Internship Report

on

Recruitment And Selection Process In Bangladesh: A Case Study On Nahee Group

Submitted by:

MD Mafuzul Hoque

ID: BBA2102023079

Program: Bachelor of Business Administration(BBA)

Major: Human Resource Management

Sonargaon University (SU)

Submitted to:

Department of Business Administration

Sonargaon University (SU)

Submitted for the fulfillment of the degree of Bachelor of Business Administration.

Date of Submission: April 28, 2025

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Submitted to:

Md Fajle Rabbi

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Submitted for the fulfillment of the degree of Bachelor of Business Administration.

Date of Submission:April 28, 2025

Letter of Transmittal

April 28, 2025

Md Fajle Rabbi

Lecturer

Department of Business Administration

Sonargaon University (SU)

Subject: Submission of Internship Report on "Recruitment and Selection Process in Bangladesh: A Case Study on Nahee Group.

Dear Sir,

With most respectfully to state that I am pleased to submit my internship report titled Recruitment and selection process in Bangladesh: A case study on Nahee Group This report is an essential part of my BBA degree requirements, and I had the privilege of completing my internship at Nahee Group Of Ltd.under your guidance. This report reflects the current marketing practices employed by organizations in our country. I have made an effort to include relevant details while keeping the report concise.

I kindly request your assessment of this report. Your feedback would be greatly appreciated. Thank you for your time and consideration.

Yours Sincerely

_____

MD Mafuzul hoque

ID: BBA2102023079

Program: Bachelor of Business Administration (BBA)

Major:Human Resources Management

Department of Business Administration

Certificate of Supervisor

I hereby confirm that the internship report titled “Recruitment and selection process in Bangladesh: A case study on Nahee Group” has been created in fulfillment of the BBA program requirements at the Department of Business Administration, Sonargaon University (SU). The report was conducted by MD Mafuzul hoque, with ID BBA2102023079 under my guidance. I assure you that the report and its contents will not be utilized for any other intentions.

_____

Md. Fajle Rabbi
Lecturer
Department of Business Administration
Sonargaon University (SU)

Declaration of Student

I am MD Mafuzul hoque , a student in the Bachelor of Business Administration program with ID BBA2102023079 at Sonargaon University. I want to sincerely state that the report title “Recruitment and selection process in Bangladesh: A case study on Nahee Group” has been genuinely created by me. During the preparation of this report, I ensured full compliance with international copyright regulations. I also want to clarify that this report has not been submitted anywhere else for the purpose of obtaining a degree.

Yours Sincerely

_____

MD Mafuzul hoque

ID: BBA2102023079

Program: Bachelor of Business Administration (BBA)

Major: Human Resources Management

Department of Business Administration

Sonargaon University (SU)

Letter of Authorization

I hereby confirm that the project report titled “Recruitment and Selection Process in Bangladesh: A Case Study on Nahee Group.” is a genuine effort by MD Mafuzul hoque with ID BBA210202307. The research was conducted under my guidance. I also affirm that, to the best of my knowledge, the content presented in this report has not been included in any other project report or dissertation that led to the award of a degree to any candidate earlier, whether in the same context or a different one.

_____

Md. Fajle Rabbi
Lecturer
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Acknowledgment

I would like to extend my gratitude for the invaluable assistance and sincere cooperation provided by various individuals in the preparation of this report. It's impossible to adequately thank all the wonderful people who directly or indirectly contributed to the successful completion of this report. I am deeply appreciative of their kind collaboration and support. First and foremost, I would like to express my thanks to the divine power. Additionally, my foremost appreciation goes to my supervisor, Md. Fajle Rabbi, Lecturer at Sonargaon University (SU), for her crucial guidance, scholarly insights, and unwavering support throughout my study period.Moving forward, I am grateful to Md mahadi hasan, AGM (HRM) at Nahee Ltd., from whom I gained significant knowledge. I also extend special thanks to our honorable Manager (Production) Md Abul kashem, along with heartfelt gratitude to all the other individuals at Nahee Group Ltd.' Corporate Headquarters. I am thankful to the various staff members from different departments who generously contributed their valuable time and assistance in helping me gather data for this report.

Executive Summary

Nahee Group of Companies is a diversified industrial conglomerate based in Bangladesh, known for its leadership in manufacturing, construction materials, and textiles. Under the guidance of Engr. Abu Noman Howlader, the group has expanded across various sectors, establishing a strong presence both domestically and internationally. Established as a pioneer in Bangladesh's aluminum composite panel (ACP) industry, this company manufactures a range of ACP products, including PVDF-coated, fire-resistant, and mirror-finish panels. In 2022, Nahee Aluminum invested BDT 270 million to diversify its product line by adding ceiling components such as cross tees and UPVC runners, aiming to generate an additional BDT 250 million in annual revenue. Located in Gazipur, this facility produces non-woven needle-punched geotextiles used in erosion control, drainage, and slope stabilization. The factory, built on 12 acres of land, is equipped with European technology and adheres to international standards like ASTM and DIN.

Established in 2015, this company manufactures high-quality stainless steel pipes. The factory, also situated in Gazipur, utilizes advanced machinery and high-grade raw materials to ensure top-notch product quality. A 100% export-oriented home textile manufacturer, Naheed Fine Tex Ltd. commenced operations in 2021. The vertically integrated facility includes in-house yarn production, weaving, dyeing, printing, and stitching units, ensuring compliance with international standards. The factory boasts 250 Tsudakoma air jet looms and employs state-of-the-art machinery from Germany, Switzerland, Austria, and Italy. Engr. Abu Noman Howlader serves as the Managing Director of multiple group companies, including Bangladesh Building Systems Ltd., BBS Cables Ltd., BBS Metallurgic Industries Ltd., Xiamen Reflective Insulations Ltd., and Helix Wire & Cables Ltd. His leadership has been instrumental in positioning Nahee Group as a market leader in each of its respective fields.

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Chapter 1

Introduction

1.1 Introduction

Recruitment and selection are two of the most critical human resource functions for any organization, ensuring the right individuals are placed in the right positions to drive success. In Bangladesh, the recruitment and selection process has evolved significantly over the past few decades, influenced by the country's socio-economic development, technological advancements, globalization, and changing workforce dynamics.Historically, recruitment in Bangladesh was heavily reliant on traditional methods such as newspaper advertisements, personal references, and walk-in interviews. However, with the rapid expansion of industries such as garments and textiles, banking, telecommunications, pharmaceuticals, and the rise of the information technology sector, the need for a more structured and strategic approach to hiring became apparent. Today, organizations in Bangladesh, ranging from multinational corporations to government agencies and NGOs, emphasize systematic recruitment and selection processes to attract qualified candidates and maintain a competitive edge.

The recruitment process in Bangladesh typically begins with workforce planning, followed by job analysis, drafting job descriptions, and sourcing candidates through various channels, including online job portals (e.g., Bdjobs, LinkedIn), campus recruitments, professional networks, and recruitment agencies. Employers often adopt both internal (promotions, transfers) and external (advertisements, referrals) recruitment methods depending on their needs.Selection, on the other hand, involves a series of steps designed to identify the most suitable candidates from the applicant pool. Common selection tools in Bangladesh include application screening, written tests, group discussions, panel interviews, aptitude and psychometric testing, background verification, and medical examinations. Many companies have also introduced assessment centers to evaluate candidates' competencies more comprehensively.

Government institutions and public sector jobs in Bangladesh follow a more rigid and formalized recruitment process, often overseen by bodies like the Bangladesh Public Service Commission (BPSC) through competitive examinations. In contrast, the private sector exhibits greater flexibility and innovation in recruitment strategies, increasingly

leveraging digital platforms, employer branding, and data-driven decision-making.Nevertheless, the recruitment and selection landscape in Bangladesh is not without challenges. Issues such as political interference, nepotism, a shortage of skilled workers in certain industries, and limited access to quality education and training can sometimes impede the effectiveness of the process. Additionally, the growing trend of "brain drain" — where highly skilled professionals seek employment abroad — poses further obstacles for domestic recruiters.In response to these challenges, many organizations are investing in human capital development, implementing diversity and inclusion initiatives, enhancing employer branding, and adopting international best practices in talent acquisition. There is also a rising trend of focusing on soft skills, adaptability, and digital literacy among candidates, reflecting the changing demands of the globalized job market.In conclusion, the recruitment and selection process in Bangladesh is undergoing a dynamic transformation, striving to meet the demands of a modern, knowledge-based economy. As competition for top talent intensifies, organizations must continuously refine their strategies to attract, select, and retain the best candidates to achieve long-term success and contribute to the nation’s development.

1.2 Objectives of the Study

- To analyze the current practices of recruitment and selection processes followed by organizations in Bangladesh.This objective focuses on understanding how companies recruit and select employees, including the methods, tools, and strategies they use.
- To identify the challenges and limitations faced by employers during the recruitment and selection process**.**This includes exploring issues like skill gaps, political influence, technological barriers, and the shortage of qualified candidates.
- To suggest possible improvements and best practices to make the recruitment and selectionprocessmore effective and transparent.The aim is to recommend strategies that organizations in Bangladesh can adopt to attract, hire, and retain top talent efficiently.

1.3 Scope of the Study

This study focuses on examining the recruitment and selection processes in various organizations across Bangladesh, including private companies, multinational corporations, public sector institutions, and non-governmental organizations (NGOs). It explores the different methods used for attracting, sourcing, and selecting candidates, ranging from traditional approaches like newspaper advertisements to modern techniques like online job portals and professional networking platforms. The study also examines the role of internal recruitment practices such as promotions and transfers, alongside external hiring through open competition.

The research covers multiple industries, including but not limited to banking, garments and textiles, pharmaceuticals, telecommunications, and the emerging IT sector. It looks at how recruitment practices differ between sectors and organization sizes, providing insights into the unique challenges faced by each. Moreover, the study investigates the effectiveness of various selection tools such as written tests, interviews, assessment centers, and background verifications. Particular attention is given to how organizations assess both technical skills and soft skills like leadership, teamwork, and adaptability.

While the study emphasizes recruitment and selection practices within Bangladesh, it also considers global influences such as the impact of digital transformation and globalization on local hiring strategies. However, the research is limited to domestic employment processes and does not deeply explore international recruitment or expatriate hiring. The findings aim to offer recommendations that can help organizations enhance their recruitment systems, reduce hiring biases, and better align their selection strategies with the dynamic demands of the labor market.

1.4 Methodology of the Study

The methodology of this study is designed to systematically investigate the recruitment and selection processes practiced in various organizations across Bangladesh. A descriptive research method has been used to provide a clear picture of the current practices, challenges, and trends related to hiring in different sectors. The study relies on

both primary and secondary data sources to ensure a comprehensive understanding of the subject.For collecting primary data, structured questionnaires and interviews were conducted with HR managers, recruiters, and employees from selected organizations. Surveys were distributed to a sample group across multiple industries such as banking, textiles, telecommunications, and information technology. Interviews allowed for deeper insights into practical experiences, challenges faced during recruitment, and innovative strategies used by different organizations. Convenience sampling was applied, targeting respondents who were accessible and willing to participate.

organizations. Convenience sampling was applied, targeting respondents who were accessible and willing to participate.Secondary data was collected from published sources like journals, research papers, company reports, government publications, online articles, and books related to human resource management practices in Bangladesh. This helped support and validate the findings from the primary research. The study also reviewed recruitment policies and job advertisements from various companies to understand the evolving trends. The combination of primary and secondary data collection methods ensures a balanced and credible analysis of the recruitment and selection processes.

1.5 Limitations of the Study

Limited Sample Size: The study was conducted with a limited number of respondents from selected organizations, which may not fully represent all industries or the entire employment market of Bangladesh.

Access to Information: Some organizations were reluctant to share detailed information about their recruitment and selection processes, which restricted the depth of the analysis.

Time Constraints: Due to time limitations, the study could not cover long-term recruitment outcomes, such as employee performance and retention rates after selection.

Chapter -2

Literature Review

2.1 Literature Review

Societies are increasingly advanced and increase the competitive advantage of every company or organizations. Companies are expected to increase their productivity so that they can compete with each other nationally and international, and continue to follow the dynamics of changes that occur in society in order to continue to exist in the current market (Mohamad, & Sharifzadeh, 2017; Aydogan, E. and Arslan, 2021). So that organizations in the 21st century accelerate the company's innovation, besides that it becomes necessary to analyze the performance of human resource management in the success of a corporate. In some companies, there are often failures in the application of management to employees, the main reason being that they have not been able to implement comprehensive human resource management to achieve organizational goals. This shows that HR management is important in the sustainability of the organization (DeNisi, & Murphy, 2017; Hadji, S., et.al, 2022). Human Resources (HR) is the most important component in a company or organization to run the business it does. Organization must have a goal to be achieved by the organizational members (Niati et al., 2021). Development is a change towards improvement. Changes towards improvement require the mobilization of all human resources and reason to realize what is aspired (Shah et al, 2020). The development of human resources is a process of changing the human resources who belong to an organization, from one situation to another, which is better to prepare a future responsibility in achieving organizational goals (Werdhiastutie et al, 2020).With the current condition of the organization, it is more dynamic and flexible in which companies not only generate profits but also shape company branding and employee relations in the workplace. Therefore, it is necessary to dig deeper into useful human Literature Review.

Anupama Gupta (2010) explained the consequences of the challenges faced by the Human resource management in context with the current economic status and the challenges faced should be taken in consideration. This article insists on the challenges in the short fall of talented employees. This also emphasis on how Human resources Management tackles the problems handled on a day to day activities. It also suggested some important points to handle things better.

Saini R.R. (2010) this article explains Management in United Commercial Bank which is a case study of Chandigarh State which elaborates HRD rules and regulations. Basically this study explains the hurdles in the process of framing the rules and process of executing it. This analytical study contains a sample size of 100 people and analyzed their opinion about HRD rules and regulations. As a result of this study is qualification plays a important role in recruitment in top, middle and low level management. The practice of selecting right candidate for the level of management helps the organization to achieve more and retain employees in the organization.

Kundu. Subhash C., Divya Malhan (2009) in their article on "Human Resources Management Practices in Insurance Companies: The study was made in Indian and MNC's and explains the benefits of the organization is generated only by Human Resources .However the advantage of giving insurance to the Human Resources is one of the employee benefits issued by the Human Resource Management. The findings of the study says that both domestic and international Insurance companies have to improve more on their HR practices like performance appraisal, HR planning and Recruitment

Tripathy (2008) explained that the organization have the optimum usage of Human resources in the organization. They follow the 3 C concept (i.e.) Competencies, commitment and culture. By following these 3 C culture in the work organization give the positive results in the organization. This practice is considered to be the best result earning which resulted in the Increase in the financial Growth

Patil, Kallinath S. (2007) The development of facility management industry has an important place in the growth of the country. Life Insurance Corporation is one of the major service providers in which they provide the best service. The Transmission doesn't come in a day. For that employees have put in lot of efforts to bring the service in the field of service.

Hemant Rao (2007) in his study he explained the changes in the role Human Resources. There was an extraordinary change in the role of Human resource department. They should work in the organization such that they should treat the employees irrespective to cast, religion, gender etc. The productivity of the company is based on the quality of work done by the employees in the organization

Sharma and Jyoti (2006) in this article they have explained about the Job Satisfaction that they finalize it the best and effective reason for an employee in the working situation. They also explain that this emotional factor helps the employee in the organization to yield best results. Dissatisfaction is one of the main reasons for attrition of employee in the organization. So, job satisfaction is the primary reason of an employee's carrier growth and development of an organization.

Subramanian, V. (2005) he express that the recruitment and selection process in the organization and selecting the right candidate for the correct position helps employees to work in the organization in a very positive mode. The interview process should be relevant to the job profile so that the candidates will be interested in the job profile.

G.V. Chalam and L. Srinivas (2005) in his article he have made a Human Resources Department survey across 120 branches of State Bank of India at Andhra Pradesh, and defines the gender where he paper made an attempt to explore the basic gender difference. He finds that the women employees have much more concern that the male employees. Female employees have higher attitude of respecting the organization and Human resource department. They also have good source of Loyalty towards Bank work.

Maitin,T.P. (2003) In his study he explains the Human Resource Development shows the progress of the organizational growth with different process like recruitment and selection, payroll processing and maintains the rules and regulations of the office. By the way of best approach towards the employees which the in the high productive of the employees.

Vidya A. Salokhe (2002) in her study he explained the Human Resource department have several processes to improve the employee's individual growth in the organization. It also helps the organization to achieve more in the profit with their effective smart work. Employees are the asset of any organization which they make profit out of them.

Mishra and Bhardwaj (2002) in his research he made an empirical study on the Private companies and their nature of work in Human resources Department. A random sample of 107 managers with different levels like low level, middle level and top level management are taken into consideration. A questionnaire was circulated to them to know about the

Human Resource department and analyzed. As a result the situation present in the HRD is satisfactory.

T.V. Rao (1999) the study in his book explains that the audit conducted describes the methods and ideas which have to be implemented in the Human Resource Audit. His framework helps to estimate the different criteria like core competency, culture and value of the organization. By evaluating the employee's interpersonal skills, they can improve in some of the factors which are they lacking in the system. They also have broadminded people in the top level management which helps the low and middle level employees to know about their concerns. So they each and every employee in the organization helps them to achieve more by increasing the productivity.

Udai pareek &T.V. rao (1999) in his study he explains that the limitations of Human Resource Department where they need to improve in the personal growth of employee and the organization. In his he elaborately explains about the importance of the training and Development, HR Audit, Planning and Development, Organizational Behaviour's. This also gives the lots of information about the Educational Institutes and lot of professional people. **Venkateswaran (1997)** explains in his article about how Human resource helps.

2.2 Functions of HRM

HRM does have a very broad and deep scope. Everything from planning for human resources through an employee's departure from an organization is included. Therefore, the development, maintenance/retention, acquisition and control of human resources within an organization make up the scope of human resource management.The scope of HRM represents all HRM functions. These activities include the following:

2.2.1. Human Resource Planning

In human resource management. Through the HRP process, an organization should evaluate its current manpower, determining the number of employees, the number of open jobs, and whether there is an excess or shortage of workers, and then generates plans and policies to deal with these situations. It also forecasts future labor requirements.

comparing labor supply and availability to the company's goals, it assigns the most qualified worker for the job.

2.2.2. Job Analysis

Job analysis is a key component of human resource management. It offers a plan for selecting, educating, and growing staff members. A job analysis covers the duties of the work, the abilities and skills required to complete the job, as well as the tasks and obligations of the worker required for the job in order to establish the fundamental requirement of each employment, or "what the job demands of a person. This assist in the recruitment and selection process, allowing the hiring of the most qualified candidate for the position as well as the planning of training and development programs for workers to meet their abilities and capabilities to the job needs.

2.2.3. Job Evaluation

It provides the basis for calculating earnings and salaries. Different positions are compared and evaluated to determine their relative importance within the company. The positions are evaluated, contrasted, and rated. Based on the value of a certain position to the operations of an organization, position evaluation determines the appropriate remuneration for that position. This makes it easier to determine a reasonable pay structure, as well as a fair wage and compensation package.

2.2.4. Recruitment and Selection

Based on job analysis and human resource planning, the organization evaluates its personnel needs and investigates various internal and external sources of human resources. This is identified as recruitment. The ideal candidate is chosen and assigned to the task. The selection process involves the receipt of applications, assessments, interviews, physicals, and final selection. The organization benefits by boosting productivity and efficiency since employees are happier thanks to effective selection and placement.

2.2.5. Orientation and Induction

An orientation or induction session is held after hire. An essential and successful component of human resource management is this. The corporate culture, principles, and

work ethics are explained to employees, and they are also given an overview of the company's history and introduced to their co-workers'.

2.2.6. Performance Evaluation

It is a way for methodically assessing employee performance. This helps to identify the assets, workers, and weaknesses. It is a control technique where employees' performance is compared to a benchmark standard and corrective action is taken if the actual performance deviates from the standard.This helps management decide whether to offer promotions and pay increases to workers who reach or surpass the standard. It also helps management decide what kind of training and development is needed for staff members who need to develop their talents.

2.2.7. Training and Development

Human resource management is responsible for developing and implementing training and development initiatives for both new and existing employees. This boosts both the qualitative and quantitative performance of the workforce. Employees may benefit from training that assists them in adapting to changing technical environments, as well as other internal and external work situations. Employee development allows people to excel in their current roles while also gearing up them for higher-level positions in the future.

2.2.8. Employee Compensation

Human resource management determines the pay scales for various employees depending on their credentials, productivity, experience, and job responsibilities. It also specifies the incentives and prizes that workers will be given for their contributions to the company. Various compensation regulations exist. Planning for salary and remuneration is within the purview of the HR department. Since it is one of the most crucial instruments for inspiring employees to work hard for the company, compensation is the factor that matters most to both an employee and an organization. Actually, the term "compensation" refers to a certain form of payment that workers get in accordance with the task they have accomplished. The term "compensation" can also applyto a variety of rewards, both monetary and non-monetary. All forms of money an employee receives as a result of their work are included in their compensation.

2.2.9. Employee Motivation, Welfare, Health and Safety

Motivation becomes essential to maintaining the organization's workforce. The HR division is in charge of investigating the various methods for motivation. For the sake of the workers, specific safety and security guidelines must also be observed. This is also handled by the HR division. Directors have strong incentives to put safety and security first for reasons that are morally, legally, financially, and emotionally sound. The following are the financial benefits of having a safe workplace: it lowers accidents, offers protection, improves worker relations, and inspires representatives to adhere to quality objectives. Representatives are entitled by law to work in a secure setting. The relationship's mental health may be significantly impacted favorably by a healthy work environment. It is argued that those who willfully cause business-related ailments may be held morally accountable for their deeds.

2.2.10. Industrial Relation

Striking a balance between the interests of the workers, the organization, and management is necessary to properly resolve issues like labor unrest, disagreements across workgroups, and confrontations between employees and management over low pay and a terrible working environment. A nice and amicable connection between the employer and the employees is what human resource management seeks to establish and sustain.

2.3 Importance of HRM

Human resource management's relevance should be viewed in the context of the organization's long-term plans, rather than as a separate issue with a unit-based or micro-approach. The target is to reach HRM holistically, ensuring that no isolated tactics are used and that the HRM policy is deeply integrated with the company goals. Human resource specialists are crucial to any company's success in the modern corporate environment. Unprecedented levels of expertise in human resource management are required for these employment. It follows that their role inside the organization has also become more important. Even the name has been altered. It's vital to understand that

although"people" and "human resource management" are sometimes used synonymously, they really relate to completely different concepts. The head of the human resources department, which was once a single person responsible of the personal function, might now be a vice president who sits on executive boards and contributes to the development of the overall corporate strategy. HRM plays a significant role in maintaining a high-quality team of working professionals, hence many organizations are choosing it over personnel management. Furthermore, it has various implications, which are described further below-

1. Increase productivity and profit: Human resource management ensures that there is an adequate number and quality of workers in the workplace, as well as the opportunity to help and motivate both individuals and groups of workers to advance in their careers. Employee motivation drives them to work hard toward both personal and professional goals, which directly affects productivity inside the company. Productivity is the idea of reducing expenses while increasing earnings.

2. Match demand and supply of human resource: Human resource management evaluates the existing human resource on a regular basis to figure out whether the organization has a satisfactory number of staff members. When a company's intellectual resources are insufficient, human resource management performs various functions such as recruiting and selection to balance the requirements. Likewise, it fires ineffective employees when the organization is overwhelmed with employees.

3. It create workers that can quickly adjust to change: The development of personnel is one of the key tasks carried out by human resource management, which also entails other duties. Training and development programs keep employees up to date on the information they ought to adapt to changes in the organizational atmosphere, formation, and future technologies.

4. It facilitates professional advancement for employees: Employees receive complete training when human resource policies are applied correctly, preparing them for future prospects for progress. Their expertise may be put to use not only at the organization where they currently work, but also in various businesses for which they may choose to become employed in the future.

5. Improved communication between the union and management: Healthy HRM procedures may support the company in keeping cordial connections with the unions. When union members realize that the employer understands their concerns and would not act against them, the likelihood of a strike gradually decreases.

6. Improves the economy: Effective human resource management strategies enhance the economy because they allow businesses to expand into new markets and start new projects, which boosts industrial growth and boosts the nation's economy.

2.4 Limitations and Problems of HRM

The planning of human resources includes forecasting, developing, and controlling those resources. It will make sure the appropriate people, in the right numbers and types, are executing the tasks that are most advantageous to them economically at the right time and in the right places. The removal of unnecessary staff will benefit from it. In human resources and management, there are a number of restrictions and issues, including the following:

1. Inaccuracy of Forecasts: Forecasting demand and supply for human resources is part of human resource planning. It is hard to precisely predict future trends and translate them into useful advice. It reveals the number of workers required to run a business or organization. Forecasts and labor requirements both have some restrictions. The business model of the organization will change in response to changes in the external environment.

2. Absence of top management's support: Management at the highest level should support HRM. HRM implementation might benefit from a shift in leadership philosophy. This task is done by personnel management staff because of the hierarchy's complacent attitude. Nothing extraordinary will occur until the top management changes its strategy and attitude.

3. Employers and employees' traditional bias and apathy: Perhaps the viewpoint of the employer is all we need to take into account when formulating policies. On occasion, they claim that a long-term strategy for hiring staff was unnecessary. Again,employees could wonder why they should give an organization their best if they would only be

working there for two to three years. Sometimes high level management must take into account the opinions of employers and employees when developing policies.

4. Change causes resistance from employees: It is the response to change in any firm from the veteran employees. Employees promptly express their worries, slow down work, threaten strikes, and other reactions when change initiatives are implemented in a corporation. The change management professional must take precautions to overcome the opposition, though. Any suggested change might encounter resistance. It is not detrimental. The business must adhere to a process and plan in order to overcome it.

5. Changes in government demand: Most of the time, governmental regulations are still changing. Despite the fact that organizations are given a great deal of independence, stringent conventions and regulations have also been established. Additionally, the government encouraged disinvestment in particular groups, which made people fear for their employment. Convincing staff that their edge won't be lost is the HR director's challenge.

6. Incidence of absenteeism: Employee absenteeism is the absence of an employee from work. Nowadays, almost all employers are coping with this significant problem. The quality of the job suffers when employees aren't there for work. Work backs, piling of tasks, and subsequent job delays are all caused by employee absence. A long- and shortterm employee development strategy might be developed by the senior management team.

Chapter -3

Organizational Profile



(Md. Abu Noman Howlader, CIP)
Chairman

3.1 Message From The Chairman

Dear Shareholders Ladies and Gentlemen

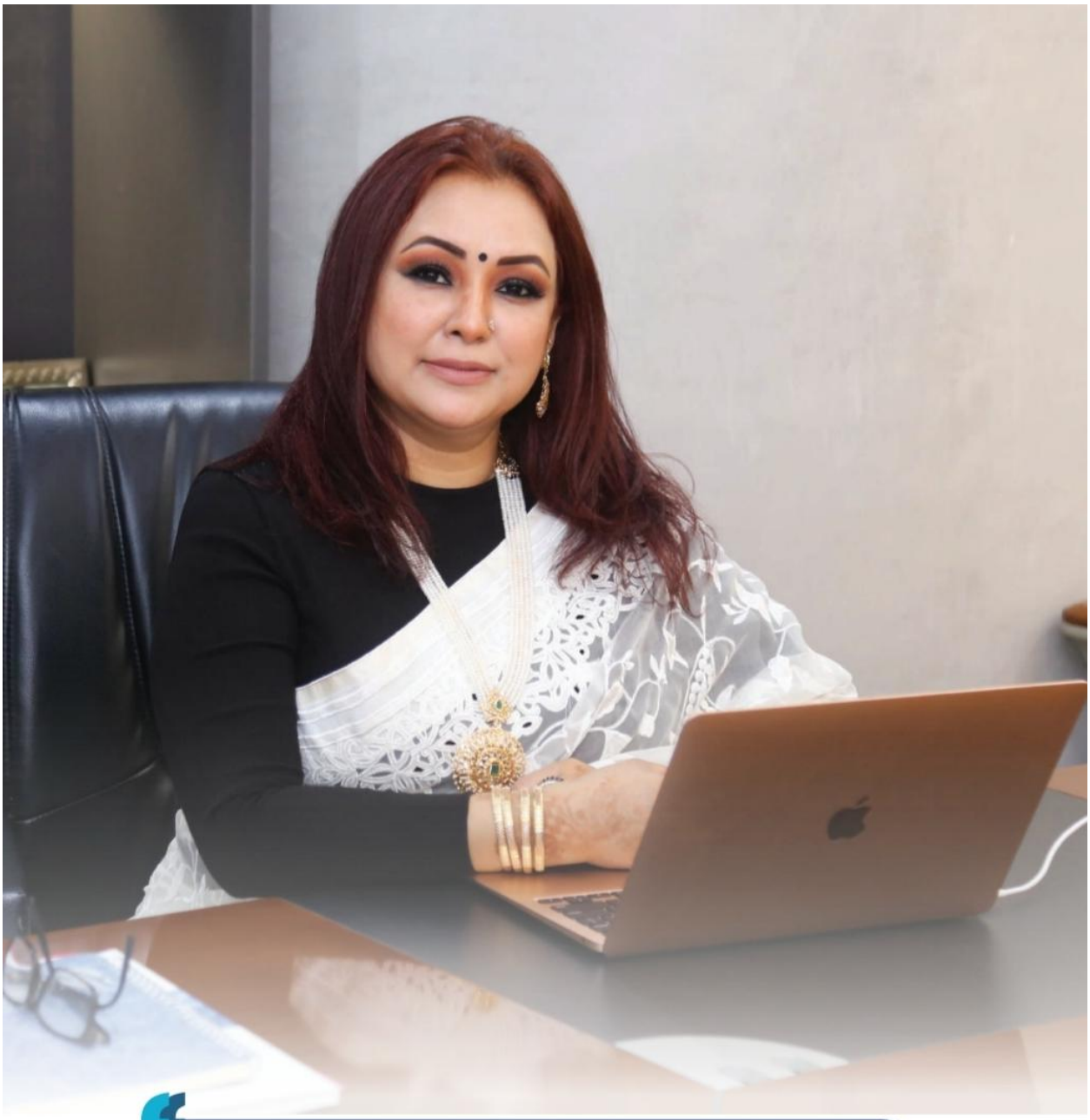
Assalamu Alaikum,

It is a great honor and privilege for me to welcome you all in this 14 Annual General Meeting of your Company. It also gives me enormous contentment to place before you the Annual Report along with the audited Financial Statements of your Company, Auditors' Report and Directors' Report thereon for the year ended on 30 June, 2024.We have completed another challenging year facing different adversities following the worst impact experienced under COVID-19 Pandemic. During this year, the company faced difficulty in imparting raw material due to foreign currency crisis and sever inflation caused increase in production cost. But I think under the current scenario, the performance of our company is not unsatisfactory at all compared to other companies.We believe that good corporate governance is very important for sustainable development of an organization. For ensuring such governance, your Company has been taking stringent internal control system for mitigating risks. The Company has a powerful audit committee who regularly review risks and address the way toward management for eradicating the risks. The Company has also established a strong internal financial and operational control framework that provides reasonable assurance to the Board and the management that the objectives of the business are met within the set parameters.Your Company is constantly striving to excel in every sector. Hence, we can continue to add value to our stakeholders for the future.My special thanks go to all my colleagues who have worked and continue to work so hard for the betterment & growth of the Company. I also express my deepest appreciation to all of our valued customers for their confidence & belief in our products and to the honorable shareholders for their continuous support and interest in the Company. Finally thanks to my fellow members of the Beard for their contribution in our endeavors in the pursuant of excellence.

With best wishes for all of us

(Md. Abu Noman Howlader, CIP)

Chairman



Mrs. Monira Noman
Managing Director

3.2 Message From The Managing Director

Dear Shareholders Ladies and Gentlemen

Assalamu Alaikum,

It is indeed a great pleasure and privilege for me to greet all of you to the 14th Annual General Meeting of your Company. I am delighted to place before you the "Annual Report 2023-2024 along with the Audited Financial Statements, the Auditors' Report & the Directors' Report thereon for the year ended 30 June, 2024.It is to inform you that despite of some sever uncontrolled limitations during the reporting year, the Audited Financial Statements reveal that your Company has achieved sufficient revenue to maintain its operation smoothly. During the year the turnover has reduced mainly for the present economic crisis which has reduced the purchase power of all segment of customers. Moreover energy & foreign currency crisis also impacted the overall financial performance as these increased product cost while reducing demand over the reporting year.Our long-term aim is to achieve stable progress and sustainable growth. We will look forward for achieving this through utilizing of our production capacity by introducing new ideas and technologies. We already controlled our finance costs within our target limit and are also conscious to reduce it as routine activities in the upcoming year and trying to reduce our other unfavorable cost variance. Furthermore, your Company has made substantial investments in False Ceiling production line whose results has started coming from January 2019 and will emerge in the coming years.Last but not the least, I would like to take this opportunity on behalf of the Board of Directors and express my sincere admiration to all our valued customers for their confidence in our products, to the employees for their untiring efforts, to the suppliers for their quality raw materials, to the honorable shareholders for their continuous support for the betterment of the Company. I earnestly hope our combined endeavors will definitely result in attaining success for the Company and all its Stakeholders.

With best wishes for all of us

(Monira Noman)

Managing Director

3.3 Vision, Mission & Core Values

Vision: To become one of the leading and most trusted Aluminium Composite Panel manufacturers attaining sustainable development through competitive pricing, innovating new ideas and designs and providing on time delivery in a systemized manner.

Mission: Nahee Aluminium Composite Panel PLC. is committed to bring perfection in product quality, establishing state-of-the-art technology, focusing on cost effectiveness through competent workforce for retaining customer's satisfaction and ensuring eco-friendly environment to achieve industry dominance.

3.4 Core Values

3.4.1 Integrity

We act with integrity. We act consistently based on a set of values, ethical standards and principles. We conduct all our activities with fairness, honesty and integrity.

3.4.2 Trust

We work diligently to build a deeper level of trust with our clients and fund providers through appropriate investment ideas and value-added services.

3.4.3 Teamwork

We create a caring, engaged and enabled work environment that recognizes both individual and team contributions in pursuit of high performance. We believe that a good team in an entrepreneurial environment results in achieving UCL's vision.

3.4.4 Transparency

We are focused on the highest level of transparency providing timely and accurate information about company's performance and financial results to meet the stakeholders' expectation.

3.4.5 Resilience

We welcome a challenge; we show strength of character, remain positive, even when things are tough; we see difficulty as an opportunity to demonstrate our ability.

3.4.6 Excellence

We aspire to achieve excellence in all that we do. We deliver what we promise and

add value beyond expectations. We pursue continued growth and strive to achieve the highest

levels of performance in all endeavours.

3.4.7 Openness

We are open, honest and fair in what we say and do and accountable to all including the community for our actions and inactions.

3.5 Corporate Directory

Company's Journey

- Name of the Issuer : Nahee Aluminium Composite Panel PLC.
- Company Logo
- Registration No : C-87718/10
- Date of Incorporation : October 24, 2010
- Commencement of Commercial Production : Aluminum Composite Panel- March 01, 2014
- False Ceiling- 15 January 2019
- Listed with Dhaka Stock Exchange PLC. : November 13, 2017
- Listed with Chittagong Stock Exchange PLC. : November 06, 2017
- Legal Position : Public Ltd Company; Converted from Private Ltd. On 24July, 2014
- Board of Directors : 6 Directors
- Number of Employees : 110
- Nature of Business : Aluminum Composite Panel (ACP) &False Celling Manufacturer
- Membership : Bangladesh Association of Public Listed Company

Share Capital

Authorized Capital : Tk. 1,200,000,000

120,000,000 No. of Ordinary Shares of Tk. 10.00 each

Subscribed & Paid-up Capital : Tk. 683,601,600

68,360,160 No. of Ordinary Shares of Tk. 10.00 each

Shareholding Position

Directors & Sponsors : 32.29%

Government : Nil

Foreigner(s) : Nil

Institutes : 19.86%

General Public : 47.85%

No. of Shareholder : 8,179

Contact Information

Registered Office & Factory Address : Abdar, Telehati, Sreepur, Gazipur, Bangladesh

Corporate Office : Advanced Noorani Tower (Level 8), 1 Mohakhali C/A, Dhaka-1212.

Phone : +88-09-611 677 844, +02-588 178 46

Fax : +02-588 178 47

Web : www.nahee.com.bd

E-mail: secretary@nahee.com.bd

Chapter -4

HRM Practices in Nahee Group

4.1 Ethical Principle

Codes Of Conduct: NACPL's Codes of Conduct sets forth the guiding principles by which we operate our daily business with our customers, vendors, competitors, regulators and other agencies, the media and anyone else with whom we have contact. We recognize that honesty, integrity and sound judgment of our employees is essential to our reputation and success. These principles apply to all of the employees of Nahee Aluminum Composite Panel PLC. These principles are delineated below:

Legal Compliance: All business activities of Nahee Aluminum Composite Panel PLC. at all times confirm to all applicable legal requirements. All employees of the Company are expected to understand, respect and comply with all the laws, rules, regulations, policies and procedures related to the business during their employment with the entity

Fair Dealing: NACPL seeks to outperform its competitors fairly and honestly through superior performance and never through unethical or illegal business practices. Stealing proprietary information, possessing or utilizing trade secret information that was obtained without the owner's consent or inducing such disclosures by past or present employees of other companies is prohibited in the Company.

Business Ethics: Nahee Aluminum Composite Panel PLC. believes that the Business Ethics Practices provides a foundation for the stability and sustainable growth of the Company and supports the Companies efforts in achieving its stipulated goals. The Company, therefore, encourages all parties to conduct business and perform their duties in accordance with this Business Ethics Practices.

Honesty and Integrity: The Company will adhere to honesty and integrity in conducting its business.

Compliance with Laws and Regulations: The Company will conduct its business in accordance with the law and regulations and will not assist, encourage or support any wrongful transactions or activities.

Good management and efficient and effective Internal Control: The Company will put in place good management systems and risk management systems as well as efficient and effective internal controls.

Standards: The Company will comply with various standards which are generally acceptable for conducting the banking business.

Concern for Stakeholders: The Company realizes the importance of proper conduct to various stakeholders with appropriate cooperation and mutual support. The Company will treat its customers, counterparties or competitors with mutual good understanding and co-operation.

Preservation of the Company's Reputation: Preservation of the Company's Reputation:

4.2 Major Responsibilities of HR

Nahee Group owners have always seen human resource (HR) consultants as the experts who make sure that all employees follow organizational policies. The administrative tasks of accumulating, submitting, and preserving supporting documents have long been a component of the job description of a human resource professional. They have also historically assisted in creating and upholding corporate policies. This is partially due to the fact that the human resources position typically came from the administrative or financial divisions. This makes sense given that such business units are in charge of things like payroll, recruiting, and benefits.

1.Participate in Planning and Development: Executives in human resources work as strategic partners in the current marketplace. They take part in the formulation, creation, and accomplishment of organizational goals. The activity of their business unit is coordinated in this capacity by HR executives to meet organizational objectives. Human resource leaders may get a thorough awareness of the organizational activities required to support the long-term expansion of the firm by taking part in corporate planning.

2. Provide Employees with Career Assistance: Leaders in human resources often assess their team members. In today's workplace, HR professionals actively support employees' career advancement. Rather than simply ranking employees on a checklist of associated with particular, modern human resource professionals help support them in trying to identify areas of improvement and establishing specific strategies.Modern HR practitioners are able to better understand the human capital that is accessible and the

pool of internal candidates for prospective position succession by assisting workers with their career development. Firms benefit from this when it happens to come to trying to fill open positions and anticipating market requirements

3. Serve as Leaders of Change: Today's human resource managers regularly take the helm of organizational change projects. As a result, contemporary HR executives have magnificent project management potential in their corporate toolkits. The professionals are knowledgeable at providing assistance organizational stakeholders in connecting continuous improvement and strategic needs, thereby reducing change resistance and employee dissatisfaction. In the contemporary workplace, the human resource professional's responsibilities now include determining company culture, maintaining employee happiness, and assessing the effectiveness of change projects

4. Advocate for Employees: HR executives play a crucial role in the success of firms while carrying out their responsibilities as champions of their workforces. In this way, human resource specialists help to create a workplace where workers are motivated and pleased.Effective strategies like goal-setting, employee empowerment, and open communication are used by HR directors to support this aim, creating a healthy work environment that enables employees to provide superior customer service

5. Ensure No Cyberbullying at Work: In the past, intimidation at work only occurred in offices. However, because of the Internet's accessibility, bullies may now affect their victims' homes andworkplaces, a practice known as cyberbullying. Although managers and staff are aware that this might happen at work, dealing with workplace cyberbullying can be difficult. Despite this, modern human resource managers seek to stop this sort of unfavorable behavior at work.HR specialists in the modern day are leaders in their firms. In order to ensure the success of numerous projects, the experts promote the organization's purpose, vision, values, and goals among the staff members. They also monitor and modify organizational actions. Human resource professionals support businesses by overseeing the most valuable resource of any company: the individuals who carry out the everyday duties that produce positive results. Their efforts contribute to their organizations' global success

4.5 Recruitment and Selection Process of Nahee Group

Recruitment and selection relates to the procedure of evaluating the need for a position, highlighting the eligibility of the post and the job holder, advertising the vacancy, and choosing the best candidate. Through recruitment and selection, a business is able to assess a position and choose the top prospects to lead it in the future. As a result, the business has to prioritize hiring new employees more. A person who can assist the organization in advancing its development, principles, and ethics. The most precious resource for every firm is a knowledgeable, effective workforce. Corporations should use extraordinary caution in this area to ensure quality and honesty.The hiring of an individual or group for a particular position is generally referred to as the recruiting process. Another way to describe it is as a function that links job applicants and employers. The hiring process at Nahee Group. is quite open and modern. The HR department advertises a position online and in the daily newspapers when the hiring process starts, for example, on bdjobs.com. Applications can also be submitted through mail or email.

4.6 Nahee Group Follows Several Steps for Recruitment

Step 1- Create a vacancy: First and foremost, the Department Coordinator notifies the Human Resources division whenever a departmental vacancy arises. The HR manager subsequently informs our operating manager. After receiving the favorable comments, the hiring procedure is then started by the responsible party in the human resources department.

Step 2- Sources of Recruitment: Internal Recruitment: Internal recruitment techniques are used to allow volunteers and current employees to apply for available positions. It is related to succession planning and career advancement. Through lateral moves into lower-level jobs and promotions to higher-level positions, it is feasible to hire from inside a company. In especially for entrylevel employment, Nahee Group. considers current employees to be significant sources of recruiting. Candidates from within the company are familiar with the rules and responsibilities of the various departments.

External Recruitment: When Nahee Group. is unable to find a suitable employee within, they search externally for a suitable applicant. These procedures involve recruiting from the outside-

- Recruitment via the Internet.
- Employee Referrals.
- Advertising.
- Employment Agencies.
- Offshoring and Outsourcing Jobs.

Step 3- CV Shorting: The practice of removing candidates from consideration based on a number of more thorough assessments of their resumes. The objective is to identify the best competent applicants for a post that has become open. The process of reviewing resumes starts as soon as a job posting is made. The human resources department arranges the resumes in accordance with the qualifications for each position and the state of the business. The applicant is asked to take a written exam whether they are qualified to move forward. This written exam is necessary.

Step 4- Organizing Written Text: Once candidates' CVs are shortlisted, they are contacted for a written exam. The Human Resources division is in charge of giving the written exam. In order to make sure that the applicant has a complete grasp of the job and work, the test includes questions related to his position as well as others. The written exam includes questions on things like English, common knowledge, analytical skills, and job knowledge, among other things. Exams may be written or completed online. Which candidate's computer skills were appropriate at the time? If a written exam is necessary, that decision is made by the supervisor. The department determines the exam's duration. The head department sends the test questions to HR, who administers it.

Step 5- Interview: For the interview, just one day is allocated. It is often HR. For high-level posts alone, personal interviews are held. To be considered among the top levels of the hirer level, every position during an interview session is considered. An example might be an executive director, manager of operations, or advisor. And an unusual

approach is used to conducting the interview. In an interview, there are two phases. A screening interview is conducted initially, and then a more extensive interview follows. In the first step, the candidate will be subjected to a routine interview during which general questions will be posed in an effort to gauge their intellect and nervousness. In the second step, ask a question about the position. Important questions are also posed to ascertainthe candidates' level of job knowledge. The interview doesn't have a specific start or end time. Everything hinges on how effectively the candidate cooperates with the interviewer and how well the interviewer evaluates the candidate.

Step 6- Job Offering: Afterward, the position is made available to the applicants and the company's guidelines are outlined. The candidate was also asked if he agreed with the terms and conditions of the company as well as the offered wage. If he did, he was told to join immediately.

Step 7- Appointment: If the candidate accepts the offer made by Nahee Group, he or she receives the selection confirmation and therefore is required to write a joining letter in which they state their acceptance and the date. Before signing, the selected applicant is given a comprehensive reading of the contract document in which all applicable terms about policy, pay, and perks are carefully laid out. This marks the conclusion of the hiring and choosing procedure.

4.7 Training and Development of Nahee Group

Through training, individuals are developed:

A company that successfully hires will have a team that is eager to learn and grow. Employees who are enthusiastic about their professions and occupations want to discover skills that will enable them accomplish better and learn more about their company and industry. Training is a win-win situation for everyone concerned, according to employers that aim to maximize employee value and promote loyalty and retention. Training initiatives improve leadership knowledge and understanding. Nahee Group recognizes the significance of training in increasing efficiency and profitability. The Organization's training policy covers all employees and intends to ensure that the appropriate training

will be provided to assist people in performing to the Company's satisfaction. In response to the needs of certain workers, Nahee Group creates and delivers high-quality learning and offers additional appropriate activities. Employees are encouraged to take charge of their own growth while they place a strong emphasis on training and development opportunities. They devote a lot of time and energy to the personal and professional development of their staff members since they view them as our most precious asset. By offering pertinent training and courses both domestically and overseas, Nahee Group helps its staff members be the best

Training & Development:

Nahee Group is well informed about the crucial role of training in sustaining company effectiveness and profitability. The goal of the company's training procedure, which applies to all workers, is to make sure that the right training is readily accessible so that people may perform at a level of satisfaction in their professions. Nahee Group creates and executes top-notch learning and expansion programs that are suitable for each employee's needs. While the organization places a high priority on human resources, including training and development opportunities, employees are urged to take charge of their own growth. Even though they regard their employees as their most valuable asset, they devote a significant amount of time and energy to assisting one another in their advancement both personally and professionally. Through appropriate training programs and workshops both domestically and overseas, Nahee Group motivates its workers to provide their maximum effort and helps them in doing so. The Nahee Group Training team organizes and delivers the training program in accordance with the categories determined by the Training Needs Assessment (TNA).

Types of Training Process:

- In House Training
- Induction Training
- Online training

In House Training: When training is provided on-site for staff, it is referred to as in-house training. The Nahee Group trainer conducts these classes. Typically, the company contracts with those trainers.

Induction Training: An entire day of training is devoted to induction, which is intended to acquaint new hires with Nahee Group and its policies as well as their unique job responsibilities, attendance expectations, and other pertinent information. In this training, they also perform the appropriate documentation for new hires, and at the end, they arrange a motivational session to make sure the new hires are fired up about their new jobs and eager to help the company reach its objectives.

Online Training: We are all aware that there is a pandemic scenario and that every institution is working to combat it by utilizing new technologies, some of which have already manifested in the virtual realm. During the pandemic crisis, Nahee Group also used Zoom to conduct their training sessions online, which was advantageous for the business. They decided to employ Zoom to carry out their online training. They invite 90 individuals in total to take part in their online session, and they offer participants questions to gauge their level of participation at various points during the session. When conducting training, they favor video unless there is an emergency.Still we did training or monthly meeting online to maintain with our Chinese and Netherlands team

4.8 Need for Training

The four different training criteria that Nahee Group follows are as follows:

Fresher Training: Introduce them to the company's mission and vision statements, rules and policies, and working conditions.

Training the Existing Workforce: Renewing, modernizing, and enhancing one's knowledge and skills are essential.

Training for New Technology or Process: Training is provided to all employees on how to use tools and conduct themselves at work properly.

Organizational and individual development training: When the chance occurs, training is given so that employees are ready to share the responsibilities of a higher-level role.

4.9 Feedback of the Training

The T&D team sends the trainees a training evaluation form to determine whether the training was successful. If the training evaluation does not go as expected, it helps them to identify training programs that need to be adjusted and allows them to prepare a training summary report that is shared with the Head of HR and the HOD. Top performers are acknowledged, and they also send letters of gratitude and small presents, like books. A mug was provided as a token of appreciation along with the presents from the HOD and the Head of HR.

4.10 Performance Determiner

Performance determiners are the elements that any company has to have in order for people to perform better. Any of these deficiencies will have an impact on employee performance. Therefore, before assessing its performance, every company should make sure those conditions are met.

Required KSA: KSA is the abbreviation for knowledge, skill, and ability. For a certain career, these particular qualifications and personality traits are necessary. Nahee Group Bangladesh looks to assess a candidate's intelligence and skill level before hiring. Even after they are hired, employees are still bound by the training session's rules. In regard to related duties, they can offer guidance on how to enhance KSA.

Good working environment: To do their jobs effectively, every employee requires a pleasant working atmosphere. All of the equipment required for employees to do their duties must be given. Workplace comfort is just as important as having the right tools. All of Business Conncetion's employees work in a comfortable environment. The peers engage in enjoyable and constructive conversation here. There are a few amenities at Nahee Group Bangladesh that provide staff members more time to work while also

giving them refreshments. They offer a comfortable setting that enables workers to do their best job all day long.

Motivation: Inspiring others to behave enthusiastically in pursuit of objectives coordinates focus areas and demonstrations. This is based on the idea that until representatives are stirred, managers cannot expect outstanding performance from their workforce. At Nahee Group, employees get compensation in a number of ways. Every time someone performs well at work, they are complimented. A promotion and the CEO's appreciation are given to the top performer. Corporations frequently use financial bonuses as a form of incentive and payment for extra work. In most cases, bonuses are individually negotiated on a case-by-case basis and paid out along with the monthly salary unless otherwise agreed

The following factors are taken into account while considering an employee for promotion:

- Increasing role complexity and role dimension
- Resources are categorized (key resource, critical resource among others)
- an individual's record of performance
- Market dynamism
- Leadership quality
- Behavior and attitude
- Mobility
- Vintage

4.11 Performance Management

The Nahee Group. HR department has a strong culture. Its own evaluation process is what makes it a business organization. Many different methods are used to assess employee performance. In a report, the findings from the matrix-based evaluation of employee performance are provided. The employee's growth and/or further training needs are then determined. The review procedure is fair, and Nahee Group goes above and above to assure this. Every two years, employees receive feedback. First, employees evaluate themselves, and then they consult with their managers to make their final

judgment. On their assessment form, staff members can express their displeasure with their appraisal. Although these procedures exist, staff members seldom report them in evaluation forms out of concern for their relationships with their supervisors. The criteria for evaluation include behavior, aptitude, accountability, and attitude. Since their achievements are recognized in yearly salary evaluations and merit raises, employees gain from this appraisal. Nahee Group follows the plan's overall guidelines as well as all performance evaluation techniques, processes, and activities. The HR department evaluates the performance of their workers twice a year, so they try to improve it.

4.12 Compensation Management

The technique of managing a company's employees' total pay and benefits is known as compensation management. This program makes sure that a firm's salary and incentives always stay fair inside the company and competitive within the sector. It also entails supervising the company's benefit plans, ensuring that job classifications are correct, hazard are minimized, and the benefits package meets the families' and general workforce needs.One of the key factors influencing an employee's decision to stay with a firm or hunt for a new one is the remuneration package offered by the organization.Since it has been compensating its employees properly for years, Nahee Group. has seen a steady rise in demand. One of the most amazing things I've observed is how Nahee Group has consistently gone above and above to retain its top employees by offering the finest pay scale in comparison to their rivals. When determining whether salaries are retained or reduced, Nahee Group's compensation aim is to concentrate on a particular task or group of tasks carried out by employees. For example, maintaining a mix of cash, benefits, retirement, and gratuities as a whole compensation package.

4.13 Compensation Method

Employees are continuously encouraged and pushed by Nahee Group to improve both their personal and professional life. An employee will receive fair compensation if they can show their worth. They thus employ a merit-based remuneration scheme. The technique helps HR monitor workers' performance. The HR department can evaluate a

worker's personal objectives thanks to the merit system. Every worker must succeed in order to earn more money.

Salary Strategy: Nahee Group developed a number of denominators to determine the pay range. In addition to the person's knowledge, skill, and aptitude, the compensation structure is determined by the work requirements. Performance and experience are only two of the many elements that go into salary determination

Pay Structure: There is confidentiality around the pay scale. The compensation to employees is, nevertheless, a few percent greater when compared to salaries paid to workers in other sectors. It indicates that a sizable payment from Nahee Group has been paid.

Salary and Benefits: As was already indicated, the starting pay is above average. At Nahee Group, compensation is referred to as a "gross wage." The base wage and the allowances are the two components of this. 60 percent of the gross pay, or a sizeable chunk of the wage, is covered by the compensation. Rent, medical costs, and transportation are examples of goods that are covered by allowances.

Two categories of benefits are available to employees:

Increment: When there is a need for an increase, the Annual Confidential Report (ACR) and employee performance data are used to determine which employees will approve the raise. When a report's record is subpar, special supervision retains the report for a while. In the event that an employee's performance is deemed to be adequate, the amount of an increase may change from year to year. This is contested since management factors affect employee motivation.

Bonus: The profitability of the business affects bonuses. According to the yearly report, the industries make money each year. They are therefore qualified for a performance bonus. Nahee Group offers incentives, allowances, promotions, and leave tickets in addition to pay hikes and bonuses.

Performance Bonus: Employees will be qualified for a performance incentive out of the business's pre-tax earnings if it is profitable. These incentives are split in half, with half

depending on an employee's base pay and the other half determined by their performance. Based on standards occasionally supplied by management, workers are assessed through performance evaluations.

Provident Fund and Gratuity: Employees at Nahee Group are also qualified for a provident fund. 10% of each employee's basic salary is deducted for the provident fund, and the employer adds another 10%, for a total installed contribution to the provident fund of 20%. These funds are given to their staff after they have been hired. If an employee leaves the firm before three years have passed, he will get a 10% provident fund incentive based on his service term, but he will not be entitled for the remaining 10% supplied by the company.

Annual Increment: The performance-based 10% yearly raise for Nahee Groups is provided. For people to provide their best effort, it acts as a motivator. To ensure that the structure of their basic income is clearly stated, each employee takes all essential steps.

Travel Allowance: Employees are also given a travel allowance by the firm. If an employee travels to any location in Bangladesh for work-related reasons, they will be paid for their expenses; however, the expense will be verified by HR staff, and they will get a request for the m The oney.

House Rent Allowance: For permanent employees in managerial roles, the corporation additionally covers half of the rent. This promotes job candidates to work with Nahee Group in the market

4.14 Benefits of a Pay or Reward System for Employees

- It's crucial to keep in mind that the company's remuneration or incentive program has the most impact on employee engagement.
- The main cause of mechanical inquiry in the past was often issues with representative salary and incentive frameworks.
- Employee retention in the company is significantly impacted by the remuneration plan.

- By reducing present problems, an effective organizational compensation system will help to maintain the harmony and congruity of the company.
- The pay system is a key factor in representational weakness.
- Most employee happiness is determined by pay and the company's incentive program.

Work Environment and Employee Relation : The context, social dynamics, and physical factors make up a workplace. These factors could impact employee health, relationships at work, teamwork, and overall well-being. Moving toward a thorough strategy for establishing a healthy workplace is one of Nahee Group' objectives. Individuals and the organization as a whole will benefit from this. In order to maintain a balance between their professional and personal interests, employees benefit from flexible working hours. Nahee Group ensures that internal health and safety standards and procedures are followed in the workplace. Additionally, it establishes guidelines for health and safety training and creates, plans, and implements methods to avoid diseases and injuries at work. In this context, it organizes for immunization programs, monthly health checks by a designated doctor, and training in firefighting. Additionally, Nahee Group offers hospitalization insurance to protect the whole medical security of its personnel, and group life insurance plans cover the unanticipated danger of demise as well. Additionally, the HR and Compensation Committee reviews any unique accidental circumstances involving the employee and his or her family in order to provide them with the best compensation available.

Work Environment at Nahee Group: The highest standards of professional quality and honesty are valued at Nahee Group, along with efficient internal communication, the open exchange of ideas, creativity, and innovation.

Equal Opportunity for All: Nahee Group has always vowed to uphold an environment at work that is welcoming to all employees and devoid of any form of prejudice based on gender, age, ethnicity, religion, or creed. In terms of hiring, choosing, promoting, training, growing, and rewarding, we guarantee equitable opportunity for everyone

Positive Work Environment: In order to inspire workers to perform at their highest level and contribute to Nahee Group's full potential, they constantly work to maintain a

welcoming and courteous workplace. They have fostered a culture of trust and support throughout the firm to enable everyone to work as a team while also encouraging people to be imaginative and creative within their respective responsibilities. Senior Management is always available to answer questions, offer advice when needed, and support creative initiatives that advance ongoing company success.They are glad to note that the number of female employees at Nahee Group is steadily rising thanks to attractive job responsibilities, a comfortable work environment, and suitable maternity benefit programs

Safety and Health of Nahee Group Employees: Nahee Group personnel' health and safety are always top priority. In light of this, Nahee Group frequently schedules routine health examinations for workers. Additionally, the business offers group life insurance coverage and hospitalization insurance to protect its employees' health and cover unanticipated mortality risks. Ensure that there is no discrimination or harassment at work based on a person's race (including color, nationality, ethnicity, or place of origin), creed, religion or lack thereof, sex, handicap, age, sexual orientation, or any other characteristic

Admin Discipline Management: Everyone is accountable for carrying out all administrative duties at Nahee Group., where the laws and regulations are severe. The following operations fall under administration and disciplinary management

Code of Conduct: Strict corporation regulations apply to the following areas: These policies must be followed or you will be immediately fired.

Alcohol and Drugs: It is strictly forbidden to possess, use, or beimpaired by alcohol or drugs during working hours.

Harassment: There is zero tolerance for harassment of staff members, coworkers, or management. Staff members should take the steps listed in the Problem-Solving Process section if they feel they have been harassed. Cases of harassment will be handled by the Operation Head and CEO and will be taken seriously.

Attendance: If a staff member knows they won't be able to work during regular business hours, they should let management know as soon as feasible. Management must be ready

to handle any issues that develop as a consequence of absenteeism because the company depends on its personnel to finish client work. If an employee is going to be away, they should notify the relevant team email address two weeks in advance. The employee's eligibility for leave is put in jeopardy if not enough notice is given. If they are going to be absent from work due to illness or inclement weather, staff members must notify their line manager as soon as feasible

Dress Code: Employees are not required to adhere to a certain dress code, although they are urged to do so. Male employees are also required to wear shoes as opposed to sandals

Working from Home while on Unplanned Leave:

A staff member's paid vacation days won't be taken away if they can make up the job they missed that day from home, but their attendance score in their performance assessment will suffer. Employees on such a day must telephone or, as a last resort, send a text message to their line manager or team leader as soon as possible in the morning to inform them of their plans.

Chapter -5

Analysis and Findings

5.1 Finding and Recommendations

In order to continue carrying out the duties of the firm, Nahee Group's HR division has to be more effective. The system needs to be recovered or rebuilt, though, and that is something they are focusing on as I write this. Instances include the following:

- In-house candidates may be hired by Nahee Group for entry-level and mid-level positions. It may be used to recruit coming from external sources to diversify the workforce and culture.
- It is important to motivate staff members to take part in training initiatives and identify with the company's objectives.
- In order to reduce the likelihood of any unfavorable events, Nahee Group should raise the bar for human resource planning. In order to create a win-win scenario for the firm and the employees, policies should be examined and developed in this way.
- In the workplace, employees are required to wear their ID cards. It has to be rigorously adhered to. ID cards serve as a person's proof of identification and are also a requirement under HR regulations. Everything is taken into consideration while discussing professionalism, including the ID cards, demeanor, attitude, and clothing code. In the Code and Conduct, it is spelled out
- Most employees don't know how to obtain a leave of absence or retrieve their pay stub from the system. There is little propensity for employees to request leaves online; instead, they often email their managers to seek leaves. Later, the HR official printed the email copy or made a note and changed the system. Because they rely so much on HRD manual leave status, employees frequently are unable to check true casual/earned leave status in the system. Strong advice should be given to schedule a training program on "Self-service HR module system" and system change.
- A session where staff members may discuss issues and what they want from the organization should be organized by HR.Workdays and hours should be reconsidered by HR at Nahee Group. In contrast to Bangladesh's office, which is open for six days, China and the Netherlands are open for five

- To boost employee performance, it is important that they receive the right feedback and that a consistent evaluation process is used Nahee Group should provide adequate knowledge-sharing opportunities and skilldevelopment workshops and seminars to keep staff member's current on industry trends and demands
- In order for pay to be fair, equitable, and consistent, it must be well understood by employees
- These days, several groups hold activities and events for recruiting students on campus. The hiring procedure can now be more economically efficient as a result. In the employment market, this also boosts brand recognition and appeal. Such actions ought to be taken by Nahee Group
- For each chain office, official privileges, priorities, norms, and regulations should be equal. HR needs to take the lead on it If an emergency arises, the employee should only work during working hours. Employees who work on the weekends won't be given any additional attention. The choice to work on weekends will be up to the employees. To prevent other employees from feeling excluded, HR should take action on this

Nahee Group should provide a great example by establishing appropriate HR regulations because HR activities are not utilized efficiently in Bangladesh. The most recent HR resources must be employed in this situation. More organization is needed in the incentive system. In order to deal with personnel turnover, additional processes should be followed. The staff has to be organized

Chapter -6

Conclusions

6.1 Conclusion

The internship is a crucial component of the education of all students. We gain an understanding of reality's worth and how the globe functions now. It connects the theoretical and applied aspects of education with daily living. Because of the discussion in this report, we were able to understand the purpose and value of human resources. Deciding which asset is best for the business is a serious responsibility. Many executives rise to the pinnacle of their profession during this process, and at some point, they take the helm of the emerging corporate period.I've learned a lot from this real-world experience. I enjoyed working with Nahee Group.'s HR department and in the operation of export-import since it contributed to the success and excitement of my job. My emotional connection to the business was sparked by the workplace's welcoming environment, which motivated me to give it my all. Considering that human resources is my area of study, it feels great to be working in that field. Additionally, I think that this is a once-in-a-lifetime chance for me to get knowledge about real-world work and the HRM system in a respected company.

Through this internship, I have considerably improved my knowledge about and attitude toward the field. During my internship, I picked up a lot of the knowledge I previously indicated. But right now I'm employed as a permanent official in the export-import business. I was able to gain a more practical understanding of the human resource management procedure and the export-import operation during my internship, but I also encountered some challenges when I tried to write my report because some of the materials from the human resource department are confidential and I was not given permission to access them. The knowledge and work experience I received during my internship, however, were the basis for my report.To achieve its business objectives, Nahee Group. has always given more weight to developing a robust oversight system. By paying attention to customer requests, applying lessons from past projects in the present, innovating, and partnering, Nahee Group has come a long way towards attaining these objectives.

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