

A Report On  
**Jaroms Industries Limited, a sister concern of Padma Textiles Limited**

By  
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Student ID: 19281137

An internship report submitted to the Executive Development Center, Brac Institute of Governance and Development (BIGD), Brac University in partial fulfillment of the requirements for the degree of Post Graduate Diploma in Knitwear Industry Management (PGD-KIM)

Executive Development Center, BIGD  
Brac University  
May 2021

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## Declaration

It is hereby declared that.

The internship report submitted is my own original work while completing degree at Brac University. The report does not contain material previously published or written by a third party, except where this is appropriately cited through full and accurate referencing.

The report does not contain material which has been accepted, or submitted, for any other degree or diploma at a university or other institution. I have acknowledged all main sources of help.

Student's Full Name & Signature:



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Unmesh Ray  
Student ID:19281137

Academic Supervisor's Full Name & Signature:



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Md. Muslim Uddin  
Senior Trainer, PGD-KIM  
BIGD, Brac University

## Letter of Transmittal

Md. Muslim Uddin  
Senior Trainer, PGD-KIM  
BIGD, Brac University  
66 Mohakhali, Dhaka-1212

Subject: Submission of Internship Report on how to reduce the sampling time to get the time for production.

Dear Sir

This is my pleasure to submit internship report on “Jaroms Industries Limited” and which I was appointed by your direction.

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

I trust that the report will meet the desires.

Sincerely yours,



---

Unmesh Ray  
Student ID: 19281137  
Executive Development Center, BIGD  
Brac University  
Date: May 30, 2021

## Non-Disclosure Agreement

This agreement is made and entered into by and between BIGD and the undersigned student at BIGD Unmesh Ray.

I understand that I may have access to confidential information about the business and financial interests of the company where I have done my internship. I understand that Confidential Information is protected in every form, such as written records and correspondence, oral communications and computer programs and applications.

We agree both the partners being an important entity of this project not to use, copy, make notes regarding, remove, release, or disclose Confidential Information, unless it is permitted by the Respective Organization.

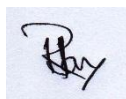
And I also agree not to share or release any authentication code or device, password, key card, or identification badge to any other person, and I agree not to use or release anyone else's authentication code or device, password, key card, or identification badge.

We understand that any breach of confidentiality may result in disciplinary action, including termination from the Internship Program (with the status of 'Failure' placed on my permanent transcript) or legal action.

We certify by my signature that I acknowledge being informed of the confidentiality policy concerning confidential information or its treatment.

We agree to adhere to and uphold the private and privileged information therein.

Student's Full Name & Signature:



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Unmesh Ray

Student ID :19281137

Industry Supervisor's Full Name & Signature:



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Md. Sayem Uddin

Designation: Asst. Manager (Merchandising), Department: Merchandising

Institution: Padma Textiles Ltd.

## **Acknowledgement**

To begin with of all, I would like to thank to the Almighty God, who has made this wonderful world & given me the quality & capacity to compete this 3-month internship report. Now I like to require the opportunity to thank those individuals who has contributed their effort to form this report more enlightening. Their direction, exhortation, proposals, data & motivation made a difference to total my preparing program & this report effectively.

I would like to thank my industrial supervisor Md. Sayem Uddin for his Guidance and CO-ordination to prepare this report effectively. He made a difference me to gather compelling data from diverse divisions inside this brief time.

I would like to thank to my scholarly boss Md. Muslim Uddin. He has checked my internship report, made a difference me to create essential adjustment. He has prompted the way of fruitful completion of preparing.

Finally, I want to thank to the entire authority of Padma Textiles Limited who gave me the opportunity to complete my industrial attachment here & grateful to the authority of Executive Development Center, BRAC for designing such an effective course including industrial training program.

## **Executive Summary**

Bangladesh could be a beneath creating little nation with exceptionally enormous populace. Bangladesh have not much land for cultivating but have lots of manpower to utilize. Apparel sector has created the opportunity to use this manpower in Garment's production chain. Nearly our four million men and ladies specifically work in garments industry. Our economy for the most part depends on this industry, around 83% of foreign currency win by this industry. But due to lack of expertise workforce in Bangladesh Garments owner need to enlist outsiders and result an expansive sum of money going to the other country. Considering this and to create expertise Mid-level director Government begun PGD-KIM training program. This report is the part of Industry attachment of PGD-KIM program. There are three parts of this report.

In first part I tried to cover the description of organization in where I have completed my three-month internship. I tried to accommodate capacity, mission, vision, Goal, organogram of various department of Jaroms Industries Limited.

In the middle part of report contain the entire task I have completed during my internship period.

Last part of this report covers the critical assessment of internship work; in this part I have applied my generic courses learning to improve production time by minimizing sampling lead-time. I have mentioned there my recommendation for the improvement of sampling time.

Keywords: Apparel; Manpower; Internship; Manpower; organogram

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## List of Acronyms

LTD	Limited
CK	Calvin Klein
ABF	Associated British Foods
MC	Machine
DIA	Diameter
QTY	Quantity
JIL	Jaroms Industries Limited
AGM	Assistant General Manager
GSM	Gram per Square meter
GSM	Gram per Square meter

# Chapter 1

## About Organization

### 1.1 Overview of the Industry

Padma Textiles do not only just manufacture garments; they design and develop on trend fashion for the high-street. Padma Textiles is the largest and renowned trading house in Bangladesh. Padma Textiles Limited created in 1995 with headquarter in Malta. They have offices in Bangladesh, China, Turkey, Portugal, Germany, HK, and the USA. They Manufacture all product groups like T-shirts, sweaters, Polo's, Athleisure, shirts, trouser, shorts, skirts and even shoes and pumps. They manufacture for men, women, and children. Their strong merchandise team works with throughout the whole process of sampling till the shipment of the finished product.

They fully own and operate four factories in Bangladesh. Two knit and two woven units. One of them is Jaroms industries Limited. Apart from these own factories, the manufacturing of their product takes place in a carefully selected network of other production units. They produce in China, Turkey, Portugal, Morocco, and Bulgaria. Their network of high –graded, compliant factories make them flexible in both capacities, as well as product categories.

Great merchandise begins with high-quality design! Their design and service offices throughout Europe are there to guarantee their customers the latest trends. They are continuously searching for the newest trends and creating new designs.

Their service strength from Graphic designs, Garment designs, show designs to trend presentations. They cater to every consumer specifically. As each client have different unique needs. We prefer to work together with our clients to maximize the output.

Jaroms Industries Limited is one of the new generation manufacturer and exporter of knitwear garments. Our product range includes almost all kinds of Knit Garments. They started their Production in October 2016 and since then, have expanded our business to various regions mainly EU Countries. Since day one, there motto is to establish themselves as a reputable apparel manufacturer who is committed to customer's satisfaction by producing high quality products, making on time shipment and delivering Efficient & Quality services. To achieve this, we place great emphasis on giving special attention to each of our client to

accurately to determine their individual requirements. Our products and services are customized to meet the needs of each client and their languages.

Table 1: Production capacity of its various departments:

Item	Production capacity per month(monthly)
Basic Styles	1500000 pcs
Polo	130000 pcs
Fashion styles	1,100,000 pcs
Printing	80,000 pcs per day

Company contract & Address:

13/1, Abdus Sater Road, West Gazipura, Tongi, Gazipur, Bangladesh

Tel: +88029880117, 8810121

Fax: +88-02-881522

Factory Location: Factory is located Dhaka –Mymensing highway, around 35 minutes' drive from Hazrat Shahjala Internation airport.

Adjacent port of stuffing: Chittagong

Distance to nearest port of loading: 300-310 KMS

## 1.2 Vision & Mission

- Jaroms Industries Limited provides quality of product through appropriate systems & educate resources.
- It has established quality management system to meet the requirement of quality goods in most effective & efficient way for the complete satisfaction of customers.
- Jaroms aims to meet the entire requirement & expectation of internal & external customers, community, country, and society.
- It started business to supply global knit garments items to buyer beside of their profit.
- For buyer Jaroms Industries Limited offers competitive price, huge collection of latest designs & different types of fabrics qualities.
- Jaroms industry Ltd is continuously coping with automation.

## 1.3 Goals

As a responsible apparel producer, Jaroms Industries Limited provides their employees a highly congenial work environment. Jaroms Industries Limited is installed with modern lighting, ventilation and ergonomics of its plants using latest technologies like bus bar for electrical fitting, forced duct ventilation and many more. The goal is to exceed requirements of local legislation and reach the global standards, which will build our reflecting images to the clients and sourcing principles. Adequate and facilitated association of canteen, secure consuming waters, and hygienic bathrooms has made Jaroms Industries Limited excellent vicinity to work.

## 1.4 Business Objectives

- To provide on time delivery of quality product through appropriate system & educate resources.
- To establish quality management system to meet the requirement for quality goods in most effective & efficient way for the complete satisfaction of customers.
- To meet the entire requirement and the expectation of internal & external customers, community, country & society.

## 1.5 Factory Code of Conduct

Jaroms Industries Limited is fully a compliance factory. They follow the rules & regulation of the land as well as guided by the customers and various codes. They always uphold the basic code of conduct that is stated below –

- Child labor is strictly prohibited.
- Local Labor Law is to be maintained.
- Fire safety.
- Day care Center.
- Providing pure drinking water.
- A sound work environment.
- Avoid Discrimination and all hassles whatsoever.
- First Aid treatment and medical care.
- Appropriate remuneration which is well above of the market standard.
- Strict maintenance of working hours.

## 1.6 Organizational structure, Organogram, Branches and Departments

Jaroms Industries Limited; sister concern of Padma Textiles Limited is a Knit Garments manufacturer & exporter. It has Knitting, Printing, & Garments unit of 31 production lines & modern printing machines in same boundary.

It is a garments factory, which has below department.

- Knitting Unit (Small portion), mostly sourcing from outside
- Garments Unit
- Printing Unit

The following section belongs to Garments unit.

- Fabric sourcing department
- Sample Section
- CAD section

- Fabric inspection section
- Cutting section
- Garments finishing section.
- Merchandising department
- Store department

#### 1.7 Garments items produced by Jaroms Industries ltd.

Jaroms industries produce all kinds knitted item and shipped to USA, Germany, Italy, Spain, UK, and USA. It is produces T-shirt, polo shirt, vest, dresses, sweatshirt, hoody, bottom item.

Product Ranges: Men, Women & Kids

#### 1.8 Main clients /brands

Jaroms Industries Limited Works with world renowned brands. Few of them are below.

##### Tommy Hilfiger

Tommy Hilfiger, previously called Tommy Hilfiger Corporation and Tommy Hilfiger Inc., is an American top rate clothing brand, production apparel, footwear, accessories, fragrances and domestic furnishings. The organization became based in 1985, and the manufacturers products is offered in branch shops and over 2000 free-status retail shops in one hundred countries.

##### CK

Calvin Klein Inc. is an American fashion brand set up in 1968. It focuses on leather, life-style accessories, domestic furnishings, perfumery, Jewelry, watches and ready-to-wear. The organization has massive marketplace percentage in retail and business strains as nicely high fashion garments.

The agency became based with the aid of using clothier Calvin Klein and his youth friend, Barry K. Schwartz. The organization is centered in Midtown Manhattan, New York City.



## Primark

Primark is an Irish rapid style store with headquarters in Dublin, Ireland, and a subsidiary of the British meals processing and retail enterprise ABF. The enterprise is called Penney's with inside the Republic of Ireland, wherein it turned into founded. The Penney's logo isn't used out of doors of Ireland due to the fact it's far owned someplace else through American store J. C. Penney. The enterprise has operations in Europe and the United States.

## Springfield

With a European soul, Springfield was brought into the world in 1988 as a casualwear brand offering a metropolitan style with an advanced interest for people all throughout the planet somewhere in the range of 25 and 35 years of age.

The smooth to put on collection, aggressive fees and cheap style are the important thing principles that power the speedy boom and growth of the brand. Accordingly, in 1993 Springfield went worldwide by opening its first store in Portugal. In 2002, the Springfield Club was conceived which is right now present in Spain, Portugal, Belgium and France within excess of ten million individuals and in 2006, the brand's ladies' line was dispatched.

## Cortefiel

Cortefiel became the primary logo to be created via way of means of Tendam. From its beginnings in 1945, the logo is primarily based totally on values inclusive of the elegance, quality, comfort, and capability of its clothes and proudly represents its fabric subculture and its enjoy in making clothing.

## Women'secret

Women'secret, as an expert in the entirety feminine, is a logo created with the aid of using and for girls, the main underwear, sleepwear, and swimming gear logo geared closer to 25- to 45-year-vintage girls who need to experience beautiful, comfortable, and horny at any time. It turned into created in 1993 with the company imaginative and prescient of turning into the chief and reference inside the corsetry and underwear industry. In 2001, it commenced its global expansion. Today, it is far found in over 70 international locations and at nearly seven-hundred factors of sale.

## Zara

Zara SA is a Spanish clothing store primarily based totally in Arteixo in Galicia, Spain. The corporation focuses on rapid fashion, and merchandise encompass garb, accessories, shoes, swimwear, beauty, and perfumes. It is the biggest corporation with inside the Inditex group, the world's biggest clothing store. Zara as of 2017 manages up to twenty garb collections a year.

## Mango

Mango become based via way of means of Sephardic Jewish immigrants from Turkey, Isak Andic and his brother Nahman Andic, in 1984. Mango has women's, men's, and children's collections. Mangos first internet site become created in 1995 and with inside the year 2000, it opened its first on-line store. H. E. via way of means of Mango is a men's line created in 2008 and renamed Mango Man in 2014. Football legend Zinedine Zidane has grown to be the brand-new face of the Mango Man campaign. Mango has over 16,000 employees, 1,850 of whom paintings on the Hangar Design Centre and at its headquarters in Palau Solità i Plegamans, Barcelona. Mangos largest marketplace is Spain however Istanbul, Turkey, has the most important variety of Mango stores.

## Diesel

Diesel S.p.A. is an Italian retail apparel organization, placed in Breganze, Italy. It sells denim, and different apparel, footwear, and accessories. The apparel line has one-of-a-kind brands: Diesel and Diesel Black Gold. There is likewise a line for children, referred to as Diesel Kid. The organization is understood for its surreal marketing and marketing campaigns.

The Diesel branded luxurious perfume line is owned and produced through L'Oreal.

Apart from this they are working with below customers also.

- Ecoalf
- Amazon
- Aldi
- Replay
- John Louise
- Guess

## 1.9 Corporate and Financial Information

Incorporation : C-23596(2001)/93  
Form of proprietorship : Private Limited Company  
Workforce of the Factory : 552 (Female 280 & Male 272)

1.10 Board of Directors : Mr. Amanullah Chagla, Managing Director

1.11 Membership : Bangladesh Garments Manufacturers and Exporters  
Association (Membership no. 4547)

1.12 Nature of the Project : 100% export Oriented Knit Garments Manufacturing  
Company.

1.13 Year of the establishment: October 2016

1.14 Certificate Achieved : BSCI, SEDEX, OEKO-TEX, OCS, GOTS, GRS, ACCORD

1.15 Bank Information : United Commercial Bank Limited  
Mohakhali Branch, Dhaka  
Bangladesh.

## 1.16 Other facilities

Their existing factory is full power backed up from our own Gas generator. The manufacturing unit meets all Health and Safety tips with regards to hearth place and protection provisions, lighting, and emergency procedures. We have full time emergency power supply facilities by installed IPS. We have own water supply facilities by our own deep tube well.

### 1.17 Communication Facilities

Communication in the Factory and Head Office is carried on through telephones, mobile phones, Fax, and e-mail. Factory and H.O relate to each other, and information is passed to each other very promptly. Each point is equipped with telephones, fax machines and internet connections. Besides, wireless (Wanton RT) sets are also in which facilitates concerned people to have message immediately.

### 1.18 Personal Protective Equipment (PPE)

- Metal Gloves
- Needle Guard for Plain Machine
- Eye Guard for over lock Machine
- Bartech Machine & Hole Stitch Machine
- Pulley Cover
- Belt Cover
- Face Mask.

### 1.19 Total trained persons in Fire safety Committee

- Firefighting – 45
- Rescue- 45
- First Aid-44

Total – 134 Persons.

## **Chapter 2**

### **The Description of task Accomplishment**

I have closely worked with different departments / sections with Jaroms Industries Limited during my internship period. I have checked respective department Manpower ratio, SOP, Productivity, Supply chain, various type of fault and its remedy which are below.

#### **2.1 Knitting Section**

Knitting is a way through which yarn is manipulated to create a fabric or material; its miles used in lots of varieties of garments. Knitting can be achieved through hand or through machine. Knitting creates stitches: loops of yarn in a row, both flat and with inside the round (tubular). There are commonly many energetic stitches at the knitting needle at one time. Knitted material includes numerous consecutive rows of related loops that intermesh with the subsequent and former rows. As every row is formed, every newly created loop is pulled via one or extra loops from the earlier row and positioned at the gaining needle in order that the loops from the earlier row may be pulled off the opposite needle without unraveling. Differences in yarn (various in fiber kind, weight, uniformity, and twist), needle size, and sew kind permit for quite a few knitted fabrics with special properties, inclusive of color, texture, thickness, warmness retention, water resistance, and integrity.

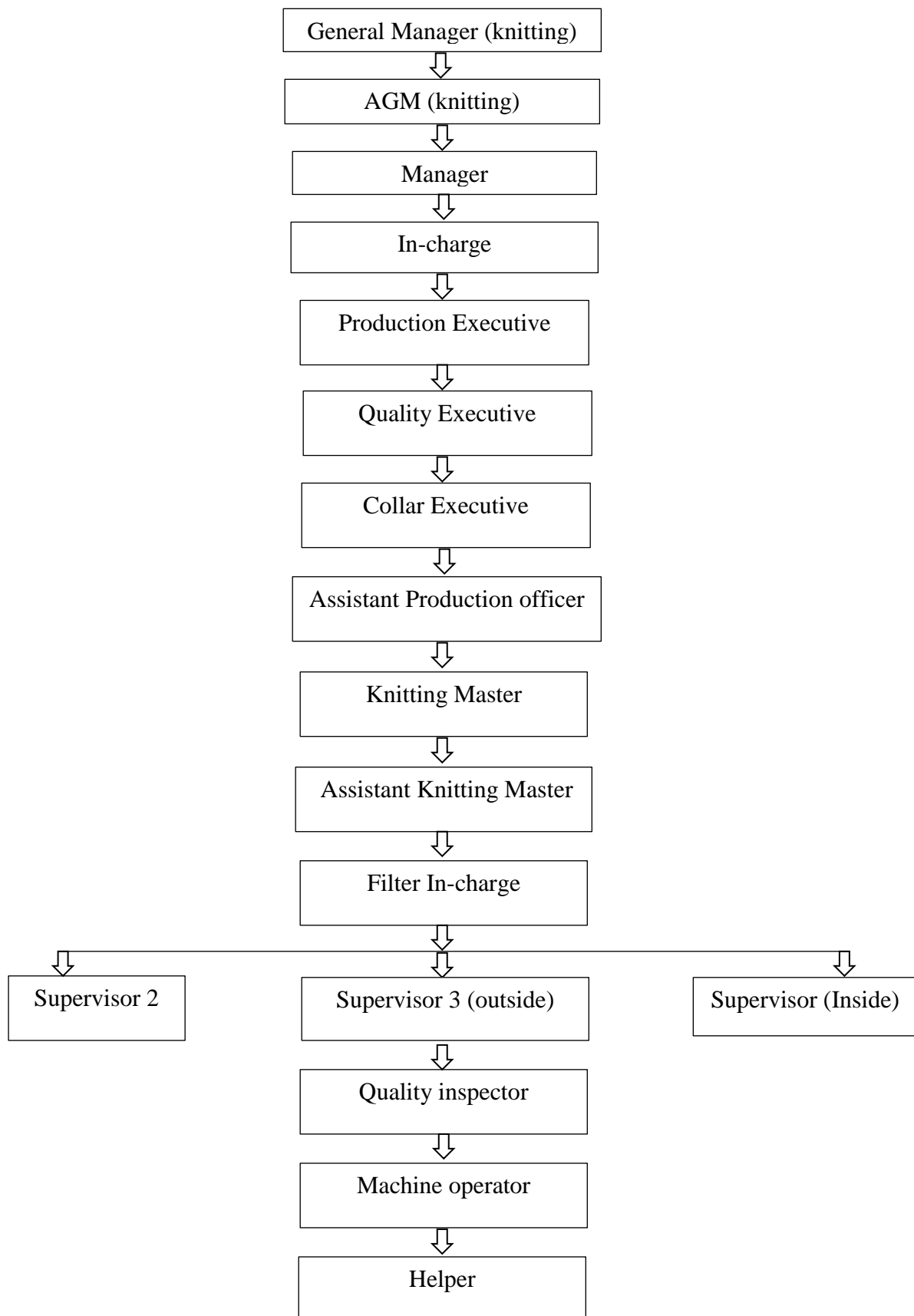
I have visited knitting section from 01.02.2021 to 07.02.2021.

### 2.1.1 Knitting Unit

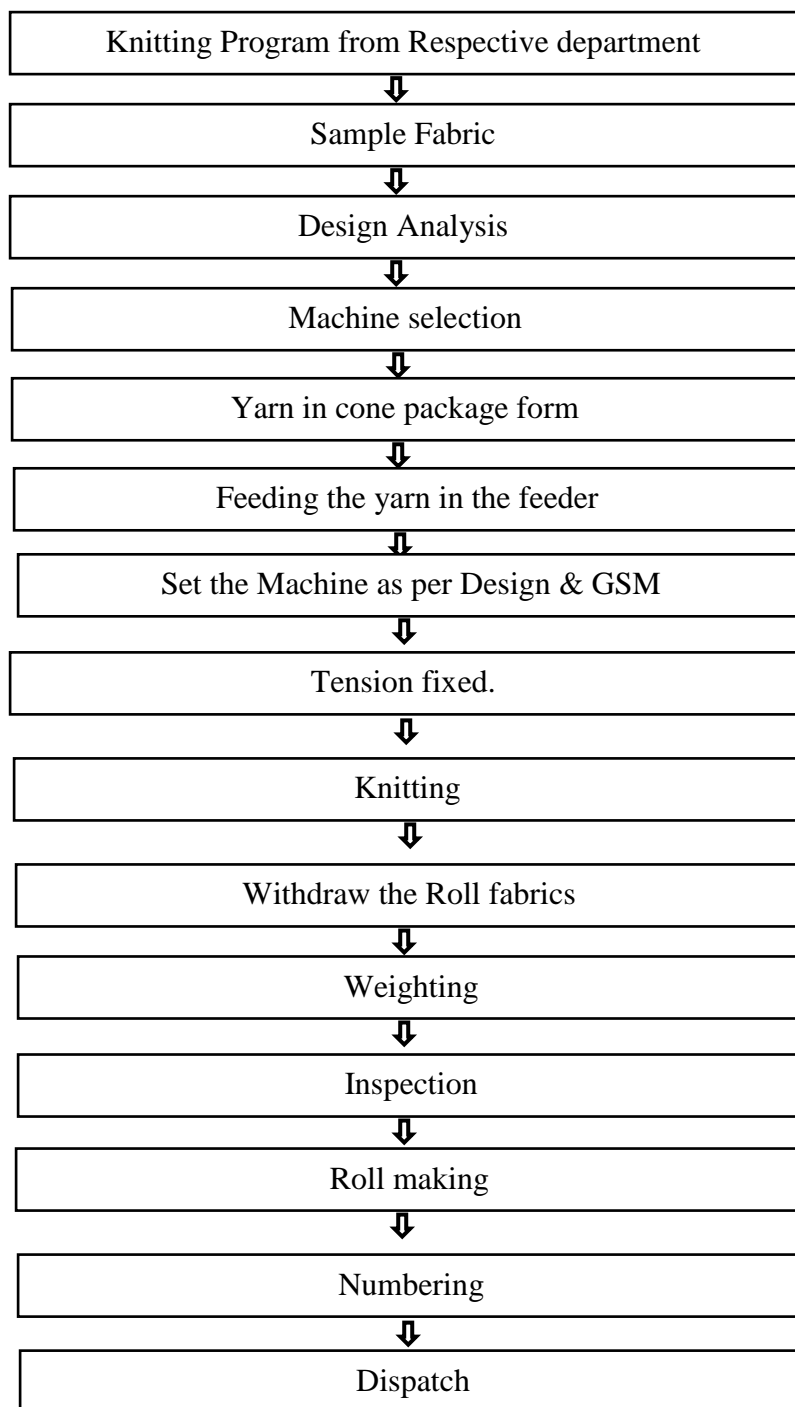


Figure 1: Knitting Unit

### 2.1.2 Organogram of knitting section



### 2.1.3 Process flow chart of Knitting





#### 2.1.4 List of knitting machines

There are two types of machines used in JIL knitting section.

- Circular knitting machine.
- Flatbed knitting machine.

#### 2.1.5 Machine specification

SL No	MC type	DIA (Inch)	No. of Feeder	Qty. (PC)
1	Single Jersey	18	54	1
2	Single Jersey	20	60	1
3	Single Jersey	22	66	1
4	Single Jersey	24	72	1
5	Single Jersey	26	78	1
6	Single Jersey	28	84	1
7	Single Jersey	30	90	2
8	Single Jersey	32	96	2
9	Single Jersey	34	102	1
10	Single Jersey	36	108	1
11	Single Jersey	38	114	1
12	Single Jersey	40	120	1
13	Rib /Interlock	32	64	1
14	Collar Machine	79 Inch Length	6	5
15	Fleece	32	96	1
16	Fleece	34	102	1
17	Terry	30	90	1
18	Terry	32	96	1

Table 2: Machine Specification

### 2.1.6 Picture of knitting machine



Figure 2: Circular Knitting Machine

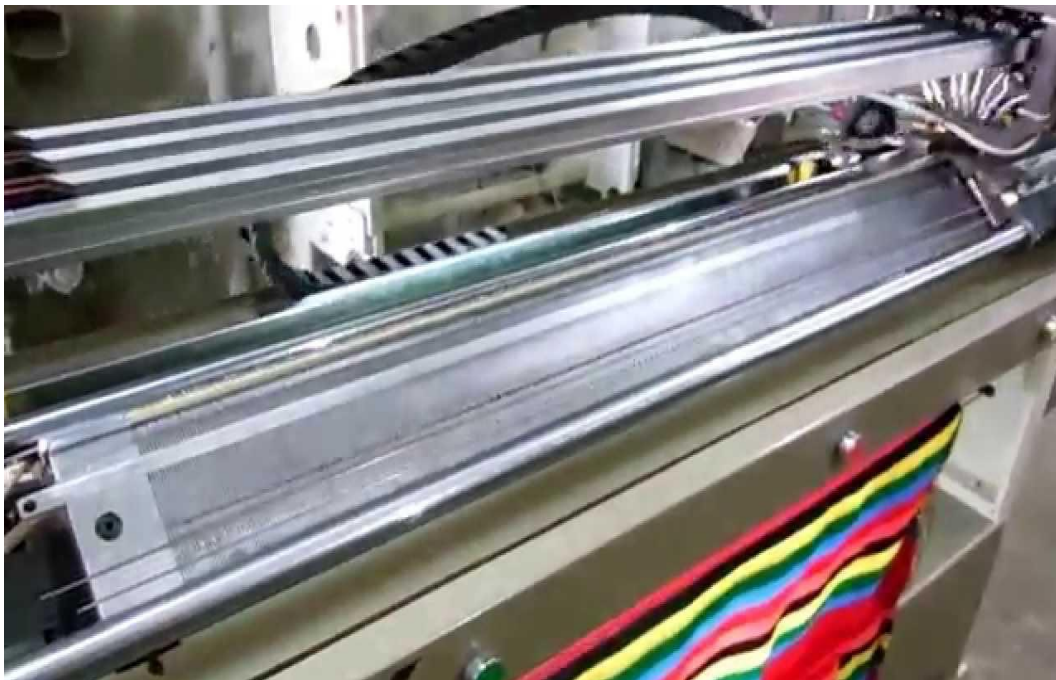


Figure 3: Flatbed Knitting Machine

### 2.1.7 Fabric Planning /Analysis

For Fabric GSM, the basic formula is Lower the count higher the GSM and Higher the count, lower the GSM. Also, GSM is dependent on Gauge.

Yarn Count	GSM
20/1	200-240
22/1	180-200
24/1	170-180
26/1	160-170
28/1	150-160
30/1	140-150
32/1	130-140
34/1	120-130
36/1	110-120
40/1	90-110

Table 3: Yarn count VS GSM

### 2.1.8 Produced fabric in knitting section.

There are many types of grey fabrics produced in knitting section.

#### Single Jersey Machine

- Single Jersey
- Double jersey
- Pique

#### Interlock & Rib Machine

- Interlock
- Rib
- Lycra rib

## Fleece Machine

- Fleece

## Flatbed Machine

- Collar
- Cuff
- Placket

### 2.1.9 Raw material for Knitting

- Cotton Yarn
- Polyester yarn
- Spandex yarn
- Mélange yarn
- PC yarn (Majority percentage will be in Polyester and balance will be cotton)
- CVC (Majority will be in cotton)
- Color yarn

### 2.1.10 Yarn sourcing factory for knitting at Jaroms Industries Limited

- Square Textile
- PN composite
- Pakiza Spinning mills
- Badsha Textiles
- J.k Colloton mills Ltd.
- Amber Textiles &
- From China.

### 2.1.11 How to measure the GSM of Knitted fabrics

First, we need to take the required fabrics. Then fabric must spread on the board. Then fabric must cut by cutter it will be round. Then we must measure the cutting part by measuring machine. The diameter of the circular cutter machine is 11cm. By this process we can find out the GSM.

### 2.1.12 Knitting fault

In the time of Knitting there will be few faults on g fabrics as following

- Yarn dust
- Hole
- Needle mark
- Needle break
- Oil spot
- Missing yarn
- Lot mixing
- Star fault
- Sinker mark
- Needle Drop
- Spandex Missing
- Yarn contamination
- Uneven yarn

### 2.1.13 Grey Fabric Inspection

After completing knitting, fabric has been inspected to ensure the quality and process loss in dyeing. Four-point system has been used to inspect the grey fabrics.

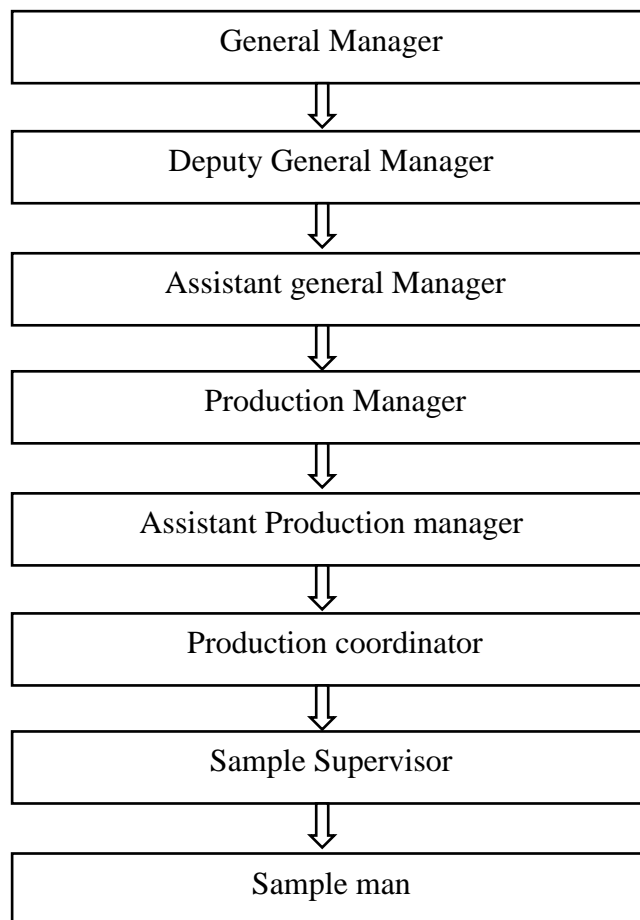


Figure 4: Fabric Inspection Machine

## 2.2 Printing Section

I have visited Printing section of Jaroms Industries Limited from 08/02/2021 to 14/02/2021. They have big printing factory, which has auto and manual facility of Screen printing.

### 2.2.1 Organogram of Printing section



### 2.2.2 Printing Types

They are doing almost all kinds of Screen Printing. Very few of them are below.

- Pigment print
- Photo print
- Discharge print
- Hi-density print.
- Glitter print
- Foil print
- Flock print
- Rubber print
- Semi rubber print

### 2.2.3 Digital print

They have four digital print machines.

### 2.2.4 Sublimation print unit

They have very big sublimation printing Unit. By using that units, they can print almost 40000 pcs per day.

### 2.2.4 Buyer of the Printing Unit

- Springfield
- Cortefiel
- Tommy
- CK
- Diesel
- Ecoalf
- Amazon



### 2.2.5 Certification

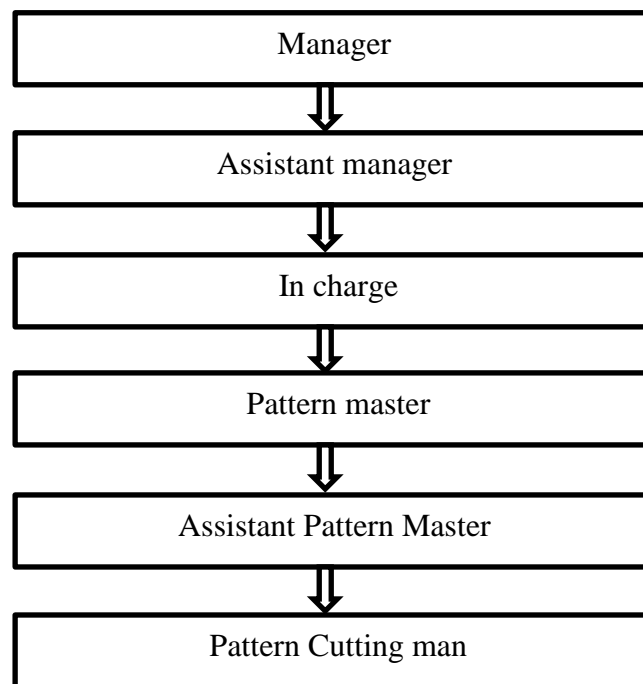
This printing factory has below certification

- OEKO-TEX
- GOTS
- GRS

### 2.3 Pattern & CAD section

I have visited this section from 23.02.2021 to 01.03.2021. It is very important section for any factory. They are making pattern both manually and by software. To full fill customer demand, they are using many updated software.

#### 2.3.1 Organogram of Pattern & CAD section



#### 2.3.2 Working procedure of Pattern section.

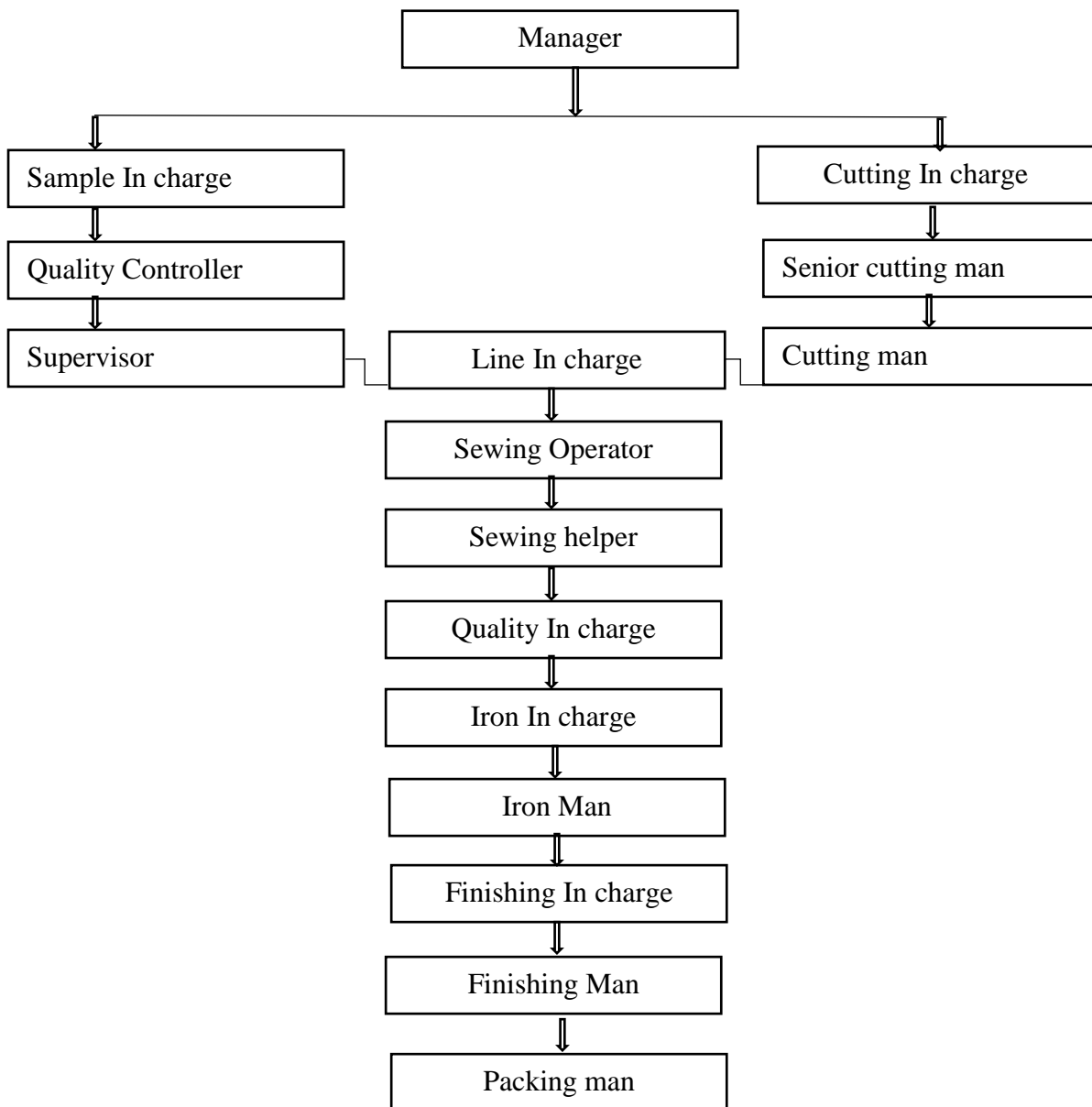
- First, they receive technical sheet from merchandising team.
- At that point they make the pattern by using software (Asper buyer demand)
- Then they print the marker

- After that cutting the pattern
- Send it to the sample section.

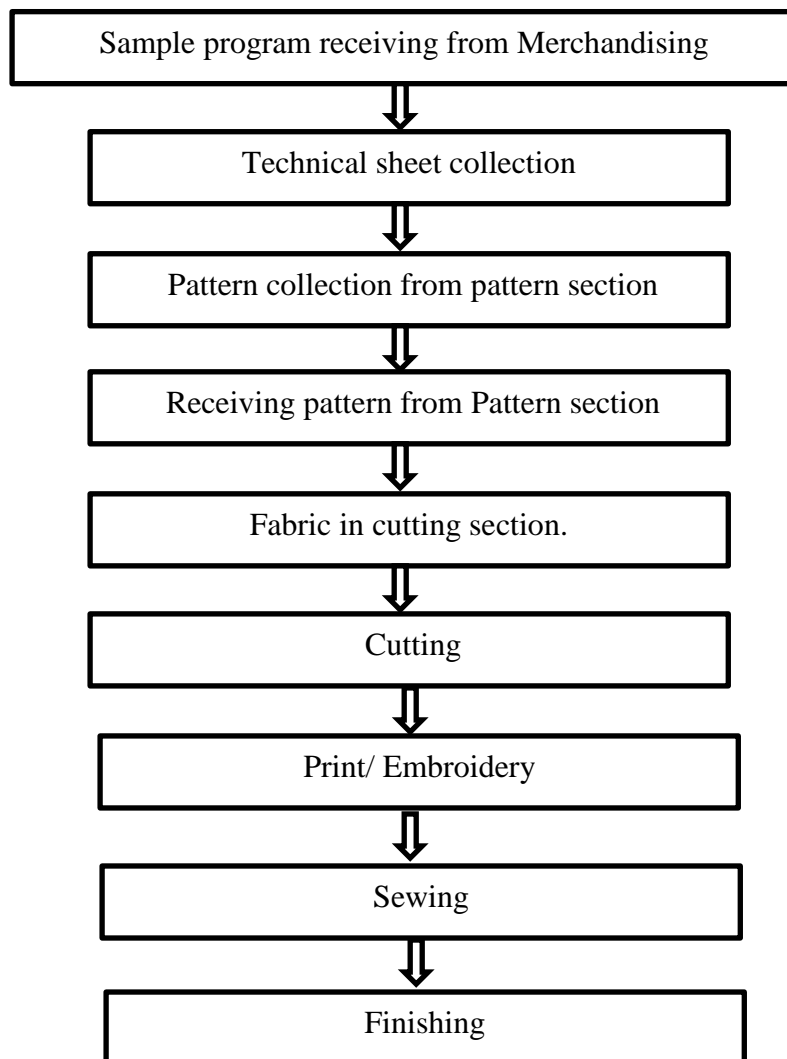
## 2.4 Sample section

I have visited Sample section from 15.02.2021 to 22.02.2021. Jaroms has very big sample section. They have total 12 lines for sampling. Apart from this they have cutting, ironing, and finishing section.

### 2.4.1 Sample Unit Organogram



#### 2.4.2 Sample making Flow chart.



### 2.4.3 Different Types of samples

There are many forms of sample. But it relies upon on buyer requirement. In generally below sample is required

- Development sample
- Proto sample
- Fitting sample
- Marketing Sample
- SMS sample
- Press sample
- Photo shoot sample
- PP sample
- Size set sample
- Golden sample
- Franchise sample
- Production sample
- Test sample

### 2.5 Cutting section /Spreading section.

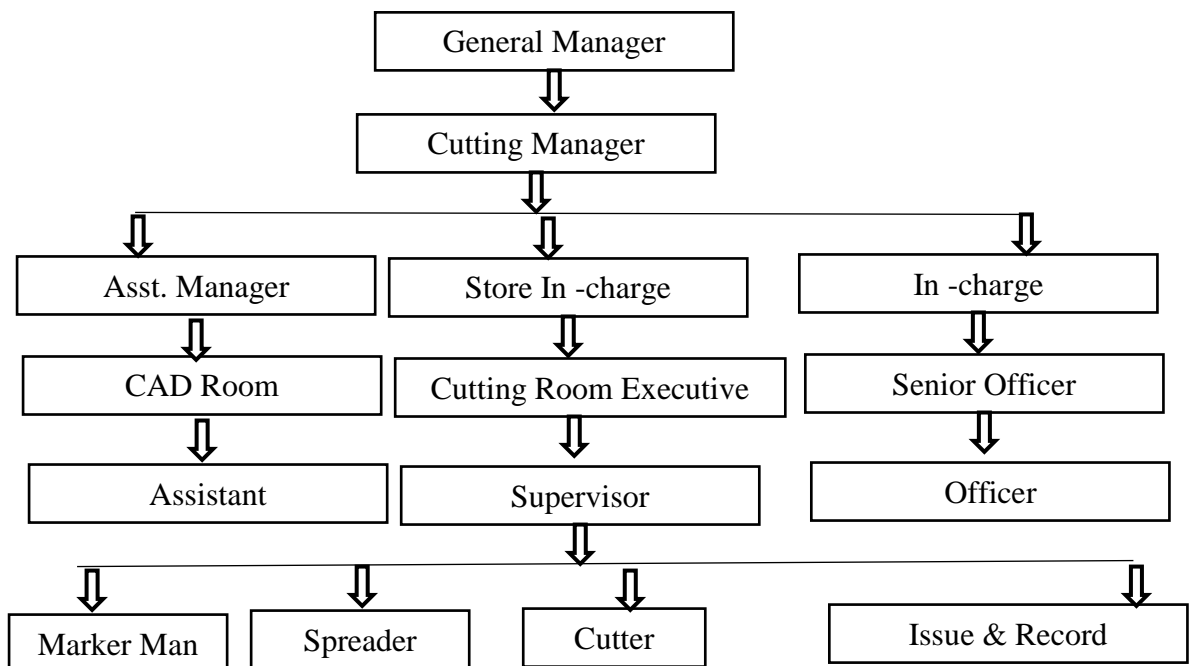
I have visited cutting section from 03.03.2021 to 06.03.2021. They have manual and automatic cutting section.

### 2.5.1 Cutting section of Jaroms Industries Limited.

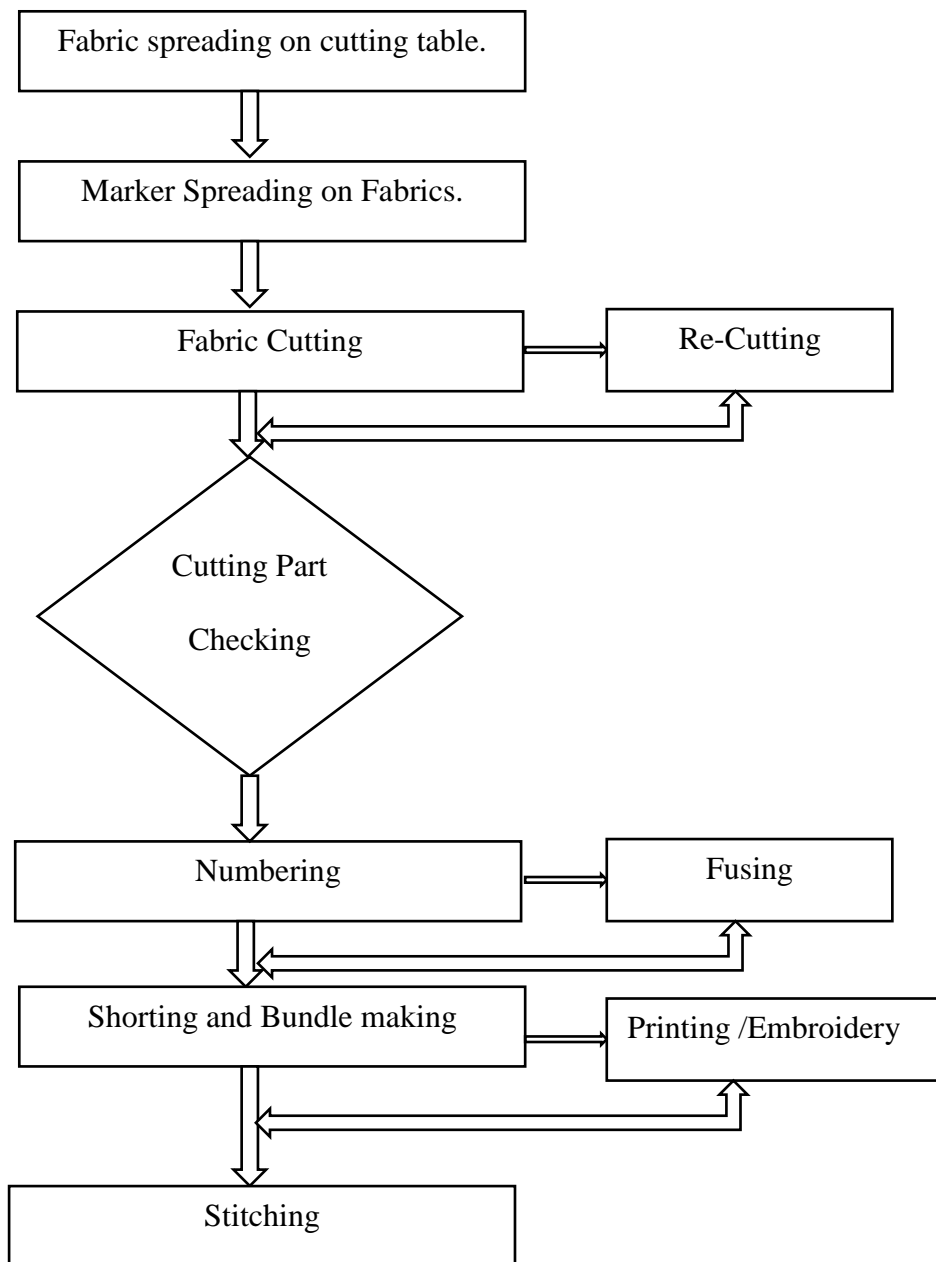


Figure 5: Cutting Section of Jaroms Industries Limited

### 2.5.2 Cutting Section Organogram



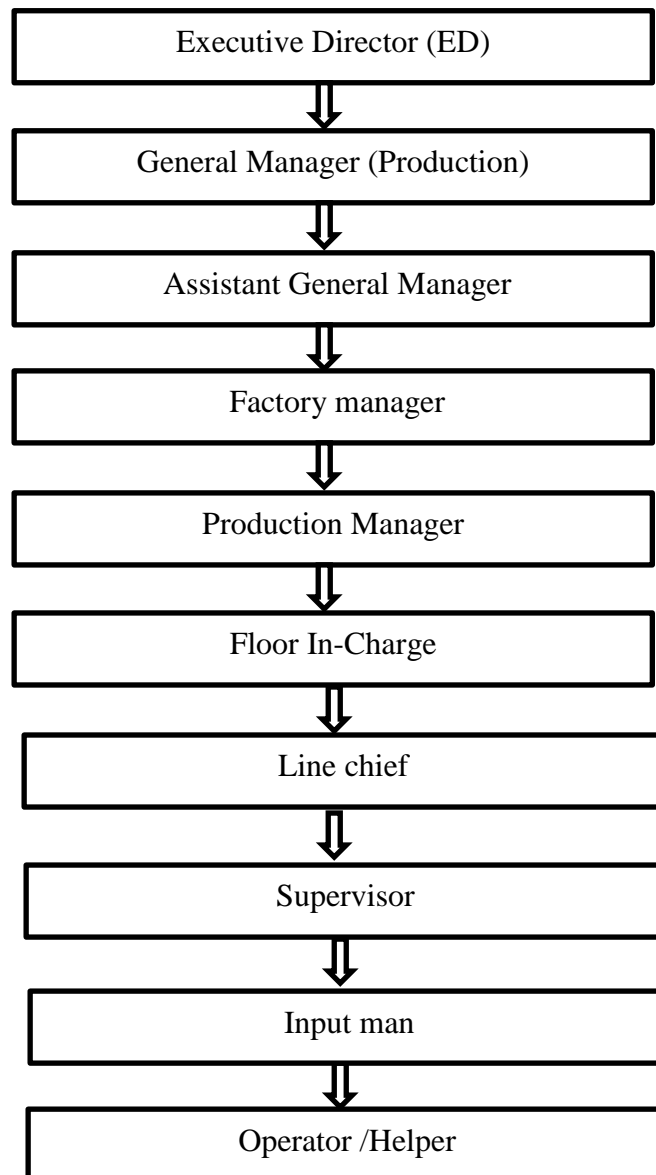
### 2.5.3 Cutting Room Process flow chart.



## 2.6 Sewing Unit of Jaroms Industries Limited

I have visited Sewing section of Jaroms Industries Limited from 07.03.2021 to 13.03.2021. They have thirty sewing lines.

### 2.6.1 Organogram of sewing section.



## 2.6.2 Machine Details

Name of the Machine	No. Of set
Juki feeder of the arm	20
Juki Plane machine auto	185
Juki plane machine manual	320
Pegasus O/L machine	396
Pegasus F/L Machine	285
Pegasus Back tape machine	20
JUKI B/H Machine	20
Juki B/S Machine	25
Juki B/T Machine	21
Juki Two Needle C/S Machine	22
Kansai P.M.D Machine	8
Kansai Smoking Machine	9
FU. Rib Cutting Machine	9
PM. Snap Button Machine	10
Kansai Pecoting Machine	3
Juki Zig Zag Machine	28
KM Cutting Machine 8"10"	10
Lay Cutting Machine	3
Band Knife Cutting Machine	2
Thread Checker Machine	3
Hasima Fusing Machine	3
Hasima Metal D. Machine	5
Fabric Checking Machine	2
Label Cutting Machine	5
Nisho vacuum Iron Table	100
Spot Remove Machine	50



Cylinder Compressor	5
Screw Compressor 10 Bar	3
Fulton Boiler 300 Kg-600	3
Fulton Boiler 300 Kg-600	1
Volvo Generator -100 KV 300 KV	3
Racing Device	60
P.P. Beling Machine	5
Gas Generator 1MB	1
Kansai Smoking Machine PSS	5
Juki Zig Zag Machine	29
Feed of the arm 2Needle	5
Up steam Table	1
P.P Belt Machine	5
Shafe tucking Machine	29
Knit Finisher Machine	25
Total	1717

Table 4: Machine Details

### 2.6.3 Layout of a basic Polo shirt

Back part, front part, sleeve, and collar matching by following sticker and it is done manually.

- Shoulder join
- Collar tuck
- Collar join
- Label join (Main label size label)
- Tag loops join.
- Twill tape join
- Shoulder to shoulder back tape join
- Placket making
- Placket joins.
- Sleeve
- Side join

- Sleeve opening tuck.
- Placket tuck
- Body alters by manually.
- Body hem
- Check
- Send to finishing.

#### 2.6.4 Different types of sewing fault.

- Needle thread breakage
- Skipped stitch.
- Broken stitch
- Uneven shape
- Puckering

#### 2.7 Finishing section

I have visited finishing section of JIL from 14.03.2021 to 21.03. 2021. Finishing section the major parts of a garment's factory.

### 2.7.1 Garments finishing section on Jaroms Industries Limited

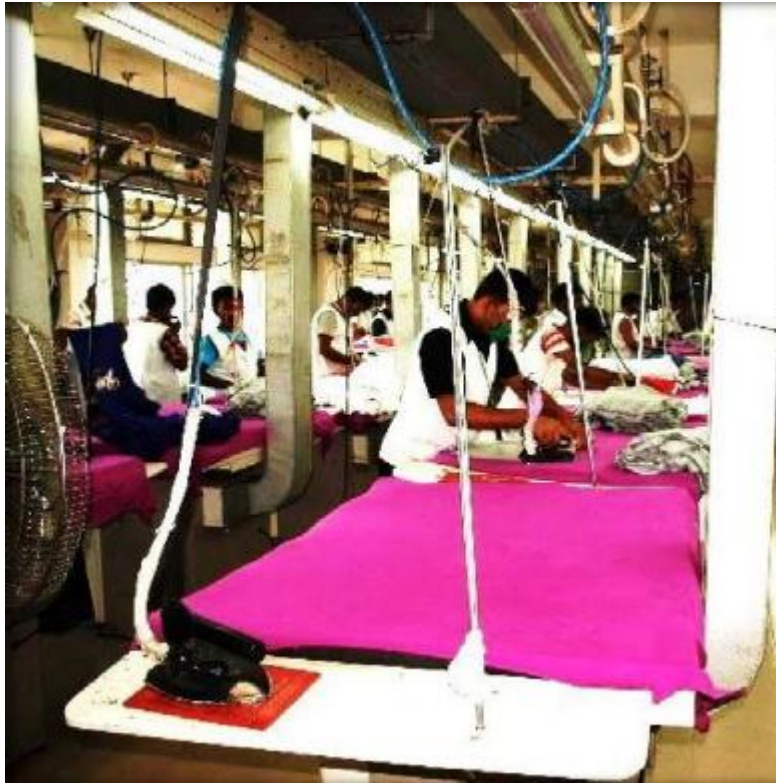
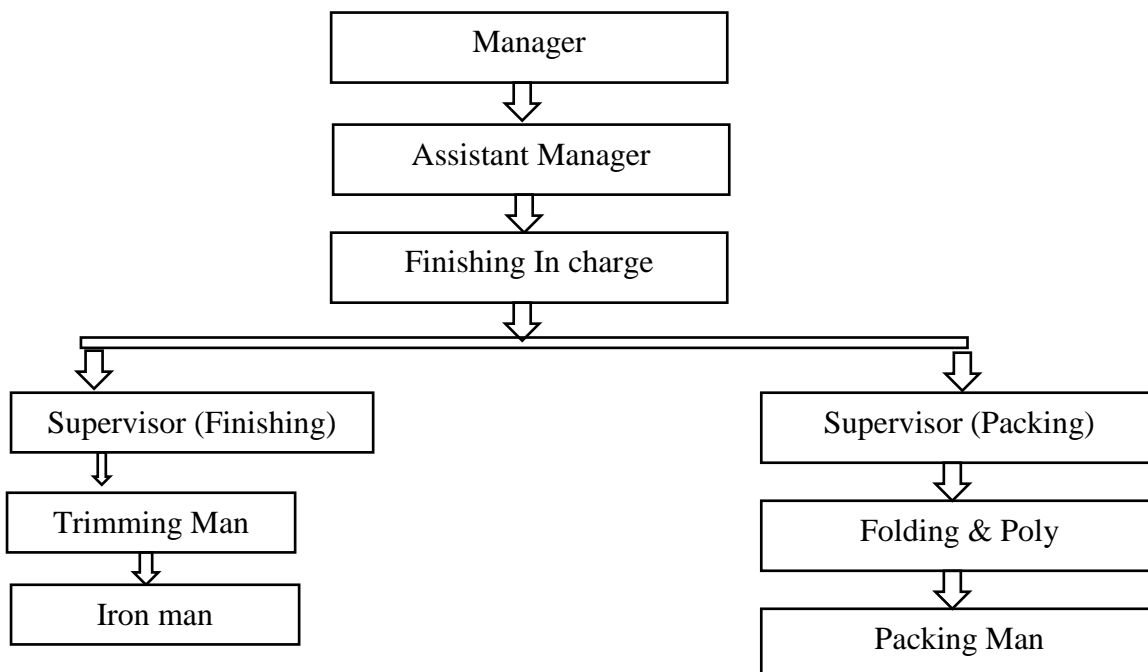
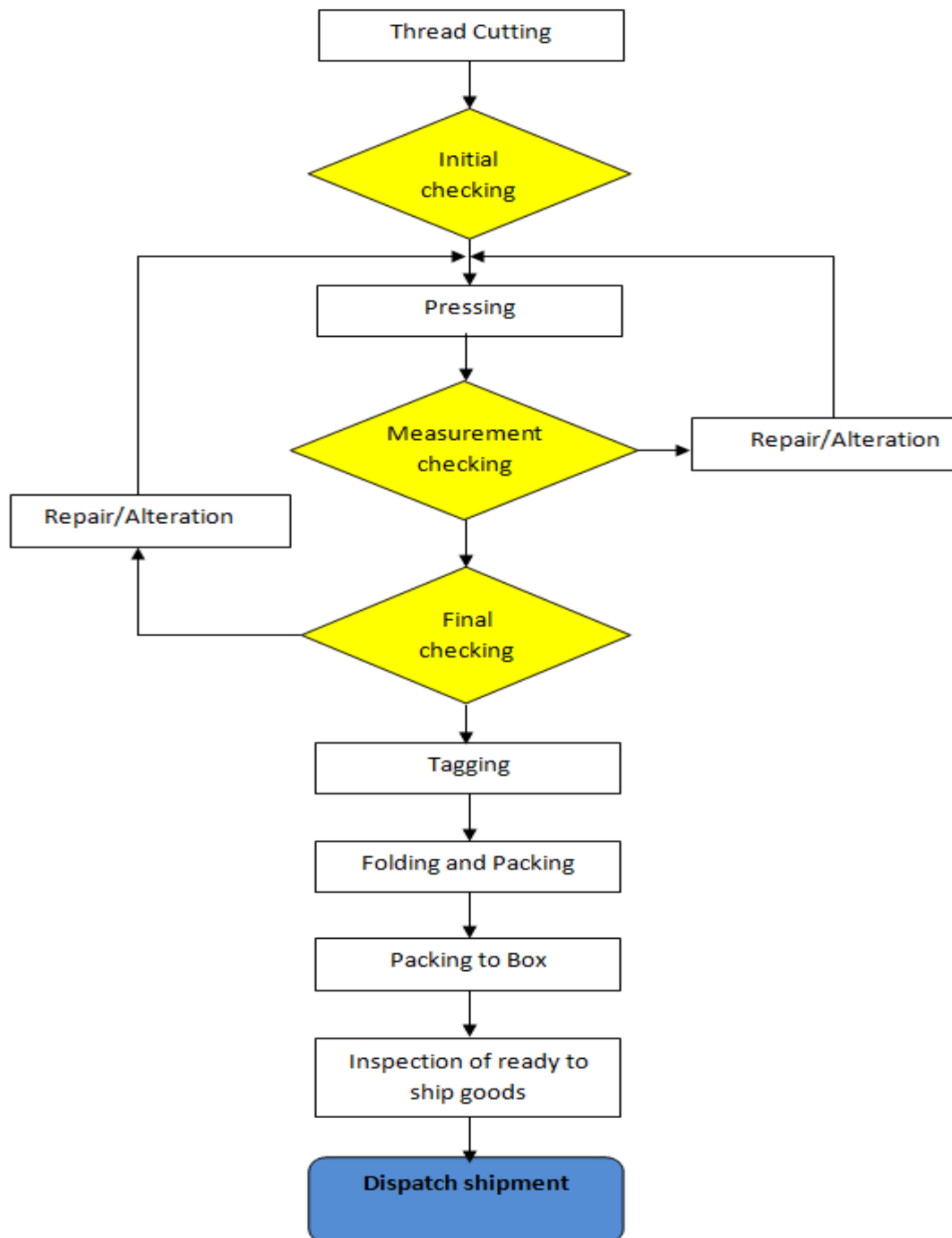


Figure 6: Finishing Unit.

### 2.7.2 Finishing Organogram



### 2.7.3 Garments Finishing Flow chart



#### 2.7.4 List of Machine tools used in finishing section.

- Boiler
- Packing Table
- Thread cutting table.
- Checking table
- Inspection table
- Poly packing table.
- Scissor
- Vacuum table
- Steam iron
- Manual Iron
- Iron Plate
- Spray gum
- Measuring tape
- Tag gun
- Gum tape

#### 2.7.5 Finishing room accessories

- Tissue paper
- Loop pin
- Sticker
- Gum tape
- Detergent
- Carton
- Poly
- Spot remover
- Hangtag
- Price tag
- Size tag
- Hanger

- Plastic clip
- Barcode sticker
- Back board
- Collar stand
- Neck board

#### 2.7.6 Finishing responsibility

There is vital role of finishing section for shipment of garments. They have to prepare below.

- Full packing the goods

All the goods must be in Carton before inspection.

- Ready the packing list
- Ready carton for inspection

#### 2.8 Quality Management / Quality department

I have visited quality department from 22.03.2021 to 28.03.2021. They have very big quality team. Before offering the final inspection, they are doing pre-final inspection. Also, they are doing final inspection which has self-inspection authority. For inspection they are using Inspectorio.

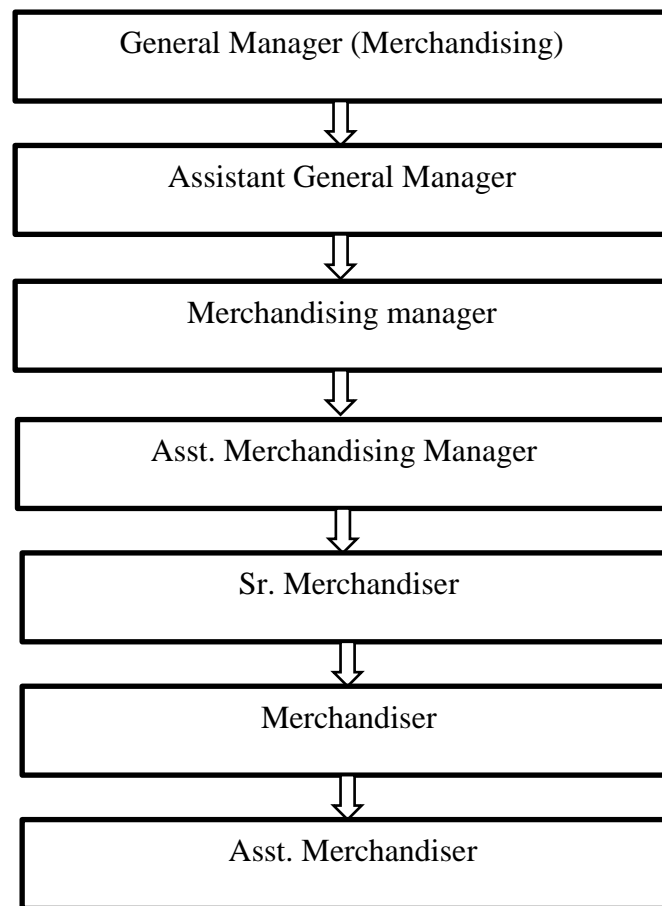
#### 2.9 Merchandising department

I have visited Merchandising department of JIL from 29.03.2021 to 04.04.2021.

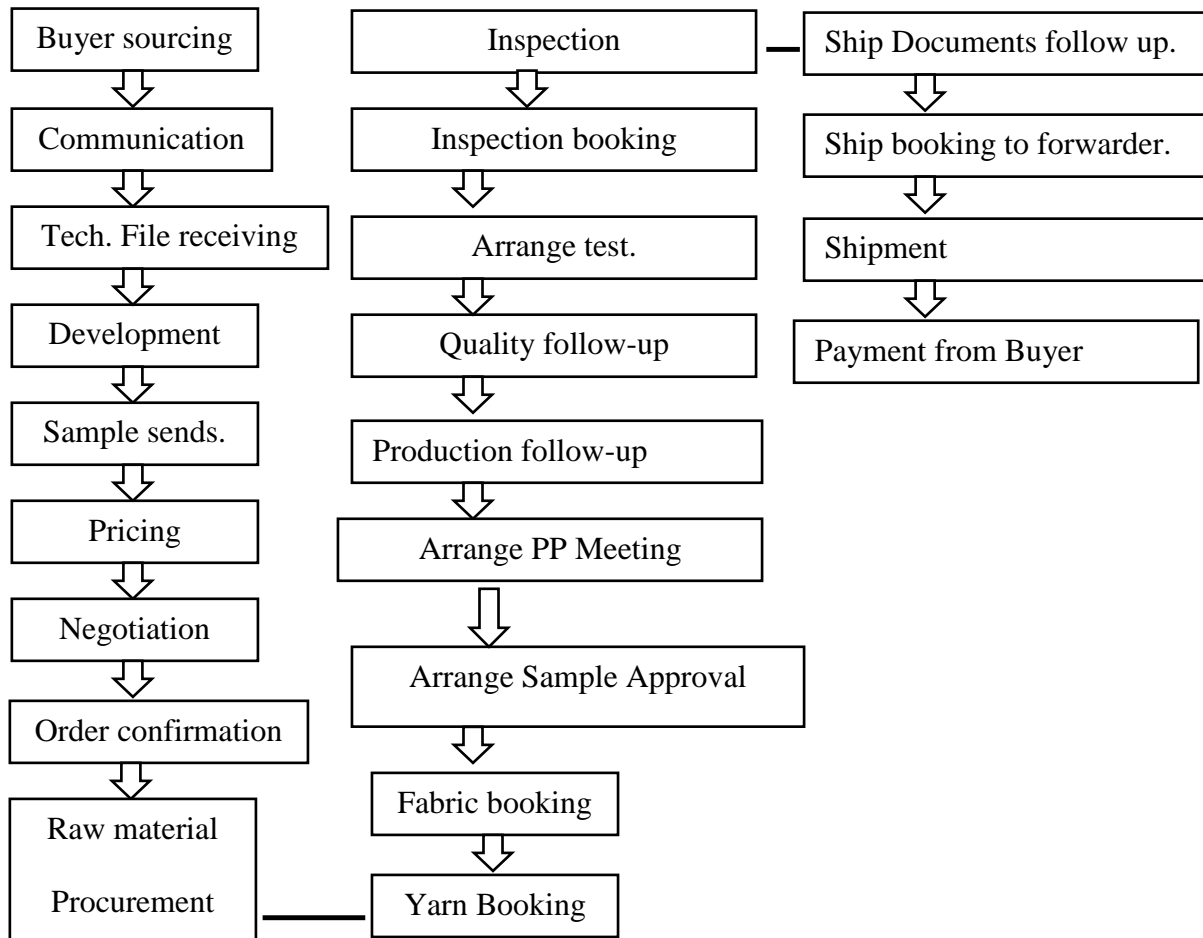
##### 2.9.1 Merchandising Management

Merchandising department is the bridge between the industry and the Buyer. Merchandising department is responsible for Order confirmation, sourcing, negotiation, Raw material sourcing, sample development, production follow up, shipment documents follow up, inspection and payment confirmation. From Order confirmation to shipment, they are fully responsible.

## 2.9.2 Merchandising Organogram



### 2.9.3 Working Procedure of merchandising department.



### 2.10 Commercial Department

I have visited Commercial Department of JIL from 05.04.2021 to 11.04.2021. They are doing all the documentary things which is very much important for a garment's factory. They are doing as below.

- Back-to-back LC Opening
- Import LC opening
- Releasing imported goods
- Commercial invoice making
- Submission of documents to bank
- Checking payment to the bank
- Confirmation of payment to the CEO



## 2.11 Industrial Engineering department

I have visited industrial engineering department of JIL from 12.04.2021 to 20.04.2021.

### 2.11.1 Responsibilities of IE

- Get ready the bulletin & format examined with management.
- Check that the budgeted labor designated in each operation line.
- Check Critical operator within 1st 3 days.
- Give feedback of line issue.
- Recognize the bottle neck & illuminate the same.
- Making production plan
- Making capacity plan
- Giving the CM to the merchandising department

## 2.12 Logistics Department

I have visited logistics department of JIL from 22.04.2021 to 29.04.2021.

Logistics is the control of the glide of products and offerings among the factor of starting place and the factor of use that allows you to meet the necessities of clients or corporations. Logistics entails the mixing of information, transportation, inventory, warehousing, cloth handling, and packaging, or even security. Logistics is a channel of the deliver chain which provides the cost of time and area utility. Today the complexity of manufacturing logistics may be modeled, analyzed, visualized, and optimized with the aid of using plant simulation software, however, is continuously changing. In Textile Industry in which such a lot of degrees are wanting to by skip from Raw substances to completed items after which to attain at clients cease inside stipulated time frame, the logistics control performs a essential function in enjoyable clients want and brings delighters in enterprise circle.

They have below logistics.

- Procurement Logistics
- Production Logistics
- Distribution Logistics
- Disposal Logistics

## **Chapter 3**

### **Critical Assessment of Internship work**

In my final three-month Industry attachment period, I attempted to cover all the underneath division for my self-improvement.

- Knitting section
- Printing section
- Sample section
- Pattern & Cad section
- Cutting section
- Sewing section
- Finishing section
- Quality department
- Merchandising department
- Commercial department
- Industrial engineering department
- Logistics department

I realized that for an organization all the areal plays an Exceptionally Imperative part. In last three-month Internee ship period with all section enhance my knowledge about all the department.

### 3.1 Case Analysis and solution

During my internship period and working in sewing floor I faced below problems

- Capacity issue because the order is large with short shipment date.
- Longer sampling lead time than usual. From 90 days lead-time order's they are taking almost 83 days to get the production approval and all kinds of sampling approval.
- Raw material sourcing problem in development stage.
- They are sending development sample very late.
- Delay in lab dip submission.
- Delay in first sample sending to buyer due to actual fabrics.
- Delay of sending revised sample. They are taking almost 10 to 15 days.
- Getting fabric quality approval very late.
- Getting print, embroidery, and embellishment approval late.
- Providing production permission late.

So, I tried to go through one style development to production permission to get the actual scenario.

Style name: 2TS281

Quantity: 25000 pcs

Order confirmation date: 16.11.2020

Ship date: 16.02.2021

Style	Description	Date
2TS281	Development tech. sheet receive	10-10-20
	Fabric in-house for development	05-11-20
	Development Sample sent	08-11-20
	Order confirmed	16-11-20
	Color swatches send to factory	26-11-20
	Lab dips send to Buyer	15-12-20
	Lab dips reject from buyer	22-12-20
	Revised Lab dip sent to buyer	05-01-21
	Get lab dip approval	12-01-21
	PP Fabric sent for approval	20-01-21
	Bulk fabric Approved	27-01-21
	Print S/O sent	12-02-21
	Print comments received	19-11-20
	Revised print S/O sent	04-12-20
	Print approval	09-12-20
	First Fit sent	24-11-20
	First Fit comments received	02-12-20
	Revised fit sent	12-12-20
	Revised fit comments received date	20-12-20
	2nd revised fit sent date	09-01-21
	Fit approval	17-01-21
	PP sample sent	31-01-21
	PP comments received	07-02-21

Table 5: analysis of a Style

For this actual case study, I found that they have very much lack of raw material sourcing; there is huge gap between one sample submissions to another sample submission.

Then we have called a meeting with the merchandising team and the respective knitting dyeing team to reduce this gap. After Saw my case study they realize and take below action to reduce sampling time to get more production time.

- They will ready the common grey fabrics for every season.
- Once they get the development, they will dye the fabrics within three working days.
- Common fabrics knitting at least 20 kg at the time of development and keep the grey fabrics for order.
- Once they receive the sample fabrics, they will send the development sample 3 working days.
- They took all necessary steps in lab house not to reject the lab dip from buyer end and take chance to get approved on first submission.
- Once the order has been confirmed then they will send the Lab dip, Fitting sample within three working days.
- They will dye the fabric with actual or closer color with in next 7 days after order confirmation to reduce the time of Print and embroidery submission.

### 3.2 Result

Result	Before Process development	After process development
Total days required for development fabric in-house	25	3
Total days required for development sample sending	28	6
Total days required to send color swatches send to the factory after order confirmation	10	1
Total days required to send lab dip to buyer after order confirmation	19	3
Total days required to get lab dip approval after order confirmation	26	12
Total days required to get the Bulk fabric approval after order confirmation	72	24
Total days required for First fit sample sending to buyer after confirmation of Order	8	3
Total days required to get fitting comments	8	8
Total days required to send Revised fit sample after getting fitting comments	10	3
Total days required to get revised fitting comments	8	8
Total days required to send 2nd Revised fit sample after getting revised fitting comments	20	3
Total days required to get Fit approval comments after confirmation of order	62	33
Total days required to send PP sample after order confirmation	75	36
Total days required to get PP sample approval after order confirmation	83	44

Table 06: Comparison of before VS after of a style

### 3.2 Application of Generic & Industry specific courses during Internship

In our Generic course, we learned about Communication skill, Business operation skill, Analytical skill, Human resource, Industrial engineering, and so other soft skill like supply chain management and Merchandising.

As my work part I ought to negotiate with buyer each day almost cost or shipment schedule, I ought to communicate each day with buyer, provider, facilitator indeed with management, learning those over bland courses presently I can oversee my communication and negotiation more productively and successfully.

Having pioneer dispatch ability as our nonexclusive course I can organize my associate by great way than before. Practicing leadership skill, I improve my below soft skill to deal with client and co officer.

- Recognize, what must be done to realize my objectives – Major task for achieving the goal must type in down in a notebook. Keep accept this is often achievable by myself.
- By constraining to act eager I gotten to be more eager, this will make a strength of mind.
- I must identify what is holding me back and searching for a better solution. And to be confident on myself.
- Health and lifestyle- Must be aware both health and lifestyle which has large impact on how much energy and enthusiasm I can be able to maintain. Play attention to my own strengths.
- Be prepared about task and job. Set effective goals and work to achieve them with the commitment of success.
- To celebrate other people's successes

Also, I find the practical application of following generic course in this internship period.

- Find practice of HR, Compliance & CSR activities
- Find Good practice of leadership and teamwork.
- Analytical skills & competences
- Communication skills
- Business operation

### 3.2 Suggestion for Industry Improvement

#### Negative finding 01:

Newly installed modern cutting machine is not always using in JIL, as a result cutting capacity, efficiency very poor & need extra manpower.

Example:

One lay complete need -15 people,

Cutterman-4 people

Fly only =60

Marker-50 pcs, so cutting capacity= $60*50=3000$ pcs

#### Recommendation-01:

Cutting section have to give proper training to use the newly installed modern machine .SO then there will be increase in cutting capacity, efficiency and reduce manpower.

Suppose if they can buy modern equipment, reduce to

Lay complete need only 2 people, here save 13 people.

No need cutter man=0, here save 4 people.

Possible to fly-80, extra fly 30.

Marker-50pcs, so cutting capacity= $80*50=4000$ pcs.

Ultimately gainer will company. There is only need one trained person to operate the machine.

#### Negative finding 02:

Some time there create false fire alarm for technical Problem and make huge loss.

Example:

If create a false alarm worker stop work and go safe place.

If it happens then average 10 minutes loss for each worker and total worker 710

So total loss=  $710*10$  minutes =7100 minutes

If CPM 5 taka, then total loss =  $7100*5$  taka= 35500 Taka for one false alarm

If it happens 10 times, then yearly loss wills  $35500*10= 355000$  Taka



## **Recommendation-02:**

Suppose the maintenance team regularly check to maintain the fire alarm system and solve the technical Problem then company will no loss, such as 355000 Taka yearly.

Also below is the few more recommendation for Jaroms Industries Limited

- Work life balance is very important for employee satisfactions; almost in every Knitwear industry in Bangladesh does not maintain this clause. Like other factory Jaroms Industries Limited Cannot maintain work life balance due to its work nature. The workload should have control otherwise its make skill employee quiet. Increasing productivity, employee migration is an important barrier. As employee satisfaction related to productivity and company success, so work life should be balanced in an organization.
- Management should practice fully compliance law; a good complaint factory is attracting both buyer and employee. That is making a scope to choose good buyer and good stuff which is very important for any organization.
- Motivated workforce is very important, yearly cultural program, extra incentive for achievement can make employee motivated.
- In Jaroms Industries Limited some time I faced lack of agile in various departments which should improve.
- Every employee should have specific KPI, like productivity rate, on time, present rate, Month wise shipment target, Profit on sales, etc. For a good achievement company should have a rewards system.
- A competitive external environment motivates employees to work together, At this point Jaroms Industries Limited. Should improve the system.
- Monitoring productivity and Quality management system, they should be more modernizing where still some manual system has.

During my internship tenure, I noticed at Jaroms Industries Limited has so many loopholes few of them, I mention above, if they can handle them effectively company will get this result must.

### 3.3 Learning for self-improvement

I have discovered many valuable skills and hands on experience working with different department of Jaroms Industries Limited. This experience will help with my career. Here I share some important pointers that helps for my self-improvement-

- Understand the importance of the backward linkage role.
- My communication skills, managerial skills and soft skills have improved.
- Realized the importance of teamwork.
- Understand the duties and responsibilities of the different departments.
- Understand the working procedure of the different departments.
- Learn the role of IE, Production, Quality, compliance & the CSR department through working with them.
- Practically learn the manufacturing process of garments
- Handle 5M (Machinery, Manpower, Material, Measurement, and Method)
- Communicate with other people like HR, Merchandiser, other department, Print, Embroidery, Washing section as well as Management.
- Improve mail communication.
- Find out defect and one stop solution service.

## **Chapter 4**

### **Conclusion**

It was a great journey to complete the PGD KIM. I got theoretical knowledge as well as leadership knowledge. But I have found very interesting and valuable things during my three-month internship period of the Jaroms Industries Limited. I have got the opportunity to work with all the departments. I have worked to reduce to sampling Lead-time to increase production time. I must have to thanks all management & colleague, I must have to thank all the technical and non-technical staff/employee who is very sincere & co-operative in their duty. During the last three month I got enough information & technical knowledge from the respective concern. I know how various departments contribute to company success, even I learnt about the work culture of different section. At last, I have to say that My RMG knowledge become more mature during last three months.

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