

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: A. Pravallika

Name of the College: Govt. Degree College, Rajampeta

Registration Number: 224030066005

Period of Internship: short From: 18-5-24 To: 29-6-24

Name & Address of the Intern Organization

Ail Dixon

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 (CA)

Under the Faculty Guideship of

PARVATHI VUNDI

(Name of the Faculty Guide)

Department of

Govt. degree, college, Rajampeta

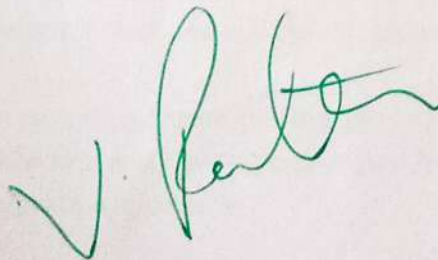
(Name of the College)

Submitted by:

A. pravallika

(Name of the Student)

Reg.No: 224030066005



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, A. Pravalika a student of B.com (CA) (Group)
Program, Reg. No. 224020066005 of the Department of COMMERCE
College do hereby declare that I have completed the mandatory internship
from 18-05-24 to 29-06-24 in Ail Dixon (Name of
the intern organization) under the Faculty Guide ship of PARVATHI.V
(Name of the Faculty Guide), Department of
Commerce department Govt. degree college
(Name of the College)


(Signature and Date)

Official Certification

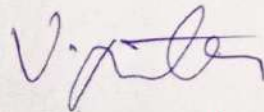
This is to certify that A. pravallika (Name of the student) Reg. No. 22403006005 has completed his/her Internship in Ail Dixon (Name of the Intern Organization) on _____ (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.COM (CA) IVth Sem 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



Head of the Department



Principal

Certificate from Intern Organization

This is to certify that A. pravallika (Name of the intern)
Reg. No. 224030066005 of G.P.C Rajampeta (Name of the
College) underwent internship in Ail Dixon (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



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 AVULA PRAVALIKA

Roll No 224030066005

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.

MANPOWER
SUPPLY COMPANY



Date : 01-07-2024

Place : Kadapa.



Contents

1. Excutive summary
2. over view of the organization
3. Internship log and weekly Report
4. Intership part
5. out comes desevription

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 doing 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\$150 millions Dixon provide 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 Technologic pertored and trusted partner of global consumer brands Ail Dixon Technologies to a limited is one of the leading and deroloping best in class products, for our custmor world wide a along with a own key our custmor capabilities to healthy relatio-ship in both golbal servicing.

B. visionss :-

To be most prefred and Trusted solution pertex to brond operating.

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.

Activities / Responsibilities

Ail dixon technologies limited has value of a system of given back to society and improving life of the people to and the surroundings on kirat montal.

- * your company delius incorporative Excalances and to a social welfare.
- * The composition of CSR commiter.
- * During the financial year company to considry the pendomic, covid-19 focussed or by a promoti-on and derclment of health care, system.
- * Be side its contribution in the area of the chif 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	J.G.
Day - 2	Training	I learn about to dixon company rules and resd	J.G.
Day - 3	Training	SS	J.G.
Day - 4	Training	punchuality $\frac{9}{7}$	J.G.
Day - 5	Training	ESD slipper and a fran	J.G.
Day - 6	Training	About company details	J.G.

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 and Regulations to
the daily 5A and following the punctu-
ality and ESD safety guide and
afternoon Hgiene following and How to
start the company and
company details and How to
follow suddenly fire map following.

All this first week training Activi-
ty 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 Damogel Scratenes	
Day - 3	Visual	after properly check in diviss	
Day - 4	Visual	Take the scan and scan the Q.R code	
Day - 5	Visual	learn about how to scanning Q.R code	
Day - 6	Visual	Totaly learn about scanning devices	

WEEKLY REPORT

WEEK - 2 (From Dt 27-5-24 to Dt 1-6-24)

Objective of the Activity Done:

Detailed Report:

In the second week I'm learn 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 out process cleaning.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcomes	Parent In-Charge Signature
Day - 1	packing in hero line	how to check in the fill box and a-a cords	✓
Day - 2	packing in hero line	how to check in the empty cords	✓
Day - 3	packing in Ip line	how to check in the fill box and a-a cords	✓
Day - 4	packing hero line	how to check in fill box a-a cords	✓
Day - 5	packing hero line	how to check in fill box a-a cords	✓
Day - 6	packing hero line	how to check in fill box a-a cords	✓

WEEKLY REPORT

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

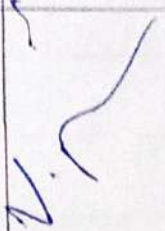
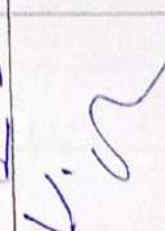
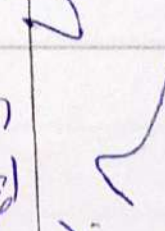
Objective of the Activity Done:

Detailed Report:

This third week I.M learned about the hero line flow to check the gift boxes and G.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.

Logu testing if the any line it is some pass or fail this filed mean its pass means, I am marks on the next stage.

ACTIVITY LOG FOR THE FORTH WEEK

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

WEEKLY REPORT

WEEK - 4 (From Dt. 10-6-24 to Dt. 15-6-24.)

Objective of the Activity Done:

Detailed Report:

In the fourth week I am learn
-ed clean in camera How to clean
and damages in camera.

screwing of the Hero 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.)

Ail Dixon Technological Developments

companies houses in an Excusive 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 rdated logestation and Make this information available to the publics.

In the developer from you can also disows the Ap I find help and provied feed book.

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 probiness over the last dmbe.

protieaby in the cost is primootany to the hege. last five years the driven by huge domst -ic demand for products that can be attributed to coutilate of factors. Including growing rising.

These incentive schemes will boost invest-ment in the entive make chain of the indichen electronics to a industry include desging avaiibi-ty.

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 OODOWED to disleses Motirated and committed term such as they serve as they bed rock to our growth and statey we provide them a with serval oppurtixlies to improve their skills and creating a inspiring work .environment that emebasia both a proffession also and personal development .

We provide end --- to end solutions when have a demestation and global .custmers . In base moulding to a facility fult clean .Room Techn -ology four high speed to a smart .line .

Home apphionus 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.,)

Ail dixon technologies play role in admini-
-stations management HR. MPT. and IR are
some of the popular.

skills required to work as a manager
at Ail Dixon technologies.

Products list :-

company manufactures/assambles
goods such as a home smart phone, television,
electronics light surveillance system.

productive use of the time :-

Ail dixon is good and the shift things also
good food is good in Inter views. process also
every thing in fine thre the time.

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

The EMS. industry has grown in prems. over the last decade particularly in the last five are the growth of agency industry it's primarily driven by huge domestic demand products.

In the five support to companies there are changes in silicon semiconductor there company semiconductor packaging semiconductor design.

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

**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: A. pravallika

Registration No: 224030066005

Term of Internship: short From: 18-5-24 To: 29-6-24

Date of Evaluation:

Organization Name & Address: Ail 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:

A. pravallika
Signature of the Student

*Evaluation by the Supervisor of the Intern
Organization*

Student Name: <u>A. pravalika</u>	Registration No: <u>22403006605</u>
Term of Internship: <u>Jan</u> From: <u>18-5-24</u>	To: <u>29-6-24</u>
Date of Evaluation:	
Organization Name & Address: <u>A^ol Dixon Kadoya</u>	
Name & Address of the Supervisor with Mobile Number	

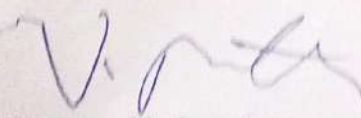
Please rate the student's performance in the following areas:

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: A. pravallika
Programme of Study: B.com ICAI short term internship
Year of Study: III
Group: B.com ICAI
Register No/H.T. No: 224030066/05
Name of the College: Govt. degree, college, Dargampeta
University: Yogi Vemana.

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

Date:


Signature of the Faculty Guide



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