



Daffodil
International
University

Internship Report

On

Employees Personal Files' Data Management Activities of DIU

Submitted To:

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LETTER OF TRANSMITTAL

Date: 24/12/2025

To

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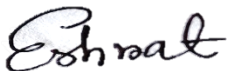
Subject: Submission of Internship Report Employees Personal Files' Data Management Activities of DIU

Sir,

It is a great honor for me, I Eshrat Jahan Onamika, to submit the internship report titled Employees Personal Files' Data Management Activities of DIU . This report has been prepared as a requirement for the completion of the BBA program. I have given my best effort to compile all the relevant information, experiences, and insights gained during my internship at Daffodil International University.

I sincerely hope this report meets your expectations and requirements.

Sincerely,



Eshrat Jahan Onamika

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LETTER OF APPROVAL

This is to certify that the internship report entitled Employees Personal Files' Data Management Activities of DIU has been prepared by Eshrat Jahan Onamika , ID: 221-11-1500, as part of the requirements for the Bachelor of Business Administration (BBA) Program, Major in HRM, under the Department of Business Administration, Faculty of Business and Entrepreneurship, Daffodil International University.

The report is an original work carried out under my supervision and is hereby recommended for submission.

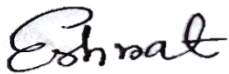


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DECLARATION

I, Eshrat Jahan Onamika, bearing ID: 221-11-1500, student of the Department of Business Administration, Major in HRM, Daffodil International University (DIU) hereby sincerely that the internship report entitled Employees Personal Files' Data Management Activities of DIU has been authentically prepared by me. I did not violate copyright and academic integrity.

More specifically, I declare that this is my original work, and I have not submitted it anywhere else to get any degree, diploma, or certificate.



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Acknowledgement

First and foremost, I want to express my utmost appreciation to the great Allah Almighty who gave me the strength, patience, and chance to be able to complete this internship journey.

Next, I would like to thank my parents who have always exhibited love, care and always encouraged me to take every step in my life.

I am pleased to acknowledge my academic supervisor, Mr. Md. Alamgir Hossan, the Assistant Professor and Associate Head, Department of Business Administration as the one who provided me with constant constructive feedback and advice during the writing of this report. The great experience that my academic supervisor taught me has not only contributed greatly to my knowledge about various theories and concepts but also enabled me to put them into practice.

Likewise, I would give my best wishes to my organizational supervisor, Mr. Nadim Hossain of Daffodil International University, who has guided and imparted me with real-world knowledge during the internship experience.



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Executive Summary

This internship report is required as a final component to fulfill my Bachelor of Business Administration (BBA) degree. I gained real-world professional experience while working as an intern in the Human Resource Division of Daffodil International University (DIU), which I described in this report.

My internship report focuses on the project undertaken at DIU for upgrading the management of employee records. The main goal was to digitize all the information from paper-based personnel files by transforming key data into a structured Google Form. The form was logically segmented into several key sections to ensure complete data collection, security, and efficient data access. The form included several parts, such as basic information, contact information, family & nominations, educational & experience background, etc. The successful data entry helped to create an accessible, central digital database for the HR Department, which is a big step towards better efficiency.

Lastly, this study includes the best possible recommendations based on the key findings and problems related to the data management project at DIU. The efficient data digitization process, data management practices in human resource, as well as the enhancement of the system in the future is also summarized in this report.

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List of Abbreviations

SL	Abbreviation	Elaboration
1	HR	Human Resource
2	GDPR	General Data Protection Regulations
3	BBA	Bachelor of Business Administration
4	HRM	Human Resource Management
7	DIU	Daffodil International University

Chapter -01

Introduction

1.1 Introduction

Employees personal files' data management is a systematized approach of storing, maintaining and managing employees information. Such document typically consists of personal identification, work experience, performance evaluations, benefits details and other vital data needed for handling human capital. It is the job of this management to ensure that information is accurate, easy to find, secure and follows the regulations of both the law and company.

Conventional paper-based methods for keeping personal records have become less effective in the era of digital technology. For this very reason, many companies are making use of digital data management systems in order to enhance data security levels, ease administrative work and increase accuracy.

Employee file management matters as it can enhance the HR department's operational efficiency. With onboarding employee file scanning, the requirement for all these manual steps decreases: less people involved means reduced human error and faster data entry, search and edit. And then there's digital employee data management that helps businesses comply with national legal framework, labor laws and data protection requirements such as the General Data Protection Regulation (GDPR).

In this way, Daffodil International University HR department is able to handle a lot of staff record by make their personal files digitally instead on retentive it o'er document. The end result is an improved decision making process, cost-saving, and efficient administrative procedure. With the digital records easily searchable, HR doesn't waste time with rekeying and searching for documents.

This three -credit internship is very important for me to get my Bachelor of Business Administration . From August 3, 2025, to October 30, 2025, I worked as an intern in the Human Resources department at Daffodil International University. During this time, my organizational boss was Md. Nadim Hossain, who was the Senior Officer of Human Resources. Md. Alomgir Hossain, my academic supervisor and an assistant professor and associate head at Daffodil International University, gave me the topic for my internship report: Employees Personal Files's Data Management activities of DIU.

This internship was a big component of my professional progress since it taught me how to work in a fast-paced setting. Learned how to put the university's main HRM policy into action. This has given me the chance to look into and think about some of the most important operational problems in DIU's Human Resource.

1.2 Literature Review

Employees personal files' data management is a major feature in human resource (HR) practice in today's organizations. The first is systematic maintenance, storage and organization of employees' information such as personal details, qualifications, skills, experience and many others. Historically, HR used manual, paper-based systems for maintaining these records, but this system is both ineffective and prone to common discrepancies (Smith, 2019). As technology continues to progress many companies are moving towards digital management systems for their employee records as a way of increasing accuracy, access and security (Johnson & Lee, 2020). Digitization provides HR practitioners with the ability to have immediate access to data and update employee information instantly which in turn has a positive impact on overall organizational productivity.

The move to using digital systems for employee data management has grown invaluable in the modern world of business, as it supports businesses to optimize their processes and to save time on paperwork while expanding precision regarding manual data entries (Williams, 2021). Furthermore, it also helps to comply with a variety of labor laws and standards so that the personal information is stored safely and confidentially. With the convenience of digital platforms, such as cloud-based systems, HR professionals have a more secure and accessible space to store employee files, which allows them to quickly access the file with a few taps on their keyboard (Miller & Thompson, 2022).

Although there are many benefits to digitizing employees' personal information, there are still many real-world challenges that arise. One of the prominent is that the organization doesn't have enough resources and resistance. Studies show that organizations initiating digitization often struggle with the volume of legacy paper records when there is insufficient manpower to process them systematically (Brown & Patel, 2018).

During my internship we were only two interns to cover around 1000 files' digitization in three months; that indicates insufficient manpower. The other one was frequent changes in higher authority or shifting management.

Problem Statement

Does the insufficient manpower and excessive turnover significantly affect the personal files' data management activities at Daffodil International University?

1.3 Significance of the study

The study is important enough as , it will contribute to the better management, documentation and retrieval of employee personal files at Daffodil International University by dealing with challenges such as limited numbers of staff and organizational changes. At the same time, it improves the efficiency and effectiveness of HR department activities that relate to employee records.

The results are important to improve the reliability and availability of employee data. It has concrete tips for simplifying data entry, speeding up data entry, and getting the job done on time. The study is expected to assist the organization in streamlining its HR functions, saving time and money, while also ensuring compliance with data protection legislation.

This study provides practical implications for other companies facing similar problems. Institutions can create more reliable, effective, and secure services for handling their employees' information if it will follow the approaches recommended in this study. This research will increase HR's operational effectiveness, serving employees and the organization.

1.4 Objectives of the study

Broad Objective:

- To find effective ways to resolve the issues of inadequate manpower and high turnover in the higher authority to enhance efficiency in the employees personal files' data management activities of Daffodil International University .

Specific Objectives:

- To identify the reasons behind insufficient manpower and improve the staff-to file ratio to cover a large volume of employees personal files' data management activities of Daffodil International University.
- To find effective ways to reduce frequent turnover in higher authority for enhancing proper employees personal files' data management activities of Daffodil International University.

1.5 Methodology of the study

During my internship at Daffodil International University (DIU), I prepared and submitted this report on employees' personal files' data management system, focusing on the data accuracy and operational efficiency. This study was based on a descriptive research design, during which I compared what I observed of the daily activities in the HR department to secondary data obtained from reliable sources. In order to have a better understanding, I also read several papers from Google Scholar, talking about the best practices of the employee data management and digitalizing HR system in different companies.

Secondary Data Sources

1. Research papers and journals

Previous research and articles were reviewed to determine best practices discussed in managing employees' personal files, migrating from paper-based personnel processes to electronic systems, improve HR data integrity and security.

2. Books

I studied literature on HRM practices and records administration standards, focusing on the shift from manual systems to digitalization and its effect on the effectiveness and compliance of HR functions.

3. Company reports

Annual reports and HR literature of Daffodil International University and other companies were reviewed to determine how similar organizations handle employee information and address data issues such as accuracy, integration, and the influence of organizational stability on HR activities.

4. Websites and database

Technology-based tools and data warehouse give more visibility to HR software, employee data protection mandates and modern trends in digitization of HR process for better control over personnel records.

5. News papers

Newspaper and HR magazine articles as well as case studies were reviewed to understand the current trends, problems and how the digital solutions are being incorporated in the HR departments for advanced data management and processes optimization.

1.6 Limitations of the study

However, this study on how to manage employees' personal records in Daffodil International University presents the following scope and limitations:

Time constraints: The internship was only 3 months, which is insufficient to deal with a huge number of files related to the project. Ideally, this work should have taken a 6-7 month period with comprehensive data processing and digitalization.

Inconsistent data quality: The employee records seemed to have poor quality because many files lacked necessary information or were badly organized.

Shortage of manpower: The team of two interns could not balance out and handled about 1000 files in three months. Due to a huge amount of work but few human resources, the process of digitalization was frequently postponed, and some documents have not been processed in time.

Organizational Instability: Frequent changes in the higher authority of the HR department led to shifts in the work procedures and priorities of the digitalization project. These interruptions in the workflow created inconsistencies in the approach to data management, making it difficult to maintain a consistent direction for the project.

Chapter -02

Organizational Overview

2.1 Overview of the organization

Daffodil International University (DIU) is a recognized private university in Bangladesh. DIU was set up on 24 January 2002 under the Private University Act 1992 of Bangladesh, approved by the Government of the People's Republic of Bangladesh and the University Grants Commission (UGC). The university is governed by a Board of Trustees, led by Chairman Dr. Md. Sabur Khan, with administration managed by Vice Chancellor Professor Dr. M.R. Kabir.

DIU provides many undergraduate and postgraduate programs under these six faculties: Science and Information Technology, Engineering, Business, Humanities and Social Sciences, Health and Life Sciences, and Graduate Studies. DIU is one of the largest private universities in Bangladesh, having 7 faculties and about 31 departments with a student body that exceeds 21,752.

DIU, with its special interest in innovation, leadership, and social responsibility, aims to offer quality education. The university has adopted technology-based programs, including "One Student, One Laptop," and all manner of digital technology for teaching and learning as well as its operations. The modern campus at Daffodil Smart City, Savar, provides smart classrooms, an e-library, and full Wi-Fi coverage as part of its ambition to be a "Digital University." DIU is committed to research and enhancing its graduates' employability in the world job scene.

HR of DIU plays a crucial role in supporting its employees and maintaining all personnel records by performing a wide range of duties, including recruitment, training, and development activities, as well as employee relations. As part of their initiative to improve operations, DIU's HR office identified the automation of its employee personal files and management system. During my internship I took part in this digitalization project and contributed to designing best practices for their HR processes as well as the university's management.

2.2 Vision

Becoming a globally recognized center of excellence through innovative, learner-centric, technology driven education, and impactful research fostering a diverse, international academic community that actively shapes brighter future for all.

2.3 Mission

- Providing students with educational opportunities and practices that prepare them for a rapidly changing world;
- Promoting a world-class education system through a culture of innovation and internationalization;
- Contributing to the advancement of knowledge and sustainable development through research and innovation;
- Empowering students and researchers to make a positive impact on society and to lead the way towards a brighter future for all; and
- Maintaining industry-academia linkage for learning and research leading to a successful career.

2.4 Core Values

- **Ethics:** Daffodil International University (DIU) is committed to being ethical in practices and services.
- **Quality:** We strive to ensure excellence in all its programs and services. DIU believes in continuously looking for and making use of opportunities to improve further.
- **Leadership:** We at DIU believe in leadership as we through our prompt and agile work process set up examples for others to follow.
- **Innovation:** We empower individuals to think innovatively, remain curious, and value new ideas.
- **Diversity:** We value opinions and ideas from different people of different groups no matter what their race, nationality, age, religion, and position is.
- **Continuous Learning:** We inspire people to be lifelong learners so that they remain committed to updating and upgrading themselves.

2.5 Service offered

Daffodil International University (DIU) provides the following services in support of its education mission, and as part of initiatives for student's welfare in respect to information technology resources.

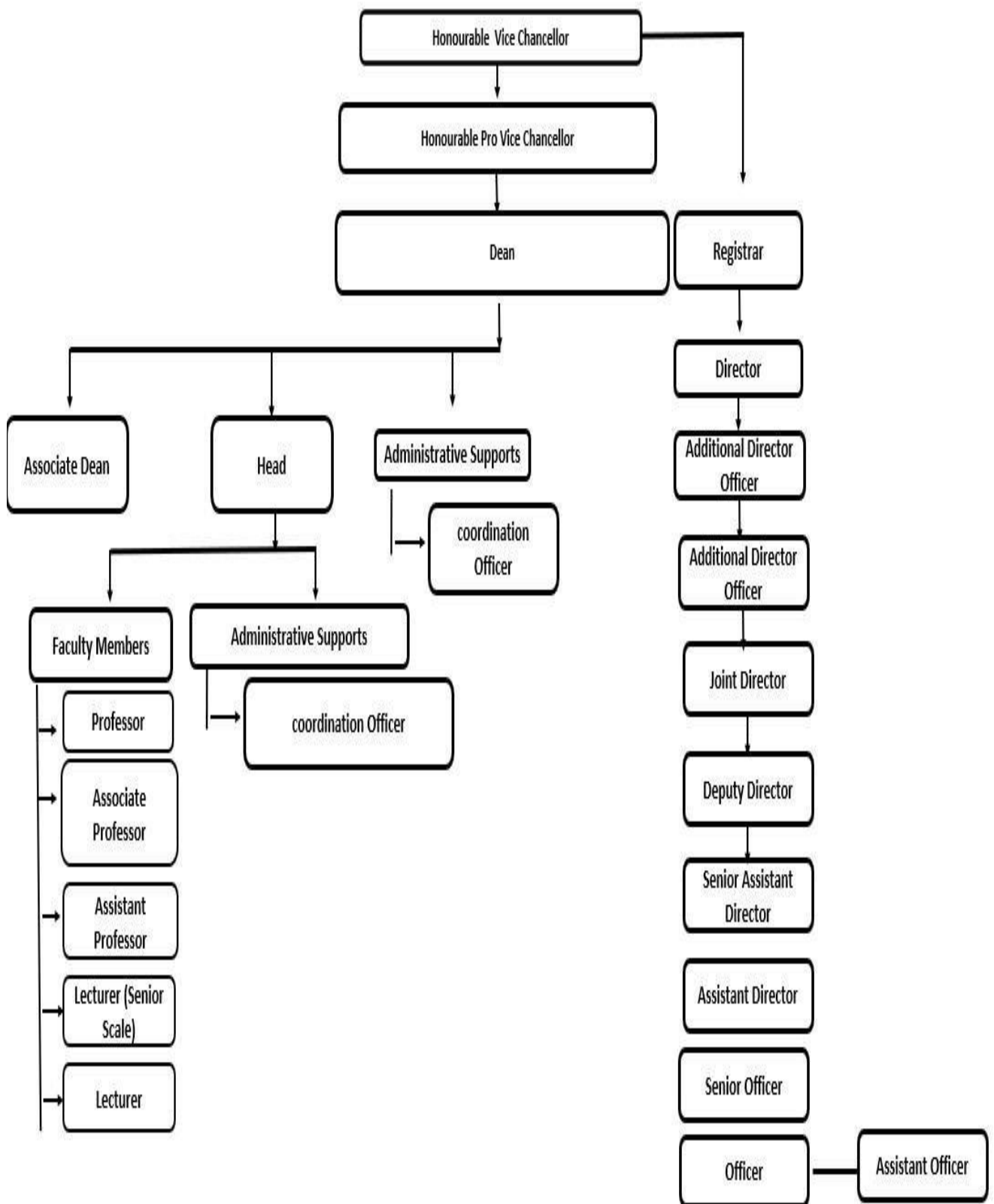
1. **Academic Programs:** DIU offers bachelors and masters programs in its six faculties: Faculty of Science and Information Technology, Faculty of Engineering, Faculty of Business, Faculty of Humanities & Social Science, Faculty of Health and Life Sciences and Graduate Studies. These courses are designed to prepare students for the challenges of the professional world by offering a combination of theoretical and practical learning
2. **Research and Innovation:** The university has established an environment of doing world known real-time research and innovation in different domains facilitating faculty members and students to work on industry induced live projects. DIU partners with both national and international institutions to enhance frontier research that could bring progress at global scale for betterment of society.
3. **Career Development:** DIU's Career Development Center (CDC) plays a major role in the students' transition from academia to workplace. It includes career counseling, job placement services and connections to internships as well bringing employers for fairs . These are the kind of opportunities that allow for networking, working skills familiarization and job market competitiveness.
4. **Digital Learning:** DIU has digital education facility under one roof with e-libraries, smart classrooms and online courses which gives students the flexibility to acquire knowledge from anywhere in world.
5. **Student Support:** The University has a wide range of student support services to assist students with their academic and personal development. This assistance can be in the form of: academic advising, psycho-social counseling and health / recreation services.

2.6 History and current operations

Daffodil International University (DIU) was established on 24 January 2002 in Bangladesh under the Private University Act and is approved by the University Grants Commission. Today, the university is

now a leading private postsecondary institution in the nation. Initially, DIU began as a few programs, but now it has numerous undergraduate and postgraduate programs in areas of sciences, IT, engineering, business, and humanities. With more than 21,000 students and vigorous faculty support, the university has made great strides towards bettering education and student life. DIU is a place that strives for high-quality education that merges with the most advanced technology available at present as instruments of course delivery. During the previous year, the university has been paying special attention to improving its administrative efficiency, and during my internship, I was participating in the HR department project of digitalization of employee records, which contributed to reducing other time waste.

Organizational hierarchy



Chapter-03

Internship Roles and Responsibilities

3.1 Roles and Responsibilities

During three months of internship at Human Resources of DIU, my major job areas were two—HR Data Management & Digital Transformation and Operational HR Support.

1. **Data Entry of Personal Files’:** Copying and pasting necessary information (name, employment, education) from roughly 400 original print files into the organized Google Form.
2. **File Organizing and Labeling:** I sorted and labeled the employee’s files so that I would be able to retrieve the information promptly and organized.
3. **Earned Leave and Gratuity Calculation:** I helped in computing employees' earned leave and gratuity in order to make sure that the records were accurate and met organizational standards. This involved checks and calculations of the number of days each employee is eligible for leave and gratuity based on length and eligibility.
4. **Interview Calls to Candidates:** I called potential candidates to arrange meetings and gave them basic information about the job and the interviews so they felt well informed.
5. **CV Summary:** I assisted in summarizing CVs of applicants, sharing with HR the highlights of their qualifications and experiences.
6. **Offer Letter Editing:** Support the preparation and final editing of official offer letters for select candidates.
7. **Birthday Card Printout:** Overseeing a routine, high-volume administrative process that includes the preparation and printing of customized birthday cards to increase employee involvement.

3.2 Rationale of the Roles and Responsibilities

My internship at Daffodil International University gave me an insight into the practical working of the HR department through the job I was given. As an HR student, I have been able to learn how my work impacts the administration and running of my university. Personal files were manually inputted to highlight that personal records should be accurately updated in a timely manner. Classifying and organizing files made me realize the need for extensive documents as well—so I will be able to know what is where always. Working in the field of computing for the calculation of earned leave and gratuity helped me to gain professional experience in salary administration and the establishment of policy. Due to making interview calls, I also progressed my communication

and have learned some basics about the hiring process, and breaking down CVs improved my learning on how we should really look at people's qualifications. Looking over offer letters gave me better insight into the legal and operational side of HR documents. Finally, creating birthday cards reminded us that small acts of kindness add up to an enjoyable work environment. These duties enhanced the productivity of the HR department and further developed my knowledge in key HR areas that would be useful in future roles within this industry.

3.3 Examples of Tasks Completed

Throughout my internship experience at Daffodil International University, I took on a variety of tasks that contributed to the effective functioning of the HR department. Here are a few of the things for which I was responsible:

Organizing Files—Employees: I organized and labeled the files of employees, making sure that each filed document is sorted according to department and position. This work made it possible to facilitate the access to the files and made sure that HR was able to find a specific document in an effective manner whenever they needed one, thus increasing the overall efficiency of the department.

Data Entry of Personal Records: I helped with inputting employee information from paper records to the university database. This way, I was able to contribute towards HR's aim of modernizing its administrative functions by keeping digital records up-to-date and within easy reach.

Calculation of Earned Leave and Gratuity: One of my primary duties was to make a calculation on employees' earned leave/gratuity. I compared and double-checked attendance lists and followed up according to university procedures. This was a step to make sure that staff and faculty received their full entitlements under the university's policy of open and transparent HR processes.

Chapter -04

Key Learnings and Experience

4.1 Important Learnings

- My internship at Daffodil International University was a valuable experience of learnings for both theoretical and practical aspects required for the career in HR. I learnt about HR Functions and how it affects the Organization by doing a lot of tasks/RESPONSIBILITIES. Some of the things I learned include:
- **Problem solving and data integrity** : One of the most valuable lessons for me was the importance of keeping accurate and reliable data. During my internship , I realized how important it is for HR to maintain records in the perfect order.
- **Organizational Resilience** : I also learned how critical it is to remain steady or strong despite organizational changes. I discovered how the HR department manages transitions and shifts in management preference and it has opened my eyes to the stabilizing value that HR adds during periods of internal flux.
- **Resource Management and Project Management** : Managing the digitization of employee files, with a small budget taught me the importance of managing resources and prioritizing tasks. “How to be productive even when under pressure and multi-task management. Get the job done/delivered on time with high quality.
- **Compliance and Ethical responsibility** : Protecting confidential employee information reminded professionals in HR of the ethical and legal obligations which come with their positions.
- **Professional Communication Skills** : Making interview calls and communicating with candidates improved my professional communication skills. I learned the significance of clear communication, being polite and discreet when we are dealing with confidential data and reaching out to potential future employees.

4.2 Connection with Academia

My internship at Daffodil International University, provided me the opportunity to apply what I learned in my Human Resource Management classroom. At one point, when I was working on the project to digitize all employee files, I applied what I learned in my human resources information systems classes regarding data management and integrity to ensure that the data was accurate and organized. Also, I studied compensation and benefits in the classroom and thereafter assisted to

determine how much earned leave a person should get or gratuity payment that somebody was supposed to get. This helped me understand what this is like in a business. My classes on communication and organizational behavior were also crucial as I needed to communicate with candidates, people from other departments. This internship made me better equipped with professional communication skills which were very valuable especially when I had to make interview calls and work on sensitive information. Even ideas from Operations Management on how to distribute resources were useful when I needed order my files and get the most out of limited time and capacity under stress. All in all, my internship was an excellent opportunity to mix the theoretical knowledge from school with the real-life responsibilities of an HR professional. It enabled me to learn more about the topic and prepare for challenges in my future career.

4.3 Experience and personal growth

As an intern at Daffodil International University (DIU), I had first hand experience of the challenges and concerns associated with managing HR data in the digital world. An important thing to know was how to react rapidly under limited resource to changing situation. I had to figure out new ways of spending time and job assignments; I got better at creative problem-solving as a result.' This time has demonstrated how HR operates in the face of interruptions and uncertainty; it's mostly squarely focused on keeping things running even as what is most important changes. It was a lesson for me in how things need to be very carefully attended when dealing with the data and only by doing the operational HR work could one realize how important it is to have precise measurements; if you back off target just a tiny, little bit on your typing, your error rate goes up hundreds of percentage points. I've also learned about the trade-offs between convenience vs. privacy and it makes me even more dedicated to privacy and standards! This internship enhanced my technical HR skills and polished my problem solving abilities in complex situations by being precise and flexible.

Chapter -05

Critique and Reflections

5.1 Analysis

This systematic S W O T analysis stage was implemented for a comprehensive review of all aspects in the project concerned and operational elements that affect success in digital transformation. It revealed the key internal strengths and weaknesses of the DIU HR data management system, as well as external opportunities, threats to continued operation and areas for consideration in developing future institutional strategy.

Strengths

1. **Strategic HR Initiative** : The university has taken a good strategic HR initiative, as it has implemented a digital transformation policy on HR records, which in most cases has improved the data security and has also modernized administrative activities rather than using the traditional paper-based system. This initiative will serve as a base to intensive data management system that minimizes the physical degradation, as well as unauthorized access to sensitive personnel information.
2. **Cost Effective Solution** : As Daffodil International University has undertaken the digitization project with two interns which has resulted in the achievement of major milestones of the project without incurring high cash cost. At the same time, the interns will be able to put the theoretical knowledge about HR into the real world data management problems.
3. **Structured Data Accessibility** : Converting the old paper records to a standardized digital copy with the help of Google Forms and systematic scanning has resulted in a very well-organized central database. Such an organized methodology will substitute the time-intensive manual searches with the almost instantaneous access of data that will help the HR department to react fast to the audit, policy implementation, and employee requests.

Weaknesses

1. **Shortage of Sufficient Manpower** : There was a significant issue with the project due to the fact that there are only two interns assigned to digitize approximately 1,000 legacy files within three months. Such a small team was not sufficient to work with the large amount of documents, this is why the digitalization process was often delayed.

2. **Workload increase the risk of data accuracy** : Since two individuals were to complete a huge portion of work within a limited period of time, the interns were under intense pressure. Such a stressful situation exposes humans to more chances of making an error in entering the data, a factor that may negatively affect the overall integrity of the database of employees.
3. **Frequent turnover in Higher Authorities** : There was a high turnover of the management in the HR department in terms of higher authority and shifting management. The changes resulted in an uneven process of work and made it extremely hard to have a constant course of the digitization project.

Opportunities

1. **Workflow Optimization and Resource Allocation**: Identifying the underlying causes for present workload, such as inadequate manpower , creates a scope to enhance efficiency with resource allocation. By implementing an accurate staff-to -file ratio , the university can ensure the employees personal files' data management activities more systematically and with higher accuracy.
2. **Legal Compliance and Data Protection** : The digitization initiative is also an excellent opportunity to set-up data procedures that are compatible with both national labor law and data protection regulations. This minimizes the risks of legal violations by protecting the status of the university through employee data handling. The structured digital nature of these records will also make it easier for future auditing.
3. **Future Institutional Growth and Policy Enhancement** : The new digital system is well-equipped for growth in the university. Because the system is digital, it can accommodate a large staff without requiring additional resources. Which means that even if DIU adds more people, the HR department won't require new filing cabinets and storage space in addition to people to manage all these files. This approach allows reduce the budget .

Threats

1. **Project Interruption due to management turnover** : High turnover and changes in management bring structural transform to workflows and project dimensions. These administrative shifts can modify managerial priorities , making it hard to continue harmonious direction.

2. **Adoption of Training Delays of New Hires:** To Complete the large number of employees personal files' data management activities , the organization needs to allocate sufficient manpower. So, the new hires require training to adopt the work procedures.
3. **Cybersecurity and Data Privacy Risk:** The digital system is more secure than paper, but using an online platform means that sensitive employee data is at risk for hackers and unauthorized obtrudes 24/7. This means continual expenditures on data security, and tight internal monitoring of the vast swath of private information.

5.2 Major Findings and observations

- I. **Significant Manpower Imbalance** : There is a significant gap between number of files (approximately 1000) and interns (only 2) which is an unsustainable ratio for the project.
- II. **Work Pressure Affecting Data Accuracy** : The extreme pressure of data entry of large number of files within a daily target basis increase the risk of error , which may compromise with the accuracy of digital database.
- III. **Leadership turnover and Procedural Instability:** The constant movement of leadership led to inconsistent regular activities, making it difficult to follow a reliable and long lasting policies for the project.
- IV. **Improvement in Data Accessibility** : The shift from paper based records to a systematic digital database (google form) effectively reduce data retrieval time.
- V. **Enhanced Security and Compliance** : The digital transformation has reduce the physical hazard of paper records including loss and destruction , while securing a better foundation for the data management activities.

5.3 Recommendations

- I. **Balance the staff -to -file ratio** : In order to have timely and accurate digitization, DIU will need more staff or resources moved over. An appropriate ratio of staff to trialists will prevent delays and support the successful delivery while safeguarding data quality (Brown & Patel, 2018).
- II. **Minimize the risk of data accuracy** : To decrease the risk of data authenticity caused by workload, sufficient manpower should be allocate for the smooth operation of the data management project.(Johnson; Lee, 2020).
- III. **Establishing Standard Operating Procedures (SOPs)** : To overcome management turnover and instability , the human resource department should follow a formal standard procedure . This will make sure the continuation of work in a similar way without any confusion. (Williams, 2021).
- IV. **Strengthen data security and privacy measures:** Strong security measures such as encryption and secure access controls need to be in place to safeguard personnel data. It will reduce the likelihood of unauthorized access while meeting data privacy requirements (Miller & Thompson, 2022).
- V. **Monitor and evaluate the digitalization process:** Regular digitalization audits and reviews are crucial to detect any inefficiencies or missing links. The real-time monitoring allows any problems to be remedied quickly, which contributes that the system remains effective over time (Johnson & Lee, 2020).

5.4 Key Challenges Faced During the Entire Internship Period

The following are the most relevant operational and managerial frictions found, they systematically made it hard to implement the digitization project.

1. **Very limited manpower** : The main issue was that the project was file heavy, and there were only two people on the team. This added pressure to the personnel and deadlines were fixed, so the project had to be organized and managed very carefully.
2. **Unstable leadership** : Unpredictable Management Changes at higher authority and management levels made it difficult to anticipate what was going on in the office.

3. **Securing Data:** Management of ultra-sensitive and classified personnel files raised privacy flags. And yet, because of the ever-present risk of breaking confidentiality protocols, this transition from hard copy to digital still required the utmost care and adherence to strict security measures.

5.5 Learning from the Challenges

- **Effective Planning is Essential:** The slowness in manpower helped me understand that a serious project plan is essential. I also learned how to perform tasks in order of importance and established organized workflow to be able to successfully handle large amount of work with minimum resources.
- **The Importance of Formal Rules (SOPs):** Handling management changes taught me that we need some formal rules (SOPs). Documented procedures help to keep the system stable and running, regardless of turnover in staff or management.
- **Security and Privacy :** Managing sensitive private staff records highlighted the real-world relevance of extremely tight security procedures. I discovered how to apply access controls and governance rules to protect sensitive data while keeping in compliance.
- **Developing Project Adaptation Capacity:** Flexibility to deal with the unpredictable nature of the project highlighted the need for developing project adaptation capacity.

5.6 Overall Reflection

The HR Data Management Internship made me grow as a professional and technically. What I learned about data governance in real life served its purpose when I was working on the digital transformation project. I discovered how to fit a project within constraints, both having the resource and with time management. I learned how to explain technical things and how to analyze things. It provided me confidence in how to respond to changes at work, and it also taught me how important it is to follow stringent rules for data protection and compliance. This role has further fueled me with determination to reach my long-term career goals around stabilizing and making companies more efficient with technology and ethical governance.

Chapter-06

Conclusion

6.1 Conclusion

My experience as an intern at the Daffodil international university has been a transformative experience in the profession with regard to the Human Resource Data Digitization project execution. This program was not just a bureaucratic move but a root move towards contemporary reform of the institutional administrative machinery. The project has successfully transferred a huge volume of fragile legacy paper files into an organized, centralized digital database, thus controlling losses, physical degradation and unauthorized access that may pose a high risk to data loss. This change will reduce the manual, reactive and records keeping method to an active, data-driven management system, serving as a strong groundwork in future scalability and management excellence. Organizational-wise, the effect is huge. The Human Resource Division has been empowered with instant data retrieval and this has greatly cut the time used in the administrative search and find functions. The new efficiency enables this to enable the HR department to shift their efforts to more strategic activities like developing talent, managing performance and building organizational culture. Moreover, these records have been systematically organized, which makes the university to be at an advantaged stage, when it comes to regulatory compliance and audit readiness. It has been demonstrated by the project that despite the lack of resources or administrative uncertainty, digital transformation can be a crucial investment in long-term operational sustainability. Professionally, this experience was the ultimate transition point between what I was studying in Business Administration and the corporate world. It enabled me to use theoretical frameworks of Human Resource Management, Information Systems and Change Management to resolve a reality-based crisis within an organization. I have created a great level of technical expertise in data management and data integrity, but more significantly, I have acquired soft skills in flexibility and resiliency. Maneuvering through the administrative maze of one changing environment also taught me that the profession of an HR should be a problem-solver, and also a technologist, as it should be a people manager. To sum up, the digitization project has achieved its short-term objectives though its essence is the culture of efficiency that it has brought about. The digital infrastructure, developed in the current internship, will be an important asset to Daffodil International University as it proceeds to grow. Not only has this trip helped me to achieve the objectives of the university operation but it has also equipped me with a strong professional base and innate belief in my capacity to deal with the complex HR problems in my future work life.

Chapter-07

Implications

7.1 The Effect of the Internship

The internship had a visibly mutual influence: it resulted in actual, measurable benefit to the organization's management and provided tremendous progress for the intern. One of the main achievements was to organize an enormous paper trail into a single overview for this online database. This important step was a key way to minimize the risk of losing useful data and build a strong foundation, which will allow us to find data quickly and in an organized fashion while complying with future laws. The placement critically tested my knowledge of information systems and their applications to live problems; I could learn it exactly in a resource-constrained environment with misguided management. This journey forced us to learn how to implement data governance at scale, make the previously impossible become efficient, and deal with complex dynamic problems.

7.2 Relevance to Academic Learning

Internship was an important bridge between theory and practice in the real world. It successfully revealed the main ideas discussed in the business administration course, especially those referring to human resource management. The HR Data Digitization project was a comprehensive, real-life case study involving multiple key fields: mainly strategic human resource management, due to its demonstration of why accurate and available data is the key ingredient to successful workforce planning and succession management; human resource information systems, through the practical implementation of an optimized record-keeping structure to maximize both transactional efficiency and human resource law and ethics, in that its practitioners have to be acutely aware of the strict legal and ethical aspects of maintaining a successful migration. This experience made me realize my belief that academic frameworks are the keys to solving complex administrative problems and checking whether the organization adheres to the regulations.

7.3 Organizational Impact

The HR Division became more efficient and minimized risks as soon as the Human Resource data digitization was conducted effectively. The main benefit was significant improvement in output. Previously, finding a paper file took a certain amount of time. As of now, it takes a matter of

seconds to find any record in the digital system. This saves time to the Human Resources workers who are allowed to focus on crucial planning and support processes and not necessarily on administrative work. The project did a great deal in improving security. The bank moved information off physical cabinets into a secure digital environment decreasing the chances of loss of information in case of disaster like fire or water damage. Such change will improve the security of confidential data about employees, and laws on restricted access will ensure its accuracy. Finally, all the papers being stored in one electronic warehouse are much more prepared than before to any internal or external inspection and audit conducted in the company. This would enhance the chances of the organization complying with regulations and making more prompt and wise decisions.

7.4 Lessons Learned

The internship also offered some invaluable lessons, which cannot be acquired through theoretical knowledge, but that put more emphasis on the operational reality, data administration, and good conduct in a corporate administrative set up.

- **Data Governance Precedes Technology:** I came to know that the long-term success of any digital system is not directly related to the technology but to the development of stringent Standard Operating Procedures and governance regulations that allow consistency and safety of the data.
- **Maximizing productivity on a limited budget:** Managing a huge big data transfer without many people around. A great lesson on boosting productivity in the office and dealing with lack of resources.
- **Adaptability and Resilience in the Workplace:** Finding a way out of administrative changes and project changes of uncertain nature highlighted the need to be highly adaptable and resilient to situations as the fundamental solution to success, as it was proven that one has to know how to troubleshoot and change plans on the fly.

7.5 Skill Development

The internship offered a real-world setting that was key to building and improving several important skills needed for a career in Human Resource Management and Business Administration. The biggest growth area was Advanced Data Management. Working hands-on with sensitive, old employee files helped me become skilled in keeping data accurate, organizing files correctly, and setting up strict rules for who can see and change information. Next, achieving the project goals with limited help greatly improved my Organizational and Efficiency Skills. I learned how to find the quickest ways to do tasks, fix problems that slowed down work, and manage my time carefully to complete the large conversion project. Finally, working with different teams to adopt the new digital system improved my Professional Communication. I became better at explaining technical needs in simple terms and learned to stay flexible and focused when changes happened at the bank, showing strong professional maturity.

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