

2011-11-21

# A Working Report On The Human Resource (Capital) Management Activities Of Adi Apparels Limited

Rahman, Md. Ferdaus

---

---

<http://hdl.handle.net/123456789/35>

*Downloaded from IUB Academic Repository*



# -Internship Report-

**A Working Report On The Human Resource (Capital) Management  
Activities Of Adi Apparels Limited.**



**INDEPENDENT UNIVERSITY OF BANGLADESH**

# Information

---

## “Internship Report - Summer 2011”

“A Working Report Presented for Partial Fulfillment as the Requirements of the Degree  
- “Bachelor in Business Administration”-.

### Contents

No. of Parts: - Five.

No. of Pages: - Thirty.

No. of Words: - 7447 Words.

### Prepared For

Ms. Momtaj Khanam

-Senior Lecturers-

School of Business Studies

Independent University of Bangladesh [IUB].

### Prepared By

Md. Ferdaus Rahman

ID # 0510044

13<sup>th</sup> Semester; 12<sup>th</sup> Batch.

(Major in Human Resource Management)

(Minor in Media & communication)

Department - Business Administration.

Independent University of Bangladesh [IUB].

### Date of Submission

Sunday, 11<sup>th</sup> of September, 2011



**INDEPENDENT UNIVERSITY OF BANGLADESH**

# Letter of Transmittal

---

Sunday, 11<sup>th</sup> of September, 2011

To,  
Ms. Momtaj Khanam  
Senior Lecturers  
School of Business Studies  
Independent University of Bangladesh [IUB]  
Bashundhara, Dhaka - 1229

**Subject:** - Submission of Internship Project Report of the Semester Summer 2011.

Dear Sir,

With due respect, I would like to inform you that, it is a great pleasure for me to submit the Internship Report on "*The Human Resource (Capital) Management Activities Of Adi Apparels Limited.*",

The entire report is based on my practical experience. While conducting the working report, I have gathered extensive knowledge about HR department of 'Adi Apparels Ltd'. Without your help it would have been difficult to me to complete this report successfully. With deep gratefulness, I also acknowledge the cooperation provided by "Mr. Md. Atikur Rahman", HR Manager for his supreme supervising during my internship.

It would be a great honor for me if you would add your opinions and suggestions regarding this report or for the future. Thank you once again for supervising me during this difficult transitional time of my career.

Furthermore, please feel free to contact me if any assistance is required to interpret any part of the report.

Sincerely yours

---

(Md. Ferdaus Rahman)  
ID # 0510044.  
13<sup>th</sup> Semester; 12<sup>th</sup> Batch.  
(Major in Human Resource Management).  
(Minor in Media & communication).  
Department - Business Administration.  
Independent University of Bangladesh (IUB).  
Cell No: +88 01711 349728.

# Acknowledgement

---

*At the very beginning, I would like to express my gratefulness to Almighty Allah for giving me the opportunity to successfully complete my internship report.*

Firstly, I must express my deep gratitude from the Core of my heart to my most Honorable & Adequate University supervisor **“Ms. Momtaj Khanam”** [-Senior Lecturer-] School of Business in Independent University, Bangladesh, for her most efficient professional guidance and instructions in conducting the internship program have become successfully.

I would also like to thank my host organizational chairman **“Sir – Mr. Md. Nurul Islam”** & Managing Director **“Sir – Mr. Md. Shamim Islam”**, for providing me an opportunity to work in their reputed Organization as an internship employee. I also like to extend my gratitude to Merchandiser of HR **“Sir - Mr. Md. Atikur Rahman”** My Organizational Supervisor, who helped me to learn many new things during my internship program.

During the preparation of the project work I have come to the very supportive touch of different individuals (respondents & seniors of AAL BD) and friends, who lend their ideas, time and caring guidance to amplify the report’s contents. To be true to myself I must say that without their help it would be very hard for me to prepare such report. I am thankful to them with all of my feelings.

# Table of Contents

---

Executive Summary	Page 0
<b><u>The Project</u></b>	
1. <b>CHAPTER ONE</b>	Page 1-9
Introduction	1
Objective	2
Methodology	2
The Limitation	3
History of Buyer Agency	4
Company over view	4
Company Information	5
Geographical Location	5
Corporate Objectives	6
Export Performance	7
SWOT Analysis	8
Department View	9
2. <b>CHAPTER TWO</b>	Page 10-25
HR Activities My Concentration	10-11
Recruitment & Selection Policy	12-16
Employee Evaluation Policy	16-17
Performance Appraisals Policy	18-21
Leave Policy	22-24
Reprisal Policy	25
3. <b>CHAPTER THREE</b>	Page-26-27
My Duties & Responsibilities	26
Case Study	26
Relationship with Supervisor	27
Evaluate the Performance	27
Skill Acquired	27
4. <b>CHAPTER FOUR</b>	Page-28
Finding of the Report	28
Recommendation	28
5. <b>CHAPTER FIVE</b>	Page-29
Conclusion	29
Bibliography	30