

**SOCIAL INTERNSHIP**

BACHELOR OF SCIENCE

In

Data Science and Analytics

By

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Under the Supervision of

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[Duration: 18th June to 26th June, 2024]

**ACKNOWLEDGEMENT:**

I would like to extend my heartfelt gratitude to all those who have supported me during my internship and the preparation of this report.

Firstly, I am deeply thankful to Ms.Lavanya at Indian Association for Blind, for their invaluable guidance, mentorship, and continuous support throughout my internship. Their expertise and encouragement have significantly contributed to my professional growth and learning experience.

I am also indebted to ManikamRamaswami College of Arts and Science for providing me with the opportunity to undertake this internship as a part of my academic curriculum. I appreciate the support and encouragement from the faculty members Ms.Preetha and Ms.Subikshafor insightful encouragement and advice.

I am grateful to everyone who has played a role in making this internship a valuable and enriching experience for me.

**ABSTRACT:**

The internship at Indian Association for blind, Madurai focused on developing skills in data collection and administrative tasks through practical use of Google sheets. It involved efficiently managing postal operations by handling school address and meticulously organizing and updating event details on Facebook, contributing to a comprehensive learning experience in non-profit administration.

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**1. ORGANIZATION PROFILE:**

Indian association for Blind founded in 1985, Madurai, steadfastly supports visually impaired individuals through diverse programs and initiatives. These include educational support, vocational training, advocacy for accessibility, and community integration efforts. The organization’s commitment aims to enhance the quality of life and empower the visually impaired community in Madurai and beyond.

**2. Introduction:**

This report chronicles my internships at Indian Association for Blind, Madurai, highlighting tasks such as administrative postal work, data entry using Google sheets, and managing Facebook event data. It emphasizes the skills developed in data organization, attention to detail, and practical application of administrative processes in a non-profit setting.

**3. FUNCTIONAL ASPECTS OF THE ORGANIZATION:**

The organization’s activities at Indian Association for Blind, Madurai, encompass comprehensive support for visually impaired individuals. This includes educational initiatives to empower through literacy and skills training, advocacy for accessibility and rights, rehabilitation services, and community outreach programs aimed at fostering independence and community outreach programs aimed at fostering independence and inclusion within society.

**4. DAY WISE ACTIVITIES:**

**4.1** DAY 1

On Day 1 of my internship at Indian Association for Blind, Madurai, I completed administrative postal work. This involved pasting addresses of various schools onto envelopes and processing a total of 500 postal items. This task required meticulous attention to detail and organizational skills to ensure accurate and timely delivery of communications.

**4.2** DAY 2

On Day 2 of my internship at Indian Association for Blind, Madurai, I focused on data entry tasks. Specifically, I entered students' EMIS (Educational Management Information System) numbers and Aadhar numbers into databases. This involved ensuring accuracy and confidentiality while handling sensitive information critical for educational and administrative purposes.

**4.3** DAY 3

On Day 3 of my internship at Indian Association for Blind, Madurai, I personally collected comprehensive information from students. This included details about their vision impairments and family backgrounds, necessary for completing scholarship forms. Engaging directly with students allowed for a thorough understanding of their needs and ensured accurate documentation for organizational records and support services.

**4.4** DAY 4

On Day 4 of my internship at Indian Association for Blind, Madurai, I transferred the previously collected data onto Google Sheets. This process involved organizing and inputting detailed information about students' vision impairments and family backgrounds into structured spreadsheets. This task aimed to streamline data management and facilitate easy access and analysis for future reference and reporting purposes.

**4.5** DAY 5

On Day 5 of my internship at Indian Association for Blind, Madurai, I continued with data entry and management on Google Sheets. This included further updating and organizing information gathered from students, ensuring accuracy and completeness. The ongoing task aimed to maintain detailed records essential for program evaluation, reporting, and future decision-making within the organization.

**4.6** DAY 6

On Day 6 of my internship at Indian Association for Blind, Madurai, I dedicated time to compiling and organizing data for future reference. This involved systematically arranging the information collected from previous days into structured formats and preparing it for easy retrieval and analysis. The process aimed to ensure the accessibility and usability of data for ongoing and future organizational needs.

**4.7** DAY 7

On Day 7 of my internship at Indian Association for Blind, Madurai, I focused on managing and updating Facebook events through Google Sheets. This involved ensuring event details were accurately recorded and maintained for effective communication and organization.

Additionally, as a gesture of appreciation on the final day of my internship, I distributed pens, pencils, and chocolates to the students. This small token of gratitude aimed to express my thanks for their cooperation and support throughout my time at the organization.

**CONCLUSION:**

The internship at Indian Association for Blind, Madurai, significantly enhanced my understanding of non-profit operations tailored to support visually impaired individuals. It provided hands-on experience in administrative processes such as data organization and database management using tools like Google Sheets. This practical exposure sharpened my skills in efficiently managing information critical to organizational functioning and client support.

**REFRENCES:**

<https://theiab.org/>

**APPENDIX:**











