An Internship Report

on

Human Resource Management practices of Matin Spinning Mills PLC

Submitted To

Department of Business Administration

Faculty of Business

Sonargaon University

Submitted By

Name: Hasan Molla

ID: BBA1903018043

Semester: Summer 2023

Program: Bachelor of Business Administration (BBA)

Major: Human Resource Management

Submitted for the partial fulfillment requirement of the degree of Bachelor of Business Administration



Sonargaon University (SU)

Dhaka-1215

Date of Submission: 5th September 2023

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Submitted To

Ashik Das

Lecturer

Department of Business Administration

Faculty of Business

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Letter of Transmittal

05 September, 2023

To,

Ashik Das

Lecturer

Department of Business Administration

Sonargaon University

Subject: Submission of Internship Report.

Dear Sir,

With due respect, it is my great pleasure to submit the internship Report and I would like to thank you for supervising and helping me throughout my internship program in completing my BBA. The report entitled **"Human Resource Management Practices of Matin Spinning Mills Limited"** which is a partial requirement for the completion of BBA degree.

It is my honor and privilege to work for a leading organization in Bangladesh and to gain an in-depth knowledge on different areas. Throughout the study, I have tried my level best to accommodate information as much as I could, which I thought were relevant and informative. I tried my level best to make this report concise and informative.

I, therefore, pray and hope that you would kindly accept my report and oblige thereby.

Sincerely your

Hasan Molla

BBA1903018043

Department of Business Administration

Sonargaon University

Preface

Today we are very much involved in the business era. Only book-based knowledge is not enough to cope with real business environment. Effective combination of theoretical knowledge with practical experience is the key to success. Considering this, internship program is included in the degree Bachelor of Business Administration (BBA) from the Department of Business Administration Sonargaon University

I have selected the audit firm as my field to conduct my internship program which runs for three months only. I tried my best to collect relevant and significant data as much as possible and prepare the report with my best effort. I regret for any undue mistakes in this report. If the report do little support to any student, teacher, researcher or analyst, I may consider that my effort did not go in vain.

The report focuses on a few of the important aspects of the Matin Spinning Mills Limited like HR Planning, Recruiting, selecting, Training And development, performance Appraisal and compensation. An important thing that I feel important to mention is that in some practices are performed which are not accepted theoretically.

There might have problems regarding lack of limitation in some aspects and also some minor mistakes such as typing mistakes. These few drawbacks have occurred merely due to time limitations and a lack of secondary sources of information. Though I have tried my best to keep the report free from errors, I apologize if any error is found which was not deliberately made. If the report can help any person in providing information, I will feel that the purpose of the report has been fulfilled.

Declaration

I am Hasan Molla, as a student of BBA, Department of Business Administration of Sonargaon University, do hereby declare that the internship report titled **"Human Resource Management Practices of Matin Spinning Mills Limited"** is the outcome of three months practical work on the topic mentioned above under the supervision of Ashik Das, Lecturer, Department of Business Administration, Sonargaon University, Bangladesh.

I also declare that this report is an original work and no part of this report has been copied from elsewhere. In addition I would also like to mention that this report has not been published or submitted for being published or submitted for awarding any degree, diploma or recognition.

Sincerely Yours

Hasan Molla

BBA1903018043

Department of Business Administration

Sonargaon University

Letter of Acceptance

This is to certify that **Hasan Molla,** ID No:BBA1903018043 , Department of Business Administration , has completed his internship report titled on **"Human Resource Management Practices of Matin Spinning Mills Limited"** under my supervision as a part of partial requirement for obtaining Bachelor of Business Administration (BBA) degree in HRM Major. This report can be accepted for evaluation.

Ashik Das

Lecturer

Department of Business Administration

Faculty of Business

Sonargaon University

Acknowledgement

Firstly, I am very much thankful to almighty Allah for giving me strength, courage and ability to accomplish the internship report in a scheduled time in spite of various complications. I would like to evolve my implicit gratitude to all those who have been instrumental in the preparation of this internship report. I wish to place on records, my profound devoir for the support, supervision, and direction in every aspect from, “Matin Spinning Mills Limited” officials, my faculty, and friends.

I would also like to express my deepest sense of thankfulness to my organizational supervisor of this Internship Program of Matin Spinning Mills Limited HR Division. To get accustomed with the nature of a corporate culture was quite a challenge for me; without his guidance, it would not have been possible for me to continue a successful internship.

I am additionally grateful to Senior Officer MD Shohel Rana (my organizational supervisor) who assisted me with the aid of imparting useful directions. During my internship, I became in consistent touch with my organization's manager and some distinct contributions to stuff. Without them, this project might be terribly difficult. I need to emphasize this organization's terrific operational surroundings and cluster dedication, which has allowed me to swallow and help bring together the document. The majority of them have been Matin Spinning Mills Limited employees.

Abstract

Now-a-days Spinning industry is going through an intense competition. In order to gain competitive advantage organization must have to focus on customer satisfaction as well employee satisfaction. It is a great challenge for any organization how efficiently they manage their human resource. This report has emphasized the human resource management practices of Matin Spinning Mills limited. Matin Spinning Mills Limited performs several tasks in order to properly manage its employees. They start their HRM practices with HR planning by which they define their current manpower and future need of manpower. They select employees both from internal sources and external sources.

Here in this report, I had tried to make a comprehensive discussion how Matin Spinning Mills Limited conduct their recruitment and selection process, arrange training and development program, performance appraisal, their compensation management system and other HR activities. Moreover, it will give brief idea regarding organization including organization analysis, overview and history, product and services, their operation along with HR activities.

Spinning Industry is a manufacture oriented industry that provides yarn to different clients in different ways with the help of human resources. Thus skilled and well-educated human resources can affect the industry. Therefore, they should develop human resources like training and training as employees and they should develop to transform banking activities properly. Training, development, recruitment and selection of staff to operate is very important. This activity can have a great effect on the country's economy. Therefore, there should be some training and development facilities to increase the knowledge and productivity of a staff of Matin Spinning Mills limited. A suitable human resources department with appropriate training and development facilities can make Matin Spinning Mills limited more efficient and it can create the best in Bangladesh**.**

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Acronyms

HRM-------Human Resource Management

MSML--------Matin Spinning Mills Limited

JBCCI--------Japan Bangladesh Chamber of Commerce and industry

BGMEA----Bangladesh Germent Manufacturers and Exporters Association

ICSB---- Institute of Chartered Secretaries of Bangladesh

ICMAB---- The Institute of Cost and Management Accountants of Bangladesh

Chapter One

Introduction

1.1 Introduction

Human Resource Management (HRM) is vital part of any organization. Human resource management is a management function that helps the manager to recruit, select, train and develop members of the organization. On the other word, Human resource management is a management function concerned with hiring, motivating and maintaining people in the organization. Employees are the core resources of any organization without them, one cannot run their organization. Human resource is conducted with the growth of development people toward higher level of competency, creativity and fulfillment. It keeps employees become more responsible person and theit tries to create a climate in which they contribute to the limits of their improve abilities.

BBA program is the integrated, theoretical and practical method of teaching major disciplines in the preceding years of their courses. As a student of Human Resource Management, as a potential human resource manager, it is very much necessary for me to know about recruitment and selection process of an organization. To undergo project program each participant has to prepare an Internee report on the particular topic related with the organization.

Matin spinning mills (PLC) always determines what jobs need to be done. It determines how many and types of workers will be required. So establishing the structure of the organization assists in determine the skills, knowledge and abilities of the employees. To ensure appropriate employees are available to meet the requirements, MSMPLC sets a strategic planning process.

1.2 Origin of the Report

It is noted that the internship program has been becoming an integral part of the Bachelors of Business Administration (BBA) course with the passage of time. Internship program has provided greater opportunity not only for the fulfillment of the requirement of BBA course but also provide practical knowledge about respective industry and business side. It is totally make linkage between theoretical and practical knowledge. Moreover, for the sake of better understanding and for convenience of the different stakeholders the rationale behind the internship program is stated here under.

During this internship program, I have to prepare a report on a specific topic related to the organization ,which is assigned by my supervisor . My honorable supervisor has assigned me the topic **Human Resource Management practices of Matin Spinning Mills (PLC).** This report and internship program have familiarized me with the practical implementation of the knowledge which I have learnt during my BBA program. In this report I have written the HRM practices which are followed by Matin Spinning Mills and on the basis of my theoretical knowledge and practical observation.

1.3 Objective of the Report

The objective of the report can be broadly be classified into two types as general objective and specific objectives. Achievement of the specific objectives will automatically lead to the achievement of general objective.

- **General objective**

The main objective is to compare the theoretical knowledge with the practical aspects of HRM practices.

- **Specific Objectives**

- To know the HRM practices of MSMPLC.
- To know about manufacturing system of MSMPLC.
- To gain the experience of corporate life.
- To know the recruitment and selection process of MSMPLC.
- To know the training and development process of MSMPLC.
- To analyze the problem regarding Human resource management practices of MSMPLC.

1.4 Scope of the Report

The scope for this report basically surrounded with Matin Spinning Mills PLC. This report has been prepared through extensive discussion with an organization employees and practical observation .HR policy and annual report of the organization also helps to prepare this report. I had a great opportunity to know in depth knowledge of all the HRM activities practiced by Matin Spinning Mills PLC. When I started doing this report, I have focused on these topics which are as follows;

- HR Planning
- Performance Appraisal
- HR Training and Development Program
- Employee benefit Program
- Recruitment and Selection Process
- Employee Separation Process
- Rewards and Recognition Process
- Orientation and Induction Process
- Industrial Relation Building process

1.5 Methodology of the Report

The study needs a systematical process from selection of the topic for the final report preparation. To accomplish the study of the data source have to be collected and identified. I have emphasized on the practical observation, though I need to some primary and secondary data. Nevertheless, eventually almost the entire report consists of my practical observation.

Source of data collection

Most of the necessary information has been collected from the personal observation and one to one discussion with relevant officials. Throughout the tenure of my internship, I have to work in different areas of HR division and that gives me a great opportunity to collect information and learn more. There are two type sources of data collection such as Primary sources of data collection and secondary sources of data collection.

1.5.1 Primary Sources

1. Practical deskwork in my specific area by the organization.
2. Direct observation in the organization.
3. Face to face communication with the employees of the organization.

1.5.2 Secondary Sources

1. HR policy of the organization.
2. Annual report of the organization.
3. Related articles about MSMPLC.
4. Some hard copy of the report.

1.6 Limitation of the Report

The report is written mainly on the basis of face to face communication with the official and practical experience in the organization employees. There are some limitation are given bellows;

1. Some limitations like lack of information, necessary books and missing records are the barrier of making accurate study.

2. Preparing this report required lots of work. After doing fulltime office it was tough to do the report.

3. To get appropriate information and instrumental facilities were not enough.

4. Sometimes the authorities aren't caring to provide necessary information.

5. Confidentiality of information was another important barrier that was faced during the conduct of this study. Every organization has their own secrecy that can't be revealed in publics.

6. Human resources department was hasitant to provide information because of difficulty in accessing sensitive data and information.

Chapter Two

Industry overview

2.1 Meaning of Spinning

Spinning is the process used for making yarn from the fibers. Spinning is the first step of textile product processing. In fact, the process of making yarns from textile fiber stands for spinning. Accordingly, there are various types of spinning methods for producing different types of yarn. Besides, if we notice, we will see that the cotton fibers convert into carded yarn, combed yarn, and rotor yarn continuously through the spinning process. Consequently, for producing these three types of cotton yarn, yarn spinning systems are also different.

In textiles, the spinning process refers to drawing out fibers from a mass and twisting them together to produce yarn or continuous thread consequently. In the man-made fiber manufacturing process, the name is also applied to the extrusion of a solution to produce fiber, this process is similar to the method by which silkworms and similar insect larvae form filaments to make their cocoons from a viscous fluid. ring spinning, open-end (rotor) spinning, and air-jet spinning are common industrial spinning techniques for yarn production.

2.2 History of Spinning Industry in Bangladesh

History of spinning industry in Bangladesh. Even today, historians have not been able to determine exactly when spinning or weaving began. However, 6,000 years before the birth of Jesus Christ, man first began to weave yarn and use it to weave cloth. According to historians, the use of cotton first started in the Mediterranean and Arab countries.

According to historical sources, the use of cotton in India dates back to about 3500 BC. Egypt will occupy first place in the region among the Mediterranean countries. Egyptian cotton is now called the best cotton in the world.

Cotton has been used in Britain since the early 1300s. Cotton began to be used in America in the late 1800s. Cotton has been used all over the world since the beginning of yarn production from cotton mechanically. Since the word cotton originates from the Arabic word, it is believed that the Arabs were the first to cultivate cotton commercially

and introduced the cotton trade to the world market as a commodity. For centuries, the Arabs have been an international cotton trading nation.

According to the historian Herodotus, the original birthplace of corpus cotton was India, the Persian Sea coast, and the Arabian Peninsula. According to Herodotus, the cultivation and use of cotton were introduced in the above areas 1500 years before the birth of Jesus Christ. But China claims it has been using cotton as a means of cotton cultivation and weaving since 2,300 years before the birth of Jesus Christ

History of spinning industry in Bangladesh. Cotton has been cultivated in Bangladesh since ancient times, but it has never been used commercially. Because the length of the cotton fiber was very insignificant. The cloth was made by cutting the yarn by hand. The world-famous Dhaka muslin sari was first made from cotton produced in Dhaka Kapasia in the Indian subcontinent during the Mughal period. In the Arts of India, dated 323 BC, muslin is said to be the oldest of the Sullivan veils and manubanghita. This makes it easy to understand that the muslin of Dhaka is very old. At present, cotton seeds are being widely cultivated in Bangladesh by importing some cotton fiber seeds from America and the length of the fiber is quite good. It has also started to be widely used in the spinning industry of Bangladesh**.**

At present, the use of artificial fiber as well as natural fiber is increasing day by day. But in terms of use, cotton yarn is very healthy.

2.3 List of Spinning Companies

1. A&A Textiles Ltd.
2. A.R.M. Fine Textile Mills Ltd.
3. AA Synthetic Fibers Ltd.
4. Abdul Bari Cotton Spinning Mills Ltd.
5. Abdullah Spinning Mills Ltd.
6. Abedin Textile Mills Ltd.
7. Amber Cotton Mills Ltd.
8. Badsha Textiles Ltd.
9. Bengal Synthetyic Fibers Ltd.
10. Beximco Synthetic Ltd.
11. Comilla Spinning Mills Ltd.
12. Delta Spinners Ltd.

13. Aegis Cotton Mills Ltd
14. Afsar Cotton Mills Ltd.
15. Akbar Cotton Mills Ltd
16. Akij Textile Mills Ltd.
17. Al-Haj Karim Textiles Ltd.
18. Alam Spinning Mills Ltd.
19. Aman Spinning Mills Ltd.
20. Echo Cotton Mills Ltd.
21. Fakir Cotton Mills Ltd.
22. Fariha Spinning Mills Ltd.
23. Famous Spinning Mills Ltd.
24.Hamim Textile Mills Ltd.
25.Hanif Spinning Mills Ltd.
26. Keya Cotton Mills ltd

2.4 Types of Spinning Process

The spinning process is varying depending on the fiber types which we want to process. There are different methods of spinning for yarn preparation. Such as

- **Staple yarn**
- **Spinning Filament Yarn**
- **Integrated Multi-Component Yarns**

For Staple Yarn

Different spinning techniques apply for Staple yarn production. When short and long staple fiber or other material uses for the spinning process. The following are the different methods of spinning process for staple yarn production. They are-

1. Ring Spinning
2. Rotor Spinning
3. Friction Spinning
4. Self- Twist Spinning
5. Vortex Spinning
6. Air Jet Spinning
7. Twist Less Spinning

The following is a short introduction to the staple yarn spinning process with its uses. They are-

1. **Ring Spinning**: The most popular way of spinning yarn for textiles is called ring spinning, which drafts and twists strands using a revolving spindle and ring. Ring spinning method is widely used for producing yarn which is used in different fields such as apparel, bedding, upholstery, and industrial textiles.
2. **Rotor Spinning:** A high-speed rotor is used in rotor spinning, often referred to as open-end spinning, to separate and twist fibers into yarn. Rotor yarn is primarily used for producing denim and terry cloth products.

3. **Friction Spinning:** When friction spinning employs compressed air to spin fibers into yarn, it offers great production rates and diversity. These spinning techniques produce yarn which is used in filtration media and technical textiles.

4. **Self-Twist Spinning**: In self-twist spinning, yarn is made straight from roving or sliver without the need for further twisting steps. The productivity of spinning is increased with this technique. This yarn is commonly found in producing knitwear and hosiery.

5. **Vortex Spinning:** By twisting and collecting fibers in a vortex, the vortex spinning technique produces yarn. This yarn is used for knitwear and lightweight fabric production.

6. **Air Jet Spinning:** The production of yarn today uses an air jet spinning process. Compressed air is used in the draft, twist, and spinning steps of this spinning process to create yarn. High productivity is provided, nonetheless. Yarn from this spinning process is used for denim and technical textiles.

7. **Twist Less Spinning:** Low-twist or zero-twist yarns are created using this specialist spinning technique for a variety of uses. This yarn is used for fabrics requiring low twist and novelty yarns.

For Spinning Filament yarn

From the Reference Module in Biomedical Science, 2021 in spinning methods, a polymer solution or melt is extruded through a spinneret by the action of an external force, forming jets of stretched fibers that solidify by either drying or solidification. The following is the spinning process for filament yarn production. They are-

1. Wet Spinning
2. Dry Spinning
3. Melt Spinning
4. Bi-Component Spinning
5. Film Splitting Reaction Spinning

The following is a short introduction to spinning filament yarn with its uses. They are-

1. Wet Spinning: Wet spinning involves extruding a polymer solution into a coagulation bath to create fibers. Wet spinning is widely used for the production of fibers such as rayon, acrylic, and spandex.

2. Dry Spinning: Fibers are created by extruding a polymer solution into a heated air or gas environment in the dry spinning process. It is a common purpose for dry spinning to create fibers that are insoluble in water or other coagulation solutions. The capacity to produce fibers with great dimensional stability and high tensile strength is provided. Acetate, acrylic, and aramid fibers are typical examples of fibers made by dry spinning.

3. Melt Spinning: This procedure creates fibers by extruding molten polymer via a spinneret. It is a very successful and economical way to make synthetic fibers like polyester, nylon, and polypropylene.

4. Bi-Component Spinning: In this type of spinning, two or more polymers are combined during the extrusion process to produce fibers with various characteristics. It has different applications in various industries such as textiles, filtration, and medical textiles.

5. Film Splitting Reaction Spinning: A reactive polymer solution is extruded and then experiences a chemical reaction to create fibers in the film splitting reaction spinning technique. Producing fibers with incredibly tiny diameters and large surface areas is possible by using these spinning processes. When tiny fibers with certain qualities are needed, it is frequently employed in applications including filtration, tissue engineering, and protective garments.

For Integrated Multi-Component Yarns

The following are the integrated multi-component yarn spinning process. They are-

1. Integrated Composite Spinning
2. Cover Spun
3. Selfil Yarn Spinning
4. Acro dynamic Spinning

The following is a short introduction to the integrated multi-component yarn spinning process with its uses. They are-

1. **Integrated Composite Spinning:** Using a combination of different fibers, integrated composite spinning produces composite yarns with improved qualities. Textile, automotive, aerospace, and the manufacture of sporting goods are just a few of the areas where integrated composite spinning is used. It permits the creation of yarns with specialized qualities to fulfill certain performance needs.

2. **Cover Spun:** Cover spun offers the required qualities and strength. yarns having a core-sheath structure are used here. There are various benefits of cover spun yarns such as increased comfort, greater aesthetics, and better dyeability. They are frequently employed in the creation of textiles, knitwear, and ornamental items where both strength and beauty are valued.

3. **Selfil Yarn Spinning:** This technique produces textured yarns with inherent bulk and flexibility. However, these yarns include benefits such as greater comfort, superior insulation, and improved wrinkle resistance. Thereafter, they are frequently used in products like sweaters, socks, and upholstery textiles where softness and stretchability are sought.

4. **Acro dynamic Spinning:** Air-textured spinning, also known as acrodynamic spinning, produces lofty, voluminous yarns that are exceptionally soft and insulating. Besides this, these yarns offer advantages such as excellent breathability, insulation, and softness. Where a plush and luxurious texture is desired, they are widely used in various applications such as blankets carpets and upholstery fabrics.

Chapter Three

Organizational Overview

3.1 Organizational Orientation

Matin Spinning Mills Ltd was incorporated as a Private Limited Company in September 2002 and commenced commercial operation in October 2006.Matin Spinning Mills Ltd is an ISO 9001:2008 certified company. The nature of business of Matin Spinning Mills Ltd is manufacturing Combed and Carded Yarn and the factory is located in Kashimpur, Gazipur with its head-office situated in BGMEA Complex (12th Floor), Dhaka. Matin Spinning Mills Ltd has converted into a Public Limited Company in 4th November 2010. Matin Spinning Mills Ltd currently employs around 1000 people whilst the factory has an installed capacity of 40,000 spindles.

Matin Spinning mills Plc is a Spinning company, which engages in the manufacturing and sale of cotton yarn and blended yarn. Matin Spinning Mills Limited manufactures and sells various types of cotton, viscose, polyester, and CVC yarns, combed, carded, synthetic, and slub yarns. The company also exports its products.

In apparel manufacturing, the need for perfection begins right from the birth of the raw materials. The quality of yarn permeates through every single process till packaging. It is this need for perfection which has driven the growth of Matin Spinning Mills PLC. We believe that those who can furnish clients with best quality at competitive price, exceptional services and prompt delivery can only survive in the market.

Matin Spinning Mills PLC offers a diverse product line to fulfill demands of customers and has the finest yarn spinning facility in the country. We have optimized our spinning processes by applying state-of-the-art technology & machineries to every phase of our production processes. Matin Spinning Mills PLC takes immense pride in identifying it's role as the pioneer of quality yarn manufacturers of Bangladesh.

We use cutting edge technology to put our yarn through a series of Quality Control Checks, to ensure strict Quality Standards. This desire for quality is also shared by our team of highly qualified and competent professionals, who under the capable and dynamic leadership of the Board of Directors have made our remarkable growth possible. It is with this shared vision that we are marching towards our goal of attaining acknowledged leadership in providing quality products at competitive price.

3.2 Corporate profile of the organization

Features	Particulars
Legal Name	Matin Spinning Mills Limited
Factory address	Sardaganj, Kashimpur, Gazipur.
Legal status	Public limited company
Chairman	Abdul Wahed
Managing director	Mohammed Abdul Jabbar
Chief Financial Officer	Mohammad Emarot Hossain
Date of commencement	September 15, 2002
Company Type	For Profit
Earnings per share	+49.51%
Net Income	+49.51%
Revenue	+9.64%
Websites	www.matinspinning.com
Phone Number	+880-2-58817735-37
Fax	+880-2-55028054

3.3 Vision, Mission and core values of the Matin Spinning Mills limited

Vision

To be the leading quality yarn manufacturer at competitive price and have a sustainable contribution to all stakeholders to strengthen the community at large.

Mission

To provide the best quality products through its competent workforce, innovation, state of the art technology and zero adverse impact on the environment.

Core Values

1. Integrity
2. Trustworthiness
3. Commitment
4. Passion
5. Innovation

Integrity

Provide the best quality products to their customers with integrity. Respecting the privacy of colleagues in private conversation.

Trustworthiness

Have trust in their team. They work together to deliver towards full capabilities to all their constituents. They strive to be consistent and straightforward in their interactions.

Commitment

Fully committed to achieving success for their customers, their teams and their selves through compliance with regulatory guidelines

Passion

Without passion, success is impossible. There is a virtuous cycle for those with passion. A strong feeling of enthusiasm or excitement for something or about doing something.

Innovation

Innovation involves visibly improving products performance and updating or upgrading its characteristics. Successfully implementing a new idea and creating value for their customers and stakeholders.

3.4 Corporate milestone of the matin spinning mills Limited

Year	Achievements
2002 – 2009	Certificate of commencement of the business. Incorporation of the company.
2010	Converted the public limited company.
2014	Matin spinning mills limited secures the Japan Bangladesh Chamber of commerce and Industry (JBCCI) business excellence Award.
2015	Received ICMAB best corporate award
2016	International textile firm of the year Launching of mélange unit.
2017 – 2018	ICMAB best corporate award received. Matin spinning mills PLC, a concern of DBL group won gold at the ICSB national award 2018

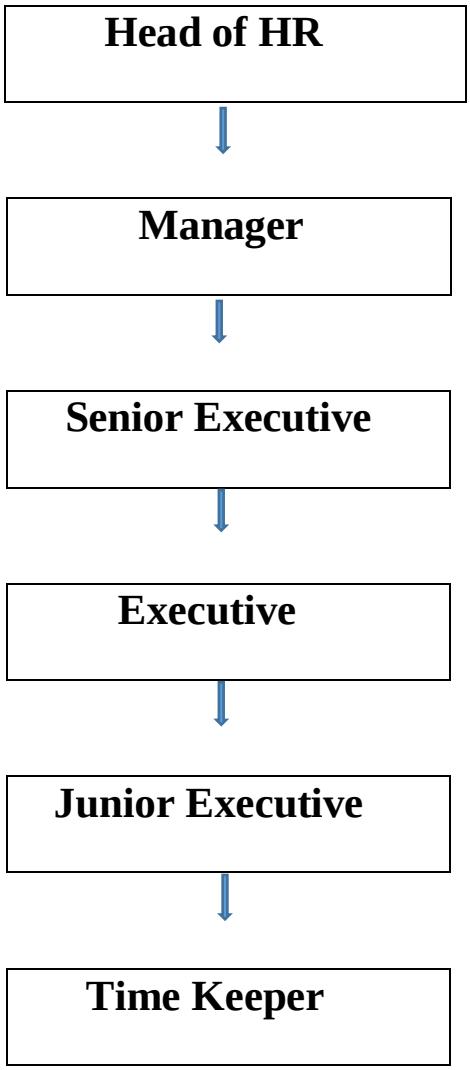
2020	Matin spinning mills PLC won gold at the ICSB national award.
2021	Matin spinning mills PLC has won silver at the ICSB national award for corporate governance excellence.
2021	Received the ICMBA best corporate award in the textile category.
2022	Launching of another special unit.

3.5 Departments of the Matin Spinning Mills Limited

There are some departments of Matin Spinning Mills PLC such as:

- Maintenance Department
- Utility Department
- Production Department
- Quality Department
- HR Department
- Administration Department
- Accounts Department
- Medical Department
- IT department
- Finance Department
- Store Department
- Marketing department

3.6 HR Department Structure of Matin Spinning Mills Ltd



3.7 Organogram of the Matin spinning mills Limited

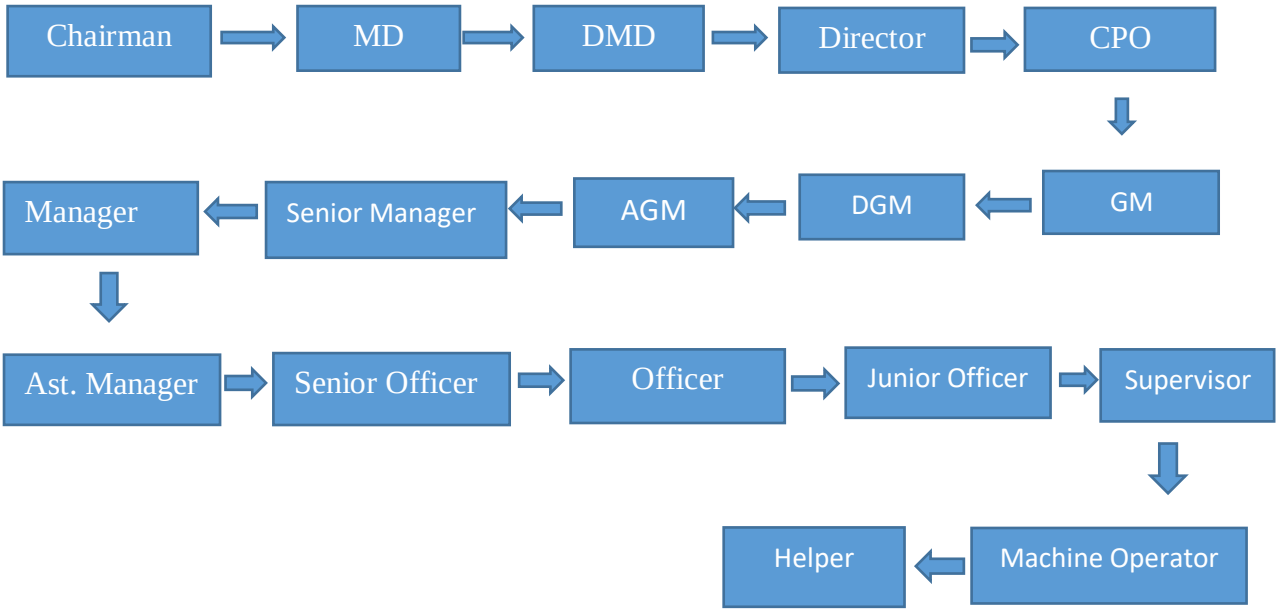


Figure: MSMPLC Organogram

Chapter Four

Literature Review

4.1 Human Resource Management

Human resource management's history is the compatible and strategic which approach most valued assets to the management of an organization. The people working there contribute to the achievement of the goals by collectively and individually. HRM is a strategic approach to managing employment relations which emphasizes that leveraging people's capabilities is critical to achieving competitive advantage, this being achieved through a distinctive set of integrated employment policies, program and practices." (Bratton & Gold, 2012).

DeCenzo & Robbins (2004) defined, "Human Resource Management is concerned with the people dimension. Dessler (2005) defined, "Human resource Management is the process of acquiring, training, appraising, and compensating employees, and of attending to their labor relations, health and safety, and fairness concerns."

Griffin & Fleet (2013) defined, "Human Resource Management is the set of organizational activities directed at attracting, developing and maintaining an effective workforce." Milkovich & Boudreau (1994) defined, "Human Resource Management is a series of decision that affect the relationship between employee and employer: it affects many constituencies and is intended to influences the effectiveness of employee and employer."

The terms of "human resource management" and "human resources" have largely replaced the term "personnel management" as a description of the process involved in managing people in organizations. HR management is rapidly growing. HR management is both business practice and academic theory that addresses the theoretical and practical methods of managing workforce.

4.2 Major Functions of Human Resource Management

DeCenzo & Robbins (2004) pointed out that, Human Resource Management is made of four activities. These are- (1) staffing, (2) Training and Development, (3) Motivation, and (4) Maintainance. Flippo (1980) defined that, the function of Human Resource Management is divided into two part. These are- (1) Managerial functions, and (2) operative functions. The managerial functions are: (a) Planning, (b) Organizing, (c) staffing, (d) Directing, and (e) Controlling. The operative functions are: (a) Procurement, (b) Development, (c) Compensation, (d) Maintenance, (e) Motivation, and (f) Integration. Dessler (2005) pointed out the major functions of Human Resource Management are- (1) Job analysis (2) Personal planning and Recruiting, (3) Employee testing and Selection, (4) Training and Development, (5) Performance management, and (6) Compensation.

4.3 Importance of Human Resource Management

Parameswari & Yugandhar (2015) stated that, the need for Human Resource Management are- (a) To provide, create, utilize and motivate employees to accomplish organizational goals. (b) To create opportunities, to provide facilities, necessary motivation to individual and group for their growth with the growth of the organization by training and development, compensation etc. (c) To employ the skills and ability of the workforce efficiently, i.e., to utilize human resources effectively. (d) To create a sense and feeling of belongingness team-spirit and encourage suggestions from employees. (e) To help maintain ethical policies and behavior inside and outside the organization. (f) To maintain high moral and good human relation within the organization. (g) To secure integration of individual and groups in securing 27 organizational effectiveness. (h) To manage change to the mutual advantage of individuals, groups, the organization and the society. (i) To ensure that, there is no threat of unemployment, inequalities, adopting a policy recognizing merit and employee contribution, and condition for stability of employment. (j) To increase to the fullest the employee‘s job satisfaction and self-actualization; it tries to prompt and stimulate every employee to realize his potential. They also pointed out 10 reasons for

which Human Resource Department is important. These are: (1) Human Capital Value (2) Conflict Resolution, (3) Budget Control, (4) Training and Development, (5) Employee Satisfaction, (6) Performance Improvement, (7) Cost Savings, (8) Sustaining Business, (9) Corporate Image, and (10) Reliability.

4.4 Human Resource Planning

Megginson (1985) defined, "Human Resource Planning is an integrated approach to performing the planning aspects of the personnel function in order to have a sufficient supply of adequately developed and motivated people to perform the duties and tasks required to meet organizational objectives and satisfy the individual's needs and goals of organizational members." Flippo (1980) defined that, 'Human resource planning involves making an inventory of current human resources in order to determine the human resource status.' Beach (1980) defined that, "Human Resource Management is a process of determining and assuring that the organization will have an adequate number of qualified persons available at the proper times, performing jobs which meet the needs of the enterprise and which provide satisfaction for the individuals involved."

Walker (2002) affirmed that, "Human Resource Planning is the process of identifying and responding to the issue of workers and charting new policies, systems and programs that will ensure effective human resource management under changing conditions."

4.5 Recruitment

Yoder (1944) defined, "Recruitment is a process to discover the sources of manpower to meet the requirement of the staffing schedule and to employ effective measures for attracting that the manpower in adequate numbers to facilitate effective selection of an efficient workforce. Flippo (1980) defined, "Recruitment is the process of searching for prospective employees and stimulating them to apply for jobs in the organization." Recruitment refers to the process of identifying, attracting, interviewing, selecting, hiring and onboarding employees. In other words, it involves everything from the identification of a staffing need to filling it.

Depending on the size of an organization, recruitment is the responsibility of a range of workers. Larger organizations may have entire teams of recruiters, while others only a single recruiter. In small outfits, the hiring manager may be responsible for recruiting. In addition, many organizations outsource recruiting to outside firms. Companies almost always recruit candidates for new positions via advertisements, job boards, social media sites, and others. Many companies utilize recruiting software to more effectively and efficiently source top candidates. Regardless, recruitment typically works in conjunction with, or as a part of Human Resources.

4.6 Selection

Selection is the second stage of the recruitment and selection process. It may be defined as the process of choosing the best one among a number of candidates.

Flippo (1980) said, 'The selection is the process of choosing the most suitable candidate for the vacant position in the organization. In other words, selection means weeding out unsuitable applicants and selecting those individuals with prerequisite qualifications and capabilities to fill the jobs in the organization.' Decenzo & Robbins (2004) have defined "Selection activities follow a standard pattern, beginning with an initial screening interview and concluding with final employment decision." M. Ataur Rahman, "Selection is the screening and filtering process of job applicants who have been invited to apply for the vacant positions through which the process comes to an end". Dale Yoder has defined, "Selection is the process by which candidates for employment are divided into two classes those who will be offered employment and those who will not";

4.7 Training & Development

Training and development initiatives are educational activities within an organization that are designed to improve the job performance of an individual or group. These programs typically involve advancing a worker's knowledge and skill sets and instilling greater motivation to enhance job performance.

Decenzo & Robbins (2004) defined training as, “A learning experience in that it seeks a relatively permanent change in an individual that will improve his or her ability to perform on the job.” Saiyadain (2009) defined, “Training is an activity aimed to improve the performance of the existing staff to meet the future needs of the organization.” Flippo (1980) said, “Training is the act of increasing the knowledge and skills of an employee for doing a particular job.” Mathis & Jackson (2011) stated that, ‘Training is related to improving upon the present job experience.’

4.8 Performance Appraisal

A performance appraisal is a systematic and periodic process of measuring an individual's work performance against the established requirements of the job. It's a subjective evaluation of the employee's strengths and weaknesses, relative worth to the organization, and future development potential. Performance appraisals are essential for the growth of a company and the employee. It helps the company to find out whether the employee is being productive or is a liability. It helps the employee to find out where his / her career is heading.

Dessler (2005) defined “Performance appraisal as means of evaluating an employee’s current and or past performance relative to his or he performance standards.” Weather & Davis (1989) defined “Performance appraisal is the process by which organization evaluate individual job performance.” Beach (1980) defined, “Performance appraisal is systematic evaluation of the individual with respect to his or her performance on the job and his or her potential for development.” Huber & Schuler (1993) stated that, “Performance appraisal is a formal, structured system of measuring and evaluating an employee job, related behavior and outcomes to discover how and why the employee is presently performing on the job and how the employee can perform more effectively in the future so that the employee, organization, and society all benefit.” Heyel (2012) defined that, “It is the process of evaluating the performance and qualifications of the employees in terms of the requirements of the job for which he is employed, for purposes of administration including placement, selection for promotions, providing financial rewards and other actions which require differential treatment among the members of a group as distinguished from actions affecting all members equally.”

Dessler & Varkkey (2009) pointed out several method of performance appraisals. These are: (a) Graphic rating scale method, (b) Alternation rating method, (c) Paired comparison method, (d) Forced distribution method, (e) Critical incident method, (f) Narrative forms, (g) Behaviorally anchored rating scale, (h) Mixed standard scale, (i) Management by objectives, (j) Computerized and web-based performance appraisal, and (k) Electronic performance monitoring.

4.9 Compensation

Compensation is a systematic approach to providing monetary value to employees in exchange for work performed. Compensation may achieve several purposes assisting in recruitment, job performance, and job satisfaction. Examples of compensation plans include direct pay and benefits. For example, an hourly employee may receive hourly pay, overtime, medical insurance, and paid time off. A salaried employee might receive a salary, an annual bonus, medical insurance, retirement contribution, and paid time off.

Flippo (1980) defines "The function of compensation is defined as the adequate and equitable remuneration of personnel for their contributions to the organizational objectives." Yoder (1944) defines "Compensation is paying people for work." Dessler (2005) defined employee compensation as "All forms of pay or rewards going to employees and arising from their employment." Decenzo & Robbins (2004) stated, 'Employee benefits as a whole have no direct effect on employee performance, however, inadequate benefits do contribute to low satisfaction level and increase absenteeism and turnover in employees.' Cascio (2003) stated that, 'Compensation provides competitive base salary levels necessary to attract and retain talent and compensates for day-to-day responsibilities performed at fully acceptable level and above.'

Chapter Five

Learning of Internship

5.1 My Job at HR Division in Matin Spinning Mills Limited

I have started my internship at HR Division in Matin Spinning Mills Limited. I glad to work with HR Division of Matin Spinning Mills Limited, which helps me to get familiar with corporate culture and the HRM Practices. This practical experience helps me to develop and prepare myself for the job market. During my internship I have learned following things:

- Meaning of responsibility
- Necessity of commitment
- Punctuality and regularity
- Communication with people
- How to face critical situation
- How to handle pressure
- How to follow the chain of command
- How to adopt with corporate culture

5.2 Responsibility as an Intern

Being assigned for the separation team of Matin Spinning Mills Limited, my core job was to complete the separation process of an employee. I have worked under my supervisor and assisted him to complete the separation process of resigned employee, terminate employee, retired employee and so on. I have tried my level best to assist my supervisor as well as to gather some practical knowledge about the task. Moreover, whenever I have enough time, I am assigned some task from the recruitment team. During this three month I have performed some other clerical work from several teams like promotion and up-gradation, disciplinary action, leave management etc. some time I have to communicate with several branches for collecting information regarding particular employees. Moreover, they are cordial to support me at any inquiry. I have tried to accomplish all the tasks with full of responsibility and accountability.

5.3 Task with Separation Team

Basically, I am assigned as an intern for separation team. During this time, I have performed lots of tasks regarding separation process. These are:

- Receiving resignation from the employee
- Receiving approval from MD, Head of HR, Head of concern divisions or Branch Manager.
- Mailing all divisions for audit and liability clearance regarding that particular employee.
- Receiving clearance and input data.
- Issuance of settlement notes
- Preparing release order
- Preparing experience certificate
- Preparing service benefit
- Taking exit interview
- Documentation all the papers
- Preserving photocopy or scan copy of needed document

5.4 Task with Recruitment Team

Although I am assigned for separation team whenever I have enough time, I have been assigned some task from the recruitment team. These are-

- Checking CV
- Call for interview
- Call for internship
- Find out needed information from CV
- Preparing short list for interview
- Documentation of needed information

5.5 Observation

I am very glad to work at HR Division in Matin Spinning Mills Limited. The working environment is so friendly and the employees are also cordial. They are always at my sight whenever I face any problem. They always assist me whenever I ask any question regarding my report or other issues. Though all the information is confidential, they support from their level best to fulfil my queries. During the internship program I have observed some practices that are given below:

- Accomplished the job on time.
- All the tasks are done with central operating system.
- All the employees are connected with HR connection system.
- Information is communicated over e-mail.
- Every employee is accountable to supervisor for their responsibility.
- A good performance is always appreciated by other colleagues.

Chapter Six

Human Resource Management Practices at Matin Spinning Mills Limited

6.1 Human Resource Division of Matin Spinning Mills Ltd

Human Resource Division of Matin Spinning Mills Limited exists to help employees and organization to reach their goals. Along the way, they face many challenges arising from the demands of the employees, the society, the organization. The domestic and international environments are the particularly turbulent because of the growing challenges also result from ever changing laws, especially laws that address the need for equal employment opportunity. The Human Resource Division of Matin Spinning Mills Limited must contribute to the organization in ways that are both ethical and socially responsible.

6.2 Functions Performed by HR Division of MSML

Matin Spinning Mills Limited has a fully functional Human Resource Division supported by manpower. The Human Resource Division of the Matin Spinning Mills Limited performs the following functions-

- HR Planning
- Recruitment and Selection
- Training and Development of Employees
- Performance Appraisal of employees
- Compensation

6.3 HR Planning of Matin Spinning Mills Limited

Matin Spinning Mills Limited performs the HR Planning in order to identify current and future human resource need to achieve its goals. Human resource planning should serve as a link between human resources management and the overall strategic plan of an organization. In order to evaluate the requisition from divisions with their job load they maintain a proper human resource planning. The HR division must have to give report about the current manpower to the top management in every month. It is a continuous process of systematic planning ahead to achieve optimum use of an organization's most valuable asset—quality employees.

6.3.1 HR Planning Process Followed by Matin Spinning Mills ltd

Matin Spinning Mills Ltd. performs their HR Planning task by the following way-

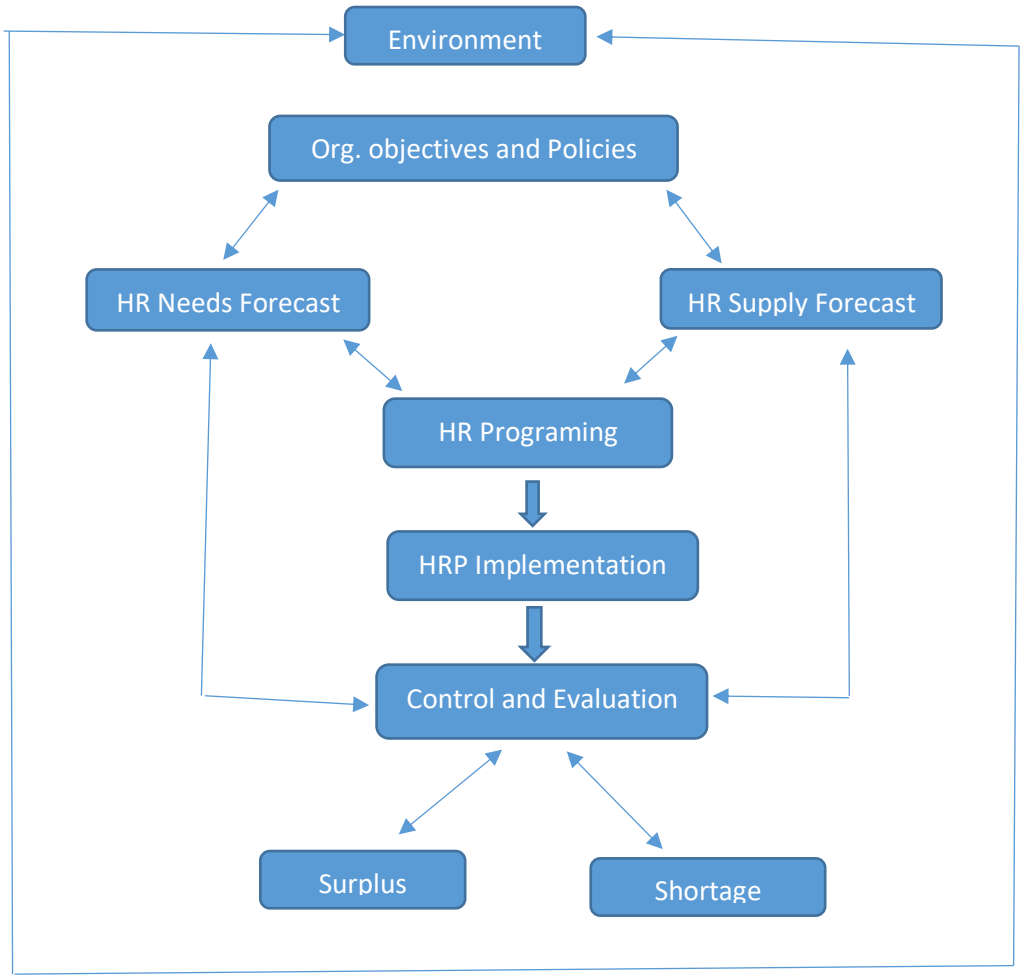


Figure: HRP Process

6.3.2 Job Analysis of Matin Spinning Mills Limited

Matin Spinning Mills Limited performs the job analysis in order to identify and determine in detail about the particular job duties and requirements and the relative importance of these duties for a given job. This is done by three functions-

- **Job Description**
- **Job Specification**
- **Job Evaluation**

Job Description: Matin Spinning Mills Ltd. clearly states the essential job requirements, job duties, job responsibilities of a particular job. Job description provides the clear idea about the portfolio of an employee and his/her specific responsibility. Matin Spinning Mills Limited has used a written and specific job description for their each and every circular. In circular they try to clarify the following things like what would be-

- Job Title
- Job location
- Job Summary
- Reporting to
- Working Conditions
- Duties

Job Specification: Matin Spinning Mills Ltd. defines the job specification to hire the right employee for the right position. In order to accomplish this task Matin Spinning Mills Ltd. basically focus on educational qualifications, specific qualities, level of experience, physical, technical and communication skills required to perform a job. It also includes general health, mental health, intelligence, aptitude, memory, judgment, leadership skills, emotional ability, adaptability, flexibility, values and ethics, manners and creativity etc. The experience required for the employee may vary from position to position.

Job Evaluation: Matin Spinning Mills Ltd. practices the job evaluation for determining the value/worth of a job in relation to other jobs in an organization. It tries to make a systematic comparison between jobs to assess their relative worth for the purpose of establishing a rational pay structure.

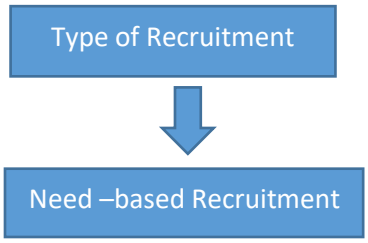
6.4 Recruitment and Selection Practice of Matin Spinning Mills Ltd

This Recruitment and Selection Policy has been framed with the view of recruiting and selecting people who have a strong desire to achieve. The recruitment goals of Matin Spinning Mills Limited are to attract and retain highly qualified human resources who will perform best in their respective areas. Matin Spinning Mills Limited usually promotes from within the organizations, but when the need arises, the organization also hires from outsides for vacancies at all levels. Matin Spinning Mills Limited always emphasizes on hiring for a long period of time. The bank tries to attract and select those candidates who will move through the organizational hierarchy to the senior level positions in the future. Matin Spinning Mills Limited commitment is to handle all selection with fairness and objectivity. Matin Spinning Mills Limited ensures objectivity, transparency, diversity and also accountability in the selection and appointment process of all employees in the organization.

6.4.1 Type of Recruitment

Matin Spinning Mills Limited Practices one type of recruitment. These is:

- **Need-based recruitment**: This is done when there is a sudden vacancy.



6.4.2 Sources of Recruitment

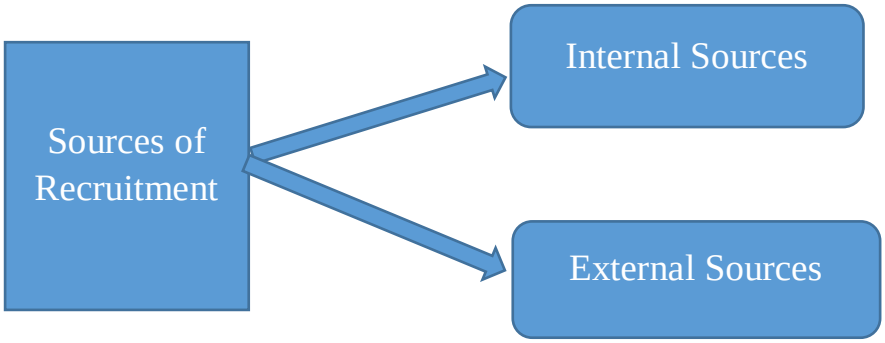


Figure: Sources of Recruitment

6.4.2.1 Internal Sources

Where appropriate, at the request of the hiring division, the organization will advertise vacancies internally as per criteria and other terms and conditions set by Management including but not limited to the following:

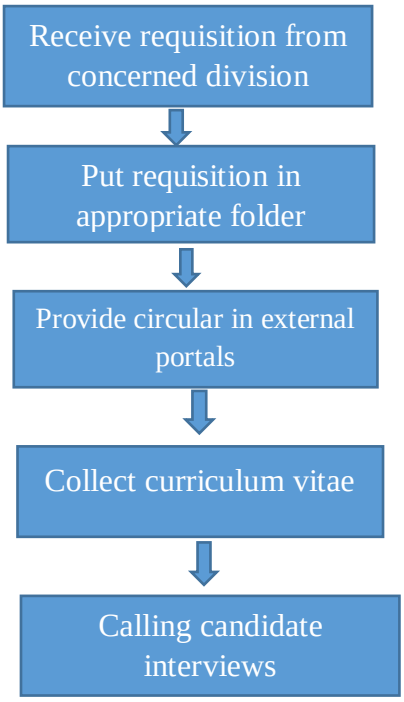
- Promotions
- Transfers
- Recruiting former Employees
- Internal Advertisement
- Referrals

6.4.2.2 External Sources

External sources are used both for fresher and lateral employees. The channels that may be used to source external candidates depends upon the time, job designation and cost of sourcing. Matin Spinning Mills limited provides circular to many sources. These are given below-

- Online job advertisement
- Matin Spinning website
- Social Media
- Executive search or recruitment agency
- Referrals (both internal & external)
- Campus recruitment
- BD jobs

6.4.3 Recruitment Process of Matin Spinning Mills Ltd



6.5 Selection Practices of Matin Spinning Mills Ltd

Managing human resource is one of the priorities of Matin Spinning Mills Ltd. in which **'Selection'** receives critical attention. The success of business depends mostly on the quality of services rendered to the customers both internal and external. Quality depends on competency of the employees recruited and retained. So, Matin Spinning Mills Ltd. commitment is to handle all selection with fairness and objectivity. Matin Spinning Mills Ltd. ensures objectivity, transparency, diversity and also accountability in the selection and appointment process of all employees in the Organization.

6.5.1 Selection process of Internal Recruitment

The selection process of internal recruitment starts with job analysis. The duties and responsibilities of particular post are identified by job analysis. They mostly select the experience employees. At first the recruitment team sorts out the database and summarized the curriculum vitae. Then they call those employees for interviews and select them who passed the interview session. As the internal recruitment Company does not take any written test for the proposed post. After selecting the employees, the Company places the employees to the proposed post. Sometimes job rotation takes place to fulfill the particular division need.

6.5.2 Selection process of External Recruitment

The Selection Process of external recruitment consists of two types. They are-

- For Fresher
- For Lateral

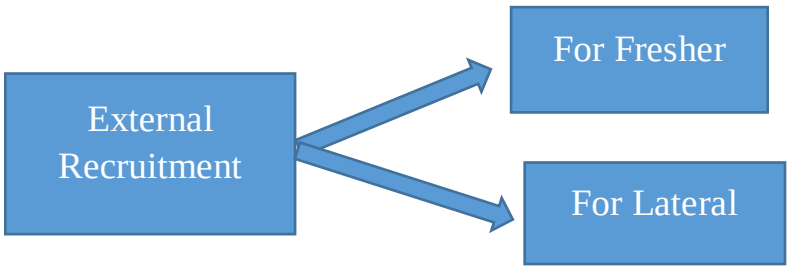


Figure: Types of External Recruitment.

6.5.2.1 For Fresher

Matin Spinning Mills Limited has standard process for selecting fresher for the post. Mainly they follow this process for the Executive Officer.

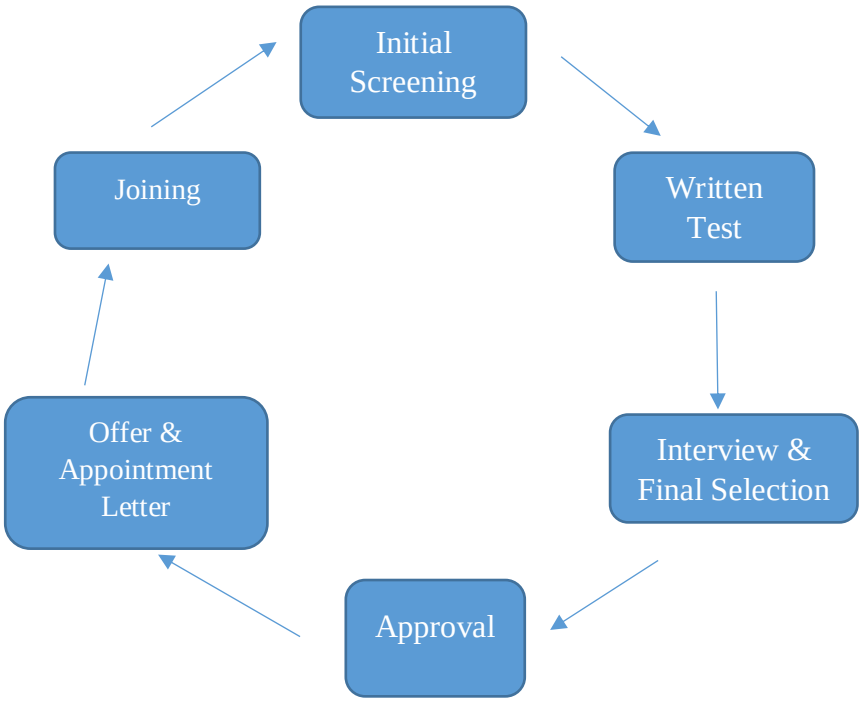


Figure: Selection process for fresher

1. **Initial Screening:** After collecting CVs from the applicants, they start sorting them. The screening process is mainly based on some criteria like educational background, skills, extra curriculum activities, age and so on.

2. **Written test:** After screening CVs, they take written test of the applicants who survive through screening test. Based on the result of screening test they sort out few applicants and processed for taking interview.

3. **Interview & Final Selection:** Those who passed the written test are called for interview. Interview will be conducted by the Management Selection Committee. They take face to face interview of the applicants and the interview play crucial part as it helps the organization to know about the applicants. The personnel are selected based on the outcome of face to face interview.

4. **Approval:** Upon interview & Final Selection process if recommended by the management selection committee MD / Board approval is taken.

5. **Offer & Appointment Letter:** Offer letter, pre-employment, medical test, background test and finally appoint letter is issued.

6. **Joining:** The personnel join the Matin Spinning Mills Limited based on the appointment letter's mention date and division. As a fresher join to the organization, they have to pass probation period to recruit as a permanent employee of Matin Spinning Mills Limited.

6.5.2.2 For Lateral

Matin Spinning Mills Limited select experienced employee for specific purpose. In case of lateral entrants, the bank follows some steps, these are: inviting application, CV screening, face to face interview, selection and offer letter, medical examination and joining. The Company assesses the CV from the internal and external sources and direct call interview. As lateral entrants, the organization does not take any written test for the proposed post. Sometimes job rotation take place to fulfill the particular division need where few employees perform the organizing operations from where abound of employee available in the division.

6.6 Training and Development of Matin Spinning Mills Ltd

Training and development helps companies gain and retain top talent, increase job satisfaction and morale, improve productivity and earn more profit. Matin Spinning Mills Limited upholds a learning environment and prepares the employee as future business leaders. In line with this, the organization shall develop required knowledge and skill-set of the employees by identifying the learning needs, providing the required learning interventions and assessing training effectiveness through standard process to perform their roles effectively and efficiently.

6.6.1 Types of Training

Training method refers to a way or technique for improving the knowledge and skills of an employee for doing assigned jobs perfectively. There are two types of training system applying the Matin Spinning Mills Limited. Such as:

1. On the job Training
2. Off the job training

1. On the job Training

On the job training is a practical approach to acquiring new competencies and skills needed for a job in a real working environment. It helps develop the career of the individual and the prosperous growth of the organization. On the job training is a form of training provided at the workplace. Matin Spinning Mills provided the employees this type of on the job training.

- Apprenticeship Programs
- Job Rotation
- Coaching

Apprenticeship Programs: The Apprenticeship Training Program is the combination of on-the-job training and the classroom training, wherein the workers earn while learning the skills required for performing the specialized job.

Job Rotation: Job rotation is a practice of regularly transitioning all employees between different jobs to ensure they gain exposure to various departments of the company while learning and improving their skill sets

Coaching: Coaching is a means for developing a partnership between the manager and employee that creates a shared understanding about what needs to be achieved and how it is to be achieved. Coaching, defined as an ongoing approach to managing people: creates a genuinely motivating climate for performance.

2. Off the job Training

The Off-the-Job Training is the training method wherein the workers/employees learn their job roles away from the actual work floor. Off-the-job training refers to an education method where employees learn more about their job or the latest advancements in their field at a location away from their workplace. This type of training essentially helps employees perform their job more efficiently. Matin Spinning Mills Limited applying this types of job training.

- Seminars and Conferences
- Vestibule Training
- Computer based Training
- Special Lectures

Seminars and Conferences: Conference programs may be used in internal or external training. During conference programs, managers or potential managers are exposed to the ideas of speakers who are experts in their fields. A careful selection of topics and speakers will increase the effectiveness of this training device. Conferences can be made more successful by including discussion.

Vestibule Training: This type of training is specifically given to the technical staff, office staff and the employees who learn the operations of tools and equipment assembled at a place away from the actual work floor. This type of training is conducted to give the real feel to the trainees, that they would be experiencing at the actual plant.

Computer Based Training: computer based training is training conducted over a computer by using the internet. It can be a personal computer or a network of computers. Computer based training refers to the instructions or training where the training is imparted through the use of computers or the mode of delivery is computers. In other words, use of computer in giving training, monitor the progress, providing feedback and checking the final progress. It can be done through a software module installed on the system (Known as Courseware) or through the use of internet as Web based training.

Special lectures: This is also called as classroom training wherein the employees are given lectures about the job requirements and the necessary skills required for implementing the job. There is generally a classroom or a workshop wherein the complete job knowledge is given to the workers by the experts or specialists from the professional institutes. The main purpose of this training is to make the employees well informed about their job roles and discussing their queries arising out of the lectures.

6.7 Performance Appraisal of Matin Spinning Mills Ltd

Matin Spinning Mills Limited conducts performance appraisal annually. In their performance appraisal they use the 360-degree performance appraisal method which is based on rating system. All the appraisal result is recorded as 'Annual Performance Appraisal Document'. On the whole, their objective is to shape outstanding performance in a competitive way to ensure sustainable profitable growth in business. Therefore, MSML appraisal system takes care of the following-

- Depth of skill & knowledge
- Width of behavioral competencies
- Individual personal development plan

6.7.1 Key Elements in the Appraisal System

There are three key elements included into the annual performance appraisal system-

1. The individual work plan/Targets = 100 Marks
2. Assessment of competency i.e. behavioral leadership = 100 marks
3. Assessment of Skill & Knowledge level = 100 marks

Particulars	Remarks
Excellent	240% +
Very good	195% +
Good	150% +
Fair	150% -

Use of Performance Appraisal System-

- Payment of incentive bonus
- Promotion & Merit incentives
- Punishment

6.8 Compensation & Benefit of Matin Spinning Mills Ltd

Matin Spinning Mills Limited provides highly attractive compensation package to their employee comparative to other organization in that industry. The elements of compensation are given below:

Earnings	Deductions
Basic Salary	Income Tax
House Rent	Provident Fund 10%
Medical Allowance	
Conveyance Allowance	

Moreover, Matin Spinning Mills Limited provides some other benefits to their employees. These are-

- Provident Fund
- Disability benefit
- Annual dividend Profit

6.8.1 The value of compensation or reward system for employees

- The compensation or incentive system in place at the company has the greatest influence on employee motivation.
- Representative compensation and incentive framework difficulties were, by and large, the primary basis for mechanical questioning in the past.
- The compensation structure has a significant influence on employee retention in the organization.
- The majority of employee satisfaction is based on salary and the company's reward system.

There are several compensation policies taken by Matin Spinning Mills Limited. These are given bellows:

Salary

To compare with all the Spinning industry Matin Spinning Mills Limited pays relatively so high to their lower level employees. It is done due to grab the potential employees from the market. Actually there are few companies in the market to pay such a high basics to their employees for which MSML is still is the first choice of new comers. This is the area in which MSML has done marvellous job because now-a-days employees are more concern of their basics. MSML has successfully adapted this change. It has been seen that employees of MSML are highly satisfied due to the convenient salary structure as other company in the market are not paying like this. For a instance every December, the salary of the employee review based on the performance which is key motivating factor to perform well. Another thing that is to mention that MSML conducts performance evaluation twice in a year according to that they are to review the salary.

Bonus

Like the other Spinning industry, Matin Spinning Mills Limited provides two festival bonuses to their employee's one is in Eid -ul- Fitar another one is Eid-ul-Azha. The bonus is equivalent to the 50% salary of the employees. MSML Pays the bonus at least 15 days ago in the festival of the employees.

Provident Fund

The employees are also entitled with provident fund in Matin Spinning mills Limited. Actually 10% of the basic are deducted from each employee for the provident fund along with this 10% another 10% provided by the company total 20% is installed as the payment of provident fund. This fund is given to their employees at the end of their service. If any employees leave the organization before completing three years of employment he will get the provident fund induce from the 10% of the basic that will calculated upon his service period which means those employees will not be able to claim the other 10% provided by the company.

Annual Increment

There is a provision of annual increment of MSML which is 10%, 7% and 5% increment based on the performance of each employee. It works as a motivating factor for the employees to perform well. Therefore each employee tries their best to make it happen so that their base salary having well shaped.

House Rent Allowance.

The company also provides house rent to their permanent employees who are in the managerial level. Each employee in the managerial level gets 50% of their basic as house rent.

Medical Facilities.

The medical facility provided by MSML. MSML has their own medical team to look after their employees in case of any medical assistance. They have their nursing home as well. MSML paid medical allowance of managerial level of employees.

Chapter Seven

Findings, Recommendation and conclusion

7.1 Findings

HR Planning: Matin Spinning Mills Limited performs HR planning in order to identify their current manpower number and the need of future manpower. The decision is taken against any requisition by comparing the portfolio and the current manpower of that particular division. The result of analysis is discussed with the head of department network division for the department and the head of division for the division.

Recruitment: Matin Spinning Mills Limited practices one type of recruitment. It is need based recruitment. They use both internal sources and external sources for their recruitment. They prefer both fresher and lateral employees for recruitment.

Selection: In the case of lateral employees Matin Spinning Mills does not take any written test. Employees are selected on the basis of interview / viva. On the other hand, in the case of fresher they take written test as well as viva for selecting the candidates.

Training & Development: Matin Spinning Mills Limited follows training need identification process in order to identify employees for training. Employees are provided both types of training such as On the job Training and Off the job Training, MSML keeps training bond from the employees.

Performance Appraisal: Matin Spinning Mills Limited conducts performance appraisal annually. They follow the 360-degree performance appraisal method which is based on rating system. They evaluate employees on the basis of 300 marks which are divided into three segments. They use the outcome of performance appraisal in payment of bonus, promotion & merit incentives and punishment.

Compensation & Benefit: Matin Spinning Mills Limited provides highly attractive compensation package to the employees. They also provide provident fund, disability benefit and Annual dividend profit. MSML Provided the employees Transport Facility and Child care facility.

7.2 Recommendation

Firstly, Matin Spinning Mills Ltd. should provide more opportunity for the fresher. Because every year a large number of students complete their graduation and post-graduation. They have no job experience to get entered as a lateral employee.

Secondly, Matin Spinning Mills Ltd. should extend the scope of on the job training so that employee can develop skills from their day to day task. The organization should make an arrangement of training session about up-to-date technology and methods in order to make sure the Employee satisfaction with high efficacy.

Thirdly, Members of training team should be increased so that the employee may take support whenever they required. There should start supervision span under the trainer in order to monitor the progress of employees.

Fourthly, Matin Spinning Mills Limited should recruit more efficient staff in their various departments to accomplish the duties more promptly and efficiently.
Employee should receive appropriate feedback and a uniform assessment procedure should be implemented to improve employee performance.

Finally, In the case all benefit and provident fund Matin Spinning Mills Ltd. Should comply with the “Bangladesh Labor Law, 2006”. Because, it ensures a better labor practice.

7.3 Conclusion

Now-a-days, Spinning industry has become more competitive. The success of a Spinning highly depends upon the Buyer's satisfaction as well as employee's satisfaction. HR division plays a vital role from the very beginning of operation of Matin Spinning Mills Ltd. Human resource division of Matin Spinning Mills Ltd. ensures their best services to all the employees. In order to keep pace with the global competitive environment, HR division of Matin Spinning Mills Ltd. takes proper initiatives to make the employees a competitive work force. They believe by making the employees satisfied, it is possible to take the best output from the employee. That's why they are always trying to take initiatives which are beneficial for the employee's career as well as company. As the Spinning industry in our country are highly competitive so it is a great challenging for Matin Spinning Mills Ltd. to retain expert employees. HR division of Matin Spinning Mills Ltd. is much conscious about that. So, from my opinion HR division of Matin Spinning Mills Ltd. plays the vital role in the success of Matin Spinning Mills Ltd. During my internship, I gained a more practical understanding of the human resource management process but I also had some problems in writing my report since some human resource department materials are private and I was not authorized to seek them. I believe that it is a once in a lifetime opportunity for me to learn about practical work and the HRM system at an organization. Finally, I want to thank Sonargaon University for the values and knowledge it has given me, as well as for the chance to use my knowledge practically in professional life.

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