Sonargaon University (SU)
Dhaka, Bangladesh

Internship Report
On
Training and Development Practices in Bangladesh: A Case Study on R.A.Z Apparels

Submitted by:

Tania Akter
ID: BBA1903018034

Program: Bachelor of Business Administration (BBA)
Major: Human Resource Management (HRM)

Semester: Summer-2023

Submitted to:

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

Date of Submission
Date: 05-Sep-2023



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Supervised by:

Md. Rasel Hawlader

Lecturer

Department of Business Administration

Sonargaon University (SU)

Date of Submission

Date: 05-Sep-2023

Letter of Transmittal

September 05, 2023

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

Subject: Submission of Internship Report on "Training and Development Practices in Bangladesh : A Case Study on R.A.Z Apparels".

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 internship report, which is a mandatory requirement to completion of the BBA program. This is a great pleasure for me to submit the internship report on "**Training and Development Practices in Bangladesh: A Case Study on R.A.Z Apparels".** Here I gathered what I believe the most completed information available. I believe that it will provide a clear scenario of the HRM polices of the prominent industrial institution **R.A.Z Apparels**. This report is all about synchronizing my theoretical learning from BBA 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 internship 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,

Tania Akter
ID: BBA1903018034
Department of Business Administration
Sonargaon University (SU)

Letter of Authorization

I, Mr. Md. Rasel Hawlader, Lecturer, Department of Business Administration, Sonargaon University (SU) hereby certify that the Internship Report entitled as "Training and development Practices in R.A.Z Apparels" has been prepared by Tania Akter, ID: BBA1903018034, Department of Business Administration, Sonargaon University (SU) and submitted as a requirement for the partial fulfillment for the degree of the Bachelor of Business Administration (BBA) 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 internship report. The report is an original work and prepared as a partial requirement of the degree the Bachelor of Business Administration (BBA).

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

Acknowledgement

I would like to thank Almighty Allah who made me able to complete this Internship report by utilizing my skills and knowledge.

I would like to express my indebtedness and deepest sense of gratitude to Supervisor **Md. Rasel Hawlader**, Lecturer of Business Administration, Sonargaon University for his encouragement, thoughtful suggestions, proper guidance, and supervision throughout the progress of my internship work.

I would like to Special thanks to **Ms. Nourin Sumi, Supervisor** R.A.Z Apparels Group of Companies.Narayanganj branch for his assistance while working in the concern.

I would like to convey my heartiest thanks to **Mr. Nizamuddin, HR Manager.** Who gives me valuable cooperation, affectionate behavior and special guidance and several types of accounts & financial Information.

I would like to express my cordial thanks to **Mr. Shopon,** Executive, for all types of help during my internship report.

I express to my sincere thanks to **Mr.Limon,** for their wholehearted co-opration of compliance activities information while doing my internship report in the concern.

I wish to offer my warm thanks to **Mr.Sakit** for their cooperation during my report work. Special thanks go to **Mr.Delowar**, for all kinds of help during my internship report.

Last but not the least, I am also thankful to employees of HR department of R.A.Z Apparels. whose management experience and tips are always helpful for me. Without their encouragement and guidance, it might not be possible for me to complete my thesis paper so successfully and smoothly.

I am responsible for errors and mistakes presented in the report and a positive and constructive criticism will always be greeted warmth.

Tania Akter
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Executive Summary

R.A.Z Apparels is a 100% export oriented knit garments industry established in the year of 2010. The company has knit garments section is consisted with completed Knitting , Dyeing, Printing, Cutting and Sewing & Finishing Division. The company is Specialized in producing all kinds of knitted items. This factory adheres to all of major merchandising as per local & abroad, factory is maintaining the compliances as per local law or buyer requirements. Utmost importance has been given to production layout and the quality control department, which gives us 100% quality assurance with inventory check, in-line inspection & before final inspection by buyer or 3rd party. R.A.Z Apparels is one of the on going leading garment factory in Bangladesh. Where we providing local law facilities, pure drinking water facilities , dining facilities, prayer room & medical facilities for workers on time . Even our factory is giving a wonderful circumstance facility for worker. We take pride in our dedication to achieve the best possible result for our clients.

We have been performing according with our aim with good reputation since then and exporting to several European countries like UK, France, Germany, Belgium, the Netherland, Spain, Sweden, Denmark, etc. We have vast Knowledge of the last one decade regarding all kinds of knit apparels like Tee-Shirts, Sweat Shirts, Polo Shirts, Tank Top, Singled, Shorts, Trousers, Wrangler, etc. With any kind of print, Embroidery, Reactive print, Weaving Seam, Piqued seam and any other fancy items. We are able to deal with all kinds of knit fabrics like Single jersey, PK, Terry, Lycra, CVC, Y/D Stripe, Slub, 1*1,2*2,& 5*1 Rib , Needle drop single jersey & Interlock , Fleece , Sweat Fleece, Micro Fleece , Polar Fleece , Yarn dyed stripe, Engineering stripe, Waffle, PK Tex, Viscose, etc.

We are duly committed to ensure the delivery in due time with high quality products. This factory is well organized by efficient merchandisers and skilled quality controllers. We are always preferred to put in line quality controllers during the production of our valued Buyers. We firmly believe if we can retain our quality the best, we must get further orders from our valued clients. We always like to quote the most reasonable and competitive price. Our price might be very competitive but it must not degrade the quality of the products.

We therefore cordially request you if you have any inquiry about any kind of knitwear of any style for Men’s / Boys / Ladies / Children please let us know. We shall always be at your kind service .

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