



Ref. No.- SSM/ Skill-intern/ 2026/02

Date: 10.06.2026

Session- 2025-26 Internship Program Module

Org by Skill Development Cell

All the current students of 2nd Semester (both Major & MDC) are hereby informed to enroll in any (**only one**) of the following internship courses. All courses are paid. You can register yourself through a google form which will be shared shortly in your department's official group. You are advised to read carefully all the course details before registration to avoid any miscommunication. Various companies will conduct the courses as follows-

- 1) NYCTISD- Desktop Publishing with Workplace IT & Generative AI
- 2) Integrated Institute for Advanced Research and Information (IIARI) - Geospatial Technology in Research: Basic to Advanced Implementation
- 3) North Bengal Animation & Film Academy- i) Tea Tasting & Branding
ii) Photography and Photo Editing
- 4) TestTube- Computerized Accounting with Tally Prime: Bridging Tradition and Technology
- 5) Finch Travel (OPC) Private Limited – Travel & Tourism Management
- 6) Siliguri Association for Sustainability & Rural Empowerment (ASURE) – Beautician course

Skill Development Cell / Internship Committee:

- Dr. Suphal Biswas, Department of Bengali, Convenor
- Dr. Pallabee P. Sarkar, Department of Chemistry. Member
- Smt. Babita Prasad, Department of Commerce, Member
- Sri. Rahul Paul, Department of Economics, Member
- Smt. Piu Roy, Department of Education, Member
- Smt. Nimu Rai, Department of English. Member
- Smt. Bhaswati Bhattacharya, Department of Geography. Member
- Smt. Madhubanti Basu, Department of History, Member
- Smt. Mitali Das, Department of Mathematics. Member
- Sri. Arkaprava Mitra, Department of Physics, Member
- Dr. Tirthankar Chakraborty, Department of Political Science, Member
- Smt. Sharmistha Biswas, Department of Sociology, Member



SURYA SEN MAHAVIDYALAYA

NAAC RE-ACCREDITED B+ | ISO 21001:2018, 14001:2015, 9001:2015
A MULTI STREAM GOVT. AIDED COLLEGE & RECOGNIZED BY UGC U/S 2(F) & 1 2(B)
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SKILL DEVELOPMENT
CELL

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The Future-Ready Internship: Desktop Publishing with Workplace IT & Generative AI

Conducting By NYCTISD

For: 2nd Semester Undergraduate Students Total

Duration: 60 Hours

Schedule: 5 Weeks × 4 Days/Week × 3 Hours/Day Mode of

Training: Offline / online

Fees: Rs. 600/-

Key Learning Objectives

- Master modern tools in Desktop Publishing (DTP)
- Enhance Bengali and English typing proficiency
- Gain functional workplace skills in MS Word, Excel, and PowerPoint
- Use Generative AI tools for writing, design, and data tasks
- Complete a real-world Booklet Publishing Project combining DTP + AI

Tools & Technologies

Category	Tools & Platforms
Typing	Typing Master, Avro Keyboard, Google Input Tools
DTP Tools	Photoshop, CorelDRAW, InDesign, Canva
Office Tools	MS Word, Excel, PowerPoint
AI Tools	ChatGPT, MS Copilot, Canva Magic Write, Grammarly AI

Surya Sen Colony, Block-B, Siliguri - 734004, Dist. Jalpaiguri, West Bengal
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SKILL DEVELOPMENT
CELL

Outcomes

Ref. No.-

- Fluency in DTP tools for posters, booklets, brochures
- Workplace-readiness with Word, Excel & PowerPoint
- Hands-on AI experience for writing, design & data
- Completed real-world Booklet Publishing Project
- Confidence to apply for internships, freelance, or full-time jobs

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INTEGRATED INSTITUTE FOR ADVANCED

RESEARCH AND INFORMATION

(IIARI)

(MSME , GOVT. OF INDIA & ISO 9001:2015 CERTIFIED PREMIER RESEARCH & SKILLED COURSE PROVIDING INSTITUTE)



Introducing
60 Hours Internship
on

Geospatial Technology in Research : Basic to Advanced Implementation



Theory – Practical - Project Work

Curriculum

REMOTE SENSING

1. Data Download using USGS – Earth Explorer
2. SFCC – Band Combination
3. LULC – Supervised
4. NDVI, NDBI, MNDWI, NDCI.

GPS & Drone

1. Overview & Its Applications
2. Hands-on Training
3. Post Processing in QGIS

GIS

1. Georeferencing –
 - i. Ground to Image Georeferencing
 - ii. Image to Image Georeferencing
2. Projection & Datum.
3. Vectorization – i. Point ii. Line iii. Polygon
4. Advanced Vectorization & Excel Joining
5. Thematic Mapping
 - I. Pie
 - II. Proportional Pie
 - III. Histogram
 - IV. Choropleth
6. Layout Creation

REGISTRATION FEES

500 INR/-

Contact: 8961725804

North Bengal Animation & Film Academy

Presents

Internship program on PHOTOGRAPHY AND PHOTO EDITING

Mode of Training : Offline (College Campus)

Course Details:

Photography & Editing With the increasing scope in advertisement, media and fashion industry, photography has become a popular career choice among youngsters who wants to have a creative and dynamic life. Our photography and post-production course offers industry-oriented photography and post-production classes that involve training on techniques, tools, and software of editing, color correction, insertion of transition effects, etc.

- | | |
|--|--|
| <ul style="list-style-type: none">• Principles of Photography• Exposure• Working with ISO• Framing & Composition• Outdoor Photography• Portrait & Product Photography | <ul style="list-style-type: none">• Basic of Photo Editing• Photo Editing using Photoshop• Project Work |
|--|--|

Course Outcome:

- Understand the fundamentals of photography, including camera settings, composition, and lighting.
- Gain confidence in capturing well-framed and creative photographs in different environments.
- Learn the basics of photo editing using industry-standard software to enhance image quality.
- Develop skills to correct exposure, color, and sharpness, and apply simple retouching techniques.
- Build a small portfolio showcasing their best photographs with basic editing.
- Be prepared to use photography and editing skills for personal projects, social media, or as a foundation for advanced learning.

Note- Participants are required to complete 60 contact hours, distributed among three core components- Theory, Practical & Project Work.

Course Fee: Rs. 600/-
7679104175 | 7908452563



PlanetTEA

Presents

Internship program on TEA TASTING & BRANDING

Mode of Training: Offline (College Campus)

No subject /department restriction

PlanetTea: Skill Development Initiative

PlanetTea is a unique program blending tea knowledge with branding and packaging skills, backed by **North Bengal Animation & Film Academy (NBFA)** to cultivate expertise through immersive experiences and training.

- Introduction to Tea & the Industry
- Branding and Tea Packaging Design
- Tea Processing & Manufacturing
- Tea Marketing & Consumer Trends
- Tea Tasting & Sensory Training
- Final Project & Assessment

Mission of Planet Tea:

“Blending Tea Knowledge and Creative Skills”

At **PlanetTea**, our mission is to integrate tea expertise with branding and packaging skills, fostering creativity and innovation for aspiring professionals in the tea industry.

Note- Participants are required to complete 60 contact hours, distributed among three core components- Theory, Practical & Project Work.

Course Fee: Rs. 600/-

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Computerised Accounting with Tally Prime: Bridging Tradition and Technology

Conducting by TestTube

Target Audience:

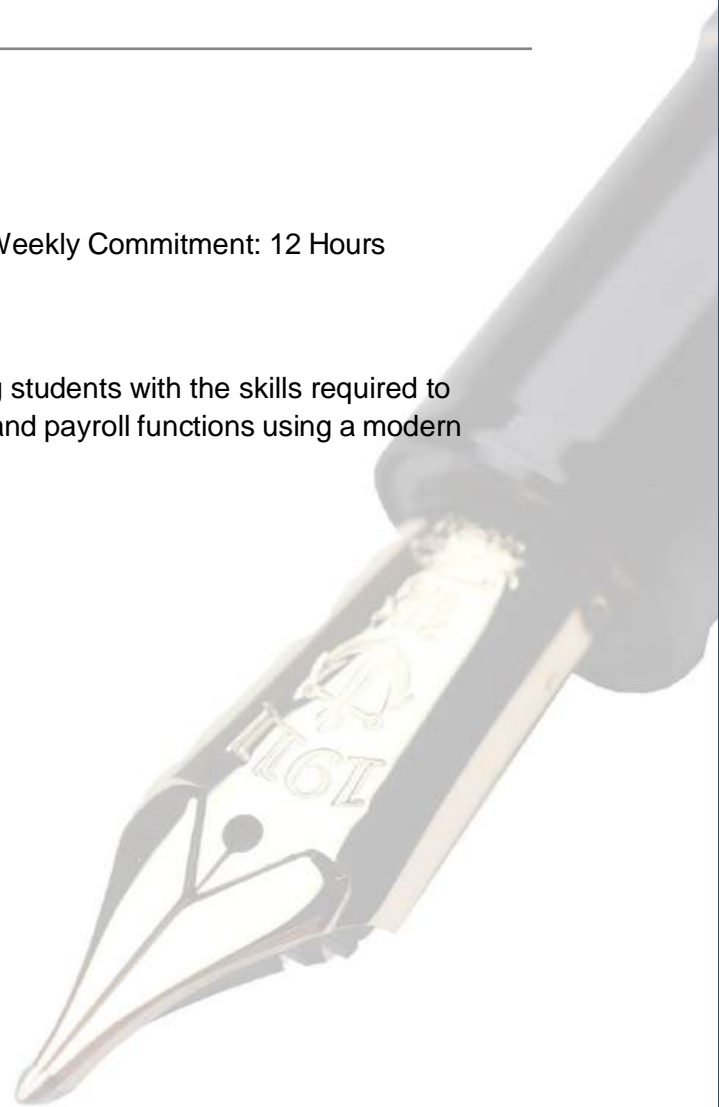
2nd Semester Undergraduate Students

Total Duration: 60 Hours | **Course Length:** 5 Weeks | **Weekly Commitment:** 12 Hours

Course Fees: Rs. 600/-

Course Objective:

To provide hands-on training in Tally Prime, equipping students with the skills required to perform accounting, taxation, inventory management, and payroll functions using a modern computerized accounting system.



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Course Structure – Weekly Module Breakdown:

Week	Hour	Module Title	Key Topics Covered
1	12	Accounting Basics & Introduction to Tally	- Fundamentals of Accounting- Manual vs. Computerized Accounting- Tally Installation & Setup- Navigation & Shortcut Keys- Company Creation & Security Control
2	12	Master's & Basic Transactions	- Ledger & Group Creation- Inventory Masters (Stock Items, Units, Godowns)- Accounting Vouchers (Payment, Receipt, Journal, Sales, Purchase)- Voucher Entry Practice
3	12	Advanced Transactions & Inventory	- Bank Reconciliation Statement (BRS)- Inventory Vouchers (Stock Journal, Delivery Note)- Credit/Debit Notes- Cost Centres and Bill-wise Accounting
4	12	GST & Statutory Compliance	- GST Basics & Configuration- GST Entries & Reports- E-Way Bills & E-Invoice- Filing GST Returns in Tally
5	12	Reports, Payroll & Internship Project	- Financial Reports (P&L, Balance Sheet, Cash Flow)- Payroll Setup and Salary Processing- Internship Case Project- Final Presentations & Review

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Learning Outcomes:

Upon completion of the internship program, students will be able to:

- Apply accounting principles using Tally Prime
- Manage transactions and inventory through computerised systems
- Handle GST-compliant entries and generate statutory reports
- Analyse business data through reports and statements
- Manage basic payroll processes

Teaching Methodology:

- **30%** Interactive Lectures
- **50%** Hands-on Lab Practice
- **10%** Case Studies & Simulations
- **10%** Assessments & Presentations



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Assessment Framework:

- Weekly Quizzes & Practice Assignments - 20%
- Mid-Internship Practical Assessment - 20%
- Final Internship Project Report & Presentation - 30%
- Practical Skill Test on Tally - 30%

Internship Project Themes:

- End-to-End Accounting for a Simulated MSME
- GST-Compliant Business Process Simulation
- Payroll System for a Mid-Sized Company
- Stock & Purchase Management with Cost Centres



FINCH
TRAVEL
(OPC) PRIVATE LIMITED

A MSME, UDYAM REGISTERED COMPANY



MSME
OFFICIAL MINORSHTI NOSME
REGISTERED COMPANY

UDYAM
डुयिम प्रेतलायन

TRAVEL & TOURISM MANAGEMENT INTERNSHIP



MODE:
OFFLINE
TRAINING



DURATION:
60 HOURS



COURSE FEE:
₹600/-

COURSE OUTCOME:

Outcomes of 60-Hour Internship Program in Event Management & Tourism Marketing

-  1. Interns gain practical exposure to planning, coordination, and execution of events.
-  2. Understanding of tourism marketing strategies, including digital and on-ground promotion.
-  3. Development of communication, teamwork, and client-handling skills.
-  4. Hands-on experience in itinerary design and event budgeting.
-  5. Familiarity with branding, social media marketing, and content creation for tourism products.
-  6. Exposure to vendor management and stakeholder coordination.
-  7. Improved problem-solving and time-management abilities in real-world scenarios.
-  8. Insight into sustainable and responsible tourism practices.
-  9. Enhanced employability with industry-relevant skills and certification.
-  10. Clear career orientation in event management, travel, and tourism sectors.

CONTACT

+918509163508 / +919800794594 / +919907574611

REGISTER NOW



Siliguri Association for Sustainability
& Rural Empowerment (ASURE)

Presents

Siliguri ASURE = Internship program on =

BEAUTICIAN COURSE

Mode of Training: Offline (ASURE Office)

Duration: 60 Hours (Theory, Hands on Training)



Course Details:

Beautician Course will not only benefit students academically and professionally but also contribute to building a compassionate and skilled youth force capable of bringing positive change to society.



Facial



Threading



Waxing



Pedicure



Manicure

Course outcome:

- ✓ Beautician Course Internship Program provides foundational training in facials, pedicures, manicures, threading and waxing
- ✓ Upon successful completion, students will be equipped with the essential skills to start their own mini start-up in the beauty and wellness sector.

→ Course Fee: Rs 500/- ←

Contact Detail: 9832367668 | asure2024@gmail.com