

Report On
Esquire Knit Composite Limited.

(Functions of operational activities of knit garments industry)

By

Md. Shajedul Alam

19281141

An internship report submitted to Executive Development Centre, 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 Centre

Brac Institute of Governance and Development

Brac University

10 June 2020

© [2020]. Brac University

All rights reserved.

Report On
Esquire Knit Composite Limited.

(Functions of operational activities of knit garments industry)

By

Md. Shajedul Alam

19281141

An internship report submitted to Executive Development Centre, 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 Centre
Brac Institute of Governance and Development

Brac University

10 June 2020

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 and Signature:



Md. Shajedul Alam

19281141

Academic Supervisor's Full Name and Signature:



Mohammad Sirajul Islam

Deputy Director, EDC

Program Manager, BIGD, BRAC University

Letter of Transmittal

Mohammad Sirajul Islam

Deputy Director, EDC and Program Manager, BIGD

BRAC University

Subject: Submission of Internship Report on Functions of operational activities of knit garments industry.

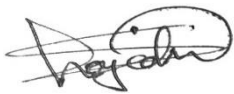
Dear Sir,

This is my pleasure to submit my internship report based on my industry attachment with Esquire Knit Composite Limited.

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. Shajedul Alam

19281141

Post Graduate Diploma in Knitwear Industry Management (PGD-KIM)

Executive Development Centre, BIGD, Brac University

10 June 2021

Non-Disclosure Agreement

This agreement is made and entered into by and between Esquire Knit Composite Limited as the First Party and the undersigned student at Executive Development Centre, Brac Institute of Governance and Development, Brac University as the Second Party. The First Party has allowed the Second Party to complete three months' long internship in partial fulfillment of the requirements for the degree of Post Graduate Diploma in Knitwear Industry Management. The Second Party will have opportunity to work closely with the officials of the company and have access to official data and information. Based on work experience and data and information collected during the internship the Second Party will prepare an internship report. The Second Party will use all sorts of data and information for academic purposes and will not disclose to any party against the interests of the First Party.

Student's Full Name and Signature:



Md. Shajedul Alam

19281141

Industry Supervisor's Full Name and Signature:



Prabhakar Gupta Rauniyar

Acknowledgement

It is my pleasure to prepare the report on “Operational Activities of Knit Garments Industry” at Esquire Knit Composite Ltd. (EKCL). At first, I want to thank my almighty to give me the opportunity to complete this report.

I would like to express my gratitude to my honorable supervisor (academic) Mohammad Sirajul Islam, Deputy Director, EDC, Programme Manager, BIGD, BRAC University for guiding me to prepare this report and his enthusiastic support and supervision.

I also want to thank to all of the team members of EKCL operation who help and support me to complete my internship effectively.

I would like to express my gratitude to Prabhakar Gupta Rauniyar, Sr. Manager, Industrial Engineering Department, Esquire knit composite Ltd. (EKCL) for his kind support and guidance all the period of time. He helps me to identify and suggest to work in the effective place and to show the technique to do it accurately.

My special thanks to all the other members for their supportive touch to complete my Industrial attachment.

Executive Summary

The main focus of my industrial attachment is on the operational process of a knitwear industry. I got the opportunity to follow the relevant tasks in Esquire Knit Composite Ltd. (EKCL) which is fastest growing textile and garments manufacturing company in Bangladesh (source: BKMEA). The EKCL always try to maintain better services of manufacturing fabric and garments. Their aim is to be manufacturing best quality of knitwear garments as per buyer COC & acceptance. EKCL have good practices for HR as per Bangladesh labor Act-2006 & ILO standard. The EKCL is 100% export-oriented manufacturing industries in Bangladesh. Under those departments are doing different activities as per work order & requirements. The EKCL have different of others because they have unique design studio, excellent sample development, dyeing sample development, planning for (OCS, OTT, PCD and RDF actual), goods are storing & tracing by using inventory ERP software. They are operator training and follow-up for sewing sections, dyeing process as per color shades election, & other also for HRD (recruitment & performance appraisal analysis), Training and development employee and many of activities are including. In my reports the main focus on operational process of garments manufacturing. EKCL is the best place to conduct the task in the relevant topics. They are training operator and follow-up for sewing sections whenever as require, development employee and many of activities are including so that come back better effective & efficiently. Recently they opened new project which is called Fiza unit (only garments sewing) & they are using most new method & machine so that they can over Efficiency for producing goods. The EKCL is producing all kind of products especially basic & fancy T-shirt for all kind of range, polo shirt, night wear, short kids' item, tank top etc. I have great experience to deeply analysis of industrial work

Keyword:

Industrial Engineering; Product design; Knitwear industry; Standard Minute value;
Development; Training.

Table of Contents

Declaration.....	iii
Letter of Transmittal	iv
Non-Disclosure Agreement	v
Acknowledgement	vi
Executive Summary	vii
List of Acronyms	xi
Chapter 1	12
About Organization	12
1.1 Readymade Garments Industries (RMG) in Bangladesh	12
1.2 Overview of Esquire Knit Composite Ltd.....	13
1.3 Vision and Mission.....	14
1.5 Organization Hierarchy	15
1.7 Products/services produced by EKCL.....	17
1.8 Product and Export analysis	18
1.8.1 Product Category	18
1.8.2 Buyer wise export percentage.....	19
1.8.3 Company growth in revenue of last five years.....	20
Chapter 2	21
Description about task accomplishment.....	21

Chapter 328

Critical assessment of Internship work28

3.1 Application of Generic and Industry specific courses during internship 28

3.2 Suggestion for industry improvement 29

3.3 Learning for self-improvement 29

Chapter 4 Conclusion31

References32

List of Acronyms

BGMEA	Bangladesh Garment Manufacturing & Exporters Association
BKMEA	Bangladesh Knitwear Manufacturing & Exporters Association
CAD	Computer Aided Design
IE	Industrial Engineering
L/C	Letter of Credit
PD	Product Development
PGD-KIM	Post-Graduate Diploma In Knitwear Industry Management
SMV	Standard Minute Value
SCM	Supply Chain Management
VAT	Value Added Tax

Chapter 1

About Organization

1.1 Readymade Garments Industries (RMG) in Bangladesh

Bangladesh is a developing country. Most of the people of Bangladesh are farmer that's why agriculture is the main income source of maximum people and its impact on Bangladeshi economy. Now a day's different kinds of industries are playing a vital role to increase economic growth. The different types of industries like that Ready Mate Garments, Textile, Pharmaceuticals, Automobile, Electronics manufacturing company, Food and beverage, Jute mill company and many others. Among them RMG sector is the best contributor in exporting product and earning foreign currency. RGM sector not only earn the foreign currency but also improve the living condition of Bangladesh. Many people get the opportunity to do job in RMG sector. This sector contributes in increasing GDP significantly which is nearly 13%. Other important role of RMG is that many women are becoming empowered and ensuring the gender equity also reducing the child labor and infant mortality rate. Many people are becoming self-dependent and leading a standard life. From the beginning Bangladesh provide good quality product for the customer in renowned brand from different countries. Most the band from American and European countries market. Among the 60% from European market and 40% from American market (Source: www.textilelearner.blogspot.com).

Generally knit and woven garment are exported to different market. Among the total export percentage of knit product is 51% and the woven product is 49% (Source:

<http://www.bgmea.com.bd/>..

There are many garments in Bangladesh which are reputed in worldwide. Now a days green RMG factories are getting priority form the customer.

1.2 Overview of Esquire Knit Composite Ltd.

Esquire Knit Composite Limited was established in 2001. It's a sister concern group of Esquire group. Having the industrial knowledge over 20 years from its sister concern companies namely, Esquire Dyeing Industries, Esquire Knitwear Ltd and Synthia Multi Fiber Ltd, Esquire Knit Composite Limited has focused on its business and successfully established the name as a world-class Garment Manufacturer under one roof having a composite facility of Yarn dyeing, Knitting, Fabric dyeing, and finishing; printing, embroidery, garments dyeing and washing up to Garments making. From the very beginning main focus of the company was to ensure qualitative production and Commitment. By focusing the quality and commitment, the company succeeded in expanding business horizon through export of quality knitwear products to the global market, especially in the European countries (EC). Sincere efforts, constant strive towards efficiency and commitment towards highest level of quality fueled the growth of EKCL to become one of the leading ready-made garment and textile industries of the country. Esquire Knit composite Limited exports readymade garment in Europe and America. The main buyer of EKCL is C & A, Best seller, Pull & Bear, Next, Max, Ostin, Esprit, Lidl, Primark, Mascot, Celio, Tee jays etc.

Esquire Knit Composite is a proud member of

- The Bangladesh Garment Manufacturers and Exporters Association (BGMEA)
- Bangladesh Knitwear Manufacturers & Exporters Association (BKMEA)

- Bangladesh – German Chamber of Commerce
- Bangladesh – Spain Chamber of Commerce
- Bangladesh – France Chamber of Commerce

Esquire Knit Composite is certified to

- ISO 9001 (Quality management system)
- ISO 14001 (Environmental management system)
- ISO 18001 (Occupational health & safety management system)
- OCEO-TEX standard
- Global Organic Textile Standard (GOTS)
- Organic Content Standard (OCS-IN)

Esquire has a very sophisticated and most modern testing lab – accredited by National Accreditation Board for Testing and Calibration Laboratories- Nabl, Esprit, C and A and Next. EKCL is fully compliant with frequent random evaluation by world renowned institutes like: Business Social Compliance Initiative (BSCI) , ITS, SGS, BV, UL etc.

1.3 Vision and Mission

Vision: In every business have vision. The vision of Esquire Knit Composite is to serve the customer with quality full product from other RMG to satisfy the customer with continuous self-improvement.

Mission: The mission the Esquire Knit Composite is to produce quality full product to serve the customer in shortest lead time. Also maintain the sustainable growth and best utilization of the resource due to fulfill the expectation of the stakeholder through maintain the business ethics and rule.

4 Goals and Objectives

Goals:

- To be a leading group in Bangladesh
- To full fill the customer satisfaction
- To be a role model in all manufacturing organization
- To make EKCL as an international brand.
- Using optimum utilization of resource and achieve maximum efficiency.

Objectives:

- To accelerate the economic growth of Bangladesh
- To make people self-dependent
- To contribute in earning foreign currency
- To reduce the gender discrimination
- To empower of women
- To increase the skill of manpower.

1.5 Organization Hierarchy

Esquire Knit Composite Limited is a concern of the Esquire group. The leading position of this group is Chairmen. Managing director manages the top-level management like CEO, ED. Managers are middle level to take decision and operator and helper are the last level of the organization. The positional top to bottom hierarchy is given below in Figure 1:



Figure 1: Organization Hierarchy

1.7 Products/services produced by EKCL

Esquire Knit Composite manufacture textile and garments for different customers in different countries. The main buyers of EKCL as follows:



Figure 2: Buyers

1.8 Product and Export analysis

1.8.1 Product Category

Esquire Knit Composite Ltd. Exports variety of knit items. The product category as follows according to 2020 export.

Product Category	Percentage
Polo T-Shirt	27%
T-Shirt	31%
Kids item	16%
Sweat Shirt & pant	13%
Jacket	7%
Jogger	4%
Active T shirt & Leggings	2%

Table 1: Product category

1.8.2 Buyer wise export percentage

Esquire Knit Composite Ltd. Export their product to different buyer. These buyer wise export data are given below according to 2020:

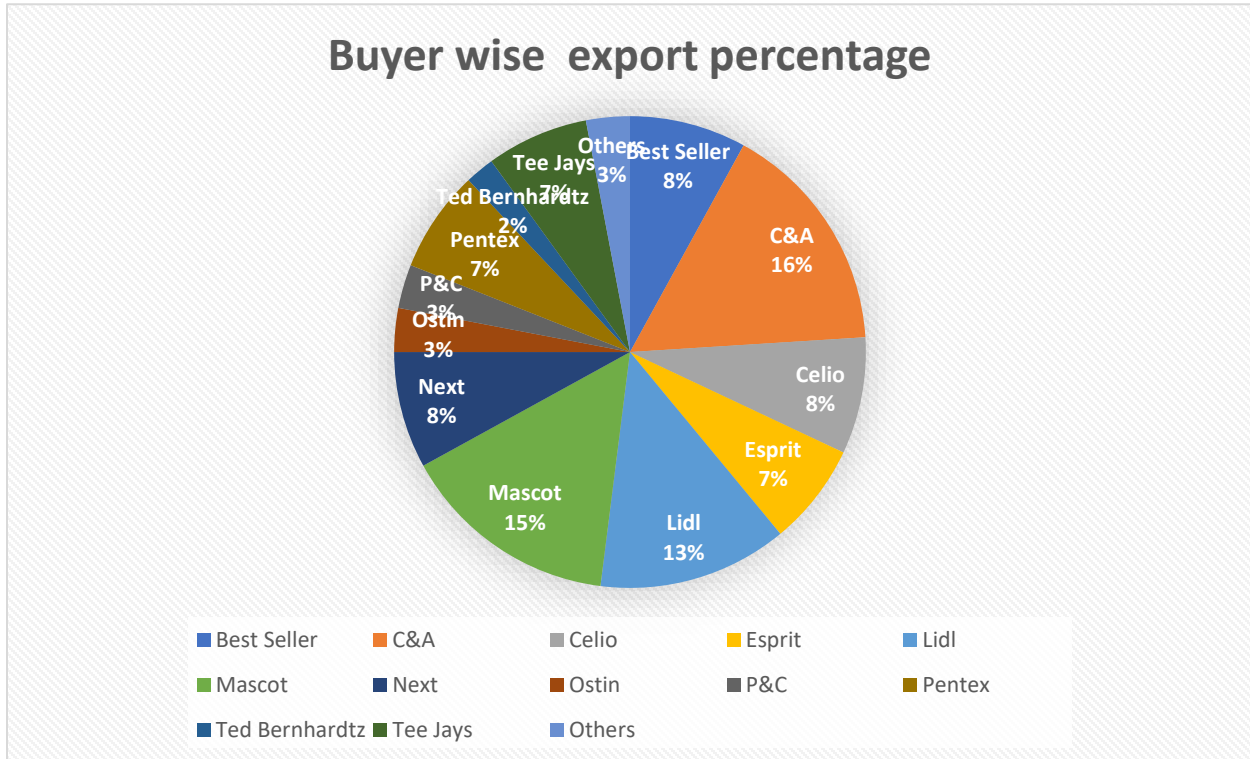


Figure 3: Buyer Wise Export data chart

From the data table and chart it is clear that C&A, Mascot and Lidl placed the maximum order. The list of buyers is not so small and it can be said that different buyers placed orders that is a good sign for the business.

1.8.3 Company growth in revenue of last five years

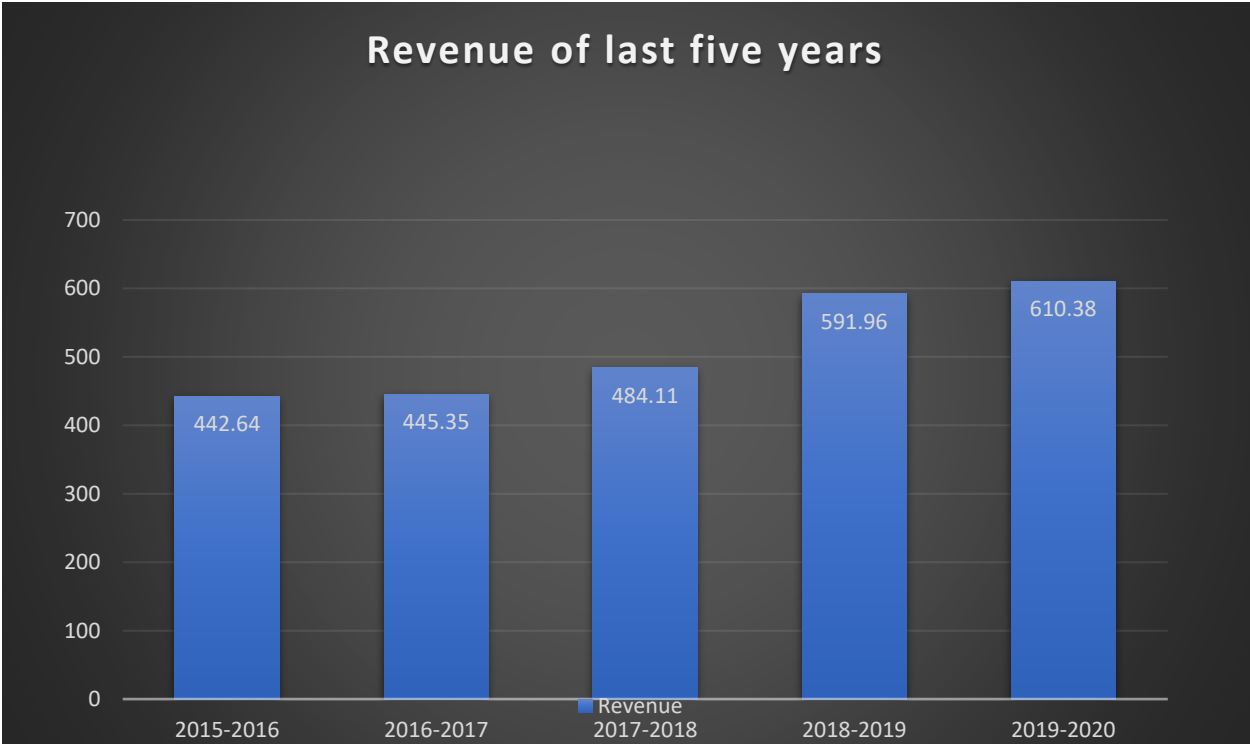


Figure 4: Revenue chart of last five year

Chapter 2

Description about task accomplishment

In this chapter I would like to describe the task which I have done in Esquire Knit Composite Limited. Total process of this company. I have learnt about all the department activities because of I went every department in my intern period of time. The whole manufacturing process are divided into two segments first one is Textile and second one is garments manufacturing. Knitting, Dyeing, Fabric, Printing and Embroidery are the part of Textile division. In garments manufacturing operation segments includes Merchandising, Product development, Cutting, Sewing, Finishing, Industrial Engineering etc.

Merchandising and marketing department: Marketing department is named as the heart of any business. In garments manufacturing, marketing and merchandising department do two types of activities, one is operational and other is marketing. Merchandising department plays vital role from the start of an order to end of the order. They follow up the process of all shipment as a result this team need to communicate with all other department. In EKCL merchandising department named as “M&M” means Merchandising & Marketing. The working procedures of M&M are given below:

- Collect the data and technical information from the buyer
- Develop a sample as per requirement from PD.
- Confirmation of order
- Analyze contract sheet and TP
- Collect master L/C copy from buyer end

- Analyze of PO and execution of order
- Collect the ordered goods
- Make style wise PI
- Based on master L/C, open B2B L/C
- According to the TP get the consumption & SMV for costing
- Analyze source of order materials
- Negotiate price with the vendor
- Provide testing procedure as per requirement
- Make technical sheet and trim card and provide to operation team
- Meeting with others team like IE, PD, QA, Planning, Production and other's relevant team.
- Making sample as per buyer requirement and get the approval for bulk production.
- Contact with the buyer if create any issue
- Follow up bulk production
- Inspection booking and sending the product as per shipment date
- Other shipment related issue that helps to insure shipment in intime

I have spent some time in my internship period in merchandising and marketing department and learnt about their core activities. From my experience this department plays a vital role in garments manufacturing.

Product Development

This department is the key section of garments manufacturing industries. PD department works in two different segment. One is Technical Team and other one is Sample section. Technical team do their all technical activities that are given below;

- Analyzing TP and make the requirement
- Ensure thread and fabric consumption
- Make technical instruction sheet
- Give technical support which needed
- Arrange risk analysis meeting for every style

Other section named sample section make sample for getting order and get order approval from the buyer. The key task's of sample section are given bellow:

- Make all sample as provided instruction
- Ensure filling of the sample and measurement
- Make easier sample that help for bulk production
- Make pattern in CAD system
- Execute meeting for pre-sample development

In the period of my internship I have spent some time that help me to know about the product development department. They used different technical solution for different process. Machine verify for different sample and use CAD system. The strong point of the PD section is that all the sample man are highly skilled and good management system. This department have a Design studio and use automation.

Cutting section: In cutting section provide the cut panel from the fabric as needed. Cutting section give the physical shape as pattern design. To get quality full product cutting is highly important.

I have learnt about the cutting procedure that are given below:

- Receive fabric from the store and keep in order
- Make plan for cutting as per order quantity
- Fabric relaxation
- Spread fabric in cutting table
- Cut fabric following marker that provided by technical section
- Numbering of all parts
- Quality check
- Replace cut panel
- Bundling the panel

I observe closely in cutting section and have learnt about the cutting procedure and other activities of cutting section. In EKCL cutting section use two types of machine that are automatic & spreading cutting machine and straight knife and manual spreading machine. Manual spreading machine is used stripe fabric and for solid fabric automatic & spreading machine is used.

Sewing Section: Garments are prepared in the sewing section so this section is called main operational section. To make the garment this section used the cut panel which are provided by the cutting section and produce good quality products. I have spent most of the time in the sewing section and learnt about these operation how to accomplished:

- Follow up plan for upcoming layout

- Making machine layout as per plan
- Allocated right operator that means right man at right place
- Feeding input to sewing line for production
- Sewing all the cut panel following the given instruction
- Check all the sewing garment in all process
- Send quality full garments to the finishing section.

I have done my work closely in the sewing section. This section use skilled operator to produce the good garments. In EKCL have good reputation for producing quality full product. From sewing section I have learnt about different machine layout and optimization manpower. And also learnt about different kinds of sewing machine and uses of these machines.

From sewing section I have familiar with these kinds of machine:

- ✓ Single needle lock stich machine
- ✓ Feed of the arm machine
- ✓ Flat lock
- ✓ Over lock machine
- ✓ Kansai special machine
- ✓ Button hole machine
- ✓ Button attach machine
- ✓ Bar tack machine
- ✓ Snap button machine
- ✓ Fusing attach machine
- ✓ Flat seam machine

Industrial Engineering Department (IE): Industrial Engineering is the branch of engineering that involves in find out how to make things in easy way. These means the optimum use of man machine, money and time. Industrial engineering always deals with the best use of resource. In EKCL have strong IE team. And they performed different activities. Here two types of IE team, one is Pre-Production team and other Operation team.

Task of Pre-Production team are given below:

- Analyzing garment and make operation breakdown
- Allocate SMV
- Save SMV
- Operation and method make standard
- Prepared different final report

Operation team: Working with the operation team I have learnt how to:

- Prepare and provide machine layout
- Pre plan for line feeding
- Ensure line capacity by capacity study and line balancing
- Production Study
- Kaizen activity
- Process development
- Arrange workplace
- Training operator
- Train up production staffs
- Monitoring the production

- Making different report for management like Efficiency report, WIP report, NPT report Capacity hit rate report etc.

I have learnt about Industrial Engineering activity these are given below:

- Increase productivity
- Cost reduction
- Risk assessment
- Waste reduction
- In sure quality product
- Optimum utilization of resource
- Insure ergonomics
- Best set up of working environment
- Reduce unnecessary process
- Simplify process and make process standard

In EKCI have well educated and organized IE team that are working to increase factory efficiency and reduce different kinds of wastage. In my internship period I have spent sometime with IE team member and learnt about the above activities of industrial engineering knowledge.

Chapter 3

Critical assessment of Internship work

I have spent three months in my internship period, from these I have learned a lot and get familiar with many kinds of machines and working system of different section. I closely observed many techniques to improve each department. In this period, I tried my best to relate the practical situation with my theoretical knowledge of my academic course in PGD-KIM to execute my learning. I want to discuss in this chapter, application of the generic and industry specific courses knowledge during internship period, scope of improvement and scope of improvement of myself.

3.1 Application of Generic and Industry specific courses during internship

In my internship period, communication skill which I have learned tried to apply all over the time. In every section to do work comfortably need good communication skill. To express the thinking to the management level must need communication skill also need to communicate with the worker but the system of communication is different. Communication skill makes my decent personality in my internship period with all the people of different department and helps to collect data correctly to know about the activities. I think in my communication skill course help me a lot in my intern period.

During working in the M&M department, I have applied my Analytical skill and negotiation ability to complete the task and its essential for analyze data which I have learn from my PGD_KIM. It helped me to go in deep in analyzing the different data and working procedure.

From my work experience in internship period I think a good leader can change the whole company that help to increase revenue of any business and I am so pleasure because I have learnt about leadership

I have worked some days with IE team and I have found that here need good communication skill, leadership skill, managerial skill. I have not face so much problem because I have learnt about these skills in my PGD-KIM course.

3.2 Suggestion for industry improvement

By producing the more quality product from cutting and sewing floor with different kind of product category can be improved the industry. As an important business of EKCL so this area must be need skilled and technical management to run the organization readily with higher productivity and efficiency. Now the modern age and its mainly depends on automation technology, so EKCL need to involve in automatic technology to reduce the dependency in human and its also help to produce more quality product. To boost up the industry acceleration its need to cope with the modern era with skilled management.

3.3 Learning for self-improvement

During this internship program I have learnt different area which increase my knowledge and confidence. This experience can help in my future career. I have found some point that can be improved for me that point are given below:

- To handle in different situation
- Experienced in different technique
- Known to different tools and machine also there activities

- Improve the negotiation skill and communication skill
- Increase analytical ability

Finally, my self-improvement in different area in this intern period is the main satisfactory of mine.

I think this learning will help to improve in the future.

Chapter 4

Conclusion

I have observed and learnt many operational processes very closely in the three-month internship period which will help me in my future professional career. Now I have a clear idea about a Knitwear industry operational activity performing in EKCL operation sections. The first step is the taking an order and ending step is the shipment with completing different task. The industry profit increase when all the process which are on going with skilled manpower in an organized way. The manpower of industry are involved directly or indirectly to the manufacturing process. All the department are set up with skilled manpower to sustain the business. Now I have a clear idea about Knitwear industry from starting to ending. Also learn about the activities and SOP of the factory. So, I highly believe that the PGD-KIM course will help me more in future life and professional career.

.

References

1. *Esquire Knitwear Composite Limited (2014), Profile of EKCL, Retrieved from 2014, from EKCL database.*
2. *Prospectus of EKCL. (2019), EKCL website source (<http://esquireknit.com/road-showipo/>).*
3. *Esquire knitwear composite Limited, Profile, Retrieved from:
http://www.esquirebd.com/pdf/Esquire_Knit_Profile.pdf.*
4. *BUTEX PGD Textiles program, retrieved from:*
5. *Industrial Engineering Database of EKCL*
6. *www.wikipedia.com*