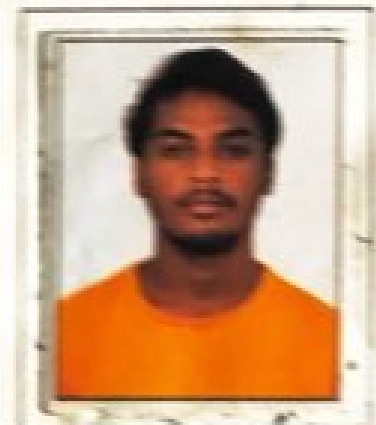


**PROGRAM BOOK FOR
SEMESTER INTERNSHIP**



Name of the Student: PANG JOHN PAUL

Name of the College: **MRS AVN COLLEGE**

Visakhapatnam.

Registration Number: 120130085129

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 2023-2023

An Internship Report on
SYSTEM ADMINISTRATION
PROJECT

Submitted in accordance with the requirement for the degree of
B.COM(General)

Under the Faculty Guideship of

MR. M.I. PRASANA KUMAR

Department of COMMERCE

Mrs AVN COLLEGE

Visakhapatnam.

Submitted by:

PANGI JOHN PAUL

Reg. No: 120130803129

Department of Commerce

Mrs AVN COLLEGE

Visakhapatnam.

Student's Declaration

I, **PANGI JOHN PAUL** a student of **B.COM(General)** Program, Reg. No. **120130803129** of the Department of ~~Commerce~~ **COMMERCE**, **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. M.I. PRASANA KUMAR**, Department of **COMMERCE**, **Mrs AVN COLLEGE**, Visakhapatnam.

P. John Paul
(Signature and Date)

Estd: 1860

Official Certification

This is to certify that **PANGI JOHN PAUL** Reg. No. **120130803129** 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.COM(General)** in the Department of **Commerce**

Mrs AVN COLLEGE, Visakhapatnam.

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide

Head of the Department

Principal
PRINCIPAL
Mrs A.V.N. COLLEGE
VISAKHAPATNAM

Certificate from Intern Organization

This is to certify that **PANGI JOHN PAUL** Reg. No. **120130803129** 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 to my teacher and guide **MR. M. PRASANA KUMAR** Lecturer in Commerce, Mrs AVN COLLEGE, Visakhapatnam for his expert and inspiring guidance.

Also, I am very grateful to the head of the Department of **COMMERCE**, and the other faculty members of the **COMMERCE** 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 **IKTE 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.

P. Jeyapaul
Signature of the student

Estd: 1860

Contents

S. No	Name of the Content	Page No.
1	INTRODUCTION	
2	CHAPTER 1: EXECUTIVE SUMMARY	
3	CHAPTER 2: OVERVIEW OF THE ORGANIZATION	
4	CHAPTER 3: INTERNSHIP PART	
5	ACTIVITY LOG FOR THE FIRST WEEK	
6	WEEKLY REPORT WEEK-1	
7	ACTIVITY LOG FOR THE SECOND WEEK	
8	WEEKLY REPORT WEEK-2	
9	ACTIVITY LOG FOR THE THIRD WEEK	
10	WEEKLY REPORT WEEK-3	
11	ACTIVITY LOG FOR THE FOURTH WEEK	
12	WEEKLY REPORT WEEK-4	
13	ACTIVITY LOG FOR THE FIFTH WEEK	
14	WEEKLY REPORT WEEK-5	
15	ACTIVITY LOG FOR THE SIXTH WEEK	
16	WEEKLY REPORT WEEK-6	
17	ACTIVITY LOG FOR THE SEVENTH WEEK	
18	WEEKLY REPORT WEEK-7	
19	ACTIVITY LOG FOR THE EIGHTH WEEK	
20	WEEKLY REPORT WEEK-8	
21	ACTIVITY LOG FOR THE NINTH WEEK	
22	WEEKLY REPORT WEEK-9	
23	ACTIVITY LOG FOR THE TENTH WEEK	
24	WEEKLY REPORT WEEK-10	

25	ACTIVITY LOG FOR THE ELEVENTH WEEK	
26	WEEKLY REPORT WEEK-11	
27	ACTIVITY LOG FOR THE TWELVETH WEEK	
28	WEEKLY REPORT WEEK-12	
29	ACTIVITY LOG FOR THE TWELVETH WEEK	
30	WEEKLY REPORT WEEK-13	
31	ACTIVITY LOG FOR THE THARTEENTH WEEK	
32	WEEKLY REPORT WEEK-14	
33	ACTIVITY LOG FOR THE FOURTEENTH WEEK	
34	WEEKLY REPORT WEEK-15	
35	ACTIVITY LOG FOR THE FIFTEENTH WEEK	
36	Student Self Evaluation of the Semester-term Internship	
37	Evaluation by the Supervisor of the Intern Organization	
38	Photographs	
39	References	

Estd: 1860

INTRODUCTION

Internship is an integral platform for anyone to gain experience in the actual work place. Thus, 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 learned 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; those 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.

ACTIVITY LOG FOR THE FOURTH WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1 22/04/2023	vivo on completed topics	Based on the introduction of topics	
Day -2 24/04/23	week Test	we learnt about the week chat	
Day -3 25/04/23	microsoft office explanation	it is the largest software	
Day -4 26/04/23	class on note pad	Understand the process of using it	
Day -5 27/04/23	class on note pad with shortcuts	understand the shortcut used in the note pad	
Day -6 28/04/23	Lab	Lab	

WEEKLY REPORT
WEEK - 4. (From Dt 22/4/22 to Dt 28/04/2023)

Objective of the Activity Done: **M.S OFFICE**

Detailed Report:

- Execution of software programs that are widely used in various professional and personal settings
- m.s word : A word processing application used for creating and editing documents spell checking tables
- m.s excel : A spreadsheet programs used for organizing, analyzing and manipulating numerical data
- m.s powerpoint : A presentation software used for creating slides and delivering presentations
- m.s outlook : An email and personal information management conducts tasks
- MS Access : data base management
- m.s one note : Users to create organize - share notes

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1 29/04/2023	class on word pad	Understand about the details & using process	
Day -2 01/05/23	Class on word pad with shortcuts	Understand about the shortcuts.	
Day -3 02/05/23	vivo on completed topics	Many Topics	
Day -4 03/05/23	Hard disk partition	Successfully learned about hard disk practical	
Day -5 04/05/23	Communication	learned about how to communicate in the system	
Day -6 05/05/23	Lab	Lab	

WEEKLY REPORT
WEEK - 5. (From Dt. 29/4/23 to Dt. 05/5/2023)

Objective of the Activity Done: SMT (Surface mount Technology)

Detailed Report:

- SMT vs through-hole technology - SMT replaced the older through-hole technology - electronics components of PCBs
- Component packaging = SMT come in various packages that are specifically designed for surface mounting
- miniaturization and efficiency SMT enable the miniaturization to electronics devices by reducing the size of components PCB
- high speed and high density SMT technology enables the creation of high speed and high density circuit boards the close proximity of components reduces
- Automated Assembly: SMT is highly compatible with automated assembly processes making it suitable for mass production PCB
- Improved electrical performance.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1 06/05/2023	power supply (smps)	learned successfully how does power supply in the system	
Day -2 08/05/23	practice on not pad	practised well and better than before	
Day -3 9/05/23	practice on word pad	practised better than before	
Day -4 10/05/23	Symptoms	learned successfully about symptoms of the system.	
Day -5 11/05/23	Desktop environment class	learned successfully about desktop environment	
Day -6 12/05/23	Lab	Lab	

WEEKLY REPORT
WEEK - 7. (From Dt. 13/5/23 to Dt. 19/5/2023.)

Objective of the Activity Done: User Creation

Detailed Report:

- process of setting up for users account to - grant immediate access.
- Users Account Setup → To create a user account on Administrative Control panel System - preferences Command Line tools
- Users Information → User creating a user accounts creation information is typically required including the user's full name
- User name → Unique identifier for the user within the system it is used to log in to the computer or network
- password → Used to authenticate the user's identity and secure the user account
- User permissions and privileges → during user creation
- user group → user group account can be organized in to in to groups.

INTERNAL ASSESSMENT STATEMENT

(Assessment by the industry / enterprise / organisation)

Name of the Student: **PANGI JOHN PAUL**

Programme of Study: **B.COM**

Year of Study: 2022-2023

Group: **B.COM(General)**

Register No/H.T. No: **120130803129**

Name of the College: **Mrs AVN COLLEGE,**

Visakhapatnam.

University: **Andhra University, Visakhapatnam.**

S.No.	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Project Log	10	10
2.	Project Implementation	20	17
3.	Project Report	10	10
4.	Presentation	10	10
GRAND TOTAL		50	47

Date: 14/7/23

4
Sign. of the
HR Manager/Head of the Division

