

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: P. Mallika

Name of the College: Govt. degree college Rajampet

Registration Number: 224030066060

Period of Internship: From: To:

Name & Address of the Intern Organization Data Analytics

YEAR

2024-25

Yogi Vemana University

KADAPA

An Internship Report on

Short term internship

(Title of the Short term Internship Program)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

S. SUBBA NARASITHULU

(Name of the Faculty Guide)

Department of

Govt. Degree college Rajampeta

(Name of the College)

Submitted by:

P. Mallika

(Name of the Student)

Reg.No: 224030066060

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, P. Mallika a student of B.com(C.A) (Group)
Program, Reg. No. 224030066060 of the Department of Commerce
College do hereby declare that I have completed the mandatory internship
from 21/5/24 to 9/7/24 in Data Analytics (Name of
the intern organization) under the Faculty Guide ship of Narasa Simha
(Name of the Faculty Guide), Department of
Commerce Govt. Degree College
(Name of the College)

(Signature and Date)



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

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

Certificate of Compilation

This is to certify **P Mallika**

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

Ram Tavva
CEO,
ExcelR EdTech Pvt. Ltd.

Cert No: EXCEL-R-W-73868
Presented on July 9th 2024



Official Certification

This is to certify that P. Mallika (Name of the student) Reg. No. 22403006606 has completed his/her Internship in Data Analytics (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 IV Sem 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

[Signature] 02/08/2024

Head of the Department

[Signature]

Principal

B. Purneshwari
PRINCIPAL

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

Certificate from Intern Organization

This is to certify that P. Mallika (Name of the intern)
Reg. No 22403006060 of G.D.C Rajampeta (Name of the
College) underwent internship in Data Analytics (Name of the
Intern Organization) from 21/5/24 to 9/7/24

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

Authorized Signatory with Date and Seal

Contents

- * 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.

Digital data refers to information that is stored or transmitted in digital form, typically as binary code consisting of 0s and 1s. This can include a wide range of data types, including text, images, audio, video, and more.

Digital data is created and processed by digital devices such as computers, smart phones, and other electronic devices. It can be stored in various formats, including files, data bases, and cloud storage, and can be transmitted over various networks such as the internet, local area networks (LANs), and wireless networks.

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.

Big data refers to extremely large and complex data sets that cannot be processed using traditional data processing tools and methods. Big data is characterized by its volume, velocity, and variety, and it is typically generated in real-time from a variety of sources such as social media, sensors, and transactional systems.

The analysis of Big Data can provide valuable insights into customer behavior, market trends, and operational efficiency, among other things.

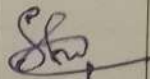
CHAPTER 3: INTERNSHIP PART

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.

Control structures are programming constructs that allow you to control the flow of a program's execution based on certain conditions or rules. Control structures are used to determine which code to execute and how many times to execute it. In R, there are three main types of control structures.

These statements allow you to execute a certain block of code only if a specified condition is true. The most common conditional statement in R is the `if` statement and the `Switch` statement.

ACTIVITY LOG FOR THE FIRST 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 class - Excel	leading and improving skills	
Day - 2	cell references and range names	named ranges	
Day - 3	working with formulas and functions	logical functions	
Day - 4	vlookup()	making vlookup dynamic	
Day - 5	data validation	protection	
Day - 6	sorting a data base	filtering a data base	

WEEKLY REPORT

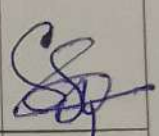
WEEK - 1 (From Dt. 21/5/24 to Dt. 25/5/24)

Objective of the Activity Done: About Excel introduction

Detailed Report: Microsoft Excel is a powerful spreadsheet application from Microsoft Corporation. It makes it easy for you to create various kinds of spreadsheets, 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 recalculation, to save time and effort.

In Excel, you can work with worksheets, which consist of rows and columns that intersect to form cells. Cells contain various kinds of spreadsheets, 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 workbook, which by default contains three worksheets.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Sub-totals	Pivot-tables	
Day - 2	Recommended 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. 27/5/24 to Dt. 1/6/24)

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 bud getting, movie lists, trend 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 work book 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 inter-face	paste	
Day - 3	paste and paste special	formatting	
Day - 4	Formatting & proofing	Data entry	
Day - 5	Data entry	full services	
Day - 6	Data entry	full series	

WEEKLY REPORT

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

Objective of the Activity Done:

Customizing EXcel

Detailed Report:

versions and inter-face
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 years 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 & refering	
Day - 2	name range	Applications of named ranges	
Day - 3	glimpse	into functions	
Day - 4	count functions	syntax functions	
Day - 5	functions	Sum if function	
Day - 6	syntax of Sumif	Range criteria - Pa Sum range	

WEEKLY REPORT

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

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 row number of the references.

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.)

data Analytics

with the proliferation of digital technologies, there has been an explosion of data from various sources such as social media, sensors, mobile devices, and more. This has led to the need for new tools and techniques to process and analyze this data, giving rise to big data Analytics.

Organizations are using big data analytics to gain a competitive advantage in their respective industries.

By analyzing large data sets, organizations can uncover valuable insights and make informed decisions that lead to increased efficiency, cost savings, and improved customer satisfaction.

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

Big data analytics has also been a driving force behind innovation in various fields. For example, in health care, big data analytics is being used to develop personalized medicine and improve patient outcomes. In finance, big data analytics is being used to identify fraud and manage risk.

Advances in technology have made it easier and more affordable to store, manage, and analyze large data sets. This has led to the development of new tools and platforms that make big data analytics accessible to more organizations.

With the increasing demand for big data analytics, there has been a surge in job opportunities in the field. This has led to many professionals seeking to upskill and obtain the necessary skills.

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.

The hype around big data analytics has also led to increased investment and funding in the field. This has led to the development of new technologies and platform forms, as well as the growth of startups and established companies offering big data analytics services.

Big data conferences and events There are now numerous conferences and events dedicated to big data analytics, which bring together experts, researchers, and practitioners to discuss the latest trends, tools, and techniques in the field. These events help to create a sense of community and promote collaboration and knowledge-sharing. As a big data analytics.

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.,)

A data type is a classification that specifies the type of data that a variable or value can hold. It defines the set of values that a variable can take as well as the operations that can be performed on those values.

In programming languages, variables and data structures can be defined using different data types, which determine how the computer will store and interpret the data. The choice of data type is important because it affects the memory usage, processing speed, and accuracy of computations.

In R language, there are several different data types, each of which has its own characteristics and uses. Here are some of the main data types in R:

Numeric - This data type is used for numeric values, such as integers or decimal values. Numeric values are stored as double-precision floating-point numbers, which can be very large or very small.

Character - This data type is used for text strings, such as names, addresses or descriptions. Character strings are enclosed in quotes.

- This data type is used for Boolean values which can be either TRUE or FALSE. Logical values are often used for logical expressions and condition.

Integer - This data type is used for integer values, which are whole numbers without a decimal point. Integers are stored as 32-bit or 64-bit integers, depending on the platform.

- This data type is used for complex numbers, which are numbers with both a real and imaginary part.

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

This data type is used for categorical variables, which have a fixed number of possible values or levels. Factors are often used in statistical analysis and machine learning.

This data type is used for dates and times, with a range of built-in functions for working with dates and times. Dates are stored as the number of days since January 1, 1970. Dates in R are represented using the syntax YYYY-mm-dd, where YYYY represents the year, mm represents the month (01-12), and dd represents.

This data type is used for date and time values, with more precision than the data type. POSIXct values are stored as the number of seconds since January 1, 1970.

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: P. Mallika

Registration No: 224030066060

Term of Internship: From:

To:

Date of Evaluation:

Organization Name & Address: Data Analytics

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:

P. Mallika
Signature of the Student

*Evaluation by the Supervisor of the Intern
Organization*

Student Name: P. Mallika

Registration No: 224030066060

Term of Internship:

From:

To :

Date of Evaluation:

Organization Name & Address: Data Analytics

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. Malika

Programme of Study:

Year of Study:

Group: B.com (C.A)

Register No/H.T. No: 224030066060

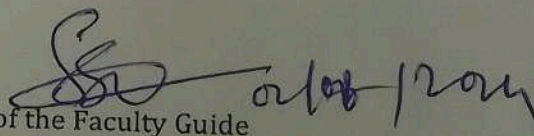
Name of the College: G. V. Degree College

University: Y. V. University

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	30	25
2.	Internship Evaluation	40	35
3.	Oral Presentation	30	25
	GRAND TOTAL	100	85

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