



INTERNSHIP REPORT ON

“Human Resource Planning Of Noman Group”



Submitted To

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Uttara University**

Submitted By

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Letter of Transmittal

Zahidul Islam
Lecturer
Department of Business Administration
Uttara University

Subject: Submission of Report on Human Resource Planning of Noman Group.

Dear Sir

I am pleased to present this report on “Human Resource Planning” for the fulfillment of the SOB, the dissertation.

This is to inform you that I have successfully completed my spring-20 disquisition at Noman Terry Towel Mill’s Ltd. sister concern of Noman Group. I am working in the Utility and Electrical department under the supervision of Mohammad Saiful Ajam, DGM (Head of maintenance). My reporting boss (Maintenance DGM) is not only supervisor but also as a leader. It has been a great privilege to work and learn from such a friendly and helpful supervisor and in a smooth, cordial environment.

During working and study on this topic “Human Resource Planning (HRP)”, it has been really interesting & informative experience for me. I have been learned many unidentified facts, by working practically at the department of Utility and Electrical, which I believe will be supportive to my academic & professional career in the future. While doing this report. I have enjoyed working on this report and I hope that my report will meet the level of your expectations. I would try my best and shall be obliged to provide you with any clarification regarding the project.

Sincerely,

MD. ELIAS MIA.
ID: 2201031005
Major in HRM-EMBA
Batch: 51th
Uttara University

Student's Declaration

I am MD. ELIAS MIA student of Masters of Business Administration (MBA) under the department of Business Administration (DBA) at Uttara University declaring that this my internship report on the topics of “Human Resource Planning” at Noman Tarry Towel Mill’s Limited that is sister concern of Noman Group, and it has been only prepared for the fulfillment of the requirement of the Masters of Business Administration (MBA).

I hereby declare this report has been solely prepared by me and to best of my knowledge. It contains no materials previously published or written by any other person, which have been accepted for the degree at Uttara University, or any other educational institutions, except the quotations and reference, which have been duly acknowledged.

It is also declared that, this report has been prepared for academic purpose only and will not be submitted elsewhere for any purpose.

MD. ELIAS MIA.
ID: 2201031005
Major in HRM-EMBA
Batch: 51th
Uttara University

Supervisor's Declaration

I hereby certify that MD. ELIAS MIA student of Masters of Business Administration (MBA) at Uttara University, Bearing the ID NO: 2201031005 has prepared internship report title “Human Resource Planning of Noman Group” as a requirement for the fulfillment of the requirement of the Masters of Business Administration (MBA). To best of my knowledge, he has completed all the required courses of the program, he have prepared the report, and accepted as authentic one.

He regularly visited me and informed me about the progress of his work over telephone in several occasions and he was found to be quite sincere in doing his internship. As per as my knowledge goes, the work is an original one.

I wish his all the best in his future endeavor.

Zahidul Islam
Lecturer
Department of Business Administration
Uttara University

Acknowledgement

I am thankful to Zahidul Islam, Academic Supervisor of SOB, Uttara University, for the freedom.

He gave me in choosing my report topic and his continuous guidance

Henceforth. His guidance has been of extreme help to me. I am also thankful for all the times, I consulted her and he answered with the utmost patience and perseverance. Practical knowledge is fundamental for the application of theoretical intelligence. Therefore, his guidelines for the report made it mandatory for me to seek learning in the work environment, which proved to be very gratifying.

I cordially thank the honorable teacher to provide me the opportunity to apply online learning in practice. There are always some differences between theories and practice. This report bridges the gap between them.

I am also thankful to Mohammad Saiful Ajam, DGM (Head of maintenance). of Noman Group for giving me his valuable time, guiding me during internship and answering all my queries so spontaneously.

Executive Summary

In this report, I have done a detailed analysis on the “Human Resource Planning (HRP)” of Noman Group. Here, I have covered all the sections of the “Human Resource Planning (HRP)” process using balanced scorecard as the basis of developing a brand new man power planning/human resource planning (HRP) process of all the departments of Textile Units. I have developed a balance scorecard based “Human Resource Planning (HRP)” for the Department of Maintenance.

Besides these, I have also incorporated the history, Brief about the company and its performance, vision and mission, values and products of Noman Group and most importantly I have incorporated a brief of how HR Admin Department does their job in Noman Terry Towel Mills Ltd. While making the analysis on “Human Resource Planning (HRP)” Process I have provided detailed information about human resource process and I have covered all the related factors with it and in addition to that I have tried to incorporate the theories that I have learned with the practices I have seen. This report also provides a brief overview on different tasks I had to performing during my dissertation report, the responsibilities I had to handle during the internship, my personal observation regarding the critical issues, some lacking of the Maintenance department and my recommendations for improving the total HR practices of Noman Terry Towel Mills Ltd. Then I have presented the detailed analysis of how I have conducted the “Human Resource Planning (HRP)” in the analyzing workload, Job Description, quantitative data analysis and by analyzing business processes of Noman Terry Towel Mills Ltd. Then I have drawn a conclusion, which sum up all the analysis and finally I present the format I have successfully introduced at Noman Terry Towel Mills Ltd. and which will be implemented as official “Human Resource Planning (HRP)” Method from now on.

Chapter-1

Introduction

1. Introduction

This report has been prepared for the partial fulfillment of the EMBA Program. As per the completion of EMBA program at Uttara University, I have prepared this report on the topic of “Human Resource Planning (HRP)” of Noman Group.” Zahidul Islam, Lecturer at Uttara University, supervised the report and I am thankful to him for assigning this project.

Discussion on Human Resource Planning (HRP) without an overview on Human Resource Management (HRM) would be incomplete. Hence we have to take a brief note on the HRP, especially its different phases of development, conceptual issues, objectives, importance and linkages with other organizational roles. With this backdrop, we then have to understand HRP and appreciate why HRP has now become so important for us for successful management of an organization.

The strategic focus of HRP is not very specific from such discussions. However, once again if we review the definition, we find, HRP is planning “for the right number of people to be in the right place at the right time at the right cost to ensure achievement of organizational objectives. “Thus through HRP, organization obtains and retains the quantity and quality of people needed; makes best of them and anticipate problems from their potential surpluses or deficits. It also ensures integration with the organizations strategic and corporate planning processes. Hence organizational strategic is now in built with the concept of HRP.

Human resource or manpower is a primary resource without which other resources, physical and financial, cannot be put into use. Even a fully automatic unit requires manpower to run it and also to plan for further improvement. To achieve any goal, manpower requirement needs to be assessed, located and harnessed. HRP is not mere assessment of the number of men required. An organization has to categorize men as per their knowledge and skills and also ensures their balanced allocation. Improper manpower planning may lead to over-staffing increasing direct cost (salary), cost of training, amenities, apart from the cost of production. Under-staffing also affects production, morale and productivity.

1.1. Objective of Human Resource Planning (HRP)/Manpower Planning:

There are two types of objectives.

The first objective of manpower planning is to integrate planning and control of manpower with organizational planning of Noman Group to ensure best possible utilization of all resources.

The second objective is to coordinate manpower policies of Noman Group. Requirement and selection, training and development programmes, placement and induction programmes, promotion and transfer policies, decisions on remuneration and rewards.

Subsequent objective of manpower planning for Noman Group are to:

- Achieve efficiency of work in all spheres of the corporate body,
- Ensure cost minimization,
- Eliminate all types of wastages including waste of time,
- Maintain required levels of skills and competency, matching present and future needs of Noman Group.

1.2. Analysis of Workload Factors

To forecast the manpower requirements at different points of time, workload analysis is extremely important. Analysis of present and future workload depends on to possibility of quantifying the work content in every area of an organizational activity. Following steps help in workload analysis:

- i. **Classification of work:** Classification of work is done by identifying the work or job content and time requirement for such job or work unit. Work or job content classification helps in breaking jobs in different components, which together completes an operation.
- ii. **Forecasting the number of jobs:** After classification of jobs and work content and its time requirement, in the next phase of workload analysis, job forecasting in quantitative terms for a number of jobs is done for a time period. This is done based on the demand projection.
- iii. **Converting the projected jobs in man-hours:** Multiplying the time requirement of each job with the number of projected jobs, man-hours for jobs are computed.
- iv. **Converting the man-hours into manpower requirement:** In the final phase of workload analysis, aggregate man-hours are converted onto manpower requirements. This is done considering skill interchangeability of maintenance staff for the identified job categories with 10% others allowance and 20% leave reserve. Therefore, in a given day of 8 man-hours per employee, not available time for attending customer complaints get reduced by 30% per employee, i.e., only 4.8 man-hours per day, per employee is available to attend customer complaints.

Chapter-2

Company Profile



NOMAN

TERRY TOWEL MILLS LTD.





NOMAN GROUP AT A GLANCE

We are Pioneers. Perfectionists. Progressives.



EST 1968

Founded by Md. Nurul Islam

LARGEST

Vertically Integrated Textile
Group in Bangladesh

PRODUCTS

Denim, Terry Towels, Fabrics
and Garments

HIGHEST

Exports compared to any
company in Bangladesh

REVENUE

1 Billion US Dollars In 2016



UNITS OF NOMAN GROUP



Yasmin Spinning Mills Ltd.
Spinning with 80,000 Spindles

Zaber Spinning Mills Ltd.
Spinning with 75,000 Spindles

Marium Textile Mills Ltd.
Producing Synthetic Fabrics

Noman Textile Mills Ltd.
Weaving Unit with 238 Air Jet Looms

Ismail Textile Mills Ltd.
Weaving Unit with 232 Air Jet Looms

Zaber & Zubair Fabrics Ltd.
Vertically Integrated Textile Mills
(Fashion & Home)

Yasmin Textile Mills
Weaving Unit with 156 Shuttle-less Looms

Noman Spinning Mills Ltd.
Open-End Yarn Manufacturing Unit

Ismail-Anjuman Ara Fabrics Ltd.
Dyeing, Printing & Finishing Unit

Sufia Cotton Mills Ltd.
Spinning with 60,000 Spindles

Zubair Spinning Mills Ltd.
Spinning with 75,000 Spindles

Sufia Fabrics Ltd.
Producing Synthetic Fabrics

Noman Weaving Mills Ltd.
Weaving Unit with 232 Air Jet Looms & 156
Shuttle-less Looms

Noman Composite Ltd.
Weaving Unit with 440 Air Jet Looms

Nice Denim Mills Ltd.
Vertically Integrated Denim Factory

Saad Saan Apparels Ltd.
40 Lines of Stitching Units for Woven
Bottoms

Zaber & Zubair Accessories Ltd.
Woven & Printed Labels, Threads & all other
accessories

Talha Spinning Mills Ltd.
Spinning with 60,000 Spindles

Artex Fabrics Ltd.
Largest Warp Knitted Fabric
Manufacturing in Asia

Talha Fabrics Ltd.
Weaving Unit with 480 Air Jet Looms
& 183 Shuttle-less Looms

Saad Saan Textile Mills Ltd.
Weaving Unit with 1200 Shuttle-less Looms

Talha Tex Pro Ltd.
Dyeing, Printing & Finishing Unit

Zarba Textile Mills Ltd.
Textile Product
(100% Export Oriented)

Zarba Rotor Spinning Mills Ltd.
Open-End Yarn Producing Facility
(32 tons per day)

Noman Fashion Fabrics Ltd.
25 Lines of Stitching Units for Woven Tops



VISION, MISSION & VALUES





“We are what we believe in.”

OUR VISION

We believe in excellence.

We believe in sustainable manufacturing.

We believe in creating value for our customers and clients.

OUR MISSION

Consumer satisfaction by ensuring quality textile products with full commitment to compliance.

Social responsibility as a global corporate citizen by ensuring growth and security of employees as well as stakeholders.

Environmental well-being through collaborations with area businesses, community leaders and neighbors resulting in a sustainable future.

OUR VALUES

1. Keeping Our Planet Green

This planet is our only home; we must manufacture responsibly.

Our Environmental Compliance and Sustainability Goals are met 100% of the time.

2. Safe and Secure life

Employees are the hands that make the brand. At Noman we train, mentor and ensure safe, healthy working as well as living conditions for our workers.

3. Market Leadership

Our goal is to remain years ahead in innovation & implementation. As a pioneer in the market of textile manufacturing, Noman Group has illuminated the way for those with sound and successful business ideologies for decades.

4. Learning and Sharing

Constant growth can only be achieved through constant learning. We operate each day with this exact philosophy in mind.

5. Creating an Example

We constantly strive to be the best, because we believe in leading by example.



A FEW WORDS



FROM OUR CHAIRMAN

Noman Group has evolved into a creditable contributor to the textile industry. Our high quality products and dedicated workforce are our biggest assets. By forging its ideals with modern technologies, Noman Group is helping its customers gain new heights. We are a proud part of the success stories of our clients.

Since its inception, Noman Group has established itself to be a trailblazer and it plans to continue that tradition. In 2018, Noman Group plans to fully operate with Oracle ERP system in all its subsidiaries with emphasis on Big Data and Data-Driven Approach. The Group is turning towards filament and synthetic yarn manufacturing for its active wear and technical textile, shifting boundaries into new territories. Bangladesh, being a hub for textile, ushers further opportunities for growth and we intend on capitalizing on this potential by diversifying into different product technologies and experimenting with new materials.

In recent times, the business climate has not been consistently welcoming. Bangladesh is facing rising utility costs. In response, we are re-engineering our business process from the stretch. Our team members, led by bona fide, quality leaders in respective Strategic Business Units, are working relentlessly to minimize the impact of rising costs on our valued customers.

At a time when emerging technologies like Artificial Intelligence and Internet of Things are becoming a significant part of the narrative of the industry, Noman Group is preparing itself for a transformation. We understand the importance of adapting to the changing industry structure and we are embracing the future. Noman Group is investing in automation and business process engineering. Gradually, we are introducing robotics in the manufacturing process. By launching the ERP system, we have obtained stronger control over financial activities. We have also gained access to quality real-time data, which enables us to make sound decisions with fewer errors.

Sustainability is an integral part of the overall objective of Noman Group. Our idea of sustainability encompasses community elevation, environmental footprint reduction and innovation. All the cotton that we source are 99% BCI cotton. Keeping our employees at the heart of our community engagement program, we have introduced Better Wage Initiatives. In addition to that, we have organized Fair Trade, Detox, EMS and other initiatives. Our commitment to sustainability is proven by our actions.

We believe that Noman Group harnesses its true power from its human capital. Our employees are at the core of our health, safety and security plan. We take the well-being of our team members seriously and have invested heavily on OHSAS and ISO 27000. If our workers are well taken care of, we would be in a position to serve our customers better – keeping this simply philosophy in mind, we ensure that every worker's rights are upheld.

Our passion for achieving excellence drives us to deliver the highest quality products to our customer. It would not have been possible without a consorted effort of all of our key stakeholders including our employees, partners, suppliers as well as the guidance of our valuable customers. With an optimistic set of mind, we look forward to accepting the challenges the future holds. We would like to continue to move forward and upward. We aim to break new grounds and be the benchmark in the industry. Please join us in setting newer milestones and climbing higher altitudes.

Md. Nurul Islam



FROM OUR CEO

It is with great pride that I address our NTTML family and our beloved clients.

Since its inception in 2012, NTTML has accomplished many achievements never before encountered in the textile industry of Bangladesh. Our leading pace to our sound business culture, our deep understanding of clients' needs and our strong advocacy towards "green," sustainable and responsible manufacturing. Operational agility regarding innovation and technological adaptability is essential to keep up with the global textile industry, and we strive to do so.

Our clients come first; identifying their requirements and exceeding their expectations is the driving force that pulls us towards our eagerness to deliver. While we are focused on our core services, we acknowledge how important the role of NTTML as a corporate citizen is, in advocating for equal opportunity employment and setting benchmarks for environmental compliance around the country.

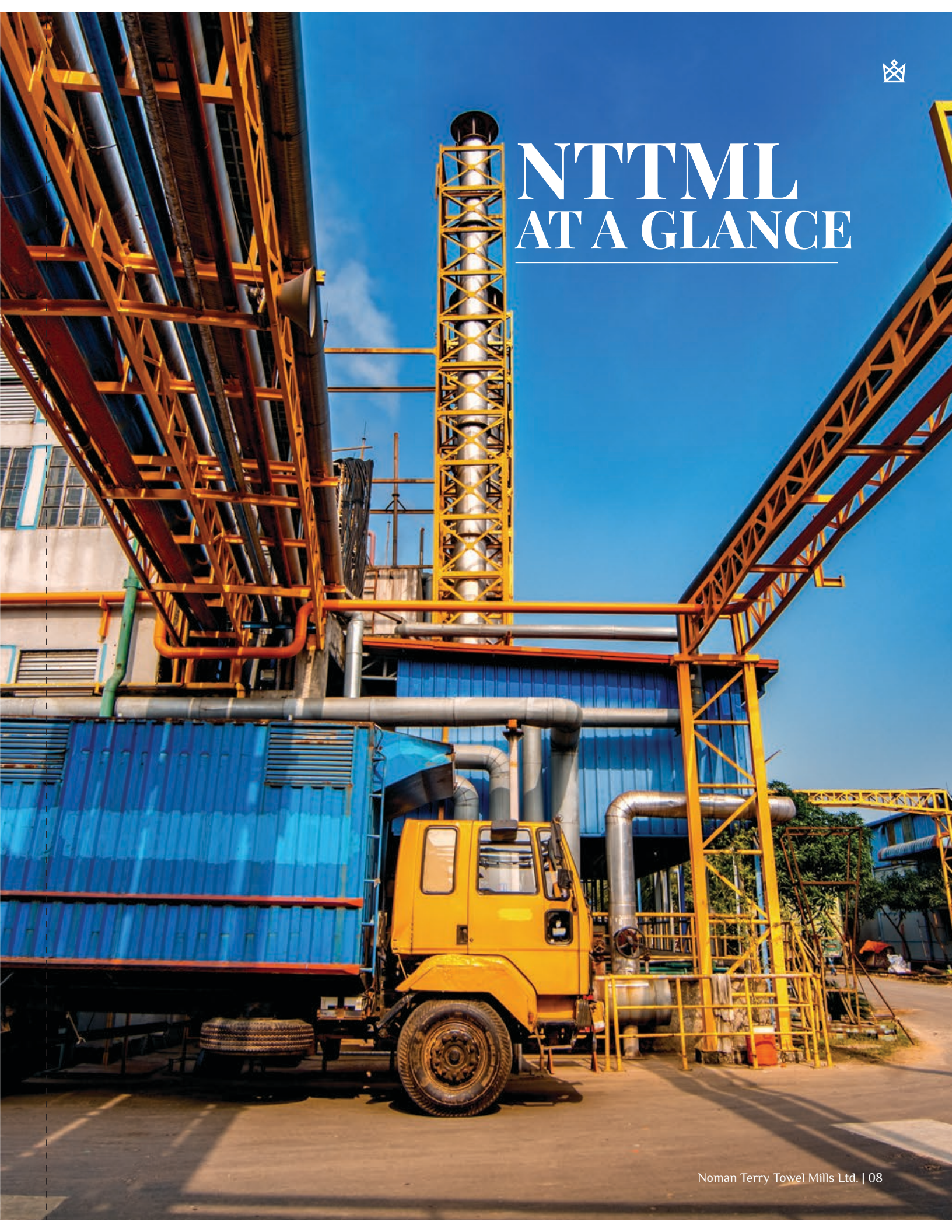
I have always believed that the only way to be satisfied with one's work is to pursue excellence, and our organizational vision and mission is precisely that.

We eagerly ask your support to continue this journey as pioneers in a fast-paced world, creating value for our stakeholders and ensuring a beautiful future for us all, socially and environmentally.

ABDULLAH MOHAMMAD TALHA



NTTML AT A GLANCE







NTTML AT A GLANCE



8000
Workers



85 Million
US dollars revenue in 2017



Highest Capacity
in Bangladesh 80 tons Terry and 25 tons yarn dyed /day



Largest Effluent Treatment Plant
(ETP) employed in Bangladesh



SPINNING CAPACITY



“
Every masterpiece
starts from scratch.”



Total Spinning Units
11



Number of Spindles
450,000



Yarn Production (2-100 count) per day
300 tons



Cotton Consumed (in 2016)
130,000 tons



WEAVING CAPACITY



“ Imagination materialized.



Daily Weaving Production
80 tons



Total Looms
346



Air Jet
346



Jacquard
36



Dobby
310



Special Terry Motion
153



Color Insertion
Jacquard 6 Dobby 8



DYEING & FINISHING

FABRIC DYEING & YARN DYEING



Solid Dyed



Machine
Sclavos



Daily Capacity
80 MT



Exhaust
80 MT



Total Machine
28



Sample Machine
05



Velour
03

Yarn Dyed



Machine
THIES (Germany)



Daily Capacity
25 tons



Total Machine
37



Sample Machine
14



STITCHING EMBROIDERY & PACKING



Stitching



Machine

TEXPA Automation in Slitting and Stitching



Total Machine

1060



Daily Capacity

75 MT



Advantages of Automation

- ♦ Reduce the dependency on people
- ♦ Higher output with precise quality
- ♦ Reduce manufacturing cost
- ♦ Reduce waste
- ♦ Increase run time

Embroidery



Total Machine

06



Total Head

130



Color

9



Materials

Cotton, Polyester, Viscose
Lyocell, Modal etc.



ACCESSORIES

We employ in-house solutions.



Printing

- ◆ In-lay Card
- ◆ Barcode
- ◆ Hand-tag
- ◆ Back Board
- ◆ Stickers
- ◆ Shipping Marks



Printed Labels

- ◆ Paper Label
- ◆ Satin Label



Packaging

- ◆ Cartons
- ◆ Paper Palette
- ◆ Stiffener
- ◆ Poly Bag (PE, PP, PVC, Ziploc)
- ◆ Hanger Bag (PE, PP, PVC)
- ◆ PVC Zipper Bag
- ◆ PVC Rod Bag
- ◆ Loop Barrels



STRATEGIC PARTNERS



“ Smart partners equal smart business.”



Machineries

PICANOL



TEXPA

brother

Thies

TSUDAKOMA

TOYOTA



KARL MAYER
WE CARE ABOUT YOUR FUTURE

RIETER

JUKI

SCLAVOS

PANTEK

ANGLADA

DORNIER

xetma
Vollenweider



Raw Material

allenberg cotton co.

Cargill

Olam

REINHART
SINCE 1788



Chemicals

HUNTSMAN

BASF

DyStar

ARCHROMA

RUDOLF
GROUP

Pulcra Chemicals

CHT
BEZEMA



Banking

HSBC

Standard
Chartered

DBBL



Logistics

MAERSK LINE

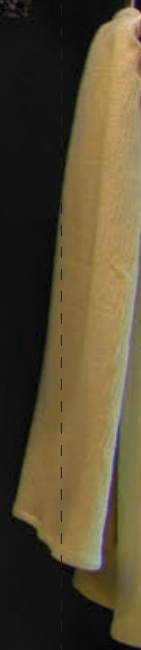
DHL

TNT

FedEx



PRODUCT FINISHES





“ A vision come to life.



Bleach Resistant



Cosmetic Care



Hydrophilic



Anti-Bacterial



Bleach Fast



Quick Dry



Air Reach Treatment



Soil Release



Denim Wash



Stone Wash



Anti-Static



Anti-Pilling



Fragrance Finish



Shrink-Resistance



Hybrid Finish



Temperature Regulator Finish



QUALITY IN FOCUS



“Ensured. Everytime.”



Quality in Focus

- ◆ ISO 9001 certified
- ◆ Believe in prevention
- ◆ In-house testing facilities
- ◆ Periodic calibration of all inspector and technician
- ◆ System approach to remove the deviation from source



Process Control Tools Used

- ◆ Receiving inspection
- ◆ Zero defect approach
- ◆ SIPOC
- ◆ Quality Management System
- ◆ Failure Mode Effect Analysis
- ◆ Control plan
- ◆ CTQ (Critical to quality) control
- ◆ Measurement System Analysis
- ◆ COPQ (Cost of Poor Quality) monitoring



Process Improvement Tools Used

- ◆ Kaizen project
- ◆ Lean project
- ◆ Six Sigma Project
- ◆ Annual improvement plan
- ◆ Octopus activities
- ◆ Voice of customer
- ◆ Voice of process
- ◆ Open the box activities
- ◆ Learning Box
- ◆ GEMBA
- ◆ SPC



SUSTAINABILITY





“Energy

Renewable.
Renewable.
Responsible.



Solar Panel

200 KW. WE WILL BE ABLE TO REDUCE
292 tons of CO₂ emission/year



PaCT

Reduce groundwater consumption
& surface water pollution



LED Light

100% of all bulbs used in our facilities use
LED technology



Better Cotton Initiatives

Consume 7500 MT of BCI annually



ENVIRONMENTAL COMPLIANCE



“ Mother Nature deserves better.”

So we built the **BEST ETP** in Bangladesh.



Biological Effluent Treatment Plant (Panta-Rei of ITALY)



Spectrophotometer & Thermo-reactor (COD test)



BOD sensor with incubator (BOD test)



Multi-meter (TDS, pH, DO, temperature etc.)



Zero Liquid Discharge by 2020



SUMMARY



“ Simply extraordinary.”



Ownership
100% privately owned



Number of Employee
8000



Minimum Order Quantity
1 container (negotiable)/ 10 tons, 800 kg per color



Material of Towel
Cotton, Blended, Jutten, Lyocell, Modal, Viscose, Solucell



GSM Range
200-1200



Mode of Payment
L/C at sight, TT or negotiable



Sample Development Time
2 weeks



Lead Time
60 days (1st order), 45 days (repeat order)



Capacity
210 (40 feet) containers per month



www.nttml.com

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TERRY TOWEL MILLS LTD.

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(+88 02) 9852906

demo@nttml.com

House 19, Road 44, Gulshan 2,
Dhaka-1212, Bangladesh

Chapter -3

Data Collection and Processing

This report is conducted in a systematic procedure beginning from selection of the subject to final report preparation.

3.1 Source of data: I used both primary and secondary data for the report.

3.1.1 Primary source:

- Observation of the organization and experience gather with worked in HR department.
- Interact with our supervisor and coworkers for collect information.
- Participating in different job fair and gather information.
- To attend in Noman Terry Towel Mills Ltd. different short session program helps to collect information.

3.1.2 Secondary source:

- Go through Noman Terry Towel Mills Ltd. website
- Annual Review of Noman Terry Towel Mills Ltd.
- Different book, newspaper, journal and data etc.

3.2 Methods of data collection:

- **Observations:** through the observation I collect the data. I collect data through observe the company employees and company environment and the candidate those are given interview for the job. Based on this things I collect data.
- **Documents and Records:** when I worked in Noman Terry Towel Mills Ltd. I check the Noman Terry Towel Mills Ltd. different documents and Records and I also make some documentation for Noman Terry Towel Mills Ltd. This things helps me to collect the data.
- **Oral histories:** when I worked in Noman Terry Towel Mills Ltd. I collect different information regarding Noman Terry Towel Mills Ltd. through my colleague. They told me the some histories of Noman Terry Towel Mills Ltd..this things also help me to collect the data.

3.3 Scope and limitation of the Report:

There are some scope and limitation of this report. Those are given bellow:

3.3.1 Scope of the Report: The organization provide the actual knowledge and information regarding this topic. As the report topic and the Noman Terry Towel Mills Ltd. HR follow this, there is scope to observe the real situation.

- Practical knowledge about real life work.
- Helps to related real situation with that we learn in Academe.
- Learn how to properly communicate with coworker.
- Helps of understand corporate culture.
- To experience real corporate world.

3.3.2 Limitation of the Report:

These constrains were from both side such as personal and from the organization. The major limitations were:

- **Budgeted Time for the Study:** It is very difficult to collect all the required information in such a short period.
- **Data Insufficiency:** Though the officials tried to assist, sometimes their working pressure couldn't give me proper assistance what needed for the report. Even the web site of the organization is not that much rich. If this limitation was not been there, the report would have been more useful.
- **Personal Limitation:** There is some gap for the covid-19. As some of my family member are affected in covid-19. This give me a mental pressure.

Chapter -4

Human Resource Planning of Noman Terry Towel Mills Ltd.

4.0: Human Resource Planning

Economic concept = demand and supply in context to the human resource capacity of the organization.

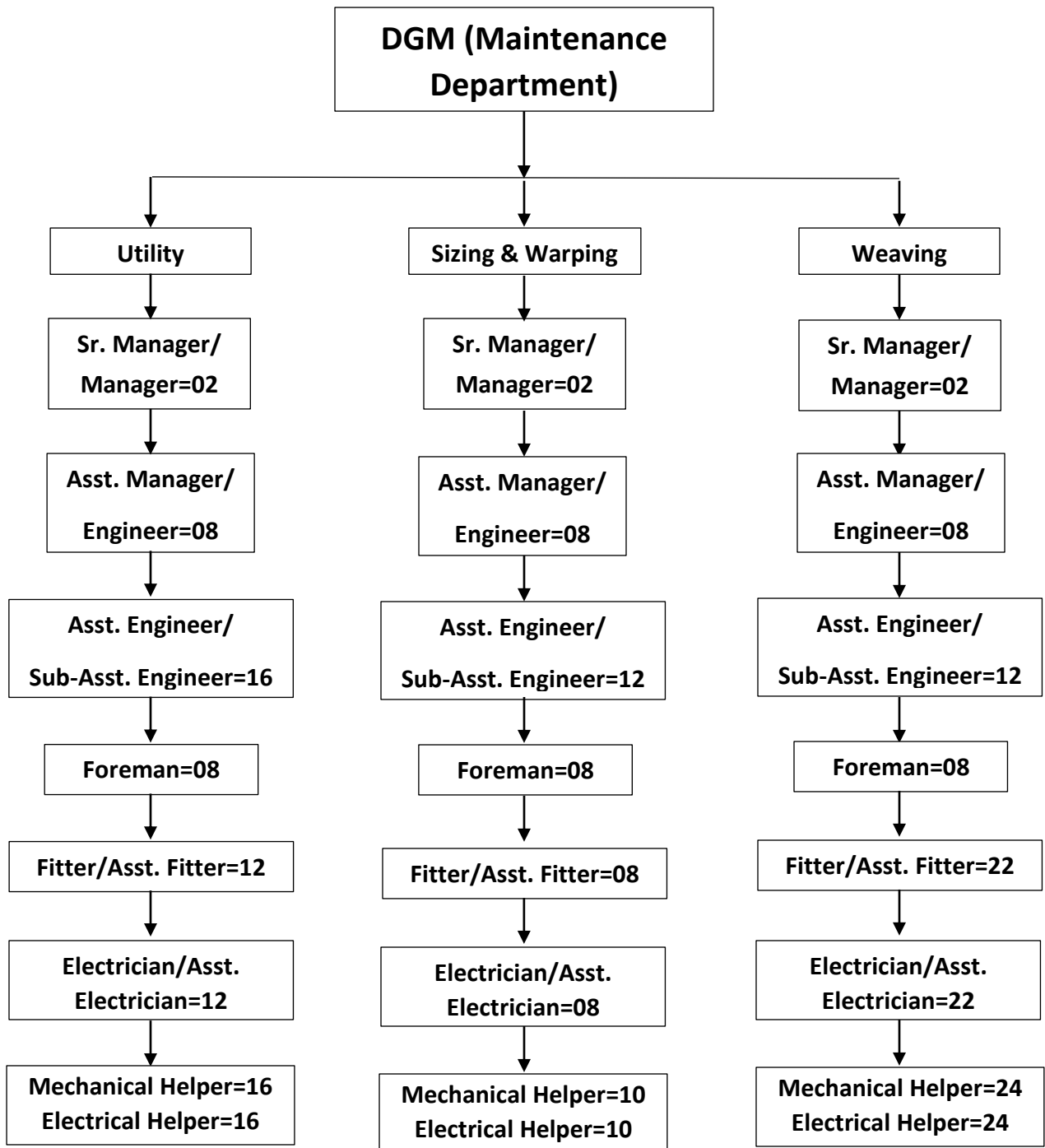
HRP process helps the organization in meeting the future demand of human resource with the supply of the appropriate people in appropriate numbers at the appropriate time and place. That's why the Noman Terry Towel Mills Ltd. always gives special focus on their HRP. Because if they do not hire the appropriate people in appropriate place it's not profitable for their company. So Noman Terry Towel Mills Ltd. always properly measure and identify how much employee are needed for their company. Noman Terry Towel Mills Ltd. always use the HRP to achieve the successful strategies and objectives.

Because they treat their employee as assets and they want to maintain long term relation with their employee.

4.1: Noman Terry Towel Mills Ltd. HR Planning process simply involves the following four steps:

- **Current HR Supply:** Firstly Noman Terry Towel Mills Ltd. measure their current HR supply and Noman Terry Towel Mills Ltd. measure it based on employees number, skills, talents, qualifications, competencies, age, experience, tenures, performance rating, grades, designations, benefits, compensation etc.
- **Future HR Demand:** this is the second step of HR planning. Noman Terry Towel Mills Ltd. analysis it based on future workforce requirements of their business. Noman Terry Towel Mills Ltd. consider some factors for future HR demand like lay-offs, promotions, retirements etc.
- **Demand Forecast:** In this step Noman Terry Towel Mills Ltd. match their current HR supply with future HR demand and create a demand forecast.
- **HR Sourcing Strategy and Implementation:** After reviewing the gaps in the HR supply and HR demand, Noman Terry Towel Mills Ltd. develops plans to meet these gaps as per the demand forecast created by them. Through communication programs with employees, talent management, recruitment and outsourcing, training and coaching, and revision of policies, they meet their gap.

4.2: Manpower set up in Department of Maintenance at Noman Terry Towel Mills Ltd.:



4.3: Human Resource planning process: Noman Terry Towel Mills Ltd. follow this HRP process

Human Resource Planning Process



Figure 2: Human Resource planning process

1. Determining the Objectives of Human Resource Planning: Noman Terry Towel Mills Ltd. (NTTML) their HR planning objective is to ensure the right number of people for the right kind of job in right time. Because Noman Terry Towel Mills Ltd. objective is to give the best service and product for their client. If they don't able to select the right person for the right job it's not possible to give the best service. They think if they select the right person for the right job it's profitable for their company. For this reason when Noman Terry Towel Mills Ltd. recruit their employee they evaluated their employee very carefully.

2. Analyzing Current Manpower Inventory: In this step Noman Terry Towel Mills Ltd. analyze current manpower supply in their company through their information based on employee information like- Experience, skills, proficiency etc. that require for perform a particular job. Also they estimated their future vacancies. They plan for the manpower both internal and external.

Internal- (within the current employees).

External-(hiring candidate from outside). Thus External sources Noman Terry Towel Mills Ltd. use that are- Noman Terry Towel Mills Ltd. website, linked page, different fair, official Email, HR outsources. Through this sources Noman Terry Towel Mills Ltd. collect CV.

3. Forecasting Demand and Supply of Human Resources: Noman Terry Towel Mills Ltd. match future employee demand with the future supply or available resources with the organization. Here, the required skills of personnel for a particular job are matched with the job description and specification.

4. Analyzing the Manpower Gaps: when Noman Terry Towel Mills Ltd. forecasting the demand and supply they can easily understand the manpower gaps.

If the demand is more than the supply of human resources, that means there is a deficit. When they get this deficit they hired new employee for their company through Noman Terry Towel Mills Ltd. website, linden page, different fair, official Email, HR outsources.

Whenever, if the Demand is less than supply, that means surplus of human resources. In that case Noman Terry Towel Mills Ltd. terminate their employee based on performance.

5. Employment Plan/Action Plan: when the manpower gaps are evaluated the action plan is to be formulated. When Noman Terry Towel Mills Ltd. see the employee deficit they go for the recruitment, training. They go for the training because the proper training make their employee more knowledgeable. When employee are more knowledgeable their productivity increase that help's company to gain profit. When Noman Terry Towel Mills Ltd. see the surplus of employee in their company they go for termination.

6. Training and Development: In Noman Terry Towel Mills Ltd. they arrange training for new joiners and also for their existing employees. They give training new employees to understand their job and organization culture. The best thing in Noman Terry Towel Mills Ltd. is they also allow their intern in their training session. They arrange three training programmed only for their intern. In every month they arrange short training programmed for intern. I am also attend this training programmed. Noman Terry Towel Mills Ltd. also give training for the existing employees because they want to update their existing employee's skills.

7. Appraisal of Manpower Planning: Finally, the effectiveness of the manpower planning process is to be evaluated.

4.4: In Noman Terry Towel Mills Ltd. Benefits of Human Resource Planning: Noman Terry Towel Mills Ltd. believe that HR planning is long term process. It involves a lot of work – brainstorming, decision, analysis, and so much more – but it is one of the most important tasks that helps their HR team achieve their goals.

In Noman Terry Towel Mills Ltd. this are the major benefits of human resource planning. Given bellow:

1. Retaining top talents: Noman Terry Towel Mills Ltd. always give focus on human Resources planning because they believe that HRP helps to retain top talents employees. Retain high performance employees is more difficult than hiring new employees. That's why Noman Terry Towel Mills Ltd. always treat their employees as valuable assets. They treat their employees as assets because they know business lose more money on attrition on recruitment. So, the lower the attrition rate, the better for companies.

2. Addressing the organization's manpower needs: Through Human Resource planning Noman Terry Towel Mills Ltd. can address the organization manpower needs. I worked in Noman Terry Towel Mills Ltd. HR department and I play important role in recruitment process. When I worked I saw that recruiting and screening employees are time consuming processes. I involve in many steps from collecting CV from different job fair ,advertising or creating job posts, screening CV based on the qualification, interviewing prospective candidates, creating an offer and contract for successful applicants, hired new employees, and design and arranged training programmed for employees.

With an effective planning process in place, the HR team can ensure that the business staffing needs are met.

3. Ensuring that the right people are hired: Noman Terry Towel Mills Ltd. always give more focus on their recruitment process. They want to select the right person for their company that's why that take 3 test (written, viva, presentation) for selecting new employee and this recruitment plan helps them ensuring the most qualified individuals are hired to handle varying roles.

4. Training employees: HR planning also involves creating training models and procedures. Noman Terry Towel Mills Ltd.create training models for their employees. Noman Terry Towel Mills Ltd. believe that Training and onboarding are also necessary to teach new employees about the company rules and policies, its culture, ways of working, internal databases, tools and software, benefits and compensation, and other things they need to know. That's why Noman Terry Towel Mills Ltd. create training programmed for their employees. Noman Terry Towel Mills Ltd. HR department also addresses the need for creating training programs for current employees.

5. Coping with change: In any business organization, change is inevitable. Noman Terry Towel Mills Ltd. human resource planning always create appropriate measures to deal with change associated with varying factors, such as customer demands, political and economic conditions, business expansion . HR also cope with the rapid change in technology such job and job requirement also change. Through HR planning, Noman Terry Towel Mills Ltd. can forecast and meet the changing needs of manpower.

Chapter-5

Recommendation

And

Conclusion

5.0 Recommendation: In Noman Terry Towel Mills Ltd. there are some few things to suggest them. They try to give the best service for their customers and employees. But there are some issue they should be improved.

→ Noman Terry Towel Mills Ltd. don't promote their brand. They don't give focus on their marketing activity. Should introduce new types of talent acquisition like campus recruitment, apprentice program and so forth. To recruit the proper expertise.

→ In Noman Terry Towel Mills Ltd. the number of female employees is very low. Noman Terry Towel Mills Ltd. should give priority female employees.

→ If Noman Terry Towel Mills Ltd. increase the employee's salary structure that will increase the satisfaction level of the employees which will decrease the employee turnover rate.

→ Noman Terry Towel Mills Ltd. need to maintain the hierarchy level that will decrease the conflict between Supervisors and employees.

→ Noman Terry Towel Mills Ltd. need to improve the office environment and also need to implement their organization culture properly which will increase the employee's satisfaction level.

→ Noman Terry Towel Mills Ltd. need to mentor their employees to reduce their professional challenges. Which will reduce the employee turnover rate.

→ Noman Terry Towel Mills Ltd. need to provide training in timely manner for the development of the employee. That will increase the satisfaction level of employees.

→ Noman Terry Towel Mills Ltd. need to provide promotion after proper evaluation in timely manner which will reduce employee turnover rate.

→ The Human Resource Planning/Manpower set up of Noman Terry Towel Mills Ltd. In the different maintenance section are individual, We know the mechanical maintenance & electrical maintenance of all type of machine are almost same. So my recommendation integrate all maintenance section & divided into two main section that are mechanical section & electrical section.

5.1 Conclusion:

To conclude, I was extremely lucky to be chosen as an intern for Noman Terry Towel Mills Limited. They are one of the pioneers in the B2B industry. When it comes to seek Towel, Noman Terry Towel Mills Ltd. is a name of trustworthy organization. The management teams of Noman Terry Towel Mills Ltd. are skilled, dynamic, and hardworking. The HR teams & the recruitment technique could be very a great deal equivalent to different pinnacle businesses. Noman Terry Towel Mills Ltd. always give priority their employees so, they give more attention on HRP. They believe that HRP is fundamental process that directly links human resource activities to the organization plans and objective. In Noman Terry Towel Mills Ltd. I am directly involved in maintenance process. It was an eye-opening experience which developed me in terms of both academically and professionally. The program has also helped me to analyze and understand what career path I should be taking being an EMBA student. I will always cherish my moment working at their various projects and the knowledge I gained from them.

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