



DEPARTMENT OF MEDIA STUDIES AND JOURNALISM

Internship Report

Name: Shafrin Akter Chowdhury

ID: 223012033

Term: Summer 2026

Course Code: MSJ4298

HOST ORGANIZATION

Dnet



Submission Date: August 2026

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Student Details

Name	Shafrin Akter Chowdhury
ID	223012033
Department	Media Studies and Journalism
Major Concentration	Communication For Development
Minor Concentration	Sustainable Development Studies
Career Objectives	As a student of Media Studies and Journalism, with a major in Communication for Development, my goal is to build a career as a development scholar by using research and effective communication strategies to create positive social change. I hope to engage with communities whose needs and struggles often remain unheard, draw attention to overlooked social issues, and develop realistic solutions that can improve people's everyday lives. I also aim to strengthen my research skills, develop greater expertise in designing and carrying out development projects, and contribute to organizations working to support disadvantaged and underserved communities. Ultimately, I want to pursue a career where my work has a real social impact and helps amplify the voices of people who have long been ignored and excluded.

Internship Details

Host Organization	Dnet
Full Address	4/8 Humayun Road, Block B, Mohammadpur, Dhaka-1207, Bangladesh.
Supervisor Name & Designation	Sayed Majedur Rahman, Director of Operations
My Designation	Intern
Start Date	11 th May, 2026
End Date	31 st August 2026
Hours Per Week	35+
Total Working Period	14 week+

Acknowledgement

I would like to begin by expressing my deepest gratitude to Dnet for giving me the opportunity to complete my internship within such a supportive, welcoming, and professional environment. The experience I received at Dnet went far beyond what I had initially expected from an internship. I was fortunate to work in an environment where colleagues were friendly, approachable, and genuinely willing to help. Their encouragement and cooperation made my internship journey more meaningful and allowed me to learn with confidence while gradually adapting to a professional workplace.

I would also like to express my sincere gratitude to the ULAB Career Service Office for introducing me to Dnet and recommending that I approach the organization regarding an internship opportunity. Without their guidance and recommendation, I may never have had the opportunity to become familiar with Dnet or begin my internship there. Their support played an important role in connecting my academic journey with a practical professional experience that was closely related to my major in Communication for Development.

My deepest appreciation goes to my internship supervisor, Sayed Majedur Rahman, Director of Operations at Dnet, for his continuous guidance, patience, and support throughout my internship. He created an environment where I never felt that I was being treated merely as an intern. Instead, he encouraged me to participate, learn, ask questions, and improve my work. I am especially grateful for the patience with which he explained tasks whenever I did not understand something, even when I needed the same instructions more than once. He never made me feel uncomfortable for making mistakes or asking questions. Rather, he helped me understand how my work could be improved and encouraged me to focus on learning from every task. His professional attitude and supportive approach significantly contributed to my confidence and development during the internship.

I would also like to express my heartfelt gratitude to Wadiya Apa from the HR department, whose kindness and professionalism changed my perception of workplace human resources. Before joining Dnet, I had the misconception that HR professionals might be strict or difficult to approach. However, my experience with her completely changed that perception. She patiently explained organizational rules, regulations, and workplace procedures and always made herself approachable whenever I faced any difficulty. The way she handled problems with patience, understanding, and professionalism made me feel supported throughout my internship. Her behaviour taught me that professionalism can exist alongside empathy, kindness, and genuine care for employees and interns.

I am especially grateful to Faiza Apa, Research Manager, whose guidance had a significant influence on my learning and professional development. She consistently taught me how to complete tasks accurately, systematically, and according to professional standards. Whenever I

made mistakes, she took the time to identify them, explain why they were incorrect, and guide me through the process of correcting them. Through her guidance, I gradually became more attentive to details and more confident in handling professional responsibilities. She also taught me how to behave in meetings, how to communicate my opinions appropriately, and how to participate in professional discussions.

What made her mentorship particularly meaningful was that her guidance extended beyond the technical aspects of my assigned work. She helped me understand the kinds of challenges people may encounter in real professional and field environments and how those situations can be approached and handled responsibly. Her working style, professionalism, dedication, and approach to problem-solving inspired me greatly. I consider the lessons I learned from her to be valuable not only for my internship but also for my future professional life.

I would also like to sincerely thank Jomir Bhai for his continuous assistance whenever I faced software-related or technical difficulties. His willingness to help me solve technical problems allowed me to continue my work without unnecessary delays and helped me become more comfortable with the digital tools required for professional tasks. I am equally grateful to Anowar Bhai, who was always supportive whenever I needed resources, information, or assistance. His helpfulness and readiness to support me made many aspects of my internship easier and more manageable.

I would also like to extend my sincere appreciation to all of my faculty supervisors and academic mentors at ULAB for their guidance and support throughout my internship period. Their advice, encouragement, and academic supervision helped me remain focused on my responsibilities and continue moving forward during a challenging period. Balancing academic responsibilities with the demands of an internship was not always easy, and their support made the journey significantly more manageable. Their guidance helped me maintain confidence in my abilities and reminded me of the connection between my academic learning and professional development.

Finally, I would like to express my gratitude to everyone at Dnet who contributed to my internship experience, whether through direct guidance, everyday cooperation, professional conversations, or simple acts of kindness. Every interaction, task, correction, and piece of advice contributed to my learning in some way. This internship has not only provided me with practical knowledge of research, communication, data management, documentation, and professional work but has also helped me understand the importance of patience, teamwork, professionalism, responsibility, and continuous learning. I am truly grateful to everyone who made this journey possible and memorable.



MSJ041

PLAGIARISM DECLARATION

1. I know that plagiarism means taking and using the ideas, writings, works or inventions of another as if they were one's own. I know that plagiarism not only includes verbatim copying, but also the extensive use of another person's ideas without proper acknowledgement (which includes the proper use of quotation marks). I know that plagiarism covers this sort of use of material found in textual sources and from the Internet.
2. I acknowledge and understand that plagiarism is wrong.
3. I understand that my research must be accurately referenced.
4. This assignment is my own work, or my group's own unique group assignment. I acknowledge that copying someone else's assignment, or part of it, is wrong, and that submitting identical work to others constitutes a form of plagiarism.
5. I have not allowed, nor will I in the future allow, anyone to copy my work with the intention of passing it off as their own work.

Name: Shafrin Akter Chowdhury

ULAB ID: 223012033

A handwritten signature in black ink on a light blue rectangular background. The signature reads 'Shafrin Akter' in a cursive, slightly slanted script.

Signature

MSJ041(00)



MSJ042

INTERNSHIP REPORT APPROVAL FORM

Student Name: Shafrin Akter Chowdhury
Major: Communication For Development
Local Phone: +8801968488517
shafrin.akter.msaj@ulab.edu.bd

ID No. 223012033
Year: 2026
Email:

INTERNSHIP/PROJECT INFORMATION

Internship

Organization/Project: Dnet

Internship /Project Report

Topic: Internship

Semester (Tick one): ☐ Spring 2026 ☒ Summer 2026 ☐ Fall 2026

Advisor APPROVAL

(Please place a Tick)

☐ Approved ☐ Not Approved ☐ Partial Re-write ☐ Full Re-write

Remarks (If Not Approved/Partial/Full Rewrite):

Signature: _____

Name: Md. Aminul Islam

E-mail: aminul.islam@ulab.edu.bd

Date: _____

Title: Senior Lecturer

Phone: +8801718674830

MSJ041(00)

Introduction

My internship at Dnet was an important part of my academic and professional journey, as it was closely connected to my field of study. I am a student of the Department of Media Studies and Journalism at the University of Liberal Arts Bangladesh (ULAB), majoring in Communication for Development (C4D). Since my academic focus is strongly related to research, communication, development, and social issues, the internship at Dnet provided me with an opportunity to apply the knowledge and skills I had gained through my studies in a professional environment. I was introduced to Dnet through the ULAB Career Service Office, which recommended that I directly visit the organization and discuss internship opportunities. Following their recommendation, I contacted Dnet and, after discussing the opportunity, I was selected for the internship.

My internship journey at Dnet was both challenging and meaningful. I was involved in assignments across the Research Wing and DFin Wing, which allowed me to gain practical experience in research, data management, communication, documentation, and professional content preparation. My major responsibilities included conducting NGO information research, analysing feedback and preparing reports, preparing professional photo cards, managing and entering data, conducting stakeholder mapping, researching allowance and safety allowance information, converting and formatting CVs, and communicating with participants regarding training bill updates. These responsibilities gave me exposure to different aspects of professional work and helped me understand how research and communication are applied in an organizational setting.

One of the most significant aspects of my internship was learning how to communicate with people in a professional manner. Throughout the internship, I interacted with colleagues and participants and gradually learned how to communicate clearly, respectfully, and professionally in different situations. I also learned how to prepare professional training photo cards and understood the importance of accuracy, presentation, and attention to detail when producing materials for an organization. The supportive and friendly behaviour of everyone at the office made the working environment comfortable and encouraged me to learn from my mistakes and improve my performance.

However, my internship journey was not without difficulties. The biggest challenge I faced was my health condition during the internship. I became seriously ill with jaundice and Hepatitis A, which also affected my liver. At one point, my health condition made me uncertain about whether I would be able to complete my internship successfully. I had almost lost hope of completing the internship while dealing with my illness. However, with Allah's mercy, determination, and the support of the people around me, I was able to continue and successfully complete my internship. This experience taught me the importance of patience, resilience, and not giving up during difficult circumstances.

Apart from my health challenges, I also faced several professional challenges. Handling large volumes of data, preparing organised analyses, maintaining accuracy, and producing work according to professional standards were initially difficult for me. In the beginning, I made mistakes such as entering incorrect information, overlooking variables, and misunderstanding instructions. However, each mistake became an opportunity to learn. Through continuous practice and feedback, I gradually reduced my mistakes and became more confident in my responsibilities. I began to understand not only how a task should be completed, but also why it needed to be completed in a particular way.

Overall, my internship at Dnet provided me with valuable knowledge and practical experience beyond what I could have gained through academic study alone. The experience challenged my previous understanding of my own capabilities and helped me discover areas where I could improve and grow. It strengthened my research, communication, data management, documentation, and professional skills while also helping me develop a stronger sense of responsibility. Most importantly, the internship gave me a clearer understanding of how my academic background in Communication for Development can be connected to real-world professional work and contributed significantly to the development of my skills and professional identity.

Objective

As I began my internship, I had several specific areas that I was eager to explore and understand, not only for my professional development but also to learn more about my own abilities. By the end of the internship, I hoped to achieve the following:

1. **To develop research skills:** My main goal was to understand the basic process of conducting research so that I could confidently carry out research independently in the future.
2. **To improve my report-writing skills:** I wanted to learn how professional reports, articles, and analytical content are planned, written, and presented, as I had limited experience with these tasks outside the classroom.
3. **To understand project development:** I wanted to gain practical knowledge of how a project is developed, from identifying a specific goal to preparing a plan and carrying out the necessary activities.
4. **To develop professional discipline:** I aimed to build the working habits, responsibility, punctuality, and professional attitude needed to perform effectively in a workplace.
5. **To strengthen teamwork and communication:** I hoped to learn how to work cooperatively with others, follow instructions, share ideas, communicate effectively, and contribute responsibly as part of a team.
6. **To understand my own strengths and weaknesses:** Most importantly, I wanted the internship experience to help me evaluate myself, recognize what I was good at, identify the areas where I needed improvement, and understand what skills I should develop further.

Host Organization: Dnet and DFin

Dnet is a social enterprise in Bangladesh, founded in 2001, that works to expand people's access to opportunities by transforming ideas into practical, innovative, and sustainable solutions. The organization focuses particularly on marginalized communities and aims to promote inclusive development through information, knowledge, technology, research, and social innovation. Its mission includes improving access to health, education, governance, economic opportunities, and climate resilience while encouraging greater participation in society.

One of the key strengths of Dnet is its combination of research, innovation, technology, and program implementation. The organization conducts independent and practical research to support its development programs and uses the findings to design solutions based on real community needs. Its approach begins with understanding the context of a problem, followed by setting objectives, designing programs, testing innovative ideas, and implementing them in the field. Dnet also develops technology-based and human-focused solutions that are designed to be accessible, useful, and sustainable for different communities.

Dnet works in several important areas, including health and nutrition, education and literacy, governance and society, climate and environment, and business and entrepreneurship. Through these areas, the organization works with women, young people, marginalized groups, and other communities to improve their access to knowledge, services, livelihoods, and economic opportunities. It also provides different professional and creative services, including content creation, graphic design, audio-visual production, digital marketing, data analytics, surveys, and technology development. These activities demonstrate how communication and technology can be used as tools for development and social change.

DFin, the capacity development arm of Dnet, focuses specifically on strengthening the banking and financial sector. Its main purpose is to turn knowledge into practical professional skills through training, research, advisory services, workshops, seminars, certification programs, and conferences. DFin aims to strengthen financial-sector professionals, improve organizational decision-making, and contribute to a more inclusive and sustainable financial system.

DFin also places importance on applied research and knowledge sharing. It conducts research to support evidence-based decision-making and provides consultancy and technical assistance to organizations involved in the financial sector. In addition, it encourages collaboration among financial institutions, regulators, development partners, and professionals so that common challenges can be addressed through knowledge, dialogue, and capacity building.

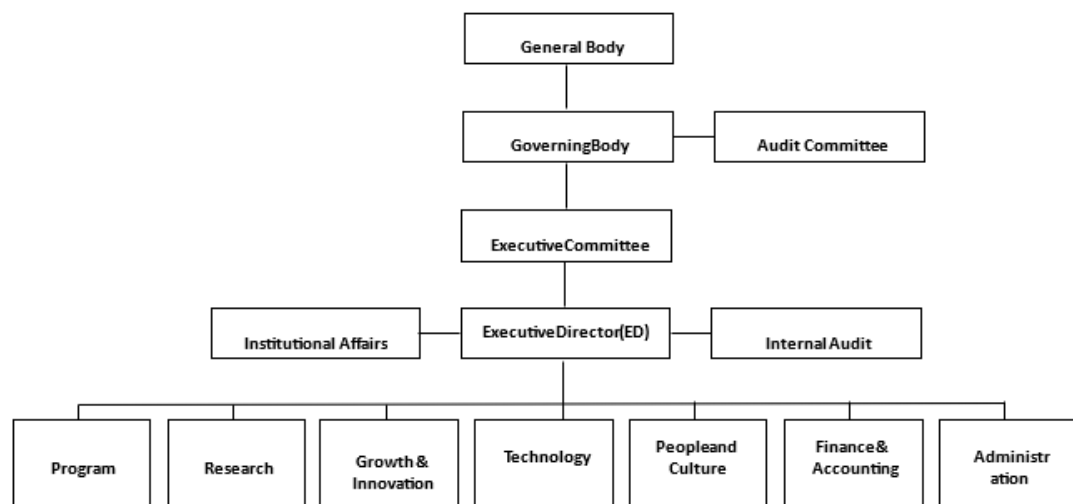
Overall, Dnet and DFin provide a strong connection between research, communication, technology, capacity building, and practical development work. For a student of Media Studies and Journalism majoring in Communication for Development, the organization offers an

opportunity to observe how research and communication are transformed into practical programs, training, awareness activities, and institutional solutions. The working environment also provides valuable exposure to professional communication, research-based decision-making, teamwork, project implementation, and development-oriented practices.

Organization Organogram



Organizational Organogram



Workplace environment

The workplace environment at Dnet was friendly, supportive, and cooperative, which made my internship experience comfortable and enjoyable. From the beginning, my colleagues treated me with respect and made me feel welcomed as a part of the team. Communication was open and easy, so I could ask questions, share ideas, and seek help whenever needed.

One of the best things about Dnet was that I was never treated like just an intern. My colleagues trusted me, included me in different activities, and always encouraged me to learn and contribute. They were very friendly and approachable, which allowed me to work freely without feeling uncomfortable or pressured. Even when I made mistakes, they patiently guided me and helped me learn from them.

Over time, the people at Dnet felt like another family to me. Their support, kindness, and positive attitude made my internship more meaningful and enjoyable. Overall, the workplace taught me the importance of teamwork, communication, respect, and maintaining a positive professional relationship with others.

Tasks

As an intern at Dnet, I was involved in several assignments across the Research Wing and DFin Wing. These tasks provided me with practical experience in research, data management, communication, and documentation. My major responsibilities included:

1. NGO Information Research.
2. Feedback Analysis and Report Writing.
3. Photo Card Preparation.
4. Data Entry and Management.
5. Stakeholder Mapping.
6. Allowance and Safety Allowance Research.
7. CV Conversion and Formatting
8. Participant Communication for Training Bill Updates.

Project Details

Project 1

1. Project Title

Mapping Non-Governmental Health Ecosystems for Maternal, Neonatal, Child, Adolescent Health (MNCAH) and Pediatric Non-Communicable Diseases (PNCD) Across Priority Districts in Bangladesh

2. Background & Objectives

Background:

Public health research and community-level interventions executed by Dnet's Research Wing depend heavily on field collaboration with Non-Governmental Organizations (NGOs). Across rural and hard-to-reach districts in Bangladesh, maternal health, child nutrition, adolescent welfare, and non-communicable disease management require localized partnership networks. To facilitate field research, stakeholder engagement, and strategic planning, Dnet required a structured, district-specific database of active health-sector NGOs.

Objectives:

- Identify active NGOs operating in target healthcare focus areas specifically MNCAH (Maternal, Neonatal, Child, Adolescent Health) and PNCD (Pediatric Non-Communicable Diseases) across 9 designated districts.
- Categorize geographic and thematic intervention scopes based on district health priorities (e.g., Adolescent Health only vs. integrated MNCAH & PNCD).
- Construct a standardized, actionable stakeholder directory containing complete operational metadata (work domain, physical location, direct cell contacts, official emails, and key contact personnel).

3. Tasks & Responsibilities

- Geographic Scope & Domain Categorization: Segmented and mapped 9 target districts based on specific health intervention focus areas as outlined in research parameters:
 - MNCAH Interventions: Sherpur, Sunamganj, Kurigram, Khagrachari, and Bhola.

- Integrated MNCAH & PNCD Interventions: Kishoreganj and Bagerhat.
- Adolescent Health Specialized Interventions: Chapainawabganj and Narail.
- Primary Desktop Research & Data Mining: Executed extensive desk research using NGO Affairs Bureau registries, institutional databases, district health directory reports, and local civil society networks to identify active entities in each region.
- Database Architecture Development: Built an initial data repository tracking 38 distinct NGO entries encompassing national organizations (e.g., BRAC, CARE Bangladesh, UNFPA, Marie Stopes, Plan International, Surjer Hashi Network) as well as localized grassroots entities (e.g., Unnayan Sangha, AGCRC, Proyas, Shornokishoree Network, SOLIDARITY).
- Metadata Extraction & Enrichment (Iterative Phase): Upon receiving supervisory guidance on Day 5, expanded the repository by systematically extracting granular contact points for every listed organization including specific intervention branches (e.g., pediatric cancer care, adolescent health, maternal clinics), district tags, phone numbers, official email addresses, and key focal persons.
- Data Cleaning & Standardization: Formatted, validated, and structured the final dataset into a standardized Microsoft Excel repository (MNCAH & PNCD.xlsx) for direct deployment by the research team.

4. My Mistake

Initial Operational Oversight (Incomplete Data Framework): During the initial data submission phase (14 May 2026 / Day 4), I collected and submitted only high-level identifying information specifically the NGO name and basic physical address. I assumed that preliminary organization mapping would be sufficient for the initial review.

Realization & Corrective Action: On Day 5 (17 May 2026), my supervisor reviewed the dataset and noted that a basic name-and-address list lacked operational utility for field teams attempting to initiate direct communication or research collaboration. I was instructed to collect comprehensive operational details (Work Scope, District, Cell/Phone, Email, and Contact Person). Recognizing my mistake in underestimating end-user requirements, I immediately re-

initiated research, cross-verified directory contacts, and updated all 38 entries with full metadata before obtaining final approval.

5. Learning and outcome

- Delivered a complete, verified dataset comprising 38 active NGO profiles across 9 target districts in Bangladesh.
- Successfully equipped Dnet's Research Wing with an actionable directory containing direct communication channels (telephone, email, physical address, and contact persons) for immediate field coordination and health partnership initiatives.
- Data Actionability in Public Health: Raw identification data has limited value in applied research; embedding operational granularity (direct cell numbers, specific contact leads, precise work domains) is critical for converting raw lists into practical tools.
- User-Centric Data Architecture: Learned to anticipate the operational needs of senior researchers and field coordinators prior to data collection, saving time and reducing revision cycles.
- Contextual Health Landscape Insight: Gained valuable insights into the geographic distribution of health NGOs in Bangladesh, observing how national bodies (like BRAC) co-exist with specialized local initiatives (such as AGCRC Cancer Care in Bagerhat or Shornokishoree in Chapainawabganj) to address maternal, child, and adolescent healthcare gaps.

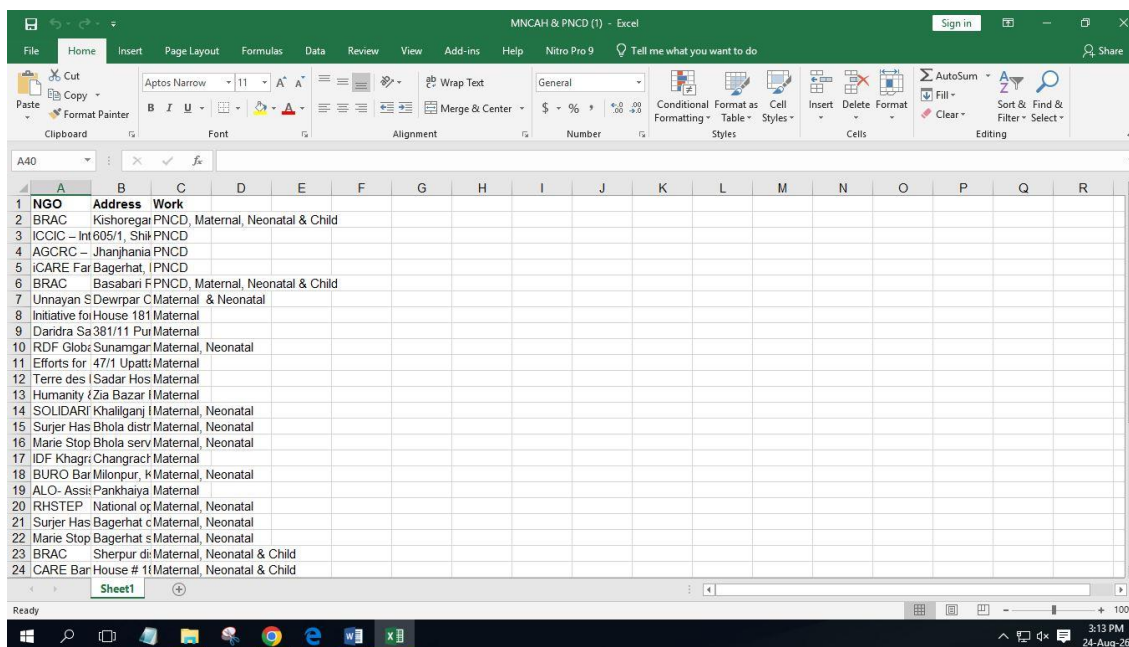


Image 1.1: MNCAH and PNCD draft Excel Sheet

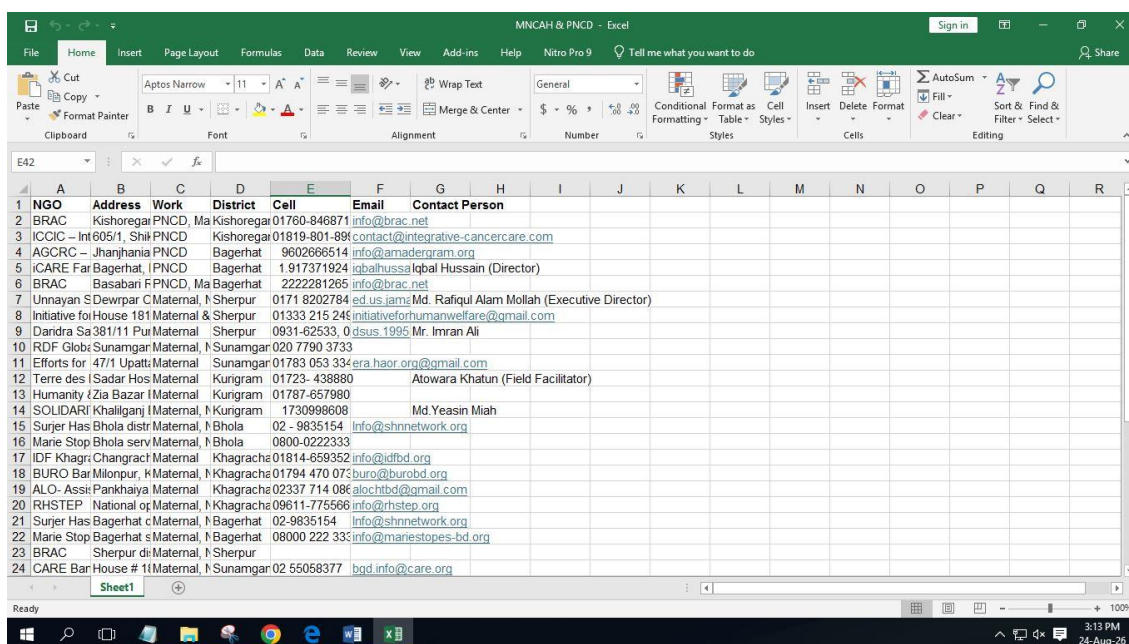


Image 1.2: MNCAH and PNCD final Excel Sheet

Project 2

1. Project Title

Executive Feedback Analysis and Strategic Recommendation Report for Banking Sector Capacity Building on Risk-Based Supervision (RBS) and IFRS 9

2. Background & Objectives

Background:

The implementation of Risk-Based Supervision (RBS) and IFRS 9 financial reporting standards represents a crucial regulatory transition for financial institutions across Bangladesh. To support this compliance shift, a specialized capacity-building training workshop was organized on 16 May 2026 in Chattogram for banking professionals.

Objectives:

- Systematically review, code, and analyze post-workshop evaluation data collected from participating banking professionals.
- Assess overall participant satisfaction across core event parameters, including session structure, trainer effectiveness, content delivery, and event hospitality.
- Formulate actionable strategic recommendations to refine session architecture, addressing technical learning gaps for future capacity-building programs.

3. Tasks & Responsibilities

- Qualitative & Quantitative Feedback Aggregation: Consolidated participant evaluation forms from the 16 May 2026 Chattogram training session to extract sentiment trends regarding workshop delivery, resource persons, and overall event execution.
- Evaluation of Strengths: Categorized positive attendee responses, documenting high appreciation for the interactive delivery style, informative content, strong trainer expertise, and overall event coordination.

- Identification of Operational Gaps: Pinpointed critical participant concerns notably that a single-day duration was insufficient for deconstructing complex topics like RBS modeling and IFRS 9 calculations.
- Formulation of Strategic Suggestions: Developed a structured improvement framework recommending:
 - Transitioning from single-day sessions to multi-day intensive boot camps.
 - Integrating live calculation labs using spreadsheet templates for hands-on Expected Credit Loss (ECL) modeling (incorporating PD, LGD, and EAD metrics).
 - Developing localized, context-heavy case studies tailored to Bangladeshi regulatory environments.
 - Establishing a post-event digital resource hub for shared access to calculation templates and regulatory references.
- Report Compilation (19 May 2026): Synthesized all findings and actionable suggestions into a final executive summary report for organizational stakeholders.

4. My Mistake

- Initial Operational Oversight (Focusing on Summary over Strategy): When first reviewing the evaluation forms, I compiled a basic summary focusing primarily on surface-level metrics (such as ratings for venue quality, food, and general praise for speakers).
- Realization & Corrective Action: My supervisor clarified that simple satisfaction summaries lack strategic value unless paired with concrete solutions for participant pain points. I realized I had overlooked the participants' core demand for technical depth. To correct this, I re-analyzed the feedback data, extracted specific technical requirements (such as practical ECL mathematical problem-solving), and authored four distinct strategic improvement recommendations to make the report actionable for future project planning.

5. Learning and outcome

- Successfully authored a comprehensive Analysis Summary Report evaluating the Chattogram workshop.

- Delivered 4 core strategic recommendations (Multi-Day Bootcamp, Live Calculation Labs, Localized Case Studies, and Post-Event Resource Hub) to guide future financial sector training initiatives.
- Translating Feedback into Strategy: Learned how to transform raw, qualitative attendee feedback into structured, executive-level recommendations for program enhancement.
- Understanding Financial Technicality: Gained an understanding of the technical requirements involved in bank compliance training, specifically the importance of practical, hands-on mathematical application (such as ECL calculations) over purely theoretical lectures.

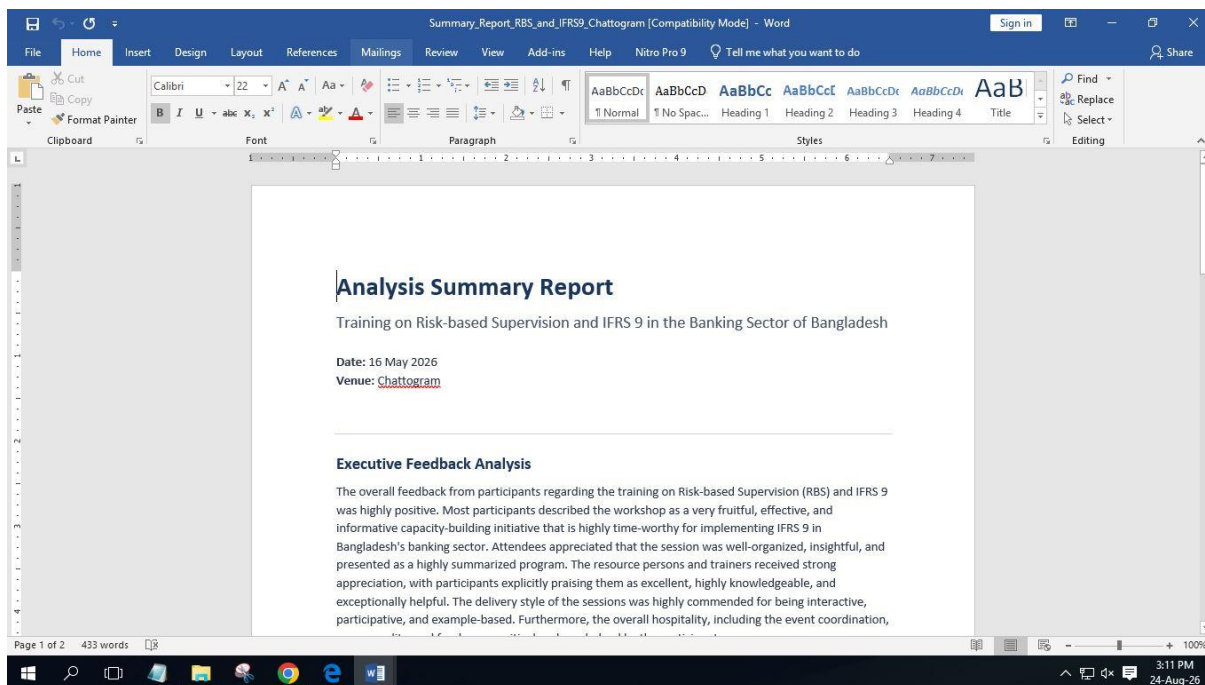


Image 2.1: Feedback Analysis Summary Report

Project 3

Visual Communication Design & Executive Brief Development for dFin Trainings and IPIMS Government Project

1. Project Title

Design and Content Formatting of Digital Promotional Banners for dFin Executive Trainings and Executive One-Pager Brief for IPIMS Government Project

2. Background & Objectives

Background:

dFin (the financial sector arm of Dnet) organizes professional capacity-building workshops for banking sector personnel. To promote upcoming June and July 2026 training programs across digital channels, promotional materials were required. Simultaneously, an executive-level One-Pager brief was needed for the “Improvement of Public Investment Management System (IPIMS)” project under the Planning Division, Ministry of Planning.

Objectives:

- Conceptualize and design digital promotional posters/banners for dFin’s executive workshops to be published on the dFin website and Dnet social media platforms.
- Structure and format dense government project documentation into a concise, visually appealing One-Pager brief suitable for senior stakeholders and ministry officials.

3. Tasks & Responsibilities

- Poster Design for General Banking Laws Workshop (2–7 June 2026): Developed promotional poster designs for the day-long workshop on “Laws and Practices of General Banking” scheduled for June 20, 2026. Incorporating team feedback, structured the visual hierarchy to showcase key modules (e.g., Negotiable Instruments Act, Deposit Accounts, Customer Laws) and registration details.
- Poster Design for Basic Accounting Workshop (8–10 June 2026): Created visual assets for the training on “Basic Accounting and Financial Statement in Banking” (July 11,

2026). Used modern typographic elements, custom checkmark icons, registration fee highlights, and clear objective blocks.

- IPIMS Government Project One-Pager Brief Development (25 June 2026): Extracted key information from extensive project documents for the Ministry of Planning’s IPIMS initiative (supported by the World Bank). Formatted complex sections-including Sponsoring Ministry, Development Objectives, Key Activities, Expected Outcomes, and Long-Term Impact- into a single-page document.
- Digital Publishing Alignment: Formatted asset dimensions and visual layouts to ensure readiness for website embedding and social media outreach across dFin and Dnet platforms.

4. My Mistakes

- Omission of Core Objective Block in Initial Poster Draft: In the first draft of the General Banking training poster, I listed only the course topics without explicitly stating the workshop’s purpose. Following supervisor review, I realized that potential attendees needed context on how the training assists with IBB Banking Professional Examinations. I revised the layout by inserting a central “OBJECTIVES” container, which significantly improved clarity.
- Color Palette and Template Matching Challenges in Second Poster: When designing the Accounting workshop banner, I attempted to recreate a reference template provided by my supervisor. However, matching the supervisor’s exact color preferences while maintaining dFin’s brand identity caused minor design friction and required multiple revision rounds before final approval on June 10.
- Color Tone Selection and Layout Misalignment for IPIMS Brief: Summarizing dense government information into a single page was a major challenge for me, taking an entire day of experimentation. I initially created a brown-themed layout, but it was rejected by leadership due to unsuitable color tone and visual layout. After receiving guidance from my supervisor (Sumon Bhai) and researching official color themes, I redesigned the brief with a professional blue color scheme. The blue version was highly praised by management.

5. Learning and outcome

- Successfully designed and finalized 2 executive training promotional banners for dFin, which were approved for website and social media release.
- Delivered a professionally formatted, executive-ready One-Pager brief for the IPIMS government project.
- Information Architecture & Summarization: Gained valuable experience in taking lengthy, complex technical documents and distilling them into high-impact visual summaries.
- Design Psychology & Brand Color Selection: Learned how crucial color selection is in corporate and government communications recognizing that formal blue tones better represent government and financial publications compared to warm/brown tones.
- Receptive Design Iteration: Learned to embrace supervisor feedback constructively, recognizing that initial mistakes in layout and content structure are key stepping stones toward producing polished, professional deliverables.

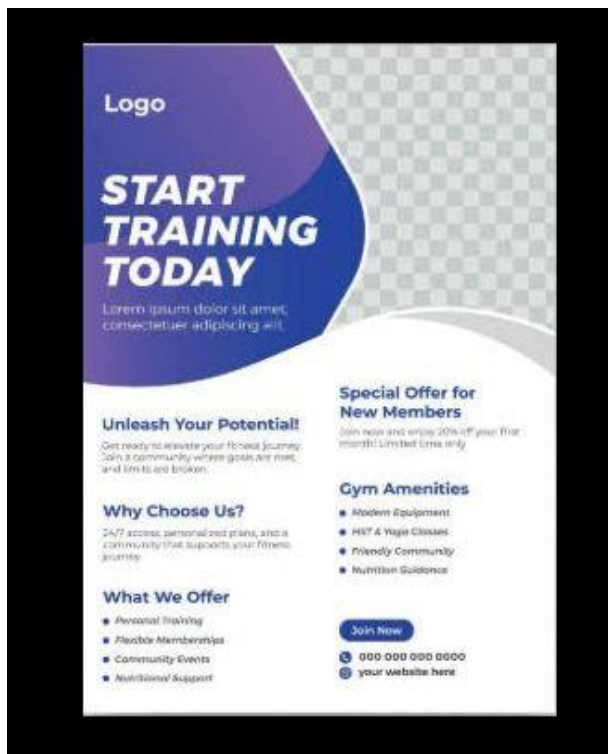


Image 3.1: Example Poster

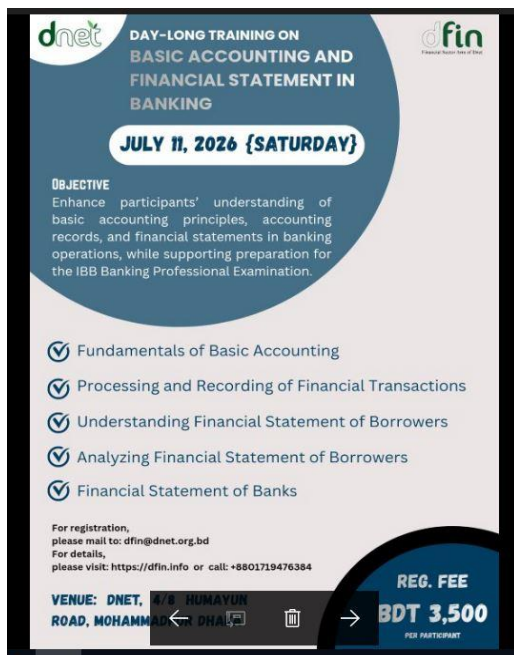


Image 3.2: Final poster For training

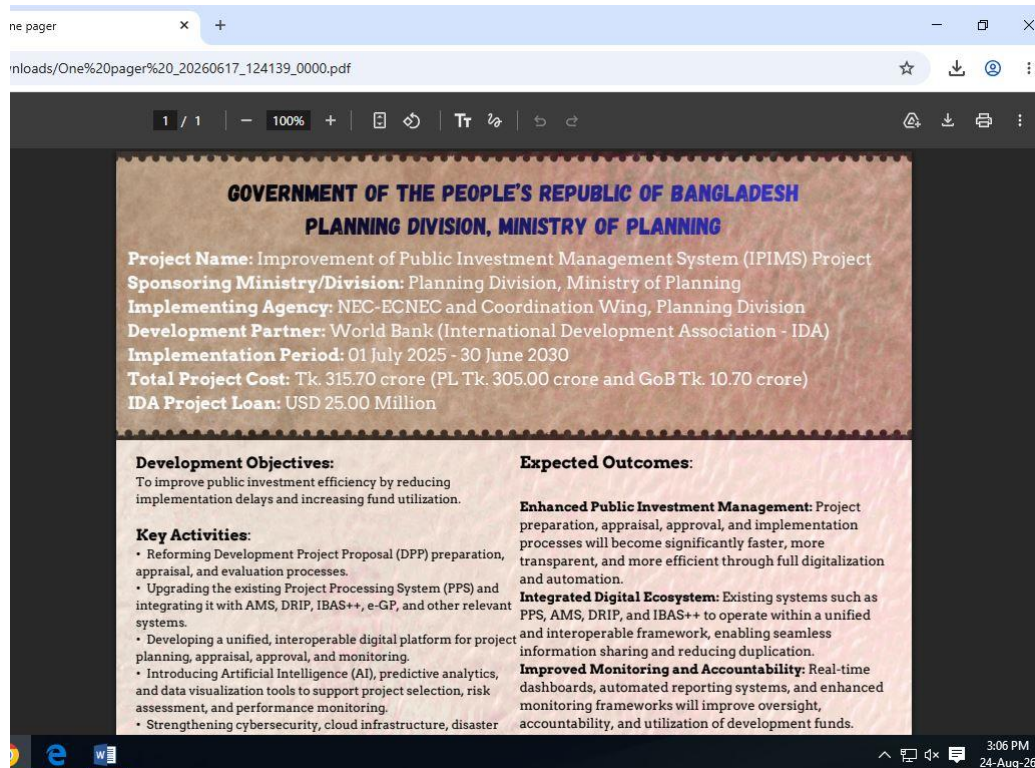


Image 3.3: Draft One Pager

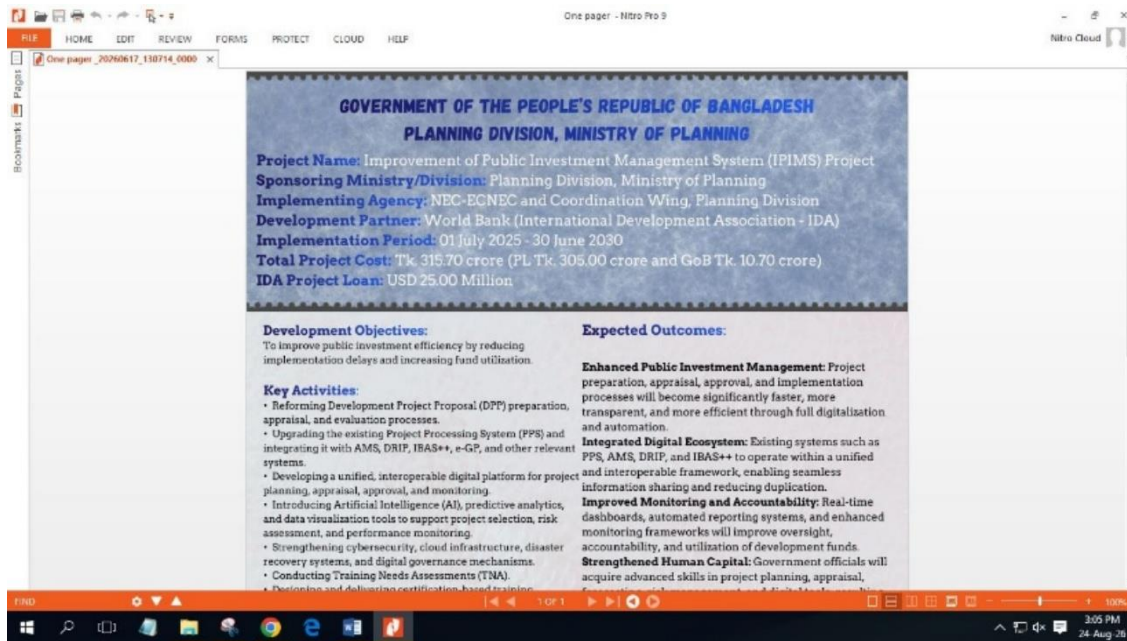


Image 3.4: Final One Pager

Project 4

Client Outreach, Nomination Tracking & Payment Follow-up Communication

1. Project Title

Institutional Client Outreach, Nomination Tracking, and Training Payment Follow-up Communication for Banking Sector Workshops

2. Background & Objectives

Background:

dFin organizes specialized corporate training programs and capacity-building workshops for banking and financial sector personnel. To ensure high participation and smooth administrative execution, proactive corporate communication, nomination confirmation, and payment clearing are required across partner financial institutions.

Objectives:

- Conduct systematic follow-up outreach with representative contacts across various commercial and nationalized banks in Bangladesh regarding workshop nominations and payment clearing.
- Maintain a live outreach log tracking call outcomes, contact availability, and payment statuses for supervisory reporting.
- Coordinate the dispatch of formal invitation cards and align internal reporting with management guidelines.

3. Tasks & Responsibilities

- Corporate Follow-Up Calls & Payment Reconciliation: Contacted representatives across multiple financial institutions-including Pubali Bank, Krishi Bank, Dhaka Bank, Commercial Bank, and United Commercial Bank-to follow up on participant nominations and confirm registration payment statuses.
- Call Log Management & Status Tracking: Maintained an outreach tracking log, recording specific responses and status updates such as “Payment Done” (e.g., Pubali Bank), “Busy”, “Unreachable”, or “Line Off” (e.g., Rupali Bank).

- Invitation Card Dispatch: Handled the preparation and sending of official invitation cards to targeted bank officials and potential participants.

Note-Taking & Management Briefing: Summarized outreach updates and key notes to brief the supervisor/boss, ensuring alignment with domain-specific organizational requirements.

4. My Mistake

- Rigid Script Reading & Telephonic Delivery: When beginning the call campaign, I prepared a written script and attempted to read through it continuously in a single breath like a robot, fearing I might miss essential details.
- Feedback & Pacing Adjustment: My senior colleague, Anwar Bhai, observed my initial calls and advised me that speaking too fast without natural pauses made the message unclear to bank officials. He coached me to slow down, introduce natural pauses, and speak conversationally so the listener could comfortably process the information.
- Managing Call Non-Response Rates: Initially, I was discouraged when several contacts did not answer or were busy. I quickly learned that corporate outreach requires persistent, structured re-calling schedules rather than one-time attempts.

5. Learning and outcome

- Successfully verified payment completions (e.g., Pubali Bank) and updated pending nomination records across target financial institutions.
- Delivered an updated, real-time client communication log for supervisor review.
- Professional Telephonic Etiquette: Learned that effective corporate communication requires active listening and a natural, well-paced vocal cadence rather than monotone, scripted reading.
- Systematic Corporate Tracking: Gained hands-on experience in corporate follow-up procedures, learning how to maintain detailed communication records and communicate progress clearly to project leaders.

Project 5

Pre-Test & Post-Test Evaluation Data Digitization, Standardization, and Qualitative Translation

1. Project Title

Pre-Test and Post-Test Evaluation Data Digitization, Quantitative Entry, and Qualitative Translation for Youth & CSO Capacity Development Workshops

2. Background & Objectives

Background:

To evaluate the impact and knowledge gain from field-level capacity development training sessions covering youth empowerment, climate-resilient livelihoods, small business entrepreneurship, and Civil Society Organization (CSO) management across target regions (such as Barlekha, Kulaura, Kamalganj, and Sreemangal) pre-test and post-test assessment surveys were administered to workshop participants.

Objectives:

- Systematically digitize paper-based pre-test and post-test survey forms into a multi-sheet structured Excel database across different activity codes (e.g., Activity A2.4.1: Youth Group Capacity Development, Activity A4.2.2: CSO Mentoring).
- Record quantitative multiple-choice response scores (Q1- Q8) to assess baseline and post-training knowledge levels.
- Capture, organize, and standardize qualitative participant feedback, recommendations, and 3-month action plans (Q9- Q10) for Monitoring and Evaluation (M&E) reporting.

3. Tasks & Responsibilities

- Data Structuring & Entry: Transcribed physical assessment forms into multi-tab Excel workbooks (Pre-Test.xlsx and Post-Test.xlsx), organizing data by location, date, activity code, and individual participant entries.

- **Quantitative Data Recording:** Entered multiple-choice answer selections (Q1 to Q8) across various training cohorts in Barlekha, Kulaura, Kamalganj, and Sreemangal.
- **Qualitative Data Documentation:** Digitized open-ended narrative responses regarding training feedback (Q9) and post-training livelihood action plans (Q10)- such as climate-resilient agriculture, livestock rearing, handloom business initiatives, and community leadership.
- **Database Maintenance & Alignment:** Ensured consistency between pre-test and post-test participant records for accurate cross-comparison by M&E supervisors.

4. My Mistake

- **Initial Assumption & Language Mismatch:** Because the physical survey questionnaires administered in the field were written in Bengali, I initially completed the entire data entry in Bengali.
- **Supervisor Feedback:** When my supervisor reviewed the spreadsheet, they pointed out that institutional reporting, M&E records, and donor deliverables require all data to be standardized in English. I was asked to re-enter and translate the dataset into English.
- **Secondary Oversight:** While re-entering the quantitative scores in English, I made another oversight by accidentally leaving several open-ended qualitative comments in Bengali within the post-test sheet (Q9 & Q10).
- **Corrective Action:** After realizing the incomplete translation, I conducted a thorough line-by-line audit of the entire database. I translated all qualitative feedback, suggestions, and participant commitments into clear, contextually accurate English.

5. Learning and outcome

- Delivered a clean, fully standardized, and dual-stage (Pre-Test vs. Post-Test) Excel dataset across multiple activity codes and locations.
- Successfully translated all qualitative field feedback into English, making participant action plans and workshop evaluations ready for donor reporting and analytical assessment.

- Understanding Institutional Reporting Standards: Realized the critical importance of clarifying data entry protocols and language requirements with supervisors before starting tasks.
- Qualitative Translation & Context Retention: Developed skills in accurately translating field-level Bengali responses into professional English while preserving the original intent and contextual details of the participants.
- Attention to Detail & Self-Auditing: Learned to conduct comprehensive cross-checks across all columns and sheets to ensure data uniformity and eliminate entry oversights.

	Location	Date	Activity Name	Q1	Q2	Q3	Q4	Q5	Q6	Total
22	Kamalganj	23.06.2026	A.4.2.2 Capacity building training and mentoring to CSOs	B	B	B	A	B	C	
23	Kamalganj	23.06.2026	A.4.2.2 Capacity building training and mentoring to CSOs	B	D	B	A	B	C	
24	Kamalganj	23.06.2026	A.4.2.2 Capacity building training and mentoring to CSOs	B	D	B	A	B	C	
25	Kamalganj	23.06.2026	A.4.2.2 Capacity building training and mentoring to CSOs	B	D	B	A	B	C	
26	Kamalganj	23.06.2026	A.4.2.2 Capacity building training and mentoring to CSOs	B	B	C	A	B	C	
27	Kamalganj	23.06.2026	A.4.2.2 Capacity building training and mentoring to CSOs	B	D	C	D	B	C	
28	Kamalganj	23.06.2026	A.4.2.2 Capacity building training and mentoring to CSOs	B	B	C	A	B	C	

Image 5.1: Pre-test Excel Sheet

Post-Test [Protected View] - Excel

Sign in

File Home Insert Page Layout Formulas Data Review View Add-ins Help Nitro Pro 9 Tell me what you want to do

Share

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

L2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Location	Date	Activity Name	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Total		
2	Kamalganj	23.06.2026	A.4.2.2 Capacity building training and mentoring to CSOs	B	B	B	A	B	C	A	A					
3	Kamalganj	23.06.2026	A.4.2.2 Capacity building training and mentoring to CSOs	B	B	B	A	B	C	A	C					
4	Kamalganj	23.06.2026	A.4.2.2 Capacity building training and mentoring to CSOs	B	B	B	A	B	C	B	B					
5	Kamalganj	23.06.2026	A.4.2.2 Capacity building training and mentoring to CSOs	B	B	B	A	B	C	B	B					
6	Kamalganj	23.06.2026	A.4.2.2 Capacity building training and mentoring to CSOs	B	D	B	B	B	C	A	B					
7	Kamalganj	23.06.2026	A.4.2.2 Capacity building training and mentoring to CSOs	B	D	C	A	C	C	A	B					
8	Kamalganj	23.06.2026	A.4.2.2 Capacity building training and mentoring to CSOs	B	C	B	A	B	C	A	A					
9	Kamalganj	23.06.2026	A.4.2.2 Capacity building training and mentoring to CSOs	B	D	B	A	B	C	A	A					

A2:2 A2:1 A3:2 & A3:3 A3:2 A4:1

Ready 3:02 PM 26-Jun-2025

Image 5.2: Post-test Excel Sheet

Project 6

Stakeholder Mapping, Issue Identification & Contextual Analysis Report

1. Project Title

Community-Level Stakeholder Mapping, Power-Interest Dynamics Analysis, and Issue Identification for Nagarik Shamannay Needs Assessment in Moulvibazar District

2. Background & Objectives

Background:

The Nagarik Shamannay Needs Assessment focused on Moulvibazar District (covering Kulaura, Sreemangal, Barlekha, and Kamalganj Upazilas) a region designated as a Key Biodiversity Area (KBA) where environmental factors directly intersect with social vulnerability.

Objectives:

- Map local community stakeholders across High, Medium, and Low power dynamics, evaluating their stances (Positive, Neutral, Negative) and potential impact on project implementation.
- Identify core structural gaps-including climate change knowledge gaps, communication breakdowns, and restrictive social norms-affecting civic space, gender justice, and institutional accountability.
- Refine the initial stakeholder draft into a localized, community-focused mapping document to support policy advocacy, local debates, and grassroots intervention strategies.

3. Tasks & Responsibilities

- Field Data & Literature Review: Synthesized primary qualitative findings from the Nagarik Shamannay Needs Assessment with secondary research from BILS, ILO, TIB, UNSDG, and ARROW.

- **Team Alignment & Note-Taking:** Participated in series of review meetings (July 20, 22, and 23, 2026) with supervisor Faiza Apu to analyze issue mapping, advocacy brief requirements, and stakeholder power dynamics.
- **KBA & Vulnerability Contextualization:** Mapped local vulnerabilities across Moulvibazar's Key Biodiversity Area (KBA), highlighting how climate impacts interact with local livelihoods, cultural unions, and patriarchal social norms.
- **Structural Gap Analysis:** Documented key community challenges, including knowledge gaps in climate adaptation, civic speech limitations, communication gaps, and administrative barriers in accessing public services.
- **Stakeholder Profiling & Stance Mapping:** Categorized stakeholders from community level to local government into Positive, Neutral, and Negative categories to identify potential project risks (e.g., delays, obstacles, or non-cooperation).
- **Report Revision & Scoping Adjustment:** Revised the draft mapping report to exclude macro/industrial entities (tea estate corporate management, central DIFE, and national ministries) and re-anchored the focus on local line departments (DAE, Social Welfare), CBOs/CSOs, grassroots media, and informal intermediaries (dalals).

4. My Mistake

- **Initial Inclusion of Macro/Industrial Entities:** In my initial draft (Stakeholder_Mapping_Moulvibazar.docx), I included macro-level entities such as central Tea Estate Corporate Management, the national Department of Inspection for Factories and Establishments (DIFE), and central ministries, using a basic 2x2 Power/Interest matrix.
- **Supervisor Feedback:** During review meetings on July 20, 22, and 23, my supervisor Faiza Apu pointed out that including top-level national entities diverted focus away from community-level advocacy and field realities. Furthermore, the 2x2 grid failed to capture “Medium Power” bridge actors (CBOs, local line officers, journalists, trade unions) and did not account for stakeholder stances (Positive, Neutral, Negative) that could hamper or delay project execution.
- **Corrective Revision:** Following the July 23 feedback session, I removed central tea management, DIFE, and national ministries from the scope. I expanded the framework

into a 3x3 Power vs. Interest Matrix (Stakeholder_Mapping_Report_Revised.docx) that properly categorized local government duty-bearers, CBOs/CSOs, and informal gatekeepers (dalals extracting BDT 100–300 fees).

5. Learning and outcome

- Produced a community-centered 3x3 Stakeholder Mapping Matrix and Engagement Framework tailored specifically to Kulaura, Sreemangal, Barlekha, and Kamalganj.
- Formulated a comprehensive issue mapping document addressing Climate Justice, Civic Space, Gender Equality, and Institutional Accountability for local policy advocacy briefs.
- Precision in Project Scoping: Realized that effective stakeholder mapping must remain tightly aligned with project boundaries focusing on local duty-bearers and community actors rather than distant macro-level institutions.
- Nuanced Power & Risk Assessment: Learned that evaluating stakeholders requires analyzing both their power level (High, Medium, Low) and their potential stance (Positive, Neutral, Negative) to mitigate implementation delays and roadblocks.
- Role of Intermediate Power Brokers: Recognized the critical mediating role played by “Medium Power” actors (local journalists, line department field agents, CBO leaders) in bridging communication breakdowns between rights-holders and local authorities.

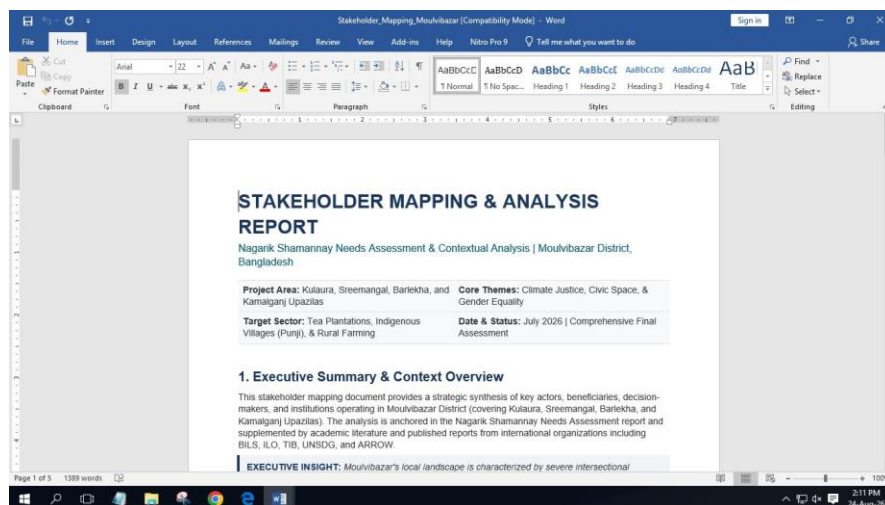


Image 6.1: Stakeholder mapping draft

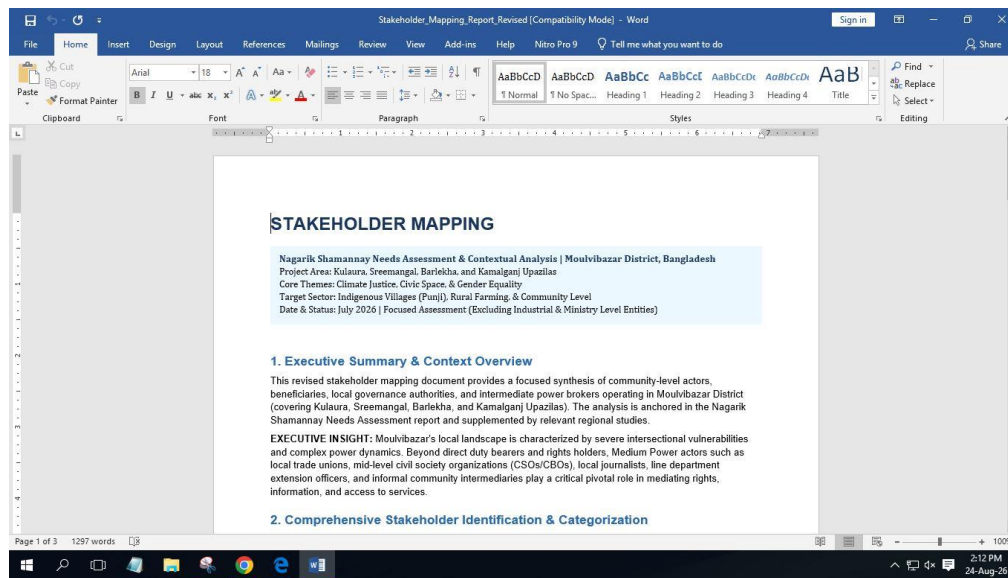


Image 6.2: Stakeholder mapping final

Project 7

1. Project Title

Mapping, Categorization, and Operational Criteria Analysis of Social Safety Net Programmes (SSNPs) in Bangladesh

2. Background & Objectives

Background:

Building upon the field-level needs assessment and stakeholder mapping in Moulvibazar (which highlighted critical service gaps in tea estates and Haor wetland ecosystems), a comprehensive audit of Bangladesh's national social protection framework was conducted. Understanding the exact criteria and documentation required for government safety nets is essential for overcoming administrative barriers faced by vulnerable communities.

Objectives:

- Map and categorize 19 major government Social Safety Net Programmes (SSNPs) into four distinct functional operational groups.
- Detailed eligibility and selection criteria (age thresholds, income ceilings, land ownership limits, priority demographics) and mandatory documentation requirements for each program.
- Establish a standardized reference guide to support grassroots advocacy, field-level civic counseling, and local policy dialogue.

3. Tasks & Responsibilities

- Review Meetings & Strategic Scoping: Participated in series of coordination meetings (July 20, 22, 23, and 27, 2026) with supervisor Faiza Apu to scope issue mapping, climate/gender justice intersections, and safety net analysis.

- **Structural Categorization of 19 SSNPs:** Grouped the 19 primary national safety net programs into 4 operational framework categories:
 - **Direct Cash Allowances & Transfers (8 Programs):** Old-Age Allowance, Widow & Destitute Allowance, Disability Allowance ('Golden Card'), Pregnant Women Allowance, Husband-Deserted Allowance, Mother & Child Benefit Scheme (MCBS), Tea-Garden Worker Livelihood Allowance, and Primary Education Stipend (PESP).
 - **Food & Essential Commodity Assistance (5 Programs):** TCB Family Card, OMS & Food Friendly Program (FFP), Vulnerable Group Feeding (VGF), Vulnerable Women Benefit (VWB), and Gratuitous Relief (GR).
 - **Workfare & Public Employment Programs (2 Programs):** Employment Generation Programme for the Poorest (EGPP) and Food For Work (FFW/Kabikha) & Test Relief (TR).
 - **Specialized Public & Financial Services (4 Programs):** National Legal Aid (NLASO), Health Protection Scheme/Vouchers (SSK), MFS Financial Inclusion & Direct G2P Services, and Digital Literacy & Empowerment (Tottho Apa / UDC).
- **Criteria & Document Extraction:** Compiled specific eligibility thresholds (e.g., age limits of 65/62 for Old-Age Allowance, land ownership under 0.50 acres, annual income ceilings) and mandatory document checklists (NID, landless certificates, doctor assessments, NID-registered MFS accounts).
- **Master Summary Synthesis:** Developed an integrated summary table mapping each program to its implementing ministry, category, and core target group for rapid field reference.

4. My Mistake

- **Initial Unstructured Mapping:** In my initial draft prior to the July 27 meeting, I presented the safety net programs as a flat, unorganized list without functional grouping or clear distinctions between cash, food, employment, and service-based interventions.
- **Impact of Oversight:** This raw listing made it difficult for field teams and community-based organizations (CBOs) to quickly identify applicable safety nets for specific beneficiary profiles (e.g., tea garden workers vs. flood-affected rural mothers) and obscured administrative bottlenecks like missing NIDs or MFS registration issues.

- **Correction & Refinement:** During the July 27 review session, supervisor Faiza Apu provided feedback to structure the entire dataset into four operational categories, detailing selection criteria and required documentation per service/allowance. I restructured the deliverable into a comprehensive 4-part master guide with an executive summary table.

5. Learning and outcome

- Produced a comprehensive operational guide detailing selection criteria and required documentation for 19 major government safety net programs across Bangladesh.
- Created a Master Summary Table providing an accessible overview for local advocacy briefs, field surveys, and community service navigation.
- **Operational Grouping Improves Usability:** Structuring complex public policies into functional categories drastically increases their utility for grassroots practitioners and rights-holders.
- **Administrative Inclusion Gaps:** Recognized that strict documentation requirements (such as NID-linked MFS accounts, landlessness certificates, and civil surgeon verification) frequently act as key points of exclusion for marginalized groups like tea garden laborers and indigenous women, highlighting where advocacy support is most urgently needed.

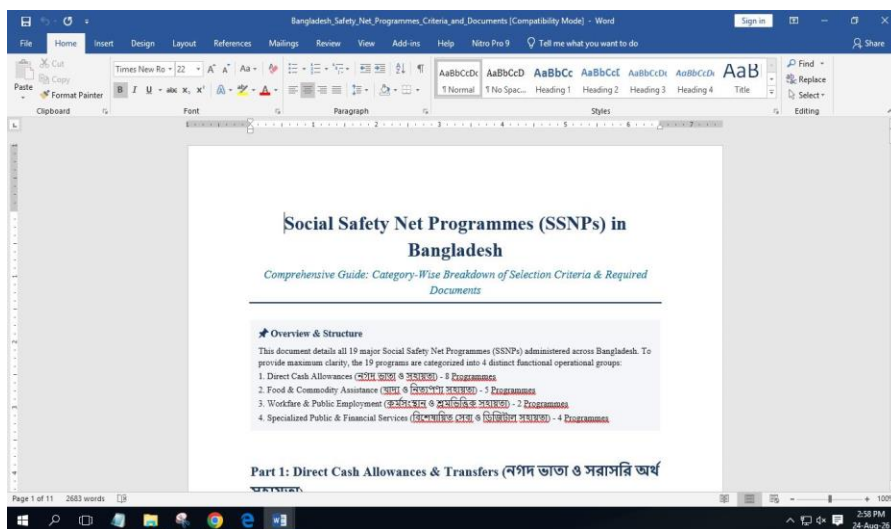


Image 7.1: Social Safety Net Program Word file

Project 8

1. Project Title

Standardized Formatting and Research-Focused Profile Curation of Key Experts for Government Technical Proposal Submissions

2. Background & Objectives

Background:

Bidding for public sector consultancies and donor-funded government projects in Bangladesh requires submitting key personnel profiles formatted strictly according to official procurement frameworks (such as Government/TECH-5 format). Following a planning session on July 29th with supervisor Faiza Apu, an initiative was undertaken to reformat and systematically curate professional profiles for 8 primary domain experts.

Objectives:

- Reorganize and standardize raw curriculum vitae (CVs) of 8 key experts into official government technical proposal formats.
- Thoroughly extract, filter, and highlight specialized research experience, academic publications, feasibility studies, and public policy evaluation work to meet government evaluation standards.
- Ensure full alignment between assigned team roles (e.g., Team Leader, Data Scientist, Green Economy Specialist) and the experts' prior consultancy track records.

3. Tasks & Responsibilities

- Template Alignment & Reformatting: Converted raw curriculum vitae into standardized government procurement formats (TECH-5 structure) for 8 core technical experts.
- Detailed extensive academic and evaluation credentials for lead leadership roles, including Dr. Muhammad Shahadat Hossain Siddiquee (Team Leader cum Data Scientist, emphasizing Ph.D. studies, BIGD research, health economics papers, and peer-reviewed journals) and Dr. Md. Hasan Ali (Team Leader, focusing on Public Administration Ph.D. research, SRHR, and human rights assessments).

- Extracted domain-specific research for technical specialists, including Jahir Uddin Mohammad Firuz (workfare and crop science research), Mahmud Hasan (market systems diagnostics, green economy frameworks, and trade policy publications), and Dr. Shaikh Tanveer Hossain (organic farming innovations and agrifood systems).
- Synthesized operational and management records for Md. Nurul Islam (Field Operations Manager), Syed Majedur Rahman (Deputy Team Leader), KH Tahsin Ashrafi (Communications & Knowledge Management), and Asif Ahmed Tonmoy (Innovation & Market Intelligence).
- Evidence-Based Mapping: Reorganized employment records and publication listings to emphasize high-impact baseline surveys, policy briefs, and government advisory consultancies relevant to procurement evaluation criteria.

4. My Mistake

- Initial Copy-Paste Assumption: When supervisor Faiza Apu provided a sample “K-1 Team Leader” template to follow, I initially assumed the task was a routine clerical job of copying and pasting raw text directly into the government format.
- Impact of Oversight: This initial copy-paste effort resulted in cluttered profiles containing unnecessary routine administrative duties while failing to highlight high-value academic publications, policy evaluation studies, and relevant research accomplishments required by evaluators.
- Supervisor Feedback & Correction: During review, supervisor Faiza Apu clarified that direct copy-pasting was unacceptable for government proposal standards. She instructed me to actively research, filter, and extract high-impact research work, peer-reviewed papers, baseline studies, and policy consultancies relevant to technical proposal criteria.
- Resolution: Re-analyzed all expert documents, purged generic administrative descriptions, and specifically curated publication sections, research consultancies, and degree specializations to strengthen overall technical scoring.

5. Learning and outcome

- Produced 8 research-curated, government-formatted CVs tailored for competitive technical proposal submissions.

- Microsoft Word ribbon: File, Home, Insert, Design, Layout, References, Mailings, Review, View, Add-ins, Help, Nitro Pro 9, Design, Layout, Tell me what you want to do. Font: Times New Roman, 12, Bold, Italic, Underline, Color, Background Color, Paragraph: Indent, Spacing, Bullets, Numbering, Styles: Normal, No Spacing, Heading 1, Heading 2, Heading 3, Heading 4, Title.

Document Content:

Dr. Muhammad Shahadat Hossain Siddiquee

Team Leader cum Data Scientist

Position Title and No.	K-1: Team Leader
Name of Expert:	Dr. Muhammad Shahadat Hossain Siddiquee
Date of Birth	
Country of Citizenship/Residence	Bangladesh

Education

Educational Institute	Degree/Diploma
University of Manchester, UK	PhD in Development Policy,
Erasmus University Rotterdam, Netherlands	MA, Economics of Development,
University of Dhaka, Bangladesh	MSS, Economics
University of Dhaka	BSS, Economics

Employment record relevant to the assignment

Image 8.1: Example CV format

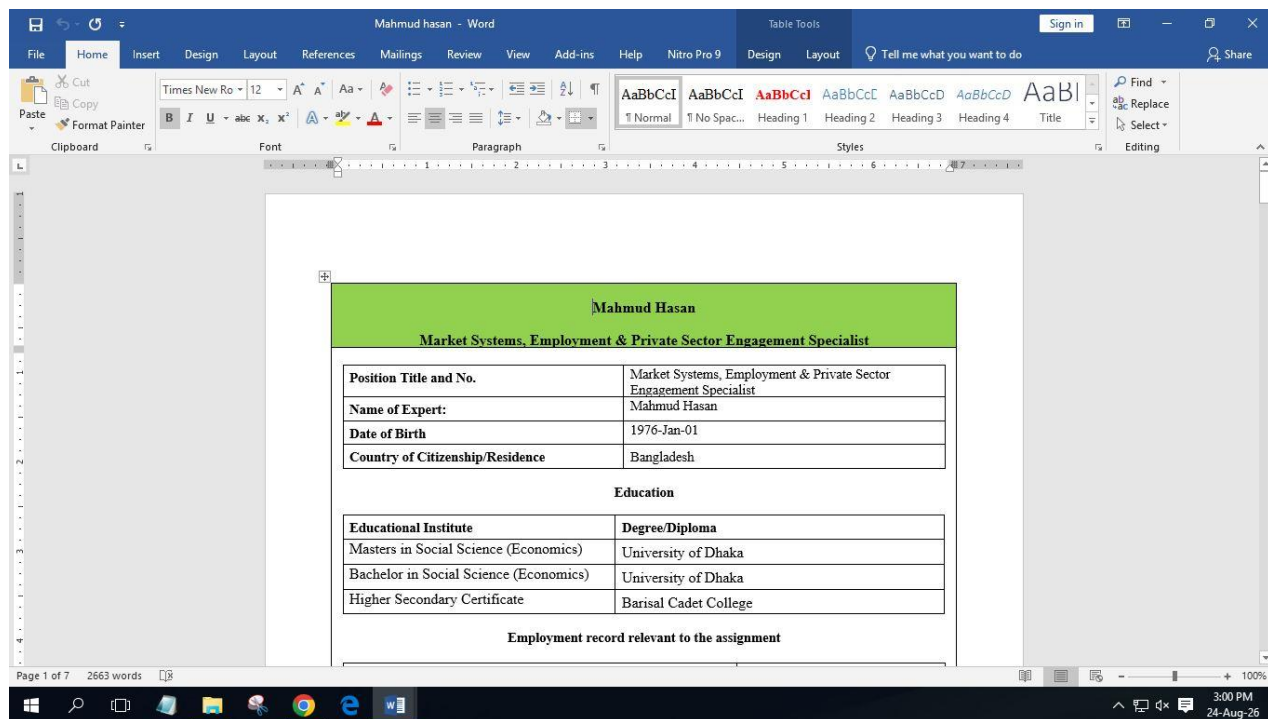


Image 8.2: CV Format

Workplace Log:

10 May 2026
ଆଜିର ଆମର Participants
ହେଉଥିବା feedback ସ୍ଥାନର
ମଧ୍ୟ ଛବିର ଏକ ଭାଗର report
ଲିଖିତ ରାଜିଷ୍ଟର । ଏକ feedback
ସ୍ଥାନର ଏକ, depend ଏକ ବି
ଫି • Improve ଏକ, ଏକ
suggestion ଓ ଏକ Add ଏକ
ହେଉଥିବା ଏକ ଏକ ଏକ
ହେଉଥିବା ।

ଏକ ଆଜିର ଆଜିର 7th June
ଏକ ଏକ Poster final
ଅନ ।
8th June 2026 - 10th June 2026
ଫିନ ଫିନ ଏକ ଏକ
Poster ଏକ ଏକ ଏକ ଏକ,
Training ଏକ Poster feedback
ହେଉଥିବା ଏକ ଏକ ଏକ ଏକ
final ଅନ 10th June ଏକ
ଏକ ଏକ ଏକ ଏକ ।
ଏକ ଏକ Poster ଫିନ website
ଏକ Dnt page ଏକ ଏକ ଏକ ।

20th July

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00.05.2020 ଓ ଆମେ ଆମେ ଆମେ

A.2.4.1 -> Capacity Development Training of youth group ଆମେ

ଆମେ Bankkha -> (ଆମେ ଆମେ) ଆମେ

Pre test and Post test ଓ result and answers ଆମେ Excel ଓ enter ଆମେ

ଆମେ Pre-test ଆମେ ଆମେ ଆମେ meeting

ଆମେ sit ଓ ଆମେ ଆମେ ଆମେ

work ଆମେ stakeholder mapping, meeting note add ଆମେ

20th July -> Meeting.

① Advocacy brief -> ଆମେ ଆମେ

② Project -> local level, central level

③ Policy level ->

④ Climate

⑤ Issues look -> 80r

⑥ Mid point

⑦ Cultural review

⑧ Communication Gap.

⑨ Communication Breakdown.

⑩ Social norm.

⑪ Key Biodiversity Area - KBA

⑫ (ଆମେ ଆମେ) -> Not only about

It's all about other

① Gap → climate change gap
 ② Knowledge Gap.
 ③ work → Issue based Faizal
 Thursday stakeholder
mapping.
 ④ Issue based stakeholder
 mapping এর ২য় ধাপ।
 ⑤ local debate.

24 July
 আজকে আমরা Pre-test and Post-test
 ও Data input করেছি ৪২ টি, ২০ টি
 Barlekha ও ২২ টি Kalamra ও।
 দুইটির training topic ছিল জলসম্পদ
 সংরক্ষণ ও অধিকায়ন জীবিকা উন্নয়ন।
 আমরা আরোও research করেছি
 মৌসুমীজল সংরক্ষণ করে উপভোগ
 আছে। বয়সের ইতিমধ্যে আছে। জল
 ও ইতিমধ্যে জলসম্পদ বয়সের একটা গিঁট
 আদিকারীর মাঝে একজনের মতো
 করে গিঁট করতে বলাহীন মতো আসে।

22 July 2026 Prora
 stakeholders → Faiza apu meeting
 note

- ⊕ High, low, medium power dynamic.
- ⊕ Project → Government.
 → Doner.
 → Community
 → A to Z is stakeholders.
- ⊕ Positive, Neutral, Negative stakeholders
- ⊕ Negative → Project hamper,
 → u Delay.
 → u cancel on close.
- ⊕ beneficiary → Target Audience
 (or narrow down group)
- ⊕ ਮੀਟਿੰਗ → ਦਸਤ, ਮਾਮਲਾ ਪ੍ਰਸਤ 25/7/26
ਕਿਸੇ ਨਹੀਂ

23rd July 2026 Prora
 stakeholder feedback mapping — Faiza APu
 * Tea Estate management

- ⊕ Department of Inspection for
factories and Establishments
and natural resources
- ⊕ Others (ਮਿਸ਼ਨ) → Add 2 line
- ⊕ Governments first 4 2/30-1
- ⊕

23rd July 2026 Today's meeting

① Gender and climate Justice
 - civic space

② livelihood - crosscutting

③ Tea Granment + Haon
 20000 to 25000 - wet land - main

④ Case study
 Haon Eco-system

Population 100000
 10000 - 20000

⑤ Issue - Climate Justice

Beneficiary ⑥ Women 100000
 Information ⑦ Drinking water 10000
 Problem 10000

⑧ skills and health missing.

⑨ Government Allowance

⑩ If 20 safety net.

29th July

amir faiza amir amir

10000 CV Government 100000

10000 ready 100000 100000

10000 10000 Government 10000

Project 10000 10000 Proposal

10000

ବାଉଁଶର Trainee Training ଏବଂ
 Nomination ଏବଂ Payment clear
 କଲେକ୍ଟ କରି ସମସ୍ତଙ୍କୁ call
 କଲେ କଲେ ଏବଂ update ଦିଅନ୍ତି ଏବଂ
 ଯଦି ଯଦି ଅଭାବରେ ଥାଏ ତେବେ Note
 ନେଇ Boss କୁ ଦିଅନ୍ତି । ଆହୁରି
 Jomin ଭଳି ଏବଂ କାର୍ଯ୍ୟକ୍ରମ ଏବଂ
 ଦିଅନ୍ତି ।

15th June 2026

Dhaka Bank - 01332550837 ~~(017110)~~

Dutch Bangla -

Infrastructure Development - (Available and)

Krishni Borkh- 01717818856 (20202020)

Mutual Trust - 01798097118 (Bus)

National Bank -

National Credit and Commerce

One BornK - +88 09666191001 (Busy)

Tubali Bank - 57164574 (Payment Done)

Supali Bork- 223384734 (off)

United Commercial - 01674573350
Busf

Dhaka | mohammad tahir
Bemr. Rahmon

20 May 2020
www.britishcouncil.org.bd
Dhaka Bank
Head Office

Internship Outcome

My internship at Dnet, particularly in the Research Wing and DFin Wing, provided me with practical experience that connected my academic learning with real professional responsibilities. These experiences not only improved my technical abilities but also helped me become more confident, organized, responsible, and comfortable in a professional working environment. Key outcomes of this internship include:

- **Practical Research Experience:** By collecting information on NGOs, allowances, safety allowances, and other project-related topics, I learned how to search for relevant information, verify details, organize findings, and use research for practical purposes. This gave me a better understanding of how research is conducted beyond the classroom.
- **Improved Data Management Skills:** Working on data entry, feedback analysis, and stakeholder mapping helped me understand the importance of accuracy, organization, and attention to detail. I became more confident in handling and arranging information in a systematic way.
- **Development of Communication Skills:** Calling participants to collect updates about training session bills helped me improve my professional communication skills. I learned how to communicate clearly, ask relevant questions, maintain a respectful tone, and collect information efficiently.
- **Growth in Professional Writing and Documentation:** Preparing feedback reports, organizing research findings, and converting regular CVs into government formats improved my ability to present information in a clear, structured, and professional manner.
- **Improvement in Creative and Technical Skills:** Preparing photo cards allowed me to apply my creative skills in a professional setting. It also showed me how visual communication can support organizational activities and project-related work.
- **Better Understanding of Development Work:** Through NGO research, stakeholder mapping, training-related activities, and allowance research, I gained a broader understanding of how development organizations work with different groups, manage projects, and address practical needs.
- **Increased Confidence and Professional Discipline:** Working on multiple tasks required me to manage time, follow instructions, take responsibility, and complete assignments accurately. As a result, I became more confident in handling professional responsibilities independently.
- **Clearer Career Direction:** Most importantly, the internship helped me understand my strengths and interests more clearly. My experience in research, communication, development-related activities, and project support strengthened my interest in pursuing a career where I can use communication and research to contribute to meaningful social change.

SELF-ASSESSMENT FORM

The purpose of this survey is to obtain students input on how they think they have performed

Name of Intern: Shafrin Akter Chowdhury

University ID: 223012033

Name of the Institute/Organization
Office Address:

Dnet

4/8 Humayun Road, Block B, Mohammadpur, Dhaka-1207,
Bangladesh.

info@dnet.org.bd

Web:

<https://dnet.org.bd/>

Corporate
Email:

1. During a typical week, approximately how many hours did you dedicate to your internship?

35+

2. Was your internship paid? If yes, how much?

No

3. Was your site supervisor available to meet when needed? Tick any one of the following.

☐ Not at all ☐ Slightly ☐ Moderately

☐ Quite a bit

☒ A great deal

4. Next, we would like to know how you were affected by your internship. Using the scale below, please indicate the degree to which participation in your internship experience increased or strengthened your abilities, attitudes, awareness or understanding in each of the areas identified:

1=Not at all 2=Slightly

3=Moderately

4=Quite a bit

5=A great deal

NO	CRITERIA (Personal)	RATING
1	I have a sense of satisfaction in doing something worthwhile.	5
2	I believe in my ability to make a difference.	4
3	I am open to new experiences.	4
4	I have gained the capacity to be more productive.	5
5	I can recognize my personal strengths.	4
6	I can recognize my personal weaknesses.	4
7	I have a sense of personal achievement.	5

8	I have the ability to persevere in difficult tasks	4
NO	CRITERIA (Social/Interpersonal Impact)	
9	I demonstrate concern for the welfare of others	4
10	I can be understanding and appreciative of people with diverse backgrounds	4
11	I have the ability to work cooperatively with others	5
12	I have the ability to communicate effectively	5

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13	I have increased my ability to be a leader	4
14	I feel more connected to my community	5
NO	CRITERIA (Academic learning impact)	
15	I have acquired knowledge from the job duties I performed	5
16	I have broadened my critical thinking skills (reasoning, problem solving)	4
17	I have learnt the ability to work independently	4
18	I feel my classroom learning was enriched	5
19	I have the ability to connect academic subject matter to the real world.	5
NO	CRITERIA (EMPLOYMENT/JOB SPECIFIC IMPACT)	
20	I developed specialised technical skills for a specific job function	4
21	I broadened my future employment possibilities	5
22	I received an opportunity to explore a specific career	4
23	I developed realistic ideas about the work world	4
24	I narrowed my future possible career choices.	5
25	What is your average score from this test?	4.5

General Comments

These three months were one of the busiest and most meaningful periods of my life. I met people who inspired me and worked with them every day. The work helped me discover my strengths, the areas where I naturally perform well and also made my weaknesses impossible to ignore. Walking into a real workplace for the first time made me understand that the real learning has only just started.

Shafin Akter

Signature of Intern

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Professional Compliance

During my internship at Dnet, I maintained professional standards and ethical practices throughout my work in the Research Wing and DFin Wing. As my responsibilities included research, data entry, feedback analysis, stakeholder mapping, participant communication, document preparation, and other project-related activities, I understood the importance of accuracy, confidentiality, punctuality, and responsible professional behavior. I consistently followed the instructions of my supervisors and completed my assigned responsibilities with sincerity and care. Key Areas of Compliance:

- **Data Confidentiality:** I handled organizational information, participant details, research materials, and project-related documents responsibly. I maintained confidentiality and avoided sharing sensitive information outside the appropriate professional context.
- **Accuracy and Integrity in Research Work:** While collecting NGO information, researching allowances, analyzing feedback, conducting data entry, and preparing stakeholder information, I tried to ensure that the information was accurate, relevant, and properly organized. I understood that even small errors could affect the quality of project work.
- **Punctuality and Responsibility:** I maintained regular attendance and followed the assigned working schedule throughout my internship. I tried to complete my responsibilities within the given deadlines and managed multiple tasks according to their level of priority.
- **Professional Communication and Conduct:** I maintained respectful and cooperative relationships with my supervisors, colleagues, and training participants. While communicating with participants regarding training session bill updates, I followed a polite and professional approach and communicated information clearly.
- **Following Instructions and Workplace Procedures:** I carefully followed the instructions provided by my supervisors while working on research, data entry, CV conversion, photo card preparation, feedback reports, and other assignments. I also tried to understand the purpose of each task before completing it.
- **Accountability and Learning from Mistakes:** Whenever I made mistakes or faced difficulties, I accepted responsibility, corrected the issue with proper guidance, and learned from the experience. This helped me improve my work quality and avoid repeating similar mistakes.
- **Teamwork and Cooperation:** As I worked across different tasks in the Research and DFin Wings, I cooperated with team members, accepted feedback, and supported the workflow whenever necessary. This helped me understand the importance of teamwork in achieving project objectives.

The End