

GOVERNMENT DEGREE COLLEGE
RAJAMPETA

SHORT TERM INTERNSHIP

RECORD BOOK
2024-25

Designed & Developed by



ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR
SHORT TERM INTERNSHIP

Name of the Student: D. Venkatesh

Name of the College: Govt degree college Rajampet

Registration Number: 221030036006.

Period of Internship: short term From: 1-5-2024 30-6-2024

Name & Address of the Intern Organization: Excel Edtech Pvt Ltd

YEAR

2024-25

Yogi Vemana University

KADAPA

An Internship Report on

Data Analytics

(Title of the Short term Internship Program)

Submitted in accordance with the requirement for the degree of

Bachelor of Arts.

Under the Faculty Guideship of

Nagaraju

(Name of the Faculty Guide)

Department of

B.A. HEP

(Name of the College)

Govt degree college

Submitted by:

D. Venkatesh

(Name of the Student)

Reg.No: 221030036006

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete Short term internship either in 2nd Semester.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements for transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the people working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns, and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.

13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.
15. At the end of internship, you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during the internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

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Student's Declaration

I, D. venkatesh a student of B.A HEP (Group)
Program, Reg. No. 221080036006 of the Department of B.A HEP
College do hereby declare that I have completed the mandatory internship
from 1-5-2024 to 30-6-2024 in Excel R edtech Pvt (Name of
the intern organization) under the Faculty Guide ship of Nagaraju
(Name of the Faculty Guide), Department of B.A. HEP.
envid degree college Rajampet
(Name of the College)

(Signature and Date)

Official Certification

This is to certify that D. Venkatesh (Name of the student) Reg. No. 221030036006 has completed his/her Internship in Excelerated Tech Pvt Ltd (Name of the Intern Organization) on Data Analytics (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.A HED in the Department of Govt degree college (Name of the College).

This is accepted for evaluation.

Endorsements

(Signatory with Date and Seal)

BALASANI NAGARAJA, MA.
Lecturer in Telugu
Government Degree College
Rajampeta, Anaparthi Dist. 516115. A.P.

Faculty Guide

Head of the Department

B. Purnashatham

Principal

B. Purnashatham



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of Government of A.P.)

Certificate of Compilation

This is to certify **D Venkatesh**
under of Government Degree College, Rajampet of YV University has successfully
completed 6 weeks Short -Term Internship on

Data Analytics

Organized by ExcelR Edtech Pvt. Ltd. in collaboration with
Andhra Pradesh State Council of Higher Education

Cert No: EXCEL-R-W-73850
Presented on July 9th 2024

Ram Tavva
CEO,
ExcelR EdTech Pvt. Ltd.



Certificate from Intern Organization

This is to certify that D. Venkadey (Name of the intern)
Reg. No 221030036006 of envt degree college (Name of the
College) underwent internship in exon edtech pvt ltd (Name of the
Intern Organization) from _____ to _____

The overall performance of the intern during his/her internship is found to be
_____ (Satisfactory/Not Satisfactory).

Authorized Signatory with Date and Seal

Contents

- * Introduction to ms excel
- * format the table.
- * cell references and Range Name
- * Named ranges
- * working with formulae and functions
- * logical functions.
- * v look up
- * making v-look up dynamic
- * Data validation
- * Protection
- * Pivot tables.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	my daily activities are first day introduction listening	learning and improving skills	
Day - 2	cell references and range names	named ranges	
Day - 3	working with formulas and functions	logical functions.	} h ✓
Day - 4	vlookup up()	making vlookup dynamic	
Day - 5	data validation	protection	
Day - 6	sorting a data base	filtering a database	

WEEKLY REPORT

WEEK - 1 (From Dt..... to Dt.....)

Objective of the Activity Done: About Excel Introduction.

Detailed Report: Microsoft Excel is a powerful spread sheet from Microsoft corporation. It makes from Microsoft, various kinds of spread sheet table and various kinds along with the graphical representation of data. While working in excel, you can make use of its most important to save time and effort.

In excel you work with work sheets which consists of rows and columns that intersect to form cells. cell connection to form cells. various kinds of spread sheets you can format sheet and analyze. you can also create charts based on the data contained in cells.

ACTIVITY LOG FOR THE SECOND WEEK

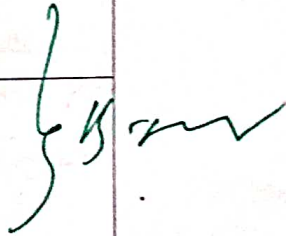
Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	subtotal &	Pivot tables	
Day - 2	Recommended Pivot table	create a graph using pivot data	} H 2 ✓
Day - 3	Power View	conditional formatting	
Day - 4	what if analysis	goal seek	
Day - 5	creating scenarios	working with multiple work sheets,	
Day - 6	merging workbooks	work books and applications	

WEEKLY REPORT

WEEK - 2 (From Dt..... to Dt.....)

Objective of the Activity Done:	new sleek interface
Detailed Report:	Excel 2016 welcome you with unique landing page that allows you to take a tour to various which relevance to you like personal budgeting movie lists trend and analysis and more.
	In addition search bar offers a powerful synchronized with online office templates library you can quickly open frequently used recent side bar.
	When you click on the blank workbook option you will get the with metro ribbon and smooth of excel 2016.

ACTIVITY LOG FOR THE THIRD WEEK

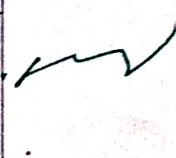
Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	customizing excel	versions	
Day - 2	versions and interface	paste	
Day - 3	Paste and Paste Special	formatting	
Day - 4	Formatting proofing	Data entry	
Day - 5	Data entry	fill series	
Day - 6	Data entry.	fill series	

WEEKLY REPORT

WEEK - 3 (From Dt..... to Dt.....)

Objective of the Activity Done:	customizing excel
Detailed Report:	version and interface
paste and paste special formatting proofing data entry (fill series)	
Having the excel fill series tool at your disposal is like having a bag of tricks. It can assist with one of the most frequent excel jobs which is marking a list of data. the fill series tool can readily handle any tool can readily handle any list of day month or year and take them all in stride. filling can be used for: copying sequences dates.	

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	using basic functions	call referencing	
Day - 2	name range	Applications of named ranges	
Day - 3	glimpse	into functions	} 1. 
Day - 4	count functions	syntax functions	
Day - 5	functions	sum of function.	
Day - 6	syntax of sum	Range criteria sum range	

WEEKLY REPORT

WEEK - 4 (From Dt..... to Dt.....)

Objective of the Activity Done:	using basic functions
Detailed Report:	cell referencing.
relative references are the default cell references in excel. when you copy and paste it's updated automatically to suit the cell in which it is pasted.	
when you want to freeze a cell reference or you do not want a reference or copy a formula you can use absolute, to change to make a cell reference absolute we place a dollar sign before the column name and row number of the reference.	

PHOTOS & VIDEO LINKS

Page No

EVALUATION

Objectives:

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

Assessment Model:

- There shall be internal evaluation
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The weightings for External Evaluation shall be:
 - Internship Evaluation 100 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration While evaluating the student's Activity Log, the following shall be considered -
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.
 - b. Real Time Technical Skills acquired.
 - c. Managerial Skills acquired.
 - d. Improvement of Communication Skills.
 - e. Team Dynamics
 - f. Technological Developments recorded.

**Student Self Evaluation of the Short-Term
Internship**

Student Name: D. Venkatesh

Registration No: 221030036006

Term of Internship: short term From: 1-5-2024 To: 30-6-2024

Date of Evaluation:
Organization Name & Address: Crook degree college rajampet

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

D. Venkatesh
Signature of the Student

**Evaluation by the Supervisor of the Intern
Organization**

Student Name: D. Venkatesh	Registration No: 221030036006
Term of Internship: Short term From: 1-5-2024 To: 30-6-2024	
Date of Evaluation:	
Organization Name & Address: EXCUR edtech (Pvt - Ltd)	
Name & Address of the Supervisor with Mobile Number: EXCUR edtech (Pvt - Ltd)	

Please rate the student's performance in the following areas:

Please note that your evaluation shall be done independent of the Student's self-evaluation


Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

14/08/2024

Signature of the Supervisor


14/08/2024

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: D. Venkatesh
Programme of Study: short term
Year of Study: 2024
Group: B.A. HEP
Register No/H.T. No: 221030036006
Name of the College: Govt degree college
University: Y.V. University

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	30	28
2.	Internship Evaluation	40	40
3.	Oral Presentation	30	30
	GRAND TOTAL	100	98

Date: 14/08/2024


Signature of the Faculty Guide



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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