



Daffodil
International
University

**An Internship Report on
“Experience as a member of the Secretariat Team for the 15th AUAP
General Conference 2022 at International Affairs, DIU”**

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Daffodil International University

Date of Submission: November 30, 2022

An internship report on the work experience at the International Affairs, DIU in accordance with the academic knowledge acquired thus far is submitted to the Faculty of Humanities and Social Science in Partial Fulfillment of the Requirements for the Degree of Bachelor of Social Science (BSS)

Letter of Transmittal

November 30, 2022

Mr. Md. Rashedul Islam

Lecturer (Senior Scale)

Department of Journalism, Media & Communication

Daffodil International University

Subject: Submission of Internship Report

Respected Sir,

As part of the BSS program of the Department of Journalism, Media & Communication, I am pleased to offer the report on “Experience as a member of the Secretariat Team for the 15th AUAP General Conference 2022 at International Affairs, DIU” for your consideration. I completed the report on schedule and achieved all the recommended objectives. The internship program and report writing have given me the opportunity to understand knowledge about the related subject in addition to the academic knowledge I have already received.

I've tried to be as thorough and instructive as possible in this report. I genuinely hope that my efforts will be respected and that the knowledge will live up to your expectations.

It is vital to reiterate that without your assistance and direction, I would not have been able to complete my report. I'd be pleased to answer any inquiries you might have regarding this.

Yours Sincerely,



OMAR AHMAD

Department of Journalism, Media & Communication

ID No. 191-24-682

Statement of Original Authorship

To the best of my knowledge, my paper does not violate anyone's property rights or copyright, and I have correctly cited any ideas, methods, quotations, or other materials that I have borrowed from other people's works, whether they have been published or not.

I certify that this is an authentic copy of my paper (with all changes permitted by my advisor and the University Library Office) and that it has not been submitted to any other institution for credit toward a higher degree.

A handwritten signature in black ink, consisting of a large, stylized initial 'O' followed by a horizontal line extending to the right.

OMAR AHMAD

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Department of Journalism, Media & Communication

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Approval of Academic Supervisor



Mr. Omar Ahmad (ID: 191-24-682) from the Department of Journalism, Media, and Communication has written an internship report called “An Internship Report on Experience as a member of the Secretariat Team for the 15th AUAP General Conference 2022 at International Affairs, DIU”. It has been approved for presentation and defense. Mr. Omar worked in the International Affairs Office at DIU as an intern, and I was in charge of him. During the academic year 2022—Fall, he finished the assignment.

I'm happy to set the record straight and say that all the numbers and conclusions in the study are 100% original work by Mr. Omar Ahmad.

Mr. Omar Ahmad has an admirable moral compass and an endearing demeanor. Being his supervisor has been a real pleasure. I hope the best for him in anything he does.

.....
Academic Supervisor

Mr. Md. Rashedul Islam

Lecturer (Senior Scale)

Department of Journalism, Media & Communication

Daffodil International University

Acknowledgement

I would like to start by sincerely thanking all of my teachers and supervisors, without whose support this internship would not have been possible. It provided me with the chance to gain knowledge about the outside world and has turned out to be a wonderful experience. My respected academic supervisor, Mr. Md. Rashedul Islam, helped me put together this report by putting together my theoretical and practical knowledge.

I would like to thank the International Affairs Office for giving me the chance to work there as an intern. Everything I've done in the last few weeks has provided me with a wealth of experience and knowledge, allowing me to excel at doing practical work. I'd like to thank Mr. Syed Raihan-Ul-Islam, Senior Assistant Director at International Affairs, for giving me the help I needed to learn a variety of useful skills.

I would like to express my gratitude to Mr. Aftab Hossain, Associate Professor and Head of the JMC Department at Daffodil International University, Professor Dr. Golam Rahman, Professor (Adviser) at Daffodil International University, Prof. Ujjwal K Chowdhury, Professor at Daffodil International University, Dr. Syed Mizanur Rahman, Adjunct Professor at Daffodil International University, Mr. Syed Ishtiaque Reza, Adjunct Professor at Daffodil International University, Dr. Shariful Islam, Adjunct Associate Professor at Daffodil International University and Md. Saidur Rahman Khan, Lecturer at Daffodil International University for their assistance in arranging for my internship and helpful advice. I also want to express my gratitude to Daffodil International University's administration.

Dedication

I dedicate my project to Almighty Allah, who created us all and allows us to live in this world. I would like to pray to Him about my parents and teachers, who have sacrificed their whole lives for me. May Almighty Allah bless them.

Abstract

Independent reviews paid for by the government say that Daffodil International University (DIU) is one of the best in Bangladesh. The Daffodil family set up the university in line with the Private University Act of 1992, which was changed in 1998, and with the approval of the Ministry of Education. Daffodil International University was founded on January 24, 2002. Today, it has many modern amenities, new ways of teaching and doing research, and a long list of services and accomplishments. The main goal of Daffodil International University (DIU) is to get its faculty and students involved in international activities so that global standards can be set. One of the best schools in Bangladesh, DIU, has international partners who are committed to helping it become a global university. To enhance academic collaboration and exchange, we signed Memorandums of Understanding and Memorandums of Agreement with around 430 universities from over 65 countries, including North America, Europe, Africa, Asia, and Australia. This essay is mostly about what the department of foreign affairs has done to help the university become more international. Through my participation and experience at one of the most prestigious international events, the "15th AUAP General Conference 2022," I hope to specifically raise awareness of the value that an institution's office of International Affairs brings to the institution in order to inspire students and other organizations to make greater contributions to the cause. I used both qualitative and quantitative methods in this report to help explain the purpose better.

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Abbreviations

DIU: *Daffodil International University*

IA: *International Affairs*

AUAP: *The Association of the Universities in Asia and the Pacific*

GC: *General Conference*

DSC: *Daffodil Smart City*

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Chapter - 1: Introduction

1.1 Introduction of the Paper

This internship report is a comprehensive overview of the work I did during my four-month internship in the International Affairs Office of Daffodil International University in Birulia, Dhaka, from August 1 to November 1, 2022. Assistant Professor Md. Rashedul Islam was in charge of my academic internship while I was getting my BSS (Hons) in Journalism, Media, and Communication at DIU. Report writing is an essential and suitable component of my undergraduate curriculum. I have until this semester to submit the course assignment for the fall semester of 2022. My internship supervisor instructed me to write this formal report.

I am happy for the opportunity to do my internship at the International Affairs Office of my own university. This department let me use what I had learned in school and gave me a taste of the wide business world. This overall experience not only helped me gain a deeper understanding of myself, but also enhanced my computing abilities and knowledge.

However, it was tough to prepare this report while also participating in the internship assignment. I'm thankful to Almighty Allah, my bosses, and my coworkers for giving me good advice and helping me find reliable information.

I tried to add as much information and material as I could to the report as it was being written. Working in administration has expanded my knowledge and experience significantly. I think these experiences have given me the confidence to work in any professional field that is respected.

1.2 Objective of Internship

As an undergraduate in the fall of 2022, I did a successful internship with International Affairs at DIU. As a result of completing my internship, which was its primary objective, I feel really optimistic about myself. This improvement will boost my professional position. My internship organization pushed me out of my comfort zone and made it so easy to talk to people I didn't know that I no longer worry about doing so. I can

now create professional ties with clients and employees. My current understanding has been significantly expanded. As I worked on this report, I got a lot of help and a lot of information about the internship program, which pushed me to do a great job. I was inspired and able to complete the project.

1.3 Significance and Scope of the Report

This report is significant because it will provide accurate information about my internship at IA at DIU. Moreover, the extensive use of media tools in the internationalization of universities It will also contain my analysis of the JMC terms utilized in this particular industry. Those who want to learn about the value of journalism, media, and communication in other parts of our country besides media houses and education can easily see the state of this report because it shows the real picture of many JMC terms used in the internationalization-focused administration industry.

In a sense, the internship program and writing reports are meant to bridge the gap between the theoretical knowledge learned over four years and the practical work experience gained during the internship. In addition, a bachelor's degree is required to participate in the program. I'm lucky to be able to use what I've learned at university in the real world. Another significant part of this report is that it will allow me to offer my viewpoint to the audience and ask for their comments on the presentation's effectiveness. This report will also talk about my work experience in another field and how much I know about JMC. This report will conclude with an analysis of the scenario from my perspective. Consequently, this report is significant to the audience. In terms of learning and getting ready for the internship, the potential intern will also benefit from my knowledge and experience. A student's internship report is important because it gives them real-world experience they can use in the future.

During my internship, I was put on the secretariat team for the "15th AUAP General Conference 2022." The Founder Chairman was to be inaugurated as President of the Association of Asian and Pacific Universities (AUAP). This was a very important event for the academic.

In numerous committees, including finance, logistics (venue, decoration, accommodation, and transport), disciplinary security and legal support, website development, and promotion and media, I had to act as a communicator and implementer.

The tasks include:

- Email tracking and communication as well as vocal communication with foreign delegates
- Sending Invitation both for local and international guests
- Program management
- Registration of foreign delegates
- Maintaining accurate financial records
- Content writing
- Social media management
- Digital designing
- Video editing
- Database creation and maintenance
- Provide promotional materials to both local and International Communities
- Tracking local newspapers on this event and record and so on.

Despite the fact that I had less than three months to learn everything I needed to know in order to pull off the important event, I made every effort to accurately relay all the information in my report. The report shows what the International Affairs Office does and how they do it during major events, in addition to their regular tasks of student exchange and scholarship programs for DIU's internationalization. This report also discusses the linguistic terms used at IA and my work experience there. It also lets me think about how well I did as an intern there and what skills I learned.

It is very difficult for an intern to think about the entire structure of the organization in such a short period of time, but I must say that I made an honest effort to think about this area in order to set up my report relating to my academic subjects with my professional life experience. The report was completed solely to fulfill a degree requirement and for educational purposes.

1.4 Objectives of the Report

In my professional life, I've always desired to learn about a variety of things and work in a variety of professions. The internship program for BSS (Hons) in Journalism, Media, and Communication at DIU allowed me to realize my dream. I've worked in public relations or made documentaries, and I'm looking for work in either of these fields. But I wanted to work, so when IA gave me the chance to do my internship in administration there, I jumped at the chance. In addition, my academic background assisted me throughout my internship at the IA office. For example, because of it, I was able to do in-depth research and think critically and specifically.

When I first started as an intern, I had some goals in mind. They are as follows:

- To understand how Media tools are used in the industry.
- To put my academic knowledge into practice in my internship program.
- To assess the significance of JMC in an organization.
- To learn about DIU's International Affairs division.
- To gain knowledge about IA and how it works.
- Working with administrative experts in the sector to gain practical knowledge.
- To put theoretical knowledge into practical knowledge. The internship program therefore served as a link between theory and practice.
- To become accustomed to high-pressure oriented work and environments.
- To gain experience working with others.
- To improve and apply my computer skills in a professional setting.
- To improve and utilize my communication skills.
- To prepare me for the future by investing time, energy, and motivation.

Chapter-2: Literature Review

2.1 Professional Soft Skills

Soft skills are habits and characteristics that influence how you work independently and with others. Some note-worthy soft skills that I may have been able to possess and improved are -

- Integrity
- Dependability
- Open-mindedness
- Teamwork
- Creativity
- Problem-solving/ Conflict resolution
- Critical thinking
- Adaptability
- Organization
- Willingness to learn
- Empathy
- Attitude
- Effective communication (both listening and speaking skills)
- Work ethic
- Leadership qualities
- Time management
- Decision making
- Networking

2.2 Professional Hard Skills

Hard skills are technical knowledge or skills that you have learned from your work, school, or other life experiences. Some note-worthy hard skills that I may have been able to possess and improved are -

- Bilingualism or multilingualism
- Database management
- Software Operation

- Poster, circular, template, etc. designs
- Google Workspace
- Microsoft Office
- Information/Data Collection
- Photo editing
- Stationery and creative designing
- Video editing
- Copywriting, email writing, copyediting, report writing
- Social Media Management
- Digital Communication
- Write-up/Content generation
- Presentation
- Data recording system

2.3 Internship to Develop Soft Skills and Hard Skills

Depending on the unique requirements of the job, a quality internship can teach students a variety of technical skills. Even though having the right hard skills is important for any career, soft skills are needed for every job.

One acquires skills during an internship by being exposed to the working environment. For example, if a person experiences a difficult circumstance, confronts it, and overcomes it, they gain problem-solving skills, among other minor skills, which fall under the concept of developing soft skills. Similarly, a person's presentation talents improve when they are compelled to constantly present themselves in the real world during an internship; this is considered a hard skill. This is how internships aid in the development of both hard and soft abilities.

2.4 Overall Importance of Internships

In today's competitive job market, a strong academic background does not guarantee a person's dream job when they are just starting out. Most employers would rather hire recent graduates who have already worked, but this isn't a must. Employers rarely hire recent college graduates with no prior experience due to the uncertainty of whether or not they can handle the work pressure as the corporate world becomes increasingly competitive and everyone strives to be the best. This is where internships enter the picture. Internships give us real-world experience that we can put on our resumes when we apply for jobs

Chapter-3: Methodology

3.1 Followed Placement Process

Since the BSS (Hons) degree required a four-month internship, I chose to do mine at DIU's International Affairs after my advisor, Mr. Rashedul Islam Ratul sir, gave me a circular about the program. I did it for various reasons, including:

- It being my own university, I already have an understanding and acquaintance of the environment around
- It was matched with my ambition
- The International Affairs arena could be a game changer for my career aspects and things here will be much better than any other arena.
- It would have allowed me to get to know my university even better and in depth
- It would've allowed me to use my strong two academic references.

My advisor, Mr. Ratul sir, shared a Facebook post about IA's five-month paid internship program the first time I heard about it. Then I got my CV and other application materials ready and used their Google Form to apply online. I had to wait a few days before I got a call for the first interview on August 1. It was with my official boss, Mr. Raihan sir. I had a 10-day evaluation period with 5 other candidates after the first interview, which I passed. We were chosen from 67 candidates. At last, I was finally chosen, along with two co-workers, for the internship program. During the four-month internship, I worked six days a week (every Saturday through Thursday) from 8 a.m. to 4 p.m. Even after the office hour, I loved to extend the working hours and did the job from 8 a.m. to 9 p.m., especially before the 15th AUAP GC in 2022. I had an 18-hour job for more than 3 weeks.

3.2 Conduction of the Project Work

Even though IA had some general responsibilities, when I began my internship, there was a massive international conference where our honorable chairman, Mr. Sabur Khan Sir, was to be inaugurated as President of AUAP. During my internship, I was mostly in charge of program media and public relations tasks. I also had to do things for committees and around the IA office. Within a few weeks, I had learned and perfected the skills I would need to work as a professional in media and public relations for the 15th AUAP General

Conference in 2022. For this, I was required to keep track of all international and national communication via email and other social media or phone, keep track of the financial records for the registration, assist my superiors in arranging and allocating hotel rooms for foreign delegates, write a great deal of content for social media posts, messages, certificates, and templates, and design accordingly, send invitations to both the local and international community, and send email newsletters and press releases.

In this way, I learned these things by watching how they help people, how they work with clients, and how often the JMC tools are used in all kinds of IA communication. I have collected all the necessary information for my internship report.

3.3 Data Collection for the Report

The research project titled “An Internship Report on Experience as a member of the Secretariat Team for the 15th AUAP General Conference 2022 at International Affairs, DIU” included both primary and secondary sources of information in its compilation. This report's methodology was both qualitative and quantitative. I got both first-hand and second-hand information for the report. First-hand information is the qualitative method, and second-hand information is the quantitative method.

3.4 Data Processing for the Report

Using Microsoft Word processing software, the acquired material was processed. Because this study is based on my own experience, it is predominantly qualitative. The information for this report came from working for the organization, talking to coworkers, and looking at documents. I also got information about the topic from the DIU and AUAP websites, as well as from DIU and IA pages and groups. The qualitative data collected has been analyzed descriptively.

There are mainly two types of data, and I have applied both of them.

1. Primary data: Primary data is information generated by the researcher himself/herself from first-hand sources, such as surveys, interviews, experiments, and so on.

The primary data that the report contains was collected from:

- gaining experience as an intern at the IA office.
- working experience with various IA office responsibilities.
- Contact with the authorities on an individual basis.

- Conversations with the personnel about IA.
- By providing questionnaires to the officers and clients.
- Conversations with clients in person.
- Personal inspection.
- Desk work that is practical.
- Direct perception and observation

2. Secondary data: Secondary data refers to previously collected study information. The information comes from a source that contradicts the primary facts in every way. It may be linked to previous information about an organization.

Secondary data that the report contains was collected from:

- Existing papers that consist of information regarding the report.
- Different internship reports were submitted by several students.
- Information was collected from the official websites, pages and groups of DIU and AUAP.

3.5 Limitations of the Study

This broad area of foreign administration cannot be covered in four months. As an intern, I was restricted from accessing all of its features. Consequently, I had to determine the areas in which I could work and concentrate. As a member of the JMC Department, I planned to look into how this organization used the JMC tools. During my internship, though, I was able to perform some actual work, which I chose to highlight in my report. Although there were many obstacles in the way of completing the report, I gave it my all to make it more meaningful and tried to prepare it more realistically and accurately so that it would be accepted by the authorities and in accordance with my university's requirements. Despite receiving excellent assistance from IA, I have encountered the following limitations:

- The short time frame of only four months is a big problem for me that I can't really get around. Due to the fact that, throughout my internship, I was also required to report my actions to my internship supervisor, it was difficult for me to write my report within the allotted time. Even though I wanted to learn more, I didn't have enough time to look into all the different parts of the field.
- As an intern, certain areas were off-limits to me. I was allocated to a position with

minimal responsibilities, which limited my opportunity to learn more than a few things. And I based the report on my personal experience, which I got through various university

- courses, the Internet, and the reading of a number of relevant periodicals and papers.
- Due to the fact that my internship program coincided with one of the most important events, AUAP GC 2022, employees were frequently overworked and unable to provide me with sufficient time.
- The report is based only on my perspective, perception, and investigation, in addition to how others described their perspective to me. Even though data collecting involves direct or face-to-face interaction, it is highly likely to be inconclusive because I cannot ensure their candor while providing information.

Consequently, these are some of the constraints I have encountered during my internship program.

Chapter - 4: Organizational Overview

4.1 Profile of International Affairs, DIU

Daffodil International University (DIU) is one of the most prestigious universities in Bangladesh, with strong international partnerships aimed at making it truly global. DIU is the only institution focused on entrepreneurship in Bangladesh. DIU is strategically located in Dhaka and has an international environmental campus with approximately 22,500 students in six departments. In the Times Higher Education World University Rankings 2023, DIU was ranked #301–400 overall and 8th in Bangladesh. It was also ranked #351–400 in the QS Asian University Rankings 2023, 78th in Southern Asia, 5th in Bangladesh, and 3rd among all private universities in Bangladesh. In the QS Asian University Ranking 2023, the university's international side scored 49.4 out of 100. DIU puts an emphasis on international partnerships with more than 450 universities worldwide and is a member of a number of prestigious international organizations, including AUPF, IIE, IAU, IAUP, AUAP, ACU, ALA, ACD, Magna Charta, ASEF, GEN, UNAI, APAIE, EURIE, ATU-NET, ESRUC, GUNI, IEEE, ISTQB, ACE, NAFSA, EAIE, and ATI.

4.2 The IA logo



4.3 Mission and Vision of IA

Vision: "Be International"

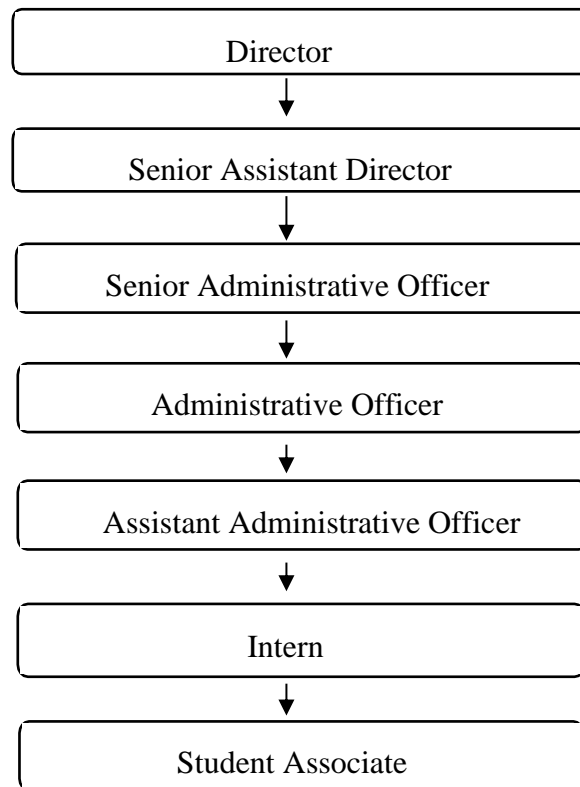
Missions:

- To generate global leaders.
- To internationalize the university as a whole.
- To improve international relations by networking.
- To encourage cultural exchange.
- To inspire entrepreneurial thinking.
- To motivate introverts to become more outgoing.
- To prepare people to present themselves not just nationally, but also internationally.
- To bring forth as many international opportunities as possible.

4.4 Values of IA

- **Honesty:** The scripture commands honesty, and they uphold this value in all of their service delivery.
- **Transparency:** They uphold the virtue of remaining transparent in all actions, which fosters trust.
- **Efficiency:** In order to be efficient, a task must be completed perfectly; they aim to satisfy all requirements.
- **Accountability:** Accountability entails being trustworthy and above suspicion; it also means being present on time.
- **Innovation:** Their eyes and minds are wide open to the evolution of quality of life and the creation of new benefits for staff members, faculty, and students.
- **Flexibility:** Flexibility leads to greater understanding and satisfaction; they strive for excellence.
- **Security:** They make sure that clients feel safe and secure sharing all of their necessary information with them.
- **Technology:** Because technology is so important to modern life, they are always on the lookout for new things to help their people live as comfortably as possible.

4.5 Organogram of IA



4.6 IA activities

- Facilitating faculty and student participation in widely available exchange programs that may or may not include financial support.
- Advice for graduate students and teachers on the many widely-available fellowships and grants that cover the costs of a doctoral education.
- Educating students and teachers on the many post-graduation options that are either fully or partially funded.
- Setting up a number of foreign camps
- In order to promote internationalization and networking at the university, numerous international events (seminars, conferences, etc.) are planned and hosted each year.

4.7 Marketing Activities of IA

Organizations use marketing to try to get more customers and, ultimately, a bigger share of the market. In this case, IA is using marketing to try to get more international institutions to join. IA's marketing activities are carried out in the following ways:

- Commonly through circulating opportunities in Facebook groups and pages
- Aside from that, IA makes sure that a lot of international connections are made through the international programs they run or help run.

Chapter - 5: Internship Activities

5.1 Introduction of the Internship

I have really finished four months of a five-month internship with DIU's Office of International Affairs. Even though the International Affairs Office is in charge of many things, everything I did and had to do during my internship was related to the 15th AUAP General Conference in 2022.

During my internship, I was able to learn new skills and improve ones I didn't even know I had. I owe my industrial supervisor and coworkers a lot for helping me develop analytical problem-solving skills and a good sense.

5.2 My responsibilities

During my 10-day assessment period, I did nothing but research on AUAP and the impending conference, as well as additional student exchange opportunities for distribution and database preparation.

After being confirmed for the Intern position, I had set pair of responsibilities -

1. In addition to AUAP GC assignments, researching and creating posters, circulars, and templates for general exchange opportunities.
2. Creating templates and posters for the 2022 AUAP GC
3. Writing the contents of many renowned figures' certificates, emails, invites, messages, and speeches.
4. Constantly collecting and organizing information for the GC, such as -
 - # Constantly updating national and international institution and organization contact information
 - # Registration
5. Email communication for-
 - # If they require assistance or have questions,
 - # Requesting the previously enumerated documents
 - # Payment process
 - # Sending invitations for both visa and joining purposes
6. Monitoring the activities of all other committee members.
7. Keeping track of the checklist based on minutes from various meetings.
8. keeping track of requests to retain notes from superiors.

5.3 About Industrial Supervisor

At Bangladesh's Daffodil International University (DIU), *The Senior Assistant Director of International Affairs* is Mr. Syed Raihan-Ul-Islam. He is also a representative for the Eurasian Universities Union (EURAS) and an international advisor at Biliran Province State University in the Philippines. DIU awarded him his bachelor's and master's degrees in English literature. In addition, he worked as a Creative Audio-Visual Teacher at Daffodil International School (English Medium) in Dhaka from 2015 to 2017.

Since 2013, he has been in charge of coordinating international programs for teachers, students, and staff at DIU. These programs include scholarships, Erasmus+ projects, overseas internships, and more. He is in charge of international collaboration and communication for DIU, and he also sets up summer and winter programs for students from other countries.

Mr. Raihan-Ul-Islam is an active member of NAFSA: Association of International Educators, and has participated in over 50 international conferences and events in over 30 countries, including EAIE, APAIE, AUAP, AUPF, EURIE, WFYS, the Magna Charta Consortium, EEUA, etc. Mr. Syed has experience coordinating short- and long-term overseas projects on campus. He also makes sure that many Erasmus+ projects, like KA171 and KA2 CBHE, are carried out at DIU.

Mr. Syed was an Erasmus+ Staff Scholar at Mykolas Romeris University in Lithuania for one week in 2022. He was also the ASEF Rectors' Conference & Students' Forum-2019 (ARC7) Students' Forum rapporteur. Since 2018, he has served as the advisor of the Social Business Students' Forum (SBSF), and since 2011, he has been a senior member of the Children's Film Society Bangladesh (CFSBD).

He is a joy to work with because he is so entertaining. He knows when to be strict and when to enjoy himself. I have rarely met someone as multitasking, productive, and incredibly stimulating as he is. Over the past few months, it's been a pleasure to work with him. Reaching out to him anytime I felt I had reached a dead end was effortless, which allowed me to have a profitable and skilled internship experience.

5.4 About Colleagues

Around my internship period I have -

- 3 more superiors (*1 Administrative Officer named "Mr. Md. Nazmul Islam" and 2 Assistant Administrative Officers named "Mr. Shouvik Roy Snigdha" and "Mrs. Farjana Yeasmin"*) apart from my supervisor,

- 3 interns named “*Ms. Tasmia Nurain*”, “*Ms. Saimum Rabbani*” and “*Mr. Mehedi Hasan Khan Rony*”

Their job responsibilities:

1. My superiors direct me in the execution of my obligations and give me permission to accomplish more.
2. My interns help me with my responsibilities, and vice versa.

5.5 Details of the Skills Developed

Soft Skills -

- **Dependability:** My supervisors had such faith in me that they sent me to locations where they could not have had the same confidence in my coworker, who was a little less organized. I feel my workplace eventually established that reliability in me.
- **Open-mindedness:** This position has taught me to keep my opinions and values to myself when it is not required, as well as to maintain an open mind when dealing with foreign delegates.
- **Teamwork:** During my internship, my coworkers and I were required to complete a variety of tasks. Many of the tasks were related to what they were doing, which taught me to work collaboratively rather than solely independently.
- **Creativity:** The majority of the time, regardless of whether we were developing a plan or a design, we were required to think creatively, which sparked my imagination.
- **Problem-solving/ Conflict resolution:** I gained experience and problem-solving skills whenever I encountered and resolved a challenge.
- **Critical thinking:** On my trip, not everything went as planned. I was required to consider alternative methods and even communicate with certain individuals, which helped me develop my critical thinking skills.
- **Adaptability:** I tend to be very shy in new situations, so I needed a lot of adaptability skills when I started my first job as an inexperienced worker. This multi-month journey taught me a great deal about adapting to new circumstances.
- **Organization:** I was responsible for maintaining the most vital information, which would not have been possible if I had been irresponsible and disorganized. Consequently, these positions taught me to be calm and organized.
- **Effective communication** (both listening and speaking skills): Since starting this job, my English-speaking introversion has decreased by 60 percent. Prior to that, I was terrified of speaking English with others, especially in formal settings. However, I can now perform

this task with ease.

- **Leadership qualities:** I gained a great deal of leadership knowledge from observing my superiors and having to take charge in a variety of situations. For the AUAP GC 2022, I led volunteer teams such as the Security support team, Medical team, Logistic team, Design team, Facilitation team, and PR team.
- **Time management:** Everything I did was extremely time-sensitive, and there was no room for sluggishness. As a result, I learned a great deal about time management.
- **Decision making:** In many of the situations I've been thrust into during my time here, I've become quite adept at making quick, situation-appropriate decisions.
- **Networking:** This excursion has expanded my social circle. When I had the opportunity to greet so many delegates during the program, several national and international delegates handed me their business cards so that I could contact them after graduation or whenever I felt the need. Meeting with **Dr. Dipu Moni**, an esteemed member of the Bangladesh parliament and minister of education, was extremely significant.

Hard skills -

- **Bilingualism or multilingualism:** My command of English speaking and typing has increased greatly as a result of my regular virtual and actual communication with the delegates. I am already proficient in Bangla. I have enhanced my vocabulary in my second language and can now speak Hindi well.
- **Database management:** This was one of my primary responsibilities, so I have extensive database management experience.
- **Software Operation:** I had to use quite a few software applications BeePro, I love pdf, QR code maker, Canva, Snapseed, Adobe photoshop, Premier Pro, Adobe Illustrator, Lightroom, Microsoft Office, Google Workspace, etc. because my entire work area was on these platforms. I started out as a noob but became at least an intermediate user of these platforms.
- **Designing, photo and video editing:** Prior to this position, I had created numerous designs for posters, circulars, and templates, etc. This website has provided me with extensive design and editing experience.
- **Information/Data Collection:** This is a skill I believe I've mastered quite well since being here.

- ***Copywriting, email writing, copyediting, report writing:*** This was another major responsibility that I believe I've mastered thanks to all the digital communication and content writing I've done over the past few months.
- ***Social Media Management:*** A significant portion of internationalization relies on its promotion, which was done exclusively and individually by each office employee, so I also gained valuable knowledge in this area. I monitored other related offices (Office of the PR and Media lab), collaborated with them as directed by my industrial supervisor, and disseminated them locally and internationally.
- ***Digital Communication:*** I was in charge of the entire AUAP GC PR section, so I was responsible for all major communications, which increased my exposure to digital communication significantly.
- ***Presentation:*** Due to the continual need to show myself in front of a variety of superior internal people as well as national and international delegates, my presentation and communication abilities have grown significantly.

5.6 Details of Analytical and Problem-Solving Cases

There are some stories of my analytical and problem-solving cases during my internship period-

- 1.** I have the good fortune to convince my superiors that I am competent in completing the work they have set me and to preserve their trust. From day one of my internship, I encountered obstacles in every direction. I can say that the last ten days of preparation were significant. As a member of the AUAP GC 2022 secretariat, I must manage five volunteer teams and four committees. As the occasion drew nearer, things became incredibly busier, and there was a great deal of confusion. As a result, I chose to stay at the office for 24 hours and keep myself occupied for 14 to 21 hours, coordinating with my team, and I am confident that we ultimately made the event a success.
- 2.** In any case, as the event's time approached, things became more vibrant and complicated. I recall that at Radisson blu, Mr. Nazmul sir abruptly asked me to take charge of the facilitation team, despite the fact that I was not initially assigned to this team. So, I had to have a quick discussion with the team, make a checklist of the entire program-rundown and what to do and what not to do, prepare the necessary materials, and immediately begin my duties. I feared that if things failed, it would reflect poorly on the entire program and DIU management. However, Alhamdulillah, we were successful, and my industrial supervisor was pleased with myself and my team. There are many more stories similar to these; in a sentence, I would say that the 15th AUAP GC 2022 was full of challenges and extremely valuable to me because it allowed me to rediscover myself.

5.7 Learnings as an Intern in the Organization

As a novice, I gained not just experience but also a wealth of it at the IA Office. I was able to work on such a big event as an intern, which is a great addition to my resume and overall experience. I believe that such a two-for-one experience is uncommon. Through this path, I am fortunate to recognize my dormant abilities.

5.8 Workplace log

August 2022:

Week	Responsibility 1	Responsibility 2	Responsibility 3
First Week	Knowledge about AUAP	Design Fb cover and profile photo of upcoming event of 15 th AUAP GC 2022	-----
	AdtU workshop management	Write-up on ICONE-B 2022	-----
Second Week	Analysis report on social media (DIU)	Several University Officials Data entries (Sheet name: Public & Private)	Meeting Minutes AdtU workshop at DIU
	Find out best hotel in Barcelona for EAIA 2022	Taking Interview of an exchange program student 2022	Several University Officials Data entries (Sheet name: Membership)
Third Week	Interview report Tunshib Shabab	Hotel suggestion near Zaragoza, Spain	International Organization/NGO offer list for abroad study opportunity and redesigning of AUAP GC 2022 Registration Form
Fourth Week	Included new information in International Org/NGO offer list for abroad study opportunity	Self-study on Erasmus Harmony project	
08.08.2022	Visa Paper process (Some graphical changes done)	Exchange program students Legal Paper scanned	Helped to forward salary sheet at ghatpar(DIU) with Mr. Iftekar(trainee)

September 2022:

09/13/2022	Prepared Meeting Minutes of Joint mee...	General		AUAP GC-2022 Promotional Activities
09/12/2022	Preparatory discussion about upcoming...	General		AUAP GC-2022 Promotional Activities
09/12/2022	Prepared related supporting about upc...	General		AUAP GC-2022 Promotional Activities
09/12/2022	32nd Annual EAIE Conference and Exh...	Project	IA Events	32nd Annual EAIE Conference and Exh...
09/12/2022	Follow up about entire committee for G...	Project	15th AUAP GC 2022	Program Secretariat
09/11/2022	32nd Annual EAIE Conference and Exh...	Project	IA Events	32nd Annual EAIE Conference and Exh...
09/11/2022	Semester Exchange program Spring 20...	Project	IA Promotional Activity	Design
09/11/2022	AUAP Hard copy sign up by Hon. Pro S...	Project	15th AUAP GC 2022	Program Secretariat
09/11/2022	Meeting with Mr. Kajal sir about press k...	General		AUAP GC-2022 Promotional Activities
09/11/2022	Short meeting with Discipline, security ...	Project	15th AUAP GC 2022	Disciplinary, Security & Legal Support
09/10/2022	Meeting with CM sir about Admission 2...	Project	Holistic PR Activities	Meeting with CM sir about Admission 2...
09/10/2022	Meeting with CM sir about AUAP PR gu...	General		AUAP GC-2022 Promotional Activities
09/10/2022	Departmental and Clubs online engage...	General		
09/10/2022	AUAP Invitation Letter	Project	15th AUAP GC 2022	International Contact, Registration, Invit...
09/08/2022	Exchange program at Dongseo Univers...	Project	IA Promotional Activity	Design
09/08/2022	AUAP Invitation letter draft to members...	Project	15th AUAP GC 2022	International Contact, Registration, Invit...
09/07/2022	Meeting with logistic team for AUAP GC...	Project	15th AUAP GC 2022	Logistic (Venue, Decoration, Accommo...
09/07/2022	Invitation Database created for Jammu-...	Project	15th AUAP GC 2022	International Contact, Registration, Invit...
09/07/2022	Meeting Minutes of Logistic Team (AUA...	Project	15th AUAP GC 2022	Logistic (Venue, Decoration, Accommo...
09/06/2022	Processed a video for IA promotion	Project	IA Promotional Activity	Video Edit
09/06/2022	Follow up mail to scientific committee o...	Project	15th AUAP GC 2022	6. Scientific
09/06/2022	Updated complete database	Project	15th AUAP GC 2022	International Contact, Registration, Invit...
09/18/2022	Meeting with convener of Discipline,...	Project	15th AUAP GC 2022	Disciplinary, Security & Legal Support
09/18/2022	Made a database of AUAP promotio...	General		AUAP GC-2022 Promotional Activities
09/18/2022	Re Edited Meeting minutes accordin...	General		AUAP GC-2022 Promotional Activities
09/18/2022	Created WhatsApp group for Global...	General		AUAP GC-2022 Promotional Activities
09/18/2022	Regular Follow up to Senior Assista...	Project	15th AUAP GC 2022	Program Secretariat
09/18/2022	Updating PR promotional Database ...	General		AUAP GC-2022 Promotional Activities
09/18/2022	Meeting with Ana madam for further ...	General		AUAP GC-2022 Promotional Activities
09/17/2022	Searched the Announcement in new...	General		AUAP GC-2022 Promotional Activities
09/17/2022	Required Promotional Tools for AUA...	General		AUAP GC-2022 Promotional Activities
09/17/2022	Follow up to enrolled Students from ...	Project	IA Office General Task	Follow up and process database
09/15/2022	Draft List of Sending Emails (Gener...	Project	15th AUAP GC 2022	International Contact, Registration, I...
09/15/2022	Budget Follow up and related inter d...	Project	15th AUAP GC 2022	Program Secretariat
09/15/2022	Disciplinary, security and legal supp...	Project	15th AUAP GC 2022	Disciplinary, Security & Legal Support
09/15/2022	Re-edited Meeting minutes on Joint ...	General		AUAP GC-2022 Promotional Activities
09/15/2022	Routine based communication to m...	General		AUAP GC-2022 Promotional Activities
09/15/2022	Gave write up for new AUAP GC we...	Project	General Task	AUAP GC-2022 Promotional Activities
09/14/2022	Visiting Hon. VC and Pro VC office f...	General		AUAP GC-2022 Promotional Activities
09/14/2022	Created database on VCs contact n...	Project	15th AUAP GC 2022	Program Secretariat
09/14/2022	Updated Meeting Minutes on Joint ...	General		AUAP GC-2022 Promotional Activities
09/13/2022	Prepared Meeting Minutes of Joint ...	General		AUAP GC-2022 Promotional Activities
09/13/2022	Prepared draft accommodations List...	Project	15th AUAP GC 2022	Logistic (Venue, Decoration, Accom...
09/13/2022	Corrected bounced email, find altern...	Project	15th AUAP GC 2022	International Contact, Registration, I...

09/29/2022	Draft List of Sending Emails (Gener...	Project	15th AUAP GC 2022	International Contact, Registration, I...
09/29/2022	Write Up for AUAP Volunteers	Project	15th AUAP GC 2022	Volunteer & Protocol
09/29/2022	Follow Up for Invitation Letter receip...	Project	15th AUAP GC 2022	Disciplinary, Security & Legal Support
09/29/2022	IA office work	Project	IA Office General Task	Design
09/28/2022	IA office work	Project	15th AUAP GC 2022	Program Secretariat
09/28/2022	Meeting Minutes of Logistic Committ...	Project	15th AUAP GC 2022	Logistic (Venue, Decoration, Accom...
09/28/2022	All Committees Meeting with Pro VC...	Project	15th AUAP GC 2022	Program Secretariat
09/28/2022	Meeting with Logistic Team	Project	15th AUAP GC 2022	Logistic (Venue, Decoration, Accom...
09/28/2022	Making confirmed Participants List f...	General		AUAP GC-2022 Promotional Activities
09/27/2022	IA office work	Project	IA Office General Task	Erasmus related work
09/27/2022	AUAP GC all committee org Task ch...	Project	15th AUAP GC 2022	AUAP Secretariat
09/27/2022	Communicated and sent mail with P...	Project	15th AUAP GC 2022	AUAP Secretariat
09/27/2022	AUAP GC 2022 All Database	Project	15th AUAP GC 2022	International Contact, Registration, I...
09/25/2022	Central Volunteer Meeting	Project	15th AUAP GC 2022	Volunteer & Protocol
09/25/2022	Invitation Database and Letter proce...	Project	15th AUAP GC 2022	International Contact, Registration, I...
09/25/2022	Flight History of Director Administrat...	Project	IA Office General Task	Follow up and process database
09/25/2022	Assist with Mr. Rifat: AUAP PR relat...	General		AUAP GC-2022 Promotional Activities
09/24/2022	Self Development: Video editing	Project	IA Promotional Activity	Video Edit
09/24/2022	IA office work	Project	IA Office General Task	Follow up and process database
09/24/2022	Assisted Mr. SM Razzak sir for AUA...	General		AUAP GC-2022 Promotional Activities
09/22/2022	IA office work	Project	IA Office General Task	Follow up and process database
09/22/2022	PR related Follow up To Ms. Ana	General		AUAP GC-2022 Promotional Activities
09/22/2022	Write up for AUAP GC welcome me...	General		AUAP GC-2022 Promotional Activities

09/06/2022	Follow up mail to scientific committee o...	Project	15th AUAP GC 2022	6. Scientific
09/06/2022	Updated complete database	Project	15th AUAP GC 2022	International Contact, Registration, Invit..
09/06/2022	Communicated IAUP PR team for welc...	General		AUAP GC-2022 Promotional Activities
09/05/2022	short meeting with an Indian Delegates ...	Project	IA Office General Task	Meeting
09/05/2022	Created a banner for MoU signing	Project	IA Promotional Activity	Design
09/05/2022	A special session on branding and pro...	Project	Holistic PR Activities	A special session on branding and pro...
09/04/2022	Budget follow up	General		AUAP GC-2022 Promotional Activities
09/04/2022	Budget follow up	Project	15th AUAP GC 2022	Disciplinary, Security & Legal Support
09/04/2022	Budget follow up	Project	15th AUAP GC 2022	6. Scientific
09/04/2022	updating Complete Database AUAP G...	Project	15th AUAP GC 2022	International Contact, Registration, Invit..
09/04/2022	Visit to Honorable Chairman sir's home ...	Project	15th AUAP GC 2022	Program Secretariat
09/04/2022	Budget follow up	Project	15th AUAP GC 2022	Logistic (Venue, Decoration, Accommo...
09/03/2022	Created informational Database for me...	General		AUAP GC-2022 Promotional Activities
09/03/2022	promotional Video edit IA	Project	IA Promotional Activity	Video Edit
09/03/2022	Follow Up meeting with Director Admini...	Project	15th AUAP GC 2022	Program Secretariat
09/03/2022	Internal meeting about AUAP GC and a...	General		AUAP GC-2022 Promotional Activities
09/01/2022	meeting with convener of Discipline, Se...	Project	15th AUAP GC 2022	Disciplinary, Security & Legal Support
09/01/2022	Creating complete database of AUAP p...	Project	15th AUAP GC 2022	International Contact, Registration, Invit..
09/01/2022	Meeting about AUAP GC Disciplinary, S...	Project	15th AUAP GC 2022	Disciplinary, Security & Legal Support
09/01/2022	Making Digital banner for AUAP GC pre...	General		AUAP GC-2022 Promotional Activities
09/01/2022	Followup about AUAP GC welcome me...	General		AUAP GC-2022 Promotional Activities
09/01/2022	Short meeting with Mr. Shaiful Islam Se...	General		AUAP GC-2022 Promotional Activities
09/22/2022	AUAP GC updating promotional dat...	General		AUAP GC-2022 Promotional Activities
09/22/2022	Communicated with Mr. Kajal sir an...	General		AUAP GC-2022 Promotional Activities
09/22/2022	Observed AUPF media activity on Y...	General		AUAP GC-2022 Promotional Activities
09/21/2022	Daylong Support, guest manageme...	Project	Incoming Exchange Program	Delegates from Techno India Univer...
09/20/2022	IA office work	Project	IA Office General Task	Follow up and process database
09/20/2022	Day long support and Photography ...	Project	IA Office General Task	Delegates from Adamas University, I...
09/20/2022	Photography support: Delegates fro...	Project	IA Office General Task	Delegates from Mianz international ...
09/19/2022	Processed Some paper works and u...	General		AUAP GC-2022 Promotional Activities
09/19/2022	Regular work feedback to Ms. Nurain	Project	15th AUAP GC 2022	Program Secretariat
09/19/2022	Regular Follow up to Senior Assista...	Project	15th AUAP GC 2022	Program Secretariat
09/19/2022	Budget follow up	Project	15th AUAP GC 2022	Logistic (Venue, Decoration, Accom...
09/19/2022	Action Plan Discussion with Mr. Naz...	Project	IA Office General Task	Delegates from Adamas University, I...
09/19/2022	IA office work	Project	IA Office General Task	Follow up and process database
09/19/2022	Asist with Mr. Abu Jahan Rifat to rec...	General		AUAP GC-2022 Promotional Activities
09/19/2022	Confirmed Pro VC sir's appointment...	Project	IA Office General Task	Delegates from Adamas University, I...
09/18/2022	Meeting with Ana madam regarding ...	Project	IA Office General Task	Delegates from Adamas University, I...
09/18/2022	Police Protocol letter Revision for A...	Project	15th AUAP GC 2022	Disciplinary, Security & Legal Support
09/18/2022	Meeting with convener of Discipline,...	Project	15th AUAP GC 2022	Disciplinary, Security & Legal Support
09/18/2022	Made a database of AUAP promotio...	General		AUAP GC-2022 Promotional Activities
09/18/2022	Re Edited Meeting minutes accordin...	General		AUAP GC-2022 Promotional Activities
09/18/2022	Created WhatsApp group for Global...	General		AUAP GC-2022 Promotional Activities
09/18/2022	Regular Follow up to Senior Assista...	Project	15th AUAP GC 2022	Program Secretariat
09/18/2022	Updating PR promotional Database ...	General		AUAP GC-2022 Promotional Activities

October 2022:

10/15/2022	AUAP Achievement info gathering	General		AUAP GC-2022 Promotional Activities
10/15/2022	Letter making and forwarding	Project	15th AUAP GC 2022	Publication & Local Invitations (local gu...
10/15/2022	Task Distribution Meeting with PR Volu...	Project	15th AUAP GC 2022	Volunteer & Protocol
10/15/2022	IA office work: Erasmus Lab ready and ...	Project	IA Office General Task	Erasmus related work
10/13/2022	Meeting With holistic PR	General		AUAP GC-2022 Promotional Activities
10/13/2022	Design Poster:Young Scientists' Fellow...	Project	IA Office General Task	Design
10/13/2022	Design Poster: The Airlangga Occupati...	Project	IA Office General Task	Design
10/13/2022	Design Poster:Xi'an Jiaotong-Liverpool...	Project	IA Office General Task	Design
10/12/2022	Designing Poster	Project	IA Office General Task	Design
10/12/2022	IA office work: Incoming and Outgoing ...	Project	IA Office General Task	Follow up and process database
10/11/2022	IA office work: Incoming and Outgoing ...	Project	IA Office General Task	Follow up and process database
10/11/2022	IA office work: Design	Project	IA Office General Task	Design
10/10/2022	Invitation Letter making, approval and ...	Project	15th AUAP GC 2022	Publication & Local Invitations (local gu...
10/10/2022	Press banner develop AUAP GC	General		AUAP GC-2022 Promotional Activities
10/10/2022	IA office work: Incoming and outgoing ...	Project	IA Office General Task	Follow up and process database
10/08/2022	IA office work: design	Project	IA Office General Task	Design
10/08/2022	Boosting area list for AUAP promotional	General		AUAP GC-2022 Promotional Activities
10/08/2022	Invitation Letter making, approval and ...	Project	15th AUAP GC 2022	Publication & Local Invitations (local gu...
10/06/2022	Write up of AUAP achievement for PR ...	General		AUAP GC-2022 Promotional Activities
10/06/2022	IA office work: Bank account process a...	Project	IA Office General Task	Bank related task
10/06/2022	IA office work: scanning files and process	Project	IA Office General Task	Follow up and process database
10/04/2022	Meeting with Pro VC at BoT	Project	15th AUAP GC 2022	Finance Activities for 15th AUAP GC 2...
10/22/2022	Meeting with logistic Committee along ...	Project	15th AUAP GC 2022	Logistic (Venue, Decoration, Accommo...
10/20/2022	IA office work: Design	Project	IA Office General Task	Design
10/20/2022	Newsletter design	Project	15th AUAP GC 2022	International Contact, Registration, Invi...
10/20/2022	Logistic Team followup and field visit	Project	15th AUAP GC 2022	Volunteer & Protocol
10/19/2022	Volunteer meet with Logistic Team	Project	15th AUAP GC 2022	Volunteer & Protocol
10/19/2022	Design Posters scholarship	Project	IA Office General Task	Design
10/19/2022	PR Volunteer Meeting and group work	Project	15th AUAP GC 2022	Volunteer & Protocol
10/19/2022	IA office work	Project	IA Office General Task	Follow up and process database
10/18/2022	Logistics Volunteer meeting	Project	15th AUAP GC 2022	Volunteer & Protocol
10/18/2022	Follow up data sharing to Logistics co...	Project	15th AUAP GC 2022	Logistic (Venue, Decoration, Accommo...
10/18/2022	Meeting with Disciplinary, Security and ...	Project	15th AUAP GC 2022	Disciplinary, Security & Legal Support
10/18/2022	Internal Meeting of secretariat	Project	15th AUAP GC 2022	Program Secretariat
10/18/2022	Design Poster	Project	IA Office General Task	Design
10/17/2022	Meeting minutes for Security Committe...	Project	15th AUAP GC 2022	Disciplinary, Security & Legal Support
10/17/2022	Corrected Previous some posters	Project	IA Office General Task	Design
10/17/2022	Meeting with Medical Volunteer Team (...	Project	15th AUAP GC 2022	Volunteer & Protocol
10/17/2022	Meeting with PR Volunteer team: online	Project	15th AUAP GC 2022	Volunteer & Protocol
10/17/2022	Process and provided Delegates Pictures	General		AUAP GC-2022 Promotional Activities
10/17/2022	Secretariat internal followup meeting: ...	Project	15th AUAP GC 2022	Program Secretariat
10/16/2022	Email Template create for AUAP	Project	15th AUAP GC 2022	International Contact, Registration, Invi...
10/16/2022	Design Posters on many scholarships	Project	IA Office General Task	Design
10/15/2022	Provided Confirmed database for new ...	General		AUAP GC-2022 Promotional Activities

10/26/2022	Provided Write up to Mr. Rifat ,PRO	General		AUAP GC-2022 Promotional Activities
10/26/2022	Reporting to IA Sr. Asisstant Director	Project	15th AUAP GC 2022	Program Secretariat
10/26/2022	Circulation and design for Scholarship ...	Project	IA Office General Task	Design
10/26/2022	Processed SSM Docu and provided to ...	Project	15th AUAP GC 2022	Disciplinary, Security & Legal Support
10/25/2022	Template Design for Erasmus Lab inau...	Project	IA Office General Task	Erasmus related work
10/25/2022	Design Poster	Project	IA Office General Task	Design
10/25/2022	Erasmus Lab preparation	Project	IA Office General Task	Erasmus related work
10/25/2022	Template Design for Scholarships	Project	IA Office General Task	Design
10/24/2022	AUAP GC 2022 Template design	Project	15th AUAP GC 2022	International Contact, Registration, Invi...
10/24/2022	Scholarship Circulation research and c...	Project	IA Office General Task	Erasmus related work
10/24/2022	Scholarship Poster Design	Project	IA Office General Task	Erasmus related work
10/23/2022	Assist Ms. Nurain	Project	15th AUAP GC 2022	Publication & Local Invitations (local gu...
10/23/2022	Transport team meeting with Kabir Sir	Project	15th AUAP GC 2022	Logistic (Venue, Decoration, Accommo...
10/23/2022	Correction Design of SAR Membership	Project	IA Office General Task	Design
10/23/2022	Preplan for AUAP Visiting places secur...	Project	15th AUAP GC 2022	Disciplinary, Security & Legal Support
10/23/2022	Erasmus Sticker Design	Project	IA Office General Task	Design
10/23/2022	Design: Adam Mickiewicz University	Project	IA Office General Task	Design
10/23/2022	Meeting with Ms. ANA madam	General		AUAP GC-2022 Promotional Activities
10/22/2022	Design: Membership with SAR	Project	IA Office General Task	Design
10/22/2022	Follow up to Security, Transport and P...	Project	15th AUAP GC 2022	Program Secretariat
10/22/2022	Local invitation letter preparation	Project	15th AUAP GC 2022	Publication & Local Invitations (local gu...
10/22/2022	Assist with Mr. Imam for AUAP Poster(...	General		AUAP GC-2022 Promotional Activities
10/31/2022	AUAP GC content Point break for Post...	General		AUAP GC-2022 Promotional Activities
10/31/2022	Letter for local delegates and processing	Project	15th AUAP GC 2022	Publication & Local Invitations (local gu...
10/31/2022	Followup and report writing	Project	15th AUAP GC 2022	Program Secretariat
10/30/2022	Meeting with PR committee	General		AUAP GC-2022 Promotional Activities
10/30/2022	Change Together 2022	Value Additi...		
10/30/2022	Meeting with Chairman sir about AUAP...	Project	15th AUAP GC 2022	Program Secretariat
10/30/2022	EU Ambassedor Facilitating	Project	IA Office General Task	Erasmus related work
10/29/2022	Incoming & Outcoming Faculty scholar...	Project	IA Office General Task	Follow up and process database
10/29/2022	Letter Draft and correction	Project	15th AUAP GC 2022	Publication & Local Invitations (local gu...
10/29/2022	Erasmus Lab Preparation	Project	IA Office General Task	Erasmus related work
10/29/2022	Flag Collect & database	Project	15th AUAP GC 2022	Logistic (Venue, Decoration, Accommo...
10/27/2022	Meeting and collaboration with Securit...	Project	15th AUAP GC 2022	Disciplinary, Security & Legal Support
10/27/2022	Followup meeting and training Phase 1...	Project	15th AUAP GC 2022	Disciplinary, Security & Legal Support
10/27/2022	Design for Erasmus	Project	IA Office General Task	Erasmus related work

November 2022:

11/03/2022	logo find out and listing for AUAP design	Project	15th AUAP GC 2022	Program Secretariat
11/03/2022	Internal Invitation Card database	Project	15th AUAP GC 2022	Souvenir & Design
11/03/2022	Delegates ID card Cross matching	Project	15th AUAP GC 2022	Souvenir & Design
11/03/2022	Delegates names id card checkup	Project	15th AUAP GC 2022	Program Secretariat
11/02/2022	Campus Round: AUAP GC preparation	Project	15th AUAP GC 2022	Logistic (Venue, Decoration, Accommo..
11/02/2022	Campus Round report process: AUAP ...	Project	15th AUAP GC 2022	Logistic (Venue, Decoration, Accommo..
11/02/2022	AUAP Banner design assist	Project	15th AUAP GC 2022	Program Secretariat
11/01/2022	Processing work materials for next day...	Project	15th AUAP GC 2022	Logistic (Venue, Decoration, Accommo..
11/01/2022	Meeting with Medical Team AUAP GC a...	Project	15th AUAP GC 2022	Volunteer & Protocol
11/01/2022	IA office work	Project	IA Office General Task	Follow up and process database
11/01/2022	Write Up for graphical poster	General		AUAP GC-2022 Promotional Activities
11/01/2022	Meet with Mr. Shaiful sir, PRO for eras...	Project	IA Office General Task	Erasmus related work
11/01/2022	Press Release for Ms. Ana madam, AU...	General		AUAP GC-2022 Promotional Activities
11/01/2022	Assist Mr. Rifat ,PRO	General		AUAP GC-2022 Promotional Activities
11/10/2022	Design ID card: AUAP 2022	Project	15th AUAP GC 2022	Promotion & Media
11/09/2022	Database process	Project	15th AUAP GC 2022	Program Secretariat
11/09/2022	Design: AUAP 2022	General		AUAP GC-2022 Promotional Activities
11/09/2022	IA office work	Project	15th AUAP GC 2022	Program Secretariat
11/08/2022	IA office work	Project	15th AUAP GC 2022	Program Secretariat
11/08/2022	Design	General		AUAP GC-2022 Promotional Activities
11/08/2022	Photography support for poster: AUAP ...	General		AUAP GC-2022 Promotional Activities
11/07/2022	PR related work	General		AUAP GC-2022 Promotional Activities
11/07/2022	Meeting with logistic	Project	15th AUAP GC 2022	Logistic (Venue, Decoration, Accommo...
11/07/2022	Campus Round report process: AUAP ...	Project	15th AUAP GC 2022	Logistic (Venue, Decoration, Accommo...
11/06/2022	Design: AUAP Secretariate	Project	15th AUAP GC 2022	Program Secretariat
11/06/2022	IA office work	Project	15th AUAP GC 2022	Program Secretariat
11/05/2022	PR Poster correction : Count Down AUAP	General		AUAP GC-2022 Promotional Activities
11/05/2022	IA office work	Project	IA Office General Task	Photography and process
11/05/2022	PR related work	General		AUAP GC-2022 Promotional Activities
11/05/2022	Internal Invitation for AUAP GC 2022	Project	15th AUAP GC 2022	Publication & Local Invitations (local gu...
11/05/2022	Database of Guest List for SSM	Project	15th AUAP GC 2022	Disciplinary, Security & Legal Support
11/05/2022	IA office work	Project	15th AUAP GC 2022	Program Secretariat
11/03/2022	Internal Meeting to Mr. Nazmul sir	Project	15th AUAP GC 2022	Program Secretariat
11/03/2022	Meeting with SSM	Project	15th AUAP GC 2022	Disciplinary, Security & Legal Support
11/03/2022	logo find out and listing for AUAP design	Project	15th AUAP GC 2022	Program Secretariat
11/03/2022	Internal Invitation Card database	Project	15th AUAP GC 2022	Souvenir & Design
11/03/2022	Delegates ID card Cross matching	Project	15th AUAP GC 2022	Souvenir & Design

11/20/2022	Audit making assistance	Project	15th AUAP GC 2022	Program Secretariat
11/20/2022	Internal Meeting of secretariat	Project	15th AUAP GC 2022	Souvenir & Design
11/20/2022	Souvenir pack up	Project	15th AUAP GC 2022	Souvenir & Design
11/19/2022	Newsletter design	Project	15th AUAP GC 2022	Promotion & Media
11/19/2022	Video edit	Project	15th AUAP GC 2022	Promotion & Media
11/17/2022	PR rel	General		AUAP GC-2022 Promotional Activities
11/16/2022	Day 3 AUAP GC: DSC Support followe...	Project	15th AUAP GC 2022	Program Secretariat
11/15/2022	GC 2022-Day 2 : Journalist managem...	Project	15th AUAP GC 2022	Program Secretariat
11/14/2022	Delegates co ordination, museum tours...	Project	15th AUAP GC 2022	Program Secretariat
11/14/2022	Radisson blue Day 1: Souvenir	Project	15th AUAP GC 2022	Souvenir & Design
11/14/2022	IA office work	Project	15th AUAP GC 2022	Program Secretariat
11/13/2022	IA office Internal work	Project	15th AUAP GC 2022	Program Secretariat
11/13/2022	Medical Team Train up	Project	15th AUAP GC 2022	Disciplinary, Security & Legal Support
11/13/2022	Design Installation	Project	15th AUAP GC 2022	Logistic (Venue, Decoration, Accommo...
11/13/2022	Documents and souvenir ready	Project	15th AUAP GC 2022	Program Secretariat
11/13/2022	IA office work	Project	15th AUAP GC 2022	Program Secretariat
11/12/2022	Meet with Dr. Dipu Moni, MP	Project	15th AUAP GC 2022	Promotion & Media
11/12/2022	SSM volunteer meeting	Project	15th AUAP GC 2022	Disciplinary, Security & Legal Support
11/12/2022	IA office work	Project	15th AUAP GC 2022	Program Secretariat
11/11/2022	Tshirt receiving and data making	Project	15th AUAP GC 2022	database
11/11/2022	AUAP Banner Design	Project	15th AUAP GC 2022	Promotion & Media
11/11/2022	Article Report	General		AUAP GC-2022 Promotional Activities
11/10/2022	Video edit: AUAP 2022	Project	15th AUAP GC 2022	Promotion & Media
11/30/2022	IA office work	Project	IA Promotional Activity	Video Edit
11/30/2022	IA office work	Project	IA Promotional Activity	Design
11/29/2022	IA office work	Project	IA Promotional Activity	Design
11/29/2022	IA office work: video edit and promotion...	Project	IA Promotional Activity	Design
11/28/2022	IA office work	Project	IA Promotional Activity	Video Edit
11/27/2022	meeting with Design section	Project	IA Office General Task	Design
11/27/2022	Design posters	Project	IA Office General Task	Design
11/27/2022	IA office work: X banners for Ambasad...	Project	IA Promotional Activity	Design
11/26/2022	Ambassador o clock promotional datab...	Project	IA Promotional Activity	Video Edit
11/26/2022	Ambassador o clock promotional Video ...	Project	IA Office General Task	Video edit
11/24/2022	Passport week x banner design and de...	Project	IA Office General Task	Design
11/24/2022	Exchange program promotional designs	Project	IA Office General Task	Design
11/23/2022	AUAP post promotional	Project	15th AUAP GC 2022	Promotion & Media
11/23/2022	Passport week videography content de...	Project	IA Office General Task	Video edit
11/23/2022	IA office work: Passport week videogra...	Project	IA Office General Task	Video edit
11/22/2022	Photography process	Project	IA Office General Task	Design
11/22/2022	Passport week internal meeting	Project	IA Office General Task	Erasmus related work
11/22/2022	Passport week photography	Project	IA Office General Task	Photography and process
11/21/2022	AUAP News collection and process	Project	15th AUAP GC 2022	Promotion & Media
11/21/2022	Design poster	Project	IA Office General Task	Design
11/21/2022	IA office work: photography support	Project	IA Office General Task	Photography and process
11/20/2022	Tshirt pack up and expenditure	Project	15th AUAP GC 2022	Souvenir & Design

Chapter - 6: Observations and Findings

I used to be an introvert who didn't like to get involved in anything and was afraid of new places.

6.1 My Internship Experience

This report is a full list of everything I did as an intern at the DIU's International Affairs Office. This organization gave me the chance to put my skills and knowledge to use and improve myself at the same time. Four months of the five-month internship were completed by the time I left IA on December 1, 2022. Interning on an international level was both exciting and difficult from a personal standpoint. Despite my history in the JMC, I was unfamiliar with the responsibilities they undertake. Thus, I had difficulty with this. On my first day of work, August 1, I was apprehensive about how I would handle everything. Then I met Mr. Raihan, my supervisor. Professionally and personally, he is competent. I then met with the remaining staff members. Then, I was initially tasked with researching AUAP in general and the organization itself. I was told to change the database that was going to be used to invite people to the program. I reminded myself daily during my internship that I needed to monitor the entire working environment in order to concentrate on the reason I was there and perform all of the assigned tasks. I used to watch a lot and record my daily chores and what I learned that day. Because I enjoy gaining knowledge and learning new things, I viewed my new job as a wonderful opportunity to learn. I could also learn more about myself and my qualifications for this position. I did my best to balance my internship experience, the way English is used in business, and my job duties with the report writing I had to do. I also attempted to go above and beyond what was required.

For me, working at IA was a life-altering experience. In addition, the people of Iowa are exceptionally polite, courteous, helpful, and considerate. My superiors took exceptional care of me. I was worried at first that I wouldn't be able to handle everything, but they were always helpful and kind. My internship with IA has not only helped me learn a lot, but it has also given me the chance to meet new people and make my future look better. I will always remember my internship with IA as a wonderful and memorable life experience.

6.2 My Observations

Throughout my internship, I explored the IA's surroundings with great attention. It took me a while to find a link between what I learned in school and what I do for a living. Initially,

would investigate a variety of options to find an exit. A consultation was made with Mr. Md. Rashedul Islam, my respective academic advisor. He greatly supported me in establishing the connection. I did my best to complete my assigned tasks at the IA while watching how my academic knowledge might be applied to the international sector.

The following are some observations I have made at work: Relations.

- IA's working environment.
- The relationship between employees and clients or those seeking assistance.
- The most prevalent terms employed by employees and clients/help-seekers.
- How do they maintain relationships between the senior and junior officers.

6.3 Use of Academic Knowledge in a Professional Setting

I attempted to link my academic knowledge with my work experience in foreign administration. I am proficient in communication because I am a student at JMC. As a result, it aided me in data entry, public relations, Digital and print designing and marketing, and other similar procedures, since the majority of the tasks, such as content writing, emailing, and communicating with foreigners, etc., required a strong command of the JMC tools that my respected teacher has taught me over the past four years. Consequently, the duties were completed with relative ease.

I've also learned in different classes how to observe the workplace and act in a way that fits it. I've also learned how to maintain connections with my superiors and subordinates, as well as how to interact with clients. I've also studied professional language codes, the manner in which a professional speaks, etc.

In addition, I have familiarity with both online and offline resources. I knew how to use computers well, and I used Microsoft Word, PowerPoint, and Excel to do my schoolwork. I worked on many different designs and editing apps in addition to Canva, Adobe, and BeePro. My previous experience was also utilized in my professional life.

During my time in school, I learned a lot, which I put to good use during my internship. And I'm pleased to be able to effectively apply what I've learned in school to my job.

6.4 Findings

SWOT Analysis: The SWOT analysis is a way to plan a company's future by looking at its strengths, weaknesses, opportunities, and threats. It is essential to have a broad knowledge of the market. It is said to be the most accurate method for determining an industry's competitiveness. It means saying what the project's goal is and listing the internal and external factors that will help or hurt its success. I used a SWOT analysis to look at the strengths, weaknesses, opportunities, and threats of International Affairs, DIU.

Strengths	Weaknesses
<ul style="list-style-type: none"> ● The International Affairs department is different from the other university departments. ● They are more active than other departments in their service. ● Promotes the university internationally, thereby attracting international students. ● A workforce that is younger and more motivated contributes to improved performance. ● Excellent service provided by reliable staff. ● Client-agent relationships that are beneficial, affectionate, and cordial. 	<ul style="list-style-type: none"> ● fewer personnel and employees. ● Being excessively affable can make it difficult to comprehend authority. ● The office relocation from Dhanmondi to Ashulia has resulted in a high rate of employee turnover. ● Not establishing a rhythm of work with other departments. ● Due to the new office relocation and the issue of adaptability, there are instances of sudden dysfunctional behavior.
Opportunity	Threats
<ul style="list-style-type: none"> ● More technical advertising can assist IA contact more prospective clients but also international event participants. ● Using innovative advertising 	<ul style="list-style-type: none"> ● Its duties are extraordinarily delicate. They not only represent the university, but also the entire nation, to the rest of the world. Therefore, there should be little opportunity for error.

<p>channels, such as online social media, to spread the message and agenda, for instance, can lead to partnerships with more universities and membership in numerous relevant organizations for global recognition.</p> <ul style="list-style-type: none"> ● Offer and receive various international student exchange, waiver, and scholarship opportunities 	<ul style="list-style-type: none"> ● If promotions of events, exchange programs, camps, etc. are not conducted correctly and effectively, internationalization may be impeded. ● If international students/guests are not treated with respect, not only will IA or DIU be tarnished, but so will the entire country.
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Self-evaluation:

When I first began working at my current position, I was not very outspoken. I had a severe anxiety disorder regarding new places, employment, and obligations. Whenever I was under duress, I usually felt overwhelmed. My routine job is inside my comfort zone, and I rarely venture outside of it. I require time to acclimate to novel settings. Like the majority of my generation, I frequently felt awkward answering the phone because I did not know what to say.

Nevertheless, I received a great deal of experience during this internship. My mode of communication evolved. My situational management abilities have increased. I can convey myself better. I no longer get the same number of nerves and chills when giving a presentation or talking with a very important boss. I now know when to ask for help, when to go off on my own, and how to talk to people in different situations. My general sense of self-worth has grown a lot, which will help me in the near future.

Chapter - 7: Conclusion and Recommendations

7.1 Conclusions

My internship experience at IA was predominantly positive. My entire internship was highly instructive, and I gained a tremendous amount of knowledge. I appreciate my supervisor's support and the fact that everyone at IA has faith in my abilities.

I have submitted a few suggestions for improvements that will all benefit IA. This is something for which I can pray. I really hope and think that IA will soon be able to turn its problems into a chance to continue giving its clients the best services possible.

In the end, all I can say is that I did my best to make this internship report follow the rules. I worked as hard as I could during my internship to create the report using solely what I saw and what I thought. I'm sure that eventually, I'll be able to use what I've learned to make better decisions about my work life.

7.2 Recommendation

During my internship, I got to see how the whole department worked, so I have some ideas for how IA could be improved.

The following are the suggestions:

- Based on the number of employees, it would be fantastic if they issued requests for additional stationery and electronic accessories.
- IA's operation would be more efficient if it had more personnel with specific expertise who are also capable of performing all other general jobs.
- Keeping personal and work time distinct and separate will assist employees in maintaining their concentration at work.

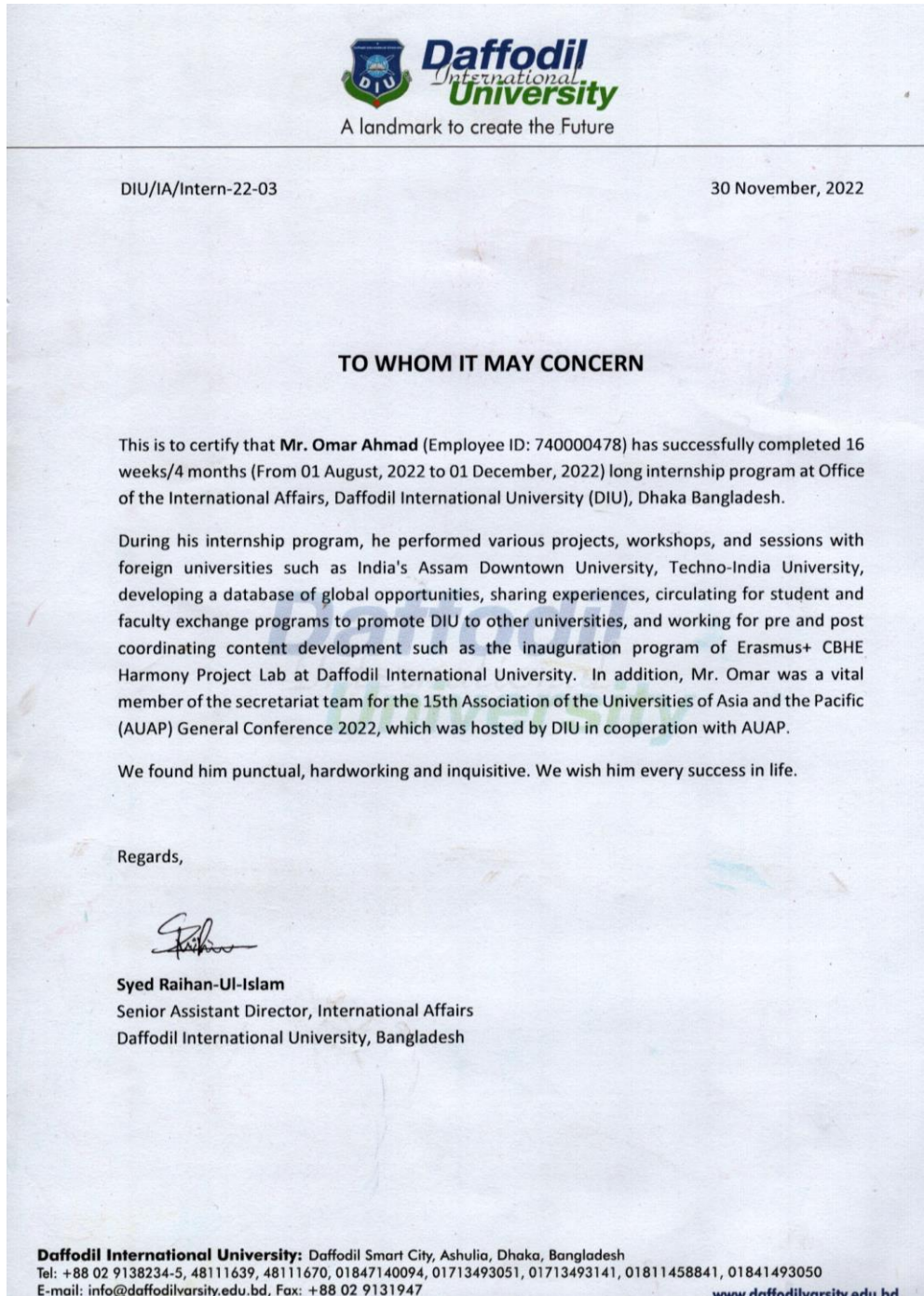
These are my own personal opinions, provided just to assist IA.

Reference

1. <https://daffodilvarsity.edu.bd/international/introduction>
2. <https://www.facebook.com/diu.international>
3. <https://www.facebook.com/daffodilvarsity.edu.bd>
4. <https://daffodilvarsity.edu.bd/alumni-details/raihan>
5. <https://auapgc2022.daffodilvarsity.edu.bd>
6. <https://rb.gy/pjnyt0>

Appendices

Appendix 1



Letter of Approval from the Industrial Supervisor

Appendix 2



Certificate of Appreciation

Appendix 3



IA Colleagues

Appendix 4



A Small Portion of the 15th AUAP GC Volunteer Team

Appendix 5



At AUAP GC 2022 with PR and Media Team

Appendix 6



at IA office promotional video making

Appendix 7



meeting with Honorable Education Minister Dr. Dipu Moni at her place for the 15th AUAP promotional shoot.

Appendix 8



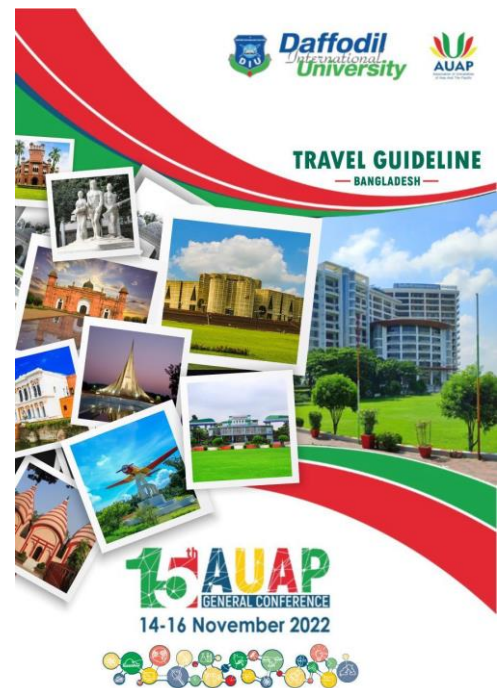
With global Higher Education Institutes Leaders at AIUB during the 15th AUAP GC 2022 (From right to left, 3rd position)

Appendix 9



IA office Senior and colleagues

Appendix 10



Glimpse of the 15th AUAP GC social media and print content

Appendix 11

A Grand Gathering of University Leaders & Professionals!

Dr. Leon Garcia, President of the International Association of University Presidents (IAUP) for 2021-2024 is joining the conference as the keynote speaker, and Prof. Dr. Ahsanul Haque, Founder & Chairman of Gulf Medical University is also attending the event as a parallel session speaker. Moreover, prominent figures like Prof. Dr. Ahsanul Haque, President of the Association of Universities of Asia and The Pacific (AUAP), Prof. Dr. Ahsanul Haque, Founder – KIIT, and KISS as well as Member of Parliament, Lok Sabha (Kandhamal, Odisha), India and Mr. Hadi Muihan Gupri, Chancellor, Jagran Lakeside University, Bhopal and Pro Vice Chairman, Delhi Public School, India are coming together to exchange their extraordinary ideas in the conference. Additionally, Founders, Presidents, Chancellors, Vice-Chancellors, Executive Directors and top management from universities and organizations like Gulf Medical University, Darul Uloom Deoband, Romania, Washington University of Science and Technology USA, Lyceum of the Philippines University, Universitas Airlangga, Indonesia, Adama University, India, Eastern European University Association and many more will be joining the conference.

Globally renowned speakers and educationists are sharing their messages to join the 15th AUAP GC 2022

Welcome Messages From The Global HEIs Leaders

The 15th AUAP General Conference 2022 is here in Bangladesh!!

HERE WE ARE

Program Brochure

Dr. Leon Garcia is President of the International Association of University Presidents (IAUP) for 2021-2024. He has also been President of CETYS University since 2010, leading the institution to accreditation in the USA (WASC, ACBSP, ABET) and one of the most internationalized universities in Mexico. Prior to that, he served as Chancellor of City University of Seattle's International Division, with a presence across the Americas, Europe and Asia.

He currently serves or has served on boards and/or advisory groups: Commission on Internationalization and Global Engagement of the American Council on Education, Council of Presidents of the Association of Governing Boards, Western Association of Schools and Colleges, Council for the Advancement and Support of Education, NAESA International Educators Association, Hispanic Association of Colleges and Universities, Mexican Federation of Private Universities, Secretary of Universities, Mexico and Consortium for North American Higher Education Collaborative.

Keynote Speaker

DR. FERNANDO LEÓN GARCÍA
PRESIDENT IAUP 2021-2024
PRESIDENT CETYS UNIVERSITY

More Excitements

Golf to Play (9 or 18 holes) at Kurnihola Golf Club, Dhaka *
Gala Dinner & Award Giving Ceremony with Cultural Night *
Campus Tour: Daffodil International University, Daffodil Smart City, Dhaka *

Visiting places -
* Bangabandhu Memorial Museum
* Bangladesh National Parliament
* Father of the Nation Memorial Museum
* University of Dhaka
* Shopping at South Asia's largest shopping mall

We are more safer with Covid-19 Precautions!

Since the Covid-19 growth rate in Bangladesh has considerably lowered, there aren't many strict entry limitations. However, the current requirements for traveling to Bangladesh during this Covid-19 period are:

01. Mask (only in mass gathering)
02. Complete Health Declaration Form to submit in Dhaka International Airport
03. Full dose of WHO Approved Vaccination Certificate, and/or not vaccinated RT-PCR-based Covid-19 Negative Certificate

Health Declaration Form & most recent information and guidelines on air travel into or out of Bangladesh up until the conference can be found here.

CALL FOR PAPER

Theme: Synergy between Information Technology and Quality Education in the 4IR Era

Sub-Themes:

- # Online to Blended Using Technology for Employability
- # Experimental & Practical Components in Outcome-based Education
- # Project-based Teaching & Learning
- # Innovation, Incubation & Entrepreneurship
- # International Cooperation & Mobility
- # Faculty Development & Research

Abstract deadline: 20th October
PPT submission and deadline: 31 October

CONTACT US

Dr. Md. Saikat Hossain Secretary IAUP GC 2022 Daffodil International University, Bangladesh Email: saikat2022@daffodiluniversity.edu.bd Tel: +88-0211133133	Mr. Syed Rashedul Islam Secretary IAUP GC Daffodil International University, Bangladesh Email: syedraheem@du.edu.bd Tel: +88-0211133133	Ms. Sagarika Choudhury Daffodil Secretary IAUP GC Email: sagarika@du.edu.bd Tel: +88-0211133133
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Be with us at 15th AUAP General Conference 2022.

EVENT PAGE | WEBSITE

Newsletter for the 15th AUAP GC 2022

Appendix 12



Ambassador O'clock promotional Content

Appendix 13



Passport week 2022 Promotional content (X Banner)

Appendix 14

3rd INTERNATIONAL STEM OLYMPIAD - 2023
Germany

CODING CATEGORY
For Grades 9-12

MATH CATEGORY
For Grades 7-12

SCIENCE CATEGORY
For Grades 7-12

ART CATEGORY
For Grades 2-12

GRAND FINAL
For Grades 6-11

Registration Deadline: 28 October 2022

Participants Benefits:

- The top 3 students will join to the GRAND Final Program in Europe, with special discounts.
- Top 3 will receive original medals and certificates with free shipping. Finalist will receive digital medal & certificates (Gold, Silver, Bronze)
- Certificate of Participation.
- Free Premium Membership

Participation Fees:
Coding = 25€ Science = 20€
Art = 20€ Math = 20€

*Only qualification exams will require fees.
All further exams will be free for qualified participants.

Registration Link: <https://forms.gle/hewwMc5Wf2hv7xz96>

CODING CATEGORY	Qualification Exams	Final Exams	STEM GRAND FINAL
	6 Nov 22 or 29 Jan 23	19 Feb 23	Coming Soon
MATH, SCIENCE AND ART CATEGORIES	Qualification Exams	Final Exams	Exams for the BOB*
	4 Dec 22 or 5 Feb 23	26 Feb 23	02 April 23

MAIN TEAM: BRILLIANT, Codementum, PNET, etc.

Daffodil University | **DSU Dongseo University**
South Korea

Full Funded Global Korea Scholarship

Congratulations
SEMESTER EXCHANGE PROGRAM (FALL-2022)

Tamanna Islam Mim
Student, Dept. of Multimedia and Creative Technology

Daffodil University

Congratulations
Team CSE

One-week long Faculty & Student Exchange Program
20 to 27 November, 2022
Assam down town University, India

CHUNG-ANG UNIVERSITY
Campus: Seoul / Anseong, South Korea

Apply in **CAIT**

Eligible departments:

1. Computer Science & System Management
2. Computer Science and Engineering
3. Information Technology and Management
4. Software Engineering
5. Business Administration
6. Innovation & Entrepreneurship
7. Multimedia and Digital Technology

Eligibility criteria:

- CGPA 3.00
- Very Good level of English Communication skill
- At least one year completed at DU

Benefits:

- One Cultural Activities
- One Academic Credits & Recognition
- International Network
- Travel South Korea

Registration Deadline: 15th October, 2022

VIRTUAL STUDENT

8 June - 14 Sep 2022

STUDENT ACADEMIC OLYMPIAD
International Virtual Quiz Bee Competition
JANUARY 25-27, 2023

INVITED INSTITUTIONS

Registration Fee: AUPP Member Schools: USD 50

Prizes:
1ST PLACE: USD 500
2ND PLACE: USD 300
3RD PLACE: USD 100

Middle School Category: Grade 1 to 10 Students, Topic: SDG 11 Gender Equality

Tertiary Category: Allied Health Undergraduate Students, Topic: SDG 11 - Good Health and Well-being

Seminar On Higher Education in the USA

Speakers:
Ms. Kashfi Chowdhury
Mr. Jonathan Gomes
Mrs. Rifat Swapnil

10:00 AM
21 November
Prof. Dr. Aminul Islam Seminar Hall

Petra Christian University (PCU) Indonesia.
On-Campus Semester Exchange Program (Spring - 2023)

Eligible Departments:

- Business Administration
- Business Studies
- Innovation & Entrepreneurship

Eligibility Criteria:

- Minimum CGPA 3.0
- Standard level of English proficiency & good communication skill
- Have completed at least three academic semesters

Participants Benefits:

- Waived Tuition Fee
- Get Academic Credits & Recognition
- International Networking
- Explore Indonesia

09 Nov, 2022

NEW MEMBERSHIP

Daffodil University | **INOAAHE**

<https://daffodiluniversity.edu.bd/members>

New Membership

Daffodil University | **SCHOLARS AT RISK NETWORK**

protection advocacy learning

Some sample of general promotional Task of IA

Appendix 15



Group Picture with Ambassador European Union



15th AUAP Volunteers Gathering



With Global HEI in 15th AUAP

Appendix 16



Passport week video edited, link: <https://rb.gy/pjnyt0>

Turnitin Originality Report

Document Viewer

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Word Count: 8643
Submitted: 1

191-24-682 By Omar Ahmad

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		Publications: 1%
		Student Papers: 4%

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<1% match (Internet from 30-Sep-2021) https://www.coursehero.com/file/90599449/Thesisdocx/	✕
<1% match (publications) Bierman, Leonard; Ferrell, O. C.; Ferrell, Linda. "Management: Principles and Applications, Custom Fourth Edition", UAGC, 2022	✕
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An Internship Report on "Experience as a member of the Secretariat Team for the AUAP General Conference 2022" Prepared by: Omar Ahmad ID:191-24-682 Semester: Fall-2022 Daffodil International University Under the Supervision of: [Mr. Md. Rashedul Islam Lecturer \(Senior Scale\) Department of Journalism, Media & Communication Faculty of Humanities and social science Daffodil international university Daffodil International University](#) Date of Submission: November 30, 2022 An internship report on the work experience at the International Affairs, DIU in accordance with the academic knowledge acquired thus far [is submitted to the Faculty of Humanities and Social Science in Partial Fulfillment of the Requirements for the Degree of Bachelor of Social Science \(BSS\)](#) Statement of Original Authorship To the best of my knowledge, my paper does not violate anyone's property rights or copyright, and I have correctly cited any ideas, methods, quotations, or other materials that I have borrowed from other people's works, whether they have been published or not. I certify that this is an authentic copy of my paper (with all changes permitted by my advisor and the University Library Office) and that it has not been submitted to any other institution for credit toward a higher degree. Omar Ahmad 191-24-682 Department of Journalism, Media & Communication Daffodil International University i Approval of Academic Supervisor Mr. Omar Ahmad (ID: 191-24-682) from the Department of Journalism, Media, and Communication has written an internship report called "Internship Experience as a Member of the Secretariat Team for the AUAP General Conference 2022." It [has been approved for presentation and defense](#). Mr. Omar [worked](#) in the International Affairs Office at DIU as an intern, and I was in charge of him. During the academic year 2022— Fall, she finished the assignment. I'm happy to set the record straight and say that all the numbers and conclusions in the study are 100% original work by Mr. Omar Ahmad. Omar Ahmad has an admirable moral compass and an endearing demeanor. Being her supervisor has been a real pleasure. I hope the best for him in anything he does. Academic Supervisor [Mr. Md. Rashedul Islam Lecturer Department of Journalism, Media & Communication Daffodil International University](#); ii Acknowledgement I would like to start by sincerely thanking [all of my teachers and supervisors, without whose support this internship would not have been possible. It provided me with the chance to gain knowledge about the outside world and has turned out to be a wonderful experience.](#) My respected academic supervisor, Mr. Md. Rashedul Islam, helped me put together this report by putting together my theoretical and practical knowledge. [I would like to thank the International Affairs Office for giving me the chance to work there as an intern.](#) Everything I've done in the last few weeks has provided me with a wealth of experience and knowledge, allowing me to excel at doing practical work. I'd like to thank [Mr. Syed Raihan-Ul-Islam, Senior Assistant Director at International Affairs](#), for giving me the help I needed to learn a variety of useful skills. [I would like to express my gratitude to Mr. Aftab Hossain, Associate Professor and Head of the JMC Department at Daffodil International University, Professor Dr. Golam Rahman, Professor \(Adviser\) at Daffodil International University, Prof. Ujjwal K Chowdhury, Professor at Daffodil International University, Dr.](#)