

Report on

Universe Synthetic Limited

By

Rasadul Hasan

19281162

An Internship Report submitted to 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 Centre

BRAC Institute of Governance and Development

BRAC University

9 June 2021

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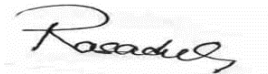
Executive Development Centre
BRAC Institute of Governance and Development
BRAC University
9 June 2021

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 and Signature:



Rasadul Hasan

19281162

Academic Supervisor's Full Name and Signature:



Mohammad Sirajul Islam

Deputy Director, EDC

Programme Manager, BIGD, BRAC University

Letter of Transmittal

Mohammad Sirajul Islam

Deputy Director, EDC and Programme Manager, BIGD

BRAC University

66 Mohakhali, Dhaka-1212

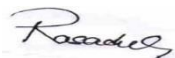
Subject: Submission of Internship Report on Universe Synthetic Limited.

Dear Sir,

This is my pleasure to submit my internship report based on my industry attachment with Universe Synthetic 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,



Rasadul Hasan

Student ID: 19281162

Post Graduate Diploma in Knitwear Industry Management (PGD-KIM)

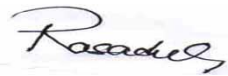
Executive Development Centre, BIGD, BRAC University

9 June 2021

Non-Disclosure Agreement

This agreement is made and entered into by and between Universe Synthetic 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.

Student's Full Name and Signature:



Rasadul Hasan

19281162

Industry Supervisor's Full Name and Signature:



H.M.N Zaman

General Manager

Universe Synthetic Limited

Acknowledgement

Thanks to Academic Supervisor Mohammad Sirajul Islam, Deputy Director, EDC and Programmed Manager, BIGD, BRAC University for his guidance and precious support in the report. This unique experience was possible for his willingness to add newer dimensions to me and introduced me with the reality. His supervision and valuable feedback has been helped immensely to improve the report. I would also like to thank my Industry Supervisor HMN Zaman, General Manager Universe Synthetic Limited who has been very welcoming and supportive and have been very kind to spend some time from their busy schedule to give me proper guidelines in internship activities. I am really grateful to all the official staff of Universe Synthetic Ltd. for their cordial behavior and support to gather information regarding the industrial attachment.

Executive Summary

This report has been prepared on the basis of my three months practical experience of internship period in my working department HR, Admin and Compliance of Universe Synthetic Ltd. This internship helped me to have a practical idea about my own department and factory's other departments. I have been trying my level best to summarize what I have learned and achieved in the last three month of the internship period.

After completing my academic course I have started my internship at my own working department in my organization. I have discussed with my industry supervisor about any difficulties that have arisen that time. He has solved all of my queries. He has guided and motivated me to give the best effort. I have tried to do that I have worked in the other departments of my organization to learn how they work and to know their responsibilities. I often have gone to REB, BGMEA, Local Police Station, Shipping Companies, Banks and many stakeholders' offices and faced many types of officers there. I have learned how to manage different people and different situations.

Universe Synthetic Limited is a non-woven geotextile producer industry in Bangladesh which is equipped with all kinds of modern machineries and other facilities. It always tries to provide its level best support to all buyers with better quality. It has a medium production capacity but has a smart team to provide quality products to the company's customers. We work closely with our clients to effectively manage quality assurance needs throughout our supply chains and mitigate risks in terms of quality, health, safety, social responsibility and environment, thus protecting brand reputation and minimizing costs. This report has been presented based on my observation and experience gathered from the company. The organization has many divisions and departments but the internship focuses on the HR and Admin

Department because I am working in the HR, Admin and Compliance department and I think it is the most vital department who has to face all the workers and others people. I am trying to describe here about my working steps and processes, how I manage the employee and workers, how I prepare documents. I also describe here the roles of another department of my organization, how they work and what their responsibilities are. The report mentions the functions of the HR, Admin and Compliance department and described in detail at the end of this report to improve the present status of the organization and also the non-woven sector in Bangladesh. Basically, I have worked different types of departments though my department is Human Resource instead of Human Resource department that I am to do work with Admin, Cutting, Sewing, and Finishing as well as Accounts department as well.

Keywords;

HR and Admin; Cutting; Sewing; Finishing;

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List of Acronyms

ATS	Applicant Tracking System
FOB	Free on Freight
GSM	Gram per Square Meter
HRIS	Human Resource Information System
HR	Human Resource
HRM	Human Resource Management
PVD	Prefabricated Vertical Drain
PGD-KIM	Post Graduate Diploma in Knitwear Industry Management
PP	Polypropylene
PS	Polyester
TT	Telegraphic Transfer
UV	Ultra-Violet

Chapter 1:

About Organization

1.1 Overview of the Industry

Since 1995, Bang Jin Group companies are the leading manufacturer of technical textile industries in Bangladesh. Non-woven needle punched- Geotextile Sheet, Sand Filled Geo Bag, Woven Geotextile, Geo-grid, Geo Membrane/Mesh, Jute Felt and Padding and Quilting of Geo Synthetics are widely usage in civil, mechanical, environmental engineering and home textile application today the founders of Bang Jin Group have been involved in key infrastructure development and construction activities.

At Bang Jin, the company adopt sophisticated technologies; we have imported fully automatic European State-of-the-Art Machineries to produce high quality Polypropylene (PP) and Polyester (PS) fibers, Woven, Non-Woven Geotextile, Home Textile and others diversified products. Moreover, we believe in designing and supplying effective and quality products those are tested and completely meet the international standards. We have a fully operational laboratory, equipped with all industry required testing facilities and equipment, ensure that the product is delivered after a meticulous quality assessment complying international standards.

We are the pioneer manufacturer of UV stabilized needle punched non-woven geo-textile fabric, Geo bag, Geo tube and Geo container ranging from 150 GSM to 1200 GSM and various customized sizes. Also manufacture prefabricated vertical drain (PVD), woven geo-textile, composite geotextile, home textile, and various diversified product like fabric pot for home gardening.

1.2 Vision and Mission

Vision

Bang Jin aims to be the leading technical textile company of Bangladesh and position itself as the market leader in Geotextile Market through creating quality and reliable products at world standard.

Mission

Bang Jin group focuses on research and development to improve the company's core strength and innovative ideas in product creation to be the market leader.

- Developing highly innovative products with excellent quality.
- Using state of the art technology and equipment.
- Value the people and being responsible to them.
- Sharing values and mutual respect with loyal customers.
- Use the best of Geotextile products and applications to contribute in the country's development.

1.3 Organizational structure, Organogram, Branches and departments.

Bang Jin Group is a completed non-woven manufacturing based group in Bangladesh and its sisters concern is Universe Synthetic Ltd. The company was set up in 1995 to provide one stop manufacturing service to the non-woven industry ensuring quality, reliability, sustainability and social responsibility. It is a 100% non-woven/Geo textile based manufacturer in Bangladesh. It has different types of products or services like Non-woven

Geo-textile fabric-Geo Sheet, Non-woven Geo-textile Bag or Sand Filled Geo Bag, Needle Punched Synthetic Geo Tube, Synthetic Air Filter Sheet, Geo Mesh and so on.

Organogram

Bang Jin group of the companies are the largest Geo Textile Company in Bangladesh which company is led by the Managing Director. Managing Director is the only one decision maker of this group among the group sisters concern, Universe Synthetic Limited is one of them which control by The General Manager. The General Manager oversees the functions of the company and directly report to the Managing Director. On the other hand there have some departmental position which is shown by Figure: 01. There are shown in company organogram in below. Here only provide USL organogram.

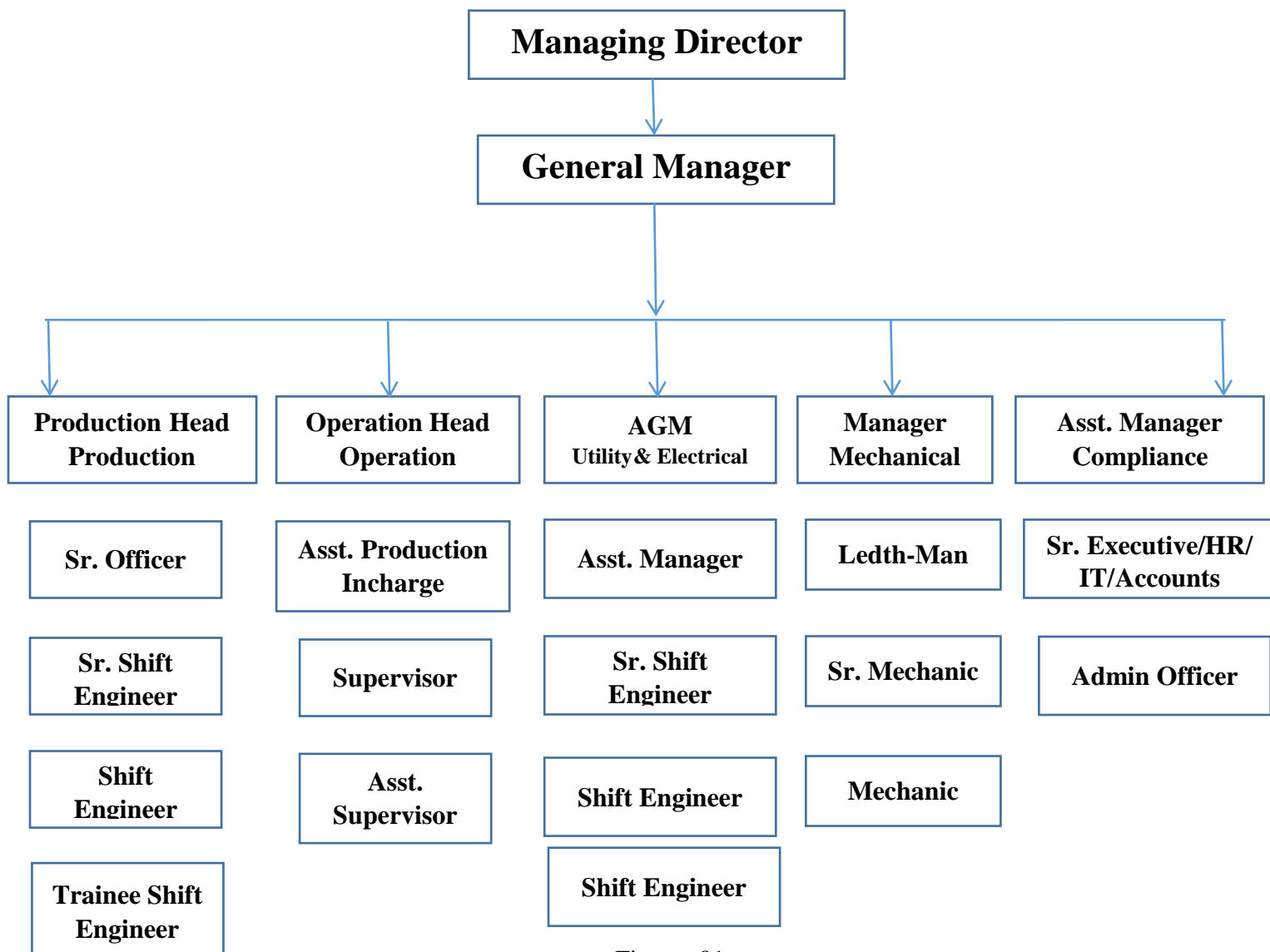


Figure: 01

Departments;

This company has so many departments among them I want to mention some important departments which play a vital role for the organization such as;

- i. Human Resource Department
- ii. Administrative Department
- iii. Production Department
- iv. Utility and maintenance Department
- v. Quality Assurance Department
- vi. Store Department
- vii. Delivery Department.

These are the vital departments of this organization to maintain their daily activities to run their business smoothly. They are customer friendly organization to make their priority first.

1.4 Key products/services produced by the Universe Synthetic Limited

Universe Synthetic Ltd produces largest quantity of geo sheet. Synthetic Geotextile fabrics are made from high strength fiber made of world class raw materials and European additives.

The government, semi-government and leading business enterprises of Bangladesh are using Universe Synthetic Ltd non-woven synthetic geotextile fabric products for River Bank protection, River training, Coastal protection, Separation and reinforcement. Universe Synthetic Limited geo-synthetic products are used in separation, filtration and supporting the progress of the country with world-class products ensuring high-quality delivery to geotechnical and environmental engineering domain.

Non-woven needle punch is a combination of needling and thermal bonding process of fibers. Being polypropylene, the fiber used in the production of the non-woven product range are extremely durable and exhibit excellent chemical resistance to acids and alkalis at ambient temperatures, have an exceptionally low moisture absorption such that the action of water at ambient temperature has no effect on their mechanical properties and are resistant to microorganisms and insects and will not support the growth of mildew or fungi.

The nonwoven range of the staple fiber needle punched and thermally bonded nonwoven textiles have been designed to offer optimum performance per unit weight. Their resulting mechanical robustness and excellent hydraulic properties make them the ideal choice for separation and filtration.

Product Specification:

- Weight: 120 gsm – 800 gsm
- Width: Max 5m
- Color: As per customer requirements
- Composition: Polypropylene / Polyester / Re-generated
- Technology: Non-woven Needle punched

Chapter 2:

Description about task accomplishment

This organization has so many departments among them I have worked such a valuable department to grow my career. I have enjoyed a lot to work with the others department in the organization. I have worked in the following departments to meet my internship requirement which I given below;

2.1 Human Resource department:

This was my first department where I worked first. It is a very reliable department in the organization. It is common and vital department those who control the total manpower of the organization. It is a department which is concern with the people dimension among the other departments in the organization. For my internship I was great lucky to work this team who were so much friendly and cooperative to share their work and daily tasks what they do/did.

I have learnt from them total workers recruitment to selection process for the vacant post of the organization as well as I did physically how to do or make staff/workers personal file properly as well as how to write down all information in the employee and workers from Senior Executive, HR. He helps me a lot to do properly in my internship duration. He also provides me lots of guidelines to learn how to do HR department of their daily or monthly activities as well. They make employee or workers personal file to keep their daily, weekly or monthly leave status record and other benefits. I have seen it properly and I made it with HR team as well. Actually Human resource department plays a vital role in the organization to manage people, to fulfil their demand, to control them, to use their potentiality to get maximum output from them to make an organization successful for doing their business as

well.

2.2 Administrative Department:

It is another vital department which plays an administrative role to control whole administrative issues, organizational legal issues and local issues as well. They have to maintain factories security, housekeeping, local issues and paperwork with relevant office. It was pleased to do that I was a part these types of tasks which they do/did for their organization along with I did some legal issue with admin officer of the company. He teaches me how to control and manage the duty roster of the security and others. Administrative department is to manage security or they have to fix up their duty roster or plan where they will duty or work in a day or night shift. I was engaged to update different types of company's certificates such as; company's trade license, environmental certificate, boiler and generator license and other legal issues documents where I was a physical participant to do it smoothly with the head of the factory.

2.3 Cutting Department:

Production begins with the cutting department because every fabric or sheet needs to do cut first then make it finish goods or products that is why this is a first step to make final products of goods. In this organization they are used to make geo sheet tube bags or sand fill bags as well. From my side, I was involved this department how to do their daily tasks of job such as; cutting width, length with proper measurement as well how to lay the geo sheet for cutting the bag or tube sizes. I have seen and learnt all those things from the production supervisor practically when I was there. It was really happy journey with them to do production report, measure bags length and width as well. Supervisor was so cooperative to do so for me to learn how they work. I have made daily production report when I was there

with them to make. In order to do my internship I was glad to see how they work and how they effort to do their particular responsibilities. My responsibility was to learn from them how they work for this department. They have a particular target for a period of time like a day or shift or hours. I have learnt from them how fix up hourly/day target and how to achieve it end of the day/hour or shift for supervisor or shift in-charge or production people. I have learnt how to achieve hourly target by monitoring machine to machine target achieved or not. Sometimes it is very hard to achieve to meet the daily target or achievement. Work in this department now I am able to do it very smoothly in lieu of production people or supervisor.

2.4 Sewing Department:

Sewing department is man machine department to make a cut panel to a finished good or final products by sewing. I was involved to identify how they use man machine ratio to use less manpower for getting maximum output. How they set up target. I have learnt from the departmental production Manager and Supervisor to make daily MIS report, weekly production report and monthly production report. I have seen it and done it form my side very carefully to get helped by the production supervisor as well. I have learnt some technical activities form mechanic supervisor how to fix up the machine if there is trouble. I have leant how to set up thread on the machine to sew the product form the mechanic supervisor on the mentioned department. It was an amazing learning for me that every stitch is valuable. I have accomplished many things what I did for the certain period of time for being there my internship duration where I got chance to do internship.

2.5 Finishing Department:

This is the last department those who are involved to finish products or goods for final

delivery to final customer. Every department plays a vital role individually among them finishing department is one of them. Finishing department is to ensure quality products or goods to get satisfactory report from their valued customers. I have accomplished to see how to do inspection of a products, how they check four point inspection as well. How to make Defect per hundred units (DHU). As an intern I have learnt from them it so quickly to observe their particular job in a day. After learning I have applied all things to come up with finishing in-charge. He is a very gentle man that I have seen ever. I have checked and done with him to inspection practically. It was great journey with them to have finished my internship duration.

2.6 Others Department:

In this regards I want to tell that I have accomplished my internship more departments to boost up career and I have great opportunities from my industrial supervisor who has given a chance to work so many department as well. I have also worked minimum eight to ten departments in lieu of five departments. Such as, Accounts, Store and others production departments. It was my great opportunities to work my internship done. In general I have learnt how make journal to input dynamic and how make to top sheet then get approval from factory head. All I have learnt from the Accounts Executive as well.

Chapter 3:

Critical Assessment of Internship Work

As an intern I have enjoyed a lot to do work with different departments in this organization. People are so cooperative to help me for learning their daily works and critical issues what I have learnt so far. I am a post graduate diploma in knitwear industry management. Because of my three (03) months internship period, I was responsible to do work with them to complete my internship requirement as well.

From the very beginning of my internship, I have faced some critical problem to do work with others department due to my own department because of I am the only person in HR. I am to manage all things to do alone to complete others section works regarding my internship requirements. However, I was happy to complete others department work rather than my own department. This is a good practice of EDC and BRAC University to get offered such a wonderful work done in the internship period as well. As an intern it was my pleasure to know how they work to enrich my experienced as well as career.

3.1 Application of generic and industry specific courses during Internship:

I am glad to get huge knowledge about the whole garment industry in the Post Graduate Diploma in Knitwear Industry Management (PGD-KIM) during the intern period. I have acquired lots of knowledge regarding the garments industry which would be a very effective and efficient to set up career. The application of generic and industry specific courses during my internship are below;

The Course helped me a lot during my internship period to learn the real practices of experienced. I have learnt about fashion trend, RMG market in Bangladesh, different desires of buyers, costing and budgeting as well as supply chain management.

When I was engaged at HR department to work with the HR team at USL, I got remembered my first semester HR and competence course which has helped me very much to see how to apply leadership traits to control staff and worker to get maximum output from them. I was really pleased to be part of this course when I have seen it practically at HR people. This course helped me a lot to apply theoretical knowledge at practical life. On other hand I learnt HR people traits and compared with my course duration to cross matched very carefully. It was a tremendous journey with this course to apply practical life to sustain the competitor era.

In the production line I have seen and used my theoretical knowledge what I was learning from my course duration. It was a great application when I was an intern of USL. It was very helpful for me when I was learning practical things so. I have applied theoretical experience along with practical knowledge. The course was so helpful to learn the total industry how to do their production process or business as well.

To know about practical field it was so nice of the course what I learnt from my internship duration such as; fashion trend and customer demand, communication and mail writing skill which has helped me a lot to communicate with the other department or section which I learnt from the production manager and in-charge. I have compared with my learning course and practical works I have got most similarities which help me a lots. It was really excellent course I have never seen.

I was totally ignorant about the garment trend, business and process of the production floor. Application of the garments process I have learnt from the course and internship duration it gives me a helping hand to overcome from the internship successfully.

I have been learnt so many theoretical learning from PGD-KIM to apply during my internship period. I have learnt cost benefits, merchandising, order receiving and shipment, leadership trait, management skills and so on. Management skills is a vital for human resource department to control human in the organization. I am able to work faster efficiently and effectively than before I did.

Now a days I am able to understand the workers behavior very effectively. My communication skills has been improved what I had. I have gotten confident to get this course to apply my internship period to ask different types of questions and how to do it or manage it. I can now complete the interview session, application and aptitude test smoothly than before.

I have learnt this course which are the main factor of learning; such as business trend, how to do sustainable business or how to sustain in the competitors market to perform better than other competitor as well. Now I have the total knowledge regarding this RMG sector or

industry in Bangladesh. Additionally I have also knowledge about the supply chain management and logistics management to run the business smoothly.

3.2 Suggestion for the industry:

As I was an intern of this organization to learn something here to use my future career indeed. Every things has two side; one is good side and another is bad side. Both are existing in same but using much or less. I have tried my best of giving an effort how to develop their company according the rules and regulation to improve his/her companies as well.

I have seen a lot of things in my internship duration. The company has different types of department and section as well. The Company has lots of good aspects among them I want to mention here some good aspects and weakness shortly.

HR team: The Company has an excellent HR team to carry out their activities such as; employee relation, risk management analysis, salary structure, overtime calculation, training and development. HR team always find out training needs analysis for their new employee for their better performance.

Update and automated machineries: The Universe Synthetic Limited has update machineries to compete their competitor to sustain the market. It has arranged automated Geo textile machine which name is Andritz which has been taken from abroad. It has 70000 sq. meter capacity per day.

Green factories: It is one kind of green factory in Geo textile business in Bangladesh which is leading company in our country. It is sounded by the trees and other graces including fruits tees. It looks tremendous to have look it from the outside of the company. Buyer feels good when they visit the factory from their side as well.

Administrative area: The Company has strong administrative area to control the internal and external problem smoothly.

Quality of Products: It is a unique product in Bangladesh which is made by this company to protect country side from flood. They have made quality product for their customers and they are customer friendly in their business philosophy also.

Besides of good aspects company has some weakness which I will be mentioned in below;

Cutting department: Cutting is wide area to supply cut panel to the sewing department to make a complete body or bag but there is a limitation to cut in a day. They are used to cutting their geo sheet by manually which is very dangerous for the cutting people. It may create hazard any time for the cutting people.

Sewing department: There is an also limitation for the sewing machine because it has limited machine to produce the geo bags and tupe bags which is not good practice for their reputation and meet the daily production and customer needs.

Wastage of the products: Wastage of the product is very high because of lacking of skill workers and supervisor in this sector to make the final products from the raw materials that is why they do not have proper production knowledge how to make it properly to measure.

The company's operating system is going to be very well and organized. After finishing my 03 months internship I want to give some vital points to improve the industry as per good aspects and weakness of the company accordingly.

At first the company should keep their good aspects alive to sustain their business to be a leading Geo textile company in Bangladesh. They must follow their competitor to retain their

items in the market. The company should develop their people to achieve goals and objective accordingly.

To reduce process wastage and time wastages to make the products again and again. The company enlarge their cutting limitation to use machine in lieu of manual cutting to increase their cutting panel to supply more to the sewing department to increase production for the end the month as well as sales.

Limitation of sewing machine should increase gradually in the sewing floor to meet the current market by making vast production to get back more revenue. The company should bear in mind to increase sewing machine like as others machine or department. To become a top leading Geo textile company should be more careful about their business and customer.

3.3 Learning for self-improvement:

Duration of my internship I have learnt a lots of thing to improve myself to become a successful in my career. It has given me a lot theoretical and practical in my internship and course duration. I have spent approximately 70 days for my internship. In this duration I have achieved some remarkable things which cannot get easily of the job market.

I have achieved quite confident to complete my course as well as internship duration, I have improved myself a lot by doing such a valuable course and getting an opportunities to do my internship, I have some improvement plan which I have decided to follow accordance with my internship works.

I have gotten a great opportunities to work this company. I have done my internship duration to do work a different types section and department. Now I have acquired a practical knowledge regarding this section and department as well. I will face an interview I will be

able to share my experience in different departments. I have worked with department people physically and I have a great experiences of getting the opportunities. I have learnt about whole industry along with their departmental activities what I have seen/gathered practical experienced. During my internship, I have gathered practical experienced along with my theoretical knowledge which I learnt from the course. It will help me a lot to boost my career in future and I will practice a lot what I learnt from my internship duration and I hope will help me to fix up my career plan in future to go ahead as well. I want to mention some additional points what I learnt from my internship duration as well as which will help me in my future career such as;

- i. Communication skills with different department and section.
- ii. Confidence to face challenges and problems.
- iii. Leadership quality or traits.
- iv. Theoretical knowledge about the others department of section even though subject.
- v. Ability to work in a team.
- vi. Public Speaking.
- vii. Know how to communicate with department and people.
- viii. Time Management and Conflict management as well.
- ix. Analytical Skills and Presentation Skills.
- x. Know about the Knitwear Industry Management.

These are the crucial points of my internship period which I did professionally with the experienced people of the company. These point be helping me for the rest of my career path.

Chapter 4:

Conclusion

RMG or Textile industry is a vital sector for us which are going to be bigger day by day in our country. I was a part of the Universe Synthetic Limited to use my theoretical knowledge based on my career. I have made this internship report based on Universe Synthetic Limited where I have used my theoretical knowledge to get experienced with practical skills in the real working field. I have worked with this company for last 70 days to complete my internship requirement. I have gotten chance to work with so many departments in this company such as; HR, Administrative, Cutting, Sewing, Finishing, Accounts department and so on. It was nice journey the company people who were very pleased to me to give an opportunities to be temporary part with their team member. I have learnt a lot from such a great people of the mentioned departmental manager, executive and others persons and colleagues. In general I want to say about the company. It has new technologies to improve their productivity to be the market leader in Geo Textile in Bangladesh. I have gotten a unique experienced in Geo product to do internship in this company.

In this program, I have been learnt many kinds of new issues regarding the garments industry and the total process and policies. I also have freshened up my presentation skills and speaking quality and leadership trait. In my internship report I have tried to explain my 3 months internship tasks what is establishing a strong contribution inside of the company as well as RMG and Textile sector. I have fully confident now I would be able to make a significant contribution to this industry for my country as well. This course is totally valuable course to reach a reliable position for any organization.