

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)



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PROGRAM BOOK FOR
SHORT TERM INTERNSHIP

Name of the Student:

P. Ramanjaneyulu

Name of the College:

Gout. degree. College, Rajampeta

Registration Number:

224030066063

Period of Internship:

From:

To:

Name & Address of the Intern Organization

Air Dixon

YEAR

2024-25

Yogi Vemana University

KADAPA



An Internship Report on

Air Dixon Technologies 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

Govt. Degree College, Rajampeta

(Name of the College)

Submitted by:

P. Ramanjaneyulu

(Name of the Student)

Reg.No: 224030066063

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.

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

Student's Declaration

I, P. Ramanjaneyulu a student of B. com (M) (Group)
Program, Reg. No. 224030066063 of the Department of Commerce
College do hereby declare that I have completed the mandatory internship
from 18-05-2024 to 29-06-24 in Ail Diven (Name of
the intern organization) under the Faculty Guide ship of _____
(Name of the Faculty Guide), Department of
Commerce department Govt degree college
(Name of the College)

(Signature and Date)

Official Certification

This is to certify that P. Ramanjaneyulu (Name of the student) Reg. No. 211030066063 has completed his/her Internship in Ail Dixon (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 (CA) 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

Certificate from Intern Organization

This is to certify that P. Pannanjaneyulu (Name of the intern)
Reg. No. 314030066063 of G.D.C. Rajampeta (Name of the
College) underwent internship in Ail Dixon (Name of the
Intern Organization) from 18.05.2024 to 29-06-24

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

Authorized Signatory with Date and Seal



Contents

1. Executive Summary
2. overview of the organization
3. Internship log and weekly Report
4. Internship part
5. Act comes 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.

All Dixon Technologies head quartered in
All Dixon is a leading electronics manufacturing
services provider focused on delivering high quality
cost effective solutions for consumer electronics
and appliances for the by a domestic and inter-
national markets with fiscal 2005 year.

Revenue of 45000 millions Dixon provider
a country with class electronics products through
network of manufacturing facilities spread
in 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.

Introducing all Dixon Technologies preferred and trusted partner of global consumer brands all Dixon Technologies to a limited is one of the leading and developing best in class products. For our country world wide a strong with a our very our culture capabilities to healthy relationship in both global servicing.

Vision:

To be most preferred and Trusted Solution partner to brand operating.

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

All dixon technologies limited has value of a system of given back to society and improving life of the people to and the surroundings on local moral.

- * Your company believe Incorporative Equilibrium and to a Social welfare.
- * The composition of CSR Committee
- * During the financial year company to consider the pandemic, Covid-19 to assess or by a promotion and development of health care, system
- * Be side the contribution in the area of the club to a Education.

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 Air dixon company	
Day - 2	Training	I learn about to dixon company rules and regulations	
Day - 3	Training	5S	
Day - 4	Training	punctuality $\frac{8}{1}$	
Day - 5	Training	ESD slipper and apron	
Day - 6	Training	about company details.	

WEEKLY REPORT

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

Objective of the Activity Done:







Detailed Report:

In the first week all Dixon Company rules and regulations to the daily S.A and following the punctuality and EHS safety guide and after on engine following and how to start the Company and

Company details and How to follow suddenly fire may following

All this first week training Activity log process.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Visual	Visual checking the gift box	
Day - 2	Visual	checking the gift damaged sustained	
Day - 3	Visual	after properly check in dress	
Day - 4	Visual	take the scan and scan the QR code	
Day - 5	Visual	Learn about how to scanning Q.R. code	
Day - 6	Visual	to fully learn about scanning devices	

WEEKLY REPORT

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

Objective of the Activity Done:

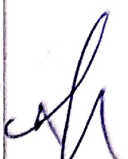

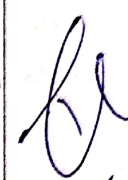
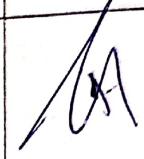
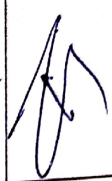

Detailed Report:

In the second week I'm learn about to visual inspection and visual cleaning and colours mix-up and colour.

Adding and without QR levels printing and QR code available or not checking and camera.

Checking this our own process cleaning.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Packaging in hero line	How to check in the gift box and Q & R second	
Day - 2	Packaging in hero line	How to check in the worthy cards	
Day - 3	Packaging in hero line	How to check in the gift box and Q & R cards	
Day - 4	Packaging in hero line	How to check in the gift box and Q & R cards	
Day - 5	Packaging in hero line	How to check in the gift box Q & R cards	
Day - 6	Packaging in hero line	How to check in the gift box and Q & R cards	

WEEKLY REPORT

WEEK - 3 (From DL-6-24 to DL-6-26)


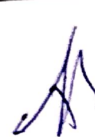


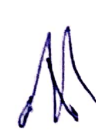

Objective of the Activity Done:

Detailed Report:

This third week I learned about the hero line how to check the gift and Q.P. cards in the Uccala Inspection It's worked or not after pass. the last stage and the work day can learning next day.

logu - betting if the any line it is some pass or fail this field mean the pass means I am maintain the next stage.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	visual cleaning	I learned about how to fix part cleaning camera	
Day - 2	visual cleaning	How to clean in camera and Damages	
Day - 3	visual cleaning	How to clean in camera and damages	
Day - 4	visual cleaning	How to clean in camera and damages	
Day - 5	visual cleaning	How to clean in camera and damages	
Day - 6	visual cleaning	How to clean in camera and damages	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In the fourth week I am

learned clean in camera how to
clean and damages in camera

Screwing of the Hero line

and how to clean in the camera

In detailed report of the

fourth week.

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.)

All Dixon Technological Developments

Companies housed in an Executive is agency of they a department for business innovation and dist level and skills our main functions are to ear parte and store company Information deliveral under the companies and related logestation and make the information available to the publics.

In the developer from you can also discuss the Ap I find help and provided lead bore.

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

Management Discussions and analysis

Group Discussions:-

The E.M.s industry has grown in probiness over the last decade.

protection in the cost is primary to the large last five years the driven by huge domestic demand for products that can be attributed to calibration of factors. Including growing rising

These incentive schemes will boost investment in the E.M.s market chain of the Indian election to a industry design availability

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 an Endowed to disless motivated and commild form such as they serve as they bed rock to our growth and statey we provide them a with serval opportunities to improve them a with creating a in spinning work Enuiranment that Emibaria both a protection also and peoronal development.

we provide End-to End Solutions when have a demertion and global curmer. In base moulding to a facility full clean Ream Technology to a facility four high speed to a smart line

home appliances with a completed onm model we have in house facilities for developing washing machial.

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.,)

All Dixon Technologies play role in administration management HR, M.P.T and IR are some of the popular

Skills required to work as a manager at All Dixon Technologies.

Products list:

company manufactured assembled goods such as home smart phone, televisions, Electronic-light surveillance system.

Productive use of the time:

All Dixon is good and the shift things also good food is good in interviews. Process also everything in time there 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 E.M.S industry has grown in premises over the last decade particularly in the last five years - the growth of agency industry it's primarily driven by huge domestic demand products.

In the five support to companies - the one changed in silicon semi conduction there company semi conductor packaging semi conductor design.

Three incentive scheme will boost investment in the entire value designing availability of the industry include designing a value of enable 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)

All Dixon Technologies:-

Companies house is an exchange in a agency of the department for business innovation and skill and motivation function are to it corporate and deleted limited companies.

These company house APIs it rather companies. That fully with in company act the of will under stand.

All Dixon Technologies limited it is great approach work easily at to any are work in to company

PHOTOS & VIDEO LINKS

Page No



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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>P. Ramanjaneyulu</u>	Registration No: <u>224030066063</u>
Term of Internship: <u>Short</u> From:	To :
Date of Evaluation:	
Organization Name & Address: <u>APJ Dixon Madapa</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

Date:

Signature of the Student

*Evaluation by the Supervisor of the Intern
Organization*

Student Name: *P Ramanjanayulu*

Registration No: *224030066063*

Term of Internship: *Short* From:

To :

Date of Evaluation:

Organization Name & Address: *Ail Dixon leadapa*

Name & Address of the Supervisor
with Mobile Number

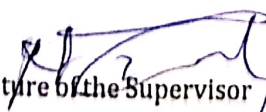
Please rate the student's performance in the following areas:

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: P. Ramanjaneyulu

Programme of Study: B.com (CA)

Year of Study:

Group:

Register No/H.T. No: 224030066063

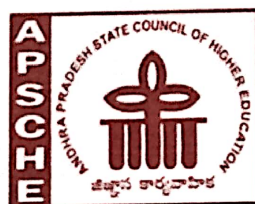
Name of the College: Govt. degree college, Rajampeta

University: Yogi Vemana

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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