

# **Functional Exposure Report**

**SJBJ357A**

Submitted

In partial fulfillment of the requirements of the degree of  
**Bachelor of Arts (Journalism and Mass Communication)**

By

**VANSHIKA TOMAR**  
**Roll No. 2009200022**

Under the supervision of

**Mr. Ritwik Ghosh**  
**Assistant Professor**  
**School of Journalism and Mass Communication**  
**K R Mangalam University**



**SCHOOL OF JOURNALISM AND MASS COMMUNICATION (SJMC)**  
**K. R. MANGALAM UNIVERSITY, GURUGRAM, HARYANA, INDIA**

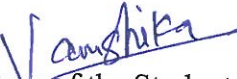
**October 2022**

  
**Registrar**  
**K.R. Mangalam University**  
**Sohna Road, Gurugram, (Haryana)**

**School of Journalism & Mass Communication  
K.R. Mangalam University  
Sohna Road  
Gurugram**

**DECLARATION**

I, **Vanshika Tomar**, Roll No. **2009200022**, Batch (2020-23) certify that the Functional Exposure Report contains original work done by me and it has a detailed report of authentic work carried out by me in BA(JMC) program.

  
Signature of the Student

Date: 06<sup>th</sup> October, 2022

  
Mr. Ritwik Ghosh  
Assistant Professor

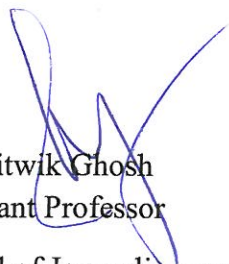
School of Journalism and Mass Communication

K. R. Mangalam University, Gurugram, Haryana, India

  
Registrar  
K.R. Mangalam University  
Sohna Road, Gurugram, (Haryana)

## CERTIFICATE

This is to certify that this Final Exposure Report is an academic work done by **Vanshika Tomar**, Roll No. **2009200022**, Batch (2020-23) for the partial fulfillment of the requirement for the award of degree of Bachelors of Arts in Journalism and Mass Communication from K R Mangalam University, Gurugram.



Mr. Ritwik Ghosh  
Assistant Professor

School of Journalism and Mass Communication

K. R. Mangalam University, Gurugram, Haryana, India



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Sohna Road, Gurugram, (Haryana)

## Acknowledgement

Guidance, Inspiration and motivation have always played a key role in the success of any venture. I would like to pay my sincere regards to all those who guided me in my project work.

I would like to express gratitude and thanks for providing me such a wonderful opportunity to widen the horizons of my knowledge to my guide Mr Ritwik Ghosh. Also thanks to him for giving all support, guidance and encouragement throughout the work.

Last but not the least I would like to thank my parents, family and friends who have directly or indirectly contributed in making this project a success.

Place: Gurugram

Date: 06<sup>th</sup> October 2022

  
Student Name: Vanshika Tomar

Roll Number: 2009200022

  
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K.R. Mangalam University  
Solana Road, Gurugram, (Haryana)

## EXECUTIVE SUMMARY

As a part of the BA(JMC) curriculum and in order to gain practical knowledge in the field of media, we were required to make a report on the internship done including its course followed by the day-to-day schedule and information. The basic objective behind doing this report is to get knowledge about the different aspects of media and especially the public relation department of any organization.

In this report I have included various works done during the course of the internship with a copy of work published.

Doing this helped me to enhance my knowledge regarding the work done in the public relation department of an organization and also to gain new knowledge regarding different subjects when working on their projects. Through this report I have come to know about the role of devotion towards professional work and professionalism.



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INTERNSHIP CERTIFICATE

**DEYOR**

**CERTIFICATE OF COMPLETION**

**THIS IS TO CERTIFY THAT**

**VANSHIKA TOMAR**

has successfully completed  
**Internship as a Human Resource Assistant**  
in association with DEYOR  
During the tenure, she portrayed excellent persuasion  
and management skills.

**Duration : June 09, 2022 - July 09, 2022**

*Amisha Sanwal*

**AMISHA SANWAL**  
**HR EXECUTIVE**

*JMD*  
Registrar  
K.R. Mangalam University  
Sohna Road, Gurugram, (Haryana)

# Functional Exposure Report

## Introduction

This Functional Exposure Report encapsulates my enriching internship experience at Deyor, where I delved into the nuances of Human Resources. Throughout my tenure, I gained invaluable insights into HR practices and responsibilities, particularly focusing on handling accounts. This internship provided me with a platform to improve my skills and explore various aspects of the journalism field.

## Internship Objectives

The primary objective of my internship at Deyor was to gain hands-on experience in Human Resources and enhance my skills in this domain. Additionally, I aimed to explore different facets of the journalism field to broaden my understanding and perspective.

## Learning and Experiences

1. **Understanding HR Practices:** During my internship, I had the opportunity to learn about various HR practices, including recruitment, employee relations, payroll management, and compliance. This exposure helped me grasp the fundamentals of HR and understand its significance in organizational operations.
2. **Account Handling:** My mentor, Amisha Sanwal, the HR Executive at Deyor, assigned me targets related to handling accounts. This involved managing financial records, tracking expenses, and ensuring compliance with accounting standards. Through this task, I gained practical experience in financial management and accounting principles.
3. **Team Collaboration:** Working alongside experienced HR professionals provided me with insights into effective teamwork, communication, and collaboration. I learned how HR functions intersect with other departments within the organization, fostering a holistic understanding of organizational dynamics.
4. **Professional Etiquette:** Interacting with colleagues, clients, and stakeholders within a professional setting honed my interpersonal skills and etiquette. I learned the importance of professionalism, communication clarity, and maintaining confidentiality in HR practices.



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Meant4Environment Foundation

## Certificate of Appreciation

*Niharika Yadav, K.R. Mangalam University*

contributed as an Intern in Solid Waste Management and Good Human Health initiatives organized from 1st August 2022 to 31st August 2022.

We acknowledge her commendable efforts for the social cause.

*Manju Ranjan*

Ms. Manju Ranjan  
(Founder Director)

*Manasvi*

Dr Manasvi Maheshwari  
(Education-Industry Coordinator)

*Dr.*

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K.R. Mangalam University  
Sector Road, Gurugram, (Haryana)



*Taking Responsibility for Nature Sustainability*



Date: 31 August'22

## Internship Completion Certificate

To WHOM IT MAY CONCERN

This is to certify that Ms. Ekta Singh has successfully completed internship at D B Corp Ltd. Her tenure for internship was from Aug 01, 2022, to Aug 31, 2022.

Her performance during internship was good. She was found to be committed, hardworking and focused on her tasks.

We wish her all the best for future!

For D.B. Corp Ltd Digital Division.

Rohit Sharma  
Assistant - HR & Admin



K.P. Mangalam University  
Gurgaon Road, Gurugram, (Haryana)

दैनिक भास्कर  
DainikBhaskar.com

दिव्य भास्कर  
DivyaBhaskar.com

दिव्य मराठी  
DivyaMarathi.com

D. B. Corp Ltd. - Digital Division

GSTIN:- 09AACCM5772G1Z9, CIN No:- [22210G]1995PLC047208, PAN NO:- AACCM5772G



Meant4Environment Foundation

## Certificate of Appreciation

*Niharika Yadav, K.R. Mangalam University*

contributed as an Intern in Solid Waste Management and Good Human Health initiatives organized from 1st August 2022 to 31st August 2022.

We acknowledge her commendable efforts for the social cause.

*Manju Ranjan*

Ms. Manju Ranjan  
(Founder Director)

*Manasvi*

Dr Manasvi Maheshwari  
(Education-Industry Coordinator)

*J.P.*

Registrar  
K.R. Mangalam University  
Sohna Road, Gurugram, (Haryana)

13<sup>th</sup> Sep 2022

Experience & Relieving Letter

To Ms. Yashoda,

This is to certify that Ms. Yashoda was employed as a SEO Intern with our company Orangus India Pvt. Ltd. We certify that she has worked with the company from 01<sup>st</sup> Aug 2022 to 13<sup>th</sup> Sep 2022.

She started working with the company as a SEO Intern and has remained involved with her duties and responsibilities assigned like story making, Article making, on-page & off-page and link building with great dedication and enthusiasm.

She is hard-working and dedicated to the work and holds the good potential to learn new things.

We wish her all the best for her upcoming career.

Sincerely,  
Orangus India Pvt. Ltd.

Swati Bhaskar  
Chief Marketing Officer



Registrar

K.P. Mangalam University  
Sector 14, Gurgaon, Haryana

**ORANGUS INDIA PVT. LTD.**

✉ info@orangus.com 🌐 www.orangus.com ☎ +91 8441828441  
1st Floor, Plot No. 7, Lane No. 2, Behind Saket Metro, New Delhi-110030

18th August, 2022

Love

Gurgaon

## Certificate of Internship

This is to confirm that **Love** has worked with **Belora Paris** as a **Graphics Design intern** from **18th July, 2022 to 18th August, 2022**.

During his internship, he completed all tasks assigned to him with hard work and sincerity.

With Best Regards



**Maenakshi Thakran**

HR - Executive

Mobile: 9958109916

A handwritten signature in blue ink, appearing to read 'Jyoti'.

Registrar  
K.R. Mangalam University  
Sohna Road, Gurugram, (Haryana)

Chillpill Venture Private Limited  
Gurgaon, Haryana, India  
CIN - U71999HR2019PTC078533  
Email ID - [contact@beloracosmetics.com](mailto:contact@beloracosmetics.com)  
[www.beloracosmetics.com](http://www.beloracosmetics.com)

I have made banner



Date 17.02.23

**TO WHOM SO EVER IT MAY CONCERN**

This is to certify that **Mr. Om Tiwari S/o Sh. Manoj Kumar Tiwari** has successfully completed her internship in Editing Deptt with **STV Enterprises Ltd.** from 14.12.2022 to 17.02.2023 under the supervision Editing Department.

We hereby certify her work excellent to our parameters.

We wish her all the best for her future endeavors.

STV Enterprises Ltd.

Manoj Kumar Tiwari

Registrar  
K.R. Mangalam University  
Sohna Road, Gurugram, (Haryana)

**STV ENTERPRISES LTD.**

Corporate Office : S.C.O. 2/3/4 Old Judicial Complex, Near Sky City Hotel, Jhark Road, Sector-15, Gurgaon (HR) - 122001  
Tel. : 0124-5828004/908, CIN No : U72200DL1985PLC066537, Web : www.stvharyana.com, E-mail : info@stvharyana.com  
Regd. Office : House No. 725/2 DD 2 Block A, Shastrinagar, New Delhi, North West Delhi, 110052 (INDIA)

Dated: August 31, 2022

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Mr. Om Tiwari, S/o Shri. Manoj Kumar Tiwari has successfully completed his internship in our organization from July 1, 2022 to August 31, 2022.

During this period, we found him sincere and hard working and to the best of our knowledge, he bears good moral character.

We wish him all success in the future.

For IANS India Private Limited

  
Dimple Gupta  
HR Manager

  
Registrar  
K.R. Mangalam University  
Sohna Road, Gurugram, (Haryana)

**IANS India Private Limited**

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