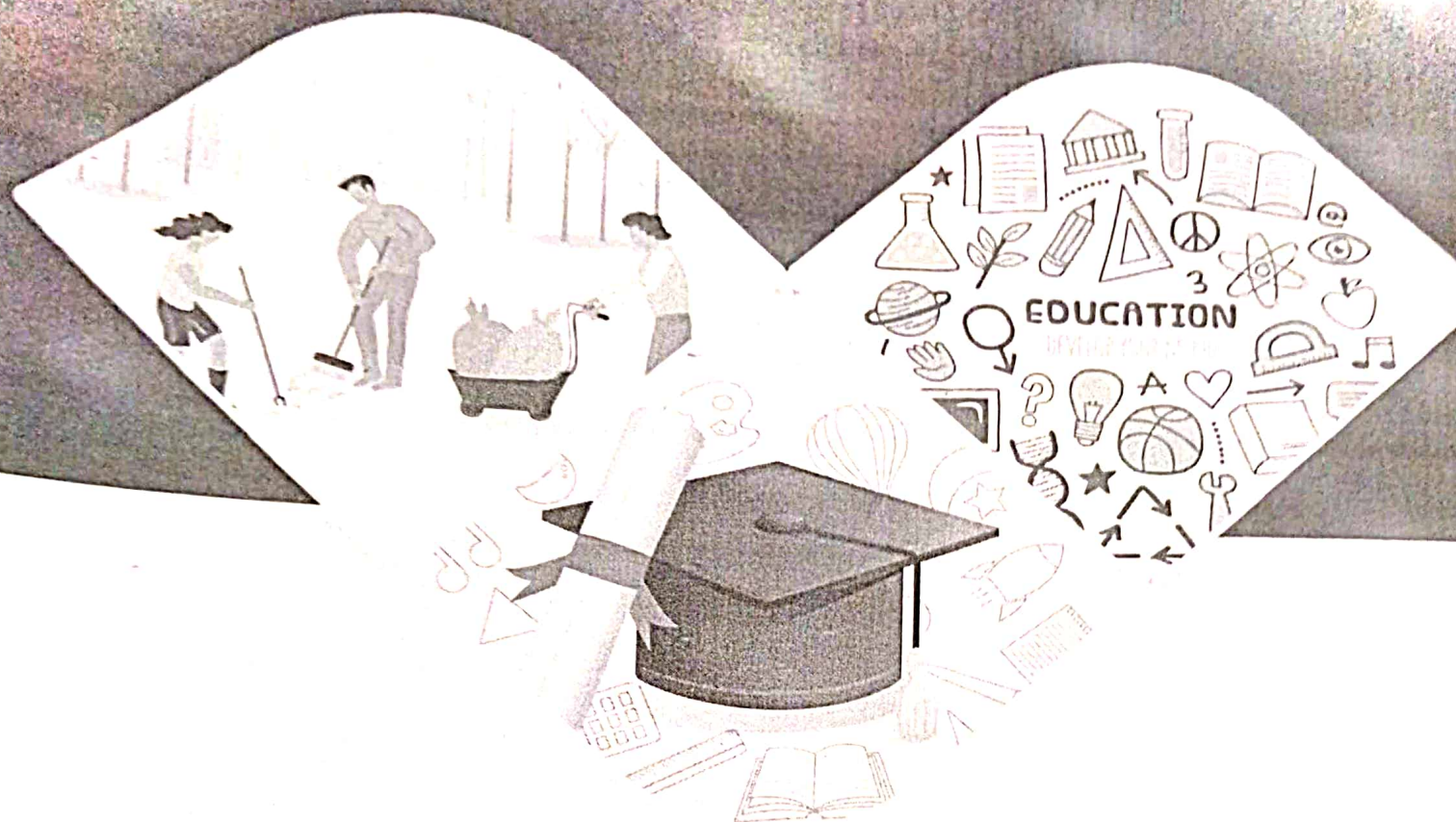


Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAMBOOKFOR
SEMESTERINTERNSHIP

Name of the Student:

Name of the College:

Registration Number:

Period of Internship:

From

To

Name & Address of the Intern Organization

YEAR

University

An Internship Report on

Operations of various units at Sri Subramanya
Swara Polymers Pvt. Ltd Koilakutta.
(Title of the Semester Internship

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

eof

Dr. K. Rajasekha

Under the Faculty Guidance of

(Name of the Faculty Guide)

Department of English Commerce
S.V.B. Govt. Degree college, Koilakutta.
(Name of the College)

Submitted by:

C. Sivarani

(Name of the Student)

Reg.No: 90231041038

Department of commerce

S.V.B. Govt. Degree college, Koilakutta
(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 program 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, Chinthala Siva Rani a student of B.com (CA)
Program, Reg.No. 20231041038 of the Department of commerce, S.V.B.G. Degree
College do hereby declare that I have completed the mandatory
internship from _____ to _____ in

(Name of the intern organization) under the Faculty Guide shi
p of
Rajakher (Name of the Faculty Guide), Department of
English, S.V.B. Govt college, Koilakuntla
(Name of the College)

C Siva Rani
(Signature and Date)

Official Certification

This is to certify that Chinthala Siva Rani

Siva Rani 20231001032 (Name of the student) Reg. No.

Sri Subramnecuaru Polymers has completed his/her Internship in

(Name of the Intern Organization) on

operations of various wing (Title of the Internship) under

my supervision as a part of partial fulfillment

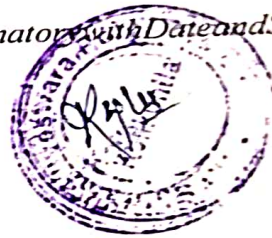
of the requirement for the

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

[Signature]
Faculty Guide

Head of the Department [Signature]

Principal

[Signature]
2/8/2023

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

Certificate from Intern Organization

This is to certify that Chintha Siva Rani (Name of the intern)
Reg. No 20231041038 of S.V.I.B. Govt. P. gree college (Name of the
College) underwent internship in Sri Subramaya Polymers
(Name of the Intern Organization) from
12.04.2023 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

I express my heartiest gratitude to Sri Subramaneswara Polymers Koilakunlla for giving me an opportunity to carry out my internship programme where I got to learn many things about the manufacturing of Polythene bags.

I would like to express my special thanks to my mentor E.V. Rajasekhar Sir Lecturer in Commerce 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 Koilakunlla for providing me all the facilities to complete my internship successfully.

Chinthala. Siva Rani

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2. Overview of the Organization
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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 12 Nov 2022 to 17 Nov 2022. The students are allotted into the Sri Subramanya Swara polymers, Kollakuntla.

There we are observed about making of plastic bags for cement packing and what are required cements, 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 interpersonal and other critical skills.

Learning outcomes:-

- we understand that we can personally play an impay. that role in reducing plastic pollution and increasing recycling rate for a healthier environment
- we ~~be~~ gained a greater understanding of different types of plastics, and which can and cannot be recycled.
- we learned how value is added to the product by manufacturing in industries.
- we also developed our communication skills
- The role of manufacturing industry.

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.

A) Introduction of the organization.

Sri Subramaneswara Polymers was established in year 2006 as a partnership firm. The main line of activity of the is manufacturing of PP woven Sockets 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 in to expansion in 2013 with the capacity of 55,00,000 bags per month.

B) 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.

Build higher quality of bags, improve customer relation and loyalty, continually strive to enhance customer satisfaction.

The company has the 3 basic values team learning and innovation, energy, and passion

C) Policy of organization, in relation with the intern role

An organization policy is a configuration of restrictions. you as the organization intern, define an organization policy and you set that organization folders and projects in order to enforce the restrictions on that resource and its descendants.

D) organizational structure:-

An organizational structure defines how activities such task allocation, coordination are

1) Hierarchical 2) sequential and 3) matrix

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

you will start to assist and contribute more to the team

Here are some roles and responsibilities:
Performing clerical duties, Creating Power Point Presentation, Skills, Creativities, the like.

F) performance of the organization in terms of turnover profits, Market reach and Market value.

G) future plans of the organisation:-

Subramaneswara Polymers are expecting to grow by 15% in next 3 years

Subramaneswara Polymers can have a growth in creating the product varieties

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 organisation are manufacturing Polythene bags. Intern, assist the company with tasks set out by various teams, such as research data capturing. Learn more about the company.

At the working conditions interns treat the internship very seriously. As you would with any other importance ~~very~~ be career opportunity, Attendance, punctuality, dependability, good judgement and maintaining a high quality of work.

In weekly work schedule, we include an acknowledgment section provide organization background information given details of our work responsibilities during the internship.

There are 4 variety of such equipment, Semi Automatic Soft Loop handle bag making machine, Automatic Soft Loop handle bag making machine and patch handle bag making.

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

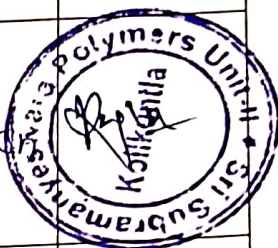
I learned how to introduce myself talk about my interests, knowledge and skills which employees and organization as well as how to ask questions and gain a better understanding of working process.

An internship experience is a form of reflective writing that allows you to document how you learn new concepts and apply my knowledge in a professional setting.

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 enhance those skills obtain the perspective of a work environment and benefit from a member or supervisions experience and advice.

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 with the org. in this regard	Improved my communication skills	
Day-3	In this regard they have granted permission for internship to product assistant	Inter personal skill	
Day-4	observed the routine of organisation in working hours	Learned how to collect information	
Day-5	Know about founder of the organisation and its history and achievements	Improved my observation	
Day-6	interacted with the employees and also know about their work in the organisation	Improved my communication	

WEEKLYREPORT

WEEK-1 (From Dt. to Dt.)

Objective of the Activity Done: Learning about the history

Detailed Report:

In week-1 - Firstly I introduced myself 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 the routine of organisation in working hours. Interacted with the employees and also 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 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 employee	Learned the roles & responsibilities of employees	

WEEKLYREPORT

WEEK-2 (FromDt.....toDt.....)

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. Polythene bags.

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

Next the manager briefly explained the product and machinery, the performance of the organisation.

manager explained the roles and responsibilities of the employees and intern 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 learnt about the each and every part of soft loop bag making machine	Learned the loop bag making machine in detailed	
Day-2	I know about the Patch-Handle Bag machine	Learned about Patch handle bag machine	
Day-3	Today, I learnt about advantages and uses of Patch-Handle Bag machine	Learned about Patch handle bag machine	
Day-4	Today, I learnt about disadvantages of the Patch Handle Bag machine	Learned about Patch handle bag machine	
Day-5	Today, I learnt how to operate and control the Patch	Learned about 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	

WEEKLYREPORT

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

Objective of the Activity Done:

To know about machiner/ names

Detailed Report:

This week, I visited the polymers industry. I know about the equipment which are used for manufacturing of polythere 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 begining Firstly I learn how the waste plastic material converted into small pastic or resin.

I know about the First Step. The Blown. Film extrusion process.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	I know about the soft Loop Bag making	Learned about soft Loop bag making machine	
Day-2	I know about the soft Loop Bag making	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	Today, I Learnt how to operate the soft Loop Bag making machine	Learned how to operate machine	
Day-5	Today, I about disadvantages of soft Loop Bag making	Learned about disadvantages of soft Loop bag machine	
Day-6	I have Learnt how to operate the soft Loop bag making machine	Learned about disadvantages of soft Loop bag machine	

WEEKLYREPORT

WEEK-4 (FromDt.....toDt.....)

ObjectiveoftheActivityDone: Learned about the raw materials

DetailedReport:

In this week, I learnt how small plastic pellets are maintained. I have learnt the use 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 into bags for various purpose. I know about the machinery used for polythene bags making

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	Remarks Challenges Notes
Day-1	Today, I have over all the side seal bag making machine	Learned how to operate the side seal bag making machine	
Day-2	Today, I know about advantages and machine	Learned how to operate the side seal bag	
Day-3	Today, I learned about disadvantages of the side seal bag making	Learned the disadvantages of the machine	
Day-4	I learnt about each and every part of the machine	Learned the every part in detail	
Day-5	I know about the side seal bag making machine	Learned about side seal bag making	
Day-6	Today I have over all the bottom seal bag making	Learned how to operate the bottom seal bag	

WEEKLYREPORT

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

Objective of the Activity Done: learned about the machinery

Detailed Report:

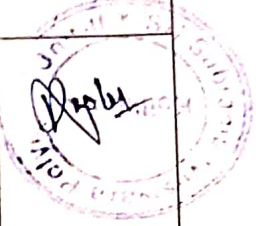
This week, I learnt how the daily accounts are maintained. I have learnt the uses and instructions of machinery

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

I have learnt how the synthetic threads are processed into bags. For various

I know about the machinery used for polythene bags making.

ACTIVITY LOG FOR THE SIXTH 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 mol-ten	
Day-2	Today I have Learnt about the raw material that go to bags	Learned the the procedure of making quality bags	
Day-3	I have Learnt where the raw materials	Learned about the raw material - rayon come	
Day-4	The have Learnt about the granules which Polythene bag	Learned about granules	
Day-5	I have observed how the machinery work threads	Learned the procedure of granule changing into threads	
Day-6	Today I have learnt how the inventory of the raw materials	Learned about the inventory system	

WEEKLYREPORT

WEEK-6 (FromDt.....toDt.....)

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 manufactures.

I have know about the step 02. making Poly Bags from plastic rolls. I learnt how to transform rolls of plastic in to poly bags

I Learnt how the roll of plastic fed through a machine for proper length. I known about the every equipment in detailed

ACTIVITY LOG FOR THE SEVEN 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 plastic	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	The have Learnt about granules which are used as raw materials for the poly	Learned about the granules	
Day-5	I have observed how the machinery work while changing granule into threads	Learned about procedure of into threads	
Day-6	Today I have Learnt how the inventory of the raw, suppliers	Learned about the inventory system	

WEEKLY REPORT

WEEK-7 (From 1st April to 7th April)

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 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 EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person in Charge / Signatures
Day-1	I have also learnt that bag manufacture of this organisation	Learned about the suppliers of cement manufacturers	
Day-2	I know about the company names of cement manufacturing	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	
Day-4	I learnt how to transform rolls of plastic into poly bags	Learned about the making Poly bags from plastic	
Day-5	I learnt how the roll of the plastic fed through a machine	Learned how the roll of the plastic fed machine	
Day-6	I know about the every equipment in detailed	Learned about the equipment	

WEEKLYREPORT

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

Objective of the Activity Done: To learn about Side seal bag making mach

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 mach.

I completely know about the side seal Bag making machine.

ACTIVITY LOG FOR THE NINETH 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 Bottom seal Bag making machine	Learned how to operate	
Day-3	I Learnt how to Bottom Seal Bag making machine	Learned about the T-shape bag making machine	
Day-4	I know the about advantages and bags making machine	Learned about advantages & uses of T-shape	
Day-5	Today I Learnt about advantages T-shape Bag making	Learned about advantages & bag making machine	
Day-6	Today, I Learnt about disadvantages of the Bag	Learned about disadvantages of T-shape	

WEEKLYREPORT

WEEK-9 (FromDt.....to Dt.....)

ObjectiveoftheActivityDone:

To learnt how to operate mach

DetailedReport:

In this week, I have operate the Side Seal Bag making machine.

I know about the advantages and disadvantage OF it, and also know the uses OF the side seal Bag making machine

I learnt about the ~~sid~~ 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.

WEEKLYREPORT

WEEK-9 (From Dt. to Dt.)

Objective of the Activity Done: TO learn how to operate mach.

Detailed Report:

In this week, I have operated the Side Seal Bag making machine.

I know about the advantages and disadvantage of it, and also know the uses of the side seal bag making machine.

I learnt about the end 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 TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	Today, I develop my communication skills by interaction with employees	Developed my communication skills	
Day-2	Today, I have learnt how to communicate effectively with incharge	Learned how to communicate effectively	
Day-3	Today, I have learnt how to communicate effectively with the class	Learned the pictures, patterns, & words are printed	
Day-4	I have learnt the are bags manufactured to cement manufacturers	Learned about the suppliers of bags manufacturing	
Day-5	To day I have learnt how the marketing team	Learned about the marketing	
Day-6	I have know the difficulties faced by them in marketing	Learned how to face difficulties in marketing	

WEEKLYREPORT

WEEK-10 (From Dt..... to Dt.....)

Objective of the Activity Done:

To 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 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 ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	Today, I develop my communication skills by interaction	Developed my communication skills	
Day-2	To day, I have learnt how to communicate effectively with in charge,	Learned how to communicate effectively	
Day-3	To day, I have learnt how various pictures, patterns	Learned about the suppliers of bags	
Day-4	I have learnt the bags manufactured	Learned about bags manufactured	
Day-5	Today I have learnt how the marketing team	Learned about the marketing	
Day-6	I have know the difficulties faced by them in marketing	Learned about the difficulties in marketing	

WEEKLY REPORT

WEEK-11 (From Dt.....to Dt.....)

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

Detailed Report:

This week, I learnt about the patch handle bag machine, 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 THIRTEEN WEEKS

Day & Date	Brief description of the daily activity	Learning Outcome	Person in Charge / Sign. Name
Day-1	consulted to the head of the organisation for the internship	Improved my communication	
Day-2	As per goal, norms, each degree student should complete internship in any org	Improved my communication skills	
Day-3	In this regard they have granted permission for internship as per protocol	Inter personal skills	
Day-4	know about the Founder of the organisation and its history	Learned how to collect information	
Day-5	Observed the routine of organisation in	improved my observation	
Day-6	Interacted with employees and also know about their	improved my observation	

WEEKLY REPORT

WEEK-12 (From Dt. _____ to Dt. _____)

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-shop Bag Making machine. I learnt about the Advantages and disadvantages of it. I learnt about uses of the T-shop Bag making machine. It is very useful and important machine.

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-shap Bag making machine	learned how to operate and control t-shap bag making machine	
Day-2	I Learnt how to operate and control the T-shap 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-shap Bag Making machine	Learned about the T-shape bag Making machine in detailed.	
Day-4	To day, I have operated bags manufactured to Cement manufacturers	Learned about the suppliers of bags manufacturers.	
Day-5	Today I have Learnt how the marketing team operates to procure order from different buyers	Learned about the marketing	
Day-6	I have know the difficulties faced by them in marketing	Learned how to face difficulties in marketing	

WEEKLYREPORT

WEEK-13 (FromDt.....toDt.....)

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 machine. I worked with our co-workers

WEEKLYREPORT

WEEK-14 (FromDt.....toDt.....)

Objective of the Activity Done: To develop communication skills,

Detailed Report:

At this week, I developed my communication skills by interacting with my employees. I learnt how to communicate effectively with in-charge.

I have also learnt how various pictures, patterns and words are printed. I have learnt that the bags manufactured are mainly supplied to Cement manufacturers.

I have learnt how the marketing team operators to provide order from different buyers. I have known the difficulties faced by them in marketing.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person in-Charge Signature
Day-1	Today, I have learnt how the raw materials are procured from different locations	Learned about the procedure from different locations	
Day-2	Today, I have learnt how Logistics involved in the transportation & storage of the raw materials	Learned how the Logistics involved in the transportation.	
Day-3	Today, I have learnt how deal with the managers, in-charge and employees	Learned how to deal with managers, in-charge & employees	
Day-4	I have learnt how to manage accounts of the organisation	Learned how to manage accounts	
Day-5	I have learnt how to manage social media platforms of the company	Learned how to manage social media platforms	
Day-6	Due to last day, I recaptured all things of the company	Learned Overview of the company	

WEEKLYREPORT
WEEK-15 (FromDt.....toDt.....)

Objective of the Activity Done:

TO know how logistics involved in transportation

Detailed Report:

This week, I have learnt how the raw materials are procured 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, to handle or manage the social media platforms of the company.

Finally, I thanked manager, employees and co-workers for giving us this wonderful opportunity to enhance my skills for my future.

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. we 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 project.

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 projects. 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.

Describe the managerial skills you have acquired (in terms of planning, leadership, teamwork, behaviour, workmanship, productivity, cost time, weekly improvement in comp, etc., 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 planned and designed daily work, we also maintained workman-ship. 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 improvements in competencies etc.

Describe how you could improve your communication skills (interms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding 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 communication skills. We learned about understanding other people and other people language.

During the conversation, we have very confidence that we can speak with good communication skills. We learned about 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.

the idea that many of these things which we
information, we still benefit from the more
to have an ability to also use appropriate
as well as to receive regular feedback on the
doing about the information

communication skills:

To function successfully in a world where
we need to be able to communicate effectively in
intellectual and emotional levels, effective communication
skills are essential.

- 1. can explain their own thoughts
- 2. express their feelings to an open and non-judging way
- 3. listen carefully to others
- 4. ask questions to clarify others' ideas and concerns
- 5. can sense how others feel based on their nonverbal communication

Regular open communication, in which group
members share their thoughts, ideas, and feelings,
is a key for successful group work. Effective
process can be followed.

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

Student Self Evaluation of the Short-Term Internship

Student Name: <u>C. Siva Rani</u>	Registration No: <u>20230101088</u>
Term of Internship: <u>Long</u> From: <u>12.04.2023</u> To: <u>22.07.2023</u>	
Date of Evaluation:	
Organization Name & Address: <u>Sri Subramanyam Palyath, Kolathur</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: 2.08.2023

C. Siva Rani
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Registration No: B-43-310/1-38

Organization Name & Address: ST. Anthony's Health Services, 10000 10th Ave, S.W., Burien, WA 98148

Name Address Telephone No. 1000 1000 1000

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

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interactability 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 Organisation	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

Signature of the Supervisor



Internal&ExternalEvaluationforSemesterInternship

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 Evaluations shall be:
 - Activity Log 10 marks
 - Internship Evaluation 30 marks
 - Oral Presentation 10 marks
- The weightings for External Evaluations 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 group to be assessed this way. The assessment will take into consideration

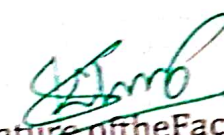
- the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered:
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration 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: **P. C. Sivarani**
 Programme of **B.com (CA)**
 Study: Year of Study: **2023**
 Group: **B.com (CA)**
 Register No/H.T.No: **20231041028**
 Name of the **S.N.B. Govt. Degree College**
 College: University: **Rajalaxmi University**

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	05
2.	Internship Evaluation	30	20
3.	Oral Presentation	10	05
	GRAND TOTAL	50	30

Date:


 Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name of the Student: P. C. Siva Rani
 Programme of B.com
 Study: Year of Study: B.com (CA)
 Group: B.com (CA)
 Register No/H.T.No: 20231041038
 Name of the S.V.B. Govt. Degree College
 College: University: Rajalaxmi University.

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	70 65
2.	For the grading giving by the Supervisor of the Intern Organization	20	10
3.	Viva-Voce	50	20 25
	TOTAL	150	100 100
GRAND TOTAL (EXT. 50M + INT. 100M)		200	100 130

Signature of the Faculty Guide

Signature of the Internal Expert

H. Ravi Sankar

Signature of the External Expert

[Signature]

Signature of the Principal with Seal

H. Ravi Sankar
2/8/2023

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



The Advisory Body of the Government of Austria, Vienna





ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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