

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. Venkata Gangulaiah

Name of the College: Govt. Degree. college, Rajampet.

Registration Number: 224030066053

Period of Internship: Short term From: 18-05-24 To: 29-6-2024

Name & Address of the Intern Organization AIL Dixon

YEAR

2024-25

Yogi Vemana University

KADAPA



## An Internship Report on

Ail Dixon Technologies india limited

(Title of the Short ters Internship Program)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

Narasimha

(Name of the Faculty Guide)

Department of

Govt. degree . college . Raipeta

(Name of the College)

Submitted by:

N.Venkata Gangulaiah

(Name of the Student)

Reg.No: 224p30066053



## 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.

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## Student's Declaration

I, N. Venkata Gangulaiah a student of B.com [C.H] (Group)  
Program, Reg. No. 22403006053 of the Department of B.com [C.H]  
College do hereby declare that I have completed the mandatory internship  
from 18-05-24 to 29-06-24 in Ail Dixon Tech (Name of  
the intern organization) under the Faculty Guide ship of \_\_\_\_\_  
(Name of the Faculty Guide), Department of B.com [C.H]  
Govt. degree college, Rajampet  
(Name of the College)

N. Venkata Gangulaiah  
(Signature and Date)



## Official Certification

This is to certify that N. Venkata Gangulaiah (Name of the student) Reg. No. 22403066053 has completed his/her Internship in Ail Dixon (Name of the Intern Organization) on Short term Internship (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 C.P.C. Rajampet (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

### Endorsements

Faculty Guide

[Signature] 02/08/2024

Head of the Department

[Signature]

Principal

B. Purnanathan

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

## Certificate from Intern Organization

This is to certify that N. Venkata Gangulaiah (Name of the intern)  
Reg. No 224030066053 of G.D.C. Ratampet (Name of the  
College) underwent internship in A.I. Dixon (Name of the  
Intern Organization) from 18-05-24 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





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

NEELAM VENKATA GANGULAI AH

Roll No 224030066053

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.

**CP PLUS**  
THINK SECURITY THINK CP PLUS

Date : 01-07-2024

Place : Kadapa.



For Kiran Services

S. V. Reddy  
Authorised Signatory

## Contents

1. Executed Summary
2. Over view of the organization.
3. Internship log and Weely Report
4. Internship port
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 during high quality cost effective solutions for consumer electronics and appliances for the by a domestic and international markets with fiscal 2005 years.

Revenue of use also millions Dixon provider the customer with class electronics products. Through a network of manufacturing facilities speed cross 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 Ail Dixon Technologic  
preferred and trusted partner of global consumer  
brands Ail Dixon Technologic to a limited  
is one of the leading and developing best  
in class products, for our customer world  
wide along with our key our customer  
capability to healthy relationship in  
both global servicing

B. vision :-

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



### CHAPTER 3: INTERNSHIP PART


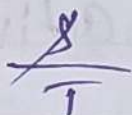
Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

#### Activities / Responsibilities.

Ail dixon Technologies Limited has values of a system of given back to society and improving life of the people to and the Surrounding on Kiran Services.

- \* Your Company Delivers Incorporative Excalanres and to a social welfare.
- \* The composition of CSR Committee.
- \* During the financial year company to considry the pendomic, corid-19 focussed on by a promotion and derclment of health care, System.
- \* Be side it's contribution in the area of the chif 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 Nil Dixon company	
Day - 2	Training	I learn about to dixon company rules and rework	
Day - 3	Training	5s	
Day - 4	Training	punctuality 	
Day - 5	Training	ESP slipper and afran	
Day - 6	Training	about company detaily.	



## WEEKLY REPORT

WEEK - 1 (From Dt. 18-5-24 to Dt. 19-5-24)


Objective of the Activity Done:

Detailed Report:

In the first week all Dixon Company rules and Regulations to the daily on a 5 A and following the punch valley and E.S.P Safety guide and afteron Hligine following and How to start the company and company details and how to follow suddenly live map following.

All this first week traing 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 Damage Scratches	
Day - 3	Visual	after properly Checkin divi ss.	
Day - 4	Visual	Take the Scan and Scan the Q.R code.	
Day - 5	Visual	learn about how to Scanning Q.R code	
Day - 6	Visual	Total learn about Scanning devices.	



## WEEKLY REPORT

WEEK - 2 (From Dt. 20-5-24 to Dt. 25-5-24)


Objective of the Activity Done:

Detailed Report:

In the second week  
I'm learn about visual inspection  
and visual cleaning and colour  
mixed and colour.

Adding and without  
GB levels printing and Q.R  
Code available or not  
checking this are  
out process cleaning.

### ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	packing in hero line	How to check in the gift box and a.p. scan.	
Day - 2	packing in hero line	How to check in the warranty cards	
Day - 3	packing in IP line	How to check in the gift box and a.p. codes.	
Day - 4	packing hero line	How to check in gift box a.p. code.	
Day - 5	packing hero line	How to check in gift box & a.p. code.	
Day - 6	packing hero line	How to check in gift box & a.p. codes.	



## WEEKLY REPORT

WEEK - 3 (From Dt. 27-5-24 to Dt. 1-6-24.)



Objective of the Activity Done:

Detailed Report:

This third week I've learned about the hero line how to check the gift boxes and QR codes in the visual inspection. It's worked or not after pass. The test stage and the next day. I am learning the next day.

Logo testing if the any line it is some pass or fail this filed mean it's pass means. I am marks on 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 port cleaning camera.	
Day - 2	Visual cleaning	How to clean in camera & Damage.	
Day - 3	Visual cleaning	How to clean in camera and damages.	
Day - 4	Visual cleaning	How to clean in camera & damage.	
Day - 5	Visual cleaning	How to clean in camera & Damages.	
Day - 6	Visual cleaning	How to clean in camera & damage.	



## WEEKLY REPORT

WEEK - 4 (From Dt. 3-6-24 to Dt. 8-6-24)

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 houses in an executive  
is agency of they a department four business  
innovation and dies loves and skills our  
Company Information delivery under the  
of information available to the public.

In the developer from you  
can also discuss the A.P I 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 Discussions and analysis

### Group Discussions :

The E.M.S. industry has grown in problem over the last decade.

Protrically in the cost is primary any to the hege last five years the driven by huge domestic demand for product. Including growing rising.

These incentive Schemes will boost investment in the entire make chain of the Indian electronics to a industry include degging avail 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  
to diverse motivated and committed team  
such as they serve as they bed rock to  
own growth and states we provide them  
a with several opportunities to improve  
their skills and creating a inspiring work  
environment that embraces both a profession  
also and personal development.

we provide end to end solutions  
when have a destination and global customers.

In base moulding to a facility full clean  
Room Technology four high speed to a  
Smart line.



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 H.R - mpt . and IR are some of the popular.

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

Products list :-

company manufactures /assembles goods such as a home smart phone . television electronics light surveillance system.

Productive use of the time :-

Ail dixon is good and the shift things also good in inter views . process . also everything in line 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 years, over the last decade particularly in the last five are the growth of agency industry it's primarily driven by huge domestic demand products.

In the five support to companies the are changed in silicon 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 available 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)

## Ail Dixon Technologies :-

Company house 4 an excusing in 4 agency of the department for business, innovation and skill and motivation function are to it corporat and dutoted limited company.

These company house apiltas, it rether company. That faculty with in company act the of well understand.

Ail. dixon Technologig limited it 4 great approach to work eassily of to any are work in to company.

# **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: *N. Venkata Gangulaiah* Registration No: *224030066053*

Term of Internship: *Short* From: *18-5-2024* To: *29-6-2024*

Date of Evaluation:  
Organization Name & Address: *Ail dixon kadapa, Koppurthi*

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

*N. Venkata Gangulaiah*

Date: *31-7-2024*

Signature of the Student



*Evaluation by the Supervisor of the Intern  
Organization*

Student Name: <b>N. Venkata Gangulaiah</b>	Registration No: <b>224030066053</b>
Term of Internship: <b>Short</b> From: <b>18-05-2024</b> To: <b>29-06-2024</b>	
Date of Evaluation: <b>31-07-2024</b>	
Organization Name & Address: <b>Ail dixon kadapa.</b>	
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: **31-**

Signature of the Supervisor

*[Handwritten Signature]*

## INTERNAL ASSESSMENT STATEMENT

Name Of the Student: N. Venkata Gangulaiah

Programme of Study: B. Com [C.A.]

Year of Study:

Group:

Register No/H.T. No: 224030066053


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

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

 2/08/24





## **ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

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