

Report on
Concept of Employee Discipline and Z N Consultants Leave Attendance
Policy: A Case Study in Z N Consultants

By
Nishat Yasmin
ID: 15204015

An internship report submitted to the BRAC Business School in partial fulfillment of
the requirements for the degree of Bachelor of Business Administration

BRAC Business School
BRAC University
April 2020

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Declaration

It is hereby declared that

1. The internship report submitted is my/our 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/We have acknowledged all main sources of help.

Student's Full Name & Signature:

Nishat Yasmin

15204015

Supervisor's Full Name & Signature:

Ahmed Abir Choudhury

Lecturer and Assistant Proctor, BBS

BRAC University

Letter of Transmittal

Ahmed AbirChoudhury

Bachelors of Business Administration

BRAC University

66 Mohakhali, Dhaka-1212

Subject: Submission of Internship Report

Dear Sir,

With due respect, I would like to tell you that it gives me immense pleasure to complete my internship under you and to present my Internship Report titled “Concept of Employee Discipline and Z N Consultants Leave Attendance Policy”. In Z N Consultants I could gather my very first working experience in a corporate environment and could closely get to understand the discipline of the firm and how an employee can get benefited. I believe this three months experience will help me doing my future jobeffectively. After having the experience, for coming up with a fruitful report, I tried my levelbest.

Therefore, it would really be grateful of you, if you accept this report by appreciating my effortand find it useful. Once again I would like to thank you for your constant support, time andguidance and for giving me the opportunity of preparing this report.

Sincerely Yours,

NishatYasmin

Student Id: 15204015

BRAC Business School

BRAC University

Date: 21st April, 2020

Non-Disclosure Agreement

This agreement is made and entered into by and between Z N Consultants and Nishat Yasmin
at BRAC University.....

Acknowledgement

All Praise to Almighty Allah and I would express my utmost gratitude to the Almighty for this Opportunity to complete my internship report without any complication. I feel really lucky to have the opportunity of being a student of BRAC University and did my internship at Z N Consultants and working under the dynamic environment of there. Moreover, I am really grateful towards SyedaZakeerinBakhtNasir CEO of Z N Consultants. Despite of working on a very busy schedule she helped me out to find the necessary internal information required for the report. Also, my profound thanks to everyone of Human Resource Department, for helping me and making me comfortable at work.

I am indebted to Ahmed Abir Choudhury of BRAC Business School who is my internship supervisor and helped me from choosing my topic to finish it on time. It would have never been able to possible for me to complete this report without his constant support and guidance.

Executive summary

Z N Consultants (ZNC) is a boutique Human Resources Consulting firm, with national and international scopes. This Strategic Management Firm started its journey in 2007. Since then the organization is providing tailored consultancy services uniquely along with client specific support in those areas which are related to almost every Human Resources issues in compliance with financial aspects of the specific businesses.

Employee discipline is a must for all the organization and the concept of employee discipline is to learn about how to work in a disciplined manner and able to make the best output. The major objective of my report was to enlighten about the concept of employee discipline which is globally accepted in all kinds of organization. Secondly describing the Z N Consultant's leave attendance policy clearly, and learning about how organization maintains discipline and keep a good environment inside the organization.

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Chapter 1:

Overview of Internship

1.1 Student Information

Name: Nishat Yasmin

Id: 15204015

Program & Major: Bachelor of Business Administration & Human Resource Management

1.2 Internship Information

1.2.1 Period: 3 months

Company name: Z N Consultants

Department: HRM

Address: Mirza-Dom-Inno Apartment # B4 House # 73, Road # 04 Block# C, Banani Dhaka-1213, Bangladesh.

1.2.2 Internship Company Supervisor's Information

Name: Syeda Zakeerin Bakht Nasir

Position: Chief Consultant & CEO

1.2.3 Job Scope- Job Description/Duties/Responsibilities

In this internship period I have done various tasks regularly assigned by my supervisor, which is mentioned below

1. Excel Work

2. Guest Attend

3. Company visit

4. Slide making

5. Linked In Profile Search

1. Excel work:

Excel work is basically data collection, data improvement or maximize the resources. In this consultancy agency maximum work is done by excel. So my supervisor gave me various kind of excel work. Most of the work is data improvement like in Bangladesh how many people are enlisted as a CA member in a year so I have to update their information in the excel file. I have also done CV Analysis, NBFi list which is also in excel file.

Name of the work	Work details
CA Albatross	Data improvement of existing CA in Bangladesh. Basically the excel sheet was formatted by my supervisor. I just updated the info or enlisting the new info in it checking the CA List in website.
CV Analysis	CV Analysis is like input the necessary info in the excel file after checking the individuals CV. The excel file was formatted in way I just had to follow those and input the data
NBFi Newspaper Article List	I had to collect newspaper article about NBFi in 2019 and input it in the Excel File. I had to made the excel file first then put the data in it.
Food Mnc List Making	Food Mnc List Making is I had to search and ensure about how many food Mnc existed in Bangladesh and made albatross.
BB Circular No/Circular Letter List Making	I check Bangladesh Bank website and collect data according to year basis. I input all those data in the excel file which was formatted by my supervisor.

2. Guest Attend:

As a HR Consultancy Firm they have to take lots of interviews. They take interviews on behalf their clients as they are not only consulting agency but also a boutique firm. So they are hiring the best suitable people for their client. They take interviews juniors, mid levels and top level as

well. I attended a top level interview guests. The interviews were took place in our company. It was a whole day interview session. I attended the guests, took their names and asked them for tea r coffee.

3. Company Visit:

I had gone different companies to give them greetings card from our company. I also had to go to a company to receive our payment.**4. Slide making:**

I made slides on the topic of important of internship. The slide is basically made to increase my knowledge about internship program and about how to made good slide.

5. Linked In Profile Search:

My supervisor gave me a company name and designation to search about those people in linked in and collect their info in the excel file. I also had to give them request in the linked in to get connected.

1.3 Internship Outcomes

1.3.1 Students Contribution to the Company

My contributions to the company is I am working with my seniors, help them to complete their project and as this is a HR Consultancy firm so I was working in different sectors. Firstly I had work with one of my seniors to maximize data resources. Then I had work with one my seniors and CEO to observe and participate interview session and saw how to conduct it. I had also done outside work like collected payment cheque and gave greeting cards. I am working with the CEO to gain knowledge about organizational behaviors and discipline.

1.3.2Benefits to the Students

Performing multiple tasks: I have figured out how to do Multi-entrusting as more than one individual used to give me undertakings. There were times when I needed to more than each undertaking in turn.

Working under tension: I had no clue which errand was going to come the following moment by whom, so I should have been intellectually prepared every single second for new undertakings.

Speaking with individuals: I have spoken with a few distinct gatherings of individuals in nowadays from workers to work searchers. Have managed essential circumstances where the contrary individual was incensed yet have figured out how to speak with them quite well.

Polished methodology: As this firm is a profoundly proficient association, I have figured out how to act expertly as far as getup, timing, via telephone discussion or even eye to eye discussion.

Persistence: There were times, when keeping tolerance was extremely intense for instance managing meeting up and when it comes near a deadline of project yet these three months have expanded my tranquility considerably more.

While working in HR Department, I have assembled such huge numbers of productive encounters in these 3 months which I will have the option to use in my future profession. These will most likely assistance me to adjust any professional workplace.

1.3.3Problems/difficulties

Working in this company for three months is great. But I have found some problems which I think I faced when I did my internship

- 1. Lunch Timing and Services:** There is no perfect lunch time in this company like anyone can do their lunch after 1 pm and employees were did their lunch separately.
- 2. Lack of Unity:** All the employees work very hard but there is lack of unity I found in them like they did one project but they were not discussing it among them and again they had to do it.
- 3. Lack of Cheerful Environment:** Sometimes the wok environment became hectic as all the employees only do their work. No interactions between them were happened and no one actually talk that much which was sometimes quite boring.
- 4. Quantity of time:** The office end time is 6:00 pm but most of the time it took 7:00 pm. Sometimes there is not that much work but employees wait until the end time. I think the quantity of time is long so that quality of work is less. If the time is less and employees become more productive.

1.3.4 Recommendations

- 1.** I think when the lunch time is specific and every employee will do their lunch together it will create great environment. When everyone can communicate and gossiping with each

other their mind will be fresh and they can get back to work with fresh mind. It will also help them to build good relationship among them.

2. Unity in work is very important. When employees do their project or work they should discussed among them so that the work will be done in less time and also easier for them to understand.
3. When employees work simultaneously the work environment become hectic so to avoid these sometimes they should talk with each other it can be work related or drink tea or coffee with each other and talk about something can remove that laziness.
4. I think the quantity of time is long so that quality of work is less. If the time is less and employees become more productive.

Chapter 2:

Organizations Part: Overview, Operations and a Strategic Unit

2.1 Company Overview

Z N CONSULTANTS

Z N Consultants (ZNC) basically works for both inside and outside the country. They have many clients who are not only local but also international. They started their journey on 31st March 2009. They claimed themselves as research oriented and Boutique HR firm. ZNC mainly choose the right person for the right place. They also advised the clients for the transformations of their job. ZNC provide innovative HR solutions to their clients

ZNC have strong research background and particular qualities to compete with this field and survive. They have proved themselves as a market leader in this field providing innovative HR solution.

ZNC have the capability to provide strong advance strategic Management and financial services to their different sectors clients.



Figure 1

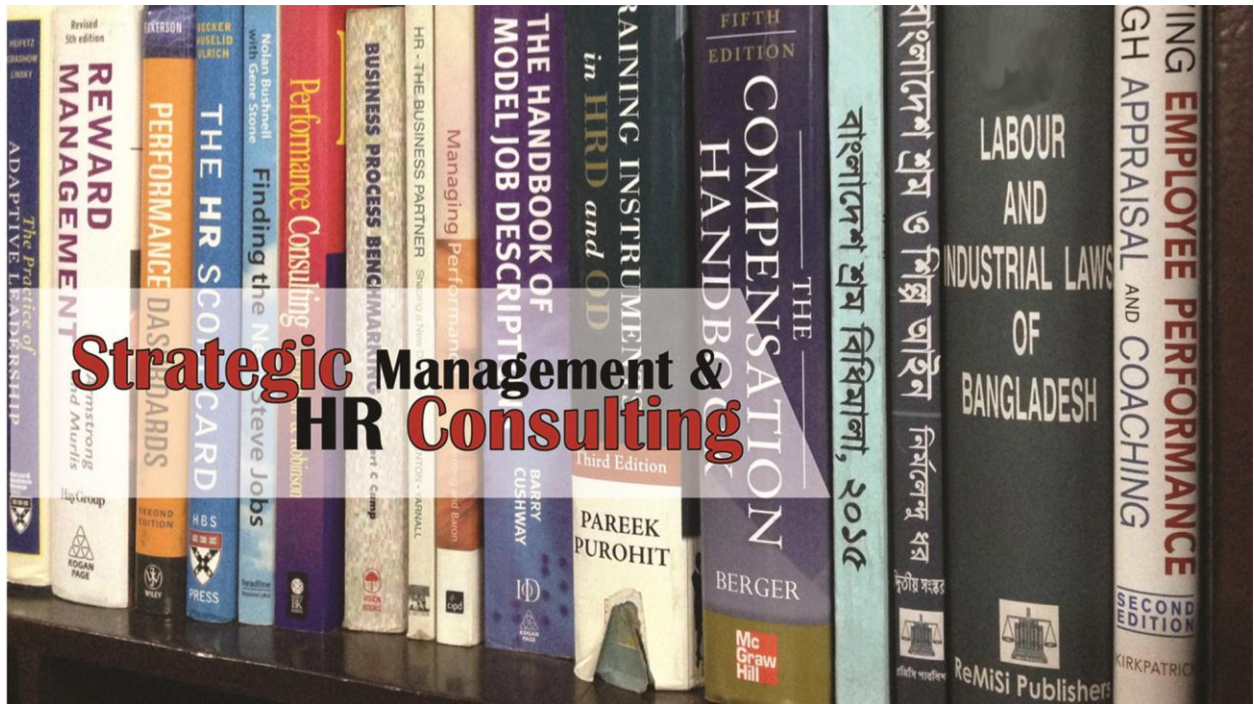


Figure 2

2.2 Management sector

Syeda Zakeerin Bakht Nasir

Position: Chief Consultant & CEO

Zakeerin is a name of an innovative leader. She started this company with her innovative ideas and her co-operative teammates. She introduced and recognized her company with her skills, tactics and leadership quality.

Her education quality is graduated in Finance & Banking from Dhaka University. She also holds a Master's degree from the same institution in finance.

Syeda Zakeerin Bakht Nasir has 24 years experience of HR background and she is very successful in this field. She worked in two leading organization which is American Express Bank Ltd. & Siemens Bangladesh Ltd. She was very successful in this organization and also a member of top management team.



Figure 3

Nasir Uddin Ahmed

Position: Strategic Management & Financial Consultant

Nasir Uddin Ahmed is a Chartered Secretary. He works 24 years as a Chartered Accountant. He has vast knowledge of financial issues in multinationals, local and public sectors as well. Currently, he sits as an Independent Director on the board of a few publicly traded companies

His working experiences in various famous companies are mentioned below

British American Tobacco Bangladesh Company Limited

Coats Bangladesh Limited

Chemical Industries Corporation (BCIC) and local organizations.



Figure 4

2.3 Marketing Sector

Z N Vision

Simply the best provider of innovative people related solutions

Z N Mission

Relentlessly designing innovation people related solutions resulting in success and prosperity for the business by adhering our mission below:

Right based approach

Share the facts and design solutions instead of repeating antiquated practices

Rigorous analysis

Focused industry centric research to make our clients respectable on their business by changing their mindset.

Respect basic instinct

Respect our basic instincts and work accordingly

Endless improvement

Surpass own expectations and boast the existing global standards.

Strategic Alliances

ZN consultants provide various types of constant support services and functions. They are sharing their business with:

- Group of Corporate Lawyers
- Link up with Chartered Accountancy firms
- Income Tax Practitioners
- Stock brokers

- Technological Specialists
- Specific sector Specialists
- Experts who are efficient in different experts.

Their partners are energetic as them about the nature of administration, turnaround times and capacity to give creative, financially answers for their customers.

They stand for

Z N Consultants deliver customized and innovative Human Resources solutions which are sustainable for the immediate as well as foreseeable long-term needs of an organization.

To keep up and adapt to vibrant and constantly changing scenario, we are continuously engaged in researching, designing development, amending policies and procedures in providing the Right Solution.

Values

Our values navigate our behavior and interaction, striving towards our:

- Uncompromising **integrity**
- Ensuring highest **quality**
- Striving for **excellence**
- **Setting examples** in the industry

They must maintain, promote and disseminate all our values consistently and set an example through their behavior.

Logo & Tagline



Figure 5



Figure 6

Motto

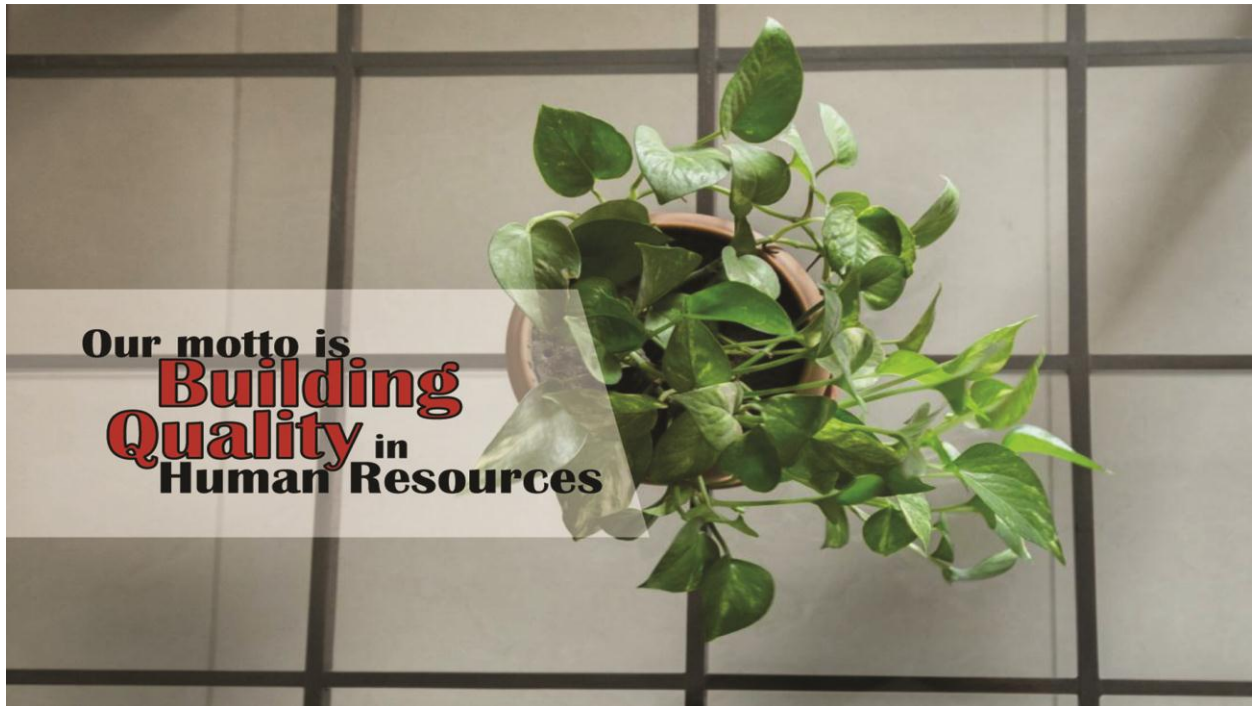


Figure 7

2.4 Financial Sector

Its Financial Consultancy division is different from others services and offers different perspective.

Financial sectors including;

- Financial programming and budgeting
- Financial record, settlement and agreement
- Financial instruction & making Annual reports
- Company Managerial support
- Financial transactions support

- Advertising, Corporate bond and Management

2.5 Other sectors

HR Counseling:

HR Counseling, Experimentation & Ground Work

ZNC HRCounseling, Experimentation & Ground Workstands for giving advice to their clients on various perspectives. Company owners, Top Management can instant benefit by this section for their different type of HR difficulties.

Unification& Attainment Advisory

U&A specialist works for every stage of this process from starting to end and ensure proper solution & growth. It is also works for unique growth objectives and financial transactions support. Clients also get establishing unique policy and instruction of how to implement it. Clients also get help about how to deduct unnecessary problem during this U & A process.

Company& ManufactoryResearch

This is basically research about a particular company or industry-specific issues, both from the micro and macro perspectives. It is also research about the manufactory level in each and every sector so that clients get an overall view about the market, its price, size, customer, competitors, risk and others things which cannot be overlook.

Employee Rehabilitation

They help employeesin obtaining new positions in a quick way. They help their employees to increase their potentiality and skills also confidence for a particular job. They offer two kinds of programs:

- Individual professional rehabilitationProgram
- Group professional rehabilitation Program

In the underlying stages, they guide workers about the mental impacts of employment misfortune and how best to plan for searching for a new position. They also may evaluate employee's character and aptitudes. Following this assessment, they invest energy for instructing workers in work chasing abilities, talking with, continue composing, and how to advertise their experience and aptitudes.

Institutional Development:

HR Survey and Labor Law

ZNC experts provide companies the right person means suitable human resources and also solved other problems like payroll management, due diligence support and company analysis. Experts do these things after doing a lot of research and experience what they gather previously. They also help the clients to cope up with the nuances of labor law and run the work.

Prepare the HR Manual

ZNC do an important work which is preparing the manual from the beginning to the end. They also improvised existing manual form the useful perspective. They transform verbose HR reports into clear and educational pieces through a narrating mode appropriate for the representatives or the administration level.

Customized Human Resource System for Exceptional Purpose

ZNC provides clients with customized Human Resource Solutions for exceptional purpose.. These solutions are basically development of employee handbooks, HR methods, policies and HR Operations. It is called exceptional because this policy helps startup companies or those companies who do not have HR system. These policies help them to cut the cost and time and maximize the profit.

Institutional sketch & Development

ZNC utilizes subjective and quantitative data gathered from the hierarchical audit, showcase patterns and benchmarking to evaluate the association's present reality, and decide how well individuals, procedures, and innovation bolster the association's strategic and everyday

exercises. They use evaluated data for organizational sketch, implementing solutions and activity plan and create proposals for existing resources.

Organization Development Chart

ZNC make Organization Development Charts along with laws and regulations. It is a visual representation of the hierarchy of employees & reporting structure. It also shows relationships between different functions and departments within the organization.

HR Assessment

ZNC helps to make the best use of workforce and maximize productivity, better asset usage, supports major organization change. They also help to improve and launch unique processes, abilities and advanced technology.

Employee Compensation Management & Performance

Performance Management

They provide a customized Performance Management System to fulfill client's unique needs that guarantees the organization will plan, survey and assess the performance of employees. The framework will also ensure that performance management processes are not just stick towards employee development, but the company's benefit as well.

Employee Satisfaction Analysis

This analysis includes recent workplace situation, top management perspective, internal communications, workplace environment, corporate culture, their mission & vision and image. They structure and redo polls that remove bona fide, fair-minded and reasonable assessments from representatives in a profoundly secret condition.

Framework of Compensation package & Benefits

ZNC made framework of customized compensation administration programs, also develop customized compensation programs, perform data analysis and manage a company's entire benefits plan. When they implement the framework it leads to maximize the profit & minimize the cost through motivating employees and keep possession of the employees.

Compensation Analysis

ZNC makes substantial compensation surveys for all sectors. The design includes customized analysis. Then their compensation and benefits analysis represent unique data which is not easy to find anywhere else

Payroll Management

ZNC Payroll Management is totally consistent process. It boosts up productivity, ensures company security & brings down company risk.

Recruitment Process:

Corporate Recruiter

Corporate Recruiter specializes in search of C-Suite positions. They work intimately with all the clients to comprehend their vital needs and gain proficiency with the organization's way of life to guarantee that they enroll the best up-and-comers by adjusting ability and authoritative capacities to key needs.

ZNC creates a unique end-to-end turnkey solution of corporate recruitment for clients. They offer four types of recruitment solutions :

- **Talent Agent** - it recruits C-Suite and mid-level to senior level position
- **Top Management Recruitment** – CEO is an indispensably significant choice for any board. Following transparent and straight forward method recruit people by assessing their profiles, evaluate their quality and skills which is fit for the job. It also includes some process like short listing then interview protocols and onboarding.
- **Outsource Recruitment**- Various levels like mid and lower level and large level of hiring.
- **Turnkey Talent Management** - This turnkey arrangement is best for mass ability securing. Here they lead the whole enlisting process without any preparation to on boarding of representatives.

Interview Service

ZNC offers Interview Services with a private and open to meeting room where every single classified meeting can be directed at appropriate charges.

IS service include

- Interview Panel Team Member
- Expert for specialized positions
- Available at Seven days
- Offer every type of Interview

Employee Development Plan

Development Plan

It includes separately custom fitted and portray targets and exercises for the employees self improvement. Every worker has the essential duty to create and screen their development. The process includes:

- **Executive training**

Executive training program is customized for C-Suites and the board members for their special setting, needs, difficulties, and targets. This executive training results into great change that can transform their perspective, performance, and results.

- **Career advice**

ZNC has planned Career Counseling meetings for the mid, senior and master level which can assist with finding the profession satisfaction by investigating thoughts and chances to rouse to succeed and settle on a Career Decision. For Career Transition, they empower the wannabe to adjust and be compelling in the new job all the more rapidly. They likewise do the Career Check-Up that assists with recapturing inspiration, remind the key qualities and aptitudes of the hopeful, create Job Search Strategy, survey choices and learn successful meeting strategies. In addition, their Career Counseling Service spends significant time in building an individual brand.

- **CV Writing**

ZNC provide CV writing service to their client's. Many skilled people do not know how to write CV and because of these they lose many jobs. As many company firstly short listed people by evaluate their CV so it is very important to make the CV perfectly.ZNC help people to make the CV and also assure their clients to get the deserving professional attention.

Corporate Training & Development

ZNC provides corporate training & development to the company or individual who needs this. They arrange session to give this. Session also held in particularly like company and individuals are differently doing their session. In this session they can learn whatever they need in the field or on the basis of their criteria. The corporate training quality is high and meets the client's expectation. It helps them to increase their skills and also get recognition in professional life. Company also benefitted after getting this training.

Business Centre

ZNC has business centre is for different purpose and facilities. The purpose is for interview, executive meeting, business analysis etc.

The facilities are given below

- Business Centre has two meeting rooms perfect for meeting, event or interview
- Full balcony
- Latest audio and visual equipment
- Ceiling suspended LED TV and overhead projector (OHP) with screen
- “Wi-Fi” with high internet access
- Video conference
- Using own laptop at connection points

- Computer workstations
- Photocopy Service
- Laser printing - black & white
- Scanner
- Tea or Coffee

2.6FAQ

Industries that Z N Consultants worked with-

ZNC does not disclose their clients name as a matter of privacy and ethics. They think that if they provide good services people will automatically say their name. The thinking is basically out of box and they gave unique and appropriate services. There are many industries they are work with for business purpose which are given here:

Multinational Companies	Financial Institutions - Banks
Non-Banking Financial Institutions	Power & Energy Companies
International NGOs	Garments & other Manufacturing Companies
Pharmaceuticals	Communication Sector
Foreign Consulates	Large Conglomerates
Other Corporate Bodies	

Figure 8

ZNC's clients

As a matter of privacy and ethics, they don't disclose their client's name to get the business

ZNC does not mention its client name because-

As a matter of privacy and ethics, they don't disclose their client's name to get the business. They believe that if they serve their client well, they will obviously know their name.

Client's Say about the Company

- ZNC give proper career counseling & take time to understand the client's situation.
- ZNC give HR knowledge personally by their experts.
- ZNC client's meet the CEO and feel privileged and learn many things from her.
- ZNC check the client's background before giving any kind of service which is very much helpful.

Strategic Partners of Z N Consultants

Z N Consultants the vast range of support services and functions. ZNC have alliances with many company outside & inside the company.

- Group of Corporate Lawyers
- Link up with Chartered Accountancy Firms
- Income Tax Practitioners
- Stock Brokers
- Technological Specialists
- Different Sector Specialists
- Experts at different subjects

Their strategic partners are also as consistent and loyal as they are to them. They are satisfied about their services and also help them in any of circumstances.

Definition of Boutique Firm

Boutique means a business which is designed for specific customer with specific product or services. It can be small or large depending on the business size and employees. But mostly boutique firm called small business. Boutique firms have innovative plans and chances to work with diversified work than large consultancy firms. Boutique Firm consists of one advisor or CEO and some of the employees or if it is large the employees can be 100 plus. But boutique firm offer high quality and specialized service than other large firms.

ZNC- A Research -Oriented boutique HR Firm

It delivers all kinds of HR solutions to inside and outside of the country to different types of clients of all sectors by doing major research.

Career at Z N Consultants-

If young new comers wants to know about ZNC and wants to make a career so she can clearly get a idea after go through this content below here

Contents of Boutique Firm

- **Free culture**

ZNC maintain free culture in their company so that everyone can co operate with each other and relaxed at the office. The free environment helps the employees to do their work efficiently and give chance to learn more things.

- **Work with high-level consultants**

ZNC does not maintain that stereotype that only senior people with work with the top management. Even the trainee or intern can be work with the CEO and learn from them.

- **Work diversity**

ZNC associates work with many departments like all the employees work very quickly in different department. It is not like that they join the company and work firstly the analytical work. The working scope is open and seniors and juniors are altogether work for a project. For example client facing activities, in this sector the works are taking interviews, knowing the clients demand, company analysis, CV analysis etc. So as a boutique firm ZNC makes sure all of their employees engage about this process and work on it. That is how they maintain work diversity

- **Vast Learning Resources**

Most boutiques do not have the opportunity or assets to train their employees. ZNC have plan for this situation they give challenging work to their new employees so that they can learn from the situation to cope up with it. Also challenging work can help them to be more patience in a critical situation and increase their creative thinking ability. For senior employees this plan is also best for their learning.

- **On the job training**

In the boutique firm formal training is rare. So ZNC plan about on the job training. It means young employees can learn from their peers and mentor and benefitted by it

- **Gather experience with high level Consultant**

A surprising downside to working for a boutique is that, regardless of how outstanding your experience is, it may not help your resume. Many companies hire people to see their CV that which big companies them previously works for. In that case boutique firm do not do that they hire people to see their potentiality. Some young employees thought that doing work in the consulting firm is a waste of time, which is not increasing their value of their CV. But they can work with many consultants who are in the higher position in the field and they gather knowledge after working with them.

- **Proper office facilities and support staff**

Most boutique firm does not have office space and technological resources for their employees. So it is very difficult to work in this situation. They do not have work assistant and all types

work are done by the small number of employees which is called multitasking. ZNC does not have this kind of problem. They have proper resources and facilities but multitasking is a quality which one should have before joining a boutique firm.

- **Think before do it**

There is no data available in the internet for the new comers who can get to know about a boutique firm by evaluating it. So before joining company new comers have to deep research about the company. All of the queries they have like it can be some sort of information or question they have to research it by the internet web page or personally meet the employees who are working in the firm. There are some information enlisted by ZNC which they think new comers should know about before signing for a boutique firm...

- *Firm's culture*
- *Firm's financial condition*
- *Firm's strategic alliances & clients*
- *Company's previous performance*
- *Firm's client variation*
- *Career goals in the firm*

- **Career goals**

ZNC thinks that one should have a career goals that why he/she wants to work in a boutique firm. It is not like that he/she gets to chance to work on a firm and joined there. Without any kind of career goals one cannot shine in this sector and before joining a firm he/she should know all the paths which they have to cross so that they can mentally prepared

Chapter 3: Project Part:

Concept of Employee Discipline and Z N Consultants Leave Attendance Policy

3.1 Introduction to the Report

Any theoretical knowledge carries very little importance in student's life until they get to relate with it or apply it properly in their real life. Hence, we need an adequate application of our theoretical knowledge to get some outcome and make it more productive. A human resource Consultants gives advice to their clients, business and even if new comers about their career and job chances. They gave services depending on their clients' criteria and sometimes clients do not understand their problem or situation so they figure it out and solve it. As this service is very unique so the more the firm offer services the more he get clients. HR specialist help businesses with their vast knowledge, experience and understand their problem or criteria by solving it with patience. They also do hiring and managing HR related things single handed.

The zones of HR counseling a generalist may manage incorporate regions, for example, enrollment, recruiting, Background and reference checks, finance organization, advantages and remuneration arranging, Health and security and lawful consistence. A master works in at least one of these territories, acquiring a profundity ability of the region. This is why I choose to do my internship in Z N Consultants it was an ample opportunity to work with one of the most successful and a research oriented boutique HR firm.

I did my internship in Z N Consultants from 5 January, 2020 to 31st March, 2020. This report includes my internship experience of these three months as well. In this 12 weeks engagement program I worked as an intern under human resources division under the supervision of CEO of Z N Consultants, SyedaZakeerinBakhtNasir. The topic of my internship report is "Employee Discipline" This topic was assigned to me by our honorable faculty Mr. Ahmed Abir Choudhury

3.2 Objective of the study

The initial objective behind conducting this report is to accomplish the final and last step of BBA; to complete 130 credits in BRAC University.

This report also has some specific objectives as well.

- To know the organizational structure of Z N Consultants
- To know the leave attendance policy
- To know the concept of employee discipline
- To realize business world and HR related work
- To understand the HR consultancy work process and their contribution
- To know the Importance of HR Consultancy firm in the society

3.3 The study has many scope

After reading this report one can get a clear picture of concept of employee discipline & how employee discipline is matter to the organizations success and employee satisfaction also. Besides the leave attendance policy of Z N Consultants helps to know about corporate discipline and how smoothly they maintain it and the details about the policy.

3.4 Methodology of the study

To gain the objective, collecting primary data was necessary. Through those data

The scenario was easier to understand

Primary data was collected through:

- Observation of total internship period
- Discussion with my internship supervisor
- Discussion with the seniors of the organization

Secondary data were collected through:

- Official website of Z N Consultants
- Google articles related to the topic
- Online blogs

3.5 Employee Discipline



Figure 9

Employee Discipline targets advancing flexibility among workers with the goal that they may modify themselves according to the necessity and give their best to the association. It likewise targets empowering the workers to carry on in the ideal style, to have regard for their seniors, to observe rules, guidelines and procedures, to expand yield at any rate cost, to help confidence of the representatives, to cause them to feel increasingly sure, to improve human relations and IR, to demoralize infringement of rules and guidelines by workers, etc. According to Richard D. Calhoun, “Discipline may be considered as a force that prompts individuals or groups to observe the rules, regulations and procedures which are deemed to be necessary for the effective functioning of an organization”.

3.5.1 The Objectives of Employee Discipline

1. To gain willing acceptance of the rules, regulations, standards and procedures of the organization front the employees.
2. To advance assurance and proficiency among the laborers.
3. To build up the sentiment of participation among the laborers.

4. To build up a feeling of resilience and regard for human poise.
5. To keep up great modern relations in the association.

3.5.2 Aspects of Employee Discipline

There are two aspects of discipline, positive angle or negative viewpoint. In the positive perspective, discipline implies a feeling of obligation to watch the guidelines and guidelines. It is called as self-restraint. It tends to be accomplished through remunerations and powerful administration. It includes making of an air in the association whereby workers energetically can shape to the set up rules and guidelines.

Then again, in negative part of order disciplines are utilized to compel laborers to obey rules and guidelines. The goal is to guarantee that representatives don't abuse the rules and regulations. Negative disciplinary activity includes strategies, for example, fines, censure, downgrade, cutback, move and so forth. Negative control doesn't dispose of bothersome conduct rather smothers it.

3.5.3 Types of Employee Discipline

Positive, Negative and Progressive Discipline

1. Positive Discipline:

The positive concepts of discipline accept a specific level of self-control. It includes the production of a disposition of psyche and a hierarchical atmosphere wherein workers eagerly fit in with rules and guidelines. This control is accomplished when the board applies the standards of positive inspiration and a fitting initiative is practiced by prevalent.

Positive discipline requires certain pre-requisites to be fulfilled:

- I) The point is to help and not damage to the worker
- (ii) Communicate prerequisites of Job and rules to the representatives
- (iii) Performance models to be reasonable and reliable from Job to work

(iv) Superior forms an atmosphere of duty and watches self-control with the goal that others may trail him, the guideline being 'model is superior to statute'.

(v) He perceives singular contrasts among his men and fluctuates his strategies.

A worker picks up suspicion that all is well and good when he realizes how far he can go and what the cutoff points and he is assisted with accommodating. Positive order is otherwise called Cooperative control or determinate order.

2. Negative Discipline:

In this type of discipline the employees are forced to obey orders or do work according to rules by the use of penalties, threat, fear or force. This kind of discipline ensures only the minimum performance on the part of employees, so that they may avoid penalties. This discipline is also known as Punitive, Corrective or Autocratic Discipline.

The approaches of negative discipline are:

(I) 'Enormous Shick', Rule-thro 'dread', 'Be lough' line

(ii) Punishment to be obstacle i.e., make one a model for other people

(iii) No accentuation on why

(iv) No supervisory actuality is fundamental for it.

(v) A minor managing unfortunate behavior

3. Progressive Discipline:

It is liberal in nature and it progresses sequentially, chronologically and systematically through a prescribed series of steps. These steps are an oral reprimand, a written reprimand, a second written warning, temporary suspension and dismissal or discharge to comply the principle of 'Natural Justice'.

3.6 Z N Consultants Leave Attendance Policy

Z N Consultants maintain their leave attendance policy manually. They don't use any kind of software for maintaining attendance as the organization is small so there is no need to maintain software.

Firstly employees sign the attendance sheet at the moment they enter into the office and also sign when they leave. In this manner all the data are recorded. The attendance file contains time in, time out and employees sign. After that admin put those data in the excel sheet. The entry time is 9:30 am and the time out is 6:00pm. After 9:30 the file kept in the admin table so that no one can write wrong time. For example: one employee came after 9:30 but she/he writes 9:30. So to avoid these situations the file kept in the admin table and no one can give wrong information. Those who came late admin put red mark on the sign field as a consequence, when the employee going to sign the file he/she will get an alert about the delay. If any employees are late for three consecutive days, then the management cut one day salary of that particular employee.

Policy for Permanent Employees:

Permanent employees can take leave for their personal needs. For example, if one employee wants to go to his or her village or have some personal work to do. They can take leave by taking permission from the management. The leave is counted as a paid leave. If one permanent employee can take half day leave it is also counted as paid leave.

Policy for Intern and Probation Period Employees:

Employees who are in probation period or intern, they can take leave only for medical emergency. Otherwise there is not any such policy to take leave as an intern or probation period employee.

Policy for Sick Leave:

If any employee takes sick leave more than 3days he or she has to show the medical report to the management

Leave Taking Policy:

When employee takes leave they have to send a formal email to the management and mention the reason about the leave in the email body clearly. This is the globally accepted leave taking process which the Z N Consultancy maintains properly.

3.7 Conclusion

To conclude my report I can say that employee discipline plays a vital role in every organization. Also employee discipline increase organizational profit and ensure employee satisfaction. Besides every organization's management should also think about the right discipline, which they are going to implement in their organization. I can also want say that Z N consultants leave attendance policy shows that they maintaining a well discipline manner and also ensuring a good environment inside the organization.

3.8 References

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