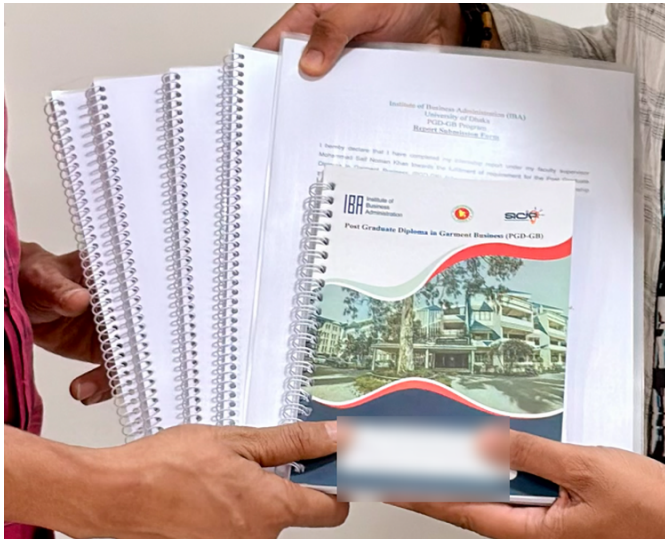


1. Final Industry internship Report (PDF):

Soft copy for upload: File name must be 2511XXXXX.pdf

Hard copy-4 sets printing, ring file, white transparent paper in front, must be signed by student on transmittal Letter page for all sets



Transmittal Letter

March 07, 2020,
Honorable Prof. Dr. M. M. Hossain
Executive Professor
Institute of Business Administration
University of Dhaka

Subject: Submission of Industrial Internship Report as "Communicable and Ethical Learning Experience" and its Challenge in Bangladesh SME Industry - A Working Paper (Title Page)

Sir,

I am very happy to present before you the Industrial Internship Report which I made as a part of Post Graduate Diploma in Commerce (PGD-GB) program. The present study has been directly developed from my professional study as a Marketing Trainee at the IBA U.S. Bangladesh Center Office, where I coordinate with all products and services across various for C-Group, B-Group and M-Group, and an extensive range including large, medium, small and micro business, IT and other services across all five levels in the IBA group (Dhaka, Barisal, Chittagong, Jessore, Moulvibazar). During this time, I have been involved in various projects, coordination, production follow-up and commercial decision-making. I decided to submit as a case study in my marketing professional activities the role of marketing commercial objectives with the sustainability and the ethical learning experience for commercial success and increasingly benefiting from suppliers.

During the period I used to keep the report based on what I could actually observe and verify. The conclusions were followed by the marketing strategy. I maintain the regular communication with and a number of their associates with colleagues in marketing, quality and compliance. I have followed the course where I have used published sources and conducted in-depth where a conclusion is my own.

I have attempted to follow the structure and layout given out in the program guidelines and to make the report as my own work. I would very much appreciate your evaluation and any suggestions you think would improve the job.

Best Regards,
(Sign)

Sd/- Sohail Hossain
BA (Marketing)
PGD-GB U.S. University of Dhaka

2. Final Industry internship Report (DOCX): for upload; File name must be 2511XXXXX.docx

Institute of Business Administration (IBA)
University of Dhaka
PGD-GB Program
Report Submission Form

I hereby declare that I have completed my internship report under my faculty supervisor Mohammad Saif Noman Khan towards the fulfillment of requirement for the Post Graduate Diploma in Garment Business (PGD-GB) following the prescribed guidelines of internship program of IBA, University of Dhaka.


Signature of the Intern

Date: 24-Mar-26

Name: 

Batch: 

Roll: 

This internship report has been submitted with my approval as Academic Supervisor.

Signature of the Faculty Supervisor

Date: 24-Mar-26

Name: Mohammad Saif Noman Khan

Designation: Associate Professor, IBA, University of Dhaka

IMPORTANT INSTRUCTIONS

- This is a **CONSENT FORM** for internship report submission.
- This form must be signed by both the student (intern) and the Academic Supervisor.
- A scanned copy of the duly signed form must be uploaded during the report submission process.
- **Hard copy** of the duly signed form (consent form) must be submitted along with the internship report.

-
- File name format for upload:

.pdf

(Replace "" with your Roll Number)

PGD-GB Internship Report Submission

Note book (Attached)
Industry Attachment; (Internship) Daily Activities Sheet Summary

Name of the Trainee: [REDACTED]

Batch: [REDACTED]

Roll: [REDACTED]

Name of the Organization: LPP S.A. Bangladesh Liaison Office

Weekend(s): Friday and Saturday

Day Count [24 Days]	Date	Activities in the organization	Signature of the Student	Signature of the Industry Supervisor
1	17-Feb-26	Activity-1: Reported for the industry attachment and met the industry supervisor, Mahfuzer Rahman. Activity-2: Received orientation on LPP S.A. Bangladesh Liaison Office as an internal buying office for five brands. Activity-3: Discussed the attachment topic on sustainable and ethical sourcing from a liaison office viewpoint. Activity-4: Met colleagues in merchandising, quality and compliance.	[REDACTED]	[REDACTED]
2	18-Feb-26	Activity-1: Studied the scale and structure of the office (order book, brands, suppliers, buyers). Activity-2: Confirmed reporting lines through the Merchandising Coordinator and Country Manager, and links to LPP Poland buyers. Activity-3: Reviewed my own desk covering woven bottoms and accessories across the five brands. Activity-4: Recorded observations for the methodology section.	[REDACTED]	[REDACTED]
3	19-Feb-26	Activity-1: Settled the study topic and rationale with the industry supervisor. Activity-2: Aligned direction with the academic supervisor, Mohammad Saif Noman Khan. Activity-3: Noted the liaison office perspective as a research gap between buyer and factory. Activity-4: Agreed to keep the scope practical and tied to verifiable evidence.	[REDACTED]	[REDACTED]
4	22-Feb-26	Activity-1: Fixed the broad objective and four specific objectives of the study. Activity-2: Defined the scope to woven bottoms and selected accessories, based on my own orders. Activity-3: Noted study limitations and confidentiality constraints. Activity-4: Planned the methodology and drafted an observation checklist and interview guide.	[REDACTED]	[REDACTED]
5	23-Feb-26	Activity-1: Reviewed the merchandising workflow and order lifecycle from buyer enquiry to shipment. Activity-2: Observed how buyer decisions are translated into production plans for factories. Activity-3: Noted the points where a brand's commercial plan meets factory capability. Activity-4: Recorded how status and risk are reported back and dates renegotiated.	[REDACTED]	[REDACTED]
6	24-Feb-26	[REDACTED]	[REDACTED]	[REDACTED]
7	25-Feb-26	[REDACTED]	[REDACTED]	[REDACTED]
8	26-Feb-26	[REDACTED]	[REDACTED]	[REDACTED]
9	01-Mar-26	[REDACTED]	[REDACTED]	[REDACTED]
10	02-Mar-26	[REDACTED]	[REDACTED]	[REDACTED]
11	03-Mar-26	[REDACTED]	[REDACTED]	[REDACTED]
12	04-Mar-26	[REDACTED]	[REDACTED]	[REDACTED]

Day Count [24 Days]	Date	Activities in the organization	Signature of the Student	Signature of the Industry Supervisor
13	05-Mar-26			
14	08-Mar-26			
15	09-Mar-26			
16	10-Mar-26			
17	11-Mar-26			
18	12-Mar-26			
19	15-Mar-26			
20	16-Mar-26			
21	17-Mar-26			
22	18-Mar-26			
23	19-Mar-26			
24	22-Mar-26			

IMPORTANT INSTRUCTIONS

- This is an **Activities Sheet** for internship report submission. Min 24 days.
- This form must be signed by the student (intern) and the Industry Supervisor.
- A scanned copy of the duly signed form must be uploaded during the report submission process.
- **Hard copy** of the duly signed form (Activities Sheet) must be submitted along with the internship report.

-
- File name format for upload:

 .pdf

(Replace " " with your Roll Number)

Name of the Trainee :
 Batch :
 Roll No. :

PGD-GB Program
Internship Meeting Signature Sheet

Date of Meeting	Student's Signature	Academic Supervisor	Industry Supervisor
17-Feb-26			
18-Feb-26			
19-Feb-26			
22-Feb-26			
23-Feb-26			
24-Feb-26			
25-Feb-26			
26-Feb-26			
01-Mar-26			
02-Mar-26			
03-Mar-26			
04-Mar-26			
05-Mar-26			
08-Mar-26			
09-Mar-26			
10-Mar-26			
11-Mar-26			
12-Mar-26			
15-Mar-26			
16-Mar-26			
17-Mar-26			
18-Mar-26			
19-Mar-26			
22-Mar-26			

IMPORTANT INSTRUCTIONS

- This is a **Meeting Signature Sheet** for internship report submission.
- This form must be signed by the student (intern), the Academic Supervisor (min 4 meetings, so min 4 signs required) and the Industry Supervisor (min 24 meetings, so 24 signs required).
- **Hard copy** of the duly signed form (Meeting Signature Sheet) must be submitted along with the internship report.

- File name format for upload:

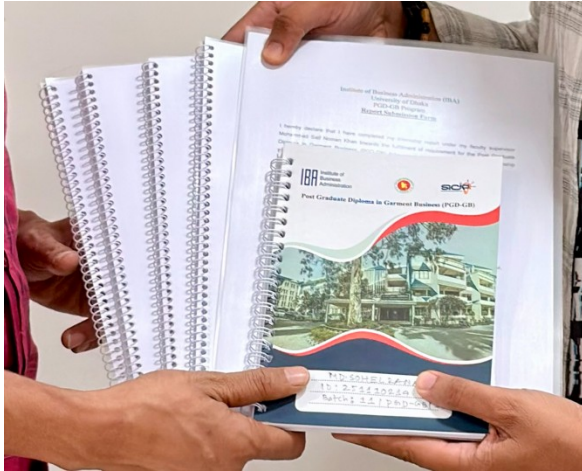
.pdf

(Replace " " with your Roll Number)

PGD-GB Internship Report Submission

7. Final Industry Physical notebook/Dairy:

It must be submitted with Name/ID/Batch/Topics name; and must be written for daily activities in details



So for uploading (Google form)

1. Final Industry Reports as PDF , file name- 2511XXXXX.pdf
2. Final Industry Reports as DOCX , file name- 2511XXXXX.docx
3. Consent form_filled_Scan copy as PDF , file name- 2511XXXXX.pdf
4. Daily activities sheet summary_filled_Scan copy as PDF , file name-2511XXXXX.pdf
5. Intern Evaluation form_filled_Scan copy as PDF , file name-2511XXXXX.pdf
6. Meeting signature Sheet_filled_Scan copy as PDF , file name-2511XXXXX.pdf

So for Hard copy submission

1. Final Industry Reports ; 4 sets with sign, ring file, transparent front page
2. Consent form_filled_ original copy
3. Daily activities sheet summary_filled__ original copy
4. Intern Evaluation form_filled__ original copy
5. Meeting signature Sheet_filled__ original copy
6. Notebook/Dairy_filled__ original copy



Md. Sohel Rana <.....>

Thanks for filling out this form: **Batch- 11 to 15: All Supporting Documents Submission with Final Report: PGD-GB: Module-3: Industry Attachment (Internship)**

1 message

Forms Response Receipts <forms-receipts-noreply@google.com>

Sun, Jul 19, 2026 at 7:36 PM

To:

Google Forms

Thanks for filling out this form: [Batch- 11 to 15: All Supporting Documents Submission with Final Report: PGD-GB: Module-3: Industry Attachment \(Internship\)](#)

You're receiving this email because you filled out the following form using your email address. **This form is owned by Institute of Business Administration (IBA).** Make sure you recognize and trust this form before copying or clicking on any links. If it looks suspicious, **report it**.

Here's what was received.

[Edit response](#)

Batch- 11 to 15: All Supporting Documents Submission with Final Report: PGD-GB: Module-3: Industry Attachment (Internship)

Hard and Soft Copy: Submission Deadline: 19 July 2026

1. Final Report after checking Plagiarism & Confirmation [[Upload a PDF & Word Copy](#)]-2nd Phase]
2. Final Reports Color Print Hard Copies [**04 Copies**] with Ring Spiral-Final Phase]
3. Consent Form [[Upload A PDF Copy in the Google Form & Submit a Hard Copy](#)]
4. Activities Sheet [Excel Version] Computer Generated without Note Book [[Upload a PDF](#)] [File Name Must be YOUR ROLL No.]
5. INTERN EVALUATION FORM [[Upload a PDF Copy in the Google Form & Single Hard Copy with Seal](#)]
6. Meeting Signature Sheet [[Upload a PDF Copy in the Google Form & Single Hard Copy](#)]

Email *

.....@gmail.com

Select your ID-Details *

B11-.....-Md. Sohel Rana

Industry Supervisor's Name: *

Md.

Industry Supervisor's Designation: *

Merchandising

Industry Supervisor's Department: *

Merchandising

Industry Supervisor's Contact Number (Mobile-Personal): *

0173,.....

Industry Supervisor's Contact Number (Email-Personal): *

.....@gmail.com

Prepared by Sohel / Batch-11

Industry Supervisor's

Organization Name:

..... Bangladesh Liaison Office

Industry Supervisor's Organization Address: *

..... Dhaka-1213, Bangladesh

Trainees/Students'

Organization Name *

Md.

Trainees/Students' Current Designation *

.....

7/19/26, 11:18 PM

Gmail - Thanks for filling out this form: Batch- 11 to 15: All Supporting Documents Submission with Final Report: PGD-GB: Mo...

Trainees/Students' Current Department *

Merchandising

Trainees/Students' Organization Address *

.....Dhaka-1213, Bangladesh

Final Report after checking Plagiarism & Confirmation [[Upload a PDF Copy](#)]-2nd Phase [File Name Must be YOUR ROLL No.] *

Submitted files

2511XXXXX - Md. Sohel Rana.pdf

Final Report after checking Plagiarism & Confirmation [[Upload a Word Copy](#)]-2nd Phase [File Name Must be YOUR ROLL No.] *

Submitted files

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Consent Form [[Upload A PDF Copy](#)] [File Name Must be YOUR ROLL No.] *

Submitted files

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Activities Sheet [Excel Version] Computer Generated without Note Book[[Upload a PDF](#)] [File Name Must be YOUR ROLL No.] *

Submitted files

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7/19/26, 11:18 PM

Gmail - Thanks for filling out this form: Batch- 11 to 15: All Supporting Documents Submission with Final Report: PGD-GB: Mo...

INTERN EVALUATION FORM [[Upload a PDF copy](#)] [File Name Must be YOUR ROLL No.] *

Submitted files

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Meeting Signature Sheet [[Upload a PDF copy](#)] [File Name Must be YOUR ROLL No.] *

Submitted files

2511XXXXX - Md. Sohel Rana.pdf

Create your own Google Form: **PGD-GB Internship Report Submission**
Does this form look suspicious? Report