

**NORTH SOUTH University**  
**School of Business and Economics**  
**Course: MGT 351: Human Resource Management**  
**Instructor: ShH. Semester: Summer 2021.**

**Mark distribution:** 20% - Group Assignment

**Group Formation:**

Form a group of 5-6 members

Submit the following

Group name in one word

- ID
- Names of the group member
- Group Leaders' Details (Phone)
- Name of the researched company – you must submit name of 2 companies of your choice and your instructor will chose one from that list.

**Term Project Details:**

As a group of 5-6 members, prepare a report on the following HRM issues for a company which is based in Bangladesh. The students must get approval from the instructor on the company. No **TWO Groups** can research on the same company. Therefore select, get it approved by the instructor and announce in the class.

- Recruitment
- Selection process
- Training & Development
- Benefit Offered
- PF and Gratuity calculation for an employee of certain rank (True data required)

**General Instruction**

This is a Group Work Project and the group should consist of 4-5 members. Report must include list of work performed by the individual group members.

Please ensure that your written work comply with the following guidelines:

**Format of the report:**

- White A4 paper
- All Margin 1cm
- Font size 12, style Times new Roman
- Header : Put title of the report in each page
- Footer: Page number in each page
- Line spacing 1.5lines
- Correct Citation and referencing (Follow Harvard Referencing System for referencing)
- Spelling and grammar is correct
- Attach Cover page that includes Group no: Member ID and Name
- Include title page; executive summary; table of content and reference (This will not contribute towards your word count)
- The report has to be printed on one side of the paper and be spiral-bound

- Submit a business/visiting card of the HR manager you are interviewing with your report so that the instructor can contact him/her if needed

### **Report Outline**

- **Word Limit: 2000 words** (excludes title page; executive summary; table of content and reference towards your word count)

### Executive Summary

- Introduction
- Methodology
- Background Information about the company
- Culture of Interpersonal relationship/Team leadership
- Current HR System(*your findings*)
  - Recruitment
  - Selection process
  - Training & Development
  - Benefit offered
- Implication of Strategic Human Resource Management (SHRM)
- Recommendations
- Conclusion
- References