

A

Short Term Internship Report

On

SKILL DEVELOPMENT COURSE IN COMPUTER
(MS-OFFICE)

Submitted By

G SHAIK SHAISTHA

Reg.No:2142005037003

II B.A., (UHP)

Under the esteemed guidance of

Smt P. Noorjahan

Lecturer Urdu

STSN Government Degree College

Kadiri – 515591



Department of Urdu

STSN Government Degree College

Kadiri – 515591

September - 2023

Student's Declaration

I, G. Shaista a student of 2nd B.A [UHP]
Program, Reg. No. 2142005037003 of the Department of B.A., Urdu Medium, STSN
Government Degree College, Kadiri, SSS Dist., A.P. do hereby declare that I have
completed the mandatory internship from 15-07-2023 to 02-09-2023 in Global
IT Solutions, Valisab Raed, Kadiri (Name of the intern organization) under the Faculty
Guideship of P. Noorjahan (Name of the Faculty Guide).
Department of Urdu Medium, STSN Government Degree College, Kadiri.

G. Shaista
(Signature and Date)

Official Certification

This is to certify that G. SHAIKHA (Name of the student) Reg. No. 2172006037003 has completed his/her Internship in GITS-Global IT Solutions, kadi (Name of the Intern Organization) on computer basics (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of 3rd B.A [UHP] in the Department of U&U, S.T.S.N Govt Degree college kadi (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide

Head of the Department

Principal

Acknowledgements

I take this occasion to thank God, Almighty for blessing us with his grace and taking our endeavor to a successful culmination. I extend my sincere and heartfelt thanks to our esteemed mentor, Sri. N. Ershad Hussain, Lecturer in Computer Science, for providing me with right guidance and advice at the crucial junctures and for showing me the right way. I extend my sincere thanks to our respected Head of the Computer Institution of Global IT Solutions (GITS) for allowing us to use the facilities of Computer Lab. I would like to thank the other faculty members also, at this occasion. Last but not the least, I would like to thank my neighbors, friends and family for the support and encouragement they have given me during the course of our 2 months Short Term Internship work.

CHAPTER 1: EXECUTIVE SUMMARY

Computer Proficiency is an inevitable part of education. The course is aiming to equip all the Arts, Science, and commerce aspirants to have basic skills as well as hands on experience on word processing, for creating excel spreadsheets, for building databases and preparing presentations, through the use of Microsoft Office Word, Excel, and PowerPoint programmes. After successful completion of the internship, the student will be able to understand the following.

Objectives:

- ☐ To give basic information about the computer system.
- ☐ To give knowledge about computer hardware and computer software.
- ☐ To familiarize students with the use of MS Windows, Internet and E-mail.
- ☐ To familiarize students with the use of MS Office-MS Word, MS Excel & MS-PowerPoint.

Learning Outcomes:

- ☐ To understand the basics of computers
- ☐ Learned about MS Office, Typing, and Excel
- ☐ To enrich the practical knowledge of computers
- ☐ Learned about Internet, E-Mail and Power Point
- ☐ Learned Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.
- ☐ To know the Format text and paragraphs in computers

Microsoft word is an important education application. It is important to process raw facts into meaningful information. Microsoft word can benefits teachers and students to create new innovative methods of learning and teaching. Microsoft word and Microsoft office suite for students help to transmit educational materials and practice systematically in school and university faster with higher quality. In which students can use Microsoft word templates to teach complex fundamental into simple methods. In traditional education method, students write and practice school leaving certificate on notebooks. But in future students need to print the letter or all the departments will be becoming digital. In that time you can't imagine the applications are received by a handwritten letter on physical paper.

Microsoft Office is a family of server software, and services developed by Microsoft for various purposes. Microsoft Office is a suite of desktop productivity applications that is designed specifically to be used for office or business use. I learned how Microsoft word and MS Office etc. application can be used and utilized by students to faster the process of receiving and giving information. And to achieve this purposes around the world school and colleges. I believe Microsoft Word is an important application that can improve and maximize practical education practices in schools and colleges. I learned many computer basics for getting Government and private jobs. Every day I went into the Global Computer Centre, Kadiri for second internship for getting degree. This institute has given good training for MS Office and other basic computer knowledge. I also attended regular classes and note down the notes and did practical experience. I used desktop for practical experience. I really appreciate the government for giving this wonderful opportunity.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Introduction of the Organization

Global IT Solutions (GITS) is an ISO 9005:2015 certified, Registered under MSME and maintained under Zareen Educational and Welfare Society. It has been established in 2005 with vision to cultivate IT Culture among different section of people. E.g Students, employees, entrepreneurs etc., and also to provide quality IT education and Training through State of art Computing facilities.

GITS has been absorbing and accommodating leastwise numbers from Class I to Class X, Intermediate, Degree, PG, Engineering/Medical students and imparting valued computer know-how and updated operational training, making each of them a product of any necessities that would develop on their needs, either to serve as a Government servant or to earn for their livelihood etc.

Vision, Mission, and Values of the Organization

Mission

Provide every student with a platform to refine his/ her skills and make a mark in the computer literate world. To sharpen one's skills and master new technologies and establish itself with a mission of "Bringing People and Computers Together Successfully" And to meet the augmenting needs of the Government and Private Sectors.

Vision

GITS looks forward to being a recognized Model Private Computer Training Institute in the state in meeting the prevailing needs of technical manpower through quality, efficient and resourceful training.

Motto / Goal

The MOTTO of "STRIVE FOR EXCELLENCE" adopted by the institute truly stands testimony to the commitment, enlightened vision and foresight exclude by the management of Global IT Solutions in a attempt to establish itself as a institute for excellence, a name to reckon with in future. It is said "A FOCUSED MIND IS THE SOURCE OF ALL POWER" and nothing epitomizes it better than the philosophy of GLOBAL IT SOLUTIONS.

Career and future of the student depends on their academic performance.

Our aim is to provide conceptual and in depth training to make their base strong as well as scoring good marks which helps them to get admission in good college.

We want to grow in terms of quality and then quantity

STUDENT SUCCESS IS OUR ACHIEVEMENT

- A. *We aim to provide a user friendly environment to our students with latest hardware and software technologies. Students are provided with flexible practical timings as per the convenience. At GITS, each student is given a special attention and importance. Our aim is to provide best education so that a student can have bright career in IT field.*

CHAPTER 3: INTERNSHIP PART

Need for basics of Computers:

Basic computer knowledge is about how computers work and how to use them. This may include typing, learning keyboard commands, powering a computer on and off, knowing how to connect and disconnect the Internet to a computer. It can help you understand different operating systems and application software. Whether you are a college graduate, salesperson, marketer, copywriter, teacher or working professional, you are required to know the computer basics. Having basic computer knowledge makes it easier to complete everyday tasks and increase workplace productivity.

Other skills acquired:

- Communication & Interpersonal skills
- Collaboration with team & completion of tasks
- Time Management & Adaptability
- Critical Thinking & Leadership
- Research and Analysis
- Initiative, Flexibility & Eager to learn

Equipment Used:

Computer hardware includes the physical parts of a computer. It refers to the computer system, especially those that form part of the central processing unit. Computer technicians should know the basic components of computer hardware and how to work with each part, including the motherboard, power supply, keyboard, mouse and monitor. In this article, we discuss what computer hardware is and the basic components of it along with how computer technicians can safely troubleshoot key parts of a personal computer.

Hardware:

Computer hardware includes the physical components of a computer. Personal computers (PCs) are electronic devices that use microchips to process information and may include desktop computers, laptops or tablets. Since a computer comprises many hardware components, they work together and depend on each other to function properly. These are the following need to be learning for basics in computers.

Key Board

Mouse

CPU

Hard Drive

Printer

Monitor

Mother Board

Input Device

Power Cable

Power Supply







Digital Board

White Papers

Pens

Note Book, Learning Environment

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
15-07-23 Day - 1 Saturday	Introduction to internship & visited Global IT solutions Kadisi	visited at valisab board Kadisi	
17-07-23 Day - 2 Monday	Introduction to computer & discussed about computer.	learned about definition, Advantages & disadvantages	
18-07-23 Day - 3 Tuesday	Introduction to typing skills	learned about keyboard typing & fingering	
19-07-23 Day - 4 Wednesday	computer Generations Unit of measure & Block diagram.	learned about the topic related to computer fundamentals.	
20-07-23 Day - 5 Thursday	Discussed about input devices output devices & types of computer.	learned about I/O devices & computer types.	
21-07-23 Day - 6 Friday	Discussed about Hardware & software types.	learned about Hardware & Software.	

WEEKLY REPORT

WEEK - 1 (From Dt. 15/7/23 to Dt. 21/7/23.)

Objective of the Activity Done:







Detailed Report:

In the first week we have learned about computers we have learned how to operate a computer in the class. about the Advantages of computer.

I have also gained knowledge and found out about the 6 Generations of computers and the Unit of measurement has to be known as well up to computer diagram.

Also we have learned in the first week's class input Unit and output Unit has learned the Hardware and software have received along with this we used to do lab practice daily

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
22-7-23 Day - 1 Saturday.	Introduction to OS & explained about M.S DOS various commands.	learned about MS-DOS Internal & External commands.	
24-7-23 Day - 2 Monday.	lab practices	practicals done.	
25-7-23 Day - 3 Tuesday.	Introduction to MS. windows & it's components.	learned notepad, wordpad. paint MS. windows. operating.	
26-7-23 Day - 4 Wednesday	Introduction to MS. office & it's components like word, Excel. & powerpoint.	learned notepad, wordpad & paint.	
27-7-23 Day - 5 Thursday	Introduction to MS. word & it's options.	learned how to create visiting card letterhead & pamphlet.	
28-7-23 Day - 6 Friday.	various designs making options demo class.	learned How to create various text related option.	

WEEKLY REPORT

WEEK - 2 (From Dt. 27-3-23 to Dt. 28-3-23)







Objective of the Activity Done:

Detailed Report:

In the second week we covered MS-DOS various commands are explained and an introduction to MS-Windows and its computer learned about and we did about make directory, change directory and remove directory in MS-DOS about information received.

I learned MS-Excel majorly used for making spreadsheets it is a data processing application MS-PowerPoint it use to create audio-visual presentation MS-Word is a useful in create text documents. making different kinds of design information about option received.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
29-7-23 Day-1 Saturday	Explained about tables & it's concept.	learned How to create tables, entering & editing tables.	
31-7-23 Day-2 Monday	Explained about Header & footer & it's usage.	learned How to create letter-heads.	
01-8-23 Day-3 Tuesday	Explained about mailmerge & it's options.	learned How to create multiple letters using mailmerge.	
02-8-23 Day-4 Wednesday	Explained about spelling & grammar checker, Auto format view & help menu.	learned How to make corrections in our documents etc...	
03-8-23 Day-5 Thursday	Attended UG 4 th semester University Examination.	wrote Exam.	
04-8-23 Day-6 Friday	Attended UG 4 th semester University Examination.	wrote Exam.	

WEEKLY REPORT

WEEK - 3 (From Dt 29.7.22 to Dt 8.8.22)

Objective of the Activity Done:

Detailed Report:

In the third week we have learned and practiced about tables and their concepts and along with it letters of Header and footer have also been prepared and we prepared header and footer letters.

Also we have added letters and added dept to the mail merge all so got information about spelling and grammar and used to do lab practice daily.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
14-8-23 Day - 1 Monday	Introduction to MS-Excel and it's feature.	learned How to enter data in various sheets & fill handle use	L
15-8-23 Day - 2 Tuesday	Attended Independence day.	-	L
16-8-23 Day - 3 Wednesday	Explained about various formulas & functions.	learned various formulas for Addition, subtraction division	L
17-8-23 Day - 4 Thursday	Explained about various charts Available in MS-Excel.	learned How to create petty Expenses account.	L
18-8-23 Day - 5 Friday	Discussed about various charts Available in MS-Excel.	learned How to create Graphs from more than 100 models.	L
19-8-23 Day - 6 Saturday	Discussed about Auto filter, formatting & filters.	learned How to use the various options.	L

WEEKLY REPORT

WEEK - 4 (From 10/12/23 to 16/12/23)







Objective of the Activity Done:

Detailed Report:

In the fourth week we have explored about the information of MS Excel & its features. and also learned how to enter MS-Excel data and along with this I have gained knowledge from different formulas and its functions in MS-Excel and along with this I have also gained knowledge.

About explaining various calculations by making mine in it and various charts available in MS Excel were discussed we were also taught how to make model graphs in this way and also gained knowledge from auto filter, Auto correct etc...

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
21-8-23 Day - 1 Monday	Discussed about wordart, clipart, shapes & various diagram	learned How to use the various options.	
22-8-23 Day - 2 Tuesday	Discussed about views filters sorting freeze panes.	learned How to create filters & sorting of data in ascending descending order.	
23-8-23 Day - 3 Wednesday	Introduction to powerpoint & it's filters.	learned How to create slides & presentation.	
24-8-23 Day - 4 Thursday	Introduction to PPT making by using effects.	create animated presentation by using old technic animation.	
25-8-23 Day - 5 Friday	demonstration & special effects & custom animation along with subtypes.	learned How to create & set Automatic Animation.	
26-8-23 Day - 6 Saturday	Discussed about back ground setting group & ungroup.	learned How to customise any clipart.	

WEEKLY REPORT

WEEK - 5 (From Dt. 2.1.23 to Dt. 2.6.23)







Objective of the Activity Done:

Detailed Report:

In the fifth week I have learned the wordart, clipart shape and about different diagram ms. excel sun in the information write we have received information about the animation of icia active and wit it information about the view.

It is explained in detail about power point along with audiovisual presentation. it is used for the front and it teaches how to create a presentation using old technic animation as well as how to create and set up animation & along with ~~that~~ one has learned in details.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
28-8-23 Day - 1 Monday	Discussed about making of title slides timing sound effect & transition.	learned the various option.	
29-8-23 Day - 2 Tuesday	Demonstration of good ppt making with table, chart picture smartart & clipart.	learned about good ppt making	
30-8-23 Day - 3 Wednesday	lab practice	practiced powerpoint presentation.	
31-8-23 Day - 4 Thursday	lab practice	practiced powerpoint presentation	
01-9-23 Day - 5 Friday	lab practice	practiced powerpoint presentation.	
02-9-23 Day - 6 Saturday	lab practice.	practiced powerpoint presentation.	

WEEKLY REPORT

WEEK - 6 (From Dt 22.8.23 to Dt 29.8.23)

Objective of the Activity Done:

Detailed Report:

In the sixth week we have learned title slide timing and sound effect and about the transition I mentioned making we prepared several slides.

The table chart demonstration of making good PPT with image smartart and clipart create a good PPT learned.

and 4 days we practiced powerpoint and previous classes, and we used to power point.

CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

Good environment is very important for learning and doing job or any other work. Good environment is always boosting up your interest. A work environment is the setting, social features and physical conditions in which you perform your job. These elements can impact feelings of well-being, workplace relationships, collaboration, and efficiency and employee health. The office is more comfortable and improving my communication. Hosting company events and expressing gratitude builds trust and ignites enthusiasm.

The work environment impacts my mood, drive, mental health and performance. My confidence is increased. Overall environment is good at the computer centre; though slight noise from the outside. Positively influence the entire work environment in the computer centre. It is boosting a whole ecosystem of energies and resources. The second most prominent outcome is the ability to test-drive the talent. I feel that there is a good interaction with my classmates at the learning centre. Minimum facilities are available like fan, light, tables, chairs, Computers, internet, water and other minim needs. There are no protocols and procedures. They fixed the time from morning to evening for classes and framed time table accordingly. We are also participated in the social awareness programmes organized by the college and internship institution. There is a good mutual support between the college and computer centre. As an arts student, computer knowledge is necessary for my better future. Motivation classes are also conducted and my supervisor is always encouraging me to complete the tasks. Ventilation is good at the centre. Whenever the teacher has assigned the group work, we will complete it as a team work, which is helpful for enhancing my leadership qualities.

Describe the real time technical skills you have acquired (in terms of the job-related skills and hands on experience)

I learned the following few Technical skills, but not in depth. Sometimes referred to as hard skills, involve the practical knowledge I use in order to complete tasks.

Technical skills are the specialized knowledge and expertise required to perform specific tasks and use specific tools and programs in real world situations. Diverse technical skills are required in just about every field and industry, from IT and business administration to health care and education. In fact, many entry-level positions across industries require basic technical skills, such as cloud computing in Google Drive and navigating social media platforms. There are many examples of more advanced technical skills that a job might require include programming languages, technical writing, or data analysis. Unlike workplace skills, also called soft skills, such as communication and time management, technical skills often require specific education and training to acquire.

Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.

Management skills can be defined as certain attributes or abilities that an executive should possess in order to fulfill specific tasks in an organization. They include the capacity to perform executive duties in an organization while avoiding crisis situations and promptly solving problems when they occur.

Management skills can be developed through learning and practical experience as a manager. The skills help the manager to relate with their fellow co-workers and know how to deal well with their subordinates, which allows for the easy flow of activities in the organization.

The following are six essential management skills that any manager ought to possess for them to perform their duties:

- Planning. Planning is a vital aspect within an organization.
- Communication. Possessing great communication skills is crucial for a manager.
- Decision-making.
- Delegation.
- Problem-solving.
- Motivating.

Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc..)

The ability to express yourself clearly and confidently can help you on a personal and professional front. Regardless of your existing skills, you should work on your English communication to advance in your career. In this internship I also learned some basic communication skills in English language. Basic communication skills are necessary for effective communication in any environment, especially in your workplace.

During my internship I followed Reading, writing, listening and speaking for improving my language skills. I slightly improved oral and written communication, sometimes I talk to my friends in English language, which gave me confidence. I can understand the others, while they are speaking. I followed slow speaking practiced with other friends, and I read English news papers and listening English videos and audios whenever I have time regularly. Sentence formation, listen to others, ask questions are helped me a lot to improve my communication skills during my internship.

Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

I understand that Group Discussion is a type of discussion that involves people sharing ideas or activities. People in the group discussion are connected with one basic idea. Based on that idea, everyone in the group represents his/her perspective. Group Discussion is a discussion that tests the candidate's skills, such as leadership skills, communication skills, social skills and behavior, politeness, teamwork, listening ability, General awareness, confidence, problem-solving skills, etc. Group discussion is always performed around the table. People can sit in any arrangement, but everyone should be able to see every face. It is not only the usual discussion, but it is also a discussion with knowledge and facts. Group Discussions are an essential part of testing candidates in the organizations, recruitment process, etc. It also plays an important role in improving the skills of a student.

I was participated in few group discussions in my collage and few in internship classes. Due to this discussions, my confidence levels are increased and I am thinking while I speaking the words. My communication is somewhat better if compare with previous year. I can observe the team work is more important for complete the any task. I also observed that during the work process, we face many problems, but we can overcome to that.

Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

Digital technologies are electronic tools, systems, devices and resources that generate store or process data. Well known examples include social media, online games, multimedia and mobile phones. Digital learning is any type of learning that uses technology. It can happen across all curriculum learning areas.

- ⊕ Artificial Intelligence and Machine Learning
- ⊕ Edge Computing
- ⊕ Quantum Computing
- ⊕ Augmented reality
- ⊕ Robotics
- ⊕ Cyber security
- ⊕ Bioinformatics
- ⊕ Data Science
- ⊕ Full Stack Development
- ⊕ Virtual Reality and Augmented Reality
- ⊕ Final Thoughts
- ⊕ 5 G Network
- ⊕ Automation
- ⊕ Digital Twin
- ⊕ Real Time Analytics
- ⊕ Black Chain Technology
- ⊕ Cyber Security
- ⊕ Virtual reality
- ⊕ Big Data Analytics
- ⊕ Computer Network

I observed that the above are the latest technological developments in general, but now a day's digital technology played a major role in all fields. I know the latest developments, but I know little bit use these technologies to degree core subjects. Without understanding the latest technological innovations, we cannot get jobs in the IT Sector.

Student Self Evaluation of the Short-Term Internship

Student Name: G. SHAIKHA

Registration No: 214200503700:

Term of Internship: From: 15-07-2023 To: 02-09-2023

Date of Evaluation:

Organization Name & Address: GLOBAL ITSOLUTIONS VALISAB ROAD KAD:

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

1	Oral communication	1	2	(3)	4	5
2	Written communication	1	2	3	(4)	5
3	Proactiveness	1	2	3	4	(5)
4	Interaction ability with community	1	(2)	3	4	5
5	Positive Attitude	1	2	3	(4)	5
6	Self-confidence	1	2	(3)	4	5
7	Ability to learn	1	2	3	4	(5)
8	Work Plan and organization	1	(2)	3	4	5
9	Professionalism	1	2	(3)	4	5
10	Creativity	1	2	3	4	(5)
11	Quality of work done	1	2	3	(4)	5
12	Time Management	1	(2)	3	4	5
13	Understanding the Community	1	2	(3)	4	5
14	Achievement of Desired Outcomes	1	2	3	(4)	5
15	OVERALL PERFORMANCE	1	2	3	4	(5)

Date: 03-09-2023

G. Shaikha
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: G. SHAIKHA	Registration No: 2142005037003
Term of Internship: From: 15-07-2023 To: 02-09-2023	
Date of Evaluation:	
Organization Name & Address: GLOBAL IT SOLUTIONS VALISAB ROAD KADUR	
Name & Address of the Supervisor N. IRSHAD HUSSAIN with Mobile Number 7013334252	

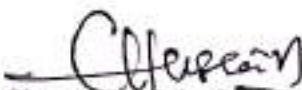
Please rate the student's performance in the following areas:

Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:


 Signature of the Supervisor
 10/9/2023

PHOTOS & VIDEO LINKS







EVALUATION

MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: G. SHAIKHA

Programme of Study: 2nd B.A [UHP]

Year of Study: 2022 - 2023

Group: B.A [UHP]

Register No/H.T. No: 2142005037003

Name of the College: S.T.S.N Govt Degree college Kadisi

University: SRI KRISHNA DEVARAYA University Ananthapuram.

<i>Sl.No</i>	<i>Evaluation Criterion</i>	<i>Maximum Marks</i>	<i>Marks Awarded</i>
1.	Activity Log	25	
2.	Internship Evaluation	50	
3.	Oral Presentation	25	
	GRAND TOTAL	100	

Date:

Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal:



Global IT Solutions

(Maintained Under Zareen Educational & Welfare Society)
In association with Giga Technologies, Ameerpet, Hyderabad
An ISO 9001:2015 & MSME registered Organisation
Shakeer Street, Valsab Road, Kadiri - 515591



Internship Certificate

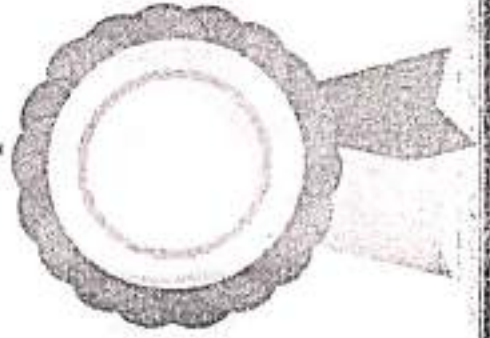
This is to certify that

G. Shaik. Shaistha IInd BA [UHP] 2142005037003

Has completed his/her internship with GITS

From 15th July to 02nd September 2023

During this period, he/she has learnt Computer Basics, MS Windows & MS Office.



Date: 04-09-2023

Shameem
Director