



## **Daffodil International University**

### **Internship Report**

**On**

Standard statistical data collection and analysis at Statistics and Informatics Division,  
Ministry of Planning

### **Submitted by:**

Shaikh Shahruma Tanjim

ID: 191-10-1932

Department of English

Daffodil International University

### **Submitted to:**

Afroza Akhter Tina

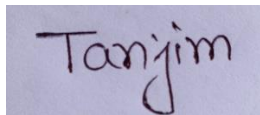
Senior Lecturer

Department of English

Daffodil International University

## Declaration of the Student

I hereby declare that the internship work is entitled to " Standard statistical data collection and analysis at Statistics and Informatics Division, Ministry of Planning" practice submitted to the department of English, Daffodil International University is a record of my original work by me under the guidance of Mrs. Afroza Akhter Tina, Senior Lecturer of English, Daffodil International University. I also declare that this internship work is submitted in partial fulfillment of the requirement for the award of the degree of B.A in English for the course project paper with internship (ENG431). It has not been previously submitted.



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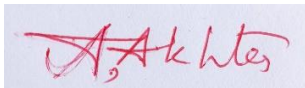
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## Certification of the Academic Supervisor

I am certifying that Shaikh Shahruma Tanjim, ID: 191-10-1932, a student of the Department of English, Daffodil International University, has completed the internship report on “Standard statistical data collection and analysis at Statistics and Informatics Division, Ministry of Planning “successfully under my supervision. As far as I know and as per her declaration, the report seems to be an authentic one on the issue and has been prepared for only academic purposes.

I am permitting her to submit the internship report. I wish her every success in life.



.....

Supervisor

Afroza Akhter Tina

Senior Lecturer

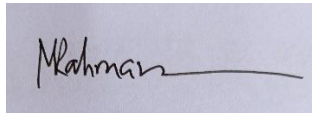
Department of English

Daffodil International University

## **Certification from Statistics and Informatics Division**

I am certifying that Shaikh Shahruma Tanjim, ID: 191-10-1932, a student of the Daffodil International University, has completed the internship report on “Standard statistical data collection and analysis at Statistics and Informatics Division, Ministry of Planning” successfully under my supervision. This report has been prepared for only academic purpose.

I wish her every success in life.



.....

Md. Mostafizur Rahman

Deputy Secretary

Statistics and Informatics Division

Ministry of Planning

## **Acknowledgement**

At first, I am thankful to the authority of the English department of Daffodil International University for giving me the opportunity of performing my internship work in a Bangladeshi Government office. The internship opportunity in the Planning Ministry was a great chance for learning and professional development for me. I think, I am very lucky that I was provided with an opportunity to be a part of it.

I am very happy to express my heartfelt thanks and respect to my supervisor Mrs. Afroza Akhter Tina, Senior Lecturer, Department of English, Daffodil International University for her guidance about my project report writing.

I am very thankful and grateful to Md. Mostafizur Rahman, Deputy Secretary, Statistics and Informatics Division, Ministry of Planning for allowing me as an intern. Although he is extremely busy with his duties; he takes time out to hear my problems and used to receive my working progress. He guides and keeps me on the correct path. And also allows me to carry out my project at their office. I am also very thankful to all the officers and office staffs. They are very helpful in my internship period.

## **Abstract**

The purpose of this is project to know about the present scenario of the English language and how the work of the executive manager in a Bangladeshi Government office and also build a professional skill. For this purpose, I visited Statistics and Informatics Division, Ministry of Planning. The practical scenario of this project activities helped me to learn about the office activities in a Government Ministry.

I worked as intern under the observation of Md. Mostafizur Rahman, Deputy Secretary, Statistics and Informatics Division, Ministry of Planning. Ministry of Planning has many divisions. Among them, I got opportunity to work in the Statistics and Informatics Division. I got opportunity to work as an associate. I worked many different topics. I generally worked in office and sometimes I also worked in field which was my project activities.

My entire journey as an intern was so informative and educative. I learned many things through my project work. Specially the office management

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## **Chapter 1**

### **Introduction**

I worked in Statistics and Informatics Division and it is a government office. I worked there as an associate. I worked there for three months. Through this internship, I experienced an actual workplace. It was a great opportunity for me to learn and gain experience. All my experience helped me realize parts like office work, work environment, office behavior. It helped me to know about my work ability. In my internship I faced many difficulties and barrier. Since this was real work please, it helped me get a real perspective of the work place. It helped me to learn to control and develop my attitude and behavior in the work place. And learnt to dealing with different kinds of people and situations. For my working purpose I had to communicate with other people of the office, it helped me to develop my communication skill. And I realized that working life is very challenging. In this challenging world, skills developing is very important. This internship period helped me to broaden my knowledge. It also helped me to known my strengths, my weakness that would be more helpful to shape up my career in the future.



## **Chapter 2**

### **Background and significant**

This report has been originated as the requirement of the English department, Daffodil International University. Since practical orientation is a mandatory part of our degree and it is a part of our academic course ENG 431 entitled "Project with Internship". for that reason, I have completed my internship program at Statistics and Informatics Division, Ministry of Planning.

From our academic education we get the theoretical knowledge which is only the half of the subject matter and other half of the subject matter complete by practical knowledge. In our life practical knowledge has no alternative. Internship helps us to complete our knowledge.

From my childhood I cherish a dream in my life that I would be a government officer. Someday I got that opportunity for internship. I think it was a great chance for me to try towards my childhood dream. I got the opportunity to work in a government office. I joined as an intern in Statistics and Informatics Division, Ministry of Planning.

I worked here and observed the activities. And I also observed how they used English in office, how they manage office. From their office behaviors and manner. I learnt many things from this experience.

## **Chapter 3**

### **Methodology of the study**

#### **Selecting an organization**

I always wanted to see myself as a government officer. When my internship period came, I decided to choose my internship at a government office. Hence, I decided to select government ministry to complete my internship period. And about this matter I also talked with my supervisor Mrs. Afroza Akhter Tina. She encouraged and allowed me. After that, I dropped my resume in the office. And luckily, they called me for an interview. After that they confirmed.

#### **Duty of the Post**

I joined Statistics and Informatics Division, as an associate under the supervision of Md. Mostafizur Rahman, Deputy Secretary, Statistics and Informatics Division, Ministry of Planning. I got the opportunity to engage in several tasks. Generally, I was supposed to write report in English and made PowerPoint presentation. I also worked in Data collecting, Data analyzing, make hard copy of data, as he assigned me to do.

## **Chapter 4**

### **An Overview of the Organization**

One of the main conditions for the development of the country is proper planning. And accurate planning requires timely and accurate statistics. The more accurate the statistics, is the easier it is for the policy makers to plan. Realizing the importance of statistics, the Father of the nation Bangbandhu Shiekh Mujibur Rahaman established Bangladesh Bureau of Statistics (BBS) in 1974. Statistical Division was established in 1975 to provide policy guidance to BBS. Since then BBS has been conducting periodic censuses and surveys under the administrative guidance of Statistics Division. Unfortunately, Statistics Division was abolished in 2002 and turned into a Wing under Planning Division. Shiekh Hasina re-established Statistics Division in 2010. During the previous tenure of Awami League Government (1996 -2001), in order to ensure international standard working conditions a delightful spacious modern building named as “Parishangkhan Bhaban” was built at Agargaon, Sher-e-Bangla Nagar, Dhaka and Prime Minister Sheikh Hasina inaugurated the building on October 25, 1999. Government has renamed Statistics Division as Statistics and Informatics Division (SID) in 2012. Statistics and Informatics Division is one of the three Divisions under Ministry of Planning. Since its inception BBS has been producing official statistics to help decision making and development progress and Statistics and Informatics Division (SID) is responsible for formulation and revision of policy on statistics and informatics.

#### **Location of the office:**

Parishankhyan Bhaban

E-27/A, Agargaon, Dhaka

Statistics and Informatics Division

Ministry of Planning

## **Vision & Mission**

### **Vision:**

World Class National Statistical Organization

### **Mission:**

To collect, process, analyze and publish statistical information for the development of the country and welfare of the people.

## **Major Functions**

- Formulation of Statistics law and rules and subsequent works thereof
- Conduct population census and surveys on agriculture, economic affairs; and other matters including socio-economic affairs, demography and the environment
- Estimation of national accounts and compilation of different price indices; compilation, processing, analysis and publication of domestic and international trade statistics.
- Guide and coordinate with ministries and divisions on statistical standards and methods.
- Assess the information needs of the country according to international standards: establish a data bank and electronic data processing system; disseminate relevant statistical data and analysis to different users based on their needs.
- Establish, maintain and update National Population Register (NPR) and establish a statistical network and strengthen it and establish a digital archive for this purpose.
- Implement collaborative research and training programs to enhance professional capacity of the division.
- Arrange national and international cooperation on statistics in the area of education, training, research and improvement of professional standards.
- Establish and operate a central Geographical Information System (GIS).

## **Chapter 5**

### **Internship Activity**

I completed my internship in Ministry of Planning. It has three division, among them I worked in Statistics and Informatics Division. In my internship period, I gathered a lot of experience through my work. As I was working there an associate. Here I had many different types of work. As I am a student of English department and I have computer skill. So, they used to give me computer related work in the office. I did most of the work on a desktop computer in the office.

During internship, I worked inside of the office and on fields assignments. In the office, I generally worked on report writing, data analyzing, writing survey report, making power point presentation.

### **5.1 Official activities**

#### **Training section**

At the very beginning, when I joined their organization as an intern. They arranged a training session where they give me ideas about their organization and how their organization work. In my training season I train under Amjad Hossain, Deputy Project Director of Population and housing census2021 project. He is a wise and wonderful person. He given me the proper idea about their office, their working sector, their office rules, office manner . He also added that I had to keep their information secret.

#### **Power point presentation**

Sometimes my office supervisor provided some information and told me to make Power point presentation. Meetings was held every week with PowerPoint presentation. I have good qualification on making PowerPoint presentation and he liked my slide. For that reason, often, he given me to responsibility to prepare power point presentation. In those slide Bangla and English language used similarly.

## **Report writing**

I also worked in report writing. Where I had to write article on their project. They provided all the information and I had to make report on it. Recently, I wrote a report on Population & Housing Census 2022 Most of the report was in written English. In their office most of the written work was held in English, few reports were made in Bangla. With the help of report, they published their journals and survey reports in their website, newspaper or book. Sometimes I summarized previous report and found out main point. I summarized Population & Housing Census 2021 report. I used and improved my Microsoft office skill through my worked.

## **Analyzing Data**

In my internship period there was a running project. In their office many employees who are expert in data analysis. They were working on it. The officer of the project divided the work among his subordinate according their skill. I also took part it as a data analyzer. Data analysis is a long process of gathering, cleaning, transforming, and modeling data to discover useful information. At that time my duty was gathering data, Cleaning data, data entry in Microsoft Excel file. Because of their confidentiality I couldn't mention the name of the project.

## **Gathering data:**

They collected data from their own employee who worked in field side. They directly collected information from people. I had to communicate with them and collected the raw data. I collected data from them through mail. I had to collect data from them and submitted to my supervisor or other officers as my supervisor told.

### **Cleaning data:**

From the field worker we collected raw data. We had to clean the raw data, because sometime it might contain duplicates, errors. We had to recheck them. Cleaning the data means maintaining the quality of data in a spreadsheet or preparation for analysis. I had to recheck all data, if there had any duplicate or error. This work was very sensitive. I did this work and honestly it was very difficult for me.

### **Data entry:**

I had done the work of data entry of survey report. I had included the data of survey in Microsoft Excel in the provided format. In my working time I always made sure that my findings and data entering must be corrected.

In the whole process, I read and learnt a lot of new things. And also, I used my skills which I learnt before, Such as, computer skills, Microsoft office, Communication skill.

## **5.2 Field activities**

In a running project I worked few days as my supervisor sent me to observe how the project work. In this project, I had to go the survey area with my supervisor. And had to take note about the working progress. According that note I had to prepare report.

My journey with them was really very good. I learnt a lot of new things. Before internship I learnt those things in academically and from here I learnt to use all my skills in practical world. In my internship period through my work I met new people. In the office and outside. Meeting new people outside helped me to develop my communication skill. Other side I learnt human psychology As I am the English literature student and English literature main focus about human

and human psychology from my study I learn to know human psychology. Understanding human psychology in working field is very helpful, because I know how to satisfy people through my work. Cause I already know who likes what kind of work.



## **Chapter 6**

### **Limitation of the study**

In my current study about this report, I faced some obstacles. However, as I was an intern, it was a great opportunity for me to learn the office actions and office behaviors of a Government organization. While completing this project, I faced some limitations. The limitations are:

#### **Time limitations:**

My internship period was only for three months and I felt that it was so limited time for this research. For the time limitation I could not gather more information. I believed that I could get more information and learnt more if I got more time.

#### **Privacy of information**

The most difficult problem that I found during doing this research was to get information from officers and office staff while doing questionnaire. First of all, they were really busy with their own work. It was difficult to get information from them. I needed to promise to not leak the important information to anyone. That is why I could not put the information about in which project I worked. Because that was my office privacy like project title, data, survey report name.

#### **Lack of experience**

As I was an intern, I hadn't any previous experience or proper knowledge about job sector. It was my first work. I had to learn office manner and working system. And lack of experience I did mistake sometime in my work.

## **Limitation of data resources**

As I was working in Statistics and Informatics Division which under the Ministry of Planning, there had a lot of confidential matter that they did not share with everyone. Being an intern, all type of information was not available for me. Specially the confidential data and files. That confidentiality created obstacles in my study.

## **Lack of knowledge**

As a student of English literature, I have no knowledge about the research field. Because in my academic studies there had not any study regarding data analyzing. So, I had no previous practical experience of data collection, data processing, data analyzing. I have to learn all these things in short time

## **Chapter 7**

### **Observations and Findings**

During the three months internship, I worked and observed the employees and officers worked in Statistics and informatics division. They also observed my work.

#### **Observation**

##### **Punctuality**

About their work, they were very punctual. I saw all the staff and officers came to the office among at 9:00am. Dr. Shahnaz Arefin Secretary of Statistics and Informatics Division is very stick about timing. I had done my internship Under Md. Mostafizur Rahman, Deputy Secretary. He was very punctual about his own work and also stick about my timing.

##### **Record Conservation Method**

They had a fantastic data conservation method. They were well trained and competent about it. They were very responsible about their work. At first, they collected the data. Then data analyze, preparing report and published the survey report. And some data are confidential they don't publish them, those data are only for internal use. The reserve all the data according month, years.

##### **Behavior and Communication**

I observed that all employees and officers in Statistics and informatics division were well discipline and organize. As they were all professional and proficient about their work and they knew the office behavior. Their behavior is professional and polite. They talk with each other very respectfully.

## **Use of language**

In a government office, they rarely used English language. They generally used Bangla language for communication. They used English as a writing medium. Their most of the report, journal, books are published in English. As I am a student of English, some officers used to talk to me in English. I always tried to talk with them fluently.

## **Unequal Distribution of Work**

I saw that there works distribution system was not equal. On one hand some of the employee had to work all day without taking relax, while some others employee had nothing to do at all.

## **Findings**

These Findings are based on my practical experience. Through my internship I learnt a lot of things. Specially, the office actions, office behaviors and office environment of a Government organization.

The most important thing I learnt that is punctuality. Generally, we know that government officers are not punctual. They don't come to office timely and they are indifferent about their work. However, in Statistics and Informatics Division head office I have seen different view. They are really punctual. They always came to the office timely. And in my office day, I had to go among 9 am. Because it's their office time. I had also learned time management as I had been assigned tasks and they had given me a time period for completing the task. I also learnt to manage work and give priority work according the importance.

Their most of the report, journal, books are published in English. English used there as written medium. As an intern I worked on report writing and learnt the report writing system for official work. In here I improved my writing skill and learnt the method of writing report.

## Chapter 8

### Recommendations

My journey as an intern in Statistics and Informatics Division, Ministry of planning was just for three months. In such a short time, it was very difficult for me to recommend. As its important part of my study, I would like to recommend the following things:

- They waste a lot of time at the beginning of the work. They work hard when it comes to deadline. I think, they should be careful about time management.
- Most of their work is very confidential. They maintain it very strictly. One-person outside the other does not know what he is working on. They never discuss about each other's work. Because it is their working policy. I think this secret should be relaxed a bit.
- They put a lot of pressure on their subordinates, rather than doing it themselves.
- I think they should increase use English as spoken medium as they all the officers are educated and they not only make data of own country but also for international purpose. In their office, they only use English as written language. Very few of them use English as spoken language.

## **Chapter 9**

### **Conclusion**

Internship in Statistics and Informatics Division, Ministry of Planning was my first work experience in office through the project. It was a great opportunity for me to work on this government office and gain knowledge. I know about the real scenario of the English language in Bangladeshi government office. I would like to express gratitude my supervisor Mrs. Afroza Akhter Tina, for her proper help about my project.

My goals as an intern are obtain skills that will be helpful in my career. My entire journey as an intern was informative and educative. I learned many things through my project work.

## Reference

**Statistics and Information Division**

[http://www.gis.gov.bd/en/organization\\_profile.php?organization=5](http://www.gis.gov.bd/en/organization_profile.php?organization=5)

**Statistics and Informatics Division** <http://www.sid.gov.bd/>

## Appendices

### Appendices1: Certificate of Internship



এম. এ. মান্নান এমপি  
মন্ত্রী  
পরিকল্পনা মন্ত্রণালয়  
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার



#### To whom it may Concern

This is to certify that **Ms. SHAIKH SHAHRUMA TANJIM (ID number: 191-10-1932)** has been experience in the Statistics and Informatics Division under the Ministry of Planning as an intern. The ministry of planning is directly responsible for long term, medium term and short term planning for the overall socio economic development of Bangladesh. Planning ministry also involved in development project appraisal, reviews, approval and monitoring function as well as fundamental growth, employment and poverty reduction strategies.

Ms. Anne Pervin has been involved in the various functions of Bangladesh Bureau of Statistics in the Statistics and Informatics Division under the Ministry of Planning. She performs her activities with sincerity, responsibility and unique approach in this regard to the tasks assigned to her in the internship duration.

We wish her every success in life.

*M Rahman* 04.12.2022

Email:mostafizbd25@gmail.com

Phone :55007089

**Md. Mostafizur Rahman**  
Deputy Secretary  
Statistics and Informatics Division  
Ministry of Planning

ভবন-০৭, নিচ তলা, পরিকল্পনা মন্ত্রণালয়, শেরে বাংলা নগর, ঢাকা-১২০৭

ফোন-৮৮-০২-৯১৮০৯৫৫, ফ্যাক্স- ৮৮-০২-৯১৮০৮৩৮

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## Appendices 2: Photographs



