

UTTARA UNIVERSITY
Department of Business Administration

INTERNSHIP REPORT

On

**“Overall Factory Management of Classic
Melamine Industries Ltd.”**

UTTARA UNIVERSITY

Internship Report

On

“Overall Factory Management of Classic Melamine Industries Ltd.”

Prepared To :

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Prepared By :

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Batch: 45th-B

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Date of Submission:22/12/2021

LETTER OF TRANSMITTAL

22th December, 2021

Md. Shahnawaz Mostofa

Senior Lecturer & Coordinator, BBA

Uttara University

Subject: **Submission of the Internship Report**

Dear Sir,

With great pleasure, here I submit my internship report on “**Overall Factory Management of Classic Melamine Industries Ltd.**” that you have approved for my internship. This report is based on the knowledge and experiences I have gained my internship period at Classic Melamine Industries Ltd. Hence, I would be extremely delighted and honored if you accept my Internship Report and recognize hard work and determination I have put together in the preparation and completion of this report. I have tried my best to bring out the original scenario of the Deposit Management with full of effectiveness & efficiency.

I would like to thank you for your support, guidelines & observation of my works which made it easy for me as well as provided knowledge of learning in practical.

Sincerely Yours,

.....

Sefatul Alam Supto

ID: 2181011077

Major: Finance

Batch: 45th-B

Department of Business Administration

Uttara University

Student's Declaration

I am **Sefatul Alam Supto**, hereby declare that the presented report of my internship titled **“Overall Factory Management”** It is uniquely prepared by me internee at **Classic Melamine Industries Ltd.** Konabari, Gazipur.

I confirm that, the report is only prepared for my academic requirement not for otherwise purpose. It might be with the interest of opposite party of the corporation.

.....

Sefatul Alam Supto

ID: 2181011077

Major: Finance

Batch: 45th - B

Department of Business Administration

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Letter of Authorization

This is to certify that **Sefatul Alam Supto** is a student of BBA, ID: 2181011077 successfully completed internship program entitled “**Overall Factory Management of Classic Melamine Industries Ltd.**” a study on Classic Melamine Industries Ltd. Konabari, Gazipur under my supervision the partial fulfillment for the award of BBA program.

He has done his job according to my supervision and guidance. He has tried to his best to do this successfully. I think this program will help him in the future to build up her finer career.

I wish him success and prosperity.

.....

Md.Shahnawaz Mostofa

Senior Lecturer & Coordinator, BBA

School of Business Administration

Uttara University, Dhaka

Acknowledgements

A perfect completion of any type of report requires help from a number of a number of persons. I have taken help from different people for to do this report. At the very outset, with all the impulse of our heart I wish to express all my devotion and reverence to the Almighty Allah, most merciful beneficent creator who has enable us to complete the report on **“Overall Factory Management of Classic Melamine Industries Ltd.”** for the fulfillment of the requirement for the report.

At the very first I wish to tender my sincere gratitude and deep indebtedness to my honorable internship supervisor **Md.Shahnawaz Mostofa**, Senior Lecturer & Coordinator, BBA, Uttara University for his valuable advice and guidance. Without his support it would have been very difficult for me to complete this report.

I would like to say a big thank you to all the colleague and staff of Classic Melamine Industries Ltd. Konabari, Gazipur, they made my experience there very pleasant and their kind co-operation I am successfully completing my internship program in stipulated time.

Finally, I would like to express my sincere appreciation to **MD.Mohsin Haque (Director)** and **Md.Mesbah Uddin Gazi (Factory Manager)** that liberal guidance, attention, advice, suggestions and particularly bank encouragement always kept me toward a right path to complete the internship program clearly.

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Executive Summary

The internship is designed to bridge the gulf between the theoretical knowledge and real life experience. It is designed to have a practical experience while passing through the theoretical understanding. The report is the result of three months internship program with **Classic Melamine Industries Ltd.**, Konabari, Gazipur. This institution plays a vital role in the field of financial stability of a country.

In the first, I have discussed Introduction of the report, the origin of my report. I also explained the objective of my study. I have included the major difficulties faced during internship this report.

In the second, I discussed about **Classic Melamine Industries Ltd.** overview by which we will know history, important vision, mission and values, organizational structure, objective of **CMIL**, service/product of the Company. I have explained what kind of market **CMIL**. I have also discussed where I have worked.

In the third, I have collected both primary and secondary data and information have been used in preparing this report. How, I have collected data and which sources to come more data. I have also discussed fieldwork I have tried how I spend internship period and my specific responsibilities and observation.

In the fourth, it's all about Factory Management. Types of factories, all of **CMIL** Melamine product scheme, brief description of different types of products, process of product management, all performance etc. discuss in my report. I have discussed of my study objective, and I have also described the factory Management.

In the fifth, is last part of this report because here discuss about recommendations and conclusions of this report.

Chapter- 1

Introduction

1.1 Introduction

Households in Bangladesh have historically tended to use earthenware, China, stainless steel, and even pewter for dinnerware. But once its use came to be known, melamine products quickly gained popularity, especially in rural and semi-urban areas.

The market of melamine products, mostly tableware, has been growing steadily in Bangladesh for the past two decades thanks to their durability and cheaper prices compared to alternative products, according to industry insiders.

Melamine is a colorless crystalline organic compound principally used in the manufacture of synthetic resins. Modern commercial production of melamine typically employs urea as a starting material

1.2 Objectives of the Report:

The objective of this report is to understand and know about the process of Classic Melamine Industries Ltd. Basically there are broad objectives and specific objectives in the factory management process.

Broad Objectives:

The broad objective of this report is to explain the overall factory management process of Classic Melamine Industries Ltd.

Specific Objectives:

- To describe various departments of Classic Melamine Industries Ltd.
- To show the management of Classic Melamine Industries Ltd.
- To explain the management process of Classic Melamine Industries Ltd.

1.3 Limitations:

The company has some prohibitions where I couldn't go to collect enough information.

- The main constraints of the study are the insufficiency of information, which was highly required for the study.

- Another main reason the factory personnel was very busy, they couldn't provide me much time.

- It was too limited to cover all the secret areas. Many aspects could not be discussed in the present study.

- As being an internee, it also created some problems as I was unable to acquire hands-on experience in all the departments, due to the factory policy of maintaining the secrecy and also because I did not get the opportunity in all the departments

CHAPTER- 2

COMPANY PROFILE

2.1 Introduction & History:

Mahbub Group of Industries (MGI) was established in the year of 2002. It is one of the leading group of companies in Bangladesh, diversifying in various sectors.

Basically Mahbub Group of Industries is an Agricultural Manufacturing Organization. But it has several sister concern project i.e. Melamine, Animal Foods, Fiber, Fish Hatchery, Transport, Seed crushing, Auto Bricks etc.

Mahbub Group of Industries offers highest level of satisfaction to the consumers through high standard and quality services available throughout the country. Main strength of Mahbub Group of Industries is team spirit and customer's faith on the goods.

Mahbub Group of Industries has 15 (fifteen) sister concerns. Every sister concern has its own business rules and management.

Our keys for development:

- Maintain Standard Quality
- Building Trust with Customers
- Product and process innovation
- Brand Transparency
- Teamwork

We believe in:

- Motivation
- Shared responsibility and leadership
- Professionalism and work ethics
- Consumers value

2.2 Vision, Mission & Values:

Vision

Our Vision is to create the strongest brand equity in agro-industrial sector by satisfying consumer expectations through quality products. Mahbub Group of Industries believes in quality products, innovation, transparency, honesty, social bonding and respect. We want to create a strong relationship with each customer to maximize profits through perfect competition.

Mission

Our Mission is to achieve fame as a high quality and reliable product and service provider in agricultural industry of Bangladesh. To provide complete solution and convenience in farm implements. To increase its product portfolio and keep up its reputation in terms of its “After Sales” services. Also take care of all its stake holders like employees, customers, bankers, creditors, government.

Values of the (MGI):

- We put our customer first.
- We emphasize our work and ethics.
- We maintain the quality of all products.
- We believe in our work and responsibility.
- We say what we work in.

2.3 Company History:

The production office of CMIL is located at Dewalia Bari, Konabari, Gazipur- 1746 on 90 decimal lands with prefabricated steel building. The factory is equipped with 28,800 sft warehouse. The factory has moderate infrastructural facilities with sufficient spare space for expanding. Most of the machineries required for the factory operation have been imported from Taiwan and China. Machineries of the factory involve Compressor, Lathe Machine, Molding machine, Rectifier, etc.

The factory is facilitated with moderate road communications, power, water and other resources. At present the company uses diesel generator of 220 KW capacities for full time power supply. In order to protect the factory from fire, adequate number of fire-fighting apparatus has been set up. The plant has been functioning with 38 officers and 100 workers. At present the company is running with more than 90% capacity utilization.

The company has insurance coverage with standard insurance company limited covering the risk on stock of melamine related materials, Machinery and factory building with sum insured of Tk.121.00 Million and yearly premium of Tk.0.30 million.

2.4 Objective of MGI

Biswas Poultry & Fish Feeds Ltd.

Shainik Traders.

KBC Agro Product Pvt. Ltd.

Classic Melamine Ind. Ltd.

Classic Poultry & Fish Feeds Ltd.

Biswas Ceramics & Auto Bricks Ltd.

Fresh Chicks Ltd.

Classic Fiber Ltd.

KBC Seed Crushing Industries Ltd.

KBC Flours Mill.

Biswas Agro Fisheries & Hatchery.

KBC Rice Mill.

KBC Dal Mill.

New Gazipur Transport.

KBC Full Fat Soya Mill.

2.5 Organizational Structure and Hierarchy:

The Organizational Structure of MGI comprises of four wings:

- The Board of Directors
- Executive Committee
- Audit Committee
- Senior Management

Organizational Hierarchy:

CHAIRMAIN & MANAGING DIRECTOR



DIRECTOR



SR.AGM



AGM



G.M



HADE OF ADMIN



H.R ADMIN MANAGER



MANAGER

2.6 PRODUCTS OF MGI :

- Poultry, Fish & Cattle Feed manufacture & Sales.
- All kinds of Raw Materials Purchase & Sales.
- Rice Bran Oil, Soybean Oil, Mastered Oil, Flour Mill, Rice Mill, Salt ect.
- All kinds of Melamine Products Manufacturer.
- Poultry, Fish & Cattle Feed Manufacture & Sales.
- All About Bricks Manufacturing & Sales.
- One Day Old Chicks Manufacturer.
- P.P Bag Manufacturer.
- All About Seed Crushing.
- All About Flours Produces.
- Fisheries & Hatch.
- All About Rice.
- All About Dal.
- All About Transport.
- Soya Mill.

2.7 Market:

All kinds of melamine products we manufacture. We design according to the needs of our customers. We have 7 different designs in melamine, one of which is SHADIN design. Which has gained huge popularity in the market and is at the top of customer's choice. Moreover, INFINITY, SHOPNO, ANJOLY, GLORY, INDIGO and GREEN CIRCLE are meeting the demand of marble customers. In the meantime, we are exporting to Bangladesh and Other countries. Which is playing an important role in the melamine market in Bangladesh.

2.8 Intern worked:

I have worked in Store management department of Classic Melamine Industries Ltd. Konabari, Gazipur. It was my first experience to work in any Institution. I keep all the accounts in the store and prepare the products for delivery according to the quantity of product orders in the market. In addition, I was assisted in the work of manager, admin and accounts. Most of the time I have worked in Store department. I used to collect and write down the management information of the factory from the manager.

Chapter -3

Data Collection and Processing

3.1 Source of Information:

The report is fully investigative in nature. Another report has been prepared on the basis of experience gathered during the period of internship. I have presented my experience and finding by using different charts and tables, which are presented in the analysis part. This report data have been collected from two sources:

- I. Primary sources
- II. Secondary sources.

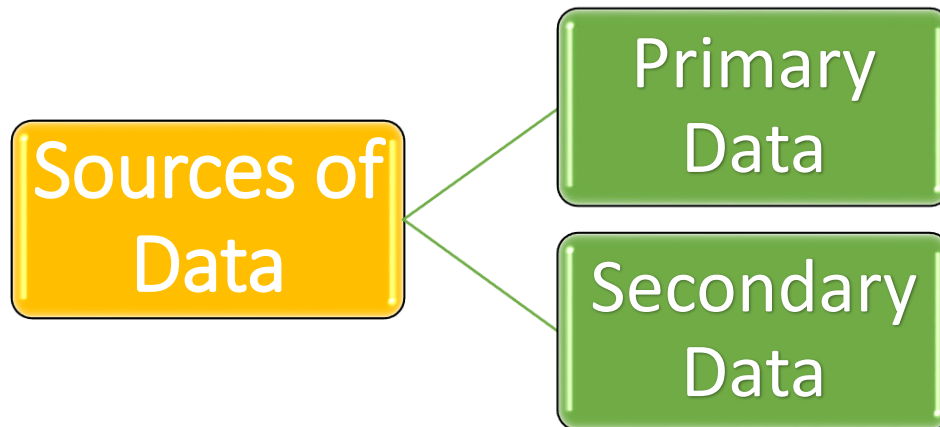


Figure: Sources of Data

Primary Sources

Face to face conversation as well as interview with the company Director, Factory manager, who are serving the company (CMIL) from being long time, various office file and data etc.

Secondary Sources

Company profile, company website, annual report and other Documents of the classic melamine industries Ltd (CMIL).

Ways of Data Collection

Primary data are collected in the following ways:

- Practical working in the factory
- Face to face conversation with the respective officers and manager
- Personal observation
- Relevant file study as provided by the officers concerned
- Various office file and data

Secondary data are collected in the following ways:

- Study on monthly report of classic melamine industry Ltd.(CMIL)
- Online data from MGI & CMIL website.
- Personally collected data from officers and head office of the CMIL.

3.2 Data Collection Method

The internship report has been prepared on the basis of “on the job” experience with the **Classic Melamine Industries Ltd**, Konabari, Gazipur . It has been tried to make the report informative and handy. The data used in the report have been complied through different complicated ways- direct conversations with executives, continuous search on the ongoing accounts, internal and external audit report.

3.3 Data source & data collection methods

Most of the information of the report was collected from secondary sources. The data have been collected from observation.

Observation

- Work is never left pending for the next day unless it is absolutely necessary.
- The work process could be made faster with better computers and operating systems.
- The work activities are always set and divided for each of the employees. This is the way it should be, but when I saw it firsthand it was remarkable.
- Each and every employee has a certain set of responsibilities.
- All of activities are important and how to any difficult work solve easily.

My internship topic is based on "Management of factory". The main focus of my study is how to control the factory, decide if there is a problem that is needed to be addressed, check the financial condition and efficiently run the factory.

Chapter - 4

Discussion on the study objectives

4.0 Objective:

The classic melamine industry has five departments. By which the whole factory is operated.

The departments are

1. Management Department
2. Accounts and VAT Tax Department
3. Admin department
4. Quality and Finishing Department
5. Store and Sales Department

Management Department: From this department it is decided, what are the facilities to run the whole factory. So that there is no disruption in the operation of the factory. The decision taken by the department for the factory is considered as the final decision. The decision of how the other 4 departments will be managed is given by this management department.

Accounts & VAT Department: Accounts are kept for monthly salary and the amount of VAT paid on sales per month. Moreover, the incidental cost of the factory is kept in account such as: machine repair, parts etc.

Admin Department: Recruitment of workers, giving notice of recruitment of employees.

This department does a lot of work including making salary sheets, marking the advantages and disadvantages of the factory

Quality and Finishing Department: After making the product, this department looks at whether the product has any problem and whether the product is ready to be released in the market.

Store and Sales Department: All the products that are separated for release in the market are brought to this store and sales department. From here it is distributed all over Bangladesh.

Analysis and Finding of CMIL

4.1 SWOT Analysis of CMIL



Figure: SWOT ANALYSIS OF CMIL

SWOT is an acronym for the internal Strength and Weakness of the firm and the external as well as environmental Opportunity and Threat facing that firm. So, we consider CMIL company as a business firm and analyse its strength, weakness, opportunity and threats the scenario will be as follow:

Strength:

- Strong relationship with customers
- Creating a friendly work environment with workers.
- Understanding the daily work from the officers and employees every day.
- Understand each expense account from the accounts.

Weakness:

- Reluctance of employees towards work.
- Fear of constant control of staff
- Weak skills of employees on any new post.
- Reliance on external consultants

Opportunities:

- Customer satisfaction
- To control workers
- Adopt new strategies to increase production.
- Adopt some new strategies to get acquainted with the market.
- Create sections for advice.

Threats:

- Security
- Slow down production
- Rising prices of raw materials
- Lack of skilled workers

4.2 Findings of CMIL: I have done my internship at Classic Melamine Industries Ltd. In the last 3 months I have seen some good and bad things. Write down the Good and Bad words are highlight below.

Some of the good aspects of the factory are highlighted

- The factory officer manager is very helpful, they have helped me a lot in my new situation.,
- If there is any problem in the factory, it is solved quickly, which does not cause any major problems.
- Once or twice a week, the director comes and takes the feedback of each work.
- A board meeting is called at the beginning of each month, such officers remain employees.
- Every worker's problem is known and efforts are made to solve it.
- In this factory workers are given more priority so that they can create the right meaning of products through their technical skills.
- Factory and store products are counted by forming one more team at the end of each month, giving accurate calculations.

Some of the bad aspects of the factory are highlighted

- After the audit, the exact account of the product is not found out, Which causes a little problem.
- Political problems have to be faced.
- Communication with security guards is not good.
- Some workers in night shifts evade work, which is not properly evaluated.
- There is something wrong with the manager's management system, which is causing problems.

At the end I would like to say that, if the management system is updated a little, The work of all levels of the factory will be accurate and easy.

4.3 Product and service offered by of CMIL

product

The main product of melamine factory is melamine material, which is made from molding powder. This molding powder is used to make various items including dishes, bowls, spoons, salt bowls, trays, tiffin carriers etc.

Service:

Dealers have been appointed in each district to deliver the melamine products to the customers.

In addition, the company has some services for dealers, which are:

- If any product breaks while carrying, it will be replaced.
- All products that have not been sold, will be able to take new products by returning them.
- Commission has been introduced on the sale of dealers.

Chapter – 5

Conclusions and Recommendations

5.1 Conclusion:

In conclusion, I can say that this internship report is really essential for every student of business studies to get an idea about the Melamine industry. By completing this report, I have got an overall idea of the Melamine sector and it may be helpful to know about the technical and management knowledge of the Melamine industry also these sector-related organizations. This is a huge sector and yet to discover the whole.

I want to thank my department Head for giving me a great opportunity of learning. This Internship program will help me in the further challenges of life. I try my best to make this project enriched with lots of apparel-related documents. CMIL group is really a good experience for me because every person there is so much helpful and gives me the proper methods of practical learning. So, at last, there is a hope of eradicating all the obstacles and becoming the leader of Melamine industries in near future.

5.2 Recommendation:

CLASSIC MELAMAIN INDUSTRIES Ltd. is the sister concerns of Mahbub group in Bangladesh. It has outstanding reputation in the Bangladesh market for excellence. It is a melamine factory So, this is huge in case of production and maintenance both.

However, the company is not making a profit in this regard for many reasons which I have seen from the internship period.

- The price of the main raw material of the melamine company is increasing day by day.
- Moreover, when the raw materials arrive at the port, extra money has to be paid at the port due to transportation problems.
- But keeping in mind the needs of the customers, they are not able to increase the prices all the time.
- The amount of machines in the company is low which makes it difficult to market sufficient quantity of products.
- The company needs to increase the number of machines keeping in mind the market demand.
- In addition to the increase in raw materials, the price of the product has to be increased a bit.
- When the raw material arrives at the port, the raw material has to be brought from the port by transport immediately so that no extra bill of the port has to be paid.
- The pay scale of workers and officers-employees has to be increased, otherwise the experienced workers will lose their officers-employees due to their policy of the company.
- The management system needs to be managed smoothly so that there is respect and adherence to transparency and management among the workers in every sector.
- The company has contributed the most to the largest economy in Bangladesh. If they follow their management in a healthy way, it will be one of the best companies.

Chapter – 6

Internship Experience

To complete my internship, I have joined in CLASSIC MELAMINE INDUSTRIES LTD., situated at Konabari, Gazipur, which is a Melamine company. I had never gone to a Melamine company in my whole lifetime until I start doing my internship there. The environment was so much different and new to me. During my 3 months of internship, I want to actively contribute to the company's objectives by applying the knowledge I obtained during my education environment for example differentiate between public sector administration and private sector management. I could see how the private sector like CLASSIC MELAMINE INDUSTRIES LTD managed their organization's structure. Undergoing internship helps to make me learn on how to work in a systematic organization. It helps me to learn how to be independent in accomplishing my tasks. Throughout my internship I haven't any bad experience and I have felt valued. I think I had

to prove myself while I was there. I work there with other employer of the company; they are so nice to me. All the experiences while having internship will be beneficial in future.

References

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- ❖ Factory Management (Md.Misba Uddin Gazi)
- ❖ Director of MGI & CMIL (Md.Mohsin Haque)
- ❖ Marketing AMG (Dewan Junayed Yer Chowdhury)