

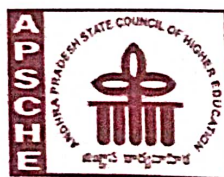
of Ab eed

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: S. Abeed

Name of the College: Govt degree college Rajampet

Registration Number: 224030066069

Period of Internship: From: To:

Name & Address of the Intern Organization: EXCELR Edtech Pvttd

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

N. Ramesh jadar

(Name of the Faculty Guide)

Department of

B.com (C.A)

(Name of the College)

Govt. Degree college

Submitted By:

S. Abeed

(Name of the Student)

Reg.No: 224030066069

## 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 2<sup>nd</sup> 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, S. Abeed a student of B.com[CA] (Group)  
Program, Reg. No. 22403006609 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 N. Ramesh Yadav  
(Name of the Faculty Guide), Department of B.com [CA] commerce  
Govt. Dejee. college. Rajampet  
(Name of the College)

(Signature and Date)



## Official Certification

This is to certify that S. Ab eed (Name of the student) Reg. No. 224030066009 has completed his/her Internship in Exceler. Ed t tech (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 [CA] in the Department of Govt. Degree. college (Name of the College).

This is accepted for evaluation.

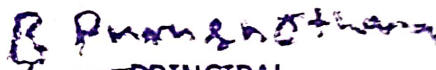
  
(Signatory with Date and Seal)

### 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 S. Abeed (Name of the intern)  
Reg. No 224030066069 of Govt. Degree College (Name of the  
College) underwent internship in EXCELR-EDITH PH 14 (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*



## ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

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

# Certificate of Compilation

This is to certify **S Abeed**

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: EXCEL-R-W-73867  
Presented on July 9<sup>th</sup> 2024

Ram Tavva

CEO,

ExcelR EdTech Pvt. Ltd.





## Contents

- \* Introduction to MS Excel
- \* format the table
- \* cell references and Range names
- \* named ranges
- \* working with formulas and functions
- \* logical functions
- \* VLOOKUP
- \* moving VLOOKUP dynamic
- \* data validation
- \* protection
- \* pivot tables
- \* create a graph using pivot data.

## **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 in introduction listening the class excel	learning & improving skills	
Day - 2	cell references and range names	named ranges	
Day - 3	Looking write formulas & functions	logical functions	
Day - 4	v Look up II	making v-lookup dynamic	
Day - 5	data validation	protection	
Day - 6	sorting data Base	filling 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 spread sheet application from Microsoft Corporation. It makes it easy for you to create various kind of spread sheets table and statements along with graphical representation of data while working in excel you can make use of most feature of automatic calculation to save time and effort. In excel you can work with sheets which consists of cells. Various kinds of spread tables statements on you can create charts based on the contain in cells. An excel work book which file is called a workbook which by different contains there worksheets.



# 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	Recomendad pivot table	create a graph using pivot data	
Day - 3	Power view	conditional forming	
Day - 4	what if analysis	Goal peek	
Day - 5	creating various	working with multiple worksheets	
Day - 6	meaging work books	work book & application works	







## WEEKLY REPORT

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

Objective of the Activity Done: new sleek interface

Detailed Report: Excel 2016 welcome you with unique landing page you to take four various applications which relevance to you like personal which movie lists extended & analysis more in addition search base offers a powerful with online office since & you can quickly open features from recent side bar. when you click on workbook option, you will get the fresh blank excel workbooks with 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 & paste special	for making	
Day - 4	forming & proofing	data entry	
Day - 5	data entry	fill series	
Day - 6	data entry	fill series	



## WEEKLY REPORT

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

Objective of the Activity Done:

customizing excel

Detailed Report:

versions and interface

paste and past special

formatting & proofing data

entry & fill series.

Having the excel fill series

tool as yours disposal is like

having a bag of books it

can assists with one of the

most frequencies of local tools

while is making a list of

dates. or years and take

them cell in strike.






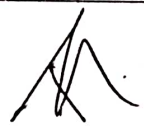
filling is strike

copying

saved.

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	Applications of named ranges	
Day - 3	glimpce	into functions	
Day - 4	work functions	syn tax functions	
Day - 5	functions	sumif freection	
Day - 6	syn tax of sampl	Range extra sum range	

## WEEKLY REPORT

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

Objective of the Activity Done: using basic functions

Detailed Report: cell refering

relative references are the default cell references in excel. when you copy & paste a relational cell and it updated automatic cell to suit the cell in which it is pasted. when you want to prepare to cell references of you do not want a Resave along when you copy cell to make a cell Resave. absolute we place we do sign before the column name & row number of references.



## CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced *(in terms of people interactions, facilities available and maintenance, clarity of job roles, processes, 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, 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: <u>S. Abeer</u>	Registration No: <u>224030066069</u>
Term of Internship: <u>short term</u> From: <u>1-05-24</u> To: <u>30-6-24</u>	
Date of Evaluation: _____	
Organization Name & Address: <u>Govt Degree college (Rasam pet)</u>	

**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	<b>OVERALL PERFORMANCE</b>	1	2	3	4	5

Date: \_\_\_\_\_

Signature of the Student \_\_\_\_\_

*Evaluation by the Supervisor of the Intern  
Organization*

Student Name: <u>S. Abeed</u>	Registration No:
Term of Internship: <u>8 months</u> From: <u>01-05-24</u> To: <u>30-06-24</u>	
Date of Evaluation:	
Organization Name & Address: <u>EXCEL R. ED tech (Pvt. Ltd)</u>	
Name & Address of the Supervisor <u>EXC IR, ED tech (Pv. Ltd)</u> with Mobile Number <u>Ram JAVVA</u>	

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
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9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
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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

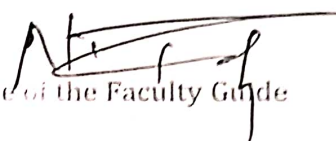


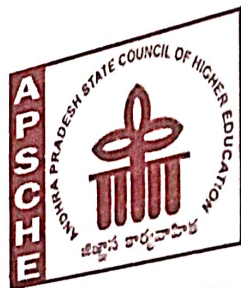
## INTERNAL ASSESSMENT STATEMENT

Name Of the Student: S. Abeer  
Programme of Study: Short term  
Year of Study: 2024  
Group: B.com[CA]  
Register No/H.T. No: 224030066069  
Name of the College: Govt. Degree College  
University: YVU 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](http://www.apsche.ap.gov.in)