

Report On
Internship as Sub-editor at *Bangladesh Sangbad Sangstha*

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An internship report submitted to the Department of English and Humanities in partial
fulfillment of the requirements for the degree of
Bachelor of Arts in English

Department of English and Humanities
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Declaration

It is hereby declared that

1. The internship report submitted is my/our own original work while completing degree at BRAC University.
2. The report does not contain material previously published or written by a third party, except where this is appropriately cited through full and accurate referencing.
3. The report does not contain material which has been accepted, or submitted, for any other degree or diploma at a university or other institution.
4. I/We have acknowledged all main sources of help

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Letter of Transmittal

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Kha 224, Merul Badda, Dhaka 1212

Subject: Internship report as Sub-editor at *Bangladesh Sangbad Sangstha*

Ma'am,

With due respect, I would like to submit my internship report titled Internship as Sub-editor at *Bangladesh Sangbad Sangstha* as a partial requirement for the completion of my undergraduate program at the Department of English and Humanities. I have tried my best to present the knowledge I have learned at *Bangladesh Sangbad Sangstha* in a structured and analytical manner. Thank you for your guidance and support throughout the internship and report preparation process. I trust that the report will meet the desires.

Sincerely yours,

Sadia Hossain Oisharja

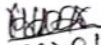
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Department of English and Humanities

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Non-Disclosure Agreement

This agreement is made and signed by the undersigned student, Sadia Hossain Oisharja, at BRAC University, and *Bangladesh Sangbad Sangstha*. The purpose of this agreement is to prevent the unauthorized disclosure of the organisation's confidential data.


17.01.2026

Bangladesh Sangbad Sangstha

Sadia Hossain Oisharja

Acknowledgement

I want to thank the Almighty for showering his blessings upon me whenever I needed it. I am eternally grateful to my beloved younger brother Shorgo, who has been a constant support throughout the completion of this report. My mother, Porag, thank you so much for pouring love on me from heaven. I surely know you are always watching over me. All I am is for you. Death could not make you apart, you are a part of me. The next person I would love to thank is my father, Shahid Hossain, whose lifelong sacrifices have made me who I am. My husband, Amit, has been a pillar of strength for me in every step of my journey. His encouragement helped me to stay determined in crossing whatever obstacles that came my way.

I feel extremely privileged to have received constructive feedback from Roohi miss, which greatly contributed to the completion of this report. I greatly thank my university friends Nishat and Noushin for showing up whenever I needed them to. It will not be an exaggeration if I say their presence made my BRAC journey bearable.

Lastly, I would like to thank *Bangladesh Sangbad Sangstha* for providing me the opportunity to do my internship. My internship supervisor, Mr. Morshad, provided me with insightful suggestions that were instrumental in completing my internship successfully. Thank you so much Mr. Morshad for finding me when I needed it.

Executive Summary

This report highlights my internship experience at *Bangladesh Sangbad Sangstha*, the national news agency of Bangladesh. Interning at such a prestigious organization provided me with the opportunity to work with seniors who had years of experience in the field of journalism. During the internship, I was engaged in desk based tasks such as proofreading, editing, editing slugs, introductions, headlines and translated news articles from Bangla to English. These responsibilities enriched me as a person.

Overall, the internship at *Bangladesh Sangbad Sangstha* strengthened my understanding of media operations and equipped me for future professional engagements.

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Glossary

Panopticon- concept developed by the English philosopher Jeremy Bentham for prison design where a single guard was instructed to observe all prisoners without letting them know.

Gaze- Refers to the way viewers or society look, interpret and analyze others often revealing power dynamics.

Cultural Imperialism- refers to the dominance of one culture over others through media, language, consumer products etc.

Semiotics- Refers to the study of signs and symbols and how they create meaning.

Chapter 1: Introduction

1.1 What is Journalism

“Journalism is what we need to make democracy work”

— Walter Cronkite

Journalism is deemed as one of the four pillars of democracy alongside executive, judiciary and legislative bodies. Not only does journalism stand as a powerful medium that educates and informs people, but it also empowers citizens by providing them with relevant and truthful information. At the centre of journalism lies the practice of verifying, analyzing and presenting news to the public in an ethical and accurate manner. Hence, journalism aids people to understand what is happening around them and why it should matter.

Journalism comes to life through the work of journalists who ensure that no matter how small a voice or issue is, it needs to be heard. Journalists work as the watchdogs of society and also play the role of investigators, observers and interpreters who shape public opinion, promote social awareness and influence policymaking. In order to perform their role effectively and leave a mark on the society, journalists must possess qualities such as honesty, curiosity and a strong sense of responsibility and courage.

In today's world, journalism has multiple forms which includes traditional newspapers, social media platforms, radio channels, online news portals, broadcast channels etc. Though the digital

age has enabled journalists to spread news in a quick manner, it has also brought with it challenges for them. As misinformation rapidly circulates online, journalists must remain vigilant to ensure that the news they share is credible. This makes ethical journalism more crucial than ever before.

1.2 News Media in Bangladesh

News is regarded as developments, events or issues that are considered “newsworthy” and thus must be informed to the public. Before any news is published by newspapers or any other media outlets, news agencies collect them. News agencies collect and provide information not only to national media outlets, but also to international newspapers, TV channels, and online platforms, ensuring that important news reaches audiences worldwide. A news agency can be both government-owned, or one that operates independently.

Globally, the concept of news agencies emerged in the 19th century, so that the growing demand for fast, accurate and widespread reporting could be met. One of the most influential and oldest news agencies was *Agence France-Presse (AFP)*, founded in France by Agence Havas in 1835. The main aim of *AFP* was to collect and distribute news on a national and international level, and to serve as a trusted source for newspapers. Another prominent agency, *Reuters*, was established in 1851 in the United Kingdom by Paul Julius Reuter. It initially transmitted stock market news through telegraph. With its rapid expansion, *Reuters* covered social to political events, offering newspaper access to verified reports that would have been difficult to gather independently. Likewise, the *Associated Press (AP)* was founded in the United States in 1846 as a cooperative of six newspapers to share the cost of gathering news from faraway locations. The

AP's main motto was to provide newspapers with impartial and up-to-date information that allowed even smaller publications to cover international news effectively.

These news agencies have meticulously developed key operational principles that are relevant to this day. They obtain news from correspondents and sources placed worldwide, validate facts to maintain credibility, and distribute information to several clients simultaneously through wire services. Gradually, the news agencies have adapted to the technological and digital advancements, moving to satellites from telegraphs and now to online platforms that enable instant news delivery. News agencies help newspapers report global events without having reporters in every location, hence, serving as benchmarks for journalistic integrity.

In Bangladesh, newspapers such as *The Daily Star*, *Kaler Kontho*, *Prothom Alo*, *The Financial Express* etc heavily rely upon news agencies for comprehensive coverage. These newspapers use available agency reports to inform readers of national and international news, complementing their own reporting and investigative work. Therefore, news agencies and newspapers share a symbiotic relationship where agencies provide accurate information and newspapers provide a platform for the stories to reach the public. This collaboration is crucial for fostering an informed society.

During my internship at *Bangladesh Sangbad Sangstha* I observed how the National News Agency of Bangladesh operates. Even though *BSS* is specific to Bangladesh, it mirrors the role of global news agencies.

1.3 Media and Cultural Studies Concentration

As a student of BRAC University at the department of English and Humanities (ENH), I have been introduced to practical, theoretical and experiential learning. The reason I chose BRAC University is because of its strong reputation for nurturing critical thinking, practical learning and industry connections which would prove to be beneficial for my career goals. The ENH department was appealing to me since it offered experienced faculty members, diverse courses and its emphasis on combining academic knowledge with hands-on-skills. This provided a perfect atmosphere for me to explore my interest in media and cultural studies

I chose Media and Cultural Studies as my area of concentration instead of Linguistics and ELT and Literature because it aligns more closely with my personal interests and professional goals which is to be a part of the media industry. Through coursework, I have studied topics such as feature writing, editing, news reporting, digital media practices and gender presentation in media which equipped me with critical understanding about the topic.

For instance, ENG331: Cultural studies, gave me insights into how power dynamics, social norms and identity is reflected by the media. ENG333: Globalization and the Media, aided me to

explore how media operates in a global context and how news flows across cultural borders. On the other hand, courses like ENG404: Copywriting, equipped me with skills essential for copy for advertisements in print, broadcast and online media. Finally, ENG440: English for the Print Media, focused on different forms of journalistic writings such as editorials, op-eds, book and movie reviews, letters to the editor, features etc.

In essence, I chose this concentration because it offered a balance of academic learning, and professional readiness, permitting me to pursue my passion for storytelling. At the same time, it prepared me well to succeed in the world of professional journalism.

1.4 Internship Selection Rationale

During my 12th semester at BRAC University ENH department, I was given a choice between two options as the final requirement for my undergraduate degree. The two options included either pursuing an internship or completing a thesis. After a lot of deliberation with myself, I decided to do an internship instead of a thesis as I wanted to gain a direct professional experience and apply what I had learned in my Media and Cultural Studies courses in an actual newsroom environment.

I chose to complete my three month internship at *Bangladesh Sangbad Sangstha*, the national news agency of Bangladesh in the English section, instead of a private newspaper organization due to several factors. Firstly, as a government run organization, *Bangladesh Sangbad Sangstha*, holds a good reputation for credibility and neutrality. I wanted to witness how a national news agency maintains its standards in an era where misinformation spreads easily. Secondly, I chose *BSS* over private newspapers due to my interest in understanding how a state-run organization

disseminated factual information, unlike private media outlets that may often get influenced by commercial pressures or editorial biases. As *Bangladesh Sangbad Sangstha* operates with a focus on national interest and public service, I wanted to explore how it sustained its transparency in the news field.

Chapter 2

Historical Background: *Bangladesh Sangbad Sangstha*



Figure 1: The logo of *Bangladesh Sangbad Sangstha*

2.1 Background of *Bangladesh Sangbad Sangstha* (BSS)

Bangladesh Sangbad Sangstha (BSS) was officially established on 1st January 1972, shortly after the birth of Bangladesh as an independent nation. The establishment of *Bangladesh Sangbad Sangstha* was a pivotal step towards building a trusted state-run agency that could represent Bangladesh and its voice both nationally and internationally. The Dhaka Bureau of the *Associated Press of Pakistan* (APP) was responsible for the dissemination of news in East Pakistan before the independence of Bangladesh. After the liberation war, the bureau was transformed into *Bangladesh Sangbad Sangstha*, enabling Bangladesh to enter a new era of journalism.

After its inception, *BSS* began operating with a small team in its head office in Dhaka and a regional bureau in Chittagong. As time passed, *BSS* expanded its presence by establishing bureaus in Rangpur, Bogura, Khulna, Barisal, Sylhet and Rangamati. It also has correspondents located in all 64 districts of Bangladesh. The growth of this agency reflects its commitment to reporting both rural and urban news effectively.

BSS has nearly 100 plus subscribers across the country to disseminate international, national, political, economic, sports and other news, it has also subscribed to a number of international wire services. *BSS* also exchanges news with *Press Trust of India (PTI)*, *Associated Press of Pakistan (APP)*, *Xinhua*, the official news agency of China, and *Bernama of Malaysia*. *BSS* introduced the Bangla and English sections in 1999.

Not only does *BSS* have dedicated servers for subscribed media houses, but it also has an online version accessible for everyone (<https://www.bssnews.net/>). This online version features news under sections titled national, international, education, business, entertainment, health, district, science and technology, and climate. For the ones subscribed, there are four sections in the server which include *BSS* news (local), *BFF* (international), *BCN* (commercial) and *BSP* (sports).

2.2 Governing Body of *BSS*

Since *Bangladesh Sangbad Sangstha* is run by the government, it operates under the oversight of the Ministry of Information and Broadcasting. Being a state governed institution, *BSS* is run by the rules and policies set by the government. The agency is guided by a Board of Directors,

established under the *Bangladesh Sangbad Sangstha* Act, 2018, providing strategic direction, ensuring accountability and supervising administrative functions.

Currently, a new 13 member Board of Directors was established on November 10, 2024, while its inaugural meeting took place on February 2, 2025. The board consists of a mix of media professionals, experts and government professionals ensuring a balanced approach to decision making. At *BSS*, the Managing Director and Chief Editor-in-chief holds the highest editorial and executive position. The current MD and Chief Editor is Mr. Mahbub Morshed, appointed by the interim-government on a two year contract. He assumed office on 17th August 2024 and his tenure ends in August 2026.

2.3 Organogram and Structure of *BSS*

BSS is separated into two sections- the general and news section. While the general section has some sub- sections like administration, reference, planning and accounts, the news sections have the Bangla and English services. There are two sections in both English and Bangla services and they are Reporting and News Desk. News Desk includes National desk, Business Desk, Sports Desk, Online Desk and the IT section. Each section works under the guidance of the Chief reporter and Chief news editor.

Mr. Mahbub Morshed, the MD and Chief Editor of *BSS* rarely intervenes in the day-to-day news publication decisions unless it involves any sensational news or significant national issue that needs to be covered. Chief News Editors Md. Manikul Azad (English) and Md.

Akhtaruzzaman (Bangla) manages the Central and Editing desks. Chief reporters of the English and Bangla sections coordinate district correspondents, reporters and plan stories for the following day.

2.4 Working Hours

Bangladesh Sangbad Sangstha employs a dedicated team of editors, journalists and administrative staff in its head office where I did my internship. The head office, located at 68/2 Purana Paltan, Dhaka-1000, operates 7 days a week with employees working 6 hour shifts everyday. The shifts are in the starting from 8 am, noon starting from 12pm, 2pm and 3pm and night shifts starting from 6 and 8pm. The *BSS* head office closes at 2am. Employees have the flexibility to choose their own weekly off day and are allowed only one holiday per week. This system aids *BSS* to continuously disseminate news round the clock.

2.5 Financial System of *BSS*

As *BSS* is state owned, a greater portion of its financial expenditure comes from the government in the form of subsidies. Its source of income comes from subscribers. The costs that *BSS* has to incur to keep itself operational are salary of its journalists, staff and office maintenance and the subscription fees paid to international media organizations.

Chapter 3

Communication Channels of *BSS*

3.1 Internal and External Communication

One of the most important aspects of communication at *Bangladesh Sangbad Sangstha* is its news operation. As *BSS* is the national news agency of Bangladesh, it has to maintain a clear communication with the reporters across the country, and with the newsroom itself. The agency employs a combination of written, verbal and digital channels to ensure that the flow of information remains smooth from the field to the desk and then to the general public.

District correspondents along with the field reporters constantly stay in touch with the central newsroom using their mobile phones to report breaking news or provide any news updates. Whatsapp and messenger groups have also been formed to exchange updates. Written communication mainly includes official emails through which reporters send detailed reports. Reporters usually send their reports to the official email of *BSS* which is (bssnews@bssnews.net) or to the personal emails of the respective section heads of both English and Bangla sections. These reports are later formatted and edited by the news desk. Digital communication also plays a major role in the overall communication of *BSS*. The agency includes servers and its own website (www.bssnews.net) in both English and Bangla sections. Direct verbal communication takes place between the employees of different desks such as National Desk, Business Desk, Sports Desk etc.

3.2 Dedicated Segments

For covering significant and contemporary issues in a comprehensive manner, *BSS* also maintains dedicated segments. Whenever an important issue arises, the agency opens a new category on its website and assigns journalists to report exclusively on that subject. For example, any new information, leads are added gradually in the reports that come after. During major developments, in-depth reports become crucial for the audience and hence, *BSS* deploys staff to cover these events. For instance, during the COVID-19 outbreak, the inauguration of the Padma Bridge, or the dengue outbreak, *BSS* created special sections on its website for providing updates, and for expert analyses on topics like Rohingya refugee crisis, National Elections etc. These dedicated segments not only allow focused coverage but also help readers to stay informed on important issues with structured and reliable information.

Chapter 4

Work of Sub-editor (Digital)

4.1 Learning the Basics of News Editing

The first three weeks of my internship at *Bangladesh Sangbad Sangstha* were mainly theoretical where I spent my time understanding the basic formatting of news editing. My supervisor, Mr. Morshad Rahman, who was the Chief News Editor of *BSS* English service, patiently explained the important components of a news story at a news agency. The three core parts of a report included the slug, headline and introduction.

He taught me how slug works as an identifier for each news story and therefore, must highlight the content of the report clearly. As per the guidelines of *BSS*, a slug should typically contain three words only. However, it can go up to four words when necessary. Each word of a slug is separated by hyphens. A slug enables subscribers to identify whether the story is relevant for their use.

Next, my supervisor explained how a headline should elaborate on the slug and add more information to it. A headline must remain short and crisp within nine words. Within that word limit it should capture the central message of the report.

The introduction comes after the slug and headline. An introduction should be of not more than thirty five words and must contain the 5Ws and 1H- who, when, what, where, why and how.

The introduction itself is crucial because it tells the readers the significant details of the report right at the start.

4.2 Inverted pyramid structure

Mr. Rahman also enlightened me on inverted pyramid structure, a standard followed by *BSS* and also by other professional news organizations. In this format, a story begins with essential details, and slowly moves toward less significant details as the story progresses. This not only allows readers to understand the key facts if they decide to stop reading midway, but also gives editors the liberty to chop information from the bottom when time is limited without losing critical information. This structure makes news editing technical.

4.3 Practical Experience

After understanding the theoretical aspect, I then began applying my learning to my editing tasks. Each day, I would be sent five news reports via email from different reports which were already edited. My responsibility was to fix the slug, headline and introduction based on *BSS* format and then show my edited versions to my supervisor.

At the office, I was also given hands-on editing work. Before I began editing, I was given an initial which was “SHO”, a short form of my full name, Sadia Hossain Oisharja. This initial along with the slug, had to be written in the entry sheet before I started any editing task. This initial helped track the work of each sub-editor. This also ensured accountability in the

newsroom. After getting the final approval from my supervisor, I uploaded the final copy to the *BSS* website.

4.4 News Value Factors

While working as a digital sub-editor at *BSS*, I learned how the news agency maintains core news values such as prominence, consequence, timeliness, proximity and oddity.

- **Prominence:** Stories surrounding individuals with national importance or events, such as government decisions of major public figures are covered prominently. For example, if Professor Dr. Mohammad Yunus inaugurates a workshop at BRAC University, it would be reported since he is a major public figure.
- **Consequence:** The impact a story has on the lives of people determines the importance it has. Reports that influence the economy, society are always given more precedence. For example, if public transport fares rise due to the government's decision to increase fuel prices, it will be reported since the news has an impact on the lives of people.
- **Timeliness:** *BSS* always ensures that news delivery is as quick as possible. As *BSS* is a wire agency, speed is vital. Any report focusing on recently occurring events or issues is immediately edited and uploaded on the website after cross-checking. For example, if a flash flood hits Sylhet today due to rainfall, it will be reported immediately as it is breaking news.

- **Proximity:** Any news report that has local relevance is given top most priority. Stories concerning events occurring within Bangladesh that affect citizens directly receive immediate attention. For example, if a fire breaks out in Mirpur, it will be receiving high media coverage.
- **Oddity:** Stories of unusual nature or that stand out from daily news are also featured regularly to attract reader interest. For example, if a cow gives birth to twins with different colours, the news story will be covered with importance as it is unusual.

4.5 Editorial Principles and Ethical Guidelines

Another key aspect that I learned during my internship tenure at *BSS* was about editorial neutrality. As *BSS* is a state-owned news agency, it can not criticize the government, and by no means take any partisan stance. Therefore, it must stay balanced and neutral while reporting.

My supervisor explained how *BSS* covers statements from political leaders and parties. It avoids giving interpretations that could appear biased. In cases where political content can be reduced where applicable without affecting the story's value, *BSS* editors choose to do so. For example, while reporting on a government-led infrastructure project, the focus was placed on the project's objectives, progress, and public impact rather than on political speeches made by political leaders regarding the event.

Chapter 5

Editing Procedure

5.1 Initial Review and News Selection

The first step of the editing procedure at *Bangladesh Sangbad Sangstha* starts by reviewing the incoming news materials. All the news materials are sent by reporters from which sub-editors choose which stories should be given priority first. During this stage, the editor skims through the news to determine its relevance and newsworthiness, and whether it is timely and factual. This process of early assessment allows the editors to have the time, and decide which stories should go first and which needs further verification before being uploaded on the website.

As an inter sub-editor at *BSS*, I was mainly assigned to edit crime reports, regional stories, accident news and inauguration events. While I began my editing, I had to ensure that the introduction always contained 5W and 1H (what,who,where,why,when and how) so that the reader gets complete information of the report as he/she begins reading the story. My supervisor assisted and instructed me to write the full form of any organization when it is being mentioned for the first time. For example, I wrote Rapid Action Battalion (RAB), Border Guard Bangladesh (BGB) or Bangladesh University Of Engineering and Technology (BUET) so that international readers understand what is trying to be conveyed properly. In the remainder of the news story, short forms could be used. Similarly, terms like Upazila Nirbahi Officer (UNO), Officer-in-Charge (OC) had to be introduced with full forms to ensure clarity for readers.

Another important stylistic feature of *BSS* that I learned during my internship was how *BSS* handles time references. I had to use words like “today”, ‘early today’, ‘yesterday’ followed by the exact day in brackets for example, today (Monday) or early today (Saturday) to avoid confusion for both international and local readers. I was also asked by my supervisor to avoid redundancy which occurs when two words with the exact meaning are placed side by side. For instance, I was instructed not to use phrases such as ‘completely destroyed’ since destroyed already implies completeness unless something is partially destroyed. Quotations were another crucial area where I had to concentrate while editing. I had to ensure that the quotes were clear, relevant and correctly placed within the story. If the quotations were too long, I was allowed to use ellipsis (...), but only if the omission did not affect the meaning of the story.

In regional news that involved districts, it was important to double-check the names of the mentioned district and upazila. For this, I often verified the administrative details and spellings through official government websites to avoid errors. For accident related news which included, road crashes, drowning, burnings or electrocution, having a police quote was mandatory. If no police statement was included, the sub-editor contacted the reporter to confirm whether they had actually spoken with the authorities. If they had not, they would be asked to gather new information by speaking to a police source, and resend the complete report again.

5.2 Editing Slug, Headline and Introduction

During my internship at *BSS*, editing slugs, headlines and introductions became a daily activity. Although I had already learned how to form them, my practical understanding came into

play when I began applying what I learned in my ENG401:Editing course. This course emphasized coherence, precision and newsroom-style accuracy that is important to follow in a newspaper office. Though *BSS* is a news agency, the learnings of ENG401:Editing, directly supported my daily tasks. For instance, in ENG401:Editing course, our faculty taught us how crucial a headline and introductory paragraph can be. These skills are not only essential in newspapers but also in agency reporting such as *BSS* as well. Moreover, we were also taught how to deduct unnecessary words, choose stronger verbs and avoid passive writing structures. For example, instead of writing “The meeting was held by the committee” (passive), I was instructed to write “The committee held the meeting” (active). Instead of saying “made an improvement in the system”, it is stronger to write “improved the system”. Unnecessary words like “very,” “completely,” or “in order to” were also removed to make the writing concise.

By applying all these learnings, I edited numerous news reports by keeping the slugs short and relevant, replacing vague verbs in headlines and restructuring weak introductions for clarity. Below is an example of how I was trained by my supervisor to write slugs, headlines and introductions by keeping in mind the format of *BSS*:

Example:

- Slug (three words): ACCIDENT-DEATH-KURIGRAM
- Headline (nine words): Two killed as bike hits rickshaw in Kurigram today

- Introduction (within thirty five words): Two people were killed and another injured today as a speeding bike hit a rickshaw on the Kurigram-Rangpur highway in Ulipur Upazila of Kurigram district.

During my internship at *BSS*, my supervisor also helped me learn several techniques so that I could improve my editing skills. Some of the most important techniques I learned include:

1. Begin with the slug first- This aids in identifying the news category instantly (crime, accident, etc). A clear slug helps editors and subscribers identify the type of news the story contains.
2. Start the headline with a strong verb- Words such as enrages, launches, slashes, opens etc that make headlines more readable.
3. Keep numbers at the beginning when needed- Headlines that begin with numbers such as “Ten killed in...”, or “Two injured as...” catch attention.
4. Ensure the introduction has all the 5Ws and 1H- Even if one is missing, it will be considered incomplete. It also helps readers understand the news immediately.
5. Never begin the story with a quote- Context should be given first, quotations should be added later or else readers will not understand the context.
6. Use of simple present tense even for past events such as “Health minister opens fair..”. The simple present gives a sense of immediacy and keeps the reporting style consistent and lively.

7. Avoid adjectives and follow a neutral tone- Words like tragic, shocking etc should be avoided. Neutral language ensures objectivity and lets readers form their own opinions without emotional influence.

5.3 Challenges of News Editing

When I initially began my internship at *BSS*, I believed that editing only requires making grammatical adjustments to a report or simply fixing spelling mistakes. However, when I began interning, I realized how demanding the task is. Many of the reports that were sent by rural correspondents were weak in English and often important information would be missing. At times the same detail would appear repeatedly in different parts of the report making the report boring to follow.

Some reports also were heavily crowded with statistics and numbers making it harder for readers to follow. There were also instances when I had to contact correspondents via call to request clarification for certain facts to gain additional information because the original version lacked completeness. For example, in the initial draft a report about local fire in Gazipur only mentioned “several affected” but did not provide the names of those affected. I had to call the correspondent to confirm the number of victims and their names, which made the report accurate.

Since each news report was to be edited within a certain time frame except for specialist reports which were longer in length. Working under such constraints created pressure as it needed quick decision making.

Chapter 6

Translation

6.1 What is Translation and Types

Translation refers to the process of transferring meaning from one language to the other by keeping the meaning intact as much as possible. While being in a newsroom setting, translation becomes vital as it ensures that information reaches a wider audience in another language that is not their mother tongue. While doing internship at *BSS* translation became a daily task for me when I translated Bangla reports into English such as press releases, district updates and accident news.

From my ENG465: Translation Studies, I learned how there are two main approaches to translation and they are literal translation and sense for sense translation. While translating, the language from which translation is occurring is called the source language or SL and the language it is being translated to is called the target language or TL.

1. Literal Translation- Refers to the process of translation where each word in the source language is translated with its closest meaning in the target language. For example- if a sentence in Bangla is “সে স্কুলে যাচ্ছে”, it would be translated as “He school is going” in literal translation. Here, while the words are directly translated, the sentence is grammatically incorrect in English, showing that literal translation may not always convey natural meaning.

2. Sense-for-Sense Translation- Refers to the process of translation where meaning is prioritized rather than translating the exact word order of the source text. For example the line “শিক্ষামন্ত্রী ঘোষণা করেছেন যে নতুন শিক্ষা নীতি আগামী মাস থেকে কার্যকর হবে” would be translated as “The Education Minister announced that the new education policy will take effect next month.” in sense for sense translation.

At *BSS*, I used sense for sense translation mostly. Whether I was translating a press release, a road accident story or crime report, I had to preserve the core meaning while presenting it in English.

My learnings from my university course ENG465: Translation Studies, helped me grasp the idea as to why news agencies prioritize meaning over direct word substitutions.

6.2 Structure and Style for Translation

BSS maintains different editorial styles for press releases, accident reports and district news alike.

According to *BSS* supervisor Mr.Morshad, the first paragraph in a press release must contain the purpose of the event, who was involved and the venue of the event. For instance “President Mohammad Shahbuddin(who) inaugurated a five day workshop (what) yesterday (when) on digital governance at Jahangir Nagar University”(where). In the second paragraph, the main participants who attended the event would be mentioned. For instance, “Education Minister Mohibul Hasan Chowdhury was present in the event as the chief guest, while Dhaka University

Vice-Chancellor Professor Niaz Ahmed Khan chaired the event. Faculty members, students among others were also present at the session”. In the following paragraphs, important statements from the attendees would be highlighted for example, “Addressing the inaugural ceremony, Mohibul Hasan Chowdhury said the government is taking measures to prioritize digital governance to ensure transparency... He also urged young researchers to contribute to evidence-based policymaking approaches.

For accident and District News, the lead paragraph contains when, where, how the accident or event occurred and who were involved in them for example “Six people were killed and two others injured when a speeding truck hit a rickshaw in Daudkandi upazila of Cumilla district on Monday morning. In the consequent paragraph, the reason behind the accident is mentioned for example “Police said the accident occurred after the truck driver lost control of the vehicle due to heavy fog. In the third paragraph, statements from police, hospital must be present for example “Daudkandi Highway Police Officer-In-Charge (OC) Ziaur Rahman said the injured were taken to Cumilla Medical College Hospital for treatment. In the last paragraph, the condition of the victims is mentioned for instance, “The bodies will be handed over to the families after autopsy”.

6.3 Translating News Stories at BSS

Throughout the tenure of my internship, I translated a variety of news stories starting from official press releases, accident news and important district-level reports sent by rural correspondents. Many of the district reports that were sent to the BSS office were written in weak English or fully in Bangla, which required my complete attention for careful translation. My

supervisor also emphasized on sense and clarity and asked me to avoid literal translation. This guideline helped me to set my entire approach to translation.

As I began translating, my vocabulary improved as I learned the English equivalents for the Bengali words some examples include :

“উপাচার্য (upacharjo)” → Vice-Chancellor

“প্রত্নবিদ্যা (prottobiddya)” → Archaeology

“সংবর্ধনা (songbordhona)” → Reception/Felicitation

“কারিগরি সহায়তা (karigori shohayota)” → Technical assistance

Whenever I felt unsure about a term, I looked for the previous *BSS* reports by searching slugs in the archive. This helped me learn consistent translations for government terms, academic titles and administrative positions. For example, “উপাচার্য” was translated as “Vice-Chancellor”, “সচিব” as “Secretary”, “পুলিশ কর্মকর্তা” as “Police Officer”, and “জেলা প্রশাসক” as “District Commissioner”.

Chapter 7

Application of Media Theories

Media institutions not only serve as information providers, but also as structured systems where representation, power, ideology etc are repeatedly regulated. The process of news production is influenced by global media hierarchies and gendered ways of seeing men and women. Different theoretical perspectives in media and cultural studies offer tools for understanding these mechanisms. During my internship at *Bangladesh Sangbad Sangstha*, certain theoretical dimensions became evident in the editorial processes and newsroom operations.

7.1 Laura Mulvey's Male Gaze Theory

British feminist Laura Mulvey had introduced the concept of “Male Gaze” in her 1975 essay titled “*Visual Pleasure and Narrative Cinema*”. This theory says that the visual media invariably presents the world from a masculine perspective therefore positioning women as objects of visual pleasure. As a consequence, men are portrayed in the media as active and powerful in contrast to women who are depicted to emphasize only their posture and looks. Though originally introduced for cinema, this theory is suitable to be applied in television, visual media and advertising.

During my internship at *BSS*, I witnessed women being photographed in ways that mainly highlighted their posture, clothing or appearance instead of their activeness or power. Be it

camera angles or captions, women were frequently shown as secondary to men. I thought these subtle cues were unintentional till I noticed a pattern. To me, it became clear that even state-run agencies that claim and aim to be neutral can push forth gender roles and produce societal norms.

7.2 Cultural Imperialism Theory

While I was an intern at *Bangladesh Sangbad Sangstha*, I witnessed several aspects of Cultural Imperialism theory becoming evident in relation to news sourcing. I observed that *BSS* relies on international news wires such as *AFP*, *AP*, *Reuters* etc for collecting news updates. Also, its reports often focused on news related to diplomatic relations, global conflicts and economic developments. Though *BSS* attempts to localize information that the local readers may find relevant, the underlying narratives remain influenced by dominant Western Media forces.

Cultural Imperialism is also reflected in journalistic formats at *BSS*. News reports, headline styles and strict prioritization to objectivity closely follows Western newsroom style. While these standards reflect professionalism, they also highlight a broader trend of cultural homogenization. This shows how Western models of journalism have become the benchmark for news production. Another aspect that I noticed related to cultural homogenization was the priority given to dominant narratives as opposed to region specific stories. For instance, I noticed that international Western institutions such as the World Bank, International Monetary Fund etc were frequently framed as universally significant rather than issues such as cultural events, social movements or humanitarian crises in non-western regions. For example, a local student-led protest would often be reported briefly or without the same level of attention.

7.3 Roland Barthes' Theory of Semiotics

Roland Barthes' theory of semiotics explains how meaning in media is not created just through written content, but also through images, signs and symbols. In semiotics, any sign that consists of a signifier which can be the textual form, photo or headline and the signified which is the concept it represents. Signs also carry connotations which communicate social values or ideology. For instance, at *BSS* I came across news coverage of government officials inaugurating infrastructure projects. The accompanying photograph along with the article was that of a political leader cutting a ribbon (signifier) of an inauguration (signified). However, the connotation of the image gives the message of development. Another important facet of Barthes' semiotics is the meaning of signs is not fixed and can vary depending on the experience and cultural background of the reader. For example, I saw a photo of a politician visiting a rural school. This action can be viewed as a symbol of the government commitment to rural education depending on the viewer's experience. While others might interpret it as a publicity stunt, again depending on the viewer's experience. This shows media texts carry multiple layers of meaning and audiences construct their own meaning.

7.4 Panopticon Theory

"Panopticon", originally devised by English philosopher Jeremy Bentham, was initially an architectural design that was created to observe all inmates by a single guard without being seen. Later on, Michael Foucault, a French philosopher, expanded the concept to explain how surveillance has become an important tool of social control. According Foucault, panopticism creates a system where individuals consciously regulate their own behaviour as they are aware that they can be seen at any time. This form of discipline reduces the need for any kind of

physical enforcement and motivates people to conform to the rules and regulations of the institution they are in, even when they are not being observed, as the gaze is internalised. My work alongside that of my coworkers and seniors would be continuously reviewed and supervised by the Chief News Editor. This created a sense of accountability in all of us. Even when nobody was observing me, I always remained careful because I knew my written reports, and headlines would be evaluated before release. Another way Panopticism was visible at *BSS* was through the presence of CCTV cameras in the office. Though I was not always sure whether the cameras worked, I felt a continuous sense of observation. Due to this, I did not use my mobile phone, and had to finish my reports on time and speak to my coworkers when needed.

External Affairs and International Engagement of *BSS*

Chapter 8

I gained firsthand exposure related to how external affairs functions within a national news agency while doing my internship at *Bangladesh Sangbad Sangstha*. *BSS* plays an important role in managing the interactions between external stakeholders such as international media organizations, foreign journalists, and government institutions. Through all these activities, *BSS* ensures that it contributes positively to the projection of Bangladesh's image at both national and international levels.

8.1 Coordinating with Government Ministries and Official Channels

BSS maintains professional and systematic coordination with key government ministries, especially the Ministry of Information and Broadcasting, and the Ministry of Foreign Affairs. This coordination confirms that the information-flow mechanism allows *BSS* sub-editors and journalists to access official news sources without relying on rumors or unverified news reports. A crucial aspect of this coordination takes place through dedicated press wings of individual ministries and as well as the Press Information Department (PID), which acts as the government's official press wing. *BSS* disseminates parliamentary decisions, cabinet briefings, or major policy announcements, detailed press releases, and official speeches to the public. During my three month internship, I observed that official documents from ministries are sent via emails and secured press portals to *BSS*. In many cases, ministry spokespeople are also available to specify points if requested.

8.2 Engagement with Diplomatic Missions

BSS maintains both formal and informal communication with high commissions and embassies in Bangladesh. This engagement between *BSS* and with these institutions enables the agency to get information on bilateral agreements, foreign dignitaries and Bangladeshi political figures. For instance, I observed how *BSS* reported on a bilateral agreement between China and Bangladesh regarding media cooperation. Before publishing the news, the editors collaborate with relevant embassies and the Ministry of Foreign Affairs to confirm the official titles of the participants, schedule of the event, etc. This prevents any misreporting on the part of *BSS*. I also noticed that during any diplomatic visits to Bangladesh, the *BSS* newsroom receives detailed schedules from government offices. Therefore, this engagement of *BSS* with diplomatic missions operates in international media networks.

8.3 Handling Foreign Media Queries

As the national news agency of Bangladesh, *BSS* plays the role of a reliable intermediary for international media organizations and foreign journalists. These queries are often related to political developments, economic policies, and social issues related to Bangladesh. For instance, when *BSS* receives international media requests, it is first received by the news desk. Afterwards, *BSS* identifies the official source that can provide reliable information. After verifying the news, *BSS* sends a formal response in English to foreign media queries. International media places their trust on news agencies like *BSS* because there is a reduced risk of inaccuracies in reporting about Bangladesh. This practice also aligns with the statutory function of *BSS* under the *Bangladesh*

Sangbad Sangstha Ordinance, which instructs the agency to receive news from abroad, and disseminate it to promote a comprehensive national narrative.

Chapter 9

Limitations of *Bangladesh Sangbad Sangstha*

9.1 Slow Decision Making

BSS follows a structured hierarchical decision making process which adheres to official protocols, but slows down urgent editorial or administrative decisions. For instance, there were times when certain news reports required confirmation from multiple ministries, the approval process took several hours. For example, while reporting on a new government policy on digital education, *BSS* had to wait for confirmations from both the Ministry of Education and the Ministry of Information before the report could be finalized for publication. As news flows fast, delays of hours reduce the timeliness and relevance of reports. This stands as a disadvantage as opposed to private media outlets that act quickly. Though the slow decision making process is a limitation for *BSS*, it also demonstrates the commitment of *BSS* towards official accountability. This may prove to be a valuable lesson for anyone entering government run-media organizations.

9.2 Bureaucratic Work Culture

BSS has a bureaucratic work culture which I observed during my internship. Routine activities such as formal paperwork, approvals make simple tasks time-consuming. For instance, I noticed small requests such as having technical issues like air conditioners or computer systems fixed requiring multiple levels of authorization before any action could be taken. This sometimes frustrated the staff working at *BSS*. Bureaucracy limits creativity in the newsroom as staff may

find it difficult to experiment with modern techniques due to rigid processes being involved. Therefore, *BSS* has to follow strict rules such as multiple levels of authorization, which can make things getting done harder.

9.3 Resource Constraints

Like many other public organizations, *BSS* runs under strict budgetary limitations. During my internship, I witnessed that many of the computers, and digital softwares in the newsroom were outdated. Tasks that usually could be done fast using modern digital systems became slow due to the processing speeds of older softwares. For example, working multiple news articles simultaneously or uploading different contents together became time consuming. Working long hours in a crowded newsroom where air conditioners frequently went out of order impacted concentration and morale. Though the staff managed to work under such conditions, this observation highlighted how resource constraints may hamper the flow of work in a public organization. So, my recommendation is that *BSS* switches to better technical facilities.

9.4 Absence of Training Opportunities for Interns and New Joinees

BSS does not provide any training programs for interns or newly appointed staff. Interns are expected to learn through observation and day-to-day involvement rather than through guided instruction. This can make it challenging for newcomers to fully understand editorial standards or practices in a systematic manner. While interning, I observed senior journalists and

sub-editors perform their duties and ask questions when I needed to. While this informal learning method gave me practical insights, it lacked clearer learning objectives. As a consequence, the learning process became a personal initiative rather than any structured mentorship.

Bangladesh Sangbad Sangstha does not specifically state any policy regarding artificial intelligence or plagiarism. The absence of a clear policy creates a sense of ambiguity regarding what is acceptable and what is not. Based on my experience, I would like to suggest *BSS* to introduce formal AI usage and plagiarism policy so that journalistic traditional values are not compromised.

Chapter 10

My Experience at BSS

10.1 My experience and Learning

I experienced a disciplined, and routine environment during my internship at *BSS* which helped me understand the professional culture of a national news agency. The daily workflow aided me in developing consistency, punctuality and responsibility which are vital qualities required in the field of journalism. In the course of three months, this professional exchange of words and ideas improved my interpersonal skills, and also taught me how to function as a team player.

Working at *BSS* gave me a comprehensive overview of media, broadcasting and the world of journalism from an institutional perspective. I learned how a news agency operates as the backbone of many media organizations by supplying verified news. Being a part of how news is gathered, edited, translated and distributed made me realize that I was a part of the complete production process. As *BSS* is a government owned organization, my internship assisted me to comprehend how a state-owned media house operates differently in comparison to a private media organization. Unlike private media organizations such as *The New Nation*, *The Daily Star*, that face intense competition and focus heavily on revenue generation, *BSS* prioritizes national interest over profit.

Another important opportunity that I gained was to learn from senior journalists and colleagues. Seniors were willing to share their professional experiences and these informal

discussions helped prepare me to handle pressure, meet deadlines and deal with sensitive news responsibly. My colleagues shared practical tips from their own careers in journalism from which I benefitted a lot. As an introverted individual, the internship increased my confidence and adaptability by taking me out of my comfort zone and pushing me to communicate. I am also grateful to the Department of English and Humanities for equipping me with the basics of journalism which proved fruitful while I pursued my internship.

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Appendix 1

bsnews.net/news/301667

HOME NEWS BUSINESS INTERNATIONAL DISTRICT SPORTS SUBSCRIBER CHIEF ADVISER'S NEWS NOTICE ALL NEWS

News Flash Adilur

News

BSS

14 Aug 2025, 14:22
Update : 14 Aug 2025, 15:24

f WhatsApp

Milestone Tragedy: another burn victim dies



More news in this category

Adilur calls for 'Yes' vote in referendum

Operation Devil Hunt

bsnews.net/news/301667

HOME NEWS BUSINESS INTERNATIONAL DISTRICT SPORTS SUBSCRIBER CHIEF ADVISER'S NEWS NOTICE ALL NEWS

DHAKA, Aug 14, 2025 (BSS) - Another burn victim in the Milestone jet crash in the capital's Uttara died today after fighting for 25 days for life at the National Institute of Burn and Plastic Surgery (NIBPS).

Mahfuza (45), a teacher of the Milestone School and College succumbed her burn injuries at the burn institute around 12:45pm today, NIBPS Resident Surgeon Dr Shawon told BSS.

She was on life support with 25 percent burn injuries, he also said.

"As many as 23 burn victims in the crash are now undergoing treatment at the burn institute. The condition of one patient is still critical and is in the Intensive Care Unit (ICU)," Dr Shawon further said.

A total of 14 burn survivors have so far been discharged from the burn institute.

Eighteen of the injured are now receiving treatment at different wards of the burn institute.

A total of 19 victims have succumbed to their burn injuries in the institute while one died at Dhaka Medical College and Hospital (DMCH).

Earlier on July 21, a fighter jet of the Bangladesh Air Force slammed into a two-storey building of the Milestone School and College due to mechanical fault

28 arrested under Operation Devil Hunt Phase-2 in Dhaka



Appeal hearings on candidacy continue at EC for 8th day



Dry weather likely across country in next 24 hours

<https://www.bsnews.net/news/351878>

This is one of my edited news articles that was about “The Milestone Tragedy”

Appendix 2

← → ↻ bssnews.net/district/311962 ☆ ⬇ ⬆ ⋮

Gmail YouTube Maps News Translate Adobe Acrobat

BSS NEWS Saturday 17 January, 2026
Online portal of Bangladesh Sangbad Sangstha

f YouTube Archive বাংলা

HOME NEWS BUSINESS INTERNATIONAL DISTRICT SPORTS SUBSCRIBER CHIEF ADVISER'S NEWS NOTICE ALL NEWS

News Flash ■ Adilur calls for 'Yes' vote in referendum ■ App

🏠 > District

BSS

🕒 15 Sep 2025, 15:10

f WhatsApp

+ - 📄

3 including ex-Swechchhasebak Dal leader, police SI killed in Jashore road accident



More news in this category

Manju urges JCD to rise up like past

Road accident in Jashore. Photo collage : BSS

JASHORE, Sept 15, 2025 (BSS) - At least three people, including a police official and a former leader of Swechchhasebak Dal, were killed when a passenger bus collided with a bamboo-loaded truck in the Bangura Bazar area early Monday.

The deceased were identified as former assistant general secretary of Swechchhasebak Dal, M Zafar Ali, 45, son of Mujid Hawlader of Baro Bekutia village in Jashore Sadar upazila; police sub-inspector Nikkon Addoyo, 35, son of Nishikanta Addoyo of Chatiantala area in Bagharpara upazila; and Akhter Hossain, 47, son of Ahmed Ali of Bashundia area in Sadar upazila.

Tularampur Highway Police said the accident occurred when a bamboo-loaded truck was stationary at Bangura Bazar on the Jashore-Narail highway, and a Jashore-bound Narail Express passenger bus from Dhaka lost control and hit the rear of the truck.

After the accident, bus passenger Akhter Hossain died on the spot. Local residents rushed Zafar Ali and Nikkon Addoyo to Jashore General Hospital in critical condition, where Zafar Ali was pronounced dead. Nikkon Addoyo later died at Narail while being transferred to Dhaka.

The bodies of Zafar Ali and Akhter Hossain have been kept at Jashore

Narail farmers eye bumper winter vegetable harvest

Two killed, 10 injured in Sylhet road crash

<https://www.bssnews.net/district/351931>

This is one of my edited news articles that was published in District News

Appendix 3

BSS NEWS Saturday 17 January, 2026
Online portal of Bangladesh Sangbad Sangstha

HOME NEWS BUSINESS INTERNATIONAL DISTRICT SPORTS SUBSCRIBER CHIEF ADVISER'S NEWS NOTICE ALL NEWS

News Flash To stand always, through all the crises in fight against fascism: Tasique Reza... Bangladesh's role in global economic cooperation: Tou...

3 workers die from electrocution, bodies recovered from under-construction building at Bashundhara

16 Aug 2025, 19:55

More news in this category

EC authorizes Hasnat's candidacy for Cumilla-4 seat

DHAKA, Aug 16, 2025 (BSS) - Police have recovered bodies of three labourers who died from electrocution inside a water tank of an under-construction building in the capital's Bashundhara residential area.

One of the labourers, Shahinul, 24, was rescued in a critical condition and sent to the Kurmitola General Hospital here.

The bodies of the three construction workers were recovered between 1 pm and 1.30 pm today after receiving information over a phone call in the 999 hotline number, Bhatara Police Station Officer-in-Charge (OC) Rakibul Hasan told BSS.

He said they suspected that all of them died of electrocution when they entered the water tank to remove bamboo and poles used in the construction work in an under-construction house on plot No. 4 on road number 14 in 'E' block.

As police went to the spot, they found that three people were dead inside the water tank and one was in a sick condition.

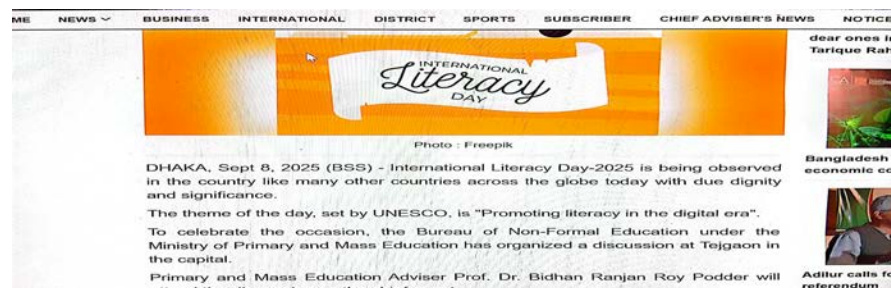
Khaleda Zia's personality, political acumen beyond description: Moyeen Khan

Doa mahfil held in Gaibandha for Begum Khaleda Zia

Operation Devil

This is one of my edited news articles that was about an accident.

Appendix 4



English News Link : <https://www.bssnews.net/news-flash/309606>



Bangla News Link : <https://www.bssnews.net/bangla/news-flash/232169>

This is one of my translated works regarding International Literacy Day

Appendix 5



বাংলাদেশ সংবাদ সংস্থা (বাসস) BANGLADESH SANGBAD SANGSTHA (BSS)

National News Agency of Bangladesh

স্মারক নং: ৯৫.৬১.০০০০.০০৫.১৮.৬৮৫.১৭-৯৮৬২

তারিখ: ০১ জুলাই ২০২৫

জনাব সাদিয়া হোসেন ঐশ্বর্য
মিডিয়া এন্ড কালচারাল স্টাডিস বিভাগ
ব্র্যাক ইউনিভার্সিটি
ঢাকা।

বিষয়: ইন্টার্নশিপ প্রদান প্রসঙ্গে।

জনাব

ব্র্যাক ইউনিভার্সিটির মিডিয়া এন্ড কালচারাল স্টাডিস বিভাগের চতুর্থ বর্ষের ১২তম সেমিস্টারে অধ্যয়নরত শিক্ষার্থী জনাব সাদিয়া হোসেন ঐশ্বর্য-এর আবেদনের পরিপ্রেক্ষিতে আপনাকে বাংলাদেশ সংবাদ সংস্থা (বাসস)-এ ০৩ (তিন) মাসের ইন্টার্নশিপ করার অনুমতি নিম্নলিখিত শর্তে প্রদান করা হলো।

শর্তাবলী:

- আপনার ইন্টার্নশিপ সম্পূর্ণরূপে অস্থায়ী ভিত্তিতে নিয়োগ বলে গণ্য হবে এবং ইন্টার্নশিপ সমাপ্তির পর বাসস স্থায়ী চাকুরি প্রদানে বাধ্য থাকবে না।
- আপনার ইন্টার্নশিপ চলাকালীন সময়ে প্রতি মাসে আপনাকে যাতায়াত ভাতা, আগায়ন ও আনুষঙ্গিকসহ সর্বসাকুল্যে ৮,০০০/- (আট হাজার) টাকা প্রদান করা হবে।
- আপনি ইন্টার্ন সাব-এডিটর হিসেবে প্রধান বার্তা সম্পাদক (ইংরেজি)-এর নির্দেশ অনুসারে সংস্থার ইংরেজী বিভাগে কাজ করবেন।
- অস্থায়ী নিয়োগকালীন সময়ে আপনাকে নির্ধারিত কর্মঘণ্টা অফিসে ডিউটিতে থাকতে হবে এবং ডেডে কর্মরত থেকে সম্পাদনার দায়িত্ব পালন করতে হবে।

এ আদেশ অবিলম্বে কার্যকর হবে।

মাহবুব হোসেন
ব্যবস্থাপনা পরিচালক ও
প্রধান সম্পাদক

অনুলিপি:

১. ব্যবস্থাপনা সম্পাদক
২. প্রধান বার্তা সম্পাদক (ইংরেজি)
৩. প্রধান বার্তা সম্পাদক (বাংলা)
৪. প্রধান প্রতিবেদক (ইংরেজি)
৫. প্রধান প্রতিবেদক (বাংলা)
৬. প্রশাসন বিভাগ
৭. হিসাব বিভাগ
৮. আইটি বিভাগ
৯. নথি।

This is my internship offer letter