

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: N. Mahendra

Name of the College: Govt degree college Rajampet

Registration Number: 224030066051

Period of Internship: From: To:

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

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of

iz.com (C.A)

(Name of the College)

Govt degree college

Submitted by:

N. Mahendran

(Name of the Student)

Reg.No: 2240 30066051

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, N. Mahendra a student of B.com (C.A) (Group)
Program, Reg. No. 24030016051 of the Department of B.com (C.A)
College do hereby declare that I have completed the mandatory internship
from _____ to _____ in Excelr Education Ltd (Name of
the intern organization) under the Faculty Guide ship of _____
(Name of the Faculty Guide), Department of B.com (C.A)
Govt Degree College (Rajampet)
(Name of the College)

(Signature and Date)

Official Certification

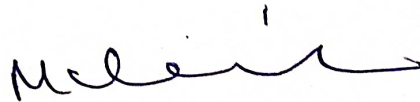
This is to certify that N. Nalendra (Name of the student) Reg. No. 224030066051 has completed his/her Internship in Excel Ed Tech Pvt Ltd (Name of the Intern Organization) on Data Analytic (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Com (C.A) in the Department of Govt Degree College (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

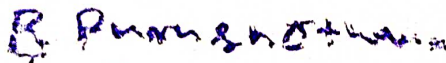
Faculty Guide



Head of the Department



Principal



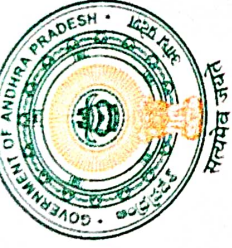
PRINCIPAL
Govt. Degree College
RAJAMPET - 516 115.
Annamayya Dist.

Certificate from Intern Organization

This is to certify that N. Mahendra (Name of the intern)
Reg. No 2210030066051 of Gaut degree college (Name of the
College) underwent internship in Excel 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



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

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

Certificate of Compilation

This is to certify **N Mahendra**
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-73865
Presented on July 9th 2024

Ram Tavva
CEO,
ExcelR EdTech Pvt. Ltd.



Contents

- * Introduction to ms excel
- * Format the table
- * cell referencement and range names
- * Named ranges
- * working with Formulas and Functions
- * logical Functions
- * v look up[]
- * making v-look up dynamic
- * Data validation
- * pivotaction
- * 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.

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ACTIVITY LOG FOR THE FIRST WEEK







| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|---------------------------------|----------------------------|
| Day - 1 | subtotals | pivot tables | H |
| Day - 2 | Recommended pivot table | create a graph using pivot data | H |
| Day - 3 | Power view | conditional formatting | H |
| Day - 4 | what if analysis | Goal seek | H |
| Day - 5 | creating scenarios | working with multiple works | H |
| Day - 6 | merging workbook | work book and application | H |

WEEKLY REPORT

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

| | |
|---------------------------------|--|
| Objective of the Activity Done: | About excel introduction |
| Detailed Report: | <p>Microsoft Excel is a powerful spread sheet application from Microsoft Corporation. It makes it easy for you to create various kind of spread sheet tables and statement 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.</p> <p>In Excel you can work with work sheets which consist of rows and columns that intersect to form cells. Cells contain various kinds of spread sheet table and statement of data that you can also create, format, sort and analyze.</p> |
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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 & listening the | learning and improving skills |  |
| Day - 2 | cell references and range name | named ranges |  |
| Day - 3 | working with formulas and functions | logical functions |  |
| Day - 4 | vlookup | making v - lookup |  |
| Day - 5 | data validation | protection |  |
| Day - 6 | sorting a data base | Filtering database |  |

WEEKLY REPORT

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

Objective of the Activity Done:

New sleek interface







Detailed Report:

Excel 2016 welcomes you with using landing page that allows you to take a tour to various applications which relevant to you like personal budgeting movie lists event and analysis and more in addition search

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 sidebar

when you click on the blank work book option you will get two fresh blank excel work book along with metro ribbon and smooth 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 | Past and paste special | Formating |  |
| Day - 4 | Formatting and proofing | Data entrp |  |
| Day - 5 | Data entrp | Fill series |  |
| Day - 6 | Data entrp | Fill series |  |

WEEKLY REPORT

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

| | |
|---------------------------------|-----------------------------------|
| Objective of the Activity Done: | customizing excel |
| Detailed Report: | versions and interface |
| | past 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 |
| | tasks which is making a list of |
| | dates the fill series tool can |
| | all in strides |
| | filling can be used from: |
| | Coppying |
| | sequences |
| | Dates |
| | |
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ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|-----------------------------|---|
| Day - 1 | using basic Function | call referencing |  |
| Day - 2 | name range | Applications of named range |  |
| Day - 3 | glimpse | into function |  |
| Day - 4 | count function | syntax function |  |
| Day - 5 | Functions | sumif function |  |
| Day - 6 | syntax of sumif | Range criteria sum range |  |

WEEKLY REPORT

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

Objective of the Activity Done:

using basic function

Detailed Report:

cell referencing

relative reference are the default cell references in excel when you copy and paste a relative cell reference it is updated automatically 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 to 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 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 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.,)

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>N. Mahendra</u> | Registration No: <u>22403066051</u> |
| Term of Internship: From: To : | |
| Date of Evaluation: Organization Name & Address: <u>Gout 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 |

Date:

Signature of the Student

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

| | |
|--|--------------------------------------|
| Student Name: <u>N. Mahendran</u> | Registration No: <u>224030066051</u> |
| Term of Internship: From: | To : |
| Date of Evaluation: | |
| Organization Name & Address: <u>Excel R. EdTech Pvt. Ltd</u> | |
| Name & Address of the Supervisor with Mobile Number | |

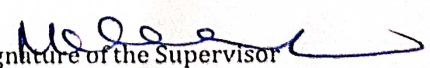
Please rate the student's performance in the following areas:

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 |
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| 14 | Achievement of Desired Outcomes | 1 | 2 | 3 | 4 | 5 |
| 15 | OVERALL PERFORMANCE | 1 | 2 | 3 | 4 | 5 |

Date:

7

Signature of the Supervisor

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: N. Mahendra

Programme of Study:

Year of Study:

Group: B.com C.A

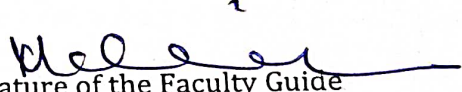
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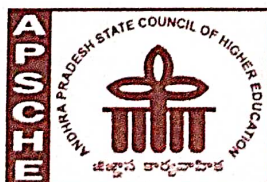
Name of the College: Gout Degree college

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