

Internship Report

On

“The Human Resource Management Department in Paramount Textile Ltd”

By

**Sk. Faria Jahan
20364074**

An internship report submitted to the BRAC Business School in partial fulfillment of the requirements for
the degree of
Master of Business Administration (MBA)

BRAC University
November 2022

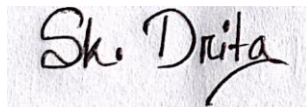
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Declaration

It is hereby declared that

1. The internship report submitted is my 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:



Sk. Faria Jahan

Student ID: 20364074

Supervisor's Full Name & Signature:

Suman Paul Chowdhury

Associate Professor

BRAC Business School

Letter of Transmittal

Suman Paul Chowdhury
Associate Professor,
BRAC Business School
BRAC University
66 Mohakhali, Dhaka-1212

Subject: Submission of report on **“The Human Resource Management Department in Paramount Textile Ltd”**.

Dear Sir,

I am hereby submitting my Project Report, which is a part of the MBA Program curriculum. It is great achievement to work under your active supervision.

This report is based on “The Human Resource Management Department in Paramount Textile Ltd.”

This project gave me both academic and practical exposures. First of all, I learned about the organizational culture of a prominent Textile organization of the country. Secondly, the project gave me the opportunity to develop a network with the corporate environment.

I shall be highly obliged if you are kind enough to receive this report and provide your valuable judgment. It would be my immense pleasure if you find this report useful and informative to have an apparent perspective on the issue.

Sincerely yours,

Sk. Faria Jahan

20364074

BRAC Business School

BRAC University

Date: November 24, 2022

Non-Disclosure Agreement

This page is for Non-Disclosure Agreement between the Company and The Student.

This agreement is made and entered into by and between Paramount Textile and the undersigned student at BRAC University Sk. Faria Jahan, ID-20364074 and **“The Human Resource Management Department in Paramount Textile Ltd”**

ACKNOWLEDGEMENT

First of all, I wish to express my gratitude to the almighty ALLAH for giving me the strength to perform my responsibilities as an intern and complete the report within the stipulated time.

I am deeply indebted to my supervisor Suman Paul Chowdhury, PHD, and co-supervisor Mr. Saif Hossain, Assistant Professor, BRAC Business School ,BRAC University for his whole-hearted supervision during my organizational attachment period. I am also grateful to Mr. Robiul Alam, as my organizational supervisor. It would have been very difficult to prepare this report up to this mark without their guidance.

My gratitude goes to entire BRAC Business School, BRAC University for arranging such program that facilitates integration of theoretical knowledge with real life situation.

Moreover, I would also like to express my gratitude to my Paramount Textile Ltd fellows, seniors and colleagues who gave me good advice, suggestions, inspiration and support. I must mention the wonderful working environment and group commitment of this organization that has enabled me to deal with a lot of things.

ABSTRACT

Human Resource Planning is one of the growing areas of academic research. Organization regard human resource as their core competency that can give them competitive advantage because it leads to better organizational performance. The objective of this study was to examine the impact of human resource planning on organizational performance at Paramount Textile Ltd. Head office, Dhaka. The data was collected top managers, middle level managers and support staff through the use of questionnaires. Collected data was analyzed by using statistical formula mean and interpreted in view of the objectives of the study. The findings of the study indicated that there was no significant evidence that effective HRP was being undertaken at PTL. The study therefore concluded that the impact of HRP on organizational performance at PTL was to a very small extent. The research also reveals as the determinants of Human Resource Planning like selection, training, compensation and safety are having a significant and positive relationship with organizational performance measures which are job satisfaction, employee motivation and efficiency. The study recommends that the PTL should aim at optimal staffing levels satisfaction to further improve the system of PTL, modern technology should be utilized for strategically planning and developing HR. Moreover, a training and management development program should be implemented to enhance the capabilities of employees in PTL. Investing in the improvement of the knowledge and skills of employees would allow PTL to develop more productive and effective employees. Safety and security are a major concern to the employees in PTL, the management should pay more attention to play the all rules and regulations regarding this issue.

Keywords: “Human Resource”, “Human Resource Planning”, “Human Resource Management”.

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Chapter 1

Overview of Internship

1.1 Student Information

Name: Sk. Faria Jahan
ID: 20364074
Program: MBA
Major: Human Resource Management (HRM)

1.2 Internship Information:

1.2.1 Period: July 24, 2022 to November 24, 2022
Company Name: Paramount Textile Ltd.
Department: HR & Admin
Address: House No: 22, Road No- 113/A Gulshan -2, Dhaka-1212

1.2.2 Internship Company Supervisor Information

Name: Rabiul Alam, Deputy Manager, HR & Admin Department

1.2.3 Job Scope

Job Description

- Maintaining employees' attendance and leave record.
- Assisting Appointment Letter, Transfer letter, Offer letter, NOC and Bank Account of employee
- Following up canteen food management and cleanness incorporate with company SOP and as instruction time to time from management.
- Ensuring health and hygiene environment in Office.
- Assisting in preparing different documents relating job advertisement & appointment.
- Preparing employees' ID cards.
- Preparing employees' Bank Account.
- Assisting in data entry in system as well as in different employees' registers.
- Preparing different gift allowance and functions.
- Assisting in preparing different training session.
- Preparing Overtime Sheet for Support Staffs.
- Following up proper transport service to the employees, car cleanness, drivers' attire & others.
- Following up company's properties in different places.
- Others as per management instructions.

1.3 Internship Outcomes:

1.3.1 Student's contribution to the company

- Assisting personal file management
- Bring smoothness of function of recruitment & selection through assisting with supervisor.

1.3.2 Benefits to the student

- Allows me to conduct new employee
- Gather knowledge regarding HR function, culture, leadership, office management system, dealing capacity and so on.

1.3.3 Problems faced during the internship period

- Transport problem
- Huge pressure
- Long time work

1.3.4 Recommendations on future internships

For future internship program at Paramount Textile Ltd, I would suggest the following thing:

- Intern should be paid.

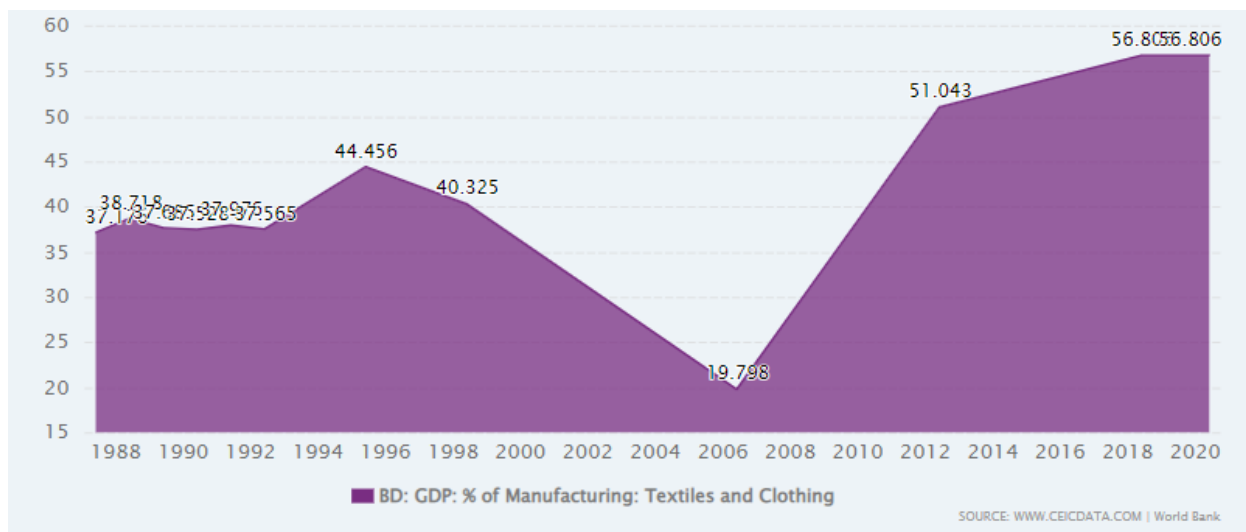
Chapter 2 Organization Part

2.1: Introduction

Every developing economy depends on some fast growing and stable industries' contribution. In Bangladesh Textile sector is one of them. Its contribution to the total economy of the country is praiseworthy, it opens blessing for marginal people of the country, as a member of this sector, this report has been prepared for learning the major functions of this sector with the hope of carrying this business development and sustainable situation as well as career for long time in this sector.

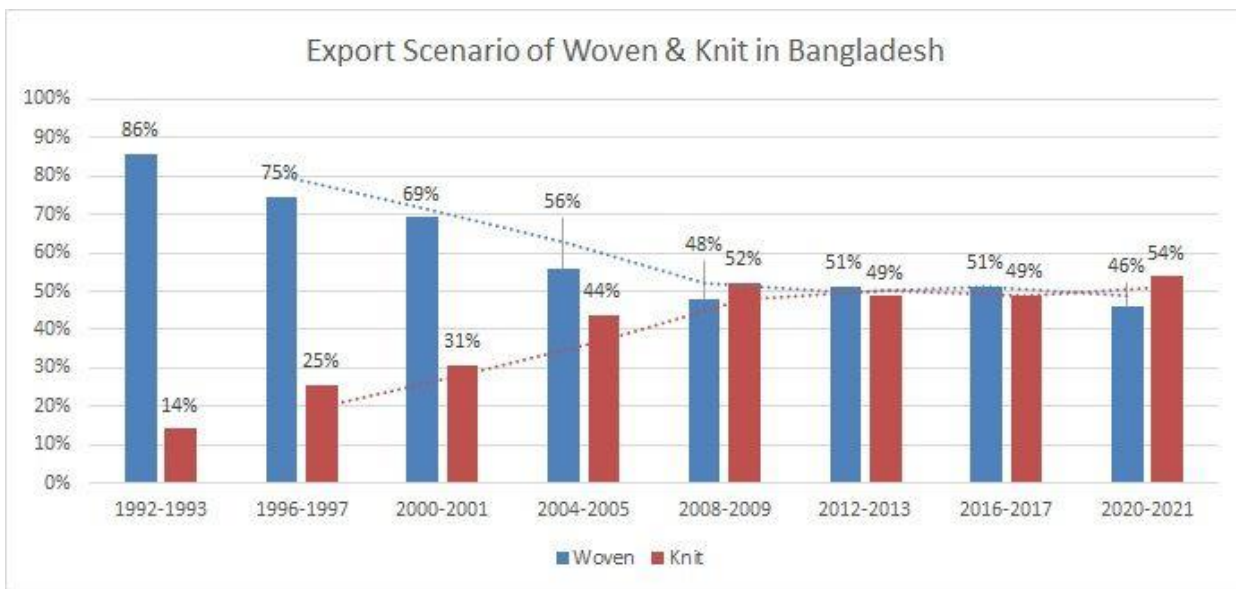
Textile industry of Bangladesh is more than 500 years old. At present, Bangladesh ranks second in the world as the largest apparel producers with a \$50 billion business in which 81% is earned by exporting goods. There are three fundamental factors which have boosted the growth of textile in Bangladesh. The country has plenty of resources, opportunities, and beneficial government policies. In Bangladesh large number of labor workers can be found. Also, natural gas and cost of energy is cheap. With huge population, labor is abundant, and Bangladesh has an advantage in producing labor intensive products.

During last 10 years the sector is facing some difficulties that lead the business in down time, one of the major problems is lacking of skilled manpower who can run the business independently with the strategic decision. Most of the time the owners have to bound to hire skilled labor from abroad to overcome this situation as a result a huge amount of profit/currency gone to other countries that has been realized by our government body. Henceforth the government has taken some strategic initiatives to make skilled our employees of this sector through SEIP (Skills for Employment Investment Program). The SEIP is financed by ADB (Asian Development Bank) and SDC (Swiss Agency for Development and Cooperation).



To reinforce our economy by the growth of labor productivity through skills development and technology progress, skill is recognized after infrastructure and energy as the prime factor to industrial growth, productivity, export diversification and producing high value products. With a view to ADB and Bangladesh country partnership strategy (for 2012-2016) identifies the low competitiveness of firms as a key constraint to growth particularly the low skills and low productivity of the workforce. Under this initiative the government makes a priority list like RGM, Textile, IT, Agro and so on to provide training to the low skills & productivity employees through different institutes and universities.

Paramount Textile Ltd is one of the textile who plays this vital role to make skilled employees of Textile Industry sector, as intern of this program of the organization I firmly believe and acknowledged that we are becoming knowledgeable and skilled by learning many skilled and wise trainers of the program and, curriculum, administrative discipline and endeavors of the program coordinators are also admirable.



In spite of having many difficulties in our textile sector like power, gas and skilled manpower crisis, the government’s proper initiatives and our consciousness as well as self-development definitely will bring prosperity in this sector in future.

2.2

OVER VIEW OF THE ORGANAIZATION

2.2.1: Paramount Textile Limited (PTL)

Paramount Group of companies which established in 1986 has been always praised for their professionalism, code of conduct and quality products. The idea of the textile was embraced in 2004 and its inception was possible in 2006.

The journey started from the year 2006 and within 2 years, commercial production was in full swing. Now, Paramount Textile has produced and exported more than billion yards of fabrics all over the world. Moreover, capacity has grown rapidly ever since and Paramount Textile has now emerged as one of the leading fabrics manufacturer in Bangladesh with the help of latest machineries and equipment, efficient workforce and more than 30 years of extensive experience. Just last year Paramount Textile exported almost USD 67 million worth of merchandise worldwide.

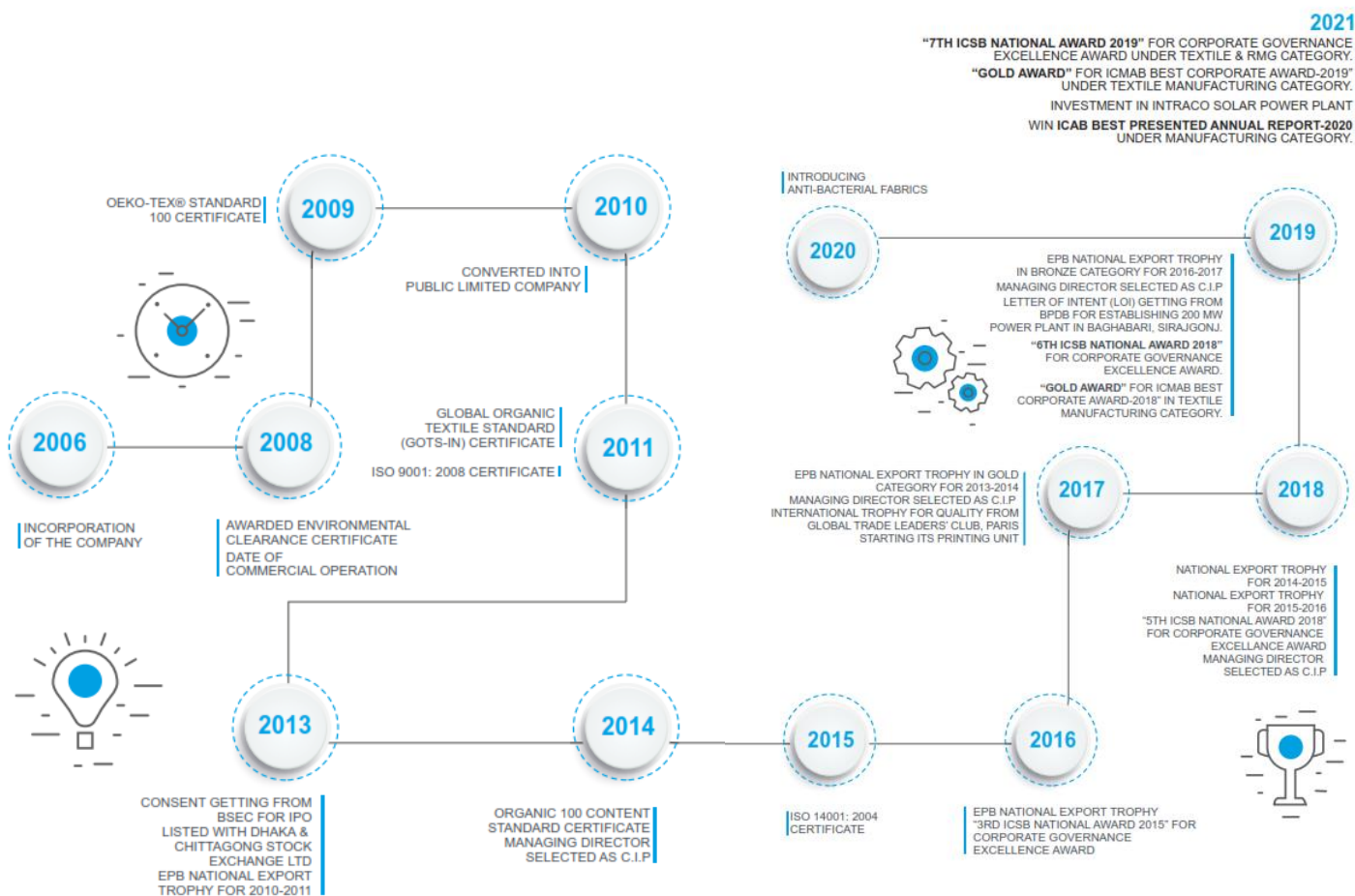
Paramount manufactures a diversified range of yarn, solid dyed and printed woven fabrics. And only in these short of 11 years has become one of the top companies of Bangladesh on which the international clientele can rely. As recognition of performance, Paramount Textile has been awarded the “National Export Trophy” for several years since its inception and for ensuring governance within the company; the company has been awarded “3rd and 5th ICSB National Corporate Governance Award” from the Institute of Chartered Secretaries of Bangladesh. Apart from these, the company has been awarded the International Trophy for Quality from Global Trade Leaders’ Club, Paris in recognition of its commitment to Quality and Excellence of its Services. In this industry the vision has emerged from the years of experience and expertise in this industry.

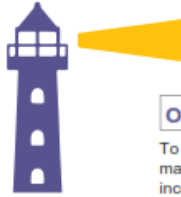
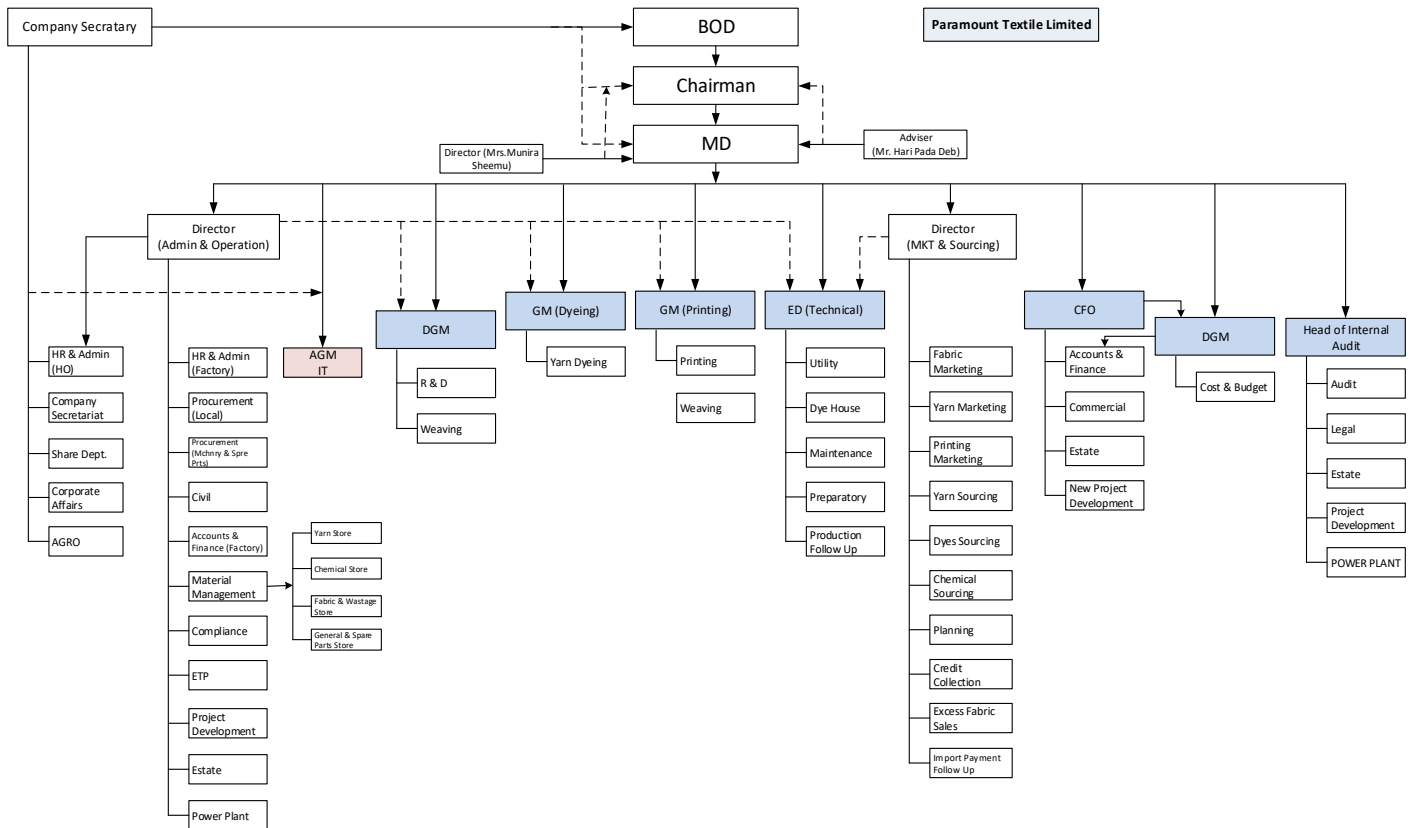
2.2.2: Company Information

Sl	Particulars	Descriptions
	Name of the Company	Paramount Textile Limited
	Type of Organization	Public Limited Company
	Chairman	Ms. Anita Haque
	Managing Director	Mr. Shakhawat Hossain
	Established	June 12, 2006
	Nature of Business	Manufacturing & Marketing High Quality Yarn & Solid Dyed & Printed Woven Fabrics

Legal Form:	A Private Limited Company incorporated in Bangladesh on June 12, 2006 under the Companies Act, 1994 and converted into Public Limited Company on September 19, 2010. The Company was listed with Dhaka Stock Exchange Limited & Chittagong Stock Exchange Limited on November 06, 2013 & November 10, 2013 respectively.
Total Human Capital	4018
Authorized Capital	BDT 2,000 Million
Paid up Capital	BDT 1,476.95 Million
Yearly Turnover	USD 67 million
Corporate Office	House No.22, (Level 2, 5-7) Road No. 113/A Gulshan 2, Dhaka 1212, Bangladesh, Telephone: +88-02- 55049833-37 & 39, Fax: +88-02-55049838
Factory Address	Gilarchala, Sreepur, Gazipur, Bangladesh.
E-mail Address	info@paramountgroupbd.com
Web Address	www.paramountgroupbd.com

HISTORY & MILESTONES





OUR VISION

To become the leading and most trusted yarn & solid dyed and printing fabric manufacturer attaining sustainable development through competitive pricing, incorporating new ideas & designs and providing on time delivery through efficient manner



OUR MISSION

Paramount Textile is committed to perfection in product quality, establishing state-of-the-art technology, focusing on cost effectiveness through competent workforce for retaining customer's satisfaction and ensuring eco-friendly environment to achieve industry dominance.

CORE VALUES



OUR PR

Innovation of
ers a diversif



BASED ON FIBRE

- 100% LINEN
- LINEN+VISCOSE
- SUPIMA, ORGANIC and BCI COTTON
- RECYCLE COTTON+COTTON
- TC/PC and CVC
- RAYON FILAMENT, ECOVERO/LIVAECO, MODAL, TENCEL
- MELANGE, INJECTED SLUB, GRINDLE
- LINEN+COTTON+LYCRA®
- COTTON+WOL
- RAMIE+COTTON

Production Capacity:



YARN DYEING
1100
TONS/MONTH



SOLID DYEING
3.5 MILLION
YARDS/MONTH



WEAVING
4.0 MILLION
YARDS/MONTH



FINISHING
5.4 MILLION
YARDS/MONTH



PRINTING
4.0 MILLION
YARDS/MONTH



EXPRESS

PVH
PHILIPS VAN HEUSEN CORPORATION

RALPH LAUREN



MARKS & SPENCER

UNIQLO
UNIQLO GARMENTS LTD.

Marubeni CORPORATION



VARNER

NEXT

We Fit Your Life.

H&M

JACK & JONES

TOM TAILOR



ESPRIT

mayoral

MATALAN

We Fit Your Life.

LC Waikiki

JULOS

DAVIDHOWARD GROUP
SHIRTABILITY

CARRERA
EYEWEAR SINCE 1954

DUNNES STORES

George.

Street One

Target

ZARA

ESPRIT

Varner
VARNER GROUP

ginatricot

...and many more

RECOGNITION & AWARDS

National Export Trophy Awardee:

To the greater contribution of the National Exports of the country Paramount Textile Ltd. awarded the National Export Trophy for the financial year 2010-2011, 2011-2012, 2013-14, 2014-2015, 2015-2016 & 2016-017.

Quality and Excellence:

In recognition of its commitment to quality and excellence of its services Paramount Textile has been awarded the International Trophy for quality from Global Trade Leaders Club, Paris.



Spokesmen of Governance:

For ensuring good governance within the company, the company has been awarded "3rd, 5th, 6th & 7th ICBS National Corporate Governance Award" from the Institute of Chartered Secretaries of Bangladesh in Textile & RMG Companies sector.

For ensuring good governance within the company, the company has been won "Gold Award" for "ICMAB Best Corporate Award-2018 & 2019" from the Institute of Cost and Management Accountants of Bangladesh in Textile Manufacturing Category.

2.3

AREA OF Practices

2.3.1 Human Resource Management Practices

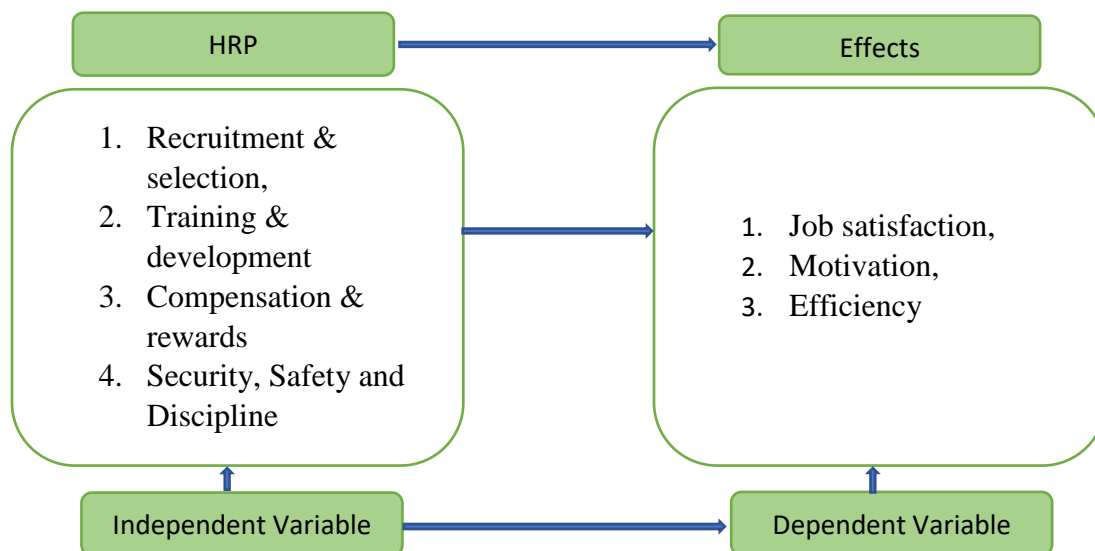
Now a day's the Human Resource management is considering one of the most important tools for all HR specialists to gain high performance and achievement. In past HRM there was not much value, employees were treated as labor only, and then managers realized that by proper management of staff they can gain efficient control on staffing progress. As the businesses changed during the years, Paramount Textile (PTL) also is thinking of taking, if Human Resource practices are followed the employees can bring a positive change in the organization in terms of profitability, success and growth in the market.

2.3.2: Effect of HRM on Organizational Performance

According to Hiti (2000), HR planning have a positive relationship with organizational performance. In another study by M Arsad (2012) manpower planning effect on organizational performance and have a positive relationship between manpower planning an organizational performance.

PTL believes Human resource planning is surrounded by three basic level practices which can increase the organizational performance:

- To increase the knowledge, skills and abilities among employees.
- To enhance their empowerment like giving them employment security and organize some participation programs for employees.
- To give them motivation through both incentive means like giving them compensation and benefits, and also through internal promotion like promoting them with their job status.



2.3.4: Human Capital

PTL consider its employees as capital that's why the Company assists its employees to improve their skills, knowledge and overall abilities in order to enhance both their personal growth and contribution to achieve the vision, mission, goals & objectives of the organization.

PTL considered following variables for Human Resource Accounting:

- Number of Employees
- Employee Categories
- Employee Benefits
- Performance Recognition
- Training and Development

Number of Employees:

The company has designed its employees categories based on its business volumes and good industry practices. We stated total number of employees engaged in different categories as below:

Particulars	2020-2021	2019-2020
Senior Management (DGM & Above)	14	14
Mid-Level Management (Manager to Sr. AGM)	82	49
Entry Level (Executive to Deputy Manager)	3890	3492
Total	3,986	3,555

Total Employees:

Particulars	2020-21	2019-20
Head office	214	205
Factory	3772	3,350
Total	3,986	3,555

Employee Turnover:

Particulars	2020-21	2019-20
Head office	16	25
Factory	1644	323

Total	1,660	348
-------	-------	-----

Employee Training & Development:

Particulars	2020-21		2019-20	
	No. of participants	Total Hours	No. of participants	Total Hours
In house training	3,578	7,156	3,068	6,140
Training by other institute	280	840	333	1,332
Total	3,858	7,996	3,401	7,478

Gender position of Employee:

Particulars	2020-21		2019-20	
	Male	Female	Male	Female
Head office	204	10	195	10
Factory	3435	337	3,108	242
	3639	347	3,303	252

Operating Income per Employee:

(in Million)

Particulars	2020-21	2019-20
Operating Income per Employee	0.134	0.155

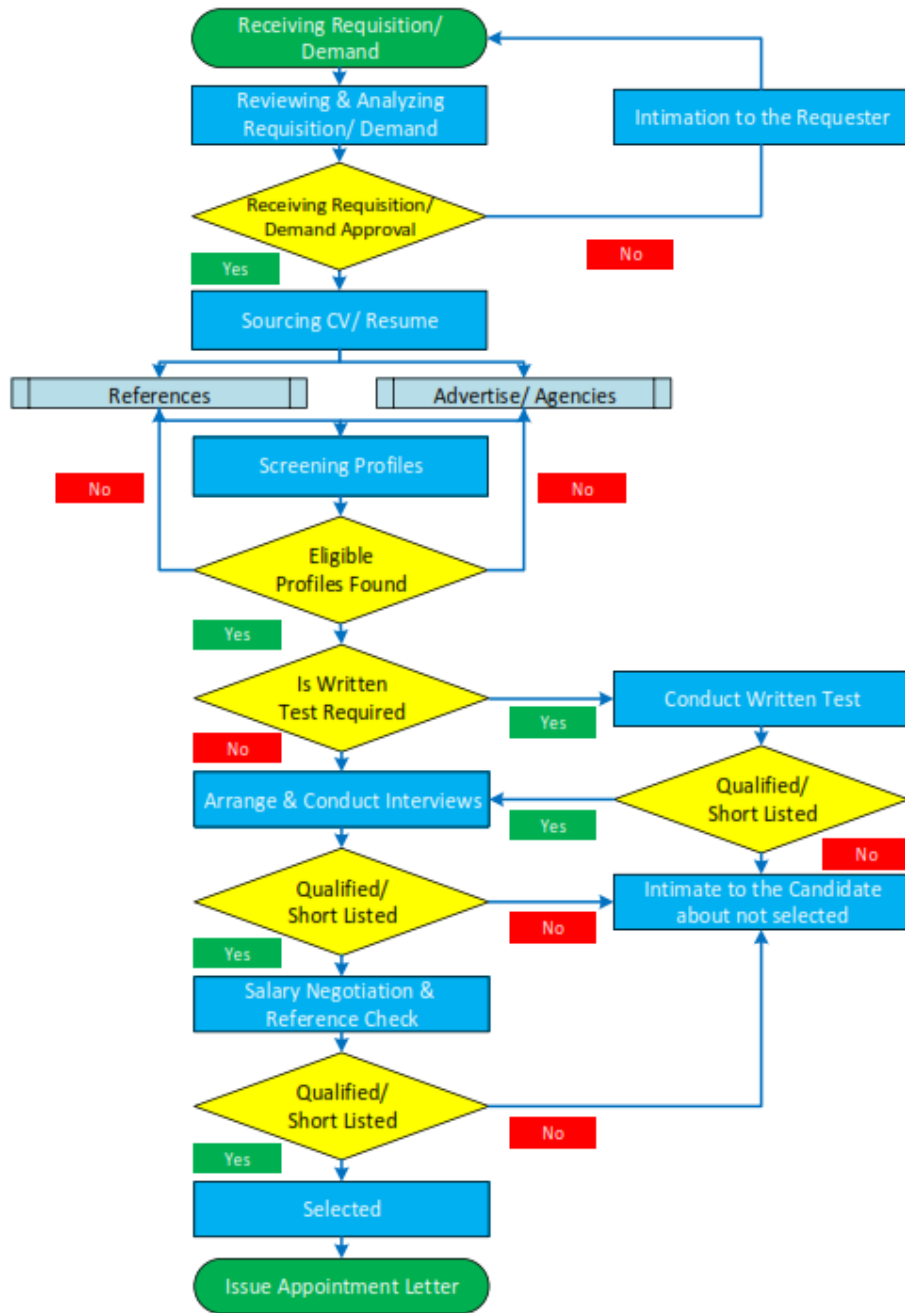
Operating cost per Employee:

(in Million)

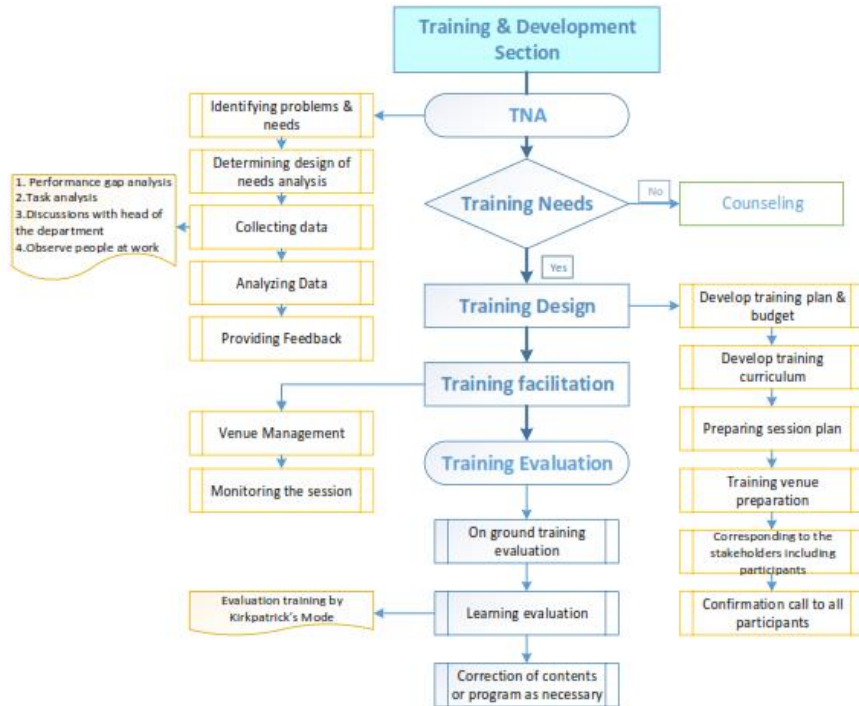
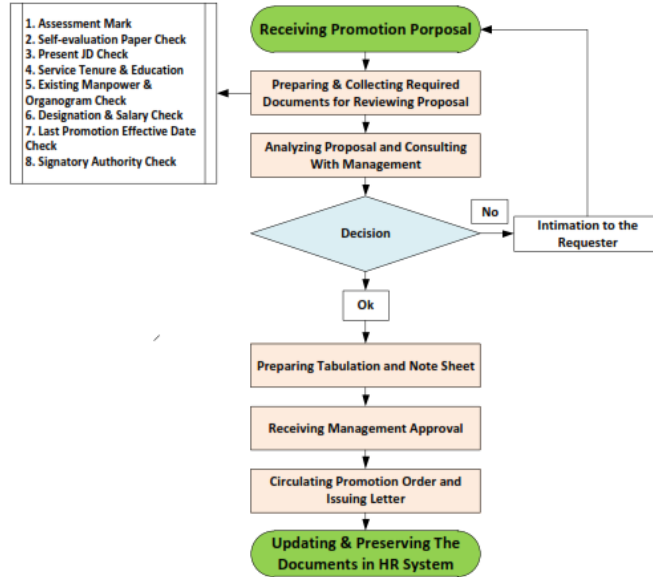
Particulars	2020-21	2019-20
Operating cost per Employee:	0.059	0.068

2.3.5: HRM Operation Process Flows:

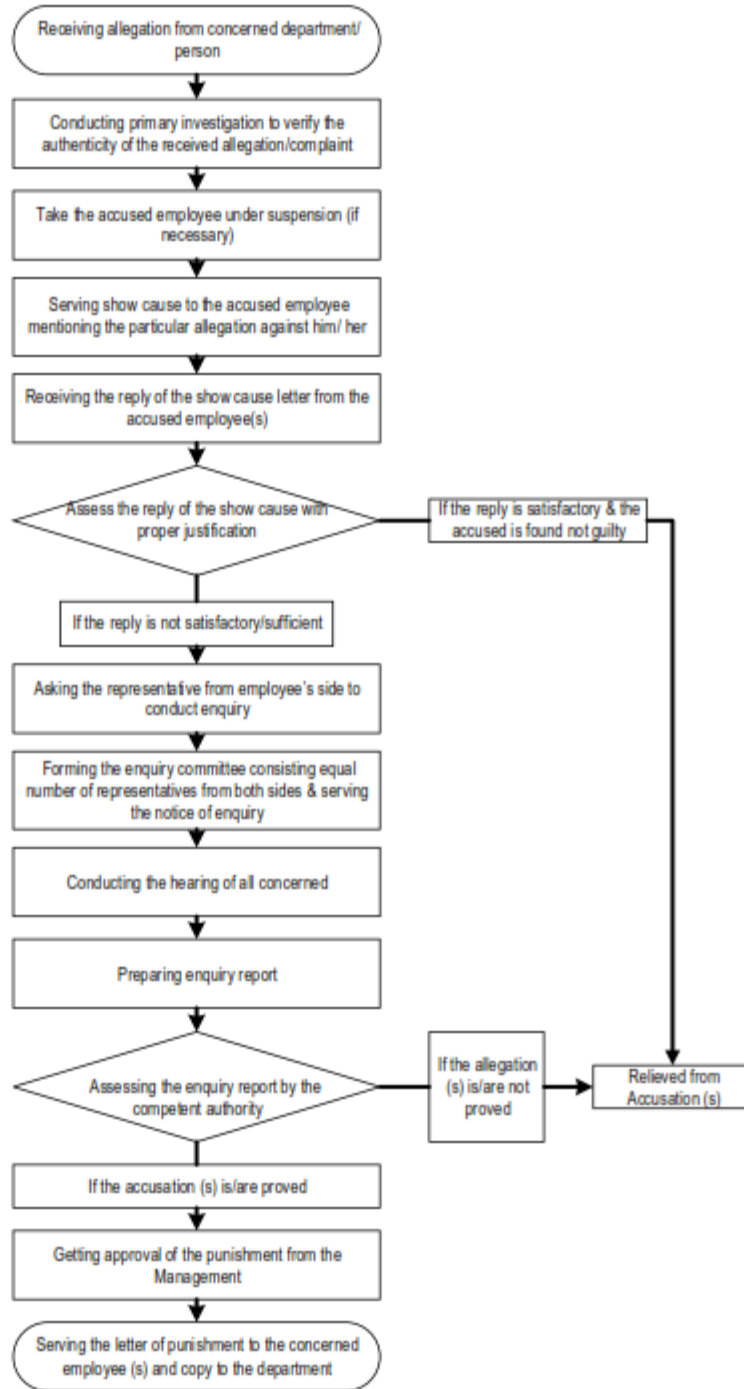
Recruitment Process Flow (Head Office)



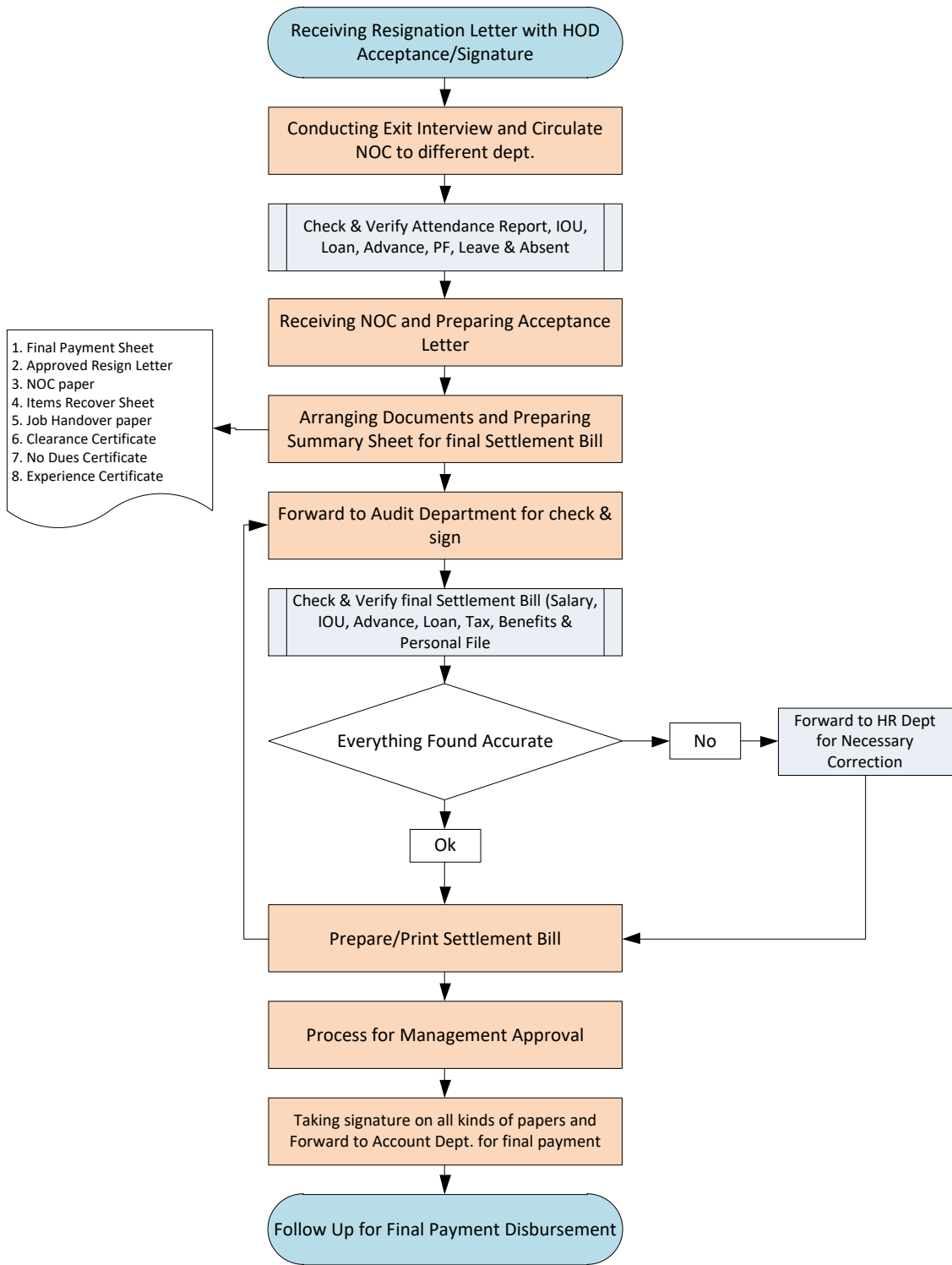
Promotion Approval Process



Disciplinary Process Flow



Final Settlement Process



2.3.6: Employment Practices:

PTL considers its human resources as its assets. Therefore it is committed to offering competitive compensation, benefits, training and development, congenial working environment to bring dynamism and growth in business. Human Resource Strategy is designed to attract, retain and motivate the best people in many ways:

- Merit based Recruitment
- Fair Remuneration Policy
- Positive Working Environment
- Recognize Reward and Reinforce the right behavior
- Training and Development
- Equal employment opportunities
- Zero tolerance policy on sexual harassment

2.3.7: Compensation and Benefits

With a view to retain and motivate our employee talent and helping employees to achieve the maximum efficiency and productivity, PTL currently ensures the following benefits to its employee and few are also into consideration-

<ul style="list-style-type: none">• The provident fund.• Service Benefit• Establishing fare price shop for providing Healthy Food• Continuous Training for the Skill development of the employees• Earn leave, sick leave, casual leave and maternity leave.• Night allowance• Death Insurance• Festival Bonus• 24 hours medical facilities• Housing facilities• Napkins among the female workers• Oral saline in summer season	<ul style="list-style-type: none">• Winter dress• Additional two festival leave• Loan avail from provident fund• Personal loan at distress time• Treatment facilities among the helpless employees• Child care facility for the workers• Corporate Agreement with various company for confirming extra benefits• Corporate Agreement with various Hospital• Cultural programs in Pohela Boishakh• Ifter party and allowance• Annual Picnic• Inter Cricket/Football match
--	---

Operating Income per Employee:

(in Million)

Particulars	2020-21	2019-20
Operating Income per Employee	0.134	0.155

Operating cost per Employee: (in Million)

Particulars	2020-21	2019-20
Operating cost per Employee:	0.059	0.068

2.3.8: HRM Challenges:

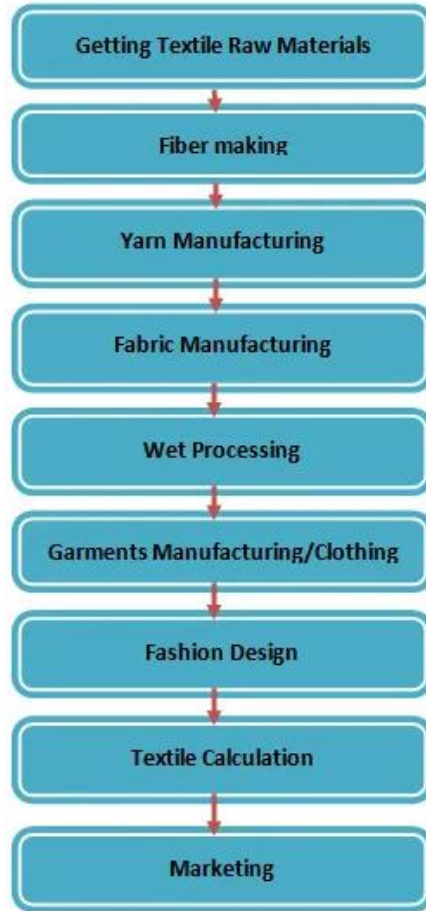
PTL requires efficient, innovative and diverse officials with the right skills, capabilities and experience. Modern recruitment procedures and competitive benefits package for employees based on living standard.

Paramount Textile focus on being an inclusive organization, building and retaining critical skills and promoting a work culture that prioritizes safety, diversity, meritocracy and an overall wellbeing of the employees.

Key Inputs	Outputs
1. Efficient and Productive young work force 2. Low turnover on senior/middle management 3. Implemented Health and Safety measures 3. ensure Compensation & benefits 4. promoting training & continuous skill development	1. Increase productivity 2. Decrease employee turnover 3. Enhancing employees skill and knowledge 4. Enhance employee job satisfaction towards his/her job as well as organization.

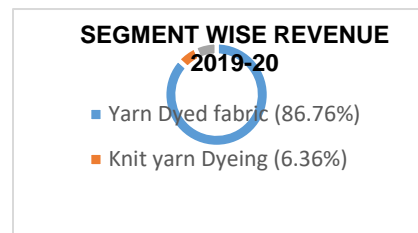
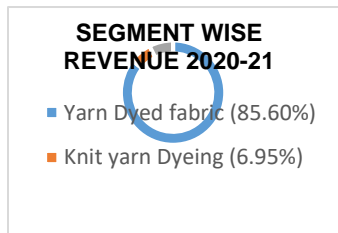
2.4: Production Operation:

Innovation of quality products is the main motto of Paramount Textile and through this way it offers customers a diversified range of products to meet their individual needs. A basic production process is given below.



Flow Chart/ Sequence of Textile A to Z

The segment wise Production:



Production Capacity:



YARN DYEING
1100
TONS/MONTH



SOLID DYEING
3.5 MILLION
YARDS/MONTH



WEAVING
4.0 MILLION
YARDS/MONTH



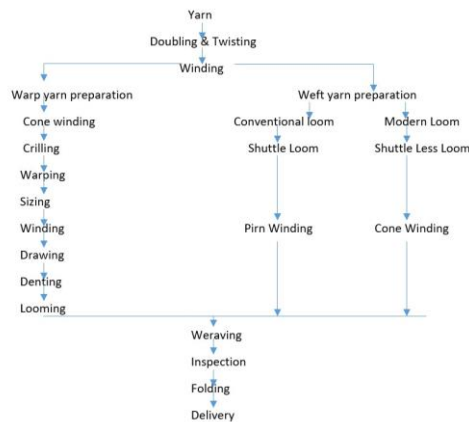
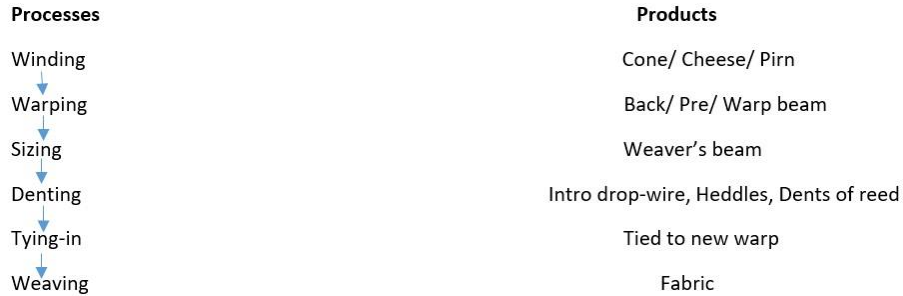
FINISHING
5.4 MILLION
YARDS/MONTH



PRINTING
4.0 MILLION
YARDS/MONTH

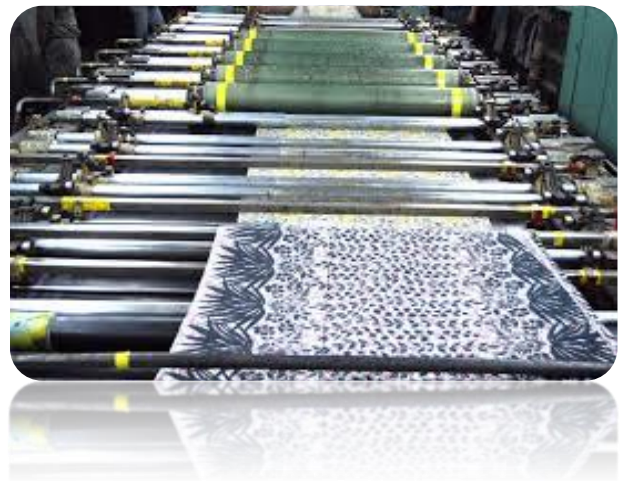
2.4.1: Production Process Flow:

Fabrics are formed by weaving, knitting, crocheting, knotting, braiding or plaiting and bonding of fibers and pressing fibers together (felt). To know about fabric manufacturing process flow chart-



2.4.2: Printing Unit:

The process of doing coloration on the specific area of the textile material (fabric) as per a pre-designed pattern. The main difference between dyeing and printing is, in case of printing, color is applied to a localized area with desired patterns whereas, in the case of dyeing, it is applied to the entire textile.



Fabric Type: Woven, Knit, Denim

Fabric Composition: Cotton, cotton elastin, viscose, viscose elastin, polyester, cotton polyester, Mélange etc.

Printed Products Range: Woven print: Pigment, Reactive, Disperse, Glitter/Afton, Discharge, Burn out, Rubber, Puff.

Denim print:

Pigment, Discharge, Glitter/Afton, Neon, Rubber, Puff

For fabric weaving Different types of loom used in Paramount Textile:

<u>Air jet Tappet</u>	<u>2-Color</u>	<u>247</u>	<u>420</u>
	<u>4-Color</u>		
	<u>6-Color</u>		
	<u>8-Color</u>		
<u>Crank</u>	<u>2-Color</u>	<u>30</u>	
	<u>4-Color</u>		
	<u>6-Color</u>		
	<u>8-Color</u>		
<u>Dobby</u>	<u>2-Color</u>	<u>50</u>	
	<u>4-Color</u>		
	<u>6-Color</u>		
<u>E.Shed</u>	<u>2-Color</u>	<u>05</u>	
	<u>4-Color</u>		
	<u>6-Color</u>		
	<u>8-Color</u>		
<u>Rapier</u>	<u>2-Color</u>	<u>88</u>	
	<u>4-Color</u>		
	<u>6-Color</u>		
	<u>8-Color</u>		

Modern Technology:

Paramount Textile always tries to use latest technologies in production, updating all sorts of licenses & recommendations from its buyers & regulators, ensure smooth procedures & protocols that support to get competitive advantage among its competitors.

Key Inputs	Outputs
1.Product and service formulations 2. Branding initiatives 3. Diversified Leadership team 3. In house software development 4. Process Innovation 5. Knowledge sharing	1. Become a renowned textile manufacturing company 2. Achieve Customer Satisfaction 3. Won stakeholders satisfaction 4. Increase Profit margin & company value 5. Enhance Brand image in international Market 6. New product launched

2.4.3: Production Challenge

- Ensuring infrastructure sufficiency supports to align with growth ambitions
- Balancing costs and benefits of the Investments
- Rapid changes in technology and the timing of investments
- Ensure timely delivery of quality Product

Responses

- Made strategic investments
- Conducted regular cost benefit analysis
- Always maintain a good communication with the local and international consultants to be updated with best practices and technological changes.

2.4.4: Fabric Marketing:

Textile Marketing is a knowledge of the market research, product development, and sales functions of corporations producing fibers, yarns, fabrics and apparel, and for interiors and industrial customers.

2.5: Marketing Process:



2.5.1: Products:

PTL always concern about its products which the company produces to its customers. To ensure quality the company has been using below mention among others:

- Organic Cotton
- BCI standards cotton
- Supima among others
- Core Spun yarn
- Linen Yarn
- Viscos Yarn
- TC Yarn
- *Contamination free yarn
- *Tinsel Yarn
- *CMIA Yarn
- *Indigo Yarn
- *Mélange Yarn
- *Lurex Yarn

2.5.2: Marketing platform:

- Visiting Garments, buying house.
- Attending in fabric fairs/ conference /festival.
- Activity in social media.
- Searching customer throw online over the country and abroad also.
- Make very good relationship with existing customers.

2.5.3: Key points of responsibly:

- Developing New Customer
- Commutating with the costumer in on time
- Sales Good quality Fabrics
- Customer service
- Reporting to the superior
- Maintaining office roles- regulation and punctuality.
- Follow correct time, correct price, correct lead time, correct qty, and correct product.
- Delivery on time.

2.5.4: Sales and marketing strategies:

- Effective customer management system
- Efficient sales by skill and experiences employees
- Regular training of the sales team through sales training department
- Entering new and emerging markets
- Market research
- Branding and promotion of products
- Service
- Customer survey and seeking feedback
- Structured approach to understand to the requirement of customers

2.6: Financial Status of the PTL

2.6.1: Foreign exchange Earned/Saved:

The company contributed substantially to the Foreign Exchange Reserve of the country from its inception through its export marketing operation. The details are given below:

(BDT in Crore)

Particulars	2020-21	2019-20	2018-19	2017-18	2016-17
Total Export Earnings	502.07	515.37	567.39	411.96	335.16
Import costs/expenses	(324.28)	(261.72)	(354.13)	(373.74)	(180.57)
Raw Materials	277.58	252.04	308.11	236.59	171.58
Capital Machinery	46.70	9.68	46.02	137.15	8.99
Net Export Earnings	177.79	253.65	213.26	38.21	154.59

2.6.2: Financial Results and Appropriation of Profit:

(BDT In Mil)

Particulars	2020-21	2019-20	2018-19	2017-18	2016-17
Profit before tax	754.079	712.58	465.40	328.73	262.45
Less : Provision for tax	92.19	53.77	53.86	51.20	37.52
Profit after tax	661.887	658.81	411.54	277.53	224.93
Add:		917.19	660.50	558.95	520.40
Un-appropriated profit b/d	1359.21	917.19	660.50	558.95	520.40
Profit available for appropriation	2021.09	1,576	1,072.04	836.51	745.33
Less :	160.349	216.80	154.85	176.01	186.38
Proposed Dividend	160.349	216.80	154.85	176.01	186.38
Tax Holiday Reserve	-	-	-	-	-
Un-appropriated profit	1860.74	1359.20	917.19	660.50	558.95

Profit before Tax per Employee:

(in Million)

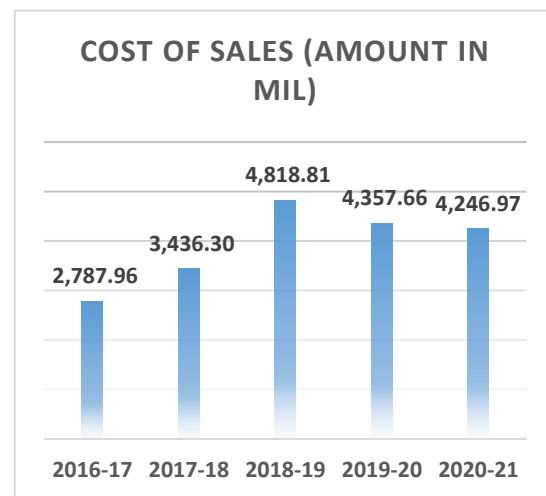
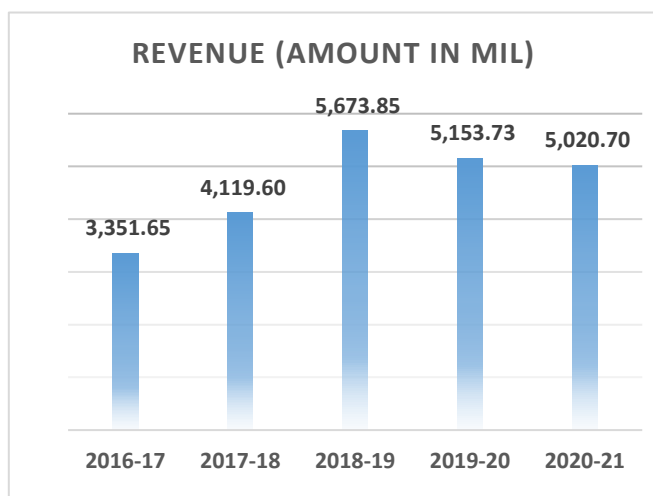
Particulars	2020-21	2019-20
Profit before Tax per Employee:	0.18	0.20

Profit after Tax per Employee:

(in Million)

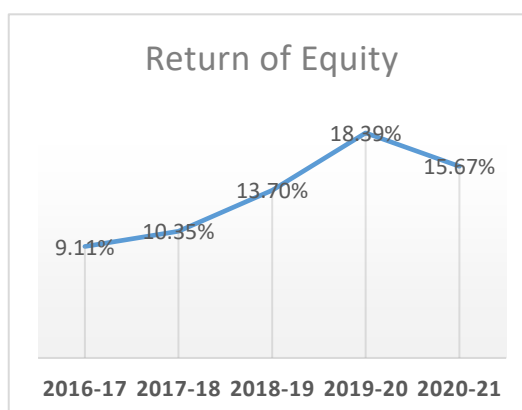
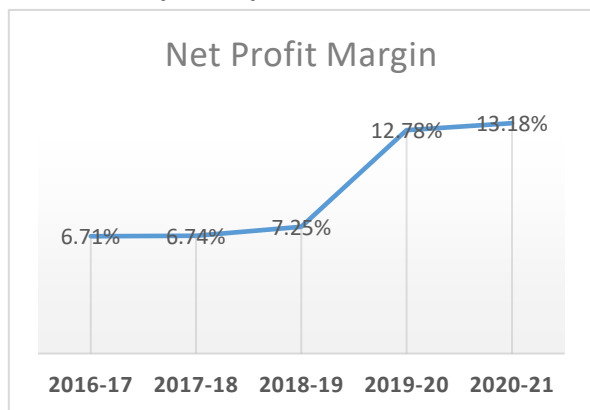
Particulars	2020-21	2019-20
Profit after Tax per Employee:	0.16	0.19

2.6.3: Graphical Analysis



In FY-2021 revenue of the company recorded 5,020.70 million which is 2.58% lower than previous year and also cost of sales decrease by 2.54% from the financial year 2020. Due to Covid-19, the sales slightly reduce during the year under review.

Profitability Analysis



2.6.4: Financial Capital

Paramount Textile is disciplined in the way allocate financial resources.

Key Inputs (Amount in Mil)		Outputs (Amount in Mil)	
Net Worth	4224.79	Revenue	5,020.70
Finance cost	214.43	Gross Profit	773.73
Short Term Debt	4,205.63	Net Profit after Tax	661.88
Market Capitalization	8,405.31	EPS	4.27
		Dividend	20% Cash for General Shareholders and 5% Stock for

Challenge

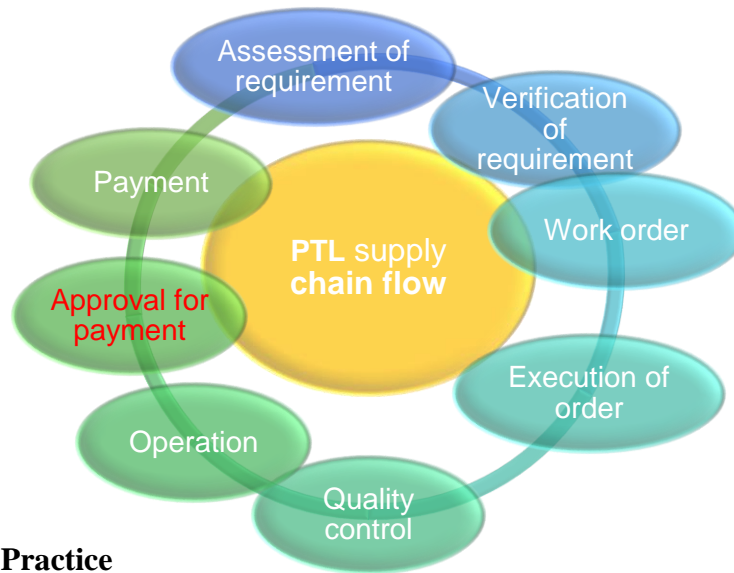
- To continue production is the major challenge during the year due to Covid-19
- To collect order and ensure on time delivery
- To ensure raw materials for smooth production
- To arrange finance to facilitate all activities
- To ensure employees safety during covid-19

Responses

- Made strategic investments to continue production
- Try to on time delivery by strong team working
- Ensure employees' salaries, wages, bonus & other benefits etc. timely keep to keep them confidence towards his / her works.
- Forward contract to ensure raw materials round the clock
- Ensure all employees' vaccination and other medical facilities assistance etc.

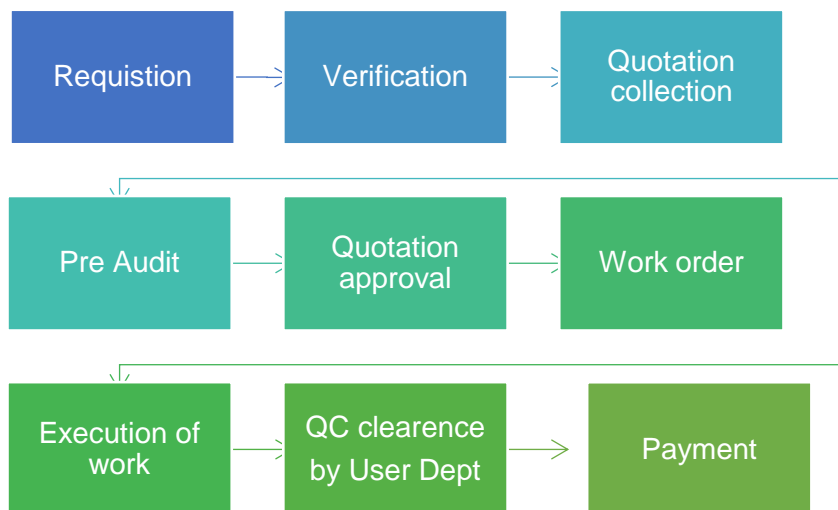
2.6.5: Supply Chain Management:

Supply chain management is the handling of the entire production flow of a goods or service starting from the raw components all the way to delivering the final product to the consumer. It is create a network between a company and its suppliers to produce and distribute a specific product to the final buyer. Supply chain Management is aimed to examining and managing supply chain network to cost savings, overall quality output & just in time service. PTL follow a standard work flow char for Supply Chain Management as follows:



2.6.6: Procurement Practice

PTL has a procurement practice which is guided by the procurement manual and purchase practice must comply with procurement guideline, Policy and principle. Cash Purchase is highly discourage. For all kind of purchase, several quotations are obtained to ensure competitive cost. Procurement practices of PTL as follow:



2.6.7: Challenge

- To minimize purchases lead time.
- To develop modern inventory system.
- To ensure right time, right product, right quality, and right place distributions with minimum cost.

Chapter -3

Project Part

3.1 Introduction

The study has significance for both policy formulation and academic reference. The HR practitioners as well as the line manager at the PTL may use the study findings to formulate sound human resource policies and regulations. This supports the use of HR best practices with regard to matching supply of labor with forecasted demands based on the strategies of the organization. The recommendations made by the study may be useful to the PTL in ensuring that the succession management challenges are properly addressed. The organization will be able to maintain optimal staffing levels, ensure critical positions are filled at all times and ensure requisite competences and skills are maintained for proper execution of the mandate of the PTL.

Academically, other students who want to do research particularly in the field of HRM can be benefited from this study. It contributes to the existing body of academic knowledge. This report sought to provide the needed information that would guide the management to better align their planning strategies with their staff performance measurement system for optimum staff performance. There are no other known studies that have been carried out in the PTL on HRP. The study can form the basis for further studies in the area of HRP.

I am interested to do this research to explore either there has a positive relation between HRP and Organizational Performance or not. In most of the private and public organizations in our country HRM practice has not been taken seriously yet as result most of the time they don't reach the expected output from all elements of the organization. I think now the time is to take this study and reveal the message to all organization to pay more attention to the proper HRM practice in our country. And as a student of HRM this study will also help me to understand and realize the present scenario of HRM and the impact of HRP on the organizational performance.

3.1.1: LITERATURE REVIEW

Human Resource Management

Now a day's the Human Resource management is considering one of the most important tools for all HR specialists and to gain high performance and achievement. In past HRM there was not much value that employees treated as labor only, and then managers realized that by proper management of staff they can gain efficient control on staffing progress. But as the businesses changed their thinking of taking into considering employees as an expense and find out that if Human Resource practices are

follow than those employees can bring a positive change in the organization in terms of profitability, success and growth in the market (Steven J. 2008).¹

Role of Human Resource Planning in PTL

There are significant and positive relationship between HR planning and organizational performance. In a study by M Arsad (2012) manpower planning effect on organizational performance and have a positive relationship between manpower planning an organizational performance. HRD of PTL does different functions to improve their work environment and employees' satisfactions, they perform their planning from requisition to development and safety and security functions. They perform performance analysis and give incentive and promotion based on merit and capabilities.

Effect of HRP on Organizational Performance

According to Hiti (2000), HR planning have a positive relationship with organizational performance. In another study by M Arsad (2012) manpower planning effect on organizational performance and have a positive relationship between manpower planning an organizational performance. Study by Chand and Katou (2007) in their study in the Indian hotel industry were also found out that manpower planning has strong relationship to productivity, and productivity impact on organizational performance.

Organizational performance can be measured through financial stability and productivity, but when we have to relate human resource planning with the organizational performance, then we consider some of other variables like efficiency and effectiveness, employee motivation, job satisfaction, trust on employees.

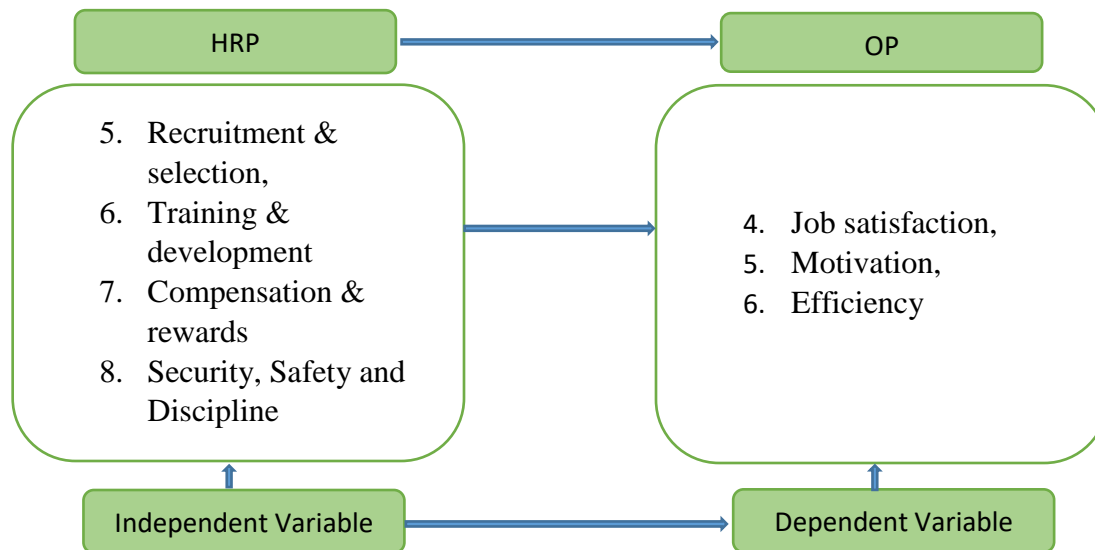
Human resource planning is surrounded by three basic level practices which can increase the organizational performance:

- To increase the knowledge, skills and abilities among employees.
- To enhance their empowerment like giving them employment security and organize some participation programs for employees.
- To give them motivation through both incentive means like giving them compensation and benefits, and also through internal promotion like promoting them with their job status.

Conceptual Framework

In this study the independent variable is HRP, whose latent indicators include recruitment & selection, training & development and compensation & rewards these are our independent variables of research.

The dependable variable is organizational performance (OP) which is depicted by three latent factors which are job satisfaction, motivation, efficiency.



3.1.2 OBJECTIVES OF THE STUDY

Objectives:

The objective of the report can be viewed in two forms:

- A. General Objective
- B. Specific Objective

4. General Objective:

This internship report is prepared primarily to fulfill the requirement of the MBA in Human Resource Management program under the BRAC University.

4. Specific Objective:

This study is taken to measure the present status of the selected major departments of the Paramount Textile Limited (PTL), how its HRM, Production, Marketing, Finance, Supply Chain Management works are done. Major focus was first to check the present work, continuation of formal planning and identifying the variables which can increase the organizational performance.

Furthermore, it has some sub-objectives which are as follows:

- To know PTL HRM planning and its operation.
- To know PTL production procedures.
- To know PTL marketing strategies.
- To know PTL financial stability.
- To know PTL Supply Chain Management.

3.1.3: Significance of the Study

Human resource planning has its real significance in the private and public organizations as it is a key driver towards building and maintaining organizational performance in BD. This study will support the use of HR best practices with regard to matching supply of labor with forecasted demands based on the strategies of the organization. The recommendations made by the study may be useful to the PTL in ensuring that the succession management challenges are properly addressed.

3.2 Methodology

The study is confined to the selected areas like HRM, Production operations, Finance, Marketing, Supply Chain Management of the PTL. The data has been collected in both form the primary and the secondary data. The primary data provides more accurate and authentic up to date information about the topic under investigation. The use of the primary data is thus important and worth considering in order to evaluate the present status and impact of present practices on the organizational performances at present and future.

3.3 Finding and Analysis

HRM Analysis:

Paramount always believes in its manpower and it is the only one which has been appointing 100% Bangladeshi people to drive its stirring through maintaining world class quality. The Company recognizes that its employees are an integral part of the Company and the most important resources in the organization. They bring values, skills, diversity and expertise to PTL that make up the market leader in the textile sector of the country. Accordingly human resource development remains the center piece of its corporate policy. Therefore, the employees, who serve in the Company, are united in their common endeavor to contribute to the strength and growth of the Company. As strategic initiatives include developing competencies, identifying and nurturing a strong pipeline of competent employees, continually engaging talent and helping employees in their career aspirations.

PTL always concern about the improvement of its existing employees as routine work and hiring the most potential employees through its strong & efficient internal talent hunting team. The company has designed its management team a good blending of young and experienced people though ensuring their best efforts towards the business development of the company. Through this way the company has become one of the best employers in the textile sector of the country

Equal Employment Opportunity / Gender Diversity

The Company will maintain a policy of nondiscrimination with all employees and applicants for employment. All aspects of employment within the Company will be governed on the basis of merit, competence and qualifications and will not be influenced in any manner by gender, religion, caste or region or physical disabilities. The company has been appointing a few physically disable people to live like a good citizen not to limited into circle.

Recruitment and Selection

PTL always tries to recruit the best talent through its Recruitment and Selection Policy which has been framed with the view of recruiting and selecting people who have a strong desire to achieve the Company's vision, and who will assist us in achieving the business results.

Training and Development

Training and Development activities help new employees learn how to perform their jobs and help existing employees to improve job performance and prepare for higher positions. The primary purpose of training and development in the Company is to assist its employees to improve their skills, knowledge and overall abilities in order to enhance both their personal growth and contribution to achieve of the Company's objectives. The company has given training both home and abroad.

Compensation and Benefits

With a view to retain and motivate our employee talent and helping employees to achieve the maximum efficiency and productivity, it is essential that the terms and conditions of employment compare favorably with other companies. The company is very much conscious about employee's benefits. PTL employees enjoy enormous benefits from the company.

Performance Management

Managing performance is about identifying what the individual or team must do to achieve business goals, and finding ways to do this better than before. PTL designed the performance management of employees based on its set-forth policy. The Performance appraisal team evaluates the performance of its employees as periodic basis based on their daily activities.

Employee Safety & Protection Initiatives

The company is committed to managing a safe, secure and healthy working environment. Safety of the employees, customers, suppliers and local communities, and the protection of the physical environment in which PTL operates are the prime importance.

PTL is always very much concern about employees. To ensure health and safety for the greater benefit of the workers we already took the following initiatives- Fire Frightening equipment, Fire Hydrant System, Public Address System (PA system), Lightning Protection System (LPS), Personal Protective Equipment.

Employee Relations

With a view to preserving a positive work environment, the Company's employee relation policies emphasis open door practice in which employee have the right to deal directly with their Superior and other members of management regarding complaints or inequitable condition of employment.

Compliance Policy

The company is committed to compliance with Bangladesh Labor Law, 2006 (amended in 2013) and the requirements given by the respective buyers. To support the implementation of the Bangladesh labor law, the factory shall put into effect internal policies and control mechanisms to identify any potential noncompliance at an early stage and work towards remediation wherever required. The company also generates and keeps records which demonstrate their legal and non-legal compliance.

Recognition and Award

PTL always recognize the contribution of its employees. The company rewarded its employees based on their performance, integrity, Honesty, Innovation, obedience towards the organization etc.

Improvement Attained

- Employees are motivated to work willingly.
- Productivity has been increased significantly
- Become first choice of job seekers in textile industry
- These initiatives have held the worker to do their job in an attentive and efficient manner.

Responsibilities towards the employees:

PTL is committed to fostering a workplace that is safe and that is founded on fair employment practices and mutual respect. In particular, PTL will always strive for a work environment that:

- Values the safety, health and security of our co-workers
- Values and embraces diversity and equal opportunities
- Prohibits all forms of harassment.
- Strongly Prohibits the abuse of drugs and alcohol
- Ensures respect for the confidentiality of our employees' personal information
- Encourages caution, moderation and good judgment in the giving and receiving of gifts, favors and entertainment.

3.3.1: PESTLE Analysis

Businessmen and entrepreneurs often turn towards business analysis tools for aiding them in making suitable decisions for their firm. Before any business venture, the business owners often remain doubtful regarding its outcome and how it would be received. Pestle (Political, Economic, Social, Technological, Legal and Environmental) analysis is adopted for determining an answer to these questions and used for business and strategic planning, marketing, planning, organizational change, business and product development and research reports.

By applying this analysis we can see....

- **Political Analysis** include government rules and regulations, Political instability (hartal, strikes) and Export, import policy. Political condition of our country has been quite stable during the last few year and PTL neither faced any big troubles while carrying our regular business activities nor were any government rules and regulations against us.
- **Economic Analysis** include Exchange rate and interest rate fluctuations, global economic crisis, and fluctuation in GDP growth rate due to pandemic situation. Bangladesh has emerged as one of the fastest growing countries of the world in terms of achieving high Gross Domestic Product. Currently, the country has been recognized as developing country from LDC grade. Standards of living have been improving in recent years which are visible in the economic growth of the country. Paramount Textile Limited aspires to be one of the major contributors to the economy of Bangladesh through its contribution to the national exchequer and at the same time by delivering stable shareholders return. There are more than 15,000 people directly and indirectly involved with the operation of paramount Textile and the company is committed to provide maximum possible living standards for its stakeholders.

- **Social Analysis** being a responsible company, PTL has taken numerous CSR & welfare initiatives for the betterment of the society beyond commercial boundaries. Internally PTL continued to adopt sound human resource practices to nurture our valued staffs.
- **Environmental Analysis** with rising global awareness on the negative impact of climate change, Paramount Textile regularly conducts plantation activities across the country for reduction of carbon footprint and use energy efficient technology, machineries, establishing Biological ETP, solar energy, LED Certified establishments among others to reduce carbon emissions. PTL believes that any business has corporate social responsibility in helping the society to achieve the necessary sustainable balance of economic growth, environmental protection and social progress.
- **Legal Analysis** Paramount Textile is being regulated by the Companies Act 1994. As a public limited company it also follows the Rules, Regulations of Stock Exchanges, Bangladesh Securities and Exchange Commission (BSEC), RJSC, CDBL etc. as well as any other applicable laws as much required.

3.3.2: SWOT ANALYSIS

PTL Strengths

- Environment friendly State-of-the-Art Machineries
- Skilled & Dedicated Management Team
- Best quality Products
- Competitive price
- On-time delivery
- Innovation and continuous development
- Strong relationship with Stakeholders & Regulators
- Strong linkage with Suppliers and Customers
- Strong Organizational Culture
- Good reputation of the sponsors/Directors in the country along with abroad.
- Sufficient financial ability of the Company

PTL Weakness

- Lack of automation in whole production process
- Lack of skilled manpower in entry level
- Enhance production capacity for fancy products

PTL Opportunity

- Geographical location of the country
- Involving Foreign Direct Investment
- New opportunities to expansion of Business
- Various Stipules package of Government

PTL Threats

- Scarcity of Gas & other Utilities
- Uneven price competition for China & USA Trade War
- Unusual price hike of Raw Materials
- International Supply Chain threat due to Covid-19
- Narrowing price margin due to Raw Materials price hike
- Exuberate Buyers restrictions on business
- Complexity of Government Rules and Regulation
- Political Unrest/Turmoil.

3.3.3: Improvement Plan for next 5 years:

As my observation in the period of internship the following overall plan should be taken to increase more productivity and efficiency of the organization.

Future plan: For Human Resource Management

- Increase skilled and performance based Performance Management System.
- Increase compensation and benefits comparing with social, economic expenses and standard of living
- Training and Development of the employees
- Ensure paperless office

Future plan: For Production Operation

- Bring Business Automation
- Sustainable energy sourcing that may be solar power
- Diversification of the products
- Ensure TQM in all section of the company
- Must bring at minimum level of rejection or defect rate of fabrics
- Converting all establishment as LEED Certified Building
- Setting up energy savings machineries etc.

Future plan: For Fabric Marketing

- Bring diversification of the products
- Increase more buyers
- Ensure TQM in all section of the company
- Ensure Skilled R&D section
- Increase Marketing Employees Communication and Negotiation Skills

Future plan: For Supply Chain Management

- Ensure inventory management system
- Ensure to be more effective existing ERP system
- Increase more source of supplier

3.4

CONCLUSION

The unprecedented Covid-19 pandemic has largely unsettled global trade, business and education and Bangladesh has been equally affected by this contagion. It is significantly affecting the Bangladesh economy which includes the export sector, remittances, domestic industries and services, livestock and fisheries, and small and medium enterprises. This ongoing crisis also has far reaching effect on the economic condition of the country's poor people and will lead to a significant jump in Bangladesh's poverty rate and Bangladesh's progress in poverty reduction over the past decades could be severely affected.

However, Paramount Textile Limited is struggling to keep safe its business and employees from this effects even it is successful mostly since it did not face more difficulties yet. In spite of having some lacking of this organization its strength points hopefully lead a positive turn to go more forward in future.

3.5

Recommendations

Human resources refer to people whose knowledge, skills, and abilities are utilized to create and deliver effective services. HR is considered the greatest resource of an organization. Effective HR planning attracts the right quality and quantity of people, develops the knowledge, skills, and abilities of employees, and retains employees within the organization. To further improve the system of PTL, modern technology should be utilized for strategically planning and developing HR. Moreover, a training and management development program should be implemented to enhance the capabilities of employees in PTL. Investing in the improvement of the knowledge and skills of employees would allow PTL to develop more productive and effective employees. Safety and security is a major concern to the employees in PTL, the management should pay more attention to play the all rules and regulations regarding this issue.

Reference:

1. <http://www1.paramountgroupbd.com/>
2. *Annual Report-2020-2021.*