

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. Farhana Begum

Name of the College: Gprt. degree college, Rajampet.

Registration Number: 224030066061

Period of Internship: From: 18/5/24 To: 29/6/2024

Name & Address of the Intern Organization

-A.L Dixon

YEAR

2024-25

Yogi Vemana University

KADAPA

An Internship Report on

AIL DIXON Technology India Limited

(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

(Name of the College)

Submitted by:

P. Farhana Begum

(Name of the Student)

Reg.No: 224030066061

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.

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Student's Declaration

I, P. Farhana Begum a student of B. Com (C.A) (Group)
Program, Reg. No. 224030666061 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 ATL DIXON (Name of
the intern organization) under the Faculty Guide ship of _____

(Name of the Faculty Guide), Department of

Commerce department of Govt Degree College
(Name of the College)

(Signature and Date)


Official Certification

This is to certify that P. Farhana Begum (Name of the student) Reg. No. 22403006061 has completed his/her Internship in APL ORXON (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) in the Department of G.D.C. Rajampet (Name of the College).

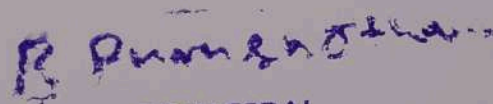
This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements


Faculty Guide

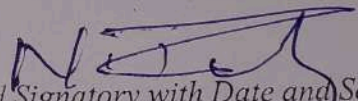

Head of the Department


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

Certificate from Intern Organization

This is to certify that P. Farhana Begum (Name of the intern)
Reg. No 22 4030066061 of G.D.C Rajampet (Name of the
College) underwent internship in AIL DIXON Technology (Name of the
Intern Organization) from 18-05-2024 to 29-06-2024

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


Authorized Signatory with Date and Seal



SRI VEERANJANEYA SERVICE

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

Certificate of Industrial Training

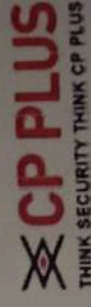
This certificate is presented to Mr./ Miss Pathan Farhana Begum

Roll No 224030066061 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 Veeranjaneeya Services

Authorised Signatory

Contents

1. Executive Summary
2. Overview of the organisation.
3. Internship log and weekly Report
4. Internship part.
5. 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 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\$150 million 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.

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 :-

Air Dixon technologies limited has values of a system of given back to society and improving life of the people to and the surroundings.

- * year the composition of CSR committee
- * your company believe incorporation excellence and to a social welfare
- * During the financial year company to considering the pandemic covid-19 focussed on by a promotion and development of health care system

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	Learning about company rules of regulation	
Day - 3	Training	How to clean in SS at stage	
Day - 4	Training	Team work	
Day - 5	Training	ESD slippers and Aftran	
Day - 6	Training	How to properly work in our stages and other company details	

WEEKLY REPORT

WEEK - 1 (From Dt. 20-5-24 to Dt. 25-5-24)

Objective of the Activity Done:


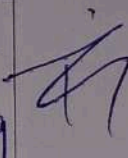


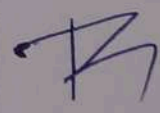

Detailed Report:

Firstly, we visited company APC
DIXON Technologies.

we observed each and every thing
in the company. Then we started our
work stages by the guidance of the
staff. And then they given the ESD
Safety guide at training room.

company details and how to follow
the rules at company in our working
stages properly.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	F.A	First helping in another man power.	
Day - 2	F.A	Next, I standard the one stage and and cleaning	
Day - 3	F.A	Then clean and check the devices.	
Day - 4	F.A	After put in the power connection.	
Day - 5	F.A	And also put the gluee at the devices.	
Day - 6	F.A	And then last pass at the devices.	

WEEKLY REPORT


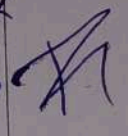

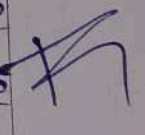


WEEK - 2 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In the second week I am learn about how to work in I.A stages. one devices clean and how to put it the gluee and connect the power connections. And helping in another man power in another stages. And onces checks the all in inner parts of the devices and also checks the power and pass the next convey of the another man power.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	visual	visual check and clean at the device	
Day - 2	visual	And the check the any damages & scratches	
Day - 3	visual	And also once clean the device	
Day - 4	visual	then take the device put the devices stickers	
Day - 5	visual	After check device any damages to check it the customers.	
Day - 6	visual	Total check and cleaning, packing at the device.	

WEEKLY REPORT





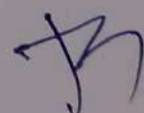

WEEK - 3 (From Dt. 3-6-24 to Dt. 8-6-24)

Objective of the Activity Done:

Detailed Report:

Then third week I learned about the Helpline how to check and clean the devices. And any damage at the devices. The devices at any scratches and any wrong connections or any mistket they properly checks the device and pass at the another stages. Then clean the device and put at the foot rubberes on the device, And other model devices are came. and the devices put the protective lens stickers. Then pass the back stages after that they checks and packing.

ACTIVITY LOG FOR THE FORTH 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.	
Day - 2	Packing in Hero line	How to check in the warranty cards.	
Day - 3	Packing in Hero line	How to check in the gift box and QR cards.	
Day - 4	Packing in Hero line	How to check in gift box & QR cards	
Day - 5	Packing in Hero line	How to check in gift box QR cards	
Day - 6	Packing in Hero line	How to check in gift box and QR cards.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In the Fourth week I am learned about the Hero line how to check the gift boxes and QR cards in the visual inspections. It's worked or not after pass the testing stage and the next day I am learning the next day.

Logo testing of the any line it is same pass or fail this field means its stage this is I am marks on the next stage this is the process of logo testing in the activity log from the third weeks.

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.)

- * Learn to appreciate work and it's Functions in the economic
- * Explore career alternative prior to graduation.
- * Integrate theory and practices.
- * Assess interest and abilities in there field of study
- * Develop communication, Interperssonal and other critical skills in the job interview process.
- * Identify, write down, and carry out performance objectives.

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

Real Time Objects skills that we acquire:

- * Communication skills
- * Experience of work
- * Team work skills
- * software skills
- * Time management
- * Artificial Intelligence.

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 empowered to highly motivated and communicated team such as they serve as bed rock to our growth and we provide them with several opportunities to improve their skills and creating a inspiring work environment that emphasises both a professional and personal Development

* we provide end to end solutions when have a demension and global customers. In base moulding to a facility clean room technology Four high speed to a smartline.

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 administration management HR, NPI and IR are some of the popular.

Skills required to work as a manager at AIL DIXON Technologies.

Products list:-

Company manufactures/assembles goods such as a home smart phone, televisions, electronics light system.

Productive use of the time:-

AIL Dixon is good and shift things also good Food is good in interviews process also is very good managements is good and everything in fine there in 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 impressively over the last decade particularly in the last five years are the growth of agency its primary to driven by huge domestic demand products.

In the five support to companies the engaged in silicon semi conduction these company semi conductor packaging and semi conductor design.

These incentive schemes will boost investment in the entire value chain availability of the industry includes designing a value of enable in 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 devoted limited companies. These company have abilities it companies that with company act the well understood.

AIL Dixon technologies limited it is approach to work easily of to any work in to the 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: P. Farhana Begum

Registration No: 22403066061

Term of Internship: short From: 18/5/24

To: 29/6/2024

Date of Evaluation:

Organization Name & Address: ATL DIXON

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:

P. Farhana Begum
Signature of the Student

*Evaluation by the Supervisor of the Intern
Organization*

Student Name: P. Farhana Begum

Registration No: 224030066061

Term of Internship: From: 18/5/24

To: 29/6/2024

Date of Evaluation:

Organization Name & Address: Ail Dixon

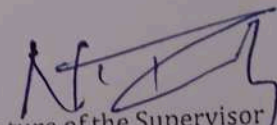
Name & Address of the Supervisor
with Mobile Number

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	2	3	4	5
1 Oral communication					
2 Written communication					
3 Proactiveness					
4 Interaction ability with community					
5 Positive Attitude					
6 Self-confidence					
7 Ability to learn					
8 Work Plan and organization					
9 Professionalism					
10 Creativity					
11 Quality of work done					
12 Time Management					
13 Understanding the Community					
14 Achievement of Desired Outcomes					
15 OVERALL PERFORMANCE					


Signature of the Supervisor

Date:

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: P. Farhana Begum

Programme of Study:

Year of Study:

Group: B. com (C.A)

Register No/H.T. No: 22403006 6061

Name of the College: Govt. Degree clg

University: Y.V. 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)

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