

Program Book for Short-Term Internship

Name of the Student: Danaboina Sai Krishna

Name of the College: Government Degree College [Chebrolu]

Registration Number: Y201010008

Period of Internship: From: 1/10/2022 To: 15/11/2022

Name & Address of the Intern Organization

Harshad Basha Fly Ash Bricks Industry.
Chebrolu, Guntur (Dt)

Instructions to Students

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

1. It is mandatory for all the students to complete 2 months (180 hours) of short-term internship either physically or virtually.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements of 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 persons 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 with 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:
 - Data and Information you are expected to collect about the organization and/or industry.
 - Job Skills you are expected to acquire.
 - 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 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.

An Internship Report
On
(Title of the Internship)

Submitted in accordance with the requirement for the degree of.....

Name of the College: Government Degree College [Chebrolu]

Department: History

Name of the Faculty Guide: P. Prasad Rao

Duration of the Internship: From 11/10/22 To 15/11/22

Name of the Student: Daraboina Sai Krishna

Programme of Study BA IVth semester short term Internship

Year of Study: 2022

Register Number: 4201010008

Date of Submission: 16/11/2022

STUDENT DECLARATION

I.....Danaboina sai krishna.....a student of B.A.....
Programme, Reg.No.....V201010008.....of the Department of History.....
Government Degree College chebrolu College do here by declare that I have completed
the mandatory internship from 1/10/2022 to 15/11/2022 in
Harshad Basha Fly Ash Bricks.....(Name of the
intern Organization) under the Faculty Guidance of Sri Dr. P. Prasad Rao
(Name of the Faculty Guide) Department of History.....
Government degree college chebrolu.....(Name of the College)

(Signature and Date)

Danaboina Sai krishna

Endorsements

Faculty Guide

Head of the Department

Principal

V. Sidi
PRINCIPAL
GOVT. DEGREE COLLEGE
CHEBROLU.

Co-Ordinator
I.Q.A.C.,
Govt. Degree College
Chebrolu, Guntur (Dt.)

Student's Declaration

I, D. Sai Krishna, a student of BA Program, Reg. No. 420610008 of the Department of HISTORY, GDC Chabrolu College do hereby declare that I have completed the mandatory internship from 1/10/22 to 15/11/2022 in (Name of the intern organization) under the Faculty Guideship of....., (Name of the Faculty Guide), Department of..... (Name of the College)

(Signature and Date)

D. Sai Krishna
16/11/2022

Endorsements



Faculty Guide



Head of the Department

Principal

GSTIN : 37CRJPS2140H2ZM

Cell : 98850 31033

97035 49452

HARSHAD BASHA FLY ASH BRICKS

హర్షద్ బాషా ఫ్లైయాష్ బ్రిక్స్

Prop. : Sk. Harshad Basha

8-163, Near Sub Station - CHEBROLU - Guntur Dist. - A.P.

మావద్ద బస్సు సైజుల బ్రిక్స్ రాళ్ళు, వరలు, సిమెంట్ పోల్స్ లభించును.

Ref.

Date

CERTIFICATE FROM INTRN ORGANIZATION

This is to certify that Danaboina Sai Krishna (Name of the
Intern) Reg.No..... Y201010008 of Government Degree College
chebrolu
Name of the College under went internship in Harshad Basha Fly Ash Bricks
(Name of the Intern Organization) From 1/10/2022 To 15/11/2022.
The overall performance of the intern during his/her internship is found to be satisfactory.
(Satisfactory/Not Satisfactory).

Authorized Signatory with Date and Seal

For HARSHAD BASHA FLY ASH BRICKS INDUSTRY

SK. Harshad Basha

PROPRIETOR

ACKNOWLEDGEMENTS

Principal Government Degbelle College

1. Commissioner of Carriagat Education Vijayawada
2. Chitman APGHE Vijaya wada
3. Manager

Habshat Basha FHY Ash Bick's chetbolu

4. Principal Govt. Degbelle College, chetbolu

5. Dr. P. Prasad Rao

in charge of History Department, chetbolu

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page 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.

Learning objectives

1. To understand how job theoretical knowledge applicable to the real world
2. To understand various decision some sizes of bricks
3. To know how to man made work generated processes.

Out comes Achieved

1. How to hand made the customers
2. Changing the sizes bricks to improve as per customer's choice
3. managements of business sectors

Brick description business

→ the nature of the business manufactures
brick stone and walls making

→ the sizes of bricks - materials into required
some natural sources

summary of all the activities

the business for which we have took interest,

ships is basically a manufacturing unit.

In which bricks - materials produced from
suppliers and activities related to source

then into bricks stone and making home

walls utensils are undertaken the pro

duction is activity undertaken at PC

the constructed objects

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 with 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

Habshid basha f+y ash Bricks is a firm two sizes of bricks and waxes made manifest using unit. This industry has established in the year of by

B. Vision, mission and values of the organization

Vision: To produce Bricks stone with quality and reasonable price

Mission: To produce products as per the orders and demand

Values: extend good quality of products

C) Policy of the organization

Supply the product to the customer with care and order

d) organization structure

This bricks industry sector-based business activity in which the owner takes all decisions of company affects success of business decision

E. Roles and responsibility of the employees

this organization recruited 10 members who work for 12 hours these are paid an monthly wages

F. Per for month of the organization

The per for month of the organization for so good this business activity having 50 lakh rupee over per year

G. Future plans of the organization

This organization has been planning to expand business to the other villages and to develop village and produce the quality bricks products.

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 organization of which the short-term internship has taken is basically a manual turning two sizes bricks stones home wares made. It is a small scale business organization where the activities took place in office managed shed active some place make product. At two sizes of bricks of brick source into took taken some place and making of stored in another place. It is used as some house wares its are finished good are stored and supplied according to demand and orders from the customers.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	manu facturing Process of the brick	under standing how to final Product shape	Sh. Hany
Day - 2	manu facturing Process of the brick	under standing how to final size	Sh. Hany
Day - 3	manu facturing Process of the brick	under standing how to mix material	Sh. Hany
Day - 4	manu facturing Process of the brick	under standing how to make brick machine	Sh. Hany
Day - 5	manu facturing Process of the brick	under standing how to fix gate	Sh. Hany
Day - 6	manu facturing Process of the brick	under standing how to brick made position	Sh. Hany

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

A field proceeding from brick metrcan of it is observed how to the final product of from cement, gipsam some natural metrcans and brick stone quality and sizes in use make of manufacturing.

metrcan used in of slatp. source slat are sub, incnb. are brick making of brick stone.

if also observed the quality, quality and size important in this business.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	mani facturing of Brick stone	it is understand how to produced in median	sk. Hameed
Day - 2	manufacturing of Brick stone	under standing to how to mix sources	sk. Hameed
Day - 3	manufacturing of Brick stone	under standing how took take material	sk. Hameed
Day - 4	manufacturing of Brick stone	under standing how to making process	sk. Hameed
Day - 5	manufacturing of Brick stone	under standing how to gases	sk. Hameed
Day - 6	manufacturing of Brick stone	under standing how to checking quality	sk. Hameed

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Depositing of manufactured products in supply with customers orders	it is understood how to sell product deal with customers	Sh. Hameed
Day - 2	Depositing of manufactured product in supply with orders.	Under standing how to product sell with customers	Sh. Hameed
Day - 3	Depositing of manufactured product in supply with orders.	Under standing how to check quality	Sh. Hameed
Day - 4	Depositing of manufactured product in supply with orders	Under standing how to make product	Sh. Hameed
Day - 5	Depositing of manufactured	it is understood how to sell product deal with customers	Sh. Hameed
Day - 6		Under standing how to make product	Sh. Hameed

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week from 24-10-2022 to 31-10-2022 The internship focussed how to manufactured good are produced quality sold.

this products good are made walls with utmost care with the first step by making home walls good and strong and safe. it the product quality are good by any wall.

The products of the good also taken care to protect the good away from out side walls city protect with thief.

The where house is taken care in made home walls a protection, with full of strong quality protect in houses walls.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	selling of Brick to customer	The selling convencing negotitation the customer.	SK. Hameed
Day - 2	selling of Brick to customer	The selling convencing negotitation the customer.	SK. Hameed
Day - 3	selling of Brick to customer.	The selling convencing negotitation the customer.	SK. Hameed
Day - 4	selling of Brick to customer	The selling convencing negotitation the customer.	SK. Hameed
Day - 5	selling of Brick To customer	The selling convencing negotitation the customer.	SK. Hameed
Day - 6	selling of Brick to customer.	The selling convencing negotitation the customer.	SK. Hameed

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

After taking part in this internship the ability of.

1. Participate in debates

2. to work with teams to achieve team goals

3. The individual contribution and its improve

4. The leading activity in tough situation like in selling the damaged goods

5. The profit margins of sold out products

improved -

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

The Technology used in this industry is very minimum

The machines are used only to mold Brick mixture into finishing good, which are need to use by the customers are prepared.

some hand machines are also used in colouring the product.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No:	
Term of Internship: From	To
Date of Evaluation:	
Organization Name & Address:	
Name & Address of the Supervisor with Mobile Number:	

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) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning 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	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5

Signature of the Student