



Daffodil International University

Project Paper with Internship

Course Code: ENG431

Fall 2025

Internship Report

on

“HR & Administration Activities of Teesta Solar Limited”

Submitted By:

Mongting One

ID:221-10-912

Batch:55

Department of English

Daffodil International University

Submitted To:

Md. Nuruzzaman Moral

Assistant Professor

Department of English

Daffodil International University

**“This Report Presented Partial Fulfillment of the Requirement for The Degree of Beholder
of Arts In English”**

Submission date:

15 December 2025

Letter of Approval

Dear Sir,

With due respect and humble submission, I am pleased to present my internship report titled “Human Resource Management and Administration Practices in Teesta Solar Limited.” This report has been prepared and submitted to the Department of English, Daffodil International University, as a partial requirement for the course Project Paper (Course Code: ENG-431) in the B.A. (Honors) in English program.

The report is the result of my own independent research, analysis, and reflection, conducted during my internship at Teesta Solar Limited under the supervision of the department. I hereby affirm that the contents of this report are genuine, original, and prepared solely for academic purposes. No portion of this report has been submitted to any other institution in fulfillment of a degree or diploma.

I sincerely hope that this internship report will be accepted for evaluation and that it will meet the academic standards and expectations of the department.

Thank you for your valuable time and kind consideration.

Sincerely Yours,



(Mongting One)

ID: 221-10-912

Department of English

Daffodil International University

Certificate of Supervisor

This is to certify that Mongting One, ID: 221-10-912, has successfully completed his project paper titled “Teesta Solar Limited” as part of the course Project Paper (Course Code: ENG-431) and has duly submitted it to the Department of English, Daffodil International University. He carried out his internship during the Fall Semester of 2025 under my supervision and guidance.

I am pleased to acknowledge the authenticity, sincerity, and quality of his work. The project was conducted and completed with diligence and academic integrity. I confidently recommend his work for Viva-Voce evaluation and further academic recognition.



(Md. Nuruzzaman Moral)

Assistant Professor

Department of English

Daffodil International University

Acknowledgement

I would like to express my heartfelt gratitude to Teesta Solar Limited for granting me the opportunity to intern at their Gaibandha, solar plant and for the support extended by the operations, engineering, and HR teams. I am grateful to my academic supervisor, **Kazi Adnan Matin** Deputy Manager, for guidance and constructive feedback throughout the internship. Special thanks to my Senior colleagues at Teesta Solar Limited who provided insights, training, and hands-on experience that made this project possible.

I would like to express my sincere gratitude to our honorable supervisor, in organization **Kazi Adnan Matin**, Deputy Manager at Teesta Solar Limited who inspired me in every moment. I am thankful to him for his continuous encouragement, kind co-operation, and scholastic guidance all along the Internship work. And I also thankful in organization **Sk Reza Al Islam**, Senior Executive at **Teesta Solar Limited** who inspired me in every moment. He has always been extremely generous with his time, knowledge and ideas and allowed me great freedom in this internship project work.

I would like to express my deep and sincere gratitude to Prof. **Dr. Ehathasham Ul Huque Eiten**, PhD Head, Department of English. I also would like to express my gratefulness to my supervisor **Md. Nuruzzaman Moral** Sir Department of English, Daffodil International University for their help and guidance throughout my project work.

I express my humble gratitude to all teachers of Department of English for their support in numerous ways throughout this project. I am also grateful to the authors whose valuable project papers and books I have considered as reference in this project paper.

I would like to thank my family and friends for their encouragement and moral support.

Authors

Declaration

I hereby declare that this internship project report, titled “HR and Administration: A Case Study on Teesta Solar Limited,” is the outcome of my own original work. I further confirm that it has not been submitted previously, in whole or in part, to any other university, institution, or organization for the award of any degree, diploma, or other academic qualification. The following sentences and information regarding this report given are all true and have not been forged in any shape or form. This report is my original work. In bibliography, I have given all references of websites and sources from which I had taken help.



(Mongting One)

Department of English

Daffodil International University

Abstract

This internship project examines renewable energy practices in Bangladesh through a detailed case study of Teesta Solar Limited, one of the country's largest utility-scale solar power projects. The report documents the company's profile, plant layout and components, operational practices, grid integration, environmental and socio-economic impacts, and challenges faced during construction and operation. The research combines on-site observation, interviews with engineers, company documents provided during the internship, and secondary literature on Bangladesh's renewable energy landscape. Findings indicate that large-scale solar projects, such as Teesta Solar, can play a pivotal role in Bangladesh's energy transition, still they require supportive policies, strong grid management, and continuous technical capacity building. The report concludes with recommendations for Teesta Solar and policymakers to maximize the benefits of renewable energy while mitigating environmental and operational risks.

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Chapter 1

Introduction

1.1 Introduction

Human Resource Management (HRM) and Administration is very essential in the smooth operation and long term viability of any organization. In the modern business competitive world, good HR and Administrative practices are vital in attraction of the business as observed in Solar Limited which is one of the leading companies in Bangladesh dealing with renewable energy. Teesta Solar Limited is committed to offering clean and green form of energy by Solar projects in the country. The company has a multicultural workforce comprising of engineers, technicians, project managers, and Administrative. To stay efficient in such a multidisciplinary set up, the HR and Administration Department also functions as a central coordinating body in areas of recruitment and welfare of the employees to compliance, documentation and performance management. The human resource department at Teesta solar limited is concerned with selection of employees, training and development, performance appraisal and motivation. Through a good working environment, the department will also improve productivity, foster innovation and low staff turnover. Administrative functions like the implementation of record keeping policy and the office management to maintain discipline in the organization and assist all other functional departments.

Human resource (HR and Administrative) important functions.

- Human resource planning.
- Recruitment and selection.
- Performance management.
- Learning and development.
- Career planning.
- Rewards.
- Company relations.
- Communication and participation of the employees.
- Health and safety
- Personal wellbeing.
- Administrative functions.

1.2 Background

Teesta Solar Limited (TSL) is a renewable energy firm with a strong presence in Bangladesh which focuses on encouraging sustainable power generation by use of solar energy. The company was formed based on the vision of cutting down the reliance on fossil fuels and providing the future generations with clean, affordable, and environment-friendly energy. Teesta Solar Limited is instigated under the bigger program of attaining renewable energy targets by the government of Bangladesh. The company is a subsidiary firm of the well known BEXIMCO Power Company Limited, a division of the well known BEXIMCO Group, the biggest industrial group in Bangladesh. One of the largest solar power plants in the country is the flagship project of the company called the 200 MW grid tied solar power plant in Gaibandha. This effort has seen Teesta Solar Limited play a big role in national grid, as Bangladesh works towards the renewable energy goals. Other than energy production, Teesta solar limited pays attention to the preservation of the environmental standards, community involvement, and sustainable business activities. The company is a product of innovation in solar technologies, the traditional ways of management, and good manpower, which makes it run smoothly and achieve long-term success. Teesta Solar Limited HR and Administration Department is important in a management of its human resource, policies and effective organizational structure. Their synergy helps the company to build the reputation of a trusted and innovative and responsible clean energy provider in Bangladesh

1.3 Logo of Teesta Solar Limited



1.4 Scope of the Study

This internship is limited to the Human Resources and Administration Division of Teesta solar Limited. It lays much emphasis on the observation and comprehension of the HRM and administration functions in the organization. The internship has offered me a chance to interact closely with the HR professionals and have a first-hand experience of the policies, procedures, and the day-to-day activities of the company. Some of the activities that will be covered during the internship period are recruitment and selection, maintenance of employee records, attendance, and leave management, training coordination, and administrative support functions. The paper also examines the role of the HR and administrative practice in employee satisfaction and efficiency in the organization. The internship, however, will only be limited to the HR and Administration Department, without any elaborate analysis of other department, like finance, marketing, or technical operations. This report is therefore founded on personal observation, involvement, and interviews in the HR and the administration division of Teesta solar limited.

Chapter 2

Objectives of the Internship

2.1 General Objective

The main goal of this internship is to acquire feasible information and practical work experience on Human resource management and Administrative practices in Teesta Solar Limited. This internship is a form of academic requirement that assists in filling the gap between theoretical knowledge and practical use of HRM concepts.

2.2 Specific Objective

- To comprehend the structure of the HR and Administration department and the roles of Teesta Solar Limited.
- To monitor the recruitment and selection process as adopted by the company.
- To get familiar with the training, development, and performance evaluation system practices among employees within the organization.
- To examine the employee motivation, employee benefits and welfare programs put in place by the HR department.
- To be acquainted with the administrative support system, such as documentation, record keeping and office management.
- To find the challenges and opportunities which the HR and Admin department encounter in the process of the effective human resource management.
- To use HRM theoretical knowledge in a Practical corporate environment and prepare professional skills to work in the future.

Chapter 3

Literature Review

3.1 Literature Review

The literature review is centered on theoretical and conceptual framework of Human Resource Management (HRM) & Administrative practices in an organizational environment. It examines the opinions of scholars, researchers, and practitioners who have been playing a role in the arena of (HRM) with a focus on the application of these concepts in contemporary organizations such as Teesta Solar Limited.

Armstrong (2014) defines Human Resource Management as the strategic management of people in a bid to achieve improved performance. It entails the recruitment, development, motivation and retention of employees in order to meet organizational goals. On the same note, Dessler (2019) describes HRM as practices and policies that ensure the maximum performance of the employees in the service of the strategic objectives of the employer. These views underline the idea that HR is not only about recruiting individuals but also about their development and the fact that they need to fit the vision of the organization.

Administrative management, conversely, means coordination and control of activities in an organization in order to make them efficient and to be in conformance. Among the pioneers of the administrative theory is Henri Fayol (1916), who identified five important functions of administration planning, organizing, commanding, coordinating and controlling. These values are still relevant today as they affect the field of management in both the government and the business arena.

Recent research (e.g., Mondy and Martocchio, 2016; Torrington et al., 2020) demonstrate that successful HR and administrative practices promote increased productivity, satisfaction in employees as well as sustainability of an organization. HR and administrative management has become more widely accepted in Bangladesh as a very important aspect of industrial development and success in the business.

In Teesta Solar Limited, HRM is crucial in having a qualified workforce in the technical and administrative processes, labor laws, and a healthy and inclusive work environment. The HR and administrative structure of the company is in line with the best practices of the world and it comprises strategic human resource planning and administrative support in order to attain organizational excellence.

Chapter 4

Company Details

4.1 Company Details

The company is Teesta Solar limited, a privately limited company and a subsidiary of BEXIMCO power company limited which is a subsidiary of the well known BEXIMCO Group. The company deals in renewable energy industry with the main focus being on solar power generation and sustainable energy solutions in Bangladesh. Teesta Solar Limited was founded in 2023 with Head office at Suvastu Realto Tower, Level-10, Plot No. 53/1, Road No-4/1, Dhanmondi, Dhaka-1209, Bangladesh.

The corporate vision is to deliver a topmost energy solutions provider and sustainable and environmentally friendly, and the mission aims at increasing renewable energy, supplying clean and dependable power, and retaining a competent and engaged workforce using efficient HR and Administrative capabilities.

Teesta Solar limited boasts of a well organized organization, with departments that include; HR and Administration, Technical and Engineering, Project management, Finance and Accounts, and Operations maintenance. The company also has professionals in different fields such as engineers, technicians, administrative officers and the management staff.

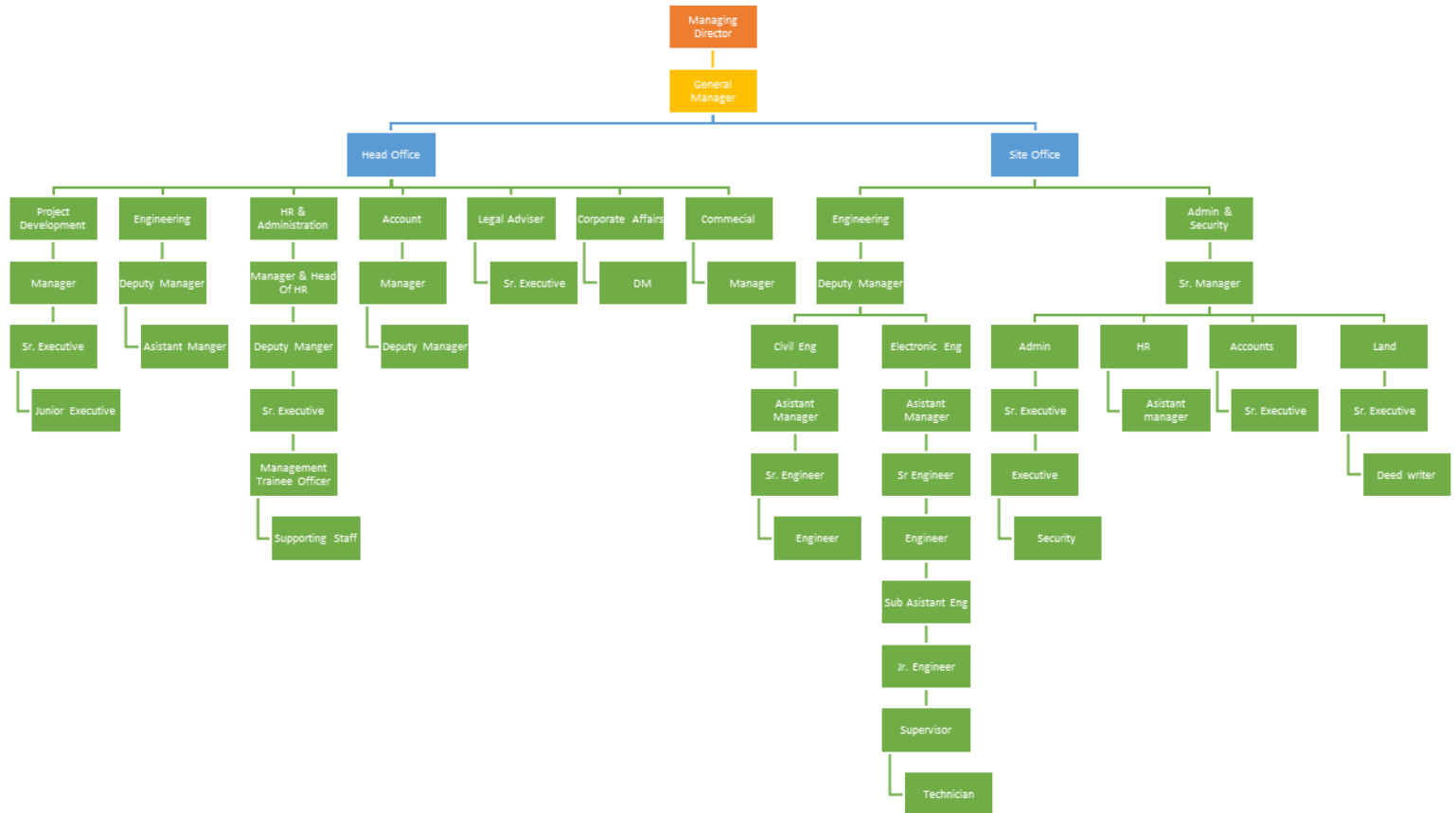
The company has registered several milestones among which is its ability to install a 200 MW grid-tied solar power station at Gaibandha and it is playing a significant role in meeting the renewable energy goals of Bangladesh. The company is also known to have sustainable practices, environmental responsibility, and concern about its employees. They can get contact of the company through Tel:880-2-58611681, 880-2-58612040, Fax:880-2-58613470, 880-2-9615523, Email:info@teestapower.net, com or go online at teestapower.net.

4.2 Project Detail (High -Level)

- Type of project: Utility -Scale PV ground mounted plant.
- Project Boundary (Area):
- North: Teesta Rive, Hok danga (Kurigram)
- South: Birahim (Gaibandha)
- East: Santoshobhiram (Kurigram).
- West: Nijam Khali and Rohmot Chor (Rangpur).
- Installed capacity: 200 MW (AC)
- Site location Site is on the bank /Char area on the Teesta River, Latshal, Sundarganj, Upazila, Gaibandha, DUstrict (nortyhwest /Rangput Division). Coords given by pen sources (c. 25.3288,89.5417)

- Land area: report (~650 acres of sediment-made char land over the main upazilas); or, in other words, close to 263.05 hectares ($650 \text{ acres} \times 0.40468564224 \text{ ha/acre} = 263.05 \text{ hectares}$).
- Commercial Operation: The plant is online and provides power to the national grid as well as selling electricity to BPDB. According to reports by 2024/2025, it is commercially operational, and thereafter, legal and administrative progress, including the decision of the High Court on January 29, 2025. To determine the exact date of the commercial operation of the contract or law, the relevant information should be verified with the plant operator (Teesta Solar) of BPDB contract records.
- Agrivoltaics: The green road has now been taken. This is our first and symbolic move to green responsibility as a company that values sustainability and cares about the environment and creating a more sustainable future. With this effort, we will be able to make the ecosystem cleaner, healthier, and livelier. This is the start of a chain of scheduled events which would facilitate environmental awareness and ecological sustainability.
- Sustainable Power to Economic Growth of Bangladesh (Ongoing Project): The building of the 30 MW Korotoa Solar Limited photovoltaic (PV) power plant is under construction. This is an on-going project that is being developed on infertile land in Tetulia, Panchagarh, Bangladesh. It is geared towards increasing renewable energy in Bangladesh and helps in sustainable economic growth. It is the extension of the campaign to boost the production of clean power given that the successful installation of the 200 MW Teesta Solar Plant into the National Grid was a success. Korotoa Solar plant is currently at construction and system development stages and is moving towards integrating into the grid and being operational in the future.
- Company Vision: As a foremost power generation company, which deals with renewable power, the determined to create the future, which will be a business that is future-ready, where innovation and environmental responsibility join forces. The rationale behind the approach is that clean energy is necessary to a sustainable development, and attempt to find and exploit any opportunities that can be achieved in any sector of renewable energy.

4.3 Company Organogram



Chapter 5

Methodology

5.1 Methodology

The case study research on the description of HR and Administration: A Case Study on Teesta solar limited is founded on both primary and secondary data. The key role of the methodology is to explain how information was gathered, analyzed and interpreted in order to achieve the aims of the internship.

- **Primary Data**

Primary data were gathered using face-to-face observations, informal interviews, and by being a part of day to day operations of the HR and Administration Department. Throughout the internship period, I was able to meet with the HR officials, administration and employees at the company to learn the working procedures in the company, recruitment system, training process and performance management practices within the company.

- **Secondary Data**

Secondary data were acquired based on the company documents, annual reports, HR manuals, websites, and other published sources about Teesta Solar Limited and the BEXIMCO Group. The other sources were the pertinent articles, journals and books on the Human Resource Management that were consulted to get additional information.

- **Data Analysis**

Data obtained were qualitatively reviewed and analyzed. The results were derived to determine trends, issues, and practices in the HR and Administration Department. This discussion has been useful in relating the theoretical knowledge on HRM and the practical activities of the firm.

- **Duration of the Internship**

The internship took place in a span of 3 months in the corporate office of Teesta Solar Limited. Through this period, I was put to help the HR and Admin team in any operational and documentation program, and this also offered me real-life learning experiences.

5.2 My Developed Skills

In this internship, I learned different sets of theoretical information and practical information concerning to corporate sphere. I also acquired effective interpersonal skills which made me relate well with clients, colleagues and supervisors. Initially, it was difficult to work in a business setting and in a new location altogether. Fortunately, my colleagues were helpful and assisted me in adapting fast. At this point, I would like to outline what some of my particular skills that I gained in my internship program were, i.e.:

- **Communication Skills**

I also enhanced my skill in communicating effectively with clients and staff members. I was taught the way to write ideas in a professional manner and keep communication at the workplace.

- **Professional Etiquette**

I was taught about how to act and conduct myself in a corporate environment and how to handle formal discussions, how to attend a meeting, as well as how to be a professional.

- **Technical and Operational Skills.**

I was well exposed to the company tools, systems and software that are used by my department. This assisted me in comprehending day to day operations better.

- **Teamwork and Collaboration**

I have learned that coordination and cooperation are important in working with various people. I got to know how to facilitate team objectives and work effectively in a team.

- **Problem-Solving Skills**

The internship exposed me to the real life scenarios where I was required to think and problem solve. This experience made me a better decision maker and flexible.

- **Time Management**

I got acquainted with how to manage various tasks, meet deadlines, and fulfill assignments on time, which is one of the main requirements in any company.

5.3 Tasks and Responsibilities

Some of the office tasks that I undertook during my internship assisted me in acquiring some hands on experience in the corporate world. I was tasked with filing papers, sorting documents, aiding in the data input, records and updating, picking up the phone and assisting the senior officers in their day-to-day functions. I also attended meetings, developed reports where necessary and assisted the team in doing departmental tasks. These assignments enhanced my professional, communication, and teamwork skills.

5.4 Major Task I Performed

- Helped in writing and editing official reports.
- Sustained and systematized office records and files.
- Conducted company databases and data entry.
- Aided with the preparation of daily/ weekly reports.
- Attended meeting and made notes where necessary.
- Talked to clients and visitors in a friendly manner.
- Helped administrative work by the team members.
- Task assistance in schedule and coordination of small projects.

Chapter 6

Limitation of the study

6.1 Limitations

Although I had a lot of opportunities to learn, there were some few limitations which limited me to study and practice more efficiently.

The major limitations were:

- The main constraint of this internship was time, as it restricted the level of analysis associated with the overall performance of the company.
- Inaccessibility to corporate confidential information also meant that I failed to have a more detailed knowledge on some of the operations.
- The fact of keeping secrets of the company did not allow the analysis of various significant facts and internal problems.
- Time and resource are also major constraints that hindered the preparation of this report.
- The employees were also friendly and ready to assist but since they were busy most of the time, they could not give appropriate instructions to the interns. Supervisors were not always able to teach or mentor me as I required since I was required to work during the internship.
- Physical constraints also influenced my performance at sometimes particularly when I was unwell.
- This report is not the full functioning of the company as the access to all departments was not possible.
- Nevertheless, these shortcomings did not stop me, and I did my best to learn as much as possible, acquire some practical knowledge about companies, and do all tasks correctly that were assigned to me.

Chapter 7

Observations and Findings

7.1 Observations (Teesta Solar Limited)

Working in Teesta Solar Limited as an intern, I had an opportunity to learn a number of crucial details regarding the company structure, work processes, professional culture, and project operations of the company. These observations made me realize the way a big organization dealing with renewable energy operates and how various departments work together towards meeting organizational objectives.

- **Systematic Organizational System.**

I saw that Teesta Solar Limited has a good corporate structure where the departments are clearly defined with the HR & Administration, Technical and Engineering, Project management, Finance and Accounts, and Operations and maintenance having distinct departments. Every department has its individual duties and the employees operate in a typical workflow system making it efficient and understandable in its operations.

- **Good Emphasis on the Implementation of Renewable Energy.**

The company is concerned with the full promotion of clean and sustainable energy. Teesta Solar Limited contributes significantly to the renewable energy objectives of Bangladesh through its flagship project of 200 MW solar power project in Gaibandha. I have noted that the organization focuses on innovation, energy efficiency and long term sustainability in the planning and implementation of projects.

- **Multidisciplinary and Professional Workforce.**

Among my most important observations was that it had a diverse team of qualified Professionals such as engineers, technicians, administrators, finance officers and project managers. Workers of other backgrounds also work together with a great level of coordination and communication capabilities particularly with regards to technical and project related matters.

- **HR and Administrative Standards Focus.**

Teesta Solar Limited is a part of the BEXIMCO Group that ensures the HR practices are of good standards. I noted that there is seriousness on employee welfare, discipline and work ethics. Attendance, communication, documentation and internal procedures policies are well established and well handle professionally.

- **End-to-End Technology and Decisions that are Data-Driven.**

A 200 MW solar plant is a plant that needs a robust technical monitoring. I observed that the company backs up digital tools and performance data to check on panel output, system efficiency and total performance of the plant. The technical and O&M departments greatly rely on data and real-time system examinations to make decisions.

- Good Compliance and Safety Practices.

The company has stringent safety regulations, particularly to employees working in the technical and field tasks. The company has safety measures, safety equipment, and risk management behaviors which are included in its operational culture. I noted that the company also abides by the environmental regulations and minimal environmental impact.

- Effective Inter-Departmental Communication.

Close interaction between the departments (Engineering, O&M, Project Management and HR) is used in operation of the project. I noticed that coordination meetings, progress updates, and reporting systems are useful in keeping the workflow going and preventing delays in operations.

- Huge-scale Project Implementation Strength.

The 200 MW grid-tied solar plant installed successfully at Latshal, Sundarganj indicates that the company has a high capability of handling big infrastructure projects. The company has systematic practices in project management in terms of land development, installation, and commercial operation.

- Desire and Enforcement of Corporate Values and Sustainability.

I have noticed that Teesta Solar Limited focuses on the principles of environmental responsibility, sustainable development, and long-term energy solutions. The positioning of their project-which is on the char land of around 650 acres is also a sign of effective land use and planning.

7.2 Findings

My internship in Teesta Solar Limited took place in the Head office at Teesta Solar Limited, Suvastu Realto Tower, Dhanmondi, Dhaka. Referring to the experience gained during the practical, I could notice the following:

Also, the working conditions at the office were contemporary, clean, and properly organized and furnished with all the needed facilities, making it easier to manage the day-to-day activities.

- The office is new and therefore, not all departments were used to workflow systems which at times led to a slight delay in coordination.
- Time management was also a factor because numerous tasks and duties were common at the same time.
- Employees were very professional, cooperative and they offered guidance whenever necessary thereby enabling me to learn fast.
- In general, the company has a professional, technology oriented and structure way of operations, inter-departmental communication is strong and administrative practices are effective.

7.3 SWOT Analysis Teesta Solar limited.

Strength (S)

- The well-structured and modern head office that has adequate facilities, which simplifies day-to-day work.
- Experienced and team-playing staff that facilitate knowledge and efficient operation.
- BEXIMCO Group has strong corporate support that guarantees financial stability and resources.
- Well-defined roles in structured departments (HR, Technical, Project management, Finance, O&M).
- Operation based on technology and good administrative systems.

Weaknesses (W)

- There are still departments that are yet to adapt to the new workflow system resulting to some delays.
- Time management may be difficult because of numerous tasks that operate at the same time.
- As a relatively new office, certain work processes are not optimized to the full extent yet.

Opportunities (O)

- The increase in renewable energy sector in Bangladesh means that opportunities are open to expansion and new projects.
- Possibility of enhancing more inter-departmental coordination and efficiency in workflow.
- Space to install advanced digital system to monitor and report the performance.

Threats (T)

- External influencing factors include regulatory changes, weather, or logistical problems at the project sites and they may influence the operations.
- Reliance on efficient communication between the head office and the remote sites of the project.

Chapter 8

Recommendations

8.1 Recommendations

In my internship experience with Teesta solar limited, I identified a few aspects in which the company can enhance or enhance its operations. According to my experience, I can recommend the following:

- **Enhance Workflow Effectiveness**

Not all the departments are up to date and some still are getting used to new systems and thus frequent training or workshops would enable employees to adjust quicker.

- **Time Management Support**

It would be more efficient to manage several tasks, assigning tasks better or prioritizing the work.

- **Enhanced Communication**

Delays would be minimized by enhancing inter-departmental communication and coordination.

- **Advanced Technology Use**

It is possible to use additional digital tools to monitor, report, and analyse data, which will be more efficient.

Chapter 9

Conclusions

9.1 Conclusions

Conclusively, my internship with Teesta Solar Limited was a positive learning experience. As I worked in the Head office in Suvastu Realto Tower, Dhanmondi, I was able to acquire some practical knowledge regarding the corporate arrangement, departmental coordination, and management of renewable energy projects. I managed to view the working process of a large-scale solar power company, the administrative practices, project monitoring, and inter-departmental communication. The supportive and professional working environment assisted me in acquiring work related skills, in enhancing my knowledge on the dynamics of working in workplace, and through how a technology driven and environmentally minded company operates.

Despite the certain difficulties that included trying to adjust to new systems and multitasks, the experience helped me to gain the idea about the renewable energy field in Bangladesh and enabled me to feel confident about carrying out professional duties.

Comprehensively, the internship allowed me to fill the gap between theory and practice so that I could have a more realistic view of the work in operations and project management in the renewable energy sector.

Chapter Ten

References

I am researched many sources that helped me to write project paper of Internship report, These sources are:

www.teestapower.net

www.beximco.com

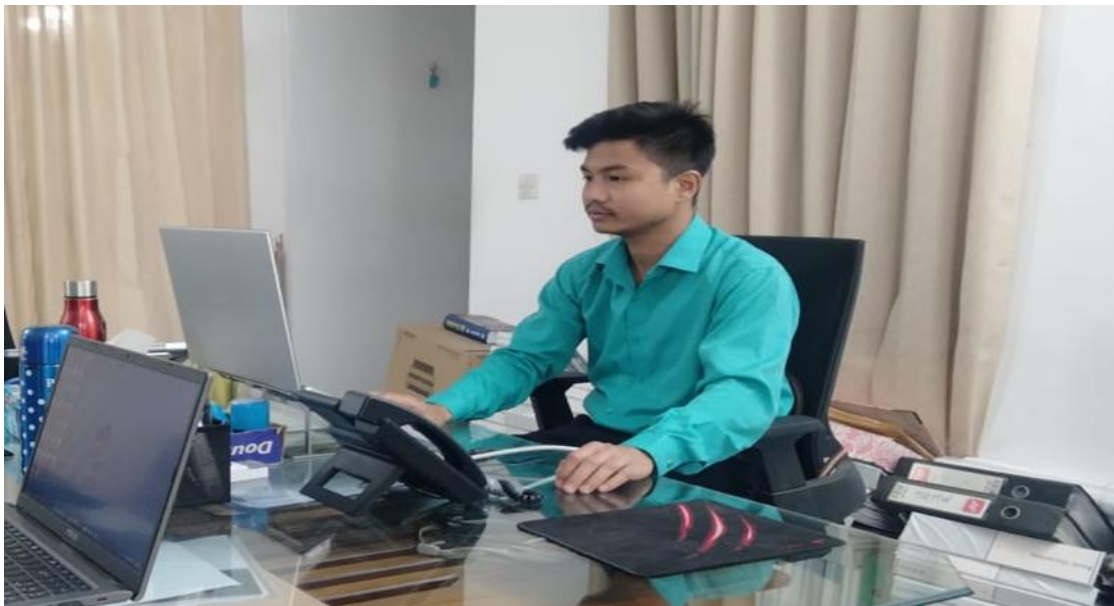
www.bpdb.gov.bd

Chapter 11

Appendices



Appendices 01: Data Entry



Daily Task in HR & Administrative task

Ref: Internship Placement//253

Date: 31-07-2025

To

Deputy Manager
Teesta Solar Limited
200MW Solar Power Plant(a concern of BEXIMCO Power Co. Ltd)
Suvastu Rialto Tower (10th Floor), Plot#53/1, Road#04/A, Dhanmondi, Dhaka-1209.

Subject: Request for Internship Placement

Dear Sir,

We are happy to inform you that the Department of English at Daffodil International University (DIU) has been offering BA in English for the partial fulfillment of the requirement for the BA in English Degree, students are required to be placed in relevant organizations as interns to gather professional experience. The duration of the Internship is three months.

I would like to draw your kind attention that **Mongting One, ID Number: 221-10-912** has completed 114 credit hours in 38 courses from the Department of English. It would be highly appreciated if you could kindly allow him as an Intern at your esteemed organization.

Please feel free to contact me for further information if required.

With the best regards,


08/09/2025
.....
Dr. Ehatasham Ul Hoque Eiten
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www.daffodilvarsity.edu.bd

Appendices 02: Joining Letter of Internship



14th December 2025

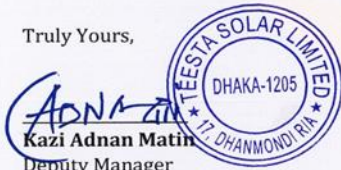
To Whom It May Concern

This is to certify that, **Mr. Mongting One** has been successfully completed his Internship with Teesta Solar Limited under **HR & Administration** Department from **15th September, 2025** to **14th December, 2025**.

During the tenure of his Internship in this organization we found him intelligent, honest, dedicated as well as sincere to his allocated job. He is hard working, reliable, cooperative and dependable. His devotion towards his works was praiseworthy.

We wish him great success in his future endeavors.

Truly Yours,



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