

# **Internship Report**

on

## **An Internship Experience in a Technical Departments at Jannat Fashion**



Submitted to:

**Islamic University of Technology**

**in partial fulfillment of the requirements for the degree of**

**BBA in Technology Management**

Submitted by:

I understand that my final report will become part of the permanent collection of the Islamic University of Technology (IUT) in partial fulfillment of the requirements for the degree of BBA in Technology Management. My signature below authorizes the release of my final report to any reader upon request.

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## Letter of Transmittal

September 04, 2025

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Subject: Submission of internship report at Garments Industry (Jannat Fashion)

Respected Mam

It is my honor to submit my report on my internship for your approval. I am writing to humbly ask for your permission to submit my internship report, which I have finished as a requirement for my Academic program. The report includes a thorough evaluation on my internship experience and highlights the useful information and abilities I have gained during the course of the program.

The title of my report is **An Internship Experience in a Technical Departments at Jannat Fashion**. This report is primarily focused on my daily tasks and activities during my internship period in the Technical development of a Garments industry for economic development of Bangladesh. The report also portrays an in-depth analysis of the company and the department which provide an overview of how the said department functions. This 3-month program was filled with learning opportunities and experience that will work as a stepping stone in the professional world.

I would be delighted to hear your feedback about this report anytime in the future.

Sincerely Yours,

Md. Naimur Rahman

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## **Declaration**

I, Md. Naimur Rahman, a student of the Department of Business and Technology Management (BTM) of Islamic University of Technology (IUT). Hereby attest to the fact that this report is purely my own work and has been prepared under the supervision of **Naznin Akther**. Assistant Professor in the Department of Business and Technology Management. I also ascertain that I have not given this report to any other person or organization in return for any kind of certificates. Furthermore, I take full responsibility for any violations of the university's plagiarism and AI detection policies.

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I would like to express my heartfelt gratitude to everyone who supported and guided me throughout the successful completion of my internship and this report.

First and foremost, I would like to thank my university advisor, Naznin Akther and Tahani Tahmid for their invaluable guidance, encouragement, and insightful suggestions during the preparation of this report. Their support has been instrumental in helping me understand and analyze my experience from an academic perspective.

I am also sincerely grateful to Mr. Harun Or Rashid, my company supervisor at Jannat Fashion, for providing me with the opportunity to work as an Assistant Technical Officer during my three-month internship. His mentorship and the practical knowledge and experience I gained under his supervision, greatly enriched my understanding of the export quality garments industry.

I would like to thank the entire team at Jannat Fashion for their cooperation, support and for creating a professional and work environment. That contributed to my learning and development.

Lastly, I extend my appreciation to my friends for their constant moral support and encouragement throughout this period.

## **Executive Summary**

This report give me a clear overview of my 3 month internship at Jannat Fashion, a well-known export quality garment factory. The main goal of my internship was to learn practical skills development and get real experience. That how garment production works. I also wanted to develop my professional skills by working in a real garments factory.

During the internship, I worked with Mr. Harun Or Rashid, who was my supervisor. I worked as an Assistant Technical Officer. My main duties were to help with production planning, quality control, fabric checking, and communication between departments. These tasks helped me understand how clothes are made, what standards are followed, and what problems can happen during production.

In this report, I explain how I learned during the internship by watching, working directly, and talking regularly with the staff and managers. I found that quality control, good communication, and finishing work on time are very important to keep high standards in the garment industry.

This internship helped me understand garment production much better. It also gave me useful experience that will help me in my future career in the textile and clothing sector. At the end of the report, I also give some simple suggestions to improve the production system.

In short, this internship helped me connect what I learned in school with real factory work and gave me a strong base for working in the garment industry.



**JANNAT FASHION**

**An export quality garments industry, Gazipur, Bangladesh**

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## **List of Abbreviations of Technical Symbols and Terms**

<b>Abbreviation</b>	<b>Full Form</b>
CAD	Computer-Aided Design
CAM	Computer-Aided Manufacturing
QC	Quality Control
QA	Quality Assurance
GSM	Grams per Square Meter
FOB	Free on Board
SMV	Standard Minute Value
PO	Purchase Order
TNA	Time and Action Plan
IE	Industrial Engineering
ERP	Enterprise Resource Planning
R&D	Research and Development
WIP	Work In Progress
SKU	Stock Keeping Unit
KPI	Key Performance Indicator

# **Chapter 1**

## **Introduction**

## Introduction

The garments industry is very important for the economy of Bangladesh. It helps the country by creating many jobs, earning money through exports, and supporting industrial growth. As a student studying a technical or textile subject, it is important to get real-life experience in this field. This helps connect what we learn in class with how things work in the real world. To achieve this, I completed a three-month internship at **Jannat Fashion**, a well-known garment factory. During this time, I worked as an **Assistant Technical Officer**.

### 1.1 Background

**Jannat Fashion** makes and exports ready-made clothes for both local and international markets. The company is known for its focus on **good quality, on-time delivery, and following industry rules**. Because of this, it has become a strong and competitive export quality company in the garment sector of Bangladesh.

During my internship, I mainly worked in the electrical and mechanical site of **technical department**. I work and helped with different tasks like **electric supply, engine site, production, fabric inspection, and managing the workflow** between departments. I also got the chance to learn about some **electrical and mechanical technology** used in the factory. This included that how machines are maintained, how power sector is managed, and how different equipment supports and smooth production.

This experience gave me a good understanding of both **technical** and **operational** sides of garments, including how machines and electrical systems help the whole process run.

### 1.2 Objectives

The objectives of my internship were:

1. To gain practical experience in the garments industry, specifically in technical sector.
2. To understand the workflow of production in a manufacturing.
3. To bridge the gap between academic and real life industry practices.
4. To develop professional skills in teamwork and problem solving.

### 1.3 Significance

This internship was an important part of my learning and career journey. It helped me use what I learned in the classroom in a real factory setting. The experience improved my **technical skills**, gave me a better understanding of **industry rules and standards**, and prepared me for future jobs in the **apparel and textile industry**.

Working at **Jannat Fashion** gave me the chance to see how **production systems, machinery, and technical supervision** work in a real garment factory. This experience was very helpful and added great value to my professional growth.

## 1.4 Methodology

The internship was carried out through:

- **Observation** of technical operations, including cutting, sewing, finishing, and packaging.
- **Participation** in daily tasks under the supervision of the company advisor.
- **Interaction** with technical staff, supervisors, and operators to understand work processes.
- **Documentation** of daily activities, learning points, and challenges encountered.

## 1.5 Limitations

While the internship provided rich practical experience, it had certain limitations:

- The internship period of three months was not sufficient to explore all departments in depth.
- My activities were mainly limited to the **technical and production sections**, with limited exposure to areas like merchandising, HR, and finance.
- Some proprietary information and advanced processes were not accessible due to company confidentiality policies

## **Chapter 2**

### **An Overview of the Company**

## 2.1 About the Company

**Jannat Fashion** is a export quality garment factory in Gaipur **Bangladesh**. That makes high quality **knitwear** and **woven clothes**. It supplies products to both local and international customers in many others country. The company is well-known for its strong focus on technical site , **quality control**, **on-time delivery**, and **following global factory standards** on modern age.

It serves many different types of clients, including **fashion brands** and **retail stores**, and has earned a good reputation for keeping **high export quality** and **efficient production systems**.

## 2.2 Brief History of the Company

**Jannat Fashion** was established in **2011** as a **export quality garment factory** with limited production. Day by day the company has grown by using **better planning**, **digital machines**, and a **skilled workforce**. Now, the company runs **several production lines** and has a much larger operation.

The company has also kept up with **market changes** by using **eco-friendly practices** and adding **mordern tools** to improve its work

## 2.3 Growth Trajectory

Since it started, **Jannat Fashion** , export quality garments factory has grown a lot. It began by making small orders for customers in Bangladesh. Now, it makes big orders to sell in other international countries.

The company uses **new machines** and has trained workers. It also checks the quality of the clothes carefully to keep customers happy. Jannat Fashion is trying to find new customers and make new products to grow bigger.

## 2.4 Vision, Mission, and Core Values

- **Vision:**  
To be a leading garments manufacturer recognized globally for quality, innovation, and sustainable practices.
- **Mission:**  
To deliver superior quality garments through skilled craftsmanship, advanced technology, and a customer-centric approach.
- **Core Values:**
  - Quality and Consistency
  - Customer Satisfaction
  - Integrity and Transparency
  - Innovation and Improvement
  - Sustainability and Responsibility

## 2.5 Organogram of the Company

Below is the simplified organizational structure (organogram) of JANNAT FASHION:



**Figure 1: Organogram of the Company**

## 2.6 Product/Services of the Company

Jannat Fashion primarily produces:

- **Knitwear:** T-shirts, polo shirts, tank tops
- **Woven Garments:** Shirts, trousers, jackets
- **Uniforms and Custom Orders:** Based on buyer specifications
- **Export Services:** Packaging, quality assurance, and shipping coordination

## 2.7 Future Endeavors of the Company

Jannat Fashion aims to:

- Expand its production capacity by setting up new production units.
- Enter new export markets in Europe and North America.
- Implement digital ERP systems to enhance workflow efficiency.
- Invest in eco-friendly and sustainable manufacturing practices.

## **2.8 SWOT Analysis of the Company**

### **Strengths**

- Strong quality control system
- Experienced technical staff
- Competitive pricing

### **Weaknesses**

- Limited digital integration
- Dependence on a few key buyers
- Limited global brand recognition

### **Opportunities**

- Growing global demand for sustainable garments
- Expansion into new markets
- Adoption of automation and ERP

### **Threats**

- Rising raw material costs
- Intense competition in RMG sector
- Political/economic instability affecting exports

**Chapter 3**  
**Industry Analysis of the Company**

### 3.1 Brief Description of the Industry

The Ready-Made Garments (RMG) industry is the biggest industry in Bangladesh. It is very important for the country's economy. This industry makes more than 80% of Bangladesh's export money. It also gives jobs to millions of people, especially women.

The industry makes many types of clothes like knitwear, woven clothes, and denim. Most of these clothes are sold to countries like the EU, USA, and Canada. Companies like Jannat Fashion work in this industry. They make good clothes and follow important rules to meet the needs of buyers from other countries

### 3.2 Size and Growth of the Industry

According to recent reports, the Ready-Made Garments (RMG) sector in Bangladesh:

- Earns over **\$45,000 USD** every year from exports.
- Employs more than **200 workers** directly.
- Has over **20 registered factories** across the country.

The industry keeps growing because of **low labor costs**, better **infrastructure**, and more money spent on **following rules** and being **environment-friendly**. Companies like **Jannat Fashion** help this growth by increasing production and keeping high quality to meet international standards

### 3.3 Maturity of the Industry

The garments industry in Bangladesh is growing older and more developed. It still grows fast, but now there are more companies and more competition. To stay successful, companies need to focus on **new ideas**, **following rules**, **being environmentally friendly**, and offering extra services.

Many companies are now using **automation**, **ERP systems** (computer software to manage work), and **green manufacturing** to keep up with the industry.

### 3.4 Seasonality of the Industry

The garments industry is **highly seasonal**, with peak periods based on international fashion calendars:

- **Spring/Summer and Fall/Winter collections** dominate order cycles.
- High production demand usually occurs from **January to April** and **July to October**.
- Off-peak seasons are used for maintenance, training, and sampling new collections.

Companies like Jannat Fashion must manage workflow and labor schedules effectively to adapt to seasonal demand fluctuations.

### 3.5 PESTEL Analysis

<b>Factor</b>	<b>Impact on Garments Industry</b>
<b>Political</b>	Stable political support for the RMG sector and favorable trade policies (e.g., duty-free access to EU) are advantageous. However, political unrest can disrupt operations.
<b>Economic</b>	Competitive labor cost is a major strength, but inflation and global economic shifts can affect production costs and export orders.
<b>Social</b>	High female employment and a young workforce drive productivity. Social compliance and worker safety are critical for international credibility.
<b>Technological</b>	Increasing adoption of automation, CAD/CAM systems, and ERP platforms. However, many small factories lag in tech adoption.
<b>Environmental</b>	Growing pressure to reduce environmental impact; eco-friendly production, water recycling, and sustainable materials are gaining importance.

### 3.6 Porter's Five Forces Analysis

<b>Force</b>	<b>Analysis</b>
<b>1. Threat of New Entrants</b>	Moderate. Entry barriers are low, but gaining buyer trust and compliance certifications can be challenging.
<b>2. Bargaining Power of Suppliers</b>	Low to Moderate. Large buyer-driven demand puts pressure on suppliers to offer competitive pricing.
<b>3. Bargaining Power of Buyers</b>	High. International buyers demand high quality at low prices, with strict compliance requirements.
<b>4. Threat of Substitutes</b>	Low. Garments are essential products, though shifts toward automation and alternative sourcing countries (e.g., Vietnam, India) pose some threat.
<b>5. Industry Rivalry</b>	High. Intense competition among local factories and from other garment-exporting countries creates pricing and delivery pressures

**Chapter 4**  
**Description of Main Duties**

## 4.1 Types of Recurring Tasks Completed During the Internship

During my three-month internship as an **Assistant Technical Officer** at **Jannat Fashion**, I was involved in a variety of recurring tasks that provided practical exposure to the daily technical operations of the garments industry. These included:

- Assisting in **fabric inspection** before production.
- Monitoring **cutting and sewing sections** for workflow consistency.
- Preparing **production status reports** under supervision.
- Coordinating with supervisors regarding production delays and adjustments.
- Reviewing **garment samples and measurements** against buyer specifications.

## 4.2 Working Conditions and Functions

- **Typical Working Hours:**
  - My regular working hours were from **9:00 AM to 6:00 PM**, Sunday to Thursday. Lunch break was from 1:00 PM to 2:00 PM.
- **Unusual Working Days:**
  - Occasionally, I had to work overtime during peak production times, especially during **shipment deadlines**.
  - On some days, I accompanied my supervisor for **floor audits** and **machine maintenance reviews**.

## 4.3 Difficulties and Challenges

- **Familiarization:**
  - Initially, it was challenging to adapt to the fast-paced production floor and understand the technical jargon used by workers and supervisors.
- **Communication:**
  - While most communication was in Bengali, technical terms were often in English. It took time to fully understand machine-related terminologies and compliance codes.
- **Cultural Adjustment:**
  - The factory environment was more hierarchical than the university setting, requiring adaptation in communication and approach.

#### 4.4 Assigned Internship Tasks and Experience Gained

- **Tasks Assigned:**
  - Assisted in **fabric inspection** using shrinkage tests, shade variation checks, and GSM verification.
  - Participated in **inline QC inspections**, reporting sewing defects like open seams, puckering, and skipped stitches.
  - Observed and recorded **production line efficiency** using time-study methods.
- **Experience Gained:**
  - Practical understanding of **garment production stages**, from cutting to packing.
  - Knowledge of **quality standards and inspection protocols** followed in export-oriented garment factories.
  - Improved **communication and reporting skills** in a professional environment.
  - Gained insights into the role of **team coordination and line balancing** in timely order delivery.

#### 4.5 Work Interactions with Company Employees

- I had regular interactions with:
  - **Line supervisors** for task updates and clarification.
  - **Quality controllers (QCs)** during inspections.
  - **IE team members** for production analysis.
  - **My company supervisor, Mr. Harun Or Rashid**, for daily task assignments
- **Communication Mode & Frequency:**
  - Most communication was **face-to-face** on the production floor.
  - Occasional updates were shared through **WhatsApp** or **email** for documentation and task summaries.

#### 4.6 Working Tools Used

During the internship, I used various tools and systems including:

- **Fabric inspection machines** and GSM cutters.
- **Measuring tapes** and **calipers** for sample verification.
- **Microsoft Excel** for updating production reports.
- **Stopwatches** for time and motion studies.

## 4.7 Comparison Between Theory and Practice

Theoretical Knowledge (University)	Practical Application (Internship)
1. Learned about garment production stages in theory	1. Observed the real-time production process on factory floor
2. Studied quality control methods in class	2. Participated in inline and final quality checks
3. Learned about industrial engineering techniques	3. Assisted in time-study and efficiency tracking
4. Exposure to factory compliance in coursework	4. Saw real audits and compliance practices in place

## 4.8 Technical Experience and Work Samples

### About Technical Department at Jannat Fashion

**Jannat Fashion** is a garments industry, the **Technical Department**, specifically focused on the **electrical** and the **mechanical functions** that plays a vital role in ensuring the smooth operation of all **machinery, equipment, and utility systems**. This department is very responsible for **maintaining, repairing and managing** a wide range of equipment including **sewing machines, finishing machinery, cutting machines, boilers, air compressors**, systems, and power supply units. The **mechanical section** handles the **installation, calibration, and regular maintenance** of production machinery. Ensuring optimal performance and minimizing downtime. They also maintain the utility systems like **boilers and compressors** to ensure a steady supply of steam and compressed air. While managing spare parts and supporting production with necessary adjustments and also repairs.

On the other hand the **electrical section** oversees the factory's power distribution. Ensuring uninterrupted power supply to all of the departments. This includes maintaining **electrical wiring, lighting systems, panels, and backup power systems** like generators and others power system. The electrical team ensures all safety standards are met. Including proper grounding and insulation that conducting routine inspections and troubleshooting faults. Additionally, both sections are worked together for implement energy saving initiatives and reduce operational costs. Key personnel in this department also include **maintenance engineers, electrical engineers, technicians, utility operators, and a maintenance manager** who oversees the entire operation. Overall, the technical department is very essential for maintaining production **efficiency, reducing downtime, ensuring worker safety**, and supporting the factory's operational goals.

## **Mechanical Department Experience at Jannat Fashion**

The mechanical department at **Jannat Fashion** also plays very big role in helping the factory work properly. During my internship, I spent some time with the mechanical team. And saw how they took care of all the machines in the garments factory. These include **sewing machines, cutting machines, steam irons, boilers, air compressors** and many other tools. Every day the team cleaned, oiled, and adjusted the machines to keep them in better condition. This is called preventive maintenance. It helps avoid machine breakdowns. If a machine suddenly stopped working then the mechanical staff would come quickly to fix it. So that production could continue without delay. I saw that how they opened up machines and changed parts like **belts or needles, tightened screws**, and made sure everything was working very smoothly. One important area they looked after was the **Boiler**. Which creates steam for ironing the clothes. They regularly checked the **water level, steam pressure, and temperature** to avoid accidents. The air compressor was another big machine. That supplied air to different equipment. The team checked it for leaks cleaned the filters and made sure it was working very safely. They also focused on machine safety like checking **emergency stop buttons**, safety covers and moving parts. The mechanical team worked hard and often walking from one line to another, solving problems and helping the another workers. I understood, that their role is not only to fix machines but also to keep everything running very smoothly and safely so that the factory can produce high quality garments product on time. Without their support the production would slow down and the factory would face many problems.

## **Electrical Department Experience at Jannat Fashion**

During my internship at **Jannat Fashion**, I learned some important things about how the electrical department helps the factory run very smoothly every day. This department is very responsible for giving power to maximum parts of the factory. Without electricity, no machine or light would work and production would stop very fast. The electricians work carefully to make sure the power supply is safe. They check all machine and maintain the **electrical wires, plugs, switches and control panels** in all departments. I also saw that how they connected **sewing machines, cutting machines, steam irons, fans, computers** and even the lights in every room. They also managed the power full generator system that gives power during load shedding or when the main electricity go out. The experience team made sure that there were no loose wires or short circuits. That could cause fires or shocks. Another important job, they are saving electricity. They installed **(LED) lights** instead of normal lights to use less power and they regularly checked, if any machine was using more electricity than need to service. They followed some routine to inspect and repair any electrical faults, before they became big problems. I also noticed that safety was a big part of their working time. They wore safety gear like gloves and used proper tools while working with electrical systems. Overall, I learned about the electrical team is one of the very important parts of the garments factory. Without them the machines cannot run and the factory cannot produce clothes on time.

## Work Samples

### Machinery Maintenance & Repair

#### Mechanical

1. Maintaining
2. sewing machines
3. cutting machines,
4. embroidery machines
5. pressing and finishing equipment

#### Repair

1. Lubrication
2. Calibration
3. replacement of worn-out parts.
4. Preventive maintenance to avoid breakdowns

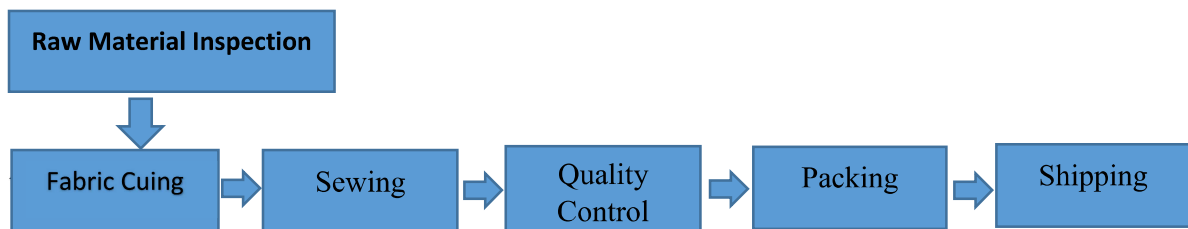
#### Electrical

1. Maintaining electrical motors
2. wiring, control panels
3. sensors
4. automated systems connected to production machinery

#### Repair

1. Inspecting circuits
2. Fuses
3. Wiring
4. Switches.
5. Troubleshooting electrical faults
6. Repairing or replacing components.

### Diagram of Production Workflow



**Figure 2: Diagram of Production Workflow**

# **Chapter 5**

## **Analysis**

## 5.1 Key Learning Outcomes

During my internship at **Jannat Fashion**, I acquired substantial practical knowledge and skills that complemented my academic background. The key learning outcomes include:

- Gained hands-on experience with garment production processes, quality control, and technical operations.
- Understood the importance of workflow coordination and timely communication in meeting production targets.
- Developed skills in fabric inspection, defect identification, and report preparation.
- Improved problem-solving abilities by addressing on-floor production challenges.
- Enhanced professional communication and teamwork within a manufacturing environment.

## 5.2 Work Environment Condition

The work environment at Jannat Fashion was very busy and very organized. Everyone had a clear role and regulation and there was a better system in place. The factory floor was set up neatly, with different areas for different function each step of the production process, which helped work go smoothly. Safety was the most important, and workers got regular training and checks to make sure everything followed the rules and regulation. Even though the work could be stressful because of tight deadlines, the managers were very helpful and the coworkers were very friendly, which made the workplace very positive and encouraging.

## 5.3 Company Level Analysis

Based on my observations during the internship, several internal processes stood out:

- **Efficient Processes:**
  1. The **inline quality control system** was very effective, allowing early detection and correction of defects, which minimized rework and waste of products.
  2. The **production status reporting mechanism** ensured transparent communication between different departments, facilitating timely decision-making.
  3. The **team coordination between technical, production, and IE departments** was very strong, improving overall operational efficiency.
- **Less Efficient Processes:**
  1. The **manual record-keeping of some production data** was time consuming and prone to errors limited integration hindered quick data retrieval.
  2. Occasional **delays in machine maintenance scheduling** affected production flow system, indicating a need for a more proactive maintenance plan.

## 5.4 Market Level Analysis

**Jannat Fashion** holds a competitive position in the export quality garments manufacturing sector due to their commitment to quality, compliance, and customer satisfaction. From my technical perspective:

1. The company able to maintain **consistent product high quality** aligns well with buyer expectations and reinforcing long-term business relationships with international customers.
2. The company focus on **technical training and quality control** distinguishes it from smaller and bigger factories with less stringent processes.
3. However, to stay competitive amid rising global demands, the company must accelerate **technological adoption** such as ERP systems and automated production tracking system.
4. Market pressures demand continuous improvement in **lead times, cost-efficiency** and areas where digitalization can offer significant advantages.

## 5.5 Professional Level Analysis

The internship has profoundly influenced my career outlook by providing clarity on the practical realities of the garments industry in Bangladesh. It has strengthened my desire to pursue a career in technical and quality development and management within the apparel sector. The correlation between my university theory knowledge and practical work was evident, especially in areas such as quality assurance and production processes and industrial engineering.

The main challenges during the internship period included adapting to the fast-paced environment and overcoming initial communication barriers related to some technical terminology. Nevertheless, these experiences enhanced my adaptability and problem-solving skills and confidence in a professional setting.

# **Chapter 6**

## **Recommendations & Conclusion**

## 6.1 Recommendations

Based on my internship at **Jannat Fashion**, I suggest the following ideas to improve work and stay competitive:

**Use Digital Production Systems:** Use computer software like ERP to track production and quality. This will reduce mistakes, make information easier to access, and help managers make faster decisions.

**Better Machine Maintenance:** Plan regular maintenance for machines to avoid sudden breakdowns and keep machines working well.

**More Staff Training:** Give workers regular training about new quality rules and tools. This will help them work better and make better products.

**Focus on Sustainability:** Use eco-friendly ways like recycling water, reducing waste, and using energy-saving machines. This will help the company meet global environmental standards and buyers' needs.

**Improve Communication:** Make it easier for different departments to talk to each other by using digital tools or regular meetings. This will reduce delays and make work clearer.

## 6.2 Conclusion

In conclusion, my internship at **Jannat Fashion** gave me very valuable hands-on experience in the garment industry. It helped me connect what I learned in school with real work in the factory. The company is strong in managing production and checking quality.

There are still chances to improve by using more digital tools and focusing on eco-friendly practices. This internship helped me learn new technical skills and grow professionally. It also inspired me to build my career in the apparel industry.

I believe the ideas and suggestions I shared will help me grow and support the future success of **Jannat Fashion**

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## **Appendices**

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# WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 1st week

Date: From 12th January 2025 to 16 January 2025

## Weekly Activities and Learning

### Day 1: Orientation and Factory Tour

1. Attended an orientation session with the HR and technical teams.
2. Visited different sections of the factory to understand the production workflow.
3. Learned about factory safety rules and regulations.
4. Met my supervisor and colleagues, who introduced me to my daily tasks.

### Day 2: Understanding Production Processes

1. Observed the cutting section where fabric is cut using computerized cutting machines.
2. Learned about different types of fabrics used in the factory.
3. Assisted in checking fabric defects before cutting.
4. Noted down important details regarding fabric shrinkage and GSM (grams per square meter).
5. Observed how patterns are aligned to minimize fabric wastage.

### Day 3: Sewing Line and Quality Control

1. Spent time in the sewing section, observing stitching techniques.
2. Learned about different types of sewing machines, such as:
  - I. Lockstitch Machine
  - II. Overlock Machine
  - III. Flatlock Machine
  - IV. Buttonhole and Button Sewing Machines
3. Assisted in checking seam quality and stitch density.
4. Observed quality inspectors checking for loose threads, fabric defects, and measurement accuracy.
5. Learned about common garment defects, including skipped stitches, puckering, and broken seams.

Day 4: Machine Maintenance and Troubleshooting

1. Shadowed the maintenance team to understand machine repair and troubleshooting.
2. Learned about the importance of routine maintenance to prevent machine breakdowns.
3. Assisted in oiling and cleaning sewing machines.
4. Observed how technicians fix common issues such as thread tension problems and needle breakage.
5. Gained insight into energy-saving techniques used in the factory.

Day 5: Finishing, Packing, and Compliance Standards Observed the finishing process, which includes:

1. Thread trimming
2. Ironing and pressing
3. Final quality checking
4. Folding and packaging
5. Assisted in quality inspections before garments were packed for shipment.
6. Learned about compliance standards and buyer requirements, such as:
7. AQL (Acceptable Quality Level)
8. ISO and WRAP certifications
9. Social and environmental compliance policies

JANNAT FASHION

Company Supervisor

Tahani  
06.02.25  
Academic Supervisor

# WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 2nd week

Date: From 19th January 2025 to 23th January 2025

## Weekly Activities and Learning

### Day 6: Advanced Sewing Operations and Machine Handling

1. Learned about different types of fabric handling techniques in sewing.
2. Observed the operation of automated sewing machines and computerized stitching programs.
3. Assisted operators in adjusting machine settings for different fabric thicknesses.
4. Studied common sewing defects, such as seam slippage and fabric distortion, and their solutions.
5. Learned the importance of needle selection and stitch length in garment quality.

### Day 7: Defect Analysis and Quality Control Improvements

1. Worked with the Quality Control (QC) team to analyze defective garments.
2. Learned about major and minor defects based on AQL (Acceptable Quality Level) standards.
3. Observed real-time defect rectification and rework processes.
4. Studied the importance of measurement accuracy in garment fitting and sizing.
5. Assisted in preparing quality reports and documentation for rejected garments.

### Day 8: Lean Manufacturing and Productivity Optimization

1. Attended a session on lean manufacturing principles and their impact on garment production.
2. Observed workflow bottlenecks and how they affect production efficiency.
3. Learned about 5S methodology (Sort, Set in order, Shine, Standardize, Sustain) for workplace organization.
4. Assisted in rearranging sewing stations for smoother production flow.
5. Studied the concept of line balancing and how to reduce idle time in sewing lines.

#### Day 9: Maintenance and Troubleshooting of Machinery

1. Shadowed maintenance technicians to learn about preventive maintenance.
2. Observed troubleshooting of common machine issues, such as:
3. Thread tension problems
4. Needle breakage
5. Oil leakage in sewing machines
6. Electrical faults in automated equipment
7. Assisted in routine machine maintenance, including cleaning, lubrication, and part replacement.
8. Understood the role of machine efficiency in meeting production targets.

#### Day 10: Compliance, Safety, and Environmental Standards

1. Attended a training session on workplace safety and compliance standards.
2. Studied buyer requirements related to social and environmental responsibility.
3. Learned about different certifications, such as:
4. ISO 9001 (Quality Management)
5. WRAP (Worldwide Responsible Accredited Production)
6. OEKO-TEX (Textile Safety)
7. BSCI (Business Social Compliance Initiative)
8. Observed how factory waste is managed, including fabric scraps and chemical disposal.
9. Understood the importance of ethical labor practices, including worker rights and health safety.

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Manager  
Company Supervisor

*[Handwritten Signature]*  
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Academic Supervisor

# WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 3rd week

Date: From 26th January 2025 to 30 January 2025

## **Weekly Activities and Learning**

### **Day 11: Production Planning and Workflow Optimization**

1. Attended a meeting with the production planning team to understand daily and weekly targets.
2. Learned how production scheduling is done based on order deadlines and available resources.
3. Observed line balancing strategies used to minimize idle time in sewing lines.
4. Studied how real-time production tracking helps in meeting efficiency goals.
5. Assisted in analyzing bottlenecks in the workflow and suggesting minor improvements.

### **Day 12: Cost Analysis and Waste Reduction Strategies**

1. Learned how raw material costs, labor costs, and overhead costs contribute to garment pricing.
2. Studied common sources of waste in garment production, such as fabric cutting losses, thread wastage, and energy consumption.
3. Observed how factories use fabric optimization software to reduce cutting waste.
4. Assisted in recording material usage data and calculating efficiency percentages.
5. Understood how rework and defect rates affect overall production costs.

### **Day 13: Advanced Quality Control and Defect Prevention**

1. Conducted a detailed analysis of garment defects using AQL (Acceptable Quality Level) standards.
2. Studied different defect prevention techniques, including:
3. Proper tension adjustment in sewing machines.
4. Ensuring correct fabric relaxation before cutting.
5. Maintaining standard operating procedures (SOPs) for stitching accuracy.
6. Assisted in implementing quality improvement initiatives based on past defect trends..

**Day 14: Supply Chain Management and Logistics**

1. Learned about the sourcing process for raw materials, including fabrics, threads, and accessories.
2. Observed how materials are inspected upon arrival to ensure they meet required specifications.
3. Studied the logistics process, including warehouse management, inventory tracking, and just-in-time (JIT) stock management.
4. Assisted in checking stock levels and updating inventory records.
5. Understood how finished products are packed, labeled, and prepared for shipment to buyers.

**Day 15: Role of Technology in Modern Garment Factories**

1. Explored the use of ERP (Enterprise Resource Planning) software in production tracking.
2. Learned about CAD (Computer-Aided Design) software for pattern making and fabric cutting.
3. Observed automated sewing machines and their role in improving precision and reducing errors.
4. Studied the impact of IoT (Internet of Things) in monitoring machine performance and reducing downtime.
5. Assisted in data collection for a digital production efficiency report.

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Tajani  
6.02.25  
Academic Supervisor

## WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 4th week

Date: From 2th February 2025 to 6th February 2025

### Weekly Activities and Learning

#### Day 16: Workforce Management and Team Coordination

1. Observed how production managers allocate tasks to workers.
2. Learned about the importance of teamwork in achieving production targets.
3. Studied different types of worker incentives and motivation strategies used in the factory.
4. Assisted in tracking worker attendance and shift scheduling.

#### Day 17: Sustainability Practices in Garment Manufacturing

1. Studied the factory's efforts in reducing environmental impact, including:
  2. Water recycling in fabric washing.
  3. Use of eco-friendly dyes and chemicals.
  4. Energy-saving initiatives, such as LED lighting and solar power.

#### Day 18: Real-Time Problem Solving in Production

1. Observed how supervisors handle sudden production issues, such as machine breakdowns.
2. Assisted in troubleshooting a problem related to incorrect stitch formation.
3. Learned how to quickly identify defective products and take corrective action.
4. Studied the importance of contingency planning to minimize production downtime.

#### Day 19: Productivity Improvement and Efficiency Analysis

1. Studied different productivity enhancement strategies, including:
  2. Time and motion studies to reduce unnecessary worker movements.
  3. Implementing proper workstation ergonomics to improve efficiency.
  4. Using real-time performance tracking to monitor operator output.

#### Day 20: Final Inspection and Buyer Compliance Audit

1. Attended a final quality inspection session before shipment.
2. Studied how garments are checked for compliance with buyer specifications.
3. Observed an external auditor assessing the factory's compliance with labor.

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Managing Director

JANNAT FASSION

Tahani

Tahani Tahmid

Junior Lecturer

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## WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 5th week

Date: 9th February to 13th February 2025

### Weekly Activities and Learning

#### Day 21: Introduction to Production Automation

1. Observed automated sewing machines and their advantages over manual operations.
2. Studied how computerized cutting machines improve fabric efficiency and accuracy.
3. Learned about robotic assistance in garment finishing processes.
4. Assisted in monitoring machine efficiency using tracking systems.

#### Day 22: Cost Control and Expense Management

1. Analyzed the impact of raw material procurement on overall production costs.
2. Studied how factories optimize material consumption to reduce wastage.
3. Observed the use of real-time monitoring systems to track production expenses.
4. Assisted in calculating cost savings from various efficiency improvement techniques.

#### Day 23: Advanced Quality Control and Assurance

1. Observed in-depth garment testing, including colorfastness, shrinkage, and durability.
2. Studied the difference between inline quality control and final quality assurance.
3. Assisted in checking garment measurements to ensure accuracy.


#### Day 24: Final Shipment and Logistics Management

1. Observed how finished garments are packed and prepared for shipment.
2. Learned about barcode and RFID tracking systems for inventory management.
3. Assisted in updating shipping documents and ensuring all products meet buyer specifications.
4. Studied international shipping regulations and customs clearance processes.

#### Day 25: Problem-Solving and Continuous Improvement

1. Helped in troubleshooting a production delay due to machine malfunction.
2. Suggested workflow adjustments to minimize bottlenecks.
3. Assisted in analyzing defect trends and suggesting corrective actions.

  
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Tahani Tahmid  
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## WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 6th week

Date: 16th February to 20th February 2025

### Weekly Activities and Learning

#### Day 26: Compliance and Labor Law Understanding

1. Studied local and international labor laws affecting the garment industry.
2. Observed how the factory maintains ethical sourcing standards and fair wages.
3. Learned about the importance of worker contracts, overtime policies, and working.
4. Attended a compliance audit where inspectors reviewed factory conditions.

#### Day 27: Workplace Safety and Risk Management

1. Observed how the factory ensures worker safety through training and protective equipment.
2. Studied the factory's emergency response procedures for fire and electrical hazards.
3. Assisted in checking fire extinguishers, emergency exits, and first aid kits.
4. Participated in a safety drill to understand the evacuation process.

#### Day 28: Sustainability and Environmental Initiatives

1. Studied how the factory reduces carbon footprint through energy-efficient machines.
2. Observed the wastewater treatment plant to ensure eco-friendly discharge.
3. Assisted in implementing a fabric waste recycling initiative.
4. Learned about organic and recycled fabric options used in sustainable fashion.

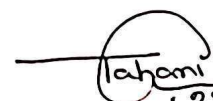
#### Day 29: Leadership and Team Management

1. Observed how supervisors manage production teams and resolve conflicts.
2. Studied different leadership styles and their impact on worker motivation.
3. Assisted in organizing a team meeting to discuss productivity improvements.
4. Learned how effective communication between departments improves efficiency.

#### Day 30: Continuous Improvement Strategies

1. Studied the use of Lean Manufacturing and Six Sigma techniques to reduce waste.
2. Assisted in analyzing production efficiency data and suggesting improvements.
3. Learned about the Kaizen method for continuous small-scale improvements.
4. Observed how digital tools are used to track and enhance workflow performance.

  
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## WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 7th week

Date: 23th February to 27th February 2025

### Weekly Activities and Learning

#### Day 31: Advanced Production Techniques

1. Studied high-tech methods in garment production, including automated stitching and advanced fabric cutting machines.
2. Observed the implementation of the "zero defect" approach, focusing on ensuring no flaws in garments.
3. Learned about the use of heat transfer printing and embroidery in garment decoration.

#### Day 32: Inventory Management and Digital Tracking

1. Observed how raw materials are tracked using RFID and barcode systems, ensuring real-time inventory monitoring.
2. Learned about the Just-In-Time (JIT) inventory model and its role in minimizing stock holding costs.
3. Assisted in updating stock records for raw materials, work-in-progress and finished goods.

#### Day 33: International Trade and Export Process

1. Learned about the processes involved in international garment exports, including packaging, customs clearance, and shipping documentation.
2. Observed how the factory complies with international quality standards and certifications required for export.
3. Studied trade agreements and their impact on garment pricing for different markets.
4. Assisted in preparing export-related documents, including invoices, packing lists.

#### Day 34: Final Product Inspection and Packaging

1. Participated in the final inspection process, where garments were checked for defects and overall quality compliance.
2. Learned how packaging and labeling are done to meet buyer specifications and international standards.
3. Assisted in conducting a pre-shipment inspection to ensure the final product met quality.

#### Day 35: Customer Feedback and Product Improvement

1. Studied how customer feedback is collected, including return rates and satisfaction.
2. Assisted in reviewing customer complaints related to product defects and identifying common patterns.
3. Learned how feedback loops contribute to continuous product improvements.
4. Observed the importance of post-production testing and validation for customer satisfaction.

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## WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 8th week

Date: 2<sup>nd</sup> March to 6<sup>th</sup> March 2025

### Weekly Activities and Learning

#### **Day 36: Data Analytics in Garment Production**

1. Learned how data analytics is used to monitor production efficiency, track machine performance, and reduce waste.
2. Assisted in analyzing production data to identify patterns and bottlenecks in the production line.

#### **Day 37: Production Planning and Scheduling**

1. Observed how production schedules are created and adjusted based on customer demands and available resources.
2. Assisted in evaluating production plans to ensure alignment with raw material availability, labor, and machine capacity.

#### **Day 38: Final Production Cycle and Product Dispatch**

1. Observed the final steps in the production process, including the completion of garment finishing, ironing, and packaging.
2. Assisted in the preparation of garments for dispatch, ensuring proper labeling and packaging to meet client specifications.

#### **Day 39: Labor Relations and Workforce Management**

1. Studied the role of Human Resource (HR) in managing worker relations, including training, performance management, and motivation.
2. Observed how worker feedback is collected and used to improve workplace conditions.

#### **Day 40: Internship Reflection and Final Report Preparation**

1. Reflecting on my internship experience, I reviewed the skills I developed, including technical knowledge, problem-solving, and team collaboration.
2. Prepared my final report summarizing the skills I gained, challenges I faced, and lessons learned throughout the internship.

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## WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 9th week

Date: 9<sup>th</sup> March to 13<sup>th</sup> March 2025

### Weekly Activities and Learning

#### **Day 41: Final Production Stages and Efficiency Evaluation**

1. Observed the final stages of production, including garment finishing, labeling, ironing, and quality checks.
2. Studied how efficiency is maintained during the final phase to ensure that products meet customer specifications and delivery deadlines.

#### **Day 42: Customer Communication and Feedback**

1. Observed how the company communicates with clients, particularly regarding order specifications and production progress.
2. Learned how customer feedback is collected through surveys and post-delivery feedback forms, impacting future production improvements.

#### **Day 43: Troubleshooting and Resolving Technical Issues**

1. Assisted the technical team in troubleshooting machine issues that caused delays in production.
2. Learned about common technical problems with machines such as sewing machines, cutting machines, and fabric handling equipment.

#### **Day 44: Final Project Wrap-Up and Handover**

1. The focus of the day was on completing the tasks I had been working on during my internship. I collaborated with the sustainability and production teams to ensure that all open action items were addressed and that my contributions to projects were documented.

#### **Day 45: Final Report Preparation and Internship Reflection**

1. Spent the day preparing my final internship report, summarizing the key skills, knowledge, and experiences I gained throughout my internship.
2. Reflected on my personal growth during the internship, including my improved understanding of production management, technical problem-solving, and the integration of new technologies in the factory environment.

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## WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 10th week

Date: 16<sup>th</sup> March to 20<sup>th</sup> March 2025

### Weekly Activities and Learning

#### **Day 46: Final Review of Factory Operations**

1. Observed and assisted in reviewing the entire garment production process, from fabric sourcing to final dispatch.
2. Focused on evaluating how the factory has optimized its workflow, maintained quality control, and ensured timely delivery throughout the production process.

#### **Day 47: Final Presentation Preparation**

1. Spent the day preparing my final internship presentation, which included summarizing my key learnings, the skills I developed, and areas of improvement I observed in the production process.
2. Created a presentation deck that included visuals, data, and examples from my time at the factory to illustrate my insights.

#### **Day 48: Personal Reflection and Feedback Session**

1. Spent time reflecting on my personal growth and development throughout the internship.
2. Considered how my technical skills, problem-solving abilities, and understanding of factory operations had evolved during the past weeks.

#### **Day 49: Final Review of the Internship Report**

1. Finalized the internship report, ensuring it accurately reflected my learning experience and the skills I acquired throughout the program.
2. Reviewed the key components of the report, including the introduction, weekly activities, challenges faced, key learnings, and recommendations for future interns.

#### **Day 50: Internship Closure and Future Opportunities**

1. Delivered the final presentation to the factory's management team, highlighting key takeaways from my internship, such as the importance of data-driven decision-making, quality control, and automation in manufacturing.

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## WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 11th week

Date: 23<sup>th</sup> March to 27<sup>th</sup> March 2025

### Weekly Activities and Learning

#### Day 51: Sustainability Practices in Garment Production

1. Assisted the sustainability team in reviewing the various eco-friendly initiatives that the factory has implemented in its garment production process.

#### Day 52: Waste Management Systems and Reducing Environmental Footprint

1. Worked with the waste management team to understand how the factory handles waste during production, from fabric scraps to chemical disposal.
2. Observed the implementation of a closed-loop system for fabric waste, which recycles and repurposes leftover materials into new products.

#### Day 53: Advanced Data Analytics and Automation

1. Focused on how the factory integrates data analytics to improve production planning and reduce inefficiencies.

#### Day 54: Collaborative Innovation and Sustainability Initiatives

1. Met with various teams within the factory, including the R&D and sustainability teams, to discuss how they are collaborating to integrate sustainability into future products and processes.

#### Day 55: Final Project Review and Reflection

1. Spent the day revisiting the ongoing projects I had been involved in and discussing their current status with the project teams.

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## WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 12th week

Date: 3<sup>rd</sup> April to 7<sup>th</sup> April 2025

### Weekly Activities and Learning

#### Day 56: Wrapping up Projects and Final Report Preparation

1. The week started with finalizing all ongoing projects. I reviewed the status of the initiatives I had worked on during the internship, including sustainability efforts, automation processes, and waste management systems.

#### Day 57: Final Review of Sustainability Initiatives

2. Conducted a final review of the sustainability initiatives within the factory, focusing on the impact of eco-friendly practices on production costs and overall operational efficiency.
3. Assisted the sustainability team in reviewing the results of recent eco-friendly fabric trials and the implementation of energy-efficient machinery.

#### Day 58: Transition of Tasks and Knowledge Sharing

1. As my internship was drawing to a close, I focused on transitioning my responsibilities to the full-time team members who would continue the projects I had started.
2. Had one-on-one meetings with the relevant department heads, handing over detailed reports and suggestions for continued improvements, especially in the areas of waste management and data analytics.

#### Day 59: Final Feedback and Reflection Session

1. On the final day of my internship, I had a feedback session with my supervisor and the management team.
2. We discussed my overall performance, strengths, and areas for improvement, and they provided valuable insights into how I can further enhance my technical and leadership skills.

#### Day 60: Career Development and Future Opportunities

1. The final part of the internship involved discussing my career aspirations and seeking guidance from senior members of the team regarding potential paths within the garment manufacturing industry.

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 Managing Director

**Harun or Rashid**  
 Managing Director  
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