

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: *N. Vamsi*

Name of the College: *Govt Degree College, Rajampet*

Registration Number: *224030066050*

Period of Internship: From: To:

Name & Address of the Intern Organization: *EXCELR 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

Under the Faculty Guideship of

V. Narasayya

(Name of the Faculty Guide)

Department of

B.COM [C.A.]

(Name of the College)

Govt. degree college

Submitted by:

N. Vamsi

(Name of the Student)

Reg.No: 22 40300 66050

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, N. Vamsi a student of B.COM(CA) Group
Program, Reg. No. 224030066080 of the Department of B.COM(CA)
College do hereby declare that I have completed the mandatory internship
from _____ to _____ in _____ (Name of
the intern organization) under the Faculty Guide ship of V. Narasayya
(Name of the Faculty Guide), Department of B.COM(CA)
Govt. Degree college Rajampet
(Name of the College)

(Signature and Date)

Official Certification

This is to certify that N. Vamsi (Name of the student) Reg. No. 224030066105 has completed his/her Internship in Excel B Ed Tech Pvt Ltd 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. (DMS) (A) in the Department of Govt degree college (Name of the College).

This is accepted for evaluation.

(Signature with Date and Seal)

Endorsements

Faculty Guide

Head of the Department

Principal

Page No

Certificate from Intern Organization

This is to certify that N. Vamsi (Name of the intern)

Reg. No. 224030066050 of Gout. degree. college (Name of the

College) underwent internship in EXPER Ed Tech 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

Page No



Contents

- x Introduction to MS Excel
- x Format the table
- x Cell References and Range names
- x named ranges
- x Working with Formulas and Functions
- x Logical Functions
- x V LOOK UP ()
- x Making V-LOOK UP Dynamic
- x Data Validation
- x Protection
- x Pivot Tables
- x Create a Graph using Pivot data

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.

Ali Dixon technological load

Quarted in Ali Dixon is a leading
Electronics manufacturing services provider,
focused,

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.

Page No

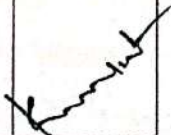
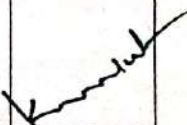
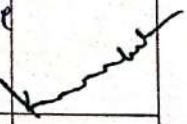


CHAPTER 3: INTERNSHIP PART

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.

Page No

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	SUB totals	Pivot Tables	
Day - 2	Recommended Pivot Table	Create a graph using Pivot data	
Day - 3	Power view	conditional formatting	
Day - 4	what if analysis	Goal Seek	
Day - 5	Create scenarios	Working with Multiple work sheets	
Day - 6	Merging work books	work books and applications	

WEEKLY REPORT

WEEK - 1 (From Dt. to Dt.)

Objective of the Activity Done:

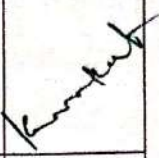
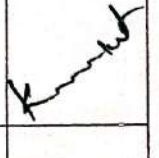
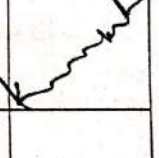
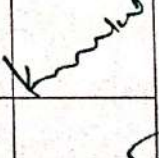
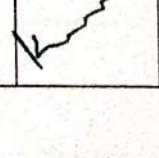
About excel Introduction

Detailed Report:

Microsoft Excel is a powerful spread sheet application from Microsoft corporation. It makes it easy for you to create and statement along with the graphical representation of data while working in excel. You can make use of

In excel you can work with work sheet which consist of rows and columns that interrelate to form cells and columns that interrelate to form cells. Cells contains various kind of spread sheets tables and statements of data that you can also create charts three work sheets.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	My daily activity are First day introduction	Learning and Improving Skills	
Day - 2	Cell references and range names	Named ranges	
Day - 3	Working with Formulas and Functions	Logical Functions	
Day - 4	V LOOK UP()	MAKING V-LOOK UP DYNAMIC	
Day - 5	Data Validation	Protection	
Day - 6	Sorting data base	Filtering a data base	

WEEKLY REPORT

WEEK - 2 (From Dt. to Dt.)

Objective of the Activity Done:

New sleek Interface

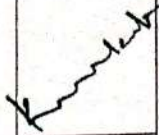
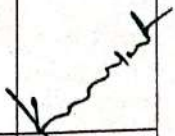
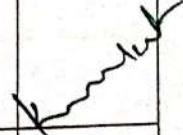
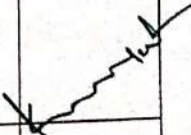
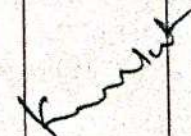
Detailed Report:

Excel 2011 Welcomes you with unique landing page that allows you to take to tour to various applications which relevance to you like personal bud getting

In addition search bars offers a power synchroization with online office templates library you can quickly open frequently used and last used documents from recent side bar

When you click on the Blank work book option you will get the Fresh blank excel work book along with metro ribbon and smooth interface as Excel 2011

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	CUSTOMIZING Excel	Version	
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:

versions 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 books. It
can assist with one of
the most tedious making a list
of dates, hours and list
of days.

The fill series tools
can readily do years and
take

all in stride.

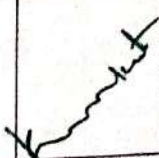
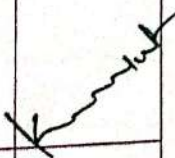
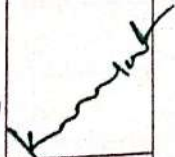
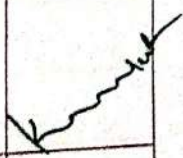
Filling can be used for:

copying

sequence,

date,

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	can Referencing	
Day - 2	name range	Applications of named range.	
Day - 3	glimpse	into functions	
Day - 4	Count functions	Syntax functions	
Day - 5	FUNCTIONS	sumi function	
Day - 6	Syntax of SUMIF	Range Criteria sum range	

WEEKLY REPORT

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

Objective of the Activity Done: Using basic function

Detailed Report: cell referencing

Relative references are the default cell reference in Excel when you copy and paste a relative

When you want to freeze a cell reference or you do not want a reference to change when you copy a formula, you can use absolute cell reference to make a cell a cell reference absolute. To we place a dollar sign before the column name and row number of the reference.

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, team management, harmonious relationships, socialization, mutual support and teamwork, motivation, goals and innovation, etc.)

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

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.

Students have the right to express their communication skills in areas of
improvement in oral communication, written communication, communication skills,
confidence levels while communicating, socially appropriate understanding others getting
understood by others, listening skills, ability to participate in group work, sharing the
conversation, maintaining interest and providing feedback, thanking and appreciating others
etc. /

Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

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

PHOTOS

&

VIDEO LINKS

Page No



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.

Page No

Student Self Evaluation of the Short-Term Internship

Student Name: <u>J. Vaidya</u>	Registration No: <u>2200300664050</u>
Term of Internship: <u>Start</u> From: <u>1-05-20</u> To: <u>30-6-20</u>	
Date of Evaluation: _____	
Organization Name & Address: <u>All Di</u> <u>Gout pegjee college (Changanur)</u>	

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: _____

Signature of the Student

Page No

Evaluation by the Supervisor of the Intern Organization

Student Name: N. Vamsi Registration No:

Term of Internship: Sort From: 01-05-24 To: 30-06-24
Term

Date of Evaluation:

Organization Name & Address: EXCELLED Tech [Pvt. Ltd]

Name & Address of the Supervisor with Mobile Number EXCELLED Tech [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

Signature of the Supervisor

Date:

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: N. Vamsi
Programme of Study: Short Term
Year of Study: 2024
Group: B.Com (CA)
Register No/H.T. No: 224030066050
Name of the College: Govt. Degree College
University: YVV University

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

Signature of the Faculty Guide

Date:



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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

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

www.apche.ap.gov.in