

**Internship Report
On
Analysis on Key Departments and Subsidiaries
Of
Investment Corporation of Bangladesh**



**Internship Report
On
Analysis on Key Departments and Subsidiaries of Investment Corporation of
Bangladesh**

Course ID: BUS401

Prepared for:

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Inspiring Excellence

Letter of transmittal

May 31, 2016

To

Ummul Wara Adrita

Lecturer,

BRAC Business School

BRAC University

Subject: Submission of Internship Report.

Dear Madam,

With due respect, I would like to submit the report on Analysis on Key Departments and Subsidiaries of ICB that you assigned me as partial fulfillment of my BBA degree. This report will help me to fulfill my internship program course Bachelor of Business Administration. I am certain that the knowledge and experience acquired while conducting the study will help me in many ways in future.

I have tried my best to present the information as comprehensively as possible. I will welcome your certifications and judgments about any view of this report. I hope you will get a clear idea about the main departments and subsidiaries branches of ICB.

It thereby pray and hope that you will be kind enough to receive this report.

Sincerely Yours

.....

Md. Saiduzzaman Khan

ID: 11104099

Department: BBS

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Acknowledgement

First of all I express my heartiest gratitude to the almighty Allah who created me. I additionally profoundly express gratitude toward him for making an open door for me to effectively finish my internship with an all around sorted out organization.

I express my sincere heartiest gratitude to all the Departments of ICB Head Office, who helped directly and indirectly in different capacities to conduct and complete the report. I want to include that without their co-operation it would maybe, have not been workable for me to finish the report.

I would like to express my deep respect to my honorable teacher, who is my supervisor Ummul Wara Adrita (Lecturer, BBS, BRAC University) to lead me all the way through this internship program with her precious time.

In preparing the report, I got active-co operations from the Assistant General Managers, Senior Principal Officers, Senior Officers, and Staffs of ICB. I sincerely state my heart- felt gratefulness from their assistance, which helped me to conduct and complete this report.

I am very respectful to the entire executive who discussed with me and share their views and opinions with me in various issues.

Lastly I am very pleased and grateful as I got the opportunity to do my internship with such a successful organization.

Executive Summary

Investment Corporation of Bangladesh (ICB) is the most successful organization considering its fast growing pace and exclusive attention to the investors and stakeholders. This organization plays a vital role in financial policy making, share market strategies, enhancing investment and more. It is for the most part an investment bank. An investment bank is a money related mediator that practices essentially in offering securities and endorsing the issuance of new value shares to raise capital assets. This is not the same as a commercial bank. The founding of ICB along with re-opening of DSE in the same year was two of the influential actions taken by the Bangladesh government for some reasons like speed up the pace of industrialization and develop a well organized capital market, primarily security market. ICB has three subsidiary companies as on July 1, 2002.

The goal of the study is to assemble information that how ICB skims and deal with the open finished common asset. The matter of the open finished common asset is to activate reserve funds from speculators by way offering authentications and putting the assets in securities from the essential and optional markets in order to guarantee greatest return for testament holders. It is put resources into securities and currency market securities as a solitary record.

Table of Content

Topic	Page Number
Chapter 1 - Introduction	7
Chapter 2 - Objectives	8
Chapter 3 - Methodology	9
Chapter 4 - Overview	10 - 12
Chapter 5 - Organizational Structure	13 - 15
Chapter 6 - Functions of Key Departments & Analysis	16 - 23
Chapter 7 - Functions of Subsidiary Companies & Analysis	24 - 27
Chapter 8 - SWOT Analysis	28 - 29
Chapter 9 – Services	30
Chapter 10 - Limitations	31
Chapter 11 – Findings	32
Chapter 12 – Recommendations	33
Chapter 13 - Conclusion	34
References	

Chapter- One

Introduction

Investment Corporation of Bangladesh (ICB) is a statutory corporation. It is mainly an investment bank. As an investment bank is a financial institution, which mobilizes fund from the surplus economic units through various mutual funds and sale of securities and develops funds for the deficit economic units through purchase and/or underwriting of securities.

The Investment Corporation of Bangladesh (ICB) was established on 1 October 1976 Under “The Investment Corporation of Bangladesh Ordinance, 1976” (No. XL of 1976). The foundation of ICB was a noteworthy stride in a progression of measures embraced by the legislature to quicken the pace of industrialization and to build up an all around sorted out and dynamic capital market especially securities market in Bangladesh. ICB takes into account the need of institutional backing to meet the value crevice of the modern undertakings. In perspective of the national arrangement of quickening the rate of funds and speculation to cultivate confident economy, ICB accept a basic and urgent part. It was by the enactment of the Investment Corporation of Bangladesh (Amendment) Act, 2000 (No. of XXIV of 2000), reforms in operational, strategic and business polices have taken place by establishing and operating subsidiary companies under ICB.

Chapter- Two

Objectives

The Objectives of the report are:

- To collect information about the different departments of ICB
- To relate our theoretical learning with the practical situation.
- To evaluation the handy aspect of the Investment Corporation of Bangladesh.
- To get aware about the working environment in advance that will help in adjusting a student with the future working life.
- To relate our theoretical learning with the practical situation.
- To complete the requirement of B.B.A program and also earn a real life experience about.

Chapter- Three

Methodology

Methodology can be termed as fundamental standards and principles of start that work at the foundation of the study. It clears up the issue including the exploration in a requested and deliberate way. For this study information and other data can be gathered by taking after ways:

➤ **Sources of Primary data:**

During 62 days of internship the time we visited departments of ICB. The head of departments gave briefs about their departmental works, which were very much useful for us and we noted some valuable information from their briefing.

➤ **Sources of Secondary data:**

As many of the information were strictly restricted to access for the non employees, that's why Secondary data had been collected from relevant articles of the ICB.

These are given below:

- a. Annual Report of ICB
- b. Annual Report of ICB unit fund
- c. Journal and books
- d. ICB ordinance
- e. Daily newspapers
- f. The reports prepared by the previous students who completed their internship in ICB which were provided from ICB.

Chapter - Four

Overview of ICB

➤ Objectives of the ICB

The main objectives of ICB are as follows:

- a. To encourage investors as well balance the base of investment.
- b. To develop the capital market of our country.
- c. To organize savings of the clients.
- d. To promote their subsidiaries for business expansion.

➤ Functions of ICB

- Helping by giving lease finance to industrial machinery and other equipment singly or by forming syndicate.
- Direct buy of shares and debentures including Pre-IPO situation and value cooperation
- Endorsing of first sale of stock of shares and debentures.
- Overseeing Open End and Closed End Mutual Funds.
- Managing all the accounts of investors'.
- Endorsing of right issue of shares.
- Controlling and monitoring the Stock Exchanges.
- Giving venture advice and investment counsel to issuers and investors.
- Providing Consumer Credit and Bank Guarantee.
- Dealing with capital market operations.

➤ **Product and Services provided by ICB**

Private placement:

ICB is approved to go about as a specialist of the backers and financial specialists for private arrangement of securities. Under this course of action, ICB places securities to people in the interest of the backers for which it charges expenses.

Underwriting:

With a specific end goal to raise term obligation and value from the essential market, the govt. bodies, ventures, company or organizations may look for go-between help from ICB through endorsing.

Manager to the issues:

To go about as the director to the general population issue of shares and debentures ICB gives proficient administrations in appreciation to syndicate guaranteeing and brokers to the issue.

Acquisitions and combination:

Organizations willing to grow their business through mergers and acquisitions or to strip extends that no more fit into the present size of operation may contact of ICB. ICB gives proficient administrations and advices.

Bank Guarantee Scheme

ICB introduced Bank Guarantee scheme in 2002-03.

ICB gave Bid Bond to empowering the businessmen to partake in any delicate or offering; Performance Bond for helping the business group to proceed with their business easily by satisfying their commitments guaranteed by them to their customers and Customs Guarantee for fathoming diverse differences between the traditions power and the business classes at the underlying stage. The most extreme point of confinement of assurance is Tk. 2.0 crore and would be issued against no less than 20 percent money and 80 percent effortlessly cashable securities or against 100 percent money edge. Re-ensure from other money related foundation is required for insurance against the sum surpassing Tk. 2.0 crore.

Unit Fund: It is an open-ended Mutual Fund through which the little and medium savers inspire chance to put their investment funds in an adjusted and generally okay portfolio. ICB has so far pronounced appealing profits on units consistently running from Tk. 11.5 to Tk. 25.0 for each unit. Interest in units appreciates tax reductions, sum being appropriate according to law. In any case, under the ICB's rebuilding program new unit testaments are being sold by ICB's auxiliary organization, the ICB Asset Management Company Ltd.

Credit Scheme: As a major aspect of business broadening program ICB has presented "Buyer Credit Scheme" in 2003-04 taking a gander at the need of different family wares of various experts of government, semi-government, self-sufficient bodies and some settled private segment associations. Under this plan one can appreciate least of Tk. 1.0 lakh however most extreme of Tk. 5.0 lakh credit offices. The rate of enthusiasm on the credits sensible and focused

Lease Financing: ICB gives lease fund primarily to equipments, machineries, gears and transports. ICB is in a position to give proficient counsel and money related help to the expecting customers. The time of lease, rental, and charge and different terms and conditions are resolved on the premise of sort of advantages and the degree of help required by the candidates. Great reactions have been gotten from the expecting residents since beginning of this plan in 1999.

Chapter - Five

Organizational Structure of ICB

Departments of ICB:

The whole association of ICB is practically separated into two general gatherings. One is Operations Wing and the other is Administration Wing. The Operation wing are include with the exercises identifying with Project Financing Research, PC, Launching of Unit Funds and Mutual Fund, Maintenance of speculators Accounts, Shares, Transaction and so on. The Functions of organization Wing are included with the exercises identifying with Administration, Accounts. Execution and observing of undertakings, recuperation, open issue and Legal matters the capacity of the two wings are taking care of by two General Managers who are capable to the Managing Director. All branches are taken care of by General Manager Administration Division. Every Wing is practically sub-isolated into divisions which are going by Deputy General Manager other than the above two noteworthy wings there are additionally two divisions which are immediate under supervision of Managing Director i.e. Review and Methods Division and Secretary's Division .The depiction of the Divisions and Department are given underneath.

Direct Supervision under Managing Director:

1) Secretary's Division

- a) Secretary's Department
- b) Public Relations Department

2) Audit and Methods Division

- a) Head Office Control Department

Division Wings under Supervision of General Manager (operation):

1) Loan Appraisal Division:

- a) Loan Appraisal Department; b) EBR Department

2) Fund Division:

- a) Mutual Fund Department
- b) Unit Sales Department
- c) Unit Registration and Procurement Department

3) Merchandising Division

- a) Investors Department
- b) Shares Department
- c) Transaction Department

4) Computer Division

- a) System Analysis Department
- b) Programming Department
- c) Data Management Department

Wings under Supervision of General Manager (Administration):

1) Administration Division

- a) Personal Department
- b) Establishment Department

2) Accounts and Finance Division

- a) General Accounts Department
- b) Project Loan Accounts Department
- c) Legal Affairs Division
- d) Law Department
- e) Public Issue Department
- f) Implementation and Recovery Division
- g) Implementation Department
- h) Recovery and Follow up Department

4) Branches:

- a) Chittagong Branch
- b) Rajshahi Branch
- c) Khulna Branch
- d) Barisal Branch
- e) Sylhet Branch
- f) Bogura Branch
- g) Local office Dhaka

Management of ICB

The Head office of the company according to the prerequisite of the law of ICB is Located at Dhaka. The general bearing and superintendence of the enterprise made in a top managerial staff, which comprises of persons including the administrator and overseeing chief of ICB The top managerial staff comprises of the accompanying executives:

- a) The Chairman to be appointed by the government.
- b) The directors to be appointed by the government from among persons serving under the government.
- c) One director to be nominated by the Bangladesh Bank
- d) The managing directors, Bangladesh Shilpa Bank.
- e) The managing directors, Bangladesh Shilpa Rin Sangstha.
- f) Our other directors to be elected by the shareholders other than the Government, BB, BSB and BSRS.
- g) The managing director of ICB to be appointed by the government.

Chapter - Six

Functions of the various departments of ICB

Personnel Department:

This department deals with the human resources of the organization. The main function of this department can be described as follows:

1. To make necessary rules, regulations and policies for efficient administration of the Corporation.
2. To handle personnel matters including confirmation, posting, transfer, fixation, leaves, training etc.
3. Process all promotion, time-scale encashment, etc.
4. Process registration, retirement cases.
5. Deal with retirement benefits including gratuity, pension, provident Fund etc.
6. Control attendance
7. Handle national pay scale, fixation, increment, etc.
8. Prepare long-term and short-term plans for executive development in the corporation.
9. Arrange seminars/symposium/workshops where experts in the line may be invited to deliver lecture.
10. Deal with all matters relating to ICB employees Union and officers Association.
11. Develop appropriate machinery for handling and arrive at a solution.
12. Any other assignment given by the management.

Analysis: (1) ICB cover handle a group of specialized work force to do the examination inquire. In any event the Corporation ought to name some skill that has the capacity to assess the supplied examination reports which are presently inadequate.

(2) The corporation should have more training sessions for better employees to conduct their duties.

Establishment Department:

This department deals with purchase and sales of the office supplies, office equipment etc. They also maintain the utility service like telephone bill, electricity bill etc. This department divides cost into two categories: revenue cost and fixed cost. For fixed cost, depreciation is charged according to straight-line basis.

Analysis: They are very quick to their short amount of needs of any stationaries. They told us when it comes at buying a larger amount of stationaries for the annual purpose then it would take a longer time to take actions.

Secretary's Department:

The main function of this department is as follows:

- Arranges meeting of Board of Directors, Annual General Meeting, Executive Committee and other committees,
- Places working papers to the board of Directors.
- Maintains attendance registrar of Directors.
- Obtains signature of the Chairman on the minute's book.
- Collects and sends any action need to approve or implement.
- Maintains register of the shareholders.
- Sends minute of the meeting to the Board and government of Bangladesh.
- Makes payments of dividend to the shareholders.
- Arranges transfer splitting of shares and issuance of the duplicate certificate.

Analysis: This department is the most active one. They have a strong communication within the organization. The schedule of meetings instantly reported to the respective members of the committee. At the very beginning of the office hour they enlisted the people who attend according to the office time and who are being absent for questionable period of time and take actions.

Investor's Department:

Investor's scheme got started on 13th June, 1997 to help little savers to contribute and expand wage. Financial specialists' office performs all related capacities with speculators account and at present keeping up more than 45000 records. The elements of this office are as per the following:

- Open investors' accounts for individual investor,
- Receive buy and sale order from customers and get executed them on brokerage commission @ .05%.
- Provide account holder loan margin at 1:2 ratio subject to maximum of Tk. 0.02 million at a rate of interest 15.5 % (variable).
- Communicate with the companies about matters related to allotment letter, refund warrant, share certificate, right share, divided interest, bonus share and converted shares.
- Perform securities/ fund withdrawal formalities.
- Perform accounts closure formalities.
- Communicate with account holder to collect used up excess of margin/interest.
- Provide customer statement like sale /purchase confirmation sale or purchase cancellation.
- Adjust accounts monthly.

Analysis: They are direct communication bridge for investor to the organization. They take care of their investors individually.

Transaction Department (TD):

Transaction Department executes the deal and buy request of the accompanying distinctive portfolios; ICB Unit Fund, Mutual Fund and Government portfolio and the request from financial specialists of speculation office and the request structure ICB branches. For the portfolios' request the securities buy and deal board of trustees take choice each morning what offer be purchased and what ought to be sold for that say.

Analysis: This department also does the counseling part sometimes with their clients. They make plans for individual day. For the project appraisal purpose ICB depends mainly on the appraisal report of financier they should scrutinize research and investigate the real feature of the company.

Mutual Fund Department:

ICB has assumed a spearheading part in the field of shut finished Mutual Funds in Bangladesh. The main ICB Mutual Fund was drifted on 25 April 1983. Science then ICB has, throughout the years, coasted a progression of shut finished Mutual Funds. Common Fund office needs to perform the accompanying exercises principally:

- Transfer certificate if applied for after verifying transferee signature.
- Maintain the register of the certificate holders.
- Renunciation and issue of certificate.
- Register the name of the transferee subsequent to getting endorsement from capable power.
- Prepare dividend list and issue and mail dividend warrant as decided by the board.
- Reissue of lost warrant / revalue warrant (if required)
- Reissue testament in the wake of affirming misfortune and imprint exchange confinement of the lost authentication, if connected for furthermore illuminate DSE and CSE on update of the accompanying record submitted purchase the failure.

Analysis: In case of portfolio selection, the fund management should include those companies' share which performance is better.

Unit Sales Department:

Unit is an open end Mutual Fund. Issue is not time limit. It is not listed with DSE, so no sale in secondary market.

- ICB is the management authority of the fund. As an agent of ICB listed bank branches can sale and repurchase Unit. Normally sold unit surrendered (if required) to the same sellers.
- Available denomination 1,5 , 10,100,500,250, 1000,5000 units.

- Direct dividend or cumulative investment plan (CIP) facility.
- Investment limit under individual registration is 10,000 units.
- Approved security.

Analysis: Unit Fund administration ought to differentiate its trade out that division from which high return is conceivable.

Unit Registration and Procurement Department:

This department maintains the ledger of accounts under registration number of the unitholder. Particularly it is unit's account maintain and dividend paying sector. It performsthe following activities:

- Register the fresh buyer with requisite information available from unit aform.
- Record the transfer and transmitted units related information form -B & ICB Unit -C filled by the applicant.
- Do posting of sales, surrender (ICB Unit -D) dividend warrant issue, certificate issue under ICP, balance ledger wise, check and reconcile.
- Manage undelivered / returned dividend warrant.
- Collect certificate of different denomination and other stationary.
- Supply the Unit certificates (blank), stationery to issuing offices andreconcile the blank unit certificate.

Analysis: Course of action ought to be made to convey the Unit Certificate (CIP) to the financial specialists inside the sensible time limit. The staff straight of the Unit Sales office might be expanded if necessary.

Computer Department:

ICB has automated trading through Wide Area Network with DSE from 10 August 98 and using TESA software for the purposes. It has installed Local Area Network with a heavy-duty server in the back. Under computerization ICB is going for developing and install following programs:

- Merchandising operational management.
- Unit Sale and repurchase information management.
- Mutual funds scripts and ownership management.
- Project information management.
- Software for personal management and corporate accounting.
- Software for IPO management.
- Software for financial feasibility analysis of project.
- Software for meeting minute, storage and retrieval.
- Software for low suit tracking.

Analysis: The employees of this department are very expert but they share less with other employees. They should help other department's employees because now everything has turned into digital version of transactions. Those who are older people are having several problems in terms of using computer and obviously website of their own.

Recovery and Follow up department:

This is the collection department of the ICB. RFD is the key operation department as it ensures the recycling of funds provided as credit. Functions performed by this department are as follows:

- (i) Recover the participial and interest due on the sanctioned project.
- (ii) Provide management counseling; follow up project help in import processing and product marketing.
- (iii) Visits projects, examine the problem and provide solution.
- (iv) Analyze balance sheet and individual project review.

- (v) Help to approval/enlistment with DSE, CSE.
 - (vi) Provide counseling to get for public issues.
 - (vii) Communicate with first charge (BSB, BSRS) for implementation and recovery.
 - (viii) Communicate with consortium member for reimbursement, by back, information exchange.
- Arrangement of loan (especially for debenture loan)

Analysis: Withdraw of any funds or securities, are also very lengthy and complicated process.

Public Relations Department:

This department maintains close relations with various newspapers, periodicals and masscommunication organizations or departments like radio, television etc. This department also acts as the mouthpiece of the ICB. Issuing press releases, advertisements and other related this department accomplishes activities concerning publicity and masscommunication. The activities of this department also help in creating favorable impression of the organization in the mind of general public.

Analysis: This department works really well according to their duties. But they have less connectivity with their online media advertisements.

Law Department:

This is a special department which duty is to deal in the legal affairs of ICB. This department is empowered to:

- Advise the all-legal matters of the ICB.
- Prepare the legal documents, advances agreement, shares agreement, Memorandum and Deposit of the Title Deed, Demand Promissory note etc.
- Execute underwriting cum-advance agreement, underwriting agreement and supplementary documents.

- Process litigation case, prepares legal notices, and refers cases to legal adviser in the court
- Prepare proposed Memos for placement in the Board meeting, relating to litigation and legal affairs.

Analysis: Most of the employees are not that much aware of the laws which are helpful and beneficial for them, for that reason they sometimes fail to claim their own rights. The corporation should have more counseling facilities.

Chapter - Seven

Subsidiary Companies

Capital Management Limited (ICML):

ICB Capital Management Limited began its adventure as an auxiliary organization of ICB on July 1, 2002. The approved and paid-up capital of ICML as on 30 June 2010 remained at Tk. 100.0 crore and Tk. 58.5 crore separately. ICML has been assuming a critical part in the advancement of capital business sector via completing the elements of guaranteeing open issue of securities, portfolio administration, issue administration and administration of venture records with the destinations to prepare funds and energize and widen the base of speculation. The Company has developed as one of the quickest developing shipper bank in the nation. Up to 30 June 2010, the measure of stores got and net ventures made against 27975 financial specialist's worked by the Company remained at Tk. 788.80 crore and Tk. 6382.98 crore separately. The organization guaranteed the issues of shares and debentures of Tk. 396.11 crore for 82 organizations and expected the obligations of issue supervisor to 54 organizations including Tk. 3079.53 crore.

Business Policy

- To arrange equity support and loans for projects singly or through consortium of financial institutions including banks.
- To encourage and develop entrepreneurship in the country.
- To provide financial assistance to projects subject to their economic and commercial viability.
- To follow up on business thought with due respect to the enthusiasm of industry, trade, contributors, financial specialists and to people in general as a rule.
- To diversify investments.

Basic Functions

- Participating in government divestment program
- Introducing new business suited to market demand
- Providing investment counseling to investors
- Providing bank guarantee
- Acting as trustee and custodian
- Participating in financing of joint-venture companies

Objectives

- To promote and establish subsidiary companies for business expansion and
- To provide for matters ancillary there
- To develop the capital market.
- To mobilize savings.
- To encourage and broaden the base of investments.

Analysis: Their position of capital market is not good enough this is the reasonable problem. Cost of capital or fund of ICB is determined based on bank rate, administrative cost, risk factor and also profit. In order to ensure a buoyant and robust stock market, ICB Units in some shares, which are fundamentally and technically, are very weak. For the reason, investors are deprived from capital gain and lucrative dividend.

Asset Management Company Ltd. (ICBAMCL):

ICB Asset Management Company Ltd. a backup organization of ICB was enrolled under the organizations Act 1994 as an open organization restricted by shares on 5 December 2000. The organization began its capacities for administration of shared assets from July 1, 2001. The organization can deal with the benefit of any trust or reserve of any sort and/or character and hold, secure, offer or arrangement in such resource or any trust or store. It can arrange different plans of various sorts for trust stores, join in the administration of any common asset operation,

direct, achieve and set up administrations for modern exchanging and business exercises, put reserves in shares and securities, carry on business, and go about as budgetary and money related operator and stock shares and securities. The activities of this company have bolstered the mutual fund industry. The company has already gained widespread reputation as one of the best asset management companies in the country.

Analysis: The organization is occupied with venture administration; all the more particularly drifting and overseeing both open end and shut end common assets, provident assets and so forth. The organization is committed towards advancement of common asset industry and in addition the capital business sector of Bangladesh.

Reserve is an important part of any business, is kept for the future uncertainty, funds liquidation and used for buying securities without borrowing costly capital. Reserve is kept from income as un-distributable income. ICB has kept more than 70% as reserve for 1st to 3rd mutual fund. But in the regulation it is mentioned that a fund may not keep reserve more than 50% of its income.

Securities Trading Company Ltd. (ISTCL):

This year the organization has extended its exercises altogether to wind up a standout amongst the most dynamic representatives of both DSE and CSE as in the earlier years. Among numerous different capacities the organization principally gives financier administration to purchasing and offering securities recorded with stock trades and gives business administration to purchasing and offering securities over the counter markets by the organization itself and by selecting sub-intermediaries, sub-operators, security agents, authorities and odd-part merchants. Moreover, the organization likewise acts as a full administration Depository Participant in the CDBL. The organization has been embraced exchanging exercises of securities for general financial specialists close by the institutional speculators. With a perspective to enticing more speculators in the securities market, ISTCL has received a redesigned exchanging framework in particular Wide Area Networking(WAN) Connectivity through which it introduced Radio Link/VSAT/Dial-up association in its geologically scattered branch workplaces and performing direct exchanging.

Analysis: ICB and its three subsidiary companies play impressive roles in maintaining a buoyant and sustainable capital market in the country. In this regard ICB participates both in primary and secondary market. They keep up the most noteworthy standard of business morals. They provide guarantee best consistence of all the current tenets and directions. Make sure to keep up the most elevated amount of straightforwardness and responsibility in any progression and operation. Give best esteem to cash to financial specialists through exchanging methodologies and customized administration.

Chapter - Eight

SWOT Analysis

Strength:

ICB Unit Fund Department, which includes ICB Subsidiary's mane, is Asset Management Companies. ICB Unit Fund Department is a functional part of the Asset Management Company. This Unit Fund Department has some strength, which are most attractive for every investor. As a result investors are investing their money in the ICB Unit Fund.

The ICB Unit Fund strength is given below:

- ICB Unit Fund more popular for investors, because every year authority declared handsome dividend for unit holders.
- Higher job satisfaction exists among the employer and employee.
- Not engaged in unfair business practice. As a result investors are investing money in the ICB Unit more safely
- Good co-operation among the officers and executives in the ICB Unit Fund Department.
- Risk less investment because ICB Unit Fund authority every year declared handsome dividend.
- ICB Unit Fund investment processes comparatively easy another institution Chittagong Stock Exchange.
- Loan facilities are available.
- Good consumer relationship.
- Cumulative Investment Plan (CIP) attractive for every category investors.

Weakness:

In the world everything is not good enough. So, something has weakness. In that's reasons ICB Unit Fund have some weakness which weakness are not favorable for investors. Weaknesses are as follows:

- Loan facilities are not sufficient for investors.

- Most of officers are not business graduate and not highly qualified.
- There is information gap between head office Unit Fund Department and Chittagong Branch office.
- Absence of sufficient computer facilities.
- Reluctant to Advertisement campaign.

Opportunity:

- Can increase loan facilities.
- ICB Unit Fund more reliable to local public (investors)
- Govt. has taken steps to develop capital market.

Threats:

- There are many competitors in the market.
- Different classic service of competitors.
- Young energetic, dynamic, talent and smart work force of competitors.
- To morons business word is for knowledge organization.
- Fund constant in financing for modern technologies.

Chapter - Nine

Services

- Cumulative Investment Plan (CIP) attractive for every category investors.
- Good co-operation among the officers and executives in the ICB Unit Fund Department.
- Risk less investment because ICB Unit Fund authority every year declared handsome dividend.
- Higher job satisfaction exists among the employer and employee.
- Not engaged in unfair business practice. As a result investors are investing money in the ICB Unit more safely
- ICB Unit Fund more mainstream for financial specialists, on the grounds that each year power pronounced great looking profit for unit holders.
- Loan facilities are available.
- Good consumer relationship.
- ICB Unit Fund investment processes comparatively easy another institution Chittagong Stock Exchange.

Chapter - Ten

Limitations of the study

Although the internal environment of ICB as very much better and the employees were much cooperative, like all other field, there were some limitations, which I had to fact at the time of my internship and at the time preparing the report.

They are as follows:

- 62 days duration is not enough time to know an entire institute's activities in details.
- Restrictions in collecting data of ICB were also a problem to me.
- There were relevant documents but which were not available in time.

Chapter - Eleven

Findings

ICB Unit Fund has some problems which are not favorable for investors.

- Loan facilities are not sufficient for investors.
- Most of officers are not business graduate and not highly qualified.
- There is information gap between head office Unit Fund Department and Chittagong Branch office.
- Absence of sufficient computer facilities.
- Reluctant to Advertisement campaign.
- Market competition are increasing day by day as many private company are now in the market
- Practicing of corruption in the stock market
- There are many people who have less knowledge about stock market.

Chapter - Twelve

Recommendations

Despite the fact that ICB is the top performing organization in trader managing an account, I have some recommendation for ICB to enhance its execution more effective.

- The first ICB shared asset gives exceptional yield contrasting capital pick up yet other doesn't do that.
- They have lacking in HRM for trade monitoring stock fraud.
- ICB should enroll more human capital on those fields.
- ICB has a very skillful and experienced lineup of fund managers but their intention is to perform only on security trading.
- The portfolio classifications of all the ICB shared assets are verging on same. They ought to have diverse portfolio classification so both high hazard and generally safe financial specialist will be intrigued to contribute.
- To create a center of attention more investor ICB has to change its strategy.
- ICB should have a strong IT setup and the network field should have to be developed.

Chapter – Thirteen

Conclusion

To finish up this report it can be said that it was an awesome open door for me to think about the operational exercises of the venture bank and additionally trader and the capital business sector of the nation. The Investment Corporation of Bangladesh (ICB) is for all intents and purposes the main venture bank in Bangladesh. In a more extensive sense ICB is both Investment Bank and Development Finance Institution (DFI). ICB assumes a crucial part to empower and widen the base of ventures and along these lines to build up the capital business sector in Bangladesh. My fundamental spotlight on this report is execution evaluation on ICB Unit Fund. From the investigation it found that the Unit Funds position is great. There is okay contribution. The principle explanation for this, there was no official in size. Presently the net offer of Unit Fund is not attractive level. It is close about Tk. 9.11 crore in this condition Unit Fund likewise pronounced a great looking profit.

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