



Project Report On Recruitment & Selection Process of Dying and Printing industries

Submitted To:

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Letter of Transmittal

Date: 29/08/2020

To

Amitava Bose

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Uttara University

Subject: Submission of Project Report on, “**Recruitment & Selection process of Dying and Printing Industries Group of Industries**”

Dear Sir,

I am a grateful to you for the submission of the report on “**Recruitment & Selection process of Dying and Printing Industries**” that in the completion of the requirement for Project. This is an excellent opportunity for me to acquaint more closely with the organization and staff. During the period of Project, I have obtained more practical knowledge, experience, and skill. I have tried my level best to express my ideas, findings, as accurately as I could within the time and resources constrains.

I hope this report will attract your kind appreciation.

Sincerely Yours.

ShamsunNahar Tasha

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Declaration of the Student

I do hereby declare that Project report namely “**Recruitment & Selection process of Dying and Printing Industries Group of Industries**” is carried out by me and the report has not been submitted for the purpose of any other degree.

The work that is submitted by me does not any company existing copyright and any part of the report is not copied from any work done earlier for a degree or otherwise.

I also declare that this research is original and prepared for academic purpose.

ShamsunNahar Tasha

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Major in Human Resource Management

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Supervisor Declaration

This is to certify that Project report on “**Recruitment & Selection process of Dying and Printing Industries Group of Industries.**” submitted **ShamsunNahar Tasha**, Batch: 39th ID: 2161011211 for partial fulfillment of the requirement for the degree of Bachelor of Business Administration(BBA) UttaraUniversity.

The report has been completed under my direct guideline and supervision. I recommended the report for consideration of the Project committee.

Amitava Bose

Assistant Professor

Department of Business Administration

UttaraUniversity

Acknowledgement

Successful completion of my course requires support from various person. I am very much fortunate to get the guidance & supervision of my honorable teacher and Dying and Printing Industries Group of Industries &Hossain Dyeing & Printing Mills Ltd.Division officers.

I would like to express my deep sense of gratitude & sincere appreciation to my Project supervisor **Amitava Bose**,Assistant Professor, Department of Business Administration,Uttara University, for his continuous support & guidance during the practical orientation period. Her suggestion and comment were really great source of spirit to make the report good one.

Finally, It would be incomplete, If I don't recognize the due responsibilities and valuable advice of all of my friends, superiors and seniors for helping one me in completing this report & making this worthy successful in due time

ShamsunNahar Tasha

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Executive Summary

The main aim of this report is to analyze the strategic HR environment of Dying and Printing Industries group in Bangladesh. The Dying and Printing Industries Group of Industries is one of the largest Group of companies in Bangladesh.

This report includes how an Staffing includes the development of a strategic plan, The performance appraisal system is fair, The maintenance procedure does involve development of strategic HR plan, HRM strategies is support High Performance Management. The report takes primary data and secondary data for preparing this report. The report has 3 specific objectives and one broad objective. This report is divided into six chapters. The first chapter of this study deals with introduction that presents the objective & limitation of the study. In order to understand the companies on which the study is carried on, the second chapter of the study deals with some theoretical concept about Profile of Dying and Printing Industries Group of Industries. The third chapter is about the data collection which is primary and secondary data. Primary data collected form face to face interview and secondary data collected from website and annual report, data analysis and data presentation is presented maximum in MS word. The fourth chapter is about the Objective discussion of Dying and Printing Industries Group of Industries. My broad objective is, To know about recruitment and selection process of Dying and Printing Industries Group of Industries and PESTEL analysis and SWOT analysis. A major finding is “Not sufficient Human Resource Manpower in the organization”. The fifth chapters are about conclusions and recommendations which are drawn by analysis of whole study. The Sixth chapter is about Project experience as like How to appoint/ recruit a worker.

SECTION-1

Justification of the Study

1.1 Justification of the Study:

I have done my major in human resource management from Uttara University Business School. There I have completed four years of the theoretical part of the graduation. Now the rest of the practical part I have completed from Dying and Printing Industries Group HR department. This practical part will be evaluated by my honorable academic supervisor. For that reason I have prepared this report on the basis of my practical experience and submitted to my supervisor. The topic of the report is **“Recruiting & Selecting Process of Dying and Printing Industries Group”**.

As a part of my Project program for my BBA I got the opportunity to do Project in a garments manufacturing company named Hossain Dyeing & Printing Mills Ltd. My Project period started from **1th June, 2020 to 30th September, 2020**. In Hossain Dyeing & Printing Mills Ltd. I was assigned in the Human Resource department. My organizational supervisor was **Mr. Hoque Biswas Sunny (DGM, HR, Admin & Complains)**. My project topics covered the aspects of the HR department and the various issues related to it in respect to the company. The topic was approved by my university supervisor **Amitava Bose**, Assistant Professor of Uttara University, Department of Business Administration). My project was on the Recruiting & Selecting process of Dying and Printing Industries Group. It was assigned to me by my organizational supervisor.

1.2 Background of the study

In this era of competition where there is no room for error, efficiency in production plays a great part. Efficiency in all aspects, passion for gaining advantage is the key for survival and growth. In all trade there's a saying it's the people who make all the difference. In garments human resource play a vital role. In this study I would like to share my experience after working with this project. In Project my project was in a broader perspective HR management. In addition I also drove change management and implemented the international compliance standards in all parameters.

SECTION-02

Objective of the Study

2.1 Objective of the study

Broad Objective

To know about recruitment and selection process of Dying and Printing Industries Group.

Specific objective

- To know the Human Resource Management practices of Dyeing & Printing Mills in Bangladesh.
- To identify the duties and responsibilities of Human Resource division.
- To acquire depth knowledge about recruitment and selection process.

SECTION 3

METHOD

3.1Secondary data:

In this project I have use secondary data which is collect from journal I have mention 5 journal on discussion or appendix.Secondary data refers to data which is collected by someone who is someone other than the user. Common sources of secondary data for social science include censuses, information collected by government departments, organizational records and data that was originally collected for other research purposes

- Magazines and journals.
- Related books and papers

3.2Data Processing and Presentation:

Data processing and presentation is a vital part of Project study. After collecting Secondarydata I proceed in MS Word & Excel. I used few figure for showing some HR process & also used some table for the purpose of secondary data.

SECTION 4

Discussion

4.Literature review

A literature review is a body of text that aims to review the critical points of current knowledge including substantive findings as well as theoretical and methodological contributions to a particular topic.

The market is becoming more competitive everyday but the organization believes that with the innovative planning and strong management team, the group can boost its position in the market. It is the innovations and changes with time that have kept the company on course. The group believes that all these efforts described above, can help fulfil its vision: To be the most regarded company in Bangladesh by 2018.

In this report as I am dealing with the HR policies practiced by Dying and Printing Industries group. I have discussed the topics given below:

Objective 1:To know the HRM practices of Dyeing & Printing Mills in Bangladesh.

Human Resource Management is the process of managing and monitoring the employees in an organization with a proper system. The worldwide HR management system incorporates several processes like recruitment, monitoring, storing data, payrolls, administration, and attendance data and so on. This worldwide system is applicable to Bangladesh too, so the practice of the HR Management System in Bangladesh is similar here.

After so many years of liberation war recently for several years, Bangladesh has seen an upward and positive trend to human resource management. The reasons behind that are the economic warm-up and better education. Most of the organization has established a separate department for human resource management.

Before starting the main section let's get some mixing highlights got from a report of Daily Star in a very recent edition of 2020 upon current HR management system practice in Bangladesh.

Two third of the organizations arrange in house and external training for the employees every year.

Now the selection process depends on the technical evaluation too.

75% of companies avail of the mechanism of employee emotion management.

The worst point is that 95% of companies do not provide any long term incentives to the employees.

45% of the organization preserves performance rewards for the best employees.

30% of the companies have some dispute solution mechanisms to avoid uneven circumstances among the employees.

Now let's demonstrate the current picture of the practice of the HR Management System in Bangladesh. This encompasses a great deal of human resource management activities in all types of organizations. We have evaluated the major ones here.

Function of Human Resource Management:

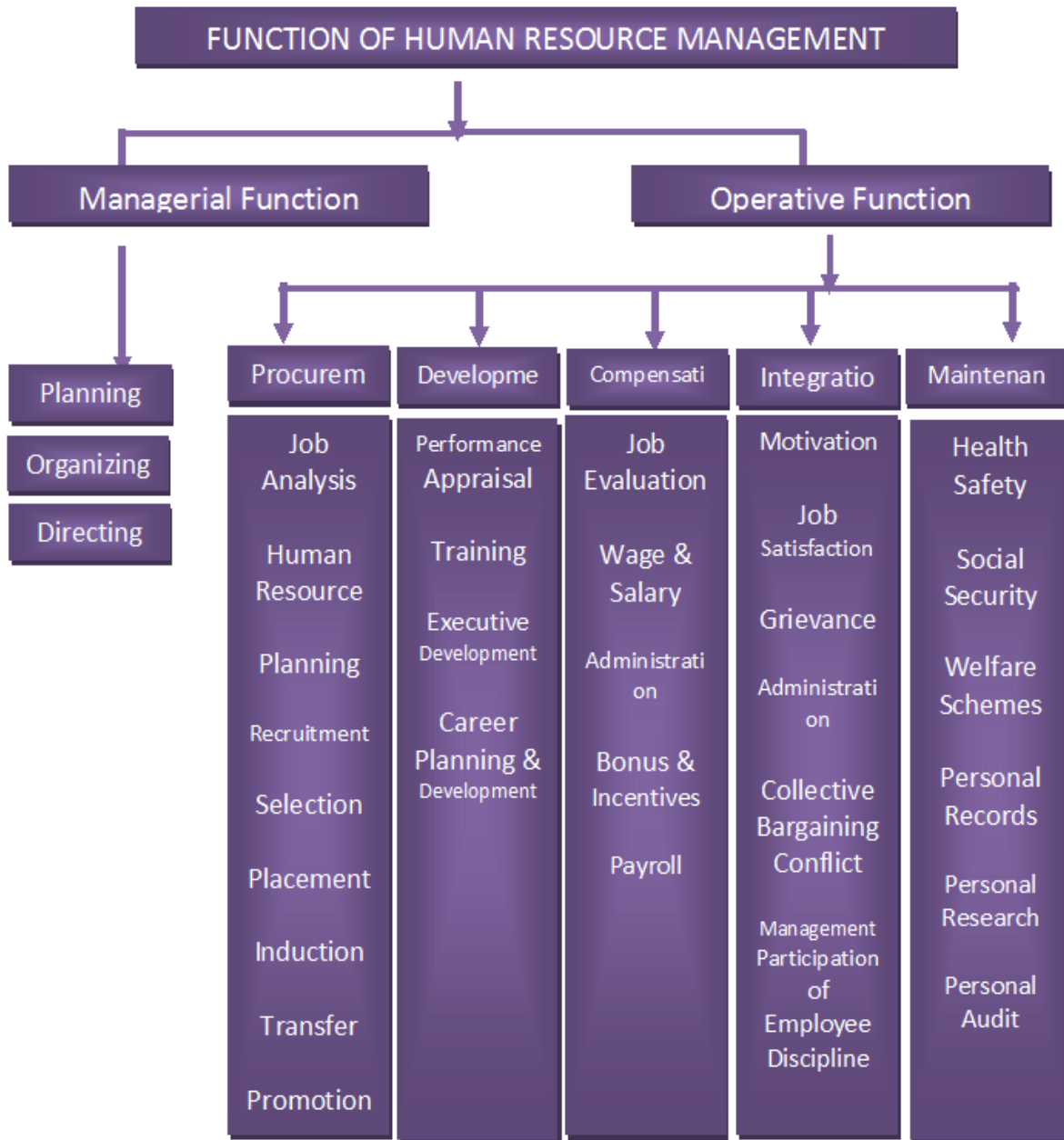


Chart: 3.2: Function of Human Resource Management

Fig2: Function of Human Resource Management

4.1.1 Objective 2: To identify the duties and responsibilities of Human Resource division.

4.1.2 Recruitment & Selection:

Over the past decade, researchers have stressed the fact that the recruiters should be more observant towards the first phase of the recruitment process as it can prove to be very crucial in terms of selecting the right people to do the job(Barber, 1998; Rynes, 1991). Barber (1998) argued that the initial phase of recruitment may be the most critical stage since individuals that do not apply are rarely exposed to the later, more interpersonally intensive, phases.

Further, Boudreau and Rynes (1985) argued that if a firm can handle the pre-interview information then it can increase applicant awareness and interest in learning more about organizational offerings and can turn out to be a positive point to the economic utility of recruiting efforts. There is some evidence that recruitment practices affect applicants' perceptions of the organization and intentions to apply. For example, (Powell, 1984; Taylor & Bergmann, 1987) said that organizational attributes, such as training, compensation and advancement opportunities can be very helpful if the applicant's perceptions about these concepts are positive.

4.1.3 Training & Development:

According to Clinton O. Longenecker ,“Training leads to better performance; ineffective training creates problems; training must be a managerial priority; managers must create a system for training that is tied to actions that ensure effective outcomes and educating workers to see the big picture is paramount” (Longenecker and Fink, 2005). He mentioned that in all the organizations, the people in charge of the employees is very keen to make training available to their people and make it an absolute necessity. By doing so, the company can achieve great results and thus gain competitive advantage over the rival firms.

There is no doubt that managers at all levels of organizations around the world are under increasing pressure to produce better results sooner rather than later. In this rush to increase performance, many business leaders and their organizations frequently overlook the competitive advantage to be gained by properly training and educating their workforces that they need to compete in a global economy.

And because of downsizing the importance of effective training is increasing every day. As the recession has damaged almost all the country's economy in the world the companies are looking to have

fewer but efficient employees. The explosion of technology in the workplace, empowerment, work teams, tight Labor markets and often times, the lack of high quality graduates are ready to fill entry-level positions.

4.1.4 Succession Planning:

The Dying and Printing Industries group has succession planning which is a tool to assist with planning Group's future people needs. Within the succession planning process, potential successors are identified for certain management positions. When such a position becomes vacant, an individual may be approached about the vacancy. However, this may not preclude advertisement, or consideration of people who respond to that advertisement. Vacant positions not filled through the succession process are advertised.

4.1.5 Retention:

Labor markets have been tightening over the past decade, and replacement costs associated with filling vacancies have been spiraling upward for years. It can turn out to be very expensive if there are high rates of turnover as recruitment is very expensive and time consuming. The turnover rates of any company can be taken into account to compare its progress in the future performance with the past performance. In this the turnover rate isn't that high and is not a matter of concern. Retention problems can affect the financial status of a company if goes unnoticed for long.

4.2.1.Objective 3: To acquire depth knowledge about recruitment and selection process.

4.2.2 Recruitment and Selection process of Dying and Printing Industries group

4.2.3 Recruitment and Selection:

This Recruitment and Selection Policy has been framed with the view of recruiting and selecting people who have a strong desire to achieve The Dying and Printing Industries Group's vision, and who will assist us in achieving the business results. The main difference between recruitment and selection is recruitment is positive processes where candidates are attracted for the post apply there. On the other hand selection is a negative process where competition arises and candidates compete with each other and meritorious candidates get job.

Recruitment is the process of searching the candidates for employment and stimulating them to apply for jobs in the organization whereas selection involves the series of steps by which the candidates are screened for choosing the most suitable persons for vacant posts.

4.2.4 Procedure for Recruitment:

Minimum requirements are detailed throughout this policy and include:

1. The position is defined and justified by the requisitioning Business Unit Head / Function Head and authorized and processed by Human Resource Department.
2. The position is advertised unless a person has been identified through the succession planning process or other business requirements.
3. The Business Unit Head / Function Head are involved in the recruitment and selection decision. As a minimum, at least one other person from the Business Unit/Function, competent in the recruitment process, should assist beside the authorized person from HR Department.
4. Pre-requisite skills, qualifications, experience, competencies and other The Dying and Printing Industries Group's or legislative requirements are met and documented.

- 5. Offers are approved and made by Head of Group HR and in some special cases by the Managing Director.
- 6. Offers are approved and made by Head of Group HR and in some special cases by the Managing Director.
- 7. All people, whether internally or externally recruited, are inducted through employee orientation program.

4.2.5 Recruitment Policy of Dying and Printing Industries group.

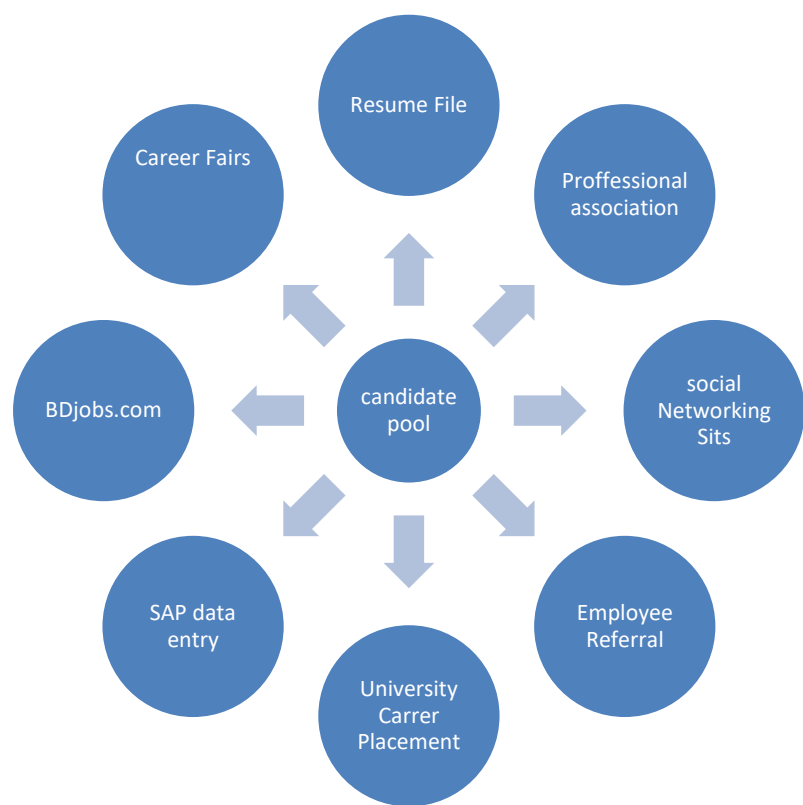


Fig 3: Candidate Pool/ Sources

The recruitment and selection process is of paramount importance in order to recruit employees including workers with the necessary skills attributes to enable the Company to fulfil its corporate aims and objectives. The Recruitment Policy aims to provide clear guidance to the selection and appointment of employees. This policy promotes and supports good practice catering to the needs and requirements of Labor Laws of Bangladesh, International Labor Organization and all International Companies especially those who buy garments directly from the garments manufacturers.

This Policy aims to achieve the following objectives:

- a) To introduce and implement a fair and effective recruitment process in consistent with the Labor Law of Bangladesh, the rules and regulations of International Labor Organization and the requirements of all stake holders including International Buyers especially those who purchase garments.
- b) To ensure that no person is being discriminated at the time of recruitment in the name of sex, marital status, religion/belief, race, disability, age, sexual orientation, ethnic minority, tribal or any other ground whatsoever.
- c) To recruit employees with the appropriate skills, both technical and personal in order to meet the Company's current and future needs in terms of producing the world best Culinary Garments and other garments for its buyers.
- d) To develop and enhance the international image of the Company, both as a best managed and operated company and as a best culinary garments and other garments manufacturer in the world

2. EQUAL OPPORTUNITY:

One of the major policies of the company is to ensure that no unlawful or moral discrimination is being exercised throughout the whole recruitment process on the ground of sex, marital status, religion/belief, race, disability, age, sexual orientation, ethnic minority, tribal or any other ground whatsoever.

3. JOB DESCRIPTION:

The Job Description outlines the duties and responsibilities that an employee is expected to undertake and provide the framework against which their performance may be reviewed. The Job Description against each post will be prepared by Human Resource Department and the same must be approved by the Board of Directors. The Job description should include but not limited to Job title, job grade, responsible to, purpose/objectives, principal accountabilities and responsibilities.

4. CHILD LABOR:

Child Labor is not permissible under any circumstance whatsoever.

5. PRISON/ FORCED LABOR:

Prison labor, forced labor and indentured labor are not permissible. Employment must always be on a voluntary basis.

6. PERSON SPECIFICATION:

Person Specification provides criteria against which the recruitment of candidates will be carried out. The Person Specification must contain the followings:

- a) Essential Criteria: this section states the requirement without which a candidate will not be offered an interview.
- b) Desirable Criteria: This section states the requirement which enhance or strong the candidate's application or basis for consideration and may facilitate short listing for interview.
- c) Qualification: each post is different by its nature and therefore, requires different qualification. Every person should submit proper and original document evidencing their requisite qualification to either become short listed or to become selected.
- d) Experience: in order to ensure and maintain a sharp growth within a specific time line, Company requires experienced employees and workers which is one of the main criteria of this policy. A candidate without having requisite experience shall not be eligible to become an appropriate candidate.

e) Skills: Skilled workers and management are condition precedent to manufacturing quality garments to create a brand image. Therefore to become eligible for certain post the candidate must possess and demonstrate requisite skills.

7. THE SELECTION PROCESS:

The selection process is not a one off even. It combines a series of events which must be completed through a fair and diligent manner. The Recruitment Policy must be implemented through a selection process which starting from advertisement and ended up with issuance of letter of appointment. So the Selection Process plays a vital role and the same is the one of the main subject matters of the Recruitment Policy.

8. THE ADVERTISEMENT:

It is normal practice that all vacancies should be advertised both internally within the Company as well as externally. Authorization needs to be obtained from the Finance and HR department before advertisement. While an employee normally is appointed following advertisement of a post, nevertheless, in exceptional circumstances the requirement to advertise a professional/ expert post may be waived, if in the opinion of the Board of directors of the Company, it becomes necessary for the interest of the Company.

9. OFFER OF INTERVIEW:

In response to an advertisement, any potential candidate approach the Company for the job advertised, must be issued 'Offer of Interview' letter depicting the time, date and place of interview.

10. SHORTLISTING:

Candidate shall only be short listed for interview if they meet all essential criteria defined in the Person Specification. Short listing must be undertaken by at least three individuals by way of forming a ' Short listing Panel' who are appointed by the Board of Directors of the Company and those who are, in the opinion of the Board, possess required skill and experience in the relevant field.

The short listing should be undertaken against the information compiled on the Job Description and the Person Specification. It is the paramount important that the Short listing criteria are applied in a fair and

consistent way. Every member of the Short listing Panel should make a written note justifying their reason and the applicant is entitled to have a copy of that note.

11. INTERVIEWS:

The purpose of an interview is to facilitate the selection of the most suitable candidate for the post, although it should be recognized that this is only one part of the selection process. The interview conducted by an ' Interview Panel' consisting of 3-5 persons. In each interview an 'Independent Observer' shall be present. The other five persons shall be appointed by the board of directors. The Independent Observer must be authorized by the Board.

3.9.3 Recruitment Model

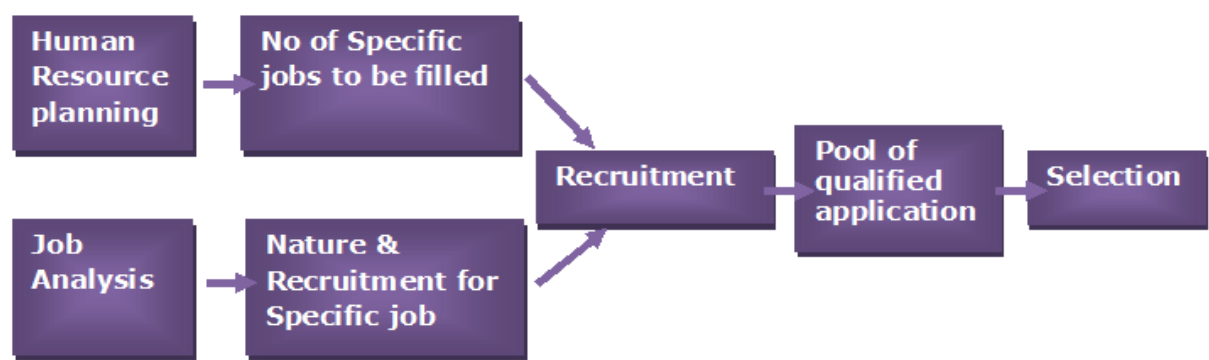


Chart: 3.3: Recruitment Model

Fig 4: Recruitment Model

12. INTERVIEW PANEL:

The role of the Independent Observer is to ensure and confirm that the interview process is being carried out in a most fair manner. An Independent Observer should be a person who can legally represent any registered trade union in Bangladesh.

13. THE INDEPENDENT OBSERVER:

The Independent Observer will be asked to make the following comments:

- a) Whether the interview process has been carried out appropriately.
- b) Whether the questions asked by the members of the panel are relevant.
- c) Whether the candidates asked any questions which could be seen as directly or indirectly discriminatory.
- d) Whether all candidates were asked the same agreed questions.
- e) Were candidates asked whether they understood the requirement of the post. For example condition such as extra hours or overtimes.

14. CONDUCT OF THE INTERVIEW:

When conducting interviews every member of the Panel must make notes of question they have asked and answers given by the candidates. This will provide feedback and evidence of why the candidates have been selected or rejected. These notes must be signed and given to the Chair who will hand them to HRD. Each member of the Panel must complete prescribed Interview Assessment Form for each candidate. The HDR shall place it before the board of the Company for its final approval.

15. THE CHOICE OF CANDIDATE:

After discussion by all members of the Interview Panel, the choice of candidate to be selected will be made on a majority vote. If the candidate selected does not take up the appointment, the second choice applicant may be selected. All appointment shall be made subject to the approval of the Board of Directors of the Company.

16. APPLICATION REJECTION PRE-INTERVIEW LETTER:

Any candidate, not short listed, is entitled to receive a pre-interview rejection letter with a note describing the reason for not being short listed.

17. APPLICATION REJECTION POST-INTERVIEW LETTER:

Any candidate, not selected, is entitled to receive a post-interview rejection letter with a note describing the reason for not being selected.

18. OFFER OF EMPLOYMENT LETTER:

An offer of employment to a successful candidate can be made by the HRD of the Company. It must be made clear, however, that the offer is conditional upon the satisfactory completion of medical assessment, satisfactory evidence of Voter ID and criminal records and the authenticity of all documents submitted during the interview.

19. SALARY:

Within the financial provisions or established grading of the post, the salary offered should have regard to the applicant's experience or expertise and will normally be at or above the incremental point equivalent to the applicant's present salary. The salaries of other employees doing similar work within the department/division with similar experience should also be taken into account.

20. PERSONAL RECORD FORM:

It is mandatory for each candidate to fill up a prescribed personal record form to the satisfaction of the Company. If necessary, Company has the authority to ask the candidate to submit relevant documents in support of the information provided by him or her.

21. INDUCTION

All employees who are new to the Company shall undergo an induction process during which they will be introduced to the main duties and responsibilities of their post. Certain employees are also required to

pass a probationary period before they become permanent. The probationary period for the workers will be determined as per the prevailing Labor Law in Bangladesh. For other employees those who do not come within the preview of the definition 'Workers' shall be determined by the company and that shall be final.

22. COMPLAINS:

It is the policy of the company to render justice to everyone. During the recruitment process if any candidate has any complaints against anything, the candidate is entitled to lodge a complaint application before the Managing Director of the Company. Immediate after receiving such complain, the Managing Director shall form a one person enquiry committee to investigate the complain and the Managing Director shall pronounce his decision on the said complaint petition within three days from the date of lodging such complain. The decision of the Managing Director in this regard shall be final and conclusive.

They also follow another Selection Process:

3.10.3 Process of Selection

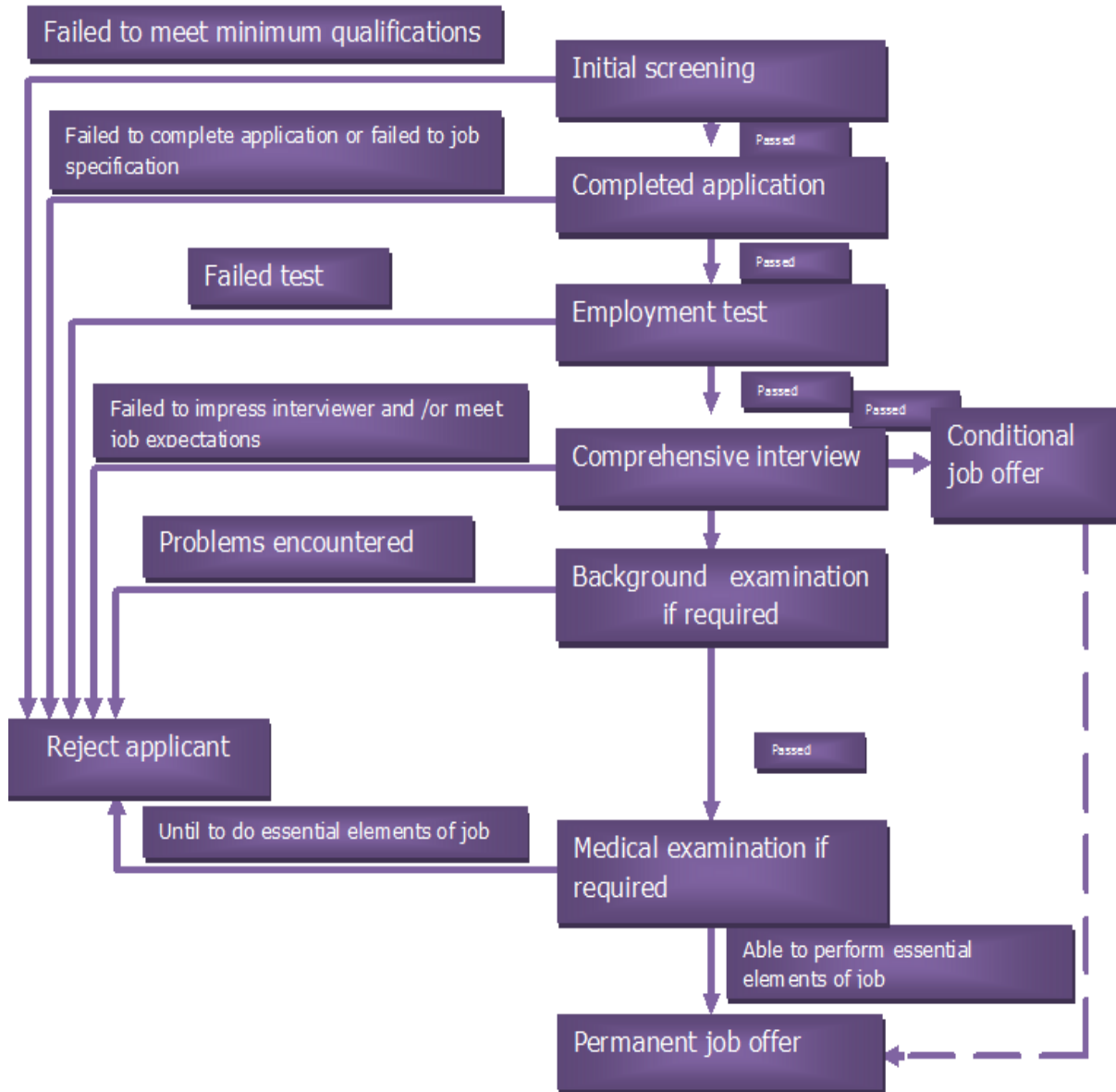


Chart: 3.5: HR Selection Process

Fig 5: Another Selection Proces

1.4 Limitations

- Lack of available of reburied data.
- Lack of manpower and other resource constraint.
- Inadequate access to information (sensitivity of company information) which disrupts the scope of analysis

- Due to the limitations many aspects could not be discussed in the report.
- The officers of several departments failed to give me enough time for their business.
- A relatively short period of Project may also be a reason to possibly overlook certain HRD or unfound details that may be of valued importance.
- Unavailability of data could be due to engagement of the current employees in Dying and Printing Industries Group. Experienced employees could have provided the required data.

SECTION-5

Future Forward

The Dying and Printing Industries group is one of the largest and high quality cosmetic companies in Bangladesh. Quality comes first- keeping this principle in mind; the company aim at producing guarantied international quality cosmetics and toiletries for quality conscious people of home and abroad. The Dying and Printing Industries Group has been producing garments for well over 20 years. We are a vertical manufacturing company consisting of three mills manufacturing the yarn spinning; fabric cut and sews facilities to exporting our apparel to our distribution centers. They facilities have state-of the-art technology and equipment resulting in higher efficiency and a quality product. The Quality Policy of Knit Composite Division is to produce and supply garments comply with the qualitative demands of our clients, as they are modified with time and as they are described within international, European and national standards and directions. As a student of BBA whereas major subject is HRM; practical knowledge about HRM sector is very much necessary for By doing Project in this company it has been possible to gain practical knowledge about HRM sector. The findings and analysis of the research are about Dying and Printing Industries's environment, its people, its work, its products and its service provided to its distributors. Also the main findings about strategic HR environment of Keya Cosmetics Ltd and Knit Composite Ltd have been provided.

While pursuing my topic of interest I came across some questions which I consider important, but I don't have good understanding of them. This question are given below:

- Should hire more HR Associates in the organization.
- Human Resource Department should increase succession planning.
- Human Resource Department has not all power to recruitment.
- Human Resource should monitor the line managers properly.
- Human Resource Department capacity is not good enough.

Reference

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Appendices

Appendix I

Introducing Consulting Articles

SI	Article Title	Author(s)	Journal Name	Volume & Issue	Year	Publisher
1	Recruitment and Selection	Filip Lievens	Researchgate.	Chp08.indd 131	2019	Derek S. Chapman
2	Analysis of the Recruitment and Selection Process	Asif Kamran	Researchgate	1365	2015	Saad Bin Hilal
3	Dying and Printing Industries-textile	Dying and Printing Industriesgroup.com	Dying and Printing Industriesgroup.brands	N/A	2020	www.Dying and Printing Industriesgroup.com
4	The Practice of HR Management System in Bangladesh	Romel	jibikaplexus	N/A	2020	jibikaplexus
5	Clothing & Textiles Manufacturers in Bangladesh	Fredrik Gronkvist	chinaimportal	N/A	2018	chinaimportal

Appendix II

Compilation of Objectives/ Purposes/ Questions/Hypotheses Addressed by the Articles

SI no	Article	objective
1	Recruitment and Selection	1-The Recruitment and Selection process aimed at right kind of people • At right place • At right time • To do right things • all of the above
2	Analysis of the Recruitment and Selection Process	The job description is a list of all details of a job of which a candidate should be aware before applying for a position. This may include: • The title of the job. • The location of the job. • What the job entails. • A list of job duties. • To whom the employee reports. • Machines, materials or equipment with which the employee might work. • Notable health hazards or work conditions.
3	Dying and Printing Industries-textile	At the end of the unit, the students shall be able, • To identify Fabric types and product categories. • To identify fabric as per end use • To develop design on computer
4	The Practice of HR Management System in Bangladesh	The Chartered Institute of Personnel and Development commissioned research (Purcell et al, 2003) to identify which HR practices appear to contribute most to improved productivity. The six key work practices identified are: • Career development and opportunities for advancement • Training opportunities • Job influence and challenge • Involvement and communication • Performance management and appraisal processes • Work-life balance.

5	Clothing & Textiles Manufacturers in Bangladesh	The Bangladesh Textile Mills Association (BTMA) provides free suppliers lists covering these categories: • Yarn Manufacturing Spinning Mills • Fabric Manufacturing Spinning Mills • Textile Product Processing Mills
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Appendix III

Complication

of Methods

Sl no	Article	Method
1	Recruitment and Selection	Did you know that Challenge Consulting provides workshops for human resources staff, team leaders, supervisors and new managers who would like to learn or enhance their hiring techniques? This interactive and practical workshop provides you with all the questioning and probing techniques to give you the confidence that you are hiring the best candidates to fit into your culture
2	Analysis of the Recruitment and Selection Process	The recruitment process includes analysing the requirements of a job, attracting employees to that job, screening and selecting applicants, hiring, and integrating the new employee into the organization.
3	Dying and Printing Industries-textile	In this case I have use secondary data which is collect from online link are given in the reference section.
4	The Practice of HR Management System in Bangladesh	This section I have use secondary data.
5	Clothing & Textiles Manufacturers in Bangladesh	Secondary data refers to data which is collected by someone who is someone other than the user. Common sources of secondary data for social science include censuses, information collected by government departments

Appendix IV

Complication of

Conclusions

Sl no	Article	Conclusion
1	Recruitment and Selection	In the third-round interview, often the decision round, the hiring manager asks questions that will help him determine which candidate fits the organisational culture. Qualifications aside, an important factor in the hiring decision is cultural fit. Cultural fit means the candidate's values align with the organisation's values. It's a subjective analysis, and one that hiring managers can only attribute to being a gut feeling, not objective criteria.
2	Analysis of the Recruitment and Selection Process	The objective here is to observe and analyse how various HR practices are dealt within the consultancy and also suggest ways to improve its effectiveness thereby the organization's performance. These HR practices range from company policies, recruitment, joining formalities, offer letter, general administration, resource allocation, salaries, Interview processes etc. The main objective is to prepare a roadmap based on the observation of the recruitment processes and prepare a process document for this functional area of HR. This in turn would help the organization in better accountability, process flow & orientation; reduce the lack of clarity and easy reference to the processes.
3	Dying and Printing Industries-textile	• Printing paste ingredients • Introduction to various methods of printing , specific features and limitations of various methods, Such as Hand Block Printing, Hand Screen printing, Automatic Flat Bed Screen Printing, Rotary Screen Printing, Heat Transfer Printing • Style of Printing (Direct Prints, Discharge Prints, Resist Prints, Pigment Prints, Blotch Prints, Flock Prints, Burnout Prints, Duplex Prints, Engineered Prints, Warp Prints) & their Specific feature for their Identification.

4	The Practice of HR Management System in Bangladesh	The HR management system in Bangladesh is now emerging differently. But there is more way to go. Still, there is deprivation of the minority groups in terms of employment opportunity. There are also some bad practices, red tape, corruption and lack of diversity management skills. Government standards and regulations is also a crucial point to have an effective HR management practice in our country. The digital technology also can help a lot with the management of labor surplus with different software. Lots of companies are using distinct system applications like payroll software, HR management software, benefits administration module, attendance module, etc. So there is a huge prospect to have a beneficial strategy for both the employees and employers.
5	Clothing & Textiles Manufacturers in Bangladesh	Bangladesh functions as a garment manufacturing hub for many large European and Japanese brands. For smaller brands, Bangladesh is an increasingly attractive manufacturing alternative to China. In this article, we list some of Bangladesh leading clothing and textiles factories. In addition, I also explain how you can find additional supplier lists using the Bangladesh Textile Mills Association (BTMA) databank.