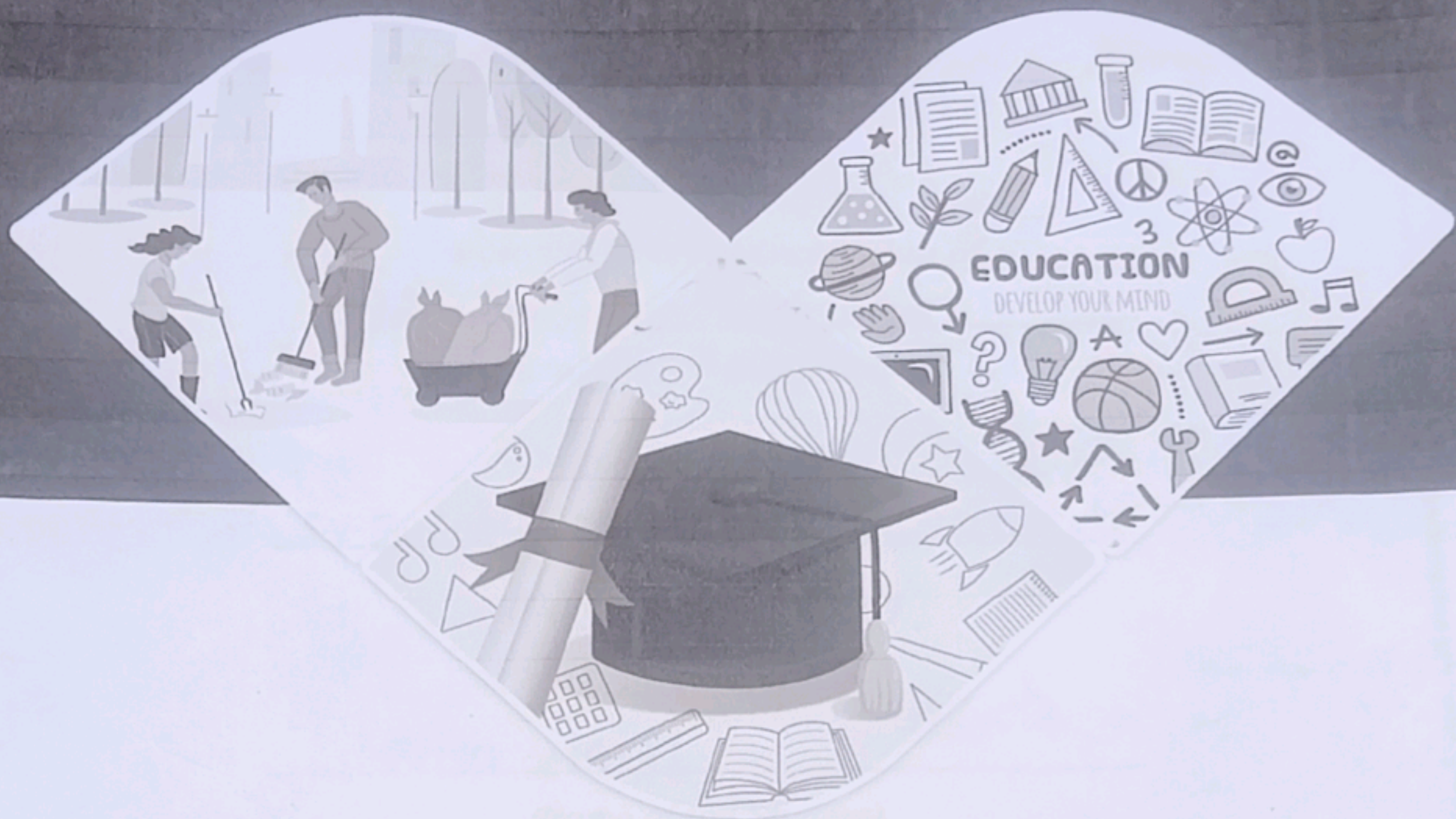
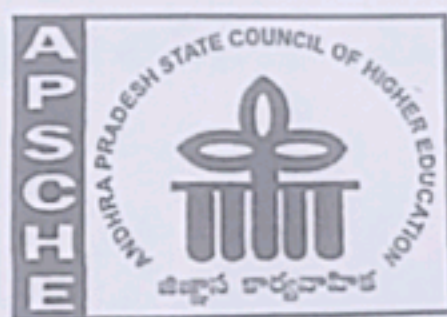


Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

An Internship Report on

Operations of Various Wings at Sri Subramane-
swara Polymers Pvt. Ltd. Koilakuntla,
(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of
B. Com (CA)

Under the Faculty Guideship of

A. Kozishna Shasanka

(Name of the Faculty Guide)

Department of

S.V.B. Govt. Degree College, Koilakuntla.

(Name of the College)

Submitted by:

Busa Vanaia

(Name of the Student)

Reg.No: 20231041051

Department of Commerce

S.V.B. Govt. Degree College, Koilakuntla

(Name of the College)

Student's Declaration

I, Busa Vanaja a student of B. Com (CA)
Program, Reg. No. 2023/041051 of the Department of commerce S.V.B. Govt Degree
College do hereby declare that I have completed the mandatory internship
from 12-4-2023 to 22-7-2023 in Sri Subrahmaneswara (Name of
the intern organization) under the Faculty ^{polymers} Guideship of
_____ (Name of the Faculty Guide), Department of
_____, S.V.B. Govt Degree College, Hoilakuntla.
(Name of the College)

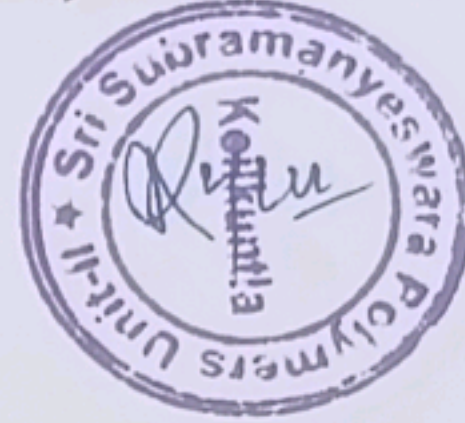
B. Vanaja
(Signature and Date)

Official Certification

This is to certify that Balsa Vanaia (Name of the student) Reg. No. 20231041051 has completed his/her Internship in operations of various wings (Name of the Intern Organization) on Sri Subramanyeswara Polymers (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B. com in the Department of S.V.B. Govt. Degree College (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)



Endorsements

Faculty Guide [Signature]

Head of the Department

Principal

H. Ravi Sankar
21/8/2023
Yc

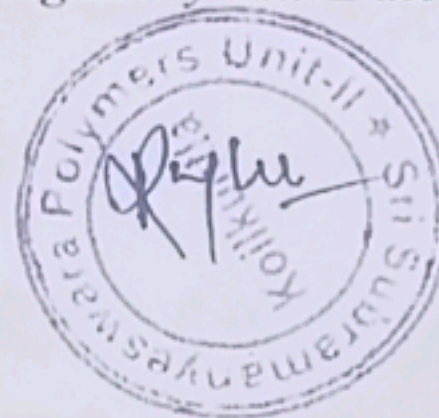
PRINCIPAL
S.V.B. GOVT. DEGREE COLLEGE
KOILKUNTALA, NANDYAL (Dt.)

Certificate from Intern Organization

This is to certify that Balsa Vanaia (Name of the intern)
Reg. No 20231041051 of S.V.B. Degree College (Name of the
College) underwent internship in Sri Subramaneswara Polymers. (Name of the
Intern Organization) from 12-4-2023 to 22-7-2023

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

I express my heartiest gratitude to Sri Subramaneswara Polymers Koilakuntla for giving me an opportunity throughout my internship programme where I got to learn many things about the maintaining of polythen bags.

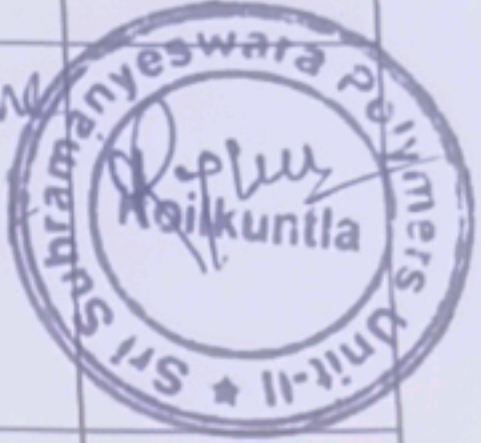
I would like to express my special thanks to my Mentor @ A.K. Shashank lecturer in Telugu for his guidance and support in my internship programme.

I would like to extend my gratitude to

Dr. J.V.V. Kesava Rao Principal S.V.B Govt. Degree College Koilakuntla for providing me all the facilities to complete my internship successfully.

Busa Varaja

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have also learnt that the bags manufactured at this organisation are mainly supplied.	Learned about the suppliers of cement manufactures	
Day - 2	I know about the company names of cement-manufactures.	Learned about the company names.	
Day - 3	I have know about the step of making poly bags from plastic rolls.	Learned about the making poly bags from plastic rolls.	
Day - 4	I learnt how to transform rolls of plastic into poly bags.	Learned the transformation rolls of plastic into poly bags.	
Day - 5	I learnt how the roll of plastic fed through a machine for proper length.	Learned how to roll of plastic fed through a machine.	
Day - 6	I know about the every equipment in detailed.	Learned about the equipment	

WEEKLY REPORT

WEEK - 6 (From Dt. 15-5-2023 to Dt. 21-5-2023)

Objective of the Activity Done: To know the industry names

Detailed Report:

I have learnt that the bags manufactured at this organisation are mainly supplied to Cement manufacturers. I know about the company names of cement manufacturers.

I have know about the step 02. Making Poly Bags from plastic Roll's. I learnt how to transform rolls of plastic into Poly bags.

I learnt how the Roll of plastic fed through a machine for 900 feet length. I known about the every equipment in detailed

WEEKLY REPORT

WEEK - 8 (From Dt. 29.6.2023 to Dt. 4.7.2023)

Objective of the Activity Done: To learn about side seal bag making machine

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. I learnt how to operate side seal Bag making machine.

I completely know about the side seal 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 machine.	learned about every part of machine.	
Day - 2	I know about the Bottom seal Bag making machine. Completely	learned about Bottom seal Bag making machine	
Day - 3	I know about the side seal Bag making machine.	learned about the side seal bag making machine	
Day - 4	I learnt how to operate side seal Bag making machine	learned how to operate the machine	
Day - 5	I learnt how to operate side seal Bag making machine.	learned how to operate the machine	
Day - 6	I know about side seal Bag making machine.	know about the Bag making machine.	

WEEKLY REPORT

WEEK - 7 (From Dt. 22-5-2023 to Dt. 28-5-2023)

Objective of the Activity Done:

To learn about the Bottom seal Bag making machine.

Detailed Report:

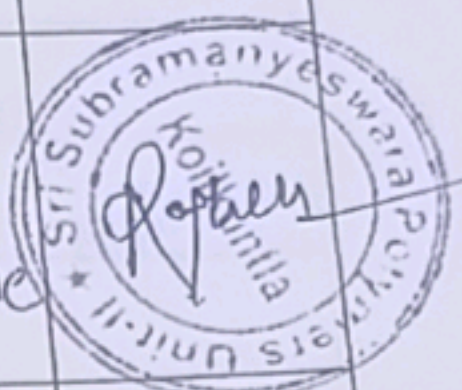
I learnt about the Bottom seal Bag making machines. I know how to operate Bottom seal Bag making machine.

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 seal Bag making machine.

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 Bottom seal Bag Making machines	Learned about the bottom seal bag making machine	
Day - 2	I learnt how to operate the Bottom seal Bag making machine.	Learned how to operate	
Day - 3	I learnt how to operate Bottom seal Bag making machine.	Learned about how to operate.	
Day - 4	I know the about it clearly.	Learned about the machine clearly.	
Day - 5	I know about the advantages and uses of Bottom seal Bag making machines.	Learned about the advantages & uses of machine	
Day - 6	I know about the disadvantages of the Bottom seal Bag making machine.	Learned about the disadvantages of machine.	

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 was started from 17 Nov 2022 to 4 March 2023. The students are allotted into the Srst Subramaneswara polymers, Kollakuntla.

There we are observed about making of plastic bags for cement packing and what are requirements. How the process are going on making the polymer bags in different levels.

Learning objectives

- To explore career alternatives prior to graduation.
- To integrate theory and practice.
- To assess interests and abilities in their internship period.
- To develop communication skills.
- To develop inter personal and other critical skills.

Learning outcomes.

- We understand that we can personally play an important role in reducing plastic pollution and increasing recycling rate for a healthier environment.
- We also developed our communication skills.
- We understand the importance of the location of an industry.
- The role of manufacturing industry.

WEEKLY REPORT

WEEK - 5 (From Dt 25-5-2023 to Dt 31-5-2023)

Objective of the Activity Done:

Detailed Report:

This week I learnt how the daily accounts are maintained I have learnt the uses and instructions of machinery.

I have worked with my co-workers and interns. I have developed my communication skills by interacting with employees.

I have learnt how the synthetic threads are processed in to bags for various uses used for Polythene bags making.

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 how the daily accounts are maintained.	learned how the account are maintained	
Day - 2	I have learnt the uses and instructions of machinery.	learned uses & instructions of machinery.	
Day - 3	I have worked with my co-workers.	learned how interact with co-workers	
Day - 4	I have developed my communication skills by interacting with employees.	developed my communication & interacting skills	
Day - 5	To day I have learnt how the synthetic threads are processed into bags for various purpose.	learned about the synthetic threads are processed into bags.	
Day - 6	I know about the Machinery used for Polythene bags making	learned about the machinery.	

WEEKLY REPORT

WEEK - 4 (From Dt. 1-5-2023 to Dt. 7-5-2023)

Objective of the Activity Done:

Learned about the raw materials

Detailed Report:

In this week, I learnt how small plastic pellets or resin become molten and pliable.

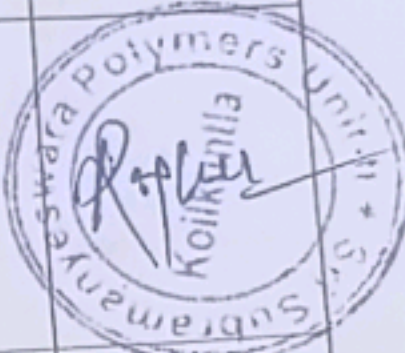
I have learnt about the raw materials that go into making quality bags. I have learnt where the raw material come from.

I have learnt about the granules which are used as raw materials for the manufacture of polythene bag.

I have observed how the machinery work while changing granule into threads.

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

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I Learnt how small plastic pellets or resin become molten and pliable	Learned the process of molten	
Day - 2	Today, I have learnt about the raw material that go into making quality bags.	Learned about the procedure of making quality bags.	
Day - 3	I have learnt where the raw materials come from	Learned about the raw materials come from	
Day - 4	I have Learnt about the granules which are used as raw material is for the manufacture of Polythene bags	Learned about the granules	
Day - 5	I have observed how the machinery work while changing granule into threads.	Learned the procedure of granule changing into threads.	
Day - 6	Today I have learnt have the inventory received from the suppliers.	Learned about the inventory system.	

WEEKLY REPORT

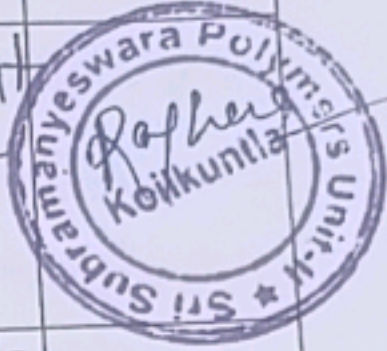
WEEK - 3 (From Dt: 4-4-2023 to Dt: 5-4-2023)

Objective of the Activity Done: To know about machinery names

Detailed Report:

This week, I visited the polymers industry. I know about the equipment which are used for manufacturing of polythene bags. I learnt equipment names and how it work and how to operate or control it. I know about the advantages and disadvantages of the machinery. I know about the procedure step by step from the beginning firstly I learn how the waste plastic material converted into small plastic or granules. I know about the first step the Blow film extrusion process.

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 now about the equipment which are used for production of polythene bags.	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 now about the advantages and disadvantages of the equipment	Learned the advantages & of the equipment	
Day - 4	I now about the procedure step by step from the beginning	Learned the procedure of the organization	
Day - 5	Firstly I learn how the waste plastic material converted in small plastic or resin.	Learned the process of conversion of waste plastic	
Day - 6	I know about the first step: the Blow film extrusion process.	Learned about the Blow film extrusion process.	

WEEKLY REPORT

WEEK - 2 (From Dt. 17-4-2023 to Dt. 23-4-2023)

Objective of the Activity Done: To know about the organisation structure

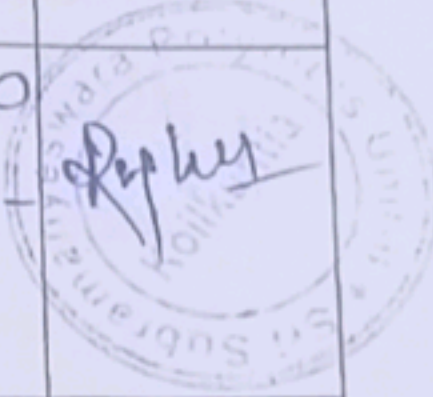
Detailed Report:

In this week, I have collected information about the organisation vision and mission. I have observed the organisation structure and collected information about it. They show the various types and companies. polythere bags.

The manager shows how to understand the product and machinery names.

Next the manager briefly explained the performance of the organisation. Manager explained the roles and responsibilities the employees and interns of the company.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	collected information about the organisation vision and mission	Learned how to gather information	
Day - 2	observed the organisation structure and collected information about it	Learned how to collect information	
Day - 3	They show the various kind of polythene bags	Learned about various kinds of polythene bags	
Day - 4	The manager shows how to understand the names of product	Learned the product names	
Day - 5	Manager briefly explained the performance of the organisation	Learned the performance of the organisation	
Day - 6	Manager explained the roles and responsibilities of employees	Learned the roles & responsibilities of employees	

WEEKLY REPORT

WEEK - 1 (From Dt. 2-4-2022 to Dt. 16-4-2023)

Objective of the Activity Done: learning about the history

Detailed Report:

In week-1, firstly I introduced my self to the managers and employees and explained the purpose why I have come to industry. I have interacted with all the employees and co-workers in the organisation and also know about their work in the organisation.

I learned about the history of the organisation and the founder of the company. Achievements of the organisation I observed in the routine of organisation. In working hours, I interacted with the employees and also know about their work in the organisation.

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 organisation for the internship.	Improved my communication skills.	
Day - 2	As per govt norms each degree student should complete internship in any org. in this regard we have requested permission for internship.	Im proved my communication skills.	
Day - 3	In this regard they have granted permission for internship as product assistant.	Inter Personal skills	
Day - 4	Know about the founder of the Organisation and its history and achievements.	Learned how to collect information	
Day - 5	Observed the routine of organisation in working hours.	I mproved my observation.	
Day - 6	Interacted with the employess and also know about their work in the organisation	Improved my communication skills.	

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.

The activities of the organization are manufacturing polythene bags. Intern assist the company with tasks set out by various teams, such as research data capturing and working closely with different team members to learn more about the company.

There are a variety of such equipment. semi Automatic soft loop handle bag making machine and patch handle bag making.

An Internship part could end by reflecting on what kind of skills the intern acquired.

I learned how to introduce myself talk about my interests. knowledge and skills with employees and organization as well as how to ask questions and gain a better understanding of working process. It can present you with new skills and opportunities that you may not receive otherwise. Interns gain technical knowledge within the industry of their choice.

Internships provide students with an opportunity to put into practice skills they have learned while in company. In addition, students should have an work environment and benefit from a member or supervisions experience and advice.

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 of the Organization.

SSI Surya Murewar Polymeric was established in year 2006 as a partnership firm. The main line of activity of the firm is manufacturing of pp woven sacks which are used in packing of cement, fertilizer, starch, etc.

In 2006 the company was established with capacity of 35,00,000 bags per month. Due to demand for the product the company has gone again into expansion in 2013 with the capacity of 55,00,000 bags per month.

3) Vision, Mission and Values of the organization.

We work with motive that there must be development of both organization by providing them several of development opportunities.

4) Policy of organization in relation with the intern role.

An organization policy is a configuration of restrictions you set the folder and project in order to enforce an intern's goal is to gain work experience.

Organization/structure: defines how activities such as task allocation, coordination and supervision. The three main structures are: 1) Hierarchical 2) sequential and 3) matrix.

5) Roles and responsibilities of the employees in which the intern is placed.

You will start to assist and contribute more to the team there are some roles and responsibilities.

WEEKLY REPORT

WEEK - 10 (From Dt. 12-6-2023 to Dt. 18-6-2023)

Objective of the Activity Done: I know about the soft loop bag mach

Detailed Report:

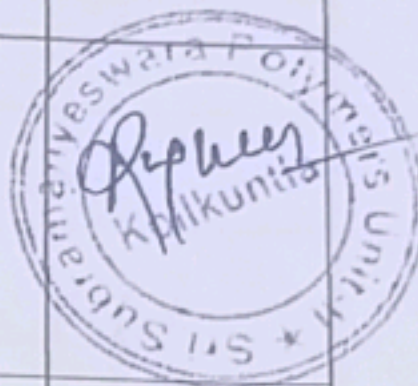
This week I know about the soft loop Bag making machine.

I learnt- about uses and advantages of soft loop bag making machine. And I learnt about disadvantages- of it

I learnt how to operate the soft loop bag making machine.

I have learnt more information of the soft loop bag 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 loop Bag making machine	Learned about soft loop bag making machine	
Day - 2	I know about the soft loop Bag making machine	Learned about soft loop bag making machine.	
Day - 3	I learnt about uses and advantages of soft loop Bag making machine	Learned about uses & advantages of soft loop machine	
Day - 4	To day. I learnt how to operate the soft loop Bag making machine	Learned how to operate machine	
Day - 5	To day, I learnt about disadvantages of soft loop Bag making machine	Learned about disadvantages of soft loop bag machine.	
Day - 6	I have learnt how to operate the soft loop bag making machine	Learned how to operate soft loop bag making machine.	

WEEKLY REPORT

WEEK - 9 (From Dt. 5-6-2023 to Dt. 11-6-2023)

Objective of the Activity Done: To learnt- how to operate mach.

Detailed Report:

In this week. I have operated the side seal Bag making machine.

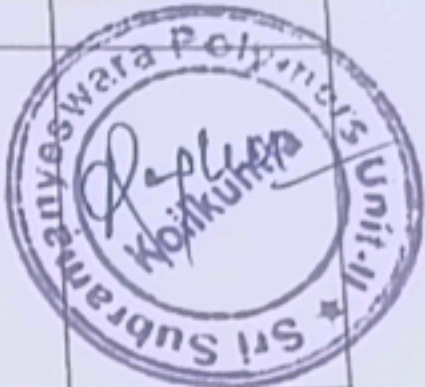
I know about the advantages and disadvantages of the side seal Bag making machine.

I learnt about each and every part of the machine.

I know about the side seal Bag making machine. completely.

I have operated the Bottom 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	To day, I have operated side seal Bag making Machine.	Learned how to operate side seal Bag machine	
Day - 2	To day, I know about the advantages and use of the side seal Bag making Machine.	Learned the advantages & uses of the side seal Bag making machine	
Day - 3	To day, I learnt about disadvantages of the side seal Bag making machine	Learned the disadvantages of the Machine	
Day - 4	I learnt about each side seal Bag making Machine completely.	Learned about the working part in detail	
Day - 5	I know about the side seal Bag making machine completely.	Learned about the side seal Bag making machine.	
Day - 6	To day, I have operated the Bottom seal Bag making machine.	Learned how to operate the bottom seal bag Making Machine.	

WEEKLY REPORT

WEEK - 12 (From Dt. ~~26-6-2023~~ to Dt. ~~2-7-2023~~)

Objective of the Activity Done: To know about T-shape bag making machine.

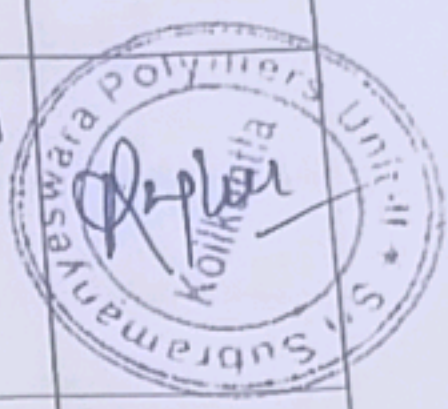
Detailed Report:

At week-12 I learnt about the each and every part of Patch Handle bag machine. I have operated it.

I have talked to my co-workers about machinery.

Next I know about the T-shape Bag Making machine. I learnt about the advantages and disadvantages of it. I learnt about uses of the T-shape Bag making machine. It is very useful and important machine.

ACTIVITY LOG FOR THE TWELVETH 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 Patch Handle Bag machine	learned about Patch handle bag Machine	
Day - 2	To day . I have operated the Patch Handle Bag machine	learned how to operate the Patch handle bag machine	
Day - 3	To day . I talked to my co-workers about machinery.	Developed my communication skills.	
Day - 4	To day - I know about the T-shop Bag making machine.	learned about the T-shape bag making machine	
Day - 5	To day I learnt about advantages and uses of T-shop Bag making machine	learned about advantages & uses of T-shape bag making machine	
Day - 6	To day . I learnt about disadvantages of the T-shop Bag making machine.	learned about disadvantages of the T-shape bag making machine.	

WEEKLY REPORT

WEEK - 11 (From Dt. 19-6-2023 to Dt. 25-6-2023)

Objective of the Activity Done: To know about the patch handle

Detailed Report:

machine.

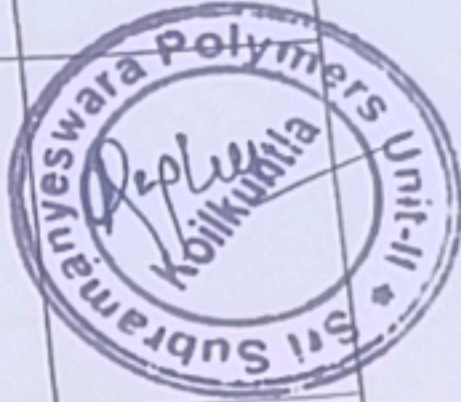
This week I learnt about the each and every part of the soft loop bag making machine.

newly I know about the Patch Handle bag machine.

I learnt about the advantages and disadvantages of the patch handle bag machine. And also know about the uses of it.

I learnt how to operate and control the patch handle bag machine.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I know about the Bottom Seal Bag making machines	learned the soft loop bag making machine in detailed	
Day - 2	I learnt how to operate Bottom Seal Bag making machine.	learned about patch handle bag machine	
Day - 3	I learnt how to operate Bottom Seal Bag making machine.	learned about advantages & uses of patch handle bag machine	
Day - 4	I know the about it clearly.	learned about disadvantages of the machine	
Day - 5	I know about the advantages and uses of Bottom seal Bag machine.	learned how to operate the patch handle bag machine.	
Day - 6	To day, I learnt how to operate and control the patch Handle Bag machine	learned how to operate the patch handle bag machine	

WEEKLY REPORT

WEEK - 13 (From Dt. 3-7-2023 to Dt. 9-7-2023)

Objective of the Activity Done: To operate the T-shape bag making machine.

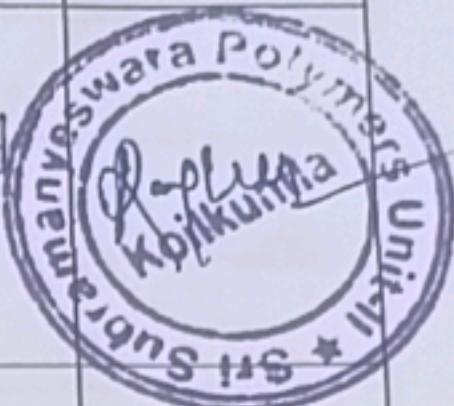
Detailed Report:

At week -13 I learnt how to operate and control the T-shape Bag making Machine. I learnt how to operate and control it.

I even learnt about each and every part of the T-shape Bag making machine. I have operated the machine with the help of co-workers.

I know about the printing machines. I worked with our co-workers.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I learnt how to operate and control the T-shape Bag making machine	Learned how to operate and control T-shape bag making machine	
Day - 2	I learnt how to operate and control the T-shape Bag making machine	Learned how to operate & control the T-shape bag making machine	
Day - 3	I learnt about each and every part of the T-shape bag making machine.	Learned about the T-shape bag making machine in detail	
Day - 4	To day, I have operated the machine with the help of co-workers.	Learned how to operate the machine.	
Day - 5	I know about printing Machine (company name printing)	Learned about printing machine.	
Day - 6	I worked with our co-workers.	Develop my interaction 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)

Technology is changing the way organizations and their employees need to accomplish their work. Empirical evidence on this topic is scarce. The aim of this study is to provide an overview of the effects of technological developments on work characteristics and to derive the implications for work demands and continuous vocational education and training.

The research area observation technology develops and applies novel system for acquisition, storage, processing and interpretation of ocean data to support research, advice, teaching, innovation and for the benefit of the society.

The goal is to innovate on observational ocean technology developing and testing non-destructive ways to monitor aquatic organisms, quantify population abundances and distribution as well as map analyse the ocean environment.





Student Name: Busa Vanaja	Registration No:
Term of Internship: long From:	To:
Date of Evaluation:	
Organization Name & Address: Sri Subramanyeswara Polymers, Koilkuntla.	
Name & Address of the Supervisor with Mobile Number V. Ashok Kumar.	

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



Student Self Evaluation of the Short-Term Internship

Student Name: <u>Busa Vanaja</u>	Registration No:
Term of Internship: <u>long</u> From:	To :
Date of Evaluation:	
Organization Name & Address: <u>Sri Subramanyeswara polymers,</u> <u>Kollakuntla.</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:

B. Vanaja
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Dr. A. V. V. S.

Programme of Study: Chemistry

Year of Study: III

Group: B

Register No/11.1. No: 111111

Name of the College: St. Xavier's

University: Autonomous

S.No	Activity Log	Marked	Marks
1	Activity Log		
2	Activity Log		
3	Activity Log		
4	Activity Log		
5	Activity Log		

MARKS STATEMENT (To be used by the Examiners)

Signature of the Faculty Clerk

- 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 & 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

EVALUATION

- The evaluation is to be conducted for 20% of the total marks for the course.
- The number of students to be evaluated shall be 12% of the total number of students enrolled in the course.
- The evaluation shall be conducted in the following manner:

Internal Evaluation	10 marks
External Evaluation	30 marks
Total Evaluation	40 marks
- The evaluation shall be conducted in the following manner:

Internal Evaluation	10 marks
External Evaluation	30 marks
- The External Evaluation shall be conducted by an Evaluation Committee consisting of the Principal, Faculty, External Experts and External Assessors nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Department of the Internal Organization.
- At least 10% of the marks of the day-to-day assessment shall be reserved for the External Evaluation, thus allowing for a minimum of 10% of the marks to be reserved for the External Evaluation.

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

We also gain many of skills through in formal social interactions. We still benefit from have made exploit, To have our skills we also need opportunities to practice as well as to receive regular feedback on how we are doing share the information communication skills;

To function successfully in a small group, we need to be able to communicate clearly on intellectual and emotional levels. Effective communication.

- can explain their own ideas
- Express their feeling in an open about nonthreatening way.
- listen carefully to others.
- ask questions to clarify others ideas and emotions.
- can sense how others feel based on their nonverbal communication.

Regular open communication in which group members share their thoughts ideas and feelings healthy climate will emerge and an effective process can be followed.

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.,)

While collecting information about the industry we improved oral communication while speaking to others. We also improved written communication like preparing sentences. We also learned many grammar skills in written communication.

In the process of communication we have very confidence that we can speak with good communication skills we learned about understanding other people and other people language.

During the conversation we noted key points. Taking these key points we prepared notes we prepared questionnaire for collecting information about the industry.

For closing the conversation we prepared some appreciation statements. We maintained protocols where ever necessary for the.

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.

As a team leader we learned many managerial skills like maintain the team members. taking attendance. maintain relationship with team members. how to behave with team members. our team members have planed and designed daily work. we also maintained workmanship. we maintained daily report, weekly report about improvement in our internship.

Every day we set goals what we have to perform. we also take decision regarding improvement in the project.

We prepared performance analysis. Weekly improvement in competencies etc.

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

Technical skills are the specialized knowledge and expertise required to perform specific tasks and use specific tools and programs in real world situations.

Technical skills are required in just about every field and industry from IT and business administration to health care and education.

For developing our internship we searched many real time project. During evaluation we faced many experiences about developing the project we learned the skills digital marketing, documentation, etc. we also learned job related skills while developing the project.

In the development process we learned many technical skills like installing needed for our internship.

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.)

During internship we used google search engine for some topics. approached some of the members who know about our internship. During collecting the data we learned communication skills. How to maintain relationship with others.

We maintained team work, with the team work there should be mutual support and motivation with our team.

We mutually executed the project and cooperated with each other for developing the project.

We maintain the protocol to develop and design the internship. our college provided us sufficient facilities and faculty members to develop the project.

our faculty members gave us good cooperation for developing our project.

WEEKLY REPORT

WEEK - 15 (From Dt. 7-7-2023 to Dt. 22-7-2023)

Objective of the Activity Done: To know how logistics involved in forams
por lation.

Detailed Report:

This week, I have learnt how the raw materials are processed from different locations. I have know how logistics involved in the transportation and storage of the materials.

I know how to deal with managers how to manage accounts of the organisation.

Also learnt how to handle our managers how to man social media plat forms of the company. Finally, I thanked managers, employees and co-workers for giving us this wonderful opportunity to enhance my skills for my future.