

Report On
Departmental work Procedures of
TM Textiles & Garments Limited

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Post Graduate Diploma in Knitwear Industry Management (PGD-KIM)
Executive Development Center, BIGD
BRAC UNIVERSITY
April, 2021

Report On
Internship of TM Textiles & Garments Limited

By

Sompa Akter

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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)

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

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Declaration

It is hereby declared that,

- 1.** The internship report submitted is my own original work at TM Textiles & Garments Limited 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:

Sompa Akter
19281178

Academic Supervisor's Full Name & Signature:

Sayada Jannatun Naim
Sr. Officer (Training & Communication) and Assistant Director-EDC
BIGD, BRAC University

Letter of Transmittal

Sayada Jannatun Naim

Sr. Officer (Training & Communication) and Assistant Director -EDC, BIGD, BRAC University.
66 Mohakhali, Dhaka-1212

Subject: Submission of Industry attachment report on TM textiles & garments limited.

Dear Madam,

With due respect and humble to inform you that it is our pleasure to submit this internship report on TM textiles & garments limited as requirement for our Post Graduate Diploma in Knitwear Industry Management (PGD-KIM).

This report describes the present situation of RMG sector in Bangladesh and practices of others nations.

I have attempted my best to finish the report with the essential data and recommended proposition in significant and comprehensive manner as possible. I would like to give you gratitude for the help you provided in completion of the report. I sincerely believe that you will find this report very significant and informative.

Therefore, I pray and hope that you would be kind enough to accept report for evaluation and oblige thereby.

Sincerely yours,

Sompa Akter

19281178

Executive Development Center, BIGD

Brac University

Date:07/06/2021

Non-Disclosure Agreement

This agreement is made and entered into by and between TM textiles & garments limited and Sompa Akter, student at EDC, BIGD, Brac University for the purpose of receiving certain confidential information of Company to enable the intern to undertake the project.

Company and Intern hereby agree as follows:

- Intern are required to do their job effectively, impartially and to the best of their competency.
- Intern shall maintain accurate records and keep files associated with their work up to date.
- Intern shall carry out any agreed plans for improving work performance within timeframe.
- Intern shall comply with any Departmental policies in the workplace.
- "Confidential Information" means proprietary and confidential information of Company marked.
- To be treated as Confidential Information, any information provided by Company to Intern in tangible form shall be marked "Proprietary and Confidential" or similar markings.

Student's Full Name & Signature:

Sompa Akter
19281178

Industry Supervisor's Full Name & Signature:

Durjay Kumar Saha
Executive Director
TM textiles & garments limited.

Acknowledgement

First of all, I would like to express my gratitude to the Almighty Allah, the most merciful and the most gracious!

My heartiest thanks go to the honorable Internship supervisor, **Sayada Jannatun Naim** Sr. Officer (Training & Communication) and Assistant Director-EDC, Brac Institute of Governance and Development (BIGD), BRAC University for her guidance and unparalleled support throughout the dissertation report.

Through following her guidelines, I have gathered all the information which was the most important part of my report preparation. This unique experience was possible for her willingness to add newer dimensions to me and introduced me with the reality. Her supervision and valuable feedback have helped tremendously to improve the report.

I am also great full to my industry Supervisor **Mr. Durjay Kumar Saha**, Executive Director of TM textiles & garments limited, who have been very welcoming and supportive and have been very kind to spare some time from their busy schedule to give some insight into the Crafting internship activities in this industry.

Finally, I would like express my gratitude to all the officials of TM textiles & garments limited for their cordial behavior, excellent co-operation and support to gather information regarding to the industrial attachment.

Executive Summary

Knitwear industry provides a great contribution to economy of Bangladesh by increasing export earnings through empowering women in the formal sector. Now-a-days Bangladesh financial sector is very much dependent upon this sector

This report is prepared on the basis of my three (03) months practical experience in TM textiles & garments limited. This internship helped me to have a practical idea about various department of TM textiles & garments limited. TM textiles is a 100% export oriented composite knit garment Japan based factory which is equipped with all kinds of modern machineries and other facilities. TM textiles & garments limited always tries to provide their level best to support of their buyer with high Quality. They have a mission and the vision is to practicing advanced technology in production processes to gain superior customer satisfaction and maintain excellence manufacture top quality readymade garments to maximization the profit. It has not only a large production capacity but also has a smart team to provide high quality product to their customers. To placing top priority of safety they work closely with their clients to effectively manage quality assurance needs throughout their supply chains and mitigate risks in terms of quality, health, safety, social responsibility and environment, thus protecting brand reputation and minimize costs. This report has been presented based on my observation and experience gathered from the company.

The report mentions about the functions of department, briefly discuss about their working organogram, working procedure, strength analysis. In this report, I have given best effort and great emphasis to know the basic function of various department of TM Textiles & Garments Limited. I have also configured some limitations that I faced during my short tenure. After analyzing and evaluating this department finally I tried to find out some possible recommendation and suggestions are described in details at the end of this report to improve the present status of the organization and also the RMG sector in Bangladesh.

Key Words: RMG, Department, products, Safety First, High Quality, Social responsibility, Environment.

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List of Acronyms

RMG	Ready-made garments
GDP	Gross Domestic Product
PDC	Product Development Center
R&D	Research and Development
TMBD	Toray Matsuoka Bangladesh
CAD	Computer Aided Design
CAM	Computer Aided Machine
TMHK	Toray Matsuoka Hong Kong
WTO	World Trade Organization
QA	Quality Assurance

Chapter 1

About Organization

1.1 Overview of the Industry

The textile and clothing industries provide a single source of growth in Bangladesh's rapidly developing economy. Exports of textiles and garments are the principal source of foreign exchange earnings. By 2016-2017 exports of textiles, clothing, and ready-made garments (RMG) accounted for 81.7% of Bangladesh's total merchandise exports.

In 1972, the World Bank approximated the gross domestic product (GDP) of Bangladesh at US\$6.29 billion and it grew to \$173.82 billion by 2014, with \$31.2 billion of that generated by exports, 82% of which was ready-made garments. As of 2016 Bangladesh held the 2nd place in producing garments.

Bangladesh has ranked the 2nd prime exporter of readymade garments in the world ranked by WTO recently. Textiles and Readymade Garments" area subsidizes 13% of GDP and employs more than 4.2 million people, including 80% of them is women. The industry has created a platform for 3.36 million women to involve in new creative role in the society and empowering them, APPAREL is playing a significant role to lighten poverty through skills development and employment generation. Around 20 million people are directly and indirectly depending on this sector for their immediate livelihoods. It has brought benefit and blessings for millions of people in the country.

TM textiles & garments limited (TMBD) started it's journey in Bangladesh as an industrial venture in 1999 with it's mother unit in TMHK in the outskirts of Hong Kong city and since then never looked back.

After that, in April, 2010 Toray (Japan) established TM Textiles & Garments Limited is a 100% exported oriented composite knit garments industry and is fully invested by Toray-Japan, Matsuoka-Japan & Shanghai Hesan-China. Toray (Japan) established TMBD as a new base of

production for UNIQLO in Bangladesh and it mainly produces innerwear with advanced functions like HEATTECH, ARISOM. It's have approximately 4,000+ employees. It run under Japanese management to ensure high quality production. The factory has 52 sewing line where 80000 pieces garments are producing per day. The capacity of knitting and dyeing are 15 tone and 35 ton per day. TMBD have direct shipment system. It's smoothly delivers products to Japanese retailers and thus successfully reduce logistic cost.

The company follows all rules & regulations including highest compensation benefits for it's employee.

1.2 Vision & Mission

Company Vision:

“The vision of this company is contributing to society through the creation of new value with innovative ideas, technologies and high-quality products”.

Company Mission:

TM textiles & garments limited classified his mission in four ways. Like-

For their customer – To provide new value to their customers through high-quality products and challenging services.

For their employees – To provide their employees with opportunities for self-development in a challenging environment.

For their stockholders – To provide their stockholders with dependable and trustworthy management.


For society – To establish ties and develop mutual trust as a responsible corporate citizen.


1.3 Goals & Objectives

- Placing top priority on safety, accident prevention and environmental preservation, ensuring the safety and health of their employees, their customers and local communities and actively promoting environmental protection.
- Obtaining the trust of the society and meeting the expectations by acting fairly while maintaining high ethical standards and a strong sense of responsibility and maintaining transparency in management.
- Providing customers with new values and solutions and achieving sustainable growth together.
- Achieving continuous innovation in all corporate activities and aiming for dynamic evolution and growth.
- Strengthening fieldwork abilities and initiative the foundations of their corporate activities, through consistently learning from one another and constant self-driven efforts.
- To pursuing competitiveness through global top-quality standard and cost management and achieving growth and expansion in the global market place.
- Developing global coalition through integrated internal linkages and strategic alliances with external parties.
- Providing an environment where employees find value in their work and building positive, energetic relationship between people and the organization.

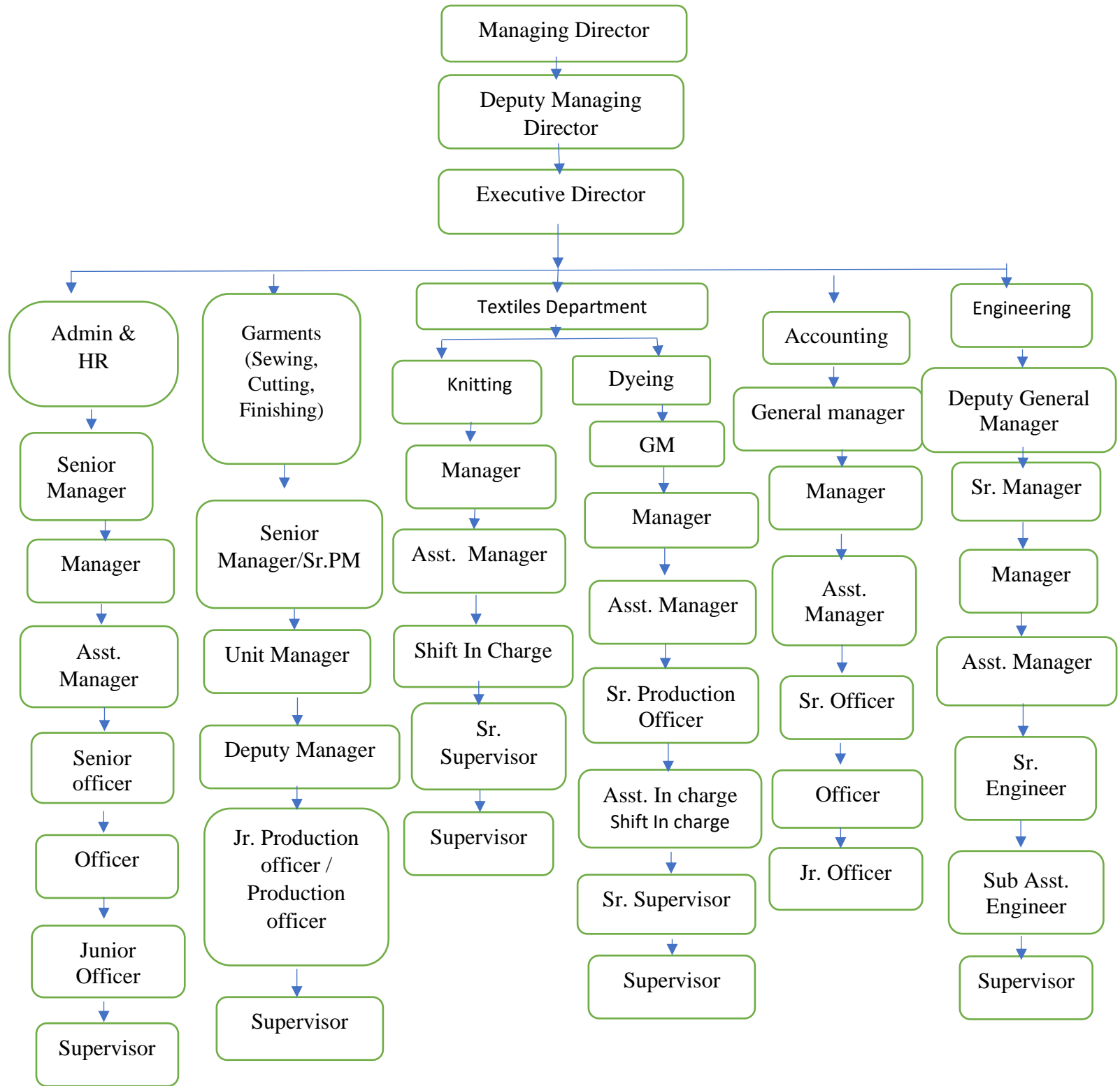
1.4 Organizational structure, Organogram, Branches and Departments

Organization information:

Company Name	TM textiles & garments limited (TMBD)
Type	100% Export oriented composite knit garment factory
Year of Foundation	2010
Nationality of owner's	Japanese, Chinses
Main Buyer	UNICLO-100% Japan
Total Employees	4000+
Company Logo	
Corporate Office Address	Kashor, Hobirbari Union, P.S- Bhaluka, Dist- Mymensingh. Dhaka office: House # 541/3, (4 th floor), Road: # 12 Baridhara, DOHS, Dhaka-1206
Factory Address	Kashor, Hobirbari Union, P.S- Bhaluka, Dist- Mymensingh.
Contact No.	+88028415520

UNICLO-Japan	
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The Organogram of TM Textiles & Garments Limited:



Branches and departments

TM textiles & garments limited (TMBD) has a single branch in Bangladesh. Which name is TM Textiles & Garments Limited (Expansion Unit). It's also located at Kashor, Hobirbari Union, Bhaluka, Mymensingh.

Department of Sub's are:

1. HR & Admin department

- Human Resources
- Administration
- IT
- Security

2. Garments

- Sample
- Merchandising
- Planning
- Cutting
- Cutting Quality
- Sewing
- Sewing Quality
- Finishing
- Finishing Quality
- Industrial Engineering
- FQC (Final Quality Control)

3. Knitting

- Knitting
- Knitting Quality

4. Dyeing

- Dyeing Lab
- Dyeing
- Dyeing Quality

5. Accounts

- Purchase
- Commercial
- Store

6. Engineering.

1.2 Product produce by Industry:

Product:

Knitted Fabric	✓	Single Jersey
	✓	Cross Terry
	✓	1X1 Rib
	✓	Fleech

Garments	✓	Men's Knit Polo/T-Shirt Bottom
	✓	Ladies T-Shirt, Knitted Bottom
	✓	Kids T- Shirt/ Bottom
	✓	Ladies knit lagins

Chapter 2

Description about task accomplishment

I have work closely with 12 department in TM Textiles & Garments Limited in this internship period. Here I have learned about how each department is working with each other's. Which help me to enrich my industrial knowledge. In garments, basically whole manufacturing process is sorted out in two segments. They are textile process & garments manufacturing process. Textile process is based on Knitting & Dyeing. Garment's manufacturing process is based on Merchandising, Product development, Cutting, Sewing, Finishing, Quality Assurance and IE.

I passed my days in mentioned section during my internship period. I followed below schedule according to by my industrial supervisor.

Department	Start Date	End Date	Duration
Merchandising & Product Development	01-Feb	04-Feb	04 Days
Sample	06-Feb	09-Feb	04 Days
Planning	10-Feb	14-Feb	04 Days
Knitting	15-Feb	18-Feb	04 Days
Dyeing	22-Feb	01-Mar	07 Days
Cutting	02- Mar	06-Mar	04 Days
Sewing	07-Mar	10-Mar	04 Days
Finishing	11-Mar	14-Mar	03 Days
Industrial Engineering	15-Mar	22-Mar	07 Days
Admin & HR	23-Mar	07-Apr	13 Days
Quality Assurance	08-Apr	21-Apr	11-Days
Store	24-Apr	28-Apr	05 Days

Merchandising & Product Development Center

The term “Merchandising” maybe defined as person who merchandises the goods specifically for export purposes. Garments merchandising means ordering raw materials & accessories, producing garments, maintaining required quality level and exporting the garments within the required period.

A garments merchandiser needs wide range of knowledge and skills to perform his job successfully. Because a garments merchandiser buildup relationship with the consumers and acts as a seller. He plays an important role in an organization in a sense that, he accepts more responsibilities than others in regards to accomplishment of an order.

Product Development Center is responsible for making and directing all sort of sample work as per buyer’s requirement. It’s an ongoing process of investigation that look forward to create new things. We have a comprehensive forward linkage unit under supervision in small form just to produce different kinds of sample and get approval against the sample to go for bulk production.

Feathers of Product Development Center:

- R&D
- CAD & Pattern
- Cutting
- Sewing
- Finishing & Quality Assurance (QA).

Different types of samples prepared by Product Development Center:

- Concept Development
- Development Sample
- Size Set Sample (According to Grading)
- Color Sample
- Fit Sample
- Shipping Sample

- Marketing Sample
- APP or Approve Pre-Production Sample
- Confirm or Final Sample.

Challenges for Product Development Center:

- Short Lead Time
- OTD/ On Time Delivery
- Fabric Consumption
- Trims Accessories Consumption
- Sample Fittings
- Sample Approval.

List of machineries for Product Development Center:

Product Development Center- Machine Summary	
Flat Bar	All Process
	Piping
F/L	Flat Bed
	Cylinder bed
	Small Cylinder bed
	Ring Attach

Piping Cutter	Auto
O/L	4 Thread
L/Z	Auto
Bar Tack	Auto
Whole	Auto
Flat Shimmer	Auto
Chain Stich	Auto
	Manual
Plain	Auto
	Manual

Sample (Pattern, CAD & Marker Making) Section

Pattern:

Each piece of apparel or garment is built upon a pattern. The pattern is made by the standard sizes of Men and Women. The pattern must have to make to follow while manufacturing a garment product. It keeps time and increase the rate of accuracy of making. In Product Development Center, patterns are created by Lactra software and then pattern paper laid down on the pattern cutting machine where pattern is made & cut by the machine automatically. This pattern is going for buyer's approval. After approving the sample, final pattern is made with estimated allowance & other parameters. Then grading is preferred for the further process.



Fig. 1

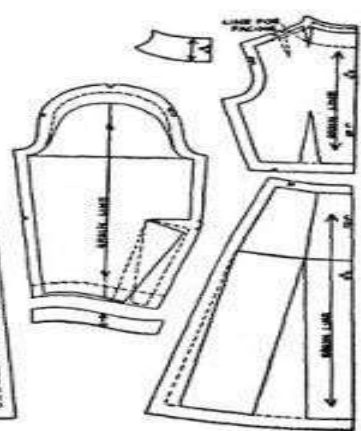
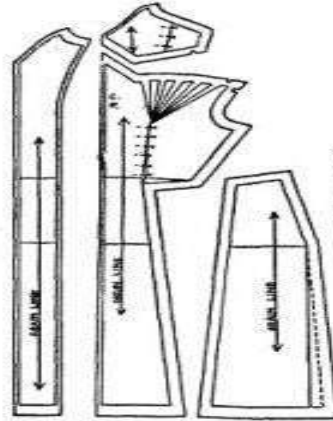
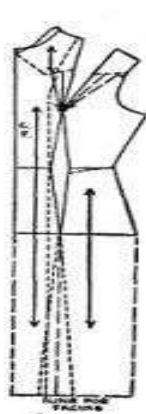


Fig. 2

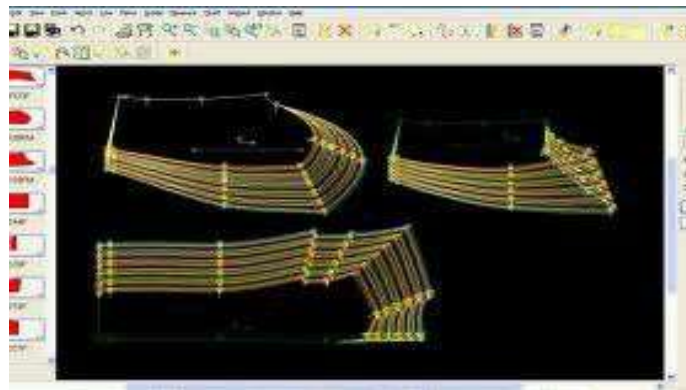
Fig. 3

CAD:

CAD means computer aided design. It is very much popular in the factory because of its accuracy & preciseness. Grading is done in order to grade various sizes of garment in separate place so that it would be easier for inspection and maintaining the export works at last.

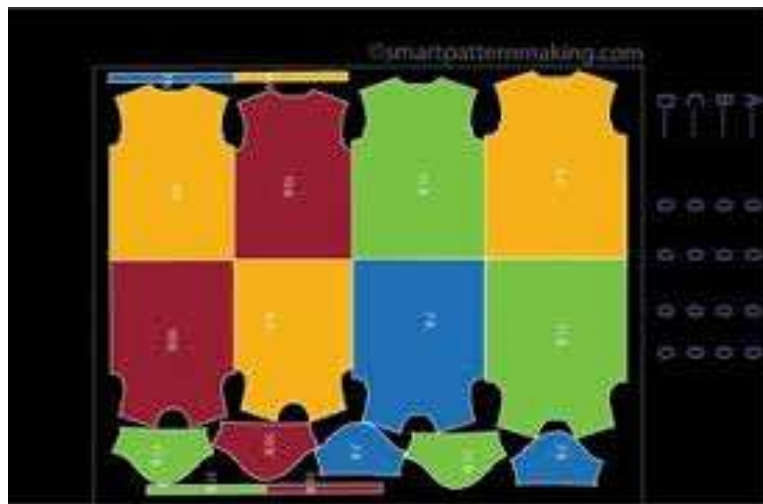
It includes: -

- Grading
- Preparing Marker
- Costing consumption
- Booking consumption.



Marker:

Marker is the procedure to sketch on fabric before cutting. Process of placing patterns on the fabric in a way that the fabric application is maximum is known as marker making. Marker is to be in standard size required by the customers. The most usually used system of marker making is computerized method. In this system, a man performs it by himself using computer software (CAM & CAD) and it requires significantly less time than manual system.



Two types of marker are frequently made using computerized system:

Full size marker:

By digitizer, the pattern pieces are input into the computer. Computer uses software and a marker paper is printed out that will be used in the production.

Miniature type marker:

Only for learning and planning purposes this type of marker is printed from the computer.

Computerized system is two types:

Interactive:

Manually it is done by using computer. Usually, a computer operator can do it & requires less time.

Automatic:

The pattern parts are replaced on to the marker by programming. A high technician can do so and it requires more time.

Marker making is very important because raw material cost is from 50–60 % of the total cost in apparel industry. Once markers of each style are confirmed, one can calculate the yield of fabric needed for production easily and in turn can order the fabric. To prepare an efficient marker, the width of the fabric to be spread in a lay as well as the number of pattern parts to be included in the marker plan for all the required sizes should be known prior to it.

$$\text{Marker Efficiency} = \frac{\text{Area of pattern in marker}}{\text{Total area of marker}} \times 100$$

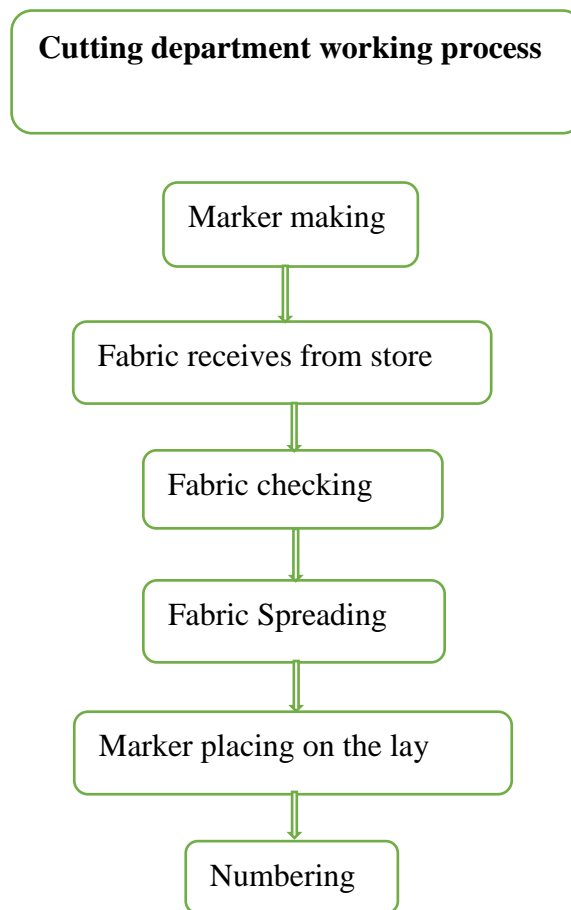
Factors on which marker efficiency depend on:

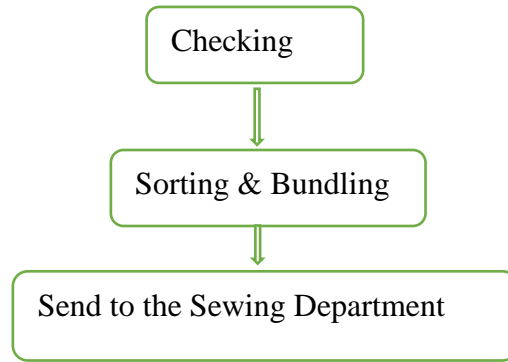
- Marker planner
- Garment's size
- Marker length
- Marker making method
- Style of garments
- Shape of pattern pieces.

Cutting Section

Cutting is one of the major process of garments manufacturing. Here, garments are cutting according to the pattern. This section is responsible for cutting of fabrics and feeding sewing department with cutting. After receiving fabric from store, TMBD's cutting department cut around 1 meter fabric from every batch and send it to TMBD's lab for different types of test like shrinkage, fastness, rubbing etc. After relaxation & shed band approving in cutting inspection area cutting department cut the fabric for production. Cutting department is set up with cutting department head, cutters, spreaders, quality checkers and helpers for shorting, numbering & bundling.

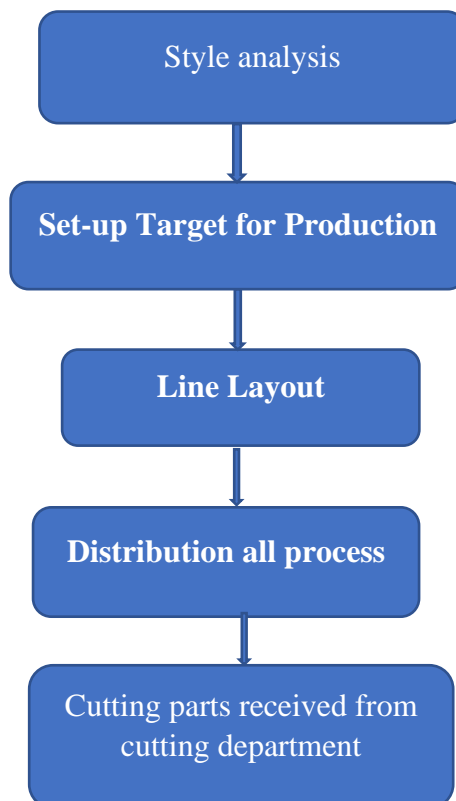
The process flow chart of cutting department is given below:

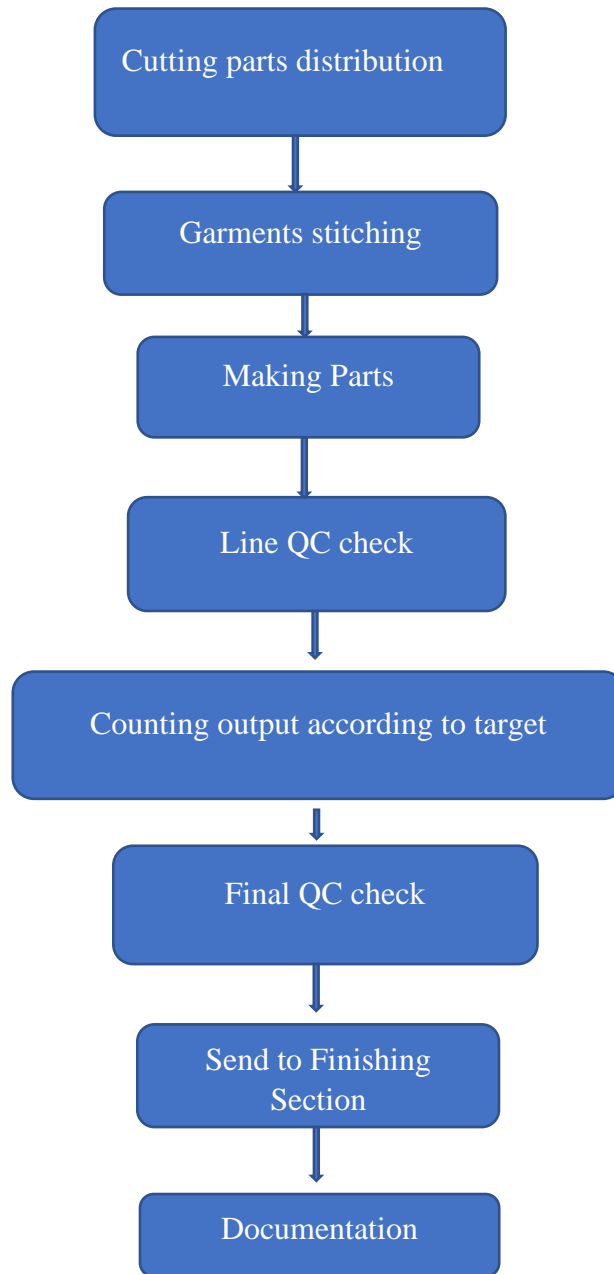




Sewing Section

In the apparel industry, Sewing is known as the heart of garments. Because the main part of the production department is stitching garments. After receiving all the components of garments parts from cutting section those parts are linked by a sewing machine. But there are many associate activities performed by production team to run the production floor smoothly. In the sewing floor, various types of production system and line layout are used. The major task of this department are as follows:





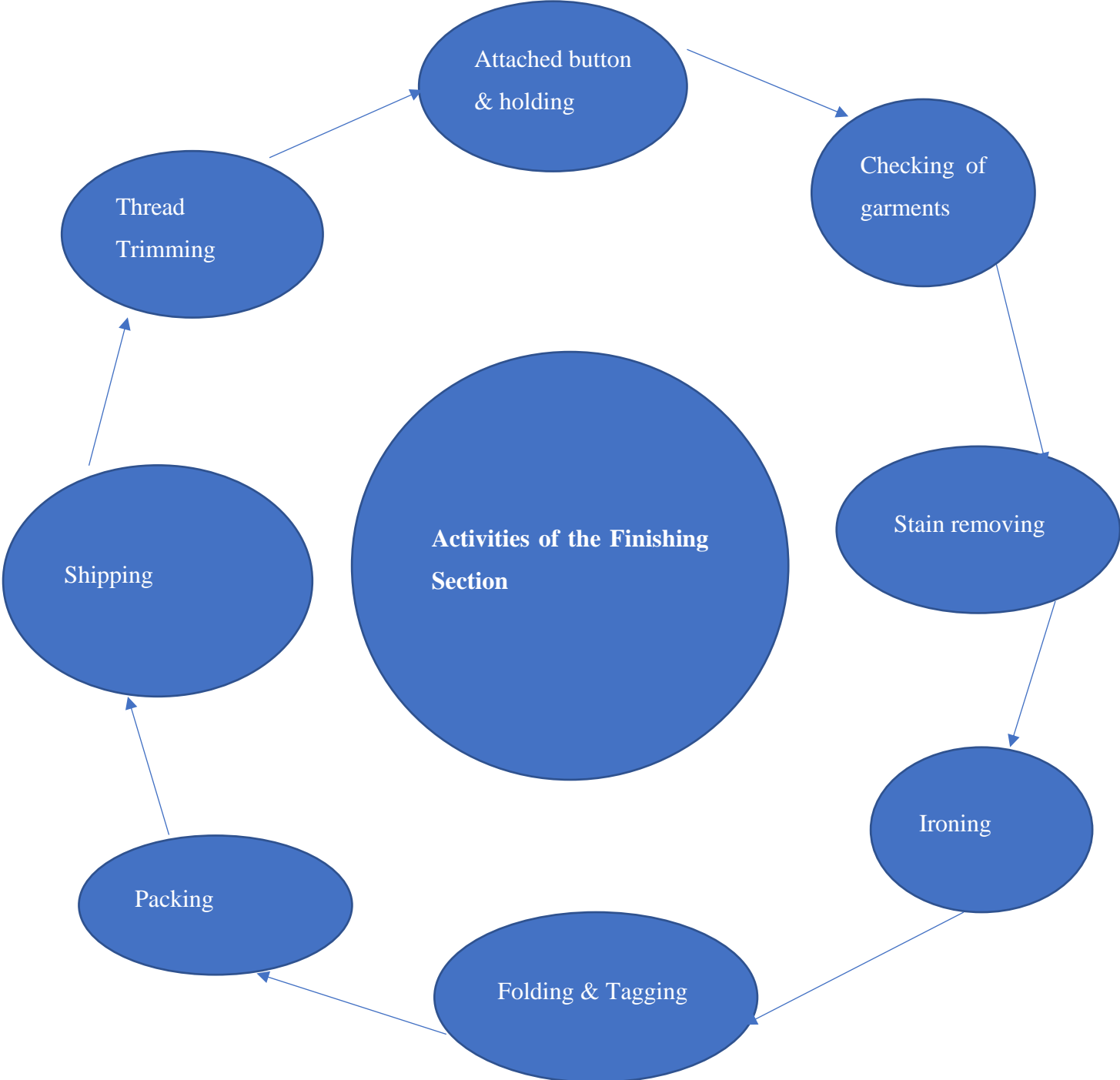
Process flow chart of Sewing section

Finishing Section

Garment's finishing is a significant section in the (RMG) readymade garments sector. It's the last section of the garments manufacturing section. Stitched garments are finished previous to packing poly bag. Main activities of the finishing section include thread trimming, checking of garments

and ironing. Specially fitting check. Packing department in a factory works side by side of the finishing section. Folding, tagging, and packing of garments are done in the finishing department. Based on product categories finishing room activities may vary.

Activities of the finishing section are listed below:

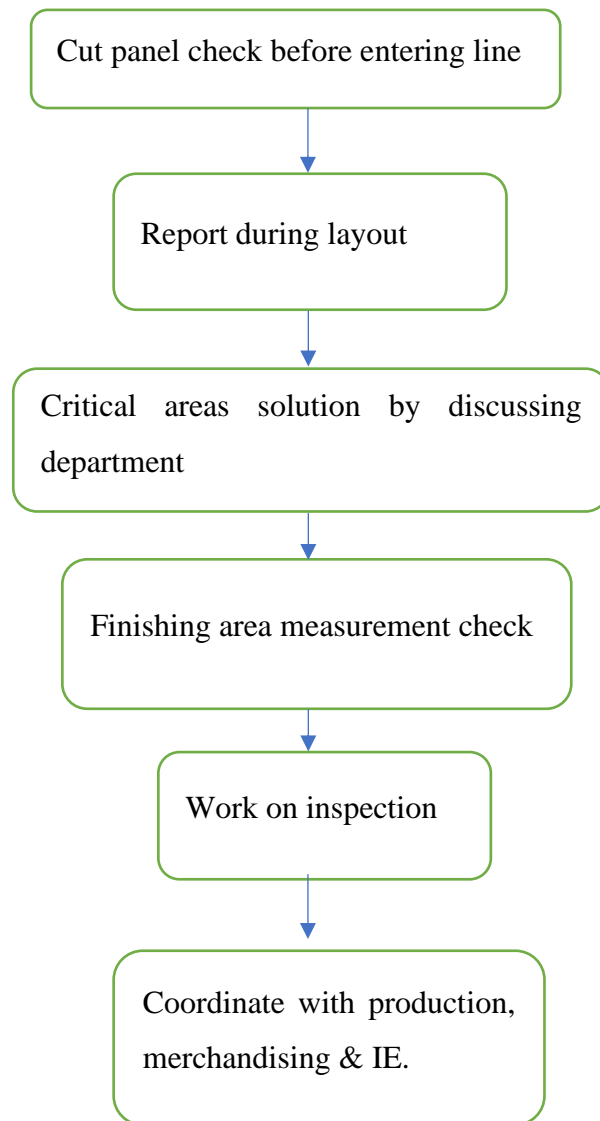


The process flow chart of Finishing section

Quality Assurance Department

Quality assurance section is very vital for any company of garments. Quality section always cooperate with production team. TMBD is always very concern about their product quality that's why they have a big and strong quality team. Basically, produce high quality product is the vision of TMBD.

The working process of Quality Assurance department is given below:



The process flow chart of Quality Assurance Department

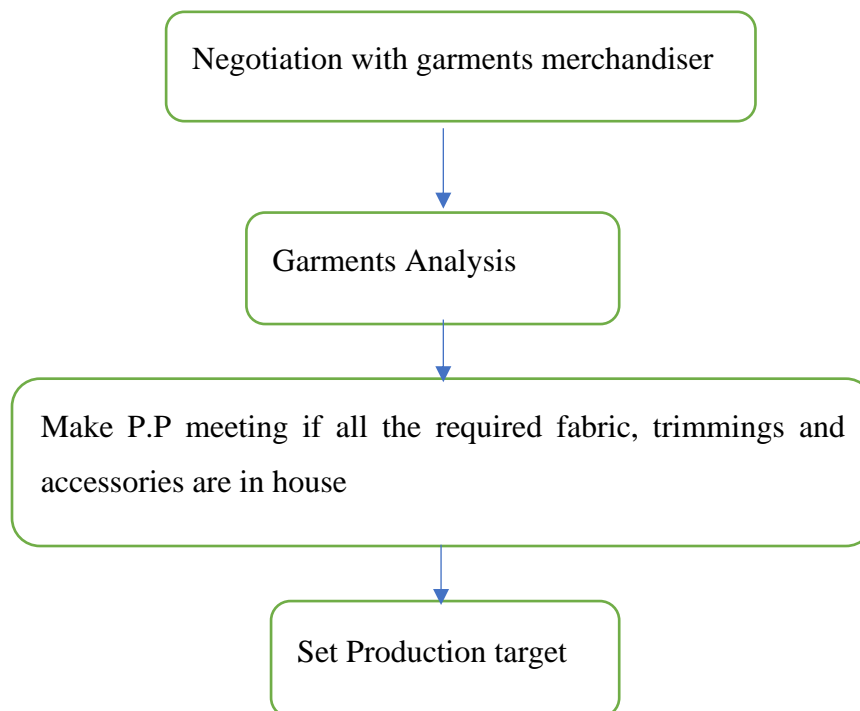
Industrial Engineering (IE) Department

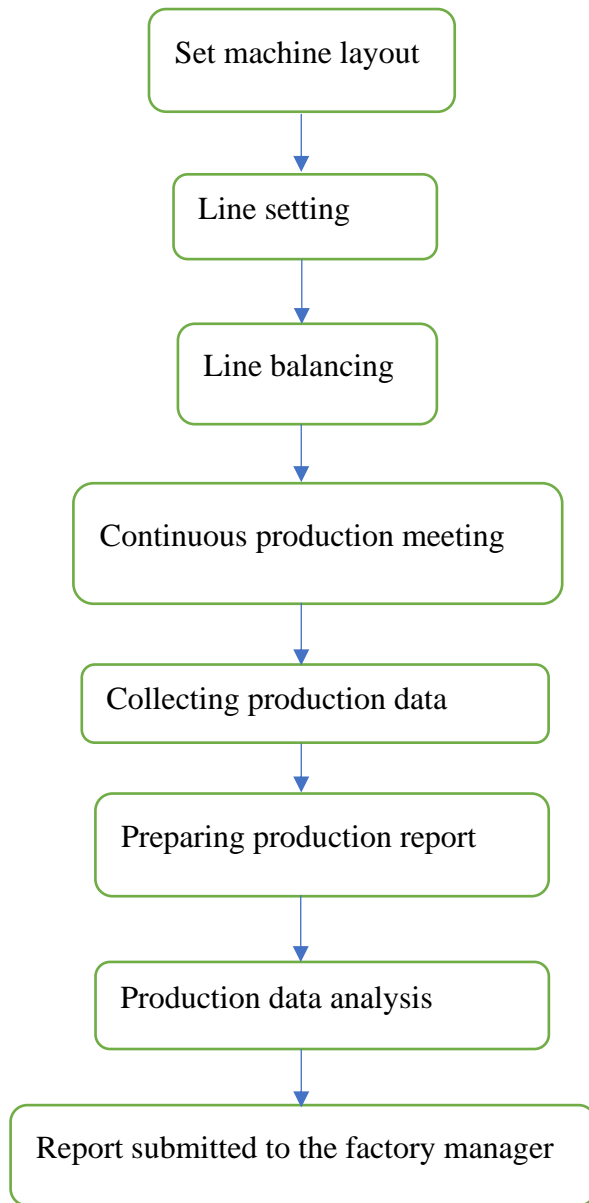
At present Industrial Engineering is one of the important departments for each garments company. This department main act is to use optimization of man, machine, material and method. Basically, this department has made for to reduce cost at the same time for increasing higher productivity. Today's maximum factory is run by industrial engineers, where they have to follow a process flow chart. Industrial Engineering is working for makes the production proceed easier and efficient. By which they can easily control the whole garments production process.

Core responsibility:

- Provide SMV for costing
- Make line effective
- Minimize changeover time
- Balancing Man, Machine in production floor
- Find out bottleneck and solve.

The work process flow chart of IE is discussed below.



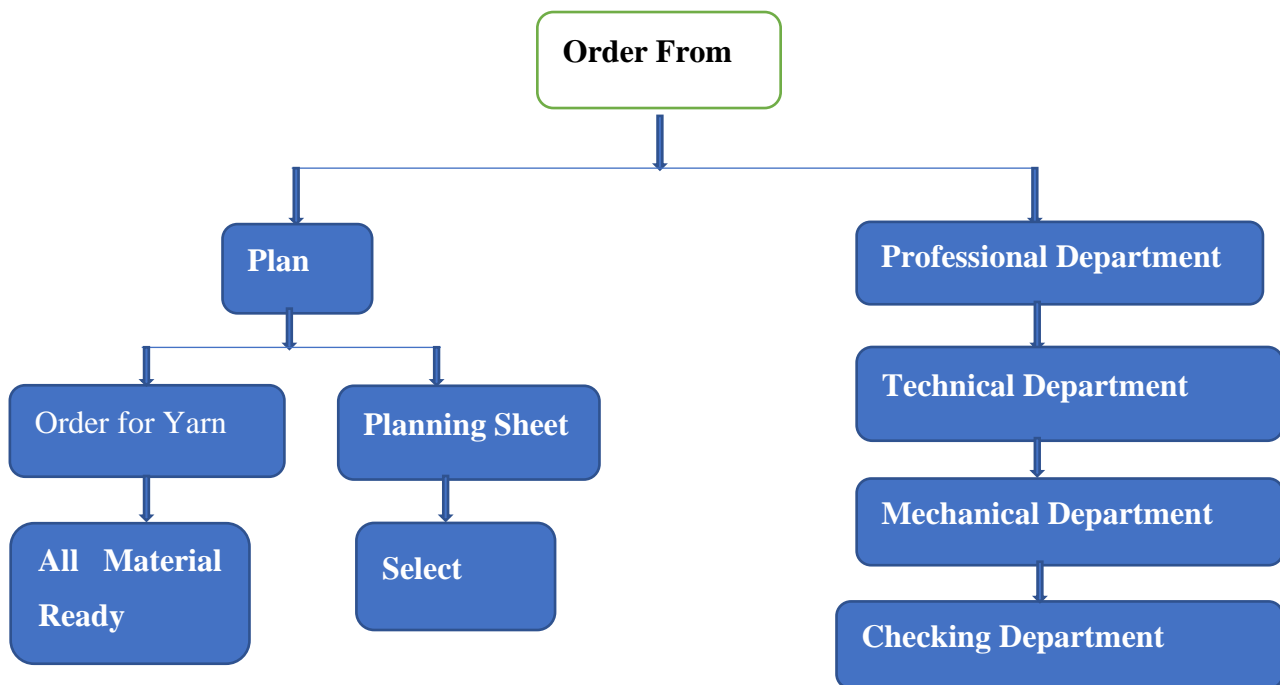


Knitting Department

Knitting is the interloping of yarn which interlocking in various ways to form fabric. Knitting is the procedure of manufacturing fabric by converting continuous strands of yarn into a series of interlocking loops, each row of lops hanging from the one immediately preceding it.

After receiving the order TMBD's knitting department setup plan according to the order sheet. They ordering for yarn, Material.

The process flow chart of TMBD's knitting section in given below-



TMBD imported all yarn and material from china.

TMBD's used yarn for knitting:

Types of yarn used	Yarn Count
Cotton	40Ne
Polyester	75D
Lycra	20D

Types & Number of TMBD's knitting machine:

Machine Type	Number of Machine
Circular knitting machine	80

TMBD's Knitting Capacity:

Name of Unit	Capacity
TMBD Knitting section	(13-14) tons per day

Knitting Quality Section

Knitting quality section is involved to check the qualities of knitted fabric. In this inspection unit knitted fabric check properly before dyeing. After receiving knitted fabric rolls TMBD check the required quality like-

- Lycra Exposed
- Broken Spandex
- Tuck stitch
- Crease mark
- Yarn tuck stitch
- Dirty
- Roving
- Spun

- Oil spot (White, Yellow)
- Needle mark
- Cross line

Types & Number of TMBD’s Knitting Quality machine

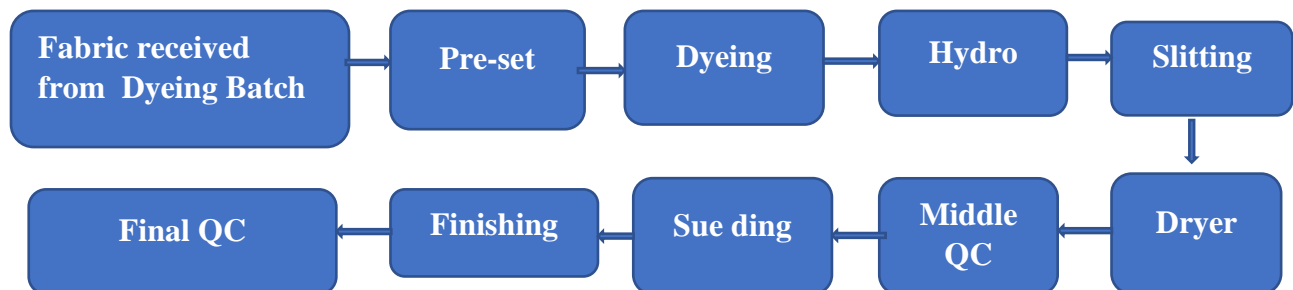
Machine types	Number of machines
Automatic Edge control greige inspection machine	05

Dyeing Section:

Dyeing is the application of dyes or pigments on textile materials such as fibers, yarns and fabrics with the goal of achieving color with desired color fastness. Dyeing is generally done in a special solution containing dyes and particular chemical material. Dye molecules are fixed to the fiber by absorption, diffusion or bonding with temperature and time being key controlling factors. After dyeing, dye molecules have uncut Chemical bond with fiber molecules. The temperature and time controlling are two key factors in dyeing. The bond between dye molecule and fiber may be strong or weak, depending on the dye used.

TMBD’s dyeing section is consist of a formulation lab as well alongside the dyeing floor. The work process of factory’s dyeing section is given below:

Work process of dyeing:



Process flow chart of Dyeing

Dyeing Batch:

After receiving knitted gray fabric roll from TMBD's knitting section, dyeing batch section of TMBD make a batch card. Then fabric relax by unrolling machine. Tuck stitch is given in the batch section.

Basic Task:

- Receive knitted gray fabric from knitting
- Relaxing fabric
- Give tuck stitch
- Refer the relaxing fabric to the dyeing floor
- Make a batch card for dyeing according to following criteria-
 1. Order sheet
 2. Types of fabric
 3. Emergency order.

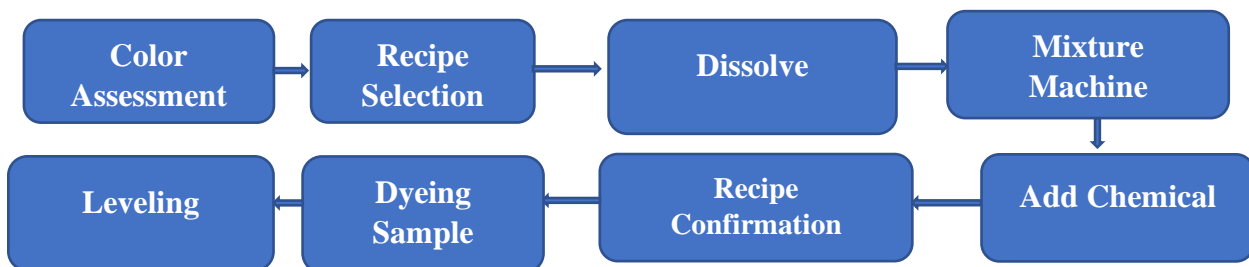
Dyeing Lab:

The lab is the heart of the textile industry. Higher precision lab can aid easily to achieve the goal of the organization. Before bulk production, a sample for the approval from industry is sent to the buyer as per the requirement of the buyer.

Machine of TMBD's dyeing Lab:

- Sample Dyeing Machine
- Auto Dispenser
- Mixture Machine

The work process of dyeing lab:



Work process of TMBD'S Dyeing Lab

Admin & HR Department

Admin & HR department plays a vital role in a garments industry because more than thousand people are work in a single factory.

Production floors are the manufacturing area where production is carried out either by a combination of automated system and workers. It is the foremost duty for all personnel to visit the production floors to oversee the current environment and reported it to the authority so that they can take necessary remedy to fix if there was any problem.

During my internship period I have completed the following task in Admin & HR section:

- Strategic Management and policy making
- Workforce planning and employment
- Recruitment & selection
- Process pays roll and attendance activities.
- Maintain and process the employee personal file.
- Manages employee leave policy as per company rules and regulations.
- All disciplinary activities.
- Social compliance activities of the entire company.
- Rewarding activities.
- Monitor and ensure the ethical behavior
- Preparing report of manpower
- Update information of employees in BGMEA & BKMEA bio-metric software.
- Appraisal to new joiners
- Confirmation for new joiners & extension of prohibition period
- Issuing yearly increment sheet
- Grievance handling on various issue
- Preparing lunch order sheet
- Earn leave encashment
- Preparing minutes & meeting
- Announcing compliance rules in PA system
- Counseling workers in various subject
- Update resignation list

- Maintain the process of EOM (employee of the month) activities among the company.
- Manage the non-compliance issues and internal audits such as Labor Law, Factory compliance issues, Buyers COC & other national & international legal instruments.
- Manage and Monitor all the compliance certification issues as ISO 14001, Higg Index, WRAP, ACCORD & Alliance etc.
- Risk management and ensure safety environment for the employees.
- Issuing & cancelation of provident fund
- Preparing training documents & Conducting training
- Issue & return of bus card
- Co-operation & commitment of all members and staff etc.

Chapter 3

Critical assessment of internship work

Through my internship period I have faced & found some critical matters. I have tried to applied my professional skill to stay in right track and tried to find out the best solution for the industry. It's made me strong and I learn something new like-

- People engagement align with organization goals
- Team engagement align with organization goals
- To understand value chain of team engagement
- Communication problem
- Limited time
- Different place
- Actually, sometimes it is very hard to get time of authority.

3.1 Application of Generic and Industry specific courses during internship

I'm working in TM Textiles & Garments Limited more than 01 years and I'm honored to have the opportunity to complete my internship in this company. "Post graduate diploma in

knitwear industry management” is this course I learned about industry management and a lot of process & procedure theoretically. But when I arrived the industries different section for my internship program, I have seen different environment which I did not see ever. I have learned a lot of things which is grown up my self-confidence. I have learned many things in Generic and Industry Specific Course.

In my internship period I worked with the following departments:

- Merchandising & product development department
- Sample department
- Sewing department
- Cutting department
- Finishing department
- Quality Assurance department
- IE department
- Knitting department
- Dyeing department
- Admin & HR department.

Gathering the knowledge of PGD-KIM courses I’ve tried to implement the facts in my internship.

Merchandising Department:

Merchandising department is very important part of any garments industry. In merchandising department I’m work with Mr. Moniruzzaman who is plays a major role in merchandising section.

I have learnt from this department as below:

- Position of RMG industries of Bangladesh in global market & it’s challenges.
- Communication skill, communication procedure, letter, e-mail, memos, report and advertisement writing, dealing with different types of situation, reveal the knowledge to overcome the barriers of communication and presentation skill, basic reading, writing, listening and speaking knowledge.
- The way of product development, accessories collection and buyer approval.
- Gathered more knowledge about present import-export progress.
- Introduction of fashion & it’s history, Design and development and role of buyer.

Garments Department:

Garments department is a branch of Cutting, Sewing, Finishing, Industrial Engineering (IE), Quality Assurance (QA) department. In Garments department I worked with Mr. Kalam, Mr. Dulal, Mr. Kawser, Mr. Jahid and learned as below which is related with our exact courses Analytical skills & competencies, Communication skills, Business Operations skills, Introduction to Garments Industry-Knitwear, Industrial Engineering (IE), Production and Quality Management. I have learnt from this department as below:

- About work study & it's classification, Method study and steps of method study
- How to measure SMV based on Time Study, SMV vs. Cycle time
- Industrial Engineering (IE) & it's application
- Understanding of production and productivity, Factors of detrimental effect on productivity
- Understanding the driver of manufacturing cost, Review basic calculation on knitting and dyeing capacity
- Utilization of machine – reduction time of OEE & PEE Machine set-up.

Textile Department:

Textile department plays a major role in a knit composite factory. Textile division is a combine of Knitting and Dyeing department. In Textile department I worked with Mr. Rashid and Mr. Proddut Kumar. They both plays vital role in TMBD's textile division.

In Textile division I have learnt the following things:

- Practically learn about the textile fiber, yarn.
- Gathered knowledge about TMBD's knitting machine, knitting process and quality.
- Knowing details about dyeing, finishing, washing process
- Gathered knowledge about different types of fabric testing in dyeing lab
- Practically seen the work process of dyeing lab etc.

Admin & HR Department

Admin & HR department of TM Textile & Garments Limited led by Mr. Durjay Kumar Saha Senior General Manager of Admin & HR. He is only responsible guy for this department. He coordinates directly to his subordinates for execute their work appropriately.

During my internship I worked with Mr. Tauhid Mahmud Sr. Manager of Admin & HR and learnt a lot of things from this department which is connected with specific courses HR skills & competencies and Communication skills as follows:

- System Recruitment
- Focus on manpower and develop organizing various types of training
- Employee's attendance
- Employee's leave record
- Personal provident fund loan facility, Policy of Leave, Travel, Health coverage, Training and development
- Ensuring medical and health insurance coverage for all the employee
- Ensure proper disbursement of medical incentives
- Disbursement salary and bonus of employee within due time of the month
- Budget and control the expenditure of the organization
- To help the employee maintained the terms and conditions of the organization
- Understand the importance of EMS, QMS, QC, WRAP & different certification etc.

3.2 Suggestion for Industry Improvement

- Make mid-level officers more skill by arranging development training.
- Should be increase to visit production floor for every personnel of Top management to mid-level management
- Safety committee should be more effective for ensuring 100% safety
- Counselling program should be increase
- Improve energy efficiency
- Strong the manpower by utilizing perfectly
- Standardizing compliance code

- Improve transparency and accountability as per ILO
- Effective Communication
- Commit to scheduled maintenance and set target to achieve goals
- Female workers should be prohibited from working at night
- Arrange more technical training for increase efficiency
- Give everyone widen scope of working
- Improve policy to support the business sector.

3.3 Learning for self-improvement

During the internship I have tried to learned and to be adopt the followings. I think it's upgraded my competences to be a leader in future and to perform better as working in a Ready-made garments sector. Details as below:

- The communication skills have improved by the Business letter writing, Email etiquette, Memo writing, IQ, EQ, Public speaking and improve presentation skills.
- Standard deviation, Measures of Variation, Co-efficient of variance etc. helps me to improve my analytical skills.
- Learned about the machinery using in RMG sector.
- Learned about business operation like Business ethics, Marketing of strategy, Time management, BCG Matrix etc.
- Gathered knowledge about different types of fabric, trims, accessories, SMV calculation, quality process, certification.
- Knowing about different types of Textile testing, Waste management.
- Learned sustainability of current strategic approaches & value proposition
- To be aligned with the fast-moving market
- Developed leadership skill
- Learned about the way of how to create a strong & effective team
- How to face challenges
- Learned about Price challenge to sustain in the current highly competitive market
- Faster commercialization of latest innovations and concept of R&D
- Knowing about the product safety and ensure quality process

- Market development initiatives.

I have learned the above mentioned point which is helping me enrich my knowledge. I hope this will help me to do better in the future in my career.

Chapter 4

Conclusion

Becoming an export-oriented industry in the early 1980s, the Apparel sector of Bangladesh has grown up by overcoming many challenges because of the diligence of industrialists, labor of workers and effective monitoring of governmental bodies. But in this world-wide COVID-19 situation, this sector is facing challenges like threats of losing customers. The Apparel sector earns the major share of foreign currency in Bangladesh. In this respect, development of the RMG sector should be one of national concern.

TM Textiles & Garments Limited is a well-maintained factory with modern machineries, technologies, good management with 100% compliance. They are very concerned about their safety and have zero tolerance about safety issues. Their main motto about safety is **“Safety First, Zero Accident, Hygiene for all”**.

TM Textiles & Garments Limited is very serious about their product quality. They are always trying to produce high quality products. They have well-equipped and modern textile testing laboratories. They do all chemical & physical tests of the product as per buyer requirements. Additionally, best qualities of yarns, dyes and chemicals are used in the textile division. The Administration, Management and Chain of Command are systematically well organized.

After the PGD-KIM experience, I feel I will be able to integrate and apply the key capabilities required for each of the functional areas of the knitwear industry in Bangladesh. This internship helps me to inspire creativity and innovation in leaders of the future through generic skill development. It improves my thought process & analytical abilities. Therefore, I really believe that all of the above makes me the right applicant for the predictable position.

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