



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

KADIRI - 515591

Sri Sathya Sai Dist., A.P.

Affiliated to Sri Krishnadevaraya University, Ananthapuramu

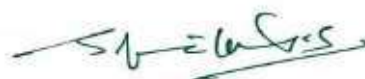


6th Semester Internship Details-2022-23

S.NO	Name of the Mentor	Group	No. of Students	Name of the Industry
1	P. Siva Prashad	MPCs	12	GITS' Kadiri
2	D.Subranyam	MPCs	13	GITS' Kadiri
3	N.Ershad Hussian	MPCs	13	GITS' Kadiri
4	A.Narayana swami	BZC	23	SV Computer Institute(PMKVY)
5	V.Roja Rani	BZC	16	SV Computer Institute(PMKVY)
6	C.Naresh	BZC(Paramedical)	07	Government General Hospital, Kadiri
7	B.Sunitha	BZC(Sericulture)	17	State Dept. of Sericulture, Kutagulla
8	M.Santhoshi Kumari	BZC(Sericulture)	13	State Dept. of Sericulture, Kutagulla
Total No.of Students			114	

ABSTRACT

S.NO	COURSE : B.SC	TOTAL NO.OF STUDENTS
1	MPCs	38
2	BZC	39
3	CZS	30
4	CZPM	07
GRAND TOTAL		114


PRINCIPAL
STSN GOVERNMENT DEGREE COLLEGE
KADIRI-515 591

List of students participated in 6 months (Semester) –Internship – B.Sc (BZC) IV Sem

S.No	Group/ Programme	Programme Code	Name of the student
1	III B.Sc (BZC)	30540	ANANDAM GIRIJA
2	III B.Sc (BZC)	30540	BHUKYA DEVIKA BAI
3	III B.Sc (BZC)	30540	BOGGANNAGARI LAKSHMI PATHI
4	III B.Sc (BZC)	30540	BUKKE NAGAVENI BAI
5	III B.Sc (BZC)	30540	DAMPETLA LAKSHMI PATHY
6	III B.Sc (BZC)	30540	DERANGULA HARISH KUMAR
7	III B.Sc (BZC)	30540	DERANGULA SAIKUMAR
8	III B.Sc (BZC)	30540	DESANAGARI NARESH
9	III B.Sc (BZC)	30540	DHARE PRANEETH
10	III B.Sc (BZC)	30540	DURGAM AASHA
11	III B.Sc (BZC)	30540	GATTI CHANDANA
12	III B.Sc (BZC)	30540	GIJINAMALA HYDAR BASHA
13	III B.Sc (BZC)	30540	GUDIBANDA MOHAMMED RIHAN
14	III B.Sc (BZC)	30540	GUDISE LAKSHMI
15	III B.Sc (BZC)	30540	JARIPITI RAJESWARI
16	III B.Sc (BZC)	30540	KATHEM SOWJANYA
17	III B.Sc (BZC)	30540	KATIKAVARIPALLI ANILKUMAR
18	III B.Sc (BZC)	30540	KAYALA GANGADRI
19	III B.Sc (BZC)	30540	KOMERA DHARANI
20	III B.Sc (BZC)	30540	KOTTAM RAVICHANDRA
21	III B.Sc (BZC)	30540	KUTALA PAVAN KUMAR
22	III B.Sc (BZC)	30540	MANDOZI LUBNA IRAM
23	III B.Sc (BZC)	30540	MORUKOANDA SWETHA
24	III B.Sc (BZC)	30540	M RAMESH
25	III B.Sc (BZC)	30540	MUTHANA JAGADEESH
26	III B.Sc (BZC)	30540	NALLAGANGOLLA SURESH
27	III B.Sc (BZC)	30540	PATAN KARISHMA
28	III B.Sc (BZC)	30540	PILLALA SULOCHANA
29	III B.Sc (BZC)	30540	POTHINENI NAGALAKSHMI
30	III B.Sc (BZC)	30540	SHAIK ALI
31	III B.Sc (BZC)	30540	SHAIK AZEEZ BASHA
32	III B.Sc (BZC)	30540	SOMANABOYANA SREE VIDYA
33	III B.Sc (BZC)	30540	TANAKANICHERUVU SHABANA
34	III B.Sc (BZC)	30540	TEPALLI DIVYA SREE
35	III B.Sc (BZC)	30540	VENKATESWARA REDDY
36	III B.Sc (BZC)	30540	YANUPUGODLA DHANUSH
37	III B.Sc (BZC)	30540	YARRAMANENI HEMANTH KUMAR


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TITLE PAGE

Name of The Student: M. Jagadeesh

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

Registration Number: 2042005049032

Period of Internship: From: 13-03-2023 to 24-06-2023

Name & Address of the Intern Organization : Saidapuram, Kadir.
Sri Venkateswara Marketing Services

Sri Krishna Devaraya University
2022-2023

An Internship Report on

(SRI VENKATESWARA MARKETING SERVICES) Submitted

in accordance with the requirement for the degree of

3RD B.SC (B.Z.C)

Under the Faculty Guideship of:

(Name of the Faculty Guide):

V. Roja Rani Madam

Department of

: BOTANY.

(Name of the College)

: S.T.S.N GOVT Degree College.

Submitted by

(Name of the Student); M. Jagadeesh

Reg.No: 2042005049032

Department of : BOTANY

S.T.S.N Degree college
(Name of the College)



Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete Semester internship either in V Semester or in VI Semester.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements for transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the people working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns, and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and

utilizing listening skills.

12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.

13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.
15. At the end of internship, you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during the internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

<<@>>

Student's Declaration

I, M. Jagadeesh Name of a student of 3rd B.Sc, B.Z.C Program.

Reg. No: 242105049132 Of the Department OF: BOTANY College do

hereby declare that I have completed the mandatory internship from

13-03-2023 to 24-06-2023 in SVMS Institute (Name of the intern
organization) under the Faculty Guideship of

N. Roja Rani (Name of the Faculty Guide).

Department of BOTANY, STSN Degree College (Name of the
College)

M. Jagadeesh
(Signature and Date) 23/07/2023

Official Certification

This is to certify that M. Jagadeesh (Name of the student) Reg. No. 2042005049032 has completed his/her Internship in SVMS Institute (Name of the Intern Organization) on MS OFFICE BASICS (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the

Degree of 3RD BSc BZC in the Department of BOTANY, STSN govt Degree College

(Name of the college) This is accepted for evaluation.

LECTURER IN Botany (Signature)
(Signature with Date and Seal)
KADIRI - 515 591
Sri Sathya Sai (Dist).

Endorsements

(Signature)
Faculty Guide

Dr. A. Narayana Swamy
Lecturer in Botany
Head of the Department
STSN Govt. Degree College
KADIRI-515 591, Sri Sathya Sai Dt.

PRINCIPAL
(Signature)
STSN GOVT. DEGREE COLLEGE
KADIRI - 515 591
Sri Sathya Sai (Dist).



Certificate from Intern Organization

This is to certify that M. Jagadeesh (Name of the intern)

Reg. No 20420050490201 STSN GOVT Degree COLLEGE (Name of the College)

underwent internship in SVMS Institute (Name of the Intern Organization)

from 13-03-2023 to 24-03-2023 The overall performance of the intern during his/her internship is found to be Satisfactory (Satisfactory/Not Satisfactory).

S. Jini

Authorized Signatory with Date and Seal



Acknowledgements

First of all I am very much thankful to my Mentor -Dr A. NARAYANA SWAMY SIR, Assistant Professor in BOTANY Government 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 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 skills. Because of their efforts, I learned Computer MS OFFICE programming in six semester or third internship and also learned the basics of MS Office, MS Word, Excel, Power Point, and Typing skills. I have observed the work environment in the institute/organization, and learned the real time technical skills and other communications skills etc. I am also thankful to my parents and friends for First of all I am very much thankful to my Mentor/Supervisor Dr. A. NARAYANA SWAMY SIR, Assistant Professor in BOTANY, STSN 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. *Special Thanks to inran sir*

Thank You

Contents

<u>S.NO</u>	<u>TOPICS</u>	<u>PAGE NO.</u>
1.	Title PAGE	1
2.	An internship Report	1-5
3.	Student Declaration	6
4.	Official Certification	7
5.	Certificate from Intern Organisation	8
6.	Acknowledgements	9
7.	Chapter-1: Executive Summary	11-12
8.	Chapter-2: Overview of the Organisation	13-15
9.	Chapter-3: Internship	16-23
10.	Chapter-4: Activity Log and Weekly Reports	24-66
11.	Chapter-5: Internship Outcomes Description	67-80
12.	Student self evaluation	81
13.	Evaluation by the Supervisor	82-83
14.	Internship Photos & Videos	84
15.	Internal Assessment Statement	85-86
16.	External Assessment Statement	86-87

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 Power point Programs . After successful completion of the internship, the student will be able to understand the following.

Point Objectives:

- To give basic information about the computer system and basic commands.
- To know operating system of computers like Windows, MS Doc etc.
- 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:

- 1 Learned about MS Office, Typing, and Excel
- 2 To enrich the practical knowledge of computers
- 3 Learned about Internet, E-Mail and Power Point
- 4 Learned Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.
- 5 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.

CHAPTER 2:

OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission, and Values of the Organization
- C. Policy of the Organization, in relation to the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.

SVMS COACHING CENTER : OVER VIEW THE ORGANIGATION

SVMS Institute is an ISO 9005:2015 Certifide Institute, - **(PMKVY)**

PRADHAN MANTRI KAUSHAL VIKAS YOJANA Institute .

it was registered under MSME ,Educational and Welfare Society ,
Sidadpuram street, College Road, Above the TVS show room KADIRI, Sri
Sathya Sai Dist of Andhra Pradesh. It was established in 2005. This
organization is associated with - **(PMKVY) PRADHAN MANTRI KAUSHAL
VIKAS YOJANA Institute**

Objectives:

- Our Objective therefore is to create an atmosphere of values that

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

Successful' 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, etc.
- ✓ To provide quality IT education and Training to the downb -
odden 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.

SVMS 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 then the philosophy of SVMS Coaching Center . 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 Achievements :

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 Environ

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 .

CHAPTER 3:

INTERNSHIP PART ;

BASICS OF 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 programs. 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.

MS OFFICE :

Microsoft Office is a suite of productivity applications developed by Microsoft. It includes a set of essential software tools that are widely used for various tasks in both personal and professional settings. As of my last update in September 2021, the main components of Microsoft Office include:

1. Microsoft Word:

- Word is a word processing application used for creating, editing, and formatting text-based documents like letters, reports, essays, and more.

- It offers various features for text formatting, spell-checking, adding images, tables, and graphs, as well as tools for creating headers, footers, and page numbering.

2. Microsoft Excel:

- Excel is a spreadsheet application used for managing and analyzing data, performing calculations, and creating charts and graphs.
- It organizes data in rows and columns, and users can use various formulas and functions to perform complex calculations on the data.

3. Microsoft PowerPoint:

- PowerPoint is a presentation application used for creating slideshows with text, images, videos, and animations.
- It enables users to design professional-looking presentations to convey information in a visually appealing manner.

4. Microsoft Outlook:

- Outlook is an email and personal information management application used for managing emails, calendars, tasks, and contacts.
- It is commonly used for business communication and scheduling appointments and meetings.

5. Microsoft Access (Available in some Office editions):

- Access is a database management application used for creating and managing relational databases.
- It allows users to store, retrieve, and manipulate data, making it suitable for projects that involve extensive data management.

6. Microsoft OneNote:

- OneNote is a digital note-taking application that allows users to organize notes, ideas, and information in a digital notebook format.
- It supports various media types like text, images, audio, and even handwritten notes.

Microsoft Office offers a consistent user interface across its applications, making it easy for users to transition between different programs. The suite also provides various collaboration and cloud-based features, allowing users to work on documents together and access files from multiple devices through OneDrive or SharePoint.

Please note that Microsoft Office may have undergone updates and changes beyond my last update in September 2021. For the latest information and features, it's best to visit the official Microsoft Office website or refer to the most recent documentation.

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.

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 technical education in computer skills.

Mission:

svms 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

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 13-03-2023	Introduction of typing master	Learned Typing master introduction	
Day - 2 14-03-2023	Know about all keyboard keys	Learned Know about all keyboard keys	
Day - 3 15-03-2023	fingerings	Learned fingerings	
Day - 4 16-03-2023	Know about which finger is used to press A,S,D,F. or J,K,L, ; letter	Learned about which finger used to press A,S,D,F OR J,K,L LETTERS	
Day - 5 17-03-2023	Know about which finger is used to press	Learned about which finger is used to press E,R or I,O letter	
Day -6 18-03-2023	Practiced all keys	Practiced all keys	

WEEKLY REPORT

WEEK - 1 (From Dt ; 13-03-2023. To Dt;18-03-2023.)

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 includes placing WEr fingers on the home row keys and using all WEr fingers to type.*
- 2. Increased typing speed: Using Typing Master's typing exercises and drills, WE can improve WEr typing speed over time. The program tracks WEr progress and feedback to help WE increase WEr 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 WEr 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 WEr 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 typos, and develop a more consistent typing rhythm.*

Remember, WEr progress in typing largely depends on WEr commitment to practice regularly

and engage with the exercises provided by Typing Master. Consistent and dedicated practice will yield the best results in improving WEr typing skills over a two-week period.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 20-03-2023	Know about which finger is used to press G or H letter	Learned about how to used to press G or H letter	
Day - 2 21-03-2023	Know about which finger is used to press Y, U, O, P letters	Learned about which finger is used to press Y, U, O, P letters	
Day - 3 22-03-2023	Know about which finger is used to press Q, W Letters	Know about which finger is used to press Q, W Letter	
Day - 4 23-03-2023	Know about which finger is used to press Z, X, C, V. Letters	Learned about which finger is used to press Z, X, C, V. Letters	
Day - 5 24-03-2023	Know about which finger is used to press B, N, M. Letters	Learned about which finger is used to press B, N, M. Letters	
Day - 6 25-03-2023	All keys practiced	Keys practiced	

WEEKLY REPORT

WEEK - 2 (From Dt: 20-03-2023. To Dt: 25-03-2023.)

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

1. Proper posture and hand placement: Sit up straight with WEr feet flat on the floor. Position WEr hands on the keyboard with WEr 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 la WEt: Familiarize We self with the la WEt 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, WE can type faster and more accurately. Practice placing WEr fingers on the home row and use the correct finger for each key. For example, use WEr left pinky finger for the "A" key and WEr right index finger for the "J" key.

4. Typing exercises: Practice typing exercises and drills to improve WEr speed and accuracy. There are various online typing tutor programs and websites available that provide interactive typing lessons and games. These platforms often of er different level so difficulty and provide real-time feedback on WEr 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 WE improve WE 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 WEr typing skills. Set aside dedicated practice time each day, even if it's just a few minutes. Regular practice will help WE build muscle memory and improve WEr speed over time.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 27-03-2023	What is computer	Learned about Computer introduction	✓
Day - 2 28-03-2023	What is hardware	Learned about hardware	✓
Day - 3 29-03-2023	What is software	Learned about Software	✓
Day - 4 30-03-2023	Operating system	Learned about operating system	✓
Day - 5 31-03-2023	File manager	Learned about file manager	✓
Day - 6 01-04-2023	Connecting internet and web browsers	Learned about Connecting internet and web browsers	✓ (D)

WEEKLY REPORT

WEEK - 3 (From Dt ; 27-03-2023. To Dt ; 01-04-2023.)

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.

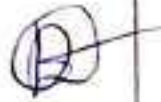
8. Computer Security and Privacy: An introduction to computer security will cover the importance of protecting WEr computer and personal information. This includes learning about anti virus software, firewalls, and safe browsing practices.

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.

11. This is just an overview of the topics typically covered in an introduction to computers. Different courser 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	~~description~~ ^{Brief} description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 03-04-2023	Know about introduction of Microsoft word	Learned about Know about introduction of Microsoft word	
DAY - 2 04-04-2023	Know about introduction of Microsoft PowerPoint	Learned about introduction of Microsoft PowerPoint	
Day - 3 05-04-2023	Know about introduction of Microsoft PowerPoint	Learned about introduction of Microsoft PowerPoint	
Day - 4 06-04-2023	Know about Microsoft Outlook	Learned about Know about Microsoft Outlook	
Day - 5 07-04-2023	Know about Microsoft access	Learned about Microsoft access	
Day - 6 08-04-2023	Know about Microsoft publisher	Learned about Know about Microsoft publisher	

WEEKLY REPORT

WEEK - 4 (From Dt ; 03-04-2023 To Dt ; 08-04-2023.)

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 offers a wide range of features such as spellchecking, grammar checking, formatting options (fonts, styles, colors), page layout 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 OneNote: OneNote is a digital note-taking application that allows users to capture, organize, and share notes, ideas, and information. It supports text, images, audio recordings, and handwritten notes, and provides features for creating notebooks, sections, and pages. OneNote is useful for students, professionals, and anyone who wants to keep their notes organized and accessible across multiple devices.

7. 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.

8. Microsoft SharePoint: SharePoint is a web-based collaboration platform that facilitates teamwork, document sharing, and information management within organizations.

9. It allows users to create websites, share documents, collaborate on projects, manage workflows, and provide access controls for secure collaboration. These are just a few of the main components of Microsoft Office.

10. 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.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 10-04-2023	Microsoft word tools introduction	Learned about Microsoft word tools introduction	✓
Day - 2 11-04-2023	Learn about basic text formatting	Learn about basic text formatting	✓
Day - 3 12-04-2023	Know about page layout	Learned about page layout	✓
Day - 4 13-04-2023	Know about inserting and formatting images	Learned about inserting and formatting images	✓
Day - 5 14-04-2023	Learn about how to set table send columns	Learn about how to set table send columns	✓
Day - 6 15-04-2023	Know about headers and footer	Learned about headers and footer	✓

WEEKLY REPORT

WEEK - 5 (From Dt ; 10-04-2023. To Dt ; 15-04-2023.)

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 strikethrough. 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 WEr 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 WEr 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 data in an 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 WEr document for a newspaper-style layout.
5. **Headers and Footers:** WE can learn how to add headers and footers to WEr 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

WEr 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 WEr 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 see edits 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.

9. 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 WEr written content.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 17-04-2023	Learn collaborations and reviews	Learn about collaborations and reviews	
Day - 2 18-04-2023	Know about different types of styles and themes	Learned about different types of styles and themes	
Day - 3 19-04-2023	Learn about User interface	Learn about User interface	
Day - 4 20-04-2023	Learn about what is mail merge	Learn about what is mail merge	
Day - 5 21-04-2023	Know about Ribbon	Learned about Ribbon	
Day - 6 22-04-2023	Know about quick access toolbar	Learned about quick access toolbar	

WEEKLY REPORT

WEEK - 6 (From Dt ; 17-04-2023. To Dt ; 22-04-2023.)

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.

▣ **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.

▣ **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.

▣ **Templates:** Microsoft Word offers a wide range of pre-designed templates for various document types, such as resumes, cover letters, flyers, brochures, and more.

▣ **Saving and Exporting:** WE can save Word documents in various formats, including .docx, .pdf, .rtf, .txt, and more. Word also supports exporting to other Microsoft Office formats and Google Docs. **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.

▣ **Inserting Objects:** WE can insert various objects into Word document, such as pictures, shapes, SmartArt graphics, charts, hyperlinks, equations, symbols, and more.

6. Microsoft OneNote: OneNote is a digital note-taking application that allows users to capture, organize, and share notes, ideas, and information. It supports text, images, audio recordings, and handwritten notes, and provides features for creating notebooks, sections, and pages. OneNote is useful for students, professionals, and anyone who wants to keep their notes organized and accessible across multiple devices.

7. 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.

8. Microsoft SharePoint: SharePoint is a web-based collaboration platform that facilitates teamwork, document sharing, and information management within organizations.

9 It allows users to create websites, share documents, collaborate on projects, manage workflows, and provide access controls for secure collaboration. These are just a few of the main components of Microsoft Office.

10 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,

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 24-04-2023	know about Document area	know about Document area	✓
Day - 2 25-04-2023	Learn about status bar	Learn about status bar	✓
Day - 3 26-04-2023	learn about Document creation and editing	learn about Document creation and editing	✓
Day - 4 27-04-2023	learn about Document creation and editing	learn about Document creation and editing	✓
Day - 5 28-04-2023	Know about Spell and grammar check	Learned about Spell and grammar check	✓
Day - 6 29-04-2023	Learn about reviewing tools	Learn about reviewing tools	✓ (D)

WEEKLY REPORT

WEEK - 7 (From Dt ; 24-04-2023. To Dt ; 29-04-2023.)

❑ Document Area: The Document Area is the main working area where WE can create, edit, and format WEr documents. It displays the content of the currently open document.

❑ 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.

❑ 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.

❑ Styles and Themes: Microsoft Word allows WE to apply different styles and themes to WEr documents, which change the overall appearance of fonts, colors, and formatting to give WEr document a consistent and professional look.

❑ Page LaWEt: 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.

❑ Spell and Grammar Check: Word includes a built-in spelling and grammar checker to help WE identify and correct errors in WEr document. It underlines misspelled words and suggests corrections.

❑ Reviewing Tools: The Review tab of ers features like Track Changes,

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 WEr 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 WEr 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

WEr presentation with a clear message or storyline, using data and charts effectively, and

engaging the audience through interaction or storytelling.

9. These are just some of the skills and techniques that WE can learn in Microsoft PowerPoint. By becoming in these areas, WE can create visually appealing and engaging presentations that effectively communicate WEr Message. In Microsoft PowerPoint, WE can learn a variety of skills and techniques for creating and delivering

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 01-05-2023	Learn about reviewing tools	Learn about reviewing tools	✓
Day - 2 02-05-2023	Learn about reviewing tools	Learn about reviewing tools	✓
Day - 3 03-05-2023	Know about adding multimedia	Know about adding multimedia	✓
Day - 4 04-05-2023	Learn about speaker notes	Learn about speaker notes	✓
Day - 5 05-05-2023	Learn about Animations and transactions	Learn about Animations and transactions	✓
Day - 6 06-05-2023	Know about slide show settings	Know about slide show settings	✓ (Signature)

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 01-05-2023	Learn about reviewing tools	Learn about reviewing tools	✓
Day - 2 02-05-2023	Learn about reviewing tools	Learn about reviewing tools	✓
Day - 3 03-05-2023	Know about adding multimedia	Know about adding multimedia	✓
Day - 4 04-05-2023	Learn about speaker notes	Learn about speaker notes	✓
Day - 5 05-05-2023	Learn about Animations and transactions	Learn about Animations and transactions	✓
Day - 6 06-05-2023	Know about slide show settings	Know about slide show settings	✓ (Signature)

WEEKLY REPORT

WEEK - 8 (From Dt ; 01-05-2023. To Dt ;06-05-2023.)

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 layouts and add text, images, shapes, charts, and tables. Additionally, WE can learn how to apply slide themes to change the overall design of WEr presentation.

2. Slide Design and Layout: WE can learn how to customize the design and layout of WEr 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 WEr 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 WEr slides to make WEr 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 WEr presentation. Speaker notes are typically not visible to the audience and can help WE stay organized and on track during WEr presentation.

6. Slideshow Settings: WE can learn how to customize the settings for WEr

7. Collaboration and Sharing: WE can learn how to collaborate with others on an Excel workbook. WE can share WEr workbook with others, allow them to view or edit specific parts of the workbook, and track changes made by different users. Additionally, WE can learn how to use Excel's comments and notes features to communicate with others and provide explanations or Minstructions.

8. Automation and Macros: If WE want to automate repetitive tasks or create customized solutions, WE can learn how to use Excel's macro recording feature. Macros allow WE to record a series of actions and play them back later with a single click

9. We can also learn how to write VBA (Visual Basic for Applications) code to create more advanced macros and automate complex tasks.

10. These are just some of the skills and techniques that WE can learn in Microsoft Excel. By becoming proficient in these areas, WE can efficiently manage and analyze data, automate calculations and tasks,

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 08-05-2023	Know about slide show settings	Learned about slide show settings	
Day - 2 09-05-2023	Know about Spreadsheet Basics	Learned about Spreadsheet Basics	
Day - 3 10-05-2023	Learn about formatting	Learn about formatting	
Day - 4 11-05-2023	Know about Excel formulas and functions	Know about Excel formulas and functions	
Day - 5 12-05-2023	Learn about data analysis and visualization	Learn about data analysis and visualization	
Day - 6 13-05-2023	Data validation and protection	Data validation and protection	

WEEKLY REPORT

WEEK - 9 (From Dt : 08-05-2023. To Dt : 13-05-2023.)

In Microsoft Excel, WE can learn a variety of skills and techniques for organizing, analyzing, and visualizing data. Here are some of the key features and functions that WE can learn in Microsoft Excel:

1. Spreadsheet Basics: WE can learn how to create and manage spreadsheets in Excel. This includes creating new workbooks and worksheets, navigating through different cells and sheets, and entering data into cells.

2. Formatting: WE can learn how to format cells, columns, rows, and worksheets to make WEr data more visually appealing and easier to read. This includes applying different font styles, sizes, colors, and alignments. WE can also learn how to format numbers, dates, and currency values.

3. Formulas and Functions: One of the most powerful features of Excel is its ability to perform calculations using formulas and functions. WE can learn how to create formulas to perform Arithmetic operations, logical comparisons, and text manipulations. WE can also learn how to use built-in functions, such as SUM, AVERAGE, COUNT, and IF, to automate calculations.

4. Data Analysis and Visualization: Excel provides various tools and features for analyzing and visualizing data. WE can learn how to sort and filter data, apply conditional formatting based on specific criteria, and use pivot tables to summarize and analyze large datasets. Additionally, WE can learn how to create charts and graphs to visualize data trends and patterns.

5. Data Validation and Protection: WE can learn how to set up data validation rules to ensure that data entered into cells meets specific criteria. This can help prevent data entry errors and maintain data integrity. WE can also learn how to protect worksheets and workbooks with passwords to restrict access and prevent unauthorized changes.

6. Data Management: Excel allows WE to efficiently manage and manipulate large datasets. WE can learn how to sort and filter data based on specific criteria, use advanced filter options, and remove duplicates from datasets. WE can also learn how to use Excel's database functions, such as VLOOKUP and SUMIFS, for more complex data manipulations.

and any other relevant details. Creating a signature for WEr emails is a great way to add a professional touch and provide essential contact information to recipients. A signature typically includes WEr name, job title, company name, contact information, and any relevant links or social media profiles. Here's a shortcut matter for a typical email signature:

--[WEr Name]

[Job Title] at [Company Name]

[Phone Number] | [Email Address]

[Website URL]

[Optional Social Media Icons/Links]"" WE can personalize the signature further by adding a professional profile picture or WEr company's logo if desired. Also, remember to keep the signature visually simple and not overly

cluttered. To make the signature creation process more efficient, WE can use email clients or tools that

support email signature templates. Many email service providers allow WE to save a signature

once, and it will automatically be appended to each new email WE compose. This saves time and

ensures consistency across all WEr emails.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 15-05-2023	Know about what is mails	Learned about what is mails	
Day - 2 16-05-2023	Know how to send and creating emails	Learned how to send and creating emails	
Day - 3 17-05-2023	Learn about organising and managing emails	Learned about organising and managing emails	
Day - 4 18-05-2023	Learn about managing contacts	Learned about managing contacts	
Day - 5 19-05-2023	Know about email filter and rules	Learned about email filter and rules	
Day - 6 20-05-2023	Learn signatures in emails	Learn signatures in emails	

WEEKLY REPORT

WEEK – 10 (From Dt; 15-05-2023. To Dt;20-05-2023.)

In an email client or email program, such as Microsoft Outlook or Gmail, WE can learn a variety of skills and techniques for managing and communicating through email. Here are some of the key features and functions that WE can learn:

1. Creating and Sending Emails: WE will learn how to compose and send emails to individuals or groups.

2.This includes formatting the email body, adding attachments, and including recipients' email addresses in the "To," "CC," and "BCC" fields.

3. Organizing and Managing Emails: WE will learn how to organize WEr mailbox by creating folders or labels to categorize and store emails. This helps in efficiently managing and finding important emails later. WE can also learn how to flag or mark emails for follow-up and prioritize them based on their importance.

4. Managing Contacts: Email programs allow WE to create a digital address book or contact list. WE can learn how to add or import contacts, organize them into groups, and easily access contact information when composing emails.

5. Email Filters and Rules: WE can learn how to set up email filters and rules to automatically categorize, sort, or forward incoming emails based on specific criteria. This helps in managing large volumes of emails and keeping WEr inbox organized.

6. Email Signatures: WE can learn how to create personalized email signatures that automatically appear at the end of WEr emails.

7. Email signatures can include WEr name, contact information, job title,

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 22-05-2023	Know about Replay and forwarding	Know about Replay and forwarding	
Day - 2 23-05-2023	Know about attachment	Learned about attachment	
Day - 3 24-05-2023	Learn about flagging and reminders	Learn about flagging and reminders	
Day - 4 25-05-2023	Know about conversion view	Learned about conversion view	
Day - 5 26-05-2023	Know about junk email and spam filtering	Learned about junk email and spam filtering	
Day - 6 27-05-2023	Email security	Email security	

WEEKLY REPORT

WEEK - 11 (From Dt ; 22-05-2023. To Dt ; 27-05-2023.)

1. Reply and Forwarding: WE can learn different techniques for replying to and forwarding emails, such as replying to all recipients or selectively forwarding emails to specific individuals or groups.
2. Attachments: WE can learn how to attach files, documents, or images to WEr emails. Email programs often have size limits for attachments, so WE will also learn how to compress files or use cloud storage services to send larger files.
3. Flagging and Reminders: WE can learn how to flag emails for follow-up and set reminders to ensure important emails are not forgotten. Email programs often have features that allow WE to set due dates, add notes, and receive reminders for flagged emails.
4. Conversation View: WE can learn how to use the conversation view feature that groups related emails together. This makes it easier to read and track email threads, particularly in group or team discussions.
5. Junk Email and Spam Filtering: WE can learn how to configure spam filters to automatically identify and block unsolicited or unwanted emails. This helps in reducing clutter in WEr inbox and ensuring that important emails are not missed.
6. Email Security: WE can learn about email security practices and techniques to protect We self from phishing attempts, malware, and other email-based threats. This includes recognizing suspicious emails, avoiding clicking on unknown or suspicious links, and being cautious when opening email attachments.
7. These are some of the key skills and features that WE can learn in an email client or email program. By becoming proficient in these areas, WE can effectively communicate through email,

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 29-05-2023	Introduction of Microsoft Outlook	Learned about Introduction of Microsoft Outlook	✓
Day - 2 30-05-2023	Learn email management	Learned about email management	✓
Day - 3 31-05-2023	Know about calendar and scheduling	Learn about calendar and scheduling	✓
Day - 4 01-06-2023	Know about task management	Learned about task management	✓
Day - 5 02-06-2023	Learn contact management	Learnedss contact management	✓
Day - 6 03-06-2023	Learn contact management	Learned about contact management	✓ (Signature)

WEEKLY REPORT

WEEK - 12 (From Dt ; 29-05-2023. To Dt ; 03-06-2023.)

In Microsoft Outlook, WE can learn a variety of skills and techniques for managing WER emails, scheduling appointments and meetings, managing tasks, and organizing WER contacts. Here is a detailed explanation of some key features and functions in Microsoft Outlook:

1. Email Management:

Composing and Sending Emails: WE will learn how to create new emails, format the email body, add attachments, and send emails to individuals or groups. - Managing Folders: WE can create folders to organize WER emails, move emails between folders, and set up rules to automatically sort incoming emails into specific folders. - Flags and Categories: Outlook allows WE to flag emails for follow-up, set reminders, and categorize emails based on different criteria. - Search and Filters: WE can use Outlook's powerful search and filtering capabilities to find specific emails or narrow down WER search based on criteria like sender, subject, or time. - Conversations: Outlook has a conversation view that groups related emails together, making it easier to track and follow email threads.

2. Calendar and Scheduling:

Creating Appointments and Meetings: WE will learn how to create appointments for personal events and meetings with others. WE can add details like location, attendees, and reminders. - Invitations and Responses: Outlook allows WE to send meeting invitations to others and track their responses. WE will learn how to accept, decline, or propose new meeting times. - Scheduling Assistant: Outlook's Scheduling Assistant helps WE find the best meeting time by showing the availability of attendees and highlighting any scheduling conflicts. - Recurring Appointments: WE can set up recurring appointments or meetings that repeat at specific intervals, such as weekly staff meetings or monthly team updates.

3. Task Management: -

Creating Tasks: Outlook enables WE to create tasks, assign due dates, and set reminders. WE can also categorize tasks and assign them to different categories or folders. - Task Tracking: Outlook helps WE track the status of tasks, update progress, and mark tasks as

complete. WE can set priorities, add notes, and delegate tasks to others if needed. - Task Assignments: WE can assign tasks to other people and track their progress. Outlook provides features to update task status, send task updates, and receive task completion notifications.

4. Contact Management:-

Creating and Organizing Contacts: Outlook allows WE to create and manage contact information for individuals or organizations. WE can store email addresses, phone numbers, and other details.

- Contact Groups: WE can create contact groups or distribution lists to send emails to multiple recipients easily. This is helpful when WE frequently send emails to the same group of people. - Contact Syncing: Outlook can sync with other contact management systems, such as WEr smartphone, to keep WEr contacts up to date across different devices.

5. Advanced Features:-

Rules and Automatic Replies: Outlook lets WE set up rules to automatically process incoming emails, such as moving emails from specific senders to specific folders.

6. WE can also set up automatic replies for when WE are out of the office. - Data File Management: WE can learn how to manage Outlook data files (PST files), create backups, and import/export data between different Outlook installations or versions. - Email Encryption and Security: Outlook provides features for encrypting emails and digitally signing them to ensure secure communication. WE can also learn about other security practices, such as enabling two-factor authentication and using strong passwords. These are some of the key features and functions WE can learn in Microsoft Outlook.

7. By becoming proficient in these areas, WE can effectively manage WEr emails, appointments, tasks, and contacts, and streamline WEr communication and organization processes.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 05-06-2023	Know about Relational Database Management System:	Learned about Relational Database Management System:	✓
Day - 2 06-06-2023	Learn about Tables and Fields	Learned about Tables and Fields	✓
Day - 3 07-06-2023	Know about Queries	Learned about Queries	✓
Day - 4 08-06-2023	Know about Forms	Learned Know about Forms	✓
Day - 5 09-06-2023	Learn about Reports	Learned about Reports	✓
Day - 6 10-06-2023	Know about Integration with Microsoft Office	learned about Integration with Microsoft-Office	✓ (Signature)

WEEKLY REPORT

WEEK - 13 (From Dt; 05-06-2023. To Dt; 10-6-2023.)

Certainly! Here are six key points about Microsoft Access:

- 1.. **Relational Database Management System:** Microsoft Access is a software application used to create and manage relational databases.
- 2.. **Tables and Fields:** WE can design tables to organize and store data, with each table consisting of different fields to hold specific types of information.
- 3.. **Queries:** Access allows WE to build queries to retrieve and analyze data from tables based on specified criteria.
- 4.. **Forms:** WE can create user-friendly data entry forms to input information into the database easily.
- 5.. **Reports:** Access offers tools to generate custom reports for presenting data in a structured and visually appealing format.
- 6.. **Integration with Microsoft Office:** As part of the Microsoft Office suite, Access seamlessly integrates with other Office applications like Excel and Word for data sharing and reporting. Certainly! Here are six key points about Microsoft Access:

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 12-06-2023	Know about Publication Types	Learned about Publication Types	✓
Day - 2 13-06-2023	Know about Templates and Design Tools	Learned about Templates and Design Tools	✓
Day - 3 14-06-2023	Learn about Page Layout	Learned about Page Layout	✓
Day - 4 15-06-2023	Know about Graphics and Images	Learned about Graphics and Images	✓
Day - 5 16-06-2023	Know about Typography	Learned about Typography	✓
Day - 6 17-06-2023	Learn about Color Schemes	Learn about Color Schemes	✓ (Signature)

WEEKLY REPORT

WEEK - 14 (From Dt; 12-06-2023. To Dt; 17-06-2023.)

In Microsoft Publisher, WE can learn desktop publishing, which is the process of creating and designing professional-looking publications for various purposes. Here's a detailed explanation of what WE can learn in Microsoft Publisher:

1. **Publication Types:** Microsoft Publisher offers a wide range of publication types, including brochures, flyers, newsletters, postcards, greeting cards, calendars, posters, and more. Each publication type comes with pre-designed templates that WE can customize to suit WEr needs.

2. **Templates and Design Tools:** When WE start a new publication, WE can choose from a variety of templates that cater to different industries and purposes. These templates serve as a starting point for WEr design and layout. Publisher provides numerous design tools, such as text formatting, alignment, color schemes, and object placement, allowing WE to personalize WEr publications.

3. **Page Layout:** Publisher allows WE to create multi-page publications with easy-to-use page layout tools. WE can add and arrange pages, adjust margins, and set up headers and footers to create a cohesive design throughout WEr document.

4. **Graphics and Images:** WE can add images, illustrations, shapes, and other graphic elements to WEr publications. Publisher provides tools to crop, rotate, and adjust the appearance of images. WE can also use the Picture Tools to apply various effects and styles.

5. **Typography:** In Publisher, WE have extensive control over text elements. WE can choose from a wide range of fonts, adjust font size and spacing, and apply various text effects to make WEr text visually appealing. Additionally, WE can create and edit text boxes to ensure proper text placement and flow within WEr publication.

6. ****Color Schemes:**** Maintaining consistent color schemes throughout WEr publication is essential for a professional look. Publisher offers built-in color schemes and allows WE to create custom color palettes to match WEr brand or design theme.

7. ****Guides and Alignment:**** Precise alignment is crucial for a polished publication. Publisher provides guidelines and alignment tools to help WE align objects, text, and images accurately on the page.

8. ****Preview and Print:**** Before finalizing WEr publication, WE can preview how it will appear in print or digital format. Publisher helps WE identify potential issues, such as overlapping objects or low-resolution images. Once WE're satisfied with the design, WE can print the publication or save it as a PDF or other digital formats for sharing electronically.

9. ****Integration with Other Microsoft Office Apps:**** Publisher seamlessly integrates with other Microsoft Office applications, such as Word and Excel. WE can import text, images, and tables from these applications into WEr Publisher document, making it easier to create complex publications.

10. ****Online Sharing and Distribution:**** Apart from printing, Publisher allows WE to share WEr publications online through various platforms, such as email, OneDrive, and social media. This feature is useful for distributing digital versions of WEr publications to a broader audience. By mastering Microsoft Publisher, WE can efficiently create visually appealing and professional-quality publications tailored to WEr specific needs, whether for personal, business, or educational purposes.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 19-06-2023	Know about Collaboration and Document Management	Learned about Collaboration and Document Management	✓
Day - 2 20-06-2023	Know about Versioning and Document Control	Learned about Versioning and Document Control	✓
Day - 3 21-06-2023	Learn about Workflows and Automation	Learned about Workflows and Automation	✓
Day - 4 22-06-2023	Know about Intranet and Content Publishing	Learned about Intranet and Content Publishing	✓
Day - 5 23-06-2023	Know about Intranet and Content Publishing	Learned about Intranet and Content Publishing	✓
Day - 6 24-06-2023	Know about Intranet and Content Publishing	Learned about Intranet and Content Publishing	✓ (Signature)

WEEKLY REPORT

WEEK - 15 (From Dt; 19-06-2023. To Dt; 24-06-2023.)

With Microsoft SharePoint, WE can learn and achieve the following:

1. ****Collaboration and Document Management:**** SharePoint is a powerful platform for team collaboration and document management. WE can create team sites to share documents, files, and information with colleagues, making it easier to collaborate on projects.
2. ****Versioning and Document Control:**** SharePoint allows WE to maintain version history for documents, ensuring that WE can track changes and revert to previous versions if needed. This helps in maintaining document control and ensuring data accuracy.
3. ****Workflows and Automation:**** WE can design and implement workflows using SharePoint, automating business processes and streamlining tasks. Workflows can help manage document approvals, notifications, and other repetitive tasks.
4. ****Intranet and Content Publishing:**** SharePoint can serve as an intranet portal for WEr organization, providing a centralized location for news, announcements, company policies, and other important information. WE can create and publish content to share across the organization.
5. ****Customization and Branding:**** SharePoint offers customization options, allowing WE to tailor the look and feel of WEr sites to match WEr organization's branding and design guidelines.
6. ****Business Intelligence:**** SharePoint integrates with Power BI, Microsoft's business intelligence tool. This integration enables WE to create interactive reports and dashboards, visualizing data from various sources and making informed decisions.
7. ****Security and Permissions:**** SharePoint provides robust security features, allowing WE to control access to sites, lists, libraries, and documents. WE can assign specific permissions to users or groups to

ensure data confidentiality and prevent unauthorized access.

8. ****Search and Content Discovery:**** SharePoint's powerful search capabilities make it easy to find information across sites, documents, and lists. The search functionality helps users quickly locate relevant content, improving productivity and efficiency.

9. ****Integration with Microsoft Office:**** SharePoint seamlessly integrates with other Microsoft Office applications, such as Word, Excel, and Outlook. This integration simplifies the process of editing and collaborating on documents directly from SharePoint.

10. ****Third-Party Integrations:**** SharePoint supports integration with a wide range of third-party applications, extending its functionality and enabling WE to connect with other tools and services WE organization uses. Microsoft SharePoint is a versatile platform that empowers organizations to enhance collaboration, streamline workflows, and manage content effectively. By learning and utilizing its features, WE can improve productivity, communication, and data management within WE organisationsss

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, social*

About Internship:

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 labourer 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 organisation 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. I can learn how to apply the knowledge you have acquired during an internship to your future workplaces.

- Bringing fresh perspective
- Learned "MS OFFICE" BASICS
- 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 organisation, 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 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 semester internship, my college attached me to the Global IT Solutions, Kadiri for learning "MS OFFICE" and other 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 programmes 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 semester 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.

1 . 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 experience required to perform specific tasks and Specific tools and programs in real world Situations. Various technical skills are Required and just about every field and industry from IT and business administration to health care and education in fact many entry level Position across industries require basic technical skills such as cloud computing in google and navigating social media platform. There are of course advanced technical skills that a Job many examples might require include programming languages. technical, writing such as communication technical.

Technical skills: -

I learned the following few technical skills, but not in depth sometimes. referred to as hard skills.

- Typing
- internet browsing
- Hails
- Data analysis
- word nad.
- MS office.
- Graphics
- writing
- painting etc..

2 . 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.

ability of the individuals in a managerial skills. ge and position to or tasks managerial skills are the knowled- ability of the individual in a Some Specific manage! this knowledge and managerial ment activities ability can learned and practiced, However activities and tasks. This tasks and Technology with planning will helps me to manage people I understood the how to work and how to mange the time and how to improve the decession making during working finally hour's and reach our in I understand how to goal in future, all these I observed inteanship.

Types of managerial skills :-

There are Three types of skills that are essential for a successfiel management.

Process :-

1. Technical Skills
2. conceptual skills.

Technical skills:-

These skills tell us knowledge and ability use different techniques to achieve what we want Technical skills are not related Production tools or theese equipment

I observed skills that will be required to complete the office work within time it also useful for to increase sales, design different types of products and services marker the products and Services etc.....

Technical skills are noost important for student to do computer computer system work without technical can not get more jobs. skills, we

3 . 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 protocol 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.,)

Improving communication skills is an ongoing process that involves self-awareness, practice, and willingness to learn. Here are some strategies to enhance your communication skills:

1. **Active listening:** Pay full attention to the speaker, avoid interrupting, and give feedback to show that you understand and are engaged in the conversation.

2. **Empathy:** Put yourself in the shoes of others and try to understand their feelings, perspectives, and needs. This will help you communicate more effectively and build stronger relationships.

3. **Clear and concise language:** Use simple and straightforward language, avoiding jargon or overly complex terms, especially when communicating with a diverse audience.

4. **Body language:** Be conscious of your non-verbal cues, such as eye contact, facial expressions, posture, and gestures. Positive body language can enhance your message and convey sincerity.

5. **Practice public speaking:** Join a public speaking group or take part in activities that require you to speak in front of others. Practice will help boost your confidence and refine your delivery.

6. **Improve vocabulary and grammar:** Continuously expand your vocabulary and work on improving your grammar to articulate your thoughts more precisely and effectively.

7. **Ask for feedback:** Seek feedback from colleagues, friends, or mentors about your communication style. Constructive criticism can highlight areas of improvement.

8. **Be aware of cultural differences:** If communicating with people from diverse backgrounds, be mindful of cultural nuances that might impact communication. Respect and adapt to cultural differences.

9. **Manage emotions:** Stay composed and avoid reacting impulsively during challenging conversations. Emotionally intelligent communication can lead to more positive outcomes.

10. Use storytelling: Incorporate relevant anecdotes and stories to make your communication more engaging and memorable.

11. Practice assertiveness: Express your thoughts, feelings, and opinions confidently while being respectful of others' viewpoints., *greeting, thanking and appreciating others, etc.,*)

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

Enhancing your abilities in group discussions, participation in teams, contribution as a team member, and leading a team/activity requires a combination of personal development and practical strategies. Here's a step-by-step guide to improving these skills:

1. **Active Participation in Group Discussions:**

- Prepare beforehand: Familiarize yourself with the discussion topic or agenda to have relevant points to contribute.
- Listen actively: Pay attention to others' ideas, show interest, and avoid interrupting. Take notes to help you respond thoughtfully.
- Engage with questions and contributions: Ask clarifying questions and provide constructive feedback to encourage a more dynamic discussion.
- Respect diverse perspectives: Be open to differing opinions, and foster an inclusive and respectful environment for all participants.
- Avoid dominating: Ensure everyone has a chance to speak and contribute by allowing others to express their thoughts.

2. **Effective Team Participation:**

- Understand team goals: Be clear about the team's objectives, roles, and expectations to align your efforts accordingly.
- Be reliable and accountable: Complete assigned tasks on time, and take responsibility for your commitments to the team.
- Collaborate and share ideas: Encourage open communication within the team, and actively participate in brainstorming sessions.
- Support your team members: Offer assistance when needed, and be a positive and encouraging presence in the group.

3. **Valuable Contribution as a Team Member:**

- Identify and utilize your strengths: Recognize your unique skills and expertise and offer them to complement the team's efforts.
- Be proactive: Look for opportunities to contribute beyond your assigned tasks and take the initiative to solve problems or suggest improvements.
- Seek feedback: Regularly request input from team members on your contributions to understand where you can improve.
- Continuous learning: Stay updated on relevant topics and skills related to your role, as this will increase your value to the team.

4. **Leading a Team/Activity:**

- Set clear goals and expectations: As a leader, define the team's objectives, roles, and responsibilities clearly to avoid confusion.
- Communicate effectively: Be a strong communicator and actively listen to team members' concerns and ideas.

- Delegate tasks wisely: Assign tasks based on team members' strengths and provide the necessary support and resources.
- Lead by example: Demonstrate a strong work ethic, positive attitude, and commitment to the team's success.
- Encourage collaboration: Create a supportive and inclusive environment where team members feel comfortable sharing their thoughts and collaborating.

5. **Conflict Resolution and Mediation:**

- Learn conflict management skills: Understand different conflict resolution techniques and practice remaining neutral and composed during disagreements.
- Mediate when needed: If conflicts arise within the team, address them promptly and mediate discussions to find common ground.

6. **Continuous Feedback and Improvement:**

- Regularly seek feedback: Ask for input from team members and colleagues to identify areas for improvement.
- Act on feedback: Take constructive criticism positively and implement changes to enhance your abilities.
- Reflect and learn: After team activities or projects, reflect on what went well and what could have been done better to learn from the experience.

By combining these strategies with a growth mindset and a willingness to learn and adapt, you can significantly enhance your abilities in group discussions, team participation, contribution, and leadership, making you a more effective and valuable team member.

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

As of my last update in September 2021, several technological developments relevant to Microsoft Office were observed. Microsoft Office is a suite of productivity applications that includes Word, Excel, PowerPoint, Outlook, and other tools. Here are some notable developments up until that time:

1. Microsoft Office 365:-

Microsoft transitioned from the traditional software model to a cloud-based subscription service called Office 365 (now known as Microsoft 365). This shift allowed users to access Office applications and files from any device with an internet connection, promoting collaboration and remote work.

2. Collaborative Features:-

Microsoft integrated real-time collaboration features into its Office applications. Multiple users could simultaneously work on documents, spreadsheets, and presentations, making it easier for teams to collaborate and share ideas.

3. Office Mobile Apps:-

Microsoft developed mobile versions of Office applications for Android and iOS devices. These apps offered a user-friendly experience on smartphones and tablets, enabling users to create, edit, and view Office documents on the go.

4. Enhanced AI Capabilities:-

AI-driven features were integrated into various Office applications to improve productivity. For example, Word and PowerPoint introduced AI-powered grammar and style suggestions, while Excel incorporated data analysis tools like Insights.

5. Microsoft Teams Integration:-

Microsoft Office applications were tightly integrated with Microsoft Teams, a collaboration and communication platform. This integration facilitated seamless document sharing, editing, and communication within the same interface.

6. Accessibility Improvements:-

Microsoft made efforts to improve accessibility features in Office applications. They introduced features like Immersive Reader in Word, which provided better support for

users with dyslexia or reading difficulties.

7. Data Visualization and Analysis in Excel:-

received updates to enhance data visualization capabilities. Features like Power Query, Power Pivot, and Power BI integration allowed users to analyze and visualize data in more sophisticated ways.

8. Security and Privacy Enhancements:-

Microsoft focused on enhancing the security and privacy of Office applications. They introduced features like data encryption, advanced threat protection, and multi-factor authentication to safeguard user data.

9. Fluid Framework:-

Microsoft unveiled the Fluid Framework, a technology that aimed to break down silos between different Office applications and enable seamless collaboration across various Microsoft 365 services.

Excel

received updates to enhance data visualization capabilities. Features like Power Query, Power Pivot, and Power BI integration allowed users to analyze and visualize data in more sophisticated ways.

1. Security and Privacy Enhancements:-

Microsoft focused on enhancing the security and privacy of Office applications. They introduced features like data encryption, advanced threat protection, and multi-factor authentication to safeguard user data.

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Microsoft unveiled the Fluid Framework, a technology that aimed to break down silos between different Office applications and enable seamless collaboration across various Microsoft 365 services.

Student Self Evaluation of the Long-Term Internship

Student Name: M. Jagadeesh Registration No: 2042005049032

Term of Internship: From: 13-03-2023 To: 24-06-2023

Date of Evaluation: 23-07-2023

Organization Name & Address: SRI VENKATESWARA MARKETING SERVICES,
SAIDAPURAM, KADIRI.

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: 23-07-2023

Page No 81

M. Jagadeesh
Signature of the Student



Evaluation by the Supervisor of the Intern Organization

Student Name: M. Jagadeesh Registration No: 2042005049032

Term of Internship: From: 13-03-2023 To : 24-06-2023

Date of Evaluation: 23-07-2023

Organization Name & Address: SRI VENKATESWARA MARKETING SERVICES.

Name & Address of the Supervisor
with Mobile Number

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

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

Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	4	(5)
2	Written communication	1	2	3	(4)	5
3	Proactiveness	1	2	3	4	(5)
4	Interaction ability with community	1	2	3	4	(5)
5	Positive Attitude	1	2	(3)	4	5
6	Self-confidence	1	2	3	4	(5)
7	Ability to learn	1	2	(3)	4	5
8	Work Plan and organization	1	2	3	4	(5)
9	Professionalism	1	2	3	4	(5)
10	Creativity	1	2	3	4	(5)
11	Quality of work done	1	2	3	4	(5)
12	Time Management	1	2	3	(4)	5
13	Understanding the Community	1	2	3	4	(5)
14	Achievement of Desired Outcomes	1	2	3	(4)	5
15	OVERALL PERFORMANCE	1	2	3	4	(5)

Signature of the Supervisor

23-07-23

Page No 83



Internal & External Evaluation for Semester Internship

Objectives:

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

Assessment Model:

- There shall be both internal evaluation and external 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 200 marks. Internal Evaluation for 50 marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings for Internal Evaluation shall be:
 - Activity Log 10 marks
 - Internship Evaluation 30 marks
 - Oral Presentation 10 marks
- The weightings for External Evaluation shall be:
 - Internship Evaluation 100 marks
 - Viva-Voce 50 marks
- The External Evaluation shall be conducted by an Evaluation Committee comprising of the Principal, Faculty Guide, Internal Expert and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- 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

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: M. Jagadeesh
Programme of Study: MS Office
Year of Study: 2022 - 2023
Group: BSC [B.Z.C]
Register No/IL.T. No: 20420050149052
Name of the College: Sri-Laxmi Sanyaswari gart degree College
University: Sri Krishna devaraya

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

Date: 23-07-2023

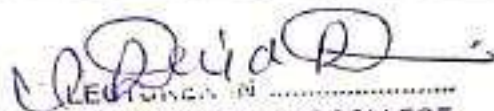
LECTURER IN Sri Laxmi Sanyaswari gart degree College
KADUR - 515 501
Sri Sathya Sai (Dist).

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: M. Jagadeesh
Programme of Study:
Year of Study: 2022-2023
Group: Bsc Bzc
Register No/H.T. No: 2042005049032
Name of the College: STSN Degree college
University: S.K 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	

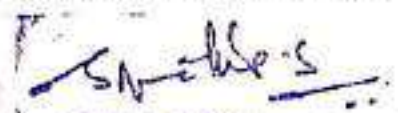
Signature of the Faculty Guide


STSN Govt. DEGREE COLLEGE
KADIRI - 515 591
Sri Sethya Sai (Dist).

Signature of the Internal Expert

Signature of the External Expert

Signature of ~~Principal~~ with Seal


STSN Govt. DEGREE COLLEGE
KADIRI - 515 591
Sri Sethya Sai (Dist).

Page No 87



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road

Aimakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503

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STSN GOVT DEGREE COLLEGE



KADIRI 515591
Sri Sathya Sai Dist



INTERNSHIP



Submitted by

A. SIRI CHANDANA

Reg : 2042005081001

Annexure-II

TITLE PAGE

PROGRAM BOOK FOR
(SHORT-TERM / SEMESTER-TERM) INTERNSHIP



Name of the Student: A. Sai Chandana

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

Registration Number: 2042005081001

Period of Internship: 4 months From: 3/4/23 To: 8/7/23

Name & Address of the Intern Organization: Silkwoom seed multiplication centre - kutagulla, Satya Sai Dist.

Sai Krishna Deva Raya University
YEAR

Annexure-III

INTERNSHIP REPORT FRONT PAGE

An Internship Report on

Sericulture activities

(Title of the Short-Term / Semester Internship Program)
Submitted in accordance with the requirement for the degree of

Semester Internship

Under the Faculty Guideship of

M. Santhoshini

(Name of the Faculty Guide)

Department of

Sericulture - S.T.S.N Govt. Degree College, Kadra.

(Name of the College)

Submitted by:

A. Siraj Chandra

(Name of the Student)

Reg.No: 2042005081001

Department of Sericulture

(Name of the College)

S.T.S.N Govt. Degree college, Kadra.

Annexure-IV

STUDENT'S DECLARATION

Student's Declaration

I, A. Siri Chandana a student of B.Sc (C.S.) Program, Reg. No. 2042005081001 of the Department of Sericulture College do hereby declare that I have completed the mandatory internship from 3/4/23 to 8/4/23 in Seed Multiplication centre, Hutegula (Name of the intern organization) under the Faculty Guidship of H. Sarthoshini (Name of the Faculty Guide), Department of Sericulture S.T.S. N. Govt. Degree College, Kadapa (Name of the College)

A. Siri Chandana
(Signature and Date)

Annexure-V

OFFICIAL CERTIFICATION

Official Certification

This is to certify that A. S. S. Chandana (Name of the student)
Reg. No. 204200508/001 has completed his/her Internship in Seed Multiplication centre, Kuttanagalla (Name of
the Intern Organization) on Seaculture activities (Title of the Internship) under my
supervision as a part of partial fulfilment of the requirement for the Degree of
_____ in the Department of Seaculture (Name of the
College) S.T.S.N Govt. Degree College, Kadiri.

This is accepted for evaluation.

Endorsements


Faculty Guide



Head of the Department


PRINCIPAL
S.T.S.N GOVT. DEGREE COLLEGE
KADIRI - 515 591
Sri Sathya Sai (Dist).

Annexure-VI

CERTIFICATE FROM INTERN ORGANIZATION

Certificate from Intern Organization

This is to certify that A. Siri Chandana (Name of the intern) Reg.
No 2014200508/001 of S.T.S.N Gvt Degree College (Name of the College)
underwent internship in Silkworm seed multiplication centre (Name of the Intern
Organization) from 3-4-2023 to 8-7-2023

The overall performance of the intern during his/her internship is found to be

Satisfactory (Satisfactory/ Not Satisfactory / Good).



Aro1-19/7/23
Asst. Director of Sericulture
KADIRI.

Acknowledgement

First of all I am very much thankful to my mentor M. Santoshini Lecturer in Sericulture S.R.S.N Govt. Degree College, Kadisi. for guiding me throughout my internship. She has given valuable suggestions to complete the Internship in stipulated time with support I cannot complete the given assignment. I am also thankful to the principal of the college for the cooperation and suggestions. I would like to thank to the CRC at Kuppam and some farmers for enlighten about the basic knowledge of sericulture activities and many other skills which I acquired. I am very much thankful to the staff of CRC. for their valuable inputs to learn the knowledge on sericulture because their efforts I learned.

I am also thankful to my parents and friends for giving co-operation 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 govt of AP for giving this wonderful opportunity. Vijayawada and AP state council of Higher Education.

Chapter - I

Executive Summary

Sericulture Proficiency is an inevitable part of education the course is aiming to the equip all the science aspirants to have basic skills as well as hands on experience on silk processing, Moriculture, Rearing and upto Market After Successful completion of the Internship the students will be able to understand the following.

Objectives:-

- * Sericulture dept is fully committed for public welfare, Rural people development.
- * It aimed to sericulture is an agrobased cottage industry it gives entrepreneurship employment.
- * To give knowledge on preparation of egg production & chawki rearing.
- * It aimed to students can learn how to entrepreneurs through sericulture.
- * To give knowledge about the market
- * To give basic information about package of practices in sericulture sectors.
- * To understand the sericulture scenario in India.
- * Learned about egg production, importance of characteristic of industry Mulberry cultivation & Rearing.

* To enrich the practical knowledge of Silkworm Rearing, Moriculture.

* Learned navigate and perform common tasks in Mulberry cultivation such as plantation, Irrigation, Manures, weeding and pruning, Harvesting and preservation of leaf.

Sericulture is an agro based cottage industry the term denotes production of silk through Silkworm Rearing or in other words commercial production of silk through silkworm rearing. Sericulture is a labour intensive agro industry ideals eradication.

Employment further improves their economic standards of rural poor.

* I learned many activities in the sericulture for getting government and private jobs.

* Every day I went into CRC unit kurtagalla for second internship for getting degree.

* After we visit Cocoon market. I also attend and note down the notes and did practical experience.

* I really appreciate the government for giving this wonderful opportunity.

chapter - II

Overview of the organization:-

The Chawki rearing centre (CRC) was established in certified institute it was registered under the CSB guidelines and maintain under the central silk board it was establishment in 1965.

Objectives:-

- * Additional coverage of plantation in the private land for sector i.e. now plantation of Mulberry
- * To increase the quantity of rearing for more production of cocoons.
- * To improve the quality and quantity production of seed cocoon and reeling cocoons.
- * To increase supply of disease free layings to the farmers.
- * To encourage scientific practices in rearing, spinning etc.
- * To strengthen silk weaving sector by providing training and diversification.
- * To develop silk tourism in the state in convergence with the tourism mission.

Mission:-

Make continuous efforts development of sericulture in the state and transfer the technology rural people.

* To create greater opportunities for gainful employment and improved levels of income in sericulture through spread of scientific sericulture practices in the state.

* To improve productivity in all stages of sericulture production and improve the market of raw silk.

Vision:-

Native sericulture as sustainable and profitable vocation for all stakeholders with emphasis on rural employment and production of Internationally Competitive raw silk.

Chapter-3

Internship on

A skill development course structure the national Education Policy NEW 2020 makes internship mandatory and calls for research as requirement for graduation in all domains specifically for the four-year undergraduate programmes. Hence the UGC has issued guidelines instructing education institutions how to go about this. the govt of Andhra pradesh development courses along with these 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 Commissioners of the collegiate education and concerned universities are the implementing Authority. 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.

Basic sericulture activities knowledge is important this may include Rearing, Reeling, CRC, Moriculture and Market.

For the self entrepreneurs must have basics to build knowledge makes it easier to make the entrepreneurship.

An internship is a period of work experience offered by an organization for a limited period of time. Once confined to graduates, internship is now practice for a wide range of placements in business, non-profit organization and government agencies they are typically undertaken by students and graduates experience in a particular field the students will get benefit from their placement becomes they often recruit well employees from their but internship who have known capabilities. Thus saving time and money in the long run Internship for professional careers are similar in some ways. Similar to internships, apprenticeship transition transition students from vocational school into work force.

In addition an internship can be used to build a professional network that can assist which letters of recommendation or lead to future employment opportunities. The benefit of bringing on intern into full time employment is that they are already familiar with the institute.

Therefore needing little to no training institutes then new 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 internship for free. These institutes charge student to assist with research promising to refund the fee if no internship is found. The programs vary and aim to provide internship placements of reputable companies. Some companies may also provide controlled housing in a weekly newcity mentorship support networking weekend activities or academic credit.

Some programs offer extra odd on such as language classes networking events local expansion and other academic options.

Intern Responsibilities:-

- * Fulfilling tasks sets up to
- * Fulfilling tasks set out by supervisors from several departments.
- * Attending meeting 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.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 03/04/23	Eggs fixed in Incubator	I learn about process in incubation of eggs	
Day - 2 4/4/23	cleavage	I learn about division of cleavage	
Day - 3 5/4/23	Blastoderm formation	I learn how blastoderm forms	
Day - 4 6/4/23	Germ band formation	I learn about Germ band formation	
Day - 5 7/4/23	organogenesis	I learn about process of organogenesis	
Day - 6 8/4/23	Blastokinesis	I learn about movement of the Embryo.	

WEEKLY REPORT

WEEK - 1 (From Dt. 3/4/23 to Dt. 8/4/23)

Objective of the Activity Done:

Detailed Report:

Incubation:

The development of the embryo inside the egg starts from the time of its fertilization and these have to be taken care from that time itself including the periods of transport.

The eggs need to be well aerated and prevented from desiccation.

Around 25°C temperature and relative humidity of about 80% and 16 hours light alternating with 8 hours darkness is ideal.

Incubation is the process of facilitating the growth and development of the embryo inside the egg till hatching.

It involves providing the required ambience to the egg which includes the required temperature, relative humidity, light and aeration.

Page No:

Blastoderm formation (12hr)

* Cleavage nuclei migrate through the yolk toward the perimeter of the egg. They settle in the band of periplasm to form individual cells.

Germ band formation:-

* Blastoderm cells in the ventral side of egg divides & collect to form lamelliform structure called ventral plate.

* ventral plate further thickens to form germ band which later skin inside the egg.

* A membranous layer forms a two fold around the germ band called serosa (entire surface) and amnion (ventral surface)

Organogenesis:-

* A narrow groove forms on germ band.

* As the germ band enlarges it begins to lengthen and fold in to ectoderm & endoderm.

* Mesoderm arise from ^{lower} layers of ectoderm there are 18 embryonic segments in silkworm.

to attain uniform hatching the longest stage of embryo should be kept at $2-5^{\circ}\text{C}$.

Blastokinesis:-

It is an active movement of embryo from the ventral to the dorsal side of the egg and at the same time revolves 180° on its long axis.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 10/4/23	Block boxing [head pigmentation stage]	I learn about head pigment stage	
Day - 2 11/4/23	Block boxing (blue egg stage)	I learn about how blue egg stage formed	
Day - 3 12/4/23	Hatching + Brushing + Feeding	I learn about Hatching and brushing	
Day - 4 13/4/23	Feeding + Bedcleaning	I learn the process of feeding	
Day - 5 14/4/23	Feeding and Climatic Condition	I learn about how climatic condition maintain	
Day - 6 15/4/23	Moulting time (1st moult)	I learn that precautions taken during moult	

WEEKLY REPORT

WEEK - 2 (From Dt. 10/4/23 to Dt. 15/4/23)

Objective of the Activity Done:

Detailed Report:

Day-1

Black boxing

When the eggs are incubated under suitable conditions reach to pin head or head pigmentation stage in 7-8 days (48 hours before hatching)

* The first pigmentation can be seen through the egg shell as a blue spot and this stage is called "eye spot or pin head".

After the whole embryo turns black due to the development of body pigments and appears bluish black through the egg shell and called as Blue egg stage.

Hatching:-

Hatching is the process of Larva comes out from the eggs. If hatching is not uniform and only 50-60 percent of eggs are hatched on the first day brushing is the next process.

Page No:

Brushing :-

The process which involves the transfer of newly born larva to the rearing tray or rearing bed is called brushing.

After hatching the brushing process takes place. Thus the suitable time for brushing would be 10 am but once again it depends upon the weather conditions.

Brushing Method :- (with mulberry leaves)

Mulberry leaves chopped to 0.5 sq cm size are sprinkled on the egg sheets when larva out.

* The mulberry leaf attracts the larvae.

After 10 minutes the egg sheet is turned upside down and larvae along with mulberry leaf are transferred to rearing tray using feathers.

Feeding :-

The feeding start when larva outed.

First mulberry leaves chooped to 0.5 sq. cm size are sprinkled. The silkworm will feed only glossy leaf should provided.

* At a time provide a climatic conditions of Temperature ($26-28^{\circ}\text{C}$) and Humidity (80-85%).

Bed cleaning:-

Removing the old mulberry leaves, faecal matters of silkworms any dead or unhealthy silkworms etc. from the rearing bed is called bed cleaning.

The Brushing Methods:-

1. Cleaning with net
2. Cleaning with husk
3. Cleaning with husk and net.

In chawki we observe the Net method for bed cleaning.

* At Ist instar only one time brushing will done with net, size with 2mm².

* In IInd instar two times (one just after the Ist & IInd instar). - net size 2mm².

* In bed cleaning remove all waste and kept it in compost pit.

During Moulting time:-

When the silkworm are rested in moult do not disturb and do not give the feeding.

Maintain the climatic conditions of Temperature and Humidity. The bed should be dry. It of continue 20 hrs.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 17/4/23	Feeding (II nd instar)	I learn how feeding givened	
Day - 2 18/4/23	Feeding and Bed cleaning	I learn about type of feeding	
Day - 3 19/4/23	During moult (II nd moult)	I learn that care about moult	
Day - 4 20/4/23	Farmers Distribution	I learn that how to distribute the farmers	
Day - 5 21/4/23	Disinfection	I learn the process of Disinfection	
Day - 6 22/4/23	Disinfection	I learn about the fumigation	

Objective of the Activity Done:

Detailed Report:

Feeding of 1st instar:-

Depending on the size of the worms, complete leaves can't be used for Chawki worms.

The leaf quality also influences the process of Chopping.

for the 1st instar: the leaf are chopped under the size of 2.0 instar and peak eating stage with 4.0

Generally Chawki worms are to be fed 3-4 times a day with succulent and freshly chopped leaves.

* The amount of leaves given per feeding is adjusted to suit the appetite of the worms

Bed cleaning:-

Remove the all waste leaf, faecal matter of silkworms and any dead or unhealthy silkworms should be avoided.

The bed cleaning of IInd instar two times is come just after of Ist moult and again before setting for 2nd moult.

* The bed cleaning is done with net method. on the second instar use 2mm² net size.

IInd Moulting time:-

During moulting the bed should be kept it dry with lime by applying the bed disinfection.

* Do not disturb when it settled to moult and not feeded.

* At a moult maintain the climatic conditions of Humidity and Temperature.

* The moult continue to 24 hours.

Farmer's distribution:-

During moult or it enters in IIIrd instar. The dfls are supplied to farmers.

The farmers collect the dfls in Chawki weighing with packing strictly.

After during cool hours should be transport at early hours or evening time.

Disinfection:-

The destruction of disease causing germs is called disinfection.

The disinfection may be carried out by both physical and chemical method.

most effective and simple method of disinfection is by using chemicals.

* The disinfection must be conducted before starting and completion of sewing.

* The disinfection in sewing was done by chemical using the formalin.

* During that precautions should be conclude to that on that second day fumigation is carried out.

The solution is boiled and allowed to evaporate in a pan and vapour come out slowly reaches all crevices and corners of equipment and room and kills the micro organisms or Micro germs.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 24/4/23	K. Ramakrishna	I learn that survey of farmers	
Day - 2 25/4/23	visited to M. Venkateshwar Reddy garden	I learn that garden process	
Day - 3 26/4/23	visited to B. Ramareddy field	I learn about different activities in field	
Day - 4 27/4/23	visited to Anand shed	I learn many thing in farmer shed.	
Day - 5 28/4/23	visited to A. Raja Reddy	I learn many practices from farmer	
Day - 6 29/4/23	visited to M. Narasimhappa	I learn how to cultural/raising the silkworm	

WEEKLY REPORT

WEEK - 4 (From Dt. 24/4/23 to Dt. 29/4/23)

Objective of the Activity Done:

Detailed Report:

Visiting the farmers for survey

K. Ramakrishnappa

Farmer village :-

Acres :- 2 Acres

Mulberry variety :- V₁

Rearing method :- Shoot rearing

Capacity of Dfls :- 200 Dfls

② ^{Survey-2} M. Venkateshwar Reddy

Farmer name :- M Venkateshwar Reddy

Variety of plantation :- V₁

No. of Acres :- 1 1/2 Acre

Spacing :- 3x3

Dfls reared :- 250 Dfls

Rearing method :- Shoot rearing

Page No:

Survey - 3

Farmer name :- B. Ramireddy

Variety :- V₁

Acres plantation :- 6 Acres

Spacing :- 6x6

Dfls reared :- 350 Dfls

Rearing Method :- Shoot rearing

Survey - 4

Farmer name :- Anand

Variety :- V₁

Acres plantation :- 4 Acres

Spacing :- 6x3

Dfls reared :- 400 Dfls

Rearing Method :- Shoot rearing

Marketed :- Madanapalli

Survey - 5

Farmer's name :- A. Raja Reddy

Variety planted :- V₁

No. of Acres :- 9 Acres

Spacing :- 8x8

Dfls reared :- 500 Dfls

Rearing Method :- Shoot rearing

Survey - 6

Farmer's name :- M. Narasimhappa

Variety :- V₁

No. of Acres :- 3 Acres

Spacing :- 3x3

Dfls reared :- 250 Dfls

Rearing Method :- Shoot rearing

Market available :- Kadapa

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 01/5/23	Disinfection	I learn the process of Disinfection	
Day - 2 2/5/23	Disinfection (fumigation)	I learn how the fumigation is done	
Day - 3 3/5/23	Collection of Chawki + transport	I learn that how to collect Chawki	
Day - 4 4/5/23	Feeding + spacing bed cleaning	I learn that feeding process and spacing	
Day - 5 5/5/23	shoot feeding + spacing + climatic conditions	I learn about maintenance of climatic conditions	
Day - 6 6/5/23	Settle for moult.	I learn the Instruction during Moulting.	

Objective of the Activity Done:

Detailed Report:

Disinfection:-

The destruction or deactivation of disease causing germs is called disinfection.

The disinfection may be carried out by both physical and chemical method.

Disinfection must be conducted before starting and completion of rearing.

* This process done with formalin

Commercial formalin contains 30 to 40% formaldehyde and has a specific gravity of 1.081 to 1.087

The rearing equipment such as rearing trays, feeding stands, ... etc.

* While disinfection precautions should be maintained.

* After that fumigation process will happen if disinfectant is kill germs.

Collection of chawki worms:-

The farmers rear only late age rearing so that chawki worms will buy in chawki rearing [After 1st and 2nd instar and reared].

After they allowed to start rearing, they feed with moted with mature leaf.
* They rearing up to spinning of cocoons.

Feeding:-

The late age worms are fed with bottom mature (dark green) leaves which are thick. Soft and rich in protein and comparatively low moisture leaf.

Too tender or over matured leaves are most not fit for feeding.

From the 3rd day of the 5th stage, the silk glands of the worm develop vigorously.

* The present conditions with the technological advancement and awareness by the farmers.

The frequency of feeding is brought down to 2 feedings / day even with leaf feeding.

The quantity of feed fixed for each instar should not be reduced.

Spacing:-

To facilitate the growth of the larva, timely and sufficient leaf quantity has to be feed to the silkworms.

Spacing influences the health of the larvae and also the economics of silkworm rearing.

* over crowding of the silkworms leads to insufficient consumption of leaves and larvae become small and spin smaller sized cocoons.

* Therefore optimum spacing needs to be provided as per the stage of the silkworms.
settle for IIIrd moult:-

In late age rearing silkworm undergoes moulting for two times. the third and fourth moult for shedding the skin.

The moulting duration in for IIIrd instar is 24 hours.

* Don't feed with leaf and bed should be kept dry by lime applications.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 8/5/23	Feeding (Fourth instar)	I learn about late age rearing	
Day - 2 9/5/23	Feeding + spacing	I learn the feeding of IV th instar	
Day - 3 10/5/23	Feeding + Environment conditions	I learn that maintenance of climate	
Day - 4 11/5/23	Feeding + spacing	I learn how the space provided	
Day - 5 12/5/23	During Moulting time (IV)	I learn care during moulting time	
Day - 6 13/5/23	V th Instar (Enters) start	I learn the instar during last.	

Objective of the Activity Done:

Detailed Report:

Feeding:-

The mulberry leaf has to be fed to the silkworms as per the fixed gap so that the leaf is supplied to the silkworms with required quality for which the fixed schedules or timings are followed during the silkworms rearing.

These schedules may vary based on the seasons and type of rearing.

The importance of feeding and growth of the worms are prominent.

Chopping of leaves for feeding is not essential to late age worms. Feeding of leaves depends on leaf harvest. In case of leaf plucking whole leaf can be given in IV and V instars.

However in rainy season depending on the humidity.

Leaf can be cut into two bits before feeding the worms. In case of shoot harvest, it is cut in to convenient size shoots to accommodate in the rearing tray. The quantity of leaf required for rearing of 100 layings from IV to V instar is given.

Spacing:-

The spacing influence the health of the larvae and also the economics of silkworm rearing. Over crowding of the silkworms leads to insufficient consumption of leaves and larva become small and spin smaller sized cocoons. Whereas wider spacing lead to leaf wastage and higher leaf cocoon ratio. Therefore optimum spacing needs to be provided as per the stage of this silkworms.

Good spacing of worms in the rearing beds plays a vital role for the success of silkworm crop and improvement of cocoon quality.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 15/5/23	Feeding + climate Conditions maintenance	I learn Management of Condition	
Day - 2 16/5/23	Feeding + Physiological activity spacing	I learn about feeding + spacing	
Day - 3 17/5/23	Feeding + Physiological activity silk glands	I learn that Physiological activity	
Day - 4 18/5/23	Feeding + silk glands	I learn/observe formation of silk glands	
Day - 5 19/5/23	Development of silkworm (final stage)	I learn the Development of silkworm	
Day - 6 20/5/23	Silkworm mature	I learn the maturity of silkworm	

WEEKLY REPORT
WEEK - 7 (From Dt. 15/5/23 to Dt. 20/5/23)

Objective of the Activity Done:

Detailed Report:

Feeding:-

The importance of feeding and growth of the worms are detailed in earlier stage.

It is a process to remove waste and harmful leaf from garden and collect good and quality of leaf.

Feeding of depends on leaf harvest. In case of leaf plucking whole can leaf given to IV and V instars. However in rainy season depending on the humidity.

Spacing:-

To facilitate the growth of the larvae. timely and sufficient leaf quality has to fed to the silkworms spacing influences the health of the larvae and also the economics of silkworm rearing. overcrowding of the silkworm leads to insufficient consumption.

Page No:

The worms are fed with big shoots. In every feed the larvae keep moving upwards to consume mulberry leaves.

Thus it is possible to accommodate 50% more worms per unit area. The rearing activities especially cleaning is reduced.

After present most of the farmers are attracted towards sericulture and rearing method. Most of the farmers are successfully following even with 7-8 tiers and 10 feet width irrespective of the length of the shoot.

Fifth instar worms feeding may last for five to seven days in case of multivoltine and bivoltine worms.

Ripening of worms:-

Ripened silkworms are to be pickled on time. So that all the matured worms able to spin cocoons successfully mature worms normally crawl towards the edges of the rearing tray by raising heads in search of suitable support for spinning their cocoons.

Environmental conditions:-

Silkworm is one of the most domesticated insects which produces luxuriant silk thread in the form of cocoon by consuming mulberry leaves during larval period. The growth and development of silkworm is greatly influenced by environmental conditions such as temperature, humidity, air current and

light apart from rearing seasons. Quality mulberry leaf and genetic constitution of silkworm strains.

Temperature:-

The optimum temperature required for late age silkworms are $24-26^{\circ}\text{C}$. Temperature plays a vital role on the growth of the silkworms. As silkworms are cold-blooded animals. Temperature will have a direct effect on various physiological activities.

Humidity:-

Comparatively low humidity in the range of 65-70% is required. Humidity plays a vital role in silkworm rearing and its role is both direct and indirect.

It directly influences the physiological functions of the silkworm. Humidity also indirectly influences the rate of drying of the leaves in silkworm rearing beds.

ACTIVITY LOG FOR THE EIGHT WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 22-5-23	Spinning (plastic collapsible mountage)	I learnt that how the larva spin the cocoon	
Day - 2 23-5-23	Spinning (Environment condition)	I Learn how the provide Environment condition	
Day - 3 24-5-23	Spinning Super vision	I Learn the how to Super vision	
Day - 4 25-5-23	Cocoon harvesting	I learnt the process of cocoon harvest	
Day - 5 26-5-23	Deblossing & rest cocoon ratio	I Learn how to Debloss the Cocoon	
Day - 6 27-5-23	Cocoon Sorting	I Learn that how to sort the cocoons	

Objective of the Activity Done:

Detailed Report:

Spinning:-

Worms picked much before ripening may not spin the cocoons resulting in unnecessary crop losses at the final stage of rearing.

* Mature worms normally crawl towards the edges of the rearing tray by raising heads in search of suitable support for spinning their cocoons.

* The process of picking ripe worms and keeping them on the mountage for spinning is called mounting of worms.

To provide optimum conditions during mounting the ripened silkworms are transferred to the devices called as mountages.

The mountages for producing good retable cocoon should have features.

Sufficient cocooning space between frame worms

* At spinning maintain $23-25^{\circ}\text{C}$ and $75-80\%$ Humidity.

Page No:

Generally pupation takes place on the 4th day of spinning.

* The cocoons are then harvested on the 5th day in summer and 6th day in cooler season.

Deflossing:-

It is necessary that floss covering the cocoons must be removed before marketing for getting a good price for cocoons for bivoltine.

Deflossing is not required for multivoltine x bivoltine (cross breed) cocoons.

Flossing can be removed by hand if the cocoon quantity is small. If quantity is more deflossing machine can be used.

Cocoon sorting:-

After floss removal the defective cocoons such as double, painted soiled thin end, malformed thin shelled, pierced and loose shell cocoons are sorted out.

These cocoons are kept as a separate lot while marketing.

Plastic collapsible Mountage:-

The mountages are used mainly as self-mounting devices to save labour during spinning.

It is being very well accepted and adopted most of the farmers

* It is made of plastic mesh having 11 folds of 2.2" height and placed in a wooden/Plastic tray of size 2'x3' for mounting the larvae.

* It can be stored by folding. Each mountage can hold 350 to 400 larva for spinning.

After mounting strips of paddy straw or pieces of old newspapers are put on the mountage for providing anchorage to the spinning silkworms.

Plastic collapsible mountage can also be used for self mounting. It can be directly placed on the rearing bed when the larvae start spinning by self mounting.

Cocoon harvesting:-

The silkworm larva metamorphosis into pupa after spinning the cocoons for about 48 hours from the time they are mounted.

ACTIVITY LOG FOR THE NINE WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 29-5-23	Transport the Cocoons to market	I Learn how to transport the Cocoons	
Day - 2 30/5/23	visit to Cocoon market	I Learn many things in market	
Day - 3 31/5/23	observing Transactions + Breeds	I learn how transactions are provided	
Day - 4 01/6/23	selection of land	I learn the section of land	
Day - 5 02/6/23	Preparation of Nursery	I Learn how to prepare the nursery	
Day - 6 03/6/23	Preparation + Planting materials	I Learn the preparation of materials	

Objective of the Activity Done:

Detailed Report:

Transport:-

The cocoons should be cleaned by removing floss, litter, leaf material etc.

The cocoons should be put into loosely woven cotton bags. they are packed loosely and transported in cooler hours of the day.

* It is also important that cocoon cost depends on the quality and are well protected from direct sunlight and humidity.

Cocoon market:-

A systematic marketing management is one of the most effective tool to exploit the industrial Product.

Simply increasing the production of cocoons is not enough. providing of marketing facilities and there by increasing the demand for the cocoons is extremely essential for sustaining the industry.

Page No:

Rules and Acts:-

All the growers and seeders should obtain a licence to participate in the cocoon transactions and a normal nominal licence fee will be collected by the department / federation.

* All Cocoon transactions should be made only through federations / government Cocoon markets.

* All transactions involving Sale or Purchase of Cocoons in the Cocoon market shall be open auction.

* All transactions are obtained through online mode.

Selection of Land:-

The soil should be deep, fertile, well drained, clayey loam to loam in texture, friable, porous and with good moisture holding capacity. Saline and alkaline soils are not suitable for mulberry cultivation.

Soils with 6.2 to 6.8 (slightly acids) and free with injurious salts are good for mulberry growth. However saline and alkaline soils are corrected with gypsum, sulphur or green manure while acidic soils are improved with lime and green manure.

* Mulberry is a deep rooted perennial plant. Its root system goes to a depth of 1-2 meters in the case of a bush. This requires proper ploughing to deep so as to facilitate the development of the root system well. Prepared land with deep digging makes the soil loose and plants find way to establish themselves.

ACTIVITY LOG FOR THE TEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 5/6/23	Selection of variety + collection	I learn that how to select variety	
Day - 2 6/6/23	Transport of saplings	I learn that when should transport	
Day - 3 7/6/23	Planting of saplings	I learn plant saplings	
Day - 4 8/6/23	Plantation	I learn that process of plantation	
Day - 5 9/6/23	Irrigation (Drip System)	I learn how to provide water source	
Day - 6 10/6/23	Irrigation	I learn the method of Irrigation	

Objective of the Activity Done:

Detailed Report:

Mulberry Management Practices

Selection of variety:-

Characteristic features of a good Mulberry variety:-

- ① High degree of nutritive value
- ② High moisture content and retention capacity
- ③ Succulence for longer duration
- ④ High leaf yield
- ⑤ Good rooting capacity
- ⑥ Drought resistance
- ⑦ Disease resistance

First, choose the variety which is more advanced to the all seasons.

Then pick out of all and collect them. after that transport to the field where should plantation takes place in main crop. with carefully with taking all measures.

The Cutting is 18-20 cm with 3-4 active buds in irrigated conditions and 20-24 cm with 5-6 buds in rainfed conditions.

Plantation:-

The cuttings will plant after treatment of basistin. to avoid the diseases.

Whatever plantation is different during irrigated & rainfed.

In irrigated were planted slantly with inside 2 buds and rainfed with 4 buds

During planting soil packed tightly not allow to air it leads to death of saplings....

Irrigation:-

Irrigation is the process of applied the water in different methods to the crop is known as Irrigation. they are many types :-

Drip Irrigation:-

Drip Irrigation is a method of irrigation in which water is slowly delivered to the root system of Multiple roots. plants

In this method water is either dipped onto the soil surface above the roots, or directly to the root zone.

It is often a method chosen over surface irrigation because it helps to reduce water evaporation

For last recent years drip irrigation is playing Major in irrigation of Mulberry gardens.

This Method is quite useful in not only a water saving but also its luxuriant growth.

This method is suitable to all types close, wide spacing systems and even for pit Methods

Advantages of Drip Irrigation:-

- * Conservation of water by preventing the evaporation loss on irrigation channels.
- * Saving of man power required for irrigation.
- * Control of weeds & hence high yield.
- * Uniform irrigation to the entire garden at a time.

ACTIVITY LOG FOR THE ELEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 12/6/23	Mulberry Management Practices	I learn the practices of Mulberry	
Day - 2 13/6/23	Pruning (bottom pruning)	I learn how to pruning the plants	
Day - 3 14/6/23	Pruning (Middle pruning)	I learn the methods of pruning	
Day - 4 15/6/23	Pruning (Hind cut pruning)	I learn the TOP pruning	
Day - 5 16/6/23	Weeding (Physical Method)	I learn that how to remove the weeds.	
Day - 6 17/6/23	Weeding (Chemical Method)	I learn how to discard the weeds	

Objective of the Activity Done:

Detailed Report:

Mulberry Cultivation Practices:-

Planting season varies in different parts.

In Karnataka mulberry is planted with the onset of south western monsoon, during July-August month. Plantation during rainy season results in rooting of cuttings.

Pruning:-

Pruning is not deviating process rather it invigorates the plants into production phases leading to luxuriant growth and better leaf yield.

Pruning the mulberry plants is useful in adjusting the production period to synchronize with the leaf requirement for silkworm rearing.

Pruning also helps in diverting the energies of plant for optimum production of foliage.

Main objectives of pruning:-

- * To maintain proper shape and size of plant.
- * To make cultural operation easier.
- * To provide proper aeration and sunlight.
- * To maintain convenient height for harvest.
- * To induce higher foliage.
- * To synchronize the leaf production and silkworm.

* Pruning schedules are differently according to the existing field condition.

Cut forms:-

The method by which the shape and form of mulberry plant is maintained is called a "cut form".

By maintaining a specific shape of the plant, a guaranteed quantity of Mulberry leaf can be obtained and this is possible by adopting pruning schedules.

Types of cut forms:-

* Low cut:-

In low cut form the length of the main stem is maintained below 50 cm from the ground level.

* Medium cut:-

In this type of pruning the of the main stem is maintained one meter from the ground level, middle pruning is a method of cutting the branches of

bush mulberry at a height of 45-60 cm from ground level during December-January.

High cut:-

Here, if it is above one meter above the ground level. The maintenance of height varies from place to place.

Weeding:-

Weeds are unwanted and undesirable plants which compete with main crops for nutrients, soil moisture, light, aeration, space and fertilizers etc.

* Weeds serve as alternate hosts to several crop insects, nematodes, pathogens etc..

* Weeds can be controlled by (i) Physical Method (ii) intercultivation (iii) chemical methods

Physical Methods:-

Mechanical and manual weed control measures are as old as agriculture itself.

In the recent years herbicide technology and weed management have developed much with which are projective and cost effective.

Manual weeding by digging, sucking, hoeing and pulling are the most common methods of weed control. Hand weeding is done by physical removing or pulling of weeds.

Chemical Method:-

It is another method of destroying the weeds and is mostly under use. For control of weeds, one kg salt is added to 5 litres of water and added to 5 gm of detergent soap. Ammonium nitrate monochloro acetic acid acts effectively for weed control. Glycin with Ammonium sulphate mixture controls *Cyperus rotundus*, *Cynodon*, *dactylon* effectively.

Besides, 2,4-D sodium salt, 2,4-D amine, fluchloralin, Atrazine, Alarazine and diuron chemicals are used.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 19/6/23	Manures	I learn that application of manures	
Day - 2 20/6/23	Manures (Compost)	I learn about compost	
Day - 3 21/6/23	Mulching	I learnt how to mulch	
Day - 4 22/6/23	Inter cropping	I learn that process of Inter cropping	
Day - 5 23/6/23	Cutting Transplantation	I learn cutting & replantation	
Day - 6 24/6/23	Transplantation	I learn that procedure of Transplantation	

Objective of the Activity Done:

Detailed Report:

Manures:-

Plants need several kinds of nutrients for their normal healthy growth, which are obtained from air, water and soil. The environment is an outdoor chemical factory where the plants get different from sunlight. Soil the water and convert them in their growth are obtained partly for man.

Manures are plant and animal waste that are used sources of plant nutrients. They yield nutrients after decomposition.

Manures can be grouped into bulk organic manures and concentrated organic manures based on concentration of the nutrients.

The plant and animal decomposed bodies are the source of organic manure. It is necessary for plants growth and high yield. The quality of organic matter in the soil can be in the soil can be increased by adding FYM, compost & green manure.

Page No:

Compost:-

It is a mass of rotted matter made from waste. this process is to decompose plant residues in a heap or pit to bring the plant residues are applied directly to the soil readily available from.

There are different methods of composting based on whether the process is to decompose plant residues in a heap or pit to bring the plant residues are ~~aerobic~~ anaerobic.

The nutrients value of farm compost can be increased by application of super phosphate or rock phosphate at -10 kg/ton of raw material at the initial stage of filling the compost pit.

Mulberry - Inter crops:-

Recommended inter crops maximum 90 days, preferably 70 days duration crops are recommended.

All legumes like horse gram, black gram, beans, soya beans, etc. and cow pea turmeric, coriander, zinger, ground nut.

Cutting transplantation:-

There are many ways to do this but one of the easiest is by snipping off a piece of stem. placing it in a potting medium, and nurturing the cutting until roots develop.

Rooting will generally occur in 3-4 weeks but some plants will take longer.

when the roots are 1-2 inches long or longer the cutting is ready to potted up.

* Then cut it slant type and plant in a main gap.

* In between the gaps or under high spaced it will arrange.

ACTIVITY LOG FOR THE THIRTEEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 26/6/23	Selection of Site + planning	I learn how to select the site	
Day - 2 27/6/23	Preparation of Material	I learn the preparation of Materials	
Day - 3 28/6/23	Preparation of thatch roof	I learn the build of thatch roof	
Day - 4 29/6/23	Collection of Sericulture waste	I learn the collection of waste.	
Day - 5 30/6/23	Bed Decomposing	I learn about Bed Decomposing	
Day - 6 01/6/23	Bed Decomposing	I learn the process of decomposing.	

WEEKLY REPORT

WEEK - 13 (From Dt: 26/6/23 to Dt: 01/6/23)

Objective of the Activity Done:

Detailed Report:

Selection of site :-

The vermicompost is process in which the earthworms convert the organic waste into manure.

The site should be aware of any pollutants and other chemicals and near of all transport and market facilities.

The site should be cleaned with all material avoid and keep it highly neat.

* Preparation of Materials :-

* water, cowdung, thatch Roof, soil or sand gunny bags, earthworms, weed biomass.

A large bin (plastic or cemented tank).

Dry straw and leaves collected from paddy fields. Biodegradable wastes collected from fields and kitchen.

* To prepare compost, either a plastic or a concrete tank can be used, the size of the tank depends upon the availability of raw materials.

Page No.

* Collect the biomass and place it under the sun for about 8-10 days.

Now chop it to the required size using the cutter prepare a cow dung slurry and sprinkle it on the heap for quick decomposition. Add a layer (2-3 inch) of soil or sand at the bottom of the tank.

~~Earthworms~~ maintained as culture inorganic waste feed on the substrate.

The bed materials thus undergo physical and chemical breakdown in earthworm body.

It is rich in all major and micro nutrients, such as nitrogen, phosphorous, magnesium, zinc and calcium in simple forms. So that the plant root system can readily absorb them.

The bed will decompose the after water allowing and protection. It is needed for all wet wet conditions.

ACTIVITY LOG FOR THE FOURTEEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1 3/7/23	Selection of Earthworms	I learn the selection of Earthworms	
Day-2 4/7/23	Transport of Earthworms	I learn how to transport	
Day-3 5/7/23	Take Precautions	I learn Maintain/take Precautions	
Day-4 6/7/23	Supervision	I learn about look after	
Day-5 7/7/23	Maintenance	I learn about Maintenance	
Day-6 8/7/23	Separation of Earthworms	I learn that separate of Earthworms	

Objective of the Activity Done:

Detailed Report:

Selection of Earthworms:-

Eudrilus, Eugenia, Eisenia foetida, and Perionyx excavets earthworms are used in Vermicompost preparation.

Vermicompost is the fastest method of converting waste organic matter into a fertile compost.

Each earthworms feed 4-5 times of its own weight of material every day.

Vermicompost forms an excellent for multiplication of soil microbes.

Excretions of earthworms also contain several growth promoting substances.

Earthworms will improve soil texture, aeration, nutrients status and activates local earthworm population in soil.

Vermicompost has a very high nutrient value (N: 1.93%, P: 0.75% & K: 1.3%) as compared to FYM and Compost.

* From large mulberry garden 5-8 metric tons of waste material can be obtained through rearings other sources, which can be effectively converted through vermiculture or composting.

Climate: 20-30°C Temp and 6.8-7.5 pH,

Moisture: 40-50%. Best Season - June - December

Spacing 2000 worms / sqm (3 ft thick bed).

6000 worms / 12 x 3 x 3 ft bed or 4300 worms / 8 x 3 x 3 bed.

Precautions:-

Water stagnation in the tank leads to Anaerobiosis $\rightarrow$ change of pH $\rightarrow$ Mortality of worms. Therefore 40-50% Moisture is optimal.

* Holes may be made on the vermicbeds from the surface to the bottom using a stick here and there to allow aeration, as this will release excess heat and destroys earthworm population. worms should not be released immediately

Incubation of Silkworm Eggs



Chawke Rearing











Vermicompost









Annexure-IX

STUDENT SELF-EVALUATION

Student Self-Evaluation of the Short-term / Semester Internship

Student Name: **A. Sri Chandana**

Registration Number: **2042005081001**

Term of Internship: From: **03/04/2023** to **08/07/2023**

Date of Evaluation:

Organization Name & Address: **Silkwoom seed multiplication centre, Katagalka,
Satya Sai District.**

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:

A. Sri Chandana
Signature of the Student

Annexure-X

EVALUATION BY THE SUPERVISOR OF THE INTERN ORGANIZATION

Evaluation by the Supervisor of the Intern Organization

Student Name: **A. Sri Chandra**

Registration Number: **2042005081001**

Term of Internship: From: **31/03** To: **01/7/23**

Date of Evaluation:

Organization Name & Address: **Silkworm Seed Multiplication centre, Kadagula**

Name & Address of the Supervisor with Mobile Number:

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

Rating Scale: 1 is lowest and 5 is highest rank.

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

Signature of the Supervisor



Annexure - XI

INTERNAL ASSESSMENT STATEMENT

INTERNAL ASSESSMENT STATEMENT
(To be used by the Examiners)

Name of the Student: A. Siri Chandana
Programme of Study:
Year of Study: 2022-2023
Group: B.Sc (C.Z.S)
Register No/H.T. No: 204200508/001
Name of the College: S.T.S.N Govt. Degree College, Kadiri.
University: Sri Krishna Deva Raya University.

S.No.	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	08
2.	Internship Evaluation	30	28
3.	Oral Presentation	10	09
GRAND TOTAL		50	45

Date:

Signature of the Faculty Guide



PRINCIPAL
STSN Govt. DEGREE COLLEGE
KADIRI - 515 591
Sri Sathya Sai (Dist).

Annexure – XII

EXTERNAL ASSESSMENT STATEMENT

EXTERNAL ASSESSMENT STATEMENT
(To be used by the Examiners)

Name of the Student: A. Sisi Chandana
 Programme of Study:
 Year of Study: 2022 - 2023
 Group: BSC (C.2.5)
 Register No/H.T. No: 2042005081001
 Name of the College: S.T.S.N Govt Degree College, Kadiri.
 University: Sri Krishna Devastaya University.

S.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	73
2.	For the grading giving by the Supervisor of the Intern Organization	20	17
3.	Viva-Voce	50	43
TOTAL		150	133
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	178

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

Signature of the Principal with Seal

S. S. S. S.

S. S. S. S.

INTERNSHIP PROGRAM



PARAMEDICAL - KADIRI

K.AMRUTHA

3rd-Year (B.SC) STSN GDC

Annexure-II

TITLE PAGE

PROGRAM BOOK FOR
(SHORT-TERM / SEMESTER-TERM) INTERNSHIP



COLLEGE LOGO

Name of the Student: K. Anurutha

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

Registration Number: 2042005470005

Period of Internship: 1-04-23 From: To: 1-7-23

Name & Address of the Intern Organization

SIMS multispeciality Hospital,
Koduru

Annexure-III

INTERNSHIP REPORT FRONT PAGE

An Internship Report on

MEDICAL TECHNIQS IN HOSPITALIZATION

(Title of the Short-Term / Semester Internship Program)
Submitted in accordance with the requirement for the degree of

3rd B.Sc CZpMT

Under the Faculty Guideship of

C. Narash

(Name of the Faculty Guide)

Department of

Paramedical Technology

(Name of the College)

S.T.S.N Gout Degree College

Submitted by:

K. Amrutha

(Name of the Student)

Reg.No: 2042005470005

Department of paramedical - S.T.S.N Gout

(Name of the College)

degree College Kadir

Annexure-IV

STUDENT'S DECLARATION

Student's Declaration

I, K. Amrutha a student of IIIrd BSC (PMT) Program, Reg. No. 2042005470005 of the Department of paramedical College do hereby declare that I have completed the mandatory internship from 01-04-2023 to 1-7-2023 in SIMS Hospital (Name of the intern organization) under the Faculty Guideship of C. Naresh (Name of the Faculty Guide), Department of paramedical, S.T.S.N Gout Degree College (Name of the College)

K. Amrutha 21/7/23
(Signature and Date)

Annexure-VI

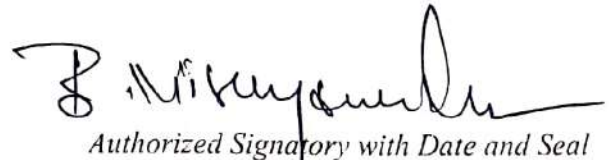
CERTIFICATE FROM INTERN ORGANIZATION

Certificate from Intern Organization

This is to certify that K. Anantha (Name of the intern) Reg.
No 2042005470005 of S.T.S.N Gout degree college (Name of the College)
underwent internship in SIMS Hospital (Name of the Intern
Organization) from 01-04-2023 to 01-07-2023.

The overall performance of the intern during his/her internship is found to be

Satisfactory (Satisfactory/ Not Satisfactory / Good).


Authorized Signatory with Date and Seal

SIMS HOSPITAL
Old Krishna Function Hall
R.S Road KADUR

Acknowledgement

I would like to express my deepest appreciation to all those who provided me the possibility to complete this report. It is with deepest sense of gratitude and reverence that I express my indebtedness to Mr. Nisar Arif MD of SIMS Hospital who granted to 10 months internship in this highly equipped and esteemed Hospital.

I take privilege to express my sincere thanks and gratitude to my internal supervisor C. Naresh who gave me guidance, constructive criticism and valuable suggestion. I feel honored to have him as my mentor my deep and sincere gratitude is due to all the staff members of SIMS Hospital. Gurgaon who readily and clearly extended every help from the beginning till the end of this work. The support of family and friends are worth mentioning.

I am thankful to all the staff members of SIMS and Doctors and SIMS laboratory without their support and blessing this report would not have been possible.

Executive Summary

This is an internship report on SIMS multispeciality hospital. which was established in year 2019. SIMS multispeciality hospital is one of the multispeciality hospital which is well equipped with 70 beds and specialized doctors with staff. This hospital is making its own position in serving the patients with all the specialities to satisfy their needs.

This is an internship report on hospital and medical Centre. During internship primary focus was to study the overall performance, function of an organisation. SIMS Hospital is the good private medical care organization of SIMS Hospital. It provides good treatment to diseases caused to human body with medications and treatment.

It includes the organizations strength which is making them to increase their service towards patients.

opportunities which is to be adopted by them better and future development and it also include soft and hard skills which explains the overall structure followed by them, system they have, strategy they are implementing skills, staff they have and shared value with some principles.

Lastly it includes the study of financial statement analysis, the main objective of the study to see the financial position of the organisation. SIMS multispeciality Hospital. It is well known for its service and patients satisfaction, the firm is performing better in its financial aspects as per the industry analysis, the hospital is as per the industry analysis, the hospital is performing its better to place in good position among the competitive hospital.

Overview of the organization

A multi-speciality clinic is one in which doctors share facilities, administration, income and expenses, support staff and equipment. Doctors can specialize in related medical practices or provide a wide range of specialties.

Purpose

The primary purpose of a multi-speciality clinic is to serve all the needs of patients in one convenient location. Physicians can consult with each other and provide tests and medications. As medicine becomes more specialized, doctors rely on peers well-versed in other areas of medicine to treat the whole patient. Various specialists can develop relationships with each other to provide complete treatment for their patient.

variations :-

A multi-speciality clinic may be directly owned by the participating physicians or run under the ownership of a larger health care system or hospital. While doctors may retain a vote in large, institutionally run clinics, they fundamentally lean on the hospital administration to make

most decisions regarding the overall administration of the organization. A large, physician-owned clinic may appoint a board of directors to oversee operations, with a professional executive administration hired to carry out the board's objectives.

Structure in Skilled Nursing Facilities

Skilled nursing facilities fall under a range of organization structure of the 15 membered staff nurses. Skilled nursing services at the various organizational types primarily differ in reporting procedures.

Patient Care Organization

The patient care is run by a director of nursing who supervises nurses, certified nursing aides and orderlies. The director of nursing is directly involved in hiring, firing and reviews of the staff. While the director of nursing typically doesn't work directly with patients.

Daily cleaning, laundry services, grounds keepers and repair personnel report to the maintenance department. Finally the nutrition department run by a certified nutritionist, prepares and serves meals to residents.

Administrative support staff

Administrative staff members support administrative process throughout the entire hospital. front desk personnel offer reception services, from registering patients and verifying insurance to accepting co-pays and scheduling follow-up appointments. other administrative team members may focus on medical transcription, management of records or referrals for specialty care, lab work and x-rays. Coding and billing staff are experts in extracting information required by government and private insurance providers to require reimbursement for services.

Annexure-VII

WEEKLY ACTIVITY LOGACTIVITY LOG FOR THE 01 (S.No.) WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1	Blood Sample Collection	I learned Sample Collection	A
Day -2	Blood Sample Collection	I learned Sample Collection	A
Day -3	CBC	I learned to check RBC & WBC	A
Day -4	CBC	I learned to check RBC & WBC	A
Day -5	Urinalysis	I learned to identify acidity in urine	A
Day -6	Urinalysis	I learned to identify acidity in urine.	A

Blood Sample Collection

The three popular methods of blood sampling collection they are:-

- * venipuncture Sampling
- * Fingertick Sampling
- * Arterial Sampling

venipuncture Sampling :-

venipuncture is the most common way to collect blood from patients. Collection takes place from a superficial vein in the upper limb, generally the median cubital vein in the arm, this vein is close to the skin that place is known as cubital fossa. That nerve is known as cubital nerve.

Cubital nerve :- This nerve travels down the arm to the wrist, hand, and ring and little fingers. It passes just under the surface of the skin near the elbow.

Fingertick Sampling :-

Fingertick or finger-pick sampling involves taking a minimal amount of blood from the patient, usually from the fingertip. Fingertick sampling is over quickly and requires very little

preparation, which helps to reduce stress and anxiety in patients.

Arterial Sampling :-

This form of blood collection most commonly takes place in a hospital environment. It is used to identify metabolic, respiratory, and mixed acid-base disorders where CO_2 levels require understanding or monitoring.

While generally safe the procedure can be upsetting and painful for the patient. In addition, several potential contraindications can affect the collection site, such as an abnormal modified Allen or local infection. There is also an increased risk of bleeding complications in patients with coagulopathy.

Complete blood Count [CBC]

- * A Complete blood Count [CBC] is a blood test used to evaluate your overall health and detect a wide range of disorders, including anemia, infection and leukemia.
- * A Complete blood Count test measures several components and features of your blood, including: Red blood cells, which carry oxygen.

RBC Count :-

- * A red blood cell (RBC) Count is a blood test that tells you how many red blood cells you have.
- * Red blood cells contain a substance called haemoglobin, which transports oxygen around the body.
- * Red blood Cell Count $\div$ male: 4.35 - 5.65 trillion cells/ μ L,
(4.35 - 5.65 million cells /mCL**)

WBC Count :-

- * A WBC Count is a blood test to measure the number of white blood cells (WBC) in the blood.
- * WBCs are also called leukocytes. They help fight infections.
- * White blood cell Count :- 3.4 - 9.6 billion cells/L,
(3,400 to 9,600 cells/mcL)

Platelet Count :-

- * A platelet Count test measures the number of platelets in your blood.
- * A lower than normal platelet Count is called thrombocytopenia.
- * This condition can cause you to bleed too much after a cut or other injury that causes bleeding.
- * A higher than normal platelet Count is called thrombocytosis.
- * Platelet Count :- male : 135 - 317 billion/L, (135,000 to 317,000/mcL) Female : 157 - 371 b...

Urinalysis

Urinalysis is the physical, chemical, and microscopic examination of urine. It involves a number of tests to detect and measure various compounds that pass through the urine.

How the test is performed :-

A urine sample is needed your health care provider will tell you what type of urine sample is needed. Two common methods of collecting urine are 24/h urine collection and clean catch urine specimen.

Physical Color and Appearance

How the urine sample looks to the naked eye :

- * Is it clear or cloudy
- * Is it pale, or dark yellow, or another color?

microscopic Appearance :-

- The urine sample is examined under a microscope to :-
- * Check if there are any cells, urine crystals, urinary casts, mucus, and other substances.
 - * Identify any bacteria or other germs.

Chemical Appearance :-

- * A special strip (dipstick) is used to test for substances in the urine sample.

Annexure-VII

WEEKLY ACTIVITY LOG

ACTIVITY LOG FOR THE 02 (S.No.) WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1	Creatinine Test	I learned human kidney function	
Day -2	Creatinine Test	I learned human kidney function	
Day -3	Bilirubin Test	I learned check jaundice	
Day -4	Bilirubin Test	I learned to check jaundice	
Day -5	RBS	I learned to check random Blood sugar	
Day -6	Cholesterol Test	I learned to check cholesterol in the body	

Annexure-VII

WEEKLY ACTIVITY LOGACTIVITY LOG FOR THE 03 (S.No.) WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1	Uric acid Test	I learned to uric acid Test	A
Day -2	Uric acid Test	I learned to uric acid Test	A
Day -3	Electrolyte Test	learned to identify sodium % in blood	A
Day -4	Electrolyte Test	learned to identify sodium % in blood	A
Day -5	ESR Test	I learned to Erythrocyte Sedimentation rate	A
Day -6	ESR Test	I learned to Erythrocyte Sedimentation rate	A

Annexure-VII

WEEKLY ACTIVITY LOGACTIVITY LOG FOR THE 04 (S.No.) WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1	CRP	I learned c-Reactive protein test	A
Day -2	CRP	I learned c-Reactive protein test	A
Day -3	CRP	I learned c-Reactive protein test	A
Day -4	Calcium Test	I learned to check calcium level	A
Day -5	Calcium Test	I learned to check calcium level	A
Day -6	Calcium Test	I learned to check calcium level in body	A

Annexure-VII

WEEKLY ACTIVITY LOGACTIVITY LOG FOR THE 05 (S.No.) WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1	HIV	I learned to check HIV	A
Day -2	HIV	I learned to check HIV	A
Day -3	Dengue Test	Learned to check dengue test	A
Day -4	Dengue Test	Learned to check dengue test	A
Day -5	malaria Test	Learned to check malaria Test	A
Day -6	malaria Test	Learned to identify malaria Test	A

Annexure-VII

WEEKLY ACTIVITY LOG

ACTIVITY LOG FOR THE 06 (S.No.)WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1	TSH	learned to check Thyroid test	
Day -2	TSH	learned to check Thyroid test	
Day -3	T ₃	learned to check Thyroid test	
Day -4	T ₄	learned to check Thyroid test	
Day -5	uPT	learned to check urine pregnancy Test	
Day -6	uPT	learned to check urine pregnancy test	

Annexure-VII

WEEKLY ACTIVITY LOG

ACTIVITY LOG FOR THE 07 (S.No.) WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1	Liver function Test	Learned to check Liver function in human	A
Day - 2	Liver function Test	learned to check liver-function in human	A
Day -3	Glucose Test	learned to check Glucose level in human	A
Day -4	Glucose Test	learned to check Glucose level in human	A
Day -5	HBSAG Test	learned to check HBSAG Test	A
Day -6	Hepatitis - B, C	learned to check Hepatitis - B, C	A

Annexure-VII

WEEKLY ACTIVITY LOG

ACTIVITY LOG FOR THE 08 (S.No.) WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1	SGPT	learned to check proteins in the liver	A
Day -2	SGPT	learned to check proteins in the liver	A
Day -3	SGOT	learned to check enzymes	A
Day -4	SGOT	learned to check enzymes	A
Day -5	SGOT	learned to check enzymes	A
Day -6	Blood Circulation in Heart	learned about Blood circulation in Heart	A

Annexure-VII

WEEKLY ACTIVITY LOG

ACTIVITY LOG FOR THE 09 (S.No.) WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1	ECG	learned to check heart rate	Vasem
Day - 2	ECG	learned to check heart rate	Vasem
Day -3	ECG	learned to check heart rate	Vasem
Day -4	ECO	learned to check Echo-cardiogram	Vasem
Day -5	ECO	learned to check echocardiogram	Vasem
Day -6	ECO	learned to check echocardiogram	Vasem

Annexure-VII

WEEKLY ACTIVITY LOGACTIVITY LOG FOR THE 10 (S.No.) WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1	Blood pressure	learned to check Blood pressure	Vasem
Day -2	Blood pressure	learned to check Blood pressure	Vasem
Day -3	Cannula	learned to put cannula	Vasem
Day -4	Cannula	learned to keep Cannula	Vasem
Day -5	IV injection	learned to keep IV injection	Vasem
Day -6	IV injection	learned to keep IV injection	Vasem

Annexure-VII

WEEKLY ACTIVITY LOG

ACTIVITY LOG FOR THE 11 (S.No.) WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1	IV fluids	learned about IV fluids	B
Day -2	IV fluids	learned about IV fluids	B
Day -3	IV fluids	learned about IV fluids	B
Day -4	Body fluids	learned about Body fluids	Nagib
Day -5	CSF fluid	learned about CSF fluid	Nagib
Day -6	spinal Cord	learned about Spinal Cord	Nagib

Annexure-VII

WEEKLY ACTIVITY LOGACTIVITY LOG FOR THE 12 (S.No.) WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1	Dressing to the patient	learned Dressing	Vasum
Day - 2	Dressing to the patient	learned Dressing to the patient	Vasum
Day -3	First aid	learned first aid	Vasum
Day -4	Antibiotics	learned Antibiotics	Vasum
Day -5	paracetamol injection	learned give injection	B
Day -6	Anti - Histamines	learned the Anti - Histamines Drugs	B

Annexure-VII

WEEKLY ACTIVITY LOG

ACTIVITY LOG FOR THE 13 (S.No.) WEEK

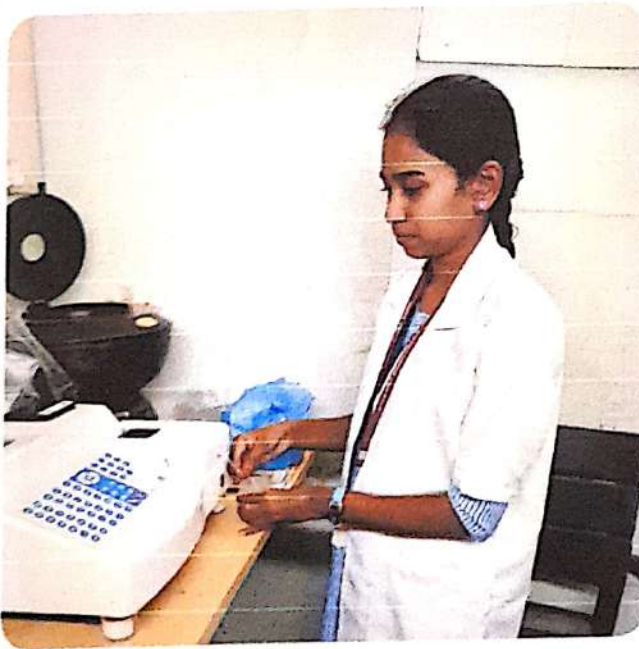
Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1	Anti inflammatory Drugs	learned Anti inflammatory Drugs	B
Day - 2	Anti inflammatory Drugs	learned pain killer Drugs	B
Day -3	Diclofenac sodium Injection	learned Diclofenac injection	B
Day -4	Diclofenac Sodium injection	learned remove pain	B
Day -5	opioid Analgesics	learned opioid Analgesics	B
Day -6	opioid Analgesics	learned opioid Analgesics	B

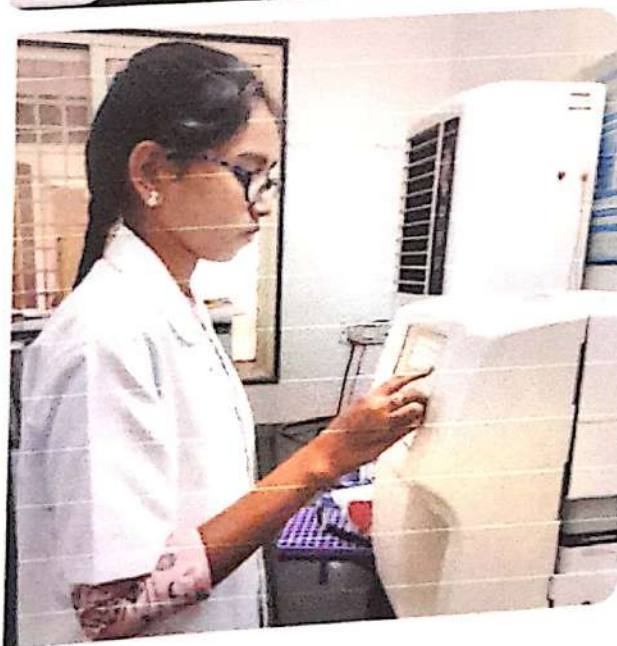
Annexure-VII

WEEKLY ACTIVITY LOG

ACTIVITY LOG FOR THE 14 (S.No.) WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1	Narcotic Drug	Learn about narcotic drugs	B
Day - 2	Narcotic Drug	Learn about narcotic drugs	B
Day -3	Pipta ₂ 4.5gm injection	Learn pipta injection	B
Day -4	Pipta ₂ 4.5gm injection	Learn pipta injection	B
Day -5	Bmw	Learned about Bmw	varun
Day -6	Bmw	learned about Biomedical waste management	varun









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Shakeer Street, Valisab Road, Kadiri - 515591



Internship Certificate

This is to certify that M. TARUN, III BA (T.H.P), STSN GDC, KADIRI

Reg.No 2042005028019 of STSN Government Degree College underwent internship in Global IT Solutions-GITS, Kadiri from 01-11-2022 to 28-02-2023. The overall performance of the intern during his/her internship is found to be Satisfactory.

Date: 18/08/2023



Ch. Laxmi
Director



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Internship Certificate

This is to certify that P. GANESH KUMAR, II B.A (T.H.P), STSN GDC KADIRI
Reg.No 2042005028034 of STSN Government Degree College underwent internship
in Global IT Solutions-GITS, Kadiri from 01-11-2022 to 28-02-2023. The overall performance of
the intern during his/her internship is found to be Satisfactory.

Date: 18/08/2023



Zareen
Director



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Date: 18/08/2023



Ch. Laxmi
Director



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Reg.No 2042005028034 of STSN Government Degree College underwent internship
in Global IT Solutions-GITS, Kadiri from 01-11-2022 to 28-02-2023. The overall performance of
the intern during his/her internship is found to be Satisfactory.

Date: 18/08/2023



Zareen
Director



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Internship Certificate

This is to certify that PAGI DIPALI KAVITHA, III B.A (H.E.P)

Reg.No 2042005036037 of STSN Government Degree College underwent internship in Global IT Solutions-GITS, Kadiri from 01-11-2022 to 28-02-2023. The overall performance of the intern during his/her internship is found to be Satisfactory.

Date: 16/12/2023



Zareen
Director



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Internship Certificate

This is to certify that ALURU SHAHANAZ, III B. A (H.E-P)

Reg.No 2042005036002 of STSN Government Degree College underwent internship in Global IT Solutions-GITS, Kadiri from 01-11-2022 to 28-02-2023. The overall performance of the intern during his/her internship is found to be Satisfactory.

Date: 16/12/2023



Hussain
Director

SIX MONTHS INTERNSHIP

Name of the Student : K. NARENDRA

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

Registration Number : 2042005066026

Period of Internship : 01.11.2022 to 28.02.2023

Name & Address of the Intern Organization:

Accounts Department,
APSPDCL, Kadiri



Sri Krishnadevaraya University

Anantapuramu

Academic Year: 2022 – 23

Long-Term Internship Report

On

Practical Application of Tally in the Electricity Department

**Submitted under the requirement for the Long-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.,

ICSSR Post-Doctoral Fellow

Department of Commerce

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

Submitted

by

K. NARENDRA

Reg. No. 2042005066026

Department of Commerce

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

Declaration

I K. NARENDRA student of **B.Com., - Computer Applications, Reg. No. 2042005066026** of the **Department of Commerce, S.T.S.N Govt. Degree College, Kadiri** do hereby declare that I have completed the mandatory internship from **01.11.2022 to 28.02.2023** in the **Accounts Department, APSPDCL, KADIRI.** under the Faculty Guideship of **Dr. P.M. Siva Prakash,** Department of Commerce, S.T.S.N Govt. Degree College, Kadiri.

(K. NARENDRA)

Certificate

This is to certify that **K. NARENDRA, Reg. No. 2042005066026** has completed her Internship at **APSPDCL, KADIRI** on **Practical Application of Tally in the Electricity Department, APSPDCL, Kadiri** 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 **K. NARENDRA, Reg. No. 2042005066026** of **S.T.S.N Govt. Degree College, Kadiri** underwent an internship in **APSPDCL, KADIRI** from **01.11.2022 to 28.02.2023**. The overall performance of the intern during her internship is found to be **Satisfactory**.

(AAO, APSPDCL, KADIRI)

Acknowledgements

I am deeply indebted forever to my **Faculty Guide and Supervisor Dr. P.M. Siva Prakash** for his scholarly guidance, affectionate encouragement, and constant help. As a guide and supervisor, he not only allowed me to undertake this study but also inspired me throughout the study period. Words are, therefore, inadequate to express my deep sense of gratitude to him for his most valuable help.

I sincerely thank Dr. S. Smitha, Principal, S.T.S.N Govt. Degree College, Prof. T. Krishna Kumar, Sri. P. Siva Prasad, Vice-Principal, Dr. R. Hyderali, Lecturer in English, Internship Co-Ordinator Dr. U. Sankara, Lecturer in Economics, and the faculty members of the Department of Commerce Sri. V. Sudhakar, Sri. K. Ashok, Sri. M. Ravi Naik and Smt. N. Pushpa Latha for their co-operation.

I would like to express my gratitude to my parents, i.e. my father K. Prasad Garu and my mother K. Sharada Garu for their blessings.

Finally, I thank all my teachers for their dedicated teaching which molded me to succeed in the academic field.

(K. Narendra)

INTERNSHIP PART

Present virtual internship is aimed at learning the Tally Prime in online mode. The responsibility of the mentee is to follow and practice the tally prime subject that is provided in video links. The program is scheduled for 45 days. The Institute provides the video links for 31 days and the remaining days are allotted for practicing sessions and for doubt clarifications. The weekly tasks and its learning outcomes are as below;

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activities	Learning Outcome	Person In-Charge Signature
Day-1 Wednesday	1. Types of Accounts	There are three types of Accountants namely, a) Financial Accountant b) Cost Accountant c) Management Accountant.	
	2. Types of Business Organizations.	Based on the type of business Trading Account and Non-Trading Account is to be prepared.	
	3. Status of the Organizations.	Based on establishment status of the business organization the following types of businesses are there a. Sole Proprietorship b. Hindu Undivided Families c. Partnership d. Co-operative Societies e. Joint Stock Companies etc.,	

Day-2 Thursday	1. Differences between Academic & Business Accounts.	There are many differences between Academic and Business Accounts. For example we learn only journal, day book, ledger, subsidiary books, trail balance and financial statements likewise. But, when it comes to real time business process we have to deal with vouchers, statements, invoices and the like. Hence, there is a difference between the accounts learned about the accounts academically and in terms of business.	
	2. Types of Accountants.	There are three types of accounts academically. Wherein Tally Prime, we have four types of accounts namely; a. Personal Account b. Real Account c. Nominal Account and d. Valuation Account “Increase or decrease of any Asset or Liability value will be recorded in the valuation account”.	
	3. Classification of Incomes, Gains, Liabilities & Expenses, Losses and Assets.	Classification of incomes, gains, liabilities & expenses, losses and assets. a. Expenses → Office insurance, Office rent, travelling expenses. b. Losses → Depreciation on plant and machinery, loss on sale of furniture.	

		c. Income → Commission received, sales, cash discount received. d. Gains → Profit on sale of motor car, appreciation of land. e. Liabilities → Capital, payable expenses, pre – received income. f. Assets → Cash, Bank, Furniture.	
Day-3 Saturday	1. Manual accounting process.	A manual accounting system is a bookkeeping system for recording business activity transaction. But it come real time business process we have to deal with day vouchers, subsidiary day books, ledger, trail balance and final accounts likewise.	
	2. Computerized accounting process.	A computerized accounting system is a software application that automates financial records and reporting processes to make them faster, more accurate, and easier to manage.	
	3. Differences between manual and computerized accounting process.	Computerized Accounting is software based operations done by specific account software which has an automatic framework. Manual accounting is the procedure where the financial accounts are recorded manually using physical registers, ledgers and subsidiary books.	
Day-4 Sunday	1. Introduction to Tally Prime.	TALLY – Transaction Allowed In A Linear Line Yards.	

		About Company: 1986 Established Tally Company. - Company's First Name Was PEUTRONICS PVT LTD. - In 1999 Company Name Was Changed To Tally Solution PVT LTD. - Tally's Previous Product Is Tally ERP9. - Tally's Recent Product Is Tally Prime. Versions ,Releases& Models In Tally Prime Versions - Tally 3.0 - Tally 4.5 - Tally 5.0 - Tally 5.4 - Tally 6.3 - Tally 7.2 - Tally 8.1 - Tally 9 - Tally ERP9 Now Tally Prime Tally Prime Releases - Releases 1.1.3 - Releases 1.1.4 Models - Tally silver (single user) - Tally gold (Multi user).	
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	2. System requirements to install Tally Prime.	1. The following are the required configurations for Tally Prime. That are a. Processor – 1.8 GHz 64-bit (X64) Architecture Processor; Core2Duo, Dual Core, Core i3, Core i5, Core i7 equivalent or above b. RAM – 4 GB or More c. Hard Disk – 150 MB free space to install the application d. Monitor Resolution – 1366 X 768 e. Operating system – 64-bit editions of Microsoft Windows 7, Windows Server 2008 R2 or above.	
	3. Licensed & Educational version differences in Tally Prime.	About Difference between Licensed & Educational version of Tally Prime. To continue education mode just for practice and learning. Incase real time business version we should go to licensed version. To identify the version if it is Educational or Business version it is displayed in top of the left side corner of as EDU for the education version. If it is the business version it displays as Silver or Gold at the above side place.	

Day-5	1. Tally Prime download and installation.	About download and installation of Tally prime. First → WWW.Tally solutions. Com → go Download → Tally Prime → Download. Install application Application : Tally Prime Releases : 1.0 Application path: C:\Program files\ Tally Prime → Install.	
	2. How to get support from Tally Prime.	About support from Tally Prime First → Click Help → Tally Help This is show all documents i.e. Accounting , Inventory, Sales Process, Purchases Process all have a process to do. Another way to Tally support go to Tally solution It's Help to licensed users → Go To Support and asks your query and get Information.	
	3. How to renew prime license in Tally Prime.	Renewing Process of the Tally Prime License is as follows. First click Help → Tally Help → Settings → License → manage Account. After open customer portal than click expires date → new and proceed to payment to renew.	

Day-6	1. How to update Tally Prime Releases.	About updating Tally Prime New Releases as follow First click Help → Upgrade → New Release → Update application to show product update and click update.	
	2. How to open Tally Prime From Different Drives.	About Open Tally Prime Form Different Drives. First Tally Opening Way → Go To Search Type Tally Prime And Open Tally Prime. Another way to open Tally Prime click This PC → C program files → Tally prime and open Tally.	
	3. Parts of Tally Screen in Tally Prime.	About Parts of Tally screen. First open Tally Prime Screen Top left side Tally Prime Click → product info , Right side Top Horizontal button bar, Right side last vertical button bar its come to based on screen, center place is work area and to calculate anything to click Ctrl + N comes calculator.	

WEEKLY REPORT

WEEK – 1 (From 21.09.2022 to 27.09.2022)

Objective of the Activity Done:

In this weekly 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 learned about differences between Academic & Business accounts, types of accounts, rules and classifications types.

After that, on day-3 I have learned about manual accounting process, computerized accounting and differences between manual and computerized accounting. After that, on day-4 I have learnt about, meaning of Tally, versions, mode and releases. After that, on day-5 I have learnt about Tally prime download & installation, getting support to Tally Company and Tally of prime license. After that, on day-6 I have learnt about updating process of Tally prime releases, Tally opening from different drives like C, E, F and Tally prime screen parts names like product info, work area and calculator.

ACTIVITY LOG FOR THE SECOND WEEK

Day& Date	Brief Description	Learning outcome	Person in charge Signature
28.10.2023 Wednesday day-1	1. How to create a company in Tally Prime.	About creating Tally company. First step → Open Tally Prime → press Alt + K or Tally Screen Top side click → Company → Create. Give Information is as follows: Company data path, Company name, Mailing name, Address, State, Country, Pin code, Mobile No, E-Mail, Financial year beginning from, Books beginning from and security to secure your company. Press Enter and Accept to create company.	

	2. Open/close a company in Tallyprime.	About Tally Company Open & closing as follows: open company: Tally Screen left side Top click → Company → select or Alt + F3 → select from drive → Drive → Company. Company close: It display as company at the above side place → Shut + F3 → company closed.	
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	3. How to Alter / Delete a company in Tally prime.	About Company Altering as given Below: Company Alteration: First Open Company → Click Company → Alter → Click your company and alter information. Delete Company: Click Company → Alter → Click your company → Alt + D → press Enter and Accept to Delete.	
30.09.2023 Friday day-2	1. How to add more address to our company.	About Adding more address to company: First Create Company → F11 Features → Enable Multiple address → Click Y or yes → Add multiple address.	
	2. F11-features, F12-configurations in Tally prime.	About F11- Features and F12- Configurations. Generally company created come F11- Features to activate some feature for business. Click F12 – Configurations for add more details.	

01.10.2023 Saturday day-3	1. Tally vault in Tally prime.	About Tally Vault: There are 2types of passwords. First Tally Vault Company creating time we can set password as follows: Companycreating → Tally Vault password → press yes and put password. Changing password for go to Alter→ press Alt + K → Security → Enter old password → New password, Confirm password and accept yes.	
	2. Security Control in Tally Prime.	About Security Control: This is also related to password. Create Company →Control user access to Company data Click Yes → User name, Password, confirm password.	
07.10.2023 Friday day-4	1. What is Masters inTally Prime?	About Masters: Masters are the containers of the Accounting data are the heads,which will be set once and used in many places such as accounting voucher Creation, Reports Generation etc. Data stored in Masters is independent. There are three types of Masters. a. Accounting Masters b. Inventory Masters c. Statutory Master	

	2. How to Create Accounts in Tally Prime.	About creating Accounts in Tally Company as follows: First open Tally company → Gateway of Tally → Create → ledger → Name, under group, mailing name or Go to → Create Master → Ledger → Name, under group, Mailing name → Press enter and accept.	
	3. View/Alter/Delete Accounts in Tally Prime.	About Accounts view/ Alter/ Deleting as follows: View: Charts of Account → ledgers → Accounts. Altering: Gateway of Tally → Alter → Ledger → click which account you alter and accept yes. Or Go to → Alter Master → Ledger → Alter. Deleting: Alter → Ledger → open Ledger → press Alt + D and accept.	

	4. How to Assign Opening Balance to Ledger Accounts.	About assigning opening balance as follows: First open Tally Company → Gateway of Tally → Alter → Ledger → Open Ledger account and give Opening balance.
	5. How to Assign 2 different names to one Ledger.	About Assigning 2 different names in one ledger as follows: First open Company → Gateway of Tally → Create → Ledger → Name, under, Mailing name give another name and accept yes.
	6. Contact details multiple addresses to ledger.	About giving contact details and multiple address as follows: First Open Company → click f12 Configuration → Activate Contact details and multiple address and give multiple address to one ledger.

	7. Create /Alter Multi Ledger in one screen.	About Creating and Altering Multi ledgers as follows: Create: First open Company → Gateway of Tally → chart of accounts → Ledger → Multi Masters → multi Create → name of ledgers and under groups. Alter: Gateway of Tally → Chart of accounts → Ledger → Multi Masters → Multi Alter.	
08.10.2023 Saturday day-5	1. Ledger groups in Tally Prime.	About Ledger Groups in Tally prime: Tally Prime provides you with 28 pre – defined groups. There are Classified into 2 types. a. 15 are Primary Groups. There are also classified into 2 types. • 9 Primary groups appear in balance sheet. • 6 primary groups appear in profit & loss account b. 13 are secondary Groups. • 13 sub groups appear in balance sheet.	

	2. How to create Ledger Groups in Tally Prime.	About Creating Ledger groups as follows: First open company → create → Ledger → Groups → name, under → accept yes.	
	3. View/Alter/Delete ledger groups in Tally Prime.	About created ledger groups View/ Alter/ Delete as follows: View: Open Company → Gateway of Tally → Charts of accounts → Groups. Alter: Gateway of Tally → Alter → Groups → Alter group. Delete: Gateway of Tally → First delete ledger → Alter → Group → Alt + D press yes.	
	4. Create/Alter Multi groups in one screen.	About Multi Group creating & Altering as follows: Create: Gateway of Tally → Chart of accounts → Groups → multi masters → Multi create → Name, under → accept yes. Altering: Gateway of Tally → chart of accounts → Groups → Multi Masters → Multi Alter → accept yes.	

10.10.2023 Monday day-6	1. How to create stock groups in Tally Prime.	About Creating stock groups as follows: First open Company → Create → Stock Groups → Name, under. After that Create stock items as follows: Create → Stock items → Name, under, units → accept yes.	
	2. View/Alter/Delete stock Groups in Tally Prime.	About Stock Groups View/Alter/Delete as follow: View: Gateway of Tally → Display more Reports → Inventory books → Stock groups summary and view. Alter: Gateway of Tally → Alter → stock group → Alter group → Name accept yes. Delete: Gateway of Tally → Alter → stock group → open group → Alt + D accept yes.	
	3. How to create stock categories in Tally Prime.	About Stock Categories Creating as follows: Open Company → Gateway of Tally → Create → Stock Categories → Name, under → Accept yes.	

	4. View/Alter/Delete Stock Categories in Tally Prime.	About Stock Categories View/Alter/Delete: View: Open company → Gateway of Tally → Display more reports → Inventory books → Stock Categories Summary. Alter: Gateway of Tally → Alter → Stock Categories → Alter Categories → Accept yes. Delete: Gateway of Tally → Alter → Stock Category → Alt + D Accept yes.	
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WEEKLY REPORT

WEEK – 2 (From 28.09.2022 to 10.10.2022)

Objective of the Activity Done:

In this weekly learning topic, on day-7 I have learned about creating Company, Company open and shut to use short cut keys and company Alter & Deleting process. After that, on day-8 I have learnt about adding multiple addresses to one company and tally prime F-11 features & F-12 configurations. After that, on day-9 I have learnt about to put password for company information saving and security control in tally prime.

After that, on day-10 I have learnt about Masters Creating, Creating ledger accounts, created ledger A/c view alter& deleting process, assigning opening Balance in ledgers, adding 2 different names in one ledger, giving contact details to multiple address and creating multi ledgers & altering information in one screen. After that, on day -11 I have learned about ledger groups and its classifications, create/Alter/Delete ledger groups and Creating/Alter Multi Groups, in one screen.

After that, on-day-12 I have learnt about stock groups creating, view/alter & deleting stocks groups and creating various types of categories and stock categories view later/alter & delete.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief Description of the Daily Activities	Learning Outcomes	Person In charge signature
Day-1	1. How to create stock go down in Tally Prime.	<u>Creation of Stock Go down</u> Go to Gateway of Tally → Create → Inventory Masters → Go down <u>Go down Creation</u> Name → Go down → Under → primary Now using of go downs. Inventory masters → stock item creation. Name → oppo 2020 Under → oppo Category → 4gb Units → pcs Godown Quantity Rate Amount Godown- 1 → 10pcs → 50,000pcs-50,000.	
	2. View\Alter\Delete Stock Go downs in Tally Prime Go downs.	Create → Inventory master → Godown → Modify. Another way → Alter → godown. Three go downs are there, we can select which one we want to modify i.e. → Godown2 → we change it as Area- 2 also, this is all about alteration. Now delete process → open Gateway of tally → Inventory	

		master→now select the go down→ press Alt + D.	
	3. Create\Alter\Delete stock UQC.	We see the UQC→Unique quantity code. In any trading business which products are selling how to measure it is very important. Go to Gateway of tally→create→inventory master→unit. <u>Unit creation</u> Type→simple Symbol→doz Formal name→dozen UQC→doz-dozens <u>Stock item creation</u> Name→Mango fruits Under→primary Category→Not applicable Units→kgs <u>To view the report</u> Chat of accounts→inventory master→units.	

	4. Multi and flexi unit measure.	<u>Company creation</u> Company name→ ABC Enterprises Mailing name→ABC Enterprises Address→Visakhapatnam State→Anadhrapradesh Country→India Pin code→5030026 Mobile→5236419875 <u>Ledger creation</u> Create→accounting master→ledger Name→customer-1 Under→sundry debtors <u>Units creation</u> Type→simple Symbol→CTN Formal name→cartons Uqc→CTN-CARTONS Multi units Create→item→unit creation→ Type→compound First unit conversion second unit CTN of 10 Bags.	
Day-2	1. How to create stock item in Tally Prime.	Stock items are related to traders. <u>Stock item creation</u> Master→create→inventory master→ Name→Samsung 4''CTV	

		Under→Samsung→use Alt+c to create it. Category→Android Units→Nos Go down →Area-1→Quantity→10Nos Rate→50,000→Per→Nos→Amount→50,000	
	2. Entering opening balance to stock items.	<u>First create items</u> Create→inventory masters→stock item. Name→Lenovo laptop Under→Lenovo Category→I 3-7th Generation. Units→pcs Opening balance ; Quantity→10pcs→ Rate→50,000→Per→pcs Amount→60,000	
	3. Stock management in Tally Prime.	In any business organization who deals with related that stock, goods, inventory and stock item. We can see it how to use it . Create→inventory masters→stock group. Name→Dell Under→primary Place it any one go down. Name→Room -1 Under→primary <u>Unit creation</u> Type→simple	

		Formal name→Numbers UQC→Nos-number	
Day-3	1. Accounts with inventory in Tally Prime.	Accounts masters and inventory masters created after that, which inventory was we are using it automatically the stock ledger information will transferred to financial statements are not, if we want to transfer it. What to do without inventory. Let's see. F11→features→inventory→maintain inventory→yes.	
	2. Multi stock items creation in Tally Prime.	At a same time how to create stock items, view, alter, delete. We see all of them. Open→Gateway of tally→chat of accounts→stock item→masters→multi create. Name of item→Oppo 2020→Group→oppo Unit→pcs→Quantity→20→Rate→200→ Amount→20,000. Chat of accounts→items→Multicreate→multi alter. There is no chance in multi master to delete an item delete in only single item.	

		To view→Gate way of tally→chat of accounts→stock items.	
	3. Multiple Price levels in Tally Prime.	Related to stock inventory how to mention the price levels to them. In any business they don't sell in fixed rate. If wholesalers sell to retailers and consumers. At the same time they sell to retailers they fix price for cash one rate and it is credit there is another price. <u>Company creation</u> Create→ledger creation Name→customer-1 Under→sundry debtor Create→inventory→price level 1.Retailers credit 2.Retailers cash <u>Stock creation</u> Name→Good day biscuits Under→primary Price level→stock group name→All items Price level→Retailers credit Applicable from Particular →Good day biscuits Rate→100→per→pct→Amount→200pct Discount→10% 12%.	

Day-4	1. Type of vouchers in Tally.	There are 4 types of vouchers in tally prime. <u>1. Accounting vouchers\Transactions.</u> i) Contra ii) Payment iii) Receipt iv) Journal <u>2. Accounting and Inventory vouchers</u> i) Purchase order ii) Sales order iii) Debit note iv) Credit note <u>3. Inventory vouchers</u> i) Receipt note ii) Delivery note iii) Stock journal iv) Physical stock v) Rejection in vi) Rejection out <u>4. Non accounting and Non inventory vouchers</u> i) Purchase order ii) Sales order iii) Memorandum voucher iv) Post-dated voucher v) Optional voucher vi) Purchase quotation and sales quotation.	
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	2. New voucher creation in Tally.	<u>Voucher creation</u> Open→Gateway of tally→create→voucher Name→Bank payment Type of voucher→payment Abbreviation→BP Method of voucher→Manual Narration→Yes.	
	3. Bank deposits and withdrawals.	Gateway of tally→create→ledger Name→Corporation bank account Under→Bank account Next; Change voucher mode→single are double entry Voucher→contra To cash account By corporation bank account Transaction type→cheque	
	4. How to enter receipts.	Go to→Gateway of tally→Create vouchers→Receipt. By cash account To commission account.	
Day-5	1. How to enter payment in Tally Prime.	For all bank and cash payment. To enter into payment voucher. Open→Gateway of tally→transactions→vouchers→payment 1 st line-Dr line	

		2 nd line-Cr line Example; By salaries account To cash account.	
	2. How to enter adjustments in Tally Prime.	For all payables, receivables and adjustments. To enter into journal voucher Go to→Gateway of tally→accounting voucher→journal 1 st line-Dr line 2 nd line-Dr line Name→depreciation→Under →indirect expenses Name→furniture→Under→fi xed asset.	
	3. How to enter service tax invoice in Tally Prime.	<u>Company creation</u> Company name→Institute for accountants Address→Visakhapatnam State→Andhra Pradesh Country→India Pin code→5300236 <u>Ledger creation</u> Name→Krishna college Under→sundry debtors Maintain balance bill by bill→Yes Tax registration details Pan It no→37duppm66inlzu Registration type→Un Registered Party name→Krishna college	

		Particulars Amount Training service 10,000.00 CGST 900.00 SGST 900.00	
	4. How to enter goods tax invoice.	Any trader wholesaler, Dealer, Distributors and retailers are any one they all buy the good only for they again sell the good to customers and consumers. Company creation-ledger creation-item creation. <u>voucher creation</u> Sales; Party name→balajimamidi Sales ledger→ b2csmall Name of item→ Oppof19pro12gbsilver Quantity→ 1pcs→Rate→21 Per→pcs→Amount→2100.	

Day-6	1. How to enter debit note.	For all bank and cash payments. Now creating the payment in voucher Create→vouchers→payment →change mode→double entry. By salaries account To cash account If we want to view the reports what we created. Display more reports→accounts books Payment registers. <u>Bank payment:</u> Dr Office expenses Cr ICICI bank.	
	2. How to enter credit note.	It is related to supplier balance, if we want to increase its credit will be raised. At the same time if we want to decrease it debit will be raised. <u>Creation of credit note</u> Display more reports→accounts books→ledger→vouchers→activate credit note. Name→ sales returns→ Under→ sales account.	
	3. How to enter bill of supply in Tally Prime.	How the regular dealer will issue the bill and the	

		composite dealer will issue the bill let see. <u>company creation</u> Name→ Sri Devi Agencies Address→ Bangalore State→Andhra Pradesh Country→ India Pin code→ 530030 Next ; F11=Enable goods and service tax(GST) → YES Registration type→ Regular Gstn→ 37akmom2t2glzl <u>Ledger creation</u> Name→ Balaji mamidi Under→ sundry debtors Registration type→ consumer GSTIN→37dumpum 66nlzu	
	4. How to enter purchase in Tally Prime.	<u>1.Company creation</u> <u>2.Ledger creation</u> <u>Next ;GST Registration details</u> State →Andhra Pradesh GST applicable from→1-Apr-21 GSTIN\UIN→37AKMPM9727GLZL Periodicity →Monthly Create→ledger Name→purchase accounts Under→purchase accounts Item creation→voucher creation	

		Purchase entry; Supplier invoice→134 Party name→oppo India pvt ltd Purchase ledger→purchase- interstate B-B Name of item→oppo of 19 pro silver puls Quantity→50pcs→Rate→150 00→Per→15000 Amount →75000 <u>View the report</u> Chat of accounts→accounts books→purchase register.	
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WEEKLY REPORT

WEEK-3 (From 12.10.2023 to 17.10.2023)

Objective of the Activity Done:

In this weekly learning topics related to day-1 I have learned about the creating stock Godown, View, Alter, Delete stock Godown, Create stock UQC and multi and flexi units' measure. After that, on day-2 I have learnt about creating stock item, entering opening balance to stock items Stock management in Tally.

After that, on day-3 I have learned about accounting with Inventory, multi stock items and multiple price levels in tally. After that, Day-4 I have learnt about Types of vouchers, new voucher creation, bank deposits and withdrawals and how to enter receipts.

After that, Day-5 I have learnt about how to enter payments, how to enter adjustments, how to enter service tax invoice and how to enter goods tax invoice. After that day-6 I have learnt about how to enter Debit Note, Credit Note in Tally, how to enter bill of supply and how to enter purchase in Tally prime.

ACTIVITY LOG FOR THE FOURTH WEEK

Day & Date	Brief Description Of the Daily activity	Learning Outcomes	Person IN-Charge Signature
Day1	1. Multi currencies in Tally prime.	About creating multi currency: First open company, → create → currency→ create new →symbol, formal name. it is help to do business with anyone.	
	2. Budgets in Tally prime.	About Budgets: First open company →create→show more →name, under group, period of budget, amount→accept.	
	3. BRS in Tally prime.	About Bank reconciliation statement The bank reconciliation screen can also accessed from gateway of tally>display more reports>accounts books > cash / bank book(s)> select bank ledger> select a month> press ALT+R [Reconcile]. By default, the period range from date specified in the effective date for reconciliation in the bank. Ledger master till the date of last entry.	

Day2		The bank date as be to be provided based on the instrument date and note on voucher date.	
	4. Cost centers & cost categories in Tally prime.	About Cost enter & cost categories: Create cost centers : Name under accept (yes) first click→gateway of tally→create→Lost centers→Enter. Another way→go to→create master→cost centers → enter Y→name, under accept (yes) Create cost category : first click→gateway of tally→create→type are select accept cost category→press enter→name, allocate revenue items, non, revenue another way→ go to→ create master→ type or select cost category→ Enter→ name , allocate revenue items, allocate non- revenue items.	
Day3	1. Split company in Tally prime.	About company splitting: First open company, → create → spilt → company date → continue to spilt company date (yes) → spilt data.	
	2. Group Company in Tally prime.	About company groups : First open A-company → create → click alter → cash → and → B-company create → click alter →	

		cash→ and →C-company create → click alter many companies.	
	3. Continuing new financial year in Tally prime.	About Continuing new financial year: First open company→ create alter → change period→ correct data.	
Day4	1. Interest calculation in Tally prime.	About Calculating Interest: First open company, →create→ vouchers sales→sales taxable→OPPO F1a pro silver plus→ CGST→SGST→create→ledger →A-customer → company → mention inventory(yes) → activate interest calculation(yes) → inter parameters.(yes) → rate 12% → per 365 day year → display more reports → account books → ledgers .A-customer → statements of A/C → interest receivable → interest(yes) → vouchers → F5: debit note → vouchers type → interest → vouchers date → list of interest bills.	

	2. Bill wise details in Tally prime.	About Bill wise details Vouchers → ledger Alteration → GST classification → [CGST],[SGST] stock .item → bill-wise details → parts details company feature → voucher configuration →gateway of tally→ledger from vouchers→bill-wise details→ Bank allocations→select ledge→ledger vouchers→change voucher type →party details→GST classification details →Stock item allocations→stationary details→ bank allocations→gate way of tally→select ledger→ledger voucher.	
	3. How to send Tally data to Auditor.	About sending Data to auditor: How to send tally data to auditor. Create→Y data→ backup company → specify file path→restore companies→ stock company→select company.	

Day5	1. GST ledgers service Business tally prime.	About GST ledgers service : Company name → institute for accountants→regular→registration type → regular → create → ledger → name→tally training services→last of groups→sales accounts→under sales accounts statutory details → is GST applicable → applicable → set/alter GST details (yes) TLSN / SAC details → deception → Tally training services.	
	2. GST stock item Creation.	F 11 → gate way of tally→create→stock category name→computer peripherals→should quantities of items be added (yes)→set/alter GST details (yes) list of stock categories→name: Samsung 11aE guru plus list of categories→under: mobiles→smart phone→category: smart phone→ statutory details→ GST applicable: →set/alter GST details (yes) F 11 → GST details for stock→TLSN/SAC details→ description: Eb-xo5.	

	3. ITC on assets & Expenses.	Gate way of tally → alter → list of ledgers name: M/S lot mobiles → mailing details → list of ledgers → M/S lot mobiles → name: mobile phone list of groups → under → fixed assets → more details → receipt details → create display more reports → day book → gate way of tally → Vouchers → Applicability.	
	4. GST tax invoice Creation.	F11 → gate way of tally → vouchers → alter → list of ledgers name: lucky smart tails → registration types un registered → name : output CGST → list of groups → under → details & taxes → list of dupes/tares → (GST) tax types → central tax vouchers → sales change period → F11 → company: institute for accountants GST details → description (s) for ledgers.	
Day6	1. IGST/CGST/SGST tax invoice in Tally Prime.	About IGST/CGST/SGST tax invoice: F 11 → Gateway of Tally → Create → List of stock names → List of Masters → Stock item → Gateway of Tally → Alter Vouchers → List of ledger accounts → Sales → dispatch details → Party details	

		→ Ledger accounts → Sales – Taxable B2C → List of Stock items → Description yes → Item List of Ledger accounts → Output CGST → Output SGST → List of more details → GST – Tax analysis → dispatch details → Party details → Buyer(Bill to) → List of more details → B2B invoice -4A, 4B, 4C, 6B, 6C → B2C (small) invoice → Display more Reports → Statutory Report.	
	2. GSTR-1 Generation in Tally Prime.	Name of company → Display more reports → gateway of tally → alter → list of masters → ledger → list of ledgers → sales-exempt → day books → sales → statutory reports → GST reports → GSTR-1 → export → list of folders → folder path → C:/program files/tally prime → file name → GSTR-1 → export → E send.	

	3. GSTR-2A, 3B Generation in Tally Prime.	Gateway of tally→ Alter→ list of masters→ ledgers→ list of ledgers→ display more reports→ statutory reports→ GST reports→ GSTR-1→ E- export – E-return→ export format→ Excel (spare ad sheet)→ GST reports→ GSTR-2 B2B invoices- 3.4A→configuration→ show tax types in separate columns (yes)→ list of formats→ format of report: condensed→ GSTR- 3B→Export-file-format : Excel JSON (data interchange)→ formal → list of folders→ folder path → C/program files/tally prime.	
	1. TDS in tally prime.	Gateway of tally→ list of companies→ company creation→ company name→ company created successfully→ accounting→ enable cost centers (NO)→ enable interest calculation (NO)→ company TDS dedicator details→ TAN registration number conduction dedicator types→ dedicator type→ is dividable HLIF→ person responsible details→ rates Exemption details→ list of masters→ TDS nature of payments→ list of duets taxes→	

		type of duty tax: others → list of TDS nature of payments → display more reports → TDS reports.	
	2. TDS on purchase of Goods 194 Q entries in tally prime.	List of companies → create company → company name → list of states → maintain accounts (yes) → Enable tax deducted at source (TDS) (yes) show all dedicator types (yes) → dedicator types → in dividable set/alter details of person responsible (yes) → ignore 1T exemption limit for TDS deduction (yes) → create → TDS nature of payments → ledger → statutory details → is TDS deductible (yes) → deduct TDS is in same voucher (yes) → tally of lout/tax → GST.	
	3. TCS on advance receipt s sales tally prime.	Company creation → company name : list of states → GST details →	

		periodicity→periodicity of GSTR: monthly→ list of values→ company created successfully→ taxation→ Enable tax collected at source(TCS) (YES)→ company TCS calculator details→TAN registration number→VPMR 1→calculator/deduct or types→in dividable/HUF→TCS nature of goods→name: TCS on cell of any goods registration section : 206C(1H)→ payment code→6CR→registration type→ list of master unit creation→ GST details for stock item→calculation type tax details→ calculation type→on value→ taxability→taxability unknown→supply types→ type of supply→ goods applicability→is TCS applicable→applicable→ list of nature of goods→(any0→bill – wise details for- Customer-1 → bank allocation for ICICI bank→TCS allocation details→party details→configuration→ (yes)→pending bills→ display more reports→statutory reports→TCS reports→from 27EQ.	
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WEEKLY REPORT

WEEK – 4 (From 28.12.2022to 03.1.2023)

Objective of the Activity Done:

In this weekly learning program, topics related to day-25, I have learned about creating Multi Currency, Budgets, BRS and Creating cost centers and cost Categories. After that, on day-26 I have learnt about Splitting Company, Creating Company groups and continuing new financial year. After that, on day-27 I have learnt about Calculating on interest, bill wise details and sending Tally data to Auditor.

After that, on day-28 I have learnt about GST ledger Service Business, GST Stock items Creation, ITC on Assets & Expenses and GST tax invoice Creation. After that, on day -29, I have learned about IGST/CGST/SGST tax invoicing, GSTR – 1 Generation and 2A, 3B.

After that, on Day-30 I have learnt about TDS, TDS on purchases of goods 194Q entries and TCS Taxation.

WEEKLY ACTIVITY LOG

ACTIVITY LOG FOR THE____(S.No.)WEEK
1st week

Day & Date	Brief Description of TheDaily Activity	LearningOutcome	Person In-Charge Signature
Day –1	Introduction about APSPDCL.	What is Apspdcl and departments→About categories.	
Day - 2	Power supply and their categories.	Batches dividing and about power supply. And three categories. 1. Industrial 2. Commercial sectors 3. Agriculture	
Day –3	Power sector divisions of Andhra Pradesh.	1. Regulation 2. Generation 3. Transmission 4. Distribution	
Day –4	Commercial and Objectives	<u>Commercial.</u> 1. Department of projects 2. Department of RAC 3. Department of energy audit <u>Objectives</u> 1. IT projects in APSPDCL 2. Customer management.	
Day –5	Field research.	How the power passing to meter and they are working.	
Day –6	Electrical connection for agriculture.	Electricity used is too pay only at the rate of 75 paise.	

WEEKLY REPORT

WEEKLY REPORT

WEEK – S.No. (From Dt..... to Dt)

Objective of the Activity Done:

Detailed Report:

This week learning topics related to day-1 I have learned about introduction about Apspdcl. Day-2 power supply and categories.day-3 power sector divisions of Andhra Pradesh.day-4 Commercial and objectives.day-5 we went to field research.day-6 electrical connection for Agriculture.

2nd week

Day & Date	Brief Description of TheDaily Activity	LearningOutcome	Pers onIn-Charge Signature
Day –1	Energy audit report	About introduction to energy audit of campus with the main objectives are To study the present pattern of energy consumption.To identify potential areas for energy optimization.	
Day - 2	Accounts and audit	Organization and functions.commercail audit of the account general Hyderabad has been constituted mainly to conduct local audit and resident audit.	
Day –3	About Organizations	There are three distinct branches in commercial audit wing in the office of the AG. Commercial audit wing→Electricity companies &ERS resident audit→APSRTC resident audit.	
Day –4	Audit of annual accounts	Corporations APSRTS→APSWHC→Govern ment companies→Departmental undertakings	
Day –5	Introduction about commercial audit	Commercial audit is under the charge of a senior deputy account general. The functions of various sections in headquarters are Headquarters→Reports→Reside nt audit sections→Field parties.	
Day –6	Calculation of audit fees	Audit fee is charged according to daily rates of audit fee worked out by this office from time to time.	

WEEKLY REPORT

WEEK – S.No. (From Dt..... to Dt)

Objective of the Activity Done:

Detailed Report:

46

This week learning topics related to day-2 I have learned about Energy audit report day-2 Introduction about accounts and auditing day-3 about organizations day-4audit of annual Accounts day-5Introduction about commercial audit day-6 calculations of audit fees.

3rd week

Day & Date	Brief Description of TheDaily Activity	LearningOutcome	Pers onIn- Charge Signature
Day –1	How to view APSPDCL Online bill payment	<u>There seven steps to view it.</u> 1. Visit the official web site of Apspdcl 2. Click on know your bill 3. Select HT Or LT bill payment 4. Fill the credentials 5. Click on menu go to bill &payment 6. Choose a month and type the number 7. Click it view the bill.	
Day - 2	How to pay offline bill payment	In order to pay your electricity bill with cash, a demand draft or a check you are required to go to the southern power distribution co ltd apspdcl office that is located colosest to you.	
Day –3	Current bill charges	According to an official release from the energy department, if a consumer has a monthly consumption of 250 units first 30 will be billed at 1.90 next 45 at 2.3,the next 50 at 4.50,100at 26 and 65 units at 8.75.	
Day –4	About current bill	Know your bill A service number consists of 13 digits Example;-7411102010675 Energy charges → fixed charges Cust charges→CAP SURCHARGES→ED→ED interest→ADD surcharges→other CHG1→Loss of gain→bill amount.	
Day –5	Security deposit in electricity bill	The local electricity regulatory will decide the security deposit amount of customers. Security deposit specific amount that is deposited the electricity board as mandated rity.	
Day –6	Adjustments codes used in bills	<u>Debit</u> Recovery of meter rent→recovery of minimum charges→debit note passed for undercharged units. <u>Credit</u> Recovery → due to revision in rates for month→recovery due to wrong billing of earlier→debit balance provisional claim.	

WEEKLY REPORT

WEEKLY REPORT

WEEK – S.No. (From Dt..... to Dt)

Objective of the Activity Done:

Detailed Report:

This week learning topics related to day-1 I have learned about How to view APSPDCL Online bill payment day-2how to pay offline bill payment day-3 Current bill charges day-4 about current bill day- 5 security deposit in electricity Bill day- 6 adjustments codes used in bills.

4th week

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day –1	Auditing meaning types of auditing	The word audit is derived from latin word audire which means to hear. <u>Types of auditing</u> Statutory audit→ Internal audit→ Secretarial audit.	
Day - 2	Objectives of auditing	The objectives of auditing are changing with the advancement of business techniques. The objectives of the auditing have been classified under two heads 1. <u>Main objectives</u> The main objective of the auditing is to find reliability of financial position and profit & loss statements. 2. <u>Subsidiary objectives.</u> • Detection and prevention of fraud • Detection and prevention of errors.	
Day –3	Auditing features	The audit is structured into activities that follow a logical sequence <u>Features of auditing</u> Systematic process →three- party relationship→subject matter→evidence	
Day –4	Tally versions	The tally have been following versions • Tally 4.5 was the first version of tally • Tally 5.4 was the second one. • Tally 6.3 was the third one • Tally 7.2 version • Tally 8.1 version • The next one tally 9.	

Day –5	Uses of tally audit	Tally audit which enables the auditor to perform an audit or track changes that effect the integrity of a transaction, such as to changes made to date, ledger masters and amounts in the voucher and reflected in the tally audit listings.	
Day –6	Tally audit features	Tally audit, helps to verify and evaluate the accuracy and accounting standards. <u>Feature</u> 1. Verify voucher numbering methods 2. Verify back dated voucher entries 3. Missing voucher numbers 4. Exceptional ledgers. 5. Track uses of activity in tally.	

WEEKLY REPORT

WEEKLY REPORT

WEEK – S.No. (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

This week learning topics related to day-1 Auditing meaning types of auditing.
Day-2 objectives of auditing day-3 auditing features day-4 Tally versions.
Day-5 uses of tally audit day-6 tally audit features.

INTRODUCTION

The term **Payroll** refers to a series of accounting transactions involved in the process of paying employees for the services rendered after taking all the statutory and non-statutory deductions into account, in conformance with the terms of employment, company policy and the law of the land i.e., payment of payroll taxes, insurance premiums, employee benefits and other deductions.

An efficient payroll system facilitates an error-free, accurate and timely employee payment while ensuring that the employment is well within the valid work permit.

Lesson 1: Configuring Payroll in Tally.ERP 9

Lesson Objectives

On completion of this lesson, you will have learnt:

- ❑ The features of Payroll in Tally.ERP 9
- ❑ How to enable Payroll in Tally.ERP 9

Payroll in Tally.ERP 9 is easy to use and can handle all the functional, accounting and statutory requirements of the payroll department.

Salient Features of Payroll in Tally.ERP 9

The key features of the Payroll functionality in Tally.ERP 9 are as follows:

-
- ❑ It is fully integrated with accounts to give you the benefits of simplified Payroll processing and accounting.
 - ❑ It has user defined classifications and sub-classifications for comprehensive reporting. This may be related to the employees, employee groups, pay components, departments etc.
 - ❑ It provides the facility to create user-defined earnings and deductions Pay Heads.
 - ❑ It allows flexible and User-definable criteria for simple or complex calculations.
 - ❑ It allows unlimited grouping of Payroll Masters.
 - ❑ It supports user-defined production units i.e., attendance/ production/ time based remuneration units.
 - ❑ It provides a flexible payroll processing period.
 - ❑ It provides comprehensive Cost Centre as well as employee-wise costing reports
 - ❑ It ensures an accurate & timely Salary Processing, Employee Statutory Deductions & Employer Statutory Contributions with the help of predefined processes.
 - ❑ It provides auto-fill facility to expedite the Attendance, Payroll & Employer Contributions processes.
-
- ❑ It facilitates an accurate computation and deduction of ESI, EPF, Professional Tax, Gratuity etc.
 - ❑ It helps in the generation of Statutory Forms & Challans for EPF & ESI, as prescribed.
 - ❑ It allows to drill-down to voucher level for any kind of alteration.
 - ❑ It facilitates computation of arrears pertaining to prior period(s).
 - ❑ It helps in tracking employee loan details.

Enabling Payroll in Tally.ERP 9

In Tally.ERP 9 activation of Payroll requires a one time simple setup. Create a new company in Tally.ERP 9 and follow the steps given below to enable Payroll.

Case Study Company

M/s. Spectrum Software Solutions is engaged in the Software services Business. It is a Bangalore-based company with the following three major departments:

- ❑ Sales
- ❑ Administration
- ❑ R & D

Step 1: Company Setup

Go to **Gateway of Tally > Company Info. > Create Company**

In the Company Creation screen,

- ❑ Select **India** in the field **Statutory compliance for** from the List of Countries provided
- ❑ Type **1-4-2009** as the **Financial Year from** date and press **Enter**

The completed **Company Creation** screen is displayed as shown:

Company Creation		Ctrl + M	
Directory	: A:\Data		
Name	: Spectrum Software Solutions		
Mailing & Contact Details			
Mailing Name	: Spectrum Software Solutions	Currency Symbol	: Rs.
Address	: 14, Mysore Road, Bangalore	Maintain	: Accounts with Inventory
		Financial Year from	: 1-4-2009
		Books beginning from	: 1-4-2009
Company Details			
Security Control			
Statutory compliance for	: India	Disallow opening in Educational mode ?	No
State	: Karnataka	TallyVault Password (if any)	:
PIN Code	: 560022	Repeat Password	:
Telephone No.	: 080-22587457	(WARNING: forgetting your TallyVault password will render your data unusable!)	
E-Mail	: sales@spectrum.com	Use Security Control	? No
		(Enable Security to avail Tally.NET Features)	
Base Currency Information			
Base Currency Symbol	: Rs.	Show Amounts in Millions	? No
Formal Name	: Indian Rupees	Put a SPACE between Amount and Symbol	? Yes
Number of Decimal Places	: 2	Decimal Places for Printing Amounts in V	
Is Symbol SUFFIXED to Amounts ?	No	Accept ?	
Symbol for Decimal Portion	: paise	Yes or No	

- Press **Enter** to Accept the **F11: Accounting Features** screen



The option **More than ONE Payroll / Cost Category** is set to **Yes**, when separate cost categories are created to allocate Employee cost. In cases, where only one cost category i.e., primary cost category is used to allocate multiple cost centres, this option may be set to **No**.

Figure 1.3 F11: Statutory & Taxation Features screen

- Press **Enter**

In the **Payroll Statutory Details** screen:

- Enter the **Provident Fund & Employee State Insurance** details of the company as shown:

Figure 1.4 Payroll Statutory Details screen

Payroll Statutory Details	
Provident Fund	
Company Code	: KA/BN/12345/00129
Company Account Group Code	: KA/BN/12345/00009
Company Security Code	: KA/BN/12345/54321
Employee State Insurance	
Company Code	: KA/BN/12345/234234
ESI Branch Office	: Koramangala
Standard Working Days (per month)	: 26 Days

The Payroll feature in Tally.ERP 9 requires minimal effort for accurate payroll processing. It takes five easy steps to process payroll & generate Pay Slip in Tally.ERP 9.

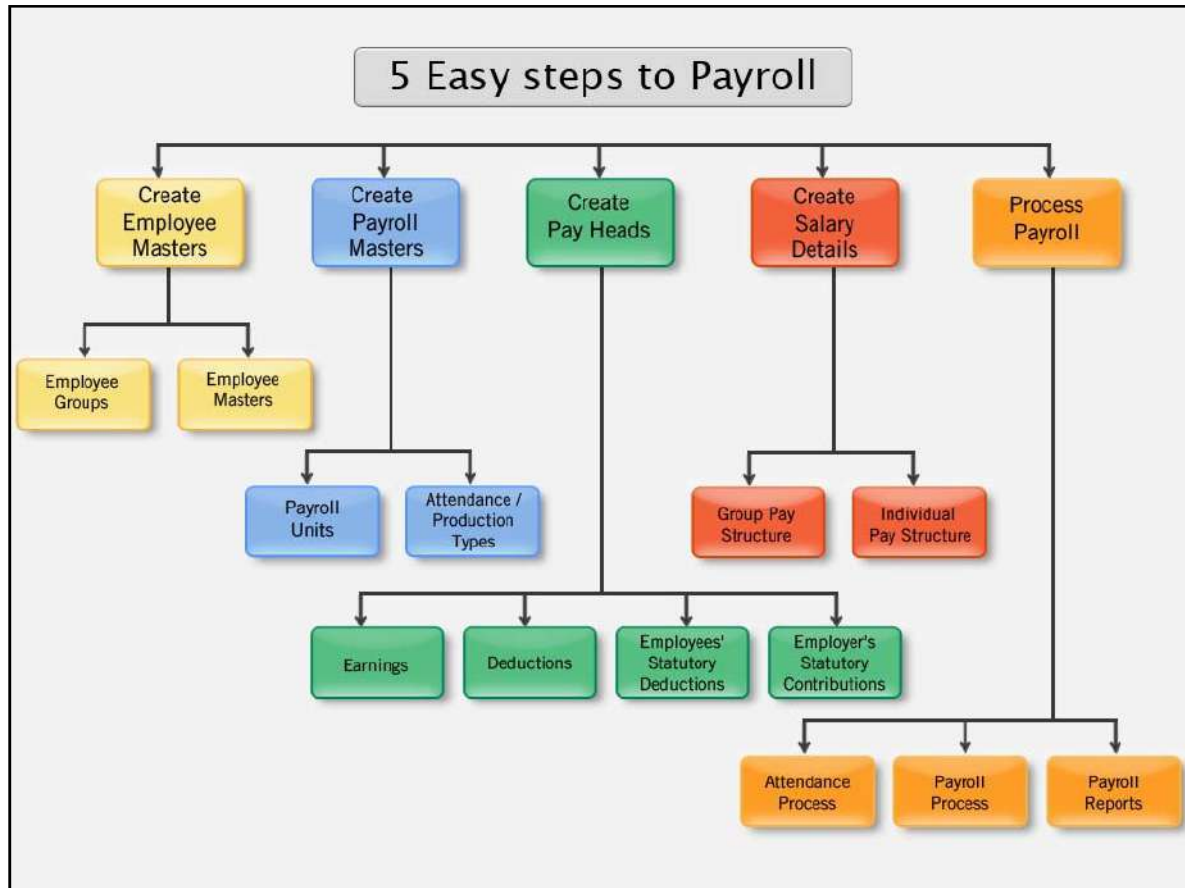


Figure 2.1 Payroll Cycle

Essentially, Payroll involves the calculation of amounts due for an employee on the following basis:

- ❑ Pay on Hourly wages
- ❑ Pay on a fixed basis such as certain amount per week, per month and so on
- ❑ Pay to sales persons on commission
- ❑ Reimbursement of expenses such as travel expenses, either as paid by the employee or based on per item rate
- ❑ Pay on the basis of number of pieces produced/ manufactured/ sold

It is therefore essential to quantify the following payroll information for the purpose of computation of payments to employees. For this purpose, the following Payroll masters have to be created in Tally.ERP 9 in the manner as discussed:

- ❑ Employee Masters
- ❑ Payroll Masters

-
- ❑ Pay Heads
 - ❑ Salary Details

Expenses group and all Deductions pay heads under Current Liabilities, Current Assets and Duties & Taxes group.

The preset Pay Head types in Tally.ERP 9 are:

1. Earnings for Employees
2. Deductions from Employees
3. Employees' Statutory Deductions
4. Employer's Statutory Contributions
5. Employer's Other Charges
6. Bonus
7. Gratuity
8. Loans and Advances
9. Reimbursements to Employees

The pay heads marked with the above pay head types will be available during payroll processing, and if the Pay Head Type is marked as **Not Applicable**, it will not be available. The Salary Payable, PF Payable, ESI Payable ledgers should be created by selecting Not Applicable as the Pay Head Type.

Create the following pay heads in the books of M/s. Spectrum Software Solutions.

Earning Pay Heads

Create the following Earnings Pay Heads:

Pay Head Name	Pay Head Type	Under	Affect Net Salary	Name to Appear in Pay Slip	Use for Gratuity	Calculation Type	Calculation Period/ Production Type
Basic Pay	Earnings for Employees	Indirect Expenses	Yes	Basic	Yes	On Attendance	Months
House Rent Allowance	Earnings for Employees	Indirect Expenses	Yes	HRA	No	As Computed Value	—
Conveyance	Earnings for Employees	Indirect Expenses	Yes	Conveyance	No	Flat Rate	Months
Overtime Pay	Earnings for Employees	Indirect Expenses	Yes	Overtime	No	On Production	Overtime
Variable Pay	Earnings for Employees	Indirect Expenses	Yes	Variable Pay	No	As User Defined Value	—

i. Basic Pay Head Creation

Go to **Gateway of Tally > Payroll Info. > Pay Heads > Create**

1. Type **Basic Pay** as the **Name** of the Pay Head
2. Select **Earnings for Employees** in the field **Pay Head Type**.

The Pay Head Creation screen is displayed as shown:

Pay Head Creation		Spectrum Software Solutions	
Name : Basic Pay		Total Op. Bal.	
(alias) :			
Pay Head Info Pay Head Type : Earnings for Employees Under : Direct Expenses Affect Net Salary ? Yes Name to appear in Payslip : Basic Pay Use for Gratuity ? No Calculation Type : As User Defined Value		List of Pay Head Types Not Applicable Bonus Deductions from Employees Earnings for Employees Employees' Statutory Deductions Employer's Other Charges Employer's Statutory Contributions Gratuity Loans and Advances Reimbursements to Employees	
Opening Balance (on 1-Apr-2009) :			

Figure 2.11 Basic Pay Head Creation – Pay Head Type Selection

3. Specify the group as **Indirect Expenses** in the field **Under** and press **Enter**
4. Set **Affect Net Salary** to **Yes**
5. Specify **Basic** in the field **Name to appear in Pay Slip**
6. Set **Use for Gratuity** to **Yes**
7. Select **On Attendance** in the field **Calculation Type** and press **Enter**

The **Pay Head Creation** screen with the **List of Calculation** is displayed as shown:

Pay Head Creation		Spectrum Software Solutions	
Name	: Basic Pay	Total Op. Bal.	
(alias)	:		
Pay Head Info Pay Head Type : Earnings for Employees Under : Indirect Expenses Affect Net Salary ? Yes Name to appear in Payslip : Basic Use for Gratuity ? Yes Calculation Type : On Attendance			
		List of Calculation As Computed Value As User Defined Value Flat Rate On Attendance On Production	
Opening Balance (on 1-Apr-2009) :			

Figure 2.12 Basic Pay Head Creation - Calculation Type

The **Pay Head Creation** screen with the **List of Attendance Types** is displayed as shown below:

Pay Head Creation		Spectrum Software Solutions	
Name	: Basic Pay	Total Op. Bal.	
(alias)	:		
Pay Head Info Pay Head Type : Earnings for Employees Under : Indirect Expenses Affect Net Salary ? Yes Name to appear in Payslip : Basic Use for Gratuity ? Yes Calculation Type : On Attendance Attendance / Leave with Pay : Present			
		List of Attendance Types Not Applicable Present <i>Primary</i>	
Rounding Info Rounding Method : Not Applicable			
Opening Balance (on 1-Apr-2009) :			

Figure 2.13 Pay Head Creation screen with List of Attendance Types

The **Pay Head Creation** screen with the **List of Calculation Periods** is displayed as shown:

Pay Head Creation		Spectrum Software Solutions	
Name : Basic Pay (alias) :			Total Op. Bal.
Pay Head Info Pay Head Type : Earnings for Employees Under : Indirect Expenses Affect Net Salary : ? Yes Name to appear in Payslip : Basic Use for Gratuity : ? Yes Calculation Type : On Attendance Attendance / Leave with Pay : Present Calculation Period : Months List of Calculation Periods Days Fortnights Months Weeks			
Rounding Info Rounding Method : Not Applicable			
Opening Balance (on 1-Apr-2009) :			

Figure 2.14 Pay Head Creation - Calculation Period selection

8. Select **User defined** in the **Per Day Calculation Basis** field

Pay Head Creation		Spectrum Software Solutions	
Name : Basic Pay (alias) :			Total Op. Bal.
Pay Head Info Pay Head Type : Earnings for Employees Under : Indirect Expenses Affect Net Salary : ? Yes Name to appear in Payslip : Basic Use for Gratuity : ? Yes Calculation Type : On Attendance Attendance / Leave with Pay : Present Calculation Period : Months Per Day Calculation Basis : Calculation Basis As per Calendar Period User defined User Defined Calendar Type			
Rounding Info			

Figure 2.15 Pay Head Creation screen - Calculation Basis Selection

9. Specify the **Months of 26 Days** and press **Enter**

Pay Head Creation		Spectrum Software Solutions	
Name : Basic Pay (alias) :			Total Op. Bal.
Pay Head Info Pay Head Type : Earnings for Employees Under : Indirect Expenses Affect Net Salary : ? Yes Name to appear in Payslip : Basic Use for Gratuity : ? Yes Calculation Type : On Attendance Attendance / Leave with Pay : Present Calculation Period : Months Per Day Calculation Basis : User Defined Months of 26 Days			
Rounding Info Rounding Method : Not Applicable			
Opening Balance (on 1-Apr-2009) :			

Figure 2.16 Pay Head Creation screen - Calculation period

10. Select **Normal Rounding** as the **Rounding Method** and press **Enter**.

Pay Head Creation		Spectrum Software Solutions	
Name : Basic Pay (alias) :			Total Op. Bal.
Pay Head Info Pay Head Type : Earnings for Employees Under : Indirect Expenses Affect Net Salary : ? Yes Name to appear in Payslip : Basic Use for Gratuity : ? Yes Calculation Type : On Attendance Attendance / Leave with Pay : Present Calculation Period : Months Per Day Calculation Basis : User Defined Months of 26 Days			
Rounding Info Rounding Method : Normal Rounding			
Rounding Methods J Not Applicable Downward Rounding Normal Rounding Upward Rounding			
Opening Balance (on 1-Apr-2009) :			

Figure 2.17 Pay Head Creation screen – Rounding Method selection

11.)

The completed **Basic Pay Head Creation** screen is displayed as shown:

Pay Head Creation		Spectrum Software Solutions	
Name : Basic Pay		Total Op. Bal.	
(alias) :			
Pay Head Info Pay Head Type : Earnings for Employees Under : Indirect Expenses Affect Net Salary ? Yes Name to appear in Payslip : Basic Use for Gratuity ? Yes Calculation Type : On Attendance Attendance / Leave with Pay : Present Calculation Period : Months Per Day Calculation Basis : User Defined Months of 26 Days			
Rounding Info Rounding Method : Normal Rounding Limit : 1			
Opening Balance (on 1-Apr-2009) :		Accept ? Yes or No	

Figure 2.18 Completed Basic Pay Head Creation screen

ii. House Rent Allowance Pay Head Creation

In the **Pay Head Creation** screen,

1. Type **House Rent Allowance** as the **Name** of the Pay Head
2. Select **Earnings for Employees** in the field **Pay Head Type**
3. Specify the group as **Indirect Expenses** in the field **Under** and then press **Enter**
4. Set **Affect Net Salary** to **Yes**
5. Specify **HRA** as the **Name to appear in Pay Slip**
6. Set **Use for Gratuity** to **No**
7. Select **As Computed Value** in the **Calculation Type** field and press **Enter**

Pay Head Creation		Spectrum Software Solutions	
Name	: House Rent Allowance	Total Op. Bal.	
(alias)	:		
Pay Head Info Pay Head Type : Earnings for Employees Under : Indirect Expenses Affect Net Salary ? Yes Name to appear in Payslip : House Rent Allowance Use for Gratuity ? No Calculation Type : As Computed Value		List of Calculation As Computed Value As User Defined Value Flat Rate On Attendance On Production	
Opening Balance (on 1-Apr-2009) :			

Figure 2.19 HRA Pay Head Creation screen - Calculation Type selection

8. Select **Normal Rounding** as the **Rounding Method** and **1** as the rounding **Limit** and press *Enter*

9. In the **Computation Info** screen, select **On Specified Formula** in the **Compute** field

Pay Head Creation		Spectrum Software Solutions																					
Name	: House Rent Allowance	Total Op. Bal.																					
(alias)	:																						
Pay Head Info Pay Head Type : Earnings for Employees Under : Indirect Expenses Affect Net Salary ? Yes Name to appear in Payslip : House Rent Allowance Use for Gratuity ? No Calculation Type : As Computed Value Calculation Period : Months		Computation Info Compute : On Specified Formula <table border="1"> <thead> <tr> <th>Effective From</th> <th>Fr Am</th> <th>Computation On</th> <th>Value Basis</th> </tr> </thead> <tbody> <tr> <td>1-Apr-2009</td> <td></td> <td>On Current Deductions Total</td> <td></td> </tr> <tr> <td></td> <td></td> <td>On Current Earnings Total</td> <td></td> </tr> <tr> <td></td> <td></td> <td>On Current SubTotal</td> <td></td> </tr> <tr> <td></td> <td></td> <td>On Specified Formula</td> <td></td> </tr> </tbody> </table>		Effective From	Fr Am	Computation On	Value Basis	1-Apr-2009		On Current Deductions Total				On Current Earnings Total				On Current SubTotal				On Specified Formula	
Effective From	Fr Am	Computation On	Value Basis																				
1-Apr-2009		On Current Deductions Total																					
		On Current Earnings Total																					
		On Current SubTotal																					
		On Specified Formula																					
Rounding Info Rounding Method : Normal Rounding Limit : 1																							
Opening Balance (on 1-Apr-2009) :																							

Figure 2.20 Pay Head Creation screen with Compute method

- Select End of List



19-13-65/A, Vidyut Nilayam, Srinivasapuram, Tirupati (www.apspdcl.in)



ENERGY REQUIREMENT

The DISCOM wise Energy Requirement are tabulated below.

DISCOM	FY 2021-22	FY 2022-23
APEPDCL	25347.32	27733.72
APCPDCL	16141.97	17344.76
APSPDCL	28002.59	29736.76
Total	69491.88	74815.24

The energy requirement of APDISCOMs has been arrived at by grossing up the sales with appropriate transmission and distribution losses. The external losses (PGCIL losses) on the power purchased from CGS (excluding NTPC Simhadri-I), KSK Mahanadi and Sembcorp Energy India Limited have also been factored for arriving at the above energy requirement.

PP COST SUMMARY

Based on the availability, requirement and costs for each source, the summary of power purchase cost for APDISCOMs for the Current Financial Year FY 2021-22 is projected as follows:

APSPDCL							
Ownership/Source	Dispatch	Fixed Costs (Rs Crs)	Variable Cost (Rs Crs)	Total Cost (Rs Crs)	Fixed Cost (Rs./Unit)	Variable Cost (Rs./Unit)	Total Cost (Rs./Unit)
AP Genco-thermal	7933.96	986.93	2777.15	3764.08	1.24	3.50	4.74
CGS	5353.61	591.34	1537.40	2128.74	1.10	2.87	3.98
Thermal-IPPs	702.17	115.58	157.78	283.77	1.65	2.25	4.04
Joint Sector	3232.72	729.04	1002.08	1731.12	2.26	3.10	5.36
Hydel	1183.57	248.40	0.00	248.40	2.10	0.00	2.10
NCE/RE	14495.89	0.00	4327.34	4327.34	0.00	2.99	2.99
Market/Short Term	3732.68	0.00	1545.58	1545.58	0.00	4.14	4.14
D to D Sales	-8632.01	0.00	-3305.59	-3305.59	0.00	3.83	3.83
Total	28002.59	2671.29	8041.74	10723.45	0.95	2.87	3.83

Based on the availability, requirement and costs for each source, the summary of power purchase cost for Andhra Pradesh for FY 2022-23 is projected as follows:

APSPDCL							
Ownership/Source	Dispatch	Fixed Costs (Rs Crs)	Variable Cost (Rs Crs)	Total Cost (Rs Crs)	Fixed Cost (Rs./Unit)	Variable Cost (Rs./Unit)	Total Cost (Rs./Unit)
AP Genco-thermal	9949.38	993.39	3734.00	4727.39	1.00	3.75	4.75
CGS	5719.06	596.59	1717.16	2313.75	1.04	3.00	4.05
Thermal-IPPs	690.40	109.33	159.31	289.99	1.58	2.31	4.20
Joint Sector	4697.39	730.42	1537.46	2267.89	1.55	3.27	4.83
Hydel	1261.47	254.00	0.00	254.00	2.01	0.00	2.01
NCE/RE	13991.66	0.00	4199.91	4199.91	0.00	3.00	3.00
Market/Short Term	2128.89	0.00	851.55	851.55	0.00	4.00	4.00

D to D Sales	-8701.48	0.00	-3374.01	-3374.01	0.00	3.88	3.88
Total	29736.76	2683.74	8825.38	11530.47	0.90	2.97	3.88

Average Revenue Realized vs Average CoS break up for APSPDCL in FY 2022-23

- Average Revenue Realisation (ARR) for FY 2022-23 through proposed tariffs is Rs.6.97/kWh
- Average Cost of Supply (CoS) for APSPDCL - Rs. 6.97/kWh
- Average CoS break-up (per unit of Sales) for APSPDCL is as follows:-

Particulars	FY 2021-22 Approved (Rs./Unit)	FY 2021-22 Projected (Rs./Unit)	FY 2022-23 Projected (Rs./Unit)
Power Purchase cost	3.68	3.83	4.13
T&D Loss Cost	0.44	0.47	0.53
Network Cost	2.00	1.96	2.09
Other Cost	0.06	0.27	0.21
Cost of Service	6.18	6.54	6.97

- **The estimated revenue gap for the licensee for FY 2022-23 is as follows:**

S.No.	Particulars	FY 2022-23
A	Aggregate Revenue Requirement	18348.69
B	Revenue from Current Tariffs (Net of incentives) (Rs. Crs.)	12567.02
C	Revenue changed through proposed tariff	5663.59
D	Revenue from Cross Subsidy Surcharge	118.08
E	Revenue from Additional Surcharge	0.00
F	Revenue from REC	0.00
G = (B+C+D+E+F)	Total Revenue	18348.69
H = G-A	Revenue (Deficit) / Surplus (Rs. Crs.)	0.00

Note : The revenue at proposed tariff is arrived as per the directions in Go.Rt.No.161,dt.15-11-2021

1 Tariff Proposal

- 1 In compliance of the direction contained in the GO M Rt No. 161, Dt 15-11-2021, the DISCOMs propose to show the per unit energy charges without taking into account any Govt. Subsidy for the ensuing financial year FY 2023.
- 2 Present Financial Position of APDISCOMs is briefed as under.
- 3 Losses. Accumulated losses of APDISCOMs as on 31st March 2021 are Rs 28,599 Cr.

As on 31 Mar	On 2-6-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
APSPDC	-4931.42	-	-11,595.03	-13,485.12	-	-21,173.01	-21,171.91	-11760.58

L		6,608.90			13,492.14			
---	--	----------	--	--	-----------	--	--	--

- 4 **Loans.** As on 30-11-2021, the working capital debt of DISCOMs was Rs 29,535.89 Cr. It is to submit that, the APDISCOMs have following outstanding debts.

	As on 31 Mar	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22 (upto 11/21)
Working Capital Loan	SPDCL	5239	5324	2856	6957	8087	11802	19141	21130
	EPDCL	3607	4431	2865	3087	3635	5220	7785	8406
	Total	8846	9755	5721	10044	11722	17022	26926	29536
Capex Loan	SPDCL	4718	5676	7289	4946	5514	6044	6963	6832
	EPDCL	269	256	266	397	787	890	1018	997
	Total	4987	5932	7555	5343	6301	6934	7981	7929
Total Loan	SPDCL	9958	11000	10145	11902	13601	17845	26104	27962
	EPDCL	3876	4688	3132	3485	4422	6110	8803	9403
	Total	13834	15688	13277	15387	18023	23955	34907	37365

- 5 **Government Receivables.** The receivables from state Government as on 30-11-2021 (prov) to DISCOMs is Rs 13,560 Cr after deducting the Government serviced working capital loans. This includes subsidy receivable and Govt. departments electricity consumption dues. The year wise release of Govt. subsidy and Departments' electricity consumption charges released are indicated below.

	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22 (up to 11/21-prov)
SUBSIDY								
Agriculture	2525.2	3186	2923.07	2750	1250	9309.19	3781.3	5101.14

	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22 (up to 11/21-prov)
Aquaculture	0	0	0	0	0	327.99	332	101.83
SC	21.11	89.39	144.84	133.5	103.8	206.74	196.53	100.00
ST	5.71	42.23	18.13	37.12	25.86	38.97	29.58	27.00
Sub-Total	2552.02	3317.62	3086.04	2920.62	1379.66	9882.89	4339.41	5329.97
DEPT CC CHARGES								
Panchayats	309.38	380.45	233.41	321.72	309.3	171.11	1299.95	1153.23
Water Resources	457.14	232.35	82.87	135.59	1045	1050.14	220.34	33.22

Dept								
Municipal bodies	375.83	397.35	356.6	413.23	402.08	403.35	443.54	296.08
Other depts	259.15	262.19	263.65	350.8	322.81	334.28	311.8	213.70
Sub-total	1401.5	1272.34	936.53	1221.34	2079.19	1958.88	2275.63	1696.23
Govt serviced loans						5007.5	6374.77	2442.00
Releases	3953.52	4589.96	4022.57	4141.96	3458.85	16849.3	12989.81	9468.20

The outstanding receivables from State Government as on the 31st March of financial years is given below.

		Item	FY16	FY17	FY18	FY19	FY20	FY21	FY22 As on 30-11-21 (Prov)
SUBSIDY	1	Subsidy	414	1442	2392	7172	2546	3298	711
	2	Aqua				310	697	1176	1614
	3	SC	149	59	47	127	241	552	798
	4	ST	30	34	45	71	105	167	206
	4	Other (ind.)							68
		Total	593	1535	2484	7680	3589	5193	3397
		Uday	-	636	732	3778	858	921	953
		Govt Serviced Debt					5650	11382	13824
DEPARTMENT	1	RLB	1168	1564	2090	2706	4013	3714	3462
	2	WR Dept	41	695	1567	1790	2165	3728	4842
	3	ULB	88	135	148	216	356	441	535
	4	Other depts	239	354	430	521	226	229	372
		Total	1536	2748	4235	5223	6760	8112	9210
		G.Total	2129	4919	7451	16681	11207	14226	13560

- 6 The actual Power Purchase Cost, Network Cost and per Unit Cost of Supply for the past 7 years is shown as below:

Item (Rs Crs)	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
PP Cost	17781	20339	20369	22629	35000	28478	26469
Network Cost	6430	6812	6809	7363	11404	11964	14620
Total	24211	27151	27178	29992	46404	40442	41089

Item (Rs/Unit)	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
PP Cost	4.35	4.66	4.34	4.55	6.41	5.09	4.84
Network Cost	1.57	1.56	1.45	1.48	2.09	2.14	2.68
Total	5.92	6.22	5.79	6.04	8.50	7.23	7.52

7 The position of true ups for various Financial Years from FY 2014-15 to till date is given below.

year	Power Purchase cost True up (incl. revenue and interest)		Distribution Cost True-up		Transmission Cost True-up	
	Filed	Allowed	Filed	Allowed	Filed	Allowed
FY15	861	0.0	1223	1069	529	Under Hearings
FY16	968	108	785	507		
FY17	11144	120	367	-67		
FY18	3257	1401	404	-31		
FY19	4342	1492	4445	2192		
FY20	2543	Under Hearings				
FY21	2480 **	To be filed before the APERC				
Total	25595	3121	7224	*3670	529	

Note:

- * Order recalled due to legal issue and fresh hearings conducted. Awaiting Orders.
 - The APDISCOMs appealed before the Hon'ble APTEL on the Orders of Hon'ble APERC on Retail Supply True-Up for the period FY 2014-15 to FY 2018-19.
 - ** The provisional True-Up for FY 2021 is worked out as below:
 - ✓ True Down already considered in 2022 RSTO Rs 3373 Crs.
 - ✓ Provl. PP Cost True Down Rs -4761 Crs
 - ✓ Revenue Shortfall – Rs 3685 Crs.
 - ✓ Additional Cost Rs 183 Crs.
 - ✓ Provl. True Down Rs 893 Crs.
 - ✓ Additional True-Up to be allowed considering Revenue Shortfall for FY 2021 Rs 2480Crs.
- 8 In view of piling up of large debts and losses in spite of large releases of funds over the last two years, as submitted above, the threat of declaring APDISCOMs as NPAs is looming large. This **“GRID SUPPORT CHARGES**

Persons operating Captive Power Plants (CPPs)/Co-Generation Plants in parallel with A.P. Grid have to pay 'Grid Support Charges' on the difference between the capacity of CPP/Co- Generation Plant in kVA and the contracted Maximum Demand in kVA with Licensee and all other sources of supply, at a rate equal to 50% of the prevailing demand charge for HT Consumers. In case of CPPs/Co-Generation Plants exporting firm power to APTRANSCO, the capacity, which is dedicated to such export, will also be additionally subtracted from the CPP/Co-Generation Plant capacity.”

This modification is inevitably required in view of **objections being raised** by certain Co- Generation plants to the demands raised by DISCOM leading to litigations stating that “ **we are a Cogeneration plant not a CPP**” by misinterpreting the definition where CPP only is explicitly mentioned in it, but does not specifically indicate Co-Generation Plant.

It is also an established fact that the Cogeneration plant though different from CPP so far as the operation is concerned but not different on the aspect of operation in parallel with the Grid.

The necessity to levy Grid Support Charges to those Generators require Grid Support was clearly explained by the Hon’ble Supreme Court in its Order Dated 29.11.2019. In other States like Tamil Nadu, Gujarat etc., also the Grid support charges are being levied on Captive Power Plants

/ Co-generators.

Thus in order to put an end to the misinterpretation of the definition by the Objectors of Co Generating plants, the modification is inevitably required.

A. In addition to the above proposal, it is further proposed that the levy of Grid support charges needs to be reckoned from FY 2009-10 onwards, in similar lines reckoned by Hon’ble commission while re-determining Cross Subsidy Surcharge from for FY 2005-06 to FY 2012-13 and FY 2015-16 vide order dated 16-11-2016 in O.P.Nos. 16 of 2005, 13 of 2006, 5 of 2007, 73 of 2012, 74 of 2012, 75 of 2012, 76 of 2012, 77 of 2012 and 8 of 2015 in pursuant to Hon’ble APTEL and Hon’ble Supreme Court’s judgments.

Revenue Impact : The overall impact due to above tariff proposals is shown in the table below.

Revenue impact due to proposed Tariffs							
Category	LT Supply			HT Supply			Total Impact (LT+HT)
	FY 2022-23 as per present tariffs (Crs.)	FY 2022-23 as per Proposed tariffs (Crs.)	Impact	FY 2022-23 as per present tariffs (Crs.)	FY 2022-23 as per Proposed tariffs (Crs.)	Impact	
Domestic	2522.74	2847.37	324.63	15.47	15.47	0.00	324.63
Commerical & Others	1045.99	1039.31	-6.68	434.61	434.61	0.00	-6.68
Industry	559.63	559.66	0.03	4493.76	4493.76	0.00	0.03
Institutional	644.74	645.54	0.80	651.14	651.14	0.00	0.80
Agriculture & Related	409.85	5754.66	5344.81	1789.09	1789.09	0.00	5344.81
Resco				0.00	0.00	0.00	0.00
Total	5182.95	10846.54	5663.59	7384.07	7384.07	0.00	5663.59

Note : The revenue at proposed tariff is arrived as per the directions in Go.Rt.No.161, dt.15-11-2021

7 Cross Subsidy Surcharge

The licensee has calculated the cross surcharge subsidy based on the formula specified in therevised National Tariff Policy issued on 28.01.16.

As per the said Tariff Policy, the surcharge is to be computed as per the following formula;

- energy audits around 945 Nos. feeders in the company (5 districts).
- Erection of additional substations, DTRs, 11KV capacitor banks and bifurcation of feeders, etc.,
- HVDS conversion of balance agricultural pumpsets.
- Moving to monthly billing across the DISCOMS and rolling out of IR port meters or other newmetering technologies.

During the year 2011-12 (8 districts), 866 Nos. 11 KV Town & MHQ feeders were considered for energy audit whereas during the FY 2020-21 (5 districts), 945 Nos. feeders are available in E-AUDIT for which energy audit is done on regular basis at corporate office level.

23 Nos. additional 11 KV 2 MVAR capacitor banks were proposed for erection during the FY 2020-21 and completed.

For the year 2020-21, 23 Nos. additional 33/11KV sub-stations were charged and for the year FY2021-22 (H1), 8 Nos. were charged to reduce over loaded substations, 33 KV & 11 KV lines and to maintain good voltage profiles at the consumers end.

Metered Sales

As can be seen from the table above (Table No.2.2.1), in 2021-22, the percentage of metered sales is 65.05 % as against 63.29 % during 2020-21.

The total load curtailment (due to Load relief) during FY 2020-21 is 1.84 MU, which is very negligible and the same is due to certain emergencies. In FY 2021-22, the metered sales are expected to 65.05%.

Agricultural Sales

In the previous year 2020-21 the actual Agriculture Consumption is 6663.00 MU. In the current year FY 2021-22 (H1), the agriculture consumption is 3489.50 MU and the projection for the entire year is 7357.43MU, which is 721.05 MU (-8.93%) less over the approved agricultural sales.

Financial Performance

Revenues

For the key categories, the licensee has estimated the revenue as below:

The revenue during FY 2020-21 is Rs. 10193.94 crores (including non-tariff income). The NTI during FY 2020-21 is Rs.973.22 crores. During FY 2021-22, the estimated revenue from sale of power (inclusive of Non-tariff income) is Rs. 11865.56 crores. The expected NTI during FY 2021-22 is Rs. 1031.61 crores.

3 CAPACITY, AVAILABILITY & PP COST FOR H2 FY 2020-21 AND FY2022-23

INTRODUCTION

Consequent to the bifurcation of the erstwhile State of Andhra Pradesh as per the Andhra Pradesh Reorganization Act, 2014 (Central Act No. 6 of 2014, dated 01.03.2014), the Southern Power Distribution Company of AP Ltd. (APSPDCL) and the Eastern Power Distribution Company of AP Ltd. (APEPDCL) emerged as the Distribution Licensees of the present State of Andhra Pradesh. Two more Districts viz. Karnool & Anantapuramu were segregated from the erstwhile APCPDCL (now TSSPDCL) and included into the service area of APSPDCL with effect from 2nd June 2014. The State Government after careful consideration in December 2019 have carved out APCPDCL consisting of Krishna, Guntur & Prakasam Districts, from the service area of APSPDCL.

Ever since the third transfer scheme has been notified in the year 2005, the PPAs have been vested with the APDISCOMs. The contracted capacities in the PPAs have been shared proportionately based on Ratios fixed by the State Govt. from time to time, with an exception to Non-Conventional / Renewable Energy sources which were shared based on geographical locations for the most part of the previous period. Vide Go RT No. 118, dt 27-07-2017 State Govt. ordered that the NCE Capacities shall be allocated in power sharing ratio for APEPDCL & APSPDCL. Later vide Go RT No. 116, dt 1-10-2019 orders were issued for cancellation of the previous GO, with regard to sharing of NCE/RE PPAs. Accordingly, for the Current Financial Year (CY) and the Ensuing Financial Year (EY), the NCE/RE projects have been considered on **geographical basis** for the purpose of evaluation of Power Purchase costs of APDISCOMs.

Consequent to formation of APCPDCL which has commenced business operations w.e.f. 1st April 2020, the State Govt vide GO Ms No 13, dt 6th April 2020 have specified Ratios to the three DISCOMs, that will be applicable for all the existing Power Purchase Agreements (PPAs) of combined purchases in respect of all on going and under construction Generation Stations for which PPAs have been signed except for the projects exclusively allocated on the basis of geographical location by the Government of Andhra Pradesh and other PPAs entered into by individual DISCOMs.

Presently the ratios of APEPDCL, APSPDCL and APCPDCL (Distribution Licensees in AP) in the Power Purchase Agreements (PPAs) in pursuant to the above, are indicated as below:

Sl.No.	Name of Discom	Allocated Share in %
1	APSPDCL	40.44%
2	APEPDCL	36.22%
3	APCPDCL	23.34%
	Total	100.00%

The details of capacities being availed by APDISCOMs from various power stations have been described in the subsequent paragraphs.

CONTRACTED CAPACITY BY DISCOMS

APGENCO & APPDCL STATIONS

APDISCOMS have been purchasing power from APGENCO Stations based on the long term PPAs/approval of Hon'ble APERC. Consequent to the Power Regulations imposed by APGenco on TS DISCOMs and TS Genco on APDISCOMs, power supply from thermal power projects located in TS has been stopped and APDISCOMs are availing 100% of AP Genco capacities, with effect from 11-06- 2017.

Status of present and proposed capacities being availed/to be availed by APDISCOMs in APGENCO Stations and Interstate Hydel Projects are indicated in the following table.

Station	Installed Capacity (MW)	SPDCL Share
Thermal		
Dr. NTPPS-I, II, III(6 x 210MW)	1260.00	509.54
Dr. NTPPS-IV(1 x 500MW)	500.00	202.20
RTPP-I(2 x 210MW)	420.00	169.85
RTPP-II(2 x 210MW)	420.00	169.85
RTPP- III (1 x 210MW)	210.00	84.92
RTPP- IV(1x 600MW)	600.00	242.64
Total Thermal	3410.00	1379.00
Hydel		
Donkarayi Canal PH (1 x 25MW)	25.00	10.11
Upper Sileru HES (4 x 60MW)	240.00	97.06
Lower Sileru HES (4 x 115MW)	460.00	186.02
Srisaillam Right Bank PH (7 x 110MW)	770.00	311.39
NagarjunaSagar right canal PH (3x30MW)	90.00	36.40
PABR (2 x 10MW)	20.00	8.09
Mini Hydel Station (2 x 0.5MW)	1.00	0.40
NagarjunaSagar Tail Pond PH (2 x 25MW)	50.00	20.22
Interstate Hydel Projects		
Machkund, Orissa (AP share 70%)	84.00	33.97
T.B. Station, Karnataka (AP share 80%)	57.60	23.29
Total Hydel including Interstate Projects	1797.60	726.95
Total APGENCO	5207.60	2105.95

CENTRAL GENERATING STATIONS

APDISCOMS have been purchasing power from Central Generating Stations owned /controlled by Central Public Sector Undertakings (CPSUs) based on the long term PPAs. The list of the Stations along with the APDISCOMS' share of power from these Stations (as per the Regional Energy Account issued by SRPC for the month of Oct'20) are indicated in the following table.

Station	Capacity Share-State (MW)	SPDCL Share
NTPC-(SR) Ramagundam I & II	275.84	111.55
NTPC-(SR) Ramagundam- III	69.38	28.06
NTPC-Talcher-II	176.03	71.19
NTPC Simhadri Stage-I	461.10	186.47
NTPC Simhadri Stage-II	204.00	82.50
NLC TS II Stage-I	46.70	18.89
NLC TS II Stage-II	85.61	34.62
NPC-MAPS	18.13	7.33
NPC-Kaiga 1 & 2	55.21	22.33
NPC-Kaiga 3 & 4	58.90	23.82
Vallur (JV) NTPC with TANGEDCO	86.15	34.84
NLC-TNPL Tuticorin	121.33	49.07
NTPC-Kudigi	230.16	93.08
NTPC JNNSM Phase I	39.27	15.88
NNTPS	52.70	21.31
Total	1980.51	800.92

The PPA with NTPC Ramagundam I & II was expired on 31.10.2017 and the PPA with NLC TPS-II Stage-I & II is going to expire by 31.03.2021. Power procurement is continued from Ramagundam I & II plant owing to its low price. Relevant clause which allows the DISCOMs to continue to procure power from these plants is indicated as below:

Provided that this Agreement may be mutually extended/ renewed or replaced by another agreement on such terms and for such further period of time as the parties may mutually agree. In case the bulk power recipient continues to get the power from the plant, even after expiry of this agreement without further renewal, or formal extension thereof, then all the provisions of this agreement shall continue to operate till this agreement is formally renewed /extended or replaced.

These two projects are old stations with pithead fuel facility, and are presently operating as "Base Load Stations" in AP Power System with cheaper cost. Average Central Transmission Charges to the extent of Rs 0.6/Unit is currently incurred towards Inter State Transmission Charges under PoC regime, for the procurement of power from all CGS Stations (except Simhadri-I) and M/s Sembcorp which is an IPP. During December 2021, responding to the repeated requests of APDISCOMs the Ministry of Power Govt.

of India has de allocated the remaining 500 MW of Thermal Power capacity from SR & WR stations as part of bundled power-II scheme. The entire allocated costly thermal power quantum of 625 MW allocated as part of JNNSM-Bundled Power scheme-Phase-II has been surrendered by APDISCOMs as a result of their best timely efforts and keeping the commercial interests to reduced the power purchase cost. Based on the adequacy of the “Base Load” thermal capacity requirement in the system to extend 24X7 reliable, secured and cost effective power supply to the Consumers, APDISCOMs are continuing procurement of power from these pithead stations viz. Ramagundam-Stage-I&II and NLC- TPS-II. For the purpose of ARR exercise for the Current Financial Year and the Ensuing Financial Year, these projects are taken into account in the Power Purchase Cost calculations.

Joint Sector Projects SDSTPS-Stage-I 2X 800 MW

Andhra Pradesh Power Development Corporation (APPDCL) which is owning & operating Sri. Damodaram Sanjeevaiah Super Thermal Power Station -Stage-I (SDSTPS-Stage-I) with a capacity of 2X800 MW at Krishnapatnam. APDISCOMs have 90% share in the Installed capacity of the project as Contracted Capacity.

GGPP-216 MW

The second project covered in the Joint Sector is the GVK-I plant which was bought by APDISCOMs upon expiry of PPA. The PPA with GVK-I expired on 19.06.2015. Subsequently, APDISCOMs bought the power plant on 22.04.2016 and renamed it as GGPP. The plant is being operated by the employees deputed from APGENCO. APDISCOMs are at present procuring the energy from this plant based on the approval given by Hon’ble APERC in the Retail Tariff Order for FY 2021-22. The Plant capacity is 216 MW. Availing the services of AP Genco, the Plant is being operated. The Plant is presently operated with the available APM Gas.

APGPCL:

APGPCL is a joint sector gas-based power project. Earlier, AP Transco was a one of the participating industry. APDISCOMs were availing power from this project to the extent of APTRANSCO’s equity share in the project. There is a change in the share pattern of APGPCL during last financial year, by which APGPCL transferred the APTRANSCO shares to the some of the participating industries as per Article 6 of Articles of Association of the company. Presently there is no procurement of power from APGPCL by the APDISCOMs for during the current financial year (FY 2022) and the ensuing financial year (FY 2023).

Further, Govt. of AP addressed letter to MoP&NG cancellation of allocation of APM Gas to APGPCL and reallocate to GGPP(Godavari Gas Power Plant) owned by APDISCOMs/APGENCO to run at full capacity in the interest of consumers in the state vide letter dated 05.10.2020.

The aggregate installed capacity of Joint Sector projects is given as under.

Name of the Plant	Contracted Capacity	SPDCL Share
SDSTPS	1600 MW Installed Contracted 1440 MW	582.34
GGPP	216	87.35
APGPCL	Installed 282 MW - Contracted -0 MW	0.00
Total	1656	669.69

THERMAL – INDEPENDENT POWER PRODUCERS

Sembcorp Energy India Limited (Formerly Thermal Powertech Corporation India Limited:

APDISCOMs and Telangana DISCOMs signed PPA with the company for a contracted capacity of 500 MW under Long term basis through case-I bidding for a period of 25 years w.e.f. 20.04.2015. APDISCOMs share of contracted capacity in the plant is 46.11% i.e., 230.55 MW out of the said total contracted capacity of 500 MW. The plant is connected to CTU network in AP. As per the PPA, APDISCOMs are obligated to reimburse the applicable LongTerm Open Access (LTOA) charges to the generator.

Hinduja: M/s Hinduja has set up 1040 MW (2X520 MW) Thermal Power Plant at Visakhapatnam. In pursuant to the directions of Hon'ble APTEL power was availed till 18th July 2020. The issue of procurement of power from this plant is presently subjudice at Hon'ble Supreme Court of India and as such power is not procured from this plant.

GAS – NEW INDEPENDENT POWER PRODUCERS

APDISCOMs of erstwhile united AP State entered into long term PPAs with GVK Extension (220 MW), GVPGL(GMR Vemagiri Power Generation Limited-370 MW), Gouthami CCPP(464 MW) and Konaseema Gas Power Limited(444.08 MW). These new IPPs were commissioned during the years 2006 (GVPGL), 2009 (GVK Extension, Gouthami CCPP) and 2010 (Konaseema Gas Power Limited). After bifurcation of AP State, APDISCOMs of the present AP State were allocated 46.11% of share of capacity in these plants. The Natural gas supplies from RIL KG D-6 fields to the aforesaid IPPs became zero w.e.f. 01.03.2013. As a result, there is no generation from these plants as of now. Further, there is no official communication from MoP&NG on the availability of natural gas to these plants. The e-bid RLNG Scheme ended by 31.03.2017 and MoP/GOI has not extended the scheme. Therefore, APDISCOMs are not proposing to procure any power from these plants. Further, APDISCOMs are not presently paying any fixed charges to these plants.

RENEWABLE ENERGY PLANTS

APDISCOMs are having PPAs with the following Non-Conventional/Renewable Energy plants for the second half of FY 2020-21 and FY 2021-22 as given below. Presently these NCE/RE projects have been allocated to the APDISCOMs based on Geographical Location

TYPE OF NCE PROJECT	Total		SPDCL Share	
	CAPACITY SHARE FY 2021-22H2	CAPACITY SHARE FY 2022-23	CAPACITY SHARE FY 2021-22H2	CAPACITY SHARE FY 2022-23
Biomass power projects including Co-gen	122.00	108.00	55.38	48.81
Bagasse Co generation	89.00	89.00	40.40	87.19
Mini hydel power projects	37.50	34.70	17.02	34.14
Industrial waste based powerprojects	21.66	21.66	9.83	0.00
Municipal waste	36.15	36.15	16.41	0.00
Solar	3970.03	3970.03	3761.00	3761.00
Wind	4040.90	4040.90	4040.90	4040.90
JNNSM-Ph-I -Bundled Solar	87.00	87.00	87.00	87.00
Total	8404.24	8387.44	8027.94	8059.04

New Thermal Projects:

APGENCO (Thermal) – NTPPS (Stage-V) (formerly VTPS-V) of 800 MW and APPDCL (Thermal) – SDSTPS (Stage-II) of 800 MW

The Amended and Restated PPAs are not signed as on date with APGENCO/ APPDCL by APDICOMs for supply of power to APDISCOMs.

ENERGY AVAILABILITY & DISPATCH

Availability:

The energy dispatches have been estimated after considering the Generators' projections, actual performance of the generating Stations during FY 2020-21 and H1 of FY 2021-22, the availabilities approved in the Retail Tariff Order for FY 2021-22, the availability of fuel, breakdown of units, expiry of the existing PPAs during FY 2021-22 H2 and FY 2022-23, expected commissioning of new stations and the need to maintain the spinning reserve. The expected availability of Energy as per the Revised Estimates for FY 2021-22 and ARR estimates for the FY 2022-23 in MU are indicated in the following tables.

Sl. No.	Generating Station / Stage	State		SPDCL Share	
		FY 2021-22- Availability	FY 2022-23 -Availability	FY 2021-22- Availability	FY 2022-23 -Availability
1	Dr.NTPPS	8693.22	9031.68	3515.54	3652.41
2	Dr.NTPPS-IV	3455.60	3780.00	1397.44	1528.63

Sl. No.	Generating Station / Stage	State		SPDCL Share	
		FY 2021-22- Availability	FY 2022-23 -Availability	FY 2021-22- Availability	FY 2022-23 -Availability
4	RTPP Stage-II	3082.68	3104.64	1246.63	1255.52
5	RTPP Stage-III	1401.33	1499.40	566.70	606.36
6	RTPP Stage-IV	4005.03	4620.24	1619.63	1868.42
7	Sub-Toal APGENCO -Thermal	23134.75	25034.76	9355.69	10124.06
8	Srisaillam -RCPH	1017.45	843.57	411.46	341.14
9	NSRCPH	134.38	94.40	54.34	38.17
10	NSTPDC PH	94.89	90.00	38.37	36.40
11	Upper Sileru	323.28	476.56	130.74	192.72
12	Lower Sileru	871.38	1094.52	352.39	442.62
13	Donkarai	82.94	96.25	33.54	38.92
14	PennaahoCilam	5.59	5.43	2.26	2.19
15	Mini Hydel (Chettipeta)	2.14	2.65	0.86	1.07
16	Machkund	254.16	302.69	102.78	122.41
17	TC Dam	140.53	113.31	56.83	45.82
18	Sub-Toal APGENCO -Hydel	2926.74	3119.38	1183.57	1261.47
19	AP GENCO-Total	26061.49	28154.14	10539.26	11385.52
20	APGPCL Stage I				
21	APGPCL Stage II				
22	APPDCL Stage -1	7760.45	11141.01	3138.32	4505.42
23	Godavari Gas Power Plant	538.97	474.70	217.96	191.97
24	Joint Sector TOTAL	8299.42	11615.71	3356.29	4697.39
25	NTPC (SR) Ramagundam I & II	2090.81	2057.31	845.52	831.98
26	NTPC (SR) Simhadri Stage 1	3768.19	3594.27	1523.86	1453.52
27	NTPC (SR) Simhadri Stage 2	1668.61	1555.50	674.78	629.04
28	NTPC (SR) Talcher St. II	1423.55	1316.19	575.68	532.27
29	NTPC (SR) Ramagundam Stage-III	665.90	555.50	269.29	224.64
30	NTPC Kudgi Stage 1	1681.04	1698.84	679.81	687.01
31	NTECL Valluru	708.44	657.46	286.49	265.88
32	NLC Stage-I	342.94	186.56	138.69	75.44
33	NLC Stage-II	616.84	263.02	249.45	106.37
34	NPC (MAPS)	31.00	47.34	12.54	19.14
35	NPC (Kaiga Unit-I,II,III & IV)	758.43	698.93	306.71	282.65
36	NTPL (NLC Tamilnadu Power Ltd Stage-1)(TUTICORIN)	963.69	875.00	389.72	353.85
37	NLC NNTPS	395.39	341.76	159.90	138.21
38	JNNSM PH-1 THERMAL	219.81	294.42	88.89	119.06
39	JNNSM PH-2 THERMAL				

Sl. No.	Generating Station / Stage	State		SPDCL Share	
		FY 2021-22- Availability	FY 2022-23 -Availability	FY 2021-22- Availability	FY 2022-23 -Availability
40	CGS TOTAL	15334.64	14142.10	6201.33	5719.06
41	KSK Mahanadi				
42	Thermal Powertech Corporation India	1816.85	1707.21	734.74	690.40
43	Hinduja National Power Corp Ltd				
44	IPP TOTAL	1816.85	1707.21	734.74	690.40
45	NCE -OTHERS	396.66	447.55	198.91	129.08
46	NCE-WIND TOTAL	7164.32	6748.35	7164.32	6748.35
47	NCE-SOLAR Total	2469.24	2420.89	2415.58	2367.27
48	NCE SOLAR PARKS	2005.31	2035.18	2005.31	2035.18
49	JNNSM PH-1 SOLAR	32.74	32.74	32.74	32.74
50	JNNSM PH-2 SOLAR	2679.03	2679.03	2679.03	2679.03
51	Total NCE	14747.30	14363.74	14495.89	13991.65
52	INTER STATE TRADERS (SHORT TERM)				
53	Spectrum Power				
54	LANCO Kondapalli				
55	Total Short Term	0.00	0.00	0.00	0.00
56	GRAND TOTAL	66259.70	69982.90	35327.51	36484.03

SUMMARY OF ENERGY DISPATCHES(MU)

Ownership/Source	Total		SPDCL Share	
	FY 2021-22 (Revised Estimate (MU))	FY 2022- 23 (ARR Estimate)	FY 2021-22 (Revised Estimate (MU))	FY 2022- 23 (ARR Estimate)
AP Genco-thermal	19619.09	24602.81	7933.96	9949.38
CGS	13238.39	14142.10	5353.60	5719.06
Thermal-IPPs	1736.34	1707.21	702.17	690.40
Joint Sector- includes APPDCL	7993.86	11615.71	3232.72	4697.39
Hydel	2926.74	3119.35	1183.57	1261.47
NCE/RE	14747.30	14363.75	14495.89	13991.66
Market/Short Term	9230.18	5264.31	-4899.33	-6572.59
Total	69491.90	74815.24	28002.59	29736.76

DEFICIT / SURPLUS

Adequacy of resources from all available generating plants to meet the grid demand is given below. After considering the generation from above availabilities from different kinds of plants on monthly basis, there are deficits/surpluses for different months across the State as shown in the following Table:

Month	State			SPDCL		
	Grid Energy Requirement (MU)	Availability from all Stations (MU)	Deficit/ (Surplus)	Grid Energy Requirement (MU)	Availability from all Stations (MU)	Deficit/ (Surplus)
Apr-22	6310.78	5771.34	-539.44	2496.08	2931.01	434.93
May-22	6363.07	6087.70	-275.37	2388.06	3238.20	850.14
Jun-22	6135.47	6205.08	69.61	2199.26	3521.79	1322.53
Jul-22	5976.86	6286.76	309.90	2279.91	3444.51	1164.61
Aug-22	6352.86	6246.20	-106.66	2548.46	3350.42	801.97
Sep-22	6014.09	6066.53	52.44	2370.17	3270.76	900.58
Oct-22	6098.11	5162.24	-935.87	2440.51	2584.81	144.30
Nov-22	5928.70	5305.54	-623.16	2329.85	2631.38	301.53
Dec-22	5931.08	5441.56	-489.52	2396.71	2747.11	350.41
Jan-23	6289.96	5913.98	-375.98	2588.56	2954.66	366.09
Feb-23	6264.60	5469.58	-795.02	2649.21	2763.99	114.78
Mar-23	7149.67	6026.36	-1123.31	3049.98	3045.39	-12.61
Total	74815.24	69982.87	-4832.367	29736.76	36484.03	6739.27

DISCOM proposes to bridge the monthly deficit wherever it is incidental through procurement from Market such as from Energy exchanges (IEX & PXL) or through DEEP-E Bidding portal or through any other competitive means.

POWER PURCHASE COST

APGENCO STATIONS

FIXED COSTS IN RS.CRS

In respect of Dr NTTPS-I,II,III & IV and RTPP -I,II,III, the fixed costs for FY 2020-21 H2 and for the ensuing financial year FY 2021-22 were adopted as per the AP Genco Tariff Order for the 4th Control period dated 29-04-2019 issued by the Hon'ble APERC. For RTPP-IV, the fixed charges as indicated in the AP Genco filings in OP No. 35 of 2018 are adopted as the matter of determination of tariffs is under examination of the Hon'ble APERC.

STUDENT SELF EVALUATION

Name of the Student : K. NARENDRA

Registration Number : 2042005066026

Term of Internship : 01.11.2022 to 28.02.2023

Date of Evaluation :

Organization Name & Address: **Accounts Department, APSPDCL, Kadiri.**

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 the community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and Organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

Signature of the Student

EVALUATION BY THE SUPERVISOR OF THE INTERN ORGANIZATION

Name of the Student : K. NARENDRA

Registration Number : 2042005066026

Term of Internship : 01.11.2022 to 28.02.2023

Date of Evaluation :

Organization Name & Address: **Accounts Department, APSPDCL, Kadiri**

Name and Address of the Supervisor with Mobile Number: M. NAGE NAIK
AAO, APSPDCL,
Kadiri
9440813997

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 the community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and Organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

Signature of the Student

INTERNSHIP ASSESSMENT STATEMENT

Name of the Student : K. NARENDRA
Programme of Study : B.Com.,
Year of Study : 2023-24
Group : Computer Applications
Registration Number : 2042005066026
Name of the College : S.T.S.N Govt. Degree College, Kadiri.
Name of the University: Sri Krishnadevaraya University,
Anantapuramu.

S.No	Evaluation Criteria	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 : K. NARENDRA
Programme of Study : B.Com.,
Year of Study : 2023-24
Group : Computer Applications
Registration Number : 2042005066026
Name of the College : S.T.S.N Govt. Degree College, Kadiri.
Name of the University: Sri Krishnadevaraya University,
Anantapuramu.

S.No	Evaluation Criteria	Maximum Marks	Marks Awarded
1	Internship Evaluation	80	
2	For the grading given by the supervisor of the Intern Organization	20	
3	Viva-Voce	50	
Total		150	
Grand Total (Ex. 50M + INT. 100M)		200	

Signature of the Faculty Guide:

Signature of the Internal Expert:

Signature of the External Expert:

Signature of the Principal with Seal: