



Media Studies & Journalism Department
Internship Report

Prepared by:

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ID: 161012089

Course Code: MSJ 11498 & MSJ 11499

Term: Spring 2021

Host Organization:



Date: 24 May 2021

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Student Details

Name: Asaduzzaman Romel

Student ID: 161012089

Department: Media Studies & Journalism

Major Concentration: Public Relations

Minor Concentration: Business Administration

Career Goal: Currently looking for an exciting opportunity in a Public Relation focused environment.

Internship Details

Host Organization: Deepto TV

Address: 7/A/GA, Tejgaon Industrial Area, Dhaka- 1208

Email: info@deepto.tv

Fax: +88 02 9121058

Web: <http://www.deepto.tv>

Facebook: <https://www.facebook.com/deeptotv.bd>

Host Organization Supervisor: Farhana Akter Kakon

Designation: Officer (HR & Admin)

My Working Section: HR & Admin

Internship Start Date: 20 March 2021

Internship End date: 20 May 2021

Each Day Working Hour: 7 Hours

Each Week Working Hour: 42 Hours

Duration: 8 Weeks

ACKNOWLEDGEMENT

First, I would like to thank our Creator the Almighty; by the grace of the Almighty Allah, I was able to complete my report in time. Secondly, this analysis and study would not have been possible without the guidance and kind support of some individuals. So, I would like to express my appreciation and gratitude to each of them wholeheartedly.

I would like to give a special thanks to my internship Advisor Mr. Mahmudun Nabi, Senior Lecturer of Department of Media Studies & Journalism, University of Liberal Arts of Bangladesh, whose guidance, support and direction helped me a lot to complete this report.

I am also pleased that Deepto Television of the HR Division offered me the chance to work with its HR department. I would like to thank my Supervisor Farhana Akter Kakon and Miskur Raomi Rashid for their pleasant support by offering frequent important data and flooring the way for me to write a valuable report.

Last but not the least I would like to convey my thanks to my parents who were generous with their enthusiasm and support, which provided me a huge nudge to complete my internship report.

PLAGIARISM DECLARATION

1. I know that plagiarism means taking and using the ideas, writings, works or inventions of another as if they were one's own. I know that plagiarism not only includes verbatim copying, but also the extensive use of another person's ideas without proper acknowledgement (which includes the proper use of quotation marks). I know that plagiarism covers this sort of use of material found in textual sources and from the Internet.
2. I acknowledge and understand that plagiarism is wrong.
3. I understand that my research must be accurately referenced.
4. This assignment is my own work, or my group's own unique group assignment. I acknowledge that copying someone else's assignment, or part of it, is wrong, and that submitting identical work to others constitutes a form of plagiarism.
5. I have not allowed, nor will I in the future allow, anyone to copy my work with the intention of passing it off as their own work.

Name: Asaduzzaman Romel

ULAB ID: 161012089

Signature: 

INTERNSHIP REPORT APPROVAL FORM

Student Name Asaduzzaman Romel

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Major: Public Relations

Year: 2021

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INTERNSHIP/PROJECT INFORMATION

Internship

Organization/Project: DEEPTO TV

Internship /Project Report

Topic: HR Department

Semester (Tick one): ☒ Spring 2021 ☐ Summer 2021 ☐ Fall 2021

Advisor APPROVAL

(Please place a Tick)

☒ Approved ☐ Not Approved ☐ Partial Re-write ☐ Full Re-writeRemarks (If Not Approved/Pretrial/Full Rewrite):

Signature:



Date: 24.05.2021

Name: Mahmudun Nabi

Title: Senior Lecturer

E-mail: mahmudun.nabi@ulab.edu.bd

Phone: +8801735894851

Introduction

Human Resource is becoming a favored segment in the corporate world. Human Resource Management (HRM) is the process of employing people, training them, compensating them, developing policies relating to them, and developing strategies to retain them. In previous, we have seen that Human Resource was ignored by most of the organizations in Bangladesh. But nowadays, most of the companies are following Human Resource Practices to improve long-standing turnover in business.

Deepto Television is also more focused on Human Resource Management Practice. It was a great opportunity for me to work as an intern in this organization. The main reason of this internship program is to get introduced with the reality of corporate culture. Internship is basically implementation of during our whole academic year what we learned and seen so far. After experiencing my internship program, I have understood that academic knowledge is not enough to contest in the real corporate world. My internship in Deepto TV has helped me to get exposed to the working environment of a Human Resource Sector. This whole report is based on my working experiences in Human Resource Practices they perform.

During my internship, I have collected information from day-to-day working, observation, oral discussion with my supervisor, different documents of Deepto Tv, telephonic discussion etc.

I also faced following limitations during my internship:

- a. All employees were always busy with their departmental duty, so they could not give enough time for discussion.
- b. Due to confidential matters, faced restriction during data collection.
- c. Due to the pandemic situation, time restriction is another important limitation of study.
Office time was cutting from actual time for this pandemic situation.

After all, it was a great experience. First time in my life I have experienced an official environment for 8 weeks. This was new to me and this will help me in my professional career further.

Expectation/ Objectives

Internship period is treated as the middle point in between the end of educational life and starting of job life. There is a scope to apply institutional learning into the job place task applications. I have few common expectations to learn from my internship in Deepto Tv:

1. It is an opportunity to improve communication skills.
2. Get practical exposure of institutional learning
3. Cope up with new working environment and surroundings
4. Gather skills of team working
5. Get knowledge about deadline of any particular task
6. Know the basic jobs of Human Resource Department
7. Gather official work skills like business communication, Report making skills and other knowledges

Host Organization



Deepto TV a private cable & satellite television channel in Bangladesh. It is a wholly-owned concern of Kazi Farms Group and operates under Kazi Media Limited and its commercial transmission started from 18 November 2015.

Mission

To provide compelling and relevant content, to attract the largest audience, and ensure value to our stakeholders. Our mission is to provide the world with relevant, reliable, innovative and quality content and to develop a clear and differentiate brand with content identity. It is also our mission to telecast positive entertainment programs which are innovative, creative, informative and fun-filled, to promote cultural heritage, Social Issues, environmental and sustainable development issues.

Vision

To become the top TV channel in Bangladesh. Our aim is to make Deepto TV the most popular TV channel of Bangladesh through expertise in technology and quality of programs. Casting aside the shades of religious or political interventions, we bring to your news, transparent to the core. Besides that, we have a main focus to entertain People from all walks of life. Our programs are designed to bring a new fragrance of freshness. Besides engrossing documentaries on contemporary issues, we telecast cinemas and reality shows apart from mythological and foreign mega serials. Most important of all we are bringing to you serials and films riding on the wings of the latest technology. this will bring more mileage to the commercials and the advertising companies are sure to go for these.

Goal

Deepto Tv wants to be number one television channel in Bangladesh. Deepto Tv will carry news, dubbing dramas in a way that are not done before.

Slogan

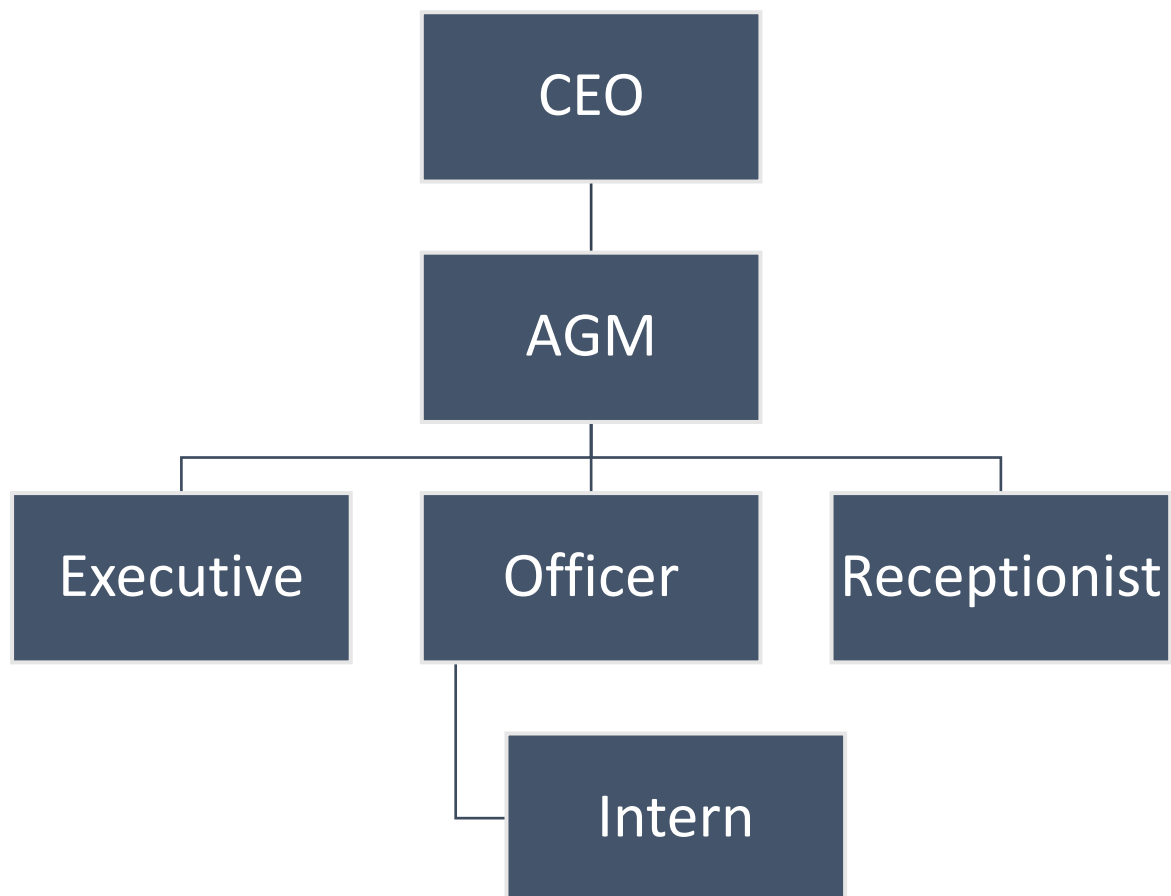
Deepto Tv's slogan is "Aloy Bhubon Bhora".

Strategic Objectives of DEEPTO TV

Deepto Tv is to set out the excellent standards in Bangladesh's broadcast industry and putting people high on the agenda. The main strategic objectives of Deepto Television are:

- * To ensure working satisfaction to all employees this will be turned into good performance.
- * Emphasize more on entertainment drama serials and programs.
- * Dubbing the serials in Bangla to get a wider audience.

Organogram of HR Department



Tasks

As an Intern I was assigned to do the following tasks:

- Preparing Roster Duty Schedule for Employees
- Calculating Late Points of Employees
- Preparing Salary Sheet for Employees
- Preparing Food Expense of Employees
- Preparing Shift Schedule List for Employees
- Sending important Email/ Messages
- Making Phone Calls and collecting information
- Preparing Employee Attendance Sheet
- Preparing Employee Payroll Attendance
- Leave Form related tasks
- CV/ Resume sorting and Interview related activities
- Working as volunteer

Project Details

Project – 1

Project Title: Prepare Employee Attendance Sheet

Assigned Division: Human Resource Department, Deepto TV

Time: March 20 – March 31, 2021

Project Details

This is an important activity to monitor the employee's regularity in the office through the employee attendance management system for every organization. However, Deepto TV has an ERP system to manage the day-to-day employee attendance management procedure; they also have a manual attendance management process. There is an internal ERP system in which there is a built-in system to enter the front gate with a punching system for employees and it will be auto updated with employee's attendance records. When personnel prepares the manual attendance report he/she can find the required information from the ERP attendance management system.

Necessity of Manual Employee Attendance Sheet

1. If they don't have an entry pass in the ERP attendance management system it shows absence for an individual but there might be different reasons of absence like casual leave, day off, weekly holidays, and other reasons which need to be input here manually to process the salary flawlessly.

2. Sometimes employees couldn't attend office for several days due to getting sick or personal or family problems. ERP can't identify these types of issues systematically. The Human Resource Department inputs these particular issues manually in the attendance sheet note box.

3. Payroll Employee Attendance give their concern on the monthly attendance record of the ERP system at the end of every month and there are few mismatches like uneven leave, irregular attendance, and other occasional issues due to a system error. When the Human Resource

Department prepares the manual attendance sheet with records and notes you can easily find the day-to-day attendance record with proper notes and facts.

My Responsibility

I was assigned to prepare the manual employee's attendance sheet for the month of March 2021. I collected all day-to-day attendance information from the ERP system and input all the required information here with specific notes like government holidays, Casual leaves, absence, and other information to make it concrete. After completing all these things I prepared a final manual attendance sheet to submit to my supervisor. I made it comprehensive according to my supervisors' feedback and effective suggestions.

March attendance sheet 2021.ods - LibreOffice Calc

File Edit View Insert Format Styles Sheet Data Tools Window Help

LibreOffice Calc

F76

	A	B	C	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	
1				KML Attendance of March 2021																																
2	SL	Name	ID	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Working Days "P"	
49	47	Rui Mola	2003325	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P																15
50	48	Kazi Abdul Islam	1425040	P	R/L	P	P	P	P	P	P	P	P	P	ML		P	P	P	P	P														14	
51	49	A.S.M. Faisal	1525161	P	P	P	R/L	R/L	C/L	C/L	C/L		P	P	P	P	P	P	P																11	
52	50	Md. Ashraful Alam	1321837	P	P	P	P	P	P	P	P	P	P	P	P			P	P	P	P														16	
53	51	Protu Sikder	1525557	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P														15	
54	52	Abu Susel	1525556	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P														16	
55	53	Mohammad Abdul Baki	1525653	T	T	T	WO		P	P	P	P	P	P		R/L	C/L	C/L	P	P	P														9	
56	54	Md. Wajid Khan	1525880	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P															16	
57	55	Sheikh Saiful	1626645	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P															17	
58	56	Md. Sabur Hossain	1423407										P								P														2	

Image 1.1:Employee Attendance Sheet

			KML Attendance of March 2021																															
SL	Name	ID	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Working Days "P"
97	Md. Azizur Rahman	1627450	P	P	P	P	WO	P	P	P	P	P	P	P	WO		P	P	P	P														15
98	Netai Chowdhury	1931865	P	P	P	P	WO	P	P	P	P	P	P	WO	P		P	P		P													14	
99	Shahadat Hossain	1931866	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P															14	
100	Md. Shah Alam	1931864	P	P	P	WO	C/L	C/L	C/L	A/L	C/L	C/L	WO	P	P	P	P	P	P	WO													9	
101	Abdur Rahim	1940031	P	P	P									P	P		P	P	P														8	
102	Md. Baha Uddin Munna	1940035	P	P	P	WO	P	P	P	P	P	P	WO	P	P		P	P	P	P													15	
103	Pankaj Chandra Das	1525102	P	P	P	P	WO	C/L	P	P	P	P	P	WO	P		P	P	P	P													14	
104	Shaban Dutta	1525103	L	L	P	P	P	P		P	P	P	P	P	P		P	P		P													13	
105	M.D. Sobel	1525104	P	P	P	WO	P	P	P	M/L	P	P	WO	P	P	P	P	P	P	WO													14	
106	Solon Mostafa	1525101	P	P	WO	P	P	P	C/L	C/L	WO	P	P	P	P	P	P	P	WO	P													13	

Image 1.2: Employee Attendance Sheet

2	SL	Name	ID	Working Days "P"	C/L	M/L	A/L	WO	R/L	GH	LWP	HLWP	bsen	MAL	CH	MH	RH	TOUR	Total working Days	Remarks			
264	263	Blash Ghosh	1940058	26	0	0	0	4	0	1	0	0	0	0	0	0	0	0	31				
265	264	Aroja Alim Ashe	1940059	22	1	2	0	3	1	1	0	0	0	0	0	0	0	0	30				
266	265	Md. ~~Ajijul~~ Islam	1525752	24	3	0	0	4	0	0	0	0	0	0	0	0	0	0	31				
267	266	Md. ~~Sohag~~ Tarafdar	1828927	27	0	0	0	4	0	0	0	0	0	0	0	0	0	0	31				
268	267	Md. Nure Alam	1931740	27	0	0	0	4	0	0	0	0	0	0	0	0	0	0	31				
269	268	Md. Al ~~Amir~~	1526014	27	0	0	0	4	0	0	0	0	0	0	0	0	0	0	31				
270	269	Md. ~~Abdur Razzak~~ Howader	2012317	25	2	0	0	4	0	0	0	0	0	0	0	0	0	0	31				
271	270	Md. ~~Hasnain~~	1323002	25	2	0	0	3	0	1	0	0	0	0	0	0	0	0	31				
272	271	Md. ~~Salauddin~~ Hossain	1525883	24	3	1	0	3	0	0	0	0	0	0	0	0	0	0	31				
273	272	Md. ~~Harif~~	1526177	27	0	0	0	4	0	0	0	0	0	0	0	0	0	0	31				
274	273	~~Amir~~ Chandra Dabnath	1526018	26	1	0	0	3	1	0	0	0	0	0	0	0	0	0	31	R/L: Against Mar 5-2021(Day off)			
275	274	Md. ~~Sohel~~ Rana	1627421	26	1	0	0	4	0	0	0	0	0	0	0	0	0	0	31				

Image 1.3: Employee Attendance Sheet

1	SL	Name	ID	Working Days "P"	C/L	M/L	A/L	WO	R/L	GH	LWP	HLWP	bsen	MAL	CH	MH	RH	TOUR	Total working Days	Remarks			
279	278	Md. ~~Azizur~~ Rahman Molla	1728795	27	0	0	0	4	0	0	0	0	0	0	0	0	0	0	31				
280	279	~~Riad~~ Hossain	1525756	23	0	0	0	5	0	0	0	0	0	0	0	0	0	3	31				
281	280	Md. ~~Humayun~~ Kabir	1728827	25	1	0	0	3	2	0	0	0	0	0	0	0	0	0	31	R/L: Against Mar 5,17-2021(Day off & Govt Holiday)			
282	281	Md. ~~Abul~~ Hasan	1727804	23	3	0	0	5	0	0	0	0	0	0	0	0	0	0	31				
283	282	Osman Goni	1728737	27	0	0	0	4	0	0	0	0	0	0	0	0	0	0	31				
284	283	~~Mahamudul~~ hasan	1829743	27	1	0	0	3	0	0	0	0	0	0	0	0	0	0	31				
285	284	Md. ~~Mostafa~~	1830005	26	2	0	0	3	0	0	0	0	0	0	0	0	0	0	31				
286	285	Md. ~~Amir~~ Hossain	1829323	26	0	0	0	3	0	2	0	0	0	0	0	0	0	0	31				
287	286	Md ~~Rajib~~	1626339	27	0	0	0	4	0	0	0	0	0	0	0	0	0	0	31				
288	287	~~Rajib~~ Shekh	1830003	27	0	0	0	4	0	0	0	0	0	0	0	0	0	0	31				
289	288	~~Yasin~~ Akon	1829589	22	0	3	0	5	0	1	0	0	0	0	0	0	0	0	31				
290	289	Md. ~~Faruk~~ Hossen Sujan	1830001	27	0	0	0	4	0	0	0	0	0	0	0	0	0	0	31				

Image 1.4: Employee Attendance Sheet

Mistakes

I made a few mistakes in overall input information like tour dates, medical leave, maternity leave; this was quite acceptable to prepare for this assignment.

Challenges

1. It was a bit challenge for me to prepare the employee attendance sheet as a newcomer, and there were challenges to solve the mismatches between ERP and Payroll Employee Attendance.
2. I needed to be more careful while preparing the attendance sheet, if I make any mistake preparing attendance sheet it will affect Employees Salary.

Learnings

1. I learned the procedure of Manual attendance sheet
2. Know the basic functions of ERP and its functional benefits and flaws
3. Types of leaves and policies
4. Pros and cons of attendance management system

Feedback

I was apprised by my supervisor for completing this task tactfully, and it was helpful for her to release uneven pressures of Day to day work.

Project – 2

Project Title: Prepare Roster Duty Schedule for Different Departments

Assigned Division: Human Resource Department, Deepto TV

Time: April 03 – April 06, 2021

Project Details

A duty schedule is an important thing to operate an organization. The Human Resource Department prepares a roster duty schedule for every department at the beginning of every month in Deepto TV. Every department has a coordinator to collect duty shifts of respective officials and submit them to the Human Resource Department. Human Resource Department prepares a duty schedule for every particular month from the department-wise submission. An individual or organization could find all the required information like office shifts, overtime, off day from there.

My Responsibility

My official supervisor assigned me to prepare the roster duty schedule for the month of April, 2021 of Kazi Media Ltd. and required it to finish it by 4 working days. First of all, I was tagged with the coordinators of every respective department to collect their employee wise schedule and then have to compile to prepare the master copy of it.

When I worked for preparing roster duty schedule of the respective department, I needed to log in to the roster duty form. There are many departments like Broadcast Operation Administration, Makeup Artists, Voice Artists etc. Say for example I am preparing the duty roster of the Graphic Design Team. I need to log in to the duty roster server and then check the duty roster of Graphic

Design according to their internal duty schedule submission which I got from their coordinator. Every roster slot consists of 7 days tenure.

The notable aspect is that there doesn't have any day-wise duty allocation in the server, so I need to accommodate it date-wise first and then prepare the month-long duty schedule of all departments because all the departmental submissions were day-wise instead of date.

Duty Schedule for Makeup Artist
Effective from 01 April 2021

Sl. No.	Name	Job ID	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Phone
01.	Abul Kalam Azad	1526043	M	M	O	E	E	E	E	01724804135, 01722558120
02.	Rabiya Akter	1526012	M	O	E	E	E	E	M	01728257413, 01705682588
03.	Ayesha Shiddika (Chompa)	1931875	E	E	M	M	M	M	O	01790606642, 01631330858

Note: Duty Schedule may change any emergency cause

Morning	M	08:00 AM - 04:00 PM
Evening	E	03:00 PM - 11:00 PM
Day Off	O	Day Off

Image 2.1: Duty Schedule List for Makeup Artists

Image 2.2: Duty Schedule List for Video Editors

Video Editor (Program) Roster 27th MARCH to 09th APRIL -2021

Name	ID	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Mobile No.
Panel-02 (Program)									
Khaled	1525844	E	E	E	O	E	E	E	01793478306
Ashim	1525583	M	M	M	M	M	O		01911854863
Panel-04 (Program)									
Masum	1626442	EM1	EM1	EM1	EM1	EM1	EM1	O	01625347957
Natal Chowdhury	1931865	E	E	E	E	E	E	O	01719994835
Panel-05 (Program)									
Savvir	1525961	O	M	M	E	E	E	E	01787682836
Zibol Amin	1526179	E	E	E	EM1	EM1	EM1	O	01712989513
Panel-06 (Program)									
Tushar	1727859	EM1	EM1	EM1	EM1	EM1	EM1	O	01674545156
Jahangir	1525116	E	E	E	E	E	E	O	01787682772
Panel-07 (Program)									
Al-Amin	1525845	E	E	E	O	EM1	EM1	EM1	01709661761
Emran	1525115	EM1	EM1	EM1	E	E	E	O	01787682782
Panel-08 (Promo & Commercial)									
Mamun	1627406	E	E	E	E	E	O	E	01712907028
Chayan	1629012	M	M	M	M	M	M	O	0171994835
Panel-09 (Program)									
Shahadat	1931866	E	E	E	EM1	EM1	EM1	O	01718946962
Niloy	1626837	EM1	EM1	EM1	E	E	E	O	01686014061
Panel-10 (Program)									
Rana	1627450	EM1	EM1	EM1	EM1	O	E	E	01923809963
Abdur Rahim	19400031	E	E	E	O	EM1	EM1	EM1	01850444442
Panel-11 (Program)									
Khan Monir	1526001	EM1	EM1	EM1	EM1	EM1	EM1	O	0170966162
Jakariya	1423656	EM1-P5	E	E	E	E	O	EM1-P5	01777793210
Yousuf Hasan	1931711	He is assign for ashulia							01747662456
ST - Stand By									
(A) Early Morning = EM1- 07AM-3PM, Morning = M - 9:00 AM - 5:00 PM, (R) All									
(E) Evening = E -3:00 PM-11:00 PM, Day Off = O, Night - 11:00 PM - 07:00 AM (H)									

APPROVE BY

Daily Schedule
Graphics Team
Deepto Television

Day	9am- 5pm (A)	12pm- 8pm (C)	DayOff
Saturday	Iraz	Palash+Ataul+Billal	Ruen
Sunday	Billal	Palash+Ruen+Iraz+Ataul	
Monday	Ataul	Palash+Ruen+Iraz	Billal
Tuesday	Ruen	Palash+Iraz+Billal	Ataul
Wednesday	Ruen	Palash+Ataul+Billal	Iraz
Thursday	Tuhin Bhai+Palash	Ruen+Iraz+Ataul+Billal	
Friday	Ruen	Iraz+Ataul+Billal	Tuhin Bhai+Palash

*** Tuhin Bhai Regular Schedule: 12pm to 8pm accept Thursday

Tuhin: 01787682701 || Palash: 01787682752 || Ruen: 01787682753
Iraz: 01787682761 || Ataul Karim: 01842222509 || Billal: 01918862100

Palash - 1525447 - Zahid AL - 1423988
Asif Hossain - 1525492 Iraz - 1526003
Ataul - 1931943 - Billal - 2101302

Image 2.3: Duty Schedule List for Graphics Team

April 2021
On Line Sound Editor's Daily Time Schedule 01/01/2021

DAY	FRI	SAT	SUN	MON	TUES	WED	THU
(1525660) MD. ABUL AHSAN RABBY 01709662065		(R) 09.00 AM DAY OFF 05.00 pm	09.00 AM 05.00 pm	09.00 AM 05.00 pm	09.00 AM 05.00 pm	09.00 AM 05.00 pm	09.00 AM 05.00 pm
(1525659) ILLAMA ALL ISLAM CHOWDHURY 01777793222		(E) 03.00 PM DAY OFF 11.00 PM	03.00 PM 11.00 PM	03.00 PM 11.00 PM	03.00 PM 11.00 PM	03.00 PM 11.00 PM	(S) 09.00 AM 05.00 pm
(1525079) WAHIED-UZ-ZAMAN MAZMADER 01777793243	(E) 03.00 PM 11.00 PM	03.00 PM 11.00 PM	03.00 PM 11.00 PM	03.00 PM 11.00 PM	09.00 AM 05.00 pm	DAY OFF	(D) 04.00 PM 11.00 PM
(1728874) KAZI MARUF 01859563975	(R) 09.00 AM 05.00 pm	09.00 AM 05.00 pm	09.00 AM 05.00 pm	09.00 AM 05.00 pm	DAY OFF	(E) 03.00 PM 11.00 PM	03.00 PM 11.00 PM

Image 2.4: Duty Schedule List for On Line Sound

Roster Duty Form for Broadcast Operation Department

Before

Image 2.5

Organization: Kazi Media Department: Broadcast Operation & Engineering Date From: 04/01/2021

Select	Employee Name	Employee ID	01-Apr-2021	02-Apr-2021	03-Apr-2021	04-Apr-2021	05-Apr-2021	06-Apr-2021	07-Apr-2021
☐	Md. Ashraf Alom	1321837							
☐	Md. Shahabuddin	1423227							
☐	Mohammad Habibul Islam	1423299							
☐	Sheikh Taimur Rahman Raseel	1423389							
☐	Md. Sabuj Howlader	1423407							
☐	Md. Shadul Hoque	1423422							
☐	Md. Ali Azgar	1423423							
☐	Md. Masud Rana	1423453							
☐	Md. Zakaria Bhuyan	1423656							
☐	Salahin Khan	1423716							

After

Image 2.6

Organization: Kazi Media Department: Broadcast Operation & Engineering Date From: 04/01/2021

Select	Employee Name	Employee ID	01-Apr-2021	02-Apr-2021	03-Apr-2021	04-Apr-2021	05-Apr-2021	06-Apr-2021	07-Apr-2021
☐	Md. Ashraf Alom	1321837	I Shift	I Shift	Weekend	I Shift	I Shift	I Shift	I Shift
☐	Md. Shahabuddin	1423227	G Shift	Weekend	G Shift	G Shift	G Shift	G Shift	G Shift
☐	Mohammad Habibul Islam	1423299	G Shift	Weekend	G Shift	G Shift	G Shift	G Shift	G Shift
☐	Sheikh Taimur Rahman Raseel	1423389	G Shift	Weekend	G Shift	G Shift	G Shift	G Shift	G Shift
☐	Md. Sabuj Howlader	1423407	G Shift	Weekend	G Shift	G Shift	G Shift	G Shift	G Shift
☐	Md. Shadul Hoque	1423422	G Shift	Weekend	G Shift	G Shift	G Shift	G Shift	G Shift
☐	Md. Ali Azgar	1423423	A Shift	E Shift	Weekend	E Shift	E Shift	A Shift	A Shift
☐	Md. Masud Rana	1423453	E Shift	E Shift	A Shift	Weekend	H Shift	H Shift	A Shift
☐	Md. Zakaria Bhuyan	1423656	Weekend	A Shift	A Shift	E Shift	E Shift	E Shift	E Shift
☐	Salahin Khan	1423716	G Shift	Weekend	G Shift	G Shift	G Shift	G Shift	G Shift

Roster Duty Form for IT Department

Before

Image 2.7

The screenshot shows the iDempiere Roster Duty Form for the IT Department. The form is titled "Roster Duty Form" and is for the organization "Kazi Media" and department "IT". The date range is from 04/01/2021 to 07-Apr-2021. The table lists employees and their duty assignments for each day.

Select	Employee Name	Employee ID	01-Apr-2021	02-Apr-2021	03-Apr-2021	04-Apr-2021	05-Apr-2021	06-Apr-2021	07-Apr-2021
☐	Avijit Das	1423533							
☐	Prancy Majumder	1524225							
☐	Mohammad, Mehedi Hasan	1524226							
☐	H.M. Mehedi Hasan	1525751							
☐	Ashim Kumar Biswas	1940032							

After

Image 2.8

The screenshot shows the iDempiere Roster Duty Form for the IT Department after data entry. The form is titled "Roster Duty Form" and is for the organization "Kazi Media" and department "IT". The date range is from 04/01/2021 to 07-Apr-2021. The table lists employees and their duty assignments for each day.

Select	Employee Name	Employee ID	01-Apr-2021	02-Apr-2021	03-Apr-2021	04-Apr-2021	05-Apr-2021	06-Apr-2021	07-Apr-2021
☒	Avijit Das	1423533	G Shift	Weekend	G Shift	G Shift	G Shift	G Shift	G Shift
☒	Prancy Majumder	1524225	L Shift	Weekend	G Shift	G Shift	G Shift	E Shift	J Shift
☒	Mohammad, Mehedi Hasan	1524226	G Shift	Weekend	E Shift	E Shift	E Shift	G Shift	G Shift
☒	H.M. Mehedi Hasan	1525751	G Shift	G Shift	G Shift	Weekend	E Shift	G Shift	G Shift
☒	Ashim Kumar Biswas	1940032	L Shift	E Shift	E Shift	G Shift	G Shift	Weekend	J Shift

Roster Duty Form for Admin & Security

Before

Image 2.9

The screenshot shows the iDempiere Roster Duty Form for Kazi Media, Department: Broadcast Operation & Engineer, Date From: 04/01/2021. The form displays a list of employees with their IDs and names. The shift selection columns are empty.

Organization	Employee Name	Employee ID	Shift 1	Shift 2	Shift 3	Shift 4	Shift 5	Shift 6	Shift 7	Shift 8
Kazi Media	Abu Syed	1525556								
Kazi Media	Md. Pintu Sikder	1525557								
Kazi Media	Md. Azizur Rahman	1525582								
Kazi Media	Ashim Biswas	1525583								
Kazi Media	Kazi Morshadul Alam	1525651								
Kazi Media	Mohammad Allaul Baki	1525653								
Kazi Media	Alama Ali Islam Chowdhury	1525659								
Kazi Media	Md. Abul Ahasan	1525660								
Kazi Media	Mohammad Sharour - A - Alam	1525661								
Kazi Media	Md. Kutub Uddin	1525638								

After

Image 2.10

The screenshot shows the iDempiere Roster Duty Form for Kazi Media, Department: Broadcast Operation & Engineer, Date From: 04/01/2021. The form displays the same list of employees as before, but with specific shifts assigned to each. A 'Recent items' tooltip is visible over the 'Md. Abul Ahasan' row.

Organization	Employee Name	Employee ID	Shift 1	Shift 2	Shift 3	Shift 4	Shift 5	Shift 6	Shift 7	Shift 8
Kazi Media	Abu Syed	1525556	G Shift	G Shift	Weekend	E Shift	G Shift	G Shift	G Shift	G Shift
Kazi Media	Md. Pintu Sikder	1525557	G Shift	G Shift	G Shift	G Shift	G Shift	G Shift	Weekend	Weekend
Kazi Media	Md. Azizur Rahman	1525582	I Shift	I Shift	H Shift	H Shift	I Shift	Weekend	I Shift	I Shift
Kazi Media	Ashim Biswas	1525583	G Shift	Weekend	G Shift	G Shift	G Shift	G Shift	G Shift	G Shift
Kazi Media	Kazi Morshadul Alam	1525651	E Shift	B Shift	Weekend	E Shift	E Shift	E Shift	E Shift	E Shift
Kazi Media	Mohammad Allaul Baki	1525653	G Shift	Weekend	G Shift	G Shift	G Shift	G Shift	G Shift	G Shift
Kazi Media	Alama Ali Islam Chowdhury	1525659	G Shift	Weekend	E Shift	E Shift	E Shift	E Shift	E Shift	E Shift
Kazi Media	Md. Abul Ahasan	1525660	G Shift	Weekend	G Shift	G Shift	G Shift	G Shift	G Shift	G Shift
Kazi Media	Mohammad Sharour - A - Alam	1525661	E Shift	E Shift	Weekend	G Shift	G Shift	E Shift	E Shift	E Shift
Kazi Media	Md. Kutub Uddin	1525638	G Shift	G Shift	Weekend	G Shift	G Shift	G Shift	G Shift	G Shift

Challenges

It was a bit time consuming to compile all the primary data of different departments to prepare roster duty schedule.

Learnings

1. Learnt the process how to prepare a duty roster of big poll of employees
2. It was good learning to coordinate a job and the way of communication people of different mind set
3. I learnt the job like shifting, slotting and other HR practices to prepare a duty schedule.

Limitations

1. It was a bit complex for me to accommodate the submitted day wise duty schedule into the date wise schedule on the server.
2. It needed to be prepared two times due to a hardware crash.
3. There is consideration to put a tick mark for preparing the duty schedule of every individual to save it carefully.

Feedback

As per the guideline of my supervisor I had done the job carefully and finished it by prescribed time period. So that it was a well finished assignment from my side as he acknowledged.

Project – 3

Project Title: Prepare Food Expense of Employees of Kazi Media

Assigned Division: Human Resource Department, Deepto TV

Time: April 13 – April 14, 2021

Project Details

This is an effective HR practice of all organizations to prepare food bill for employees. Kazi Media Ltd. Provides dine in lunch and dinner facility for employees. Beginning of every month Human Resource Department prepares a sheet in which you can find the name, designation, date wise meals and column of signature of every respective employee. When an employee takes a meal from there he or she needs to sign here as respective authority developed in hard copy form. When a HR prepares the food bill of every respective employee he or she will calculate it according to their date wise meals and signature on sheets. There are individual sheets for Lunch and dinner and a person could easily find the consumed meals separately.

My Responsibility

I was assigned to prepare food bill for April 01-10, 2021. First of all, I collected the document file from Human Resource Department and signature sheets from the canteen admin to prepare the food bill for this tenure. They are considering a month in three separate periods, and every period consists of 10 days tenure. So I collect the basic information from signature sheets like the number of meals a person consumed, their date-wise signature, and other relevant information from there and prepared the food bill of every respective employee. Deepto Tv charges 25 tk per meal and its subsidized initiative for employee's welfare.

Example: Mr. Khondokar Rana, an employee of Deepto TV, consumed 7 lunch meals on April 01-10,2021 and charged 25 Taka for each meal according to the food management sheet of the food court.

AutoSave Food BillApril 2021 Digital Storage

File Home Insert Page Layout Formulas Data Review View Help

Clipboard Font Alignment Number Styles Cells Editing Analysis

Officer

KML Employee Food Bill For April – 2021														
SL	Name	ID	Designation	Department	Lunch 01 – 10	Dinner 01 – 10	Lunch 11 – 20	Dinner 11 – 20	Lunch 21 – 31	Dinner 21 – 31	Total Meal	Rate	Total	Remarks
1	Fuad Chowdhury	1830251	CEO	Operations	1						1	25	25	
2	Shubana Parvin	1823180	Chief of Research	Operations	1						1	25	25	
3	Mohammad Shahidullah Khan	1525398	Executive	Operations	7						7	25	175	
4	Khandaker Tuser Ahmed	1526203	Senior Officer	Operations	7						7	25	175	
5	Shamin Sultana Nipa	1931353	Asst. Manager - PRI	Operations							0	25	0	
6	Fhamida Tasnim	1829704	Officer	Operations							0	25	0	
7	Md. Mozammel Hossain	2002801	DGM	Marketing & Sales	5						5	25	125	
8	Shakh Tonmoy Zaman	2101301	Manager	Marketing & Sales	6						6	25	150	
9	SK. Feroze Ahmed Chowdhury	1626332	Asst. Manager	Marketing & Sales	8						8	25	200	
10	Sumit Kumar Kundu	1626245	Asst. Manager	Marketing & Sales	8						8	25	200	
11	Md. Rashedul Alam	1932305	Asst. Manager	Marketing & Sales	1						1	25	25	
12	Macharul haq	1931928	Asst. Manager	Marketing & Sales							0	25	0	
13	S.M. Ziaul Haq	1728274	Officer - Collection	Marketing & Sales	5						5	25	125	
14	Md. Arshad Molla	1626329	Officer - Collection	Marketing & Sales	4						4	25	100	
15	Saddam Hossain	1626446	Senior Officer	Marketing & Sales	8						8	25	200	
16	Md. Sanvar Jahan	1626430	Senior Officer	Marketing & Sales	7						7	25	175	
17	Md. Sohul Chowdhury	1525415	Officer	Marketing & Sales	8						8	25	200	

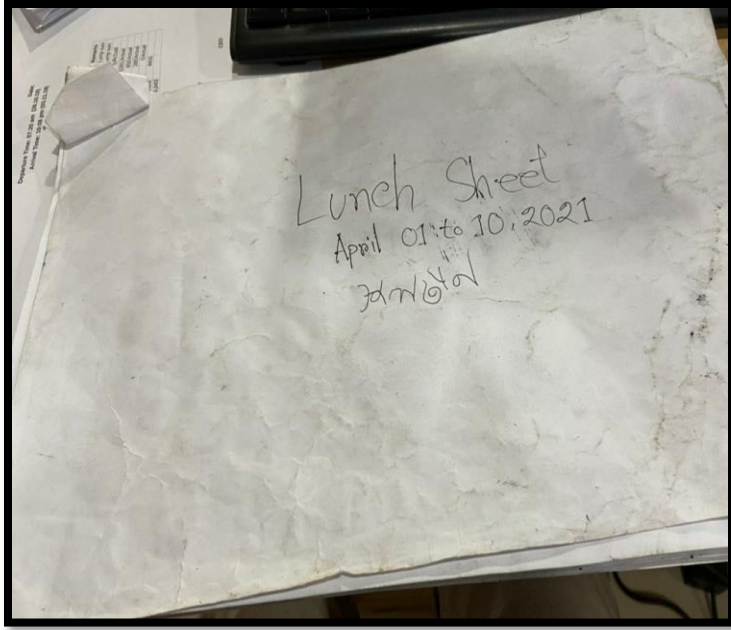
ERP Backup

Image 3.1: Food Bill for (1-10th) April- 2021

Officer

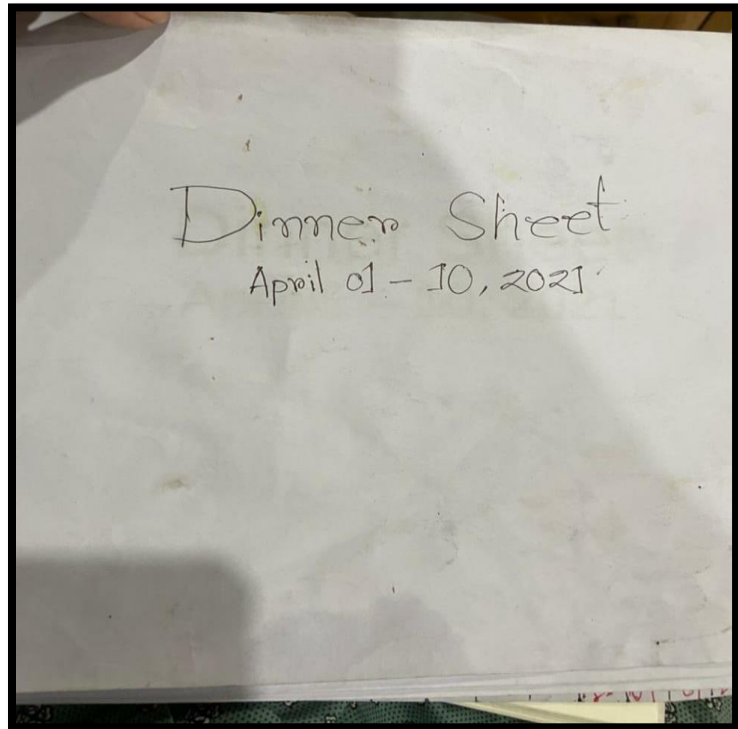
SL	Name	ID	Designation	Department	Lunch 01 – 10	Dinner 01 – 10	Lunch 11 – 20	Dinner 11 – 20	Lunch 21 – 31	Dinner 21 – 31	Total Meal	Rate	Total	Remarks
18	Simi Ahmed	1829607	Officer- Digital Marketing	Marketing & Sales	2						2	25	50	
19	Zahid AL Faisal	1423988	AGM	Graphics	3						3	25	75	
20	Palash Datta	1525447	Assistant Manager	Graphics	6						6	25	150	
21	Azif Hasan	1525432	Graphics Designer	Graphics	6						6	25	150	
22	Abu Toha Mohammad Iraz	1526003	Graphics Designer	Graphics	2						2	25	50	
23	Md. Araul Karim	1931743	Graphics Designer	Graphics	8						8	25	200	
24	Md. Bilal Hossain	2101302	Graphics Designer	Graphics	8						8	25	200	
25	Sayed Sabbir Hasan	2003303	Senior Manager	Accounts	7						7	25	175	
26	Md. Anamul Hoq (Anam)	1220964	Assistant Manager	Accounts	7						7	25	175	
27	Palash Majumdar	118140	Senior Executive	Accounts	3						3	25	75	
28	Md. Nuruzzaman	0916017	Executive Cash & Inventory	Accounts	3						3	25	75	
29	Jakir Hasan	1525173	Officer Cash & Inventory	Accounts	1						1	25	25	
30	Kamunnahar Tina	1626329	Officer	Accounts	6						6	25	150	
31	A.H.M Mainul Islam	1627496	Officer Cash & Inventory	Accounts	6						6	25	150	
32	Mihir Halder	1727628	Sr. Officer - Vat	Accounts	8						8	25	200	
33	Abdullah Mohammad Eunus	1931997	AGM	HR	3						3	25	75	
34	Miskur Raoni Rashid	2003302	Executive	HR	3						3	25	75	
35	Farhana Akter Karon	1931334	Officer	HR	3						3	25	75	
36	Im Rahman	1623776	Receptionist	HR	6						6	25	150	

Image 3.2: Food Bill for (1-10th) April- 2021



← **Image 3.3: Lunch Sheet**

Image 3.4: Dinner Sheet →



Name	ID	Designation	Department	1	2	3	4	5	6	7	8	9	10	Total
Tanzim Hassan	1571861	T.B.J	NEWS											
Affrica Alm Asha	1540059	T.B.J	NEWS											
Elash Kumar Ghosh	1540059	T.B.J	NEWS											
Name	ID	Designation	Department	1	2	3	4	5	6	7	8	9	10	Total
Ms. Arsal Islam	1538752	Deputy Manager	Transport											
Ms. Sofiq Tawfik	1528927	Officer	Transport											
Ms. Nury Alam	1551740	Officer	Transport											
Ms. Al Amin	1528014	Mechanic	Transport											
Mr. Riad	1525756	Driver (Light)	Transport											
Mr. Johan Beg	1521892	Driver (Light)	Transport											
Mr. Sabucon Hussain	1525883	Driver (Light)	Transport											
Mr. Chandra Dabir	1528018	Driver (Light)	Transport											
Mr. Hani	1528177	Driver (Light)	Transport											
Mr. Raju	1525339	Driver (Light)	Transport											
Mr. Saifur Rahman	1527421	Driver (Light)	Transport											
Mr. Moinul Rahman	1527478	Driver (Light)	Transport											
Mr. Hasan Sider	1527481	Driver (Light)	Transport											
Mr. Abu Hasan Mitha	1727054	Driver (Light)	Transport											
Shah Al Shaleh	1527448	Driver (Light)	Transport											
Comet Com	1728727	Driver (Light)	Transport											
Mr. Akbar Rahman Mulla	1728795	Driver (Light)	Transport											
Mr. Humayun Kabir	1728827	Driver (Light)	Transport											

Image 3.5: Dinner/ Lunch Sheet

SL	Name	ID	Designation	Department	1	2	3	4	5	6	7	8	9	10	Total
44	Mr. Moinul Rahman	1531829	Security Supervisor	Administration & Security											
45	Hasanuzzaman	1529449	CCTV Monitor	Administration & Security											
46	Kazi Danish Islam	1527095	Supervisor	Administration & Security											
47	Mr. Sumon Howlader	0500099	CCTV Monitor	Administration & Security											
48	Mr. Tahajjal	1932741	Office Peon	Administration											
49	Mr. Mostafa Kamal	1118425	Office Assistant	Audit											
50	Khondoker Hasnatul Banna	1930254	Senior Executive	Audit											
SL	Name	ID	Designation	Department	1	2	3	4	5	6	7	8	9	10	Total
51	Mr. Hasibul Hassan	1322852	Head of Broadcast	BOAE											
52	Arifur Rahman	1525753	Senior Manager	BOAE											
53	A.T.M. Ashrafuzzaman	1425005	Assistant Manager	BOAE											
54	Mr. Moinul Rahman	1425008	Channel Distribution	BOAE											
55	Raj Molla	2003325	Field Interviewer	BOAE											
56	Shafiqul Alam	1322856	Manager	BOAE											
57	Mr. Pintu Sider	1525557	Camera & Operator	BOAE											
58	Abu Syed	1525559	Sr. Cameraman	BOAE											
59	Mohammad Alauddin Baki	1525603	Sr. Cameraman	BOAE											
60	Mr. Waheed Khan	1525680	Sr. Cameraman	BOAE											
61	Mr. Saifur Rahman	1525645	Sr. Cameraman	BOAE											
62	Mr. Saifur Rahman	1423407	Cameraman	BOAE											
63	Sheikh Taimur Rahman Razi	1423389	Cameraman	BOAE											
64	Mr. Mahmudul Haque	1423675	Cameraman	BOAE											
65	Mr. Nazmul Huda	1525554	Cameraman	BOAE											

Image 3.6: Dinner/ Lunch Sheet

Name	ID	Designation	Department	1	2	3	4	5	6	7	8	9	10	Total
Mr. Moin	1511742	Studio Assistant	BOGE											
Mr. Faruk Miah	1626333	Jimmy Jib Operator	BOGE											
Mr. Abu Zubayr	1879306	Jimmy Jib Operator	BOGE											
Mr. Armer Hossain	1626247	Jimmy Jib Helper	BOGE											

Name	ID	Designation	Department	1	2	3	4	5	6	7	8	9	10	Total
Abu Rezaan Md. Nasir	1512330	Executive Producer	Programmes											
Mr. Imran Ali	1626241	Program Manager	Programmes											
Moslela Monir	1522822	Director (Drama)	Programmes											
Farize Koor Zolair	1727838	Director (Drama)	Programmes											
Ashis Kumar Roy	1826606	Director (Drama)	Programmes											
Mr. Aminul Haq	1526657	Senior Producer	Programmes											
Ferdous Abidin	1429332	Producer	Programmes											
Mr. Sakur Rahman	1525448	Producer	Programmes											
Taslima Tahreen	1422890	Producer	Programmes											
Mr. Masud Mia	1728871	Producer	Programmes											
Khandakar Muhammad Azam	1525833	Producer	Programmes											
A.K.M. Mahed Hassan	1822925	Line Producer	Programmes											
Mr. Zahidul Islam	1829604	Line Producer	Programmes											
Mr. Asaduzzaman	1525878	Associate Producer	Programmes											
A.B.M. Mahmudul Hasan	1626930	Associate Producer	Programmes											
Shamima Subana	1525834	Assistant Producer	Programmes											
Kazi Fehmul Haque	1626447	Assistant Producer	Programmes											
Romana Hossain	1527053	Assistant Producer	Programmes											
Gaurab Sarker	1829018	Assistant Producer	Programmes											
Mojahidul Islam	1901952	Production Assistant	Programmes											

Image 3.7: Dinner/ Lunch Sheet

Image 3.8: Preparing Food Bill

Name	ID	Designation	Department	1	2	3	4	5	6	7	8	9	10	Total
Mr. Moin	1511742	Studio Assistant	BOGE											
Mr. Faruk Miah	1626333	Jimmy Jib Operator	BOGE											
Mr. Abu Zubayr	1879306	Jimmy Jib Operator	BOGE											
Mr. Armer Hossain	1626247	Jimmy Jib Helper	BOGE											

Name	ID	Designation	Department	1	2	3	4	5	6	7	8	9	10	Total
Abu Rezaan Md. Nasir	1512330	Executive Producer	Programmes											
Mr. Imran Ali	1626241	Program Manager	Programmes											
Moslela Monir	1522822	Director (Drama)	Programmes											
Farize Koor Zolair	1727838	Director (Drama)	Programmes											
Ashis Kumar Roy	1826606	Director (Drama)	Programmes											
Mr. Aminul Haq	1526657	Senior Producer	Programmes											
Ferdous Abidin	1429332	Producer	Programmes											
Mr. Sakur Rahman	1525448	Producer	Programmes											
Taslima Tahreen	1422890	Producer	Programmes											
Mr. Masud Mia	1728871	Producer	Programmes											
Khandakar Muhammad Azam	1525833	Producer	Programmes											
A.K.M. Mahed Hassan	1822925	Line Producer	Programmes											
Mr. Zahidul Islam	1829604	Line Producer	Programmes											
Mr. Asaduzzaman	1525878	Associate Producer	Programmes											
A.B.M. Mahmudul Hasan	1626930	Associate Producer	Programmes											
Shamima Subana	1525834	Assistant Producer	Programmes											
Kazi Fehmul Haque	1626447	Assistant Producer	Programmes											
Romana Hossain	1527053	Assistant Producer	Programmes											
Gaurab Sarker	1829018	Assistant Producer	Programmes											
Mojahidul Islam	1901952	Production Assistant	Programmes											

Challenges

1. There was a challenge to calculate the total number of meals an individual consumed throughout 10 days. Because it was shown only the name of a few of the employees without their official IDs, so it was a bit time-consuming to track their meals to calculate correctly.
2. It was a bit confusing to find out the issues in overwriting to give a signature. I was a bit confused about whether they were signed or not.

Learnings

1. I learned how to prepare food bills of employees and gather relevant information which will be resourceful for further similar assignments.
2. Used to learn modern HR practice of Media houses and their execution modality.

Mistakes

That was the matter of calculating food cost of employees which is directly connected to their salary benefits issues. That is why I was more careful to prepare the food bills and made a few mistakes to input it to the master sheet which was corrected properly in rigorous checking procedure.

Feedback

I completed the project in the suggested manner as guided by my supervisor and it was finished on time. So, my supervisor gave a positive note on it and apprised me a lot.

Project – 4

Project Title: Prepare Salary Sheet for News Presenter

Assigned Division: Human Resource Department, Deepto TV

Time: April 05, 2021

Project Details

This is the core job of the Payroll Department of HR division to calculate the monthly salary benefit package of employees. I was assigned to prepare salary sheets for News Presenter. It is an important task to prepare individual salary packages for News Presenters because there are many issues to consider calculating their salaries. There are News Presenters of different ranks based on tenure of job and experience. We have to consider the pick and off pick time to allocate the amount of salaries in favor of any individual news presenter. Commonly, a News Presenter who has a slot in prime time he/she will be paid better than any other slot.

My Responsibility

I was assigned to prepare the salary sheet for March 2021. Respective personnel Payroll Department prepares an individual attendance sheet for each news presenter. They have individual records of particular days, slots of a News Presenter. My core responsibility was to calculate the days and slots of every individual and prepare salary sheets. I got an official document file of News Presenters with required information like individuals rank and other relevant information. I prepared a file with the position and slots of every individual according to the attendance sheet for March 2021.

Salary Sheet for News Presenters:

Payment of Mohammad Iftekher For the month of March - 2021								
SL	Date	Time of News						Total Amount
		10.00 am	12.00 pm	03.00 pm	5.00 pm	6.50 pm	10.30 pm	
		600	600	600	1500	600	1500	
1	Mar 1, 2021							0
2	Mar 2, 2021			600	1500	600		2700
3	Mar 3, 2021							0
4	Mar 4, 2021					600	1500	2100
5	Mar 5, 2021				1500	600		2100
6	Mar 6, 2021			600	1500			2100
7	Mar 7, 2021		600	600				1200
8	Mar 8, 2021							0
9	Mar 9, 2021							0
10	Mar 10, 2021				1500	600		2100
11	Mar 11, 2021		600	600				1200
12	Mar 12, 2021						1500	1500
13	Mar 13, 2021							0
14	Mar 14, 2021				1500		1500	3000
15	Mar 15, 2021		600	600				1200
16	Mar 16, 2021							0
17	Mar 17, 2021			600				600
18	Mar 18, 2021						1500	1500
19	Mar 19, 2021						1500	1500
20	Mar 20, 2021			600	1500			2100
21	Mar 21, 2021							0
22	Mar 22, 2021							0
23	Mar 23, 2021							0
24	Mar 24, 2021				1500			1500
25	Mar 25, 2021						1500	1500
26	Mar 26, 2021						1500	1500
27	Mar 27, 2021				1500	600		2100
28	Mar 28, 2021				1500	600	1500	3600
29	Mar 29, 2021							0
30	Mar 30, 2021					600	1500	2100
31	Mar 31, 2021							0
							Total:	37,200

In word: Thirty Seven Thousand Two Hundred Taka only.

Image 4.1: Payment of Mohammad Iftekher

Image 4.2: Payment of Tarannum Juthi

Payment of Tarannum Juthi For the month of March - 2021							
SL	Date	Time of News					
		10.00 am	12.00 pm	03.00 pm	5.00 pm	6.50 pm	10.30 pm
		3000	3000	3000	3000	3000	3000
1	Mar 1, 2021						3000
2	Mar 2, 2021						0
3	Mar 3, 2021						3000
4	Mar 4, 2021						0
5	Mar 5, 2021						3000
6	Mar 6, 2021					3000	3000
7	Mar 7, 2021						0
8	Mar 8, 2021						3000
9	Mar 9, 2021						0
10	Mar 10, 2021						3000
11	Mar 11, 2021						0
12	Mar 12, 2021						0
13	Mar 13, 2021						3000
14	Mar 14, 2021						0
15	Mar 15, 2021						3000
16	Mar 16, 2021						0
17	Mar 17, 2021						3000
18	Mar 18, 2021						0
19	Mar 19, 2021						0
20	Mar 20, 2021					3000	3000
21	Mar 21, 2021						0
22	Mar 22, 2021						3000
23	Mar 23, 2021						0
24	Mar 24, 2021						3000
25	Mar 25, 2021						0
26	Mar 26, 2021						0
27	Mar 27, 2021						3000
28	Mar 28, 2021						0
29	Mar 29, 2021						3000
30	Mar 30, 2021						0
31	Mar 31, 2021						3000
Total:							51,000

In word: Fifty One Thousand Taka only.

Payment of Mohammad Tania Afreen For the month of March - 2021							
SL	Date	Time of News					
		10.00 am	12.00 pm	03.00 pm	5.00 pm	6.50 pm	10.30 pm
		500	500	500	1000	500	1000
1	Mar 1, 2021		500	500			
2	Mar 2, 2021						
3	Mar 3, 2021	500	500	500			
4	Mar 4, 2021	500	500	500			
5	Mar 5, 2021	500	500	500			
6	Mar 6, 2021	500	500				
7	Mar 7, 2021						
8	Mar 8, 2021		500	500			
9	Mar 9, 2021		500	500			
10	Mar 10, 2021	500	500	500			
11	Mar 11, 2021						
12	Mar 12, 2021	500	500	500			
13	Mar 13, 2021						
14	Mar 14, 2021	500	500	500			
15	Mar 15, 2021						
16	Mar 16, 2021	500	500	500			
17	Mar 17, 2021						
18	Mar 18, 2021		500	500			
19	Mar 19, 2021						
20	Mar 20, 2021	500	500				
21	Mar 21, 2021						
22	Mar 22, 2021	500	500	500			
23	Mar 23, 2021						
24	Mar 24, 2021	500	500	500			
25	Mar 25, 2021	500	500	500			
26	Mar 26, 2021	500	500	500			
27	Mar 27, 2021						
28	Mar 28, 2021	500	500	500			
29	Mar 29, 2021						
30	Mar 30, 2021	500	500				
31	Mar 31, 2021	500	500	500			
Total:							26,500

In word: Twenty six Thousand Five Hundred Taka only.

Image 4.3: Payment of Mohammad Tania Afrin

Some reference file of attendance sheet of News presenter which was useful to prepare the salary sheet for them:

News Presenter's Attendant Sheet
Deepto News
 MONTH : March 2021
 NAME OF PRESENTER : Mohammad Iftekhar

Date	10AM	12PM	3PM	5PM	6.50PM	10.30PM	signature
01/03/21 Mon							
02/03/21 Tue			✓	✓	✓		<i>[Signature]</i>
03/03/21 Wed							
04/03/21 Thu					✓	✓	<i>[Signature]</i>
05/03/21 Fri				✓	✓		<i>[Signature]</i>
06/03/21 Sat			✓	✓			<i>[Signature]</i>
07/03/21 Sun		✓	✓	✓			<i>[Signature]</i>
08/03/21 Mon							
09/03/21 Tue							
10/03/21 Wed				✓	✓		<i>[Signature]</i>
11/03/21 Thu		✓	✓				<i>[Signature]</i>
12/03/21 Fri						✓	<i>[Signature]</i>
13/03/21 Sat							<i>[Signature]</i>
14/03/21 Sun				✓		✓	<i>[Signature]</i>
15/03/21 Mon		✓	✓				<i>[Signature]</i>
16/03/21 Tue							<i>[Signature]</i>
17/03/21 Wed			✓				<i>[Signature]</i>
18/03/21 Thu						✓	<i>[Signature]</i>
19/03/21 Fri			✓	✓			<i>[Signature]</i>
20/03/21 Sat							
21/03/21 Sun							
22/03/21 Mon							
23/03/21 Tue				✓			<i>[Signature]</i>
24/03/21 Wed						✓	<i>[Signature]</i>
25/03/21 Thu						✓	<i>[Signature]</i>
26/03/21 Fri				✓	✓		<i>[Signature]</i>
27/03/21 Sat				✓	✓	✓	<i>[Signature]</i>
28/03/21 Sun							
29/03/21 Mon					✓	✓	<i>[Signature]</i>
30/03/21 Tue							
31/03/21 Wed							

Prepared by *[Signature]* 02/04/21

Md. Saidur Rahman
 Senior Producer, News
 Kazi Media Limited
[Signature]
 Sr. Producer

Ibrahim Azad
 Head of News
 Kazi Media Ltd
[Signature]
 Head of News

Image 4.4: Attendant Sheet of Mohammad Iftekher

Image 4.5: Attendant Sheet of Tania

News Presenter's Attendant Sheet
Depto News

MONTH : March 2021

NAME OF PRESENTER : Tania Afreen

Date	10AM	12PM	3PM	5PM	6.50PM	10.30PM	signature
01/03/21 Mon							Tania
02/03/21 Tue							Tania
03/03/21 Wed							Tania
04/03/21 Thu							Tania
05/03/21 Fri							Tania
06/03/21 Sat							Tania
07/03/21 Sun							Tania
08/03/21 Mon							Tania
09/03/21 Tue							Tania
10/03/21 Wed							Tania
11/03/21 Thu							Tania
12/03/21 Fri							Tania
13/03/21 Sat							Tania
14/03/21 Sun							Tania
15/03/21 Mon							Tania
16/03/21 Tue							Tania
17/03/21 Wed							Tania
18/03/21 Thu							Tania
19/03/21 Fri							Tania
20/03/21 Sat							Tania
21/03/21 Sun							Tania
22/03/21 Mon							Tania
23/03/21 Tue							Tania
24/03/21 Wed							Tania
25/03/21 Thu							Tania
26/03/21 Fri							Tania
27/03/21 Sat							Tania
28/03/21 Sun							Tania
29/03/21 Mon							Tania
30/03/21 Tue							Tania
31/03/21 Wed							Tania

Prepared by 03/04/2021

Md. Saadur Rahman
Senior Producer, News
Kast Media Limited
Sr. Producer

Ibrahim Azad
Head of News
Kast Media Ltd.
Head of News

Image 4.6: Presenter Month End Summary

Presenter Month End Summary Sheet
(MONTH : March 2021)

Name of the Presenter : **Mohammad Iftekhhar**

Month : **March 2021**

10 am News	12pm News	3.00 PM News	5.00 pm news	6.50 pm news	10.30 pm news
	3	7	9	7	9

Grand Total : 35

Name of the Presenter : **Tarannum Juthi**

Month : **March 2021**

10 am News	12pm News	3.00 PM News	5.00 pm news	6.50 pm news	10.30 pm news
				2	15

Grand Total : 17

Name of the Presenter : **Dola Dolores**

Month : **March 2021**

10 am News	12pm News	3.00 PM News	5.00 pm news	6.50 pm news	10.30 pm news
		2	15	14	7

Grand Total : 38

Challenges

1. This is a major considerable activity of the Payroll department here. So I need to be very careful and focused to prepare this flawlessly.
2. I was accountable to calculate the individual salary packages. Because if they have any flaws that I will be answerable for this.

Learnings

I learnt the modality of salary sheets of employees and the way how to make it flawlessly.

Mistakes

Very beginning of my assigned task, I was guided by my supervisor to make it flawless. So, I emphasized on it and didn't make any major mistakes here.

Feedback

I was appreciated by my supervisor because I did my job flawlessly and delivered it on time.

Project – 5

Project Title: Prepare Roster Duty Schedule (Change Time)

Assigned Division: Human Resource Department, Deepto TV

Tenure: March 20 – April 30, 2021

Project Details

Human Resource Department prepares employees duty roster at the beginning of every month according to the supervisor's submission which I explained in (**Project No.2**) earlier. But there are few adjustment-like employees who are not able to follow the pre-scheduled duty roster always. There might have few changes like shift change, over time, day off and other relevant issues. Suppose an employee has a pre-scheduled duty shift on 7 AM – 2PM, 15 March, 2021 but he wasn't able to attend here during that time period. He needs to send a mail to Human Resource Department with proper reason. Sometimes a whole department needs to change their shift for unavoidable reasons. In this case the department supervisor needs to send a mail with proper reason to Human Resource Department. For example, during special occasions like the Krishi Award 2020 few departments like admin, marketing and sales personnel needed to stay here full time. In that case their department supervisor sent special mail to human resource department for this particular duty adjustment.

My Responsibility

During my two-month internship period, I did this type of activity multiple times, which happened every month. Primarily I got the duty roster adjustment list from my supervisor or department coordinator every month. You can find the employee details and shift change time from there. After that, I try to find the pre-scheduled shifts and period of these particular employees and adjust it with new changes. Say, for example, an employee has a regular shift on 10 AM-3 PM, March 21, 2021, but now he wants to make it on 4 PM- 9 PM, March 21, 2021. I adjust the new shift time with the previous one and input here to activate it in favor of him.

Roster Duty Time Change of News Cameraman					
Tuesday, March 16, 2021					
SN	Name	ID	Roster Time	Change Time	Remark
1	MD. Walid Khan(Dipu)	1525880	9:00 AM	-- --	No change
2	Md. Pintu Sikder	1525557	9:00 AM	9:30 AM	Duty time Changed by News Room
3	M.A.H. Rasel	1525842	9:00 AM	10:00 AM	Duty time Changed by News Room
4	Md. Kutub Uddin	1525838	9:00 AM	1:00 PM	Duty time Changed by News Room
5	Abu Talib (Shovon)	1626244	1:00 PM	10:00 AM	Duty time Changed by News Room
6	Md. Sabbir Hossain	1627154	9:00 AM	10:00 AM	Duty time Changed by News Room
7	Dastagir Khan(david)	1627153	9:00 AM	-- --	No change
8	Masud Dewan	1526166	Day off	Day off	No change
9	Shaikh Imran Hossain (Lipu)	1525555	9:00 AM	-- --	No change
10	Md. Akteruzzaman Khairul	1525839	9:00 AM	Leave	Leave
11	Saiful Alam (Pilu)	1526165	9:00 AM	3:00 PM	Duty time Changed by News Room
12	Masudur Rahman	1627049	9:00 AM	10:00 AM	Duty time Changed by News Room
13	Md. Milon Khan (Milon)	1626440	Day off	Day off	No change

Image 5.1: Roster Duty Time Change Sheet of News Cameraman

Subject: Re: Technical Store Change Duty Schedule 28.03.2021...

From: Kazi Atiqul Islam <atiqul.islam@deepto.tv>

Date: ৩১/৩/২১ ৩:১৭ PM

To: Russel <russel@deepto.tv>

CC: Abdullah Mohammad Eunus <abdullah.eunus@deepto.tv>, miskur.raoni@deepto.tv, farhana.akter@deepto.tv

Dear Sir,

Here is the Technical Store Change Duty Schedule:

Duty Schedule Change Time Technical Store				
Date	Ashraful Alom		ASM Faisal	
	Schedule Time	Change Time	Schedule Time	Change Time
28.03.2021	08:00 AM to 04:00 PM	09:00PM To 05:00PM		
29.03.2021	08:00 AM to 04:00 PM	09:00PM To 05:00PM		
31.03.2021			08:00 AM to 04:00 PM	09:00PM To 05:00PM

-- regards,

KAZI ATIQUUL ISLAM
Asst. Manager | B0&E
Deepto TV
Kazi Media Limited

Cell: +88 01787682787
Skype: atiqkazi
Twitter: atiqkazi

Image 5.2: Roster Duty Time Change Sheet of Technical Store

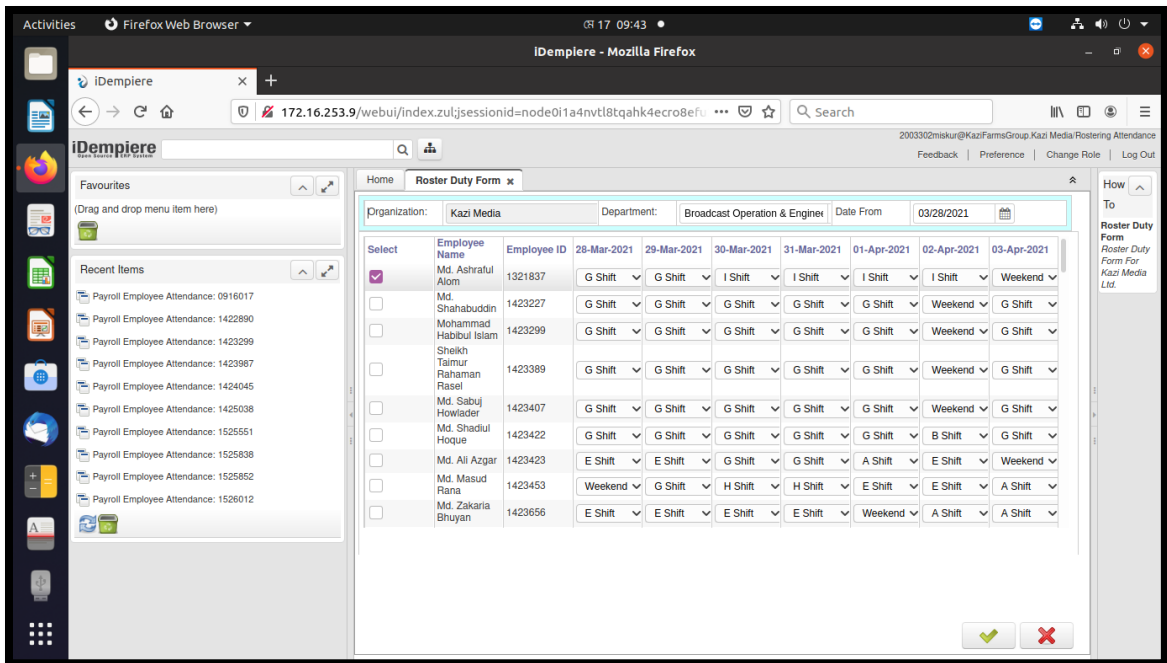


Image 5.3: Changing Roster Duty Schedule time for an Employee

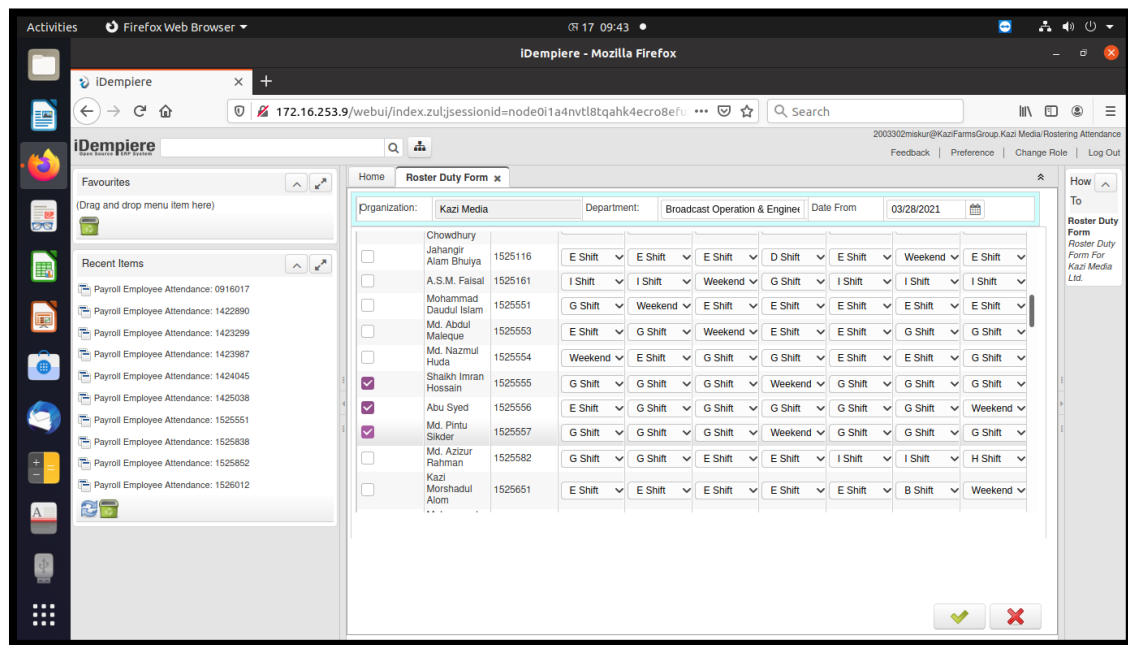


Image 5.4: Changing Roster Duty Schedule time for Employees

Learnings

1. Learned the procedure how to prepare the duty adjustment sheet
2. Know the initiatives of Human Resource Department to change the duty shifts and times here.
3. Gained knowledge about the type of information needs to collect for duty adjustment sheet

Mistakes

There were a few technical mistakes to input the proper shift data and time slot which I corrected carefully in the next slot. Rather than this everything was nearly flawless.

Challenges

1. I wasn't able to maintain the proper input process a few times because I was a newcomer who were prepare it randomly. So, I needed to cross check it again and again.
2. Sometimes employees mentioned a few time slots which did not exist in the system. In those cases, we need to choose a closer time slot for them with my own jurisdiction.

Feedback

My supervisor gave me the duty adjustment work regularly because I was fond of doing the task from the beginning of my internship and suggested that I finish it daily when I prepare it next time.

Project – 6

Project Title: Roster and Late Point Count (late Point Count of Employees)

Assigned Division: Human Resource Department, Deepto TV

Time: March 25 – April 01, 2021

Project Details

While an organization operates its business and other operations, or it is very important for the team leaders to handle each of their employees. Creating and managing the working schedule of the employees is very crucial. They have individual shifting or time raster for employees in Deepto Tv which is prepared by their highly professional Human Resource Team to ensure better productivity and efficiency. There is a specific Time Period like 11 AM – 5 Pm (Shift A) and 5 PM-11 PM (Shift B) and also have the rules to calculate the late point per hour for delayed arrival and early departure. They initiate this to know Which employee is assigned with what work? Till what time they are assigned to complete the work? A proper staff roster plan with all the information including their shifts, working hours, and the rotation of the shifts has become very essential.

Late Point Calculation Modality

Commonly, late points are counted for delayed arrival in the punching system which is an inbuilt system in the entry gate of the office. It's an automated system to track the employees. Say for example an employee has duty shift 11 AM-5 PM and he/she needs to arrive before 11 AM. But we I have seen him/her arrived in the office at 11:30 AM. Normally 1 late point will be counted over there and if it is 12:01 2 late points will be counted over there. If an employee will get 4 late points it will be considered as half day leave. If Any abnormality found any job roster like there are pre schedules of any employees like 11 AM-5 PM but did find him/her in another slot it will be checked with a roster which is uploaded in the system. There might be the issue of interchange of duty roster or technical mistake of initiating the roster. So that we do not count it as a late point of half day leave.

Eventually at the end of every month calculate all the late points of an employee and if it shows 5 points it will be entitled as one day leave and if it is 10 points it will be considered as 2 day leave and deduct from the leave balance of an employee.

My Duties & Responsibilities

I was assigned to find the late points of all employees of the Broadcast Operation and Engineering Department. It was a calculation of 131 employees for March 2021. There is an intelligent ERP system to keep the information of employees, duty rosters, and other information. I opened two tabs here. One tab was dedicated to the duty roster form to find the month-long duty shifts with the date and additional relevant information.

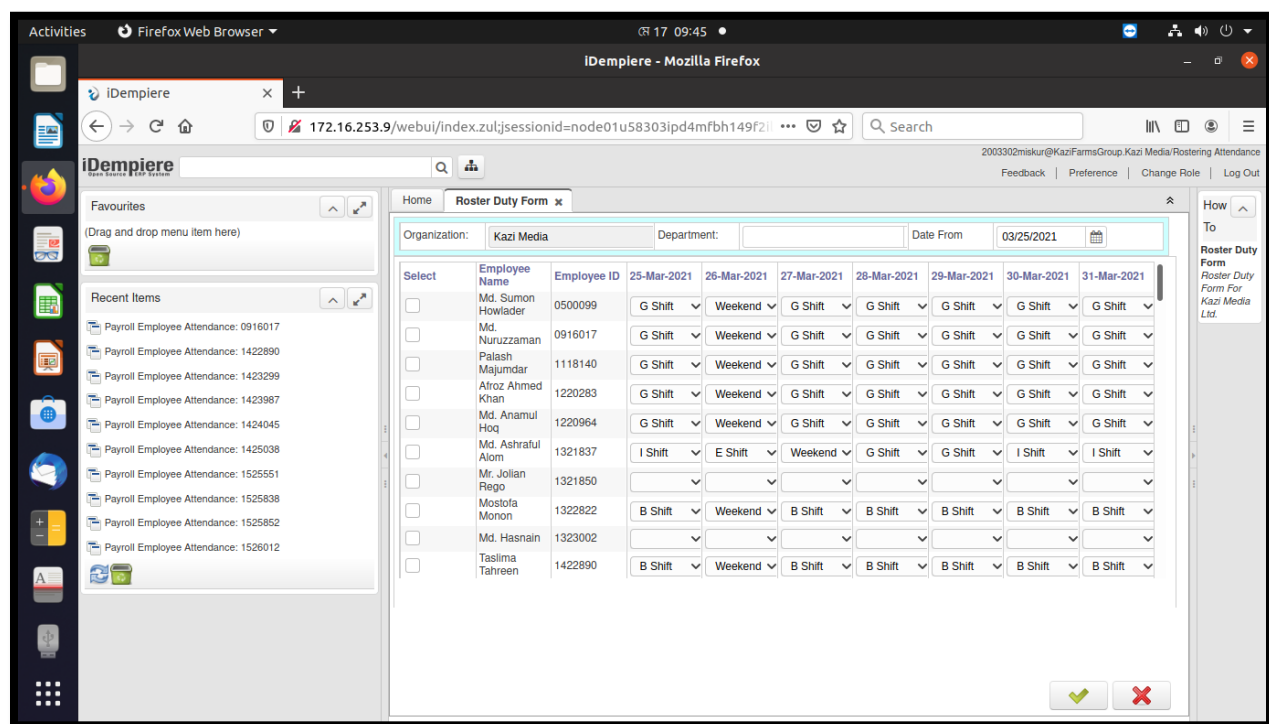


Image – 6.1: It shows the duty roster of an employee with dates

Another tab was dedicated for attendance detail report where you can find the In-Out time information of employees which is directed by automated inbuild system in entry gate.

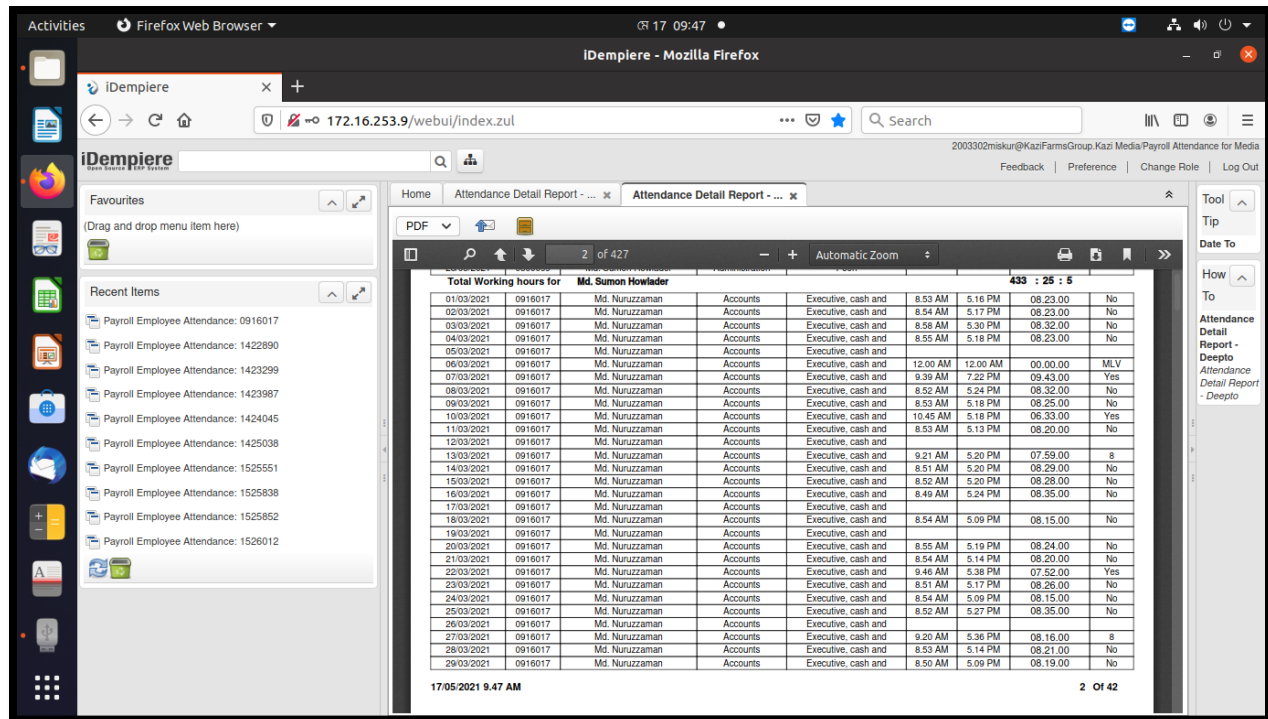


Image - 6.2: it shows In-Out timing of Employees

After that I prepared an employee roster and late count sheet for match 2021.

SL	Organization	Employee ID	Employee Name	Department	Designation	Points on 01-07	Points on 08-14	Points on 15-21	Points on 22-28	Points on 29-31
20	Kazi Media	1322852	Md. Hasibul Hasan	Broadcast Operation & Engineering	Head of Broadcast					
21	Kazi Media	1931738	Md. Abdur Rashid	Broadcast Operation & Engineering	Assistant Cameraman					
22	Kazi Media	1423422	Md. Shadiul Hoque	Broadcast Operation & Engineering	Assistant Manager					
23	Kazi Media	1425040	Kazi Atiqul Islam	Broadcast Operation & Engineering	Assistant Manager- Store					
24	Kazi Media	1626872	Mohammad Wahiduzzaman	Broadcast Operation & Engineering	Assistant Manager - Video Editing					
25	Kazi Media	1525840	Md. Mehedi Hasan	Broadcast Operation & Engineering	Cameraman					
26	Kazi Media	1728873	Mizanur Rahman	Broadcast Operation & Engineering	Cameraman					
27	Kazi Media	1728872	Md. Jahidul Islam	Broadcast Operation & Engineering	Cameraman					
28	Kazi Media	1627154	Md. Sabbir Hossain	Broadcast Operation & Engineering	Cameraman					
29	Kazi Media	1423389	Sheikh Taimur Rahaman Raseel	Broadcast Operation & Engineering	Cameraman					
30	Kazi Media	1423407	Md. Sabuj Howlader	Broadcast Operation & Engineering	Cameraman					
31	Kazi Media	1626328	Md. Zakirul Islam	Broadcast Operation & Engineering	Cameraman					
32	Kazi Media	1525838	Md. Kutub Uddin	Broadcast Operation & Engineering	Cameraman					
33	Kazi Media	1525839	Md. Aktaruzzaman	Broadcast Operation & Engineering	Cameraman					
34	Kazi Media	1626327	Md. Mohabbat Ali	Broadcast Operation & Engineering	Cameraman					
35	Kazi Media	1626244	Abu Talib	Broadcast Operation & Engineering	Cameraman					
36	Kazi Media	1525551	Mohammad Daudul Islam	Broadcast Operation & Engineering	Cameraman					
37	Kazi Media	1525553	Md. Abdul Maleque	Broadcast Operation & Engineering	Cameraman					
38	Kazi Media	1525554	Md. Nazmul Huda	Broadcast Operation & Engineering	Cameraman					
39	Kazi Media	1525555	Shaikh Imran Hossain	Broadcast Operation & Engineering	Cameraman					
40	Kazi Media	1526166	Md. Masud Dewan	Broadcast Operation & Engineering	Cameraman					
41	Kazi Media	1526165	Saiful Alam	Broadcast Operation & Engineering	Cameraman					
42	Kazi Media	1525842	M. A. H. Raseel	Broadcast Operation & Engineering	Cameraman					

Image – 6.3: Mentioned screenshot shows I prepared a seven days employee wise point list which will be effective to accommodate a full month table. Besides of it there are two tabs like Employee roster sheet and attendance sheet to check simultaneously. If anybody has any late to arrive at the office then 1 late point was added here and if they don't have any late that was blank indeed.

The screenshot displays the iDempiere web application interface. The main content area shows several reports, including 'Attendance Detail Report' and 'Payroll Employee Attendance'. A search bar at the top right allows for filtering results. The 'Attendance Detail Report' for Mr. Tofayel is highlighted, showing a list of dates and times. Below this, a table provides detailed attendance information for Mr. Tofayel and other employees.

Date	ID	Name	Department	Designation	In time	Out time	Working Hour	Late
08/03/2021	1627448	Sahaali Shekh	Transport	Driver (Light)	9:12 AM	11:39 PM	14:27.01	Yes
09/03/2021	1627448	Sahaali Shekh	Transport	Driver (Light)	9:30 AM	8:51 PM	11:20.39	Yes
10/03/2021	1627448	Sahaali Shekh	Transport	Driver (Light)	8:53 AM	9:14 PM	12:21.24	No
11/03/2021	1627448	Sahaali Shekh	Transport	Driver (Light)	9:36 AM	11:33 PM	13:56.49	Yes
12/03/2021	1627448	Sahaali Shekh	Transport	Driver (Light)				
13/03/2021	1627448	Sahaali Shekh	Transport	Driver (Light)	9:44 AM	11:37 PM	13:53.35	No

Image – 6.4: Screenshot 4 states the consistent duty roster of Mr. Tofayel in March. The period was March 08-14, 2021.

I checked his particular date of attendance like 8 March in a detailed attendance report which is automatically tracked in the automated entry system at the gate. A Detailed attendance report shows Mr. Tofayel's shifts, total job hours and other information. I used this modality to calculate the Duty roster and late points of all employees of the Broadcast operation and engineering department for the month of March 2021.

Few screenshots of preparing Late Point Count Sheet of mine below:

	B	C	D	E	F	G	H	I	J	K
	Organization	Employee ID	Employee Name	Department	Designation	Points on 01-07	Points on 08-14	Points on 15-21	Points on 22-28	Points on 29-31
22	Kazi Media	1322852	Md. Hasibul Hasan	Broadcast Operation & Engineering	Head of Broadcast					
23	Kazi Media	1931738	Md. Abdur Rashid	Broadcast Operation & Engineering	Assistant Cameraman	0	1	2	2	
24	Kazi Media	1423422	Md. Shadiul Hoque	Broadcast Operation & Engineering	Assistant Manager	3	2	1	3	
25	Kazi Media	1425040	Kazi Atiqul Islam	Broadcast Operation & Engineering	Assistant Manager- Store	0	0	0	2	
26	Kazi Media	1626872	Mohammad Wahiduzzaman	Broadcast Operation & Engineering	Assistant Manager - Video Editing	6	2	1	6	
27	Kazi Media	1525840	Md. Mehedi Hasan	Broadcast Operation & Engineering	Cameraman	1	0	0	1	
28	Kazi Media	1728873	Mizanur Rahman	Broadcast Operation & Engineering	Cameraman	0	0	1	0	
29	Kazi Media	1728872	Md. Jahidul Islam	Broadcast Operation & Engineering	Cameraman	1	1	1	4	
30	Kazi Media	1627154	Md. Sabir Hossain	Broadcast Operation & Engineering	Cameraman	0				
31	Kazi Media	1423389	Sheikh Taimur Rahaman Rassel	Broadcast Operation & Engineering	Cameraman	1	0	1	1	
32	Kazi Media	1423407	Md. Sabuj Howlader	Broadcast Operation & Engineering	Cameraman	0	0	0	1	
33	Kazi Media	1526328	Md. Zakirul Islam	Broadcast Operation & Engineering	Cameraman	3	0	3	2	
34	Kazi Media	1525938	Md. Kutub Uddin	Broadcast Operation & Engineering	Cameraman					
35	Kazi Media	1525839	Md. Ahtanuzzaman	Broadcast Operation & Engineering	Cameraman				3	
36	Kazi Media	1626327	Md. Mohabbat Ali	Broadcast Operation & Engineering	Cameraman	0	1	2	9	
37	Kazi Media	1626244	Abu Talib	Broadcast Operation & Engineering	Cameraman					
38	Kazi Media	1525551	Mohammad Daudul Islam	Broadcast Operation & Engineering	Cameraman	1	2	2	1	
39	Kazi Media	1525553	Md. Abdul Maleque	Broadcast Operation & Engineering	Cameraman	0	0	0	2	
40	Kazi Media	1525554	Md. Nazmul Huda	Broadcast Operation & Engineering	Cameraman	1	4	1		
41	Kazi Media	1525555	Shaikh Imran Hossain	Broadcast Operation & Engineering	Cameraman					
42	Kazi Media	1526166	Md. Masud Dewan	Broadcast Operation & Engineering	Cameraman	6	0	3	1	
43	Kazi Media	1526165	Saiful Alam	Broadcast Operation & Engineering	Cameraman	2	7	0	1	
44	Kazi Media	1525842	M. A. H. Rassel	Broadcast Operation & Engineering	Cameraman	1	0	2	1	

Image – 6.5

	B	C	D	E	F	G	H	I	J	K
	Organization	Employee ID	Employee Name	Department	Designation	Points on 01-07	Points on 08-14	Points on 15-21	Points on 22-28	Points on 29-31
55	Kazi Media	1627050	David Rony D' Razario	Broadcast Operation & Engineering	Gaffer	1	1	5	12	1
56	Kazi Media	1424080	Kazi Hasanuzzaman	Broadcast Operation & Engineering	Manager					
57	Kazi Media	1829015	Abu Sayed Chowdhury	Broadcast Operation & Engineering	Officer MCR		1	0	0	
58	Kazi Media	1829514	Md. Alikodor	Broadcast Operation & Engineering	Officer MCR		1			
59	Kazi Media	1829515	Abdul Ahad	Broadcast Operation & Engineering	Officer MCR	1	1	0	2	2
60	Kazi Media	1525079	Wahied uz Zaman Mazmader	Broadcast Operation & Engineering	On Line Sound Editor	1	4	0		
61	Kazi Media	1525659	Allama Ali Islam Chowdhury	Broadcast Operation & Engineering	On Line Sound Editor	1	0	2		3
62	Kazi Media	1525103	Shawon Dutta	Broadcast Operation & Engineering	On Line Video Editor	6	6	7		3
63	Kazi Media	1525101	Md. Golam Mostafa	Broadcast Operation & Engineering	On Line Video Editor	4		1		
64	Kazi Media	1525102	Pankaj Chandra Das	Broadcast Operation & Engineering	On Line Video Editor	1	1	0		0
65	Kazi Media	1525104	Md. Sohel	Broadcast Operation & Engineering	On Line Video Editor	3	2	0		
66	Kazi Media	1525653	Mohammad Allaul Baki	Broadcast Operation & Engineering	Senior Cameraman	1	2	1		1
67	Kazi Media	1626445	Saiful Islam	Broadcast Operation & Engineering	Senior Cameraman	2	1	4		2
68	Kazi Media	1525557	Md. Pintu Sikder	Broadcast Operation & Engineering	Senior Cameraman News					1
69	Kazi Media	1525880	Md. Walid Khan	Broadcast Operation & Engineering	Senior Cameraman News					3
70	Kazi Media	1525556	Abu Syed	Broadcast Operation & Engineering	Senior Cameraman News & Program	0	0	0		0
71	Kazi Media	1425039	Abdullah- Al- Hasan	Broadcast Operation & Engineering	Senior Earth Station Engineer	4	5	4		
72	Kazi Media	1423716	Salahin Khan	Broadcast Operation & Engineering	Senior Engineer	2	4			
73	Kazi Media	1425034	Md. Moin Uddin	Broadcast Operation & Engineering	Senior Executive - MCR & Ingest			0		2
74	Kazi Media	1525753	Anamul Hasan	Broadcast Operation & Engineering	Senior Manager	1	0	3		
75	Kazi Media	1321837	Md. Ashraf Alom	Broadcast Operation & Engineering	Senior Officer	5	3	0		
76	Kazi Media	1525660	Md. Abul Hasan	Broadcast Operation & Engineering	Senior On Line Sound Editor	0	0	0		

Image – 6.6

	B	C	D	E	F	G	H	I	J	K
	Organization	Employee ID	Employee Name	Department	Designation	Points on 01-07	Points on 08-14	Points on 15-21	Points on 22-28	Points on 29-31
114	Kazi Media	1829012	Chayan Hazra	Broadcast Operation & Engineering	Video Editor		3	0		3
115	Kazi Media	1626442	Md. Masum Hasan	Broadcast Operation & Engineering	Video Editor			0		0
116	Kazi Media	2003325	Riaj Molla	Broadcast Operation & Engineering	Field Interviewer		0	0		1
117	Kazi Media	1626247	Md. Anwar Hossan	Broadcast Operation & Engineering	Jimmy Jib Helper		0	0		2
118	Kazi Media	1829306	Md. Abu Zubayed	Broadcast Operation & Engineering	Jimmy Jib Operator		3	0		0
119	Kazi Media	1626333	Faruk Mia	Broadcast Operation & Engineering	Jimmy Jib Operator		0	0		0
120	Kazi Media	1525875	Subash Chandra Haldar	Broadcast Operation & Engineering	Light Man		0	0		0
121	Kazi Media	1525874	Swai Sai Mong	Broadcast Operation & Engineering	Light Man		0	0		0
122	Kazi Media	1525849	Md. Yunus Sardar	Broadcast Operation & Engineering	Light Man		1	0		0
123	Kazi Media	1525876	Muha Lutful Haydar Choudhury	Broadcast Operation & Engineering	Light Man		0	0		0
124	Kazi Media	1525869	Md. Mijanur Rahaman	Broadcast Operation & Engineering	Light Man		0	0		0
125	Kazi Media	1931875	Ayesha Siddika Champa	Broadcast Operation & Engineering	Makeup Artist		4	5		3
126	Kazi Media	1526012	Rabiya Akter	Broadcast Operation & Engineering	Makeup Artist		1	1		3
127	Kazi Media	1423453	Md. Masud Rana	Broadcast Operation & Engineering	Senior Electrician		1	2		1
128	Kazi Media	1423423	Md. Ali Azgar	Broadcast Operation & Engineering	Senior Electrician		0	0		0
129	Kazi Media	1526043	Abul kalam Azad	Broadcast Operation & Engineering	Senior Makeup Artist			2		1
130	Kazi Media	1931741	Md. Monir	Broadcast Operation & Engineering	Studio Assistant		0	0		0
131	Kazi Media	1728469	Sohag	Broadcast Operation & Engineering	Studio Assistant		0	2		0
132	Kazi Media	1525871	Md. Rubel Hossain	Broadcast Operation & Engineering	Studio Assistant		0	0		0
133	Kazi Media	1727721	Mohammad Masum Parvez	Broadcast Operation & Engineering	Technician		0	0		0
135	Kazi Media	1626644	Md. Rafiqul Islam	Broadcast Operation & Engineering	Technician		2	2		2
136	Kazi Media	1424150	Md. Asraful Islam	Engineering	Electrician					

Image – 6.7

Limitations:

1. That was a bit time consuming for me to calculate the late point of hour-to-hour calculation.
2. Initially there were some miss matches in the sheet for half day leave calculation.
3. That was tough for me to accommodate the shifts which were inter changed among the employees. Because there weren't any notes to find.
4. It is also an important issue to notify that this is newly introduced HR regulation in depot tv to count individual late points. So there are many issues to solve very exclusively.

Learnings

1. I have learnt the Job roster and late point count modality.
2. New Experience to work on a professional ERP system to manage employee data and other information.
3. It was good learning to deal with different problems and developing the skills to find the solutions.

Project – 7

Project Title: CV Sorting and Interview related activity

Assigned Division: Human Resource Department, Dipto TV

Time: April 22 – May5, 2021

Project Details

This is a regular activity of Human Resource Department of every organization to collect CV, CV sorting, Qualification checking, call them to participate in Interview and other recruitment activities. My official supervisor assigned me various types of activities which are connected to requirement procedure during my internship period. Deepto tv follows standard requirement procedure for hiring any staff.

My Responsibility

Task 1

There was a requirement to recruit a journalist as an Economic Reporter. I got a few CVs from my supervisor and called them to collect basic information before taking part in the interview. I asked them to know their interest in working in Deepto TV; if they said yes, then asked to know many other things like their present job status, Current organization, duties and responsibilities, and availability. I prepared a note sheet with all collected information of deserving candidates. I informed them to call further to share the interview details like date, time, location, and other relevant information.

Task 2

After a certain time period I called them to inform them about the particular date of interview, Place of interview, Particular time slot and other information to join in the interview.

Task 3

My supervisor assigned me to give a reminder SMS to the interviewee of the IT officer position. I got a standard template of SMS text and made it customized for this particular SMS copy. Then, I prepared it for applicants and submitted it to my supervisor for his observation. Finally, it was sent by the respective personnel.

Task 4

I was instructed by my supervisor to prepare a list of interviewees for a particular position in which I need to input their name, current designation, organization, contacts and experience detail. It was another assignment for me in my work tenure.

Task 5

I was assigned to receive interviewees, Find out their particular serial number, Collect signature, direct them to the interview room and other activities for interview of IT officer.

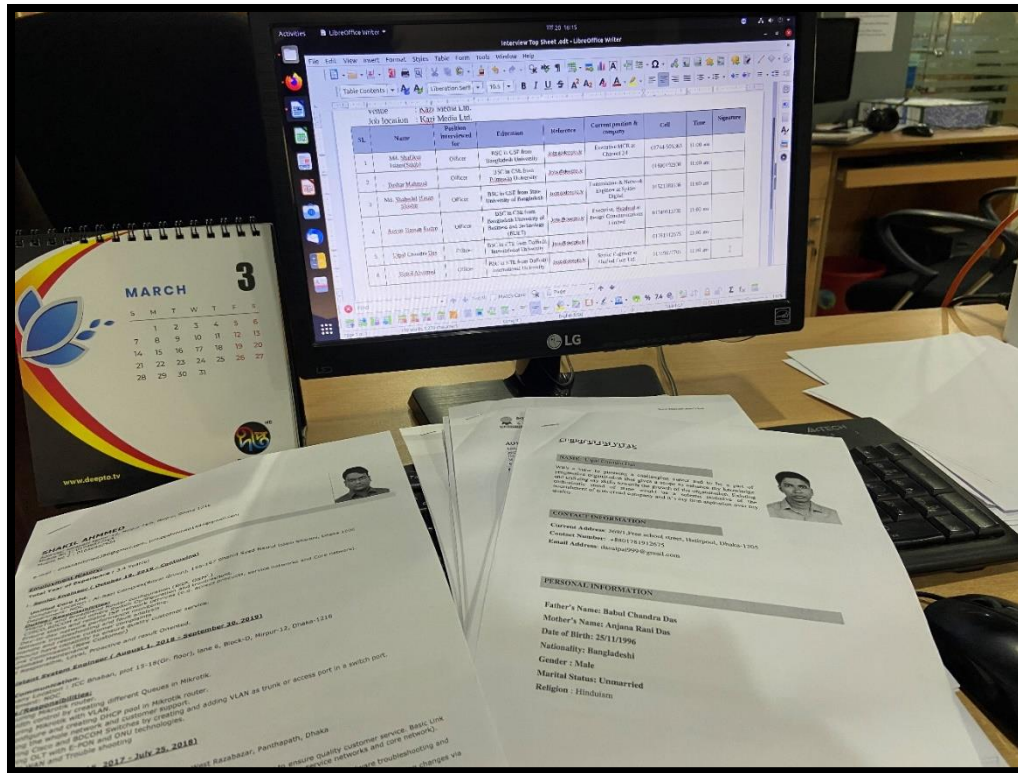


Image 7.1: Preparing Interview Top Sheet

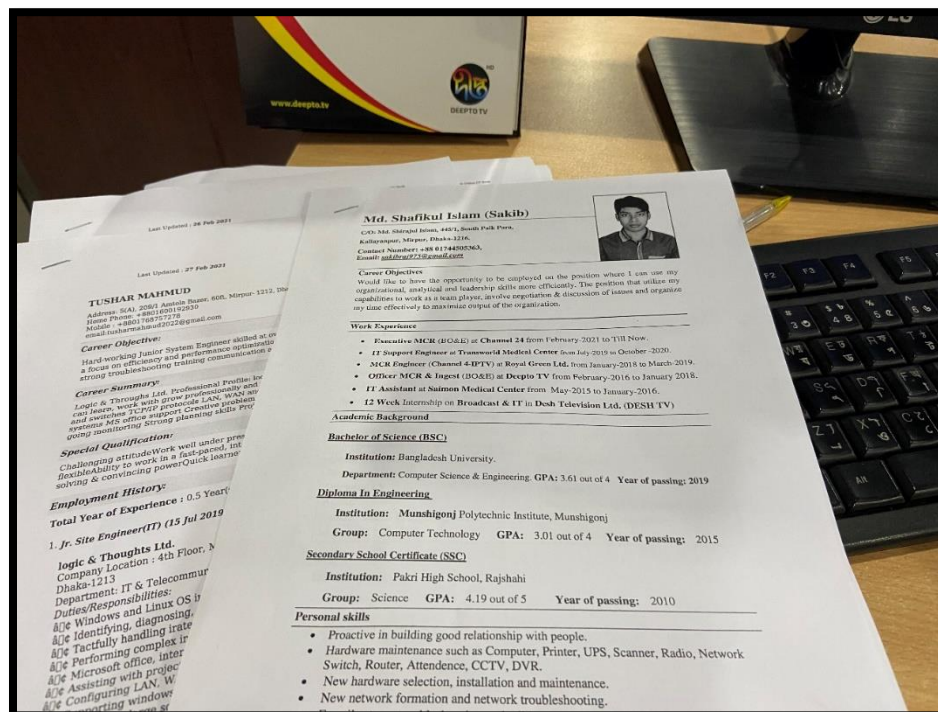


Image 7.2: Sorting CVs

Date : March 22, 2021 (Monday)

Start Time : 11:00 AM

Venue : Kazi Media Ltd.

Job location : Kazi Media Ltd.

SL	Name	Position interviewed for	Education	Reference	Current position & company	Cell	Time	Signature
1	Md. Shafikul Islam (Sakib)	Officer	BSC in CSE from Bangladesh University	Drop In	Executive MCR at Channel 24	01744-505363	11:00 am	
2	Tushar Mahmud	Officer	BSC in CSE from Primeasia University	Jobs@deepto.tv		01600192930	11:00 am	
3	Md. Shahedul Hasan Shishir	Officer	BSC in CSE from State University of Bangladesh	Jobs@deepto.tv	Transmission & Network Engineer at Spider Digital	01521381636	11:00 am	
4	Aoyon Hassan Rudro	Officer	BSC in CSE from Bangladesh University of Business and Technology (BUBT)	Jobs@deepto.tv	Executive, Headend at Bengal Communications Limited	01749913231	11:00 am	
5	Utpal Chandra Das	Officer	BSC in ETE from Daffodil International University	Drop In		01781912675	11:00 am	
6	Shakil Ahmed	Officer	BSC in ETE from Daffodil International University	Drop In	Senior Engineer at Unified Core Ltd.	01749677705	11:00 am	

Image 7.3: Interview Top Sheet

Date : March 24 |

Start Time : 03:00 PM

Venue : Kazi Media Ltd.

Job location : Kazi Media Ltd.

SL	Name	Position interviewed for	Education	CV Source	Current position & company	Cell	Time	Signature
1	Sabbir Ahmed	Reporter Cum Presenters	BSS (National University)	Bdjobs		01937695401	03:00 PM	
2	Ashik Ahamed	Reporter Cum Presenters	Bachelor of Arts (Northern University)	Bdjobs	News Presenter (ATN Bangla)	01737575127	03:15 PM	
3	Tauzina Farouk Onto	Reporter Cum Presenters	MBA (Jagannath University)			01670818279	03:30 PM	
4	Absar Uddin	Reporter Cum Presenters	MBA (Victoria University of Bangladesh)		Duronto TV (Contractual Voice Artist)	01611251658	03:45 PM	
5	Syed Iftekhar Alam	Reporter Cum Presenters	MSS in Television and Photography (TFP) Dhaka University		Somoy Television (Newsroom Editor)	01783366666	04:00 PM	
6	Rounok Talukder	Reporter Cum Presenters	MBA (National University)			01735491616	04:15 PM	
7	Sifat Ara Tabbasum	Reporter Cum Presenters	MBA (Dhaka University)		News Presenter (Prime) Gazi Satellite Television Ltd.	01726503241	04:30 PM	
8	Nur Salina Sheikh	Reporter Cum Presenters	M.A (Social Work/Welfare)		News Room Editor (ATN Bangla)	01712656025	04:45 PM	
9	Md. Azizul Hakim	Reporter Cum Presenters	BSS (Stamford University)		Broadcast Journalist (Channel 24)	01737798040	05:00PM	

Image 7.4: Interview Top Sheet

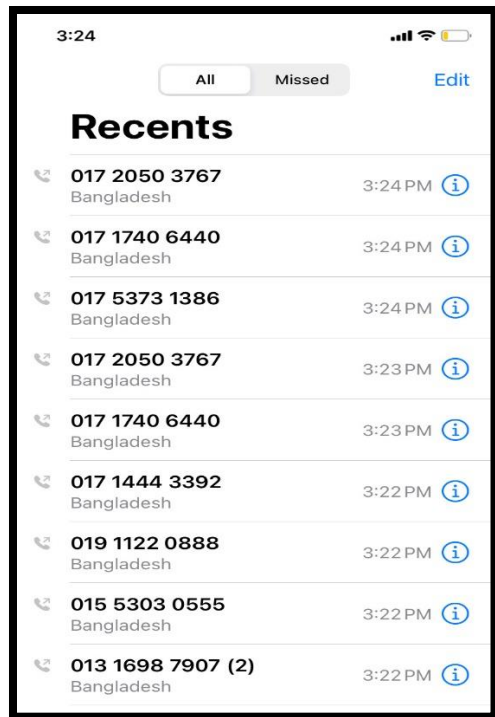


Image 7.5: Screenshot of Call history



Image 7.6: Screenshot of reminder Text Message

Md. Baniya (Interested)
 017 93731386
 Staff Reporter - Rtv
 Current - "

Md. Razulul Islam (Not sure)
 017 915214770
 Staff Reporter - DBC NEWS
 Current - "

Md. Rezwana Shiddique (Interested)
 01611989596
 Broadcast Journalist - Independent tv
 Current - ~~Ensaar GNA~~ as staff coordinator

MHD. Mostafizur Rahman (not interested)
 01720503767
 Broadcast Journalist - Independent tv
 Current - NQO sector (Mass org)

Moltammas Shohab (Not interested)
 017 17406440
 Staff Correspondent - Jamuna tv
 Current - No job ~~for~~
 (currently he lives outside Dhaka - so not possible)

Image 7.7: Collected information from Candidates

Image 7.8: Collected information from Candidates

Anwar Ahmad (Not interested)
 01553030555
 Channel 24 - Broadcast Journalist
 Current - Sony TV (Production executive)

Athiya Anwar (interested)
 01316987907
 Channel 24 - Broadcast Journalist
 Current - "

Md. Shahadat Hossain (interested)
 01911220888
 Staff Reporter - DASH tv
 Current - "

Roksana TINNI (not interested)
~~01909038488~~ 01796203409
 Desk Reporter - Bangladesh television
 Current - X

Challenges

There is an important considerable issue to approach properly towards the applicant in the time of discussion because it shows the organizational norms and practice which represents overall impression. I have never done this type of task before. That is why I need to be very careful about it and faced challenges in every task.

Mistakes

1. I made the mistake of inputting the educational qualification and intuition in note sheet of an interviewee.
2. Forgot to know the experience and ideas about the economic unit and their exposure in relevant fields in few cases.

Learnings

1. How to approach towards a prospective candidate
2. Basic information criterion of applicants and how to prepare the top sheet of interviewee
3. Basic requirement procedure which is followed in Deepto Tv
4. Type of information needs to collect for selecting a applicant for interview

Feedback

My supervisor advised me to be more organized , more careful in the time of talking with applicants and need to be more stable and calm to operate this type of task in future.

Project – 8

Project Title: Prepare Commonwealth Scholarship 2021 (first batch) List

Assigned Division: Human Resource Department, Deepto TV

Time: April 15 – April 16, 2021

Project Details

Kazi Media Ltd. arranged the Commonwealth Scholarship “Skills for work” and employees of different departments took part in it. Employees applied for it and participated in a quiz competition as per their preferred subjects. Selected employees have the preference to choose any particular field of study and courses to get enrolled. Commonwealth sent them relevant videos and articles to get knowledge about particular subjects.

My Responsibility

My assignment was to collect different information about participants like their videos and article type, Length, Name of resource persons and submit it to my supervisor. Primarily I collect the department-wise participant list, list of examinees, Successful applicants from every respective supervisor. After that, I used to call everyone to know the basic information like article and video type, duration, Name of resource person, expected time duration of the training program, and other relevant information. I also send them a list of queries which we need to know and discussed over the phone.

Some following snapshots to see the relevant documents:

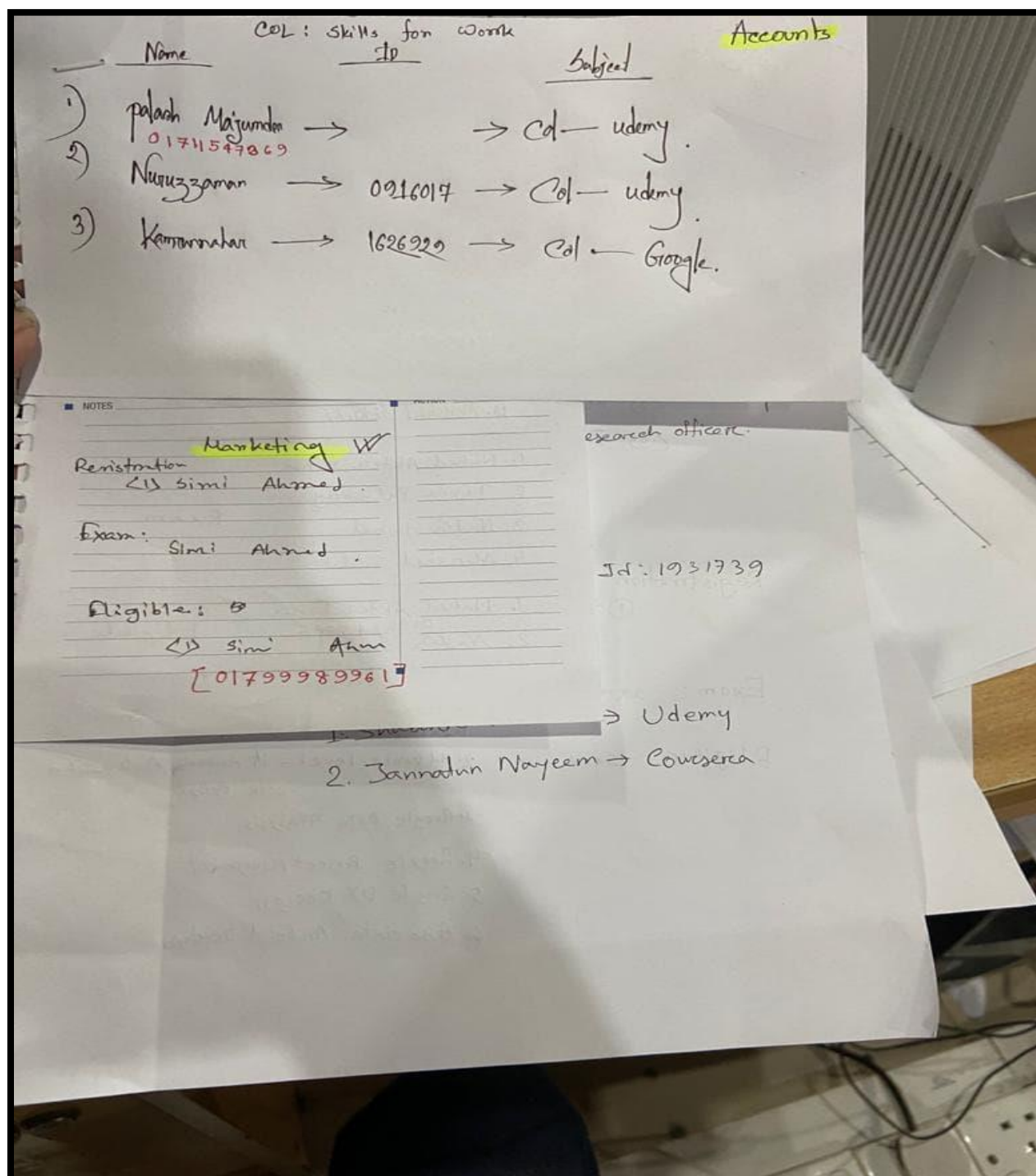


Image 8.1: List of participant, examinees and Successful applicants

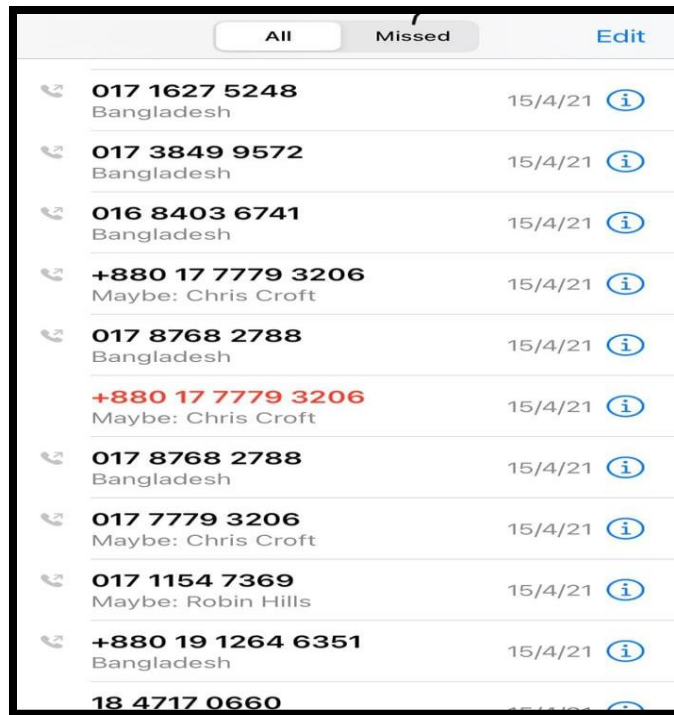


Image 8.2: Screenshot of Call History

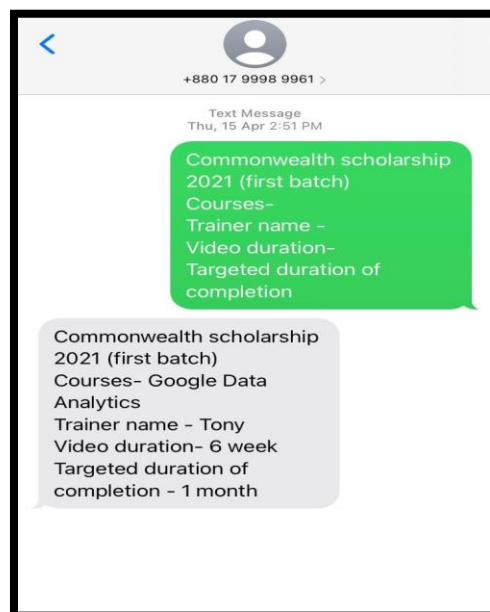
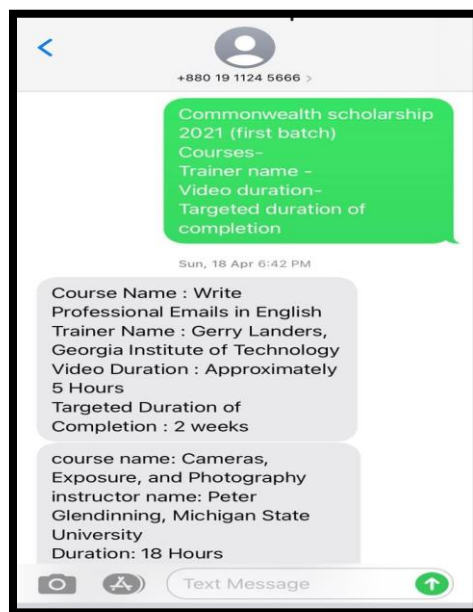


Image 8.3 & 8.4: Screenshot of Text Message

Sl no.	Name	ID	Designation	Dept	Location	COL Scholars	Courses	Trainer Name	Video Duration	Targeted Date of completion	Email	Phone number	Remarks
1	Palash Majumdar	116140	Senior Executive	Accounts	KML	Udemy	1. Conflict Management	Robin Hills	3.5 hours	already 43% finished	palash.majumdar@deepto.tv	171547369	
2	Md. Nuruzzaman	916017	Executive, cash and inventory	Accounts	KML	Udemy	1. Leadership: Practical Leadership Skills	Chris Croft	3 Hours	20th April	nuruzzaman@deepto.tv	177733206	
3	Kamrunnahr	1626929	Officer	Sales Accounts	KML	Google					kamrunnahr@deepto.tv	1787682788	

Image 8.5: CommonWealth Scholarship 2021 (first batch) List

4	Simi Ahmed	1829607	Officer- Digital Marketing	Sales & Marketing	KML	Google	1. Google Data Analytics	Tony	6 week	1 month	simi.ahmed@deepto.tv	1793989961	
5	Shubarna Parvin	1829180	Chief of Research	Operations	KML	Udemy	Master Negotiation with these negotiating tips	Chris Croft	2 hours	Already completed	shubarna.parvin@deepto.tv	1723297103	
							2. Better Business Writing Skills	Mark Morris	3.5 Hours	20th April 2021			
							3. 2021 Python for Machine Learning and Data Science	Jose Pontila	39 Hours	15th May 2021			
							4. Excel from Beginner to Advance	Kyle pew	18 Hours	30th May 2021			
							5. Leadership: How to influence, inspire and impact as a leader	Lorraine Wiseman	1.5 hours	25th May 2021			
6	Jannatun Nayeem	1931739	Executive, cash and inventory	Operations	KML	Coursera	1. Marketing in Digital World		4 weeks				
							2. English for Business and Entrepreneurship		32 hours				
							3. Successful Negotiation- Essential Strategies and Skills		18 hours				
							4. Women in leadership		12 hours				
							5. Positive Psychiatry and Mental Health		23 Hours				
							6. Master Negotiation- Essential Strategies and Skills		18 hours				

Image 8.6: CommonWealth Scholarship 2021 (first batch) List

65							5. Google Lx Design													
66							6. Associate Android Developer													
67	11	Shamima Akter											shamima.akter@deepto.tv	1684036741						
68																				
69				Dubbing Script Writer	Program	KML														
70																				
71																				
72																				
73	12	Nadia Iqbal	1728450				1. English for Career Development		Not Allending			nadia.iqbal@deepto.tv	1738493572							
74																				
75				Voice	Voice Actor	KML														
76																				
77																				
78																				
79					Voice Director	KML	1. Write Professional Emails in English	Gerry Landers	5Hours	2 Weeks										
80							2. Cameras, Exposures and Photography	Peter	18 Hours	20 days										
81	13	Nahed Akter Emu	1423540	Voice			3. Camera Control	Peter	13 hours	15 days										
82							4. Photography	Peter	24 Hours	1month										
83							5. Photography (Capstone project)	Peter	20 Hours	1month										
84																				
85																				

Image 8.7: Commonwealth Scholarship 2021 (first batch) List

41																				
42	7	Farhana Akter Kalon	1931334				Conflict Management	Robin Hills	3 weeks	25th April		farhana.akter@deepto.tv	1686202736							
43																				
44				Officer	HR & Admin	KML	Udemy													
45																				
46																				
47																				
48																				
49	8	Miskur Raoni Rashid	2003302																	
50																				
51				Executive, cash and inventory	HR & Admin	KML														
52																				
53																				
54																				
55	9	Irin Rahman	1829776																	
56																				
57				Receptionist	HR & Admin	KML														
58																				
59																				
60																				

Image 8.8: Commonwealth Scholarship 2021 (first batch) List

Challenges

It was a task of information gathering of a huge number of employees so needed to communicate with all to get information from different departments.

Learnings

1. That was an opportunity for me to know the approach of formal communication towards the colleagues and cross functional departments.
2. Develop my skills regarding modern human resource practices.
3. I learnt how to pursue others to make the work process more smooth

Mistakes

1. I was a bit confused to find people with similar names.
2. Missed to input the field of interest and subjects of few employees
3. I missed out on a few of the employees in the list.

Feedback

1. My reporting supervisor advised me to approach more softly for internal communication.
2. Suggested me to give more concentration to overcome the flaws and errors to complete this task perfectly.

Internship Outcome

However, I was a student of Media Studies and Journalism Department and my major was Public Relations. But I did my internship in a different aspect of learning which is more connected to human resource management. Following outcomes which I achieved in my internship period:

1. Basic jobs of human resource department, their work process and real application of tasks
2. Learned the way to manage job pressure
3. Task management procedure
4. Skills to cope up with office environment and colleagueship
5. I have improved my communication skills towards the relevant groups
6. Know the way to delegate with others and make the work process smooth.
7. Learned the skills on information management system
8. I was a student of Public Relations, so I didn't have the knowledge about human resource management. After completing my internship, I got the basic knowledge about it and diversified to gain skills and practical exposure.
9. I worked on various projects and developed the expertise to work on projects and how to finish it on time.

Workplace Log

March - 20

In : 9:30 AM

=> change duty schedule

=> Prepare March attendance
of employee (SL-11-40)

Out : 4:27 PM

March - 21

In : 9:10 AM

= Prepare Interview top sheet

= Prepare March attendance of
employee (SL: 41-70)

out : 4:20 PM

March - 22

In: 9:00 AM

= Earth Station Roster Prepare
(18/3/21 to 29/3/21)

= Admin Roster Prepare
(18/3/21 to 29/3/21)

out: 4:30 PM

March - 23

In: 9:00 AM

= late point count

= Interview phone call

out: 4:00 PM

March - 24

In: 9:10 AM

=> Make phone calls to select co ordinator
from every department

=> Prepare list of co-ordinators for
each dep.

out: 4:00 PM

2 March : 25

In: 9:30 AM

=> Prepare schedule chart for

'Krishi Award 2021'

=> late point count

out: 4:50 PM

March - 26 (Friday)

In: 2:00 PM

⇒ Worked as volunteer for ¹Deep to
+ v krishi Award - 2021

out: 9:00 PM

March - 27

In: 10:00 AM

⇒ late point count

⇒ Prepare Attendance sheet
for March (Broadcast dep)

out: 5:00 PM

March - 28

In: 9:00 AM

=> late point count for News and
transport department

=> Preparing attendance sheet

Out: 4:00 PM

March : 29

In : 9:30 AM

=> Prepare Attendance Sheet (25-28 March)

Dep: BO/E and Program

=> late point count

out : 4:30 PM

March : 30

In : 9:30 AM

=> Late point count

=> gather leave forms

out : 5:00 PM

March - 31

In: 9:00 AM

=> Late point count (dub, editor,
script writer team)

=> Payroll Employee Attendance fix

Out: 5:30 PM

April : 1

=> Prepare food bill (lunch/dinner)
(March: 20 - 31)

=> Prepare Roster Duty schedule

Out: 5:00 PM

April : 2 (Friday)

In: 7:30 AM

=> Prepare Roster duty schedule
for; Broadcast and operating
department

out: 5:00 PM

April : 3

In: 10:00 AM

= Roster duty schedule prepare
for; graphic team, Make up
artist, admin and security.

out: 4:00 PM

April: 4

In: 10:00 AM

=> Prepare roster duty schedule

for: Assistant Producers, News
editors, Broadcast Journalists,
driver, day care.

Out: 4:00 PM

April: 5

In: 9:30 AM

=> Roster duty schedule for:
HR and Admins.

=> Prepare salary sheet for
news presenter.

Out: 4:00 PM

Simpli-3
Asthromycin USP

April : 6

In: 10:00 AM

=> Prepare roster

=> ERP sync activities

out: 5:00 PM

April : 10

In: 9:00 AM

=> Prepare food bill (1-10)

only prepare the sheet

=> leave form activities

out: 4:00 PM

~~April 11~~

13th April : In - 9:30 AM

=> Prepare food bill (lunch)

all employee

=> late point count

out: 5:00 PM

14th April : In - 10:00 AM

=> prepare food bill (Dinner)

all employee (1-10 ap)

out: 4 PM

In: 9:00 AM

15 April ;

In: 10:00 AM

=> scan files

=> create PDF docs

=> prepare common wealth (co
chart

Out: 6:00 PM.

April - 18

(Work from home)

= late point count

= send email's related to leave form

April - 20 (Work from home)

= late point count (serial 50-70)

= covid-19 update of every employee
and prepare a chart from it

April - 22

In → 9:50 AM

= Attendance of April (11-15)

= collect + leave form

Out → 4:50 PM

April - 24 (Work from home)

= Attendance of April (36-50)

April - 26 (work from home)

= Prepare Chart for (food bill)

= Attendance prepare activities

April - 28 (work from home)

= Prepare Attendance sheet

for Administration and Security

Office Peon, IT.

April - 30

In: 9:00AM

=> Attendance of April (28-30)

=> Payroll roster duty schedule

Out: 4:00PM

May - 2

In: 9:00AM

=> salary and leave form related activities

Out: 4:00AM

May: 9

~~scribble~~ (work from home)

=> late point count

= Payroll roster schedule

May: 7

(work from home)

= Attendance sheet prepare (1st-30)

May: 11

In: 10:00 AM

=> food bill prepare (1-10 May)

=> leave form related activities

Out: 4:00 PM

SELF-ASSESSMENT FORM

The purpose of this survey is to obtain students input on how they think they have performed.

Name of Intern: Asaduzzaman Romel

University ID: 161012089

Name of the Institute/Organization:	Kazi Media Limited (Deepto TV)		
Corporate Office Address:	7/A/GA, Tejgaon Industrial Area, Dhaka- 1208		
Email:	info@deepto.tv	Web:	http://www.deepto.tv

1. During a typical week, approximately how many hours did you dedicate to your internship?

42 hours approximately

2. Was your internship paid? If yes, how much?

No

3. Was your site supervisor available to meet when needed? Tick any one of the following.

☐ Not at all
 ☐ Slightly
 ☐ Moderately
 ☒ Quite a bit
 ☐ A great deal

4. Next, we would like to know how you were affected by your internship. Using the scale below, please indicate the degree to which participation in your internship experience increased or strengthened your abilities, attitudes, awareness or understanding in each of the areas identified:

1=Not at all 2=Slightly 3=Moderately 4=Quite a bit 5=A great deal

NO	CRITERIA (Personal)	RATING
1	I have a sense of satisfaction in doing something worthwhile.	5
2	I believe in my ability to make a difference.	4
3	I am open to new experiences.	5
4	I have gained the capacity to be more productive.	5
5	I can recognize my personal strengths.	4
6	I can recognize my personal weaknesses.	5
7	I have a sense of personal achievement.	5
8	I have the ability to persevere in difficult tasks	4
NO	CRITERIA (Social/Interpersonal Impact)	
9	I demonstrate concern for the welfare of others	5
10	I can be understanding and appreciative of people with diverse backgrounds	4
11	I have the ability to work cooperatively with others	4

12	I have the ability to communicate effectively	4
13	I have increased my ability to be a leader	4
14	I feel more connected to my community	5
NO	CRITERIA (Academic learning impact)	
15	I have acquired knowledge from the job duties I performed	5
16	I have broadened my critical thinking skills (reasoning, problem solving)	4
17	I have learnt the ability to work independently	4
18	I feel my classroom learning was enriched	4
19	I have the ability to connect academic subject matter to the real world.	4
NO	CRITERIA (EMPLOYMENT/JOB SPECIFIC IMPACT)	
20	I developed specialised technical skills for a specific job function	5
21	I broadened my future employment possibilities	4
22	I received an opportunity to explore a specific career	5
23	I developed realistic ideas about the work world	5
24	I narrowed my future possible career choices.	5
25	What is your average score from this test?	4.5

5. General Comments

It was a great experience to do my internship in my host organization. First time in my life I have experienced an official environment for 8 weeks. This was new to me and this will help me in my professional career further.

Asaduzzaman Ronel

Signature of Intern

Professional Competence

Professional Competence is achieving the capability to perform as a professional, with skills of acceptable quality. Competence includes professional knowledge, attitude and skills. During my internship period at Deepto Tv, I was able to learn such skills. The competencies acquired by me during my internship are listed below:

Skills:

1. I have developed Microsoft Word/ Powerpoint- related skills.
2. As an HR intern, I have developed HR related skills.
3. As an HR I had to communicate with various types of people. I developed my communication skills while working at Deepto Tv.
4. Working with the HR team in Deepto Tv, I have developed my teamwork skills.

Knowledge:

1. I have learned how to work under pressure.
2. As an HR intern, I have gained HR related knowledge.

Attitude:

1. First time in my life I have worked with an organization. I was very nervous but after 8 weeks with Deepto Tv, my confidence level grew very much.
2. I realized and understood how to finish a task within the deadline.

Appendix

iDempiere - Mozilla Firefox

2003302miskur@KaziFarmsGroup.Kazi Media Payroll Attendance for Media

Feedback | Preference | Change Role | Log Out

Payroll Employee Attendance...

Attendance

Record saved

Payroll Period: Mar-21

☒ Active

Description: CLV Dates: 1.2.14.15.16

Search Key: 1931357 Payroll Employee: 1931357-Ratan Kumar Ray

Payroll Job: Driver (Light)

Present Days of Employee: 20

Annual Leave: 1 Casual Leave: 5

Festival Holiday: 0 Medical Leave: 0

Other Leave (Paid): 0 Weekly Holiday: 5

Unauthorized Absent: 0 Other Leave (Unpaid): 0

overtimevalue: 0.0 MaternityLeave: 0

Work on Festival Holiday: 0.0

☐ Processed

Recent Items:

- Payroll Employee Attendance: 1931357
- Payroll Employee Attendance: 1931769
- Payroll Employee Attendance: 1931770
- Payroll Employee Attendance: 1931771
- Payroll Employee Attendance: 1830001
- Payroll Employee Attendance: 1829589
- Payroll Employee Attendance: 1830003
- Payroll Employee Attendance: 1626339
- Payroll Employee Attendance: 1829323
- Payroll Employee Attendance: 1830005

Tool Tip: Optional short description of the record. A description is limited to 255 characters.

How To: Attends

1.Screenshot of preparing Payroll Employee Attendance

iDempiere - Mozilla Firefox

2003302miskur@KaziFarmsGroup.Kazi Media Payroll Attendance for Media

Feedback | Preference | Change Role | Log Out

Payroll Employee Attendance...

Attendance

Payroll Period: Mar-21

☒ Active

Description:

Search Key: 1626697 Payroll Employee: 1626697-Mohammad Morshed Siddique

Payroll Job: Assistant Director

Present Days of Employee: 19

Annual Leave: 0 Casual Leave: 4

Festival Holiday: 3 Medical Leave: 2

Other Leave (Paid): 1 Weekly Holiday: 4

Unauthorized Absent: -2 Other Leave (Unpaid): 0

overtimevalue: 0.0 MaternityLeave: 0

Work on Festival Holiday: 0.0

☐ Processed

Recent Items:

- Payroll Employee Attendance: 1526003
- Payroll Employee Attendance: 1626448
- Payroll Employee Attendance: 1525753
- Payroll Employee Attendance: 1525492
- Payroll Employee Attendance: 1526169
- Payroll Employee Attendance: 1525447
- Payroll Employee Attendance: 1526170
- Payroll Employee Attendance: 1423988
- Payroll Employee Attendance: 1423540
- Payroll Employee Attendance: 1931353

Tool Tip: Optional short description of the record. A description is limited to 255 characters.

How To: Attends

2. Screenshot of preparing Payroll Employee Attendance

Monthly bill for District Correspondent

Name of the Correspondent: Kashemur Rahman

District: Magura

Month: April 2021

No.	Report	Type	ON-Air	Price
1	GUINNESS Record Magura 7April	oov	07/04/2021	400
2	Magura Dead 11apr	oov	11/04/2021	400
3	Magura Torture 12April	oov	13/04/2021	400
4	Country Lockdown Update 15April	oov	15/04/2021	400
5	Magura Diarriya 21April	oov	21/04/2021	400
6	Magura Eid Market 24Apr	oov	24/04/2021	400
7				
8				
9				
10				
11				
12				

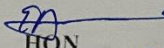
22400/-

Total in words: Two Thousand Four Hundred Only

Prepared by
Approved by

Checked by

News Desk


 HON
 Ibrahim Azad
 Head of News
 Kazi Media Ltd.

CEO

3. My prepared Monthly bill for District Correspondent

Monthly bill for District Correspondent

Name of the Correspondent: Goutam saha

District: Narayanganj

Month: April 2021

No.	Report	Type	On-Air	Price
1	Com Tourism 1apr	oov	01/04/2021	400
2	Com Storm Dead 4 April	oov+sot	04/04/2021	500
3	Nganj Launch 5 April	pkg	05/04/2021	1000
4	Live Nganj 05Apr	Live	05/04/2021	300
5	Com Demonstration 6apr	oov	06/04/2021	400
6	Live Nganj 6 April	Live	06/04/2021	300
7	Nganj FU 6 April	oov	06/04/2021	400
8	Nganj Mamunul Case 7 April	oov	07/04/2021	400
9	Nganj Arrest 7apr	oov	07/04/2021	400
10	Nganj Hefajot 8apr	oov	08/04/2021	400
11	Nganj Launch FU 8apr	oov	08/04/2021	400
12	Nganj Clash 8April	oov	08/04/2021	400
13	Nganj Arrest 9apr	oov	09/04/2021	400
14	Nganj Remand 9apr	oov	09/04/2021	400
15	Nganj Visit 10April	oov	10/04/2021	400
16	nganj hefajot mamla	oov	10/04/2021	400
17	Com Corona 12Apr	oov	12/04/2021	400
18	Com Corona 13apr	oov	13/04/2021	400
19	Nganj Hefajot_Arrest_UP_14apr	oov	14/04/2021	400
20	Com Corona 16April	oov	16/04/2021	400
21	Com Corona 18April	oov	18/04/2021	400
22	Com Hefazot Arrest 19Apr	oov	19/04/2021	400
23	Com Rape 20April	oov	20/04/2021	400
24	Nganj Blast UP 23apr	pkg	23/04/2021	1000
25	Narayanganj Robbery 23Apr	oov	23/04/2021	400
26	Com Rape 24April	oov	24/04/2021	400
27	Narayanganj Collaps 24Apr	oov	25/04/2021	400
28	Nganj Rape 27apr	oov	27/04/2021	400
29	Nganj Murder FU 27apr	oov	27/04/2021	400
30	Nganj Mamunul Fu 28April	oov	28/04/2021	400
31	Nganj Mamunul Mamla 30 April	oov	30/04/2021	400

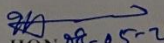
= 13500 Tk

Total in words: Thirteen Thousand Five Hundred Only

Prepared by
Approved by

Checked by

News Desk


 HON 08-05-2021
 Ibrahim Azad
 Head of News
 Media Ltd.

CEO

4. My prepared Monthly bill for District Correspondent

KAZI MEDIA LIMITED



DEEPTO TV

f deeptotv.bd

Deepto TV

@deepto.tv

deeptotv

May 23, 2021
Ref: KML/HR/2021/151

TO WHOM IT MAY CONCERN

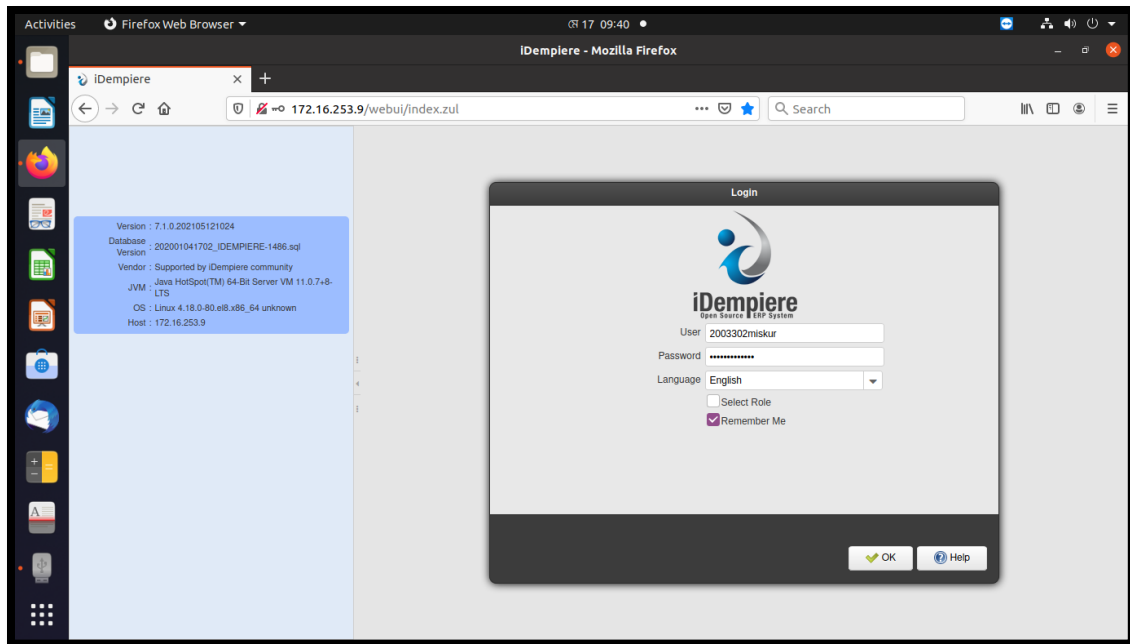
This is to certify that **Mr. Asaduzzaman** completed his internship program at **Kazi Media Limited** under **HR** Department. The duration of internship was from **March 20, 2021** till **May 20, 2021**.

We wish to see him well placed and every success in life.

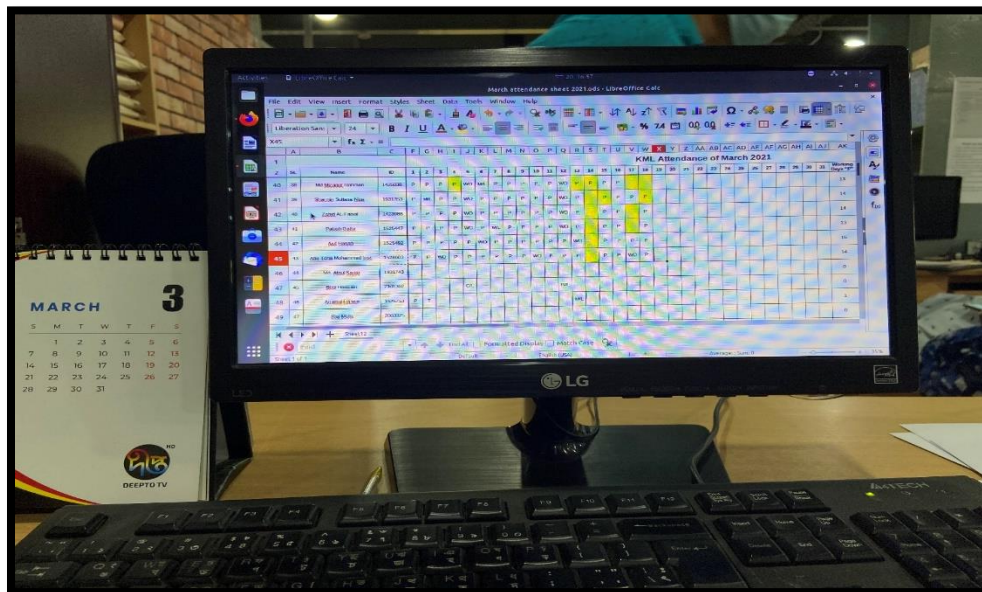
Sincerely,
For **Kazi Media Ltd.**

Authorized Signature

5. Internship Completion Certificate



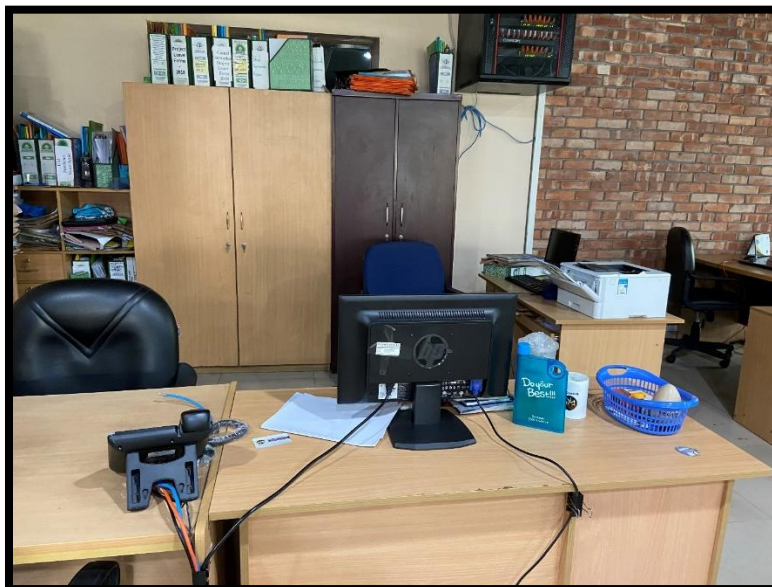
6. Deepto TV ERP Server



7. My Working Desk



8. Working at my desk



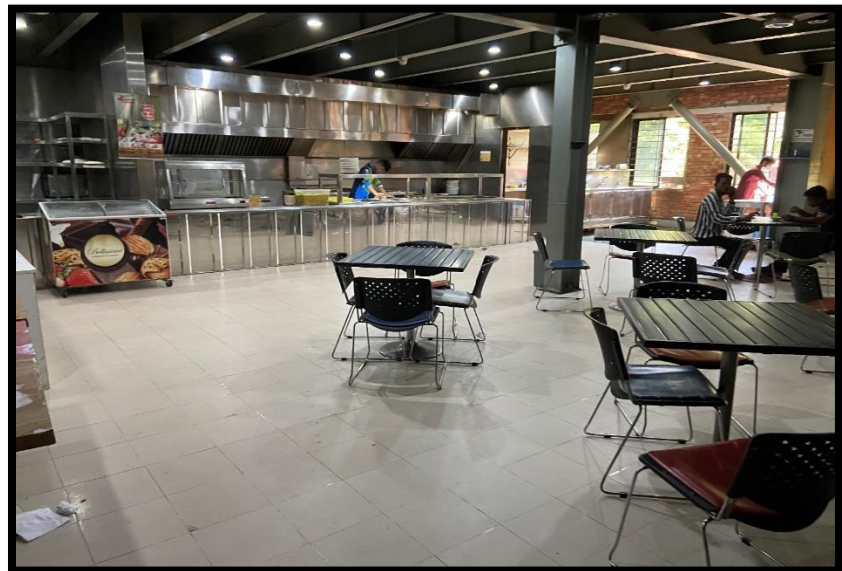
9. HR & Admin Desk

Shifts					
SL	Search Key	Name	Start Time	End Time	Remarks
1	A	A Shift	07:00:00 AM	03:00:00 PM	
2	B	B Shift	10:00:00 AM	06:00:00 PM	
3	C	C Shift	12:00:00 PM	08:00:00 PM	
4	D	D Shift	11:00:00 AM	07:00:00 PM	
5	E	E Shift	03:00:00 PM	11:00:00 PM	
6	F	F Shift	06:00:00 AM	02:00:00 PM	
7	G	G Shift	09:00:00 AM	05:00:00 PM	
8	H	H Shift	11:00:00 PM	07:00:00 AM	
9	I	I Shift	08:00:00 AM	04:00:00 PM	
10	J	J Shift	04:00:00 PM	12:00:00 AM	
11	K	K Shift	01:00:00 PM	09:00:00 PM	
12	L	L Shift	05:00:00 PM	01:00:00 AM	

10. Deepto Tv Shift List (I used it for almost every Project)



11. At Workplace



12. Canteen of Deepto TV