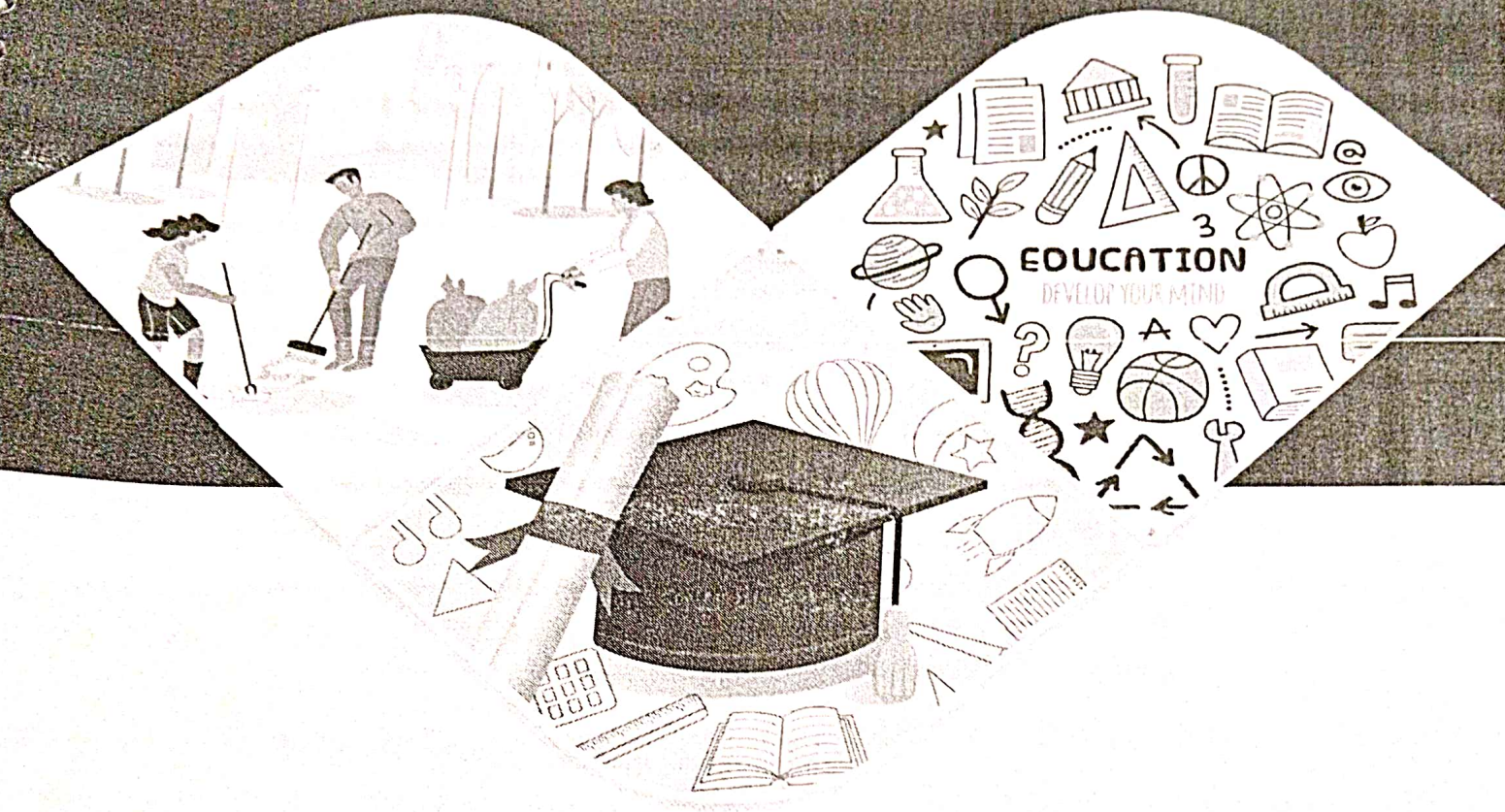


Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRAPRADESH
STATE COUNCIL OF HIGHER EDUCATION**
(A STATUTORY BODY OF GOVERNMENT OF ANDHRAPRADESH)

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

Long Term Internship

(Title of the Semester Internship

Program) Submitted in accordance with the requirement for the degree

B.Com Computer Applications

eof

Dr. K. Jayasekhar

Under the Faculty Guidance of

(Name of the Faculty Guide)

Department of

Computer

(Name of the College)

C. Siva

Submitted by:

(Name of the Student)

Reg.No: 20231041037

Department of Commerce

S.V.B. Govt Degree College, Kollikunthla

(Name of the College)

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete semester internship either in V Semester or in VI Semester.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements for transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the people working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns, and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.

13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.
15. At the end of internship, you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during the internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

.....<<@>>.....

Student's Declaration

I, C. Siva a student of B.com [C.A]

Program, Reg.No. 20231041037 of the Department of commerce S.V.B Degree

College do hereby declare that I have completed the mandatory
internship from 12/4/23 to 22/07/2023 in

Subramaniam Siva (Name of the intern organization) under the Faculty Guide shi
8a polymers
pof

Dr. K. Rajasekhay (Name of the Faculty Guide), Department of

Commerce, S.V.B Govt. Degree college Kailkuntla
(Name of the College)

C. Siva

(Signature and Date)

Official Certification

This is to certify that C. Siva

20231041037 (Name of the student) Reg. No.

Subramanyeswara Polytechnic has completed his/her Internship in
(Name of the Intern Organization) on

(Title of the Internship) under

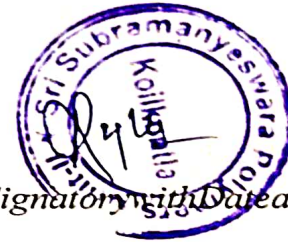
my supervision as a part of partial fulfillment

of the requirement for the

Degree of B-com in the Department of

S.V.B. Govt Degree College (Name of the College).

This is accepted for evaluation.



(Signature with Date and Seal)

Endorsements

Faculty Guide

[Signature]
2/8/23

Head of the Department

[Signature]

Principal

H. Ravi Sub- [Signature]
2/8/23

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

Certificate from Intern Organization

This is to certify that C. Siva (Name of the intern)
Reg. No. 20231041037 of S.V.B Govt. Degree College (Name of the
College) underwent internship in Sri Subarnam n. u. u. u. u.
polymer factory (Name of the Intern Organization) from
12/04/2023 to 22/05/2023

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



Authorized Signatory with Date and Seal

Acknowledgements

I express my heartiest gratitude to Sri Subrama
Neswaha Polymers Kollakuntla for giving me an opp
portunity to carry out my internship programme where
I got to learn many things about the maintaining
of Polythene bags.

I would like to express my gratitude to Dr.
J.V.V. Kesava Rao Principal S.V.B Govt. Degree
College special thanks to my mentor K. Rajasekhara
Sir in Accounts for guidance support in my internship prog
ramme.

I would like to extend my gratitude to Dr. J.V.V
Kesava Rao Principal S.V.B Govt. Degree College
Kollakuntla for providing me all the facilities to
complete my internship successfully

CHAKRAVARTI.

Contents

1. Executive summary
2. Overview of the organization
3. Internship Part
4. Activity log for -
 - First week
 - Second week
 - Third week
 - Fourth week
 - Fifth week
 - Sixth week
 - Seventh week
 - Eight week
 - Ninth week
 - Tenth week
 - Eleventh week
 - Twelfth week
 - Thirteenth week
 - Fourteenth week
 - Fifteenth week
5. Outcomes description
6. Student self evaluation
7. Evaluation by the supervisor
8. Photos & videos
9. Marks statement

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 Mar 2023. The students are allotted into the SGI Subsamane Swaga Polymers - Kollakutta.

There was an observation 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 the internship period.
- to develop communication skills

→ To develop interpersonal 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 gained a better understanding of different types of plastics, and which can and cannot be recycled.
- 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 firm is manufacturing of PP woven socks which are used in packing of cement, fertilizers, starch etc.

In 2006 the company was established with a capacity of 35,00,000 bags. The company has gone into expansion in 2013 with the capacity of 55,00,000 bags per month.

B. Vision, Mission and Values of the organization

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

Build high quality of bags, improve customer relation and loyalty, strive to enhance customer satisfaction. These are the 3 values: learning and innovation, energy and passion.

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

An organization policy is a confining restriction on the part of organization. Organizations follow and project an order to enforce its decisions.

CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Internship 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. It assist the company with to set out by various as base data copying and working closely the company.

At the working conditions interns treat the internship very seriously as you would with any other importance capability open attendance punctuality of work.

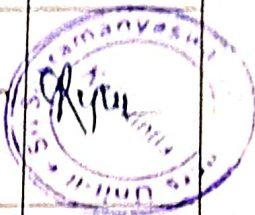
In weekly work she we include an acknowledgment section provide organization background info for give work during the Internship.

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

I learn how to introduce myself, talk my ideas, know and skills employee well as how to react and again a better understanding of working process.

An internship report is a form of reflective that allows you to document your Internship develop your learning process setting.

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 organization for the internship	Improved my communication skills	
Day-2	As per govt. norms, each degree students should internship in any org. In this regard we have requested permission	Improved 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 organization and its history and achievements	learned how to collect information	
Day-5	observed the routine of organization in working hours.	Improved my observation.	
Day-6	Interacted with the employees and also know about their work in the organization.	Improved my communication skills.	

WEEKLY REPORT

WEEK-1 (From DI. 12/01/2021 to DI. 18/01/2021)

Objective of the Activity Done: Learning about the history

Detailed Report:

In week-1 firstly introduced myself to the managers and employees and 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. I 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 managers show how to understand the names of product	learned the performance of the organisation	
Day-5	managers briefly explained the performance of the organisation	learned the performance organisation.	
Day-6	manager explained the roles and responsibilities of employees	learned the roles & responsibilities of employees.	

WEEKLYREPORT

WEEK-2 (From Dt. 12/04/22 to Dt. 22/04/22.....)

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

company polythene bags.

The product and machinery names.

Next the manager briefly explained

the performance of the organisation

manager explained the roles and

responsibilities of the employees and

intents of the company.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	I visit the polymers industry. I know about the equipment which are used from bags	learned about the equipment	
Day-2	I learned equipment names and how it works and how to control it	learned how to work and control equipment	
Day-3	I know about the advantages and disadvantages of the equipment	learned the advantages and disadvantages of the equipment	
Day-4	I know about the procedure step by step from the beginning.	learned the procedure of the organization.	
Day-5	Firstly I learn know the waste plastic material converted in small plastic 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-3 (From Dt 24/04/2021 to Dt 30/04/21)

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 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 I learn how the waste plastic material converted into small plastic or resin.

I know about the first step. the Blow n 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 learnt how small plastic pellets or seeds become molten and pliable	learned the process of melting	
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 used make the bag	learned about the granules	
Day-5	I have observed how the machinery granule into threads	learned the procedure of granule changing into threads	
Day-6	Today I have learnt how the inventory of the raw materials received the supplies.	learned about the inventory system.	

WEEKLYREPORT

WEEK-4 (FromDt 01/05/2020 to Dt 07/05/2020...)

Objective of the Activity Done:

learned about the raw materials

Detailed Report:

I 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 materials which are used as raw materials for the manufacture of polythene bag. I have observed how the granule into threads.

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

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge / Signature
Day-1	I have learnt how the daily accounts are maintained.	learned how the accounts 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	Today I have learnt how the synthetic fibre ads are processed into bags for purpose	learned about the synthetic fibre ads are processed into bags	
Day-6	I know about the machinery used for polythene bags making.	learned about the machinery	

WEEKLYREPORT ..

WEEK-5 (From Dt. 08/05/2021 to Dt. 14/05/2021)

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 by interacting with employees.

I have learnt how the synthetic threads are processed into bags for 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 have also learnt that bags manufacturer at this station are mainly supplied to cement manufacturers.	learned about the suppliers of cement manufacturers.	
Day-2	I know about the company names of cement manufacturers.	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 now to transform rolls of plastic into poly bags.	learned how the transformation of plastic rolls into poly bags.	
Day-5	I learn how the roll of plastic fed through a machine from 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.	

WEEKLYREPORT

WEEK-6 (From Dt 15/10/2021 to Dt 21/10/2021)

Objective of the Activity Done: To know the industry names

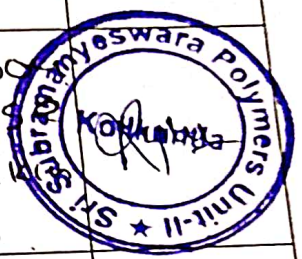
Detailed Report:

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

I have known about step 02. making poly bags. From rolls I learnt how to transform rolls of plastic into poly bags.

I learnt how the roll of plastic fed through a machine for proper length. I know about the every equipment in detail.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	I know about the 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 operate Bottom seal Bag making machine.	learned how to operate.	
Day-4	I know the about it clearly.	learned about the machine clearly.	
Day-5	I know about the advantage and uses of Bottom seal Bag making machines.	learned about the advantage & use of machines.	
Day-6	I know about the disadvantages of the Bottom seal Bag making machine.	learned about the disadvantages of machine.	

WEEKLYREPORT

WEEK-7 (From Dt 22/05/20 to Dt 28/05/2020)

Objective of the Activity Done:

To learn about Bottom seal Bag making machine

Detailed Report:

I learn about the Bottom seal Bag making machines. I know how to operate Bottom seal Bag machine clearly. I know about the advantages and use of a 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 Signature
Day-1	I learn 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.	

WEEKLYREPORT

WEEK-8 (From Dt 29/08/20 to Dt 04/09/2020)

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 the side seal bag mach.

I completely know about the side seal bag making machine.

ACTIVITY LOG FOR THE NINE WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person in Charge/Signature
Day-1	Today I have operated side seal bag making machine.	Learned how to operate side seal bag making machine.	
Day-2	Today I know about the advantage and uses of side seal bag.	Learned the advantage, uses of the side seal bag making.	
Day-3	Today I learnt about the disadvantage & of the side seal bag making machine.	Learned the disadvantage of the machine.	
Day-4	I learn about each and every part of the machine.	Learned about the every 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	Today I have operated the bottom seal bag making machine.	Learned how to operate the bottom seal bag making.	

WEEKLYREPORT

WEEK-9 (From Dt. 05/06 to Dt. 11/06/23.....)

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 disadvantages of it and also know the uses of the side seal bag making machine.

I learnt about each and every part of the machine.

I know about the side seal bag making 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	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 making machines.	learned about uses advantages loop machine.	
Day-4	today, I learnt about disadvantages of soft loop bag making machine.	learn how to operate machine.	
Day-5	today, I learnt about disadvantages of soft loop bag making machine.	learned about disadvantages of soft loop machine.	
Day-6	I have learnt how to operate the soft loop bag making machine.	learned how to operate soft loop bag making.	

WEEKLYREPORT

WEEK-10 (FromDt 12/11/22 toDt 12/16/22...)

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 LEARNED ABOUT USES AND ADVANTAGES
OF SOFT LOOP MAKING MACHINE. OF IT
I LEARNED HOW TO OPERATE THE SOFT
LOOP BAG MAKING MACHINE.

I HAVE LEARNED MORE IN FOR NATION
OF THE SOFT LOOP BAG MAKING MACH
INE.

ACTIVITY LOG FOR THE ELEVENTH 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 soft loop bag making machine in detail.	
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 advantages and uses of patch handle bag machine.	
Day-4	Today I learnt about advantages and uses of patch handle bag machine.	learned about disadvantages of the machine.	
Day-5	Today I learnt how to operate the patch handle bag machine.	learned how to operate the patch handle bag machine.	
Day-6	Today I learnt how to operate control the patch handle.	learned how to operate patch handle bag machine.	

WEEKLYREPORT

WEEK-11 (From 01/06/2021 to 07/06/2021)

Objective of the Activity Done:

To know about Patch handle machine

Detailed Report:

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

Now I know about the Patch Handle bag machine.

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

I learn now to operate and control the patch handle bag machine.

ACTIVITY LOG FOR THE TWELVE 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	Today, I have operated the patch handle bag machine.	learned how to operate the patch handle bag machine.	
Day-3	Today, I talked to my co-workers about machine.	developed my communication skills.	
Day-4	Today I know about the T-bag making machines.	learned about the T-shape bag making.	
Day-5	Today I learn about advantages and uses of T-shape machine.	learned about advantages & uses of T-shape bag making.	
Day-6	Today I learn about disadvantages of the T-shape bag making machine.	learn about disadvantages of the T-shape bag making machine.	

WEEKLY REPORT

WEEK-12 (From 12/01/2021 to 12/02/2021)

Objective of the Activity Done:

To know about T-shape bag making mach.

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 machines.

Next I know about the T-shape bag making machine. I learnt about the advantages and disadvantages of it. I learnt about use of the T-shape 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-Shop Bag making machine.	learned how to operate and control T-Shop bag making machine.	
Day-2	I learnt how to operate and control the T-Shop Bag making machine.	learned how to operate control the T-Shop machine.	
Day-3	I learn about each and every part of the T-shape bag making machines.	learned about the T-shape bag making machine.	
Day-4	Today, I have operated the machine with the help of co-worker.	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 6 co-workers.	Develop my interaction skills.	

WEEKLYREPORT

WEEK-13 (FromDt 02/07/20 Dt... 09/07/20...)

Objective of the Activity Done:

To operate the T-shop bag making machine.

Detailed Report:

At week-13 I learnt how to operate and control the T-shop bag making machine. I learnt how to operate and control it.

I even learnt about each and every of the T-shop bag making.

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 FOURTEENTH 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 in-charges.	learned how to communicate effectively.	
Day-3	Today, I have learn how various pictographs pattern and words are	learned about the pictographs' pattern words printed	
Day-4	I have learnt the bags manufactured are mainly supplied to cement manufacturer	learned about the suppliers of bags manufactured	
Day-5	Today I have learnt how the marketing are mainly supplied to cement manufacturer.	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-14 (From Dt. 10/03/20 to Dt. 16/03/2020)

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 learn how to communicate effectively with in-charges.

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

I have learnt how the marketing teams operators to procure orders from different buyers.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	Today I have learnt how the raw material are procured from localities	learned about the procured from different locations.	
Day-2	Today I have learnt how logistics involved in the transportation & storage of the	learned how the logistics involved in transportation.	
Day-3	Today, I have learnt how to deal with the managers in employee.	learned how to deal with managers in - change emp	
Day-4	I have learnt how to manage social media platform of the company	learned how to manage accounts.	
Day-5	I have learnt how to manage social media platform of the company	learned how to manage social media platforms.	
Day-6	Due to today. so on Tuesday the things the company	learned over view of the company.	

WEEKLY REPORT

WEEK-15 (From 11/07/2022 to 17/07/2022)

Objective of the Activity Done:

To know how logistics involved in the process.

Detailed Report:

This week, I have learnt how the raw materials are processed from different locations. I have known 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.

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 some topics, we approach some of the members who know about internship skills how to maintain relation with hostlers.

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

We mutually executed the project and cooperated with each other for develop the project we maintain ourship our college provided us sufficient facility develop the 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 special knowledge and expertise required to perform special tasks and use special tools and programs. In goal 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 which we faced many express about develop the project.

We learned the skills digital marketing, documentation etc. We also learned job related skills while developing the project.

Describe the managerial skills you have acquired (in terms of planning, leadership, teamwork, behaviour, workmanship, productivity, cost time, weekly improvement in competence, goal setting, decision making, performance analysis, etc).

As a team leader we learned many managerial skills like maintaining the team morale, telling, experience, maintaining relationship with team members, how to behave with team members.

Our team members have planned and designed daily work we also maintained working relationship we maintained daily report, working report about improvement in our relationship.

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.

Student Self Evaluation of the Short-Term Internship

Student Name: CHAKALI SIVA

Registration No: 2523011651

Term of Internship:

From: 12/04/2023

To: 20/07/2023

Date of Evaluation:

Organization Name & Address: Sri Subramanyo Swara Polymers
85, Kottakunta.

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

	1	2	3	4	5
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

C. Siva

Signature of the Student

Date:

Evaluation by the Supervisor of the Intern Organization

StudentName: CHAKALI SIVA

RegistrationNo: 20231041037

TermofInternship:

From: 12/04/2023

To: 22/07/2023

DateofEvaluation:

OrganizationName&Address: Sri Subramanyeswara Polymers,
Kallakurthi

Name&AddressoftheSupervisorwithM
obileNumber

: 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

PHOTOS&VIDEOLINKS



GPS Map Camera



Google

Chintakunta, Andhra Pradesh, India
68R5+32X, Chintakunta, Andhra Pradesh 518186, India
Lat 15.240213°
Long 78.307455°
03/10/22 12:28 PM GMT +05:30

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 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 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.

INTERNALASSESSMENTSTATEMENT

NameOftheStudent: P Chakali Siva
rogramme of B.COM(CCA)

Study: Year of Study: 2022

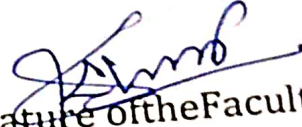
Group: B.COM(CCA)

RegisterNo/H.T.No: 80831041037

Name of the : S.V.B. Govt Degree College

College: University: Rayalaseema University

SLNo	EvaluationCriterion	Maximum Marks	Marks Awarded
1.	ActivityLog	10	5
2.	InternshipEvaluation	30	19
3.	OralPresentation	10	5
	GRANDTOTAL	50	29


Signature of the Faculty Guide

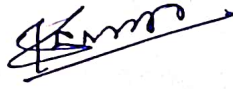
Date:

EXTERNAL ASSESSMENT STATEMENT

Name of the Student: P : CHALKALI SIVA
Programme of : B.COM
Study: Year of Study: B.COM
Group: B.COM CCA)
Register No/H.T.No: 20231041037
Name of the : S.V.B Govt Degree College
College: University: Rayala Seema University

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	60
2.	For the grading giving by the Supervisor of the Intern Organization	20	15
3.	Viva-Voce	50	45
	TOTAL	150	120
GRAND TOTAL (EXT. 50M + INT. 100M)		200	149

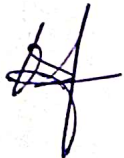
Signature of the Faculty Guide



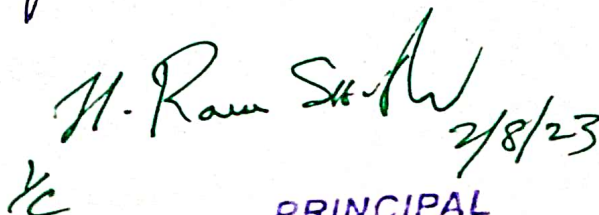
Signature of the Internal Expert



Signature of the External Expert



Signature of the Principal with Seal



2/8/23

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



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503

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