

INTERNSHIP PROGRAM
5th Semester
Bejoy Narayan Mahavidyalaya
Itachuna, Hooghly-712147

Salient Features:

- ▶ Duration ; 16 hours
- ▶ Credit - 2
- ▶ Semester - V
- ▶ Batch - UG (NEP-2020)
- ▶ Mode : Mentor based (offline/online)
- ▶ Venue : college premises
- ▶ Total marks : 50 (log diary - 30 & viva voce - 20)

INTERNSHIP PROGRAM
Offered by
West Bengal Electronics Industry Development Corporation Ltd. (Webel)
Under the Department of IT&E, Govt. of West Bengal

Procedure to conduct internship:

- ▶ Mentor will be deputed to the college for guiding Interns.
- ▶ Mentor will update students with inputs from the industry providing internship based on actual working practice in reference to the topic of internship, allocate internship project and guide them how to approach, proceed and write log diary. (4 hours)
- ▶ Interns will complete the internship project with industrial inputs and prepare log diary (10 hours)
- ▶ Submission of log diary and viva-voce (2 hours)

INTERNSHIP ON 'ARTIFICIAL INTELLIGENCE TOOLS'

Fee:400/-

Generation of text (Letter, e-mail writing etc.), image or video using an AI tool

Creation of social media post using AI tool

Analyse a small dataset using AI tool

Automate a simple workflow with an AI tool

Identify AI tools in healthcare and education

PROJECT : Generate content, analyse data, create design, or automate a task, preferably based on your faculty of study.

Fee:400/-

HR INTERNSHIP TOPICS (ANY ONE TO CHOOSE FROM)

► Process of Recruitment and on-boarding

screen resumes and organize applicant data, Prepare the questions for HR interviews, prepare onboarding packets, Organize employee files, Prepare complete internship report mentioning its objective, learning outcome, summery etc.

Internship project : Create a simple recruitment tracker

► Payroll & Compensation Basics

Study and understand the actual salary payment slip of employees and wage payment vouchers of contractual workers under different payroll cycle., understand the system of attendance and leave tracking, study the statutory deductions like EPF, ESI, P.tax, TDS, LWF etc., study the 'Incentives & bonuses' as the component of salary, manually calculate the earnings and deductions as per the current policy of the organization and government mandates, study the compensations like Overtime, Gratuity, and Leave Encashment as per the current policy of the organization abiding by the government mandates, study employee-benefit like health insurance, retirement benefits and performance-based incentives as per the current policy of the organization.

Internship project : Create salary slip and calculate gratuity

► Types of HR documents

Recruitment & Selection Documents, Onboarding & Joining Documents, Employee Records & Administration Documents, Payroll & Compensation Documents, Training and development documents, Performance management documents, Exit and separation documents.

Internship project : Create any one HR documents from given options using industrial data.

Fee:400/- **INTERNSHIP TOPICS on RETAIL SALES (ANY ONE TO CHOOSE FROM)**

▶ **Inventory Management in Retail (option -1)**

Classify sample SKUs into A/B/C categories, Calculate EOQ for a given product, Prepare a GRN from sample data, study inventory summery report, study bin cards and tagging, space utilization and warehouse layout

Internship project : *Create a simple inventory summary report or Create a simple ware house layout*

▶ **Store Layout & Visual Merchandising (option -2)**

Learn Importance of visual appeal in driving sales, Group discussion: “What attracts you to a store?”, Understand the principles of store design and layouts, Learn Product Display Techniques and Visual Merchandising Elements - Measuring VM effectiveness

Internship project : Design a product display plan or Sketch or digitally design a window display or Design signage for a new product launch

▶ **Reporting & Performance Analysis (option -3)**

Study the sales reporting technique and its role in decision making in the organization, understand components of a sales report and review a sample sales report and identify insights, understand KPIs that align with business goals

Internship project : Prepare and present a weekly sales summary.

Fee:400/-

INTERNSHIP ON 'MEDICAL SALES REPRESENTATIVE

- **Introduction to Medical Sales and the internship providing organization as Healthcare Industry**
- **Understanding the Product Portfolio of the organization**
- **Sales Process & Techniques practiced in the organization**
- **Regulatory, Ethical & Compliance**
- **In-Clinic / Field Observation**
- **Review, Feedback & Wrap-up**



PHYSIOTHERAPY – BASIC EXERCISE PROGRAM

TOTAL DURATION: 16 HOURS

MODULE TYPE: PRACTICAL & EXERCISE-BASED

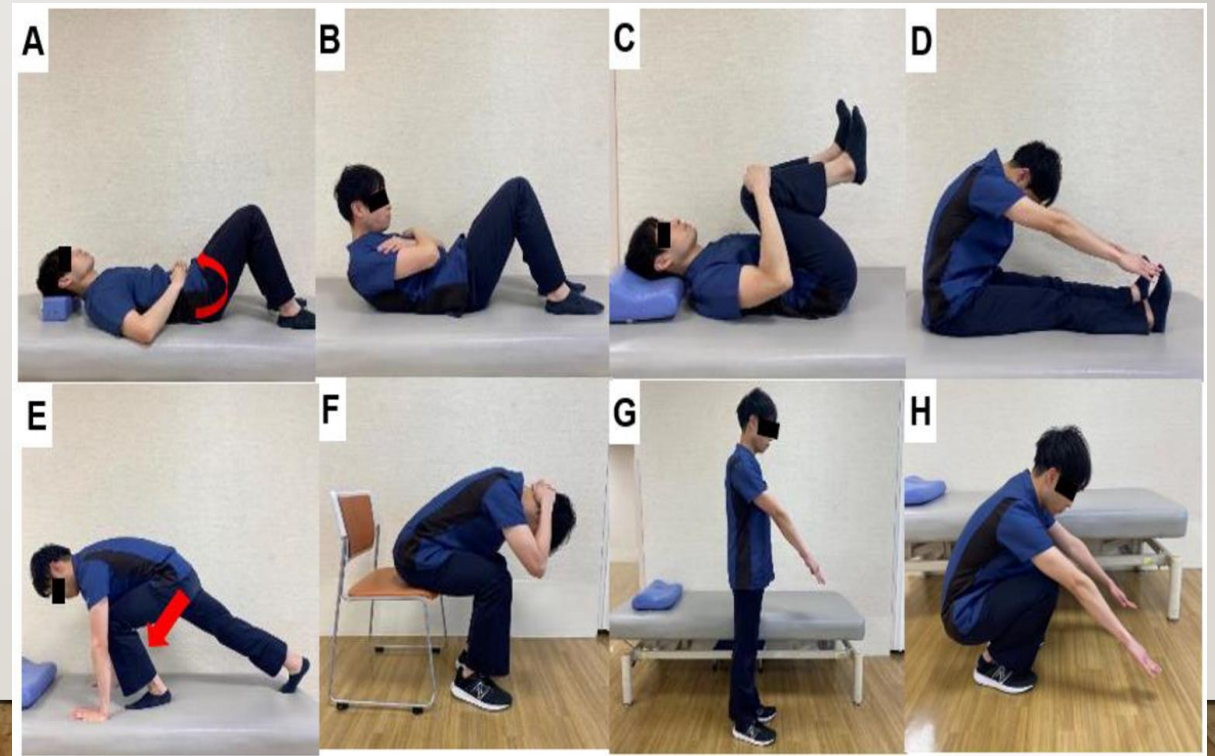
FEES - 600

MODULE 1: Introduction to
Physiotherapy & Body Mechanics (2
Hours)

MODULE 2: Flexibility & Mobility Training
(2 Hours)

MODULE 3: Core Strengthening (2
Hours)

MODULE 4: Upper Body Strengthening
(2 Hours)





MODULE 5: Lower Body Strengthening (2 Hours)

MODULE 6: Balance & Coordination Training (2 Hours)

MODULE 7: Relaxation & Breathing Techniques (2 Hours)

MODULE 8: Practical Assessment & Demonstration (2 Hours)





BASIC BEAUTICIAN TRAINING – 16 HOURS PROGRAM

MODULE TYPE: PRACTICAL

FEES - 600



MODULE 1: Basic Beautician Foundation
(3 Hours)

MODULE 2: Basic Makeup (5 Hours)

MODULE 3: Haircut Basics (4 Hours)

MODULE 4: Eyebrow Shaping (2 Hours)

MODULE 5: Nail Polish Application (2
Hours)



Course Fee:300/-

INTERNSHIP PROGRAMME: SUSTAINABLE FOOD & LIFESTYLE

- • Understanding sustainable food systems
- • Climate-conscious lifestyle awareness
- • Link between food habits & planetary health

TRAINING COMPONENTS – KEY AREAS

- • Climate change & food impact
- • Plant-based & climate-friendly diets
- • Nutrition of plant-based meals
- • Farm-to-plate & carbon footprint

PRACTICAL & BEHAVIORAL TRAINING

- • Reading labels & chemical additives
- • Reducing household & food waste
- • Zero-waste lifestyle basics
- • Sustainable meal demonstrations
- • Water, energy & plastic reduction