

Curriculum

Post Graduate Diploma in Garment Business (PGD-GB)

Prepared for implementation in



**Institute of Business Administration
University of Dhaka**

Dhaka

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1. Name of the Program

Post Graduate Diploma in Garment Business (PGD-GB).

2. Mission and Vision of the Program

To produce a cadre of smart, confident, and efficient managers who will lead the garment industry to elevate Bangladesh to be the number one garments exporting country of the world.

3. The Concept

To cater to the need of the Bangladeshi garment industry, we need to produce a new stream of differently bred managers through a customised PGD program. The sector urgently needs a huge number of 'go-getter' type managers who can get things done and can take the leadership of the industry in future so that our first generation entrepreneurs can retire peacefully leaving their 'hand-grown child' industry to a group of reliable and dependable corporate managers.

To produce this type of managers who can get things done, we need to instil or impart following five things in them:

- a. Personality/ Talent
- b. Aptitude
- c. Knowledge
- d. Knowhow /skill
- e. Attitude

Trainees will be coming to the program after their graduation. They will have done 15/16 years of schooling by then. Through these long years of schooling, they will already have formed their personality and aptitude. A short academic training program cannot do much on forming or reforming these qualities or characteristics of an individual. We will have to satisfy these needs through a rigorous selection process to select candidates with the right personality and aptitude. The challenge then is basically of a talent hunt. Fifty per cent of our problem will be solved if we can do the right selection.

The next twenty-five per cent of the problem will be to impart the relevant knowledge and know-how in them. This will be done through three modules of training of three months duration each. In the first module, they will be given the knowledge of basic management subjects. In the second module, they will be sent for industry attachment (i.e. internship) to acquire hands-on know-how of all activities carried out by machine operators to managers of all departments of the garment industry. In this process, they will be able to identify their lacks in knowledge of trades of the industry which they can make up in the third module - where industry experts from both home and abroad will teach them industry trade-related subjects.

In the third module, students will meet prominent industry leaders every week. These industry leaders will share their experiences and teach them how to tackle various challenges in their career. In the process industry leaders will feel the sense of participation in training managers for them; that may make them obliged to employ students after their graduation.

The last twenty-five per cent of the problem is to instil the right kind of attitude in the students. The whole range of pedagogy, environment and ambience in which knowledge, know-how and skills will be imparted on their inbuilt personality, will make them think and feel that they are different.

4. Duration of the Program

Total duration of the program will be nine months consisting of three modules of three months each. Total credit of the program will be 30.

5. Program Rules and Regulations

5.1 Admission

Admission test will be held thrice a year. Batches of 30 students each will be admitted. Part-timers will be working graduates from the Garment Industry.

5.2 Class Attendance

Students are required to attend all classes held during each modules. 80% attendance is mandatory. A student may be dismissed from the program for unexcused absences. Dismissal on ground of unexcused absences will be decided by the program administration.

5.3 Performance Evaluation

Students will be given continuous feedback though out the first and third modules using various performance evaluation tools viz., attendance, class participation, quizzes, exams, assignments, presentations etc.

5.4 Grading System

In each course of the first module, students will receive letter grades such as 'A', 'A-', 'B+', 'B', 'B-', 'C+', 'C', 'C-', 'D+', 'D', and 'F', depending on their performances. 'F' is a failing grade. In the second module, students will get grades on the internship report that they will submit after the industry attachment. In the third module, students will get grades in three comprehensive exams at the end of each month of the module after attending all lectures, seminars and workshops throughout the month.

Letter Grades	Grade Points	Letter Grades	Grade Points
A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	F	0.00
C+	2.33		

5.5 Good Standing and Dismissal

A student obtaining a module GPA of 2.50 or more at the end of a module is considered to be in good standing and he/she will be allowed to continue in the program. A student obtaining a module GPA of less than 2.00 at the end of a module shall be dismissed from the program.

5.6 Degree Requirements

In order to qualify for the PGD at the end of the course a student has to meet the following requirements:

- Successful completion of all three modules.
- Earning a CGPA 2.5 (out of 4.00) at the end of three modules.

5.7 Unfair Means

Students are strictly forbidden from adopting any unfair means. The following shall be considered as adoption of unfair means:

- Communicating with fellow students for obtaining help excepting for collaborative works.
- Copying from another student's script or report or paper.
- Copying from printed matter, hand-written script, writing on desk or palm, or from other incriminating documents during quizzes or exams.
- Plagiarizing or copying from existing work without reference for inclusion in report or paper.
- Possession of any incriminating documents, whether used or not.
- Any approach in direct or indirect form to influence a teacher concerning grades.

6. Curriculum Structure

6.1 First Module

In the first module, students will be given the knowledge of basic management subjects focusing on the functional areas of business. This will contribute to their broad based understanding of business management process.

Course structure will be as follows:

No.	Course Code and Title	Credit Hours
1	BC 501: Business Communication	1.11
2	BS 502: Business Statistics	1.11
3	MIS 503: Management Information System	1.11
4	PRM 504: Principles of Management	1.11
5	AM 505: Accounting for Managers	1.11
6	FM 506: Financial Management	1.11
7	MM 507: Marketing Management	1.11
8	MPW 508: Managing People at Work	1.11
9	PDM 509: Production Management	1.11

Total Credit hour is 10.

6.2 Second Module

In the second module, students will be sent for industry attachment (i.e. internship) for three months to acquire hands-on know-how of all activities carried out by employees from machine operators to managers of all departments of garment industry. At the end of the module, they will submit an internship report explaining what they have learnt and what they couldn't learn that may be addressed in the third module. The internship program will be evaluated based on this report.

Part-time students may choose to return to their own organization and do the internship. But they will be encouraged to do the internship in a different organization to learn and share the best practices of the industry. **Total Credit hour is 10.**

6.3 Third Module

In the third module, knowledge about the industry trade-related subjects will be given by leading national and foreign experts. They will give lectures/ seminars/ workshops on specific topics. Each topic may have single or multiple sessions depending on the depth and breadth of the topic decided by the resource person in consultation with the program administration. Topics will be continuously updated by taking feedback from students, experts and industry leaders. There will

be 78 (2 sessions x 3 days x 13 weeks) sessions of two hours each. Out of these 78, 13 (Once a week) sessions will be reserved for the Industry Leaders Talk. **Total credit will be 10.**

Module 1- Course Descriptions

BC 501: Business Communication

This course encompasses basic theory and practice of written, oral, and interpersonal communication used in the workplace with strong emphasis on formulating clear, concise, effective business correspondence, planning and strategizing oral delivery in both real and virtual context. The course will form the foundation for advanced courses like negotiation, conflict management, change management, team management, business strategy and decision-making etc.

LEARNING OUTCOMES:

Upon successful completion of this course students will be able to:

- write e-mails, memos, and business letters with different tones and for different purposes.
- understand the importance of being an effective business communicator in today's changing workplace.
- communicate effectively with colleagues in meetings by employing individual strengths and implementing knowledge of different working styles.
- deliver professional oral presentations.
- write a polished resume and cover letter and effectively prepare for and participate in interviews.

Text Book:

Lesikar's Business Communication: Connecting in a digital world. (12th Edition or later). McGraw-Hill. Authors: Kathryn Rentz, Marie Flatley, Paula Lentz

Session 1	Introduction –Business Communication Skills: What & Why
Session 2	Writing effective sentences and paragraphs for business impact
Session 3	Delivering Business Messages – Positive / Negative
Session 4	Persuasive Messages: Advanced Level
Session 5	Virtual Communication: Email etiquette
Session 6	Designing & Delivering Business Presentation: Basics

Session 7	PowerPoint techniques for Business Presentation
Session 8	Science of Workplace Feedback: Giving & Receiving
Session 9	Basics of Business Negotiation
Session 10	Job search basics: Wining Resumes & Cover Letter
Session 11	Final Assessment

Lecture Session Planning:

BS 502: Business Statistics

This course introduces the trainees to the basics of business statistics and the need and scope for quantitative analysis in business, the basic procedures in problem solving, and the sources and types of data utilized by business firms. The course is mathematically intensive and will make use of spreadsheets (an important tool for working with and making sense of numerical data) to understand concepts like data distributions, probability analysis, sampling, hypothesis testing, inferential statistics, regression and forecasting. The course enables trainees to use “Quantitative Reasoning” (ability to apply mathematical concepts and reasoning to interpret various types of data) which will assist in advanced courses of operations, supply chain and production management.

Learning Outcomes:

Upon completion of this course, students will be able to:

- apply a working knowledge of the statistical tools used in business
- gather, organize, present and interpret statistical data
- carry out statistical hypothesis tests for means and proportions
- make predictions using simple linear regression
- complete statistical significance tests regarding the linear equation, the slope coefficient, and the correlation coefficient
- interpret statistical outputs from computer programs

Text Book:

Basic Statistics in Business and Economics, 9th Edition, MCgraw Hill Publications

Authors: Douglas Lind and William Marchal and Samuel Wathen

Lecture Session Planning:

Session 1	Basic Concepts on Statistics
Session 2	Descriptive Statistics & Graphical Analysis
Session 3	Introduction to Probability & Discrete Random Variables
Session 4	Continuous Probability Distribution
Session 5	Sampling Distribution & Estimation
Session 6	Hypothesis Testing
Session 7	Hypothesis Testing
Session 8	Regression Analysis
Session 9	Regression Analysis
Session 10	Non parametric Tests
Session 11	Final Assessment

MIS 503: Management Information System

This course emphasizes the role of information in organizing, evaluating and efficiently managing various business functions as well as the security, privacy and ethical aspects of it. The course entails the many ways information and data can be managed and leveraged to optimize and integrate business operations to gain competitive advantage. It will train candidates to extract meaningful data, synthesize and utilize these for effective trend analysis, strategy formulation, and decision-making.

LEARNING OUTCOMES:

By the end of the course students should be able to:

- explain the concepts of Information Systems and information processing.
- explain strategic Information Systems for organizations.
- discuss Information Technology infrastructure along with the software, hardware, network, and telecommunications.
- analyze Information System building methods; transaction processing system; Decision Support Systems; Executive Support Systems.
- analyze electronic business, e-commerce and virtual organizations.
- critically analyze ethical & social issues in Information Systems and recommend best practices.

Text Book:

Kenneth C. Laudon.Jane P. Eaudon, Management Information Systems-Managing the Digital Firm, Prentice Hall, 15th edition.

Lecture Session Planning:

Session 1	Introduction to Information Systems (IS) and foundations of IS in business.
Session 2	IT infrastructure: hardware and software
Session 3	Emerging technologies
Session 4	E-commerce systems, digital markets and digital goods
Session 5	System Analysis and Design
Session 6	Data resources (database) and information management
Session 7	Use of Information Technology to have competitive advantage
Session 8	Management challenges in Information security
Session 9	Enterprise business systems / applications, enterprise resource planning (ERP)
Session 10	Foundation of business intelligence
Session 11	Final Assessment

PRM 504: Principles of Management

This course emphasizes on planning, organizing, controlling, leading, and communicating-fundamental tasks performed by managers to successfully run a profitable business. This includes understanding internal business needs, business lifecycle, workplace diversity, differing leadership and management style in each unique context, current and future management issues facing organizations and their ethical implications etc.

LEARNING OUTCOMES:

- By the end of the course students should be able to:
- evaluate the global context for taking managerial actions of planning, organizing and controlling.
- assess global situation, including opportunities and threats that will impact management of an organization.
- integrate management principles into management practices.
- assess managerial practices and choices relative to ethical principles and standards.
- specify how the managerial tasks of planning, organizing, and controlling can be executed in a variety of circumstances.
- determine the most effective action to take in specific situations.
- evaluate approaches to addressing issues of diversity.

Text Book:

1. Robbins, P. Stephen; Coulter, Mary; Management, 11th edition, Pearson.
2. Stephen P. Robbins and Timothy A. Judge Organizational Behavior 15th edition. Pearson.

Lecture Session Planning:

Session 1	Introduction to Management & Organization
Session 2	Planning and Decision making process
Session 3	Strategic Planning
Session 4	Basic concepts of organizational structure and staffing
Session 5	Contemporary Organizational Design & Structure
Session 6	Managing Change & Innovation
Session 7	Individual and Group/Team Behavior
Session 8	Motivating the employees
Session 9	Budgeting and Controlling
Session 10	Leading by example
Session 11	Final Assessment

AM 505: Accounting for Managers

The focus of this course is to acquaint the participants with the application of accounting knowledge in managerial decision-making process. The course covers two broad areas: Financial Accounting and Cost & Managerial Accounting. It covers the most pertinent topics of these areas including preparation and analysis of financial statements, cost calculation, analysis of cost-volume and profit, segment reporting & transfer pricing, budgeting techniques, cost information used in managerial decision-making process etc.

LEARNING OUTCOMES:

By the end of the course students should:

- have a foundation understanding of the basic concepts of financial and management accounting.
- understand the basic recording procedures of financial accounting.
- be able to prepare a simple set of accounts, i.e. income statement, balance sheet and cash flow statement.

- be able to make preliminary sense of published financial statements such as the annual accounts of major public listed companies.
- understand and apply cost concepts, cost behaviour, costing and cost statement particularly for a merchandising/manufacturing organization.
- be oriented to the budgeting procedure and system of an organization.
- learn how accounting data can be used in controlling cost.
- be able to identify relevant cost information to used effective and quick decision making for the betterment of whole organization.

Text Book:

1. Accounting Principles, Weygandt, Kieso, and Kimmel: 13th Ed.
2. Managerial Accounting, Garrison, Noreen and Brewer: 16th Ed.

Lecture Session Planning:

Session 1	Accounting as a System, Basic Accounting Equitation, Recording Process
Session 2	Components of Different Accounting Statements
Session 3	Cash Flow Statement
Session 4	Financial Statement Analysis
Session 5	Cost Concepts and Cost Statement
Session 6	Cost Behavior and CVP analysis
Session 7	Budgeting Techniques
Session 8	Variance Analysis for Cost Controlling
Session 9	Segment Reporting and Transfer Pricing
Session 10	Revenant Cost Information for Decision Making
Session 11	Final Assessment

FM 506: Financial Management

This course is designed to develop the financial skills and logical thought processes necessary to understand and discuss financial and policy decisions. This course covers basic understanding of the time value of money; financial statements in decision making; and the nature of financial markets, the cost of capital, valuation of stocks and bonds, management of short-term assets, short-term and long-term financing, capital markets, and multinational financial management as well as the legal, social, technological, and ethical considerations on efficient economic outcomes. The learning from this course forms the basis for advanced learning in specialized financial course.

LEARNING OUTCOMES:

Upon successful completion of this course, students will have reliably demonstrated the ability to:

- explain the goals and functions of financial management.
- analyze financial statements and describe the economic health of a company.
- explain the benefits of financial forecasting and prepare proforma financial statements.
- calculate and explain operating and financial leverage.
- decide the form and amount of short term financing that best suits a given corporate need, based on historical and projected analysis.
- recommend techniques for managing working capital effectively.
- understand the different sources of financing for organizations and the impacts.
- understand and be able to calculate optimal cost of capital.

Text Book:

Fundamentals of corporate finance with Connect (10th Cdn. ed.). Whitby, ON: McGraw-Hill Ryerson.

Lecture Session Planning:

Session 1	The Role of Financial Management
Session 2	Financial Statement Analysis
Session 3	Working Capital Management
Session 4	The Time Value of Money
Session 5	The Valuation of Stocks and Bonds
Session 6	Capital Budgeting and Estimating Cash Flows
Session 7	Capital Budgeting Techniques
Session 8	Risk and the Required Rate of Return
Session 9	The Cost of Capital
Session 10	Financing Sources
Session 11	Final Assessment

MM 507: Marketing Management

This course includes a basic understanding and practical application of marketing management tools such as product policy, pricing, promotion, distribution, sales management, customer segmentation and retention, branding etc. It examines marketing from a managerial perspective focusing strongly on the critical analysis of functions of marketing opportunity assessment, marketing planning, marketing implementation, evaluation and control of the marketing effort

and brand development in both local and international market. The course forms the basis for advanced marketing courses like brand management, industrial marketing, relationship marketing, Integrated Marketing Communication (IMC), international marketing etc.

LEARNING OUTCOMES:

Upon successful completion of this course, students will have reliably demonstrated the ability to:

- describe the role and the operation of the marketing system in the Bangladeshi economy and the individual firm.
- discuss the role and contributions of marketing within an organization.
- recognize the role of marketing in the social and economic structure of Bangladesh.
- demonstrate the vital need for a consumer orientation on the part of all employees in a firm.
- interpret the causes of business problems by using concepts and techniques from marketing.
- define the basic vocabulary appropriate to the field of marketing.
- describe the relationship between marketing and other major business activities such as production and finance.
- understand the difference between unresolved ethical questions and behavior that is simply unethical.
- understand and create a marketing plan.

Text Book:

Principles of Marketing by Kotler | Armstrong – 16th edition or above

Lecture Session Planning:

Session 1	Changing Economy and Future of Marketing
Session 2	Segmentation, Targeting and Positioning (STP)
Session 3	Product and Pricing Strategies
Session 4	Sales and Salesmanship
Session 5	Service Quality Management
Session 6	IMC and Social Media Management
Session 7	Market Research and CRM
Session 8	Category Creation to Branding
Session 9	Global Value Chain
Session 10	Marketing Ethics and Myopia
Session 11	Final Assessment

MPW 508: Managing People at Work

This course focuses on the theory and practice of strategically organizing, managing, and leading people in workplace and the implications for both business efficiency and effectiveness. The course also includes basic understanding of HRM policies and practices and its role in promoting ethical and socially responsible work practices. This course builds on a basic knowledge and understanding for advanced courses like HRM, performance and compensation management, conflict and team management, training and development etc.

Learning Outcomes:

Upon completion of this course, students will be able to:

- develop the knowledge, skills and concepts needed to resolve actual human resource management problems or issues.
- manage the employment relationship, which is a shared responsibility between employers, management, human resources specialists, and employees.
- identify the human resources needs of an organization or department.
- conduct a job analysis and produce a job description from the job analysis.
- evaluate the procedures and practices used for recruiting and selecting suitable employees.
- assess training requirements and design a successful orientation and training program.
- discuss workplace health and safety programs and the roles of the employer and the employee in enforcing health and safety policies and procedures.

- explain the responsibilities of management, HRM specialists, managers, and employees in managing the employment relationship in a unionized or a non-unionized environment.

Text Book:

Monica Belcourt and Kenneth J. McBey, Strategic Human Resources Planning, 2nd Edition, Nelson, Canada

Lecture Session Planning:

Session 1	Introduction to HRM, Global HRM and Basic concepts of HR
Session 2	HR Planning and its importance on overall performance (Supply, demand, gap analysis)
Session 3	Job Analysis
Session 4	Recruitment, selection for hiring the right fit
Session 5	Developing employees through training, skill development programs and coaching
Session 6	Performance Analysis techniques
Session 7	Employee turnover and retention management
Session 8	Compensation Design and implementation
Session 9	HR Accounting and HR Audit
Session 10	Strategic HR and preparing the workforce for future
Session 11	Final Assessment

PDM 509: Production Management

This course discusses the principles, concepts and basic problems affecting RMG manufacturing and entails the popular methods, strategies and application of various economical and mathematical tools in solving the production and operation related problems. It includes brief overviews on all production/manufacturing activities spanning from decision-making, capacity planning, aggregate planning, forecasting, inventory management, distribution planning, materials requirements planning (MRP), project management and quality control as well as the best practices in this sector world-wide and will therefore lay the foundation for advanced learning in these fields.

Learning Outcomes:

Upon completion of this course, students will be able to:

- develop an understanding of and an appreciation for the production and operations management function in any organization.
- understand the importance of productivity and competitiveness to both organizations and nation.
- understand the importance of an effective production and operations strategy to an organization.
- understand the various production and operations design decisions and how they relate to the overall strategies of organizations.
- obtain an understanding of quality management practice in organizations and how total quality management and six-sigma facilitate organizational effectiveness.
- understand the relationship of the various planning practices of capacity planning, aggregate planning, project planning and scheduling.
- understand the roles of inventories and basics of managing inventories in various demand settings.
- understand contemporary operations and manufacturing organizational approaches and the supply-chain management activities and the renewed importance of this aspect of organizational strategy.

Text Book:

Operations Management 13th Edition, MC Graw Hill Author: Willaim J Stevenson

Lecture Session Planning:

Session 1	Production Management: Trends & Issues
Session 2	Operations Strategy & Productivity
Session 3	Facility Location & Layout Planning
Session 4	Line Balancing & Job Scheduling
Session 5	Demand Management & Forecasting
Session 6	Inventory Management
Session 7	Aggregate Production Planning, MRP and ERP
Session 8	Supply Chain Management
Session 9	JIT & Lean Operations
Session 10	Quality Control & TQM
Session 11	Final Assessment

Module 2 – Industry Attachment plan

INTERNSHIP PROGRAM

Every student of SEIP PGD program must complete an Internship Program as part of the degree requirement. The primary goal of internship is to provide an on-the-job exposure to students and an opportunity for relating theoretical concepts to real life situations. Students are placed in any garment business enterprises. The program includes eight weeks of organizational attachment and two weeks for report writing. Students are required to prepare and submit an internship report which is graded following the grading scheme of IBA.

Students will complete their internship under the supervision of an assigned faculty member (internship supervisor) from the Institute. The internship supervisor will be assessing assigned students' effort, performance and success, based on meetings with the student and a report that the student will have to submit at the end of the organizational attachment. To enrich the student's internship experience, the internship supervisor will be helping them in many ways such as -

- Assisting students in learning new skills and add to their knowledge while gaining confidence at work.
- Guiding and encouraging the students as they adjust in their new work environment
- Assisting students in their reflection of the internship experience and guiding them for their professional development and career plan.

INTERNSHIP DELIVERABLES

The student is required to deliver the following at the end of the internship period:

1. Internship Topic

An intern can fix the Internship topic by having discussion with the academic supervisor. The topic will have to be anything related to RMG sector and its operation. It can be on accounting process, financial management, operations management, marketing, people management, merchandising, compliance and any other related area.

2. Internship Report

The internship report must cover the following;

- The organization overview
- The learning experience from the internship and contribution to the organization
- The challenges faced during the internship/project and how did the student overcome it?

- The detailed of the project/ assignment assigned to the student and the learnings/findings from that.

3. The weekly meeting journal

This should include a mutually signed copy of the meetings held with the academic supervisor and industry supervisor.

4. The report from the organizational supervisor

A filled in signed copy of the assessment form must be provided by the organizational supervisor.

5. Attendance and Assessment of Report Writing and Referencing Workshop

Every intern will have to attend the report writing and referencing workshop organized by IBA for the interns once they complete their organizational attachment. The workshop will help the interns to understand the objective of internship report, how to analyze and present their findings, how to write the report and referencing.

The workshop date and time will be communicated to all the interns beforehand.

6. Defense Presentation

Every internship student is required to defend his/her report to a panel of faculties including the supervisor. The student will have to present in front of the panel for 20 minutes followed by Q/A of 10 minutes. The purpose of the defense is to ensure that the student has clear idea/ knowledge of the internship topic and is being able to demonstrate his/her learnings and contribution to the organization.

ASSESSMENT CRITERIA

Marks will be given to the students based on the defense of the internship report presentation. The supervisor will assess the report and provide marks for the report. The accumulated marks will be used to determine the grades of the student.

If the defense board is not satisfied with the internship report or the work the student undertook during the three months organization attachment, the board can ask the student to rewrite or even re do the internship at the extreme.

The faculties can give re write of **2 weeks or 4 weeks** depending on the level of corrections. If the correction level is minor, the faculties will give 2 weeks' time to correct and resubmit. If the corrections are major, the faculties will give 4 weeks' time to make the major changes and then resubmit. For the major revisions of 4 weeks, the students will have to take supervisors' signatures before resubmitting the report.

There will be 40% emphasis on the report and there will be 50% weightage on internship defense, and the rest 10% weightage will be on score provided by industry supervisor.

MATERIALS TO BE SUBMITTED WITH THE REPORT

Every student is required to submit an electronic version of the report in pdf format. Appendices or any additional materials /workings will have to be submitted along with the report. The report will be check for plagiarism using recognized plagiarism software.

If the report is not within the plagiarism acceptable limit based on the policy of plagiarism of the Institute, the students will have to rewrite the internship report or even re do the internship. Students must remember that if they are found to have plagiarized material in any of your marked submissions, he/she may face disciplinary action.

Regular attendance signature sheet signed by student, academic supervisor and industry supervisor.

INTERNSHIP REPORT SUBMISSION GUIDELINES

As part of the internship program, all students are required to submit an internship report. Six (6) identical print outs of the report must be submitted within the due date.

Print copies must be produced on paper of international standard size **A4 (210 x 297mm)**. No other paper size is acceptable for the main text of a report. Paper of a larger size may be used for maps, plans, diagrams or other illustrations forming part of the report if the supervisor agrees that this is required.

In case of resubmission of report after corrections, students will have to submit the **soft copy in a CD and one hard copy.**

Students should note that all pages within the appendices should be numbered in accordance with formatting requirements detailed in this policy. The internship reports submitted for the degree should be between 30-50 pages (the details is provided). Prior recommendation and permission from the internship supervisor is required for submission of a report longer than the prescribed length.

The bibliography or list of works cited, any appendices or acknowledgements, declaration and copyright statements, letter of transmittal are excluded from the page count.

Where internet citations are used in a report, students should include the website detail and the date they accessed the site next to each individual reference. The student should discuss the most appropriate way to include the references with their supervisor(s). The acceptable style of bibliographic citations and references for internship report is **APA**.

FORMATTING OF THE REPORT

For the main text, **1.5 spacing** in a font type and Times New Roman should be used. single spacing may be used for quotations, footnotes, references and preliminary pages.

The style of bibliographic citations and references chosen for the internship report should be APA and must be consistent throughout the report; general guidance can be obtained from the student's supervisor.

Page numbering must consist of one single sequence of Arabic numerals (i.e. 1, 2, 3..) throughout the report body, starting with the introduction as page number 1.

The main text of the report should normally be left "justified" to aid accessibility and readability of the report.

REQUIRED PAGES

The following items (a-h) must be included as *prefatory parts* of the report in the order given:

- a. COVER-PAGE/ TITLE FLY
- b. TITLE PAGE (*Please refer to Appendix to see a sample title page.*)
- c. A LETTER OF TRANSMITTAL
- d. TABLE OF CONTENTS

A list of contents, giving all relevant sub-divisions of the report and a page number for each item. Make your you do not go beyond **second level heading** for the table/list of contents

d. OTHER LISTS

Lists of tables, figures, diagrams, photographs, abbreviations etc. If the internship report contains such lists, it is required that a separate list of each item, as appropriate, is provided immediately after the contents page(s).

e. EXECUTIVE SUMMARY

An executive summary of the contents of the report must be included into the report.

The report proper should at least have primarily chapters: namely, (1) Introduction (2) Company/ Organization Overview (3) Research Methods (4) Findings and Analysis (5) Summary / Conclusion and Recommendation (Based on your own project/research, you can combine the last chapter)

The Appended part of the report will consist of the following: References (the sources and links of any citations used in the text) and Appendix

BINDING AND PRESENTATION The six (6) copies of the Internship report to be submitted by the students will have to be in ring binding or spiral binding. All reports will have to be identical.

Sample Title Page

Full Title of the Report

Internship report submitted for Post Graduate Diploma in Garment Business

Submitted by:

Students Full Name

Roll # , Batch #

Supervised by:

Supervisor's Full name

Supervisor's Designation

Institute of Business Administration, University of Dhaka

Submission date: ...

Plagiarism and malpractice

- Students are expected to participate in the educational process with integrity and to avoid any form of malpractice. A particular area of potential malpractice concerns plagiarism. Plagiarism is the use of someone else's work without proper acknowledgement, representing it as if it were one's own. It includes unacknowledged direct copying from the work of another person (other students, published sources, the World Wide Web etc.), or the close paraphrasing of somebody else's work.
- The use of quotations (direct and paraphrased) from others' work is entirely acceptable but must be properly acknowledged and referenced. Plagiarism is a serious academic offence, equated with cheating in examinations, and the consequences are severe. It will always result in the imposition of a penalty.
- For many students, a major part of their studies involves empirical work in terms of surveys or interviews. If the student is in this situation, he/she is expected to behave in a responsible manner, as in other aspects of academic life, and to show proper integrity in the reporting of results or other data. Hence one should ensure that he/she always documents clearly and fully any research design that is undertaken. Results or data that is submitted must be capable of verification, so that those assessing the work can follow the processes by which you obtained them. Under no circumstances should one seek to present results or data that were not properly obtained. Otherwise, the student lays himself/herself open to the charge of fabrication or falsification of results.

Checking for Plagiarism

- All internship reports will be uploaded into globally recognized software to check for plagiarism. If the similarity index in the software is within **30%**, the internship report will be acceptable without any corrections.
- If the similarity index is between **31-50%**, the students will be given back the report with comments for re writing, re phrasing or correcting the referencing. The time line to resubmit the corrected report will vary based on the level of corrections. However, if a student fails to make necessary corrections within the given time, the student will have to redo the internship. The resubmitted report will also be checked for any malpractice and the same rule applies. A student will be given one chance to correct their report.
- Finally, if any internship report is more **than 50%** similar, then the student will have to redo the internship and rewrite the report.

INTERN EVALUATION FORM (Industry Supervisor)

Date: _____

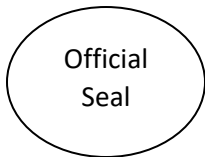
Name of the Intern : _____ Roll # _____ , Batch # _____
 Evaluator : _____
 Job Title of the Evaluator : _____
 Organization : _____

Please evaluate the intern using the following scale on the criteria listed below:

KEY 5 = Excellent 4 = Very good 3 = Good
 2 = Satisfactory 1 = Not satisfactory

Performance Criteria	1	2	3	4	5	Remarks
Time management						
Communication skills						
Ability to work in team						
Ability to work independently						
Leadership skills						
Sincerity						
Creativity						

Overall Comments (if any):



Signature of the Evaluator

Regular Attendance/ Meeting Signature Sheet

Date	Student's Signature	Academic Supervisor	Industry Supervisor

Module 3 – Lecture plan

Main Topics	Sub-Topics	Session Planning
Introduction to RMG (Industry overview, Threats, Challenges, Opportunities, Global perspective)		2
Managerial Training		
	Leadership & Team Management	3
	Business Ethics	2
	Basic IT & DBMS Management	2
Commercial and Finance		
	Financial Budgeting, Planning & Forecasting	2
	Cash flow & Fund Management	2
	Costing and calculating profits, understanding profitability, margin and breakeven	2
	Banking, commercial and Customs (LC opening, etc.)	2
Marketing & Merchandising		
	Relationship Management	2
	Merchandizing	3
	Product Development	2
	Selling & Sales Management	2
	Negotiation	2
	Demand Planning & Scheduling	2
1st Assessment		1
Cost Analysis		
	Cost Behavior and Classification	1
	Cost Volume Profit Analysis	1
	Various Costing methods: Absorption, Marginal, Process, Product	1
Human Resource Management		
	Compensation & Performance Management	2
	Training & Development	1
	Employee Engagement & Retention	2
	Recruitment & Selection	2
Compliance		
	Social & Environmental Safety	1
	Occupational Health & Safety	2
	Compliance	2

Main Topics	Sub-Topics	Session Planning
2nd Assessment		1
Production/ Industrial Engineering		
	Production/Capacity Planning & Forecasting	2
	Inventory Planning & Forecasting	2
	Layout Planning	2
	Supply Chain Management	2
	Quality Control	2
	Lean Management	2
	Material Sourcing & Shipping	2
Product Development/Fashion/Dying/Others		
	Dyeing, Printing, Finishing	2
	Product Knowledge	2
	Textile & Garments Technology	1
	Fashion Education & Training	2
	CAD	2
	Fabric Classification, Design & Styling	2
	Color Management	2
3rd Assessment		1
Total Lecture Sessions		72
Assessment Sessions		3

Each session will consist of 2 hours.