

गुरु घासीदास विश्वविद्यालय
(केन्द्रीय विश्वविद्यालय अधिनियम 2009 क्र. 25 के अंतर्गत स्थापित केन्द्रीय विश्वविद्यालय)
कोनी, बिलासपुर - 495009 (छ.ग.)



Guru Ghasidas Vishwavidyalaya
(A Central University Established by the Central Universities Act 2009 No. 25 of 2009)
Koni, Bilaspur - 495009 (C.G.)

Department: Economics		
Academic Year : 2022-23		
Sr. No.	Programme Code	Name of the Programme
01.	107	B.A. Economics (Horns.) IVth semester. (Internship)

Harisha

Head
Dept. of Economics
GURU GHASIDAS UNIVERSITY
BILASPUR (C.G.)

Signature and Seal of the Head

गुरु घासीदास विश्वविद्यालय
(केन्द्रीय विश्वविद्यालय अधिनियम 2009 क्र. 25 के अंतर्गत स्थापित केन्द्रीय विश्वविद्यालय)
कोनी, बिलासपुर - 495009 (छ.ग.)



Guru Ghasidas Vishwavidyalaya
(A Central University Established by the Central Universities Act 2009 No. 25 of 2009)
Koni, Bilaspur - 495009 (C.G.)

**GURU GHASIDAS UNIVERSITY BILASPUR
CHHATTISGARH**

**SUMMER
INTERNSHIP
REPORT
ON
AKSHARA
CONSTRUCTION**

**DEPARTMENT OF
ECONOMICS**

SUBMITTED TO:
CHITTRANJAN NAYAK SIR

SUBMITTED BY : BHAVESH JOLHE
ROLL NO: 21087114
ENROLLMENT NO: GGV/21/08114



M/S. AKSHARA CONSTRUCTION

New Sarkanda Bilaspur (C.G)

GSTIN NO: 22EJPS2434A1Z2

EMAIL ID :

aksharacons5@gmail.com

Mob : 8319679173,

8871865488

Dated:

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Sri Bhavesh Jolhe of Guru Ghasidas University, Bilaspur (CG), who is pursuing his B.A. Second Year (4th Semester), Department of Economics, has successfully completed the training in our organization in the capacity of Data Entry Operator (DEO) in Microsoft Excel from 15th May 2023 to 15th June 2023. During this period, his character was found to be good.

We wish him all the very best in his future endeavours.

M/s. AKSHARA CONSTRUCTION
Anish
Proprietor

P.B. Jolhe



DATA ENTRY

Accessing Data Entry Application

A data entry application allows you to:

- add new reports to the database
- query and update existing reports
- print reports
- transmit reports

To access a data entry application, choose the UIR option from the state Application Menu, and then the Data Entry menu option. The Data Entry menu expands, displaying the UIR reports categories, as shown in Figure 2.1:



Figure 2.1 UIR Menu

Each of these categories contains one or more individual reports. Choose one of these categories to display individual report option(s). Click on the Report to open its data entry screen.

Note: Only authorized users can run these applications. If the user is not logged in already, then an authorization screen will appear. Refer back to Chapter 1, *Getting Started*, on how to log into and run the application. After logging in successfully, the user will be logged on the report data entry query/add screen.