

**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: L. Sai Kumar Raju

Name of the College: Govt. degree. College, Rajampet

Registration Number: 224030066042

Period of Internship: Short term From: 18-05-2024 To: 29-06-2024

Name & Address of the Intern Organization AIL DIXON

YEAR

2024-25

Yogi Vemana University

KADAPA

An Internship Report on

Ail Dixon Technologies India Ltd

(Title of the Shorters Internship Program)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

M. Sivaiah

(Name of the Faculty Guide)

Department of

Commerce, Govt. degree. college

(Name of the College)

Submitted by:

E. Sai Kumar Raju

(Name of the Student)

Reg.No: 224030066042

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, L. Sai Kumar Raju a student of B.Com (CA) (Group)
Program, Reg. No. 22403006642 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 Ail Dixon (Name of
the intern organization) under the Faculty Guide ship of M. Sivaiah
(Name of the Faculty Guide), Department of
"Commerce" Govt. degree. college Rajampeta
(Name of the College)

L. Sai Kumar Raju
(Signature and Date)

Official Certification

This is to certify that C. Sai Kumar Raju (Name of the student) Reg. No. 224030066042 has completed his/her Internship in Ail Dixon (Name of the Intern Organization) on Short term (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Com (Commerce) 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

M. S. S. S.

Head of the Department

K. K. S. S.

Principal

B. P. S. S. S.

PRINCIPAL

Govt. Degree College

RAJAMPET - 516 115.

Annamayya Dist.

Page No



MANPOWER
SUPPLY COMPANY

KIRAN SERVICES

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

Certificate of Industrial Training

This certificate is presented to Mr./ Miss LAVIDI SAI KUMAR RAJU
Roll No 224030066042 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 SUPPLY COMPANY

CP PLUS
THINK SECURITY THINK CP PLUS

For Kiran Services
S. Madhava
Authorised Signatory

Date : 01-07-2024
Place : Kadapa.

Certificate from Intern Organization

This is to certify that L. Sai Kumar Raju (Name of the intern)
Reg. No 224030066042 of G.D.C Rajampeta (Name of the
College) underwent internship in Ail Dixon Technologies (Name of the
Intern Organization) from 19-05-2024 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

Contents

1. Executive Summary
2. Overview of the organization
3. Internship log and weekly report
4. Internship part
5. Out 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.

Ail dixon technologies. Head quartered in AIL
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 international
markets with fiscal 2005 year

Revenue of US\$150 millions dixon provides
the customers with class electronics products
through a network of manufacturing facilities
spread across original work

Ail dixon technologies that manufactures
the electronic devices as like cc cameras, washing
machines, mobile phones etc

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 peerformed and trusted Partner of global consumer brands Partner of All Dixon technologies to a limited is one of the leading and a developing but in class products for our customer world wide along with a our key customer capabilities to healthy Relationships in both global servicing

B. Visions :-

To be most Preferred and trusted solutions
Preferred 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 a value of a system of given back to society improving of given back to society and improving of given life of the people to and the surroundings environmental

- * Young company believes in - corporative excellence and to a social welfare
- * The composition of CSR committee
- * During the financial year company to consider the Pandemic covid-19 focussed on by a promotion and development of health care system
- * Guide its contribution in the area of the chief to the 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 Learned how to work in All dixon company | K |
| Day - 2 | Training | Learned about the company rules | K |
| Day - 3 | Training | SA's | K |
| Day - 4 | Training | Punctuality & I | K |
| Day - 5 | Training | ESD slipper & Apron | K |
| Day - 6 | Training | About the company details | K |

WEEKLY REPORT

WEEK - 1 (From Dt 20-05-24 to Dt 25-05-24)

Objective of the Activity Done:

Detailed Report:

In the starting week in Ail Dixon Technologies Pvt Ltd Rules and regulations of the company as like as 5A's, Daily following the punctuality and follows the guide, ESD safety and Apron Hygienic following and how to start our given stage work

company details & how to protect us from the fire at the company

We are also learned in the starting week that how to communicate with line leaders and line members

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 | Testing | Taking the device from the moving conveyor | ✓ |
| Day - 2 | Testing | Then checking it properly any errors | ✓ |
| Day - 3 | Testing | After that plug in the cables into the device | ✓ |
| Day - 4 | Testing | The system that shows the device is "OK" or "not" | ✓ |
| Day - 5 | Testing | If it is ^{OK} not "OK". It is given to the front stage | ✓ |
| Day - 6 | Testing | If it is "OK" The device will go to the next stage | ✓ |

WEEKLY REPORT

WEEK - 2 (From Dt. 21-05-24 to Dt. 1-06-24)

Objective of the Activity Done:

Detailed Report:







In the 2nd week I did the testing for N12 boards and power board.

Process of testing:-

firstly we have take the board or device from the conveyor. Then checking the device properly if any errors or scratches on the board. Then plug in the 8 lan cables into the device. After that scan the device properly. If the Board is "OK" 8 channels and 8 actives shows. If it is "not" OK it will decrease their value ex- 6 channels 2 active.

If the board is "OK" it will goes to the next stage. If it is "not OK". The device or board is given to the front stage members.

ACTIVITY LOG FOR THE THIRD WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|---|---|
| Day - 1 | Screwing | Taking the Board from the Conveyor |  |
| Day - 2 | Screwing | Then checking it properly and clean the board |  |
| Day - 3 | Screwing | After that check the scratches & ^{board} excess on the a |  |
| Day - 4 | Screwing | Then put the screws on the Top, bottom & sides |  |
| Day - 5 | Screwing | Then fix it them with screw machine |  |
| Day - 6 | Screwing | After put the Board into the Conveyor. |  |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

I am done screwing in third week.

Process of screwing:-

Take the board from the conveyor. After that check it properly if any errors or any scratches in the Board.

After that put the screws on the top and bottom of the board.

After take the screwing gun and fix it them properly in the marked place.

Then place the board on the conveyor.

ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|---|----------------------------|
| Day - 1 | Packing | Take the Box from the conveyor | ✓ |
| Day - 2 | Packing | And then check the Box properly | ✓ |
| Day - 3 | Packing | After that clean the dust upper part of the Box | ✓ |
| Day - 4 | Packing | Then take a scanner and scan the Box | ✓ |
| Day - 5 | Packing | Put the scanned ok label on the Box | ✓ |
| Day - 6 | Packing | Finally pack it them properly | ✓ |

WEEKLY REPORT

WEEK - 4 (From Dt. 10-6-24 to Dt. 15-6-24)

Objective of the Activity Done:

Detailed Report:

In the final week I am learned about the Packing in office at All Dixon

Process of Packing:-

Take the box from the Conveyor. Then check it properly and clean the dust on the Box.

After that take the scanner and scan the box properly

Then put the scanned "OK" Label in the upper part of the Box.

Then put it on the packing Box. And pack it them properly

Then put the device on the Conveyor

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.)

:- AIL DIXON TECHNOLOGIES DEVELOPMENTS :-

Companies warehouses in an executive agency of the department for business innovation and skills our main functions are to incorporate and dissolves limited companies Examanic and Store Company Information derives under the companies and rated Logestation and make this information available to the public

In the developer from you can also discovers the API find help and provided feed back

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

Management discussion and analysis Group discussion

The E.M.s Industry has grown in probiness over the last dmde

Particularly in the cost is primantary to the last five years the driven by the huge domestic demand for products that can be attributed and countable of factors including growing rising

These incentive schemes will about investm-ent in the entire make chain of the Indian electronics to a industry include 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 all dixon technologies pvt ltd we continue to build an co-powered to dileses motivated and committed team such as they serve as the bed rock to our growth and saftey we provide them with a senal opportunity to improve their skills and creating an inspiring work environment that embasic both a Professional and Personal development

* we provide end to end solutions when have a dimenstion and global customers in base moulding to a facility felt clean room technology for high speed to a smartline

Home applinious with a completed opm model we have in house facilities for developing the washing machines

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 administrations management HR, CPI and IR are some of the Popular

Skills required to work as a manager at ALL DIXON TECHNOLOGIES

Products Lists :-

Company manufactures/assembles the goods such as smart phone, Televisions, CC TV, Electronic Light, washing machines etc.

Productive Use of the time :-

All DIXON TECHNOLOGIES is good and the shift timings also nice, food provided by the company is better, Interview process is good, management of the company is good, Everything is fine at ALL DIXON

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 in prims over the last decade particularly in the fire are the grown of agency industry it's primarily to driven by huge domestic demand products

In the five support to the companies there are engaged in silicon semi conduction there company semi conductor packing & semi conductor design

Three incentive schemes 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 have an executive agency of the department for business innovation and skills and motivation function are to it corporate and listed limited companies

These company have applied it rather companies that facility with in company act of will understood

ALL DIXON TECHNOLOGIES LTD if you grab approach to work easily of to any are work in to the company

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.

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Student Self Evaluation of the Short-Term Internship

| | |
|---|--------------------------------------|
| Student Name: <u>L. Sai Kumar Raju</u> | Registration No: <u>224030066042</u> |
| Term of Internship: <u>Short term</u> From: <u>18-05-2024</u> To: <u>29-06-2024</u> | |
| Date of Evaluation: _____ | |
| Organization Name & Address: <u>Ail dixon Technologies Pvt Ltd</u> <u>Koppaithy, Kadapa Dist</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 |

L. Sai Kumar Raju
Signature of the Student

Date: _____

**Evaluation by the Supervisor of the Intern
Organization**

| | |
|---|--------------------------------------|
| Student Name: L. Sai Kumar Raju | Registration No: 224030066042 |
| Term of Internship: Short term From: 18-05-2024 To: 29-06-2024 | |
| Date of Evaluation: | |
| Organization Name & Address: ALL DIXON Technologies Pvt Ltd, Koppaithy | |
| 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 |
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| 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 |


 Signature of the Supervisor

Date:

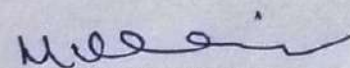
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INTERNAL ASSESSMENT STATEMENT

Name Of the Student: L. Sai Kumar Raju
Programme of Study: Short term
Year of Study: 2024
Group: Bcom (CA)
Register No/H.T. No: 224030066042
Name of the College: Govt degree College, Rajampeta
University: Yogi Vemana University (YVU)

| SLNo | 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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