Internship Report
On
Human Resource Management Practices in Bangladesh: A Case Study on Partex Group

Submitted by:
Husne Jaed Abir
ID: BBA2002020034

Program: Bachelor of Business Administration
Major: Human Resource Management
Semester: Fall-2024

Submitted to:

Department of Business Administration
Sonargaon University (SU)

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



Sonargaon University (SU)
147/I, Green Road, Tejgaon, Dhaka-1215, Bangladesh.

Date of Submission: January 11, 2025

Internship Report
On
"Human Resource Management Practices in Bangladesh: A Case Study on Partex Group"

By
Husne Jaed Abir
ID: BBA2002020034

Program: Bachelor of Business Administration
Major: Human Resource Management
Semester: Fall-2024

Supervised by:
Md. Mostakin
Lecturer
Department of Business Administration
Sonargaon University (SU)

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



Sonargaon University (SU)
147/I, Green Road, Tejgaon, Dhaka-1215, Bangladesh.

Date of Submission: January 11, 2025

Letter of Transmittal

Date: January 11, 2025

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

Subject Submission of Internship Report.

Dear Sir,

With great pleasure, I would like to submit my Internship Report on **"Human Resource Management Practices in Bangladesh: A Case Study on Partex Group"** which was an enormous pleasure for me to preparing this Report. I tried my best to prepare an effective, informative, and reliable Report. Here I have gather information through different sources such as personal interview for collecting primary data, company website, and other published sources for secondary data.

So, I therefore, pray and hope that you would be kind enough to accept my Report and oblige thereby.

Sincerely Yours,

.....
Husne Jaed Abir
ID: BBA2002020034
Program: BBA
Major in Human Resource Management
Department of Business Administration
Semester: Fall 2025
Sonargaon University (SU)

Student's Declaration

I do hereby declare that the Internship Report on "**Human Resource Management Practices in Bangladesh: A Case Study on Partex Group**" is prepared by my own language and style. The authority of national university reserve the right to cancel/reject this Report if it is proved that the Report is not prepared by me or copied or borrowed without proper acknowledges.

…….

Husne Jaed Abir
ID: BBA2002020034
Program: BBA
Major in Human Resource Management
Department of Business Administration
Semester: Fall 2025
Sonargaon University (SU)

Certificate of Supervisor

This is certify that, **Husne Jaed Abir**, student of BBA bearing ID: BBA2002020034, Semester: Fall 2025, Major in Human Resource Management, is a regular student of on BBA program, Department of Business Administration, Sonargaon University (SU). He has completed Internship program on "**Human Resource Management Practices in Bangladesh: A Case Study on Partex Group"**, under my supervision, which is a fulfillment of particular requirement of obtaining BBA degree.

I wish him every success in his future endeavor.

.....

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

Acknowledgement

First of all, I am expressing heartfelt gratitude to the Almighty Allah, the most merciful and the benevolent, for his special kindness to give me the opportunity to complete the Report successfully and prepare Internship Report timely.

I would like to express my gratitude to my academic supervisor, **Md. Mostakin,** Lecturer, Department of Business Administration, Sonargaon University (SU) for his continuous guidance, individual suggestion, continuous encouragement and unfailing enthusiasm throughout the process of completion of this Report.

At last, but not the least, I am very grateful to my entire family members especially to my mother and father for their respective support and inspiration to accomplish my Report.

Executive Summary

Partex Group started its journey in 1959 with the torchbearer M.A Hashem, founder chairman of the group. M.A Hashem, the living legend steered the group with such incomparable dynamics and skills, that the group attained prolific growth over a period of 50 years conglomerating 60 companies; most of which are diverse manufacturing units. The enormous growth and fulfillment of anticipated success caused eventually a natural exodus from patrimonial management system while using the Partex as a springboard that has been held in high respect both at home and abroad for last 50 years for our adherence to values, quality products and business ethics. With the passage of time and advent of business, the pioneering spirit of Partex has been showcased by family generation comprising Mr. Aziz Al-Kaiser, Mr. Aziz Al-Mahmood, Mr. Aziz Al-Masud, Mr. Showkat Aziz Russell & Mr. Rubel Aziz.

Significantly enough, Partex Star Group an offshoot of Partex Group steering business successfully with Mrs. Sultana Hashem at Chairperson and Mr Aziz Al Kaiser as Vice Chairman. Partex Group, steered by Mr Showkat Aziz Russell at the helm, operating in business sectors like communications and information technology, energy, materials, services and consumer products. The major Partex Group manufacturing units are Partex Denim, Amber Cotton Mills Limited, Partex Board Mills Limited, Partex Sugar Mills Limited, Partex Rotor Spinning Mills Limited, Partex Energy Limited and service providing companies are Partex Holdings Limited, Dhakacom Limited. The group has created by and large an employment opportunity of over 25,000 employees as collective work force.

This Report tries modestly to uphold Partex Group recent changes in that it has undergone in its HR practice. As the reader flips through the pages of this Report they will come across changes that have been brought into the staffing, performance appraisal, HRIS, and a respective compilation of general HR activities. In addition to that the Report also gives a sneak peek into Partex Group's history, vision; mission its products and marketing strategies it follows. There are some very important issues like employees compensation management, HR budgeting etc. which could not be included in the Report for confidential issue. But I have tried my level best to work with the most important Human Resource activities, which I have illustrated through the Report.

Table of Contents

Chapter No	Details	Page No
	Letter of Transmittal	i
	Student's Declaration	ii
	Certificate of Supervisor	iii
	Acknowledgement	iv
	Executive Summary	v
Chapter-1 Introduction		**1-4**
1.1	Origin of the Report	2
1.2	Objective of the Report	2
1.3	Methodology of the Report	3
1.4	Scope of the Report	3
1.5	Limitations of the Report	4
Chapter-2 Overview of the Partex Group		**5-13**
2.1	Introduction	6
2.2	History of the Organization	7
2.3	Vision	8
2.4	Mission	8
2.5	The Spirit	9
2.6	Objectives	9
2.7	Client's Committee & Future Program	9
2.8	Future Program	10
2.9	Company Profile	11
2.10	Products	13
2.11	Customer Focused & Innovative	13

Chapter-3 Theoretical Framework		**14-18**
3.1	Human Resource Management	15
3.2	Historical Background of Human Resource Management	15
3.3	Definition HRM	16
3.4	HR Environment	16
3.5	HR Functions	17
3.6	Human Resource Management Objectives	18
Chapter-4 HR Practices of Partex Group		**19-41**
4.1	Human Resource Planning Process	20
4.2	Factors Affecting Recruitment	22
4.3	Steps of a Recruitment Process	23
4.3.1	Recruitment Policy	23
4.3.2	Recruitment Organization	23
4.3.3	Forecast of Manpower	23
4.3.4	Sources of Recruitment	23
4.4	Selection procedure	24
4.5	Training and development	24
4.6	Compensation and Benefits	25
4.7	Performance Appraisal	26
4.8	Promotion	27
4.9	The HR Practices of Partex Group	28
4.10	SWOT analysis of Partex Group	40
Chapter-5 Findings, Recommendations and Conclusion		**42-45**
5.1	Findings	43
5.2	Recommendations	44
5.3	Conclusion	45
	Bibliography	**46**

CHAPTER-1

INTRODUCTION

1.1 Origin of the Report

Present world is changing rapidly to face the challenge of competitive free market economy. To keep pace with the trend, HRM institutes & other organization need executive with modern knowledge. To provide fresh graduate with modern theoretical and professional knowledge in public & private sector such as Bank, Insurance & Manufacturing Company, Department of Business Administration, Sonargaon University (SU) is conducting BBA program. The program requires a practically participated.

To fulfill this requirement, the faculty introduces a report program as an indispensable part of the BBA program. I have learned about the practical human resource application through the internship report programme. I have learned how they conduct their training activities, handle recruitment & selection procedures and apply the related human resource applications.

1.2 Objective of the Report:

The Primary objective of this report is to evaluate the present practices of the HRM of Partex Group. The report has some objectives as:

a) To have a clear view about what is actually happening in the area of HRM o the selected business organization.
b) To collect information and insight about the HRM function of the organization.
c) To relate the theoretical knowledge with the practices.
d) To have an analysis on the HR & Training department of Partex Group.
e) Identify existing issues of HR practices and process or lack of process that will facilitate or hinder the proper practices of HRM.
f) To recommend some suggestions based on findings.

1.3 Methodology of the Report:

This report has been prepared based on both primary and secondary data and analyze systematically.

Sources of data

The report is based on secondary data required from various sources.

Secondary data Sources:

- Annual report
- various books, articles, internal record
- Website
- Branch Training Manuals

1.4 Scope of the Report:

This report is sort of case report, which means it is the illustration of the real scenario of the selected organization. So the scope of this report is limited. The first scope of this report is to have practical experience about how a research is done in the business organizations. The report has the scope to cover different aspects of HRM, which includes HR practices like recruitment, selection, and staffing procedures, selection devices, job analysis, job design, training & management development and compensation and benefit administration. It was part of my academic program to learn HR practices of Partex Group to understand real life scenario of business. Thus, this report does not go into deep of the HRM activities of the selected company, it is beyond this report's scope to make concentrated suggestions or recommendation other than narrating the observation and reach to a conclusion.

1.5 Limitations of the Report:

During groundwork of this report some obstacles have come across, which can be termed as the limitation of the internship report, these reasons did not allow this repot to go in depth of issues hence several parts of the report is not concentrated. Therefore the limitations that were faced:

a) The internal and sensitive information was not found properly from the organization
b) Lack of sufficient time of the HR personnel which did not allow learning about certain issues or practices deeply.
c) Lack of sufficient accessible books and journals about HR practices in the organization.
d) Unavailability of enough relevant records and information.
e) Published information is not up to date.
f) Employees are not allowed to provide in depth information about their practices as the information is confidential.
g) Three months' time is not sufficient to learn practices and procedures of a large organization like Partex Group.

CHAPTER-2

OVERVIEW OF THE PARTEX GROUP

2.1 Introduction

Human Resources Management (HRM) is a new concept. It is a combination of HR, Accounting, Management, Financial Management and Economics. Globalization to would economy has exposed the corporate business organization to worldwide competition, mobilization of professional manpower and modern quantitative management practice. So, there are growing realization cannot achieve its goal effectively and efficiently. To face this complex management challenge, effective objectively measurable database system to measure and apply HRM information.

Now-a-days, in Bangladesh, every year, and huge amount of money and talented HRM are being engaged by corporate to improve the productivity or skills of their workforce across the country. Such huge expenditures are made with the expectation of future returns in terms of improved services to be rendered by skilled employees. In other words, organizations by investing human resources development definitely increase the service potentials embodied in human resources and these investments thus create economic assets for the organizations.

Human resource (or personnel) management, in the sense of getting things done through people, is an essential part of every manager's responsibilities, but many organizations find it advantageous to establish a specialist division to provide an expert service dedicated to ensuring that the human resource function is performed efficiently.

"People are our most valuable asset" is which no member of any senior management team would disagree with. Yet, the reality for many organizations are that their people remain under valued, under trained and under utilized.

The rate of change facing organizations has never been greater and organizations must absorb and manage change at a much faster rate than in the past. In order to implement a successful business strategy to face this challenge, organizations, large or small, must ensure that they have the right people capable of delivering the strategy.

There is a long-standing argument about where HR-related functions should be organized into large organizations, "should HR be in the Organization Development department or the other way around?"

The HRM function and HRD profession have undergone tremendous change over the past 20-30 years. Many years ago, large organizations looked to the "Personnel Department," mostly to manage the paperwork around hiring and paying people.

More recently, organizations consider the "HR Department" as playing a major role in staffing, training and helping to manage people so that people and the organization are performing at maximum capability in a highly fulfilling manner.

2.2 History of Partex Group

Partex Group is among the large Bangladesh private sector manufacturing and service based enterprises, owning and operating over twenty units giving value for money to all customers.

The group started modestly in 1959 in tobacco trading and with prudent entrepreneurship of our Founder Chairman Mr. M.A. Hashem today we have a stake in tobacco, food, water, soft drinks, steel container, edible oil, wooden board, furniture, cotton yarn and the IT sector. After Bangladesh was established our Chairman set up M/S Hashem Corporation (Pvt) Ltd. in Chittagong city meeting the large demand of food and materials needed for sustaining the needs of a new nation through imports. From importing to import substitution was the next logical step and the stepping stone into the manufacturing sector, which has matured to the multi million dollar diverse investment of the Partex Group today.

A dedicated work force and committed board members led by our Chairman and backed by a market oriented corporate strategy has been the cornerstone of our success. Today the group has over twenty family owned private limited companies with a sizable turnover. Ours is a dynamic organization always exploring new ideas and avenues to expand and grow further.

Long before environment came to dominate the development agenda. Star Particle Board Mills in the sixties pioneered an eco-friendly industry to reduce pressure on our scarce forest recourses. It is a unique combination of environmental protection and commerce; belaying most doomsayers who claim the two to be at odds. The one score and ten year successful perpetuation of our timber substitute products not only speak volumes of the foresight of Partex's founders.

They make particle board from agro-waste, mostly jute stalks, and ensure greater value to the jute growers of Bangladesh. Products are processed using modern technology to produce homogenous and strong particle board that can withstand seasonal change and are free from termite and fungal attack. These particle boards go on to produce veneered boards of various design and texture. Also door panels both

plains and decorative in various finishes and sizes. In addition their produce special furniture boards, stylish furniture and even various plywood on our range of products. Beside, in house and outside training, recruits business graduates from reputed universities as management training for mainstream banking to enrich quality of human resources contributing towards operations effective and long-term sustainable results.

2.3 Vision

The Sky is not the limit for us, but their expectation is within limits. Therefore, their imagination soars beyond conventional barriers. Partex Group share or destiny with their beloved motherland. They want to serve her in the greater quest for national uplift.

2.4 Mission

To sincere traveler, the way is never too long. Partex Group believes in "progress in diversity and service through entrepreneur". They are merchants and missionaries, doers and dreamers, entrepreneurs and professionals. They are futuristic with emphasis on creating thinking and dynamic action.

- High quality financial services with the help the latest technology.
- Fast and accurate customer services
- Balance growth strategy
- High standard business ethics
- Steady return on share holders equity.
- Innovative banking at a competitive price.
- Attract and retain quality human resource.
- Firm commitment to the society and the growth of national economy.

2.5 The Spirit

Enterprise is Partex Group's spirit. Partex Group manufactures superior import-substitute consumer and industrial products. Their cutting edge precision leads to greater public utility and hygiene, with a great care for the environment and human inhabitation. It is the very ingredient that gives their organization the integrity upon which their reputation is built and we zealously guard it everyday.

Many a thousand minds of their group contributed to their gathered knowledge to keep the wheels rolling that in turn leads them to goal. This cumulative strength of knowledge is required, today, to find new solutions for the manifold problems of fast-changing economic cultural and ecological milieu.

2.6 Objectives:

Partex Group is a customer focused modern banking institution thriving fast in both earning and ability to stand out as a leading banking institution in Bangladesh. They deliver unparalleled financial services with the touch of heart to Retail, Small and Medium Scale Enterprises (SMEs), corporate, institutional and governmental clients through the outlets of branches across the country. Their business initiatives center on the emerging need of the clients.

2.7 Partex Groups' Client Commitments are the following:

- Provided services with high degree of professionalism and use of most modern technology.
- Create life-long relationship based on mutual trust and respect.
- Respond to customer needs with speed and accuracy.
- Share their values and beliefs
- Grow as their customer grows.
- Offer first rated solutions of client's problems and issues.
- Provide products and services at competitive pricing.
- Ensure safety and security of customer's valuables in trust with them.

2.8 Future Program:

The program and strategy and Partex Group have undertaken with their strengthened positioned and design to create a based from which growing and sustainable profit can be generated. They are now well positioned to exploit opportunities that arise from their own progressive activities and then the market offered. They intend to pursue strategy that will built value for their shareholders. They main focuses in 2005 will be on:

- Doubling the profit
- Sound financial management
- Pursue innovation in our product offering.
- Expand and diversified customer base.
- New product introduction leading to competitive advantage.
- Improved efficiency.
- Up – gradation of on-line banking
- Establishing new profit center
- High level of customer services
- Stronger and diversified relationship with customer
- Expansion of network
- To be employers and choices
- Stable dividend for shareholders
- Contribution to the national exchequer and for social works and many others.

2.9 Company Profile

Name of the Company	**Partex Group**
Date of Establishment	1962
Name of the Chairman	Mr. M. A. Hashem
Industries & Trade Concerned	17
Number of Group Business	20
Target Turnover	US $160 million (2000-2001)
Estimated Growth Rate	15% per annum
Net Worth at Current Market Price	US $150 million
Distributor around the Nation	Over 350
Products are Available Outlets	Over 45,000
Number of Employees	Over 7,000.

Group Management

Mr. M. A. Hashem	Chairman
Mr. Aziz Al-Kaiser	Vice Chairman
Mrs. Sultana Hashem	Director
Mr. Aziz Al-Mahmood	Director
Mr. Aziz Al-Masud	Director
Mr. Showkat Aziz Russell	Director
Mr. Rubel Aziz	Director

Corporate Office:

Sena Kalyan Bhaban (16 fl)

195 Motijheel C/A, Dhaka 1000,

BANGLADESH

Phone: 880.2.955.0555

Fax: 880.2.955.6515

E-mail: mail@partex.net

Group Enterprises

Star Particle Board Mills Ltd.	Danish Condensed Milk Bangladesh Ltd.
Danish Food Products	Danish Milk Bangladesh Ltd.
Amber Pulp and Paper Mills Ltd.	Partex Beverage Ltd.
Parterx Furniture Industries Ltd.	Danish Distribution Network Ltd
Partex Plastics Limited.	Rubel Steel Mills Ltd.
Partex Real Estate Ltd.	Star Vegetable Oil Mills Limited
Star Coconut Mills Limited	Dhakacom Ltd. (ISP)
Corvee Maritime Co. Ltd.	Fotoroma Ltd.
Ferrotechnic Limited	Hashem Corporation (Pvt.) Ltd.
Partex Limited	

2.10 Products:

Boards	Doors
Plain Board	Plain Door
Veneered Board	Classic Design
Viniyl Board	Band Design
Plywood	Flexible Band
Melamine Faced Chip Board	Panel Design
	HDF Moulded
	Wooden
	Door Frame

2.11 Customer Focused & Innovative

Partex Group believes their success depends on customers. Thus, their primary value is fulfillment of customer's needs. Their manner of achieving this success is to include value for money,

Integrity

Partex Group is committed to conduct their business in such a way that demonstrates highest ethical standards. They believe integrity is our imperative utility to succeed in what they do.

Quality Policy

1. To produce goods as per customers satisfaction.
2. To select employees on the basis of qualification.
3. To keep hygienic conditions in the factory.
4. To ensure the health of the workers.
5. Continuous improvement in the quality management system

CHAPTER-3

THEORETICAL FRAMEWORK

3.1 Human Resource Management

Human Resource Management (HRM) is the function within an organization that focuses on recruitment of, management of, and providing direction for the people who work in the organization. Human Resource Management can also be performed by line managers.

Human Resource Management is the organizational function that deals with issues related to people such as compensation, hiring, performance management, organization development, safety, wellness, benefits, employee motivation, communication, administration, and training.

The theoretical discipline is based primarily on the assumption that employees are individuals with varying goals and needs, and as such should not be thought of as basic business resources, such as trucks and filing cabinets. The field takes a positive view of workers, assuming that virtually all wish to contribute to the enterprise productively, and that the main obstacles to their endeavors are lack of knowledge, insufficient training, and failures of process.

Human Resource Management (HRM) is seen by practitioners in the field as a more innovative view of workplace management than the traditional approach. Its techniques force the managers of an enterprise to express their goals with specificity so that they can be understood and undertaken by the workforce and to provide the resources needed for them to successfully accomplish their assignments. As such, HRM techniques, when properly practiced, are expressive of the goals and operating practices of the enterprise overall. HRM is also seen by many to have a key role in risk reduction within organizations.

3.2 Historical Background of Human Resource Management

Human resource management has its roots in the late and early 1900's. When there are less labor then there are more working with machinery. The scientific management movement began. This movement was started by **Frederick Taylor** when he wrote about it a book titled **'The Principles of Scientific Management'**. The book stated, **"The principal object of management should be to secure the maximum prosperity for the employer, coupled with the maximum prosperity for each employee."** Taylor believed that the management should use the techniques used by scientist to research and test work skills to improve the efficiency of the workforce. Also around the same time came the industrial welfare movement. This was usually a voluntary effort by employers to improve the conditions in their factories. The effort also extended into the employee's life outside of the work place. The employer would try to provide assistance to employees to purchase a home, medical care, or assistance for education. The human relations movement is the major influence of the modern human resource management. The movement focused on how employees group behavior and how employee feelings. This movement was influenced by the Hawthorne Studies**.**

3.3 Definition of HRM

Human resource management (HRM) is the 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 the objectives of the business .The terms "human resource management" and "human resource" (HR) have largely replaced the term " personnel management as a description of the processes involved in managing people in organizations. In simple words, HRM means employing people, developing their capacities, utilizing, maintaining and compensating their services in tune with the job and organizational requirement.

3.4 HR Environment

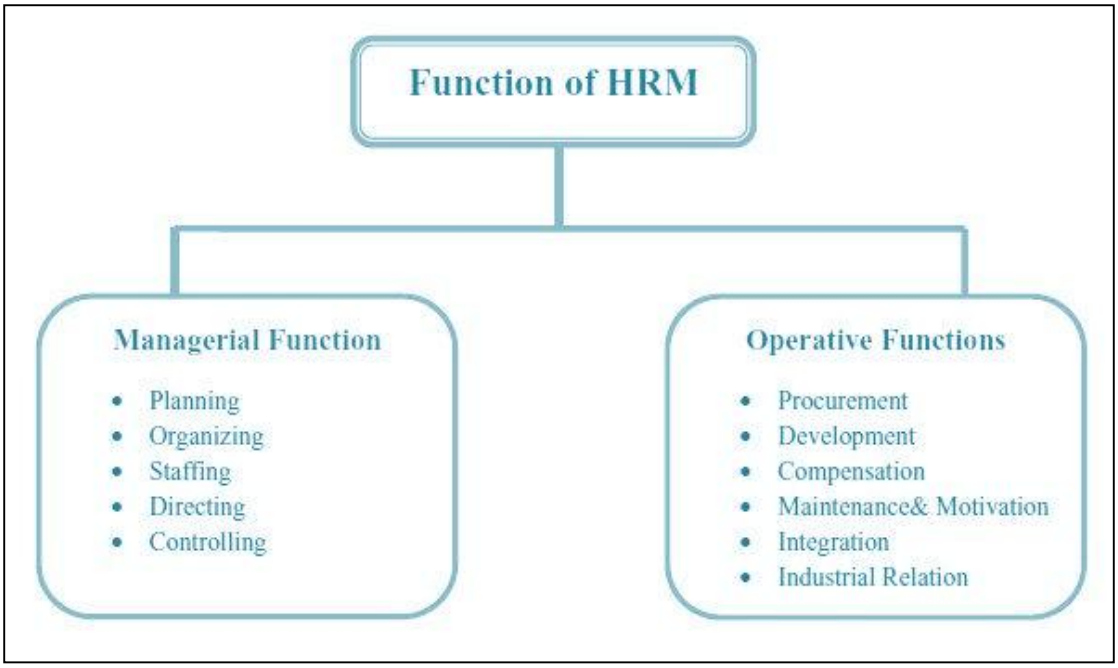
The successful implementation of knowledge management can provide the capability to understand the market, accurately assess the customers' needs, and turn them into products and services by integrating organizational resources. Since organization's knowledge is personal, building of organizational knowledge is unthinkable without employees. This report has two objectives. One is to identify differences between the perceived importance and the actual importance attributes for successful implementation. The other is to develop and empirically examine the knowledge supportive human resource (HR) factors affecting the success. From the results of statistical analysis, important generalizations are suggested Attributes with lower degree of perceived importance were implemented less frequently and Top Management Support is a critical factor for success.

3.5 HRM Functions

HRM functions are carried out by the HR managers to fulfill the goals and objectives of the organization. HR managers perform two sets of functions, namely managerial functions and operative functions. The managerial functions are the basic functions performed by the HR managers in their capacity as managers or heads of their own departments. In fact, all managers, irrespective of their departments, perform these functions. The operative functions, on the other hand, are specialized activities performed exclusively by the HR managers, usually for all the departments.

- Recruitment, selection, and on boarding (resourcing)
- Organizational design and development
- Business transformation and change management
- Performance, conduct and behavior management
- Industrial and employee relations
- Human resources (workforce) analysis and workforce personnel data management
- Compensation, rewards, and benefits management
- Training and development (learning management)

Implementation of such policies, processes or standards may be directly managed by the HR function itself, or the function may indirectly supervise the implementation of such activities by managers, other business functions or via third-party external partner organizations.



3.6 Human Resource Management Objectives

- To help the organization reach its goals.
- To ensure effective utilization and maximum development of human resources.
- To ensure respect for human beings. To identify and satisfy the needs of individuals.
- To ensure reconciliation of individual goals with those of the organization.
- To achieve and maintain high morale among employees.
- To provide the organization with well-trained and well-motivated employees.
- To increase to the fullest the employee's job satisfaction and self-actualization.
- To develop and maintain a quality of work life.
- To be ethically and socially responsive to the needs of society.
- To develop overall personality of each employee in its multidimensional aspect.
- To enhance employee's capabilities to perform the present job.
- To equip the employees with precision and clarity in transaction of business.
- To inculcate the sense of team spirit, team work and inter-team collaboration.

CHAPTER-4

HRM PRACTICES OF PARTEX GROUP

4.1 Human Resource Planning Process

Human resource planning is a process through which the company anticipates future business and environmental forces. Human resources planning assess the manpower requirement for future period of time. It attempts to provide sufficient manpower required to perform organizational activities. HR planning is a continuous process which starts with identification of HR objectives, move through analysis of manpower resources and ends at appraisal of HR planning. Following are the major steps involved in human resource planning:

Assessing Human Resources

The assessment of HR begins with environmental analysis, under which the external (PEST) and internal (objectives, resources and structure) are analyzed to assess the currently available HR inventory level. After the analysis of external and internal forces of the organization, it will be easier for HR manager to find out the internal strengths as well as weakness of the organization in one hand and opportunities and threats on the other. Moreover, it includes an inventory of the workers and skills already available within the organization and a comprehensive job analysis.

Demand Forecasting

HR forecasting is the process of estimating demand for and supply of HR in an organization. Demand forecasting is a process of determining future needs for HR in terms of quantity and quality. It is done to meet the future personnel requirements of the organization to achieve the desired level of output. Future human resource can be estimated with the help of the organization's current human resource situation and analysis of organizational plans and procedures. It will be necessary to perform a year-by-year analysis for every significant level and type

Supply Forecasting

Supply is another side of human resource assessment. It is concerned with the estimation of supply of manpower given the analysis of current resource and future availability of human resource in the organization. It estimates the future sources of HR that are likely to be available from within an outside the organization. Internal source includes promotion, transfer, job enlargement and enrichment, whereas external source includes recruitment of fresh candidates who are capable of performing well in the organization.

Matching Demand and Supply

It is another step of human resource planning. It is concerned with bringing the forecast of future demand and supply of HR. The matching process refers to bring demand and supply in an equilibrium position so that shortages and over staffing position will be solved. In case of shortages an organization has to hire more required number of employees. Conversely, in the case of over staffing it has to reduce the level of existing employment. Hence, it is concluded that this matching process gives knowledge about requirements and sources of HR.

Action Plan

It is the last phase of human resource planning which is concerned with surplus and shortages of human resource. Under it, the HR plan is executed through the designation of different HR activities. The major activities which are required to execute the HR plan are recruitment, selection, placement, training and development, socialization etc. Finally, this step is followed by control and evaluation of performance of HR to check whether the HR planning matches the HR objectives and policies.

Recruitment and Selection

Recruitment is a process of locating individuals with sufficient qualification & number and encourages them to apply for jobs. From other perspective it is a process of identifying and hiring the best-qualified candidate for a job vacancy, in a most timely and cost-effective manner.

According to ***Edwin B. Flippo,*** "Recruitment is the process of searching the candidates for employment and stimulating them to apply for jobs in the organization".

According to ***Robins,*** "The ideal recruitment effort will attract a large no of qualified applicants who will take the job if it is offered. A good recruiting program should attract the qualified & not attract the unqualified. This dual objective will minimize the cost of processing unqualified candidates".

So recruitment is a continuous process whereby the firm attempts to develop a pool of qualified applicants for the future human resources needs even though specific vacancies do not exist. Usually the process begins when new recruits are sought & ends when their applications are submitted.

4.2 Factors Affecting Recruitment

- The size of the organization.
- The employment conditions in the community where the organization is located.
- The effects of past recruiting efforts which show the organization's ability to locate and retain the good performing people.
- Working conditions, salary and benefit packages offered by the organization.
- Rate of growth of the organization.
- The future expansion and production programs.
- Cultural, economic and legal factors.

⇒ **Internal Factors**

- Recruitment policy of the organization
- Human resource planning strategy of the company
- Size of the organization and number of people employed
- Cost involved in recruiting employees
- Growth and expansion plans of the organization

⇒ **External Factors**

- Supply and demand of specific skills in the labor market.
- Political and legal factors like reservations of jobs for specific sections of society etc
- The job seekers image perception of the company.

4.3 Steps of a Recruitment Process

Five elements are recruitment process is elaborated below:

4.3.1 Recruitment Policy

It defines the objective of the recruitment and also provides a framework for the implementation of the recruitment program. The policy should be based upon corporate goals and needs. The criteria for selection and preferences should include merit and suitability.

4.3.2 Recruitment Organization

It is necessary to centralize the recruitment and selection function in a single office. This will bring about maximum efficiency and success in hiring. This centralized office is known as the Employee Office or the Recruitment Section.

4.3.3 Forecast of Manpower

This usually specifies

- Jobs or Operations for which the person should be available.
- Duration of their employment.
- Salary to be offered & terms of the employment
- Necessary qualification and experience

4.3.4 Sources of Recruitment

There can be two kinds of sources for recruitment. The possible recruiting methods can be divided into three categories:

- Direct: In this method, recruiters visit colleges and technical schools, e.g. Infosys, the Tata Group, Accenture, IBM, Siemens and several other companies maintain continuous relationship with institutions to hire students for responsible positions.
- Indirect: This involves advertising in newspaper, radio, T.V., journals etc. Advertising can be very effective if its media is properly chosen.
- Third Party Methods: This include use of commercial or private employment agencies, placement officials of schools, recruitment firms etc.

4.4 Selection Procedure

The Main Objective of a selection procedure is to determine whether an applicant meets the qualification for a specific job, and then to choose the applicant who is most likely to perform well in that job.

The entire process of selection begins with an initial screening interview and concludes with a final employment decision. When a selection policy is formulated, organizational requirement like technical and professional dimensions are kept in mind.

- Reception of applications or preliminary screening
- Application bank that gives a detail about the applicant's background and life history
- A well conducted interview to explore the applicant's background
- The physical examination
- Psychological testing that gives an objective look at a candidate’s suitability for that job
- Application bank that gives a detail about the applicant's background and life .
- A reference check
- Final Selection approved by the manager
- Communication of the decision to the candidate.

4.5 Training and Development

At the organizational level, a successful Human Resources Development program prepares the individual to undertake a higher level of work, "organized learning over a given period of time, to provide the possibility of performance change" (Nadler 1984). In these settings, Human Resources Development is the framework that focuses on the organizations competencies at the first stage, training, and then developing the employee, through education, to satisfy the organizations long-term needs and the individuals’ career goals and employee value to their present and future employers. Human Resources Development can be defined simply as developing the most important section of any business, its human resource, by attaining or upgrading employee skills and attitudes at all levels to maximize enterprise effectiveness. The people within an organization are its human resource. Human Resources Development from a business perspective is not entirely focused on the individual's

growth and development, "development occurs to enhance the organization's value, not solely for individual improvement. Individual education and development is a tool and a means to an end, not the end goal itself" (Elwood F. Holton II, James W. Trott Jr). The broader concept of national and more strategic attention to the development of human resources is beginning to emerge as newly independent countries face strong competition for their skilled professionals and the accompanying brain drain they experience.

4.6 Compensation and Benefits

The compensation and benefits processes belong to most important HR Processes, which are critical for the organization and modern HR organization. The compensation and benefits is about managing the personnel expenses budget, setting the performance standards, setting the transparent compensation policies and introducing the competitive benefits for employees. The organization with effective compensation and benefits drives its personnel costs, manages the performance of employees and rewards the extraordinary performance.

Compensation and Benefits Role

The compensation and benefits processes introduce the transparency into Human Resources and rewarding employees for the achieved performance. The compensation and benefits provides the managers with the compensation tools to build a difference among employees as the high performance corporate culture can be built in the organization.

The compensation and benefits department monitors the external job market and optimizes the personnel expenses budget of the organization. The compensation and benefits defines the compensation strategy, sets the transparent and simple compensation policy and defines the general rules for the extraordinary payments, bonus schemes applied in the organization and introduces general other compensation policies like the Relocation Policy, Short-Term Assignment Policies, Benefit Car Policies and other.

4.7 Performance Appraisal

Performance Appraisals is the assessment of individual's performance in a systematic way. It is a developmental tool used for all round development of the employee and the organization. The performance is measured against such factors as job knowledge, quality and quantity of output, initiative, leadership abilities, supervision, dependability, co-operation, judgment, versatility and health. Assessment should be confined to past as well as potential performance also. The second definition is more focused on behaviors as a part of assessment because behaviors do affect job results.

Objectives of Performance Appraisals

- Promotions
- Confirmations
- Training and Development
- Compensation reviews
- Competency building
- Improve communication
- Evaluation of HR Programs
- Feedback & Grievances

Performance Appraisal Process

- Job expectations establishment
- Design an appraisal program
- Appraise the performance
- Performance Interview
- Use data for appropriate purposes
- Identify opportunities variables
- Using social processes, physical processes human and computer assistance.

4.8 Promotion

Promotion is defined as a movement to a position in which responsibilities and prestige are increased. Promotion satisfies the needs of human beings in the organization. Since the promotion depends upon capabilities and good performance, people will try for that if the venues for promotion exit. We also mean that refers to the filling of a vacancy at an upper level of the organization by the internal movement of a present employee from an immediate lower level, the new position having higher pay, status and job conditions as compared with the old. Very simply promotion is a higher position at a higher level from people within the organization itself.

Objectives of Promotion

- Reward of good employee.
- Recognition of outstanding achievements.
- Meet the career objective of an employee
- Meet the organizational objective by utilizing special skill and knowledge gained through T & D
- Attract and retain right talents in the organization.
- Improve morale, motivation and, job satisfaction of employees.
- Empowerment of employees through competence, interest and commitment.

4.9 The HRM Practices of Partex Group

Partex Group is the one of the biggest company in Bangladesh with many outlets around the country. Behind the fashion house/lifestyle store Partex Group has a corporate office and branches. Partex Group has been employing a huge number of employees from all over the country and in some cases overseas employees. Here is the organogram of Partex Group to have a look on the positions of the employees who are involved in different Human Resource activities:

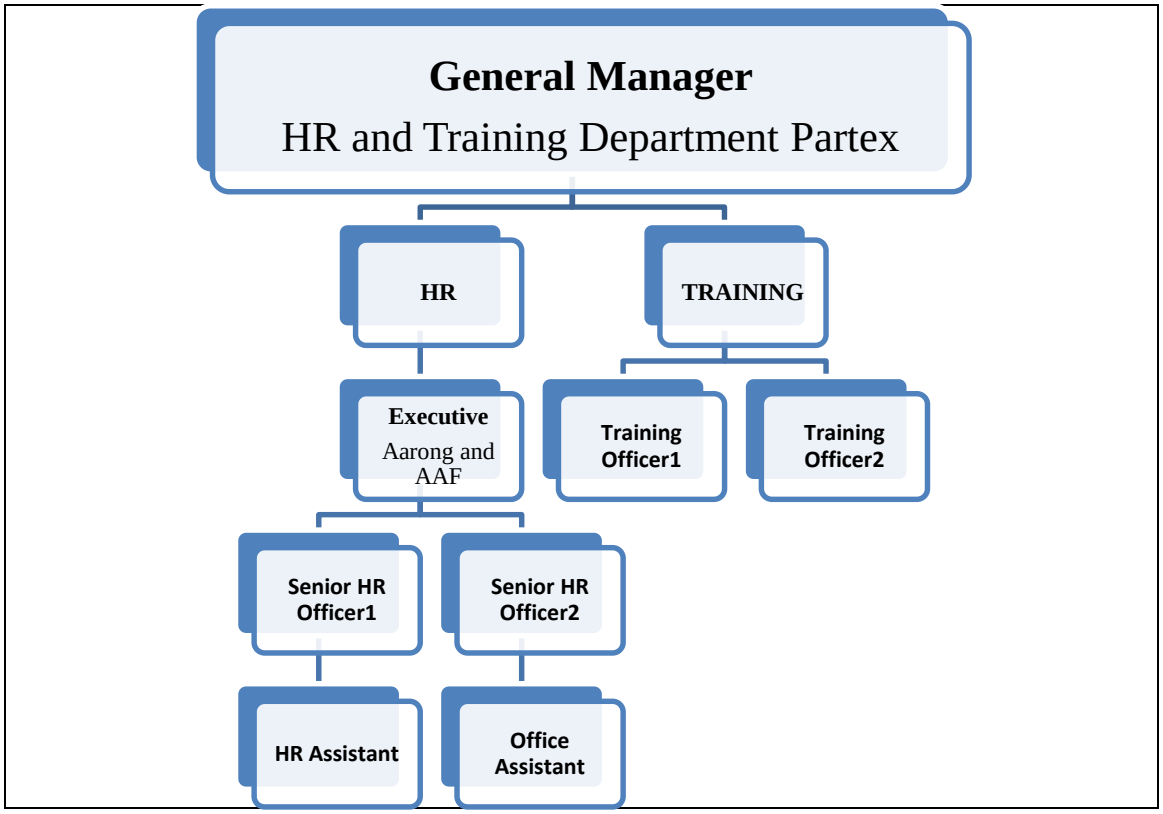


Figure 4.9.1: Organogram of HR & Training

During my report it was not possible to go through all the HR practices of Partex Group in depth. There are several field that I had opportunity to work in depth. Practices like recruitment, leave management, salary management and performance appraisal etc.

The HR Practices of Partex Group are as follows:

1. Recruitment and selection Process
2. Confirmation
3. Promotion
4. Transfer
5. Dismissal
6. Leave Management
7. Salary Management
8. Training
9. Orientation or induction:
10. Performance appraisal
11. Resignation
12. Retirement

During my report it was not possible to go through all the HR practices of Partex Group in depth. There are several field that I had opportunity to work in depth. Practices like recruitment, leave management, salary management and performance appraisal etc.

1. Recruitment and selection Process:

Selecting and recruiting good employees for an organization is indeed one of the most crucial and critical aspects of running an organization as the decisions so taken to this respect can take the organization to the heights of success. In this respect, it must be borne in mind that each individual has a valuable contribution, irrespective of the position or status of the employee in respective organization.

Staffing is the process of recruiting applicants and selecting prospective employees it is known as the key strategic are of Human Resource Management. Stated that an organization's performance is a direct result of the individuals it employs. The specific strategies used and decisions made in staffing process will directly impact an organization's success or lack thereof.

Planning for recruitment and selection:

The aim of the policy and procedures is to support the recruitment and selection of people with necessary ability, skills, qualification and competencies to contribute effectively to delivery of Partex Group.

Recruitment and Selection Strategy:

As Partex Group has huge number of employees all around the country, they recruit different types of employees based on the nature of the jobs. Partex Group recruits five types of employees, these are

- Regular
- Part time
- Temporary
- Contractual
- Interport report based

Regular employee:

Regular employees work five days a week from Sunday to Thursday, starting from 8.30 am to 5.15 pm. These employees will receive the entire compensation program (bonus, increment, overtime and insurance) and every other facility that are given by the organization.

Part-time employees:

Part- time employees are those who does not work on the regular working hours, they are given the facility of flexible work hours. Part time employees are recruited for the outlets for example sales associates, store helper, guards etc. They are not given the facilities of the regular employees. However they will be given some facilities based on the contracts they have with the organization.

Temporary employee:

Partex Group recruits temporary employees for different purposes. Some times when a position is vacant and the recruitment might take long to fill in that's when Partex Group goes for recruiting temporary employees. Temporary employees may work full time or part-time. The temporary sales associates for Ramadan work as part timer. On the other hand temporary employees for documentation work as long as full timer in Partex Group.

Contractual employee:

Contractual employees are hired to work on certain internship reports or for a certain period of time. The sales associates for the Ramadan are under contract of one month whereas the interns have three months of contracts in Partex Group. However depending on the nature of the job the organization may extend their contract with employees.

Internship report based employee:

Internship report based employees are hired for specific internship reports. The organization make contract with them to work on a certain internship report. To open new outlets in Mirpur and Uttara Partex Group hired interior designers to design new outlets is under internship report based employment.

Recruitment method:

Partex Group recruits its employee's mostly on viva voce and they do not take any written examination of the candidates. But the interviews are conducted by several steps, which are, in first round if someone qualifies the interview then they are selected for the second round of the interview. These types of interviews are arranged for officer, executive and managerial level. But for the technical posts like IT department computer literacy is tested. But recently Partex Group has stated taking written examination on computer for finance and accounts department and also for other departments as well. Only In case of design studio the applicants has to present their portfolio.

Requisition for Staff:

In the beginning of the year all the departments' head send their requisition in a fixed form to the HR department estimating the requirement of new staff for the whole year in their respective department, then HR collects the approval of the director. HRD would make yearly plan to recruit staff on the basis of the received approved requisition. According to the organizational chart, it is previously determined how many people are required to run a particular department or to do a specific kind of job. So with the resignation of an employee respective department needs to get approval for a new position, it forwards the form to HRD along with the detail particulars like educational level, experience, interpersonal skills and other skills that the job required of the deserving candidate.

Check and Verify organizational Chart:

Once the HR department receives an approved job requisition, it is the foremost duty of the HR departments to check and verify the approval with the organizational chart. Next, the manager of HR prepares the job watch, which is to circulate for job announcement. This job watch contains job responsibility, objectives, number of vacancies of the department, educational background of the candidate, working experience and other interpersonal skills. The job watch basically asks the potential candidate to send their CV if they qualify the minimum qualification level.

Sources of Recruitment:

There are two kinds of sources Partex Group uses for recruitment. They are

- Internal source
- External source

Internal source:

Partex Group think that current employees are a major source of recruits for all but entry level positions. Whether for promotions or for lateral job transfer , internal candidates already know the informal organization and have detailed information about its formal policies and procedures. Promotions and transfer are typically decided by responsible department with involvement by HR department.

Employee references/ recommendation:

Employee reference has universal application. Lower level and mid-level positions can, and often are filled by the recommendation of a current employee. In higher level positions it is more likely referral will be a professional acquaintance rather than a friend with whom the recommender has close social contacts. In jobs where specialized expertise is important, and where employees participate in professional organizations that foster the development of the expertise, it can be expected that current employees will be acquainted with or know about individuals they think would make excellent contribution to the organization.

External sources:

Partex Group believe in innovative inspiration so HR department use to look outside of the organization for applicants. The external source starts with the job advertisement on different media.

Job Advertisement:

Partex Group gives their advertisement mostly on the major newspapers and internet to collect applicants for all the departments and posts. Through the advertisement they declare the posts of the jobs and the job description which includes duties and responsibilities along they also mention the facilities Partex Group provides. In the advertisement they mention the required qualification of the applicants, age and experience etc. Partex Group considers effectiveness before giving the advertisement. They advertise themselves in a manner which serves them the most. For example, for the posts from officers to managers they give advertisement on the major newspapers and also internet and temporary/ part time post like sales associates are advertised on the outlets.

Collecting & Screening:

After the advertisement for a particular job the HR department starts collecting the bio data. The bio data are collected from sources, for example the bio data dropped in the application box in the head office are collected, online applications are downloaded and printed, some are collected from the outlets by post and some are through references. After collecting the applicants' bio data the qualifications, experience and age are matched. The applicants are selected and prioritized based on their education such as applicants from reputed universities and year of experience they possess. While screening them qualified applicants for the specified jobs are found, but sometimes applicants with fewer years of experience are kept separately. And some time these candidates' bio data are used when there is lack of candidates for interview.

Short listing the potential Applicants:

After going through the bio data that matches the qualifications, applicants who are well qualified for the positions have to be put on a short list. Following completion of short listing process, HR personnel should give them priority in calling for interviews.

Schedule and arrange the interview:

After short listing the bio data, the arrangement of the interview starts. The short listed candidates are to be called and they should be well informed about the interview method, date, time and venue etc.

For these responsible personnel has to make a schedule for interview. HR manager and respective departments' managers, sometimes program head altogether decides a convenient time for the interview. After scheduling the applicants are informed of the time date venue of the interviews and if appropriate, be asked to bring photographs for further identification.

Conduct interview:

Interviews must be fair, objective and structures to allow the maximum amount of information to be obtained from the applicants. The person specification and outline job description should form the basic questioning .which should be relevant to the recruitment of the post.

In the interview panel there are two personnel from Partex Group Partex Group most of the time, one person from the HR department and another person should be from other department. For example recruiting a marketing officer the representative from the HR department is either a senior HR officer or an executive and the other interviewer in this case would be marketing head or marketing manager. In the interview panel the judges are given an interviewer appraisal form to keep the record of applicants' personal attributes and their educational and professional qualification. From officer and above there are two rounds of interviews taken. The candidates selected from the first round interview are to be interviewed by the director of Partex Group.

Compile interview results:

At this stage HR compiles the interview results. In order to compile the result, average score of the interview is calculated. Usually, the candidate that matches with hiring departments requirements is called for the second round of interview. After the interviews the candidates are selected by analyzing their qualifications by the director mostly and then it is the responsibility of HR to inform applicants about the result. But for but for entry level jobs it is the responsibility of an HR officer to finalize the selection.

Background Check/ candidates' verification:

The selected candidates will provide copies of their educational and professional certificates ant the HR department will make arrangement for verifying these records by calling their references checking the copies of certificates with the original ones.

Inform the selected candidate:

After verification of the papers submitted by the candidates, HR department will call them for further formalities that are to be carried out like negotiation of salary, confirmation of joining date, fitness certificate, releasing order etc.

Appointment:

After completion of the introductory training sessions, the candidates are asked to come with their certificates, releasing order from previous employer, experience certificate, reference letter etc. The regular employees are required to fill-up several forms on the day of their appointment. These are

- Personal information form
- Insurance form
- Joining form

The new employees are provided PIN which is the individual identification number assigned to every employees. The copy of certificate , releasing order, photocopy of national I"D, reference letter and two recent color photographs are kept in a new file with the name, PIN, designation and joining date of the employee. Later these information are input the Human resource management software (HRMS) of Partex Group.

2. Confirmation

One of the performance appraisal is confirmation. If one staffs performance is satisfactory, he/she will confirm after one year after performance evaluation. And in case of sale associates he/she will confirmed after six months for satisfying performance. Sometimes it is seen that the evaluators do not evaluate properly or they do not fill up the performance evaluation form in a proper way. So the confirmation of staffs becomes late. Sometimes it takes 17/18 months to be a confirmed worker.

3. Promotion

Appointment to a position requiring a higher qualifications such as greater skill or longer experience and involving a higher level of responsibility, a higher rate of pay and a little change is considered a promotion and will be classified as such in all

personnel documents , promotions will will be made with regard to the race , color, sex, religion, age, ethnic origin, or disability of the employee.

4. Transfer

In Partex Group it is seemed that staffs are transferred from one area to another. The staffs who has been transferred might not be eager to move from the area in which he is not currently working. Sometimes it seemed that the family of the staffs is living in one area and he has been transferred in another. In that situation the staffs is forced to go in the new workplace whether he want to work there or not.

5. Dismissal

Dismissal of Partex Group is the termination of employment by an employer against the will of the employee. Though such a decision can be made by an employer for a variety of reasons, ranging from an economic downturn to performance-related problems on the part of the employee, being fired has a strong stigma in many cultures. To be dismissed, as opposed to quitting voluntarily (or being laid off), is often perceived as being the employee's fault. Finding new employment may often be difficult after being fired, particularly if there is a history of being fired from previous jobs, if the reason for firing is for some serious infraction, or the employee did not hold the job very long. Job seekers will often not mention jobs that they were fired from on their resumes; accordingly, unexplained gaps in employment are often regarded as a red flag

6. Leave management

Partex Group **HRMS Leave Management** platform ensures corporate HR to set up a fair & employee friendly leave policy. Once again Partex Group has crafted a beautiful leave management module from its development unit.

'Partex Group HR community' loves the flexibility of the leave module. The leave patterns analysis report helps HR to constantly evolve its leave policy aligning to employee and business needs. This allows the employee to enjoy leave privileges without disturbing productivity of work. It also ensures labour law compliances.

7. Salary management

Salary management system in Partex Group is well organized and standard, Employee within the organization of Partex Group are satisfied for their proper salary distribution, according to the employee work they get their right salary.

8. Training:

Training department of Partex Group is a part of Human Resource department. Training personnel are responsible for all the necessary training sessions for the new employees. As they are to be acquainted with the new organization, working environment, people and job responsibilities. The training officers train the new employees to be introduced with the job and organization and make sure they are able to perform effectively. As the training section is very small and yet they are responsible for training employees all over the country, the training session lasts for one day. In mid-level and higher positions the employee gets on the job training. But positions like Sales associate, store helper and maintenance workers are mostly trained about their job.

9. Orientation or induction:

Generally the HR department arranges employee's orientation or induction which provides new employees with basic background information about the organization, information they need to perform their job, their job description or so on. It is called a socialization process. it helps to cope with new environment very easily and it minimizes reality shock.

10. Performance Appraisal System:

Performance appraisal system is defined as a systematic process of performance planning, organizing, monitoring, appraising, and guiding & rewarding individual employee's performance by using standard tools. This is a formal management process being conducted through participation. The system does not merely represent an annual event rather it represents a systematic processed viewed from the standpoint of total perspective. The essence of performance appraisal system is that the employee's perform the best of their abilities to attain individual standard and achieve the organization goals.

Partex Group has a performance appraisal system closely similar to an amalgamation of "Behavioral anchored ratings scale (BARS)" and "key performance indicator (KPI)" performance Appraisal mechanism. The present performance is done using:

a) Appraisal by Achievement against certain behavior

b) Competence profile in current job, which includes rating or leadership quality, resource management, business development, communicative etc.

The organization views the system as year round process. Every employee at Partex Group is being evaluated once in a year. And employees are evaluated when their

working period is more than six month. Partex Group has three types of performance appraisal form, these are – top level, mid-level and entry level, as all the employees cannot be evaluated in same manner.

The reason for having the performance appraisal system is to evaluate them from different aspects and find out their strengths and weakness and provide them chances to improve them in order to perform more effectively. There are different component of the performance appraisal system namely performance planning, performance monitoring and performance development and annual appraisal each of those are inter related and integrated with each other having several sub- component under each of those components.

The Annual performance Appraisal format:

In this report, focus has been given on the performance appraisal system of the management executive. The elements of the performance appraisal form are

a) Performance planning

b) Career growth & development

c) Performance competences

d) Overall performance evaluation

e) Review and comment by appraiser, appraisers' manager and appraise her/himself.

In Partex Group has four types of Performance Appraisal formats, Form-A, for top level employees, PA Form- B, for mid-level employees, PA Form-C, for lower level employees, and the last one is Performance Appraisal for Sales Associates.

11. Resignation

When irrespective of the reasons behind an employee's resignation, that the process is facilitated effectively and that the employee is handled with respect. Failure to do this creates a negative and unprofessional image of the Partex Group. At first when employee creates irrespective work, This time HR department caution him about this. If second time employee creates this type of work again this time company take action to resign him.

12. Retirement

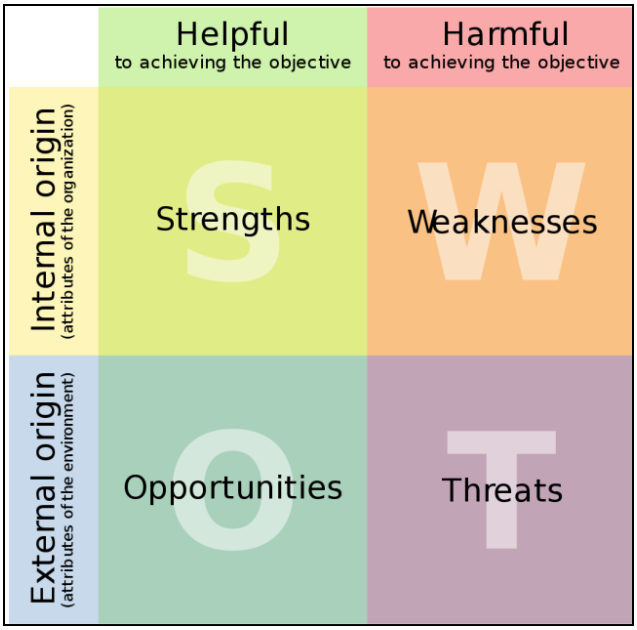
HR sector of Partex Group plays a key role in ensuring a smooth transition from employment to retirement. To best accomplish this, HR develop a keen understanding of the employer's benefit packages, benefits options available to the retiring employee, healthcare eligibility and where applicable, severance packages. Partex Group also take steps to ensure that any pre-retirement agreements with the outgoing

employee comply with the terms of the Employee Retirement Income Security Act (ERISA) which sets standards for implementation of plans.

4.10 SWOT Analysis of Partex Group

SWOT analysis is a powerful technique for understanding organizations strength and weakness and looking for the opportunities and threats it may face. Used in a business context it helps organization crave a sustainable niche in a market. This analysis is mainly based on a current market situation.

SOWT Analysis



This is a well-known analysis for company situation analysis. So I have used this for the analysis of the Partex Group. The analysis is given below:

Strength	**Weaknesses**
• Employee morale high • Fair recruitment process • Standard compensation and benefits • Employees are qualified and experienced. • Efficiency is their strong strength. • Strong relationship with all stakeholders • Well educated managing director	• High employee turnover rate • Lack attention on employee demand • Limited workforce • Not taken written test for employee recruitment
Opportunities	**Threat**
• Training & Learning • Provide employee support on work field • Follow group decision making	• Budgetary constraints • Leadership change • Lack emphasize in research and development

Strength:

Partex Group is the pioneer organization. Partex Group has Fair recruitment process, employee morale of Partex Group is high, they have Fair recruitment process and Standard compensation benefits, Partex Group employees are qualified and experienced their Efficiency is strong strength but also every employee have Strong relationship.

Weakness:

Even though Partex Group is the market leader it still has its drawbacks, one of the weakness is Partex Group has lack emphasize in research and within this organization high employee turnover rate they also have lack of attention on employee demand and common thing is that they have Limited workforce, Partex Group not taken written test for employee recruitment.

Opportunities:

Partex Group creates new opportunities for employees by providing Training & Learning and they also Provide employee support on work field if employee suffer any problem to perform work, Partex Group also follow group decision making for organizations different situation thus create bondage among top level employees to down level employee .

Threats:

Even though Partex Group has Budget constraints and high rate of leadership change, they don't have enough emphasize in research and development.

CHAPTER-5

FINDINGS, RECOMMENDATIONS AND CONCLUSION

5.1 Findings

In my report at Partex Group I have observer and found different issues, these are:

- Fair system in recruitment and selection process: Partex Group believes in fair recruitment and selection process for their employees. They try to make the whole process unbiased and fair. The transparency in recruitment & selection process is their first priority.
- Hiring the right number of employees in right place: the objective of Partex Group is to make sure that each department has sufficient workforce to get the organization ahead.
- The whole HR department is very well designed and organized, even though limited workforce is a problem sometimes.
- They have lack emphasize in research and development, means that they are continuous upgrading the work process through technology but not paying enough attention to the employee development and their demand.
- Competence gap for the employees is noticeable, the gap between the standard and actual performance is noticeable in employees.
- Compensation and benefits at Partex Group is not attractive comparing to other organizations.
- Employee turnover rate is high because of the salary structure. Unless Partex Group improve their salary Structure they will have hard times finding employees with higher competencies.
- Hiring the right number of employees in right place: the objective of Partex Group is to make sure that each department has sufficient workforce to get the organization ahead.
- Unless Partex Group improve their salary Structure they will have hard times finding employees with higher competencies.
- More productivity, Partex Group attention is usually focused on the work being produced. This is helpful to achieve the organization goal.

5.2 Recommendations

After completing this internship report, I have come up with some recommendation which Partex Group can use for their advancement. These are

- Besides taking interviews Partex Group should take written test on the computer to understand the applicants' computer literacy and other job related knowledge.
- The Training for the sales associates should be more related to their job responsibilities rather than just product orientation.
- As there is competency gap in employees Partex Group should start employee training and other development programs to develop the employees.
- The amount of work in HR department is huge but the manpower is comparatively lower. As the Organization is ever growing Partex Group should recruit more HR personnel to get the jobs done in a more effective manner.
- Partex Group website should be updated more frequently with the current issues and vacancies. It will ease the work of HR as more people would be informed.
- Partex Group should introduce online application for their vacancies, it will help them reducing cyber hunting times in bdjobs and other sites
- The compensation package in Partex Group is not Attractive they should restructure their salary and other compensation.
- As there is competency gap in employees Partex Group should start employee training and other development programs to develop the employees.

5.3 Conclusion

Partex Group is not only a fashion house it is more than that. With times Partex Group has evolved itself as one of the most successful lifestyle store in our country maintaining the tradition and the trends. Besides becoming the leading lifestyle chain store in Bangladesh they have cherished the traditional crafts of Bangladesh through Ayesha Abed Foundation and have been able to create employment of thousands of people. As a result Partex Group is a fair trade organization reaching global market by representing folklore tradition of Bangladesh. Partex Group plays the role of protector and promoter of traditional Bangladeshi products and designs. the designers and the innovators of the products offered by Partex Group have not only established the organization of as leaders in handicrafts but have also reignited interest and popularity for styles and traditional crafts that are native to the country. It is this gracious blend of contemporary and customary that ensures that each product is original and saleable in a modern society. With Partex Group growing on this scale, it is Partex Group HR departments' tribute that Partex Group can work with almost more than one hundred thousand people. In the end of my report I would like to conclude by sharing my feeling that, it was a great journey of my report in Partex Group. I have achieved contemporary HR issues which are now practicing in most modern organization. Partex Group offer challenging professional opportunities to young persons who can give sustained and focused hands on performance in the field of marketing, accounts, finance, production, MIS / IT and engineering. Vacancies arise from time to time to fulfill requirements of the Group.

Partex Group offer attractive salaries and benefits in line with top industrial employers in Bangladesh. Scope of advancement is strictly performance based. They have mobilized adequate distributors to serve all parts of the regions; they are one of the largest distribution organizations in Bangladesh. This network makes possible the flow of goods from the producer through intermediaries to the buyer

The region's proximity to the market, favorable duty and quota treatment, low cost environment and strong work ethic make it the ideal place for apparel production. Partex Group opened their state of the art manufacturing facility. One of the most modern facilities in their 57,000 square foot facility contains a one shop of capabilities for the most efficient means of apparel manufacturing available.

Bibliography

Books Sources

1. Robert L. Mathis & Jackson; Human Resources Management; 13th Edition.
2. Dr. Rahman, Human Resource Management, 1st edition, 2006
3. Dessler Gary, Human Resource Management, 10th edition, 2005
4. Decenzo, David; Human Resources Management, Published-Singapore, 2005.
5. Flippo, Edwin; Personnel Management, McGraw Hill Book Company, America - 1996.
6. Organizational Development; Wendell L. French & Bell; 6th Edition.
7. Bangladesh Labor Act-2006; By Aminul Haq.
8. Strategic Human Resources Planning; Monica Belcort; 2nd Edition.
9. Karen Legge "Human Resource Management: A Critical Analysis" in New Perspectives on Human Resource Management. Op.cit. at 35-36.
10. David E. Guest "Human Resource Management and Industrial Relations", op.cit. at 503.

Gazette Sources

1. Annual Report of Partex Group
2. Company Rules
3. Daily Affairs, Report.
4. Different Types of Form of GFL.

Internet Sources

- http://www.partexgroup.com
- http://www.technologyevaluation.com/search/for/basic-human-resources-theory.html
- http://smallbusiness.chron.com/major-objectives-human-resources-theory-61815.html
- http://kalyan-city.blogspot.com/2010/06/maslow-hierarchy-of-needs-theory-of.html
- http://www.accel-team.com/human_relations/hrels_03_mcgregor.html
- http://hr.ucr.edu/docs/recruit_hiring/recruitment_guidelines.pdf
- http://www.simplehrguide.com/compensation-and-benefits.html
- www.bized.ac