



Holy Cross College (Autonomous) Nagercoil - 629 004

Affiliated to Manonmaniam Sundaranar University, Tirunelveli
Nationally Accredited with A+ Grade (CGPA 3.35) by NAAC IV Cycle
An ISO 9001:2015 Certified Institution

SSR
2019-2020
to
2023-2024

Work Diary

DEPARTMENT OF MATHEMATICS

Work Diary for Internship

Name of the Student : Roshika K.

Register No: 2022APM311

Class : I Msc Mathematics

Semester : 2

Title of the Internship: Hospital Statistics

Name of the course } : Statistics and Probability
Relevant to Internship }

Date of Commencement : 30-05-2023

Date of Completion: 23-06-2023

Name of the Organization: Holy Cross Hospital

Name of the Guide : Ms. J. C. Mahizha MSc, M.Phil, SET

Name of the Co-Guide: Sri. Serene

Date	Work Carried Out	Signature of the student
30-05-2023	Observed the infrastructure of the hospital and interacting with staff members.	<u>Roshika</u>
31-05-2023	Noticed reception works and procedure.	<u>Roshika.</u>
01-06-2023	Assist patients and visitors	<u>Roshika.</u>
02-06-2023	Registered patients details	<u>Roshika</u>
03-06-2023	Made an inventory of Out-Patient register.	<u>Roshika</u>
04-06-2023	collected required data from patients.	<u>Roshika</u>
05-06-2023	Visited dialysis unit.	<u>Roshika</u>

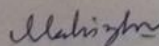
J.C. Mahizha
 Ms. J.C. MAHIZHA, M.Sc., M.Phil., SET,
 Assistant Professor
 Department of Mathematics
 Holy Cross College (Autonomous)
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Signature of the
 Guide


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 ADMINISTRATOR
 HOLY CROSS HOSPITAL
 VETTOORNIMADAM
 NAGERCOIL - 629 003
 K. K. DIST., TAMILNADU.

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Date	Work Carried Out	Signature of the Student
06-06-2023	Made an inventory of Inpatient register	Roshika
07-06-2023	Attended fire and safety meeting	Roshika
08-06-2023	Answer and transfer phone calls.	Roshika
09-06-2023	Verified employee personal record	Roshika
10-06-2023	Maintained labour office documents.	Roshika
11-06-2023	checked employee's attendance.	Roshika


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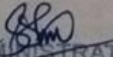

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Date	Work carried Out	Signature of the student
12-06-2023	Validate employee's records.	Roshika
13-06-2023	Learned to measure blood pressure and heart rate.	Roshika
14-06-2023	Maintained records of employee	Roshika
15-06-2023	Had knowledge about onboarding new employee	Roshika
16-06-2023	Recorded Labour office documents	Roshika
17-06-2023	Learned about various insurance.	Roshika


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Date	Work Carried Out	Signature of the student.
18-06-2023	Acquired knowledge of Ex-Servicemen contributory health scheme	<u>Rashika</u>
19-06-2023	learned the steps for taking treatment under ECHS	<u>Rashika</u>
20-06-2023	Uploaded data in website	<u>Rashika</u>
21-06-2023	Acquired knowledge of CMCH insurance schemes	<u>Rashika</u>
22-06-2023	Filled up forms for ECHS Patients	<u>Rashika</u>
23-06-2023	Gained knowledge about account management	<u>Rashika</u>

Mahizha

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Internship Work Diary

Name of the Student : Lingste. J

Register Number : 2022APM310

Class : I M. Sc. Mathematics

Semester : 2

Title of the Internship : Data Collecting

Name of the course

Relevant to Internship : Applied Statistics
MA2041

Date of Commencement : 24-05-2023

Date of Completion : 17-06-2023

Name of the

Organization/ Industry : Magna Hospital

Name of the Guide : Dr. K. Jeya Daisy M.Sc., B.Ed,
M.Phil., Ph.D.

Name of the Co-Guide : Dr. Christina Kavitha

Date	Work Carried Out	Signature of the Student
24/05/2023	I familiarized myself with the hospital's layout, staff members	J. Lingate.
25/05/2023	I studied about the departments and facilities in hospital.	J. Lingate.
26/05/2023	I learned about the General Medicine department.	J. Lingate.
27/05/2023	I learned about the Gynaecology department.	J. Lingate.
28/05/2023	I learned about the Paediatrics department.	J. Lingate.
29/05/2023	I learned about the ENT department	J. Lingate.



K. Jeyadairy
Signature of the Guide

Dr. K. JEVA DAIS
Department of Mathematics
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Aut
Dr. A. CHRISTINA., M.B.B.S., M.S.
Reg. No : 84381
Consultant Obstetrician & Gynaecologist
Magna Hospital

Signature of the Co-Guide

Date	Work Carried Out	Signature of the Student
30/05/2023	I learned about the urology, Orthopaedics and Neurology departments.	J. lingate
31/05/2023	I have studied the number of patients who went to the hospital for one year.	J. lingate.
01/06/2023	I have studied the number of patients who went to the general medicine department.	J. lingate.
02/06/2023	I have studied the number of patients who visited the department of general medicine with asthma and fever conditions.	J. lingate
03/06/2023	I have studied the number of patients who visited the department of general medicine with Blood pressure and Thyroid conditions.	J. lingate.
04/06/2023	I have studied the number of patients who visited the department of general medicine with Diabetes and Cholesterol conditions.	J. lingate.



Signature of the

Dr. J. JE
Assistant
Department of
Holy Cross

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Dr. A. CHRISTINA, M.B.B.S., M.S.
Reg. No : 84381
Consultant Obstetrician & Gynaecologist
Magna Hospital

Signature of
the Co-Guide

Date	Work Carried Out	Signature of the Student
05/06/2023	I have studied the number of patients who visited the department of general medicine with chest pain, Abdomen Pain and Cough conditions.	J. Lingate
06/06/2023	I have studied the number of Patients who visited the department of general medicine with Infection and Accident Case Conditions.	J. Lingate
07/06/2023	I have studied the number of male patients who visited various departments.	J. Lingate
08/06/2023	I have studied the number of Female patients who visited various departments.	J. Lingate
09/06/2023	I have studied the number of male patients who visited the department of general medicine with Fever, Asthma, BP, Thyroid, Diabetes and cholesterol conditions.	J. Lingate
10/06/2023	I have studied the number of male patients who visited the department of general medicine with chest Pain, Abdomen Pain, Cough, Infection and Accident cases.	J. Lingate



Aut
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 Magna Hospital

K. Jeyadaisy
 Signature of the Guide

Dr. K. JEYÁ DAIS
 Assistant Professor
 Department of Mathematics
 Holy Cross College (Autonomous)

Signature of the Co-Guide

Date	Work Carried Out	Signature of the student
11/06/2023	I have studied the number of female patients who visited the department of general medicine with fever, asthma, thyroid, Blood Pressure and Diabetes conditions.	J. Lingate
12/06/2023	I have studied the number of female patients who visited the department of general medicine with cholesterol, chest pain and abdomen pain conditions.	J. Lingate
13/06/2023	I have studied the number of female patients who visited the department of general medicine with cough, infection and accident case conditions.	J. Lingate
14/06/2023	I have studied the age difference between the number of male patients who visited various departments.	J. Lingate
15/06/2023	I have studied the age difference between the number of female patients who visited various departments.	J. Lingate
16/06/2023	I have studied the age difference between the number of male patients who visited the department of General medicine.	J. Lingate
17/06/2023	I have studied the age difference between the number of female patients who visited the department of general medicine.	J. Lingate



Signature of the Co-Guide
 Dr. K. Jeyachandran
 Assistant Professor
 Department of Mathematics
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 Holy Cross Road, Putrukkadai
 Nagarcovil - 629 004

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Dr. A. CHRISTINA, M.B.B.S., M.S.
 Reg. No : 84381
 Consultant Obstetrician & Gynaecologist
 Magna Hospital

Signature of the Co-Guide

Work Diary for Internship

Name of the student : J. Jemilin Hency

Register No : 2022APM305

Class : D MSc Mathematics (Aided)

Semester : 2

Title of the Internship : Area calculation of land, estimate preparation and learn about construction.

Name of the Course : Classical Algebra and relevant to internship Integral Calculus MC2021

Date of Commencement : 1-06-2023

Date of Completion : 25-06-2023

Name of the Organization : Loyal Construction

Name of the Guide : Dr. V. Sujin Flower M.Sc, M.Phil,
Ph.D

Name of the Co-Guide : V. John Wilson

Date	Work Carried Out	Signature of the Student
1/6/2023	I learned about conversion factors	J Jemilithency
2/6/2023	I studied the formula for area calculation	J Jemilithency
3/6/2023	I learned to measure the land	J Jemilithency
4/6/2023	I calculated area for irregularly shaped lands.	J Jemilithency
5/6/2023	I explored the method for estimating their areas accurately using a combination of basic geometric shapes	J Jemilithency
6/6/2023	Learned to account for irregular shapes and corners.	J Jemilithency

V. Sujin Flower
 Dr. SUJIN FLOWER, M.Sc., M.Phil., Ph.D.,
 Assistant Professor
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 Nagercoil - 629 004

Signature of the Guide

V. JOSE
 LOYAL COY. JUNCTION
 LICENCED BUILDING SUPERVISOR
 KINLEAS COMPLEX
 THINGALNAYAR - 629 502

Signature of the Co-Guide

Date	Work carried Out	Signature of the Student
7/6/2023	I was asked to observe the measurement of land.	<i>Jhemlinthency</i>
8/6/2023	I have studied about the concept of Patta	<i>Jhemlinthency</i>
9/6/2023	I learned the procedure to obtain Patta	<i>Jhemlinthency</i>
10/6/2023	I have learned the legal significance of patta and how it establishes the ownership rights of a person over a piece of land.	<i>Jhemlinthency</i>
11/6/2023	I explored the purpose and importance of an Encumbrance certificate in property transaction.	<i>Jhemlinthency</i>

V. Sujin Flower

Dr. V. SUJIN FLOWER, M.Sc., M.Phil., Ph.D.,
Assistant Professor
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Signature of the Guide

V. J. Joy

V. J. JOY
LOYAL COLLEGE, NITTAM
LICENCED BUILDING SURVEYOR
KUMARAN COMPLEX
TIRUPATI NAGAR - 522 522
(0861) 2522301-42

Signature of the Co-Guide

Date	Work Carried Out	Signature of the Student
12/6/2023	I understood the steps involved in verifying property titles and ensuring the absence of Encumbrance through these Certificate	J Jemilintency
13/6/2023	I learned how to download Patta and Encumbrance certificate and to check the present status.	J Jemilintency
14/6/2023	I understood the importance of Patta and Encumbrance certificate in the construction.	J Jemilintency

V. Sujin Flower
 Dr. V. SUJIN FLOWER, M.Sc., M.Phil., Ph.D.,
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V. JOY
 V. JOY, M.Sc., M.Phil., Ph.D.,
 LOYAL CONSTRUCTION
 LICENCED SURVEYOR
 HUMANAN COMPLEX
 THINDALWADI - 629 802
 Cell: 9042330740

Signature of the Co-Guide

Date	Work Carried Out	Signature of the Student
12/6/2023	I understood the steps involved in verifying property titles and ensuring the absence of Encumbrance through these Certificate	J. Jemilintency
13/6/2023	I learned how to download Patta and Encumbrance certificate and to check the present status.	J. Jemilintency
14/6/2023	I understood the importance of Patta and Encumbrance certificate in the construction.	J. Jemilintency

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 Dr. V. SUJIN FLOWER, M.Sc., M.Phil., Ph.D.,
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 THINDALWAL - 629 802
 Cell : 9042330740

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Date	Work Carried Out	Signature of the Student
19/6/2023	I studied about the methods of detailed construction estimate preparation.	f femilintency
20/6/2023	I practiced generating estimates for larger projects.	f femilintency
21/6/2023	I learned how to fix the rate per unit of an item	f femilintency
22/6/2023	I studied about the factors to be considered while preparing detailed estimate.	f femilintency

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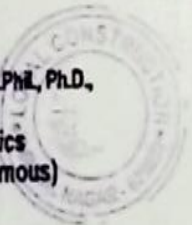
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V. J. JOSE
 LOYAL CONSULTANTS
 LICENCED BILLOW & PLUMBER
 KIMAPAN EDUPETA
 THIRUVARUR - 610 012

Signature of the Co-Guide

Date	Work Carried Out	Signature of the student
23/6/2023	I did quantity calculation for a building	J. Jemilinsancy
24/6/2023	I did quantity calculation for a building	J. Jemilinsancy
25/6/2023	I prepared the abstract of Estimate costing	J. Jemilinsancy

V. Sujin Flower
Dr. V. SUJIN FLOWER, M.Sc., M.Phil., Ph.D.,
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 Department of Mathematics
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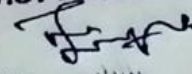
V. John Wilson
V. JOHN WILSON, D.C.E.
 LOYAL CONSTRUCTION
 LICENSED BUILDING SUPERVISOR
 BUILDING COMPLEX
 THIRUVALEEDUR - 627 012
 CO. NO. 2023/2024

Signature of the Co-Guide

INTERNSHIP WORK DIARY

Name of the student : A. SHARMINI.
 Register Number : 2022 APM 406.
 class : M.Sc Mathematics
 Semester : II
 Title of the Internship : Accounting.
 Name of the course Relevant to Internship : Applied Statistics MA2041
 Date of commencement : 29th May 2023
 Date of completion : 26th June. 2023.
 Name of the Industry : J.J. NITHISH TRADERS.
 Name of the Guide : Dr. A. ANAT JASLIN JINI
 M.Sc, M.Phil, SET, Ph.D.
 Name of the co-Guide : JEGIAN.M.




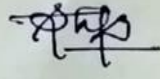

For J.J. NITHISH TRADERS


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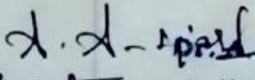
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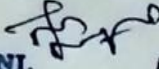

 Dr. A. ANAT JASLIN JINI,
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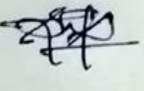

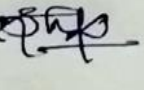
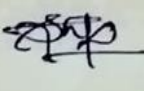

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Date	Work Carried Out	Sign of the Student
29/5/2023	I introduced myself with the J.J Nithish Trader's co-owned and the staff members.	
30/5/2023.	I met my supervisor and the colleagues to understand their roles and responsibilities.	
31/5/2023.	They recommended me to observe the ingredient handling and customer interactions to understand the work process.	
1/6/2023	I observed the ingredient handling and customer interactions to understand the work process.	
2/6/2023.	I dedicated time to review the past financial statements.	

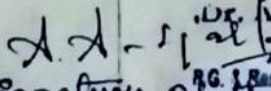
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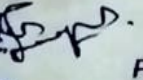

ANAT JASLIN JINI,
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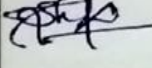
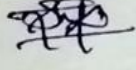

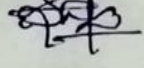
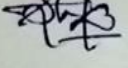

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Date .	Work assigned Out	Sign of the student .
3/6/2023 .	I dedicated time to review J.J Nithish Trader's work reports and records to gain a basic knowledge about my work .	
5/6/2023 .	Taken Notes about my work Nature to be well and good in my Internship period.	
6/6/2023 .	I closely observed about the J.J. Nithish Trader's financial operations.	
7/6/2023 .	I shadowed the senior staff closely observing their tasks and interactions which provided insights into real-time accounting practices.	
8/6/2023 .	I closely observed and learned about the import of items to the shop.	

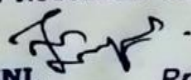
For J.J. NITHISH TRADERS


DR. A. ANAS
 M.Sc., M.Phil., SET., Ph.D.
 Assistant Professor
 R.G. Research Department of Mathematics
 Mahatma Education Society's (Autonomous)
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Proprietor
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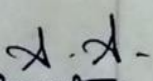
Date	Work carried out	Sign of the student.
9/6/2023.	I met an Berger Dealer and gathered more information.	
10/6/2023.	I learned to do the Billing	
12/6/2023	I shifted and slightly rearranged the positions of the items for the better handling.	
13/6/2023.	I was supervised and guided by the owner of the J.J. Nithish Traders.	
14/6/2023.	I implemented my basic knowledge of accounting in the field.	
15/6/2023.	I met an Nippon Paint Dealer and gathered information.	

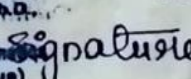
For J.J. NITHISH TRADERS,


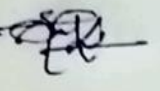
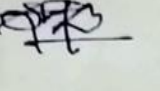
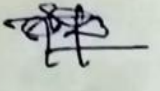
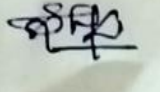


Proprietor

Dr. A. ANAT JASLIN JINI,
M.Sc., M.Phil., SET, Ph.D.,
Assistant Professor
Department of Mathematics
Holy Cross College (Autonomous)
Nagercoil - 629 004


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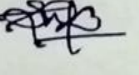
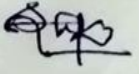
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Date	Work Carried Out	Sign of the student.
16/6/2023.	I was asked by the owner to supervise the staff members and I done my Job.	
17/6/2023.	I collected many more information about the work process of Berger paint through my owner.	
19/6/2023.	I learned about the easy way of billing through my owner.	
20/6/2023.	Made a list about the report of Today's items and estimated their price and submitted it to my senior.	
21/6/2023.	Revised the list and made corrections. and new list was made.	

For J.J. NITHISH TRADERS

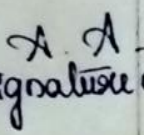

A. ANATH 
 M.Sc., M.Phil., SET., Ph.D., Proprietor
 Assistant Professor,
 Department of Mathematics,
 Holy Cross College (Autonomous),
 Nagercoil - 629 004

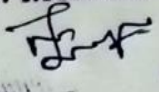
Signature of the Co-Guide.

Date	Work Carried Out	Sign of the Student.
22/6/2023.	I submitted the final list to the J. J. Nithish Trader's owner.	
23/6/2023.	I Learned many more informations about the Nippon paints through my owner.	
24/6/2023.	The final List done by me was approved by the J.J. Nithish Trader's owner and he gave me extra information.	
26/6/2023.	Did my asusual work and gave an tappy farewell to the J.J. Nithish Trader's Owner and co-staff.	

J. J. NITHISH TRADERS
 185 & C, EASTMOZHI ROAD
 KARAIKAL, INDIA 626001
 TAMILNADU,
 INDIA 626001

ANAT JASLIN JINI,
 M.Sc., M.Phil., SET., Ph.D.,
 Assistant Professor
 C. & Research Department of Mathematics
 Holy Cross College (Autonomous)
 Nagercoil - 629 004

A. A. 
 Signature of the Co-Guide.

For J.J. NITHISH TRADERS

 Proprietor

Signature of the co-Guide.

Date	Work Carried Out	Signature of the student.
05/06/2023	I familiarized myself with the Admin and accounts section, staff members and basic operations.	A. <u>Sinu</u> .
06-06-2023	Learned about Cue sheets and its prime applications	A. <u>Sinu</u>
07-06-2023	Observed the organisational Setup of AIR, Nagercoil.	A. <u>Sinu</u> .
08-06-2023	I met the staffs in control room and understood their rolls and responsibilities.	A. <u>Sinu</u> Mda
09-06-2023	I got a knowledge about the change over of programs in AIR, Nagercoil.	A. <u>Sinu</u> .
10-06-2023	Learned about how FM radio transmitted.	A. <u>Sinu</u> .
11-06-2023	Observed the recording of programs in the Studio Block	A. <u>Sinu</u> Mda

A. Jancy vini.
 Dr. A. JANCY VINI, M.Sc., M.Phil.
 SET, Ph.D.
 Asst. Professor, Dept. of Mathematics
 Holy Cross College (Autonomous)
 Nagercoil - 629 004

Signature of the Guide

Chandrika
 16/8/23
 Chandrika . E. N.
 HEAD OF OFFICE:
 ALL INDIA RADIO : NAGERCOIL

Signature of the Co-guide

Date	Work Carried Out	Signature of the Student
12-06-2023	I met the staffs in the admin and accounts section and understood their rolls and responsibilities	A. Jincy Mds
13-06-2023	Learned about the journal entries of administrative expenses.	A. Jincy Mds
14-06-2023	Observed the diary process of bills.	A. Jincy
15-06-2023	Learned about writing sanctions for approved bills and vouchers.	A. Jincy
16-06-2023	Entered the details of the bills and vouchers in the corresponding registers.	A. Jincy
17-06-2023	Learned about the bank book register.	A. Jincy
18-06-2023	Learned about the voucher for petty expenditure.	A. Jincy

A. Jincy
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 Asst. Professor, Dept. of Mathematics
 Holy Cross College (Autonomous)
 Nagercoil-629 004

Signature of the Guide

Chandrika
 16/8/23
Chandrika E.N.
 HEAD OF OFFICE:
 ALL INDIA RADIO : NAGERCOIL

Signature of the Co-guide

Date	Work Carried Out	Signature of the students.
19-06-2023	Observed the Administrative expenses of the office.	A. <u>Sinu</u>
20-06-2023	Learned about the sanctioned Grant for each expenditure, head of Accounts.	A. <u>Sinu</u>
21-06-2023	Observed different heads of accounts in AIR, Nagercoil.	A. <u>Sinu</u>
22-06-2023	I Got to know about the programs that broadcast on FM Radio, Nagercoil.	A. <u>Sinu</u>
23-06-2023	Prepared fully vouched contingent bills.	A. <u>Sinu</u>
24-06-2023	Observed how the voucher for Petty Expenditure is Prepared.	A. <u>Sinu</u>
25-06-2023	Learned about the Expenditure sanction Register.	A. <u>Sinu</u>

A. Jancy Vini
 Dr. A. JANCY VINI, M.Sc., M.Phil.,
 SET, Ph.D.
 Asst. Professor, Dept. of Mathematics
 Holy Cross College (Autonomous)
 Nagercoil - 629 004

Signature of the guide

Charudhika
 16/8/23
 HEAD OF OFFICE:
 ALL INDIA RADIO : NAGERCOIL

Signature of the Co-guide

Date	Work Carried Out	Signature of the Students
26-06-2023	Learned about the benefits of Central Government Employees.	A. Jincy
27-06-2023	Learned about the allowances and deductions from the payroll.	A. Jincy
28-06-2023	Learned about the taxable income.	A. Jincy
29-06-2023	Learned about the new Pension Scheme (NPS) for government employees.	A. Jincy
30-06-2023	Created Pay slip master Data.	A. Jincy

A. Jincy

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SET, Ph.D.
Asst. Professor, Dept. of Mathematics
Holy Cross College (Autonomous)
Nagercoil-629 004

Signature of the guide

Chandrika
16/8/23

Chandrika E.N.
HEAD OF OFFICE:
ALL INDIA RADIO : NAGERCOIL

Signature of the
co-guide

DEPARTMENT OF MATHEMATICS (s.f)

Work Diary for Internship

Name of the Student : Gt. Jaswin
 Register No : 2022SPM260
 Class : II M.sc Mathematics
 Semester : 3
 Title of the Internship : Data Analysis
 Name of the Course Relevant to Internship : Probability and Statistics
 Date of Commencement : 26-05-2023
 Date of Completion : 30-06-2023
 Name of the Organization/Industry : Nullivilai Village Panchayat
 Name of the Guide : Ms. ~~Dr.~~ Anne Mary Leema
 Name of the Co-Guide : Adv. M. Maria Paul Raj
 Semester Plan

Date	Work Carried out	Signature of the student
1. 26/05/23	Know the details of functions of the Village Panchayat	Jaswin
2. 29/05/23	Know about the forms and their use in the Village Panchayat.	Jaswin
3. 30/05/23	Know about the taxes that imposed by Village Panchayat which include property tax, water tax etc.	Jaswin
4. 31/05/23	Know about how many blocks and wards are under this panchayat also their habitation details.	Jaswin
5. 01/06/23	Know about the importance of Ledger Keeping in Village Panchayat	Jaswin
6. 02/06/23	Know which details they enter into the Ledger Book.	Jaswin
7. 05/06/23	Verify the property Tax details for 1 to 9 blocks with the help of bill books and records and also mark the mistakes in ledger book.	Jaswin
8. 06/06/23	Verify the Property Tax details for 10 to 18 blocks with the help of bill books and records and also mark the mistakes in ledger book.	Jaswin

M
30/06/2023

Executive Officer / President
 Nullivilai Village Panchayat,

07/06/23	9. Verify the Property Tax details for 19 to 27 blocks with the help of bill books and records and also mark the mistakes in ledger book.	Jasvirk
08/06/23	10. Verify the property Tax details for 1 to 9 blocks in the vp-tax website.	Jasvirk
09/06/23	11. Verify the Property Tax details for 10 to 18 blocks in the vp-tax website.	Jasvirk
12/06/23	12. Verify the Property Tax details for 19 to 27 blocks in the vp-tax website.	Jasvirk
13/06/23	13. Property Tax correction work for the blocks 1 to 9 in the vp-tax website.	Jasvirk
14/06/23	14. Property Tax correction work for the blocks 10 to 18 in the vp-tax website.	Jasvirk
15/06/23	15. Property Tax correction work for the blocks 19 to 27 in the vp-tax website.	Jasvirk
16/06/23	16. Property Tax approval work for the blocks 1 to 15 in the vp-tax website.	Jasvirk
19/06/23	17. Property Tax approval work for the blocks 16 to 27 in the vp-tax website.	Jasvirk
20/06/23	18. Enter the missing tax details and give new assessment number in the website.	Jasvirk
21/06/23	19. Verify the water Tax details for the 2 Ledger Books in the vp-tax website.	Jasvirk
22/06/23	20. Verify the Water Tax details for the 2 Ledger Books in the vp-tax website.	Jasvirk
23/06/23	21. Water Tax correction work for the 2 Ledger Books which contains 1 to 13 blocks.	Jasvirk
24/06/23	22. Water Tax correction work for the 2 Ledger Books which contains 14 to 27 blocks.	Jasvirk
27/06/23	23. Water Tax approval work for the 2 Ledger Books which contains 1 to 13 blocks.	Jasvirk
28/06/23	24. Water Tax approval work for the 2 Ledger Books which contains 14 to 27 blocks.	Jasvirk

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2006 2008

Executive Officer / President
Nullivilai Village Panchayat

25. 30/06/23	Check the list of people who need to pay balance amount for property Tax and write a letter to them.	Jasvika
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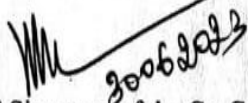
1. Date : 05-06-2023

Review of the guide : Discussed about the nature of the work and the observations made by the student.

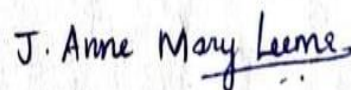
2. Date : 15-06-2023

Review of the guide : Discussed about the work carried out by the student and gave inputs for report writing

(Minimum 2 reviews)



Seal & Signature of the Co-Guide
Executive Officer / President
Nullivilai Village Panchayat



Seal & Signature of the Guide
Department of Mathematics (S.F.)
Holy Cross College (Autonomous)
Nagercoil - 629 004.



Work Diary for Internship

Name of the Student : R. Noble Femine
 Register No : 2022SPM135
 Class : II M.Sc Maths (SF)
 Semester : III
 Title of the Internship : Transport Tracking
 Name of the Course Relevant to Internship : Analysis
 Date of Commencement : 01/06/2023
 Date of Completion : 25/06/2023
 Name of the Organization/Industry : JJ Granites and Tiles
 Name of the Guide : Ms. J. Anne Mary leema
 Name of the Co-Guide : Mr. J. Jasper
 Semester Plan

Date	Work Carried out	Signature of the student
1.	Observed various tiles and categorized according to the demand.	R. Noble Femine
2.	Had a look on incoming goods, store room and the prize of each brands of tiles	R. Noble Femine
3.	Searched about transport tracking	R. Noble Femine
4.	studied about various types of tracking system	R. Noble Femine
5.	Observed overall employer's work	R. Noble Femine
6.	Studied about the process of importation of goods	R. Noble Femine
7.	Studied about the process of tracking cargo ship location.	R. Noble Femine
8.	Studied about the advantages of tracking system and how it helps in searching and tracing locations	R. Noble Femine
9.	Studied about the process of cargo tracking and GPS tracking	R. Noble Femine
10.	studied about the time calculations done in cargo shipping.	R. Noble Femine
11.	Prepared introduction part in the report	R. Noble Femine
12.	Gathered general information about transport tracking	R. Noble Femine

13.	Worked as a tracker and learned tracking things on shipping.	R. Noble Femina
14.	Tracked the location of cargo ship using cargo tracking id of several goods.	R. Noble Femina
15.	Learned to update the location of ship and time of delivery of stocks	R. Noble Femina
16.	Updated the location of ships frequently	R. Noble Femina
17.	Got an idea about tracking system done in various companies.	R. Noble Femina
18.	Prepared 1 st and 2 nd week in report	R. Noble Femina
19.	Learned to track the containers moving from harbour to showroom using GPS tracking	R. Noble Femina
20.	Faced customers and received delivery dates of their orders	R. Noble Femina
21.	Updated the location of cargo ship to manager	R. Noble Femina
22.	Verified the stocks imported to the showroom. Had a look on new products, price and quality	R. Noble Femina
23.	Had a group meet and learned about the process learned during the internship.	R. Noble Femina
24.	Recalled every day work done in internship period.	R. Noble Femina
25.	Prepared the report.	R. Noble Femina

1. Date : 05-06-2023

Review of the guide : Discussed about the nature of the work and the observations made by the student.

2. Date : 15-06-2023

Review of the guide : Discussed about the work carried out by the student and gave inputs for writing the report.

(Minimum 2 reviews)

Seal & Signature of the Co-Guide

3J GRANITES

7/43, Near By Pass Road
Viswanathapuram North
Vinchipuram Post, Radhapuram Taluk
Trunelveli Dist., Tamilnadu. 627 114.

J. Anne Mary Leemis

Seal & Signature of the Guide

Department of Mathematics (S.F.)
Holy Cross College (Autonomous)
Nagercoil - 629 004.

Work Diary for Internship

Name of the Student : S. Anto Anushka
 Register No : 2022SPM277
 Class : II.M.Sc. Mathematics
 Semesteraa : 3
 Title of the Internship : An Organizational Study
 Name of the Course Relevant to Internship : Algebra - I
 Date of Commencement : 01-06-2023
 Date of Completion : 25-06-2023
 Name of the OrganizatiOn/Industry : Kanyakumari District Central
 Name of the Guide : Cooperative Bank
 : Ms. J. Anne Mary Leema
 Name of the Co-Guide : Ms. J. Jayanthi Rani .
 Semester Plan

Date	Work Carried out	Signature of the student
1/06/2023	Learned about basic function of Kanyakumari District Cooperative central Bank .	S. Anto Anushka .
2/06/2023	Learned about opening an account and its procedure and what are the types of account in Bank and voucher checking	S. Anto Anushka .
3/06/2023	Learned about all over Tamilnadu Cooperative Banks and its History .	S. Anto Anushka .
4/06/2023	Preparing the Report .	S. Anto Anushka .
5/06/2023	Learned about NEFT (National Electronic Fund Transfer) , RTGIF (Real Time Gross Settlement) that is method of fund transfer .	S. Anto Anushka .
6/06/2023	Learned about yarious types of saving money that is FD (Fixed Deposite) and RD (Recurring Deposit) and its profit and voucher checking.	S. Anto Anushka .

7/06/2023	Learned to fill up challan for credit and debit and Voucher checking.	S. Anto Anushka.
8/06/2023	Procedure for mobile banking, applying ATM card, message alert in mobile after the money transaction and voucher checking.	S. Anto Anushka.
9/06/2023	Learned about tax deduction for person above 60 age or below 60 age and voucher checking.	S. Anto Anushka.
10/06/2023	Preparing the report.	S. Anto Anushka.
11/06/2023	Preparing the report.	S. Anto Anushka.
12/06/2023	Verified inspection report regarding weavers cooperation society and voucher checking.	S. Anto Anushka.
13/06/2023	Observed cash counter and learned the procedure for maintaining its record and voucher checking.	S. Anto Anushka.
14/06/2023	Learned about jewel pignoration and how to calculate its interest and voucher checking.	S. Anto Anushka.
15/06/2023	Observed the stock section and bill section and voucher checking.	S. Anto Anushka.
16/06/2023	Learned about jewel verification and its procedure and voucher checking.	S. Anto Anushka.
17/06/2023	Learned about balance sheet with the help of previous year inspection report and voucher checking.	S. Anto Anushka.
18/06/2023	Preparing the report.	S. Anto Anushka.
19/06/2023	Learned about personal loan and its interest and its schemes and payment and voucher checking.	S. Anto Anushka.

20/06/2023	Verified the salary payment in retired Staffs and regular staffs and voucher checking .	S. Anto Anushkg .
21/06/2023	Learned about house loan and house maintenance loan and what are the procedure for it and Voucher checking .	S. Anto Anushkg .
22/06/2023	Learned about agriculture loan, non agriculture loan, women development loan and its procedure and Voucher checking .	S. Anto Anushkg .
23/06/2023	Learned about what are the loan sanction under society like PACS, ECS, FCS and WCS etc and Voucher checking .	S. Anto Anushkg .
24/06/2023	Preparing the Report .	S. Anto Anushkg .
25/06/2023	Preparing the Report .	S. Anto Anushkg .

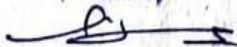
1. Date : 05/06/2023

Review of the guide : Discussed about the nature of the work and the observations made by the student

2. Date : 15/06/2023

Review of the guide : Discussed about the various types of work learned and carried out by the students and discussed about internship report writing

MANAGER
(BANKING)



Seal & Signature of the Co-Guide

J. Anne Mary Leema

Seal & Signature of the Guide

Department of Mathematics (S.F.)
Holy Cross College (Autonomous)
Nagercoil - 629 004

DEPARTMENT OF PHYSICS

Work Diary for Internship

Name of the Student : JELINA JEDLY J
 Register No : 2022 APP329
 Class : I M.Sc Physics
 Semester : IInd Semester.
 Title of the Internship : Artificial Intelligence, circuit machine making and Product Development.
 Name of the Course Relevant to Internship : Electronics (PP2031)
 Date of Commencement : 22.05.2023
 Date of Completion : 16.06.2023
 Name of the Organization/Industry : St. Xavier's Catholic College of Engineering
 Name of the Guide : Dr. M. Abila Teba Queen
 Name of the Co-Guide : Dr. Jameela Pradeep
 Semester Plan

Date	Work Carried out	Signature of the student
22.05.2023	Introduction of Robotics	Jelina
23.05.2023	Lecture on discovery of Machine	Jelina
24.05.2023	Lecture on switches and Motor	Jelina
25.05.2023	Lecture on semiconductor and working model of LED using diode	Jelina
26.05.2023	Introduction about Transistor and its working	Jelina
27.05.2023	Working model of speaker using transistor	Jelina
29.05.2023	Lecture on sensor and its types	Jelina
30.05.2023	Introduction about IR sensors and its working	Jelina
31.05.2023	Working model of automatic street light	Jelina
01.06.2023	Study of LDR and its working	Jelina
02.06.2023	Introduction about IC and its working	Jelina
03.06.2023	Working model of musical light	Jelina

04.06.2023	Practical about touchless automatic liquid dispenser using IR sensor	<u>Joh</u>
05.06.2023	Working model of Piano	<u>Joh</u>
06.06.2023	Introduction about fritzing and Proteus	<u>Joh</u>
07.06.2023	Lecture on seven segment display and its application.	<u>Joh</u>
08.06.2023	Working model using seven segment display.	<u>Joh</u>
09.06.2023	Lecture on flip-flop and its types	<u>Joh</u>
10.06.2023	Working model of Musical LED	<u>Joh</u>
11.06.2023	Working of relay	<u>Joh</u>
12.06.2023	Introduction about OS	<u>Joh</u>
13.06.2023	Basis of Arduino	<u>Joh</u>
14.06.2023	Lecture on pulse width modulation.	<u>Joh</u>
15.06.2023	IR sensor using arduino	<u>Joh</u>
16.06.2023	Practical - working model of LED using Arduino.	<u>Joh</u>

1. Date : 31.05.2023

Review of the guide : Good

2. Date : 11.06.2023

Review of the guide : Nice.

Dr. Jameela Pradeep
Seal & Signature of the Co-Guide

Joh
Seal & Signature of the Guide

Work Diary for Internship

Name of the Student : A. AHASHINE.
 Register No : 2022APP318
 Class : 1st M.Sc physics
 Semester : 11nd semester
 Title of the Internship : Artificial Intelligence, Circuit & Machine
 Name of the Course Relevant to Internship : Making and Product Development
 Date of Commencement : 22.5.23
 Date of Completion : 16.6.23
 Name of the Organization/Industry : St. Xavier's Catholic College of Engineering
 Name of the Guide : Dr. M. Abila Jeba Queen
 Name of the Co-Guide : Dr. Jameela Pooleep
 Semester Plan

Date	Work Carried out	Signature of the student
22.5.23	Introduction on Robotics	A. Ahashi
23.5.23	Lecture on discovery of machines.	A. Ahi
24.5.23	Lecture on switches and motors	A. Ahi
25.5.23	Lecture on semiconductor and working model of LED using diode.	A. Ahi
26.5.23	Introduction about transistor and its working.	A. Ahi
27.5.23	Working model of speaker using transistor.	A. Ahi
29.5.23	Lecture on sensors and its types.	A. Ahi
30.5.23	Introduction about IR sensors and its working	A. Ahi
31.5.23	Working model of automatic street light.	A. Ahi
1.6.23	Study of LDR and its working	A. Ahi
2.6.23	Introduction about IC and its working	A. Ahi
3.6.23	Working model of musical light.	A. Ahi

4. 6. 23	Practical about touchless automatic liquid dispenser using IR sensor.	A. Thi
5. 6. 23	Working model of piano.	A. Thi
6. 6. 23	Introduction about Fritzing and proteus.	A. Thi
7. 6. 23	Lecture on seven segment display and its application.	A. Thi
8. 6. 23	Working model using seven segment display.	A. Thi
9. 6. 23	Lecture on flip flop and its types.	A. Thi
10. 6. 23	Working model of musical LED.	A. Thi
11. 6. 23	Working of relay.	A. Thi
12. 6. 23	Introduction about OS.	A. Thi
13. 6. 23	Basics of Arduino	A. Thi
14. 6. 23	Lecture on pulse width modulation.	A. Thi
15. 6. 23	IR sensor using Arduino.	A. Thi
16. 6. 23	Practical - Working model of LED using Arduino.	A. Thi


1. Date : 31. 5. 23

Review of the guide : Good

2. Date : 11. 6. 23

Review of the guide : Nice

Dr. Jameela Pradeep
Seal & Signature of the Co-Guide


Seal & Signature of the Guide

DEPARTMENT OF CHEMISTRY

// WORK DIARY FOR INTERNSHIP

Name of the student : GOLDIN SHEHA.S
 Register No. : 2021SPG1242
 class : II - M.Sc. Chemistry
 Semester : II
 Title of the Internship : Summer training programme in chemistry
 Name of the course relevant to Internship : Advanced topic in chemistry
 Date of commencement : 20/06/2022
 Date of completion : 24/08/2022
 Name of the organisation / Industry : Aavin co-operative milk production union limited, Nagercoil
 Name of the Guide : Dr. B.T. Delma
 Name of the co-Guide : -
 Semester Plan :

DATE	WORK CARRIED OUT	SIGNATURE OF THE STUDENT
20/6/2022	Theoretical survey of the relevant industries	Gsd
21/6/2022	Theoretical survey of the relevant industries	Gsd
22/6/2022	Theoretical survey of the relevant industries	Gsd
23/6/2022	consultation for choosing industries	Gsd
24/6/2022	selection of industries relevant for curriculum	Gsd
27/6/2022	selection of industries relevant for curriculum	Gsd
28/6/2022	selection of industries relevant to curriculum	Gsd
29/6/2022	Getting consent from organisation for internship	Gsd
11/7/2022	Joining date of internship, study of the organisation, study on the collection of milk.	Gsd
12/7/2022	study on the milk chilling process, study on the pre-heating process, study on pasturization process	Gsd
13/7/2022	study on cooling /chilling section, study on the boiler section, study on the refrigeration system	Gsd

14/7/2022	Study on CIP Procedure, study on the preparation of milk products, study on the different kind to tests.	Good
15/7/2022	Study on the efficient treatment plant of Aavin study on different kind to tests.	Good
18/7/2022	writing brief executive summary of internship	Good
21/7/2022	description of company	Good
25/7/2022	Preliminary correction	Good
27/7/2022	writing of report - Introduction.	Good
29/7/2022	writing of report - Introduction	Good
2/8/2022	correction of Introduction	Good
4/8/2022	writing of report - internship activities	Good
8/8/2022	writing of report - Internship activities	Good
10/8/2022	writing of report - Internship activities	Good
12/8/2022	correction of report - Internship activities.	Good
19/8/2022	correction of report - Internship activities	Good
24/8/2022	Overall correction.	Good


1. Date : 02/09/2022

Review of Guide :

2. Date : 09/09/2022 .

Review of guide.

Seal & signature of
the co-guide


Seal & signature
of guide

Work Diary For Internship

Name of the student : Anu Godlin . s . J

Register No : 2021SPQ240

Class : II.M-sc Chemistry

Semester : II

Title of the Internship : Summer training Programme in Chemistry

Name of the course relevant to Internship : Advanced topic in Chemistry

Date of Commencement : 20/06/2022

Date of completion : 24/08/2022

Name of the organization / Industry : Aavin co-operative milk production union limited / Nagercoil

Name of the Guide : Dr. B.T. Delma

Name of the co-guide : -

Semester plan

Date	Work Carried out	Signature of the student
20/6/22	Theoretical survey of the relevant industries	Anu Godlin
21/6/22	Theoretical survey of the relevant industries	Anu Godlin
22/6/22	Theoretical survey of the relevant industries	Anu Godlin
23/6/22	consultation for choosing Industries	Anu Godlin
24/6/22	selection of industries relevant for curriculum	Anu Godlin
27/6/22	selection of industries relevant for curriculum	Anu Godlin
28/6/22	selection of industries relevant for curriculum	Anu Godlin
29/6/22	Getting Consent from Organisation for Internship	Anu Godlin
11/7/22	Joining date of Internship, study of the organisation, study on the collection of milk	Anu Godlin
12/7/22	study on the milk chilling process, study on the pre-heating process, study on pasteurization Process	Anu Godlin

13/7/22	Study on cooling/chilling section, study on the Boilers section, study on the Refrigeration system	Anu Godlin
14/7/22	Study on CIP Procedure, study on the Preparation of milk products, study on different kind of tests	Anu Godlin
15/7/22	Study on the efficient treatment plant of Avin, study on different kind of tests	Anu Godlin
18/7/22	Writing brief executive summary of Internship	Anu Godlin
21/7/22	Description of company	Anu Godlin
25/7/22	Preliminary correction	Anu Godlin
27/7/22	Writing of Report - introduction	Anu Godlin
29/7/22	Writing of Report - introduction	Anu Godlin
29/7/22	Correction of introduction	Anu Godlin
2/8/22	Writing of report internship activities	Anu Godlin
4/8/22	Writing of report internship activities	Anu Godlin
8/8/22	Writing of report internship activities	Anu Godlin
10/8/22	Correction of report - internship activities	Anu Godlin
19/8/22	Correction of report - internship activities	Anu Godlin
24/8/22	Overall correction	Anu Godlin

1. Date : 2/9/22

Review of guide

2. Date : 09/09/22

Review of guide

Seal & Signature of the
Co-Guide


Seal & signature of
guide

WORK DIARY FOR INTERNSHIP

Name of the student : Jerslin Finny F.D
 Register No : 2021SP61360
 class : II Msc chemistry
 Semester : II
 Title of the internship : Summer training Program in chemistry
 Name of the course relevant to internship : Advance topics in chemistry-PG2033
 Date of commencement : 20/6/2022
 Date of completion : 24/8/2022
 Name of the organisation/ Industry : Arvin Co-operative Milk Production Union Ltd Nagercoil
 Name of the guide : Dr. M. Shirley Treasa
 Name of the co-guide : -

Semester plan

Date	Work carried out	Signature of student
20/6/22	Theoretical survey of the relevant industries	Jerslin Finny
21/6/22	Theoretical survey of the relevant industry	Jerslin Finny
22/6/22	Theoretical survey of the relevant industries	Jerslin Finny
23/6/22	Consultation for choosing industries	Jerslin Finny
24/6/22	Selection of industries relevant to curriculum	Jerslin Finny
27/6/22	Selection of industries relevant to curriculum	Jerslin Finny
28/6/22	Selection of industries relevant to curriculum	Jerslin Finny
29/6/22	Getting consent from organisation	Jerslin Finny
4/7/22	Joining date, organisation, study of collection milk	Jerslin Finny

5/7/2022	study on milk Process, Preheating homogenization Process	Serlin Finay..
6/7/2022	study on Pasteurization, cooling/ chilling / Boiler section	Serlin Finay..
7/7/2022	study on retriuration, CIP Procedure, Preparation of milk prodn	Serlin Finay..
11/7/2022	Study on quality control and different kind of tests	Serlin Finay..
18/7/2022	Writing brief executive summary of internship	Serlin Finay..
21/7/2022	Description of company	Serlin Finay..
25/7/2022	Preliminary correction	Serlin Finay..
27/7/2022	Writing of report - Introduction	Serlin Finay..
29/7/2022	Writing of report - Introduction	Serlin Finay..
2/8/2022	Correction - Introduction activities	Serlin Finay..
4/8/2022	Writing of report internship	Serlin Finay..
8/8/2022	Writing of report internship activities	Serlin Finay..
10/8/2022	Writing of report intership activities	Serlin Finay..
12/8/22	Correction of report - Internship activities	Serlin Finay..
19/8/22	Correction of report - Internship activities	Serlin Finay..
24/8/22	Overall correction	Serlin Finay..

1. Date : 2/9/2022

Review of the guide :

2. Date : 9/9/2022

Review of the guide:

(Minimum 2
Reviews)

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Co-guide

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Seal of Signature
of the guide

DEPARTMENT OF BOTANY

DEPARTMENT OF BOTANY - PG

(2022-2023)

Work Diary For Internship

Name of the student : Divya Bharathi V

Register No : 2021SPB246

class : II. M.Sc Botany

Semester : 3

Title of the Internship : Tissue culture

Name of the Course : Biotechnology and

Relevant to Internship : Bioinformatics (PB2043)

Date of Commencement : 27-06-22

Date of Completion : 07-07-22

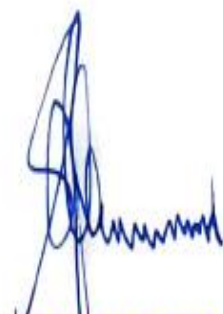
Name of Organization : Finura Bioteks,
Thovalai

Name of Guide : Dr. S. Prakash

Name of CO-Guide : Dr. J. Celin Pappa Rani



S.No	Date	Work carried out	Hours	Signature
1	27.06.22	Introduction of banana tissue culture	9.30 am - 3.30 pm	Divya Bharathi. V
2	28.06.22	Stock Solution preparation to tissue culture	"	Divya Bharathi. V
3	29.06.22	Musa paradisiaca out door for tissue culture	Process	Divya Bharathi. V
4	30.06.22	Musa paradisiaca inside the for tissue culture	Process	Divya Bharathi. V
5	01.07.22	Introduction about Trichoderma Production.	Inside	Divya Bharathi. V



FINURA AGRO TECH LLP

2F/1A, West Lutheran Street

NAGERCOIL - 629 001 ✓



DEPARTMENT OF BOTANY - PG
(2022-2023)

Work Diary For Internship

Name of the student : Abisha.A

Register No. : 2021SPB381

Class : II.M.Sc Botany

Semester : 3

Title of the Internship : Tissue culture

Name of the Course : Biotechnology and

Relevant to Internship : Bioinformatics
(CPB0043)

Date of Commencement : 27-06-22

Date of Completion : 07-07-22

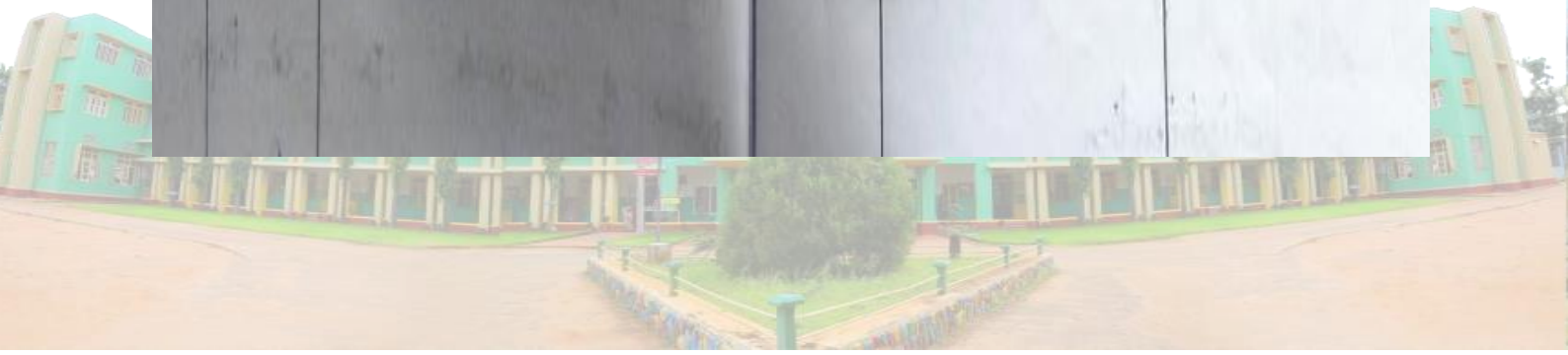
Name of Organization : Finura Bioteks
(Thovalai)

Name of Guide : Dr. S. Prakash.

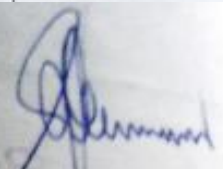
Name of Co-Guide : Dr. J. Colin Pappas

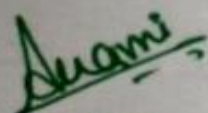
Ravi

S.No	Date	Work Carried out	Hours	Signature
1	27.6.22	Introduction of Banana tissue culture	9:30am - 3:30pm	A. Abisha
2	28.6.22	Stock Solution Preparation for banana tissue culture	"	A. Abisha
3	29.6.22	Musa paradisiaca outdoor process for tissue culture	"	A. Abisha
4	30.6.22	Musa paradisiaca inside lab process for tissue culture.	"	A. Abisha
5	01.07.22	Introduction about Tricoderma viride Production	"	A. Abisha



S.No	Date	Work Carried out	Hours	Signature
6	02.07.22	Method of Trichoderma Viridae Production	9:30am - 3:30pm	A. Abisha
7	04.07.22	Introduction about mushroom and preparation of mother culture	"	A. Abisha
8	05.07.22	Preparation of mother spore culture	"	A. Abisha
9	06.07.22	Preparation of bed Culture of mushroom Production and paper presentation	"	A. Abisha
10	07.07.22	Certificate and Prize distribution	"	A. Abisha


FINURA AGRO TECH LLP
 2F/1A, West Lutheran Street
 NAGERCOIL - 629 001.


Dr. A. ANAMI AUGUSTUS ARUL, M.Sc., M.Phil., Ph.D.
 Assistant Professor and Head
 Department of Botany
 Holy Cross College (Autonomous)
 Nagercoil-4.


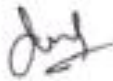



DEPARTMENT OF ZOOLOGY










Work Diary for Internship

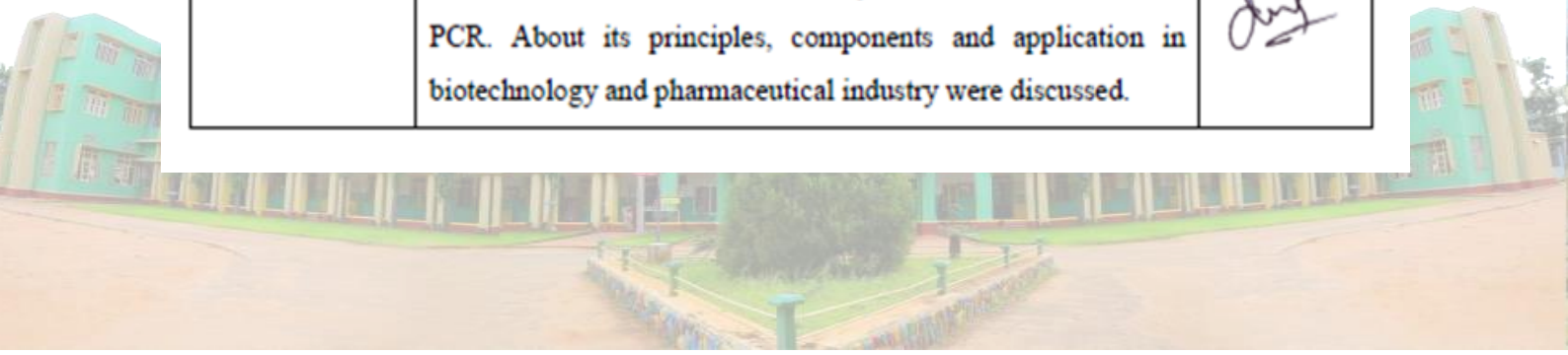
Name of the Student : Agnel. J
 Register No : 2022APZ342
 Class : I. M.Sc. Zoology
 Semester : II Semester
 Title of the Internship : Biological Techniques
 Name of the Course Relevant to Internship : Medical Laboratory Techniques
 Date of Commencement : 25- 04-2023
 Date of Completion : 24-05-2023
 Name of the Organization/Industry : INBIOTICS. PVT. LTD.
 Name of the Guide : Dr. X. Venci Candida
 Name of the Co-Guide : Dr. K. P. Srinivasa Kumar









Semester Plan

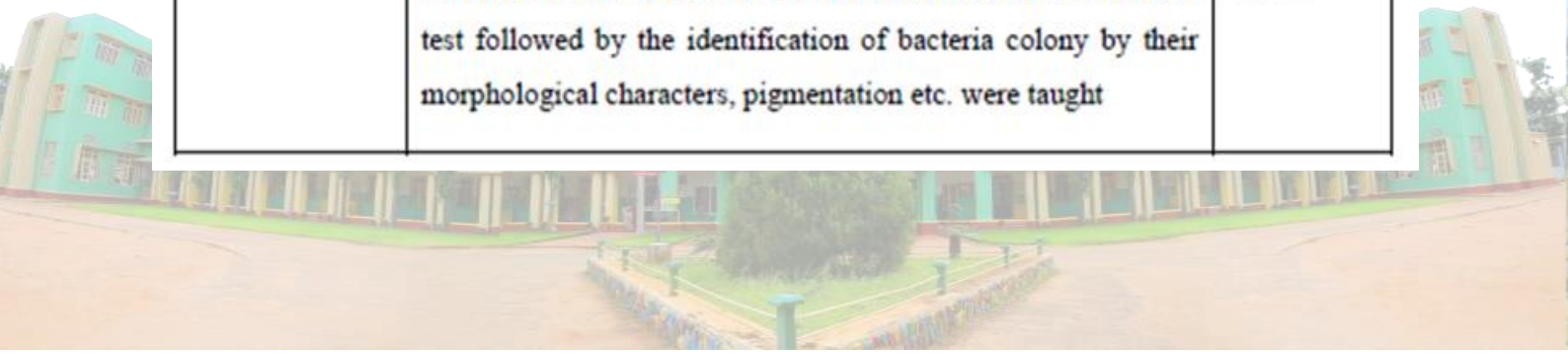
Date	Work Carried out	Signature of the student
25-04-2023	An orientation session was conducted for students preparing for their internships. Common elements of internship orientations encompass teachings about the corporate culture and the expectations placed on interns. The experiences that intern go through during this orientation often shape their initial perceptions of the company.	
26-04-2023	It was pointed out how important work experience is. It highlighted the importance of gaining work experience early on in order to develop a great résumé. The point made during the conversation was that employment is not just restricted to office jobs at big businesses.	
27-04-2023	Internship started with introduction about the institute and the topic discussed was "The Primary Metabolites and Their Function in the Growth, Development, and Reproduction of the Organism".	



28-04-2023	The practical session on the "Analysis of the Qualitative Phytochemicals" was carried out. Practical instruction in qualitative analysis of the Benedict's and Fehling's test for carbohydrates was carried out. Protein test using the Xanthoproteic and Biuret tests were done and the results were observed.	
29-04-2023	The session focused on the "Liebermann's test for identification of Steroids" and "Ferric chloride test for identification of Phenol" and the results were observed and noted.	
03-05-2023	The triterpenoids examination and the interpretation of the results from the prior test results were the main topics of discussion during the practical session.	
04-05-2023	The title of the training was "Thin layer chromatography", or TLC. The theory class focused on the principle, working procedure, components and significance of TLC.	
05-05-2023	Hands on training on the separation of phenol using TLC chromatography. In order to identify the molecule, we estimated the RF value and is based on the presence of gallic acid and subjected it to UV analysis.	
06-05-2023	The main goal of the training was the separation of flavonoids. Standard quercetin is used to separate flavonoids. In order to identify the compound, we calculated the RF and examined it under UV light.	
09-05-2023	The lecture was focused on the isolation of the DNA. The techniques and their application in biotechnology were also discussed.	
10-05-2023	The practical session on DNA isolation using the sophisticated Spin Column Method was practiced.	
12-05-2023	The title of the lecture refers to Polymerized Chain Reaction – PCR. About its principles, components and application in biotechnology and pharmaceutical industry were discussed.	



13-05-2023	We were involved in a PCR practical session. Using the spin column approach, we have amplified the DNA that we have obtained.	
16-05-2023	Hands on training on Electrophoresis. It was experimented on amplified DNA from PCR. The agar medium preparation was performed in the experiment and identified it under UV light.	
17-05 -2023	Lecture class on Microbial Techniques was held on and we have learnt about different types of inoculation methods.	
19-05-2023	The next step in the process was isolating the bacteria. One of the main techniques for dividing distinct groups of microorganisms is the isolation of bacteria. It is the technique that enables us to distinguish between various bacterial groupings based on their growth patterns. The identification and classification of bacteria depend on the isolation of the bacterium	
20-05-2023	Hands on training on Bacteria isolation was done using the serial dilution method.	
22-05-2023	The spreading method and the streaking method were the focus of this session. There were two groups of students. The MacConkey Medium, which was a red-coloured medium, was prepared by one group, and the Nutrient Agar Medium was handled by the other group. The inoculation of bacteria by pour plate method was done.	
23-05-2023	The biochemical test was the primary objective of the session. Bergey's Manual of Systemic Bacteriology was used to guide the traditional biochemical tests used to identify the isolated strains. Indole test, Methyl -Red test, Voges-Proskauer test, Citrate utilization test was performed and the results were noted.	
24-05-2023	The biochemical test and the determination of the bacteria using Nitrate Reduction test, TSI test, Urease utilization test, Catalase test followed by the identification of bacteria colony by their morphological characters, pigmentation etc. were taught	





Seal & Signature of the Co-Guide

Dr. K. P. Srinivasa Kumar
Chief Scientific Officer
Inbiotics. Pvt. Ltd




Seal & Signature of the Guide

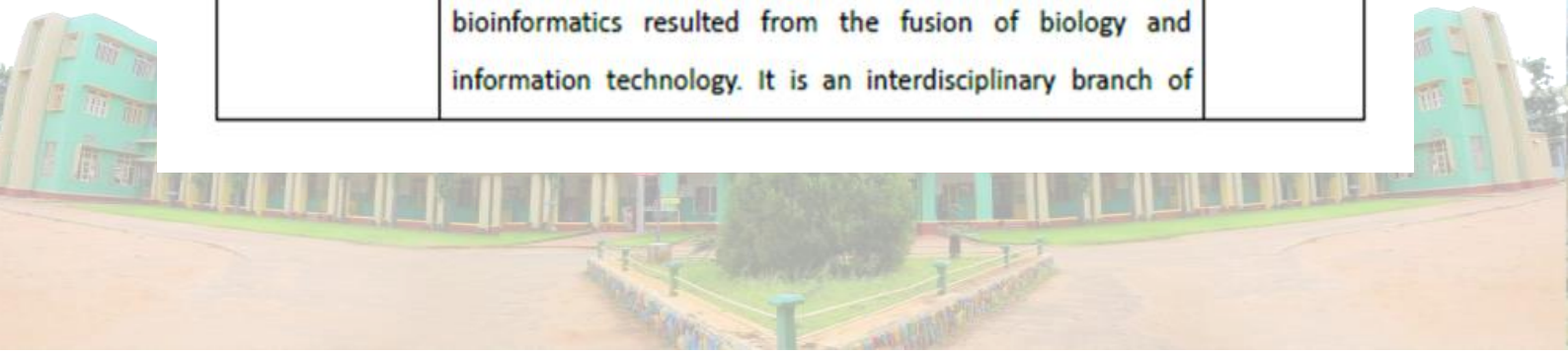
Dr. X. Venci Candida,
Assistant Professor,
Department of Zoology,
Holy Cross College (Autonomous),
Nagercoil – 629004

Work Diary for Internship







Name of the Student : Agnel. J
Register No : 2022APZ342
Class : I. M. Sc. Zoology
Semester : II semester
Title of the Internship : Bioinformatics
Name of the Course Relevant to Internship : Biochemistry, Biotechnology
Date of Commencement : 01- 06-2023
Date of Completion : 20-06-2023
Name of the Organization/Industry : Biomeitez Research And
Development Private Limited
Name of the Guide : Dr. X. Venci Candida
Name of the Co-Guide : Dr. V. N. Ariharan

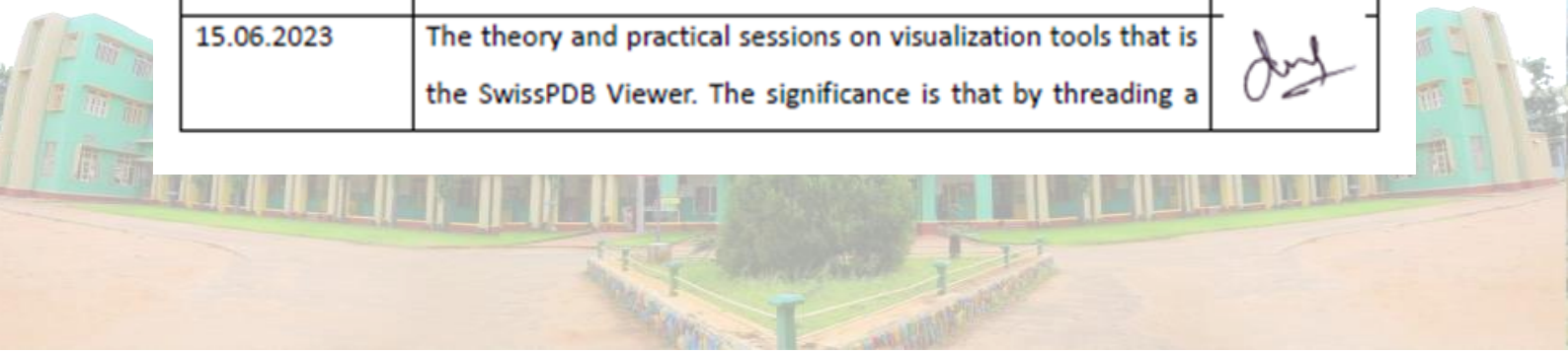
Semester Plan





Date	Work Carried out	Signature of the student
01.06.2023	The main objective was to give students an introduction on bioinformatics. A new area of biological study called bioinformatics resulted from the fusion of biology and information technology. It is an interdisciplinary branch of	



	research that combines computer science, biology, chemistry, mathematics, and statistics into one discipline	
02.06.2023	Lecture class on Biological Databases – NCBI took part followed by the practical session on the NCBI page. The ultimate use and idea about the NCBI were discussed.	<i>[Signature]</i>
03.06.2023	The theory and practical sessions on EMBL and DDBJ were the main topics. The analysing of data difference between EMBL and DDBJ was taken into account. Work sheet for practise was given and the results were valued.	<i>[Signature]</i>
05.06.2023	The ultimate objective of the session was the Protein database. Sequence entries make up the SWISS-PROT protein sequence databank. The identification of variation between the protein databases were discussed and it was followed by the practical session.	<i>[Signature]</i>
06.06.2023	The theory and practical sessions on structural databases like PDB and Drug bank were organised. Protein Data Bank database (PDB) is a crucial resource in structural biology fields including structural genomics whereas Drug Bank is a special bioinformatics/cheminformatics database that combines thorough drug target information with detailed drug. Worksheet for practise were given and evaluated.	<i>[Signature]</i>
07.06.2023	The session mainly focused on the metabolic database that is the KEGG pathway which is the Kyoto Encyclopaedia of Genes and Genomes. An examination was done, and the outcomes were made available right away.	<i>[Signature]</i>
08.06.2023	The theory and practical sessions on a program and technique for comparing primary biological sequence data, such as the amino acid sequences of proteins or the nucleotides of DNA and/or RNA sequences, are called BLAST (Basic Local Alignment	<i>[Signature]</i>

	Search Tool) were discussed and practised. A strong tool for assessing biological sequencing data is BLAST.	
09.06.2023	Hands on training on BLASTN. With the help of reference sequences or a database of nucleotide sequences, this tool makes it easier to compare one or more nucleotide sequences. It is applied for establishing the evolutionary relationships between various creatures.	
10.06.2023	The practical session was focused on BLASTp and BLASTx. This form of BLAST search compares one or more protein sequences to the topic protein sequences or a database of protein sequences. Protein sequence identification is accomplished using it. BLASTx is frequently the first analysis that is carried out with a freshly discovered sequence	
12.06.2023	The lecture was focused on tBLASTn. This kind of BLAST search engine compares a query protein sequence to a database of nucleotide sequences' six-frame translation. An examination was done, and the outcomes were made available right away.	
13.06.2023	The theory and practical sessions on FASTA. The FASTA format in bioinformatics uses text to express either nucleotide sequences or amino acid (protein) sequences; nucleotides or amino acids are denoted by single-letter codes. Sequence names and comments are permitted in the format before the sequences. The format was first used by the FASTA alignment program, but it is now almost a bioinformatics industry standard.	
14.06.2023	The practical session was on Clustal Omega. A tool called Clustal Omega for multiple sequence alignment allows you to accurately and efficiently align three or more sequences at once.	
15.06.2023	The theory and practical sessions on visualization tools that is the SwissPDB Viewer. The significance is that by threading a	



	protein primary sequence onto a 3D template and receiving immediate feedback on how well the threaded protein will fit into the reference structure before requesting to build missing loops and improve sidechain packing, using these two programs significantly reduces the amount of work required to generate models.	
16.06.2023	Hands on training on swissADME tool. SwissADME is a free online tool used to evaluate small molecule pharmacokinetics, drug-likeness, and medicinal chemistry friendliness.	
17.06.2023	Lecture class on Pro Tox II, a tool for predicting a variety of toxicity endpoints, including acute toxicity, hepatotoxicity, cytotoxicity, carcinogenicity, mutagenicity, immunotoxicity, adverse outcomes pathways (Tox21), and toxicity targets which was followed by the practical class and exam on the previous topics were conducted.	
19.06.2023	The training session was aimed mainly to give the students a general understanding of report writing and the guidelines that should be followed when writing reports.	
20.06.2023	The primary objective of the workshop is to provide participants an understanding of how to write reports using a standard format.	



Seal & Signature of the Co-Guide


Dr. V. N. Ariharan,
CEO & Lead Research Scientist,
Biomeitez Research and
Development Private Limited.




Seal & Signature of the Guide

Dr. X. Venci Candida,
Assistant Professor,
Department of Zoology,
Holy Cross College (Autonomous),
Nagercoil – 629 004

1. Date : 10.05.2023

Review of the guide : 

2. Date : 09.06.2023

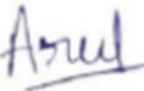
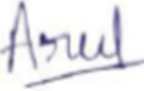
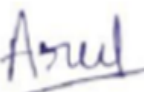
Review of the guide : 



Work Diary for Internship

Name of the Student : ARULSELVAN ARULDEEPIKA
 Register No : 2022APZ344
 Class : I. M. Sc. Zoology
 Semester : II Semester
 Title of the Internship : Microbial, Biochemistry and
 Molecular Biology Techniques
 Name of the Course Relevant to Internship : Medical Laboratory Techniques
 Date of Commencement : 27- 04-2023
 Date of Completion : 24-05-2023
 Name of the Organization/Industry : INBIOTICS. PVT. LTD.
 Name of the Guide : Dr. X. Venci Candida
 Name of the Co-Guide : Dr. K. P. Srinivasa Kumar

Semester Plan

Date	Work Carried out	Signature of the student
25-04-2023	An orientation session was conducted for students preparing for their internships. Common elements of internship orientations encompass teachings about the corporate culture and the expectations placed on interns. The experiences that intern go through during this orientation often shape their initial perceptions of the company.	
26-04-2023	It was pointed out how important work experience is. It highlighted the importance of gaining work experience early on in order to develop a great résumé. The point made during the conversation was that employment is not just restricted to office jobs at big businesses.	
27-04-2023	Internship started with introduction about the institute and the topic discussed was "The Primary Metabolites and Their Function in the Growth, Development, and Reproduction of the Organism".	






28-04-2023	The practical session on the "Analysis of the Qualitative Phytochemicals" was carried out. Practical instruction in qualitative analysis of the Benedict's and Fehling's test for carbohydrates was carried out. Protein test using the Xanthoproteic and Biuret tests were done and the results were observed.	<u>Assel</u>
29-04-2023	The session focused on the "Liebermann's test for identification of Steroids" and "Ferric chloride test for identification of Phenol" and the results were observed and noted.	<u>Assel</u>
03-05-2023	The triterpenoids examination and the interpretation of the results from the prior test results were the main topics of discussion during the practical session.	<u>Assel</u>
04-05-2023	The title of the training was "Thin layer chromatography", or TLC. The theory class focused on the principle, working procedure, components and significance of TLC.	<u>Assel</u>
05-05-2023	Hands on training on the separation of phenol using TLC chromatography. In order to identify the molecule, we estimated the RF value and is based on the presence of gallic acid and subjected it to UV analysis.	<u>Assel</u>
06-05-2023	The main goal of the training was the separation of flavonoids. Standard quercetin is used to separate flavonoids. In order to identify the compound, we calculated the RF and examined it under UV light.	<u>Assel</u>
09-05-2023	The lecture was focused on the isolation of the DNA. The techniques and their application in biotechnology were also discussed.	<u>Assel</u>
10-05-2023	The practical session on DNA isolation using the sophisticated Spin Column Method was practiced.	<u>Assel</u>
12-05-2023	The title of the lecture refers to Polymerized Chain Reaction – PCR. About its principles, components and application in biotechnology and pharmaceutical industry were discussed.	<u>Assel</u>

13-05-2023	We were involved in a PCR practical session. Using the spin column approach, we have amplified the DNA that we have obtained.	<u>Asud</u>
16-05-2023	Hands on training on Electrophoresis. It was experimented on amplified DNA from PCR. The agar medium preparation was performed in the experiment and identified it under UV light.	<u>Asud</u>
17-05 -2023	Lecture class on Microbial Techniques was held on and we have learnt about different types of inoculation methods.	<u>Asud</u>
19-05-2023	The next step in the process was isolating the bacteria. One of the main techniques for dividing distinct groups of microorganisms is the isolation of bacteria. It is the technique that enables us to distinguish between various bacterial groupings based on their growth patterns. The identification and classification of bacteria depend on the isolation of the bacterium	<u>Asud</u>
20-05-2023	Hands on training on Bacteria isolation was done using the serial dilution method.	<u>Asud</u>
22-05-2023	The spreading method and the streaking method were the focus of this session. There were two groups of students. The MacConkey Medium, which was a red-coloured medium, was prepared by one group, and the Nutrient Agar Medium was handled by the other group. The inoculation of bacteria by pour plate method was done.	<u>Asud</u>
23-05-2023	The biochemical test was the primary objective of the session. Bergey's Manual of Systemic Bacteriology was used to guide the traditional biochemical tests used to identify the isolated strains. Indole test, Methyl -Red test, Voges-Proskauer test, Citrate utilization test was performed and the results were noted.	<u>Asud</u>
24-05-2023	The biochemical test and the determination of the bacteria using Nitrate Reduction test, TSI test, Urease utilization test, Catalase test followed by the identification of bacteria colony by their morphological characters, pigmentation etc. were taught	<u>Asud</u>

Work Diary for Internship

Name of the Student : SIVA SANTHIYA R
 Register No : 2022APZ420
 Class : I M.Sc. Zoology
 Semester : II Semester
 Title of the Internship : Apiculture
 Name of the Course Relevant to Internship : Applied Zoology
 Date of Commencement : 27- 04-2023
 Date of Completion : 24-05-2023
 Name of the Organization/Industry : YMCA, Marthandam
 Name of the Guide : Dr. X. Venci Candida
 Name of the Co-Guide : Mr. Shalin Jeba Kumar

Semester Plan

Date	Work Carried out	Signature of the student
25-04-2023	We were given orientation on internship. The programme gave us clear view on internship and types of internship and what way we can apply for internship.	
26-04-2023	A talk on Internship was given. This session made us to broaden our mind to vast opportunity available for doing internship.	
27-04-2023	A basic introduction about YMCA was given and the activities done by YMCA was elaborated.	
28- 04-2023	They explained about the importance of bee keeping and basic knowledge of bee keeping.	
29-04-2023	Got wide knowledge of varieties of honeybees, <i>Apis dorsata</i> , and <i>Apis flora</i> and the ways to identify them.	

NAAC V Cycle Self Study Report (SSR)

3-05-2023	Got wide knowledge of varieties of honeybees, <i>Apis mellifera</i> and <i>Apis indica</i> and the ways to identify them.	R. Santosh
4-05-2023	Theory classes on different kinds of bees were explained and how to differentiate Queen bee, Drone bee.	R. Santosh
5-05-2023	Theory classes on different kinds of bees were explained and how to differentiate Worker bee.	R. Santosh
6-05-2023	Training was given to create honeybee box we got confidence in creating honeybee box.	R. Santosh
9-05-2023	The morphology and anatomy of honeybees were explained. We had a thorough knowledge on the anatomy, morphology and physiology of honeybees.	R. Santosh
10-05-2023	Got a wide knowledge on flowering seasons, honey flow season and collecting honeys.	R. Santosh
12-05-2023	Hands on training on equipments used to collect honey and move honeybees without getting them damaged were given.	R. Santosh
13-05-2023	Honey processing technique was explained to us in detail	R. Santosh
16-05-2023	Practical session on beehive and the structure of combs, the use of honeycombs was dealt with.	R. Santosh
17-05-2023	Theory classes on how to construct queen cage, hive and honeycomb.	R. Santosh
19-05-2023	Behaviour of honeybees for various actions, different types of dances for food, mating etc. were clearly explained.	R. Santosh

20-05-2023	Hands on training on handling bees were given and we handled honeybees on our own.	R.Santop
22-05-2023	Revision on the topics covered throughout the programme.	R.Santop
23-05-2023	Examination was conducted on the topics covered.	R.Santop
24-05-2023	Papers were distributed and given corrections and certificates were issued.	R.Santop



Seal & Signature of the Co-Guide

Mr. Shalin Jeba Kumar,

Executive Secretary,

YMCA,

Marthandam



Seal & Signature of the Guide

Dr. X. Venci Candida,

Asst. Professor of Zoology,

Holy Cross College, (Autonomous),

Nagercoil - 629004

DEPARTMENT OF ENGLISH

Name of the Student : Ashika J

Register Number : 2022APE358

Class : II MA English
Literature

Title of the Internship : Trainer

Name of the course
relevant to internship : English Literature

Date of Commencement : 26.05.2023

Date of Completion : 24.06.2023

Name of the Organisation : JSS Educational
Centre

Name of the Guide : Dr. Snow J. Sharmila

Name of the Co-Guide : Mr. Ashwin

No	DATE	WORK DONE	SIGNATURE
1.	26.05.2023	The work allotted is do a research on various topics that is related to English course	<u>Ashi.</u>
2.	27.05.23	Various topics were selected	<u>Ashi.</u>
3.	29.05.23	Five topics were selected for further study.	<u>Ashi.</u>
4.	30.05.23	Started collecting articles and web sources related to the topic Traditional Classroom vs Modern Classroom.	<u>Ashi.</u>
5.	31.05.23	Worked on the above topic	<u>Ashi.</u>
6.	01.06.23	Continued the work for the same topic	<u>Ashi.</u>
7.	02.06.23	Started collecting articles and sources related to the topic Learning Language through Literature	<u>Ashi.</u>
8.	03.06.23	Worked on the topic	<u>Ashi.</u>
9.	05.06.23	Continued working on it	<u>Ashi.</u>
10.	06.06.23	Started collecting secondary sources for the topic Famous	<u>Ashi.</u>

DATE	WORK DONE	SIGNATURE
	Writers and their Works.	
07.06.23	Started working on the topic	<u>Ashi.</u>
08.06.23	Completed the topic work on the topic Famous Writers and their Works.	<u>Ashi.</u>
09.06.23	Started searching sources for English Language.	<u>Ashi.</u>
10.06.23	Worked on the topic	<u>Ashi.</u>
12.06.23	Continued working on the topic	<u>Ashi.</u>
13.06.23	Started searching the sources related to the topic what Problems of Students coming from Rural Areas in Speaking English - Possible Remedies.	<u>Ashi.</u>
14.06.23	Started working on the topic	<u>Ashi.</u>
15.06.23	Continued the work	<u>Ashi.</u>
16.06.23	Completed the work	<u>Ashi.</u>
17.06.23	Worked on the works cited list for	<u>Ashi.</u>

DATE	WORK DATE	SIGNATURE
	all documents that are worked on	
19.06.23	Asked to create a document regarding the Bank Exam and also, the facilities of JSS Educational Centre.	Ashi.
21.06.23	Collected the sources and got familiar with the classes in the academy.	Ashi.
22.06.23	Studied about the bank exams and job opportunities provided by them.	Ashi.
23.06.23	Started working on the topic.	Ashi.
24.06.23	Submitted all the works	Ashi.

Sheela

Signature of the Guide



[Signature]

Signature of the Co-guide.

Dr. ALBY GRACE, M.A., M.Phil., Ph.D.
HEAD OF THE DEPARTMENT
PG & RESEARCH DEPT. OF ENGLISH

DATE	WORK CARRIED OUT	SIGNATURE
01/06/2023	Sharing personal interest & professional ideas on writing	J. Shauin
02/06/2023	General ideas about copy writing was discussed	J. Shauin
03/06/2023	Copy writing 10 articles of my own interest	J. Shauin
04/06/2023	Copy writing 10 articles from "The Hindu" Newspaper	J. Shauin
05/06/2023	Correction & guidelines based on my performance	J. Shauin
06/06/2023	Copy writing 5 articles (technology)	J. Shauin
07/06/2023	Feedback, correction & editing	J. Shauin
08/06/2023	Copy writing on headlines (science)	J. Shauin
09/06/2023	Rephrasing the headlines	J. Shauin
10/06/2023	Copy writing on Health & Medicines news articles	J. Shauin
11/06/2023	Framing different headlines for new - articles	J. Shauin
12/06/2023	Copy writing 15 articles (environmental issues)	J. Shauin
13/06/2023	Continuation of same work	J. Shauin
14/06/2023	Submission & corrections	J. Shauin
15/06/2023	Copy writing on news related to fashion	J. Shauin
16/06/2023	writing on headlines (Politics)	J. Shauin

NAME OF THE STUDENT : A.M. Ashima

REGISTER NUMBER : 2022APE359

CLASS : II M.A. English Literature (A)

SEMESTER : Third Sem.

TITLE OF THE INTERNSHIP } : Copy writing

NAME OF THE COURSE } : Journalism
RELEVANT TO }
INTERNSHIP }

DATE OF COMMENCEMENT : 30/05/2023

DATE OF COMPLETION : 23/05/2023

NAME OF THE ORGANIZATION } : Beehule Solutions Private Limited,
Heatinimadam, Nagercoil.

NAME OF THE GUIDE : Dr. J. Bhavani

NAME OF THE CO-GUIDE : I. Cedric Sanders (Founder & CEO)

J. Bhavani
23/05/2023
Signature of
the guide

I. Cedric
Signature of
Co-guide

Dr. ALBY GRACE, M.A., M.Phil., Ph.D.
HEAD OF THE DEPARTMENT
PG & RESEARCH DEPT. OF ENGLISH
HOLY CROSS COLLEGE (AUTONOMOUS)
NAGERCOIL - 629 004

17/06/2023	Feedback and Editing	J.S. Sahoo
18/06/2023	To write precise and easy headlines	J.S. Sahoo
19/06/2023	To write an article on Odisha Train Tragedy (500 words)	J.S. Sahoo
20/06/2023	Feedback and discussion	J.S. Sahoo
21/06/2023	To write an article of my own interest	J.S. Sahoo
22/06/2023	Selecting an article	J.S. Sahoo
23/06/2023	Submission and Feedback	J.S. Sahoo
24/06/2023	Rephrasing headlines of the articles	J.S. Sahoo
25/06/2023	Comments has been given from my overall performance	J.S. Sahoo

J.S. Sahoo
25/6/2023

Signature of
the guide

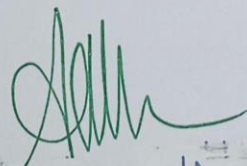
J. S. Sahoo

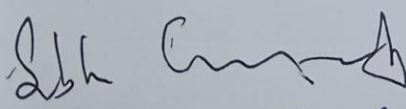
Signature of
Co-guide

NAAC V Cycle Self Study Report (SSR)

5.	29/05/2023	Instagram: Quotes post, Minimalist posts and Carousel	Aarthika M.K.
6.	30/05/2023	Instagram posts: Memes, Minimalistic post, Carousel	Aarthika M.K.
7.	31/05/2023	Memes, Minimalistic post, Carousel	Aarthika M.K.
8.	01/06/2023	Group work - Course list for Vihaan Success	Aarthika M.K.
9.	02/06/2023	Content for Workshop - Effective Listening	Aarthika M.K.
10.	03/06/2023	Work Review	Aarthika M.K.
11.	04/06/2023	Made Corrections	Aarthika M.K.
12.	05/06/2023	Carousel, memes, quotes, minimalist posts for Instagram.	Aarthika M.K.
13.	06/06/2023	Instagram posts	Aarthika M.K.
14.	07/06/2023	Group work - to LinkedIn Page description and about for Vihaan Success	Aarthika M.K.
15.	08/06/2023	Instagram posts	Aarthika M.K.
16.	09/06/2023	Group work - Created a Brochure for Vihaan Success and Content for Vihaan Career On.	Aarthika M.K.
17.	10/06/2023	Work review	Aarthika M.K.
18.	11/06/2023	Correction	Aarthika M.K.

19.	12/06/2023	Linked in Posts	Aarthika M.K.
20.	13/06/2023	Linked in Carousel	Aarthika M.K.
21.	14/06/2023	Linked in posts and Carousel	Aarthika M.K.
22.	15/06/2023	Group work - Website Content for Vihaan careers on.	Aarthika M.K.
23.	16/06/2023	Group work - Website Content for Vihaan Careers on.	Aarthika M.K.
24.	17/06/2023	Work Review	Aarthika M.K.
25.	18/06/2023	Correction and ending meeting	Aarthika M.K.


 Signature of the HoD
 Dr. ALBY GRACE, M.A., M.Phil., Ph.D.
 HEAD OF THE DEPARTMENT
 PG & RESEARCH DEPT. OF ENGLISH
 HOLY CROSS COLLEGE (AUTONOMOUS)
 NAGERCOIL - 629 004


 Signature of the Guide

Prem Ananth C.
 Signature of the Co-Guide

Work Diary

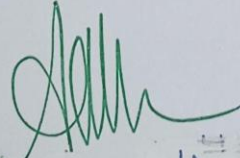
Name of the Student : M.K. Aarthiha
 Register No. : 2022APE356
 Class : M.A. English Literature
 Semester : II Semester
 Name of the Course relevant to Internship : Professional Writing
 Date of Commencement : 25/05/2023
 Date of Completion : 18/06/2023
 Name of the Organization : Vihaan Success
 Name of the Guide : Dr. Subha Ganapathy
 Name of the Co-Guide : Prem Ananth C.

Semester Plan


S.No.	Date	Work Carried out	Signature of the Student
1.	25/05/2023	Introduction meeting and created Instagram posts	Aarthiha M.K.
2.	26/05/2023	Group work - highlights of websites	Aarthiha M.K.
3.	27/05/2023	Work review	Aarthiha M.K.
4.	28/05/2023	Made corrections	Aarthiha M.K.

5.	29/05/2023	Instagram: Quotes post, Minimalist posts and Carousel	Aarthika M.K.
6.	30/05/2023	Instagram posts: Memes, Minimalistic post, Carousel	Aarthika M.K.
7.	31/05/2023	Memes, Minimalistic post, Carousel	Aarthika M.K.
8.	01/06/2023	Group work - Course list for Vihaan Success	Aarthika M.K.
9.	02/06/2023	Content for Workshop - Effective Listening	Aarthika M.K.
10.	03/06/2023	Work Review	Aarthika M.K.
11.	04/06/2023	Made Corrections	Aarthika M.K.
12.	05/06/2023	Carousel, memes, quotes, minimalist posts for Instagram.	Aarthika M.K.
13.	06/06/2023	Instagram posts	Aarthika M.K.
14.	07/06/2023	Group work - to LinkedIn Page description and about for Vihaan Success	Aarthika M.K.
15.	08/06/2023	Instagram posts	Aarthika M.K.
16.	09/06/2023	Group work - Created a Brochure for Vihaan Success and Content for Vihaan Career On.	Aarthika M.K.
17.	10/06/2023	Work review	Aarthika M.K.
18.	11/06/2023	Correction	Aarthika M.K.

19.	12/06/2023	Linked in Posts	Ananthika M.K.
20.	13/06/2023	Linked in Carousel	Ananthika M.K.
21.	14/06/2023	Linked in posts and Carousel	Ananthika M.K.
22.	15/06/2023	Group work - Website Content for Vihaan careers on .	Ananthika M.K.
23.	16/06/2023	Group work - Website Content for Vihaan Careers on .	Ananthika M.K.
24.	17/06/2023	Work Review	Ananthika M.K.
25.	18/06/2023	Correction and ending meeting	Ananthika M.K.


Signature of the HoD

Dr. ALBY GRACE, M.A., M.Phil., Ph.D.
HEAD OF THE DEPARTMENT
PG & RESEARCH DEPT. OF ENGLISH
HOLY CROSS COLLEGE (AUTONOMOUS)
NAGERCOIL - 629 004


Signature of the Guide

Prem Ananth C.
Signature of the Co-Guide

17/06/2023	Feedback and Editing	J.S. Sahoo
18/06/2023	To write precise and easy headlines	J.S. Sahoo
19/06/2023	To write an article on Odisha Train Tragedy (500 words)	J.S. Sahoo
20/06/2023	Feedback and discussion	J.S. Sahoo
21/06/2023	To write an article of my own interest	J.S. Sahoo
22/06/2023	Selecting an article	J.S. Sahoo
23/06/2023	Submission and Feedback	J.S. Sahoo
24/06/2023	Rephrasing headlines of the articles	J.S. Sahoo
25/06/2023	Comments has been given from my overall performance	J.S. Sahoo

J.S. Sahoo
25/06/2023

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the Guide

J.S. Sahoo

Signature of
Co-Guide

DATE	WORK CARRIED OUT	SIGNATURE
01/06/2023	Sharing personal interest & professional ideas on writing	J. S. Sauri
02/06/2023	General ideas about copy writing was discussed	J. S. Sauri
03/06/2023	Copy writing 10 articles of my own interest	J. S. Sauri
04/06/2023	Copy writing 10 articles from "The Hindu" Newspaper	J. S. Sauri
05/06/2023	Correction & guidelines based on my performance	J. S. Sauri
06/06/2023	Copy writing 5 articles (technology)	J. S. Sauri
07/06/2023	Feedback, correction & editing	J. S. Sauri
08/06/2023	Copy writing on headlines (science)	J. S. Sauri
09/06/2023	Rephrasing the headlines	J. S. Sauri
10/06/2023	Copy writing on Health & Medicines news articles	J. S. Sauri
11/06/2023	Framing different headlines for new - articles	J. S. Sauri
12/06/2023	Copy writing 15 articles (environmental issues)	J. S. Sauri
13/06/2023	Continuation of same work	J. S. Sauri
14/06/2023	Submission & corrections	J. S. Sauri
15/06/2023	Copy writing on news related to fashion	J. S. Sauri
16/06/2023	writing on headlines (Politics)	J. S. Sauri

17/06/2023	Feedback and Editing	J.S. Sahoo
18/06/2023	To write precise and easy headlines	J.S. Sahoo
19/06/2023	To write an article on Odisha Train Tragedy (500 words)	J.S. Sahoo
20/06/2023	Feedback and discussion	J.S. Sahoo
21/06/2023	To write an article of my own interest	J.S. Sahoo
22/06/2023	Selecting an article	J.S. Sahoo
23/06/2023	Submission and Feedback	J.S. Sahoo
24/06/2023	Rephrasing headlines of the articles	J.S. Sahoo
25/06/2023	Comments has been given from my overall performance	J.S. Sahoo

J.S. Sahoo
25/06/2023

Signature of
the Guide

J.S. Sahoo

Signature of
Co-Guide

DEPARTMENT OF ENGLISH S.F

Work Diary for Internship

Name of the Student : J.B. Jeffrin
 Register No : 20225PE179
 Class : II MA English
 Semester : II
 Title of the Internship : Soft skill training and Research writing
 Name of the Course Relevant to Internship : English language Teaching (PE2033)
 Date of Commencement : Research Methodology (PE2023)
 Date of Completion : 16/06/2023
 Name of the Organization/Industry : HJ unpinned penning publication House, nagercoil
 Name of the Guide : J.M bisaulin Lydia
 Name of the Co-Guide : M. Maria Helen Janoha

Semester Plan

Date	Work Carried out	Signature of the student
16/06/2023	Microsoft word - Introduction	J.B. Jeffrin
17/06/2023	Microsoft word - Practical	J.B. Jeffrin
18/06/2023	Excel - outlook	J.B. Jeffrin
19/06/2023	Excel - Practical	J.B. Jeffrin
20/06/2023	PPT making - Overview	J.B. Jeffrin
22/06/2023	Practical session for PPT making	J.B. Jeffrin
23/06/2023	Screen recording - Tools and Tricks	J.B. Jeffrin
24/06/2023	Video making - Overview	J.B. Jeffrin
25/06/2023	Certificate designing - Introduction	J.B. Jeffrin
26/06/2023	Certificate designing - Practical	J.B. Jeffrin
27/06/2023	Invitation making - outlook	J.B. Jeffrin
28/06/2023	Invitation making - Practical	J.B. Jeffrin



29/06/2023 ^{13.}	Proof reading - Introduction	J.B. Seltin
30/06/2023 ^{14.}	Proof reading - Titles	J.B. Seltin
2/07/2023 ^{15.}	Editing - overview	J.B. Seltin
3/07/2023 ^{16.}	Editing - Tips and Tricks	J.B. Seltin
5/07/2023 ^{17.}	Editing - Practical	J.B. Seltin
8/07/2023 ^{18.}	formatting - Introduction	J.B. Seltin
9/07/2023 ^{19.}	coverdesigning - overview	J.B. Seltin
10/07/2023 ^{20.}	coverdesigning - Practical	J.B. Seltin
11/07/2023 ^{21.}	layout filling - Introduction	J.B. Seltin
12/07/2023 ^{22.}	layout filling - Practical	J.B. Seltin
13/07/2023 ^{23.}	video Editing - Tools review	J.B. Seltin
14/07/2023 ^{24.}	Photoshop - Introduction	J.B. Seltin
16/07/2023 ^{25.}	Photoshop - Practical	J.B. Seltin

1. Date : 22.06.2023
 Review of the guide : Done with a PPT presentation.

2. Date : 06.07.2023
 Review of the guide : Overview of the Internship presentation has done.

(Minimum 2 reviews)

J.M. Srinivasan

Department of English (S.F.)
 Holy Cross College (Autonomous)
 Nagercoil - 629 004.

Seal & Signature of the Co-Guide Seal & Signature of the Guide

Work Diary for Internship

Name of the Student : *Melanie Maria .*
 Register No :
 Class : *D M A ENGLISH*
 Semester : *II*
 Title of the Internship : *Soft Skill Training and Research*
 Name of the Course Relevant to Internship : *writing English Language teaching (PE2023)*
 Date of Commencement : *and Research Methodology (PE2023)*
 Date of Completion : *16.06.2023*
 Name of the Organization/Industry : *16.07.2023*
 Name of the Guide : *H J unipined Perring Publication*
 Name of the Co-Guide : *House. Margaret*
 Semester Plan : *J. M. Synalilin Lydia*
 : *M. Maria Helen Jenoba*

Date	Work Carried out	Signature of the student
16.06.2023 ^{1.}	Microsoft word - Introduction	<i>Mel</i>
17.06.2023 ^{2.}	Microsoft word - Practical	<i>Mel</i>
18.06.2023 ^{3.}	Excel - Outlook	<i>Mel</i>
19.06.2023 ^{4.}	Excel - Practical	<i>Mel</i>
20.06.2023 ^{5.}	PPT Making - Overview	<i>Mel</i>
22.06.2023 ^{6.}	Practical session for PPT Making	<i>Mel</i>
23.06.2023 ^{7.}	Screen Recoring - Tools and Tricks	<i>Mel</i>
24.06.2023 ^{8.}	Video Making - Overview	<i>Mel</i>
25.06.2023 ^{9.}	Certificate designing - Introduction	<i>Mel</i>
26.06.2023 ^{10.}	Certificate designing - Practical	<i>Mel</i>
27.06.2023 ^{11.}	Invitation Making - Outlook	<i>Mel</i>
28.06.2023 ^{12.}	Invitation Making - Practical	<i>Mel</i>

29.06.2023	13. Proof reading - Introduction	My
30.06.2023	14. Proof reading - Tricks	My
02.07.2023	15. Editing - Overview	My
03.07.2023	16. Editing - Tips and Tricks	My
05.07.2023	17. Editing - Practical	My
08.07.2023	18. Formatting - Introduction	My
09.07.2023	19. Cover designing - Overview	My
10.07.2023	20. Cover designing - Practical	My
11.07.2023	21. Layout Filling - Introduction	My
12.07.2023	22. Layout Filling - Practical	My
13.07.2023	23. Video Editing - Tools Review	My
14.07.2023	24. Photoshop - Introduction	My
16.07.2023	25. Photoshop - Practical	My

1. Date : 22.06.2023
 Review of the guide : Done with a PPT presentation.

2. Date : 06.07.2023.
 Review of the guide : Done with a Overview of the Internship presentation.

(Minimum 2 reviews)


 Seal & Signature of the Co-Guide

S.M. Srinivasan
 Holy Cross College (Autonomous)
 Nagercoil - 629 004.

Seal & Signature of the Guide



Work Diary for Internship

Name of the Student : Pooja R S
 Register No : 2022SPE182
 Class : II M A English
 Semester : II
 Title of the Internship : Soft skill training and Research writing
 Name of the Course Relevant to Internship : English Language Teaching (PE2033)
 Date of Commencement : 16/06/2023
 Date of Completion : 16/07/2023
 Name of the Organization/Industry : HJ Unpinned Penning Publication House, Nagercoil.
 Name of the Guide : J. M. Geneelin Lydia
 Name of the Co-Guide : M Maria Helen Jenoba
 Semester Plan

Date	Work Carried out	Signature of the student
16/06/2023	Microsoft word - Introduction	Pooja
17/06/2023	Microsoft word - practical	Pooja
18/06/2023	Excel - outlook	Pooja
19/06/2023	Excel - practical	Pooja
20/06/2023	PPT making - overview	Pooja
22/06/2023	Practical session for PPT making	Pooja
23/06/2023	Screen recording - Tools and tricks	Pooja
24/06/2023	Video making - overview	Pooja
25/06/2023	Certificate designing - Introduction	Pooja
26/06/2023	Certificate designing - practical	Pooja
27/06/2023	Invitation making - outlook	Pooja
28/06/2023	Invitation making - practical	Pooja

29/06/2023 ¹³	Proof reading - Introduction	Pooja
30/06/2023 ¹⁴	Proof reading - Tricks	Pooja
2/07/2023 ¹⁷	Editing - Overview	Pooja
3/07/2023 ¹⁸	Editing - Tips and Tricks	Pooja
5/07/2023 ¹⁷	Editing - practical	Pooja
8/07/2023 ¹⁸	Formatting - Introduction	Pooja
9/07/2023 ¹⁹	Cover designing - Overview	Pooja
10/07/2023 ²⁰	Cover designing - Practical	Pooja
11/07/2023 ²¹	Layout filling - Introduction	Pooja
12/07/2023 ²²	Layout filling - practical	Pooja
13/07/2023 ²³	Video Editing - Tools review	Pooja
14/07/2023 ²⁴	Photoshop - Introduction	Pooja
16/07/2023 ²⁵	photoshop - practical	Pooja

1. Date : 22.06.2023.

Review of the guide : Done with a PPT presentation.

2. Date : 06.07.2023.

Review of the guide : Overview of the presentation done in a proper way.

(Minimum 2 reviews)

Seal & Signature of the Co-Guide

Seal & Signature of the Guide



Work Diary for Internship

Name of the Student : *Bebisha J.B.*
 Register No : *2022SPE175.*
 Class : *D. MA. English Literature (SF).*
 Semester : *VI*
 Title of the Internship : *Soft Skill training and Research Writing.*
 Name of the Course Relevant to Internship : *English Language teaching (PE2022) and Research Methodology (PE2023).*
 Date of Commencement : *16-06-23.*
 Date of Completion : *16-07-23*
 Name of the Organization/Industry : *HJ Unpinned Penning Publication House, Nagercoil.*
 Name of the Guide : *J.M. Gracelin Lydia.*
 Name of the Co-Guide : *M. Maria Helen Janoba.*
 Semester Plan

Date	Work Carried out	Signature of the student
1. 16-06-23	Microsoft Word Introduction.	<i>Bebish</i>
2. 17-06-23	Microsoft Word Practical.	<i>Bebish</i>
3. 18-06-23	Excel Outlook.	<i>Bebish</i>
4. 19-06-23	Excel Practical.	<i>Bebish</i>
5. 20-06-23	PPT-Making Overview.	<i>Bebish</i>
6. 22-06-23	Practical Session for PPT-Making.	<i>Bebish</i>
7. 23-06-23	Screen Recording - Tool and Tricks.	<i>Bebish</i>
8. 24-06-23	Video Making Overview.	<i>Bebish</i>
9. 25-06-23	Certificate Designing - Introduction.	<i>Bebish</i>
10. 26-06-23	Certificate Designing - Practical.	<i>Bebish</i>
11. 27-06-23	Invitation Making - Outlook.	<i>Bebish</i>
12. 28-06-23	Invitation Making - Practical.	<i>Bebish</i>

13. 29-06-23	Proof Reading - Introduction.	@ebijb.
14. 30-06-23	Proof Reading - Tricks.	@ebijb.
15. 02-07-23	Editing - Overview.	@ebijb.
16. 03-07-23	Editing - Tips and Tricks.	@ebijb.
17. 05-07-23	Editing - Practical.	@ebijb.
18. 08-07-23	Formatting - Introduction.	@ebijb.
19. 09-07-23	Cover designing - Overview.	@ebijb.
20. 10-07-23	Cover designing - Practical.	@ebijb.
21. 11-07-23	Layout filling - Introduction.	@ebijb.
22. 12-07-23	Layout filling - Practical.	@ebijb.
23. 13-07-23	Video Editing - Tools Review.	@ebijb.
24. 14-07-23	Photoshop - Introduction.	@ebijb.
25. 16-07-23	Photoshop - Practical.	@ebijb.

1. Date : 22-06-2023

Review of the guide : Explained with a Summary and PPT presentation.

2. Date : 06-07-2023.

Review of the guide : Overview of the Internship presentation has been done.

(Minimum 2 reviews)

Seal & Signature of the Co-Guide

J.M. Prasad

Department of English (S.T.)

Holy Cross College (Autonomous)

May 1996 - 2023

Seal & Signature of the Guide

DEPARTMENT OF HISTORY

Work Diary for Internship

Name of the Student : R. Asha
 Register No : 2022SPH164
 Class : I.M.A. History
 Semester : I
 Title of the Internship : Government Museum Kanyakumari - A Study
 Name of the Course Relevant to Internship : Socio-culture history of Tamilnadu
 Date of Commencement : Home: 1336 AD to 2017 A-D
 Date of Completion : 24.05.2023 Sub code: PH2023
 Name of the Organization/Industry : 11.06.2023
 Name of the Guide : K. Baby
 Name of the Co-Guide : C. Sathiyavalli
 Semester Plan

Date	Work Carried out	Signature of the student
1.	Visit Museum	R. Asha
2.	All Indi Radio - talk in Museum	R. Asha
3.	Presentation method seminar	R. Asha
4.	Lecture method Explained about gallery	R. Asha
5.	Explain about preservation of wood carving	R. Asha
6.	Explain about preservation of Olai church	R. Asha
7.	preservation of chariot	R. Asha
8.	preservation of Inscription.	R. Asha
9.	preservation of Iron material	R. Asha
10.	preservation of Gallery	R. Asha
11.	collect source from online.	R. Asha
12.	Take notes	R. Asha

13.	Typing notes	R. J. J.
14.	Check correction in typed notes	R. J. J.
15.	Rearrange the Typing notes	R. J. J.
16.	Printed the typed notes	R. J. J.
17.	Get Signature from dep & Instit	R. J. J.
18.	Get Signature from lecturer	R. J. J.
19.	Constitute Xerox were attached in part	R. J. J.
20.	cover page designed	R. J. J.
21.	attached still any photo	R. J. J.
22.	collect photos	R. J. J.
23.	take link	R. J. J.
24.	Binding work	R. J. J.
25.	complete the Internship	R. J. J.

1. Date : 03-06-2023

Review of the guide : Preservation of Iron material

2. Date : 10-06-2023

Review of the guide : Study on Gallery of museum













(Minimum 2 reviews)

Seal & Signature of the Co-Guide
 காப்பாட்டியர்
 அரசு அருங்காட்சியகம்
 சவ்வியக்குமரி - 629702

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Work Diary for Internship

Name of the Student : A H Bhagawathi
 Register No : 2022 SPH 165
 Class : I MA History
 Semester : Second
 Title of the Internship : Government Museum Kanyakumari - A
 Name of the Course Relevant to Internship : Socio-cultural history of Tamil Nadu study
 Date of Commencement : 24.05.2023 From 1336 AD to 2017
 Date of Completion : 17.06.2023 Subject code: PH2023
 Name of the Organization/Industry : Government museum Kanyakumari
 Name of the Guide : K Baby
 Name of the Co-Guide : C. Sathiyavalli
 Semester Plan

Date	Work Carried out	Signature of the student
1.	Visit Museum	
2.	All india radio talk in museum	
3.	Presentation.	
4.	Explain about Gallery - Lecture	
5.	Explain about preservation of wood carving	
6.	" " preservation of Olai chuvad	
7.	preservation of chariot	
8.	preservation of Inscription	
9.	preservation of Iron material	
10.	preservation of Gallery	
11.	collected source form online.	
12.	Take notes	

13.	Typing notes	✓
14.	Check correction in typed notes	✓
15.	Rearrange the Typing notes	✓
16.	Printed the typed notes	✓
17.	Get signature from dep & Instit	✓
18.	Get signature from curator	✓
19.	Certificate xerox were attached	✓
20.	Cover page designed in project	✓
21.	attached Gallery photo	✓
22.	collect photos	✓
23.	labelling	✓
24.	Binding work	✓
25.	Complete the Internship	✓

1. Date : 03-06-2023
 Review of the guide : Preservation of Iron Material

2. Date : 10-06-2023
 Review of the guide : Study on Gallery of Museum

(Minimum 2 reviews)



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காப்பாட்டியர்
 அரசு அருங்காட்டியகம்
 கள்ளியாடுமரி - 629702



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Work Diary for Internship

Name of the Student : W. Steni Remshya
 Register No : 2022SPH166
 Class : D. MA. History
 Semester : IInd Semester
 Title of the Internship : Government Museum Kanyakumari
 Name of the Course Relevant to Internship : Socio cultural history of Tamilnadu From 1336 AD to 2017 AD
 Date of Commencement : 24-05-2023
 Date of Completion : 17-06-2023
 Name of the Organization/Industry : Government Museum Kanyakumari
 Name of the Guide : Dr. K. Baby
 Name of the Co-Guide : C. Sathiyavalli

Semester Plan

Date	Work Carried out	Signature of the student
1.	Visit Museum	Shya
2.	All India Radio - talk in Museum	Shya
3.	Presentation Method Seminar	Shya
4.	Lecture Method Explained about gallery	Shya
5.	Explained about how to preserve wood carving	Shya
6.	preservation of obisuvadi	Shya
7.	preservation of chariot.	Shya
8.	preservation of Inscription	Shya
9.	preservation of iron Material	Shya
10.	preservation of gallery	Shya
11.	Collect source from online	Shya
12.	Take notes	Shya



13.	Typing Notes	Shya
14.	Check Corrections in typed notes	Shya
15.	Rearrange the Typing Notes	Shya
16.	printed the typed Notes	Shya
17.	Get Signature from department and ^{institution}	Shya
18.	get Signature from Museum Curator	Shya
19.	Certificate xerox were attached in project	Shya
20.	Cover page designing.	Shya
21.	Collect photos about Museum	Shya
22.	Estallerys attachment in project	Shya
23.	Labelling.	Shya
24.	Bainding indership project.	Shya
25.	Completed the Internship	Shya

1. Date : 03 - 06 - 2023

Review of the guide :: Preservation of Iron material

2. Date : 10 - 06 - 2023

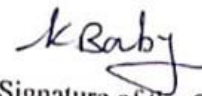
Review of the guide : Study on Gallery of museum

(Minimum 2 reviews)



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அரசு அருங்காட்சியகம்
கன்னியாகுமரி - 629702



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DEPARTMENT OF ECONOMICS

Work Diary for Internship

Name of the Student : G Brindha
 Register No : 2022 SPF169
 Class : I MA Economics
 Semester : I Semester
 Title of the Internship : Soft skills & Personality Development
 Name of the Course Relevant to Internship : Entrepreneurial Development
 Date of Commencement : 22-08-2022
 Date of Completion : 29-10-2022
 Name of the Organization/Industry : Brayers Academy
 Name of the Guide : Sahaya Venila
 Name of the Co-Guide : Cardinal Stanley Ray
 Semester Plan : II

Date	Work Carried out	Signature of the student
1.	Introduction	G Brindha
2.	SWOT Analysis	G Brindha
3.	Innovative Thinking	G Brindha
4.	Problem Management	G Brindha
5.	Stress & emotional management	G Brindha
6.	Leadership	G Brindha
7.	Team work	G Brindha
8.	Communication	G Brindha
9.		
10.		
11.		
12.		

- Date : 08-09-2022
Review of the guide : Half work done
- Date : 10-11-2022
Review of the guide : Submitted the report.

(Minimum 2 reviews)



Seal & Signature of the Co-Guide

Sahaya Venila
Seal & Signature of the Guide

DEPARTMENT OF COMMERCE (S.F-I)

Work Diary for Internship

Name of the Student : Zulfath Shahina M.N
 Register No : 20220PA218
 Class : I-M.com
 Semester : 2
 Title of the Internship : Accounting Assistant
 Name of the Course Relevant to Internship : Corporate Accounting (PA2013)
 Date of Commencement : 23/5/2023
 Date of Completion : 17/6/2023
 Name of the Organization/Industry : KP Builders
 Name of the Guide : Ahamed
 Name of the Co-Guide : Dr. Sonitha C.K.
 Semester Plan :

Date	Work Carried out	Signature of the student
23/5/2023	Receipt and Payment account	Shahina
24/5/2023	Bill book checking	Shahina
25/5/2023	voucher checking	Shahina
26/5/2023	Balancesheet Profit & Loss Account	Shahina
27/5/2023	Trading Account	Shahina
28/5/2023	Cash book checking	Shahina
29/5/2023	How to check 26 year	Shahina
30/5/2023	Bill paper and cash book checking	Shahina
30/5/2023	Same Work	Shahina
1/6/2023	Same Work	Shahina
2/6/2023	Same Work	Shahina
3/6/2023	Same Work	Shahina

4/6/2023	Amount of Material supplied enter in cash book	Shahina
5/6/2023	Same work	Shahina
6/6/2023	Same work	Shahina
7/6/2023	Same work	Shahina
8/6/2023	Bills for amount payment of the purchase	Shahina
9/6/2023	Entered in cash book	Shahina
10/6/2023	Same work	Shahina
11/6/2023	Same work	Shahina
12/6/2023	Same work	Shahina
13/6/2023	Vouching	Shahina
14/6/2023	Vouching	Shahina
15/6/2023	Same work	Shahina
16/6/2023	Vouching	Shahina

1. Date

: 23.5.23

Review of the guide :

good.

2. Date

: 15.6.23

Review of the guide :

Excellent

C.K. Sunitha
Seal & Signature of the Co-Guide

Shahina
Seal & Signature of the Guide

Work Diary for Internship

Name of the Student : A. RASMI
 Register No : 2022 SPA208
 Class : I - M. com
 Semester : 2022-23
 Title of the Internship : Accounting Assistant
 Name of the Course Relevant to Internship : Corporate Accounting (PA2012)
 Date of Commencement : 23/5/2023
 Date of Completion : 17/6/2023
 Name of the Organization/Industry : KP BUILDERS
 Name of the Guide : Ahamed
 Name of the Co-Guide :
 Semester Plan :

Date	Work Carried out	Signature of the student
1. 23/5/2023	Receipt and Payment Account	Rasmi.A
2. 24/5/2023	Bill Book checking	Rasmi.A
3. 25/5/2023	Voucher checking	Rasmi.A
4. 26/5/2023	Excel Balancesheet, Profit & Loss A/c	Rasmi.A
5. 27/5/2023	Trading Account	Rasmi.A
6. 28/5/2023	Cash book checking	Rasmi.A
7. 29/5/2023	How to check 26 years	Rasmi.A
8. 30/5/2023	Bill Paper and cash book checking	Rasmi.A
9. 31/5/2023	Same work	Rasmi.A
10. 1/6/2023	Same work	Rasmi.A
11. 2/6/2023	Same work	Rasmi.A
12. 3/6/2023	Same work	Rasmi.A

13. 4/6/2023	Amount of Material Supplied Entered in Cash books	Rasmi A
14. 5/6/2023	Same work	Rasmi A
15. 6/6/2023	Same work	Rasmi A
16. 7/6/2023	Same work	Rasmi A
17. 8/6/2023	Bill for Amount Payment of the Purchase	Rasmi
18. 9/6/2023	Entered in Cash Books	Rasmi A
19. 10/6/2023	Same work	Rasmi
20. 11/6/2023	Same work	Rasmi
21. 12/6/2023	Same work	Rasmi
22. 13/6/2023	Vouching	Rasmi
23. 14/6/2023	Vouching	Rasmi
24. 15/6/2023	Same work	Rasmi
25. 16/6/2023	Vouching	Rasmi

1. Date : 25. 5. 23

Review of the guide : good.

2. Date : 14. 6. 2023

Review of the guide : Excellent

(Minimum 2 reviews.)

C. K. Sunitha
Seal & Signature of the Co-Guide

Ahamed
Seal & Signature of the Guide

Work Diary for Internship

Name of the Student : S. Y. Selshiya
 Register No : 2022SPAD14
 Class : I M.COM
 Semester : 2
 Title of the Internship : Accounting Assistant
 Name of the Course Relevant to Internship : Corporate Accounting (PA2012)
 Date of Commencement : 23/5/2023
 Date of Completion : 17/6/2023
 Name of the Organization/Industry : KP Builders
 Name of the Guide : Ahamad
 Name of the Co-Guide : Dr. Sunitha C.K.
 Semester Plan

Date	Work Carried out	Signature of the student
23/5/23	Receipts & payment Account	S.Y. Selshiya
24/5/23	Bill Book checking	S.Y. Selshiya
25/5/23	same work	S.Y. Selshiya
26/5/23	Balance sheet	S.Y. Selshiya
27/5/23	profit and Loss A/c	S.Y. Selshiya
28/5/23	Trading account	S.Y. Selshiya
29/5/23	Cash book checking	S.Y. Selshiya
30/5/23	same work	S.Y. Selshiya
31/5/23	same work.	S.Y. Selshiya
1/6/23	Bill slip with cash book entry.	S.Y. Selshiya
2/6/23	same work	S.Y. Selshiya
3/6/23	same work.	S.Y. Selshiya

4/6/22	Amount of material supplied entered in cart book.	S.Y. Sekhija
5/6/22	same work	S.Y. Sekhija
6/6/22	same work.	S.Y. Sekhija
7/6/22	same work.	S.Y. Sekhija
8/6/22	Bill ^{for amount} payment of the purchaser entered in cart book	S.Y. Sekhija
9/6/22	same work.	S.Y. Sekhija
10/6/22	same work.	S.Y. Sekhija
11/6/22	same work.	S.Y. Sekhija
12/6/22	same work	S.Y. Sekhija
13/6/22	checking the transaction (or) entry as ^{income} _{expenses}	S.Y. Sekhija
14/6/22	same work	S.Y. Sekhija
15/6/22	same work	S.Y. Sekhija
16/6/22.	same work.	S.Y. Sekhija

1. Date : 3.6.23

Review of the guide : good.

2. Date : 13.6.23

Review of the guide : Excellent

C. K. Sunitha
Seal & Signature of the Co-Guide

Ahamed
Seal & Signature of the Guide

Work Diary for Internship

Name of the Student : Noorul Hansa P.H
 Register No : 2022SPA206
 Class : I M.COM
 Semester : IInd Semester
 Title of the Internship : Data entry
 Name of the Course Relevant to Internship : Corporate Accounting - PA2012
 Date of Commencement : 25th May 2023
 Date of Completion : 18th June 2023
 Name of the Organization/Industry : Abacus Infotech
 Name of the Guide : Aaysha
 Name of the Co-Guide : Dr. Sunitha C.K.
 Semester Plan

Date	Work Carried out	Signature of the student
25.05.23	Introduction	
26.05.23	Data entry - Cash book	
27.05.23	Data entry - Cash book	
28.05.23	Data entry - Cash book	
29.05.23	Data entry - Cash book	
30.05.23	Data entry - Cash book	
31.05.23	Data entry - Cash book	
01.06.23	Data entry - Purchase book	
2.06.23	Data entry - Purchase book	
3.06.23	Data entry - Purchase book	
4.06.23	Data entry - Purchase book	
5.06.23	Data entry - Purchase book	

6. 16. 23	Data entry - Purchase book	
7. 16. 23	Data entry - Sales book	
8. 16. 23	Data entry - Sales book	
9. 16. 23	Data entry - Sales book	
10. 17. 23	Data entry - Sales book	
11. 18. 23	Data entry - Sales book	
12. 18. 23	Cross checking	
13. 18. 23	Cross checking	
14. 18. 23	Data entry - Ledger	
15. 18. 23	Data entry - Ledger	
16. 18. 23	Data entry - Ledger	
17. 18. 23	Data entry - Ledger	
18. 18. 23	Cross checking	

1. Date : 15. 6. 23
 Review of the guide : good.

2. Date : 28. 6. 23
 Review of the guide : good.

C. K. Sunita
 Seal & Signature of the Co-Guide

Seal & Signature of the Guide

Work Diary for Internship

Name of the Student : Sahaya Celhiya . S.
 Register No : 2022.SPA211
 Class : F. M. Com
 Semester : 2
 Title of the Internship : Loan Section.
 Name of the Course Relevant to Internship : Corporate Accounting - PA 2012
 Date of Commencement : 28-5-2023
 Date of Completion : 18-6-2023
 Name of the Organization/Industry : Kanya Kumari Nidhi Ltd.
 Name of the Guide : Mr. M. Babu.
 Name of the Co-Guide : Dr. Sunita C.K.
 Semester Plan

Date	Work Carried out	Signature of the student
28-5-2023	Introduction.	Celhiya
29-5-2023	Day Book, Voucher	Celhiya
30-5-2023	Same work.	Celhiya
31-5-2023	Prepared Ledger Note	Celhiya
1-6-2023	Same work	Celhiya
2-6-2023	Same work	Celhiya
3-6-2023	Same work	Celhiya
4-6-2023	Same work	Celhiya
5-6-2023	Same work	Celhiya
6-6-2023	Same work	Celhiya
7-6-2023	Worked in Loan section	Celhiya
8-6-2023	Same work	Celhiya
9-6-2023	Same work	Celhiya

5-6-2023		
6-6-2023	Same work	abhiya.
7-6-2023	Same work	abhiya.
8-6-2023	Same work	abhiya.
9-6-2023	Same work.	abhiya.
10-6-2023	Entered fixed deposit	abhiya.
11-6-2023	Same work	abhiya.
12-6-2023	worked in Loan section	abhiya.
13-6-2023	Same work	abhiya.
14-6-2023	Same work	abhiya.
15-6-2023	Same work	abhiya.
16-6-2023	Same work	abhiya.
17-6-2023	Same work.	abhiya.

1. Date : 28.5.2023

Review of the guide : good.

2. Date : 14.6.2023

Review of the guide : good.

C.K. Sunitha
Seal & Signature of the Co-Guide

Babu.M.
Seal & Signature of the Guide