



An Internship Report as the "HR Junior Executive" of Jamuna Tv



Submitted to:

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Daffodil International University

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Executive Summary

In my internship report, I examine my experiences as a “HR Junior Executive” at Jamuna TV, a well-known news station in Bangladesh. It combines my real-world observations and experiences with my learning over the last twelve weeks of study. It explains the individuals, groups, and establishments that assembled it. I have a fantastic chance to get real-world experience in writing and communication via my internship. This article also discusses the parallels and discrepancies between working in academia and the workforce. I want to thank my supervisor, Jamuna TV management, and my university for allowing me to finish my internship. After completing this report, my internship has fully achieved its purpose. I would like to express my gratitude for your thoughtful guidance, supportive comments, and oversight, all of which were essential to me finishing my internship report to your satisfaction.

Letter of Transmittal

31 December, 2023

Dr. Abdul Kabil Khan

Associate Professor

Department of Journalism, Media & Communication

Daffodil International University

Subject: Submission of Internship Report.

Dear Sir,

Throughout my three months at Jamuna TV, I was proud of my academic achievement and wrote about it in my internship report. I had to get a job to complete my Journalism, Media & Communication program's requirements. Because of this incredible chance, I now understand the well-known television network Jamuna TV. Getting this information and experience will help me in my future pursuits. The management of Jamuna TV, Daffodil International University, and my supervisor made it possible for me to finish this project. I acquired all pertinent resources within my grasp to ensure my report was comprehensive. In terms of how I approach work, this report will accomplish its goals.

Thank you for acting as my supervisor and providing honest criticism and recommendations. It has made a big difference in getting my internship report finished to your satisfaction.



Regards

Shreoshi Sarker

201-24-723

Batch: JMC' 39

Certificate of Approval

I am pleased to certify that the internship report on Jamuna TV prepared by Shreoshi Sarker bearing ID: 201-24-723 of the Department of Journalism, Media & Communication has been approved for presentation and defense. Under my supervision Shreoshi Sarker works with Jamuna Tv as an intern. She completed the internship from August 1st to October 31th. I am pleased to clarify that the data, the findings presented in the report are the authentic work of Shreoshi Sarker as per my knowledge.

Shreoshi Sarker bears a good moral character and a very pleasing personality. It is indeed a great pleasure working with her and I wish her success in life.



Dr. Abdul Kabil Khan

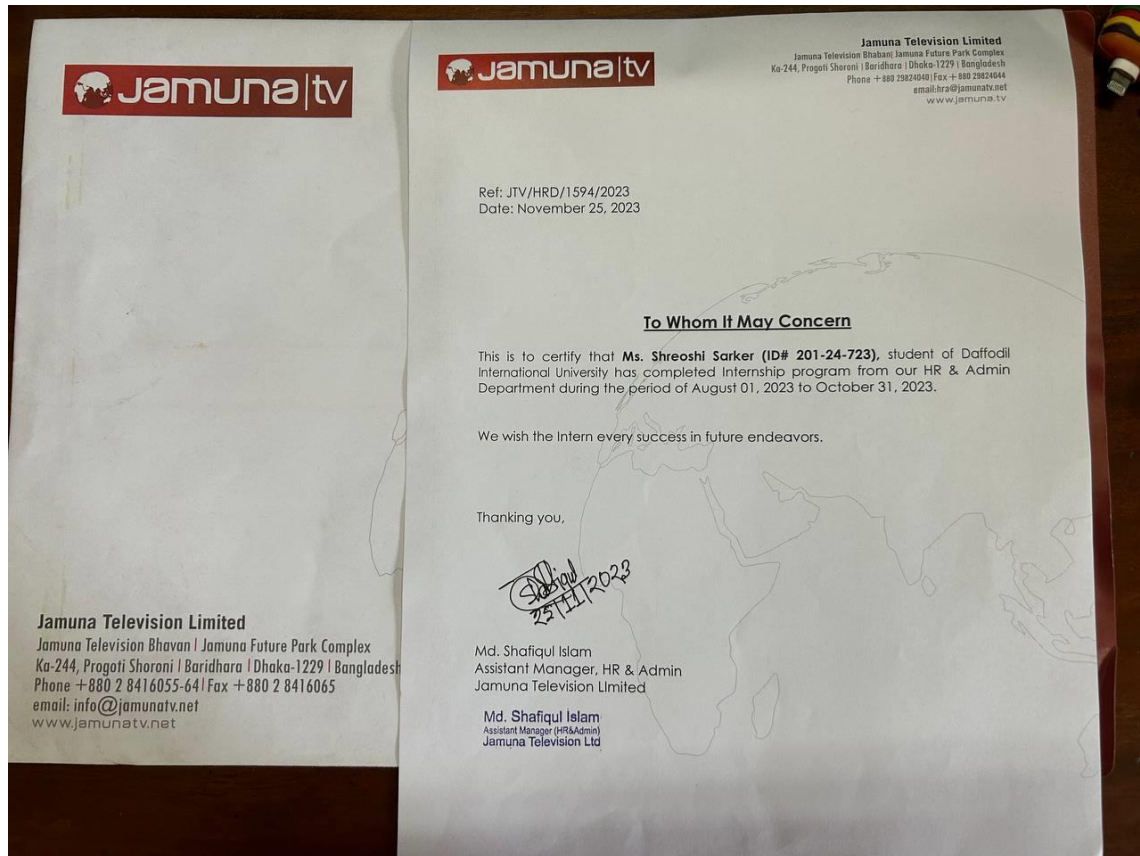
Associate Professor

Department of Journalism, Media & Communication

Faculty of Humanities & Social Science

Daffodil International University

Certificate of Internship Completion



Acknowledgment

I am grateful to Allah for giving me the bravery and confidence to finish my internship report. Through work, I gained a lot of information outside of the classroom, which expedited my advancement. My heartfelt gratitude goes out to everyone who helped me at work. I want to thank the Department of Business Administration at Daffodil International University and my supervisor, Name, for their essential support and guidance during the production of my report. Under his/her direction, I could merge my professional and academic backgrounds smoothly.

Furthermore, I greatly appreciate Jamuna TV's management for giving me this exceptional chance to intern at their distinguished organization. I improved my academic understanding by having practical experience working at Jamuna TV. I will be eternally thankful to Name, a close friend who introduced me to this company and secured my career chance. My mother has been a rock of support during difficult situations, for which I will always be thankful. In addition, despite their busy schedules, I'd like to thank Name and Name for continually educating me, listening to my recommendations, and evaluating my development. My heartfelt thanks also go to the administrators of Daffodil International University. Without a doubt, I have gained a significant amount of information from assessments, both favorable and unfavorable.

Moreover, experiencing happiness as well as grief things will make me more self-aware. I will learn from both the positive and negative experiences. I value all of your feedback, good or negative.

Shreoshi Sarker

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Department of Journalism, Media & Communication

Faculty of Humanities & Social Science

Daffodil International University

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Chapter - 1

Introduction



Inside Jamuna television



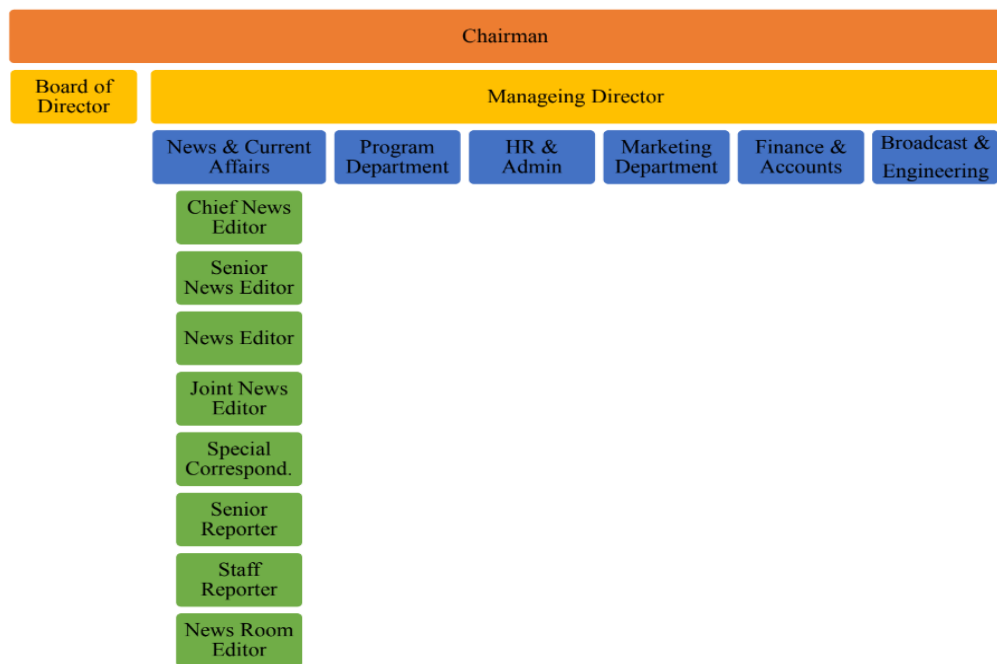
Outside Jamuna television

1.1 About Jamuna TV

The fastest-growing and most famous private satellite television network in Bangladesh is Jamuna TV. The PR department of Jamuna Group initiated the initiative on April 5, 2014. Presently, Md. Nurul Islam Babul holds the position of station chairman. About Bangladeshi television, Jamuna TV is universally recognized. This stream has expanded beyond the borders of Bangladesh and is no longer confined to the nation. Jamuna TV's improved transmission equipment, DSNG and DMNG, has enabled a significant expansion of the television networks in Bangladesh that broadcast its live breaking news and programming.

In response to numerous inquiries from its audience, Jamuna TV has started airing current business news from both domestic and international sources. This station will discuss the fundamental tenets of the Bangladeshi government, emphasizing improving the nation's domestic and international social and economic conditions. Jamuna Television provides uninterrupted streaming for the entire week. It employs cutting-edge technologies for news gathering and creativity to provide various entertaining, educational, and thought-provoking programmers. The primary location of Jamuna Television's station in Baridhara, Dhaka, Bangladesh, is still being determined. Location: Jamuna Future Park. Its offices were constructed for three distinct purposes.

1.2 Organogram of Jamuna TV





My Office desk



Audit time



Files

STATIONARY/CLEANING REQUISITION FORM

Name: Jasim Uddin Zeller ID: 20407
 Designation: Coordinator Department: Recd

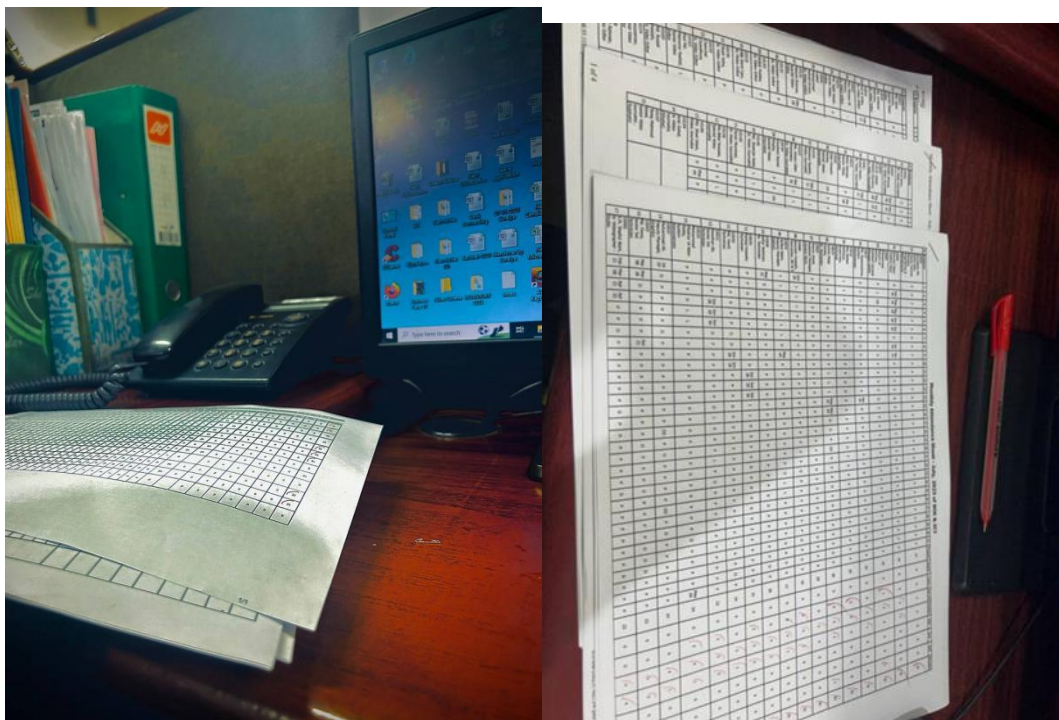
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Item's from



Attendance sheet

1.3 Internship

Internships allow individuals to acquire real-world experience in a particular industry or sector. This is an excellent opportunity for recent graduates or students to apply their knowledge in the actual world.

Internships are designed to provide individuals with practical experience in their desired field of work while providing a secure learning environment. They may attempt new things, gain an insider's perspective on how a business or group operates, and develop problem-solving, communication, and collaboration abilities.

Moreover, internships allow students to assess the compatibility of a prospective academic discipline with their overarching professional aspirations. Through direct experience in the profession, they can make more informed decisions regarding their prospective employment. Additionally, getting to know individuals is a vital aspect of employment. Participants can establish connections with renowned experts in their respective fields by performing their duties. You may find these connections valuable in the future if you require employment or a recommendation.

Various organizations or companies may offer free or paid apprenticeships. While earning money is less critical to apprentices than the opportunity to learn, both are desirable. Internships provide individuals with a structured learning environment to acquire practical skills, explore various career paths, and establish professional networks. They facilitate children's transition from school to employment and position them for sustained achievement.

1.4 Background of my Internship

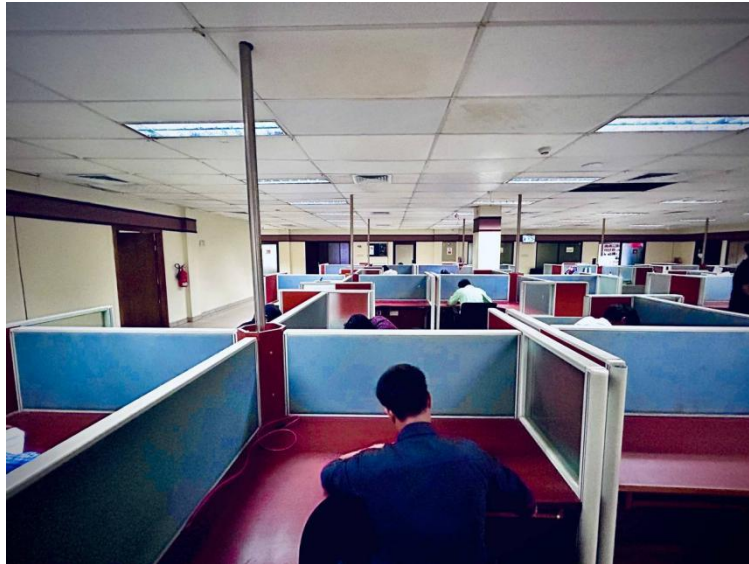
Jamuna TV has positioned itself as a frontrunner in the media and television industries through its steadfast dedication to providing its audience with educational and engaging programming. Due to the dynamic nature of the media industry, it is imperative to possess a robust Human Resources (HR) department capable of addressing all issues associated with personnel administration.

Due to the rapid pace of change in the media industry, the Human Resources department is vital to the operation of the business as a whole. During my internship in human resources at Jamuna TV, my primary aim was to acquire comprehensive knowledge regarding human resource management, specifically within the media and entertainment sector. To accomplish this objective, they required knowledge of the unique challenges, regulatory factors, and skill sets associated with the television and media industries.

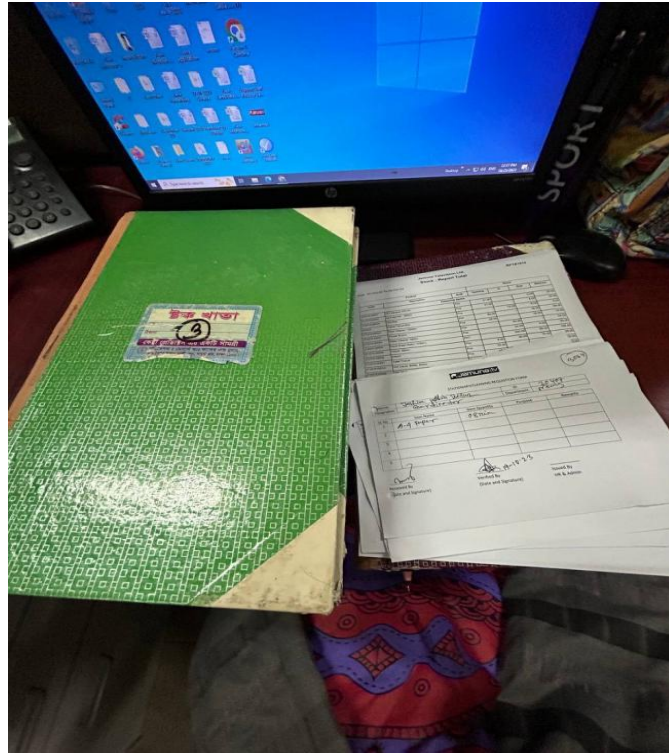
The Human Resources division of Jamuna TV plays a vital role in fostering a strong commitment among all employees to the organization's mission of providing news and information dissemination. Engagement of employees, development of skills, and recruitment of new personnel are all essential for the growth and success of an organization. By undertaking this apprenticeship, I aimed to acquire practical expertise in managing human resources concerns within the media industry, renowned for its volatile nature.

Fundamental to my education, my apprenticeship at Jamuna TV gave me the practical application of concepts and knowledge I had gained in the classroom. I was anticipated to acquire a more comprehensive understanding of human resources (HR) principles and practices, along with their practical applications, through employment in this field.

Gaining knowledge in employee engagement, hiring, training, and attendance regulation constituted one of the role's objectives. Through employment with a media organization, I will have the opportunity to refine my human resources expertise and gain a more profound understanding of the challenges that HR professionals in the media sector encounter.



Exam Duty



Store details

1.5 My Internship Supervisor

I have completed my internships under the supervision of Shafiqul Islam Lasker, Assistant Manager, Jamuna Tv. He is considered as an expert in his field. He has been working in this field so many years.

1.6 Duration of my Internship

I joined Jamuna Tv as an intern on August 01, 2023. I worked here for last 12 Weeks since October 31, 2023.

Chapter-2

Activities During Internship

2.1 List of Activities

1st Week:

1st day- (01.07.23)

1. C.v summary of three people for interview in IT department
2. Helped three people to join in their department.
3. Collect new employees Data information

2nd day- (02.07.23)

1. Seven employee's files ready
2. C.V. summary of Four people for interview in camera station department

2nd Week:

1st day-(06.08.23)

1. Sim managed 7 peoples

2nd day- (07.08.23)

1. Attendance sheet of every employ of July month

3rd day-(08.08.23)

1. Participate in Audit and summarize employee's attendance
2. Joined two interview meeting

4th day- (09.08.23)

1. Nothing

3rd Week:

1st day- (13.08.23)

1. Join in News room editor exams in two shifts.
2. Sim problem solve three employs

2nd day- (14.08.23)

1. Joined in News room editor exam in three shifts.
2. New employs e-mails

3rd day-(15.08.23)

1. Off-day

4th day- (16.08.23)

1. Understood all the forms of HR dept

4th Week:

1st day- (20.08.23)

1. C.V summary of three people for interview for earth station

2nd day-(21.08.23)

1. Helped one people to join his department.

3rd day- (22.08.23)

1. Three people's sim policy

4th day- (23.08.23)

1. Audit of June and April
2. Take interviews of drivers

5th Week:

1st day-(27.08.23)

No work

2nd day-(28.08.23)

1. Understood some work like visiting card, store
2. Worked at monthly stationary products
3. Understood the rosters of office staffs

3rd day-(29.08.23)

1. Understood how to do a salary sheet of a month
2. Nine employee's files ready
3. Helped to create 10 people's visiting card

4th day-(30.08.23)

1. Distribute Id application form
2. Called three people for interview

6th Week:

1st day-(03.09.23)

1. Checked the monthly stationary items

2. Checked the staffs' monthly attendance
3. Ready the appointment letter for new joining
4. Distribute id application from
5. Distribute appointment later

2nd day-(04.09.23)

1. Understood how to make Bar code
2. Create visiting card from
3. Create E-mail from
4. Checked information of employs visiting card

3rd day- (05.09.23)

1. Helped to do monthly roaster for staffs
2. Helped to make daily roaster for staffs
3. Audit all the department's employee attendance

4th day-(06.09.23)

1. Create daily roaster for staffs

7th Week:

1st day- (10.09.23)

1. Checked information of employs visiting card
2. Create daily roaster for staffs
3. Attend the monthly staff's meeting

2nd day-(11.09.23)

1. Helped to change monthly roaster for staffs
2. Checked the monthly stationary items

3rd day-(12.09.23)

1. Create daily roaster for staffs

4th day- (13.09.23)

1. Create daily roaster for staffs

8th Week:

1st day-(17.09.23)

1. Create daily roaster for staffs

2. Checked the monthly stationary items

2nd day-(18.09.23)

1. Create daily roaster for staffs

3rd day-(19.09.23)

1. Create daily roaster for staffs
2. Checked the monthly stationary items
3. Helped to do a successful workshop

4th day- (20.09.23)

1. Create daily roaster for staffs
2. Distributed visiting card

5th day- (21.09.23)

1. Create daily roaster for staffs

9th Week:

1st day-(24.09.23)

1. Ready the Documents of new employees
2. Checked the E-mail application form of new joining
3. Create daily roaster for staffs
4. Checked the monthly stationary items

2nd day-(25-09-23)

1. Checked all floors support assistant and cleaner
2. Visited all floors to check everything
3. Update the stationary chalan through software
4. Observe all the CV for news presenter
5. Distributed Id Card

3rd day-(26-09-23)

1. Helped four people to join in their department.
2. Create daily roaster for staffs
3. 30 employee's files ready
4. Find the new joining of September month

4th day-(27-09-23)

1. Collect the new employee's bank account

2. Make circular for front desk
3. Create daily roaster for staffs

10th Week:

1st day-(01.10.23)

1. Checked the monthly stationary items
2. 30 new employee's documents ready
3. Picture collected for Id card for new joining
4. Checked the details of Id card

2nd day-(02.10.23)

1. 37 employee's files ready with Salary sheet
2. Understood how to create the monthly attendance sheet of staff
3. Understood how to give leave from

3rd day-(03.10.23)

1. Made a c.v. for office assistant
2. Helped to make monthly stationary items report for audit
3. Helped four people to join in their department.
4. Made four people's joining letter

4th day-(04.10.23)

1. Give two people their appointment letter
2. Audit all the department's employee attendance

11th Week:

1st day-(08.10.23)

1. Submit the information of new employee through Software
2. Doing Audit of full month
3. Checked the monthly stationary items

2nd day- (10.10.23)

1. Checked the monthly stationary items
2. Ready joining letter for new employee
3. Helped five people to join their department

3rd day- (11.10.23)

1. Checked all floors support assistant and cleaner
2. Update the information of employee
3. Prepare 10 peoples interview evaluation sheets

4th day- (12.10.23)

1. Checked all floors support assistant and cleaner
2. Checked the monthly stationary items

12th Week:

1st day– (16.10.23)

1. Checked all floors support assistant and cleaner
2. Submit the information of new employee through Software
3. Helped one people to joined his department

2nd day-(17.10.23)

1. Checked all floors support assistant and cleaner
2. Helped to do a successful workshop
3. Helped one people to joined his department
4. Checked the monthly stationary items
5. 17 employee's files ready

3rd day-(18.10.23)

1. Checked all floors support assistant and cleaner
2. 17 new employee's documents ready
3. Checked the monthly stationary items

4th day- (19.10.23)

1. Checked all floors support assistant and cleaner
2. Checked the monthly stationary items alone
3. Update the stationary items through software
4. One people file ready with document
5. 17 people ac/no ready
6. 17 people data and image collect for Id card
7. Gave 6 peoples appointment latter
8. Helped one people to join his department
9. Helped to do the salary sheet



Gifts from Office

Chapter-3

Learning and Experience

3.1 Knowledge I've gathered

I have extensive experience working with human resources and recruiting personnel. I have presided over the hiring procedures of multiple teams, including those responsible for camera operations and information technology. I was responsible for coordinating the placement of resumes, employing new personnel, and ensuring their harmonious integration into the organization. Organizing and maintaining staff files and records demonstrates my exceptional planning abilities and meticulous attention to detail. Engaging in employee attendance verifications and generating monthly schedules demonstrates my proficiency in staff scheduling and maintaining precise attendance logs, critical components of human resource administration.

Working in various administrative positions has enhanced my adaptability and ability to cope with change. I possess the ability to manage office supplies in an effective manner, including ensuring the distribution of ID cards and guest passes and the error-checking and restocking of paper as required. As an indication of my proficiency in grounds administration, I am responsible for maintaining the cleanliness and friendliness of numerous office floors. The organization has benefited from my assistance in organizing meetings, seminars, and staff events by utilizing my internal communication and logistics planning expertise.

My prior work experience has tremendously influenced the development of my technical abilities. In the contemporary digital workplace, one must proficiently understand software to transmit data and uphold electronic records effectively. As a result of my extensive technical expertise and involvement in innovative projects, including resume evaluation for news presenters, I possess a strong aptitude for critical thinking and identifying potential. Due to my proficiency in technical and creative domains, I can contribute a unique amalgamation of abilities to every undertaking I undertake.

Upon careful examination of my background, it becomes evident that I possess the qualities of a versatile worker, capable of performing a vast array of responsibilities with proficiency. I excel at administering information systems, offices, and human resources and information systems. Due to my extensive repertoire of skills, I can surmount any obstacle that may be presented and significantly contribute to the success of any group or organization.

Chapter-4

Evaluation of learning

4.1 Practical Work and Academic Learning

My employment has provided me with essential experience in human resources and office administration, which has adequately prepared me for the profession I will pursue in the future. I have gained knowledge and experience in various human resources-related operations, including but not limited to the following: putting together resume summaries, creating cover letters, and controlling personnel files. Throughout most of these positions, I have been accountable for recruiting fresh talent and then mentoring them throughout their professional lives. The hands-on experience I need to become an expert in compliance, time management, and resource management has been provided to me via stationery administration, daily plans, and inspection of things. Specific abilities are necessary in order to function well in a professional environment. Practical training has significantly enhanced my technical, communication, and social aptitudes, which are imperative in the rapidly evolving contemporary work environment.

These occurrences have contributed to the scholastic reinforcement of fundamental concepts in human resources, group dynamics, and management. Human resource management theoretical frameworks assist organizations in recruiting personnel, monitoring their work, and managing their resources more effectively. Practical applications of concepts derived from financial management and information systems include tasks such as composing financial documents and operating software to process data. Combining theoretical knowledge with practical experience has endowed me with a solid comprehension of concepts and the capacity to apply them in the real world.

4.2 Expectations and Experiences

The primary objective of these events was to provide participants with practical experience in human resources and management positions. I had aspired to acquire proficiency in personnel hiring and develop skills in tasks such as job outline creation and employee paperwork management. Developing daily and weekly staff schedules and acquiring proficiency in resource management (such as ID cards and office supplies) would have been effective strategies for staff scheduling instruction. Individuals may have perceived collaborative endeavours such as surveys, interviews, and training as opportunities to enhance their interpersonal and communication capabilities.

The activities demonstrated that the experience likely surpassed these initial expectations because it offered a comprehensive and practical examination of workplace management. By assigning responsibilities such as maintaining personnel files and organizing hiring documents, I gained practical experience with the HR process. I gained knowledge of office management by monitoring supplies such as paper towels and identification cards to ensure they were adequately restocked. To increase my practical efficacy, creating and managing people lists enhanced my organizational, time management, and strategic planning skills. I possess a comprehensive comprehension of business policy and regulations due to my experience performing inspections and compliance duties. Engaging in various tasks within the vicinity and providing direct assistance to fellow employees would have substantially enhanced one's interpersonal skills, problem-solving capabilities, and interactional aptitude. These experiences likely underscored the significance of adopting a holistic perspective on management and the interconnectedness and interdependence of various duties within an organization.

4.3 Skills developed during Internship

I have acquired many skills through my various employment experiences and circumstances. Participating actively in the recruiting process has endowed me with talent acquisition and management expertise, demonstrating my proficiency in overseeing a human resources department. Maintaining employee files, attendance logs, and records has enhanced my organizational and managerial skills due to the meticulous attention required for each component. I have improved my time management and planning abilities by creating and double-checking staff schedules to ensure that they encompass everyone and run efficiently.

As an adept resource manager, I have acquired proficiency in logistics planning through engagement in tasks such as verifying paper quality and dispatching critical items. Meetings and classes have enhanced my interpersonal communication and organizational abilities. Data administration software is currently critical in the digital workplace, and its use has assisted me in advancing my technological skills. In addition, engaging in activities such as resume screening has enhanced my logical and creative reasoning, both of which are critical for making decisions based on evidence and devising novel approaches to problem-solving. I have acquired a diverse set of skills applicable across various professional contexts due to my past experiences.

4.4 Future Career Opportunities

The various occupations I have held, and the competencies I have gained have equipped me with many prospective professional trajectories. My background in personnel recruitment and management qualifies me to work in the human resources departments of a variety of organizations. I have extensive expertise in human resources, including staff hiring and management. This qualifies me for various HR positions, including management, talent acquisition, and generalist. Administrative management positions align well with my aptitude for strategic thinking and management. Positions such as administrative superintendent, executive assistant, or office manager that necessitate proficient time management, organization, and record-keeping capabilities are within my purview.

Transportation and resource management proficiency will prove advantageous in pursuing an operations manager position. Proficiency in supply chain management and logistics planning is essential for operations coordinator and supply chain manager positions. Both project management and IT support require individuals with extensive knowledge of data and software. I am well-suited for these positions due to my proficiency with data management software and versatility in performing various duties. In addition to event management and business communications, I am qualified for internal relations and event planning positions due to my prior experience in these fields. Work experience in strategic planning and consulting has endowed me with logical and creative reasoning abilities. These skills would benefit any professional capacity that demands problem-solving and innovative thinking. In the end, my professional future remains to be determined to me. I can seize opportunities in numerous fields, including operations, project management, administration, human resources, and more, due to my extensive experience.

Chapter- 5

Conclusion

5.1 Conclusion

My gratitude is immense towards my university. I express perpetual gratitude towards my educators. My superiors have been incredibly supportive, for which I am grateful. In preparation for my future profession, the employment opportunity facilitated skill development and imparted valuable professional experience. Professor "Dr. Abdul Kabil Khan" is my school administrator. Sir instructed me on how to perform admirably during my apprenticeship.

Additionally, I would like to praise the management at Jamuna TV for allowing me to complete my work here.

Respected “Shafiqul Islam Lasker”, my superior, has my deepest gratitude. He taught me much of what I am now capable of doing. Always, he inspired me to perform well.

Chapter- 6

Appendix



The CEO of Jamuna Tv “Mr. Fahim Ahmed”



Seniors at office

