

SHORT TERM INTERNSHIP

RECORD BOOK

2024-25



1

PROGRAM BOOK FOR
SHORT TERM INTERNSHIP

Name of the Student: B. Suneel

Name of the College: Govt degree college, Rajampet

Registration Number: 224030066009

Period of Internship: short term from 1/05/2024 to 30/06/2024

Name & Address of the Intern Organization: Excel R Raiding
Excellence

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

B.com computer applications

Under the Faculty Guideship of

Parvathi

(Name of the Faculty Guide)

Department of

commerce department

(Name of the College)

Submitted by:

Govt Degree college Rajampet

(Name of the Student)

Bosuneel

Reg.No:

224030066009

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, B. suneel a student of B. Com (Group)
Program, Reg. No. 220200609 of the Department of B. Com (C.A)
College do hereby declare that I have completed the mandatory internship
from 1/5/24 to 30/6/24 in Excel (Name of
the intern organization) under the Faculty Guide ship of parvathi
(Name of the Faculty Guide), Department of B. Com (C.A)
Govt degree college, Rajampet
(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 **B Suneel Kumar**
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: EXCEL R-W-73884
Presented on July 9th 2024

Ram Tavva
CEO,
ExcelR EdTech Pvt. Ltd.



Official Certification

This is to certify that B. Suneel (Name of the student) Reg. No. 22402006009 has completed his/her Internship in Exceler ed tech 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(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

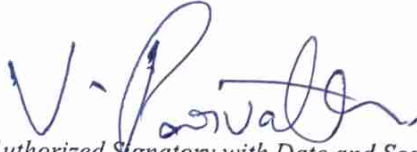

- PRINCIPAL
Govt. Degree College
RAJAMPET - 516 115.
Annamayya Dist.

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Certificate from Intern Organization

This is to certify that B. Sunel (Name of the intern)
Reg. No 224020066009 of Govt degree college (Name of the
College) underwent internship in Excel Ed Tech Pvt. Ltd (Name of the
Intern Organization) from 1/5/24 to 30/6/24

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


Authorized Signatory with Date and Seal

Contents

- Introduction to ms Excel
- Format the table
- cell reference 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 protection

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.

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	Learning and Improving skills	J. [Signature]
Day - 2	Cell-references and range name	named ranges	J. [Signature]
Day - 3	working with formulas & function	logical functions	J. [Signature]
Day - 4	V-look up (I)	making v-look up) dynamic	J. [Signature]
Day - 5	Data validation	protection	J. [Signature]
Day - 6	Sorting a data base	Filtering a data base	J. [Signature]

WEEKLY REPORT

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

Objective of the Activity Done:

About Excel introduction

Detailed Report:

Microsoft Excel is a powerful spread sheets, 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 work sheets, which consist of rows and columns that intersect to form cells. Cells contains various kinds of spread sheets table and statements of data that you can format sort and analyze you can also create in charts based on that data contained in cells. An Excel file is called a work book, which by default contains three work sheets

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 table	Vin
Day - 2	Recommmed pivot table	create a grass wing pivot table	Vin
Day - 3	power view	conditional formating	Vin
Day - 4	what if analysis	Goal seek	Vin
Day - 5	Creating seenarous	working with multiple work sheets	Vin
Day - 6	merging work books	work books and applications	Vin

WEEKLY REPORT

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

Objective of the Activity Done: New sleek inter face

Detailed Report: Excel 2016 welcome you with unique binding page that allows you to take access to various applications which relevance to you like personal budgeting, movie lists, extend 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 inter face of excel 2016

WEEKLY REPORT

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

Objective of the Activity Done:

New sleek inter face

Detailed Report:

Excel 2016 welcome you with unique landing page that allows you to take a look to various applications which relevance to you like personal budgeting, movie lists, Extend 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 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	V. ✓
Day - 2	versions and Paste special	Paste	V. ✓
Day - 3	Paste and Paste Special	formatting	V. ✓
Day - 4	formatting & proofing	data entry	V. ✓
Day - 5	data entry	fill series	V. ✓
Day - 6	data entry	fill series	V. ✓

WEEKLY REPORT

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

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:

Coping

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	cell referencing	V.N
Day - 2	name range	Application of named ranges	V.N
Day - 3	glimpse	in to functions	V.N
Day - 4	count function	syntax functions	V.N
Day - 5	Functions	sumif function	V.N
Day - 6	syntax of sumif	Range criteria sum range	V.N

WEEKLY REPORT

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

Objective of the Activity Done:

Using basic functions

Detailed Report:

cell referencing

Relative referencing are the default cell referencing in excel. when you copy and paste a relative cell referencing 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 see absolute cell reference to make a cell reference . to make Absolute 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.)

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: B.suneel

Registration No: 224030066009

Term of Internship:

From: 1/5/24

To: 30/6/24

Date of Evaluation:

Organization Name & Address: Govt Degree college, Rajampet

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:

30/7/24

B.suneel
Signature of the Student

Organization

Student Name: B.suneel

Registration No: 224030066009

Term of Internship: ~~Short~~ From: 30/5/24 To: 30/6/24

Date of Evaluation: 30/6/24

Organization Name & Address: Exted R Raising excellence

Name & Address of the Supervisor with Mobile Number Ram tarva

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: 30/7/24

Signature of the Supervisor

INTERNAL ASSESSMENT STATEMENT

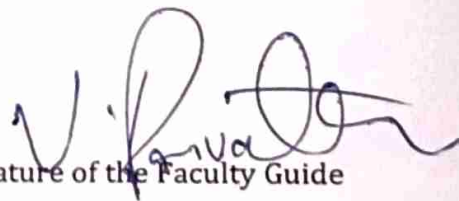
Name Of the Student: B. sunee1
Programme of Study: Data analytics
Year of Study: 2024-25
Group: B.com C.C.A
Register No/H.T. No: 224030066009
Name of the College: Govt Degree college, Rajampet
University: Y.V university

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

Date:

30/7/2024

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