



INTERNSHIP PROGRAM



PARAMEDICAL - KADIRI

B. Sujatha

2nd Year (B.SC C.Z.P.M.T)
STSN Govt Degree
College Kadiri

2nd SHORT-TERM
INTERNSHIP/APPRENTICESHIP PROGRAMME
ON
BASICS OF COMPUTERS

Name of the Student : B. Sujatha

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

Registration Number: 21A2005A7000A

Period of Internship : 2 months

Name & Address of the Internship Organisation: S.V.M.S Institute
Kadiri - 515591

STSN GOVT DEGREE COLLEGE, KADIRI
(NAAC 'B' Grade)
Affiliated to
SRIKRISHNA DEVARAYA UNIVERSITY,
ANANTAPURAM

FOR THE YEAR-2023

An Internship Report

on

Basics of Computers

Submitted in Accordance with the Requirement for the Degree of

Under the Faculty Guideship of..... Dr. M. Krishna Naik.....

Department of..... Zoology.....

Name of the College..... S.T.S.N. Govt. Degree College Kadur.....

Submitted by:

Name of the Student..... B. Sujatha.....

Reg.No: 21A2005470004

Student's Declaration

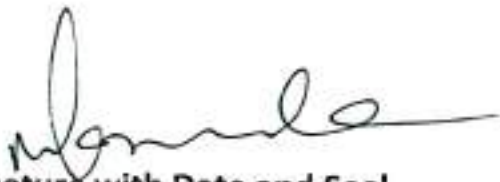
I, B. Sujatha a student of Bsc (Paramedical) Program, Reg. No. 21A2005470004 of the Department Zoology of S.P.SNEDC College do hereby declare that I have completed the mandatory internship from 15-7-2023 to 2-9-2023 in S.V.M.S. Institute Kadur (Name of the intern organization) under the Faculty Guideship of Dr. M. Krishna Naik (Name of the Faculty Guide), Department of Zoology S.P.S.N. Coll. Degree Kadur (Name of the College)

(Signature and Date)

B. Sujatha

Official Certification

This is to certify that B. Sujatha (Name of the student) Reg. No. 21A2005A70904 has completed his/her Internship in S.M.M.S. Institute, Kadiri (Name of the Intern Organization) on Basics of Computers (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Internship in the Department of Zoology, S.P.S.N GDC Kadiri (Name of the College). This is accepted for evaluation.

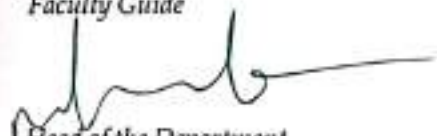

Signature with Date and Seal

Head
Department of Zoology
STSN, Govt. U.G & P.G. College
KADIRI - 515 591.
Sri Sathya Sai Dist. (A.P.)

Endorsements



Faculty Guide



Head of the Department

Principal

Certificate from Intern Organization

This is to certify that B. Sujatha (Name of the intern) Reg. No. 2148005470004 of S. T. S. N. GDC (Name of the College) underwent internship in BVM & Institute Kadapa (Name of the Intern Organization) from 15-7-2023 to 2-9-2023 the overall performance of the intern during his/her internship is found to be satisfactory (Satisfactory/Not Satisfactory).

S. Jey
Authorized Signatory with Date



Acknowledgements

First of all I am very much thankful to my Mentor/Supervisor Dr. M. Kalpana Naik lecturer in ZOOLOGY STSN Govt. Degree College, Kadiri for guiding me throughout my Internship. He has given valuable suggestions to complete the internship in stipulated time. Without his support, I cannot complete the given assignment. I am also thankful to the Principal of the College for her cooperation and suggestions. many other skills, which I acquired. I am very much thankful to the teaching staff at computer centre for their valuable inputs to learn the knowledge on computers. Because of their efforts, I learned computer basics, MS Office, MS Word, Excel, Typing and other communications skills etc. I am also thankful to my parents and friends for giving cooperation and support. I would like to thank to the S.K. University for framing the guidelines and rules from time to time. I am also thankful to the Commissioner of Collegiate Education, Vijayawada and AP State Council of Higher Education, Govt. of AP for giving this wonderful opportunity.

Thank You.



Contents

Page No

1. Title Page.....	01
2. An Internship Report.....	02
3. Student Declaration.....	03
4. Official Certification.....	04
5. Certificate from Intern Organization.....	05
6. Acknowledgements.....	06
7. Chapter-1: Executive Summary.....	7-8
8. Chapter-2: Overview of the Organization.....	9-11
9. Chapter-3: Internship.....	12-16
10. Chapter-4: Activity Log and Weekly Reports.....	17-32
11. Chapter-5: Internship Outcomes Description.....	33-45
12. Student self evaluation.....	46
13. Evaluation by the Supervisor.....	47
14. Internship Photos & Videos.....	48-49
15. Internal Evaluation.....	51-52

Chapter-I

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 programs. 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. Inthat 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-II

OVERVIEW OF THE ORGANISATION

Global IT Solutions (GITS) is an ISO 9005:2015 certified institute, it was registered under MSME and maintained under Zareen Educational and Welfare Society. It was established in 2005.

Objectives:

- Our Objective therefore is to create an atmosphere of values that foster a comprehensive approach to the growth of students that will generate not only integrity but also give back to society their skills and create a world of equal opportunities to all.
- To provide participants with the opportunity to gain accredited, marketable work skills which in turn can lead to employment opportunities,
- To develop confidence and self-esteem by helping participants to become involved in Computer Training
- To eliminate the perception that Computer technology is passing people by and to increase the general awareness of the possibilities offered by Computer Training
- To develop role models within communities this can promote the benefits of Computer Training
- Strengthen the development of associated learning center as a proactive role model for high quality and learner centric computer literacy program.
- To improve standards of computer education in the rural area people.

- Our mission studied their theme properly and decided to provide better higher technical education in computer skills.

Mission:

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. The Organization Mission provides every student with a platform to refine his/ her skills and make a mark in the computer literate world. To sharpen student skills and make them as masters in new technologies. The mission is "Bringing People and Computers together successfully" and to meet the augmenting needs of the Government and Private Sector

Vision & Goal:

- ✓ To cultivate IT Culture among different section of people. E.g., Students, employees, entrepreneurs etc.
- ✓ To provide quality IT education and Training to the downtrodden people.
- ✓ Provides a clear job/project description for the work experience.
- ✓ Orients the student to the organization, its culture and proposed work assignments.
- ✓ Helps the student develop and achieve learning goals.
- ✓ Offers regular feedback to the student intern.

GITS looks forward to being a recognized Model Private Computer Training Institute in the state in meeting the prevailing needs of technical man power 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 noting epitomizes it better than the philosophy of GLOBAL ITSOLUTIONS. 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:

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.

Working Environment:

The institute provides good environment to learn technology to the students. Working in a real-world environment will help you understand the depths of your field and will help you determine whether it is a career you wish to pursue in the future. An internship will help you learn about your capabilities and ultimately encourage you to have a greater understanding of your strengths and weaknesses. It can be a challenging experience at times. Still, the benefits you gain from being pushed out of your comfort zone will help you tremendously in the future when you are presented with a difficult task or situation.

CHAPTETR-3

INTERNSHIP ON A SKILL DEVELOPMENT COURSE IN COMPUTERS: MS OFFICE

The National Education Policy (NEP) 2020 makes internships mandatory and calls for research as a requirement for graduation in all domains, specifically for the four-year undergraduate programmers'. Hence, the UGC has issued guidelines instructing educational institutions how to go about this. The Govt. of Andhra Pradesh, Higher Education Department has introduced Skill and Skill Development courses along with three mandatory internships during their graduation. The Andhra Pradesh state council of Higher education has given the instructions to all the colleges and universities. Hence, the internship is mandatory for degree students. The Commissioner of the Collegiate Education and Concerned universities are the implementing authorities. Here I am going to explain the internship, working conditions, work schedule, what equipment used for internship and how I have successfully completed the tasks given by the mentors, and what kind of skills acquired etc. are discussing in this chapter.

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.

Internship and Its Importance:

An internship is a period of work experience offered by an organization for a limited period of time. Once confined to graduates, internship is used practice for a wide range of placements in businesses, non-profit organizations and government agencies. They are typically undertaken by students and graduates looking to gain relevant skills and experience in a particular field. The students will get benefit from these placements because they often recruit employees from their best interns, who have known capabilities, thus saving time and money in the long run. Internships for professional careers are similar in some ways. Similar to internships, apprenticeships transition students from vocational school into the workforce. Interns may be college students, and university students, or post-graduate adults.

In addition, an internship can be used to build a professional network that can assist with letters of recommendation or lead to future employment opportunities. The benefit of bringing an intern into full-time employment is that they are already familiar with the company, therefore needing little to no training. Internships provide current college students with the ability to participate in a field of their choice to receive hands-on learning about a particular future career, preparing them for full-time work following graduation.

Companies in search of interns often find and place students in mostly unpaid internships, for a fee. These companies charge students to assist with research, promising to refund the fee if no internship is found. The programs vary and aim to provide internship

placements at reputable companies. Some companies may also provide controlled housing in a new city, mentorship, support, networking, weekend activities or academic credit. Some programs offer extra add-ons such as language classes, networking events, local excursions, and other academic options.

Some companies specifically fund scholarships and grants for low-income applicants. Critics of internships criticize the practice of requiring certain college credits to be obtained only through unpaid internships. Paying for academic credits is a way to ensure students complete the duration of the internship, since they can be held accountable by their academic institution. For example, a student may be awarded academic credit only after their university receives a positive review from the intern's supervisor at the sponsoring organization.

Intern Responsibilities:

- ✓ Fulfilling tasks set out by supervisors from several departments.
- ✓ Attending meetings and taking minutes.
- ✓ Performing research at a supervisor's request.
- ✓ Updating social media platforms and writing copy for posts.
- ✓ Creating images for social media posts.

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.

Computer

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

Skills Acquired during Internship:

While getting an internship is one part of the internship process, it is complete only when I grasp the relevant skills through my experience. I will get to learn a lot of technical skills. Soft skills are a basic necessity to become a professional.

Learn about Basic knowledge in computers.

MS Office

Typing

MS word

Email

Printing

Repairing

Excel

Data Entry

Graphs and Charts

Bar Diagrams

Other skills acquired:

Communication skills

Interpersonal skills

Collaboration with team

Time Management

Adaptability

Critical Thinking

Research and Analysis

Initiative

Leadership

Working with different mentalities

Tasks




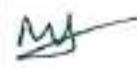


Flexibility

Eager to learn

Environmental conditions etc.







CHAPTER-IV

ACTIVITY LOG FOR THE FIRST WEEK-

Day & Date	Brief description of the Daily activity	Learning Outcome	Person In-Charge Signature
15/07/2023 Day - 1	Introduction of typing master	Typing master introduction	
17/07/2023 Day - 2	Knowing about all keyboard keys	Keyboard keys	
18/07/2023 Day - 3	mouse	mouse	
19/07/2023 Day - 4	Know about which finger is used to press A,S,D,F or J,K,L letters	A,S,D,F OR J,K,L KEYS	
20/07/2023 Day - 5	Know about which finger is used to press E,R or I,O letter	E,R OR I,O, KEYS	
21/07/2023 Day - 6	Practice all keys	Practice	




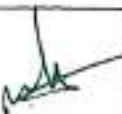



Signature of the Mentor

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	Know about which finger is used to press G or H letter	G,H Letters	
24/7/23 Day - 2	Know about which finger is used to press Y, U,O,P letters	Y,U,O,P. Letters	
25/7/23 Day - 3	Know about which finger is used to press Q,W Letters	Q,W. Letters	
26/7/23 Day - 4	Know about which finger is used to press Z,X,C,V. Letters	Z,X,C,V Letters	
27/7/23 Day - 5	Know about which finger is used to press B,N,M. Letters	B,N,M Letters	
28/7/23 Day - 6	All keys practice	Practice	








Signature of the Mentor

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	What is computer	Computer introduction	
31-7/23 Day - 2	What is hardware	Hardware	
1/8/23 Day - 3	What is software	Software	
2/8/23 Day - 4	Operating system	Operating system	
3/8/23 Day - 5	File manager	File manager	
4/8/23 Day - 6	Connecting internet and web browsers	Internet and web browsers	








Signature of the Mentor

ACTIVITY LOG FOR THE FORTH WEEK-

Day & Date	Brief description of the Daily activity	Learning Outcome	Person In-Charge Signature
05/8/23 Day - 1	Know about introduction of Microsoft word	Microsoft word brief introduction	
06/8/23 Day - 2	Know about introduction of Microsoft PowerPoint	Microsoft PowerPoint brief introduction	
08/8/23 Day - 3	Know about introduction of Microsoft Excel	Microsoft Excel brief introduction	
09/8/23 Day - 4	Know about Microsoft Outlook	Microsoft Outlook brief introduction	
10/8/23 Day - 5	Know about Microsoft access	Microsoft Access brief introduction	
11/8/23 Day - 6	Know about Microsoft publisher	Microsoft publisher brief introduction	








Signature of the Mentor

ACTIVITY LOG FOR THE FIFTH WEEK-

Day & Date	Brief description of the Daily activity	Learning Outcome	Person In-Charge Signature
12/8/23 Day - 1	Microsoft word tools introduction	Microsoft word tools	
14/8/23 Day - 2	Learn about basic text formatting	Basic text formatting	
15/8/23 Day - 3	Know about page layout	Page layout	
16/8/23 Day - 4	Know about inserting and formatting images	Inserting and formatting images	
17/8/23 Day - 5	Learn about how to set table and columns	Tables and columns	
18/8/23 Day - 6	Know about headers and footers	Headers and footers	





Signature of the Mentor

ACTIVITY LOG FOR THE SIXTH WEEK-

Day & Date	Brief description of the Daily activity	Learning Outcome	Person In-Charge Signature
19/8/23 Day - 1	Know about different types of styles and theme	Styles and themes	
21/8/23 Day - 2	Learn collaborations and reviews	Collaborations and reviews	
22/8/23 Day - 3	Learn about User interface	User interface	
23/8/23 Day - 4	Learn about what is mail merge	Mail merge	
24/8/23 Day - 5	Know about Ribbon	Ribbon	
25/8/23 Day - 6	Know about quick access toolbar	Quick access toolbar	








Signature of the Mentor

ACTIVITY LOG FOR THE SEVENTH WEEK-

Day & Date	Brief description of the Daily activity	Learning Outcome	Person In-Charge Signature
06/8/23 Day - 1	know about Document area	know about Document area	
08/8/23 Day - 2	Learn about status bar	Status bar	
09/8/23 Day - 3	learn about Document creation and editing	Document creation and editing	
30/8/23 Day - 4	Learn about style sand themes	Styles and themes	
31/8/23 Day - 5	Know about Spell and grammar check	Spell and grammar check	
31/8/23 Day - 6	Learn about reviewing tools	Reviewing tools	


Signature of the Mentor

ACTIVITY LOG FOR THE EIGHTH WEEK-

Day & Date	Brief description of the Daily activity	Learning Outcome	Person In-Charge Signature
1/9/23 Day - 1	PowerPoint introduction	PowerPoint introduction	
2/9/23 Day - 2	Creating slides and slide designs and layout	Slides and slides designing and layout	
2/9/23 Day - 3	Know about adding multimedia	Adding multimedia	
2/9/23 Day - 4	Learn about speaker notes	Speaker notes	
2/9/23 Day - 5	Learn about Animations and transactions	Animation moments	
2/9/23 Day - 6	Know about slide show settings	Slide show settings	


Signature of the Mentor

CHAPTER-5

OUTCOMES DESCRIPTION INTERNSHIP ON BASICS OF COMPUTERS: MS OFFICE

An internship is an official program offered by organizations to help train and provide work experience to students and recent graduates. The concept of working as an intern began a long time ago but has drastically evolved over the years. Internships first started as a laborer who would take on young individuals and teach them their art or trade. The purpose of an internship or rather an apprenticeship was to gain new skills to be able to obtain future work.

In modern interning, an intern or trainee can work for an organization for a specific amount of time. Interns can work for 1-6 months or longer, depending on the company and the industry. Internships are popular amongst graduate and undergraduate students who need to gain research or valuable work experience. Almost every sector and type of company, from a large multinational corporation to a small startup, now offers internships. Internships can be an excellent, low-risk recruitment tool. Internships are specific work situations in which individuals work on a temporary basis for an employer to gain work experience in their chosen field.

Internship outcomes:

Internships have traditionally been offered to younger workers—usually college students looking to gain experience before they graduate. However, they are increasingly being sought out by and offered to workers at all stages of their careers, in particular workers

changing careers. By partaking in an internship, you will be able to gain real-life exposure, grow your knowledge and determine. Internships not only provide you with the first-hand experience in the real working world but also enable you to understand the career trajectory for your desired job title. You can learn how to apply the knowledge you have acquired during an internship to your future workplaces.

- Bringing fresh perspective
- New Skills acquired on computer basics
- Learned new techniques
- Typing work
- Leaned MS Office, Excel, WordPad etc
- Basics in Computers
- Improved the overall work climate
- Thoughts changing
- Faster Leadership qualities
- You get to know prospective students
- Interns are usually highly motivated individuals who take initiative.
- We eager to gain experience in their field

- Interns bring a fresh perspective and new ideas into the work environment
- Motivating and stimulating to the members
- Place to work is very important
- Planning and Assigned tasks
- Supervision should be worked out
- Time sense and clear communication
- The work must represent a real opportunity for learning and achievement
- We feel welcome and give them the resources they need.
- Obtain feedback from interns about the projects they complete. This benefits both your internship program and your company.
- Stay in close touch with successful interns
- Social media is important
- To gain real work experience and provide meaningful assistance to the company.
- To have a mentor who provides guidance, feedback, receptiveness and models professionalism.
- To gain experience and skills in a particular field.
- To develop professional contacts.
- To gain exposure to upper management.
- To receive an orientation to the company for which they are interning.

- This introduces the student to the company's mission and goals and provides them with information about company rules, regulations and procedures. It also introduces the intern to fellow employees who they can go to in the future with questions.

Networking is the exchange of information between individuals to form acquaintances and relationships to further their professional career. An internship is an experiential learning opportunity that offers an invaluable chance for students to network and build crucial professional connections before they even graduate. For some students, it is a stepping-stone to bonus opportunities within the same organization, including a full-time job. The more people you meet in the professional world with the same interest, the higher your chances to grow as a professional. We will get to know how these people work, what strategies they use to tackle a difficult situation, and how they get the job done. Different people have different skills. Meeting them and watching them work will help me to understand how to work with different people and in various work environments. We can use their strategies and reinvent them for your circumstances. Everyone knows that the job market is competitive, especially in the current climate. We got competitive edge in the global world. Internships can provide me with experience and the skills. We have been motivated to acquire experience outside of knowledge.

Internships are supervised, structured learning experiences in a professional setting that allow you to gain valuable work experience in a student's chosen field of study.

Conclusion:

I am very much happy with my internship, earlier I have completed community service project now I am attached to the Global IT Solutions for learning basic computer skills,

which are necessary for jobs in the future. I feel that the students are working in good environment. I have experienced with People interactions are good and we know each other's. The institute provides minimum facilities to the students in the premises. They are always available in the computer center and maintenance is good. The teacher and supervisor explained the clarity of job roles in Govt. and private sectors. This institute is small, so there are no such protocols, but they have been following certain procedures for smooth functioning of the institute. They are maintaining good atmosphere among the students and maintained strict discipline rules. They have following time schedule for each class. We are buildup our skills through harmonious relationships with our friends and teachers. We participated in social awareness programmers that are conducted by the institute and college. There is good mutual support between the college and computer Centre. I learned how to do work with team members, how to motivate the friends during critical stages. The working environment is good. I really enjoyed my internship, it's a memorable event and useful for my career. Thanks to the supervisor, Principal and computer center, College, University and Govt. of Andhra Pradesh for making me knowledgeable person.

Total outcomes of the Internship Skills Acquired

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, interment, 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)

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.

Technical skills:

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. Some examples of technical skills are:

- Typing
- Internet browsing
- Mails
- Data analysis
- WordPad
- MS Office
- Graphics
- Writing
- Printing etc.

The following skills are the necessary for job.

- ✓ Positive attitude. Being calm and cheerful when things go wrong.
- ✓ Communication. You can listen and say information clearly when you speak or write.
- ✓ Teamwork
- ✓ Self-management

- ✓ Willingness to learn
- ✓ Thinking skills (problem solving and decision making)
- ✓ Resilience.

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.?)

First I can understand what is mean by managerial skills; Managerial skills are the knowledge and ability of the individuals in a managerial position to fulfill some specific management activities or tasks. This knowledge and ability can be learned and practiced. However, I also acquired through practical implementation of required activities and tasks. This skill will help me to manage people and technology. I understand the how to do work with planning and how to lead the team work, and how to manage the time and how to improve the decision making during working hours, and finally I understand the how to reach our goal in future, all these I observed in my internship.

Types of managerial skills

There are three types of skills that are essential for a successful management process:

- Technical skills
- Conceptual skills
- Human or interpersonal management skills

Technical Skills:

These skills tell us, knowledge and ability to use different techniques to achieve what we want. Technical skills are not related only for machines, production tools or other equipment. I observed skills that will be required to complete the office work within the stipulated time. It also useful for to increase sales, design different types of products and

41

services, market the products and services, etc. Technical skills are most important for students to do computer system work. Without technical skills, we cannot get more jobs.

Conceptual Skills:

I understand the Conceptual skills are necessary to improve our knowledge and ability. I can easily see the whole through analysis and diagnosis of different conditions. In such a way we can predict the future of the business or institute/Company/organization/ department as a whole. I observed that Conceptual skills are vital for top managers, less critical for mid-level managers in the company.

Interpersonal Managerial Skills:

Human or interpersonal management skills are much needed to enhance our knowledge and ability to work with different people. One of the most critical management tasks is to work with people. These skills enable students/Employees to become leaders and motivate other employees for better accomplishments. Additionally, they help them to make more effective use of human potential in the company. Simply, they are essential skills for all hierarchical levels in the company.

2023

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.?)

Having good English communication skills is necessary across many industries and job roles. 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 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). ?

The twenty-first century has seen a technological revolution. Several highly commercial and widely used technologies from the early 2000s have completely vanished, and other ones have replaced them. In 2021, many latest technologies will emerge, particularly in the fields of computer science and engineering. These latest technologies are only going to get better in 2021, and they may even make it into the hands of the average individual. These are the key trends or latest technologies to look at whether you're a recent computer science graduate or a seasoned IT professional and how these innovations are upending the established quo at work and on college campuses.

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



