

**“A Comprehensive Evaluation on Policy
and Practices of DIZ HUB Accessories”**

Internship Report On

“A Comprehensive Evaluation on Policy and Practices of DIZ HUB Accessories”

Submitted To:

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Letter of Transmittal

January 17, 2017

Mahmudul Haq

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Subject: Submission of Internship Report

Dear Sir,

I have the pleasure to inform you that I accomplished my internship program at the DIZ HUB Accessories. I tried my best to know about the company by observing its activities. This report which I would like to submit to you for your evaluation is a discussion of my observation.

I sincerely believe and hope that you will find this study very interesting, informative and instructive and will help my career development.

I beg your kind excuse for the unintentional error that may take place in the report in spite of my best efforts. I hope that you would be kind enough to receive this report and oblige thereby.

Thanking you

Yours Sincerely,

Shoeb Shakib

ID: 14164030

MBA Program

BRAC Business School, BRAC University

Acknowledgement

All praises and thanks are to the gracious Creator Allah (SWT) for giving me strength, patience and ability to accomplish this work.

Regarding the outcome of this internship, I would like to express my gratitude, profound thankfulness, deep appreciation and indebtedness to my respectable teacher as well as supervisor **Mahmudul Haq, Associate Professor, BRAC Business School** for his constant supervision, moral support, valuable instruction and helpful advice during the course of studies.

I also wish to pay my deepest gratitude and thanks to **Anwar-UI-Azam, Manager, DIZ HUB Accessories** for his kindly permission me to do internship in that branch. It would have been quite impossible to carry on the dissertation and give it a final shape without his encouragement.

I am also grateful to rest of the officer & employees, DIZ HUB Accessories for their co-operation & frankly behavior.

Executive Summary

Established in 1983, DIZ HUB has walked a long journey from being one of the pioneers of apparel manufacturers in Bangladesh to one of the biggest conglomerates. Today DIZ HUB is fired by a strong ambition to be a global organization with capabilities to be a world class participant in all its areas of business. Operating in industries like Apparel exports, Textiles, Trims & Packaging, Steel, IT, Inland Container Terminal, Finance & Banking, Insurance and Investment management, we aspire to create value for all through growth and diversity. All products of DIZ HUB IMS (ISO-9001:2000, ISO-14001:2004, OHSAS-18001:1999) certified international standard. DIZ HUB employs more than 8000 people in its different businesses and generates annual revenues of over US\$350. DIZ HUB believe in working closely with its clients to understand their core needs to design services accordingly and align their selves as a strategic partner, helping them realize there vision 'To be a globally preferred trims and packaging solutions company'.

The main objective of this study is to fulfill the academic requirement as well as to gather practical and theoretical knowledge about the Human Resource policy and practices of the company. This practical knowledge will help us face challenges in our future business career. Different data and information are required to meet the goal of this report. I tried my best to collect primary and secondary data.

In chapter two, there has been discussed about company profile such as overview of DIZ HUB Accessories, their corporate vision, value and Product and service of DIZ HUB Accessories. It is important to say the most common concern in Factory sector is that their products and services which is showed according to products and services of DIZ HUB Accessories with their functional aspects.

I have also showed in Third Chapter about the Human Resource Department of DIZ HUB Accessories, introduction, objective, function of DIZ HUB Accessories.

Next I have discussed in Chapter Four about the Policy and Practices of DIZ HUB Accessories.

Where I discussed the recruitment, Selection, Training and Development etc.

At last, I include a SWOT analysis based on the Policy and Practices of DIZ HUB Accessories and other practical observation which is required to judge the performance from the aspects of strength, weakness, opportunity and threat.

Finally, I have included some recommendations made under some findings which may be helpful for quality lending purpose. Though there are some drawbacks in implementing Policy and Practices of DIZ HUB Accessories, it can be further developed under these recommendations.

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Chapter One: Background of the Study

(1.1) Introduction

Internship is a vital part under MBA program and already contains Three credits, course title INTERN-4809. The company I have been assigned is DIZ HUB LIMITED 337, Dilu Road, Moghbazar Dhaka-1217. As a course of Masters of Business Administration (MBA) program at BRAC University, this report entitled “A Comprehensive Evaluation on Policy and Practices of DIZ HUB LIMITED” is a scheme description of the 4 months internship program in the DIZ HUB LIMITED.

The basic purpose of the study goes to the students who might be able to have practical and theoretical knowledge about the organizational activities and functions and also provides the best opportunity to apply theoretical learning in practice. As there are some differences between theories and practices, the internship program links between these two.

Actually the education is the combination of theoretical and practical knowledge where there remains a gap if the students can not apply his or her theoretical knowledge in work. That’s why, we need to complete internship program to fulfillment our studies.

(1.2) Objectives of the Study

The main objective of this study is to fulfill the academic requirement as well as to gather practical and theoretical knowledge about the Policy and Practices of the company. This practical knowledge will help us face challenges in our future business career. In addition to the principal objective, the following are some of the common but significant objective of this type of the study.

- To describing the Current Policy and Practices in Detail within the Organization.
- To Study and analyze implemented HR policies and practices of DIZ HUB LIMITED.

- To identify the major challenges of HR policies.
- To investigate HRM practices in DIZ HUB LIMITED.
- To provide a record for better policy and practices.

(1.3) Methodology of the Study

Different data and information are required to meet the goal of this report. Those data and information were collected from various sources such as primary and secondary which is showed below-

- I. **Primary sources-**
 - Day to day deskwork.
 - Direct conversation with the employer

- II. **Secondary sources-**
 - File observing.

(1.4) Scope of the Study

The study was kept limited to DIZ HUB LIMITED. This branch deals in all kinds Trims and Accessories under the control ISO. Scope of the study has to describe in terms of two grounds-

- **Organizational scope**

I worked in HR and Compliance of DIZ HUB LIMITED.

I had emphasis on Compliance department.

- **Field scope**

This study started after completing the MBA course and continued for 4 months.

(1.5) Limitations of the Study

- The following limitations are apparent in this report:
- Time is the first limitation as the duration of the program was of 4 months only.
- As the officers are very busy with their daily work, they could provide very little time.
- Large scale research was not possible due to time constraints.
- Organizational problem of disclosing some sensitive data and Information for obvious reasons posed an obstacle to the practical Orientation.

Chapter Two: Company Profile

(2.1) Overview of Diz Hub Limited Accessories

Established in 2005. With interests in garments, accessories, textiles, IT banking and insurance, DIZ HUB LIMITED Group is an important contributor to the country's socio-economic development.

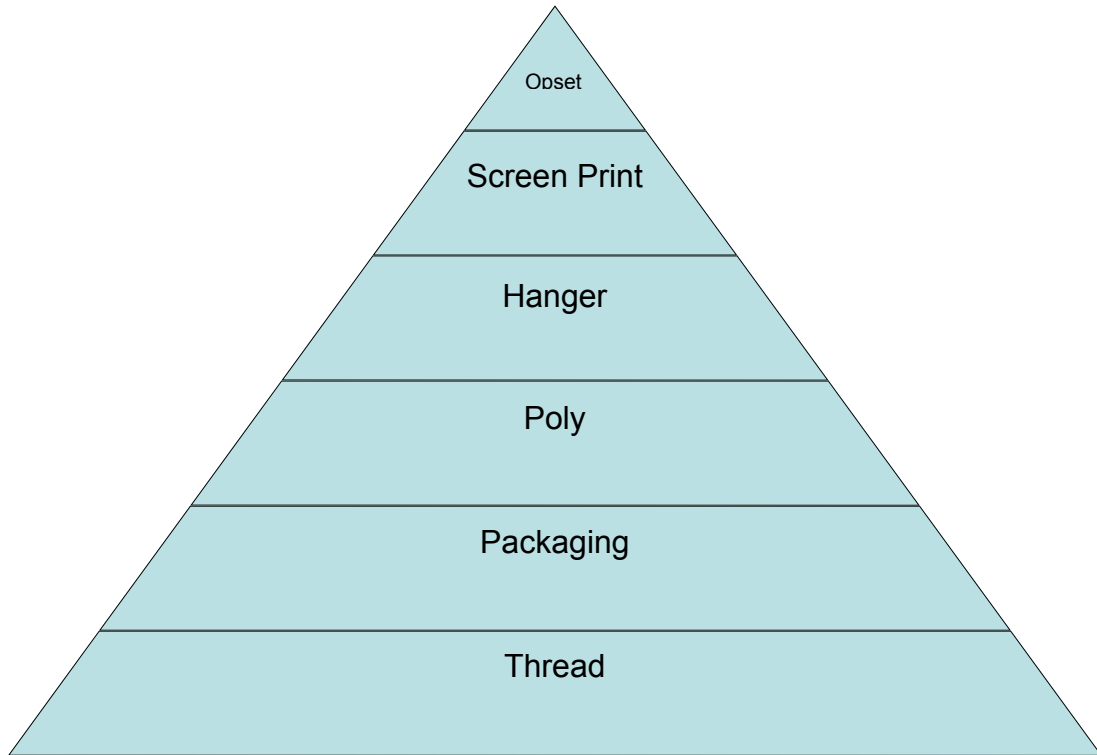
Operating in industries like Apparel exports, Textiles, Trims & Packaging, IT, Inland Container Terminal, Finance & Banking, Insurance and Investment management, we aspire to create value for all through growth and diversity. All products of DIZ HUB LIMITED certified international standard.

DIZ HUB LIMITED believes that with their experience and expertise in product development, they can offer total trims solutions, which will save costs and help standardize trims and packaging material out of these locations.

(2.2) Corporate Value

- Lead through service excellence
- Maximum Resource Utilization
- Maintain global presence & standards economically
- Nurtured intelligence for growth of human capital
- Priority Customer Satisfaction
- Continuous development & growth of human capital
- Every action of every person to be sincere and profit oriented

(2.3) Product of DIZ HUB LIMITED Accessories



Items	Percentage
Thread	25%
Packaging	20%
Poly	18%
Hanger	15%
Screen Print	12%

(2.3.1) DIZ HUB LIMITED Thread

Thread was the second sewing thread manufacturing unit in Bangladesh, now having more than 10 years of manufacturing experience

DIZ HUB LIMITED Thread have stood out clearly in the market with the range of their products and the quality which they sustained by using world class European machines such as Thesis for dyeing and SSM for coning. The recent approval from TARGET Stores has only substantiated their claim on quality. DIZ HUB LIMITED Thread's delivery is very prompt based on the stock that they maintain. For new shades DIZ HUB LIMITED Thread can easily procure a quick dye to match from out highly sophisticated lab and skilled technical team.

- Total 12000 square ft of operational area
- 4 pressure dyeing & all pressure dryer
- Soft package winders and coning machines from SSM,
- Lab equipments from Data Color, Color matching System.
- Full water treatment plant for wastewater
- Self sufficient power generation

(2.3.2) DIZ HUB LIMITED Hanger

DIZ HUB LIMITED Plastics is a reliable source in Bangladesh for international quality Wal-Mart hangers. DIZ HUB LIMITED Plastic has achieved this based on the consistency in quality, services and being competitive in price and most of all their commitment to development. DIZ HUB LIMITED Plastic's 32 machine China factory along with its designing facilities & tool shop is now fully operational and catering to the Chinese and regional market for Kmart vendors.

(2.3.3) DIZ HUB LIMITED Poly

The quality of the poly bags with respect to strength and clarity keeps the customers satisfied and the competitors away. A DIZ HUB LIMITED Poly bag has been used by vendors manufacturing for high quality buyers.

DIZ HUB LIMITED Poly deliver with the shortest lead times due to high production capacity and self generated power supply to back up the regular source eliminating production loss.

- 8 film extruders
- 4 flexi-graphic printers; prints up to 6 colors
- 7 high speed sealing and cutting machines
- Over 100,000 bags a day
- Self sufficient power generation
- Sales offices in both Dhaka & Chittagong.

(2.3.4) DIZ HUB LIMITED Packaging

DIZ HUB LIMITED packaging products have been setting standards in quality that others have allowed. Often a DIZ HUB LIMITED carton box is used as a bench mark! DIZ HUB LIMITED carton products range from heavy duty cartons for garment and sea food exports to the fine boxes made of duplex board containing lingerie or boxers. DIZ HUB LIMITED is the only plant with a fully equipped lab to provide test reports of the quality of products.

DIZ HUB LIMITED Packaging solutions helped in reducing lead-time, improved quality & consistency and proved overall value savings.

- Fully automatic line of 64 meter per min board plant
- 4 complete lines of semi automatic corrugating machines
- More than 20,000 carton boxes a day
- Automatic printing and gluing machines
- Self sufficient power supply
- In-house testing lab.

- Sales offices in both Dhaka & Chittagong.

(2.4) Products offer at DIZ HUB LIMITED Accessories



Thread



Hanger



Packaging



Opset print



Scrin Print

(2.5) Supply Chain at DIZ HUB LIMITED Accessories

The aim of managing the supply chain is to achieve revenue growth and cost reduction, simultaneously. This means a balance between the goals of a customer-service-level and the goals of low inventory-investment and low unit-cost is needed, In practice these are tough tradeoffs. Low Unit-cost and low inventory levels are achievable for processes designed for serving customers with stable and homogeneous needs. High Customer service levels often require both product and process flexibility. The inefficiencies due to inhomogeneous customer needs and higher inventory to reduce order lead-time may be compensated by higher prices paid by the customer.

In DIZ HUB LIMITED Accessories we employ three basic forms of Supply chain, Namely, Internal Supply Chain, External Supply Chain & the Total Supply Chain

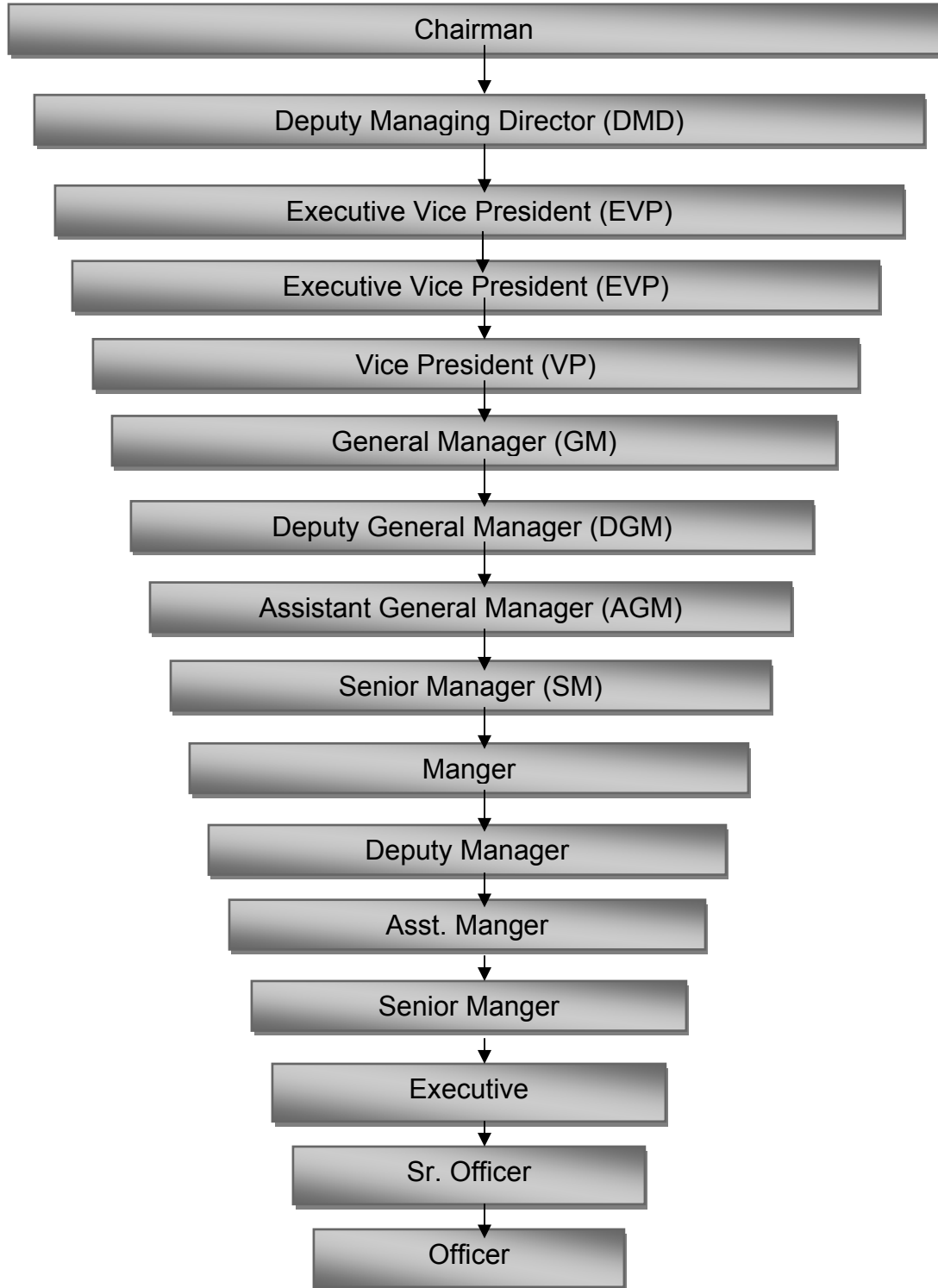
Internal Supply Chain (ISC): The integrated flow of material and information within the Business Unit.

External Supply Chain (ESC): The Integrated flow of material and information within the Business Unit, from supplier and towards the customer

Total Supply Chain (TSC): The Integrated flow of Material and information within the Business unit, across multiple trading suppliers and customers.

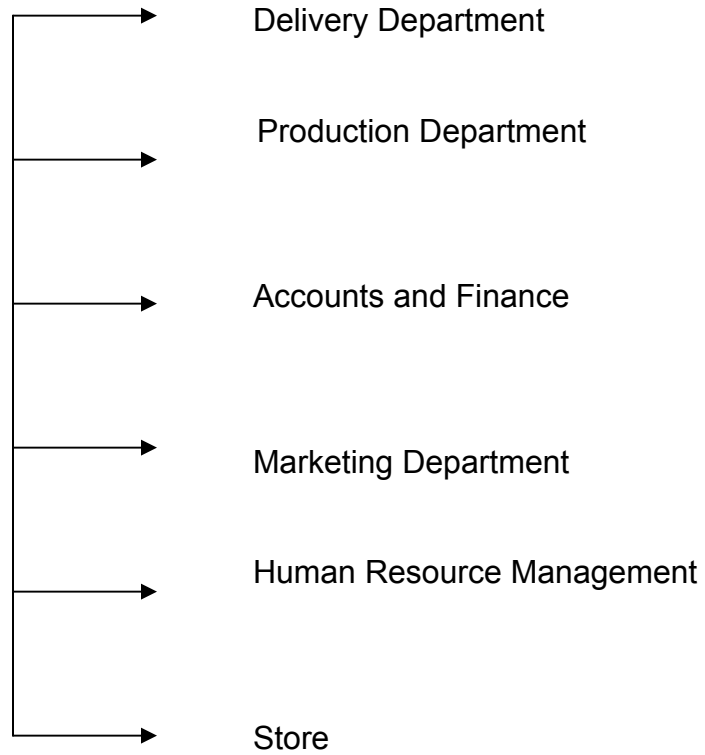
(2.6) Organizational Hierarchy of DIZ HUB LIMITED

Accessories



(2.7) Various Departments under DIZ HUB LIMITED

Accessories



Chapter Three: HRD of DIZ HUB Accessories

(3.1) Introduction of HRM

Human Resource management (HRM) is an approach to the management of people, based on four fundamental principles. First, human resources are the most important assets an organization has and their effective management is the key to its success. Second, this success is most likely to be achieved if the person's policies and procedures of the enterprise are closely linked with, and make a major contribution to, the achievement of enterprise are closely linked with, and make a major contribution to, the achievement of corporate objectives and strategic plans. Third, the corporate culture and the values, organizational climate and managerial behavior that emanate from that culture and managerial behavior that emanate from that culture must, therefore, be a major influence on the achievement of excellence. This culture must, therefore, be managed which means that organizational values may need to be changed or reinforced, and that continuous effort, starting from the top, will be required to get them accepted and acted upon. Finally, HRM is concerned with integration-getting all the members of the organization involved and working together with a sense of common purpose.

Broadly, there are three meanings attached to the concept of HRM. In the first place, persons working in an organization are regarded as a valuable source, implying that there is a need to invest time and effort in their development. Secondly, they are human resources which mean that they have their own special characteristics and, therefore, cannot be treated like material resources. The approach focuses on the need to humanize organizational life and introduce human values in the organization. And thirdly, human resources do not merely focus on employees as individuals, but also on other social realities, units and processes in the organization.

(3.2)Objective of HRM

The primary objective of HRM is to ensure the availability of competent and willing workforce to an organization. Apart from this, there are other objectives too. Specifically, HRM objectives are four fold: Societal Organizational, functional and personal.

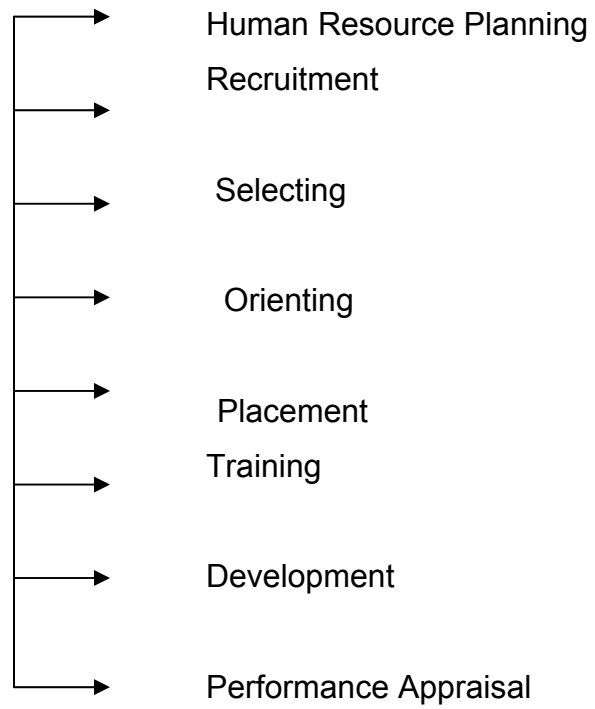
Societal Objectives: The societal objectives are socially and ethically responsible for the needs and challenges of society.

Organizational Objectives: The organizational objectives recognize the role of human resource management in bringing about organizational effectiveness.

Functional Objectives: Functional objectives try to maintain the department's contributing at a level appropriate to the organization's needs.

Personal Objectives: Personal objectives assist employees in achieving their personal goals, at least insofar as these goals enhance the individual's contribution to the organization.

(3.3) Function of HRM



(3.4) Human Resource at different Level

General Manager: Mr. Anwar UL Azam

Deputy Manager: Ms. Meetra Chy.

Sr. Executive: Farhana Alam.
Md. Ahmed Morshed.

Executive: Md. Tawaffar Rahman

Sr. Officer: Md. Shafayat hossain.
Md. GoalM Hossain Mozumder.

Officer: Md. Morshed

Chapter Four: Policy & Practices of DIZ HUB

(4.1) Policy & Practices of DIZ HUB LIMITED

Accessories

- Human Planning Policy
- Recruitment Policy
- Selection Policy
- Orientation Policy
- Training and Development Policy
- Performance Appraisal Policy
- Compensation Policy
- Industrial Relations Policy.
- Leave
- Dress Code
- Bonus

(4.2) Human Planning

Human resource planning involves getting the right number of qualified people into the right jobs at the right time so that an organization can meet its objectives. HRP therefore falls into the wider area of employee resorting. We saw Armstrong diagram that employee resorting is an arm of the HR function. HRP entails knowing in advance, what the staffing needs of the organization will be, assessing the supply of the relevant workers in the organization and labor market, and finding ways to fulfill the staffing needs of the organization. Organization are greatly affected by their demand for labor and therefore by the supply of labor.

(4.2.1) Human Planning Policy

- Forecasting of future human resource requirements.
- How can development to training and training process.
- Task of inventorying present resources and assessing the extent to which these resources are optimally utilized.
- Anticipation of human resources problem.
- How to development HR service.

(4.2.2) DIZ HUB LIMITED Accessories Practices

● There are many types of lone in DIZ HUB LIMITED Accessories. Such as-

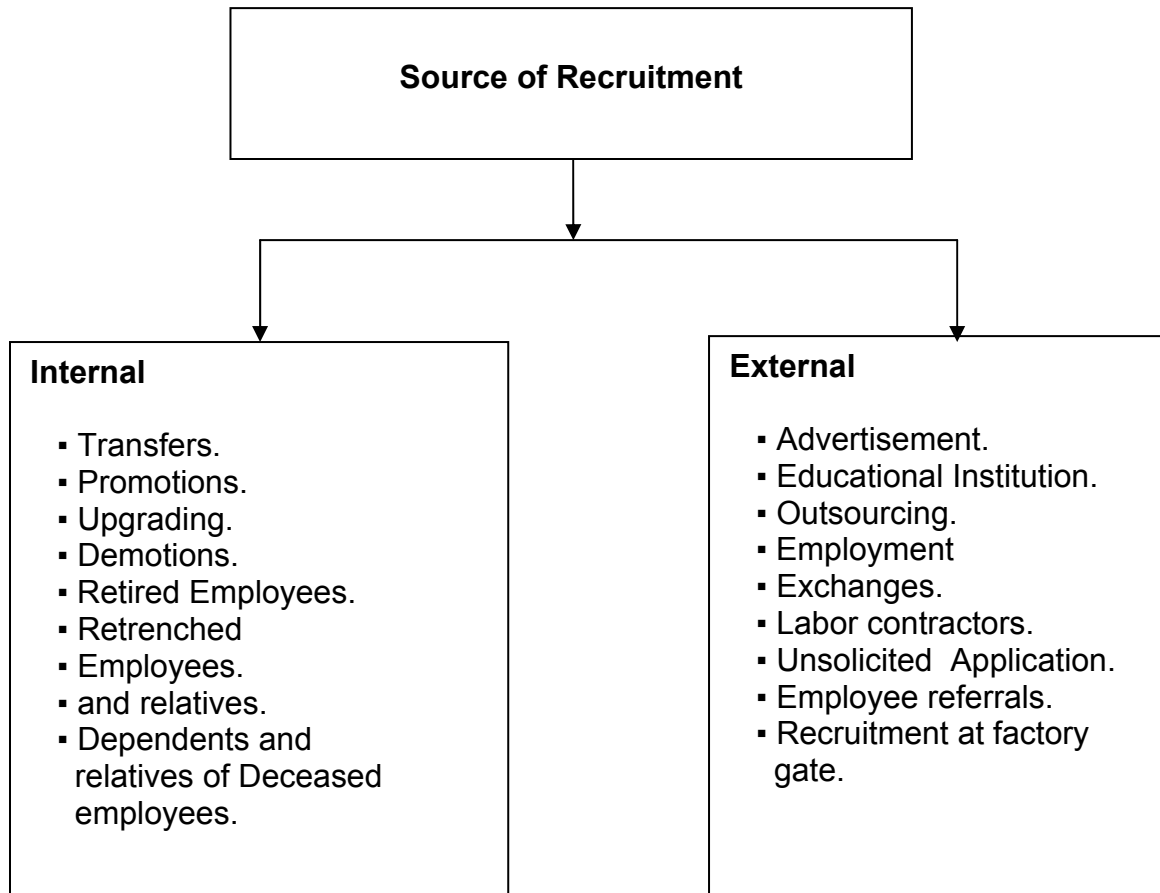
- Education loan policy
 - Mobile Phone loan policy
 - Car loan policy
 - Motorcycle loan policy
-
- Facilitate career progression of employee
 - Provide a transparent system though which employee can foresee a career path.
 - As far as practicable, internal promotion is encouraged to replace vacancies in higher Grade when occur.

(4.3) Recruitment

Successful human resource planning should identify out human resource needs. Once we know these needs, we still want to do something about meeting them.

“Recruitment is a process to discover the sources of manpower to meet the requirements of the staffing schedule and to employ effective measures for attracting that manpower in adequate numbers to facilitate effective selection of an efficient working force.”(Yoder & Others)

(4.3.1) Source of Recruitment



(4.3.2) Recruitment Policy

The steps to recruitment policy as follows-

- A vacancy arises; sometimes this is due to the creation of a new job, on other occasions it may new because of an existing of an existing member Of staff has been promoted or is retiring.
- The job description is updated and an employee specification is written. The join description lists the duties of the job whilst the employee Specification gives details of the experience, skills and anilities needed to carry out the job.

- A vacancy advertisement is been written and is circulated via weekly bulletin; other media can be used including newspapers, internet recruitment sites, specialist publications and the employment service.
- Application forms are sent out along with copies of the job description and employee specification and must be returned on or before the closing date that has been set.
- A shortlist is compiled of applicants who are going to be invited to attend for interview. This is done by the recruitment panels that compare each application from with the requirements of the employee specification, Feedback can be provided and unsuccessful applicants have the right to complain if they feel they have been unfairly treated.

(4.3.3) Practices in DIZ HUB LIMITED Accessories

- Recruitment for Reacquisition.
- Collection to C.V.
- Selection of Candidates for written test.
- Calling of Candidates for written.
- Call for interview better result.
- Recommendation by the selection panel.
- Offered pay and probation.

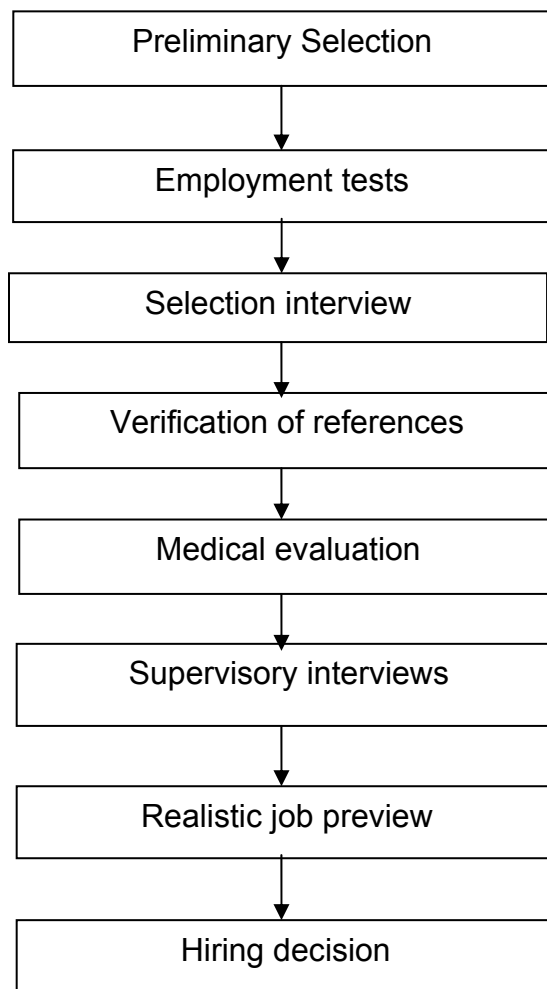
(4.4) Selection

Selection and evaluation techniques are explored that help you pick among qualified candidates. Successful selection activities entail a lot of careful planning and careful thought. Employee selection processes are critical to hiring a superior staff.

'Selection is the process by which an enterprise chooses the applicants who best meets the criteria for the available position' (R.M.Hodgetts)

(4.4.1) Selection Policy

Selection process as follows-



(4.4.2) Practices in the Company

- Ensure quality recruitment of personal.
- Bring clarity and consistency in the selection process.
- Ensure equal opportunity for employment.
- Encourage all candidates to demonstrate their suitability for a post through the establishment of a clear, welcoming and positive process.

(4.5) Orientation

Orientation is the first steps toward helping a new employee adjust himself to the new job and the employer. It is a method to acquaint new employees with particular aspects of their new job, including pay and benefit programmers, working hours and company rules and expectations.

(4.5.1) Orientation Policy

- Provide new Employee with introduction and orientation with the knowledge and culture of DIZ HUB LIMITED Accessories, People and operational activates.
- Provide orientation consistently and effectively.
- Give clear guideline to new employees, concerned supervisors and the HR department about their responsibilities.
- Ensure new employees are welcomed positively.

(4.5.2) Practice of DIZ HUB LIMITED Accessories

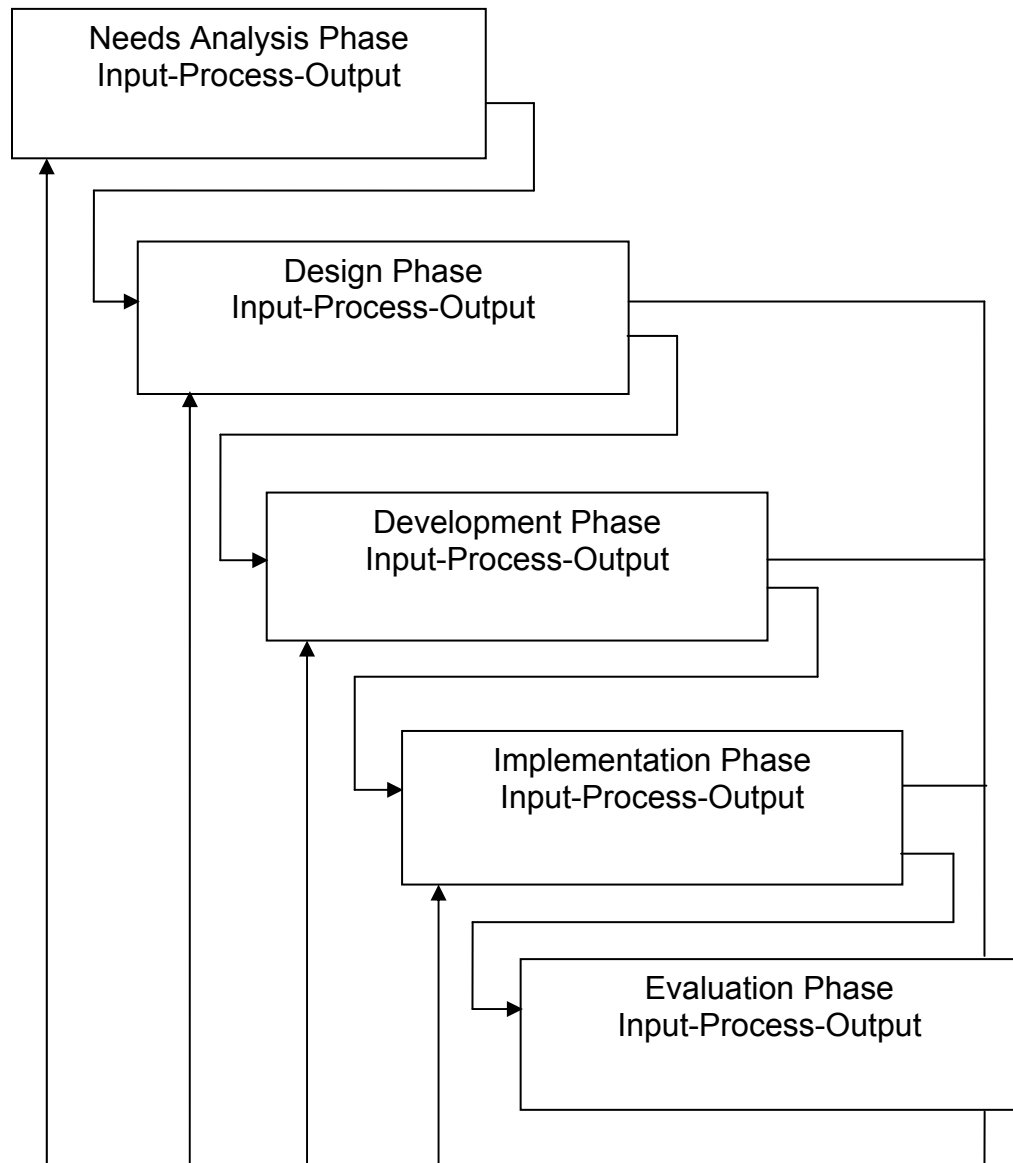
- Provide new employees with an orientation that is relevant to their job and level including introducing him to all relevant personnel.
- Provide on-the-job training needed for new employees to assume their responsibilities.
- Make the new employees learn about his/her responsibilities.
- Evaluate the orientation of employees.
- Provide a brief history, the vision and values of DIZ HUB LIMITED Accessories.
- Explain how the group is organized.

(4.6) Training and Development

Training is the act of increasing the knowledge and skill of an individual for doing a particular job. In the present scenario, training is increasingly viewed as a means of fostering the growth of the individual employee but as an integrated part of organizational growth.

Edwin. B. Flippo- "Training is the act of increasing the knowledge and skills of an employee for doing a particular job."

(4.6.1) Training Policy Model



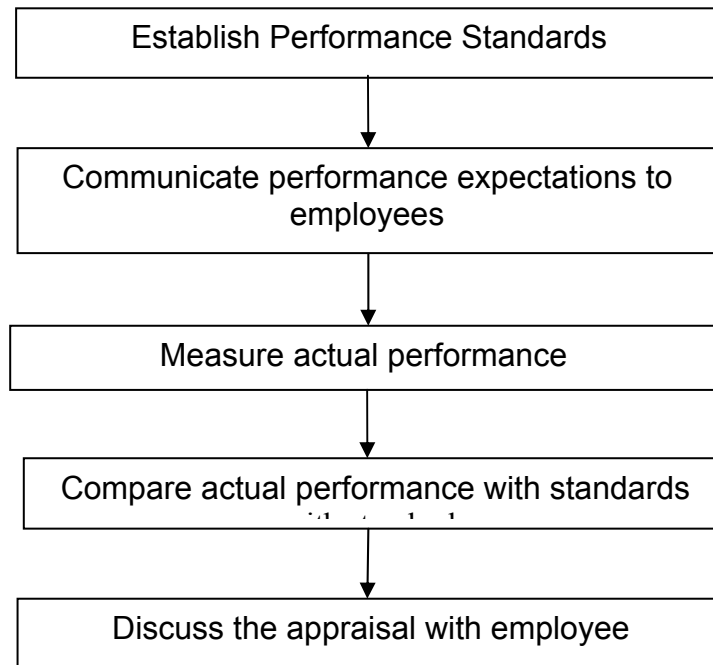
(4.6.2) Practice in DIZ HUB LIMITED Accessories

- Seek out and participate in training opportunities to improve their job performance and competences.
- Obtain approval from their supervisor to attend training programs.
- Apply learning in the work place.
- Help and guide employees in identifying their weak areas for improvement.
- Facilitate concerned department in identifying training/development needs.
- Conduct/ assess training effectiveness in association.
- Evaluation all training will be evaluated by the HR development

(4.7) Performance Appraisal

It is process of evaluating the performance qualifications of the employees in terms of requirement of the job for which he is employed for purposes of administration including placement, selection for promotions providing financial rewards & other actions which require differential treatment among the members of the group as distinguished from actions affection all members equally.

(4.7.1) Policies of DIZ HUB LIMITED Accessories



(4.7.2) Practices in DIZ HUB LIMITED Accessories

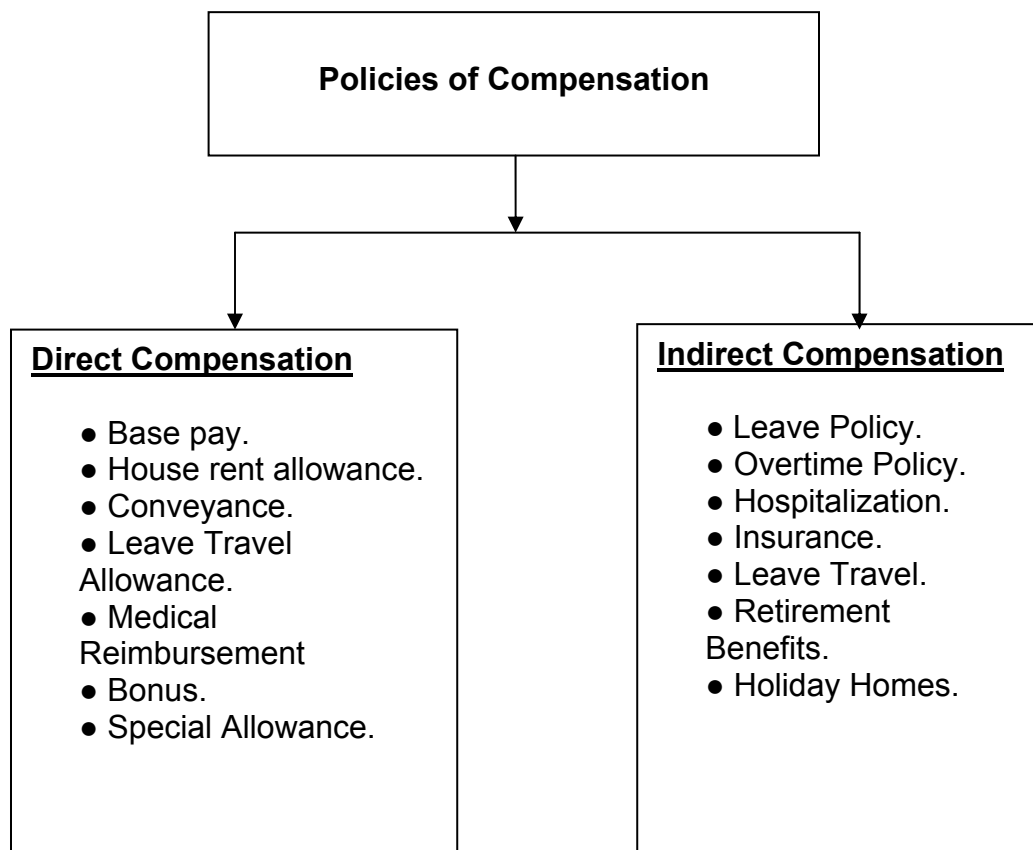
The organization makes formal performance appraisal program every year. The employee's immediate boss evaluates employee performance. The organization used behaviorally anchored rating scale, simple rating, critical incident appraisal and management by objectives (MBO) method for performance evaluation. This performance appraisal served as promotion, increments and training, seniority, efficiency, loyalty, seniority and efficiency, seniority and performance are the encases of promotion used in this organization. Senior members of this organization play mentoring role to guide juniors in building their career. Staff briefing, magazines & newsletter, the suggestion program and presentation is a communication method used in this organization. They think communication is a bridge to have success.

(4.8) Compensation

One of the most difficult functions of HRM is that of determining rates of monetary compensation. Not only it is one of the most complex duties, but it is also one of the most significant to both the organization and employees.

Wage & Salary refers to the establishment & implementation of the sound policies & practices of the employee's compensation. It includes such as areas as job evaluation, surveys of wage & Salary, analysis of relevant organizational problems development & maintenance of wage structure, profit sharing etc.

(4.8.1) Policies of compensations as below



(4.8.2) Practice in DIZ HUB LIMITED Accessories

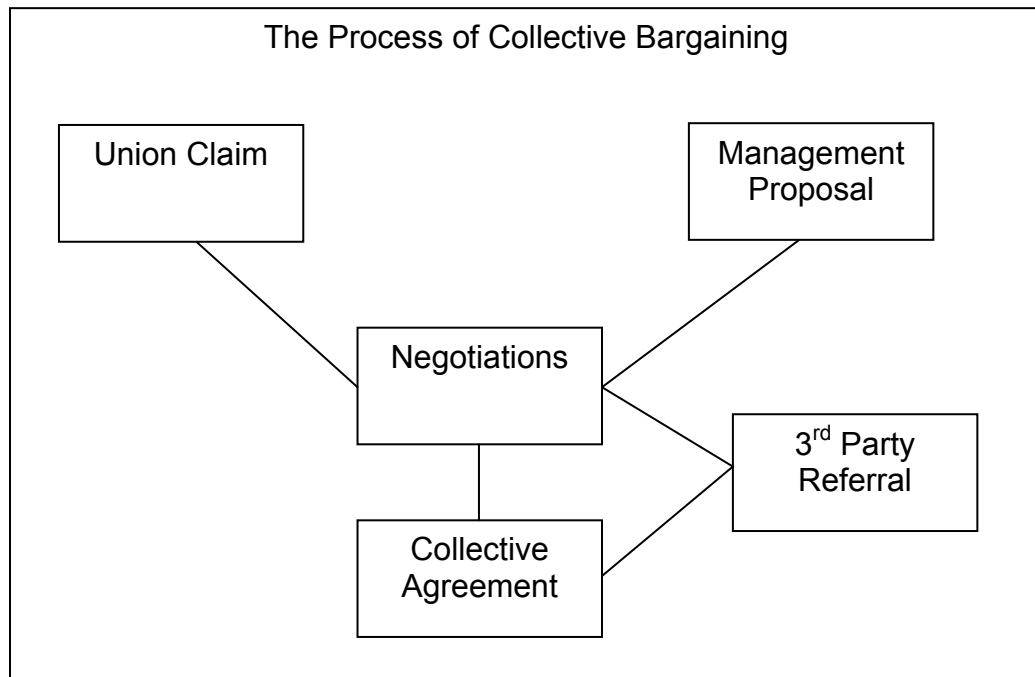
- Pay to House rent of Basic pay half.
- There is all management employee pay to equal conveyance.
- Different types of grades are paying different pay for travel.
- Respond to personal and medical need of the employee.
- Encourage employees to spend time with the family.
- Two Festival bonuses per year.

(4.9) Industrial Relations

Harmonious relations between the labor and management are a sine qua non for industrial peace. A trade union always strives for achieving this objective. However, the bureaucratic attitude and unilateral thinking of management may lead to conflicts in the organization, which ultimately disrupt the relations between the workers and management.

Phases of labor relation

- Union organizing
- Collective Bargaining
- Contract administration



(4.9.1) Employee Participation & Involvement

- Information Participation.
- Consultative.
- Associative.
- Administrative.
- Decisive.

(4.9.2) Policies of DIZ HUB LIMITED Accessories

Industrial Dispute:

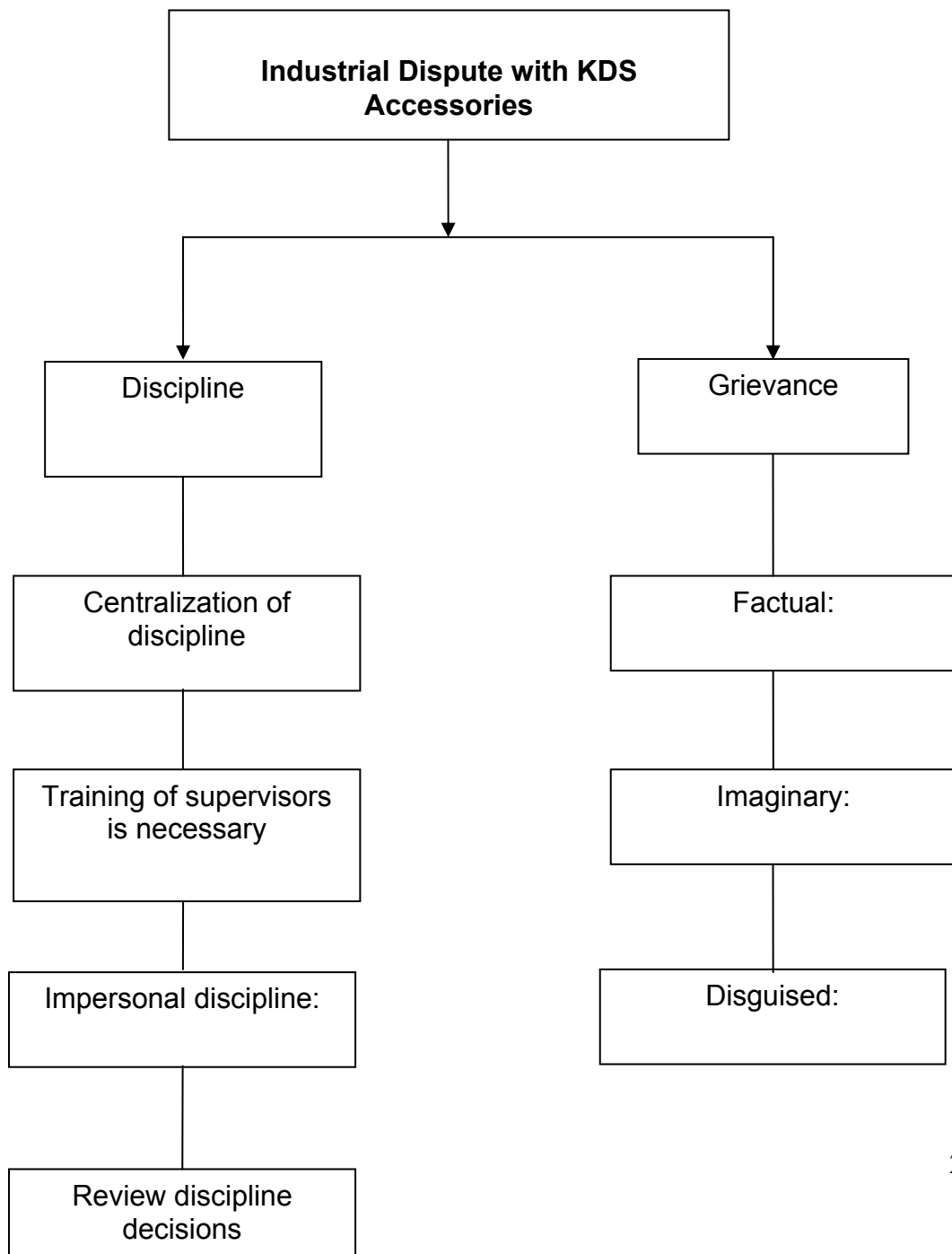
An industrial dispute may be defined as a conflict or difference of opinion between management and workers on the terms of employment. It is a disagreement between an employer and employees representative; usually a trade union, over pay and other working conditions and can result in industrial

actins. When an industrial dispute occurs, both the parties, that is the management and the workers, try to pressurize each other.

Causes of Industrial Dispute:

The causes of industrial disputes can broadly classify into two categories: economic and non-economic causes.

- Wages and Allowances
- Personnel and Retrenchment
- Indiscipline and Violence
- Miscellaneous



(4.9.3) Practices in the Company

DIZ HUB LIMITED Accessories indicate the level of commitment of the organization members that is very high for the management staff, for mid level and for other staff this is moderate. In the organization, there is no trade union but there is an employee forum. This employee forum is playing positive and supporting role. However, that employee forum does not pressure any employee to join it. Employee forums main role is raise voice for the workers. This employee forum bargain with the management in the areas of wages rate and working condition. The organizations never face any strikes. However, if the dispute, strike or grievances occur in the organization labor management relationship is excellent. The legislation effects in the organization in the areas of the labor management relationship, wages, working conditions, grievance handling, dispute settlement and industrial relation.

(4.10) Leave

Leave cannot be claimed as a matter of right. The competent authority may refuse leave, grant leave for a shorter period than applied for, revoke leave of any description and recall an employee before the expiry of his leave. An employee shall not absent from his duties or leave his place of posting on any ground whatever without obtaining leave sanctioned by the competent authority. An employee may not be allowed leave of absence on the ground of illness or maternity unless the same is substantiated by a medical certificate to that effect from a medical practitioner acceptable to the competent authority.

Employees shall be encouraged to go on annual (privilege) leave. If an employee cannot be granted annual leave due to service exigencies, he may encash outstanding cumulative leave as per rules, but in such event he should be paid his basic salary only. The following kinds of leave may be granted to an employee.

(4.10.1) Practices in DIZ HUB LIMITED Accessories

Annual Leave: Annual Leave is available to employees to provide opportunity for rest, relaxation, holydays etc. in DIZ HUB LIMITED Accessories annual leave is 14 working days for the employees who have completed a year service after the confirmation which may be used in 7, 5, 2 days.

General Leave: General Leave can be availed by an employee to attend to unforeseen event. General Leave is 20 working days for employees.

Privilege Leave: This leave will be fully at discretion of MD.

Late Start Day: All Govt. declared National and all strides days the office will start late by half an hour at 9.30 AM.

Maternity Leave: All female employees of the organization who have completed 180 days of continuous service on date of availing such leave are entitled for Maternity Leave. Maternity Leave is 120 working days for employees.

Leave without Pay: Leave without pay will be given to employees only in exceptional circumstances purely at the discretion of the Management.

(4.11) Bonus

The Board of Directors will declare 2 festival Bonus in order to enable the employees, workers, staffs of DIZ HUB LIMITED Accessories to bear the Expenses involved celebrating the religious festivals.

(4.12) Dress Code of DIZ HUB LIMITED Accessories

At the office all male employees are expected to adhere to the formal dress code on working days, which includes formal Shirts, Trousers and Shoes and neck Ties.

Ladies will be dressed appropriately in “Saris” or “Salwar Kameez”.

Once in a week on Saturday will be treated as casual day.

Chapter Five: SWOT Analysis

(5.1) Strength

- Well environment for Muslim for praying, which is not found in other Factory.
- Variety of product.
- Satisfy a large number of customers.
- Broaden business area in International market- UK, USA, INDIA, MALAYSIA, HONG KONG and DUBAI.
- Local market leadership.
- Satisfactory production capacity.
- Take various tanning method though the employer.
- ISO – 9001:2000,
- Excellent working area.
- Excellent control capacity of internal management system.

(5.2) Weakness

- There is insufficient Employer of HRD in DIZ HUB LIMITED Accessories.
- The employees of HR & Compliance department of DIZ HUB LIMITED Accessories doing lots of work but their salary are not up to the level, so the employee are little dissatisfied.
- The Company gives only 2 bonuses to the employee which is very short as a renowned company.
- There in no Transport facilities for the employees of company.

The organization is not giving promotion to the employees in the right time.

(5.3) Opportunities

- Growing and emerging markets in Asia.
- Increasing price trend of HONG KONG of product.
- Cash incentive in Export.
- High Growth potential in Middle East, Asia and Europe.
- Duty free access UK, USA, INDIA, MALAYSIA, HONG KONG.
- International exposure by set up sales office in Dubai.
- Re-export facility from Dubai.
- Merger and acquisition of production facilities in overseas.
- Rural market.

(5.4) Threats

- Increasing quality concerns from customers.
- New competitors in the local market that gaining local market share.
- High Price inviting more competition from local & overseas.
- Entrance of major global Accessories manufacturer in Bangladesh.

Chapter Six: Findings, Recommendation and Conclusion

(6.1) Findings

The major findings that I was found in my study are as follows-

- During my study I found that the company has separate HR and Compliance Department.
- From my study it has found that there is HR planning process are formulation by the HR Department of the company that is they forecast HR demand, Supply and future need.
- Insufficient number of employees in HR and compliance Department there is shortage of employee.
- I have seen that sometimes the employee of admin department helping the HRD.
- The Company provides two festival bonuses to its employee.
- I found that the organization employee's relation is good and mutual.
- Employees are getting salary in proper time, performance is evaluated timely and outcomes of evaluation are highly considered while giving promotion.

(6.2) Recommendation

- HRD of this company should appoint sufficient number of employee. Then it will possible for them give proper service to their to their Customer.

- HRD is small; it should be development.

- The company should increases salary for newly recruited employees.

- In DIZ HUB LIMITED Accessories, performance appraisal is very essential for every month. Performance appraisal must do with carefully and ensure there is no bureaucracy of each employee's performance appraisal. Credible measures of performance that employees understand and accept are critical for achieving high-level performance. Measuring employee accomplishments, using both qualitative and quantitative measures, provides the information that supervisors and employees need in order to monitor performance.

- There must be compensation and benefits need to be more structured, otherwise it will not motivate employees. The hospitalization policy needs to be more transparent so that employee could not able to cheat with the organization.

(6.3) Conclusion

From the above information of the HR practices implemented By DIZ HUB LIMITED Accessories I can say that some of the HR practices are same as we learned in our MBA program, but in real life situation of Human Resource Management, not every thing resembles with the bookish theory and concepts. Some of the concepts are theory based and some are more practical in nature, which can be learned through practical experience only.

Materials, People, systems tools, knowledge, management, equipment, processes, skill and attitudes all are input for any kind of production cycle in an organization.

To increase productivity, growth and progress, effective and dynamic HRM practice and policies needs procedures that are essential. A quality of HRM practice and policies is the beginning of better performance All organization needs a strong team to accomplish their goals and objectives. Without proper HRM practices and policies, it is too tough to build up dynamic working group and successive atmosphere for all tasks I suggest to build DIZ HUB LIMITED Accessories for necessary steps to develop the HRD as well as HRM practice and policies.

At last, not to mention, I want to say in a organization HRM practices are very important without this practices one organization can never go ahead. So every organization have to follow this practices otherwise the organization cannot succeed.

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