



## **Scholar's Link Education AUTHORISED TRAINING CENTRE**

**Assam Electronics Development Corporation Ltd.**

**(AMTRON) - A Govt. Of Assam Undertaking**

Registration No. 10000499

Danish Road :: Panbazar :: Guwahati-01

Contact : 97060 58999 :: Email : jhscholarlinkededucation@gmail.com

**Ref. CP/ICT/005/25**

**Dated. 4th, December 2024**

**To,  
The Principal  
Haflong Government College,  
Haflong Assam – 788819**

**Subject: Proposal for One-Month Internship Program Under NEP 2020  
in Collaboration with Assam Electronics Development Corporation  
Limited (AMTRON)**

Respected sir,

With due respect, we are writing on behalf of **Scholar's Link Education**, Panbazar, Guwahati, to propose a one-month internship program for the students of Haflong Government College in collaboration with the **Assam Electronics Development Corporation Limited (AMTRON)**. This initiative is in line with the objectives of the **National Education Policy (NEP 2020)**, which encourages the development of skills and practical experience among students to enhance their employability and industry readiness.

### **Proposal Overview:**

We, at Scholar's Link Education, have partnered with **AMTRON** to offer an internship program that aims to provide students with hands-on experience in the fields of electronics, IT infrastructure, digital services, and other emerging sectors related to technology and innovation. The proposed internship program will be a one-month duration and will be designed to offer practical knowledge and skills that align with industry standards.

### **Key Features of the Internship Program:**

- **Duration:** 1 month
- **Location:** Internships will be conducted at College Premises / College facilities or virtually, depending on the nature of the work and availability.
- **Skills Focus:** Exposure to electronics development, IT project management, digital infrastructure, and related technical skills.



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- **Certification:** Upon successful completion, students will receive a certification from AMTRON and Haflong Government College.
- The logo/ emblem of College as well as of AMTRON shall be visible on the certificates.
- **Eligibility:** Open to all students of Haflong Government College, especially those with a focus on commerce, electronics, and technology.
- **Course Fee : Rs. 1500.00** (Reduced from earlier Fee of Rs. 2500)

**Benefits for Students:**

1. **Skill Development:** Students will acquire valuable industry skills that will enhance their employability in the fast-growing sectors of electronics and IT.
2. **Networking Opportunities:** Students will have the chance to interact with industry experts, professionals, and AMTRON employees.
3. **Practical Exposure:** The internship will offer real-time experience in dealing with various aspects of electronics development, digital infrastructure, and project execution.
4. **Certification & Recognition:** The certification awarded by AMTRON will add significant value to the students' academic and professional profiles.

We look forward to the possibility of working together to provide a valuable learning experience to your students.

Thank you for considering this proposal. Please feel free to contact us for any further information.

JH Scholar Link Education  
*Jasmine Hussain*  
4/11/24  
Yours sincerely,  
**Jasmine Hussain, MBA, MSc, MEd.**

**Centre Director**

AMTRON Authorized Training Centre, Panbazar, Guwahati – 781001

Phone : 94355 42058





অসম ইলেকট্রনিক্স উন্নয়ন নিগম পৰিসীমিত  
(অসম চৰকাৰৰ অধীনস্থ প্ৰতিষ্ঠান)

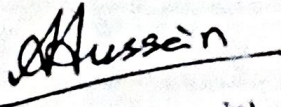
Assam Electronics Development Corporation Ltd.  
(A Govt. of Assam Undertaking)

To whom it may concern

03/12/2024

This is to certify that M/s JH Scholar's Link Education, Danish Road, Panbazar, Guwahati, is authorized to Organize and Conduct the one month Apprenticeship Program at the location Haflong Government College, Haflong, under the supervision and evaluation of AMTRON.

After successful completion of Interactive Theory and hands on Practical at the site, AMTRON will organize the evaluation and grading of the students. Certificates will be issued for the students accordingly. An Industrial tour may be arranged to our organization on prior booking at the end of the Program on first come first serve basis.

  
(Ahlya Hussain)  
Additional Manager  
Education & Training Division  
AEDC LTD.(AMTRON)  
Samunimaidam, Guwahati-Assam



## **AMTRON INDUSTRIAL TRAINING / INTERNSHIP PROGRAM -2025**

**COURSE ( 120 Hours )  
For Arts & Science Stream**

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### **Interactive session of ICT Tools (25 Hours)**

- **Overview of MS Office** - Provide hands-on experience of working with Microsoft Office tools primarily Word, Excel and Powerpoint - which are commonly used in real life works.
- **Practical Approach on Desktop Publishing** - Type, Design any document in appropriate and required format.
- **Presentation through MS PowerPoint** - Give presentations on various topics through MS Powerpoint. Engage in group discussions and provide your own insights on various topics through Powerpoint slides presentation.
- **Working with Data through MS Excel** - Explore various functions of Microsoft Excel to provide data in required appropriate formats.
- **Communication through Email, Outlook and other applications** - Communicating through Google mail (Gmail), Outlook, Hotmail, Live, Yahoo, Exchange and Office365, Professional mails. Creating signatures on mail and keeping data in appropriate format, way of communication through mail in professional fields.

### **Office Management (25 Hours)**

- **Introduction to Office - Its types, functions and modes of Operation** - Practical overview to an office, the types of various offices (both government, semi-government and private) and the function they perform.
- **Management of office through computerized tools** - Efficient management of an office through computerised tools. Hands-on training to various office actions performed through computerized or digital tools.
- **Overview of E - Office & other resources related to office administration** - Practical training on e-office, the conduction of official orders, instructions in digital form and its execution by various departments, divisions in the office, and transfer of information outside the office or to an external organisation.



- **Application of ICT Tools in office management** - Applications of ICT Tools or common computerized tools in office management, practical and on site training on typing, formatting and transfer of documents.
- **Overview of Human Resource Management** - Practical training on Human Resources or Manpower Management. Tracking of attendance, employee activities and other data through computerised tools/portal/software or integrated management systems. Employee behaviour and internal relations, feedback management, enhancement of skills and improving work potential in the human resource.
- **Introduction and Overview of Corporate Laws & Governance** - Practical overview to the types of entities - Proprietorship, firms, Trusts, Societies, Public, private and semi-government organisations, For-profit and nonprofit companies, different stakeholders in an organisation and their responsibilities, legal binding and consequences, disputes and other affairs. Practical overview of legal documents, agreements, deeds and their use. Conclusion by a Legal Awareness Seminar to create awareness about legal aspects among the students.
- **Corporate & Customer Relations, Feedback Management** - Training on maintaining good relations with other divisions and departments, in the office with clients, visitors. Corporate and customer relations management, tracking feedback and timely improvements.
- **Surveys, Data Collection and Analysis(Basic Overview)** - Conduction of a survey at local, district or state level, urban and rural level (depending on relevant subjects and area of interest/field of study of the student). Collection of data and analysing the data in appropriate format, interpretation of collected data, its presentation and finding an outcome, result from the collected data and their analytics.
- **Digitalization - Advantages, Limitations, Future Prospects** - Seminar, Workshop on Digitization - its advantages, limitations and future prospects. Group discussions and sharing of own insights and thoughts relevant to the individual field of interest or study from individual students through presentation or speech. Panel discussion with experts and interactive sessions.

#### **Financial Management & Financial Instruments (25 Hours)**

- **Introduction to Financial Management** - Provide a hands-on overview of Financial Management to improve the understanding of financial management among the students. Awareness among them against illegal, fraudulent financial offerings etc.



- **Financial Resources & Terms - Funds, Revenue, Expenditure, Gross & Net Profits and losses** - Seminar presentation by experts on definitions and types of various financial resources - Mutual funds, Stock market, Digital financial currencies, Cryptocurrency etc. Meanings of terms such as budgets (from individual level to an organisation, state and national level), funds, revenue, expenditure (capital and revenue), gross and net profits and losses, judicious utilisation of finance, savings etc.
- **Methods of Fund Transfer - NEFT, RTGS, IMPS, Challans, Cheque, Demand draft etc.** - Practical training on transfer of funds through various methods such as NEFT, RTGS, IMPS, Challans, Cheques and other available methods required at the workplace, necessary procedures.
- **Bills, Invoices and other entries** - Training on generation of bills, invoices, estimates and other useful financial documents required in day-to-day affairs and their usage in office/workplace/business.
- **Introduction to PFMS** - Presentation on Public Fund Monitoring System and Discussion on its primary objectives.
- **Introduction to GeM, Procurement Management** - Hands on training on Government e-Marketplace, procurement management - tenders, bidding and criteria for selections. Supply chain management through computerised portal/software etc.
- **Management of Different Books of Accounts** - Overview of management of different books of accounts which are generally used in profession/workplace etc. Training on maintaining overall efficient Financial management, and need for proper planning and execution to avoid unwanted disputes/ consequences.

#### **Communications & Work Ethics (25 Hours)**

- **Resume Making, Essential Reading & Writing Skills** - Seminar by experts on making an effective resume to showcase the essential skills while applying for a job, effective LinkedIn Profile to attract opportunities, developing good reading and writing skills and increasing self-confidence.
- **Communications Skills - Presentation, Interview, Meetings etc.** - Training on communicating in a standard way in the workplace or professional fields to attract better opportunities in professional life. Presenting your own skills in an appropriate way, attending interviews and meetings (Virtual and Physical) etc.
- **Work Ethics** - Speech by a mentor on the need for Proper Work Ethics to maintain a healthy professional life, creating a feasible work-environment and bring better opportunities for own as well as for others. Need to

properly address the needs of all the visitors in the workplace irrespective of their gender/age/social/economic or other factors.

**Live Project / Engagement ( 20 Hours)**

Live Project or social engagement ( Organising and attending camps, workshops, Local Fairs, Awareness Camps, Local or Grass-root level participation, collaboration; Guiding tourists or educational trips etc.) to be carried out by individ

uals/groups in the individual area of interest/ field of study/ career aspirations and perspectives of the students.



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- Live Project : Maintaining the accounts of an organisation as an accounting assistant.



### **Taxation, Management & Marketing (25 Hours)**

- **Goods & Service Tax (GST)** : Practical training on Indirect taxes primarily Goods & Service Tax (GST), Levy & Collection of Tax, Time & Place of Supply, Valuation, Input Tax Credit, Payment of GST, GST using Tally Prime; Live Projects on GST, Laws and Regulations related to GST
- **Income Tax, TDS** : Presentation along with Practical training to understand the basic terms such as Income from Salaries, Income from House properties, Profit & Gains from Business or Profession, Income from Capital Gain & Other Sources, Deduction, Computation of Taxable income, Training on Application of PAN, E-filing, TDS- Concepts & provisions, E-TDS, Practical training on TDS using Tally Prime
- **Laws & Regulations** : Seminar on different Laws and Regulations related to taxations, addressing disputes, grievances and necessary measures.
- **Overview of Human Resource Management** - Practical training on Human Resources or Manpower Management. Tracking of attendance, employee activities and other data through computerised tools/portal/software or integrated management systems. Employee behaviour and internal relations, feedback management, enhancement of skills and improving work potential in the human resource
- Practical training by working as an HR or Placement Coordinator in an organisation for different job roles - connecting as a key link between job provider and job seeker.
- **E-Commerce & Marketing** - Training on E - Commerce, Digital or Online Commercial Platforms - listing of products and distribution at digital marketplace, Marketing the Product through various tools - primarily using **Digital Marketing**, social media marketing marketing, digital promotion tools and designing digital posters etc. to present the product to the target audience.
- **Corporate & Customer Relations, Feedback Management** - Practical training on different objectives necessary to maintain good relations with other divisions and departments, in the office with clients, visitors. Corporate and customer relations management, tracking feedback and timely improvements.
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- Practical training : working as a customer relationship executive, Grievance redressal executive or front line response executive, with direct communication to the public.

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Live Project or social engagement ( Organising and attending camps, workshops, Local Fairs, Awareness Camps, Local or Grass-root level participation, collaboration: Guiding tourists or educational trips etc.) to be carried out by individuals/groups in the individual area of interest/ field of study/ career aspirations and perspectives of the students.