



Daffodil
International
University

Internship Report on



As a Producer

Submitted to:

Dr. Towfique E Elahi

Assistant Professor

Department of Journalism and Mass Communication

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Daffodil International University

Submitted by:

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Batch: 24th

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Preface

This report is about my internship period as a producer at Time's Innovation. It consists of my experience, observations and all the things I have learned during this period. It have the information about the organization, its structure and the people behind it. It also have information about the my industrial supervisor, activities as a producer, Connection between practical work and academic learning, tools and technologies used, and the skills I have gathered in this time. The differences and similarities between academic and practical work are also stated here. Along with other things I have also done a SWOT analysis of Time's Innovation describing the strengths and weaknesses with also the threats and opportunities it has.

Letter of Transmittal

20 May, 2020

Dr. Towfique E Elahi

Assistant Professor

Department of Journalism and Mass Communication

Daffodil International University.

Subject: Submission of Internship Report.

Dear Sir,

I am pleased to submit the internship report as a partial fulfillment of BSS (Hons.) in Journalism and Mass Communication. I concentrate my best to present this report on my internship form Time's Innovation. It was a great opportunity for me to acquire knowledge and experience in this organization. I believe that knowledge and experience I have gathered during my internship period will immensely help me in my professional life. I have given my best efforts to achieve the objectives of the practical orientation and hope that my endeavor will serve the purpose. However, I will always be happy to welcome any further clarification that you may require.

I would like to thank you for your kind help, extraordinary advice, direction and being the supervisor to complete my internship report successfully.

Tamjid Rahman

ID: 151-24-442

Department of Journalism and Mass Communication

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Daffodil International University

Certificate of Approval



I am pleased to certify that the internship report on Time's Innovation prepared by Tamjid Rahman bearing ID:151-24-442 of the Department of Journalism and Mass Communication has been approved for presentation and defense. Under my supervision Tamjid rahman works with Time's Innovation as an intern. He has completed the work during the spring 2020.

I am pleased to certify that the dates, the findings presented in the report are the automatic work of Tamjid rahman.

Tamjid Rahman bears a good moral character and a very pleasing personality. It is indeed a great pleasure working with him and I wish his success in life.

A photograph of a handwritten signature in black ink on a light-colored background. The signature is cursive and appears to read "Dr. Towfique E Elahi".

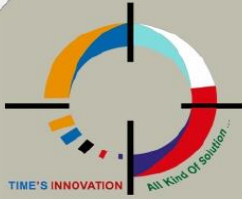
Academic supervisor

Dr. Towfique E Elahi

Assistant Professor

Department of Journalism and Mass Communication

Daffodil International University



15 May, 2020

TO WHOM IT MAY CONCERN

This is to certify that **Tamjid Rahman** (Student ID: 151-24-442) of Department of Journalism and Mass Communication of Daffodil International University has completed his internship successfully at Time's Innovation.

He worked here from 5th February to 14th April 2020. He was Assigned in as a Producer to learn overall skill and gain knowledge. The feedbacks receive from his colleague and other staffs are very positive about his activities. He was on time and always shown keen interest to learn. During production time he plays a great role as a producer. His attitude towards work was lauded by all in the office.

(Nasirul Hasan Shojib)

Executive Producer, Time's Innovation

Acknowledgement

At the very beginning I humbly present my gratitude to all of my teachers, supervisors and family members, without whose help this internship would never be possible. It gave me the opportunity to learn about the world outside of the classroom and have become a great experience. I express gratitude to my honorable academic supervisor Dr. Towfique E Elahi sir for giving me the right instruction to combine both theoretical and practical knowledge in preparing this report.

I would like to thank the authority of Time's Innovation, giving me this opportunity for internship at their organization. Everything I have done in this period helped me acquire a lot of experience and knowledge which have made me skilled in practical works. I will also thank Nasirul Hasan Sajib, Executive producer of Times innovation, under who's right instructions I have learned many important skills needed for the practical work.

Tamjid Rahman

ID:-151-24-442

Department of Journalism and Mass communication

Faculty of Humanities and Social Science

Daffodil International University

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CHAPTER ONE

INTRODUCTION

1.1 About of Time's Innovation

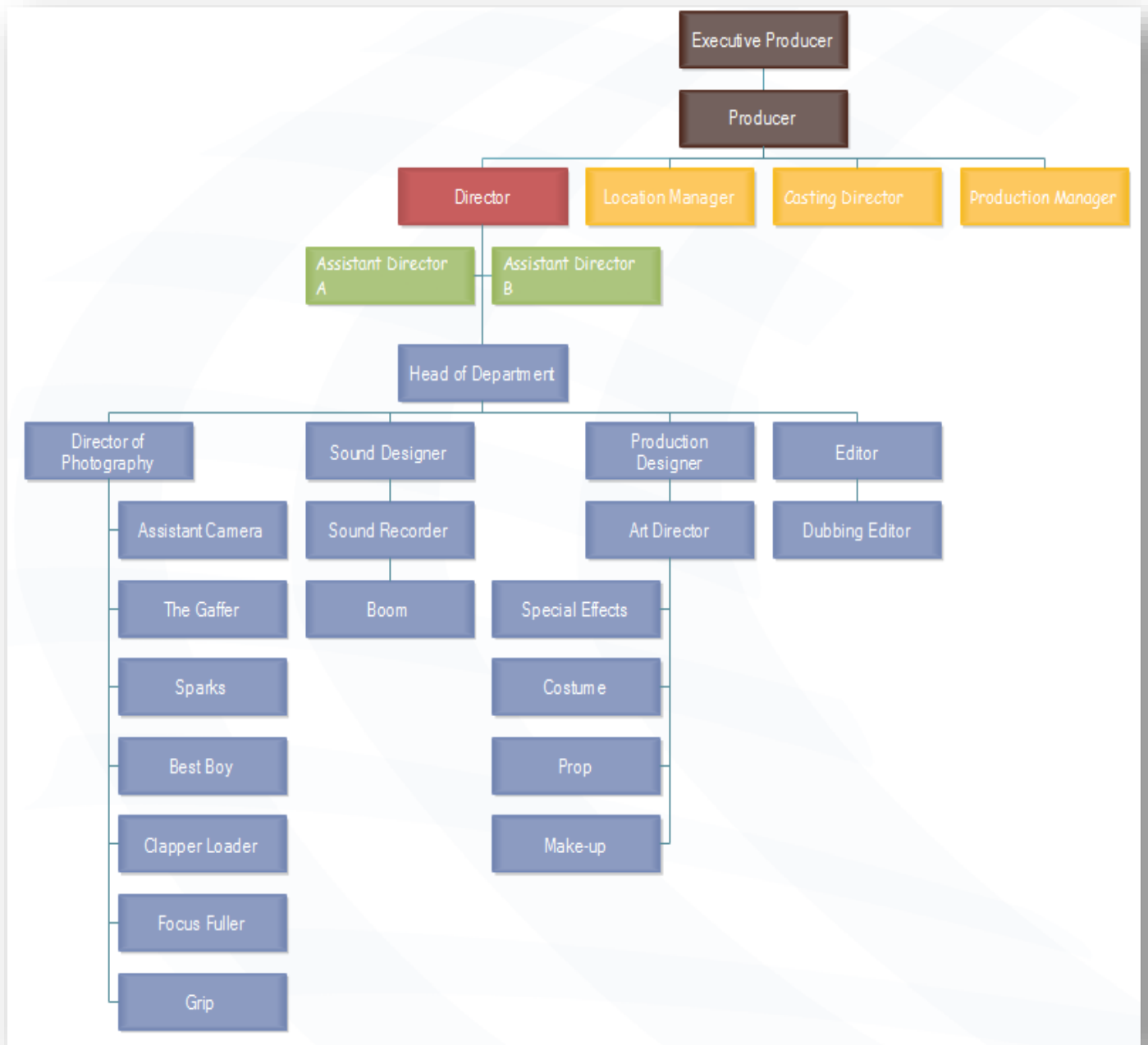
Time's Innovation unspecified the management position with its operations in the entertainment and electronic media, online media (newspaper and TV channel), film making, Real Estate & Event Management sector.

It makes us exceptional- in fact we understand and able of working on both of the critical fundamentals of this digital sectors. We powerfully believe in 'Optimization' - that makes the best well-organized use of all possessions- including information, technology, and activity – to ensure useful worth freedom while creating better Return from our client's Investment.

1.2 Tagline of Time's Innovation



1.3 Organogram of Time's Innovation



1.4 What is internship

An internship is a company or employer giving a potential new employee the opportunity to work for a certain period of time.

By joining as an intern, a fresher gains a thorough knowledge of the industry and the workplace, as well as the opportunity to learn a variety of jobs and build the necessary networks that will take him or her to the next stage of his or her career.

There are usually three types of internships. Paid interns, partial paid interns and unpaid interns are also seen.

1.5 Background of my internship

I do an internship to finish my graduation. Because it is a indivisible component of this. So, I do my intern. I want to built my career as a famous producer so I decided to intern in Times innovation. During my internship period I work hard Every day. I develop my skills and erudite a lot of things in this organization.

The name of my professional supervisor was Nasirul Hasan Shojib. He is the Executive Producer at Times innovation. He is so kind and a skillful person. He always helped me to learn something new during my internship period. All the employee of Times Innovation were very friendly and helpful. They share their experience with me and they help me a lot in those weeks of internship

1.6 About my professional Supervisor

The person's name of my proficient supervisor was Nasirul Hasan Shojib . He is the Executive producer of Times innovation. He is experienced being. He always helped me when I needed assist with something.

He produces many Telefilm, Short film, Drama and Fiction Such as “Gastric” , “Guide” , “ Free Baba” , “faad” , “Shopno Kumar” ,” Lotari bow” ,” Shamuk” ,” Bongsher Chabi” ,” Bhalobashar ontorale” ,”Ki kore ki kori” , “A journey by pain” ,”Bojlu miyal Signal” ‘Joggota’ ‘ Tourture’ ‘She’ ‘ Obhinoy’ ‘Kholosbondi’ ‘Porokiya’ and etc.



1.7 Duration of internship

I completed my internship by Three months. I was beginning my internship from 05 February, 2020 to 14 April, 2020.

CHAPTER TWO

**ACTIVITIES DURING MY
INTERNSHIP**

2.1 Work place log

Week	Date	Working hour
1st	05- 11 February	40
2nd	12- 18 February	45
3rd	19- 25 February	40
4th	26 February- 03 March	38
5th	04-10 March	40
6th	11-17 March	38
7th	18-24March	32
8th	25-31March	25
9th	01-07 April	27
10th	08-14 April	30

2.2 List of weekly activities

First Week (5th February – 11th February, 2020)

- Discuss with with my superintendent Nasirul Hasan Shojib
- Begin communicate with worker of Times innovation
- Get instruct from my supervisor
- Instructed about pre production
- Learned about post production
- Monitoring the actions of Writers
- Instructed about the power of financing
- Learned about rearranging a program
- Consult with other staff
- Learn about Media House Policy



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Second Week (12th February – 18th February, 2020)

- Gain ability to select and verify characters
- Learn to submit Budget
- Write and offer proposal
- Money in-flow or ability to fix money outflow according to funding and budget.
- Organize finance for productions
- Maintaining connection with Actors
- Operating Digital Camera
- Gain knowledge about Screenplay



Third Week (19th February – 25th February, 2020)

- Got ideas about the premolars activity
- Plan and co ordinate a production
- Working under executive producer as an assistant
- Managing key cast member

- Work with production ‘Kholosh bondi’
- Contract with director ‘ Shodiul alam sacchu’
- Work as a assistant producer in this production
- Visit the shooting of Kholosh bondi
- Contract with Actor



Forth Week (26th February – 3rd March, 2020)

- Learn different types of forming
- Maintain communication with Executive and Director
- Make sure conformance to creation and broadcast values.
- Visiting shooting spot
- Contract with directors
- Plan and coordinate the production
- Learn how to Determine through the content

- Watching Screen play of a production



Fifth Week (04th March – 10th March, 2020)

- Developing promotion plans for complete products
- Visiting Editor panel
- Had meeting with editor for make it good
- Contract for promotional perception
- Harmonize the production of music recordings
- Re editing fottage
- Make sure about a good production
- Contract with broadcast channel
- Make sure about the contract



Sixth Week (11th March – 17th March, 2020)

- Learn new ability to manage and produce in different way
- Plan and co ordinent a production
- Make sure about the budget
- Given a production “ Konkabotir Na bola kotha”
- Consult with director “ Nabab nasir”
- Discuss about the Story written by “ Jahir Karim”
- Work with other producer
- Contact with key Cast member
- Select actor for different character
- Arrange props for Production
- Work with music Director
- Help other staff to complete the production



Seventh Week (18th March – 24th March, 2020)

- Devekoping Promotional plan for complete products
- Make sure about a good production
- Contract for promotional team
- Harmonize the production for music recoding
- Contract with RTV
- Launcing the program successfully in RTV



প্রচার - Rtv, সময়- শনিবার রাত ৮
টায়,

কংকাবতির
না বলা কথা
রচনা - জহির করিম, পরিচালনা-
নবাব নাসির, প্রযোজক-
তামজিদ রহমান

Eighth Week (25th March – 31th March, 2020)

- Planning about making a new production
- Visiting production house for new production
- Contract with key cast program
- Collaborating with Other producer

Ninth Week (01st April – 07th April, 2020)

- Make a another production “ Hotasha chorcha kendro”
- Consult with director “ Biswhajit Dotto and Abdullah Mahfuz Ovi”
- Discuss about Budget with executive producer
- Work with Production team

- Select actor for different character
- Arrange props for Production
- Work with music Director
- Help other staff to complete the production



Tenth Week (08th April – 14th April, 2020)

- Work with editing panel
- Re-edit the production
- Finalize the production
- Make sure the standard about the production
- Working with the promotional team
- Successfully launch the promo on social media
- Make sure the production launch in This Eid



CHAPTER THREE

LEARNING AND EXPERIENCE

3.1: Knowledge I've gathered

During the internship time I produce 2 Drama and One Fiction which brings a lot of Experience for me. I produce Drama 'Konkaborir Na Bola Kotha' and Fiction 'Hotasha Chorcha Kendro'. It became a great achievement for me in that time.

Though interning at Times Innovation I've gather many useful knowledge. This experience is specified underneath:

- Visiting different production house
- How to operate many digital devices
- Gain knowledge about different screenplay
- Get many useful information from my supervisor
- Learned about pre production
- Managing key cast members for a production
- How to improve communication skill with staffs
- Learned about gather props for a production
- Uses of modern technology
- Learned how to edit scripts
- Learn how to offer a proposal with house policy
- Increased visualization
- Expand practical understanding
- Precise completion of all data.
- Carry out managing activities
- Learn to submit and re-edit Budgets
- Got ideas about the premolars activities
- Organize financial support for a production

3.2: Tools and Technologies Used

I use different gear and technologies during the time of internship. Gadgets names are prearranged below:

- Video production Monitor
- Dslr Camera
- Digital Camera
- Gimble
- Recorder
- Boom pole
- Lavalier
- Tripod
- Camera light
- Mount Rig
- Headphone
- Light Reflector
- Mobile Phone

3.3: Special experience

I Produce “Konkabotir Na Bola Kotha” as a producer during internship period at Time’s Innovation. This story was written by Jahir Karim. It was directed by Nabab Nasir. It brings a huge comprehension for me. It was a great achievement for me in this intern time.



CHAPTER FOUR

EVALUATION of LEARNING

4.1 Academic Learning and Practical Work

Some subjects are skill based and practice leaning. Theoretical knowledge of skill- based subjects needs to be supported by practice. Subjects like teaching and engineering are skill based. In these subjects, practical knowledge is more important than theoretical knowledge. Practical work includes experiments in laboratories, study tours, projects, assignments etc. the advantages of practical work are unmatched. Getting theoretical knowledge has no value until students can apply it for practical purposes.

- Academic learning is a theoretical knowledge.
- Academic learning based on books but practical work has no restriction.
- Practical work encourages self-learning.
- Practical work promotes experiential learning.
- Practice leads to perfection.

4.2 Expectation and Experience

My expectation was to know about official behavior, to gain practical experience about reporting, to know about the tools used for Journalism, to gain practical knowledge for field reporting.

I would like to condole my professional supervisor Nasirul hasan shojib who all the time help me to gain knowledge of something pioneering and innovative for the period of my internship. Also the Staffs of Times innovation were very welcoming and supportive. They were also caring to me at any work I have done for their organization. Meanwhile all the employees of times innovation contribute their knowledge and skill with me and they assist me as a friend during the time of internship. Those drama I produce which brings me a lot of experience in my personal and professional career. I have worked with so many renowned directors which is big opportunity for me.

4.3 Skills Developed

After finishing my internship I gain knowledge and urbanized my skills. They are shown below:

- Increased my produce level
- Develop many convenient knowledge
- Learn about many types of screenplays
- Developed production moment skill
- Learned about Pre and Post production
- Learned how to operate different types of digital device
- Improve use of different modern technology
- Develop knowledge about props
- Gathered knowledge as regards of visualization
- Learned about submit and edit budget
- Learned how to manage production house
- Learned how to manage casting for production
- Gather knowledge of production house policy
- Developed commercial professionalism
- Improved producing skill
- Increased script writing skill
- Improved field ability
- Improved team effort capability
- Developed communication
- Improved about modern IT skill
- Developed confidence
- Learned how to manage music production

4.4 Experience and Future Career

After carrying out the internship I achieve many experience. They are given below:

- Learned how to operate different types of digital device
- Improve use of different modern technology
- Develop knowledge about props
- Managing different kinds of props
- Visit other production house to know about them
- Develop communication with renowned directors
- Gathered knowledge as regards of visualization
- Improved team effort capability
- Developed communication
- Improved about modern IT skill
- Developed confidence
- Learned how to manage music production
- Improved managing outdoor shooting place
- Learned how to manage casting for production
- Gather knowledge of production house policy
- Developed commercial professionalism
- Improved producing skill
- Increased script writing skill
- Develop knowledge about props
- Gathered knowledge as regards of visualization
- Learned about submit and edit budget
- Learned how to manage production house
- Learned about Pre and Post production
- Learned how to operate different types of digital device
- Improve use of different modern technology

- Learn about new technologies
- Build up connection with other producer
- Gain knowledge about editing sound
- Co operate with executive producer
- Build up communication with actors
- Learn about the facility of other production
- Make promotional video
- Consult with promotional team
- Communication with IT team
- Visiting different places
- Promotion the production in social media
- Compensation with sound director
- Consulting budget with executive producer
- Share experience with other employee

Though I produce Drama and Fiction in Internship Period which brings a lot of knowledge and experience to me that I can assure this will help a lot in my future career. I want to do better in future in this produce level.

In the over practice, I can attach these experience and skill every single one into my CV. For the duration of internship they were delighted at my effort and alleged me to go on with Time's Innovation. Now it's up on me what should i do. And what is superior for my upcoming future.

CHAPTER FIVE

CONCLUSION

5.1 SWOT analysis

Strengths:

- They have available a lot of digital devices
- Customer Satisfaction
- They have a well decorated youtube channel
- They have skilled promotional team
- They contain a well developed website
- Also they have a Facebook Page
- Skillful employees

Weaknesses:

- lack of staff
- lack of vehicles
- Poor situation of washroom
- This office has no canteen

Opportunities:

- Can appoints recruits
- Increase transport service
- Should renovate their office

Threats:

- The government might withdraw their license any time
- Facebook page can be hacked
- Political pressure

5.2 Recommendation

During 10 weeks of internship here are some recommendations:

- Improve digital devices
- Appoint skilled employee
- Improve digital devices
- Get better cyber security
- Develop washroom situation
- Improve vehicles
- Create twitter account
- Build up canteen service

5.3 Conclusion

Finally, I would like to convey my appreciation to my university teachers, both educational and executive supervisors and also my family members for their kindness, which was not easy to achieve for me without their reception. This internship helped me expand my knowledge and skill also as well as practical learning. My educational supervisor Dr. Towfique E Elahi sir gave guidance to complete my internship.

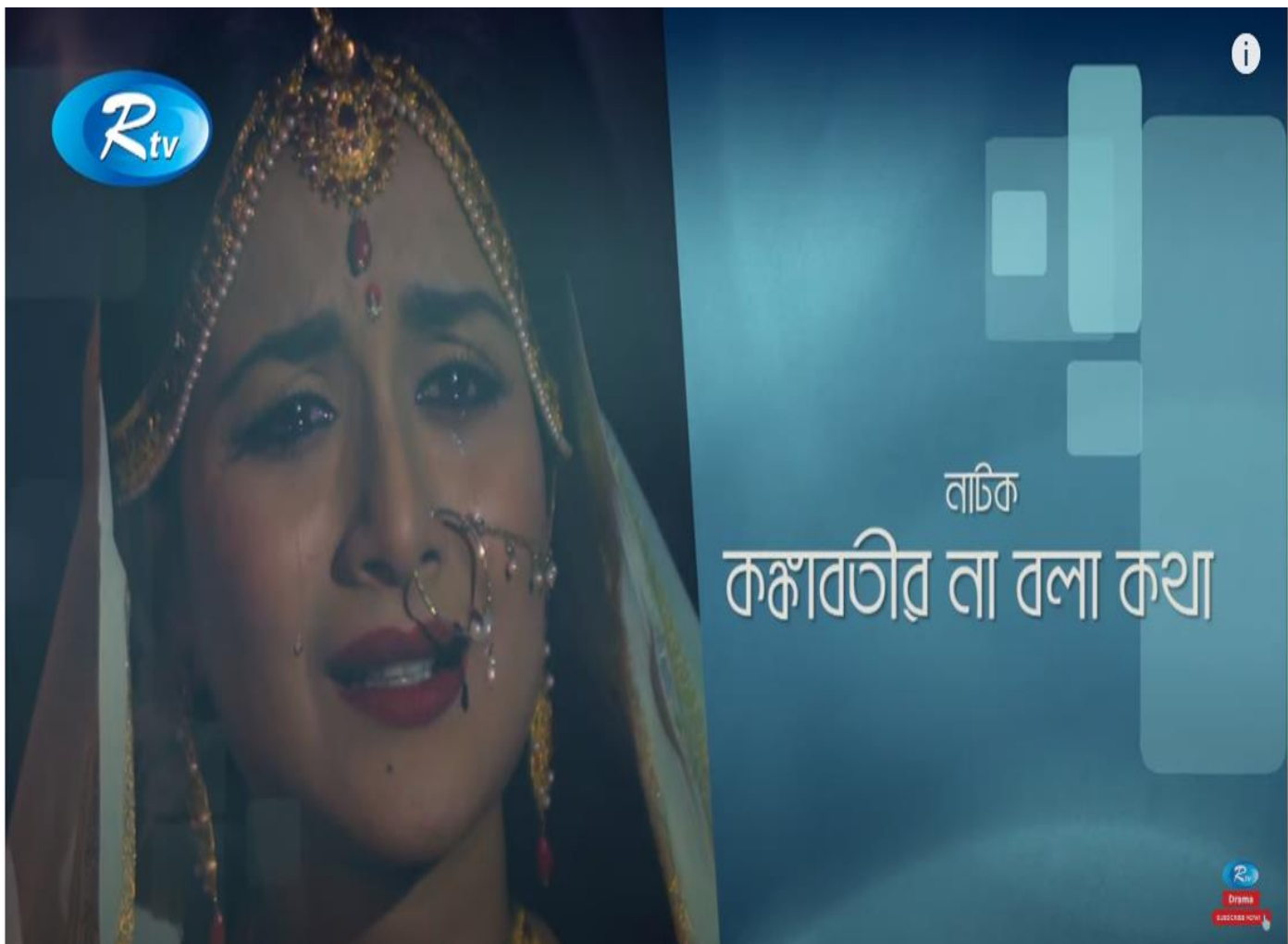
I wanted to thank Times innovation establishment for giving me a chance to intern in their organization. I also express thanks to my executive supervisor Nasirul Hasan Shojib.

References

1. www.wikipedia.org
2. www.daffodilvarsity.edu.bd
3. www.timesinnovation.com

Annex























নির্বাহী প্রযোজক
তামজীদ রহমান

প্রযোজনা
টাইমস ইনোভেশন





প্রযোজনা:
তামজিদ রহমান

পরিচালনা:
বিশ্বজিত দত্ত
আবদুল্লাহ মাহফুজ অভি













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আবদুল্লাহ মাহফুজ অভি







