



Internship Report on
Administrative Operation and Program Management Intern at Mindvana

Submitted by

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Submitted to

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Assistant Professor

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Daffodil International University

Semester: Spring 2023

Course Code: ENG 431

Course Title: Project Paper with Internship

**The report is submitted in partial fulfillment of the requirements
for the degree of BA (Hons) in English**

Date of Submission: 03.06.2023

Declaration

I, hereby, announce that the project paper on **Administrative Operation and Program Management Intern at Mindvana** is a genuine work for the course ENG 431: Project Paper with Internship in the program of BA (Hons) in English. It is submitted to the Department of English, Daffodil International University. I have finished my report under the direction of Md. Abdul Momen Sarker, Assistant Professor, Department of English, Daffodil International University.



.....
Mst. Jannatul Ferdous Ila
ID: 192-10-2080
Batch: 47th
Department of English
Daffodil International University

Certification

I am glad to certify Mst. Jannatul Ferdous Ila, ID: 192-10-2080, a student of the English Department, Daffodil International University, has completed the internship report on **Administrative Operation and Program Management at Mindvana** successfully under my supervision. All information and facts that she has given in this project paper is genuine. I wish her all the happiness and success in her future life.



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Md. Abdul Momen Sarker
Assistant Professor
Department of English
Daffodil International University

Acknowledgement

I would like to thank my respected supervisor Md. Abdul Momen Sarker, who helped me out with sufficient suggestions and encouragement for preparing my internship report. I am very thankful to Mr. GM Iftekhar Iftee, the founder of Mindvana, who gave me the necessary permission to complete my internship in this well-known organization. I am sincerely thankful to Rafid Amin Akhkor, the Coordinator of Mindvana who provided all the information for my project paper. I am grateful to Mr. Tamim Asif Chowdhury and Ms. Suraiya Akter, the top talents of this organization who allowed me to observe their works and also advised me to lead the work. Now, I would like to thank my parents for their unconditional love and support in every aspect of my life. It was an outstanding experience for me which gave me a lot of things to learn about teamwork, activities, monetization and leadership of Mindvana.

Abstract

This study focuses on how Mindvana as a start-up has helped Bangladeshi people to develop themselves to know own self and connect to their mind with souls and control their aggressiveness, emotional, right process of expose of their feelings, lack of knowledge, focus on their goals and lead a unique life with full of happiness. The report opens with a description of Mindvana, how to make it, what it works for, how it works, along with the goal, vision, and core values.

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Chapter 1

Introduction

Mindvana is a personal growth platform on a mission to revolutionize the way people can learn and grow in life, by bringing in the latest cutting-edge techniques, scientifically-backed tools, technology and meditation.

Humans determine their life through life experience and the quality of relationships, health, mindset and wellbeing. In this case, most of the people face struggles with personal growth and fulfillment, feeling stuck to their lives and careers or lacking purpose and meaning in their lives. For these purposes, Mindvana works unconditionally to solve these problems through online courses, coaching sessions, workshops, webinars and other learning resources. The focus of this platform is typically on helping individuals develop the skills and mindset to thrive both personally and professionally. It is a matter of joy that people respond a lot and give good reviews. Whenever people face problems Mindvana is always there for them. Mindvana's method is a magical connection between the problems for solving and the people. It achieved the success of people's goals, unlocking their full potential and fulfilling lives.

Chapter 2

Objectives

- To get a basic idea of working in a start-up
- To know the course and programs evaluation system and its advantages and disadvantages
- To learn the requirements and detailed works of an Admin
- To know the real time experiences and feedback of the course and program attendees
- To gather experience as an Admin and ops. Intern
- To obtain interpersonal skills and become more professional in the office environment

Chapter 3

Methodology

In order to complete my internship, I joined Mindvana Limited. I selected this organization because it is a start-up where Mindvana's core mission is to empower individuals to unlock their full potential, find purpose and meaning in their lives and make a positive impact in their communities and the world. I noticed that COVID-19 pandemic had accelerated the need for personal growth and development, as people have had to cope with increased stress, anxiety, and uncertainty in their personal and professional lives. At first, I met with my supervisor, Md. Abdul Momen Sarker and received the required guidelines. Then I visited the Department of English to get the forwarding letter signed by the Head of the Department, Dr. Liza Sharmin. After that, I went to the organization to meet the founder and CEO, Mr. GM Iftekhar Alam to submit the forwarding letter. Lastly, he permitted me to start my internship on 15 January 2023 as an Administrative Operation and Program Management Intern.

Chapter 4

Institution Details

Name	Mindvana Limited
Location	Main Branch=House#11, Road#14, Level-12A, Dhanmandi RA, Dhaka-1207, Bangladesh Sub Branch=45, Probal Tower, Level-6, Ring Road, Dhaka-1207, Bangladesh
RJSC Reg. No.	C-178837
Establishment	2017
Building	8 storied building
Shift	2 Shifts
Time	Shift 1: 9 am - 5 pm Shift 2: 5pm – 10pm
Community Member	21k
Employee(s)	19
Volunteer(s)	98
Qualification of joining	Skills in specific fields irrespective of degrees [Certified in <i>Life Coaching, Yoga, Meditation, Mindfulness, Neuro Linguistic Programming (NLP), Executive Coaching, Business Coaching, Relationship Coaching and Counselling, Mental Health Counselling (CBT, DBT, MBSRT etc.), Facilitation, Digital Skills, Tech savvy skills, Digital Strategy, Communication Skills etc.</i>]
Dress Code	Formal, Semi-formal and traditional attire in special occasions
Lift	Yes
Security	Yes

Chapter 5

SWOT Analysis

Strengths

1. Transform a soul according to their needs
2. Meditation
3. Develop different skills by courses
4. Better communication through online and offline
5. Take a Workshop every month totally free
6. Great Feedback from the members
7. Unique methods practically apply
8. Counseling according to their needs
9. Worked at focus on goals
10. Once a Mindvana, always a Mindvana

Weaknesses

1. Few employees
2. Financial crisis
3. Lack of wide space

Opportunities

1. Simple and different new method
2. Better response comparing to other startups
3. Focuses on the solution of the present issues of the society

Threats

1. Other organizations are a little similar with it
2. Financial crisis

Chapter-6

Products

Products name	Participants				
	January	February	March	April	Total
Meditation Simplified	257	268	184	150	859
Communication Mastery	120	187	137	98	542
Level 5 Leadership	130	150	98	157	535
Time and Productivity Management	111	77	89	168	445

Months name	Workshop name	Participants	Duration
January	Unstoppable Winning Mindset	500	3:00 hours
February	I am Remarkable	996	1:50 hours
March	Attitude of Gratitude 10 days challenges	268	1:30 hours
April	Digital self-care	703	2:00 hours

Meditation Simplified: The 2-week long program is a series of practice transform souls, reduce the areas of anxiety, chronic pain, depression, heart disease and high blood pressure. It produces a deep state of relaxation and a tranquil mind. Increasing self-awareness, focusing on the present, gaining a new perspective on stressful situations are the main goals of it.

Level 5 Leadership: The 6-week long Level 5 Leadership Practitioner Program is a series of paradigm shifts, strategic frameworks, and transformational tools that profoundly evolve your understanding of and approach to leadership - in line with a rapidly changing world; which will guide you to reach the pinnacle of leadership. This specially developed program is an extract of the philosophies and techniques of the Leadership Gurus in the world, who are considered as living legends.

Certified Time and Productivity Management: It is a 7-week long process featuring immersive training, transformational tools, and daily coaching by Mindvana. In just 20-30 minutes a day, and 1-weekly 120-150 minutes: you'll take a fascinating deep dive into your subconscious beliefs, daily habits and routines, and every dimension of your life that impacts your ability to focus and perform at your best. You'll discover patterns and blind spots you never knew you had. You'll get powerful strategies for managing distractions from inside you and the world around you. And most importantly, you'll gain the lifelong freedom to choose a life that's far more productive, fulfilling, and calm.

The Unstoppable Winning Mindset: This Workshop is a transformative 3-day long program designed to help individuals develop a winning mindset and unlock their full potential. The program combines a variety of proven techniques and strategies from psychology, personal development, and peak performance to empower participants to overcome challenges, maximize their performance, and achieve their goals.

The Digital Self-Care Workshop: It is a comprehensive three-hour program designed to promote mental well-being and foster a healthy relationship with digital devices in the modern world. The workshop aims to equip participants with the knowledge, skills, and strategies needed to maintain a balanced and mindful approach to digital device use while prioritizing their mental health.

I am Remarkable: This workshop is a program developed by Google that aims to empower underrepresented groups, particularly women and other marginalized communities, by helping them embrace and promote their achievements and skills in both professional and personal contexts. The workshop encourages participants to overcome self-doubt and societal expectations, and to celebrate their accomplishments openly. The workshop typically lasts for about 90 minutes and is facilitated by trained leaders who guide participants through a series of activities and discussions. The format is interactive and encourages participants to share their stories and support one another.

Mindvana works both online and offline. Here regular products are those which are organized in every month continuously. Meditation is the most popular course in this organization. In the second phase, the course name is Level 5 Leadership.

Services

1. **Mentoring and Coaching:** One-on-one/ Group coaching and mentoring with certified coaches, designed to provide personalized guidance and support on personal growth journeys.
2. **Mindvana Voyage:** Mindvana voyages are designed to create long lasting transformations. Voyages are long online (recorded and live) learning programs that are designed to help individuals develop a specific skill or achieve a specific goal.
 - Recorded
 - Offline
 - live
3. **Mindvana App:** We are developing a mobile app to provide users with access to guided meditations, transformational talks, and other personal growth resources on-the-go.
4. **Mindvana Live Events:** Mindvana hosts in-person live events, workshops and retreats across the country, featuring some of the leading experts in personal growth and transformation. These events offer an immersive experience focused on personal growth, often with a specific theme or focus area like goal setting, mindfulness or wellness. These events are a great opportunity to connect with like-minded individuals and receive personalized coaching and support.
5. **Mindvana Membership:** Mindvana offers a membership program that provides access to all of its courses and voyages, as well as exclusive contents and perks. Members receive personalized coaching, support, and community access, as well as discounts on live events and other products.

Chapter-7

Target Market

1. School- College level students
2. University Students
3. Different Job Servicer
4. Who lost himself
5. Who want to lead a unique life

Chapter-8

Traction

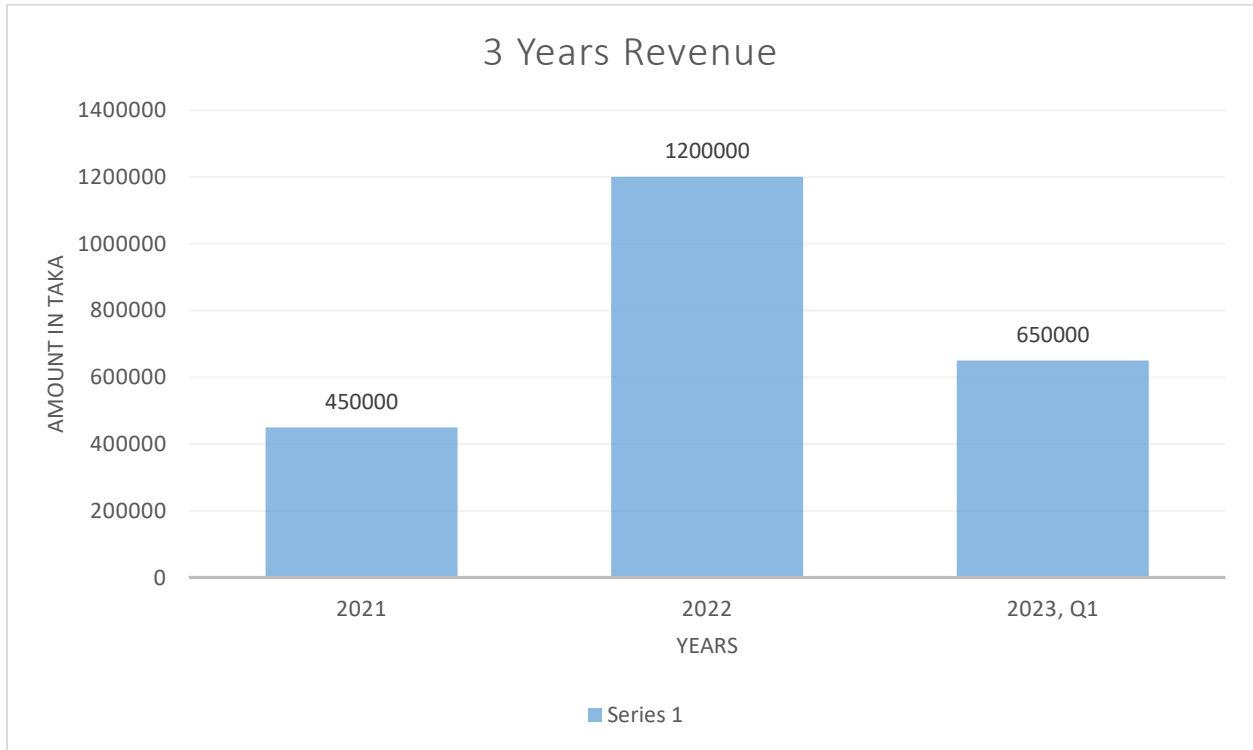


Figure 1: Three years revenue

Chapter-9

Market Strategy

Market Size and Growth:

Personal Development Market size was \$ 35 Billion in 2020

It is projected to reach \$ 51 Billion by 2028,

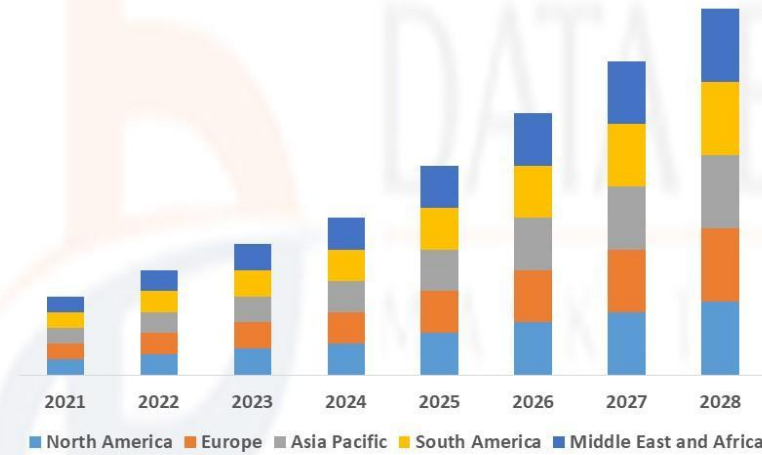
growing at a CAGR of 5.08% from 2021 to 2028.



Figure 2: Seven years growth plan

Region wise global personal growth/ development market size:

Global Personal Development Market is Expected to Account for USD 57016.43 Million by 2028



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Source: Data Bridge Market Research Market Analysis Study 2021

Global Personal Development Market, By Regions, 2021 to 2028

2021

2028

DATA BRIDGE MARKET RESEARCH

Figure 3: Data Bridge

Chapter-10

Achievement



Figure 4 and 5: Award ceremonies

Chapter-11

My Experience as an Admin

Being admin is not easy work for anyone but it's the most interesting department I've ever experienced. Here, I have learned a lot of things. There is a lot of space where I can explore my skills, think differently, view clearly, support team-members but time-management is very important for this department and also needs good communication. In every course very different types of people come here, sharing their stories-experience, their goals- problems and creating oneself as a new fresh young soul. By observing them I learnt a lot and knowledge increased and gained more experience. Now, I can guess what people want to do or which type of person he is!

Before I had no idea how critical it is to build up a start-up. How to work in different areas, how to decorate properly on a short budget within a short time. How to manage different types of people and in the end, how to feel that happiness after finishing a successful program. Honestly, after joining here my patience level has increased, and has made me a good listener. I am very glad to work here. I love this place, people and work. At least, I want to say," Be Extraordinary and Be with Mindvana."

Chapter-12

Recommendations

I think that the arrangement system is good but if the financial crisis can be solved, it will be more beneficial in the long run. If regular course duration time can be increased, it will be beneficial for participants. I think the organization needs more employees for better work. Also, it needs some decoration.

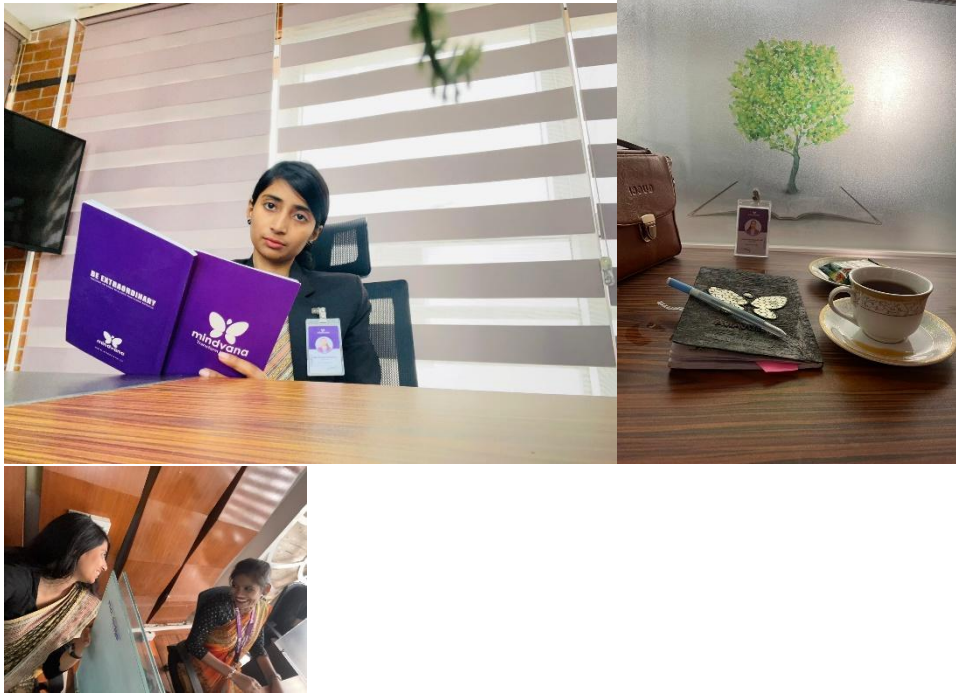
Chapter-13

Conclusion

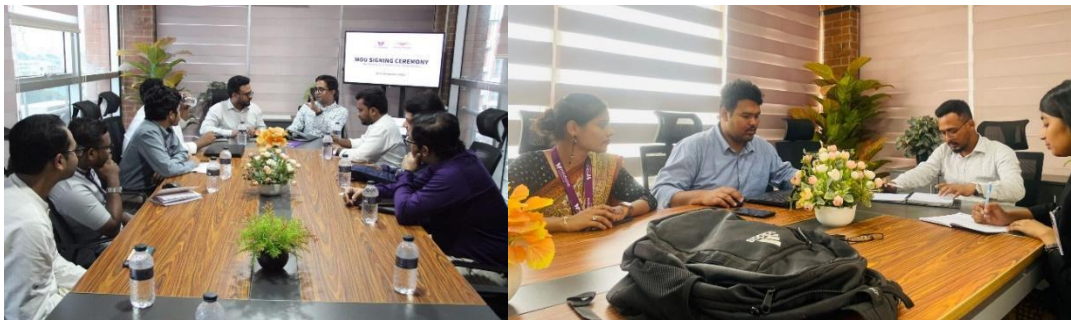
The internship helped me to develop my skills at Mindvana. It helped me to realize my potential as an admin. It also helped me to be a more responsible and considerate person in my future life. It was an excellent opportunity for me to broaden my knowledge and arrange different programs again. It was also an amazing experience to go into my professional career. Before this project, I only knew the difficulties of a startup but after completing this internship, I know how much effort an organization invests in arranging a program by an admin. For an organization, good team-work is very necessary, better communication is also important, client handling and course organization is a more difficult part of it. I enjoyed every single work. I want to thank DIU for this opportunity and also want to thank Mindvana for this beautiful experience.

Chapter-14

Appendices 01



1. Picture of Mindvana Diary and my desk



2. Pictures of different meetings



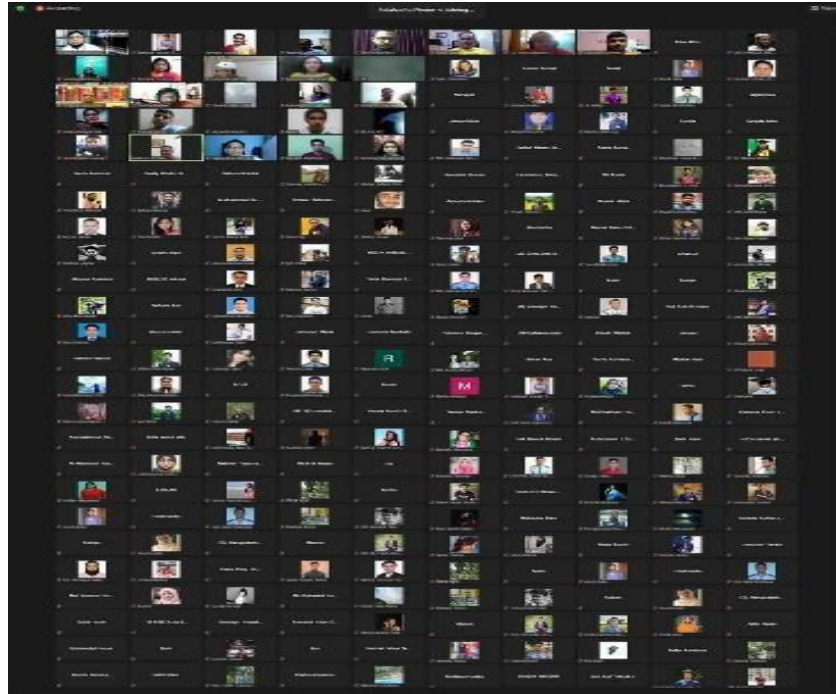
3. Picture of break-time



4. Picture with guests



5. Pictures of special occasion



6. Pictures of online sessions

Appendices 02 Certificate of Internship

Ref: Intern/09-23/160523

Date: 16/05/2023

This letter serves as official confirmation and certification of the successful completion of
Mst. Jannatul Ferdous Ila's internship
as an **Admin and Ops Intern** at **Mindvana Limited**.

It is with great pleasure that we present this certificate as recognition of *Mst. Jannatul Ferdous Ila's* valuable contribution and dedication during the internship period from **15 Januray 2023 to 15 May 2023**.

During *Mst. Jannatul Ferdous Ila's* time with *Mindvana Limited*, she consistently exhibited professionalism, strong organizational skills, and a keen attention to detail. She actively participated in various administrative and operational tasks, contributing to the smooth functioning of our organization. Her responsibilities included but were not limited to:

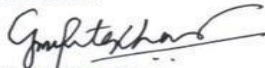
- Assisting with general administrative duties, such as managing correspondence, maintaining files, and organizing documents.
- Supporting day-to-day operational activities, including coordinating schedules, arranging meetings, and preparing meeting materials.
- Collaborating with different teams and departments to facilitate effective communication and streamline operations.
- Conducting research, compiling data, and preparing reports to assist in decision-making processes.
- Demonstrating a strong work ethic, adaptability, and the ability to meet deadlines in a fast-paced environment.

Mst. Jannatul Ferdous Ila consistently displayed a positive attitude, a willingness to learn, and the ability to work both independently and as part of a team. She consistently demonstrated excellent interpersonal skills and maintained a high level of professionalism while interacting with colleagues, clients, and stakeholders.

Throughout her internship, *Mst. Jannatul Ferdous Ila* actively contributed to the success of our organization, showcasing her abilities to handle multiple tasks simultaneously and complete them with precision. Her commitment to excellence and eagerness to take on new challenges were commendable.

Based on her performance and contributions during the internship, we have no hesitation in recommending *Mst. Jannatul Ferdous Ila* for future endeavors and believe that she will be an asset to any organization they join.

We extend our sincere appreciation to *Mst. Jannatul Ferdous Ila* for her dedication, hard work, and valuable contributions during her time with *Mindvana Limited*. We wish her the very best in her future endeavors.



GM Iftexhar Alam
Managing Director & CEO
Mindvana Limited



Mindvana

01300 917 462

R# 14, H# 11, Level-12A,
Dhanmondi RA, Dhaka-1207

www.mindvana.co
info@mindvana.co



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References

The link of Mindvana page : <https://web.facebook.com/MindvanaOfficial>

The link of Mindvana mail : info@mindvana.co

The link of Mindvana web:

https://mindvana.co/?fbclid=IwAR0D4U3zXvLcTHzWZKRpDhLkxYQrrNbqIDREmfn5qHjVp_pA_dcNnGeZ_0UU