SOP (Standard Operating Procedure) as an Intern

Before you start doing training or project, please follow guidelines as below

1. Provide a ==plan== of what training and project you will choose in the   Available Projects.docx

2. Provide a plan of which training and project you will choose from the "Available Projects" document or the "Onboarding" document. Send this to your manager.

3. For each reinforcement question mentioned in the training or QUIZ, send a screenshot of the results for each section to your manager. If you do not do this, you will not be able to get an internship.

4. Before you are asking question, please Ensure The question you are asking is not inside the FAQ DOC1 and FAQ DOC2

5. Tell the reason ==why you that specific training compared to other training== (e.g you are IT intern, why you choose front end not backend training?), is it align with your skill, provide your experience, your goal? To learn? (provide reason), send to your manage choose

6. Please ensure ==you have installed team== and not using web version of the teams, provide screenshot and send to Andrew or your manager (if you have done so, please skip).

7. Every day, **==daily check in and check out==**, tell what task you will accomplish, and what is your plan for the next task, send this to manager or to the project group.

   Note : provide the reason why you can't work, for example tomorrow you have a test, so you could skip it for a day.

   Example is below,

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Login

Good Morning ,
Today I'm continuing my back-end training today. I'll be working on Python, PostgreSQL, and Azure as per the training documents. I'll complete the materials, take the quizzes, and virtual Machines, Resource Groups, Azure SQL Database, and Role-Based Access Control (RBAC). From 9 Am - 12 Pm CST

LOGIN

Good Morning, today I'm continuing my LLM training and will focus on topics including Python for Data Analytics, Data Cleaning, EDA, Data Preprocessing, Feature Engineering, LLMs & Transformer Concepts, Model Selection, Prompt Engineering, and Sentiment Analysis, along with training materials, quizzes, and implementation practice from 8:00 AM to 2:00 PM IST.

Logout

Hello,

I have competed python training (Conditional statement, function, scope, loops, and dictionaries) In PostgreSQL I have learned about installation and connection via PGAdmin, managing data base, running basic SQL queries, data types and joins.

Tomorrow I will continue on PostgreSQL and complete it. I will also work on GitHub (How to crater GitHub repository, Adding contributors, setting up branch protection and setting up code ownership)

Logged out: 10.45 AM CST

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Logout

Hello,

Today, I completed the initial sessions of LLM training and covered the following topics:

- **Python for Data Analytics**: Basics of using Python libraries like Pandas and NumPy for data handling.
- **Data Cleaning**: Handling missing values, outliers, and fixing inconsistent formats.
- **Exploratory Data Analysis (EDA)**: Analyzing data using visualizations and statistical summaries.
- **Data Preprocessing**: Techniques like encoding, scaling, and transforming data for model input.

Tomorrow, I will continue with:

- **Feature Engineering**
- **LLMs & Transformer Concepts**
- **Prompt Engineering**
- **Sentiment Analysis**

Logged out: 2:00 PM IST

==**REMEMBER FOR NO 7**, **EVERY PROJECT GROUP joined by you, u must share this in the group** 👇==

8. **Skill Using Star Rating System (max 5 Stars)**, provide all your skill, you can follow the image below, list down what skill do you have, and how confidence is you from your skill, and what tool you are familiar with,
for example, below you are accounting,

   You can copy paste the layout is like below, use your own identity, don't change this document.

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Hi, my name is Isabel
Intern as Finance,
education right now is master's degree in California University,

The star remarks my confidence about my skill
tax preparation: ⭐⭐⭐⭐⭐
assesing trends: ⭐⭐⭐
risk management: ⭐⭐⭐⭐
financial analysis: ⭐⭐
auditing: ⭐⭐
etc. (you can add more)

Tool i am familiarize with
FreshBooks: ⭐⭐⭐⭐ Quickbooks : ⭐⭐⭐⭐
Because my project in bachelor last time about making a financial report using quickbook,

I have xyz certificate, training, and have done xyz project, …

Hi, my name is Apurva Khomane.
I am currently an intern as a **Software Engineer**, completed my **Bachelor's degree at Savitribai Phule Pune University**.

The **star rating system** indicates how confident I feel about each skill (maximum 5 stars
⭐⭐⭐⭐⭐). I've also included the tools I'm familiar with, and for lower-rated skills,
I've listed ways I plan to improve.

LLM (Large Language Model) Training

- **Python for Data Analytics:** ⭐
- **Data Cleaning:** ⭐
- **Exploratory Data Analysis:** ⭐
- **Data Preprocessing:** ⭐
- **Feature Engineering:** ⭐
- **LLMs & Transformer Concepts:** ⭐
- **Model Selection:** ⭐
- **Prompt Engineering:** ⭐

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- **Sentiment Analysis:** ⭐

I am new to LLMs and ML workflows, so I have rated myself one star across these topics. I plan to attend all training sessions, do personal research, and practice via small projects to improve quickly.

Backend Development

- **Python:** ⭐ ⭐ ⭐ ⭐ ⭐
- **PostgreSQL:** ⭐ ⭐ ⭐ ⭐
- **GitHub (Basic Usage):** ⭐ ⭐
- **Django:** ⭐
- **Azure:** Yet to explore

I already have strong foundational skills in Python and SQL. I can self-learn the rest of the backend stack (like Django, Azure) during my free time.

Why I'm Choosing LLM Training over Backend/Frontend

Although I have good knowledge of backend technologies (Python, PostgreSQL) and basic frontend experience, I've chosen to focus on **LLM (Large Language Model) training** for the following reasons:

- **Future Vision:** I aspire to build **AI-based SaaS products**, and LLMs are at the core of this technology shift.
- **AI Frontend Tools:** Frontend tasks can now be simplified using tools like **bolt.new** and **lovable.ai**. These reduce the need to master frontend coding.
- **Backend Growth:** I already know 2–3 backend technologies and can continue learning more independently.
- **Need Focused Learning:** Since the project in stage 1 allows choosing only **one training track**, I want to dedicate my full focus to learning LLMs deeply.

Hi, my name is Abhiraj Adhikary.
 I am currently interning as a Backend Engineer. I'm pursuing a B.Tech in Data Science from Haldia Institute of Technology.

The star rating reflects my confidence in each skill (max ⭐ ⭐ ⭐ ⭐ ⭐):

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Backend Development

- **Python:** ⭐ ⭐ ⭐ ⭐ ⭐
- **PostgreSQL:** ⭐ ⭐ ⭐ ⭐
- **GitHub :** ⭐ ⭐ ⭐
- **Django:** ⭐ ⭐ ⭐ ⭐
- **Azure:** ⭐

I have strong foundational skills in Python, PostgreSQL, Backend development with Django framework and good knowledge of Git and GitHub. It has been 2 weeks I have started out with Azure so I am looking forward to develope that skill.

Send all the above with changes of your identity to Isaac. 🔼 (don't modify this document)

9. If you encounter **an Account Access Error**, or you are stuck with the problem you are facing right now, please tell your manager.
10. Based on your experience, like the documentation for the training document, please give a rating like a star below (max 5 stars) for each document, send this Isaac,

For example, you are a software engineer intern.

React Training: ⭐ ⭐ ⭐ ⭐ ⭐

Next Js Training: ⭐ ⭐ ⭐

Flask training: ⭐ ⭐ ⭐ ⭐

Api training: ⭐ ⭐ ⭐ ⭐

etc (you can add more), Provide what the solution for the improvement for lower star, tell the manager.

ADDITIONAL: If you have an idea for improving the flow on how to improve your internship experience, like improvement for the documentation, please provide your idea.

Hello Sir,

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Based on my experience, here are my ratings for the **LLM training materials**:

- **Python for Data Analytics**: ⭐ ⭐ ⭐ ⭐ ⭐
- **Data Cleaning**: ⭐ ⭐ ⭐ ⭐
- **Exploratory Data Analysis (EDA)**: ⭐ ⭐ ⭐ ⭐
- **Data Preprocessing**: ⭐ ⭐ ⭐ ⭐
- **Feature Engineering**: ⭐ ⭐ ⭐ ⭐
- **LLMs & Transformer Concepts**: ⭐ ⭐ ⭐ ⭐ ⭐
- **Model Selection**: ⭐ ⭐ ⭐ ⭐
- **Prompt Engineering**: ⭐ ⭐ ⭐ ⭐
- **Sentiment Analysis**: ⭐ ⭐ ⭐ ⭐

Thank you for sharing these resources, they are informative and helpful for building foundational understanding.

Best regards,
Apurva Khomane

Hello Sir,

Based on my experience, here are my ratings for the **Backend training materials**:

- **Advanced Django**: ⭐ ⭐ ⭐ ⭐ ⭐
- **GitHub**: ⭐ ⭐ ⭐ ⭐ ⭐
- **Azure**: ⭐ ⭐ ⭐ ⭐ ⭐
- **PostgreSQL**: ⭐ ⭐ ⭐ ⭐ ⭐
- **Python**: ⭐ ⭐ ⭐ ⭐ ⭐

Thank you for sharing these resources, they are informative and helpful for building foundational understanding.

Best regards,
Abhiraj Adhikary

Future: Calender System (skip for now)

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The end

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