**DAILY ASSESSMENT FORMAT**

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| **Date:** | **21/05/2020** | **Name:** | **Bhavana B** |
| **Course:** | **TCSION** | **USN:** | **4al18ec009** |
| **Topic:** | **Corporate Telephonic Etiquette, Basic of accounting, gain foundation skills in IT** | **Semester & Section:** | **4th A** |
| **Github Repository:** | **Bhavana-B** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session** |
| **Report –**  **Corporate Telephonic Etiquette**  **How to leave a good first impression**   * **Be alert** * **Be pleasent** * **Be expressive** * **Be natural** * **Be distinctive**   **Do's in the telephonic etiquette**  **Identify yourself to the caller**  **Answer the call within 2 rings**  **Help the caller by giving correct information**  **Be courteous and respectful to the caller**  **Use considerate phrases**  **Be helpful as you can**  **Ask the purpose for the call**  **Give duo importance to call**  **Take permission before holding the call**  **Acknowledge the caller querie's**  **Transfer the called if required**  **Don'ts in the telephonic etiquette**  **Don't bluff**  **Don't speak negatively**  **Don't speak weary**  **Don't be impatience and rude**  **Don't leave the caller on hold for longer time**  **Don't use slang**  **Don't argue with caller**  **Don't forget to end the call properly**  **Basics of Accounting**  **Accounting is a system which collects and processes financial information of a business.**  **Double entry system**  **Each amount is recorded in at least two accounts.**  **For each transaction, tgere are two aspects**   1. **Receiving aspects** 2. **Giving aspects**     **Assets= liabilities+ stockholders**  **Account classification**    **Accounting principles**   * **Dual aspect principle** * **Revenue realisation concept** * **Historical cost concept** * **Matching concept** * **Full disclosure concept** * **Verifiable and objective evidence concept**   **Modifying principle**   1. **Cost-benefit principle** 2. **Materiality principle** 3. **Consistency principle** 4. **Prudence principle**   **Gain Foundational skills in IT**  **Knowledge about basic IT skills**   * **Spend some time on our final year project** * **Communicate our technical strength upfront** * **Accept what we don't know** * **Give logical path to get the solution** * **Communicate effectively** |

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| **Date:** | **21/05/2020** | **Name:** | **Bhavana B** | |
| **Course:** | **Python** | **USN:** | **4al18ec009** | |
| **Topic:** | **Project exercise with python** | **Semester & Section:** | **4th A** | |
| **AFTERNOON SESSION DETAILS** | | | |
| **Image of session** | | | |
| **Report-**  **Project excercise with python and MYSQL**   * **Introduction to the app** * **Making the app** * **More SQL statements**   **Data analysis with Pandas**  **PANDAS- It is Pandasisafast,powerful,flexibleandeasytouseopensourcedataanalysisand**  **manipulationtool,builtontopofthePythonprogramminglanguage. It is package use in python for managing data.**  **It use is that it creates 2 new data type for storing data**   * **Series** * **Data structured form**   **Pandas are commonly used in Data analysis and data cleaning**  **Example:Geocoding addresses with pandas and geopy.**  **Introduction to NumPy**  **NumPy is pythons Package for doing math, that is more advanced than +,-, %,\***  **This includes specifications like cosines, exponentials, sqrt…..**  **This is used to generate much type of random variables**  **NumPy also has a powerful data type to define, vectors, matrices and linear algebra, matrix multiplications etc.**  **Operations performed on NumPy:**   * **Array** * **Arrange** * **Linspace** * **Reshape** * **Zeros** * **Saving and loading numpy arrays...etc.,** | | | |