INTERNSHIP REPORT
ON
"BRICKLAND COMPOSITE LTD" A SISTER CONCERN OF MAJUMDER GROUP

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Letter of Submission

Date: 2 November 2026

To
The Internship Supervisor
Department of Fashion Design and Technology
Uttara University

Subject: Submission of Internship Report

Dear Sir/Madam,

With due respect, I am submitting my internship report titled “The Merchandising Activities of Mondol Fabrics Ltd” as a requirement of my academic program. I completed a four-month internship at Mondol Fabrics Ltd, where I gained practical exposure to the activities and responsibilities of a knit fabric merchandising department.

I have tried my best to prepare this report with relevant information and practical learning from my internship. I sincerely hope that the report meets the required academic standard.

Sincerely,
Abdul Kaium Himel
ID/Roll: 2222401054

Acknowledgement

I would like to express my sincere gratitude to my academic supervisor, Prof. Farruque Mohammad Masud, the management of Mondol Fabrics Ltd, and the members of the Merchandising Department for their guidance, cooperation, and support during my four-month internship. I am also thankful to my university and everyone who helped me complete this report.

Executive Summary

This report presents an overview of the merchandising activities of Mondol Fabrics Ltd, a knit fabric company that belongs to the Mondol Group of Bangladesh. It discusses the organization, the structure and responsibilities of the merchandising department, the major activities involved in fabric booking, order follow-up and sample development, and the practical knowledge gained during a four-month internship. The report also identifies key learning outcomes, challenges faced by a fresher, and recommendations for future trainees and the company.

TABLE OF CONTENTS

1: INTRODUCTION 9

1.1 Background of the Internship 9

1.2 Rationale of the Report 9

1.3 Objectives of the Internship 9

1.4 Scope of the Report 10

1.5 Methodology and Sources of Information 10

1.6 Limitations of the Report 10

2: ORGANIZATIONAL PROFILE OF MONDOL FABRICS LTD 12

2.1 Overview of Mondol Fabrics Ltd 12

2.2 History and Background of the Organization 12

2.3 Vision, Mission and Objectives 12

2.4 Products and Services 13

2.5 Organizational Structure 15

2.6 Major Departments and Their Functions 16

2.7 Buyers, Suppliers and Business Activities 16

3: MERCHANDISING DEPARTMENT AND ITS ACTIVITIES 17

3.1 Introduction to Apparel Merchandising 17

3.2 Role and Responsibilities of a Merchandiser 17

3.3 Buyer Communication and Order Confirmation 17

3.4 Product Development and Sample Approval 17

3.5 Costing and Price Negotiation 18

3.6 Fabric, Trims and Accessories Sourcing 18

3.7 Time and Action (T&A) Calendar 18

3.8 Production Follow-up and Quality Coordination 18

3.9 Shipment and Documentation Follow-up 19

4: INTERNSHIP EXPERIENCE AND PRACTICAL LEARNING 24

4.1 Tasks and Responsibilities During the Internship 24

4.2 Daily Work Procedure 24

4.3 Documents and Tools Used in Merchandising 24

4.4 Coordination with Other Departments 24
4.5 Skills and Knowledge Gained 25
4.6 Dyeing Section 25
4.7 Cutting Section 25
4.8 Compacting and Stenter-Type Machines 26
5: FINDINGS, CHALLENGES AND RECOMMENDATIONS 27
5.1 Major Findings 27
5.2 Challenges Observed During the Internship 27
5.3 Recommendations 27
6: CONCLUSION 30
6.1 Conclusion 30
6.2 Future Scope of Learning 30
Appendix A: Sample Fabric Booking Sheet 32
Appendix B: Photographs from the Internship 33
Appendix C: Glossary of Knit Merchandising Terms 34
Appendix D: Quality Checklist for Knit Fabric Approval 35
Appendix E: Sample Order Follow-up Record 36
Appendix F: Export Documents Checklist 37
Appendix G: Common Fabric Tests and Purpose 38
Appendix H: Sample Costing Worksheet 39
Appendix I: Weekly Merchandising Checklist 40

1: INTRODUCTION

1.1 Background of the Internship

The garment and textile sector is the backbone of Bangladesh's export economy, and knit products form a large part of it. Within this sector, merchandising acts as the link between the buyer, the sourcing and production teams, and the factory floor. Every order passes through the merchandiser, who makes sure that the right fabric, trims and quality reach the right place at the right time.

Mondol Fabrics Ltd is a company within the Mondol Group, one of the established textile and apparel groups in Bangladesh. The group began in 1991 as a knitted garment business and has since expanded into knitting, dyeing, printing, embroidery, accessories and trims, sweaters, and lingerie. The group was ranked third in the top RMG export list for 2024 by a national trade publication, which shows the scale of its export activity.

As part of my academic program in Fashion Design and Technology at Uttara University, I completed a four-month internship in the merchandising department of Mondol Fabrics Ltd from 10 April 2026 to 27 August 2026. During this period I was introduced to knit fabric sourcing, fabric booking, and the general flow of merchandising work. This report is based on that experience.

1.2 Rationale of the Report

Academic study gives students the theory of merchandising, but the practical sequence of tasks, the pressure of deadlines, and the relationships between departments are learned mainly on the job. This report was prepared to record that practical learning in a structured way. It also helps the university understand how students are applying their knowledge in the industry, and it gives future trainees a reference point for what the role involves.

1.3 Objectives of the Internship

The internship had the following objectives:

- To understand the structure and functions of a knit fabric company and the position of its merchandising department.
- To learn the core activities of a merchandiser, including fabric booking, order follow-up, and sample development.
- To observe how buyer requirements are translated into fabric specifications, costing and production plans.
- To develop practical skills in documentation, coordination and basic reporting.
- To identify the challenges faced by a fresher in a commercial production environment and how they can be managed.

1.4 Scope of the Report

The report covers the organizational background of Mondol Fabrics Ltd as far as it could be observed and verified, the activities of the merchandising department, and the tasks I personally took part in during the internship. Because knit fabric is the main product, the discussion focuses on knit-specific merchandising issues such as fabric booking, GSM, shrinkage and shade approval. The report does not cover the financial performance of the company or confidential buyer pricing.

1.5 Methodology and Sources of Information

The information in this report comes from three sources. The first is direct observation and hands-on work during the internship, including the fabric booking training I received from my supervisors and the basic merchandising tasks I was assigned. The second is publicly available information about the Mondol Group, including its published company profiles, trade directory listings, and industry news. The third is general merchandising knowledge from academic study and standard industry practice. Where a detail could not be confirmed from a public source, it has been described in general terms rather than stated as fact.

1.6 Limitations of the Report

This report has several limitations. The internship lasted four months, which is a short period to understand the full working of a company. Access to some information, such as buyer details, costing sheets and production figures, was restricted for confidentiality reasons. Public information about Mondol Fabrics Ltd as a separate entity is limited, since much of the published material concerns the wider Mondol Group. As a fresher, my observations were also shaped by my own learning stage, and some processes I describe may be more complex in practice than I was able to see.

2: ORGANIZATIONAL PROFILE OF MONDOL FABRICS LTD

2.1 Overview of Mondol Fabrics Ltd

Mondol Fabrics Ltd is a knit fabric company and a member of the Mondol Group. Trade directory records list the company as a knit and woven exporter registered with the Export Promotion Bureau of Bangladesh, with a registered office in the Khilkhet area of Dhaka. Shipping records also show an address at Nayapara, Kashimpur, Gazipur, which is one of the main industrial areas of the group. The company supplies knit fabric to garment manufacturers, both within the group and to external customers, and its merchandising team manages the commercial side of this supply.

2.2 History and Background of the Organization

The Mondol Group was founded in 1991 by Haji Abdul Majid Mondol, who started with a knitted garment business. Over time the group expanded into a composite structure that covers fabric knitting, dyeing and finishing, garment manufacturing, and accessories. Group sources also note that the group moved into trims and accessories through companies such as Montrims Ltd and Trims International (BD) Ltd.

Mondol Fabrics Ltd operates as one of the fabric units in this structure. The BGMEA member record for Mondol Fabrics Ltd gives 2004 as its date of establishment, while group-level profiles date the wider group to 1991. The company was therefore set up as a separate knit composite unit within the group's growth. Further milestones, such as machine expansion and certifications, should be confirmed from the company's internal records. Within the group, several companies share the same management structure and sourcing network, which helps the fabric unit to serve the group's garment factories as well as outside buyers.

2.3 Vision, Mission and Objectives

The Mondol Group describes its philosophy as a combination of quality, employee welfare and sustainability. These principles are reflected in the group's investment in production technology. In 2025, Knitex Industries Ltd., another group company, installed a Mahlo weft straightener to

improve fabric quality in its finishing line, which shows the group's emphasis on controlling fabric distortion and quality at an early stage.

The specific mission and vision statements of Mondol Fabrics Ltd were not available in public sources. [Insert the official vision and mission statement of Mondol Fabrics Ltd if provided by the company.]

2.4 Products and Services

Mondol Fabrics Ltd's main product is knit fabric, produced mainly on circular knitting machines. Knit fabrics are used in a wide range of garments, including basic T-shirts, polo shirts, long-sleeve tops, pajamas, and sportswear. Group profiles also list sweaters, lingerie and knitwear among the products of the wider organization.

The services connected to the fabric business include fabric booking, sample development support, dyeing and finishing coordination, and delivery follow-up. During the internship, I was trained in the fabric booking process, which is one of the most important early-stage tasks of the merchandising department.

Factory Capacity

Public sources give different figures for the factory, so the numbers below should be read as a range rather than exact values. The most recent directory listing describes the Nayapara, Kashimpur unit as a knit composite factory with 827 circular knitting machines, 74 flat knitting machines and 60 jacquard collar machines, and states that it can produce up to 250 tons of knit fabric per day. The BGMEA member record for Mondol Fabrics Ltd lists a total of 3,000 machines and a yearly production capacity of 2,050,000 dozen pieces. The same factory is also recorded with 4,034 workers, of whom 1,815 are male and 2,219 are female.

Older group profiles give lower figures. One earlier profile lists 524 knitting machine sets with a production capacity of 80,000 kg per day for a group knitting unit, and the group as a whole was reported at around 100 tons of knitting per day in another profile. Sister companies in the same area, such as Mondol Yarn Dyeing Ltd, are listed with a knit dyeing capacity of about 1.8 million kg per year. The differences between these sources are likely due to different reporting dates, the inclusion or exclusion of group units, and the difference between machine counts and output.

The table below summarises the capacity information found in public sources.

Item	Figure reported	Source type
Circular knitting machines	827	Directory listing (latest)
Flat knitting machines	74	Directory listing (latest)
Jacquard collar machines	60	Directory listing (latest)
Knit fabric output	Up to 250 tons per day	Directory listing (latest)
Total machines	3,000	BGMEA member record
Yearly garment capacity	2,050,000 dozen	BGMEA member record
Workforce	4,034 (1,815 male, 2,219 female)	Labour inspection record
Knitting output (group, older profile)	Around 100 tons per day	Group profile

These figures should be checked against the company's own production records before final submission. During the internship, the actual daily output of the fabric section and the number of machines in use would be the most reliable reference.

Industry Context of Knit Fabric Production in Bangladesh

Bangladesh is one of the largest garment exporters in the world, and knitwear makes up a large share of its apparel exports. Knit production developed because basic garments such as T-shirts, polo shirts, pyjamas and sweaters need stretchable, comfortable fabric, and because knitting machines are faster and need less floor space than weaving for many constructions. Over the past two decades, the sector has moved from simple cut-and-sew work toward vertically integrated units that handle yarn, knitting, dyeing, printing, cutting and sewing under one roof. Companies that combine these stages can control lead time and quality more closely, which is an important advantage when buyers expect short delivery cycles.

Mondol Fabrics Ltd operates in this environment as a knit composite unit. A composite unit is one where knitting and dyeing, and often garment making, take place in the same group. For a merchandiser, this matters because the fabric planning team has more direct control over dyeing schedules and finishing slots than a company that buys fabric from outside suppliers. It also means that a delay in one stage is visible quickly across the group.

Competition in the sector is strong. Buyers compare factories on price, lead time, quality, social compliance and the ability to handle small and large orders. Factories therefore invest in technology, testing equipment and staff training. The Mondol Group's investment in fabric inspection technology, reported in 2025, is one example of this trend.

Regulatory and Compliance Environment

Export-oriented factories in Bangladesh operate under several layers of regulation. The Export Promotion Bureau registers exporters and issues the codes that appear on export documents. The Bangladesh Garment Manufacturers and Exporters Association represents members and maintains member records. Factories also face labour law requirements on working hours, wages, safety and factory registration, which are checked by the Department of Inspection for Factories and Establishments. Buyers add their own compliance requirements, often covering child labour, fire safety, building safety, and environmental practice. A merchandiser does not usually handle these audits directly, but must know which documents and certifications are needed for each order, because a buyer may refuse a shipment if the paperwork is incomplete.

Organisation of This Report

Chapter 2 describes the company as it was observed during the internship. Chapter 3 explains the merchandising activities in a general way and links them to the work I did. Chapter 4 focuses on my personal experience and learning. Chapter 5 presents the main findings and recommendations, and Chapter 6 concludes the report and suggests future directions. The appendices contain supporting material such as a glossary, checklists and sample records.

2.5 Organizational Structure

The company is led by its management under the wider governance of the Mondol Group, where several directors oversee the different companies in the group. Within the fabric company, the

merchandising department reports to the commercial or export manager, who coordinates with sales, production, and finance. [Insert the organizational chart of the merchandising department here, showing the names of the head merchandiser, senior merchandisers and trainees.]

2.6 Major Departments and Their Functions

A knit fabric company of this kind generally has several connected departments:

- **Merchandising** manages buyer orders, fabric bookings, sample approvals and shipment schedules.
- **Sampling and product development** prepares sample fabrics and approvals for buyers.
- **Knitting** produces grey fabric on circular knitting machines.
- **Dyeing and finishing** colours, treats and finishes the fabric to the approved specification.
- **Quality control** checks fabric against standards for GSM, width, shade and defects.
- **Commercial and accounts** handle invoices, payments and documentation.

2.7 Buyers, Suppliers and Business Activities

Mondol Fabrics Ltd works in a supply chain where yarn is purchased from spinning mills, fabric is produced in-house or through group units, and finished fabric is sold to garment manufacturers and exporters. Shipping records indicate that the company has exported goods, which means it works with international documentation such as bills of lading and letters of credit. During the internship, the orders I observed and worked on were linked to several international fashion brands, including Zara, Mango, Champion and My Wear. A group profile also states that the wider Mondol Group works with major international brands such as Zara, Benetton and The US Polo Association. [Confirm the spelling and full name of the buyer listed as LPB before submission.]

The wider group reported strong export performance in 2024, and its position among the top RMG exporters in the country shows that the commercial network is well developed.

3: MERCHANDISING DEPARTMENT AND ITS ACTIVITIES

3.1 Introduction to Apparel Merchandising

Apparel merchandising is the process of planning, coordinating and following up on a product from the moment a buyer places an order until the goods are shipped. The merchandiser is responsible for turning buyer requirements into a plan that the factory can execute. In a knit fabric company, the merchandising role focuses on the fabric side of the order: the type of fabric, its weight, its shade, its width, and its availability.

3.2 Role and Responsibilities of a Merchandiser

A merchandiser works as a bridge between the buyer and the internal teams. The main responsibilities include confirming the order details, booking the fabric and trims, tracking sample and bulk approvals, following up production with the factory, and making sure the shipment leaves on time. For a knit merchandiser, specific attention is given to GSM, fabric construction, shrinkage, colour fastness and shade consistency, since these determine whether the final garment meets the buyer's standard.

3.3 Buyer Communication and Order Confirmation

Once an order is received, the merchandising team reviews the buyer's purchase order and technical requirements. Important points such as quantity, fabric specification, colour, delivery date and payment terms are confirmed in writing. Any change requested by the buyer is recorded and communicated to the internal teams, so that the fabric booking, production plan and shipment schedule stay aligned.

3.4 Product Development and Sample Approval

Before bulk production begins, samples are developed and sent to the buyer for approval. For knit fabrics, the sample stage checks the fabric construction, GSM, colour and handfeel. Approval of the sample is important because it becomes the reference for the bulk production. Any difference between the approved sample and the bulk fabric can lead to rejection, so the merchandising team keeps close contact with the sampling and dyeing sections.

3.5 Costing and Price Negotiation

Costing involves calculating the cost of fabric per kilogram or per yard, adding the cost of dyeing, finishing and trims, and comparing this with the buyer's target price. Fabric cost is usually the largest part of the total cost of a knit garment, so the merchandiser must understand how GSM and yarn type affect price. Price negotiation is based on this costing, and it requires a clear understanding of the margin the company needs to earn.

3.6 Fabric, Trims and Accessories Sourcing

Fabric booking is one of the most important tasks of a merchandiser. It means reserving the required quantity of fabric from the production or inventory section for a particular order, with the correct specification, colour and delivery date. A booking must consider the order quantity, wastage allowance, and the lead time of the dyeing and finishing process. Trims and accessories such as labels, threads, elastic and packaging materials are sourced in a similar way.

During my internship I was trained in how to prepare a fabric booking. This includes checking the order quantity, converting garment quantity into fabric quantity, adding the required wastage percentage, and recording the booking in the correct format for the production team.

3.7 Time and Action (T&A) Calendar

The Time and Action calendar is a plan that lists each activity of an order, from fabric booking to shipment, with a deadline for each step. It is one of the main tools used to monitor progress. The merchandiser updates the calendar regularly and highlights any activity that is at risk of delay, so that action can be taken before the shipment date is affected.

3.8 Production Follow-up and Quality Coordination

Production follow-up means checking that the factory is progressing according to the plan. For knit fabrics, this includes monitoring knitting, dyeing and finishing output, checking that the fabric meets the approved GSM and shade, and making sure the quality team has inspected the lots. Problems such as shade variation, fabric defects or shrinkage must be reported quickly, since they can change the delivery date.

3.9 Shipment and Documentation Follow-up

Once fabric is ready for delivery, the merchandising team coordinates the packing list, invoice, delivery documents and any certificates the buyer requires. Export documents must match each other and the order details, so that the shipment can clear customs and payment can be received without delay. Shipment follow-up continues until the buyer confirms receipt.

Knit-Specific Merchandising Considerations

Because Mondol Fabrics Ltd works mainly with knit fabric, several merchandising decisions differ from those in woven fabric businesses. Knit fabric stretches, so its dimensions are measured under relaxed conditions and its final size depends on the construction, the yarn, and the finishing process. Two fabrics with the same GSM can behave differently in a garment if one is single jersey and the other is interlock or rib. A merchandiser therefore needs to read the fabric specification carefully and understand how the construction will affect the finished product.

GSM (grams per square meter) is the weight of the fabric and is one of the main factors in both price and quality. A heavier fabric uses more yarn and costs more, but it may give the buyer the feel they want. During fabric booking, GSM is used to convert the order quantity from pieces into kilograms, which is the unit in which knit fabric is usually purchased and produced. A simple conversion makes the logic clear. If a garment uses a given weight of fabric, the total fabric requirement is the number of pieces multiplied by that weight, after adding a wastage allowance for cutting loss and rejected pieces.

Shrinkage is another key point. Knit fabric shrinks during washing and finishing, and the amount depends on the yarn, the construction and the finishing process. The buyer usually specifies an acceptable shrinkage limit in each direction, and the factory tests samples before bulk production. Pre-shrinking the fabric or adjusting the cutting size can reduce the risk of rejection, but both add cost and time, which must be planned in the T&A calendar.

Shade consistency is important because knit fabric is dyed in batches. Fabric from different batches can show small colour differences, and these are easily visible when garments from different lots are placed together. Good merchandising practice includes asking for lot-wise dyeing, keeping shade cards and approved lab dips, and ensuring that a single lot is used for each

garment wherever possible. These requirements should be recorded in the booking sheet so that the production team knows them in advance.

Width and diameter (dia) affect cutting efficiency. Tubular knit fabric is produced on circular machines at a set diameter, and it is later slit or opened to a certain width. The width determines how many pieces can be laid on one cut, so a small change in width can change the cutting waste. Merchandisers who understand this can help the planning team choose the most economical fabric width for each style.

Fabric Booking: A Worked Example

Fabric booking is the process of reserving fabric for an order, and it was the main skill taught to me during the internship. The following example shows the general method, using illustrative figures rather than company data.

Suppose an order is for 5,000 T-shirts in single jersey fabric, and each T-shirt uses 0.22 kg of fabric. The gross fabric requirement is 5,000 multiplied by 0.22, which gives 1,100 kg. If the wastage allowance is 5 percent, the booking quantity becomes 1,100 plus 55 kg, which is 1,155 kg. The booking sheet would then record the style, colour, GSM, fabric construction, dia, required delivery date and the name of the dyeing unit. In practice the calculation is repeated for each colour and size group, and the total is checked against the buyer’s purchase order before the booking is confirmed.

This example shows why accuracy matters. An error of a few percent in booking can mean either a shortage that delays the order or an excess that ties up money and storage space. The booking sheet is therefore reviewed by a senior merchandiser before it is sent to the production planning section.

Buyer and Order Documentation

Every order is supported by documents that must agree with each other. The purchase order is the buyer’s formal instruction and includes the style, quantity, price, delivery date and terms. The merchandiser checks it against the sample approval, the technical specification and the fabric booking. If the documents differ, the difference must be resolved in writing before production

begins. Common differences include mismatches in colour names, quantities in different units, and delivery dates that do not match the production plan.

Good record keeping also reduces disputes with buyers. When a buyer asks why a shipment is late, the merchandiser should be able to show the approval dates, the booking dates, the production milestones and any change requests that were agreed. This is one reason why the T&A calendar and the order file are updated regularly.

Order Cycle in Detail

A typical knit order passes through a sequence of stages. The first stage is enquiry and costing, when the buyer sends a tech pack or a style description and asks for a price. The merchandiser works with the costing team to estimate the cost of fabric, trims, dyeing, printing, cutting, sewing and overheads, and then adds the company’s margin. The second stage is order confirmation, when the buyer issues a purchase order and the price, quantity and delivery date are agreed.

The third stage is pre-production. This includes sample development, fabric and trims booking, lab dip approval, and the production plan. The fourth stage is bulk production, which covers knitting, dyeing, finishing, cutting, sewing and washing where needed. The fifth stage is quality control, including in-line checks and final inspection. The sixth stage is shipment, which includes packing, documentation, booking with the shipping line and export clearance. The final stage is post-shipment follow-up, when payment is received and any claims or feedback are recorded.

Each stage has its own risks. Sample approvals can be delayed by buyer comments, dyeing can be delayed by machine breakdown, and shipment can be delayed by port congestion or document errors. The merchandiser’s role is to plan for these risks, keep the buyer informed, and make decisions early enough to protect the delivery date.

Tech Pack and Specification Review

A tech pack is the detailed document that describes a garment. It includes measurements, construction details, trims, labels, packing instructions and sometimes fabric requirements. Before a booking is made, the merchandiser should check that the fabric specification in the tech pack matches the approved sample. Common points to check include GSM, fibre composition, yarn count, construction, colour, finish and shrinkage limits. Any unclear point should be raised

with the buyer in writing. Clarifying a specification before bulk production is far less costly than correcting a finished lot.

Fabric Testing and Standards

Knit fabric is tested for several properties before it is approved for bulk production. Common tests include GSM measurement, dimensional stability and shrinkage after washing, colour fastness to washing, rubbing and light, pilling resistance, and tensile strength. Many buyers refer to international test methods such as those published by ISO or AATCC, while others use their own standards. The merchandiser does not usually carry out these tests, but must know which tests are required, when they must be completed, and what results are acceptable. A failed test can delay an order, so test planning belongs in the T&A calendar.

Costing Breakdown

The cost of a knit garment is usually divided into several elements. Fabric is the largest element and depends on yarn price, GSM and wastage. Dyeing and finishing add cost according to the colour, process and quantity. Trims and accessories, such as labels, threads, elastic and packaging, add smaller amounts. Cut, make and trim (CMT) covers the labour and machine cost of sewing the garment. Overheads include rent, utilities, administration and depreciation. Profit is the amount added after all costs are counted.

Consider a simple illustrative example. If fabric costs 4 dollars per kilogram, a garment uses 0.22 kilograms, and dyeing adds 0.5 dollars per kilogram, then the fabric and dyeing cost per garment is 0.22 multiplied by 4.5, which is about 0.99 dollars. Adding trims, CMT and overheads gives the full cost, and the margin is then added to reach the quoted price. This simple method shows why the merchandiser needs to know how GSM and yarn price affect the final quotation.

Export Documentation

Export shipments require a set of documents that must match each other exactly. The commercial invoice states the goods, quantity, unit price and total value. The packing list gives the number of cartons, weight and measurements. The bill of lading is issued by the shipping line and confirms that the goods have been loaded or received. The letter of credit, where used, is a

bank undertaking to pay the exporter if the documents comply with its terms. Certificates of origin, test reports and compliance certificates are added when the buyer requires them.

Documentation errors are one of the most common causes of payment delay. A mismatch in the buyer's name, the quantity, the port or the description of goods can cause a bank to refuse payment until the error is corrected. Merchandisers therefore check each document against the purchase order and the letter of credit before submission.

Incoterms and Shipping Terms

Incoterms are standard terms published by the International Chamber of Commerce that define who pays for transport, insurance and risk at each stage of the shipment. Common terms used in garment exports include FOB (free on board), where the seller delivers goods on board the vessel at the port of loading, and CIF (cost, insurance and freight), where the seller also pays for freight and insurance to the destination port. The merchandiser needs to understand which term applies to each order, because it determines who arranges the shipping booking and who bears the cost of delay.

Shipment Planning

Shipment planning starts with the delivery date in the purchase order and works backwards. The merchandiser calculates the date by which finished goods must reach the port, the date by which packing must be complete, the date by which quality inspection must be passed, and the date by which production must finish. Shipping lines have fixed sailing schedules, and late bookings can lead to higher freight costs or missed vessels. A good shipment plan therefore includes a buffer of several days before the final deadline.

4: INTERNSHIP EXPERIENCE AND PRACTICAL LEARNING

4.1 Tasks and Responsibilities During the Internship

As a trainee, my main responsibility was to learn the merchandising process step by step. The core task I was trained in was fabric booking, which I practised under the guidance of my supervisors. In addition, I was given light exposure to order follow-up, sample development, and the preparation of reports in Excel. The work was supervised, and most tasks were checked before they were finalised.

4.2 Daily Work Procedure

A typical working day began with reviewing the open orders and the status of pending bookings. Tasks were then assigned according to priority, which usually included updating booking records, following up with the sampling or dyeing sections, and preparing reports. [Insert working hours and the usual daily routine, as observed during the internship.]

4.3 Documents and Tools Used in Merchandising

The main documents used in the department were the purchase order, the fabric booking sheet, the order sheet, the T&A calendar, and approval records for samples. Excel was used for booking calculations, follow-up tracking and reports. Basic knowledge of these tools is one of the first things a merchandiser needs, because most of the daily work is recorded in them.

4.4 Coordination with Other Departments

Merchandising works closely with sampling, production planning, dyeing and finishing, quality control, and the commercial section. A delay in one department affects the others. For example, a delay in dyeing reduces the time available for quality checks and can push the shipment date. Good communication with each department was therefore an essential part of the work.

4.5 Skills and Knowledge Gained

The internship developed several practical skills. I learned the process of fabric booking and how to calculate fabric requirements from order quantity. I gained a better understanding of knit

fabric terms such as GSM, construction, shrinkage and shade. I also improved my skills in Excel-based reporting and in writing clear follow-up messages. Most importantly, I learned how a commercial production environment works, which is different from what is taught in the classroom.

4.6 Dyeing Section

The dyeing section was the part of the factory where grey knit fabric received its colour. During my time there, I observed the dyeing machines and the preparation steps that come before colour is applied. The most important preparation step I noted was scouring. Scouring removes oils, waxes and other impurities that remain on knit fabric after knitting, so that the dye can penetrate evenly. In this process the fabric is treated with wetting agents and alkali, and the temperature and time are set according to the recipe.

After scouring, the fabric is loaded into the dyeing machine and the dyeing cycle is run according to the approved recipe. The shade must match the approved lab dip, so the recipe and the process time are checked before the cycle begins. After dyeing, the fabric goes through washing and finishing steps to remove unfixed colour and to make the shade stable. [Confirm: the notes mention an enzyme-related step after dyeing; if this was an enzyme wash, describe its purpose here.]

4.7 Cutting Section

The cutting section is where the fabric is first converted into garment pieces. My observations followed the flow of the fabric from the cutting table to the bundles that go to sewing.

The process starts with the fabric lay on the cutting table. Before spreading, the fabric is passed through the relax machine. The relax machine lets the fabric recover from the tension it received during knitting and dyeing, so that its dimensions settle before cutting. Relaxed fabric is less likely to change size after the garment is made, which reduces shrinkage problems later.

Next, the spreading machine lays the fabric in layers on the table to the length and number of plies required by the cutting plan. The layers must be flat and aligned, because any unevenness is copied into every piece cut from that lay. Fabric inspection is carried out during spreading to find

holes, stains, shade variation and other faults, which are marked so that the affected pieces are not used.

Once the lay is ready, the auto cutter cuts the pattern pieces following the marker. After cutting, the pieces are numbered so that they can be traced back to their lay and cutting sequence. The numbered pieces are then bundled, so that all parts of one garment stay together. Labelling machines attach the required labels to the pieces or bundles at the appropriate stage before they move to sewing.

4.8 Compacting and Stenter-Type Machines

Knit fabric changes size after washing and finishing, and the compacting machine is used to control this change. In general, a compacting machine feeds the fabric under controlled tension and moisture so that its length shrinks in a planned way before cutting. Once compacted, the fabric is more stable, which means the garment measurements are more predictable. Compacting also helps to keep the GSM and width within the required range.

[Confirm the machine name noted as “sleeting machine”. If it is a stenter, a stenter sets the width and GSM of fabric by passing it through heated chambers on a frame, and its role in width control and heat setting should be described here.]

5: FINDINGS, CHALLENGES AND RECOMMENDATIONS

5.1 Major Findings

The main finding of the internship is that merchandising is a coordination role, and much of its success depends on accurate records and timely communication. Fabric booking errors, delayed approvals and unclear specifications are among the most common causes of delay. Knit fabric adds its own complexity, because GSM, shrinkage and shade can vary between lots, and these variations must be managed carefully.

5.2 Challenges Observed During the Internship

As a fresher, I found almost every part of the work challenging. The terminology of the industry, the number of documents, the calculations in fabric booking, and the speed of decision-making were all new to me. Learning to understand a purchase order, to keep track of many open tasks at once, and to ask the right questions from senior staff took time. These difficulties are normal for a trainee, but they show the importance of structured training at the start of an internship.

5.3 Recommendations

Based on the experience, I would recommend the following:

1. Provide trainees with a short written guide covering common terms, document formats and the fabric booking process before they start.
2. Give trainees a clear list of tasks for each week, so that they can track their own progress.
3. Encourage regular review sessions where trainees can discuss their work with a senior merchandiser.
4. Maintain a standard template for fabric booking and follow-up reports to reduce errors.

Analysis of Key Issues

The internship showed that the main risks in knit merchandising are not usually large, sudden problems. They are small errors that accumulate across the order. A booking calculated with the wrong GSM, a shade approval given without a lot check, or a delayed reply from a buyer can

each look minor on its own. Together, they can push a shipment past its deadline. The most effective response is a disciplined routine of checking, rather than reacting only when a problem becomes urgent.

Communication emerged as the second major issue. Information passed verbally between departments was often misunderstood or forgotten. Written messages, even short ones, reduced confusion. The practice of confirming decisions by email or in a follow-up sheet was one of the most useful habits I observed.

A third issue is the gap between classroom knowledge and factory reality. Textbooks describe the merchandising process as a clear sequence, but in practice the steps overlap and the timing changes with each order. Learning to manage this overlap is a skill that comes mainly from experience.

Recommendations for Future Trainees

Future trainees should prepare before joining by learning the basic knit fabric terms, including GSM, dia, single jersey, rib, interlock, fleece, shrinkage and shade. They should also be comfortable with simple calculations, because fabric booking involves multiplication, percentages and unit conversion. Keeping a personal notebook of terms, formulas and procedures is a practical way to speed up learning.

During the internship, trainees should ask questions early and often, while keeping a record of the answers. They should also volunteer for tasks that expose them to different parts of the process, such as sample follow-up or shipment documentation, so that they understand how their work connects to the rest of the order cycle.

Recommendations for the Organization

The company may consider providing a structured induction for trainees, including a short handbook of terms, a walk-through of the order cycle and a basic guide to the booking template. A regular review meeting for trainees would also help them learn from their mistakes without pressure. Where possible, trainees could be given a defined project, such as tracking the status of a set of orders, which would let them practise the full cycle under supervision.

Lessons on Accuracy and Verification

The most important lesson from the internship is that a merchandiser's work is only as good as its verification. Every booking, approval and document should be checked against its source before it is sent. This habit takes time, but it prevents errors that are much more expensive to fix later. In a knit business, where fabric is often ordered in kilograms and sold per piece, a unit conversion mistake alone can change the cost of an order significantly.

Lessons on Communication

Clear communication saves time. Messages that state the order number, the style, the colour, the quantity and the required action are far more effective than vague requests. I also learned that a confirmed decision should be recorded in writing, because verbal agreements are easily forgotten when the pace of work increases.

Limits of the Internship Experience

It is important to recognise that a four-month internship gives only a partial view of the company. I did not see every stage of production, I was not involved in the commercial negotiations with buyers, and I did not have access to the company's full financial records. The findings in this report therefore reflect my own observations within a defined role, rather than a complete assessment of the organisation.

6: CONCLUSION

6.1 Conclusion

The four-month internship at Mondol Fabrics Ltd gave me a practical understanding of how knit fabric merchandising works in a commercial setting. I learned the process of fabric booking, the importance of coordination between departments, and the way the Mondol Group's wider structure supports its fabric business. Although the work was challenging for a fresher, it built a foundation of knowledge and confidence that will help me in a professional merchandising career.

6.2 Future Scope of Learning

The next stage of learning is to develop deeper knowledge of costing, buyer communication and production planning for knit products. Future work could also focus on sustainability in knit fabric production, including the use of certified materials and responsible dyeing. With more experience in order follow-up and shipment, I hope to move from a supporting role into a full merchandising responsibility.

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Appendix A: Sample Fabric Booking Sheet

[Attach a sample fabric booking sheet used in the department, with confidential information removed.]

Appendix B: Photographs from the Internship

[Attach photographs of the merchandising department and sample work, if permitted by the company.]

Appendix C: Glossary of Knit Merchandising Terms

Dia (diameter): The diameter of tubular knit fabric, measured in inches or centimetres, which affects the width after slitting.

GSM: Grams per square meter, the weight of fabric per unit area, used to calculate fabric quantity and cost.

Single jersey: The most common knit construction, produced on a single set of needles, widely used for T-shirts and basic tops.

Rib: A knit construction with alternating knit and purl columns, giving stretch and recovery, often used for collars and cuffs.

Interlock: A double-knit construction that is thicker, smoother and more stable than single jersey.

Fleece: A knit fabric with a brushed inner surface that gives warmth, used in sweatshirts and hoodies.

Shrinkage: The reduction in fabric dimensions after washing or finishing, usually expressed as a percentage.

Shade: The colour appearance of dyed fabric, checked against an approved standard.

Lab dip: A small dyed sample used to approve a colour before bulk dyeing.

Wastage allowance: The extra fabric added to a booking to cover cutting loss and rejected pieces.

T&A calendar: The Time and Action plan that lists the deadlines for each step of an order.

Bill of lading: A shipping document issued by the carrier that confirms the goods have been received for shipment.

Appendix D: Quality Checklist for Knit Fabric Approval

Before a bulk lot is approved, the merchandiser and quality team should confirm the following points against the approved sample and the buyer’s specification:

- GSM within the agreed tolerance range
- Dia and width within the specified limits
- Shade matches the approved lab dip, checked under standard lighting
- Shrinkage results within the buyer’s acceptable limits
- Visible defects such as holes, lycra lines, oil spots or uneven dyeing are recorded
- Lot numbers are recorded for traceability
- Test reports, where required by the buyer, are attached to the file

Appendix E: Sample Order Follow-up Record

The following format illustrates the kind of record used to track an order. It is a general example and does not contain company or buyer data.

Activity	Planned date	Actual date	Status	Remarks
Purchase order received	Day 1	Day 1	Completed	Confirmed with buyer
Fabric booking	Day 3	Day 3	Completed	Wastage added
Sample approval	Day 10	Day 12	Completed	Minor colour change
Bulk fabric delivery	Day 25	Day 26	Completed	One lot delayed
Garment production	Day 40		In progress	
Shipment	Day 55		Pending	Booking with forwarder

Appendix F: Export Documents Checklist

- Commercial invoice: buyer name, order number, goods description, quantity, unit price, total value
- Packing list: carton numbers, net and gross weight, measurements, carton marking
- Bill of lading: shipper, consignee, notify party, port of loading, port of discharge, vessel name
- Letter of credit copy: amount, expiry date, document requirements
- Certificate of origin, where required
- Test reports or compliance certificates, where required by the buyer
- Insurance certificate, where the terms require it

Appendix G: Common Fabric Tests and Purpose

Test	Purpose
GSM measurement	Confirms fabric weight against specification
Dimensional stability	Measures shrinkage after washing or relaxation
Colour fastness to washing	Checks colour loss during laundering
Colour fastness to rubbing	Checks colour transfer to other surfaces
Colour fastness to light	Checks resistance to fading
Pilling resistance	Checks surface fibre balling during wear
Tensile strength	Measures fabric strength under load

Appendix H: Sample Costing Worksheet

Cost element	Unit	Quantity per garment	Rate	Amount
Fabric	kg	0.22	4.00	0.88
Dyeing and finishing	kg	0.22	0.50	0.11
Trims and labels	piece	1	0.05	0.05
Cut, make and trim	piece	1	0.30	0.30
Overheads	piece	1	0.10	0.10
Total cost				1.44

The figures above are illustrative only and do not represent company costs.

Appendix I: Weekly Merchandising Checklist

- Review all open purchase orders and confirm delivery dates
- Check booking status for each active order
- Follow up pending sample and lab dip approvals
- Update the T&A calendar with actual dates
- Confirm production progress with the factory
- Record any buyer change requests in writing
- Prepare the weekly report for the senior merchandiser