

2020 - 2021

PARTICIPANTS' PROFILE

NAME: ANINDITA BHATTACHARJEE

CLASS: SEMESTER 5

SUBJECT: COMMUNICATIVE ENGLISH

ROLL NUMBER: BAV/18/0184

REGISTRATION NUMBER: 013-1211-0220-18

COLLEGE: GOKHALE MEMORIAL GIRLS' COLLEGE

YEAR: 2018-2021

Endorsed by:




Signature of the Principal with stamp

Principal
Gokhale Memorial Girls' College

Signature of the Course Coordinator with stamp-



Signature of the ^{Project} Supervisor with stamp-



Signature of External Examiner

Signature of Internal Examiner

JOB PROFILE

My job profile at Shine Projects was "Sales and Marketing Intern." Here I was given a proper training for the first two weeks.

- During the training session, my teammates and I were trained in different fields of marketing and sales.
- I was given the job of making a report of every training session and compile them in a folder for future use.
- I was asked to make pitch deck on several mock services and that would be corrected by our seniors.
- Initially I worked in the Research and Development department for a week and after that I was shifted to Sales and Marketing
- I wrote several reports and took updates on the data collection of the students who were enrolling for the courses.
- Later, the last two weeks went on making cold callings and prospecting to the targeted students.
- I was trained in the entire end to end process involved in B2C sales.

The entire mentoring was done by Harsha Sir who is also the owner of Shine Projects.

ON JOB TRAINING PROJECT

AN OVERVIEW OF INTERNSHIP EXPERIENCE

GOKHALE MEMORIAL GIRLS' COLLEGE

NAME: SWETA CHOWDHURY

COLLEGE ROLL NO: BAV/18/0182

DEPARTMENT: COMMUNICATIVE ENGLISH

PAPER: CC12

CU REGISTRATION NO: 013-1211-0272-18

CU ROLL NO: 182013-13-0020

YEAR :- 2018 - 21

ENDORSED BY

Charple

SIGNATURE OF THE PRINCIPAL WITH STAMP

Principal
Gokhale Memorial Girls' College

**SIGNATURE OF THE COURSE CO-ORDINATOR WITH
STAMP**

Sijuti Chowdhuri

SIGNATURE OF THE SUPERVISOR WITH STAMP

Sijuti Chowdhuri

SIGNATURE OF INTERNAL EXAMINER



ANNEXURE



Name – Debjani Das

Class – 3rd year

Subject – Communicative English

Roll no. – BAV/18/0185

Registration number – 013-1211-0045-18

College – Gokhale Memorial Girl's College

Year – 2018-2021

Endorsed by



Debjani Das

Signature of the Principal with stamp

Principal
Gokhale Memorial Girls College



Signature of the course coordinator with stamp

Debjani Das

Signature of the Supervisor with stamp

Direction To Your Potential

Debjani Das

Signature of External-
Examiner

Signature of Internal-
Examiner

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JOB PROFILE

My best ever internship was with **ORAD CONSULTANCY Pvt. Ltd.** We have to make PowerPoint presentations as study materials for Spoken English. Here I was involved in several kinds of work during the one-month period.

There were two types of level : **Beginners and Intermediate.** In the Beginners level, there were different kinds of categories from **pre-school children to college student** whereas in the intermediate level, there were categories from the **Job seekers to Government Officials.**

- The course period for Beginners level was **75 days** and that of Intermediate level, was **40 days.**
- I was assigned one category from each of the level. From the Beginners level, I had to make **75 presentations for Class 9-10 students.** And from the Intermediate level, I had to make **40 presentations for Job seekers.**
- From **28th August to 13th September,** I made the presentations. Each presentation was based on **different themes** like music, nature, social life, disasters etc. I had to make the whole presentation based on that particular theme. All the presentations included different parts like **part 1-vocabulary, part 2 - grammar, part 3 - common words used, part 4 - common phrases used and part 5 - a spoken English activity.**
- From **14th September to 28th September** I was assigned with a different work that was of **editing the presentations** which were made by others on other categories.
- I had to **proofread the presentations and look for any errors or grammatical mistakes.** I also had to edit the presentations in case the materials provided by others were not matching with the given theme.
- I had to make minimum 8 presentations per day in order to complete all the 75+40 presentations within 31 days and also proofreading the presentations as much as possible during that time.
- First two weeks I was assigned as a **Content Developer and Writer** and the next two weeks I was assigned as a **Content Editor.**

The above mentioned are a glance of my job role I did as an intern throughout the one month long internship at ORAD CONSULTANCY Pvt. Ltd.

2.Certificate provided at the end of the internship.



PARTICIPANT'S PROFILE

NAME: SOHINI BANERJEE

CLASS: 3RD YEAR

SUBJECT: COMMUNICATIVE ENGLISH

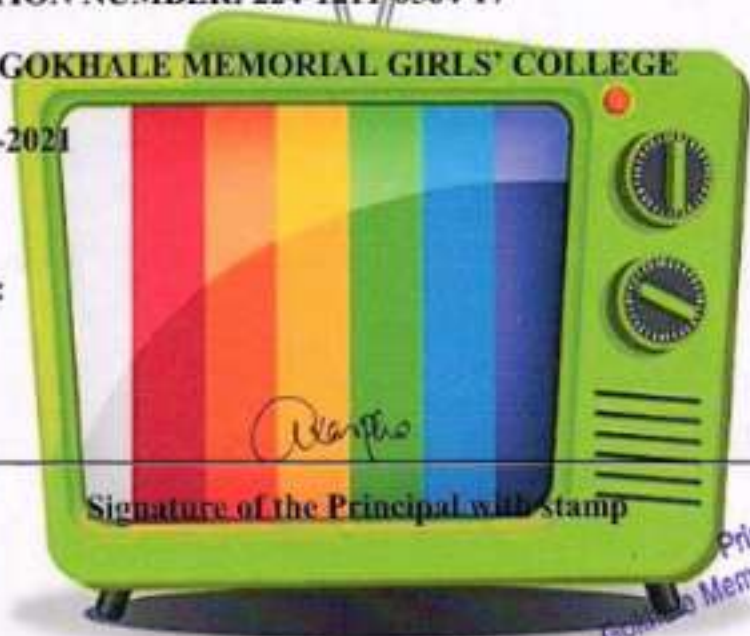
COLLEGE ROLL NUMBER: BAV/18/0183

REGISTRATION NUMBER: 224-1211-0564-17

COLLEGE: GOKHALE MEMORIAL GIRLS' COLLEGE

YEAR: 2018-2021

Endorsed by:



Signature of the Principal with stamp

Principal
Gokhale Memorial Girls' College

Signature of the Course Co-ordinator with stamp

Purple Pictures

Signature of the Supervisor with stamp

Signature of the Supervisor with stamp

Signature of External-
Examiner

Signature of External-
Examiner

Examiner

Signature of Internal-
Examiner

Examiner

JOB PROFILE

My first internship was with **Purple Pictures** production house. Here I was allotted different kinds of work as a **Creative Producer** during the one-month period.

- To handle and manage the crew towards the clear-cut concept of the Creative part.
- My first work was to read the treatment copy (script) thoroughly and look for preferable references.
- After collecting all the references I had to make several presentations (PPT) based on costumes of the actors, background setup layouts, important expressions and body movements or gestures.
- I had to send those final presentations to our directorial group.
- One of the most important chores of my every day work was to call up my other team mates and colleagues for the basic required arrangements.
- I had to inform all the necessary changes to our director Narayan sir.
- Another important part was to collect all the relevant video clips that would help to understand the script easily.
- I also had to search for sample pictures for the product shoot.
- The major part of this job is the availability; I had to be active 24&7 and take notice of all phone calls, mails and texts.
- During this internship I got an opportunity to see a real set up of a shooting and the actual shoot with famous actress **Juhi Chawla**.

ANNEXURE 1

Certificate provided at the end of the internship.



PURPLE - P I C T U R E S

TO WHOM IT MAY CONCERN

This is to certify that Miss Sohini Banerjee has done her internship in (Purple Pictures, Mumbai) from 5th August 2020 to 5th September 2020. She has worked as a Creative Producer on a project titled BOROPLUS SANITIZER and HANDWASH TVC with Juhi Chawla. We rate her performance Very Good during this internship period.

We wish, Miss Sohini Banerjee, all the best for her future endeavors.

Regards
For Purple Pictures

2nd September 2020

For PURPLE PICTURES

Proprietor

PARTICIPANT'S PROFILE

whizUpp

Name- Aditi Bhattacharyya

Roll - BAV/18/0186

Subject - communicative English

Semester- 5th SEM

University registration -

College- Gokhale Memorial Girls College

Year- 2018-2021

Endorsed by:

Signature of the Principal with stamp

Principal
Gokhale Memorial Girls' College


Signature of the Course Coordinator with stamp

Signature of the Supervisor with stamp

Signature of External examiner

Signature of Internal examiner

JOB PROFILE

The logo for whizUpp is located in the top right corner. It consists of the word "whizUpp" in a white, lowercase, sans-serif font, with the "U" in "Upp" being a larger, stylized letter. The logo is set against a dark blue square background.

When I started looking for internship, WhizUpp was the first company that selected me as an intern and I was selected as the Human Resource Intern and worked there for a period of two months.

My job role was of human resource intern. As a human resource intern, I was assigned to certain tasks. In the first place, I was given a list of contact details, to which I had to make calls. The contact details were of interested candidates who had applied for digital marketing and social media marketing internship.

After making calls to the candidates and shortlisting them, I had to assign them with the task, on the basis of which their final selection would be made. After the task was submitted and the interns were finally selected, my job was to edit the draft offer letters and send it to the selected candidates with their job profiles.

My next task was to arrange a zoom meeting with all the selected candidates and the company CEO, Mr Nitin Mathur. After the meeting was done, my job was to explain about the job role to the digital marketing intern and social media marketing intern, collect their necessary documents, explain to them the company policies and the perks of working with the company. And finally, I had to do with all the onboarding processes.

My next task as an HR intern was that of establishing and maintaining a link in between the organisation and the Digital marketing and social media marketing interns and coordinate with them. And lastly, my work as an HR Intern was to make necessary changes to the draft certificates and Letter Of Recommendation and send the Certificates and LOR to the candidates who have who have successfully completed the internship.



Date: 20th September 2020

Certificate of Appreciation

This is to certify that Ms. **Aditi Bhattacharyya** has done her internship as Human Resource Intern, from **18th July, 2020 to 18th September, 2020**.

During the internship She demonstrated self-motivated attitude to learn new things. Her performance exceeded expectations and was able to complete the task successfully on time.

We wish her all the best for his future endeavors.

Warm regards,

A handwritten signature in blue ink that reads "Abhishek".

Abhishek Chaudhary
Project- Head

7906615006

info@whizup.com

whizup.com

Maharaja Nagar, Meerut



PARTICIPANT'S PROFILE

NAME : SRIJITA GHOSH

CLASS : 3RD YEAR

SUBJECT : COMMUNICATIVE ENGLISH (MAJOR)

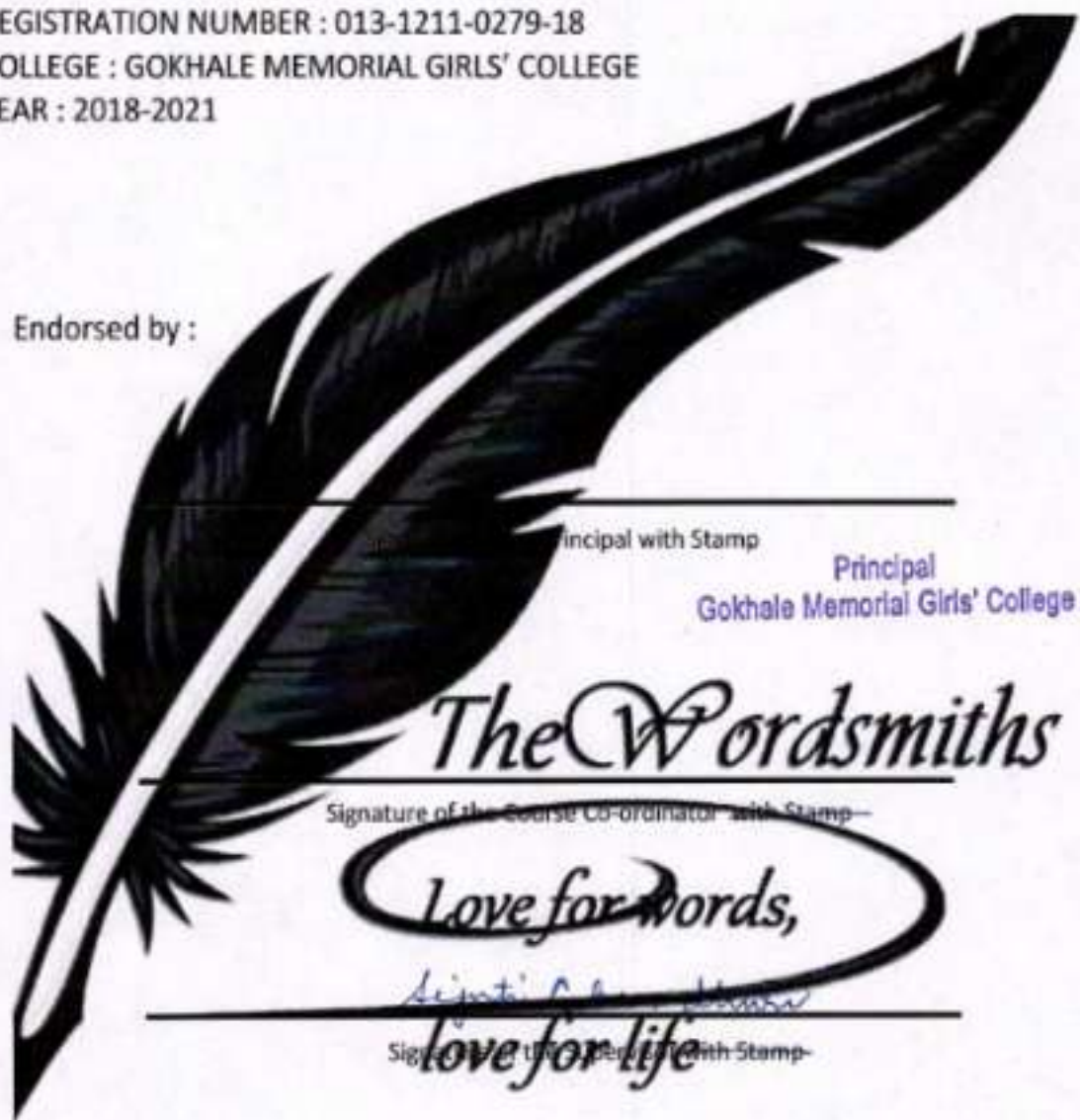
ROLL NUMBER : BAV/18/0187

REGISTRATION NUMBER : 013-1211-0279-18

COLLEGE : GOKHALE MEMORIAL GIRLS' COLLEGE

YEAR : 2018-2021

Endorsed by :



Principal with Stamp

Principal
Gokhale Memorial Girls' College

The Wordsmiths

Signature of the Course Co-ordinator with Stamp

Love for words,

Srijita Ghosh

Signature of the Course Co-ordinator with Stamp

love for life

Srijita Chowdhuri

Signature of the Internal examiner with Stamp

Signature of the Examiner

JOB PROFILE

Here I was supposed to do several works during the one-month internship period.

- I was asked to write an article which told a simple story about the friendship between mother and daughter.
- Then Moumita Ma'am gave me a topic and wrote on "Most Memorable Moments Before Lockdown".
- One day evening Moumita Ma'am called me up and asked me to write on a picture.
- After some days, ma'am told us to write about quotation gave two examples of it.
- Another important day of my internship I was assigned to write on Mahalaya. I was asked to write an article on that topic.
- On 25th September night I received a text from Moumita ma'am and she told me to write about "World Contraception Day" and how it celebrates and why it is important.
- A part from these, I was supposed to like, comment and share other posts of this page.

These are some examples of my work which I did as a Content Writer during my internship period for The Wordsmiths.

ANNEXURE



Love for words,

love for life

PARTICIPANT'S PROFILE

NAME: AKANSHA GANGULY

CLASS: 3RD YEAR

SUBJECT: COMMUNICATIVE ENGLISH

ROLL NO: BAV/18/0188

REGISTRATION NUMBER: 013-1211-0302-18

COLLEGE: GOKHALE MEMORIAL GIRLS COLLEGE.

YEAR: 2018-2020.

ENDORSED BY:



RITAM BANGLA

RELIABLE, INFORMATIVE, TRUSTED, AUTHENTIC, MOTIVATING

Signature of the Principal with stamp

Principal
Gokhale Memorial Girls' College

Signature of the Course Co-ordinator with stamp

Signature of the Supervisor with stamp

Sejuti Chowdhury

Signature of External Examiner

Signature of Internal Examiner

JOB PROFILE

My first internship was with the News Agency Ritam Bangla. Here I was given various kinds of work during the one-month period.

- A detailed review of Buddha in a Traffic Jam by Vivek Agnihotri.
- I had to collect the links to the indigenous news portals of different districts in West Bengal and prepare them in an excel sheet.
- I also prepared a news article on the former President, Late Pranab Mukherjee, following his death.
- I attended the virtual conference of the Bengaluru Democratic Party on the Bengaluru riots and prepared a report on it.
- A report on PM Modi's new HR initiative
- Translated the article on Justice (retd.) Jyotirmoy Bhattacharya to Bengali.
- Collected the twitter handles of all the influential and active members of the BJP, TMC and Congress.



Participant's Profile

NAME – TAMAGHNA SAHA

CLASS - 3RD YEAR

SUBJECT - COMMUNICATIVE ENGLISH

ROLL NUMBER - BAV/18/0197

CU REGISTRATION NUMBER - 013-1211-0197-15

CU ROLL NUMBER – 182013130015

COLLEGE - GOKHALE MEMORIAL GIRLS' COLLEGE

YEAR - 2018 - 2021

Endorsed by -

Signature of the Principal with stamp
Principal
Gokhale Memorial Girls' College

Signature of the Course Co-ordinator with stamp-

Sejuti Chowdhuri

Signature of the supervisor with Stamp-

Sejuti Chowdhuri

Signature of External-Examiner

Signature of the Internal-Examiner

JOB PROFILE

This is my third internship but this time it is for my college project. On the first day of my joining, I was briefed with the work I am going to do.

- My work was purely editorial. I had to call up the assigned reporters from every district, everyday, early in the morning for news updates. After that, I prepared a complete news article on the respective news in a given time and got it checked by the editor-in-chief, Ms Manogya Loiwal.
- I had to also collect stories along with bytes, visuals, scripts from the reporters and stringers and make a brief news article on it which are termed as '100 Khabar'. Around 10-12 such articles were written by me.
- Another important part of my work was to transcribe interviews of the editor in chief, Manogya ma'am.
- I was also assigned to write press releases.
- I have also done some ground level work alongside ma'am where I had the opportunity to interview personalities like Chandrima Bhattacharya.

The above mentioned are just a glimpse of the work I did as an intern for India Today and Aaj Tak.

Experience Gained

By the end of the internship, the most valuable thing I gained from my work place is the experience. The opportunity to work in a media house for two months made me experience things that was very new to me. The experience I gained was strictly professional. To work under such a well-known editor, Ms Manogya Loiwal was a wholesome experience all together.

During this time, I have met different kinds of people coming from different backgrounds and maintained a cordial relation with each one of them. Sometimes it was difficult to adjust with a few people but then I was asked by my mentor to not take things personally and maintain the professional terms with them.

Also, my communication skills and writing skills have improved to a better extent. I have learned to communicate freely with people whom I have never met without being hesitant.

Another important thing of this internship is that it has made me responsible. It has taught me to take up responsibilities and I have also learned to compete all my works within the given deadline.



PARTICIPANTS PROFILE

NAME- LAKSHANSHI SINGH

CLASS- B.A. MAJOR SEMESTER 5

SUBJECT- COMMUNICATIVE ENGLISH {MAJOR}

ROLL NUMBER- 182013-13-0022

REGISTRATION NUMBER- 013-1211-0277-18

SESSION- 2018-2021

COLLEGE- GOKHALE MEMORIAL GIRLS
COLLEGE

ENDORSED BY:

Signature of the Principal: _____

Principal
Gokhale Memorial Girls' College

Signature of the Course Coordinator: _____

Signature of the Project Supervisor: Sejuti Chowdhuri

Signature of the Examiner :- Sejuti Chowdhuri

JOB PROFILE

Throughout my internship various kind of work were allotted to me that I have enlisted below. Through these work assignments, I have gained the necessary work experiences that would be beneficial for me in my future endeavours.

- I had to surf many sites and pages for ideas on regular basis.
- I was assigned to write on different topics.
- I had to also write on own when there is no topic by the page on that I can share my own ideas and feelings through my writing.
- I had to also keep an eye of on our post that have been uploaded in the page and reply to the comment that have come on the posts.

INTERNSHIP CERTIFICATE



PARTICIPANT'S PROFILE

NAME: BIDISHA ROY CHOUDHURY

CLASS: BA under CBCS System

SUBJECT: COMMUNICATIVE ENGLISH (MAJOR)

ROLL NO: 182013-13-0014

REGISTRATION NO: 013-1211-0144-18

SESSION: 2018-2021

COLLEGE: GOKHALE MEMORIAL GIRLS' COLLEGE

ENDORSED BY:

Signature of the Principal

CONE

Bidisha

Principal

Gokhale Memorial Girls' College

Signature of the Course

Coordinator

Signature of the

Project Supervisor

EVALUATED BY:

Signature of

The Internal Examiner

Bidisha Chowdhury

Bidisha Chowdhury

JOB PROFILE

Throughout my internship, various kinds of work were allotted to me that I have enlisted below. Through these work assignments, I have gained the necessary work experience that would be beneficial for me in my future endeavours.

- I had to surf net to get ideas of the essays on different topics
- I was assigned the task of making and maintaining a copy on regular basis where I noted down my everyday work
- I was assigned to write articles for a week on different topics.
- Another week they assigned me to write essays on different topics.
- I was assigned to poem on different topics.
- Also They assigned me to write my experience on different topics
- I was assigned also to write on news update on different issues
- I was also assigned to write 4 lines quotes on different topics
- I was also assigned to write blogs

ONE

INTERNSHIP CERTIFICATE

ONE

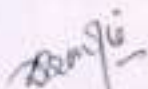
Certificate of Internship

To Whom it May Concern

We do hereby certify that Miss Bidisha Roy Chowdhury student of communicative English from Gokhale Memorial Girls' College has worked with us for one month as an intern content writer from 29th August to 30th September 2020 and has successfully completed her assignments on time.

During her tenure she was found to be sincere, loyal, hardworking and dedicated to her assigned jobs.

We wish her all the best for her future endeavours.



Debashish Banerjee

General Manager - Content & Sales

ONE Group of channels

GTPL

GTPL Kolkata Cable & Broadband Pariseva Ltd.

85, Ganga Road, Ganga Apartment, 8th Floor, Kolkata-700 046. Phone : (033) 2534 3026, 3051400483 / 85. Fax : (033) 2534 3027
E-mail : one@gtplkolkata.net Website : gtplkolkata.net

PARTICIPANT'S PROFILE

Name: POULAMI DUTTA

CLASS: 3rd YEAR

SUBJECT: COMMUNICATIVE ENGLISH

ROLL NUMBER: BAV/18/0191

REGISTRATION NUMBER: 013-1211-0201-17

COLLEGE: GOKHALE MEMORIAL GIRLS' COLLEGE

YEAR: 2018 – 2021

Endorsed by:

Signature of the Principal with stamp
Principal
Gokhale Memorial Girls' College

Signature of the Course Co-ordinator with stamp

Sejuti Chowdhuri

Signature of the Supervisor with stamp

Sejuti Chowdhuri

Signature of External
Examiner

Signature of Internal
Examiner

JOB PROFILE

My first ever On Job Training project is on the internship experience in **The Kolkata Buzz**. Here I was allotted several kinds of work during the one-month period.

- I did my internship in The Kolkata Buzz as a content writer and blogger.
- My very first work on a daily basis as an intern of a city portal was to read as many books, journals, sites regarding Bengal, mostly West Bengal and Kolkata, as possible and jot down the specialities of Kolkata.
- One of the most important part of my every day work was, I had to read articles, regular newspaper and select one write up according to that, regarding Kolkata or West Bengal and had to inform the PR head and the founder and owner of **TKB** in the official group of it and if they used to give permission on those topics then I used to start writing.
- I always had to focus on the street side specialities of Kolkata. Also, I had to focus on the famous places of Kolkata and I had to write about it. My job was to show the specialities and beauty of Kolkata to the outsiders and also to the insiders who are still now unaware of those facts, through my write ups with perfect detailing.
- On the special days and festivals of Bengal and West Bengal, my work was to write about those special days and festivals before hand submit so that they can upload and people can get to know about our City, Kolkata from TKB's portal.

CERTIFICATE



**CERTIFICATE
OF APPRECIATION**

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Poulami Dutta

3 Months Internship program in Content Writing

#TheKolkataBuzz



www.thekolkatabuzz.com

DATE | 4-Dec-2020

SIGNATURE |



A Unit of
Buzzaffair ventures (OPC) PVT LTD

PARTICIPANT'S PROFILE

NAME: SRITAMA DUTTA

CLASS: B.A. (Semester V)

COMMUNICATIVE ENGLISH (MAJOR)

ROLL NO : 5013-51-0029

REGISTRATION NO : 013-1211-0013-17

SESSION: 2017-2018

COLLEGE: GOKHALE MEMORIAL GIRLS COLLEGE

ENDORSED BY:

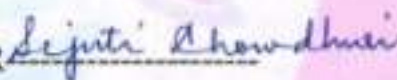
SIGNATURE OF THE PRINCIPAL



Principal
Gokhale Memorial Girls' College


SIGNATURE OF THE COURSE CO ORDINATOR

SIGNATURE OF THE PROJECT SUPERVISOR



EVALUATED BY:

SIGNATURE OF THE INTERNAL EXAMINATOR



Signature: _____

INTERNSHIP CERTIFICATE

To Whom it may concern

This is to certify that Miss Sritama Dutta daughter of Sri Goutam Dutta residing at 258, Ramkrisha Sarani, Sreema Palli, Behala, K/o-60 has very successfully completed one month internship under my guidance on a very relevant topic i.e. ten laws that every woman should know to take necessary legal steps to prevent domestic violence against woman. She contacts me frequently during tenure of this one month period for necessary guidance and updated legal documents for her projects. She is very honest and painstaking. I wish her every success in life

Dilip Roy
06/01/2023

Dilip Roy
Special Revenue Officer Gr-I &
Ex-Officio Asst. Secretary
L & LR and RR & R Department
Nabanna

PARTICIPANT'S PROFILE

NAME – DISHA ROY CHOWDHURY

CLASS – B.A (UNDER CBCS SYSTEM)

SUBJECT – COMMUNICATIVE ENGLISH (MAJOR)

CU ROLL NO - 182013-13-0018

REGISTRATION NO – 013-1211-0247-18

SESSION – 2018-2021

COLLEGE – GOKHALE MEMORIAL GIRLS' COLLEGE

ENDORSED BY : SIGNATURE OF THE PRINCIPAL

Principal
Gokhale Memorial Girls' College

SIGNATURE OF THE POST-GRADUATOR *Head of the Department.*

SIGNATURE OF THE PROJECT SUPERVISOR

Sejuti Chowdhuri

EVALUATED BY : SIGNATURE OF THE INTERNAL EXAMINER

Sejuti Chowdhuri

**SIGNATURE OF THE EXTERNAL
EXAMINER**

JOB PROFILE

Throughout my internship, various kinds of work were allotted to me that I have enlisted below. Through these work assignments, I have gained the necessary work experience that would be beneficial for me in my future endeavours

I had to submit three writings in a week in the page.

- I had surf internet a lot to have some ideas for the content writing they have given to me.
- I was also given the job of PR of the page.
- The page admin had also given me the job of selecting the pictures of the picture based writing.
- I had written quotes and shayaris for the first time and it was so fun. At first it was a bit difficult for me to write quotes because I haven't wrote anything before like that.
- Miss Moumita Mondal helped me by giving some examples of how shayaris are written and it really worked.
- I had written short conversation stories which was liked by many readers.
- We had also given special assignments on some special topics and on some special days to write on.
- I had to develop my writing skills a lot .
- Film reviews and poems were quite challenging for me because I had to write those contents having the knowledge of how will it attract the readers .

INTERNSHIP CERTIFICATE



PARTICIPANT'S PROFILE



NAME: SUKANYA BANERJEE

CLASS: B.A. (SEM-V)

SUBJECT: COMMUNICATIONS (ENGLISH) (SEM-V)

ROLL NO.: 1801010024

REGISTRATION NO.: 02010100261-18

SESSION: 2024

COLLEGE: GOLNAR MEMORIAL GIRLS' COLLEGE

CITY: KOLKATA

The Wordsmiths

(Signature of the Principal with stamp)

Principal

Golnara Memorial Girls College

love for life

(Signature of the Course Coordinator)



Sijuti Chowdhuri
(Signature of the Project Supervisor)

EVALUATED BY:

Sijuti Chowdhuri

JOB PROFILE

Throughout my internship, the works were allotted to me that I have enlisted below. Through these work assignments, I have gained the necessary work experience that would be beneficial for me in my future endeavours.

- ❖ I had to give three writings per week.
- ❖ I had to do content writing and creative writing both.
- ❖ I had to submit three write ups in a week.
- ❖ I had to write on different topics and contents given by Moumita ma'am.
- ❖ She sometimes would give me different pictures about which I had to write creatively. Seeing the picture whatever I felt I had to write about it.
- ❖ I had to write a thank you letter to an important person of my life.
- ❖ I had to write about friendship day.
- ❖ I had to write quotes.
- ❖ I had to write conversational story.
- ❖ I had to write about any one memorable moment before lockdown.
- ❖ I had to write another letter saying sorry/thank you to an important person of my life.
- ❖ I had to write a letter to a fictional character of any story, telling him/her how he/she has inspired me in life.
- ❖ I had to write two write-ups on my own. The topic also I had to think of by myself.
- ❖ Whenever my write ups got published on the page, I had to keep an eye on the post so that I can reply to the comments which are made by the followers of the page.
- ❖ I had to promote the page through my social media platforms.
- ❖ I had to promote the other write ups posted in the page along with my write ups through my social media platforms.

ANNEXURE 1



INTERNSHIP CERTIFICATE



love for life

ON JOB TRAINING REPORT

By Arunima Tarafdar



PARTICIPANT'S PROFILE

NAME: ARUNIMA TARADAR

CLASS: 3RD YEAR

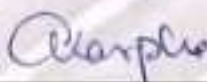
SUBJECT: COMMUNICATIVE ENGLISH

ROLL NUMBER: BAV/18/0195

REGISTRATION NUMBER: 013-1211-0283-18

COLLEGE: GOKHALE MEMORIAL GIRL'S COLLEGE YEAR (2018-2021)

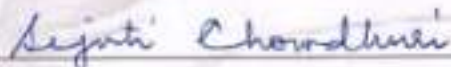
Endorsed by:



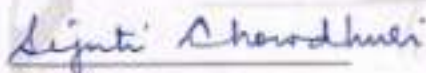
Signature of the Principal with stamp

Principal
Gokhale Memorial Girls' College

Signature of the Course Co-ordinator with stamp



Signature of the Supervisor with stamp



Signature of External Examiner

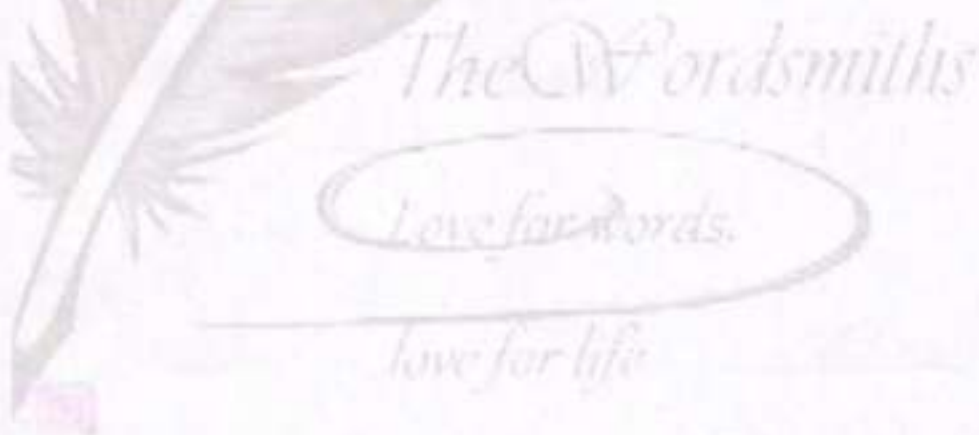
Signature of Internal Examiner

JOB PROFILE

My first ever internship was with The Wordsmiths (Facebook write up page). As I got selected, the tasks, rules, and deadlines were mentioned by mentor briefly. So, I was allotted the kinds of work during the one-month period.

- My very first work on a daily basis was to create content for each day or two on topics given by the mentor. She used to fix a time for submission.
- The topics given was 3-4 in a week. According to the writing quality those used to get published on the page.
- If the writeups were not up to the marks then, a day or half was given for editing.
- A week later, picturing writing and analysing was also given so, I got to learn creative writing as well.
- Another important part of my internship was promoting the page and writeups sharing was also a basic task like a PR.
- Moreover, some motivational contents were published about many crises faced during quarantine.
- The last and a different from others twice in the month I worked was to give and share on call with the mentor on how I am experiencing and all about my improvements was discussed with her.

The above-mentioned works are just a glimpse of the works I did as an intern in the one-month long internship for The Wordsmiths.





CERTIFICATE OF COMPLETION OF INTERNSHIP

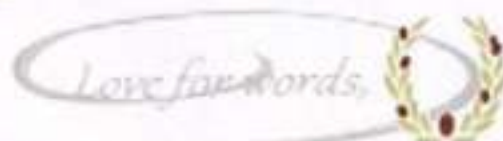
This certificate is awarded to

ARUNIMA TARAFDAR

During her internship of 2 months from 1st August to 30th September,
we found her sincere, hardworking, dedicated and result oriented.

She worked well as part of the team during her tenure of English Content Writing Internship.

We take this opportunity to thank her and wish her all the best for her future.



Date: 1st October, 2020

Moumita Mondal
Admin & Editor-in-chief

The Wordsmiths

Love for words, love for life

Love for life



Participant's Profile

NAME : MEGHA SOME

CLASS : 3RD YEAR

SUBJECT : COMMUNICATIVE ENGLISH

ROLL NUMBER : B.A. 18/019

REGISTRATION NUMBER : 01-17M-0275-18

COLLEGE : GOKHALE MEMORIAL GIRLS' HIGHER

YEAR : 2018-2021

Endorsed by :

Charphi
principal

Signature of the Principal

APEX

Signature of the Course Coordinator

Signature of the Internal Examiner

Siguti Chowdhuri

Signature of External Examiner

Signature of the Internal Examiner



JOB PROFILE

This was my second internship but this time I had to do it for my college . After joining the office I was briefed by the manager what to do and what not to do. As I was not assigned any particular job as such so I was told that heads of different departments would ask me various things to do.

- In the starting of the internship I co-ordinate with the patient relatives in order to guide them properly and solve if they had any issues regarding anything.
- I had to explain the admission procedure and how everything works after the patient gets admitted to the patient relatives.
- I had to communicate directly with the patients in order to make sure there is no issue regarding anything including the food.
- I was supposed to check up on every ward on each floor if there is any problem that needed to be solved by the higher authority.
- I was asked to type out the discharge sheets after the assigned doctor of the patient writes it . There was a software for writing the discharge sheets and transcript it properly.
- I was also ask to help the billing department to arrange the files following the instructions of the Indoor Billing Manager . I also had to communicate with the patient relatives and clearly explain the bill and how much to pay.

**APEX INSTITUTE OF MEDICAL SCIENCES**

(A Unit of APEX HOSPITEX AND NEUROSCIENCE PRIVATE LIMITED)

A Multi Speciality Modern State of Art Nursing Home Built, Operated and Run By a Team of Dedicated Doctors

Regd. Office/Hospital : 1219, Survey Park, Saritoshpur, Kolkata - 700075,

Phone : 033-7125-6666 / 2416-4122 / 4307 / 4091 / 4643 / 4555, Mob.: 8584059440, 8981020207

Toll Free No. : 1800 123 101666, Fax : 7125 6668 • E-mail : apeximskolkata@gmail.com, Website : www.apeximskolkata.com

Ref. No.: AIMS/PB20/0010

Date: 09.10.2020

TO WHOM IT MAY CONCERN

This is to certify that MEGHA SOME, D/O Maloy Kumar Some, a student of BA Major Communicative English – Semester 5, University of Calcutta, Kolkata, India, has successfully completed 1 month (from 16th August 2020 to 30th September 2020) long internship programme with us she was found punctual, hardworking and inquisitive.

We wish her every success in life.

For Apex Institute of Medical Sciences

DR. SUSANTA BHATTACHARYA
CHAIRMAN



PARTICIPANT'S PROFILE

NAME: DIPABALI SENGUPTA

CLASS: SEMESTER 5

SUBJECT: COMMUNICATIVE ENGLISH

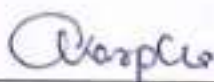
ROLL NUMBER: BAV/18/0198

REGISTRATION NUMBER: 013-1211-0227-18

COLLEGE: GOKHALE MEMORIAL GIRL'S COLLEGE

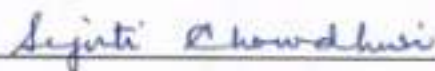
YEAR: 2018-2021

Endorsed by:



Signature of the Principal with stamp
Principal
Gokhale Memorial Girls' College

Signature of the Head of the Department
centre co-ordinator with stamp



Signature of the Supervisor with stamp.



Signature of external Examiner

Signature of internal examiner.



JOB PROFILE



My first ever internship was with Seaport Services Pvt Ltd. Here I was allotted several kinds of work during the one-month period.

1. My very first work was to maintain a log book for all the new vessels appointed all over the east coast and the west coast.
2. Each and every day I would make an excel sheet of all the new vessels that were appointed for that day. I was given a format prior to that and I had to maintain it while making the sheets. I had to jot down the quantity the cargo ship would be carrying, the name of the ship, Voyage communication number (VCN No.), Length overall (LOA) and readiness of the ship.
3. Then I had to check whether the ship got a clearance to leave the port.
4. The next week I kept an account of the remittance. I maintained another log book to keep a track of cash inflow.

The above-mentioned works are just a glimpse of the works I did as an intern in the one-month long internship for Seaport Services Pvt Ltd.

ON THE JOB TRAINING CERTIFICATE



Seaport

SERVICES PVT. LTD.

17/2A, Burdwan Road, Alipore, 1st Floor, Kolkata - 700 027



PERFORMANCE CERTIFICATE

THIS IS TO CERTIFY THAT MISS DIPABALI SENGUPTA OF GOKHALE
MEMORIAL GIRLS COLLEGE HAVE WORKED WITH M/S SEAPORT SERVICES
PVT LTD AS OUR DATA BASE MANAGER FROM 1st AUGUST 2020 TO 1st
SEPTEMBER 2020.

SHE WORKED VERY EFFICIENTLY AND WAS BONAPETED TOWARD HER
RESPONSIBILITIES.

WE WISH HER ALL SUCCESS FOR HER FUTURE.

WITH BEST WISHES

For SEA PORT SERVICES PVT. LTD.

Mr. K. S. Chatterjee
Director

M/S SEAPORT SERVICES PVT LTD.
DIRECTOR

PARTICIPANT'S PROFILE

NAME: RAIMA BASU

CLASS: B.A SEMESTER 5

SUBJECT: COMMUNICATIVE ENGLISH

ROLL NO: 182013-13-0028

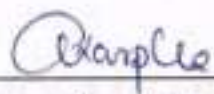
REGISTRATION NO: 013-1211-0291-18

SESSION: 2018-2021

COLLEGE: GOKHALE MEMORIAL GIRLS' COLLEGE

ENDORSED BY:

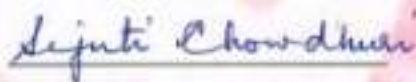
SIGNATURE OF THE PRINCIPAL: -



Principal
Gokhale Memorial Girls' College

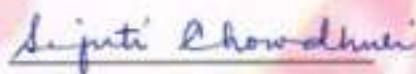
SIGNATURE OF THE COURSE CO-ORDINATOR: -

SIGNATURE OF THE PROJECT SUPERVISOR: -



EVALUATED BY:

SIGNATURE OF THE INTERNAL EXAMINER: -



SIGNATURE OF THE EXTERNAL EXAMINER: -

JOB PROFILE

Throughout my internship, various kinds of work were allotted to me that I have enlisted below. Through these work assignments, I have gained the necessary work experience that would be beneficial for me in my future endeavors.

- I had to write on different kind of special days or the days of events and the celebrities like idols and sports-stars, film actor-actresses, writers etc.
- I had to research on different kind of topics like current political situations and current affairs as well as some topics including literature.
- I had to surf on internet for suitable photos for a write-up from my own mind.
- I had to study pictures and arts to write the message behind it.
- I was given different topics on every day, sometimes different pictures and I was asked to develop my thoughts on it and write it down.
- I also sometimes worked for promotions of the page by sharing other posts and information about events related to the page.
- I was given duty to help the other interns who were having difficulties to sum up their thoughts and write.
- I was even sometimes asked to write on instant incidents like the death of any legend.
- I was asked for completing even others incomplete works with my own words and thought.
- I was asked to write on some controversial social issues by maintaining the limitations.

ANNEXTURE-2

INTERNSHIP CERTIFICATE:



PARTICIPANT'S PROFILE

NAME: ASHA JALAN

SEMESTER: V

SUBJECT: COMMUNICATIVE ENGLISH

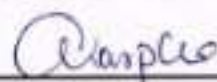
ROLL NO: BAV/18/0259

REGISTRATION NO: 013-1211-02

COLLEGE: GOKHALE MEMORIAL GIRLS' COLLEGE

YEAR: 2018-2021

Endorsed by



Principal

Gokhale Memorial Girls' College

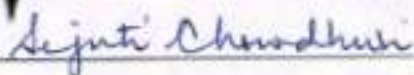
Course Co-coordinator with stamp-

The Wordsmith



Signature of the Supervisor with stamp-

Love for words,



Signature of External Examiner

love for life

Signature of Internal Examiner

MAIN PROJECT

JOB PROFILE

My first ever internship was with 'The Wordsmiths'. Here I was allotted a job to do for a month during the one-month period.

- I used to get the topics for writing from them and complete them.
- The topics were sent to me in a word document along with a brief description. I had the choice of writing in either of the two languages, English or Bengali. I opted for English as I knew it better. I used to write in a typed format in the same format as I received.
- Mostly I used to write on the topics which were later on were used by the wordsmiths. Some days I was given a topic to write on a day.
- I also used to write something on different celebrities.



The Wordsmiths

Love for words,

love for life

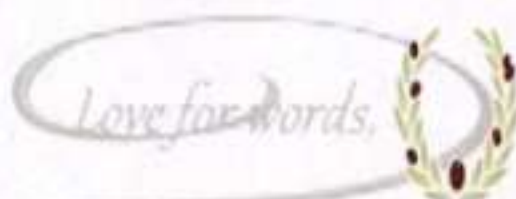


CERTIFICATE OF COMPLETION OF INTERNSHIP

This certificate is awarded to

ASHA JALAN

During her internship of 2 months from 1st August to 30th September,
we found her sincere, hardworking, dedicated and result oriented.
She worked well as part of the team during her tenure of English Content Writing Internship.
We take this opportunity to thank her and wish her all the best for her future.



Date: 1st October, 2020

Moumita Mendal

Admin & Editor-in-chief

The Wordsmiths

Love for words, love for life

2021 - 2022

PARTICIPANT'S PROFILE

Name: Rashmi Kumari

Class: 5th Semester

Subject: Communicative English

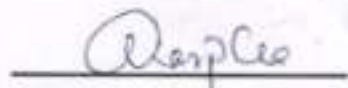
Roll Number: 19/BAV/0027

Registration Number: 013-1211-0251-19

College: Gokhale Memorial Girls' College

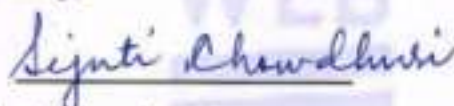
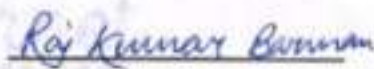
Year: 2021-~~22~~

Endorsed by:



(Signature of the Principal)(Signature of Course Coordinator)

Principal
Gokhale Memorial Girls' College



(Signature of Project Supervisor)

Evaluated by:

(Signature of Internal Examiner)(Signature of External Examiner)

JOB PROFILE

My very first internship at HB Designs provided me with lots of work and opportunities.

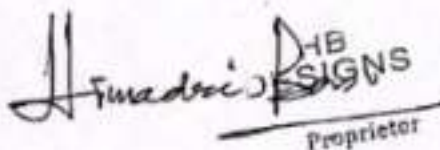
- Collected information on the advertisements and their advertisers with the advertisement famous jingles.
- Listed 20 products and collected down their Advertisement maker and Manufacturer.
- Listed down company's name of selected products by the Head.
- Made a list of the movies with their directors and producers along with choreographers and the castes.
- Set down basic parts of Events.
- Presented the basic parts in diagram and labelling.
- Attended Event held.
- Made two 30 CC Advertisement on the topic provided Women's Horlicks.
- Outlined the sketch of Women's Horlicks Product.
- Created 30 CC Advertisement on the topic Cadbury Eclairs 1st Advertisement.
- Presented 30 CC Advertisement on the topic Maggie soup.
- Collected information on - History of Boroline, Satyajit Ray as an advertisement maker, History of Amul, Product Branding.
- Career and advertisements made- PrahladKakkar, Piyush Pandey, AlyquePadmasee.

CERTIFICATE OF COMPLETION

This is to certify that Ms. Rashmi Kumari has successfully completed her internship program as Advertising and Event Management intern from 20th October, 2021 to 8th December, 2021.

We found her sincere, hard working dedicated and result-oriented. She worked well during her tenure. We take this opportunity to thank her and wish her all the best for her future.

Date of certificate on 27-12-2021



Proprietor

HIMADRI BASU

Founder

■ P-546, Block-'N', New Alipore, Kolkata-700 053

■ 1 A, Madan Pal Lane, Bhowanipur, Kolkata - 700 025

Phone: 033 32948490 / hbdesignskolkata@gmail.com

Regd. Office ■ 18, Narayanandra Sen Lane, Howrah -711 106



PARTICIPANT'S PROFILE

NAME - MEGHALI GANGULY

SEMESTER- 5TH SEMESTER

SUBJECT - COMMUNICATIVE ENGLISH(MAJOR)

CU ROLL NO - 192013-13-0017

CU REGISTRATION NO - 013-1211-0256-19

YEAR - 2021 -~~22~~

ENDORSED BY :

Principal
Gokhale Memorial Girls' College

SIGNATURE OF THE PRINCIPAL

SIGNATURE OF THE HEAD OF THE DEPARTMENT

SIGNATURE OF THE PROJECT SUPERVISOR

**SIGNATURE OF EXTERNAL
EXAMINER**

**SIGNATURE OF INTERNAL
EXAMINER**

JOB PROFILE

My Job was to:-

- Hire interns and campus ambassadors within the stipulated time.
- Take their interviews, and provide them their respective work.
- Lead and manage the group.
- I was also instructed to provide them with the orientation.
- Create Google Forms for the interns.
- Provide them with their Offer Letters, Certificates, and LOR's.
- Keep regular work records of the interns they are hiring in Google excel sheets.



Peerpower Club



POWERED BY TOPTROVE FOUNDATION

CERTIFICATE OF RECOGNITION

THIS CERTIFICATE IS AWARDED TO

Meghali Ganguly

For successfully completing internship as an HR Team Leader from 10/11/2021 to
10/12/2021.

Pratham Sethi

CEO

For verification visit us at ed@toptrove.com

CERTIFICATE OF COMPLETION

Peerpower Club



PARTICIPANT'S PROFILE

Name: Adrija Sil

Semester: 5th Semester

Subject: Communicative English

Roll Number: 192013-13-0025

Registration Number: 013-1211-0269-19

College: Gokhale Memorial Girls' College

Year: 2021

Endorsed by:

Principal
Gokhale Memorial Girls' College

Signature of the Principal

Signature of the Course Coordinator

Signature of the Project Supervisor

Signature of the external examiner

Signature of the internal examiner



JOB PROFILE

During the course month-long internship in Aggrigate, I worked as a content writing intern in its brand titled Bright. Some of my responsibilities during this period included the following:

- I was tasked to research, analyze and select news articles from across the web on the topics that I chose, namely Travel, Health, and Psychology.
- The Feed section of the Bright app houses a daily dose of positive, progressive, and joyful news. So, I was supposed to come up with 10 articles regularly for this particular section, with each article consisting of 60 words.
- For the Inspire section, a minimum of one feel-good and inspiring 60-word story was compulsory.
- For the initial few days, I had to get my content to be added to Bright, approved on the content channel in Slack, a well-organized secure platform for communicating with my team.
- I was to make sure that all my posts are grammatical and spelling error-free. In case of uncertainty, checking the articles on an application called Grammarly was permitted.
- With each article, I was told to upload a high-resolution image in the ratio of 4:3.
- The title section of the article was to be filled with a short and catchy heading of the respective article, as titles play a key role in drawing the attention of the reader.
- In the source section of each post, I was instructed to add my full name after choosing the category.
- Copying and pasting stuff from the internet browser was strictly prohibited, which included plagiarism in any form.
- Furthermore, I was informed to increase the reach of Bright by sharing it among friends and family as sharing positivity is extremely rewarding. With every one individual using my code for joining or news reading on the application, I would gain TBT.



ANNEXURE

INTERNSHIP CERTIFICATE:



Chennai Aggregate, Inc Private Limited
 CIN No: U74999TG2020PT01000675
 Registered Office: F-4, Sagar Tower 1,
 Anna Salai, Chennai 600002, Tamil Nadu
 Email: HR@aggregate.in

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Adarja Sill** has undergone a three-month internship with Aggregate from 29th September 2021 to 30th December 2021.

She worked in field of Content Writing for our brand Bright and was able to successfully complete the same in due time.

We wish her all the best for her future endeavors.

Rishank S. Chandola
 Director
 Aggregate

PARTICIPANT'S PROFILE



Name- Ishika Majumdar

Semester- 5th Semester

Subject- Communicative English (Major)

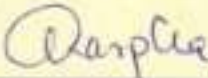
Roll Number- 192013-13-0009

Registration Number- 013-1211-0246-19


College- Gokhale Memorial Girls' College

Year- 2021

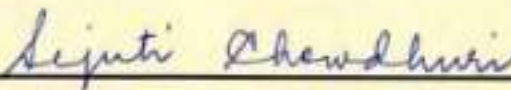
Endorsed by:

 Principal
Gokhale Memorial Girls' College

Signature of the Principal



Signature of the Course Coordinator



Signature of the Project Supervisor

Signature of

the external examiner

Signature of

the internal examiner

JOB PROFILE



During my one-month internship, I worked as a creative content intern, I worked in an organisation called QuotesLyfe. Some of my responsibilities and tasks during this period included:

- I had to complete and share the article which was assigned to me within the given deadline.
- My article should be thoroughly checked for grammatical mistakes and plagiarism.
- Copying and pasting from any source was strictly prohibited.
- I had to deliver a 100% original content everyday.
- I was required to think from the SEO (Search Engine Operator) perspective while writing the articles.
- Procrastinating was also discouraged. I was asked not to complete the articles just for the sake of completing it. The readers of my article should be appreciated by any reader visiting the website.
- I was also asked to do proper research before writing the article and provide correct information.
- Creativity was also necessary.
- I was also given some instructions regarding the format of the articles like not writing it in a single paragraph, and instead writing short lines with multiple paragraphs.

Internship certificate:





PARTICIPANT'S PROFILE

NAME- SWASTIKA MITRA

CLASS- SEMESTER V

SUBJECT- COMMUNICATIVE ENGLISH [MAJOR]

ROLL NUMBER- 19/BAV/0054

REGISTRATION NUMBER- 013-1211-0262-19

COLLEGE- GOKHALE MEMORIAL GIRLS' COLLEGE

YEAR- 2021

Endorsed by:

Principal
Gokhale Memorial Girls' College

Signature of the Principal

Signature of the Head of the Department

Signature of the Project Supervisor

Signature of the External Examiner

Signature of the Internal Examiner



JOB PROFILE

This internship in Shoppers Stop Limited as an HR Intern was my first internship ever. Here I was allotted several kinds of work during the one-month period.

- My very first work on a daily basis was to check if all the employees on floor are properly groomed or not as they are the ones who directly interact with the customers in order to make sales. Hence, they need to be there on floor in a presentable manner.
- Another very important task that I was allotted to do was to regularly follow up with the security head that whether the employees are on time or not. Also, I was asked to check with the department managers regarding their employees' punctuality.
- Taking and conducting interviews almost regularly, both face-to-face and telephonic was an important task.
- My manager assigned me to do the documentations for the audit and to check if all are documents were properly arranged. After the completion of documentations, scanning and uploading them for the online audit was one of the most important tasks.
- I also made few arrangements for the annual event of Shoppers Stop that fortunately took place in between my internship period.
- As some of our store employees took part in the annual cultural event, I had to look after their rehearsal arrangements and whether they are properly practising or not. As some of our store employees took part in the annual cultural event, I had to look after their rehearsal arrangements and check whether they are properly practising or not.
- I was also asked to call up the selected Department Managers and conduct the online test for them.

The above-mentioned works are just a glimpse of what the works I did as an HR intern in the one-month long internship for Shoppers Stop Limited.

INTERNSHIP CERTIFICATE

SHOPPERS STOP

10th December 2021

TO WHOM IT MAY CONCERN

This is to certify that Miss Swastika Mitra a student of Gokhale Memorial Girls College, Kolkata has successfully completed her Internship project from 10th November 2021 to 10th December 2021 on "Entire HR process and policies of Acropolis-Shoppers Stop & driving multiple In-Store Activities and Events." at Human Resource Department of Shoppers Stop Limited.

During the period of her internship she was found punctual, hardworking, dedicated towards her work and very cooperative with seniors.

We wish every success in her life.

For Shoppers Stop Limited

Mounita Das

Mounita Das
Customer Care Associate &
Unit Human Resource Head

PARTICIPANT'S PROFILE



Name – Sakshi Adarsh

Class – 5th Semester

Subject – Communicative English

Roll no. – 19/BAV/0062

Registration no. – 013-1211-0253-19

College – Gokhale Memorial Girls' College

Year – 2021

Endorsed by

Signature of Principal

Principal
Gokhale Memorial Girls' College

Signature of Head of Department

Signature of Project Supervisor

Signature of External Examiner

Signature of Internal Examiner

Job Profile



I was assigned a variety of topics throughout the one-month duration of my internship. They helped me enrich my knowledge and awareness about a lot of different fields. With every topic, research, interaction and feedback, the work became more interesting as well as resourceful.

- I was given different kinds of topics ranging from creative to abstract to practical ones such as poetry, prose, four liner quotes, short stories, abstract letters, creative essays and articles on social issues.
- I also had to do picture composition on the provided image and write something creative like a story or a poem expressing the picture's message.
- I was given open letters and diary entries to write on special days/festivals/holidays while also adding some relatable elements for the readers.
- I had to research thoroughly about certain topics to provide accurate data or facts. This included current affairs, abstract ideas, political views and/or news related to celebrities, movies and books.
- I also promoted the page's content at times by sharing it over my social media handles.

ANNEXURE



CERTIFICATE OF COMPLETION OF INTERNSHIP

This certificate is awarded to

Sakshi Adarsh

During her internship of one month from 1st November to 1st December we found her sincere, hardworking, dedicated and result oriented. She worked well as part of the team during her tenure of English Content Writing Internship. We take this opportunity to thank her and wish her all the best for her future.

Date: 02 December, 2021

Hansika Mendel
The Wordsmiths
Admin & Editor in Chief


The Wordsmiths
Loving the words, loving the life

PARTICIPANT'S PROFILE

NAME: ANUPRIYABASU

CLASS: SEMESTER – V

SUBJECT: COMMUNICATIVE ENGLISH (MAJOR)

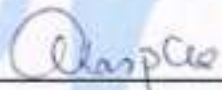
ROLL NUMBER: 19/BAV/0064

REGISTRATION NUMBER: 013-1211-0254-19

COLLEGE: GOKHALE MEMORIAL GIRLS' COLLEGE

YEAR: 2021

ENDORSED BY:

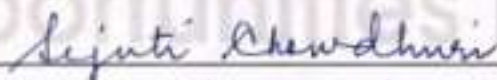


Principal
Gokhale Memorial Girls' College

SIGNATURE OF THE PRINCIPAL



SIGNATURE OF THE HEAD OF THE DEPARTMENT



SIGNATURE OF THE PROJECT SUPERVISOR

SIGNATURE OF EXTERNAL EXAMINER

SIGNATURE OF INTERNAL EXAMINER

JOB PROFILE

When I started looking for **Internship**, **Webel** was the first company that selected me as an intern and I was selected as a corporate Intern and worked there for a period of one month. My job role was a corporate Intern. I was shifted from one designation to another in each week. Since my On-the-job training was only a period of one month that's why it was decided by the superior that I will be an intern in only four departments starting from **Secretariat, Corporate Public Relation, Human Resource** and **Business Development** but due to few Constraints I was been and intern in only three department except **Business Development** and did last week of my internship in **Secretariat**.

As an **Intern** I was assigned with different tasks in different departments. In the first place the company handed me an Annual report of the previous year to make me clear about the organization Structure. My mentor discussed with me the whole organization process and its functions the role of a secretary in the company everything verbally. He also handed me an **IT Incentives Scheme** booklet by the government of India and told me to read it and after that I was assigned the task to check whether the given company who applied for various **Subsidy scheme** has submitted their necessary document if they have submitted then **make a note sheet to MD about the approval and finally letter to the Principal Secretary to hand over the certain amount they are needed**. Also I was assigned with tasks like **making bills and giving reply by writing letter to the IT Companies**.

My next task in **CPR** was to **make display advertisements and proof read them and then mails it to the Ministry of Cultural Affairs in Nabanna** as they print the government tenders and recruitment through there printing Agency. My work status was very minimal over there they also show me **how a news letter is been issued and also how a Press Release and a Press Conference is been organized**.

HR was a very confidential department so I didn't have many tasks over there. They explained me the **Recruitments process and the selection and appraisal process of the Employees including the legal matters of the employee of a government company** they showed me the leave card that is been maintained by the staff. I was assigned with some tasks like **making salary breakthrough taking dictation and typing letters to employees also mailing other companies**.

CERTIFICATE OF INTERNSHIP FROM WBEIDCL



West Bengal Electronics Industry Development Corporation Limited

Webel Bhavan, Block EP & GP, Sector V, Bidhannagar, Salt Lake, Kolkata - 700 091
Phone 91 33 2339 2234/228/270/262 • Fax : 91 33 2357 1711 • e-mail : contact@webel-india.com
PAN : AAACW2411Q • TAN : CALW00084A • GSTIN : 19AAACW2411Q1Z1 • CIN : U52209WB1974SGC029237

Date: 12th November, 2021

CERTIFICATE OF INTERNSHIP COMPLETION

Ref.: Proposal Letter dt. 08th October 2021 from Prof. Sejuti Chowdhuri,
Professor & Project Supervisor, CMEV Dept. [Major], Gokhale Memorial Girls'
College

This is to certify that Ms. Anupriya Basu, daughter of Mr. Samarendranath Basu, has done her 01 (One) month Student Internship Program in Communicative English from 27th September 2021 to 12th November 2021 at West Bengal Electronics Industry Development Corporation Limited (WBEIDCL) in partial fulfillment of the requirement for the CMEV (Major) course from Gokhale Memorial Girls' College under The University of Calcutta.

During the internship period she demonstrated self-motivated attitude to learn new things. She was diligent and enthusiastic with zeal to do best on her project. We wish her all the best for her future endeavors.

Warm Regards,

S.K. Ghosh

GM & Company Secretary



PARTICIPANT'S PROFILE

NAME: SAINI DEOGHORIA

SEMESTER: 5TH SEMESTER

SUBJECT: COMMUNICATIVE ENGLISH (MAJOR)

C.U. ROLL NUMBER: 192013-13-0019

C.U. REGISTRATION NUMBER: 013-1211-0259-19

COLLEGE: GOKHALE MEMORIAL GIRLS' COLLEGE

YEAR: 2021

Endorsed by:

Principal
Gokhale Memorial Girls' College

SIGNATURE OF PRINCIPAL

SIGNATURE OF HEAD OF DEPARTMENT

SIGNATURE OF PROJECT SUPERVISOR

SIGNATURE OF EXTERNAL EXAMINER

SIGNATURE OF INTERNAL EXAMINER



JOB PROFILE

My first internship was at Asansol Brotherhood Welfare Society NGO. I was allotted several kinds of work during this internship period.

- Firstly, I was asked to hire members for the NGO. I had to call them and shortlisted the names of the interested members and hire them.
- Then I had to talk with the interested people for donations. I had to call the interested people and explain them the process of donation.
- I got the opportunity to visit Sitalpur for distributing food to the poor children. On that day I went to a slum area with my team members and distributed food to the small, poor children.
- Another important part of my internship was I had to work as a volunteer for delivering oxygen cylinder to the people in need. There was a whatsapp group of the volunteers. Where we received messages used to get calls or messages from the people who need oxygen cylinder and guided them that from where they would get the cylinders.
- I had to write captions for Facebook posts.
- I was a part of the blanket drive project. Also I had to attend online meetings with our Team member.



CERTIFICATE OF COMPLITION



ASANSOL BROTHERHOOD WELFARE SOCIETY
Barakal More, Ismile, Asansol. Pin – 713301 West Bengal. Email: asansolbrotherhood@gmail.com
(Registered under WB Society Registration Act 1961) Reg No. – 50016270



CERTIFICATE OF APPRECIATION

THANK YOU HEROES

Asansol Brotherhood Welfare Society would like to whole heartedly extend its gratitude and appreciation to SAINI DEOGHORIA for rendering your excellent hard work and dedication towards the society in combatting **COVID – 19 Pandemic** from 04.11.2021 to 03.12.2021. (Internship)

Thank you very much for your sincere endeavor.


PAROMITA MAZUMDAR
(SECRETARY)


KAUSHIK MAZUMDAR
(VICE PRESIDENT)


PRASANTA CHAKRABORTY
(PRESIDENT)

PARTICIPANT'S PROFILE

NAME: RIDDHI SAHA

CLASS: SEMESTER V

SUBJECT: COMMUNICATIVE ENGLISH

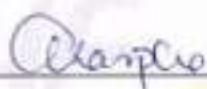
ROLL NUMBER: 19/BAV/0112

REGISTRATION NUMBER: 013-1211-0247-19

COLLEGE: GOKHALE MEMORIAL GIRLS' COLLEGE

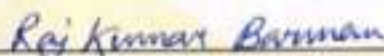
YEAR: 2021

Endorsed by:

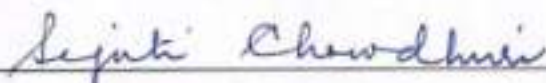


Principal
Gokhale Memorial Girls' College

Signature of the Principal



Signature of Head of the Department



Signature of the Project Supervisor

Signature of the External Examiner

Signature of the Internal Examiner

JOB PROFILE

I was a Social Media Marketing Intern at Little Hand Foundation. I was given several types of tasks to deal with within the one-month period of time.

- There was one task that I had to do every week which is finding out potential influencers from Facebook and Instagram who would collaborate with us and share their word on our campaigns. A report on this had to be submitted by the end of every week.
- I had to share posters and campaign posts with my contacts and friends to gain followers which was initially a primary task but eventually it became a day-to-day task.
- My HR ma'am also gave tasks like creating posters of previous and upcoming campaigns and writing captions for them which were to be posted on various social media platforms.
- I had to communicate with influencers who would collaborate with us in promoting our campaigns. This was one of the important tasks during the whole tenure.
- I even had to approach different contributors and donators regarding donations for upcoming campaigns.
- Another important part of my internship was to make detailed plans about a campaign post on how to make it more apprehensive and work on different methods to attract people so that our work gets promoted among huge number of people.
- I was also assigned to write small content on our campaigns which was not directly a part of my internship, but Vaishnavi ma'am liked my writing style and thus asked me to write something which was to be posted on a magazine published in Delhi.

INTERNSHIP COMPLETION CERTIFICATE



CERTIFICATE OF COMPLETION

This certifies that

RIDDHI SAHA

has successfully completed the Social Media Marketing Internship Program from 12th September 2021 to 12th October 2021.

We found him/her sincere, hardworking, dedicated, and result-oriented. She/he worked well as part of the team during his/her tenure. We take this opportunity to thank him/her and wish him/her all the best for his/her future.

Date of Certification: 09/10/21



DEEPANSHU ARORA
Founder

littlehandfoundation.org.in
Certificate No: LHF/CE/21/A051

Participant's Profile

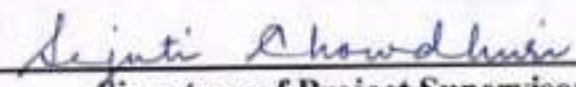


Name – Sneha Mukherjee
Class – 5th Semester
Subject – Communicative English
Roll no. – 19/BAV/0212
Registration no. – 013-1211-0249-19
College – Gokhale Memorial Girls' College
Year – 2021

Endorsed By:


Principal
Gokhale Memorial Girls' College
Signature of Principal


Signature of Head of Department


Signature of Project Supervisor

Signature of External-
Examiner

Signature of Internal-
Examiner

Job Profile



Throughout the duration of my internship, a variety of topics were assigned to me to write on. These led to me gaining more knowledge and becoming more aware of certain topics which I previously did not know much about. With every research, every new topic, every interaction and every feedback, I found the work becoming more and more interesting as well as resourceful.

- I was given different kind of topics ranging from creative to abstract to practical ones. Each was different and required its own research or background knowledge.
- Among my tasks were several kinds of topics based on poetry, prose, four liner quotes, short stories, abstract letters, creative essays and articles on social issues..
- I was sent pictures and was supposed to study them and write something creative and suitable which would match the picture's message and fit with it.
- I was given special days/festivals/holidays to write on from a personal point of view while also adding certain elements which may help the readers find it relatable.
- I had to research properly about certain topics and gather information to include accurate data and/or facts. This included current affairs, abstract ideas, political news and/or news related to celebrities, movies and books.
- I worked for the promotion at times by sharing current posts and other useful information related to the page.



ANNEXURE



CERTIFICATE OF COMPLETION OF INTERNSHIP


This certificate is awarded to

Sneha Makherjee

During her internship of one month from 1st November to 1st December we found her sincere, hardworking, dedicated and result oriented. She worked well as part of the team during her tenure of English Content Writing Internship. We take this opportunity to thank her and wish her all the best for her future.

Date: 02 December, 2021

Hemali Mondal
The Wordsmiths
Admin & Editor-in-Chief


The Wordsmiths
Creating words that last

PARTICIPANT'S PROFILE

NAME: BASABDATTA MUKHERJEE

CLASS: 5th SEMESTER

SUBJECT: COMMUNICATIVE ENGLISH (MAJOR)

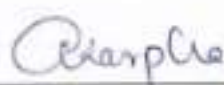
ROLL NUMBER: 19/BAV/0214

REGISTRATION NUMBER: 013-1211-0268-19

COLLEGE: GOKHALE MEMORIAL GIRLS' COLLEGE

YEAR: 2019-2022

Endorsed by:

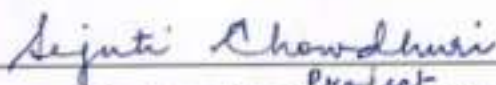


Principal
Gokhale Memorial Girls' College

Signature of the Principal with stamp



Signature of the Course Co-Ordinator with



Signature of the Supervisor with stamp

Signature of External

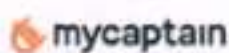
Examiner

Signature of Internal

Examiner

JOB PROFILE

- 🔥 The job was about How to discuss with potential new aspirants and introduce "MyCaptain" to them.
- 🔥 Inform the aspirants about benefits of "MyCaptain" and guide them to become a member of "MyCaptain" through the workshops.
- 🔥 Follow-up with aspirants and ensured that they didn't face any issues while registering.



Climber knowledge and careers Pvt Ltd.
3rd floor, Classic Arena, AECS Layout,
Singasandra, Bengaluru, Karnataka 560068

✉ anush.r@mycaptain.in

☎ +91 80560 04024

Date: 23.10.2021

Dear Basabdartha Mukherjee,

We are glad to inform you that you have been selected as a Campus Ambassador for Gokhale Memorial Girl's College. We are impressed by your passion and commitment, and are excited to see you work with us. Your program begins today 23.10.2021. The minimum duration for this role is one month, which, for you, will end on 23.11.2021.

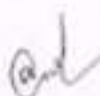
Throughout this period, you will be in touch with Manisha Tejwani, Business Development Executive who will help you get an understanding of the role and responsibilities. They will also help you with any issues or problems you're facing, and will train you in a few required skills.

You will be required to give in around 2-3 hours of work daily, from Monday to Saturday, and any leave you take must be communicated with your in-charge. You will receive your payouts based upon your performance. The details and structure of the payouts system are mentioned in the attached sheet. Post the completion of your tenure, you will receive a Certificate of Achievement, and depending on your work, you might also receive a Letter of Endorsement.

This role is currently WFH (work from home), but with due changes in the current pandemic situation, i.e. if your school/college reopens, you will be expected to continue on the learning path and create new strategies to make the best of the situation.

That said, we welcome you into this position and wish you the best learning experience you can get. You have our entire support in your further growth and development.

Sincerely



Anush Ramachandran
(Operations and HR Manager)



CERTIFICATE OF RECOGNITION

This certificate is presented to

Basabdatta Mukherjee

who was part of MyCaptain's Campus Ambassador Program in recognition of their dedication and proficiency in completing their ambassadorship in Human Resources.

We wish you all the best for your future endeavours.



Anshu Rameshchandra
Operations and HR Manager



© MyCaptain Knowledge and Experience For All Initiatives

CERTIFICATE OF COMPETENCY

This certificate is presented to

Basabdatta Mukherjee

who was part of MyCaptain's Campus Ambassador Program in recognition of their hard work and dedication in completing their ambassadorship in Business Development & Sales.

We wish you all the best for your future endeavours.



Anshu Rameshchandra
Operations and HR Manager



© MyCaptain Knowledge and Experience For All Initiatives

CERTIFICATE OF ACHIEVEMENT

This certificate is presented to

Basabdatta Mukherjee

who was part of MyCaptain's Campus Ambassador Program in recognition of their dedication and hard work in completing their ambassadorship in Marketing

We wish you all the best for your future endeavours.



Anush Ramachandran
Operations and HR Manager



A Premier Knowledge and Career Platform

PARTICIPANT'S PROFILE

NAME – MONALISA DEY

SEMESTER -5TH SEMESTER

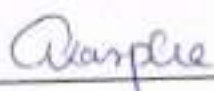
SUBJECT – COMMUNICATIVE ENGLISH (MAJOR)

CU ROLL NO – 192013-13-0019

CU REGISTRATION NO.- 013-1211-0267-19

YEAR -2021

ENDORSED BY :

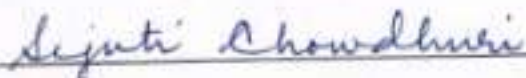


Principal
Gokhale Memorial Girls' College

SIGNATURE OF THE PRINCIPAL



SIGNATURE OF THE HEAD OF THE DEPARTMENT



SIGNATURE OF THE PROJECT SUPERVISOR

SIGNATURE OF EXTERNAL

SIGNATURE OF INTERNAL EXAMINER-
EXAMINER

JOB PROFILE

WORK I HAD TO DO :

- I was given each topic after every 40hours.
- Initially I had to write in lesser word and send the file.
During 1week time period.
- Then I had to write articles of word 1200 or more afterwards.
- I had to submit it by time.
- I had to write SEO based articles.
- I had to check it with a plagiarism site provided by them.
- Article was allowed to use only 3-5% plagiarism.

OFFER LETTER



To: Monalisa Dey, With reference to your application and subsequent interview, we are pleased to inform you that you have been considered for an internship at Urban Pro.

Please find the following confirmation of the specifics of your internship:

Position: Content Writing, Blogger Content Researcher intern Start Date: 18/10/2021 Duration : 1 month

Perk : Certificate of internship, Letter of recommendation based on work performance

This offer is contingent upon the successful completion of the internship. This offer letter represents the full extent of the internship offer and supersedes any prior conversation about the position. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer from Urban Pro. We look forward to having you begin your career at Urban Pro. Welcome to our team!

Regards

HR Team

Urban Pro

hr@urbanpro.in

<https://www.urbanpro.in>

www.urbanpro.in

C-25 OLD NO 253-B BLOCK-C, NEW ASHOK NAGAR DEL-110096

CERTIFICATE OF COMPLETION



Certificate of Completion

Is hereby granted to Miss Monalisa Dey,

Daughter of Sri Bikash Dey for having

Completed one month as Content writer,

Blogger and Content Researcher with Urban Pro

19/11/2021

Date of Completion

PARTICIPANT 'S PROFILE

PIONEER
PIONEERING CURRICULUM REFORMS FOR
BUILDING A BETTER FUTURE FOR INDIA

NAME: Amisha Kumari

CLASS: 5th Semester

SUBJECT: Communicative English

ROLL NO: 19/BAV/0225

REGISTRATION NO: 013-1211-0250-19

COLLEGE: Gokhale Memorial Girls' College

YEAR: 2021

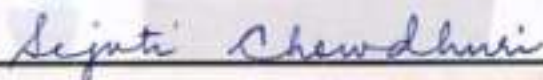
Endorsed By:

 Principal
Gokhale Memorial Girls' College

Signature of Principal



Signature of Head of Department



Signature of Project Supervisor

Signature of External

Examiner

Signature of Internal

Examiner

JOB PROFILE

While interning at PMCPL, i was assigned with variety of topics to write on which were related to recruitment and business organization.

- ❖ I was a part of a live project “ Akshara- Imperishable Learning” where I have to write articles and captions for Journey to Destiny Series.
- ❖ I was assigned to write captions for the social media pages of the organization. The captions were for instagtram, facebook, twitter and linkedin handles of the company.
- ❖ I had to research thoroughly for understanding certain topics and business terms that were given to me to write the captions.
- ❖ I was assigned with a document where certain write-ups were already written but i had to make certain changes to it.

CERTIFICATE

PIONEER

Prabhat Centre Annex, Sector-1A, CBD-Belapur, Navi Mumbai - 400614
www.pmcpl-india.com | pm@pmcpl-india.com | 9619833345 | 47

PIONEER

01/12/2021

To Whomsoever It May Concern

This is to certify that **Ms. Anisha Kumari**, has successfully completed her **Content Writing Internship** at **Pioneer Management Consultant Pvt Ltd** from 18th October 2021 to 20th November 2021.

During her internship, she was exposed to the various activities in **Content Writing**. Her contribution has been highly resourceful towards our live project "**Akshara - Imperishable Learning**".

Throughout she had been very much passionate, interested to learn, willing to put her best efforts and get into the depth of the subject to understand it better for implementation and execution.

Her association with us was very fruitful, and we wish her all the best in her future endeavours.

From **Pioneer Management Consultant Pvt Ltd**



Akshay Chaudhary
Manager - Business

Pioneer Management Consultant Pvt Ltd

401-404, Prabhat Centre Annex, Sector-1A, CBD-Belapur, Navi Mumbai - 400614
www.pmcpl-india.com | pm@pmcpl-india.com | 9619833345 | 47

PARTICIPANT'S PROFILE

Name: Anjela Paul

Class: 5th Semester

Subject: Communicative English

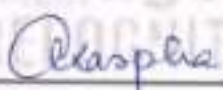
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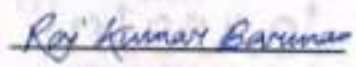
Registration Number:

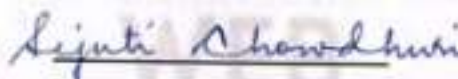
College: Gokhale Memorial Girls' College

Year: 2021-22

Endorsed by:

 Principal
Gokhale Memorial Girls' College
(Signature of the Principal)


(Signature of Course Coordinator)


(Signature of Project Supervisor)

Evaluated by:

(Signature of Examiner)

JOB PROFILE

- Collected information on the advertisements and their advertisers with the advertisement famous jingles.
- Listed products and collected down their Advertisement maker and Manufacturer.
- Listed down company's name of selected products by the Head.
- Made a list of the movies with their directors and producers along with choreographers and the castes.
- Set down basic parts of Events.
- Presented the basic parts in diagram and labelling.
- Attended Events held.

CERTIFICATE OF COMPLETION

This is to certify that Ms. Anjela Paul has successfully completed her internship program as Advertising and Event Management intern from 20th October, 2021 to 8th December, 2021.

We found her sincere, hard working dedicated and result-oriented. She worked well during her tenure. We take this opportunity to thank her and wish her all the best for her future.

Date of certificate on 27-12-2021

A handwritten signature in black ink, which appears to read "Himadri Basu". Below the signature, the word "founder" is written in a small, black, sans-serif font.

HIMADRI BASU

Founder

■ P-545, Block-IV, New Alipore, Kolkata-700 033

■ I A, Madan Pal Lane, Bowbazar, Kolkata - 700 025

Phone: 033 32948490 / itadesigns@rediffmail.com

Regd. Office ■ 18, Narayan Chandra Sen Lane, Howrah - 711 106



Yashaa
DIGITAL
EXCEPTIONALLY CREATIVE

PARTICIPANT'S PROFILE

NAME: SANGA BASU
CLASS: SEMESTER 5
SUBJECT: COMMUNICATIVE ENGLISH
REGISTRATION NUMBER: 013-1211-0260-19
ROLL NUMBER: 192013-13-0020
COLLEGE: GOKHALE MEMORIAL GIRLS' COLLEGE

Endorsed by:

Principal
Gokhale Memorial Girls' College

Signature of the Principal

Signature of the Head of the Department

Signature of the Project Supervisor

Signature of External Examiner

Signature of Internal Examiner

Yashaa
DIGITAL
EXCEPTIONALLY CREATIVE



Yashaa
DIGITAL
EXCEPTIONALLY CREATIVE

JOB PROFILE

In my one-month internship with Yashaa Digital, I was asked to perform different tasks in the content writing field.

- ❖ I was asked to research the given topics related to SEO and digital marketing and write a 1500 words article on them.
- ❖ I was asked to research keywords for the contents and add them naturally in my writing.
- ❖ I was asked to write two social media verbiages for each of these articles, one for publishing on Facebook and LinkedIn and another for publishing on Quora and Reddit.

Yashaa
DIGITAL
EXCEPTIONALLY CREATIVE



Yashaa
DIGITAL
EXCEPTIONALLY CREATIVE

INTERNSHIP COMPLETION CERTIFICATE



CERTIFICATE OF INTERNSHIP

This Certificate is Presented to

Sanga Basu

for successfully completing 1 Month internship as the

CONTENT WRITER

Issued on November 2021

DIGITAL

EXCEPTIONALLY CREATIVE



PARTICIPANT'S PROFILE

Name- Angana Mallick

Class- Semester 5

Subject- Communication English (Major)

College Roll Number- 19/BAV/0262

CU Roll Number- 192013-13-0022

CU Registration Number- 013-1211-0263-19

College- Gokhale Memorial Girls' College

Year- 2019-2021

Endorsed by:

Principal
Gokhale Memorial Girls' College

Signature of the Principal

Signature of the Course Head Of The Department

Signature of the Project Supervisor

Signature of External Examiner

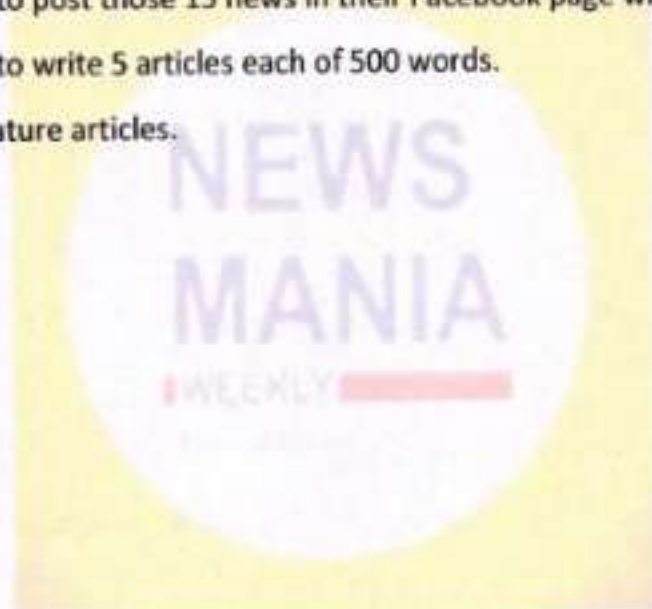
Signature of Internal Examiner



JOB PROFILE

My first ever internship was with News Mania Group . Here I was allotted several kinds of work during the one-month period.

- ❖ During the one month internship, I had to daily write 15 news.
- ❖ Then I had to post those 15 news in their Facebook page with pictures.
- ❖ Daily I had to write 5 articles each of 500 words.
- ❖ Writing feature articles.





NEWS MANIA

WEEKLY

UNIT OF AB NEWS PRIVATE LIMITED



Certificate Of Internship

PROUDLY PRESENTED TO

Angana Mallick

of Gokhale Memorial Girls College - Kolkata.WB

This certificate is presented with deep appreciation for completing her internship at News Mania -Kolkata, from

20th October 2021 to 21st November 2021

During her internship she has demonstrated her skills with self-motivation to learn new skills. Her performance fulfilled our expectations and she was able to complete the project on time.

We wish her all the best for future endeavour

Barnali Biswas

BARNALI BISWAS

(Publisher and Editor in Chief, News Mania)

www.newsmaniaindia.com | editor@newsmaniaindia.com | 033-26666666 | 033-26666666

PARTICIPANT'S PROFILE

NAME - ARPITA CHATTORAJ

CLASS - 5TH SEMESTER

SUBJECT - COMMUNICATIVE ENGLISH(MAJOR)

ROLL NUMBER - 19/BAV/0263

REGISTRATION NUMBER - 013-1211-0258-19

COLLEGE - GOKHALE MEMORIAL GIRL'S COLLEGE

YEAR - 2021

ENDORSED BY:



SIGNATURE OF THE PRINCIPAL

Principal
Gokhale Memorial Girls' College

Raj Kumar Barua

SIGNATURE OF THE HEAD OF THE DEPARTMENT

Sejuti Chowdhuri

SIGNATURE OF THE PROJECT SUPERVISOR

SIGNATURE OF THE
EXTERNAL EXAMINER

SIGNATURE OF THE
INTERNAL EXAMINER

INTERNSHIP CERTIFICATE



CERTIFICATE OF INTERNSHIP

ARPITA CHATTORAJ

DIGI STREAKS SOCIAL MEDIA MARKETING INTERNSHIP

In recognition of outstanding contribution made during
October 24, 2021 to December 4, 2021 Digi Streaks Internship
Program

Vibha

Vibha Vimal

COO,
DIGI STREAKS

Ankush

Ankush Baniya

FOUNDER & CEO,
DIGI STREAKS

CertFolioNo - DS221003000274

Digi Streaks

Work for yourself



PARTICIPANT'S PROFILE

NAME : ANAMIKA MAJUMDER

SEMESTER : V

SUBJECT : COMMUNICATIVE ENGLISH

ROLL NUMBER : 19/BAV/00268

REGISTRATION NUMBER : 013-1211-0270-19

COLLEGE : GOKHALE MEMORIAL GIRLS' COLLEGE

YEAR : 2021

Endorsed by :

Signature of the Principal

Principal
Gokhale Memorial Girls' College

Signature of the Course Co-ordinator

Signature of the Project Supervisor

Signature of External-Examiner

Signature of Internal-Examiner

JOB PROFILE :

My first ever internship was with Muskurahat Foundation as a fundraising intern. Here I was allotted several kinds of work during the one-month period but the focus of my task was to raise funds for the organization.

- My role was to run a fundraising campaign through my own network, pitching the cause to friends, family, co-workers, relatives, classmates etc. I was guided thoroughly about how to raise funds. The funds were raised through Muskurahat's website with a transparent and systematic process followed throughout the internship.
- We interns, were not provided with any leads or contacts for the internship. But from Muskurahat's end, we were to be guided from scratch. They shared all the required training modules, resources, and information. We learned how to run a successful campaign, pitching, marketing, etc over the period of one month. These surely helped us to proceed well and find potential donors.
- Since it was a work from home internship, the working hours were very flexible. Three to four hours a day, was enough to complete the tasks associated to us. We were also allowed to work at our own convenience and pace.
- As you proceed with the internship, you will be required to send weekly updates to your fundraising mentor about your progress and further plans.
- As doing this internship was part of my semester 5 examination, I separately texted our mentor Samay Gada and let him know how this internship was very important to me and how great it would be if I were to be included in some of the tasks related to the social media marketing section. He listened to my concerns very carefully and agreed to give me some extra tasks, which was really kind of him. Eventually I was given the task to write captions for 2-3 of Muskurahat's Instagram post. It was a different experience than fundraising but equally exciting to me.

CERTIFICATE GAINED FROM INTERNSHIP

