
“Human Resource Accounting & Accounting Operations Of Dhaka Stock Exchange”





Internship Report On
Human Resource Accounting and Accounting Operations of DSE

This Report is prepared under the supervision of:

Dr. James Bakul Sarkar
Associate Professor
School of Business and Economics

Prepared by:

Kazi Shanila Nahreen
ID- 114 143 009
Department of BBA in AIS
Fall, 2018

Date of submission: January 15, 2019

TRANSMITTAL:

16th January, 2019

Dr. James Bakul Sarker

Associate professor

School of Business and Economics,

United International University

Subject: Submission of the internship Report.

Dear Sir,

I am pleased to submit my internship report on “*HR Accounting and Accounting Operations of Dhaka Stock Exchange (DSE)*”. This report is very significant as it is one of the most important requirements of completing my under graduate program (BBA). I have made every effort to cover up all the key points I understand.

I’m too much gleeful that you gave me the chance to concoct this internship report and hope that this report will satisfy you and reach your expectation.

Sincerely,

Shanila Nahreen

(Signature)

Kazi Shanila Nahreen

ID-114 143 009

BBA in AIS

School of Business and Economics

United International University

DECLARATION:

I would like to declare that all the works presented here are done with utmost honesty and I declare that this report titled, *HR Accounting and Accounting Operations of Dhaka Stock Exchange (DSE)* and the work presented here in it are my own.

I confirm that:

- This work was done wholly or mainly while in candidature for a BBA degree at this University.
- Where I used information of any sources I gave proper references.
- Where the report is based on work done by myself

Shanila Nahreen

(Signature)

Kazi Shanila Nahreen

ID-114 143 009

BBA in AIS

School of Business and Economics

United International University

ACKNOWLEDGEMENT:

In preparation of my report, I had to take the help and guidance of some respected persons, who deserve my deepest gratitude. I would like to show my gratitude to Dr. James Bakul Sarker, Associate professor of United International University (UIU) who appreciated and inspired me in preparing this internship report on ***“HR Accounting and Accounting Operations of Dhaka Stock Exchange (DSE)”***

I would like to thanks Mr. Syed Al Amin Rahman, Deputy General Manager (DGM) of Human Resource Department, for giving me the opportunity to work in Dhaka Stock Exchange Limited. I would also like to expand my gratitude to all especially Md. Shahidul Islam (Deputy Manager of HRD), Abdullah-Haroon-Pathan (Manager of HRD), and Md. Shazzadul Huq (Executive of General Accounts Department) for giving me a good guideline for this report.

Moreover, I would also like to thank all other employees of DSE, my Parents & friends who helped me a lot in completing this report within the limited time period.

TABLE OF CONTENTS

Contents	Page No.
Executive Summary.....	9
Chapter One	
Introduction	
1.1 Introduction to the topic in hand.....	11
1.2 A brief introduction of the organization.....	11
1.3 Organizational Background and Industry Perspective.....	12-13
1.4 Industry scenario.....	13
1.5 Objective of the study.....	13
1.5.1 Primary Objective:	
1.5.2. Secondary objective:	
1.6 Methodology of the study.....	14
1.6.1 Type of data	
1.6.2 Data collection process	
1.6.3 Sample Size	
1.6.4 Sampling techniques or procedures	
1.6.5 Scope	
1.7 Limitations.....	15
Chapter Two	
Capital Market of Bangladesh	
2.1 Introduction.....	17
2.2 Functions of capital market of Bangladesh.....	17
2.3 Overview of capital market in Bangladesh.....	18
2.4 Classification of companies.....	19
2.5 Number of capital market in Bangladesh.....	20
2.6 Major Differences between DSE and CSE.....	21
2.7 Types of capital market in Bangladesh.....	22
Chapter Three	
Organizational Part	
3.1 Mission of DSE.....	24

3.2 Vision of DSE.....	24
3.3 Objective of DSE.....	24- 25
3.3.1 Commercial:	
3.3.2 Knowledge Development	
3.3.3 Governance	
3.3.4 Technology	
3.3.5 Human Resources Development	
3.4 Overall DSE's Functions.....	2
3.5 DSE Management.....	26
3.6 SWOT analysis of Dhaka Stock Exchange.....	27 -28

Chapter Four

Human Resource Department of DSE

4.1Introduction.....	30
4.2 Importance of HRD.....	30
4.3 Human Resource Department of DSE.....	30
4.4 Objective of HRD of DSE.....	31
4.5 Functions of human resource department of DSE.....	32
4.6 Recruitment process and requirements to apply in DSE.....	33
4.7 Organogram of DSE.....	34
4.8 Training Activities.....	35
4.9 Software using in DSE Human Resource Department.....	36
4.10 Duties and responsibilities of HR department of DSE.....	36

Chapter Five

Human Resource Accounting

5.1 Definition of Human Resource Accounting.....	38
5.2 Historical development of HRA.....	39-41
5.3 Steps to align human resource & Accounting.....	41-42
5.4 HRA Approaches.....	42
5.5 Objective of using HR Accounting.....	43
5.6 The reasons for which DSE is following Human Resource	44
5.7 Benefits DSE is getting by using HRA.....	45
5.8 Limitations DSE is facing while following HRA.....	46

Chapter Six

Accounting Operations of DSE

6.1 Working Section.....	48
6.2 Listing Fee.....	49
6.2.1 Initial listing Fee	
6.2.2 Annual Listing Fee	
6.3 Methods of Listing.....	50
6.4 Types of Bills.....	50

Chapter Seven

7.1 Challenges.....	52
7.2 Lessons.....	52

Chapter Eight

Findings

8.1 Findings.....	54-55
8.1.1 Positive strand	
8.1.2 Negative strand	
8.1.3 Future Strand	

Chapter Nine

Recommendation And Conclusion

9.1 Recommendation.....	57
9.2 Conclusion.....	58

Chapter Ten

Appendix

10.1 References.....	60-61
10.2 Survey Paper.....	62-63
10.3 List of abbreviated words.....	64

EXECUTIVE SUMMARY:

This internship report is instructed as condition of completion of my under graduate degree of United International University. The title of this report is ***“Human Resource Accounting and Accounting Operations of DSE”***. This report helps the reader to know and understand of human resource accounting in details understanding the HRA and accounting operations of DSE. To have a clear concept about human resource accounting and accounting operations of DSE is the main motive of this report.

Firstly this report includes the overall capital market condition and related necessary information, brief introduction of DSE, historical background of DSE and industry scenario.

In the second chapter I tried to cover with all the necessary information of DSE along with DSE’s mission, functions & all other information.

Thirdly, I’ve discussed about the Human resource department of DSE and the method Human Resource Accounting which they are using for employee valuation.

After that, I’ve discussed about accounting operations, basically of their listing method in very shortly.

Finally, I aim to give some suggestions on the basis of my understanding and the circumstances I have faced while working in DSE.

Dhaka Stock Exchange



Chapter One

Introduction

- + Introduction to the topic in hand
- + A brief introduction of the organization
- + historical background of DSE
- + Industry scenario
- + Study objective
- + Methodology being used
- + Limitations of the study

1.1 Introduction to the topic in hand:

HR thought of as crucial resources and are entirely unexpected from the physical resources. Physical resources don't have sentiments and feelings, while human resources are exposed to various styles of emotions and feelings. Inside a similar, dislike physical resources human resources ne'er gets devalued.

In this way, the valuations of HR along the edge of elective resources are required in order to search out the whole cost of a partnership.

DSE has entirely unexpected offices and each division comprises expansive assortment of staff World Health Organization are working to accomplish DSE's central goal and objectives.

As the valuations of human resource is extremely vital and while not folks the monetary and physical resources cannot be operationally effective, I mentioned regarding human resource accounting of DSE at the side of its company structure during this report

1.2 A brief introduction of the organization:

The Dhaka stock market (DSE), settled in Motijheel, Dhaka, is one in all 2 money market places in Bangladesh the alternative is that the Chittagong Stock Exchange.

Dhaka stock market (DSE) may be a public Ltd. It's fashioned and managed below Company Act 1994, Security and Exchange Commission Act 1993, Security and Exchange Commission Regulation 1994, and Security Exchange (Inside Trading) regulation 1994. The issued capital of this company is Tk. 500,000 that is split up to 250 shares every evaluation Tk. 2000. No individual or firm can purchase over one share. In step with exchange rule solely members will participate within the floor and may get shares for himself or his purchasers. Nowadays it's 238 members. Market capitalization of the Dacca stock market reached nearly \$9 billion in Sep 2007 and \$27.4 billion on nine Gregorian calendar month 2009.

The management and operation of Dacca stock market is entrusted on a twenty five member's board of administrators. Among them twelve is a unit electoral from DSE members, another twelve area unit elite from completely different trade bodies and relevant organizations. The business executive is that the twenty fifth ex member of the board.

The Dacca stock market is open for mercantilism Sunday through between 10:30 am – 2:30 pm BST, with the exception of holidays declared by the Exchange earlier. Within the month of Ramadan, the exchange is open for trading between 10:00 am – 2:00 pm

1.3 Organizational Background and Industry Perspective:

The need of building a trade inside the then Asian country was introductory perceived by the administration once, right off the bat in 1952, it had been discovered that the urban focus trade had precluded exchanges of Pakistani offers and securities. The Provincial Industrial educational Council of Pakistan directly got breeze of A sorting out board of trustees for the arrangement of a trade in Asian country. A conclusive advance was taken inside the second gathering of the sorting out board of trustees drove forward 13th March, 1953. Inside the pantry region, Eden Building, underneath the circumstance of A. Khaleeli, Secretary of the govt. of East land zone, Commerce, Labor and Industries Department, various parts of the issue were referenced exceptionally well. The focal government's proposition concerning the hole a part of city trade at capital of Bangladesh didn't see support with the gathering United Nations organization felt that Asian country should have an independent trade. It had been prescribed that national capital Narayanganj Chamber of Commerce should approach its individuals for getting the participation cards at RS. 2000 each for the arranged trade. It had been suspected that the circumstance of the trade should be either at capital of Bangladesh or Narayanganj or city. A sorting out council was named comprising of driving modern and mechanical identities of the region with Mirza Mehdi Isphani on the grounds that the guest in order to set up the trade.

The chamber he its individuals and individuals from its appended relationship on the procedures of the over gathering, asking for them to hint regardless of whether they were interested about difference in uprightness the arranged trade. This was trailed by meeting at the council of that with respect to one hundred people were interested about the arrangement of the trade on July seven, 1953. The gathering welcomed eight refined men to wind up advertisers of the trade with M Mehdi Isphani in light of the fact that the guest and affirmed them to draw up the memoranda and Articles of Association of the Exchange and continue to get enlistment beneath the Company's Act, 1913. The contrary seven advertisers of the trade were J. M. Addison-Scott, Mohamed Hanif, A. C. Jain, A.K. Khan, Abdul Jalil, M. Shabbir Ahmed and Sakhawat Hossain.

It was conjointly discovered that participation expense was to be RS. 2,000 and membership at the speed of RS. Fifteen every month. The trade was to contain close to one hundred fifty individuals. a social event of the advertisers was control at the chamber on Sept 03, 1953 once it had been resolved to name hockey player Dignam and Co. since the specialist to draw up the memoranda and articles of relationship of the trade bolstered the establishments winning inside the stock trades in elective nations and by mulling over the local conditions.

The eight advertisers consolidated the arrangement in light of the fact that the Asian country trade Association limited on April twenty eight, 1954. As open Ltd. the name was reexamined to Asian country trade Ltd on day, 1962. Yet again on could fourteen, 1964 the name of Asian country trade confined was adjusted to "Dacca trade Ltd."

At the season of consolidation, the affirmed capital of the Exchange was RS. 3, 00,000 isolated into one hundred fifty offers of RS. 2,000 each and by an extra ordinary general gathering endured day, 1964 the affirmed capital of the trade was amplified to RS. 5, 00,000 isolated into

250 offers of RS. 2,000 each. The paid up capital of the trade remained at RS. 4,60,000 separated into 230 offers of RS. 2,000 each. In any case, thirty five offers out of 230 offers were issued at RS. 80,00,000 exclusively with a face cost of RS. 2,000 at a higher cost than normal of RS. 79,98,000 each.

Albeit joined in 1954, the formal trade began in 1956 at Narayanganj once getting the testament of initiation of business. Anyway in 1958 it had been moved to capital of Bangladesh and started drawing in at the Narayanganj Chamber Building

On Oct one, 1957 the exchange purchased a land mensuration 8.75 katha at Motijheel and move to the current point in 1959.

1.4 Industry scenario:

DSE board increased 17 points or 0.32% to 5259 on Thursday November 8 from 5242 in the previous trading session.

Historically, the Asian nation stock exchange (DSE Broad) reached AN incomparable high of 8918.51 in December of 2010 and a record low of 282.43 in October of 199.

1.5 Study Objective:

The objectives of the study are given below:

1.5.1 Primary Objective:

- To attain my BBA degree.
- To face and know the actual problems that I may face while working in the office and to gain experience practically.

1.5.2. Secondary objective:

- To observe and learn about human resource department and procedure of recruiting new employee in DSE.
- To know growth, development and management of DSE
- To examine the current issues of DSE
- to gather knowledge about capital market operations in practically
- to know the overview of the capital market's structure of Bangladesh
- to learn about the depreciation or appreciation among human resources

- to learn about better human resource planning
- to apply theoretical knowledge in the practical field

1.6 Methodology of the study:

The methods used to complete any task are known as methodology. To prepare this resource I do use both qualitative and quantitative methods. Data were scrutinized and the whole report is done in Microsoft excel and Microsoft word. To analyze accurately human resource department of DSE both technical and theoretical knowledge are very important.

1.6.1 Type of data: From the sources I collect primary and secondary data are given below:

Primary Sources	Secondary Sources
➤ Three months (October 16,2018 to January16,2018) participation in internship ➤ Collect information through face to face conversation with the executives, deputy general manager and manager of the HRD.	➤ Various research papers, newspapers and related journals were used to collect information about DSE ➤ Website of DSE ➤ Different articles from internet ➤ Different File of the employees given to me by the HR executives ➤ Monthly and weekly review of Dhaka stock exchange ➤ Various reports and articles from DSE library

1.6.2 Data collection process:

I did collect data for this report by preparing a questionnaire and talked to every one of the HRD regarding my queries.

1.6.3 Sample size:

Nature of Sample	The Descriptive Method is used in this Report
Sampling Unit	Procedures and methods used by HRD for employee management
Sample Size	Human resource department of DSE has been taken as Sample size

1.6.4 Sampling techniques or procedures:

AS I did my three months' internship in Dhaka Stock Exchange so I took DSE as my sample and all kind of information were taken as one sample unit.

1.6.5 Scope:

I've worked both in in Human resource department and general accounts department in DSE. So this report contains different work related to human resource department ,the procedure they follow to recruit new employees and I discussed about the systems, rules and regulations which an employee go through his/her journey in DSE.

While doing my internship in human resource department I've came to know little bit about corporate structure also, as in many ways corporate structure is related to human resource department so here in this report I also cover the corporate structure of DSE.

1.7 Limitations:

- ❖ *Time limitation:* only three months' time was not sufficient for me to prepare a fruitful report. And this short time period is not sufficient to gather knowledge and so I face difficulties to complete this report.
- ❖ *Lack of Secondary information:* I found lack of secondary data regarding HRD of DSE in the internet for the completion of this report.
- ❖ *Limitation in collecting primary data:* There were so many secret information and those were not revealed by the officers of DSE to me.

Dhaka Stock Exchange



Chapter Two

Capital Market of Bangladesh

- ✚ Introduction of capital market
- ✚ Functions
- ✚ Over view of capital market
- ✚ Classification
- ✚ Number of capital markets
- ✚ Major differences between DSE and CSE
- ✚ Types of capital market

CAPITAL MARKET OF BANGLADESH

2.1 Introduction:

“Engine of raising capital” can be used for capital market, which increases industrialization and the procedure of privatization. In simple, the share and stock markets of the country is known as its capital market. To make long term fund investors invest here. With the exposure of the need for groundwork evolution projects, for establish new industries now there are more continual necessitate of funds. There is huge number of participants in the capital market. The commercial banks, saving and loan associations, credit unions, mutual saving banks, finance houses, finance companies, merchant bankers, discount houses, venture capital companies, leasing companies, investment banks & companies, investment clubs, pension funds, stock ex-changes, security companies, underwriters, portfolio-managers, and insurance companies are comprise by capital market.

2.2 Functions of capital market of Bangladesh:

Capital market mainly makes sure that enough funds are coming from the borrowers to the investors continually and its one of the main functions of capital market. When enough money doesn't come out from the banking sectors and they failed to fulfill the needs then capital market works as their (banks) companion. So obviously the developing interest for additional assets in the business segment has created a huge requirement for productive capital market. It quickens a gainful move of capital from borrowers to financial specialists and progresses toward becoming lines for making relations between speculation assets from speculators to borrowers. There are two necessities seen for capital markets.

- It should reinforce industrialization by savings mobilization, investment fund allotment and maturity alteration;
- It must be riskless and well organized in realizing the aforementioned function. There are two segments, (1) securities segments and (2) non-securities segments. **(Rahman, M)**

2.3 Overview of capital market in Bangladesh:

Bangladesh capital market has acquired some prime topper occasions in the ongoing past. The capital market execution in this piece of the nation starts in mid-fifties with the inception of East Pakistan Stock Exchange Association in 1954, which begin exchanging 1956. Essentially it was a shared association which was corporatized in ongoing action of the Dhaka Stock Exchange (DSE) in stretch of development for the sake of Dacca Stock Exchange Ltd.

Today Bangladesh is the 48th biggest economy who has \$225 billion GDP based on PPP. It involves the 70th position in sending out and fourth position as RMG exporter on the planet.

In the most recent decade Bangladesh securities exchange developed quite. Yet at the same time, the extent of the market is relatively little to other Asian Markets. Size and liquidity of the organizations give some unique highlights of existing markets. The market capitalization proportion known as the estimation of recorded stocks isolated by GDP, which is utilized as the estimation of securities exchange measure.

DSE promoted US \$ 1.049 billion of the all out market in 1994 compare to US \$ 127.515 billion in India, US \$ 12.263 billion in Pakistan, US \$ 191.778 billion in South Korea and US \$199.276 in Malaysia. This market is likewise little in contrast with the span of the economy. Market capitalization rate of Bangladesh was just 4.07 percent of GDP in 1994 contrary to 25.77per penny in Pakistan, 24.03 percent in Sri Lanka, 104.14 percent in Thailand and 294.56 percent in Malaysia. This proportion of Bangladesh is 0.075 and 0.05 separately in June 1997 and in June 2000.

The quantity of speculator is 33 lac who are presently engaged with capital market; and general financial specialists are above 70%. Toward the finish of 2010 all the recorded offers and debentures of capital market be situated USD 49.4 billion, in mistreating 84% development from the prior year. The all out turnover toward the finish of 2010 has swelled from USD 0.13 billion to USD 0.25 billion which stipulates a 91% amplification. By and by, the capital market has been uncovered to genuine hazard since PE proportion stood up from 19.9% to 29.71% from January, 2010 to November, 2010.

Dematerialization might be prosperous in starting the further development of Bangladesh capital market, yet to ensure the abundance of such an initiation, it will be critical to ensure that the administrative system and specialist are sufficient solid to make a harmony between the premiums of both the individuals from stock trades and general society.

On a long haul premise, it might be persuasive for a successful security market to be fortified in Bangladesh. This can help in making more instruments for financial specialists and, in the meantime, making some significance in the capital market. Bond markets can also be used by the

government in escalating imperative funds, and can assist as an helpful method of capitalizing in immense projects. (Rahman, M)

2.4 Classification of companies:

There are A, B, G, N & Z category firms under SEC. These firms help to know about the weak shares and let the investors know about the gambler groups who are doing gambling secretly.

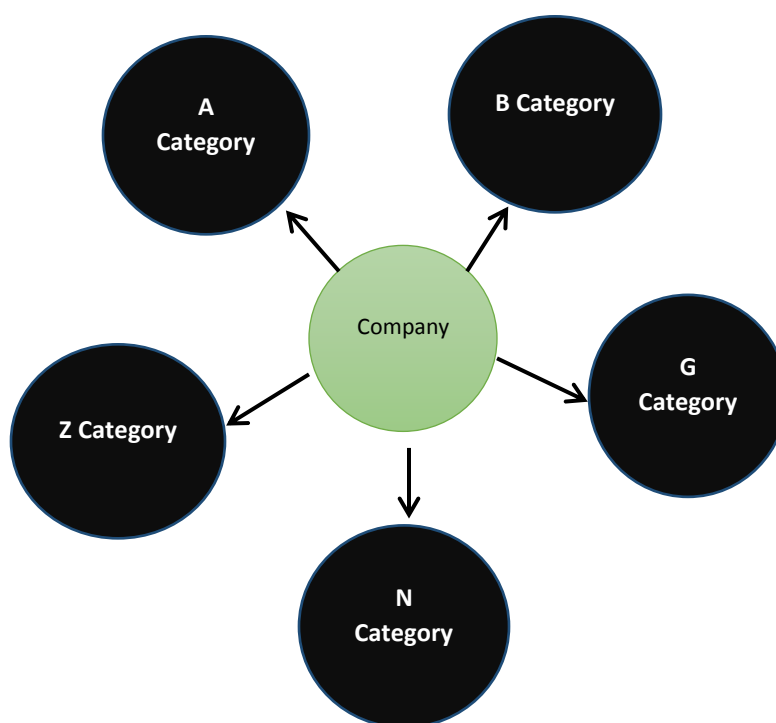


Fig: category of companies

Now I discuss about different companies very shortly.

- **Companies categorized as A group:** A category companies call annual general meeting regularly and announce 10% dividend or more than 10% annually.
- **Companies categorized as B group:** they arrange AGM regularly but not all the time can offer dividend at the rate of 10% or more than 10%.
- **Companies categorized as G group:** when the main company starts their operations in the country then it will become G category company.

- **Companies categorized as N group:** companies which are newly enrolled are included in this category but not the companies belonging G category will be include in this group.
- **Companies categorized as Z group:** The companies containing this category can't arrange AGM regularly and also failed to offer dividends. They do not do their operations on the regular basis for more than six months. **(Rahman, M)**

2.5 Number of capital market in Bangladesh:

There are mainly two stock markets in Bangladesh one is Dhaka stock exchange and another one is Chittagong stock exchange. Both of these two stock exchange are computerizes and use automated trading system. And this two also monitor listed companies and permitted dual listing.

Stock and securities exchange is an independent federal government agency and it has control over both DSE and CSE.

It include central depository Bangladesh limited and it helps to adorn facilities and settlement of transaction in DSE and CSE.

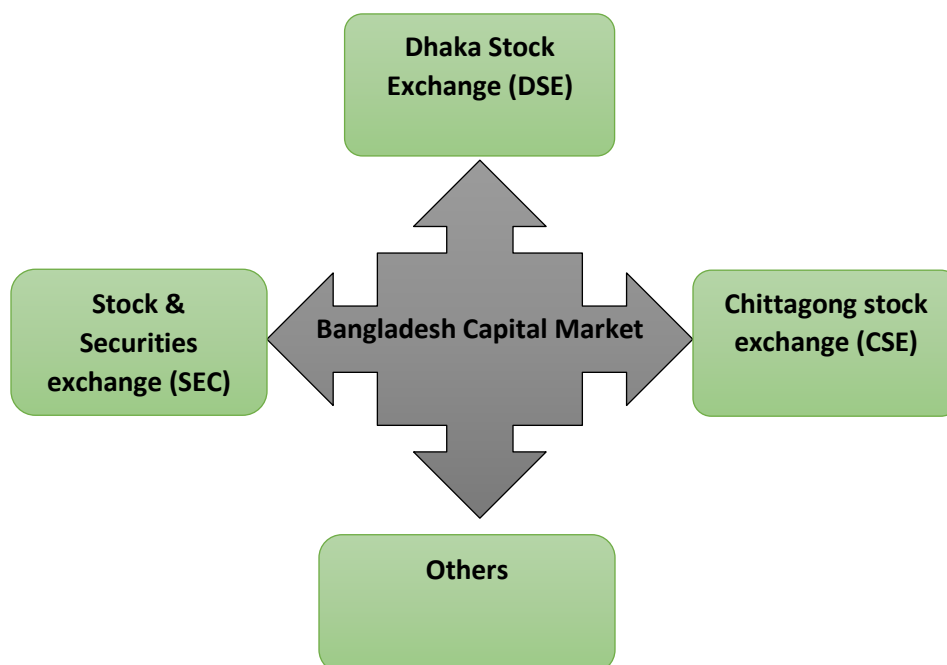


Fig: Number of capital markets in Bangladesh

2.6 Major Differences between DSE and CSE:

The major differences between DSE & CSE are given below:

Particulars	DSE	CSE
Abbreviation	Dhaka Stock Exchange	Chittagong Stock Exchange
Location	Dhaka, Bangladesh	Chittagong, Bangladesh
Foundation year	April 28,1954	10 october,1995
Formal trading began	1956	1995
Timing	10:00 am-2:00pm	10:30 am- 2:30pm
Key people	Md. Rakibur Rahman(president)	Mr. Wali-ul-Marroof-Matin(managing Director)
Market capital	US\$47.34 billion	US\$30 billion
Indices	DSE 20 index, Dhaka Stock Exchange broad	CSE30 ,CSCX ,CASPI ,CSI ,CSE50
Number of listing	750	250
Website	Dsebd.org	Csebd.org

2.7 Classification of Bangladeshi capital market:

Capital markets can be of two types.

- Primary market
- Secondary market

2.6.1 Primary markets: from primary market investors can purchase securities directly and it involves IPO and FPO.

2.6.2 Secondary markets: in secondary market securities can't be traded before the company has sold all the stocks and after selling all the stocks bonds are offered on the primary market.

Again secondary market can be of four types.

2.6.2.1 Public market: Shares are traded on this market in a normal volume which is called lot share

2.6.2.2 Spot market: Trading will take place on normal volume and finish all the trading procedure in 24 hours

2.6.2.3 Block market: huge amount of shares are trades on the basis of pick & fill

2.6.2.4 Odd Lot market: when less than market lot of shares is going to trade then it is called Odd lot market. Basically this type of markets originates from bonus.

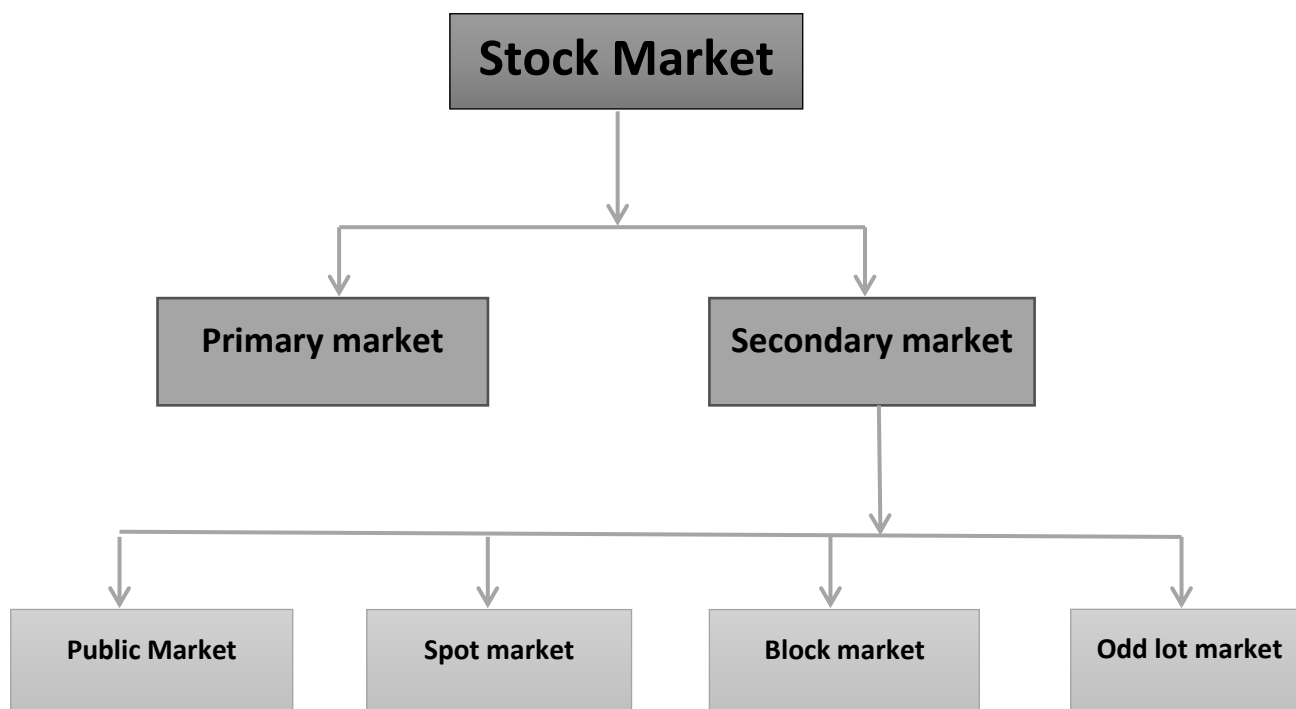


Fig: types of capital markets in Bangladesh

Dhaka Stock Exchange



Chapter Three

Organizational Part

- ✚ Mission
- ✚ Vision
- ✚ Objective
- ✚ Functions
- ✚ DSE Management
- ✚ SWOT analysis

ORGANIZATIONAL PART

3.1 Mission of DSE:

- Dynamic way to deal with nonstop innovative progression and giving most astounding standard of administration through proficiency enhancement and presentation of new items.
- Contributing to nation's monetary development through making of riches, encouraging access to capital and entering undiscovered market.
- Superior corporate administration to upgrade certainty of financial specialists, controllers, backers and mediators

3.2 Vision of DSE:

To lead trade in the area and a key driver of monetary development with condition of workmanship innovation and world class administration to guarantee most elevated amount of certainty among partners

3.3 Objective of DSE:

Dhaka Stock Exchange will attempt to accomplish the accompanying goals inside 2020:

3.3.1 Commercial:

- Achieve a supportable normal every day turnover of BDT 25 billion.
- Ensure relentless household and seaward institutional speculations of something like three fourth of the all-out interests in the market.
- Attract progressively outside ventures to achieve an unfaltering dimension of at any rate 30% of the all-out market capitalization.
- Double the all-out number of recorded securities (other than Government Bills and Bonds).
- Increase profundity and liquidity of security showcase, incorporating getting the Government Securities under exchanging net.
- Increase expansiveness by posting new items, for example Record prospects, ETF, Sukuk and subsidiaries.

3.3.2 Knowledge Development:

- Enhance information of general speculators to guarantee a mindful and instructed financial specialist base.

3.3.3 Governance:

- Ensure successful partition of administrative capacity from business activity.
- Enhance corporate administration and guarantee financial specialists' assurance.

3.3.4 Technology:

- Deploy State-of-Art innovation through consistent yet judicious and compelling speculation.

3.3.5 Human Resources Development:

- Ensure constant learning for workers through successful preparing.
- Ensure ideal authoritative structure.

3.4 Overall DSE's Functions:

The major functions are:

- Listing of corporations (As per Listing Regulations).
- Giving the screen based generally machine-controlled mercantilism of recorded Securities.
- Arrangement of mercantilism (according to Settlement of managing Regulations).
- Gifting of offer/conceding endorsement to the exchange/exchange of offer outside the mercantilism arrangement of the trade (according to posting rules 47).
- Administration of market.
- Market police examination.
- Monthly Review of the publications.
- Examining the exercises of recorded organizations (according to Listing Regulations). Investor's complaint Cell (Disposal of complaint by laws 1997).
- Investors Fund which protect them (according to industrialist security subsidize rules 1999).
- Declaration of significant worth touchy or distinctive information in regards to recorded companies through on-line.

3.5 DSE Management:

An exceedingly qualified group of officials runs the everyday undertakings of DSE who report direct to the CEO. The administration runs severally underneath approaches set by the specific best issues of state on covering body the leading group of chairmen. Ahead IT secretary, Deputy back controllers help the corporate official in overseeing everyday issues of the securities showcase. The system is given underneath:

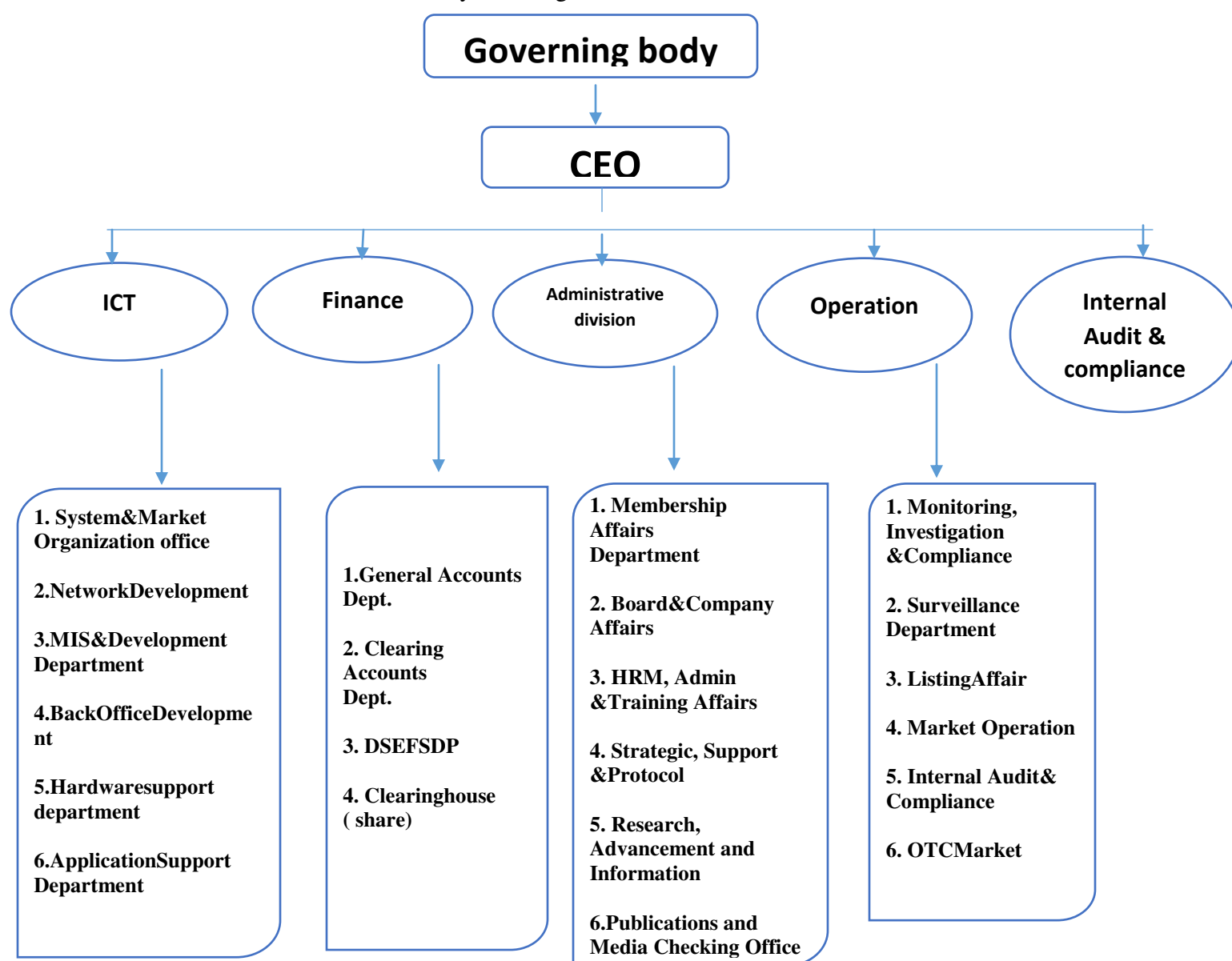


Fig: DSE Management

(Haider, H, 2015, August 22)

3.6 SWOT analysis of Dhaka Stock Exchange:

Dhaka exchange is that the oldest exchange in Asian nation. Currently it's over 250 Corporations noncommissioned underneath this exchange.

This post will gradually elaborate the SWOT of Dhaka stock exchange.

This internal and external analysis study will be accustomed verify the investment opportunities Asian nation

S – Strengths of Dhaka Stock Exchange

- * Detain Strong brand image in the country.
- * It has the strongest networking system in whole Bangladesh.
- * Able to give stop services to all of its branches.
- * Can handle the clients in professional manner.
- * Its management team is so dedicated as well as skilled.
- * DSE has a pure trading infrastructure
- * provide services along with the expert advices
- * Order prosecution promptly and accurately
- * DSE provides support to make sure total satisfaction according to the requirements
- * DSE has Standard settlement and clearing process.

W – Weaknesses of Dhaka Stock Exchange

- .
- * As a result, retail investors get more benefit than the sponsors because of the problems in IPO pricing method.
- * Manipulation takes place frequently because of lack of surveillance over share price..
- * Need to improve instruction process for all types of investors.
- * Weakness in the management committee decision making power which needs decentralization.
- * Must improve the internal audit control system

O – Opportunities for Dhaka Stock Exchange

- * The traffic flows increases as a result of introducing brokerage houses.
- * Investors will attract more due to online facilities
- * Opening the Media and Call Centre will increase the market regulation
- * Dhaka stock exchange has planned to arrange investors' consciousness programmed
- * Major Stock Exchanges from different countries have been visiting and sharing incidents.
- * Development and increase the efficiency of Bangladesh Capital Market is possible by use properly.
- * Building up the Settlement and Clearing Companies will diminish timeframe of exchange settlement and to guarantee more straightforwardness and responsibility.

T – Threats for Dhaka Stock Exchange

- * The imbalance between the supply and demand of shares keeps room for speculators to handle the stock price which is the major weakness of Dhaka Stock Exchange.
 - * Currently, there is shortage of electricity, gas supply in the country. Subsequently, financial specialists are not persuaded to do new interest in the real segments like assembling enterprises. By this, the national economy is being decimated. Thus, DSE neglected to intensify its market.
- *DSE has genuine competent labor lack. With the present assortment of work drive, the market controller isn't capable of doing its exercises with exercises inside the nation's capital market.

Dhaka Stock Exchange



Chapter Four

Human Resource Department of DSE

- ✚ Introduction
- ✚ Importance of HRD
- ✚ HRD of DSE
- ✚ Objective of HRD of DSE
- ✚ Functions of HRD of DSE
- ✚ Recruitment process and requirement to apply in DSE
- ✚ Organ gram of DSE
- ✚ Software using in HRD of DSE
- ✚ Duties and responsibility of HRD of DSE

HUMAN RESOURCE DEPARTMENT OF DSE

4.1 Introduction:

The human resources department has several responsibilities in the organization. The director of human resources could govern individual departments and guarantee managers cling to employment and labor rules. Human resources achievement specialists manage the use and placement wants of the corporate. Human resources professionals help to meet the objectives of hiring, worker's relations and maintaining structure.

4.2 Importance of HRD:

For small businesses and huge combination alike, the human resources or personnel operate will be useful for far more than simply process payroll or handling the open enrollment season once a year. Human resources play an important role in building company's strategy even as handling the employee centered activities of a company.

Human resource department is very important because of ten reasons.

1. Budget control
2. Conflict resolution
3. training and development
4. Employee satisfaction
5. Cost savings
6. performance improvement
7. Sustaining business
8. Corporate image
9. Steadfast principles
10. Human capital value

4.3 Human Resource Department of DSE:

The Dhaka Stock Exchange (DSE), chief Exchange of the nation might be a demutualized and self-administrative association with a dream to be the unrivaled trade inside the stretch and a key driver of monetary process with condition of-workmanship innovation.

DSE incline to endlessly upgrade them and try to produce first service to make sure highest level of faith among stakeholders and to attribute price to Bangladesh's capital market. DSE is achieving to contribute nation's monetary procedure through arrangement of riches, encouraging access to capital market and solid undiscovered market.

DSE in its time unit mission for developing international normal professionals in capital market intends to recruit the foremost sensible and therefore the brightest, energetic, self-motivated and innovative personalities UN agency square measure expected to require half within the management of the Exchange within the courses of your time.

4.4 Objective of HRD of DSE:

To recognize that Human Resource management exists to contribute to structure effectiveness. Even once a proper HR department is formed to assist managers, the managers stay chargeable for worker performance. The HR department exists to assist managers accomplish the objectives of the organization. HR management isn't finish in itself; it's solely a way of helping managers with their human resource problems.

Maintain the department's contribution at grade applicable to the organization's wants. Resources square measure wasted once Human Resource management is a lot of or less subtle than the organization demands. There are some objectives of DSE's Human Resource Department. The main objectives of HRD are given below:

1. To recruit, place and retain qualified employees altogether positions within the University, to repeatedly raise the staffing level.
2. To adopt an efficient Human Resource Management system for improved human resource services to be compliant with the Service Charter.
3. To maximize input from workers through an efficient annual employees appraisal system.
4. To identify the simplest qualified person for every job.
5. To keep the simplest and most promising ones.
6. To supply favorable careers and security
7. To offer facilities for growth and development
8. To minimize the price of procurement
9. To scale back scope of biasness and malpractice.

4.5 Functions of human resource department of DSE:

The HR division handles a few vital elements of the organization. HRD guarantee work law consistence, record continuing, contracting and preparing, remuneration, relative help and encourage with taking care of conveying without hesitation issues. These capacities are essential in light of the fact that without those capacities being done, DSE would not have the capacity to achieve the fundamental needs of the board and staff.

- ❖ **Ensure consistence with work law:** One of the principle elements of the HR office of DSE is to guarantee the business works in assent with all work laws. The HR office knows every one of the standards and follows that specific arrangement of tenets and controls.
- ❖ **Recruitment and preparing:** Recruiting and train new workers are essential obligations of the human asset branch of DSE. This part regularly incorporates meeting and enlisting applicants and putting aside hours staunch to preparing the newcomers. The HR division of DSE regularly distributes preparing materials including handbooks with respect to DSE's work.
- ❖ **Record Keeping:** The HR department of DSE is in charge of record keeping for the whole organization. DSE keep records regarding income, expenses, purchases and all other transactions. The human resources department of DSE also maintains employees' records including their individual tax forms, salary and all other information kept in file by HRD.
- ❖ **Employee relations:** Another key capacity of the HR division is the keeping up representative relations. At the point when there is a question or misconstruing between workers or among representatives and a supervisor, it is the human asset division who take care of the issues. Furthermore, DSE is extremely touchy in taking care of those issues.
- ❖ **Employee execution and enhancement plan:** The HR branch of DSE is setting up execution enhancement designs (PIP). HRD compose recommendations to enable battling representatives to enhance their work to raise it to a specific desire dimension of DSE. The PIP incorporate a depiction of the conduct or execution that needs consideration, destinations to be met inside a specific timeframe, a plan for accomplishing the improvement along with support resources and careful consequences if the advance doesn't occur. (Mooney, L. 2018, June 2)

There are some other functions which HRD of DSE is doing in a regular basis. They are-

- Filling and keeping filed positions in the organization structure.
- Identification of job requirements and selection, recruitment, placing and planning the careers of existing and new officers' employees in accordance with job requirements.
- Provision of training and otherwise development of both candidates and current job holders so that they can perform tasks effectively and efficiently.
- Continues checkup of attendance and leave status of officers and employees and reporting to the CEO.
- Submission of Annual Confidential Report (ACR) of all employees to the CEO.
- Maintenance of updated information regarding all officers and employees
- Receive the letters
- Prepare salary statements
- Salary determination
- Reassignments
- Performance appraisal review and processing
- Policy development
- Workers' compensation

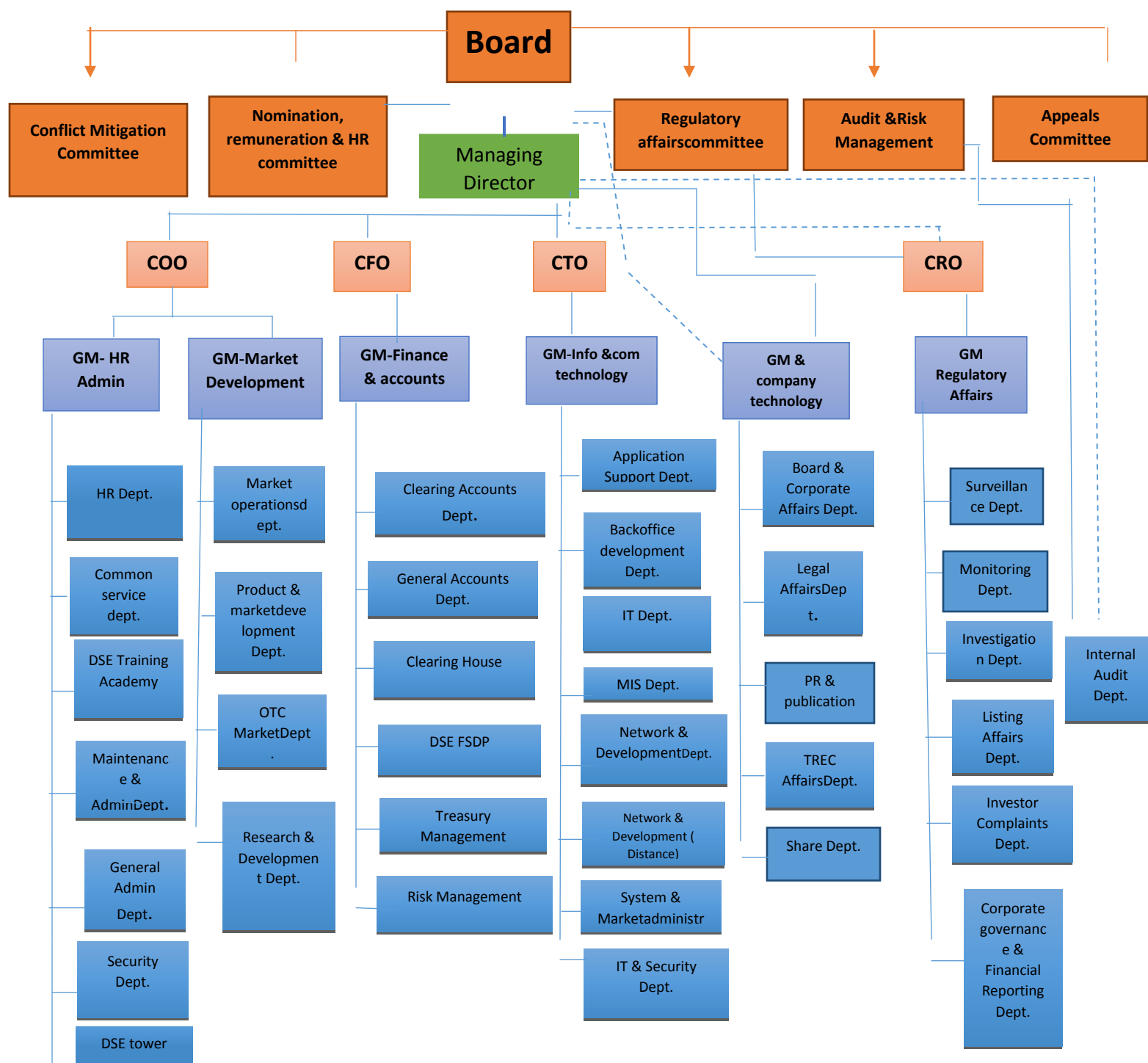
4.6 Recruitment process and requirements to apply in DSE:

To apply in DSE first of all one need to follow their circular published in newspapers (The Daily Star, Prothom Alo). Applicants can also apply through online. The last circular DSE published in newspaper was on 25th July, 2018. Applicants have to apply on the basis of the requirements DSE mentioned in the circular.

The requirements to apply in the GSS, executive or in officer level are different from one another. After selecting in the written exam an applicant need to face viva. If the applicant passed in the viva session, then DSE recruit him/her as an employee of DSE. And this whole process is done by the human resource department of DSE.

- **Recruit as Intern:** DSE gives the chance to the interne students to do their internship in DSE. As a result, an intern can get the opportunity to experience the flavor of real office work and gather experience by working with DSE. interested applicants are encouraged to send CV along with the University forwarding letter to the Head of Human Resources Department at Stock Exchange Building 9/F, Motijheel, C/A, Dhaka-1000.

4.7 Organogram of DSE:



This organogram is last passed organogram of DSE and it is prepared by HR department.

No director of board or member of anybody can't make decision or can't take parts in making decisions they even can't involve any transaction except trading of securities

Directors shall not have access to all the information. There is a channel to pass the information from one to another.

The overall management of DSE is going to be sorted by the committee of administrators. The managing director is selected by the board of nomination for not more than three years.

4.8 Training Activities:

Training Programs on different Grounds are arranged here, likely;

- Authorized Representative Training.
- New Member Training.
- New Authorized Representative Training.
- Investors awareness Training.
- DSE Employee Training (Local & Foreign)
- Automated Clearing & Settlement Training.

Ongoing Training programs:

- Asset Management: Mutual Funds / Collective Investment Scheme
- Awareness Program for Capital Market Journalist Forum
- Awareness Program for Economic Reporters' Forum (ERF)
- Basic Understanding of Financial Derivatives
- Beginners on the basics of investment procedures
- Certificate Program on Basics of Stock Market
- Compliance & Interactive Issues for TREC Holders
- Compliance in Corporate Governance by Listed Companies
- Continuing Listing Requirements
- Financial Statement Analysis
- Foundation Course on Securities Market Operation
- Fundamental Analysis
- ICT Security Guideline for TREC Holders
- Initial Public Offerings (IPO): Processes and Procedures & Book Building Method
- Internal Audit, Risk Management & Control
- Investors' Awareness Program (General)
- Investors' Awareness Program for Officials
- Internal Merger & Acquisition

- OTC Market
- Portfolio Management & Security Analysis
- Regional Investors' Awareness Program
- Risk Management & Control
- Securities Market Rules and Regulations
- Technical Analysis
- Valuation of Securities

Upcoming Training programs:

- Foundation course on training program
- DSE online trading operation
- Certificate program/ diploma course
- Finance modeling
- International program on stock market operation etc.

4.9 Software using in DSE Human Resource Department:

HRD of DSE use tally software, a computer based book keeping method. They have also use some internal software. I update many information like overtime work hour oh employees, salary and loans allowance of employees, lateness report of the employees, employee in-out time, employee smart NID number and all kind of journal& ledger made by this software. All employees HRD use this software but sometimes they face problems because of some software (tally) issues.

4.10 Duties and responsibilities of HR department of DSE:

Human resource department faces so many problems while they do their regular activities. the major problems they are facing; I did notice are-

- The main duty of HRD of DSE is to replace the existing workforce that have left DSE
- HRD face huge problem when one employee left because their productivity goes down. So HRD have to solve these problems.
- If any of the employee (GSS) absent for just only one day they face lot of trouble to manage the works and to manage this works are the duties of HRD
- By giving a lot of loans they are always try their level best to solve all the problems faced by GSS which s one of the important duties to satisfy their employees.
- They (HRD) deals with many requests and queries from employees' whole long day. This could include queries about available time off, vacation time, or loans, early out. They may also receive requests from the GSS to change their departments.

Dhaka Stock Exchange



Chapter Five

Human Resource Accounting

- + Definition
- + Historical Development of HRA
- + Steps to align human resource and accounting
- + HRA Approaches
- + Objective of using HR Accounting
- + Reasons for which DSE is using HRA
- + Benefits DSE is getting by following HRA
- + Limitations DSE is facing while using HRA

HUMAN RESOURCE ACCOUNTING

5.1 Definition of Human Resource Accounting:

Human resources are very important asset and not same as physical asset. Human assets have various feelings and emotions which physical assets don't have.

There is no depreciation value for human assets like physical assets. So this is very important to find out the total cost of human resources for any organization.

In 1960s, Rensis Likert at the side of alternative social researchers created an effort to outline the construct of human resource accounting (HRA).

1. The American Association of Accountants (AAA) defines HRA as follows: 'HRA is a process of identifying and measuring data about human resources and communicating this information to interested parties'.

2. Flamhoitz defines HRA as 'accounting for people as an organizational resource. It involves measuring the costs incurred by organizations to recruit, select, hire, train, and develop human assets. It also involves measuring the economic value of people to the organization'.

3. According to Stephen Knauf, 'HRA is the measurement and quantification of human organizational inputs such as recruiting, training, experience and commitment'. (Chand.S.)

5.2 Historical development of HR Accounting:

The restoration of enthusiasm by market analysts inside the subject of human capital was amidst, or possibly caused, relate examination of the prospect of human asset bookkeeping by bookkeeping scholars.

Up to that point, bookkeepers had considered drawback the matter of esteeming HR to be a piece of the bigger issue of esteeming altruism.

The ongoing investigation amid this space endeavors to distinguish financial qualities on account of the HR of a firm from the qualities because of various parts of altruism.

These come and limited usage of investigation results is subsumed underneath the title of human asset bookkeeping.

Research in human asset bookkeeping mirrors the 2 courses demonstrated in cutting-edge bookkeeping hypothesis.

One area of the examination is coordinated toward the examination of thoughts for the movement of human asset esteems: unique cost, substitution cost, and opportunity cost.

Another area explores the determinants of the value of HR of specialists as a gaggle or of individual laborers.

This fanning of current examination in human asset bookkeeping nearly parallels the "cost of generation" and "promoted income" movement approaches taken by early market analysts a very long while past.

Endeavors to live human asset esteem have come about inside the advancement of 3 entirely unexpected thoughts and movement models.

The first of these estimation ideas, unique expense, is represented in progress of Brummet, Flamholtz, and Pyle who exclusively and all things considered have created ideas, models, and strategies for estimating the chronicled expense of HR.

Concern has been communicated over the verifiable esteem idea—in particular, that the genuine financial estimation of the venture might be fundamentally not quite the same as its expense.

The model of Brummet, is a summed up model which may be stretched out to incorporate substitution costs. Other researchers has created models for the estimation of human asset substitution cost. The final product of the activity of such models is a proportion of the expense to supplant people involving authoritative position.

Seen inadequacies inside the cost way to deal with estimations gem rectifier others to build up the possibility of expense to worth HR.

Hekimian and Jones, for instance, have proposed an arrangement of aggressive offering to get administrative evaluations of chance expense of human resources.

Like the diverse movement thoughts, cost action has its commentators what's more.

Basically, the proposals to esteem human resources at authentic or unique expense are bookkeeping adjustments of the "cost of creation" systems created by Engels in 1883 and recommended by Shultz in 1960. Recommendations to get substitution or opportunity cost estimates parallel the current applied discussion in bookkeeping hypothesis to locate a worthy exchange to chronicled cost.

While one area of bookkeeping examination in human asset bookkeeping has been coordinated toward action thoughts, an-other is coordinated toward the examination of the determinants of the estimation of human resources.

The improvement of this hypothesis is proceeding from 2 very surprising methodologies.

Becoming out of the investigations on association and authority at the University of Michigan's Institute for Social Research, Likert and others have endeavored to build up a model of determinants of a gathering's an incentive to an association. Hermanson proposed two conceivable systems for the financial valuation of the absolute human resources of a firm also; Brummet, Flamholtz, and Pyle just as Lev and Schwartz have recommended strategies to touch base at the estimation of representatives as a gathering.

In a very surprising methodology, Flamholtz has endeavored to build up a model of the determinants of a person's an incentive to a firm.

Except for Likert's model, the techniques proposed for deciding the estimation of workers or gatherings of representatives to an association are comparable on a fundamental level to the proposition of the market analyst William Farr.

At the center of the recommendations is that the acknowledgment that cost of people to an enterprise is that the blessing worth of the more extended term administrations they're relied upon to

Render the "Capitalized earnings" approach.

Likert's model naturally isn't intended to experience the value of HR, yet the productivity of different kinds of the executive's frameworks.

Likert, Flamholtz, Pyle, and Brummet have educated that estimating with respect to this condition of the causative and interceding factors would supply a premise to conjecture future final product factors.

The gauge final product factors would work a premise to estimate future commitments by laborers. This would work a premise to worth HR.

Hermanson's proposed strategies endeavor to give insurance against control by the executives. The proposition use promoted current abundance income or adjusted future worker profit as a proportion of human capital.

In every proposition the effect of the financial idea important is clear.

The proposition of Lev and Schwartz to underwrite future pay is an adjustment straightforwardly tantamount to that of William Farr.

Flamholtz's suggestion for the valuation of an individual utilizes a series of capitalizations corresponding to the service states the individual is expected to occupy. (Spiceland, J.)

5.3 Steps to align human resource and accounting:

Under the normal business model, staff was typically thought as an expense.

The expense of pay rates, benefits, contracting, and terminating got definitely more consideration than the basic commitments that staff made to the corporate.

Presently, as organizations better perceive the job that workers play in business achievement, things like representative yield, learning, innovativeness, and critical thinking are esteemed all the more exceptionally and are viewed as basic income delivering or benefit contributing resources.

This developing gratefulness has diode to amplified represent considerable authority in human capital administration techniques in order to keep up, ensure, and grow representative assets.

There are 3 noteworthy strides to adjust HR endeavors a great deal of intimately with the organization's cash frameworks: (1) adjust organization technique to incorporate enhanced human capital advancement

Furthermore, the executives, (2) build up a dynamic enrollment program that lines up with organization technique, and (3) grow new proportions of accomplishment and enhanced representative maintenance frameworks.

That's how human resource is aligning with Accounting and the end result most likely will lead to increased profitability and greater business success

.

(1) Realign company strategy: A good business plan needs to include various issues of

human resources like: hiring strategies, employee training & development in a right way. It's vital to outline what success feels like in each money and human terms.

(2) Develop a dynamic recruitment program: While individuals are an organization's most noteworthy resource, work turnover is its greatest cost. Studies have shown that substitution a worker will value on the average the maximum amount as two hundred of the bottom remuneration of the previous worker therein same position.

The expenses are high on the grounds that procuring and holding ability includes a few parts and there are costs related with preparing and creating representatives after they're contracted. Job turnover can often lead to lower morale, which can reduce the overall quality of work and diminish innovation from all employees.

(3) Enhanced worker maintenance frameworks: one prevalent configuration for following achievement is an organization scorecard or dashboard report.

While antiquated dashboards center altogether on cash matters, an expanded arrangement among HR and bookkeeping takes into account the addition on both money related and individuals based measurements in following generally speaking organization wellbeing. At whatever point feasible, chase for courses that to live and report the connection between laborer efficiency and advancement toward organization objectives. (GERVASI, S. 2016, June 1)

5.4 HRA Approaches:

Appointing cash esteems to various elements of HR costs, speculations and the value of workers is the greatest test that the HRA is facing. HR bookkeeping fundamentally has two methodologies.

The Cost Approach: This methodology includes ways upheld the costs brought about by the corporate as for partner degree specialist.

Two sorts of expense get extraordinary significance in HRA. One is unique cost another is substitution cost.

***Original/chronicled cost** of HR is that the forfeit that was made to collect and build up the asset.

These grasp the costs of enrolling, choice, employing, arrangement, introduction and hands on preparing.

***The substitution cost** of HR is that the cost that may must be constrained to be brought about if blessing staff are to get supplanted.

Other cost strategies which will be utilized are the quality esteem strategy and the focused method.

In the typical esteem method, the standard expenses related with the enlistment, procuring, preparing and creating per review of workers are resolved every year.

The economic Value Approach: which has ways supported the measure of the human resources & their contribution to the company's advantages.

The ways for calculative the measure of people are 2 types- financial and non-monetary ways. (Mishra, A)

5.5 Objective of using HR Accounting:

The main objectives of using HRA are-

1. To bestow cost value information about acquiring, developing, allocating and maintaining human resources.
2. Permit management to oversee the use of human resources.
3. To find out the appreciation or depreciation of human resources
4. Helps to build a good management practice
5. Increasing the managerial consciousness to in maintaining good management practice
6. To ensure better human resource planning
7. for making better decision about people based on latest information system
8. Assisting in in effective use of manpower (Chand.S.)

5.6 The reasons for which DSE is following Human Resource Accounting:

There are so many reasons for which DSE is following HRA. The reasons for which DSE is using HRA are given below:

1. To get successful & efficient management, DSE is using HRA.
2. HRA provides information regarding any change in the structure of manpower
3. HRA gets subjective data and additionally distinguishes the cost incurred upon individuals.
4. Administration by giving elements to better basic leadership for future venture.
5. The computation of quantifiable profit on human capital is best assessed through HRA.
6. HRA conveys to the different branches of DSE and open about the value of HR and likewise its legitimate allotment inside DSE.
7. HRA helps the DSE the executives in making standards by grouping the money related results of the different practices.

The basic reason for DSE is using HR Accounting is to overcome problems arising from the valuation of intangible assets. HRA provides an insight on employees as assets. HRA provides a profile to the enterprise & thus improves its image. HRA probes to retain intelligent human capital. (Mishra, A).

5.7 Benefits DSE are getting by using HRA:

- Gets appropriate mix of Return on Capital Employed in revelation of the estimation of HR in the long haul point of view of the general DSE's organizing.
- Procure the propagation of nitty gritty record partner to inner HR will help administrative basic leadership process in Recruitment vs. Promotion, Transfer vs. Retention, Retrenchment vs. Retention.
- DSE can effectively utilize Human assets and designation of assets in the economy.
- DSE now can tolerably comprehend the evil impacts of preventable work disturbance or question on the nature of inside HR
- Human assets bookkeeping helps the DSE the executives in work and utilizing of HR.
- DSE get the assistance of choosing exchanges, advancement, preparing and conservation of HR.
- DSE now get the arranging of physical resources concerning HR.
- HRA helps DSE in survey the consumption caused for pass on further instruction and preparing of representatives as far as the advantage gather by the association.
- HRA encourages DSE to call attention to the reasons of high work turnover at various dimensions and making obstructive measures to contain it.
- It encourages DSE to comprehension and assessing the interior quality of the association and causes the HR the board to manage DSE well through the most antagonistic and troublesome circumstances.
- It encourages DSE to pinpoint the genuine reason of low rates of return
- HRA give profitable data to those people who are keen on making long haul interests in DSE
- HRA helps the representatives in improving their execution and bartering power. It makes every worker comprehend his commitment towards the advancement of DSE and the expenses incurred by DSE on him. (Monday, O. 2017, April 2).

5.8 Limitations DSE is facing while following HRA:

- (i) There is no genuine obvious and explicit system or guidance for distinguishing cost and estimation of HR of DSE. The frameworks which are being acquired have sure obstacle.
- (ii) The time of presence of human asset isn't sure and accordingly esteeming them under vulnerability in future appears not to be sensible.
- (iii) The truly necessary genuine validation is still to be found to prop the speculation that HR bookkeeping as an apparatus of DSE's administration encourages prevalent and powerful administration of HR.
- (iv) As HR is not fit for being possessed, holds quickly to, and utilized, in contrast to the physical resources, there is an issue for the DSE the board to regard them as resources in the Brutal sense.
- (v) There is a constant fear of resistance from the exchange associations as setting an incentive on workers would make them guarantee handbag and compensation dependent on such valuations.
- (vi) Regardless of all its significance and need, the assessment laws don't regard individuals as resources.
- (vii) There is no valuation method for human resources which are acceptable so sometimes DSE faces problems while using HRA. (Monday, O. 2017, April 2).

Dhaka Stock Exchange



Chapter Six

Accounting Operations of DSE

- ✚ Introduction
- ✚ Working Section
- ✚ Listing Fee
- ✚ Method of Listing
- ✚ Types of bill

ACCOUNTING OPERATIONS OF DSE

During my internship at DSE I have worked mainly in the human resource department, besides I did also work with their General Accounts Departments. Now in this chapter basically I'm going to discuss some accounting operations (mainly about listing) that I had come to know while working in their general accounts Department.

6.1 Working Section:

In general accounts there are mainly two sections. One is receivables and another one is payable. Receivables account refers to a method of bookkeeping. Journal maintained by tally software. This includes customer billing for goods and services.

Typically associate degree register creates associate degree invoice to present to the client, and the amount of the invoice is debited to the customer's account, where a running balance is kept.

Payments received from a client square measure applied to her account and also the new balance due is calculated and updated

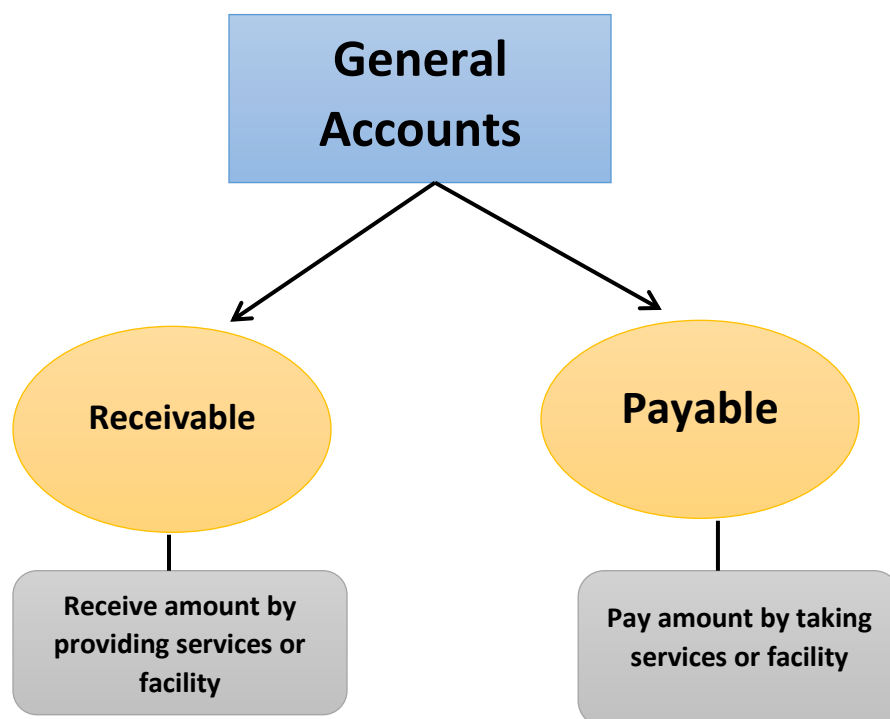


Fig: working section of general account department

6.2 Listing Fee:

Listing provides an exclusive privilege to securities within the stock market.

Only listed shares are quoted on the stock market.

DSE keep transparency in transaction of listed securities with perfect equality and perfect conditions.

Listing fees can be of two types.



6.2.1 Initial Listing Fee:

A backer of recorded securities will pay yearly posting charge to the trade inside 31st walk of each date-book year at the accompanying rates.

- *Listing fee for ordinary shares:*

Up to TK 10 crore of paid up capital at the rate of 0.25%

Above TK 10 crore of paid up capital at the rate of 0.15%

- *Listing fee for preferred shares:*

Above TK 10 crore of size of the issue at the rate of 0.15%

Above TK 10 crore of size of the issue at the rate of 0.15%

- *Listing fee for Mutual and other funds:*

Above TK 10 crore of size of the fund at the rate of 0.15%

Above TK 10 crore of size of the fund at the rate of 0.15%

Anyway the absolute initial posting charge will be least of TK 50,000 and limit of TK 10,000.000 for every one of the classes referenced previously.

6.2.2 Annual Listing Fee:

Each guarantor of recorded securities will pay yearly posting expense to the trade inside 31 walk of each logbook year at the accompanying rate.

- *For Ordinary shares:*

Up to TK 100 crore of paid up capital at the rate of 0.05%

Above TK 10 crore of paid up capital at the rate of 0.02%

- **For Preferred shares:**

Above TK 100 crore of size of the issue at the rate of 0.05%

Above TK 100 crore of size of the issue at the rate of 0.02%

Anyway the absolute posting expense will be least TK 50,000 and most extreme TK 6, 00,000 for every one of the classifications as referenced previously.

6.3 Methods of Listing:

There are two possible ways to get listed with DSE.

- Listing through initial public offer IPO
 - Fixed price method ,when offered at par value
 - Book building system (BBS), when offered above par value.
- Offloading of shares through direct listing.

6.4 Types of Bills:

There are two types of bills. One is annual bill and another one is initial bill. While working in DSE's General Accounts I prepared both this two annual and initial bills. Again initial bills are of two types. Annual bills & initial bills. There are some rules that I had to maintain at the time of preparing the bills. Like, if the listed company pays 6,000,000 or more than 6, 00,000 there is no necessity of preparing annual bills but if it's not then there is a need to prepare annual bills along with the initial bills.

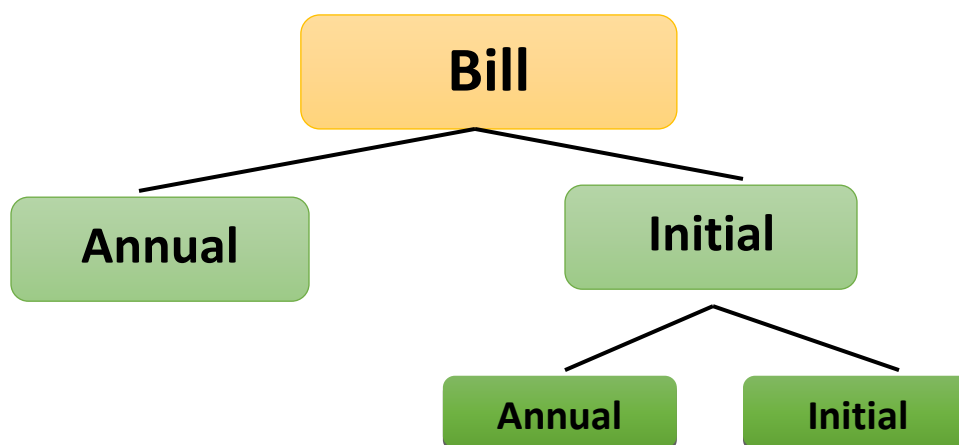


Fig: Types of bill

Dhaka Stock Exchange



Chapter Seven

 **Challenges**
 **Lessons**

7.1 Challenges:

Each part of my working area I confront a few difficulties. In my working area of DSE, I have confronted the accompanying difficulties -

- New working territory with no viable learning about the work.
- As I'm the student of AIS however I fundamentally worked in the DSE's HR department so it was absolutely a new division for me.
- The representatives are extremely stressed with their work to furnish me abundant time to counsel with them
- DSE site has less data so I have confronted such a significant number of issues to gather data.
- There has some reduction to utilize crude information.

7.2 Lessons:

Amid my temporary position period I have gained some essential and down to earth learning. That are-

- I adapted never pick phone in one ring. Picked it at any rate after multiple times it ring
- Learn how to appreciate the whole functioning time
- Learn acceptable behavior well with colleagues promotion outers
- Learn how to vanquish heterogeneous circumstance
- How to behave with GSS's
- Check the lateness reports of employees
- Making memorandum of their meeting
- Receive the letters and record them in eh DSE's book
- Prepare salary statement
- Scan the old files
- Transferring files
- Entry all the listed securities of DSE's address, number of shares in the tally software.
- Prepared bills, invoices of the listed companies in Tally software.
- Collect the employees NID and record them in HRD's excel file
- How to response a mail

Dhaka Stock Exchange



Chapter Eight

Findings

8.1 Findings:

After preparing the report by doing survey on DSE I found that There are both positive and negative strand in DSE.

8.1.1 Positive strand:

like other organizations Using HRA and maintain a good corporate structure is very important for DSE. Because human resource accounting is the measurement of cost and value of the people for the organization. It also helps DSE's management to value its human resource and use them with discretion and wisdom.

After surveying on Dhaka Stock Exchange(DSE) I have come to know that they are using the concept of human resource accounting fully to identify, measure and capture their human resources.

There are 356 employees are working in DSE currently including all General Support Service(GSS).There are 5 personnel (Manager, Deputy Manager, Senior executive and two executives) are working in their human resource department. They take both written and viva exams before recruit an employee.

All we know that an organization needs to do some expense while they recruit an employee. For example, an organization need to bear a huge amount for that employee's training purpose. But DSE never consider those cost as their expense rather they are conscious about the benefit that the workers of DSE create for future. They cover potentiality of a human resource in monetary term, in their financial statement. So, it's clear that DSE is using human resource accounting.

The manager of DSE is responsible for developing employee capabilities. they are always too much concern about their employee satisfaction. Because employee satisfaction recognizes the importance of employee morale to improve the working capability. They also try to ensure employee safety as per labor act of Bangladesh. They always provide facilities like giving different loans, medical facilities etc.DSE is also related with lot of CSR activities.

8.1.2 Negative strand:

The negative strand of DSE according to my point of view are –

- They maintain HRA but don't give that much importance in maintaining HRA.
- Develop a regulatory framework for online trading
- The personnel serving in HRD of DSE has less knowledge about human resource accounting.

- There is need for further strengthen audit practices and enforce international Accounting standards.
- For absence of labor, the exercises of Monitoring, Investigation and Compliance exercises are hampered. Present labor of the division is not very contrasted with the necessity.
- Training offices for representatives are likewise especially constrained in DSE that may expand the effectiveness dimension of a worker.

8.1.3 Future Strand:

Dhaka Stock trade is focused on turning into a world class Stock Exchange with unmistakable venture chance for neighborhood just as remote financial specialists in a quick creating business sector. Woefully, the flimsy political circumstance and the lawfulness issue are the primary hindrances however the administration is sure that money markets would develop and the quantity of organizations recorded at DSE would increment and achieve a sensible position inside a brief time frame

Dhaka Stock Exchange



Chapter Nine

Recommendation & Conclusion

9.1 Recommendation:

As we all know that DSE is a very big organization so giving recommendation on the basis of only three months' internship's experience is bit difficult. So I would prefer to give suggestions rather recommend anything and those are-

- Personnel working in HRD department of DSE should learn to know more about human resource accounting.
- Need to focus on maintaining HRA more immensely
- Facilities should be moved forward
- More investigate and offbeat thought ought to be made
- Should give significance more on ads
- Website of DSE should be improve
- All the DSE staging should be computerized
- Because of their software problems (Tally Software), I saw the executives serving in HRD had to stop their regular works for two three days. They should try to fix the problems as soon as possible.
- Employees should be given training for better understand.

9.2 Conclusion:

The general administration of DSE is better performing yet in a few zones there is have to enhance for further enhancement in future.

All staff, GSS and different representatives are working for the advancement of DSE. The financial indicators within the economy demonstrate a good pattern in 2008-2009.

This will give an open door the administration of DSE to profit most extreme open doors through strategies that will develop in future

The turnover of administrator situate is for limited capacity to focus time, which is for 1 year. This won't give in approach making background. The choice by SEC to lessen top managerial staff will take brisk choices. The administration of DSE is excessively reliant on SEC.

The straight forwardness in capacities is incredibly savvy sign for DSE entire administration. In addition, the coordination in work and persistent battle to bring alteration will encourage to call attention to a great deal of advancement.

Dhaka Stock Exchange



Chapter Ten

Appendix

- References
- Questionnaire
- List of abbreviated words

10.1 References:

1. Retrieved from <https://www.dsebd.org/ilf.php>
2. Rahman, M. Capital Market in Bangladesh - An Overview in the Present Context. Retrieved from <https://www.scribd.com/doc/72464268/Capital-Market-in-Bangladesh-An-Overview-in-the-Present-Context>
3. Retrieved from <http://www.assignmentpoint.com/business/economics/internship-report-on-dhaka-stock-exchange-limited.html?fbclid=IwAR0KN-MQo5D0SuiMPXrAgL9V0DXboLZMsjqZRGaYIshYu4uUxOH-0HdqFs>
4. Retrieved from https://en.wikipedia.org/wiki/Dhaka_Stock_Exchange?fbclid=IwAR1NRmscaLWS4qhBXGWNfOziasRp7xf5IE-uSvRVXGJujbvPIuUDplUIGQ0
5. retrieved from https://en.wikipedia.org/wiki/Chittagong_Stock_Exchange?fbclid=IwAR2GvyP8UG9whuaIHBnkLLPqsnwqMBIU76AOydaqvqtC7RjHGBurtYJDvzs
6. Retrieved from <https://www.dse.com.bd/dseglance.php>
7. Retrieved from <https://www.dse.com.bd/vision.php>
8. Haider, H. (2015, August 22). Internship Report on “Monitoring, Investigation Compliance (MIC) & corporate image of Dhaka stock exchange”. Retrieved from <http://dspace.bracu.ac.bd/xmlui/bitstream/handle/10361/4535/10304053.pdf?sequence=1>
9. Mooney L. (2018, June 2). Key Functions of an HR Department. Retrieved from <https://smallbusiness.chron.com/key-functions-hr-department-31206.html>
10. Retrieved from <https://www.cfa.harvard.edu/hr/functions.html>
11. Retrieved from <https://www.dsebd.org/career.php>
12. retrieved from <https://bd-career.org/dse-job-circular-apply/>
13. retrieved from <https://www.dsebd.org/DM.php>
14. retrieved from https://www.dsebd.org/Training_Academy_2.b.php?page=11
15. retrieved from https://www.dsebd.org/Training_Academy_2.b.php?page=12
16. Chand.S. Human Resource Accounting: Meaning, Definition, Objectives and Limitations. retrieved from <http://www.yourarticlelibrary.com/human-resources/human-resource-accounting-meaning-definition-objectives-and-limitations/32403>
17. Spiceland, J. HUMAN RESOURCE ACCOUNTING: AN HISTORICAL PERSPECTIVE. Retrieved from <http://www.accountingin.com/accounting-historians-journal/volume-3-numbers-1-4/human-resource-accounting-an-historical-perspective/>
18. GERVASI, S. (2016, June 1). The Intersection of HR and Accounting. *Strategic Finance*. Retrieved from <https://sfmagazine.com/post-entry/june-2016-the-intersection-of-hr-and-a>
19. (Mishra, A).Retrieved from http://www.indianmba.com/Faculty_Column/FC1026/fc1026.html

20. (Mishra, A).Retrieved from
http://www.indianmba.com/Faculty_Column/FC1026/fc1026.html?fbclid=IwAR2831cULP9u1fAeLIeMARWFFVOL5N0ltvJt5pqQAFWZ5YtMB4IOINgY7nY
21. Monday, O. (2017, April 2). Human Resources Accounting: Issues, Benefits and Challenges. *International Journal of Economics, Finance and Management Science*, 5(3), 129-138. DOI: 10.11648/j.ijefm.20170503.11
22. Retrieved from https://www.dsebd.org/listing_fees.php
23. Retrieved from https://www.dsebd.org/why_dse_listing.php#methods

10.2 Survey on Dhaka Stock Exchange (DSE)

Name: MD. Shahidul Islam **Designation:** Deputy Manager

Address: 9/F Motijheel C/A, Dhaka-1000

Contact Number: 01730738113 **Email:** shahidul.islam@dse.com.bd

1. How many employees are working in DSE?
 - 356
2. Number of personnel working in HRD of DSE are-
 - Five
3. What is the trading time of DSE?
 - 10:30 AM to 2:30 PM
4. How do you align your business program?
 - By consulting with each department head
5. What recruitment process DSE is following?
 - Written and Interview.
6. How do you ensure your employee satisfaction?
 - Providing healthy working environment and compensation package.
7. What are the safety measurements taken by HRD for the workers of DSE?
 - As per Labor Act of Bangladesh.
8. How often you evaluate employee performance?
 - Yearly
9. What are the salary policies in DSE?
 - Own Salary Policy.

10. How many days in a year an employee of DSE can enjoy as holiday?
 - Casual Leave 15 days; Sick Leave 14 days, Earned Leave 10 days.
11. What are the training programs arranged by DSE?
 - Job related Training Programs.
12. Cost of each training program (approximately)-
 - It depends on Training length and type.
13. How HRD department of DSE manage the resources (man, Machine, Material etc.)?
 - As per Service Rules of DSE.
14. How do you measure the productivity and effectiveness of HRD?
 - By using KPI and Performance Appraisal.
15. How do you look at your shareholders?
 - it depends on the amount they invest in DSE.
16. Do you support CSR activities?
 - Yes, different types of CSR.
17. Is their sufficient internal transparency between DSE and its shareholders?
 - Yes
18. What is the time interval of the data update at DSE website?
 - In every 1 to 3 minutes' interval
19. Is DSE offering internet or web based trading?
 - Yes
20. Which accounting software DSE is using?
 - Tally and some internal software.

10.3 List of abbreviated words:

DSE	Dhaka Stock Exchange
HRD	Human Resource Department
HRA	Human Resource Accounting
AIS	Accounting & Information System
UIU	United International University
GDP	Gross Domestic Product
PPP	public private partnership
SEC	Securities and Exchange Commission
AGM	Annual General Meeting
CDBL	Central Depository Bangladesh limited
PIP	Performance Improvement Plans
GSS	General Support Service
BBS	Book Building System