

# **Working Report**

**PROJECT SUBMITTED TO ASIAN SCHOOL OF MEDIA STUDIES  
IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE  
AWARD OF DEGREE OF**

## **B.Sc. in Data Science**

By

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**(University Enroll. No:12112936006)**

Under the Supervision of

**Prof. MANPREET KAUR**

**ASIAN  
MEDIA**



**NOIDA**

**SCHOOL OF  
STUDIES**

**2024**

## **DECLARATION**

I, **Riddhi Gupta**, D/O **Ramesh Gupta**, declare that my work report entitled “**Final Sem Work Report-Riddhi**”, submitted at **School of Data Science, Asian School of Media Studies, Film City, Noida**, for the award of **B. Sc. Data Science, Noida University** and **Graduate in Data Science, ASMS**, is an original work and no similar work has been done in India anywhere else to the best of my knowledge and belief.

This project has not been previously submitted for any other degree of this or any other University/Institute.



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# ACKNOWLEDGEMENT

The completion of the project titled “Final Sem Work Report-Riddhi”, gives me an opportunity to convey my gratitude to all those who helped to complete this project successfully. I express special thanks:

- To **Prof. Sandeep Marwah**, President, Asian School of Media Studies, who has been a source of perpetual inspiration throughout this project.
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- To **Ms. Manpreet Kaur**, Assistant Professor of School of Data Science, for your encouragement and support. I deeply value your guidance.
- To my **friends** for their insightful comments on early drafts and for being my worst critic. You are all the light that shows me the way.

To all the people who have directly or indirectly contributed to the writing of this thesis, but their names have not been mentioned here.

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## About the Company

### **KAPSTON SERVICES**

Kapston Services is a prominent provider of business solutions, specialising in security, facility management, and staffing. The company is known for delivering comprehensive and reliable services to a wide range of industries, ensuring efficient and effective operational support.

### **ICAI - AI in ICAI Committee / Department**

The AI in ICAI Non-Standing Committee on AI focuses on integrating AI technologies within the accountancy profession. Its main activities include conducting research, organising training sessions, and developing guidelines to enhance audit processes, financial reporting, and compliance. The committee aims to improve efficiency and effectiveness in the profession through AI innovations.

## About Job Role

### Handling all activities of Seminar / Webinar / Webcast

- Coordinating with Branches for Event Details: Gathering information about events from POU/Branches, including program structure, budget, banners, and CPE format, and forwarding it to higher authorities for approval.
- Designing and Creating Brochures, Banners, and Flyers.
- Uploading Events to the CPE portal, ICAI Events, and AI Event Section, and maintaining records.
- Promoting Events through WhatsApp channels, groups, and Twitter.
- Sending mass emails and SMS messages.
- Maintaining and Uploading Attendance Records and Event Posts for Social Media.
- Following up on attendance, event images, vouchers, and invoices.
- Creating Claim Notes and Vouchers for Events.
- Coordinating with the CPE committee, Epitome, and website team for events.

## Week-1 Report

<b>Date</b>	<b>From 26-March</b>	<b>To 29- March</b>
<b>Supervisor Name</b>	<b>Mr. Vishnu Kumar Garg</b>	
<b>Designation</b>	<b>DEO (DATA ENTRY OPERATOR)</b>	
<b>Email</b>	<b>riddhigupta1357@gmail.com</b>	
<b>Contact No.</b>	<b>8802226223</b>	

<b>S.No.</b>	<b>Tasks Performed</b>	<b>Status</b>
<b>1.</b>	<b>Uploaded webinar on CPE Portal and Event Page</b>	<b>Done</b>
<b>2.</b>	<b>Retrieved event details from branches</b>	<b>Done</b>
<b>3.</b>	<b>Extracted Mumbai Faculty data from database</b>	<b>Done</b>
<b>4.</b>	<b>Held ITO meeting with clients</b>	<b>Done</b>
<b>5.</b>	<b>Posted event updates on Twitter and WhatsApp channel</b>	<b>Done</b>

Start your description here -

In the first week, orientation and introduction were completed along with registering biometrics and assigning office systems and desks. I explored ICAI and the AI committee of ICAI, reviewed all workflows, social media platforms, the CPE Portal, previous events, and faculty data.

Additionally, we visited Bharat Mandapam for event planning and conducted two events: the 28th Branch Event and the 29th Online Webcast.

## Week-2 Report

<b>Date</b>	<b>From 1-April</b>	<b>To 5-April</b>
<b>Supervisor Name</b>	<b>Mr. Vishnu Kumar Garg</b>	
<b>Designation</b>	<b>DEO (DATA ENTRY OPERATOR)</b>	
<b>Email</b>	<b>riddhigupta1357@gmail.com</b>	
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<b>S.No.</b>	<b>Tasks Performed</b>	<b>Status</b>
<b>1.</b>	<b>Uploaded past event attendance on CPE Portal</b>	<b>Done</b>
<b>2.</b>	<b>Posted E-Journals/Articles on X and WhatsApp</b>	<b>Done</b>
<b>3.</b>	<b>Created banners, posts, and flyers for Hackathon Event</b>	<b>Done</b>
<b>4.</b>	<b>Learned Netsuite software for voucher filling</b>	<b>Done</b>
<b>5.</b>	<b>Collected event details from branches</b>	<b>Done</b>

Start your description here -

Managed the Jodhpur Branch Event and Siliguri Branch Event on 6th April and the AI Hackathon on 5th April. Tasks included creating banners and flyers, uploading events on the CPE Portal, ICAI Event Section, AI Event Page, and posting about events on social media platforms.

Managed event expenses, created vouchers and notes for the claim process, uploaded attendance on CPE Portal, and posted event images on X and WhatsApp channel.



## Week-3 Report

<b>Date</b>	<b>From 8-April</b>	<b>To 12-April</b>
<b>Supervisor Name</b>	<b>Mr. Vishnu Kumar Garg</b>	
<b>Designation</b>	<b>DEO (DATA ENTRY OPERATOR)</b>	
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<b>S.No.</b>	<b>Tasks Performed</b>	<b>Status</b>
<b>1.</b>	<b>Coordinated faculties for Gautam Budh Nagar Branch Event</b>	<b>Done</b>
<b>2.</b>	<b>Visited Microsoft Office for a meeting</b>	<b>Done</b>
<b>3.</b>	<b>Prepared banners and flyers for Hackathon-2</b>	<b>Done</b>
<b>4.</b>	<b>Uploaded attendance and Created claim notes for past events</b>	<b>Done</b>
<b>5.</b>	<b>Maintained panellists list and schedules</b>	<b>Done</b>

Start your description here -

Shared necessary information with branches for events and managed preparations for Hackathon - 2 and webcasts. Regular tasks included uploading attendance to the CPE Portal and sending reminders to branches.

## Week-4 Report

<b>Date</b>	<b>From 15-April</b>	<b>To 19-April</b>
<b>Supervisor Name</b>	<b>Mr. Vishnu Kumar Garg</b>	
<b>Designation</b>	<b>DEO (DATA ENTRY OPERATOR)</b>	
<b>Email</b>	<b>riddhigupta1357@gmail.com</b>	
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<b>S.No.</b>	<b>Tasks Performed</b>	<b>Status</b>
<b>1.</b>	<b>Prepared and managed Hackathon - 3</b>	<b>Done</b>
<b>2.</b>	<b>Followed up with branches for upcoming events</b>	<b>Done</b>
<b>3.</b>	<b>Promoted events on social media</b>	<b>Done</b>
<b>4.</b>	<b>Uploaded attendance and other documents</b>	<b>Done</b>
<b>5.</b>	<b>Coordinated with the website and CPE committee</b>	<b>Done</b>

Start your description here -

Uploaded past event posts on social media, collected information from branches for upcoming events, managed and conducted Hackathon - 3 webcast on 19th April.

## Week-5 Report

<b>Date</b>	<b>From 22-April</b>	<b>To 26-April</b>
<b>Supervisor Name</b>	<b>Mr. Vishnu Kumar Garg</b>	
<b>Designation</b>	<b>DEO (DATA ENTRY OPERATOR)</b>	
<b>Email</b>	<b>riddhigupta1357@gmail.com</b>	
<b>Contact No.</b>	<b>8802226223</b>	

<b>S.No.</b>	<b>Tasks Performed</b>	<b>Status</b>
<b>1.</b>	<b>Prepared and managed webcast on 26th April</b>	<b>Done</b>
<b>2.</b>	<b>Attended 2nd AI in ICAI Committee meeting</b>	<b>Done</b>
<b>3.</b>	<b>Prepared attendees list and database</b>	<b>Done</b>
<b>4.</b>	<b>Posted articles, events, and meetings on social media</b>	<b>Done</b>

Start your description here -

Maintained attendees' records for the 2nd AI in ICAI Committee meeting and attended the pre-bid for ICAI RFP for GPTs and AI tools on 26th April. Prepared and managed online webcast events.

## Week-6 Report

<b>Date</b>	<b>From 29-April</b>	<b>To 3-May</b>
<b>Supervisor Name</b>	<b>Mr. Vishnu Kumar Garg</b>	
<b>Designation</b>	<b>DEO (DATA ENTRY OPERATOR)</b>	
<b>Email</b>	<b>riddhigupta1357@gmail.com</b>	
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<b>S.No.</b>	<b>Tasks Performed</b>	<b>Status</b>
<b>1.</b>	<b>Prepared and managed Hackathon - 4</b>	<b>Done</b>
<b>2.</b>	<b>Collected details from branches for events</b>	<b>Done</b>
<b>3.</b>	<b>Uploaded events on the website and event section</b>	<b>Done</b>
<b>4.</b>	<b>Created 4 vouchers and claim notes for branches</b>	<b>Done</b>

Start your description here -

Created banners and flyers for branch events and Hackathon - 4, uploaded past event attendance, shared posts on social media, posted about e-journals, and sent follow-ups for documents and details from branches.

## Week-7 Report

<b>Date</b>	<b>From 6-May</b>	<b>To 10-May</b>
<b>Supervisor Name</b>	<b>Mr. Vishnu Kumar Garg</b>	
<b>Designation</b>	<b>DEO (DATA ENTRY OPERATOR)</b>	
<b>Email</b>	<b>riddhigupta1357@gmail.com</b>	
<b>Contact No.</b>	<b>8802226223</b>	

<b>S.No.</b>	<b>Tasks Performed</b>	<b>Status</b>
<b>1.</b>	<b>Prepared and uploaded details for webcast on 11th May</b>	<b>Done</b>
<b>2.</b>	<b>Coordinated with website and CPE for events</b>	<b>Done</b>
<b>3.</b>	<b>Followed up with branches for pending documents</b>	<b>Done</b>
<b>4.</b>	<b>Shared event updates and workflow with superior</b>	<b>Done</b>

Start your description here -

Coordinated and obtained details from four branches for upcoming events, sent reminders for details from branches, and updated the workflow with my team.

## Week-8 Report

<b>Date</b>	<b>From 13-May</b>	<b>To 17-May</b>
<b>Supervisor Name</b>	<b>Mr. Vishnu Kumar Garg</b>	
<b>Designation</b>	<b>DEO (DATA ENTRY OPERATOR)</b>	
<b>Email</b>	<b>riddhigupta1357@gmail.com</b>	
<b>Contact No.</b>	<b>8802226223</b>	

<b>S.No.</b>	<b>Tasks Performed</b>	<b>Status</b>
<b>1.</b>	<b>Prepared and managed Hackathon - 5</b>	<b>Done</b>
<b>2.</b>	<b>Maintained records of other branch past events</b>	<b>Done</b>
<b>3.</b>	<b>Posted about events on social media</b>	<b>Done</b>
<b>4.</b>	<b>Created vouchers and claim notes for branch events</b>	<b>Done</b>

Start your description here -

Posted about past events, conducted and managed the national conference on AI in ICAI - online webcast on 11th May, and prepared Hackathon - 5 for 17th May. Sent updates and details of events to branches, posted on social media platforms, and created vouchers for branch claim documents.

## Week-9 Report

<b>Date</b>	<b>From 20-May</b>	<b>To 24-May</b>
<b>Supervisor Name</b>	<b>Mr. Vishnu Kumar Garg</b>	
<b>Designation</b>	<b>DEO (DATA ENTRY OPERATOR)</b>	
<b>Email</b>	<b>riddhigupta1357@gmail.com</b>	
<b>Contact No.</b>	<b>8802226223</b>	

<b>S.No.</b>	<b>Tasks Performed</b>	<b>Status</b>
<b>1.</b>	<b>Created banners for upcoming events</b>	<b>Done</b>
<b>2.</b>	<b>Hosted events on ICAI Website and AI Events</b>	<b>Done</b>
<b>3.</b>	<b>Uploaded event attendance</b>	<b>Done</b>
<b>4.</b>	<b>Coordinated with branches for events</b>	<b>Done</b>

Start your description here -

Created banners for upcoming events, hosted events on the ICAI website and AI event sections, uploaded event attendance, and coordinated with branches for event details.

## Week-10 Report

<b>Date</b>	<b>From 27-May</b>	<b>To 31-May</b>
<b>Supervisor Name</b>	<b>Mr. Vishnu Kumar Garg</b>	
<b>Designation</b>	<b>DEO (DATA ENTRY OPERATOR)</b>	
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<b>Contact No.</b>	<b>8802226223</b>	

<b>S.No.</b>	<b>Tasks Performed</b>	<b>Status</b>
<b>1.</b>	<b>Created event banners</b>	<b>Done</b>
<b>2.</b>	<b>Promoted AI in ICAI on social media</b>	<b>Done</b>
<b>3.</b>	<b>Uploaded events on ICAI and AI Event sections</b>	<b>Done</b>
<b>4.</b>	<b>Uploaded event pictures and attendance</b>	<b>Done</b>
<b>5.</b>	<b>Prepared event claim notes and vouchers</b>	<b>Done</b>
<b>6.</b>	<b>Sent mass emails and SMS</b>	<b>Done</b>

Start your description here -

Created banners for Semi-Final 1 and Semi-Final 2 AI Hackathon, published on AI and ICAI event pages, promoted on social media platforms, drafted mass emails for participation, and uploaded attendance for past branch events.



# Conclusion (Learning Outcome)

I gained valuable insights and practical experience in managing and coordinating events, particularly those involving AI like:

## **1. Event Coordination and Management:**

- Successfully coordinated and managed multiple events, including webinars, branch events - Seminars, and hackathons.
- Developed skills in event planning, scheduling, and execution, ensuring all activities were carried out efficiently and effectively.

## **2. Data Management and Retrieval:**

- Retrieved and managed data for event planning and execution, including faculty data, event attendance, and branch details.
- Learned to use various software tools such as Netsuite for voucher filling and the CPE Portal for event uploads.

## **3. Content Creation and Promotion:**

- Created banners, flyers, and promotional materials for events, enhancing my design and marketing skills.
- Promoted events on social media platforms, increasing visibility and engagement for ICAI's AI initiatives.

## **4. Communication and Coordination:**

- Maintained effective communication with branches and committees, ensuring timely collection of event details and feedback.
- Coordinated with the website and CPE committee for event postings and updates, ensuring accurate and up-to-date information was available.

## **5. Administrative Skills:**

- Managed administrative tasks such as uploading attendance, creating vouchers, and preparing claim notes.
- Developed organisational skills by maintaining records and databases for events and attendees.

## **6. Teamwork and Collaboration:**

- Worked closely with supervisors, faculty, and peers to ensure smooth execution of events.
- Provided updates and shared workflow with the team, fostering a collaborative work environment.

Overall, this job provided a comprehensive learning experience in event management, data handling, and effective communication. The skills and knowledge gained will be invaluable in my future career in data science and event management.

## Please Find Some References Below:

AI Event Section : <https://ai.icaai.org/events.php>

ICAI Event Section : <https://www.icaai.org/post/ai-in-icaai>

AI in ICAI Twitter : <https://x.com/AIinICAI>

AI in ICAI Whatsapp Channel :

<https://www.whatsapp.com/channel/0029VaThu9gCsU9SZu71gY30>

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I Work Under Supervision of Secretary of AI in ICAI Committee of ICAI

Name : Mr. Vishnu Kumar Garg

Designation : Secretary of AI in ICAI Committee

Contact : 8800717953

Branch: ICAI Bhawan, Noida Sector - 62

This concludes the final semester project report. If you have any questions or need further details, please feel free to contact me.

Signature

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B. Sc. Data Science

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