

P. Reddy Kumar

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:

P. Reddy Kumar

Name of the College:

Govt Degree College, Rajampet

Registration Number:

224030066064

Period of Internship:

From:

To:

Name & Address of the Intern Organization

EXCEER Edtech privtd

YEAR

2024-25

Yogi Vemana University

KADAPA

An Internship Report on

data Analytics

(Title of the Shorters Internship Program)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

N. Ramesh yadav

(Name of the Faculty Guide)

Department of

B. Com [C.A]

(Name of the College)

Crout Degree College

Submitted by:

P. Reddy Kumar

(Name of the Student)

Reg.No: 224030066064

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.

.....<<@>>.....



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION
(A Statutory Body of Government of A.P.)


Certificate of Compilation

This is to certify **P Reddy Kumar**
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

Cert No: EXCELR-W-73866
Presented on July 9th 2024


Ram Tavva
CEO,
ExcelR EdTech Pvt. Ltd.



Student's Declaration

I, P. Reddy Kumar a student of B.Com(C.A)(Group)
Program, Reg. No. 224030066064 of the Department of B.Com[C.A]
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 N. Ramesh yadav
(Name of the Faculty Guide), Department of B.Com[C.A]
Gout Degree College, Rajampet
(Name of the College)

(Signature and Date)

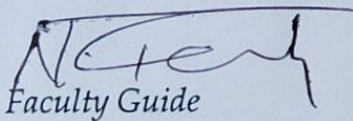
Official Certification


This is to certify that p. Reddy Kumar (Name of the student) Reg. No. 224030066064 has completed his/her Internship in Excel Ed Tech 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 Crout Degree College (Name of the College).

This is accepted for evaluation.

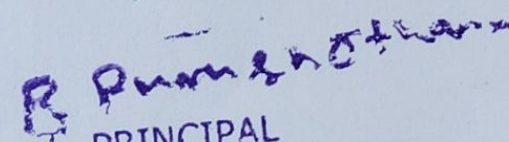
(Signatory with Date and Seal)

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 P. Reddy Kumar (Name of the intern)
Reg. No. 224030066064 of Gout Degree College (Name of the
College) underwent internship in ExcelR 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

Contents

- Introduction to ms Excel
- Format the table
- cell references and range names
- Named ranges
- Working with Formulas and functions
- logical functions
- V look up ()
- making v - look up Dynamic
- Data validation
- protection
- Pivot tables
- create a graph using protection

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

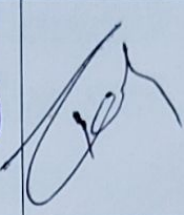
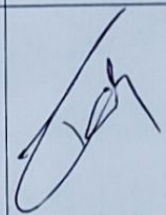
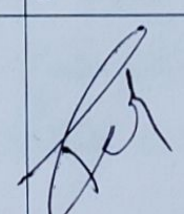
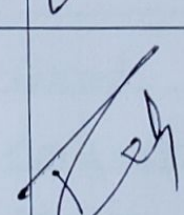
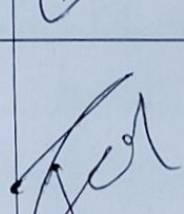
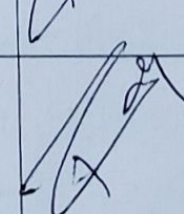
Suggestive contents

- 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 listening the class Excel	Learning and im proving skill	
Day - 2	cell-references and range names	Named ranges	
Day - 3	Working with formulas and functions	Logical functions	
Day - 4	V-LOOKUP()	making V-LOOKUP() dynamic	
Day - 5	Data validation	protection	
Day - 6	Sorting a data base	Filtering a data base	

WEEKLY REPORT

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

Objective of the Activity Done:

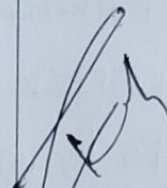
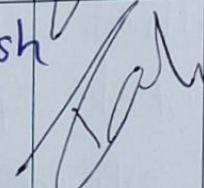
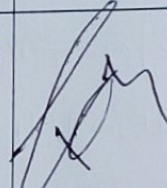
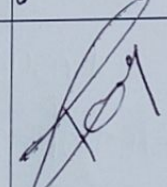
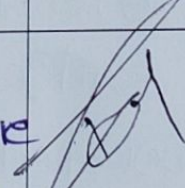
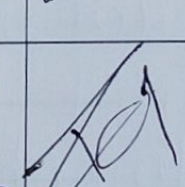
About Excel Introduction

Detailed Report:

Microsoft Excel is a powerful spreadsheet application from Microsoft Corporation. It makes it easy for you to create various kinds of spreadsheets, tables, and statements along with the graphical representation of data. While working in Excel, you can make use of its most important features of automatic recalculation to save time and effort.

In Excel, you can work with worksheets 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 that data. A workbook, which by default contains three worksheets.

ACTIVITY LOG FOR THE SECOND 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-table	
Day - 3	power view	conditional formatting	
Day - 4	what if analysis	Goal seek	
Day - 5	cracating sceha rous	Working with multiple work sheets	
Day - 6	merging work books	work books and applications	

WEEKLY REPORT


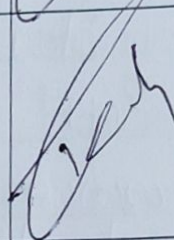

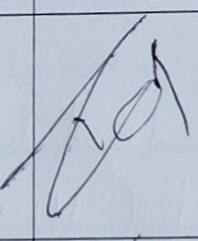
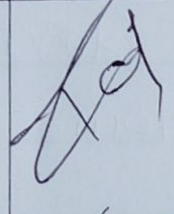
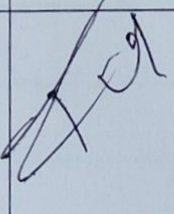
WEEK - 2 (From Dt..... to Dt.....)

Objective of the Activity Done: New sleek inter face

Detailed Report: Excel 2016 welcome you with unique landing page that allows you to take a tour to various application which relevance to you like personal budgeting movie lists Excel and analysis and more. In addition search bars offers a power 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 work book along with you will get the fresh block excel work book along with metro vision and smooth inter face of Excel 2017

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Customizing Excel	versioning	
Day - 2	versions and paste special	paste	
Day - 3	paste and paste special	formatting	
Day - 4	formatting & proofing	data entry	
Day - 5	Data Entry	fill services	
Day - 6	data entry	fill services	

WEEKLY REPORT

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

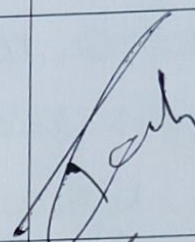
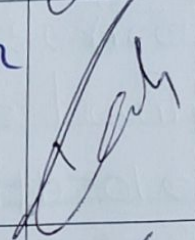

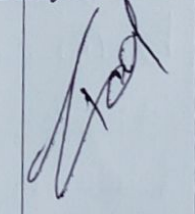
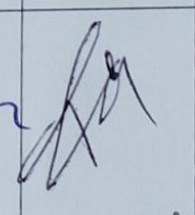
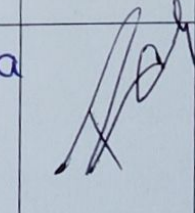
Objective of the Activity Done:

Detailed Report:

Customizing Excel
Versions and inter face
paste and paste special
formatting & proofing
Data Entry (fill services)
Having the excel fill service
s tool at your disposal is like having
a bag of tools it can assist with one
of the most frequent excel jobs which
is making a list of dates the fill
services 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	call refering	
Day - 2	Name range	Application of named ranges	
Day - 3	Glimpse	into functions	
Day - 4	Count function	Syntax functions	
Day - 5	Functions	Sumif function	
Day - 6	Syntax of Sumit	Range criteria Sum range	

WEEKLY REPORT

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

Objective of the Activity Done: Using basic functions

Detailed Report: Cell Referencing

Relative Referencing are the default cell referencing in Excel when you copy and paste a relative cell referencing it is updated automatically to suit the cell in which it is pasted

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 & 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

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. Reddy Kumar Registration No: 224030066064
Term of Internship: short term From: 1-05-24 To: 30-6-24
Date of Evaluation:
Organization Name & Address: Crout Degree College Rajampet

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. Reddy Kumar
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name:	P. Reddy Kumar	Registration No:	224030866064
Term of Internship:	Short term From: 01-05-24 To: 30-06-24		
Date of Evaluation:			
Organization Name & Address:	Excelr Edtech [Pvt. Ltd]		
Name & Address of the Supervisor with Mobile Number	Excelr Ed tech [Pvt. Ltd] Ram Javva		

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:

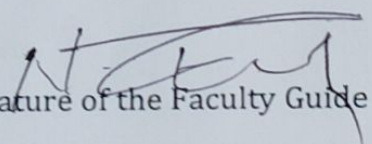
Signature of the Supervisor

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: P. Reddy Kumar
Programme of Study: Short term
Year of Study:
Group: BCom [C.A]
Register No/H.T. No: 224030066064
Name of the College: Gout degree college Rajampet
University: Y.U 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