

INDUSTRY-ALIGNED SKILL CERTIFICATION

INTERNSHIP PROGRAM

Where Learning Meets Industry Excellence

Build practical, job-ready skills through hands-on internship programs in HRMS, CRM, and Machine Learning — designed and delivered entirely by Dovetail Solutions' industry-experienced mentors. No faculty involvement required.

60hrs

HYBRID · OFFLINE

120hrs

HYBRID · OFFLINE

OFFLINE | IMMERSIVE

Hands-on learning
guided by industry experts

PROGRAMS

HRMS Internship

CRM Internship

Machine Learning Internship

WHY CHOOSE THIS PROGRAM?



Practical Industry Projects

Real business scenarios, live software platforms and industry datasets.



Expert Mentorship

Certified trainers and industry professionals mentor every batch.



Hands-on Learning

The entire 60/120 hours is the internship — real tools, real projects.



Internship Certificate

Course Completion + Internship Certificate issued on program completion.



Industry Exposure

Current business practices, compliance standards and workplace readiness.



Letter of Recommendation

High-performing students receive an LOR to strengthen their career profile.

PROGRAMS & FEE

HRMS

HRMS Internship Program

ELIGIBILITY

B.A. B.B.A. B.Com

60 HRS

₹4,800

+ GST

120 HRS

₹7,500

+ GST

CRM

CRM Internship Program

ELIGIBILITY

B.A. B.B.A. B.Com

60 HRS

₹4,800

+ GST

120 HRS

₹7,500

+ GST

ML / AI

Machine Learning Internship

ELIGIBILITY

BCA BSc(IT) Vocational

60 HRS

₹5,500

+ GST

120 HRS

₹10,000

+ GST



INTERNSHIP CELL QUERIES

internship@ggdsd.ac.in

IMPORTANT NOTES

- ✓ 100% advance payment at program commencement
- ✓ GST and all applicable taxes levied extra
- ✓ No pre-admission test required

DETAILED CURRICULUM

PROGRAM SYLLABI

Click any card below to view or download the detailed syllabus for each program.
Each syllabus covers full module breakdown, key topics, and hours.


HRMS

HRMS Internship Program · B.A. / B.B.A. / B.Com

HRMS INTERNSHIP

60^{hrs} Syllabus

 View PDF

9 Modules · Core HR, Payroll, Attendance, Recruitment, Project 

HRMS INTERNSHIP

120^{hrs} Syllabus

 View PDF

15 Modules · Full HR suite + Analytics, L&D, Labour Law, AI in HR 

CRM

CRM Internship Program · B.A. / B.B.A. / B.Com

CRM INTERNSHIP

60^{hrs} Syllabus

 View PDF

9 Modules · CRM Basics, Pipeline, Reports, Live Project 

CRM INTERNSHIP

120^{hrs} Syllabus

 View PDF

15 Modules · Full CRM suite + Automation, AI, Marketing, Integrations 

ML / AI

Machine Learning Internship · BCA / BSc(IT) / Vocational

ML INTERNSHIP

60^{hrs} Syllabus

 View PDF

9 Modules · Python, ML Fundamentals, Regression, Classification, Project 

ML INTERNSHIP

120^{hrs} Syllabus

 View PDF

15 Modules · Full ML suite + NLP, Deep Learning, CV, MLOps, AI Ethics 



All syllabi are subject to minor revisions based on batch requirements and industry updates. For curriculum or enrollment queries, contact us at internship@ggdsd.ac.in

TO

**The Principal
Goswami Ganesh Dutta Sanatan
Dharma College**

Subject: Machine Learning Internship Program

Date

19 May 2026

Quotation Valid Until

4 June 2026 (15 Days)

Prepared By

Dovetail Solutions, Zirakpur

MACHINE LEARNING INTERNSHIP PROGRAM

A 120-Hour Industry-Aligned Skill Certification Program with Internship

01 ABOUT DOVETAIL SOLUTIONS

Dovetail Solutions is a Zirakpur-based IT and skilling company offering end-to-end services across IT solutions, Digital Marketing, Tally, HRMS, and ERP implementation. Beyond technology, Dovetail Solutions operates a dedicated Training & Skilling Division that designs and delivers industry-aligned internship and training programs for students, corporates, and government beneficiaries — bridging the gap between campus learning and industry readiness.

Skill Development & Training

Govt. Trainings	Skill enhancement training delivered under various government schemes for employment-ready individuals.
Corporate Trainings	Customized corporate training programs that enhance skills, boost productivity, and develop future-ready professionals.
Tally Education (MTAP)	Master Training & Assessment Partner for certified accounting & business training.
CSR Initiatives	CSR-driven, employment-oriented training programs and upskilling initiatives.

Government Partners

- HPCED
- Tourism & Hospitality Skill Council

Educational Institutions We Have Served

- Chandigarh University
- Himachal Pradesh University
- Chitkara University

www.dovetailsolutions.in

02 EXECUTIVE SUMMARY

This proposal offers a fully managed, end-to-end 120-hour Machine Learning Internship Program for students of BCA, BSc(IT), and Vocational Courses. The entire 120 hours is the internship — skill-building, hands-on practice, and project work are all delivered within the internship itself, giving students practical, code-level exposure to building, training, and evaluating machine learning models — one of the most in-demand technical skill sets in the industry today.

Delivered entirely by Dovetail Solutions' industry-experienced mentors, the program requires no instructional involvement from college faculty. All curriculum, tools and environment setup, internship mentoring, assessments, certifications, and internship documentation are provided by us as the internship partner.

The program includes a short Python refresher at the start, so students with varying levels of programming exposure can comfortably follow the machine learning modules. On successful completion, students receive a Course Completion Certificate and an Internship Certificate documenting their internship work — strengthening their CVs and significantly enhancing placement readiness for data and AI roles.

03 PROGRAM OVERVIEW

Program Title	Machine Learning Internship Program
Total Duration	120 Hours
Mode	Hybrid — Classroom + Computer Lab + Project Work
Internship	120-Hour Program
Eligibility	BCA, BSc(IT) and Vocational Course students — basic programming exposure helpful; Python refresher included
Deliverables	Internship Completion Certificate
Target Roles	Machine Learning Trainee · Data Analyst · Junior Data Scientist · AI/ML Associate · Python Developer (Data)

04 ENGAGEMENT MODEL

Delivered by Dovetail Solutions	Provided by the College
Curriculum design and updates	Classroom or computer lab space
Industry-experienced internship mentors	Internet connectivity and projector setup
Tools, environment setup and dataset access	Student nomination and attendance tracking
Course manuals, lab exercises, case studies	A college coordinator (single point of contact)

Delivered by Dovetail Solutions	Provided by the College
Internship project assignment and mentoring	Scheduling and timetable coordination
Assessments, evaluation, and grading	Venue for certificate distribution event
Internship Completion Certificate	—

05 INTERNSHIP CURRICULUM — 120 HOURS

No.	Module	Key Topics	Hrs
1	Python Refresher for ML	Python essentials, data structures, NumPy and Pandas, working with datasets, Jupyter/Colab environment setup.	6
2	Introduction to Machine Learning	What ML is, AI vs ML vs deep learning, types of learning, the ML workflow, real-world applications.	5
3	Data Preprocessing & Exploration	Data cleaning, handling missing values, encoding, feature scaling, exploratory data analysis, visualization.	8
4	Supervised Learning — Regression	Linear and polynomial regression, model training, cost functions, evaluation metrics (MAE, RMSE, R-squared).	8
5	Supervised Learning — Classification	Logistic regression, k-NN, decision trees, naive Bayes, confusion matrix, accuracy, precision, recall, F1.	9
6	Ensemble Methods & Model Tuning	Random forests, boosting basics, cross-validation, hyperparameter tuning, overfitting and underfitting.	6
7	Unsupervised Learning	K-means clustering, hierarchical clustering, dimensionality reduction (PCA), real-world use cases.	6
8	Internship Project	End-to-end ML project: problem definition, dataset, preprocessing, model building, evaluation, documentation, panel review.	8
9	Natural Language Processing (NLP)	Text preprocessing, tokenisation, TF-IDF, word embeddings, sentiment analysis, text classification, intro to transformers.	10
10	Deep Learning Fundamentals	Neural network architecture, activation functions, backpropagation, intro to TensorFlow/Keras, building and training basic neural networks.	10

No.	Module	Key Topics	Hrs
11	Computer Vision Basics	Image data handling, CNNs, image classification, transfer learning with pre-trained models (VGG, ResNet), real-world CV use cases.	10
12	Time Series & Forecasting	Time series concepts, stationarity, ARIMA basics, LSTM for sequences, feature engineering for time-based data, forecasting evaluation.	10
13	ML Ops & Model Deployment	Model versioning, experiment tracking (MLflow), REST API with Flask/FastAPI, deploying to cloud (Heroku/AWS basics), monitoring in production.	12
14	AI Ethics, Responsible ML & Capstone Prep	Bias and fairness in ML, explainability (SHAP, LIME), data privacy, model cards, responsible AI frameworks, capstone project planning.	8
15	Model Deployment Basics, Assessment & Certification	Saving models, intro to deployment, responsible AI; final assessment and internship project viva.	4
TOTAL			120

06 INTERNSHIP PROJECT

The 8-hour internship project is the culminating phase of the program. Students build a complete machine learning model end-to-end — from a real dataset through pre-processing, model training, and evaluation — and present their work to our mentor panel, producing a portfolio they can share with recruiters.

Project Scope	Student Deliverables
<ul style="list-style-type: none"> Define a real-world problem statement and select a suitable dataset. Clean, preprocess, and explore the data; engineer relevant features. Build and train machine learning models appropriate to the problem. Evaluate models using appropriate metrics; tune for better performance. Document the approach, code, and results; prepare a project report. 	<ul style="list-style-type: none"> Internship Certificate (project scope, duration, contribution). Project documentation portfolio with code and results, for recruiters. LinkedIn-ready project description & skill endorsements. Letter of Recommendation for high-performing students.

Project Scope	Student Deliverables
<ul style="list-style-type: none"> Final project presentation and mentor review. 	

07 COMMERCIAL TERMS & PRICING

PROGRAM FEE

Rs. 10,000 / - per Student

+ Taxes (GST & other applicable taxes extra)

What's Included	Full 120-hour internship program · Tools & environment setup · Datasets for practice · Course manuals · Internship mentoring · Assessments & grading · Internship Certificate
Payment Terms	100% advance at program commencement
Taxes	GST and all other applicable taxes will be levied over and above the quoted fee
Minimum Batch Size	40 Students
Quotation Validity	15 days from date of quotation (valid until 4 June 2026)

08 IMPLEMENTATION ROADMAP

Stage	Key Activities
Pre-Launch	MoU signing · coordinator nomination · batch size confirmation · scheduling · student awareness session · registrations
Internship Delivery	120-hour program delivery · continuous evaluation · internship
Closure	Final assessment · project presentation · certificate distribution ceremony

09 CONCLUSION

This quotation offers Goswami Ganesh Dutta Sanatan Dharma College a turnkey Machine Learning Internship Program — a single unified 120-hour internship in which students build skills and complete project work entirely within the internship itself. Dovetail Solutions takes complete ownership of curriculum, delivery, software, mentoring, assessment, certification, and internship documentation, while the college simply hosts the program and benefits from improved student outcomes and industry alignment.

We look forward to partnering with the institution to launch this program in the upcoming academic cycle and to building a long-term association centred on student success.

For Dovetail Solutions, Zirakpur

Date: 19 May 2026

TO

The Principal
Goswami Ganesh Dutta Sanatan
Dharma College

Subject: HRMS Internship Program

Date

19 May 2026

Quotation Valid Until

4 June 2026 (15 Days)

Prepared By

Dovetail Solutions, Zirakpur

HRMS INTERNSHIP PROGRAM

A 120-Hour Industry-Aligned Skill Certification Program with Internship

ABOUT DOVETAIL SOLUTIONS

Dovetail Solutions is a Zirakpur-based IT and skilling company offering end-to-end services across IT solutions, Digital Marketing, Tally, HRMS, and ERP implementation. Beyond technology, Dovetail Solutions operates a dedicated Training & Skilling Division that designs and delivers industry-aligned internship and training programs for students, corporates, and government beneficiaries — bridging the gap between campus learning and industry readiness.

Skill Development & Training

Govt. Trainings	Skill enhancement training delivered under various government schemes for employment-ready individuals.
Corporate Trainings	Customized corporate training programs that enhance skills, boost productivity, and develop future-ready professionals.
Tally Education (MTAP)	Master Training & Assessment Partner for certified accounting & business training.
CSR Initiatives	CSR-driven, employment-oriented training programs and upskilling initiatives.

Government Partners

- HPCED
- Tourism & Hospitality Skill Council

Educational Institutions We Have Served

- Chandigarh University
- Himachal Pradesh University
- Chitkara University

www.dovetailsolutions.in

01 EXECUTIVE SUMMARY

This proposal offers a fully managed, end-to-end 120-hour HRMS Internship Program for students of BCA, BSc, and Vocational Courses. The entire 120 hours is the internship — skill-building, hands-on practice, and project work are all delivered within the internship itself, giving students deep exposure to HRMS platforms used by virtually every mid-to-large organization in India today.

Delivered entirely by Dovetail Solutions' industry-experienced mentors, the program requires no instructional involvement from college faculty. All curriculum, software access, internship mentoring, assessments, certifications, and internship documentation are provided by us as the internship partner.

On successful completion, students receive a Course Completion Certificate and an Internship Certificate documenting their internship work — strengthening their CVs and significantly enhancing placement readiness.

02 PROGRAM OVERVIEW

Program Title	HRMS Internship Program
Total Duration	120 Hours
Mode	Hybrid — Classroom + Computer Lab + Project Work
Internship	120-Hour Program
Eligibility	BCA, BSc or Vocational Course Student
Deliverables	Course Completion Certificate
Target Roles	HR Executive · Payroll Assistant · HR Operations Associate · HR Coordinator · HR-Tech Support

03 ENGAGEMENT MODEL

Delivered by Dovetail Solutions	Provided by the College
Curriculum design and updates	Classroom or computer lab space
Industry-experienced internship mentors	Internet connectivity and projector setup
HRMS software access (live platform / sandbox)	Student nomination and attendance tracking
Course manuals, lab exercises, case studies	A college coordinator (single point of contact)
Internship project assignment and mentoring	Scheduling and timetable coordination
Assessments, evaluation, and grading	Venue for certificate distribution event
Internship Completion Certificate	—

04 INTERNSHIP CURRICULUM — 120 HOURS

Mod.	Module	Key Topics	Hrs
1	Introduction to HR & HRMS	Evolution of HR technology, market landscape, key platforms, ROI of HRMS adoption.	5
2	Core HR & Employee Lifecycle	Employee master data, org structure, hierarchy mapping, document management, ESS portals.	7
3	Recruitment & Onboarding	Applicant tracking systems (ATS), job posting, interview workflows, offer management, digital onboarding.	6
4	Attendance & Leave Management	Shift management, biometric integration, leave policies, holiday calendars, overtime tracking.	6
5	Payroll & Statutory Compliance	Salary components, payroll processing, PF, ESI, TDS, professional tax. Monthly payroll cycle walkthrough, Form 16.	10
6	Performance Management	Goal setting, KRAs and KPIs, appraisal cycles, feedback mechanisms.	5
7	HR Reports & Dashboards	Standard HR reports, dashboards, basic data interpretation, attrition and headcount analysis.	5
8	Internship Project	End-to-end exercise: org setup, employee onboarding, full payroll cycle, reports, documentation, panel review.	12
9	Learning & Development (L&D)	Training needs analysis, learning management systems (LMS), e-learning platforms, skill gap assessment, training calendars, ROI of L&D.	8
10	HR Analytics & Workforce Planning	HR metrics and KPIs, headcount planning, attrition analysis, predictive workforce analytics, HR dashboards, data-driven HR decisions.	12
11	Employee Engagement & Retention	Engagement surveys, pulse checks, recognition programmes, exit interview analysis, retention strategies, employee experience frameworks.	8
12	Labour Law & HR Compliance	Industrial Relations Act basics, Shops & Establishments Act, Maternity Benefit Act, POSH compliance, contract labour management, HR audit.	12

13	HRMS Implementation & Change Management	HRMS selection criteria, vendor evaluation, project planning, data migration, user training, go-live support, change management strategies.	10
14	AI & Automation in HR	AI-powered recruitment tools, chatbots for HR, automated onboarding, predictive analytics in HR, ethical AI usage, future of HR technology.	10
15	Assessment & Certification	Final theory and practical assessment, internship project viva.	4
			TOTAL 120

05 INTERNSHIP PROJECT

The 12-hour internship project is the culminating phase of the program. Students set up a live HRMS organization from scratch, process a complete payroll cycle, generate reports, and present their work to our mentor panel — producing a portfolio they can share with recruiters.

Project Scope	Student Deliverables
<ul style="list-style-type: none"> • Set up an organization on a live HRMS platform from scratch • Configure employee master data, org hierarchy, and HR policies • Process one complete monthly payroll cycle (PF, ESI, TDS) • Generate attendance, leave, and payroll reports • Prepare configuration document, payroll register, analytics report • Final project presentation and mentor review 	<ul style="list-style-type: none"> • Internship Certificate (project scope, duration, contribution) • Project documentation portfolio for recruiters • LinkedIn-ready project description & skill endorsements • Letter of Recommendation for high-performing students

06 COMMERCIAL TERMS & PRICING

PROGRAM FEE

₹ 8,000 / - per Student

+ Taxes (GST & other applicable taxes extra)

What's Included	Full 120-hour internship program · HRMS software & sandbox access · Course manuals & lab workbooks · Internship mentoring · Assessments & grading · Internship Completion Certificate
Payment Terms	100% advance at program commencement
Taxes	GST and all other applicable taxes will be levied over and above the quoted fee
Minimum Batch Size	40 Students

Quotation Validity

15 days from date of quotation (valid until 4 June 2026)

07 IMPLEMENTATION ROADMAP

Stage	Key Activities
Pre-Launch	MoU signing · coordinator nomination · batch size confirmation · scheduling · student awareness session · registrations
Internship Delivery	120-hour program delivery · continuous evaluation · internship
Closure	Final assessment · project presentation · certificate distribution ceremony

08 CONCLUSION

This quotation offers Goswami Ganesh Dutta Sanatan Dharma College a turnkey HRMS Internship Program — a single unified 120-hour internship in which students build skills and complete project work entirely within the internship itself. Dovetail Solutions takes complete ownership of curriculum, delivery, software, mentoring, assessment, certification, and internship documentation, while the college simply hosts the program and benefits from improved student outcomes and industry alignment.

We look forward to partnering with the institution to launch this program in the upcoming academic cycle and to building a long-term association centred on student success.

For Dovetail Solutions, Zirakpur

Date: 19 May 2026

TO

**The Principal
Goswami Ganesh Dutta Sanatan
Dharma College**

Subject: CRM Internship Program

Date

19 May 2026

Quotation Valid Until

4 June 2026 (15 Days)

Prepared By

Dovetail Solutions, Zirakpur

CRM INTERNSHIP PROGRAM

A 60-Hour Industry-Aligned Skill Certification Program with Internship

01 ABOUT DOVETAIL SOLUTIONS

Dovetail Solutions is a Zirakpur-based IT and skilling company offering end-to-end services across IT solutions, Digital Marketing, Tally, HRMS, and ERP implementation. Beyond technology, Dovetail Solutions operates a dedicated Training & Skilling Division that designs and delivers industry-aligned internship and training programs for students, corporates, and government beneficiaries — bridging the gap between campus learning and industry readiness.

Skill Development & Training

Govt. Trainings	Skill enhancement training delivered under various government schemes for employment-ready individuals.
Corporate Trainings	Customized corporate training programs that enhance skills, boost productivity, and develop future-ready professionals.
Tally Education (MTAP)	Master Training & Assessment Partner for certified accounting & business training.
CSR Initiatives	CSR-driven, employment-oriented training programs and upskilling initiatives.

02 EXECUTIVE SUMMARY

This proposal offers a fully managed, end-to-end 60-hour CRM Internship Program for BA, BBA & BCom students. The entire 60 hours is the internship — skill-building, hands-on practice, and project work are all delivered within the internship itself, giving students deep exposure to CRM platforms that power sales, marketing, and customer service functions across virtually every industry.

Delivered entirely by Dovetail Solutions' industry-experienced mentors, the program requires no instructional involvement from college faculty. All curriculum, software access, internship mentoring, assessments, certifications, and internship documentation are provided by us as the internship partner.

On successful completion, students receive a Course Completion Certificate and an Internship Certificate documenting their internship work — strengthening their CVs and significantly enhancing placement readiness.

03 PROGRAM OVERVIEW

Program Title	CRM Internship Program
Total Duration	60 Hours
Mode	Hybrid — Classroom + Computer Lab + Project Work
Internship	60-Hour Program
Eligibility	BA, BBA & BCom Students
Deliverables	Internship Completion Certificate
Target Roles	Sales Executive · Business Development Associate · Customer Success Associate · CRM Coordinator · Inside Sales Executive

04 ENGAGEMENT MODEL

Delivered by Dovetail Solutions	Provided by the College
Curriculum design and updates	Classroom or computer lab space
Industry-experienced internship mentors	Internet connectivity and projector setup
CRM software access (live platform / sandbox)	Student nomination and attendance tracking
Course manuals, lab exercises, case studies	A college coordinator (single point of contact)
Internship project assignment and mentoring	Scheduling and timetable coordination
Assessments, evaluation, and grading	Venue for certificate distribution event
Internship Completion Certificate	—

05 INTERNSHIP CURRICULUM — 60 HOURS

No.	Module	Key Topics	Hrs
1	Introduction to CRM	Evolution of CRM, customer-centric business models, market landscape, key platforms, ROI of CRM adoption.	5
2	Customer Lifecycle & Sales Process	Customer journey mapping, AIDA model, sales funnel, sales cycle stages, B2B vs B2C.	6
3	Lead & Contact Management	Lead capture, lead sources, lead qualification (BANT, MEDDIC), contact and account hierarchy, data hygiene.	7
4	Opportunity & Pipeline Management	Sales pipeline stages, opportunity tracking, deal value, win-loss analysis, sales forecasting basics.	8
5	Activity & Task Management	Calls, meetings, emails, follow-ups, calendar integration, productivity within CRM.	5
6	Customer Service & Marketing Basics	Case management, ticketing, SLAs, support workflows, basic email marketing, segmentation.	8
7	CRM Reports & Dashboards	Standard CRM reports, dashboards, data interpretation, sales metrics, conversion analysis.	5
8	Internship Project	End-to-end exercise on a live CRM: org setup, lead and contact entry, simulated sales cycle, case management, reports, documentation, panel review.	12
9	Assessment & Certification	Final theory and practical assessment, internship project viva.	4
TOTAL			60

06 INTERNSHIP PROJECT

The internship project is the culminating phase of the program. Students set up a live CRM organization from scratch, run a complete sales cycle, generate reports, and present their work to our mentor panel — producing a portfolio they can share with recruiters.

Project Scope	Student Deliverables
<ul style="list-style-type: none"> Set up a business organization on a live CRM platform from scratch. Configure leads, contacts, accounts, and a complete sales pipeline. Run a simulated end-to-end sales cycle: lead capture, qualification, opportunity tracking, deal closure. Set up basic case management for customer service scenarios. Generate sales activity reports, pipeline dashboard, conversion analysis. Final project presentation and mentor review. 	<ul style="list-style-type: none"> Internship Certificate (project scope, duration, contribution). Project documentation portfolio for recruiters. LinkedIn-ready project description & skill endorsements. Letter of Recommendation for high-performing students.

07 COMMERCIAL TERMS & PRICING

PROGRAM FEE

Rs. 4,500 / - per Student

+ Taxes (GST & other applicable taxes extra)

What's Included	Full 60-hour internship program · CRM software & sandbox access · Course manuals & lab workbooks · Internship mentoring · Assessments & grading · Course Completion Certificate · Internship Certificate · Placement support
Payment Terms	100% advance at program commencement
Taxes	GST and all other applicable taxes will be levied over and above the quoted fee
Minimum Batch Size	40 Students
Quotation Validity	15 days from date of quotation (valid until 4 June 2026)

08 IMPLEMENTATION ROADMAP

Stage	Key Activities
Pre-Launch	MoU signing · coordinator nomination · batch size confirmation · scheduling · student awareness session · registrations
Internship Delivery	60-hour program delivery · continuous evaluation · internship
Closure	Final assessment · project presentation · certificate distribution ceremony

09 CONCLUSION

This quotation offers Goswami Ganesh Dutta Sanatan Dharma College a turnkey CRM Internship Program — a single unified 60-hour internship in which students build skills and complete project work entirely within the internship itself. Dovetail Solutions takes complete ownership of curriculum, delivery, software, mentoring, assessment, certification, and internship documentation, while the college simply hosts the program and benefits from improved student outcomes and industry alignment.

We look forward to partnering with the institution to launch this program in the upcoming academic cycle and to building a long-term association centred on student success.

For Dovetail Solutions, Zirakpur

Date: 19 May 2026

TO

**The Principal
Goswami Ganesh Dutta Sanatan
Dharma College**

Subject: HRMS Internship Program

Date

19 May 2026

Quotation Valid Until

4 June 2026 (15 Days)

Prepared By

Dovetail Solutions, Zirakpur

HRMS INTERNSHIP PROGRAM

A 60-Hour Industry-Aligned Skill Certification Program with Internship

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CSR Initiatives	CSR-driven, employment-oriented training programs and upskilling initiatives.

Government Partners

- HPCED
- Tourism & Hospitality Skill Council

Educational Institutions We Have Served

- Chandigarh University
- Himachal Pradesh University
- Chitkara University

www.dovetailsolutions.in

01 EXECUTIVE SUMMARY

This proposal offers a fully managed, end-to-end 60-hour HRMS Internship Program for students of BA, BBA, and BCom streams. The entire 60 hours is the internship — skill-building, hands-on practice, and project work are all delivered within the internship itself, giving students deep exposure to HRMS platforms used by virtually every mid-to-large organization in India today.

Delivered entirely by Dovetail Solutions' industry-experienced mentors, the program requires no instructional involvement from college faculty. All curriculum, software access, internship mentoring, assessments, certifications, and internship documentation are provided by us as the internship partner.

On successful completion, students receive a Course Completion Certificate and an Internship Certificate documenting their internship work — strengthening their CVs and significantly enhancing placement readiness.

02 PROGRAM OVERVIEW

Program Title	HRMS Internship Program
Total Duration	60 Hours
Mode	Hybrid — Classroom + Computer Lab + Project Work
Internship	60-Hour Program
Eligibility	BA, BBA & BCom Students
Deliverables	Course Completion Certificate
Target Roles	HR Executive · Payroll Assistant · HR Operations Associate · HR Coordinator · HR-Tech Support

03 ENGAGEMENT MODEL

Delivered by Dovetail Solutions	Provided by the College
Curriculum design and updates	Classroom or computer lab space
Industry-experienced internship mentors	Internet connectivity and projector setup
HRMS software access (live platform / sandbox)	Student nomination and attendance tracking
Course manuals, lab exercises, case studies	A college coordinator (single point of contact)
Internship project assignment and mentoring	Scheduling and timetable coordination
Assessments, evaluation, and grading	Venue for certificate distribution event
Internship Completion Certificate	—

04 INTERNSHIP CURRICULUM — 60 HOURS

Mod.	Module	Key Topics	Hrs
1	Introduction to HR & HRMS	Evolution of HR technology, market landscape, key platforms, ROI of HRMS adoption.	5
2	Core HR & Employee Lifecycle	Employee master data, org structure, hierarchy mapping, document management, ESS portals.	7
3	Recruitment & Onboarding	Applicant tracking systems (ATS), job posting, interview workflows, offer management, digital onboarding.	6
4	Attendance & Leave Management	Shift management, biometric integration, leave policies, holiday calendars, overtime tracking.	6
5	Payroll & Statutory Compliance	Salary components, payroll processing, PF, ESI, TDS, professional tax. Monthly payroll cycle walkthrough, Form 16.	10
6	Performance Management	Goal setting, KRAs and KPIs, appraisal cycles, feedback mechanisms.	5
7	HR Reports & Dashboards	Standard HR reports, dashboards, basic data interpretation, attrition and headcount analysis.	5
8	Internship Project	End-to-end exercise: org setup, employee onboarding, full payroll cycle, reports, documentation, panel review.	12
9	Assessment & Certification	Final theory and practical assessment, internship project viva.	4
TOTAL			60

05 INTERNSHIP PROJECT

The 12-hour internship project is the culminating phase of the program. Students set up a live HRMS organization from scratch, process a complete payroll cycle, generate reports, and present their work to our mentor panel — producing a portfolio they can share with recruiters.

Project Scope	Student Deliverables
<ul style="list-style-type: none"> • Set up an organization on a live HRMS platform from scratch • Configure employee master data, org hierarchy, and HR policies • Process one complete monthly payroll cycle (PF, ESI, TDS) • Generate attendance, leave, and payroll reports • Prepare configuration document, payroll register, analytics report • Final project presentation and mentor review 	<ul style="list-style-type: none"> • Internship Certificate (project scope, duration, contribution) • Project documentation portfolio for recruiters • LinkedIn-ready project description & skill endorsements • Letter of Recommendation for high-performing students

06 COMMERCIAL TERMS & PRICING

PROGRAM FEE

₹ 4,500 / - per Student

+ Taxes (GST & other applicable taxes extra)

What's Included	Full 60-hour internship program · HRMS software & sandbox access · Course manuals & lab workbooks · Internship mentoring · Assessments & grading · Internship Completion Certificate
Payment Terms	100% advance at program commencement
Taxes	GST and all other applicable taxes will be levied over and above the quoted fee
Minimum Batch Size	40 Students

Quotation Validity

15 days from date of quotation (valid until 4 June 2026)

07 IMPLEMENTATION ROADMAP

Stage	Key Activities
Pre-Launch	MoU signing · coordinator nomination · batch size confirmation · scheduling · student awareness session · registrations
Internship Delivery	60-hour program delivery · continuous evaluation · internship
Closure	Final assessment · project presentation · certificate distribution ceremony

08 CONCLUSION

This quotation offers Goswami Ganesh Dutta Sanatan Dharma College a turnkey HRMS Internship Program — a single unified 60-hour internship in which students build skills and complete project work entirely within the internship itself. Dovetail Solutions takes complete ownership of curriculum, delivery, software, mentoring, assessment, certification, and internship documentation, while the college simply hosts the program and benefits from improved student outcomes and industry alignment.

We look forward to partnering with the institution to launch this program in the upcoming academic cycle and to building a long-term association centred on student success.

For Dovetail Solutions, Zirakpur

Date: 19 May 2026

TO

**The Principal
Goswami Ganesh Dutta Sanatan
Dharma College**

Subject: CRM Internship Program

Date

19 May 2026

Quotation Valid Until

4 June 2026 (15 Days)

Prepared By

Dovetail Solutions, Zirakpur

CRM INTERNSHIP PROGRAM

A 120-Hour Industry-Aligned Skill Certification Program with Internship

01 ABOUT DOVETAIL SOLUTIONS

Dovetail Solutions is a Zirakpur-based IT and skilling company offering end-to-end services across IT solutions, Digital Marketing, Tally, HRMS, and ERP implementation. Beyond technology, Dovetail Solutions operates a dedicated Training & Skilling Division that designs and delivers industry-aligned internship and training programs for students, corporates, and government beneficiaries — bridging the gap between campus learning and industry readiness.

Skill Development & Training

Govt. Trainings	Skill enhancement training delivered under various government schemes for employment-ready individuals.
Corporate Trainings	Customized corporate training programs that enhance skills, boost productivity, and develop future-ready professionals.
Tally Education (MTAP)	Master Training & Assessment Partner for certified accounting & business training.
CSR Initiatives	CSR-driven, employment-oriented training programs and upskilling initiatives.

02 EXECUTIVE SUMMARY

This proposal offers a fully managed, end-to-end 120-hour CRM Internship Program for students of BCA, BSc, and Vocational Courses. The entire 120 hours is the internship — skill-building, hands-on practice, and project work are all delivered within the internship itself, giving students deep exposure to CRM platforms that power sales, marketing, and customer service functions across virtually every industry.

Delivered entirely by Dovetail Solutions' industry-experienced mentors, the program requires no instructional involvement from college faculty. All curriculum, software access, internship mentoring, assessments, certifications, and internship documentation are provided by us as the internship partner.

On successful completion, students receive a Course Completion Certificate and an Internship Certificate documenting their internship work — strengthening their CVs and significantly enhancing placement readiness.

03 PROGRAM OVERVIEW

Program Title	CRM Internship Program
Total Duration	120 Hours
Mode	Hybrid — Classroom + Computer Lab + Project Work
Internship	120-Hour Program
Eligibility	BCA, BSc or Vocational Course Student
Deliverables	Internship Completion Certificate
Target Roles	Sales Executive · Business Development Associate · Customer Success Associate · CRM Coordinator · Inside Sales Executive

04 ENGAGEMENT MODEL

Delivered by Dovetail Solutions	Provided by the College
Curriculum design and updates	Classroom or computer lab space
Industry-experienced internship mentors	Internet connectivity and projector setup
CRM software access (live platform / sandbox)	Student nomination and attendance tracking
Course manuals, lab exercises, case studies	A college coordinator (single point of contact)
Internship project assignment and mentoring	Scheduling and timetable coordination
Assessments, evaluation, and grading	Venue for certificate distribution event
Internship Completion Certificate	—

05 INTERNSHIP CURRICULUM — 120 HOURS

No.	Module	Key Topics	Hrs
1	Introduction to CRM	Evolution of CRM, customer-centric business models, market landscape, key platforms, ROI of CRM adoption.	5
2	Customer Lifecycle & Sales Process	Customer journey mapping, AIDA model, sales funnel, sales cycle stages, B2B vs B2C.	6
3	Lead & Contact Management	Lead capture, lead sources, lead qualification (BANT, MEDDIC), contact and account hierarchy, data hygiene.	7
4	Opportunity & Pipeline Management	Sales pipeline stages, opportunity tracking, deal value, win-loss analysis, sales forecasting basics.	8
5	Activity & Task Management	Calls, meetings, emails, follow-ups, calendar integration, productivity within CRM.	5
6	Customer Service & Marketing Basics	Case management, ticketing, SLAs, support workflows, basic email marketing, segmentation.	8
7	CRM Reports & Dashboards	Standard CRM reports, dashboards, data interpretation, sales metrics, conversion analysis.	5
8	Internship Project	End-to-end exercise on a live CRM: org setup, lead and contact entry, simulated sales cycle, case management, reports, documentation, panel review.	12
9	CRM Customisation & Configuration	Custom fields, layouts, workflows, automation rules, approval processes, role-based access, CRM settings for business-specific needs.	10
10	Sales Analytics & Forecasting	Sales performance metrics, funnel analytics, revenue forecasting models, quota tracking, win-rate analysis, territory management.	8
11	Customer Retention & Success Management	Customer health scores, churn analysis, onboarding workflows, renewal management, upselling & cross-selling strategies within CRM.	10
12	CRM Integration & Automation	API basics, third-party integrations (email, WhatsApp, LinkedIn), Zapier/Make automation, CRM + ERP connectivity, workflow triggers.	10

No.	Module	Key Topics	Hrs
13	Marketing Automation in CRM	Campaign management, drip sequences, lead scoring, landing page integrations, email automation, ROI tracking from marketing to sales.	12
14	AI & Analytics in Modern CRM	AI-powered lead scoring, conversation intelligence, predictive analytics, chatbot integration, Salesforce Einstein/HubSpot AI overview.	10
15	Assessment & Certification	Final theory and practical assessment, internship project viva.	4
TOTAL			120

06 INTERNSHIP PROJECT

The internship project is the culminating phase of the program. Students set up a live CRM organization from scratch, run a complete sales cycle, generate reports, and present their work to our mentor panel — producing a portfolio they can share with recruiters.

Project Scope	Student Deliverables
<ul style="list-style-type: none"> Set up a business organization on a live CRM platform from scratch. Configure leads, contacts, accounts, and a complete sales pipeline. Run a simulated end-to-end sales cycle: lead capture, qualification, opportunity tracking, deal closure. Set up basic case management for customer service scenarios. Generate sales activity reports, pipeline dashboard, conversion analysis. Final project presentation and mentor review. 	<ul style="list-style-type: none"> Internship Certificate (project scope, duration, contribution). Project documentation portfolio for recruiters. LinkedIn-ready project description & skill endorsements. Letter of Recommendation for high-performing students.

07 COMMERCIAL TERMS & PRICING

PROGRAM FEE

Rs. 8,500 / - per Student

+ Taxes (GST & other applicable taxes extra)

What's Included	Full 120-hour internship program · CRM software & sandbox access · Course manuals & lab workbooks · Internship mentoring · Assessments & grading · Course Completion Certificate · Internship Certificate · Placement support
Payment Terms	100% advance at program commencement
Taxes	GST and all other applicable taxes will be levied over and above the quoted fee
Minimum Batch Size	40 Students
Quotation Validity	15 days from date of quotation (valid until 4 June 2026)

08 IMPLEMENTATION ROADMAP

Stage	Key Activities
Pre-Launch	MoU signing · coordinator nomination · batch size confirmation · scheduling · student awareness session · registrations
Internship Delivery	120-hour program delivery · continuous evaluation · internship
Closure	Final assessment · project presentation · certificate distribution ceremony

09 CONCLUSION

This quotation offers Goswami Ganesh Dutta Sanatan Dharma College a turnkey CRM Internship Program — a single unified 120-hour internship in which students build skills and complete project work entirely within the internship itself. Dovetail Solutions takes complete ownership of curriculum, delivery, software, mentoring, assessment, certification, and internship documentation, while the college simply hosts the program and benefits from improved student outcomes and industry alignment.

We look forward to partnering with the institution to launch this program in the upcoming academic cycle and to building a long-term association centred on student success.

For Dovetail Solutions, Zirakpur

Date: 19 May 2026

