
Internship Report on
Overall HRM Practices of Kazi Farms Limited
By
Mohd. Amir Hamza Abrar Aman.



This Report is Submitted to United International University's School of Business and Economics as Part of the Bachelor of Business Administration Degree Requirements.

Internship Report On Overall HRM Practices Of Kazi Farms Limited



Submitted To-
Jokowan
Assistant Professor, SOBE

Submitted By-
Mohd. Amir Hamza Abrar Aman
111 171 271

Submission Date: June 13th,2022

Letter of Transmittal

13th June, 2022

Jakowan

Assistant Professor

School of Business and Economics

United International University

Dhaka-1212.

Subject: Submission of internship report on Overall HRM practice of Kazi Farms Limited

Dear Sir,

Through my internship report, I'd want to present you the "Overall HRM Practices of Kazi Farms Limited" with the facts that will help me make my report as clear as possible. The report will provide us an insight into this company's HR practices, including talent acquisition, training, and development, performance appraisal, HR operations, legal, and compliance. As an outcome of the study I conducted, my expertise was expanded, and I was able to create an unique report.

Furthermore, I tried every feasible method to create it, yet the report may have errors.

Please accept my apologies for any unexpected errors that may have happened. Please accept my heartfelt gratitude for your patience and understanding.

Yours sincerely,

Mohd. Amir Hamza Abrar Aman

ID-111 171 271



Index of Similarity Certification

Title of The Report: Over HRM Practice of Kazi Farms Limited.

The student's name: Mohd. Amir Hamza Abrar Aman

ID: 111 171 271

Supervisor: Jakowan

Department: BBA

I confirm that my internship report is a unique study project with no plagiarized material. To create this report, I did not employ any unethical practices.

A handwritten signature in black ink that reads "Amir Hamza". The signature is written in a cursive style with a horizontal line underneath the name.

Mohd. Amir Hamza Abrar Aman

Declaration of the Student

I'm Mohd. Amir Hamza Abrar Aman, a United International University Bachelor of Business Administration student majoring in Human Resource Management.

I do hereby declare that

1. The "**Overall HRM Practice of Kazi Farms**" internship report is a presentation of my unique work.
2. My internship report is a creative effort based on my on the job experience & a complete analysis of current practices in the "Human Resources department," which I honestly acknowledge.
3. Jakowan, Assistant Professor of Business and Economics at United International University, also guided the research's conclusion.
4. This report was developed only for academic purposes as part of the "Bachelor of Business Administration (BBA)" degree requirements.



Mohd Amir Hamza Abrar Aman

111 171 271

Program: BBA (Major In HRM)

School of Business and Economics

United International University

Acknowledgment

First and foremost, I want to thank Allah for giving me the strength to complete my internship activities and tasks, as well as the study and report on time. I'd want to express my heartfelt gratitude to everyone who assisted in the preparation of my internship report and made it possible for me to achieve.

As a result, I'd want to express gratitude to my internship supervisor, Jakowan, Assistant Professor, School of Business and Economics, United International University, for her helpful guidance and support. Without his guidance, direction, support, and participation, I would not have been able to complete the report on time and properly. I'm looking forward to complete my internship report under his supervision.

In addition, I'd like to thank Jonaed Ahmad Faisal, Senior Manager, Kazi Farms Group, for allowing me to gain valuable practical experience while working as an intern at the company. In addition, I'd like to thank Kazi Farms Limited employees for taking the time to submit this survey.

Despite my best efforts, there is a chance that the report will contain mistakes. I hope you take into account both those errors and this report.

Executive Summary

The internship report has been finished a component of the need for completing my Bachelor of Business Administration (BBA) degree. This report is based on my practical work experience as an intern in the Human Resources Department of Kazi Farms Limited. The first chapter provides an overview of the study, including its objectives, scope, limitations, and methods.

I performed research on the "Overall Human Resource Management Practices of Kazi Farms limited." The basic main objective of this work is to outline HR departmental operations. In this report, I have explained the HR operations of Kazi Farms Limited as well as my internship experience, and I have organized the report into five chapters.

The first chapter contains the report's context research, aims, motivation, scope of limits, and methodology.

The 2nd chapter discusses Kazi Farms Limited's company profile containing a firm overview and history, trend and growth analysis, client segmentation, goods and services, business operations, and so on

I described HR duties in the third chapter, including talent acquisition, payroll and hr operations, performance appraisal, and legal and compliance.

However, in chapter four, I go into my internship experiences, including positions, tasks, responsibilities, new skills, academic knowledge.

Finally, in Chapter 5, I finished this report by including some important elements such as suggestions and essential understanding and other things.

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CHAPTER ONE:
INTRODUCTION

CHAPTER 1: INTRODUCTION

1.1 The Report Context

As part of my BBA curriculum, I started an internship with Kazi Farms Limited, a Bangladesh-based FMCG company. As an intern, I worked in their human resources department. And I developed this report based on my findings and learning. According to a recent study, excellent human resource (HR) management may help a company gain and maintain a competitive edge throughout the world. As a result, human resource planning (HRP) is a critical component of human resource management. HRP's purpose is to guarantee that the company has access to a workforce that can help it facilitate and improve its performance. HRP allows businesses to maintain a desirable human resource position while also predicting future needs, ensuring that they have the proper number and type of employees on hand when they're needed. As a result, HRP is a plan for an organization to acquire, use, develop, and retain its people by projecting future workforce demands, reviewing current staffing needs, and devising strategies to address any expected manpower shortages. Due to COVID 19 organizations face new challenges that have an impact on the HR department too. For COVID Kazi Farms have to face a lot of new challenges which I have experienced during my internship. The primary goal of this research is to analyze Kazi Farms Limited's overall human resource practices.

1.2 Objectives of The Report

It is necessary to prepare a report on the internship experience in order to meet the prerequisites for the Bachelor of Business Administration degree. The internship report has been prepared under the guidance of Jakowan, Assistant Professor, United International University's Department of Business and Economics, and the topic is "Overall HR Practices of Kazi Farms Limited." The study contains a comprehensive overview of HR department functional activities such as talent acquisition, internal and external training programs, performance and reward, HR operations/compensation and payroll, HR compliance, and organizational health and safety.

1.3 Motivation of The Report

Human Resource Management strategies have developed throughout time in response to changing work norms. Employees prefer to work from home because they are more concerned about their health and safety. The primary purpose of this analysis is to acquire a comprehensive picture of how HR professionals are dealing with changes in business sectors

and adjustments in work patterns. As a consequence, I decided to conduct a research in Kazi Farms Limited's Human Resource Department to obtain a deeper understanding and find how general HRM procedures have changed.

1.4 Scope and Limitation of the Report

The report and study are useful because they may be used to guide policy decisions and academic comparisons. Human resource practitioners and HR managers at Kazi Farms Limited may utilize the study's results to establish successful human resource policies and regulations. This emphasizes the need of employing human resource best practices when it comes to matching worker supply and utilization to anticipated demand based on the company's strategy. The study's recommendations for dealing with succession management challenges may be beneficial to Kazi Farms Limited. The organization is able to maintain appropriate staff levels at all times, ensuring that demanding roles are maintained at all times, and retaining the essential competences and abilities to effectively carry out Kazi Farms Limited's objective. This study may be useful to similar academics in the field of human resources management (HRM). It contributes to the existing body of academic knowledge. These findings were intended to assist management in better connecting their HR planning strategies with their employee performance evaluation systems in order to get the most out of their workforce. The outcomes of this study might be used as a starting point for future human resource planning research. I've had relatively easy access to information on the human resource department's functional and operational operations since I finished my internship there. As a result, I chose to focus my research on present human resource management techniques and the changes that have been made in the Human Resource Department. However, there was one issue I faced into when writing this report: information confidentiality.

1.5 Methodology of the Report

In this study, qualitative research was undertaken to acquire information about Kazi Farms limited's Human Resource Management procedures. During the preparation of this study, I applied both primary and secondary data sources. No numerical data is included in the report because it is a descriptive report. The paper focuses on a real-world scenario. To describe how the Human Resources department works, I mostly employed verbal analysis.

The sources of data are listed below.

- **Primary Data:** Primary data was gathered through internships, talks with supervisors, seniors, and other teams, by my own observation of general functional and operational activities, and so on.
- **Secondary Data:** Secondary data was gathered from the Kazi Farms official website, HR manual, Annual Report, and academic information, among other sources.

1.6 Literature Review

A multitude of new problems, including globalization, technology, innovation, new markets, consumer trends, and competitiveness, have an influence on workforce availability. To guarantee that an organization or corporation has a healthy work environment, professional human resource management strategies are required. This information is required for future estimates of human resource demand and supply in order for businesses to maintain optimum staffing levels. An HRP process guarantees that a firm has an acceptable number of personnel with suitable skills who are deployed or positioned, according to the expertise (O. Samwel, 2018). Human resource planning (HRP) may be defined as an endeavor to foresee future business requirements and environmental demands for an organization. Human resource planning (HRP) may be defined as an endeavor to foresee future business requirements and environmental demands for an organization, (Griffins, 2006). (Mutua, 2019). To carry out these business objectives and meet environmental regulations, skilled people will be required. HRP is defined as the process of identifying an organization's workforce requirements in the HRM function. In addition, it involves producing interventions, ideas, and actions that will enable the company to meet its goals and objectives. Job analysis (by creating job descriptions and work criteria) and career progression guidelines are produced in this approach, with the goal of helping people to advance in their careers (John M. Dirkx, 2000). As a result, HRP is an important aspect of HR management and plays a critical role in accomplishing the firm's goals and objectives. (Dirkx et al., 2004)

Humans are an organization's most valuable asset; if they are not managed appropriately, all work functions will be disturbed. Every firm has its human resource department to handle these most valuable assets. The HR department or management has direct control over the organization's personnel. Because this department ensures that all of the workforces are functioning properly, it also makes the employees and workforce more efficient. Because performance evaluation is another important aspect of HRM, we can infer that the HR department plays a significant role in the organization. HRP is a thorough approach to forecasting an organization's future demand for and supply of people. The human resources

department can better plan its recruiting, selection, training, career planning, and other associated tasks by calculating the quantity and types of workers needed. HRP, also known as employment planning, enables the department to staff the organization with the right people at the right time. Good HRP not only helps firms accomplish their affirmative action goals, but it also boosts a department's ability to respond to problems in a proactive and socially responsible manner. Human Resource Planning (HRP) is the process of analyzing an organization's human resource needs in the context of changing circumstances and developing the activities necessary to achieve those needs. It aids in ensuring that the right number and types of people are available at the right times and places to make organizational plans a reality. This process becomes strategic when an attempt is made to foresee long-term HR supply and demand in connection to changing events confronting the business, and HR development plans are employed to meet HR needs.

The process of discovering and obtaining qualified people to satisfy your organization's needs is known as talent acquisition. The talent acquisition team is in charge of locating, obtaining, evaluating, and employing people to fill unfilled jobs inside a business. The foundations of talent acquisition include employer branding, future resource planning, broadening a company's labor force, and building a solid applicant pipeline. (*What Is Talent Acquisition? Tips & FAQs* / *SmartRecruiters*, n.d.). The process of building a full-fledged plan to attract and acquire outstanding people is known as talent acquisition. It's crucial to understand that the terms "talent acquisition" and "recruitment" are not interchangeable. Recruitment is one facet of talent acquisition, and it involves the selection and employment of a candidate to fill a job opening. On the other hand, talent acquisition has a far larger scope. Employer branding, recruitment marketing, the recruitment process itself, which includes candidate relationship management, an onboarding plan that includes succession planning and talent development, and continuous strategic alignment with C-level goals are all part of the definition of talent acquisition. (*What Is Talent Acquisition? Definition, Process, Strategies, and Best Practices* / *Toolbox Hr*, n.d.) Recruitment refers to the process of "Talent Acquisition" for the company. This is done in accordance with recruitment guidelines, which are governed by a set of Recruitment Policies. Whereas entry-level officer recruiting serves to improve the foundation of the human resource, personal experience recruitment supports obtain fresh concepts, perspectives, and resources that are beneficial in providing excellent service to customers. Organizations believes in attracting, retaining, and motivating competent and skilled people. To do this, the business offers a fair wage package and equitable opportunity for professional progress to all

professionals. It is believed that efficient and high-quality human resources are essential to achieve the company's goals. As a result, the company places a high value on recruiting highly qualified and competent personnel willing to take on new challenges in order to realize organizational goals. Human resources plays a key role in attracting, retaining, and motivating qualified and effective employees. Given the Organization sector's current dynamic position, a firm's core assets are its people's abilities, not the adequate cash or resources that form financial statements. Finding crucial talent and substituting essential professionals who quit is both costly and time-consuming. For that reason the Company has put in place the following plan to guarantee that the talent it produces is consistently nourished and retained through formal representation and promotion opportunities. Simultaneously, the Company must guarantee that its activities are not compromised by the unfortunate demise of any critical staff, which is why this insurance covers some protections for manpower planning.

Appropriate training and opportunities contribute to Human Resource Development by upgrading work skills, maximizing current potentials, and creative passion, all of which benefit both the individual and the company. This is performed through assisting employees in expanding their skills and knowledge, hence improving their contribution to the company. Every employee should be able to broaden their knowledge and talents via HRD activities such as coaching, lectures, exposures, swap trips, and any other type of development opportunity given by the company. The top officials get frequent domestic and foreign training to assist them develop their abilities, such as corporate expertise and knowledge. Learning is a long-term commitment that must be maintained.

Worren, Ruddle, and Moore (1999) investigated how individuals have shifted through time from organizational growth to a more holistic approach of change management. The instruments employed in change management and organizational development, according to this article, are the same, but the logic behind them is not. Attitude surveys, for example, are utilized in both. It was used in organizational development to assess job satisfaction and organizational climate, but in change management, it is part of a strategy-driven and comprehensive change program. This article draws on the research of others to provide a comprehensive picture of what change management entails. According to them, as the size of enterprises grows, the necessity for specialist services to manage change grows as well. Interventionist and integrative tactics were discussed. In organizational development, interventionist tactics are utilized, but in change management, integrative strategies are used. (*Literature Review: Organizational Development*, n.d.). Organizational development is

defined as an organized, systematic change in the values or activities of workers that results in overall growth in a corporation or organization. It differs from normal operations and workflow improvements in that it follows a precise process that management communicates publicly to all employees. (*Organizational Development Guide Definition, Process, Models*, n.d.). The process of communication between the individual that allocates the work as well as the individual who executes it in accordance of generally determined assessment criteria or standards established at the start of a calendar year is referred to as performance evaluation. This is just a review of successes by the individual, manager, or department/division head over a particular time period, such as a year, six months, or fewer. Employee performance should be reviewed in a fair and methodical manner throughout the year or throughout a certain time period. The core of the assessment process is that when it is done correctly, it benefits the person, the supervisor, and the firm as a whole. An individual's efforts have a significant role in the company's strategic emphasis. Employees may learn what they're doing and how well they're doing, as well as what amount of effort and task instructions they'll need in the future for self-development and company performance. Performance evaluation also aids in the company's recruiting process validation.

Payroll is a list of the company's employees who are paid. The entire amount of money paid to employees by the company is sometimes referred to as payroll. It entails the following tasks as a business function: Developing the organization's compensation policy, which includes flexible benefits and leaves encashment policies, among other things. Determining the components of a payslip, such as basic, variable pay, HRA, and LTA. Obtaining additional payroll inputs (for example, the organization's food provider may provide data on the amount to be recovered from employees for meals consumed). The process of calculating gross compensation, statutory and non-statutory deductions, and determining net pay. Paying an employee's wage. Depositing and submitting dues such as TDS, PF, and other taxes with the relevant authorities. In a nutshell, the payroll process is calculating what is owed to employees, often known as 'net pay,' after deducting appropriate taxes and other deductions. (*What Is Payroll? Basics, Process & More | GreythHR*, n.d.).

HR compliance is the process of developing policies and processes to guarantee that your employment and work practices reflect a complete awareness of existing laws and regulations, as well as the wider human capital resources objectives of the firm. Companies of all sizes are confronted with increasing HR issues as the number of employment laws and regulations expands, and the risk of fines for noncompliance has never been higher. HR regulations and

practices should be designed with business owners in mind. An employer is required to observe all applicable employment laws, including federal, state, and municipal restrictions. An enforcement agency may conduct an audit of a business and assess fines and penalties for noncompliance. It is not a valid legal defense to claim that you are unaware of or do not comprehend your compliance duties. A litigation settlement might put a firm out of business. What can HR leaders do to ensure that a company's overall human resource goals are met while also conforming to existing regulations? One of HR's most significant roles is to bridge the gap between the company's growth trajectory and objectives — and compliance regulations that effect operations such as recruiting, employee development, and retention. A well-defined set of objectives may assist you in striking a balance between strategy and compliance. Understanding the company's strategic goals allows for a better understanding of different scenarios and how compliance issues may impact actions. HR objectives should be developed to supplement business strategy while also taking varied conditions and regulatory factors into account. Health, Safety, and the Environment must be given top attention and controlled objectively. Everyone involved is urged to eliminate workplace dangers and develop new or improved health and safety initiatives. HSE is a critical problem that all concerned employees and officials must prioritize. Working conditions must be evaluated as a business issue, and every effort must be taken to ensure a pleasant working environment. A pleasant and safe working environment allows all employees to give outstanding customer service while also increasing productivity and efficiency. *(HR Compliance: What Business Owners Need to Know / Paychex, n.d.)*

CHAPTER TWO:
COMPANY OVERVIEW

CHAPTER 2: COMPANY ANALYSIS

It has grown from humble beginnings in 1916 to become Bangladesh's largest producer of broiler and layer day-old chicks. They are also Bangladesh's leading manufacturer of chicken feed. They are the franchisee in Bangladesh for Cobb-Vantress of the United States of America's Cobb 500 broiler, which is regarded as the greatest in the world. The Kazi Farms Group also has strategic partnerships with Hy-line, the world's oldest poultry breeding company, and Cargill, an American feed producer. Kazi Farms now consists of two grandparent farms, three parent growth farms, eight parent production farms, seven hatcheries, and two pellet feed mills. They presently have a weekly output of 1.8 million day-old chicks. Kazi Farms supplies almost one-third of all chicks sold in Bangladesh. Kazi Farms manages a broiler breeding farm in the Sultanate of Oman and has started exporting to the Middle East and Nepal. Kazi Farms has allowed the country's poultry producers to grow their businesses by substantially increasing its supply of day-old chicks over the previous 10 years. As a result, Kazi Farms has played a critical part in Bangladesh's so-called "poultry revolution." This has improved protein availability in the country and provided rural people across the country with unparalleled income-generating options. Kazi Farms is in an exceptional position to grasp the connections among health, sanitation, & agricultural management. They are able to do so because to their superior agro capabilities and local client base. Kazi Farms aspires to dominate the agricultural market not just via its profitable position, but also by strategic initiatives. It also makes certain that greater value is generated for its consumers and businesses. The company has concentrated on providing services to its clients' doorsteps and bringing millions of people who are not typically farmers into agricultural channels. Kazi Farms has consistently invested in its most valuable asset, its "people resource," in order to achieve its goal of "becoming the top performing farm in the country."(:::: Kazi Farms Group ::, n.d.)

Mission:

- Providing client satisfaction via the development of high-quality agro-based products and services, therefore contributing to people's healthy lifestyles.
- Improving the quality of all workers' working lives, as well as motivating and building a motivated team of professionals whose objective will be to achieve the organization's vision.

- They are reacting to stakeholder, societal, and environmental expectations.

Vision:

They presume a more affluent Bangladesh, where poultry farmers earn a living by producing nutritious food.

2.1 Overview and History

Corporate Information of Kazi Farms Group	
Name:	Kazi Farms Group
Type:	Private
Industry Category:	Poultry
Founded:	1996
Founder:	Kazi Zaedul Hasan, Kazi Shahidul Haque
Owner:	Kazi Zaedul Hasan
Staffs:	About 8000 including Management & Non-Management.
Corporate Office	Ahmed & Kazi Tower, House-35, Road-02, Dhanmondi, Dhaka-1205
Mailing Adresses:	Telephone: +880-2-9612290-93, 9612184 Fax number: +880-2-9612185 IP No: +09613606060 Email address: info@kazifarms.com

2.2 Trend and Growth

Kazi Farms Limited is one the best agro based organization in the Bangladesh. In palm of time, they gain lot of fame in the market. Also, they have increased their business they are not only doing agro business they have also television channel, food factory, rice mills and many more.

2.3 Key Milestone

The business now sells organic manure fertilizer (instead of biogas). The firm launches its 100th Kazi Kitchen in September of 2018. Kazi opens a factory in Gajaria, Munshiganj, in 2006 to manufacture commercial chicken feed. Its plant, which had the ability to provide 20%

of the Bangladeshi broiler feed market in 2014, was one of the largest feed mills in South Asia. Kazi is the first Bangladeshi farm to export broiler chicks and hatching eggs in 2005. Nepal, Saudi Arabia, Oman, and the United Arab Emirates are among the countries where the firm sells. Kazi Farms is chosen as the authorized distributor of Hy-Line layer breeds in 2001.

2.3 Customer Mix

The customers of the kazi farms are mostly supershops, farmers and local shop. Kazi farms provide machines which are needed to carry their product in local shop like fridge, stands and many thing according to the requirement.

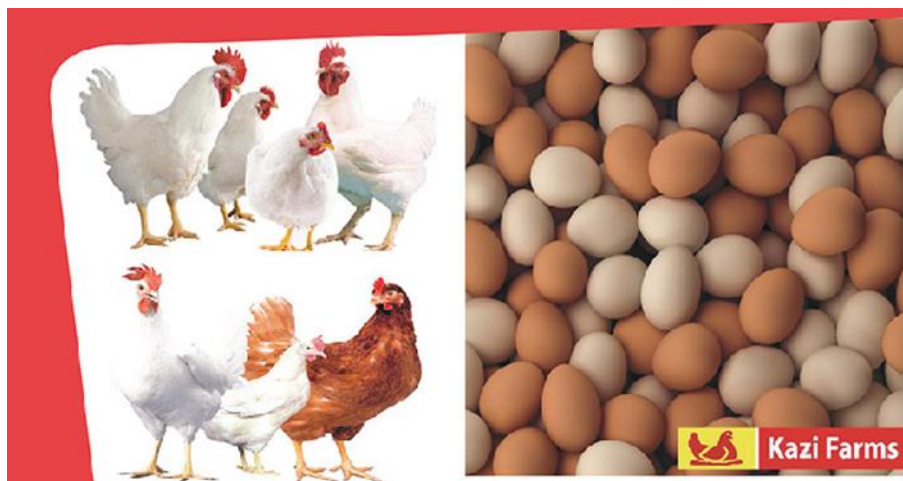
2.4 Product/Service Mix

Broiler parent chicks and broiler chicks: Kazi Farms is a Grand-Parent franchisee of the world-renowned Aviagen Indian River and Cobb-Van tress broiler breeds. Kazi Farms' broiler chicks are among the best-performing on the domestic market, and they are more expensive than other broiler breeds.



Layer chicks and table eggs:

Kazi Farms also sells hy-line brown and white layers in Bangladesh. High-line International is the world's oldest chicken breeding company and the leading layer breeder. Kazi Farms, with its commercial layer farms, is Bangladesh's leading producer of commercial table eggs.



FEED:

In 2006, Kazi Farms added chicken feed manufacturing to its operations. It has quickly established itself as a market leader in terms of both quality and volume. Kazi Farms received technical assistance from Cargill USA and Buhler Switzerland to establish a commercial feed mill operation and ensure feed quality. The Gajaria feed mill uses disinfection pellet mills from Buhler of Switzerland, one of the world's leading feed equipment manufacturers.

Kazi Food Industries:

Kazi Food Industries Limited has been established by the Kazi Farms Group. KFIL, situated in Beron, Ashulia, produces and sells premium dairy ice cream with at least 10% milk fat under the Bellissimo brand. Another line of ice creams and ice lollies is manufactured and sold under the brand name ZaNZee. Kazi Farms Kitchen is a frozen food retailer that sells a wide range of frozen meals. These are assured to be free of antibiotic residues since hens are not administered antibiotics within seven days before slaughter, as is customary practice worldwide. The meat is also guaranteed to have been sourced from birds on a diet devoid of flesh and bone meal, as required by European rules.



Kazi Media

Deepto TV is a Bangladeshi cable and satellite television station. Kazi Media Limited, which was founded in November 2015, is a completely owned subsidiary of the Kazi Farms group. Deepto TV has surpassed all other Bangladeshi channels in terms of TRP.



Sysnova

Sysnova Information Systems Limited is a software development firm that specializes on open-source solutions. It uses Adempiere ERP to support all Kazi Farms Group entities.



Hawkeye:

Hawkeye Digital is a newly launched business by Kazi Farms Limited. Hawkeye Digital is a marketing agency that provides companies with better knowledge about digital marketing. They help a company to create the desired impact through insightful and personalized content.



Kazi Organic fertilizer:

Kazi Farms is the market leader in composted organic fertilizer manufacturing. Farmers will profit greatly from this product. It is made by the composting activity of aerobic bacteria on poultry dung, resulting in a high-organic-matter natural fertilizer. Because of the high frequency of cultivation and the excessive use of chemical fertilizers, many soils in Bangladesh are deficient in organic matter. It promotes water retention and hence saves irrigation costs by increasing the organic content of the soil. Increased water retention also reduces chemical fertilizer run-off caused by rainfall.



Social Responsibility:

Central Women's Institution, Bangladesh's first private university formed only for women in 1993, is the primary financial sponsor of the Kazi Farms Group. Kazi Farms Group also helps to run Kazi Zahurul Huq College in Mary Gopinathpur, Gopalganj (2016), Kazi Zahedul Hasan's hometown. This is a free, privately managed HSC college with one of the highest pass rates in the district. The Kazi Farms Group is donating 15 crore Taka to the Bangladesh University of Engineering and Technology (BUET) for the construction of a new conference center. In 2003, the Kazi Farms Group donated 1.9 acres of land in Gazipur to Utsho for the construction of a permanent residential school for underprivileged kids.



2.5 S.W.O. T Analysis

Strength:

- Kazi Farm produces the most chicks and has the most distributors among its rivals.
- Kazi has a large feed mill capacity.
- It is already a competitor in the processed chicken market.
- The company's financial strength is excellent.
- Customers in the higher-class A category are aware of the company's offerings.

Weakness:

- It is difficult to maintain the quality of chicks at all times.
- Despite having the largest hatchery and sheds in Bangladesh, productivity is minimal.
- They aren't making the best use of their brand image.
- They have made no efforts to improve their market share.
- Late introduction into the realm of feed marketing.

Opportunity:

- To increase the amount of feed sold.
- Why Sell hatching eggs to tiny hatcheries, but other businesses do not.
- Invest in egg marketing.
- They use higher-quality breeding stock than their competitors.

Threats:

- Other businesses use an automated quality control system. Day-old-Chicks (DOC)
- Bird flu can damage chicks.
- Other competitors, such as Agro Industries and CP, are attempting to raise production on a daily basis.

CHAPTER THREE:
OVERALL HR PRACTICE

CHAPTER 3: OVERALL HR PARCTICE

3.1 Talent Acquisition

Recruitment is an integral aspect of a company's human resource strategy and competitive advantage. Competent human resources in the correct roles are a valuable resource that may be a core competence or a strategic advantage for a firm. The purpose of the recruiting process is to find a sufficient quantity and quality of people to assist the business in achieving its goals and objectives. With the same goal in mind, recruiting aids in the creation of a pool of potential workers for the firm, from which management may pick the best applicant for the best role. Creating interview question papers for applicants, entering data of question and answer session candidates, filing of qualified applicants for the interview and those who are hired, managing employee datasets, document handling, upgrading important documents, inspecting individual files' files, background, sending mail to candidates, making calls to them, and discussing with them Outbound credentials are kept up to date.

3.1.1 Recruitment Requisition Form and Approval

When any department need employee, they have to fill the recruitment requisition form (RRF) and must have signature of the department head. In RRF they have to justify why the department want a new employee or if someone leave the organization then they will get replacement for that employee that have to be mentioned in the RRF and also the job responsibility, how many employees they need, designation and salary of the employee. After that RRF form will be signed from the top level then the RRF form comes to Talent Aquation team and they do the further process.

3.1.2 Job Advertisement

After getting approved RRF talent aquation team start giving job adds in different platform like linkdn, bdjobs, on newspaper and many more. Sometimes they use their internal source for collecting CVs or use cv bank of bdjobs. They mostly use an internet platform to promote employment opportunities. Internal workers may be able to apply for job vacancies if they are advertised internally.

In most cases, job circulars provide the following information- Number of openings, Job title, Detailed job description and responsibilities, Qualifications and experience are described in full, Occupational Requirements Educational Requirements, Certifications that are required, Deadline for Submissions, Instructions for Use.

3.1.3 Assessment and Interview

After collecting the CV from different sources talent acquisition team shortlist the potential CVS and contact candidates for giving written test on a suitable date. The exam script is divided into three part one is departmental questions, second is general, English and math and the last is IT test. Departmental questions are provided by the which department need man power and general English math and IT question is provided by the HR department. Departmental questions are evaluated by the departmental head and the rest is evaluated by HR department. If candidates get 40% of total marks they are passed and they will be called for an interview after pandemic mostly interviews are held on online platform like zoom or meet.

3.1.4 Pre-boarding

After the assessment and interview pre-boarding on an employee's starts. In interview the candidates who will give his/her best they will be shortlisted and they get called from the talent acquisition team and asked to send his/her scan copy all the academic certificates, experience certificates, pervious salary certificates or pay slips, tin, NID, training certificates, when he/she can join. After getting documents an employee from talent acquisition negotiate salary with the selected candidate and start doing his joining formalities like making proposal, joining letter and appointment letter. Joining document will be signed by the top managements. After signing the papers employee will get scan copy of offer letter which will be signed by the top level and on offer letter the joining date on the candidate is mentioned. Offer letter is send by email and with the offer letter he will get few forms like employee information updates, nominee declaration from, reference declaration form, present address declaration form and alternate payment option form he/she needs to come with filling up this form and also, he will be told that he need to bring 4 copies for passport size picture to his/her and his/her nominee's and also copy of NID.

3.1.5 On-boarding

After the formalities of pre-boarding the date was mentioned on the offer letter, he/she will come on that date with the form which are sent with the offer letter. Employee from talent acquisition will receive him/her, employee will collect the forms from the candidate and will check the original certificate on the joining date. After checking everything if any paper is missing candidate must give an application with a date on which he/she will submit the paper then he/she will be given a joining letter on which will be signed by the department head and also that will be signed by the candidate. Two copies of appointment letter will be handing over to the candidate and he/she have to sign it, one copy will be store in his/her personal file and one copy is for him/her. Then a bank form will be given to the candidate which will be his/her salary account. Then an employee form talent acquisition will introduce him/her to the head of department which he/she belongs. And lastly talent acquisition team will prepare a personal file of that candidate and will hand over the file to the payroll department.

3.1.6 Orientation

After onboard employees' talent acquisition team arrange an orientation for new employees so that they can know about the company and also the policies of the company. TA team arrange orientation once per month before COVID orientation is arranged psychically but now TA team do orientation on ZOOM.

3.1.7 Probation

The applicant is on probation for six months. After completing the probation term, the employee will be eligible for benefits as per company policy. earned leave, and pilgrimage leave, as defined by business policy. If an employee's performance is judged to be poor and he or she fails to fulfill expectations, the probation period is usually increased for three months. Throughout this time, the line manager assists the employee in identifying performance gaps and providing on-the-job training to assist the employee in performing job tasks.

3.2 Payroll and HR Operations

Payroll is a list of corporate employees who are paid. Payroll is also the entire amount of money paid to employees by the business. It entails the following tasks as a business function: Developing company pay policies, such as flexible benefits and leave encashment. Pay slip components such as basic, variable pay, HRA, and LTA are defined. Obtaining additional payroll inputs (for example, the organization's food provider may provide data on the amount to be recovered from employees for meals consumed). The process of calculating gross compensation, statutory and non-statutory deductions, and calculating net pay. Paying an employee's wage. Depositing TDS, PF, and other taxes with the proper authorities and submitting returns. Human Resources Operations, is the department that supports the full employee lifecycle and aids your team with their daily activities. HR Operations has a wide range of responsibilities. It is critical in designing a company's people strategy to achieve its commercial objectives. In Kazi Farms payroll and HR, operations are handled by the same team.

3.2.1 Salary

All Kazi Farms employees, whether temporary, contractual, casual, permanent, management, or non-management, are entitled to a monthly set income. Salary is processed by the payroll and HR operation team within 1st week of a month.

3.2.2 Festival Bonus

Kazi Farms give their employee a bonus 2 times a year on Eid-ul-Fitr and Eid-ul-Azha. Employees get a 100% bonus on the basic salary. Those who are on probation period they will get a bonus according to the tenure of their employment.

3.2.3 Meat Allowance

In Kazi farms, the meat allowance has subsidized those employees who will have lunch in Kazi farms canteen they only have to pay 30tk per day and rest is beard by the authority. The payroll team cut 30tk from employees' salary when they process salary.

3.2.4 Travel and Fuel Allowance

Kazi Farms provide travel allowance according to the designation of employees. From Sr., Manager Kazi farms provide a full-time private car facility and they can also use it for their private life and its all cost is beard by the organization. Employee's salary is divided into 4 parts in their travel allowance is mentioned for every employee. From Sr. Manager if any of them have their car they also get fuel allowance and other costs from the maintenance organization.

3.2.5 Mobile Allowance

Both permanent and contract employees are entitled to a mobile allowance based on their role. The amount of the mobile allowance is determined by the employee's position. Kazi Farms also provide data for their employees.

3.2.6 Medical Allowance

Every employee of the Kazi Farms employee is entitled to a medical allowance. Even an employee's family will also get a medical allowance but for that, they have to fill up a form at the time of onboarding which is called a dependent declaration form with proper documents.

3.2.7 Loan

Kazi Farms gives its employees' a loan facility. The loan amount is set according to the designation of an employee and the loan amount will be cut from the salary.

3.2.7 Transfer

The transfer letter of an employee is issued by the payroll and HR operation team. The transfer order comes from the department head and after that, all the process of a transfer is done by the payroll and HR operation team.

3.2.8 Financial Settlement

When an employee wants to resign from the job he/she will give his/her resignation letter to the payroll and HR operation team and they will look if he/she has any transactions between the organization if they have payroll team will settle that and give him/her release letter and experience letter.

3.2.8 Leave

Leave is a benefit that cannot be claimed as a right (as per labor law), and it is computed using the English calendar year. When the exigencies of his job dictate it, the manager or person in charge of granting leave should have the authority to deny or reject any type of leave. The following forms of leave are available to Kazi Farms Group employees: Sick and Casual Leave Day off A "day or days off" that an employee is entitled to as a result of working on a Friday (weekend) or a Government Holiday. Parental leave, Annual/Earned Leave, Leave the Festival.

3.3 Reward and Performance

The HR department of a company evaluates its employees based on their performance. This Human Resource Management role assists the business in determining if the individuals they have employed are progressing toward their goals and objectives. On the other side, it assists the organization in determining whether the individual requires more training. It also aids the HR staff in identifying employees who are unable to satisfy the job's minimal standards and developing specific career development programs for them. A performance appraisal is a structured method for evaluating the performance of employees. Both line managers and workers review their job objectives, responsibilities, and mutual expectations at the start of a performance year. Employees construct an action plan to fulfill the objectives after the conversations. Employees receive continuous performance feedback from their line managers. A performance review is held every performance year, and typically after the completion of the probation period, promotion, and raise. This system is completely digital, and productivity evaluation is done with ERP software.

Kazi Farms' performance management system is very much planned. They meet with the reporting supervisor at the start of the year to identify targets or key outcome areas. The main outcome aspects must be in line with the function's objectives and, as a result, with the farm's overall goals. It clarifies what the objective should be and how management skills may be developed. The Kazi Farms Group adheres to a strong performance management approach. Employees are graded based on their performance. Employees are graded based on their performance. Employees are often evaluated depending on what they are provided and what goals they have met. KFG investigates its staff to find out what they're up to and if they're executing their tasks correctly. They also want to know if they have achieved their goal. Managers want their staff to be more effective and efficient, so they strive to motivate them through promotions, bonuses, and raises.

3.3.1 Performance Evaluations

When the organization's overall vision is broken down into sections and implemented at the individual level, a suitable performance management system emerges. Expected short-term results and outcomes integrate the company's whole long-term aim. Two of the most prevalent approaches for defining expected results are performance targets and standards. When a corporation develops a SMART goal, both objectives and standards are most effective, and they should be: • Specific • Measurable • Attainable • Relevant • Timely

Specific- Employees should understand exactly what actions and results they are responsible for if objectives and criteria are as explicit as feasible. Targets and benchmarks must be based on quantitative metrics such as direct counts, percentages, and ratios wherever possible. The aim or benchmark should be feasible, demanding, and practicable given the available resources. Personal interests, targets, and requirements should be compatible with corporate strategy, aims, and standards. To satisfy the demands of the department and business, outcomes must be delivered on time. The main lines for assessing performance results are established by objectives and criteria. Supervisors can provide specific comments that explain the disparity between expected and actual performance based on performance objectives and standards. Short-term goals can only be reached with great efficiency when both the aim and the performance of the personnel are SMART.

3.3.2 Policy and Standards for Performance Management

The HR department is in charge of the performance management process, with input from other departments. As a result, the HR department creates policies to ensure that the process runs smoothly. Different sorts of performers can be classified as follows:

- A strong all-around performer who can exceed expectations by exceeding benchmarks to fulfill the plan.
- A superior all-around performer who can outperform the goal plan expectations.
- A high performer exceeded expectations by meeting objectives and following the work plan.
- A reasonable performance came near to meeting targets/following the work plan, but not completely.
- The performance standard is well behind the targets/work plan, and considerable training and improvement efforts are required.

3.3.3 Kazi Farms Performance Management Objectives

The performance appraisal system at Kazi Farms aims to increase staff performance requirements, skills, talents, and leadership abilities. Performance management is concerned with work performance and adheres to certain standards for a set length of time.

- The type of task or work schedule
- Predictions for final result
- How well such job plans are carried out

- Variances from the plan &
- What changes should be made to eliminate the deviations

As a result, Kazi Farms' management system focuses on the following:

- Performance Measurement During the Year and on job accomplishment in terms of work plan/objectives/assumptions
- Individual Development Plan
- Skill & Knowledge
- Leadership Behavioral Competencies

Kazi Farms' performance management is done once a year, and the process is reviewed half-yearly for direction correction, allowing a person to fulfill his/her goals. In a word, Kazi farm's performance management plan is to create long-term profitable growth for the company.

3.3.4 Outcome of Performance Evaluation

An employee who is regarded as exceptional is deemed capable of advancement or increase. A good employee may be suggested for job confirmation or the issue of a letter of appreciation. A person with a fair rating may be advised for learning or a probationary term adjustment. Employees with poor performance ratings may be recommended for dismissal.

3.4 Legal and Compliance

HR compliance is the process of designing policies and procedures to ensure that your employment and work practices reflect a thorough understanding of existing laws and regulations, as well as the company's overall human capital resources objectives. One of the most critical roles of human resources is to bridge the gap between the company's growth trajectory and objectives — and the compliance rules that affect recruiting, employee development, and retention. A well-defined set of objectives may assist you in striking a balance between strategy and compliance. Understanding the company's strategic goals allows for a better understanding of different scenarios and how compliance issues may impact actions. HR objectives should be developed to supplement business strategy while also taking varied conditions and regulatory factors into account. Legal compliance is critical to an organization's survival. It is critical in keeping the company out of legal trouble. Every company's HR staff should be informed of the laws and rules. Kazi Farms follow legal and

compliance strictly. The legal and compliance team also takes action if any employee disobeys laws that are followed by Kazi Farms.

3.4.1 Safety Precaution as to fire

Safety is very important because nowadays factory has an issue named a very useful compliance issue. Compliance issue means ensuring a minimum working environment in which issues are getting dominance are called compliance issue. And in a factory treating the worker as a human resource for this you have to maintain some basic rules and regulations in any country you want to business you have to maintain basic compliance issues. For fire safety In a factory, there shall be more than one minimum of two staircases. If you have a staircase for entry that is not necessary from that you have to exit. You must have a separate staircase for exit and also ensure adequate firefighting equipment by the rules. For example, if the inspector finds out there is 10 pieces of equipment's are not ensured then he gives written notice to the employer so kazi farms maintain these thing very strictly.

3.4.2 Maternity Leave

Working moms will receive four months of maternity leave, eight weeks of prenatal leave, and eight weeks of postnatal leave. In Bangladesh, the legislation has been applied unevenly, resulting in diverse practices in various industry sectors.

3.4.3 Egronomic

Ergonomics is the study of designing employment and environments to fit individuals rather than simultaneously. In other words, ergonomics is concerned with eliminating or minimizing physical stressors and environmental components that are harmful to worker health and comfort. Kazi Farms' legal and compliance staff is highly concerned about ergonomics.

3.4.4 Health Hazard

Primary medical treatment is available on every floor or not. Is there are first aid kits available on every floor in the organization. Even Kazi farms hired a doctor who attends the office 3days a week.

3.4.5 Avoiding Child Labor

Kazi Farms is strictly against child labor. When hiring an employee age of that employee is always been evaluated and it is done by the legal and compliance team.

3.4.6 Register According to Labor Law

The attendance register, leave register, maternity leaves register and other insurance registers all registers are maintained properly by Kazi farms' legal and compliance team.

3.4.7 Maintain DIF Inspectors

The legal and compliance team deal with DIF inspectors, and preset reports in front of the inspectors.

3.4.8 No Objection Certificate

If any employee wants a NOC letter from Kazi Farms then he/she have contacted the legal and compliance team and he/she has to clarify why he/she needs the NOC letter then legal and compliance team issues a NOC letter for him/her

3.4.9 Disciplinary

Agreeing, MAU, policy conducting cases, show cause, termination, and all the disciplinary act according to labor law is maintained by the legal and compliance team

3.4.10 Working Hour, leave, and Overtime

No adult worker needs to work for more than 8hours in a day in an establishment. This is the basic rule. Any worker may work in an establishment for up to ten (10) hours per day. As per law, Kazi Farms give their employee 1 and a half-day leave per week. Every worker is entitled to ten (ten) days of paid casual leave in a calendar year, and if such leave is not taken for any reason, it will not be accumulated, and the leave taken in one year will not be used in the following year. Workers will get casual leave with pay. every employee is entitled to 14 (fourteen) days of paid sick leave per calendar year. If any worker works above a fixed hour (more than 8hours) then it will be treated as overtime work it can be on any day or against the week's fixed hour and a worker will be entitled to an allowance equal to twice his regular basic wage

CHAPTER FOUR:
Internship Experience

Chapter 4: Internship Experience

I started working as an intern at Kazi Farms on February 1st and am still there. During these three months, I had several opportunities to learn about how people arrange their jobs, conduct themselves, and respond to challenging situations. I've learned a lot in the last three months, and I've made a lot of mistakes, but they never scolded or humiliated me; instead, they showed me how to solve them. I am doing intern in Talent Acquisition Team and I am enjoying my internship.

4.1 Duties and Responsibilities

As an intern in the talent acquisition, my duties and responsibilities are

- Sorting CVs of different positions.
- Conducting interviews
- Making question papers for candidates
- Making structured questions for the interview
- Maintain an LibreOffice Clac and information of interview candidates,
- Data input of candidates chosen for interviews and those hired
- Monitoring and managing employee databases
- file preparation,
- Personal file modification,
- Refarence cheaking while hireing an employee
- Handing over the personal file to payroll
- Making phone calls to candidates.
- Preboarding
- Onboarding

4.2 Training As an intern

I joined two internal training which are given by our legal and compliance team one training is based on sexual harassment and one is based on the legal process of maintaining existing employees according to labor law.

4.3 Evaluation

Before I finish my internship program, my supervisor will review my performance. I have no idea what my rating or performance evaluation marks criteria are because I don't have access to the performance evaluation form.

4.4 Skill Applied

As a beginner in this field, I have employed my positive mindset, professionalism approach, honesty, timeliness, and dedication to my tasks. Aside from that, I've created monthly reports, presentation slides, survey questions, and forms using software such as LibreOffice writer, LibreOffice Calc, LibreOffice Impress.

4.5 New Skills

My writing and interpersonal abilities have improved the most throughout my internship. To cope with cross-fictional teams and senior coworkers, I've developed my communication abilities. I've learnt how to write work circulars, how to write official mail preboarding, onboarding, preparing personal files and other papers of this nature.

4.6 Academic Knowledge

I couldn't apply much of my academic knowledge to my profession because my employment obligations were largely tied to talent acquisition. However, I have attempted to demonstrate my academic expertise in several instances.

CHAPTER FIVE:
Conclusion and Recommendation

Chapter 5: Conclusion and Recommendation

5.1 Improvement Suggestions for Departmental Operations

This chapter contains critical advice for excellent practice in specific scenarios. The whole concept is to give valuable counsel for the growth of Kazi Farms Group, which not only solves difficulties but also produces positive outcomes.

- Existing assessment systems must be changed, and new methods with correct findings must be established. The findings can be utilized to determine training requirements and design appropriate development strategies
- Kazi Farm wields considerable market influence. This is quite important. By addressing the requirements of its consumers and staff, it may increase its profit rate.
- They must strengthen their human resource management to develop their activities. employee development and organizational levels
- You must promptly follow your organization's particular HR regulations, as directed by your boss and HR personnel.
- They must alter the assessment procedure to make it more understandable to employees. If other organizations review in five phases rather than six.
- Only greater wages can match the demands of more aggressive employees. Employees want their personal growth to be acknowledged and rewarded.
- They must develop areas of expertise focusing on external needs in order to increase prospects.
- They must assess prior performance and identify areas for improvement following training. It will assist the farm in identifying training programs that will aid in the development of staff skills.
- By delivering high-level training, Kazi Farms can boost staff productivity and assist future leaders.
- They need to strengthen their business strategy, performance analyses, and service delivery. review and assessment
- To gain better services, the human resources department must develop proper relationships with other functional departments.

5.2 Key Understanding

My main takeaway is that human resources can always create a fun and peaceful work environment for its workers. They analyze training requirements and prepare various training sessions for employees so that they are aware of their job obligations and may grow correctly. They want to ensure that performance evaluations are carried out appropriately so that competent employees may be rewarded with promotions and increases, while inefficient people can improve and become more devoted to their professions. Aside from direct monetary benefits, HR departments are always seeking to include non-monetary incentives for employee welfare, such as employee work anniversary celebrations, employee goodbye ceremonies, and birthday assemblies. To adjust to the new normal, Covid-19 required some changes to the company's regular human resource management practices, such as conducting interview and selection process via online; providing online orientation to newly hired employees, as well as departmental training programs; suspending monthly and birthday assemblies; and no cultural programs, official ceremonies, or annual picnics. As a result, while the firm was unable to give some non-monetary advantages to its employees, they were not denied direct monetary benefits. The HR department's core operations did not alter significantly, but it was necessary to implement certain new regulations, such as home office and roster responsibilities.

5.3 Conclusion

Kazi Farms is one of our country's most successful businesses. Through its many operations over the last 20 years, it has generated a feeling of broad engagement in several businesses. They keep their enterprises running through their regional offices. From 1996 until the present, KFG has been profitable. They are now the most profitable company in Bangladesh's poultry industry.

I began working with the Kazi Farms Group's talent acquisition team, where I had the excellent chance to discover real-world solutions to real-world issues. The knowledge what I gain that is vastly different from our practical environment. Working with individuals from other cultures taught me a lot about office work and also taught me a lot about behavioral competencies. I had a great time working with the excellent folks at KFG and gained valuable skills that will help me deal with people in the future.

Kazi Farms is a large chicken farm in the country that devotes all of its resources and efforts to its clients, employees, and workers. It is evident that good HR planning and strategy would help the farm achieve its success goal. KFG's Human Resources Division is in the midst of a

massive rebuilding effort to provide future benefits, a strong corporate culture, and a safe working environment for its employees, as well as a commitment to increased professionalism in the future. Its successful human resource management strategies may be seen as a necessary source of innovation and competitive advantage for the company's future growth. Performance management is a popular technique for planning and sustaining improvements in employee performance in order to meet objectives. As a result, they must develop strong connections with workers and build employee faith in performance evaluation methodologies in order to enhance their performance and fulfill the company's goals and objectives.

CHAPTER SIX:

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Chapter 6: Reference

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