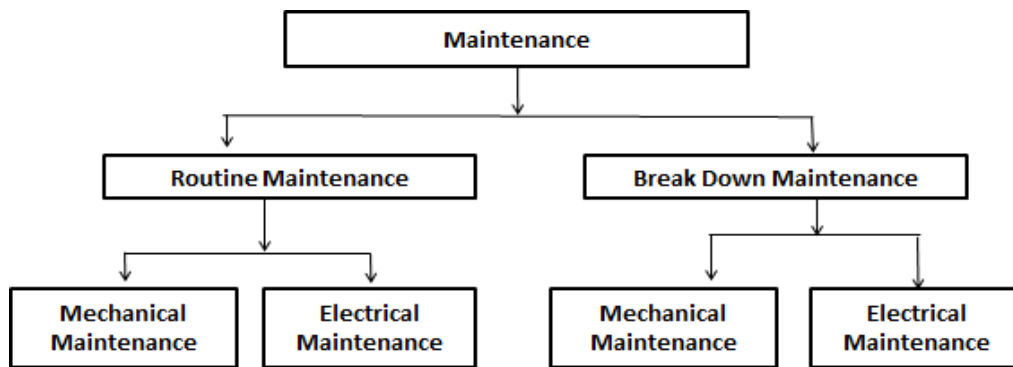
Duties and responsibilities of a merchandiser are stated below:

- To co-operate with buyers
- Cost analysis
- Sampling
- To take necessary steps to get approval of sample from buyers
- To direct in bulk production
- Flow-up production
- To take necessary steps for shipment

2.3.3 Maintenance Department

The maintenance department of Litun Fabrics Limited is well equipped. It has sufficient mechanical and electrical engineers. Maintenance department maintains machine during Eid vacation. They do not shut down office time, because production is much hampered. In this department, I have observed their maintenance procedure rather than working with them because these tasks need technical expert personnel. In my observation I have found that they maintain their maintenance operation in two ways. One is Routine Maintenance and the other is Break down maintenance (Figure 2.3).

Figure 2.3: Maintenance of Litun Fabrics Limited



Routine Maintenance:

Every machine is cleaned once a week minimum. Maintenance is very essential part of routine maintenance. Schedule maintenance depends on situation and work order. Maintenance always depends on work order; it is related on production. Most of the time all the machine parts screw, nut bolt is suddenly inactive requiring regular check. Workers inform any problem of machine; maintenance department must solve. Maintenance workers always keep record many information. Maintainers analyse the machine records and take steps according to requirements.

Break Down Maintenance:

Break down mostly important because it is needed anytime. Break down maintenance is done instantly when problem arises in machine. In this case repairs are made after the equipment is out of order.

Chapter 3

Critical assessment of internship work

In this chapter I present linkage between my internship work and course attended in Semester I and Semester II, and put forward suggestion for industry and my career.

3.1 Linkage between coursework and internship

Communication Skills (KIM 102)

During my internship period I found communication was very important of our industry. Communication is two process namely, verbal communication and nonverbal communication. Verbal communication includes writing, listening, e-mail writing, reading skills, public speaking skills, business communication skills which were covered under this course. During my internship period I have applied these when I communicated with my supervisor. I also learned practically about business communication such as business memo writing.

Business Operation Skills (KIM 104):

In this course I learned business operations such as basic business system, business information, basic marketing, management, basic accounting, basic commercial process, letter of credit, company product activities, business law, and financial management. I have found many similar issues during my internship time.

Introduction to Knitwear Industry (KIM 201):

In this course we learned about various yarn, yarn composition, knitting, dyeing, finishing process of garments manufacturing which helped me finish my internship work in relevant

departments described in Section 2.

Industrial Engineering (KIM 202):

I have done my internship under the supervision of IE & Planning manager of the company. From our academic course we learned about line balancing. I have applied those techniques when I was working with them.

Production Management and Merchandising (KIM 203)

Litun fabrics Limited has separate departments of merchandising and production. I learned merchandising, fabrics costing etc. in this course which I found relevant during internship.

3.2 Suggestions for industry improvement

- The knitting area needs to be kept always normal temperature and always need to have ventilation system.
- This factory fabrics storage system is low, so it needs improvement there.
- Always fabrics put on dry and clean area.
- Material handling system is not digital, it may be improved through digital system.
- Select and utilize appropriate equipment in cutting, sewing and finishing process.
- Develop operators sewing skills through training.
- Improve work methods where possible by motion study and motion analysis.
- Must be all employee use to (PPE) personal protective equipment. That is musk, year plug, hand Gloves, Gum boot.

3.3 Learning for self-improvement

After completing my internship, I have learned so many things which will prepare me for a bright future. I have learned big corporate office work as well as factory culture industry environment work during internship period. I have also obtained technical knowledge, communication skills, that like reading, writing, presentation skills. I learned communication, telephonic communication, business letter, memo verbal and nonverbal communication and e-mail writing process. I will be able to handle key tasks of a knit factory which will prepare me for taking overall charge of any factory.

Chapter 6

Conclusion

Litun fabrics limited has already passed 18 years of textile manufacturing and grown day by day. It was a great experience and big opportunity as well as for me good training in this industry. This was a great experience of my life. I have always tried to learn basic functions in a knit factory during internship period.

Readymade garments sector big sector of our national economy. I found large theoretical and practical knowledge from my internship work. Industrial internship helped me maximize my theoretical knowledge and thus I will be able to fulfill my professional responsibilities at present and in future. This process increases my knowledge about dyeing; printing, sewing and knit manufacturing garments system. Industrial attachment provided me to learn a lot of production process, utilization of MMR, various types of machineries & equipment's, and industrial management. My PGD-KIM is very critical to prepare me for a bright future.