

Report On

Impact of Attendance Management on improving employee's performance:
focusing on Acorn Infrastructure Service Ltd.

By
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An internship report submitted to the BRAC Business School in partial fulfillment
of the requirements for the degree of
Bachelors of Business Administration

BRAC Business School
BRAC University
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Declaration

It is therefore declared that

1. The internship report delivered is my work completed while pursuing a degree at BRAC University.
2. Unless otherwise noted, the information does not contain previously published or written content by a third person, except where such material has been appropriately cited by including complete and correct referencing.
3. Nothing in the report contains information that has been approved or submitted for a degree or certification from another university or other institution in any other country.
4. I've given credit to all of the critical sources of assistance.

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Letter of Transmittal

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66 Mohakhali, Dhaka-1212

Subject: Submission of internship report on Impact of Academic Management on improving employee performance: focusing on Acorn Infrastructure Service Ltd.

Dear Ma'am,

By the grace of Almighty, I am Nabila Fariha submitting to you my internship report, which is a necessary component of the BBA program. Writing this paper under your expert guidance has been an incredible educational experience.

This report on the Impact of Academic Management on improving employee performance: focusing on Acorn Infrastructure Service Ltd. has made by me. I interned at Acorn Infrastructure Service Ltd for three months. The internships offered me hands-on knowledge of the HR operations of an organization. Through this time, I learned how companies conduct their regular activity and special operations like attendance management. I've attempted to conclude the report concisely and thoroughly by including the most critical information and suggestions. I'm hoping the report can meet up to your expectations.

Therefore, I will pray and hope that you will be so kind as to accept my internship report and share your valuable assessments.

Sincerely yours,

Nabila Fariha

18104232

BRAC Business School

BRAC University

December 28, Wednesday, 2022

Non-Disclosure Agreement

This agreement is between me, a BRAC University student, and Acorn Infrastructure Ltd., and it allows me to use the information for my report, " Impact of Attendance Management on improving employee's performance," that has not yet been disclosed.

Acknowledgment

First of all I would like to thank my Almighty Allah for blessing me with good health, strength & potentiality to complete the report. I would like to express my gratitude and appreciation to my honorable supervisor Nusrat Hafiz Mam, Lecturer, BRAC University and my co-supervisor Dr. Md. Asadul Islam, Assistant Professor, BRAC Business School for their time, support, guidance & direction during the whole time. Special thanks to my workplace supervisor Mahmuda Sultana, Deputy Manager for helping me with the report. I am grateful for allowing me to work there and for constantly guiding me throughout the internship to assist me to grow my career. I was fortunate to work in a friendly workplace with sufficient safety procedures and lovely peers who really helped me improve. I would also like to thank my family and friends who constantly supported me throughout the time while preparing the report, which was not possible without their support and motivation. And lastly, I am very grateful to them who helped me by providing all kinds of information I needed for the report. I am really thankful to all of them.

Executive Summary

All business organizations place a high value on employee attendance since it directly affects both an individual's and an organization's performance. Employees from various firms are frequently caught taking phony leaves, which negatively impacts the performance of the company. In many corporate enterprises in addition to the financial sectors, several management approaches are employed to sustain staff performance. The Impact of Attendance Management on the employees of Acorn Infrastructure Service Ltd. is the main focus of this study. In this report, we analyze the Attendance Management made by Acorn Infrastructure Service Ltd. and offer suggestions for improving the overall growth. There are 3 main topics covered in this paper.

Within the first chapter, I outline not only how I intend to organize my internship but also how I intend to go about doing it. the one in which I stated all of my responsibilities and commitments. In addition, I will discuss the contributions I have given to the organization, the benefits I have gained from continuing to work there, as well as some advice I have for interns who will be working there in the future.

In Chapter 2, I discuss the organizational particulars, including the five tenets that Acorn Infrastructure Service Ltd. has established for their company's operations. I am going to talk about the management style, marketing strategies, accounting, corporate finance, operating procedures, and containment management of my company in this conversation. I went into great depth about them and addressed each of them from the position of the company that I work for.

In the third portion, which was concentrated on projects, I covered the Attendance tracking system of Acorn Infrastructure Service Ltd. and how it contributed to the growth of the firm. In addition to this, I am responsible for concluding the full analysis and writing up the findings and outcomes. In addition, I obtained data from various sources, examined it, came to a conclusion, and then offered some suggestions based on that analysis.

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Chapter 1: Overview of the Internship

1.1 Student Information:

Name: Nabila Fariha

ID: 18104232

Program: Bachelor in Business Administration (BBA)

Major/Specialization: Human Resource Management

1.2 Internship Information:

1.2.1 Period, Company Name, Department/Division, Address

Period: 90 days

Company Name: Acorn Infrastructure Services Ltd

Department: Human Resources

Address: Plot- 68, Block-H, Road-11, Banani, Dhaka- 1213.

1.2.2 Internship Company Supervisor's Information:

Name: Mahmuda Sultana

Position: Deputy Manager, Human Resources

1.2.3 Job Scope

This study was created after significant consultation with business personnel. The asset management company's prospectus that was provided in the report's preparation was also helpful. I got a fantastic opportunity to gain extensive information on all the investment practices used by Acorn Infrastructure Services Limited at the time the report was being prepared. The report will provide a quick overview of how the company chooses the best candidates to fill a position. Consequently, it will be useful in the future to list all of the duties performed by the human resources department at Acorn Infrastructure Services Ltd.

For instance:

1. HRD's diverse department
2. The selection and recruitment process's operating system
3. Acorn Infrastructure Services Ltd. offers benefits to its employees to reward hard work.

1.2.4 Job Duties

1. Aid in and oversee the hiring of new employees by notifying job candidates of their rejection or acceptance.
2. Assist the Human Resources team with clerical tasks; write and prepare letters and some other documents about HR activities.
3. Maintained incoming and outgoing mail processing, including accepting and sending incoming and outgoing correspondence, as well as calendar events and meetings for assigned staff.
4. Execute personnel forms and keep records to make sure performance reviews are completed on schedule.
5. Inserting paperwork into existing and new employee information.

6. Verify each approved leave application.
7. Maintain a database for employee perks like the staff accident insurance plan.
8. Must be able to assist with recruitment efforts, which includes managing the jobs mailbox and saving and organizing all application materials into pertinent files and trackers.

1.3 Internship Outcomes:

1.3.1 Student's contribution to the company

- In charge of taking over job posts, starting searches on social media platforms and hiring forums for various job titles and job categories, and assisting with the creation of job alerts
- Reviewed the application forms and resumes of prospective employees to identify the most qualified individuals for a position
- Guarded against any biases in the hiring procedures, including biases based on previous experience, sexuality, and gender identity
- Planned and arranged interviews with all selected prospects
- Assisted the talent acquisition team and HR division with recruiting onboarding tasks
- Ensured data consistency by meticulously entering updated employee contact information, facts, and more into company databases
- Removed job postings once the position had been filled to prevent pointless job notifications
- Assisted in obtaining market salary data, and planning company events, and corporate activities
- Created, prepared, and sent emails, texts, and letters of offer and rejection to every applicant
- Became knowledgeable about the business' HR regulations, compensation, and benefits, as well as other HR-related information
- Collaborated with human resources professionals and other HR employees to carry out annual HR responsibilities

- Assisted managers and business partners in HR with their administrative needs.

1.3.2 Benefits to the student

The Acorn Infrastructure Services Limited internship I completed was greatly beneficial to my development as a professional. My vocabulary has expanded to include new words. I examined the organization's HR regulations, worker benefits, and some other HR-related material to be ready to reply to every internal staff question and to better understand the responsibilities of the HR executive. I now can take over job posts, launch searches on social media platforms and hiring forums for various job titles and employment categories, and assist in the creation of job notifications. I also placed a strong emphasis on learning how to maintain company databases by adding new employees' contact information, details, and more while maintaining data consistency to ensure that records correspond with facts.

I was given the chance to observe how executives operate. I had the opportunity to question the executives about their work ethics, timeliness, and protocols in the event of an office emergency, as well as the potential that they could be compelled to work extra, during our conversation. They made comments about how to deal with pressure, stress, and other aspects of the job. They also provided some unique insights into the working environment. My manager had granted me the leeway to work on multiple projects at once even though I was an intern. Not least among my plans is to enter the field and begin my professional career. I'm hoping that this teaching will be crucial to my future profession.

1.3.3 Problems/Difficulties (faced during the internship period)

One of the biggest limitations was time because I don't think three months is enough. Organizations are also reluctant to provide personal information because of privacy concerns. The advancement of the investigation is hampered by these problems.

There are further issues that I ran into while writing my report. like as:

1. There wasn't enough time to gather all the necessary data.
2. No one wanted to share their very sensitive information with me.
3. Interns were not permitted to access internal actions.
4. Organizing analytical and theoretical data in such a short amount of time was challenging.
5. The three-month period was insufficient to fully understand the company's situation.
6. Collecting significant data was difficult because the organization maintains confidentiality for interns.
7. My workload was another major obstacle to finishing the report earlier.

1.3.4 Recommendations (to the company on future internships)

The company must prioritize giving interns access to computers. Many companies forbid interns from using computers due to security concerns, especially credentials. As a result, computers must be offered to interns. Customers should be provided with a unique badge for anyone operating as an intern at a company or other finance companies so that they will remember them.

Chapter 2: Organization Part

2.1 Introduction:

2.1.1 Objective:

Having a better grasp of Acorn Infrastructure Services Ltd. and the range of operations they engage in is the main goal of this organizational research. The organizational part of this paper will give an overview and assessment of AISL's HR initiatives. It also demonstrates how the AISL operates in several areas, such as marketing tactics, management strategies, business management, accounting systems, goods, and services, among others. Applying a SWOT analysis and Porter's Five Forces Analysis serves another purpose. And finally, give the reader a precise picture.

2.1.2 Methodology:

This report's main objective is a factual assessment, it was created using questionnaires, surveys, group discussions, personal experience, taking notes as I participated in and observed events, and looking up pertinent material online. I had a conversation with the proper office staff before I started the analysis. The executive gave me an explanation of the organization's operations. I was motivated. This information was really helpful to me in my investigation. The company's yearly reports were also a priceless tool for conducting a thorough structural investigation.

2.1.3 Scope:

This study would be very helpful to academics in understanding the primary functions of Acorn Infrastructures Services LTD. As a result, the researcher will be able to check out the HR Operations of the AISL. Based on the results of its leadership and organizational culture initiatives, additional studies will be done.

2.1.4 Limitations:

One of the biggest limitations was time. because I don't think three months is enough. Additionally, I think the prolonged lockdown had negative consequences. Second, companies are reluctant to release personal information because of privacy issues. The advancement of the study is hampered by these problems.

2.1.5 Significance:

Viewers will have a thorough understanding of how AISL employees feel about the company's most recent round of HR operations upon reading this essay as well as the importance of considering how the business effectively performs its tasks. The relevance of the study is further supported by several AISL faults.

2.2 Overview of Acorn Infrastructure Services Limited:

2.2.1 Background:

ACORN Infrastructure Services Ltd. is a Bangladeshi electricity generator that prioritizes growth. They are a subsidiary of Bangla Trac Limited, a reputable commercial group in Bangladesh. For Bangladesh's sustainable future, they produce dependable, secure, and cutting-edge energy solutions.

As a team of professionals and trailblazers in the power and energy sectors, they seek to provide people throughout Bangladesh with reliable power. We create, buy, own, and run power-producing facilities that make use of various types of energy. To help satisfy the nation's energy and power needs, they are currently providing electricity to Bangladesh's national grid through a deal they signed with the Bangladesh Power Development Board.



The power plants are constructed employing cutting-edge technology and the most energy engine installed and operational in Bangladesh, a Caterpillar 16CM43 reciprocating engine manufactured in Germany. Since its commercial operation was announced on March 26, 2012, the ACORN plant has been Bangladesh's most used HFO-based power-generating facility. The combined capacity, which began with a 100 MW initial capacity in 2012, is currently 800 MW and growing.

They are dedicated to sustainability and innovation. This is demonstrated by their persistent efforts to-

1. Constantly raise the effectiveness and efficiency of electricity generation facilities.
2. Make investments in renewable energy and efficient natural gas.
3. Take part in the study and development of renewable energy sources and environmentally friendly, clean power.
4. Invest in technical development to promote energy and electricity production with minimal carbon emissions.
5. Demonstrate superior engineering and operational competence in the planning, design, and execution of projects as well as in ongoing facility operations.
6. Experience and track record in building projects safely, finishing them on schedule and within budget, and managing dependable, well-maintained facilities

Our forward-looking initiatives are supported by a solid strategic basis that links our current situation. They consistently carry out their plan of action. Their vision, mission, and values show that they are attempting.



2.2.2 Commercial outline of Acorn Infrastructure Services Limited:

Commercial Outline


Name of the Organization	Acorn Infrastructure Services Limited
Logo	
Chief Executive Officer	Md. Abdur Razzaque Ruhani
Deputy Manager	Achintya Kumar Halder
Company Type	Privately Held
Date of Incorporation	2010
Corporate Head Office	House No: 04, Road No: 19/A, Block: E, Banani, Dhaka.
Present Capacity	800 MW
No. of Employees	403
Primary Line of Business	Power Generation
Contact No	+8802-8836-400, +8802-55041951-7
Fax	+8802-8836-402, +8802-55041997
E-mail	https://www.aisl.com.bd/

Table 1: Corporate profile

2.2.3 Mission:

Using cutting-edge technology, innovation, and human excellence, provide a reliable and sustainable energy solution while assuring the highest level of customer service.

2.2.4 Vision:

Through excellence, integrity, humility, and people leadership, a dynamic global company drives the success of its stakeholders

2.2.5 Values

- People First
- Customer Success
- Excellence Through Humility
- Integrity
- Innovation
- Socially & Environmentally Responsible

2.2.6 Objectives:

1. To make use of strategic marketing initiatives to improve relationship management and enhance expectations for customer service.
2. To keep being a successful power generation-focused organization in Bangladesh.
3. To create highly autonomous solutions using information technology.
4. To ensure initiatives will generate a respectable return.
5. To maintain control over risk.
6. To sustain business growth while protecting the brand.
7. To maintain suitable controls and procedures
8. To assemble and keep a world-class team with effective human resource management.
9. To utilize all resources as effectively as possible.
10. To make sure there is openness, accountability, and ethical tolerance.

2.3 Management practices

2.3.1 Board of Governing personnel:

This is the procedure for managing and directing AISL's senior management and ensuring that the essential organizational guidelines are followed.

Additional responsibilities include managing the organization's governance, creating organizational goals, supervising the implementation of ideas, and reporting on achievements to stockholders.

NAME	DESIGNATION
Md. Abdur Razzaque Ruhani	CEO
Zulfiqar Md. Shahabul Huda	Head of Admin
Palash K. Dey	Sr. Manager – SCM
Anil K. Prasad Gupta	Plant Manager Anil K. Prasad Gupta
Touhidur Rahman	Head of O & M
Salim Jahangir	CTO
Rubyet Tanvi	Head of Business Development
Fahad M. Islam	CFO
Noor E Elahi	CPO
B.M. Kaisaruzzaman	Head of Regulatory Affairs
Sakib Akhter	Manager – Finance
M.A. Mamun	Head of HR

Table 2: Corporate Governing personnel

2.3.2 Administrative Assembly/ Organogram:

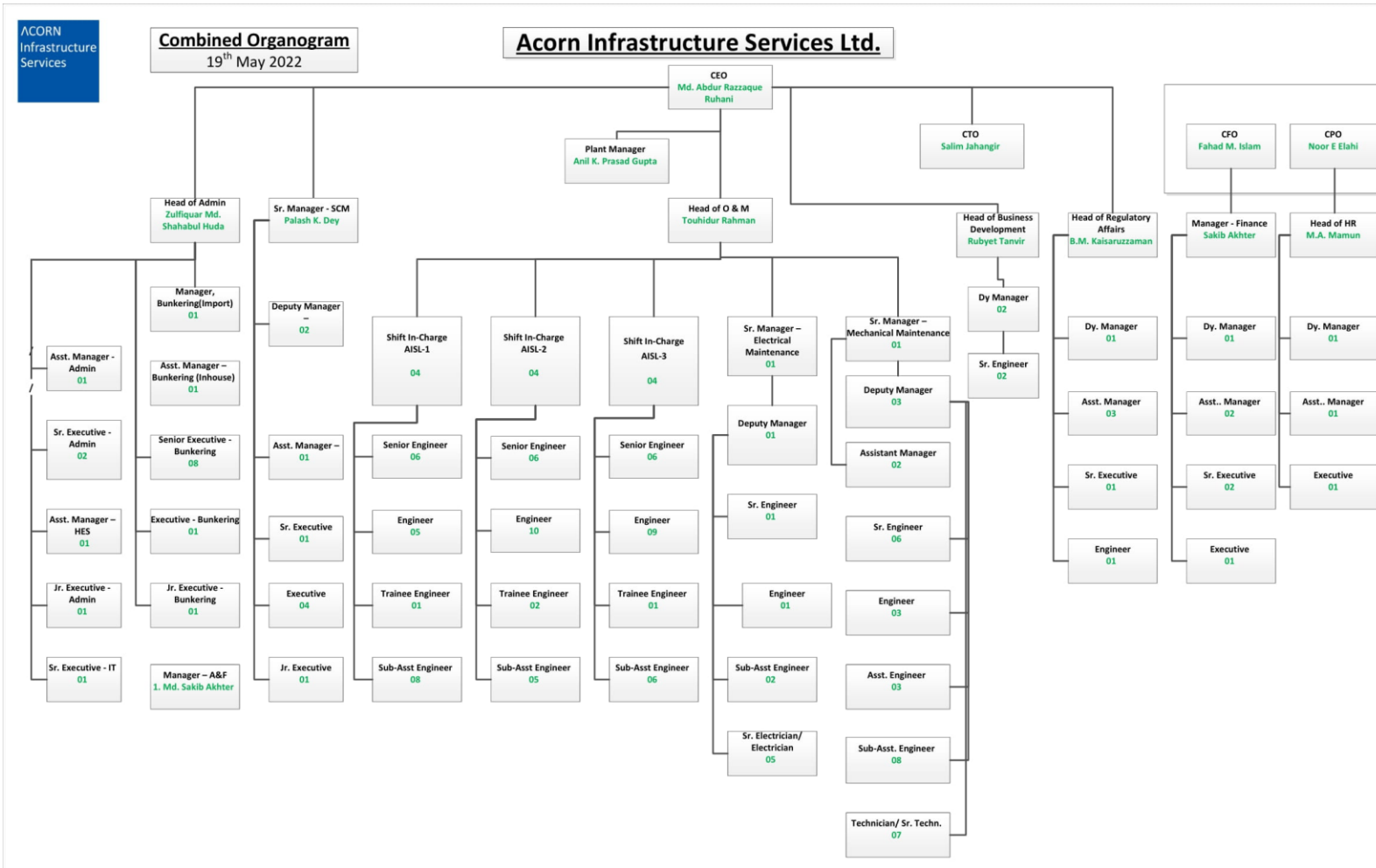


Figure 1: Combined Organogram of AISL

2.3.3 Leadership Practices of AISL:

Participative leadership is adhered to by AISL. Authorities are inquisitive and constantly seeking out new and creative ideas from their staff to improve the company. They understand that input from others can help them see the big picture from different angles. AISL Authority tries to give employees decision-making authority and opportunities for involvement in the business. They

desire for others to take the lead. To prepare its staff to be future leaders, they offer knowledge and training. They Are Always Receptive To Feedback, Advice, and Suggestions From Their subordinates and colleagues. They acknowledge that employee feedback leads to better outcomes. They enjoy hearing from their employees. As a result, they promote speaking up among employees. Employees will feel more devoted to the company and connected to it in this way. A participative leader understands that high employee morale produces better overall outcomes. Additionally, they make sure to thank their staff members for their efforts.

Participative leadership has several benefits. The aforementioned instances of participatory leadership demonstrate how these leaders may motivate their staff to work toward shared objectives. This enables a range of group decision-making, which improves the collective team's competencies and skills. The participatory leadership approach does, however, also have certain drawbacks. This approach can be time-consuming, may not be effective with less-skilled workers, and ineffective communication may result in conflict.

2.3.4 Recruitment Process:

The management-graded personnel [M4 and above] of all the enterprises under the Bangla Trac Group are subject to this regulation. Decisions regarding temporary employment will be made on a case-by-case basis after consultation with HR and the relevant HOD. Candidates from the Vocational Training Institute and the Bangladesh Technical Education Board will not be covered by this policy.

The following steps will be taken in the request process:

1.1 The concerned department should submit a Manpower Requisition Form (MRF) to HR, which should include the number of openings, the duties of each position, experience requirements, and budget status.

1.2 HOHR will assess the request for labor and, with management permission, move through with the hiring procedure.

Online job portals, adverts in various media, CV banks, internal job postings (IJP), career events, headhunting firms, internal references, etc. are all places to find CVs. According to Assistant Manager Thirty business days and above Assistant Manager 45 business days will become the wait time for obtaining the authorized manpower requisitions by the standard procedure to compile the offer letter.

For any post, there will be a minimum of two tiers of interviews. First-level interviews must have a panel of three minimum [HR representatives, concerned department representatives, and cross-department representatives]. Other panel members, presumably Assistant Manager and above, besides HR According to company policy, the HR Division will create a "Fitment Sheet / CTC" for each post to ensure internal fairness in terms of pay, perks, and performance evaluations to be provided to the chosen candidate. The Fitment Sheet will be approved by the HOHR and CPO. Before moving forward with the final offer, it is required for any experienced candidates to obtain Salary Proof from their most recent job. Any exception to this guideline will only be made at the management's discretion.

2.3.4.1 Sources of Recruitment

1. **Internal sources:** The organization's internal sources are used to gather curriculum vitae. By lowering costs, internal resources benefit the HR division. These methods include using internal resources:
 - **Referrals:** Acorn Infrastructure Services Ltd promotes staff members to suggest qualified and competent job candidates. The applicant's resume must be signed by a worker of AISL. Additionally, interns may be referred.

- **Notice board:** To attract candidates, Acorn Infrastructure Services Ltd posts a notice about a vacancy on the company notice board, where interested parties can apply. The duty for lower-level positions like a security guard, driver, and technician falls under the purview of Acorn Infrastructure Services Ltd.'s External HR.
- **Promotion and transfer:** This approach is adapted for important designations that must be filled urgently.

2. **External sources:** Acorn Infrastructure Services Ltd compiles a sizable group of applicants from the following external sources:

- **Newspaper ad:** The HR Division publishes employment recruitment adverts. Management must initially approve the advertisement. The advertising is published online in the newspaper following approval.
- **Online advertisement:** BD-jobs has a contract with the HR Sector of Acorn Infrastructure Services Ltd. The human resources manager there has a circular up. The mid-level and executive positions are listed here.
- **Intern:** One of the best external sources is an intern. Acorn Infrastructure Services Ltd.'s HR division selects interns from several Universities. If students want to submit the company their resumes, they are also allowed to do so.
- **CV Bank:** The Hr Management of Acorn Infrastructure Services Ltd. also maintains a CV bank. Two components make up CV banks. The first is unsolicited CVs. Some job seekers mail their resumes via carrier service mail. If those CVs are appropriate for Acorn Infrastructure Services Ltd., the HR Division will collect them. During various selection processes, some CVs are rejected. Excellent resumes are maintained in a different file.

2.3.5 The Compensation method:

The organization offers fair compensation or pay bundles and provides the most effective possible motivational impulses to the people who deserve it. This means jobs must be evaluated and placed in a way that strengthens that commitment.

The association's salary structure is based on the job grades indicated above. The basis for setting occupational scales is an accurate evaluation of the position based on its dimensions, responsibilities, decision-makers, and concept. Worker compensation consists of a basic salary, housing costs, and medical benefits. Salaries are confidential because they are shared only by the relevant representatives and the Management. Basic Pay Salary Ranges are generally governed by the Board at the Managing Director's suggestion and are equivalent to activity reviews. The BSR is surveyed by the Board at least once every several years.

Medical Allowances may be paid according to activity categories and on such settings that may be advised by a Competent Authority periodically. House Rent Allowance may be paid to the employees at such rates as may be supported from time to time by the Competent Authority. Every year, employees receive two celebration incentives.

2.3.6 Training and development in Acorn Infrastructure Services LTD:

The word "prepare" implies a detailed act of imparting knowledge and skills for a specific action. Both the organization and the representative gain from it. The skills and abilities of workers are developed through preparation for particular vocations. The enhancement of one's current workplace or the installation of representatives for a few prearranged vocations can both be prepared for. The project also benefits from preparation in terms of lower production costs, better utilization of tools and machinery, improvement in quality, and other factors.

After registering a potential application, HRD's next important responsibility is to learn as much as possible about the new association member and provide them with all the information they require regarding their responsibilities and tasks. To assure the employees' successful contribution to the association and the best level of performance, this is done. The association's

training regimen also ensures the preservation of the lower leg. AISL views the money spent on creating programs for employees as an investment rather than a cost. Every single-lasting employee must prepare for 30 days.

The program features Orientation Training: The training process consists of a five-day training that includes an introduction to AISL and its HR department on the first two days, and discussion topics on unlawful tax avoidance, negotiating, and financial issues on the final three days.

Internal cooking When it is necessary for the new or current representatives, the organization's coaches will direct this preparation. Training is organized by enlisting external mentors or dispatching the employee to external preparation facilities by keeping in mind advertisements for preparation in newspapers, emails, or from other useful sources. Since this is expensive training, not every representative can participate.

2.3.6.1 Objectives of Training & Development Process in AISL:

Reduce skills shortages:

Improving skill levels is one of the key goals of AISL's training and development program. Employee training enhances abilities qualitatively so that the worker is more prepared to perform his or her current job.

Preparing for more responsibilities:

When an organization wants to promote employees to upper-level roles, training and development programs are set up to get those people ready for those roles' increased responsibilities. The emphasis of the training is on upgrading skills for higher-level professions.

Change the work process to accommodate it:

Training is organized to help staff members become accustomed to the new procedures. Training programs help employees learn the new procedures and adapt to them as organizational processes change.

Adaptation to future developments:

Training programs are set up to help staff get ready for the changes and learn the necessary skills to successfully deal with them if there are any anticipated future adjustments regarding technology, policy, or labor practices.

Promotion:

If management intends to award the individual a promotion, he or she must take on certain new duties. In that situation, he needs thorough training to handle the new role. Therefore, his or her manager (usually the department or section head) suggests the proper training.

Employee benefits:

Due to the increased workload, employees occasionally need to assume greater responsibility. Then, someone could have to take on tasks that were previously handled by workers in higher positions. However, before doing so, the individual must receive the necessary training. Another argument in favor of training is this.

Rotation of Jobs:

At Bangla CAT, workforce diversity is a common practice. Employees are rotated, typically in the corporate headquarters, to various concerns and responsibilities at predetermined intervals to expose them to various industries, eliminating the possibility of dependence on a small number of individuals with expertise in any given function. However, a worker must receive thorough training before being transferred to another department.

Technological Development:

The development of technology is a continuous and unavoidable process. The advanced technology of today cannot compete with the world of the future. Bangla CAT must therefore frequently improve its equipment. People who work with those machines ought to be instructed on the new technology as new machines and technologies are introduced.

Continuous improvement of Human Resources:

Training enhances knowledge and abilities, making employees more suited to perform their current duties and preparing them for positions with greater responsibility. This is part of the ongoing improvement of human resources. The administration of BanglaCAT places a lot of emphasis on the idea of people development, and to achieve continual progress, BanglaCAT encourages training across the board.

2.3.7 The performance appraisal system:

- Providing the department of human resources with feedback: Human resource performance is evaluated based on how efficiently the function operates across the entire organization, which indicates the function's success.
- Equal employment opportunities for all: It is not discriminatory to make strategic placement decisions based on performance evaluations that accurately reflect job-related performance.
- Errors at the planning stage of the project and the construction of job roles that are not up to par could be to blame for poor performance. The identification of these problems is helped forward by appropriate evaluations.
- increase in the quality of performance overall: The technique of using performance feedback to respond with acceptable methods to improve can be beneficial to employees, supervisors, and people specialists alike.
- The first thing to do is a selection of a destination: It is common practice for managers to base decisions on transfers, promotions, and demotions on an employee's prior or predicted performance in the role being considered. The majority of the time, promotions are awarded as a reward for accomplishments that have already been completed.

2.3.8 Health, Environment, and Safety (HES)

Our employees' health and safety come first. At all of our plants, we have established best practices, a safety and health manual, and policies. For both professional and temporary staff, on-site training as well as frequent awareness and refresher classes are held to continually improve our system for health and safety. We conducted an assessment of our health and security system, as well as frequent awareness and refresher classes because we felt that the safety procedures needed to be strengthened and elevated to a world-class standard. To fulfill our safety goal of "Zero Accident," we have embarked on a journey to transform safety culture. We periodically hold various challenges and internal safety reward programs to inspire all employees and foster a culture of healthy competition among our operational plants.

2.4 Marketing Practices

ACORN Infrastructure Services Ltd. is a power generator in Bangladesh that prioritizes growth. They are also a part of Bangla Trac Limited, a reputable Bangladeshi commercial conglomerate. They produce trustworthy, secure, and cutting-edge energy solutions that will fuel Bangladesh's sustainable future. They seek to provide dependable power to people throughout Bangladesh as a team of professionals and entrepreneurs in the power sector. We create, buy, own, and run power-producing facilities that make use of various types of energy. As part of the agreement made only with the Bangladesh Power Development Board, they are currently providing electricity to Bangladesh's national grid to help the nation meet its energy and power needs.

AISL doesn't require marketing strategies because they exclusively work on initiatives that are directly related to the Bangladeshi government. They only interact with public servants. Other customers are not served by them. They lack an active marketing plan for the locals.

2.5 Accounting Practices and Financial Performance

2.5.1 Evaluating Economic Performance

Ratio Analysis:

Return on Asset (ROA): Information was not found or revealed due to the privacy concern of the company

Return on Equity (ROE): Information was not found or revealed due to the privacy concern of the company

Net Profit Margin (NPM): Information was not found or revealed due to the privacy concern of the company

Earnings Per Share (EPS): Information was not found or revealed due to the privacy concern of the company

2.5.2 Accounts performance in AISL:

The department of accounting of Acorn Infrastructure Services Limited sees to it that these fundamentals are taken care of:

- Providing each location with training on the appropriate accounting methods; producing a summary sheet for each location; assisting locations in closing out their books at the end of each month.
- Providing accurate assistance with various accounting responsibilities.
- The organization makes certain that every single dollar it spends is spent in an effective, well-organized, and profitable method.
- The distribution mechanism is extremely efficient and user-friendly.
- Toto correctly accounts for and reconciles all transactions; you need to ensure that they are accurately accounted for and reconciled one by one. In addition to that, creating a monthly report on income projections
- Financial reports are generated both annually and every quarter.

2.6 Management of Operations and Information Systems

2.6.1 Management of operations

Operation management generally aims to improve an organization's effectiveness. The board of directors for the organization is responsible for policing this procedure. This system is dependent on a few key policies that will help the company recognize its weaknesses and take corrective action to run its operations and increase the productivity of all of its job segments. An audit committee examines the company's operations.

Top management and inspectors meet frequently to talk about the effectiveness of the company's operational management. An annual assessment and update of the financial organization for the members of the board are conducted by the directors and governing body of the institution.

To achieve its goals and make a healthy profit, AISL must increase operational efficiency. Nearly all of the organization's recently stated objectives were accomplished. Due to significant advances in operational productivity, profitability, and regulatory compliance, the company's performance has continually improved. As a consequence, the stability of the business was ensured.

2.6.2 Information System Practices:

The most modern information technology is utilized by AISL. First and foremost, Acorn Infrastructure Limited is an advanced SWIFT system member. The organization is a member of SWIFT, a global financial sector standard and best practice. To have access to real-time data, the head office has also established a router system.

Second, it is conceivable that AISL lacks an extensive network. Clustered security monitoring, early alert systems, etc. are incorporated into the company's networking architecture to ensure a speedy and secure connection.

Thirdly, key applications, such as SWIFT, have integrated two-factor authentication. They are inaccessible to employees of all ranks.

Additionally, AISL maintains the data application for the three sites. The ICT division's careful monitoring makes it less likely that data will be lost, making it an indispensable device

2.7 Porter's Five Forces Analysis of TBL

One of the most popular ways to assess an organization's market position is to look at Porter's Five Forces:

<p>The risk of new competitors</p>	<p>More than ever before, technological developments have made it simple to enter the power management sector. In addition, new power supply institutions will indeed be able to compete successfully in the market by decreasing costs and increasing their distribution networks through technological means. Users from around the globe can utilize this data to get power services. Because it is an entity whose largest consumer is the government of Bangladesh, AISL is unconcerned with the dangers posed by outsiders.</p>
<p>The threat of substitutes</p>	<p>Even though urbanization has given rise to significant unions and attainments, the power-management business facing a mounting number of competitors. Due to the shortening of distances made possible by contemporary communications technology, it has been difficult for foreign companies without a branch network in local markets to compete. However, there are not many alternatives. The government appears incapable of providing us with distinctive plans that will appeal to the vast majority of the population, thereby decreasing the threat posed by alternative institutions. Since they are comparable to those of other power-producing companies, so are the services of Acorn Infrastructure Services Limited.</p>
<p>Negotiating supremacy of buyers</p>	<p>Because the government is mostly in charge, customers have essentially no negotiation power. As mentioned earlier, the only largest customer of AISL is the government itself, so there is no chance of negotiating the supremacy of local buyers.</p>
<p>Negotiating control of dealers or depositors:</p>	<p>The negotiating power of depositors has been substantially enhanced by technological improvements. As mentioned earlier, the only largest customer of AISL is the government itself, so there is no chance of negotiating control of dealers and depositors.</p>

2.8 SWOT evaluation of Acorn Infrastructure Services Limited:

By examining its SWOT data, a company can assess its competitive position and create a plan. A SWOT analysis takes into account both internal and external issues as well as current and prospects. An objective, fact-based, and data-driven appraisal of a company's weaknesses and strengths is what a SWOT Strategic analysis is intended to provide.

<p><i>Strengths:</i></p> <ul style="list-style-type: none"> ● Since it started, Acorn Infrastructure Services Limited has built a network that stretches across the whole country and offers great products and services to a wide range of customers via the government of Bangladesh. ● The workplace is hospitable, inviting, and accommodating. There are no limitations or constraints in a company's interactions with customers. At Acorn Infrastructure Services Ltd., the culture of teamwork is positive. ● AISL workers find the organization's culture highly motivating. ● AISL was started by a few of the most successful business people in the country. ● The organization's executive leadership possesses significant experience. ● AISL's information technology is superior. Their financial foundation is solid. 	<p><i>Weakness:</i></p> <ul style="list-style-type: none"> ● The most important issue is the lack of clarity, as the company requires a precise mission statement and a well-coordinated strategy. There are no long-term plans for companies to regulate either to focus on consumers otherwise branch out into different branches. As quickly as possible, a thorough and deliberate procedure should be implemented. ● Management has little experience in inspiring workers. They own a smaller market share than their competitors. ● Some AISL roles provide very little room for growth or development. As a result, workers in these positions feel demotivated. ● The organization also has a lot of unhappy staff, and they demand a lot of money for their services.
<p><i>Opportunities:</i></p> <ul style="list-style-type: none"> ● The major dealer network is the best. ● increasing the number of regional businesses. ● The organization has increased its presence in rural areas with the aid of a vast branch network. The company currently has a government-led network that allows for this. ● As centralized operations are established across all areas, the company will become more technologically savvy. ● cutting-edge products and services. ● making investments in the varied private sectors of our nation's small and medium-sized enterprises. ● Due to the rising population in our nation, there is a fantastic opportunity for the company. Our population is mostly middle class. They thus have numerous opportunities in the retail business. 	<p><i>Threats:</i></p> <ul style="list-style-type: none"> ● The competition is fierce. With more power-producing companies coming into the market, there will be more competition. ● Due to the higher interest rates offered by government mechanisms, they would look for chances to invest in nations outside of the United States. ● The economic turmoil brought on by COVID-19 has affected trade. The Bangladesh Bank has experienced large losses as a result of the distribution of the items, which would have a detrimental impact on its future investments. Capital equipment's operations are being hampered by being brought from a different nation. ● All financial transactions in institutions like AISL are strictly regulated by the organization itself and affiliated banks. The regular operations and policies of the organization may be hampered by restrictions.

2.9 Macroenvironment

Several different approaches to strategic analysis can be used by banks, though some are more common than others. The PESTLE analysis is the method of detailed environmental assessment that is most frequently used. Corporate administrators and technology developers may see where their market is now and where it is going with the help of a macro environmental analysis.

Political Factor

Government legislation affects how the power industry is seen. Government intervention in power-producing is always a possibility, putting the sector at the mercy of political pressure. Corrupt practices within political parties or particular legislative provisions like labor regulations, trade restrictions, tariffs, and political stability may fall under this category.

Economic factors

The economy and power-producing are intimately intertwined. How much money an organization can get is based on how much money comes in and whether or not the economy is doing well or barely holding on during recessions.

Social Factors

How individuals interpret and utilize company alternatives depends on cultural factors such as their buying habits and needs. Consumers seek guidance on topics.

Technological Factor

It used to be customary to update one's services in person at a nearby office. But that's no longer the case. Many organizations provide a mobile application that lets customers use their profile and have services and products. By making this change, less paper will be used and no branch visits will be necessary to resolve these concerns.

Legal Factor

To ensure that the frameworks of the power-producing business are adhered to, strict privacy, consumer protection, and trade standards must be respected. Clients in the designated country, as well as customers elsewhere, require these frameworks.

Economic factors

The international organization also monitors the economic factors that affect a country's power-producing business. This component is dependent on the global economy and must be modified at important junctures.

2.10 Microenvironment

The following can be used to analyze a bank's microenvironment:

Corporate Structure:

The success of a company depends on its corporate structure. Acorn Infrastructure Services Limited's (main branch) atmosphere is calm and well-run. AISL covers all ongoing employee benefits throughout this pandemic.

Suppliers:

Vendors often sell plan forms, fixed assets, and everyday office supplies.

Customers:

Because the government is mostly in charge, customers have essentially no negotiation power. As mentioned earlier, the only largest customer of AISL is the government itself.

Employee:

The organization may profit from the combined efforts of its employees who undertake activities as company employees. Every employee of Acorn Infrastructure Services Limited is committed to their work and gives it their all.

2.11 Recommendations:

If AISL wishes to be more effective and sustainable in the future, it will need to modify its business model. They are discussing the following:

- The IT system of Acorn Infrastructure Services Limited must be improved but at a different pace. Even though the business uses cutting-edge technology, I have on occasion found the server to be exceedingly slow.
- AISL employees should receive training based on their needs and be routinely evaluated on their performance.
- Company employees must be able to address a wide variety of consumer concerns.
- I would recommend that AISL get more involved in its training activities.

In addition, they should prevent them from providing huge services without supporting documentation. To be competitive in the market, AISL must offer superior and more efficient customer service than its competitors.

2.12 Conclusions and Summary

It is imperative for the advancement of the economy that organizations take part in the administration of Power production. Since the beginning of the 21st century, Acorn Infrastructure Services Limited's commercial operations have been operating effectively and to great success. The AISL also contributes to the nation's overall economic condition improving. AISL makes use of a variety of techniques, such as the launch of new products and services, to keep up with the advances in the industry and the demands of its customers.

In addition to this, the work that they do is high quality. In addition, there is a clear communication system that runs from the highest levels down to the lowest. The Acorn Infrastructure Services Limited brand currently holds a preeminent status within the power manufacturing sector. It is one of the power-manufacturing companies that is growing at the fastest rate. In addition, the senior leadership of the company places a high value on delivering great service to the company's customers. The topmost levels of managers expect their employees to provide excellent customer service at all times. The company places a significant amount of importance on improving the efficiency of its operations. The company's financial results have a high degree of consistency overall. Maintaining a consistent level of performance is beneficial to the organization's overall stability.

Chapter 3

Project part: Influence of Attendance Management on Employee Performance

3.1 Introduction:

Any firm with employees has to monitor attendance effectively. Information acquired using the attendance management monitoring style aids in establishing whether or not a company is on the correct track and heading in the direction of success. The workforce is a crucial resource that an organization should understand how to manage in terms of attendance and time management. It is simpler for a business to identify which employees consistently arrive on time, early, or both using attendance monitoring. It has been discovered that employees from various organizations participate in phony leaves, which negatively affects the company's overall performance. Therefore, firms adopt a variety of management approaches to sustain their employees' performance in diverse business groups. The study employed an online survey questionnaire to gather data on the research issue under inquiry and to assess the relationship between two variables: attendance management and employee performance. A Pearson's correlational test is used to determine whether the statistical methods used to evaluate the acquired data are reliable. The report concludes with a number of suggestions for actions that firms should take to enhance their employee attendance management.

3.1.1 Literature Overview:

All business organizations place a high value on employee attendance since it directly affects both an individual's and an organization's performance. Employees from various firms are frequently caught taking phony leaves, which negatively impacts the performance of the company. In many corporate enterprises in addition to the financial sectors, several management approaches are employed to sustain staff performance. In this sense, it is thought that the attendance system has the ability to regulate the use of bogus leaves and other attendance-related difficulties. It is anticipated that increasing openness on the issue of fake leave in the

organizational environment and organizational hierarchy will be a successful strategy for minimizing the detrimental impact of attendance (Adwan and Minwer, 2016).

Different industries saw a rapid rise in absenteeism. Various employees use false leaves, which negatively impacts businesses' performance (Kocakulah, Kelley, & Ruggieri, 2016). Additionally, the prevalence of false sick days is rising across several industries, which leads to dissatisfaction in the workplace. There are various functions that attendance management can play in order to keep the business operating smoothly. A study revealed that if an employee claims a false illness, the workload for the remaining employees would increase, which also contributes to the expansion of firms.

Power-generating businesses are crucial in today's world for Bangladesh's economy to thrive. The first factor that controls the power-management sector is management performance, or how well they manage their organizations (Suresh, 2016). The issue that various organizations are having is the employees' high absenteeism and low attendance rates in this industry. The efficiency of the companies is deteriorating as a result of the disregard for employee false leaves. The management must pay attention to both staff attendance and performance in order to propel this sector to succeed.

According to a 2016 study by Bunmi, attendance management is a technique for preventing employee time theft by monitoring employees' working hours, login times, departures, cessations, and vacation time. Organizations use a variety of techniques to track employee attendance, including stamping worksheets and cards, computerized attendance management systems, and biometric techniques. While each company has its own approach, good outcomes are the goal in all of them. Some businesses have a web-based platform that team leaders manage. In the modern world, identification by means of identity cards or biometrics is also frequently employed. Because this technique is a verification method, no one can use it to hide, and it is also advantageous for attendance.

All previously mentioned figures describe the company's financial success. The correct routes or banks handle the entire operation. The majority of a nation's economy is handled by different groups. Therefore, from an economic perspective, each nation's sector that produces electricity

needs to pay special attention to its system, especially discipline. Discipline issues and attendance control are significant factors. In this study, the impact of AISL on Bangladesh's economy and power management systems will be investigated. Any company's success and attendance management are closely related.

According to Sankar's (2018) research, the best work schedules, including fixed, flexible, and rotational schedules, have been taken into account when determining how satisfied employees are with their work-life balance. Additionally, the respondents prefer the regular work schedule to the variable and rotational work schedules since it is more comfortable and satisfying. In order to improve staff nurses' quality of life at work and overall job satisfaction, hospitals must take proactive measures to increase their work efficiency, appreciation for their efforts, and family time.

According to research by Alsolami (2018), there is a significant correlation between employee presence in the workplace and organizational success. Bangladesh uses legitimate scientific approaches to evaluate performance. According to a recent study, adequate checks and balances have led to an improvement in company quality over the last several years. Attendance is the most crucial component of this check and balance. The software system for managing human resources is the most popular technique for keeping track of employees' presence. It is software that runs online. Attendance is managed using both biometric and payroll management systems. Additionally, Acorn Infrastructure Services Limited is developing fixed-based terminals made up of unique devices.

According to Adewole and Oloyede's (2014) research, having people report to work manually leads to higher absenteeism and fraudulent leaves, which negatively impact an organization's growth and effectiveness. The manual attendance system has been replaced with an automatic electronic one that captures phony leaves and absences of employees and also logs their joining times using fingerprint recognition technology.

According to Duff & Angus' (2015) research, organizations have adopted new software, such as an internet attendance management system, which is precise and centralized and improves

employee performance, stores data, lessens the workload for administrative staff, and boosts the effectiveness of the human resources division.

According to the findings of the Mady & Hilles (2017) study, if employees are prompt and provide their services on time as directed by management, the organization will advance and take a stable place in the market. Additionally, because of the effective attendance management system in place, all employees have a fair relationship with the company and a system of performance review that fosters pleasure and trust among workers. Employee performance and employee retention are both improved by this strategy. On the other side, the personnel generally arrive on time, and the organization's performance keeps getting better every day.

According to Makinde's (2016) research, any nation's ultimate goal should be to raise its economic level since the economy plays a significant role in the capitalist world. The contact with the free market attests to a greater receptivity to both business and customer needs. Additionally, the increased level of market competition results in minimal rate contribution at the wider variety as well as the better consumption kinds (Ahmed & Imtiaz, 2015).

3.1.2 Objectives of the study

General Objective:

The relationship between the attendance management of the employees and the advancement of Acorn Infrastructure Services Limited is being assessed.

Specific objectives:

The study's main goal is to determine how Acorn Infrastructure Services Limited's employees perceive their own performance in connection to attendance management.

1. To assess the effectiveness of Acorn Infrastructure Services Limited's attendance management system in terms of time management, attendance, accountability, fake leave, and regularity.
2. To determine the degree of self-perceived work performance in regard to time management, absence, accountability, fraudulent leave, and punctuality at Acorn Infrastructure Services Limited.
3. To examine the connection between Acorn Infrastructure Services Limited employees' perceptions of their own performance and the status of attendance management.
4. To highlight the issues with the attendance management of Acorn Infrastructure Services Limited and offer suggestions

3.1.3 Scope

I will gain from this research because it will make it easier for me to understand the purpose and significance of AISL's attendance efforts. The findings of this research will also clarify how AISL's Attendance management system affects the expansion of the business.

3.1.4 Significance of the study

When a company invests in its employees' growth, learning, and development, staff members feel appreciated and are much less inclined to leave the organization. Upskilling provides an adaptable, agile, flexible workforce and allows for employee growth and also professional growth. It also lowers recruitment costs. Last but not least, upskilling enhances a company's standing as a staff-supportive environment and increases employee happiness. Better corporate culture and brand perception can result from this, which makes it simpler to recruit and keep top talent.

3.1.5 Research Questions:

- a) What is the relationship between Time management and job performance?*
- b) What is the relationship between accountability and job performance?*
- c) What is the relationship between absenteeism and job performance?*
- d) What is the relationship between punctuality and job performance?*
- e) What is the relationship between deceived leaves and job performance?*

3.2 Methodology

This study sought to examine and describe how employee performance at Acorn Infrastructure Services Limited was related to attendance management. The descriptive research design chosen for this study is utilized to characterize the focal issue by outlining and going over its associated aspects. The experts involved in attendance monitoring and Acorn Infrastructure Services Limited make up the research population for this study. 106 workers of Acorn Infrastructure Services Limited were chosen at random to participate in the survey. In this study, a sample of 106 respondents served as the source of the main data. Using the provided table (Bartlett, Kotrlik, & Higgins, 2001), the sample size was determined.

The attendance management and staff performance at Acorn Infrastructure Services Limited were examined using the random sampling technique by the researcher. The survey form that will be made available online was utilized by the researcher. Twenty closed-ended questions and five demographic inquiries make up the questionnaire, which is also divided into sections corresponding to the independent and dependent factors and the terms falling under those variables. The survey is broken up into four smaller sections, the first of which focuses on demographic questions. The second section then asks open-ended questions about the "Status of the Attendance System among Acorn Infrastructure Services Limited" Closed-ended questions about "Self-perceived employee performance in Acorn Infrastructure Services Limited" are covered in the third segment, while open-ended questions are covered in the fourth. Following data collection via an online survey, the data were examined using the statistical analysis program SPSS. These technologies are used to convey more accurate results in clear and concise ways. Through the use of SPSS, many methods are utilized to evaluate the data. A correlation analysis is used to define the relationship between the variables, and Cronbach's Alpha is applied to assess the reliability. Acorn Infrastructure Services Limited's mean and standard deviation reflects the current state of attendance management and performance levels. Robert Pearson to identify the important correlations between Acorn Infrastructure Services Limited's status and level of performance, the coefficient correlation was performed.

3.3 Analysis and Discussion:

The analysis and interpretation of the findings relate to the association between Acorn Infrastructure Services Limited's self-reported employee performance and the state of attendance management. 53.8% of the participants in the study were men, or 57 out of the total participants. On the other side, there were 49 women or 46.2% of the total participants in the study. There were 47 study participants, or 44.3% of the total research population, who had under five years of experience working. 51 respondents—48.1% of the overall study population—were those with between five and ten years of work experience. In the same vein, there were 8 responders who

had more than ten years of work experience or 7.5% of all participants. 15 respondents—14.2% of the overall population who were the understudies—had academic backgrounds that were "qualified and above average." There were 67 responders who met the criteria for "well qualified" academic status, which is equal to 63.2% of all study participants. The number of respondents who had a "postgraduate" academic qualification was 24, or 22.6% of all participants. The respondents' distribution of work roles Based on the information provided, it can be concluded that 71 respondents, or 67% of the total research population, had an employment status of the employee in this study. 35 respondents, or 33% of those who participated in the study overall, had management as their primary work role. This indicates that the majority of respondents who participated in the research had an employee-type job, whilst the minority had a management-type job.

3.3.1 The current state of attendance management

Statement	\bar{x}	SD	%	Acceptance Level	Status of Attendance
<i>Attendance Management</i>	3.77	0.9012	75.42	Agreed	Effective
<i>A. Time management</i>	4.04	0.8914	80.82	Agreed	Effective
<i>More attention must be paid to time management in order to increase attendance</i>	4.08	0.3598	81.597	Agreed	Effective
<i>Work management is made possible via an attendance tracking system.</i>	4.01	0.9456	80.011	Agreed	Effective
<i>B. Accountability</i>	3.749	0.952	75.001	Agreed	Effective
<i>To promote accountability, the time between login and logoff should be logged and reviewed weekly.</i>	3.612	1.022	72.4	Agreed	Effective
<i>A system that monitors attendance improves accountability.</i>	3.890	0.883	77.6	Agreed	Effective
<i>C. Punctuality</i>	3.745	0.962	74.78	Agreed	Effective
<i>Using an attendance management system assists employees in arriving on time.</i>	3.810	0.952	76.0	Agreed	Effective
<i>Do you agree it is a good idea to improve employee punctuality by implementing an attendance management system?</i>	3.681	0.972	73.62	Agreed	Effective
<i>D. Absenteeism</i>	3.812	0.833	76.23	Agreed	Effective
<i>Through the use of an attendance management system, absenteeism can be reduced.</i>	3.754	0.9061	75.03	Agreed	Effective
<i>Consider the effectiveness of the staff attendance system in minimizing absenteeism.</i>	3.878	0.757	77.45	Agreed	Effective
<i>E. Fake Leaves</i>	3.52	0.873	70.21	Agreed	Effective
<i>Due to the attendance monitoring system, the number of fraudulent absences has decreased.</i>	3.461	0.812	69.23	Agreed	Effective
<i>Do you believe that a system for tracking employee attendance can prevent the usage of fraudulent leaves?</i>	3.563	0.943	71.26	Agreed	Effective

Table 2: The current state of attendance management

The attendance management for Acorn Infrastructure Services Limited is displayed in the aforementioned table. According to the table, the overall attendance management variable had a mean of 3.77 and standard deviation of 0.9012, indicating that respondents from Acorn Infrastructure Services Limited were using attendance management. The study's participants also discovered that time management is essential for increasing employee attendance, with mean and standard deviation values of 4.04 and 0.8914, respectively. An overall mean of 3.749 and a standard deviation number of 0.952, on the other hand, indicated that respondents believed attendance management systems helped to increase responsibility.

Similarly, it was discovered that Acorn Infrastructure Services Limited employees' punctuality is improved via attendance management. The individual scored above average for timeliness, with a mean of 3.745 and standard deviation of 0.962. It was also clear that the system for managing attendance has a significant impact on lowering absenteeism among Acorn Infrastructure Services Limited personnel. A mean score of 3.812 and standard deviation of 0.833 was reported for the overall assessment of attendance management methods and their relationship to absenteeism. Last but not least, respondents discovered that attendance management systems, with a mean value of 3.52 and a standard deviation of 0.873, aid to prevent fake leave among professionals in Acorn Infrastructure Services Limited.

3.3.2 Level of Employee Self-Perceived Performance

Statement	\bar{x}	SD	%	Acceptance Level	Status of Attendance
Employee performance	3.00	0.908	59	Neutral	Neither
A. Time management	4.05	0.786	79.9	Agreed	Effective
The performance of employees is improved by effective time management.	4.04	0.756	82.1	Agreed	Effective
Time management enables more efficient and productive utilization of working hours.	4.00	0.808	84.9	Agreed	Effective
B. Accountability	3.85	0.889	75.9	Agreed	Effective
Accountability is essential to enhancing workers' performance.	3.79	0.870	77.6	Agreed	Effective
Do you think a high level of accountability leads to improved performance?	3.80	0.917	78.5	Agreed	Effective
C. Punctuality	3.71	0.810	73.3	Agreed	Effective
Being on time has a favorable impact on how well staff performs.	3.77	0.801	78	Agreed	Effective
Do you believe that an employee's punctuality directly affects how well they perform?	3.69	0.830	74.9	Agreed	Effective
D. Absenteeism	3.89	1.010	79.5	Agreed	Effective
Employee performance is negatively impacted by absenteeism.	4.40	0.840	87.0	Strongly Agreed	Highly Effective
Absenteeism has a detrimental effect on both the performance of an individual and that of an organization.	3.60	1.179	68.9	Neutral	Neither
E. Fake Leaves	3.20	1.050	65	Neutral	Neither
Fake leaves cause employees' performance to decline	3.21	1.070	67.8	Neutral	Neither
Do you believe that minimizing fake leaves would be possible with the use of an application that tracks employees' e-fingerprints?	3.19	1.030	66.9	Neutral	Neither

Table 3 Level of Employee Self-Perceived Performance

The aforementioned table also demonstrates that Acorn Infrastructure Services Limited employees' performance levels were 3.00 with a standard deviation of 0.908 when the overall mean value was determined. The majority of respondents indicated that productive time management enhances employee performance in terms of both performance and productivity. Time management that helped employees use their working hours substantially better had a mean value of 4.05 and a standard deviation value of 0.908, while proper time management had to have a mean value of 4.05 and a standard deviation of 0.786. The overall mean and standard deviation of the effect of time management on employee performance were 4.09 and 0.788, respectively. It was clear from the results that time management (4.05), absenteeism (3.89), accountability (3.85), timeliness (3.71), and fake leaves (3.20) were the most important aspects in relation to employee performance at Acorn Infrastructure Services Limited. Employee satisfaction and trust are developed via a fair system of performance review. Employee performance and employee retention are both improved by this strategy. On the other side, staff members are generally prompt, and the organization's performance is steadily getting better everyday (Mady & Hilles, 2017).

The majority of respondents discovered that efficient time management amongst employees affects employees' effectiveness. The respondents indicated that absenteeism negatively impacts employee performance, which ultimately has an impact on an organization's performance. According to the respondents, accountability is important in enhancing employee performance, and highly accountable individuals perform better. Additionally, respondents discovered that punctuality positively impacts employee performance, and Acorn Infrastructure Services Limited received above-average marks for employee punctuality. Finally, respondents discovered that Acorn Infrastructure Services Limited's employees perform much worse when they take phony leaves.

3.3.3 Pearson's Correlation Analysis

A statistical method known as correlation is used to demonstrate how closely two variables are linked to one another. The correlation analysis is carried out to assist in comprehending the relationship between two variables. In this regard, the correlation test assists in comprehending the relationship between Acorn Infrastructure Services Limited's employee performance and attendance management.

		Attendance Management	Employee Performance
Attendance Management	Pearson Correlation	1	-.912**
	Sig. (2-tailed)		0.000
	N	106	106
Employee Performance	Pearson Correlation	-.912**	1
	Sig. (2-tailed)	0.000	
	N	106	106

** . Correlation is significant at the 0.05 level (2-tailed).

Table 4 Correlations

According to the aforementioned correlation test, Pearson's correlation was -.912, indicating a negative association between attendance control and worker performance. From an economic standpoint, the power-management sector of every nation needs specific consideration for its system, particularly discipline. Attendance management indiscretion is a significant factor. Any company's success and attendance management are closely related (Hawaldar IT, 2016).

3.4 Discussion:

Regarding the issues that were left unanswered, the respondents offered their input that certain employees take a greater number of sick days because it is easy for them to secure absence leaves from hospitals. As a consequence of this, they proposed that Acorn Infrastructure Services Limited should institute stringent policies concerning the provision of leaves, notably from specific hospitals. The goal of these policies is to reduce the number of sick days taken by staff who rely on in-house clinical examination before receiving sick leave.

A considerable number of Acorn Infrastructure Services Limited's workers have been found taking bogus leaves of absence from work due to the ease with which they are able to obtain sick leaves from any hospital. The fact that it is so simple for workers at Acorn Infrastructure Services Limited to get fraudulent leaves of absence from any of the local hospitals is proof that the company's methods for monitoring employees' attendance are deficient. Because Acorn Infrastructure Services Limited does not use any biometric policy management tools, it is unable to monitor the times that employee's clock in and clock out.

3.4.1 Managerial Implication:

1. The managerial implications of a study article on the impact of attendance monitoring on boosting employee performance would presumably include the following:
2. The importance of creating and enforcing attendance regulations in the business in order to increase employee performance.
3. The necessity to check attendance records regularly and resolve any difficulties or concerns that occur in a timely manner.
4. The possible benefits of employing technology, like as attendance and time tracking software, to monitor and control employee attendance.
5. The significance of providing staff with clear standards and expectations for punctuality and being persistent in implementing such regulations.

6. The necessity to examine elements such as job kind, workload, and employee participation when defining attendance standards and expectations.
7. The necessity of providing assistance and resources to workers who might be encountering attendance-related concerns, such as personal or health challenges.
8. The necessity for managers to contact regularly with workers to keep them apprised of attendance standards and that any issues are resolved in a timely way.

3.4.2 Limitations of the study and Future study Directions:

A study on the effect of attendance monitoring on raising worker performance may include the following limitations:

1. The findings of the study may not be generalizable to a bigger population due to the study's possible use of a limited sample size.
2. The findings of the study may not be applicable to other systems or techniques because it may have employed a particular kind of attendance tracking system or methodology.
3. The findings may not be applicable to other industries or organizations because the study may have focused on a particular type of business or organization.
4. The findings may not be applicable to other sorts of employees because the study could have only included a particular kind of employee, including such full- or part-time workers.
5. The conclusions of the study may not be applicable to other sorts of measurements because it may have utilized a particular kind of employee performance metric.
6. It's possible that the study employed a cross-sectional research strategy, which makes it more difficult to determine causality.

Future study Directions would be:

1. expanding the sample size of a study to boost generalizability
2. investigating the effects of various ways or systems for managing attendance on the productivity of employees.

3. examining how attendance management affects employee performance in various sorts of businesses or organizations.
4. evaluating the effects of attendance monitoring on various employee types, such as comprehensive vs. part-time employees.
5. Examining the effects of attendance control using a variety of employee performance measures.
6. establishing causality with a longitudinal study approach.
7. investigating how attendance management affects employee satisfaction and retention.
8. investigating how attendance control affects the happiness of employees.

3.5 Conclusion:

It is possible to draw the conclusion, in light of the results of this study, that there is a clear connection between effective attendance management and high levels of employee performance. On the other hand, there are a number of obstacles to overcome that have an impact not only on the management of employee attendance but also on the performance of workers. Absences, phony leaves, rudeness, poor time management, an absence of accountability, and a lack of responsibility are some of the complaints that have been raised. Among the most significant contributors to an employee's overall effectiveness is the manner in which they organize and prioritize their own time at work. Companies that are successful are those that force their employees to adhere to tight time management regulations, as opposed to firms that do not have a time system in place. This is in contrast to organizations that do not have clock systems in place. Because the acts of each individual at work are carried out in accordance with the allotted time, there are worries that coworkers may become too relaxed. This is due to the fact that technologies for managing time work to ensure that a worker is present at the appropriate location at the appropriate time.

It was also discovered that the absence of electronic fingerprint programs at Acorn Infrastructure Services Limited was certainly the cause of the fake leave that's been taken by the company's employees. This was one of the observations that were made. It is possible to manage attendance in an effective manner by putting in place a system that uses electronic fingerprinting. This is

due to the fact that the system is able to automatically differentiate between workers who have arrived at work and those who have not arrived at work. As a direct consequence of this, it makes a contribution toward the reduction of absenteeism in Acorn Infrastructure Services Limited amongst workers who lack motivation. In addition, in order to cut down on the number of times that employees of Acorn infrastructural Services Limited take false sick days, the business ought to mandate that they use specified healthcare service providers. This would help reduce the number of times that employees take sick days. This is done so that circumstances won't arise in which people can readily obtain sick leave from any health institution. If the study were to be carried out in the context of the attendance monitoring and performance evaluation that Acorn Infrastructure Services Limited is responsible for, it would be more appropriate for it to be done for all of the organizations in Bangladesh.

3.6 Recommendation:

When an employee supervision system is in place, the contact that takes place between a company and its workers is able to flourish to a greater degree. Therefore, the primary goal of staff development is to create opportunities for workers to work alongside their bosses in the fulfillment of typical managerial responsibilities. This is accomplished through the provision of training and education. Acorn Infrastructure Services Limited believes that the following commendations are significant because they took into consideration both the findings of the research and my thoughts regarding the study. As a consequence of this, Acorn Infrastructure Services Limited appears to believe that the following commendations are significant.

A biometric time and attendance system is something that should be installed at Acorn Infrastructure Services Limited as soon as possible. It is anticipated that the introduction of time biometric technologies would result in an increase in the level of employee accountability. Once this system has been put into place, employees will be expected to accept responsibility for the acts they perform due to the fact that the usage of biometrics for time establishes attendance traces. Because of the way in which this strategy is structured, each employee will be held accountable, which will lead to higher production. Employees who abuse their time off by taking extended breaks can be easily identified with the help of biometric timekeeping technology.

Acorn Infrastructure Services Limited will no longer require employees to manually keep track of the time as a result of the installation of biometric clocks throughout the company. Employees will unquestionably reap the benefits of this change as it will free up more of their time, lower the overhead expenses connected with staffing, and supply the payroll department with a more accurate picture of the labor facts. In point of fact, this contributes to the effective management of all of the operations of the company, which in turn finally results in increased productivity.

The researcher has come to the conclusion that Acorn Infrastructure Services Limited should have a policy about attendance, and they intend to make this recommendation. The employee will understand exactly how a range of issues, such as not showing up for work, arriving late, departing early, and taking leave in a number of ways, will be handled by reading the attendance policy. This includes not showing up for work, arriving late, leaving early, and taking leave. Under the attendance policy, there is an emphasis placed on the continuing discipline policy for those who break the attendance policy. The employees will receive the knowledge essential to appreciate the significance of following to attendance requirements, which will improve the employees' behavioral character and, as a result, the company's overall productivity.

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