

**THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA**

**FACULTY OF SCIENCE**



**INTERNSHIP REPORT**

**On**

**Eliteware Solutions**

**For**

**Eliteware Solutions, Vadodara**

*Submitted by*

**Shubham Chauhan**

**623088**

*In fulfillment for the award of the degree Of*  
**BACHELOR OF COMPUTER APPLICATIONS**

*In*

**The Department of Computer Applications**

April, 2022

**External Guide:**

**Mr. Jigar Shah**

**Internal Guide:**

**Mr. Krishna Rastogi**

## **ABSTRACT**

I present this document as a report of the progress of my assignments completed at Eliteware Solutions, Vadodara. This report describes my internship experience at the Eliteware Solutions regarding VI semester, BCA Internship. The duration of the internship is four months (18 weeks). I am required to attend the office 6 days a week from 10.00 am to 7.pm. This made me self-disciplined and finish my work on a regular basis and on time. Chapter One summarizes the introduction of the organization. Chapter Two provides the assignments that were assigned to me during my internship with detailed information and screenshots. Chapter Three describes the culture of the organization and the working atmosphere in the organization. Chapter four discusses the communication details that we do with or within the organization. And which communication skills are efficient for the employees working in an organization. Chapter Five discusses the complications that I encountered while completing the internship assignments.

The report basically focuses on the organization, assignments completed, working environment, corporate culture, communications and career reflection that I encountered while handling various tasks assigned to me by the organization. The report contains the learning goals set by me and the purpose of choosing this internship. Along with the organization details from where I have carried out my Internship.

## ACKNOWLEDGEMENT

The success of this internship is a result of a dedicated effort and this would not have been possible without the kind support and help of many individuals and the team of the company and the college. Therefore we would like to give our sincere thanks to all.

I would also like to thank **Mr. Krishna Rastogi**, the guide of this internship project for supporting me in every possible way and helping me in getting this project towards partial fulfillment for the degree of Bachelor of Computer Applications. I'm really thankful for his patience and support.

I would like to express our sincere gratitude to **Prof. P.K. Mehta** , who gave me this opportunity to work in a live environment which will add to our experience for giving me a chance to prove my knowledge, skill and abilities.

Also, I would like to thank the employees of Eliteware Solutions and staff of the Computer Applications Department for their help and cooperation.

Above all we thank our BCA Department, for giving me this opportunity to gain practical experience and enable me to understand the demand of the experience and professional environment. Throughout this internship I have gained valuable experience which has given me confidence and has enhanced my professional skills for a competent career.

## **Table of Contents**

<b>ABSTRACT</b>	<b>2</b>
<b>ACKNOWLEDGEMENT</b>	<b>3</b>
<b>1 Introduction</b>	<b>6</b>
<b>1.1 Objective</b>	<b>6</b>
<b>1.2 Organization</b>	<b>7</b>
1.2.1 Type of Organization	7
1.2.2 Products and Services offered by the Organization	8
1.2.3 The customers/clients of the Organization	8
1.2.4 Major Competitors of the Organization	8
1.2.5 Major Strengths of the Organization	9
<b>2 Internship Assignments</b>	<b>10</b>
<b>2.1 Method/Resources used to find this Internship</b>	<b>10</b>
<b>2.2 Departments of Organization in which I worked</b>	<b>10</b>
<b>2.3 Description of each Assignment with screenshot</b>	<b>11</b>
2.3.1 Assignment 1	11
2.3.2 Assignment 2	14
2.3.3 Assignment 3	17
2.3.4 Assignment 4	21
2.3.5 Assignment 5	24
2.3.6 Assignment 6	29
2.3.7 Assignment 7	32

2.3.8 Assignment 8	34
2.4 Challenges and Difficulties faced during each assignments.	37
2.5 Correlating with the Academics	37
<b>3. CORPORATE CULTURE</b>	37
3.1 Working Atmosphere	38
3.2 Culture within the Organization	38
3.2.1 Cultural norms explained to me	42
3.2.2 Cultural norms I picked up	40
3.2.3 Insights gained about corporate culture that I will imbibe	41
<b>4 COMMUNICATIONS</b>	42
4.1 Ways in which I communicated within and outside the organization	42
4.2 Example of good communication skills utilized by the employees	44
4.3 Methods to improve the effectiveness of communication within the organization	45
<b>5 CAREER REFLECTIONS</b>	46
5.1 Internship related to field of study	46
5.2 List out the technologies learned during the internship and in which domain you are going to start your future career	46

# 1 Introduction

## 1.1 Objective

**The objective of doing internship was:**

One of the main objectives of an internship is to get exposure to a particular job and a profession or industry. While I might have an idea about what a job is like, I won't know until I actually perform it if it's what I thought it was, if I have the training and skills to do it and if it's something I like. For example, I might think that advertising is a creative process that involves coming up with slogans and fun campaigns. Taking an internship at an advertising agency would help you find that advertising includes consumer demographic research, focus groups, knowledge of a client's pricing and distribution strategies, and media research and buying.

Likewise I have done internship in an IT company and learned how to work on live projects and how to deploy the projects on the server that is the main objective of the internship I had wanted. I want an industrial experience in this IT field.

## Learning Goals:

### Professional Development

- Social and work interactions
- Sense of responsibility towards organization and community.
- Analytical Skills.
- Learning new technologies.
- Teamwork

## **1.2 Organization**

Eliteware Solutions

- We are a breakpoint software development firm. We design and develop Mobile Applications, QA Services(Both Manual & Automation), Cloud Solutions, AI Related research and more. We, at Eliteware Solutions build smart solutions for a variety of verticals and business domains. We develop industry-defining applications, helping clients optimize time-to-market and minimize software development risks in mission-critical systems. If you are looking for a firm that undertakes offshore software development services and provides high quality technical support to clients through the whole development process, utilizing cost-effective methods; you are at the right place. We can tailor a custom-made software/hardware solution to help you accomplish your business objectives.

### **1.2.1 Type of Organization**

Eliteware Solutions motto is to achieve total customer satisfaction through hard work and innovative technology solutions which enhances today's systems and supports tomorrow's needs.

It is a Private Ltd company which believes in total customer satisfaction and works with complete honesty, consistency and completes all of their projects on time.

### **1.2.2 Products and Services offered by the**

#### **Organization Services offered by Eliteware are:**

<b>Mobile</b>	IOS Application, Android and React Native
<b>Web Development</b>	Web Application Development, Custom Software Development, Website Design
<b>Graphic Design</b>	Logo Design, Portfolio Design, Stationery Design

### **1.2.3 The customers/clients of the Organization**

- Globally United
- Billmart
- Kala Ghoda ArtKart
- Aspire World
- Frontm
- Lewens
- Charge Zone
- SyncWare
- safeQu, etc...

### **1.2.4 Major Competitors of the Organization**

- All in Motion IT Solutions.
- Voltweb Private Limited.



### **1.2.5 Major Strengths of the Organization**

The major strengths of the organization which helps lasting in competition:

- Teamwork.
- Excellent customer service.
- High integrity.
- Consistent Planning and Action.
- Implementation and Support Methodology.
- Quality Consciousness.
- Personal relationships with customers.
- Highly Efficient and low cost designing.

## **2. INTERNSHIP ASSIGNMENTS**

### **2.1 Method/Resources used to find this Internship**

I found Eliteware Solutions through my guide teacher of the college but the CEO of the company took a written test and took my interview and studied my resume. After that he discussed the whole project which was given to me. Then a four months internship was permitted to me in the company.

### **2.2 Departments of Organization in which I worked**

I worked as Frontend Developer in the different assignment given to me by the CEO.

## 2.3 Description of each Assignment with screenshot

### 2.3.1 Assignment 1

**Project:** Microsoft Homepage Clone

**Definition:** To create a dummy clone of Microsoft Homepage to sharpen html and css skills

**Source code:**

<https://github.com/ayoshubh/microsoft-clone-homepage.git>

**Hosted Link:**

<https://ayoshubh.github.io/microsoft-clone-homepage/>

**Tools and Technologies used:**

- HTML
- CSS

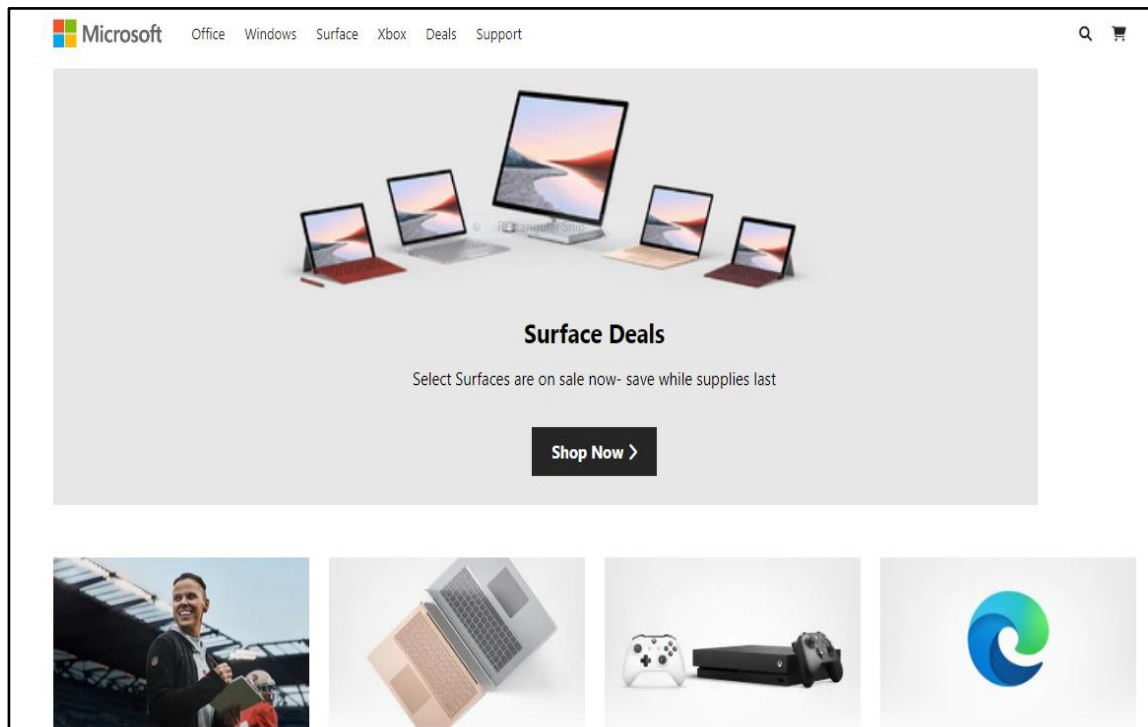






Fig- This is the responsive cover banner of the Microsoft home page

### New Surface Pro 7

See how Katie Sowers, Asst. Coach for the 49ers, uses Surface Pro 7 to put her plans into play.

[LEARN MORE >](#)

### New Surface Laptop 3

Express yourself powerfully with a thin, light, and elegant design, faster performance, and up to 11.5 hours battery life.

[LEARN MORE >](#)

### Save \$150 + free controller

Buy an Xbox One X console and double your fun with a free select extra controller. Starting at \$349.

[LEARN MORE >](#)

### The new Microsoft Edge

Expect more. World class performance, with more privacy, more productivity, and more value.

[LEARN MORE >](#)

## Xbox Game Pass Ultimate

Xbox Game Pass Ultimate Xbox Live Gold and over 100 high-quality console and PC games. Play together with friends and discover your next favorite game.

[Join Now >](#)





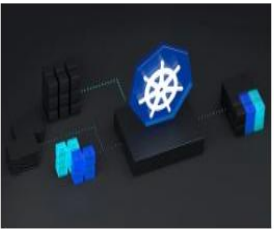


Fig- This section includes the Microsoft services which are trending and has been created using css flexbox

### Microsoft Teams

Unleash the power of your team.

[SHOP NOW >](#)

### Unlock the power of learning

Get students future-ready with Windows 10 devices. Starting at \$219.

[SHOP NOW >](#)

### Windows 10 Enterprise

Download the free 90-day evaluation for IT professionals.

[DOWNLOAD NOW >](#)

### Explore Kubernetes

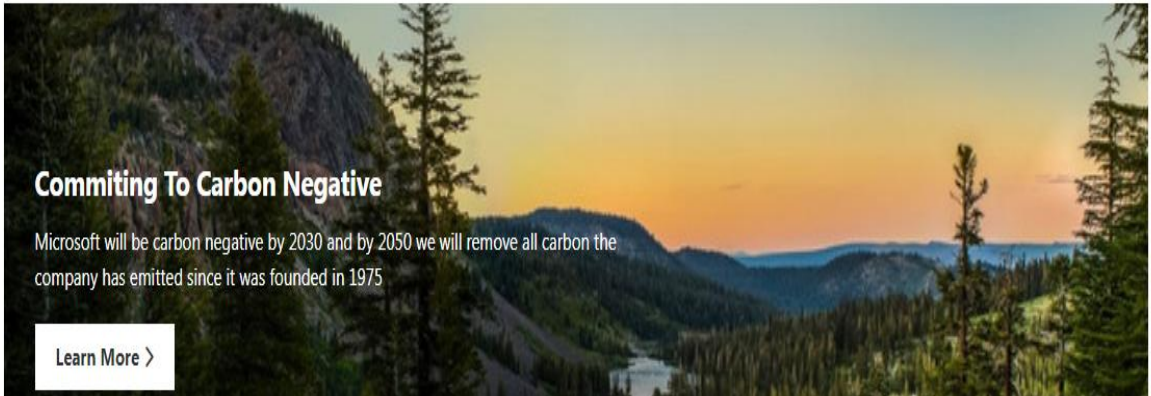
Learn how Kubernetes works and get started with cloud native app development today.

[GET STARTED >](#)

## Committing To Carbon Negative

Microsoft will be carbon negative by 2030 and by 2050 we will remove all carbon the company has emitted since it was founded in 1975

[Learn More >](#)



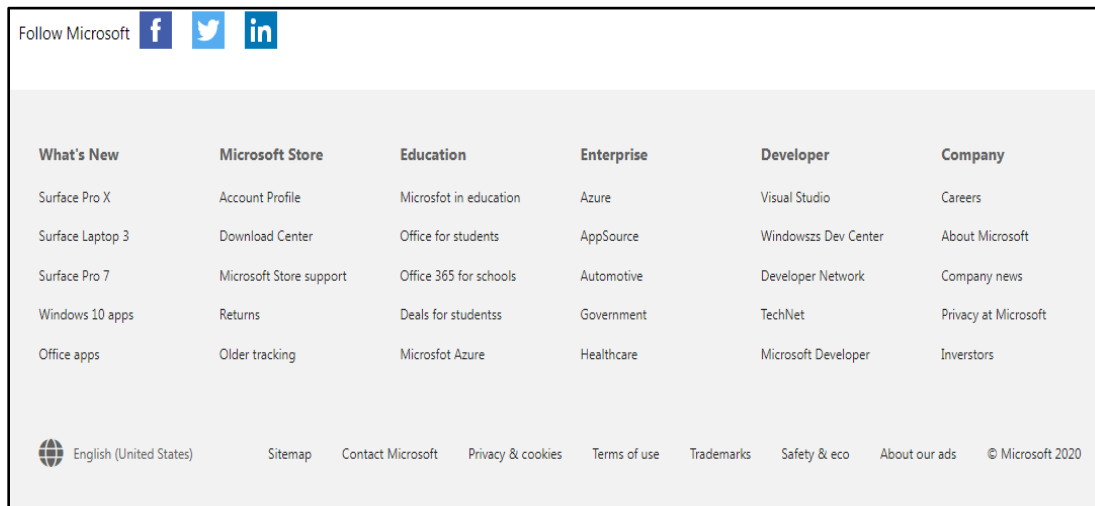


Fig – This is the footer of the homepage of Microsoft created using css grid

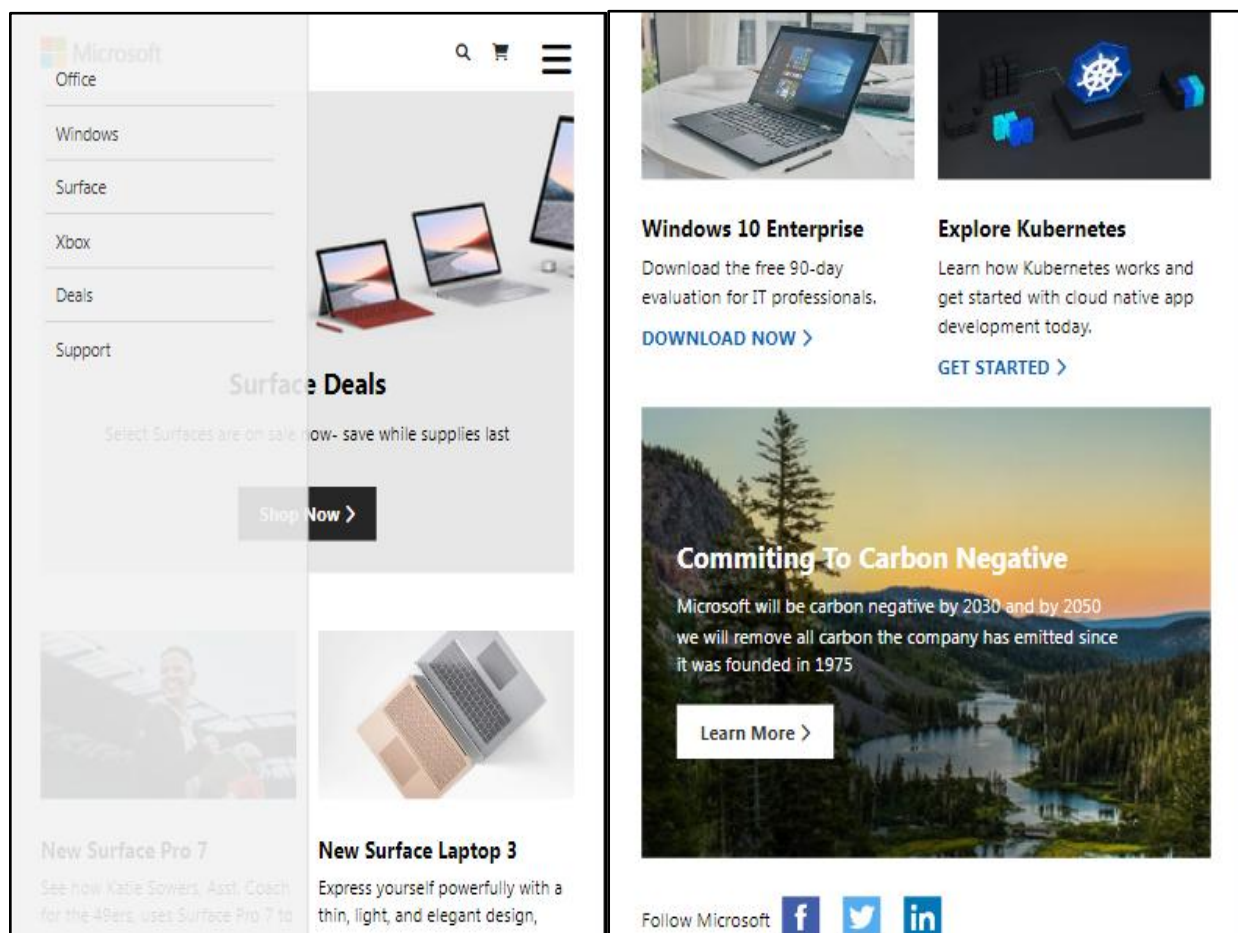


Fig – This is the responsive design for mobile devices of the navbar and services section



## 2.3.2 Assignment 2

**Project:** Dummy iCoder site

**Definition:** To create a dummy multi-page site using bootstrap

**Source code:**

<https://github.com/ayoshubh/bootstrap-first-web.git>

**Hosted Link:**

<https://ayoshubh.github.io/bootstrap-first-web/>

**Tools and Technologies used:**

- HTML
- Bootstrap

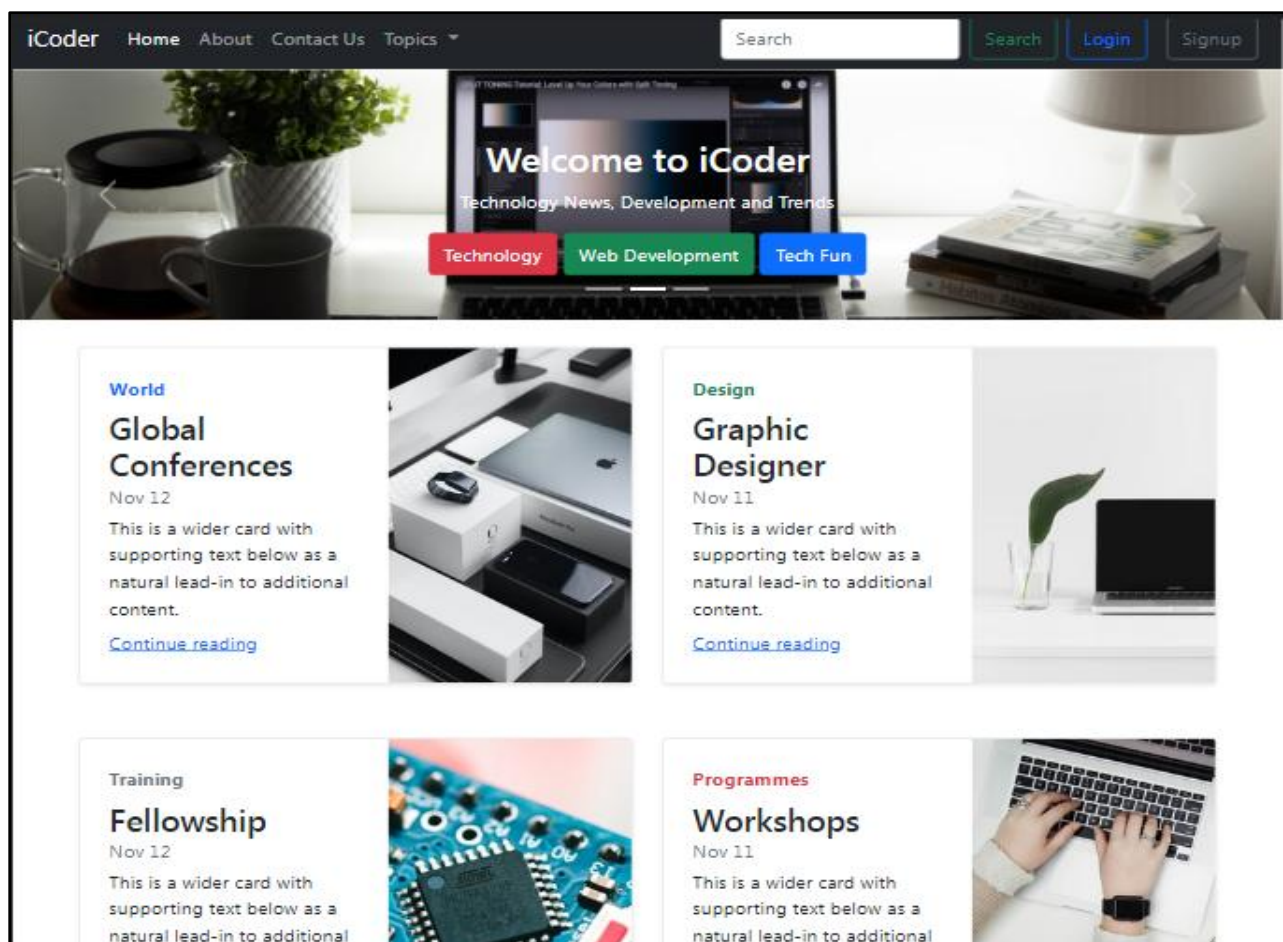
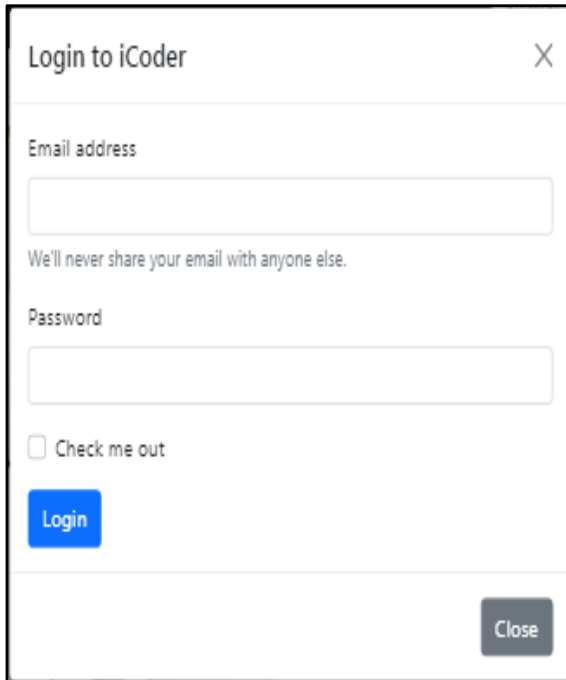


Fig – The banners is created using the carousel component of bootstrap and below the cards has been arranged by using bootstrap flex properties



**Login to iCoder** [Close]

Email address

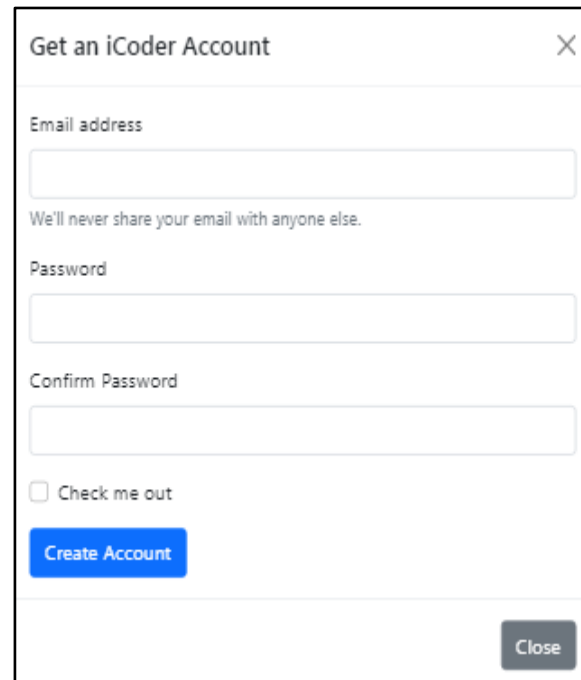
We'll never share your email with anyone else.

Password

☐ Check me out

[Login](#)

[Close]



**Get an iCoder Account** [Close]

Email address

We'll never share your email with anyone else.

Password

Confirm Password

☐ Check me out

[Create Account](#)

[Close]

Fig – These two modals pop up on clicking login and signup respectively

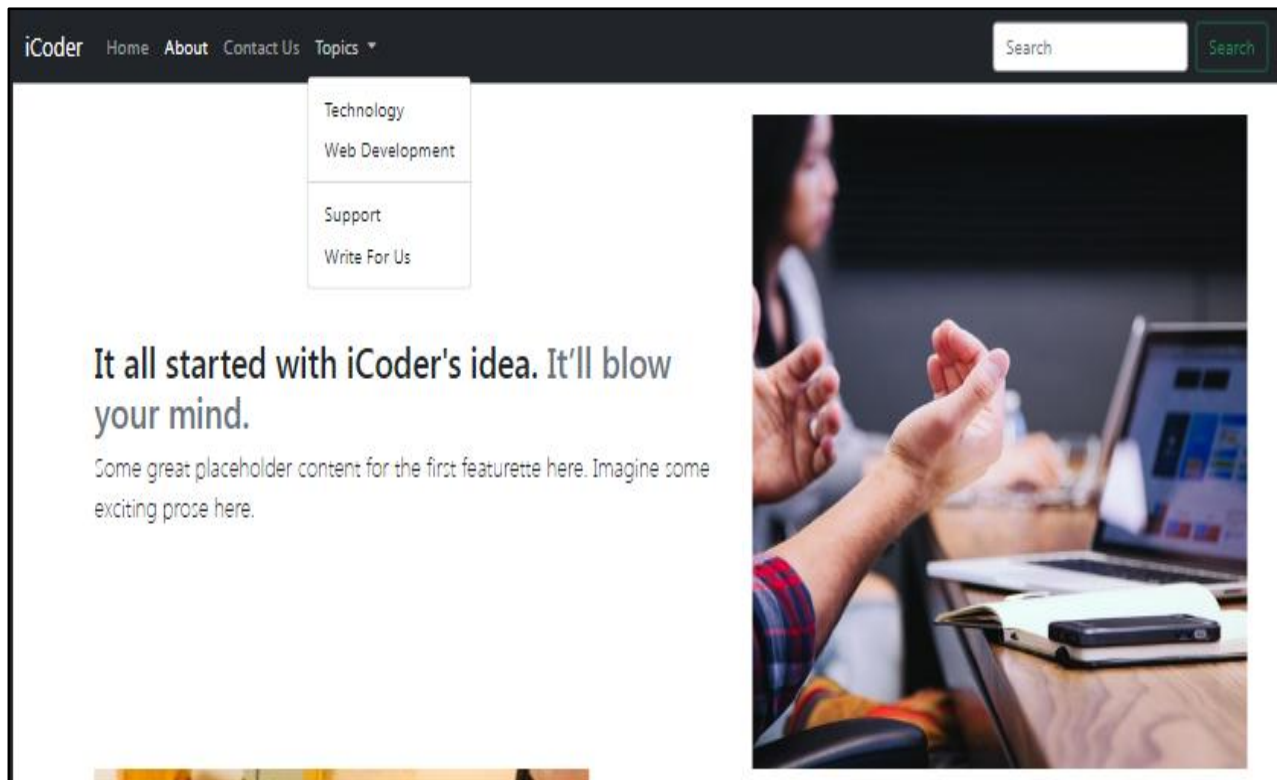


Fig – The about page of the iCoder website

iCoder Home About **Contact Us** Topics ▾

Search Search

## Contact Us

Email address

name@example.com

Subject

Type to search...

Elaborate your concern

Submit

© 2021-2022 iCoder Company, Inc. [Privacy](#) [Terms](#)

Fig – The contact page of the iCoder website

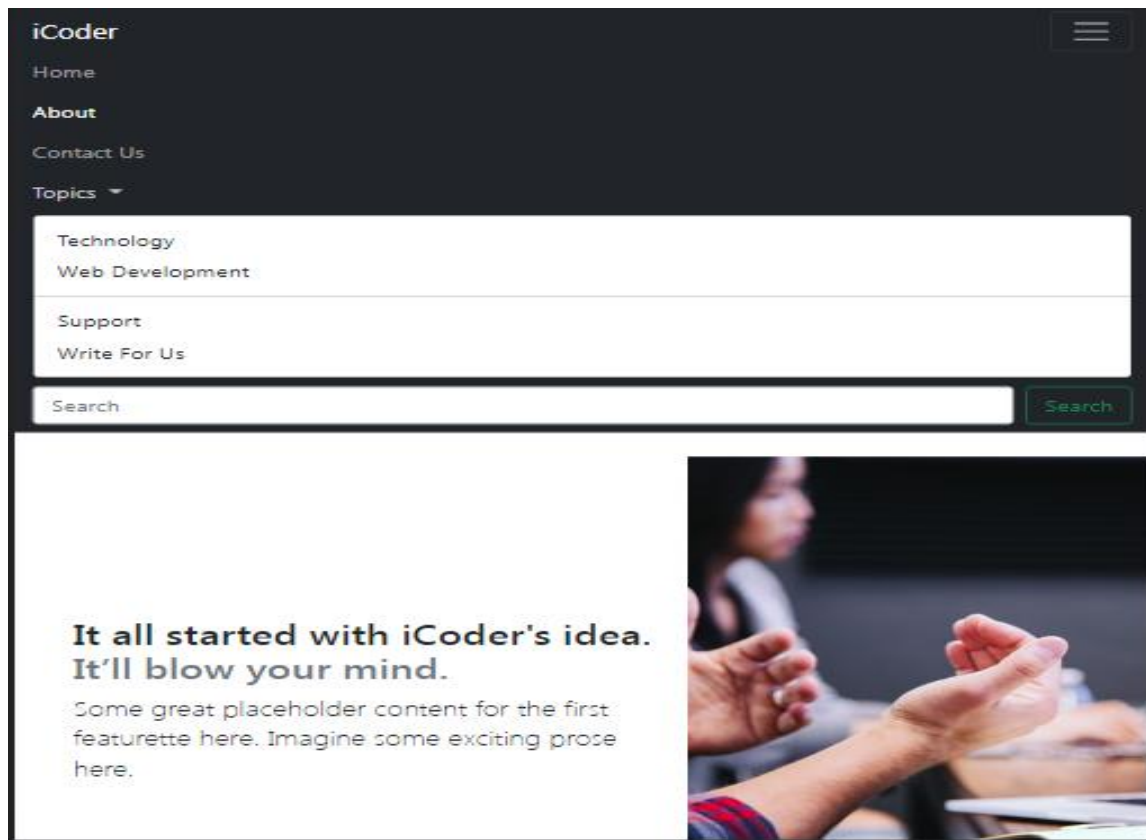


Fig – The responsive navbar of the iCoder website for mobile devices



### 2.3.3 Assignment 3

**Project:** Dummy Travel Agency site

**Definition:** To create a dummy Travel Agency site using html, css and bootstrap snippets to sharpen core CSS concepts like media queries, flexbox, grid.

**Source code:**

<https://github.com/ayoshubh/Creative-Agency.git>

**Hosted Link:**

<https://ayoshubh.github.io/Creative-Agency/>

**Tools and Technologies used:**

- HTML
- CSS
- Bootstrap

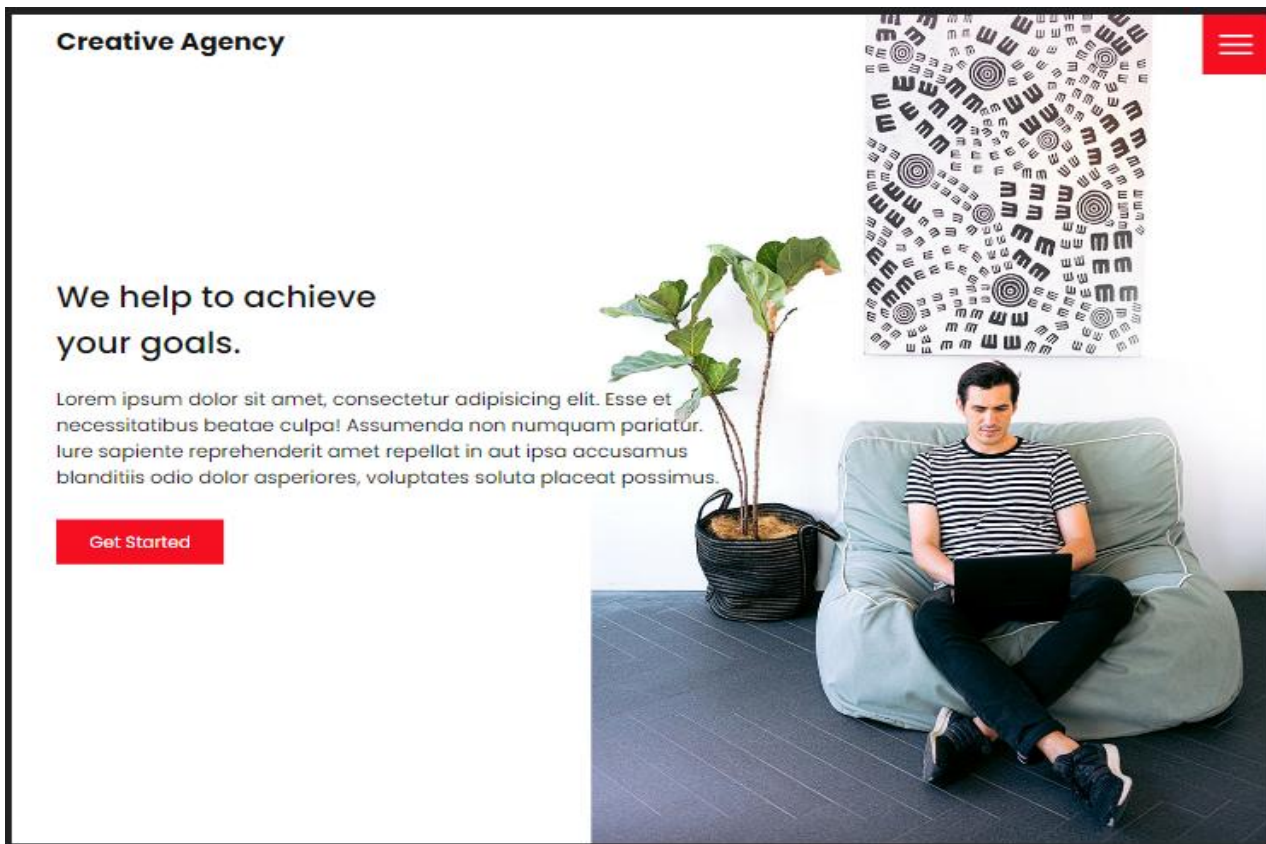


Fig – The Home Page of the Travel agency website with a toggle navbar button on top-right

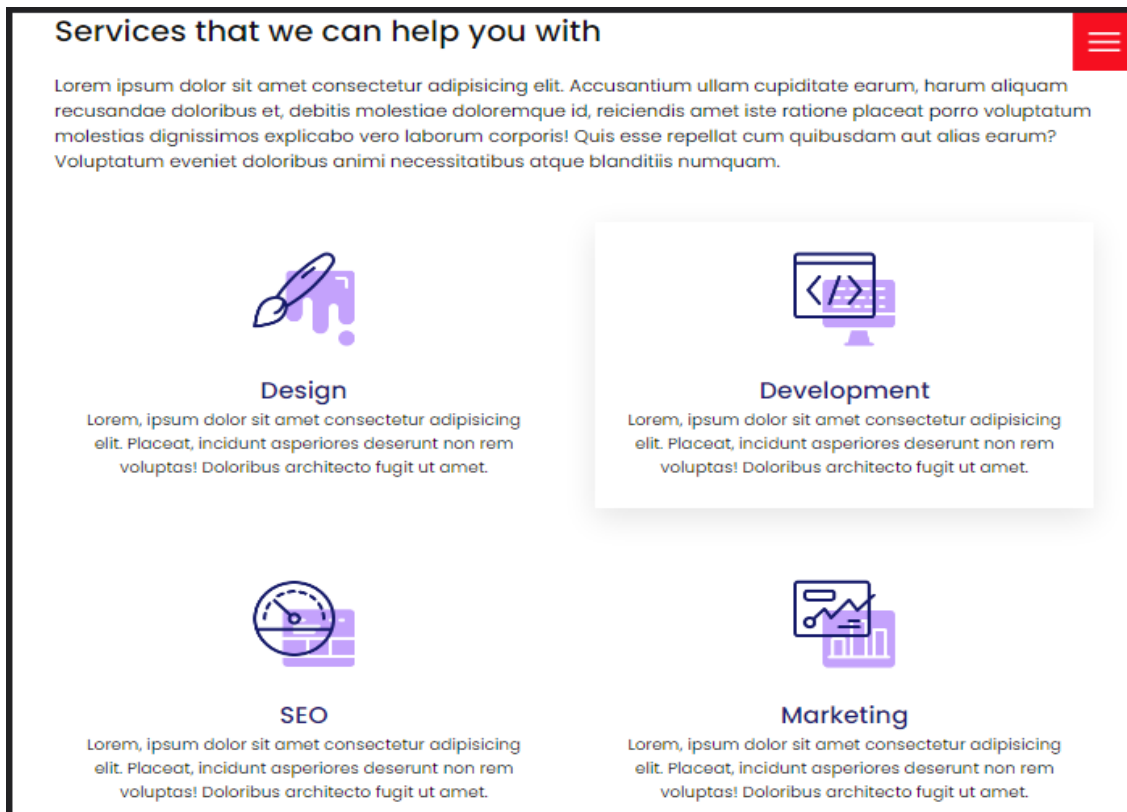


Fig – Services page of the travel agency website

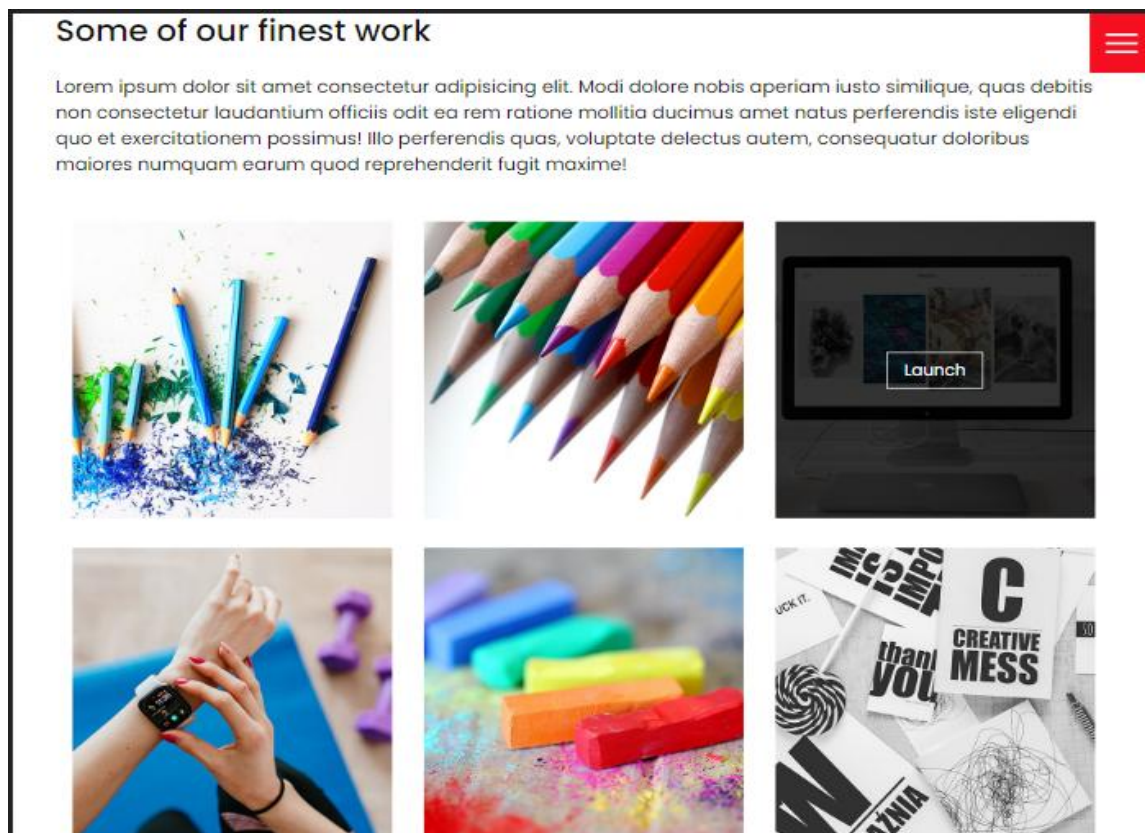


Fig – The Portfolio page of the travel agency

## Contact Us

Lorem ipsum dolor sit amet consectetur, adipisicing elit. Harum, facilis possimus quasi impedit consequatur dolorem ratione ab animi deserunt quae rem te tempora? Aut porro repellendus repudiandae eaque, magni quibusdam laborum repellat eius?

SEND

**Address**

28 Neon Tower, New York City, USA

**Email**

[anyone@example.com](mailto:anyone@example.com)  
[anyone@example.com](mailto:anyone@example.com)

**Call**

[+1 978 555 5555](tel:+19785555555) [+1 978 555 4444](tel:+19785554444)

Fig – Contact page with a query form

### Mobile View:

SEND

**Address**

28 Neon Tower, New York City, USA

**Email**

[anyone@example.com](mailto:anyone@example.com) [anyone@example.com](mailto:anyone@example.com)

**Call**

[+1 978 555 5555](tel:+19785555555) [+1 978 555 4444](tel:+19785554444)

Fig – Responsive Contact form for mobile devices

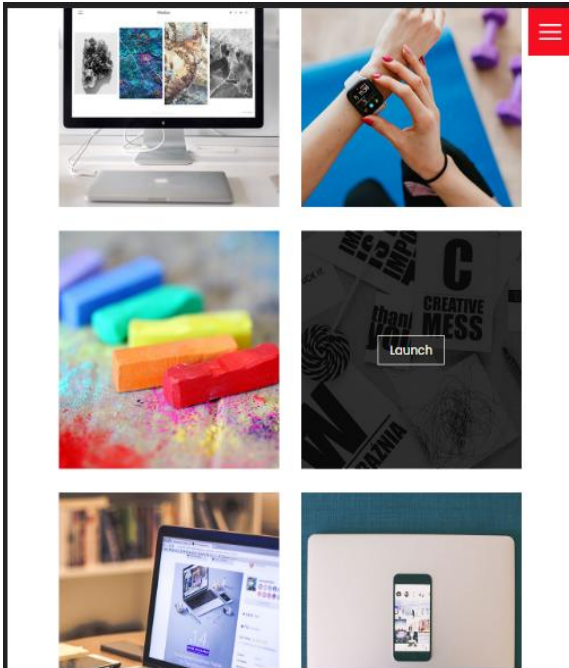


Fig – Responsive portfolio page for mobile devices

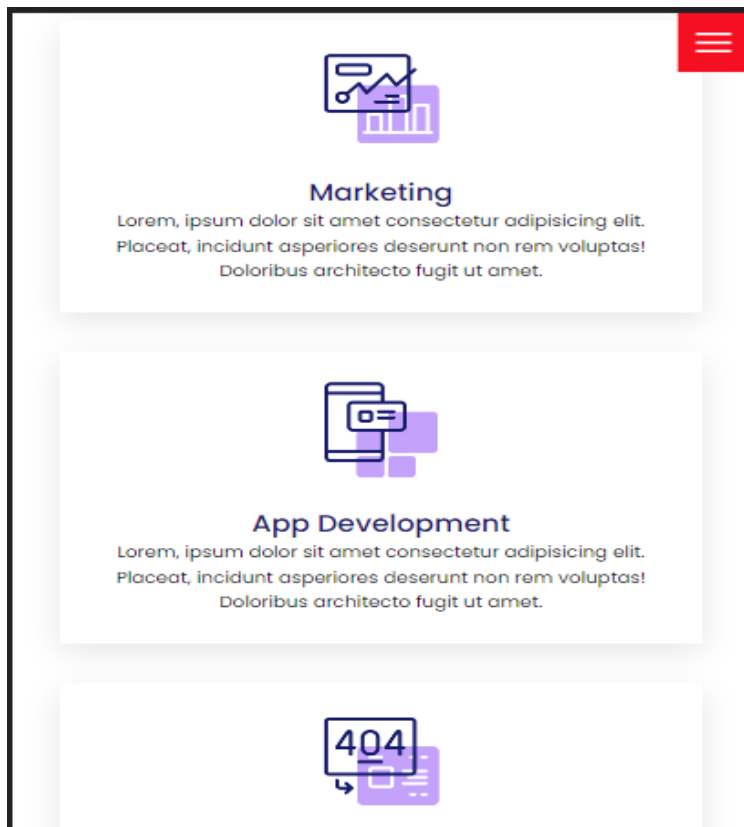


Fig – Responsive Services page with responsive cards for mobile devices

### **2.3.4 Assignment 4**

**Project:** Responsive Portfolio website

**Definition:** To create a Portfolio site using css flexbox and bootstrap and javascript

**Source code:**

<https://github.com/ayoshubh/responsive-portfolio.git>

**Hosted Link:**

<https://ayoshubh.github.io/responsive-portfolio/>

**Tools and Technologies used:**

- HTML
- CSS
- Bootstrap
- Javascript





Fig – The cover image of the portfolio website



Fig – The navbar is only visible after scrolling to about section and animation has been provided on hovering over images in the Skill section

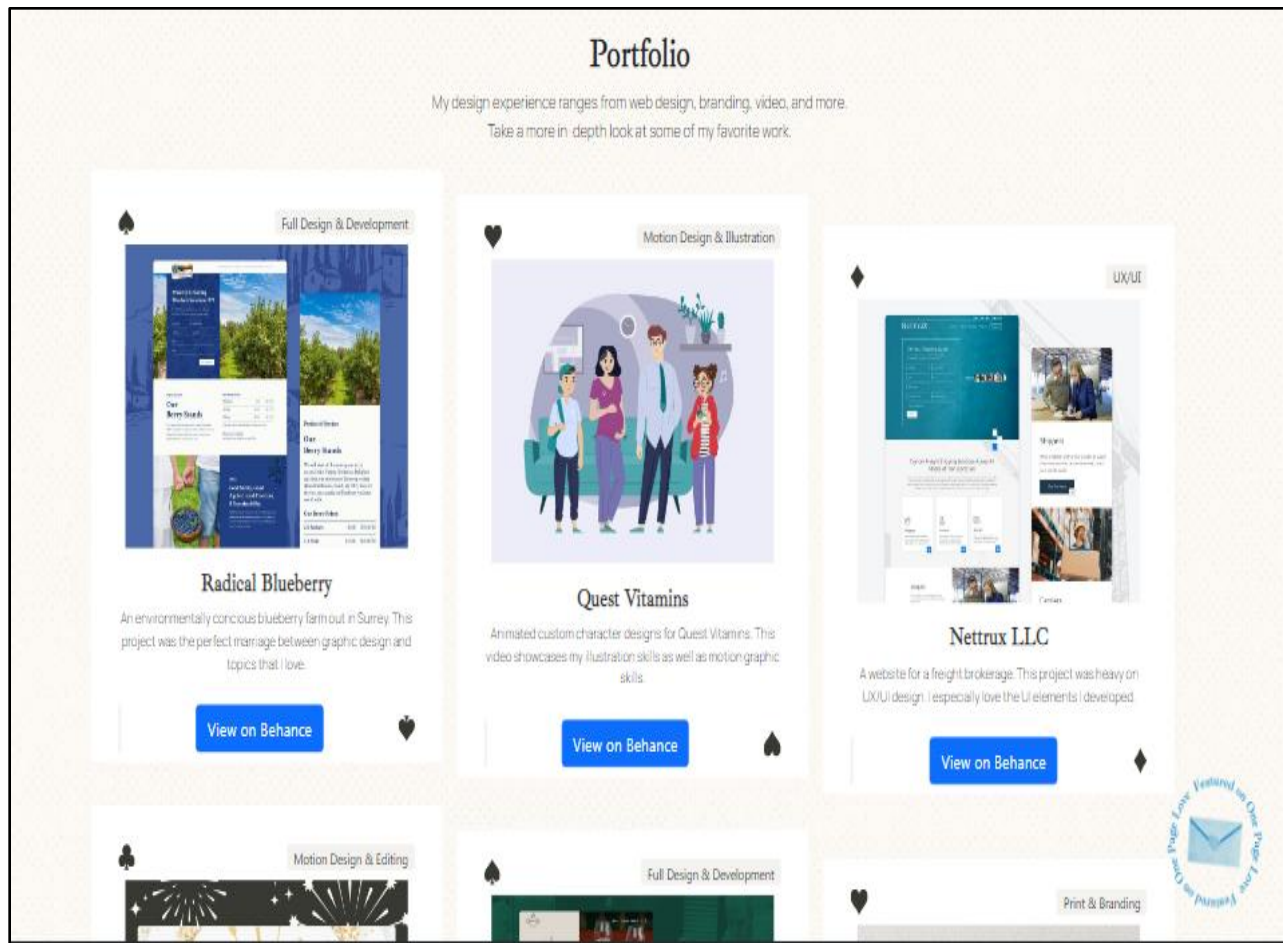


Fig – The Portfolio section of the website created using css grid

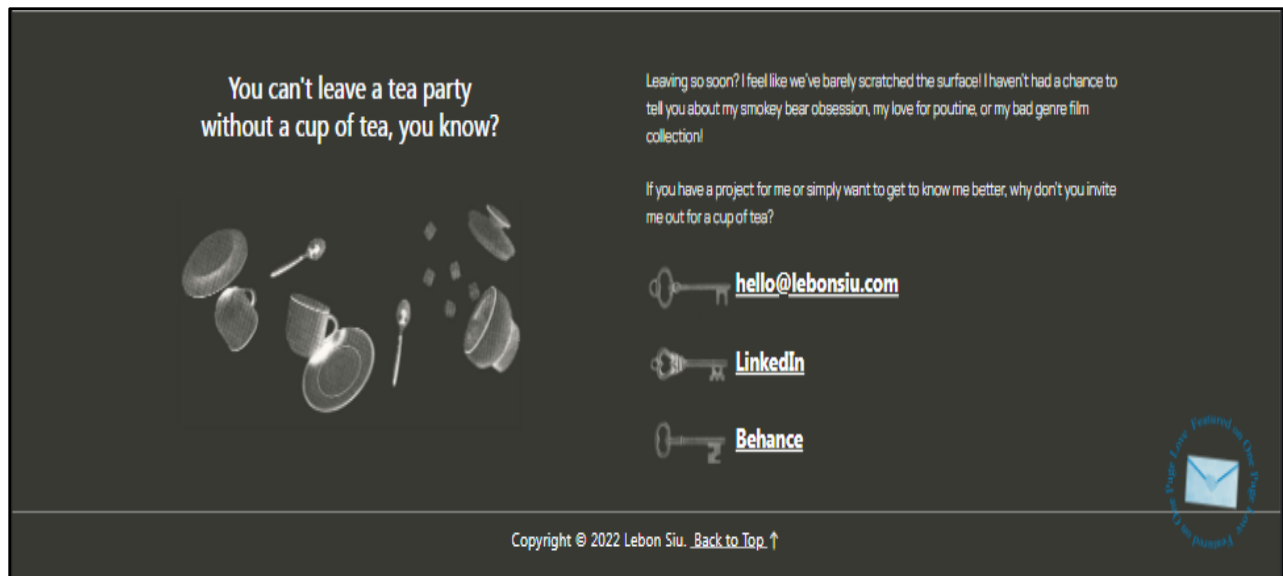


Fig – The footer of the portfolio website and animation provided over images, visible on hovering over them

**Mobile View:** The below Images are the responsive mobile devices of the portfolio website created using custom css media queries

## Hi ! My Name is **Lebon Siu.**

### I'm a **graphic designer** based in **Vancouver.**

I design high-concept digital experiences for businesses, and bring a unique perspective to design through my background in film and video. I have had the privilege to work with clients such as Fairmont, BC Liquor, Vancouver is Awesome, and more.

Before I was a designer, I worked in music video production as a resident videographer and content creator. I've spent countless hours working with music video directors to help bring their stories to life, from designing their pitch decks, to filming on set, to editing their music videos.

Today, I bring my love of storytelling to design, and take influence in film, art, music and design. I believe in using the power of narrative to create emotional connections between business and consumer, and bring with me a multitude of technical skills that can elevate your projects above the rest.

### Skills

#### HTML/CSS

With over four years of experience in front-end design, I use HTML/CSS to bring your businesses personality to the forefront, creating highly customized and immersive web experiences.

#### Editing & Motion Graphics

My background in videography means I'm proficient in video editing softwares such as Adobe Premiere, Adobe After Effects, and Final Cut Pro. On my free time, you'll find me brushing up on my [motion graphic skills](#), motion graphic skills.

#### Illustration

I am well-versed in all Adobe softwares such as XD, Photoshop and Illustrator, and often find myself combining my [illustration skills](#) with design.

#### Visual Builders & Platforms

I am a quick learner when it comes to learning new platforms. I have experience in online visual builders such as Shopify, Unbounce, Ceros, WordPress, and Flexitive. I'm also currently learning webflow.

## Portfolio

My design experience ranges from web design, branding, video, and more. Take a more in-depth look at some of my favorite work.

### Radical Blueberry

An environmentally conscious blueberry farm out in Surrey. This project was the perfect marriage between graphic design and topics that I love.

[View on Behance](#)

You can't leave a tea party without a cup of tea, you know?

Leaving so soon? I feel like we've barely scratched the surface! I haven't had a chance to tell you about my smokey bear obsession, my love for poutine, or my bad genre film collection!

If you have a project for me or simply want to get to know me better, why don't you invite me out for a cup of tea?

[hello@lebonsiu.com](mailto:hello@lebonsiu.com)

[LinkedIn](#)

[Behance](#)

Copyright © 2022 Lebon Siu. [Back to Top](#) ↑



## 2.3.5 Assignment 5

**Project:** Balaji Restaurant Website

**Definition:** To create a single page website for the client Balaji Restaurant

**Hosted Link:**

<https://www.balajirestaurant.in>

**Tools and Technologies used:**

- HTML5
- CSS
- Bootstrap
- Javascript
- Owl Carousel Library

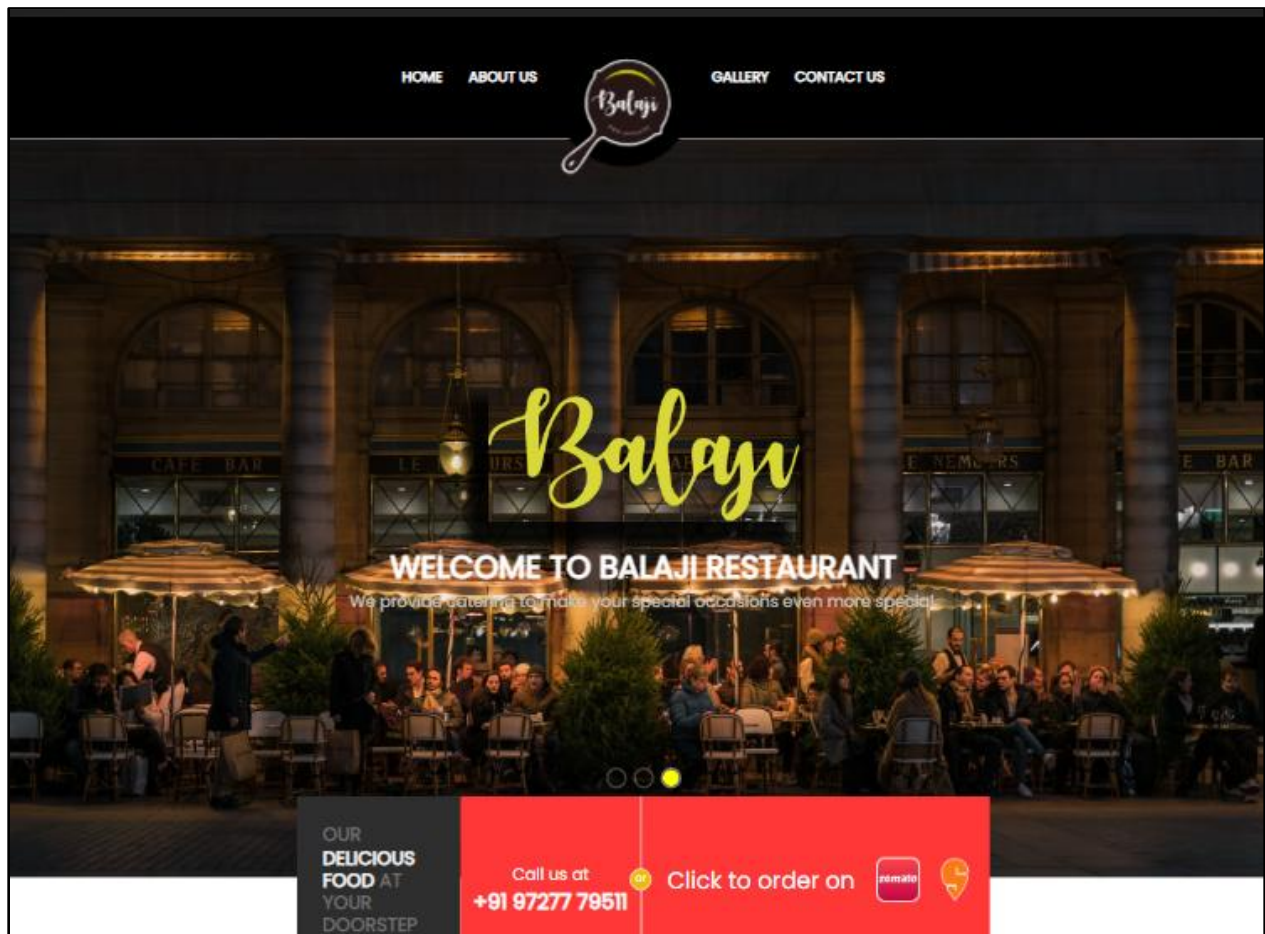


Fig – The Banner of the website is a carousel and auto-rotates and can even rotate manually

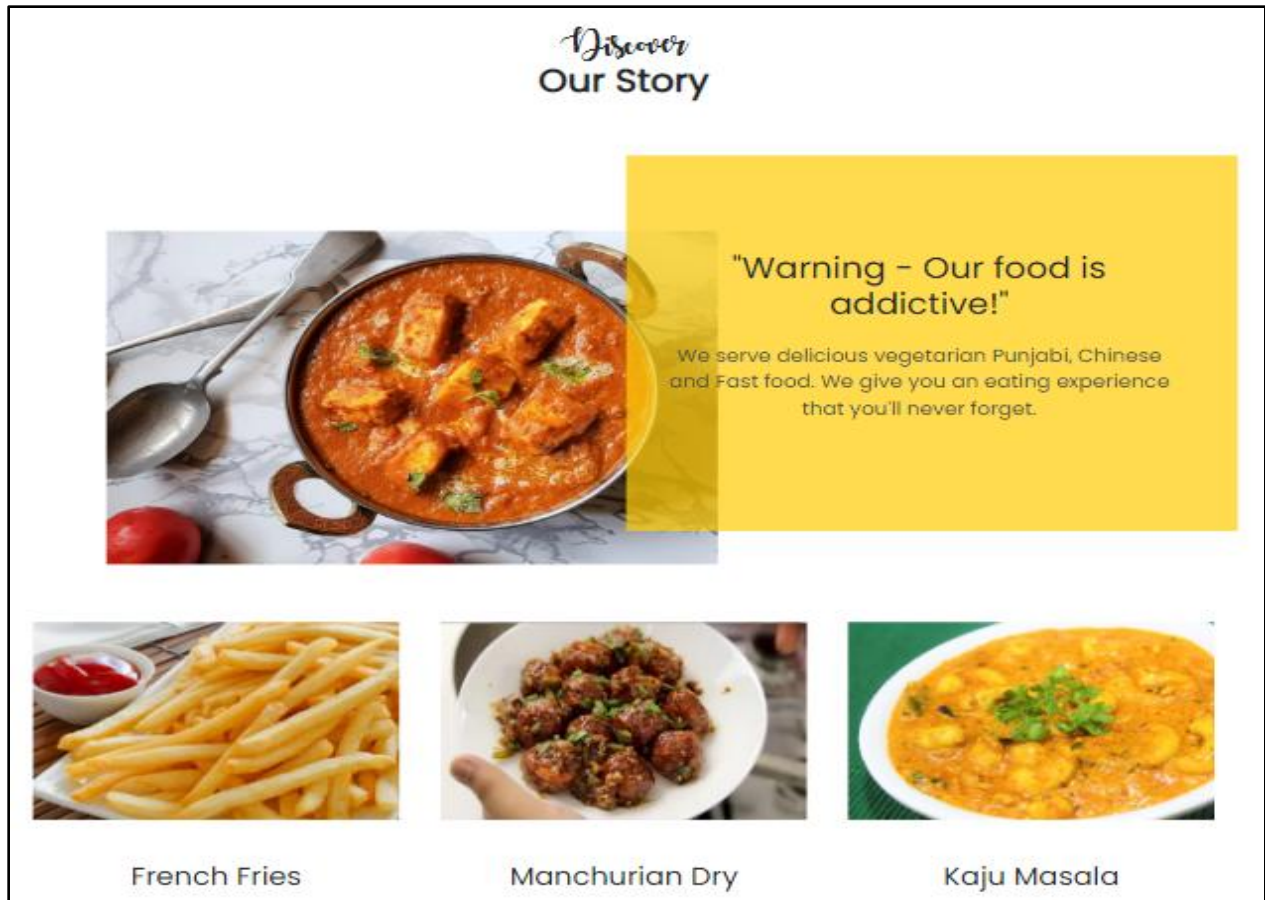


Fig – The About section of the website. Contains brief info about the restaurant

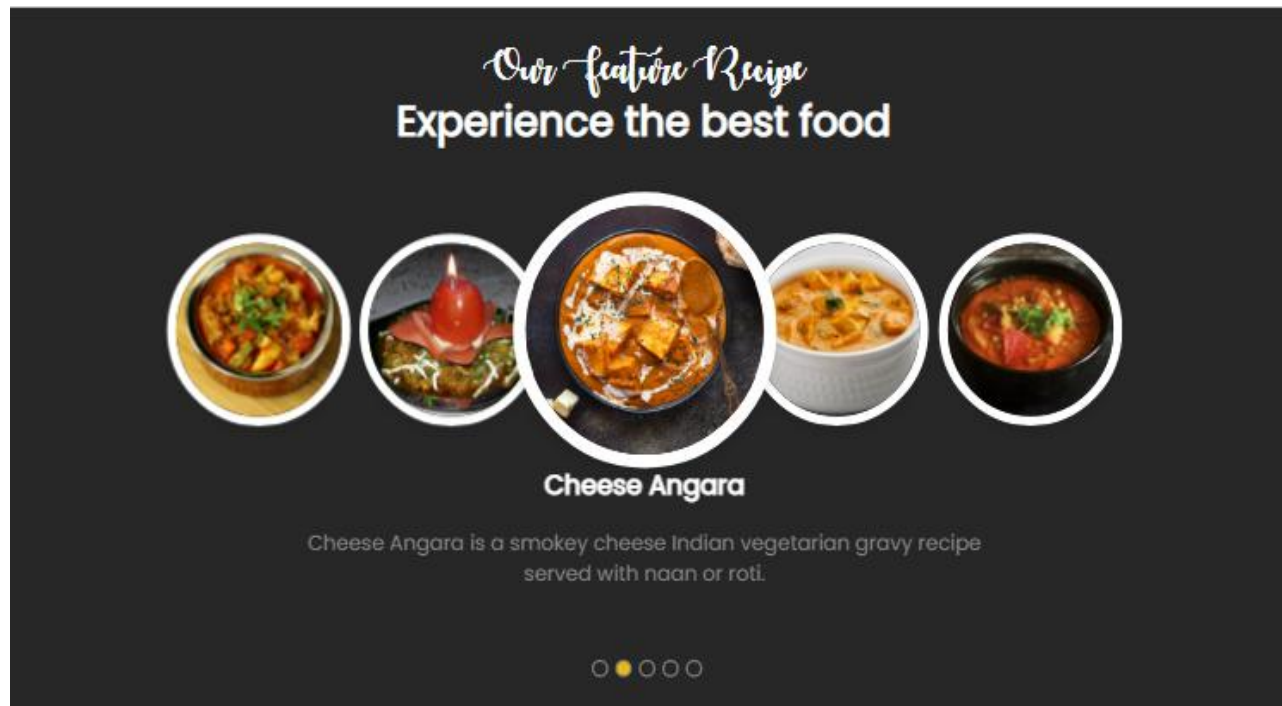


Fig – The recipe section of the website which auto-rotates after every second

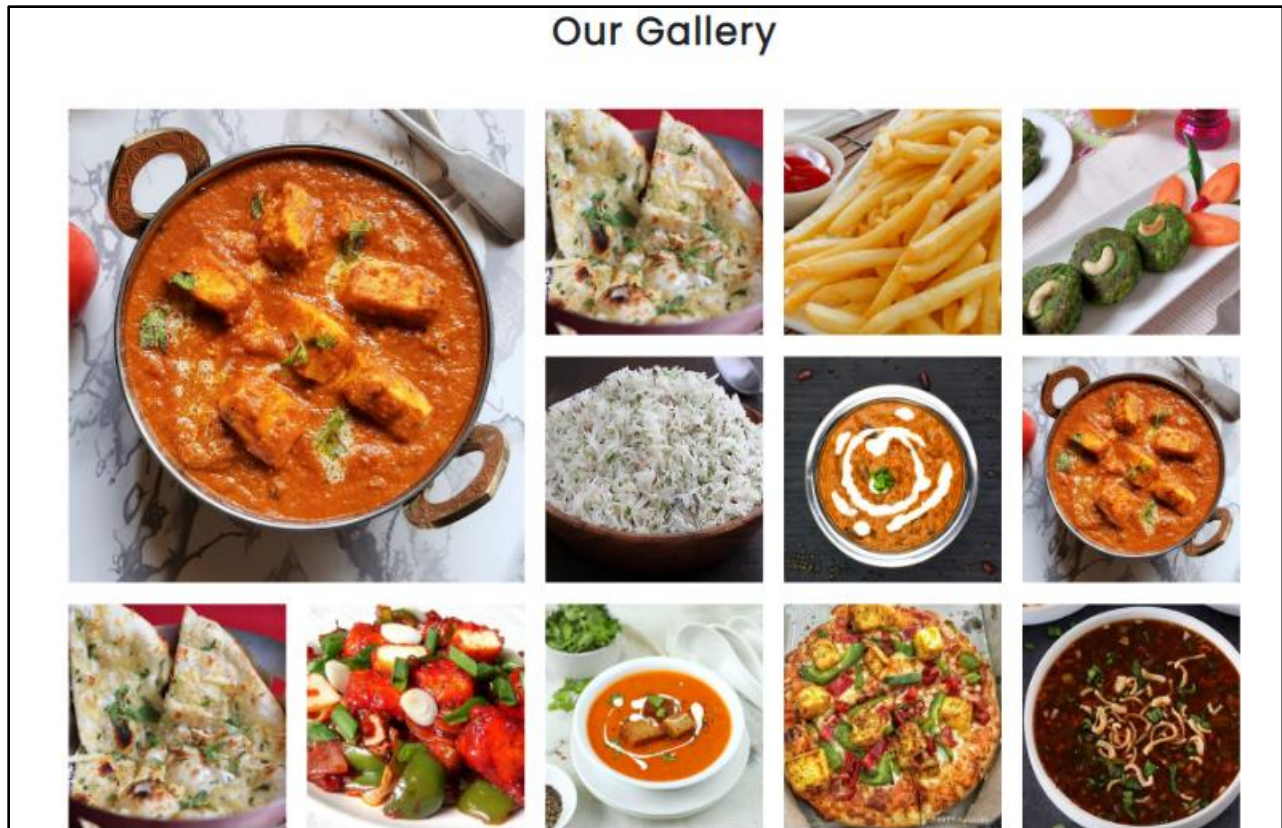


Fig – The Gallery section of the webpage contains all the main course provided by restaurant

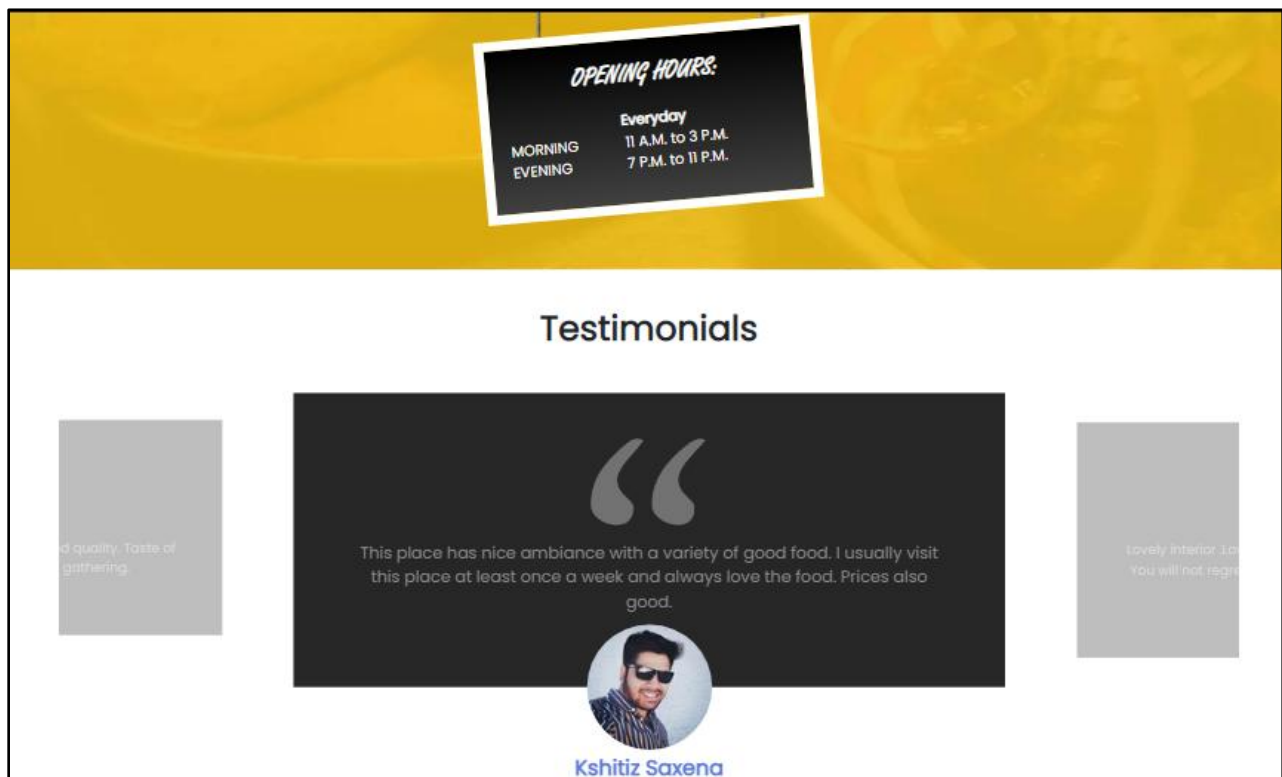


Fig – The testimonial and opening hour sections of the website



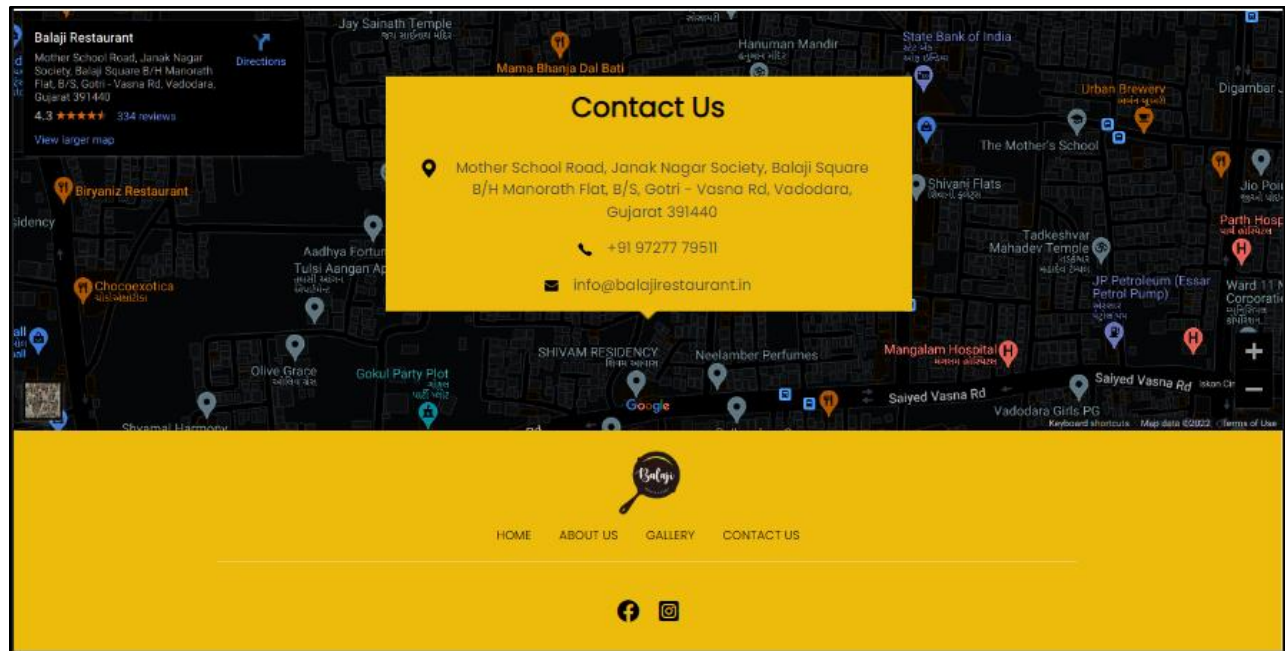
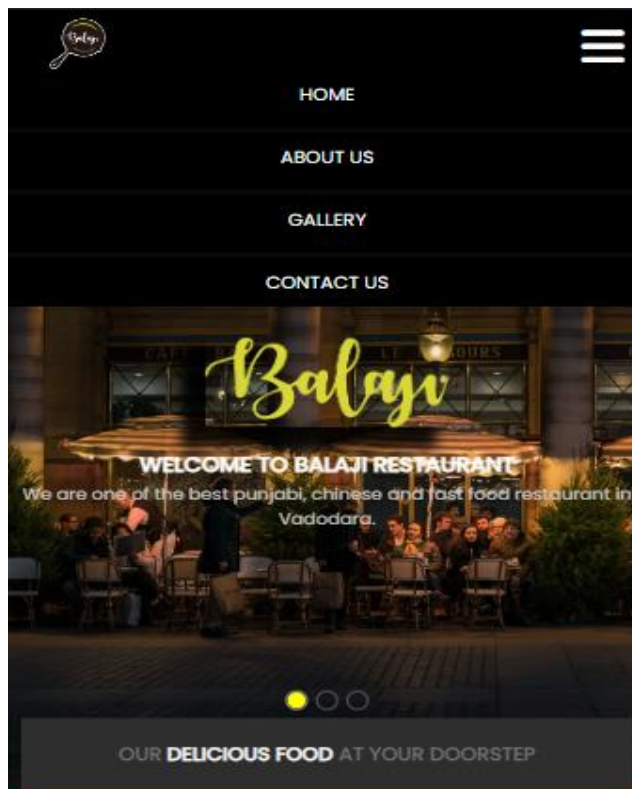


Fig – The contact Us and Footer section of the website

**Mobile View :** The images below are responsive design of the website for mobile screens



"Warning - Our food is addictive!"

We serve delicious vegetarian Punjabi, Chinese and Fast food. We give you an eating experience that you'll never forget.



### French Fries

Grab a quick bite on the go. Made crispy and with fresh potatoes.



### Manchurian Dry

### Kaju Masala

Our speciality and one of the favourites of our customers.

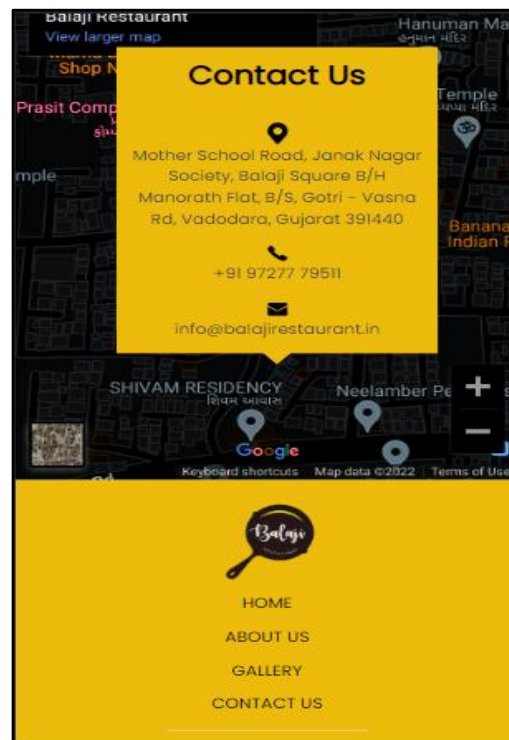
### *Our feature Recipe* Experience the best food



### Paneer Jwalamukhi

Paneer Jwalamukhi is a smokey Panner Indian vegetarian gravy recipe served with Tandoori naan or roti.

### *Our Pies* Our Gallery



## 2.3.5 Assignment 6

### Project: Vital Facilities Website

#### Hosted Link:

<https://www.vitalfacilities.nerdydroid.com>

#### Tools and Technologies used:

- HTML & CSS
- Bootstrap
- Javascript

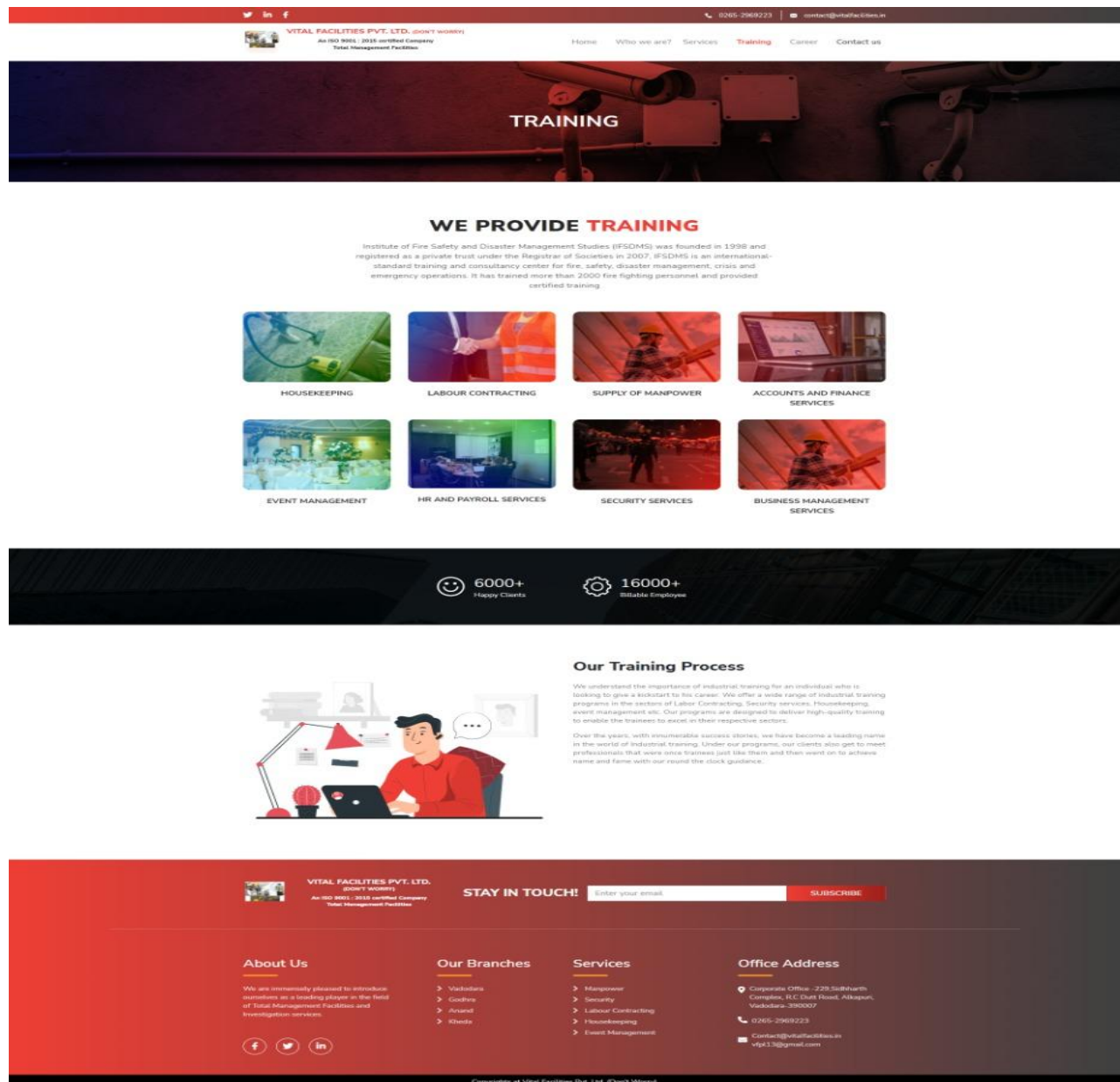


Fig – The training page of the Vital facilities website. Contains all the info about the training provided by them



0265-2969223
contact@vitalfacilities.in

**VITAL FACILITIES PVT. LTD. (DON'T WORRY)**  
An ISO 9001 : 2015 certified Company  
Total Management Facilities

Home
Who we are?
Services
Training
**Career**
Contact us

# CAREER

## Interested ? We're Hiring

You can apply by submitting the following details.

Full Name

Email-ID

Mobile Number

Qualification

Experience in year

Street Address

Choose File

No file chosen

JOIN OUR TEAM

**VITAL FACILITIES PVT. LTD. (DON'T WORRY)**  
An ISO 9001 : 2015 certified Company  
Total Management Facilities

**STAY IN TOUCH!**

Enter your email

SUBSCRIBE

### About Us

We are immensely pleased to introduce ourselves as a leading player in the field of Total Management Facilities and Investigation services.

### Our Branches

- > Vadodara
- > Godhra
- > Anand
- > Kheda

### Services

- > Manpower
- > Security
- > Labour Contracting
- > Housekeeping
- > Event Management

### Office Address

Corporate Office - 229, Subharth Complex, R.C. Dutt Road, Alkapuri, Vadodara-390007

0265-2969223

contact@vitalfacilities.in  
vfp113@gmail.com

Copyrights at Vital Facilities Pvt. Ltd. (Don't Worry)

Fig – The career page of the website. This page is for the users who are looking for employment and can contact them

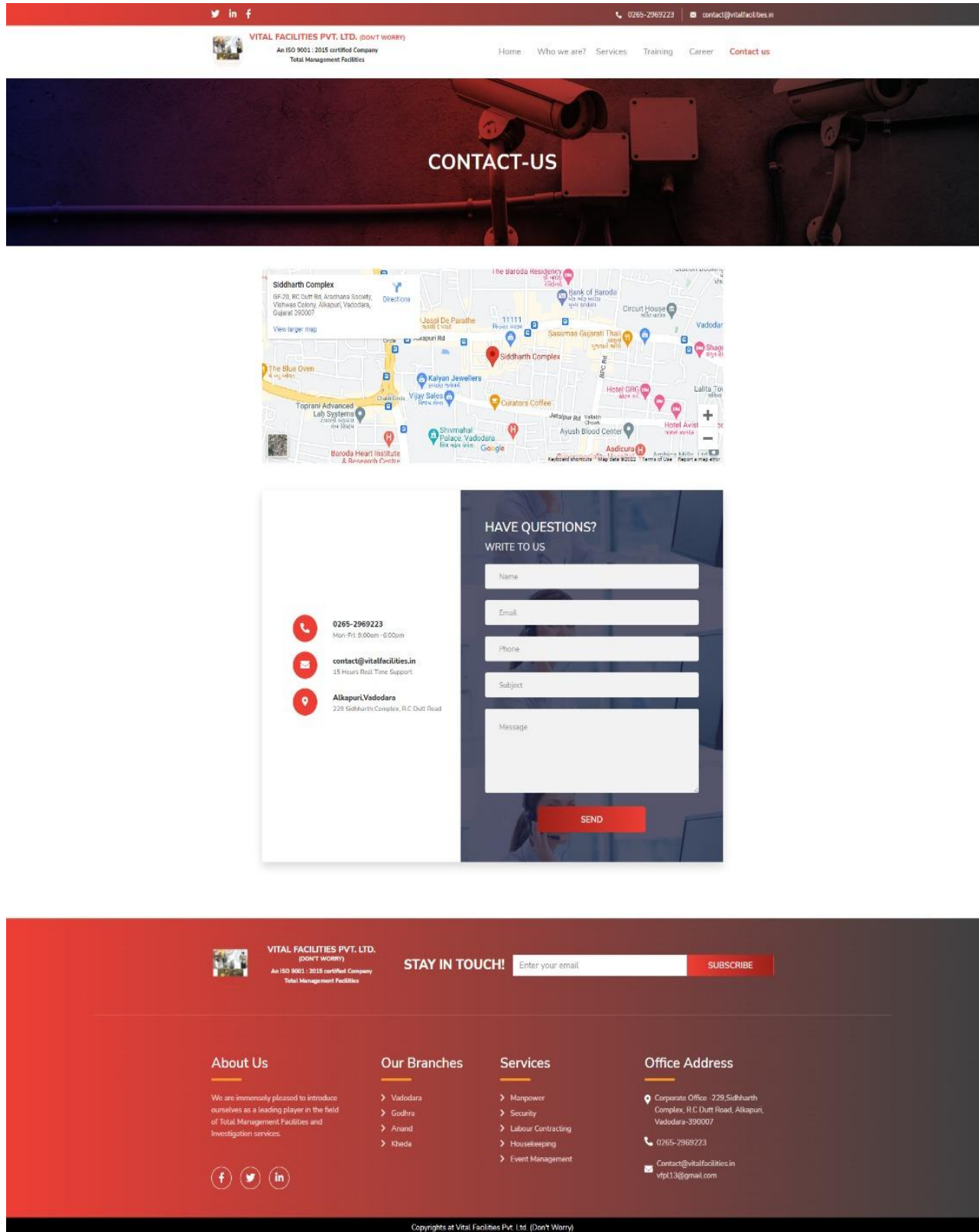


Fig – The contact us page for the vital facilities website. Provides a way for the users to contact with the owners of the website



## 2.3.6 Assignment 7

**Project:** React Todo app

**Definition:** A react todo application to have proper command over CRUD operations. Users can add, update, read or delete tasks.

**Hosted Link:**

<https://wc-react-todo-app.netlify.app>

**Tools and Technologies used:**

- HTML & CSS
- Bootstrap
- React JS

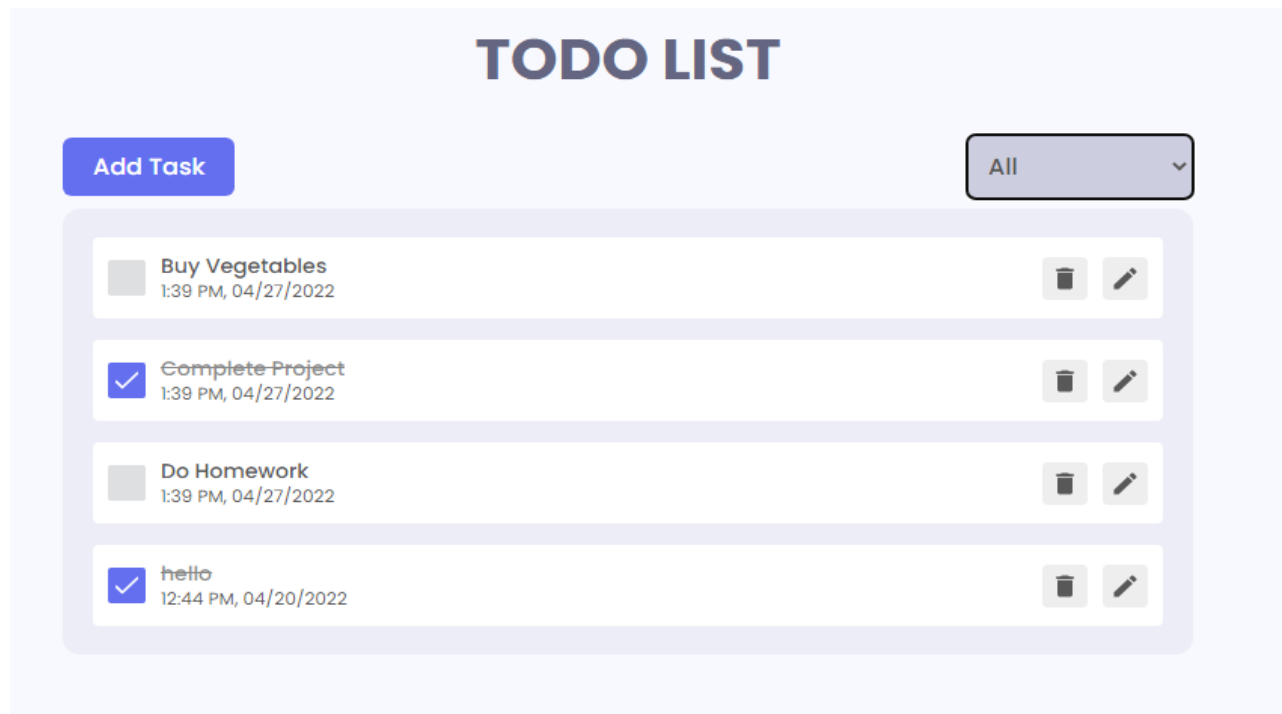


Fig – This is the task manager, Tasks can be added by clicking on the button above and tasks can be updated and deleted . There are three categories of task – All, complete and Incomplete

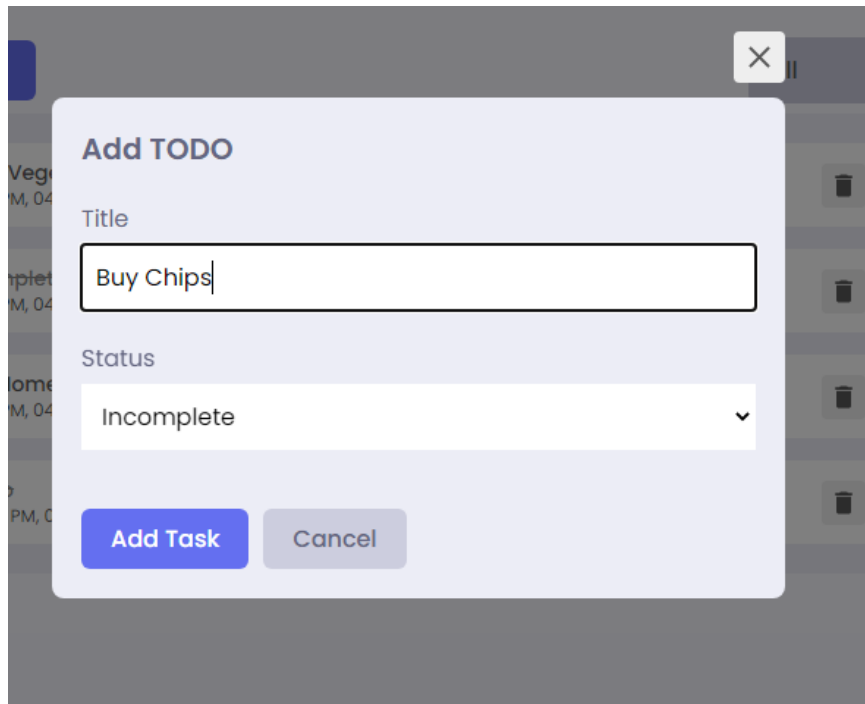


Fig – This is the modal which pops up after clicking on the add task and you can add the task and set the status

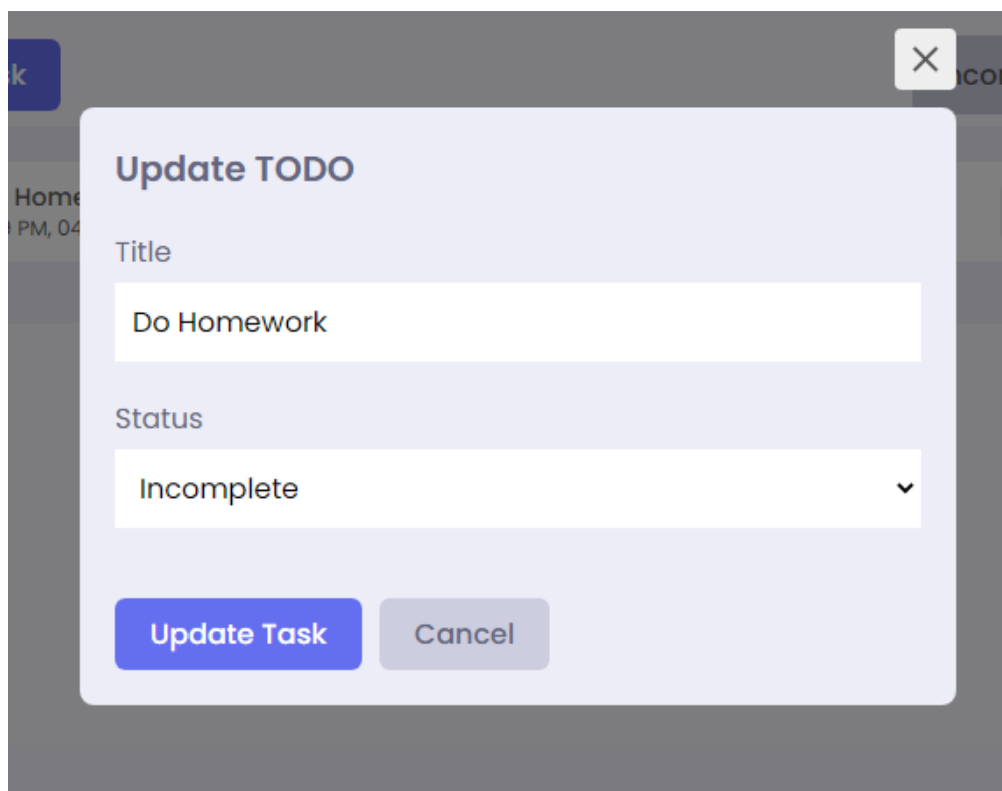


Fig – This is the Update popup which opens up when clicked on the edit button and the user can update their tasks according to their needs

## 2.3.8 Assignment 8

**Project:** Globally United Application

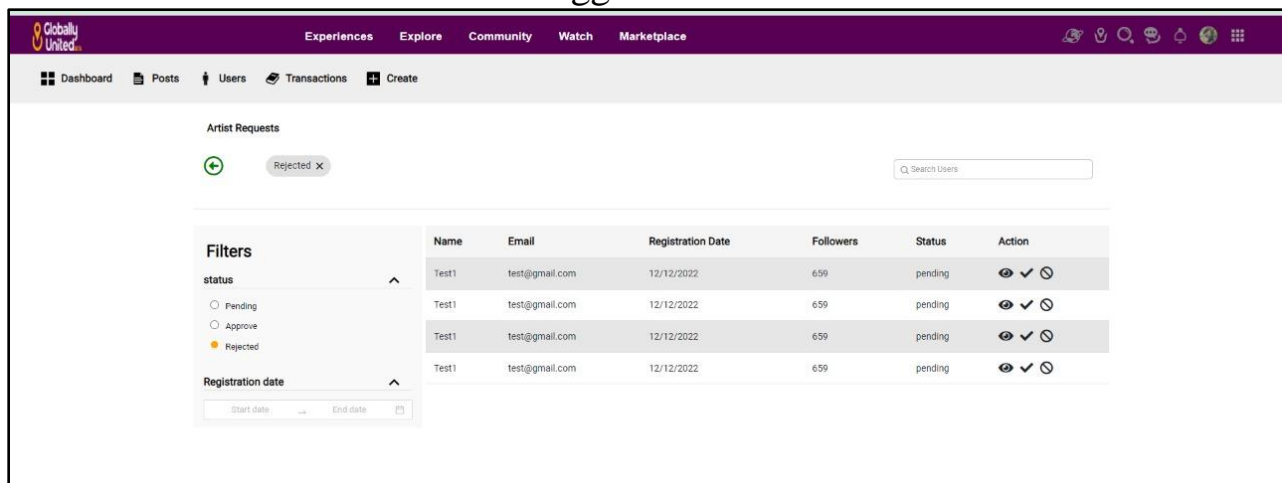
**Hosted Link:**

<https://www.demo.globallyunited.com>

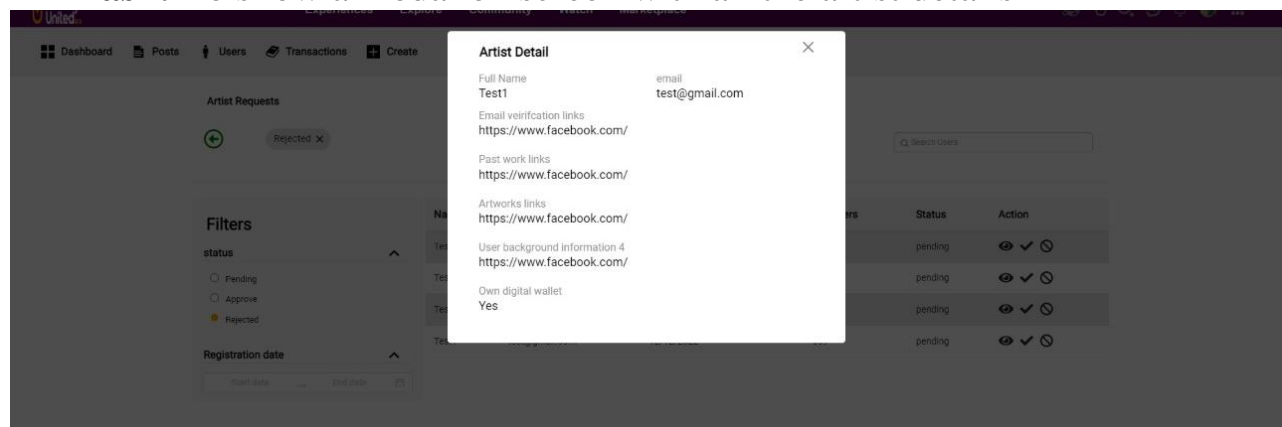
**Tools and Technologies used:**

- HTML & CSS
- React-Bootstrap
- JavaScript CSS libraries
- React JS & Redux

**Task:** To add filter UI and a toggle button to hide and show filters



**Task:** To show a modal on screen with all the artist details



**Task:** To create UI of the community Page and Watch Page

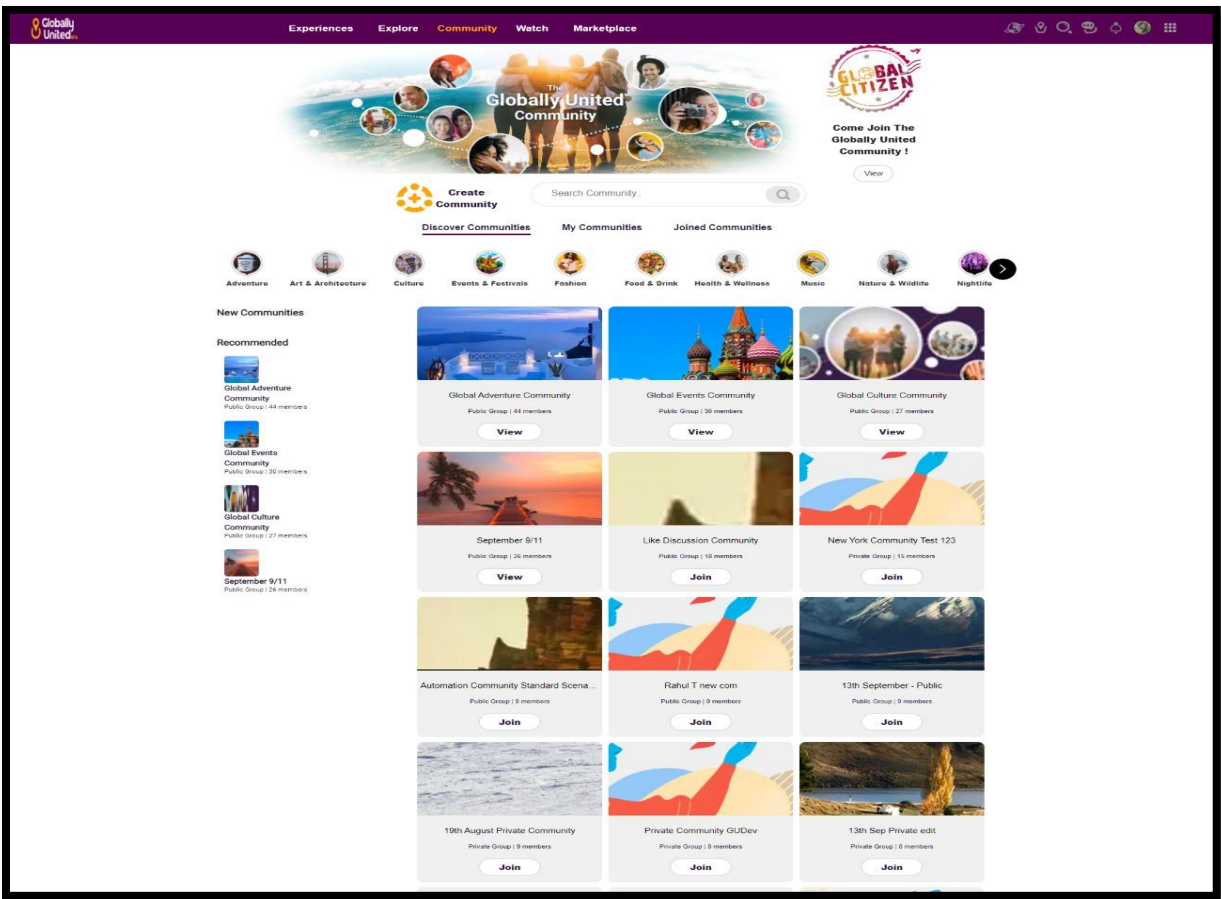


Fig – Community Page UI with routing to different components

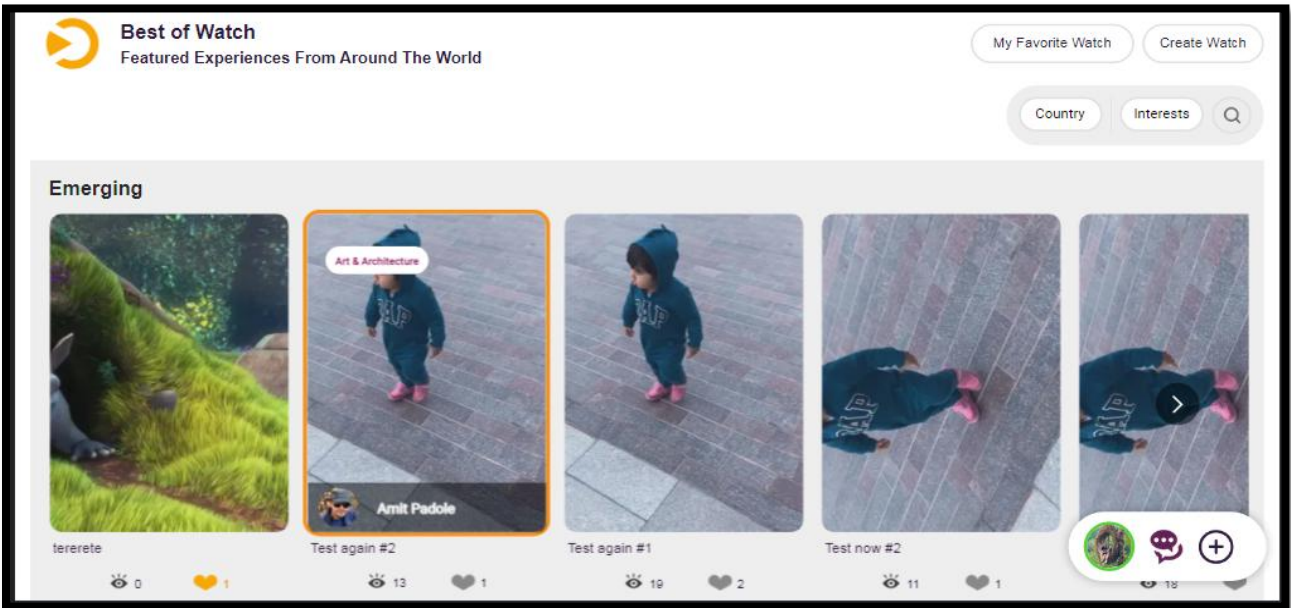


Fig – UI of the Watch page with different categories

Month	Assign Task Description	Learning Outcome/Conclusion
January	<ul style="list-style-type: none"> <li>● Basic html and css pages</li> <li>● Sample portfolio webpage</li> <li>● dummy travel agency website</li> <li>● Sample website using bootstrap</li> </ul>	<p>Learned all basic tags and properties of HTML and CSS with the implementation of bootstrap</p>
February	<ul style="list-style-type: none"> <li>● Balaji Restaurant Website</li> <li>● Employee Database webpage using localStorage</li> <li>● Employee Database website using Firebase</li> </ul>	<p>Learned Javascript to put dynamic data in a webpage</p> <p>Learnt ES6 and ES7 version of Javascript</p> <p>Learnt integration of authentication and database using google firebase</p>
March	<ul style="list-style-type: none"> <li>● Sample React Todo List project</li> <li>● Globally United Tasks</li> </ul>	<p>Learned React JS core concepts and it's best practices to write error-free code</p>
April	<ul style="list-style-type: none"> <li>● Clientshare Email Templates</li> <li>● Vital Facilities Task</li> </ul>	<p>Learned advanced topics of React JS like Hooks, Forms, Router, Redux, Axios API.</p> <p>Learnt to make email templates</p>

## **2.4 Challenges and Difficulties faced during each assignment.**

- As for technologies and JS library, React is new to me, so the company asked me to get a strong hold on Javascript and implement a demo project involving CRUD operations with google firebase realtime database
- Then I had to learn the core concepts and best practices of React JS so that I could help my team as soon as I can in their projects.
- I didn't have any difficulties in doing assignments as company staff is helping me out there, their guidance helped me in learning new things and completing my assignments in time.

## **2.5 Correlating with the Academics**

- The theory and practical knowledge that I gained during the academics is helpful in my internship to complete the assignments given to me. Likewise Programming Language, Database Management System, Testing concepts and a lot more.
- I found that the theory is not useful. I have to gain industry knowledge of coding, then only we acquire the proper knowledge of coding.

### 3. CORPORATE CULTURE

- Company culture can be defined as a set of shared values, goals, attitudes and practices that characterize an organization.
- It's the way people feel about the work they do, the values they believe in, where they see the company going and what they're doing to get it there. Corporate culture thus is a sum of a company's employee's behavior while they are at their workplace.
- I got the opportunity to learn a large number of resources by working on various technologies. It helped me in developing my knowledge and my skills.

#### 3.4 Working Atmosphere

What I liked about the working atmosphere in the organization:

- Everyone communicates in a cards-on-the-table manner, solving difficulties in a positive way. They don't play nasty revenge games when given difficult feedback.
- Can-do, go-the-extra-mile and win-win attitudes are evident signs of the workplace.
- They also gave rewards, bonuses, raises, promotions, and certificates of achievement to the best employee of the week every week.
- All employees of the Eliteware Solutions keep things in perspective, have laughs and fun. Laughter generates endorphins, our natural antidepressants.
- The company and its employees embrace change, accommodate new trends and technology, and incorporate new skills.
- The company sets out to achieve its goals in ethical, honest ways with an elevated sense of purpose to improve the planet and humanity.

### **3.5 Culture within the Organization**

Culture within the organization is really good whether it is for boy or Girl. Employees are very friendly and they are welcoming. Being an Intern there still they treated me as a part of their own company and always respected me in every way. Helped me understand new technologies and solved my queries. Company never treated me as a junior or an intern; it always supported me and made me its part.

#### **3.5.1 Cultural norms explained to me**

##### **Teamwork**

The company believes in teamwork as one project is not given to a single person. More than 2 or 3 people are handling a single project so everyone can get a chance to work.

##### **Regularity**

They expect every employee should be regular about the office timings and regarding their responsibilities towards the assignments given to us.

##### **Continuous Self-learning new technologies**

Every employee should not sit free if the work is completed. The employee should start learning new technologies and languages which are out in the market.

##### **Discipline**

Rules which were made by the company were strictly followed as “Discipline is the bridge between goal and success”.



### **3.5.2 Cultural norms I picked up**

#### **Self-dependency**

I learnt to be more self-dependent and confident. Eliteware provided me with such an atmosphere that I realized my innate talent and skills.

#### **Time management**

I learnt how the corporate world works and I learnt from them how to manage time and submit the tasks given on the time.

#### **Responsibility**

Working with Eliteware created a deeper sense of responsibility in me. It helped me in creating new skills that will help me in future development.

#### **Planning**

I learnt to prioritize and plan my weekly and daily workload which helped me in working efficiently.

#### **Good Communication skills**

I got to know how important good communication skills are with a client or other employee in the office. It makes work run smoother and avoids misunderstandings and delay in work due to lack of communication.

### **3.5.3 Insights gained about corporate culture that I will take into consideration when searching for full time employment**

I will look for a job with the same environment as Eliteware Solutions but a bigger company than that where I can gain more experience because I get to know how bigger companies work.

## **4 COMMUNICATIONS**

### **4.1 Ways in which I communicated within and outside the organization**

#### **Communication within the organization:**

To communicate between the staff and senior heads there was:

- Group communication
- One-to-one communication
- Through Skype
- Gmail
- Whatsapp
- Slack
- Telephonic conversation (if required)

#### **Communication outside the organization:**

To communicate with other organization or with the clients there was:

- E-mails
- Skype
- Personal Visits
- Telephonic Conversation

## **4.2 Example of good communication skills utilized by the employees**

At Eliteware Solutions every employee communicates with a positive attitude, keeps an open mind and asks questions to help us understand where they are coming from.

They are more likely to respond to ideas that are presented with confidence. If there is any new project, everyone in the office will discuss the new project in the conference room and then ask everyone who will be able to handle it. The decision about who will do the project totally depends on the employees.

So these are the good communications skills which I utilized from the company. In fact, every employee is a good listener and every new idea is always taken into consideration.

### **4.3 Methods to improve the effectiveness of communication within the organization**

- Having honest dialogue with managers and CEOs is a delicate— and challenging— situation for many employees. An "open door" policy where your employees are encouraged to bring anything to your attention is an incredibly beneficial way to motivate employees and improve communication.
- Every organization has a common objective that motivates employees to show up every day and do their jobs.
- Checking in with employees is an effective way to make sure communication is strong. Plan in-person or online meetings every few weeks or months. Discuss projects, feedback about leadership, and suggestions for the future.
- It's not easy to improve something if you don't know what's holding you back. Communication methods such as email, telephone, messaging, and in-person meetings, are appropriate for different forms of communication.
- Social media is a powerful aid for businesses communicating with customers. It also enhances internal collaboration. Encourage employees to "like", comment, and share interesting posts about your organization.

## **5 CAREER REFLECTIONS**

### **5.1 Internship related to field of study**

I got internship in IT company itself, it's my field of study i.e. Programming and creating websites. So I get the best experience from Eliteware towards the IT field. The theoretical and practical knowledge is very different.

**5.2 List out the technologies learned during the internship and in which domain you are going to start your future career. The technologies which I learnt during my internship are:**

- HTML
- CSS
- Bootstrap
- ES5, ES6 and ES7 versions of javascript
- Google Firebase
- Git and Github
- Hosting services like netlify and github pages

**The Framework which I learnt during my internship are:**

- React JS