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Model Program Book

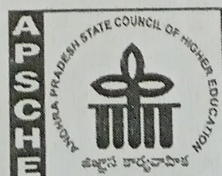


SHORT-TERM INTERNSHIP

(On-Site/Virtual)

21231041007

Designed & Developed by



Poalash

**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

An Internship Report on
Design and Development of Online Examination
System

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
B. Com Computer Applications

Under the Faculty Guidance of

V. Venkateswara Reddy

(Name of the Faculty Guide)

Department of

Commerce

(Name of the College)

Submitted by:

B. Prakash

(Name of the Student)

Reg No. 21231041004

Department of

Commerce & V.O. in O.C. [K. Lakshmi]

(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, Abhishek Prakash, a student of B.Com
Program, BA, B.Com, B.A. B.Com of the Department of Commerce
College for Women, Indore, have completed the mandatory internship
from 1st April to 1st May at Pranav & Co. Indore in name of
the parent organization under the Faculty Guidance of
Dr. Anshu Prakash (Name of the Faculty Guide) Department of
B.Com College for Women, Indore 1st April to 1st May (1st April/2020)
(Name of the College)

Abhishek Prakash
(Signature and Date)

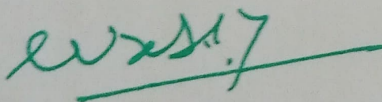
Official Certification

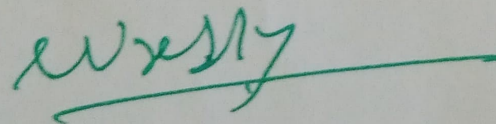
This is to certify that B. Prakash (Name of the student) Reg. No. 2123/04/007 has completed his/her Internship in Sri Kumar agro industries (Name of the Intern Organization) on B.com (CA) (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.com (C.A) in the Department of S.V.B. GDC K.K.L (Name of the College).

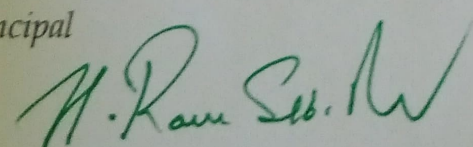
This is accepted for evaluation.


(Signatory with Date and Seal)

Endorsements

Faculty Guide 

Head of the Department 

Principal 

PRINCIPAL

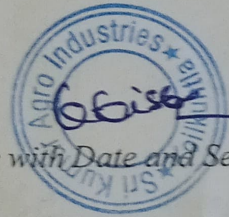
S.V.B. GOVT DEGREE COLLEGE
KOILKUNTALA, NANDYAL (Dt.)

Certificate from Intern Organization

This is to certify that B. Prakash (Name of the intern)
Reg. No 21231041007 of SVBUDC college ISKL (Name of the
College) underwent internship in Kumar agro industries (Name of the
Intern Organization) from 7-08-2023 to 1-10-2023

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

Authorized Signatory with Date and Seal



Acknowledgements

Learning and acquiring knowledge has no
keep and bounch of it is one Resure
that neves gets exarised. That most
you peach of the bet to it get and
the most you peach The better
it etc.

Through those lines I would
like to shaw my sience getting
toay the indvium and the argisations
undcks whose guides and project
possible

I would also line so my sience
guthitude to Rajashekhar sir for
providing guist etc.

welding that I ensured with perfect taken and team works abracilly and position welding. quantity and properly safety used and reading asking melation as well to purpose at the intership at to prepare the student etc.

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 at the organization :- human & agro industry based on general are those industry that have direct or indirectly links with the agriculture. It covers a variety of introduction of main farming and processing based on agriculture you maintain.

vision, mission and value at the organization :- production and producing at crops using the environment friendly science and Technology while ensuring inherent measure.

Policy at the organization in relation
with the intern in placed:-

agricultural policy describe a set of laws relating to domestic agriculture and import of foreign agriculture products etc.

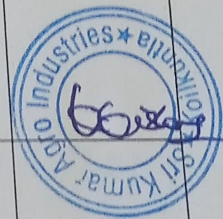
CHAPTER 3: INTERNSHIP PART

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.

We have done the activities such as handling, packing, processing transporting and marketing of agricultural products there are clear indication. That agro industry's are having a significant global import on economic development. Working condition cover a broad range of topic and issue from working time chaos of work rest periods and work should to recreation. as well as The physical condition and mental demands. That exist in the work place The work planning and scheduling helps work etc.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	we visit the farmer and agro industry. we saw new in industry	we saw a new instrument.	
Day - 2	we know about that instrument name and users	we know a bout Revolution users.	
Day - 3	we know about that instrument type advantage and models.	we know about Rotavator advantage and models	
Day - 4	we know about the work of a machine by asking workers.	we know about worked a machine	
Day - 5	we work with the workers.	communication	
Day - 6	we development the communication skills by the person	socialization.	



WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- ① A Rotavator is also known as a rotary tillage.
- ② It is a tractor driven rotary tillage implement.
- ③ That uses a series of blades to throw the land by soil.

a) It is tractor mounted implement and making operators prepare to plan.

b) It is a helpful to ~~plan~~ agriculture too! that is we "N" to prepare soil.

→ uses at Rotavator agriculture:-

* helps in breaking down soil and leveling of land.

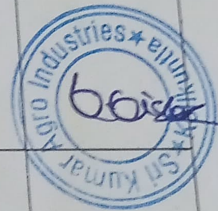
* In primary preparation, tillage, it is used.

→ advantages at using Rotavator.

* The uses at the Rotavations in agriculture provide to soil preparation with works.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	we visit the kumav and agro industry. we saw the industry	we saw a new instrument	
Day - 2	we know about that instrument name and users.	we know about communication required.	
Day - 3	we know about the instrument advantages type and modules.	we know about different advantage and materials.	
Day - 4	we know about the work at a machine a asking workers	we know about work at a machine.	
Day - 5	we work with the workers.	communication	
Day - 6	we developed the communication skills by the ship etc.	socialization	



WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

① Cultivator is a farm implement and mainly used to mix the soil near crop and enhance the growth etc.

② its main use is to stir pulverise and loose ploughing the seeds.

3) Then in the book center, "Tractor power machine with rows were introduced etc."

→ Functions of Cultivators:-

* Cultivator is a popular and simple machine with short narrow slightly curved pointed shoo is.

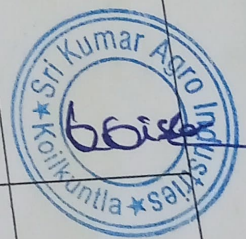
* it also helps to dig in to the soil in the same proportion.

Advantages of Cultivator:-

* A long with the mix up the soil cultivator breaks the soil and provide and moisture into them.

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 kumar and agro industry we saw in industry	we saw a new instrument	
Day - 2	we know about that industry meat name and functions.	we know about digger functions	
Day - 3	we know about that instrument advantages and models.		
Day - 4	we know about the works at a machine by asking workers	we know about works at a digger machine.	
Day - 5	we work with the workers	Communication	
Day - 6	we develop the skills communications by the workers are person.	Socialization	



WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- ① Digger is used to dig pits for plantation and form fencing during land preparation.
- ② It can dig holes a round 800 - 1300 mm length.

→ functions of Digger:-

* post hole diggers is one of the farm tools and equipment that helps at pits for peaking purpose.

* Digger is best suitable for types of soils.

→ advantages of digger:-

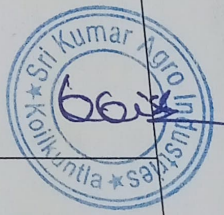
* post hole diggers of the kind of farm machinery with a engine and don't need any to operate.

mahindra pen hole digger

power: 35 bhp

category: Land preparation.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	we visit the kumar agro industry, we saw in industry	we saw a New instrument	
Day - 2	we know about the name and functions that name is Plough	we know about Plough functions	
Day - 3	we know about that instrument advantages and models	we know about Plough advantages and models.	
Day - 4	we know about works at machine by asking workers	we know about works of a Plough machine.	
Day - 5	we work with the workers	Communication	
Day - 6	we develop the skills communication by the other person	Socialization	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

① Plough is used to turn ~~to~~ and break the soil and help control weeds and Report. The crop.

② It is a tractor mounted implement with a complement of the fine blades.

→ Functions at plough.

* The main purpose of plough is to turn the up per soil.

* plough is also used for cutting the weeds.

* Its main task is turning cereals etc.

→ Advantages of plough:-

* plough help to loosen the soil and improve air circulation.

* Become at good planning the roots.

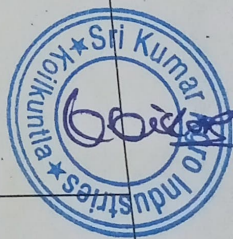
→ linked open osc [2 MB]

power : 45 & HP above

category : Tillage

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	we visit the kumar and agro industries we also the inside in indust	we saw a new instrument	
Day - 2	we know a about the instrument name and function	we know about Disk wow function	
Day - 3	we know about the instrument advantage and modules.	we know about Disk Hand always and making	
Day - 4	we know about the work at machine by asking worker	we know about work at disk mach	
Day - 5	we work with the work less	Communication	
Day - 6	we develop the communication skill last installment.	socialization	



WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

① Disk harrow is a forming implement and tractor drawn a implement used to prepare the soil for ploughing and sowing the seeds.

② It's main use is to break up the soil clods and cruds to make the surface smooth.

→ functions of Disk harrow:-

* A disk harrow is helpful in cutting edges.

* This harrow is a row of concave metal.

→ advantages of Disk Harrow:-

* Disk harrow breaks up clumps in the soil and surface crust.

* it also improves surface uniformity and soil aeration.

Page No:

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.)

our work environment is made up out of the elements that can affect our day to day productive including when where and we work during your career at the development you can pack up that provide a comfortable work environment that to promote.

① we learn about people interaction
familiar approachable etc.

② we learn about that facilities,
air and maintenance facility
main chance.

③ we know about clarity of job roles
job responsibilities refer to the duties and
tasks etc.

④ we dream about many depending to the experiences in work environment those are projects procedures processes. discipline and time management.

⑤ we have some more experiences in work environment, those are harmonious relationship, socialization, natural support and team work space and ventilation.

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

To successfully lead a team and become a respected manager you need a specific set of skills etc.

- ① Planning is one of the most important skills for project management. It is all about defining the goal of the organization.
- ② We know about team work. Team work is effective listening skills, maintaining vision skills.
- ③ We know about that good employee behavior. Those are positive attitude, consistency, meets readiness, a goal to be achieved by the control factor.

④ we know about productive use to be derived production is a measure of how much work is done is done are weakly improvement in competencies.

⑤ setting subtrain help trigger new to the behaviour, help your focus and help your subtrain life decision leads to better results.

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.

we have communication skill and we also know about that communication skill are the abilities we use when giving and receiving different kind of information.

① we learn about oral communication, think before we speak, speak with confidence be an above listeners.

② we learn about writers communication, and governational abilities.

③ we learn about confidence level while communication confidence mean feeling sure of our self and our abilities to the work we're having the team however they confidence to they really for the advance.

④ we learn about angles management
up improve our anxiety management
technique & those are be honest, challenge
our fears.

⑤ we understanding other "s" these skills
are usually about our strength to they
interact with 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.)

We discussed about welding tools and agriculture machines with our group for the discussion.

① safety glasses chipping hammer, wire brush Tig welding gloves these are used in welding work.

② MIG welding is one of the easiest types for beginners to learn.

③ welding is a fabrication process that joins materials usually the metal by using high heat to melt the parts together and following them to cool.

④ welding is distinct from temporary techniques such as brazing and the soldering which does not melt the base metal.

⑤ agriculture equipment is only kind of machinery added on a frame to help with farming the best example.

⑥ Tractor one of the most visible pieces of farming equipment basic they are the work base of farms.

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

we have observed technological development in subject area of Training.

- ① The modern farm machinery has up dated the agriculture industry for the best most used machinery are combine harvester, rotary tillage, plough or plow, tractor, track power harrow and disk harrow.
- ② modern agriculture machinery and technology are used in different agriculture operation now a days.
- ③ Technology in agriculture has to the transformed and increased production and quality of product.

④ Farmer who are going doing heavy works on farmed wishing traditional and old agriculture tools are washing their health and time.

⑤ A Tractor that use to be known as a technological genius in the agriculture field is old news now.

⑥ The disc harrow is one of the essential tillage implement that farmers can invest into to increase their production.

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

we have technical skill we know the technical skills, by asking the workers in kumar and agro industry, we only used our technical skill along with the workers.

① Cultivator are used to prepare these for forming and used to remove weeds. They make soil loose and pulverized to help in cultivation.

② Replator uses in agriculture, are breakup the soil and land leveling. preparation at seedbed for saving minimize fuel consumption etc.

③ main uses for an digger are digger
friends hole's & foundations, materials.
handling, forestry work and forest mulching
brush cutting with hydraulic.

4) plough are used to turn & break
up soil, help control weach to bury
crop residue.

⑤ Disk harrow used to till the soil
where crops are to be planted and
used to are crop side applying a disk
harrow before plowing can reduce digging
& to allow more complete etc.

Student Self Evaluation of the Short-Term Internship

Student Name: B. prakash

Registration No: 2123/04/007

Term of Internship:

From: 7-08-2023 To: 6-10-2023

Date of Evaluation:

Organization Name & Address: Sri Kumar agro industries.

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

B. prakash
Signature of the Student

Date:

Evaluation by the Supervisor of the Intern Organization

Student Name: B. prakash

Registration No:

Term of Internship:

From: 7-08-2023 To: 7-10-2023

Date of Evaluation:

Organization Name & Address: sri kumar agro industries

Name & Address of the Supervisor
with Mobile Number

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

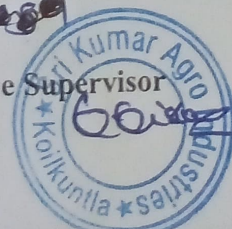
Please note that your evaluation shall be done independent of the Student's self-evaluation

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:

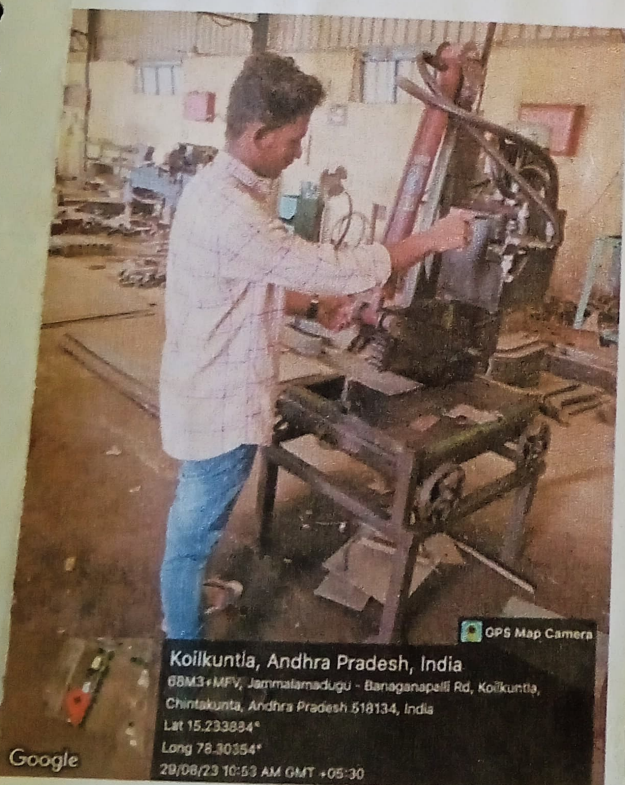
Signature of the Supervisor



PHOTOS & VIDEO LINKS



PHOTOS & VIDEO LINKS





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.

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: B. Prakash
Programme of Study: Sri Kumar agro industries
Year of Study: B.com CA
Group:
Register No/H.T. No: 21231041007
Name of the College: S.V.B Government degree college [Koilkuntla]
University: Rayalseema university.

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	15
2.	Internship Evaluation	50	35
3.	Oral Presentation	25	15
	GRAND TOTAL	100	65

Date: 15/10/2022

Signature of the Faculty Guide

Certified by

Date:

Seal:

Signature of the Head of the Department/Principal

H. Ravi Sibi
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,
Attmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503
www.apsche.ap.gov.in