

Report On
Intern Experience at Epyllion Group

By

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An internship report submitted to the Executive Development Center, BRAC Institute of Governance and Development (BIGD), BRAC University in partial fulfillment of the requirements for the degree of
Post Graduate Diploma in Knitwear Industry Management (PGD-KIM)

Executive Development Center, BIGD
BRAC University
November 2025

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Declaration

I hereby declare that

1. This internship report is entirely my own work and has been completed as part of the requirements for my degree at BRAC University.
2. No part of this report has been copied from any previously published or written work by others, except where proper citation and acknowledgment have been provided.
3. This report has not been submitted, either in whole or in part, for any other degree or diploma at any other university or institution.
4. I have acknowledged all sources of assistance and support received during the preparation of this report.

Student's Full Name with Signature:



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Student ID: 24281009

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Academic Supervisor's Full Name with Signature:



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Senior Trainer, PGD-KIM
BIGD, BRAC University

Letter of Transmittal

Date: 10-11-2025

Mohammad Abul Bashar

Senior Trainer

BRAC University

Merul Badda, Dhaka-1212

Subject: Internship Report Submission.

Dear Sir,

I am delighted to present my internship report, "Internship Experience at Epyllion Group," which I completed under your guidance while a student at the BRAC Institute of Governance and Development, BRAC University. I have worked hard to adhere to your instructions during the planning and writing of this report.

I have collected and organized the most relevant information to make the report as clear, specific, and coherent as possible. Preparing this report has been both a challenge and a valuable learning experience, which has helped me enhance my knowledge and understanding.

I am sincerely grateful for your continuous guidance and support during the preparation of this report. I hope you will kindly consider my effort and evaluate the report with understanding of the limitations I encountered during the study.

Sincerely yours,



Asif Iqbal

Student ID: 24281009

Executive Development Center, BIGD

BRAC University

November 10, 2025

Non-Disclosure Agreement

Between the undersigned student, Asif Iqbal, and BIGD, this agreement is made and entered into at BIGD.

I am aware that I could have access to sensitive information about the company's business and financial interests throughout my internship. Written records, correspondence, oral communications, computer programs, and applications are all examples of confidential information.

We are critical players in this initiative, and both sides concur that we will not utilize, replicate, delete, share, or reveal any confidential information without the organization's explicit permission.

I also agree not to use or share anyone else's authentication code, device, password, key card, or identification badge, and I won't share any of my own with anybody.

I understand that any violation of confidentiality may lead to disciplinary measures, such as expulsion from the internship program (with a status of "Failure" recorded on my permanent transcript) or legal action.

I agree to abide by the confidentiality policy and safeguard all private and privileged data accordingly by signing this agreement, which confirms that I have been made aware of it.

Intern Name: Asif Iqbal

Signature: 

Date:17/11/2025.....

Supervisor's Name: MD. Yousuf Jamil Babu

Supervisors Signature... 

Date:17/11/2025.....

Acknowledgement

I have done my Report. I give my report academic supervisor Abul Bashar Associate Professor BRAC University. He helps in stimulating guideline and advice for complete this report Properly.

Furthermore, I would also like to acknowledge with much appreciation the amicable role of Deputy Manager Mr. Yousuf Jamil Babu, Marketing & Merchandising department, and other staff who gave immense support for getting this work done. Finally, many thanks go to the entire affiliate of BIGD who really established such a great initiative that create an excellent outcome of several professionals on the platform of knitwear industry

Executive Summary

I've used my three months of internship experience to prepare this report. Through this training, I was able to gain knowledge that helped me comprehend the operating processes used by various departments. A professional staff with experience in large capacity products is available from Epyllion Group. This report was created using information I obtained from the business and my job experience.

Working practices are discussed in the report, along with the work phase's strengths and facts. After examining and evaluating each area, the final recommendation in this report is provided to improve the organization's current position.

My major priority has been to become familiar with the fundamental procedures of many Epyllion Group divisions, including the commercial department, design studio, M&M, product development center, and operation. I identified some shortcomings and attempted to suggest solutions in my report.

Table of Contents

Declaration.....	ii
Letter of Transmittal.....	iii
Non-Disclosure Agreement.....	iii
Acknowledgement	v
Executive Summary	v
Table of Contents	vii
List of Tables	viii
List of Figures.....	ix
List of Acronyms	x
Chapter 1 About Epyllion Group].....	1
1.1 Overview of the Industry]	2
1.2 Vision & Mission.....	-3
1.3 Goals & Objectives	3-4
1.4 Organizational structure, Organogram, Branches and Departments	4-5
1.5 Products/services produced by the Industry &.....	6
1.6 Major Export Market and Partners.....	7
1.7 Market wise business revenue.....	8
Chapter 2 Learning Experience.....	9
2.1 Fabric R&D Department	10-13
2.2 Product Development center	14-17

2.3 Marketing & Merchandising Department	18-25
2.4 Operation Department.....	26-38
2.5 Design Studio.....	39-41
2.3 Commercial Department	42-47
Chapter 3 Critical assessment of Internship work	Error! Bookmark not defined.9
3.1 Application of Generic and Industry specific courses during internship	49-51
3.2 Suggestion for industry improvement (based on internship)	51
3.3 Learning for self improvement	52-53
Chapter 4 Conclusion]].....	53
References	54
 List of Tables	
Table 1: Organization information	02
Table 2: Organization divisional info	04
Table 3: Organization Product Info	06
Table 4: Department wise working schedule	09
Table 05: Recommendation of lay height	29

Chapter 1: About Epyllion Group:

1.1. Overview of the Industry:

Epyllion Group – The main motto of this company is “**Human Spirit.**”

Since its establishment in 1994, this company has had a long history of excellence and innovation, Epyllion Group is a well-known company. Since its founding, Epyllion Group has expanded into a prominent player in the worldwide market with the goal of having a substantial impact across a variety of industries.

The group's varied business portfolio spans a number of industries, with textiles and apparel, manufacturing, real estate, and retail taking the lead. The Epyllion Group is a reputable manufacturer of high-end clothing in the textile and apparel sector as well as a supplier to numerous significant worldwide fashion firms.

The Epyllion Group has increased customers' faith domestically and internationally by following the sustainability process in its core business activities. They are recognized as leaders in so many areas because they continuously pursue quality and innovation.

In the business community, the organization is well respected for its unwavering commitment to quality, observance of ethical standards, and accomplishments in CSR. Epyllion Group's success and sustainability are proof of their unwavering dedication to excellence and changing the world.

Source: <https://www.epylliongroup.com/>

Organization Name	Epyllion Group
Chairman	Mr. Reaz Uddin Al Mamoon
Nature	100% Export oriented knit composite
Specialties	Textile, Garments, R&D, Design Studio, Garments Accessory, Garments Printing & Embroidery, Washing, Testing Laboratory, Retail Business, Food & Beverage
Epyllion Group Employees Size	25000+ employees
Phone Number	+8802 9840223
Company Website	https://www.epylliongroup.com/

Headquarters Location	227/A Tejgaon-Gulshan Link Road, Dhaka, 1208 BD

Table 1: Organization information Source: <https://www.signalhire.com/companies/epyllion-group>

1.2. Vision & Mission:

Mission:

Excellence: Aiming towards the greatest levels of performance and quality in every part of our business.

Sustainability: Encouraging ethical corporate conduct, incorporating sustainable methods into our operations, and making a positive impact on society.

Innovation: Taking advantage of innovation to spur growth and adjust to shifting market circumstances.

Ethical Governance: Upholding the strictest moral, open-book, and corporate governance guidelines.

Customer Satisfaction: Supplying top-notch goods and services that satisfy our clients' expectations while continuing to prioritize social and environmental responsibility.

Vision:

Industrial Leadership: By 2030, Epyllion wants to be the dominant player in the Bangladeshi RMG market, and they are making progress in that direction.

Customer: Centric Approach: Putting the consumer first by providing great goods and services that go above and beyond what they anticipate.

Empowerment: Giving our employees the tools they need to realize their potential and contribute to the team's success.

Community and Social Responsibility: Actively taking part in charity projects and activities that assist the areas in which we operate.

(Internal source: HR)

1.3. Goal & Objectives:

- Create an environmentally friendly production hub.
- Delivering high-quality clothing to ensure customer's pleasure.
- Focus on innovation to showcase the highest caliber.

- Sustainability is the focus.
- Putting money into human resource development.
- Create professional to build the RMG market strong.
- Developed T&D (Training and Development) team to create best employee.

(Internal source: HR)

1.4. Organizational structure, Organogram, Branches and Departments

The Epyllion group is an organization that includes a department for printing and embroidering garments, a textile division, a garment division, an accessory division, a washing plant with a testing facility, and more. The city of Epyllion is home to six garment units with 152 sewing lines each, two textile units, a hub for accessories, a physical lab, two hubs for printing and embroidery, and the Sailor clothing retail store.

Garment Division:	Dekko knitwear's Ltd (DKL)
	Dazzling Dresses Ltd (DDL)
	Epyllion Knitwear's Ltd (EKWL) & Epyllion Knitwear's Ltd Extension (EKWL-HW)
	Epyllion Style Ltd (ESL) & Epyllion Style Ltd Extension (ESL-ext.)
Textile Division:	Epyllion Knitex Ltd
	Epyllion Fabrics Ltd
Accessories unit:	Epyllion Limited
Backward Linkage:	Epyllion Testing Lab (ETL)
	Epyllion washing Ltd
Retail Business:	Sailor
	Nina Holdings Ltd
	Epyllion Holdings Ltd (EHL)

Table 2: Organization divisional info (Internal source: HR)

Organizational Organogram:

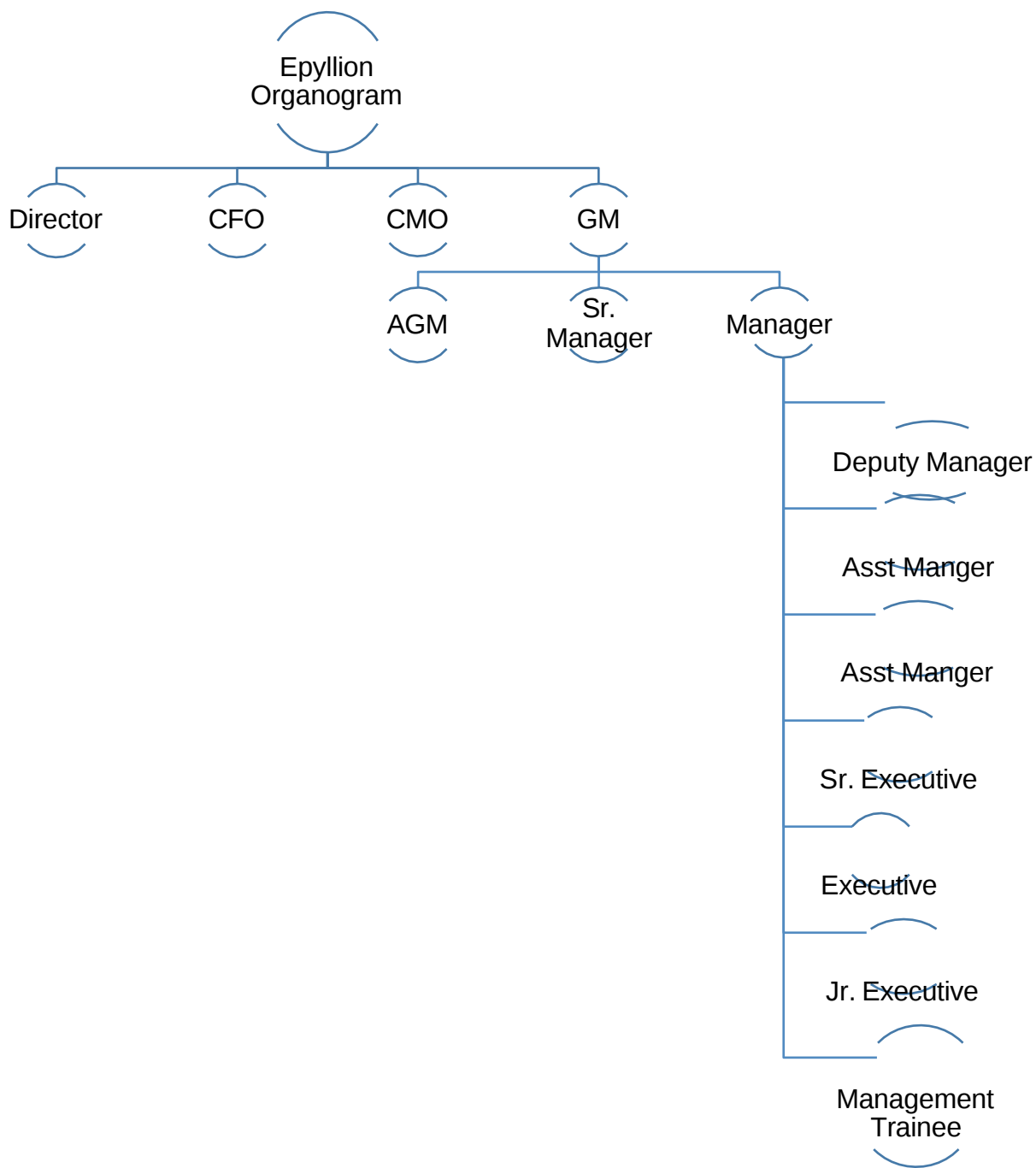


Fig 01: Organizational Organogram Source: Internal HR

1.5. Products/Service produced by Epyllion:

Knitted Fabrics	Garment	Accessories
S/J,S/J Lacoste (STBPQ)	Men's/Women's/ Kids-	Drawstring, Twill Tape
Polo Pique	- Knit Polo, T-Shirt, Sweatshirt, Cardigan, Knitted Bottom, Hoody, Jogger, Tank top, Dress, Beannie, leggings.	Elastic, Hangtag, Price ticket
Double Lacoste		Poly, Cartoon, Top bottom
1X1 Rib		Mobilon Tape
2X2 Rib		Gum Tape
Ottoman Rib		Tissue
Terry, Fleece		Sticker

Table 3: Organization Product Info (Internal source: Planning department)

1.6. Major Export products:

- ☐ Major Products / Knit
- ☐ T-Shirt
- ☐ Polo Shirt
- ☐ Sweatshirt
- ☐ Fleece Shirt / Jacket
- ☐ Cardigan
- ☐ Hoody Jogger
- ☐ Ladies Nightwear

1.7. Major Export Market:

- Major Market
- USA
- EU
- Canada
- Mexico
- Korea
- Australia
- Japan

1.8. Major Market Partners:

- C&A
- Marks & Spencer
- G-Star
- H&M
- Celio
- Original Marine
- Next
- s.Oliver
- Abercrombie & Fitch
- PUMA

1.9. Market Wise Business Revenue:

EU – 85%

USA – 12%

Asia – 2%

Africa – 1%

Epyllion main business partnership with European countries Like: UK, German, Sweden, Switzerland, France, and Poland. About 85% of businesses are done with this countries by taking their trust and business ethics.

USA is developing their business repeatedly and Epyllion doing 12% business with them.

Epyllion doing 2% business with Asia countries like India, Korea and Japan.

Epyllion doing a little business with African countries like South Africa.

Chapter 2: Learning Experience:

Learning Methodology:

Meeting with Industrial Supervisor: I've had 12 meetings with my industrial supervisor regarding my internship. With the aid of his professional advice, I initially selected six departments that are associated with the work of my department.

Department selection:

I even collaborated extensively with six Epyllion divisions throughout the past three months, from June 1st to Aug 15th, 2023. My choice of these departments for my internship was also influenced by what I learned about how the various departments relate to one another, how they are interconnected, what their unique job descriptions are, and what duties are given to each department here. I was able to enhance my practical experience through this education. I followed the timetable exactly as outlined, as instructed by my industrial supervisor.

Department wise working schedule:

	Date			
Sl	From	To	Department	Total working days
1	1-Jun-23	12-Jun-23	Fabric R&D department	10
2	13-Jun-23	25-Jun-23	Product Development Centre	10
3	26-Jun-23	8-Jul-23	Marketing & Merchandising	10
4	9-Jul-23	2-Aug-23	Operation Department	20
5	3-Aug-23	8-Aug-23	Design studio	10
6	9-Aug-23	15-Aug-23	Commercial department	6

Table 4: Department wise working schedule

- Super fine compact knit.
- Innovative Structures.
- Acrylic Blend fabrics.

2.1.2. R&D Strength & Capabilities:

The research and development department has access to a variety of materials with various GSMs. They possess the equipment and infrastructure (12 gg to 40 gg) required to generate different weights of varying fabrication. There are many materials that are easily accessible, especially those that strongly emphasize sustainability. Hemp, carbon-neutral modal, Eco vera viscose, recycled polyester, organic cotton, recycled cotton, wool, Sorona, and dri-release nylon are a few examples. They also have future plans for Renewcell, 100% recycled polyester, naturally colored cotton, and sportswear.

2.1.3. R&D future vision:

In general, the Epyllion Group's Fabric R&D division is a key part of the company's commitment to quality, sustainability, and its capacity to create a variety of innovations for the textile and apparel industries.

2.2. Product Development center:

The Epyllion Group's center for innovation and creativity is the Epyllion “Product Development Center”. It acts as the hub for developing, designing, and conceiving cutting-edge goods across numerous industries. Talented operator, technical, and high efficient workers work together in the center's workforce to realize creative concepts. To produce goods that satisfy the highest standards for quality and sustainability. The Epyllion Product Development Center's dedication to make an excellent products to following buyer demand and they believe that “**1st Time is the right time for approval**”.

2.2.1. The PDC department often generates the following sample types:

Pre-proto-Sample: Pre-Proto Sample is one kind of conceptual sample which buyer initially imagine for the season.

Proto/development Sample: This is the selected sample from pre-Proto and for the season. Here Fabric and all material could be similar or available.

Fit Sample: This is the sample where buyer is run with accurate fit measurements and sample gone to check wearer test into dummy. Here fabric composition and GSM should be accurate, but some trims would be used available.

Pre-production Sample: Before starting the production buying QC ask for a sample following every actual material and comments. This is a very important sample for manufacturers. If the sample fail, then production will not start as per protocol.

Size set Sample: I garment contain various kinds of size. Size set sample refer to make sample following each size and buying QC check all the details size wise and confirm for production.

Salesman sample: Buyer asking this categories sample for marketing purpose.

2.2.2. Process of sample making:

The primary objective of the PDC division is to create novel and inventive goods that adapt to shifting consumer and market expectations. The following procedure is employed to create new textiles, designs, and production methods as well as to enhance already-made products to make them more effective, long-lasting, and sustainable.

- Receive tech-pack from the Buyer.
- Pattern Making
- Print or Embroidery (if required)
- Sewing
- Finishing
- QC Check
- Send to Buyer for Approval

Receive tech-pack from the Buyer: Once any Tech pack received from buyer. A merchant shared this TP to PDC for the pattern making and checked all the technical details for sample making. If there needs any clarification, the technical team, contact with buying technical team for clarification.

Pattern making: After Tech pack clarification pattern master proceed this style for pattern making for cutting the fabric.

Print or Embroidery: After pattern release the cutting master cut the pattern part and send to embellishment department for their activities.

Sewing: After completing embellishment sample send to sewing department for making the sample.

Finishing and QC: This department mainly works for quality checking. After all quality okay then they will pack the sample with proper information and send it to merchant.

Send to Buyer Approval: Once merchant receives the sample the he sends the sample to buying team for clarification and approval.

2.2.3. IE and planning department working at PDC for below area:

- Pattern / CAD department.
- Embellishment department. (Print/ Embroidery).
- Cut-kit department.
- Operation Department (Cutting + Sewing + Finishing).
- QC department.

The center aggressively focuses on social responsibility and sustainability in addition to product development. Utilizing environmentally friendly products and practices, cutting waste, and supporting sustainable production methods are just a few of the steps it has taken to lessen its impact

on the environment. The center also gives its staff members a lot of opportunities for training and development to assist them advance their knowledge and abilities. This shows how much they value their wellness.

2.2.4. Epyllion PDC Capacity Details:

Sample production capacity – 500 pcs/day Working Efficiency- 40% Sample line- 10

2.2.5. PDC Department is capable from basic line to-

- **Fashion Basic:** It is referred to basic items of product like as T-Shirt, Basic short, Ladies Tiles and Tank Top.
- **Fashion functional:** Like as Hoody, Jogger, Jacket.
- **Fully Fashioned:** Like as cut and sew products.
- **Own design based circular knit products:** Based on circular knit machine used product is refer to here. With a short lead time, product re-engineering utilizing IE experience, and on-time delivery, Epyllion PDC department provides a one-stop shop.

2.3. Marketing & Merchandising Department:

The key to the company's accomplishments in the fashion sector is the merchandising team at Epyllion. This team, which is made up of devoted and creative experts, is essential to the creation of new goods as well as to sourcing and guaranteeing that all Epyllion Group products meet the highest standards for quality and design. The Merchandising team works directly with suppliers and designers to curate fashion collections that appeal to customers all around the world. They are uncompromising in their commitment to staying ahead of industry trends. With a great eye for detail and market knowledge, Epyllion continuously produces cutting-edge clothing that embodies the group's ideals of excellence and sustainability. The Merchandising team plays a key role in shaping Epyllion Group's reputation as a leader in ethical business practices and fashion innovation.

2.3.1. Marketing and Merchandising has five wings that cater to various types of clients.

- **M1** is taking the lead for C&A, G-Star Raw, J-crew, Vouge Sourcing buying account.
- **M2** is taking the lead for PVH (Tommy Hilfiger, Tommy Jeans, Calvin Klein), Original Marines, Target Australia.
- **M3** wings leading Express, PUMA, Polo Ralph Lauren, Carhartt-Country Road, S-Oliver, Varner buying account.
- **M4** is responsible for M&S, Celio.
- **M5** is leading Champion, Hems, Stanley stella account.

The five wings use a largely consistent process to merchandise for their distinct clients. Even though it was established that all other processes were nearly identical, sampling approval can occasionally

change. Some customers conducted their own inspections; others hired outside parties to do so; and still other buyers gave a factory employee permission to carry out the inspection on their behalf. I tried to outline the complete retailing process below using a flow chart that every division strives to follow.

2.3.2. Merchandising work process:

When a merchandiser receives an order, they begin a series of operational operations that will be used to execute the bulk shipping. It include planning the in-house scheduling of fabric and trims, approving samples, negotiating costs, and assuring accurate inspection. The work of merchandising as below charted-

- Received order query from buyer with details (MC Chart/Tech Pack) – Initial stage.
- Developing sample for approval based on TP and specifications (Design or Development Sample).
- Conducting price negotiations with the buyer and coordinating with suppliers on material costs.
- Order confirmation and receipt of PO sheet.
- Preparing fit sample based on development sample comments.
- Booking bulk fabric and accessories.
- TNA chart prepared for OTT.
- Proceed with Test and PP sample.
- Tracking in-house material
- Size set sample approval and start of production.
- Inspection – Inline and Final.
- Top/Shipment sample for final shipment approval.
- Ex-Factory / Goods handover to forwarder.
- Collect necessary documents from forwarder for buyer payment confirmation.
- Receive payment from buyer's bank.

Merchandising all activities will be proceeded by ERP system here I have briefed with details-

2.3.3. The layout of ERP as below:

Epyllion Group uses Coats Digital's FastReactFabric (IntelloBuy) as a key part of its ERP system, mainly for fabric planning, consumption accuracy, and automated fabric booking. This system helps reduce fabric costs, improve planning efficiency, and streamline booking processes. Alongside this, the company has an internal ERP implementation team that works on modules like order management, production planning, inventory, and MIS reporting. However, public employee reviews suggest that their full ERP integration is still developing, with some challenges in adoption and legacy systems.

2.3.4. The brief description of above Merchandising working procedure on ERP

Tech Pack: This is the first procedure of ERP work after Order confirmation. By this TP all the concerned informed which style and category has been confirmed as order. This portion required below info.

- Style Name.
- Style Description
- Season
- Gender
- Item picture
- SMV
- Size Ration
- Fabric Information (Initial)
- Any addition process requirement (Wash or Embellishment).

Order Bank: This position is the part of management report as containing below info

- Order Qty
- Combo Wise Qty
- Price
- Shipment date

Contact Proposal: This portion is related to Merchandiser to commercial and finance team as contained below data.

- Order Number
- Value
- Purchase Order Number
- Purchase Order wise Qty

Export Work Order Number Generate: This portion is related to all of Epyllion Group as by this portal a merchandiser creates a unique code number Which called EWO (Epyllion Work Order) for the further work. All the department introduce with this number as work for shipment.

Export Work Order: This is the portal for approving the created work order and by this portion a work order has been permitted to localize for working.

Export Work Order Shipment Status: Once work order permitted by merchandiser then store input the data for goods shipment and commercial allow the documentation facilities over there.

Export Work Order Status: This is the latest portion to know the details and most updated information regarding this Work Order number.

BOM (Bill of material): This is the part to add all material in system under EWO.

BOM Finishing: This is the part to approve the all material which is containing thus store can work.

Booking Bulk Fabric: This is the part to proceed bulk fabric booking and containing below details:

- All fabric details.
- Fabric Price
- Fabric Special Instruction
- Fabric Care code.

Booking Accessories: This is the part to place all material booking by this system and it is mandatory to proceed booking by this system.

Booking Sample Fabric: This is the part to place all sample fabric booking by this system and it is mandatory to proceed booking by this system.

Fabric Price Proposal: This is the negotiation portal for price negotiant and finalization.

Lab Dip Number Update: This the part for below

- L/D Number Update for production.

Lab Dip Requisition: Lab dip number place requisition over there.

Wash Development Requisition: Epyllion has vast facilities for washing. This portal is containing below info

- Wash Manual
- Wash Price
- Wash Criteria

Sewing Thread Sample Booking: Epyllion has vast facilities for sewing thread production. This portal is containing below info

- Sewing Thread Details
- Sewing Thread Price
- Sewing Thread Qty
- Sewing Thread delivery Guideline.

Wash Development Price Acceptance: This is the place for wash price final confirmation by wash department management.

Service Work order & Service Work Order Approval: This is the place for booking wash and external attribution order and approval.

Internal Information Memo & Approval: This is the place for booking for internal attribution order and approval.

TNA Calendar Update User Wise and Final Confirmation: This is the vital part of a merchandiser. As all activities of merchandising has a timeline and if they fail to maintain then it will effect on annual KPI. This is the part where a merchandiser performs in front of management.

2.3.5. Category of products:

Epyllion focused mostly on high-end products and sports apparel in their overall product area. Additionally, they manufacture joggers, leggings, tee shirts, polo shirts, and other less expensive items. Below is a pie chart where I attempted to depict the product ratio.

2.3.6. Category of products Gender wise:

Epyllion can offer things for men, women, and children in the gender-specific categories, but they tend to concentrate on the men's market.

2.3.7. Sustainable products certification:

Epyllion constantly ensures the security and satisfaction of its clients while using materials or yarn. The following standards are used to certify their products, which helps maintain compliance in manufacturing.

- Oeko Tex.
- BCI Cotton certified.
- OCS certification.
- GOTS (Global Organic Textile Standard) certification.
- Global Recycle standard.
- Fair-trade certified.
- Supima certified.
- Linzen viscose certified.
- Eco-vera certified.
- Sorona certified.
- Kapok Natural Fiber.
- Hemp certified

The certification supports determining the quality level for Epyllion's goods, and sustainable factory certification supports ensuring that all standards are met, enticing clients, and increasing the likelihood of receiving an order. I've tried to highlight a couple of those certifications in the list below.

2.3.8. Sustainable Factory Certification:

For their commitment to the environment, employee involvement, fire safety, and upholding all compliance rules, A Factory of Epyllion has earned the following accreditations.

- LEED certified (GOLD)
- Eco Factory” certification by M&S
- UNGC (United Nations Global Compact) signatory
- BSCI membership
- WARP certified
- SEDEX membership

- “ISO 26000- Social Responsibility”

2.4. Operation Department of Epyllion Group:

In order to ensure the smooth execution of the business' daily operations, the operational department of Epyllion Group is essential. To keep the manufacturing of goods up to the highest standards, it supervises production, supply chain management, and quality control. Additionally, this division is in charge of logistics and shipping, making sure that goods are delivered to clients quickly. The operational division significantly contributes to Epyllion Group's performance in the worldwide market with a focus on effectiveness and ongoing improvement.

2.4.1. Operation Department belonging below section:

- Cutting Section
- Sewing Section
- Finishing Section
- Quality Section

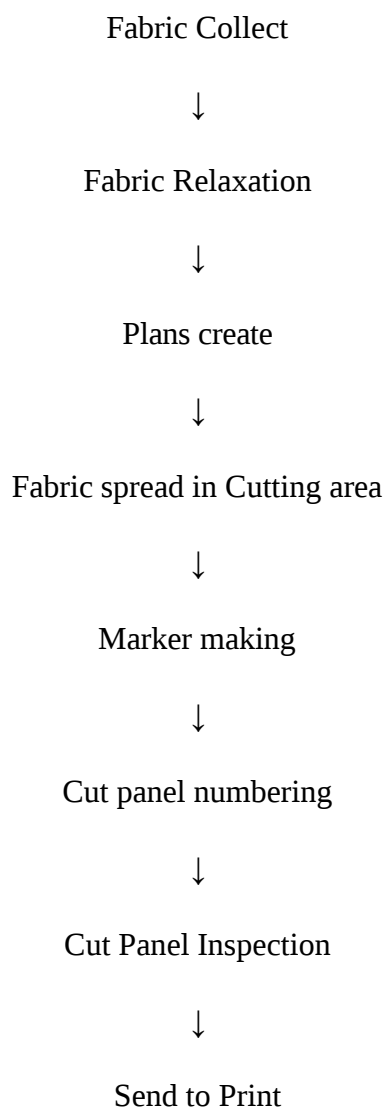
2.4.2. Cutting Department:

Additionally, the sewing division receives clippings from the cutting department. The capacity of the cutting department is planned based on the daily feeding needs of the sewing lines.

2.4.2.1 Cutting dept. working process:

The following working flow outlines how a cutting department is built employing cutters, spreaders, cut component quality inspectors, and assistance with sorting, ply numbering, and bundling. They initially pick a piece of cloth from the store and set it to relax in order to alleviate the stress. The material was then spread using a spreader, and the marking was altered to achieve the best results.

The fabric is subsequently cut with automatic cutters, packaged, and suitably labelled for proper sewing line joining.



2.4.2.2 Cutting tools:

Manual cutters were utilized in the past, but today most production machinery is automated. The following list of cutting machine types is used often in the cutting sector:

- Machine for cutting with a straight knife
- Cutting machine with a band knife
- Round knife cutting machine
- Die-cut m/c
- Machine for cutting notches
- Drill cutting machine
- A machine that cuts with a computer-controlled knife
- Laser beam cutting equipment
- Water jet cutting machine
- Plasma torch cutting m/c

(source: <http://www.hashima.co.jp/e/products/product0055.html>)

Recommended no. of fabrics lay based on lay height in cutting dept.

Fabric Type	Lay Height
Linen	200 Lay 2 1/2"
CVC	300 Lay 3"
Stripe	200 Lay 2 1/2"
Cotton Spandex	200 Lay 2 1/2"
T,C	300 Lay 3"

Table 05: Recommendation of lay height

*Cutting pcs calculations per lay = Marker pcs * No. of ply*

*Cutting Target = (Target efficiency * Manpower * W.H) / SAM*

2.4.2.3. Cutting Defects:

The cutting department employees may nevertheless make mistakes that lead to flaws despite their best efforts to take precautions. Common cutting table faults that increase the danger of late delivery, wasteful fabric use, and time lost during re-cutting include the following.

- Miss out.
- Running shade.
- Matching piles.
- Mistakes in numbering & bundle.
- Bowings.
- Notched Marking.
- Thin Sample.
- Lose tension.
- Miss-alignment.

Cutting room activities are meticulously planned to enable a seamless passage of work to all subsequent stages. The cutting room controls how much fabric is used, which accounts for the lion's share of a garment's price.

2.4.3.1. Sewing Department:

Modern tools and cutting-edge manufacturing processes are used by the Epyllion Group's sewing department to guarantee accuracy and efficiency in apparel production. The department looks for qualified candidates with knowledge of a variety of sewing methods and styles.

2.4.3.2. Sewing dept. working process:

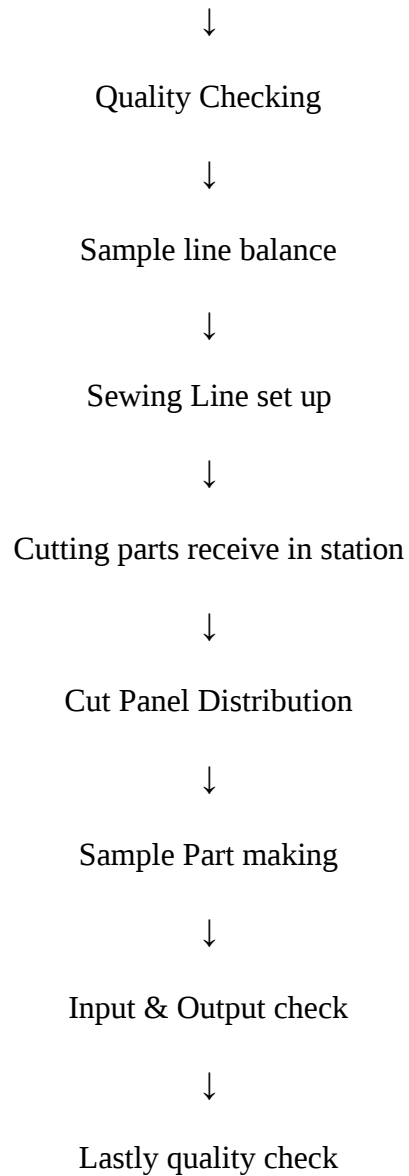
From receiving the finished garments from the finishing department to delivering the cutting department clippings, the sewing department keeps track of each step. Then they complete the subsequent working processes, compiling reports that show the daily labor usage and line-by-line productivity:

Based on the stitching type & product many sewing machine used in factory. Among them I tried to list some of below:

Product analysis and setting up target & machine



lay out Set up operator lay out based on record



2.4.3.3. Sewing m/c types:

- Single needle lock stitch m/c
- Overlock sewing m/c
- Flat lock sewing m/c
- Button attaching m/c
- Button hole m/c
- Bar tack m/c
- Zigzag sewing m/c

2.4.3.4. Stitch Classification:

70 different types of stitches are offered. However, the textile industry uses anywhere from 18 to 20 different types of stitches. Six classes of stitches are all included:

- SC -100
- SC -200
- SC -300
- SC -400
- SC -500
- SC -600

Despite taking the necessary precautions, certain mismatches in the sewing part were discovered and are considered a defect. I tried to list some of the most typical stitching flaws in my report, as follows:

2.4.3.5. Common sewing defects:

The following are the sewing flaws that are discovered during sewing or in the checking stage after sewing that result in rejection and make it difficult to meet the correct shipment number; further rejection also raises costs.

- Open seam
- Miss out of stitches
- Seam puckering
- Miss stitch
- Miss cut thread
- Sewing Slippages
- Needle thread breakage
- Variable stitch density

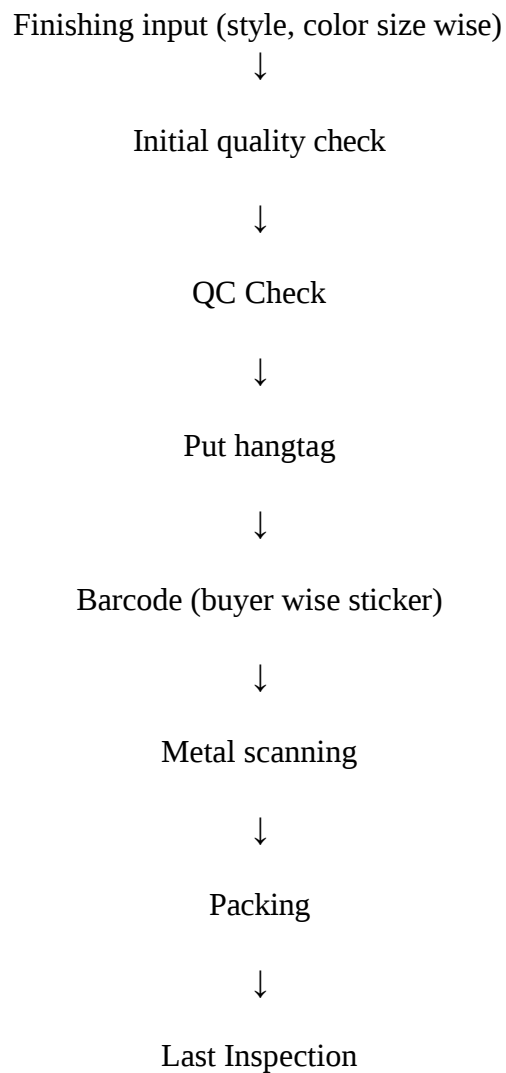
2.4.4. Finishing Department:

Pressing, packaging, inspecting, and cleaning the finished items are all the responsibility of the finishing department. Requests may be met on schedule, and the overall quality of the finished

product can be enhanced.

2.4.4.1. Finishing department work process:

The garment finishing sector is significant to the operational division. By carrying out operations to present the product in accordance with the needs of the buyer, the finishing phase adds value to the product through quality inspection, finishing touches, and retouching if any flaws are identified.



2.4.4.2. Common finishing defects:

Flaws in the finishing department hinder efficient production rates, and the factory's economics as a whole is harmed by the focus on subpar goods. Following the completion of clothes, the following finishing faults are found:

- Uncut thread
- Iron problem
- Broken stitch
- Button alters.
- Skip stitch
- Bar-tack defect
- Oil/dirty
- Shading
- Needle mark/cut.
- Size mistake
- Checkup down
- Raw edge out
- Stone in garments

This division's workers are adept at performing a variety of finishing procedures, including ironing, folding, labeling, and packing. Additionally, they thoroughly inspect the clothing to ensure that it meets the high criteria for quality established by the company.

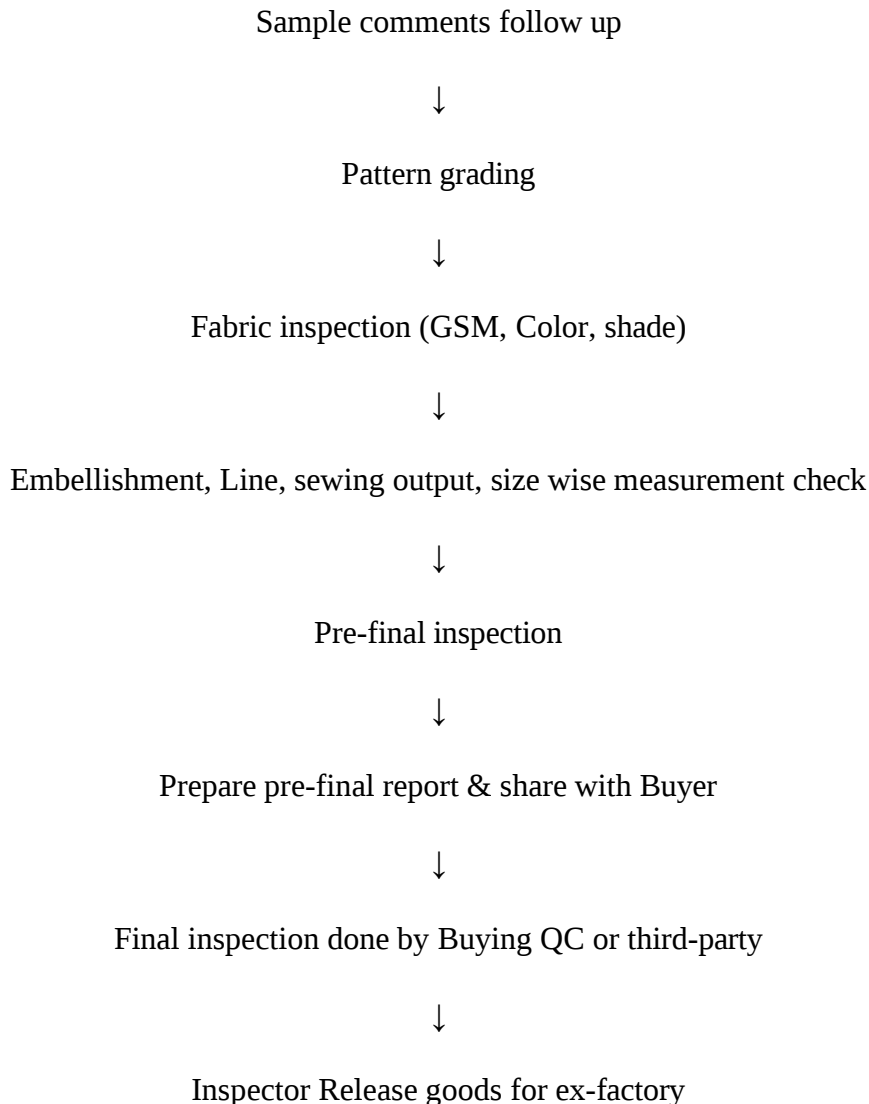
To assure effectiveness and consistency throughout the finishing process, they made use of cutting-edge tools and technologies. To ensure that employees are not in danger while executing their jobs, the department also adheres to strict safety requirements. The finishing division has earned a reputation for providing its customers with high-quality products because it lays a significant emphasis on quality and pays great attention to detail.

2.4.5. Quality department.

The facility's specialized Quality Department continuously monitors the level of craftsmanship used in Epyllion Group products. To ensure that the product complies with the company's quality requirements, the quality division closely collaborates with other divisions like the design, production, and finishing divisions. The department also makes sure that the clothing is produced in accordance with any applicable ISO, AQL, and other global quality standards.

2.4.5.1. Quality department general working process:

Before garments are released from the factory, the QC must be approved. In order to make sure that the fabric, embellishments, sewing, and measurement quality were all satisfactory, GPQ carried out a pre-final inspection before the final inspection. After buying QC completes the final inspection and issues the pass report, the factory continues to Ex-factory.



Here, I have attempted to present a reference inspection report so that you may have a clear understanding of the inspection process, the necessary criteria, the standard technique, the size of the inspected sample, the number per lot, the major and minor defects, etc. Overall, the quality department is essential to ensure that the company's clothing satisfies the strictest criteria established by the customer.

2.5 Design Studio:

The Epyllion Group is able to adapt swiftly to seasonal fashion trends thanks to its unique design studio. They attempt to develop their idea using the mood board that clients have provided, taking the season into account. To determine the last item for their firm, a design firm speaks with a diverse clientele. With the aid of a cutting-edge Design Studio, the design team is made up of a diverse group of young talents who are able to go above the beauty. Professionals with the skills and technology to meet demand worldwide make up the Design Team.

Epyllion Groups' vision blends design with product development, speed, efficiency, technology, and continuous innovation in order to satisfy the demands of their clients and the constantly changing market trends. They have built up a sizable and devoted customer base over the course of many years of trust and dedication. The design team creates 3D designs and patterns using a variety of software. In addition to a large selection of textiles, their library also offers a wide variety of trims. In addition, the design studio has a display section with the latest trends in the industry.

2.5.1. DS working process:

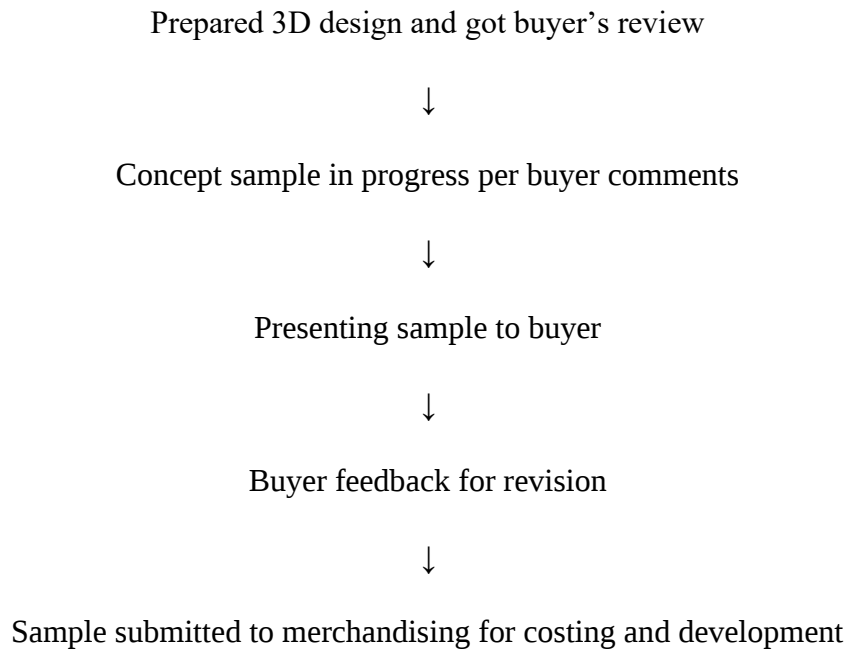
The first stage of the design team's work process involves receiving a mood board from the buyer with a seasonal color palette. They talk about this and attempt to present a sample that satisfies consumer desire while also being inexpensive & production-friendly. Finally, a product is prepared for seasonal production after multiple sessions with the buyer to discuss design, pattern, color, and adornment.

Mood board & colors received



Mood board analysis





2.5.2. Epyllion 3D Team activities:

The 3D division of Epyllion Group's design studio serves as a creative nexus where technology and innovation converge. This section, which is made up of skilled 3D artists and designers, focuses on creating realistic digital renderings and visualizations. Their proficiency in product modeling, architectural visualization, and animation gives Epyllion's design capabilities a cutting-edge edge. The 3D department is crucial to realizing the company's visions and enthralling clients and customers with immersive visual experiences. They have a great eye for detail and a passion for realism.

2.6. Commercial Department:

The Epyllion commercial team is the company's core driver of growth and market presence, providing unwavering expertise. By combining cutting-edge techniques with a thorough understanding of the market, the team consistently forges important partnerships, placing Epyllion at the forefront of its field. Their ongoing dedication to quality ensures a seamless experience for everyone involved, and their mutually beneficial synergy fosters client-centered solutions. By prioritizing customer needs and using adaptable tactics, the Epyllion business team continues to redefine industry standards and guarantee the brand's long-term success. During my internship, I've interacted with a lot of trustworthy individuals in the commercial sector who are in charge of various aspects of the business.

First, I dealt with a supervisor who is trying to settle PI (purchase invoice) payments. I've discovered that a merchandiser must examine the lower section of a PI after receiving it, and that a PI must include the following.

- Factory Address
- Number of purchase order
- The address of the provider
- Product information
- Number of Products
- The value of the merchandise
- Any fees or surcharges levied by the bank
- Use the correct item name when referring to it.
- Weight:
- Hong Kong is the port of loading.
- Dhaka is the location of the Port of Discharges.
- HS code

If these all are okay in PI then commercial department send this PI with banking documents to related bank for the L/C opening. Once L/C opening procedure complete then commercial department collect the payment Proof which need to send to supplier for prepare for delivery.

Once we have worked with L/C, we found the three have various kinds of L/C. which I am describing below:

2.6.1. Letters of Credit (LC)

The letter of credit specifies the sum that the Seller is to be paid in accordance with the Buyer's instructions; LC is a banking service that guarantees this.

2.6.2. LC Type

- ☐ Irrevocable LC: A financial instrument in international trade that guarantees the buyer's commitment and ensures the seller receives payment securely.
- ☐ Revocable LC: A type of letter of credit that the issuing bank can modify or cancel without needing approval from the beneficiary or other trade parties.
- ☐ Back-to-Back LC: A setup where two letters of credit are linked to finance a single transaction.

- **Payment at Sight LC:** A letter of credit that requires immediate payment (typically within 5–10 days) once the seller meets all its terms.
- **Deferred Payment LC:** A letter of credit specifying that the beneficiary will receive payment at a predetermined future date, rather than immediately upon presentation.

2.6.3. Incoterms:

I have learned about the goods delivery process, which is defined by Incoterms:

Incoterms: The Incoterms, or international commercial terms, are a set of pre-defined trade terms published by the International Chamber of Commerce (ICC). They are widely applied in international trade and procurement. These three-letter terms define the responsibilities, costs, and risks involved in shipping and delivering goods under standard contractual sales agreements. Incoterms are globally recognized by governments, courts, and business professionals to ensure uniform interpretation across different countries and languages. They are designed to reduce misunderstandings caused by varying interpretations and are commonly included in international sales contracts.

Some commonly used Incoterms are listed below:

- **EXW – Ex Works:** The seller makes the goods available at their premises. This term places the highest responsibility on the buyer and minimal obligations on the seller.
- **FCA – Free Carrier (named place of delivery):** The seller delivers goods, cleared for export, to a named location, either to a carrier chosen by the buyer or another party designated by the buyer.
- **CPT – Carriage Paid To (named place of destination):** The seller pays for the transportation of goods to the named destination. This term replaces the older C&F (Cost and Freight) and CFR terms for all modes except non-containerized seafreight.
- **CIP – Carriage and Insurance Paid To (named place of destination):** Similar to CPT, but the seller must also arrange insurance coverage for the goods during transit.
- **DDP – Delivered Duty Paid (named place of destination):** The seller is responsible for delivering the goods to the buyer's location, covering all transport costs, import duties, and taxes.

Once we follow all criteria and a goods arrive at CTG port or Airport then C&F department arrange to collect the goods from forwarder and send the below details to merchant.

For collecting the goods, a C&F must show the commercial Invoice to customs considering a legal proof. Commercial invoices refer to an essential document in international trade is a business

invoice, which acts as an exhaustive record of the transaction between a buyer and a seller. It includes important information about the things being supplied, like their description, quantity, and price. This document is used by customs officials to calculate the relevant duties and taxes and to verify that trade regulations are being obeyed. Additionally, it details the terms of delivery and payment, providing both parties with clarity and understanding throughout the transaction. For successful cross-border trade to occur, accurate and thorough information about the goods being traded must be provided through a business invoice.

2.6.4. Packing List:

An inventory sheet included with shipments that details the contents of various packages or containers is called a packing list. It provides essential information about the shipment, such as item names, quantities, and dimensions. Using this document, recipients can ensure efficient logistics by verifying that the delivered goods match the order.

A packing list, which gives complete information about the packaging used, helps in the proper handling and storage of items during transit. Customs officials often cross-check the packing list against other shipment documents to facilitate faster customs clearance. Utilizing a packing list improves the accountability, accuracy, and efficiency of shipping and receiving goods.

Chapter 3. Critical Assessment of Internship Work:

3.1. Application of Generic and Industrial specific courses worked at my internship activities:

In my curriculum at BRAC University, I have studied four generic courses and four industrial courses as part of the PGD-KIM program. I have applied the knowledge gained from these courses in various departments during my internship at Epyllion Group.

The four generic courses are:

- HR Skills and Competence
- Analytical Skills and Competencies
- Communication Skills
- Business Operation Skills

Currently, I work as a Merchandiser. Due to the nature of my role, I regularly interact with a wide range of people, including buyers, department heads from different divisions, management staff, and top management. The knowledge I gained from the Communication Skills course has significantly enhanced my communication style. I am now able to convey my ideas more clearly and confidently compared to before.

Learn details from Generic courses with details:

HR Skills and Competence:

This subject focuses on selecting the right employees, creating a positive work environment, and providing training to enhance skills. I have also learned how to manage compensation and benefits effectively and ensure that HR practices comply with legal requirements and ethical standards. Overall, this course equips you with the knowledge and tools to manage people efficiently and build a successful career in human resources.

Analytical skills and Competencies

I have learned the following in a course on Analytical Skills and Competencies:

- **Data interpretation:** The ability to comprehend and make meaning of data, especially graphs, charts, and statistics.
- Problem-solving techniques are methods for locating and resolving different kinds of difficulties in both work and daily life.
- I have learned, how to assess information, make wise decisions, and think logically.
- Techniques for acquiring and evaluating data to aid in decision-making.
- Communication is the ability to successfully express difficult concepts and results to others, whether orally or in writing.

Communication Skills

I picked up a number of crucial abilities in a communication ability subject to improve my capacity for information transfer and interpersonal interaction. These include the significance of paying close attention while you listen, which enables me to comprehend others better and reply appropriately. Additionally, I have learned as how to explain myself precisely, enabling me to convey my thoughts and ideas in an effective manner. I may improve my message and successfully express emotions by being aware of nonverbal cues like body language and facial expressions.

Additionally, I have discovered conflict resolution strategies that will enable me to resolve conflicts amicably, as well as how to develop solid interpersonal connections that will promote effective communication in both personal and professional settings.

Business Operation Skills

In the Business Operation Skills subject, I have learned the essential skills and knowledge required to efficiently manage and oversee various aspects of an organization. This includes designing and optimizing processes to improve productivity, managing inventory to meet customer demands, maintaining consistent product or service quality through quality assurance, coordinating the flow of goods and services across the supply chain, and allocating resources effectively. These skills are vital for anyone aiming to contribute positively to the smooth and efficient operation of a business.

Four industry courses are:

The industrial courses I studied include:

- Introduction to Garments Industry – Knitwear
- Industrial Engineering
- Quality Management
- Product Management and Merchandising

In my Quality Management class, I learned how to establish a QMS (Quality Management System) team within a company, develop the system effectively, and maintain it properly. This course also covers supply chain management, which is essential in the textile industry. Through this, I gained an understanding of the importance of timely in-house production.

In the Product Management and Merchandising course, I studied fashion designing, a critical requirement for apparel manufacturing today. A thorough knowledge of fashion design is necessary as customers increasingly expect us to create unique products independently. I am applying the knowledge gained from the PGD-KIM program in this area to support these efforts.

During my Industrial Engineering studies, I learned about lean manufacturing, which covers 5S, Kaizen, JIT, rapid changeover, motion study, time study, work study, Total Productive Maintenance, plant layout, material handling, ergonomics, and more. These tools are essential for improving production, quality, and efficiency, and they directly impact a company's profitability.

and brand value. Many employees in our organization are already applying these methods to enhance their performance. This course has helped me develop the skills to effectively use and manage these tools in an industrial setting.

3.2. Suggestion for the Industry Improvement

I discovered various limits throughout my internship and tried to find the best solutions possible, which are described below:

Limitation of Fabric R&D Department:

- R&D stripe fleece and auto-stripe rib machine
- Contracting out the brushing of polyester and velvet terry.
- There is a growing need for the R&D fabric gallery to expand.
- Yarn-dyeing lead-time is longer than other processes.

Suggestion:

- Arrange to set up Auto-stripe fleece, Auto-stripe Rib m/c.
- Increase capability velvet terry & polyester brushing.
- Reduce YD lead time.
- Expansion of R&D gallery.

Limitations of PDC Dept.

PDC should increase their lines due to huge sample pressure. PDC now running only 10 lines which is directly affecting on sample production and sample submission date. Their IE team is not working for work study and motion study. Therefore, they are running average production. Whereas they have huge space for more production. Not only for regular sample but also SMS line also same problem conduction due to not have proper guidelines.

Suggestion:

- Manage enough manpower to support both regular & SMS line.
- Need Proper material controlling team.
- The waste percentage should be reduced by handling strongly.

Limitations of Merchandising Dept:

- The product display room could be a little spacious.
- Budget limitation.
- Grabbing order with competitive price became more challenging now some days because of raw material price hiking & Russia-Ukraine war consequence.

Suggestion:

- Be more competitive with pricing.
- ERP system should be easier.

Limitations of design studio:

- Sometimes there is a tough equilibrium between new design & hit target costing.
- The design team may not have access to all the resources and tools that designers need. to create their best work. This can include specialized equipment, software, and materials.
- There is always a modest difference between buyer comments & samples.

Suggestion:

- The design team should be occupied with necessary tools & browsers.
- 3D set up not fully ready.
- Need to purchase more browsers.

Limitations of commercial department:

- Commercial to ERP process is little complex.
- LC opening process could be faster.

Suggestion:

- ERP team can work on this to make the process smooth.
- Be more proactive with the Bank to process LC fast.

3.3. Learning for self-Improvement:

Through this intern journey, it also helps me for my self-improvement in some point like below:

- Recognize the significance of the backward linkage role.
- My soft skills, such as social control and communication, have all improved.
- Realize the value of cooperation and learn how to produce textiles in practice.
- should be familiar with the practices used by various departments.
- Challenges & tactics to process a full order.
- Marketing perspectives while negotiating an order.
- Design challenges to fulfil buyer requirement.

Chapter 4 Conclusion:

Early in the 1980s, when it initially began as a semi-export-oriented industry, Bangladesh's garment industry had remarkable growth and surmounted many obstacles thanks to the tenacity of businesses, the labor of employees, and efficient legislative oversight. Diverse economic sectors are competing to save expenses while elevating the significance of compliance, upgrading technology, and preserving conformity with an expanding number of rivals. They are consequently losing clients. The Bangladeshi economy has grown as a result of the widespread practice of using inexpensive labor to cut the cost of goods. generally, utterly different.

Companies use a variety of strategies. Due to the fact that producing "cheap labor" by deceptive techniques is unsustainable. Therefore, manufacturers should think of trade as having negotiation power, the ability to influence high-value products, something spectacular, powerful backward-linked trade growth, market expansion, and the ability to choose an appropriate course of action for considerable cost savings. A longer lifespan will result for the neighborhood's residents, workers, and others who depend on them if this is done, allowing the industry to continue to function.

I can apply and take in the necessary experience required by Bangladesh's apparel industry after completing the PGD-KIM program. The development and management of the organization will benefit from my knowledge, experiences, communication skills, and other qualities. My ability to conduct research and think critically has improved because to this training. For the foreseeable future, this superb education inspires and advances leaders.

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