

Program Book for Short-Term Internship

Name of the Student: S. Joseph

Name of the College: Government Degree College chebrolu

Registration Number: Y201010022

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

Name & Address of the Intern Organization

HARSHAD BASHA FLY ASH BRICKS
chebrolu . buntur distric . 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.....

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: Sandeepu Joseph

Programme of Study BA IVth Semester short term Internship

Year of Study: 2022

Register Number: Y201010022

Date of Submission: 16/11/2022

STUDENT DECLARATION

I, Sandepogu Joseph a student of B.A
Programme, Reg.No. Y201010022 of the Department of History
..... Government Degree College 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 Chebrolu (Name of the
intern Organization) under the Faculty Guidance of Sri P. Prasad Rao
(Name of the Faculty Guide) Department of History
Government Degree College Chebrolu (Name of the College)

(Signature and Date)
S. Joseph
16/11/22

Endorsements

Faculty Guide



Head of the Department



Principal

V. Sridhar
PRINCIPAL
GOVT. DEGREE COLLEGE
CHEBROLU.

Student's Declaration

I,.....,a student ofProgram, Reg. No.of the
Department of....., College do hereby declare that I have
completed the mandatory internship from..... toin
(Name of the intern organization) under the Faculty Guideship
of....., (Name of the Faculty Guide), Department of.....
..... (Name of the College)

(Signature and Date)

Endorsements


Faculty Guide


Head of the Department

Principal

HARSHAD BASHA FLY ASH BRICKS**హర్షద్ బాషా ఫ్లైయాష్ బ్రిక్స్**Prop. : **Sk. Harshad Basha**# 8-163, Near Sub Station - **CHEBROLU** - Guntur Dist. - A.P.**మావద్ద అన్ని సైజుల బ్రిక్స్ రాళ్ళు, వరలు, సిమెంట్ వేరల్స్ లభించును.**

Ref.

Date

CERTIFICATE FROM INTRN ORGANIZATIONThis is to certify that Sandepogu Joseph (Name of theIntern) Reg.No. V201010022 of Government Degree collegeChebrolu
Name of the College under went internship in Harshad Basha Fly Ash Bricks(Name of the Intern Organization) From 1/10/2022 To 15/11/2022The overall performance of the intern during his/her internship is found to be satisfactory

(Satisfactory/Not Satisfactory).

Authorized Signatory with Date and Seal

SK. Harshad Basha
PROPRIETOR

ACKNOWLEDGEMENTS

Principal Government Degree College

1. Commissioner of Collegiate Education Vijayawada
2. Chisman APSHE Vijayawada
3. Manager

Harshad Basha Fly Ash Bricks, Chebrolu

4. Principal Govt. Degree College, Chebrolu

5. Dr. P. Prasad Rao

incharge of History Department, Chebrolu.

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 for theoretical knowledge applicable to the real world
- 2) To understand various decision some sizes of bricks
- 3) To know how to handmade work related pressures.

out comes Archived

- 1) How to handmade the customers
- 2) changing the sizes bricks to improve as per customer's choice
- 3) managements of business reserves.

Brief description of business

-> The nature of the business manufacturing 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

intern-ships is basically a manufacturing

unit. In which Bricks - materials produced

from suppliers and activities related to ~~shawn~~

source then into Bricks stone and making

home walls utensils are under taken. The

Production is activity under taken at per

The customer orders.

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

Harshid basha fly ash Bricks is a from two sizes of bricks and walls made manufacturing unite. 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 deal and orderd

d) organization structured

This Bricks industry sales-tread business activity in which the owner takes all deals of customer after sales of business decision.

E) Rules and responsibility of the employees

This organization required 10 members who work for 12 hours. These are paid on monthly bases.

F) Performance of the organization

The Performer of the organization for so good this business activity having 50 lakh turn over per year.

g) Future plans of the organization

This organization has been planning to expand business to the other villages near to Chebrolu 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 manufacturing ~~manufae~~ two sizes bricks stones Home walls maded. it is a sale thread business organization. where the activities took place in office manger shed. active some place make product.

At two sizes of bricks of brick source in to took taken some place and making or. storred in anthore place it's used as some house walls ~~at~~ its all finished good are stored and supplier according to demand and orderd from the coustmer.

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 inches taken	Basic structure of brick sizes	Sh. Hameed
Day - 2	Brick's - meterial natural source, chips cement,	Brick. meterial supliyer and ther now oebh souke	Sh. Hameed
Day - 3	Bricks' - meterial gipsem, cement, ete,	Brick meterial supliyer and the lebrers make that.	Sh. Hameed
Day - 4	Bricks - meterial Natural Sources	Price negoti tation with manager	Sh. Hameed
Day - 5	Bricks - meterial Natural sources	sizes of the bricks stone quality.	Sh. Hameed
Day - 6	Brick - meterial Natural sourees.	storege of bicks's best after maded.	Sh. Hameed

WEEKLY REPORT

WEEK - 1 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

As this the 1st week, understanding about the organization is taken. the industry name is 'Hatshad Basha Fly Ash Bricks' manufacturing unit. which contained some place is one shed are there, to manufacturing Brick stone. for this in this week the organization has been producing the Brick-material as certain. the negotiations with the manager on price issue observed. and observed Brick in use material is also observed. How the Brick stones graded as per quality. 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 of the brick	understanding how to final product sheeps.	Sh. Hany
Day - 2	manufacturing process of the brick.	understanding how to final sizes	Sh. Hany
Day - 3	manufacturing process of the brick.	understanding how to mix material	Sh. Hany
Day - 4	manufacturing process of the brick	understanding how to make brick machine	Sh. Hany
Day - 5	manufacturing process of the brick.	understanding how to fix rate	Sh. Hany
Day - 6	manufacturing process of the brick.	understanding how to brick made position.	Sh. Hany

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

After Processing from brick material of it is observed how to the final Product of from Cement, Gypsum some natural materials and brick stone quality and sizes in use make of manufacturing.

material used in of shear. Squar shet are 8, u, incher. are brick making of brick stone.

if also observed the quality, quantity and size impattent. 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	manufacturing of Brick stone	it is understand how to Produced in meciab	Sh. Hanny
Day - 2	manufacturing of Brick stone	understanding to how to mix sources	Sh. Hanny
Day - 3	manufacturing of Brick stone	understanding how took take meterial	Sh. Hanny
Day - 4	manufacturing of Brick stone	understanding how to making Process	Sh. Hanny
Day - 5	manufacturing of Brick stone	understanding how to sales	Sh. Hanny
Day - 6	manufacturing of Brick stone	understanding how to cheking quality.	Sh. Hanny

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- 1) This Industry a Part from manufacturing own Bisuness , also Produced Home wall madeing like , Home wall , side walls and out of wall.
- 2) In this week the whole Producs of manufacture of Brick stone and what make meterial have been observed
- 3) with the help of Brick metireal and sizes manufacture veries ~~made~~ two sizes of 8, u inches are product.
- 4) Quality is also taken in sizes them- with custmore satisfifaction. and trusted
- 5) it is also observed that product Produ's are Produce with quality and cheking correct & sizes. and shepe.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Depositing of manufacturing products in supply with Customer order.	it is understood how to sell Product & deal with customer.	Sh. Hameed
Day - 2	Depositing of manufactured product in supply with orders.	understanding how to Product sale with customer	Sh. Hameed
Day - 3	Depositing of manufactured product in supply with orders.	understanding how to check quality.	Sh. Hameed
Day - 4	Depositing of manufactured product in supply with orders	understanding how to make Product.	Sh. Hameed
Day - 5	Depositing of manufactured Product in supply with orders.	it is understood how to sell Product deal with customer	Sh. Hameed
Day - 6	Depositing of manufactured products in supply with orders.	understanding 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 producted quality sold.

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

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

The whet house is taken care in made home walls a protection. with full of strong facility. protect. in house 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.	Sh. Hameed
Day - 2	selling of Brick. to Customer	the selling. Convencing, negotitation, the customer.	Sh. Hameed
Day - 3	selling of Brick to Customer	The selling Convencing negotitation the Customer	Sh. Hameed
Day - 4	selling of Brick. to Customer	The selling, convencing, negotitation the Customer.	Sh. Hameed
Day - 5	selling of Brick to Customer	The selling, convencing, negotitation the Customer	Sh. Hameed
Day - 6	selling of Brick to Customer.	The selling, convencing, negotitation The Customer	Sh. Hameed

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In the last week from 1-11-2022 to 12-11-2022. the final activity of selling the bricks and orders has been observed.

Actually this industry undertakes production only after receiving sufficiently orders

so, selling of produced is not a big task as some advance is also taken from the whole sales

selling become hard only the good get damaged with brick.

In this wall also. the quality brick are sold by reducing the price of the product.

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 internship the following.
managers skill acquired as

- 1) The planning Brick material according to the demand
- 2) The management of observes during production process.
- 3) The teamwork 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 joining in the internship the following skills have improved

1) The negotiations with the Brick material supplier

2) The workload management with the existing workers

3) The warehouse management.

4) The customer relationship 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 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 management 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 material into finishing
good, which are need to use
by the customer. 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 1.10.22 To 15.11.22

Date of Evaluation: 16.11.2022

Organization Name & Address: Harshid basha Fly ash Bricks

Name & Address of the Supervisor Dr. P. Prasad rao
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