

Report On  
**An analysis of HRIS software of Navana group.**

By:

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ID:17304009

An internship report submitted to the **BRAC Business School (BBS)** in partial fulfillment of the requirements for the degree of **Bachelor of Business Administration**

BRAC Business School  
Brac University  
September 2022

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## Declaration

It is hereby declared that

1. The internship report submitted is my original work while completing my 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 that has been accepted or submitted, for any other degree or diploma at a university or other institution.
4. I have acknowledged all main sources of help.

### **Student's Full Name and Signature:**

\_\_\_\_\_ **Sharmin Akter Suma** \_\_\_\_\_

Sharmin Akter Suma

BRAC Business School

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### **Supervisor's Full Name and Signature:**

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**Mr. Feihan Ahsan**

Lecturer, BRAC Business School BRAC University

## Letter of Transmittal

13.09.2022

Mr. Feihan Ahsan

Lecturer

Department of Business Administration

BRAC University

Sub: Submission of internship report on An analysis of HR IS software of Navana group.

Honorable Sir,

This letter is regarding the submission of my internship report on An analysis of HR IS software of Navana group according to you guideline. In this report I tried to reflect and explain the importance of using HR IS software in an organization.

I would like to express my heartfelt thanks for your invaluable assistance in the writing of this report. If you find the report interesting to accomplish the criteria and match your expectations, that would be a tremendous success for me.

Sincerely Yours,

Sharmin Akter Suma

ID-17304009

BRAC Business School

BRAC University

## **Non-Disclosure Agreement**

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

This agreement is established by and between NAVANA Group Ltd. and the undersigned student at BRAC Business School, BRAC University, (Sharmin Akter Suma, 17304009)

## **Acknowledgement:**

I would want to thank the Almighty Allah before I begin writing my report. He has given me the patience and fortitude to handle this big task. Without the assistance and hard work of many people, this project report would not have been finished. Therefore, it would appear quite ungrateful if I did not thank those who have supported me and assisted me in any way possible with relevant comments, recommendations, instructions, and guidance when I was attempting to prepare this report. All of them deserve my gratitude.

First of all, let me express my gratitude to my esteemed and honorable project manager, Mr. Feihan Ahsan sir, an assistant professor in BRAC University's department of business administration. He has continuously given me advice and support as I've been writing my report. When I came across anything that I did not understand, his excellent advice has been of great use to me. He was constantly there. I owe him a respect and gratitude for all the attention he has shown me.

Additionally, I want to express my gratitude to Mr. Mahin Ibne Moyeen, Executive (HR & Admin) of Navana Toyota 3s Center, for his important time, assistance, and cooperation. I also want to express my gratitude to everyone who gave their opinions on the subject, enthusiastically helped and encouraged me, and made my report more important. Additionally, I want to thank everyone who assisted me in completing my survey and providing details about their businesses. They have supplied me with useful information and pointers on how to improve the quality and appeal of this report.

### Executive Summary:

At present era, it is vital for any organization to keep Human Resource management on their mind while planning any strategies. Because they are resources and the most vital component of any firm. The better a business understands its workers and how to improve things by adopting the right actions, the better it can assure both organizational success and the personal growth of its people.

The research illustrates the key advantages of using specialist software to manage a company's human resource activities. My internship at Navana Group, which develops specialist HR software to make life simpler for its clients, served as the basis for this article. In order to make a clear choice, a thorough analysis of all types of corporate firms from a variety of industries is undertaken in this article. However, the research methodology and findings are presented while briefly introducing the organization that inspired me to focus on this report and outlining my three-month experience working with them. Finally, the study offers suggestions based on the findings of the analyses.

Researchers have recently developed an interest in HRIS. In the contemporary economic period, several studies attempt on that rising difficulty have been done. An attempt to accomplish a comparable aim is made in this study. This HRIS technique analysis is speculative. This paper's main objective is to demonstrate HRIS deployment in Bangladeshi businesses. The study's focus has also been widened to include information on the many software programs used in HRIS, technology compatibility with HRIS, how HRIS supports organizational operations and policy creation, the consolidation of various duties using HRIS, and more.

Navana Group was the subject of this investigation. It is found that even though they utilize MiHCM software, they also launch several pieces of software for diverse purposes. like Paybook, uAttend, Zoho Recruitment, and many more. Despite the fact that HRIS now includes the majority of these services, many more are most likely on the way. Additionally, HRIS has increased operational productivity, clarity, superior decision-making, and the integration of several business activities for a firm, including learning and development, learning need analysis, resource management, and HR planning.

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# **CHAPTER 1**

## **Overview of Internship**

## **1.1 Information of the student:**

Name: Sharmin. Akter Suma

ID:17304009

Program: Bachelor in Business Administration

Major: Human Resource management

BRAC Business School

## **1.2 Information of Internship:**

### **1.2.1 Company Information:**

Company name: NAVANA Group

Department: HR Department, Rewards team

Duration: 22.05.2022-22.08.2022

### **1.2.2 Supervisor's Information:**

Name: Mr. Mahin Ibne Moyeen

Designation: Executive, Reward team (Group HR)

### **1.2.3 Job duties and responsibilities:**

- Update the software's personnel profiles.
- Gather the personal data of workers over the phone or by giving them forms to update their profiles.
- Visit the many Navana Group enterprises.
- Make contact with potential hires.

- Perform other software-related duties to monitor attendance, promote staff, and other responsibilities.
- Organize the businesses that make up the Navana Group into a framework.

### **1.3 Outcome of the Internship program:**

My internship at Navana Group gave me access to priceless information. They provided me with a 7000 BDT monthly stipend for my internship. I became fully informed about working for a firm. I also discovered that in order to achieve goals, different types of divisions in a firm must operate appropriately at the same time and with greater coordination. I gained knowledge particularly about professional standards, timeliness, and the business environment.

**CHAPTER 2**  
**ORGANIZATIONAL PART**

## 2.1 Introduction:

Human is fundamental to make complete all the aspects in any organization and the importance of productivity and efficient workforce is becoming greater over the period of time. This is the reason why this aspect is called Human resource. For an organization's efficient administration, and to be successful this human resource management is essential. This aspect is known as Human asset of the company. To manage this asset and develop the potential inside the firm, the organization has to adopt proper laws and regulations, policies, and many other functional processes. These terms are partially reflected as investments which include in this human asset. Human resource management basically goes through a process which assists organization's man power to attain the proper knowledge and skills for completing their everyday tasks effectively to obtain organization's goal. In order to comply with employee policies, HRM has also forced managers to reevaluate their thinking and working methods. This has required human resource departments to take action to improve employees' working conditions and to take necessary steps to make them even better, which has led to the development of adequate human resources. If we look back five years earlier than now, we will notice an immense change in the graph of local company's practice of treating their employees. At present, these local companies consider their employees as their human assets and resources which was not common back then.

Now a days it becomes a basic concern for many local businesses that how to effectually making habituate human resource management in their business where as many other companies are trying to convert their traditional method of treating employees into modern and effective human resource management as they believe it will assist them to gain competitive advantages. According to my observation, Navana group is not being opposite of this process which is being followed by all other local business. This company is already intended to modernize and improve their traditional management process, that is why they are practicing E-HRM system and developing some software to attain the goal of effective workforce. Previously this organization was practicing ERP but now they are planning to turn this whole process into EHRM system. To make their plan successful they developed a software called MIHCM.

As, Navana group understood how important human resources are, the HR manager's duties have progressively risen and included new tactics. Globalization convert the whole world into a smaller village. One nation creating the components, another assembling the goods, a third promoting the product, a fourth providing finance, a fifth providing insurance, and so on, and



these ideas of the global village led to the interchange of cultures throughout the world as a single country. To practice this, Multinational companies are hiring employees from all around the world and managing them with diverse organizational cultural practice. The challenges that HR managers face today vary from macro problems involving a global workforce and virtual teams to micro problems affecting a single individual and they have to provide solutions and tactics for these problems immediately. As in this new process the firms set up headquarters, service providing center, manufacturing hub in many countries, the movements of employees will increase and this will be major problem for moving forward. The problem of managing a diverse workforce is something that HR managers must adopt. This demands for cross-cultural education. The researcher has mentioned a few of the challenges.

During the pandemic situation in 2020,2021, the firms were struggling to cope up with these new challenges and trying to reinstating the equilibrium by applying some new strategies, plans. All the firms were observing, deprogramming, resolving their plans and process for the future consequences. But these sudden periodic changes were the critical phase for each and every firm and even due to this critical situation every firm had to change their future goals strategies. HRM assists the firms to grab new opportunity, strategies and plans.

## 2.2 Overview of the Company:

### 2.2.1 History of Navana Group:

Navana group was founded by Mr. Jahurul Islam in 1964. Back then it was named and known as Islam group. At that time Islam group was the largest conglomerate company of Bangladesh which consists of several business concern. Mr. Jahurul Islam, founder of Navana group made a sign of future success by starting distributorship arrangement with Toyota and the objective was to deliver TOYOTA cars from Japan to East Pakistan. After the death of Jahurul Islam, Mr. Safiul Islam became Chairman of Islam group and he named it as NAVANA Group. At present NAVANA Group is one of the large conglomerate local companies of Bangladesh. In just five years, the Toyota Corolla, also known as the "Miracle Car," captured 80% of the market. percentage of vehicles with 1300–1500 cc engines, including Volkswagen, Opel, Hillman, Austin, Morris, and others. This was a fantastic marketing victory for NAVANA, from which Toyota is still benefiting. Thanks to NAVANA's practical marketing strategies and extensive

efforts, Toyota Cars' resale value has reached the highest level in Bangladesh compared to other countries, and this has become a significant factor influencing customers' purchasing decisions in favor of Toyotas. To develop Toyota and Hino cars for the Bangladeshi market, the organization founded Aftab Automobiles Ltd. in August 1981. The biggest privately owned automobile assembly firm in Bangladesh is Aftab Automobiles Ltd. Aftab Automobiles Ltd. was admitted to trading on the Dhaka Stock Exchange in 1987. Following a large BMRE push in 1998, Aftab Automobiles Ltd. established its Body Fabricating Unit, Paint Manufacturing Unit, and Battery Unit. Navana Construction Ltd. and Navana Real Estate Ltd., which is currently one of Bangladesh's top construction and real estate developing enterprises, were established by Mr. Shafiu Islam Kamal, who was also in charge of the Islam Group's Construction Division and Real Estate Division at the time. On the trade front, the Group founded Bipon on Limited as a stand-alone business in 1996. This business first started out in the potentially profitable health and medical equipment sector. A year after it was established, it received one of the biggest single tenders from the Department of Family and Welfare for the supply and installation of medical equipment utilizing EC money, totaling US\$ 5.0 million. In 1998, the organization expanded its network by include Navana Interlinks Limited in acknowledgment of the significance of providing help to worthy initiatives. Navana Interlinks Limited has started to invest in construction contracts as well as the potential industries of both heavy and light manufacturing, civil aviation, telecommunications, power development, food, chemicals, and mass consumables supply and indenting. Additionally, the company has chosen a number of initiatives in a short amount of time, some of which have advanced to a mature stage.

The group has established a brand-new business in the incredibly promising IT industry called Navana Computers & Technologies Ltd. In a short amount of time, it has established a reputation and gained clients' pleasure in the IT industry. It is already recognized as a reseller by Hewlett Packard. Based on consumer demand, it started producing the NAVANA brand AVR in 1999, and in May 2000, it started producing the IPS and UPS systems. The signing of a distributorship agreement with GATEWAY INC. in the United States for the marketing of this company's whole product range in the IT industry is its most recent success.

## 2.3 Vision of Navana Group:

To attain excellence across their businesses with talented people and commitment to the planet.

## 2.4 Mission of Navana Group:

The Navana Way outlines the company's vision, goal, values, and core principles. By doing so, it creates a shared understanding of our organizational values, goals, and core beliefs.

1. Rank highly among competitors and among customers' top choices.
2. Guarantee that in two years, every SBU would be profitable before taxes and interest.
3. Fully digitalized in two years.
4. Quadruple the profitable sales growth across all of our SBUs in the next five years.
5. Establish an atmosphere where employees are the highest involved and, within 5 years, to emerge as a leading company.

## 2.5 Values and Guiding principles of Navana Group:

### 2.5.1 Values:

As like other organization Navana group has also the aim to achieve their objective and goal and their going forward for it maintaining the right manner and rules and they claim that they are responsible for all of their actions. Strong moral regulations are followed by this organization.

Moreover, Navana group is purely dedicated to serve the best service to their customers. They value the trust that their clients place in them. Their beliefs and behaviors are sincere. In order to establish a long-lasting business, they take ownership of their actions and look for fresh chances. They are aware of how crucial diverse perspectives are in assisting businesses in coming up with novel concepts. They place a high importance on anticipating in terms of business efficiency.

### 2.5.2 Guiding Principle:

The fundamental actions they follow to enable their values and accomplish their goal and vision are known as their guiding principles.

1. Lead a life in Navana.
2. Believe in diversity and inclusion.
3. Success by Merit.

4. Disrupts the established order.
5. Set a good example.

## 2.6 Director body list of Navana Group:

Name	Designation
Mr. Shafiul Islam	Chairman
Sajidul Islam Shoubro	Vice chairman
Mr. Shafiul Islam	Managing Director
Mrs. Khaleda Islam	Director
Mr. Sajedul Islam	Director
Ms. Farhana Islam	Director
Mr. Md. Kausar Alam (FCMA)	Independent Director
Dr. Melita Mehjabeen	Independent Director
Mr. Mohammad Jaman Khan	Company Secretary

Table 2.6.: list of director body members



## 2.7 Product, Service & Concerns of NAVANA Group:

Navana offers over 17 different types of goods and services across 12 different industry categories. By my study, I will attempt to present a succinct description of every sort of service or product they offer. The following list includes descriptions of all services and goods:

**Navana Limited (TOYOTA):** The first day of Navana Limited's operation was April 20, 1964. It's long-lasting association with Toyota Motor Company began with this. Volkswagen, General Motors, and Ford were among the European and American companies that dominated Bangladesh's automobile sector until 1964. (then East Pakistan). The economic dominance of European and American cars began to wane once the Toyota Corona was introduced in 1964. Because of this, the Japanese vehicle era started in this market. As European and American automobiles lost market share over



time, Japanese cars—led by Toyota—became the dominant force. Up until 1996, Navana Limited was a division of the Islam Group. During this time, Navana had a reputation for providing high-quality goods and services. Around 1996, Navana Limited broke away from the Islam Group, creating the base and trademark of the Navana Group. Navana Limited today caters to a wealthier market while maintaining a commitment to quality and placing a high value on customer satisfaction. International and governmental businesses, non-profit organizations, foreign embassies, and social figures are some of Navana Limited's clients. Navana Limited will continue to make an effort to be the top customer option for goods and services related to automobiles.

## Navana Foods Limited:

Gloria Jeans Coffees is dedicated to providing customers with the best coffee service possible.

To produce the savory and delectable Coffees Gloria Jean's Coffees is known for, they hand-select the highest-quality Arabica beans from all over the world, bake them carefully in their cutting-edge grinding equipment in Sydney, and then prepare every cup in-store. The warm and cold beverages



available include lattes, cappuccinos, ice-infused chillers, fruit smoothies, specialty teas, and a variety of single origins, blends, estate, and seasoned whole beans. Take advantage of their distinctive beverages, breakfast or lunch meals, desserts, pies, and other delicacies.

La Tarte is another food business chain of NAVANA group. Everything a creative bakery stands for in terms of pastries and other baked products is there at La Tarte, a contemporary expression of that ideal. La Tarte crafts its goods with the deepest passion and the best materials so that each one may provide joy to their loved ones. They only acknowledge the motion when they rejoice.

## Navana Real Estate Ltd:

The history of NREL (Navana Real Estate Limited) is extensive and illustrious. It chronicles a time of ingenuity, intelligence, and uncompromising perseverance that lasted for a whole year and a half. Since being founded by its Chairman, Mr. Shafiul Islam, in 1996,



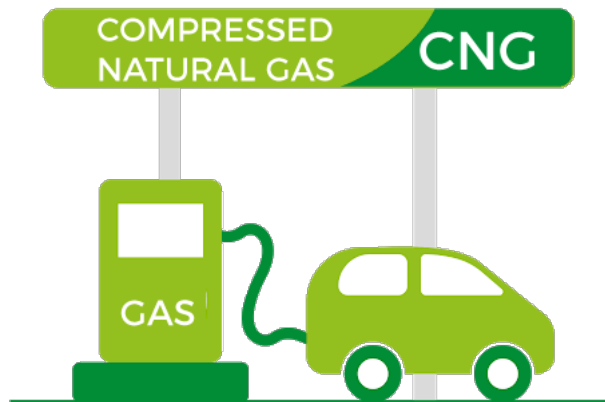
NREL has solidified its position as a noteworthy Navana Group company. In today's diverse commercial activities, from building to energy, production to trade, Navana Group is a market leader. With a "Special Trademark" status, NREL, a sister business of the Navana Group, is today regarded as one of the nation's top real estate companies.

### Aftab Automobile Ltd:

Founded and established in March 1964, Navana Limited is the group's flagship business. Navana Limited has been awarded the exclusive distributorship by Hino Motors, Ltd. It was the year 1982. Customers frequently choose Hino as their first choice because to its high quality and well-deserved reputation. Since the late 1990s, Hino has been the "number one" Japanese brand of commercial vehicle, mostly due to the outstanding management of Mr. Shafiul Islam Kamal, chairman and managing director.

### Navana CNG Ltd:

CNG filling station, importing CNG kits, cylinders, and all related machinery and components, CNG conversion workshop, and rechecking of cylinders are some of the services offered.



## Navana Interlinks Ltd:

Navana Interlinks Ltd. (Generator Unit) can handle all of your power demands with complete ranges of Industrial Generators, Home Standby Generators, and other power solutions. The primary business categories are:

1. Generators
2. Gas generators
3. Switch to Transfer.
4. Rental of parallel switchgear.
5. Power Station

One of NAVANA's most potent subsidiaries, Navana Interlinks Ltd. (Generator Unit), started off offering generator power solutions. In order to construct generators ranging from 16 to 33,000 kVA, KOHLER of the United States of America has partnered with Navana Interlink Ltd. (Generator Unit). Since its founding in 2006, Navana Interlinks Ltd. (Generator Unit) has sold over 1500 units of both gas and diesel generators and installed them.

## Navana Batteries Ltd:

Since 2002, Navana Batteries Limited has operated as a division of the Navana Group in Bangladesh. Navana Batteries is committed to producing high-quality, specialized batteries that can be customized to satisfy the demands of users from many spheres of life. The firm is creating a brand that satisfies stakeholders and efficiently contributes to both workplace and national prosperity via continuous value creation and outstanding quality control procedures.



## Navana Industrial Equipments:

Toyota Material Handling Equipment's sole distributor in Bangladesh is Navana Limited. They have long provided support to Bangladesh's industrial equipment industry. Navana has established a mission to provide the industry with Toyota's top-notch goods in our nation's expanding market for material handling equipment. For more than a decade, Toyota Material



Handling Equipment have been rated as the best in terms of longevity, dependability, and investment value. They are supported by the following for their industrial equipment, such as Toyota Forklifts (IC Engine & Electric) and Reach Trucks (Electric) with attachments:

1. Providing after-sales services in accordance with TOYOTA STD.
2. The Guaranty of TOYOTA Industries Corporation
3. Authentic Toyota Spares
4. Sales and service engineers trained by Toyota.

## NAVANA Construction Ltd.:

In terms of manpower, equipment, and finances, Navana Construction Ltd. (NCL) is a well-known independent construction firm. It is a subsidiary of the Navana Group, which was established by Mr. Shafiul Islam Kamal and is currently led by him.

Mr. Kamal was previously associated with the Islam Group, the nation's first construction company, as vice chairman and was heavily involved in the building projects of Bengal Development Corporation.

During his time with the Islam Group, Mr. Shafiul Islam Kamal successfully managed, oversaw, and finished projects involving roads

and highways, embankments, sites and services projects, low- and high-rise apartment buildings, commercial buildings, physical infrastructures of industrial concerns, institutional buildings with complexity, including university campuses, hospitals, and banks, as well as works of airports and railways in the nation and abroad.



## Navana Building Product Ltd:

Navana Building Products Limited, one of the sister businesses of the Navana Group, offers machine, raised material for a variety of buildings in Dipanagar, Gabtoli, and Dhaka. A total of around 136,800 square feet of surface area is devoted to the project, of which 108,000 square feet are used for the manufacturing of concrete, storage facilities, electricity, technological amenities, research, administrative space, and housing. On the remaining 28,800 square feet of land, there would be two production units constructed. This concern has constructed a fully equipped concrete unit. Its station analyzes several concrete types made up of cement, coarse

and fine aggregate, and both. Each cylinder and cube from the transit mixer are removed to be assessed for modifiability.

## Navana Engineering Ltd:

One of Bangladesh's most cutting-edge industrial firms is Navana Engineering Ltd. (NEL). NEL is a manufacturer of items out of high-density polyethylene (HDPE), unplasticized polyvinyl chloride (uPVC), and polypropylene random (PPR) that are specifically tailored to the demands of the market. NEL has the following

using state-of-the-art equipment to produce a variety of pipes and ducts that adhere to global standards. NEL is well situated downtown Dhaka, enabling us to quickly travel the whole length and breadth of Bangladesh. As a result, their clients may have faith in a steady supply.

## Navana LPG ltd:

By mixing propane and butane, liquefied petroleum gas (LPG) is produced. LPG is a superior power source that is adaptable, dependable, affordable, environmentally friendly, and suitable for a range of uses. It is suitable for a range of professional, social, and domestic applications. Navana LPG is wholly owned and managed by the Navana Group. To fulfill the growing needs for LPG throughout the country, Navana LPG aims to provide a cutting-edge environment.

## Navana Welding Electrode Ltd:

The famous Navana Group, that also includes Navana CNG Limited and Navana Welding Electrode Ltd., was created in 2011. The business has a facility with 130 employees and an about 72 thousands square foot space.

Under the Navana Welding Electrode brand, manufacturers, distributors, and retailers produce premium welding electrodes for domestic and worldwide markets. The company wants to be known as the leading welding electrode company in the country for its innovative product connections, quick distribution, and best in class customer service at a competitive price.

## Navana Furniture Ltd:

One of the leading manufacturers of furniture in Bangladesh is Navana Furniture Ltd. They set off on their adventure in May 29, 2002, and thus far, it has been a great journey. Navana Furniture Ltd. has put the needs and satisfaction of its customers first ever since it was founded. In the era of lifestyle items we live now, furniture serves a vital purpose.

## Navana Logistic Ltd:

Since its establishment in 2007, Navana Logistics Ltd. has had great success providing importers and exporters all over the world with logistics and freight management solutions. They have a talented and dedicated group of professionals with extensive international and local expertise in supply chain management and freight forwarding management sectors who are having knowledge of several types of solutions for supply chain management and freight forwarding, respectively. The expert operations teams are committed to provide top-notch, cutting-edge services.

## 2.8 Management Practice of NAVANA Group:

The Navana Group's capacity to go above and beyond and consistently make modifications for the advancement and achievement of the organization's aim is its finest quality. In the age of globalization, new issues have arisen as a result of the evolving nature of market rivalry. For businesses to maintain or increase their competitiveness, they must develop and retain skilled and competent human resources. Numerous past empirical studies have shown a connection between business success and human resource management strategies. These links support organizational success in the fast-evolving business environment of today. In order to create more dynamic workplace environments, human resource management adopts a more strategic and proactive role.

### 2.8.1 Teams of Human Resource of Navana group:

Three parts of the human resources department, each with a separate staff to help and manage human resources, have been created on NAVANA group. The HR divisions at Navana are listed below:

#### **1. Human Resource Business Partners:**

This department is in charge of fusing the objectives of the firm with those of the personnel and management in a certain section of the business. The function comprises establishing cross-HR partnerships to provide planning and employees with valuation services that represent the business's commercial objectives. The HRBP maintains a high degree of commercial fluency in the competitiveness, surroundings, and market circumstances of the firm department.

### **2.Rewards team:**

This team is in charge of designing, managing, and evaluating an organization's incentive plan. Remuneration and rewards are taken into consideration, along with any medical or child-care programs, annuities, stock options, corporate cars, and supplementary benefits.

### **3.Industrial Relation:**

An HR division has two main obligations if it comes to relationships with employees. First and foremost, HR aids in preventing and resolving problems or disputes between employees and managers. Second, they aid in the creation and application of fair and inclusive standards for each employee.

## **2.8.2 Implication of Digital and strategic human resource management:**

As we all know, sustainable human resource management is a framework that connects performance management and training & development to extensive company operations and goals. This concentrates on complex personnel difficulties within the context of organizational objectives and changing workplaces. In order to prepare their business for future growth, the Navana group must first determine and estimate its labor needs before starting the process of hiring new employees and updating existing ones. On the other hand, beside applying the strategic human resource management they are trying to build a digital HR practice to cope up with modern era and also for the competitive advantages. All those are describing below:

### **1. Firstly the recruitment phase:**

During this whole stage, HR professionals start looking for applicants who have the skills listed during the strategic HR planning process.

### **2.Evaluation of applicant:**

During this period, meetings and other hiring procedures are carried out. When interviewing candidates for employment, they ask questions like: What are your expectations for compensation? Appropriate testing would be used to establish the candidate's suitability for the position.

### **3. Hiring:**

If all required paperwork is submitted, their firm would hire candidates.

### **4.Process of enrolling:**

A significant factor in determining whether a new employee will stay with the organization is training. A thorough effective induction procedure is necessary to prevent personnel turnover. Maintaining Navana's staff interested is a crucial component of maintaining them after they have been suitably adapted.

## **2.8.3 Recruiting and selection:**

The process of identifying the need for a position, setting the requirements for the position and the role bearer, promoting the prospect, and selecting the best candidate for the job is called hiring and screening. It really is important to understand the distinction in hiring and selecting. Recruitment is the process of identifying potential candidates and encouraging them to apply for a current or impending position.

After recruitment and selection process the employee's profile is now managed by the HR IS system in NAVANA Group. All necessary personal and professional information are included in the MIHCM software which can be controlled only by HR manager and the employee himself. This new policy makes the work process easy of the HR manager.

## **2.8.4 Bonus and Benefits:**

The benefits of a job may extend above salary. Employees may get financial incentives from their employers in the form of bonuses or perks that cover all or a portion of their household or personal expenses. This kind of pay has a lot of potential value. Since bonuses and perks play a significant role in employment remuneration, Navana must continue to offer enticing incentives and advantages that will encourage candidates. At present Navana has included a new process to

measure and evaluate the exact performance which will help to provide incentives properly through MIHCM.

### 2.8.5 Management of Leave:

Working for the organization earns a certain amount of vacation time for the employee. During ones time away from the organization, any unused vacation time can be safeguarded. Every year, employees will be permitted to take 20 days off. As per company policy, each year you are entitled to 10 days of unpaid casual leave. This will be included in annual leave.

The standard medical leave policy at Navana is 14 days, which includes non-working vacations. The period may be extended based on the severity of the illness. This is medical leave of Navana Group.

As everybody knows, the maternity leave is provided to qualified female employees who have worked for the company for at least six months. Employees only receive this paid vacation from Navana once every two years.

Furthermore, there is a special leave and employees may be granted this extraordinary leave for any type of unavoidable or unique circumstance, such as when a first-degree relative of the worker passed away or if an employee wishes to travel for the Hajj, however this may only be granted to the employee once throughout their career.

It is important to mention that now this leave management by the HR team and applying for leave became so convenient on this organization by using HR IS system. By MIHCM, the HR manager can track all the leave of an employee as the manager set every individual employee's leave limitation on MIHCM and the employee will apply for any kind of leave by this software. As a result, HR manager can control the leave management and there will less confusion between HR team and employee.

### 2.8.6 Training and Development process:

In accordance with the requirements of each position, every firm should maintain or adhere to a specified training program. Due to the size of the Navana Group—between 19 and 22 firms operate as part of it—and the variety of industries it runs, it is necessary for it to give training to its workers as necessary. They also adhere to a training schedule, which lists the specifics of scheduled training sessions and schedules for department personnel and workers.

The mostly used trainings on Navana group are:

- On the job training
- Instructor led learning
- Knowledge based training

### 2.8.7 Scope of making Career path in NAVANA Group HRD:

The HR department of NAVANA group offers a variety of chances for workers who aspire to land their ideal job. They just employed a large number of incoming freshmen, giving them several opportunities to advance their careers.

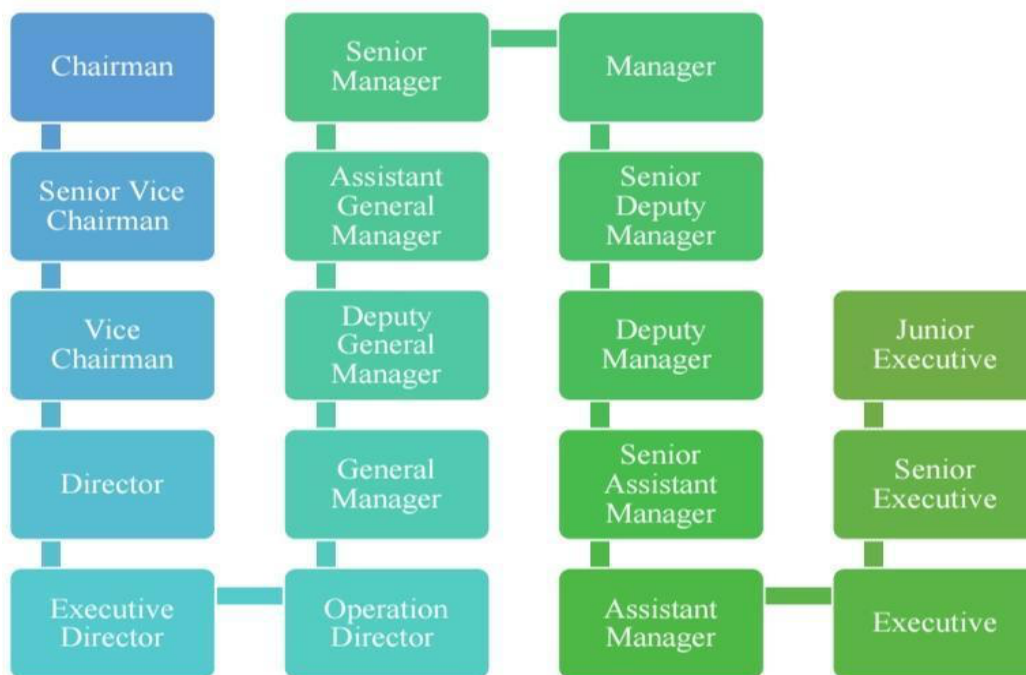


Figure 2.8.7: Scope of making career path in NAVANA Group HRD

## 2.9 Marketing Practice:

Marketing policy refers to the strategic thinking behind a company's efforts to provide customer value and forge fruitful client relationships. Marketers are fully aware that they cannot provide identical services to the majority of clients in a given marketplace. As a consequence, the company chooses which customers to serve and how to identify the whole market.

Segmentation: As many different types of clients and wants need to be met, Businesses divide the market into several customer groups with distinctive demands, traits, advertising strategies, or mixing criteria. The Navana Furniture business in Gulshan, for example, must provide extremely stylish and elevated furniture since the populace of Gulshan is predominately upper or elite. Customers consequently ask for stylish, high-quality furniture at reasonable prices. When constructing groups, a number of variables are taken into consideration, including age, money, mentality, and geographic region. The Navana Group offers a wide selection of goods across several markets.

### 2.9.1 Target market:

After diversifying its markets, the business examines each industry to see how much and which groups it can efficiently manage. A company has to concentrate on industries where it can sustainably and competitively offer the greatest consumer benefit. The Navana Group offers a wide selection of goods across several markets. It includes Aftab Automobile Limited for transportation and Navana Company Limited for Toyota. The most affluent people in the world who need transport and are willing to pay for it are served by this firm. For the supply of resources, Navana has industries including Navana Electronics Limited, Navana LPG Limited, Navana CNG Limited, and Navana Petroleum Limited. For housing, it has Navana Real Estate Limited and Navana Construction Limited.

### 2.9.2 Differentiation & Positioning:

Customers view a company's positioning as where it stands in relation to a competitor's offering. Marketers work to position their products in a unique way on the market.

For example, "Navana devoted to standard" ensures that Navana will only provide products with the greatest level of reliability. The motto of Navana Furniture is "evolving culture," which implies that they will provide the best materials and designs that are up to date and appropriate for changing lifestyles. Both a global and a local aesthetic are included into their fashion. Customers are given the impression by this tagline that the products would result in fashionable, eye-catching decor.

Customers won't have any incentive to acquire a service if it is seen to be identical.



## 2.10 Finance & Accounting Practice:

### Financial Performance Analysis:

Profitability is a statistic that assesses a company's ability to make money from its main line of activity. This phrase is frequently used as a general measure of a company's overall economic health over a period of time. It may be used to compare similar organizations or to integrate different industries or geographic areas. The endurance, durability, and profitability of a firm, its divisions, or a development may be assessed through the use of financial management. Experts use proportions to draw conclusions from data, particularly that found in financial papers and other publications, carry out this research. Top management usually receives these reports as a part of their main sources of information when making decisions for the organization. An analysis of financial statements is necessary to understand the company's economic outlook. Analyzing the income statement and balance sheet is typically required. Research on ratios and trends may be done using these two claims. These are the most crucial indicators of a company's financial performance.

## 2.10. Capital Structure:

<b>VALUE ADDED STATEMENT</b>		
For the year ended March 31, 2010		
	Amount in '000 Taka	%
<b>Sale</b>	<b>1,391,713</b>	
Bought in- Material & Service	844,215	
Value Added	<u>547,498</u>	
Application to National Exchequer	<b>100,720</b>	<b>18.40</b>
to Providers of Loan as Interest & Charges	23,024	4.21
to Providers Emp. Salaries Wages & other benefits	122,872	22.44
to Providers of Capital- as Dividend	108,900	19.89
<b>Reserve &amp; Surplus</b>	<u><b>191,982</b></u>	<u><b>35.07</b></u>
	<b>547,498</b>	<b>100.00</b>

Figure: 2.10.1: Capital Structure

## 2.11 Operation Management practice:

By using HRIS, Navana Group has recently concentrated on making their job digital.

A digital program that links employee equity with informational systems is called a human resource information system, sometimes referred to as a human resource management system (HRMS), or human capital management. This enables digitized HR processes and operations.

To put it another way, an HRIS is a software-based system that enables businesses of all sizes to manage a range of functions including payroll, human resources, accounting, and management.

While devoting excessive time to them, an HR information system (HRIS) helps a company to better plan, monitor, and limit its HR costs.

Interface subprocess includes a variety of keypad and touchpad-based data entry functions. The same technology may be found in interface systems to transform unstructured data into the appropriate format for storage.

The human resource study sub process conducts surveys to learn more about how the business manages its people resources. With data originating both inside and outside the organization, HR analyzes its internal operations. For instance, the software evaluates candidates for available positions and makes recommendations, along with a list of crucial qualities and characteristics.

This part is in charge of tracking ecological occurrences that have an instant or unintended impact on human resource activities. This may include employment by the government, trade associations, suppliers, regional and business organizations, and possibly opponents' activities and this part called human resource information component.

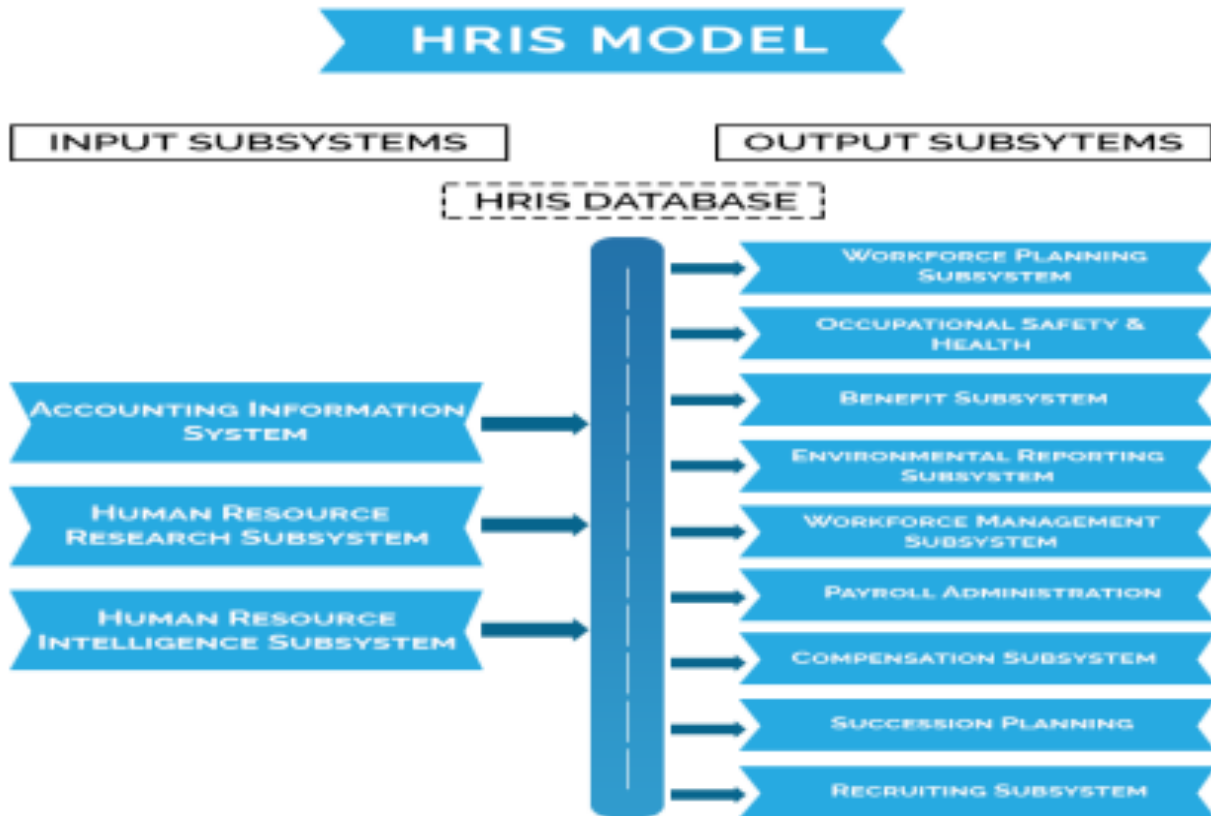


Figure2.11: HRIS Model

## 2.12 SWOT Analysis:

An organization may do a SWOT analysis to evaluate its strengths, weaknesses, opportunities, and potential threats. You may do a SWOT analysis on a place, business, person, or brand. It comprises establishing the objective of the business project or initiative as well as identifying the internal and external factors that facilitate or obstruct achieving that objective.

Strength: Navana is a competent and financially stable business in Bangladesh. The announcement of the Industrial Prominent Person has been confirmed and made public by four members of board. They are the most identifiable bankers in database, and the capital price used to evaluate their equities is larger than three times the nominal valuation. Moreover, Navana has lot of popularity for dependability and acceptance in Bangladesh. Navana Group has a strong customer history, which helps them retain their current customers. Navana stays in touch with its committed customers.

Weakness:

To maintain the quality, they are unable to produce inexpensive items. Costs increase when dependability and fundamental resources enhance. They can't compete the lower price point, hence they can't produce products at a lower cost.

Opportunity:

Here are a few examples of the technical and commercial prospects in Navana.

- 1.Navana has benefits in terms of technology.
- 2.They are financially supported by organizations and financial entities.
- 3.They could be able to sell the products in South Africa, Mayanmer, Nepal, and Sri Lanka.

Threats:

Navana predicts customers will favor quality over quantities in the long run. If these presumptions are false, they could soon be faced with a serious problem. Navana enjoyed a competitive advantage when buying necessities from other countries. As a result of the WWII hoax and the most recent viral outbreak in China, the industry is becoming increasingly anxious, and if the tensions do not ease, Navana may experience a supply shortage problem.

**CHAPTER 3**  
**Theoretical Part**

## 3.1 Theoretical Background:

Explanation of Human resource Management:

The process of hiring, choosing, onboarding, delivering orientation, conveying training programs, assessing worker performance, deciding compensation and benefits, inspiring employees, maintaining proper relations with employees and their trade unions, ensuring employee safety, welfare, and health measures in accordance with local labor laws, and finally adhering to court orders or judgments is known as human resource management. A company's human resource management department, sometimes known as HRM, is in charge of hiring, supervising, and dismissing personnel. In order to guarantee that best practices are always followed, HRM places a strong emphasis on the role of individuals in the workplace. Definitions of HRM from various writers are provided here to help you comprehend the idea.

Byars and Rue-"Activities aimed to care for and synchronize an organization's human resources are included in human resource management." The tasks and responsibilities carried out in organizations to support and coordinate human resources are referred to as human resource functions. According to Ivancevich and Glueck, "Human resource management is the activity carried out in companies' that facilitates the most efficient use of people (workers) to fulfill organizational and personal goals."

Human resource management is the term used to describe how a business manages its workforce. The term "human resources" can also refer to human resource management. According to the first definition, human resource management is a process for managing people in a company in a predetermined and organized way. The HR department is in charge of filling positions, making hires, keeping people, setting and monitoring salary and benefits, tracking progress, managing changes, and so on. This is a more contemporary definition of managing people than the traditional one. A different definition of human resource management is that it may be carried out from a macro viewpoint, which suggests that managing employees will have an impact on how management and employees' interface. Human resource management is essentially personnel management with a focus on the employees as corporate assets. Human resources are the people who work for a company. In this article, workers are sometimes referred to as human capital. HR specialists hire, manage, and provide guidance for employees who work for a firm in order to increase profitability and employee happiness. They typically design and put into effect policies that deal with recruitment, performance management, pay, pay equity, health and safety, employee benefits, and training. This definition of human resource management is quite exact. It talks about "human orientation," which emphasizes interpersonal relationships and the health and safety of human resource workers, in addition to tasks including recruitment, training, evaluation, and compensation. The part of the management process known as human resource management develops and oversees the organization's human resources while taking into consideration all of their knowledge,

abilities, and potential to successfully contribute to the organization's objectives. In other words, HRM covers all managerial decisions and practices that directly affect an organization's workforce. Since people run organizations, human resource management is a crucial component of management. It requires making decisions and acting on them in order to successfully manage people in order to fulfill both corporate goals and individual needs. Reasonable decisions must be made on, among other things, the content of training programs, compensation systems, incentive plans, appraisal criteria, transfer and promotion policies, and employee welfare programs for each HR function, including procurement, training, compensation appraisal, and maintenance.

### 3.2 Purpose of human resource management:

The purpose of human resource management is to manage those who work in those positions and to generate jobs. To do a job in an organization, one must be identifiable. A notification containing the job description and requirements should be distributed in order to find the right individual for a given position. The applicants should be tested using the right selection procedures for choosing the right candidate in order to confirm that the candidates invited are the right ones. After that, qualified applicants should get the instruction required to carry out the tasks and obligations specified in the letter. Additionally, it is important to conduct a review of performance appraisals to see whether or not it meets management standards. Employees should be recognized or paid for their contributions to the company, and the HR manager is responsible for ensuring their safety while working. They should be instructed on safety protocols and must make sure they are carefully maintained. Training for employee's well-being and health are essential for ensuring their happiness and engagement, which has a significant effect on their performance. Retaining proper and healthy relationships between staff and management lessens disputes, which will have an effect on the success of the business as a whole. The most crucial thing is to abide by the employment and labor laws, which govern all of the above-mentioned job-related behaviors, and to avoid breaking them. The potential for labor laws to be broken will cost the business money and hurt its reputation. As a result, human resource management serves as an organization's own guardian angel to ensure smooth operations and long-term success.

### 3.3 Functions of human resource management:

HRM makes sure a business works smoothly. The process starts with creating the right policies to fit the demands of the work and ends with ensuring the business's continuing performance. Therefore, HRM is an invisible force that ties all organizational components together to promote smooth progress. In the present day, businesses have grown more people-centric than ever before, especially because this strategy results in better job performance and lower turnover rates. Human resource management, is essential for



helping businesses and organizations accomplish their objectives. The expansion and general development of a company depends greatly on HRM operations. After all, when people develop and strengthen their talents, the business also develops and flourishes.

Although HRM has many different roles, some of the most important ones are job design and analysis, recruiting and selection, training and development, pay and benefits, performance management, managerial relations, and labor relations.

The following are listed and described as the primary HRM functions:

1. Job planning and analysis
2. Hiring and selection of employees
3. Training and Development
4. Compensation and Benefits
5. Management of employee performance
6. Corporate relationships
7. Employment connection
8. Engagement and communication among employees
9. Rules for health and safety
10. Employees' personal assistance
11. Planning for Succession
12. Labor Relations

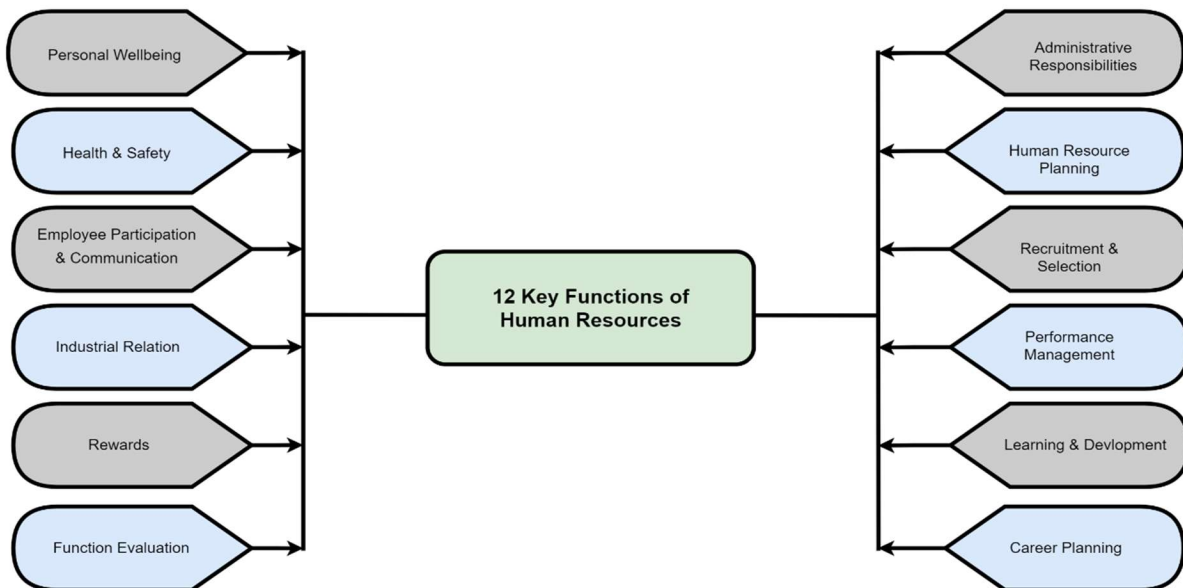


Figure:3.3: HRM Functions

## 3.4: Some Scope of Human resource management:

All activities that are included in the definition of human resource management are included in its scope.

The following are the activities:

### **Recruitment and Selection:**

Using the data acquired through employment research, the business develops advertising that is eventually published in newspapers. This is the recruitment procedure. Recruitment and selection represent still another essential component of human resource management. Following the publishing of an advertising, several applications are received, interviews are conducted, and the qualified candidate is selected.

### **Orientation and Introduction:**

Once the personnel are selected, a session for induction or orientation is held. The field of human resource management includes yet another important topic. The company's history, corporate culture, principles, and work ethics are all explained to workers, along with introductions to other staff members.

### **Training and Development:**

To improve his effectiveness on the work, every employee is put through a training program. Existing workers with a lot of expertise are also forced through a training program under the name refresher training. The business spends a lot of money on employee training and development.

### **Compensation and Benefits:**

A variety of regulations apply to pay and other incentives. Planning for compensation and remuneration is within the purview of the human resources department.

### **Performance evaluation:**

Human Resources department executes an evaluation after the employee has been employed for nearly a year, during which the employee's performance is assessed. These assessments serve as the basis for further wage increments, incentives, and promotions.

### **Employee satisfaction:**

Maintaining the employees of the organization becomes essential. It is the responsibility of the human resources department to research different motivational strategies. In addition, various health and safety requirements must be followed for the sake of the workforce. This is another responsibility of the HR

division and by doing this the organization can get the employee satisfaction which will help to reduce turnover rate.



Figure 3.4: Scope of HRM

### 3.5: Human resource management model:

The strategic method for managing and coordinating human resource responsibilities inside a business is referred as the HRM model or HR framework. I'll talk about four models that every Manager has to be aware of. HRM models are designed to help organizations manage their workforces as effectively and efficiently as possible in order to achieve their objectives. Those are the eight-box model, Harvard framework, standard casual model, HR value chain. These models may be used to demonstrate what HR does, how HR benefits the company, and how HR affects the company.

The Human Resource Management concept encompasses all aspects of human resource management. When these steps are followed effectively, they will result in a skilled and eager workforce that will help the firm reach its goals.

The environment is a further component of the model. It may be claimed that the human resources department does not function in a box. Economic, technical, political, legal, organizational, and professional factors are only a few of the external and internal influences that have an effect.

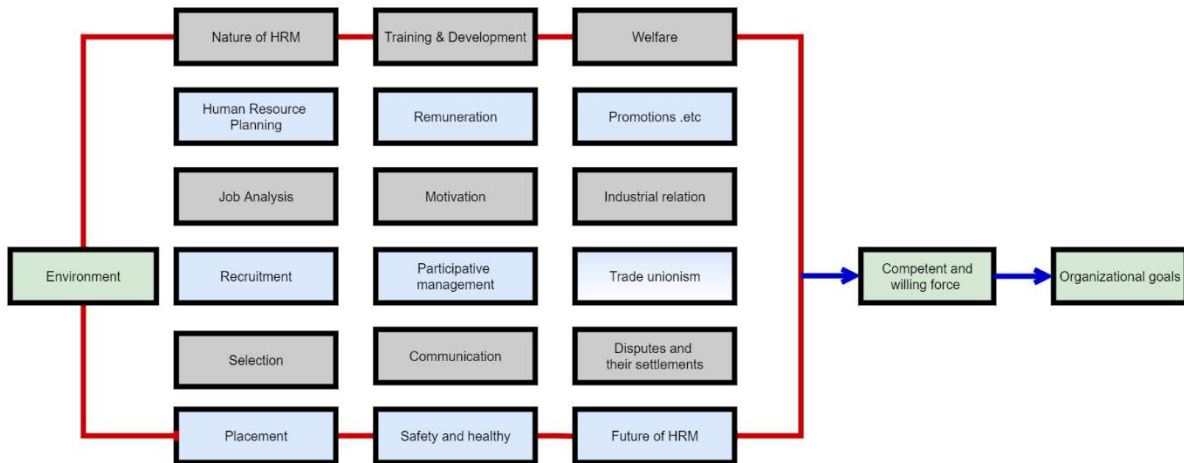


Figure 3.5: Human resource management model

### 3.6: Effects of HR:

The resources, skill, and knowledge of an organization's personnel, often known as its human capital, are its most significant assets. Key components of workplace organization and rules for the best use of human capital are human resources policies. Utilizing human capital effectively may lead to employee engagement, work happiness, and most crucially, an excellent bottom line. This has consequences for human resources strategies. Creating and executing human resource policy is one of the HR jobs. It is impossible to stress the importance of implementing human resource policy. Owners that establish policies that promote the interests of the business and its workers are highly appreciated.

### 3.7 Opportunities of human resource management:

Human resources management may be a fulfilling career for those who enjoy helping others and finding satisfaction and fulfillment in their job. Compliance with current labor rules and the growth of an employee-valued company culture are two benefits of effective human resources management. Understanding the various roles and occupations in human resources management might help you decide if this is the best career path for you.

## **CHAPTER 4**

### **REPORT PART**

## 4.1 Background of the study:

As part of the BRAC University's Bachelor of Business Administration (B.B.A.) degree, I received this report following completion. My supervisor, “Mr. Feihan Ahsan” Assistant professor of BRAC university, gave me the assignment for this paper as a requirement for the degree in Business Administration and he only gave it to one individual.

The Navana Group is a prominent conglomerate in Bangladesh.

The Respectable Mr. Jahurul Islam, the group's leader and primary builder, left the Islam Group in December 1995, although the Navana Group remained apart from it.

Under the real president of the Honorable Mr. Shafiul Islam (Kamal), the Navana Group grew its operations and quickly became one of Bangladesh's most well-known and renowned business organizations. This Organization consists of a variety of companies and concerns.

In my internship report I'm including all the aspects, implications and importance of HR IS software for managing human resource. It will also include the challenges for HR manager to apply this new method, benefits of applying this method in the organization, necessities of HR IS sytem for the future organizational competitive advantages and further opportunities. I'll try to give an outline of how the training and development initiatives of Navana Group are enhancing worker performance in this report.

## 4.2 Main Objective:

The study's objective is to evaluate the results of adopting digital HR software both before and after implementation. It all comes down to how effective the HR IS system is in accelerating progress by utilizing the productivity control component's seamless connection with employee records, transition structuring, training development, and pay planning.

**4.3 Broad Objective:** To explain the effectiveness of using Human resource information system software in the organization.

## 4.4 Specific Objective:

1. HRIS is used by the Navana Group.
2. The HRIS processing software from Navana Group. Hardware is used by Navana Group to allow HRIS.

3. HRIS Strategy and Method of Implementation.
4. HRIS data management tools.
5. How significantly the Navana Group benefits from using HRIS.
6. How HRIS increases employee work productivity.
7. Positives and negatives of HRIS.

## 4.5 Methodology:

The term "methodology" refers to the many strategies and techniques needed to deliver the information in an appealing way. In every type of study, the research methodology is crucial since it establishes the data's shape, methods of analysis, and presenting format (Goddard & Melville, 2011). There are many different approaches that researchers might apply to collect data in order to write the articles. Those are

1. Qualitative Research
2. Quantitative Research
3. Descriptive Research
4. Applied Research
5. Analytical Research
6. Exploratory Research

Two different data gathering methods, primary and secondary, were used in these procedures. With the help of both primary and secondary data collecting, the study's goal was accomplished. An interview with Mohammad Ferojul Kabir, Manager of the HR Rewards team, a Navana Group employee, served as one of the primary data sources. Along with completing a poll of the staff at nearby firms, I also collected information from my own experience and observation while working for the organization as an intern. Websites, magazines, journals, printed and online newspaper stories, printed books, eBooks, online data, and a few more pertinent sources are some examples of secondary data sources.

## 4.6 Scope of the report:

My main goal of this project is to learn from practical knowledge since it will enhance my educational background by adding professional experience to academic information. Since I am a student and an intern at the firm, the range of the data collection using a primary technique was severely constrained. As a result, I had to follow certain formalities in order to acquire the data for the report. This report will reflect the difference between Human resource management process using HR IS software and without using HR IS software. This will also describe the probable upcoming challenges, opportunities, benefits, competitive advantages for a human resource manager while applying this modern technology. Moreover, the necessity of HR IS software to cope up with future tech era for the organization and how the organization can move a more forward compare to other local companies by utilizing this HR IS system are also included in this report.

## 4.7 Limitations:

Although there were certain limitations to the study, I did my best to include all the material that was essential to understand how human resource management and the HR department function in a firm. The following are the restrictions encountered when creating this report:

1. Insufficient information because of organizational constraints.
2. Through a face-to-face interview with the manager of Navana Group, I made an effort to get as much information as I could.
3. Information gathering on the entire procedure was to a certain extent challenging.
4. The report's completion duration was time-limited. Due to time restrictions, large-scale study was thus not feasible.
5. Lack of systematic data availability.

According to general corporate policies, employees are not permitted to disclose top secret information. As a result, I also get data from supplementary sources.

## 4.8 Literature Review:

Title: Human Resource Management Practices in our country: Current Conditions and Future Issues.

This research focuses on the human resources methods now used by Bangladeshi local businesses and potential difficulties that might arise in the future. The primary data sources for



this study are secondary data collections. In the context of developing nations like Bangladesh, they attempt to expound on four key HRM functions—recruitment and selection, training and development, compensation and performance, assessment, and industrial relations practices. The author also makes an effort to concentrate on potential future difficulties that Bangladeshi local groups may encounter.

Among the developing countries that has sought to instill a deplorable culture is Bangladesh. The government and officials in this country are not able to give economic market expansion, industrialization, competition, and human resource management top priority because they adhere to a communist financial model. Nevertheless, it recently changed from communist to open capitalism in its financial policies, which led to a surge in GDP growth of 28.5 percent altogether.

Nevertheless, in terms of HRM standards, they have not yet attained or surpassed the benchmark due to a number of circumstances, the most significant of which is the fact that many companies are relatives. However, corporations like employment and export-oriented nations have altered their policies and cultures in recent years thanks to the pressure from the EU and North American countries. This research has helped us to understand that all Bangladeshi businesses must adopt or maintain strong HRM practices if they are to continue to be successful on a global scale. Researchers are interested in the HRM cultures of the public and private sectors, how they uphold the core responsibilities of HRM, as well as forthcoming challenges. They found that, like many other developed and developing countries, human resource management practices in Bangladesh were similar to leadership and management strategies, with HRM managers' responsibilities being limited to procedural and regulatory issues. (Sage journals) December 16, 2015.

Title: Findings from Bangladeshi manufacturing companies about the effects of human resource practices on job satisfaction.

The aim of this study is to investigate how Bangladeshi HR practices affect job satisfaction. Twenty manufacturing businesses provided a total of 60 responses, which were compiled and carefully examined. Job satisfaction was shown to be significantly correlated with HR practices. Additionally, it was shown that training and development for human resources professionals and

work satisfaction are positively correlated. TND was also shown to have the most impact on JS. By investigating the connection between HR practices and work satisfaction, this paper may be useful to academics, researchers, politicians, practitioners, students, and local and international businesspeople in Bangladesh and other comparable countries. Human resource management (HRM) methods, sometimes referred to as HR practices, have been studied for years by researchers in the developed world to determine how they affect employee behavior and job performance. Surprisingly, not much study has been done on HR practices in poor countries in general, and Bangladesh particularly. (Mahmood,2004)

The report is mostly based on the answers to following question: Is there a relationship between HR procedures and job satisfaction? And do HR procedures affect job satisfaction in any way? Addressing the link between HR procedures and work happiness is one of the key goals. to determine how HR procedures affect work satisfaction. to make recommendations for improving the HR processes of the chosen manufacturing organizations. After conducting a few analyses of data, they came up with the conclusion that the strongest positive correlation between HRP and job satisfaction, as shown in the correlation matrix, suggests that the management of particular industrial firms should concentrate on HRP in order to achieve outstanding work engagement. Additionally, it is found that HRP significantly affect JS.

Title: A review of data analysis on human resource management and the capacity, desire, and opportunity to continue working.

Maintaining older employees is a difficulty for companies, but there is a lack of knowledge on how to accomplish it. By identifying and assessing the efficacy of Human Resource Management efforts focused at working career extension, this research seeks to provide information about the steps that businesses may take to help the extension of working lives. The results demonstrate that offering employment resources positively affects people's aptitude, drive, and capacity to go on working. Additionally, it was shown that employability was most strongly correlated with developmental activities, whereas work ability was found to be most adversely correlated with job requirements. The paper concludes with suggestions for upcoming research fields and useful applications for promoting assessment practice. By highlighting the topics where the greatest evidence is available, this study aimed to promote evidence-based practice. They advise businesses wishing to enhance the long-term viability of their employees' careers to start by

assessing the aptitude, motivation, and employment prospects they now provide. According on this evaluation, the company may decide which areas need improvement. (Tilburg University, Tilburg, The Netherland); 9th July, 2018.



Figure 4.8: Talent management

## 4.9 Significance:

Its most crucial result of this study is that people who read will realize the creative and quality MIHCM is intended to provide a better understanding of the workplace, help to grow the workers, find the greatest potential, as well as streamline the HR system - all of which are hard to accomplish using old traditional technologies.

The consumers choose an accessible cloud HR service to traditional solutions to satisfy the unique organizational requirements. Businesses need to adapt to the Digital Realm, and MIHCM can assist.

a methodical process for include the declaration of termination, specifying the reason for leaving, and stating the time for acceptance. MiHCM supports farewell conversations, departure responsibilities, and final identity inactivation approval.

## 4.10 Findings and Analysis:

### 4.10.1 Findings:

The following conclusion is reached after combining the broad statements, which are based on both direct and indirect research:

- The majority of the original study's participants were either HR professionals or grads. There are undoubtedly a number of businesses and other persons in the background, demonstrating that the intended audience was wide and multifaceted. The survey was conducted by BRAC Bank, Grameenphone Limited, Nestle, Robi, and other significant businesses. As a consequence, research was done on the demographics that should be targeted. Additionally, a very experienced and informed HR specialist participated in the conversation. This illustrates that the information obtained during study is sufficient to arrive at a conclusion.
- The results show that HRM software is well-known to many people in the business sector and has just recently arrived here.
- Over four or five of the participants, as well as the researcher and specialist for our extra survey, believe that HR technology boosts productivity and job creation across the board for the Human resources department.
- The results show that by meticulously protecting his distinctiveness through human resource management technology, a corporation may operate at its full potential. The professional dialogue I had backs up the statement.
- Even without doubt, every study demonstrates that using HRM system helps the company save time and money.

## 4.10.2 Analysis:

1. In which organization you are currently working?

Ans: The question was asked to determine the participants working in which industry. Most of the responders were from MNCs like Nestle, Unilever, Foodpanda, Grameenphone, etc, and other local organizations for example Shop Up, Redex, Paperfly, etc.

2. Does your organization maintain a familiar HRM system?

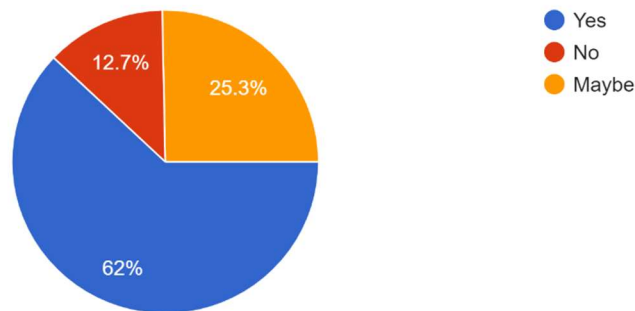


Figure 4.10.2.2: pie chart of familiarity with HRM system

Ans: The majority of the responders are familiar with or use the HRM system.

3. Do you often use human resource management operating systems?

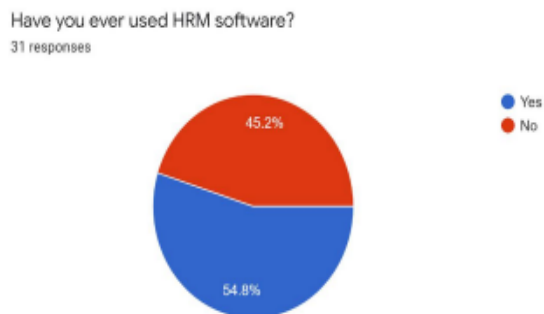


Figure 4.10.2.3: pie chart of using human resource management operating system

Ans: This chart is showing that more than half of the respondents often use human resource management operating system and on the other hand it is also showing that a few less than half respondents are saying no which means they don't use this operating system in their workplace.

4. Do you think that Human Resource Information System has improved your workplace productivity?

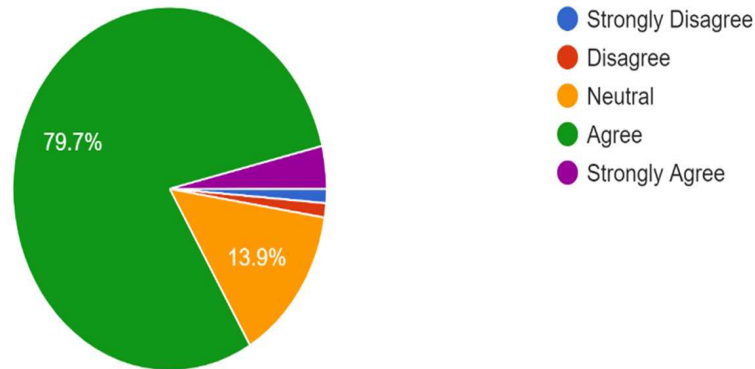


Figure 4.10.2.4: chart of HRIS increasing the productivity

79.7% of respondents agree that Human Resource Management System has improved their workplace productivity. Moreover, 13.9% of respondents are neutral that means they see no changes or it is also possible that they are not familiar with this system yet. There is a few percentage of people who strongly agree with this statement and a few of them even do disagree with this statement.

5. What is your point of view on assessing an individual's ability by using the Human Resource Information System?

An employees full potential can be unleashed by systematically maintaining his profile through Human Resource Management Software  
 31 responses

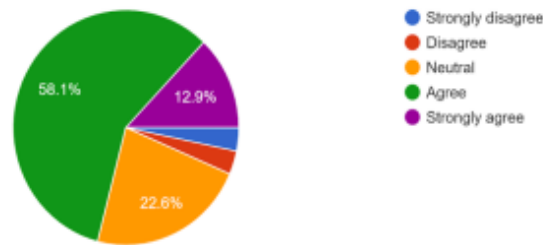


Figure 4.10.2.5: Chart of point of view on assessing an individual’s ability by using the Human Resource Information System

Marty of respondents which includes 58 percent believe that Human Resource Management System has the capacity to asses an individual ability. As HRM system stores all the traits of an employee which can be used as per the need of an organization which helps the employees to be put in a suitable role.

6. Does the HR IS system makes the work easier for the HR manager and make easy to track and evaluate the performance?

The automated generated graph from the HRM software based on employee performances will help and ease the employee evaluation process  
 31 responses

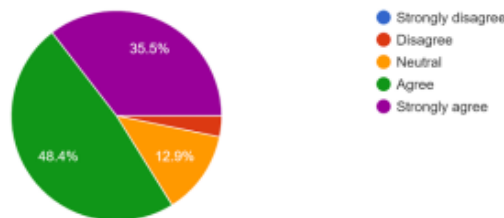


Figure 4.10.2.6: HR IS system makes the work easier for the HR manager and make easy to track and evaluate the performance

The chart is showing that majority of the respondents believe that HR IS makes the work easier for HR personnel and ease the tracking and evaluating process of performance. According to the most of them are agreeing and strongly agreeing with this statement and a less portion of them have neutral opinion.

7. Should our industry focus more on buying HR technology rather than hiring HR professional and experts in the context of expense and effectiveness?

Do you think the cost of buying a HRM software will reduce regular cost of paying an HR employee?  
31 responses

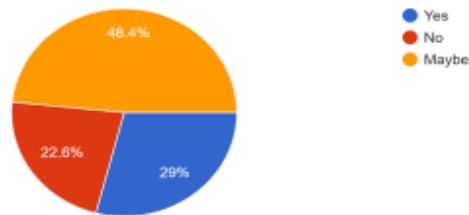


Figure 4.10.2.7: focus more on buying HR technology rather than hiring HR professional and experts in the context of expense and effectiveness

According to this graph we can observe that people are still not so much sure about choosing one option between these two options. Most of the respondents voted for may be and less of them said YES and rest of them said NO.

### 4.10.3 One to One interview:

I spoke with Mohammad Ferojul Kabir, the manager of the human resources division, through a discussion or interview session similar to Google Meet and asked him several queries.

I asked him several questions such as which HR software is popular and mostly used by his organization's employee. According to his answer, Majority of the employees are using HRIS system. There is many other software for HR work management. Those are PS, HRMS, HCM, HCM etc. These all are still used by the employees but the most popular one is HRIS.

### 4.11 Summary & Conclusion:

This report's goal is to examine the importance of HRIS software in NAVANA Group.



We can easily conclude from the report and observations presented above that: HRIS software supports a organization to save time and money; it has more benefits than drawbacks; it makes HR more effective; it makes the employee evaluation system and staff communication simpler.

## 4.12 Recommendations:

### Training on HRIS:

The company at first should make more aware its employees about HRIS software. Each and every employee should have a proper knowledge about it to make it more effective. Therefore, a several necessary training on HRIS should be conducted.

### Using HRIS on training:

HRIS should be used by the company in its training and development initiatives. Utilizing HRIS will enable adequate training to be given to the right individual. Employee training records may be stored in the system, which will aid management in determining if staff need more training.

### Evaluation of the performance:

The HRIS system has a significant potential impact on performance evaluation. It will be very simple to assess employee performance and make comparisons between each employee thanks to HRIS.

### Incentive management:

HRIS allows for the recording of how and in which sector how much benefit has been experienced, which will assist the organization in future investment decisions.

### Improvement on decision making:

HRIS maintains records of past actions, such as an organization's profit or loss, which will aid in appropriate decision-making. By evaluating the data, it also aids in forecasting the future.

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