

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: *challa surya*

Name of the College: *Govt Degree college Rajampet*

Registration Number: *224030066011*

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

(Name of the Faculty Guide)

Department of

Bcom [C.A]

(Name of the College)

G.O.V.T. degree college

Submitted by:

challa surya

(Name of the Student)

Reg.No: 224030066011

Instructions to Students

Please read the detailed Guidelines on Internship listed 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.

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ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

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

Certificate of Compilation

This is to certify **C Surya**
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

Ram Tavva
CEO,
ExcelR EdTech Pvt. Ltd.

Cert No: EXCELR-W-73877
Presented on July 9th 2024



Student's Declaration

I, challa swya, a student of B.com(CA) Group
Program, Reg. No. 224030066011 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 _____
(Name of the Faculty Guide), Department of B.com(CA)
Govt Degree College (Rajampet)
(Name of the College)

(Signature and Date)

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Official Certification

This is to certify that challa SURYA (Name of the student) Reg. No. 224030065011 has completed his/her Internship in EXCELR Edtech 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.COM(C.A) 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.

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Certificate from Intern Organization

This is to certify that challa surya (Name of the intern)
Reg. No. 224030066011 of Govt degree college (Name of the
College) underwent internship in Excel Edtech (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

- Introduction to MS Excel
- Format the table
- cell references and range names
- Named ranges
- Working with formulas and functions
- Logical functions
- VLOOKUP()
- Making VLOOKUP dynamic
- Data Validation
- Protection
- Pivot Tables
- Create a graph using pivot data

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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.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

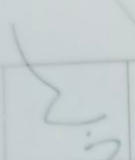
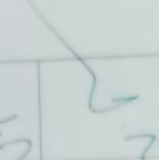
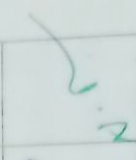
Suggestive contents

- 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.

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.

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 and listening the class excel	Learning and improving skills.	
Day - 2	Cell references and named range names	Named ranges	
Day - 3	Working with formulas and functions	Logical functions	
Day - 4	V LOOK UPC)	Making V-LOOKUP dynamic	
Day - 5	Data validation protection		
Day - 6	Sorting a data base	Filtering a database	

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

Objective of the Activity Done:	About excel introduction
Detailed Report:	Microsoft excel is a powerful spread sheet application from micro-soft corporation. It makes it easy for you to create various kinds of spread sheets, tables and statements going with the graphical representation of data. While working in excel, you can make use of its most important feature of automatic recalculation to save time and effort.
	If excel, you can work with work sheets which consist of rows and columns that intersect to form cells. Cells contain various kinds of spreadsheets, tables and statements of data that you can format, sort and analyze. You can also create charts based on the data contained in cells. An excel file is called a work book which by default contains 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	SUBTOTALS	Pivot Tables	
Day - 2	Recommended Pivot table	create a graph using pivot data	
Day - 3	PowerView	conditional formatting	
Day - 4	What if analysis	goal seek	
Day - 5	creating scenarios	working with multiple work sheets	
Day - 6	merging work books	work-books and applications	

Objective of the Activity Done: New sleek interface
Detailed Report: Excel 2016 welcomes you with a unique landing page that allows you to take about various applications which relevance to you like personal budgeting, moving lists, trend and analysis more. In addition, search bars offer a powerful synchronization 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 workbook option, you will get the fresh blank excel workbook along with the metro ribbon and smooth interface of MS 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 and Data entry proofing	Data entry	✓
Day - 5	Data entry	Fill series	✓
Day - 6	Data entry	Fill series	✓

Objective of the Activity Done:

Detailed Report:

customizing excel
versions and interface
paste and paste special
Formatting and proofing
Data entry fill series
Having the excel fill series tool
at your disposal, is like having a
bag of tools it can assist with
one of the most frequent excel
Jobs which making a list of dates
the fill series tool can readily
handle any list of days months
or years 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	cell referen cing	✓
Day - 2	Name range	Applications of named ranges	✓
Day - 3	glimpse	into function s	✓
Day - 4	count functions	Syntax functions	✓
Day - 5	FUNCTIONS	sum if functions	✓
Day - 6	Syntax of sub-mil	Range cri- teria sum range	✓

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 a relative cell reference, it is update automatically to suit the cell in which it is pasted

When you want freeze a cell reference or you do not want a reference to change when a copy formula. formula you can use absolute cell references to make a cell reference absolute. 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, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, 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).

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.,)

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

EVALUATION

Objectives:

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, inter-personal 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.

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Student Self Evaluation of the Short-Term

Internship

Student Name: Challa Surya

Registration No: 224030066035

Term of Internship:

From:

To :

Date of Evaluation:

Organization Name & Address: Govt degree college
CRAJAMPET

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

*Evaluation by the Supervisor of the Intern
Organization*

Student Name: <u>challa surya</u>	Registration No: <u>224030066011</u>
Term of Internship: From: _____	To: _____
Date of Evaluation: _____	
Organization Name & Address: _____	
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: *challa surya*
Programme of Study:
Year of Study:
Group: *BCOM(CA)*
Register No/H.T. No: *224030066011*
Name of the College: *Govt degree college*
University: *YV university*

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)

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

www.apsche.ap.gov.in