

# **Report On**

Dipta Apparels Limited. (DIRD Group)

Production, HRM & Compliance, IE, Merchandising and Commercial

By

**Tipu Sultan**

**Student ID: 19281165**

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 University**

**May, 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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**Tipu Sultan**  
**Student ID: 19281165**

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

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**Md. Shakil Ahmed**  
Senior Research Associate,  
BRAC Institute of Governance and Development (BIGD)  
BRAC University

## Letter of Transmittal

Md. Shakil Ahmed

Senior Research Associate

BIGD, BRAC University

66 Mohakhali, Dhaka – 1212

Subject: **Submission of Internship Report**

Dear Sir,

This is to inform you that as a requirement of the **Post Graduate Diploma in Knitwear Industrial Management**, I would like to present the report entitled “**All Department in Garment Industry**”. The objective of the paper is to create a clear idea about the Total Sections of the Garment industry and its challenges. I aim to collaborate defining the problems of the Garment industry and provide a suggestion to solve these problems based on my three-month internship in Dipta Apparels Ltd.

I strived my best to follow your instruction in every sight of planning this report. I am grateful for your sincere instruction while I was preparing this report. I hope you will accept my report sincerely forgiving my fault if occurs.

I wish I will get your valuable approval for this report.

Sincerely yours,

---

Tipu Sultan

ID- 19281165

Executive Development Center, BIGD

Brac University

Date: 12 May, 2021

## **Non-Disclosure Agreement**

This is the clearance that **MD. TIPU SULTAN** student of Post Graduate Diploma in Knitwear Industry Management, BRAC University successfully completed his internship program in **DIPTA APPAREL LTD.** In this internship program he was supervised by me (**Shameem Ahamed, Sr. Manager, HR & Compliance**). During this internship program he is very serious about learning's new thing. During internship we did not face any kind of problems by him. The authority of Dipta Apparel Ltd. is very happy about his performance and I wish him good luck and a very successful life.

**Student's Full Name & Signature:**

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**Tipu Sultan**

19281165

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

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**Shameem Ahamed,**

Sr. Manager, HR & Compliance

Dipta Apparel Ltd (DIRD Group)

## **Acknowledgement**

I would like to thank to my Allah to give me chances to accomplish my internship during this Pandemic situation. I also thanks to BRAC University and Dipta Apparels Ltd for offering me the opportunity to fulfill my total course being a part of their member.

I again would like to thanks to Md. Shakil Ahmed especially, my academic supervisor, for helping me to prepare my internship report and to provide a wonderful clear suggestion to prepare the internship report nicely and smoothly. I need to mention that he helped me by providing times when I wanted.

I am grateful to Md. Shameem Ahamed, Sr. Manager, HR & Compliance (CHO), Dipta Apparels Ltd and Md. Moniruzzaman, Sr, AGM, Marketing & Merchandising for helping me and guiding me while I was doing internship program. They shared a lot of information and allowed me to access every department for gathering knowledge.

I am also thankful to M. A. Aziz, an executive compliance, to suggest me how and where I can enrich my knowledge and would be helpful for my future career.

## **Executive Summary**

My internship was going on from 6th February to 6th May. During my internship, I was helped to urge a thought regarding totally different departments & factories of Dipta Garment Ltd. It's been one amongst the most important Knit Garment & Textile industries in Asian nation.

The garment provides its bounds to support all of its consumers with higher quality. The industry perpetually provides not solely an honest product however additionally quality product to satisfy their client. The corporate is extremely a lot of serious and acutely aware regarding sustaining inexperienced atmosphere. The team members of the company work closely with their shoppers to effectively manage quality assurance wants throughout their offer chains and mitigate risks in terms of quality, health, safety, social responsibility, and atmosphere, therefore protective the whole name and minimize prices. This report has been given to support my observation and knowledge gathered from the corporate.

Dipta Apparels Ltd has several departments and that I was all told the departments for a minimum of one or a pair of week.

Merchandising is awake to the look, improvement, and installation of the integrated system of men, material, and instrumentality. It attracts specialized information and skills in mathematical, physics along with principles and ways of engineering analysis and style to specify, predict and judge the results to be obtained from such systems. Sample Development is one of the foremost vital sections to extend the productivity of the business. It additionally helps to urge associate orders from the client. In each department, their square measure enforced new fashionable techniques and tools to urge the most effective output from them. The concerned folks with the Organization ought to be trained up each work purpose and way of thinking up. Thus, it is hoped to urge higher one thing from them.

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## **List of Acronyms**

R&D Research and Development

M/C Machine

WIP Work in progress

SMV Standard Minute value

QCO Quick Change Over

IE Industrial Engineering

NPT Non Productive Time

L/C Letter of Credit

TNA Time and Action plan

FOB Free on Boat

UD Utilization Declaration

BTB Back to Back

RMG Ready Made Garments

OB Operation Bulletin

IT Information Technology

# **Chapter 1- About Organization**

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

In a Readymade Garment industry directly or indirectly about three crores of people are working. To create employment, to reduce poverty, and also to empower rural women this sector plays a vital role. In the beginning, it was struggling hard but now it is contributing to the nation dramatically.

For more than one couple of decades, The Garment industry of Bangladesh has been the main export division and a major source of foreign exchange. Within the year 2013-2014, this sector contributed almost 25.5 billion USD which is the biggest of overall earning of that year. There in time, the sector utilized 4.2 million workers among them eighty percent were women. By exporting garments now the country produces about \$5 billion prices of product every year. It has a vision of 2021 where it wants to improve the economy, social and technological growth. RMG sector of the country additionally set associate degree aim to extend production and export regarding US\$ fifty billion by 2021.

The government has set a goal to realize fifty billion exports by 2021. But due to the pandemic situation, it is quite impossible now to achieve this goal. Fabric is the main raw material to make a garment. Woven and knit are the main two categories of this fabric. To fulfill the target of \$50 billion woven fabric plays an important role.

Every year we have demand about 3 billion meters of woven fabric for exporting. In the context of that native factory will solely manufacture around Forty-Five million meters of cloth that is around 14-15% of the demand. To import fabric every year the country is spending about \$4 billion. So, there's an immense gap between the offer and demand in woven fabric. However, it expresses that the country has a huge chance in this sector. If we want to save foreign currency, we have to invest in woven fabric which can offer a big boost to the economy of the country.

I'm working in a DIRD GROUP. In 1983, DIRD Group started their responsibly to operate with its engineering company DIRD non-public Ltd. In 1984 DIRD Group turned into the garment sector with DIRD Garment Ltd which is one of the leading companies now.

DIPTA Apparels Ltd is one of the essential Garment of Dard GROUP. My internship is going to this Group. It had been established in 2017. 126,306 SFT is its total floor area and is intended with totally fashionable machinery to satisfy the top class apparel brands as well as the foreign buyer. Though it has 50 lines, about 4500 peoples are working in 37 lines. Everyday 40700 is its production capacity. DIPTA apparel has 5 separate buildings. The Factories' Annual Turnover is 12.50 million USD.

## **1.2 Vision and Mission**

Like other, every factory has their vision. DIPTA could be a Garment factory that main vision isn't solely maximizing the profit however additionally creating Factories as a global complete.

It has many other visions are given below:

# For the global woven apparel market it wants to establish itself as one top source.

# The vision is to satisfy and meet customer's expectations by developing and providing products and services on time.

# Its third vision is to secure complete compliance with the native and international quality required.

# Its other important vision is to offer the workers internationally acceptable operating conditions

# It also wants to set the factory with standard tech machines like a pocket setter, creaser, loop setter, automatic cincture, fully automatic cutting resolution.

# Its other vision is to apply advanced software like ERP, GSD, quick React, etc.

# Its main vision is to acquire the highest level of competence through continuous development of the skilled management system and to confirm complete transparency in all aspects of the business.

The mission of this Garment is to improve new engineering solutions and innovations within the textile trade that be for the preservation of the atmosphere, people's well-being, and also the

development of the country. We tend to aim for top client satisfaction and work for hand in hand with them to make strong work relationships.

### **1.3 Goal and Objective:**

DIPTA Apparels Ltd has an international presence with export. The company obeys and strictly follows all applicable Social, ethical, setting, and quality systems.

# The main objective of the company is to preserve sustainable health and environmental safety all over the factory.

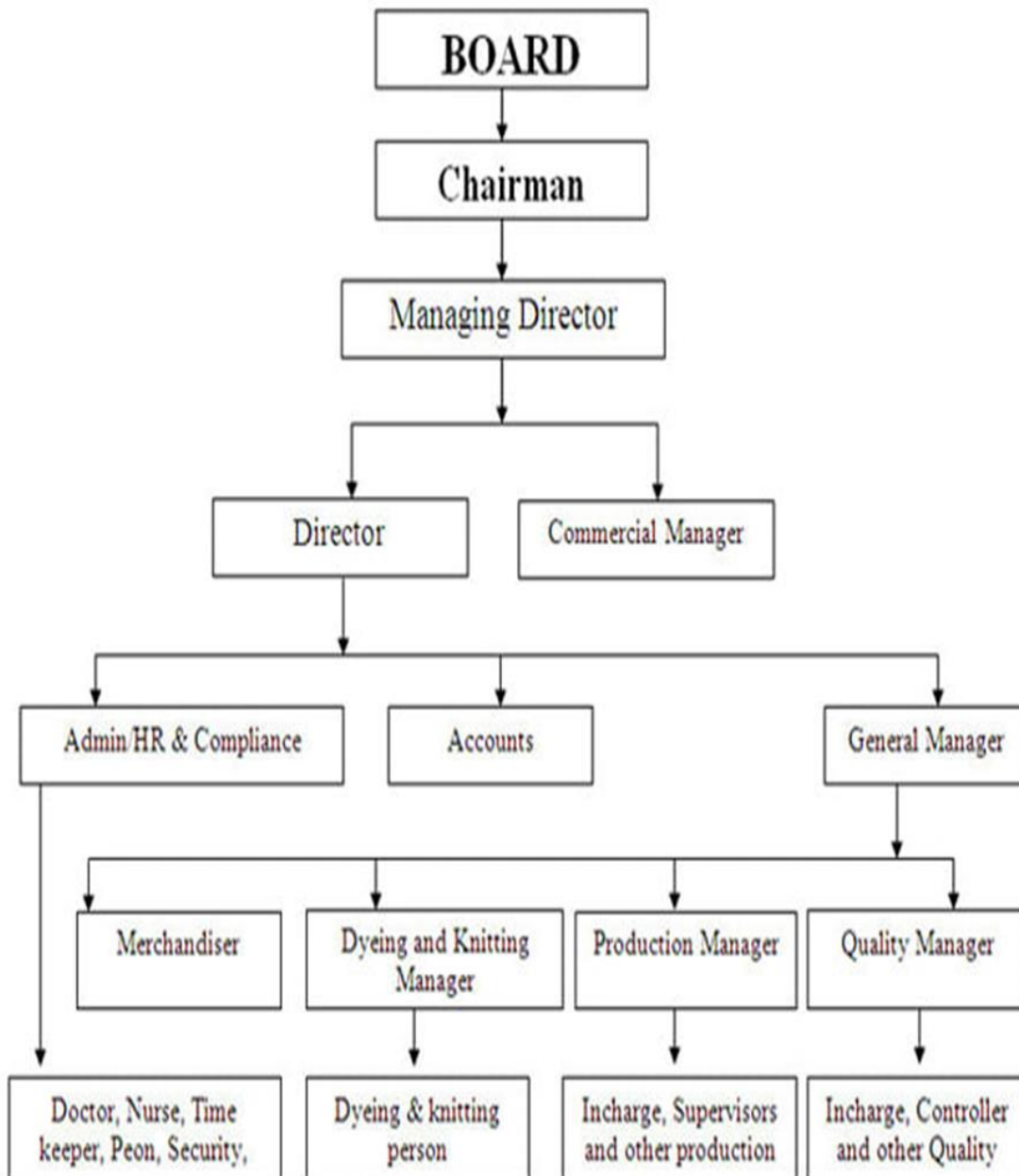
# Its other objectives are to be a LEED CERTIFIED GREEN FACTORY and increasing their Profit.

Fire Safety and other essential steps are also trained to its manpower to increase faire safety capacity. A dedicated team is employed to take regular care to maintain the health and safety standard.

It's been an extended and extremely productive existence in this sector. The mission is to combine this existence and to revolution to keep pace with the ever-changing international context and to be ready to satisfy the approaching challenges ahead in this sector.

## 1.4 Manufacturing plant Organogram

The total management of the factory consists of the board of administrators of **DIPTA APPARELS LTD.** The chief executive as a Managing director is to look when the business affairs, happiness with all the administrators of the organogram has been maintained as follows.





## **# Organizational structure:**

In a garment Industry, a product is made following a chain of processes. Garment manufacturing starts with sample development and ends with the shipment of the finished good to the buyer. Now, we'll discuss concisely all the Departments of DIPTA Apparel LTD.

## **# Marketing Department**

The marketing department is responsible to introduce a product which is made by the factory. It helps to find new customers and brings more and more orders for the factory. The marketing manager and the supported team are the heart of the marketing department. They also communicate with prospects and existing buyers. They try to impress the buyer by showing their latest developed product. The higher authority gives them responsibility for developing their business.

## **# Design Department**

For product development, the Design department is accountable. Every session the designers launch a new design collection. Designers create styles as per the most recent trends and requirements of buyer's demands. The designing department plays a vital role to satisfy customers by showing new styles to their buyers in each season.

## **# Merchandising Department**

Merchandising is a media between the factory and the buyer. This is the most important department and also called the heart and soul of the company. They negotiate with the buyer and confirm the order and also send garment sample to the buyer's approval and get back the receive comments on the sample and other approvals. The bill of materials, Garment costing sheet is prepared by him.

## **# Pattern Making Department**

Pattern making department creates garment patterns and modifies patterns to CAD (Computer-Aided Design). Pattern master is the head of this department and is known as the technical department.

### **# Sampling Department**

The sampling department creates all types of samples that are required to be submitted to the customer. The fit of the sample is checked by the department. The sampling department discusses the problems associated with orders to the production department.

### **# Cutting Department**

The cutting department is accountable for cutting raw materials as fabric and feeding the sewing department with cuttings. The cutting department's capability is designed as per daily feeding demand to the sewing lines. This department has to do many activities like- fabric receiving from the store, fabric relaxation, spreading/layering on the cutting table, Marker planning, Marker making, Cutting of fabrics, Sorting, Bundling and listing of garment plies (parts), review of cut parts, Sorting of printed and embroidery panels, Re-cutting of panels, Fusing Garment parts, etc.

### **# Sewing Department**

Stitching of garments is the basic job of the sewing department. Different kinds of production systems and line layouts are used within the sewing floor. Either work in the assembly line or group system. The important activities are given below- at first line layout, Line setting, Garment sewing, parts making, Ironing garment parts, stitching garment checking, stitching Alteration, Documentation.

### **# Washing Department**

After stitching to remove dust, tracing marks, and to give an impressive look sometimes garments need to be washing. Washing the garments, cutting the panels if required is the essential activities of this department.

### **# Finishing Department**

This is the last stage of a readymade garment. Before packing into polybag it is finished. Like other departments, it has to do many major activities like trimming the thread, garment checking, and ironing. In a factory, the packing department always stays side by side with the finishing department. The finishing department does the work of folding, tagging, and packing garments.

## 1.5 Products

DIPTA Apparels Ltd is a 100 percent export-directed woven manufacturing factory. It produces woven and Non-Woven each.

**Woven items:** all types of casual bottoms – long & short, Chinos in denim & non-denim for Men, women & children.

**Knit items:** tee-shirt, polo shirt, tank top, cut and stitched t-shirts and polo shirts, sweatshirt, jackets, turtle neck, strap tee, shorts, garment, and dresses.

Year	Total Production (m USD)	Export earing (m USD)
2019	.52 million	13 million USD
2018	.41 million	12 million USD
2017	.35 million	11 million USD
2016	.30 million	10 million USD
2015	.12 million	9.5 million USD

## Chapter- 2 Description about Task Accomplishment

I have started my internship program from 1st February 2021 to April 30, 2021, to DIPTA APPAREL LTD. The report is written based on the information of the employees, executives and all the Departments. In my Three Months a short period, I gathered knowledge from five departments and did my best to know about the Fabric in-house to shipment working process of DIPTA Apparel Ltd. Especially, I emphasized practical knowledge. MD Shameem Ahamed (Industrial Supervisor) and MD Sakil Ahamed (Academic Supervisor) supervised and helped me in this internship to learn all the processes.

During my intern, I have covered these departments are given below:

Sl No	Department Name	Durability
01	Human Resource Management and Compliance	15 days
02	Production	10 days
03	Industrial Engineering	15 days
04	Merchandising	20 days
05	Commercial	10 days

## **2.1 Human Resource Management (HRM) and Compliance:**

Human Resource Management helps to manage and control labor successfully. It compels the worker to follow the Law and rules and discipline. It plays an important role to coordinate all other departments to acquire the company's goal.

For the first time, I went to meet with my industrial supervisor. Then he took me to the Head of HR and compliance and introduced me to him. Then the HR manager subordinated me to an HR executive. About 4300 persons work there. From then, the executive started to teach me all the procedures one after another. He taught me how to handle the daily affairs which appear in his department.

The first day, he showed me how to ready a worker's file. It is most important because it contains all the documents of a worker. This file helps to find the worker if he is absent to work. Then he taught me the interview process of a worker as well as the managerial and operative functions of an HR department. He also gave me an idea about planning, organizing, maintaining, controlling, procurement, and motivating.

Gradually he taught me about the recruitment and selection process among many workers which is the most important part of an HR department. He also taught me if any accident occurs between workers to workers, how to handle it softly. He helped me to know about Interacting with regulators on compliance issues.

He then helped me how to monitor the floor for checking all kinds of compliance issues and how to motivate the employees for maintaining all kinds of personal safety. Besides these, he helped me to know about Promotion, Increment and associate matters of works. Finally, he helped me to know about Attendance and absent status management. I was there for more than one couple of weeks.

## **2.2 Production Department:**

As I said it was a short time learning. So I was again introduced to the production manager. A production planner or manager is a person who does production planning in garments as per buyer order. His works start after getting a confirmed order.

After getting orders he distributes garments to every line targeting on-time delivery for production based on factory capacity, using planning software, ERP. When he is sure all necessary items in house for production, then his activities start.

The main activity of the production department is stitching garments. But there are several related activities performed to run the production floor smoothly and correctly.

The major tasks are – Analyzing the style, Cost estimate for labor, the layout of line, Stitching garment, marking part, Ironing, Checking the garments, sometimes require the operators.

I was in this department for about 2 weeks. At first, I was taken to the floor and gave me an idea about all the processes like sampling, pre-production activities, cutting, sewing, washing, and finishing.

Then, The Production manager told me who is Responsible to monitor and how to evaluate raw materials, manpower planning, production recording, and also how to follow up on it. He then taught me about Production planning according to capacity and how to utilize it at minimum cost. He also told me how to Set the production targets and archive them on time. He gradually taught me about the layout process depending on Style.

Fortunately, I was lucky to see the three times layout process. He again taught me about Monitoring daily production, making daily production reports, and tracking section-wise production.

Finally, he gave me a chance to see closely monitoring all pre-production activities (Size set cutting, PP meeting, Pilot Run) and priority-based work progressing.

### **2.3 Industrial Engineering (IE) Department:**

I was introduced to the Head of Industrial Engineer in DIPTA APPAREL LTD. He then subordinated me to an Industrial Engineer. I was with him for almost one month. Without a doubt, Industrial Engineering was too tough a process within a short time. I had to learn too many things within 15 days. In this short time, The Head of the IE department helped me to teach and share the duties and responsibilities he maintains with his company.

At first, The Industrial engineer introduced me to all the machines and their activities. Then he helped me to learn Time study and motion study. Then he also introduced me to Operation Bulletin (OB) preparation which has to be done for three stages, Initial Proto Sample and FIT, approved sample, and actual OB for layout. He gradually taught about the capacity study of full-line and line balancing.

I was astonished to see the difference between low-performing Operators and excellent operators. The most interesting thing I learned -SMV calculation by time study and skill Summary of operators. He showed me process-wise operator skill development and also Nonproductive time (Loss Time) record and reduce. He helped me to practice Hourly Production Monitoring & Achieve the line Target and also helped me to prepare a Man-machine report.

Gradually, He gave me a simple idea about 5s Implementation, Training, and Auditing, 7 Wastage reduce, Manpower Budget Planning, CPM, CM Calculation. He also taught me about manpower requisition and its setup.

At the final stage, he nicely taught me in detail about Fabric & thread consumption as well as Garment analysis & style development for reducing costing. He was too sincere to share knowledge about Updating the SAM Database based on method improvement. Based on the production plan (PP/size set samples to be ready with approval one week before the style loading date) he showed me Preparing and updating the sampling status.

At the finishing time, he never forgot to help me how to prepare factory-wise incentive reports. It was a great time in this department because they were all sincere.

## **2.4 Merchandising Department:**

The most favorite department I was in is Merchandising Department. A merchandiser does a very important role in the Garment industry. The major role of the merchandiser is monitoring an order from first to last.

As I said before my Industrial supervisor introduced me to a senior merchandiser. The senior merchandiser was too sincere and affectionate to teach me everything in his free time. The first time, he prepared a list of what I needed to learn.

Firstly, he gave me basic knowledge about his all activities. He has to interact with all the other departments during merchandising his product. To complete order he has to coordinate with the buyer and various departments within the organization and the outside of the organization.

In the beginning, the senior merchandiser showed me a tech pack which is the most important and given by the Buyer. He then taught me how to collect a purchase order (PO) from the buyer. After getting the PO sheet, he also told me how to prepare an order plan according to the right product in the right place at the right time in the right promotion.

Besides these, he warned me how to break down the order sheet. He then showed me preparing the order costing and price quoting. He again helped me setting up an internal order list. He taught me how to monitor the garment sample process according to buyer requirements. He also showed me a Lab dip.

Gradually, He introduced me to different types of fabrics and also gave me an idea about different types of testing methods required by buyers.

The most interesting task he taught me how to ensure the approval of buyers with minimum cost considering the standard quality. He also gave me a piece of practical knowledge about negotiation with the buyer and how to confirm it.

Sometimes, he took me to the floor to follow up on the accurate production. And he also told me how to solve any problem if occurs while preparing the Order. At the last stage, he taught me how to calculate SMV and Cost Sheet.



Hence, after making the garment, he gradually taught me how to follow up the shipment process according to the buyer's instructions as well as the smooth shipment process. After completing an order, finally, he gave me knowledge about maintaining the merchandising files and updating time and action plan (TNA).

## **2.5 Commercial Department:**

Finally, I covered the commercial department. In Garment manufacturing to manage and provide necessary export and import documents for smooth export-import process, the commercial department interacts with export and import raw materials and finished garments.

A commercial manager plays a vital role and deals with merchandising and accounts department for the working procedure.

Like Before I was also introduced to the commercial manager. At first, he gave me information about taking care of commercial papers or documentation for import and export. Then he told me how to communicate with the concerned department like customs, Shipping agent, C&F, etc.

Secondly he taught me how to open and record all original documents of Back to back L/C which submitted to the bank. He again suggested to me that mental satisfaction is needed in this regard.

Besides these, He never forgot to teach me how to prepare EP, IP, & submitted them to DEPZ. He gave me an idea of how to handle so easily the import and export-related activities. He also suggested to me for smooth delivery to co-ordinate with logistic, CS as well as C&F.

Finally, he taught me the very important task is to prepare a perfect consumption statement as well as to make the audit report.

## **Chapter3: Critical assessment of internship work**

### **3.1 Application of Generic and Industry specific courses during internship:**

While I used to be doing my total course, I had the generic and industrial course. Deeply I used to be helped to understand all the sections of an organization from the course.

By the data of PGD-Course, I have gathered the data of the layout method.

I was taught the procedures and works of various essential machines of the production department. I once more learned concerning the data of commercial complexness, behaviors, and cultural dynamics.

I additionally perceived the responsibility of Human analysis management for recruiting the proper person to the proper place. I saw the negotiations whereas recruiting any employee.

I gathered additional data concerning change the performance of the worker and therefore the bodywork.

Currently, I have understood concerning labor relations and labor law. I noticed the team management works that were very useful.

From the course, I have improved my leadership concept, price profit analysis, applied mathematics analysis, and then on. I gathered data concerning increasing work potency, productivity and developing a new style.

I additionally gained data on written and speaking skills and additionally a way to work struggling. This course helped me to understand the negotiation procedures with buyers.

### **3.2 Suggestion for Improvement**

- 1.** The production line layout should be unstable. Because stable lines create problems to produce multiple products in the same line. So, to increase productivity production line should not be stable.
- 2.** We know that “Time is Money.” So, the worker should utilize their time properly. We saw often workers sit idle without work. Because they don’t have work. So, the production manager will have to afford every necessary part to continue the production. Otherwise, it will lose production.
- 3.** The production manager should reduce irregular feeding to the sewing line to keep up the productivity. Because it causes low productivity.
- 4.** Line supervisors should acquire communication skills and fundamental management skills to communicate with their seniors. Sometimes, they fail to communicate due to a lack of natural manners.
- 5.** Of course, developing the operators’ skills is a must to achieve the goal. So, according to the necessary task, they should be trained.
- 6.** The standard machine should be installed to motivate the workers and get back the quality garment.
- 7.** The factory has a lack of motivation. They should motivate their operators for the expected target. Because worker's motivation can increase productivity easily.
- 8.** Closed Circuit Camera should be installed on every floor so that they can easily find the unexpected crimes and idle sitting of workers, and also all the activities of workers.
- 9.** An industrial Engineer should make the difficult and complex work easy and simple by adopting altering methods. Sometimes workers become slow doing difficult operations which directly lowers productivity.

- 10.** An industrial Engineer should hang the Operation bulletin (OB) to the top of the machine. So that anyone can easily understand which work is going on.
- 11.** An Industrial engineer should adopt a Motion Study to the Production Line. It helps the worker to do the work rapidly in a short time.
- 12.** Human Resource Department should be strict while recruiting workers. They should collect even all the little information about the new candidate or a worker.
- 13.** The HR department should be more cautious to increase worker's Rights like traveling, canteen, environment, etc.
- 14.** Merchandising department should be more professional and they should be faster to fulfill the orders of Buyers and Suppliers.
- 15.** Merchandiser should be smarter and intelligent to make the decision quickly.
- 16.** They should learn more essential languages related to foreign buyers. We saw some merchandisers are enough skilled in their language and International. But they have to learn others languages to handle the buyers.
- 17.** Sometimes, the merchandiser becomes bored getting immediate changing orders from Buyer. So, this time they should show a positive attitude and should have the capability to handle the situation.
- 18.** He should be a practical person and can't do anything on assumption. He should keep everything written records according to time and date.

**19.** Timely Shipment is essential to satisfy the buyers. Sometimes we see factory can't offer timely shipment. To do timely shipment, the department should less the changing decision habit while producing the Garment. And also inform the buyer quickly if any wrong occurs while making the product. Because these matters directly hamper the shipment.

**20.** Sometimes we see female workers work both day and night due to having huge orders. But it is more unsafe and risks for their life. So, Working at night should be forbidden to females.

**21.** After eight hours of work employers become tired. So they don't expect more time working what is called "Overtime". Overtime hours should be reduced. Because it creates problems for their health.

**22.** In danger workers need money. So, the Provident fund helps to afford this money. That is why the industry should prepare a provident fund for its all employees.

**23.** Motivation is the most important thing to achieve a goal. Every industry should motivate every worker for their good works and also help and make them understand if they do any mistake. Motivation helps workers to do the work smoothly and rapidly.

### **3.3 - Learning for self –Improvement**

At first, I need to mention that I am a fresher. So I had no experience with Industry. After completing the “Post Graduate Diploma Course” I have learned many things which were unknown to me.

First time I learned about Industry Theoretically. Then I got a chance to complete my Internship at a renowned factory called ‘DIPTA APPAREL Ltd. a branch of DARD GROUP.

I applied all the theoretical knowledge to my Industry. In Industry, I saw and realized every system was related to the course which helped me to understand their operations easily. The first time, I learned about Time Management. Then I learned about a Standard disciplined manner that strictly follows the Industry.

From the course, I was learned how to communicate with seniors and how to support juniors. Most interesting thing is that the course helped me to improve my English. It also helped me to improve my communication skill and written part.

Again the course helped me with Team-based work. Teamwork is most important to achieve a goal easily. Briefly, I can say the course helped me to learn how to recruit a candidate. I also learned the Standard Minutes value.

Again the internship removed my confusion about the layout process of the Production unit. The course helped me to learn about the total procedure of a shipment process both theoretically and practically.

I was fortunate having a course like this. I hope the total course and learning elements will help me to lead a factory nicely in the future. At first, I need to mention that I am a fresher. So I had no experience with Industry.

After completing the “Post Graduate Diploma Course” I have learned many things which were unknown to me. First time I learned about Industry Theoretically. Then I got a chance to complete my Internship at a renowned factory called ‘DIPTA APPAREL Ltd. a branch of DARD GROUP.

I applied all the theoretical knowledge to my Industry. In Industry, I saw and realized every system was related to the course which helped me to understand their operations easily.

The first time, I learned about Time Management. Then I learned about a Standard disciplined manner that strictly follows the Industry. From the course, I was learned how to communicate with seniors and how to support juniors.

Most interesting thing I want to share is that the course helped me to improve my English. It also helped me to improve my communication skill and written part. Again the course helped me with Team-based work. Teamwork is most important to achieve a goal easily.

Briefly, I can say the course helped me to learn how to recruit a candidate. I also learned the Standard Minutes value. Again the internship removed my confusion about the layout process of the Production unit. The course helped me to learn about the total procedure of a shipment process both theoretically and practically.

I was fortunate having a course like this. I hope the total course and learning elements will help me to lead a factory nicely in the future.

## **Chapter 4: Conclusion:**

The garment industry is the best contributor to earn foreign currency. Our GDP largely depends on it. In this sense, the spreading and upgrading of this unit have become a crying need. My Internee was in DIRD GROUP.

DIRD Group has the ambition to spread this section widely and increase the national economy. I have to say that this group is giving priority and chance to the student of any discipline to take and gather practical knowledge. This group helped and accepted me cordially and again offered me lunch every day while I was there for three months. The group is aware of sustainable development and Green Environment. The PGD Course helped me to achieve skills and knowledge.

The course helps a fresher like me to understand the benefits and contributions of the Garment Industry. Any student or learner can be well educated or trained from this course.

The course offers opportunities to expand quality in learning, attaching, and teaching to gain the highest position among the country and world.

After completing this course now I understand that I am enough capable to lead any Garment industry. I think it will help me to implement and imbedded the main competencies necessary for each of the practical areas of the Garment Industry in Bangladesh.

The Total Program enables me to awake creativity and newness to lead in the future through generic skill development. I have improved my thinking process and methodical and also analytical efficiency from this course.



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