
PROJECT REPORT ON
HUMAN RESOURCE MANAGEMENT PRACTICE
IN PARTEX STAR GROUP

PREPARED FOR

MD ZAHIDUL ISLAM
LECTURER, SCHOOL OF BUSINESS
UTTARA UNIVERSITY

PREPARED BY

ABU SALEH MOHAMMAD TUHIN
ID-2193061033 BATCH-50

SUBMISSION DATE- 10th SEPTEMBER

LETTER OF TRANSMITTAL

Md. Zahidul Islam

Lecturer

School of Business

Uttara University

Subject: **Submission of Project Report**

Dear Sir,

I am pleased to submit this project, which has been prepared for the requirement of project program. I have tried my best of my ability to complete the project properly and to bring out a meaningful insight within the constraints.

This report is based on “**HUMAN RESOURCE MANAGEMENT PRACTICES IN PARTEX STAR GROUP**”. I have done my project program about Partex star group. I believe that knowledge and experience I gathered about Human resource practices in Partex star group will be helpful in my future professional life. I will be grateful if you accept the project report. I Will be available for defence of this project.

Sincerely yours,

Abu Saleh Mohammad Tuhin

(Id- 2193061033)

MBA-50th (A)

STUDENT DECLARATION

I, am Abu Saleh Mohammad Tuhin student of Uttara University hereby declare that the project work entitled “**HUMAN RESOURCE MANAGEMENT PRACTICES IN PARTEX STAR GROUP**” submitted to Uttara University as a part of my MBA curriculum is a project reort of an original work done by me under the supervision of ***Md. Zahid Hasan*** (Lecturer, Uttara University).

This report has not been previously submitted for any purpose like examination, journal etc.

Abu Saleh Mohammad Tuhin

ID-2193061033

Batch & Section: 50th (A)-MBA

Department of Business Administration

Uttara University

Date: 10th September, 2020

SUPERVISORS DECLARATION

10th September, 2020

Abu Saleh Mohammad TUHIN

ID– 2193061033

Department of Business Administration

Uttara University

Subject: **Supervisor's declarations.**

Dear student,

I, **Md. Zahidul Islam** certify that Abu Saleh Mohammad Tuhin, ID- 2193061031 3, Batch-50th MBA , Major- Human resource management was assigned by the Department of Business Administration, Uttara University under my supervision to fulfil his project report.. His project topic is Human resource management in Partex star group .".This project report is prepared under my supervision and has not been submitted to anywhere for any other purpose.

I hope this study and experiences that he gathered will help him in building up his career.

Md. Zahidul Islam

Lecturer

Department of Business Administration

Uttara University

ACKNOWLEDGEMENT

I would like to mention some people with due respect and honor who assisted me, without any hesitation to complete my project report within the due time. Therefore, I would like to thank them a lot all from the bottom of my hearts. In this procedure, at first, I would like to thank my faculty supervisor **MD ZAHIDUL ISLAM** sir for her kind effort to supervise me on the right direction to accomplish my internship goal.

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Executive Summary

This is the project report based on Human resource practices in Partex star group under Human resource division, as a requirement of my MBA program of school of business of Uttara University. As being completely new to practical , corporate world setting , every hour spend in the HRM gave me some amount of experience all the time of which in all the time of which can not be explained in words. But nevertheless , they were all useful my career. This project report include how HRM management works, what are they possible divisions and work distribution in an HRM, recruitment process , training and development initiatives , how to keep employees engaged as well as how can Human resource practices can influence perceived organizational performance. Human resource division in Partex star group with almost all the wings of HRM like, Recruitment, learning, and Organization Development, Compensation, Pay and Benefits and HR Administration . Partex Star Group is highly organized and as well as target oriented . There are different types recruitment procedure of Partex Star Group.

CHAPTER -1

JUSTIFICATION OF THE STUDY

Human Resource Management focuses on principles, methods, and technologies that are used to improve the productivity of an organization. HR specialists achieve this through strategies and policies that increase the effectiveness of employees. The employees or staff are also referred to as the Human capital, the lifeblood and the most important resource of most organizations. I love working with people and making sure they have everything to perform at their best.

Working in Human Resource is both challenging and rewarding. So there are many reasons that motivated me to study in Human Resource Management.

I completed BBA where my major subject was Human Resource Management. Now I am going to complete MBA where major subject is Human Resource Management so I have interested in this topic.

A Human resources department is a vital part of any large business, handling a vast array of tasks from recruiting new employees, conducting interviews, dealing with conflict resolution, and managing the holiday allowance, benefits and payroll for existing employees. There are many routes into a career in HRM, however the safest route for securing employment in this field is to do a HRM specific course.

1. JOB DIVERSITY

Studying in HRM course opens doors and not just in the field itself. The subjects you undertake lend themselves to a variety of career paths and job positions in human resource management and beyond. Managing people and client relations is an important skill to acquire in business and this is just one aspect of HRM that we can apply to any job. Other useful skills we will learn include organization, administration, multitasking, presentation, reporting and communication.

2. JOB SATISFACTION

Satisfaction with the work that we do is one of the most important factors for employees when choosing a job, and there is plenty of job satisfaction to be found from working in HR. Even in a junior position you will see the direct results of your work very quickly, and you will be able to measure the positive impact you have made on the workplace. Highlights may include offering someone a job position within the company, promoting

from within, improving salary and benefits, introducing processes and procedures to improve staff retention and boost staff morale, and training and coaching employees.

3. WORKING WITH PEOPLE

A HR degree or postgrad can be a big plus if you enjoy meeting new people and working alongside clients, colleagues and senior HR management. Working with people is a huge part of any HR role, and so getting to grips with the psychology of human nature will be very beneficial to you in this career. From interview techniques to conflict resolution, you will become an expert at managing staff relations, which will stand to you throughout any aspect of business and life.

4. OPPORTUNITIES TO PROGRESS

Many important decisions are formed by HR departments and it is important to remember that this is a responsibility-laden role from the get go. If this is something you are comfortable with you can do very well and find success fast. Senior HR positions will pay generously because of the level of authority involved which is another great benefit to studying this discipline.

CHAPTER- 2 OBJECTIVES OF THE STUDY

Broad objectives: The purpose of the study is to assess the current situation of Partex Star Group in Bangladesh economy .To get an overall idea about the Human resource management practice at Partex Star Group. To understand the total Human resource management practice at Partex Star Group. To enhance my work expertise , knowledge and skills.

Specific objectives:

- **To learn about the recruitment and selection process.**
- **To work on training and organizational development.**
- **To develop myself as a Human resource management practitioner.**
- **To facilitate the organization by characteristic their issues, analyzing the information, data and recommending for solutions.**

Scope of the study: This report illustrate that the importance of Human resource management practices of the selected organization, Partex Star Group. The primary scope of this report is to own sensible expertise concerning however a groundwork is finished within the business organization. This report has the scope to hide completely different aspects of Human resource management, which incorporate like accomplishment, selection, training, development over all components of Human resource management activities. It had been a part of my educational program and made within a limited time frame. Hence, this report doesn't enter the deep of the Human resource management activities of the

Partex Star Group, but this report`s scope to form centered suggestion or recommendation apart from relating the determined and reach to a conclusion.

CHAPTER-3 METHOD OF THE STUDY

The study purpose should state its understanding of the study in relevance to the objectives and scope of work. The study purpose should purpose its own design study methodology which include total working plan, sampling plan, the development of tools and technique, checklist and question guides (both quantitative and qualitative if necessary), data collection and quality control plan that would be representative of the project activities. To make this report resourceful I had to collect lots of information about the HRM practice along with Human resource practice in Partex Star Group activities.

Data collection: Different data and information are collected from various sources, but I have collected most of the data from the internet because of the covid-19 epidemic , I could not go directly to Partex Star Group and collected any data.

Data Sources:

Due to covid 19 I couldn`t collect primary data. I have used only secondary data to prepare this report. Ways of data collection :

- ✓ Collect data by visiting relevant websites, books and published journals.
- ✓ Gather information from different article about Partex Star Group .
- ✓ Company Website
- ✓ Research papers by Logistics department, etc.

Data Processing:

To process the data, I took help of several software's like Microsoft Excel, Snipping tools etc and Partex Star Group official website, google scholar, Annual report of Partex Star Group, journal, textbook and newspaper.

CHAPTER-4 DISCUSSION

Introduction: Partex Star Group is one of the largest Bangladeshi diversified private sector enterprises, founded by Mr. M.A. Hashem, a leading industrialist of the country. Now it owns over 55 subsidiaries from tobacco to consumer goods, furniture, textile and the IT sector. It has split into two groups to improve management of its subsidiaries - Partex Holdings and Partex Star Group.

Partex's companies are market leaders in nearly all sectors, including food and beverages, plastics, fabrics, cotton, sugar, paper, jute, shipping, furniture, real estate, media, education, services, IT, and many more. The towering heights reached by the group have been possible due to Mr. M.A. Hashem's missionary zeal and unflinching commitment to quality and ethics.

Guided by his visionary's dream, backed by an inexhaustible repository of efforts, Partex Group has grown into one of the most influential conglomerates in Bangladesh today.

M. A. Hashem is also one of the pioneers of the birth and growth of private banks and insurance companies in Bangladesh. He founded two of the largest private banks in Bangladesh – The City Bank and United Commercial Bank Limited (UCB).

Having come from a modest background himself, M.A Hashem is also a philanthropist. He has a school and hospital under his name, both of which are non-profit organizations.

Later in 2010 as part of evolution Partex Star Group emerged from Partex Group and shortly built its own identity. Currently it owns and operates twenty manufacturing service and delivering best values to customers through its products and services. The business primarily exists in two key domains-

consumer durables and food and beverage like different types of boards, doors, frames and furniture to various dairy products, spices, tea and confectionaries.

The company is dedicated to create an enriched customer experience through a top-to-bottom focus on excellence in execution. From hiring of people to the selection of merchandise, the negotiations with vendors to the design of showrooms, the generation of the purchase order to the delivery to customers' homes.

A motivated work force, management and committed board members led by the Partex Star Group Chairperson and backed by a market oriented corporate strategy has been the cornerstone of the group's success with a motto 'Living a legacy, presenting a new face forward'.

Partex Star Group Concerns:

Partex Star Group is divided into two concerns which include different companies following by Complex 1 and Complex 2:

Complex-1 (CX-1):

- Star Particle Board Mills Limited
- Partex Furniture Industries Limited
- Partex Laminates Limited
- Corvee Maritime Company Limited
- Partex Builders Limited
- Partex PVC Industries Limited
- Partex Agro Limited
- New Light Star Apparels Limited
- Star Adhesive Limited
- Partex Aero Marine Logistics Limited
- Partex Cables Limited

Complex-2 (CX-2):

- Danish Condensed Milk Bangladesh Limited

- Danish Milk Bangladesh Limited
- Rubel Steel mills Limited
- Danish Foods Limited
- Danish Distribution Network Limited
- Danish Dairy Farm Limited
- Voicetel Limited
- Shubornobhumi Housing Limited

Vision:

Transform Partex Star Group into a business enterprise of global significance to deliver superior value to the customers, shareholders, employees and society at large.

Mission 2020:

Partex Star Group Shall be the leading conglomerate in the country, continuously maximizing shareholder value by achieving exceptional performance, fostering long term confidence and respect, while generating sustainable growth for all share- holders:

- Introducing new and innovative products, technologies.
- Assuring quality products from advanced manufacturing facilities.
- Exceeding customer satisfaction and granting trust through quality services.
- Continuous development of people competency.
- Recognizing individual contribution.

Values and Guiding Principle:

- Live up to the commitments ○ Trust and respect to each other.
- Work as a team.
- Take initiative to exceed standards.
- Transparent and fair in all our dealings.
- Share social responsibility.

Location:

Corporate Office:

Shanta Western Tower, Bir Uttam Mir Shawkat Road, 186 Tejgaon I/A, Dhaka-1208

Sales Office:

Partex Star Group, 68 Tejgaon I/A, Dhaka-1208

Partex Furniture, 222, Tejgaon I/A, Dhaka-1208

Operating Office:

267, Tejgaon I/A, Dhaka-1208

Plant:

Complex-1: Madanpur, Bandar, Narayanganj

Complex-2: Shimrail, Siddirganj, Narayanganj **Board of**

Directors:

- Ms. Sultana Hashem, Chairperson.
- Mr. Aziz Al Kaiser, Vice Chairman.
- Mr. Aziz Al Mahmood, Managing Director.
- Ms. Tabassum Kaiser, Director.
- Savera H. Mahmood, Director.

Departments:

- Finance & Accounts
- Supply Chain
- IT
- HR
- Admin
- Marketing
- Sales

SWOT Analysis – PSG vs Market

SWOT analysis defines the Organization's internal strength and weakness and external opportunities and threats. SWOT associates in analyzing company's insight of what they need to improve in future and the way they will contend with their existing competitors in the market. This tool is necessary to spot the position of the organization relative to others.

Strengths

- Leading market position in specific markets
- Client/customer franchise
- Sturdy regional focus
- Product diversity – Efficient management team.
- Infrastructure facilities.
- Company reputation and goodwill.
- Sound gain and growth with smart internal capital generation.
- Larger company consumer base.

Weaknesses

- restricted headroom for growth in prime names
- SQ: not at par with client expectation
- Lack of up-country reach
- Turnover and long run commitment problems – Moderate market share.
- Lack of complete automation.

Opportunities

- Untapped Middle Market – Acquisition of company shoppers
- Economic process of Asian nations.
- Country wide network
- Scope of penetration through diversified merchandise.
- Government's policy of encouraging export.
- Increasing buying power of individuals.
- Increasing trend in international business. **Threats**

- Aggressive competition from Int. & native conglomerates.
- Political volatility & restrictive impediments

- Loss of individuals to competition
- Increasing competition for market share within the trade – Frequent changes of commercial rules by the Govt.
- National and intl. political unrest.

Human Resource Management

Human resource management ,the division of a company that ensures correct variety and forms of people, at the correct places, at the correct time, capable of effectively and expeditiously finishing those tasks which will facilitate the organization to realize its overall objectives. Human resource designing ultimately interprets the organization's objectives and plans into goals, into the amount and kind of workers required to satisfy those objectives. It's Associate in Nursing integral a part of the organization overall strategy.

Purposes:

The aims of personnel designing of Partex Star Group are:

1. To confirm that PSG acquires and retains the optimum variety of workers with the skills, experience and competencies.
2. To exercise effective management, staffing and also the associated cost.
3. To help in optimum resources allocation so potential personnel surplus or shortage is anticipated and relieved the maximum amount as doable.

Human Resource Areas:

The following areas of Human Resource that have impacts on the human resources outputs are classified as quality of life, productivity and readiness for changes:

1. Human Resource designing – decisive the organization, major Human Resource structure and philosophies.
2. Organization / Job style – shaping tasks, authority and systems **are** organized and integrated across organization units and in individual jobs.
3. Choice and staffing – Matching candidates and their demand, capabilities with jobs and career methods.

4. Coaching and development – characteristics, assessing and serving to develop the key competencies that allows an individual to perform current or future jobs.
5. Organization Development – reassuring healthy lay to rest, intra unit relationship and serving to group initiate and manage amendment.
6. Compensation - reassuring compensation and advantages fairness and consistency.
7. Worker help - Providing personal drawback determination, counsel to individual or workers.
8. Union / Labor relation - assuring healthy union / organization relationship.
9. Personnel data analysis /System - reassuring a personnel information base.

Output of Human Resources:

1. Quality of labor life:

The premise of quality of labor life has a piece setting wherever Associate in nursing employee's activity becomes a lot of necessary. This suggests implementing procedures or policies that create the workless routine and appreciated for the worker embody autonomy, recognition, belonging, progress and development and external rewards.

2. Productivity:

It's the quantity of labor that's being made in term of what proportion and the way well. Major elements constituting productivity issue are: capital investment, innovation, learning, and motivation.

3. Readiness for change:

Amendment could be a truth in each personal and work life. At the work website, one should bear in mind that changes can occur. This might be either obtaining a replacement boss or by automating several of the manual operation. Organization perspective demands that amendment should take place to stay competitive. It is employers' responsibility to speak the forthcoming changes to their workers, establish why the amendments area unit is necessary and lend their total support making certain that the change ensue.

HR at Partex Star Group

HR department plays an important role within the total structure of operation.

Worker accomplishment, selection, transfer, promotion, performance appraisal, learning, trainings are taken care by this department.

Set in winning culture wherever people continuously strive onerous to excel- is that the mission of PSG HR department. When giving loads of effort to beat all the amendment and challenge, PSG managed to formulate and implement the ways within the company.

- Hiring employees who are efficient and dedicated towards their job, responsibilities.
- Decrease the gap among upper level and lower level management.
- Attractive reward system to boost performance.

Recruitment System at PSG

To create a set of potential candidate for the corporate accomplishment recruitment is the crucial method to manufacture a pool of competent people to speak for employment to a company (James A. Breough). Partex Star Group is one amongst the leading firms of our country; they believe attracting and holding the best personnel to contribute within the company through their plan and exertions.

PSG continuously appear for proactive, committed and proficient candidates who can create a true distinction within the growth of the corporate.

PSG has numerous ways that of attracting contemporary abilities within the company.

In contrast to different firms they need attenuated the amount of newspaper advertisement; rather they hunt for abilities in a very a lot of progressive means. In bdjobs.com, that the most important on-line job portal of Asian nation they need their separate server.

Additionally they enhanced their liaison with different universities to urge contemporary talent.

Sources:

To recruit worker a corporation follows completely different style of sources. For PSG main sources of accomplishment area unit, as follows:

- ❑ Different universities have their own career and counseling center. PSG collects CV's of contemporary graduates from them.
- ❑ Also generally existing workers usually refer suitable candidate for unoccupied position.
- ❑ PSG additionally hire interns operating with them. If interns will satisfy higher authority with their performance, he/she is employed as permanent worker.
- ❑ Internet could be a smart supply for head hunt. Mentioned early PSG has their separate server in bdjobs.com. Additionally they use LinkedIn as a supply of accomplishment. Besides university's career Centre's have their official Facebook page wherever representatives from different firms will post job vacancy notice.
- ❑ As they're within the leading position, many of us need to figure with them. Several candidates send their CVs through mail so if any position becomes vacant company can contact them.

Recruitment & Selection Process at PSG:



Objective:

In order to increase efficiency in the recruitment and selection process, it is recommended that the policy and procedure fill up all the activities of recruitment and selection process, to be followed, applicable to all business units operating under corporate division of Partex Star

Group. The policy and procedures are intended as guidelines only and subject to be modified, supplemented or revoked at any time at the discretion of the board members and management.

Recruitment Level:

There are three levels of employees, considered for Recruitment in the company:

- † Top-Level
- † Mid-Level
- † Entry-Level
- † Support Staff-Level

Recruitment Type:

- † **Regular:** Regular Employees are appointed for full time jobs and are expected to continue with the company till retirement with their career growth. No Regular Employee is allowed to take up any part time job or be engaged in any business activity, vacation or gainful employment, profession without first receiving written consent from the Company.
- † **Contractual:** A Person may be employed on a contractual basis for specific job for fixed period of time. Contractual employee can be either full time or part time and paid on monthly, weekly and hourly basis. The terms and conditions, remuneration and scope of responsibilities of such employment will be agreed upon between the company and the employee and detailed in the contract. This type of employment is usually allowed at the top level when required for expertise experienced service identified in particular area and or for any other specific purpose.
- † **Trainee:** Company may recruit fresh or less experienced person as Trainee for the fixed period to perform a specific job. On satisfactory completion of such training the incumbent may be offered a regular employment.
- † **Intern:** Reference to Internship Policy the Company may appoint any individual as Internee for specific period of time and terms. Such Internee is expected to acquire practical training on a specified field of the company operation. On satisfactory completion of such Internship the incumbent may be offered a Regular or Trainee Employment.

Manpower Requisition:

- ✦ Each Business Unit Head or the Head of concerned department shall submit requisition in prescribed form to Head of HR at PSG.
- ✦ Manpower requisition to be approved by the management of the company.

Proceedings by Human Resources Department:

Upon approval HR Department shall proceed with the recruitment process considering need of the position, minimum requirements, and preferred qualifications for the position and approval for recruitment of the position.

Identify Vacancy and Evaluate Need

HR Department will have to determine the position need and the purpose of the vacancy created that will also help departmental and individual growth. The search will include the following: 1. Newly created position

2. Replacement

3. Match with the Organogram

Develop JD (Job Description):

A role template and analysis of person's specification provides the foundation for stipulating the job title and salary of the position. Person's specification defines the education, training, experience, and competencies required by the jobholder. It also helps to develop interview questions, interview evaluations and reference check questions. HR Department will prepare this in consultation with department Head and will be provided to the employee when he/she is appointed, promoted, newly assigned or when deemed necessary.

Receive & review applications and make short list:

Selection process involves scrutinizing and appraising the applicants and rejecting those who are unsuitable for the jobs to be filled. At PSG, short listing is done by HR Dept. in the light of job specifications of a job. The method should be qualitative one where managerial judgment plays important role.

Interview & Selection:

After short listing of prospective candidates duly approved by the management, interview process can begin. Appropriate employee tests such as written tests. Verbal interview or any other tests will be arranged to assess candidate's suitability for the position. It is important to properly prepare for the interview as this is the opportunity to evaluate the skills and competencies and validate the information the applicant has provided in their application and resume, HR and concerned department will jointly organized the tests (written and verbal). Test questions will be jointly drafted by the HR department and concerned department. Details on position requirements should also be kept in hand during interview. Interview Panel will be made in accordance with merit and academic attainments as following manner:

Committee members for Corporate Office:

i) Head of Human Resources ii) Head of
Concerned Department iii) Resource
person from relevant Field V)
Representative from HR Department

Interview Tools:

1. Candidate Evaluation Form
2. Questionnaires
3. Question Bank /MCQ for written test.

Finalizing the Offer:

After the interview process, if the candidate is selected for the job then he/she must undergo within some negotiations or instructions followed by HR:

- ✚ The BOD/the Managing Director shall give approval for the positions of Top level, Midlevel and Entry level. However any position below Executive shall be approved by a committee headed by the Head of the Department with intimation to Head of HR. The respective company will send all necessary documents to HR department for next proceedings.

- ✚ Upon approval, the Head of HR will issue appointment letter to the approved candidate(s) and open Employee Personal file.
- ✚ Upon notification of the recruitment being closed, the HR department will close out the process with record file.
- ✚ Recruitment of worker to be arranged by unit HR department with intimation to corporate HR.

Appointment letter and briefing should cover the following:

- Designation/Title
- Job description
- Employee Grade
- Job location
- Salary Package
- Other benefits
- Department Name
- Department Head
- Reporting Line Manager Supervisor Name
- Tools for final recruitment ○ Appointment Letter.

Employee Joining Checklist:

Subject to as per pre-requisites for employment the candidate is required to undergo medical examination, to be carried out by any clinic or hospital duly authorized by the Company. The newly recruited employee has to submit the following documents to the HR department:

- Four copies of colored passport size photograph.
- Attested photocopies of all academic certificates.
- Attested photocopies of experience certificates (if any)
- Release order from the previous employer (if any)
- TIN Certificate /Income tax certificate (if any)
- NID photocopy.
- Medical certificate.
- Nominee photo with signature.

NEW EMPLOYEE ORIENTATION GUIDELINE

Objective

Employee orientation program serves as an important program for recruitment and retention process at Partex Star Group, to understand and adapt his/her own job responsibilities. Developing an effective orientation program during probation period or at initial stage of the job is a crucial factor; therefore, has to be aligned with our business needs and objectives. This program will cover the first six month's activities of a new employee. The key purposes of this program are:

To reduce startup costs: It helps the employees get up to speed" much more quickly, thereby reduces the costs associated with learning the job.

To reduce employee turnover: Employee turnover increases as employee feel they are not valued, or put in positions where they can't possibly do their jobs. Orientation shows that an organization values the employee, and helps provide the tools necessary for succeeding in the new job.

To save time for supervisor and co-workers: The better the initial orientation, the less likely supervisors and co-workers will have to spend time teaching the employee.

To reduce anxiety: Any employee, when put into a new, situation, will experience anxiety that can impede his or her ability to learn to do the job. Orientation helps to reduce anxiety, and helps provide guidelines for behavior and conduct.

To develop realistic Job Expectations, Positive Attitudes and Job Satisfaction: It is important that employee learn as soon as possible what is expected of them, and what to expect from others.

To evaluate performance: A well thought out program will help not only in retention of employees, but also in productivity. A six-month's orientation program is important for:

- Defining and communicating incumbents' primary job responsibilities and Company's expectations of them:
- Reviewing and monitoring progress against assigned jobs.
- Assessing performance and providing feedback in a more meaningful way.

Performance Evaluation:

Performance Evaluation of the employees followed by some steps which are:

- Collect feedback from mentor/ Supervisor and knowledgeable others (employees of other departments, peers, colleagues) on the performance of the employee.
- Complete Performance Evaluation Form for probationary period, utilizing employee's job description, feedback from above and supervisor's personal observations.
- Schedule an evaluation meeting with the employee; discuss outcomes of evaluation and the next course of actions.
- Once evaluation process is completed, both the supervisor and employee will sign the evaluation report and send a copy to HR.
- This Evaluation Report will be used as one of the most vital tools in the confirmation process of a new employee. Therefore, management may confirm or extend the period of probation based on this evaluation report.
- If the probation period is extended then the Supervisor must mention the reason(s) and recommend measures or actions to be taken for improvement.

Job Confirmation:

After successful completion of six months' probation period (One Year for MT's) at PSG, employee's performance evaluation is done and on the basis of satisfactory report received from the Line Manager Supervisor, employee then gets his/her job confirmation. The HR Department shall issue letter to the employee with necessary information regarding job confirmation date.

Promotion and Career Development:

The following criteria are considered to measure the professional growth and of employees for promotion and career development at PSG. While the applicability of these criteria to specific positions will vary, depending upon the nature of the employee job portfolio and responsibilities. It is expected that all employees has to contribute & demonstrate significant achievement within each of the criteria identified. Consistently high quality job performance is a prerequisite for any career growth.

Employee Performance Evaluation:

The purpose of an employee evaluation is to measure job performance and to ensure whether an employee's skill set is appropriately matched to the employee's job. HRD evaluate an employee's overall

result through performance management system at PSG. It is equally important to identify employee's strengths and weaknesses on regular basis through evaluation. As a result, employers become better to align with qualification to job assignments. It also helps in work force planning processes. Employee Performance Evaluations at PSG are based on following methods:

KPI:

Employee assessment through KPI is the process by which performance goal are set in two times of a year by Line Managers at PSG. Here to identify approximately 5-7 major job functions related objectives (KPI's) that are to be set to achieve during mid-year and end year agreed by the employee and supervisor at PSG. KPI's are set based on job description and SMART (Specific, Measureable, Achievable, Relevant, Time Bound) goals. Performance grading to be done twice a year and feedback will be provided to the employee about their improvements and efficiency.

EVALUATION PART: Employee Annual Performance Evaluation Form:

Annual performance evaluation is a key component of employee status in the organization. It is intended to be a fair and balanced assessment of an employee's performance. This is the process by which a Line Manager Supervisor (1) examines and evaluates an employee's work behavior by comparing it with preset standards of job assignments, (2) documents the results of the comparison and (3) uses the results for final assessment of the employee.

FINAL ASSESMENT RESULT:

Final Assessment Result consolidates the KPI part and Evaluation part to determine the final assessment of an employee's overall performance. Based on the result, recommendation for Promotion, Demotion, Transfer, Re-Designation, cut off are made at Partex Star Group.

Specific objective of the Performance Evaluation program are:

- Set performance goals and establish mutually understood standards for measuring performance.
- Clarify job duties and responsibilities.
- Strengthen working relationships between Line Manager and employee.
- To aid in recognition (promotion, reward), retention and salary decisions.
- Increase professional development through training.

My Duties/ Responsibilities:

As I had the chance to own 3 months long internship at Partex Star Group, I actually have encounter with different tasks conducted by HR department. I tried to have an overall experience of HR, what are the functions, processes, how it is circulated, operations etc. I worked with almost every employees of HR under different sections but I mostly worked with the recruitment, training & development team. Hence, there have been differing kinds of jobs i used to do as a part of Human Resource team.

I used to be assigned to the subsequent jobs often. Those were-

- Collecting CV of the applicants through social sites emails etc. Sort out CV's in according to organization demand and requirements.
- Assisting in interview process such as room allocation, final output of the interview etc.
- Checking candidate's exam scripts. Assisting the training team for the training program/session for the employees.
- Training evaluation survey. To measure the actual outcome of the survey, how the training should be done more effectively, ideas, what are the expectations of the employee from training, what are the learning's, positive sides etc.
- Making reports of the employee satisfaction survey to determine whether the employees are satisfied with their job or not, whether they are pleased with the working environment, supervisors, and management committee. Also, what are the areas need to be improved, what culture PSG should continue for their success etc.
- Making organizational chart or organogram for different units of Partex star Group.
- Creating personal file of the employee to make the database. Managing employee file with the checklist, then transfer it to P-file in the file room.
- Organizing certificates of TR/ Non-management employees. Profiling their data on excel sheet according to their name, roll number, board and passing year. Then re arrange the hardcopy of the certificates in a separate file according to passing year.
- Photocopy, scanning papers, prints
- Working with the policies of PSG. Re writing the policies, areas that need to be updated, improved such as leave policy, gratuity, allowances etc.

Reflection of the Report:

Review:

Human Resource Management is an extremely important part of an organization where recruitment and selection process plays a crucial role under this department. A pool of capable and economical candidate is generated to use for employment by the accomplishment procedure.

Selection, the method that is used by specific instruments to settle on from a pool of candidates, an individual or persons a lot of doubtless to reach the job(s), given management goals and legal needs (Bratton and Gold, 2007).

As outlined within the report, accomplishment and choice plays an important role in forming a company's performance and success if the corporate is capable to hold workers agency that already possess the specified talent to do the job/ task. To form it doable the HR team ought to exactly arrange their accomplishment and selection ways. This complete method starts from posting job advertisements and ends with choosing and hiring the right employees. The right strategy will facilitate the corporate to achieve success to take care of the leading position within the market. As a result, work forces of the corporate area ensure the quality to run the business. Every position wants completely different style for accomplishment. This internship report on Partex Star Group (Human Resource Division) could be a partial demand of BBA program. I actually have got an opportunity to watch and learn closely the HR functions of the PSG. Particularly the accomplishment and selection method, training and org. development of HR functions. It had been an excellent expertise on behalf of me since I got probability to figure in a real company as an intern. This chance helped me to grasp the HR functions, rules, policies and activities of a company. The information's provided during this report area unit collected from numerous sources, some primary and a few secondary sources. This report has really created an opportunity for me to learn more about the work life condition of Partex Star Group.

Origin of the report:

Internship Program of BRAC University is a Graduation demand for the BBA students. This study is on completion of the internship program for the BRAC Business School. Being an intern the most challenging work was to translate the theoretical ideas into world expertise. This report is the result of 3 months long program conducted in Partex Star Group. As a result, i would like to submit this report supported the "Human Resource Division of Partex Star Group", focused on Recruitment and selection

process. This report includes the summary of HR functions in the organization and additionally facilities they provide to satisfy their workers and stuffs.

CHAPTER-5 FUTURE FORWARD

THE MANAGEMENT OF PEOPLE AT WORK HAS EVOLVED OVER A LONG PERIOD OF time right from the period of scientific management by Frederick Winslow Taylor. The label used to describe the management of people at work has been in a state of flux in response to the dynamic business environment. It began as labour administration at the turn of the 20th century, and then changed to labour and staff administration in the 1920s. The label later changed to personnel administration in the 1950s. In the 1960s the descriptor for people management changed to personnel management. In the 1980s as a result of the influence of globalization, the adopted descriptor for the management of people changed to human resource management. As of now many commentators are of the view that the label be called human capital management as humans are viewed as assets and not cost that requires investment to impact on the bottom line. The HRM is a combination of themes and concepts drawn from a long history of work, more recent management theories and social science researches. There is an avalanche of literature on HRM; the process of convergence of divergent views in the field of HRM makes it an interesting area of study. The focus of this paper is therefore to review the available literature, and to evaluate the current trends with a view to projecting the future.

RECOMMENDATION AND CONCLUSION

RECOMMENDATION: After completing my project report at Partex Star Group, I have realized the company might need some improvements or modification within their business arena to operate smoothly and to increase employee efficiency level, satisfaction for long term benefits. Here are some recommendations I figured out which might be useful for the company for their business:

1. Partex should arrange on campus recruitment following the graduation time of the students in different universities. They can arrange interview session with the help of university authority to find out the best candidate from there.
2. PSG can set out a business competition for the university students where they can find the best candidates from the competition. Winning team can be provided some prize money or offered a job at PSG. It might boost up the efficiency level in recruitment to find out the capable candidates for PSG.
3. PSG mustn't be biased towards some specific institutions. Since they believe in diversification, they must take contemporary graduates from numerous establishments. Else their company will be underprivileged from obtaining various talents.
4. PSG should hire more people in HR department who are efficient and proactive rather than just being experienced. This will make a combination of fresh talents and experienced employees to enrich the department to work with efficiency and consistency.
5. As a renowned company, PSG should have separate working area for different department rather than an open office arena. For example, HR department should separate their work station so that they can handle the sensitive data, information with confidentiality.
6. HR Department should organize the file room as there are personal employee files which are very confidential. The files are very much unorganized and often not found or, kept in wrong place/ folder. So, HR should be more focused to organize the file room so that it can be easy and less time consuming to find a p-file whenever it needs.

7. Interns salary should be delivered in an organized way rather than moving various places as it's very hectic to run after your salary at the end of month. So, the salary management/ payment system for the interns should be structured in an effective and useful way.

CONCLUSION: Partex Star Group has the foremost proficient, seasoned and onerous operating board members. The total organization works along sort of a family for the betterment of the corporate. At the top of this report the actual fact is graspable that their accomplishment and selection method is fairly structured through that they recruit capable workers throughout the year. The effectiveness of the process is outlined by worker loyalty, efficiency and employee satisfaction. Additionally they maintain all the laws and rules of Government that area unit created for business organizations. They additionally attempt to maintain and balance with all style of business environments of our country that one amongst the key to success for Partex Star Group. HR activity is one amongst the foremost necessary components in unit of time department. To achieve success, relentless contribution and dedication of the organizations human resource management is incredibly abundant required. Developing plans in a very dynamic state of affairs demands assessment of things and strictly adhering to the core principal of the organization.

In this report, I have tried my maximum to spot the HR activities of Partex Star Group. To improve the organizations performance it's vital to produce formal training, coaching, and better compensation for the employees.

However the magnitude of transparency and quality Partex Star Group exerts in its employee selection method renders it adequate to just continue this observe. Therefore, from this study PSG will get the indications on that of the problems they need to focus a lot of to extend or up their performance.

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- Mireia L. Heras
- Yasin Rofcanin
- Pablo I. Escibano
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- Michael C. J. Mayer
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3. Victims, survivors and the emergence of „endures“ as a reflection of shifting goals in the management of redeployment

- Christopher J. McLachlan
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- Robert MacKenzie

-
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- Peter Gahan
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APENDICES:

APENDIX:1 INTRODUCING CONSULTED ARCTICLES

S	Article name	Authors	Journa l name	Volum e issues page no	Year	Publisher
1	Disconnected human resource? Proximity and the mis) management of workplace conflict77	Richard Saundry Virginia Fisher Sue Kinsey			19 AUGUS T 2020	

2	Family-supportive organizational culture, work–family balance satisfaction and government effectiveness: Evidence from four countries	Mireia L. Heras Yasin Rofcanin Pablo I. Escribano Sowon Kim			: 13 August 2020	
3	Victims, survivors and the emergence of „endures“ as a reflection of shifting goals in the management of redeployment	Christopher J. McLachlan Ian Greenwood Robert MacKenzie			10 August 2020	
4	Between fit and flexibility? The benefits of high-performance work practices and leadership capability for innovation outcomes	Peter Gahan Max Theilacker Mladen Adamovic			7 August 2020	
5	The relationship between perceived highperformance work	Peter Gahan Max Theilacker			4 August 2020	
	systems, combinations of human resource wellbeing and human resource performance attributions and engagement	Mladen Adamovic				

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7	..Cole, G. A. and Kelly, P. (2011) Management 2theory and practice (7th edition). Andover, Hants: Cengage Learning.	Kelly p and cole g.a			2011	Andover, Hants: Cengage Learning.
8	<i>Work motivation: History, theory, research and practice</i> (2nd edition).	latham g.p			2012	london sage publication
9	A theory of human motivation <i>Motivation. Psychological Review</i>	maslow		PP 370-96	1943	
10	<i>Handbook of organisational creativity.</i> .	mumford m.d.			2011	

ARTICLE- 2

Complication of Objective

Article	Objectives/Purposes/Questions/Hypotheses
01	The development of more remote sources of advice has been a notable feature of the contemporary human resource (HR) function
02	This study examines the extent to which perceptions of family-friendly organisational culture relate to employees' satisfaction with work–family balance .
03	The victim and survivor debate conceptualises employees impacted by restructuring as one or the other
04	The idea that human resource management (HRM) plays a strategic role in generating sustainable competitive advantage for organisations or intermediate outcomes such as innovation is a central tenet in HRM theory and research.
05	Research has demonstrated that employees' human resource (HR) attributions are relevant in influencing individual and organisational outcomes.

ARTICLE- 3

Complication of Methods

Article	Methods
01	Our research questions address the shaping of relationships between key actors in the management of workplace conflict
02	To test our hypotheses, we collected survey data in Nigeria, the Philippines, Guatemala and Spain through the involvement of a leading European Business School.
03	The empirical focus is the implementation of HR's internal redeployment strategy and the consequences for affected employees.
04	We explore how configurations of high-performance work systems (HPWS) and leadership competence (LC) provide micro-foundations for organisational capabilities associated with innovation.

05	Our findings also support our hypothesised interactive effect of HR well-being and HR performance attributions on engagement and a conditional indirect effect of HPWS on engagement via the interactive effect
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ARTICLE- 4

Compilation of Conclusion

Article	Conclusion
01	This study has explored the relationship between organisational proximity and the management of workplace conflict
02	In addition to offering variance in the GE index, we chose these countries for three reasons. First, we aimed to represent and include low-income, middleincome, upper-middle-income and high-income countries
03	The analysis abstracts from experiences of redeployment to develop the endure as a specific conceptual category, contributing to the long-standing victims and survivors debate
04	In stable environments, the formation of the capabilities required for innovation is more strongly associated with HPWS, whereas in more dynamic environments, LC plays a more pronounced role. These findings have implications for understanding the strategic role HRM plays and for management practice.
05	The paper contributes to the strategic HR literature by focussing on the antecedents of HR attributions and by considering their interactive effect on employee outcomes.

