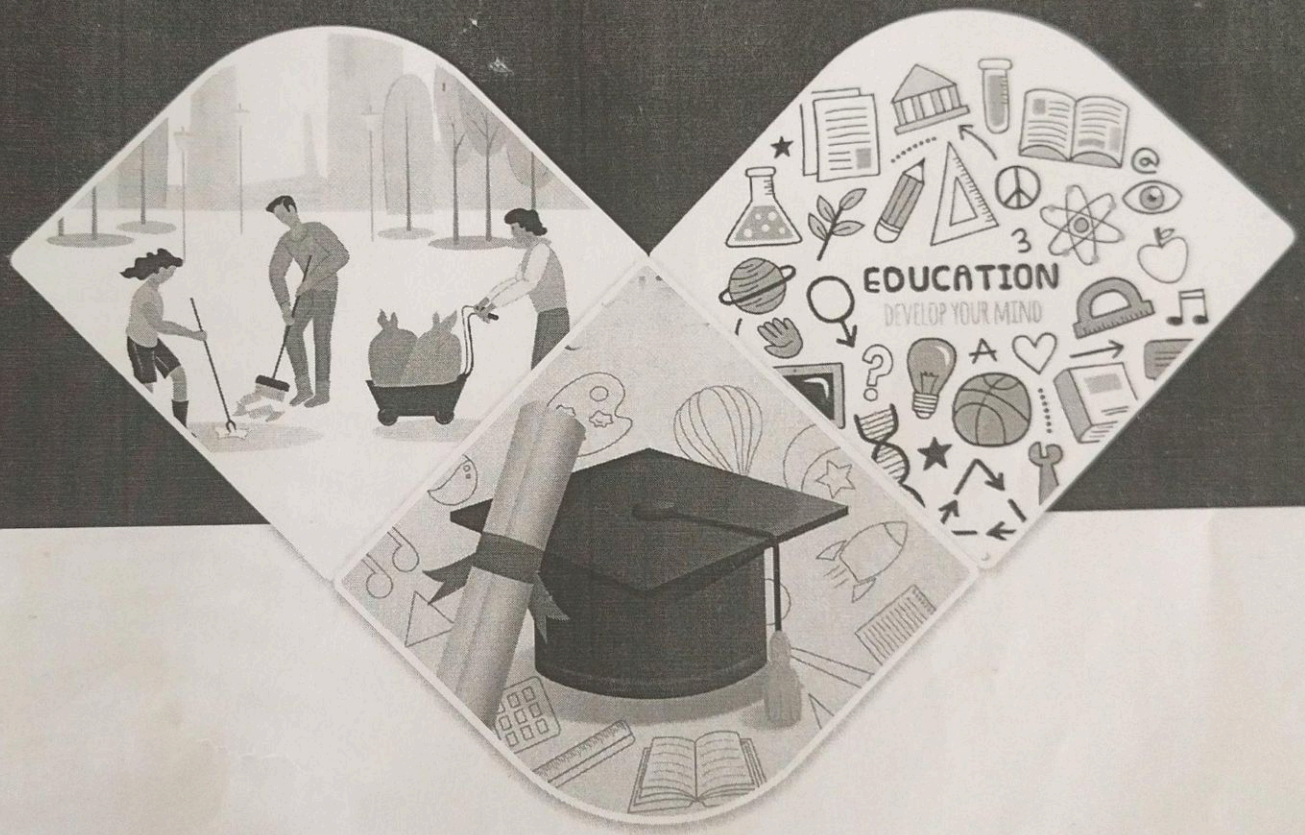


# Model Program Book



## SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH  
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)



PROGRAM BOOK FOR  
**SEMESTER INTERNSHIP**

Name of the Student:

A. Khanna

Name of the College:

S.V.R. Govt Degree College B.K.L.

Registration Number:

20231041035

Period of Internship:

From:

10-04-2023

To:

22-1-2023

Name & Address of the Intern Organization

for submission and college  
B.K.L.

Royal Seema **University**  
YEAR



**An Internship Report on**

long - Term Internship

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

B.Com Computer Applications

Under the Faculty Guideship of

Dr. K. Raja Sekha .

(Name of the Faculty Guide)

Department of

Commerce: S.V.B GDC, KKL .

(Name of the College)

Submitted by:

S.V.B govt. Degree college koi kunth

(Name of the Student)

Reg.No: 20231041035

Department of Computer Application

Commerce S.V.B govt. Degree college KKL

(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 Semester internship either in V Semester or in VI Semester.
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.



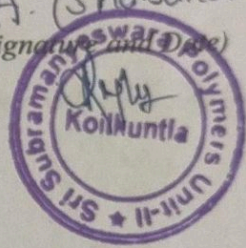
13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.
15. At the end of internship, 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, A. Shobana a student of Internship  
Program, Reg. No. 20231041035 of the Department of Commerce S.V.B. Govt. D.C.  
College do hereby declare that I have completed the mandatory internship  
from 12/04/2023 to 22/07/2023 in Mr. Subramaneswara <sup>polymer factory</sup> (Name of  
the intern. organization) under the Faculty Guideship of  
Dr. K. Rajasekhari (Name of the Faculty Guide), Department of  
Commerce, S.V.B. Govt. Degree College K.K.L  
(Name of the College)

A. Shobana  
(Signature and Date)  


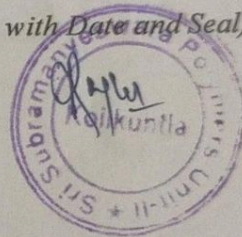


## Official Certification

This is to certify that A. Shabana (Name of the student) Reg. No. 20231041035 has completed his/her Internship in Dr. Subramaneswara Rao (Name of the Intern Organization) on Long Term Internship (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Commerce in the Department of S.V.B. Govt. Degree (Name of the College). K.K.L.

This is accepted for evaluation.

(Signatory with Date and Seal)



### Endorsements

Faculty Guide [Signature] 21/8/23

Head of the Department [Signature]

Principal [Signature] 2/8/23

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

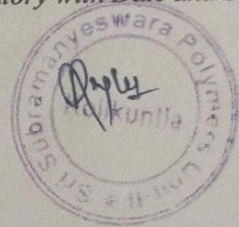


## Certificate from Intern Organization

This is to certify that A. Shabana (Name of the intern)  
Reg. No 20231041035 of S.V.B. Degree College (Name of the College)  
underwent internship in Sri Subramanyeswara factory (Name of the Intern Organization)  
from 12/06/2023 to 22/07/2023

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 evolving knowledge has no loop and bounds  
It is our resource that never gets exhausted the more  
you speak the better. It gets and the more you it  
pours down through the pages.

Through these lines I would like show my sincere  
gratitude to all the individual and organization under  
whose guidance this project is possible

I would like to devote sincere thanks and gratitude  
to the branch head of Gopireddy Suryanarayana Reddy  
Industry Kothakota Mr. Subramanyam Reddy opportunity  
internship training one of the leading

Industry

I would like also to show sincere gratitude to  
Venkateswara Reddy. Rajasekar sir to providing  
guidance help me.



## Contents

The assigned rating is contained by the small scale of expectation. If the firm in the light comparative productivity knows aches industry. ICRA has assigned the long term rating of (ICRA) pronounced as (CRAB) to the Rs. 12.70 crore bond based limits and Rs. 5.50 crore unbated limits of Sri Subramanyaswara polymers.

Company Profile :- Sri Subramanyaswara polymers incorporated in 2007 is a partnership firm engaged in the manufacturing of HDPE 1 PP woven sacks. The processing unit with comment installed capacity of 7560 MT per annum is located at Kailkuntla in Nandyal district Andhra Pradesh polymer polymers bags. Recent Results :- As per Audited financial for by 2015. ssy reported on operating income of Rs. 58.20 crore with power officers. It Rs. 0.49 crore as against Rs. 44.41 crore of operation income.

Mr. K. Ravi Chandran

ravi.chandran@icraindia.com

Relationship contacts :-

Mr. Jayanta Chatterjee

Jayanta@icraindia.com



## CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have a brief 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 stresses on the works employee. I have generated as an inter-the digital services development of activity and maths community. In report and development works of compare job description and local brands and analysis digital communication over conditional machines. Since its inspection in door in banglade-sh duty has marks always conversion quantity service and now. It is once of in the country with in a very short time. In this report. I have included about find and word they of mainly leaders. not to international and local brands and analysis on the roles of digital marketing communication over conversional over marketing, which is also a brand of my quality matter always been converging quality. Service and now it is one of the general and nominal internship



Biggest outsting agency in the country. which in a  
very long time in this and brands they are I have  
in edlected a list of their client and brands they are  
managing letter. I discauntted about compaigns  
that I had to manage a their

I told agency people have to work much for oprioting  
a brand. There is an agency client gap. in bangladesh.  
If it can be reduced.

It my made the works for the both the parties  
very easily. Again agencies and comparates are not  
taking digital marketing communication seriously till  
now.



## 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 subramanyeswara ploy mess was established in year 2006 on a partnership firm their main line of activity of the firm is manufacturing of PP women which are used in the packing of cement Fertilizer etc

In 2006 company was established with capacity of 35,00,000 lakhs bags per month due to determinants for the company bag has gone into expression in 2013 with capacity of 55,00,000 lakhs bags month

### Partners

Gopireddy Subyanarayana Reddy  
Gopireddy Venkata Kiran  
Gopireddy Sudheer Reddy



### Position of firm

1. The turnover is expected to be 90 crores during current financial year
2. The turnover in the previous year has been 81.2 crores.
3. The value of fixed assets of firm are 695 crore
4. The sundry debtors of the company are 11.15 crore
5. The sundry creditors of the company are 18.85 crore
6. The total regular employees of the firm are 104 are and salaries of employee will be around
7. There will be daily labours of 300-400 members.
8. The production capacity of the firm is 2.28 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.

Brain forming idea about cement by handling project.

- \* J.C.B. bag
  - \* mobile vacuummer ites:
  - \* cross system
  - \* tubes cross-filling arm
  - \* change the shocking
  - \* cricuring stockings
  - \* soft tools join by pulling arm
- visited of somagth cement usages nears public following things
- \* observe the overall cement hour. There is also stock of 50 bays
  - \* wale hour is an thinks light room no window
  - \* Around is bays in one stocking system is 50 kg bay capacity
  - \* Bombay stockhaing alternate with in while and length wise management of cement bags in ware house



→ Stock the cement bags of the room on wooden planks in such way there it is 150-200mm above the floor

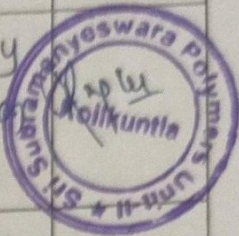
⇒ Problem statement :-

1. Generally the workers carry the cement bag on their bay during loading and unloading
2. Because of load used during loading and unloading time there is a hole created on the cement bags.

Objective :- The main objective of this project is to place the cement bag from their stocking position



# 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 the degoainization for the intersnip                   | Improved my communication skills   |  |
| Day - 2    | As per govt names each degree student should complete intersnip in any org      | Im proved my communication skills. |                                                                                     |
| Day - 3    | In this regard they have grested permission for intersnip as project assignment | Inter personal skills              |                                                                                     |
| Day - 4    | know about the found of the deorganization and its history and achievements     | Learned how to collect information |                                                                                     |
| Day - 5    | Observed the recatize of organization in working hours                          | Im proved my obses obscena tion    |                                                                                     |
| Day - 6    | Intreated with the employed object their work in the oranaizg tion              | Improved my communication skills.  |                                                                                     |



WEEKLY REPORT  
WEEK - 1 (From Dt. 12/04/23 to Dt. 16/06/23)

Objective of the Activity Done:

Detailed Report:

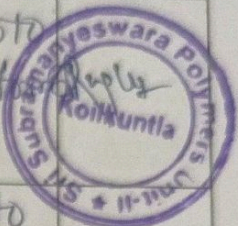
In week-1 firstly I introduced my self to the managers and employees and explained the propose why I have come to Industry

I have interested with the all employes and co-workers in the organization and also known about their work in the degest sation

I learned about the history of organization Achivement of organization in working nous Introduced with the employees and lalse known about their work in the organisation



# 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 on vision and mission       | Learned how to gather information                    |  |
| Day - 2    | observed the organisation structure about collected information about it | Learned how to Collect information                   |                                                                                     |
| Day - 3    | They managers shows how to understand the names of product               | Learned about various kinds of polymers              |                                                                                     |
| Day - 4    | The manager shows how to understand the names of the product             | Learned the product names                            |                                                                                     |
| Day - 5    | manager briefly explain the performance of the organization              | Learned the product names                            |                                                                                     |
| Day - 6    | manager explained the roles and responsibilities of employee             | Learned the roles and responsibilities of employees. |                                                                                     |



WEEKLY REPORT  
WEEK - 2 (From Dt. 17/04/23 to Dt. 23/04/23)

Objective of the Activity Done:

Detailed Report:

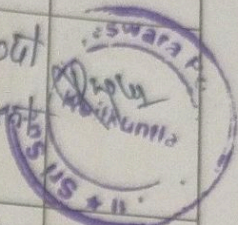
In this week I have collected information about the organization vision and mission

I have observed the organisation structure and collected information about it. They show the various types and Companies like Polymers bags

The managers shows how to under-stand the product and machinery to names next the managers briefly explained the performance of the organisation managers explained the roles and responsibilities of the employees and internship of the company.



# ACTIVITY LOG FOR THE THIRD WEEK

| Day & Date | Brief description of the daily activity                                           | Learning Outcome                                         | Person In-Charge Signature                                                          |
|------------|-----------------------------------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------|
| Day - 1    | I visit the polymers industry. I know about the equipment which are the polymer   | Learned about the equipment                              |  |
| Day - 2    | I learned equipment names and how it work and how to control it                   | learned how to work and control equipment                |                                                                                     |
| Day - 3    | I know about the produce step by step from the begining                           | Learned the Advantages in disadvantages of the equipment |                                                                                     |
| Day - 4    | Firstly i learn how the waste plastic material converted in small plastic or usin | Learned the produce of the organisation                  |                                                                                     |
| Day - 5    | I know the about produces step by step from the begin                             | learned the process of conversion of waste plastic       |                                                                                     |
| Day - 6    | I know about the firstly step by step extension process                           | learned about the Blown film extension process           |                                                                                     |



WEEKLY REPORT  
WEEK - 3 (From Dt. 24/4/23 to Dt. 30/4/23)

Objective of the Activity Done:

Detailed Report:

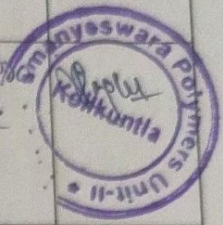
This week, I visited the polymers industry. I know about the equipment which are used for manufacturing polythene bags.

I learned equipment names and how it work and how operators and control it. I know about the procedure step by step from the beging industry. I learn how the waste plastic material converted in to small plastic our usin

I know about the Foist step the blocom film extruession of in to the process



# ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date | Brief description of the daily activity                                        | Learning Outcome                                    | Person In-Charge Signature                                                          |
|------------|--------------------------------------------------------------------------------|-----------------------------------------------------|-------------------------------------------------------------------------------------|
| Day - 1    | I Learn how small plastic pellets or resin become more than and possible       | Learned the process of more them                    |  |
| Day - 2    | Today i have learn about the raw material the + go into making equality bags   | Learned about the procedure of marking quality bags |                                                                                     |
| Day - 3    | I have learn where the raw material come from                                  | learned about the raw make real come from           |                                                                                     |
| Day - 4    | I have observed how the machinery work while claring granules into threads     | Learned about the granules                          |                                                                                     |
| Day - 5    | I have learn about the gradless while are used as raw material Polythene bags. | Learned the procedure Changing into threads         |                                                                                     |
| Day - 6    | Today i have learn how the inventory of the raw material                       | Learned about into inventory system                 |                                                                                     |



WEEKLY REPORT  
WEEK - 4 (From Dt. 1/5/23 to Dt. 7/05/23)

Objective of the Activity Done:

Detailed Report:

This week, I learnt how small plastic pellets are used because mottled and pliable. I have learnt about the material that goes into making quality bags. I have learnt where the raw material comes from.

I have learnt about the grades which are used as raw material for the manufacturing of the polythene bag.

I have learnt how the inventory of the raw materials received from the suppliers.



# ACTIVITY LOG FOR THE FIFTH WEEK

| Day & Date | Brief description of the daily activity                                                  | Learning Outcome                                                 | Person In-Charge Signature                                                          |
|------------|------------------------------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Day -1     | I have learnt now the daily accounts are maintained                                      | Learned how the accounts are maintained                          |  |
| Day -2     | I have learnt the used and introduction of manufacturing                                 | learned uses instructions of machinery                           |                                                                                     |
| Day -3     | I have developed my communication skills by interacting with em p d l y e e s            | learned how to trust with co-workers                             |                                                                                     |
| Day -4     | Today have learnt how the synthetic threads are processed into bags for various purposes | Developed my communication and interacting skills                |                                                                                     |
| Day -5     | I have worked with my co-workers                                                         | learned about the synthetic threads are processed used into bags |                                                                                     |
| Day -6     | I know about the machinery used for poly the bags making                                 | learned about by the machinery                                   |                                                                                     |



WEEKLY REPORT  
WEEK - 5 (From Dt. 8/5/23 to Dt. 14/05/23)

Objective of the Activity Done:

Detailed Report:

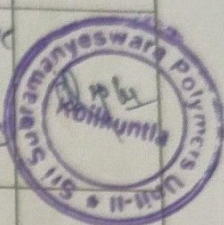
This week I learnt how the daily account are maintained. I have learnt the uses and instruction of machinery.

I have worked with my co-working and interns. I have develop my communication skills by interesting with employees.

I have learnt how the synthetic threads are processed into bags for various purpose. I know about the machinery used for polythene bags marking.



# ACTIVITY LOG FOR THE SIXTH WEEK

| Day & Date | Brief description of the daily activity                                                | Learning Outcome                                          | Person In-Charge Signature                                                          |
|------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------|
| Day - 1    | I have learn also that the bags manufacturing at this organization are mainly supplied | Learned about the supplies of cement manufacturing        |  |
| Day - 2    | I know about the company names of Cement manufacturing                                 | learned about the company names                           |                                                                                     |
| Day - 3    | I have learnt now to transform rolls of Cement manufacturing                           | Learned about the making poly bags from plastic           |                                                                                     |
| Day - 4    | I learnt now the role of plastic for through a machine for proper length               | learned the main formation role of plastic into poly bags |                                                                                     |
| Day - 5    | I have now about the setep 2 making poly bags from plastic rolls                       | Learned about to role of plastic through a machine        |                                                                                     |
| Day - 6    | I know about the every equipment in the build                                          | learned about the equipment                               |                                                                                     |



## WEEKLY REPORT

WEEK - 6 (From Dt. 15/05/22 to Dt. 21/5/22)

Objective of the Activity Done:

Detailed Report:

I have learnt that the bags manufacturing at this organisation are mainly supplied to cement manufacturing.

I know about the company names of cement manufacturing.

I have known about the step 2 marking poly bags from plastic rolls.

I learnt how to transform rolls of plastic into poly bags.

I learnt how the roll of plastic is transformed through. I know about the every equipment in detail.



# ACTIVITY LOG FOR THE SEVEN WEEK

| Day & Date | Brief description of the daily activity                                  | Learning Outcome                                 | Person In-Charge Signature                                                          |
|------------|--------------------------------------------------------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------|
| Day -1     | I know about the botton seal bag making machines                         | learned about the botton seal bag making machine |  |
| Day -2     | I learnt now to operate botton seal bag making machine                   | learned now to operates                          |                                                                                     |
| Day -3     | I learnt now to operate botton seal bag making machine                   | learned about now to operates                    |                                                                                     |
| Day -4     | I know the about it clearly                                              | learned about the machine clearly                |                                                                                     |
| Day -5     | I know about the advantages and uses of botton seal bags making machines | learned about the Advantages uses of machine     |                                                                                     |
| Day -6     | I know about the dis Advantages of the botton seal bag making machine    | learned about the dis Advantages of machine      |                                                                                     |



WEEKLY REPORT  
WEEK - 7 (From Dt. 22/05/23 to Dt. 28/05/23)

Objective of the Activity Done:

Detailed Report:

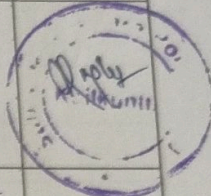
I learnt about the bottom seal bag making machines. I know now to operate bottom seal bag making machine

I know about the machine clearly. I know about the Advantages and uses of bottom seal bag making machines

I know about the disadvantages of the bottom bag making machine



# ACTIVITY LOG FOR THE EIGHTH WEEK

| Day & Date | Brief description of the daily activity                    | Learning Outcome                                | Person In-Charge Signature                                                          |
|------------|------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------|
| Day - 1    | I learnt about each and every part of the machines         | Learning about every part of machine            |  |
| Day - 2    | I know about the button seal bay marking machine complete. | Learned about button seal bay marking machine   |                                                                                     |
| Day - 3    | I know about the side seal bay marking machine             | learned about the side seal bay marking machine |                                                                                     |
| Day - 4    | I learnt how to operate side seal bay marking machine      | learned how to operate the machine              |                                                                                     |
| Day - 5    | I learnt how to operate side seal bay marking machines     | learned how to operate the machine              |                                                                                     |
| Day - 6    | I know about side seal bay marking machine                 | know about the day marking machine              |                                                                                     |



# WEEKLY REPORT

WEEK - 8 (From Dt. 19/05/23 to Dt. 04/6/23)

Objective of the Activity Done:

Detailed Report:

In this week, I learnt about each and every part of the machine.

I know about the bottom seal bag making machine completely

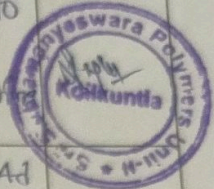
I know about the side seal bag making machine completely

I know about the side seal bag making machine. I learnt how to operate side bag making into machine

I completely know about the side seal bag making machine.



# ACTIVITY LOG FOR THE NINTH WEEK

| Day & Date | Brief description of the daily activity                                    | Learning Outcome                                                | Person In-Charge Signature                                                          |
|------------|----------------------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Day - 1    | Today I have operated side seal bag making machine                         | Learned how to operate side seal bag machine                    |  |
| Day - 2    | Today I know about the Advantages and uses of side seal bag making machine | Learned the Advantages and uses of side seal bag making machine |                                                                                     |
| Day - 3    | Today I learnt about the Advantages of the side seal bag making machine    | Learned about the every part in detail                          |                                                                                     |
| Day - 4    | I learnt about each and every part of the machine                          | Learned about the making process of bag                         |                                                                                     |
| Day - 5    | I know about the side seal bag making machine completely                   | Learned about the side seal bag making machine                  |                                                                                     |
| Day - 6    | Today I have operated the bottom seal bag making machine                   | Learned how to operate the bottom seal bag making machine       |                                                                                     |



# WEEKLY REPORT

WEEK - 9 (From Dt. 05/11/22 to Dt. 11/11/2022)

Objective of the Activity Done:

Detailed Report:

This week. I know about the  
Self loop bay making machine

I learnt about uses and advantages of self loop bay making machine and I learn about disadvantages of it. I learnt how to operate the self loop bay making machine.

I have learnt more information of the self loop bay making machine



WEEKLY REPORT  
WEEK - 9 (From Dt. 05/6/22 to Dt. 11/6/2023)

Objective of the Activity Done:

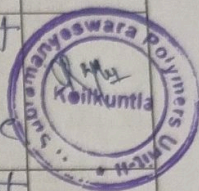
Detailed Report:

This week, I know about the self loop bay making machine. I learnt about uses and advantages of self loop bay making machine and I learn about disadvantages of it. I learnt how to operate the self loop bay making machine.

I have learnt more information of the self loop bay making machine.



# ACTIVITY LOG FOR THE TENTH WEEK

| Day & Date | Brief description of the daily activity                            | Learning Outcome                                     | Person In-Charge Signature                                                          |
|------------|--------------------------------------------------------------------|------------------------------------------------------|-------------------------------------------------------------------------------------|
| Day - 1    | I know about the soft looping bay making machine                   | Learned about soft loop bay marking machine          |  |
| Day - 2    | I know about the soft loop bay making machine                      | learned about soft loop bay marking machine          |                                                                                     |
| Day - 3    | I learnt about uses and Advantages soft loop bay machine           | Learned about uses advantages of soft loop machine   |                                                                                     |
| Day - 4    | Today I learnt how to operate the soft loop bay marking machine    | learned how to operate machine                       |                                                                                     |
| Day - 5    | Today I learnt about disadvantages of soft loop bay making machine | learned about disadvantages of soft loop bay machine |                                                                                     |
| Day - 6    | I have learnt how to operate the soft loop bay making machine      | learned how to operate soft loop bay marking machine |                                                                                     |



WEEKLY REPORT

WEEK - 10 (From Dt. 12/6/23 to Dt. 18/6/23)

Objective of the Activity Done:

Detailed Report:

In this week, I have operated the said seal bag making machine.

I know about the Advantages and did Advantages of it and also know the uses of the side seal bag making machine.

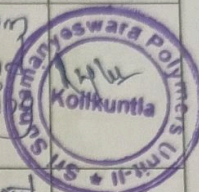
I learnt about each and every part of the machine.

I know about the side seal bag making machines completely.

I have operated the bottom seal bag making machine.



# ACTIVITY LOG FOR THE ELEVENTH WEEK

| Day & Date | Brief description of the daily activity                                | Learning Outcome                                          | Person In-Charge Signature                                                          |
|------------|------------------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------|
| Day - 1    | we visit the collected information about the organisation              | I improve my communication and understanding details.     |  |
| Day - 2    | Observed the organisation structure and collected information about it | I learned about organisation and various and organisation |                                                                                     |
| Day - 3    | They show the various I learned of the wood product completely         | I learned how make boys were there are name a fit         |                                                                                     |
| Day - 4    | The manager shows how to understand the name of products               | I learned names of the different brand names              |                                                                                     |
| Day - 5    | manager briefly explained the performance of the organisation          | learned about and of the organisation                     |                                                                                     |
| Day - 6    | The manager explained the role and respect briefly of polymers         | learned about the day management today of an organisation |                                                                                     |



WEEKLY REPORT  
WEEK - 11 (From Dt. 19/06/23 to Dt. 25/6/23)

Objective of the Activity Done:

Detailed Report:

In this week, we introduced was sees to them and explained the purpose, why we welcome to their industry organisation and we intyed with all the explore working in the organisation and introduces working in Communication

The co-workers and the fell us how to work in the industry of polymers bay



# ACTIVITY LOG FOR THE TWELVETH WEEK

| Day & Date | Brief description of the daily activity                                                      | Learning Outcome                              | Person In-Charge Signature |
|------------|----------------------------------------------------------------------------------------------|-----------------------------------------------|----------------------------|
| Day - 1    | consulted to need of the organisation on for the internship                                  | Improved my communication skills              | <i>[Signature]</i>         |
| Day - 2    | AS per govt. names student should complete in township in only organisation                  | Improved to industry telecommunication skills |                            |
| Day - 3    | In this regard they have granted premium for internship as product assistant                 | Internship personal skills                    |                            |
| Day - 4    | know about they have to of the organisation and its history organisation                     | learned collected to data primary history     |                            |
| Day - 5    | observed the runtime of organisation in working have roles day                               | Improve my observation skills                 |                            |
| Day - 6    | Intercepted the runtime of with expensive companies and also know their work in the industry | Improved my communication skills              |                            |



# WEEKLY REPORT

WEEK - 12 (From Dt. 16/4/23 to Dt. 22/4/23)

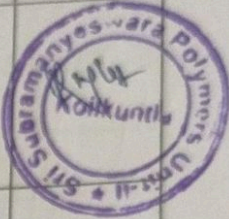
Objective of the Activity Done:

Detailed Report:

This week we introduced observers to them explained the purpose why we are come to their industry organization we interact with all employee working in the design. we and introduced weak in the other. They tell us know to communicate with the or workers and they tell us how to work the industry of polymer polythim bags



# ACTIVITY LOG FOR THE THIRTEENTH WEEK

| Day & Date | Brief description of the daily activity                                          | Learning Outcome                                           | Person In-Charge Signature                                                          |
|------------|----------------------------------------------------------------------------------|------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Day - 1    | collected the information on about need of the organisation for the internship   | Improved my Communication Skills.                          |  |
| Day - 2    | AS per govt norms each degree student should complete internship in organization | Improved to industry tele communication skills.            |                                                                                     |
| Day - 3    | They show the various kind of polymers product of polymers clearly               | I Learned names many bags were their and names it          |                                                                                     |
| Day - 4    | The manager shows how to understand the name of product                          | I Learned names of different bags different brands clearly |                                                                                     |
| Day - 5    | manager briefly explain the performance of the organisation                      | I Learned rules and organisation of the organisation       |                                                                                     |
| Day - 6    | The manager explained the roles and supports billing of polymers bags            | Learned about the day manufactured of organisation         |                                                                                     |



### WEEKLY REPORT

WEEK - 13 (From Dt. 3/07/23 to Dt. 9/07/23)

Objective of the Activity Done:

Detailed Report:

Selection view offer a more compression set of option to written on cross as compared to that govt can do in the components to analysis sheet. Its worth nothing that the person creating the organisation

conformance validate each single case in the data organisation the target model it used to check. If the actual execution of a business process as recorded in the event logs can froms to the model and vice versa. The conformance check. you can see how far away the organisation.



# ACTIVITY LOG FOR THE FOURTEENTH WEEK

| Day & Date | Brief description of the daily activity                            | Learning Outcome                     | Person In-Charge Signature                                                         |
|------------|--------------------------------------------------------------------|--------------------------------------|------------------------------------------------------------------------------------|
| Day - 1    | we visit polymers industry we saw the new element                  | we learn how to run it               |  |
| Day - 2    | we know about that instrument names and how it work                | we know the information of equipment |                                                                                    |
| Day - 3    | we know about the Advantage and disadvantage of that equipment     | we know about the model of it        |                                                                                    |
| Day - 4    | we work with the co-workers                                        | we know the skill leader ship        |                                                                                    |
| Day - 5    | we learn about the equipment and it is uses and instruction        | communication skill leader ship      |                                                                                    |
| Day - 6    | we develop the communication skills by the introduction of workers | Socialization                        |                                                                                    |



### WEEKLY REPORT

WEEK - 14 (From Dt. 16/11/23 to Dt. 22/11/23)

Objective of the Activity Done:

Detailed Report:

- To get started we will create a package build analysis on an asset called Bp analysis

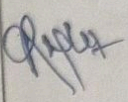
- All though not visible in the image we link the analysis to a Pharease to pass data model

Add sheet and choose components

As seen as you've created the analysis asset you will see the options to build the first analysis sheet you can select once of the out of the box. The full screen process ex place are the Conformance.



# ACTIVITY LOG FOR THE FIFTEENTH WEEK

| Day & Date | Brief description of the daily activity                      | Learning Outcome                                      | Person In-Charge Signature                                                          |
|------------|--------------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------------------------|
| Day - 1    | I know about the equipment used for the bays.                | we know about the new equipment                       |  |
| Day - 2    | I know about the bottom seal bag making machine              | I learnt about the bottom seal bag making             |                                                                                     |
| Day - 3    | I know about the bottom seal bag making and now to operate   | I learnt about Advantage and did Advantages           |                                                                                     |
| Day - 4    | I know about the side seal bag making machine and now to use | I learnt about the side seal bag making               |                                                                                     |
| Day - 5    | I know about the side seal bag making machine                | I Learned now to operate the equipment                |                                                                                     |
| Day - 6    | I know about the soft loop bag making machine                | I know now to handle the soft loop bag making machine |                                                                                     |



# WEEKLY REPORT

WEEK - 15 (From Dt. 17/07/22 to Dt. 22/07/22)

Objective of the Activity Done:

Detailed Report:

In this weeks known about the same of the equipment which are used in the industry organisation every machine has its own different features and very easy to operate.

I know about the bottom seal bay making machine and now to use in bottom seal bay making machine and now to operate it.

Side seal bay making machine this machine is used to stitch side of the bays and separate the damaged bays automatically.



## 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.)

### Investing :

- The performance and behavior of staff a polycarbonate system set ~~set~~ start with the underlying intership calculate interactions
- \* By choosing invoice surfontants and passing them package electrics a combination of both interaction
- Prepare a meal step on to a new play ground are use a public rest room and chance are you all enlocent a plastic product made my polymer industries of hanger.
- Alabama counting board sheet play ground equipment and rest rooms applications of polymer industries side seal bay to polymers.



## Products :-

prepare a meal set on to a new play ground are  
use a public set team and cleanliness are you will exchanged  
a plastic product made may polymer industry of  
cutting brand sheets positions are side  
are long a term of the may application of polymer  
industry wide range of products



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

- \* Discuss polymer and enjoy India evaluation of topic relevant to the operation and philosophical productive of the officer and function. area and in general responsibilities.
- \* Full fill agreed upon time communicate
- \* conduct are self in responsible and professional manner
- \* Rise convers with site superior being to unsolter if the objectives for the internship are not being met or if the supervision being secured in to be received in ~~the~~ devolve
- \* spend a minimum of an hour with internship for each ten hours per week the students spend of the internship
- \* Respect the personal integrity for the internship student



- \* Accept the internship student both asking as and a college
- \* evaluate the internship student work providing both encouragement
- \* Encourage the internship student to develop new ideas and put them in practice



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 :- planning is the most important short to project manager. It is analysis defining the goal of the operation. It includes it two important.

- \* Concept of management
- \* objective and importance of management
- \* management as science
- \* management as art
- \* management as function
- \* management of theory
- \* Skills of an effective manager
- \* strength planning
- \* stage planning
- \* organisational culture innovation and exactivity
- \* Basic functional literacy
- \* Leaders a womens and boundaries



## Types of managerial skills

Robert Katz identifies three types of skills that are essential for successful management

### Process :-

\* Technical skills

\* Conceptual skills

\* Human or interpersonal management skills

Human or interpersonal management skills are a manager's knowledge and ability to work with people one of the most critical management tasks is to work with people

There will not be a need for the existence of management and managers

These skills enable managers to become leaders and motivate employees



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.,)

### Improve our communication skills

- \* listen
- \* Body language matters
- \* who you are relating to matters
- \* Brief yet precise
- \* Think before speaking
- \* Prepare what you are going to say and tag on message
- \* Record your self communicating
- \* Check your message loop you miss send
- \* write any think down
- \* Range your listen
- \* Take time to resend
- \* make sure your understand
- \* work on your body language



Communication skills in a variety of way; day personal and professional uses in conversations emails and written document presentation and visuals like are graphics.

Communication skills are essential especially in the workplace because they can:-

- \* Improve your relationship with your manager and co-workers
- \* Build connections with customers.
- \* Help you convey your points quickly and clearly
- \* Enhance your professional image
- \* ~~also~~ Encourage active listening and open windows
- \* Help advance your career.



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

- How can we improve team work in the work place.
- Build trust with in the team
- Don't be afraid to reconize team
- provide the team learning a post writing

group :- Always carry and not irritate the decision if possible maintain contact while speaking group it is group decision road maintenances

Training :-

Technologies in changing the way organization and their employee need to competition their work and evidence the mostly is to private on over views of the be change development or work.

All though student can a gain many of the skills develop below informal social interaction they skill benefit from them made explicit



procedure stated functioning when students are willing to communicate openly with one another, a healthy climate with a message and effective process can be followed.

### Skills for a healthy group climates

To get work together successful group members must demonstrate a sinice of choisean encharges as group members exi bilit the following skills,



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

Technologies is changing was organis-  
ation and their employee need to accumulation  
their work empirical evidence on this topic is state.  
Team of this study is development on work character-  
to divide the implement

Technical from works based on these disciplines was develop  
and start element on the relationship between technology  
and work characteristics such go meaning features and of  
conducted database economics and education sciences

one studies machine interaction oriented employee  
for work domain and event driven by using a model  
that me.



## Student Self Evaluation of the Short-Term Internship

|                                                                                      |                                     |
|--------------------------------------------------------------------------------------|-------------------------------------|
| Student Name: <u>A. Shabana</u>                                                      | Registration No: <u>20231041035</u> |
| Term of Internship: From: <u>12/06/2023</u> To: <u>22/07/2023</u>                    |                                     |
| Date of Evaluation:                                                                  |                                     |
| Organization Name & Address: <u>Sri Subramanyeswara Polymer factory</u><br><u>kk</u> |                                     |

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:

A. Shabana  
 Signature of the Student

Evaluation by the Supervisor of the Intern Organization



|                                                                             |                       |
|-----------------------------------------------------------------------------|-----------------------|
| Student Name: <u>A. Shabana</u>                                             | Registration No:      |
| Term of Internship: <u>From: 12/04/2023</u>                                 | <u>To: 22/07/2023</u> |
| Date of Evaluation:                                                         |                       |
| Organization Name & Address: <u>Sri Subramanyeswara Polymer Factory Ltd</u> |                       |
| Name & Address of the Supervisor<br>with Mobile Number                      |                       |

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

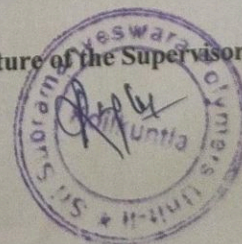
Please note that your evaluation shall be done independent of the Student's self-evaluation

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







GPS Map Camera

Chintakunta, Andhra Pradesh, India  
68R5+32X, Chintakunta, Andhra Pradesh 518186, India  
Lat 15.240248°  
Long 78.307893°  
22/06/23 11:34 AM GMT +05:30

Google





GPS Map Camera

Chintakunta, Andhra Pradesh, India  
68R5+32X, Chintakunta, Andhra Pradesh 518186, India  
Lat 15.240307°  
Long 78.30813°  
12/06/23 11:37 AM GMT +05:30

Google



## EVALUATION



## Internal & External Evaluation for Semester Internship

### Objectives:

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

### Assessment Model:

- There shall be both internal evaluation and external 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 200 marks. Internal Evaluation for 50 marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings for Internal Evaluation shall be:
  - Activity Log 10 marks
  - Internship Evaluation 30 marks
  - Oral Presentation 10 marks
- The weightings for External Evaluation shall be:
  - Internship Evaluation 100 marks
  - Viva-Voce 50 marks
- The External Evaluation shall be conducted by an Evaluation Committee comprising of the Principal, Faculty Guide, Internal Expert and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- 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)**

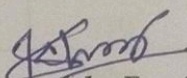


# INTERNAL ASSESSMENT STATEMENT

Name Of the Student: A. Shabana  
 Programme of Study: long term internship  
 Year of Study: 2023  
 Group: B.COM  
 Register No/H.T. No: 20231041035  
 Name of the College: S.V.B. Degree College Boilanthla  
 University: Rayalaseema University

| SLNo | Evaluation Criterion  | Maximum Marks | Marks Awarded |
|------|-----------------------|---------------|---------------|
| 1.   | Activity Log          | 10            | 6             |
| 2.   | Internship Evaluation | 30            | 24            |
| 3.   | Oral Presentation     | 10            | 6             |
|      | GRAND TOTAL           | 50            | 36            |

Date:

  
 Signature of the Faculty Guide

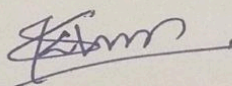


# EXTERNAL ASSESSMENT STATEMENT

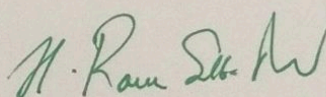
Name Of the Student: A. Shabana  
 Programme of Study: long term internship  
 Year of Study: 2023  
 Group: B. Com  
 Register No/H.T. No: 20231041035  
 Name of the College: S.V.B Degree College  
 University: Rayachasema University

| Sl.No                               | Evaluation Criterion                                                | Maximum Marks | Marks Awarded |
|-------------------------------------|---------------------------------------------------------------------|---------------|---------------|
| 1.                                  | Internship Evaluation                                               | 80            | 75            |
| 2.                                  | For the grading giving by the Supervisor of the Intern Organization | 20            | 15            |
| 3.                                  | Viva-Voce                                                           | 50            | 40            |
|                                     | TOTAL                                                               | 150           | 130           |
| GRAND TOTAL (EXT. 50 M + INT. 100M) |                                                                     | 200           | 166           |

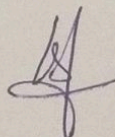
Signature of the Faculty Guide



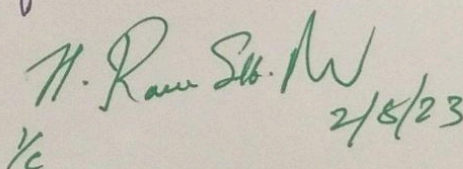
Signature of the Internal Expert



Signature of the External Expert



Signature of the Principal with Seal

  
 2/5/23  
 1/2

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)**

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)