



UNITED INTERNATIONAL UNIVERSITY



Submitted By :

Samiha Anjum Prova

ID: 111 151 408

School of Business & Economics

United International University

Submitted to:

Dr. Mohd Hasanur Raihan Joarder

Professor & Director

Institute Of Business and Research (IBER)

United International University

Date of submission: 13th July, 2019

Letter of Transmittal

To,

Dr. Mohd Hasanur Raihan Joarder

Professor & Director

Institute of Business & Economic Research (IBER)

United International University

Subject: Submission of Internship report on “ HRM Practices and Work Environment of United International University”

Dear Sir,

It is my pleasure that I've completed and submitted my internship report on “ **HRM Practices and Work Environment of my university (United International University)**”. I worked for this organization for last 6 month of 2018 as an Undergraduate Assistant, and learnt a lot about HR related work and their working environment. I am fortunate enough that I can work in one of the top ranked university.

I tried my level best to gather all the instructions given to me and organize this report accordingly which serves its purpose. I hope you would accept this report and find the way it should be.

I thank you for providing me all the guidance and support that was required for preparing this report.

Your sincerely,

Samiha Anjum Prova

ID: 111 151 408

School of Business & Economics

United International University.

Acknowledgement

The Internship report on “HRM Practices and work environment of United International University” has been prepared to satisfy the requirements of BBA program. I am very lucky that I have received proper guidelines, supervision and co-operation from various respected persons while preparing the report.

At the beginning I would like to show my gratitude to almighty Allah for special blessing in completing the report. Then, I would like to thank my academic supervisor of the Internship Program **Dr. Mohd Hasanur Raihan Joarder** sir (Professor & Director of IBER Program), United International University. For providing me the opportunity to prepare this report. He also provided me proper advices to prepare my paper. Without his help this report would not reach it's level.

I would like to thanks Mr.Md. Anisur Rahman Khan (Executive, IBER) who helped me time to time with all essential materials. He has helped me and show the correct way of doing my job. I also want to thanks Rafiz sir who was beside me in the absence of Joarder Sir.

I would highly like to show my gratitude to all the employees of United International University who have always been kind enough to reply to my queries and helped me in my need despite their extremely demanding job schedule.

I also would like to thanks UIU BBA department and IBER department for choosing me and having that belief in me.

Lastly I acknowledge the contribution of my family members for being so supportive and encouraging me in every possible way.

Table of Content...

Contents

Introduction	9
1.1 Origin of the Report:	9
1.2 Objective of the Report	10
1.3 Scope of the Report.....	10
1.4 Limitations of the Report.....	11
1.5 Methodology of the Report.....	11
Literature Review	14
2.1 HRM Practices.....	14
2.2 Work Environment.....	17
2.3 Overview of United International University	18
Permanent Campus	21
Library:.....	21
Career Counseling Center(CCC):.....	22
Institute of Business And Economic Research (IBER):	23
3.1 HRM practices in UIU	25
3.1.1 The HR practices occur at United International University.....	25
3.1.2 Work Environment at UIU	28
3.1.3 My Job responsibilities:.....	28
3.2 Relationship between HR Practices & Work Environment	30
3.3 Journey of UIU	31
Dhanmondi Campus	31
Permanent Campus	32
Recommendations	34
Conclusion.....	36

Executive Summary

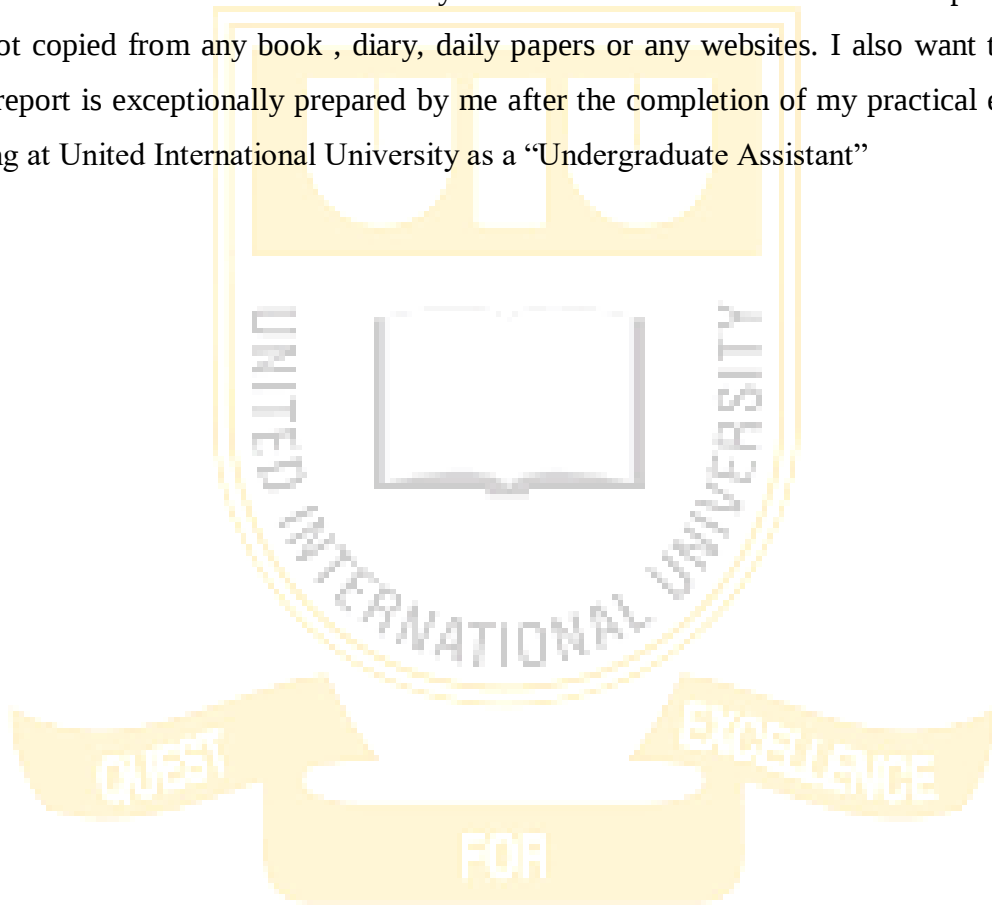
Now a days, Employee HRM practices & work environment both are very vital for any organization. Though both are often co-related to each other. Generally, HRM practices is the combination of performance appraisal, career management, training reward system and recruitment process. The Work Environment creates a positive impact on employees mind. These topics create a major impact in every organization. This report deals with both this topic HRM practices and work environment of United International University.

United International University (UIU) is a private university approved by the government of the People's Republic of Bangladesh and University Grants Commission (UGS) established in 2003. Their vision is to become the center of excellence in teaching, learning and research in the South Asian region. Their mission is to create excellent human resources with intellectual, creative, technical and moral skills to serve community, industry and region. They do it by developing integrated, interactive, involved and caring relationships among teachers, students, guardians and employers. Recently they have shifted to their main campus which is in Madani Eve, Badda. They are performing tremendously well.

But there is always a scope for improvement. At the end of this paper, some suggestions have been given as a recommendation to make its services even better.

Declaration

In this part of the report I want to declare that the internship report on “ HRM practices and Work Environment of United International University” has been created to accomplish my BBA degree from United International University. It has been made to serve academic purpose only. This is not copied from any book , diary, daily papers or any websites. I also want to mention that this report is exceptionally prepared by me after the completion of my practical experience in working at United International University as a “Undergraduate Assistant”



Chapter: 1

Introduction

of

the report



Introduction

The significance of HRM practices can not be overstated- this practice have been demonstrated to decrease staff turnover, improve productivity, and efficiency, retain customers at a higher rate, and make more profit. Moreover, connected with employees makes the working atmosphere more joyful, both at their work and personal life as well. When employees get locked and mix up work life and personal life then it creates mess, anger.

This internship report depends on the HRM practices and Work Environment of United International University. UIU is one of the top ranked university which is located in Dhaka United City, Madani Avenue, Satarkul, Badda, Dhaka 1212, Bangladesh. The UIU main campus is built with the purpose of imparting education in a strong infrastructure and congenial environment. Containing about 1,00,000 sq. ft. floor space. There are more than 6000 students doing their undergraduate or post graduate degree and doing great in the job field. They are providing quality education with lots of practical knowledge and skills. The university first established in 2003 at Dhanmondi and last year successfully shifted to their permanent campus.

1.1 Origin of the Report:

I was assigned to prepare my internship report on the “HRM practices and Work Environment of United International University” for the accomplishment of my Internship Requirement. I worked for this University in last 6 months as an “Undergraduate Assistant”. I prepare this report on the basis of my practical working experience on the day to day their HR activities, recruitment, training arrangements and under close supervision.

In this Internship period I had to create a report under the supervision of Dr. Mohd Hasanur Raihan Joarder , Professor & director of IBER program, United International University. On the other hand he was my mentor as well while I was working so he has given me all the materials and guidelines which was required to complete the report successfully on time.

1.2 Objective of the Report

Broad Objective:

To analyze the HRM practices in real work life and analyze how work environment creates impact on employees performance of United International University.

Specific Objective:

- ✓ To complete the requirements as Internship of BBA Program
- ✓ To get a clear idea on practically engaging with employees.
- ✓ To gather various information about HR related activities.
- ✓ To have some practical knowledge about HR work.
- ✓ Also gathered information about their working environment
- ✓ To add experience in my career

The report has covered different areas of United International University but mainly it focuses on the HR part as I have done my major in HRM.

1.3 Scope of the Report

We already know, every types of organization has certain rules and regulation and try to maintain that as much as possible. But my benefit was I was a student of this organization and by this time I already know a lot about this place and doing my Internship report has become easier to me. I have prepared a report which can help to get ideas about HR activities that are practices by UIU and their working condition.

1.4 Limitations of the Report

No work is easy to do I also faced some difficulties when I started doing my report. As I was not their permanent employee so they had maintain some secrecy. The problem I have faced are given below:

- Most of the junior employees including me had not enough space to work freely because there were more employees than space
- No matter what, I tried my level best to overcome all the difficulties I faced while making this report.
- The report topic "HRM practices and Work Environment of United International University" is this and as I was not their permanent employee so they've maintained their secrecy highly
- I got lots of help from the organization still sometimes I wanted to know something in details but the people of the organization responded shortly. It seems like they don't want to share much.
- Another most important limitation was as the respondents were too busy so they couldn't provide me everything clearly

At last Alhamdulillah I have finished my Internship report by overcoming those constraints.

1.5 Methodology of the Report

I have completed my internship report based on some information which helped me a lot to do this report successfully. Those information which I have directly collected from the organization are the primary sources and others are secondary sources like word of mouth which varies from person to person. This information is all about my topic related to the organization from where I've done my Internship.

The data are being collected from two different ways:

- Primary source
- Secondary source

In order to write the report precisely and accurately, I had to gather my knowledge from two sources of data and info. Those are describing below:

Primary Sources:

- Direct communication with the Director of IBER (United International University)
- Exposure on different desk of the company
- Practical work
- In details interview

Secondary Sources:

- Annual report of UIU
- Website of UIU
- Different programs and seminars
- Text book

So these are the sources from where I have collected all the information that I've included on this report.

Chapter: 2

Overview

of

United International University



Literature Review

2.1 HRM Practices

The rapid development of high technology , information and communications technologies have urged many organizations to actively seek for new ideas and creative solutions in improving their current product , process , system and technology, which is commonly referred as organizational innovation. There are indirect relationship between HRM practices and organizational innovation. Since knowledge is an individual and given the role of HRM practices in influencing and individual's attitude and behaviors so we believe that HRM practices has significant relationship with organizational innovations via knowledge.

HRM functions are the tasks and duties human resource managers perform and they constitute the distinctive approach of HRM. The four major functions which are acknowledged by most of the literatures are HR planning, recruitment and selection, training and development, performance and rewards. On the one hand, they reflect the way it evolves from personnel management which has the similar components, on the other hand, they are integrated to make a full use of human capital to contribute to the better performance.

HR planning is the process of getting the right number of people in right time at right places. In other way, it is a system of matching people with what the organization expect to carry out the organization's goal. First of all, it requires translating the corporate mission and objectives into a schedule of people requirement. This is not only the right number of people but also the quality of people is very much important. Hiring quality people is very important as well. Obviously it links to the HRM strategy or even corporate strategy tightly. In the detail, it should define the skills and expertise required to meet the demand and determine additional requirements in light of current HR situation. Finally develop the action plan to implement other HR functions. The key point here is that HR planning and organization planning and strategy are interconnected to each other. They interact circularly.

Recruitment and selection is the essentials of HR strategy and practice after planning. Recruitment is the process of seeking, attracting and generating a pool of capable people to apply for employment to an organization. Selection is the process by which managers and others choose from among available applicants the individuals who are most likely to successfully perform a job. The typical recruitment steps are advertising of a position vacancy, preliminary contact with potential job candidates and screening to obtain a pool of candidates. There are two main recruitment sources: internal and external. The organization may fill a job vacancy with someone already employed by the organization, this is the internal recruitment. Or else seek someone outside of the organization which is external source. Next is to select using some reliable and validity tools including interview, in-tray exercise, psychometric testing, aptitude testing and presentation. To be successful in recruitment and selection step, it is important to have a good design of the process. Nieto (2006) suggested an integrated approach that firstly it should involve HR staff and any advisers in the strategic planning and under the recognition of the organizational culture. Moreover the use of external providers and consultancies may help. Another crucial prerequisite is the job analysis and evaluation which decide what kind of candidates should be hired and the efficiency after employment.

Training and development is one of the value adding processes due to its content of knowledge management. Training is a process which improves employee performance through skills, concepts, rules and attitude learning. Development is a continuous process by which employees enhance their knowledge and skills to meet the potential opportunities and new challenges. After this stage, the capable employees will be trained to adapt to the corporate environment and fit for the particular job much better. The basic types of training consist of on-the-job training and off-the-job training. Some commonly used training methods are classroom training and job rotation which trains individuals to learn several different jobs within a department. Nowadays web-based training increasingly turn to hot. It provides self-service training courses and long-distance courses which cater to the advanced requirement of the social development. The personal development program is always designed according to individual aspirations and interests as well as the corporate needs. There should be some options for different employees. HRM activities are the heart of every organization because they work with people's mind rather than technology and skills.

When I was studying, I have selected HR as my minor course. After doing some courses I started liking this subject a lot. I found something different in this subject. I used to like mathematical courses rather than theory courses. Theory used to seem very boring as there is nothing much rather than memorizing. But still HRM courses attracts me just because I can easily relate this subject with day to day life work. This is the subject where memorizing is not the main fact. The main fact is to relate the theory with practical life. I have completed my BBA courses at the beginning of 2019. There I have completed 40 courses but honestly speaking I can recognize a few and those few part is from HRM part. Then I have decided to take HRM as my major. I switched my major. It was a tough decision but I have made it by myself. I don't want to make my career in a line where I have to memorize everything or I need my bookish knowledge. I made a self decision where my friends and family were against it but Alhamdulillah still proud of my decision, no regret yet. HRM is full of such courses which build up corporate culture and behavior in yourself. You don't have to memorize anything. If you relate those knowledge with your day to day activities then it will be in your memory storage for a long time. So every organization have to practice HRM activities in their best possible way or else they can not get a good place in long run. After doing my major in HRM I know the importance of this field and I have seen so many companies which are rich with capital and technology still lagging behind because of messy HR activities. Many financial companies has poor HR department. They don't have proper knowledge about the importance of HR department. So HRM activities are very much important and sensitive as well. You can not set a system into it and run for long. It deals with different people which has different mindset. So setting them in a fully satisfied way under a roof is very much difficult. It requires lots of patience as well as mental strength. So every organization should maintain it carefully.

2.2 Work Environment

Working environment is the most important factor in our country specially for women. They are talent but in most of the cases they don't feel safe in their working place. Either their colleagues makes the working environment polluted or the nature of job makes the working people uncomfortable. Being a girl I first give priority to a healthy working environment because most of our active hours in a day we spent in the organization we work in. so safe working environment is very important. It makes a employee productive s well.

A good working environment is very essential for working productive Working environment is very important as employees behavior mostly depends on that. A very much productive employee can behave strangely if the atmosphere around him is not up to the mark. Every employee need a safe working environment. The term work environment is utilized to depict the conditions in which an employee works. The work environment can be made out of physical conditions, for example, office temperature, or gear, PCs. It can be identified with components, for example, working process or techniques that the organization mostly uses.

The working environment can include the social communications at the workplace, this term work environment can also be related to the physical state of the physical condition of the building. If the building's infrastructure is problematic and employees are already aware of it then they won't feel safe while working. It will create an insecurity no matter how facilities they get inside the office. UIU has very friendly work environment. They have friendly and helpful and very safe working environment. I never feel anything negative or unsecured while working there. The atmosphere and people whom you are surrounded by are so much polite that it creates a family kind of environment. I used to stay long hours there as my work was beside my studies but never felt like I am outside. It is the best thing of UIU which makes everyone feel so good. Their working condition is beyond one can imagine. So friendly at the same time so joyful.

2.3 Overview of United International University

United International University is a private university approved by the Government of the People's Republic of Bangladesh and University Grants Commission (UGC).

United International University is established to promote education not like others. They want to produce knowledge and success. Their vision and mission was very clear from the very beginning and it become changed time to time.



Vision: The vision of UIU is to become the center of excellence in teaching, learning and research in the South Asian region.

Mission: The mission of UIU is to create excellent human resources with intellectual, creative, technical, moral and practical skills to serve community, industry and region. we do it by developing integrated, interactive, involved and caring relationships among teachers, students, guardians and employers.

To realize this mission and vision, the goals of UIU are as follows:

- To provide state of the art and standard education as preparation for higher studies or future employment in positions of responsibility across a worldwide range of ICT, Business, Social and Public Organizations.
- To make available internationally recognized education in Bangladesh and to develop our graduates up to international standard through getting accreditation of internationally recognized accreditation bodies.
- To use modern instructional techniques and technology to the best advantage so as to enhance and enrich students' achievements of their educational and career goals as well as socio-economic development of the country.

- To establish joint degree programs with different renowned universities of USA, UK, Canada and Australia to facilitate quality education and also to make foreign degrees available to the students while staying in Bangladesh at an affordable cost.
- To provide educational opportunities to persons already employed or engaged in business allowing them to pursue undergraduate and graduate programs without interrupting their careers and without any compromise of quality education.
- To create congenial academic environment for the youth that is free from political and other disturbances for their intellectual advancement.
- To use information technology in all phases of academic as well as administrative aspects of the university program to ensure free and transparent flow of information.
- To undertake such additional programs and activities as are essential to the achievement of the above listed objectives.

Strategy:

To develop a United, Interactive, Involving and caring relationship between teachers, students, stuffs, and other committee members.

Policies:

- To develop and implement the state-of-the-art curricula
- To recruit and select committed, accessible and inspiring teachers
- To select meritorious and most promising students and stuffs
- To provide the most attractive infrastructure and logistic support
- To maintain a quality that will serve a high profile
- To maintain a non-alcoholic environment which is free from smoking , drug, session jam
- To pursue a never ending quest for excellence in learning, education, skill & research

Rules and Regulation according to Proctor:

- Students have to wear their student ID card inside the university premises. Without ID card they are not allowed to do their classes
- Students are not allowed to destroy any asset of his/her organization if they do anything like this then they'll be punished.
- Only recognized club and forums are allowed to be formed
- No meeting are allowed to be formed without the permission of any faculty or authority.
- Unauthorized poster displaying in university premises is not allowed



Code of Conduct:



- It is expected that all the students will wear decent dresses in their regular classes.
- Wearing shorts or sleeveless dresses are not allowed. It is strictly prohibited for both male and female students.
- A female student is expected to wear “orna” in the campus.



Punishment:

If any student found to do anything serious that will violate the code of conduct then immediate action will be taken against him/her. So, every students are requested to follow all the rules and regulation at least inside the University premises.

Permanent Campus

The permanent campus of UIU is being built up on a plot of **25-bigha** land located at the “United City”, Badda (1.5 km east of US Embassy) in a comprehensive manner. The 1st phase of the construction of permanent campus has already been completed and the University has shifted to its permanent campus and started all its academic & administrative activities from February 2018.

Address: United City, Madani Avenue, Badda, Dhaka 1212.

Library:

UIU Library is very much resourceful. There are sufficient amount of books that is required for every department students. If any students wants to do any research or something like this then they can easily get any sort of help from library. There are several sections and all the books are kept in a organized way. There are several types of books and journal as well. The library has enough seating capacity. Previously it was not that much big but Alhamdulillah permanent campus has provided enough resources for the wellbeing of their students. The library has given online services as well. It's collection covers many disciplines such as Engineering, Business, Management, Computer Science, Economics, English etc. All books has including library call number. Library strictly maintain all the rules and regulation like keeping silence is mandatory and mobile phone must be silent. There is no types of noise allowed inside the library. There are enough amount to stuffs and librarian to maintain and help UIU students in every possible way. Even student's library card and other formalities are strictly checked in terms of keeping a book for few days.

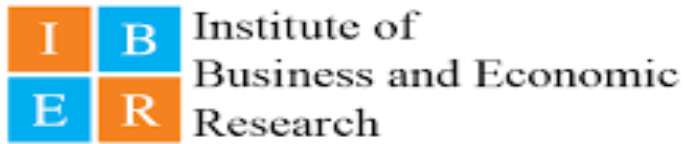
There are many departments in UIU but I want to highlight some and those are given in thee next page.

Career Counseling Center(CCC):

UIU operates a strong CCC to operates their students to their qualified field. It's mission is to connect employment with fresh graduates. It is successfully creating a fine link between them. It is also developing requires skills among the students and always to update students with the current job market. And within very short time it has become a prime service provider to UIU students and fresh graduates to their expected field. CCC is currently engaged with lots of stuffs and those are:

1. Internship Placement
2. Job Search and Job Placement
3. Arranging Workshops, Seminars & Training Program
4. Company Visit & Relationship Development
5. Employer Database
6. Linkage with Job Portals
7. On Campus Recruitment
8. Alumni Association
9. Banks & Financial Institutions
10. National & Multinational Organizations
11. Wings Of Career Counseling Center





Institute of Business And Economic Research (IBER):

United International University (UIU) is one of the leading private university in Bangladesh. The Institute of Business And Economic Research (IBER) of UIU is established with the mandate to promote and foster research, training, seminar, symposium, workshop and certificates and diploma programs. Its main objective is to connect UIU with corporate world and enhance the brand value of UIU. They are offering severing degrees which is mostly 6 month degrees. So many of the corporate persons prefer to have these types of short courses to add extra value in their resume. The Program they offered are given below:

- Post Graduate Diploma in Human Resource Management (PGDHRM)
- CILT International Diploma In Logistics and Transport
- Certificate Training on Advanced Financial Analysis and Modeling Using Microsoft Excel
- Certificate Training on Income Tax Law and VAT
- Certificate Training on Research Methodology
- Certificate Training on Accounting for Non Accounting Managers

Chapter : 3

HRM Practices & Work Environment



3.1 HRM practices in UIU

HRM practices as in UIU follows maximum HR related works light handedly. As I have worked for them I've seen their employees satisfaction level closely. They are like a family. They are very helpful in every way. UIU employee has strong team work ability. They work like a family. They are very much coordinated and dedicated to their work. UIU tries their level best to satisfy their employees. I've noticed their work time is very much flexible as they have lots of female employees so they know how to treat them. Females mostly have family issues and emergencies but authority never forced them to work in case of emergency. Authority always prioritize their situation as a woman handles so many things at a time. A woman works like a machine. They do their education, job ,maintain their family and try to balance in between everything. Working in UIU woman can balance they both work life and personal life .

UIU's recruitment and selection process is very different . they never got biased while selecting any candidate for a job. They try to select whom they think fit for the position. They select a candidate through various process.

3.1.1 The HR practices occur at United International University

- Recruitment and Selection
- Performance Management
- Reward and Incentives
- Benefits
- Employees Relationship
- Safety And Health

Recruitment and Selection Process:

HR Department of UIU do this process through enrolling. They create sets of expectations than compare it with candidate's behavior and quality, skills. They consider both importantly knowledge with practical skills.

Performance Management:

In UIU people get highly motivated if they can perform up to the mark. Everyone likes to praise each other if they did something good. There is less jealousy among each other. They even help each other when in need. When I was working I got all types of help from teacher to colleagues when I faced any problem even technicians were so damn helpful. They try to solve every problem as early as possible.

Reward and Incentive:

I have no clear idea about their Reward system as I didn't see anything like this but incentives they get based on their performance level. Even UIU never miss any opportunity to mention someone who deserves credit. While I was working I had successfully arranged Alumni get together which was remarkable and I still remember my sir thanked me in the stage and it was one of my biggest recognition. They likes to motivate people from every possible way.

Benefits:

UIU always thinks about their employees benefit at first. For example I want to mention the fact when they were moving from Dhanmondi to Badda all the stuff, students and teachers were facing lots of problem as it was far away then UIU immediately provided paid transport system differently for teachers and students. Not only that, they have given free shuttle service from Notun Bazar to campus. It was their biggest move which can clearly show how they try to keep their stakeholders benefited .

Employees Relationship:

Employee relationship as I've already mentioned in my report earlier that UIU has created such a culture inside their organization that everyone is so well behaved with each other. Relationship between them is amazing. They are helpful, they motivate each others. They are human centric rather than work centric. From the authority level to stuff level almost every single person are so well trained about this customs. Teachers are always ready to help their students even they can help them in their personal problem if needed. They consider humanity rather than system. The culture they follows automatically runs into their student as a student spends at least 4 years of their life. As I have working experience as well so I saw everything so closely how they behave.

Health and safety:

They are planting trees as the place is very empty and under construction so they've already taken essential steps to keep their people and surrounding safe and healthy as well. Teachers themselves planting trees so that their students also get motivated about tree plantation and keep the nature healthy. I want to show a picture to clearly show how they consider health and safety issue:



3.1.2 Work Environment at UIU

As I have already mention UIU working atmosphere so friendly and safe that people would love to work here. Employee engagement means engaging your employees with certain HR activities and monitoring their work that are clearly done or not. Every employee should clearly understand their job so that they can easily engage to it. Employee settle on decisions with respect the employee fulfillment.

3.1.3 My Job responsibilities:

While I was appointed, I had to work for different activities. Once I work for a event, then I worked for election occurred inside UIU, I also played a role o MC in a program. Those work experience and responsibilities are described below:

- ❖ I had worked as an “Undergraduate Assistant” for few month so I did some major activities which I’m going to describe below:
- ❖ I have collected all the data an information regarding our alumni. There was lots of incorrect and missing information so I have to call every individuals and politely talked to them and filled up all the missing information and this is how I have updated the data.
- ❖ While doing this task some respondents replied politely, some were very rude and some people avoided me so badly so my this task required a lot of passions.
- ❖ When I completed the data successfully my next target was to make an event which was “alumni get together 2018” then I started calling all those alumni to inform about this program and encourage them to attend the program my job was to make the event successful.
- ❖ As the event date was coming closer my responsibilities got bigger and bigger. I became so stressful during those days as I was going to run an event for the very first time and so many things were depending on the event’s success so it also become one of the sensitive issue for UIU. But Alhamdulillah the event was so wonderful that I got lots of praise though I worked behind the event but it made me feel really great.

- ❖ After that I have worked for Alumni Election which successfully occurred during my work period. Now UIU has a successful and also effective Alumni panel who works for UIU die heartedly. Behind this election there was a lot of work and politics and I have to do this successfully . though that time I had no experience about corporate politics but I got some idea during the election happened. I played a small role still it was significant. Basically those experience helped me to learn a lot for my future.
- ❖ Then I made data entry for PGDHRM course which was introduced by UIU for the very first time in Bangladesh. I have recorded all those thing.
- ❖ There was a orientation and farewell program happened for PGDHRM students and I hosted that program. That help me to add a new experience.
- ❖ I used to help my Supervisor in making some course material as well.



3.2 Relationship between HR Practices & Work Environment

There is significant relationship between work environment and HR practices. HR practices include all the work that are practices by a certain organization and work environment is one of the element of HR practices. Situations of the workplace carry an imperative to employees in whether they need to continue working in the association. A protected work environment can put in new competitors into the pool to apply for the positions that still need to be fulfilled. The work environment carries a critical role as individuals need to work in a protected workplace. The work environment is a factor that can be utilized to decide the level of engagement for every employee working in the association. Different parts of the work environment can result in different levels of employee engagement. Associations that assume their jobs and demonstrate their concern about employees to make known their concerns, grow new aptitudes and take care of work-related issues are portrayed as the administration that encourages a steady working environment.

However, strong and confiding in relational connections, and also steady administration, advanced mental security. Authoritative individuals felt safe in work environments that were described by and strength. They love to work in environment.

I love to work in environment because our environment is very dirty. Sowe have to clean it as soon as possible. If we are not clean our environment our country's people are getting sick. So that's why we have to clean our environment. Anyway now I want to write about my sister. My sister's name is happy. I love my sister. No this is not true actually I hate my sister because she is so pretty more than me. And she have many dresses more than me. I love her dresses. I love her everything. Her choice is so good. She is very smart, very tall, very pretty. Okay , so now I'm going to write about my whole family. In the whole family , I only love jenny sister, my nephew and my mom also. Actually jenny is my brother's wife. And she is also beautiful. She is so beautiful more than my sister. I am in love with her hair. And now I am going to tell about my nephew. My nephew is so small. His age is 1 year and he live in united kingdom. He is so naughty. We all love him and miss him also. I also love my dad and my brother also. But they are rude. But they love me a lot. I love my whole family.

3.3 Journey of UIU

UIU has started its journey in early 2003. It is first established in Dhanmondi. At first they had a temporary place which was in Kearsy Plaza then it started getting popular they shifted to their first Dhanmondi campus and after that in 2018 they have successfully moved to their permanent campus which is in Madani Avenue, Badda. I am going to attach picture of both campus to share the journey :

Dhanmondi Campus



Permanent Campus



What a excellent pictorial vision for a eyesight. I am very much proud that I am a part of this beautiful journey and have lots of memories in both places. UIU has grown up with their students. The growth itself indicates how they have planned for their success path. Its expanding its wings and it will.

UIU has currently more than 6000 students and they are preparing their students for current job field. They doesn't only provide educational knowledge, they also focuses on their extra curricular activities. They have several clubs and forums which are performing extremely well outside and achieve lots of success for their university. Also they have provided the largest field for outdoor games. Students are involving themselves into games beside their education even other institutions came to use their field for a day or for any specific purpose.

Chapter: 4

Recommendations

And

Conclusion



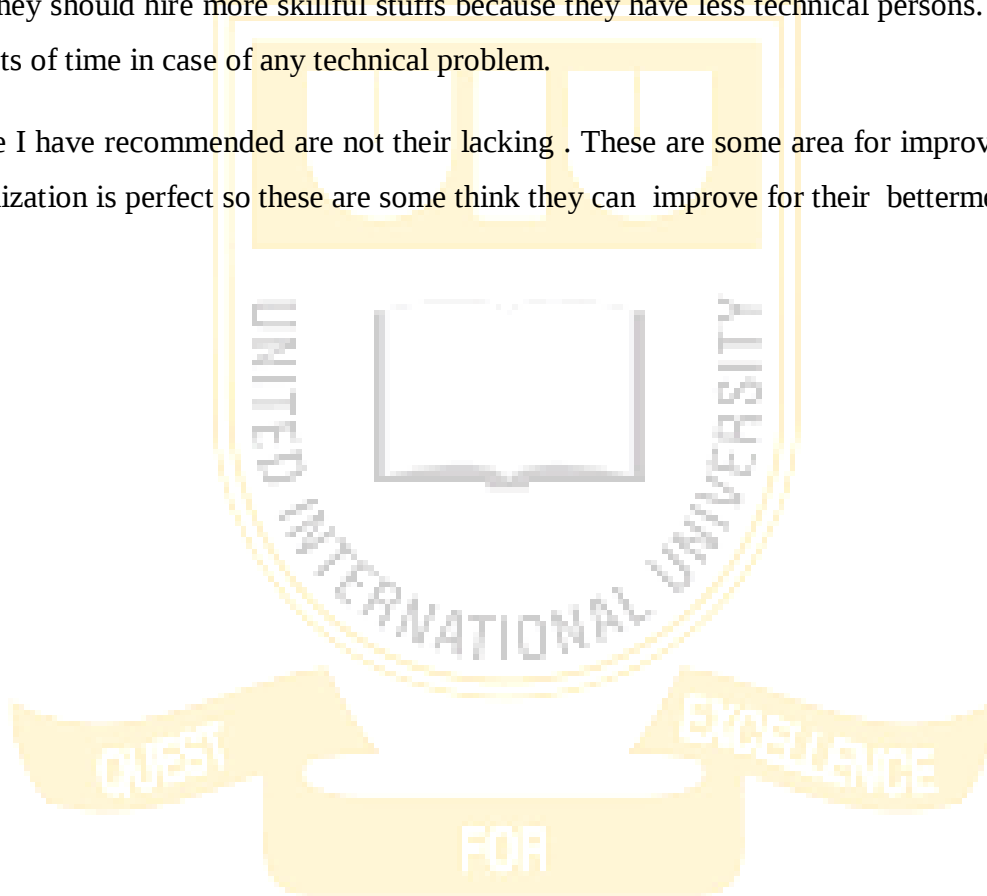
Recommendations

After working in United International University as an “Undergraduate Assistant” I’ve noticed that a lot of areas which relates to my work topic which is “HRM Practices And Work Environment” and collected all the information. Now I think it’s my duty and responsibility to give some recommendations of this Strong organization as we know every organization has a scope of improvement. So I am going to describe it below:

- ✓ When I was working the place was inside another program office room. Which I feel it hampers their secrecy. They used to arrange a lot of program for which they need group discussion , on the other hand, I had to talk over phone for which I need silent place either way I couldn’t hear them properly but we all have to stay in a same room which was problematic. They should separate all the rooms depending on the working purpose.
- ✓ While I was working there, the campus was totally under construction. So I had to face lots of
- ✓ Difficulties during my working period but I think they have already recovered from those problems.
- ✓ Working in own university is very much prestigious as your friends and other stuff respects you even more. Which feels really great.
- ✓ UIU should provide proper training session for each job but they mostly do is they gave a task and want to see a person’s level but it sometimes creates problem for which actual result doesn’t came out. Sometimes nervousness comes and creates problem so I think they should trained up at first then a task should be given.
- ✓ The work pressure is not properly divided. Some employees got lots of work pressure and some works in a relax way.
- ✓ They should take their competitors a bit more seriously. As they have shifted to new places where top universities exists so they should think before doing a single thing.
- ✓ More instructional advancement can be inserted in Training classroom settings to upgrade employee engagement to work.

- ✓ In real work environment in United International University need to be checked by the HR to ensure all employees are participating in work happily and their satisfaction level as well.
- ✓ Though employees of United International University are already motivated still they should get more reward so that every single person's motivation will be driven by the factor.
- ✓ They should hire more skillful stuffs because they have less technical persons. It required lots of time in case of any technical problem.

Those I have recommended are not their lacking . These are some area for improvement. No organization is perfect so these are some think they can improve for their betterment.



Conclusion

This internship report proposed to identify HR Practices and Work Environment of United International University. The findings can easily demonstrated those factors that influence my topic and also work-life balance. Each independent variable impacts differently on employee's behavior. I am very fortunate that I got the opportunity to work for my University where I did my BBA degree. Through working for them this place came more close to me. Their HR activities are much more visible in practical work life. Work environment is very much essential because safe working place boost to productivity and build good things about a working place. The topic I have selected is a major part of HR subject. How a organization deals with its human resources can be easily figured out by investing this part of HR. This will result in employees feeling committed and passionate towards the organization. Every organization should open the opportunity for fresher to do their internship and help them properly. I got full support from my supervisor as well as from the organization. This will indicate how much employees are committed to their work. Employee's dedication to job can be easily measured through this. This indicates that the more the rewards, work environment and work-life balance. Overall I would like to conclude my thought by saying that United International University is doing really well in not only HR perspective but also in every way.

References

<http://www.sai.uni-heidelberg.de/workgroups/bdlaw/1992-a34.htm>

http://en.wikipedia.org/wiki/United_International_University

www.uiu.ac.bd/about-uiu/general-information

<http://www.facebppk.com>...) Dhaka, Bangladesh) United International University

<https://books.google.com/books?isbn>

<https://www.webometrics.info/en/transparent>

www.uiu.ac.bd

https://www.researchgate.net/institution/United_International_University



The End