



Daffodil
International
University

Internship Report

By

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(161-35-1550)

A internship report submitted in partial fulfillment of the requirement for the
degree of Bachelor of Science in Software Engineering

Department of Software Engineering
DAFFODIL INTERNATIONAL UNIVERSITY

Fall –2019

APPROVAL

This **Internship report** titled “**Software Analysis & Testing**”, submitted by **S.M.Shadman Fuad, ID:161-35-1550** to the Department of Software Engineering, Daffodil International University has been accepted as satisfactory for the partial fulfillment of the requirements for the degree of B.Sc in Software Engineering and approved as to its style and contents.

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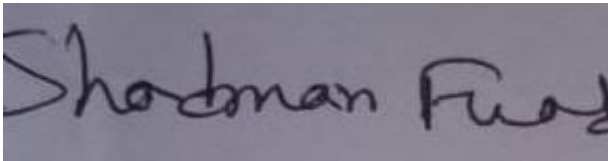
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DECLARATION

It hereby declares that this industrial attachment has done by me under supervision of **Dr. Md. Asraf Ali** Associate professor Department of Software Engineering, Daffodil International University. I also declare that neither this internship report nor any part of this attachment has been submitted elsewhere for award of any degree.

Submitted By:



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Student ID: 161-35-1550

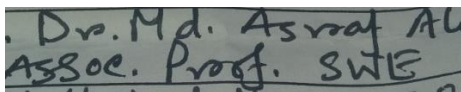
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Name of the Supervisor: Dr. Md. Asraf Ali

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Daffodil International University

LETTER OF TRANSMITTAL

First of all grateful to the Almighty Allah for giving me the ability to complete the internship.

I would like to express my gratitude to my supervisor **Dr. Md. Asraf Ali** Associate Professor for the consistent help of our teachers of software engineering department for their kind help, especially Dr. Touhid Bhuiyan for generous advice and support during my internship.

I must moreover appear my appreciation to all of my companions, senior, junior who, specifically or by implication, have loaned their making a difference hand in this wander. Last but not least, I would like to thank my family for giving birth to me at the first place and supporting me spiritually through my life.

Yours sincerely
S.M Shadman Fuad
ID: 161-35-1550
Bachelor of Science in Software Engineering
Daffodil International University
Date:

EXECUTIVE SUMMARY

Main purpose of my internship is to begin the journey to the job world. There is always a desire inside me about the industry work. These internship involvements made me progressively focused in the activity advertise. As well, picking up presentation and collaboration in the field. It is also a chance to check whether the specific professional field. This industrial training has helped me for developing, the employing skill for example, cooperation, correspondence and attention to detail. It has cast light upon me with the environment of professional development practice of software industries.

During my Internship at **Inovace Technologies**, I have learned more about my area and industry, theoretical knowledge learned in the classroom gained value when I applied those in my work that will help me to decide if this is the right track for me. Before going to **Inovace Technologies**, I had no idea about industry world and the working environment, teamwork or working procedure. After joining with the team as an intern and continue working, I have learned a lot about real life solution development and an environment of an software development industry.

This Industrial initiative helped me to obtain and improved adeptness and I did acquire knowledge of how to be relevant. I have learned professional communications, talking constructive criticism moreover It helped me to belief that I am more important than I think I was, that helped me to boost up my confidence.

With the development team of **Inovace Technologies**, I worked out in many segments like testing, project production. In this report I'll illustrate the working process, methodology and practical experiences that I have learned from my Internship.

TABLE OF CONTENTS

APPROVAL.....	ii
DECLARATION.....	iii
LETTER OF TRANSMITTAL.....	iv
EXECUTIVE SUMMARY.....	v
INTRODUCTION.....	1
1.1 Background.....	1
1.2 Motivation.....	1
1.3 Objective.....	1
1.4 Scope.....	2
COMPANY OVERVIEW.....	3
2.1 Company Overview.....	3
2.2 About.....	4
2.2.1 Mission&Vision.....	4
2.2.2 Location.....	4
2.2.3 Management.....	5
2.2.4 Partner.....	6
2.3 Organ-gram.....	9
2.4 Product.....	10
2.5 Clients.....	11

2.6 Summary.....	12
COMPANY CULTURE AND CARRYING OUT.....	13
3.1 Department Overview.....	13
3.1.1 Solution and Service.....	14
3.1.2 Software Development.....	15
3.1.3 Data processing and Database Development.....	15
3.2 Working Team.....	16
3.3 Working Environments & Protocols.....	18
3.3.1 Rules & Regulation.....	18
3.3.2 Personal Policies.....	18
3.3.3 Disciplinary Action.....	18
3.3.4 Technology.....	19
3.3.5 Privacy.....	19
3.3.6 Credit.....	19
3.3.7 Confidentiality.....	19
3.3.8 Motto of the Organization.....	19
3.3.9 Handling Clients.....	19
3.3.10 Facilities.....	20
3.3.11 Safety.....	20
3.4 Comparative Analysis of Office Culture.....	20
3.4.1 Mix up with office culture.....	20
3.4.2 Entertainment & Refreshment.....	20

3.4.3 Escalating Motivation & Capability.....	21
3.5 Internship Lifecycle.....	21
3.5.1 Getting Started.....	21
3.5.2 Recruiting Policies.....	21
3.5.3 Professional Environment.....	22
TECHNOLOGY EMPLOYING.....	24
4.1 Technology Employment.....	24
4.2 Fundamental Technologies.....	24
4.3 Technologies I Used.....	25
4.4 Logistic Support.....	26
4.4.1 Hardware and Software Facilities.....	26
PROJECT EXERTION/ MY PROJECT ONVOLVENT.....	27
5.1 Project Involvement.....	27
5.2 Knowledge Sharing.....	27
5.3 HRM.....	28
5.3.1 You're User ID and Password.....	28
5.3.2 Dashboard.....	29
5.3.3 Office Management.....	30
5.3.4 Create Departments.....	31
5.3.5 Create Designation Category.....	32
5.3.6 Create Designations.....	33

5.3.7 Create New Employee.....	34
5.3.8 Manage Employees.....	35
5.3.9 Attendance Report of Specific Employee.....	37
5.3.10 Check Remaining Leaves in Current Year.....	38
5.3.11 Enroll Fingerprint of an Existing Employee.....	39
5.3.12 Device End Enrollment Process.....	40
5.3.13 Attendance Report.....	43
5.3.14 Add Holiday.....	52
5.3.15 Leave Management.....	54
5.4 Web Testing.....	55
EXPERIENCE & ACHIVEMENTS.....	56
6.1 Overcome Problems and Difficulties.....	56
6.2 Working Practices.....	56
6.3 Technological Enhancement.....	56
6.4 Non-Technical Growth (Soft Skills).....	57
6.5 Achievement.....	57
CONCLUSIONS AND RECOMMENDATIONS.....	58
7.1 Finding and Contributions.....	58
7.2 Recommendations for Future Works.....	58
REFERENCES.....	59

LIST OF TABLES

Table 2.1: Company Overview

Table 2.2: Management

Table 2.3 Clients

Table 3.1 Working Team

Table 3.2 Brief Profile of the Partners

Table 4.1 Technologies I Used

Table 4.2 Hardware and Software Facilities

LIST OF FIGURES

Figure 2.1: Organ-gram

Figure 5.1: HRM-Admin Login

Figure 5.2: HRM-Dashboard

Figure 5.3: HRM-Office Management

Figure 5.4: HRM-Create Department

Figure 5.5: HRM-Create Designation Category

Figure 5.6: HRM-Create Designation

Figure 5.7: HRM-Create Employee

Figure 5.8: HRM-Manage Employee

Figure 5.9: HRM-Visit Employee Profile

Figure 5.10: HRM- Attendance Report of Specific Employee

Figure 5.11: HRM-Check Leave

Figure 5.12: HRM-Enrolment

Figure 5.13: HRM-Enrolment (select device)

Figure 5.14: HRM-Attendance Device

Figure 5.15: HRM-Dashboard

Figure 5.16: HRM-Detailed Attendance

Figure 5.17: HRM-Monthly Report

Figure 5.18: HRM-Monthly Report

Figure 5.19: HRM-Weekly Report

Figure 5.20: HRM-Daily Report

Figure 5.21: HRM-Leave Report

Figure 5.22: HRM-Absent Report

Figure 5.23: HRM-Late Report

Figure 5.24: HRM-Add Holiday

Figure 5.25: HRM-Add Holiday

Figure 5.26: HRM-Leave Management

Figure 5.27: Web Testing

Chapter 1

Introduction

1.1 Background

From the student point of view, a Software Industrial Internship helps with mission advancement by giving practical work experience that give locum chances to look over their interests and create proficient abilities and skills.

Daffodil International University (DIU) gives that heavenly opportunity to their students of including an Internship inside their bachelor program. I am being one of the blessed to study in DIU and give me the open door at, to finish my internship. The desire was high and now nearly the finishing of this training situation, I should acknowledge that it was extremely a wonderful event.

1.2 Motivation

Before joining this industrial training I try make an effort to find positive reasons for joining an Internship so I enquiry to all of my well-wishers and get all positive feedback from them. Especially my parents said to me that do what your heart says to you and inside my core there is always a desire to get an experience of industrial training. As well as I join this intern to learn and improve my skills.

1.3 Objective

As utilitarian fulfillment of the necessities of the department of Software Engineering, Faculty of Science and Information Technology, Daffodil International University, I had relegated to **INOVACE Technologies**, Development Department for the internship program. The key goal of this internship is to create an intensive comprehension of the working environment relationship, performing the exercises and connecting with myself in the workplace. It was more to urge the down to earth suggestion of the impressive number of thinks about, hypotheses that I had picked up so distant. This would help me with clearing a course towards advancement in my academic and individual advancement .Apart from general objective, the specific job objective has highlighted below:

- To procure presentation within the working environment coming about within the improvement of viable information and certainty.
- To develop interpersonal, administrative and communication skills.
- To come up with the conceivable techniques to pick up competitive advantage.
- To be a profitable resource for the organization by commitment positive viewpoints.
- To fulfill the halfway necessity for the bachelor of Software Engineering program of Daffodil International University.

1.4 Scope

This report has made as it were for scholastic reason and it too to fulfill the necessity for internship alliance. I arranged this report beneath the super supervision of **Dr. Md. Asraf Ali**, Software Engineering Department at Daffodil International University. My Internship encounter will play a crucial part to execute my hypothetical information and get a clear commonsense see from any organization; therefor I can actualize this internship encounter in future work range. In this report, I attempted to specific the by and large method of Computer program Improvement Framework in a corporate environment I went through. I also illustrated and documented **INOVACE Technologies** Mission & Vision, Management, Partner, Client, Company Culture, Technology, development methodology, my role and activities with the team etc.

Chapter 2

Company Overview

2.1 Company Overview

In 2017 **INOVACE Technologies** begun with as it were 5 enthusiastic engineers with a vision to create and make IoT based Cloud stage empowered arrangements and precede mechanical R&D in Bangladesh. The vision has presently come about in labor of 40 engineers and experts with distinctive mastery. Thus trade area has involved distinctive office introduce and the development proceeds. In terms of equipment generation, the capacity has nearly expanded 15 times inside the final two a long time. Underneath are a few highlights of current and future items & administrations.

Table 2.1: Company Overview

COMPANY OVERVIEW	
Company Name	INOVACE Technologies
Company Establishment	31octber2017
Company Certification	P-40981/2017
Address	291, Elephant Road, Dhaka-1205
Companay Website	Inovacetech.com
Phone	01911109137
BASIS Membership No	A728
Trade License	TRAD/DSCC/249429/2019
BIN	0019095443-0201
TIN	180628814924
E-mail	Inovacetechbd@gmail.com
Contact Person	Md.Munirul Alam

2.2 About

INOVACE is one of the most recent tech startup in Bangladesh, centering on IT segment, particularly on implanted Framework Plan and Program Improvement. Our clever arranging, RD and generation group are tirelessly working on presenting modern thoughts, catering to the requests of the advertise.

2.2.1 Mission and Vision

To make instrumental changes in the technological environment of the country, we aim at incorporating indigenous technologies, removing the dependency on the readymade products from abroad.

Our vision is to become the leading Bangladeshi End to End software and hardware solution provider with a strong global footprint. We wish to make a positive mark on people's life with our technologies.

2.2.2 Location

Address: 291, Elephant Road,

Dhaka-1205

Phone: +8801911109137

E-mail: inovacetechnbd@gmail.com

Website: www.inovacetechn.com

2.2.3 Management

Table 2.2: Management

Management Personnel of			
SI.	Name	Designation of Staff	Qualifications
1	Minhaz Khan	Managing Director	BSc in EEE.BUET
2	Munirul Alam	CEO	BSc in EEE.BUET
3	Asif Aminur Rashid	CTO	BSc in CSE.BUET
4	Irrtisum Khan	Lead Firmware Engineer	BSc in CSE.BUET
5	Faisal Rashid	Team Lead, Business & Strategy	MBA, IBA-DU, BSc in EEE, BUET
6	Mahir Ahmed	Manager, SCM	BSc. in EEE - UIU

2.2.4 Partner

Educational Institutions



Public Organizations



IoT Solutions Partnership with



Corporates

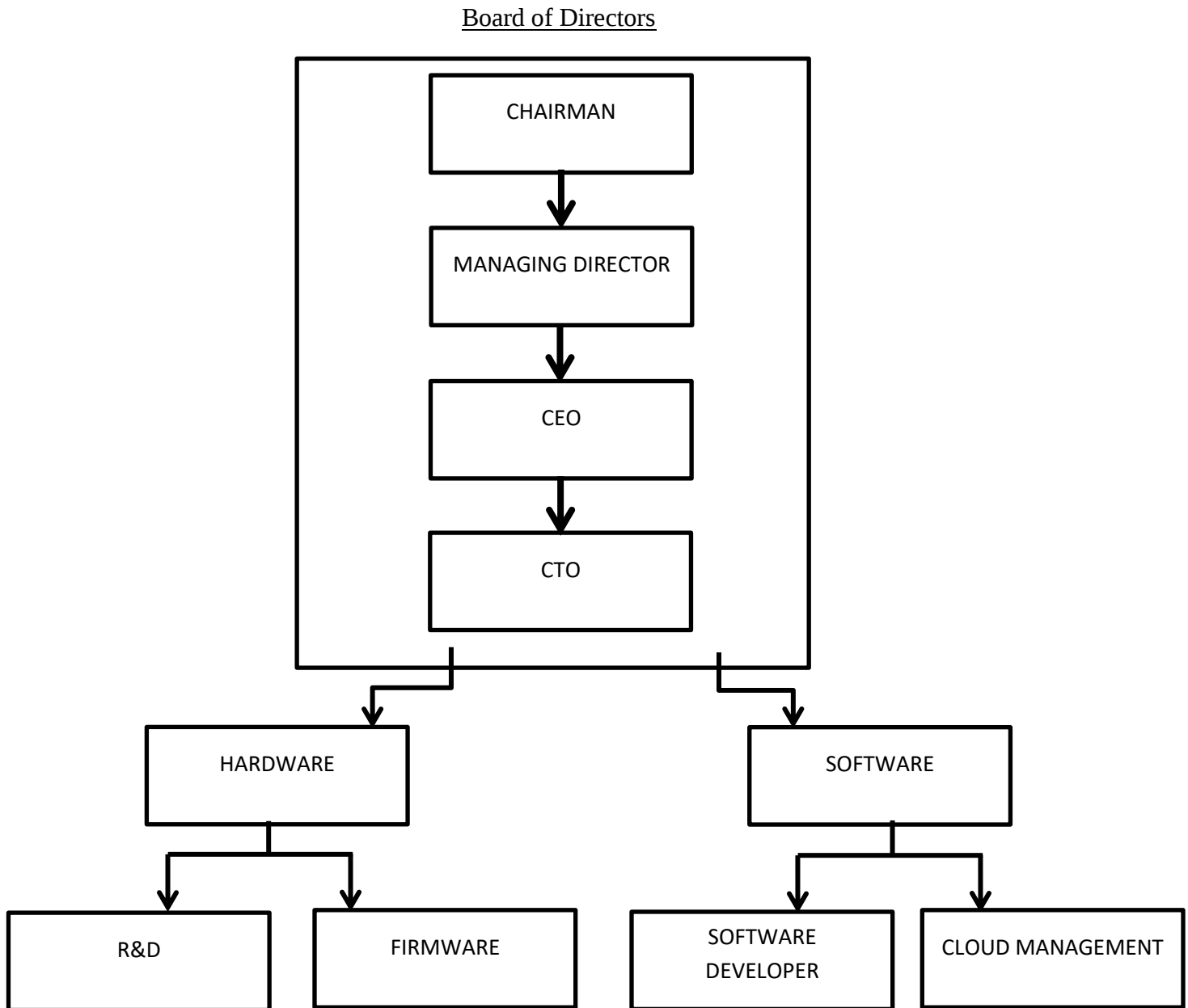


Non Profit Organizations



2.3 Organ-gram

Figure 2.1: Organ-gram



2.4 Products

Current product line involves the followings-

IoT Product:

- Tipsoi - Biometric Fingerprint based Attendance & Access Control Device (GPRS enabled)
 - Currently being used at Educational Institutions, Corporates, Industries, Service sectors etc.
- Tipsoi 2.8 - Biometric Fingerprint based Attendance & Access Control Device with large display (GPRS enabled)
 - Currently being used at MOPME project of biometric attendance for primary school teachers
- Remote Installation 2FA Access Control & Security Device
 - Currently being used at remotely located Mobile Tower (BTS) installations, warehouses
- Data Logger Platform - Agriculture & Industrial Environment monitoring device with sensors
 - Currently being used at cold storages, poultry firms

Software Products:

The following products are currently in the market-

- Inovace HRM - A cloud based modular HR management software compatible with Tipsoi devices.
- In Sales - A Secondary Sales Management Software with Analytics and Interconnectivity. Awarded in BASIS ICT Awards 2019
- IOMS - Inovace OEE Monitoring Software used to monitor production efficiency in real time
- Result Based Monitoring Software for development organizations
- Jukta Hoe Mukta - an online clubbing platform for underprivileged adolescent girls, a project by TDH

2.5 Clients

Table 2.3 Clients

SI NO.	PROJECT	DESCRIPTION	CLIENT
1	TIPSOI 21		Techno
2	TIPSOI 21		Arck Lab
3	TIPSOI 21		Musa Tech
4	TIPSOI 21		Barishal IT
5	TIPSOI 21		Radiant
6	TIPSOI 21		Dhaka Divisional Office
7	TIPSOI 21		Rangpur Metro Politon Police Office
8	TIPSOI 21		Dinajpur DC Office
9	TIPSOI 21		StyLine
10	TIPSOI 21		Matador Group
11	TIPSOI 21		GAZI Group
12	TIPSOI 21		AKIJ Group
13	SMART ATTENDANCE		UAP

2.6 Summary

INOVACE Technologies company's administrations talk to the leading innovation in biometric fingerprint devices. We are attempting to get a handle on the foremost show industry measures in data exchange, HRM arrangement, and IoT base solutions.

Be that as it may, the thing genuinely segregates **INOVACE Technologies** from others is their emphasis on total client advantage. They have straight forward but crucial abrogating company objective: clients for life long term clients or client associations by implies of exceptional benefit and back. In conclusion, we offer the supreme most centered rates within the trade. Exceedingly centered esteeming combined with our organization and back gives a bundle that we accept is unparalleled within the business. Get in touch with them nowadays to require in more around their items or possibly administrations.

Their interesting encounters and aptitudes. Add up to arrangement approach and center on their clients have empowered them to twofold incomes each year since their initiation.

Chapter 3

Company Culture & Carrying Out

3.1 Department Overview

INOVACE Technologies works in IoT base solutions and HRM solutions. Its areas of expertise have been isolated in four sections for better administration. Every division has its very own ability. For a specific occupation, in the vast majority of cases, the group has organized in Matrix design. Followings are the run down departments.

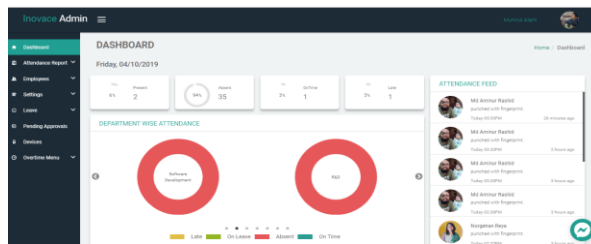
- Research and Development (R&D)
- Business
- Software
- Production

3.1.1 Solution and Service

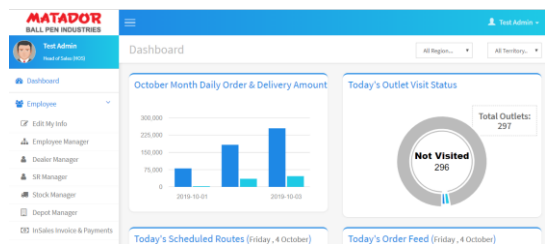
Solutions We Provide



Tipsoi
Made in Bangladesh



InHRM
Cloud based online HR



InSales
BASIS Awarded -



Jukta Hoe Mukta
Online clubbing and support platform for underprivileged girls



Smart Industry
Industrial IoT
Automation, Data Logger



Customized Software
Result based

3.1.2 Software Development

Trunkey utilization of computer program headway ventures trade prerequisite examination and arranging particulars Desktop/web application change program coding, investigating, and testing utilizing most later industry-standard technique's and developments. Framework documentation, client manual, planning, Re-building and development of legacy programming systems.

3.1.3 Data processing and Database Development

Planning and plans for information handling ventures Building extend, trade and overview database, information models, information approval applications Information handling, factual investigation and report.

3.2 Working Team

Table 3.1 Brief Profile of Technical Resource Persons

Brief Profile of Technical Resource Persons				
SL	Name	Designation	Role	Experience
1	MD Aminur Rashid	Chief Technology Officer	Outlining the company's technological vision, implementing technology strategies and ensuring resources	6 years+
2	Md. Khalid Musa Sagar	Software Team Lead	Leading development team, maintaining quality of technical deliverables.	13 years+
3	Nurul Amin Shuvo	Head of Development Operations	Server side development operation and maintenance	6 years+
4	Sakibul Alam	Sr Software Engineer	Backend developer	3 years+
5	MD. Arafat Rahman	Sr Software Engineer	Backend developer	6 years+
6	Risalat Zaman	Software Engineer	Backend & Frontend developer	2 years+
7	Mainul Islam Mahi	Software Engineer	Backend & Frontend developer	2 years+
8	Ahmed Fahim Foysal	Software Engineer	Android Developer	3 years +
9	Tanvir Rahman	UI/UX Designer	Designer	7 years +
10	Ikram Shimul	Hardware Architect	Hardware design and product operations	5 years +
11	Irrtisum Khan	Lead Firmware Engineer	Overseas firmware developer team, determines code base structure	3 years +
12	Mohsinul Bari Shakir	Firmware Engineer	Firmware developer	2 years +

Table 3.2 Brief Profile of the Partners

Brief Profile of the Partners				
SL	Position	Name	Background	Experience
1	Managing Partner	Mushtaque Ahmed	Graduated from BUET. Studied in IBA, DU. Serving as an Associate Professor at IBA, DU	20 years+
2	Executive Partner (MD)	Minhaz Khan	Graduated from BUET in EEE. 14 years service record at Ericsson Local & Global	14 years+
3	Executive Partner (CEO)	Md Munirul Alam	Graduated from BUET in EEE. Power engineering service record at Energypac Engineering Ltd	6 years+
4	Executive Partner (CTO)	MD Aminur Rashid	Graduated from BUET in CSE. Served as software lead and software architect at Reve Systems Ltd, iPay Bangladesh.	6 years+
5	Executive Partner (Advisor)	MD Reaz Murshed Masud	Graduated from BUET in CSE. Served as software lead and software architect at Reve Systems Ltd, iPay Bangladesh. Now pursuing PhD in USA	6 years+
6	Executive Partner (Hardware Architect)	MD Ikram Shimul	Graduated from BUET in EEE. Took part in NASA Lunar Robotics competition and IEEE IFEC. Former lecturer at United International University. Has notable proficiencies in power electronics	5 years+
7	Executive Partner (Lead Firmware Engineer)	Irritism Khan	Graduated from BUET in EEE. Has unparalleled entrepreneurial spirit and notable proficiencies in IoT, Embedded Systems, Communication protocols	3 years+

3.3 Working Environments & Protocols

Working individuals spend their 33% of their lives at their working environment with a vital pieces of their productive lives is committed to their affiliations. Agents are an critical human resource and their capacity to the most excellent of their capacities is settled in expansion to other things by the soil they uncovered to at work.

There is some basic protocol in **INOVACE Technologies**

- Treats representatives with respect
- Adopts more noteworthy flexibility
- Ensured appreciation of great work
- Instill a culture of educating over reproaching
- Embraces diversity
- Encourage participation over competition

3.3.1 Rules & Regulation

Organization has characterized arrangements to direct representatives on their parts, control and duties as well as the company's overarching trade standards, morals and convictions. For compliance reasons of company culture, composed approaches and method moreover received to assist secure company from potential lawful activity.

3.3.2 Personal Policies

Commerce hours, term of work (contracting and end), compensation or compensation (and rewards, in case any), protections and wellbeing benefits, paid vs. unpaid excursion days, wiped out take off, and retirement is clearly expressed.

3.3.3 Disciplinary Action

All issues are approximately trustworthiness, execution, security and offense and decide what constitutes a infringement of company approach, as well as how workers will be taught on the off chance that they abuse certain rules.

3.3.4 Technology

There are approaches approximately what's worthy and what's not in respects to Web, Email and social media utilization for individual reason at work.

3.3.5 Privacy

By building up a approach and the assentation, this company secures workers, the company and your clients that empower straightforwardness and believe with us.

3.3.6 Credit

We decide the terms of opening an account and building great credit along with your company. Set a satisfactory sum f time for installment, and set up results when installment is past due or not gotten.

3.3.7 Confidentiality

We secure delicate data, and are beyond any doubt to cover connections with sellers and other providers.

3.3.8 Motto of the Organization

INOVACE Technologies proverb is to speak to and benefit that are most viable advances in IoT. We grasp the foremost current industry benchmarks.

3.3.9 Handling Clients

Most of the clients of **INOVACE Technologies** are diverse government offices. Dealing with of the specific venture, the venture accommodation of expressions being intrigued. Afterword's, it is characterized and recorded in each organize around communication and administration and deliverable of client.

3.3.10 Facilities

Offices are decided in terms and condition of work repetitive arrangements for a specific Application or Extend offices that will be given in each organize by both parties are clearly expressed and recorded in each organize.

3.3.11 Safety

Industry best hones are utilized , and important neighborhood, state and Government laws as rule to make rules enumerating what secure behavior at work looks like, how to utilize security gear, how to report security risk etc.

3.4 Comparative Analysis of Office Culture

INOVACE Technologies located at Elephant Road. The office consist of – floors. Each department has fully furnished with all IT equipment, facilities and working environment required. From top management to bottom level, communication has maintained through defined procedure. Job responsibilities and reporting authority of each employee is clearly stated. All other corporate culture maintained.

3.4.1 Mix up with office culture

After enlistment, an representative blended up with office culture and with its representative effortlessly. It has common lunch and supplication put, It makes a difference to spend time with each other among departmental representatives. Week after week and month to month assembly is orchestrated to induce extend status. Supposition and proposal of representatives . Everybody at the office is sincere to acknowledge unused representative with the group, share information and keep up a great culture.

3.4.2 Entertainment & Refreshment

INOVACE gives all refreshment for its worker for whole working hours. Besides it gives lunch offices for its worker. The organization gives annually visit and takes an interest in numerous devout national events.

3.4.3 Escalating Motivation & Capability

For capacity, building diverse preparing has given by the organization. Representatives propelled for belter work by advancement, monetary benefits and grants.

3.5 Internship Lifecycle

All through the course of my internship, I had given the opportunity to see what it takes to improvement and actualize Program additionally it's executing. I had doled out to work with the improvement and testing group to guarantee that I cover each angle of corporate improvement culture. I had duty of testing and advancement. I was able to pick up distant a much better higher, stronger and improved a higher understanding of how software development improvement had tired a trade organization. Working with the improvement group was a incredible learning involvement for me in not as it were choosing a career way but moreover learning qualities and shortcoming approximately myself. I know that the subtle elements that I learned through my encounter with **INOVACE Technologies** will be exceptionally important in my quick future when choosing a career way.

3.5.1 Getting Started

Since I have arranged to induce an Internship from rumored IT organization, I did communicate with my seniors & companions from where I can get my Internship. I came to know around INOVACE from a senior of mine. I did contact with the work force of INOVACE and get educated that they did have understudy in their organization some time recently from distinctive Universities and in a current project, there's a plausibility to urge my understudy done. I did submit my intrigued by mail to the Human Asset division. I was fortunate to urge an arrangement from the organization inside the following one week.

3.5.2 Recruiting Policies

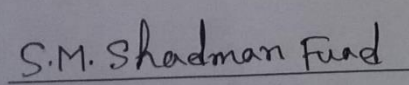
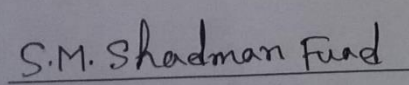
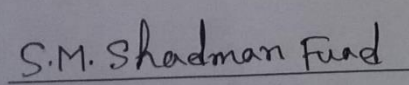
After the meet, I told to yield all my required reports to the HR division, which I did on time. After two weeks, I did get a mail with connection of Internship Arrangement Letter. I have acknowledged as an understudy for six months with the improvement group of a continuous extend.

3.5.3 Professional Environment

INOVACE Technologies features a proficient work environment full of profoundly competent, aware, nature and responsible workers working towards a common objective. Workers are excited almost announcing to week every day since the work environment may be a positive one that incorporates company's area, offices, culture, intuitive between workers and bosses and development openings. Proficient environment tends to show a common set of trials that cultivate fabulousness, efficiency and camaraderie. INOVACE taking after proficient environment criteria has watched Positive values.

- Relax and inviting atmosphere.
- Commitment to excellence.
- Open and fair communication.
- Sense of humor.
- Flexibility.
- Positive reinforcement.
- Cooperation, back and empowerment.
- Emphasis on wellbeing, family and environment.

INTERNSHIP JOINING LETTER

 INOVACE Technologies	291, Elephant Road, Dhaka – 1205 +880 1911 109 137, +880 1938 990 250 Email: inovacetechnbd@gmail.com		
10/06/2019			
S.M.Shadman Fuad House:249/5 Mohammadpur,Dhaka 1207 RE: LETTER OF OFFER OF EMPLOYMENT – <i>Intern</i> .			
Dear <i>Mr. Shadman</i>, Following our recent discussions, we are delighted to offer you the position of <i>Intern (Software Analystist & Testing)</i> with our organization, <i>Inovace Technologies</i>. If you join <i>Inovace</i>, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service. As a member of <i>Inovace</i> team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of <i>Inovace Technologies</i>. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing. Name: <i>S.M.Shadman Fuad</i> Student of: <i>Software Engineering (Daffodil International University, ID-161-35-1550)</i> Title: <i>Intern (Software Analystist & Testing)</i> Start date: <i>11/06/2019</i> Hours of work: <i>20 hours per week.</i> Reporting relationship: <i>Mr. MD Aminur Rashid, Chief Technical Officer</i> We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding. Sincerely, <i>Md Munirul Alam</i> 10.06.19 Chief Executive Officer Inovace Technologies  With the signature below, I accept this offer for employment. <table border="0" style="width: 100%;"><tr><td style="width: 50%; text-align: center;"> _____ Name</td><td style="width: 50%; text-align: center;"><i>11/06/2019</i> _____ Date</td></tr></table>		 _____ Name	<i>11/06/2019</i> _____ Date
 _____ Name	<i>11/06/2019</i> _____ Date		

Chapter 4

Technology Employing

4.1 Technology Employment

INOVACE Technologies system and services represent the most effective technologies in IoT solution, Industrial R&D, Industrial Automation, Indigenous Technologies, Biometric security & Access control solution, Problem centric business solution.

4.2 Fundamental Technologies



4.3 Technologies I Used

Table 4.1 Technologies I Used

ITEM	TECHNOLOGIES
Backend	Java 8 (Framework : Spring Boot v1.4.4), PostgreSQL, Swagger, git, Tomcat (servlet container), JWT (based authentication system), bCrypt (password encryption), Maven (build automation tool), Logback (logging system), nginx (web server), JSON (based communication between API server and Client applications), Hibernate (Object Relationship Mapping), JPA (Persistence API)
Frontend	HTML 5, CSS 3, Bootstrap, jQuery, EcmaScript 6 (JavaScript ES6), PHP, PHP Framework, PHP Router, Styled Components, git, JSON (based communication between API server and Client applications), JWT (based authentication system), XAMPP
Platform	PHP OOP Raw Framework, Java Spring Boot, Native Android Studio Java.
Tools	WebStorm, Sublime, DataGrip, Android Studio, IntelliJ IDEA.

4.4 Logistic Support

Our head-office have well-furnished office, with most recent ICT framework (equipment, computer program and communication framework) and office hardware and coordination's, we have isolated labs hardware with specialized gear and computer program.

4.4.1 Hardware and Software Facilities

Table 4.2 Hardware and Software Facilities

Hardware Facilities-Software Development Unit			
SI	Item	Quantity	Key Tech. Spec.
1	Server	3	Windows,Linux
2	Workstation	25	Intel
3	Laptop / Note Book/Mac	10	Hp/ASUS
4	Networking		Router: MikroTik, EditMax Wireless
5	Laser Printer	6	A3 Size B/W 2 qty A4 Size Color Laser 1 qty A4 Size B/W 3 qty
6	A4 Size Color Laser	1	qty

Chapter 5

My Project Involvement

5.1 Project Involvement

I joined with development testing team of an ongoing project. The title of the project is “HRM”.

5.2 Knowledge Sharing

In a software development firm, a extend has a few stages including diverse sorts of mastery. In each organize, an archive has produced as a organize deliverable. In SDLC, there are diverse stages of completing a product/project, additionally in industry-oriented venture there are a few organize with yield. That yield of stages has been examined with space master to start exercises for another step. I came to that from advancement point of view a venture by and large has a few stages and deliverables. For the reason of Testing & Improvement, taking after archive has given to me with point by point introduction.

Terms of Reference and Scope of the Component:

- System Requirement Specification (SRS).
- Non-Functional prototype.
- Data Model & Structural Metadata Document.
- Test Document.

5.3 HRM:

5.3.1 You're User ID and Password

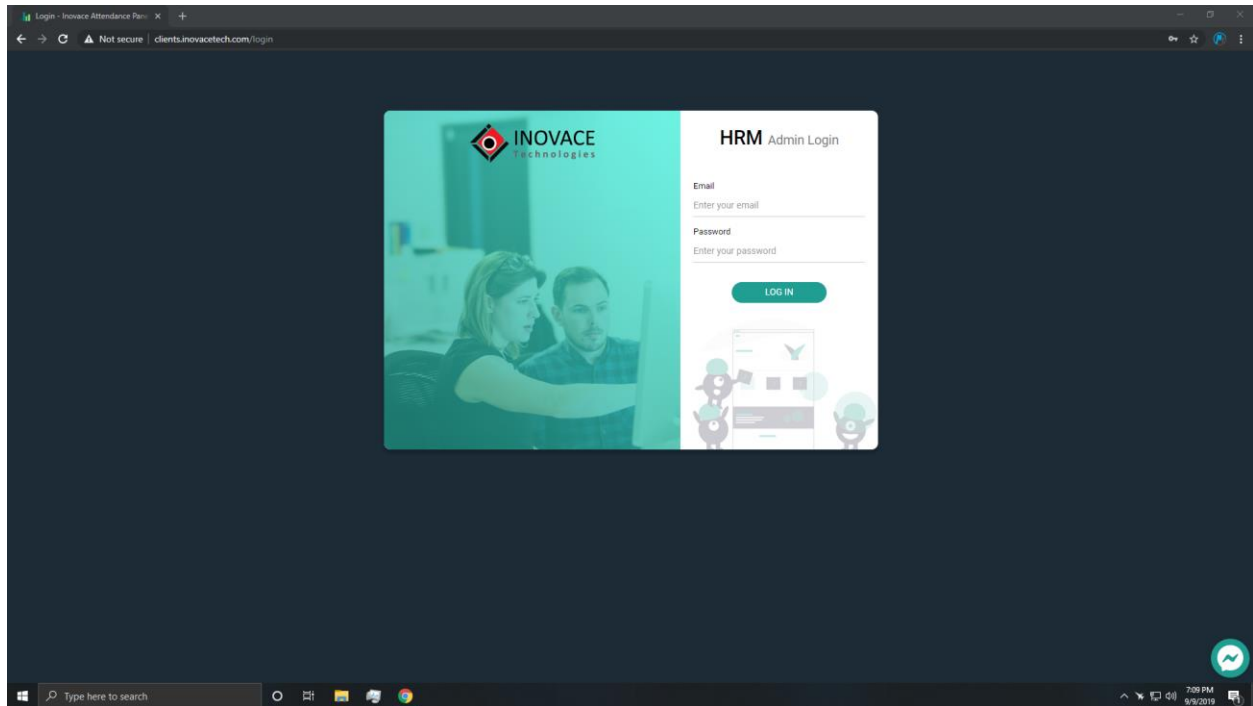


Figure 5.1: HRM-Admin Login

5.3.2 Dashboard

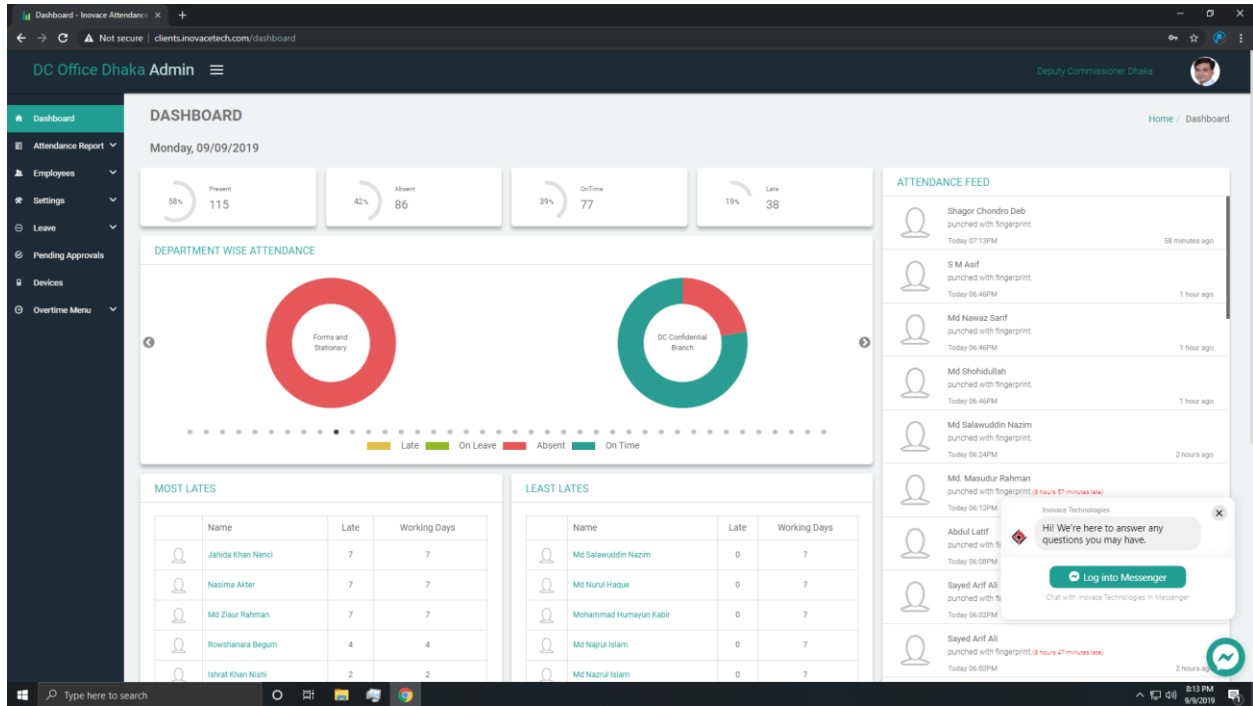


Figure 5.2: HRM-Dashboard

5.3.3 Office Management

- ❖ Create A shift for office timing

Go to Settings

- Click on Shift
- Create a new shift
- Enter the shift time, late count and early leave time
- You can Create Multiple Shifts(Ex. Night Shift,Day shift)

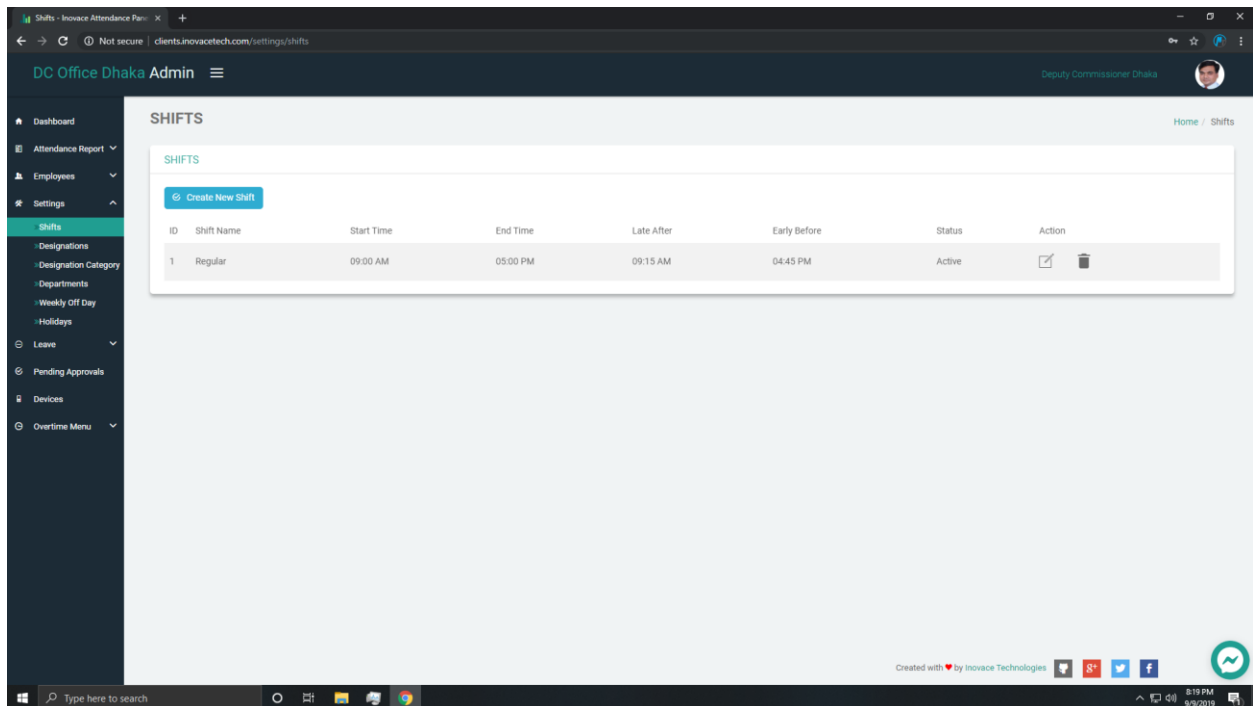


Figure 5.3: HRM-Office Management

5.3.4 Create Departments

- Go to Setting
- Click on Departments
- Create Department
- Enter the name of the department and set the Hierarchy

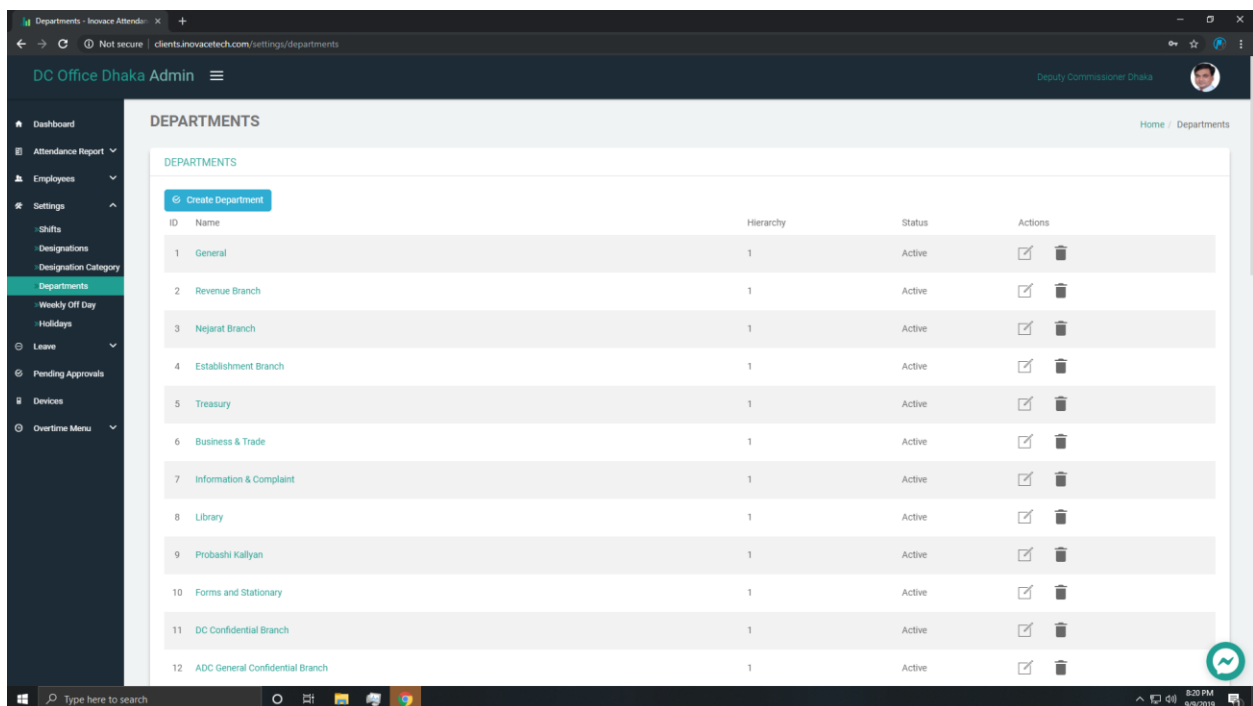


Figure 5.4: HRM-Create Department

5.3.5 Create Designation Category

- Go to Settings
- Click on Designation Category
- Create Designation Category
- Create Multiple Designation Categories for Differentiating office sections, Staff's grades

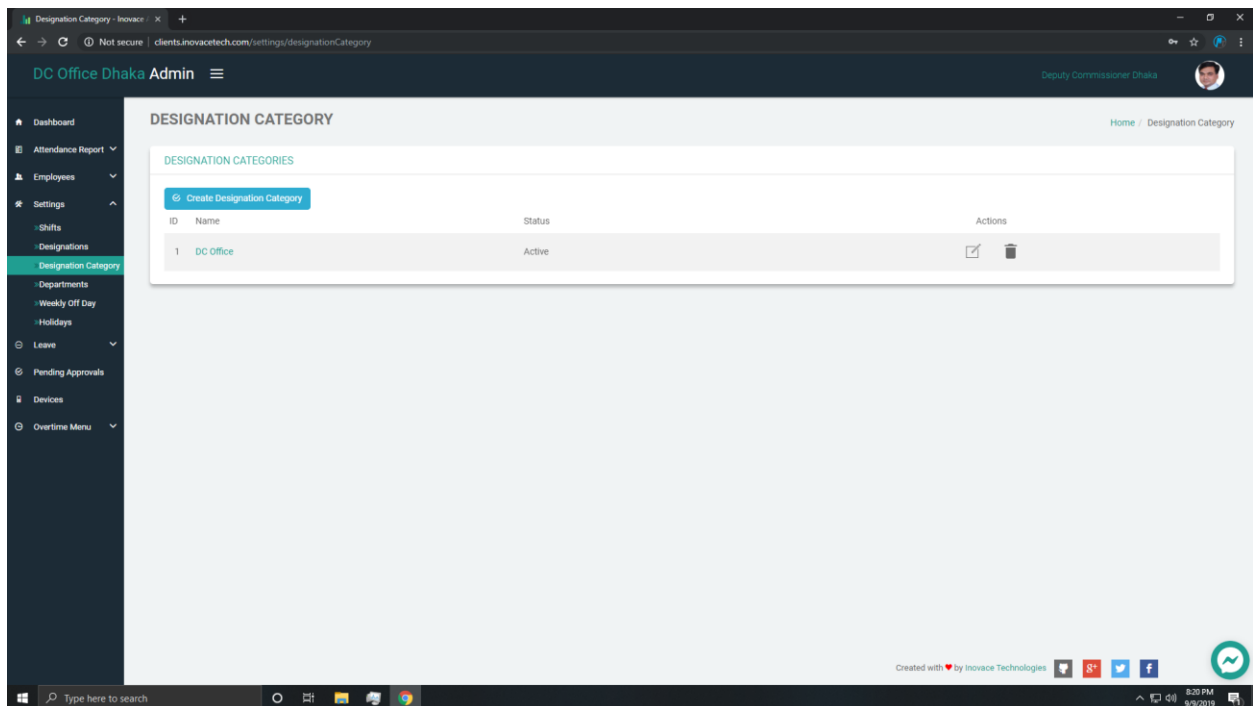


Figure 5.5: HRM-Create Designation Category

5.3.6 Create Designations

- Go to Settings
- Click on Designations
- Create Designation
- Enter Name, Hierarchy and Select Designation Category

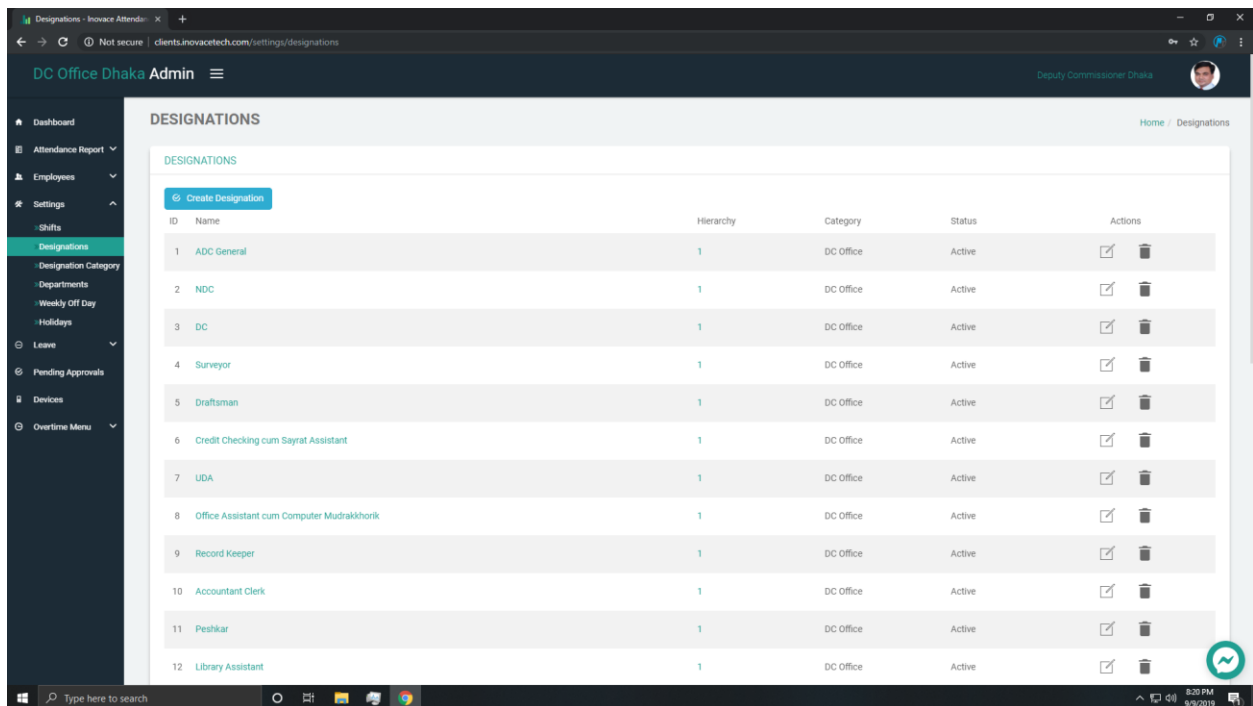


Figure 5.6: HRM-Create Designation

5.3.7 Create New Employee

- Go to Employees
- Create Employee
- Enter Name, Email Address, Password
- Select Department, Designation, Weekly Off Day policy
- Enter Primary text (Greetings) “Welcome” / “Thank You”
- Enter Secondary text (Short Name of the employee)
- Primary & Secondary Texts CANNOT be Larger than 10 Letters.
- Employee ID and Report position should be numerical

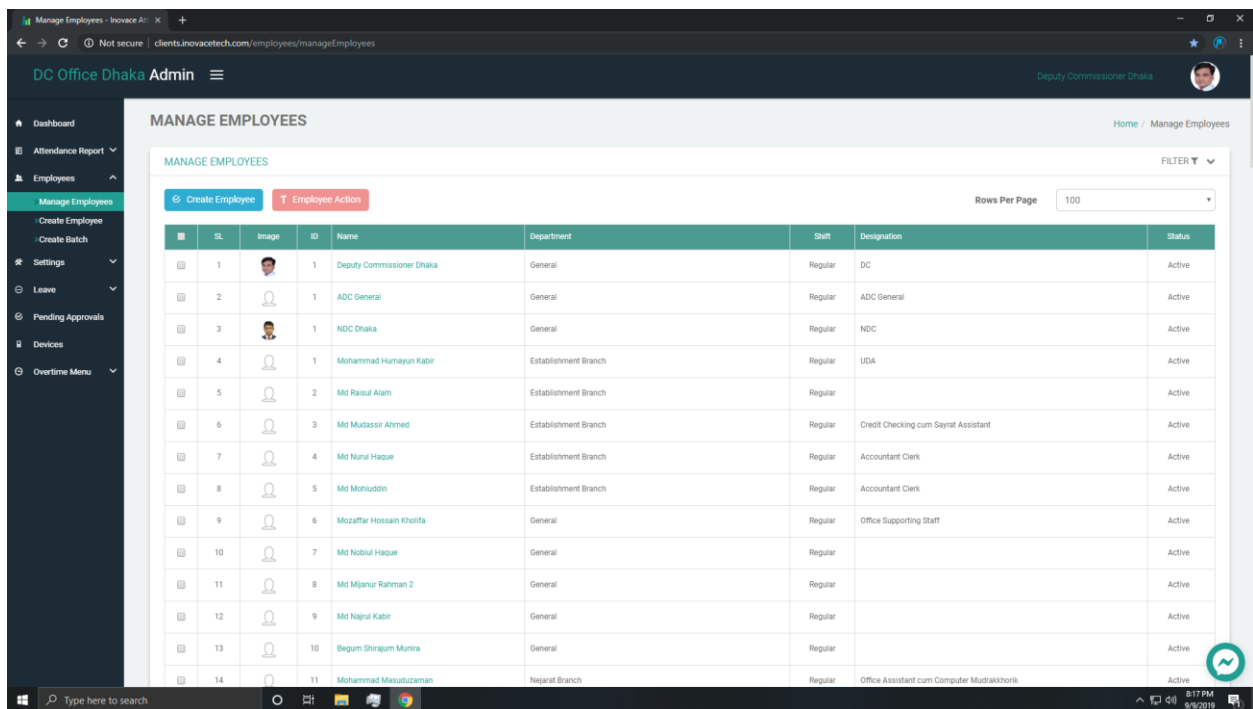
Report position is used to sort employee names on the list. The less the value is the higher the priority is.

The screenshot shows a web application interface for creating a new employee. The browser address bar indicates the URL is `clients.inovacetech.com/employees/createEmployeeSingle`. The page title is "CREATE EMPLOYEE". The form is divided into two columns of input fields. The left column includes fields for Name, Employee ID, Password, Report Position, Primary Display Text (Maximum 10 characters), Department, Leave Policy, and Shift. The right column includes fields for Email, Confirm Password, RFID, Secondary Display Text (Maximum 10 characters), Designation, Weekly Off Day Policy, and Gender. A "Submit" button is located at the bottom left of the form. The interface includes a sidebar menu with options like Dashboard, Attendance Report, Employees, Manage Employees, Create Employee, Create Batch, Settings, Leave, Pending Approvals, Devices, and Overtime Menu. The user is logged in as "Deputy Commissioner Dhaka".

Figure 5.7: HRM-Create Employee

5.3.8 Manage Employees:

- ❖ Click on Employees on the left side
 - Click on Manage Employees to see the employee list
 - From the Filter on the right top side you can select offices, departments, designations to get specified list



The screenshot displays the 'MANAGE EMPLOYEES' interface. On the left is a sidebar with navigation options: Dashboard, Attendance Report, Employees (selected), Manage Employees (active), Create Employee, Create Batch, Settings, Leave, Pending Approvals, Devices, and Overtime Menu. The main area shows a table of employees with the following data:

SL	Image	ID	Name	Department	Shift	Designation	Status
1		1	Deputy Commissioner Dhaka	General	Regular	DC	Active
2		1	ADC General	General	Regular	ADC General	Active
3		1	NDC Dhaka	General	Regular	NDC	Active
4		1	Mohammad Humayun Kabir	Establishment Branch	Regular	UDA	Active
5		2	Md Raisul Alam	Establishment Branch	Regular		Active
6		3	Md Mudassir Ahmed	Establishment Branch	Regular	Credit Checking cum Sayrat Assistant	Active
7		4	Md Nurul Haque	Establishment Branch	Regular	Accountant Clerk	Active
8		5	Md Mohiuddin	Establishment Branch	Regular	Accountant Clerk	Active
9		6	Mozaffar Hossain Kholifa	General	Regular	Office Supporting Staff	Active
10		7	Md Nobil Haque	General	Regular		Active
11		8	Md Mijanur Rahman 2	General	Regular		Active
12		9	Md Nagrul Kabir	General	Regular		Active
13		10	Begum Shirajum Munira	General	Regular		Active
14		11	Mohammad Masuduzzaman	Regional Branch	Regular	Office Assistant cum Computer Maintenance	Active

Figure 5.8: HRM-Manage Employee

- Click on any employee's name to visit their profile
- From there you can see the profile information
- Attendance Report, Leaves and also can enroll fingerprint of that specific person from this profile.

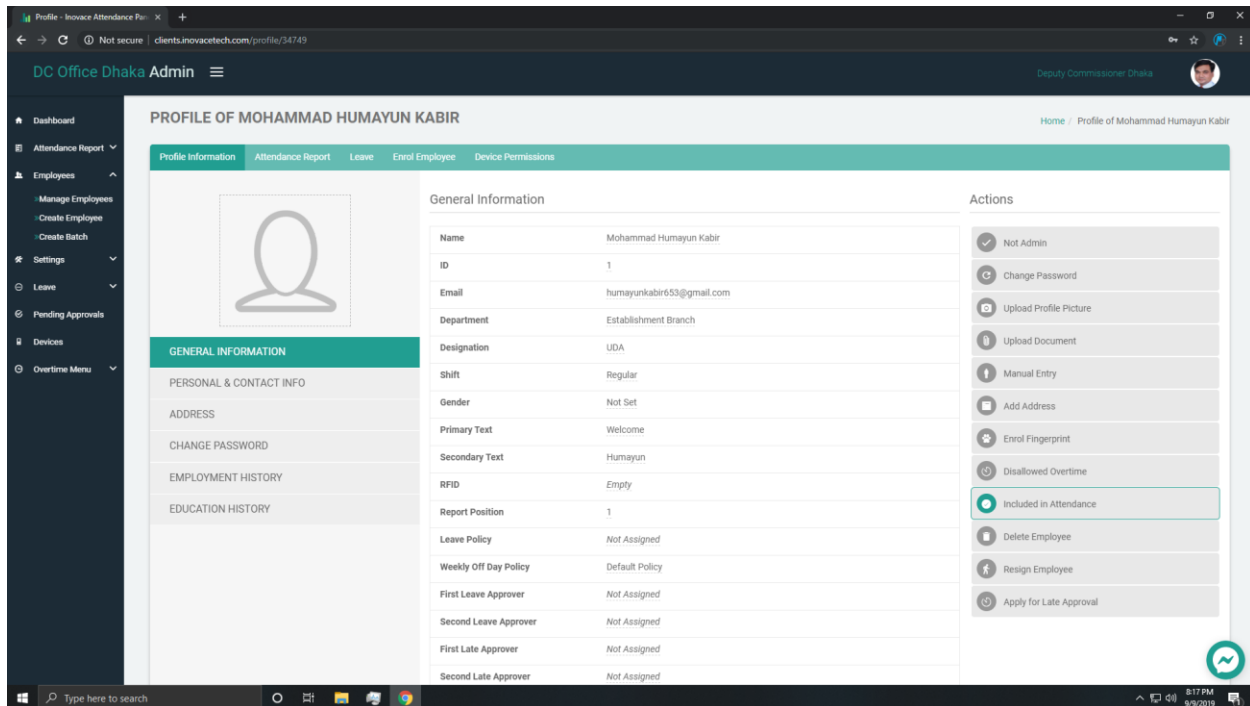


Figure 5.9: HRM-Visit Employee Profile

5.3.9 Attendance Report of Specific Employee

- Click on the Attendance Report Beside Profile Information
- Edit Date Range to see report for specific date range

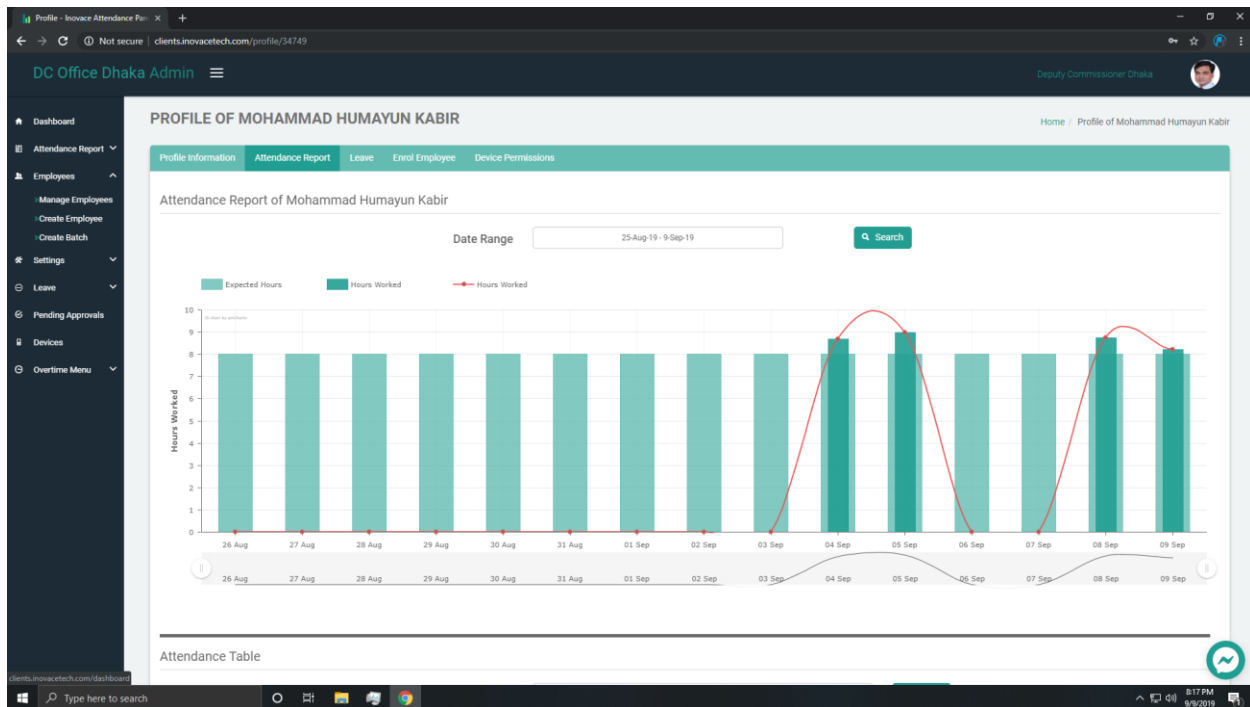


Figure 5.10: HRM- Attendance Report of Specific Employee

5.3.10 Check Remaining Leaves in Current Year

- Click on the Leave tab beside Attendance Report tab to see what leaves he has taken and how many leaves are left in the current year

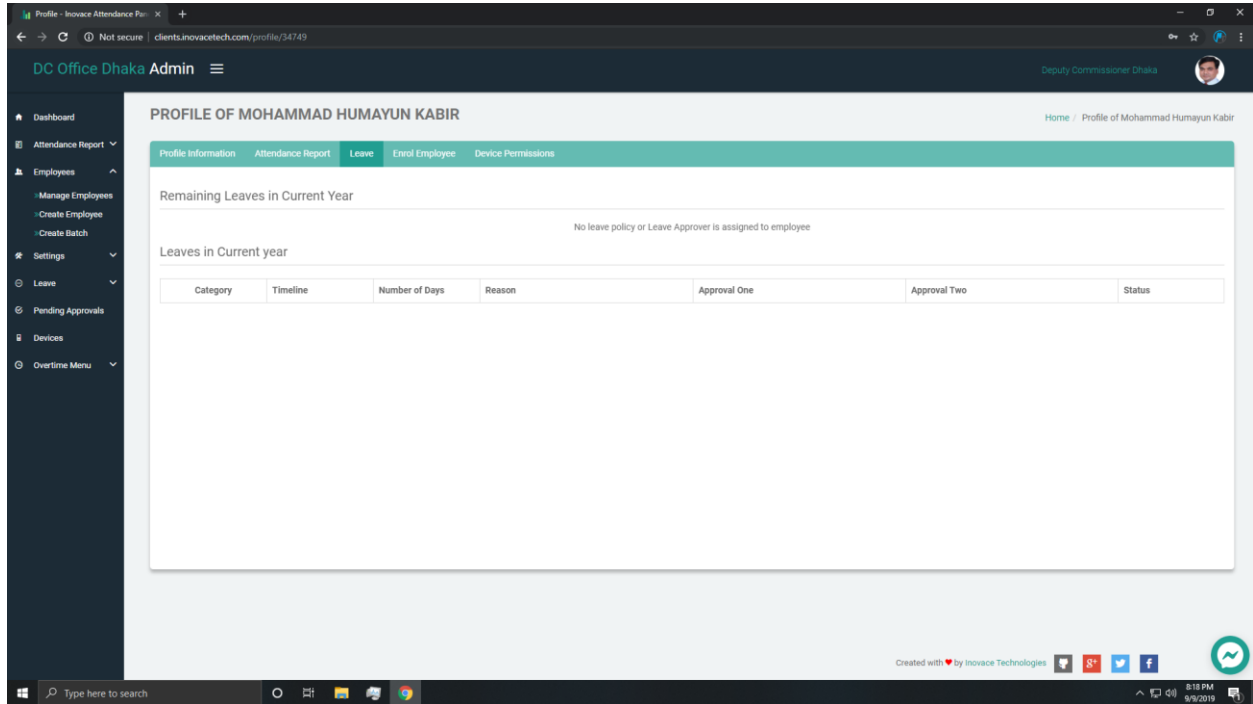


Figure 5.11: HRM-Check Leave

5.3.11 Enroll Fingerprint of an Existing Employee

- From the Enroll Employee tab you can enroll fingerprint of that specific employee

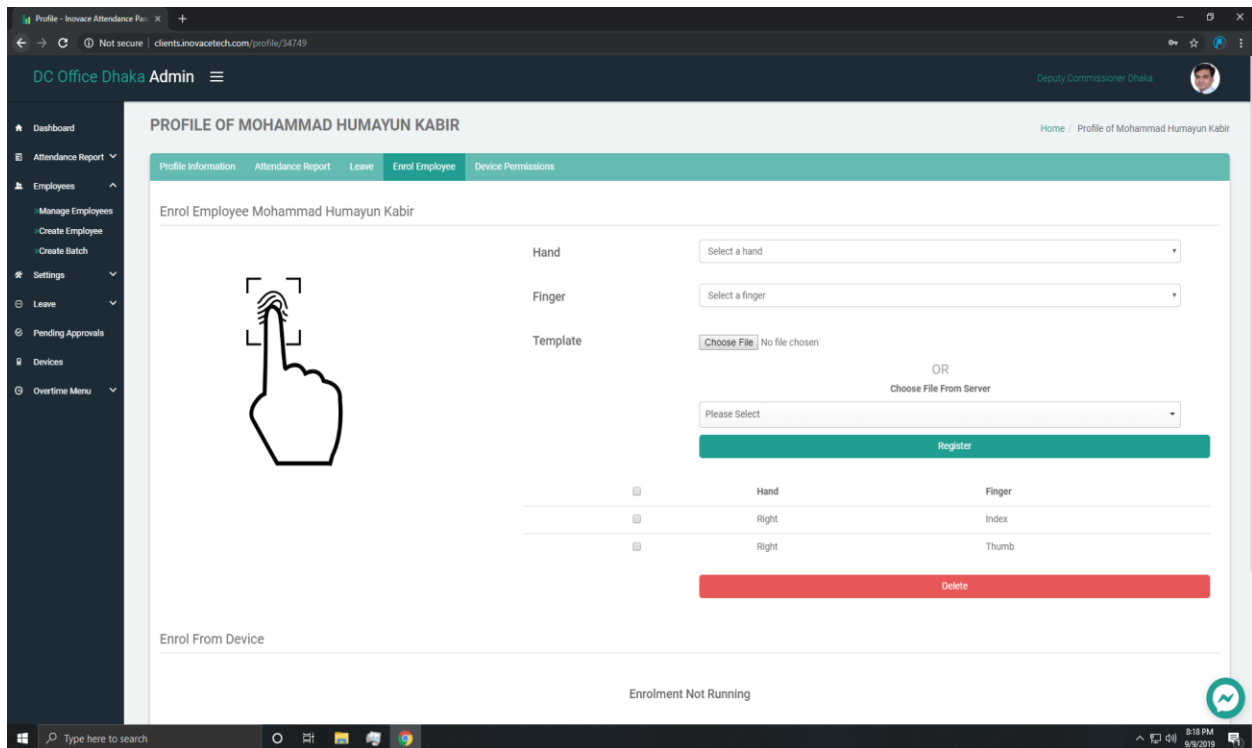


Figure 5.12: HRM-Enrolment

- Scroll down to the menu “Select Device”
- Select Device of your office and click start to start enrollment

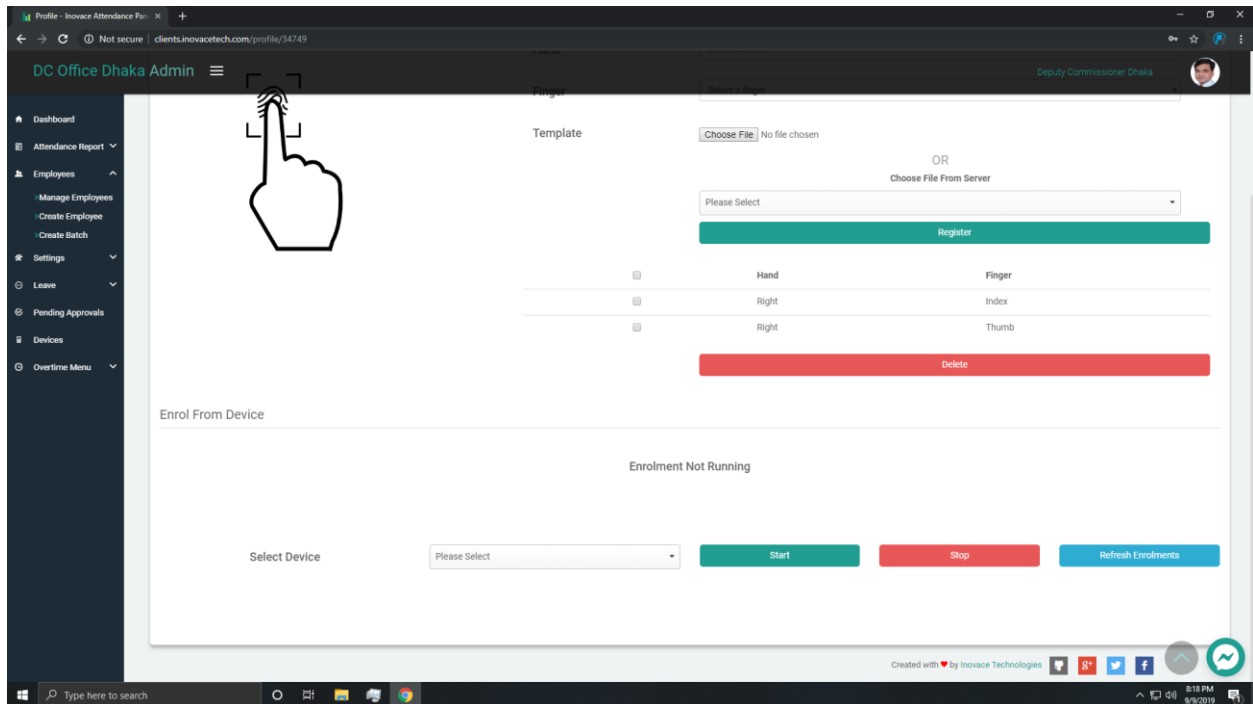


Figure 5.13: HRM-Enrolment (select device)

5.3.12 Device End Enrollment Process

- Turn on the device if the device is off by sliding down the switch placed in the right side of the device
- After the device is in normal mode press the left side push button and hold till you hear a beep and release immediately after the beep
- The device will go to the enrollment mode and show the name of the employee that you entered in the Secondary Text
- Put employee's one finger on the blue light glass
- And release when it shows to release in the Device display
- You have to place THE SAME FINGER 3 times on the scanner
- After Verification press the push button for one time
- It will Again go to the Enrollment Mode and you can enrol another fingerprint of that employee through the same process mentioned above
- If you don't want another fingerprint just press the push button once and the device will go to the normal mode
- Check again by placing the finger that has been enrolled



Figure 5.14: HRM-Attendance Device

5.3.13 Attendance Report

For checking Attendance Report click on the Attendance Report

- For details attendance report click on the details report
- For daily, weekly and monthly report you will get options there

You can download (.xls /.pdf) files and also can print directly from the website

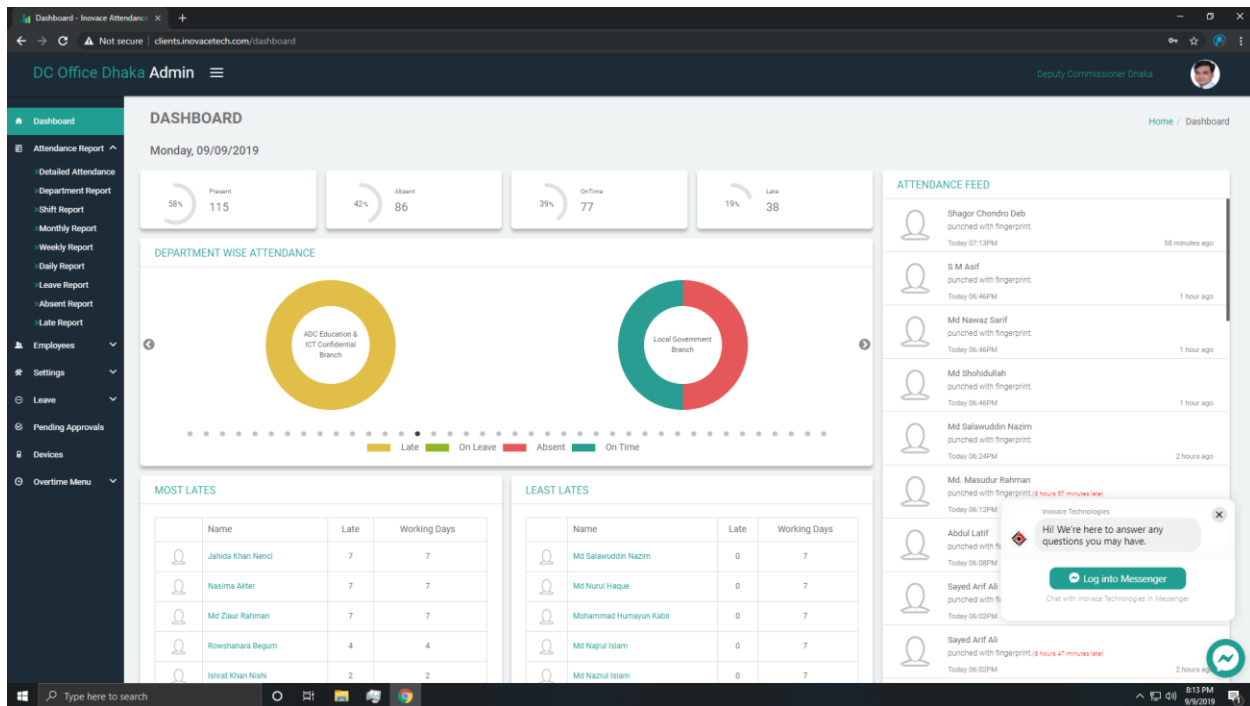


Figure 5.15: HRM-Dashboard

Internship Report

Deleted Attendance - Invoice P... +

← → ↻ 🔒 Not secure | clients.inovacetech.com/attendanceReport/detailedAttendance

DC Office Dhaka Admin

Dashboard

Attendance Report

Detailed Attendance

Department Report

Shift Report

Monthly Report

Weekly Report

Daily Report

Leave Report

Absent Report

Late Report

Employees

Settings

Leave

Pending Approvals

Devices

Overtime Menu

DETAILED ATTENDANCE

Home / Detailed Attendance

DETAILED REPORT

Excel

Rows Per Page 100

Image	ID	Name	Department	Designation	Designation Category	Shift	09.09.2019 (Mon)			08.09.2019 (Sun)			07.09.2019 (Sat)			06.09.2019 (Fri)			
							entry	exit	hour	entry	exit	hour	entry	exit	hour	entry	exit	hour	
	111	Mili Akhter	LA Branch	Chairman	DC Office	Regular		Absent											Absent
	62	Bodun Nahar	Recordroom Branch	Office Assistant cum Computer Mudrakshorik	DC Office	Regular	09:09 AM	-	11h3m	10:06 AM	-	-				Off Day			Off Day
	63	Md Azizul Haque	Recordroom Branch	Office Assistant cum Computer Mudrakshorik	DC Office	Regular	08:35 AM	-	11h38m	08:21 AM	08:21 AM	0h0m				Off Day			Off Day
	64	Md Uzzol Hossain	Recordroom Branch	Certificate Assistant	DC Office	Regular	08:56 AM	-	11h16m	08:52 AM	-	-				Off Day			Off Day
	112	Habiba Yasmin	LA Branch	Chairman	DC Office	Regular		Absent								Absent			Absent
	65	Md Nasir Uddin Khan	Recordroom Branch	Office Assistant cum Computer Mudrakshorik	DC Office	Regular	07:55 AM	-	12h18m	08:24 AM	-	-				Off Day			Off Day
	113	Zhumur Khanam	VP branch	Office Supporting Staff	DC Office	Regular	05:26 PM	-	2h47m							Absent			Absent
	66	Md Kamruzzaman	Recordroom Branch	Mutation cum Certificate Assistant	DC Office	Regular	08:57 AM	-	11h16m	08:52 AM	-	-				Off Day			Off Day
	120	Misses Begum	Record Room	Chairman	DC Office	Regular		Absent								Absent			Absent
	69	Md Anwarul Islam	Probashi Kalyan	Office Assistant cum Computer Mudrakshorik	DC Office	Regular	09:02 AM	05:04 PM	8h2m	08:32 AM	05:03 PM	8h30m				Off Day			Off Day
	1	Jolaiha Akter	VP branch	Office Supporting Staff	DC Office	Regular	05:26 PM	-	2h46m							Absent			Absent
	72	Md Mokheesur Rahman	Front Desk Branch	Office Assistant cum Computer Mudrakshorik	DC Office	Regular	08:30 AM	-	11h43m	08:41 AM	-	-							
	73	Jahida Khan Nenci	Front Desk Branch	Office Assistant cum Computer Mudrakshorik	DC Office	Regular	10:00 AM	-	10h13m	10:06 AM	-	-							
	74	Md shahin	Front Desk Branch	Office Assistant cum Computer Mudrakshorik	DC Office	Regular	09:35 AM	-	10h38m	09:53 AM	-	-							
	1	Biswajit Das	LA Branch	Draftsman	DC Office	Regular		Absent								Absent			Absent
	76	ABM Tanver Ahmed	Education Branch	UDA	DC Office	Regular	08:50 AM	-	11h23m	08:51 AM	-	-				Off Day			Off Day
	77	Md Rofikul Islam Shikder	Education Branch	Office Assistant cum Computer Mudrakshorik	DC Office	Regular	08:58 AM	05:44 PM	8h46m	09:02 AM	05:47 PM	8h44m				Off Day			Off Day

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🕒 8:13 PM

Figure 5.16: HRM-Detailed Attendance

Internship Report

MONTHLY REPORT

Monthly Attendance Report (September, 2019)

SL	ID	Name	Department	Designation	Category	01	02	03	04	05	06	07	08	09	Off Day : OF	Holidays : H	Leave : LV	Present : P	Absent : A	Late : L
1	111	Mil Akhter	LA Branch	Chairman	DC Office	A	A	A	A	A	A	A	A	A	0	0	0	9	0	0
2	62	Bodun Nahar	Recordroom Branch	Office Assistant cum Computer Mudrakhorik	DC Office	P	A	A	L	P	OF	OF	L	P	2	0	5	2	0	2
3	63	Md Azizul Haque	Recordroom Branch	Office Assistant cum Computer Mudrakhorik	DC Office	P	P	P	P	P	OF	OF	P	P	2	0	7	0	0	0
4	64	Md Uzzol Hossain	Recordroom Branch	Certificate Assistant	DC Office	P	P	A	P	P	OF	OF	P	P	2	0	6	1	0	0
5	112	Habiba Yasmin	LA Branch	Chairman	DC Office	A	A	A	A	A	A	A	A	A	0	0	0	9	0	0
6	113	Zhumur Khanam	VP branch	Office Supporting Staff	DC Office	A	A	A	A	A	A	A	L	0	0	0	1	8	0	1
7	65	Md Nasir Uddin Khan	Recordroom Branch	Office Assistant cum Computer Mudrakhorik	DC Office	P	A	P	P	P	OF	OF	P	P	2	0	6	1	0	0
8	120	Misses Begum	Record Room	Chairman	DC Office	A	A	A	A	A	A	A	A	A	0	0	0	9	0	0
9	66	Md Kamruzzaman	Recordroom Branch	Mutation cum Certificate Assistant	DC Office	P	P	P	P	P	OF	OF	P	P	2	0	7	0	0	0
10	69	Md Anwarul Islam	Probashi Kalyan	Office Assistant cum Computer Mudrakhorik	DC Office	P	P	P	P	P	OF	OF	P	P	2	0	7	0	0	0
11	1	Jolaiha Akter	VP branch	Office Supporting Staff	DC Office	A	A	A	A	A	A	A	L	0	0	0	0	0	0	0
12	72	Md Mokheesur Rahman	Front Desk Branch	Office Assistant cum Computer Mudrakhorik	DC Office	P	P	P	A	A	OF	OF	P	P	2	0	0	0	0	0
13	73	Jahida Khan Nanci	Front Desk Branch	Office Assistant cum Computer Mudrakhorik	DC Office	L	L	L	L	L	OF	OF	L	L	2	0	0	0	0	0
14	74	Md shahin	Front Desk Branch	Office Assistant cum Computer Mudrakhorik	DC Office	L	L	L	P	L	OF	OF	L	L	2	0	0	0	0	0
15	1	Biowaji Das	LA Branch	Draftsman	DC Office	A	A	A	A	A	A	A	A	A	0	0	0	0	0	0
16	76	ABM Tanvir Ahmed	Education Branch	UDA	DC Office	P	P	P	P	P	OF	OF	P	P	2	0	0	0	0	0
17	77	Md Rofikul Islam Shikder	Education Branch	Office Assistant cum Computer Mudrakhorik	DC Office	P	P	P	P	P	OF	OF	P	P	2	0	7	0	0	0
18	1	Md Sahidullah Khan	Local Government Branch	Office Supporting Staff	DC Office	A	A	A	A	A	A	A	A	A	0	0	0	9	0	0

Figure 5.17: HRM-Monthly Report

Internship Report

The screenshot displays the 'MONTHLY REPORT' interface for 'DC Office Dhaka Admin'. The page includes a sidebar with navigation options like Dashboard, Attendance Report, and Employees. The main content area shows a 'MONTHLY REPORT' section with buttons for 'Export As Excel', 'Export As PDF', and 'Print'. Below these is a table titled 'Monthly Attendance Report (September, 2019)'. The table lists 18 employees with columns for SL, ID, Name, Department, Designation, Category, and attendance for each day of the month (01-09). Summary columns at the end of the table include Off Days, Holidays, Present, Absent, Leave, and Late. A chat window for 'Inovace Technologies' is visible on the right side of the table.

SL	ID	Name	Department	Designation	Category	01	02	03	04	05	06	07	08	09	Off Days	Holidays	Present	Absent	Leave	Late
1	111	Mil Akhter	LA Branch	Chairman	DC Office	A	A	A	A	A	A	A	A	A	0	0	0	9	0	0
2	62	Bodun Nahar	Recordroom Branch	Office Assistant cum Computer Mudrakhorik	DC Office	P	A	L	P	OF	OF	L	P	2	0	0	5	2	0	2
3	63	Md Azizul Haque	Recordroom Branch	Office Assistant cum Computer Mudrakhorik	DC Office	P	P	P	P	OF	OF	P	P	2	0	0	7	0	0	0
4	64	Md Uzziul Hossain	Recordroom Branch	Certificate Assistant	DC Office	P	P	A	P	P	OF	OF	P	2	0	0	6	1	0	0
5	112	Habiba Yasmin	LA Branch	Chairman	DC Office	A	A	A	A	A	A	A	A	0	0	0	0	9	0	0
6	113	Zhumur Khanam	VP branch	Office Supporting Staff	DC Office	A	A	A	A	A	A	A	L	0	0	0	1	8	0	1
7	65	Md Nasir Uddin Khan	Recordroom Branch	Office Assistant cum Computer Mudrakhorik	DC Office	P	A	P	P	P	OF	OF	P	2	0	0	6	1	0	0
8	120	Misses Begum	Record Room	Chairman	DC Office	A	A	A	A	A	A	A	A	0	0	0	0	9	0	0
9	66	Md Kamruzzaman	Recordroom Branch	Mutation cum Certificate Assistant	DC Office	P	P	P	P	P	OF	OF	P	2	0	0	7	0	0	0
10	69	Md Anwarul Islam	Probashi Kalyan	Office Assistant cum Computer Mudrakhorik	DC Office	P	P	P	P	P	OF	OF	P	2	0	0	7	0	0	0
11	1	Joiakha Aider	VP branch	Office Supporting Staff	DC Office	A	A	A	A	A	A	A	L	0	0	0	0	9	0	0
12	72	Md Mokheesur Rahman	Front Desk Branch	Office Assistant cum Computer Mudrakhorik	DC Office	P	P	P	A	OF	OF	P	P	2	0	0	0	0	0	0
13	73	Jahida Khan Nenci	Front Desk Branch	Office Assistant cum Computer Mudrakhorik	DC Office	L	L	L	L	L	OF	OF	L	L	2	0	0	0	0	0
14	74	Md shahin	Front Desk Branch	Office Assistant cum Computer Mudrakhorik	DC Office	L	L	L	P	L	OF	OF	L	L	2	0	0	0	0	0
15	1	Biswajit Das	LA Branch	Draftsman	DC Office	A	A	A	A	A	A	A	A	0	0	0	0	9	0	0
16	76	ABM Tanvir Ahmed	Education Branch	UDA	DC Office	P	P	P	P	P	OF	OF	P	2	0	0	0	0	0	0
17	77	Md Rofikul Islam Shikder	Education Branch	Office Assistant cum Computer Mudrakhorik	DC Office	P	P	P	P	P	OF	OF	P	2	0	0	7	0	0	0
18	1	Md. Sahidullah Khan	Local Government Branch	Office Supporting Staff	DC Office	A	A	A	A	A	A	A	A	0	0	0	0	9	0	0

Figure 5.18: HRM-Monthly Report

Internship Report

The screenshot displays the 'WEEKLY REPORT' page in the HRM system. The page includes a sidebar with navigation options like Dashboard, Attendance Report, and Employees. The main content area shows a 'Weekly Attendance Report' table with columns for SL, ID, Name, Department, Designation, Category, and attendance status for each day of the week (Mon, Off Days, Holidays, Present, Absent, Leave, Late). The table lists 18 employees with their respective attendance records. A chat window for 'Inovace Technologies' is visible on the right side of the table.

SL	ID	Name	Department	Designation	Category	Mon	Off Days	Holidays	Present	Absent	Leave	Late
1	111	Mil Akhter	LA Branch	Chairman	DC Office	A	0	0	0	1	0	0
2	62	Bodrun Nahar	Recordroom Branch	Office Assistant cum Computer Mudrakhorik	DC Office	P	0	0	1	0	0	0
3	63	Md Azbul Haque	Recordroom Branch	Office Assistant cum Computer Mudrakhorik	DC Office	P	0	0	1	0	0	0
4	112	Habiba Yasmin	LA Branch	Chairman	DC Office	A	0	0	0	1	0	0
5	64	Md Uzol Hossain	Recordroom Branch	Certificate Assistant	DC Office	P	0	0	1	0	0	0
6	65	Md Nasir Uddin Khan	Recordroom Branch	Office Assistant cum Computer Mudrakhorik	DC Office	P	0	0	1	0	0	0
7	113	Zhumur Khanam	VP Branch	Office Supporting Staff	DC Office	L	0	0	1	0	0	1
8	120	Misses Begum	Record Room	Chairman	DC Office	A	0	0	0	1	0	0
9	66	Md Kamruzzaman	Recordroom Branch	Mutation cum Certificate Assistant	DC Office	P	0	0	1	0	0	0
10	69	Md Ameerul Islam	Probashi Kalyan	Office Assistant cum Computer Mudrakhorik	DC Office	P	0	0	1	0	0	0
11	1	Jolaha Akter	VP Branch	Office Supporting Staff	DC Office	L	0	0	0	0	0	0
12	72	Md Mokhlesur Rahman	Front Desk Branch	Office Assistant cum Computer Mudrakhorik	DC Office	P	0	0	0	0	0	0
13	73	Jahida Khan Nanci	Front Desk Branch	Office Assistant cum Computer Mudrakhorik	DC Office	L	0	0	0	0	0	0
14	74	Md shahin	Front Desk Branch	Office Assistant cum Computer Mudrakhorik	DC Office	L	0	0	0	0	0	0
15	76	ABM Tanver Ahmed	Education Branch	UDA	DC Office	P	0	0	0	0	0	0
16	1	Biswajit Das	LA Branch	Draftsman	DC Office	A	0	0	0	0	0	0
17	77	Md Rofikul Islam Shikder	Education Branch	Office Assistant cum Computer Mudrakhorik	DC Office	P	0	0	1	0	0	0
18	1	Md. Sahidulrah Khan	Local Government Branch	Office Supporting Staff	DC Office	A	0	0	0	1	0	0

Figure 5.19: HRM-Weekly Report

Internship Report

DAILY REPORT

DC Office Dhaka Admin Deputy Commissioner Dhaka

Home / Daily Report

DAILY REPORT FILTER

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Daily Attendance Report - 09.09.2019 (Mon)

SL	ID	Name	Department	Designation	Category	Shift	09.09.2019 (Mon)		
							entry	exit	hour
1	111	Mil Ahter	LA Branch	Chairman	DC Office	Regular		Absent	
2	62	Bodrun Nahar	Recordroom Branch	Office Assistant cum Computer Mudrakhorik	DC Office	Regular	09:09 AM	-	11:04m
3	63	Md Azizul Haque	Recordroom Branch	Office Assistant cum Computer Mudrakhorik	DC Office	Regular	08:35 AM	-	11:39m
4	112	Habiba Yasmin	LA Branch	Chairman	DC Office	Regular		Absent	
5	64	Md Uzol Hossain	Recordroom Branch	Certificate Assistant	DC Office	Regular	08:56 AM	-	11:17m
6	65	Md Nasir Uddin Khan	Recordroom Branch	Office Assistant cum Computer Mudrakhorik	DC Office	Regular	07:55 AM	-	12:19m
7	113	Zhumur Khanam	VP branch	Office Supporting Staff	DC Office	Regular	05:26 PM	-	2:47m
8	66	Md Kamruzzaman	Recordroom Branch	Mutation cum Certificate Assistant	DC Office	Regular	08:57 AM	-	11:16m
9	120	Misses Begum	Record Room	Chairman	DC Office	Regular		Absent	
10	69	Md Anwarul Islam	Probashi Kalyan	Office Assistant cum Computer Mudrakhorik	DC Office	Regular	09:09 AM	05:04 PM	8:07m
11	1	Jolakha Ahter	VP branch	Office Supporting Staff	DC Office	Regular			
12	72	Md Mokhiesur Rahman	Front Desk Branch	Office Assistant cum Computer Mudrakhorik	DC Office	Regular			
13	73	Jahida Khan Nenci	Front Desk Branch	Office Assistant cum Computer Mudrakhorik	DC Office	Regular			
14	74	Md shahin	Front Desk Branch	Office Assistant cum Computer Mudrakhorik	DC Office	Regular			
15	1	Biswajit Das	LA Branch	Draftsman	DC Office	Regular			
16	76	ABM Tanver Ahmed	Education Branch	UDA	DC Office	Regular	08:50 AM	-	11:23m
17	77	Md Rafikul Islam Shikder	Education Branch	Office Assistant cum Computer Mudrakhorik	DC Office	Regular	08:58 AM	05:44 PM	8:46m
18	1	Md. Sahidullah Khan	Local Government Branch	Office Supporting Staff	DC Office	Regular		Absent	

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Figure 5.20: HRM-Daily Report

LEAVE REPORT

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Date	Name	ID	Department	Designation	Shift
09.09.2019 (Mon)				No leaves.	
08.09.2019 (Sun)				No leaves.	

First < 1 > Last

Showing page 1 out of 1 pages.
Showing 1 to 2 out of 2

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Figure 5.21: HRM-Leave Report

Internship Report

DC Office Dhaka Admin | Deputy Commissioner Dhaka

ABSENT REPORT

Home / Absent Report

Excel Rows Per Page 100

Date	Name	ID	Department	Designation	Shift
09.09.2019 (Mon)	Mozaffar Hossain Kholifa	6	General	Office Supporting Staff	Regular
	Md Nobilul Haque	7	General		Regular
	Md Mijanur Rahman 2	8	General		Regular
	Md Najrul Kabir	9	General		Regular
	Begum Shirajum Munira	10	General		Regular
	Nabliul Hoque	1	General	Office Assistant cum Computer Mudrakhorik	Regular
	Sirajun Munira	1	General		Regular
08.09.2019 (Sun)	Mozaffar Hossain Kholifa	6	General	Office Supporting Staff	Regular
	Md Nobilul Haque	7	General		Regular
	Md Mijanur Rahman 2	8	General		Regular
	Md Najrul Kabir	9	General		Regular
	Begum Shirajum Munira	10	General		Regular
	Md Romiz Uddin	148	General	Office Supporting Staff	Regular
	Nabliul Hoque	1	General	Office Assistant cum Computer Mudrakhorik	Regular
	Sirajun Munira	1	General		Regular

First < 1 > Last

Showing page 1 out of 1 pages.
Showing 1 to 2 out of 2

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Type here to search

8:13 PM 9/9/2019

Figure 5.22: HRM-Absent Report

Internship Report

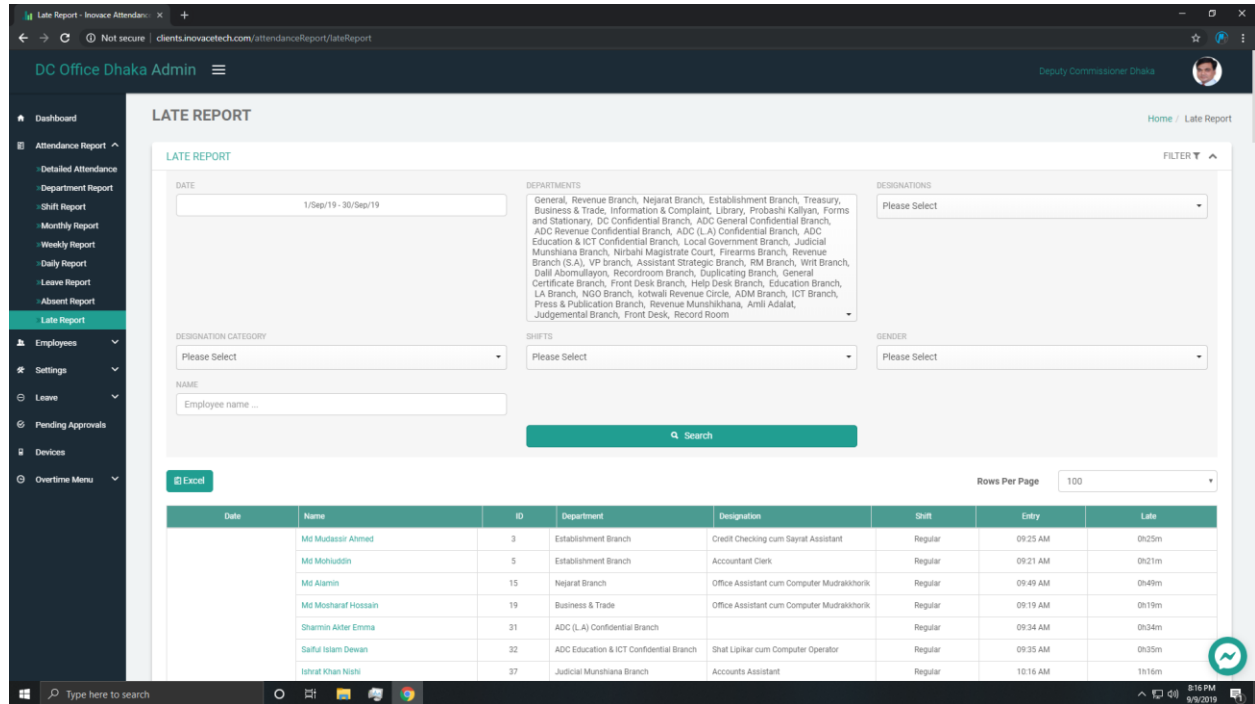


Figure 5.23: HRM-Late Report

5.3.14 Add Holiday

- To add Government and any type of Holiday go to settings
- Click on Holiday
- Add New Holiday

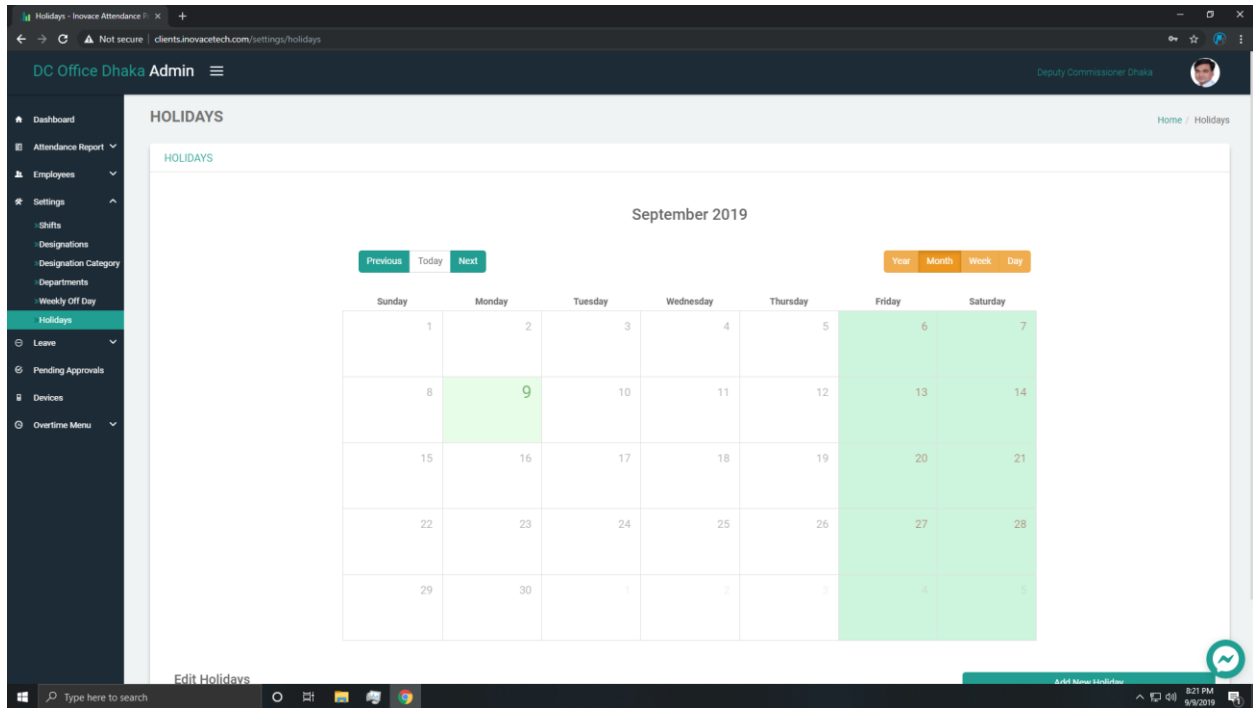


Figure 5.24: HRM-Add Holiday

- Enter the name of the holiday and select the date

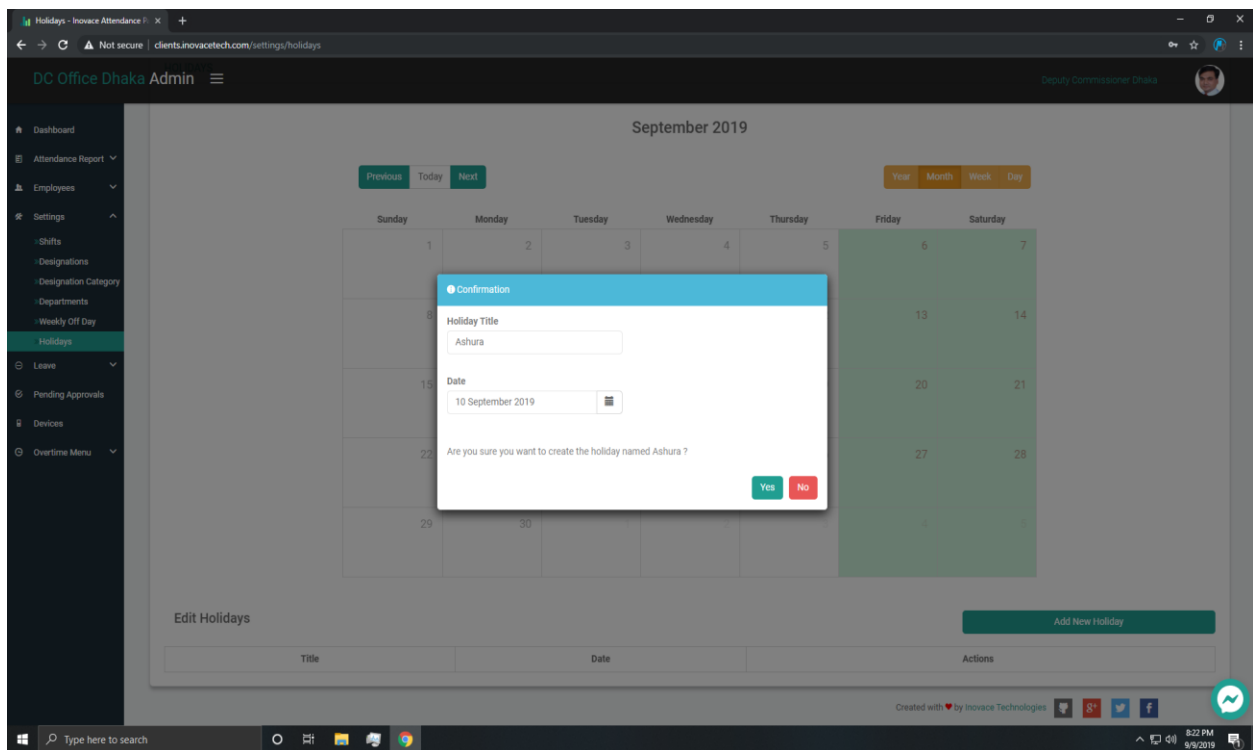


Figure 5.25: HRM-Add Holiday

5.3.15 Leave Management

- To Add leave Go to “Leave”
- Click on “Leave Category”
- Create Leave Category
- Enter the Name of Leave Category(Sick Leave/Casual Leave)

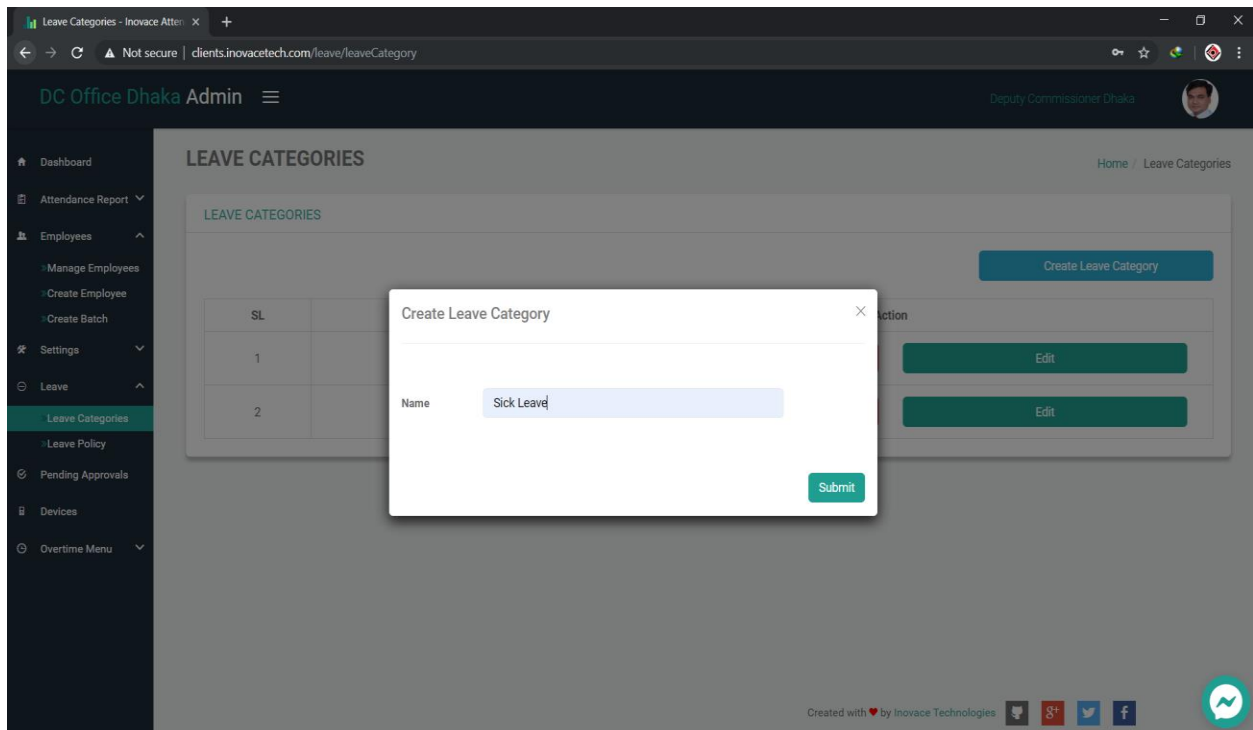


Figure 5.26: HRM-Leave Management

5.4 Web Testing

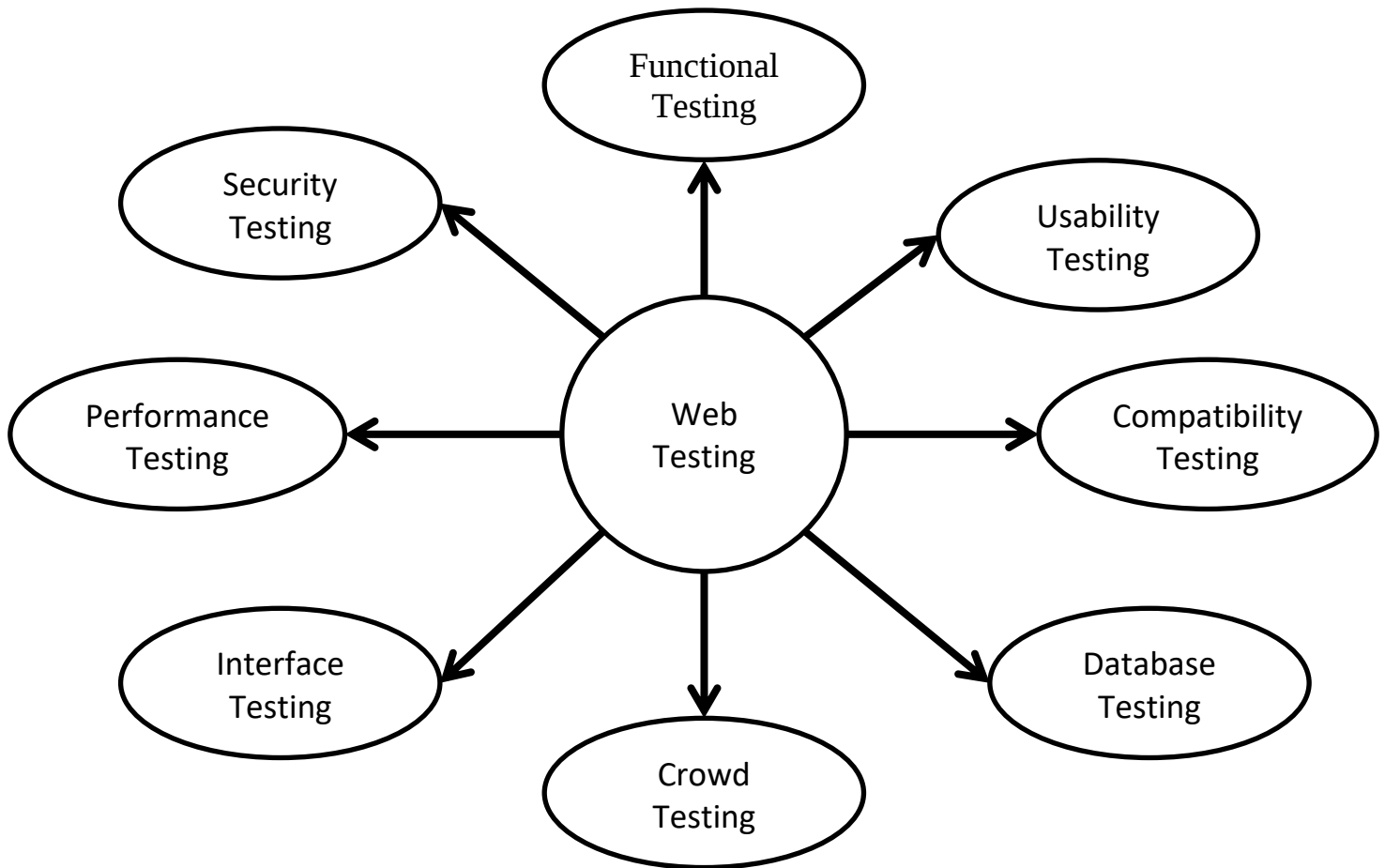


Figure 5.27: Web Testing

Chapter 6

Experience & Achievements

6.1 Overcome Problem and Difficulties

Science I have never been in a genuine world industry based computer program improvement environment, I did confront a few sorts issue within the starting like a difficult nut to split , but the environment was neighborly around me so with my hardworking capability and the assistance of my group mates make the travel simple for me.

The greatest challenge I have confronted in my Internship is need of encounter. The Framework Advancement required a parcel of prerequisite documentation and utilize of diverse devices that requires more involvement to handle.

Moment issue I have confronted is the group composition. Working in a unused environment with unused individuals is continuously a challenge. But by communication expertise and simple going identity offer assistance me a part to overcome the impediment.

Third issue I have confronted this I think is the greatest issue for a program improvement group to handle a client. It gives me a biting encounter at to begin with but final but not slightest i worked on this thing so difficult and after a few month I found a few method to handle a client but all in spite of the fact that it's continuously been a challenge with unused client. I must say a unused client will continuously donate you a unused involvement.

6.2 Working Practices

Takes after characterized hones that have for the most part composed laying out how to perform a errand with least hazard to individuals, gear, materials, environment and most of the holding between the staffs. It's work strategies are a arrangement of particular steps that direct a specialist through a assignment from begin to wrap up in a chronological arrange. It moreover gives Individuals the opportunity to utilize their abilities, give clear desires, back group, energize individuals to contribute thoughts and get included in choices.

6.3 Technological Enhancement

I came to know how corporate improvement firm bargain with improvement hones. I came to know approximately a few other specialized instrument whereas working in an environment where different designers are creating in a single stage, for illustration, adaptation control is

utilized to track of diverse developer's assignment. A single server database adaptation is utilized for all database advancement exercises.

6.4 Non-Technical Growth (soft skills)

I came to know how corporate advancement firm bargain with improvement hones. I came to know approximately a few other specialized apparatus whereas working in an environment where different designers are creating in a single stage, for illustration, form control is utilized to track of diverse developer's assignment. A single server database adaptation is utilized for all database improvement exercises. My communication level increase more than before. Last but the biggest I have learned how to be calm and keep patience when everything is going wrong.

6.5 Achievement

Followings are all the things I can gain from this industrial training:

- Earn new skills.
- Learn how to improve and apply skills.
- Professional communication.
- Networking.
- Talking constructive criticism well.
- Work hard no matter what I am doing.
- Independence.
- Making connections.
- Embellish own self.

Chapter 7

Conclusions and Recommendations

7.1 Findings and contributions

Whereas examining within the University, a few hypothetical subject appeared bored to me. I was not able to conceptualize their need in Program Designing. Doing my inters in corporate level, I came to realize the need of all those hypothetical subject instructed, I came to know the significance of having expository, numerical and great programming thoughts.

7.2 Recommendation for Future Works

I unequivocally suggest understudies to urge an Understudy Program. Out University can offer assistance us to induce Internship in corporate level. I unequivocally conviction, on the off chance that any student tries to have a great communication with improvement company, there's tall chance for them to urge Internship program in corporate level.

References

- [1] <https://inovacetechnology.com/>
- [2] <https://inovacetechnologybd.com/>