

Program Book for Short-Term Internship

Name of the Student: B. Sasi Kant G.

Name of the College: Chikbale Government Degree College.

Registration Number: Y207010003.

Period of Internship: From: 1-10-2022 To: 15-11-2022.

Name & Address of the Intern Organization

Sri Sri Sri Mother's Amritha Enterprises

Kotturthy place (near Road)

Chikbale - 522212

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..B.com(CA)

Name of the College: *Government Degree college (Chavale)*

Department: *commerce*

Name of the Faculty Guide: *Dr. Sudhakar Reddy*

Duration of the Internship: From *1/10/22* To *15/11/22*

Name of the Student: *B. Sasirekha*

Programme of Study

B.com(CA) 10 semesters start from Internship

Year of Study: *2022*

Register Number: *Y207010003*

Date of Submission: *16/11/2022*

STUDENT DECLARATION

I, BURRA SASIKANTH a student of B.com (CA)
Programme, Reg.No. Y207010003 of the Department of COMMERCE
Govt. Degree College chebrolu College do here by declare that I have completed
the mandatory internship from 01-10-2022 to 15-11-2022 in
Sri Sri Sri Muthalamma Thalli Enterprises (Name of the
intern Organization) under the Faculty Guidance of Sri. Dr. K. Venu Gopal.
(Name of the Faculty Guide) Department of commerce
Govt. Degree College, chebrolu (Name of the College)

B. Sasi Kanth
(Signature and Date)

Endorsements

[Signature]
Faculty Guide

[Signature]
Head of the Department

[Signature]
Principal

PRINCIPAL
Government Degree College
CHEBROLE, Guntur (Dt.)-522 212.



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శ్రీరామ

Cell : 9951814607
8121319127



శ్రీశ్రీశ్రీ ముక్త్యాలయ తల్లి ఎంటర్ ప్రైజెస్

ప్రా. రావూరి సుబ్బారావు

కొత్తరెడ్డిపాలెం, మెయిన్ రోడ్, చేబ్రోలు - 522 212

తేది 16/11/2022

Certificate from Intern Organization

This is to certify that B. SASIRANTH (Name of the intern) Reg. No. 7207010003 of G.P.C. Chebrolu (Name of the College) underwent internship in SSSM.T.G. Chebrolu (Name of the Intern Organization) from 01/10/2022 to 15/11/2022.

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

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R. Lakshmi Srinivas
ప్రాప్తయిటర్

Authorized Signatory with Date and Seal

GSTIN : 37BPBPR5904K1ZK

శ్రీశ్రీశ్రీ ముక్త్యాలయ తల్లి ఎంటర్ ప్రైజెస్

మెయిన్ రోడ్ - కొత్తరెడ్డిపాలెం, చేబ్రోలు మం.

ప్రా. రావూరి సుబ్బారావు, Cell : 9951814607

ACKNOWLEDGEMENTS

② principle Government degree college

① Commissioner of collegiate education

vijayawada

— ①

② Chairman AP STF vijayawada — ②

~~③~~ ~~Manager~~

③ Manager

— ③

Sri motyallama Enterprises

Chennai

④ principal Govt. Degree college (Chennai)

⑤ Dr. A. Sathyanarayana Reddy

Incharge of Commerce Department

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 far theoretical knowledge applicable real world

2) To understand various decision making - ~~form~~

3) To know how to handle criss-relevant pressures

outcomes achieved

1) How to handle the customers

2) Changing the business dynamics

3) management of business dynamics

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

Our main motto is to provide a good service and highest manufacturing units. This Industry has established in the year of — by —

B. vision - mission and values of organizations

vision - To produce good service with quality

mission - To produce products with reasonable price

values - to extend good quality of products

C. policy of the organization

supply the products to the customers without any delay

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 at which the short term in
his there is basically a manufacturing unit
of from sales, and kitchen utensils.

It is a sole trade business organization.
where the activities take place in two sheds
At one the making of from raw materials
in to sales taken place and delivery of the same
is conducted. In another shed it is used as 'warehouse'
at which all finished goods are stored,
and supplied according to demand from the
customers.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Introduction of the unit taken	basic structure of the unit	<u>Rajad</u>
Day - 2	Raw-materials Procurements	Raw-material supplies and their management	<u>Rajad</u>
Day - 3	Raw-materials Procurements	Raw material suppliers and their management	<u>Rajad</u>
Day - 4	Raw-materials Procurements	Price negoti- tations with suppliers.	<u>Rajad</u>
Day - 5	Raw-material management	Storage of raw-materials	<u>Rajad</u>
Day - 6	Raw-material management	Storage of raw-materials.	<u>Rajad</u>

WEEKLY REPORT

WEEK - 1 (From Dt. 1-10-22 to Dt. 7-10-22)

Objective of the Activity Done:

Detailed Report:

As this is the 1st week, understanding of the organization is taken. The enterprise have is Sri Sri Sri Mathalaxana halli from main factory unit which contained two sheds in one shed the manufacturing of from sales taken place.

For this in this week, how the organization has been performing the raw-materials is ascertained.

The negotiations with the suppliers on price issues observed.

In this week how the raw material/safeguarded is also observed.

How the raw-material stored as per quality, and used for producing the product is also observed.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	manufacturing process process	understanding how the food project will shape.	<u>B. S. S. S.</u>
Day - 2	manufacturing process process	understanding how the food project will shape.	<u>R. S. S. S.</u>
Day - 3	manufacturing process process	understanding how the food project will shape.	<u>R. S. S. S.</u>
Day - 4	manufacturing process process	understanding how the food project will shape.	<u>R. S. S. S.</u>
Day - 5	manufacturing process process	understanding how the food project will shape.	<u>R. S. S. S.</u>
Day - 6	manufacturing process in charge		<u>R. S. S. S.</u>

10-10-22
WEEKLY REPORT

15-10-22

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

Objective of the Activity Done:

Detailed Report:

After Prog using from use material of it is observed how the final product of door sates different sizes of edges used in from safe from trees.

materials used in framing of shape shatter locks and their usage.

mouring of from sates, sk ching locks, and secret locks observed.

It is also observed the waiting time for color permeable.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	manufacturing of kitchen utensils	understand the etching and shaping them into vessels.	R. S. R.
Day - 2	manufacturing of kitchen utensils	understand the etching and shaping them into vessels, etc.	R. S. R.
Day - 3	manufacturing of kitchen utensils	understand the etching and shaping the into vessels etc.	R. S. R.
Day - 4	manufacturing of kitchen utensils.	understand the etching and shaping the into vessels etc.	R. S. R.
Day - 5	manufacturing of kitchen utensils	understand the etching and shaping the into vessels etc.	R. S. R.
Day - 6	manufacturing of kitchen utensils	understand the etching and shaping the into vessels.	R. S. R.

17-10-22

22-10-22

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

This ~~industry~~ ~~plant~~ ~~from~~ ~~manufacture~~
from ~~sates~~ ~~also~~ produces kitchen utensils
like, buckets, bowls and vessels.

In this week the whole process of manufacture
of buckets, bowls and vessel have been
observed.

3) With the help of new materials and
machinery machinery various work of
buckets, bowls are produced

4) ~~one~~ is also take in designing
them. attractively.

5) It is also observed that produced
products are not get damaged with
dents. and scratches.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	of Depositor manufacturing products in whose have	It is understood how the proved goods are taken care	R. S. S. S.
Day - 2	Depositor manufacturing products in whose have	It is understood how the proved goods are taken care	R. S. S. S.
Day - 3	Depositor manufacturing products in whose have.	It is understood how the proved goods are taken care	R. S. S. S.
Day - 4	Depositor manufacturing products in whose."	It is understood how the proved goods are taken care	R. S. S. S.
Day - 5	Depositor manufacturing products in whose.	It is understood how the proved goods are taken care.	R. S. S. S.
Day - 6	Depositor manufacturing products in whose.	It is understood how the proved goods are taken care	R. S. S. S.

24-10-22

31-10-22

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 focused on how the market
traded goods are protected until sold.

All produced goods are taken care with
utmost care by placing the goods in
good in boxed packs, and safe, and
placing best quality of goods on there.

The producers of the goods also taken
care to protect the goods from
water and dust worst from night

The all are house is taken care by
a watchmen. with full of lighting
facility especially in the night times.

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.)

In this interest the commitment of entrepreneurs is observed very closely

As it is a sole trade business. He begins producing goods only after taking orders from the customers.

The organization along with the manager 5 other employees are working with different roles and responsibilities.

Whole organization is very much committed in performing the economic activity with full of discipline and well defined roles and regulations.

with the good relationship with the raw material suppliers, customers and employees working in the organization this enterprise has been incurring good profits.

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

By taking interest in this organization the following technical skills have been observed

1) The quality checking of from raw material

2) The moulding process at the from raw material into definite shape.

3) The employee relation ships.

4) The supplies negotiations

5) Customer relation ships.

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.

With this inter ship the following
managerial skills acquired as-

1) The planning raw materials
according to the demand

2) The management of labors doing
production process

3) The team work with the employees
in accomplishing the orders in
time.

4) The selling techniques even
after receiving orders.

5) The selling techniques of
damaged products.

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.,)

After going in the intern ship the following skills have improved.

1) The negotiations with the raw materials supplies.

2) He worked management with the existing workers.

3) The change house management

4) The customer relation ship management

5) The disposal of damaged products.

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 inter ship
the ability of

1) Partitake in debates.

2) to work with teams to achive team goals

3) the individual controbution and its
importance.

4) the leading activity in tough situation
like in selling the damaged quode.

5) the project management of sold out
products.

improved.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No:

Term of Internship: From ¹⁻¹⁰⁻²² To 15-11-22

Date of Evaluation: 16-11-2022

Organization Name & Address: Sri Sri Sri Muthyalakshmi Hali Enterprises.

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	✓	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

B. Sasi Kanku.
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No:

Term of Internship: From 1-10-22 To 15-11-22

Date of Evaluation: 16-11-2022

Organization Name & Address: Sri Sri Sri Muthayillamma Thali Enterprise

Name & Address of the Supervisor
with Mobile Number:

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

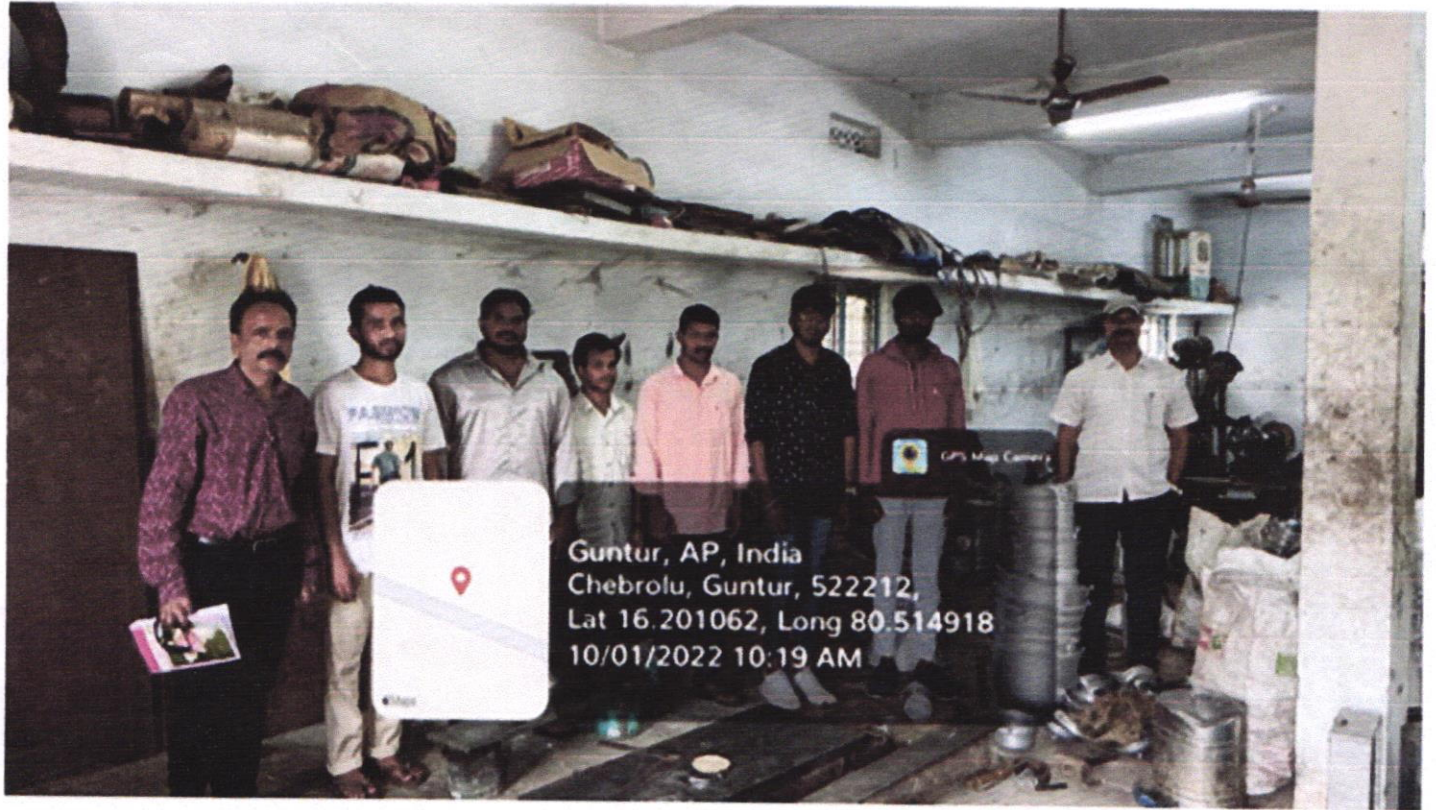
Please note that your evaluation shall be done independent of the Student's self-evaluation

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) 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 Supervisor

PHOTOS & VIDEO LINKS



INTERNAL ASSESSMENT STATEMENT

Name of the Student: B. S. Srikanth
Programme of Study: B. Com
Year of the Study: III Year IV Sem
Group: C.A.
Register No./H.T. No: Y207010003
Name of the College: GDC Chelavake
University: ANU Guntur

S.No.	Evaluation Criterion	Maximum Marks	Marks Awarded
1	Activity Log	25	15
2	Internship Evaluation	50	30
3	Oral Presentation	25	15
	GRAND TOTAL	100	60

Date:

Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/

Signature of the Principal

PRINCIPAL
GOVT. DEGREE COLLEGE
CHEBROLE: Guntur DL (A.P.)