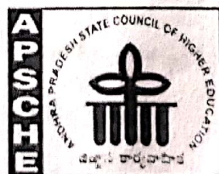


# Model Program Book



## SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by





PROGRAM BOOK FOR  
**SHORT-TERM INTERNSHIP**  
(Onsite / Virtual)

Name of the Student: *O. Ashok*

Name of the College: *S.V.B Govt Degree college*

Registration Number: *20358041001*

Period of Internship: From: *1-9-22* To: *30-10-22*

Name & Address of the Intern Organization: *Sri Lakshmi polymers*

\_\_\_\_\_  
University  
YEAR



## An Internship Report on

Sri Lakshmi Polymers

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

B.Sc - B.Z.C

Under the Faculty Guideship of

H. Dama Subba Reddy Sir

(Name of the Faculty Guide)

Department of

S.V.R Govt degree collage kkh

(Name of the College)

Submitted by:

O. Ashok

(Name of the Student)

Reg.No: 20358041001

Department of

B.Sc B.Z.C S.V.R Govt Degree clg.

(Name of the College)



## Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete 2 months (180 hours) of short-term internship either physically or virtually.
2. Every student should identify the organization for internship in consultation with the College Principal/ the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements for transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the people working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
  - a. Data and Information you are expected to collect about the organization and/or industry.
  - b. Job Skills you are expected to acquire.
  - c. Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns, and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.



13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.
15. At the end of internship, you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during the internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

-----<<@>>-----



## Student's Declaration

I, am a student of Internship  
Program, Reg. No. 2035 8041001 of the Department of BSL B.Z-C  
College do hereby declare that I have completed the mandatory internship  
from 01-09-2022 to 30-10-2022 in Lakshmi Padma (Name of  
the intern organization) under the Faculty Guideship of  
H. Rama Subhavedya (Name of the Faculty Guide), Department of  
G.V.B Govt Degree College, Koilakunta  
(Name of the College)

(Signature and Date)

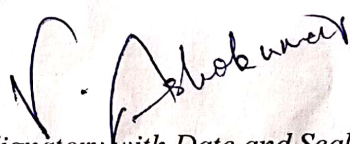
O. Ashok



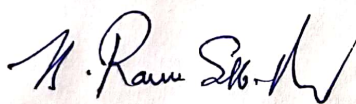
## Official Certification

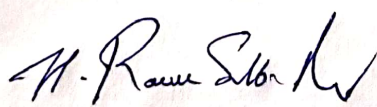
This is to certify that O. Ashok (Name of the student) Reg. No. 20358041001 has completed his/her Internship in Lakshmi polymer (Name of the Intern Organization) on process of the polymer factory (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Zoology in the Department of S.V.B Govt collage (Name of the College).

This is accepted for evaluation.

  
(Signatory with Date and Seal)

### Endorsements

  
Faculty Guide

  
Head of the Department

  
Principal

PRINCIPAL  
S.V.B. GOVT. DEGREE COLLEGE  
KOILKUNTLA, NANDYAL (Dt.)



## Certificate from Intern Organization

This is to certify that D. Ashok (Name of the intern)  
Reg. No. 20358041001 of S.V.B Govt college (Name of the  
College) underwent internship in Lakshmi polymer (Name of the  
Intern Organization) from 01-07-2022 to 30-10-2022

The overall performance of the intern during his/her internship is found to be  
Satisfactory (Satisfactory/Not Satisfactory).

V. Ashwina  
Authorized Signatory with Date and Seal



## Acknowledgements

Learning and acquiring knowledge has no leap and bounds. It is one resource that never gets exhausted, the more you preach the better it gets and more you preach to you and the more lives down through the ages.

Through these lines I would like to show my sincere gratitude to all the individuals and the organisations under whose guidance and supports the project is possible.

I would like to devote my sincere thanks and gratitude to the (branch head of Submanyam Polymers industry at KEC) Mr. Suryanarayana Reddy for giving me an opportunity to intern and training in one of the leading machine industry.

I would also like to show my sincere gratitude to Venkateswar Reddy, Sir for providing me support and guidance and help me in completing report and making it a good sample.



## Contents

The original rating is contained by the small scale of operations of the firm in the highly competitive poly women sacks industry with low entry barriers and limited product differentiation and weak bargaining power with customers entering (selling more) pressure on margins. The rating also factors in high sector and geographies concentration with Company selling most of its product on (Pudhru pranduh). The rating are further constrained by the susceptibility possibility fluctuations in polymer prices and weak financial profile of the firm with thin net margins. SCRA also takes note of the capital fund withdrawal risk inherent to partnership nature fund withdrawal rating. However healthy relationship resulting revenue (ARPA) 23%.

Cost backed by increase in capacity expansion and sales volumes



## Company Profile 2

Sri Subramaniam Polymers (SP) incorporated in 20.07 is a partnership firm engaged in the manufacturing of HDPE / PP woven Sacks. The processing unit with current installed capacity of 2560 MT. per annum is located at P.K.K. (Kurnool dist) AP. manufacturing polymers (PP) bags which are majority used for packing current and food grains. It also sets basic chads which is intermediary product in the process of making bags.

## Recent Results 2

As per audited financials for FY2015, SP reported an operating income of 58.20 crore with profit of 0.49 crore on a net 44.41 crore of opening income with profit after of 0.43 crore in P / 2014



## CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

The internship report states on the work experience I have gathered on in the digital services department of Oris & mother communications Ltd from december 20, 2015 until April 7. In this report and development works as a description where, head to work with conditional marketing which is also stand and on analysis the roles digital marketing communication in the country within a very short time. In this report I have included a part of their climate and blinds they missing leader. about campaigns that I need to



Some creative done by originary & departments order  
my departments supervisor followed up provided  
the I discussed about the project on the role of  
digital media communications conventional media  
is to understand the role of digital marketing  
from the customer point of view find out how  
digital marketing communication helping process.  
There is capacity client gap in Bangladesh. If  
it can be reduced it may makes for both the  
plates very easily Again, agencies and corporates  
are not taking investments in digital media is  
may give a better visibility of the brands and  
advertising and marketing atmosphere more  
delightful which may people with its beauty.



## CHAPTER 2: OVERVIEW OF THE ORGANIZATION

### Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission, and Values of the Organization
- C. Policy of the Organization, in relation to the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

### Introduction :-

Sri Subramanyam polymers was established in year 2006 on a partnership firm the main line of activity of the firm is manufacturing of women which in the packing of cement fertilizer, steel, etc.

In 2006 the company was established with capacity 35,00,000 lakhs bags per month. Due to demands for the company has gone into expansions in 2013 with capacity 55,00,000 lakhs bags per month

### Partners :-

Gopireddy Subramanyam reddy  
Venkata Lakshmi  
Radheer reddy

Page No:



Gopireddy Surya narayana Reddy managing the film since the inception is having and experience in the line of activity in also having experience contact with cement companies

### marketing Arrangement

The company how they major cement companies for supply of bags. Since they are associated they may cement either on a dedicated transports. selling the bags to the cement companies is not all for them

### Position of film

- ⇒ The turnover is expected to be process during current financial year
- ⇒ The turnover in the previous year has been 1.2 cr
- ⇒ The value of fixed assets of age 8.95 cr
- ⇒ The sundry debtors of film age 18.15 cr
- ⇒ The total regular employees film are 104 and 1200 of employees will be around
- ⇒ There will be daily labour 300-400 numbers
- ⇒ The production capital of film 2.8. lakhs bags per day



### CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

Brainstorming ideal about cement bags handling project  
following ideals coming during brainstorming

- \* JCB arm
  - \* mobile vacuum lifter
  - \* Conveyers
  - \* Rubber cover for pulling arm
  - \* change the chocking
  - \* Lanthanic stocking
  - \* soft touch skin pulling action
  - \* robotic palletizer
- ⇒ cement bags wave has absorption?

I visited at smooth wave house paralia as there  
; observed the following things

1. Observe the overall cement warehouse there is stock of 5-bag per each
2. long house is an air, tight room with no window.



3) Around 18 bags in one sharing system in 5 days  
bags

4) Bomlay strategy: Alternate with wire and  
Lentement of cement bags in wire house

5) stack the cement bags at the floor on wooden  
planks in such way that it is about 15-200  
problem statement.2

(1) Generally, the workers carry the cement bags on their  
back during loading and unloading which is not  
a proper way to handle the cement bags this  
causes problems something

(2) when workers handle the cement bags during  
loading and unloading they are house for op  
lift the bag

Objective

:- (1) the main objective of this  
project is to pick the cement bags from  
stacking position in ward house and to  
keep it on moving Can we your belt.

Page No:



# ACTIVITY LOG FOR THE FIRST WEEK

| Day & Date | Brief description of the daily activity                                       | Learning Outcome                         | Person In-Charge Signature |
|------------|-------------------------------------------------------------------------------|------------------------------------------|----------------------------|
| Day -1     | Consulted to the head of organization for the internship                      | Improved my communication skills         | V. Ashok Kumar             |
| Day -2     | As per our norms, each student should complete internship in any organization | Improved my communication skills         | V. Ashok Kumar             |
| Day -3     | In this regard they have granted permission for internship prospect           | Interpersonal skills                     | V. Ashok Kumar             |
| Day -4     | Know about the founders of organization and its history achievements          | Learn how to collect data (primary data) | V. Ashok Kumar             |
| Day -5     | Observed the routine of organization working for whole day                    | Improved my observation skills           | V. Ashok Kumar             |
| Day -6     | Interacted with the employees and also know about their work in the industry  | Improved my communication skills         | V. Ashok Kumar             |



## WEEKLY REPORT

WEEK - 1 (From Dt..8...9...22 to Dt..15...9...22)

Objective of the Activity Done:

Detailed Report:

In this week we introduced ourselves to them explained the purpose why we are come to their industry organisation. we interact with all the employees working organization and introduced each other they tell us how communicate with the workers and they tell us how work in the industry of polymers polythene bags

Page No:





# ACTIVITY LOG FOR THE SECOND WEEK

| Day & Date | Brief description of the daily activity                                | Learning Outcome                                         | Person In-Charge Signature |
|------------|------------------------------------------------------------------------|----------------------------------------------------------|----------------------------|
| Day -1     | collected information about the organisation vision and mission        | Improved my communication understanding skills           | V. A. Shoban               |
| Day -2     | Observed the organisation structure and collected information          | Learned about organisation and various organisat.        | V. A. Shoban               |
| Day -3     | They show the various kind of Polywood clearly                         | I learned how many bags were their name of it            | V. A. Shoban               |
| Day -4     | The manager shows how to understand the names of products              | I learned the names of the brand names clearly           | V. A. Shoban               |
| Day -5     | manager briefly explained the performance of the Organisation          | Learned rules and regulations of the Organisation        | V. A. Shoban               |
| Day -6     | The manager explained the roles and responsibilities of Polythene bags | Learned about the bags many functions of an Organisation | V. A. Shoban               |



## WEEKLY REPORT

WEEK - 2 (From Dt.../6.../22 to Dt.23.11.22)

Objective of the Activity Done:

Detailed Report:

Selection views offer comprehensive set of options to filter on cases as compared to what you can do it components in analysis sheets. It's worth noting the person creating the analysis determines whether not to create selection views

⇒ The Case Explorer can also be used for single-case analysis to a few extreme cases. Additionally if you involved with process and data validation process you will most likely up using case explorer

⇒ Conformance each single case in the data against the target model. It is used to check it actual execution of a business process, NiceView as conformance checker, You reaching that goal and invisible common patterns for inefficiency



# ACTIVITY LOG FOR THE THIRD WEEK

| Day & Date | Brief description of the daily activity                           | Learning Outcome                      | Person In-Charge Signature |
|------------|-------------------------------------------------------------------|---------------------------------------|----------------------------|
| Day - 1    | We visit the polymer industry we show the new equipment industry  | we learn to handle                    | N. Ashokan                 |
| Day - 2    | we know about that instruments names and it works                 | we know that information of equipment | N. Ashokan                 |
| Day - 3    | we know about the advantages and disadvantages of that equipments | we know that how it controlled        | N. Ashokan                 |
| Day - 4    | we learn about that equipments and its uses and instructions      | we know the how it controlled         | N. Ashokan                 |
| Day - 5    | we work with the Co-workers                                       | Communication skills leadership       | N. Ashokan                 |
| Day - 6    | we develop the communication skills by the interaction of workers | Socialization                         | N. Ashokan                 |



## WEEKLY REPORT

WEEK - 3 (From Dt. 24.9.22 to Dt. 1.10.22)

Objective of the Activity Done:

Detailed Report:

- => To get started we'll create package called build and an analysis called 'pre-manalyses' these two will in a space called 'default'
- => Although not visible in the image we link the analysis to a "purchase" to "pay" data
- => As soon as we created the analysis and you'll the equations to build the first analysis sheet can select the cut of the components such as full-screen



# ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date | Brief description of the daily activity                                                     | Learning Outcome                                       | Person In-Charge Signature |
|------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------|----------------------------|
| Day -1     | I know that the equipment used for the bags making                                          | we know about the new equipment                        | V. Akshay                  |
| Day -2     | I know about the bottom seal bag making machines                                            | I learnt about the bottom seal bag making uses         | V. Akshay                  |
| Day -3     | I know that seal bag machines & how to operate                                              | I learnt about advantages and disadvantages of machine | V. Akshay                  |
| Day -4     | I know about the side seal bag making machine and how to use                                | I learnt about the side seal service project           | V. Akshay                  |
| Day -5     | The D-day has come to submit all service we are very nervous                                | Final submission of community service project          | V. Akshay                  |
| Day -6     | In this day our project report has approved by honorable principle sir and got appreciation | Get appreciation for intern along with guide by sir    | V. Akshay                  |



## WEEKLY REPORT

WEEK - 4 (From DL 11.10.22 to DL 17.10.22)

Objective of the Activity Done:

Detailed Report:

- => We get started will create appbase called Build Analysis small called "p2p" analysis two will sit in a space called "default"
- => Although not visible in the image we have the analysis to a "purchase to pay" after
- => As soon as the analysis you see options to build the first analysis sheet you can selected of the cut of the box components such as full process Employer on the Conformer



# ACTIVITY LOG FOR THE FIFTH WEEK

| Day & Date | Brief description of the daily activity                     | Learning Outcome                                 | Person In-Charge Signature |
|------------|-------------------------------------------------------------|--------------------------------------------------|----------------------------|
| Day -1     | I know about the patch handle bag machine                   | I know about the new equipment                   | V. Ashokan                 |
| Day -2     | I know about the patch handle bag machine how to operate it | I learned how to operate the equipment           | V. Ashokan                 |
| Day -3     | I know about the T-shirt bag making machine                 | I know about the T-shirt bag machine structure   | V. Ashokan                 |
| Day -4     | I know about the T-shirt bag making and how use it          | I learned about how to operate the equipment     | V. Ashokan                 |
| Day -5     | I operate with above machines with the help of co-workers   | I know and also learned how to operate equipment | V. Ashokan                 |
| Day -6     | I operate the above machines with the help of co-workers    | I know and also learned how to operate equipment | V. Ashokan                 |



## WEEKLY REPORT

WEEK - 5 (From Dt. 18.10.22 to Dt. 25.10.22)

Objective of the Activity Done:

Detailed Report:

Create the analysis Asset

To get started well create package called build analysis and an analysis Asset called p-analysis then for in space called default

Although not insid in the image new then the analysis to a package to apply data

Add sheet and chose components

As soon as you we created the analysis asset you see options to first analysis sheet you can

selection the out of both components

Such as the full screen process exposure of the conformance "sheet or create you can combination of components an asheet



## CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

### Interactions :-

- ⇒ The performance and behaviour of Surfactant poly electrolyte system start with underlying intermolecular interactions
- ⇒ By choosing ionic Surfactants and pairing them with poly electrolyte formulations can make one of hydrophobic electrostatics a combination of both interactions

### Products R

prepare a new step on to a new play ground  
or Use plastic restroom and chances you will encounter  
plastic product made by polymer industries  
of plastic product cutting boards sheets  
playground equipment of polymer industries  
range of products



Describe the real time technical skills you have acquired (in terms of the job-related skills and hands on experience)

- ⇒ Discuss progress and Engage in discussion of topics relevant to the operation and philosophical perspective of the office and functional area in general
- ⇒ Carry out established activities and additional responsibilities which have gradually opened up to the student site Supervisor
- ⇒ Fulfill agreed upon time commitments
- ⇒ Conduct on left in responsible and professional manner
- ⇒ Raise concerns with Site Supervisor being off the objectives for the internship are not being off the supervision being received despite

### Responsibilities of Supervisor

The person responsible for the internship considered the Site Supervisor is the Site Supervisor responsible for evaluating internship student



Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.

Planning is one of most important skill  
for project manager it is all about defining  
the goal of the organization. the manager should have  
for the future it includes two important

- \* Concept of management
- \* Objectives and importance of management
- \* Management of Sciences
- \* management of Art
- \* management of profession
- \* management of function
- \* Development of management theory
- \* Managerial roles, Skills of effective manager
- \* Strengths-based leadership : strategic planning
- \* Organizational culture, innovation creating
- \* Attend and Participate literacy & leader awareness boundaries



Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,)

- \* listen listen and listen
- \* who you are talking to matters
- \* Think before you speak prepare what you going to say and stay on message
- \* check your message before you hit send
- \* Sometimes its better to keep the phone
- \* Record yourself communicating maintainance
- \* work on your body language
- \* write thing down
- \* Engage your listeners
- \* take time to respond
- \* make sure your understood



Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

Q) How can we improve team work in the work place?

clearly define roles and person responsibilities for every team member. Build trust within the team encourage clear, frequent communication. Give teams autonomy in decision-making don't be afraid to reorganize team member provide the team with learning opportunities.

From yourself for G.D. Take clarification required before hand always correct and not back initiate and discussion if possible - maintain eye contact while speaking

Be a good listener in group discussion  
Speak well aloud. maintain decorum.



Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

Technological is changing the way organizations and their employees need to accompany their work. Empirical evidence on this topic is scarce. The aim of this study is to provide the implications for work demands and training.

⇒ A theoretical framework based on theories from this discipline was developed and stated on the relationships between technology and work characterized such as complexity, autonomy, meaning, fullness, were derived. A systematic literature review was conducted by searching databases from and educational science. Twenty are studies met the inclusion criteria. Empirical evidence was extracted. Implications for work demands and ERET were provided by using a model that illustrates this.



- schedule beyond self? Avoid multitasking
- \* Be honest that others respect your time and keep  
on call to action in mind
- \* Interpersonal communication & Honesty
- \* motivating others
- \* problems Solving
- \* written communication
- \* Developing others and vision planning & creation  
innovation
- \* Establish measurable
- \* Track professional development goals
- \* make time for gratitude
- \* Enter your communication skills important  
force in your communication skills.



## Student Self Evaluation of the Short-Term Internship

|                              |                      |                  |            |
|------------------------------|----------------------|------------------|------------|
| Student Name:                | O. Ashok             | Registration No: | 203580401  |
| Term of Internship:          | From: 01-09-2022     | To:              | 30-10-2022 |
| Date of Evaluation:          |                      |                  |            |
| Organization Name & Address: | Sri Lakshmi polymers |                  |            |

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

|    |                                    |   |   |    |    |    |
|----|------------------------------------|---|---|----|----|----|
| 1  | Oral communication                 | 1 | 2 | 3  | 4✓ | 5  |
| 2  | Written communication              | 1 | 2 | 3✓ | 4  | 5  |
| 3  | Proactiveness                      | 1 | 2 | 3  | 4✓ | 5  |
| 4  | Interaction ability with community | 1 | 2 | 3  | 4  | 5✓ |
| 5  | Positive Attitude                  | 1 | 2 | 3  | 4  | 5✓ |
| 6  | Self-confidence                    | 1 | 2 | 3  | 4✓ | 5  |
| 7  | Ability to learn                   | 1 | 2 | 3  | 4  | 5✓ |
| 8  | Work Plan and organization         | 1 | 2 | 3  | 4✓ | 5  |
| 9  | Professionalism                    | 1 | 2 | 3  | 4✓ | 5  |
| 10 | Creativity                         | 1 | 2 | 3  | 4  | 5✓ |
| 11 | Quality of work done               | 1 | 2 | 3  | 4✓ | 5  |
| 12 | Time Management                    | 1 | 2 | 3  | 4  | 5✓ |
| 13 | Understanding the Community        | 1 | 2 | 3  | 4  | 5✓ |
| 14 | Achievement of Desired Outcomes    | 1 | 2 | 3  | 4  | 5✓ |
| 15 | OVERALL PERFORMANCE                | 1 | 2 | 3  | 4  | 5✓ |

Date:

O. Ashok  
Signature of the Student

Page No:





## Evaluation by the Supervisor of the Intern Organization

|                                                                                                |                                    |
|------------------------------------------------------------------------------------------------|------------------------------------|
| Student Name: <u>O. Ashok</u>                                                                  | Registration No: <u>2035804101</u> |
| Term of Internship: From: <u>01-09-2022</u> To: <u>30-10-2022</u>                              |                                    |
| Date of Evaluation:                                                                            |                                    |
| Organization Name & Address: <u>Sri Lakshmi polymers</u>                                       |                                    |
| Name & Address of the Supervisor with Mobile Number<br><u>V. Ashok Kumar</u> <u>9121416770</u> |                                    |

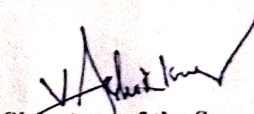
Please rate the student's performance in the following areas:

Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

|    |                                    |   |   |   |   |   |
|----|------------------------------------|---|---|---|---|---|
| 1  | Oral communication                 | 1 | 2 | 3 | 4 | 5 |
| 2  | Written communication              | 1 | 2 | 3 | 4 | 5 |
| 3  | Proactiveness                      | 1 | 2 | 3 | 4 | 5 |
| 4  | Interaction ability with community | 1 | 2 | 3 | 4 | 5 |
| 5  | Positive Attitude                  | 1 | 2 | 3 | 4 | 5 |
| 6  | Self-confidence                    | 1 | 2 | 3 | 4 | 5 |
| 7  | Ability to learn                   | 1 | 2 | 3 | 4 | 5 |
| 8  | Work Plan and organization         | 1 | 2 | 3 | 4 | 5 |
| 9  | Professionalism                    | 1 | 2 | 3 | 4 | 5 |
| 10 | Creativity                         | 1 | 2 | 3 | 4 | 5 |
| 11 | Quality of work done               | 1 | 2 | 3 | 4 | 5 |
| 12 | Time Management                    | 1 | 2 | 3 | 4 | 5 |
| 13 | Understanding the Community        | 1 | 2 | 3 | 4 | 5 |
| 14 | Achievement of Desired Outcomes    | 1 | 2 | 3 | 4 | 5 |
| 15 | OVERALL PERFORMANCE                | 1 | 2 | 3 | 4 | 5 |

Date:

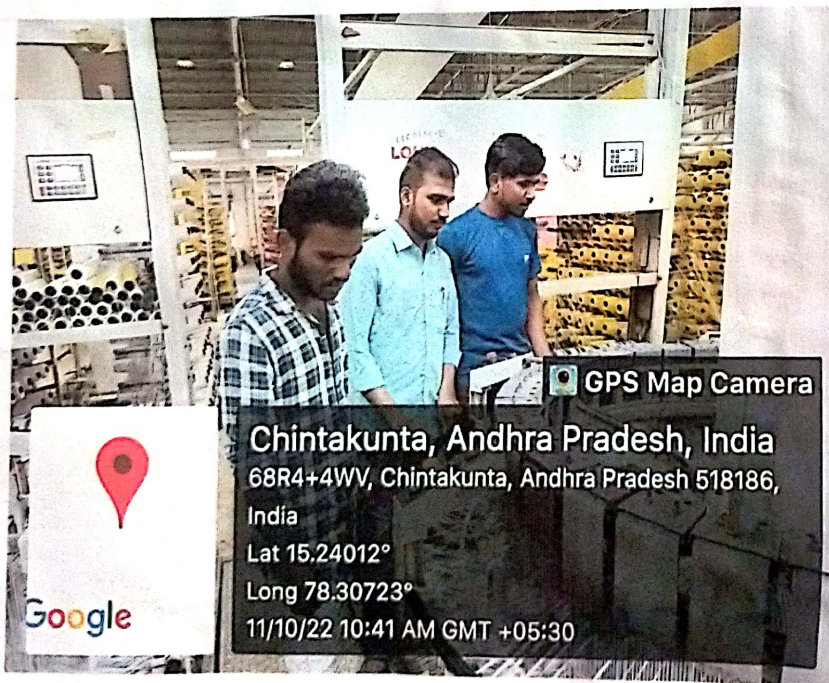
  
Signature of the Supervisor

Page No:

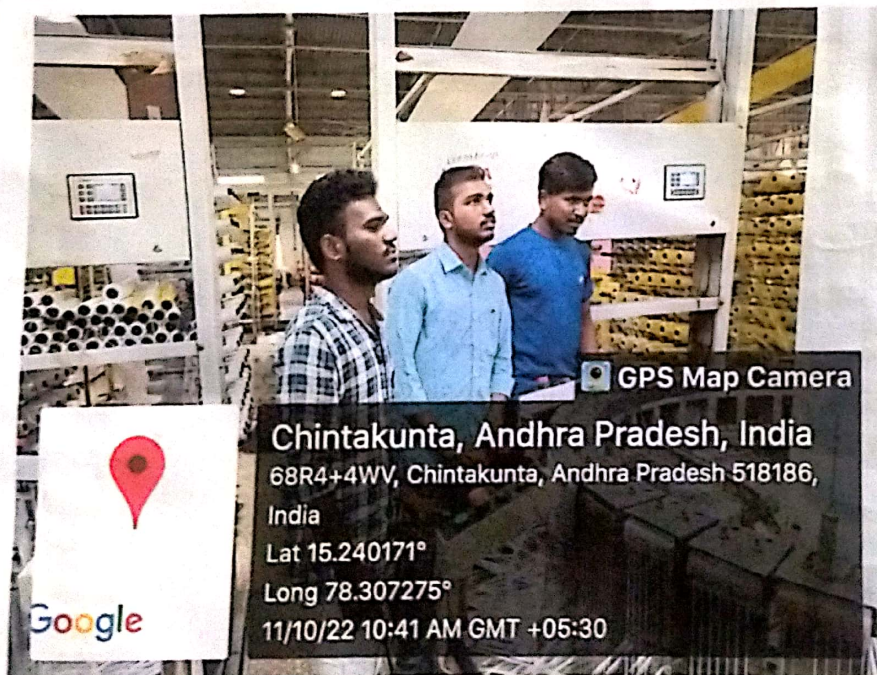
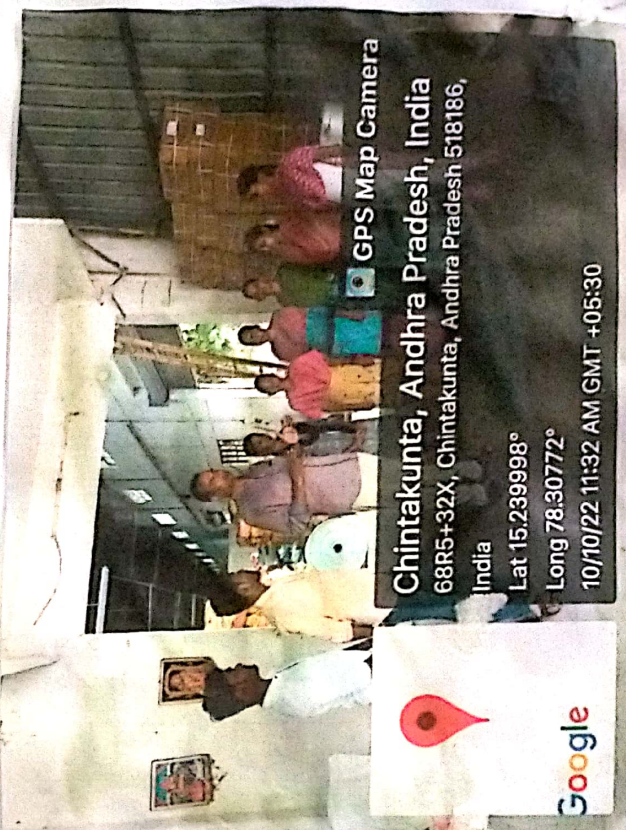




## PHOTOS & VIDEO LINKS









# EVALUATION

Page No:





## Internal Evaluation for Short Term Internship (On-site/Virtual)

### Objectives:

- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

### Assessment Model:

- There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:
  - Activity Log 25 marks
  - Internship Evaluation 50marks
  - Oral Presentation 25 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered –
  - a. The individual student's effort and commitment.
  - b. The originality and quality of the work produced by the individual student.
  - c. The student's integration and co-operation with the work assigned.
  - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
  - a. Description of the Work Environment.



- b. Real Time Technical Skills acquired.
- c. Managerial Skills acquired.
- d. Improvement of Communication Skills.
- e. Team Dynamics
- f. Technological Developments recorded.



**MARKS STATEMENT**  
**(To be used by the Examiners)**

Page No:





## INTERNAL ASSESSMENT STATEMENT

Name Of the Student: O. Ashok

Programme of Study:

Year of Study: 2021-2022

Group: B.T.E

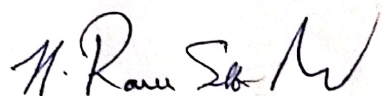
Register No/H.T. No: 20358041001

Name of the College: S.V.B Govt Degree collage (K.K.L)

University: Rayalaseema University

| SLNo | Evaluation Criterion  | Maximum Marks | Marks Awarded |
|------|-----------------------|---------------|---------------|
| 1.   | Activity Log          | 25            | 10            |
| 2.   | Internship Evaluation | 50            | 49            |
| 3.   | Oral Presentation     | 25            | 11            |
|      | GRAND TOTAL           | 100           | 70            |

Date: 20-12-2022

  
Signature of the Faculty Guide

Certified by

Date:

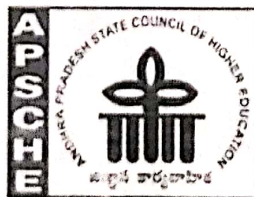
Seal:

  
Signature of the Head of the Department/Principal

Page No:







## **ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION**

**(A Statutory Body of the Government of Andhra Pradesh)**

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road

Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503

[www.apsche.ap.gov.in](http://www.apsche.ap.gov.in)