

**Internship Report On “Teaching Activities”
Of
Dhaka Commerce College**



Assiduous, Diligent, Devoted, Creative

*(This report has been prepared for the partial fulfillment of the
degree of Masters of Business Administration)*



**BRAC BUSINESS SCHOOL
BRAC UNIVERSITY, Bangladesh**

**A STUDY
ON
"TEACHING ACTIVITIES"**



Assiduous, Diligent, Devoted, Creative
Dhaka Commerce College
Mirpur, Dhaka

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Internship Duration: From 15th August 2013 to 31st December 2014

Submission Date: 30 june,2015

Letter of Transmittal

30th June 2015

To,
The Dean,
Brac Business School,
Brac University,

Subject: Submission of Internship Report

Dear Sir,

It is my pleasure to submit my Internship Report on “**Teaching Activities Of Dhaka Commerce College**” as a part of MBA (Finance).

I tried my best to gather relevant information for constructing a complete report as outlined. The preparation of this report enables me to great extent to complete my theoretical knowledge with practical analysis. I would like to express my profound gratitude for your kind and mind for reading my report.

Thank you, very much for your heartiest co-operation.

Sincerely Yours

Shaila Akter
ID: 12264028
Program: MBA
Major: Finance

Acknowledgment

It is high time for me to express my deepest gratitude and humble submission to the Almighty Allah (SWT) for giving me chance to study in Brac University and to my internship in, but for whose support I would not be able to complete a huge task of preparing this internship report within scheduled time.

Internship report is an essential part of MBA program as one can gather knowledge within the period of three months by observing and doing the daily works of chosen organization. In this regard my internship has been arranged at Dhaka Commerce College, Mirpur, Dhaka, Bangladesh.

I am grateful to my supervisor (**M. S. Arifuzzaman, Asst. Professor**), BRAC University for this cordial supervision and support to prepare this report.

I am also grateful to **Prof. Md Abu Sayed, Principal** of Dhaka Commerce College, Mirpur, Dhaka, who gives the chance to do my internship on his branch.

I express my deepest gratitude and respect to the officials of Dhaka Commerce College, Mirpur, Dhaka who helped me a lot during my internship period.

Executive Summary

MBA is a specialized program conducted by Brac University is designed with an excellent combination of practical and theoretical aspects. With the requirement of program I was assigned to Dhaka Commerce College, Mirpur, Dhaka for my internship and it is support to me to prepare a report on **“An analysis of Teaching Activities at Dhaka Commerce College, Mirpur, Dhaka.”** I have prepared this report mainly based on practical field work. Different data have been used in this report were collected from different secondary sources.

Dhaka Commerce College, Established at 1989 is one of the most renowned educational institutions not only in Dhaka Education Board but also in the country.

Dhaka Commerce College will be and remain a center of excellence in higher education. It will gain recognition, nationally and globally and will attract students, faculty, and staff from all parts of the world. The College looks forward to having a transformational impact on our society with international quality service rendered by our students imbued with the spirit of humanity, professionalism and holistic academic excellence.

The main part is discussed about the Teaching activities, mission and vision, Curriculum, Academic, performance, Strength, Weakness, Opportunities, Facilities of students which show how they will build on its national and international reputation for innovative student-centered programs that enable students from diverse backgrounds to achieve their educational goals. The college is committed to building up academic excellence through curriculum, teaching, scholarship and services designed to help build up knowledge based society with ensuring quality education. Tailoring the moral values and nurturing latent power of students will be facilitated to obtain placement in job market in such a manner as is ethically justified, religiously attestable, culturally harmonious and intellectually competent.

I have tried my best to present my practical experiences in the report and present in the perfect and right way.

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INTRODUCTION

Dhaka Commerce College is a post-graduate college at Mirpur, Dhaka, Bangladesh. Established in 1989, this was the first ever college in Dhaka city which is specialized in commerce. Dhaka Commerce College is one of the most renowned educational institutions not only in Dhaka Education Board but also in the country. The college is self-financed, free from politics and smoking. The main founder of this college was Prof. Kazi Nurul Islam Faruki. This institution is an 11-storey building which is located at the 4th floor of the college library. Syllabus-based book library, as well as the wisdom of the book consists of a library of 3,000 books. The library is open to all students, but only to the card holder students can take the book at home. A student can take a maximum of 1 book for 1 day at home. Library is Air-conditioned.

OBJECTIVE

Objectives of this report are:

1. To know about mission, vision of Dhaka Commerce College,
2. To know about Curriculum of Dhaka Commerce College,
2. To know the Academic performance of Dhaka Commerce College,
3. To know the facilities of students,



Mission

The mission of Dhaka Commerce College is to produce talent and honest student in their selected disciplines who will have productive careers or choose to engage in advanced studies.

Students of this College will be:

- Life-long learners with good leadership skills
- More proficient in oral, written and electronic communication
- Critical thinkers with well-developed analytical skills
- Ethical and socially responsible
- Champions of diversity and tolerance
- Globally aware with commitment to social justice and sustainability

Within the context of lifelong learning, Dhaka Commerce College will build on its national and international reputation for innovative student-centered programs that enable students from diverse backgrounds to achieve their educational goals. The college is committed to building up academic excellence through curriculum, teaching, scholarship and services designed to help build up knowledge based society with ensuring quality education. Tailoring the moral values and nurturing latent power of students will be facilitated to obtain placement in job market in such a manner as is ethically justified. religiously attestable. culturally harmonious and intellectually competent.



Vision

Dhaka Commerce College will be and remain a center of excellence in higher education. It will gain recognition, nationally and globally and will attract students, faculty, and staff from all parts of the world. The College looks forward to having a transformational impact on our society with international quality service rendered by our students imbued with the spirit of humanity, professionalism and holistic academic excellence.

Strategy

The College aims at (1) offering socially relevant academic programs consisting of a substantial general education component in all programs; (2) recruiting and retaining good students, well-trained faculty with graduate degrees from overseas and qualified staff; (3) promoting effective teaching, quality research, and service; (4) providing appropriate physical facilities including classroom, labs and library with state of the art educational technology; (5) supporting co-curricular and extra-curricular activities; (6) practicing good governance and administration that encourage academic freedom and faculty-staff participation and (7) purposeful engagement of our alumni and community leaders.

Methodology

The data needed for conducting the study has been collected from the primary sources as well as secondary sources. In collecting the necessary data, care has been taken so that all the variables that in some way can't affect the objectives of the study. The information of the study is collected by the following ways:



Primary data sources:

- ❖ Direct working with the officials of Dhaka Commerce College.
- ❖ Face to face conversation with the management.
- ❖ Practical deskwork.

Secondary data sources:

- ❖ Bulletin published by the Dhaka Commerce College.
- ❖ Annual report of the college.
- ❖ Previous research books and journals.
- ❖ Different book about Teaching.
- ❖ Teachers' sheet.

The data and information collected were processed and tabulated manually. The major portions of the data sources have been collected from secondary data sources.



Board members of Dhaka Commerce College

Chairman

Prof. Md. Shafique Ahmed Siddique

Members

A.M.M. Sarwar Kamal

Prof. Md. Ali Azom

Prof. Abu Saleh

Prof. Md. Samsul Huda

Mr. Ahmed Hossain

Prof. Dr. M.A Rashid

Prof. Lutfar Hossain Mia

Principal

Prof. Md Abu Sayed



Number of Teacher

There are 150 teacher for students in Dhaka Commerce College where 145 teacher's are permanent and 5 teacher's are temporary.

College building structure

College official, academic and other organizations are to carry out activities in two large buildings such as 1 in a building of 11 storeys and the other storeys. 11-storey building situated to the east and it has a total of 50 rooms. The 1-storey building located on the south side, and it has 70 rooms.



CURRICULAM

Courses

The college educates from Higher Secondary Certificate (HSC) level to post graduate level. There are ten departments in the college. The college has honors courses in various subjects regarding English, accounting, finance, management, statistics, economics along with a broader range of postgraduate courses.

Academic Levels

HSC (Only Business Studies Group)

Honours

Masters

Available Courses

<u>Course Name</u>	<u>Duration</u>
HSC	2 Years
BBA	4 Years
MBA	2 Years
B.B.S.	4 Years
M.S.S.	1 Years



Academic Department

Academic departments for Hon's and Masters of Dhaka Commerce College: At present Dhaka Commerce College have 10 academic departments which are as follows:

- ❖ Department of Bengali
- ❖ Department of English
- ❖ Department of Accounting
- ❖ Department of Management Studies
- ❖ Department of Economics
- ❖ Department of Statistics and computer
- ❖ Department of Commercial Geography
- ❖ Department of Finance
- ❖ Department of Marketing
- ❖ Department of Shorthand and Office Management

College Time Table

- Two shifts are there: Morning and Day.
- Morning shift starts at 8:00am and ends at 1:00pm. Day shift starts at 1:30pm and ends at 5:30pm.
- Class XI students' classes are taken in day shift and class XII students' classes are taken in morning shift.
- Hon's and masters level classes are taken both in day and morning shift.



Various fees

- ✓ HSC admission fee is Tk. 12,000 and monthly tuition fee is Tk. 1,200.
- ✓ Hon's admission fee is varied from Tk. 15,000 to 18,000, depending on the course.
- ✓ BBA total course fee: Tk. 1,00,000 (maximum Tk. 1,80,000).
- ✓ MBA total course fee: Tk. 1,20,000.
- ✓ The tuition fees of Hon's and Masters Courses are to paid semester wise.



COLLEGE MANAGEMENT SYSTEM

Introduction

Dhaka Commerce College have College Management System provides the detail structure of the college campus and its departments. **College Management System** synchronizes the working of all the departments. It looks on all aspects of a college, its students, faculties, Departments, marks and other co – curricular activities.

CMS is the easiest way to manage all functionalities of a college. It is a value-added service offered by NEURAL, which facilitates colleges to maintain the functionality related to college employees and their students.

College Management Software is a simple yet powerful one joint integrated platform that connects all the various departments of an institution like Administration, Attendance, Staff details and many more specialized modules.

College Management System helps Managers to plan and control the organizational operations and to respond to changing market conditions. It provides a regular flow of information for managerial decision-making and control.

Objective

Main aim in developing **College Management System** is to provide an easy way not only to automate all functionalities of a college, but also to provide full functional reports to top management of college with the finest of details about any aspect of college.

College Management System is software has the perspective of attaining attraction of those colleges which don't have one good performing software for keeping their information



secure and make their management easier. College Management System provides one attractive environment where you can manipulate data and information about students and staff easily. So we can say the Core purpose of designing “College Management System” is to manage the task related to the college students/employees and to reduce time to searching of appropriate candidates in college view.

Overview:

COLLEGE MANAGEMENT SYSTEM can be used to manage the data of all type of educational institutes. It will support both stand alone and also networking environment. The system uses VB. Net Technology. The main modules involved in this system are:

- Login
- Forms
- Reports
- Window

Module wise description Login

Login module is used to check whether the user is an authorized person to use the system or not. For this the user should give the correct user name and password. The different types of users are:

- 1 Admin
- 2 Student
- 3 Employee



Forms

This module consists of the following sub modules

- ✓ Student Registration Form
- ✓ Student Fee Form
- ✓ Student Marks Form
- ✓ Student ID Form
- ✓ Employee Detail Form
- ✓ Employee Salary Form
- ✓ Employee ID Form
- ✓ Course Detail Form
- ✓ Library

1. The Student Registration Form is designed for registering the new students details and course details.
2. The Student Fee Form is used to enter the student's fee details.
3. The Student Marks Form is designed for submitting the semester or exam marks of the students for a particular course or an individual student.
4. The Student Id Form is used to create the identity number for each student for different course.
5. The Employee details form is designed for entering the staff details another relevant details .



6. The Employee Id used to create the identity number for each student for different course.
7. The salary form is used to derive the salary for employees
8. The Course details form is designed for entering the different course available in the campus and other relevant details .
9. The Library module is used for the data process of library and book accessing for students and staffs.

Reports

All the above mentioned data are stored in the back end and can be retrieved as reports with filtering options. The Following are the reports can be taken from this system.

- ❖ Student Report
- ❖ Employee Report
- ❖ Course Detail Report
- ❖ Book Detail Report
- ❖ Issued Book Report
- ❖ Fee Detail Report
- ❖ Marks Detail Report
- ❖ Generate Pay Slip



Student Registration Form

If you have not specified any course in course form then you can not register any student in this software.

STUDENT'S REGISTRATION FORM

Student's Details

Form Number Enrollment Number

Student Name Date of Admission (DD/MM/YYYY)

PHOTOGRAPH

Photograph

Action

Edit Delete

Find

New Registration

Updation

Save Cancel

Status

First Last

Next Previous

Personal Information Qualification Other Information

Father's Name Mother's Name

Date of Birth (DD/MM/YYYY) Gender

Course Code Course Name

Caste Semester

Phone Number University

Permanent Address Corresponding Address

There are many buttons in this form:

1. New Registration

- This button is used for Registration of new Student.



2. Save

- This button is used to save new registration in data.

3. Cancel

- This button is used to cancel new registration.

4. Status

-This button is used for performing various tasks.

-Edit- Delete- Find- First-Last-Next-Previous

5. Edit

- For editing the detail of any Student, to find the Student's data by Find button and click on Edit button

6. Delete

-For deleting the detail of any Student, to find the Student's data by Find button and click on Delete button

7. Find

-This button is used for finding the data of any Student.

8. First

-This button is used to show the details of first Student.

9. Last

-This button is used to show the details of last Student.

10. Previous

-This button is used to show the details of Previous Student.



11. Next

-This button is used to show the details of next Student.

12. Photograph

- This button is used to select the Photograph.

There are many input fields in this Form-

1. Student Code

- This field is automatically generated by the system.

2. Enrollment Number

- You have to enter the Enrollment Number of Student.

3. Student Name

- You have to enter the Name of Student.

4. Date of Admission

- Automatically Generated as today date

Personal Information -

5. Father' Name

- You have to enter the Name of father of Student.

6. Mother's Name

- You have to enter the Name of mother of Student.

7. Date of Birth

- You have to enter the Date of Birth of Student in “DD/MMM/YYYY” format.



8. Gender

- You have to enter the Sex of Student.

9. Course Code

- You have to select the Course code of Specific Course.

10. Course Name

- Automatically generated in reference of CourseCode.

11. Caste

- You have to enter the Caste of Student.

12. Semester

- You have to select the Semester in which the Student ineligible for admission

13. Phone Number

- Optional, you have to enter the Phone Number of Student.

14. University

- Automatically generated in reference of Course Code.

15. Permanent Address

- You have to enter the Permanent Address of Student.

16. Corresponding Address

- You have to enter the Corresponding Address of Student.



Course Detail

Form

This Form is used to add, view, and edit the course details.

COURSE DETAIL FORM

COURSE DETAIL

COURSE DETAIL

Course Code

Course Name

Duration (in yrs.)

University

Total Fee

Eligibility

Action

Edit Delete

Find

New Course

Updation

Save

Cancel

Moving

First Last

Next Previous

There are many buttons in this form-

1. New Course

- This button is used to enter new course.



2. Save
 - This button is used to save the course detail.
3. Cancel
 - This button is used to cancel the saving action.
4. Edit
 - For editing any existing course, to find it by clicking on Find button.
5. Delete
 - For deleting any existing course, to find it by clicking on Find button.
6. Find
 - This button is used to find any existing course.
7. First
 - This button is used to show the details of first course.
8. Last
 - This button is used to show the details of last course.
9. Previous
 - This button is used to show the details of previous course.
10. Next
 - This button is used to show the details of next course.

There are many input fields in this form

1. Course Code.
 - You have to enter the course code.



2. Course Name
 - You have to enter the course name.
3. Duration
 - You have to enter the duration i.e. 3, 3.5 (.5 for half year)
4. University
 - You have to enter the name of university from which this course is affiliated.
5. Total Fee
 - You have to enter total fee of this course in Rs. Only numeric
6. Eligibility
 - You have to enter the eligibility of this course i.e. Intermediate or Graduation.

Reports:

There are many reports in this system.

1. Student Report
 - This report is used to help student between two dates. Select the first date and second date and click on Generate button.
2. Employee Report
 - Select the first date and second date and click on Generate button.
3. Course Report
4. Book Detail Report
 - This report is used to generate the report
Accession No. (Group No.). Select the Accession No. and click on Generate button.
5. Issued Book Report
 - This report is used to generate the report of issued book of selected Student Code. Select the Student Code. and click on Generate button.



6. Fee Detail Report

- This report is used to generate the report of fee submission of selected Month. Select the Month and click on Generate button.

7. Marks Detail Report

- This report is used to generate the report of marks of exam of selected Year. Select the Year and click on Generate button.

8. Generate Pay Slip

- This report is used to generate the Pay Slip of the selected Month .Every reports are exported into excel, by clicking on Export to Excel Button, this button is disabled, this button is enabled when you click on Generate button and report is generated.



ACADEMIC PERFORMANCE

After its founding, it soon became of the country's most famous college for its strict rules and regulations. But from its beginning it has been maintaining high quality standards. It got the medal of best college in two times 1996 and 2003. Since its operation, Dhaka Commerce College was placed in the top 10 colleges in the country in terms of HSC results.

Dhaka Commerce College's results in the Dhaka Board for Higher Secondary Certificate level examinations are:

<u>Year</u>	<u>No. of Examinees</u>	<u>No. of pass</u>	<u>GPA-5</u>
2006	904	904	71
2007	1437	1436	227
2008	1505	1500	224
2009	1924	1923	518



<u>Year</u>	<u>No. of Examinees</u>	<u>No. of pass</u>	<u>GPA-5</u>
2010	1815	1814	409
2011	2026	2022	423
2012	2043	2042	831
2013	2446	2443	1155
2014	1940	1930	871

Admission Process

Educational Qualification

When applying for admission to higher secondary courses have a minimum GPA is - 3.50 in SSC result.

According to the honors admission policy of the college, student must have GPA 3.50 both in SSC and HSC examinations. Admission to the honors degree is determined based on the result.



FACILITIES OF STUDENT

Library Facilities:

11-storey building is located at the 4th floor of the college library. Syllabus-based book library, as well as the wisdom of the book consists of a library of 3,000 books. The library is open to all students, but only to the card holder students can take the book at home. A student can take a maximum of 1 book for 1 day at home. Library is Air-conditioned.

Lab Facilities

A college student in a variety of practical education includes two labs.

1. Computer lab
2. Type lab

Students can use the lab only to the cardholder.

Class Facilities

All of these college students sitting in the classroom is a single deck chairs. Classroom's are air-conditioned, but there is no multimedia.



Examination Room Facilities

Separate tests for all types of students are taken in the exam rooms. Exam rooms located in the first building of the 10th and 11th floor.

Scholarship Facilities

SSC and HSC examinations both financially distressed and golden A + to obtain the benefit of the students scholarships are provided. Scholarship students pay of all the fees are waived, but of course every semester to achieve Grade 'A'.

Medical Facilities

College student's physical condition at the time of any appropriate action, the college medical team provides aid inside the college. The system was transferred to the hospital in serious cases.

Justifying Result

College students studying in terms of the results is provided in the hands of the guardians. At the end of each term meeting was held with guardians. Thing to do is to review and improve the results. In addition, parents and students at different times of the year to exchange different types of meetings are held.

Co-curriculum Activities

Scholarly pursuits as well as physical and mental development of students annually for football, cricket tournament were held. Besides dance, music, general knowledge and debate are held.



Higher education Facilities

If Any student studying in the college wants to transfer credit,he or she can credit transfer in accordance with the policies of the college. College for higher education at abroad supplies with all the necessary documents for student.

Miscellaneous

Here are debating club and Robber Scout Club. Here is a student union.



SWOT ANALYSIS

S.W.O.T stands for strengths, weaknesses, opportunities, and threats. Completing a SWOT analysis will help us identify ways to minimize the effect of our weaknesses while maximizing our strengths. We can use our strengths to create opportunities as well as minimize threats. Strengths focus on the things that we do WELL as a department. Weaknesses focus on the things we do that we need to IMPOVE. Thus strengths and weaknesses focus internally.

Opportunities and threats reflect factors external to the department that are often out of our control. Opportunities can create conditions that offer the potential for us to reinforce and/or expand our strengths. Threats may present barriers to maintaining our strengths and/or create conditions that exacerbate our weaknesses.

Strength

- ❖ High quality academic programming at the undergraduate and graduate level with many programs accredited and/or aligned with their professional association.
- ❖ Department has an excellent reputation with a wide range of locally and regionally agencies as well as within the college and university for its programming and work of faculty.
- ❖ The department is primarily located in one facility which it controls.
- ❖ Multiple students scholarships and awards are available to support undergraduate and graduate students.
- ❖ A wide range of graduate assistantships are available to support graduate students.



- ❖ The department has very active and very supportive alumni.
- ❖ The department is well connected with and very well supported by its retired faculty.
- ❖ A strong focus on quality teaching with a faculty that excels in teaching students at all levels.
- ❖ A large number of strong and widely respected and recognized outreach programs that demonstrate a strong commitment to the community and community service.
- ❖ Student interest in department programs is very strong and growing across all programs.
- ❖ Premier department in the region for the programming offered.
- ❖ Excellent geographic location to provide service locally and regionally.
- ❖ Diverse faculty in terms of ethnicity and gender.
- ❖ Dedicated and experienced support staff.
- ❖ Broad range of high quality clinical and practical experience opportunities for students.
- ❖ Broad disciplinary/cognate base to faculty and programming which is unique in the university.
- ❖ Highly qualified, experienced, and dedicated cadre of adjunct faculty and full- and part-time instructors.
- ❖ Faculties are highly involved in their professional organizations.
- ❖ The department is strongly student centered and focused.



WEAKNESS

- Lack of competitiveness of GA stipends relative to other institutions.
- High proportion of our own undergraduates in some of our graduate programs.
- High student numbers makes it difficult to connect with students and retain our student centered focus.
- Lack of appreciation/recognition of faculty work.
- Inadequate advising/clinical placement resources especially in the undergraduate and teacher certification programs.
- A relatively slow responding curricular process when set against the continual need for rapid program changes driven by external accrediting agencies.
- Too few summer classes offered at the graduate level.
- Limited program diversity when compared to the wide range of programming possibilities in the broad field of physical activity.
- Faculty load inequities and responsibilities across programs.
- Lack of cohesion across all programs and areas in department.
- Lack of consistency of advising at the graduate level.



OPPORTUNITIES

- ✓ Well placed to undertake cross-disciplinary collaboration (research, teaching, service) within and beyond the department in alignment with the university strategic plan due to broad-based disciplinary focus of department faculty and programs.
- ✓ We have the ability to connect and develop partnerships with the community and a diverse array of agencies (e.g., medical, fitness, schools, businesses) around faculty and program expertise—potential for new buildings with shared use consistent with initiatives developed by some of our competitors.
- ✓ Many faculty have the expertise and ability to secure grant funding and undertake cutting edge scholarship.
- ✓ Through its faculty and programs we are well placed to be at the forefront of the movement pushing the importance of physical activity to lifelong health and wellness.
- ✓ The broad-based disciplinary bases to our programs of study provide opportunities for cross-curricular synergies within and beyond the department especially since programs with a focus on physical activity in its broadest sense are very attractive to students.
- ✓ The high level of interest in department programs provides an opportunity to translate high student demand into more selective admission.
- ✓ We have the opportunity to use our reputation for quality programming and our geographic location to develop new programming opportunities and new modes of delivery.



THREATS

- ☉ Turnover in institutional leadership personnel threatens faculty and program stability.
- ☉ Political pressures related to accountability, accessibility, and affordability driving programming.
- ☉ Perceived ‘fit’ of department programs within college programming and mission.
- ☉ Changing demographics of our graduate students has reduced the number of students wishing to pursue GAships in certain areas making it difficult to cover some lab classes.
- ☉ Outside of the department many misperceptions and myths exist related to an understanding of what the department does in terms of its academic and scholarly activities.
- ☉ Paradoxical situation of the recognized and widely accepted benefits of physical activity set against the lack of value placed on physical activity as evidenced politically through policy and legislation.
- ☉ Many of our competitors have recently developed or are currently developing new state of the art facilities which amplify the problems related to our aging facility and threaten our competitiveness to maintain cutting edge research and deliver quality programs.
- ☉ External threats, changing priorities, and limited funding can potentially create internal tension over limited resources.
- ☉ Competition from other schools who have more diverse programming opportunities and resources for students (e.g., on line courses, blended programs).



FINDINGS

- ❖ Aging technology and equipment.
- ❖ Lack of off-campus and alternative programming (e.g., on line courses).
- ❖ Web site out of date and not responsive to user needs.
- ❖ Inadequate and aging facility (labs, teaching space, gyms, offices).
- ❖ Inadequate levels of personnel, facilities, and funding to meet growing student demand for programs and classes.
- ❖ No enrolment control.
- ❖ Some programs need revision to keep up with changes in the field and improve course sequencing to help student progression especially as student numbers have grown.



RECOMMENDATION

- The technology and equipment should be up to date. The institution should use upcoming technology and equipment so that the students can gain the updated information.
- The campus is so small in range. Institution should enlarge the campus and enhance the alternative program.
- The website should be up to date and informative for both student and outsider.
- Labs, teaching space departments should be enough.
- The levels of personnel, facilities, and funding to meet growing student demand for programs and classes should be increased.
- Enrolment should be controlled.



CONCLUSION

Dhaka Commerce College provides education to the students through planning, delivering, monitoring and improving academic programs in which clearly defined academic content standards provide the basis for content in instruction and assessment. This college follows standards-based education which helps to ensure that students learn what is important, rather than allowing textbooks to dictate classroom practice. Student learning is the focus of standards-based education. It aims for a high and deep level of student understanding that goes beyond traditional textbook-based or lesson-based instruction.

I ensured my best ability and attempts to represent details of the functions, Activities Of my Teaching at Dhaka Commerce College throughout my report in a decent manner. If there is any shortcoming in the report that is nothing but the limitation of my knowledge and ability.



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