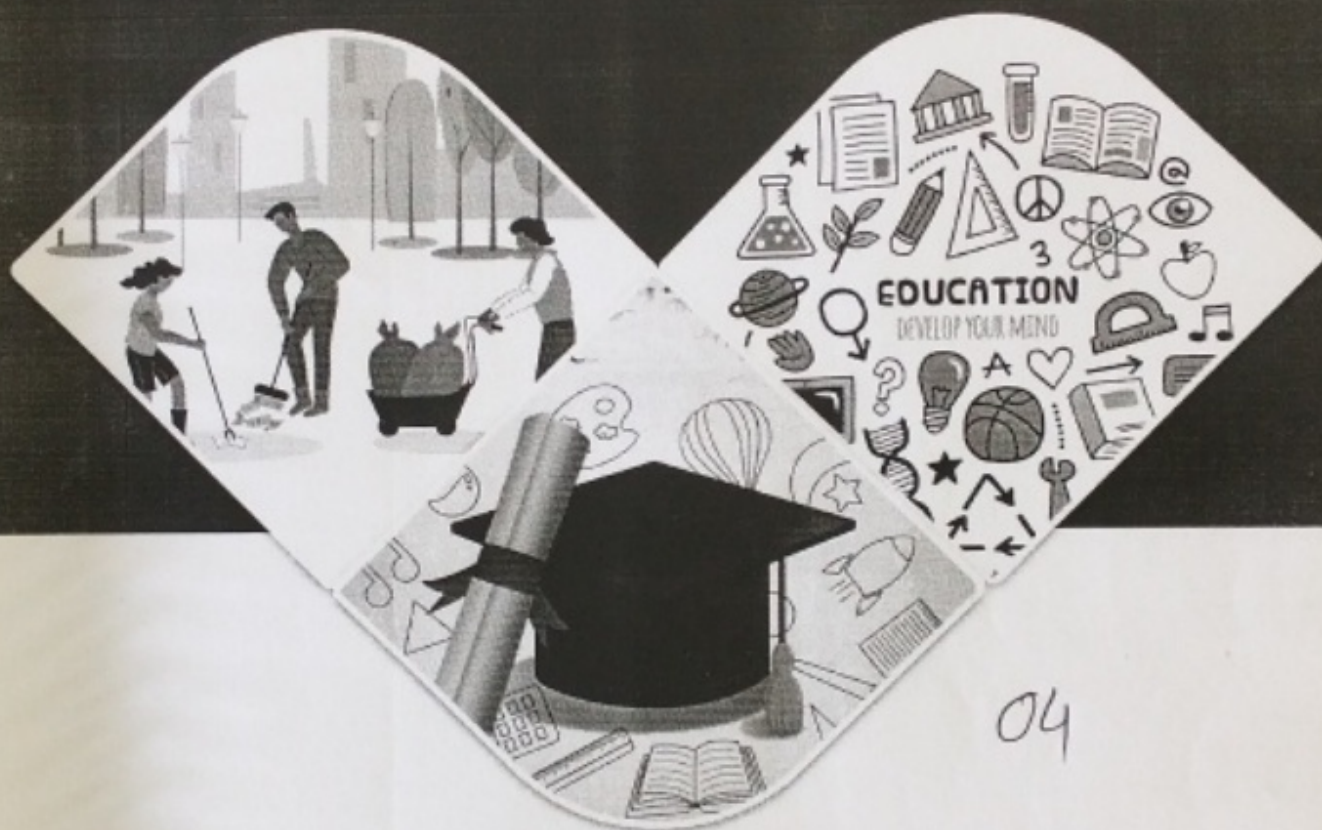


Model Program Book



04

SEMESTER INTERNSHIP

2023/04/004

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the student : E. Anjali

Name of the college : S.V.B Ghat Degree college

Registration number : 20231041004.

Period of internship : 4 months From : 17/Nov/2022 To : 4/march/2023

Name & Address of the Intern organization

Sri Subramanyeswara polymers koilakunta.

Ravala Seema university

Year.

An Internship Report on

Receiving of money and material

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

B.com computer Application

Under the Faculty Guideship of

Sri Venkateswara Reddy Sri

(Name of the Faculty Guide)

Department of

commerce of S.V.B Govt Degree College Kailkumb

(Name of the College)

Submitted by:

E. Anjali

(Name of the Student)

Reg.No: 20231041004

Department of Commerce Govt College.

commerce of S.V.B Govt Degree College Kailkumb.

(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, Ediga Anjali a student of B.Com
Program, Reg. No. 20231041004 of the Department of Commerce SVB Govt Degree
College do hereby declare that I have completed the mandatory internship
from 17/09/22 to 30/09/22 in Subramanian Swamy (Name of
the intern organization) under the Faculty Guideship of
Sri Venkateswara Swamy (Name of the Faculty Guide), Department of
Commerce English B.Com(A) SVB Govt Degree College
(Name of the College)

E. Anjali
(Signature and Date)

Official Certification

This is to certify that Ediga Anjali (Name of the student) Reg. No. 2023b41004 has completed his/her Internship in Sri Subramanyeswara (Name of the Intern Organization) on 4/09/22 (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of 30/10/22 B.com in the Department of SV Bapota Degree College (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Evans.7
Faculty Guide

Evans.7
Head of the Department

Ev
Principal

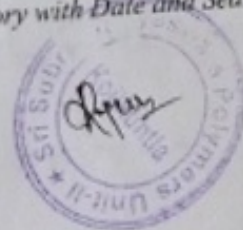


Certificate from Intern Organization

This is to certify that Ediga Anjali (Name of the intern)
Reg. No. 20231041004 of SVB Govt Degree College (Name of the
College) underwent internship in Sri Subramanya Swamy (Name of the
Intern Organization) from 1/09/22 to 30/10/22

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

Authorized Signatory with Date and Seal



I express my heartiest gratitude to Sri Subrahmaneswara Polymers Kailakunta for giving me an opportunity 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 special thanks to my mentor E. Lecturer in English for his guidance and support in my internship programme.

I would like to extend my gratitude to Mr. Juv. Kesava Rao Principal SVB Govt Degree College Kailakunta for providing me all the facilities to complete my internship successfully.

Ediga Anjali

Acknowledgements

Learning and acquiring knowledge has no limit and bounds its is one resource that never gets exhausted the more you preach the better it get and the more you preach the better it get and the it lives down through the ages

Through these lines I would like to show my sincere gratitude of all the individuals and the organisation under whose guidance and support this project is possible I would like to devote my sincere thank and gratitude to the (Branch head of Vopreddy Subramana Swara Reddy) industry Kothakurta my subramana swara Reddy for giving need and opportunity to internship training in one of the reading machines industry

I would also like to show sincere gratitude to Venkateswar Reddy sir for providing me support and guidance and help we in completing my report and it a good sample.

Contents

The assigned rating is constrained by the small scale of the firm in the highly competitive poly woven sacks industry within low entry barriers and conitd product seeks industry differentiation and weak bargaining power with suppliers and the customers existing (selling most) possess on morius the rating also factors in high sector and geographic concentration with company selling most of its products to cement manufacturers located in Andhra Pradesh And Telangana. The rating are factory constrained by the susceptibility of profitability to fluctuations in polymer prices and weak film in annual profitable to structured changed dicators and high working capacity intership Acot quo takes notes of the capital found withdrawal risk inherent to partnership nature of the firm the rating however draws comfort from long standing experience of the promoters heling relation ship with its resulting repeat orders in the cement industry and heling growth in revenues of (AGI) of 23 over the past 3 years backed by increase in capacity expansion and takes so turns going forward ability of the firm to improve its scale of operations profitability and capital will be key rating sensitives

Page No 09 forom credul perspective

Company Profiles :-

SSI Subramanyaswara Polymers (SSP) incorporated in 2007 is a partnership firm engaged in the manufacturing of HDPE LPP woven sacks the processing unit with current installed capacity of 7568 MT per annum is located at Kottakunta in Kurnool (dist of Andhra Pradesh). SSP manufactures Polypropylene (PP) bags with an emergency use for packing cement and food grains. It also sells fabric sheets which is an intermediary product in the process of marketing bags.

Recent Results :-

As per audited financial for 2015 SSP reported an operating income with profit of Rs 10.43 crore in by 2014.

For further details please contact

Analyst contacts

Mr. K. Ravichandran (Tel No - (0912) 9464381)
ravichandran@intoraindia.com

Relationship contacts

Mrs. Jayanta Chatterjee (Cell no 91-80-
03326401) jayanta@intoraindia.com

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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 report stresses on the work experience I have gathered as an intern in the digital services department of Ogilvy & Mather Communications Ltd from December

The report I mainly have incorporated my experience at Ogilvy & Mather especially campaign management research and development works etc where I also have provided details about my 3 months work experience at O&M along with a comprehensive job description where I had to work with different international marketing which is also a blend of my communications over conventional which is also a blend of communication

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:-

Sri Subramanyeswara Polymers was established in year 2006 as a partnership firm. The main line of activity of the firm is manufacturing of PP woven sockets which are used in packing of fertilizer, starch etc.

In 2006 the company was established with capacity of 35,00,000 lakhs 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 lakhs bags per month.

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

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Build higher quality bags & improve customer relation and loyalty continually strive to enhance customer satisfaction

The company has the three base values,
Teamwork 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 policy administrator define an organisation policy and you set that organization policy on organizations, folders, and projects in order to enforce the restrictions on that resource and its descendants

An intern is a trainee who was signed on with an organization for a brief period. An intern's goal is to gain work experience.

d) organizational structure:-

An organizational structure defines how activities such as task allocation, coordination and supervision are carried out in the organization. The three main organizational structures are

1) Hierarchical 2) Sequential and 3) matrix.

E) Roles & responsibilities of the employees in which inter is placed
you will start to assist and contribute more to

The team there are some roles & responsibilities
performing clerical duties creating powerpoint
presentation designing activities researching trends
the like

F) performance of the organization in terms of turnover profits, market, reach, and market value:-

The relation of selling price to costs the size of output the efficiency of production process in techniques and product and so forth to again profit through ways like social media advertisement create a website utilize Google Adwords.

G) future plans of the organization

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

Subramaniam Polymers can have a growth in increasing 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 this organisation are manufacturing Polythen bags system assist the company with tasks computing set out by various teams such as research data capturing and working closely with different team members to learn more about the company

A polymer is first converted about the company melting or dissolution and the liquid is then continuously forced through a spinnerette to form filaments. Most polymeric fibers are semicrystalline & if the polymer forms a stable melt process called melt spinning.

There are variants of such equipment semi-automatic soft loop handle bag making machine, Automatic soft loop handle bag making machine, and Patch handle bag machine.

The skills acquired through internship are problem solving, decision making, problem solving, and verbal communication.

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 intership	Impraved my communication skills	
Day - 2	As per govt norms each degree student should complete intership in any org or this regard we have requested permission for inter	Impraved my communication skills	
Day - 3	In this regard they have granted permission for intership as "Product assistant"	Inter personal skills	
Day - 4	Know about the foundry of the organisation and its history and achievements	Learned how to collect information	
Day - 5	observed the routine of organisation in working hours		
Day - 6	Interacted with the employees and also know about thier work in the organisation	Impraved my communicating skills	

WEEKLY REPORT

WEEK - 1 (From Dt. 17/11/22 to Dt. 25/11/22)

Objective of the Activity Done:

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 employees.	learned the roles and responsibilities of employees.	

WEEKLY REPORT

WEEK - 2 (From Dt. 26-11-2022 To Dt. 4-12-2022)

Objective of the Activity Done:

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 performance of the organisation. The manager explained the roles and responsibilities of the employees and interns 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 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 know about the advantages and disadvantages of the equipment	Learned the advantages & disadvantages of the equipment	
Day - 4	I know about the procedure step by step from the beginning	Learned the procedure of the operation	
Day - 5	Firstly I learn how the waste plastic material converted in small plastic granules	Learned the process of conversion of waste plastic	
Day - 6	I know about the first step the Blown film extrusion process	Learned about the blown film extrusion process	

WEEKLY REPORT

WEEK - 3 (From Dt. 5/12/2022 to Dt. 12/12/2022)

Objective of the Activity Done:

Detailed Report:

this week I visited the polymers industry I know about the equipment which are used for manufacturing of polythene bags

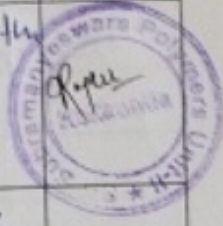
I learnt equipment names and how it works and how to operate or control it

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 into waste plastic material converted into small plastic 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 learnt how small plastic pellets or resin become molten and pliable	learned how the accounts are maintained	
Day - 2	Today's I have learnt about the raw material that go into making quality bags	learned uses & functions of machinery	
Day - 3	I have learnt where the raw materials come from	learned how to work with co-workers	
Day - 4	I have learnt about the granules which are used as raw material for the manufacture of polythene bags	develop my communication & interacting skills	
Day - 5	I have observed how the machinery work while changing granule into threads	learned about the synthesis of the processing loss	
Day - 6	Today I have learnt how the inventory of the raw materials are maintained from the suppliers	learned about the machinery	

WEEKLY REPORT
WEEK - 6 (From Date 18/11/2022 to Date 24/11/2022)

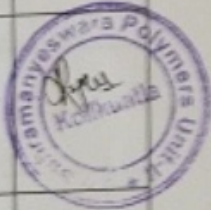
Objective of the Activity Done:

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 jutti 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 juthene 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 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 as per instructions of machinery	
Day - 3	I have worked with my co-workers	learned how to interact with co-workers	
Day - 4	I have developed my communication skills by interacting with employees	developed my communication & interaction skills	
Day - 5	Today I have learnt how the synthetic trash is processed into bags for various purposes	learned about synthetic trash and its processing	
Day - 6	I know about the machinery used for polythene bags making	learned about the machinery	

WEEKLY REPORT

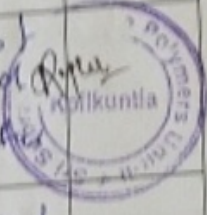
WEEK - 5 (From Dt. 17/12/2022 to Dt. 24-12/2022)

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 into bags for various purposes I know about the machinery used for making these bags

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 to cement manufacturers	Learned about the supplier of cement manufacturing	
Day - 2	I know about the company names of cement manufacturers	Learned about the names of cement manufacturers	
Day - 3	I have know about the step of making poly bags, from plastic rolls	Learned about the making of poly bags from plastic rolls	
Day - 4	I learnt how to transform rolls of plastic into poly bags	Learned the process of transformation of plastic into poly bags	
Day - 5	I learnt how the roll of plastic fed through a machine for proper length	Learned how to feed the roll of plastic through a machine	
Day - 6	I know about the every equipment in detail.	Learned about the equipment	

WEEKLY REPORT
WEEK - 6 (From DA 26/12/2021 to DA 21/12/2021)

Objective of the Activity Done:

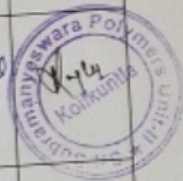
Detailed Report:

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

I have known about the step of making poly bags from plastic 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 Advantages and uses of Bottom seal Bag making machines	Learned about the advantages of the machine	
Day -6	I know about the disadvantages of the Bottom seal Bag making machine	Learned about the disadvantages of machine	

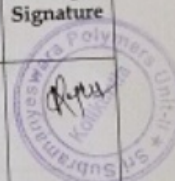
WEEKLY REPORT
WEEK - 7 (From Date 11-07-2021 to Date 17-07-2021)

Objective of the Activity Done:

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 machine. 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 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 know about 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

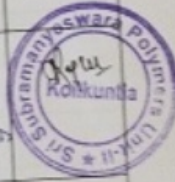
WEEK - 8 (From Dt. 9/1/2023 to Dt. 14/1/2023)

Objective of the Activity Done:

Detailed Report:

In this week, I learnt about each and every part of the machine I know about the bottom seal bag making machine completely I know about the side seal bag making machine I learnt how to operate side seal bag making mach I completely know about the side seal bag making machine

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Today I have operated side seal bag making machine	Learned how to operate side seal bag making machine	
Day -2	Today I know about the Advantages and uses of the side seal bag making machine	Learned the advantages & uses of the side seal bag making machine	
Day -3	Today I learnt about disadvantages of the side seal bag making machine	Learned the disadvantages of the machine	
Day -4	I learnt about each and every part of the machine	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	Today I have operated the Bottom seal Bag making machine	Learned how to operate the bottom seal bag making machine	

WEEKLY REPORT

WEEK - 9 (From Dt. 16/1/2013 to Dt. 21/1/2013)

Objective of the Activity Done:

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 Bag making machine	learned about uses and advantages of soft loop machine	
Day - 4	Today I learnt about disadvantages of soft loop bag making machine	learned how to operate machine	
Day - 5	Today I learnt how to operate the 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	

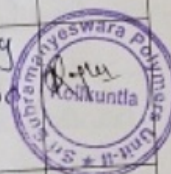
WEEKLY REPORT
WEEK - 10 (From Dt. 24/01/2023 to Dt. 28-01-2023)

Objective of the Activity Done:

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 ELEVENTH 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 an organisation on this second we have requested permission for internship placement industry	Improved my communication skills	
Day - 3	In this regard they have granted permission for internship as a 'product' assistant	Inter Personal skills	
Day - 4	know about the founder of the organisation and its history and achievements.	Learned how to collect data (confirmatory data history)	
Day - 5	observed the routine of the organisation in working hours whole day	Improved my observation skills	
Day - 6	interacted with the executive employees and also knows about their work in the industry	Improved my communication skills	

WEEKLY REPORT

WEEK - 11 (From Date 27/11/2023 to Date 04/12/2023)

Objective of the Activity Done:

Detailed Report:

In this week we introduced ourselves to them and explained the purpose why we are come to their industry / organisation and we interact with all the employees working in the organisation and introduced each other they tell us they how to communicate with the co-workers they tell us how to work in the industry of polymers / polythene bags.

ACTIVITY LOG FOR THE TWELVETH 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	Improved my communication and understanding skills	
Day - 2	observed the organisation structure and collected information about it	learned about organisation and various organisation structures	
Day - 3	they show the various kind of prayer bags clearly	I learned how many bags were there and names of it	
Day - 4	The manager shows how to understand the names of products	I learned the names of different board names clearly	
Day - 5	manager briefly explained the performance of the organisation	learned rules and regulations of the organisation	
Day - 6	The manager explained the roles and responsibilities of employees	learned about the bag's manufacturing organization	

WEEKLY REPORT
WEEK - 12 (From Dt. 6/09/22 to Dt. 11/09/22)

Objective of the Activity Done:

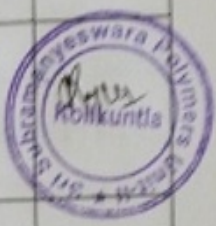
Detailed Report:

In this week we collected information about the organization vision and mission observed the structure and collected information about the organization of Industry

-They show various kind of polythene bags clearly the manager shows how to understand the names of different companies

manager briefly explained the performance of the organization the managers also explained the roles and responsibilities of the employees.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	we visit the polymers industry we saw the new equipment in industry	we learn how to run it	
Day - 2	We know about that instrument name and how it works	we know the information of equipment	
Day - 3	we know about the advantages and disadvantages of that equipment	we know about the modules of it	
Day - 4	we learn about the equipment and its uses and instructions	we know the how it contacted	
Day - 5	we work with the co-workers	communication skills leadership	
Day - 6	we develop the communication skills by the interaction of workers	socialization	

WEEKLY REPORT

WEEK - 13 (From Dt. 13/09/2021 to Dt. 18/09/2021)

Objective of the Activity Done:

Detailed Report:

C create the Analysis Assets

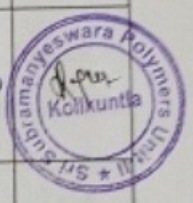
To get started we'll create a package called Build Analysis And an Analysis Asset called P₂ P-Analysis these two will sit in a space called perfault

Although not visible in the image we'll link the analysis to a Purchase-to-Pay data model we've prepared for training purposes

As soon as you've created the analysis assets you'll see the options to build the first analysis sheet you can select one of the out of the box components such as the full-screen process explorer or the conformance sheet or create your own combination of components on a sheet.

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ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I know about the equipment used for the bag making	We know about the new equipments	
Day - 2	I know about the Bottom seal Bag making machines	I learnt about the Bottom seal Bag making uses	
Day - 3	I know about the Bottom Seal Bag making machine & how to operate	I learnt about advantages and disadvantage of machine	
Day - 4	I know about the side Seal Bag making machine & how to use	I learnt about the side seal Bag making process	
Day - 5	I know about the side seal Bag making machine	I learnt how to operate the equipment side seal Bag making	
Day - 6	I know about the soft loop Bag making machine	I know how to handle the soft loop bag making machine	

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WEEKLY REPORT

WEEK - 14 (From Date 20/09/2023 To Date 26/09/2023)

Objective of the Activity Done:

Detailed Report:

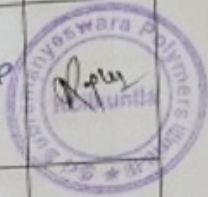
In this week I know about the some of the equipment which are used in the industry or organisation every machine has its own different feature and very easy to operate

I know about the bottom seal bag making machine and how to use and control the machine

Second I used the bottom seal bag making machines and how to operate it

Side seal bag making machine this machine is used to stitch the sides of the bags and separate the damaged bags automatically

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I know about the Patch Handle Bag machine	I know about the new equipment	
Day - 2	I know about the Patch Handle Bag machine how to operate it	I learned how to operate the equipment	
Day - 3	I know about the T-shirt Bag making machine	I knew about the T-shirt Bag-making machine structure	
Day - 4	I know about the T-shirt Bag making machine and how to use it	I learned about how to operate the equipment	
Day - 5	I operate the above machines with the help of co-workers	I know and also learned how to operate the equipment	
Day - 6	I operate the above machine with the help of co-workers	I know and also learned how to operate the equipment	

WEEKLY REPORT

WEEK - 15 (From Dt. 27/07/2023 To Dt. 03/08/2023)

Objective of the Activity Done:

Detailed Report:

In this week we know about some more equipment used in the making of the polythene bags every machine has its own structure and process to make polythene bags without any damage.

The patch handle bag machine and how to use and control the machines. And then next the machine named T-shirt bag making machine is the last equipment in the process of making polythene bags.

At last the machine itself divides the bags in every box and we want to operate the all damaged bags from it.

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 my internship I had a journal and took notes every day about new things I learned. Feedback I was given by my manager strengths and weakness I noticed and things I wanted to research. And learn more about this helped me understand my self more and identify this areas that I need to improve. Inclusive influences communication I learned that every company organization has its own culture. It's essential to observe other and learn how they engage on internship. Inst offer meaningful practical work related to career interest. An internship gives a student the opportunity for career exploration & development and learn new

skills time management discipline relationships socialization mutual support and teamwork motivation and space. And soon

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

Here are some forces that will make or carry through this technical skills

- 1) data analysis
- 2) web development
- 3) financial management
- 4) book keeping
- 5) Graphic design & ux design
- 6) writing

Technical skills are the specialized knowledge and expertise required to perform specific task 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.

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.

- 1) How to put my knowledge and skills into practice
- 2) The benefits of taking on feedback
- 3) Enthusiasm is invaluable
- 4) Keeping a journal is a great for anal growth
- 5) understanding workplace culture
- 6) How to communicate
- 7) Planning is one of the most important skills
for project management it is all about defining
the goal of the organisation & the manager should
have decision on plan for the future it includes
two important
 - * concept of management
 - * objective & importance of management
 - * management as science
 - * management as Art
 - * management as profession
 - * management functions
 - * development of management the early

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.,)

- Think before you speak prepare what you're going to speak
- Simply the message and story on message if
- Check your message before you send
- Some times it's better to pick up the call in time
- Record your self when you're communicating
- Work on your body language
- Write down the things which you communicate with others
- Fingore your interests
- Take time to respond
- Make sure you understand the listener's opinion

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

Clearly define roles and responsibilities for every team member build trust within the team encourage team members and coworkers Give teams out on only in session - making don't be afraid to be organic team by name & provide the team with learning opportunities

Groom your self for growth take clarifications if maintain if required before used if possible make or if maintain eye contact while speaking be a good listener in group discussion speak well a loud.

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 organization and other employees need to accomplish their work empirical evidence on this topic is scarce the aim of this study is to provide overview of the effects of technological development on work characteristics and to derive the implications for work demands and continuous vocational education and training Technologies defined as digital etc that effect red in various disciplines such as sociology or psychology & theoretical frame work based on theories from these disciplines was developed and statement on the relationships between technology and work characteristics such as complexity auton any or maintaining fulness were derived.

long
Student Self Evaluation of the ~~Short~~-Term Internship

Student Name: <i>Ediga Anjali</i>	Registration No: <i>20231041001</i>
Term of Internship: From: <i>07/08/2022</i> To: <i>09/10/2022</i>	
Date of Evaluation: <i>10/11/2022</i>	
Organization Name & Address: <i>Subramaneswara playmat & hospital</i> <i>v. Ashok Kumar. 6301028518</i>	

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:

E. Anjali
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

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Student Name: <u>Ediga Anjali</u>	Registration No: <u>20231041004</u>
Term of Internship: From: <u>17/04/22</u>	To: <u>04/03/2023</u>
Date of Evaluation: <u>30/10/2023</u>	
Organization Name & Address: <u>Subramaneswara Polymers Kolkuntla</u>	
Name & Address of the Supervisor with Mobile Number: <u>V. A. Shok Kumar</u>	

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

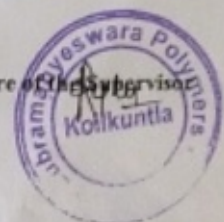
Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

Signature of the Supervisor



PHOTOS & VIDEO LINKS



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EVALUATION

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Internal & External Evaluation for Semester Internship

Objectives:

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

Assessment Model:

- There shall be both internal evaluation and external evaluation
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 200 marks. Internal Evaluation for 50 marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings for Internal Evaluation shall be:
 - Activity Log 10 marks
 - Internship Evaluation 30 marks
 - Oral Presentation 10 marks
- The weightings for External Evaluation shall be:
 - Internship Evaluation 100 marks
 - Viva-Voce 50 marks
- The External Evaluation shall be conducted by an Evaluation Committee comprising of the Principal, Faculty Guide, Internal Expert and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration

the individual student's involvement in the assigned work.

- While evaluating the student's Activity Log, the following shall be considered -
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.
 - b. Real Time Technical Skills acquired.
 - c. Managerial Skills acquired.
 - d. Improvement of Communication Skills.
 - e. Team Dynamics
 - f. Technological Developments recorded.

MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Ediga, Anjali
Programme of Study: B.com
Year of Study: 2022
Group: B.com (CA)
Register No/H.T. No: 20231041004
Name of the College: S.V.B. Gout Degree College
University: Rayalaseema University

SLNo	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: 10/03/2023

Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Ediga Anjali
 Programme of Study: B.com
 Year of Study: 2022
 Group: B.com (CA)
 Register No/H.T. No: 20231041004
 Name of the College: SVB Govt Degree college
 University: Raya Lascema university

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	70
2.	For the grading giving by the Supervisor of the Intern Organization	20	10
3.	Viva-Voce	50	30
	TOTAL	150	110
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	140

Signature of the Faculty Guide [Signature]

Signature of the Internal Expert H. Ravi Sankar

Signature of the External Expert T. Ravi Sankar

Signature of the Principal with Seal [Signature]
 PRINCIPAL
 S.V.B. GOVT. DEGREE COLLEGE,
 MOILKUNTLA, KURNOOL DT



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

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