

GOVERNMENT DEGREE COLLEGE, RAMPACHODAVARAM

DEPARTMENT OF COMMERCE

Academic Year: 2024–2025

INTERNSHIP REPORT

Topic: *Tally with GST*

Course: B.Com (General) – VI Semester

College: Government Degree College, Rampachodavaram

University: Adikavi Nannaya University

Internship Mode: Online

Internship Duration: Long-Term (6 Months)

Internship Provider: OTP Technology Company Pvt. Ltd.

Internship Coordinator: Mr. D. Ravi Kumar

Faculty Supervisor: Mr. P. Ramjee Bhimarao, Lecturer in Commerce

Principal: Dr. K. Vasudha Garu

1. Introduction

As per the **New Education Policy 2020**, the **Commissioner of Collegiate Education (CCE), Andhra Pradesh**, directed all affiliated universities to integrate internship programs into the **sixth semester** of undergraduate courses. In line with this policy, **Adikavi Nannaya University** introduced a **mandatory internship component** for final-year degree students to bridge the gap between theoretical knowledge and practical applications.

With the approval and support of **Dr. K. Vasudha Garu**, Principal of **Government Degree College, Rampachodavaram**, and under the coordination of **Mr. D. Ravi Kumar**, an **online internship** on the topic “**Tally with GST**” was organized for the **B.Com (General)** VI semester students. The program was conducted under the **guidance of OTP Technology Company**, a reputed digital training organization. **Mr. P. Ramjee Bhimarao**, Lecturer in Commerce, served as the faculty mentor and monitored the students' academic progress and engagement throughout the internship.

2. Objective of the Internship

The primary goals of this internship were:

- To impart practical knowledge of **Tally Prime** and **Goods and Services Tax (GST)**.
 - To enable students to apply their classroom knowledge in real-world accounting practices.
 - To familiarize students with various modules of **financial accounting, taxation, payroll, inventory, and reporting** in Tally software.
 - To improve students' **technical, managerial, and communication skills**.
 - To prepare students for **industry readiness** and improve their employability.
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3. Program Details

The internship was conducted in **online mode**, enabling students to learn remotely with flexibility. The internship structure included:

- **Daily activity-based learning**
- **Weekly reporting and internal reviews**
- **Hands-on assignments and tests**
- **Comprehensive exposure to Tally Prime and GST**

Topics covered during the internship included:

- Company and Ledger creation
- Journal entries, vouchers (sales, purchase, receipt, payment)
- GST setup and compliance in Tally
- Payroll and inventory management
- Report generation: Profit & Loss, Balance Sheet, Trial Balance
- Service sector accounting and customization
- Real-time projects and case studies

4. Student Participation

A total of **11 students from B.Com (General)** successfully completed the internship. Their consistent participation, submission of reports, and performance in evaluations were commendable.

5. Learning Outcomes

Through this internship, students achieved the following:

- **Technical Skills:** Gained proficiency in Tally software and GST processes.
 - **Practical Accounting Knowledge:** Learned how to apply accounting concepts to business problems.
 - **Professional Conduct:** Maintained discipline, punctuality, and active participation in virtual sessions.
 - **Communication & Teamwork:** Improved collaborative skills by working in groups and participating in presentations.
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6. Monitoring and Evaluation

- Daily and weekly **activity logs** were maintained by each student.
- The program was **monitored by Mr. P. Ramjee Bhimarao**, who guided students throughout.
- Final evaluation included **internal marks, viva-voce**, and **external assessments** as per university guidelines.
- Students also underwent **self-evaluation** and received **feedback from the internship company** and the faculty.

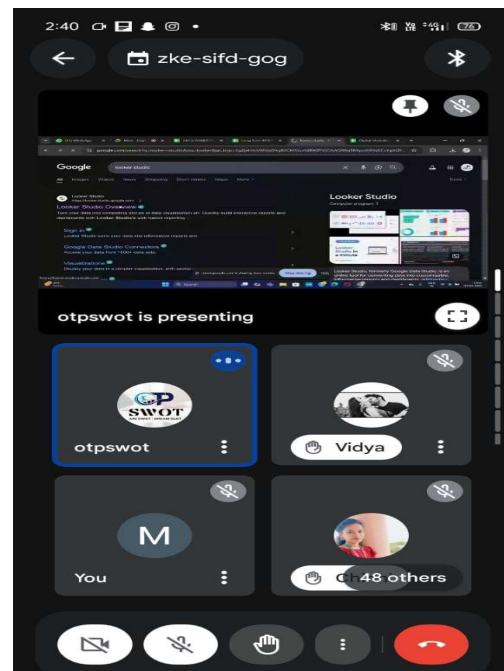
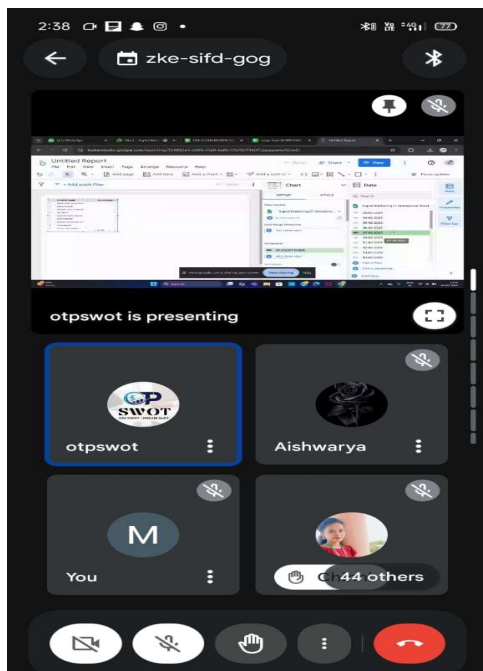
7. Conclusion

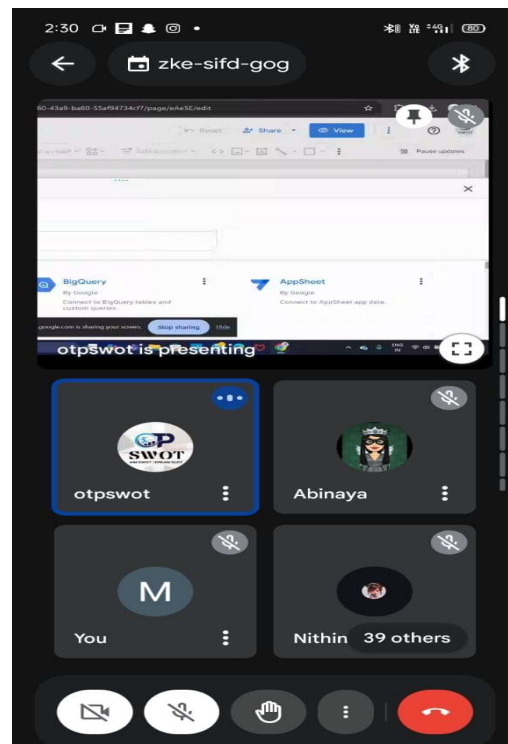
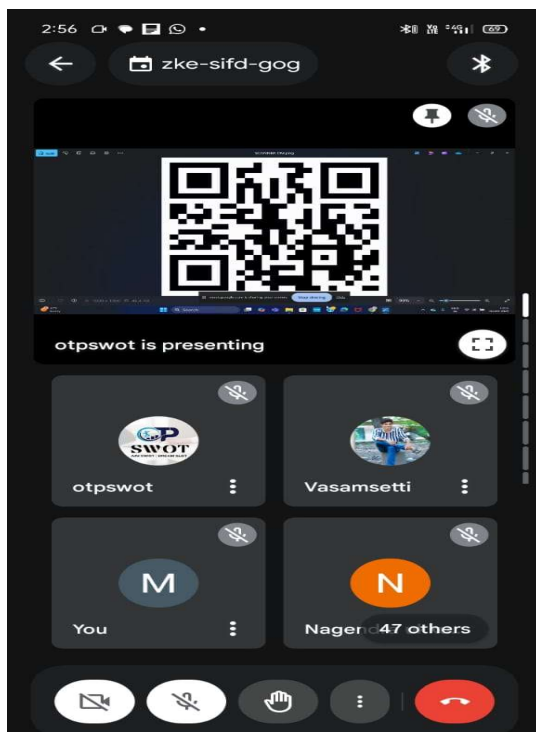
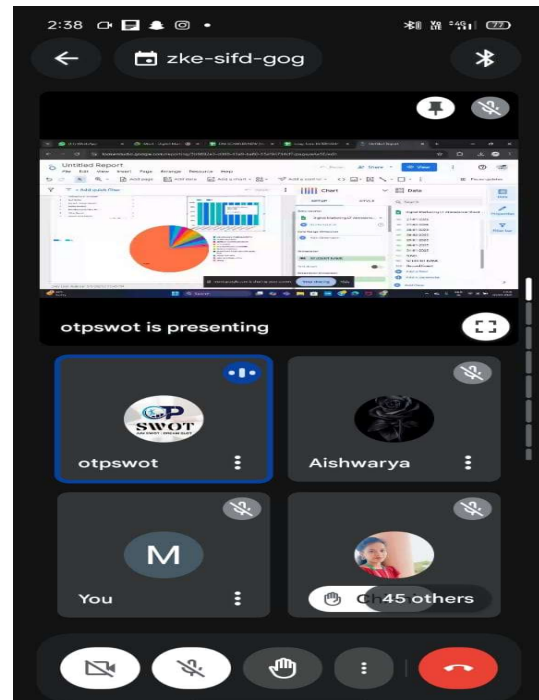
The **long-term internship on "Tally with GST"**, conducted under the **OTP Technology Company**, provided a valuable learning experience to the students of **B.Com (General)**. The program not only strengthened their academic foundation but also improved their confidence in handling accounting software and GST-related tasks.

This initiative, aligned with the **New Education Policy 2020**, successfully helped in developing **industry-relevant skills**, preparing the students for real-world employment opportunities.

Let me know if you would like:

- This report in **Word/PDF** format
- **Certificate drafts** for each student
- A **PowerPoint presentation** summarizing the report
- A **brief version** for internal submission or newsletter publication





An Internship Report on

(Title of the Semester Internship Program) Submitted

in accordance with the requirement for the degree of

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of

(Name of the College)

Submitted by:

(Name of the Student)

Reg.No:

Department of

(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, _____ a student of _____

Program, Reg. No. _____ of the Department of _____

College do hereby declare that I have completed the mandatory internship from

_____ to _____ in _____ (Name of the

intern organization) under the Faculty Guideship of

_____ (Name of the Faculty Guide), Department of

_____.

(Name of the College)

(Signature and Date)

Official Certification

This is to certify that _____ (*Name of the student*) Reg. No. _____ has completed his/her Internship in _____ (*Name of the Intern Organization*) on _____ (*Title of the Internship*) under my supervision as a part of partial fulfillment of the requirement for the Degree of _____ in the Department of _____ (*Name of the College*).

This is accepted for evaluation.

(*Signatory with Date and Seal*)

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that _____ (*Name of the intern*)
Reg. No _____ of _____ (*Name of the*
College) underwent internship in _____ (*Name of the*
Intern Organization) from _____ to _____

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

Authorized Signatory with Date and Seal

Acknowledgments

I feel immense pleasure in expressing my heartfelt thanks to everyone who has been part of this project. Their blessings and unwavering support have been invaluable. I am truly grateful for the encouragement and assistance I have received throughout this journey.

I would like to express my sincere gratitude to Sri/Smt (Principal Name) the principal of (College Name) for their constant blessings and encouragement during the course of my internship.

My thanks also go to the Head of Department, (HOD Name), and all the other faculty members for their continuous support, guidance, and timely suggestions.

I extend my sincere thanks to **Manohar Yerra**, Sir the Internship Incharge and GMO of OTP Technologies Pvt Ltd, for their cooperation and guidance throughout this experience. And Special thanks to the Internship trainer **A.Priskilla, MBA**, Madam.

I am deeply grateful to **Mr. G. Hari Babu, Sir, C.E.O.** of OTP Technologies Pvt Ltd. I would also like to thank the entire team at OTP Technologies Pvt. Ltd. for their constant guidance during my internship.

Finally, I owe my sincere thanks to my parents, family, mentors, and friends for their unwavering encouragement and support throughout this internship journey.

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CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have a brief executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the interns during the period.

Learning objective:-

1. To develop and design website
2. Familiarity of search engine marketing
3. To get an idea about social media marketing
4. To excel in graphic designing
5. To acquire designing skills
6. To expertise in content creation

Digital marketing is the Component of marketing that can be done through the internet and online based digital technologies. For Digital marketing we need Internet and internet property types include:- website, Blog/ Log, Social media platform and third party website.

OTP TECHNOLOGIES PVT LTD is one of the leading provider of programming courses designed to help individuals boost their careers and achieve their professional goals. The team is dedicated in providing high-quality education and support to their students.

Activities Done:- Activities done include:-

-Blog creation

Installation of

Xampp

-word press Installation on local server

1. word press installation on infinity freeapp
2. website editing using notepad ++
3. website designing using huemon theme
4. Website development - and designing using Astra
5. Creation of Google my business profile.
6. creation of Google Ads video campaign
7. Logo designing using canva
8. Creation of Google search console profile
9. Content writing on various topics and many more

Tally Prime is a comprehensive and user-friendly business management software designed to streamline and simplify various aspects of accounting, finance, inventory management, and more. With a robust set of features and tools, Tally Prime aims to assist businesses in efficiently managing their operations, enabling accurate financial tracking, and enhancing decision-making processes.

Key features of Tally Prime include:

Accounting and Financial Management: Tally Prime provides a platform for maintaining accurate financial records, generating various financial statements, and managing accounts payable and receivable. It supports multiple currencies and offers tools to handle GST, VAT, and other tax compliance requirements.

Inventory Management: Businesses can efficiently manage their inventory with features such as stock tracking, batch management, and reorder level calculations. This helps in minimizing stock outs and optimizing inventory levels.

Billing and Invoicing: Tally Prime offers customization invoicing templates and supports the creation of GST-compliant invoices. It allows businesses to generate bills, track outstanding payments, and manage credit notes.

Payroll Management: The software facilitates streamlined payroll processing, including salary calculation, statutory compliance, and generating payslips. This aids in accurate and efficient payroll management.

Reporting and Analytics: Tally Prime generates a wide range of reports, including balance sheets, profit and loss statements, cash flow statements, and more. These reports offer valuable insights into a business's financial health and performance.

Data Security and Access Control: Tally Prime places a strong emphasis on data security. It offers user access controls, data encryption, and backup options to protect sensitive business information.

Remote Access and Collaboration: Tally Prime supports remote access, allowing authorized users to work on the software from different locations. This enhances collaboration among team members and stakeholders.

Ease of Use: Tally Prime boasts a user-friendly interface that simplifies tasks for both beginners and experienced users. Its intuitive design aims to reduce the learning curve and enhance user productivity.

In conclusion, Tally Prime is a powerful software solution that empowers businesses with efficient accounting, inventory management, and financial reporting tools. Its comprehensive features and user-friendly interface make it a valuable asset for businesses looking to optimize their operations and financial management processes.

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 turn over, profits, market reach and market value.
- G. Future Plans of the Organization.

OTP Technologies Pvt. Ltd.,

OTP Technologies Pvt. Ltd., is one of the leading providers of programming Courses designed to help individuals bear their cancers and achieve their professional goals. AOTP technologies . The mission is to compose individuals to succeed in their careers. by providing the knowledge and skills they need to succeed

. Mission: To enhance the knowledge base of students and survive in the throat IT domain, they educate and brain stock to face the corporate world with High quality of making!

vision:- To reach out to students who are always need Training and be affordable to the students need them. We make them ready for Joining top fight companies who need the best talent and exposure with the required skills etc.

Values:-

Customer

focused

Teamwork

Quality

Integrity

Respect

The organizational structure in OTP Technologies includes various levels of management such as top level executives middle manager and front line supervisions as well as departments that are responsible for different areas of the business.

The trainer plays a artificial role in the interns learning and development within the organization the trainers primary Responsibility is to facilitate the interns understanding of the organizations, goals, culture and work process. The trainer may provide training an Specific skills or tools that are relevant to the intern as well as provide feedback and guidance on the interns performance.

The future plans of the the organization may include expanding the course offerings to meet the evolving needs of the markets developing new training programs that incorporate emerging the reach to now geographic regions. technologies and expanding' We reach to as target audience. The organization may also focus on on handling the enhancing and effectiveness of the training programs by in cor porting feedback from learners and inclusive experts. investing new technology and learning tools and partnering .In with organizations bring in new expertise and resources.

CHAPTER 3: INTERNSHIP PART

Description of the activities/Responsibilities in the intern organization during internship Which shall include -details of working conditions ,weekly work schedule,equipment usedAnd tasks performed.this part could end by reflecting on what kind of skills the intern acquired.

We had digital marketing sessions at first ,for an hour to one and half hour,aspect competitions of the session we were quality related to the topic which was explained on that particular say so that we can apply if practical lateron had tally sessions for an hour daily.

For the final project I was choose as team lead and made sure that project gets completed before the deadline firstly were that created account on internet free app by signing into download word press,assess them,designed the website and created insert friendly online advertising a pockmark created google my business profile created google search search console profile created Instagram account cps,you tube channel,Facebook page and also linked the Facebook page to Instagramaccount.

New gained hands on experience as daily tasks were given which we completed with interest we wear assigned with B Com where we can apply what where we transaction harmonious working environment learn particularly overall behaviour favourable and harmonious working environment

Technical skills that I have acquired during the course of internship include that design social marketing 100 marketing SEO designs skills project management content creation search engine marketing creation of video campaign graphic designing using Canvas

managerial skills that I have acquired during the post of internship include strategic thinking Project management and analytical skills ,technical skills ,communication, problem solving, creativity leadership time management adaptability decision making interpersonal communication.

Digital marketing internship is a great way to get hands on experience in a while range of digital marketing task during this internship I was able to learn about the different facts of digital marketing Google analytic s website with word press to mastering Google analytic and created on website using word press and your Google business

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Profile to make shoot that of business was visible online I also set up the Google search console Google ads and link it social media accounts that is Facebook and Instagram to website from this internship I was able to gain a letter understanding of this time marketing and of techniques used to promote a business online I had your valuable experience in digital marketing which will help me in my future career prospects and also had your better understanding of the role of digital marketing in the overall marketing mix

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief descriptionof the daily activity	Learning outcome	Person In- charge signature
Day-1	Introduction about tally prime	Introduction about Internship	
Day-2	About meaning and importance advantages of tally	I learned about importance, advantages of tally	
Day-3	Rules of Accounting	I learned historical and current systems of Accounting	
Day-4	Creating of company	* I learned how to create a company * Types of Companies	
Day-5	Types of entries	* Explanation of various types of entries	
Day-6	Features of creating a company	Features to be selected whole creating a company.	

WEEK-1 REPORT

Objective of the Activity Done: I learn t about the introduction of Tally Detailed Report:

In my first week of exploring the introduction of Tally, I delved into a comprehensive understanding of its definition, meaning, advantages, and disadvantages. Additionally, I acquired knowledge about the fundamental concepts of accounting, including its various types and the crucial role it plays in business operations. Understanding the significance of accounting led me to explore different accounting systems and the intricacies of the accounting cycle.

Moreover, the introduction of Tally emphasized the need for precision and adherence to emergency protocols in accounting. Recognizing the critical role of emergency measures underscores the importance of maintaining accuracy and reliability in financial records. This initial exploration has set a solid foundation for my continued journey into the world of Tally, promising a deeper understanding of its functionalities and applications in the weeks to come.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description Of the daily activity	Learning outcome	Person In- charge Signature
Day-1	Vouchers	I learned about various vouchers	
Day-2	Shortcut keys for vouchers	Shortcut keys for a selecting a vouchers	
Day-3	Shortcut key for vouchers on selection basis	Selection of vouchers on preferential basis	
Day-4	Accounting masters	Explanation about how to create, alter, delete a ledger group	
Day-5	Introduction how to create ledger	I learned create layer	
Day-6	Purchase & sales vouchers with stock items	Practice of various manager entries related to provide profit & loss a/c & balance sheet	

WEEK-2 REPORT

Objective of the Activity Done: I have learned about creation of company ledgers.

Detailed Report:

During this week focused on the creation of company ledgers and exploring shortcut keys in Tally Prime, I delved into a comprehensive understanding of various entry types and their significance in accounting. A key highlight of my learning was mastering the art of creating ledgers in Tally Prime and discovering efficient ways to handle multiple ledgers within a given scenario.

In addition to ledger creation, I gained proficiency in essential shortcut keys that streamline the navigation and functionality in Tally Prime. These include functional shortcuts like F1 for Help, F2 for date, F3 for changing the company, and F4 to F10 for various voucher types such as contra, payment, receipt, journal, sales, and purchase. Moreover, F11 allows access to open company features, and F12 enables configuration settings.

]This week's exploration also involved learning shortcut keys specific to the creation of a company, ledgers, and vouchers. These shortcuts not only enhance the speed of data entry but also contribute to a more efficient and organized workflow. As a result, I developed a keen understanding of how to identify and manage ledgers effectively within a given accounting context.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning outcome	Person In-charge Signature
Day-1	Profit & loss on purchase & sales vouchers	Observation of movement of stock through this vouchers	
Day-2	Stock transactions & other important transactions	Journalising of sales & purchase with stock & features to passing this entries	
Day-3	Goods & Services Tally Accounting	Explain about Goods & service tax	
Day-4	Tax Deducted of source Accounting (TDS)	Explaining about Tax Deducted	
Day-5	Sales/ purchases order processing	*Importance of sales/purchases order processing *creating of order processing	
Day-6	Review session and conducted test	Review session and conducted test	

WEEK-3 REPORT

Objective of the Activity Done: I had learned about units creation and balance sheet in tally

Detailed Report:

In this week's exploration of Tally, my focus was on the crucial aspect of units creation. I acquired a comprehensive understanding of how to create units in Tally Prime, recognizing their fundamental role in various aspects such as sales invoices, inventory management, purchase invoices, and tax invoices. This foundational knowledge not only enhances my proficiency in Tally Prime but also serves as a cornerstone for effective and accurate financial record-keeping.

Expanding my knowledge beyond units creation, I delved into the realm of payroll, gaining insights into its significance and basics. Understanding the various types of accounts, including profit and loss accounts, trading accounts, and balance sheets, provided me with a holistic perspective on financial reporting within the Tally framework.

ACTIVITY LOG FOR FOURTH WEEK

Day & Date	Brief description of the daily activity	Learning outcome	Peron In-charge Signature
Day-1	Important Transactions	Journalising of asset entries and its impact on financials	
Day-2	Journalising of accural accounting	Explaining about accural accounting	
Day-3	GST instructions	Debit and credit of ledgers	
Day-4	About inventory vouchers	Types of inventory vouchers	
Day-5	Journalising of vouchers	Creation of various inventory vouchers	
Day -6	Review session and seminar session	Review session and seminar session	

WEEK-4 REPORT

Objective of the Activity Done: I have learned about Journalising the vouchers

Detailed Report:

In the fourth week of our session, my focus expanded to encompass a comprehensive understanding of goods and services accounting in Tally. This involved a detailed exploration of Goods and Services Tax (GST), including its instructions and the essential concepts of debit and credit within ledgers. Building on this foundation, I delved into the intricate realm of Tax Deducted at Source (TDS), exploring its accounting principles, journalizing procedures, and the crucial aspect of grouping TDS entries.

A pivotal component of this week's learning was devoted to the meticulous process of journalizing for accurate accounting. This involved a thorough examination of accounting precision and its impact on financial records. Vouchers, a key element in accounting, were also discussed, highlighting their role and influence on financial statements.

Expanding further into practical applications, I engaged in the intricacies of sales and purchases order processing. The significance of these processes, along with the creation of ledger processing, was emphasized, providing insights into the integral role they play in effective business management.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief descriptionof the daily activity	Learning Outcome	Person In- charge Signature
Day-1	Discounts Accounting	Types of Discounts And Impact of discounts	
Day-2	Accounting of loansand GST reverse charge in tally	Concept of GST reverse charge	
Day-3	Accounting of TDS receivables ,tax expense	Creation of ledger ongrouping	
Day-4	Payroll processing And creation of payslip in tally	Components of payroll and export of payroll statements	
Day-5	Accounting of income to owners in tally	Capital investments and with drawls	
Day-6	Review session and seminar session	Review sesssion and seminar session	

WEEK-5 REPORT

Objective of the Activity Done: I learned about Discount accounting

Detailed Report:

In the dynamic learning journey of the fifth week, my focus broadened to encompass the intricate world of discounts and their accounting implications. I delved into understanding the various types of discounts and their impact on vouchers and accounting practices, gaining a nuanced perspective on how discounts influence financial transactions.

Expanding further, I explored the realms of loans and Goods and Services Tax (GST) reverse charge in Tally. This involved a comprehensive understanding of the concepts of Tax Deducted at Source (TDS) on income, including the creation of ledgers and grouping, accounting for TDS receivables, and tax expenses. The week's learning also extended to the journalizing of tax provisions related to Provident Fund (PF), GST accounting, and the conceptualization of PF and Employee State Insurance (ESI) within the Tally framework.

ACTIVITY LOG FOR THE SIXTH WEEK

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Day & Date	Brief description of the daily activity	Learning outcome	Person In-charge signature
Day-1	GST entries in ledgers	Learned about creation of ledgers with GST	
Day-2	GST entries in vouchers	Learned about creation of vouchers with GST	
Day-3	Service sector Accounting in Tally	Creation of new company for a servicesector	
Day-4	Generation of Reports of service sector accounting	Generation of various financial reports	
Day-5	About Tally Data and practice problems	How to create a tally data	
Day-6	Review session and seminar session	Review session and seminar session	

WEEK-6 REPORT

Objective of the Activity Done: I learned about GST entries

Detailed Report:

In the dynamic exploration of the sixth week in my session, my focus sharpened on the intricate world of Goods and Services Tax (GST) entries within the Tally framework. I gained practical insights into the essential process of setting up GST numbers for companies, creating ledgers tailored to GST, and crafting diverse vouchers that incorporate GST intricacies.

A significant part of the week was dedicated to unraveling the complexities of accounting in the services sector using Tally. This involved learning the specific features to be selected when dealing with service sector transactions and the step-by-step process of creating a new company tailored for service-oriented businesses. I further honed my skills by generating comprehensive reports specific to service sector accounting, providing valuable insights into various ledger balances.

Delving into more advanced topics, I explored the nuances of closing balances and gained a thorough understanding of adjustment entries, crucial for ensuring the accuracy of financial records. The week's learning also extended to the creation of Tally data, offering a practical guide on how to set up and manage data within the Tally system.

ACTIVITY LOG FOR SEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning outcome	Peron In- charge Signature
Day-1	About what is Digital marketing	I learned about what is digital marketing	
Day-2	Introduction About Digital Marketing	I learned the Basics of Digital Marketing	
Day-3	Introduction of types in Digital Marketing	I learned the what is digital marketing & Different Types	
Day-4	Introduction of each channel of Digital marketing	I learned about each channel of digital marketing	
Day-5	Introduction of each browser in MS office	I learned about how to search browser in ms office	
Day -6	About websites	I learned about websites	

WEEK-7 REPORT

Objective of the Activity Done: I had learned introduction of Digital marketing

Detailed Report:

In the seventh week of my internship, my focus shifted to the dynamic realm of digital marketing. I embarked on a comprehensive journey, learning the fundamental aspects of digital marketing, including its definition, meaning, and the associated advantages and disadvantages. This exploration extended to understanding the diverse types of digital marketing, unraveling the channels through which it operates, and delving into the intricate working mechanisms that drive its effectiveness.

A significant part of the week was dedicated to gaining practical insights into leveraging digital marketing websites. I honed my skills in various facets of digital marketing, including social media marketing, email marketing, content marketing, and pay-per-click advertising. This hands-on experience not only expanded my knowledge but also equipped me with the tools to navigate and utilize these powerful marketing avenues.

ACTIVITY LOG FOR EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-charge Signature
Day-1	About Different Types of websites	I learned about different types of websites	
Day-2	Introduction to website design & Internet properties	I learned about website Designing	
Day-3	About Domains Posting Platforms	Howto create Blog	
Day-4	Domain server configuration	Create blog on our college	
Day-5	Introduction to blogging tools	I learned about blogging	
Day-6	About Blogging Do's and Don't rules	I learned about Do's and Don't rules in blogging	

WEEK-8 REPORT

Objective of the Activity Done:

Detailed Report:

In the eighth week of the session, my focus shifted towards practical web development, where I acquired hands-on experience in creating websites using free templates and HTML coding through Notepad++. The process involved crafting a personalized website by editing HTML codes, allowing me to gain a deeper understanding of the intricacies of web design.

The subsequent sessions introduced the usage of WordPress, facilitated by XAMPP. Within WordPress, I learned to seamlessly integrate various elements into a website, including photos, videos, maps, and forms. Additionally, I delved into the development of an e-commerce application using WooCommerce, exploring themes, pages, posts, plugins, and the art of customization.

As part of a real-world application, I took on game projects, installing essential software like WordPress and Notepad++. I successfully created a static website, designing Home and About Us pages. The installation of WordPress, customization of themes, publication of pages and posts, menu creation, and integration

ACTIVITY LOG FOR NINETH WEEK

Day & Date	Brief description of the daily activity	Learning outcomes	Person In- charge signature
Day-1	Introduction of social media websites	I learned about social media websites	
Day-2	Working with E-commerce functionality and variable product	I learned about E-commerce	
Day-3	Working with content writing	I learned how to write content on topic	
Day-4	Doubts clarification session	Clarified our doubts	
Day-5	Conducted test	Written test	
Day-6	Review session	Review session	

WEEK-9 REPORT

Objective of the Activity Done:I learned about social media websitesAnd E-commerce functionality

Detailed Report:

In the ninth week of the session, the focus shifted to online platforms such as Amazon, Flipkart, Meesho, Myntra, Shopsy, Ajio, BookMyShow, and more. I gained insights into the intricacies of using these websites, understanding the end-to-end process on social media platforms, from a customer placing an order to receiving the product. This comprehensive exploration provided me with a holistic understanding of the operations of major online platforms.

A significant part of the week was dedicated to content writing in the context of digital marketing. I learned the art of crafting engaging content using my own words, with a focus on optimizing it for search engines. Small SEO tools were introduced as valuable aids in creating content, shedding light on various types of SEO and the tools associated with it. Understanding the intricacies of different page types and the 14 rules governing them added depth to my knowledge.

The session concluded with a thoughtful and interactive doubts clarification segment. Students, including myself, had the opportunity to seek clarification on any uncertainties by engaging with the trainer.

ACTIVITY LOG FOR TENTH WEEK

Day & Date	Brief descriptionof the daily activity	Learning outcome	Peron In- charge Signature
Day-1	Introduction of SEO Rules	Learned SEO Rules	
Day-2	Introduction of Google ADS	Learned how to create Google ads	
Day-3	Working with Google Ads	I learned google ads with my personal email id	
Day-4	Working with run the google ads	Learned how to run Google ads	
Day-5	Working with content writing	Madam has given some topic I wrote the topic in given time	
Day-6	Review session and seminar session	Review session and seminar session	

WEEK-10 REPORT

Objective of the Activity Done: I Learned about the Google ads

Detailed Report:

During this week of the session, I delved into the intricacies of ad creation using Google Search Console, gaining practical experience in utilizing the Canvas tool to craft compelling Google Ads. The learning extended to video creation and campaign creation, providing me with valuable insights into the dynamic world of online advertising.

Expanding my expertise to social media marketing, particularly off-page optimization, I explored prominent platforms such as Facebook, LinkedIn, Telegram, Messenger, and more. Understanding the unique attributes of each platform enriched my comprehension of the diverse landscape of social media marketing.

A pivotal aspect of the week involved unraveling the popular tools integral to effective social media marketing campaigns. This knowledge broadened my toolkit, enhancing my ability to navigate and utilize various platforms and features.

ACTIVITY LOG FOR ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning outcome	Person In-charge Signature
Day-1	Introduction of digital marketing tools	Learned about Digital marketing tools	
Day-2	How to use tools in every digital marketing channel	Learned how to use tools in channels	
Day-3	Working with some tools	I learned about working with some tools I learned how to use tools	
Day-4	Working with logo creation using canva tool	Learned about creation of logo using canva tool	
Day-5	Creation of own logos	I created on logo as a example and practical	
Day -6	Review session and seminar session	Review session and seminar session	

WEEK-11 REPORT

Objective of the Activity Done: I learned about some Digital marketing tools

And Logo creation

Detailed Report:

In this week, my exploration of digital marketing deepened as I delved into a comprehensive understanding of various digital marketing tools. I acquired practical skills in creating ads and videos using a diverse range of tools, covering aspects such as SEO tools, content creation management, email marketing, social media management, analytics and reporting, paid advertising and PPC, keyword research, marketing automation, customer relationship management, and SEO research tools.

I learned creation of logo using canvas tools:

Logo Creation:

- *Launch canvas and search for logo to start creating your own.
- *choose a professional template.
- *customize your logo design
- *Get creative with more design features.
- *Download ,share and build your brand identity.

ACTIVITY LOG FOR TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning outcome	Peron In- charge Signature
Day-1	About Google Data studio	Learned about introduction of Google Data studio	
Day-2	About Advantages and process	learned about advantages and process of Data studio	
Day-3	About creating a dash board in google Data studio	learned how to create a dashboard	
Day-4	Introduction of Google Analytics	learned about google Analytics	
Day-5	About Keywords Research in google	Learned about keywords research	
Day -6	Review session and seminar session	Review session and seminar session	

WEEK-12 REPORT

Objective of the Activity Done: I learned about the Google Data studio

Detailed Report:

In this week, I delved into the realm of Google Data Studio, a powerful tool by Google that facilitates the visualization of information. The concept unfolded as I learned to create dashboards and skillfully visualize data, enabling a deeper understanding of marketing platform results across various channels such as Facebook, Instagram, Linked In, YouTube, Whats App, and more. Additionally, I gained valuable insights into the crucial practice of keyword research in Google, comprehending its significance, understanding the dynamics of keyword researching, and exploring the various tools available for effective keyword research.

ACTIVITYLOG FOR THIRTEENTH WEEK

Day & Date	Brief descriptionof the daily activity	Learning outcome	Peron In-charge Signature
Day-1	About website Designing	I learned website creation	
Day-2	About Digital marketing Jobs	I know about jobs	
Day-3	About social media marketing and how to do social media marketing	I learned about social media marketing	
Day-4	About tips to follow in social media marketing	I learned about tips to follow to do social media marketing	
Day-5	Doubts clarification session	Doubts clarification session	
Day-6	Practise session	Practise session	

WEEK-13 REPORT

Objective of the Activity Done:I learned about website designing

Detailed Report:

In this week, my focus was on website creation, where I gained valuable insights into designing and developing my own website. The week's learning extended to the realm of social media marketing, providing a comprehensive understanding of how to effectively engage with audiences across various social media platforms. Additionally, I acquired practical tips to enhance my approach to social media marketing.

The session was primarily dedicated to addressing doubts and engaging in a hands-on practice session. All students actively clarified their doubts by engaging with the trainer, and I successfully completed the tasks assigned, including adding variables and incorporating key elements during the website creation process.

ACTIVITY LOG FOR FOUTEENTH WEEK

Day & Date	Brief descriptionof the daily activity	Learning outcome	Peron In-charge Signature
Day-1	About the Marketing Automation	Learned about introduction of Marketing Automation	
Day-2	Introduction of Affiliate marketing	Learned about affiliate marketing	
Day-3	About how to do affiliate marketing	Learned about affiliate marketing links	
Day-4	About creation of you tube videos using chat GPT	Learned about video creation using chat GPT	
Day-5	Seminar session	Seminar session	
Day-6	Soft skills session	Soft skills session	

WEEK-14 REPORT

Objective of the Activity Done:I learned various activities

Detailed Report

In this week of the session, my focus expanded to marketing automation, where I gained insights into its definition and the various benefits it offers. The week's learning extended to affiliate marketing, providing practical knowledge on how to effectively engage in affiliate marketing strategies. Additionally, I acquired skills in creating YouTube videos using Chat GPT and learned versatile ways to leverage Chat GPT for various applications. The week also featured seminars and soft skills sessions, enriching the overall learning experience.

ACTIVITY LOG FOR FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning outcome	Peron In-charge Signature
Day-1	About how to successful in the Field digita marketing	Learned about how to Successful in digital marketing	
Day-2	Review session	Review session	
Day-3	Conducted test	Conducted Test	
Day-4	Documentation	Documentation	
Day-5	Documentation	Documentation	
Day -6	Documentation	Documentation	

WEEK-15 REPORT

Objective of the Activity Done:

Detailed Report

In this concluding week of the session, I gained valuable insights into the keys to success in the digital marketing field. Our trainer conducted a comprehensive test covering the entire course, assessing our understanding of the diverse concepts learned.

The week concluded with focused preparation for documentation and training on viva, where I learned the essential softskills required for a successful viva session.

CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced in terms of people interactions facilities available and maintenance clarity of Charles protocols procedures process discipline time management harmonious relationships socialization mutual support and teamwork motivation space and ventilation etc

- Having internship guide internship incharge team and company incharge for internship was very beneficial and helped me a lot in clarify all my doubts recording project manual and documentation
- We were allotted b.com lab where we can practice all the things which we learn on the practical day test applying practically whatever we have learned that day
- Each and every minute of the internship was best utilized by the instructors every concept required as a beginner will covered in this internship like before starting tally We should that we all understand that accounting terms and concept first I have learned a lot primarily because practically and practices have a great grasp in the subject there were very patience with the intense classes where assign daily to us
- Tasks were assigned daily towards on what explain on that particular day tasks which were assigned was made all of us to focus and actively participate overall it was a good learning experience hands on experience

A developing designing the website informative website was design from which was really a great and valuable experience

- Being a team I will aware of my rolls and responsible is I made sure that I complete the project one day before the deadline including the documentation I ensure the tall task complete in a timely

- Being a team it was my responsibility to motivate at the same time guide my teammates to complete the assign task and I have created an environmental evolution by giving equal importance to their ideas and suggestions asking them to share them used motivating and helping them when required being empathetic the key behind such a collaborative environment
- Ability to communicate effectively with the team members internship in charge and other persons lead to harmonious relationship.
- I make sure to listen to the ideas on suggestions of my team members and use it to ask meaningful questions to show my interest in what the express and I to contributed ideas and suggestions to the discussions regarding the project which was assigned.

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

Tally:

- how to generate financial statements
- creating company with the required features
- poster creation
- group creation
- ledger creation
- stock item creation
- transfer of amounts from one amount to another
- tally with GST
- accounting for service sector
- professions in tally accounting software including creating and managing ledger and accounts entering and writing transactions generating reports and tracking transactions generating reports and more
- Similarity with payroll and inventory management ability to analyse financial data and create forecasts and shortcut keys used to tally prime

Digital marketing:

- Blog creation
- website editing using notepad plus plus
- website development and designing using word press
- creation of Google my business profile to manage online presence
- signing into Google search console to track how well a pages are being
- clicked by the people how many people visited our website
- understanding of how to use Google advertising platform to create manage and measure the success of it
- creation of profiles and linking them

Insert the following are the technical skills acquired

- web design
- social media marketing
- content marketing
- Analytics, data analytics
- SEO
- designs skills
- project management
- content creation
- graphic designing using Canvas
- search engine marketing
- creation of video campaign

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.

Managerial skills that I have acquired or as follows

- ❖ strategic thinking: ability to think strategically and developed plan for task initiations and projects related to digital marketing
- ❖ project management: ability to manage task and projects said that line and ensure that all tasks are completed in a timely fashion analytical skills ability to interest data and draw insights from it to inform decisions
- ❖ technical skills: knowledge of different digital marketing platform including

1. SEO
2. social media
3. Email
4. Web development
5. Google search console
6. Google my business profile
7. Google ads
8. video campaign
9. linking of social profiles
10. Google analytics

and many more

Communication :ability to communicate effectively with team members internship in charge and other persons

problem solving: ability to identify problems developed solutions Leadership: ability to motivate and guide team members delegate tasks and created and environment of collaboration

Time management: ability to priorities tasks meet deadlines and management tasks simultaneously

Adaptability ability: to keep up with the ever changing digital landscape and adjust strategies accordingly

Decision making: decision making was one of the complex think from cradle to grave decision made by me recording the project was sound

Interpersonal communication leading and managing team required strong interpersonal skills like compassion understanding and diplomacy.

- ✓ Interpersonal communication
- ✓ decision making
- ✓ Adaptability
- ✓ time management
- ✓ leadership
- ✓ Creativity
- ✓ problem solving
- ✓ communication
- ✓ technical skills
- ✓ analytical skills
- ✓ project management
- ✓ strategic thinking

Describe how you could improve your communications communication skills (interns of improvement in oral communication written communication conversational abilities confidence level While communicating anxiety management understanding others getting understood by others extempore speech ability to articulate the key points closing the conversation maintaining nice cities and protocols reading thanking and appreciation others etc).

Oral communication: I have improve my oral communication by making sure to bean active listener by practicing to speak clearly using non verbal communication smile eye contact body language to show the other person that I am listening and also being aware of my tone

Written communication: in digital marketing written communication place a major role I have improved my return communication by adopting a clear and concise writing style case of simple language profit and edit before submitting use visuals.

Conversational abilities: I have improve my conversational abilities by practicing active listening by using open ended questions to better understand the other persons point of you please open conversation work on my non verbals and and embrace feedback it is one of the important part of any conversation.

Confidence levels: while communicating by preparing thoroughly practicing my communication by asking questions to the other person speaking slowly by making icon pack by smiling guess boost confidence and create a positive connection with the others persons by keeping relaxed poster I have improve my confidence levels while communicating.

Anxiety management: utilizing relaxation techniques deep breathing scheduling breaks to relax guidance from the mentor by setting realistic expectations and by maintaining a healthy lifestyle I was able to manage my anxiety

Understanding others: I am empathetic and understand other point of you by putting myself in their shoes

Getting understood by others: By speaking clearly avoiding jargon using non-verbals offering examples asking questions to ensure the other person understood what I just spoke

Ability articulate the key points: taking notes can help us keep track of our key points and organize a thoughts does can help you stay focused and articulate our points more clearly

Closing the conversation: summarizing the conversation and keep on discussed asking if there is anything else that needs to be discussed expressing appreciation and thanking the other person for they line ending the conversation with the cause to sentiment

Their line ending the conversation with the cause to sentiment maintaining nice cities and protocols improved by:-

- ✧ Acknowledging and appreciation
- ✧ Being open minded
- ✧ Being respectful
- ✧ showing empathy.
- ✧ Giving compliments
- ✧ Avoid gossiping
- ✧ Apologize when necessary
- ✧ offering help
- ✧ Showing gratitude

Describe how could you could enhance your abilities in group discussions participation in teams contribution as a team member leading a team or activity

In the following ways I have enhanced my abilities in group discussions participation in teams contribution as a team member and leading a team

- 1) Being a good listener:- I made sure to listen to ideas and suggestions of my team members and used to ask meaningful questions to show my interest in what they express and motivate them to share their opinions.
- 2) Pro activeness:-I took the invitation to contribute ideas and solutions to the discussions regarding the project which was assigned
- 3) Been flexible:- be willing to adjust my ideas to those of other team members and giving equal importance to each and every team member.
- 4) Been organized developed and organized and approach for the tasks and project assigned and ensure that everyone is aware of the responsibilities in the team
- 5) Been team player :-put the team's success ahead of interest and be supportive of other team members
- 6) Take initiative :-took initiative to complete tasks suggesting new ideas providing creative solutions designing the logo for the project developing website for project creating search console profile creation of Google my business profile Google ads video campaign etc
- 7) Communicate effectively listen to the ideas of other team members expressed my own ideas clearly and makes everyone understand the decisions made by the team.

- 8) Stood focused :- staying on task and don't let myself or the team get distracted by irrelevant topics
- 9) Show respect:- the ideas of other team members and was open and honest in my interactions
- 10) Offered feedback:- encourage and environment of learning and improvement by providing constructive feedback

- In order to enhance my ability in group discussions and started by researching the topic it and understanding the different perspective about it this helped me to provide more well informed opinions and contribute more to the discussion
- To become a better team participant and focused on developing skills such as communication collaboration problem solving and I also strived to become a good listener and paid attention to the suggestion of others.
- To become a better team member I strived to be a positive contributor and I also made sure to stay engaged and provide constructive feedback to other team members.
- Better leader and focus on developing my leadership skills such as communication decision making vision and delegation and I made sure to motivate and inspire my team members to take on a share of their own work.

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

Technological developments in digital marketing technology is the impacting the ways business corporate across industries in the case of digital marketing strategies work wireless to keep up to date with the latest tech trends so they can adopt them to feel the unique voice and needs of individual brands rapidly change technology such as artificial intelligence and Remote collaboration and data analytic s or reaching the waydigital market is do business and creates strategies

1. Artificial intelligence:- AI can help the market is analyse large amounts of customer data to better understand customer behaviour and create more effective campaigns.
2. Big data :-enables markets do collect analyse and act on large volumes of data quickly allowing them to make better decisions based on real time insights.
3. Programmable advertising :- is an automated buying and selling of digital advertising space using algorithms the technology is being used to target the right people with the right message of the right time
4. Social media:-social media has become a powerful tool for digital marketing involving marketers to reach large audiences with targeted content

5. Automation:- automation is being used to automate past such as sending emails and creating at freeing of market is focus on more creative task.
6. Mobile marketing:- mobile marketing is becoming increasingly important as the internet marketers can use mobile marketing to reach customers on the go and deliver more relevance relevance personalized content.

Technological developments in the way of making the entries passing the transactional entries.

Tally has made accounting easier compared to old a face because it's offers a wide range of futures that automatically aspects of the accounting process it has a user friendly interface that simplifies the recording of transactions reduces the time spent on manual calculations and allows for quick and accurate analysis of financial data additionally to office features like automatic backups and integratedGST billing automated back reconciliation and inventory management

- Is easy to use
- provides data security
- is cost effective
- allows data export and many more

Student Self Evaluation of the Short-Term Internship

Student Name:

Registration No:

Term of Internship:

From:

To :

Date of Evaluation:

Organization Name & Address:

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

Date:

Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name:

Registration No:

Term of Internship:

From:

To :

Date of Evaluation:

Organization Name & Address:

**Name & Address of the Supervisor
with Mobile Number**

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

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

Rating Scale: 1 is lowest and 5 is highest rank

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

Date:

Signature of the Supervisor

PHOTOS & VIDEO LINKS

EVALUATION

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-Voice 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

the individual student's involvement in the assigned work.

- While evaluating the student's Activity Log, the following shall be considered -
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.
 - b. Real Time Technical Skills acquired.
 - c. Managerial Skills acquired.
 - d. Improvement of Communication Skills.
 - e. Team Dynamics
 - f. Technological Developments recorded.

MARKS STATEMENT
(To be used by the Examiners)

Page No

INTERNAL ASSESSMENT STATEMENT

Name Of the Student:

Programme of Study:

Year of Study:

Group:

Register No/ H. T. No:

Name of the College:

University:

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

Date:

Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student:

Programme of Study:

Year of Study:

Group:

Register No/ H. T. No:

Name of the College:

University:

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

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

Signature of the Principal with Seal