

Curriculum

Post Graduate Diploma in Garment Business (PGD-GB)

Prepared for implementation in



**Institute of Business Administration
University of Dhaka**

Dhaka

Contents

1. Name of the Program.....	2
2. Mission and Vision of the Program.....	2
3. The Concept	2
4. Duration of the Program	3
5. Program Rules and Regulations	3
6. Curriculum Structure	5
<i>6.1 First Module: Academic Module</i>	<i>5</i>
<i>6.2 Second Module: Industry Module</i>	<i>5</i>
<i>6.3 Third Module: Industry Attachment;(Internship) Module.....</i>	<i>6</i>
Module 1- Course Descriptions.....	6
BC 501: Business Communication.....	6
AM 501: Accounting for Managers	7
FM 501: Financial Management	9
MKT 501: Marketing Management.....	11
MPO 501: Managing People and Organization.....	12
Module-2: Industry Module; Course Plan.....	14
Course 1: Business Strategy and Innovation.....	14
Course 2: Industry Lecture Session	14
Module 2 – Industry Module; Course and 40 Topics Description	16
Module-3: Industry Attachment; (Internship): Course Plan	28
Course 1: Managerial Communication for RMG.....	28
Course 2: Business Analytics	28
Module 3 – Industry Attachment; (Internship) Report and Defense plan.....	30

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 third 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 second 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 twice a year. Batches of 30 students will be admitted in each section. Experienced candidates will be chosen from 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', 'A-', 'B+', 'B', 'B-', 'C+', 'C', 'D', and 'F', depending on their performances. 'F' is a failing grade. In the second 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. In the third module, Students have to complete two courses in the classroom session at the IBA, DU along with their Industry Attachments; (Internship) students will get grades on the internship report that they will submit after the industry attachment.

Grading Scheme:

Numerical Marks	Letter Grade	Grade Points
80 and above	A+	4.00
75 to 79	A	3.75
70 to 74	A-	3.50
65 to 69	B+	3.25
60 to 64	B	3.00
55 to 59	B-	2.75
50 to 54	C+	2.50
45 to 49	C	2.25
40 to 44	D	2.00
Below 40	F	0.0
	I	Incomplete

5.5 Good Standing and Dismissal

A student obtaining a module GPA of 2.00 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 2.00 (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: Academic 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	2
2	ACC 501: Accounting for Managers	2
3	FM 501: Financial Management	2
4	MKM 501: Marketing Management	2
5	MPO 501: Managing People and Organization	2
Total Credit		10

6.2 Second Module: Industry Module

In the second 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 40 lectures/Sessions of 2.5 hours each. Apart from these lectures from the industry leader, they will be doing another course titled as Strategy and Innovation, which will equip them about green innovation, sustainability and strategy in the RMG industry.

List of Courses/ Activities in the Module: 2

No.	Course Title/ Activities	Credit Hours
1	Industry module 40 lectures and three exams	8
2	Strategy and Innovation	2
Total Credits		10

6.3 Third Module: Industry Attachment;(Internship) Module

In the third 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. The internship program will be evaluated based on this report and internship Presentation Defense. Participants will be visiting their industry attachment places. On top of that they have to complete two additional courses as these courses will be very helpful for them to complete the report that they will be working on. This will also help them to be linked with IBA, DU very strongly. Academic supervisors will be able to keep them on track.

List of Courses/ Activities in the Module 3:

No.	Course Title/ Activities	Credit Hours
1	Industry attachment activities, Report and Defense	6
2	Managerial Communication for RMG	2
3	Business Analytics	2
Total Credits		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 contexts. 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.

Session Plan:

The module will be taught in 16 sessions (90 minutes each) spread in eight days as per the following schedule.

Text Book:

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

[AM 501: Accounting for Managers](#)

Day	Session	Topic
1	1 & 2	Introduction –Business Communication Skills: What & Why The Communication process model & Adaptation Techniques
2	3& 4	Writing effective sentences and paragraphs for business impact: Modern writing techniques
3	5 & 6	Delivering Business Messages – Positive & Negative
4	7 & 8	Writing Persuasive and Sales Messages
5	9 & 10	Nonverbal Communication & Intercultural Issues
6	11 & 12	Designing & Delivering Power Point Business Presentation
7	13 & 14	Writing professional business reports for impact
8	15 &16	Job search process: Wining Resumes, Cover Letter & Interview skills

Description:

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 trainees 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.

Main Texts:

- Accounting Principles, *Weygandt, Kimmel and Kieso: 13th Ed.*
- Managerial Accounting, *Garrison, Noreen & Brewer: 17th Edition.*

Referred Text:

- Financial and Managerial Accounting: The Basis for Business Decision, 16th Edition
- Financial and Managerial Accounting, *John Wild and Ken Shaw: 9th Edition*

Session Plan:

The module will be taught in 16 sessions (90 minutes each) spread in eight days as per the following schedule:

Day	Session	Topic
1	1	Accounting as a System, Accounting Equitation and Key Financial Statements
	2	Debit-Credit Concepts and Recording Process

Day	Session	Topic
2	3	Financial Statements of Merchandising Companies
	4	Concept of Depreciation and Inventory Valuation Method
3	5	Financial Statement Analysis-1
	6	Financial Statement Analysis-2 (Workshop on Annual Report Study)
4	7	Cash Flow Statement
	8	Cost Concepts, Cost Classification, Cost Statement of a Manufacturing Company
5	9	Costing Systems-Job Order Costing, Process Costing, Batch Costing, ABC etc.
	10	Cost-Volume-Profit Analysis
6	11	Budgeting Techniques and Budgetary Control-1
	12	Budgeting Techniques and Budgetary Control-2
7	13	Variance Analysis
	14	Transfer Pricing
8	15	Segment Report and Segment Performance
	16	Incremental Analysis & Relevant Cost Information for Decision Making

FM 501: Financial Management

Description:

This course is designed to take you through financial principles for running any business, illustrate their application, and providing a toolkit for taking financial decisions. On completion of the course participants are expected to understand the financial implications of their decisions irrespective of their functional areas.

Learning:

By the end of the course trainees should:

- learn the basic concepts of financial management in organizations
- understand the principles of taking financial decisions.
- Be able to determine of value of cash flows occurring at different time periods
- Be able to evaluate the performance of any organization by analyzing the financial statements
- Be able to project the financial impacts of any business decision

- Learn how to determine the future cash flow needs of any company and thereby prepare cash budget
- Learn the criteria to evaluate investment opportunities
- Know about the sources of funds that can be explored to meet any financial need
- understand and apply the concepts of cost of fund
- apply the concepts of operating and financial leverage
- be equipped to appraise the alternative sources of funds and the capital structure

Main Texts:

- Fundamentals of Financial Management, *VanHorne and Wachowicz: 13th Ed.*
- Fundamentals of Financial Management, *Prasanna Chandra: 5th Edition.*

Reference Reading

- The Economist Guide to Financial Managerial, *John Tennent: 2nd Edition*

Session Plan:

The module will be taught in 16 sessions (90 minutes each) spread in eight days as per the following schedule:

Day	Session	Topic
1	1	Introduction to Financial Management & Financial System
	2	Dealing with Financial Institution and Markets
2	3	Time Value of Money
	4	Time Value of Money
3	5	Valuation of Long-term Securities
	6	Risk and Return
4	7	Cost of Capital
	8	Leverage and Capital Structure
5	9	Short-term Financing
	10	Long-term Financing
6	11	Financial Planning and Forecasting
	12	Cash Flow Estimation
7	13	Capital Budgeting Techniques

Day	Session	Topic
	14	Capital Budgeting Techniques
8	15	Working Capital Management
	16	Working Capital Management

MKT 501: Marketing Management

Course Description:

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. This course also covers how change in the climate can cause change in the fashion and demand. Climate change can even change forecasting. This course will also talk about the importance of green initiatives for marketing and how it gives an invisible license to operate globally. The course forms the basis for advanced marketing courses like brand management, 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.

Session Plan:

The module will be taught in 16 sessions (90 minutes each) spread in eight days as per the following schedule:

Days	Sessions	Topics
Day 1	1 & 2	Changing Environment and Future of Marketing
Day 2	3 & 4	Understanding the changing consumer behavior
Day 3	5 & 6	Segmentation, Targeting and Positioning (STP)
Day 4	7 & 8	Product and Pricing strategies
Day 5	9 & 10	IMC and Promotion Strategies
Day 6	11 & 12	Service Marketing
Day 7	13 & 14	Brand Management
Day 8	15	Sales and Salesmanship
	16	Globalization and the Global Value Chain Strategies

Text Book:

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

MPO 501: Managing People and Organization

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 will cover different aspect of organizational behavior. This course builds on a basic knowledge and understanding for advanced courses like HRM, performance management, conflict and team management, training and development etc. the following topics will be covered in the eight (8) sessions.

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.

Session Plan:

The module will be taught in 16 sessions (90 minutes each) spread in eight days as per the following schedule:

Day	Session	Topic
1	1 & 2	Introduction: Overview of People management, importance of talent management, functions of HR, Strategic importance of HR, Global changes and prospects of HR.
2	3 & 4	Job analysis: What is JA, the process, the importance, the implication, the methods of doing JA.
3	5 & 6	Recruitment and Selection: Strategic importance of recruitment and selection, the methods, the ways to win in the highly competitive job market, the interview techniques.
4	7 & 8	Training and Development: Why is investing on employees important, how is training and development connected with organizational performance, T&D framework, methods of training, ROI of training.
5	9 & 10	Performance Appraisal: The basics, the importance, the methods, the best practices around the globe, how to make a collaborative and effective work environment by appraising in the right way.
6	11 & 12	Employee engagement and Emotional Intelligence: Understanding of employee engagement, the importance of it on employee productivity, concept of EI and its widespread implication on organizations.
7	13 & 14	Leadership: The concepts, the importance of leadership in fast changing working environment and the process and steps of being a good leader.
8	15 & 16	Conflict management and negotiation: The reasons of conflict in workplace and their potential solutions, the approaches to address conflict, importance of conflict resolution, the negotiation process, the art of collaborating with conflicting interest groups, making the best out of difficult situations

Text Book:

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

Module-2: Industry Module; Course Plan

Course 1: Business Strategy and Innovation

The goal of business strategy is to help organizations win, keep winning and never fall behind. The discipline of business strategy as covered in this course will guide organizations to develop a consistent vision for right decision making and optimum resource allocation by managers in the RMG sector. However, in the 21st century globalized business world winning has taken a whole new meaning. The world is facing disruptive changes more than ever in recent times. Technology is playing a huge role to change the business landscape globally. The issue of sustainability is playing a critical role. Climate is changing. In such a turbulent and complex world, the strategy paradigm is also changing and evolving constantly. This course captures the challenges of modern times as well as the recent technology shifts while deciding on strategies. The impact of fourth industrial revolution (4IR), climate change and sustainability issue in RMG in formulating and executing strategy will also be a key focus of this course.

Session Plan:

The module will be taught in 16 sessions (90 minutes each) spread in eight days as per the following schedule:

Day	Session	Topic
1	1 &2	Basics of Business Strategy: What & Why Mission, vision and strategy making process
2	3 &4	21st Century Business Strategy Value chain dynamics & RMG Competitiveness
3	5 &6	Strategic Analysis: Five Forces Analysis (Industry Analysis) & SWOT
4	7 &8	Generic strategies: Concept & case
5	9 &10	Grand & Blue Ocean strategies: Concept & case
6	11 &12	Strategy, Technology & Business Disruptions: 4IR & Innovations in RMG
7	13 &14	Climate change and sustainability: Strategy for RMG
8	15 &16	Strategy execution and leadership

Course 2: Industry Lecture Session

Session Plan:

The module will be taught in 40 sessions (180 minutes each) as per the following schedule:

Main Topics	Sub-Topics	Session Planning
Introduction to RMG		1
	(Industry overview, Threats, Challenges, Opportunities, Global perspective):	
Managerial Training		

Main Topics	Sub-Topics	Session Planning
	Agile Leadership: Transforming Mindsets:	2
	Team Management and Collaboration:	3
	Bangladesh Business Law, Management and Entrepreneurship (Textile and RMG Focused):	4
	Global Business Environment:	5
Commercial and Finance		
	Financial Budgeting, Planning & Forecasting:	6
	Cash flow & Fund Management:	7
	Costing and calculating profits, understanding profitability, margin and breakeven:	8
	Banking, commercial and Customs (LC opening, etc.):	9
Marketing & Merchandising		
	Strategic Relationship:	10
	Merchandising 1	11
	Merchandising 2	12
	Product Development:	13
	Selling & Sales Management:	14
	Negotiation Skills: Strategies for Increased Effectiveness:	15
	Demand Planning & Scheduling:	16
Cost Analysis		
	Cost Behavior and Classification & Cost Volume Profit Analysis:	17
	Cost Saving in operation:	18
	Various Costing methods: Absorption, Marginal, Process, Product:	19
Human Resource Management		
	Compensation & Performance Management:	20
	Training & Development:	21
	Employee Engagement & Retention:	22
	Recruitment & Selection:	23
Compliance		
	Social & Environmental Safety:	24
	Occupational Health & Safety:	25
	Compliance:	26
Production/ Industrial Engineering		
	Production/Capacity Planning & Forecasting:	27
	Inventory Planning & Forecasting:	28
	Product Layout Planning:	29
	Supply Chain Management:	30
	Quality Control:	31
	Lean Management:	32
	Material Sourcing & Shipping:	33
Product Development/Fashion/Dying/Others		

Main Topics	Sub-Topics	Session Planning
	Dyeing, Printing, Finishing:	34
	Product Knowledge: Fashion Trend, Innovation & Consumer Behavior:	35
	Textile & Garments Technology:	36
	Digital Transformation in Garment Business:	37
	Disruptive Innovation: Industry 4.0:	38
	Fabric Classification, Design & Styling:	39
	Sustainability, process and product recycling:	40

Module 2 – Industry Module; Course and 40 Topics Description

Main Topics	Sub-Topics	Course Description	Session Planning
Introduction to RMG	(Industry overview, Threats, Challenges, Opportunities, Global perspective)	The session initiates with an examination of the pivotal role played by Bangladesh's garment sector in the nation's economy since its emergence in the late 1970s. Despite notable achievements, the industry contends with challenges such as fierce global competition, fluctuating raw material costs, and concerns regarding labor rights and workplace safety compliance. However, within these obstacles lie promising prospects. The discussion highlights Bangladesh's strengths, including its abundant low-cost labor pool and potential for technological advancements. Furthermore, it delves into opportunities for expansion, emphasizing diversification into higher value-added products and meeting the growing demand for sustainable fashion. By the lecture's conclusion, participants will attain a holistic understanding of Bangladesh's ready-made garment industry and its impact on the global arena.	1
Managerial Training	Agile Leadership Transforming Mindsets	This lecture offers practical, in-depth insights into the principles of agile leadership, and guides participants on how to adapt them to trainees' organization. They will learn how to enhance your organization's effectiveness and profitability by developing shorter project cycles with more frequent deliverables and product updates. The will explore the benefits—and challenges—of creating and empowering flexible and self-directed agile teams. Whether they are planning for wide-scale change or have specific targeted goals, becoming an agile leader will transform how he/she approaches strategy, teamwork, collaboration, and leadership.	2

Main Topics	Sub-Topics	Course Description	Session Planning
	Team Management and Collaboration	The session plan is designed to enhance teamwork and cooperation within the industry. It covers essential topics such as effective team management principles, communication strategies, conflict resolution techniques, and fostering collaboration among team members. The session also introduces models for team development, such as Tuckman's stages of group development or Belbin's Team Roles, to facilitate understanding and application in the garment business context. Through interactive exercises and group discussions, participants will gain practical insights into building cohesive teams and leveraging collaboration to achieve organizational goals efficiently.	3
	Bangladesh Business Law, Management and Entrepreneurship (Textile and RMG Focused)	This lecture covers essential aspects of Bangladesh's Business Law (essential acts & regulations), Setting Up a Textile/RMG Business (registration, licensing), Labor/Worker Laws & Compliance (wages, working hours, safety), Import/Export Regulations (customs, quotas) and Intellectual Property Rights (protecting designs & trademarks).	4
	Global Business Environment	This lecture dives into the dynamic world of the global garment business (macro and micro environments). It'll cover big picture - trade agreements, sustainability concerns, and who the major players are. Trainees will learn about navigating sourcing strategies, from low-cost options to ethical practices, and how to stay ahead of ever-changing consumer trends, building efficient supply chains, crafting a strong brand identity, and leveraging technology to their advantage.	5
Commercial and Finance	Financial Budgeting, Planning & Forecasting	This session covers planning, budgeting, and forecasting in business management. It'll start with an overview of their importance, then delves into financial planning, budgeting principles, and forecasting techniques. Key topics include qualitative and quantitative considerations, capital budgeting, budget components (sales, inventory, wages, etc.), and forecast accuracy measurement. The session wraps up with a real-life simulation to apply these concepts practically.	6

Main Topics	Sub-Topics	Course Description	Session Planning
	Cash flow & Fund Management	The session on cash flow and fund management in Bangladesh garment industry covers various aspects related to funding sources, project financing, regulatory frameworks, and relevant laws. It explores long-term, medium-term, and short-term finance options, including internal and external sources such as bonds, preferred shares, and equity. The lecture emphasizes project finance, particularly in industrial and infrastructure projects, and discusses the regulatory authorities involved, such as Bangladesh Bank, BIDA, ECNEC, ERD, BSEC, and government ministries. Key laws governing fund management and cash flow are highlighted, including the Foreign Exchange Regulation Act 1947, Companies Act 1994, Transfer of Property Act 1882, and Code of Civil Procedure 1908.	7
	Costing and calculating profits, understanding profitability, margin and break even	During the session on costing and profitability analysis, trainees will explore fundamental principles such as understanding cost behavior patterns across different activity levels. The lecture will clarify the intricate connection between fixed costs, variable costs, and activity levels, differentiating between discretionary and committed fixed costs. They will also learn to dissect mixed costs into their fixed and variable components through practical exercises. Mastery of calculating the break-even point and its correlation with the contribution margin will be emphasized. Furthermore, the lecture will cover estimating profit variations resulting from changes in costs, processes, and volume, enabling students to utilize the margin of safety ratio for assessing risks effectively.	8
	Banking, commercial and Customs (LC opening, etc.)	The session on banking and commercial Letter of Credit (LC) operations covers essential aspects such as understanding what an LC is, the parties involved, and the various types of LCs. Trainees will learn how to read an LC, examine a sample LC, and understand key articles of the UCP600. Additionally, the lecture delves into Incoterms definitions, purposes, and obligations, contracts, modes of transport, and the risks and cost transfer points associated with LC operations. Investment criteria including Foreign Direct Investment (FDI), joint ventures, and local investments are explored, along with processes for back-to-back LCs, export LCs, and the import-export process. Various documents and forms necessary for LC operations are also discussed.	9

Main Topics	Sub-Topics	Course Description	Session Planning
Marketing & Merchandising	Strategic Relationship	The session on Strategic Relationship in the garment business, participants will explore its objectives, benefits, and fundamentals, distinguishing between CRM, BRM, and PRM. Special emphasis is placed on the strategic role of relationship managers and the human aspect of their role. Practical examples illustrate CRM techniques such as automating responses and managing feedback. Additionally, principles and tips for building effective strategic relationship management skills in teams are provided, empowering participants to enhance business relationships strategically within the garment industry.	10
	Merchandising	The first session focuses on establishing a foundational understanding of merchandising in the garment business. It begins with defining merchandising and exploring its functional areas, followed by identifying the expected qualities of a merchandiser. Participants delve into fabric analysis, including post-mortem examinations and understanding fabric finishing and functionality. The session also covers categorizing customers and common mistakes in customer interactions, setting the stage for effective merchandising practices tailored to various customer segments.	11
	Merchandising 2	In the second session, participants dive deeper into advanced concepts and practical strategies for successful merchandising. It addresses key competencies required for effective merchandising, including understanding the sequence of apparel manufacturing and different types of merchandising. The session further explores the functions and responsibilities of a merchandiser, along with five effective tips for enhancing merchandising effectiveness. Additionally, participants learn about structuring merchandising tasks, managing approvals, coordinating material arrangements, handling bulk production, and mastering negotiation techniques and effective communication skills, including tips for productive meetings and leveraging storytelling in merchandising efforts.	12
	Product Development	The session on Product Development in the garment business covers objectives, processes, and challenges. It explains the role of product developers and outlines the development process, including idea generation, market strategy, and commercialization. Key responsibilities of designers are discussed, along with the advantages of product development for buyers. The lecture also explores fashion classification, history, and its importance in development. It touches on global culture, trends, and the significance of checking garment samples.	13

Main Topics	Sub-Topics	Course Description	Session Planning
	Selling & Sales Management	The session on Selling and Sales Management in the garment business covers fundamental concepts and practical strategies essential for effective sales operations. It defines selling and sales management, discussing the types of selling, steps, and skills required. Common mistakes in sales are addressed, alongside typical problems faced in RMG factories in Bangladesh. The lecture emphasizes the importance of industry-specific knowledge for successful selling and outlines key deliverables and time period forecasts for the sales function. It also delves into selling situations, quota setting mechanisms, sales force motivation, and the sales process, offering comprehensive insights into optimizing sales performance within the garment industry.	14
	Negotiation Skills Strategies for Increased Effectiveness	The session on Negotiation Skills for the garment business covers essential concepts like negotiation dynamics, strategies, conflict management, and effective negotiation techniques. It explores the five-stage negotiation process, common barriers, and the compatibility of negotiation styles. Key principles such as interest-based bargaining and the 5 Rules of T.H.U.M.B are emphasized, along with practical tips for successful negotiations. Participants gain valuable insights to enhance their negotiation effectiveness in the garment industry.	15
	Demand Planning & Scheduling	The session on Demand Planning and Scheduling provides a comprehensive guide to effective demand planning with proper supply chain management in manufacturing and fashion. It covers key steps for demand planning success, explores future manufacturing trends, and discusses the consequences of poorly constructed supply chains in the fashion industry. Participants learn various demand planning methods, including Consumer-to-Manufacturer models, and gain practical insights to enhance scheduling effectiveness. Overall, the session equips attendees with the tools needed to optimize demand planning and boost supply chain efficiency.	16

Main Topics	Sub-Topics	Course Description	Session Planning
Cost Analysis	Cost Behavior and Classification & Cost Volume Profit Analysis	The session on Cost Behavior, Costing Methods, and Cost-Volume-Profit (CVP) Analysis offers a concise yet comprehensive overview of essential managerial accounting principles. It covers cost behavior, distinguishing between variable and fixed costs, along with step-variable and semi-variable costs. Participants learn about CVP analysis, including terminology, assumptions, and the derivation of the break-even point formula. Practical techniques for cost classification and allocation are discussed, providing attendees with actionable insights to optimize financial decision-making. By the end of the session, participants gain a solid understanding of cost behavior, various costing methods, and how to apply CVP analysis to enhance business profitability.	17
	Cost Saving in operation	The session on Cost Saving in garment business operations aims to equip participants with practical strategies to enhance efficiency and reduce expenses. The session begins by identifying key areas where cost-saving measures can be implemented, such as raw material sourcing, production processes, inventory management, and logistics. Participants learn about the importance of optimizing supply chain operations to minimize costs while maintaining quality standards. Strategies for negotiating better prices with suppliers, streamlining production workflows, and minimizing waste are discussed in detail. Additionally, the session covers the utilization of technology and automation to improve efficiency and reduce labor costs. Real-world case studies and examples from the garment industry are presented to illustrate successful cost-saving initiatives.	18
	Various Costing methods Absorption, Marginal, Process, Product	The session on Costing Methods: Absorption and Marginal in the garment business provides a concise overview of how to manage costs effectively in garment production. Participants learn how absorption costing allocates all production costs, including fixed overheads, while marginal costing focuses solely on variable costs. Through real-world examples, they explore the impact of each method on decision-making regarding pricing, production volume, and inventory management. The session also covers the influence of closing inventory on reporting formats. Overall, participants gain practical insights to optimize cost management strategies and drive profitability in their garment businesses.	19

Main Topics	Sub-Topics	Course Description	Session Planning
Human Resource Management	Compensation & Performance Management	The session on Compensation and Performance Management covers fundamental aspects of effective HR leadership in managing compensation and performance. It begins with an exploration of compensation management, including its elements, objectives, and components of a compensation system. Participants learn about HR leaders' roles in ensuring effective compensation management and strategies for optimizing worker and executive benefits. This session also addresses performance management, distinguishing it from performance appraisal and discussing its benefits, phases, and evaluation methods such as 360-degree performance appraisal. Through this comprehensive overview, participants gain valuable insights into driving organizational success through effective compensation and performance management practices.	20
	Training & Development	The session on Training and Development offers a condensed yet comprehensive exploration of its significance, methods, and practical applications. Participants discover why companies invest in training, explore different training categories and methods, and learn about Training Needs Analysis (TNA) and evaluation techniques. They also delve into strategies for personal readiness, performance improvement, and career development, alongside understanding adult learning principles and the ADDIE Model. By the session's end, participants gain valuable insights and practical tools to enhance organizational learning and individual growth.	21
	Employee Engagement & Retention	The session on Employee Engagement and Retention provides a focused exploration of strategies to enhance employee satisfaction and longevity within organizations. Participants learn about the importance of employee engagement, factors that drive it, and effective engagement practices. They also delve into employee retention strategies, including understanding challenges, reasons for turnover, and different retention approaches. By the end of the session, participants gain practical insights to foster a positive work environment and reduce attrition, contributing to organizational success.	22

Main Topics	Sub-Topics	Course Description	Session Planning
	Recruitment & Selection	The session on Recruitment and Selection provides a concise exploration of key strategies for identifying and hiring top talent. Participants learn about the recruitment process and how to select potential candidates. Emphasis is placed on understanding the distinction between performance and potential, with insights into factors such as learning agility, drive, and leadership propensity. The session also covers the importance of creating personalized development plans for high-potential candidates. Overall, participants gain practical insights to improve their recruitment and selection processes and enhance organizational success.	23
	Social & Environmental Safety	The session plan on Social & Environmental Safety for the garment business covers responsible sourcing, legislation compliance, and sustainability practices. It addresses aspects like codes of conduct, working conditions, modern slavery, and industry organizations. Participants will explore environmental legislation, sustainability concepts, carbon emissions, and reporting standards. The discussion extends to circularity, sustainable brands, rating agencies, and tools like the Higg Index. Case studies and initiatives such as BGMEA's Sustainability Vision 2030 demonstrate industry commitment. Additional topics include Mothers @ Work and LEED Green Certification, aiming for a holistic approach to safety in the garment industry.	24
Compliance	Occupational Health & Safety	The session provides a comprehensive overview of OHS management, focusing on its importance within organizations and specific considerations for the garment industry in Bangladesh. It covers laws and regulations, detailing how to build an effective OSH management system with key components such as leadership commitment, hazard management, legal compliance, and accident prevention. Additionally, it addresses workplace accidents, emphasizing prevention, control, and investigation, while highlighting the crucial role of leadership in fostering an OHS culture and ensuring compliance with policies and responsibilities. Overall, the session aims to equip participants with the necessary knowledge and tools to promote a safe and healthy work environment in the garment industry.	25

Main Topics	Sub-Topics	Course Description	Session Planning
	Compliance	The Compliance session for the garment business offers a comprehensive understanding of regulatory, corporate, and social compliance, focusing on its significance in the industry. It covers compliance definitions, emphasizing the importance of social compliance in maintaining brand reputation. The session discusses social compliance audits, their objectives, procedures, and the role of auditors. It addresses the consequences of non-compliance and provides insights into corrective actions. Additionally, it highlights resources, initiatives, and organizations promoting social compliance, aiming to equip participants with necessary knowledge for ensuring adherence to laws and standards in the garment sector.	26
Production/ Industrial Engineering	Production/Capacity Planning & Forecasting	The session on Production Capacity Planning for the garment business covers essential aspects of production flow, capacity, forecasting, and planning, with a focus on practical application in garment production. It emphasizes the significance of understanding production capacity and introduces the Standard Minute Value (SMV) and its calculation formula. The session addresses the objectives of production planning, including capacity planning and operational tasks. It explores various elements of production planning, such as time and action, materials planning, scheduling, and manpower allocation, along with the role of merchandising in the process. Additionally, it discusses production forecasting and technological integration for smart garment factories. Overall, the session aims to equip participants with the knowledge and tools necessary for effective production capacity planning in the garment industry.	27
	Inventory Planning & Forecasting	This session covers essential concepts and methodologies for effective inventory management. It defines inventory types, emphasizing the need for efficient planning. Various inventory models such as Make to Order, Fixed Order Quantity, and ABC Inventory Model are explored. Additionally, forecasting techniques including demand management, qualitative and quantitative methods, and practical methodologies like Simple Moving Average and Exponential Smoothing are discussed. Overall, the session aims to equip participants with knowledge to optimize inventory planning and forecasting in the garment industry, ensuring efficient supply chain management.	28

Main Topics	Sub-Topics	Course Description	Session Planning
	Product Layout Planning	The session aims to optimize facility layout and production processes for efficiency. It covers key concepts such as facility layout types, sewing line considerations, machine allocation, and capacity planning. Practical aspects like product analysis and operator training are addressed. The session emphasizes innovation and engagement strategies for improved productivity. Overall, it equips participants with the knowledge needed to strategically plan and optimize layouts for streamlined garment production.	29
	Supply Chain Management	The session offers a comprehensive insight into strategic supply chain management. It delves into key aspects such as the SCOR Model, decision phases, and performance assessment. Through real-world examples from the textiles and apparel sector, it illustrates supply chain drivers and their impact on performance. Additionally, it covers topics like supply chain finance, as well as the significance of KPIs and metrics in evaluating performance. The session also outlines potential career avenues and areas for involvement within supply chain management. Ultimately, the session aims to equip participants with essential knowledge and understanding to effectively manage supply chains in the garment industry, facilitating informed decision-making and strategic planning.	30
	Quality Control	The session provides a comprehensive understanding of quality management tailored for the industry. It covers quality concepts, historical context, and associated costs. Participants learn about quality control methodologies, including traditional and statistical approaches, as well as inspection and acceptance sampling in RMG. The session discusses Statistical Process Control (SPC) and Statistical Quality Control (SQC), along with quality team structure, SOPs, and defect classification. Participants also gain insights into product quality control engagement and risk management strategies. Overall, the session equips participants with the necessary knowledge and tools for implementing effective quality control measures in garment production.	31
	Lean Management	The session provides a comprehensive overview of lean principles and their application. It covers the importance of lean, key principles, Toyota's 4P management model, and lean tools. Participants learn about identifying and reducing waste, distinguishing value-added from non-value-added activities, and addressing customer demands for shorter lead times. Additionally, the session explores the seven forms of waste, aiming to equip participants with the knowledge and tools needed to promote efficiency and continuous improvement in garment production.	32

Main Topics	Sub-Topics	Course Description	Session Planning
	Material Sourcing & Shipping	The session focuses on optimizing supply chain operations and sourcing strategies. It emphasizes a vision for flawless delivery, competitive pricing, and product excellence. Participants learn about key performance indicators (KPIs), bi-weekly supply chain calls, and non-recourse factoring. The session covers essential topics such as direct material sourcing, bulk buying incentives, and supplier selection factors. Moreover, it delves into material sourcing procedures, including in-house versus outsourcing considerations and supplier scoring and assessment. Overall, the session equips participants with practical knowledge to enhance material sourcing processes and improve supply chain efficiency in the garment industry.	33
Product Development/Fashion/Dyeing/Others	Dyeing, Printing, Finishing	The session plan provides a comprehensive overview of textile processing from fibre to garment. It covers the pretreatment, dyeing, printing, and finishing departments, highlighting processes such as singeing, desizing, scouring, bleaching, and mercerizing. Additionally, it explores various dyeing types and processes, considering fabric form and printing methods, along with finishing techniques. Participants gain insights into the entire textile processing workflow, facilitating informed decision-making in the garment industry.	34
	Product Knowledge Fashion Trend, Innovation & Consumer Behavior	The session offers a concise understanding of apparel products and their significance. It covers the definition and importance of product knowledge, along with methods to acquire it, including design, material selection, and quality control. The session delves into key stages of production such as yarn production, knitting, and washing, highlighting their role in ensuring garment quality. Additionally, it touches on finishing details like labeling and ironing. By the end, participants gain insights into product classification and production processes, enhancing their ability to contribute effectively to the garment industry.	35
	Textile & Garments Technology	The session covers essential aspects of the product life cycle, including fibres, yarns, sewing threads, fabrics, and fabric pre-processing. It also includes discussions on pattern making, fit assessment techniques, marker and cutting processes, consumption calculation, and quality management concepts like AQL. Additionally, the session emphasizes the significance of personal experiences and knowledge sharing in the industry, providing valuable insights for participants to contribute effectively to the garment business.	36

Main Topics	Sub-Topics	Course Description	Session Planning
	Digital Transformation in Garment Business	The session explores leveraging digital technologies to innovate operations within the industry. It covers digital design, automated production, supply chain optimization, e-commerce integration, and data analytic for decision-making. The session also addresses implementation challenges, including workforce up-killing and cyber security, enabling participants to drive efficiency and competitiveness in the garment business.	37
	Disruptive Innovation Industry 4.0	The session focuses on the transformative potential of Industry 4.0 technologies within the garment industry. It begins with an overview of Industry 4.0, highlighting its key principles and the paradigm shift it brings to manufacturing. The session covers various aspects of disruptive innovation, including smart manufacturing, IoT integration, artificial intelligence, robotics, and data analytic, emphasizing their application in garment production processes. Additionally, it explores the implications of Industry 4.0 on supply chain management, product customization, and customer engagement. By the end of the session, participants will gain insights into leveraging Industry 4.0 technologies to drive efficiency, agility, and competitiveness in the garment business.	38
	Fabric Classification, Design & Styling	The session provides a comprehensive overview of fabric types, sustainability criteria, and innovative developments in yarn classification. It covers various fibers like polyester, nylon, and bamboo, discussing their attributes and environmental benefits. Additionally, the session explores fabric manufacturing processes such as twisted yarn vs. fiber blends yarn and injected yarn, along with examples of fabrics utilizing these techniques. By the end, participants will have gained insights into fabric classification, design principles, and styling trends essential for the garment industry.	39
	Sustainability, process and product recycling	The session addresses environmental concerns and sustainable practices in the industry. It covers sustainability principles relevant to garment production, emphasizing minimizing environmental impact and ethical practices. The session includes eco-friendly manufacturing techniques, waste reduction strategies, and resource optimization. Additionally, it explores product recycling methods like up-cycling and circular economy models to reduce textile waste and enhance resource efficiency. Through case studies and practical examples, participants will learn to implement sustainable initiatives tailored to Bangladesh, fostering environmental stewardship in the garment industry.	40

Module-3: Industry Attachment; (Internship): Course Plan

Course 1: Managerial Communication for RMG

This course encompasses advance 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 contexts. The purpose of this module is to effectively navigate complex organizational structures, foster strong professional relationships, and strategically influence stakeholders at all levels to achieve organizational objectives. The module also targets to master nuanced communication strategies and enhance proficiency in advanced written and verbal communication skills, demonstrated through the creation of professional documents such as complex reports, persuasive proposals, showcasing clarity, conciseness, and strategic impact. The course will also include negotiation, conflict management, change management, team management, business strategy and decision-making etc.

Session Plan:

The module will be taught in 16 sessions (90 minutes each) spread in eight days as per the following schedule:

Day	Session	Topics
Day 1	1 & 2	Writing effective business letters, Emails and Memos Meeting Etiquette
Day 2	3 & 4	Writing persuasive business proposals
Day 3	5 & 6	Techniques of Business Negotiation
Day 4	7 & 8	Managing conflict in the workplace
Day 5	9 & 10	Leading & Managing a winning team
Day 6	11 & 12	Managing change in a disruptive world
Day 7	13 & 14	Communication Skills for Crisis Management
Day 8	15 & 16	Group Presentation

Text Book Ref:

Course 2: Business Analytics

This module combines data, information technology, statistical analysis, quantitative methods and computer-based models into one. It aims to provide decision makers with the insight into the possible scenarios to make well researched decisions in various situations. This module is designed to help the participants learn about the science and art of analytics, how to collect data, prepare the data for analysis and visualization, the different analytical tools and techniques and their applications. Specially, Managers in the RMG sector will be equipped with modern tools and techniques of data analytics. This will help them making data driven decisions.

Session Plan:

The module will be taught in 08 sessions [Classes] (180 minutes each) spread in eight days as per the following schedule:

Day	Session	Topics
Day 1 & 2	1 & 2	● Topic 1: Introduction to data analysis ○ Importance of data analysis for decision-making ○ Types of variables ○ Sources of data ○ Type of data ○ Scale of measurement ○ Probability basics (simple, joint, marginal, conditional) ○ Sampling (probabilistic and non-probabilistic) ○ Sample size requirement ○ Random error
Day 3 & 4	3 & 4	● Topic 2: Descriptive analysis ○ Central tendency (mean, median, mode) ○ Dispersion (range, quartile, variance, standard deviation) ○ Frequency table ○ Cross-tables ○ Data visualization (histogram, pie chart, box plot, bar chart, scatter diagram, etc.) ○ Empirical Rule
Day 5 & 6	5 & 6	● Topic 3: Predictive analysis ○ Forecasting (Simple average, Moving average, exponential smoothing) ○ Correlation matrix ○ Linear regression (simple and multiple) ○ Bayes' theorem
Day 7 & 8	7 & 8	● Topic 4: Prescriptive analysis ○ Linear optimization model ○ Sensitivity analysis ○ Pay off matrix ○ Decision-making under uncertainty and risk ○ Decision tree

INTERNSHIP PROGRAM

Every student of SICIP 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/ 24 days activities are must among twelve weeks of organizational attachment internship with 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. 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 checked 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 redo 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. Four (4) 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 and 4 hard copies**.

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 are 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, **1.15 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 Four (4) copies of the Internship report to be submitted by the students will have to be in ring 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: _____

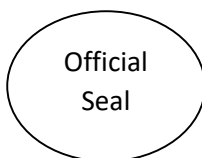
Name of the Intern : _____ Roll # _____ , Batch # _____
Evaluator : _____
Job Title of the Evaluator : _____
Organization and address : _____

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
/Industry Supervisor

Internship Meeting Signature Sheet

Date of Meeting	Student's Signature	Academic Supervisor	Industry Supervisor

Notebook (Attached)

Industry Attachment; (Internship) Daily Activities Sheet Summery

Name of the Trainee :

Batch :

Roll No. :

Name of the Organization:

[illegible]

Add Extra Page if you need