



# S.T.S.N. Govt. Degree College

KADIRI - 515591

Sri Sathya Sai Dist., A.P.

Affiliated to Sri Krishnadevaraya University, Ananthapuramu.



## LIST OF MENTORS AND MENTEES FOR TWO MONTHS INTERNSHIP

Admitted Year: 2021-22

IV- Semester - 2022-23

Academic Year: 2022-23

S.NO	NAME OF THE MENTOR	GROUP	NUMBER OF STUDENTS
1	P.GuruPratapReddy	BZC	40
	J.V.Ramana		
2	D.HaziVali	MPCS	21
3	A.Hanumantha Rao	CZS	20
	M.Dasaratha Ramaiah		
4	Dr.D.AdiNarayana	CZPMPT	16
5	K.SundarMohanReddy	THP	33
	B.LalithaBai		
6	P.Chandra	HEP	36
	K. HariKrishna		
7	P.Noorjahan	UHP	15
8	Dr.K.Chandra	B.COM(C.A)	83
	S..MD.Ali		
	Dr.P.M.SivaPrakash		
	N.PuspaLatha		
9	M.RaviNaik	B.COM(General)	28
	K.Ashok		
Total			292

PRINCIPAL  
STSN GOVERNMENT DEGREE COLLEGE  
KADIRI-515 591

List of students: Participated in 2 Months Short Term Internship – IV Sem – B.Sc 2022-23

Programme name	Program Code	List of students undertaking project work / field work / internship
II B.Sc (BZC)	30540	ANKIREDDIPALLI SIVA PRASAD
II B.Sc (BZC)	30540	BADISEM SIMHADRI
II B.Sc (BZC)	30540	BASINENI MOULIKA
II B.Sc (BZC)	30540	BUDAGALA VENU
II B.Sc (BZC)	30540	DHANAVATH ANU
II B.Sc (BZC)	30540	JADENI SIRISHA
II B.Sc (BZC)	30540	JERRIPOTHULA HARISH
II B.Sc (BZC)	30540	KATHULURI SIVA PRASAD
II B.Sc (BZC)	30540	KOTLAGASTHI SOFIYA
II B.Sc (BZC)	30540	MADARAPU TEJA VARDHAN
II B.Sc (BZC)	30540	MADDIMANU CHARAN
II B.Sc (BZC)	30540	MAMILLA SHOBARANI
II B.Sc (BZC)	30540	MAVITI ANIL KUMAR
II B.Sc (BZC)	30540	NADENDLA NAZUMA
II B.Sc (BZC)	30540	NALLE KEERTHI
II B.Sc (BZC)	30540	POOLAKUNTA NAGAMANI
II B.Sc (BZC)	30540	PULAKUNTA BHAGYASREE
II B.Sc (BZC)	30540	R GANGADHAR NAIK
II B.Sc (BZC)	30540	SEERAM MARUTHI
II B.Sc (BZC)	30540	SHAIK HEENA ARSHIYA
II B.Sc (BZC)	30540	SHAIK JAHEDA
II B.Sc (BZC)	30540	SHAIK KATTUBADI AFRIN
II B.Sc (BZC)	30540	SHAIK SAMEENA
II B.Sc (BZC)	30540	SHAIK SIDDIK
II B.Sc (BZC)	30540	SHAIK TASLEEMA
II B.Sc (BZC)	30540	S MAHAMMAD SABEER BASHA
II B.Sc (BZC)	30540	TALARI JYOTHI
II B.Sc (BZC)	30540	THAMMISSETTY GANASUDHA
II B.Sc (BZC)	30540	VARAKULA MANIKANTA
II B.Sc (BZC)	30540	V PURUSHOTHAM
II B.Sc (BZC)	30540	YANUMALA ANUSHA



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**2<sup>nd</sup> SHORT-TERM  
INTERNSHIP/APPRENTICESHIP**

**Name of the Student :** S. Siddik

**Name of the College :** S.T.S.N, GDC, Kadiri.

**Registration Number:** 2142005049043.

**Period of Internship :** 8 weeks [2 months].

**Name & Address of the Internship Organisation:** SVMS; Saidepuram  
Kadiri, Sri Satya Sai  
Dist AP.

**STSN GOVT DEGREE COLLEGE, KADIRI**

(NAAC 'B' Grade)

Affiliated to

**SRIKRISHNA DEVARAYA UNIVERSITY,**

**ANANTAPURAM**

FOR THE YEAR-2023

**An Internship Report**

**on**

Basics of Computer ; Ms Windows &

Ms. Office.

Submitted in Accordance with the Requirement for the Degree of

BSC(BZC).

Under the Faculty Guideship of J. V. RAMANA.

Department of CHEMISTRY

Name of the College S. T. S. N. Govt. Degree college.

**Submitted by:**

Name of the Student S. Siddik.

Reg.No: 2142005049043.



### Student's Declaration

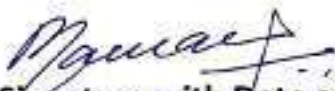
I, S. Siddik a student of II B.Sc (BZC)  
Program, Reg. No. 2142005049043 of the Department  
of Chemistry College do hereby declare that I have completed  
the mandatory internship from 15/07/2021 to 02-09-2021 in  
SVMS, Institute Kadiri (Name of the intern  
organization) under the Faculty Guideship of \_\_\_\_\_  
(Name of the Faculty Guide), Department of  
Chemistry, STSN, GDC Kadiri (Name of the College)

S. Siddik


(Signature and Date)

## Official Certification

This is to certify that S. Siddik (Name of the student) Reg. No. 2142005049043 has completed his/her Internship in SVMS Institute Kadiri (Name of the Intern Organization) on Computer skills (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc [Bachelor of Science] the Department of Chemistry, S.T.S.N. Govt Degree Coll (Name of the College). This is accepted for evaluation.

  
Signature with Date and Seal  
Lecturer in Chemistry  
S.T.S.N. Govt. Degree College  
KADIRI - 515 591  
Sri Gathya Sml Dist.

Endorsements

  
Faculty Guide

Head of the Department

Principal

### Certificate from Intern Organization

This is to certify that S. Siddik (Name of the intern) Reg. No 2142005049043 of S.T.S.N GDC (Name of the College) underwent internship in SVMS Institute (Name of the Intern Organization) from 15-07-2023 to 2-09-2023 the overall performance of the intern during his/her internship is found to be Satisfactory (Satisfactory/Not Satisfactory).

  
Authorized Signatory with Date



## **Acknowledgements**

First of all I am very much thankful to my Mentor/Supervisor sri J.V. RAMANA , lecturer in chemistry, STSN Govt.Degree College, Kadiri for guiding me throughout my Internship. He has given valuable suggestions to complete the internship in stipulated time. Without his support, I cannot complete the given assignment. I am also thankful to the Principal of the College for her cooperation and suggestions. many other skills, which I acquired. I am very much thankful to the teaching staff at computer centre for their valuable inputs to learn the knowledge on computers. Because of their efforts, I learned computer basics, MS Office, MS Word, Excel, Typing and other communications skills etc. I am also thankful to my parents and friends for giving cooperation and support. I would like to thank to the S.K.University for framing the guidelines and rules from time to time. I am also thankful to the Commissioner of Collegiate Education, Vijayawada and AP State Council of Higher Education, Govt. of AP for giving this wonderful opportunity.

**Thank You.**

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## Chapter-I

### EXECUTIVE SUMMARY

Computer Proficiency is an inevitable part of education. The course is aiming to equip all the Arts, Science, and commerce aspirants to have basic skills as well as hands on experience on word processing, for creating excel spreadsheets, for building databases and preparing presentations, through the use of Microsoft Office Word, Excel, and PowerPoint programs. After successful completion of the internship, the student will be able to understand the following.

#### Objectives:

- To give basic information about the computer system.
- To give knowledge about computer hardware and computer software.
- To familiarize students with the use of MS Windows, Internet and E-mail.
- To familiarize students with the use of MS Office-MS Word, MS Excel & MS PowerPoint.

#### Learning Outcomes:

- ✓ To understand the basics of computers
- ✓ Learned about MS Office, Typing, and Excel
- ✓ To enrich the practical knowledge of computers
- ✓ Learned about Internet, E-Mail and Power Point
- ✓ Learned Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.
- ✓ To know the Format text and paragraphs in computers

Microsoft word is an important education application. It is important to process raw facts into meaningful information. Microsoft word can benefits teachers and students to create new innovative methods of learning and teaching. Microsoft word and Microsoft office suite for students help to transmit educational materials and practice systematically in school and university faster with higher quality. In which students can use Microsoft word templates to teach complex fundamental into simple methods. In traditional education method, students write and practice school leaving certificate on notebooks. But in future students need to print the letter or all the departments will be becoming digital. In that time you can't imagine the applications are received by a handwritten letter on physical paper.

Microsoft Office is a family of server software, and services developed by Microsoft for various purposes. Microsoft Office is a suite of desktop productivity applications that is designed specifically to be used for office or business use. I learned how Microsoft word and MS Office etc. application can be used and utilized by students to faster the process of receiving and giving information. And to achieve this purposes around the world school and colleges. I believe Microsoft Word is an important application that can improve and maximize practical education practices in schools and colleges. I learned many computer basics for getting Government and private jobs. Every day I went into the Global Computer Centre, Kadiri for second internship for getting degree. This institute has given good training for MS Office and other basic computer knowledge. I also attended regular classes and note down the notes and did practical experience. I used desktop for practical experience. I really appreciate the government for giving this wonderful opportunity.

## Chapter-II

### OVERVIEW OF THE ORGANISATION

Global IT Solutions (GITS) is an ISO 9005:2015 certified institute, it was registered under MSME and maintained under Zareen Educational and Welfare Society. It was established in 2005.

#### Objectives:

- Our Objective therefore is to create an atmosphere of values that foster a comprehensive approach to the growth of students that will generate not only integrity but also give back to society their skills and create a world of equal opportunities to all.
- To provide participants with the opportunity to gain accredited, marketable work skills which in turn can lead to employment opportunities,
- To develop confidence and self-esteem by helping participants to become involved in Computer Training
- To eliminate the perception that Computer technology is passing people by and to increase the general awareness of the possibilities offered by Computer Training
- To develop role models within communities this can promote the benefits of Computer Training
- Strengthen the development of associated learning center as a proactive role model for high quality and learner centric computer literacy program.
- To improve standards of computer education in the rural area people.

- Our mission studied their theme properly and decided to provide better higher technical education in computer skills.

### **Mission:**

GITS has been absorbing and accommodating leastwise numbers from Class I to Class X, Intermediate, Degree, PG, Engineering/Medical students and imparting valued computer know-how and updated operational training, making each of them a product of any necessities that would develop on their needs, either to serve as a Government servant or to earn for their livelihood etc. The Organization Mission provides every student with a platform to refine his/ her skills and make a mark in the computer literate world. To sharpen student skills and make them as masters in new technologies. The mission is "Bringing People and Computers together successfully" and to meet the augmenting needs of the Government and Private Sector

### **Vision & Goal:**

- ✓ To cultivate IT Culture among different section of people. E.g., Students, employees, entrepreneurs etc.
- ✓ To provide quality IT education and Training to the downtrodden people.
- ✓ Provides a clear job/project description for the work experience.
- ✓ Orients the student to the organization, its culture and proposed work assignments.
- ✓ Helps the student develop and achieve learning goals.
- ✓ Offers regular feedback to the student intern.

GITS looks forward to being a recognized Model Private Computer Training Institute in the state in meeting the prevailing needs of technical man power through quality, efficient and

resourceful training. Motto / Goal the MOTTO of "STRIVE FOR EXCELLENCE" adopted by the institute truly stands testimony to the commitment, enlightened vision and foresight exclude by the management of Global IT Solutions in a attempt to establish itself as a institute for excellence, a name to reckon with in future. It is said "A FOCUSED MIND IS THE SOURCE OF ALL POWER" and noting epitomizes it better than the philosophy of GLOBAL IT SOLUTIONS. Career and future of the student depends on their academic performance. Our aim is to provide conceptual and in-depth training to make their base strong as well as scoring good marks which helps them to get admission in good college. We want to grow in terms of quality and then quantity.

**Student Success is our Achievement:**

We aim to provide a user friendly environment to our students with latest hardware and software technologies. Students are provided with flexible practical timings as per the convenience. At GITS, each student is given a special attention and importance. Our aim is to provide best education so that a student can have bright career in IT field.

**Working Environment:**

The institute provides good environment to learn technology to the students. Working in a real-world environment will help you understand the depths of your field and will help you determine whether it is a career you wish to pursue in the future. An internship will help you learn about your capabilities and ultimately encourage you to have a greater understanding of your strengths and weaknesses. It can be a challenging experience at times. Still, the benefits you gain from being pushed out of your comfort zone will help you tremendously in the future when you are presented with a difficult task or situation.

## CHAPTETR-3

### INTERNSHIP ON A SKILL DEVELOPMENT COURSE IN COMPUTERS: MS OFFICE

The National Education Policy (NEP) 2020 makes internships mandatory and calls for research as a requirement for graduation in all domains, specifically for the four-year undergraduate programmers'. Hence, the UGC has issued guidelines instructing educational institutions how to go about this. The Govt. of Andhra Pradesh, Higher Education Department has introduced Skill and Skill Development courses along with three mandatory internships during their graduation. The Andhra Pradesh state council of Higher education has given the instructions to all the colleges and universities. Hence, the internship is mandatory for degree students. The Commissioner of the Collegiate Education and Concerned universities are the implementing authorities. Here I am going to explain the internship, working conditions, work schedule, what equipment used for internship and how I have successfully completed the tasks given by the mentors, and what kind of skills acquired etc. are discussing in this chapter.

#### **Need for basics of Computers:**

Basic computer knowledge is about how computers work and how to use them. This may include typing, learning keyboard commands, powering a computer on and off, knowing how to connect and disconnect the Internet to a computer. It can help you understand different operating systems and application software. Whether you are a college graduate, salesperson, marketer, copywriter, teacher or working professional, you are required to

know the computer basics. Having basic computer knowledge makes it easier to complete everyday tasks and increase workplace productivity.

**Internship and Its Importance:**

An internship is a period of work experience offered by an organization for a limited period of time. Once confined to graduates, internship is used practice for a wide range of placements in businesses, non-profit organizations and government agencies. They are typically undertaken by students and graduates looking to gain relevant skills and experience in a particular field. The students will get benefit from these placements because they often recruit employees from their best interns, who have known capabilities, thus saving time and money in the long run. Internships for professional careers are similar in some ways. Similar to internships, apprenticeships transition students from vocational school into the workforce. Interns may be college students, and university students, or post-graduate adults.

In addition, an internship can be used to build a professional network that can assist with letters of recommendation or lead to future employment opportunities. The benefit of bringing an intern into full-time employment is that they are already familiar with the company, therefore needing little to no training. Internships provide current college students with the ability to participate in a field of their choice to receive hands-on learning about a particular future career, preparing them for full-time work following graduation.

Companies in search of interns often find and place students in mostly unpaid internships, for a fee. These companies charge students to assist with research, promising to refund the fee if no internship is found. The programs vary and aim to provide internship

placements at reputable companies. Some companies may also provide controlled housing in a new city, mentorship, support, networking, weekend activities or academic credit. Some programs offer extra add-ons such as language classes, networking events, local excursions, and other academic options.

Some companies specifically fund scholarships and grants for low-income applicants. Critics of internships criticize the practice of requiring certain college credits to be obtained only through unpaid internships. Paying for academic credits is a way to ensure students complete the duration of the internship, since they can be held accountable by their academic institution. For example, a student may be awarded academic credit only after their university receives a positive review from the intern's supervisor at the sponsoring organization.

#### **Intern Responsibilities:**

- ✓ Fulfilling tasks set out by supervisors from several departments.
- ✓ Attending meetings and taking minutes.
- ✓ Performing research at a supervisor's request.
- ✓ Updating social media platforms and writing copy for posts.
- ✓ Creating images for social media posts.

#### **Equipment Used:**

Computer hardware includes the physical parts of a computer. It refers to the computer system, especially those that form part of the central processing unit. Computer technicians should know the basic components of computer hardware and how to work with each part, including the motherboard, power supply, keyboard, mouse and monitor. In this article, we

discuss what computer hardware is and the basic components of it along with how computer technicians can safely troubleshoot key parts of a personal computer.

### **Hardware:**

Computer hardware includes the physical components of a computer. Personal computers (PCs) are electronic devices that use microchips to process information and may include desktop computers, laptops or tablets. Since a computer comprises many hardware components, they work together and depend on each other to function properly. These are the following need to be learning for basics in computers.

Computer

Key Board

Mouse

CPU

Hard Drive

Printer

Monitor

Mother Board

Input Device

Power Cable

Power Supply

Digital Board

White Papers

Pens

Note Book, Learning Environment

**Skills Acquired during Internship:**

While getting an internship is one part of the internship process, it is complete only when I grasp the relevant skills through my experience. I will get to learn a lot of technical skills. Soft skills are a basic necessity to become a professional.

Learn about Basic knowledge in computers.

MS Office

Typing

MS word

Email

Printing

Repairing

Excel

Data Entry

Graphs and Charts

Bar Diagrams

Other skills acquired:

Communication skills

Interpersonal skills

Collaboration with team

Time Management

Adaptability

Critical Thinking

Research and Analysis

Initiative

Leadership

Working with different mentalities

Tasks







Flexibility

Eager to learn

Environmental conditions etc.

## CHAPTER-IV

## ACTIVITY LOG FOR THE FIRST WEEK-

Day & Date	Brief description of the Daily activity	Learning Outcome	Person In-Charge Signature
15/07/2023 Day - 1	Introduction of typing master	Typing master introduction	
17/07/2023 Day - 2	Knowing about all keyboard keys	Keyboard keys	
18/07/2023 Day - 3	mouse	mouse	
19/07/2023 Day - 4	Know about which finger is used to press A,S,D,F or J,K,L letters	A,S,D,F OR J,K,L KEYS	
20/07/2023 Day - 5	Know about which finger is used to press E,R or I,O letter	E,R OR I,O, KEYS	
21/07/2023 Day - 6	Practice all keys	Practice	

  
Signature of the Mentor

## WEEKLY REPORT







WEEK - 1 (From Dt. 15/7/23 to Dt. 21/7/23)

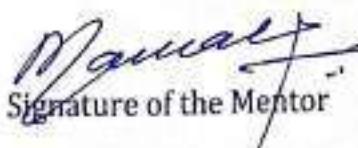
Typing Master is a software program designed to improve typing speed and accuracy. In two weeks of using Typing Master regularly, WE can expect to learn and improve the following skills:

1. Proper typing technique: Typing Master emphasizes correct finger placement and posture, helping WE develop and maintain a proper typing technique. This include spacing were fingers on the home row keys and using all were fingers to type.
2. Increased typing speed: Using Typing Master's typing exercises and drills, we can improve were typing speed over time. The program tracks Were progress and provides feedback to help we increase Were words-per-minute (WPM) rate.
3. Improved accuracy: Alongside speed, Typing Master also helps we improve accuracy. The software provides practice exercises that focus on reducing errors and developing muscle memory for accurate typing.
4. Eliminating bad typing habits: Typing Master helps identify and correct bad typing habits, such as pecking at keys or looking at the keyboard while typing. By practicing with the program, we can break these habits and develop more efficient typing techniques.
5. Typing fluency: with regular use of Typing Master, we can develop fluency in typing, resulting in smoother and more natural typing. we will become more comfortable and confident in typing, which can greatly boost were productivity.
6. Special typing skills: Typing Master often includes specialized drills and exercises for specific typing skills, such as number typing, punctuation, and typing special characters. These exercises help enhance were overall typing proficiency.
7. Typing accuracy and precision: Typing Master focuses not only on speed but also on accuracy and precision. It helps we improve keystroke accuracy, reduce types, and develop a more consistent typing rhythm.

Remember, were progress in typing largely depends on where commitment to practice regularly and engage with the exercises provided by Typing Master. Consistent and dedicated practice will yield the best results in improving were typing skills over a two-week period.

## ACTIVITY LOG FOR THE SECOND WEEK-

Day & Date	Brief description of the Daily activity	Learning Outcome	Person In-Charge Signature
22/07/23 Day - 1	Know about which finger is used to press G or H letter	G,H Letters	
24/07/23 Day - 2	Know about which finger is used to press Y, U, O, P letters	Y,U,O,P. Letters	
25/07/23 Day - 3	Know about which finger is used to press Q,W Letters	Q,W. Letters	
26/07/23 Day - 4	Know about which finger is used to press Z,X,C,V. Letters	Z,X,C,V Letters	
27/07/23 Day - 5	Know about which finger is used to press B,N,M. Letters	B,N,M Letters	
28/07/23 Day - 6	All keys practice	Practice	







  
Signature of the Mentor

**WEEKLY REPORT**WEEK - 2 (From Dt. 22/7/23 to Dt. 28/7/23)

Typing mastery refers to the ability to type accurately and efficiently on a keyboard. Developing good typing skills can greatly enhance your productivity and speed when working on a computer. To improve your typing speed and accuracy, here are some tips:

1. **Proper posture and hand placement:** Sit up straight with your feet flat on the floor. Position your hands on the keyboard with your fingers resting lightly on the home row keys. The home row keys are "ASDF" for the left hand and "JKL;" for the right hand.
2. **Learn the keyboard:** Familiarize yourself with the help of the keyboard. The standard keyboard is known as QWERTY, named after the first six letters in the top left row of letters. Be aware of the position of each letter, number, and symbol on the keyboard.
3. **Start with touch typing:** Touch typing is the technique of typing without looking at the keyboard. By using this method, you can type faster and more accurately. Practice placing your fingers on the home row and use the correct finger for each key. For example, use your left pinky finger for the "A" key and your right index finger for the "J" key.
4. **Typing exercises:** Practice typing exercises and drills to improve speed and accuracy. There are various online typing tutor programs and websites available that provide interactive typing lessons and games. These platforms often offer different levels of difficulty and provide real-time feedback on performance.
5. **Typing games:** Engage in typing games that can make practice more enjoyable. Games like "Typing of the Dead," "Type Racer," or "Nitro Type" can help you improve your typing speed while having fun.
6. **Focus on accuracy:** While speed is important, accuracy should not be overlooked. Concentrate on hitting the correct keys with the appropriate fingers. Avoid looking at the keyboard and try to develop muscle memory for the key positions.
7. **Practice regularly:** Consistency is key to improving your typing skills. Set aside dedicated practice time each day, even if it's just a few minutes. Regular practice will help to build muscle memory and improve your speed over time.

## ACTIVITY LOG FOR THE THIRD WEEK-

Day & Date	Brief description of the Daily activity	Learning Outcome	Person In-Charge Signature
29/07/2022 Day - 1	What is computer	Computer introduction	
31/07/2022 Day - 2	What is hardware	Hardware	
01/08/2022 Day - 3	What is software	Software	
02/08/2022 Day - 4	Operating system	Operating system	
03/08/2022 Day - 5	File manager	File manager	
04/08/2022 Day - 6	Connecting internet and web browsers	Internet and web browsers	

  
Signature of the Mentor

## WEEKLY REPORT







WEEK - 3 (From Dt. 29/7/23 to Dt. 4/8/23)

In an introduction to computers, WE will learn about various aspects and components of a computer system. Here is a detailed explanation of what WE can expect to learn:

1. What is a computer: we will gain an understanding of what a computer is, its purpose, and how it functions. This includes the concept of input, processing, output, and storage
2. Hardware: we will learn about the physical components of a computer, such as the central processing unit (CPU), memory (RAM), storage devices (hard drives, SSDs), input devices (keyboard, mouse), and output devices (monitor, printer).
3. Software: WE will explore the different types of software, including the operating system (e.g., Windows, macOS), applications, and utilities. we will also understand the difference between system software and application software.
4. Operating System: An introduction to operating systems will cover the role they play in managing computer resources, providing a user interface, and running applications. we will learn about different types of operating systems, such as Windows, macOS, and Linux
5. File Management: we will learn how to organize and manage files and folders on a computer. This includes creating, renaming, moving, copying, and deleting files and folders.
6. Computer Networks: we will be introduced to the concept of computer networks and learn about the basics of local area networks (LANs) and the internet. This includes understanding IP addresses, domain names, and protocols like TCP/IP.
7. Internet and Web Browsers: This section will cover the basics of the internet, including web browsers, search engines, and common web services. we will learn how to navigate the web, search for information, and stay safe online.
8. Computer Security and Privacy: An introduction to computer security will cover the importance of protecting the computer and personal information. This includes learning about antivirus software, firewalls, and safe browsing practices.
9. Computer Ethics: we will explore the ethical considerations surrounding computer use, including topics such as online privacy, intellectual property, and responsible digital citizenship.
10. Troubleshooting and Maintenance: An introduction to troubleshooting will teach we how to identify and resolve common computer problems. we will also learn about regular maintenance tasks like software updates, disk cleanup, and virus scans.

This is just an overview of the topics typically covered in an introduction to computers. Different courses or curriculum may go into further detail or cover additional subjects depending on the level of the course and learning objectives.

## ACTIVITY LOG FOR THE FORTH WEEK-

Day & Date	Brief description of the Daily activity	Learning Outcome	Person In-Charge Signature
05/8/2023 Day - 1	Know about introduction of Microsoft word	Microsoft word brief introduction	
07/8/2023 Day - 2	Know about introduction of Microsoft PowerPoint	Microsoft PowerPoint brief introduction	
08/8/2023 Day - 3	Know about introduction of Microsoft Excel	Microsoft Excel brief introduction	
09/8/2023 Day - 4	Know about Microsoft Outlook	Microsoft Outlook brief introduction	
10/8/2023 Day - 5	Know about Microsoft access	Microsoft Access brief introduction	
11/8/2023 Day - 6	Know about Microsoft publisher	Microsoft publisher brief introduction	

  
Signature of the Mentor

WEEKLY REPORT







WEEK - 4 (From Dt. 5/8/23 to Dt. 11/8/23)

Microsoft Office is a comprehensive suite of productivity applications developed by Microsoft Corporation. It has become the industry standard for office software and is widely used in various business, educational, and personal settings. Let's take a closer look at the key components and features of Microsoft Office:

1. Microsoft Word: Word is a powerful word processing application that allows users to create, edit, and format documents. It has a wide range of features such as spell checking, grammar checking, formatting options (fonts, styles, colors), page settings, and the ability to insert tables, images, charts, and other objects into documents.
2. Microsoft Excel: Excel is a spreadsheet program used for data organization, analysis, and calculation. It offers tools for creating and managing spreadsheets, performing complex calculations using formulas and functions, creating charts and graphs, and generating reports. Excel is widely used for financial analysis, data analysis, and budgeting.
3. Microsoft PowerPoint: PowerPoint is a presentation software used for creating visually appealing and engaging slideshows. It allows users to create and arrange slides, add text, images, videos, audio, and animations, and apply various transition effects. PowerPoint is commonly used for business presentations, educational lectures, and training materials.
4. Microsoft Outlook: Outlook is an email client and personal information manager that helps users manage their emails, calendars, contacts, and tasks. It offers features like email organization, filtering, and sorting, scheduling meetings and appointments, managing contacts, and setting reminders. Outlook also integrates with other Microsoft Office applications, making it easy to share information and collaborate with others.
5. Microsoft Access: Access is a database management system that enables users to create and manage databases. It provides tools for creating tables, queries, forms, and reports to store, organize, and retrieve data. Access is commonly used for building small-scale databases, managing inventories, and creating custom data-driven applications.
6. Microsoft Publisher: Publisher is a desktop publishing application designed for creating professional-looking publications, such as brochures, flyers, newsletters, and magazines. It offers a variety of templates, design tools, and formatting options to create visually appealing documents.
7. Microsoft SharePoint: SharePoint is a web-based collaboration platform that facilitates team work, document sharing, and information management within organizations. It allows users to create websites, share documents, collaborate on projects, manage work flows, and provide access controls for secure collaboration.

These are just a few of the main components of Microsoft Office. Microsoft continues to enhance and expand the Office suite with new features, integration with cloud services, and improved collaboration capabilities. Microsoft Office is available for Windows and macOS operating systems, and there are different versions and licensing options available to suit different user needs, including subscription-based services like Office 365 and perpetual licenses like Office 2019.

ACTIVITY LOG FOR THE FIFTH WEEK-

Day & Date	Brief description of the Daily activity	Learning Outcome	Person In-Charge Signature
12/8/23 Day - 1	Microsoft word tools introduction	Microsoft word tools	
14/8/23 Day - 2	Learn about basic text formatting.	Basic text formatting	
15/8/23 Day - 3	Know about page layout	Page layout	
16/8/23 Day - 4	Know about inserting and formatting images	Inserting and formatting images	
17/8/23 Day - 5	Learn about how to set table send columns	Tables and columns	
18/8/23 Day - 6	Know about headers and folders	Headers and folders	

  
Signature of the Mentor

**WEEKLY REPORT**







WEEK - 5 (From Dt. 12/8/22 to Dt. 18/8/23)

In Microsoft Word, WE can learn a variety of skills and techniques for creating and editing documents. Here are some of the key features and functions that WE can learn in Microsoft Word:

1. **Basic Text Formatting:** we can learn how to change the font style, size, and color of text. WE can also learn how to apply formatting options such as bold, italic, underline, and strike through. Additionally, WE can learn how to adjust paragraph spacing, alignment, indentation, and bullet and numbering styles.
2. **Page Layout:** we can learn how to set up the document's margins, orientation (portrait or landscape), and page size. we can also learn how to add headers and footers, page numbers, and apply different page layout options such as columns, borders, and shading.
3. **Inserting and Formatting Images:** we can learn how to insert and resize images in the document. we can also learn how to wrap text around images, apply styles and effects, align images, and crop or rotate them.
4. **Tables and Columns:** we can learn how to create and format tables to present detailing organized manner. we can add or delete rows and columns, merge or split cells, apply cell formatting, and add borders or shading to tables. Additionally, we can learn how to create columns in the document for a newspaper-style layout.
5. **Headers and Footers:** we can learn how to add headers and footers to the document, which are sections that appear at the top and bottom of each page. we can insert page numbers, date and time, document title, and other information in the headers and footers
6. **Styles and Themes:** we can learn how to apply consistent formatting to the document by using styles. Styles allow we to apply preset formatting options to headings, subheadings, body text, and other elements. Additionally, we can learn how to apply predefined document themes to change the overall look and feel of the document.
7. **Collaboration and Review:** we can learn how to collaborate with others on a document by using features such as track changes and comments. Track changes allow we to seed its made by different users, while comments allow users to leave feedback or make suggestions.
8. **Mail Merge:** we can learn how to use the mail merge feature to create personalized letters, envelopes, or labels. Mail merge allows WE to merge a data source (such as a list of names and addresses) with a Word document to create multiple personalized copies.

These are just some of the skills and techniques that WE can learn in Microsoft Word. By becoming proficient in these areas, WE can create professional-looking documents and efficiently manage the written content.

## ACTIVITY LOG FOR THE SIXTH WEEK-

Day & Date	Brief description of the Daily activity	Learning Outcome	Person In-Charge Signature
19/08/2023 Day - 1	Know about different types of styles and theme	Styles and themes	
21/08/2023 Day - 2	Learn collaborations and reviews	Collaborations and reviews	
22/08/2023 Day - 3	Learn about User interface	User interface	
24/08/2023 Day - 4	Learn about what is mail merge	Mail merge	
25/08/2023 Day - 5	Know about Ribbon	Ribbon	
26/08/2023 Day - 6	Know about quick access toolbar	Quick access toolbar	







  
Signature of the Mentor

**WEEKLY REPORT**

WEEK - 6 (From Dt. 19/8/22 to Dt. 26/8/22)

1. **User Interface:** Microsoft Word has a user-friendly interface designed to make document creation and editing intuitive. The main components of the interface include the Ribbon, Quick Access Toolbar, Document Area, and the Status Bar.
2. **Ribbon:** The Ribbon is located at the top of the window and contains multiple tabs, each representing a specific set of functions. These tabs include Home, Insert, Page Layout, References, Mailings, Review, and more. Each tab is further divided into groups that contain related commands and tools.
3. **Quick Access Toolbar:** The Quick Access Toolbar is a customizable toolbar located at the top left corner of the window. we can add frequently used commands to this toolbar for quick access.
4. **Templates:** Microsoft Word offers a wide range of pre-designed templates for various document types, such as resumes, cover letters, flyers, brochures, and more.
5. **Saving and Exporting:** we can save the documents in various formats, including .docx, .pdf, .rtf, .txt, and more. word also supports exporting to other Microsoft office formats and Google Docs.
6. **Table of Contents and Index:** Word can automatically generate a table of contents based on the document's headings and page numbers. It can also create an index for easier navigation.
7. **Inserting Objects:** we can insert various objects into the document, such as pictures, shapes, SmartArt graphics, charts, hyperlinks, equations, symbols, and more.

## ACTIVITY LOG FOR THE SEVENTH WEEK-







Day & Date	Brief description of the Daily activity	Learning Outcome	Person In-Charge Signature
26/8/2023 Day - 1	know about Document area	know about Document area	
28/08/2023 Day - 2	Learn about status bar	Status bar	
29/08/2023 Day - 3	learn about Document creation and editing	Document creation and editing	
30/08/2023 Day - 4	Learn about style sand themes	Styles and themes	
31/08/2023 Day - 5	Know about Spell and grammar check	Spell and grammar check	
31/08/2023 Day -6	Learn about reviewing tools	Reviewing tools	

  
Signature of the Mentor

**WEEKLY REPORT**WEEK - 7 (From Dt. 26/8/23 to Dt. 31/8/23)

1. **Document Area:** The Document Area is the main working area where we can create, edit, and format the documents. It displays the content of the currently open document.
2. **Status Bar:** The Status Bar is situated at the bottom of the window and provides useful information about the document, such as the page number, word count, language settings, and zoom level.
3. **Document Creation and Editing:** we can start a new document from scratch or open an existing one. we can type and edit text, insert images, tables, charts, and various objects into the document. Formatting options like font style, size, color, alignment, and spacing can be easily applied to the content.
4. **Styles and Themes:** Microsoft Word allows we to apply different styles and themes to the documents, which change the overall appearance of fonts, colors, and formatting to give the document a consistent and professional look.
5. **Page layout:** WE can set page margins, orientation (portrait or landscape), page size, and customize headers and footers. Additionally, Word provides options for creating columns and managing page breaks.
6. **Spell and Grammar Check:** Word includes a built-in spelling and grammar checker to help we identify and correct errors in the document. It underlines misspelled words and suggests corrections.
7. **Reviewing Tools:** The Review tab of features like Track Changes, Comments, and Compare to help with collaborative editing and reviewing of documents.
8. **Inserting Objects:** WE can insert various objects into the document, such as pictures, shapes, SmartArt graphics, charts, hyperlinks, equations, symbols, and more.
9. **Table of Contents and Index:** Word can automatically generate a table of contents based on the document's headings and page numbers. It can also create an index for easier navigation.

## ACTIVITY LOG FOR THE EIGHTH WEEK-

Day & Date	Brief description of the Daily activity	Learning Outcome	Person In-Charge Signature
1/9/2023 Day - 1	PowerPoint introduction	PowerPoint introduction	
2/9/2023 Day - 2	Creating slides and slide designs and layout	Slides and slides designing and layout	
2/9/2023 Day - 3	Know about adding multimedia	Adding multimedia	
2/9/2023 Day - 4	Learn about speaker notes	Speaker notes	
2/9/2023 Day - 5	Learn about Animations and transactions	Animation moments	
2/9/2023 Day - 6	Know about slide show settings	Slide show settings	

  
Signature of the Mentor

### WEEKLY REPORT

WEEK - 8 (From Dt. 1/9/23 to Dt. 2/9/23.)

In Microsoft PowerPoint, WE can learn a variety of skills and techniques for creating and delivering presentations. Here are some of the key features and functions that WE can learn in Microsoft PowerPoint:

1. **Creating Slides:** WE can learn how to create new slides and add content to them. we can choose from different slide layout and add text, images, shapes, charts, and tables. Additionally, we can learn how to apply slide themes to change the overall design of the presentation.
2. **Slide Design and Layout:** we can learn how to customize the design and layout of the slides. WE can change the background color or image, apply different fonts and color schemes, and adjust the spacing and alignment of elements on the slide. we can also learn how to arrange slides in a specific order and manage slide transitions.
3. **Adding Multimedia:** we can learn how to enhance the presentation by adding multimedia elements. we can insert audio or video files, embed YouTube videos, and record and insert narration. we can also learn how to control the playback of multimedia elements, such as adjusting volume or setting the starting point.
4. **Animations and Transitions:** we can learn how to add animations and transitions to the slideshow make the presentation more visually engaging. Animations allow we to apply movement or effects to text, images, and other elements on the slide. Transitions are the visual effects that occur when moving from one slide to the next
5. **Speaker Notes:** we can learn how to add speaker notes to each slide, which can serve as additional information or reminders for when WE are delivering the presentation. Speaker notes typically not visible to the audience and can help we stay organized and on track during we representation.
6. **Slideshow Settings:** we can learn how to customize the settings for the slideshow. We can set the slide timing, choose whether to advance slides manually or automatically, and customize the slideshow for presenting on different devices or screens
7. **Collaboration and Review:** we can learn how to collaborate with others on a PowerPoint presentation. WE can share the presentation with others, allow them to comment or make edits, and track changes made by different users. Additionally, WE can learn how to use the presentation view to practice and deliver the presentation effectively.
8. **Presentation Tips and Tricks:** we can learn various tips and techniques for creating and delivering impactful presentations. These may include using visual aids effectively, structuring the presentation with a clear message or storyline, using data and charts effectively, and engaging the audience through interaction or storytelling

## CHAPTER-5

### OUTCOMES DESCRIPTION INTERNSHIP ON BASICS OF COMPUTERS: MS OFFICE

An internship is an official program offered by organizations to help train and provide work experience to students and recent graduates. The concept of working as an intern began a long time ago but has drastically evolved over the years. Internships first started as a laborer who would take on young individuals and teach them their art or trade. The purpose of an internship or rather an apprenticeship was to gain new skills to be able to obtain future work.

In modern interning, an intern or trainee can work for an organization for a specific amount of time. Interns can work for 1-6 months or longer, depending on the company and the industry. Internships are popular amongst graduate and undergraduate students who need to gain research or valuable work experience. Almost every sector and type of company, from a large multinational corporation to a small startup, now offers internships. Internships can be an excellent, low-risk recruitment tool. Internships are specific work situations in which individuals work on a temporary basis for an employer to gain work experience in their chosen field.

#### **Internship outcomes:**

Internships have traditionally been offered to younger workers—usually college students looking to gain experience before they graduate. However, they are increasingly being sought out by and offered to workers at all stages of their careers, in particular workers

changing careers. By partaking in an internship, you will be able to gain real-life exposure, grow your knowledge and determine. Internships not only provide you with the first-hand experience in the real working world but also enable you to understand the career trajectory for your desired job title. You can learn how to apply the knowledge you have acquired during an internship to your future workplaces.

- Bringing fresh perspective
- New Skills acquired on computer basics
- Learned new techniques
- Typing work
- Leaned MS Office, Excel, WordPad etc
- Basics in Computers
- Improved the overall work climate
- Thoughts changing
- Faster Leadership qualities
- You get to know prospective students
- Interns are usually highly motivated individuals who take initiative.
- We eager to gain experience in their field

- Interns bring a fresh perspective and new ideas into the work environment
- Motivating and stimulating to the members
- Place to work is very important
- Planning and Assigned tasks
- Supervision should be worked out
- Time sense and clear communication
- The work must represent a real opportunity for learning and achievement
- We feel welcome and give them the resources they need.
- Obtain feedback from interns about the projects they complete. This benefits both your internship program and your company.
- Stay in close touch with successful interns
- Social media is important
- To gain real work experience and provide meaningful assistance to the company.
- To have a mentor who provides guidance, feedback, receptiveness and models professionalism.
- To gain experience and skills in a particular field.
- To develop professional contacts.
- To gain exposure to upper management.
- To receive an orientation to the company for which they are interning.

- This introduces the student to the company's mission and goals and provides them with information about company rules, regulations and procedures. It also introduces the intern to fellow employees who they can go to in the future with questions.

Networking is the exchange of information between individuals to form acquaintances and relationships to further their professional career. An internship is an experiential learning opportunity that offers an invaluable chance for students to network and build crucial professional connections before they even graduate. For some students, it is a stepping-stone to bonus opportunities within the same organization, including a full-time job. The more people you meet in the professional world with the same interest, the higher your chances to grow as a professional. We will get to know how these people work, what strategies they use to tackle a difficult situation, and how they get the job done. Different people have different skills. Meeting them and watching them work will help me to understand how to work with different people and in various work environments. We can use their strategies and reinvent them for your circumstances. Everyone knows that the job market is competitive, especially in the current climate. We got competitive edge in the global world. Internships can provide me with experience and the skills. We have been motivated to acquire experience outside of knowledge. Internships are supervised, structured learning experiences in a professional setting that allow you to gain valuable work experience in a student's chosen field of study.

**Conclusion:**

I am very much happy with my internship, earlier I have completed community service project now I am attached to the Global IT Solutions for learning basic computer skills,

which are necessary for jobs in the future. I feel that the students are working in good environment. I have experienced with People interactions are good and we know each other's. The institute provides minimum facilities to the students in the premises. They are always available in the computer center and maintenance is good. The teacher and supervisor explained the clarity of job roles in Govt. and private sectors. This institute is small, so there are no such protocols, but they have been following certain procedures for smooth functioning of the institute. They are maintaining good atmosphere among the students and maintained strict discipline rules. They have following time schedule for each class. We are buildup our skills through harmonious relationships with our friends and teachers. We participated in social awareness programmers that are conducted by the institute and college. There is good mutual support between the college and computer Centre. I learned how to do work with team members, how to motivate the friends during critical stages. The working environment is good. I really enjoyed my internship, it's a memorable event and useful for my career. Thanks to the supervisor, Principal and computer center, College, University and Govt. of Andhra Pradesh for making me knowledgeable person.

### Total outcomes of the Internship Skills Acquired

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.)

Good environment is very important for learning and doing job or any other work. Good environment is always boosting up your interest. A work environment is the setting, social features and physical conditions in which you perform your job. These elements can impact feelings of well-being, workplace relationships, collaboration, and efficiency and employee health. The office is more comfortable and improving my communication. Hosting company events and expressing gratitude builds trust and ignites enthusiasm.

The work environment impacts my mood, drive, mental health and performance. My confidence is increased. Overall environment is good at the computer centre; though slight noise from the outside. Positively influence the entire work environment in the computer centre. It is boosting a whole ecosystem of energies and resources. The second most prominent outcome is the ability to test-drive the talent. I feel that there is a good interaction with my classmates at the learning centre. Minimum facilities are available like fan, light, tables, chairs, Computers, interment, water and other minim needs. There are no protocols and procedures. They fixed the time from morning to evening for classes and framed time table accordingly. We are also participated in the social awareness programmes organized by the college and internship institution. There is a good mutual support between the college and computer centre. As an arts student, computer knowledge is necessary for my better future. Motivation classes are also conducted and my supervisor is always encouraging me to complete the tasks. Ventilation is good at the centre. Whenever the teacher has assigned the group work, we will complete it as a team work, which is helpful for enhancing my leadership qualities.

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

Technical skills are the specialized knowledge and expertise required to perform specific tasks and use specific tools and programs in real world situations. Diverse technical skills are required in just about every field and industry, from IT and business administration to health care and education. In fact, many entry-level positions across industries require basic technical skills, such as cloud computing in Google Drive and navigating social media platforms. There are many examples of more advanced technical skills that a job might require include programming languages, technical writing, or data analysis. Unlike workplace skills, also called soft skills, such as communication and time management, technical skills often require specific education and training to acquire.

**Technical skills:**

I learned the following few Technical skills, but not in depth. Sometimes referred to as hard skills, involve the practical knowledge I use in order to complete tasks. Some examples of technical skills are:

- Typing
- Internet browsing
- Mails
- Data analysis
- WordPad
- MS Office
- Graphics
- Writing
- Printing etc.

The following skills are the necessary for job.

- ✓ Positive attitude. Being calm and cheerful when things go wrong.
- ✓ Communication. You can listen and say information clearly when you speak or write.
- ✓ Teamwork
- ✓ Self-management

- ✓ Willingness to learn
- ✓ Thinking skills (problem solving and decision making)
- ✓ Resilience.

**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.?)**

First I can understand what is mean by managerial skills; Managerial skills are the knowledge and ability of the individuals in a managerial position to fulfill some specific management activities or tasks. This knowledge and ability can be learned and practiced. However, I also acquired through practical implementation of required activities and tasks. This skill will help me to manage people and technology. I understand the how to do work with planning and how to lead the team work, and how to manage the time and how to improve the decision making during working hours, and finally I understand the how to reach our goal in future, all these I observed in my internship.

### **Types of managerial skills**

There are three types of skills that are essential for a successful management process:

- Technical skills
- Conceptual skills
- Human or interpersonal management skills

### **Technical Skills:**

These skills tell us, knowledge and ability to use different techniques to achieve what we want. Technical skills are not related only for machines, production tools or other equipment. I observed skills that will be required to complete the office work within the stipulated time. It also useful for to increase sales, design different types of products and

services, market the products and services, etc. Technical skills are most important for students to do computer system work. Without technical skills, we cannot get more jobs.

**Conceptual Skills:**

I understand the Conceptual skills are necessary to improve our knowledge and ability. I can easily see the whole through analysis and diagnosis of different conditions. In such a way we can predict the future of the business or institute/Company/organization/department as a whole. I observed that Conceptual skills are vital for top managers, less critical for mid-level managers in the company.

**Interpersonal Managerial Skills:**

Human or interpersonal management skills are much needed to enhance our knowledge and ability to work with different people. One of the most critical management tasks is to work with people. These skills enable students/Employees to become leaders and motivate other employees for better accomplishments. Additionally, they help them to make more effective use of human potential in the company. Simply, they are essential skills for all hierarchical levels in the company.

**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.?)**

Having good English communication skills is necessary across many industries and job roles. The ability to express yourself clearly and confidently can help you on a personal and professional front. Regardless of your existing skills, you should work on your English communication to advance in your career. In this internship I also learned some basic communication skills in English language. Basic communication skills are necessary for effective communication in any environment, especially in your workplace.

During my internship I followed Reading, writing, listening and speaking for improving my language skills. I slightly improved oral and written communication, sometimes I talk to my friends in English language, which gave me confidence. I can understand the others, while they are speaking. I followed slow speaking practiced with other friends, and I read English news papers and listening English videos and audios whenever I have time regularly. Sentence formation, listen to others, ask questions are helped me a lot to improve my communication skills during my internship.

**Describe how you could enhance your abilities in Group Discussions, Participation in teams, contribution as a team member, leading a team/activity.?**

I understand that Group Discussion is a type of discussion that involves people sharing ideas or activities. People in the group discussion are connected with one basic idea. Based on that idea, everyone in the group represents his/her perspective. Group Discussion is a discussion that tests the candidate's skills, such as leadership skills, communication skills, social skills and behavior, politeness, teamwork, listening ability, General awareness, confidence, problem-solving skills, etc. Group discussion is always performed around the table. People can sit in any arrangement, but everyone should be able to see every face. It is not only the usual discussion, but it is also a discussion with knowledge and facts. Group Discussions are an essential part of testing candidates in the organizations, recruitment process, etc. It also plays an important role in improving the skills of a student.

I was participated in few group discussions in my collage and few in internship classes. Due to this discussions, my confidence levels are increased and I am thinking while I speaking the words. My communication is somewhat better if compare with previous year. I can observe the team work is more important for complete the any task. I also observed that during the work process, we face many problems, but we can overcome to that.

**Describe the Technological Developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role). ?**

The twenty-first century has seen a technological revolution. Several highly commercial and widely used technologies from the early 2000s have completely vanished, and other ones have replaced them. In 2021, many latest technologies will emerge, particularly in the fields of computer science and engineering. These latest technologies are only going to get better in 2021, and they may even make it into the hands of the average individual. These are the key trends or latest technologies to look at whether you're a recent computer science graduate or a seasoned IT professional and how these innovations are upending the established quo at work and on college campuses.

Digital technologies are electronic tools, systems, devices and resources that generate store or process data. Well known examples include social media, online games, multimedia and mobile phones. Digital learning is any type of learning that uses technology. It can happen across all curriculum learning areas.

- ✓ Artificial Intelligence and Machine Learning
- ✓ Edge Computing
- ✓ Quantum Computing
- ✓ Augmented reality
- ✓ Robotics
- ✓ Cyber security
- ✓ Bioinformatics
- ✓ Data Science
- ✓ Full Stack Development

- ✓ Virtual Reality and Augmented Reality
- ✓ Final Thoughts
- ✓ 5 G Network
- ✓ Automation
- ✓ Digital Twin
- ✓ Real Time Analytics
- ✓ Black Chain Technology
- ✓ Cyber Security
- ✓ Virtual reality

## Student Self Evaluation of the Short-Term Internship

Student Name: S. Siddik Registration No: 21U2005049043.  
 Term of Internship: <sup>short</sup> From: 15/07/2023 To: 2/9/2023.  
 Date of Evaluation: 06/11/2023.  
 Organization Name & Address: SVM-L, Maidapuram, Kucudi.

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:

S. Siddik  
Signature of the Student

### Evaluation by the Supervisor of the Intern Organization

Student Name: S. Siddik

Registration No: 2142005019092

Term of Internship: short From: 15-07-2023 To: 2-09-2023

Date of Evaluation: 06/11/2023

Organization Name & Address: SVMS Institute, Saidapuram, Kadivi.

Name & Address of the : S.T.S.N GDC, Kadivi.

Supervisor : J.V. Ramana

Mobile Number : 9398866049.

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: 06/11/2023

*Manuel*  
Signature of the Supervisor

**PHOTOS AND VIDEOS LINKS  
ANY OTHER MATERILS RELATED TO TOPIC**





## **EVALUATION**

### **Internal Evaluation for Short Term Internship (On-site/Virtual)**

**Objectives:-**

- ✓ To integrate the Theory and practice.
- ✓ To learn to appreciate work and its function towards the future.
- ✓ To develop work habits and attitudes necessary for job success.
- ✓ To develop communication, interpersonal and other critical skills in the future job.
- ✓ To acquire additional skills required for the world of work.

**Assessment Model:**

- There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the student sand for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:
 

➤ <b>Activity Log</b>	<b>25marks</b>
➤ <b>Internship Evaluation</b>	<b>50marks</b>
➤ <b>Oral Presentation</b>	<b>25marks</b>
- 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 with in groups to be assessed this way. The assessment will take into consideration the individual's student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered-

- ✓ The individual student's effort and commitment.
- ✓ The originality and quality of the work produced by the individual student.
- ✓ The student's integration and co-operation with the work assigned.
- ✓ 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.

### INTERNAL ASSESSMENT STATEMENT

Name of the Student : S. Siddik.  
 Programme of Study : Computer Basic.  
 Year of Study : 2023.  
 Group : B.C.C.(B2C)  
 Register No/H.T.No : 2142005049043.  
 Name of the College : CTEN, GDC, Kacivi.  
 University : CK University.

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	
2.	Internship Evaluation	30	
3.	Oral Presentation	10	
	GRAND TOTAL	50	

Date:

Signature of the Faculty Guide

## EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Programme of Study: S. Siddik - computer Basic.

Year of Study: 2023.

Group: B.ec (BZC)

Register No/H.T. No: Name of the 2142005049043.

College: S.T.S.N GDC, Kadiri.

University: SK. UNIVERSITY.

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	
2.	For the grading giving by the Supervisor of the Intern Organization	20	
3.	Viva-Voce	50	
	TOTAL	150	
	GRAND TOTAL (EXT. 50 M + INT. 100M)	200	

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

Signature of the Principal with Seal



# INTERNSHIP PROGRAM



PARAMEDICAL - KADIRI

B. Sujatha

2nd Year (B.SC C.Z.P.M.T)  
STSN Govt Degree  
College Kadiri

2<sup>nd</sup> SHORT-TERM  
INTERNSHIP/APPRENTICESHIP PROGRAMME  
ON  
BASICS OF COMPUTERS

Name of the Student : B Sujatha

Name of the College : S. T. S. N Govt. Degree College

Registration Number: 21A2005470004

Period of Internship : 2 months

Name & Address of the Internship Organisation: S.V.M.S Institute  
Kadiri - 515591

STSN GOVT DEGREE COLLEGE, KADIRI  
(NAAC 'B' Grade)  
Affiliated to  
SRIKRISHNA DEVARAYA UNIVERSITY,  
ANANTAPURAM

FOR THE YEAR-2023

## An Internship Report

on

Basics of Computers

Submitted in Accordance with the Requirement for the Degree of

Under the Faculty Guideship of..... Dr. M. Krishna Naik.....

Department of..... Zoology.....

Name of the College..... S.T.S.N. Govt. Degree College Kadur.....

Submitted by:

Name of the Student..... B. Sujatha.....

Reg.No: 21A2005470004

Student's Declaration


I, B. Sujatha a student of Bsc (Paramedical) Program, Reg. No. 21A2005470004 of the Department Zoology of S.P.SNEDC College do hereby declare that I have completed the mandatory internship from 15-7-2023 to 2-9-2023 in S.V.M.S. Institute Kadur (Name of the intern organization) under the Faculty Guideship of Dr. M. Krishna Naik (Name of the Faculty Guide), Department of Zoology S.P.S.N. Coll. Degree Kadur (Name of the College)

(Signature and Date)

B. Sujatha

### Official Certification

This is to certify that B. Sujatha (Name of the student) Reg. No. 21A2005A70004 has completed his/her Internship in S.M.M.S. Institute, Kadiri (Name of the Intern Organization) on Basics of Computers (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Internship in the Department of Zoology, S.P.S.N GDC Kadiri (Name of the College). This is accepted for evaluation.

  
Signature with Date and Seal

Head  
Department of Zoology  
STSN, Govt. U.G & P.G. College  
KADIRI - 515 591.  
Sri Sathya Sai Dist. (A.P.)

**Endorsements**

  
Faculty Guide

  
Head of the Department

Principal

## Certificate from Intern Organization

This is to certify that B. Sujatha (Name of the intern) Reg. No. 2148005470004 of S. T. S. N. GDC (Name of the College) underwent internship in BVM & Institute Kadapa (Name of the Intern Organization) from 15-7-2023 to 2-9-2023 the overall performance of the intern during his/her internship is found to be satisfactory (Satisfactory/Not Satisfactory).

S. Jey  
Authorized Signatory with Date



## Acknowledgements

First of all I am very much thankful to my Mentor/Supervisor Dr. M. Kalpana Naik lecturer in ZOOLOGY STSN Govt. Degree College, Kadiri for guiding me throughout my Internship. He has given valuable suggestions to complete the internship in stipulated time. Without his support, I cannot complete the given assignment. I am also thankful to the Principal of the College for her cooperation and suggestions. many other skills, which I acquired. I am very much thankful to the teaching staff at computer centre for their valuable inputs to learn the knowledge on computers. Because of their efforts, I learned computer basics, MS Office, MS Word, Excel, Typing and other communications skills etc. I am also thankful to my parents and friends for giving cooperation and support. I would like to thank to the S.K. University for framing the guidelines and rules from time to time. I am also thankful to the Commissioner of Collegiate Education, Vijayawada and AP State Council of Higher Education, Govt. of AP for giving this wonderful opportunity.

**Thank You.**

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## Chapter-I

### EXECUTIVE SUMMARY

Computer Proficiency is an inevitable part of education. The course is aiming to equip all the Arts, Science, and commerce aspirants to have basic skills as well as hands on experience on word processing, for creating excel spreadsheets, for building databases and preparing presentations, through the use of Microsoft Office Word, Excel, and PowerPoint programs. After successful completion of the internship, the student will be able to understand the following.

#### Objectives:

- To give basic information about the computer system.
- To give knowledge about computer hardware and computer software.
- To familiarize students with the use of MS Windows, Internet and E-mail.
- To familiarize students with the use of MS Office-MS Word, MS Excel & MS PowerPoint.

#### Learning Outcomes:

- ✓ To understand the basics of computers
- ✓ Learned about MS Office, Typing, and Excel
- ✓ To enrich the practical knowledge of computers
- ✓ Learned about Internet, E-Mail and Power Point
- ✓ Learned Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.
- ✓ To know the Format text and paragraphs in computers

Microsoft word is an important education application. It is important to process raw facts into meaningful information. Microsoft word can benefits teachers and students to create new innovative methods of learning and teaching. Microsoft word and Microsoft office suite for students help to transmit educational materials and practice systematically in school and university faster with higher quality. In which students can use Microsoft word templates to teach complex fundamental into simple methods. In traditional education method, students write and practice school leaving certificate on notebooks. But in future students need to print the letter or all the departments will be becoming digital. Inthat time you can't imagine the applications are received by a handwritten letter on physical paper.

Microsoft Office is a family of server software, and services developed by Microsoft for various purposes. Microsoft Office is a suite of desktop productivity applications that is designed specifically to be used for office or business use. I learned how Microsoft word and MS Office etc. application can be used and utilized by students to faster the process of receiving and giving information. And to achieve this purposes around the world school and colleges. I believe Microsoft Word is an important application that can improve and maximize practical education practices in schools and colleges. I learned many computer basics for getting Government and private jobs. Every day I went into the Global Computer Centre, Kadiri for second internship for getting degree. This institute has given good training for MS Office and other basic computer knowledge. I also attended regular classes and note down the notes and did practical experience. I used desktop for practical experience. I really appreciate the government for giving this wonderful opportunity.

## Chapter-II

### OVERVIEW OF THE ORGANISATION

Global IT Solutions (GITS) is an ISO 9005:2015 certified institute, it was registered under MSME and maintained under Zareen Educational and Welfare Society. It was established in 2005.

#### Objectives:

- Our Objective therefore is to create an atmosphere of values that foster a comprehensive approach to the growth of students that will generate not only integrity but also give back to society their skills and create a world of equal opportunities to all.
- To provide participants with the opportunity to gain accredited, marketable work skills which in turn can lead to employment opportunities,
- To develop confidence and self-esteem by helping participants to become involved in Computer Training
- To eliminate the perception that Computer technology is passing people by and to increase the general awareness of the possibilities offered by Computer Training
- To develop role models within communities this can promote the benefits of Computer Training
- Strengthen the development of associated learning center as a proactive role model for high quality and learner centric computer literacy program.
- To improve standards of computer education in the rural area people.

> Our mission studied their theme properly and decided to provide better higher technical education in computer skills.

**Mission:**

GITS has been absorbing and accommodating leastwise numbers from Class I to Class X, Intermediate, Degree, PG, Engineering/Medical students and imparting valued computer know-how and updated operational training, making each of them a product of any necessities that would develop on their needs, either to serve as a Government servant or to earn for their livelihood etc. The Organization Mission provides every student with a platform to refine his/ her skills and make a mark in the computer literate world. To sharpen student skills and make them as masters in new technologies. The mission is "Bringing People and Computers together successfully" and to meet the augmenting needs of the Government and Private Sector

**Vision & Goal:**

- ✓ To cultivate IT Culture among different section of people. E.g., Students, employees, entrepreneurs etc.
- ✓ To provide quality IT education and Training to the downtrodden people.
- ✓ Provides a clear job/project description for the work experience.
- ✓ Orients the student to the organization, its culture and proposed work assignments.
- ✓ Helps the student develop and achieve learning goals.
- ✓ Offers regular feedback to the student intern.

GITS looks forward to being a recognized Model Private Computer Training Institute in the state in meeting the prevailing needs of technical man power through quality, efficient and

resourceful training. Motto / Goal the MOTTO of "STRIVE FOR EXCELLENCE" adopted by the institute truly stands testimony to the commitment, enlightened vision and foresight exclude by the management of Global IT Solutions in a attempt to establish itself as a institute for excellence, a name to reckon with in future. It is said "A FOCUSED MIND IS THE SOURCE OF ALL POWER" and noting epitomizes it better than the philosophy of GLOBAL ITSOLUTIONS. Career and future of the student depends on their academic performance. Our aim is to provide conceptual and in-depth training to make their base strong as well as scoring good marks which helps them to get admission in good college. We want to grow in terms of quality and then quantity.

**Student Success is our Achievement:**

We aim to provide a user friendly environment to our students with latest hardware and software technologies. Students are provided with flexible practical timings as per the convenience. At GITS, each student is given a special attention and importance. Our aim is to provide best education so that a student can have bright career in IT field.

**Working Environment:**

The institute provides good environment to learn technology to the students. Working in a real-world environment will help you understand the depths of your field and will help you determine whether it is a career you wish to pursue in the future. An internship will help you learn about your capabilities and ultimately encourage you to have a greater understanding of your strengths and weaknesses. It can be a challenging experience at times. Still, the benefits you gain from being pushed out of your comfort zone will help you tremendously in the future when you are presented with a difficult task or situation.

### CHAPTETR-3

## INTERNSHIP ON A SKILL DEVELOPMENT COURSE IN COMPUTERS: MS OFFICE

The National Education Policy (NEP) 2020 makes internships mandatory and calls for research as a requirement for graduation in all domains, specifically for the four-year undergraduate programmers'. Hence, the UGC has issued guidelines instructing educational institutions how to go about this. The Govt. of Andhra Pradesh, Higher Education Department has introduced Skill and Skill Development courses along with three mandatory internships during their graduation. The Andhra Pradesh state council of Higher education has given the instructions to all the colleges and universities. Hence, the internship is mandatory for degree students. The Commissioner of the Collegiate Education and Concerned universities are the implementing authorities. Here I am going to explain the internship, working conditions, work schedule, what equipment used for internship and how I have successfully completed the tasks given by the mentors, and what kind of skills acquired etc. are discussing in this chapter.

#### **Need for basics of Computers:**

Basic computer knowledge is about how computers work and how to use them. This may include typing, learning keyboard commands, powering a computer on and off, knowing how to connect and disconnect the Internet to a computer. It can help you understand different operating systems and application software. Whether you are a college graduate, salesperson, marketer, copywriter, teacher or working professional, you are required to

know the computer basics. Having basic computer knowledge makes it easier to complete everyday tasks and increase workplace productivity.

### **Internship and Its Importance:**

An internship is a period of work experience offered by an organization for a limited period of time. Once confined to graduates, internship is used practice for a wide range of placements in businesses, non-profit organizations and government agencies. They are typically undertaken by students and graduates looking to gain relevant skills and experience in a particular field. The students will get benefit from these placements because they often recruit employees from their best interns, who have known capabilities, thus saving time and money in the long run. Internships for professional careers are similar in some ways. Similar to internships, apprenticeships transition students from vocational school into the workforce. Interns may be college students, and university students, or post-graduate adults.

In addition, an internship can be used to build a professional network that can assist with letters of recommendation or lead to future employment opportunities. The benefit of bringing an intern into full-time employment is that they are already familiar with the company, therefore needing little to no training. Internships provide current college students with the ability to participate in a field of their choice to receive hands-on learning about a particular future career, preparing them for full-time work following graduation.

Companies in search of interns often find and place students in mostly unpaid internships, for a fee. These companies charge students to assist with research, promising to refund the fee if no internship is found. The programs vary and aim to provide internship

placements at reputable companies. Some companies may also provide controlled housing in a new city, mentorship, support, networking, weekend activities or academic credit. Some programs offer extra add-ons such as language classes, networking events, local excursions, and other academic options.

Some companies specifically fund scholarships and grants for low-income applicants. Critics of internships criticize the practice of requiring certain college credits to be obtained only through unpaid internships. Paying for academic credits is a way to ensure students complete the duration of the internship, since they can be held accountable by their academic institution. For example, a student may be awarded academic credit only after their university receives a positive review from the intern's supervisor at the sponsoring organization.

#### **Intern Responsibilities:**

- ✓ Fulfilling tasks set out by supervisors from several departments.
- ✓ Attending meetings and taking minutes.
- ✓ Performing research at a supervisor's request.
- ✓ Updating social media platforms and writing copy for posts.
- ✓ Creating images for social media posts.

#### **Equipment Used:**

Computer hardware includes the physical parts of a computer. It refers to the computer system, especially those that form part of the central processing unit. Computer technicians should know the basic components of computer hardware and how to work with each part, including the motherboard, power supply, keyboard, mouse and monitor. In this article, we

discuss what computer hardware is and the basic components of it along with how computer technicians can safely troubleshoot key parts of a personal computer.

### **Hardware:**

Computer hardware includes the physical components of a computer. Personal computers (PCs) are electronic devices that use microchips to process information and may include desktop computers, laptops or tablets. Since a computer comprises many hardware components, they work together and depend on each other to function properly. These are the following need to be learning for basics in computers.

Computer

Key Board

Mouse

CPU

Hard Drive

Printer

Monitor

Mother Board

Input Device

Power Cable

Power Supply

Digital Board

White Papers

Pens

Note Book, Learning Environment

**Skills Acquired during Internship:**

While getting an internship is one part of the internship process, it is complete only when I grasp the relevant skills through my experience. I will get to learn a lot of technical skills. Soft skills are a basic necessity to become a professional.

Learn about Basic knowledge in computers.

MS Office

Typing

MS word

Email

Printing

Repairing

Excel

Data Entry

Graphs and Charts

Bar Diagrams

Other skills acquired:

Communication skills

Interpersonal skills

Collaboration with team

Time Management

Adaptability

Critical Thinking

Research and Analysis

Initiative

Leadership

Working with different mentalities

Tasks




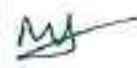


Flexibility

Eager to learn

Environmental conditions etc.







## CHAPTER-IV

## ACTIVITY LOG FOR THE FIRST WEEK-

Day & Date	Brief description of the Daily activity	Learning Outcome	Person In-Charge Signature
15/07/2023 Day - 1	Introduction of typing master	Typing master introduction	
17/07/2023 Day - 2	Knowing about all keyboard keys	Keyboard keys	
18/07/2023 Day - 3	mouse	mouse	
19/07/2023 Day - 4	Know about which finger is used to press A,S,D,F or J,K,L letters	A,S,D,F OR J,K,L KEYS	
20/07/2023 Day - 5	Know about which finger is used to press E,R or I,O letter	E,R OR I,O, KEYS	
21/07/2023 Day - 6	Practice all keys	Practice	







  
Signature of the Mentor

ACTIVITY LOG FOR THE SECOND WEEK-

Day & Date	Brief description of the Daily activity	Learning Outcome	Person In-Charge Signature
22/7/23 Day - 1	Know about which finger is used to press G or H letter	G,H Letters	
24/7/23 Day - 2	Know about which finger is used to press Y, U,O,P letters	Y,U,O,P. Letters	
25/7/23 Day - 3	Know about which finger is used to press Q,W Letters	Q,W. Letters	
26/7/23 Day - 4	Know about which finger is used to press Z,X,C,V. Letters	Z,X,C,V Letters	
27/7/23 Day - 5	Know about which finger is used to press B,N,M. Letters	B,N,M Letters	
28/7/23 Day - 6	All keys practice	Practice	

  
Signature of the Mentor

## ACTIVITY LOG FOR THE THIRD WEEK-

Day & Date	Brief description of the Daily activity	Learning Outcome	Person In-Charge Signature
29-7/23 Day - 1	What is computer	Computer introduction	
31-7/23 Day - 2	What is hardware	Hardware	
1/8/23 Day - 3	What is software	Software	
2/8/23 Day - 4	Operating system	Operating system	
3/8/23 Day - 5	File manager	File manager	
4/8/23 Day - 6	Connecting internet and web browsers	Internet and web browsers	







  
Signature of the Mentor

## ACTIVITY LOG FOR THE FORTH WEEK-

Day & Date	Brief description of the Daily activity	Learning Outcome	Person In-Charge Signature
05/8/23 Day - 1	Know about introduction of Microsoft word	Microsoft word brief introduction	
06/8/23 Day - 2	Know about introduction of Microsoft PowerPoint	Microsoft PowerPoint brief introduction	
08/8/23 Day - 3	Know about introduction of Microsoft Excel	Microsoft Excel brief introduction	
09/8/23 Day - 4	Know about Microsoft Outlook	Microsoft Outlook brief introduction	
10/8/23 Day - 5	Know about Microsoft access	Microsoft Access brief introduction	
11/8/23 Day - 6	Know about Microsoft publisher	Microsoft publisher brief introduction	






  
Signature of the Mentor

## ACTIVITY LOG FOR THE FIFTH WEEK-

Day & Date	Brief description of the Daily activity	Learning Outcome	Person In-Charge Signature
12/8/23 Day - 1	Microsoft word tools introduction	Microsoft word tools	
14/8/23 Day - 2	Learn about basic text formatting	Basic text formatting	
15/8/23 Day - 3	Know about page layout	Page layout	
16/8/23 Day - 4	Know about inserting and formatting images	Inserting and formatting images	
17/8/23 Day - 5	Learn about how to set table and columns	Tables and columns	
18/8/23 Day - 6	Know about headers and footers	Headers and footers	


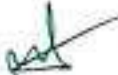




  
Signature of the Mentor

## ACTIVITY LOG FOR THE SIXTH WEEK-

Day & Date	Brief description of the Daily activity	Learning Outcome	Person In-Charge Signature
19/8/23 Day - 1	Know about different types of styles and theme	Styles and themes	
21/8/23 Day - 2	Learn collaborations and reviews	Collaborations and reviews	
22/8/23 Day - 3	Learn about User interface	User interface	
23/8/23 Day - 4	Learn about what is mail merge	Mail merge	
24/8/23 Day - 5	Know about Ribbon	Ribbon	
25/8/23 Day - 6	Know about quick access toolbar	Quick access toolbar	

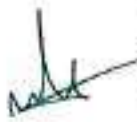





  
Signature of the Mentor

ACTIVITY LOG FOR THE SEVENTH WEEK-

Day& Date	Brief description of the Daily activity	Learning Outcome	Person In-Charge Signature
06/8/23 Day - 1	know about Document area	know about Document area	
08/8/23 Day - 2	Learn about status bar	Status bar	
09/8/23 Day - 3	learn about Document creation and editing	Document creation and editing	
30/8/23 Day - 4	Learn about style sand themes	Styles and themes	
31/8/23 Day - 5	Know about Spell and grammar check	Spell and grammar check	
31/8/23 Day - 6	Learn about reviewing tools	Reviewing tools	

  
Signature of the Mentor

## ACTIVITY LOG FOR THE EIGHTH WEEK-

Day & Date	Brief description of the Daily activity	Learning Outcome	Person In-Charge Signature
1/9/23 Day - 1	PowerPoint introduction	PowerPoint introduction	
2/9/23 Day - 2	Creating slides and slide designs and layout	Slides and slides designing and layout	
3/9/23 Day - 3	Know about adding multimedia	Adding multimedia	
4/9/23 Day - 4	Learn about speaker notes	Speaker notes	
5/9/23 Day - 5	Learn about Animations and transactions	Animation moments	
6/9/23 Day - 6	Know about slide show settings	Slide show settings	

  
Signature of the Mentor

## CHAPTER-5

### OUTCOMES DESCRIPTION INTERNSHIP ON BASICS OF COMPUTERS: MS OFFICE

An internship is an official program offered by organizations to help train and provide work experience to students and recent graduates. The concept of working as an intern began a long time ago but has drastically evolved over the years. Internships first started as a laborer who would take on young individuals and teach them their art or trade. The purpose of an internship or rather an apprenticeship was to gain new skills to be able to obtain future work.

In modern interning, an intern or trainee can work for an organization for a specific amount of time. Interns can work for 1-6 months or longer, depending on the company and the industry. Internships are popular amongst graduate and undergraduate students who need to gain research or valuable work experience. Almost every sector and type of company, from a large multinational corporation to a small startup, now offers internships. Internships can be an excellent, low-risk recruitment tool. Internships are specific work situations in which individuals work on a temporary basis for an employer to gain work experience in their chosen field.

#### **Internship outcomes:**

Internships have traditionally been offered to younger workers—usually college students looking to gain experience before they graduate. However, they are increasingly being sought out by and offered to workers at all stages of their careers, in particular workers

changing careers. By partaking in an internship, you will be able to gain real-life exposure, grow your knowledge and determine. Internships not only provide you with the first-hand experience in the real working world but also enable you to understand the career trajectory for your desired job title. You can learn how to apply the knowledge you have acquired during an internship to your future workplaces.

- Bringing fresh perspective
- New Skills acquired on computer basics
- Learned new techniques
- Typing work
- Leaned MS Office, Excel, WordPad etc
- Basics in Computers
- Improved the overall work climate
- Thoughts changing
- Faster Leadership qualities
- You get to know prospective students
- Interns are usually highly motivated individuals who take initiative.
- We eager to gain experience in their field

- Interns bring a fresh perspective and new ideas into the work environment
- Motivating and stimulating to the members
- Place to work is very important
- Planning and Assigned tasks
- Supervision should be worked out
- Time sense and clear communication
- The work must represent a real opportunity for learning and achievement
- We feel welcome and give them the resources they need.
- Obtain feedback from interns about the projects they complete. This benefits both your internship program and your company.
- Stay in close touch with successful interns
- Social media is important
- To gain real work experience and provide meaningful assistance to the company.
- To have a mentor who provides guidance, feedback, receptiveness and models professionalism.
- To gain experience and skills in a particular field.
- To develop professional contacts.
- To gain exposure to upper management.
- To receive an orientation to the company for which they are interning.

- This introduces the student to the company's mission and goals and provides them with information about company rules, regulations and procedures. It also introduces the intern to fellow employees who they can go to in the future with questions.

Networking is the exchange of information between individuals to form acquaintances and relationships to further their professional career. An internship is an experiential learning opportunity that offers an invaluable chance for students to network and build crucial professional connections before they even graduate. For some students, it is a stepping-stone to bonus opportunities within the same organization, including a full-time job. The more people you meet in the professional world with the same interest, the higher your chances to grow as a professional. We will get to know how these people work, what strategies they use to tackle a difficult situation, and how they get the job done. Different people have different skills. Meeting them and watching them work will help me to understand how to work with different people and in various work environments. We can use their strategies and reinvent them for your circumstances. Everyone knows that the job market is competitive, especially in the current climate. We got competitive edge in the global world. Internships can provide me with experience and the skills. We have been motivated to acquire experience outside of knowledge.

Internships are supervised, structured learning experiences in a professional setting that allow you to gain valuable work experience in a student's chosen field of study.

**Conclusion:**

I am very much happy with my internship, earlier I have completed community service project now I am attached to the Global IT Solutions for learning basic computer skills,

which are necessary for jobs in the future. I feel that the students are working in good environment. I have experienced with People interactions are good and we know each other's. The institute provides minimum facilities to the students in the premises. They are always available in the computer center and maintenance is good. The teacher and supervisor explained the clarity of job roles in Govt. and private sectors. This institute is small, so there are no such protocols, but they have been following certain procedures for smooth functioning of the institute. They are maintaining good atmosphere among the students and maintained strict discipline rules. They have following time schedule for each class. We are buildup our skills through harmonious relationships with our friends and teachers. We participated in social awareness programmers that are conducted by the institute and college. There is good mutual support between the college and computer Centre. I learned how to do work with team members, how to motivate the friends during critical stages. The working environment is good. I really enjoyed my internship, it's a memorable event and useful for my career. Thanks to the supervisor, Principal and computer center, College, University and Govt. of Andhra Pradesh for making me knowledgeable person.

## Total outcomes of the Internship Skills Acquired

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.)

Good environment is very important for learning and doing job or any other work. Good environment is always boosting up your interest. A work environment is the setting, social features and physical conditions in which you perform your job. These elements can impact feelings of well-being, workplace relationships, collaboration, and efficiency and employee health. The office is more comfortable and improving my communication. Hosting company events and expressing gratitude builds trust and ignites enthusiasm.

The work environment impacts my mood, drive, mental health and performance. My confidence is increased. Overall environment is good at the computer centre; though slight noise from the outside. Positively influence the entire work environment in the computer centre. It is boosting a whole ecosystem of energies and resources. The second most prominent outcome is the ability to test-drive the talent. I feel that there is a good interaction with my classmates at the learning centre. Minimum facilities are available like fan, light, tables, chairs, Computers, internet, water and other minim needs. There are no protocols and procedures. They fixed the time from morning to evening for classes and framed time table accordingly. We are also participated in the social awareness programmes organized by the college and internship institution. There is a good mutual support between the college and computer centre. As an arts student, computer knowledge is necessary for my better future. Motivation classes are also conducted and my supervisor is always encouraging me to complete the tasks. Ventilation is good at the centre. Whenever the teacher has assigned the group work, we will complete it as a team work, which is helpful for enhancing my leadership qualities.

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

Technical skills are the specialized knowledge and expertise required to perform specific tasks and use specific tools and programs in real world situations. Diverse technical skills are required in just about every field and industry, from IT and business administration to health care and education. In fact, many entry-level positions across industries require basic technical skills, such as cloud computing in Google Drive and navigating social media platforms. There are many examples of more advanced technical skills that a job might require include programming languages, technical writing, or data analysis. Unlike workplace skills, also called soft skills, such as communication and time management, technical skills often require specific education and training to acquire.

**Technical skills:**

I learned the following few Technical skills, but not in depth. Sometimes referred to as hard skills, involve the practical knowledge I use in order to complete tasks. Some examples of technical skills are:

- Typing
- Internet browsing
- Mails
- Data analysis
- WordPad
- MS Office
- Graphics
- Writing
- Printing etc.

The following skills are the necessary for job.

- ✓ Positive attitude. Being calm and cheerful when things go wrong.
- ✓ Communication. You can listen and say information clearly when you speak or write.
- ✓ Teamwork
- ✓ Self-management

- ✓ Willingness to learn
- ✓ Thinking skills (problem solving and decision making)
- ✓ Resilience.

**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.?)**

First I can understand what is mean by managerial skills; Managerial skills are the knowledge and ability of the individuals in a managerial position to fulfill some specific management activities or tasks. This knowledge and ability can be learned and practiced. However, I also acquired through practical implementation of required activities and tasks. This skill will help me to manage people and technology. I understand the how to do work with planning and how to lead the team work, and how to manage the time and how to improve the decision making during working hours, and finally I understand the how to reach our goal in future, all these I observed in my internship.

**Types of managerial skills**

There are three types of skills that are essential for a successful management process:

- Technical skills
- Conceptual skills
- Human or interpersonal management skills

**Technical Skills:**

These skills tell us, knowledge and ability to use different techniques to achieve what we want. Technical skills are not related only for machines, production tools or other equipment. I observed skills that will be required to complete the office work within the stipulated time. It also useful for to increase sales, design different types of products and

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services, market the products and services, etc. Technical skills are most important for students to do computer system work. Without technical skills, we cannot get more jobs.

**Conceptual Skills:**

I understand the Conceptual skills are necessary to improve our knowledge and ability. I can easily see the whole through analysis and diagnosis of different conditions. In such a way we can predict the future of the business or institute/Company/organization/ department as a whole. I observed that Conceptual skills are vital for top managers, less critical for mid-level managers in the company.

**Interpersonal Managerial Skills:**

Human or interpersonal management skills are much needed to enhance our knowledge and ability to work with different people. One of the most critical management tasks is to work with people. These skills enable students/Employees to become leaders and motivate other employees for better accomplishments. Additionally, they help them to make more effective use of human potential in the company. Simply, they are essential skills for all hierarchical levels in the company.

2021

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.?)

Having good English communication skills is necessary across many industries and job roles. The ability to express yourself clearly and confidently can help you on a personal and professional front. Regardless of your existing skills, you should work on your English communication to advance in your career. In this internship I also learned some basic communication skills in English language. Basic communication skills are necessary for effective communication in any environment, especially in your workplace.

During my internship I followed Reading, writing, listening and speaking for improving my language skills. I slightly improved oral and written communication, sometimes I talk to my friends in English language, which gave me confidence. I can understand the others, while they are speaking. I followed slow speaking practiced with other friends, and I read English news papers and listening English videos and audios whenever I have time regularly. Sentence formation, listen to others, ask questions are helped me a lot to improve my communication skills during my internship.

**Describe how you could enhance your abilities in Group Discussions, Participation in teams, contribution as a team member, leading a team/activity.?**

I understand that Group Discussion is a type of discussion that involves people sharing ideas or activities. People in the group discussion are connected with one basic idea. Based on that idea, everyone in the group represents his/her perspective. Group Discussion is a discussion that tests the candidate's skills, such as leadership skills, communication skills, social skills and behavior, politeness, teamwork, listening ability, General awareness, confidence, problem-solving skills, etc. Group discussion is always performed around the table. People can sit in any arrangement, but everyone should be able to see every face. It is not only the usual discussion, but it is also a discussion with knowledge and facts. Group Discussions are an essential part of testing candidates in the organizations, recruitment process, etc. It also plays an important role in improving the skills of a student.

I was participated in few group discussions in my collage and few in internship classes. Due to this discussions, my confidence levels are increased and I am thinking while I speaking the words. My communication is somewhat better if compare with previous year. I can observe the team work is more important for complete the any task. I also observed that during the work process, we face many problems, but we can overcome to that.

**Describe the Technological Developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role). ?**

The twenty-first century has seen a technological revolution. Several highly commercial and widely used technologies from the early 2000s have completely vanished, and other ones have replaced them. In 2021, many latest technologies will emerge, particularly in the fields of computer science and engineering. These latest technologies are only going to get better in 2021, and they may even make it into the hands of the average individual. These are the key trends or latest technologies to look at whether you're a recent computer science graduate or a seasoned IT professional and how these innovations are upending the established quo at work and on college campuses.

Digital technologies are electronic tools, systems, devices and resources that generate store or process data. Well known examples include social media, online games, multimedia and mobile phones. Digital learning is any type of learning that uses technology. It can happen across all curriculum learning areas.

- ✓ Artificial Intelligence and Machine Learning
- ✓ Edge Computing
- ✓ Quantum Computing
- ✓ Augmented reality
- ✓ Robotics
- ✓ Cyber security
- ✓ Bioinformatics
- ✓ Data Science
- ✓ Full Stack Development

- ✓ Virtual Reality and Augmented Reality
- ✓ Final Thoughts
- ✓ 5 G Network
- ✓ Automation
- ✓ Digital Twin
- ✓ Real Time Analytics
- ✓ Black Chain Technology
- ✓ Cyber Security
- ✓ Virtual reality

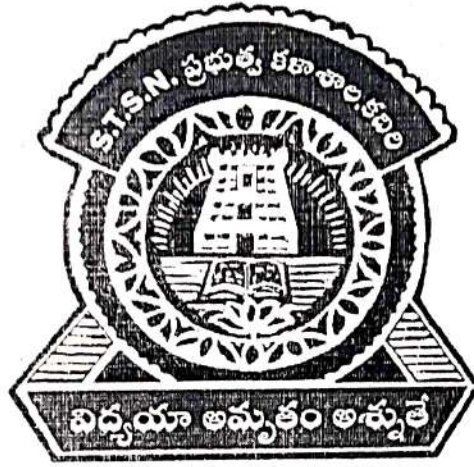




DEPARTMENT OF TELUGU  
STSN GOVT.DEGREE COLLEGE,KADIRI  
(Affiliated To)

S.K.University, Anantapuram

2<sup>nd</sup> Internship/Apprenticeship On Job Training 2023  
On  
A Skill Course Of Basics Of Computer : Ms Office  
At  
Sri Venkateswara Marketing Services(SVMS),Kadiri



INTERNSHIP REPORT

SUBMITTED  
BY

Name : M. Chandna Sekhar

Registration No. : 214005 036024

SUBMITTED  
TO

K.HARI KRISHNA

Lecture in Political science

Department political Science

STSN GOVT.DEGREE COLLEGE,KADIRI  
SRI SATYA SAI(DIST.)-515591,(A.P) INDIA

First of all I am very much thankful to my Mentor/Supervisor **K.Hari Krishna, Lecturer in Political Science, STSN Govt. Degree College, Kadiri** for guiding me throughout my Internship. He has given valuable suggestions to complete the internship in stipulated time. Without his support, I cannot complete the given assignment. I am also thankful to the Principal of the College for her cooperation and suggestions. I would like to thank to the **Sri Venkateswara Marketing Services(SVMS)Computer Centre, Kadiri** for enlightened about the basic knowledge of computers and many other skills, which I acquired. I am very much thankful to the teaching staff at computer centre for their valuable inputs to learn the knowledge on computers. Because of their efforts, I learned computer basics, MS Office, MS Word, Excel, Typing and other communications skills etc. I am also thankful to my parents and friends for giving cooperation and support. I would like to thank to the S.K.University for framing the guidelines and rules from time to time. I am also thankful to the Commissioner of Collegiate Education, Vijayawada and AP State Council of Higher Education, Govt. of AP for giving this wonderful opportunity.

2<sup>nd</sup> SHORT-TERM  
INTERNSHIP/APPRENTICESHIP/  
ON JOB TRAINING  
(Onsite/Virtual)

Name of the Student: M. chandra sekhar

Name of the College: S.T.S.N collage (Kadiri)

Registration Number: 2142005036024

Period of Internship: From: 15-07-2023 TO 20-9-2023

Name & Address of the Internship Organisation: SVMS (Sri Venkateswara  
Marketing Services, Kadiri)

STSN GOVT DEGREE COLLEGE, KADIRI

(NAAC 'B'Grade)

Affiliated to

SRIKRISHNA DEVARAYA UNIVERSITY,

ANANTAPURAM

FOR THE YEAR-2022

**An Internship Report**

**on**

**(Title of the Internship)**

Basics of Computers: typing, M.S. Paint

Submitted in Accordance with the Requirement for the Degree of

[B.A Bachelor of Arts]

Under the Faculty Guideship of K. Hari Krishna

Department of Political Science

Name of the College S.T.S.N Govt. Degree College Kadiri

**Submitted by:**

Name of the Student M. chandra sekhar

Reg.No: 2142005036024

### Student's Declaration

I, M. chandra sekhar a student of II<sup>nd</sup> B.A (H.E.P) Programme, Reg. No. 2142005036024 of the Department of Political Science College do hereby declare that I have completed the mandatory internship from 15-07-23 to 09-9-23 in SVM's, Kadiri (Name of the intern organization) under the Faculty Guideship of K. Hari Krishna (Name of the Faculty Guide), Department of Political Science S.T.S.N gort <sup>College</sup> (Name of the College)

M. chandra sekhar  
(Signature and Date)

### Official Certification

This is to certify that M. chandra sekhar (Name of the student) Reg. No. 214200503624 has completed his/her Internship in SVMS (Kadiri) (Name of the Intern Organization) on computer skills (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.A. Bachelor of Arts in the Department of Political Science, S.T.S.N govt Degree college (Name of the College).  
 This is accepted for evaluation.

(Signature with Date and Seal)

**Endorsements:**

Faculty Guide: 

Head of the Department:

Principal:

## Certificate from Intern Organization

This is to certify that M. chandra sekhar (Name of the intern) Reg. No 2142005036024 of S.T.S.N Degree (Name of the College) underwent internship in SVMS (Name of the Intern Organization) from 15-07-2023 to 09-09-2023 the overall performance of the intern during his/her internship is found to be satisfactory (Satisfactory/Not Satisfactory).

*S. Jeyu*

Authorized Signatory with Date and Seal



PROGRAM BOOK FOR  
**SHORT-TERM INTERNSHIP**  
**(VIRTUAL)**

**Name of the Student:** **M. SIVA SHANKAR**

**Name of the College:** **S.T.S.N Govt. Degree College, Kadiri**

**Registration Number:** **2042005066037**

**Period of Internship:** **15.09.2022 to 14.11.2022**

**Name & Address of the Intern Organization:**

**INSTITUTE FOR TRAINERS AND  
TAX CONSULTANTS  
VISHAKHAPATNAM**

**Sri Krishnadevaraya University**  
**Anantapuramu**

**Academic Year: 2020-21**

\*\*\*\*\*

**Internship Report**

**On**

**Tally Prime**

**Submitted under the requirement for the award of Short Term Internship of**

**B.Com., - Computer Applications**

**Under the Faculty Guideship**

**of**

**Dr. P.M. Siva Prakash,**

**M.Com., Ph.D., UGC-NET., AP&TS-SET**

**Department of Commerce**

**S.T.S.N Govt. Degree College, Kadiri**

**Submitted**

**by**

**M. Siva Shankar**

**Reg. No. 2042005066037**

**Department of Commerce**

**S.T.S.N Govt. Degree College, Kadiri**

## **Declaration**

I **M. Siva Shankar** student of **B.Com.,-Computer Applications, Reg. No. 2042005066037** of the **Department of Commerce, S.T.S.N Govt. Degree College, Kadiri** do hereby declare that I have completed the mandatory internship from **15.09.2022 to 14.11.2022** in the **Institute for Trainers and Tax Consultants, Vishakhapatnam** under the Faculty Guideship of **Dr. P.M. Siva Prakash**, Department of Commerce, S.T.S.N Govt. Degree College, Kadiri.

**(M. Siva Shankar)**

## **Certificate**

This is to certify that **M. Siva Shankar, Reg. No. 2042005066037** has completed her Internship at the **Institute for Trainers and Tax Consultants, Vishakhapatnam** on **Tally Prime** under my supervision as a partial fulfillment of the requirement for the Degree of **B.Com-Computer Applications** in the **Department of Commerce, S.T.S.N Govt. Degree College, Kadiri.**

This is accepted for evaluation.

**(Dr. P.M. Siva Prakash)**

**Faculty Guide**

**Head of the Department**

**Principal**

## **Certificate from Intern Organization**

This is to certify that **M. Siva Shankar, Reg. No. 2042005066037** of **S.T.S.N Govt. Degree College, Kadiri** underwent an internship at **Institute for Trainers and Tax Consultants, Vishakhapatnam** from **15.09.2022 to 14.11.2022**. The overall performance of the intern during her internship is found to be **Satisfactory**.

**(Institute for Trainers and Tax Consultants)**

## ACTIVITY LOG FOR THE FIRST WEEK

<b>Day &amp; Date</b>	<b>Brief description of daily activity</b>	<b>Learning Outcomes</b>	<b>Person In-charge signature</b>
<b>Day-1</b>	1. Types of Accountants. 2. Types of Business Organization. 3. Status Of the Organization.	1. There are 3 types of accountants ➤ Financial accountant. ➤ Cost accountant. ➤ Management accountant. 2. I learned about Trading Account & Non –Trading Account. 3. I learned about establishment status of the business status of the organization.	
<b>Day-2</b>	4. Differences between Academic & Business Accounts. 5. Types of Accounts. 6. Classification of Incomes, gains, Liabilities & Expenses, losses and Assets.	4. I learned about Differences between Academic & Business Accounts. 5. I learned about types of accounts and rules of accounts. 6. I learned about classification of incomes, gains ,liabilities & Expenses, losses, assets.	
<b>Day-3</b>	7. Manual accounting process. 8. Computerized accounting process. 9. Differences between Manual & Computerized accounting process.	7. I learned about process of Manual Accounting. 8. I learned about computerized accounting process. 9. I learned about differences between process of manual & computerized accounting.	
<b>Day-4</b>	10. Introduction of tally prime. 11. How to get support from Tally prime. 12. Licenced & Educational version differences Tally prime.	10. I learned about meaning of tally, version models & releases 11. I learned about system requirement to tally prime 12. I learned about differences between Licensed & Educational version tally prime	
<b>Day-5</b>	13. Tally prime download & installation. 14. How to get support from Tally prime. 15. How to renew prime license in Tally prime.	13. I learned about tally prime how to download and installation. 14. I learned about how to get support from tally 15. I learned about how to renew license	
<b>Day-6</b>	16. How to update Tally prime releases 17. How to open Tally prime from different Drives. 18. Parts of tally screen in Tally prime.	16. I learned about updating process tally releases. 17. I learned about tally prime opening from different drives like C-Programme, e-drive, etc. 18. I learned about tally screen parts names ex: product info ,horizontal work bar, work area and calculator.	

## WEEKLY REPORT

WEEK – 1 (From Dt. to Dt .....

### Objective of the Activity Done:

This week learning topics related to day-1 I have learned about the types of accounts, types of business organizations and the status of establishment of the organizations. after that on day-2 I have learn about differences between academic & business accounts, types of accounts and & rules of accounts and classifications, types of liabilities, incomes, expenses, gains &loses.

After that on day-3 I have learned about manual accounting process of computerized accounting and differences between manual learned about meaning of tally, tally versions, mode to education. after that on day-5 I have learned about tally prime download & installation, and getting support to tally company and tally of prime license after that on day-6 I have learned about updating process of tally prime releases, prime opening from different drives like CEF and tally prime screen parts names Ex: product info, work bar work area and calculator.

## ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
<b>Day - 1</b>	1.How to create a company in Tally prime. 2. Open/close a company in Tally prime. 3.How to alter & delete a company in Tally prime.	1. I learned about creating company in tally prime. 2. Learned about company start & shut and it's function keys. 3. Information how we modify & delete.	
<b>Day - 2</b>	4.How to add more address to our company. 5.Fill-features, F12-Configurations in Tally prime.	4. Learned about adding multiple address in company. 5. I learned about features and configurations of company to any time we can change to add different features.	
<b>Day - 3</b>	6. Tally vault in Tally prime. 7. Security control in Tally prime.	6. Learnt about get Password for save Information in tally prime. 7. I learnt about security control how we set in tally company.	
<b>Day - 4</b>	8. What is masters in Tally prime. 9. How to create Accounts in Tally prime. 10. View/alter/Delete accounts in tally prime. 11.How to assign opening balance to ledger A/C 12.How to assign 2 different names to one ledger. 13. Contact details multiple address to ledger. 14. Create /alter multi ledger in one screen.	8. Learnt about masters. It's very important In tally because this is way to create ledger inventory etc.... 9. I learned about creating ledger Accounts and different type of ledgers. 10.I learnt about created ledgers View /alter /delete in all tally prime. 11.I learned about assigning opening balance to ledger A/C 12. I learnt about assigning to ledgers. 13.I learned about to give multi address to store inventory one place & Bill one Place. 14.I learnt about multi ledgers creating & Alter information.	
<b>Day - 5</b>	15. Ledger groups in Tally prime. 16. How to create ledger groups in Tally prime. 17.View /alter /delete ledger groups in Tally prime. 18.create /alter multi groups in one screen.	15. There are 28 per-defined groups in tally prime. <ul style="list-style-type: none"> <li>➤ i.15 primary groups.</li> <li>➤ ii.13 secondary groups primary groups</li> <li>➤ cannot be deleted.</li> </ul> 16.I learned about creating ledger groups in tally. 17.I learnt about multi groups creating & alter one screen.	

		18.I learned about ledger groups view/alter/delete in tally prime.	
Day -6	19.How to create stock groups in Tally prime. 20.View /Alter/Delete stock groups in Tally prime. 21.How to create stock categories in Tally prime. 22.View/Alter/Delete stock categories in Tally prime.	19.I learned about creating stock groups in tally. 20.I learnt about view/alter/delete stock groups in tally. 21.I learned about stock categories creating to various stock categories. 22.I learnt about stock categories view/alter/delete in tally prime.	

## WEEKLY REPORT

WEEK – 2 (From Dt..... to Dt.....)

### Objective of the Activity Done:

This week learning topics related to on day-7 I have learned about creating. Company, Company open shortcut keys and company after & deleting process. after that on day-8 I have learnt about, adding multiple address in one company and tally prime F-11 features &F-12 configurations. After that on day-9 I have learned about to put password for company information saving and security control in tally prime.

After that on day-10 I have learnt about masters accounting, inventory & statutory masters, creating ledger accounting created ledger A/C view alter& deleting “process, assigning opening. Balance In ledgers, adding 2 different names in one ledger, contact details multiple address to storing & Billing and creating multi ledgers & altering information after that on-day - 11 I have learned about ledger groups its basically 28-predefined groups it`s classified 2 types 1,15 primary & 2,13 secondary groups creating ledger groups, multi groups, creating & altering in one screen.

And after ledger creating groups view/alter/deleting in tally prime after that on-day-12 I have learnt about stock groups creating, view/alter & deleting stock groups, create various types of categories and stock categories view later later/alter & delete.

## ACTIVITY LOG FOR THE THIRD WEEK

<b>Day &amp; DATE</b>	<b>BRIEF DESCRIPTION OF THE DAILY ACTIVITY</b>	<b>LEARNING OUTCOME</b>	<b>PERSON IN CHARGE SIGNATURE</b>
<b>Day-1</b>	<ol style="list-style-type: none"> <li>1. How to create stock godowns in Tally prime.</li> <li>2. View/Alter/Delete stock godowns in Tally prime.</li> <li>3. Create/Alter/Delete stock UQC in Tally prime.</li> <li>4. Multi &amp; flexi units of measure in Tally prime.</li> </ol>	<ol style="list-style-type: none"> <li>1. I learned about creating stock goods.inventory masters godown creat stock godowns easily.</li> <li>2. I learned about stock godown view letter /delete .information modify and delete easily.</li> <li>3. I learned about UQC (Unit Quantity Code) Creating/ Alter and delete.</li> <li>4. I learned about creating multi UQC in one screen.</li> </ol>	
<b>Day -2</b>	<ol style="list-style-type: none"> <li>5. How to create stock items in Tally prime.</li> <li>6. Opening balance to stock items in Tally prime</li> <li>7. Stock management in Tally prime</li> </ol>	<ol style="list-style-type: none"> <li>5. Learned about stock items created in tally. inventory masters &gt;stock items.</li> <li>6. I learned about give opening balance to created stock items.</li> <li>7. Learned about management of Stock.</li> </ol>	
<b>Day-3</b>	<ol style="list-style-type: none"> <li>8. Accounts with inventory in Tally prime</li> <li>9. Multi stock items creations on view- Alter - Delete in Tally prime.</li> <li>10. Multiple prime level in Tally prime</li> </ol>	<ol style="list-style-type: none"> <li>8. I learnt about accounts with Inventory in Tally.</li> <li>9. I learned about multi stock items Create –view –alter – delete.</li> <li>10. Learned about give multi price Level in once.</li> </ol>	
<b>Day-4</b>	<ol style="list-style-type: none"> <li>11. Types of voucher in Tally prime.</li> <li>12. New vouchers creation in Tally prime.</li> <li>13. Bank deposits and with draws in Tally prime.</li> <li>14. How to other receipt in Tally prime.</li> </ol>	<ol style="list-style-type: none"> <li>11. I learnt about there are basically 4 Types of vouchers. <ul style="list-style-type: none"> <li>➤ Accounting vouchers.</li> <li>➤ Inventory vouchers.</li> <li>➤ Accounting &amp; Inventory vouchers.</li> <li>➤ Non-Accounting &amp; Non-Inventory vouchers</li> </ul> </li> <li>12. I learnt about creating new voucher in translation of company.</li> <li>13. I learned about bank deposit and Withdrawals in tally prime.</li> <li>14. I learned about entering transition receipts.</li> </ol>	
<b>Day-5</b>	<ol style="list-style-type: none"> <li>15. How to enter payments in Tally prime.</li> <li>16. How to enter adjustment Tally prime.</li> <li>17. How to enter goods tax invoice in Tally prime</li> </ol>	<ol style="list-style-type: none"> <li>15. I learnt about entering payment Transaction in company.</li> <li>16. I learned about adjustments entering in tally prime.</li> <li>17. I learned about entering service tax Invoice in tally prime.</li> </ol>	

<b>Day-6</b>	18. How enter adjust note in Tally prime. 19. How to enter credit note in Tally prime. 20. How to enter bill of supply in Tally prime. 21. How to enter purchase in Tally prime.	18. I learned about entering debit note Use for purchase rations etc. 19. I learned about entering credit note in tally. 20. I learned about excepted goods Selling time bill of supply used. 21.I learnt about calculation of GST purchases in tally.	
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## WEEKLY REPORT

WEEK – 3 (From Dt..... to Dt.....)

### Objective of the Activity Done:

This week learning topics related to on day-13 I have learnt about creating stock godowns, view/alter/deleting process, UQC (unite Quantity code) creating, alter and delete stock UQC, creating multi UQC in one screen and creating multi stock groups categories & Godowns. After that on-day-14 I have learnt about stock items creating process, giving opening balance to stock items, and management of stock.

After that one-day-15 I have learned about accounts with inventory, multi stock items creating-view-alter-delete and giving multiple price level in once. After that on day-16 I have learnt about 4 types of vouchers they are Accounting, Accounting & Inventory, Inventory, non Accounting & non Inventory vouchers, creating new vouchers transaction of bank deposits & withdrawals and entering transaction receipts.

After that on day-17 I have learned about entering payment transactions, entering adjustments, service tax invoicing and entering goods tax invoice in Tally Company. After that on day-18 I have learnt about using debit note, credit note, excepted goods selling time bill of supply used and calculation of GST for purchases in Tally Company

## ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the dailyactivity	Learning Outcome	Person In-Charge Signature
Day-1	<ol style="list-style-type: none"> <li>1. Trade &amp; cash discounts in Tally prime.</li> <li>2. How to enter 1+1 offers in Tally prime.</li> <li>3. How to enter sales with free items in Tally prime</li> <li>4. How to enter physical stock in Tally prime.</li> <li>5. How to enter free sample in Tally prime.</li> </ol>	<ol style="list-style-type: none"> <li>1. I learned about discount of trading &amp; Cash.</li> <li>2. I learned about sale one and giving Offer to product.</li> <li>3. Learned about sale with free items in Company.</li> <li>4. I learned about we can correct physical Stock to godown stock in company.</li> <li>5. I learnt about giving free sample for Company customers.</li> </ol>	
Day-2	<ol style="list-style-type: none"> <li>6. Bill to ship to invoicing in Tally prime.</li> <li>7. Purchase &amp; sale to same party in Tally prime.</li> <li>8. Automatic round off in Tally prime.</li> <li>9. Automatic / manual voucher numbering in Tally prime.</li> </ol>	<ol style="list-style-type: none"> <li>6. Learned about creating multiple address to items shipping one place and Billing.</li> <li>7. I learned about sale &amp; purchase same Party.</li> <li>8. I learned about GST amount calculatating Round off.</li> <li>9. Learned about automatic numbers giving to vouchers.</li> </ol>	
Day-3	<ol style="list-style-type: none"> <li>10. Sales orders vouchers in Tally prime.</li> <li>11. Purchase order vouchers in Tally prime.</li> <li>12. Pre-closure of orders in Tally prime.</li> <li>13. Optional vouchers in Tally prime.</li> </ol>	<ol style="list-style-type: none"> <li>10. Learned about vouchers process to sale Order.</li> <li>11. I learned about processing of Purchases order in company.</li> <li>12. Learned about pre-closure of order in Company.</li> <li>13. I learned about creating optional Vouchers.</li> </ol>	
Day-4	<ol style="list-style-type: none"> <li>14. Purchasing activities in Tally prime.</li> <li>15. Post dated vouchers in Tally prime.</li> <li>16. Inserting logo in Tally prime.</li> <li>17. How to issue quotations in Tally prime.</li> </ol>	<ol style="list-style-type: none"> <li>14. Learned about purchases activities in Company.</li> <li>15. I learned about entering vouchers to Bank post date.</li> <li>16. I learned about inserting company logo to bill paper for know address.</li> <li>17. I learned about issue of quotations for Selling.</li> </ol>	
Day-5	<ol style="list-style-type: none"> <li>18. Sales activities in Tally prime.</li> <li>19. Purchasing quotation in Tally prime.</li> <li>20. Sales quotation in Tally prime.</li> </ol>	<ol style="list-style-type: none"> <li>18. learned about sales activities process in Company books.</li> <li>19. I learned about Issue of purchases quotation.</li> <li>20. I learned about Issue of sales quotations.</li> </ol>	
Day -6	<ol style="list-style-type: none"> <li>21. Tally prime shortcut keys.</li> <li>22. Important &amp; export in Tally prime.</li> <li>23. Backup &amp; restore in Tally prime.</li> <li>24. Multi languages in Tally prime.</li> </ol>	<ol style="list-style-type: none"> <li>21. I learned about Short cut keys in tally prime.</li> <li>22. I learned about data importing &amp; exporting one company to another Company in tally.</li> <li>23. I learned about getting data Backup &amp; Restoring.</li> <li>24. I learned about Creating multiple Languages.</li> </ol>	

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## WEEKLY REPORT

WEEK – 4 (From to )

### Objective of the Activity Done:

This week learning topics related to one day-19 I have learnt about Discount on trade & cash, giving one 1+1 Offer, selling of free item to 0 rate, physical Godown stock correction and giving sample but not a cost. After that on day-20 I have learnt about creating multiple addresses to bill to ship to Invoicing, purchasing goods to same party calculated to round of GST amount and voucher number automatically displayed.

After that on day-21 I have learnt about processing of sale order vouchers same as processing of purchases order voucher pre order closing process and creating optional vouchers. After that on day-22 I have learnt about purchases activities means Quotations, entering bank post dated vouchers, Inserting company logo for addressing and issuing of Quotations. After that on day-23 I have learnt about management of sales, issuing of purchases Quotations and issuing of sales Quotations.

After that on day-24 I have learned about short cut keys of tally prime ,data import & exporting one company to another company ,data backup & restoring and creating multiple languages to tally company to know selling & buying in for nation to other countries.

## ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the dailyactivity	Learning Outcome	Person In-Charge Signature
<b>Day-1</b>	1. Multi currencies in Tally prime. 2. Budgets is Tally prime. 3. BRS in Tally prime. 4. Cost centers & cost categories in Tally prime.	1.I learned about creating multi currencies To do business transaction in World Wide in tally company. 2.learned about Budget categories in company 3.I learned about Bank Reconciliation Statement preparing in Tally company. and uses. 4. Learned about Preparing of cost centers & cost categories.	
<b>Day-2</b>	5. Split company in Tally prime. 6. Group company in Tally prime. 7. Continuing new financial year in Tally prime.	5. I learned about splitting company financial year in company. 6. I learned about Group company feature. 7. learned about continuing new financial year in company.	
<b>Day-3</b>	8. Interest calculation in Tally prime. 9. Bill wise details in Tally prime. 10. How to send tally data to auditor.	8. learned about calculation on interest in Company. 9. I learned about Maintaining of bill wise details. 10. learned about Sharing tally data to auditor.	
<b>Day-4</b>	11. GST ledgers services business Tally prime. 12. GST stock items creation in Tally prime. 13. ITC on asset & expenses in Tally prime. 14.GST tax invoice creation in Tally prime	11.learned about providing GST for ledger transactions service business in tally. 12.learned about providing GST on stock Items creation. 13. I learned about Claiming of ITC to GST. 14.learned about Non-trading organization giving GST tax invoice.	
<b>Day-5</b>	15. IGST/CGST/SGST tax invoice in Tally prime. 16. GSTR-1 generation in Tally prime. 17.GSTR-2A,3B generation in Tally prime	15. learned about Preparing tax invoice to Calculate IGST/CGST/SGST. 16. Learned about GSTR-1 generations. 17. I learned about GSTR-2B,3B Generations.	
<b>Day-6</b>	18.TDS on Purchase of Goods sec 194Q entries in Tally prime. 19. TCS on Advance receipt & sales in Tally prime.	18. learned about TDS entries purchase entering process. 19.learned about calculating on advance Receipt.	

## WEEKLY REPORT

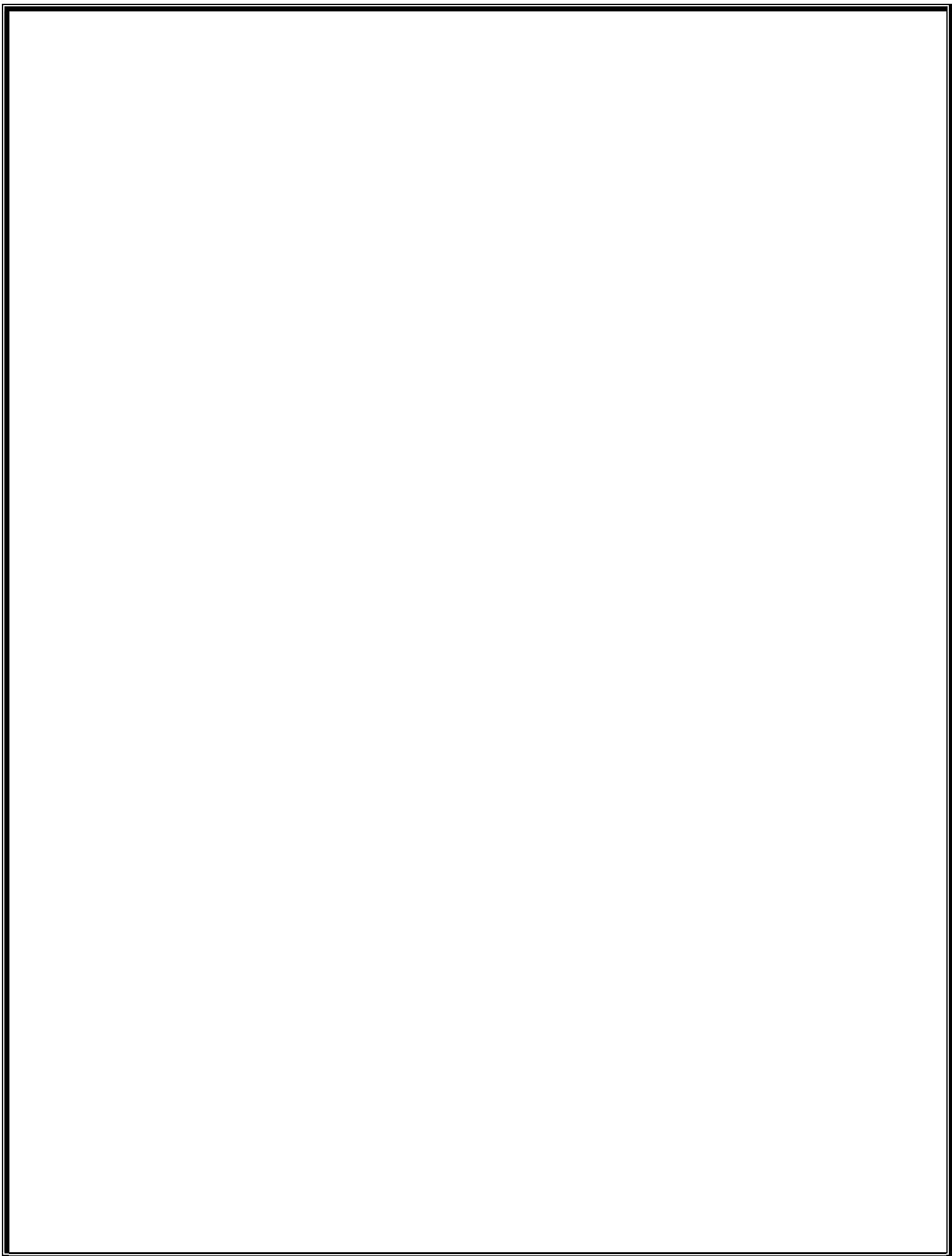
WEEK – 5 (From Dt..... to Dt.....)

### Objective of the Activity Done:

This week learning topics related to day-25 I have learnt about creating multicurrency's to do business transactions in worldwide, creating budget categories, bank reconciliation statement preparing and cost centers & cost categories. After that on day-26 I have learned about splitting company financial year group company features and continuing new financial year in company.

After that on day-27 I have learnt about calculation on interest, maintaining of bill wise details and sharing tally data to auditor. After that on day-28 I have learned about providing GST for ledger transaction service business, providing GST on stock items creation, claiming of ITC to GST and non-trading organization giving GST tax invoice.

After that on day-29 I have learned about preparing tax invoice to calculate IGST/CGST/SGST, GSTR-1 generations and GSTR -2b, 3b generations. After that on day-30, I have learned about TDS entries purchases entering process and calculating on advance receipt in company.





## 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.*)

Page No:

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

Page No:

**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.*)

Page No:

**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.,*)

Page No:

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

Page No:

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

Page No:

## *Student Self Evaluation of the Short-Term Internship*

**Student Name:**

**Registration No:**

**Term of Internship:**

**From:**

**To :**

**Date of Evaluation:**

**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	<b>OVERALL PERFORMANCE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**Date:**

**Signature of the Student**

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

**Student Name:**

**Registration No:**

**Term of Internship:**

**From:**

**To :**

**Date of Evaluation:**

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

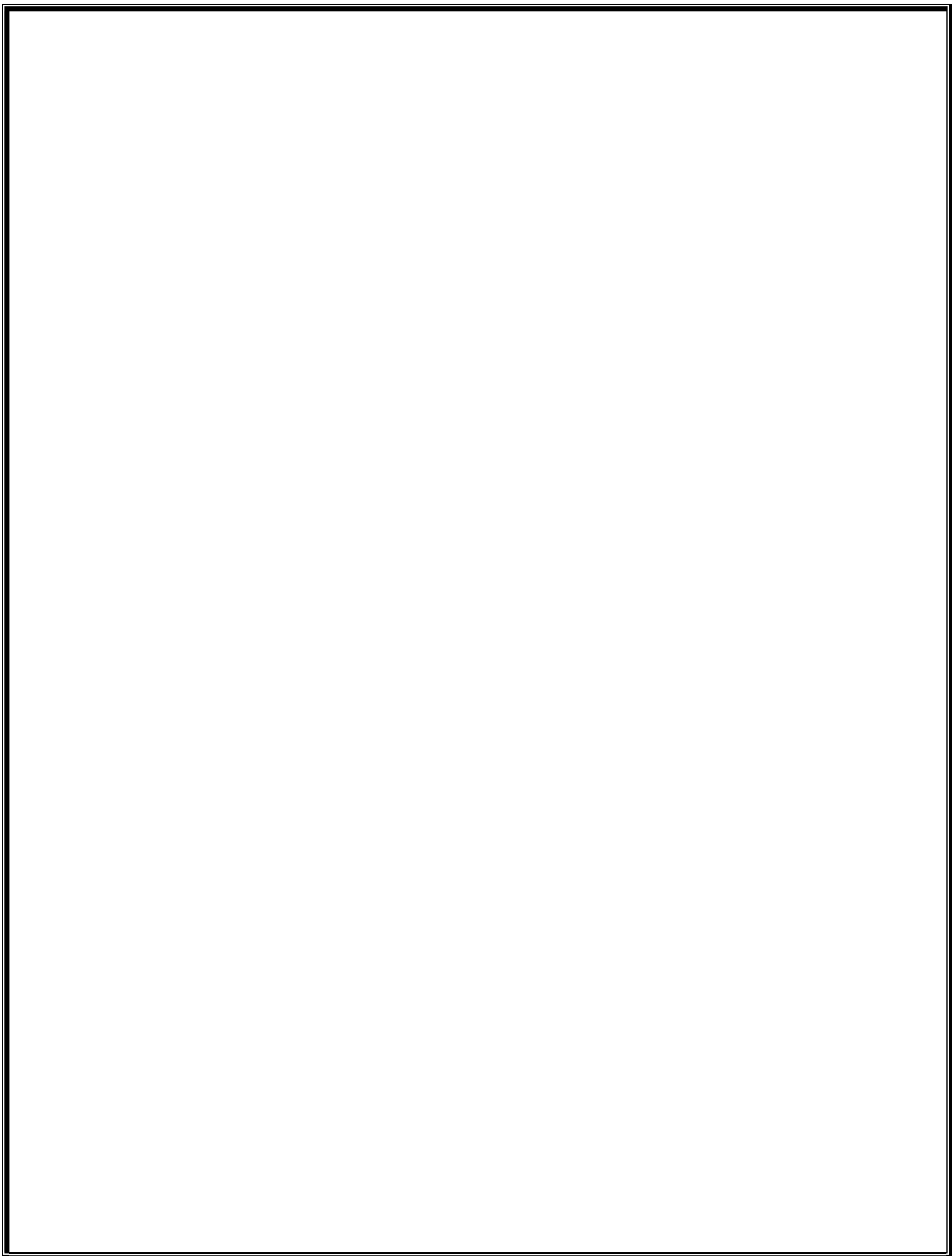
Please note that your evaluation shall be done independent of the Student's self-evaluation

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	<b>OVERALL PERFORMANCE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**Date:**

**Signature of the Supervisor**



## **Internal Evaluation for Short Term Internship (On-site/Virtual)**

### **Objectives:**

- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

### **Assessment Model:**

- There shall only 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 assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:
  - Activity Log 25 marks
  - Internship Evaluation 50marks
  - Oral Presentation 25 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 the individual student's involvement in the assigned work.
- 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.

Page No:

## MARKS STATEMENT

(To be used by the Examiners)

Page No:

### INTERNAL ASSESSMENT STATEMENT

**Name Of the Student:**

**Programme of Study:**

**Year of Study:**

**Group:**

**Register No/H.T. No:**

**Name of the College:**

**University:**

<i>Sl.No</i>	<i>Evaluation Criterion</i>	<i>Maximum Marks</i>	<i>Marks Awarded</i>
1.	Activity Log	25	
2.	Internship Evaluation	50	
3.	Oral Presentation	25	
	GRAND TOTAL	100	

Date:

**Signature of the Faculty Guide**

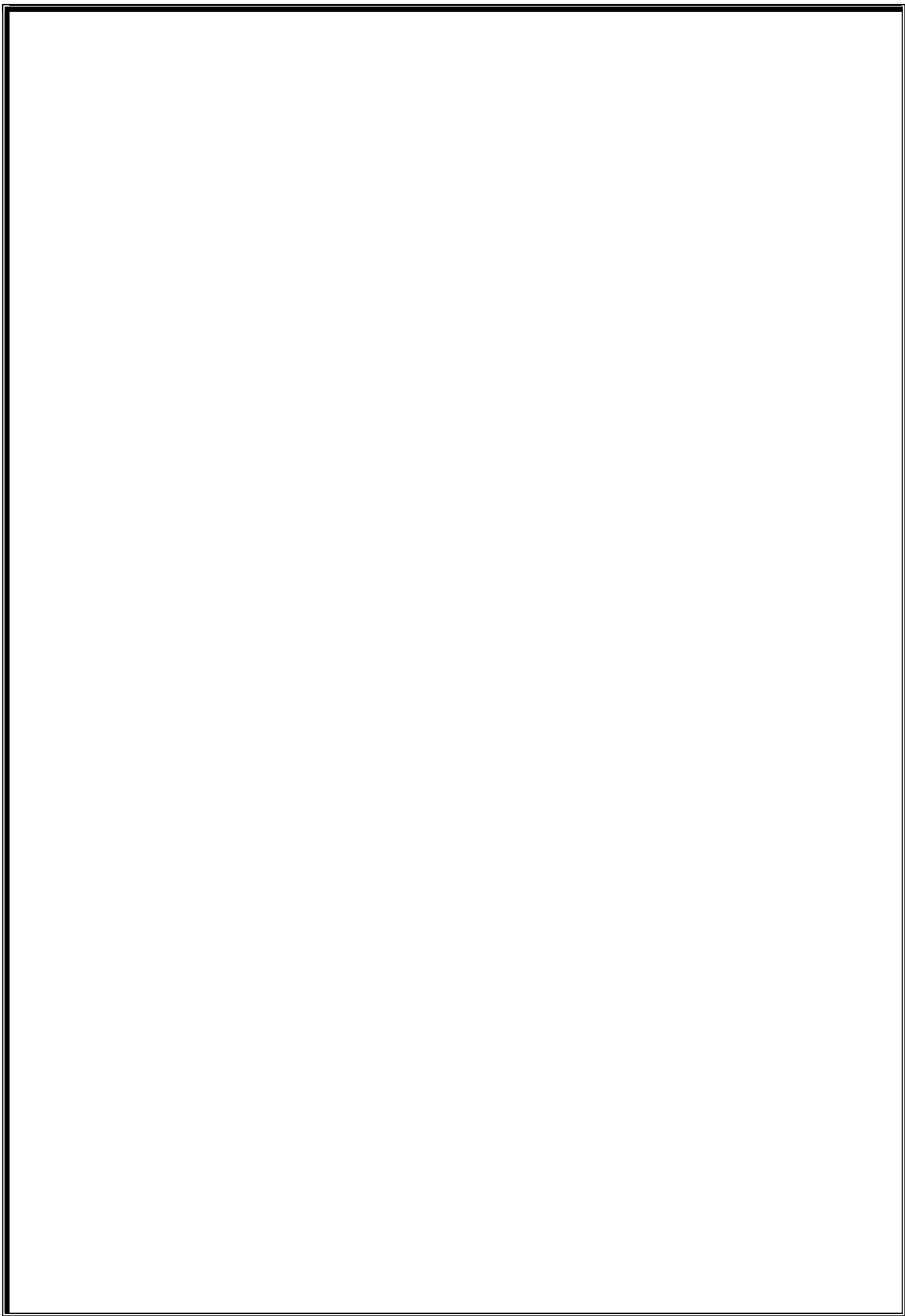
**Certified by**

Date:

**Signature of the Head of the Department/Principal**

Seal:

Page No



A

Short Term Internship Report

On

SKILL DEVELOPMENT COURSE IN COMPUTER  
(MS-OFFICE)

Submitted By

G SHAIK SHAISTHA

Reg.No:2142005037003

II B.A., (UHP)

Under the esteemed guidance of

Smt P. Noorjahan

Lecturer Urdu

STSN Government Degree College

Kadiri – 515591



*Department of Urdu*

STSN Government Degree College

Kadiri – 515591

September - 2023

## Student's Declaration

I, G. Shaista a student of 2<sup>nd</sup> B.A [UHP]  
Program, Reg. No. 2142005037003 of the Department of B.A., Urdu Medium, STSN  
Government Degree College, Kadiri, SSS Dist., A.P. do hereby declare that I have  
completed the mandatory internship from 15-07-2023 to 02-09-2023 in Global  
IT Solutions, Valisab Raed, Kadiri (Name of the intern organization) under the Faculty  
Guideship of P. Noorjahan (Name of the Faculty Guide).  
Department of Urdu Medium, STSN Government Degree College, Kadiri.

G. Shaista  
(Signature and Date)

## Official Certification

This is to certify that G. SHAIKHA (Name of the student) Reg. No. 2172006037003 has completed his/her Internship in GITS-Global IT Solutions, Kadi (Name of the Intern Organization) on computer basics (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of 3<sup>rd</sup> B.A [VHP] in the Department of U&A, S.T.S.N Govt Degree college Kadi (Name of the College).

This is accepted for evaluation.

*(Signatory with Date and Seal)*

### Endorsements

*Faculty Guide*

*Head of the Department*

*Principal*

## Acknowledgements

I take this occasion to thank God, Almighty for blessing us with his grace and taking our endeavor to a successful culmination. I extend my sincere and heartfelt thanks to our esteemed mentor, Sri. N. Ershad Hussain, Lecturer in Computer Science, for providing me with right guidance and advice at the crucial junctures and for showing me the right way. I extend my sincere thanks to our respected Head of the Computer Institution of Global IT Solutions (GITS) for allowing us to use the facilities of Computer Lab. I would like to thank the other faculty members also, at this occasion. Last but not the least, I would like to thank my neighbors, friends and family for the support and encouragement they have given me during the course of our 2 months Short Term Internship work.



## CHAPTER 1: EXECUTIVE SUMMARY

Computer Proficiency is an inevitable part of education. The course is aiming to equip all the Arts, Science, and commerce aspirants to have basic skills as well as hands on experience on word processing, for creating excel spreadsheets, for building databases and preparing presentations, through the use of Microsoft Office Word, Excel, and PowerPoint programmes. After successful completion of the internship, the student will be able to understand the following.

### Objectives:

- ☐ To give basic information about the computer system.
- ☐ To give knowledge about computer hardware and computer software.
- ☐ To familiarize students with the use of MS Windows, Internet and E-mail.
- ☐ To familiarize students with the use of MS Office-MS Word, MS Excel & MS-PowerPoint.

### Learning Outcomes:

- ☐ To understand the basics of computers
- ☐ Learned about MS Office, Typing, and Excel
- ☐ To enrich the practical knowledge of computers
- ☐ Learned about Internet, E-Mail and Power Point
- ☐ Learned Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.
- ☐ To know the Format text and paragraphs in computers

Microsoft word is an important education application. It is important to process raw facts into meaningful information. Microsoft word can benefits teachers and students to create new innovative methods of learning and teaching. Microsoft word and Microsoft office suite for students help to transmit educational materials and practice systematically in school and university faster with higher quality. In which students can use Microsoft word templates to teach complex fundamental into simple methods. In traditional education method, students write and practice school leaving certificate on notebooks. But in future students need to print the letter or all the departments will be becoming digital. In that time you can't imagine the applications are received by a handwritten letter on physical paper.

Microsoft Office is a family of server software, and services developed by Microsoft for various purposes. Microsoft Office is a suite of desktop productivity applications that is designed specifically to be used for office or business use. I learned how Microsoft word and MS Office etc. application can be used and utilized by students to faster the process of receiving and giving information. And to achieve this purposes around the world school and colleges. I believe Microsoft Word is an important application that can improve and maximize practical education practices in schools and colleges. I learned many computer basics for getting Government and private jobs. Every day I went into the Global Computer Centre, Kadiri for second internship for getting degree. This institute has given good training for MS Office and other basic computer knowledge. I also attended regular classes and note down the notes and did practical experience. I used desktop for practical experience. I really appreciate the government for giving this wonderful opportunity.

## CHAPTER 2: OVERVIEW OF THE ORGANIZATION

### Introduction of the Organization

*Global IT Solutions (GITS) is an ISO 9005:2015 certified, Registered under MSME and maintained under Zareen Educational and Welfare Society. It has been established in 2005 with vision to cultivate IT Culture among different section of people. E.g Students, employees, entrepreneurs etc., and also to provide quality IT education and Training through State of art Computing facilities.*

*GITS has been absorbing and accommodating leastwise numbers from Class I to Class X, Intermediate, Degree, PG, Engineering/Medical students and imparting valued computer know-how and updated operational training, making each of them a product of any necessities that would develop on their needs, either to serve as a Government servant or to earn for their livelihood etc.*

### Vision, Mission, and Values of the Organization

#### Mission

*Provide every student with a platform to refine his/ her skills and make a mark in the computer literate world. To sharpen one's skills and master new technologies and establish itself with a mission of "Bringing People and Computers Together Successfully" And to meet the augmenting needs of the Government and Private Sectors.*

#### Vision

*GITS looks forward to being a recognized Model Private Computer Training Institute in the state in meeting the prevailing needs of technical manpower through quality, efficient and resourceful training.*

#### Motto / Goal

*The MOTTO of "STRIVE FOR EXCELLENCE" adopted by the institute truly stands testimony to the commitment, enlightened vision and foresight exclude by the management of Global IT Solutions in a attempt to establish itself as a institute for excellence, a name to reckon with in future. It is said "A FOCUSED MIND IS THE SOURCE OF ALL POWER" and nothing epitomizes it better than the philosophy of GLOBAL IT SOLUTIONS.*

*Career and future of the student depends on their academic performance.*

*Our aim is to provide conceptual and in depth training to make their base strong as well as scoring good marks which helps them to get admission in good college.*

*We want to grow in terms of quality and then quantity*

### STUDENT SUCCESS IS OUR ACHIEVEMENT

- A. *We aim to provide a user friendly environment to our students with latest hardware and software technologies. Students are provided with flexible practical timings as per the convenience. At GITS, each student is given a special attention and importance. Our aim is to provide best education so that a student can have bright career in IT field.*

## CHAPTER 3: INTERNSHIP PART

### **Need for basics of Computers:**

Basic computer knowledge is about how computers work and how to use them. This may include typing, learning keyboard commands, powering a computer on and off, knowing how to connect and disconnect the Internet to a computer. It can help you understand different operating systems and application software. Whether you are a college graduate, salesperson, marketer, copywriter, teacher or working professional, you are required to know the computer basics. Having basic computer knowledge makes it easier to complete everyday tasks and increase workplace productivity.

### **Other skills acquired:**

- Communication & Interpersonal skills
- Collaboration with team & completion of tasks
- Time Management & Adaptability
- Critical Thinking & Leadership
- Research and Analysis
- Initiative, Flexibility & Eager to learn

### **Equipment Used:**

Computer hardware includes the physical parts of a computer. It refers to the computer system, especially those that form part of the central processing unit. Computer technicians should know the basic components of computer hardware and how to work with each part, including the motherboard, power supply, keyboard, mouse and monitor. In this article, we discuss what computer hardware is and the basic components of it along with how computer technicians can safely troubleshoot key parts of a personal computer.

## Hardware:

Computer hardware includes the physical components of a computer. Personal computers (PCs) are electronic devices that use microchips to process information and may include desktop computers, laptops or tablets. Since a computer comprises many hardware components, they work together and depend on each other to function properly. These are the following need to be learning for basics in computers.

Key Board

Mouse

CPU

Hard Drive

Printer

Monitor

Mother Board

Input Device

Power Cable

Power Supply






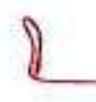
Digital Board

White Papers

Pens

Note Book, Learning Environment

**ACTIVITY LOG FOR THE FIRST WEEK**

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
15-07-23 Day - 1 Saturday	Introduction to internship & visited Global IT solutions Kadisi	visited at valisab board Kadisi	
17-07-23 Day - 2 Monday	Introduction to computer & discussed about computer.	learned about definition, Advantages & disadvantages	
18-07-23 Day - 3 Tuesday	Introduction to typing skills	learned about keyboard typing & fingering	
19-07-23 Day - 4 Wednesday	computer Generations Unit of measure & Block diagram.	learned about the topic related to computer fundamentals.	
20-07-23 Day - 5 Thursday	Discussed about input devices output devices & types of computer.	learned about I/O devices & computer types.	
21-07-23 Day - 6 Friday	Discussed about Hardware & software types.	learned about Hardware & Software.	

## WEEKLY REPORT

WEEK - 1 (From Dt. 15/7/23 to Dt. 21/7/23.)

Objective of the Activity Done:







Detailed Report:

In the first week we have learned about computers we have learned how to operate a computer in the class. about the Advantages of computer.

I have also gained knowledge and found out about the 6 Generations of computers and the Unit of measurement has to be known as well up to computer diagram.

Also we have learned in the first week's class input Unit and output Unit has learned the Hardware and software have received along with this we used to do lab practice daily

### ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
22-7-23 Day - 1 Saturday.	Introduction to OS & explained about M.S DOS various commands.	learned about MS-DOS Internal & External commands.	
24-7-23 Day - 2 Monday.	Lab practices	practicals done.	
25-7-23 Day - 3 Tuesday.	Introduction to MS. windows & it's components.	learned notepad, wordpad. paint MS. windows. operating.	
26-7-23 Day - 4 Wednesday	Introduction to MS. office & it's components like word, Excel. & powerpoint.	learned notepad, wordpad & paint.	
27-7-23 Day - 5 Thursday	Introduction to MS. word & it's options.	learned how to create visiting card letterhead & pamphlet.	
28-7-23 Day - 6 Friday.	various demos making options demo class.	learned How to create various text related option.	

## WEEKLY REPORT

WEEK - 2 (From Dt. 27.11.23 to Dt. 28.11.23)







Objective of the Activity Done:

Detailed Report:

In the second week we covered MS-DOS various commands are explained and an introduction to MS-Windows and its computer learned about and we did about make directory, change directory and remove directory in MS-DOS about information received.

I learned MS-Excel majorly used for making spreadsheets it is a data processing application MS-PowerPoint it use to create audio-visual presentation MS-Word is a useful in create text documents. making different kinds of design information about option received.

**ACTIVITY LOG FOR THE THIRD WEEK**

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
29-7-23 Day-1 Saturday	Explained about tables & it's concepts.	learned How to create tables, entering & editing tables.	
31-7-23 Day-2 Monday	Explained about Header & footer & it's usage.	learned How to create letter-heads.	
01-8-23 Day-3 Tuesday	Explained about mailmerge & it's options.	learned How to create multiple letters using mailmerge.	
02-8-23 Day-4 Wednesday	Explained about spelling & grammar checker, Auto format view & help menu.	learned How to make corrections in our documents etc...	
03-8-23 Day-5 Thursday	Attended UG 4 <sup>th</sup> semester University Examination.	wrote Exam.	
04-8-23 Day-6 Friday	Attended UG 4 <sup>th</sup> semester University Examination.	wrote Exam.	

## WEEKLY REPORT

WEEK - 3 (From Dt 29.7.22 to Dt 8.8.22)

Objective of the Activity Done:

Detailed Report:

In the third week we have learned and practiced about tables and their concepts and along with it letters of Header and footer have also been prepared and we prepared header and footer letters.

Also we have added letters and added dept to the mail merge all so got information about spelling and grammar and used to do lab practice daily.

**ACTIVITY LOG FOR THE FORTH WEEK**

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
14-8-23 Day - 1 Monday	Introduction to MS-Excel and it's feature.	learned How to enter data in various sheets & fill handle use	L
15-8-23 Day - 2 Tuesday	Attended Independence day.	-	L
16-8-23 Day - 3 Wednesday	Explained about various formulas & functions.	learned various formulas for Addition, subtraction division	L
17-8-23 Day - 4 Thursday	Explained about various charts Available in MS-Excel.	learned How to create petty Expense account.	L
18-8-23 Day - 5 Friday	Discussed about various charts Available in MS-Excel.	learned How to create Graph from more than 100 models.	L
19-8-23 Day - 6 Saturday	Discussed about Auto filter, formatting & filters.	learned How to use the various options.	L

## WEEKLY REPORT

WEEK - 4 (From 10/12/23 to 16/12/23)







Objective of the Activity Done:

Detailed Report:

In the fourth week we have explored about the information of MS Excel & its features. and also learned how to enter MS-Excel data and along with this I have gained knowledge from different formulas and its functions in MS-Excel and along with this I have also gained knowledge.

About explaining various calculations by making mine in it and various charts available in MS Excel were discussed we were also taught how to make model graphs in this way and also gained knowledge from auto filter, Auto correct etc...

### ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
21-8-23 Day - 1 Monday	Discussed about wordart, clipart, shapes & various diagram	learned How to use the various options.	
22-8-23 Day - 2 Tuesday	Discussed about views filters sorting freeze panes.	learned How to create filters & sorting of data in ascending descending order.	
23-8-23 Day - 3 Wednesday	Introduction to powerpoint & it's filters.	learned How to create slides & presentation.	
24-8-23 Day - 4 Thursday	Introduction to PPT making by using effects.	create animated presentation by using old technic animation.	
25-8-23 Day - 5 Friday	Demonstration & special effects & custom animation along with subtypes.	learned How to create & set Automatic Animation.	
26-8-23 Day - 6 Saturday	Discussed about back ground setting group & ungroup.	learned How to customise any clipart.	

## WEEKLY REPORT

WEEK - 5 (From Dt. 2.1.23 to Dt. 2.6.23)







Objective of the Activity Done:

Detailed Report:

In the fifth week I have learned the wordart, clipart shape and about different diagram ms. excel sun in the information write we have received information about the animation of icia active and wit it information about the view.

It is explained in detail about power point along with audiovisual presentation. it is used for the front and it teaches how to create a presentation using old technic animation as well as how to create and set up animation & along with ~~that~~ one has learned in details.

**ACTIVITY LOG FOR THE SIXTH WEEK**

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
28-8-23 Day - 1 Monday	Discussed about making of title slides timing sound effect & transition.	learned the various option.	
29-8-23 Day - 2 Tuesday	Demonstration of good ppt making with table, chart picture smartart & clipart.	learned about good ppt making	
30-8-23 Day - 3 Wednesday	lab practice	practiced powerpoint presentation.	
31-8-23 Day - 4 Thursday	lab practice	practiced powerpoint presentation	
01-9-23 Day - 5 Friday	lab practice	practiced powerpoint presentation.	
02-9-23 Day - 6 Saturday	lab practice.	practiced powerpoint presentation.	

## WEEKLY REPORT

WEEK - 6 (From Dt 22.8.23 to Dt 29.8.23)

Objective of the Activity Done:

Detailed Report:

In the sixth week we have learned title slide timing and sound effect and about the transition I mentioned making we prepared several slides.

The table chart demonstration of making good PPT with image smartart and clipart create a good PPT learned.

and 4 days we practiced powerpoint and previous classes, and we used to power point.

## 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.)

Good environment is very important for learning and doing job or any other work. Good environment is always boosting up your interest. A work environment is the setting, social features and physical conditions in which you perform your job. These elements can impact feelings of well-being, workplace relationships, collaboration, and efficiency and employee health. The office is more comfortable and improving my communication. Hosting company events and expressing gratitude builds trust and ignites enthusiasm.

The work environment impacts my mood, drive, mental health and performance. My confidence is increased. Overall environment is good at the computer centre; though slight noise from the outside. Positively influence the entire work environment in the computer centre. It is boosting a whole ecosystem of energies and resources. The second most prominent outcome is the ability to test-drive the talent. I feel that there is a good interaction with my classmates at the learning centre. Minimum facilities are available like fan, light, tables, chairs, Computers, internet, water and other minim needs. There are no protocols and procedures. They fixed the time from morning to evening for classes and framed time table accordingly. We are also participated in the social awareness programmes organized by the college and internship institution. There is a good mutual support between the college and computer centre. As an arts student, computer knowledge is necessary for my better future. Motivation classes are also conducted and my supervisor is always encouraging me to complete the tasks. Ventilation is good at the centre. Whenever the teacher has assigned the group work, we will complete it as a team work, which is helpful for enhancing my leadership qualities.

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

I learned the following few Technical skills, but not in depth. Sometimes referred to as hard skills, involve the practical knowledge I use in order to complete tasks.

Technical skills are the specialized knowledge and expertise required to perform specific tasks and use specific tools and programs in real world situations. Diverse technical skills are required in just about every field and industry, from IT and business administration to health care and education. In fact, many entry-level positions across industries require basic technical skills, such as cloud computing in Google Drive and navigating social media platforms. There are many examples of more advanced technical skills that a job might require include programming languages, technical writing, or data analysis. Unlike workplace skills, also called soft skills, such as communication and time management, technical skills often require specific education and training to acquire.

**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.)**

Management skills can be defined as certain attributes or abilities that an executive should possess in order to fulfill specific tasks in an organization. They include the capacity to perform executive duties in an organization while avoiding crisis situations and promptly solving problems when they occur.

Management skills can be developed through learning and practical experience as a manager. The skills help the manager to relate with their fellow co-workers and know how to deal well with their subordinates, which allows for the easy flow of activities in the organization.

**The following are six essential management skills that any manager ought to possess for them to perform their duties:**

- Planning. Planning is a vital aspect within an organization.
- Communication. Possessing great communication skills is crucial for a manager.
- Decision-making.
- Delegation.
- Problem-solving.
- Motivating.

**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..)

The ability to express yourself clearly and confidently can help you on a personal and professional front. Regardless of your existing skills, you should work on your English communication to advance in your career. In this internship I also learned some basic communication skills in English language. Basic communication skills are necessary for effective communication in any environment, especially in your workplace.

During my internship I followed Reading, writing, listening and speaking for improving my language skills. I slightly improved oral and written communication, sometimes I talk to my friends in English language, which gave me confidence. I can understand the others, while they are speaking. I followed slow speaking practiced with other friends, and I read English news papers and listening English videos and audios whenever I have time regularly. Sentence formation, listen to others, ask questions are helped me a lot to improve my communication skills during my internship.

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

I understand that Group Discussion is a type of discussion that involves people sharing ideas or activities. People in the group discussion are connected with one basic idea. Based on that idea, everyone in the group represents his/her perspective. Group Discussion is a discussion that tests the candidate's skills, such as leadership skills, communication skills, social skills and behavior, politeness, teamwork, listening ability, General awareness, confidence, problem-solving skills, etc. Group discussion is always performed around the table. People can sit in any arrangement, but everyone should be able to see every face. It is not only the usual discussion, but it is also a discussion with knowledge and facts. Group Discussions are an essential part of testing candidates in the organizations, recruitment process, etc. It also plays an important role in improving the skills of a student.

I was participated in few group discussions in my collage and few in internship classes. Due to this discussions, my confidence levels are increased and I am thinking while I speaking the words. My communication is somewhat better if compare with previous year. I can observe the team work is more important for complete the any task. I also observed that during the work process, we face many problems, but we can overcome to that.

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

Digital technologies are electronic tools, systems, devices and resources that generate store or process data. Well known examples include social media, online games, multimedia and mobile phones. Digital learning is any type of learning that uses technology. It can happen across all curriculum learning areas.

- ⊕ Artificial Intelligence and Machine Learning
- ⊕ Edge Computing
- ⊕ Quantum Computing
- ⊕ Augmented reality
- ⊕ Robotics
- ⊕ Cyber security
- ⊕ Bioinformatics
- ⊕ Data Science
- ⊕ Full Stack Development
- ⊕ Virtual Reality and Augmented Reality
- ⊕ Final Thoughts
- ⊕ 5 G Network
- ⊕ Automation
- ⊕ Digital Twin
- ⊕ Real Time Analytics
- ⊕ Black Chain Technology
- ⊕ Cyber Security
- ⊕ Virtual reality
- ⊕ Big Data Analytics
- ⊕ Computer Network

I observed that the above are the latest technological developments in general, but now a day's digital technology played a major role in all fields. I know the latest developments, but I know little bit use these technologies to degree core subjects. Without understanding the latest technological innovations, we cannot get jobs in the IT Sector.

## Student Self Evaluation of the Short-Term Internship

Student Name: G. SHAIKHA

Registration No: 214200503700:

Term of Internship: From: 15-07-2023 To: 02-09-2023

Date of Evaluation:

Organization Name & Address: GLOBAL ITSOLUTIONS VALISAB ROAD KAD.

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: 03-09-2023

G. Shaikha  
Signature of the Student

*Evaluation by the Supervisor of the Intern Organization*

Student Name: <b>G. SHAIKHA</b>	Registration No: <b>2142005037003</b>
Term of Internship: <b>From: 15-07-2023</b>	<b>To: 02-09-2023</b>
Date of Evaluation:	
Organization Name & Address: <b>GLOBAL IT SOLUTIONS VALISAB ROAD KADUR</b>	
Name & Address of the Supervisor <b>N. IRSHAD HUSSAIN</b> with Mobile Number <b>7013334252</b>	

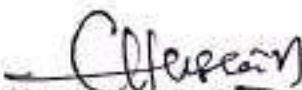
Please rate the student's performance in the following areas:

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	<b>OVERALL PERFORMANCE</b>	1	2	3	4	5

Date:

  
 Signature of the Supervisor  
 10/9/2023

## PHOTOS & VIDEO LINKS







## EVALUATION

**MARKS STATEMENT**  
**(To be used by the Examiners)**

**INTERNAL ASSESSMENT STATEMENT**

Name Of the Student: G. SHAIKHA

Programme of Study: 2<sup>nd</sup> B.A [UHP]

Year of Study: 2022 - 2023

Group: B.A [UHP]

Register No/H.T. No: 2142005037003

Name of the College: S.T.S.N Govt Degree college Kadisi

University: SRI KRISHNA DEVARAYA University Ananthapuram.

<i>Sl.No</i>	<i>Evaluation Criterion</i>	<i>Maximum Marks</i>	<i>Marks Awarded</i>
1.	Activity Log	25	
2.	Internship Evaluation	50	
3.	Oral Presentation	25	
	GRAND TOTAL	100	

Date:

Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal:



# Global IT Solutions

(Maintained Under Zareen Educational & Welfare Society)  
In association with Giga Technologies, Ameerpet, Hyderabad  
An ISO 9001:2015 & MSME registered Organisation  
Shakeer Street, Valsab Road, Kadiri - 515591



## Internship Certificate

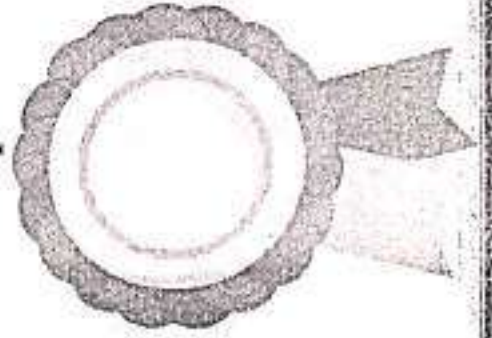
*This is to certify that*

*G. Shaik. Shaistha II<sup>nd</sup> BA [UHC] 2142005037003*

*Has completed his/her internship with GITS*

*From 15<sup>th</sup> July to 02<sup>nd</sup> September 2023*

*During this period, he/she has learnt Computer Basics, MS Windows & MS Office.*



*Date: 04-09-2023*

*Shayam*  
Director