

Sonargaon University

Dhaka, Bangladesh

Thesis Paper on

Human Resource Management Practices in Bangladesh

A Case Study on

Misham Feeds Limited

Submitted by

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ID: MBA2401031013

Program: MBA (Master of Business Administration)

Major: Human Resource Management

Semester: Fall 2024

Department of Business Administration

Sonargaon University

Submitted to

Department of Business Administration

Sonargaon University

Date of Submission: 7th January 2025

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Lecturer

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MISHAM FEEDS LIMITED

(MFL)

Letter of Transmittal

January 7,2025

Mr. Md. Mostakin
Lecturer
Department of Business Administration
Sonargaon University.

Subject: The Thesis Paper Submission on "Human Resource Management Practices In Bangladesh, A Case Study on Misham Feeds Limited".

Dear Sir,

Thank you for supporting me during my MBA program. It was a great pleasure for me to submit my thesis paper on Misham Feeds Limited. I have given my best possible effort to prepare this thesis report according to your guidelines and instructions. I expect that all the portion of each and every section gives you a proper understanding of what happened during my thesis.

I am very thankful to Misham Feeds Limited for giving me this opportunity to work at one of their prime and important division. This was a great opportunity to turn up my theoretical knowledge into reality. I sincerely hope that I met your requirements. I hope that this report reflects my academic learning in the MBA program.

I would be highly pleased if you kindly receive this report. I am fully ensured to follow your instructions while completing this Paper.

Best Regards

Sincerely Yours

Jonaeid Muhammad Kayes
ID: MBA2401031013
Major: HRM.
Department of Business Administration
Sonargaon University.

Acknowledgment

All Praise to Allah. First and foremost, I thank Almighty Allah, the Beneficent, and the Merciful for having finally made this effort a reality.I praise Him because if it was not for His Graciousness, it would not have materialized.

I am extremely grateful to my supervisor MD. Mostakin Arafat Riaz, who gave me a lot of valuable time in preparing the report and provided valuable suggestions for enriching the report.

I am also thankful to Misham Feeds Limited and its employees who provided the platform to complete my thesis successfully. Especially, thanks to Mr. Rashedul Hasan (Operation Director), Mr. Abdul Jalil (GM, Sales & Marketing), Mr. Lakshan Chandra Sarker (DGM Accounts & Finance), Mr. Md Al Mamun, (AGM & In charge, Factory, Mr. Anisuzzaman Bari (DGM, Breeders Farm & Hatchery), Mr. Raju Ahmmed (Deputy Manager) and Mr. Hafizur Rahman (Deputy Manager Sales Admin). Also, I convey my thanks to Mr. Maruf (HR & Admin) who always gave me sensible mental and knowledge support.

I had to prepare this thesis paper within a very short time and for that reason theremay be some grammatical or spelling mistakes. Due to a lack of knowledge and expertise, in the thesis paper might have other types of errors. I tried my best to overcome those mistakes. I apologize for any mistakes that happen to exist in my work inadvertently.

Finally, I want to give thanks to the authority of Misham Feeds Limited and my University, Sonargaon University to provide me with the platform to do this type of study.

Student's Declaration

I, Jonaeid Muhammad Kayes, ID: MBA2401031013, Major: HRM, do hereby declare that the report on **"**Human Resource Management Practices In Bangladesh, A Case Study on Misham Feeds Limited**"** has been carried out by me after the successful completion of thesis in Misham Feeds Limited and has not been submitted to any other educational Institute for academic purposes.

I also conform that the report is only prepared to meet my academic requirement notfor any other purpose. It will not act anything that will hamper the confidentiality and interests of Misham Feeds Limited. It might not be used with the interest of opposite bodies of Misham Feeds Limited.

The work I have presented does not breach any copyright.

I further undertake to indemnify the University against any loss or damagearising from a breach of the foregoing obligations.

Jonaeid Muhammad Kayes
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Approval of Supervisor

This is to certify that the report on **Human Resource Management Practices In Bangladesh, A Case Study on Misham Feeds Limited** is done by Jonaeid Muhammad Kayes, ID: MBA2401031013 as a partial fulfillment of the requirement for the degree of MBA in HRM from Sonargaon University. The write-up of the report was done under my guidance and it is a record of the sincere work carried out successfully by him.

No portion of this report was used for obtaining any degree from any Academic Organization earlier.

Mr. Md. Mostakin
Lecturer
Department of Business Administration
Sonargaon University

Executive Summary

Once the economy of Bangladesh was driven by agriculture, but in recent times it is gradually transformed into an industry and service-based economy which makes our agricultural system weaker and weaker over time. Misham Feeds Limited is one of the renowned agro-based companies which come forward to lead from the front to revive our agriculture. Thus, it creates a new era in agro-based culture with its undaunted effort. Through this report, I have tried to depict the total activities of Misham Feeds Limited from its very early days to its present condition and mention all the functions and processes of the strategic human resource management of the organization.

As my total study is divided into five major parts of which Chapter One is the introductory part where I describe the origin, objectives, scope of the study, methodology, the sources ofcollecting study-related data, and limitations of the study.

Chapter Two is literature review.

Chapter Three is an overview of Misham Feeds Limited.

In the Fourth Chapter, I have discussed the general HR practices of Misham Feeds Limited including HR planning, recruitment process, training and development, wages structure, and performance appraisal.

In the last chapter, I have tried to find out the lacking of HR policies and practices of Misham Feeds Limited. Also, I put some necessary recommendations in the light of findings and draw the conclusion of the study.

The management of Misham Feeds Limited is fully aware of the importance of sound HR management. This report dealt, though not comprehensively with both the theory and practice of the Human Resource Management section. Most importantly this report will give a clear idea about several activities of the Human Resource Department of Misham Feeds Limited in which I was associated.

Contents

CHAPTER 1 ..... **13**

INTRODUCTION **14**

ORIGIN OF THE REPORT **14**

OBJECTIVE OF THE STUDY **15**

SCOPE OF THE STUDY **15**

METHODOLOGY **15**

SOURCES OF INFORMATION **15**

Primary Sources of Data: 15

Secondary Sources of Data: 16

LIMITATIONS OF THE STUDY **16**

CHAPTER 2 ..... **17**

Literature Review **18**

CHAPTER 3 ..... **21**

ABOUT MISHAM FEEDS LIMITED **22**

VISION **22**

MISSION **22**

MILESTONES **23**

PRODUCTS **23**

- ❖ Poultry Feed: 23
- ❖ Fish Feed: 23
- ❖ Shrimp Feed: 23
- ❖ Cattle Feed: 23

SISTER CONCERN **24**

Misham Agro Industries Limited: 24

Misham Breeders Farms & Hatchery: 24

J M Enterprise. 24

Ilma Limited. 24

Board of Directors 25
ORGANOGRAM OF MISHAM FEEDS LIMITED 25
Contact Address 26
Head Office: 26
Sirajgonj Factory: 26
Breeders Farm: 26
CHAPTER 4 27
HUMAN RESOURCE MANAGEMENT 28
HUMAN RESOURCE MANAGEMENT PROCESS OF MFL 29
HUMAN RESOURCE PLANNING OF MFL 29
RECRUITMENT AND SELECTION PROCESS OF MFL 30
Classification of Recruitment and Selection 30
Qualification of The Job or Occupation: 30
Recruitment and Selection Process 31
Provide recruitment information: 31
Collect manpower requisition: 32
Collection of Application: 32
Physical Examination: 33
Practical Examination: 33
Final Interview: 33
Background Check: 33
Final Appointment: 33
Evaluate the Training and Development Strategy of MFL 33
Training: 34
Training Techniques for MFL 34
Functional Training: 34
Behavioral Training: 35
On-The-Job Training Method: 35
Off-The-Job Training Method: 35

Monitoring and Evaluation of Training **36**
Analyze the Performance Appraisal of MFL **36**
Compensation Management Method of MFL **37**
Compensation Types of MFL 37
Direct Compensation 38
Base pay: 38
Incentive pay: 39
Bonus: 39
- Festival Bonus: 39
- Ex-gratia bonus: 40

Earned Leave/Annual leave allowance: 40
Overtime Allowance: 40
Indirect Compensation **40**
Transport Allowance: 40
Medical Allowance: 40
House Rent: 40
Food Allowance: 40
Mobile Phone Bill: 40
Accident and incident compensation: 41
CHAPTER 5 ..... **42**
FIND SOME RECOMMENDATIONS BASED ON THE PROBLEM **43**
Findings 43
Findings 44
Recommendations 44
Recommendations 45

CONCLUSION **46**
BIBLIOGRAPHY **47**
Websites 47

Article/Books 47
Reference 48

List Of Figure:-

Figure 1: Organogram of Misham Feeds Limited

Figure 2: Human Resource Management Process Of MFL

Figure 3: Compensation Types of MFL

Figure 4: Salary Structure

List of Abriviation:

HRM:- Human Resoure Management.

MFL:- Misham Feeds Ltd.

CHAPTER 01

INTRODUCTION

With the expansion in the size and intricacy of business organizations, man has become the most imperative factor in business. Business needs individuals as proprietors, workers, and customers. Organizations require individuals to make them work. An Organization is nothing without human assets. Of all the resources, the most important is human resources, since people assume a double job as an asset. In addition, an intention compels every single other asset by controlling them, by the method for creating, using, directing, and controlling. So human resource management (HRM) capacities incorporate Recruitment, choice, preparation and improvement, execution examination, pay, and modern connection in an organization.

In this report, I concentrated on the HR exercises that Misham Feeds Limited practices to build up its organization. After the review and assembling all the data,it was discovered that Misham Feeds Limited practices all the fundamental elements of HRM. This report gives insights about the Organization:

- To identify the recruitment and selection policy of MFL
- To evaluate the training and development strategy of MFL
- To analyze the performance appraisal of MFL
- To investigate the compensation management method of MFL
- Find some recommendations based on problems

ORIGIN OF THE STUDY

The thesis Program of Sonargaon University is the most significant part to accomplish the MBA program and an important element of this thesis program is the Term Paper.

The principal motivation behind the temporary job is to give the understudies a handy quintessence to the corporate world It was extremely testing employment to rehearse the hypothetical information with the genuine experience. Like others, I had been encountering my entry-level position in Misham Feeds Limited one of the biggest Agro-based items producing organizations in Bangladesh.

My project topic is “Human Resource Management Practices in Misham Feeds Limited”. I have tried to identify the HRM practices of this organization and how it is working in progress of the organization.

OBJECTIVE OF THE STUDY

- To identify the recruitment and selection policy of MFL
- To evaluate the training and development strategy of MFL
- To analyze the performance appraisal of MFL
- To investigate the compensation management method of MFL
- Find some recommendations based on problems

SCOPE OF THE STUDY

This report examines the human resource management and practices of Misham Feeds Limited from a more extensive angles. The report incorporates the authoritative structure, enrolling and Selection, worker preparation, inspiration, remunerate framework, advantage bundles, and pay. The extent of the examination depends on every one of the divisions of the organization. The investigation is expected to recognize what the field powers need from the administration. The investigation mulled over every one of the staff, perpetual (talented, semiskilled, and incompetent) and brief workers and requested their needs and grumbles thinking about comforts. The examination talked with administration experts about their inclination regarding the current execution.

METHODOLOGY

With the end goal to direct this little scale evaluative Study, the accompanying methodological measures will be embraced. For making any report the majority of the information ought to be taken that reflect genuine circumstance. The technique of information may locate the different data and information to satisfy the report's necessity.

SOURCES OF INFORMATION

Both primary and secondary sources were used to collect information for this report.

Primary Sources of Data:

Primary wellsprings of data incorporate information accumulation from the examination with the assistance of perceptionstrategies with the respondents. In any case, it is for the most part face to

confront discussion with the workers and administrators in the manufacturing plant office and offer their very own involvement and data about human asset practice in Misham Feeds Limited.

Secondary Sources of Data:

Secondary wellsprings of data incorporate information gathered from reports and factual inductions, some indispensable insights of such kind of past standard study reports, of such sort of records of the past investigations and reports arranged by different comparable natures of organizations. Optional sources are

- Misham Feeds Limited's official site.
- Official Documents

LIMITATIONS OF THE STUDY

- One of the significant constraints for setting up a report was secrecy.
- Collecting data was especially troublesome because most territories of the premises and laborers were not permitted because of the danger of them being a piece of every industry's privileged insights.

CHAPTER 02

Literature Review

Human Resource Management (HRM) is an anticipated approach to supervision people lucratively for performance. It aims to construct a more open, bendable and compassionate administration style so that employees will be provoked, industrial and managed in a way that they can furnish of their greatest to carry department's missions. Good HRM practices are implicated in selection reach departmental objectives and add to productivity. Human resource management is the process of planning, recruiting, selecting employees and providing proper training and developing employee skill.

"Human resource management refers to the practices and policies you need to carry out the personnel aspects of your management job, specifically, acquiring, training, apprising, rewarding and providing in a safe, ethical and fair environment for your company's employees (Dessler, 2011)." "Human Resource Management is defined as a strategic and coherent approach to the management of an organization's most valued assets – the people working there who individually and collectively contribute to the achievement of its objectives (Armstrong, 2006)." "Human resource management (HRM) is a strategic, integrated and coherent approach to the employment, development and well-being of the people working in organizations (Armstrong, Armstrong's Handbook of Human Resource Management Practice, 2009)."

"Human resource planning is a process in which an organization attempts to estimate the demand for labor and evaluate the size, nature and sources of the supply which will be required to meet that demand (Reilly, 1996)." "Human resource planning helps to align human resource work contribution with that of the organization they support in order to schedule activities that would be more meaningful and productive and align with the mission of the organization it supports (Deb, 2006)". "Human resource planning is a planning process by which an organization can move from its current manpower position to its desired manpower position. Through manpower planning, an organization strives to have the right number and the right kinds of people at the right places at the right time (Bhattacharyya, 2006)".

The recruiting and selection process is a series of steps, as follows (Dessler, 2011):-

- Do workforce planning and forecasting to determine the position to fill.
- Build a pool of candidates for the job by recruiting internal or external candidates.
- Have the applicants fill out application forms and perhaps undergo an initial interview.
- Utilize various selection techniques such as, test, background investigations and physical exams to choose job candidates.
- Send one or more job candidates to the supervisor responsible for the job.
- Have the candidates go through one or more selection interviews with the supervisor and other relevant parties and determine to which candidate(s) to make an offer.

The four stages of recruitment and selection are as follows (Armstrong, Armstrong's Handbook of Human Resource Management Practice, 2009):-

- Defining requirements – preparing role profiles and person specifications; deciding terms and conditions of employment.
- Planning recruitment campaigns.
- Attracting candidates – reviewing and evaluating alternative sources of applicants, inside and outside the company: advertising, e-recruiting, agencies and consultants.
- Selecting candidates – sifting applications, interviewing, testing, assessing candidates, assessment centres, offering employment, obtaining references; preparing contracts of employment.

The strategy of training involves three steps (Bass & Vaughan, 1966):-

- Statements of the content of the training program, characteristics of the learner and his environment, the over-all organizational climate, and the relation of training to company goals.

- Decisions about how and by whom the content will be taught, including discussion of both current industrial training techniques and promising innovations and the extent to which they conform to the principles of learning.
- Administration and evaluation of the training program. Training needs and the effectiveness of training programs must be assessed continuously in a carefully designed and executed research program.

Training is an activity leading to skilled behavior, the process of teaching employees the basic skills they need to perform their jobs. The heart of a continuous effort designed to improve employee competency and organizational performance (iEduNote).

A performance appraisal is a regular review of an employee's job performance and overall contribution to a company. Also known as an annual review, performance review or evaluation,

or employee appraisal, a performance appraisal evaluates an employee's skills, achievements, and growth--or lack thereof (HAYES, 2021).

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. An ideal compensation management system will help you significantly boost the performance of your employees and create a more engaged workforce that's willing to go the extra mile for your organization. Such a system should be well-defined and uniform and should apply to all levels of the organization as a general system.. Plus you'll enjoy clearer visibility into individual employee performance when it comes time to make critical compensation planning decisions. With effective compensation management you'll also enjoy clearer visibility into individual employee performance when it comes time to make critical compensation planning decisions. These performance appraisals assist in determining compensation and benefits, but they are also instrumental in identifying ways to help individuals improve their current positions and prepare for future opportunities. Human Resource is the most vital resource for any organization. It is responsible for each and every decision taken, each and every work done and each and every result. Employees should be managed properly and motivated by providing best remuneration and compensation as per the industry standards. The lucrative compensation will also serve the need for attracting and retaining the best employees (Patnaik & Padhi, 2012).

CHAPTER 03

ABOUT MISHAM FEEDS LIMITED

Misham Feeds Ltd was founded in 2010, with a commitment to produce and market animal feed products of high-quality standard and absolute hygiene to the farmers. MFL has deep roots and connections to some of the feed industry pioneers who paved the way for excellence in animal nutrition.

MFL produces and distributes poultry, fish, shrimp, and cattle feed throughout Bangladesh through 6 Zonal Offices, 11 Regional Offices, 7 Depots, and 3 PoultryDiseases Diagnosis Lab with the contribution of more than 350 agents. MFL has over the years become synonymous with quality & a trusted partner as a feed manufacturer in Bangladesh. The Company has 1 independent plant capable of producing pelleted feed (both sinking & floating) as well as mash feed. The plants are strategically located in Sirajgonj. The total installed output capacity is 1,05,000 metric tons per annum.

VISION

To provide value for money to customers and promote a good work environment for employees to enhance commitment and job satisfaction.

MISSION

- Developing employee capability at all levels
- Providing value for money to our customers
- Focus on research and development to improve existing product lines & introduce new products
- Developing a market network for easy access to our products to our customer
- **C**reate long-term relationships with customers, business partners, employees, joint ventures, and shareholders.

MILESTONES

2010	Misham Feeds Limited starts operation at Kashiyahata, Sirajgonj with 1st pellet plant
2012	Misham Agro Industries Ltd.
2014	J M Enterprise Established.
1016	Ilma Limited Established.
2018	Misham Breeders Farm & Hatchery Established.

PRODUCTS

- **Poultry Feed:** MFL produces and distributes feeds that are used for broiler chicken and layer chicken.
- **Fish Feed:** MFL produces and distributes feeds that are used for Pangush and Carp. MFL is qualified to comprehensively support the demand of farmers.
- **Shrimp Feed:** MFL produces and distributes shrimp feed that is used for Bagda and Galda shrimp cultivation. MFL is qualified to comprehensively support the demand of farmers.
- **Cattle Feed:** MFL produces and distributes cattle feed that is used for dairy milking and Beef fattening farming. MFL is qualified to comprehensively support the demand of farmers.

SISTER CONCERN

MFL has 04 sister concern companies involved in agro-processing and packaging.

Misham Agro Industries Limited:

The Feed Mill was established in 2012 on 7.6 bighas of land at Kashiyahata Sirajgonj. There are 3 independent plants capable of producing Pellet, Mash as well as Crumble feed. The present production capacity is more than 52,000 metric tons per year. A fully independent Quality Control Department is located here along with a testing laboratory to monitor the quality of incoming raw material as well as finished product. This unit employs more than 180 workforces, including 7 depots.

Misham Breeders Farms & Hatchery:

Misham Breeders Farms & Hatchery is a private limited company, founded in 2018. MBFH was established to carry on the business of producing high-quality Day-Old Chicks (DOC) for broiler farmers.

J M Enterprise.

J M Enterprise was established in 2014 at Uttara, Dhaka. All types of poultry feed raw materials are imported from the country and abroad and sold to various companies in the country and used for their purposes. This unit employs more than 22 workforces.

Ilma Limited.

Ilam Limited was established in 2016 at Uttara, Dhaka. All types of poultry feed raw materials & Poultry Machineries are imported from the country and abroad and sold to various companies in the country and used for their purposes. This unit employs more than 10 workforces.

Board of Directors

SL	NAME OF DIRECTORS	POSITION
1	Md. Masud Miah	Managing Director
2	Bipasha Sharmin Sorna	Director
3	Md. Rafid Azim	Director

ORGANOGRAM OF MISHAM FEEDS LIMITED

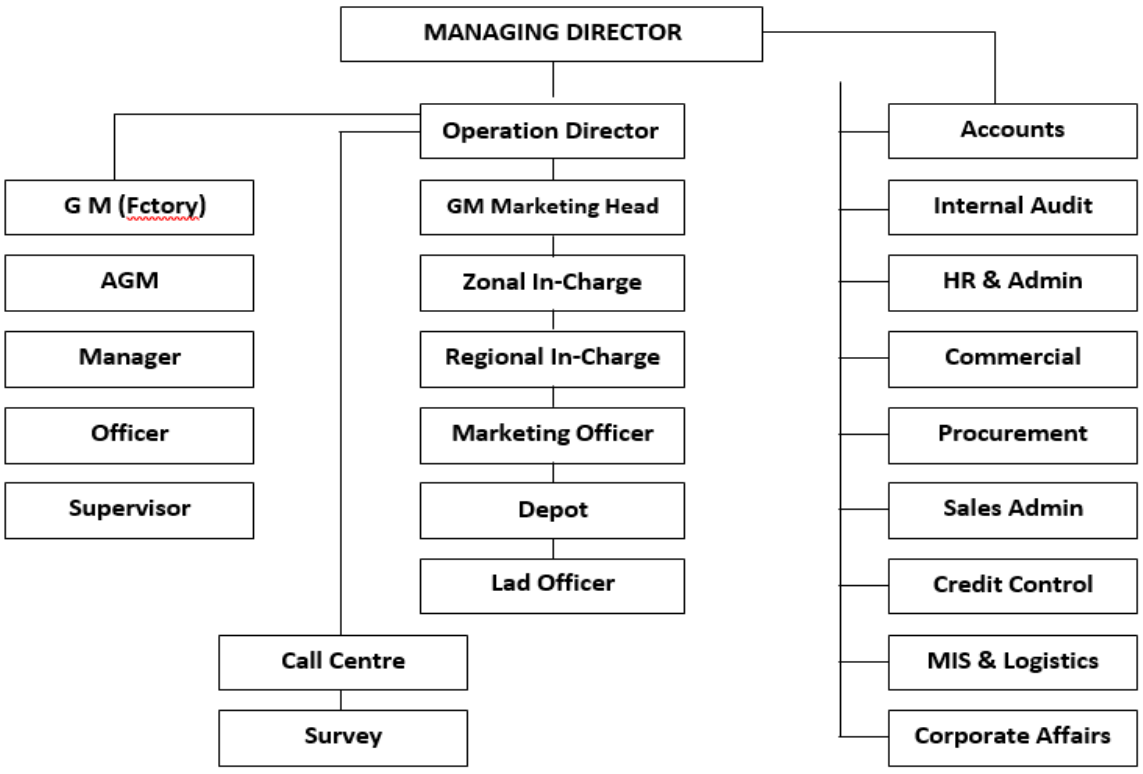


Figure 1: Organogram of Misham Feeds Limited

Contact Address

Head Office:

House # 22, Road # 9, Sector 4, Uttara, Dhaka-1230, Bangladesh

Mobile: +88-01709658666 (Call Center)

E-Mail: onefeed11@yahoo.com

Sirajgonj Factory:

Kashiyahata, Kadai, Bonbaria Sirajgonj.

Breeders Farm:

Tagra, Uttor Shampur, PO: Boro Majh Dokkhina, Sirajgonj

CHAPTER 04

HUMAN RESOURCE MANAGEMENT

Human Resource Management (HRM) is the term used to portray formal frameworks formulated for the administration of individuals inside an organization. The obligations of a human asset administrator fall into three noteworthy territories: staffing, worker remuneration and advantages, and characterizing/structuring work. The motivation behind HRM is to amplify the profitability of an organization by streamlining the adequacy of its workers. This command is probably not going to change in any principal path, in spite of the regularly expanding pace of progress in the business world. As Edward L. Gubman saw in the Journal of Business Strategy, "the fundamental mission of HR will dependably be to procure, create, and hold ability; adjust the workforce to the business; and be a magnificent supporter of the business. Those three difficulties will never show signs of change.

Until fairly recently, an organization's HR office was regularly committed to bringing down rungs of the corporate chain of importance, despite the way that its command is to recharge and support what is frequently referred to— authentically—as an organization's most prominent asset, its work compel. Be that as it may, as of late acknowledgment of the significance of HR administration to an organization's general well-being has developed significantly. This acknowledgment of the significance of HRM reaches out to private ventures, for while they don't by and large have indistinguishable volume of HR necessities from bigger organizations, they too confront staff administration issues that can decisively affect business wellbeing. As Irving Burstiner remarked in The Small Business Handbook, "Employing the opportune individuals—and preparing them well—can regularly mean the contrast between scratching out the barest of jobs and unfaltering business development, staff issues don't separate among little and huge business. You discover them in all organizations, paying little respect to estimates.

HUMAN RESOURCE MANAGEMENT PROCESS OF MFL

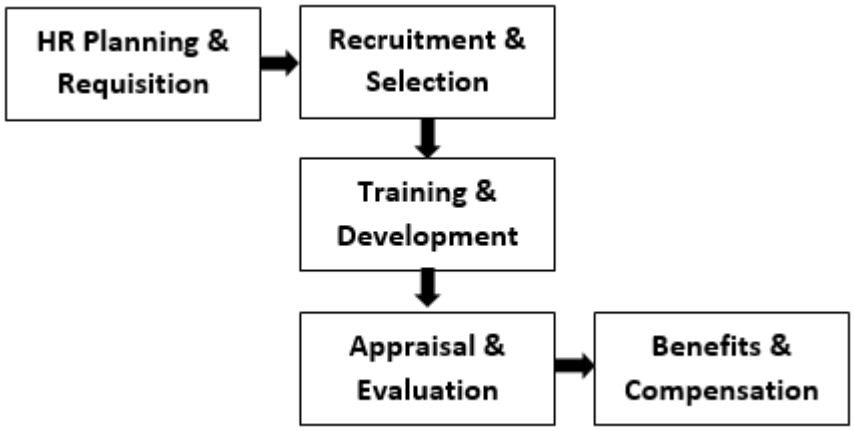


Figure 2: Human Resource Management Process Of MFL

HUMAN RESOURCE PLANNING OF MFL

Planning is the center zone of a considerable number of elements of management. It is the establishment whereupon the other three regions ought to be manufactured. Planning expects the administration to assess where the human assetof the organization is right now, and where it might want to be later on. From thatpoint, a suitable strategy to accomplish the organization's objectives and goals is resolved and actualized.

Each organization has work Planning. Misham Feeds Limited has likewise its business Planning. They as a rule estimate their workforce needs dependent on their main goal, key objectives &objectives, and mechanical and different changes bringing about expanded efficiency. Although there are a few techniques to foresee workforce needs, however, they utilize administrative judgment since it gives a more genuine situation for staff needs. They believe that alternate techniques can't give the precise circumstance of the workforce needs. These are essentially graphical strategies, which can't gauge the real faculty needs. In any case, the administrative judgment technique relies on the adjustment in efficiency, advertise molded.

RECRUITMENT AND SELECTION PROCESS OF MFL

Recruitment is the way toward distinguishing that the organization needs to utilize somebody up to the time when application shapes for the post have landedat the organization. The selection at that point comprises the procedures associated with browsing candidates for an appropriate possibility to fill a post. Preparing comprises a scope of procedures engaged with ensuring that activity holders have the correct aptitudes, information, and states of mind required to assist the organization with achieving its destinations. Selecting people to fill specific posts inside a business should be possible either inside by enrollment inside the firm, or remotely by enlisting individuals from outside.

Misham Feeds Limited chiefly enrolls and chooses the correct competitor of Bangladeshi country. There is no separation of sex, country, and race in the Recruitment and choice process. Fundamentally, Misham Feeds Limited pursues a few strategies and guidelines for Recruitment and Selection process. There are three kinds of Recruitment and Selection paradigms:

A. Classification about enrollment and choice.
B. Qualification of the activity or occupation.
C. Recruitment and Selection process.

Classification of Recruitment and Selection

Misham Feeds Limited for the most part groups its Recruitment and Selection work on concurring Bangladesh work law 2006. It pursues the principles and direction distributed by government paper. Concurring the newspaper human asset division enroll and chose the craving applicant by the accompanying review specific and its activity position structure.

Qualification of The Job or Occupation:

For the capability of employment in enrollment and choice Misham Feeds Limited thinks about the accompanying issue:

- Educational Foundation
- Age
- Physical quality
- Work information and capacity
- Previous work experience

In Misham Feeds Limited there is no representative or specialist enlisted and chosen who is under 18 years since it considers them as kid work. It is completely restricted by our Labor Act. In this way, the Recruitment and Selection board confirms the period of the worker by checking birth declaration, school endorsement, and so on. At some point, the restorative officer checks the age and gives the declaration amid the enrollment and selection process.

Recruitment and Selection Process

Misham Feeds Limited is a complete consistency processing plant. In this way, it must pursue the guidelines control and the diverse strategy of the organization. It enrolls the worker as indicated by work law review specific and pay structure. In the enrollment procedure, it pursues all sets of principles which is connected with Educational foundation age, physical quality, work information, and capacity, past work encounter, and so forth.

For the consummation of the Recruitment and choice process Misham Feeds Limited set up a powerful enrollment and Selection board of trustees. This board of trustees framed with various kinds of departmental expertise faculty to finish the Recruitment and choice practice appropriately. The advisory group individualsshaped by:

POSITION OF THE COMMITTEE	OFFICIAL POSITION	DEPARTMENT
President	Managing Director	Misham Feeds Limited
Member	General Manager	HR & Admin
Member	General Manager	Internal Audit
Member	General Manager	Finance & Accounts
Member	General Manager	Department Head

Those committee members have all right under Managing Director for taking any kind of action and implementation of recruitment and selection measures. The committee performs all kinds of work for recruitment and selection. Their duties and responsibilities are:

Provide recruitment information: Such as job advertisements, notices, making job descriptions, and specifications for job offers.

Collect manpower requisition: The committee collects the manpower requisition from different departments on the selective structure formed. The manpower requisition provides from the departmental head to the Human recourse department. The format is:

Misham Feeds Limited **Manpower Requirement Form**	
Position Name	:
Number of Vacancies	:
Department Name/Unit	:
Reason for the Vacancy	: Resignation / Termination / New Position
If Replacement then Replacement of Whom?	:
If New Position, Reason for its creation	:
Educational Qualification	:
Area of Expertise	:
Other Skills	:
Salary Range	:
Year of Experience	:
To be filled within the date	:
Request By- Head	Authorized By- Approved By-Department Head HR Managing Director

Collection of Application: Misham Feeds Limited has a specific application that needs to collect from the Human resource department in free of cost. Where candidates need to provide

all kinds of personal, educational, and work experience-related information. The selected candidate is called for recruitment and the selection process.

Physical Examination: At first candidate's medical test need to analyze and conducted by the medical officer and his assistant for the primary selection of an employee.

Practical Examination: Practical examination is for identifying the candidate's workability, skill, and knowledge in the required job. According to the practical examination candidate's grade may select for a job position.

Final Interview: In this stage recruitment and selection committee takes the final interview to know the candidate's personal information previous workexperience, ID card, check the service book of the worker, etc. in this time recruitment and selection committee also negotiates employee wages and salary according to his/her demand.

Background Check: To identify the criminal activities of employee in the past time Permanent and present address verifies the company. Sometimes recruitment committee takes help from the police for employee background checks. For background Check Company have an internal format to verify the employee background check.

Final Appointment: After final selection Human Resources Department provides the appointment letter with selecting his /her salary, job location, department, and joining date.

Evaluate the Training and Development Strategy of MFL

Misham Feeds Limited's HR Department is vigorously dealing with the nonstop preparation; improvement and prosperity of its individuals. Both in-house and outside organizations preparing representatives are attending and progressing the process. For persistent observing and improvement, a profoundly logical participatory Performance Management System is being used for surveying worker requirements and assessing them once in each quarter of the year. Alongside customary projects for HR Development Misham Feeds Limited has several Employee Relations Programs.

Training:

Great preparation reduces disappointment and fatigue among directors and laborers. It adds to enhanced human relations and raises confidence. The enhancement in aptitudes builds profitability and diminishes turnover. Through preparation, organizations help make representatives more faithful to the organization. Along these lines, except if the item or administration is just a single of its sort, we are searching for an edge, favorable position something uncommon from the significant rivalry. Also, preparing is one of the most grounded instruments through which strength can be made.

Preparing likewise enables aspiring workers to move forward in their very own vocations. Then again, better item expands consumer loyalty; prompt rehashed business, and vast deals. When we build up workers' potential these things are tremendously related. Preparing is an initiative action, which gets ready people for their own future chances.

To offer preparation to the workers, MFL first discovers the preparation needs. It comprises two procedures:

- Identify the sector/ criteria in which training is needed.
- Identify the employees who need this training.

Training Techniques for MFL

The preparation program in MFL is done on a yearly premise and in the wake of contracting new representatives. To direct the preparation program they made a rundown of capacities, for example, when it will be held, who will lead the program, what number of teachers will be there, will they be contracted from outside or inside the organization, what number of workers will sit for every opening, what will be the length of the preparation program, should the representatives be sent into another country for the preparation or they oughtto get the residential preparing, preparing spending plan, accessibility ofpreparing helps, utilization of those guides, et cetera. Their preparation program is planned chiefly in two kinds:

Functional Training: This is an office shrewd preparation program. That implies representatives from every division like the HR office, Marketing office, R&D, and Auditoffice are given preparation on particular needs as per their departmental activity after the need for distinguishing proof.

Behavioral Training: These are delicate aptitude preparing, for example, relational abilities, behaviors, social standards, outrage administration, et cetera. This type of training is for every employee of MFL not like department wise. Again, these two types of training are given in two ways:

- One is on–the–work preparing technique and
- Off-the-activity preparing techniques

On-The-Job Training Method: On-the-work preparation technique alludes that the representative gets the preparation under a similar situation where he needs to work.

Coaching: This sort of technique regularly rehearses by the administrator about the learning and expertise of the activity to a subordinate. This kind of strategy Misham Feeds Limited doesn't mastermind yet a portion of the senior worker done this.

Rotation: Misham Feeds Limited pursues this technique by exchanging one unit for another unit worker.

A special meeting of the staff: Normally this kind of meeting orchestrates by the chief with his subordinate. Day-by-day, week-by-week, or month-to-month work plan criticalness is the motivation for such gathering.

Off-The-Job Training Method: Off-the-work preparation implies a representative can get preparing outside of his workstation. It is finished by Misham Feeds Limited so a worker can give the full focus on preparing the program. Two kinds of "off-the-work preparing techniques" are trailed by Misham Feeds Limited.

Vestibule Method: Under this strategy, preparation is given in a room where the genuine working circumstance is made. It's regularly done in the generationdivision.

Meeting and Seminars: Conferences or courses are done in the head office, it's just for the best dimension officer. On the day of the course or gathering workers come in the go to accomplish the program. The strategy likewise, incorporateplaying out the contextual analysis.

Monitoring and Evaluation of Training

Leading post-preparing assessments and rolling out suitable improvements as quickly as time permits is a definitive key to progress for worker advancement exercises. Post-preparing assessments incorporate studies and polls that let T&D faculty find out about regions for development and the advantages/misfortunes concerning the preparation. These additionally give data on approaches to re-guarantee the exchange of preparing for work, regardless of whether through inborn or outward rewards.

Assessment of preparation causes Misham Feeds Limited to know who needs what preparation later on and where to contribute more. Effective occupation entertainers give a correlation on what they do any other way than unsuccessful employment entertainers. It likewise enables the organization to think about profitability and benefits when preparing, in their own explanatory and key way.

Analyze the Performance Appraisal of MFL

Execution Appraisal in MFL is done yearly premise contingent upon the execution rating as quantitative information investigation in the numeric frame. In any case, it starts with the joining of the workers. That implies in the wake of joining the workers are in the probationer time frame for the initial half year. Following a half year their exhibitions are assessed. When the representatives are finished with their probation period, they turn into the lasting workers, and the assessment is done once a year which implies every year.

Chiefs watch the subordinates and all representatives under them, and toward the year's end, their exhibitions are assessed through 5 points rating Scale. Workers get the examination and assessments as per the purposes of the rating scale outof 5.

SCALE	Poor	Below Average	Average	Satisfactory	Outstanding
POINT	1	2	3	4	5

Among the outstanding performers, some extraordinary employees have got some important achievements in previous periods and successfully contribute to setting organizational goals. In

these cases, they are not only provided with compensation, after the appraisal they are recommended for next-level promotions.

Compensation Management Method of MFL

An organization must be competitive in compensation. Compensation is a very important issue for Misham Feeds Limited to their employee. This company always tries to design the best compensation system to align employee or worker performance with organizational objectives. This is because money is directly or indirectly related to the satisfaction of all human needs.

In MFL, Compensation is set after the yearly performance appraisal and evaluation. These compensations and benefits are set for the different grades of employees such as Top Level, Mid & Entry-level employees, and so on.

Employees get increments as compensation after the performance evaluation by the Likert Scale. For example, an employee rated "average" will get 1 increment, and the one who has rated as "Satisfactory" and "outstanding" will be getting 2 and 3 increments respectively.

Misham Feeds Limited consequently looks for a better compensation system according to the Bangladesh Labor Act, 2006 as per the gazette of wages plan. The human resource department always tries to redesign the existing compensation with **Grade Particulars of Wages** as per Gazette- 2013. Generally, Misham Feeds Limited pays compensation to an employee including the following three components:

- Basic compensation for the job (wage/salary)
- Incentive compensation for the employee on the job
- Supplementary compensation paid to employees' benefits and employee services

Compensation Types of MFL

In Bangladesh, many companies provide different types of compensation and benefits to their employees or workers. Misham Feeds Limited is a fully compliance factory that has some compensation policies which may determine two types of compensation procedures for the employee and worker. Those are:

- Direct Compensation
- Indirect Compensation

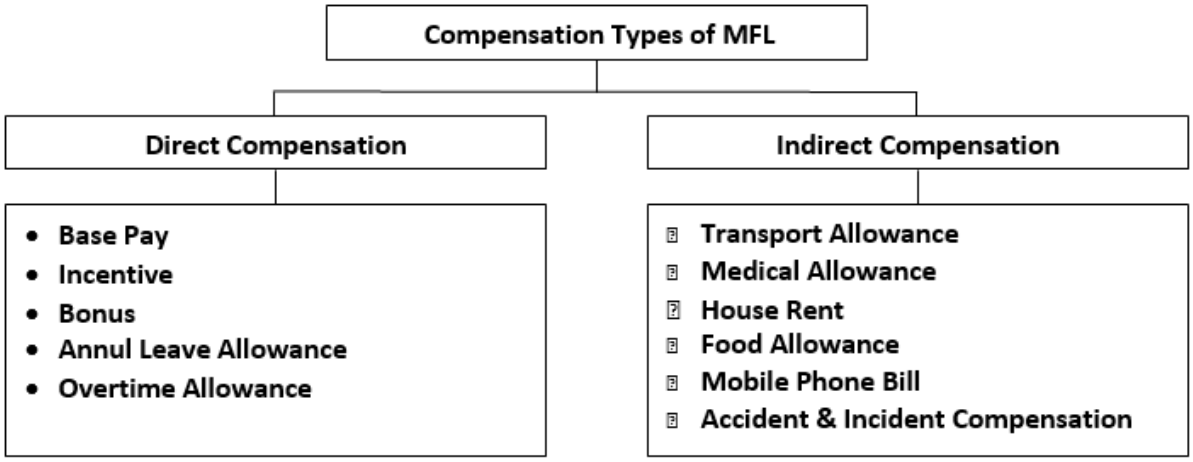


Figure 3: Compensation Types of MFL

Direct Compensation

Base pay: Cash wage paid to the employee because paying a wage is a standard practice, the competitive advantage can come only by paying a higher amount.

HR department designs the existing compensation with **grade particulars of wages** as per the gazette. The **grade particulars of wages** as per the gazette are shown below:

MISHAM FEEDS LIMITED

Salary Structure

Level		Designation	Minimum	Maximum
Officer Level	Level A	DGM to Sr GM	Confidential	Confidential
Staff Level	Level B	Asst. Manager to Sr AGM		
	Level C	Jr. Officer to Sr. Officer		
	Level D	Foreman to Technician		
	Level E	Operator/Welder/Filter		
	Level F	Support Staff		
Worker Level	Level C	Permanent Worker		
		Casual Worker		

Figure 4: Salary Structure

Incentive pay: Misham Feeds Limited pays incentives when specified performance objectives are met. Incentives may inspire employees to achieve higher performance levels and motivate them to accomplish company goals and targets. It generally pays for any special performance in the job and works for theemployee and worker in a certain period.

Bonus: A gift given occasionally to reward exceptional performance or for special occasions Bonuses can show that an employer appreciates his or her employees; they ensure that good performance is rewarded. There are two types of bonuses Misham Feeds usually provides to its workers and employees. One is a festival bonus and another one is an Ex-gratia bonus.

- **Festival Bonus:** All regular service staff and workers can enjoy the festival bonus twice a year. The festival bonus is equivalent to the staff's monthly basic salary. During two Eid Festivals (Eid-Ul-Fitre & Eid-Ul-Adha) these bonuses are disbursed among the worker & employees of the company.

- **Ex-gratia bonus:** This especially gives to workers and employees two to three times a year. This bonus is equivalent to the half of basic salary.

Earned Leave/Annual leave allowance: This annual leave is earned by workers and employees for their work. Earned leave includes only the leaves of working days. Weekly holidays, occasional holidays, or any other holidays are excluded from this leave. A worker who did not enjoy the leaves specified for him in a year, and then he will be eligible for Earned Leave/Annual leave allowance of up to 14 days in a year.

Overtime Allowance: Staff of Misham Feeds Limited get overtime allowance when they are supposed to stay after office hours and have to come to the office on holidays. The amount of overtime rate per hour is determined according to the type of employment. Maximum time it happens for a huge quantity of production pressure.

Indirect Compensation

Flexible working schedules, child care, Pool Car, Retirement programs, Insurance, training programs, use of mobile phones, phone bills, etc. may consider for indirect compensation as a benefit to employees and workers of Misham Feeds Limited. The indirect compensation benefits of Misham Feeds Limited are discussed below:

Transport Allowance: Payment of transport allowance is compulsory for all employees of Misham Feeds Limited. Transport allowance is paid based on the grade of worker and employee.

Medical Allowance: In Misham Feeds Limited payment of Medical Allowance is compulsory for all employees

House Rent: House rent is 40% of the basic wage which may increase by an increment of the basic salary of employees and workers in Misham Feeds Limited.

Food Allowance: The Food Allowance is 750/- which is provided weekly basis to the worker and employee.

Mobile Phone Bill: In Misham Feeds Limited GM to Jr. Officer gets a mobile phone every two years. All employees get mobile phone bill ranges from 3000- 500.

Accident and incident compensation: Misham Feeds Limited recently takes a policy to compensate accident and incident compensation to the worker. It will beprovided to all provision and permanent workers for any kind of factory accident and incident during the work period which must be implemented with Bangladesh labor act 2006. Also, it has undertaken a policy for compulsory healthinsurance for all workers and employees.

CHAPTER 05

FIND SOME RECOMMENDATIONS BASED ON THE PROBLEM

Findings :

1.No activity investigation direct

Occupation investigation gives data to organizations that figure out which workers are best fit for particular employments. In the human asset routine of Misham Feeds Limited, employment examination is absent.

2.Nepotism/ Partiality enrollment and choice process

It isn't bizarre for numerous individuals from a family to work for a similar boss. Notwithstanding, such circumstances can be troublesome if the relatives are in a predominant subordinate relationship because the relationship may offer ascent to bias or doubts of it, the subordinate not buckling down and damaging the unrivaled relatives. Likewise, the predominant can't control the subordinate exercises.

3.No feedback on training and development

The human asset office gives different sorts of preparation however they don't orchestrate any refreshment preparation to get input from representatives and laborers.

4.Performance appraisal surveyor

The execution examination is just assessed by a leader of the division or senior administrator on a yearly premise.

5.Administrative work by done the HR department

HR division needs to work with an expansive number of workforce Planning, authority advancement, and official training, selecting the ideal individual, enhance working connections. However, these errands are being executed inadequately, when they are connected to authoritative obligations. I discovered that it decreases HR's capacity to work viably and effectively.

6. No Implement of a Human resource information system

A human resource information system is essentially a crossing point of HR and data innovation through HR programming. This permits HR exercises and proceduresto happen electronically. Misham Feeds Limited keeps up its worker profile in MS Excel so it can't satisfy the best

possible necessity in the compensation move framework, participation, and other human asset strategies.

7.Safety Problems

Representatives and specialists have an absence of mindfulness and appropriate preparation regarding well-being and security in the work environment.

Recommendations:

1.Need to lead work investigation

A decent and fair methodology is a need while completing the procedure of occupation examination. To get genuine and bona fide information, a vocation investigator must be fair-minded in his methodology. Human asset supervisors should be more genuine in this issue.

2.Nepotism ought to stay away from

The administrative job of HR requires helpful feedback on execution evaluations.HR administrators ought to perceive and scold workers when they merit it paying little heed to an individual relationship.

3.Get feedback on training and development

It needs to mastermind refreshment pieces of training in regards to processing plants and showcasing related distinctive techniques and systems with the goal that those training turned out to be more compelling in the hierarchical improvement.

4.Be fair in performance evaluation

It ought to be the prompt chief because the quick manager has a close connection with his sub-ordinate and specialists. Additionally, representatives require input and objective Planning considerably more regularly than every year.

5.Reducing administrative work by dividing the HR

In Misham Feeds Limited Human Resource Department must be individual and separate from the administrator for better execution.

6.Implementing HR software system

Different kinds of HRIS programming frameworks should be created in human asset practice for anchored and smooth working.

7.Provide Information regarding safety and security

Providing data and direction to businesses with the goal that they comprehend their well-being and security commitments and the means they have to take to satisfy them. Offer well-being and security administration preparing to the representatives intermittently.

CONCLUSION

The point of the investigation was to watch distinctive conditions of human asset practice identified with workers of the association. The key variables of the condition were the investigation of all human asset work related to arranging, enrollment and determination, preparing and advancement, pay, and execution evaluation. This examination additionally centers around Organization advancement, pay, workplace, dealings with associates, supervisors, administration, hierarchical culture, authoritative nature, and some shrouded issues or issues identified with representatives and administration of the association.

The investigation reveals that representatives need aggressive pay, advantage, preparation, and distinctive HR work including a wonderful workplace, great human asset administration with the best administration's help and connection, the extent of showing own perspectives, agreeable partners, future well-being, an organization in the right way, customary legitimacy based advancement, increase and rewards, development of the organization, expanding of altruism of the organization, administration's help and administration's qualities for the workers and administration's partaking in close to home or social events. Then again, the administration needs great people as representatives who need to learn dependably. The administration needs representatives to be proficient, neighborly, faithful, steadfast, honest, committed to work, legitimate, earnest, and fulfilled. The examination says at last that, representatives are disappointed with low compensation and need to switch over to the terrible workplace and are happy with high pay with a better workplace. In any case, representatives of this association as yet getting normal compensation and are particularly glad and exceedingly fulfilled because of just having a better workplace. This is the primary concern of the whole examination work.

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