

Report on Epyllion Style Ltd.

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)

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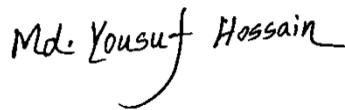
Executive Development Center, BIGD
BRAC University
November 2025

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. Yousuf Hossain
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Engr. Mohammad Abul Bashar
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Letter of Transmittal

Engr. Mohammad Abul Bashar
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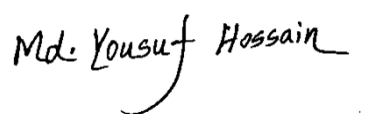
Subject: Submission of industrial attachment report on Epyllion Style Ltd.

Dear Sir,

It is my pleasure to present the information about my entry-level position at “Epyllion Style Ltd.”, which I was assigned under your guidance.

I have done my utmost to complete the report with the necessary information and suggested recommendations in as clear and concise a way as possible. I hope that the report will fulfill your expectations.

Sincerely yours,

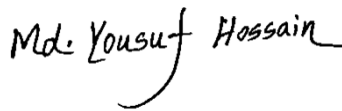


Md. Yousuf Hossain
24281003
Executive Development Center, BIGD
Brac University
November 10, 2025

Non-Disclosure Agreement

This agreement is established between Epyllion Group as the First Party and the signed student from the Executive Development Centre at Brac Institute of Governance and Development, Brac University, as the Second Party. The First Party has permitted the Second Party to undertake a three-month internship to partially satisfy the requirements for the Post Graduate Diploma in Knitwear Industry Management. Throughout this internship, the Second Party will have the opportunity to collaborate closely with company officials and will gain access to official data and information. Utilizing the experience gained and the data collected during the internship, the Second Party will compile an internship report. The Second Party agrees to use all data and information strictly for academic purposes and will not share it with any third parties in a way that could harm the interests of the First Party.

Student's Full Name & Signature:



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Industry Supervisor's Full Name & Signature:



Md. Raisul Islam
Assistant Manager
Industrial Engineering Department
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Acknowledgement

I am very pleased to present my final report on operational practices for the Garment Industry from Epyllion Style Ltd. First and foremost, I express my gratitude to the Almighty for the opportunity to complete this report.

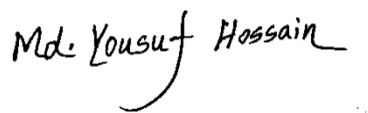
I would like to extend my thanks to my esteemed academic supervisor, Engr. Mohammad Abul Bashar, who provided invaluable information and guidance throughout the process.

Additionally, I want to acknowledge my esteemed industrial supervisor, Md. Raisul Islam, who dedicated significant time to assist me with this report. He taught me many technical aspects crucial for my final report.

Moreover, I would like to express my gratitude to all the members of Epyllion Style Ltd. who supported me during this project.

Lastly, I sincerely thank Brac University for creating an exceptional learning environment in the Garment Industry, which has greatly contributed to my career development.

Sincerely yours,



Md. Yousuf Hossain

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Executive Development Center, BIGD

Brac University

Executive Summary

I prepared this report based on sixty-six days of operational practices at Epyllion Style Ltd., a prominent garment factory in Bangladesh. Within Epyllion Style Ltd., there are numerous departments, and my focus was on operations. Epyllion Style Ltd. is recognized as a leading garment manufacturer in Bangladesh. There are many areas for improvement that should be observed in other garment factories. From the initial stages to the final product, I noticed various techniques that are often not upheld in other factories. Lean methodologies are evident in many aspects that I observed at Epyllion Style Ltd. The latest automation technologies have been implemented at Epyllion Style Ltd., enhancing productivity and reducing the reliance on manual labor. Notably, Epyllion Style Ltd. features a distinctive design studio that offers many valuable lessons. Epyllion Style Ltd. produces the largest volume of products using innovative systems. Each department within operations must adhere to and maintain standards such as OCD, OTT, and PCD. A significant example of increasing productivity can be found in the cutting department's practices at Epyllion Style Ltd. A few years ago, their production was notably lower, but they have now achieved impressive levels by leveraging modern technology and effectively utilizing personnel, machines, and resources. The engineering department at Epyllion Style Ltd. is quite proactive, focusing on reducing production costs and developing new systems that streamline tasks for workers. This creates a safer work environment. The sample section at Epyllion Style Ltd. is equipped with various machines that are not found in other industry sample sections. Therefore, my report primarily emphasizes Garment Operations, and I believe Epyllion Style Ltd. is an excellent place for learning.

Keywords: Operational practices, Apparel Industry, Cost Factor of Apparel, Industrial Engineering, Operation, Garments Industry Development.

Table of Contents

Declaration.....	ii
Letter of Transmittal	iii
Non-Disclosure Agreement	iv
Acknowledgement	v
Executive Summary	vi
Table of Contents	vii
List of Tables	viii
List of Figures.....	ix
List of Acronyms	x
Glossary	xi
Chapter 1 About Organization	1
1.1 Overview of the Industry	1
1.2 Vision & Mission.....	2
1.3 Goals & Objectives	2
1.4 Organizational structure.....	3
1.5 Organization Organogram	4
1.6 Organization Branches and Departments.....	5
1.7 Products/services produced by the Industry	6
Chapter 2 Description about task accomplishment.....	7
2.1 Marketing & Merchandising.....	8

2.2 Planning Department	11
2.3 Product Development Center	13
2.3.1 Sample types of different Buyers.....	14
2.3.2 Sampling procedure for customer (M&S).....	15
2.4 Sewing Department.....	16
2.5 Quality Management System.....	18
2.6 Industrial Engineering Department	19
2.6.1 Functions of IE Department.....	22
2.7 GSD Costing Department	22
Chapter 3 Critical assessment of Internship work	24
3.1 Application of Generic and Industry specific courses during internship.....	25
3.2 Suggestion for industry improvement.....	27
3.3 Learning for self improvement	31
Chapter 4 Conclusion	33
References.....	34
Appendix A.....	35

List of Tables

Table 1: Organizational Structures	3
Table 2: Intern days allocation.....	7

List of Figures

Figure 1: Organizational Organogram.....	4
Figure 2: Products Produced by the Industry.....	6
Figure 3: Working procedure of Marketing and Merchandising department	10
Figure 4: Working procedure of Garments Planning department	13
Figure 5: Sample types of different Buyers	14
Figure 6: Sampling procedure for customer (M&S).....	15
Figure 7: Working procedure of Sewing department.....	17
Figure 8: Working procedure of Quality management department	19
Figure 9: Process sequences of method study.....	21
Figure 10: Working procedure of GSD Costing department	23

List of Acronyms

CSR	Corporate Social Responsibility
HR	Human Resource
R&D	Research and Development
ICT	Information and Communication Technology
IP	Intellectual Property
QC	Quality Controller
CAD	Computer Aided Design
BOM	Bill of Materials
ERP	Enterprise Resource Planning
PO	Purchase Order
PI	Proforma Invoice
SAH	Standard Allocated Hour
RFT	Right First Time
QMS	Quality Management System
DHU	Defects Per Hundred Unit
SMV	Standard Minute Value
KPI	Key Performance Indicator

Glossary

SMV	SMV means Standard Minute Value. It indicates the standard time needed to complete a specific task by an standard operator.
GSD	GSD is a worldwide recognized SMV calculation method which is carried out by the GSD practitioners. GSD involves the analysis of motions of an operator to find out the SMV of a specific work.
Bottleneck	Bottleneck occurs when the capacity of the next process is lower than the previous one. It happens when the line balancing is not properly.
Final Inspection	Final inspection is the most important process of checking the quality level randomly from the finished garments by the buying QC.
Layout	The sequence of the processes of a style in the sewing line.

Chapter 1

About Organization

1.1 Overview of the Industry

Epyllion group, within a very short time of its inception in 1994, has secured a remarkable position in Apparels industry. The group started its journey at Mirpur, Dhaka with only two sewing lines and two hundred employees. Epyllion group has now swelled up with around twenty three thousand and four hundred employees with 162 sewing lines in several locations of Dhaka, Gazipur and Narayanganj.

Epyllion group believes in Human spirit, Newness, Ethical business and Sustainability. Its team philosophy includes Honesty and Proper communication network, Understanding teammates' emotion, Mutual respects, Fellowship and One team. There are six sister concerns of garments division of the Epyllion group. These are Dekko Knitwears Limited, Epyllion Knitwears Limited, Dazzling Dresses Limited, Epyllion Style Limited, Epyllion Style Limited-Extension and Epyllion Knitwears Limited-HW.

Along with garments, Epyllion group has its own Textiles industry, Garments accessories industry, Printing industry, Embroidery industry, Washing plant unit, Real state business, Food and beverage unit and recently launched its own Export Design Studio for exporting RMG to worldwide. "Sailor" is the most favorite retail brand of Epyllion group. All the business units of Epyllion group are vertically set-up.

A highly standard HR practices prevails in Epyllion group. It provides all kind of human rights and facilities to its employees. It does not allow any kind of gender discrimination and sexual harassment. It works on women empowerment. Epyllion group has a non-profitable shop named "RENU" only for the workforces so that they can buy their necessary goods in cheap rate and also get the quality products.

At Epyllion Group, we hold a strong belief in the strength of the Human Spirit. Our Programs aim to highlight the Human Spirit through Empowerment, Equal Opportunities, Innovation, and Community Involvement. Epyllion Group's CSR initiatives demonstrate our dedication to advancing Sustainable Development Goals.

1.2 Vision & Mission

At Epyllion group, our mission is to raise the bar for elegance and innovation in every sector we work in. We are dedicated to delivering top-notch goods and services that improve our customers' lives while respecting the principles of sustainability, excellence, and trust. We want to build enduring value for our customers, partners, and stakeholders by cultivating enduring connections with international brands and upholding the greatest standards of integrity.

Our vision is to take the lead in influencing innovation and luxury in Bangladesh and abroad. Epyllion group aims to become the most reputable brand in the sectors we serve by establishing new standards for quality, sustainability, and customer happiness. We hope to make a lasting impression that spans generations, enhancing lives and advancing progress in a world that is changing quickly, by leaving a legacy of leadership and adopting a forward-thinking mindset.

1.3 Goals & Objectives

Reaching export benchmarks, emerging as a top supplier of high-value fabrics and one-stop solutions, and growing its retail division are among Epyllion Group's goals. Through its Corporate Social Responsibility (CSR) programs, which support community development, environmental preservation, and human empowerment and are in line with the UN's Sustainable Development Goals, the organization also prioritizes sustainable development. One of the main objectives is to create a strong brand value while balancing the human spirit with technological excellence and social responsibility.

1.4 Organizational structures

Business Division	Business Unit	Unit Size	Capacity
Garments division	Dekko knitwear ltd.	477 work stations	475000 pieces
	Epyllion style ltd.	1793 work stations	1275000 pieces
	Epyllion knitwear ltd.	708 work stations	675000 pieces
	Dazzling dresses ltd.	634 work stations	475000 pieces
	Epyllion style ltd. (Extension)	602 work stations	500000 pieces
	Epyllion knitwear ltd. (High way)	2000 work stations	1100000 pieces
Textiles division	Epyllion fabrics ltd.	185 circular-knit and 60 flat-knit machines	50 ton / Month
	Epyllion knitex ltd.	28 technologically advanced bulk and 40 sample machines	50 ton/day
Accessory division	Epyllion limited		
Value added division	Epyllion testing lab ltd.		
	Printing		1500000 pieces
	Embroidery		800000 pieces

Table 1: Organizational Structures

1.5 Organizational Organogram

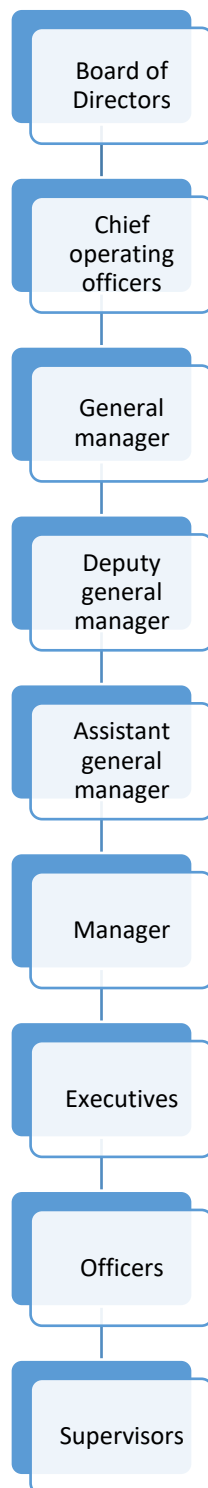
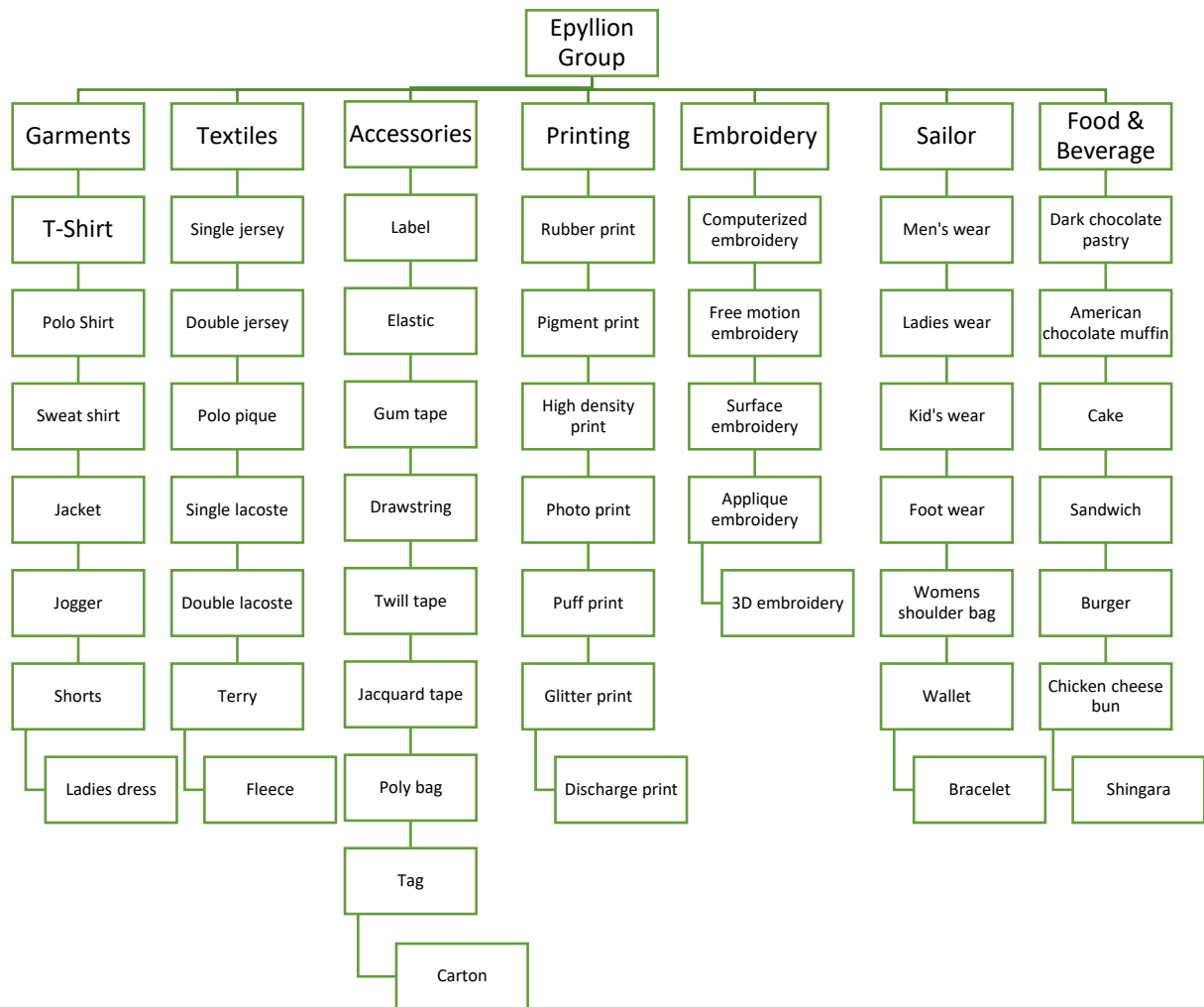


Figure 1: Organizational Organogram

1.6 Organizational Branches and Departments

- HR, Admin and CSR Team
- Business planning team
- Central planning team
- R&D and design team
- Marketing and merchandising team
- Supply chain team
- Operation team
- Quality assurance team
- Industrial engineering team
- Finance and accounts team
- Commercial team
- Engineering team
- Inventory management team
- Internal audit team
- Cost management team
- ICT and IP team
- Learning and development team

1.7 Products produced by the Industry



Picture 2: Products Produced by the Industry

Chapter 2

Description about task accomplishment

In this chapter, I aimed to outline how many departments I visited during my sixty-six days internship, highlighting the activities of Epyllion Style Ltd. In the garment industry, the entire manufacturing process is divided into two main segments: textile processing and garment manufacturing operations. Textile processing involves activities such as knitting, dyeing, printing, and embroidery. On the other hand, garment manufacturing operations consist of merchandising, product development, cutting, sewing, finishing, quality control, and industrial engineering, among others. In this chapter, I will delve into the garment manufacturing operations in the sections listed below.

1. Marketing & Merchandising
2. Planning Department
3. Product Development Center
4. Sewing Department
5. Quality Management System
6. Industrial Engineering Department
7. GSD Costing Department

I spent my time in the above mentioned sections, and I've outlined my working days in each respective area below.

Serial No.	Name of Sections	Intern days (Total 66 days)
1	Marketing & Merchandising	10 days
2	Planning Department	10 days
3	Product Development Center	10 days
4	Sewing Department	10 days
5	Quality Management System	8 days
6	Industrial Engineering Department	10 days
7	GSD Costing Department	8 days

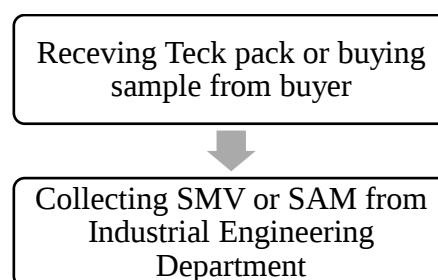
Table 2: Intern days allocation

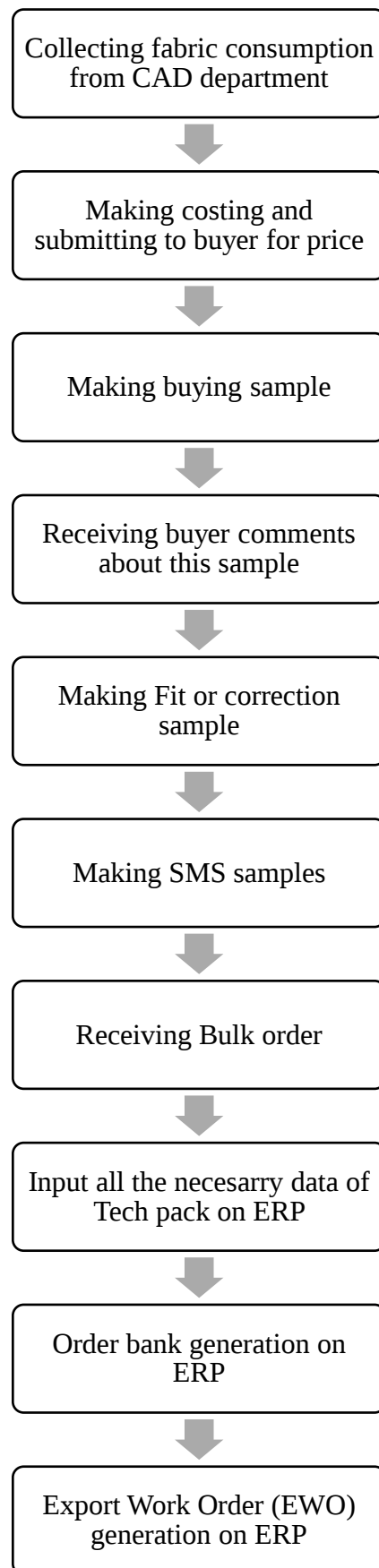
2.1 Marketing and Merchandising

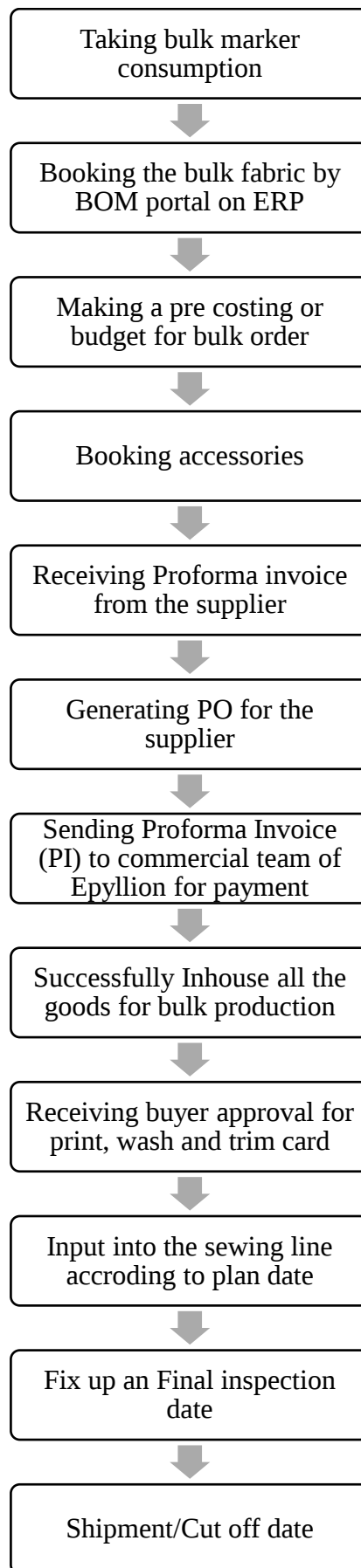
Marketing and merchandising is the compulsory department for all apparel manufacturing industries. Marketing and merchandising team of Epyllion group plays a vital role in the business. This department is considered as the sole of all the departments. During my internship period in Marketing and merchandising department, I can understand that our Marketing and merchandising department is divided into two separate teams according to their work. One is Development team and another is Bulk production team. Development team works with new orders, makes samples for approval, develops new design for showing buyer concern, finds out all the critical issues and resolves them technically, sets the FOB of product; try to keep a good profit margin for the company.

On the other hand, Bulk production team starts their works where the Development team ends. The Bulk production team place order for the fabrics, trims and accessories and continuously monitor with supplier to get them on time. In the meantime, they sit with planning team and make a schedule for sewing a specific order to meet the shipment date. During the production time they consistently monitor all the issues like efficiency of the line, daily production pieces and also rejection percentages. If there is any problem occurred during production, they try to solve them without any delay. After completing production all the goods they face a final inspection by a buying QC. If all the quality parameters are ok, the final inspection will be passed and the order will be ready for shipment. Our Marketing and Merchandising team is very responsible and hard worker to fulfill their goal. Besides these, they work for passing any type of buyer audit or visit. They try to starting business with new buyers and strictly negotiate with all the departments for achieving optimum profit margin.

Now I am going to discuss about the working procedure of Marketing and Merchandising department with the help of below flow chart.







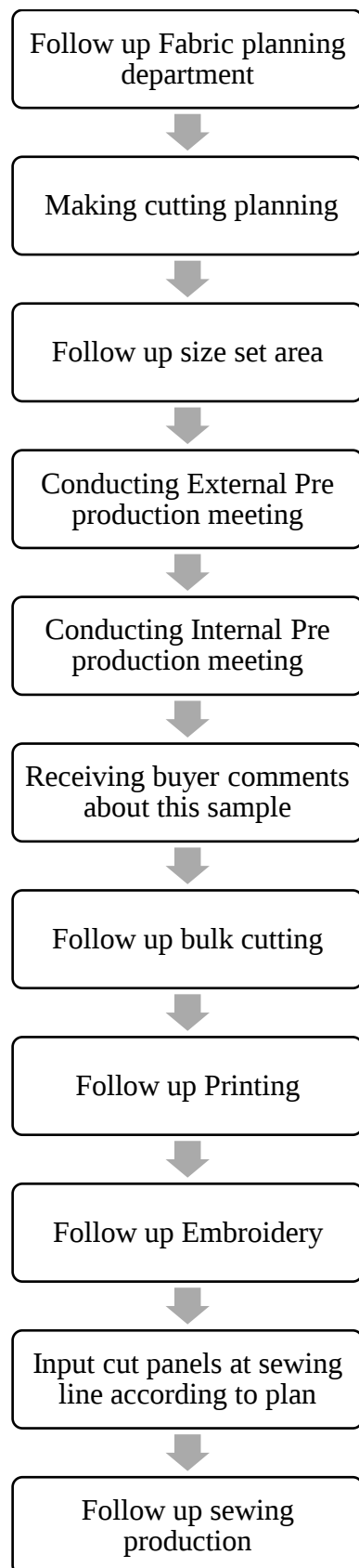
Picture 3: Working procedure of Marketing and Merchandising department

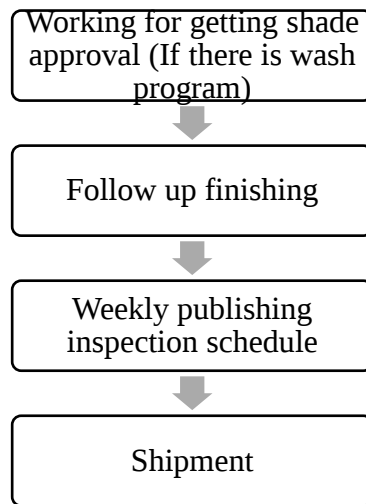
2.2 Planning Department:

In Epyllion Group, all works are accomplished according to plan so that we can meet the shipment date. There are four planning departments in the Epyllion group established for growing the business. These are:

1. **Central planning:** This department consists of 5 members including Chief marketing officer. Sales target declaration, SAH (standard allocated hour), Textile load planning, Order allocation for Gazipur, Dhaka and Narayanganj zone, Budgeting over time, Excess shipment target, Short shipment details analysis and Loading order on Fast React software are the main works of Central planning team.
2. **Business planning:** This department has been created for planning total business units of Epyllion group. They are responsible for garments units, textile units, real estate units, food and beverage units, accessories units and also Sailor.
3. **Textile planning:** This team works for the textiles division including fabric manufacturing and wet processing. They make a schedule for knitting for delivery the fabric to dying section on time. Ensuring timely delivery of quality products, efficiently utilize production capacity and resources, controlling the cost and meet the customer deadline are the main objectives of Textile planning department.
4. **Garments planning:** After getting an order of a specific style of a buyer, Garments planning department makes a plan based on textile planning, follow up regular basis to get fabric on time and also make a plan from cutting to folding to meet the shipment date. Before input the cut panels into the sewing line, they conduct a pre-production meeting inviting merchandisers, production team, quality team to cross check any issues those may hinder the smooth production. If there are any critical issues, they try to solve them as soon as possible. They select the best line which is more efficient for production of quality products within deadline. Since I work at apparel section, I gave a vast attentiveness at Garments planning department. This department also makes a schedule for final inspection.

Now I am going to discuss about the working procedure of Garments planning department with the help of below flow chart.





Picture 4: Working procedure of Garments Planning department

2.3 Product Development Center/Sample section

Garments sampling is given a lot of attention. It influences whether future orders from buyers will be approved and brings in business for a company that manufactures or exports clothing. One of the most important components of the pre-production procedures in the apparel industry is sampling. In order to obtain approvals and expedite the fabrication of clothing, a manufacturer samples styles before producing large orders.

Sampling is not limited to consumers; producers can also use it to estimate yarn consumption for fabric development, as well as the cost of dyeing, printing, and sewing a certain style or pattern that the buyer has provided. In order to obtain raw materials and methods for creating a high-quality product at a reasonable price, businesses can have a distinct sample department or a merchandiser who works closely with the sampling section.

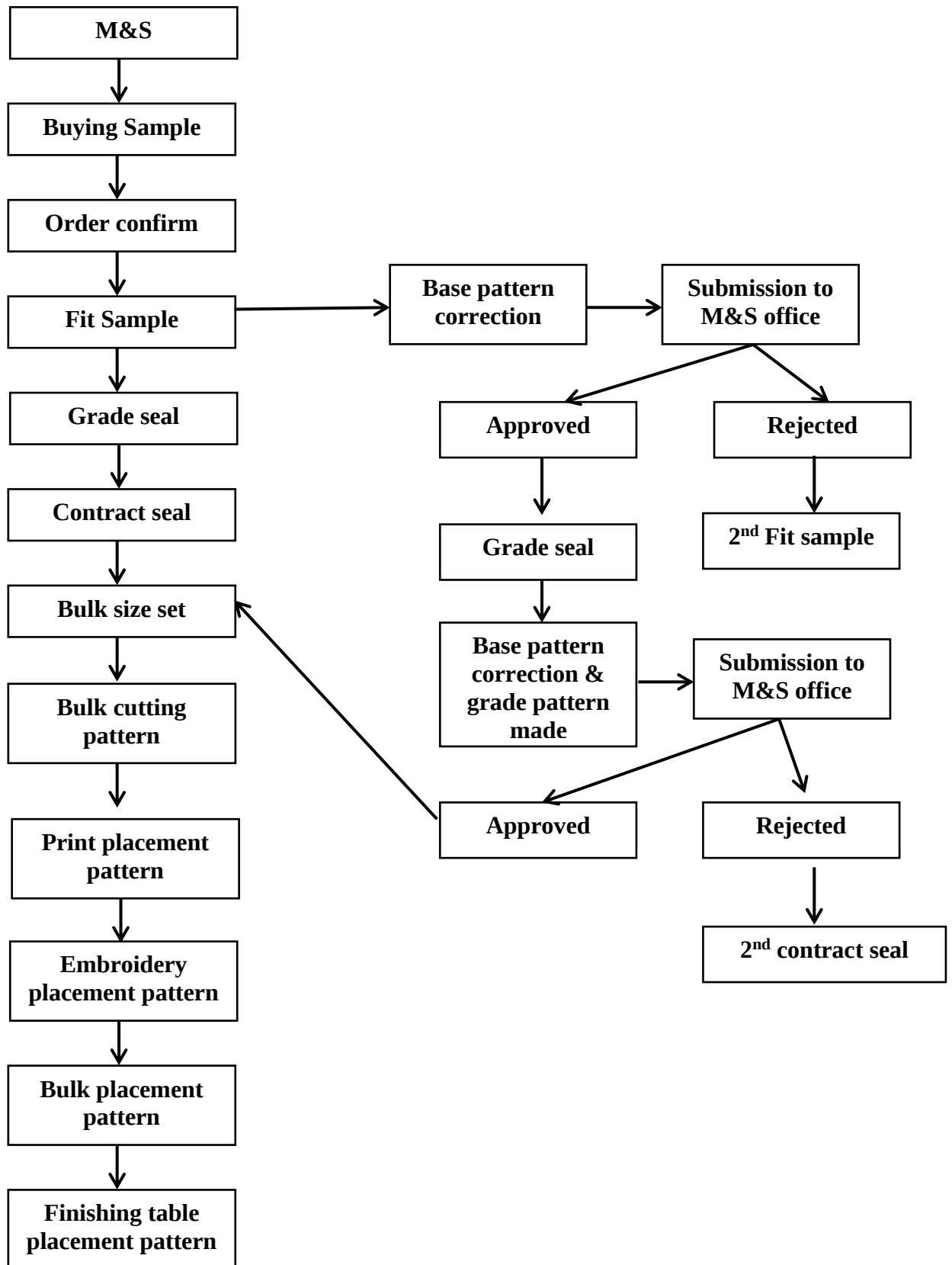
The purpose of Epyllion Style Ltd.'s Product Development Center is to make the sample process more flexible, straightforward, economical, and primarily focused on creating new goods to satisfy future needs. The sample process involves a large number of individuals in the Product Development Center, both directly and indirectly. In the Product Development Center, the sampling of clothing is carefully coordinated by designers, buyers, sourcing and purchasing professionals, the production team, quality control staff, and the costing department at various levels.

2.3.1 Sample types of different Buyers



Picture 5: Sample types of different Buyers

2.3.2 Sampling procedure for customer (M&S)



Picture 6: Sampling procedure for customer (M&S)

2.4 Sewing Department

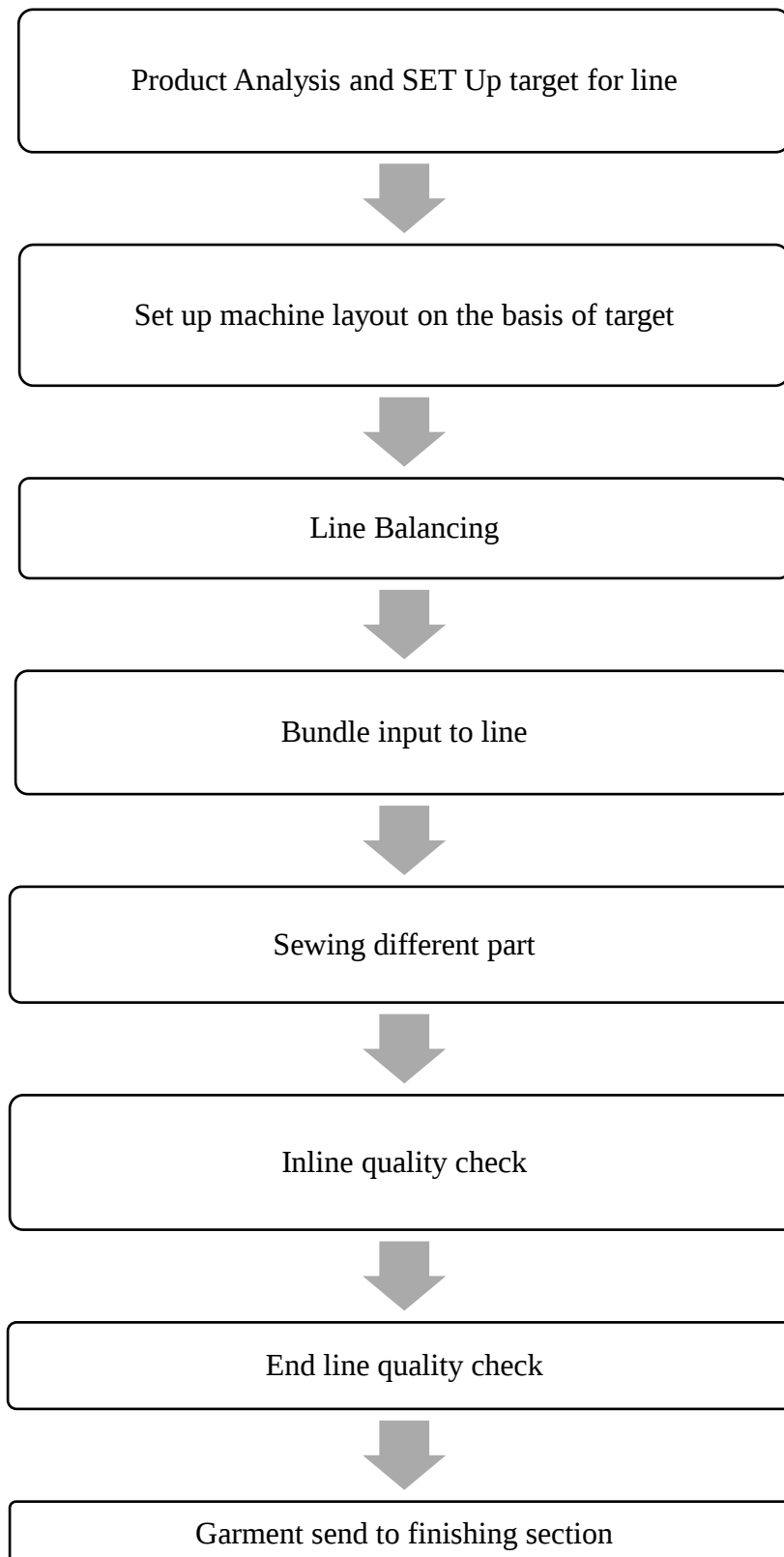
The sewing process involves the joining of different cut panels to produce a complete garment ensuring all the parameters as well as requirements of customers. The sewing section consists of 70 percent man power of the total work force of a company. There are many operators who carry out individual task. These operators are set at each process according their skill matrix. Critical processes are done by high skill operators and comparatively easy processes are carried out by low grade operators so that the quality of each process remains standard level.

The sewing section consists of total 49 sewing lines. There are three types of sewing lines in Epyllion style limited. These are small line, medium line and big line. The small lines consist of 28 to 30 work stations, the medium lines are made of 36 work stations and the big lines consist of 64 work stations. Line chief and supervisor are responsible for monitoring each line.

In Epyllion style limited women are inspired to take responsibility of leading the sewing line and prove themselves as a strong leader for the future. So many sewing lines are being run by the leading of Lady line supervisors. Every line leader is to work hard to meet the line target. They solve all the problems occurring during the production by themselves or by the help of responsible department. The main objective of sewing section is to complete the production on time. To meet this objective all relevant departments do their own works responsibly. Proper line setting is very important task to get optimum output from each sewing line. In this case they help industrial engineers as much as they can.

After working at sewing section of Epyllion style limited, I can said that the sewing section is often referred to as the core of the apparel industry, because maximum value addition to the product is done here. At this section all persons related sewing operations from helper to higher managements have to take the challenge to overcome all the problematic issues to produce a quality full garment to meet the customer satisfaction. Sometimes the operation manager makes an overtime schedule to produce the required quantities for those styles which have already been delayed at the textile section.

Now I am going to discuss about the working procedure of sewing department with the help of below flow chart.



Picture 7: Working procedure of sewing department

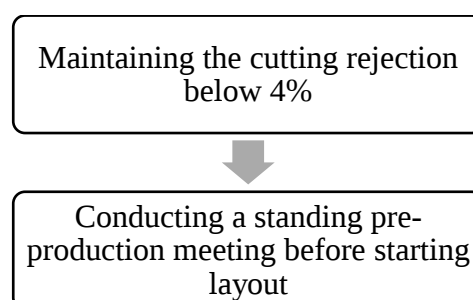
2.5 Quality Management System

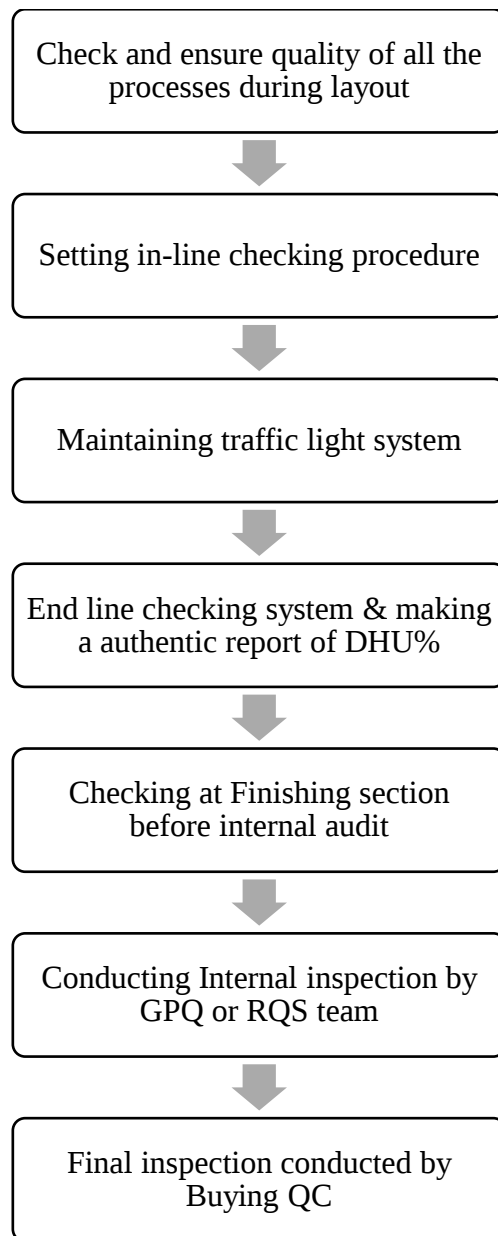
A quality management system (QMS) for garment manufacturing pertains to the system of quality control and assurance that records the processes (both online and offline), procedures, systems, planning, responsibilities, and tasks necessary to achieve quality objectives and policies aligned with buyer expectations. A quality management system emphasizes customer requirements and satisfaction by fostering a collaborative effort across the entire organization and establishing a standard of work.

After working at quality management department, I can understand a lot important knowledge about quality procedures. Every quality management department aims to get pass the final inspection. In term of The Quality management department, Final inspection refers as Right first time (RFT). The value of Right first time is 95%. Below 95% the final inspection will be failed.

To get pass the final inspection Quality management department has to maintain the DHU% during sewing production. DHU means defects per hundred units. Our quality management department set DHU below 8% for sewing line. To maintain this standard the quality management department follows a well-defined procedure from the cutting section to finishing section. If the cutting rejection is below 4%, then the cut panels are allowed to input the sewing line. A standing pre-production meeting is conducted by the quality team before starting the line layout to aware the crucial quality requirements to the core production people including line chief, line supervisor, production officer, line quality, quality supervisor and quality in charge. After finishing the standing pre-production meeting the layout is started by technician. When one process is set successfully, the line quality check five pieces and if he passes the process then the process starts for the bulk production maintaining the assigned quality level.

Now I am going to discuss about the working procedure of Quality management department with the help of below flow chart.





Picture 8: Working procedure of Quality management department

2.6 Industrial Engineering Department

Industrial Engineering is mainly focused on eliminating wastes, by using Work Measurement and Method Study. In addition, lean manufacturing and Six Sigma techniques have been coming in to the forefront in providing additional value additions in to the manufacturing excellence Initiatives.

The Industrial Engineering department of Epyllion group is well established and more value-added department. The industrial engineers work dedicatedly with production team to increase the efficiency and get an optimum output from them. The Industrial engineers are assigned at Printing section, Embroidery section, Knitting and Dyeing unit, Sample section, Cutting section, Sewing section and Finishing section. At every section The Industrial Engineers are given more priority at Epyllion group. The production managers are selected from the Industrial Engineering department.

The Industrial Engineers play a vital role in sewing section from making a floor layout to motivating operators for better work. The Industrial Engineers know how many sewing machines needed to do a specific style more efficiently. They set machines for basic, semi critical and critical styles. After setting sewing machines, it is very necessary to select right category operators for each operation for carrying an individual process more productively. That's why all kind of recruitment from production staff for example Line leader, line supervisor to Operators is done by The Industrial Engineer. The Industrial Engineers should recruit the best operators for the sewing floor so that the operators can do their assign work easily and maintaining proper quality. Besides recruitment they also train up helper to make them sewing operators and train up operators for multi processes to cope up the critical situation when needed.

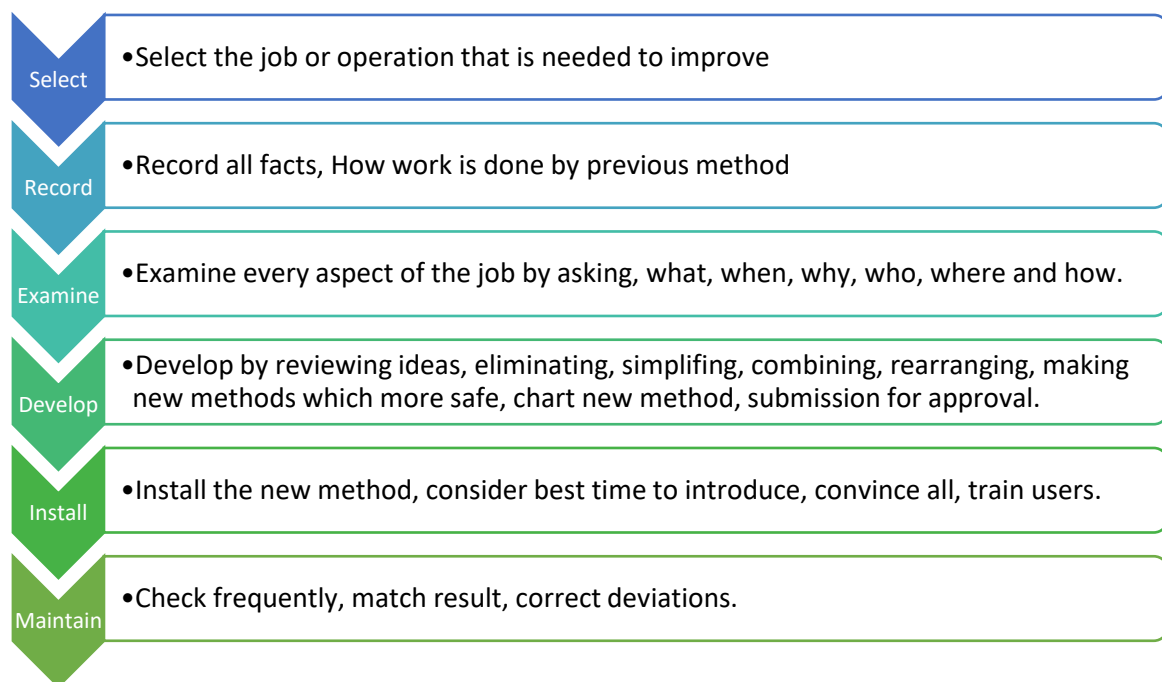
The Industrial Engineers do lots of study such as capacity study, Production study, Methods study and Time study to increase the efficiency of sewing lines. Now I will describe the following processes elaborately step by step.

After completing line layout, The Industrial Engineers do a capacity study of whole line. By this study they can know the actual capacity of the line and the graph of the capacity study shows clear scenery of bottleneck processes. The capacity study helps to balance the bottleneck processes easily from the entire high-capacity process. The capacity study also assists to set an achievable target for the sewing line.

If there is a need of identifying an actual capacity of one process then the production study is done by the Industrial Engineers. This study is done for an hour by the help of stop watch. This production study gives a distinct overview of the specific process. By this study the Industrial Engineers can find out the actual capacity or any problem that's why production is being hindered and take the necessary steps to solve the problems.

Method study is one of the most important tools of Industrial Engineering department to get better output from any process where it is necessary to apply. Method study involves improving existing method, rearranging work station or distributing the imbalanced works among the operators. Method study is generally done by making various patterns for example zig pattern, attached pattern with machine bed, developing folders to do multiple operations in one shot, using laser light to remove marking process by helper.

Now I will describe the process sequences of method study applying in the sewing floor in Epyllion group.



Picture 9: Process sequences of method study

Time study is also an important tool to set Standard Minute Value (SMV) of a specific process at every section. Standard minute value is needed for setting production target, calculating efficiency of the process, giving the rating of sewing operators during recruitment. Time study is generally done by Industrial Engineer with the help of stop watch and Time study format. Before doing Time study, The Industrial Engineers should ensure the work station of this process having standard situation and the operator being fully mentally and physically sound. Otherwise the Standard minute value of the process will not be achieved correctly.

2.6.1 Function:

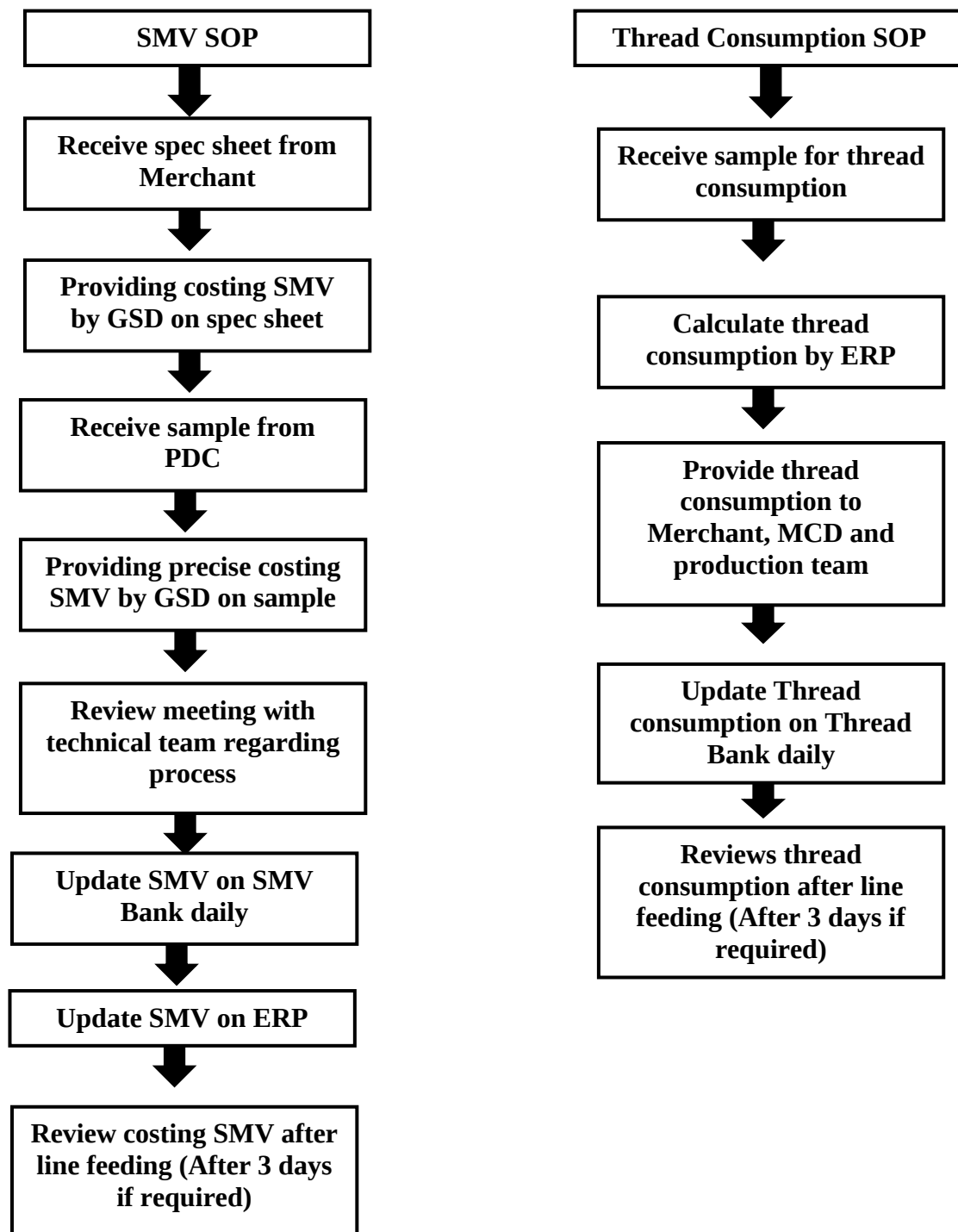
- Set KPI for all section.
- Reduction Manufacturing Lead Time (MLT), Wastage, Cost track & Utility.
- Setting standards Minute Value (SMV).
- Identify efficiency & utilization of manpower & machineries.
- New method development.
- Prepare required reports.
- Time Study Analysis for all types of functional machinery.
- Identifying & eliminating Non-Value-Added operations.

2.7 GSD Costing Department

GSD costing department is a sub department of Industrial Engineering Department. This department mainly works with Marketing and Merchandising Team and Sewing Industrial Engineers. GSD costing department is responsible for providing SMV to Marketing and Merchandising Team for Cost of Make (CM) calculation and after order confirmation SMV is also needed for factory efficiency calculation. This Costing department uses GSD software to estimate SMV for the garments. This method provides more precise and standard level SMV which is easily accepted by the customers while fixing the product price.

The Costing Department calculates the sewing thread consumption of the garments using ERP portal. It helps to book exact thread consumption of the garments and reduces left over of sewing threads. Actual Thread consumption is done after confirmation order. The thread consumption procedure needs the physical sample which is updated. During thread consumption, the Industrial Engineers must consider some important factors including selecting the median size of sample according to size wise order quantity, need to understand the thread types for example polyester thread, filament thread, thicker thread and elastic thread, Collecting the measurement sheet.

Now I am going to discuss about the working procedure of GSD Costing department with the help of below flow chart.



Picture 10: Working procedure of GSD Costing department

Chapter 3

Critical assessment of Internship work

I have gained a lot of insight on various unknown topics during this three-month internship project. Essentially, throughout the PGD-KIM course, we were taught the theoretical aspects. I made an effort to correlate these concepts with the practical work I engaged in. I successfully discovered that these elements aligned quite well. After participating in this internship project, my understanding of the entire PGD-KIM course content taught by the instructors became much clearer. Additionally, visiting different departments for my internship exposed me to diverse environments that I had never encountered before. This experience significantly boosted my self-confidence. I learned how to develop a professional attitude, enhance my professional persona, and acquire both technical and practical knowledge during this sixty-six days internship.

During my sixty-six days internship program, I have encountered and addressed several critical points while applying my knowledge. In this process, I have discovered new insights:

- i. Individual involvement of people in alignment with the company's objectives
- ii. Team collaboration that aligns with company goals
- iii. Fostering a supportive environment for everyone
- iv. Encouraging innovative development
- v. Ensuring accountability
- vi. Adhering to the chain of command

These concepts are new to me, and I made an effort to take advantage of this opportunity. If these elements are well implemented in any industry, I believe the company will gain popularity and become worker-friendly in our country. An interesting perspective I learned is that within ESL culture, when a problem arises, it is seen as an opening to learn. This philosophy is both intriguing and a remarkable source of motivation. I've adopted the mindset that a problem signifies an opportunity to work.

3.1 Application of Generic and Industry specific courses during internship

I discovered several key topics in the courses related to theoretical generics and trade. During this period of reflection, I recognized the unique applications of generics and deals based on the courses I took.

Applications of Generic Courses:

Identify effective practices in HR, Compliance, and CSR efforts. Recognize best practices in leadership and teamwork. Comprehend both the internal and external environments of the business. Identify effective interpersonal supervisory skills and the ability to lead teams. Understand the importance of sound decision-making skills and the capability to motivate others in a team setting. Acknowledge the significance of strong reasoning abilities in decision-making.

From the HR Skills and Competencies course (Course Code: KIM-101), I learned about organizational behavior, complexity, and cultural dynamics. Now I can interpret observable signs of workplace culture, including how employees are on boarded and the physical workspace layout.

The Analytical Skills and Competencies course (Course code: KIM-102) taught me about cost-benefit analysis, quantitative analysis, and profit and loss statements while enhancing my computer skills. These skills assist me at my job. By improving my computer skills, I can work faster and more efficiently than before.

The Communication Skills Course (Course Code: KIM-103) has been incredibly beneficial for me. I engage with employees on various topics and now understand their perspectives through effective dialogue techniques. My nonverbal communication has significantly improved. Through training in contemporary communication strategies, I realize that I am the focal point and the perception of the audience matters. Additionally, I have become a much

more effective speaker when approaching staff prior to meetings with the right mindset and content.

In the Business Operations Skills course (Course Code: KIM-104), I found that the subjects were geographically aligned. This course taught me how to manage a business that addresses various trade issues, develop a business with ethics and profit, and conduct legal operations. This knowledge has led to improved performance in the workplace, as I have gained insights into the business environment and the interactions between trade and individuals.

From my studies in the Introduction to Garments Industry (Course Code: KIM-201), I have gathered insights into the comprehensive history of the clothing trade in the country. Furthermore, I have collected information regarding the current trends in the rag trade.

Through the Industrial Engineering (Course Code: KIM-202) sessions, I learned about the entire production method, along with the various types of processes, including their advantages and disadvantages (build-through system, assembly or cluster production system, unit production system, and line). I was astonished by the production systems, such as standard production and progressive bundle systems. Additionally, in relation to clothing samples, we received insights into multiple sections including CAD, cutting, sewing, and finishing.

From the Production Management and Merchandizing course (Course Code: KIM-203), I have acquired clear knowledge about production management. In this course, our teacher tried to share an elaborate concept about sustainable production system for the long run business planning as well as for keeping our world livable for all creatures. I also learnt about diversity products manufacturing, Technical textiles. Fashion design was also included at this course. The teacher of Fashion design from his long career experiences taught us the importance of fashion trends in apparel manufacturing industry.

Through the Quality Management (Course Code: KIM-204) sessions, I have gathered vast knowledge about Quality Management System (QMS). The teacher taught us how to set the QMS at every production unit transparently and the way to maintain. Lots of important topics such as the requirement of green project, the procedure of achieving certification of third party and the importance of QMS for sustaining the business are included in this topic.

Supply chain management was added with this course to provide the knowledge of supply chain flow through the industry. It is a very important course for me to know the procedure of supply chain management. After finishing this course, I have gained the clear overview of supply chain management of garments industries.

Application of Industry Specific Course:

- Gained practical knowledge about the Marketing and Business department's roles.
- Comprehended the operational procedures within garment manufacturing.
- Acquired a clear understanding of the responsibilities and obligations of various departments in garment production.
- Recognized the importance of the backward linkages involving knitting, dyeing, fabric finishing and washing.
- Grasped the significance of quality control.

3.2 Suggestion for industry improvement

During my internship, I made numerous observations that I believe could lead to significant improvements in the Apparel industry. It is feasible to transform the current situation into a more favorable one. I have several suggestions, with the main points outlined below in detail:

1. Enhancing Mid Management Skills: In the Bangladesh apparel sector, mid-level management is notably weak. Without addressing this issue, the sector cannot advance. A critical gap exists between mid-level and top management. If there is a substantial communication barrier between these groups, progress is unattainable.

To improve mid management skills, training is essential. Additionally, it is important for them to acquire practical knowledge. A specific timeline and agenda should be provided by top management. Implementing this could lead to numerous benefits in the apparel industry:

- Reduced pressure on top management
- Lower demand for foreign management
- Creation of new job positions
- Enhanced benefits for factories

2. Minimizing Non-Productive Time: A company's profitability is heavily influenced by its ability to reduce non-productive time. The more a company can cut down on this time, the more profitable it will become. Every minute of non-productive time should be monitored. A strong Industrial Engineering team is necessary for this task; they will document instances of non-productive time and identify the responsible parties. Increased awareness in these areas will lead to a reduction in non-productive time, which will undoubtedly transform the industry:

- Decreased wastage
- Increased production time
- Potential cost reductions in product manufacturing
- Optimized use of personnel, machinery, and materials

3. Adoption of New Technology and Automation: The implementation of modern technology is crucial for industrial advancement. As time progresses, technology continues to evolve, and it is vital to adopt these innovations to maintain competitiveness in business. Automation plays a similar role in this regard.

To successfully integrate new technology, it is necessary to stay updated and observe global trends. Industrial Engineers can play a pivotal role in this process. It is important that top management understands the positive impacts of these technologies and automation and becomes associated with them:

- Decreased reliance on manual labor
- Increased company profits
- Simplification of work processes
- Reduction in work time

4. Worker Training: This is another essential component. Workers are the foundation of the apparel industry, and without their development, it will be impossible to advance this sector. Various factors are required, such as efficiency, targets, capacity, and compliance; by helping workers comprehend these concepts, floor productivity can be significantly enhanced.

A training calendar should be established and adhered to. Compliance matters should be addressed by HR personnel, while Industrial Engineering professionals should instruct on target setting, capacity, and efficiency. Additionally, the management could organize motivational programs. Initiating this trend would lead to a better industrial environment and significant advancements:

- Increased productivity
- Creation of a friendly work atmosphere
- Optimal utilization of resources
- Reduction in the likelihood of labor strikes

5. Technical Workshop Organization: Within a company, many individuals bring different levels of experience to their roles. Therefore, conducting a technical workshop is essential for improving the industry. This workshop will be organized based on participants' job titles. It will include technical discussions and practical activities. A designated leader will facilitate the workshop session, which may take place either at the factory or offsite. Implementing this will reveal numerous areas for enhancement, including:

- Practical competence
- Effective management utilization
- Simplification of work tasks
- Increased profit margins

6. Incentive Program: Incentives serve as rewards for employees' efforts, boosting their motivation. Thus, this aspect is crucial for industrial advancement. There are various methods to offer incentives to workers. In general, if an employee meets their daily targets with a certain level of efficiency, they will receive an incentive. The incentive amounts will differ from factory to factory and will be determined by the HR department. Establishing this could lead to the following results:

- Enhanced individual efficiency
- Reduction in overtime
- Achievement of planned targets
- Timely shipments
- Optimal use of manpower, machinery, and resources

7. Discipline and Compliance Training: This is a critical element for any company, as buyers often prioritize this aspect. A company with a satisfactory compliance level attracts many buyers. The HR department must spearhead this initiative, creating and implementing a comprehensive plan. This knowledge should be shared with all employees, but the focus should be on workers to improve their understanding of compliance. Proper adherence to 5S principles is essential. If successful, the following outcomes can be expected:

- Higher buyer satisfaction
- Successful final inspections
- Reduction of waste
- Establishment of a standardized work environment

3.3 Learning for self-improvement

During my sixty-six days internship, I have gained significant insights in various areas of learning. If these insights are applied effectively, they will greatly benefit our job field and contribute to the growth of the apparel industry. The following points outline my key learning:

□ **Enhancement of analytical skills:** Throughout my sixty-six days internship, I saw substantial improvements in my analytical abilities. While studying, I expanded my understanding of machinery and work processes, which I plan to apply in my own professional field.

□ **Development of negotiation skills:** While interning in the merchandising department, I improved my negotiation skills significantly. I observed how merchandisers negotiated product prices with buyers, applying different criteria in their discussions. Consequently, I now feel much more competent in negotiations and will employ these skills effectively in my work.

□ **Advancement of communication skills:** Prior to the internship, I lacked knowledge of how to communicate with buyers. However, I learned practical communication techniques for engaging with both buyers and colleagues, as well as how to inspire others. This experience will greatly benefit me in my future endeavors.

□ **Facing challenges:** Challenges can arise at any time, and it's essential to be prepared to tackle them. During my internship, I witnessed the management of line balance in the sewing area when an operator or helper was absent. Problems can unexpectedly disrupt production, making effective situation handling crucial. I successfully grasped this skill and hope to apply it in my workplace.

□ **Strengthening technical knowledge:** I've accumulated a wealth of new knowledge, particularly in technical and practical aspects. I discovered innovative practices in every department I visited.

□ **Innovation and automation:** At Epyllion Style Ltd, numerous automated processes are currently employed, which are very effective for modernization. The ERP software utilized here is contemporary and up-to-date. Additionally, I learned about various innovations that enhance productivity, such as process merging, process development, and motion reduction from the IE section during my internship. These insights will be highly beneficial in my career.

□ **Teamwork and increased self-confidence:** The apparel industry is vast. Even if someone performs well individually, their contributions may not lead to significant results. Therefore, teamwork is crucial for achieving goals. I learned this lesson here, and I also gained a boost in my self-confidence. These two skills will support my career progression.

□ **Proficiency in report-making:** I encountered numerous reports during my internship, particularly while working with Microsoft Excel in the IE department. I observed how reports were structured, and I eventually created my own reports. I am confident that this knowledge of report-making will be extremely useful in my professional life.

Chapter 4

Conclusion

Throughout my internship program, I closely observed all the activities from the beginning to the conclusion. During the sixty-six days, I explored various essential areas and covered seven sections of operations within the internship timeframe. Now, I have developed a comprehensive understanding of operations in the knitwear industry by collaborating with the team at Epyllion Style Ltd. From the initiation to the completion of an order, I engaged in numerous activities and interacted with different departments. The primary objective of the business is to generate profit, which is only achieved when finished goods are produced through the correct processes and satisfactory quality levels are maintained. Additionally, optimizing workforce utilization is a crucial aspect of a company's profit and loss. I acquired knowledge of this entire process through my internship experience across different sections. I now feel very confident in my abilities to handle operational tasks, including negotiations. The Post Graduate Diploma in Knitwear Industry Management (PGD-KIM) has significantly boosted my confidence and provided me with numerous opportunities that will benefit my future career in the RMG sector. I also consider myself a suitable candidate for the position.

References

- [1] <https://www.epylliongroup.com>
- [2] Annual Reports of Epyllion Group
- [3] Various documents of Epyllion Group

Appendix A.

CM: CM means cost of making or cut to make. This is very important terminology in garments trade. This term is used vastly to find the cost of the garments section. The formula is $CM = CPM \times EFFICIENCY$. CM varies on the volume of a style. The more the volume, the less the product CM.

Efficiency: Efficiency is the ratio of produced minutes to available minutes. It indicates the speed of the production. The Sewing line Efficiency depends on line balancing, operator skills, number of working days and product SMV

Cut-off date: It is the synonym of shipment date. Generally this term "Cut-off date" is used by merchant. This Cut-off date is very important for garments business. If the date doesn't meet, The Company has to pay more money for air cost. To meet the Cut-off date is the main goal of garments business

KPI: KPI means Key Performance Indicators. It is vastly used system in the Garments industry to measure the performance level of individual employee. KPI includes some major job responsibility with marking system which helps to judge the employee performance.