

S. Anwar basha

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. Anwar basha*

Name of the College: *Govt. degree college Rajampet*

Registration Number: *224030066071*

Period of Internship: *Short term* From *1-5-2024* To *30-6-2024*

Name & Address of the Intern Organization: *EXCEL 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

B.COM Application

Under the Faculty Guideship of

M. Ramesh Yachuv

(Name of the Faculty Guide)

Department of

B.COM [C.A]

(Name of the College)

Govt. degree college

Submitted by:

S. Anwar basha

(Name of the Student)

Reg.No: 224030066071

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, S. Anwar basha a student of B.COM(C.A) (Group)
Program, Reg. No. 224030066071 of the Department of B.COM(C.A)
College do hereby declare that I have completed the mandatory internship
from 1-5-2024 to 30-6-2024 in Excel & Ed tech Pvt Ltd (Name of
the intern organization) under the Faculty Guide ship of M. Ramesh yashu
(Name of the Faculty Guide), Department of B.COM(C.A) Commerce
Govt. Degree college (Rajampet)
(Name of the College)

S. Anwar basha
(Signature and Date)


Official Certification

This is to certify that S. Anwar basha (Name of the student) Reg. No. 224030066071 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 CCA 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

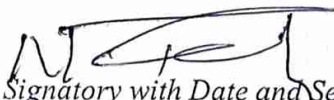

Principal

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

Certificate from Intern Organization

This is to certify that S. Anwar basha (Name of the intern)
Reg. No 224030066071 of E-pvt. degree college (Name of the
College) underwent internship in Excelled tech. pvt. Ltd (Name of the
Intern Organization) from 1-05-2024 to 30-06-2024

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


Authorized Signatory with Date and Seal



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

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

Certificate of Completion

This is to certify **Shaik Anwar Basha**
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-73841
Presented on July 9th 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
- * V Look up ()
- * Making v-look up 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 SECOND 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 range names	Named ranges	
Day - 3	working with formulas and functions	logical functions	
Day - 4	V Look up ()	Making V-look up Dynamic	
Day - 5	Data validation	Protection	
Day - 6	Sorting a data base	filtering a data base	

WEEKLY REPORT




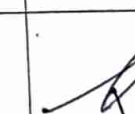
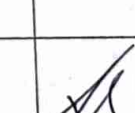
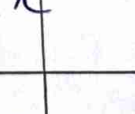
WEEK - 1 (From Dt..... to Dt.....)

Objective of the Activity Done: About Excel introduction

Detailed Report: Microsoft Excel is a powerful spread sheet application from Microsoft Corporation. It makes it easy for you to create various kinds of spreads sheets tables and statements along with the graphical representation of data. While working in excel, you can make use of its most important feature of automatic calculation, to save time and effort.

In excel, you can work with work sheets, which consist of rows and columns that interest to form cells. Cells contain various kinds of spreads sheets 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 FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Sub totals	pivot tables	
Day - 2	Re commended pivot table	Create a graph using pivot data	
Day - 3	Power view	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	

WEEKLY REPORT







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

Objective of the Activity Done: New sleek interface

Detailed Report: Excel 2016 welcomes you with unique landing page that allows you to take a tour to various applications which relevance to you like personal budgeting, Movie lists, trends and analysis and more. In addition search bars offers 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 work book along 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 and Paste Special	formatting	
Day - 4	Formatting and Proofing	Data entry	
Day - 5	Data entry	fill series	
Day - 6	Data entry	fill Series	

Objective of the Activity Done:

Customizing excel

Detailed Report:

versions and interface

paste and paste special

formatting & 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 is making a list of dates. The Fill series tool can readily handle any list of days months, or year 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 referencing	
Day - 2	Name range	Applications of named ranges	
Day - 3	glimpse	into functions	
Day - 4	Count functions	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 references are the default cell references in excel. when you copy and paste a relative cell reference, 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 references to make a cell reference absolute cell references. To make a cell references absolute we place a dollar (\$) sign before the column name and you 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*)

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Describe the technological developments you have observed and relevant to the subject area of training *(focus on digital technologies relevant to your job role)*

VIDEO

PHOTOS & VIDEO LINKS

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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. Anwar basha</u>	Registration No: <u>224030066071</u>
Term of Internship: <u>Short term</u> From: <u>1-05-2024</u> To: <u>30-06-2024</u>	
Date of Evaluation: _____ Organization Name & Address: <u>Govt degree college (Rajampet)</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	OVERALL PERFORMANCE	1	2	3 ✓	4	5

S. Anwar basha
Signature of the Student

Evaluation by the Supervisor of the Student
Organization

Student Name: S. Anwar basha	22U030068071 Registration No:
Term of Internship: Short term From: 1-05-2024 To: 30-06-2024	
Date of Evaluation:	
Organization Name & Address: EXCEIR, Ed tech [Pvt. Ltd]	
Name & Address of the Supervisor EXCEIR Ed tech [Pvt. Ltd] with Mobile Number RAM TAJHA	

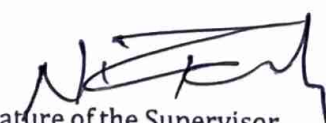
Please rate the student's performance in the following areas:

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:

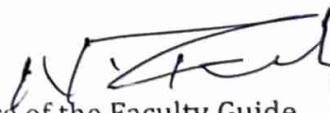

 Signature of the Supervisor

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: S. Anwar basha
Programme of Study: Short term
Year of Study: 2024
Group: B.COM CCA)
Register No/H.T. No: 224030066071
Name of the College: Govt degree college
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