

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: B. Kanya

Name of the College: Govt. Degree college, Rajampet

Registration Number: 224030066006

Period of Internship: short term
internship From: 18-05-2024 To: 29-06-24

Name & Address of the Intern Organization: Ail Dixon, Kadapa

YEAR

2024-25

Yogi Vemana University

KADAPA

An Internship Report on

Ail Dixon Technologies india Limited

(Title of the Short ters Internship Program)

Submitted in accordance with the requirement for the degree of

B.com computer applications

Under the Faculty Guideship of

Parvathi

(Name of the Faculty Guide)

Department of

B.com [C.A]

(Name of the College)

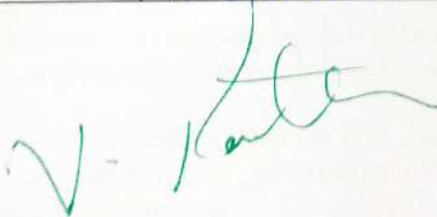
Govt. Degree College

Submitted by:

(Name of the Student)

B. kavya

Reg.No: 224030066006



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, B. kavya a student of B.Com [C.A] (Group)
Program, Reg. No. 22463066006 of the Department of B.com (CA) commerce
College do hereby declare that I have completed the mandatory internship
from 18-05-2024 to 24-06-24 in Ail, dixon, kadya (Name of
the intern organization) under the Faculty Guide ship of Shri
(Name of the Faculty Guide), Department of B.com (C.A) commerce
Govt. Degree college, Rajampet
(Name of the College)

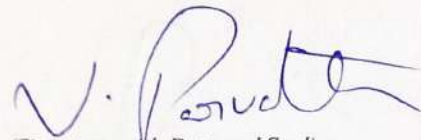
V. Parvathi

(Signature and Date)

Official Certification

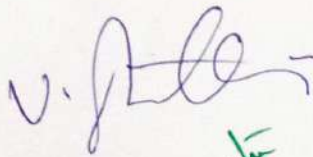
This is to certify that B. Kavya (Name of the student) Reg. No. 224030066006 has completed his/her Internship in Ail, Dixon, Madaya (Name of the Intern Organization) on _____ (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Com (C.A) Commerce in the Department of Govt. Degree ; college (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)

Endorsements

Faculty Guide



Head of the Department



Principal

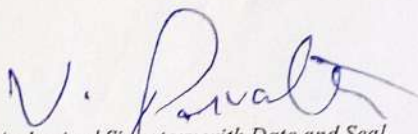


PRINCIPAL
Govt. Degree College
RAJAMPET - 516 115.
Annamayya Dist.

Certificate from Intern Organization

This is to certify that B. Kavya (Name of the intern)
Reg. No 224030066006 of GDC, Rajampet (Name of the
College) underwent internship in Ail, Dixon Technologies (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 (Satisfactory/Not Satisfactory).


Authorized Signatory with Date and Seal

Contents

- * Executive Summary
- * Overview of the organisation
- * Internship log and weekly report
- * Internship part
- * outcomes 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 quartered in Ail dixon is a leading electronics manufacturing services provider focused on delivering high quality, cost effective solution for consumer electronics and appliances for the by a domestic and international markets with 2005 year

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 stands. Ail Dixon technologies to a limited is one of the leading and developing in class products for our customer world wide with a our key our customer capabilities to healthy relationships in global servicing.

B visions :-

TO be most preferred & trusted solutions partner to brand operating.

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 AIT Dixon Company	V. R. R.
Day - 2	Training	Learn about to dixon Company rules & sexuals	V. R. R.
Day - 3	Training	SS	V. R. R.
Day - 4	Training	Punctuality & T	V. R. R.
Day - 5	Training	ESD slipper and apron	V. R. R.
Day - 6	Training	About company details.	V. R. R.

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

Objective of the Activity Done:

Detailed Report:

In the first week Ail Dixon
company rules & regulation to the daily
SA and following the punctuality and
ESD, safety guide and also machine
following and how to start the company.

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	V. N. S.
Day - 2	Visual	checking the gift damage / scratches.	V. N. S.
Day - 3	Visual	After properly check in device	V. N. S.
Day - 4	Visual	Take the scanner and scan the QR code	V. N. S.
Day - 5	Visual	Learn about how to scan QR code	V. N. S.
Day - 6	Visual	totally learn about scanning devices	V. N. S.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In the second week,
I am learn about how to visual
the inspection and visual cleaning
and colour mixest and colour

Adding and without GB levels
Painting 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 QR codes	V. [Signature]
Day - 2	Packing in hero line	How to check in the warranty cards.	V. [Signature]
Day - 3	Packing in hero line	How to check in the gift box and QR codes	V. [Signature]
Day - 4	Packing in hero line	How to check in gift box & QR cards	V. [Signature]
Day - 5	Packing in hero line	How to check in gift boxes QR cards.	V. [Signature]
Day - 6	Packing in hero line	How to check in gift box & QR cards.	V. [Signature]

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

This third week I am learned about the how line how to check the gift bars & QR cards in the visual inspection its worked or not after pass the test stage and the next day

logo testing if the any line it is some pass or fail this failed means its pass means.

I am marks on the next stage this is the process of logo testing in the activity log for the third week.

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 part clean in camera	N. [Signature]
Day - 2	visual cleaning	How to clean in camera & damages.	J. [Signature]
Day - 3	visual cleaning	How to clean in cameras & damages.	J. [Signature]
Day - 4	visual cleaning	How to clean in camera & damages.	J. [Signature]
Day - 5	visual cleaning	How to clean in camera & damages.	J. [Signature]
Day - 6	visual cleaning.	How to clean in camera & damages.	V. [Signature]

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In the fourth week I am
learned: clean in camera how to
clean & damage in camera

screwing of the hero line and
how to clean in the camera in
the 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.)

ATL Dixon Technological developments.

Companies houses is an executive is agency of they a department for business innovation and skills our main functions are to incorporate and dis limited companies examic and store company information into divided under the companies and dated logisturation and make this information aviable to the publics

In the developer form you can also dis ours, the APJ find help and provide field 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 EMS industry has grown in probiness over the last dude

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

The intitative schemes will boost investment in the entire make chain of the indian electronics to a industry include design 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 on to discuss motivated and committed team such as they serves as the bed rock to our growth and status we provide them a with several opportunities to improve their skills and creating a inspiring work environment that embasis both a protential and personal development

We provide end - - to end solutions when have a dimension and global customers in base moulding to a facility full clean room technology four high speed to a smartline

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: B. Kavya

224030066006
Registration No:

Term of Internship: short From: 18-05-2024 To: 29-06-2024

Date of Evaluation:
Organization Name & Address: Ail dixon, kodkpa.

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:

B. Kavya
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: <u>B. kavya</u>	Registration No: <u>22402006606</u>
Term of Internship: <u>short</u> From: <u>18-05-2024</u> To: <u>29-06-24</u>	
Date of Evaluation:	
Organization Name & Address: <u>Ail, dxon kodapa</u>	
Name & Address of the Supervisor with Mobile Number	

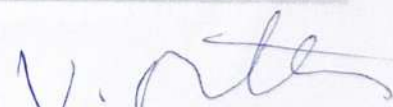
Please rate the student's performance in the following areas:

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: B-kavya

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

Year of Study:

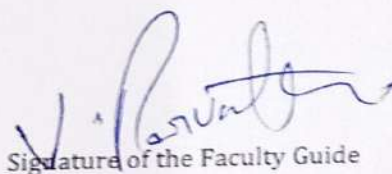
Group: B.com (C.A)

Register No/H.T. No: 224030066006

Name of the College: Govt - Degree college, Rajampet

University: Yogi Vemana university

SLNo	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, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road

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

www.apsche.ap.gov.in



SRI VEERANJANEYA MANPOWER SERVICE

2/42, Peddaputta (P&V), Valluru (M), KADAPA-516293.

Certificate of Industrial Training

This certificate is presented to Mr./ Miss **BANDI KAVYA**

Roll No **224030066006** 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**.



Date : 01-07-2024

Place : Kadapa.

For Sri Veeranjaneya Services

Authorised Signatory