

INTRODUCTION

The internship program is designed to provide students engaged in a field experience with an opportunity to share their insights, to explore the links between students academic preparation and field work. When placed in this situation, students expand their concepts of different organizational structure and different working relationships within the workplace. During the period students are allowed to work within their own selective industries by combining the academic work with in industrial work to gain additional practical experience. It also seeks to provide information on your communication skills and should indicate critical thinking skills. For your time as an intern, certain internship positions could grant you college credit. For individuals who want to graduate with job experience, an internship that grants you both academic credit and experience might be excellent. If you are interested in a variety of sectors, choosing an internship might be a fantastic method for you to focus your attention and figure out which career path best fits your abilities and objectives. Since internships typically last eight weeks, you may frequently apply for more internships or utilise the knowledge gained from prior internships to determine if your current career path is the best one for you.

COMPANY PROFILE

Company Name : RandD

Proprietor : D.Bala

Technical Assistance : S.Tajudeen MCA.,

Address : No.1, First Floor, Christ Church
Complex, Ramamoorthy Nagar ,Opp.to
Kalaingar Arivalayam, Behind Taj
Marriage Hall, Nearby BOSCH Oil
Service, Chatram Bus Stand, Trichy-
62000

E-mail : hr@rndit.co.in

Mobile no : 9790004972

Technical employee : 07

Non-technical employee : 05

Total Manpower : 12

WORK RECORD

Day: 1

Date: 06.12.2022

Time: 10.00 am-04.00p.m.

Actual work done:

On the first day of my internship using Excel, especially with computing calculations, through these assignments I have found there is always something new to learn. Within the Excel assignments that we have done computations that I learned would be how to compute correlation, finding the square of the smallest value, z score equations, computing t and z values, and finding sample mean/size I had been introduced to the company and they let me knew about their functionality, they assign to learn basic excel sheet.

Thinks learnt and observed:

Learnt: I faced while working through these assignments was knowing which formula to use for certain computations. For me, the Excel basics was the most helpful tool to address and solve these formula issues.

Observed: The supervisor is providing valuable training and guidance to know about company and how they assign work to employees.

Day: 2

Date: 07.12.2022

Time: 10.00 am-04.00p.m.

Actual work done:

On my second day, Excel spreadsheets for your small business, time and date functions frequently add both convenience to your workbooks me in-charge taught me about how to create a sample billing excel sheet.

Thinks learnt and observed:

Learnt: To design a sample billing sheet with You can create an updating date using the Excel Today function. These are the same now as they have been for years, and the methods below work with versions of Excel from the current Office

Observed: The supervisor provided really good value in the session. He prepared really well for our internship project. To Excel we need to research more of our audience in the business. Finally, I understood that Excel role in any industry. To know more about excel.

Day: 3

Date: 08.12.2022

Time: 10.00 am-04.00p.m.

Actual work done:

The third day, the Technical Assistance Taju sir, taught me to create a billing using company. He explained the concepts of EXCEL and its scope in the IT industry. Today he gave an overview. He said that tomorrow we can see how to purchase the server virtually from shopping. This made me very excited. After that he told that which tech giants are providing service which

Thinks learnt and observed:

Learnt: To create billing for students. I have learnt how actually works and how to be certified from top tech giant companies. With the help of the certificate I realized that it will boost my career. I have learnt a lot teach from like what are things used in data, which is really useful for me.

Observed: observed about the billing process. In the session experience of how he got certified From Excel enjoyed his way of teaching which is really interactive and he explains the concepts in a very understanding way. It gives me more motivation and inspiration to learn further

Day: 4

Date: 09.12.2022

Time: 10.00 am-04.00p.m.

Actual work done:

On my fourth day, new students 15 member joined for a project i created a bill for those students. I was very excited on the fourth day because of the practical module that is how to buy a Excel. Before starting the live demo, he gave a brief intro about Excel. Why does using computing? He explained how the Excel. And he showed one demo for and how to create files in Excel from the Excel sheet. Then he started the core concept of buying Excel and he explained the step by step procedure which his explanation is very clear to understand.

Thinks learnt and observed:

Learnt: Generate a bill. I have learnt that I have to buy the s from billing process in a practical way. I have to learn how to gain knowledge of Excel

Observed: To handle clients. Sir gave an excellent session which is really useful to me. Since, the Excel is based table creating work, task was given for this session

Day: 5

Date: 10.12.2022

Time: 10.00 am-04.00p.m.

Actual work done:

On the fifth day of my intern so many new clients joined her more than 50 clients all are paid joining entry fees I prepared an individual bill for everybody. The session This is really very interesting because basically I love. Reviewed the basics, including the structure of a document and common tags. Practiced creating simple Excel pages Task given was to create a basic form page. Additionally, she gave the table and facts of the Information Technology (IT) industry

Thinks learnt and observed:

Learnt: To learn to handle lots of clients at the same time. Gained a better understanding how it is used to create Excel pages. Created a basic with a account, and a list. I have faced my challenges such as understanding how to properly tags. And I had trouble remembering

Observed: To know more about work pressure. It was a great introduction to Excel excited to continue learning and building my skills in development. The overview of the industry was also very informative and gave me a better idea of roles and opportunities available

Day: 6

Date: 12.12.2022

Time: 10.00 am-04.00p.m.

Actual work done:

On this day they purchased a new mouse, pen drive, laptop and computers I put entry in the system and create a expense record. took the session learning about Excel with a focus on Excel record a tutorial by sir on using Excel pages. Completed the task of creating a form pages. Spent the morning session reviewing the concepts and techniques covered in the tutorial by Excel.

Thinks learnt and observed:

Learnt: Create an expense records. the most intriguing and interesting aspect of the Excel assignments was the fact that you can take an extraordinary amount of data and transform it into a visual that is easily understandable and interpretable.

Observed: To know about company staff needs. In the afternoon, I applied what I

learned by completing the task of creating a form page using Excel. This

involved creating the form structure using various form elements and types,

Day: 7

Date: 13.12.2022

Time: 10.00 am-04.00p.m.

Actual work done:

On this day of working they bought 20 chairs for employees. So I put entry in the computer and cost of the material and get invoice and pin in the file. Continued learning about Excel with a focus on the tables Followed a tutorial Completed the task of creating a tables I applied what I learned by completing the task of creating an age calculator using Excel. This involved writing code to prompt the user for their sales, and display the result to the user.

Thinks learnt and observed:

Learnt: The tutorial by Taj sir was very helpful in improving my understanding of the

Excel and its syntax. Creating a calculation using excel was a challenging but rewarding task that allowed me to apply what I learned in the tutorial. To learn about sales

Observed: The tutorial by Taj sir was very helpful in improving my understanding. Creating an company calculation using Excel was a challenging but rewarding task that allowed me to apply what I learned in the tutorial to know more about expense maintenance.

Day: 8

Date: 14.12.2022

Time: 10.00 am-04.00p.m.

Actual work done:

On this day I was worked in a sales department team they make a lot of sales and I generate a bill for every sale individually. Continued learning sales with a Excel sheet. Format a tutorial by Taj sir generate bill. Completed a task using Excel. Spent the morning session reviewing the concepts and techniques covered in the tutorial by Taj sir applied what I learned by completing a generate bill. complete a specific task using generate bill syntax and concepts.

Thinks learnt and observed:

Learnt: To know about sales department billing section. Improved my understanding of the billing section and its syntax. Successfully completed a task

Observed: The tutorial by Taj sir was very helpful in improving my understanding of Sales and its syntax. Completing a task using Excel was a rewarding experience that allowed me to apply what I learned in the tutorial. observed about sales importance for the company.

Day: 9

Date: 15.12.2022

Time: 10.00 am-04.00p.m.

Actual work done:

On the ninth day I had been taught how to generate a profit and loss statement. Continued learning about sales with a focus on profit and loss. a tutorial by Taj sir given a task Excel. Spent the morning session reviewing the concepts and techniques covered in the tutorial by on sales in the afternoon, I applied what I learned by completing a profit and loss using Excel. This involved writing code to solve a problem or complete a specific task.

Thinks learnt and observed:

Learnt: Continued learning about with a focus on the sales Followed a tutorial by on Excel. To learn about profit and loss statement

Observed: To observed about use of the statements. Struggled with understanding how Excel in and finding mistake. The tutorial by was very helpful in improving my understanding of the Excel and its task was a challenging but experience that allowed me to apply what I learned in the tutorial.

Day: 10

Date: 16.12.2022

Time: 10.00 am-04.00p.m.

Actual work done:

On this day, new college students joined for a website project in billing software that college didn't added then I asked to technical team member how to add a new college in billing software then I make a bill for those student.

Thinks learnt and observed:

Learnt: Add new college in billing software. Improved my understanding billing and its syntax.

Successfully completed task. Continued learning about programming with a focus on the sales.

Followed a tutorial by Taj sir on billing software Completed a programming task using Spent the morning session reviewing the concepts and techniques covered in the tutorial by software. In the afternoon,

Observed: To know more about software. Struggled with understanding trouble debugging my Excel and finding The tutorial by was very helpful in improving my understanding of the software and using challenging but rewarding experience that allowed me to apply what I learned in the tutorial.

Day: 11

Date: 17.12.2022

Time: 10.00 am-04.00p.m.

Actual work done:

Prepare an expense sheet for the basic company needs in a month Continued learning with a focus on the expense sheet Followed a tutorial in Completed a sales task using Spent the morning session reviewing the concepts and techniques covered in the tutorial by Excel on the afternoon, applied what I learned by prepare task using. This involved complete a specific task concept.

Thinks learnt and observed:

Learnt: Analyze the company needs. Successfully created a sale that takes a user's there. Improved my understanding of the Excel and its syntax.

Observed: To observed a previous bill for a basic need. with understanding how variables and perform calculations

Day: 12

Date: 19.12.2022

Time: 10.00 am-04.00p.m.

Actual work done:

Prepare a weekly report for complete expenses and sales. Completed the task of creating a small Excel from. Spent the morning session reviewing the steps and Excel required to create. This may have included reviewing. In the afternoon, I applied what I learned by completing the task of creating a small Excel sheet. This involved writing sales details and implementing elements.

Thinks learnt and observed:

Learnt: Company report preparation Creating a challenging but rewarding task that allowed me to apply and improve my Excel skills. I gained a better understanding of the technologies and techniques needed to create a small feature.

Observed: To know about expense and sales. Successfully created a small feature Improved my understanding of the Excel and techniques needed to create a sales sheet

Day: 13

Date: 20.12.2022

Time: 10.00 am-04.00p.m.

Actual work done:

On the thirteenth day of my internship, I know about balance sheet preparation after I learn that work, I did the work. Reviewed the concepts and techniques needed to create a Excel for a business. Completed the task of creating a for a business. Spent the morning session reviewing the steps and techniques required to create a Balance sheet for a business. This may have included reviewing and software

Thinks learnt and observed:

Learnt: To prepare a balance sheet. Successfully created a balance sheet for business. Improved my understanding principles and software tools needed to create balance sheet

Observed: Observed about balance sheet terms. Creating Excel business challenging but rewarding task that allowed me balance sheet. I gained a better understanding of the principles and tools needed to create a that effectively represents a business.

Day: 14

Date: 21.12.2022

Time: 10.00 am-04.00p.m.

Actual work done:

On the fourteenth day, I have learnt how to create a balance sheet. Reviewed the concepts and techniques needed to analyze. Analyzed the sources Spent the morning session reviewing the steps and techniques required to analyze the source balance sheet. This may have included reviewing and structure, as well as tools in the afternoon, I applied what I learned by analyzing the source. This involved using tools to view identifying the different elements and their functions, and understanding Excel

Thinks learnt and observed:

Learnt: To learn about balance sheet. Successfully analyzed the source my understanding of the structure and function

Observed: To observed more videos in YouTube for how to create a balance sheet. I gained a better understanding of the structure and function

Day: 15

Date: 22.12.2022

Time: 10.00 am-04.00p.m.

Actual work done:

On the final day of my internship, I work in sales section to maintain monthly and yearly record of sales section. Reviewed the concepts and techniques needed to complete. Spent the morning session reviewing the steps and complete the This may have included reviewing in the afternoon, I applied what I learned. This involved or complete a specific task

Thinks learnt and observed:

Learnt: To learn about sales records. I learnt use of relevant libraries, and Improved my understanding of the relevanted

Observed: To observed the sales process. challenging but that allowed me to apply and improve. I gained a better understanding

OBSERVATION

Academic Achievements out of this program:

I can develop my skills on my own interest and then learned to do what are proper steps to maintain the incomes and expenses of our concerned company. And then it made possible by this internship program conducted in my college. It helps me to face any problems in the life on my own and it taught me lot of courage and flushed off my cowardliness. And it helps me come up on my own hand in my life. experience in

using various technologies and tools commonly used in the industry. Developing skills in solving, critical thinking, and collaboration Improving communication and presentation skills through working with a team or presenting on completed projects.

Benefits/gain out of this program:

Moreover, if the internship period is within the bachelor internship work and the students have to return to the academic after completing it, the skills that they have developed during the internship help them to gain a more sound academic result and also learned some graphics

designing technique which is used for designing my own profile. As this internship program has a great role in my future purpose and it will be useful. The Internship program was quite beneficial for me. It helped me in improving my various skills and enhanced my knowledge in new areas. I had learnt some basic

CONCLUSION

I learnt many new ways of thinking and idea about the management of the company from the fifteen days of internship work rendered by our college. I also learned the way of create billing and how to run my own business, how to handle the company to higher level and what are the requirement need. The internship provided valuable practical experience and helped the intern develop valuable technical skills and knowledge. The intern had the opportunity to work on real-world projects and learn about industry-specific concepts and practices. The intern made valuable connections within the industry and gained a better understanding of the IT field as a potential career path. The intern was able to enhance their resume and make themselves more competitive in the job market.