

Report On
Lodestar Fashions Ltd.
Product Development, Production, Merchandising, IE and HR
Department

By
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ID-24281046

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

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Declaration

It is hereby declared that

1. The internship report submitted is my own original work while completing degree at BRAC University.
2. The report does not contain material previously published or written by a third party, except where this is appropriately cited through full and accurate referencing.
3. The report does not contain material which has been accepted, or submitted, for any other degree or diploma at a university or other institution.
4. I have acknowledged all main sources of help.

Student's Full Name & Signature:



Md. Shadiqul Mohib
24281046

Academic Supervisor's Full Name & Signature:

Md. Hasib Al Mamun Sumon
Assistant Director
Executive Development Center, BIGD
BRAC University

Letter of Transmittal

Md. Hasib Al Mamun Sumon
Assistant Director,
BIGD, BRAC University
66 Mohakhali, Dhaka-1212

Subject: Submission of Internship Report (Product development & Merchandising department)

Dear Sir,

This is my pleasure to submit my final industrial attachment on Internship from Lodestar Fashion Ltd. of Industries as a part of completion degree of Post Graduate Diploma in Knitwear Industry Management, which I was appointed by your direction.

I have attempted my best to finish the report with the essential data and recommended proposition in a significant compact and comprehensive manner as possible.

I trust that the report will meet the desires.

Sincerely yours,



Md. Shadiqul Mohib
Student ID-24281046
Executive Development Center, BIGD
BRAC University.
Date: December 2025

Non-Disclosure Agreement

This agreement is made and entered into by and between Lodestar Fashion limited and Md. Sahdiqul Mohib student at EDC, BIGD, BRAC University. Throughout the 66 days internship period, the company provided full cooperation and professional guidance. Particularly under the supervision of Mr. Al Rahim Munna, Assistant Manager (HR, Admin & Compliance) who was highly supportive and serious about maintaining a productive learning environment. The agreement binds the intern to maintain strict confidentiality regarding any proprietary or sensitive information related to the company's operations, clients, or internal systems both during and after the completion of the internship.

Student's Full Name & Signature:



Md. Shadiqul Mohib
24281046

Industry Supervisor's Full Name & Signature:

Al Rahim Munna
Assistant Manager (Admin, HR & Compliance)
Lodestar Fashions Limited

Acknowledgement

First of all I want to express my deepest thanks to Allah for granting me strength and patience to get an opportunity to study in knitwear industry management at BRAC university. I just completed my internship at lodestar fashion limited, which is sister concern of mid Asia group. I would like to express my gratitude to my academic supervisor Md. Hasib al Mamun Sumon (Assistant Director, EDC, BIGD). His continuous guidance and support during my entire internship period was incredible. He helped me a lot to complete my report properly. My heartfelt thanks also goes to my industrial supervisor, Mr. Al Rahim Munna (Assistant manager- HR, Admin and Compliance, Lodestar Fashion Limited. His constant support and supervision helped me to complete the 66 days internship. He directed me to work in depth of a problem. Whenever I came with a problem he cooperated me with great manner. I would also like to thank my colleagues, class mates and course teachers for their valuable support and encouragement. Finally, I am deeply grateful to Lodestar fashion limited for giving me opportunity to complete my internship program.

Executive Summary

This report presents an overview of the internship of Md. Shadiqul Mohib conducted at Lodestar fashion limited, A sister concern of Mid Asia Group. It's a part of requirement for the post graduate diploma in knit wear industry management offered by BRAC university. This internship duration is 66 days. It provides valuable exposure to the operational, technical and managerial aspects of a woven garment manufacturing company. This report highlights the company's various production range like- denim products, bottom wear, Outer wear, workwear and children's garments. It covers the value-added processes and services provided by organization. Such as, fabric sourcing, washing, embroidery, cutting, sewing, finishing and compliance monitoring. During the internship the author actively participated in the sample room activities such as, garment measurement, dummy fitting, identifying sewing faults, proposing possible solutions and documenting sample through photography. The Practical engagement enhanced his technical understanding of fit development, product quality and process efficiency. The report analyzes key performance indicator of the company such as quality consistency, On time delivery, worker safety, environmental responsibility.

In addition, it identifies potential areas for improvement, such as process integration and sustainability advancement, aligning with Mid Asia Group's vision for continuous growth.

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List of Acronyms

RMG	Ready Made Garments
HR	Human Resource
QC	Quality Controller
CAD	Computer Aided Design
R&D	Research and development
SIBL	Social Islami Bank Limited
Dpt.	Department
IE	Industrial Engineering
PDC	Product Development Centre
PPM	Pre-production Meeting
RA	Risk Assessment
PLM	Product Lifecycle Management
SMS	Sales Man Sample
SAM	Standard Allowed Minutes
OTD	On time Delivery
GSM	Gram Per Square Meter
FOB	Free on Board

CM	Cost Of Making
T&A	Time and Action
PP	Pre-Production
HRD	Human Resource Department
WRAP	Worldwide Responsible Accredited Production
BSCI	Bangladesh Small and cottage Industries Corporation.
KIM	Knitwear Industries Management.
PGD	Post Graduate Diploma
BIGD	BRAC Institute of governance and department
AQL	Acceptable Quality Limit
GMTS	Garments

Glossary

R&D	Research and development (R&D) is the series of activities that companies undertake to innovate. It's often the first stage in the development process that results in market research, product development, and product testing. (Kenton, 2025b)
Line Balancing	Line balancing is a production strategy that involves balancing operator and machine time to match the production rate to the takt time. Takt is the rate at which parts or products must be produced in order to meet customer demand. Line balancing is a production strategy that involves balancing operator and machine time to match the production rate to the takt time. Takt is the rate at which parts or products must be produced in order to meet customer demand. (Interfaces, 2025)
Invoice	Companies need to deliver invoices in order to demand payments. An invoice is a legally binding agreement showing both parties' consent to the quoted price and payment conditions. However, there are other benefits to using invoices. (<i>What Is an Invoice? Purpose, Types, Elements, and Tips</i> Zoho Invoice, n.d.)
Root cause Analysis	Root cause analysis or RCA is specific process that recognizes that disruptions and problems can be traced to a particular cause and that a solution to rectify that cause will echo down the chain and result in an improved state.

RCA attempts to identify the cause of defects and problems rather than simply treating symptoms. (Fogg, 2023)

Risk Assessment

Risk assessment is the process of identifying hazards that could negatively affect an organization's ability to conduct business. These assessments help identify inherent business risks and prompt measures, processes and controls to reduce the effects of these risks on business operations. (Yasar & Gillis, 2025)

Chapter 1

About Organization

1.1 Overview of the Industry

Lodestar Fashions Limited is a woven-garment manufacturing company and a sister concern of the Midasia Group. Midasia Group is a diversified business conglomerate with strong roots in the textile and apparel industries, while also maintaining a solid presence across various other sectors in both domestic and international markets. Last fifteen years, the group has earned the trust of millions of consumers. They are consistently offering high-quality products and services. The factory is a vertically integrated woven unit that handles fabric processing, cutting, sewing, finishing.

Alongside its business growth, Midasia remains committed to sustainability, social development and philanthropic initiatives. Today, it operates across multiple industries including textiles and apparel, banking, real estate, automotive, fisheries, clearing and forwarding and transportation.

Founded in 1988 with an initial concentration on textiles and garments, the group has expanded significantly. Now encompasses twelve active concerns, managed by a dedicated team of professionals and forward-thinking leadership. By continuously adopting modern technologies, Midasia enhances competitiveness across all its branches of business unit.

At Lodestar Fashions Ltd, employees are regarded as the organization's greatest strength. The company fosters a culture of empowerment that values individual potential, encourages personal and professional growth. It also promotes a sense of ownership among all team

members. Employees are not only performing tasks but are also deeply engaged as stakeholder of lodestar fashion as well as Midasia family. (*About Us – Midasia Group., n.d.*)

1.2 Vision & Mission

Mission: Its mission is to reach its visionary goals through hard work, experience and determination. It seeks to inspire and empower our people, delivery on time and surpass their clients' needs, demands and desires, maintain superior quality and consistency of our products & services, continuously develop and hone our expertise, and very importantly, adhering to all domestic and global rules, regulations and compliances.

Vision: The company's vision is to grow sustainably and be the most agile and competitive global company in the world. (*About Us – Midasia Group., n.d.-b*)

1.3 Goals & Objectives

Long-term goals: The company aims to strengthen Lodestar's market position in woven supply chains. It also seeks to achieve recognized sustainability and social compliance certifications in order to reduce its environmental footprint. Furthermore, the organization is committed to improving process integration to shorten the lead time from order to shipment.

Short-term goals (12–24 months): The organization strives to maintain over 95% on-time delivery for all committed orders. It is dedicated to reducing quality defects in alignment with buyer-agreed AQL targets. In addition, the company is focused on implementing targeted energy and water reduction measures within its processing lines.

1.4 Organizational structure, Organogram, Branches and Departments

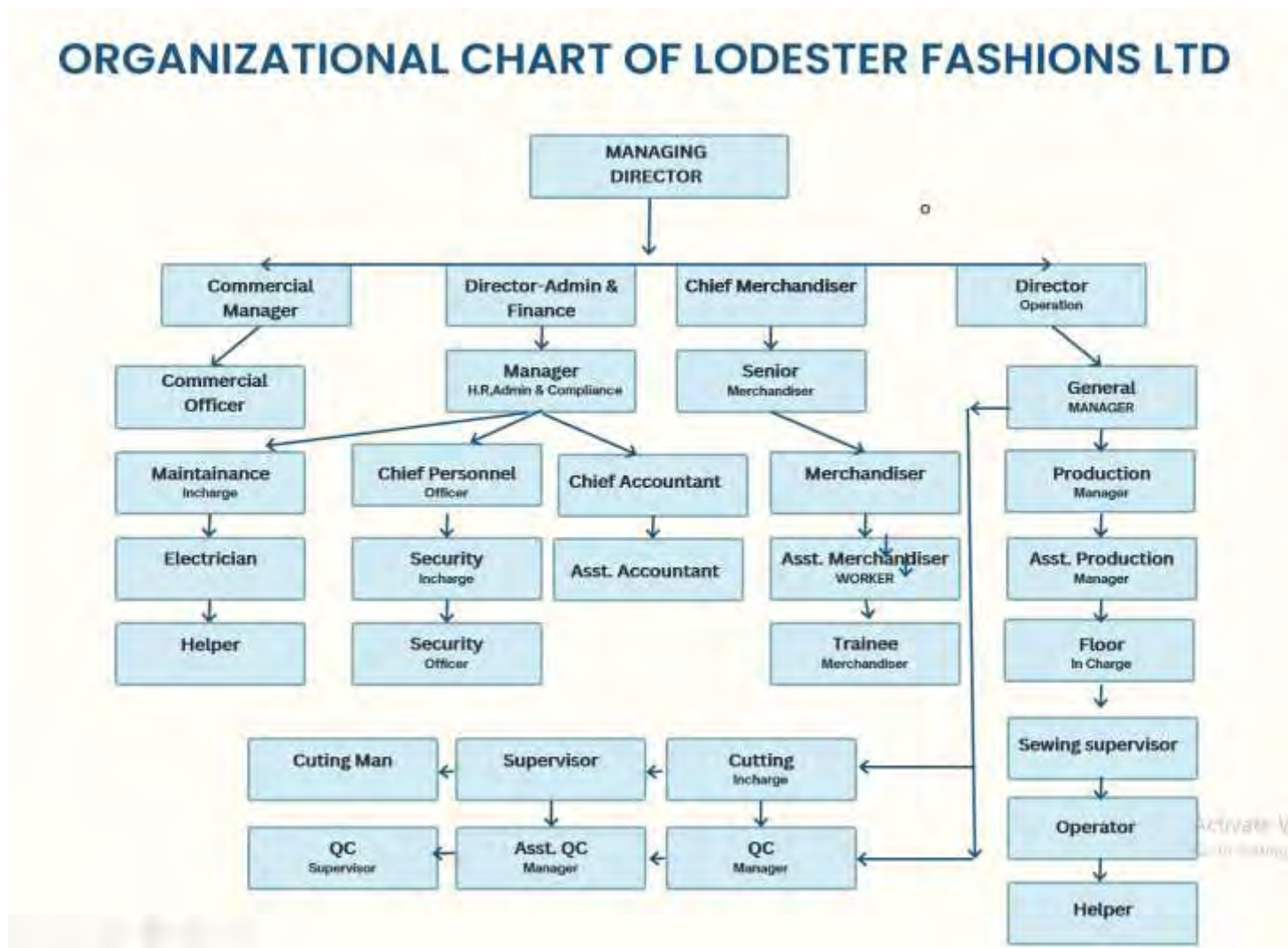


Figure-1: Organizational Chart

Explanation of key departments (brief):

Production / Factory Operations: Cutting, sewing, assembly lines, finishing, packing.

Responsible for converting fabric and trims into finished garments.

Quality Assurance (QA) & Quality Control (QC): In-line QC, final inspection, lab testing, corrective actions and quality reporting.

Merchandising : Liaison with buyers, order confirmation, costing, sampling, production planning and shipment scheduling.

Wet Processing: Fabric processing, denim washing and finishing operations.

Stores & Procurement: Raw material receipt, inventory control of fabrics/trim, vendor management.

Maintenance & Utilities: Machine maintenance, generator, boiler and effluent plant operations.

Compliance & Sustainability: Ensures social compliance (worker rights, safety), environmental controls (effluent treatment, chemical management) and manages buyer audits.

Finance & Accounts: Costing, invoicing, payroll, budgeting.

HR & Admin: Recruitment, training, worker welfare, HR policies and general administration.

R&D / Sample Room / CAD: Pattern making, prototyping, fit sessions and development for buyers.

Branches / Sister Units-

Apparel & Textile Division: This is one of the core verticals for Midasia Group. The group's involvement in apparel includes design, manufacturing, finishing, printing, logistics, and related value-chain services. Its apparel business is operated through several specialized sister concerns:

Midasia Fashions Limited: A key garment manufacturing entity under the group. It is a member of BGMEA with registration no. 1707.

Its product portfolio includes woven garments such as shirts, blouses, and pajama sets, among others.

Midasia Washing Limited : It's a specialized unit which focuses on both garments and fabric washing treatments.

Midasia Embroidery Limited: This concern handles the embroidery work such as stitching, motifs and applique for the for the inhouse requirement.

Midasia Label, Printing & Packaging: This arm is responsible for woven labels, tags, and packaging such as cartons, bags, tags, inserts used across the group's apparel shipment.

Midasia Logistics: The logistics arm coordinates both internal and external supply chain operations including transportation, shipment, warehousing, export documentation and distribution as well.

Banking / Financial Services: Midasia Group holds strategic interests in the banking sector through Social Islami Bank Limited. Which is also known as SIBL.

Real Estate Development: The group has presence in real estate business. Which carried through RANS Real Estate Limited.

Automotive Dealership: In the automotive sector, the group appears with the brand MID ASIA CARS.

1.5 Products produced by the Industry

Primary products (woven segment): It has a wide range of woven garments across various categories. Its denim products include like- jeans, denim jackets, skirts, and shorts. Bottom wear, it manufactures trousers, shorts, and pajamas. The top wear range comprises woven shirts for both men and women. The company also specializes in outerwear and jackets. Such as parkas and quilted jackets. In addition, it produces workwear and uniforms for different sectoral groups and organization. The factory produces children's woven garments and tailored items.

Value-added services and processes offered: The company provides a extensive value-added services and processes. Which offers fabric sourcing and procurement, weaving and yarn-dyeing to ensure material quality from very starting phase. It provides some wet processing activities such as dyeing, washing. Some advanced finishes such as stone-wash and enzyme treatments, particularly for denim products. Additional services like printing, embroidery, and trims application. Which related with cutting, sewing, and finishing to deliver complete garment solutions. The organization also provides compliance. The sustainability reporting along with its commitment to ethical and eco-friendly manufacturing practices.

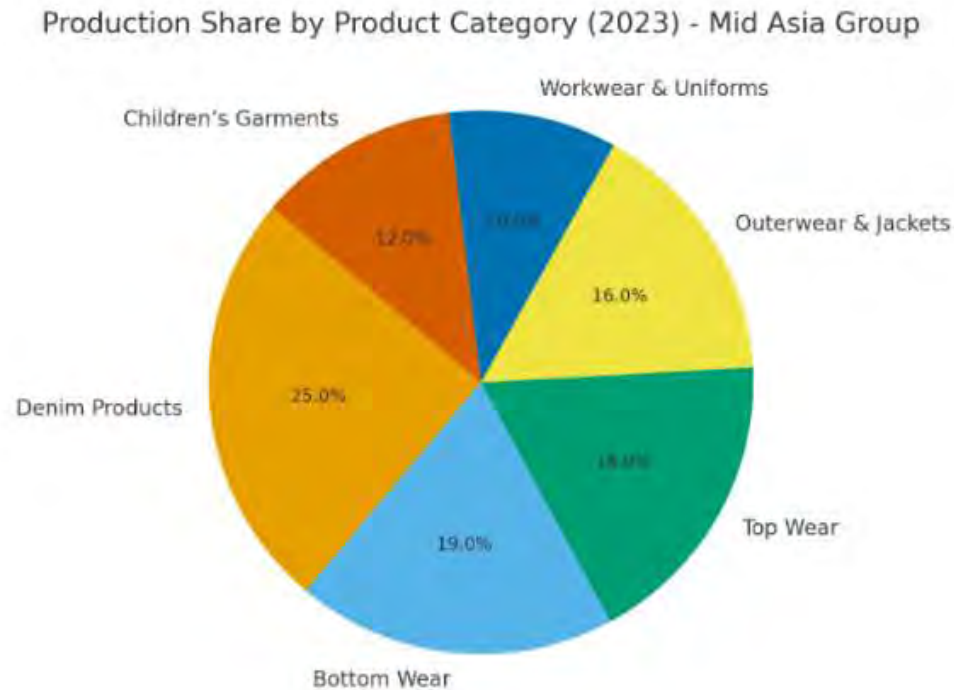


Figure 1.1: Production shared by category in 2023

The pie chart shows us the production distribution by product category for 2023. Which based on the hypothetical data model I plotted. Denim holds the largest share near to 26%, while bottom wear delivers around 20%. Just behind, top wear represents 18% of the total production. Outerwear and jackets contribute nearly 16%, where children's clothing makes up about 13%. The rest 11% is comprised of workwear and uniforms. Which highlighting a balanced and diverse production portfolio across various apparel items.

Chapter 2

Description about task accomplishment

During our 66 days internship, we have to cover minimum five department. As a part of discussion with my industrial supervisor we scheduled our working days into below manners-

Sl. No	Department Name	Working Days
1	Product Development Dpt. (Sample)	30
2	Production (Operation) Dpt.	10
3	Merchandising Dpt.	10
4	IE Department	10
5	Human Resource Dpt.	06

Table 1: Task Accomplishment Schedule

2.1 Product Development Dpt. (Sample)

Working days- 30

Sample room always plays a vital role in bridging buyer requirements with bulk production. In lodestar fashion limited my responsibilities allowed me to gain a both theoretical and practical understanding of garment development and different quality standard for different customer.

One of my major tasks was conducting garment fit and measurements to ensure proper quality. I have to keep my eyes to ensure samples strictly followed the buyer's size specifications. Through this responsibility, I developed accuracy in using measurement tools and learned how even small deviations can affect overall product acceptance of a sample. I did dummy fittings,

where I assisted in evaluating garment fit and balance on dummy. This experience helped me to know the importance of fit approval in securing buyer satisfaction.

Furthermore, I worked for identifying sewing faults such as seam puckering, skipped stitches, and uneven thread tension. For each problem, I worked on analyzing the root causes and raised probable solutions in consultation with my supervisors. This task gave me problem-solving skills and practical exposure to production excellence. I supported the team in sample picturing for buyer updates and documentation. It helped me to understand the significance of clear communication in the sample approval process.

Sewing Faults and Probable Solutions: Throughout my internship, I have spent most of the days in sample room. It is around 30 days. I found some common sewing faults in the sample section. Each of the faults required technical analysis to identify the root cause and propose corrective some actions. Some examples include:

Seam Puckering- It is Caused by incorrect thread tension, fabric feeding imbalance or unsuitable needle size.

Solution: Adjustment of thread tension, use the correct needle size and thread combination and ensure the fabric feed tension.

Skipped Stitches- It often results from worn-out needles, improper threading or incorrect needle position.

Solution: Replacing the needle regularly, check the threading and ensure the needle is viable with the fabric.

Uneven Stitch Density- It is usually caused by inconsistent machine settings. Inappropriate operator handling might be also responsible for this fault.

Solution: Standard stitch length setting will prevent it.

Broken Stitches-Usually occurs due to poor-quality of thread, incorrect thread tension and quality or needle damage.

Solution: Use high- Quality thread, maintain proper tension and replace broken or damaged needles.

Seam Slippage- It occurs due to improper seam strength or unsuitable stitch type.

Solution: Adjustment of proper seam allowance and select the proper stitch type according to fabric strength.

Picturing: I did sample picturing, which is an essential step before sending samples to customers. Clear and quality photographs are taken to present the garment's design, details, and finishing. It helps buyers review the sample without immediate physical inspection. Reducing lead time in the approval process it works a lot. With this task, I learned the importance of presenting garments with proper lighting, neat presentation and highlighted key design and features for proper buyer evaluation.

Fitting: Dummy fitting, where garments were tested on mannequins to check for size accuracy, fit and appearance. It ensured that the garment drapability, proper movement and matched with the buyer's fit specifications. I observed fitting comments from buyers. Which are incorporated into sample corrections. I ensured that potential issues are resolved before beginning of bulk production. Through this process I learned the critical role of fitting maintaining buyer satisfaction.

Garment Checking and Evaluation:

I carried out a detailed inspection of near about 20 to 25 garments per day. Where my main focus on both styling accuracy and measurement conformity as per the approved tech pack. Each sample was checked against buyer specifications. Which includes seam construction, fabric quality, stitching balance and overall workmanship. Any garments found with measurement plus/minus, styling not matched or workmanship defects were documented properly. These problematic garments were referred to the concerned section through a formal email communication or direct call. After clearly stating the issue cause, and suggested corrective actions to maintain quality consistency.

Conducting Pre-Production Meetings (PPM):

In regular basis I participated in Pre-Production Meetings (PPMs) to ensure that all relevant stakeholders including pattern masters, line chiefs, and quality controllers. I briefed a clear understanding of the buyer's styling requirements. During the session, I verified every styling detail in accordance with tech pack, such as- trims and accessories, colorways, wash standards, and size grading. I also discussed if there any challenges regarding construction methods or fabric behavior with the bulk production team. Once confirming all styling details, I briefed the production and IE team to execute the bulk process accordingly. If there any further technical requirement needed, I encouraged to discuss with me.

Risk Assessment meeting: Risk Assessment Meetings with the production and quality teams to identifies potential risks before starting bulk production. In this meeting discussed about risks related to fabric shrinkage, shade variation, measurement instability and so on after washing. I analyzed possible areas of concern from a technical point of view. Suggested some preventive actions to avoid production losses. This proactive discussion helped minimize sampling errors and re-work as well.

PLM Activities:

I did some work with PLM software; it serves as the digital platform for managing samples for both customer and suppliers. My did some work in PLM such as-

- Uploading and downloading tech packs shared by buyers.
- Updating fit logs with feedback and corrective actions after each sample fitting.
- Managing grading files and ensuring size-set accuracy.

Performing pre-screening of all documents and attachments before sample submission.

Sample Follow-Up and Development Process:

In PDC, I closely monitored all stages of the sample development process. Which includes fit sample, SMS (Salesman Sample), size set sample and pre-production samples. At each stage, I reviewed the samples construction, measurement accuracy and fitting to identify measurement deviations from the approved standard. I coordinated with pattern and sewing teams to apply necessary corrections.

Sample Submission and Buyer Approval: When sample is ready, I carried out a final evaluation. Which includes measurement verification, fabric hand-feel, dummy fitting to check the silhouette, ease and drape. If Any adjustment required, it needs to add prior to submission. After acquiring the desired standard, I submit the samples to the buyer's QC or sometimes representative for final approval.

2.2 Production (Operation) Department

Operation Department at Lodestar Fashion Limited is the core functional area. where all garments are transformed from raw materials into finished goods. This department has mainly three key sections-Cutting, Sewing and Finishing. Each section has interconnected roles in ensuring smooth production flow and timely delivery.

Cutting Section:

The Cutting Section is the first stage of the garment production process. where fabric is prepared and cut according to the buyer's approved marker and pattern. Lodestar Fashion Limited has automatic cutting and spreading machine.

During my time in this section, I observed and participated in several essential tasks, such as Fabric inspection- When fabric is arrived for cutting, It is checked in fabric checker machine.

Lay planning- Fabric lays are given with pre-determined measurement, which mostly depends on cutting table length.

Marker placement- Just before cutting, marker paper is placed upon fabric lay.

Bundling and numbering- Once cutting is completed, then cut panels bundle is made. Its essential to mark number each cut panels.

Both manual straight-knife cutting and automatic cutting machines were used depending on fabric type and order volume. Cutting section plays a crucial role in controlling fabric utilization, shade matching and production efficiency. If there any inaccuracy it will directly affect the sewing part.

Sewing Section: We got cut panels from cutting department to sew it here. It is the heart of operation department. Lodestar Fashion Limited has some advanced industrial machines such as Juki, Brother and Pegasus. Some lines are designed for bottom part and some are designed for top part garments.

I worked in this section to support production smoothness. I also did Line balancing and quality assurance. I observed operation breakdowns, checked work progress flow. I do assist line supervisor to minimize downtime.

I also monitored in-line quality inspections. Identified common sewing defects such as skipped stitches, puckering and open stitches. After talking with line chief and supervisor I took some corrective actions to solve the faults. Those corrective action was discussed in PDC section.

I did some industrial activities there. I learned how to calculate line efficiency and how productivity is measured through daily target achievement.

Finishing Section: The Finishing Section is the final stage of the production process. In this section garments goes through inspection, ironing, folding, tagging and. There is two finishing line in lodestar fashion limited. This is the final stage before the shipment of garments. So here one thing we need to ensure that our product is 100% defect free.

I participated final quality inspection of garments check. I checked measurements, appearance, stitching, stains in the garments. I noticed the thread trimming, spot removal and minor repair processes.

After that, garments were pressed using steam irons. When the all finishing activities completed, the garments passed through metal detection. When metal detector passed,

garments were folded according to buyer packing instructions. Finally, it is packed with polybags, cartons for shipment.

2.3 Merchandising Department:

At Lodestar Fashion Limited, I had the opportunity to work in the Merchandising Department. I worked there for 10 days. I had the opportunity to see the overall order management process of lodestar fashion limited. where I gained extensive exposure to the overall order management process from buyer order receipt to final shipment. This department plays a vital role to execute smooth production which is cost effective.

Order Receiving and Buyer Communication: The merchandising process starts when a buyer sends an order query along with the tech pack. Tech pack contains all technical details such as- fabric type, GSM, color, trim list, measurement chart, wash standard and packing instruction. I have noticed that once an inquiry is received, the merchandiser carefully reviews the documents. Then he clarifies if any technical obscurity through emails. Sometimes it has been done through virtual meeting. After mutual agreement, the buyer issues a purchase order (PO) mentioning style number, order quantity, color breakdown, and delivery date. I assisted the merchandiser in preparing an internal order file, which was then circulated to the planning, production, and procurement teams to initiate the pre-production process.

Costing and Price Negotiation: One of the most important responsibilities of a merchandiser is costing. During my attachment, I learned how the team calculates garment FOB price by considering all cost components, such as:

Cost Component	Description
Fabric Cost	Cost per yard or meter of the main fabric (including wastage percentage, usually 3–5%)
Trims & Accessories Cost	Thread, zipper, button, label, tag, pocketing, etc.
CM (Cut & Make)	Labor and overhead cost per piece based on SAM (Standard Allowed Minute)
Washing Cost	Especially for denim or heavy bottoms
Commercial & Testing Cost	Documentation, lab test, inspection, and freight forwarding
Profit Margin	Typically, 8–12% depending on buyer and complexity

Table 2: Description of costing component

I assisted in preparing a cost sheet for a men's woven bottom order of 10,000 pieces, where the average fabric consumption was 1.45 meters per piece, and the total FOB price was calculated at USD 8.25 per piece. The merchandiser shared this price with the buyer, and after negotiation, the order was confirmed at USD 8.10 per piece, maintaining a reasonable profit margin for the factory.

Fabric and Trims Sourcing: Once the order was confirmed, the merchandisers initiated sourcing activities. They contact with nominated fabric mills and accessory suppliers to collect lab dips and material samples for approval. I helped them in tracking material lead times using a follow-up chart before start of production. In this process supplier relationship management is very important. Here we can give an example. There was an order of European buyer. Which needs fabric from China. But China factory made some delay due to shade variation on fabric. The merchandising team handled it by arrange air shipment for on time delivery purpose.

Sample Development and Approval: When pricing and negotiation completed then it is parallelly important to develop sample and material sourcing as well. There are some stages of sample making is followed in lodestar fashion limited. Such as-

Proto Sample: It is an initial sample. Sometimes it is called 1st sample. Initial design and construction is very important here.

Fit Sample: Fitting and measurement accuracy is checked here. If any measurement or fitting issue here, customer puts comments on it. In accordance with correction comments new sample is developed here.

Sales man Sample: Very often it is called SMS sample. This type sample basically made for customer review. The quantity of this type of sample is higher than others. Generally customer wants 30 to 70 pcs of sample depending on their purpose.

Size Set: Different customer has different size catalogue. In this stage of sampling, different sizes of garments has been made with proper grading.

Pre-Production (PP) Sample: This is the final stage of sampling before going bulk production. When PP sample approved, bulk production is started.

Production Follow-Up and Coordination: When pp sample approved, then the production moves for bulk production. Meantime merchandising team needs to regular coordination with all concern departments like- cutting, sewing, washing and finishing sections.

Quality Control and Final Inspection: To ensure proper quality of product, merchandiser needs to closely work with QA team. Merchandiser verifies all the parameters like-Packaging accuracy, Measurement Tolerance, Trims and accessories position in garments, Presentation of gmts before submitting etc.

Shipment and Documentation: Once inspection is accepted by buyer or buyer representative, merchandiser needs to make some commercial and shipment documentation papers. Such as- Invoice, Packing List, Bill of Lading, Certificate of Origin, Inspection Certificate.

2.4 Industrial Engineering Department:

IE is such a department which opens window for me to learn about things such as- Efficiency, minimize wastage of different operational process, optimization of resource properly. This department is responsible for work study, motion study, method study.

Key Activities-

Works stations observation: I observed operator's activity in multiple sewing lines. During my observation, the running product was a denim pant. I found one of the operators taking garments from the far distance from his body. It was causing unnecessary motion. It was killing time and I suggested the supervisor to take the garments closer to the operator.

Time Study and Line Efficiency Analysis: Time study is a very important for this particular department. It is directly related to cost and efficiency. I took some real time observations and calculated SMV. I used the below formula to find out SMV.

Basic Time= Observed time + Total Allowance

Performance Monitoring of operator: Operator performance monitoring is very important for line balancing. Line balancing is important to avoid bottleneck. Proper orientation of workstations and operator can be more production friendly. For this purpose I need to found operators individual efficiency and balance themselves according to their efficiency.

Efficiency = Output/input

Output Minute = Total production*SMV

Input Minute= Total Manpower * Total minute

Ergonomics Application: To fit the job with operator or worker is very important. That is the reason why ergonomics needs to implement. I observed the ergonomics application in the work stations. Such as- Repositioning garments bundles, reducing unnecessary movement of worker. Which improved worker efficiency and comfort. It is tending to raise long time working capability of an operator.

Production and Quality Teams Coordination: Production and IE team is closely related. IE data is important for production quality improvement and carry out corrective measures.

2.5 Human Resource Dpt.

The Human Resources (HR) department plays a vital & crucial role within an organization by providing core functions to the business through managing the people, such as; employee recruitment and hiring, collection and storage of employee data, payroll, benefits administration, disciplinary actions, employee engagement, training, performance management, compliance, and safety. At present HR is playing its role as a business partner to grow business and increase profit by taking different strategic planning for talent development.

In general core HR functions are almost the same and related to manufacturing units or any corporate or multinational countries. But there have been changes between the country-wise rules & regulations about pay scale and some legal practices. Also, the company-to-company has some internal strategies & policies about organizational attendance, leave, compensation benefits, etc. (Industry & Industry, 2025)

HR Activities of Lodestar fashion limited-

Recruitment and selection: This department Acts for workforce planning and fill up the vacant position of a particular post. When a position opens, HR gave circular and contacts to the interviewer. After finishing all justification and verification, HR team welcomes the employer to the lodestar.

Attendance and leave management: This particular department organizes working hours, in and out time, break time, short leave and absent and leave request of personnel. This data is also recorded for future query.

Employee training and development: Lodestar fashion limited arranges employee training and development sessions regularly. If operator needs training, company arranges it base on their particular requirement. Fire safety training took place at least one day per week.

Employee Welfare: HR team arranges some welfare activities. It includes medication and health facilities. Child and mother care corner. Monitor personal and professional problems and tries to give the proper solution and encouragement.

Compliance Issues: Lodestar fashion limited follows some social and legal compliances. It follows some environmental and quality standards such as- BSCI, WRAP etc.

Performance management: Performance management is important for both company and employee. It includes goal setting, performance reviews and providing proper feedback. The performance workflow will must be aligned with company's objective.

Industrial Relations: HR needs to maintain strong communication between management and workers representative. Now a days, particularly in Bangladesh is going through some worker

unrest and grievances. HR team conducts meetings and counseling program to ensure a peaceful work environment in lodestar fashion limited.

Chapter 3

Critical assessment of internship work: PGD-KIM of BIGD makes a bridge between theoretical learning and its application in the practical field. I had the opportunity to apply the knowledge from industry-specific courses in a real factory environment. The academic courses such as analytical skills, communication skills, quality management, production management and merchandising, HR skills provided me a strong foundation to address workplace challenges. I took part in analyzing operational issues and participated in a decision-making meeting. In this chapter I will present how each course contributed to my professional and personal development.

3.1 Application of generic and industry-specific courses during internship.

KIM-101: HR Skills and Competencies

Topics Learned: Human nature and behavior, motivation, concept of leadership, performance management and so on.

Application: Throughout my internship, I've had to ensure collaboration with different team members, such as QA, supervisors, and operators. On one occasion, one of our woven pant inspections failed due to running shade in the garment fabric, which needed to be corrected at the fabric stage. Instead of blaming the QA team, I took responsibility for the situation. I organized a short meeting to analyze the root cause of the running shade and foster a positive discussion with the fabric team. This small act created a friendly and motivated atmosphere among the entire team. This kind of initiative builds mutual trust and motivation.

KIM-102: Analytical Skills and Competencies

Topics Learned: Method of data collection, Data orientation, standard deviation, use of different Excel tools, Graph, chart and their presentation, correlation between data.

Application: Frequently I needed to collect data and visual represent to my superior. From this course I learned how to present a data through various charts, graphs and visualization tools. I successfully applied garments failure rate through last few years through the pie chart which was appreciated by my boss.

KIM-103: Communication Skills

Topics Learned: Verbal and written communication, presentation techniques, report writing, visual communication.

Application: As a garment technologist i need to communicate simultaneously with various department to ensure smooth production of sample. A major part of this communication involved email communication. Initially I faced some challenges in maintaining accuracy in writing. My communication course teacher suggested me to send a mail after three time checking. I did it to my work station and got some positive feedback. Now my mailing accuracy is excellent. Another underrated communication tool is reading news and business magazine. It keeps up to date with modern trends and technologies.

KIM-104: Business Operation Skills

Topics Learned: Financial management, Basic accounting, Economics, Business operation, Technological development in business.

Application: Profit maximization or wealth maximization is the primary objective of any business. My company is not different from it. As a part of the company, I always keep it mind.

I was assigned a project titled “cutting wastage”. My main task was to minimize fabric wastage without compromising production management. During doing the project, I considered three factors time, quality and cost. I learned it from a project management class.

Beside this I learned how to manage personal finance. 10% saving rules from earning is needed. Which I learned from this particular course.

KIM-201: Introduction to Garments Industry

Topics Learned: About the garments factory and its history in Bangladesh, factory structure, export process, Basics of garments and textiles in Bangladesh.

Application: Understanding different types of yarns and fabrics, fabric structures, dyeing, and washing helps me select the most suitable materials for specific garments. For example, woven fabrics are used for formal shirts, trousers, and outerwear because of their strength and durability. Knitted fabrics are used for sportswear and casual garments because of their elasticity and comfort.

KIM-202: Industrial Engineering

Topics Learned: Work study, Time study, motion economy, Efficiency concept, SMV, SAM, Ergonomics in work station.

Application: Lodestar fashion has a well-structured industrial engineering department. Applying the principles of motion economy, which I learned from my studies. I suggested repositioning the garments closer to the operator’s hand reach.

During my observation, one operator’s repetitive motion of reaching for garments was slowing down his output. After suggesting relocating the garment bundles closer to him:

Before: Operator efficiency was approximately **70%**, with frequent fatigue and minor errors.

After: Efficiency improved to **80%**, movement was reduced, and workflow became smoother.

After implementing this small adjustment, the operator's efficiency and workflow improved noticeably, minimizing fatigue and saving valuable production time.

KIM-203: Production Management & Merchandising

Topics Learned: Order management, Different fashion terms, production planning, merchandising procedures, buyer interaction and shipment coordination, Cost management, negotiation with customer.

Application: During my internship, I occasionally supported the merchandising and production planning team. I helped track order status, monitor production progress, and prepare reports for shipment updates. That time I discussed with the about PQS. Product, Quality and pre/post services. I also told them to implement visual merchandising concept.

KIM-204: Quality Management

Topics Learned: Quality assurance systems, different quality standards and quality control plans, Supply chain management.

Application: Being involved in the store department, I checked the quality of raw materials upon receipt. I also maintained QC checklists and communicated with the quality team about non-conformance issues. I checked buyers' quality standards. Discussed with responsible to implementation of quality standards like GRS, OEKO-TEX properly. Because it tends to sustainable business.

3.2 Suggestion for industry improvement

Improvement of production efficiency: Introduce systematic time and motion studies in every sewing line to identify non-productive activities and reduce motion loss. Monitoring of IE department can ensure line balancing and productivity improvement.

Lean manufacturing tools implementation: Application of concepts such as 5S, Kaizen and Kanban helps to minimize wastage, improve workplace organization. Kaizen meeting needs to do regular manner, that will help operator towards continuous improvement.

Skill Development Training: Skill development training for operator supervisors and quality inspector needs to implement regular basis. Cross training of workers sometimes helps to reduce production delays.

Process digitalization: Digital production tracking system monitors real time output, efficiency and quality performance. It will be helpful for management to take decisions quickly.

Material optimization: To utilize lower wastage in cutting section, needs to proper fabric utilization. The factory has auto cutter but needs to function it regularly.

Quality control strengthen: If quality control functions properly then quality assure responsibility lessen. Preventive actions should be taken rather than corrective actions.

Communication flow improvement: Inter department communication should be improved.

Motivation and welfare: Proper performance reward and incentive based system will motivate workers. Besides, proper rest, hygiene and safety conditions helps in productivity enhancement.

Sustainability and energy efficiency: Adaptation of renewable energy rather than renewable energy will help to produce sustainable product. Which will attract buyer to give more order. Energy source like Solar and Bio mass will help company to achieve sustainability goals.

3.3 Learning for self-improvement

My journey with this PGD program was full of personal and professional growth. This course not only enriched my academic knowledge but also helped me to develop industrial activities effectively. Where I learned financial management, project management and accounting basics which are essential for develop managerial skills and decisions.

From technical point of view, I am able to know about historical development of garments industries of Bangladesh. Able to know about different yarn and fabric type and their structure as well. Different wet processing operations like- dyeing, different types of wash (Dry process and wet process). I also learned how to conduct costing in different stages like yarn, fabric, accessories and CM. Additionally, this PGD course introduced me to various fashion technologies, SCM process in different tires and merchandising activities so on.

From the very beginning of my career, I only work for knit factory. But my internship in a woven based factory like lodestar fashion limited , opens window to learn about woven garments. QMS system and supply chain management of woven products enriched my knowledge in the field of national and international quality standard.

Chapter 4

Conclusion

My Internship at lodestar fashion limited created a valuable learning aspect for me. It gave the chance to connect my classroom knowledge with real industry work. I spend time in five departments during my whole 66 days internship. Such as PDC, IE, Operation, Merchandising and human resource department. It helps me to understand the complete woven garments manufacturing process. I observed the process of order receiving to final shipment. Which will help me to run a business. I gathered knowledge about project management, Finance and costing which grows me as multiple learners. I learned employee management and their psychology through emotional intelligence. HR activities helps me to gain knowledge about managerial roles and activity. Sample follow up system, collection method and its application in my work station helps to create fast driven tracking system. I was blind about garments costing. Our costing session was incredible. Through those sessions I learned well about costing in different stages. Which helps in order negotiation and getting good price of garments. I believe, If I could adapt those practical and theoretical insights in continuous manner I will grow up as an expert manager within next few years, insallah.

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