

Programme Book



SHORT-TERM INTERNSHIP (On-Site)

Designed & Developed by



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



PROGRAMME BOOK FOR
SHORT-TERM INTERNSHIP
(On-Site)

Name of the Student:

B. KAVITHA

Name of the College:

K.H. GOVT DEGREE COL, DHARMAVARAM

Registration Number:

2042004066003

Period of Internship:

From:

To:

Name & Address of the Intern Organization

85° PALLAVI ENTERPRISES 1/4/27,
SOMAWATH NAGAR ANANTHAPUR

Sri Krishnadevaraya University, Ananthapuramu

2022

An Internship Report on

Work Experience at Sri Pallavi Enterprises

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

B.COM I.C.A.D. Computer

Under the Faculty Guideship of

Dr. Shik Shamiulla

(Name of the Faculty Guide)

Department of Telugu

K.H. Govt Degree College Dhanavaram

(Name of the College)

Submitted by:

B. Kavitha

(Name of the Student)

Regd. No: 2042004066003

Department of COMMERCE

K.H. Govt Degree College Dhanavaram

(Name of the College)

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of Andhra Pradesh 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 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, B. KAVITHA a student of B.COM (C.A)
Programme, Regd. No. 204200160003 of the Department of
COMMERCE, K.H. GOVT DEGREE COLLEGE DHARMAVARAM
College do hereby declare that I have completed the mandatory internship
from 19-09-2022 to 10-11-2022 in Sri Pallavi
EXPORT PROCESS under the Faculty Guideship of
DR. SHAIK SHAMILLA DEPARTMENT OF TELUGU K.H. GOVT
DEGREE COLLEGE D.V.

B. kavitha
(10-11-2022)
(Signature with Date)

Official Certification

This is to certify that B. Kavitha, Regd.
No. 2042004066003 has completed her Internship in
Sri Pallavi Enterprises Anantapur on
Work Experience at Sri Pallavi Enterprises under
mysupervision as a part of partial fulfillment of the requirement for the
Degree of B.COM. (C.A) in the Department of
COMMERCE K.H Govt Degree College Dharmavaram

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide

Shai

Head of the Department

Shai
Dr. SHAIK SHAMIULLA, M.A., Ph.D
Lecturer in Telugu
K.H. Govt. Degree College
DHARMAVARAM, Sri Satya Sai (Dt.)

K. Reddy
Principal

K.H. Govt. Degree College
Dharmavaram - 515671
Anantapur (Dist.) A.P.

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Certificate from Intern Organization

This is to certify that B. Kavitha,

Regd. No. 2042004066003 of K.H. Govt Degree

College Dhanalakshmi, underwent internship in Sri

Pallavi Enterprises Anantapur from

12-9-2022 to 10-11-2022.

The overall performance of the intern during her internship is found to be

Satisfactory.

Authorized Signatory with Date and Seal

FOR SRI PALLAVI ENTERPRISE

R. Pall
Proprietor



Acknowledgement

First I would like to Thank His R. Pallavi Proprietor
of Sri Pallavi Enterprises Anantapuram for giving
me the opportunity to do an internship with the organization.

I also would like all the people that worked along
with me Sri Pallavi Enterprises Anantapuram with their
patience and openness they created an enjoyed working
environment.

It is with great sense of pleasure and
humble sense of gratitude that I acknowledge the help
of these individuals.

I would like to Thank you My head of the Department
of His M. Pushavathi for his constructive criticism through
out my internship.

I would like to Thank you A. Kiran Kumar, College
internship coordinator, for their support and advices to
get and complete internship in above said organization.

I am extremely grateful to my department staff members
and friends who helped me in successful completion of this
internship.

B. Kavitha
(2042004066003)

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Chapter - 2

OVERVIEW OF THE ORGANIZATION

In Anantapur town many construction material supply organizations are there but very few organizations are there which is most reasonable price supply organizations. Sri Pallavi Enterprises was established in the year 1996. The proprietor of this organization is Mrs R. Pallavi. This organization deals with the supply of construction materials like cement, steel and plumbing materials in whole sale and in retail. This organization is situated in Somanth Nagar, Anantapur town. This organization is one of the best whole sale and retail purchase cement, steel etc construction material.

This organization selling construction goods in bulk market. The turnover of this organization is RS. 50,00,000

Chapter - 1

EXECUTIVE SUMMARY

Sri Pallavi Enterprises was established in the year 1996. The Proprietor of this organization is Mrs R. Pallavi. This organization deals with the supply of construction materials like cement, steel and plumbing materials in wholesale and in retail. This organization is situated in Somath Nagar, Anantapur town. This organization is one of the best wholesale and retail to purchase cement, steel, and, etc construction material.

This organization selling construction goods in a bulk manner. The turnover of this organization is Mrs R. Pallavi. This organization deals with the supply of construction materials like cement, steel and plumbing materials in wholesale and in retail. This organization is situated in Somath Nagar, Anantapur town. This internship report stress on the work based on experience at Sri Pallavi Enterprises along with a comprehensive job description where I had to work with different brands and an analysis on the roles of construction material over conventional market which is also blend of my Sri Pallavi Enterprises Experience and Research data.

Since its inception in 1996 in Anantapur town, Sri Pallavi Enterprises has always been conserving quality service and now it is one of the leading and biggest selling construction material in Anantapur town within a very short time.

In the internship period your objectives are

⇒ develop work habits and attitude necessary for success.

⇒ develop communication.

⇒ interpersonal and critical skills in sales.

⇒ Build record work experience.

In the internship period you have promoted sales of construction material and maintains of good record.

Chapter - 3

INTERNSHIP PART

During the internship, I was assigned different tasks. While performing those tasks, I have learnt the roles responsibilities of the employees, gained practical knowledge, improved speaking skills, social skills, behavioural skills, ~~sales~~ executive skills etc. The details of the roles that I worked are mentioned in the activity log.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Verifying the received stock	verification skills	<u>Shah</u>
Day - 2	Verifying the received stock	verification skills	<u>Shah</u>
Day - 3	Verifying the received stock	verification skills	<u>Shah</u>
Day - 4	Entering the stock onto the computer	computer skills	<u>Shah</u>
Day - 5	Entering the stock onto the computer	computer skills	<u>Shah</u>
Day - 6	Entering the stock onto the computer	computer skills	<u>Shah</u>







WEEKLY REPORT

(From Dt ...12-09-2022 to Dt ...17-09-2022)

Objective of the Activity Done:

In the first week, I was instructed to do data entry operating. I entered the details of the items received from different places.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Entering the stock onto the computer	computer skills	
Day - 2	Entering the stock onto the computer	computer skills	
Day - 3	Entering the stock onto the computer	computer skills	
Day - 4	Entering the stock onto the computer	computer skills	
Day - 5	Entering the stock onto the computer	computer skills	
Day - 6	Entering the stock onto the computer	computer skills	







WEEKLY REPORT

(From Dt ...19-09-2022... to Dt ...24-09-2022...)

Objective of the Activity Done:

I was instructed to do data entry operating even in the second week too. I entered the details such as name of the item, Price of the item, and other information on the system.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Entering the stock onto the computer	computer skills	
Day - 2	Entering the stock onto the computer	computer skills	
Day - 3	Entering the stock onto the computer	computer skills	
Day - 4	Entering the stock onto the computer	computer skills	
Day - 5	Entering the stock onto the computer	computer skills	
Day - 6	Entering the stock onto the computer	computer skills	

WEEKLY REPORT

(From Dt ... 26-09-2022 to Dt ... 1-10-2022)

Objective of the Activity Done:

I was instructed to do data entry operating even in the third week too. I entered the details such as name of the item, price of the item, and other information on the system.

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ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Entering the stock onto the computer	computer skills	<i>Shah</i>
Day - 2	Entering the stock onto the computer	computer skills	<i>Shah</i>
Day - 3	Entering the stock onto the computer	computer skills	<i>Shah</i>
Day - 4	Entering the stock onto the computer	computer skills	<i>Shah</i>
Day - 5	Entering the stock onto the computer	computer skills	<i>Shah</i>
Day - 6	Entering the stock onto the computer	computer skills	<i>Shah</i>

WEEKLY REPORT

(From Dt 03-10-2022 to Dt 08-10-2022)

Objective of the Activity Done:

I was instructed to do data entry operating even in the fourth week too. I entered the details such as name of the item, price of the item, and other information on the system.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Showing products to the customers	Sales Executive Skills	<i>Shah</i>
Day - 2	Showing products to the customers	Sales Executive Skills	<i>Shah</i>
Day - 3	Showing products to the customers	Sales Executive Skills	<i>Shah</i>
Day - 4	Showing products to the customers	Sales Executive Skills	<i>Shah</i>
Day - 5	Showing products to the customers	Sales Executive Skills	<i>Shah</i>
Day - 6	Showing products to the customers	Sales Executive Skills	<i>Shah</i>

WEEKLY REPORT

(From Dt ...10-10-2022... to Dt ...15-10-2022...)

Objective of the Activity Done:

In the week, I was given the role of sales executive. My role is to show different items of furniture to the customers and explaining this to them about the quality, price, and other details. I can happily say that this task has helped in knowing the prices of multiple furniture items.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Showing products to the customers	sales Executive skills	<u>Shah</u>
Day - 2	Showing products to the customers	sales Executive skills	<u>Shah</u>
Day - 3	Showing products to the customers	sales Executive skills	<u>Shah</u>
Day - 4	Showing products to the customers	sales Executive skills	<u>Shah</u>
Day - 5	Showing products to the customers	sales executive skills	<u>Shah</u>
Day - 6	Showing products to the customers	sales executive skills.	<u>Shah</u>

WEEKLY REPORT

(From Dt ...17-10-2022 to Dt ...22-10-2023)

Objective of the Activity Done:

In the sixth week too, I was given the role of sales executive. I showed different items of furniture to the customers and explain them about the quality, price, and other details. I can happily say that this task has helped in knowing the prices of multiple furniture items.

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Chapter - 5

OUTCOMES DESCRIPTION

Describe the work environment you have experienced:

I am very happy to say that working in the Sri Pallavi Enterprises is really a good experience. I have learnt that all the employees must be on time to the duty and be kind and courteous while speaking with the customers. The management has taught skills and how to speak to the customers.

I have gained real-time working knowledge besides improving the necessary skills that every employee should possess. I am glad to say that I learnt new things and acquired new skills.

Describe the real time technical skills you have acquired:

Entering the details of the wood items and furniture on the computer, especially in a software designed to do business easily.

Describe the managerial skills you have acquired:

I have learnt various strategies of managing the customers and their problems even in critical situations.

Describe how you could improve your communication skills:

I have improved my communication skills by conversing with the proprietor and the customers. I even learnt how to behave myself with the employees, especially with the sales executives and the customers who come with their needs and expectations.

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

I have participated in group discussions and expressed the ideas which I have in my mind. Those ideas were appreciated by the team members in the group.

Describe the technological developments you have observed and relevant to the subject area of training:

I am happy to say that I have acquired basic computer skills that are necessary to enter the required information onto the system.

Student Self Evaluation of the Short-Term Internship

Student Name: <u>B. kavitha</u>	Registration No: <u>2042004011003</u>
Term of Internship: <u>2 month</u>	From: <u>12-09-2022</u> To: <u>10-11-2022</u>
Date of Evaluation: <u>15-11-2022</u>	
Organization Name & Address: <u>Sri Pallavi Enterprises Somnath</u> <u>near Antares</u>	

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

No.	Criteria	1	2	3	4	5
1	Oral communication				✓	5
2	Written communication				✓	5
3	Proactiveness				✓	5
4	Interaction ability with community				✓	5
5	Positive Attitude				✓	5
6	Self-confidence				✓	5
7	Ability to learn				✓	5
8	Work Plan and organization				✓	5
9	Professionalism				✓	5
10	Creativity				✓	5
11	Quality of work done				✓	5
12	Time Management				✓	5
13	Understanding the Community				✓	5
14	Achievement of Desired Outcomes				✓	5
15	OVERALL PERFORMANCE				✓	5

B. kavitha
Signature of the Student

Date: 10-11-2022

Evaluation by the Supervisor of the Intern Organization

Student Name: B. Kavitha Registration No: 2042004065003

Term of Internship: 2 months From: 12-09-2022 To: 10-11-2022

Date of Evaluation: 15-11-2022

Organization Name & Address: Sri Pallavi Enterprises, Poores, Gomarath
Nagarkunta, antapuram

Name & Address of the Supervisor with Mobile Number: Dr. S. Shamiulla

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

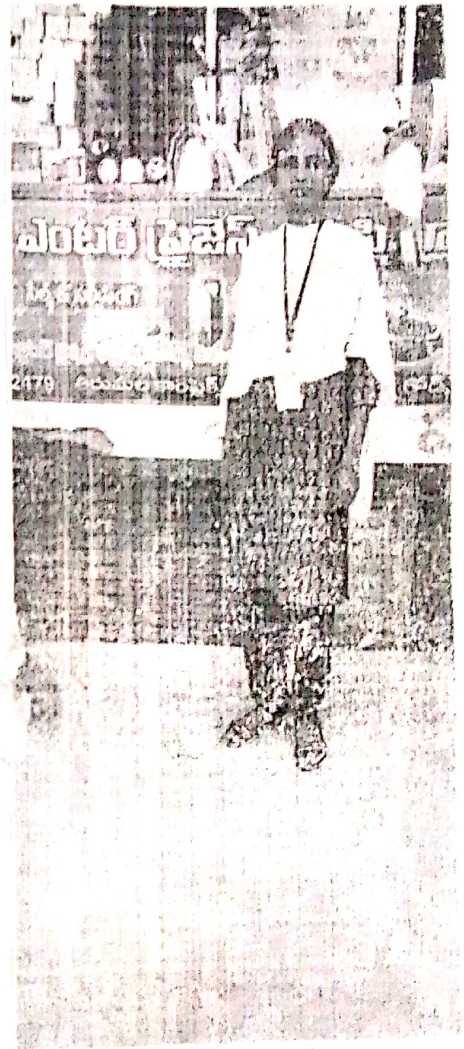
1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	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: 15-11-2022

Signature of the Supervisor: P.D.
Dr. SHAIK SHAMUZZA
Lecturer in Telugu
K.H. Govt. Degree College
DHARMAVARAM, Sri Satya Sai (Dt.)

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PHOTOS & VIDEO LINKS



EVALUATION



Internal Evaluation for Short Term Internship (On-site/Virtual)

Objectives:

- To integrate theory and practice,
- To learn to appreciate work and its function towards the future,
- To develop work habits and attitudes necessary for job success,
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work,

Assessment Model:

- There shall only be internal 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 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:
 - Activity Log 25 marks
 - Internship Evaluation 50marks
 - Oral Presentation 25 marks
- 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: B. kavitha
Programme of Study: B.com & A
Year of Study: 2021-2022
Group: Computer Applications
Register No/H.T. No: 2042004066003
Name of the College: K.H. Govt. Degree college Dharmavaram
University: S.K university Anantapur


Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	16
2.	Internship Evaluation	50	41
3.	Oral Presentation	25	17
	GRAND TOTAL	100	74

Date: 15-11-2022


Signature of the Faculty Guide
Dr. SHAIK SHAMIULLA, M.A., Ph.D
Lecturer in Telugu
K.H. Govt. Degree College
DHARMAVARAM, Sri Satya Sai (Dt)

Certified by

Date: 15-11-2022
Seal:


Signature of the Head of the Department/Principal
PRINCIPAL
K.H. Govt. Degree College
Dharmavaram - 515671
Anantapur (Dist.) A.P.