

C. Manohar

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: C. Manohar

Name of the College: Govt. Degree college Rajampet.

Registration Number: 224030066012

Period of Internship: From: To:

Name & Address of the Intern Organization: EXCEL EDU. PVT. LTD.

YEAR

2024-25

Yogi Vemana University

KADAPA



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An Internship Report on

data analytics

(Title of the Short term Internship Program)

Submitted in accordance with the requirement for the degree of

C. Mahapatra

Under the Faculty Guidance of

B. Com (Hons) Parvathi

(Name of the Faculty Guide)

West degree

Department of

B. Com

(Name of the College)

West degree college

Submitted by:

C. Mahapatra

(Name of the Student)

Reg.No: 924030066012

Instructions to Students

Please read the detailed Guidelines on Internship posted 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 intern.
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 or 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 train 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 whenever 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 action, 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

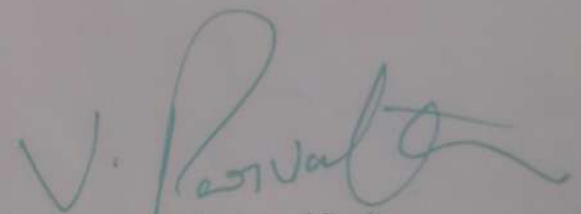
I, P. Manohar a student of B.com (CA) (Group)
Program, Reg. No. 124030066012 of the Department of B.com (CA)
College do hereby declare that I have completed the mandatory internship
from 01-05-2024 to 30-6-2024 in EXCB-Delch-Putti (Name of
the intern organization) under the Faculty Guidance of paswan
(Name of the Faculty Guide), Department of B.com (CA)
Gout Degree College (Rajampet)
(Name of the College)

P. Manohar
(Signature and Date)

Official Certification

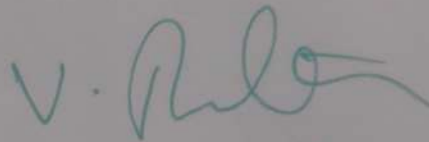
This is to certify that C. Mahan (Name of the student) Reg. No. 2240300011012 has completed his/her Internship in Excel Research Pvt Ltd (Name of the Intern Organization) on Data Analytics (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Com [CA] in the Department of 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.



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

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

Certificate of Compilation

This is to certify **C Manohar**

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: EXCELR-W-73839
Presented on July 9th 2024



Certificate from Intern Organization

This is to certify that C. Mahesh (Name of the intern)

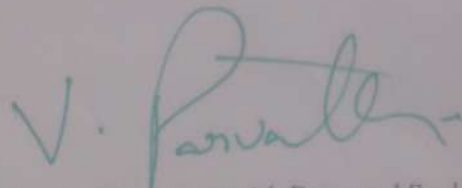
Reg. No. 224030066012 of Widut Degree College (Name of the

College) underwent internship in Excelled 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



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.



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



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 and listening the class Excel	Learning and improving skills	V.R
Day - 2	cell references and range names	Named ranges	V.R
Day - 3	working with formulas and functions	Logical functions	V.R
Day - 4	V Look up ()	Making V-Look up Dynamic	V.R
Day - 5	Data validation	Protection	V.R
Day - 6	Sorting a database	Filtering a database	V.R



WEEKLY REPORT

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

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	V. J.
Day - 2	Recommende d Pivot table	Create a graph using Pivot data	V. J.
Day - 3	Power View	Conditional formatting	V. J.
Day - 4	what if analysis	Goal seek	V. J.
Day - 5	Creating Scenarios	working with multiple work- sheets	V. J.
Day - 6	Merging workbooks	work books and applications.	V. J.





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	V. R.
Day - 2	Versions and interface	Paste	
Day - 3	Paste and paste special	Formatting	
Day - 4	Formatting and Proofing	Data Entry	
Day - 5	Data Entry	Fill Series	
Day - 6	Data Entry	Fill Series	



WEEKLY REPORT

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

Objective of the Activity Done: Customizing excel

Detailed Report: versions and interfaces
Paste and Paste Special
Formatting and 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 referencing	V. R
Day - 2	Name ranges	Applications of Named ranges	V. R
Day - 3	Glimpse	Into functions	V. R
Day - 4	Count functions	Syntax functions	V. R
Day - 5	Functions	Sum if function	V. R
Day - 6	Syntax of Sumif	Range Criteria Sum range	V. R



WEEKLY REPORT

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

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 or, you can use absolute cell references to make a cell reference absolute cell reference. 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 the real time technical skills you have acquired (in terms of the job-related skills and hands on experience)



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05-Aug-2024 12:55:04 pm

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.

05-Aug-2024 12:55:14 pm



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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 could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

05-Aug-2024 12:55:27 pm

Shot on moto e13



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



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05-Aug-2024 12:55:33 pm

PHOTOS & VIDEO LINKS



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05-Aug-2024 12:55:39 pm

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



Student Self Evaluation of the Short-Term Internship

Student Name: C. Mahabadi

Registration No: 92403806607

Term of Internship:

From:

To:

Date of Evaluation:

Organization Name & Address: Groub degree college

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

C. Mahabadi

Evaluation by the Supervisor of the Intern Organization

Student Name *C. P. Mahesh*

Registration No. *22V03D066012*

Term of Internship:

From:

To:

Date of Evaluation:

Organization Name & Address:

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: C, Manohar

Programme of Study:

Year of Study:

Group: B.Com (CA)

Register No/H.T. No: 224030066012

Name of the College: Govt Degree College

University: Yu. V. Chavhan

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

