

Internship Report

On

“Experience of being an Assistant at the Ministry of Planning”

Prepared by

Nusrat Rahim Pretty

ID: 191-10-1951

Batch: 46(A)

Department of English

Faculty of Humanities and Social Science

This report is prepared for partial fulfillment of the requirement for

B.A. in English

Under the Supervision of

Md. Rafiz Uddin

Lecturer Department of English

Faculty of Humanities and Social Science



Daffodil International University

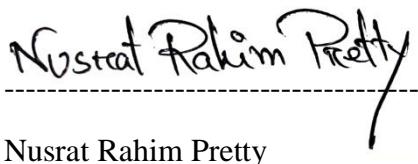
Date of Submission – 29/11/2022

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Declaration

I do hereby declare that this project “**Experience of being an Assistant at the Ministry of Planning**” has prepared me for the accomplishment of the course which is entitled “ Project Paper with Internship” (Course Code: ENG431) in the Program of B.A in English. This project is submitted to the Department of English, Faculty of Humanities and Social Science, Daffodil International University. It has been done under the direct supervision of the Lecturer of the Department of English **Md. Rafiz Uddin**, Daffodil International University. This report does not contain any kind of non-ethical words that may violate the rules of the Ministry of Planning. I can assure you that this project is an original and authentic work of mine by using my practical experience of daily work at my office (**Ministry of Planning**).



Nusrat Rahim Pretty

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Certificate

It is a pleasure to certify that this project paper " **Experience of being an Assistant at the Ministry of Planning** " has been submitted to the Department of English at Daffodil International University, conducted by Nusrat Rahim Pretty; bearing ID : 191-10-1951. She has been successfully done her internship at Ministry of Planning in Planning division under my supervision for completing her course entitled "Project Paper with Internship" (Course Code- ENG431) in the program B.A in English. No part of this report has been submitted anywhere else for award or any other degree.



Md. Rafiz Uddin

Lecturer

Department of English

Daffodil International University

Acknowledgement

First and foremost, the intern would like to express the highest verse of gratitude to her Almighty Allah who has given her enough strength to present her with persistence, diligence and great intention to successfully complete her internship. Although this internship could not done this far without help of some people. At first special thanks goes to the supervisor **Md. Rafiz Uddin** because intern had chosen a different place to do her internship so her concept was totally different from others. The supervisor has share his outstanding ideas and concepts of work on this project. He has given extra time and online classes to make this project more fruitful. Without him it would be really difficult for to complete this project so smoothly. In every phrase of this report he has been giving me enough support and guide to discover and add new insights in the project. Without his constant guidance this project would not be successful. Another appreciation goes to intern's office supervisor **Nepoleon Dewan** under whom she had done her internship at Ministry of Planning, Bangladesh. Without his kind co-operation and helpful friendly behavior she could not being so much comfortable in the office. Another staffs of ministry were also so much helpful. This really makes the office environment more useful. Furthermore, she is really grateful to her husband **Monwar Hossain Farhad** for his care, love, support and prayer for project so that she could complete her BA in Hon's Program. Some of her friends and seniors also helped her to complete the project.

She has extending her heartfelt thanks and deeply indebted to all for their endurance and motivation during her internship project work.

Abstract

The purpose of this assigned project paper was to connect the students with the academic world, to allow them gather knowledge and experience about the corporate world. Here the intern represents the scenario of the practical work as an assistant at the Ministry of Planning, Bangladesh. The intern has done this project for the completion of the course “Project Paper with Internship”. For that reason intern receives the opportunity of doing internship at Ministry of Planning. In interrogating her, the officers chose her and allowed her to do her internship at the ministry. She set up her mind and made an honest effort to execute her internship well. In her opinion, the wake of completing this entire project, it was an outstanding encounter for her and a fundamental way to improve her abilities. In this project, the intern identifies the challenges, prospects, issues and limitations of the ministry. The study also discusses the strength, weakness, opportunities and threats which are observed by the intern. She also included some suggestions to overcome the obstacles which affected ministry most has also been included in this report.

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Chapter -1

Introduction

Introduction

Competition in the job market is increasing day by day. For participating with the current world Daffodil International University has designed a course a course entitled as “Project Paper with Internship” (Course Code- ENG431). For the completion of this course, the supervisor instructs to choose a suitable organization where the Internship can be done smoothly. The sole purpose of this course is to connect the students with the academic world, to allow them gather some practical and authentic knowledge and experience about the corporate world. The intern chose Ministry of Planning, Bangladesh to complete the internship project. She had visited Ministry of Planning, Bangladesh on 13 September, 2022 for the first time. After Nusrat Rahim Pretty’s interview she started to work at the Ministry of planning, planning division. Her supervisor at the ministry was Napoleon Dewan, Senior Assistant Chief, Office of the Honorable Minister of State. With a fabulous support of the supervisor, teammates, staff s she completed her internship and then the project was successfully completed.

Chapter-2

Background and the significance of the Project

Rationale of the study

In emerging cultures, the problem of putting development projects into action has drawn more attention. In order to perform fair procurement, make these visible and responsible during the implementation phase of projects, and establish new rules and regulations, some nations have previously done so. Some nations are now working on similar legislation. For making additional research or other moves, the study would be a trustworthy one for the government as well as officials, academicians, civil society, etc. It is pertinent given how development projects are currently being planned and carried out across the globe. The study will provide a fresh perspective for everyone interested in this age of globalization.

2.2

Objectives of the Study

The overall goal of this report is to increase our understanding of the assumption and create the project of the internship at the Ministry of Planning.

Specific objectives of the project are –

- I. To see how to deal with a planning adequately with an appropriate exercise structure, components and process.
- II. To see formulate policy for the achievement of planned goal
- III. To see medium and short time plan convert in a long time strategy
- IV. To see the planning process of the Ministry
- V. To build up my conduct of discovering I as a assistant what learning have gained from my instructing
- VI. To find out the beneficiary impact of technical application towards the working class people
- VII. To find out the preparation before starting a project in the Ministry
- VIII. To observe techniques and styles with uses of aids
- IX. To know the potential help to achieve the proper goal

Chapter -3

Methodology

3.1

Primary Data

As her dream is being a government officer none other than a government place is more suitable for her to do the internship. She always like to do creative and analytical things when she get the opportunity to do her intern as an assistant at the Ministry of Planning she graved the opportunity. She found that she could use her skills properly here. In our country Ministry of planning is one of the most creative field where create a plan for the development of our country. She is honored to complete my internship in such a place. After her interview she stared her work at the Ministry.

In the office her regular experiences are considered as primary data.

- Desk Work
- Made Articles of the planning project
- Write the speech of Honorable State Minister
- Made power point slides, graphs and doc files
- Help to arrange seminars
- Face to face communication

3.2

Secondary Data

In this entire Internship what things or sources helped her and inspired her to complete is considered as secondary data.

- Newspaper had helped her to learn the current state of the country
- In website any unknown word or theme can easily found by searching Chrome, Google
- Support which I get from my teammates and other staffs also inspires me as well
- Inspired After seeing the work of her supervisor Nepeleon Dewan. She always gets his warm behavior. For this she can share with him anything about the unknown issues without any hesitation.

Chapter – 4

Organization details

4.1

History of the Ministry of planning, Bangladesh

In Bangladesh Ministry of planning has a rhetorical history of emergence. It plays a vital role in planning and development related policy making relief. This Ministry is located in Sher-E-Bangla Nagar, Dhaka-1207.

The making plans and handling improvement initiatives had been taken into the consideration as one of the most important dilemmas in growing international locations like Bangladesh. Bangladesh is now laid low with critical objections in implementation of growing initiatives claimed with the aid of using World Bank, International Monetary fund and different improvement partners. Basically, the entire responsibility of taking and implanting projects lies on the shoulder of Ministry of Planning. Planning Commission is responsible for overall socio-economic growing plans and programs of the country. If we see the development strategy or philosophy of Bangladesh, we can see that growth with equality and social justice remains the overarching goal of our development strategy. They mainly work through National Economic Council (NEC) and Executive Committee of National Economic Council (ECNEC). A national development plan will spread in regional development plan and then goes in a serial district, thana, union or city, municipal and union.

4.2**Divisions Ministry of Planning**

Ministry of Planning has three divisions. Planning Commission is the most uppermost level which provides nation the individual project and the definitive approving authority. Planning division works as the secretariat of the Planning Commission.

4.3

Structure of Planning Commission, Bangladesh



The Planning Commission is a professional organization. As planning is a political process here every works happens under the guidance of a **Minister**. The Prime Minister who is also the chairman of the Commission is the one who makes the final decisions. The Commission's vice-chairman is the Minister of Planning. The Commission is made up of a vice chairman and five members at the policy. The member-secretary of the commission is the Secretary of the Planning Division. The Planning Commission receives secretarial and administrative help from the Planning Division. The General Economics Division and the Programming Division are two of the divisions that deals with the general macroeconomic aspects of the economy. Other divisions deal with the planning and policy issues of different sector of the economy.

4.4

Vision of the Ministry

Prime Minister Sheikh Hasina's shrewd economic management and tenacious political leadership enabled Bangladesh to develop its economy by an average of 7% during a ten-year period, crossing the Lower Middle-Income criterion in 2015 and fulfilling all requirements to leave the LDC category. Encouraged by these achievements, the government is now prepared to start a program to carry out Bangabandhu Sheikh Mujibur Rahman's vision of a nation free from poverty, where social and economic fairness reigns, and where there is shared wealth. As a result, the government has adopted Vision 2041, which is built on Digital Bangladesh Vision 2021 and aims to lead the country down Bangabandhu's development path. Vision 2041 specifically aims to end extreme poverty. With regard to the specific goals of Vision 2041, these include eradicating severe poverty, achieving Upper Middle-Income Country (UMIC) status by 2031, and reaching High-Income Country (HIC) status by 2041 with the end of extreme poverty. The document "Making Vision 2041 a Reality: Perspective Plan of Bangladesh 2021-2041" provides a development strategy including policies and programs to realize Vision 2041. (PP2041). The PP2041 builds on the accomplishments of the PP2021, as well as utilizing the best practices of contemporary UMICs and HICs that have already traversed the growth route that Bangladesh is attempting to walk.

Growth and Poverty Targets for Perspective plan(pp2041)

Indicator	Benchmark FY20(Fiscal Year)	Target FY31	Target FY41
Real GDP Growth (%)	8.2	9.0	9.9
Poverty Indicator			
Extreme Poverty(%)	9.4	2.3	1.0
Poverty(%)	18.8	7.0	3.0

(GED Ministry of Planning, 2020)

4.5

Function of the Ministry of Planning

Additionally, the planning division of the planning commission acts as the secretariat for all significant economy policy issues and launches the evaluation of development initiatives and program by National Economic Council(NEC) & Executive Committee National Economic Council (ECNEC).

They play a significant collaborate role in the government, offering the technical assistance, advice and feasibility assessments required for the formation of sound policies. Their fundamental goal is to help the country develop with an emphasis on its key pillars which are- Social, Economic, Spatial and Environmental Development.

Additionally they also serve the focal point for numerous regional and international organizations including the European Union, the Inter-American Development Bank (IDB), the United Nation system of agencies and the Caribbean Development Bank.

They also execute perspective plan, five years plan, poverty reduction strategy paper, project planning, Appraisal of projects and preparation of ADP etc.

4.6

Achievements of the Ministry

- ❖ The Ministry of Planning by 2021, it will eradicate all contagious diseases and increase life expectancy to 70 years
- ❖ The Ministry of Planning produce 8500 MW of electricity by 2013, 11500 MW by 2015 and success to made provisions to get the expected demand for power of 20,000 MW by 2021.
- ❖ The Perspective Plan Vision 2041 has been completed and also published
- ❖ The evaluation of the midpoint of the implementation has been completed and will be publish soon.

Chapter- 5

Internship Details

5.1

Using Skills

From the very first day she tried to maintain her time management well. She was punctual in her office days. She always try to do communication well, she always talk professional and present her in a better way. Whenever they gave her some work she tried her level best to complete it on time. She uses her content creation and management skill also. They gave her to write Honorable Minister of State Dr. Shamsul Alam's speech or articles where she uses her skills of content creation. She uses her data analysis skill. She also uses Microsoft office skills. Like – MS Word, Power point, Excel etc. Not but the least, she always refer for critical thinking which is analyze and evaluate an issue or situation in a different way.

5.2

A short list of work of Internship

As ministry is a very confidential area, there is no room for a small mistake as well. In spite of all those things she has done some work here with many obligations.

Here is a short list of her work at **Ministry of Planning** –

- She made presentations on “Social Program of Bangladesh, socio-economic interference. Vision 2041 ppt, social change in Bangladesh, Achieving High growth with Macroeconomic Stability, PP2041 Urban Sector Development, and vision document preparation”.
- She also organized seminars Bangladesh Youth Policy, Urban Governance Reform, Strategy for city Reform, 29 Matlab Access Bridge.
- She wrote article on the present scenario of Bangladesh planning commission, Divisional Incidence of poverty, Impact of Automation on Employability.
- She has done meeting with USAID Team, is a super plan for Bangladesh which will reveal soon in front of the community people.
- She wrote speech for the Honorable Minister of state.
- She helped them to arrange four meetings for the Ministers who came for the purpose of some confidential issues.
- She did paperwork on Budget, planning, growth, E views Commands etc.

- She did two fieldworks as well
- She created table charts of the growth
- She noted key points in the meeting with the Prime Minister.
- She has sent Mails, Find suitable schedules for meetings
- She sometimes recheck files and gave correction
- She has given her opinion after preparing graphs
- She has collected data from the wings of the Ministry

5.3

Learning From The Ministry of Planning

Ministry is a repository of work and knowledge. Here I found so many experienced and knowledgeable person so nearly. She has learnt so many things from here. First of all, she learnt how to maintain the job and the place well. She learnt planning process of the Ministry. She learnt the way how they handle the plans, organization and represent it. She learnt the right way to write an article, paper, speech like a government officer maintains. She has learnt how to introduce herself, talk about her knowledge, interest, skills properly. She has also learnt how to ask questions to gain better knowledge about the work place in front of anyone. She has learnt to be more confident. As her dream is to being a government officer so by this internship she could learn their working style, passion and all. Really this Internship period makes her more confident about herself. It was exactly a fundamental way to improve her abilities as well.

5.4

Overall Experience at Ministry

After her interview, she was asked for bringing a document from her Institution which is Daffodil International University. So she took a recommendation letter from her department on 18 September, 2022 and started her internship from that day. That day she just observed the office. She was in the **Office of the Honorable Minister of State, Ministry of Planning in Planning Division.** It also known as the General Economic Division. Evaluating plans and policies, made review of macro-economic situation, Co- ordinate the finalization of plan, perspective plan and five yeas planning etc. is the basic functions of the Planning Division.

Her supervisor was Napoleon Dewan, Senior Assistant Chief, **Office of Honorable Minister of State and Ministry of Planning.** She worked as an assistant at the Ministry under the supervision of him. She admired that he is a very good and decent man without any doubt. She was so nervous in the first day but he made her comfortable and gave her some topics to research. The topic were – Planning Process, Private and Perspectives of plans, Budget link with planning, MTBF, PPS, NPM, AMS, RMS and gave her some slides to know more about the Ministry. She got permitted to work 3 days in a week at the Ministry. After knowing her class schedule they finalize that three days – Sunday, Monday and Wednesday. In this internship period they gave various kinds of things. She prepared power point slides for the meetings, noted key points of the seminar and meeting, she helped them to organize seminar and they gave her rewrite articles,

Sometimes they gave her to recheck important files, documents. In couple of days they gave her to made speech of Honorable Minister of State. She was so happy and also nervous that day but by the grace of Almighty Allah, her supervisor appreciated her writing skills, Alhamdulillah. They permitted her to attend a meeting with Prime Minister and in that meeting she noted the key points on the overall meeting. She also made graph charts and table for the budget of planning. She has created table charts of the growth sometimes. She also collected data from the other wings of the Ministry. She had done two field works with her teammates also but for the confidential reason of the ministry she could not mention the name of the work. Sometimes she sent mails for the office work.

Overall, she can say that in the entire period of internship at the Ministry she had gained a lot of experiences. Some of which she can mention here and some she cannot discuss for the privacy of the ministry.

Chapter-6

Observation and Findings

6.1

Observation

In the entire internship period she had observed so many things which she had already discussed in the experience. Except them, most importantly at the Ministry they are very much concerned about time management. All of them are the epitome of punctuality. They are so sure about their plan timing. She always saw them follow the accurate time of the meetings also. She also found that they are too friendly and helpful. They are professional about their work but after that they all maintain a good relation. They all are well mannered as well. They use modern technology but also do paper work before. Whenever she talked with her supervisor he encouraged her and his words gave her more confidence. Different strategies are applied by the officers were seen not to succeed at all new strategies are needed to be implanted here. Being a newcomer while having much confidence some shortcoming of being truly fluent was not possible.

6.2

Findings & SWOT Analysis OF The Ministry

After ending her internship period, she did a deep analysis on Ministry of Planning. It is a government office with a strong background and manpower. In spite of being a newcomer she had some observation in her point of view, though these are minor one. In short she has gone to do a SWOT Analysis in the basis of her internship period.

The intern will discuss here about ministry's strength, weakness, opportunities and threats also. Although in her opinion she is very insignificant for doing this but still she did it only to complete my internship project paper.

In her point of view, the biggest **strength** of the Ministry of Planning is that they will have always the support of the government because it is a government organization. They will have government's support whenever they need it. The staffs have no fear about bankruptcy or losing jobs.

If she talks about the **weakness** of the Ministry of planning, this is capacity and efficiency. As per the rules of Government, there is an age requirement of government employee that is the reason why she thinks that there is a lack of efficient staff. Obviously they are capable also but they are not much familiar with the current modern technologies as well. This ministry has a strong manpower but if they increase their capacity then the pressure will reduce above the officers and also recover unemployment.

The **opportunities** of the Ministry are contribution to development through national planning, project appraisal, approval and monitoring of projects. She did not find any **threats** of the ministry though but we can consider posting and corruption as the threats of the ministry.

Chapter- 7

Limitations

Limitations

Due to lack of time she could do the internship for the entire three months. However she will continue her three months internship until it ends.

For the confidential reason of the ministry, she could not share all of her works and experiences and the name of the program as well.

Chapter-8

Recommendation

Recommendations

After the observation of the ministry, the officers and the supervisor of the Ministry impressed her a lot. However if they want they can do more things for the betterment of the nation. They should appoint more staffs and officer to improve the lack of efficiency. They can be more updated by improving their technical skills. They could increase their manpower by appointing more staffs which can also recover unemployment. They could use more English in their office time and office work. They have to be more careful on their publishing time of the new plans.

Chapter-9

Conclusion

Conclusion

Experience of being an assistant at the ministry is a total new experience for the intern. In her opinion the working days were very challenging but with the help of her office supervisor and teammates and other staffs she could completed her internship. However in the intern's opinion, they have a huge support of Government and they have many opportunities. Working at their weakness and threats though these are too much minor they can develop and make a huge positive change in Bangladesh. By giving more job circular they can reduce their lack of staffs and do their work in a far better way.

Chapter-10

Reference

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Chapter-11

Appendices

Appendices-1

Recommendation letter and Certificate



A landmark to create the Future

Faculty of Humanities
and Social Science

Ref : Internship Placement//222

Date: 18 September 2022

Mr.Napoleon Dewan

Senior Assistant Chief

Office of the Honorable State Minister

Ministry of Planning

Government of the People's Republic of Bangladesh

Subject: Request for Internship Placement

Dear Sir,

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

I would like to draw your kind attention that **Ms.Nusrat Rahim Pretty, ID Number: 191-10-1951** has completed 120 credit hours in 40 courses from the Department of English. It would be highly appreciated if you could kindly allow her as an Intern at your esteemed organization.

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

With the best regards,


Dr. Liza Sharmin

Associate Professor and Head

Department of English

Daffodil International University

Email:headenglish@daffodilvarsity.edu.bd





Dr. Shamsul Alam
Minister of State
Ministry of Planning

Certificate for the Completion of the Internship Program

This is to certify that **Ms. Nusrat Rahim Pretty (ID Number: 191-10-1951)** has gained first-hand experience in the Office of the Honorable Minister of State, Ministry of Planning as an Intern. The Ministry of Planning is solely responsible for formulating national short, medium, and long-term plans for the overall socio-economic development of Bangladesh. The Ministry of Planning also appraises, reviews, approves and monitors all development projects undertaken by the government under the direct supervision of the Honorable Prime Minister.

Ms. Nusrat Rahim has been involved in the various functions of different divisions of the Ministry of Planning. During her internship, she demonstrated sincerity, inquisitiveness, responsibility, and proactivity with regard to the work assigned to her.

We wish her every success in life.

Best Regards

21.11.2022
Napoleon Dewan
Senior Assistant Chief
Office of the Honorable Minister of State
Ministry of Planning
Government of the People's Republic of Bangladesh

Email: sunirmcl_00@yahoo.com
Telephone: 9180890

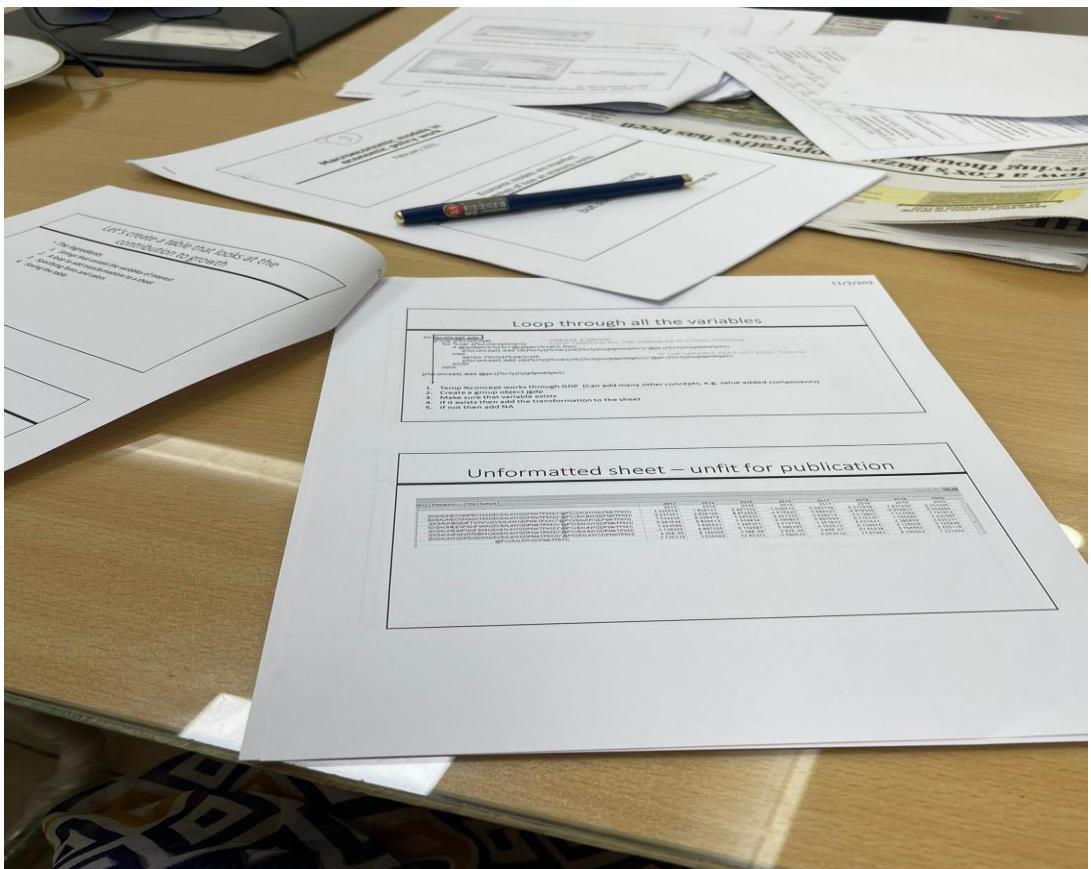
Appendices-2

Photographs





Interview with supervisor **Nepoleon Dewan**





Conference room



After the meeting with USAID Team



Taking certificate from Honorable Minister of State Personal Secretary Md. Abdul Aziz and Senior Assistant Chief Napoleon Dewan (Ministry of Planning).

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Internship Report On "Experience of being an Assistant at the Ministry of Planning" Prepared by Nusrat Rahim Pretty ID: 191-10-1951 Batch: 46(A) [Department of English Faculty of Humanities and Social Science](#) This report is prepared for partial fulfillment of the requirement for B.A. in English Under the Supervision of Md. Rafiz Uddin Lecturer Department of English Faculty of Humanities and Social Science Daffodil International University Date of Submission – 29/11/2022 Declaration I do hereby declare that this project "Experience of being an Assistant at the Ministry of Planning" has prepared me for the accomplishment of the course which is entitled " [Project Paper with Internship](#)" (Course Code: ENG431) in the Program of B.A in English. This project is submitted to the Department of English, Faculty of Humanities and Social Science, Daffodil International University. It has been done under the direct supervision of the Lecturer of the Department of English Md. Rafiz Uddin, Daffodil International University. This report does not contain any kind of non-ethical words that may violate the rules of the Ministry of Planning. I can assure you that this project is an original and authentic work of mine by using my practical experience of daily work at my office (Ministry of Planning). -----
----- Nusrat Rahim Pretty ID: 191-10-1951 Batch: 46(A) Program B.A(Hon's) [In English Department of English Daffodil International University](#) E-mail: nusrat10-1951@diu.edu.bd Certificate It is pleasure to certify that this project paper " Experience of being an Assistant at the Ministry of Planning has been submitted to the Department of English at Daffodil International University, conducted by Nusrat Rahim Pretty; bearing ID : 191-10-1951. She has been successfully done her internship at Ministry of Planning in Planning division under my supervision for completing her course entitled "Project Paper with Internship" (Course Code- ENG431) in the program B.A in English. No part of this report has been submitted anywhere else for award or any other degree. -----

----- Md. Rafiz Uddin Lecturer Department of English Daffodil International University Acknowledgement First and foremost, the intern would like to express the highest verse of gratitude to her Almighty Allah who has given her enough strength to present her with persistence, diligence and great intention to successfully complete her internship. Although this internship could not done this far without help of some people. At first special thanks goes to the supervisor Md. Rafiz Uddin because intern had chosen a different place to do her internship so her concept was totally different from others. The supervisor has share his outstanding ideas and concepts of work on this project. He has given extra time and online classes to make this project more fruitful. Without him it would be really difficult for to complete this project so smoothly. In every phrase of this report he has been giving me enough support and guide to discover and add new insights in the project. Without his constant guidance this project would not be successful. Another appreciation goes to intern's office supervisor Napoleon Dewan under whom she had done her internship at Ministry of Planning, Bangladesh. Without his kind co-operation and helpful friendly behavior she could not being so much comfortable in the office. Another staffs of ministry were also so much helpful. This really makes the office environment more useful. Furthermore, she is really grateful to her husband Monwar Hossain Farhad for his care, love, support and prayer for project so that she could complete her BA in Hon's Program. Some of her friends and seniors also helped her to complete the project. She has extending her heartfelt thanks and deeply indebted to all for their endurance and motivation during her internship project work. Abstract The purpose of this assigned project paper was to connect the students with the academic world, to allow them gather knowledge and experience about the corporate world. Here the intern represents the scenario of the practical work as an assistant at the Ministry of Planning, Bangladesh. The intern has done this project for the completion of the course "Project Paper with Internship". For that reason intern receives the opportunity of doing internship at Ministry of Planning. In interrogating her, the officers chose her and allowed her to do her internship at the ministry. She set up her mind and made an honest effort to execute her internship well. In her opinion, the wake of completing this entire project, it was an outstanding encounter for her and a fundamental way to improve her abilities. In this project, the intern identifies the challenges, prospects, issues and limitations of the ministry. The study also discusses the strength, weakness, opportunities and threats which are observed by the intern. She also included some suggestions to overcome the obstacles which affected ministry most has also been included in this report.

Table of Contents Serial No Particulars Page No. Declaration of the student ii Certification of Academic Supervisor iii Acknowledgment iv Abstract v Table of Contents vi Chapter 1 Introduction 1-2 Chapter 2 Background and the significance of the project 3 2.1 Rationale of the study 4 2.2 Objectives of the study 5 Chapter 3 Methodology 6 3.1 Primary Data 7 3.2 Secondary Data 8 Chapter 4 Organization Details 9 4.1 History of Ministry of Planning, Bangladesh 10 4.2 Divisions Ministry of Planning 11 4.3 Structure of Planning Commission 12 4.4 Vision of the Ministry 13 4.5 Functions of the Ministry 14 4.6 Achievements of the Ministry 15 Chapter 5 Internship Activity 16 5.1 Using Skills 17 5.2 A short list of works 18-19 5.3 Learning from the Ministry 20 5.4 Overall Experience at Ministry 21-22 Chapter 6 Observation and Findings 23 6.1 Observation 24 6.2 Findings SWOT Analysis of the Ministry 25 Chapter 7 Limitations 26-27 Chapter 8 Recommendation 28-29 Chapter 9 Conclusion 30-31 Chapter 10 Reference 32-33 Chapter 11 Appendices 34 Appendices-1 Recommendation Letter and Certificate 35-37 Appendices-2 Photographs 38-43 Chapter -1 Introduction Introduction Competition in the job market is increasing day by day. For participating with the current world Daffodil International University has designed a course a course entitled as "Project Paper with Internship" (Course Code- ENG431). For the completion of this course, the supervisor instructs to choose a suitable organization where the Internship can be done smoothly. The sole purpose of this course is to connect the students with the academic world, to allow them gather some practical and authentic knowledge and experience about the corporate world. The intern chose Ministry of Planning, Bangladesh to complete the internship project. She had visited Ministry of Planning, Bangladesh on 13 September, 2022 for the first time. After Nusrat Rahim Pretty's interview she started to work at the Ministry of planning, planning division. Her supervisor at the ministry was Napoleon Dewan, Senior Assistant Chief, Office of the Honorable Minister of State. With a fabulous support of the supervisor, teammates, staff s she completed her internship and then the project was successfully completed. Chapter-2 Background and the significance of the Project Rationale of the study In emerging cultures, the problem of putting development projects into action has drawn more attention. In order to perform fair procurement, make these visible and responsible during the implementation phase of projects, and establish new rules and regulations, some nations have previously done so. Some nations are now working on similar legislation. For making additional research or other moves, the study would be a trustworthy one for the government as well as officials, academicians, civil society, etc. It is pertinent given how development projects are currently being planned and carried out across the globe. The study will provide a fresh perspective for everyone interested in this age of globalization. 2.2 Objectives of the Study The overall goal of this report is to increase our understanding of the assumption and create the project of the internship at the Ministry of Planning. Specific objectives of the project are – I. To see how to deal with a

planning adequately with an appropriate exercise structure, components and process. II. To see formulate policy for the achievement of planned goal III. To see medium and short time plan convert in a long time strategy IV. To see the planning process of the Ministry V. To build up my conduct of discovering I as a assistant what learning have gained from my instructing VI. To find out the beneficiary impact of technical application towards the working class people VII. To find out the preparation before starting a project in the Ministry VIII. To observe techniques and styles with uses of aids IX. To know the potential help to achieve the proper goal Chapter -3 Methodology 3.1 Primary Data As her dream is being a government officer none other than a government place is more suitable for her to do the internship. She always like to do creative and analytical things when she get the opportunity to do her intern as an assistant at the Ministry of Planning she graved the opportunity. She found that she could use her skills properly here. In our country Ministry of planning is one of the most creative field where create a plan for the development of our country. She is honored to complete my internship in such a place. After her interview she stared her work at the Ministry. In the office her regular experiences are considered as primary data. • Desk Work • Made Articles of the planning project • Write the speech of Honorable State Minister • Made power point slides, graphs and doc files • Help to arrange seminars • Face to face communication Pretty-8 3.2 Secondary Data In this entire Internship what things or sources helped her and inspired her to complete is considered as secondary data. ? Newspaper had helped her to learn the current state of the country ? In website any unknown word or theme can easily found by searching Chrome, Google ? Support which I get from my teammates and other staffs also inspires me as ? Inspired After seeing the work of her supervisor Nepeleon Dewan. She always gets his warm behavior. For this she can share with him anything about the unknown issues without any hesitation. Chapter – 4 Organization details 4.1 History of the Ministry of planning, Bangladesh In Bangladeshi Ministry of planning has a rhetorical history of emergence. It plays a vital role in planning and development related policy making relief. This Ministry is located in Sher-E-Bangla Nagar, Dhaka-1207. The making plans and handling improvement initiatives had been taken into the consideration as one of the most important dilemmas in growing international locations like Bangladesh. Bangladesh is now laid low with critical objections in implementation of growing initiatives claimed with the aid of using World Bank, International Monetary fund and different improvement partners. Basically, the entire responsibility of taking and implanting projects lies on the shoulder of Ministry of Planning, Planning Commission is responsible for overall socio-economic growing plans and programs of the country. If we see the development strategy or philosophy of Bangladesh, we can see that growth with equality and social justice remains the overarching goal of our development strategy. They mainly work through National Economic Council (NEC) and Executive Committee of National Economic Council (ECNEC). A national development plan will spread in regional development plan and then goes in a serial district, thana, union or city, municipal and union. 4.2 Divisions Ministry of Planning Planning Division Implementation Monitoring & Evaluation Division Ministry of Planning Statistics and Informatics Division Ministry of Planning has three divisions. Planning Commission is the most uppermost level which provides nation the individual project and the definitive approving authority. Planning division works as the secretariat of the Planning Commission. 4.3 Structure of Planning Commission, Bangladesh Chairperson Honorable Prime Minister • General Economic Division • Programming Division Vice Chairman Minister of Planning • Physical Infrastructure Division • Socio-Economic Infrastructure Division Member Secretary, Planning Division • Industries and Energy Division • Agriculture, Water Resources and Rural Institution Division The Planning Commission is a professional organization. As planning is a political process here every works happens under the guidance of a Minister, The Prime Minister who is also the chairman of the Commission is the one who makes the final decisions. The Commission's vice-chairman is the Minister of Planning. The Commission is made up of a vice chairman and five members at the policy. The member-secretary of the commission is the Secretary of the Planning Division. The Planning Commission receives secretarial and administrative help from the Planning Division. The General Economics Division and the Programming Division are two of the divisions that deals with the general macroeconomic aspects of the economy. Other divisions deal with the planning and policy issues of different sector of the economy. ?Daffodil International University 4.4 Vision of the Ministry Prime Minister Sheikh Hasina's shrewd economic management and tenacious political leadership enabled Bangladesh to develop its economy by an average of 7% during a ten-year period, crossing the Lower Middle-Income criterion in 2015 and fulfilling all requirements to leave the LDC category. Encouraged by these achievements, the government is now prepared to start a program to carry out Bangabandhu Sheikh Mujibur Rahman's vision of a nation free from poverty, where social and economic fairness reigns, and where there is shared wealth. As a result, the government has adopted Vision 2041, which is built on Digital Bangladesh Vision 2021 and aims to lead the country down Bangabandhu's development path. Vision 2041 specifically aims to end extreme poverty. With regard to the specific goals of Vision 2041, these include eradicating severe poverty, achieving Upper Middle-Income Country (UMIC) status by 2031, and reaching High-Income Country (HIC) status by 2041 with the end of extreme poverty.

The document "Making Vision 2041 a Reality: Perspective Plan of Bangladesh

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[2021-2041](#)" provides a development strategy including policies and programs to realize Vision 2041. ([PP2041](#)). The PP2041 builds on the accomplishments of the PP2021, as well as utilizing the best practices of contemporary [UMICs](#) and [HICs](#) that have already traversed the growth route that Bangladesh is attempting to walk. Growth and Poverty Targets for Perspective plan(pp2041) Indicator Benchmark FY20(Fiscal Year) Target FY31 Target FY41 Real GDP Growth (%) 8.2 9.0 9.9 Poverty Indicator Extreme Poverty(%) 9.4 2.3 1.0 Poverty(%) 18.8 7.0 3.0 (GED Ministry of Planning, 2020) ?Daffodil International University 4.5 Function of the Ministry of Planning Additionally, [the planning division of the planning commission](#) acts as the secretariat for all significant economy policy issues and launches the evaluation of development initiatives and program by National Economic Council(NEC) & Executive Committee National Economic Council (ECNEC). They play a significant collaborate role in the government, offering the technical assistance, advice and feasibility assessments required for the formation of sound policies. Their fundamental goal is to help the country develop with an emphasis on its key pillars which are- Social, Economic, Spatial and Environmental Development. Additionally they also serve the focal point for numerous regional and international organizations [including the European Union, the Inter-American Development Bank \(IDB\), the United Nation system of agencies](#) and the Caribbean Development Bank. They also execute [perspective plan, five years plan, poverty reduction strategy paper](#), project planning, Appraisal of projects and preparation of ADP etc. Pretty-15 4.6 Achievements of the Ministry ? The Ministry of Planning by 2021, it will [eradicate all contagious diseases and increase life expectancy to 70 years](#) ? The Ministry of Planning produce 8500 MW of electricity by 2013, 11500 MW by 2015 and success to made [provisions to get the expected demand for power of 20,000 MW by 2021](#). ? The Perspective Plan Vision 2041 has been completed and also published ? The evaluation of the midpoint of the implementation has been completed and will be publish soon. Pretty-16 Chapter- 5 Internship Details Pretty-17 5.1 Using Skills From the very first day she tried to maintain her time management well. She was punctual in her office days. She always try to do communication well, she always talk professional and present her in a better way. Whenever they gave her some work she tried her level best to complete it on time. She uses her content creation and management skill also. They gave her to write Honorable Minister of State Dr. Shamsul Alam's speech or articles where she uses her skills of content creation. She uses her data analysis skill. She also uses Microsoft office skills. Like - MS Word, Power point, Excel etc. Not but the least, she always refer for critical thinking which is analyze and evaluate an issue or situation in a different way. 5.2 A short list of work of Internship As ministry is a very confidential area, there is no room for a small mistake as well. In spite of all those things she has done some work here with many obligations. Here is a short list of her work at Ministry of Planning - ? She made presentations on "Social Program of Bangladesh, socio-economic interference. Vision 2041 ppt, social change in Bangladesh, Achieving High growth with Macroeconomic Stability, PP2041 Urban Sector Development, and vision document preparation". ? She also organized seminars Bangladesh Youth Policy, Urban Governance Reform, Strategy for city Reform, 29 Matlab Access Bridge. ? She wrote article on the present scenario of Bangladesh planning commission, Divisional Incidence of poverty, Impact of Automation on Employability. ? She has done meeting with USAID Team, is a super plan for Bangladesh which will reveal soon in front of the community people. ? She wrote speech for the Honorable Minister of state. ? She helped them to arrange four meetings for the Ministers who came for the purpose of some confidential issues. ? She did paperwork on Budget, planning, growth, E views Commands etc. ? She did two fieldworks as well ? She created table charts of the growth ? She noted key points in the meeting with the Prime Minister. ? She has sent Mails, Find suitable schedules for meetings ? She sometimes recheck files and gave correction ? She has given her opinion after preparing graphs ? She has collected data from the wings of the Ministry 5.3 Learning From The Ministry of Planning Ministry is a repository of work and knowledge. Here I found so many experienced and knowledgeable person so nearly. She has learnt so many things from here. First of all, she learnt how to maintain the job and the place well. She learnt planning process of the Ministry. She learnt the way how they handle the plans, organization and represent it. She learnt the right way to write an article, paper, speech like a government officer maintains. She has learnt how to introduce herself, talk about her knowledge, interest, skills properly. She has also learnt how to ask questions to gain better knowledge about the work place in front of anyone. She has learnt to be more confident. As her dream is to being a government officer so by this internship she could learn their working style, passion and all. Really this Internship period makes her more confident about herself. It was exactly a fundamental way to improve her abilities as well. 5.4 Overall Experience at Ministry After her interview, she was asked for bringing a document from her Institution which is Daffodil International University. So she took a recommendation letter from her department on 18 September, 2022 and started her internship from that day. That day she just observed the office. She was in the Office of the Honorable Minister of State, Ministry of Planning in Planning Division. It also known as [the General Economic Division](#). Evaluating [plans and policies](#), made [review of macro-economic situation](#), Co- ordinate the finalization of plan, perspective plan and five years planning etc. is the basic functions of the Planning Division. Her supervisor was Napoleon Dewan, Senior

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Assistant Chief, Office of Honorable Minister of State and Ministry of Planning. She worked as an assistant at the Ministry under the supervision of him. She admired that he is a very good and decent man without any doubt. She was so nervous in the first day but he made her comfortable and gave her some topics to research. The topic were – Planning Process, Private and Perspectives of plans, Budget link with planning, MTBF, PPS, NPM, AMS, RMS and gave her some slides to know more about the Ministry. She got permitted to work 3 days in a week at the Ministry. After knowing her class schedule they finalize that three days – Sunday, Monday and Wednesday. In this internship period they gave various kinds of things. She prepared power point slides for the meetings, noted key points of the seminar and meeting, she helped them to organize seminar and they gave her rewrite articles, Pretty-22 Sometimes they gave her to recheck important files, documents. In couple of days they gave her to make speech of Honorable Minister of State. She was so happy and also nervous that day but by the grace of Almighty Allah, her supervisor appreciated her writing skills, Alhamdulillah. They permitted her to attend a meeting with Prime Minister and in that meeting she noted the key points on the overall meeting. She also made graph charts and table for the budget of planning. She has created table charts of the growth sometimes. She also collected data from the other wings of the Ministry. She had done two field works with her teammates also but for the confidential reason of the ministry she could not mention the name of the work. Sometimes she sent mails for the office work. Overall, she can say that in the entire period of internship at the Ministry she had gained a lot of experiences. Some of which she can mention here and some she cannot discuss for the privacy of the ministry. Chapter-6 Observation and Findings Pretty-24
6.1 Observation In the entire internship period she had observed so many things which she had already discussed in the experience. Except them, most importantly at the Ministry they are very much concerned about time management. All of them are the epitome of punctuality. They are so sure about their plan timing. She always saw them follow the accurate time of the meetings also. She also found that they are too friendly and helpful. They are professional about their work but after that they all maintain a good relation. They all are well mannered as well. They use modern technology but also do paper work before. Whenever she talked with her supervisor he encouraged her and his words gave her more confidence. Different strategies are applied by the officers were seen not to succeed at all new strategies are needed to be implemented here. Being a newcomer while having much confidence some shortcoming of being truly fluent was not possible. 6.2 Findings & SWOT Analysis OF The Ministry After ending her internship period, she did a deep analysis on Ministry of Planning. It is a government office with a strong background and manpower. In spite of being a newcomer she had some observation in her point of view, though these are minor one. In short she has gone to do a SWOT Analysis in the basis of her internship period. The intern will discuss here about ministry's strength, weakness, opportunities and threats also. Although in her opinion she is very insignificant for doing this but still she did it only to complete my internship project paper. In her point of view, the biggest strength of the Ministry of Planning is that they will have always the support of the government because it is a government organization. They will have government's support whenever they need it. The staffs have no fear about bankruptcy or losing jobs. If she talks about the weakness of the Ministry of planning, this is capacity and efficiency. As per the rules of Government, there is an age requirement of government employee that is the reason why she thinks that there is a lack of efficient staff. Obviously they are capable also but they are not much familiar with the current modern technologies as well. This ministry has a strong manpower but if they increase their capacity then the pressure will reduce above the officers and also recover unemployment. The opportunities of the Ministry are contribution to development through national planning, project appraisal, approval and monitoring of projects. She did not find any threats of the ministry though but we can consider posting and corruption as the threats of the ministry. ?Daffodil International University
Chapter- 7 Limitations Pretty-27 Limitations Due to lack of time she could do the internship for the entire three months. However she will continue her three months internship until it ends. For the confidential reason of the ministry, she could not share all of her works and experiences and the name of the program as well. Chapter-8 Recommendation Pretty-29
Recommendations After the observation of the ministry, the officers and the supervisor of the Ministry impressed her a lot. However if they want they can do more things for the betterment of the nation. They should appoint more staffs and officer to improve the lack of efficiency. They can be more updated by improving their technical skills. They could increase their manpower by appointing more staffs which can also recover unemployment. They could use more English in their office time and office work. They have to be more careful on their publishing time of the new plans. Pretty-30 Chapter-9 Conclusion Conclusion Experience of being an assistant at the ministry is a total new experience for the intern. In her opinion the working days were very challenging but with the help of her office supervisor and teammates and other staffs she could completed her internship. However in the intern's opinion, they have a huge support of Government and they have many opportunities. Working at their weakness and threats though these are too much minor they can develop and make a huge positive change in Bangladesh. By giving more job circular they can reduce their lack of staffs and do their work in a far better way. Chapter-10 Reference REFERENCE ? Alam, D. S. (2020).

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