

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: O. Sailaja

Name of the College: Govt. degree college, Rajampeta

Registration Number: 224030066054

Period of Internship:

From:

To:

Name & Address of the Intern Organization

A. I. Dixon

YEAR

2024-25

Yogi Vemana University

KADAPA

An Internship Report on

Ail Dixon Technologies India Limited

(Title of the Short term Internship Program)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

S. SUBBA NARASIMHULU

(Name of the Faculty Guide)

Department of

Govt. degree. college, Rayampeta

(Name of the College)

Submitted by:

O. Sailaja

(Name of the Student)

Reg.No: 22u030066054

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.

.....<<@>>.....

Student's Declaration

I, O. Saranya a student of B.Com (CA) Group
Program, Reg. No. 22U030066059 of the Department of Commerce
College do hereby declare that I have completed the mandatory internship
from 18-05-2024 to 29-06-2024 in M.P.I Dixon (Name of
the intern organization) under the Faculty Guide ship of Narasimha
(Name of the Faculty Guide), Department of
Commerce department Govt. degree College
(Name of the College)

(Signature and Date)

Official Certification

This is to certify that O. Sailaja (Name of the student) Reg. No. 22403006054 has completed his/her Internship in Ail Dixon Technology (Name of the Intern Organization) on _____ (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Com (Commers) in the Department of G. D. C. Rajampet (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide

[Signature] 002/08/2020

Head of the Department

[Signature]

Principal

B. Purneshwar
PRINCIPAL

Govt. Degree College
RAJAMPET - 516 115.
Annamayya Dist.

Certificate from Intern Organization

This is to certify that O. Saralaja (Name of the intern)
Reg. No 224030066054 of B.T.D.C. Rajampeta (Name of the
College) underwent internship in A.I. Dixon Technology (Name of the
Intern Organization) from 18-05-24 to 29-06-24

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

Authorized Signatory with Date and Seal



MANPOWER
SUPPLY COMPANY

KIRAN SERVICES

42/347-28, Simhapuri Colony, Chinna Chowk, KADAPA-516002.

Certificate of Industrial Training

This certificate is presented to Mr./ Miss OBILI SAILAJA
Roll No 224030066054 Government Degree College for successful
completion of the Industrial Training on "CC Cameras" at AIL DIXON Technologies (I)
Pvt, Ltd, Kopparthi (V), C.K. Dinne (M), Kadapa Dist. from 18-05-2024
to 29-06-2024.

CP PLUS
THINK SECURITY THINK CP PLUS

Date : 01-07-2024

Place : Kadapa.

For Kiran Services

Authorised Signatory

Contents

1. Executive Summary
2. Overview of the organisation
3. Internship log and weekly Report
4. Internship Part
5. Out comes description.

CHAPTER 1: EXECUTIVE SUMMARY

The Internship report shall have a brief executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

Ail Dixon technologies Head Quarters in
Ail Dixon is a leading electronics manufacturing
services provider focused on during high quality
cost effective solutions for consumer electronics
and appliances for the by a domestic and
international markets with fiscal 2005 year

Revenue of US\$1150 millions Dixon provides
the customer with class electronics products.
through a network of manufacturing facilities
spread across original work.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission, and Values of the Organization
- C. Policy of the Organization, in relation to the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

Introducing Ail Dixon technologies performed and trusted partner of global consumer brands. Ail Dixon technologies to a limited is one of the leading and developing best in class products. for our customer world wide along with a our key customer capabilities. to healthy relationships in both global servicing.

B. Visionss:-

To be most preferred and trusted solutions. partner to brand operating.

Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

Activities / Responsibilities

Ail Dixon Technologies Limited has value of a system of given basis to society and improving life of the people to and the surroundings environmental.

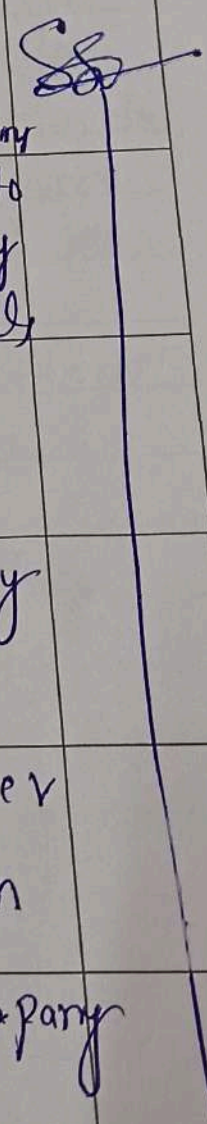
* Your Company believes incorporative Escalance and to a social welfare

* The Composition of CSR Committee

* During the financial year Company to cans the pandemic. Covid-19 focussed or by a promotion and development of health care system

* Beside its contribution in the area of the child to a education.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Training	I learn how to work in Ail Dixon Company	
Day - 2	Training	I learn about the Dixon Company rules and results	
Day - 3	Training	5S	
Day - 4	Training	Punctuality $\frac{S}{I}$	
Day - 5	Training	ESD slipper and afran	
Day - 6	Training	About company details.	

WEEKLY REPORT

WEEK - 1 (From Dt. 20.5.24 to Dt. 25.5.24)

Objective of the Activity Done:

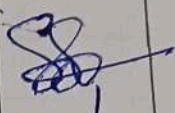
Detailed Report:

In the first week Ail Dixon Company rules & Regulations to the daily 5A and following the punctuality and ESD Safety guide and after on Hligine following and how to start the Company and

Company details and how to follow suddenly fire map following

All this first week training Activity log process.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Visual	visual checking the gift box	
Day - 2	Visual	checking the gift Damaged scratches	
Day - 3	Visual	after properly check in diviss	
Day - 4	Visual	Take the scanner and scan the QR code	
Day - 5	Visual	learn about how to scanning QR Code	
Day - 6	Visual	Totally learn about scanning devices	

WEEKLY REPORT
WEEK - 2 (From Dt 23.5.15 to Dt 29.5.15)

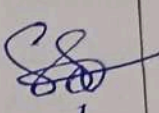
Objective of the Activity Done:

Detailed Report:

In the second week I'm learn
a about How to visual inspection
and visual cleaning and colour
mixest and colour

Adding and without GB
levels printing and QR Code
available or not checking and
Camera checking This are
our process cleaning.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Packing in hero line	How to check in the gift box and Q.R. cards	
Day - 2	Packing hero line	How to check in the warranty Cards	
Day - 3	Packing in I p.c line	How to check in the gift box and Q.R. cards.	
Day - 4	Packing hero line	How to check in gift box & Q.R. Cards.	
Day - 5	Packing hero line	How to check in gift box & Q.R. Cards.	
Day - 6	Packing hero line	How to check in gift box & Q.R. Cards	

WEEKLY REPORT

WEEK - 3 (From Dt. 3-6-24 to Dt. 8-6-24)

Objective of the Activity Done:

Detailed Report:

This third week I have learned about the hero line how to check the gift boxes & A.R. cards in the visual inspection. It's worked or not after pass the test stage and the next day I am learning the next day logo testing if there any line it is some pass or fail this. Filed means it's pass means I am marks on the next stage this is the process of logo testing in the activity log for the third

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Visual cleaning	I learned about how to fix port clean in camera	
Day - 2	Visual cleaning	How to clean in camera & damages	
Day - 3	Visual cleaning	How to clean in camera & damages	
Day - 4	Visual cleaning	How to clean in camera & damages	
Day - 5	Visual cleaning	How to clean in camera & damages	
Day - 6	Visual cleaning	How to clean in camera & damages	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In the fourth week I have
learned clean in camera how to
clean & damages in camera

Screwing of the Hara line
and how to clean in the camera
in detailed report of the fourth
week.

CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

Nil dixon technological developments.

Companies houses is an executive is agency of They a department four business innovation and dis loves and skills our main functions. are to incorporate and store company information deviveral under the Companies and related logestation. and make this information availble to the. publices.

In the developer from you can also disours the. API find help and provided feed back.

Describe the real time technical skills you have acquired (in terms of the job-related skills and hands on experience)

Management Discussions and analysis

Group discussions :-

The E.M.S industry has grown in Probusiness over the last decade

practically in the last 10 years. primarily to the huge last five years the driven by huge domestic demand. for products that can be attributed to confluence of factors. including growing rising

These incentive schemes will boost investment in the entire value chain of the Indian electronics to a industry include designing availability

Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.

At Ail Dixon we continue to build an empowered to disless motivated and committed team such as they serve as they bed rock to our growth and statey we provide them a with serval opportixlies to improve.

their skills and creating a inspiring work environment that emebasia both a proression-als and personal development

* we provide end- - - to end solutions when have a demestation and global customers. In base. moulding to a facility fult clean. room technology four high speed to a smartline

Home applionus with a Completed ODM

model we have in house facilities far develo- ping washing machines.

Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,)

Nil Dixon technologies play role in administration management HR, MPT, and IR are some of the popular.

Skills required to work as a manager at Nil Dixon technologies

Products list :-

Company manufacturers / assembles goods such as a home smart phone, television, electronics light surveillance system.

Productive use of the time :-

Nil Dixon is good and the shift things also good food is good in interviews. process also everything in fine there the time

The Ems. industry has grown in prem's.
Over the last decade particularly in the last
five years. the growth of agency industry it's
Primarily driven by huge domestic demand
Products

In the five support to companies the
are engaged in silicon semi conduction there
Company semi conductor packaging semi conductor
design

Three incentive schemes will boost investment
in the entire value designing availability of the
industry include designing a value of anable
India.

Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

Ail Dixon. Technologies :-

Companies house is an executive agency of the department for business innovation and skills and motivation function are to it corporate and limited companies.

These company houses it rather companies that fully with in company act the of well understood.

Ail Dixon. technologies limited it a great approach to work easily of to any are work in to company.

PHOTOS & VIDEO LINKS

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: *O. Sailaja*

Registration No: *224030066054*

Term of Internship: *short* From:

To :

Date of Evaluation:
Organization Name & Address: *Ap/dixon kadapa.*

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:

O. Sailaja
Signature of the Student

*Evaluation by the Supervisor of the Intern
Organization*

Student Name: <i>O. Sailaja</i>	Registration No: <i>224030066054</i>
Term of Internship: <i>short</i> From:	To :
Date of Evaluation:	
Organization Name & Address: <i>Ail Dixon. Kadapa</i>	
Name & Address of the Supervisor <i>Ai'</i> with Mobile Number	

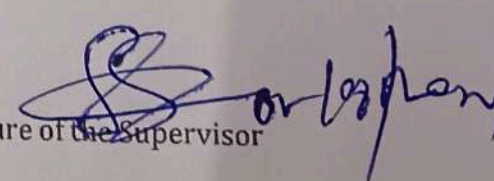
Please rate the student's performance in the following areas:

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:


Signature of the Supervisor

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: D. SaiLaya

Programme of Study: B.Com (C.A)

Year of Study: B.Com (C.A)

Group:

Register No/H.T. No: 224030066054

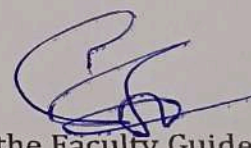
Name of the College: Govt. Degree College, Rajampeta

University: Yogi Vemana

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	30	25
2.	Internship Evaluation	40	35
3.	Oral Presentation	30	25
	GRAND TOTAL	100	85

Date:

Signature of the Faculty Guide

 02/08/22



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road

Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503

www.apsche.ap.gov.in