

GOVT. OF WEST BENGAL  
GOENKA COLLEGE OF COMMERCE & BUSINESS ADMINISTRATION  
210, B.B. GANGULY STREET, KOLKATA-700 012

O.C. No. 73

Date : 21.04.2025

This is of information for all students of B. Com (H) Sixth Semester that the firm the Leading Solutions is looking for interns from our institution for the Summer Internship Programme organized by them.

The relevant information about the Company and the internship programme is given at the end for your reference.

The online registration link for this Internship programme is as follows:

<https://forms.gle/YiM6BkMmQMU81737A>

The students are also requested to fill in the following G -form:

<https://forms.gle/zbnAth8mnuLsmhzy8>

Last date of registration: 21.04.2025.

**The interested students are requested to register immediately to avail of this opportunity.**

**Company Profile:**

The Leading Solutions is one stop solution provider for all financial needs of the customers. Our objective is to serve the customers with the best solutions for directing their finances in the most profitable direction. Our motive is to upgrade the perceptions of investors from traditional to diversified one. Consulting services, portfolio management, accounting services, taxation services and recruitment services are the services offered by the leading solutions.

**Position Classification Description**

Position Title: Management Intern

Qualification: BBA, MBA, PGDM

Location: Delhi NCR/WORK FROM HOME

Work Schedule: 2 Months

Compensation: Upto 25,000 Performance based

Website: [www.theleadingsolutions.com](http://www.theleadingsolutions.com)

**Why the Leading Solutions?**

The Leading Solutions is able to facilitate various trainings and development programs with top B-schools and we have already trained thousands of interns till date. We have liaison with more than 75 universities in India with the base size of 800 and above campuses, keeping in mind the most critical needs in today's context, we have emerged as a service partner of various bank providing one stop solution offering a gamut of services. Thus, our mission is to establish high standards of professional etiquette and to effectively facilitate a comprehensive and accomplished system of continuing professional development for every possible profession through our exceptional training solutions.

## **Why Summer Internship?**

Summer internships allow students to get real-world work experience. These programs help students build their resumes and take the first step toward a successful career after graduation. Summer internship is the bridge between the theoretical knowledge and practical knowledge.

Be a part of innovate team and culture....

Imagine working side by side with industry leaders in your field of study. Imagine building upon the skills you've learned in the classroom through real-world hands-on work experience. Now imagine yourself in a professional internship with THE LEADING SOLUTIONS. When your extraordinary talents, our young mind and experience unite, just imagine the stories you could be part of.

## **Expertise in Virtual Programme and Physical Programme**

The leading solutions has successfully completed 5 years in the industry for training students physically and 4 years in training students virtually. Since after COVID-19 we have trained more than 15000+ students on virtual and physical platform providing students the real life exposure of the corporate world by just sitting at home. Although there are many fundamental similarities between a traditional physical internship and the virtual internship experience, learning through a virtual classroom offers many benefits that traditional physical internship college degree programs don't provide. Here are a few that made our list of top benefits:

- ☐ Access to internship schedule from anywhere at any time
- ☐ Effective time management
- ☐ Expanded domain knowledge
- ☐ Asynchronous discussions with managers
- ☐ Immediate feedback on assignments
- ☐ Sharpened digital skills

## **Inclusions**

Total tenure of the Summer Internship will be 60 days (as per the campus policy) and students will be getting a work experience certificate from the company. TLS provides Domestic and International Exposure for which students will be selected on the basis of their performance in summer Internship.

## **Opportunities given to students**

- ☐ Students will be given Multi Profile Exposure.
- ☐ Students Career Planning will be a part of the internship.
- ☐ International Industrial Exposure will be given to deserving students.
- ☐ Meritorious Students will be offered with Pre Placement Offer
- ☐ Commendable Students will be appreciated with Various Appreciation Letters – LOR, LOA and so on.

### **Skills Required**

- ☐ Good communication and personality
- ☐ Excellent communication & networking and interactive skills
- ☐ Leadership qualities & team work skills
- ☐ Proficiency in Microsoft Office
- ☐ Willing to learn new things
- ☐ Professionalism

### **Job Responsibility**

- ☐ Understanding the overall concept of the company, including the brand, customer, product goals and all other aspects of service
- ☐ Accepts designated, business-focus projects to research, propose ideas and solutions, and present final project during the internship
- ☐ Learns and becomes proficient on internal software systems
- ☐ Fulfilling tasks assigned by the mentor
- ☐ Attending meetings and taking minutes

### **Summer Internship schedule:**

In initial days of joining, we provide training and inductions to interns in field of Marketing, Finance, HR, Operations and Marketing Research. After completion of training, interns will be getting practical exposure for next few days.

#### **Day 1 to Day 15**

Interns would be familiarised with the basic knowledge of corporate world and how every department work with basic information about HR, marketing, finance and operations.

#### **Day 15 to Day 30**

Interns required to apply the training provided to them in the real world, where they have to perform their skills and learnings, work with the employees in a team and present their ideas. Also they are given a chance to interact with the customers as well.

#### **Day 30 to Day 50**

- ☐ Interns will be given a chance to explore college placement drives. (If Physical)
- ☐ Opportunity to observe recruitment and selection process. (Virtual/Physical)
- ☐ Database management. (Virtual/Physical)
- ☐ Experience on HRIS software. (Virtual/Physical)
- ☐ Payroll Management. (Virtual/Physical)
- ☐ Cross selling. (Virtual/Physical)
- ☐ Interaction with old associates. (Virtual/Physical)
- ☐ Relationship Management with existing clients. (Virtual/Physical)

## Day 50 to Day 60

- ☐ Students would be winding up with the projects allotted.
- ☐ Report submission to company guide.
- ☐ Award & certification ceremony and PPO announcement.

Kindly note regular feedbacks for the students from The Leading Solutions team will be share with the campus through mails and calls.

## Rules & Regulations

### Virtual Meeting

- ☐ Join with full name
- ☐ Camera should be kept on in the meeting

### Virtual Meeting & Physical Meeting

- ☐ No leaves will be granted in the first 15 days of internship. In case of any emergency kindly mail your reporting manager keeping college CRC in CC
- ☐ Regular reporting to manager on audio, video and physical meetings
- ☐ Wear proper formals even if attending virtual meetings
- ☐ Certification will be released with a TAT of 15-30 days from completion of internship
- ☐ Stipends will be released with a TAT of 45-60 days from completion of internship
- ☐ Offer letters once accepted would be considered finalized and candidates would need to report then as per the internship schedule.
- ☐ All the interns are expected to adopt email conversation as a mode of communication and document everything concerning their work. Anybody failing to do so will be solely responsible for any miscommunication if it happens.

## Selection Process

Telephonic Drive / Google Meet as per the number of registrations.

Looking forward for a long-term association with your esteemed campus...

For any queries or feedback, please feel free to write at [hr@theleadingsolutions.com](mailto:hr@theleadingsolutions.com)...



Principal

Goenka College of Commerce & Business Administration