Human Resource Management Practice and Necessities in Bangladesh Information Technology (IT)

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Abstract: This study will be performed to find out whether the IT sectors in Bangladesh are practicing the right process of HR functions and whether this sector is considering HR as an integral part of its business. Simple Random Sampling Method is applied in this study. The study will have both practical and academic value. It will lead anyone to get a clear idea about Human Resource Management Practices, its procedure and present scenario of Bangladesh IT and Software Company in comparison with BASIS rules and regulations. This study will also focus on the issues of functioning and relevant environmental factors in Human Resource Management Practices, and their guidelines in prevention. On the other hand the findings of the study will direct to think about appropriate actions and steps for the betterment of the existing practices.

Keyword: Training and development, Compensation, Management, HR.

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I. Introduction

At present Information Technology (IT) is a subject of widespread interest in Bangladesh. There are around 100 software houses, 35 data entry centers, thousands of formal and informal IT training centers and numerous computer shops. The Government has declared IT as a thrust sector and that computer training center will be set up in each divisional and district headquarters of Bangladesh. Import of computer hardware and software is now duty free, VSAT is deregulatedand high speed DDN (Digital Data Network) has been introduced. One fourth of the 45 recommendations of JRC report on software export has already been implemented; rest is in the process of implementation. A tremendous activity is going on in every sector including e-commerce, e-governance, computer networking, Internet, web browsing, web applications, multimedia product development etc. Considerable achievements in the IT sector have already been made over several years towards building a 'Digital Bangladesh' and more initiatives are coming. However, to fully capitalize on the opportunities offered by the worldwide IT expansion, Bangladesh should thrust heavily towards further developing the IT sector to draw the attention of foreign investors competing with other technologically advanced/well-invested Asian countries. At the same time, we should encourage our entrepreneurs to launch IT companies here. Both these efforts would create hundreds of thousands of IT jobs and, consequently, help Bangladesh become a middle-income country by 2021.

STATEMENT OF THE PROBLEM

The report has been titled as "The Research on the Necessities of HR practices in the software industry and IT sector of Bangladesh". The research paper mainly synthesizes the overall idea about HRM Practices of IT factories according to the BASIS. It also describes various sorts of fraud and forgeries in relation with HRM Practices. In this regard organization employees' survey, workers survey, sector wise analysis are conducted. Finally some remedial measures have been suggested too.

OBJECTIVES OF THE STUDY

The following objective of this paper:

- To provide accurate information about human resource and their functioning and relevant environmental factors of software industry and IT sectors of Bangladesh.
- To find out the pitfalls or problems associated with HRM Practices (if any).
- To provide relevant information.

JUSTIFICATION OF THE STUDY

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The study will have both practical and academic value. It will lead anyone to get a clear idea about Human Resource Management Practices, its procedure and present scenario of four repeated software company in comparison with BASIS rules and regulations. The report also focuses on Human Resource Information Systems Practices, and their guidelines in prevention. On the other hand the findings of the study will direct to think about appropriate actions and steps for the betterment of the existing practice. IT Industries are growing gradually in Bangladesh. There are many IT organizations are operating their work at Dhaka and Chittagong districts of Bangladesh. I have been assigned inConfidence SoftwareLtd, Alchemy Software Ltd, Radiance IT SolutionandPanthoSoft Ltd it has given me the scope to be familiar with the software and IT industry environment for the first time indeed. I worked withthoseIT company office and I took interview of 15 employees of each company. Thus I had gathered experiences by working at different units of those company. The area of concentration of this report is confined in investigating different aspects of the Human Resource Management (HRM) Practices of those company's according to the BASIS. In fact, this report is on HRM, especially on Job analysis, HR planning, Recruitment and Selection of the employees, Training and Development, Compensation, and Promotion. Theory and application did become a reality.

II. Methodology

Every research work requires its methodology without which any research will not be scientific and successful. Methodology is a system of explicit rules and procedures upon which research is based and against which claims for knowledge are evaluated. As methodology is generally concerned with data generation data presentation, data analysis following rules and methods are followed to ease the data collection procedure.

Target Group

To gather the required information I have contacted with office and mangers and taken interviews of their employees particularly who work in several units of the office. And I have taken into account 50 employees of offices randomly as sample for data collection.

Sampling Design

The sample space projected for this report was 101 and 50 respondents constitutes the sample size. The respondents as of the sample size were the employees of Confidence Software Ltd, Alchemy Software Ltd, Radiance IT Solution and PanthoSoft Ltd. For clarification it is mentioned that "Simple Random Sampling Method" is applied. In this research it has chosen 50 as sample size out of 101 employees from office. So the sample size 50 will be the maximum potential. It will help me to find out and solve the problem practically.

Source of Information

I have used the observational approach and interview approach as the primary sources of information for collecting our required data. A questionnaire is prepared to find out the Human Resource Management Practices inConfidence Software Ltd, Alchemy Software Ltd, Radiance IT Solution and PanthoSoft Ltd.

Data Analysis

At each stage of survey, data is checked, edited & coded. By using Statistical techniques, data is summarized to find out expected result and presented that by graphical presentation. Data from various sources is coded entered into database system using Statistical Product and Service Solution (SPSS) and Microsoft Excel Software. Preliminary data sheets are compared with original coding sheets to ensure the accuracy of data entered.

III. Analysis The Result

Descriptive Statistic

Table-1: Descriptive Statistics

| | N | Range | Minimum | Maximum | Mean | Std. Deviation | Variance |
|---|----|-------|---------|---------|-------|----------------|----------|
| | | | | | | | |
| You are satisfied with your current job | | | | _ | 4.0.6 | 240 | 0.50 |
| | 50 | 1 | 4 | 5 | 4.06 | .240 | .058 |
| Bangladesh IT sector is best place for | 50 | 4 | 1 | 5 | 3.28 | 1.179 | 1.389 |
| job | | | | | | | |
| Management of Bangladesh IT sector is | | | | | | | |
| good | 50 | 2 | 3 | 5 | 4.04 | .450 | .202 |
| Bangladesh IT sector's recruitment and | 50 | | | | | | |
| selection is fair | | 3 | 2 | 5 | 3.78 | .840 | .706 |
| Management always motivates | | | | | | | |
| employees | 50 | 3 | 2 | 5 | 3.80 | .782 | .612 |
| Existing rules and regulations are | | | | | | | |

| equally followed by all | 50 | 3 | 2 | 5 | 3.66 | .939 | .882 |
|--|----|---|---|---|------|-------|-------|
| Training programs are arranged | 50 | 4 | 1 | 5 | 2.40 | 1.030 | 1.061 |
| frequently for improving efficiency | | | | | | | |
| Training has resulted improved | | | | | | | |
| efficiency compare to pre-training phase | | | | | | | |
| | 50 | 3 | 1 | 4 | 2.34 | .688 | .474 |
| Job stress in Bangladesh IT sector is | | | | | | | |
| very high | 50 | 3 | 2 | 5 | 3.70 | .974 | .949 |
| Job security is high in Bangladesh IT | | | | | | | |
| sector | 50 | 1 | 1 | 2 | 1.80 | .404 | .163 |
| Compensation which is being given are | | | | | | | |
| satisfactory or Your organization | | | | | | | |
| provides fair wages and salary | 50 | 1 | 4 | 5 | 4.16 | .370 | .137 |
| | | | | | | | |
| Working environment is healthy and | | | | | | | |
| safety | 50 | 1 | 4 | 5 | 4.10 | .303 | .092 |
| Promotions are fairly administered | | | | | | | |
| consistently | 50 | 0 | 4 | 4 | 4.00 | .000 | .000 |
| Management appreciates your | | | | | | | |
| consultative role | 50 | 1 | 2 | 3 | 2.80 | .404 | .163 |

Management appreciates your consultative role

Table-2: Management appreciates your consultative role

| | | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | | |
|-------------------|-----------|--|---------------|--------------------|
| | Frequency | Percent | Valid Percent | Cumulative Percent |
| Disagree | 6 | 12 | 12 | 12 |
| Undecided | 5 | 10 | 10 | 22 |
| Strongly agree | 8 | 16 | 16 | 38 |
| Agree | 13 | 26 | 26 | 64 |
| Strongly disagree | 18 | 36 | 36 | 100 |
| Total | 50 | 100.0 | 100.0 | |
| | | | | |

From the above table-2: it can be depicted that 26% employees agreed that management regularly appreciates their consultative role but on the other hand it's also been noticed that 10% incumbents were in neutral position to give their opinion. However 16% employees strongly agreed that management appreciates their consultative role, on the other hand 12% incumbents disagreed with above mentioned information while a large percentage which is 36% people strongly disagreed about the statement which is management appreciates the consultative role. However this scenario suggests that the organization is not appreciative regarding employee participation which will become a hindrance to create a sense of ownership in the mind of the employees.

Promotions are fairly administered consistently

Table-3: Promotions are fairly administered consistently

| | Frequency | Percent | Valid Percent | Cumulative Percent |
|-------------------|-----------|---------|---------------|--------------------|
| Disagree | 12 | 24 | 24 | 24 |
| Undecided | 10 | 20 | 20 | 44 |
| Strongly agree | 5 | 10 | 10 | 54 |
| Agree | 15 | 30 | 30 | 84 |
| Strongly disagree | 8 | 16 | 16 | 100 |
| Total | 50 | 100.0 | 100.0 | |

Table-3 shows that 30% employees believes that promotions are taking place fairly at a consistently basis in opposition to only 10% incumbents are very satisfied with the promotion policy of the organization. Accordingly 20% respondents kept their opinion as undecided consequently 16% employees felt that promotions are not taking place perfectly as they have cited strongly disagree about the statement. However 24% incumbents felt disagree with the statement. Since most of the employees are unhappy regarding the promotion strategy which suggest that Bangladesh IT sector promotion policy is not good enough to retain competent people

Working environment is healthy and safety

Table-4: Working environment is healthy and safety

| | Table-4: Working environment is hearthy and safety | | | | | | |
|-------------------|--|---------|---------------|--------------------|--|--|--|
| | Frequency | Percent | Valid Percent | Cumulative Percent | | | |
| Disagree | 7 | 14 | 14 | 14 | | | |
| Strongly agree | 15 | 30 | 30 | 44 | | | |
| Agree | 25 | 50 | 50 | 94 | | | |
| Strongly disagree | 3 | 6 | 6 | 100 | | | |
| Total | 50 | 100.0 | 100.0 | | | | |

Table-4 represents the information about the working environment of the organizations. According to the information it can be summarized that 30% respondents highly agreed that their working environment is healthy and safety but on the other part of the corner we have also noticed that 50% of the employees declared that they were somewhat agree regarding the working environment of the organization is healthy and safety. Nevertheless 14% respondents disagreed that the working condition is not healthy and safety, in the same way 6% employees strongly disagreed about the above statement. However this information unleashes the fact that employees are positively satisfied regarding their work environment as the percentage in the agree side is much higher.

Your organization provides fair wages and salary

Table-5: Your organization provides fair wages and salary

| | Frequency | Percent | Valid Percent | Cumulative Percent |
|-------------------|-----------|---------|---------------|--------------------|
| Disagree | 10 | 20 | 20 | 20 |
| Strongly agree | 5 | 10 | 10 | 30 |
| Agree | 25 | 50 | 50 | 80 |
| Strongly disagree | 10 | 20 | 20 | 100 |
| Total | 50 | 100.0 | 100.0 | |

Table-5: If I want to discuss about the fair wages and salary of the Bangladesh IT sector then it resemblance that 10% of the employee were very much happy with the salary structure in contrast to 50% respondents submitted their opinion by stating their agree salary and wages are fair. However 20% people were reluctant to give their opinion where as 20 % people declared that they are not happy with the existing salary and wages policy. The ultimate vintage of this information is that a little more than half of the total employee is happy or satisfied with the overall salary and wages structure but rest of them were either unhappy or not satisfied with the compensation package.

Job security is high in Bangladesh IT sector

Table-6: Job security is high in Bangladesh IT sector

| | Tente of the security is might in Buildings and the | | | | | | |
|---|---|-----------|---------|---------------|--------------------|--|--|
| | | Frequency | Percent | Valid Percent | Cumulative Percent | | |
| I | Disagree | 15 | 30 | 30 | 30 | | |
| | Undecided | 7 | 14 | 14 | 44 | | |
| | Strongly disagree | 20 | 40 | 40 | 84 | | |
| | Agree | 8 | 16 | 16 | 100 | | |
| Π | Total | 50 | 100.0 | 100.0 | | | |

It can be interpreted from the above **table-6.6**: that 40% employees do not believe that job security is high in Bangladesh IT sector whereas only 16% incumbents agree that Bangladesh IT sector job security is high .Similar to 14% respondents were undecided during their interviews to give their opinion in contrast to 30% people gave negative remark about the job security of the Bangladesh IT sector. It can be concluded that more than 70% people are unhappy about the job security in Bangladesh IT sector which is not a good sign for an organization to run competitively.

Job stress in Bangladesh IT sector is very high

Table-6.7: Job stress in Bangladesh IT sector is very high

| | Frequency | Percent | Valid Percent | Cumulative Percent |
|----------------|-----------|---------|---------------|--------------------|
| Disagree | 11 | 22 | 22 | 22 |
| Strongly agree | 7 | 14 | 14 | 36 |
| Agree | 32 | 64 | 64 | 100 |
| Total | 50 | 100.0 | 100.0 | |

It can be depicted from the above **table-6.7**: that 32% employees agree that job stress is high in Bangladesh IT sector in contrast to only 14% incumbents strongly agree that job stress exist high in the organization. However 22% people believe that job stress is not so high in Bangladesh IT sector. The ultimate conclusion that we can make which is Bangladesh IT sector is clearly carrying a highly job stress organization image within the organizations image.

Training has resulted improved efficiency compare to pre-training phase

Table-6.8: Training has resulted improved efficiency compare to pre-training phase

| | | I | | 01 |
|-------------------|-----------|---------|---------------|--------------------|
| | Frequency | Percent | Valid Percent | Cumulative Percent |
| Disagree | 36 | 72 | 72 | 72 |
| Undecided | 8 | 16 | 16 | 88 |
| Agree | 5 | 10 | 10 | 98 |
| Strongly disagree | 1 | 2 | 2 | 100 |

| Total | 50 | 100.0 | 100.0 |
|-------|----|-------|-------|

The above **table-6.8**: represents that 10% people agrees that training has resulted increased efficiency to the employees performance but differ from only 2% incumbents strongly disagreed with the statement that training has resulted no efficiency for the employees .Never the less 16% employees were undecided about their opinion whereas a large number of employees shared that which is 72%, disagreed with the mentioned statement. It can be summarized that as only 10% agreed about the training efficiency but a mammoth number of people were unsatisfied which indicates that training was not done effectively, it may due to unskilled trainer who conducted the training program or the organizations were not focusing enough to get proper outcome from the training.

Training programs are arranged frequently for improving efficiency

Table-6.9: Training programs are arranged frequently for improving efficiency

| | Frequency | Percent | Valid Percent | Cumulative Percent |
|-------------------|-----------|---------|---------------|--------------------|
| Disagree | 26 | 52 | 52 | 52 |
| Undecided | 10 | 20 | 20 | 72 |
| Strongly agree | 3 | 6 | 6 | 78 |
| Agree | 4 | 8 | 8 | 86 |
| Strongly disagree | 7 | 14 | 14 | 100 |
| Total | 50 | 100.0 | 100.0 | |

The above **table-6.9** represents the information that 52% employees disagreed about the statement which is training programs are arranged frequently for improving efficiency on the other hand 14% incumbents strongly disagreed about the arrangement of the training programs frequently for improving employees efficiency. It is also noted that 6% people strongly agreed about the efficiency of the arranging training programs by those organization whereas 20% respondents kept themselves way from giving their opinion. However it is crystal clear that employees are not happy with the training programs which are being arranged by the organizations employee as it is not perfectly administered for the employee efficiency.

Existing rules and regulations are equally followed by all

Table-6.10: Existing rules and regulations are equally followed by all

| | Frequency | Percent | Valid Percent | Cumulative Percent |
|-------------------|-----------|---------|---------------|--------------------|
| Disagree | 25 | 50 | 50 | 50 |
| Strongly agree | 7 | 14 | 14 | 64 |
| Agree | 8 | 16 | 16 | 80 |
| Strongly disagree | 10 | 20 | 20 | 100 |
| Total | 50 | 100.0 | 100.0 | |

The above mentioned **table-6.10** represents the information that 50% employees disagreed that existing rules and regulations are equally followed by all even though only 14% respondents strongly agreed that the rules and regulations are equally followed by all. Nevertheless 16% of the people which is slightly more than 14% agrees that rules and regulations are equally followed by all even though 20% people completely had an adverse opinion about the above mentioned statement. However the remaking factor is that as we have already noticed mostly employees are unhappy about following the rules and regulations equally which indeed suggest that the management is not strong enough to implement all those rules and policies among the all levels of employees equally.

Management always motivates employees

Table-6.11: Management always motivates employees

| | Frequency | Percent | Valid Percent | Cumulative Percent |
|----------------|-----------|---------|---------------|--------------------|
| Disagree | 20 | 40 | 40 | 40 |
| Undecided | 14 | 28 | 28 | 68 |
| Strongly agree | 4 | 8 | 8 | 76 |
| Agree | 12 | 24 | 24 | 100 |
| Total | 50 | 100.0 | 100.0 | |

If we want to interpret the above **table-6.11** then we can depict that a large number of employees which is 40% disagreed with the statement that management always motivates the employees instead only a nominal number of respondents which is 8% strongly agreed that management always motivates employees. In the same way 28% people kept way themselves to give their opinion about the above statement on the other hand 24% incumbents agreed that the motivation system by the management is appreciate able. From this we can deduce that the management of Bangladesh IT sector is not good enough to motivate employees always as only 8% people agreed with the statement

Bangladesh IT sectorrecruitment and selection is fair

Table-6.12: Bangladesh IT sector's recruitment and selection is fair

| 1 W 10 01 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | | | | | |
|---|-----------|---------|---------------|--------------------|--|
| | Frequency | Percent | Valid Percent | Cumulative Percent | |
| Disagree | 20 | 40 | 40 | 40 | |
| Undecided | 2 | 4 | 4 | 44 | |
| Strongly agree | 5 | 10 | 10 | 54 | |
| Agree | 15 | 30 | 30 | 84 | |
| Strongly disagree | 8 | 16 | 16 | 100 | |
| Total | 50 | 100.0 | 100.0 | | |

The aforementioned **table-6.12** represents the information in sequence that 30% employees agreed that those organizations recruitment and selection is fair differ from 40% people which is a bit higher than 30% people disagreed with the issue of about the fairness of selection and recruitment procedure. Still a little percent of people which is 10% strongly agreed that selection and recruitment is fair in Bangladesh IT sector. But in contrast 16% incumbents completely disagreed with the statement that the recruitment and selection in Bangladesh IT sector is fair. In addition a tiny percentage which is 4% people was undecided to give their opinion about the statement. From the above information it can be said that more than 50% people were dissatisfied about the Bangladesh IT sector recruitment and selection procedure which simply indicates that HR people are not playing effective role within the organizations.

Management of Bangladesh IT sector is good

Table-6.13: Management of Bangladesh IT sector is good

| | Frequency | Percent | Valid Percent | Cumulative Percent |
|-------------------|-----------|---------|---------------|--------------------|
| Disagree | 18 | 36 | 36 | 36 |
| Undecided | 1 | 2 | 2 | 38 |
| Strongly agree | 6 | 12 | 12 | 50 |
| Agree | 20 | 40 | 40 | 90 |
| Strongly disagree | 5 | 10 | 10 | 100 |
| Total | 50 | 100.0 | 100.0 | |

The above **table-6.13** depicts 40% people agreed that management of Bangladesh IT sector is good whereas 36% incumbents also disagreed about the statement that management is good .Even though similar number of percentage of the respondents given their opinion as strongly agree and strongly disagree which is respectively 12% and 10% .Interestingly only 2% employees gave no responses about the statement. From this analysis it can be concluded that there is a mixed type of feelings in the mind of the employees regarding the activities of the management.

Bangladesh IT sectoris best place for job

Table-6.14:Bangladesh IT sector is best place for job

| | Frequency | Percent | Valid Percent | Cumulative Percent |
|-------------------|-----------|---------|---------------|--------------------|
| Undecided | 8 | 16 | 16 | 16 |
| Strongly agree | 9 | 18 | 34 | 34 |
| Agree | 18 | 36 | 36 | 70 |
| Strongly disagree | 15 | 30 | 30 | 100 |
| Total | 50 | 100.0 | 100.0 | |

From the above **table-6.14** it can be infer that 18% employees strongly agreed that Bangladesh IT sector is the best place for the job but on the other part of the corner 30% people strongly disagreed with the statement that Bangladesh IT sector is the best place for the job. Nevertheless 36% incumbents posted their opinion positively regarding the statement, in contrast to 16% people claimed that they are not agree with the above mention statement. Now we can sum up by stating that here is also mixed behavior found among the employees regarding the statement which is Bangladesh IT sector is the best place for the job. But one thing can be said that is employees do not conclusively thinks Bangladesh IT sector is not the best place for the job as the overall agree percentage is higher than the disagree percentage.

You are satisfied with your current job

Table-6.15: You are satisfied with your current job

| | Frequency | Percent | Valid Percent | Cumulative Percent |
|-----------|-----------|---------|---------------|--------------------|
| Disagree | 15 | 30 | 30 | 30 |
| Undecided | 7 | 14 | 14 | 44 |

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| Strongly agree | 6 | 12 | 12 | 56 |
|-------------------|----|-------|-------|-----|
| Agree | 10 | 20 | 20 | 76 |
| Strongly disagree | 12 | 24 | 24 | 100 |
| Total | 50 | 100.0 | 100.0 | |

The above **table-6.15** depicts that 20% employees were agreed that they are satisfied about their job where as 24% incumbents strongly disagreed about the aforementioned statement that they are not happy with their current job. Nevertheless only 12% employees strongly agreed that they are satisfied with the current job even though 30% people were disagreed about the above mentioned statement. However 14% incumbents avoided themselves to give their opinion. The overall scenario of this pie chart is the people those who are working at Bangladesh IT sector are not satisfied as it can be judged from the above dates.

IV. Findings

The IT Industry was established before three decades in our country. At the beginning of this Industry Human Resource Management (HRM) was not introduced clearly. With the passage of time the owners of the IT Organizations become familiar with HRM practices and it plays an important role in organization development, growth of production and human resource development etc. The modern approach to supervision and HR Management engages more workers' intelligence, creativity, motivation and loyalty. It tends to reduce absenteeism and turnover, increasing productivity and problem solving ability. But it is matter of sorrow that all organizations do not follow the rules and regulations properly.

The actual scenario of Human Resource Management (HRM) of The IT Industry particularly Confidence Software Ltd, Alchemy Software Ltd, Radiance IT Solution and PanthoSoft Ltd are described below.

- At the beginning of this Industry Human Resource Management (HRM) was not introduced clearly but now it plays an important role.
- Now they try to do HRM practices but they do not follow properly.
- The recruitment and selection process is not so standard.
- In some cases rules and regulations are not performed by all.
- Compensation package covers minimum standard at mid and lower level but at top level it is standard.
- The employees do not get training facility but it is necessary to develop performance and productivity.
- The organization's attention is usually focused on the work to increase productivity. This is helpful to achieve the organizational goal.
- They always try to measure quantity with quality that is not standard.
- Less caring about their further career development.
- Lack of adequate, update and accurate information from the management information department (MIS)
- The pay and promotion decision are made based on the seniority although it should be related with performance and sometimes it is not provided properly. And sometimes nepotism works behind it.
- Lack of job description and job analysis procedure for the personnel so that sometimes lower label workers cannot identify their specific tasks.
- All the departments have not enough modern facilities like-computer & other technologies.
- Most of the employees feel job stress that does not always ensure productivity.
- Generally the organization does not provide advertisement in the media source such as the daily newspapers & the internet.
- Most of the employees do not feel job securities.
- Working environment is good but few employees are with this environment.

Considering the overall situation it can be said that Confidence Software Ltd, Alchemy Software Ltd, Radiance IT Solution and PanthoSoft Ltd practice Human Resource Management (HRM) like other Bangladesh IT sector organization and does not follow up date Human Resource Management practices.

V. Conclusions and Recommendations

At the conclusion of the report I would like to say that the Bangladesh IT sector has not practiced standard human resource management. Here I have some recommendations that identify avenues for improving the human resource management policies of Bangladesh.

- 1. The company should be prepared the standard human resource planning. Because the success and failure of organizations is highly dependent on the proper human resource planning.
- 2. The OMR process practiced in the organization is a very effective tool to fill probable vacancy. The in -house circulars within the group also act as a useful device to find the right person of the right job.
- 3. The manager training program of the company is a good way to groom to be manager for the probable vacancy in the future. The organization should regularly follow this procedure to build a productive and

valuable workforce. The selection tools and procedures used in this program have also provided to be very effective.

- 4. The HR Department should look into the matter of consuming more time in the process of calling the applicants after their responses very seriously. The organization could control the size of applicants' pool by using more clear and specific statements in the ad in terms of the minimum educational degree, preferred institutions and other necessary criteria based on which the initial screening of the applications were conducted.
- 5. The company should follow both on-the-job and off-the-job method training when they are training their employees.
- 6. Before appraising the performance of employees in the organization properly, the HRD manager should be established the standard. Here it is noticeable that the HRD manager should appraise the performance of all employees in the organization without showing any discrimination.
- 7. The HRD manager should prepare the standard promotion policy for the employees of the organization. Here it is very much important that the employees should get the promotion based on the performance not the nepotism, political influence and whatsoever.
- 8. The HRD manager should established the standard pay structure for the employees of the organization in order to reduce the high turnover of employees.

HRM practices in Bangladesh used to resemble those of personnel management practices in which the role of HRM managers was confined to administrative and legal issues, as happened in many other developing and emerging economies (Budhwar&Debrah, 2001; Mahmood &Baimukhamedova, 2013). In public sector organizations, HRM practices are still highly centralized and all practices

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