

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

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

Name of the Student:

C. Suchray

Name of the College:

S.V.B. C.D. college, Loni Bhandra

Registration Number:

2035 804 1016

Period of Internship:

From:

1-9-22 To:

30-10-22

Name & Address of the Intern Organization

Sri Lakshmi Subramanian
Nehru Nagar, Bangalore
Kodiyar in Loni Bhandra

University

YEAR

An Internship Report on

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Bsc (B.Z.C)

Under the Faculty Guideship of

Dr. A. Rama Subba reddy

(Name of the Faculty Guide)

Department of

Zoology

(Name of the College)

Submitted by:

L. Suresh

(Name of the Student)

Reg.No: 20358041016

Department of

S.V.P. G. Degree college (H.K.)

(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, E. Sudhany a student of internship
Program, Reg. No. 20318041013 of the Department of zoology
College do hereby declare that I have completed the mandatory internship
from 1-9 to 30-10 in svi lakshmi polytechnic (Name of
the intern organization) under the Faculty Guideship of
Dr. H. Rama Subrahmanyam (Name of the Faculty Guide), Department of
zoology, S.O.B 17 Degree College,
(Name of the College)

(Signature and Date)

Official Certification

This is to certify that P. Sudheep (Name of

the student) Reg. No. 20152041016 has completed his/her Internship in

Lakshmi Ramesh (Name of the Intern Organization) on

_____ (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. Degree College (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

M. Ramesh Babu
Faculty Guide

M. Ramesh Babu
Head of the Department

hbb

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

Certificate from Intern Organization

This is to certify that _____ (Name of the intern)
Reg. No. 20158041016 of B.V.B. Degree College (Name of the
College) underwent internship in Sri Lakshmi Polymers (Name of the
Intern Organization) from 1-9-22 to 30-10-22.

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

Authorized Signatory with Date and Seal

Acknowledgements

Learning and knowing knowledge has no. up and
downs it is our resource that never gets
exhausted the more you search the
better it gets and the more you
know that better it gets and
the more it goes through the
ages.

Though these times I would
like to show my sincere gratitude
to all the individual and
organization under whose guidance
and support this project is possible.

I would like to thank my
Sincere thanks and gratitude to the
branch head of Gopireddy Subramanya
reddy Bickurthy Karakuntla M.
Srinivasan reddy for giving.

I would like to also
to show gratitude to
weddy - son to Pooja Das to be
support and guidance and help
we in Company we report making
it a good surge.

Contents

The original nature is Continued
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 Product differentiation and work
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Company Profile

Subramanya Poyyanna
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 Polythene Ship from
 manufacturing at HDPE 188 women
 the Processing unit with
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 Profile:

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 is here
on the work expressed i hope
on in the digital service
a department of with meter
Communication from Dec 20 2017.
until April 17, in And
report and Development works
at a Description where hand
To work with Com Data Trans
new lessons

Some creative done by
original & department under my
department - decided the discussed
and the project on the work
of digital media Communication
Conventional media is to understand
the roles of digital.

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 Subramanya Rayan was established in the year 2006 and Partnership firm. They have many types of activity of the firm. The firm is the main line of activity of the firm is manufacturing of cement which is the main line of activity of the firm.

Partners

Cropreddy - Subramanyam Reddy
Venkata Lakshmi.
Sudhakar Reddy

Marketing Arrangements

The company has three
main Cement Companies for supply
of bags.

Position of firm:

* The turn over is expected to be
Process on going.

* The turnover in the previous year
has been 1.2 Crores.

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.

Bags training ; I am a least
Cement bags looping fastest ; I am.

* Change the chakra

* Lowtheric stacking

* Lett slow pulling water

* Robotic Puller Area.

Cement bags uses for absorption.

I visited at smooth

were have parties as there ;

observed following things.

Some creative done by
organizational & departments order. my
departments : SURVO: followed up
provided the & demand about the
Projection the voted. at digital media.
Communication. Conversational meeting
to understand the votes
of digital marketing communication
happening Process,

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Bags are made from size of thread.	learned how plastic.	V. Ashok
Day - 2	it is observed around the water	It is done by rolling.	V. Ashok
Day - 3	the water wrapped. stop it attached.	By attaching the water to the path.	V. Ashok
Day - 4	Printing is done. which Printing, names to put	we know how to print the bag.	V. Ashok
Day - 5	the printed bags, are taken for stitching	I noticed the when the,	V. Ashok
Day - 6	Packing the bags. bags are made into a bundle.	It is known that the bags are done.	V. Ashok

WEEKLY REPORT

WEEK - 1 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this week we introduced
an Sewer to them explained the
Purpose when we are come to
then industry.
co-workers and they tell
us how to do in the industry
of Polymer / Parthin bags.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	we visited Sri Subrama - neshwara Polymers Factory in Koitakuntla.	we learned that Plastic Bags are made there.	V. Ashok
Day -2	Counting the each bags and arranging 100 bags in 'bundle'.	Learned to separate the damaged bag by counting	V. Ashok
Day -3	Removing the more than 100 bags in a bundle.	I learned that each bag bundle should have only 100 Bags.	V. Ashok
Day -4	we separated not stitched bag from a bundle through counting	I learned to remove the bags that is which are not printed properly.	V. Ashok
Day -5	We removed the bags from a bundle that were not stitched properly.	I noticed doubled stitching on both sides of the bags.	V. Ashok
Day -6	when we counting the bags in a bundle those bags are separated which were marked.	We learned to notice that not to use marked bags.	V. Ashok

WEEKLY REPORT

WEEK - 2 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

in this week I know about
the some of the equipment which
are used in the industry
every machine has
organisation
its own different features and
very easy to operate.

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 Payments industry	we learn how to run it	N. Ashokan
Day -2	we know about that names and it works.	we know the information of.	N. Ashokan
Day -3	we know how about the	we know about the modules of it	N. Ashokan
Day -4	we know about the equipment and its	we learn know the it	N. Ashokan
Day -5	we work with the co-workers.	Communication skills, leader	N. Ashokan
Day -6	we develop the communication skills by the	Socialization.	N. Ashokan

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

①. To ~~get~~ started well created a ~~Package~~ called Build Analyses and on analysis assets called Re-P Analyses. These to will set in a ~~Topic~~ called Defcut.

②. Although not visible in the image, we look the analysis. To all,

③. Model we have prepared for training Purpose and sheet and choose Components.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I know about the equipment need	we know about the new	<i>[Signature]</i>
Day -2	I know about the Bottom Seal Bag	I learnt about Bottom Seal Bag	<i>[Signature]</i>
Day -3	I know about the Bottom Seal Bag	I learnt about and	<i>[Signature]</i>
Day -4	I learn know about the side seal Bag	I learnt about the side Bag	<i>[Signature]</i>
Day -5	I know about the side seal Bag making.	I learnt how to operate the	<i>[Signature]</i>
Day -6	I know about the soft loop Bag machine.	I know how to handle the lot	<i>[Signature]</i>

WEEKLY REPORT

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

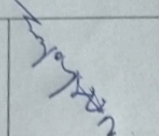
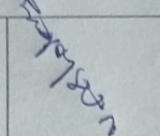
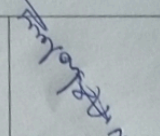
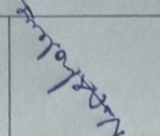
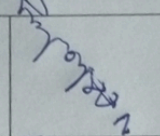
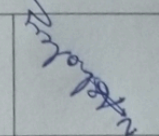
Objective of the Activity Done:

Detailed Report:

Create the Analysis Asset:-

- ① - the job started well even to
a Package called Build Analysis.
- ② - All though not visible in the
image we have the Analysis.
- ③ - Add sheet and choose
Components.

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 Man die Bag.	I know about the new equipment.	
Day -2	I know about the Patch Bag it	I learned how to operate	
Day -3	I know about the T-shirt	I know about the T-shirt. T-shirt	
Day -4	I know about the T-shirt Day - Machine.	I learned about how to operate the	
Day -5	I operate the above machine with co-wo. How to	I know and also learned how to	
Day -6	I operate the above machine with the H.P.	I know H.P. and also learned to	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Selection views ~~can~~ offer a more

comprehensive set of options to filter on cases as compared to what you can do in the components in analysis sheets. It's worth noting that the person creating the analysis determines whether or not to enable selection views for users.

Conformance validates each single case

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	We all come together and the information about the elementary school.	preparing project report with and analysis	Not taken
Day-2	In the day we have started editing the report.	Preparing project report with and analysis	Not taken
Day-3	We have pre-submitted our report to the guide.	Pre-submission for our community service.	Not taken
Day-4	In this day we have corrected the errors.	Detailing cross and correction of errors.	Not taken
Day-5	The day has come to submit our service project.	Final submission of community service.	Not taken
Day-6	In this day our project report has approved by the Principal.	Got approval form intern along with guid.	Not taken

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Create the Analysis Asset:-

- * To get started ~~will~~ create a package called Build Analysis and an Analysis Asset called P2P Analysis. These two will sit in a space called "Default".
 - * Although not visible in the image we will link the analysis.
- Add sheet and choose components.

Process explore or the conformance sheet or create your own combination of components on a sheet.

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.)

Sri. Subramannashwara polymers factory is far away from the population and there is noise pollution and generally environment.

* Suryanarayana Reddy sir also personality and duty to provide employment to people are so great. The workers working there also according to 1. to form 10 am to 6 pm. and play a prominent role in the proper management of the factory.

* The ladies workers working in the polymers factory. were also very friendly and gave us an insight into the factory.

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

Technical skills

Technical skills vary enormously from industry to industry but they essentially down to the skills.

- * The nature of work is changing and technology is playing a greater role in almost all professions yet even as more and more tasks become automated.
- * If I were an employer in any company I can do my work with efficiently. well doing work, managing the staff members. or solving problem.

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.

Managerial Skills.

Managerial skills are the knowledge and ability of the individuals in a managerial position to fulfil some specific management activities.

- * Planning on a career in the manufacturing of new products in industry this can be an excellent industry to enter.
- * While being able to work as part of a team is vital in manufacturing it is important that you demonstrate.
- * This means that it would need to be able to work alongside others.

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.,)

In this internship I improve my communication skills like open and honest communication is the foundation.

- * sharing the ideas points of view information and experts helps to keep everyone informed and in the loop.
- * Developing conversation skills is an important part of socialization.
- * Maintaining the anxiety management like keeping active.
- * Being a good listener is one of the best ways to be a good communicator.

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

- * I understand that group discussion is a type of discussing that involves people sharing ideas, advice and activities.
- * Based on that idea everyone in the group represents test the candidates' skills.
- * Working as a part of a team can be both rewarding and challenging with multiple and dedicated.
- * This is true whether it's face-to-face or virtually as it helps us build the interpersonal.
- * I was participated in few group discussion few in internship classes. due to this discussion.

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 there employees heard to accompanied their work empirical evidence. on this topic.

A theoretical form work based on theories from this discipline was developed and plot on the relation ships between technology and work characterized tech as completely. A systematic literature review. studies conducted by some thing databases from and educational science. Implementation for work drama and ERET were provided by using a model that illustrates this.

- * Schedule layers self? Avoiding maintaining
- * Incomist that others respect your team, and keep ur all fration in mind.
- * Interperenial communication & honesty.
- * Motivating others.
- * Problems solving
- * written communication
- * Developing others and vision planning & ocating innovation.
- * Establish mesorask
- * Fresh professional development goal.
- * Make time for gratitude.
- * Either your communication skills important
More in your communication skills.

Student Self Evaluation of the Short-Term Internship

Student Name: E. Sudheer

Registration No: 20358041016

Term of Internship:

From: 10-9-22

To: 30/10/2022

Date of Evaluation:

Organization Name & Address: Sri Lakshmi Polytechnic,

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: 10/11/2022

E. Sudheer
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: <u>E. Shudheer</u>	Registration No: <u>2036804105</u>
Term of Internship: _____	From: _____ To: _____
Date of Evaluation: _____	
Organization Name & Address: _____	
Name & Address of the Supervisor with Mobile Number _____	

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
V. Adhikari



PHOTOS & VIDEO LINKS



EVALUATION

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)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: C. Sudhakar
 Programme of Study:
 Year of Study: 2021-2023
 Group: B2C
 Register No/H.T. No: 20358041016
 Name of the College: S.V.B. Govt Degree College
 University: Rayachoti University

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	10
2.	Internship Evaluation	50	42
3.	Oral Presentation	25	10
	GRAND TOTAL	100	62

Date: 18/12/2022

H. Rana S. B. V.
 Signature of the Faculty Guide

Certified by

Date:

Seal:



S. B. V.
 Signature of the Head of the Department/Principal
PRINCIPAL

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



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

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