

**PROGRAM BOOK FOR
SEMESTER INTERNSHIP**



Name of the Student: KILLO VIJAY KUMAR

Name of the College: MRS AVN COLLEGE

Visakhapatnam.



Registration Number: 12030801092

Period of Internship: 15 weeks (540 Hours) **From:** 01.04.2023 **To:** 14.07.2023

Name & Address of the Intern Organization:

ICTE Private Limited, Plot No. 24, Opposite Y School, Srinivasa Nagar, GITAM College Road, Visakhapatnam, Andhra Pradesh.

Mrs AVN COLLEGE, Visakhapatnam.

Andhra University

YEAR 2022-2023

An Internship Report on
SYSTEM ADMINISTRATION
PROJECT

Submitted in accordance with the requirement for the degree of
B.A (HISTORY, SPECIAL TELUGU ,POLITICAL SCIENCE)

Under the Faculty Guideship of

Mr. P. VENKATA RATNAM

Department of SPECIAL TELUGU

Mrs AVN COLLEGE

Visakhapatnam.

Submitted by:

KILLO VIJAY KUMAR

Reg. No: 120130801092

Department of SPECIAL TELUGU

Mrs AVN COLLEGE

Visakhapatnam.

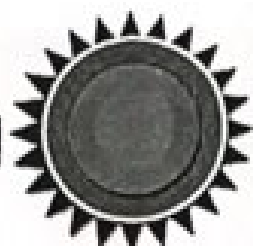
Student's Declaration

I, **KILLO VIJAY KUMAR** a student of **B.A (HISTORY, SPECIAL TELUGU ,POLITICAL SCIENCE)** Program, Reg. No. **120130801092** of the Department of English , **Mrs AVN COLLEGE VISAKHAPATNAM**, do hereby declare that I have completed the mandatory internship from **01.04.2023 to 14.07.2023(540 Hours)** in **IICTE Private Limited**, Visakhapatnam, under the Faculty Guideship of **Mr.P. VENKATA RATNAM**, Department of **SPECIAL TELUGU**, **Mrs AVN COLLEGE**, Visakhapatnam.

K. Vijay Kumar
(Signature and Date)



Skill India
कौशल भारत - कुशल भारत



Long Term Internship Certificate

This is to certify that

KILLO VIJAY KUMAR

Mrs.A.V.N. College

has successfully completed 15 weeks

SYSTEM ADMINISTRATION

During Apr-Jul 2023

Supported By IICTE

Mrs.A.V.N.College
Isakhapatnam,Andhra pradesh



Director
IICTE PVT LTD

Official Certification

This is to certify that **KILLO VIJAY KUMAR** Reg. No. *1201308901092* has

completed his/her Internship in *IICTE Private Limited, Visakhapatnam* on

SYSTEM ADMINISTRATION under my supervision as a part of partial fulfilment of

the requirement for the Degree of *B.A (HISTORY, SPECIAL*

TELUGU,POLITICAL SCIENCE) in the Department of *Chemistry, Mrs AVN*

COLLEGE, Visakhapatnam.

This is accepted for evaluation.

(Signatory with Date and Seal)



Endorsements

Faculty Guide

Head of the Department

Head of the Department
Political Science
Mrs. A.V.N. College
Visakhapatnam

Principal

PRINCIPAL

Mrs. A.V.N. COLLEGE
VISAKHAPATNAM

Certificate from Intern Organization

This is to certify that **KILLO VIJAY KUMAR** Reg. No. **120130801092** of **Mrs AVN COLLEGE, Visakhapatnam**, underwent internship in **IICTE Private Limited, Visakhapatnam** from **01.04.2023 to 14.07.2023 (540 HOURS)**.

The overall performance of the intern during his/her internship is found to be Satisfactory.


Authorized Signatory with Date and Seal

Estd: 1860

Acknowledgements

It gives me an immense pleasure and pride to express my sincere gratitude and respect for my teacher and guide Mr. P. VENKATA RATNAM Lecturer in SPECIAL TELUGU, Mrs AVN COLLEGE, Visakhapatnam for his expert and inspiring guidance.

Also, I am very grateful to the head of the Department of SPECIAL TELUGU, and the other faculty members of the SPECIAL TELUGU Department for being a source of support during this project period.

I would like to extend my gratitude to my principal Sir Dr. SIMHADRI NAIDU for providing me all the necessary facilities that were required for successful completion of this internship.

I also thank ICTE Private Limited, Visakhapatnam for providing internship opportunity.

My special thanks to the internship trainer Sri. E NAGESWARARAO for their constant support, encouragement and timely advice.

K. Vijay Kumar
Signature of the student

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Estd: 1860

INTRODUCTION

Internship is an integral platform for anyone to gain experience in the actual work place. This internship is a good opportunity for students to learn, to gain experience and also to make preparations. Men learn through experience and real life is full of different kinds of experiences. We will encounter many difficulties and obstacles and with experiences we are expected to be able to encourage and complete the process. Experience in my eyes is a very valuable thing in life because we need to be brave in taking risks. It is also not something that we simply create, but we need to undergo through it. By doing my internship in an actual work environment, it helps me to know and discover myself from different angles. It also helps me to control and develop my attitude towards dealing with different kinds of people and situations.

I have decided to take the internship course to grab the golden opportunity to apply theoretical knowledge that I have in a real working environment. Through college, I learned about theories but doing an internship, I learned a practical approach on dealing with the real world. Even though it was not that much, it still has profound results in some aspects of my life. In some ways, through internship, I also have found that I am still lacking as an individual and employee. Internship helps me to identify my weaknesses and also my strengths. "Experience without theory is blind, but theory without experience is mere intellectual play". The other reason why I choose to take the internship is as preparation for a more challenging work environment and situation. Our life in college is incomparable with real working experience. A working life is very challenging as it requires great effort, commitment and abilities, these are something that I need to be prepared and trained to.

Apart from that, I really want to gain professional experience and skills by taking the internship course. At the same time, I also want to improve my communication skills and ability to interact with people. I realize that by being part of society, I will need to meet different people around the office and I will have to communicate with them to settle their needs. Undergoing internship also helps to make me learn on how to work in a systematic organization. It helps me to learn how to be independent in accomplishing my tasks. Besides, all knowledge that I have learnt through my classroom learning in the classroom can be implemented through

an internship. Not only that, by doing an internship, I am able to undergo challenges which are normal in a working life setting.

CHAPTER 1: EXECUTIVE SUMMARY

Data base Integration:

I sought to square Knowledge and practical to integrating administration applications with database. Through database design, query optimization and writing administration database APIs, I successfully integrated applications with different database.

problem - Solving and debugging:

An Assential acpt of The Internship was Improving my problem-solving and debugging skills AS part of the development team. I endured various challenges and bugs. This Experience sharpened to my problem trouble shooting abilities.

Team Collaborations: The Internship provided an opportunity to develop effective teamwork and collaboration skills.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggested Contents

A. Introduction of the Organization

Company which provides technology solutions to over customers with convergence of media, the changing landscape of the industries is becoming extremely competitive. As companies rapidly strive to gain a competitive advantage, **IICTE** helps companies innovative and transforms its unique insights, differentiated services and flexible partnering models. This helped our customers reduce operating costs and generate new revenue streams. We provide high end business solutions for complex business utilizing current technologies with expert professions in software industries. Our project is based on the principles of highest quality, longest reliability, lowest cost and complete customer satisfaction.

At **IICTE PVT LTD** we provides **Software Products, IT services, HR consultancy, Security Systems**, and various **Transaction Processing Services**. **IICTE** has integrates its products and services to create customized solutions to allow you to undertake technology-based business transformation that allows reorganization in line with today's dynamic digital business environment.

B. Vision, Mission and Values of the Organization

IICTE PVT LTD is a service provider company committed to help business providing qualified resources, and professional services with the highest quality in different areas and we will leverage our strengths to execute complex global-scale projects to facilitate leading-edge products and services affordable to all consumers and business in India. As **IICTE** has developed its quality initiative and casts its process with perfect customization as per the client needs while meeting the defined standards. So here we will offer unparalleled value to create customer delight and enhance business productivity.

So quality is our measurable factor for us. It is our responsibility towards our valued clients who are the very cause of our existence.

C. Policy of the Organization in relation to the intern role

In the competitive IT services industry, it's difficult to know what differentiates one company from the other, so to keep pace with today customer-driven business environment; companies must re think their business processes. As companies are facing increasing competitive pressure and are inhabitant by inefficient IT systems, it is clear that current enterprise applications are

no longer meeting the business demands. So with IICTE , you can be certain that we put our customer's interests first: we take a unique approach to fostering client, member (employee) and customer's satisfaction.

IICTE PVT LTD delivers solutions that address this with flexible enterprise applications that can be delivered quickly and cost- effectively into complex environments. The IICTE PVT LTD team represents the architecture of our approach. It governs how we deliver services to clients, how we interact with members and how we respond to customers requirements. IICTE is committed to helping our clients with win and grows to

D: Organizational Structure

IICTE PVT LTD is a globally focused services provider spread for serving customers, providing end-to end services from IT development.

Our business encompasses a complete range of services that covering IT development, HR- Consultancy and various security systems etc. We endeavor to further extend our efforts beyond the traditional value chain by developing and deploying complete user friendly solutions for the entire spectrum of society.

Company area of business in IT side:

- ❖ Application development & maintenance
- ❖ Package implementation
- ❖ Web solutions
- ❖ Multimedia
- ❖ Content development
- ❖ Product design services
- ❖ Software development
- ❖ Web designing/ web publishing
- ❖ Graphics
- ❖ Data processing
- ❖ Hardware consultancy
- ❖ Wireless solutions
- ❖ Network solutions
- ❖ IT training
- ❖ Video conference

WEEKLY REPORT
WEEK - 4. (From Dt..... to Dt.....)

Objective of the Activity Done:

MS Office

Detailed Report:

- ⇒ Collection of software programme that were widely professional settings.
- ⇒ MS Word: A word processing application used for creation and editing documents programme - spell checking - tables
- ⇒ MS Excel: A spreadsheet programme used for organization analyzing and manufacturing numerical data.
- ⇒ MS powerpoint: A presentation software used for creating slides hours delivering presentation
- ⇒ MS out look: An email and personal Information Management, Contacts tasks.
- ⇒ MS one notes: used to create, organize the notes.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1 29/4/23	class on word pad.	understood the details of using process	P.V.K
Day -2 1/5/23	class on word pad with short tale	understood about the short stories	P.V.K
Day -3 2/5/23	vivo on completed topics	Many Topics	P.V.K
Day -4 3/5/23	Handwritten pastions	Successfully learned about Handwritten pastions	P.V.K
Day -5 4/5/23	Communication	learned about the communication in the system	P.V.K
Day -6 5/5/23	lab	lab	P.V.K

WEEKLY REPORT
WEEK - 5. (From Dt..... to Dt.....)

Objective of the Activity Done:

SMT (Surface Mount Technology)

Detailed Report:

⇒ SMT Through - Hole Technology =

SMT replaced the older through - hole Technology, electronic components of PCBs.

⇒ Components: packing: SMT use various packages that are specifically designed for surface mounting.

⇒ miniaturization and efficiency: SMT enables the miniaturization of electronic devices by reducing the size of components PCB.

⇒ High Speed and High density SMT Technology enable the creation of high speed and compact boards the close.

⇒ Improved electrical performance.

WEEKLY REPORT
WEEK - 6. (From Dt..... to Dt.....)

Objective of the Activity Done:

(Microsoft Office)

Detailed Report:

→ processing application developed as part of the MS Office suite.

⇒ Documents Creation: Microsoft Word allows you to create various types of documents.

⇒ Formatting and System: Word offers a complete set of Formatting options to customize the appearance of Documents.

⇒ page layout and design: Word provides tools for Managing page layout.

⇒ Collaboration and Reviewing: Word includes features for Collaboration and reviewing.

⇒ Templates and Themes

⇒ main Merge

⇒ Integration with other office apps.

ACTIVITY LOG FOR THE SEVENTH WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1 13/5/23	Desktop environ- ment lab	practically learned about the programme	P. V. K.
Day -2 14/5/23	MS word Home practice	successfully learned & Completed	P. V. K.
Day -3 15/5/23	MS word Insert class 1	learned about the MS word insert menu	P. V. K.
Day -4 16/5/23	MS word Insert class 2	learned about how to use Item in Insert menu	P. V. K.
Day -5 17/5/23	MS word Insert class 3	learned about changes into elements	P. V. K.
Day -6 19/5/23	Lab	lab	P. V. K.