

60 Hour Startup & Entrepreneurship Internship: Learn to build your own business! - clear, fun, and easy to understand

For Whom: Students like you who are curious, creative, and want to learn how businesses are born and grow!

What You'll Learn: From having an idea to starting your own mini business—even with LITTLE OR NO MONEY!

Course Plan

1. How to Get Good Ideas & Pick the Right One

- How to spot a problem around you (like people wasting time or facing trouble)
- How to turn problems into ideas
- What makes an idea good for business? (Will people pay for it?)
- Fun Activity: Make a list of 5 problems and turn them into business ideas

2. Choosing a Business Type

- What kind of businesses can you open?
(Alone, with a friend, as a company, etc.)
- What are legal papers you need to run a business?
- Fun Activity: Choose a type for your idea and give it a name
- (Proprietorship, llp, partnership, pvt limited)

3. How Taxes Work in Business

- What is income tax? How do businesses pay it? IT, TDS, TCS, Rate
- What's GST, and how do we pay it? ITC
- How to keep records to avoid trouble
- Activity: Learn to fill a basic bill/invoice

4. Setting Up Your Business Place

- Where will you work from? Home, shop, or online?
- What permissions or licenses you might need
- What help can you get from the government
- Activity: Design your dream office on paper

5. Making a Business Plan & Getting Money

- What is a business plan (simple one!)
- How do banks or investors give money to startups
- Bootstrapping = starting with your own little savings
- Activity: Make a mini business plan (project report)

6. Planning Your Setup

- What you need: a place, tools, materials, electricity
- How much money to spend and save
- Activity: Make a shopping list for your business

7. Hiring People & Treating Them Right

- If your business grows, you may need a team
- What is salary, rules, and fair treatment
- Simple laws every young boss should know
- Activity: Create a job post for your business

8. Start with Zero Money & Learn Money Basics

- Can you start a business without money? YES!
- What is a Balance Sheet (like a business report card)
- Profit, loss, expenses, savings = all made easy
- Activity: Keep track of fake business money in a ledger

9. Starting with Friends: Co-Founders

- Should you start with friends? Pros and cons
- How to divide work and respect each other
- What to do if there's a fight
- Activity: Make a team contract with your friend

10. How a Business Runs Every Day

- What do people in Finance, HR, Sales & Marketing do?
- Why feedback and teamwork matter
- Small actions = big impact
- Activity: Act like a CEO for a day

11. Selling Your Product Online & Abroad

- How to sell on Amazon, Flipkart, or Instagram
- Selling to other countries: How it works
- Government's GeM portal to sell to govt.
- Activity: List your idea as an imaginary product on a sample online shop

12. Protecting Your Idea

- What is a trademark, copyright, or patent?
- Why it's important so nobody steals your idea
- Activity: Design a logo and try registering a fake trademark

Final Project

- Work in teams
- Make a mini business plan
- Present it to judges (like Shark Tank Lite!)

BONUS:

- Guest Talks: Meet real entrepreneurs
- Field Visit: Visit a local business or startup center
- Certificate on Completion

North Bengal Animation & Film Academy

Presents

Internship program on PHOTOGRAPHY AND PHOTO EDITING

Mode of Training : Offline (College Campus)

Course Duration : 60 Hours

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.

- **Principles of Photography**
- **Exposure**
- **Working with ISO**
- **Framing & Composition**
- **Outdoor Photography**
- **Portrait & Product Photography**
- **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.

Course Fee: Rs. 480/-





Memorandum of Understanding

This MOU is made on(Date) at(Location Name)

Between

National Youth Computer Training Institute for Skill Development

7th floor, LIC Building, Judge Bazar, Darjeeling P.S & Dist- Darjeeling, W.B, Pin- 734101

and

Surya Sen Mahavidyalaya

Surya Sen Colony, Block B, Siliguri, Dist.: Jalpaiguri, West Bengal (India)-734004

This Memorandum of Understanding (MOU) sets for the terms and understanding between the NYCTISD and the (partner) for providing INTERNSHIP Training program for under privileged students.

Background of NYCTISD:

National Youth Computer Training Institute for Skill Development, An ISO 9001:2015 registered Skill Development & Vocational Training Institute. Registered under Indian Trust Act 1882, Rule 43, and West Bengal. An Autonomous Body, Under Govt. Of West Bengal based on Central Govt. TR Act, 1882, Govt. of India (Registration No- IV-0401-00007/2023).

Registered Under Trade Mark Registry Act, 1999, Govt. Of India.

Registered Under Ministry of Micro, Small and Medium Enterprises, UDYAM-WB-06-0019642, Govt. Of India.

Register under MINISTRY OF CORPORATE AFFAIRS for CSR activities and the Registration number is CSR00082883. NGO DARPAN with Unique Id: WB/2023/0349915.

Income Tax 12A Provisional registration with Unique Registration Number AAETN3172GE20231

Income Tax 80G Provisional registration with Unique Registration Number: AAETN3172GF20231

NYCTISD has worked with national agencies, corporations and community-based organizations to offer sustainable digital livelihood and internship/Apprentice programs for impoverished youth residing in the rural and peri-urban areas of West Bengal. NYCTISD aims at building sustainable livelihoods of such communities and enhance economic empowerment through employability programs in digital services sector.



Program Deliverable:

NYCTISD aims to impart market aligned skill and career development internship training program for the college students collaboration **Surya Sen Mahavidyalaya** at Hybrid mode. With this collaboration participants will get the opportunity to enhance their skill through digital & theoretical classes. All successful trained students will get certificate.

These modules would be included in the course curriculum 60 hours:

- 1. Future-Ready Workplace IT with AI**
- 2. Desktop Publishing with Workplace IT & Generative AI**
- 3. Computerised Accounting with Tally Prime**

Training cost:

- Onetime Registration Fees applicable of **Rs. 575/-** for participation.
- Training will be completed within stipulated time period as per college authority.
- On successful completion students will receive certificate from NYCTISD.

Benefits & guidelines for students:

- Student need to complete the training Final Assessment (Mandatory).
- Students have to participate Learn & Earn initiative program of selected MNC partner of NYCTISD and get chance to earn upto Rs. 1200 as reward including Registration fees.
- Minimum 80% Attendance required for eligibility of Learn & Earn initiative program and certification along with Refund of Registration Fees.
- Complementary In-campus Placement Drive & Assistance after graduation with zero cost. All the Students are eligible for certification &

Training Location:

Training will be conducted through Online/Offline as per the availability of classroom and IT Lab in the college Campus/ NYCTISD Learning Centre. For classes we would maintain the following standard:

1. Theory classroom space, with suitable seating arrangement for 30 students at a time.



2. Computers Lab with Internet connection for IT practical classes.
3. Online students must have own Android phone/PC/Laptop with internet connection.
4. Project work students must available minimum 6hrs/week.

Responsibilities of NYCTISD:

- Guide/Assist Students for smooth registration and onboarding process.
- Conduct Classes as per the guidelines mentioned in Batch Plan.
- Monitoring the Students learning progress and Attendance percentage and follow-up the low attendance students and share weekly progress report with college authority.
- Assign Live project assignments and evolution the progress.
- On time Certification of Successful trained students.
- Make arrangement for Refund for eligible students of Registration fees.

Responsibilities of College Authority:

- Provide the eligible students details for Internship Program.
- Assist the registration process with department wise nomination.
- Monitoring the student progress report shared by NYCTISD.

Termination:

Either party may terminate this Memorandum of Understanding by giving 30 days' prior notice. This MOU is effective till March of this Financial Year.

For NYCTISD

For Surya Sen Mahavidyalaya

Chairman

Principal

Name:

Name: