

# **Report On**

## **Rizvi Fashions Ltd**

By

Md. Kamal Hossain  
Student ID: 19281156

An internship report submitted to the Executive Development Center, 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 Center, BIGD  
Brac Institute of Governance and Development  
Brac University  
June, 2021

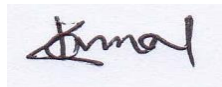
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## Declaration

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:**



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**Md. Kamal Hossain**

Student ID:19281156

**Academic Supervisor's Full Name & Signature:**



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**Syeda Salina Aziz**

Program Manager

BIGD, BRAC University

# Letter of Transmittal

Sayed Salina Aziz

Senior Research Associate,

BIGD, Brac University

66 Mohakhali, Dhaka-1212

Subject: Submission of Internship Report on Rizvi Fashions Limited

Dear Sir / Madam,

This is my pleasure to my internship report based on my industry attachment with Rizvi Fashions 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,

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Md. Kamal Hossain

Student ID: 19281156

Post Graduate Diploma in Knitwear Industry Management

Executive Development Center, BIGD

Brac University

07 June 2021

## Non-Disclosure Agreement

This agreement is made and entered into by and between Rizvi Fashions Limited as the First Party and the undersigned student at EDC, BIGD, Brac University as the second party. The First Party has allowed the second party to complete three month's 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 and internship report. The Second Party will use all sorts of data and information for academic purpose and will not disclose to any party against the interest of the First Party.

### Student's Full Name & Signature:

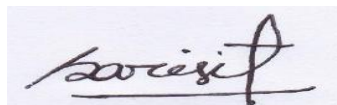


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**Md. Kamal Hossain**

Student ID:19281156

### Industry Supervisor's Full Name & Signature:



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**Sarojit Kumar Majumdar**

Manager, Industrial Engineering

Rizvi Fashions Limited

## **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 Sayeda Salina Aziz, Senior Research Associate-EDC, 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 Sarojit Kumar Majumdar, Manager of Industrial Engineering Dept of Rizvi Fashions Limited under whom I have worked in the office during my internship for his continuous support during the internship period. Finally I would like express my gratitude to all the officials Rizvi Fashions 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 Rizvi Fashions limited for Post Graduate Diploma in Knitwear Industry Management. Introductory part of this report is consisted with the overview of the company 'Rizvi Fashions limited' which 100% export-oriented knit garments manufacturing company. A brief history of the company, vision, mission, goals and objectives, organizational structure, description of 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, store and cutting section; in the second month I worked in sewing and finishing section; in the last month I have worked in industrial engineering and planning department. 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
RMG	Readymade Garments
BGMEA	Bangladesh Garments manufacturers and Exporters Association
SMV	Standard Minute Value
M/C	Machine
IE	Industrial Engineering
PPE	Personal Protective Equipment

# **Chapter 1**

## **About Organization**

### **1.1 Overview of the Industry**

Rizvi Fashions Limited is a 100% export oriented Knit composite and Ready Made Garment (RMG) unit. Rizvi Fashions Limited is a manufacturing company and established on 2013. The factory itself focuses solely on clothing, the specialization including manufacturing knitwear, lingerie and babies products. At present, the industry is fully equipped with 25 fully integrated production lines.

Rizvi fashions is a reputed company which is also very well complained with international labor laws and environmental standard. All the factories under Rizvi fashions have well-built infrastructure along with proper power supply. There are facilities for staffs including open ground, dormitory, medical center, workshop, mosque, and water supply. The industry uses improved technology to ensure the quality of the product they prepare. The industry is also an active member of the Bangladesh Garment Manufacturers and Exporters Association (BGMEA).

### **1.2 Vision & Mission**

#### ***Mission:***

Rizvi Fashion's mission is to continue our tradition of global leadership in high quality apparel & Ready Made Garments Products and commit ourselves to promoting universal ideals of community and service. We create products that make people feel stylish, comfortable and special from birth to maturity. We aim at an integrative approach in designing and producing our products which focuses on innovation, advanced technologies and special attention to our customer's needs and lifestyles. Rizvi Fashions is committed to supporting our customers, fulfilling and exceeding their expectations, and enabling them to be more competitive in the market place. Rizvi Fashions employs individuals from all over the world. We are proud of being multicultural global firm and believe in mutual respect and co-existence within the Rizvi

Fashions family and in the communities and environments in which we work. The company is committed to being a safe and healthy work place that provides its employees with the opportunity to grow and develop with in the Rizvi Fashions family. The company is committed to continue to grow and evolve and considering our corporate social and environmental responsibilities and stewardship throughout the process. With world-class manufacturing facilities and the most advanced technologies, Rizvi Fashions Group leads the industry and demonstrates our commitment to our customers and their future. We set the standard in the global industry by achieving the highest levels of production efficiency, product superiority and price competitiveness. By leveraging a winning combination of state-of-the-art facilities; a professional and passionate team; advanced production management systems as well as our application of best practices, we deliver measurable value to our customers (Rizvifasions.com, 2021.).

***Vision:***

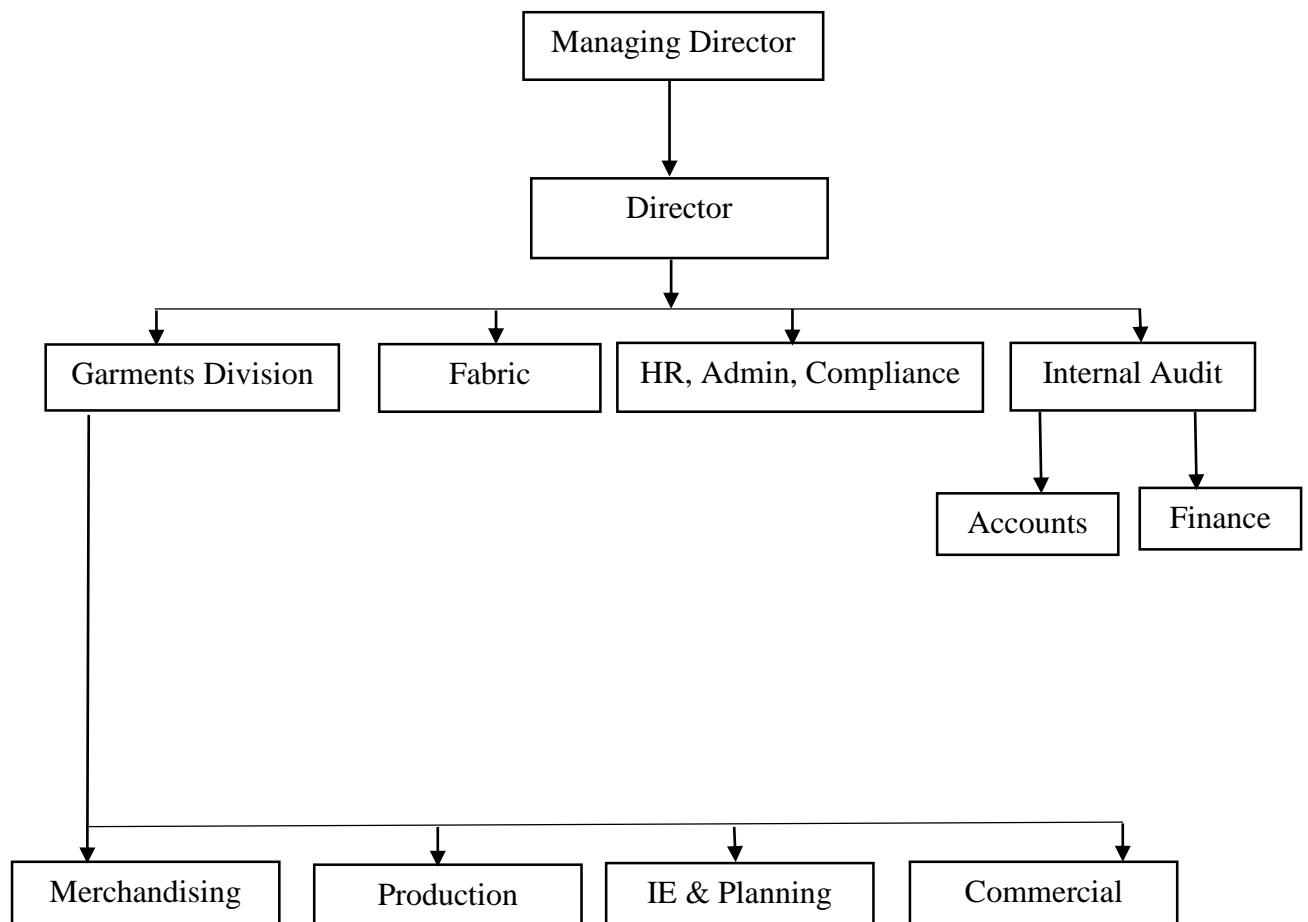
At Rizvi Fashions we strive to maintain our position as global Ready Made Garments in the field of high quality apparel. Led by the desire to support our customers, we aspire to fulfill and exceed their expectations through continuous innovation and creativity, all the while staying true to our universal social and environmental ideals. (Rizvifasions.com, 2021.).

## **1.3Goals & Objectives**

Rizvi Fashion's mission is to continue our tradition of global leadership in high quality apparel & Ready Made Garments Products and commit ourselves to promoting universal ideals of community and service. Rizvi Fashion's is a 100% compliance factory. Rizvi Fashion's has provide ecofriendly environment for worker's and also has huge production capacity. Rizvi Fashion's has skilled and experienced workers. (Rizvifasions.com, 2021.).

## **1.4Organizational structure, Organogram, Branches and Departments**

Figure 1.4: Organizational structure & Organogram of Rizvi Fashions Limited



## 1.5 Products/services produced by the Industry

Rizvi Fashions Limited produces Boxer, brief, t-shirt, vest, tank top, baby body, romper, bibs, hatband, joggers, leggings, hoodie, polo shirt, etc.

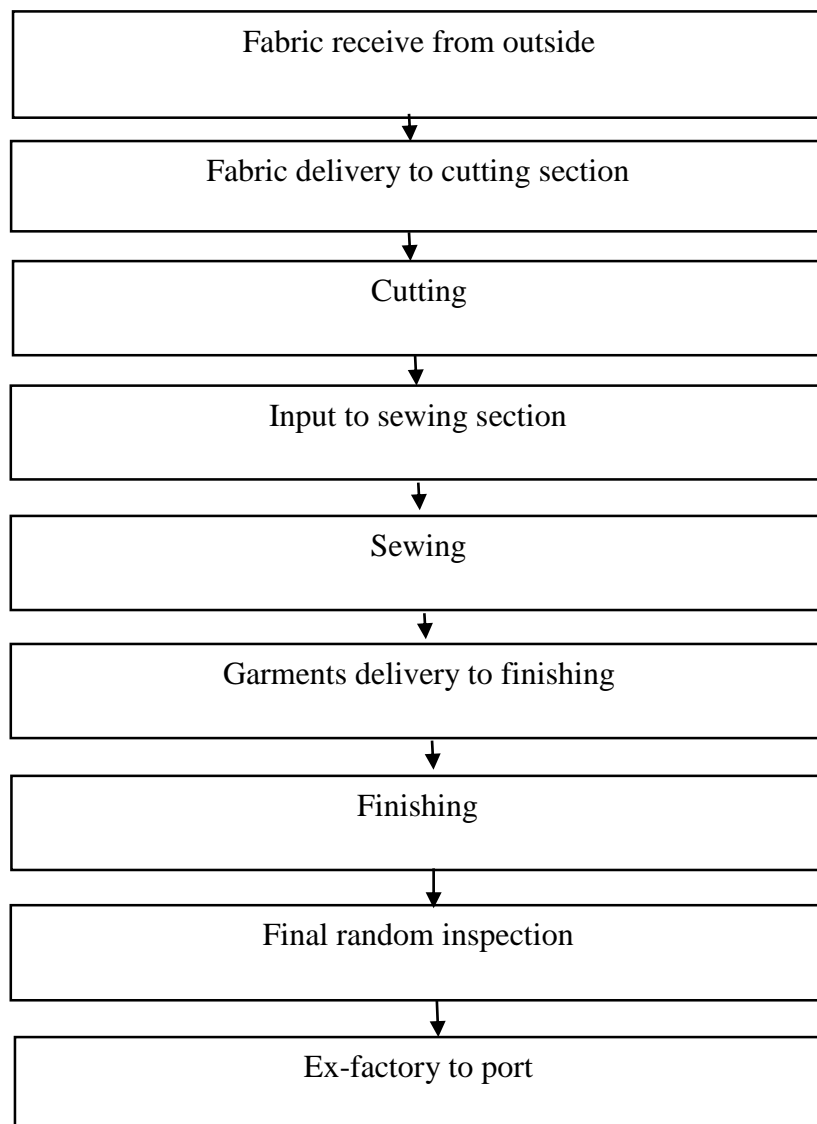
## Chapter 2

### Description about task accomplishment

During three months internship period I have tried to be familiar with various functional departments including Store, fabric, cutting, sewing and finishing of the company.

Figure 2.1 Presents functional flow of the company

Figure 2.1 Functional flow of Rizvi Fashions Limited



My internship duration was three month long from February 1, 2021 to April 29, 2021. I started my internship program under supervision of Mr. Sarojit Kumar Majumdar, Manager of Industrial Engineering of Rizvi Fashions Limited. My Industrial supervisor briefed their overall factory activities in different working section such store (fabric, trims and accessories), cutting, sewing, finishing, industrial engineering and planning department. Since he was Manager he knew overall functions of all departments until shipment. He introduced me with their officers. The company has mainly four section such as store, cutting, sewing and finishing. Here I present details of my internship activities.

## **2.1 Internship work in February 2021: Store (Fabrics, trims and accessories), Knitting and Cutting section**

In this month I have worked a total of 24 days all sections head and their subordinate.

### **2.1.1 Store (Fabrics)**

Rizvi Fashions Limited depends on outside fabrics supplier. When fabrics receive store from outside then fabric delivery to cutting section after fabric approved which approved store quality team.

### **2.1.2 Store (Trims and accessories)**

Rizvi Fashions Limited fully depends on outside supplier for trimmings and accessories and store received trimmings and accessories. Store delivery to trimmings and accessories for sewing and finishing section.

### **2.1.3 Knitting section**

Rizvi Fashions Limited has very small knitting section which per day knitting capacity only 1000 kg.

### **2.1.4 Cutting section**

After fabrics quality check then fabrics delivery to cutting section. Minimum 24 hours relaxation time for fabrics then cutting section start cutting. Fabrics cutting is two process, one manual cutting and machine cutting then bundling and numbering. Finally cutting section delivery cut piece to sewing section.

## **2.2 Internship work in March 2021: Sewing and Finishing**

**Sewing:**

After receiving cut piece from cutting section then sewing section start layout sewing line as per layout sheet which provide industrial department. One by one cut piece 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:**

Finishing section received complete garments from sewing section. Finishing section is basically labelling, ironing, folding poly and packing for shipment.

## **2.3 Internship work in April 2021: Industrial Engineering and Planning Department**

### **Industrial Engineering:**

Rizvi Fashions Limited has very supportive industrial engineering team and they are working with all departments. Firstly they have collect style details and SMV make. As per sewing line plan wise they make sewing line layout and sewing line start. Below given work study of industrial engineering:

- Style details collect
- SMV make
- Lay out make
- M/C arrange
- After production planning meeting
- First week production plan
- Line feeding
- Work aid arrange
- Method Study
- Time Study
- Line capacity find out
- Bottle neck operation find out
- Individual follow up bottle neck operation try to increase production
- Capacity efficiency wish target setting try to achievement housing daily
- Loss time record

**Planning Department:**

Rizvi Fashions Limited has planning department. Planning department firstly receive order projection and order booking from merchandiser department. Then Planning make monthly production plan and cutting, sewing, finishing section follow the plan. As per planning cutting to shipment all styles from Rizvi Fashion Limited.

**Chapter 3****Critical assessment of Internship work**

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

**3.1 Application of Generic and Industry specific courses during 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 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 systems, 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.

## **Industrial Engineering (KIM 202)**

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

### **3.2 Suggestion for industry improvement**

- This factory fabrics storage system is low, so it needs improvement there.
- 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, hand gloves, Gum boot.
- Setup auto spreader and auto cutter for better support.
- Implementation lean manufacturing system.
- GSD Software should be install for smooth work

### **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, and 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 4**

### **Conclusion**

Rizvi Fashions Limited has already 8 years of garments 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 increase my knowledge about knit manufacturing garments system. Industrial attachment provide me to learn a lot of production process, various types of machineries & equipment's and industrial management. My PGD-KIM internship experience me will help me to improve my work significantly and will contribute to my future career growth.

## **References**

- 1. <http://dspace.bracu.ac.bd/xmlui/handle/10361/14282>**