



SKILL BAY SILIGURI

21st Century Skill Development Centre
[A Unit of Thougal Enterprises LLP]

Foreword

Skill Bay Siliguri, is a premier 21st Century Skill Development and Training centre established and run by **Thougal Enterprises LLP** – a company incorporated with MCA, Govt. of India pursuant to section 12 (1) of the Limited Liability Partnership Act, 2008 bearing LLP Identification Number: **ACH-9741** of 2024. The company is recognised as a **Start-Up** by DPIIT (No: **DIPP173363** of 2024), Ministry of Commerce & Industry and is also UDYAM registered (No: **UDYAM-WB-06-0038288** of 2024), under the Ministry of MSME, Govt. of India.

We are a team of dedicated and passionate professionals from academic fraternity committed to empowering children and individuals with the skills required to thrive in today's competitive world and hence become performers tomorrow. Located at the heart of the Siliguri city at College Para, **Skill Bay** is committed to bridging the gap between formal education and life skills by providing high-quality, hands-on training programs and courses tailored to meet the demands of the modern workforce in the long run.

At **Skill Bay**, we take pride of the initiatives undertaken in the field of Supplementary Education and Skill Development to foster, endure and ensure that children and individuals from diverse backgrounds can find a program or the other catering to their needs, career aspirations and mental agility. Whether you are a student looking to sharpen your intelligence, enhance future employability or a professional aiming to upskill, or someone seeking a career change, **Skill Bay Siliguri** offers comprehensive program(s) designed to equip you with the knowledge, tools and confidence to succeed.

Our goal is not just to impart knowledge, but to inspire growth, foster innovation, and create a community of skilled individuals and professionals ready to excel in their areas of interest and abilities. We understand that early childhood is a critical development phase.

Our Philosophy

Our Philosophy is engraved in the motto: *"Skilling the Child"*. We in **Skill Bay**, believe that regardless of one's biological age there is always a **CHILD** within. We aim at exploring that **CHILD** and help shaping the **CHILD** becoming a personality from being a person. Ours is a mission driven by a vision to help others to help themselves by creating a nurturing ecosystem that mirrors the warmth of home.

Join us today and take the first step towards a brighter, more successful future with **Skill Bay Siliguri**.

As a part of our endeavour in providing and facilitating an ecosystem to individuals who aspire to hone the necessary skills, here presents a performance-oriented Internship Program for those who are passionate about education and skill development.



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INTERNSHIP MODULE

1. Introduction

The internship module is designed to offer students and young professionals practical experience in an educational and skill development ecosystem. It bridges the gap between theoretical knowledge and real-world application, helping participants build relevant skills and gain insights into the industry.

2. Objectives

- Provide hands-on experience in educational and skill development initiatives.
 - Enhance professional and interpersonal skills.
 - Familiarize interns with the operational aspects of the centre.
 - Foster networking opportunities with professionals.
 - Contribute to personal and career growth while enhancing employability.
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3. Application and Selection Process

- Fill out the internship application form on the centre's website.
 - Submit a detailed CV along with a cover letter.
 - Participate in a short interview or assessment.
 - Receive confirmation and onboarding details.
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4. Eligibility Criteria

- Passion for education and skill development.
 - Current or recent passed-out students from relevant fields such as education, social sciences, science & technology or business & management.
 - Basic communication in English, Hindi and Bengali (or a local vernacular).
 - Relevant expertise to compile reports.
 - Good interpersonal skills with presentable persona.
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5. Internship Duration

- **Short-term Internship:** 4 – 6 weeks.
- **Long-term Internship:** 3 – 6 months.



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6. Internship Structure

- Orientation and onboarding process.
 - Assigned mentor/supervisor.
 - Project-based work with clear objectives and deliverables.
 - Regular feedback and performance evaluations.
 - Mentor/Supervisor feedback and coaching.
 - Final presentation or report.
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7. Internship Roles

- **Operations Intern:** Help in the planning and execution of programs and events.
 - **Research Analyst:** Conduct research on education trends and skill gaps.
 - **Marketing Intern:** Assist in promoting the centre's programs through online and offline channels.
(only one role may be assigned to an individual intern at a given period)
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8. Learning Outcomes

- Practical knowledge of the educational and skill development sector.
 - Improved communication, teamwork and problem-solving skills.
 - Experience in project management and operational workflows.
 - Enhance critical thinking, creativity and adaptability.
 - Gain insight into professional practices and industry trends.
 - A portfolio of completed work and projects.
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9. Evaluation Criteria

Interns will be evaluated based on:

- Quality of work and adherence to deadlines.
- Initiative and creativity in assigned tasks.
- Participation and contribution to team efforts.
- Feedback from supervisors and peers.
- Program evaluation survey.
- Final project presentation or report.



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10. Logistics, Support and Benefits

- **Logistics:** No accommodation or conveyance will be provided by the company – the intern has to arrange for the same at his/her own cost and convenience.
 - **Location:** Within the Jurisdiction of Siliguri Municipal Corporation and/or Siliguri Mahakuma Parishad.
 - **Support:** Necessary guidance related to logistics or conveyance and local connectivity etc. will be provided as and when sought by the intern.
 - **Working hours:** 7 / 8 hours per week (depending on the assigned role)
 - **Stipend:** Depending on the role and duration of the internship.
 - **TA/DA:** No TA/DA will be entitled if the intern enjoys stipend.
 - **Awards:** Certificate of completion.
 - **Others:** Letter of recommendation (based on performance) and Networking opportunities with industry professionals.
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11. Code of Conduct

- Adhere to the organization's rules and policies.
 - Maintain confidentiality of all sensitive information.
 - Show respect to colleagues, trainers, participants and others.
 - Demonstrate punctuality and professionalism.
 - Timely completion of the assigned task/role.
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12. Conclusion

This internship program aims to foster a mutually beneficial relationship, empowering interns to develop professionally while contributing meaningfully to the centre's mission. By the end of the internship, participants will be well-equipped to take on challenges in the education and skill development sector.

Centre Head

Skill Bay Siliguri
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LLP-IN: ACH-9741.