

## **Report of the Field Work/ Project Work/ internship/ Summer Project**

1. **Name of the Course:** Bachelor of Business Administration
2. **Course Code:**
3. **Name of the Department:** Bachelor of Business Administration
4. **Affiliating University:** Gauhati University
5. **Year of Conduct:** 2020-21
6. **Number of students Involved:**5
7. **Places where it is conducted:** - York Print Pvt Ltd,  
-Biozeneca Pharmaceuticals  
-SRD Nutrients Pvt Ltd

### **8. Objective**

- i. As it is a compulsory paper of Summer Internship under the course curriculum the theoretical knowledge is blended with the real corporate world practically.
- ii. Increase proficiency in specific business disciplines like human resources management, operations management, marketing.
- iii. It helps the students to build a strong resume as they can showcase it on their resume.
- iv. If the internship is satisfactory then the students are be hired for a permanent position at the company.

### **1. Methodology:**

- i. The organizations were communicated for the internship through phone.
- ii. An application letter (attached with students list) was sent to the respective organizations.
- iii. The students were given permission by their respective organizations.



- iv. After completion of the internships, students were provided with the internship completion certificate.

**2. Details the of the Field Work/ Project Work/ internship/ Summer Project:**

Name of the topic	No. of the students	Name of the supervisor	Signature of the Supervisor
Training and Development	1	Manab Jyoti Gogoi	<i>NS</i>
Training and Development	1	Manab Jyoti Gogoi	<i>NS</i>
Job Satisfaction	1	Manab Jyoti Gogoi	<i>NS</i>
Recruitment and Selection	1	Manab Jyoti Gogoi	<i>NS</i>
Employee Benefits	1	Manab Jyoti Gogoi	<i>NS</i>

**3. Outcome of field work/ Project Work:**

Upon completion of the course, the students able to

- i. They were familiarized with the way the organization training and development, recruitment and selection, job satisfaction and employee's benefits are done in an organization.
- ii. They got to know about the way the organization operates and the various functions that are being done by the various departments in an organization.
- iii. The students had built a rapport with their professional mentors which is helpful in the near future.

Signature of HoD

*NS*  
30/06/2022



*NS*  
30/06/22

Principal  
Pub Kamrup College  
P.O. Baihata Chariali

Attachment 1



BioZENeca Pharmaceuticals  
BIOZENeca Pharmaceuticals  
BIOZENeca Pharmaceuticals  
BIOZENeca Pharmaceuticals

Date: 6<sup>th</sup> May 2021

**TO WHOM IT MAY CONCERN**

This is to certify that Mr. Aksh Pareek, student of Bachelor of Business Administration (B.B.A) of Pub Kamrup College, Gauhati University, has successfully completed a summer internship from 10<sup>th</sup> March 2021 to 6<sup>th</sup> May 2021 under the guidance of Mr. Debansh Deb (Manager).

During the period of his internship program with us he had been exposed to different process was found practical, hard working and cooperative.

We wish him every success in his life and career.



Aksh Pareek  
Founder, B.B.A  
BioZeneca Pharmaceuticals



*B*  
30/06/2022



YPC  
YORK PRINT PVT. LTD. 101, CHAN, BAHATA CHARALI, DIST. KAMRUPOUR, ASSAM, INDIA  
www.yorkprint.com

Date: 05.05.21

**TO WHOM IT MAY CONCERN**

This is to certify that Jonali Haldar, a student of BBA 5<sup>th</sup> semester of Pub Kamrup College, Bahata Charali has successfully completed three-month summer training project in our organization.

Her project title was "A Summer Training Project on Job Satisfaction in York Print Pvt. Ltd".

During the period of her summer training with us we found her sincere and hardworking with all her works she had done and wish her all the best for her future endeavors.



Legal Office, P.O. BAHATA CHARALI, DIST. KAMRUPOUR, ASSAM, INDIA  
CN NO. 101/2010/10/10/10/10



NS  
30/06/22



York Print Pvt. Ltd., 301, Orion Tower, Chohan Road, GS Road, Dispur, Assam-781005  
☎ 0361-2342845/46, www.yorkprint.in

Date - 05.05.2021

**TO WHOM IT MAY CONCERN**

This is to certify that **ROKIBUL ISLAM**, a student of **BBA 5<sup>th</sup> Semester** of **Pub Kamrup College**, **Balhata Chariali**, Assam has successfully completed three months' summer training project in our organization.

His project title was "**A Summer Training Project on Training and Development in York Print Pvt. Ltd.**"

During the period of his summer training with us we found him sincere and hardworking with all his work he had done and wish him all the best for his future endeavours.

For and on behalf of,

York Print Pvt. Ltd.

Rahul Choudhary

Quality Manager



Head Office : 9th Mile, GS Road, Balidua, Dist. - Nishal, Meghalaya, Shillong, Pin-793101  
CIN NO. U21029ML2562PTC006724



*MS*  
*30/06/2022*

## Attachment 2

### Student List

Roll No	Name	Company Name	Topic
UM - 181-033 - 0001	Alok Pandit	Biozeneca Pharmaceuticals	Employee Benefits
UM - 181-033 - 0002	Jonali Halder	York Print Pvt Ltd	Job Satisfaction
UM - 181-033 - 0003	Rokibul Islam	York Print Pvt Ltd	Training and Development
UM - 181-033 - 0004	Sagar Nath	SRD Nutrients Pvt Ltd	Training and Development
UM - 181-033 - 0006	Pranjit Deka	SRD Nutrients Pvt Ltd	Recruitment and Selection

