

Sonargaon University (SU)
Dhaka, Bangladesh

Thesis Paper
On

Green HRM Practices in Bangladesh:

A Case Study on M/S. NATIONAL TRADERS

Submitted by:
Md. Mizanur Rahman
ID: EMBA2103024009

Program: Executive Master of Business Administration (EMBA)
Major: Human Resource Management (HRM)
Semester: Fall-2022

Submitted to:
Department of Business Administration
Sonargaon University (SU)
Dhaka-1215

Date of Submission
Date: 12-Jan-2023

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Supervised by:
Md. Rasel Hawlader
Lecturer

Department of Business Administration
Sonargaon University (SU)

Date of Submission
Date: 12-Jan-2023

Letter of Transmittal

January 12, 2023

To,
Md. Rasel Hawlader
Lecturer
Department of Business Administration
Sonargaon University, Dhaka.

Subject: Submission of Thesis Paper on "Green HRM Practices in Bangladesh"
A Case Study on M/S. NATIONAL TRADERS
.
Dear Sir,

With due respect and honor, I would like to inform you that, I have successfully completed the
requirements to entitle myself for the thesis paper, which is a mandatory requirement to completion of the EMBA program. This is a great pleasure for me to submit the thesis paper on, "Green HRM Practices in M/S NATIONAL TRADERS". Here I gathered what I believe the most completed information available. I believe that it will provide a clear scenario of the Green HRM polices of the prominent industrial institution M/S. NATIONAL TRADERS in Bangladesh.

This report is all about to synchronize my theoretical learning from EMBA program with the real
corporate world. I attempted my every move to go through all the necessary materials, documents, guidelines, and other subsequent reports which fulfill the requirements of this thesis paper. I have placed my most effort on preparing this term paper and tried to leave no stone unturned to make the report a vivid and comprehensive one despite a lot of limitations. I sincerely believe that it will serve the required purposes. I will always be obliged to furnish any clarification regarding this paper, if required.

I humble request you to accept this report for your kind evaluation.

Kind regards,

Very truly yours,

Md. Mizanur Rahman
ID: EMBA2103024009
Department of Business Administration
Sonargaon University (SU)

Letter of Authorization

I, Mr. Md. Rasel Hawlader, Lecturer, Faculty of Business Administration, Sonargaon University (SU) hereby certify that the Thesis work entitled as "Green HRM Practices in M/S. NATIONAL TRADERS" has been prepared by Md. Mizanur Rahman, ID: EMBA-2103024009, Department of Business Administration, Sonargaon University (SU) and submitted as a requirement for the partial fulfillment for the degree of the Executive Master of Business Administration (EMBA) with major in HRM. To the best of my knowledge, the above-mentioned work has been conducted by the student himself. Any option and/or suggestion made in this study are entirely that of the author of this thesis paper. The report is an original work and prepared as a partial requirement of the degree the Executive Master of Business Administration (EMBA).

Md. Rasel Hawlader
Lecturer
Department of Business Administration
Sonargaon University (SU)

Student's Declaration

This is Md. Mizanur Rahman, a student of Executive Master of Business Administration, ID: EMBA2103024009 from Sonargaon University (SU) would like to solemnly declaration here that this report on Green HRM Practices in Bangladesh: A Case Study on M/S. NATIONAL TRADERS has been authentically prepared by me under supervisor of Md. Rasel Hawlader, Lecturer, Department of Business Administration, Sonargaon University.

While preparing this report, I did not breach any copyright act internationally. I am further declaring that I did not submit this report anywhere for awarding any degree, diploma or certificate.

Sincerely Yours,

Md. Mizanur Rahman
ID: EMBA 2103024009
Major: HRM
Semester: FaIl-2022
Department of Business Administration
Sonargaon University (SU)

Executive Summary

M/S NATIONAL TRADERS today symbolizes a name a state of mind. From the inception in 1983.M/S National Traders today is more than just an organization, it is an institute. In a career spanning across four and half decades it has pioneered the development of the local business in fields as diverse as Civil Engineering, Construction, Ashphalt, Airfield works and Housing, development .With an average Annual turnover of over US$ 100 million and a workforce of about 1000 the M/s. National Traders is a true icon of the Bangladesh business sector. In this report I gave more focus on My Company. I have discussed the history and growth stage of my Company. Its Address Hazrat Shahjala international Airport areas in Bangladesh. The manufactures 100% mix ratio concrete, rigid pavement, ashpahlt concrete. I recently have done my thesis paper in M/s. National Traders, in which I got training from each of its department if I am also employeer. The thesis paper basically revolved around the project knowledge training. The system, the style of working & the commitment of the employees in M/s. national traders is exemplary.I have all my practical efforts in the form of this manuscript that's the asset for my future career. Then I have done a detailed with theoretical framework, company overview, HRM practices, SWOT analysis & Findings. M/s. National Traders Report provides a complete overview of the company's affairs. All available data is presented in a comprehensive and easily accessed format. The report contains the company's profile and information about the company's vision, mission principal activities, objectives, locations, and organization structure. This report provides relevant news, an analysis of R & D activity, distribution channel and stock price movements. The report also enables direct comparison to be made between M/S. NATIONAL TRADERS and its competitors.

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Chapter One
Introduction

1.1 Introduction:

National Traders is one of the most and largest company in our country. We have several branches all over the country providing the services. Now-a-days we capture most of the Civil aviation works of our country. We have a reputation name in the M/S NATIONAL TRADERS and this name is established 17th july 1997 . But firstly this Company name was Vai Vai Traders and that was established is 19 august 1983.

Firstly Vai Vai Traders establish had 4 friend joint at a time and established this firm. In 1978 this four person came to Dhaka in several Place and meet each another. One of Come from Mymensing, another is from Cumilla, And other two person live in Dhaka. This Four person Name is Md. Shegun Ahmed he bron in Uttara in Dhaka at 1958 and he completed in Gradutation In Dhaka University and also he was Dhaka University VP . Another One is Md. Abdul Hamid, He was bron In Mymensing In 1963. He was Completed his Graduation in Rajshahi University. Third one is bron in Cumilla in 1967 and he was Completed his graduation in Rajshahi College. And Forth One is Also Bron in Kawla in Dhaka in 1955 and his father was at that time very popular person and there are biggest family qualification. This Four person Established Vai Vai traders and after Fifteen years they have relized there company name need to change and finally they have Change there company name and new name is M/S National Traders . M/s. National Traders is the Construction firm in our Country we are Mainly working in Construction fields in Civil Avaition Authority in Bangladesh. And some Rural and development works we have done. National Traders Mission is to provide good quality & innovative house and Transport area for people. National Tdares Vission is leading to accretion of wealth through financial and moral gains as a part of the process of the human civilization. As per provisions of the article of association, board of Director holds periodic meeting to resolve issue of policies and strategies, recording minutes/ decision for implementation by the Executive management . So, it is clear to me that M/S NATIONAL TRADERS is a pivotal and most contributing company in our country for government as well as for our economy.

1.2 Objectives of the Study:

Every research work is conducted to achieve some objectives. The primary objective of this report is to fulfill the requirement of the thesis Paper. The secondary objective of the report is to evaluate the " Green human Resource Management Practices'' of M/S NATIONAL TRADERS. This report has been prepared primarily for the fulfillment of the Human Resource Management course, which is an essential of the EMBA program of Sonargoan University (SU).

- To share the lesson learns.
- To inform about the progress.
- To analyze the inputs against the outputs.
- To communicate the changes.

- Risk reduction preparation
- To plan accordingly for up-coming period.
- To know about the M/S NATIONAL TRADERS and its HR practice.
- To find out the kinds of training provided by M/S NATIONAL TRADERS to its employees.
- To Look on the frequency of training provided by M/S NATIONAL TRADERS to its employees.

And finally , wheather the training provided by the organization has any impact developing the employee.

1.3 Methodology of the study :

In order to complete this report personal visit and discussion with executives and top-level Management of my Company become conversant with the company Philosophy, working procedures, management system, and decision-making process of the company. The details of the work plan are furnished below.

Data Source :

The information and data for this report have been collected from primary Source as well as secondary Sources but emphasis has been given more on Secondary Sources.

Primary Source:

Primary Source mean the source of data which were never used in anywhere and which data are presented first time. This information is collected from.

- Practical work.
- Practical desk work to another employee
- Face to face conversation with the officer.
- Direct observation.
- Face to face conversation with the client.

Secondary Source :

Seconday Source mean the sources of data which were already existed and used. Many journals, books and data from websites are used here as a source of secondary data. This report will be based on theoretical and practical information gathered from Secondary Source.

- Books, manuals.
- Journals.
- Publications.
- Web-sites.
- News paper.
- Back-Office management on the related field.

Apart from these I will try to introduce my practical experience what I have gathered while working as a thesis and my learning what I have learnt from my University.

Data Analysis, classification & Presentation:

Relevant data for this report has been collected through practical work experience, personal interview and observation in my organization etc. I have discussion my top – level authority by formal and informal discussion. No structured questionnaire has been used. Secondary sources of information include the annual report of the company.Data collected from secondary source have been processed manually and qualitative approach has been used throughout the study. Qualitative approach has been adopted for data analysis and interpretation taking the processed data as the best. So , the report primarily on an analytical judement and critical reasoning. After gathering all time prime and secondary data I collected, corrected, organized, analyzed and integrated to draw some findings.

1.4 Limitations of the Study:

A primary limitation of the report is that it is based on facts, accumulated from word of mouth, while consulting secondary data. Some information presented in the report may be biased, as people tend to avoid their own limitation regarding their job and tend to hold other departments responsible for drawbacks of their own. As the report is not a vomprehensive one, rather based on a single facility of National Traders and also based on a limited number of department employees so any ultimate decision may not be drawn about the whole organization training facility.

There is no study work which is free from defect. Such defects are known as limitations. As the report prepared with a short span of time, the report could not be made comprehensive and conclusive. Some usual constraints I did face during my investigation. Due to the company's policy of maintaining secrecy I did not get the opportunity to collect information regarding all departments.

The Limitation of my study work is stated by the following:

- The data and information related with the topic was not easily avaible.
- Supply of more practical and contemporary data is another shortcoming.
- The Study also suffered from inadequacy of data.
- Lack of Experience
- Time constraint.
- Scarcity of pertinent information.
- Unwillingness to response of the interviewer is another limitation for this study work.
- I have not available time because I also employee in this firm and did not time maintain.
- Some data did not collect too lower authority because some leakage of the employees.
- Shortage of Update data.

1.4.1 Confidentiality of Data :

Because of some divisional and confidential problem, I could not get enough information. Every department has our own secrecy that is not relevealed to others. If I am a employee in this firm but they did not truth all of things. While collecting data some company personnel did not disclose enough information for the sake of confidentiality of the organization.

1.4.2 Budgeted time Limitation :

It was one of the main constraints that hindered to cover all aspects of the study.

1.4.3 Data Insufficiency :

There is a lack of information about the different costing methods applied by different companies and the level of costing applications as well. Insufficient books published relevant to the topic and lack of availability of fact and figure has made an impact. These constrains narrowed the scope of accurate analysis. If these limitations had not there; the report would have been more useful attractive.

Chapter Two
Profile of the Organization

2.1 Overview :

M/S NATIONAL TRADERS is one of the biggest construction company in Bangladesh. This company committed to improve the good quality of development site of human life by enabling people to do more and live longer. Vission of National Traders are to good qualityof ashphalt ,construction project and development works and services, leading to growth of the company imbued with good governance.

Established in 1983. Making Innovative strategy and giving dedication to the work by the skilled employees, that is the main concept how M/s national Traders keeping our business isn a sustainable position. M/s National Traders always believes that always go after the opportunities that you see first. For that M/s National Traders using Diversification process in our business.

M/s. national Traders committed to undertake appropriate review, evaluation and performance measurement of processes, business activities and Quality Management System for continual improvement to ensure highest standerd, government satisfaction, developing human resources and ompany's growth.

2.2 Company Works Performance :

2.2.1 Upcoming Work order

1. Construction of 6 (Six) stories of 14 (Fourteen) storied C-type residential building at Tejgaon Airport, Dhaka.

   Amount is **Tk. 27,80,65,570.215**

2. Construction of 6 (Six) stories of 14 (Fourteen) storied D-type residential building at Tejgaon Airport, Dhaka.

   Amount is **Tk. 25,50,74,560.325**

3. Extension of apron at south side of Bay 4 in/c. other related works at Osmani Int'l. Airport, Sylhet.

   Amount is **Tk. 20,18,88,988.751**

4. Construction of scanning machine room RA-07, RA-08 and Extension of RA-3 area at Export Cargo village with other allied works at HSIA,Kurmitola, Dhaka

Amount is **Tk. 4,80,55,967.289**

5. Construction of emergency R.C.C. pipe sewerage line in front of Domestic Terminal towards airport Entry security room (near monument) along boundary wall at Hazrat Shahjalal Internatiional Airport,Kurmitola, Dhaka.

Amount is **Tk. 6,70,74,789.000**

6. Replacement and development of electrical distribution and lighting system of boarding bridge area at HSIA, Kurmitola, Dhaka

Amount is **Tk. 26,66,89,635.294**

(**2.2.2**) **List of successfully Completed Contract during the last 5 years from IFT Date under the organizations of the Procuring Entity Inviting Tender:**

Sl. No.	Name of Works Contract	Value of works Contract	Date of actual completion
01.	Construction of residential building in/c. E/M works at at Osmani International Airport, Sylhet (OS.H:- *Renovation of residential quarter in/c. Other allied works)*	Tk.,86,44,844.70	25-06-2021
02.	Improvement of drainage system at Airside (S.H:- Construction of Box culvert works for drainage system along 14 end connecting taxiway and construction of connecting Taxiway from Runway to towards east Ch. 4+10m to 5+78 m at North taxiway bend) at HSIA,Dhaka	Tk.24,96,97,354.38	30-06-2021
03.	Asphalt overlay of Runway(S.H:- Extension of apron towards south with other allied works) at Shah Makhdum Airport, Rajshahi,	Tk.7,43,09,332.00	18-10-2021
04.	Construction of Remaining portion of new Export Cargo Building in/c. other allied works at Osmani International Airport, Sylhet.	Tk. 7,62,50,212.45	04-02-2022

05.	Repair aznd Maintenance opf Passenger Terminal Building during the year 2021-2022 (S.H:- Providing facilities for RT-PCR LAB at Multistoried Carpark HSIA,Kurmitola, Dhaka.	Tk. 3,35,20,587.634	13-04-2022
06.	Construction of residential building (in/c. E/M works) at Osmani International Airport, Sylhet (S.H:- Construction of steel structure cargo shed beside old cargo building in/c. other allied works)	Tk. 10,04,05,118.793	30-06-2021
07.	Construction of Airside and Land side Cargo Handling area for New Export Cargo building in/c. E/M and other allied works at Osmani International Airport, Sylhet	Tk. 12,22,23,596.22	14-06-2022
08.	Renewing damaged carpeting work to the Taxiway/Shoulder and apron art Jashore Airport (S.H:- Emergency patch repairing works on the Runway surface from Ch. 00+00 to 80+00 with providing bituminous carpeting at SIARA tqaxiway with other associated works)	Tk. 1,07,19,442.523	25-08-2020
09.	Development of Cox's Bazar Airport(Phase-I) (S.H:- Relocation and construction of RCC drain tin shed qtr. road towards pro9ject office adjacent to boundary wall in/c. other allied works)	Tk. 3,46,23,920.700	10-07-2020
10.	O&M of Hazrat Shahjalal International Airport, Kuremitola, Dhaka during the year 2020-2021 (S.H:- Emergency repair and maintenance and cleaning of Entire Main Sewerage line and Rain water line in/c. fitting and fixing M.S. grating, Man hole cover and Inspection pit cover etc. from PTB Car park (Town side) to sewerage Treatment and different places of HSIA,Kurmitola, Dhaka.	Tk. 25,53,080.400	27-06-2021
11.	Construction of Mural of Bangabandhu in front of PTB at HSIA,Kurmiotola,dhaka.	Tk. 1,36,22,003.987	14-12-2020
12.	Providing Mural of Father of the Nation Bangabandhu Sheikh Mujibur Rahman based on the occasion of his Shodesh Prottabartan Dibosh from Dhaka tongi highway towards west along north side of HSIA town side approach road in/c. other allied works) at HSIA,Kurmitola, Dhaka.	Tk. 1,56,07,004.623	13-11-2020

13	Renovation of different toilets at Passenger Terminal Building-1 & 2 in/c. other necessary works.	Tk. 3,41,74,542.599	08-08-2020
14.	O&M of Hazrat Shahjalal .International Airport,Kurmitola,Dhaka during the year 2018-2019(S.H:- Yearly repair & maintenance of different toilets,false ceiling, glass partition, of PTB in/c. fitting, fixing sanitary materials and other associated works.	Tk. 1,27,36,847.700	30-06-2020
15.	Important Operational works at Saidpur Airport(S.H:- Extension of Passenger Apron with other allied works)	Tk. 23,06,25,527.659	10-05-2020
`16	Construction of Khan Jahan Ali Airport, Bagerhat (S.H:- Construction of RCC frame structure property boundary wall in/c. other allied works)	Tk. 20,34,80,283.261	23-06-2020
17.	Development of Electric Supply system at Cox's Bazar Airport during the year 2018-2019 (S.H:- Providing, Installation & Relocation of Emergency power cable line & other related works power house to R/A Emergency panel)	Tk. 21,54,629/=	15-05-2020
18.	Development of Electric Supply system at Cox's Bazar Airport during the year 2018-2019 (S.H:- Providing & Installation of normal & Emergency panel board & other related works)	Tk. 23,33,603/=	15-05-2020

Sl. No.	Name of Works Contract	Value of works Contract	Date of actual completion
19.	Re-construction of traffic system at town side of Hazrat Shahjalal International Airport, Kurmitola, Dhaka	Tk. 9,54,91,144/801	30-05-2020
20.	Providing, installation, testing and commissioning of Transformer, L.T. panel and PFI Panel i/c. related works for CATC Sub-station at HSIA	Tk. 1,14,17,000/=	29-01-2020
21.	Construction of Apron at Shah Amanat International Airport, Chattogram (S.H:- Extension of Shoulder at old Apron in/c. other allied works)	Tk. 1,54,66,480/200	12-06-2020

22.	Overlay work for Runway at Shah Amanat International Airport, Chattogram (S.H:- Improvement of existing Runway surface by premixed dense bituminous carpeting with hot `mix plant from B Taxiway towards 05 end)	Tk. 3,60,09,793/422	30-11-2019
23.	O&M of Hazrat Shahjalal International Airport,Kurmitola, Dhaka during the year 2018-2019(S.H:- Renewing Runway marking paint with other allied works)	Tk. 1,29,72,392/447	20-04-2020
24.	Development of Passenger Terminal Building (False ceiling S.S Decorative fencing in/c. other allied works(S.H:- Development of information center in front of PTB in/c. other allied works) at HSIA,Kurmitola, Dhaka.	Tk. 17,09,257/500	30-10-2019
25	Development renovation of parking area construction of RCC drain boundary wall foot path and installation of gate with barrier in/c. other allied works at gate 8 No. gate area at HSIA,Kurmitola, Dhaka.	Tk.1,08,84,567/ 23	12-08-2019
26	` Re-construction work for 11 KV underground cable line from ADA 33/11 KV sub-station tocivil Aviation Authority (CAAB) Shishu Park along Haj camp area at HSIA,Kurmitola, Dhaka.	Tk. 76,15,211/40	18-04-2019
27.	O&M of Hazrat Shahjsalal International Airprot, Kurmitola, Dhaka during the year 2018-2019(S.H:- Painting works of all operational building – Repair plaster & Renewing painting outside surface of VVIP complex in/c. other associated works)	Tk. 33,66,122.400	30-04-2019
28.	Water proofing membrane on PTB (S.H:- Providing water proofing work on the roof of Domestic terminal building) at HSIAQ,Kurmitola,Dhaka.	Tk. 74,49,563.42	26-02-2019
29.	Development and Renovation of toilet /wash rooms of PTB at HSIA,Kurmitola ,Dhaka (S.H:- Renovation of Toilets at Boarding Bridge No.06 & 16 Baggage area, ground floor beside lift (south side) and multistoried car park in/c. other associated works)	Tk. 93,92,376.600	05-11-2018

30.	Water Proofing membrane on PTB (S.H:- Providing water proofing works on the roof of Control Tower building) at HSIA,Kurmitola, Dhaka.	Tk. 16,94,132.100	15-05-2019
31.	Development of Passenger Terminal building (false ceiling) S.s. decorative fencing in/c. other allied works(S.H:- Upgrading works of ramps and stair by using heavy duty vinyl flooring with necessary slab floor materials at PTB in/c. other associated works)	Tk. 47,35,476/900	04-11-2018
32.	Construction of Turning pad (S.H:- Construction of connecting Taxiway in between 14 end turning pad and north taxiway and connecting taxiway in between 14 end turning pad and BAF taxiway) at HSIA,Kurmitola, Dhaka.	Tk. 25,99,39,632/=	28-02-2019
33.	R.M.O. Building during the year 2018-2019 (S.H:- Emergency works of office & Administrative area at HSIA,Kurmitola, Dhaka –Emergency repairing works of VVIP to ISSB road connection with Highway road, P&D/QS Project office, different operational gate closing by brick wall, barbed wire in/c. other associated works) at HSIA.Dhaka.	Tk. 15,15,228/30	05-05-2019
34.	O&M of Hazrat Shahjalal International Airport,Kurmitola, Dhaka during the year 2017-2018(S.H:- Runway Taxiway and apron removing of rubber deposit- Cleaning and removing rubber deposit from runway surface)	Tk. 11,01,636/=	10-01-2019
35.	Extension of Apron (S.H:- Extension of existing Apron towards town side in/c. other allied works at Jessore Airport)	Tk. 25,62,34,852/=	17-06-2019
36.	Construction of Cargo Apron in front of Cargo Terminal Building at Shah Amanat International Airport, Chittagong	Tk. 75,72,28,493.39	20-06-2019
37.	: Development of electrical works for 8 No. security gate at HSIA	Tk. 54,08,279/=	10-12-2018
38.	Development renovation & Re-construction of operational building and structures of Hazrat Shahjalal International Airport (S.H:- Extension and renovation of 8 No. Entry gate in/c. other allied works)	Tk. 84,70,024.10	17-10-2018

39.	R.M.O. Building during the year 2017-2018(S.H:- Emergency Works at office & Administrative area – Emergency cleaning hyacinth ditches from Rader to 14 end , Peripheral & Middle Marker approach area with other associated works) at HSIA,Kurmitola,Dhaka.	Tk. 25,87,838.401	03-12-2018

Sl. No.	Name of Works Contract	Value of works Contract	Date of actual completion
40.	Runway overlay works at Saidpur Airport(|S.H:- Providing 38mm thick bituminous carpeting works ion depressed area of Runway in different places between Ch.00+00 ft. to 60+00 ft in/c. other allied works	Tk. 2,90,88,168/=	20-08-2018
41.	Asphalt concrete overlay on Runway at Hazrat Shahjalal International Airport(S.H:- Dismantling & reinstallation of existing Center Line and TDZ light fittings including pouring sealant in the cable duct & core & related works at HSIA)	Tk. 5,05,44,018.281	10-08-2017
42	Construction of road at operational area (S.H:- Construction of security patrol road at Runway west side remaining portion BAF north Alfa (North side) to existing road 14 end BAF taxiway (north side) to existing road) at HSIA,Kurmitola, Dhaka.	Tk . 15,00,741/=	19-06-2018
43.	Construction of service road and security patrol road around the Runway (in/c. E/M works) at Osmani International Airport, Sylhet(S.H:- Construction of security patrol road at north side of Runway 22 end chainage 12+50 ft. to 18+00 ft.)	Tk. 1,89,49,789/=	12-03-2018
44.	Providing roofing felt on the roof of PTB at Osmani International Airport,Sylhet (S.H:- Providing roofing felt on the roof of International arrival and International departure lounge in/c. other allied works)	Tk. 1,91,62,918/=	14-09-2017
45	Construction of 500 KVA Sub-Station for Residential area at Osmani International Airport, Sylhet (S.H:- Construction of Sub-Station Building in/c. other allied	Tk. 2,06,49,301/=	11-09-2017

	works)		
46.	Improvement of drainage system at both side of Runway at Shah Amanat International Airport, Chittagong (S.H:- Protection of side strip at BAF side 23 end to 05 end cross Road from Ch. 12+97 ft. to Ch. 19+04 ft. in/c. other allied works)	Tk. 1,77,75,995/=	30-10-2017
47.	Construction of PAPA(P) Taxiway from Romio to SIARA at Jessore Airport (S.H:- Construction of PAPA(P) Taxiway from Romio to SIARA in/c. other allied works)	Tk. 14,76,59,254/=	30-12-2017
48.	Construction of Turning pad (S.H:- Construction of connecting Taxiway in between 14 end turning pad and north taxiway and connecting taxiway in between 14 end turning pad and BAF taxiway) at HSIA,Kurmitola, Dhaka.	Tk. 3,25,00,000/=	Payment certificate enclosed vide No.30. 31. 2600.421.04.016.17.298 dt. 28.08.2017

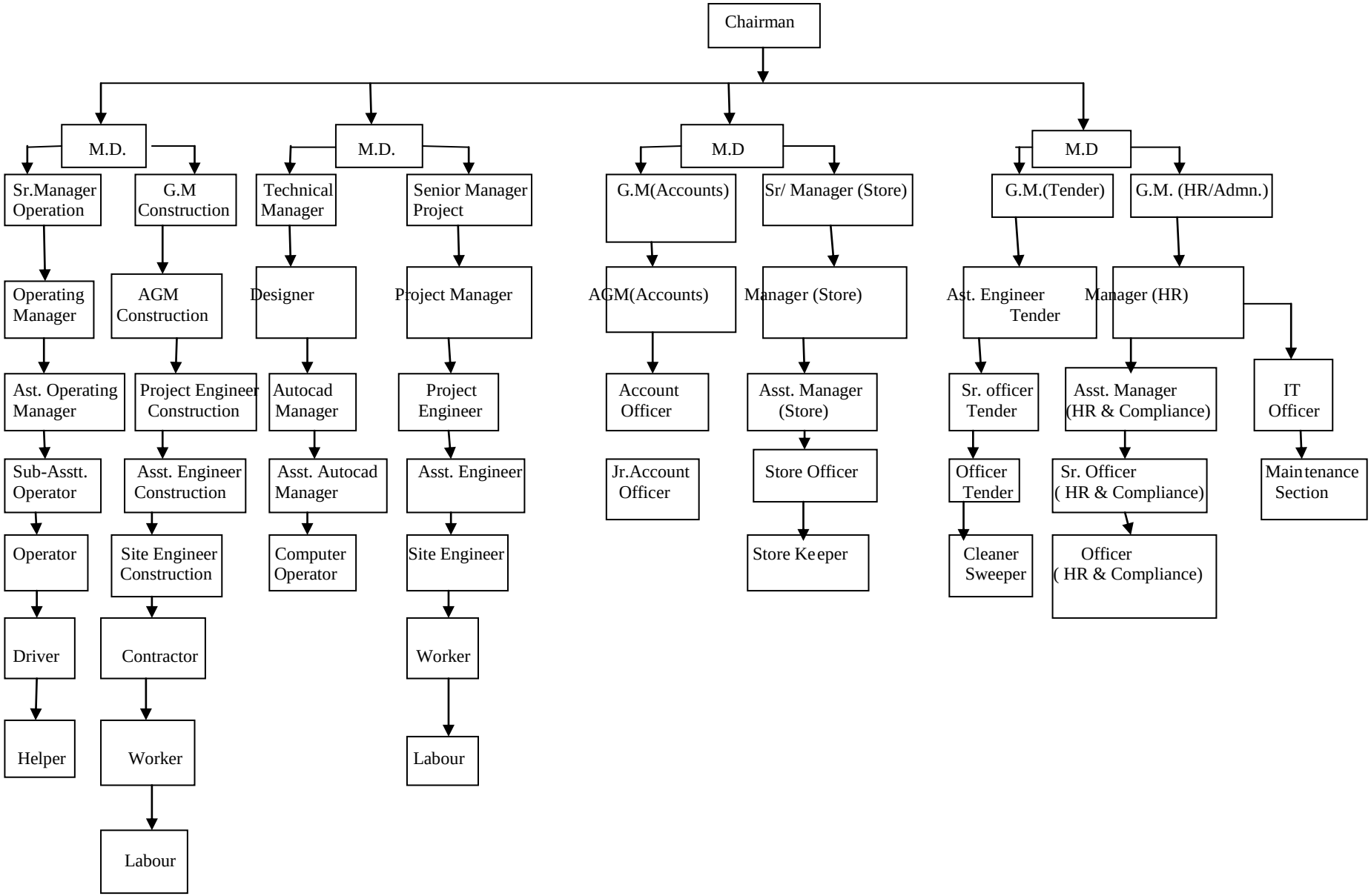
(2.2.3) List of On-Going Works /Contract Commitment under any Organization:

Sl. No.	Name of On-Going Works and Current Commitment	Value ot work	Date of Signing Contract	Date of Completion of contract	Name of Organization
1.	Re-construction of Passenger apron along the center line from Ch. 16+00 to ch. 23+75, Ch. 26+50 to Ch. 27+75 , bay No. 20, Bay No. 22 and Bay No. 04 at HSIA,Kurmitola,Dhaka.	Tk. 22,47,19,701.300	27-10-2020	12-11-2022	CAAB
2..	Construction of Connecting Taxiway at 35-End of Runway in/c. E/M works at Cox's Bazar Airport, Cox's Bazar	Tk. 22,44,31,812.00	06-04-2021	14-04-2022	CAAB
3.	Construction of Remaining area property boundary wall with other essential works at Khan Jahn Ali Airport, Bagerhat.	Tk. 10,14,00,655.770	29-04-2021	5-02-2022	CAAB

4	Construction of apron at proposed new Terminal Building area in/c. other allied works at Shah Mokhdum Airport,Rajshahi	Tk. 22,44,85,726.374	09-09-2021	29-09-2023	CAAB
5.	Extension of General Aviation Hanger Apron & Culvert with other associated works at HSIA, Kurmitola, Dhaka.	Tk. 16,99,47,207.131	09-01-2022	09-11-2022	C AAB
6.	Construction of Apron & other development works at air side area in/c. E/M works at Cox;s Bazar Airport(S.H:- Extension of Apron topwards north & Re-location of N DB Tower with other allied works)	Tk. 12,94,26,644.704	28-04-2022	31.05.2023	CAAB
7.	Re-construction of damaged slab around bay No. 4,6,8,10,11 & North side of Import Cargo Apron in/c. other associated works at HSIA,Kurmitola,Dhaka	Tk. 19,87,37,283.464			CAAB
8	Extension of Passenger Apron towards North in front of Biman GSE Building at Shah Amanat International Airport, Chattogrfam.	Tk. 22,35,18,980.830	22-05-2022	14-12-2023	CAAB
9.	Constructionj earthen peripherial service road in/c. site development and pipe culvert at Khanjahan Alin Airp;ort	Tk. 21,62,27,165.666	06-06-2022	31-12-2023	CAAB
10	Development of Drainage system in the West side of new Habger up to Runway 14 end East side area in/c. other allied works at HSIA, Kurmitola,Dhaka	Tk. 24,46,33,976.789	27.11.2022	10-12-2024	CAAB

11.	Construction of Scanning Machine room RA-07,RA-06 & Extension of RA-3 area at Export Cargo Village with other allied works at HSIAQ, Kurmitola,Dhaka	Tk. 3,30,19,205.384	11-12-2022	25-08-2023	CAAB
12.	Expansion of aircraft parking apron towards fire station in/c. other allied works at Saidpur Airport	Tk. 6,24,97,742.86	25-01-2023	24-04-2024	CAAB
13	Construction of connecting Taxiway for proposed new Terminal Building with other allied works at Shah Makdhum Airport, Rajshahi.	Tk. 26,26,49,438.601	25-01-2023	24-07-2024	CAAB

Organogram


Chairman
M.D.
M.D.
M.D
M.D
Sr.Manager Operation
G.M Construction
Technical Manager
Senior Manager Project
G.M(Accounts)
Sr/ Manager (Store)
G.M.(Tender)
G.M. (HR/Admn.)
Operating Manager
AGM Construction
Designer
Project Manager
AGM(Accounts)
Manager (Store)
Ast. Engineer Tender
Manager (HR)
Ast. Operating Manager
Project Engineer Construction
Autocad Manager
Project Engineer
Account Officer
Asst. Manager (Store)
Sr. officer Tender
Asst. Manager (HR & Compliance)
IT Officer
Sub-Asstt. Operator
Asst. Engineer Construction
Asst. Autocad Manager
Asst. Engineer
Jr.Account Officer
Store Officer
Officer Tender
Sr. Officer (HR & Compliance)
Maintenance Section
Operator
Site Engineer Construction
Computer Operator
Site Engineer
Store Keeper
Cleaner Sweeper
Officer (HR & Compliance)
Driver
Contractor
Worker
Helper
Worker
Labour
Labour

2.3 Vision of M/S NATIONAL TRADERS:

To Become the leading construction firm, while delivering projects that consistently exceed international standers and provide exceptional customer satisfaction. To continually delider excellent value & innobative construction solutions to meet our clients requirements and governments requirements.

The vision statement says, We are here to assist business of all scales and sizes. We will help them to start, function and then grow towards a better future in econimices.And we do it because we believe that the growth of one business is the growth of every other business. We view business to the materials and social wellbeing of the investors, employees and the society at large, leading to accretion of wealth through financial and moral gains as a part of the process of the human civilization.

Using modern principle and sophisticated technologies, M/S NATIONAL TRADERS company envision being the primary preference at all times both-nationally and globally, for their renowned excellence, quality, performance and reliability in all types of construction.

2.4 Mission of M/S NATIONAL TRADERS :

The Square mission statement says that “We believe that every individual must have an equal chance to build themselves in the economic world. We believe that the economy of any country and the world grows collectively when every citizen has access to the economic world. Therefore, we aim to make commerce easy for everyone “The aim of the company is the empowerment of small businesses.”

The company wants to provide simple and affordable solutions that can help businesses sell more without any barriers. If people are left behind because they do not understand the technology or cannot afford to put things at stake. However, M/S NATIONAL TRADERS wants to help and develop tools and devices that will give more power to people and increase their opportunities to thrive in the economic world .They want to develop tools that bridge the gap between ideas and their employees to benefit the business. Because it helps the world becomes more honest when everything is fair.

To be a leading construction company in the global market.

To become the customers most preferred choice by attaining excellence in quality and timely completed value added projects.
To provide the highest level of service in the construction industry while offering superior crafts manship to every project, we handle.

2.5 Objectives of M/S NATIONAL TRADERS :

To continually innovate, develop and adopt state-of-the –art technology in methods and meterials to enhance productivity and cost effectiveness.

To continually improve the competence of our team, and employ diverse, innovative & results-oriented personals, motivated to deliver excellence.

To build a safety culture aimed at continually reducing the frequency severity rate towards achieving zero accidents.

To identify and mitigate all the environmental impacts arising from our activities and comply with applicable environmental normal.

2.6 Distribution offices & Factory's of M/S NATIONAL TRADERS :

M/S NATIONAL TRADERS strives for the best compensation to all the employees who constitute the backbone of the management & operational strength of the company through a pay-package composing salary/wages, allowances, bonuses, profit participation, leave salary and superannuation & retirement benefits. M/S NATIONAL TRADERS strives for the best co-operation of the creditors & debtors the banks & financial Institutions who provide financial support when they need them all types of capital market services. M/S NATIONAL TRADERS strives for fulfillment of their responsibility to the Government through payment of entire range of due taxes, duties and claims by various public agencies like municipalities etc.

Registered Office:

271, Ibrahimpur Bazar, Kafrul, Dhaka Cantonment, Dhaka.
House No# 03, Road No #07, Sector # 01, Uttara, Dhaka.
Inside in Hazrat Shahjalal International Airport, Dhaka, Bangladesh.

Inside in Osmani International Airport, Sylhet, Bangladesh

Inside in Shah Makhdum Airport, Rajshahi, Bangladesh.

Inside in Shah Amanat International Airport, Chattogram , Bangladesh.

Inside in Saidpur Airport, Bangladesh.

Inside in Coxs Bazar Airport, Coxs Bazar, Bangladesh.

Inside in Khan Jahan Ali Airport, Bagerhat, Bangladesh.

Inside in Jahore Airport, Jashore, Bangladesh.

Audit Committee Members:

Md. Afazuddin Totul
Auditors of M/S NATIONAL TRADERS.
Iqbal Hasan
Chartered Accountants
Legal Advisors
Ramizuddin Ahmed
Senior Tax Consultant & Adv.
Ex-president
Dhaka Taxes Bar Association

2.7 Functions of M/S National Traders:

The site network is supported by specialist above-site functions:
➢Communications
➢Engineering Technology
➢Finance
➢Global Logistics
➢Human Resources
➢IT
➢Legal
➢Export & Import.
➢New Product Supply (NPS)
➢Procurement.

2.8 M/S National Traders gives the job Security:

➢Friendly Environment.

➢Great opportunity to learn how to work.

➢**In M/s National Traders, there is job security**. Every permanent employee gets the facility of providentfund; earn leave facility, medical allowances and so on.

➢**Friendly environment**: In M/s. National Traders environment is so much friendly. Every person tries to help others.

➢ **Great opportunity to learn**: Every senior tries to teach the juniors how to work soundly, sharply & smoothly. These types of opportunity are very much limited in other organizations.

2.9 Weaknesses of a M/S NATIONAL TRADERS:

Relying on One Client:

Some construction companies rely only on one type of client if they keep on doing it. Then it would be the death of their business. Therefore, it is necessary that you should expand your horizon and work with various types of clients. You would not only gain experience through this. If one industry runs out of business, then you can work with other clients and businesses since you already have experience in it as well.

Limited New Projects:

If the construction company is focusing only on the building of houses, then there's a limit to it. Soon the market will be flooded with competition and the new project would become extinct. Your company can't afford to sit around and wait for the relevant clients to give you the business. Therefore, you must learn to adopt new trends and work with new clients and businesses.

Costly Poor Decision:

If the project managers don't have sufficient experience and skill set, then they would make poor decisions. That would result in wastage of resources of capital and resources. Therefore, it is important that you should carefully recruit project managers who would make smart decisions.

Some companies only rely on the experience of project managers, if they aren't experienced, then they won't promote them. They completely avoid the expertise and skillset of people, and they don't get a promotion at the end of the day. It's necessary that they should keep in mind the expertise, skill, and experience.

2.10 Opportunities of a M/S NATIONAL TRADERS :

Separate Staff for New Clients:

The construction companies should have a separate marketing department that is always working to find new clients. Instead, they shouldn't overburden the admin staff with marketing and clients' duties. If they do, the admin staff won't perform either of their duties effectively.

Notice Trends:

The best way to get work is to adopt changes and follow the trends. For instance, if you see people moving out to new places and building some new kinds of the architect. Then you should jump in and offer your services. If you see expansion in your region, then it's also a great opportunity to find new clients.

Smart Houses:

Technology has brought many new changes almost in every field. Now, people want smart houses fully equipped with tech gadgets and the internet of things (IoT). If your company and staff don't learn to deal with new changes and technology, then you won't get new clients.

2.11 Strengths of a M/S NATIONAL TRADERS :

Dynamic :

The interesting things about construction companies that you won't see them building one type of houses, companies, industries, and roads; neither would you see the same type of construction. The art and construction design of every house, building, mall, road, or company is different. It is because the construction companies keep on working different types of projects.

Efficient:

Efficiency matters a lot in this industry. If the company and its workers are less efficient, then it would increase the expense level. In simple words, less efficient means more expense that would result in less profit and increasing cost.

Time and efficiency are interdependent variable factors because construction has to complete the project on a specific date. If the workers aren't efficient, then it would not only increase cost and expense, but it would also make it difficult to meet the deadlines.

Follow Deadlines:

The timing and deadlines of the projects are very important. It doesn't mean that you have to compromise on the quality and safety of the work. It means that you would follow all the standard operating procedures (SOPs) and finish the project on time.

For instance, if you're unable to meet the client's deadlines, then it would result in the loss of a current client, increasing cost, and ill reputation to the company. The bad reputation would make it very difficult for the company to attract the next client.

Well-experience Management:

The Construction Company is one of those companies where your management skills are tested. How efficiently you allocate resources among workers, and assign them different tasks based on their capabilities to get the work done.

That's why well-established companies pay significantly well to their project managers because they help them to finish projects on time and win new clients. Poor management means wastage of human capital and material resources, and failure to the company.

Variety of Projects:

Some industries specialize only in one type of niche or category. In the construction industry, all the projects are different. The skill and construction material remains the same, but the design, architect, and planning of every project is different.

Doesn't Go Down Easily:

Since construction companies partner up with other companies. What if the other company goes down, then it won't go down along with it. It is because construction companies require clients, and there are always clients out there who want construction companies to finish their projects.

If they run into losses on one project because of some other company, but the construction company can easily come back in the next project if it performs well and efficiently uses its resources.

2.12 Threats :

Some of the external that is out of the control of the company are as follow;

Economic Recession:

Companies run their business operation within the country's economy, and companies don't have any control over their country's economy. If the economy of the country is in recession and investment in the business is getting lower. Consequently, people and businesses would stop all of their investment plans. Such factors are out of the reach of the construction companies.

Economic recession changes the attitude of the people, and they would become towards spending their money because of the uncertain economy. Perhaps they won't find work for the next month, and they may need the money to live. When spending is lower, then businesses would start shutting down and so are the companies as well.

COVID-19

The **Coronavirus (COVID-19)** has quarantined everyone and limit them into their houses. The roads, factories, businesses, and companies are locked because of the fear of being infected. In such circumstances, you can't buy material or hire anyone to work. The construction companies won't find new clients and projects to work on.

Chapter Three
Literature Review

3.1 Concept of HRM :

Environmental issue is one of the most vital issues in 21st century all over the world and people has been showing greatest interest in making the world greener. In the businessworld the terms green management, green HRM, green banking, sustainable business policy, etc. are mostly pronounced to make the business organizations livable for theirstakeholders. Building upon this green concept numerous literatures on Green marketing(Peattie,1992), Green HRM (Wehrmeyer, 1996), Green management in general(McDonagh&Prothero,1997), Green accounting (Bebbington, 2001), proactiveenvironmental management (González-Benito & González-Benito, 2006), and Greenretailing (Kee-hung, Cheng, & Tang, 2010) have emerged the field of management.

1. Research Scholar (PhD Program)Huazhong University of Science and Technology 1037 Luoyu Road,Wuhan 430074, Hubei, P. R. China, E-mail: miraj.hossen@yahoo.com& Assistant Professor, Department ofManagement Studies, Jagannath University, Dhaka-1100, Bangladesh.
2. Assistant Professor, Department of Management Studies, Jahangirnagar University, Savar, Dhaka,Bangladesh.
3. Lecturer, Department of Business Administration, City University, Dhaka, Bangladesh

Moreover, the proactive contribution and awareness of business sector in adoption of environmental policies and management strategies made way for green management prospective (Boiral, 2002). The contemporary attention in green policies globally has risen after specific agreements to fighting against climate change, e.g. Kyoto 1997, Bali 2007and Copenhagen 2009 (Victor, 2001). Though the concept is not new in the developedcountries but the developing countries like Bangladesh are still lag behind or even in theinception stages of practicing GHRM. Over the last few decades Bangladesh has made aremarkable development in the ICT sec tor to achieve the vision 'Digital Bangladesh'campaign of the present Government. Beside the Government, all the sectors are trying to practice e-business for the environmental sustainability. Banking sectors in Bangladesh have also realized the importance of e-banking (green banking, environmental banking,GHRM) services and currently most of the banks practicing it to ensure ecological balanceand to be part of the Government to achieve Digital Bangladesh.

The effective environmental management and firm's environmental performance is anemerging agenda to global business leaders, and it is also given priority for many CEOs indifferent regions of the world (McKinsey, 2013). Flammer, (2012) found that several positive outcomes, such as higher profit ability, better financial performance, and higher stock prices comes due to good environmental performance. Chadwick, (2010) argued that HR practices effect organizational performance in three ways: additive effects (when theydo not interact represented by the formula: 2+2=4); substitution effects (when they present equifinality, i.e., 2+2=3); and synergistic effects (when they reinforce each other, i.e.,2+2=5). This type of relationship between environmental performance and organizational out comes has been mediated by intangible resources, such as human capital and culture (Surroca, Tribo, & Waddock, 2010), human resource management research (Willness &Jones, 2013) and practice (SHRM, 2013) have given emphasized to the relation between HRM practices and environmental management. If the organizations can perform better in their environmental learning and developing employees' environmental competencies they will be capable to get the opportunities of the green market in shorter period (Griffiths and Petrick, 2001).Though it was assumed previously that integrating 'green' into their business strategy would cost money, they now realize that ignoring negative impacts on the environment will be costly in the future by performing green management, the businesses may earn better profit than before (Murari & Bhandari, 2011).

Green Human Resource Management (GHRM) is a vital subsidiary in several organizations to accomplish environmental sustainability. This is a new and innovative term in many organizations and basically those in the emerging countries. Though more strength and initiative are needed to implement green concept in the organization, organizations have already encompassed this concept and have been using it in the HR activities. The key HRM activities generally include HR planning, recruitment, selection, induction, training and development, performance appraisal, compensation and rewards etc. As we are becoming more bourgeois and affluence oriented, on the whole we are supervising the environment sustainability by consuming or declining our natural resources. By examining of global situation give more urgency to the issue of green and employing several strategies as well as methods to assure the social, economic and most especially the environment sustainability. It is involved with fulfilling the desires of present community to cover up compromising evidence of forthcoming genesis to run up against their own needs. Currently organizations recognize that they should raise more social awareness and green initiatives as soon as possible. As human resources are the key for organizations, the HR functions will turn out the torch bearer of environmental sustainability within the organization upholding its appropriate applications and methods. The ultimate consequences of this appropriate learning is to guidelines for green practitioners, so far multiple balance of sustainable environment can be achieved by managers' further knowledge and skills development. Human resource management (HRM or Simply HR) is the management of an organization's
workforce, or human resources. It is responsible for the attraction, selection, training, and assessment
and rewarding of employees, while also overseeing organizational leadership and culture, and
ensuring compliance with employment and labor laws. In circumstances where employees desire and
are legally authorized to hold a collective bargaining agreement, HR will typically also serve as the
company's primary liaison with the employee's representative.
HR is a product of the human relations movement of the early 20th century, when researchers began
documenting ways of creating business value through the strategic management of the workforce.
as payroll and benefits administration, but due to globalization, company consolidation, technological
advancement, and further research, HR now focuses on strategic initiatives like mergers and
acquisitions, talent management, succession planning, industrial and labor relations, and diversity
and inclusion.
Human Resource Management (HRM) is the function within an organization that focuses on
recruitment of, management of, and providing direction for the people who work in the organization.
HRM can also be performed by line managers. HRM is the organizational function that deals with
issues related to people such as compensation, hiring, performance management, organization
development, safety, wellness, benefits, employee motivation, communication, administration, and training.

Management-Hellriegel/Slocum: The policies and practices involved in carrying out the 'people' or
human resources aspects of a management position, including recruiting, screening, training, and appraising."

Human resource management-Gray Dessler: The administrative discipline of hiring and developing employees so that they become more valuable to the organization.

Human Resource Management Includes

(1) Conducting job analyses,
(2) Planning personnel needs, and recruitment,
(3) Selecting the right people for the job,
(4) Orienting and training,
(5) Determining and managing wages and salaries,
(6) Providing benefits and incentives,
(7) Appraising performance,
(8) Resolving disputes,
(9) Communicating with all employees at all levels.

3.2 Rationale of the Study :

Green HRM is emerging as an important thrust area for management having an enormous impact on people issues in an organization. In the past, sound economic performance of the firm was expected to guarantee corporate success by companies and its shareholders, but now it is no longer valid; economic and financial outcomes need to be accompanied by minimization of ecological footprints and increased attention to social and environmental aspects. Therefore, the new strategic issue, corporate environmentalism or green management emerged in 1990s and became a popular slogan internationally in 2000s (Lee, 2009). This concept becomes a strategic dominant issue for businesses, especially multinational enterprises operating their business globally (Sudin, 2011). The concept of green firms is new to Bangladesh. But within a short time, many green firms have been established throughout the country. It involves undertaking environment-friendly HRM initiatives resulting in greater efficiencies, lower costs and better employee engagement and retention which, in turn, help organizations. Its initiatives help companies in finding alternative ways to cut costs without losing their top talent and promote sustainable business practices. It may help the employers in building brand image and reputation. Green HRM will make employees and society members aware of the utilization of natural resources more economically and encourage ecofriendly products. Business firms play a key role in the issues of environmental management since they are part of our society and cannot be isolated from the environment, and in fact, they contribute most of the carbon footprints in the past (Liu, 2010). Hence, the study on green human resource management practices in Bangladesh for attaining environmental sustainability is the crying need of the day.

3.3 Objectives of HRM :

The main objective of the study is to evaluate the influence of green HRM practices in attaining environmental sustainability. The specific objectives are as follows:

1. To explore relationship between the relevant factors of green HRM and environmental sustainability;

2. To examine various HR activities influencing environmental sustainability based on the perceptions of people involved with the enterprises under study ; and

3. To provide suggestions and policy implications for earning sustainable environment at the workplace.

4. To recruit and retain the human resource of required quality and quantity.

5. To foresee the employee turnover and make the arrangements for minimizing turnover and filling up of consequent vacancies.

6. To improve the standards, skills, knowledge, ability, discipline etc.

7. To make best use of its human resources and

8. To astimate the cost of human resources.

3.4 Recruitment and Selection of HRM :

This Recruitment and Selection Policy has been framed with the vies of recruiting and selecting people who have a strong desire to achieve the company's vision, and who will assist in achieving the business result. Selection is the process of picking or choosing the right candidate, who is most suitable for a vacant job position in an organization. In other words, selection can also be explained as the process of interviewing the candidates and evaluating their qualities, which are required for a specific job and then choosing the suitable candidate for the position.The selection of a right applicant for a vacant position will be an asset to the organization, which will be helping the organization in reaching its objectives.

Different authors define Selection in different ways. Here is a list of some of the definitions:

Employee selection is a process of putting a right applicant on a right job. Selection of an employee is a process of choosing the applicants, who have the qualifications to fill the vacant job in an organization. Selection is a process of identifying and hiring the applicants for filling the vacancies in an organization. Employee selection is a process of matching organization's requirements with the skills and the qualifications of individuals. A good selection process will ensure that the organization gets the right set of employees with the right attitude.

3.4.1 Importance of Selection :

Selection is an important process because hiring good resources can help increase the overall performance of the organization. In contrast, if there is bad hire with a bad selection process, then the work will be affected, and the cost incurred for replacing that bad resource will be high. The purpose of selection is to choose the most suitable candidate, who can meet the requirements of the jobs in an organization, who will be a successful applicant. For meeting the goals of the organization, it is important to evaluate various attributes of each candidate such as their qualifications, skills,experiences, overall attitude, etc. In this process, the most suitable candidate is picked after the elimination of the candidates, who are not suitable for the vacant job.

The organization has to follow a proper selection process or procedure, as a huge amount of money is spent for hiring a right candidate for a position. If a selection is wrong, then the cost incurred in induction and training the wrong candidate will be a huge loss to the employer in terms of money,effort, and also time. Hence, selection is very important, and the process should be perfect for the betterment of the organization.

3.4.2 Advantages of Selection :

A good selection process offers the following advantages:
➢It is cost-effective and reduces a lot of time and effort.
➢It helps avoid any biasing while recruiting the right candidate.
➢It helps eliminate the candidates who are lacking in knowledge, ability, and proficiency.
➢It provides a guideline to evaluate the candidates further through strict verification and reference-checking.
➢It helps in comparing the different candidates in terms of their capabilities, knowledge, skills, experience, work attitude etc.
A good selection process helps in selecting the best candidate for the requirement of a vacant position
in an organization.

3.4.3 Selection Process and Steps :

As we have discussed that selection is very important for any organization for minimizing the losses and maximizing the profits. Hence the selection procedure should be perfect.

A good selection process should comprise the following steps:

Employment Interview − Employment interview is a process in which one-on-one session conducted with the applicant to know a candidate better. It helps the interviewer to discover the inner qualities of the applicant and helps in taking a right decision.

Checking References − Reference checking is a process of verifying the applicant's qualifications and experiences with the references provided by him. These reference checks help the interviewer understand the conduct, the attitude, and the behavior of the candidate as an individual and also as a professional.

Medical Examination − Medical examination is a process, in which the physical and the mental fitness of the applicants are checked to ensure that the candidates are capable of performing a job or not. This examination helps the organization in choosing the right candidates who are physically and mentally fit.

Final Selection − The final selection is the final process which proves that the applicant has qualified in all the rounds of the selection process and will be issued an appointment letter.

A selection process with the above steps will help any organization in choosing and selecting the right candidates for the right job.

3.5 Purpose of Recruitment process :

The recruitment process is one of the most fundamental value-added HR Processes. The recruitment is especially critical for manager in the organization. The manager use the recruitment process intensively, and satisfaction with human resources is mostly about the satisfaction with the recruitment process.

The recruitment process is sensitive to the external and internal changes, and it can be used as the best indicator for the future HR trends. By carefully analysis of HR recruitment Measures, the HR Management team can predict the trends in the job market simply.

3.5.1 Recruitment Involve :

While the recruitment process is unique to each organization, there are 15 essential steps of the hiring process. They have listed them here, but for a detailed exploration of these steps, check out the page on Hiring Process Steps:

1 ➢Identify the hiring need
2 ➢Devise a recruitment plan
3 ➢Write a job description
4 ➢Advertise the position
5 ➢Recruit the position
6 ➢Review applications
7 ➢Phone Interview/Initial Screening
8 ➢Interviews
9 ➢Applicant Assessment
10 ➢Background Check
11 ➢Decision
12 ➢Reference Check
13 ➢Job offers
14 ➢Hiring
15 ➢On boarding

3.5.2 Main Recruitment process Goals :

The recruitment process is designed to staff the organization with the new employees, and it uses many different recruitment sources to attract the right talent in the defined quality and within a defined time.

The recruitment process has several goals :

- ➢ Find the best talents for the vacancies.
- ➢ Manage the recruitment sources.
- ➢ Manage the vacancies in the organization.
- ➢ Run the internal recruitment process.
- ➢ Building the strong HR Marketing platform.
- ➢ Co-operation with local and international universities.
- ➢ Provide feedback about the trends tn the job market.

Most recruitment goals are not visible to managers directly, and they use just sourcing of the job candidates as the main outcome from the recruitment process . HR has to use the other outcomes from the recruitment process as it is the source of valuable information.

3.5.3 Types of Recruiting :

There are several types of recruiting. Here's an overview:
Internal Recruiting: Internal recruiting involves filling vacancies with existing employees from within an organization.

Retained Recruiting: When organization hires a recruiting firm, there are several ways to do so; retained recruiting is a common one. When an organization retains a recruiting firm to fill a vacancy,they pay an upfront fee to fill the position. The firm is responsible for finding candidates until the position is filled. The organization also agrees to work exclusively with the firm. Companies cannot, in other words, hire multiple recruiting firms to fill the same position.

Contingency Recruiting: Like retained recruiting, contingency recruiting requires an outside firm. Unlike retained recruiting, there is no upfront fee with contingency. Instead, the recruitment company receives payment only when the clients they represent are hired by an organization.

Staffing Recruiting: Staffing recruiters work for staffing agencies. Staffing recruiting matches qualified applicants with qualified job openings. Moreover, staffing agencies typically focus on short term or temporary employment positions.

Outplacement Recruiting: Outplacement is typically an employer-sponsored benefit which helps former employees transition into new jobs. Outplacement recruiting is designed to provide displaced employees with the resources to find new positions or careers.

Reverse Recruiting: Refers to the process whereby an employee is encouraged to seek employment with a different organization that offers a better fit for their skill set. They offer Reverse Recruiting Days to help workers with this process. At the Reverse Recruiting Days, they review resumes, conduct mock interviews, and offer deep dives into specific job roles. Click here for more information. Tips for effective recruiting. Recruitment are a nuanced process that requires extensive research, thorough procedures, and finesse in order to produce high-quality hires with regularity.

Look internally before externally: There's a good chance the best candidate for your position is already working for your organization. Internal candidates are already familiar with and contributing to your corporate culture and goals. Given their past success within your organization, it is reasonable to expect they will continue to excel in a new position.

Reach out to "passive" candidates: there is a good chance your ideal candidate is not actively looking for a new job and will not respond to your job board ad. Why? Because they're likely already employed elsewhere. After all, why wouldn't your competitors also want to employ your ideal candidate? Therefore, effective recruiting requires you to look outside of your applicant pool for top talent. Encouraging your staff to attend industry conferences and participate in professional organizations; developing relationships with local university business schools; searching social media sites (i.e. LinkedIn) for strong resumes from candidates who might not be actively looking for a new job; and encouraging your employees to refer people they know or are connected to are all important mechanisms through which to expand your recruitment network.

3.5.4 Initial Screening :

After collecting CV from various sources the second important thing is initial screening. In this stage, the important task is to select the eligible resume and deselect the unqualified resume. This initial screening is being conduct based on the company's requirement.
Company looks for the several requirements,say for example;

i. Educational background
ii. Education Institute
iii. Related Job Experience.

After the basic Recruitment and Selection process there are other processes that are considered by the company, which are stated as follows.

3.6 Training and Developement :

Training refers to a planned effort of a company to facilitate the learning of job-related knowledge, skill or behavior of employees. Training and Development is a structured program with different methods designed by professionals in particular job. It has become most common and continuous task in any organization for updating skills and knowledge of employees in accordance with changing environment. Optimization of cost with available resources has become pressing need for every organization which will be possible only by way of improving

efficiency and productivity of employees, possible only by way of providing proper employee training and development conditioned to that it should be provided by professionals.

Training & Development

➢Training and development
➢Employee Training Introduction
➢Need and benefit of Training
➢Advantages Of Training Programmer
➢Training Process
➢On-the-job Methods
➢Off-the-job Methods
➢Sensitivity Training
➢Management Development
➢On the Job Methods [MD]
➢Off the Job Methods [MD]
➢Executive Development

As compared to technical staff, managerial staff will be very low in number because manager who is having more efficiency can manage a greater number of people which is a real manager capability but coming to technical jobs cannot be done by one or with minimum available skilled labour if there is need for high or large production. ultimately development of employees is by way of learning by way of observations to develop knowledge. In fact, training is also provided for management level personnel to understand technicalities involved and nature of work done by the staff working under them, ultimately to manage them.

3.7 HR Marketing :

The HR Marketing is essential for the large organization, which need to attract many job candidates. The large organization cannot hire just the experts; they have to attract many university graduates. The graduates do select the employer by the strength of the brand name on the job market and offered opportunities in the organization.

The HR has to design the recruitment activities, which support the name of the employer on the job market. The organization has to build a positive brand name, and it has to promote the job opportunities and excellent career paths.

Compensation and Benefit :

They pragmatically share their knowledge and experience of wider reward good practices and specific sector-based challenges to generate the most appropriate solution for their employees. Reviewing current pay structure and identification of reward design principles in the context of best practices. Review internal equity issue. Analysis market going rate and trends to address external competitiveness. Developing options in the salary & benefits area of Total Reward.

3.8 Factors Influencing Employer Compensation:

A number of factors influence the remuneration payable to employees . They can be categorized into (i) external and (ii) internal factors.

Internal Factors:

These factors include the following:

Ability to pay:

This is one of the most significant factors influencing employee compensation. Generally, a firm, which is prosperous and successful, has the ability to pay more than the competitive rate. This way it can attract a superior caliber of personnel. Often the labor unions also demand an increase in compensation on the grounds that the organization is prosperous and is able to pay more.

Employee:

Numerous employes related factors also influence his or her compensation. These include the following:

- **Performance** – It is always rewarded with pay increase and as a result it motivates the workers to do better in future.

- **Experience -** This makes a person perfect by providing valuable insights and thus rewarded also.

Today companies are demanding for 10 to 20 years' experience candidates especially for the executive positions. The companies presume that experience candidate possess leadership skills which influence the other behavior and performance. Generally, experience candidate performs the job without need of training which is time consuming and deals with matter of cost to company. Hence the experience candidates demand more pay than an inexperienced candidate.

- **Seniority -** Trade unions always prefer this objective criterion for pay rises.
- **Potential** – Firms also pay their employees especially young ones on the basis of their potential.

Job requirements:

Wages are also influenced by the requirements of a job such as physical and mental requirement. Jobs, which require more skill, responsibility, efforts and are of hazardous in nature, will carry high wage tag with them.

Job evaluation:

Job evaluation establishes a consistent and systematic relationship among base compensation rates for all jobs. In other words, it establishes the satisfactory wage differentials.

3.9 Organization's strategy :

The organization's strategy regarding wages also influences employee compensation. For example, an organization, which wants rapid growth, will set higher wages than competitors,. On the other hand, organization than wants smooth going and just maintain the current earning will average or below average.

External Factors:

These factors include the following:

Laws and Regulations:

Laws and regulations impact the remuneration of employees in many areas, such as:

- Work hours and compulsory time-off (paid and unpaid)
- Minimum wage
- Overtime
- Compulsory bonuses
- Employment at will

3.10 Functions of Green HRM Practices:

The main functions of this department are selection of right person at right position, training & development, wage & salary administration, employee Welch slices, environment, health and safety
& disciplining the employees. HRM deals with the following affairs to achieve the objectives of the
organization as well as the goal of this department.

➢Recruitment, selection, and placement of the employees.
➢Promotion, transfer, demotions & disciplinary action of the employees.
➢Leave of the employees.
➢Lunch for the officer and staff.
➢Maintenance of personnel records.
➢Procurement, washing & repairing the uniforms.
➢Arranging medical facilities for the employees.
➢Induction of newly appointed employees.
➢Government liaison.
➢Job design and job analysis.
➢Employee hiring and selection.
➢Employee training & development.
➢Compensation and benefits.
➢Employee performance management.
➢Managerial relations.
➢Labor relations.
➢Employee engagement and communication.
➢Performance management.
➢Learning & development.
➢Succession planning.
➢Compensation and benefits.
➢Human resources information systems.
➢HR data and analytics

3.11 Succession Planning:

The Universal Menswear Ltd. has succession planning which is a tool to assist with planning the company's future people needs. Within the succession planning process, potential successors are identified for certain management positions. When such position becomes vacant, an individual may be approached about the vacancy. However, this may not preclude advertisement, or consideration of people who respond to that advertisement. Vacant positions not filled through the succession process are advertised.

3.12 Human Resources Inventory :

It actually gives us an idea of how many employees are available in the company, such as what are the skills, abilities, interest and qualifications of the present employees. The personnel inventory allows the managers to match the organizations present personnel strengths and weaknesses against the future requirements. When the decision is made to recruit new employees, information must be gathered on each position. At the same time, they must establish minimum requirements so that suitable applicants can be hired. This information is developed through job analysis , job description, and job specification. In garments sector the job analysis is done by surveying the skill requirements needed to be an eligible employee from the line managers.Their feedback from past and current experiences determines the job analysis , job description is a written summary of the scope, function, duties, responsibilities, and relationships involved in a job. Job descriptions help management to select , orient, and compensate employees effectively . In UML, it can come to be very useful as it a labor intensive company. For e.g., when a line manager is hired that person is given the responsibilities.

3.13 Job Specification:

Job specification is a document that describes the characteristics and qualifications needed in someone who could successfully perform a given job, job specification helps manager determine an applicant's fitness for a certain position by defining qualifications for education, training, experience and behavioral qualities the person must have to perform the job.

Chapter Four
Analysis of the Study

4.1 Recruitment & Selection Process in M/s. NATIONAL TRADERS :

Recruitment is the process through which the organization seeks applicants for potential employment. Selection refers to the process, by which it attempts to identify applicants with the necessary knowledge, skills, abilities, and other characteristics that will help the company achieve its goals, companies engaging in different strategies need different types and numbers of employees. The strategy a company is pursuing will have a direct impact on the types of employees that it seeks to recruit and selection.

Source of Recruitment:

There are two kinds of source M/S National Traders uses for recruitment. They are-

Internal Source:

External Source:

I try to discuss all relative sources which are used for recruitment in M/s. national Traders of Companies.

4.1.1 Internal Source :

M/S NATIONAL TRADERS thinks that current employees are a major source of recruits for all but entry-level positions. Whether for promotions or for 'Lateral' job transfers, internal candidates already know the informal organization and have detailed information about its formal policies and procedures. Promotions and transfer are typically decided by operating managers with little involvement by HR department.

Job-Posting Programs:

Job-posting programs serve as an information service in assisting organizational employees in career-development endeavors and in generating a pool of internal candidates. Job-posting programs were initiated in the early stages of affirmative action when organizations began publicizing available jobs internally. HR departments become involved when internal job openings are publicized to employees through job positioning programs, which informs employees about opening and required qualifications and invite qualify employees to apply. The notices usually are posted on company bulletin boards. Qualification and other facts typically are drawn from the job analysis information.

The purpose of job posting is to encourage employees to seek promotion and transfers the help the HR department fill internal opening and meet employee's personal objectives. Not all jobs' openings are posted. Besides entry level positions, senior management and top stuff positions may be filled by merit or with external recruiting. Job posting is most common for lower-level clerical, technical and supervisory positions.

4.1.2 External Source :

When job opening cannot be filled internally, the HR department of M/s. national Traders must look outside the organization for applicants. I try to discuss all the external source of recruitment as below:

Walk-ins and Write-ins:

Walk-ins are some seekers who arrived at the HR department of M/s. National Traders in search of a job;
Write-ins are those who send a written enquire both groups normally are asked to complete and application blank to determine their interest and abilities. Usable application is kept in an active file until a suitable opening occurs or until an application is too old to be considered valid, usually six months.

Employee Referrals:

➢Employees may refer job seekers to the HR department. Employee referrals have several advantages. Employees with hard –to –find job skill may no others who do the same work.

➢Employee's referrals are excellent and legal recruitment technique, but they tend to maintain the status of the work force in term of raise, religions, sex, and other characteristics, possibly leading to charges of discrimination.

Advertising:

Want ads describe the job and the benefits, identify the employer, and tell those who are interested how to apply. They are most familiar form of employment advertising for highly specialist requites ads may be placed in daily newspaper in areas with high concentration of the desired skills.

Example: General Manager- Project :

Age: 28-35 years; Graduate with specialization in Asphalt airfield Work in Civil Engineering in BUET,DUET, RUET, KUET equivalent. Minimum 10 years' experience in similar position Asphalt, Rigid Pavement works. Must have detailed hands-on knowledge of Civil engineering. They offer competitive salary which is commensurate with experience and qualification.
If you aspire to an exciting and rewarding career, send your detailed resume, quoting your present and expected salaries to jobs.

Internet:

Now today nobody thinks anything without internet. So M/s. National Traders give their advertise at internet.
Example:
Nationaltraders1963bd@gmail.com
http://www.nationaltraders.com.bd
http://www.nationaltraders1963.com.bd

4.2 Training & Employee Development in M/S. NATIONAL TRADERS :

The structured green training helps to develop individual competences.

Green training has been measured as mass vital volatile for environmental performance in organizations.

Green training inclines sowing to support organization toenhance their green supply chain management.

Training is a process of learning a sequence of programmed behavior. It is application of knowledge.

It gives people an awareness of the rules procedures to guide their behavior. It attempts to improve their performance on the current job or prepare them for an intended job. Development is a related process.

It covers not only those activities which improve job performance but also those which bring growth of the personality; help individuals to the progress towards maturity and actualization of their potential capacities so that they become not only good employees but better men and women.

In organizational terms, it is intended to equip person to earn promotion and hold greater responsibility.

Investigation and documentation of employee demands across favor to environmental training, arranging green training to develop environmental skills.

There are many types of method practices in M/s. National Traders. I try to discuss that method as below:

4.2.1 On the Job Training :

On the job training is a training that shows the employee how to perform the job and allows him or her to do it under the trainer's supervision. On the job training is normally given by a senior employee or a manager like senior project Engineer or a manager. The employee is shown how to perform the job and allowed to do it under the trainer's supervision.

4.2.2 Job Rotation :

Job rotation is a training that requires an individual to teach several different some in a work unit or department and performer each job for a specified time period. In job rotation, individuals learn several different jobs within a work unit or department. One main advantages of job rotation are that it makes flexibilities possible in the department. When one employee like junior Project Engineer absence another Engineer can easily perform the job.

4.2.3 Apprenticeship Training :

Apprenticeship training provides beginning worker with comprehensive training in the practical and theoretical expect of work required in a highly skilled occupation. Apprenticeship program combined of the job and classroom training to prepare worker for more than eight hundred occupation such as computer operator, sewing technician. National Training & Development enables their people to enhance their skills, keep them updated with recent changes. They offer both on-the-job and off-the job at both theoretical and practical training opportunities through a range of Local, Regional and International Training programs that include both functional and managerial levels based on Training Need Assessment. Training Need Analysis (TNA) is conducted by Department Heads and Human Resource Department jointly on the basis of job analysis.

Management Development Training:

Round the year, management development training is organized for managers & executives at their Corporate Headquarters, Dhaka Unit & Cox's Bazar Unit. They have own and renowned resource persons from home & abroad conduct the training sessions. They have also sent their employees to renowned local training institutes for specialized training.

Overseas Training:

M/s. National Traders send their employees to abroad for training program depending on availability of appropriate topics. Technical persons of the factories attend the Factory Assessment Test (FAT) in various parts of the world for smooth operation of equipment's.

Field Forces Training & Development:

Each year, a significant number of Field Forces complete their induction training program and joined to their respective markets and appear at examination in every month for further development.

Field Forces Refresher Course:

For updating project knowledge and selling skills of field forces, Refresher Course is organized in four different regions in every month.

Territory Manager Training:

Twice in every year, mid-level managers of sales participate in the training program titled "Sales Territory Management" at a regular basis.

Distribution:

Every year a number of Distribution Assistants (DA), Data Entry Operators (DEO) go under induction training program immediately after initial recruitment. Each month, Refresher course for DA, Driver and Packers is organized in two different depots for updating their knowledge.

Other Activities:

➢Students of various universities are placed as Interns in different departments.

➢Significant number of students completed their In-Plant Training in their Plants.

➢Coordinating factory visit for different government and Institutions.

➢All newly joined executives go through a structured Orientation Program.

➢ M/s. National Traders conduct health, Hygiene & different awareness program for their colleagues.

➢ M/s. National Traders conduct training on different compliance parameters for their plant colleagues.

4.3 Employee Relation in M/S. NATIONAL TRADERS :

Employers and employees each have their own sets of needs and values, and successful relationship between these two sides requires that some sort of balance be struck. This balance often takes the form of a psychological contract, an understood agreement between employer and employees that defines the work relationship. This contract with or without support of a formal collective bargaining, agreement influence the outcome achieve by each side.
M/s. National Traders the various into three channel categories those are.

1. Employee safety
2. Employee health
3. Employee working condition

Employee Safety :

M/s. National Traders provides the employees safety. It ensures all kinds of job safety such as insurance of each employee not this it provide insurance to the labor.

Employee Health:

Free medical checkup, provide health insurance card and provide necessary medical facilities for each Employee.

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Job Analysis:

Job analysis is the procedure for determining the duties and skill requirement of a job and the kind of person who should be hired for it.The supervisor or HR specialist of M/s. National Traders normally collects one of the following types of information.

Work Activities:

First, he or she collects information about the job actual work activities such as marketing, casting, site measurement, project evaluation.. This list also includes how, why, and when the worker performance each activity.

Education and Qualification:

Collects the information about education background and qualification.

Experience:

Experience must be needed for any job in M/s. national Traders..

Sample of Job Analysis of M/S. NATIONAL TRADERS:

1. General Manager:
Qualification:

Master in any subject Bachelor in Civil Engineering related discipline will be given preference Must have at least 15 years practical experience in similar position in any Airfield ashphalt civil construction works.

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2. Project Manager :
Qualification:

Master in any subject Bachelor in Civil Engineering related discipline will be given preference Must have at least 10 years practical experience in similar position in any Airfield ashphalt civil construction works.

3. Assistant Project Manger:
Qualification:

Master in any subject Bachelor in Civil Engineering related discipline will be given preference Must have at least 7 years practical experience in similar position in any Airfield ashphalt civil construction works.

4. Engineer :
Qualification:

Master in any subject Bachelor in Civil Engineering related discipline will be given preference Must have at least 5 years practical experience in similar position in any Airfield ashphalt civil construction works.

5. Assistant Engineer :
Qualification:

Master in any subject Bachelor in Civil Engineering/ Diploma in civil Engineering related discipline will be given preference Must have at least 5 years practical experience in similar position in any civil construction works.

Experience and skill for all above jobs:

➢Candidate must have experience to work with Airfield works, Rigid pavement works.
➢Good writing and communication both in Bengali and English
➢Should be capable of making QA reports on daily basis
➢Computer literacy in MS world, Excel, e-mail etc.

4.4 HR and Social Responsibilities in M/S. NATIONAL TRADERS:

Buildings for the management staff provide more than 80% housing for the employees and they are the first in Bangladesh to provide accommodation facilities for their employees. A production and accommodation facility includes full time supply of safe drinking water, adequate lighting, and ventilation facilities. Free meals, free transportation, 24-hour medical center, on-site sports and recreational facilities encourage their motivated team to serve their customers full heartedly.ETI codes according to the local law in (Bangladesh) are very well practiced in their manufacturing facilities.

➢No bonded Labor.

➢Freedom of Association.

➢Safe Working Conditions.

➢No Child Labor.

➢Reasonable Working Hours.

➢No Discrimination.

➢Regular Employment.

➢No Harsh Treatment.

4.5 Performance Management in M/S. NATIONAL TRADERS:

Performance appraisal is the process of assessing employees past performance, primarily for reward, promotion, and staff development purposes. 'Performance appraisal (is) a process that identifies, evaluates and develops employee performance to meet employee and organizational goals. Performance appraisal doesn't necessarily use to blame or to provide a disciplinary action. Previous management theories used to view performance appraisal as a stick that management has introduced to beat people. Performance appraisals are now more clarified, and they concentrate on developing organizational strengths and employee performance.

Purpose of Performance Appraisal in M/S. NATIONAL TRADERS:

➢To review past performance
➢To assess training needs
➢To help develop individuals
➢To audit the skills within an organization
➢To set targets for future performance
➢To identify potential for promotion
➢To provide legal & formal justification for employment decision
➢To diagnose the hidden problems of an organization.

4.5.1 Performance Appraisal Process:

➢Who appraised?
➢Supervisors.
➢Subordinates.
➢Self-appraisal.

4.5.2 Approaches to measuring performance in M/S NATIONAL TRADERS:

There is various kind of method for measuring performance appraisal. But they get information that M/s. National Traders uses experience-based performance method.

Experience Based:

M/s National Traders measure the performance of employee by experience. For example, Mr. X has been working in this company for three years and Mr. Y has been working in this company for two years. So our company favors Mr. X for his more experience.

4.6 Job Design in M/S NATIONAL TRADERS:

Job design is the process of structuring work and designating the specific work activates of an individual or group of individuals to achieve certain organizational objectives. The job design can generally be divided into three phases:

➢The specification of individual task.
➢The specification of the method of performing each task
➢The combination of individual tasks into specific job to be assign to individual.

4.6.1 Organizational Considerations for Job design:

➢**Effectiveness:** In the context of job design, to remain effective, organizations may have to redefine jobs, monitoring, and using technology. So, that the firm can even compete against giant rivals.

➢**Efficiency:** Maximum outputs through minimum inputs of time, effort, and other resources. In the context of job design, efficiency in time, effort, labor costs, and training should be done accordingly.

4.6.2 Technological Considerations:

➢**Task Interdependence:**The dependence of one task from another is task dependence. In this context, the task interdependence can be high or low depending on the mixer and casting..

➢**Technical Constraints:** paver of machines is constraints, which in turn leads to the increase and decrease of casting.

4.6.3 Employee Considerations:

➢**Skill Variety:** Variety refers to the use of different skills and talents to complete an array of work tasks and activities.

➢**Autonomy:** Autonomy refers to the freedom and independence to plan and schedule the work and determine the procedures used to carry it out.

➢**Task Identity:** Task identity means doing something from beginning to end rather than just part of it.

➢**Task Significance:** It is the degree to which a job has substantial impact on an organization.

➢**Feedback:** Feedback is the degree to which employees can tell how well they are doing based on information from the job.

4.6.4 Environmental Considerations:

Factors may include, but are not limited to, environmental compliance, pollution prevention, conservation, protection of historical and cultural sites, and protection of flora and fauna. General environmental considerations are key for personal norms at work. Personal norms affect different types of pro-environmental behavior at work. Context factors making people focus on environmental considerations are important. A promising cost-efficient path to encourage pro-environmental behavior at work. Environmental ethics helps define man's moral and ethical obligations toward the environment. Water and air pollution, the depletion of natural resources, loss of biodiversity, destruction of ecosystems, and global climate change are all part of the environmental ethics debate.

Social Expectations:

In designing jobs, the surrounding social expectations must be considered to avoid possible worker dissatisfaction.

Workforce Availability:

Job requirements should be balanced against the availability of the people who are required to do the work.

Work Practices:

Work practices are set methods of performing work. These methods may arise from tradition or the collective wishes of employees.

4.7 Performance Appraisal & rewards in M/S NATIONAL TRADERS :

Green HRM comprehends five important elements: green recruitment and selection, green training, green performance management, green pay and rewards, and green involvement.

Green training and participation, green performance appraisal and compensation are clearly shared to green performance.

Addition of eco-friendly criteria in performance evaluation.

Giving consistent response near the workforces yet group to attain green targets.

4.8 Incentives in M/S NATIONAL TRADERS :

Compensation fluctuates according to:
1) A pre-established formula.
2) Individual or group goals because group goals are different from individual goals.
3) Company earnings.

An incentive adds to base pay. It controls costs because the employee is being paid for his/her extra effort and for the benefits brought to the organization. It motivates employees.

Incentive Pay Categories:

➢Individual
➢Group
➢Company-wide.

Group Incentiv:

➢Customer satisfaction.
➢Labor cost savings.
➢Materials cost savings.
➢Reduction in accidents.
➢Services cost savings.

Company-wide Incentive Plans :

➢Company profits.
➢Cost containment/prevention.
➢Market share.
➢Sales revenue.

Chapter Five
Findings and Recommendations

Although the Green HR activities of M/S NATIONAL TRADERS is doing a decent job at the present, but there is scope to enhance development both internally and externally. To streamline and strengthen the overall activities of the plant and project the following areas have been identified:

5.1 Findings :

- Lack of Green HR Personnel
- Lack of Providing more Facilities to Increase Job Satisfaction.
- Absenteeism & turnover rate is high.
- Lack of Monitor to the Line Managers.
- Excessive working bhourse is very high.
- Lack of incentive bonus/rewards.
- Lack of Introduce Service Employee Career Development.

5.2 Recommendations :

- Recruiting more Green HR Personnel
- Providing more facilities to Increase Job Satisfaction.
- Monitor & Proper counseling for reduce absenteeism & turnover rate.
- The HR should Monitor the Line Manager properly.
- More training needs for unskilled workers to reduce more excessive working hourse.
- Provide incentive bonus/rewards for more attention to fill up targets.
- Introduce Service employee career Development.

Chapter Six
Conclusion and Reference

6.1 Conclusion :

At present , organizations attempt to emphasize on benefit maximization and environmental commitment simultaneously. In the present world, organizations having mass attention to environment ha superior recognition in community. The idea of Green HRM is still new but organizations have already understanding the significance of these green activities. Multiplicities mof employees render services ti the organizations willing to go green and exercise green HRM. Actually the results of GHRM candidates and their sharings perform important roles in enhancing organizational sustainability by centering upon spoiling management, reusing, maintaining hygiene and safety standards, completing learning from training scruples and improving environment friendly association learning.

In order to produce the best quality of any project the employees of the company must be skillful, knowledgeable, and fill of being as they are the members of one and same family for their better improvement. However, M/s. National traders is not concerned only on the quality of the project and the reputation of the company, but they are also concerned about the satisfaction level of their employees for better improvement, higher productivity as well as to project quality casting by providing different types of benefits and facilities.

Through the thesis paper it is clear that M/s. National Traders. is an established, significant and highly respected in term of the product quality and very much concerned about the satisfaction or motivation of the employees.

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