

Programme Book



SHORT-TERM INTERNSHIP (On-Site)

Designed & Developed by



Anitha

**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. Anithamma

Name of the College:

K.H. Government Degree College, Dhanuvasam

Registration Number:

2042 0040 36002

Period of Internship:

From:

09/2022

To:

10/2022

Name & Address of the Intern Organization

Sri manichamma Enterprises
1-4-2B A-B, Somnath Nagar
Sales and Data Entry (Ananthapuram)

Sri Krishnadevaraya University, Ananthapuramu

2022

An Internship Report on

work experience of Sri Manicharma Enterprises

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

B.A Bachelor of Arts [E.H.P.]

Under the Faculty Guideship of

Dr B Gopal Naik

(Name of the Faculty Guide)

Department of Political Science

K.H. Government Degree College

(Name of the College)

Submitted by:

B. Anithamma

(Name of the Student)

Regd. No: 2042004036002

Department of Arts

K.H. Govt degree college dharmavaram

(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. Anithamma a student of B.A. [E, HPI]

Programme, Regd. No. 2042004036009 of the Department of
Arts, K.H. Govt degree college dharmavaram

College do hereby declare that I have completed the mandatory internship
from 01-09-2022 to 30-10-22 in Srimani

Channa Enterprises, Anantha Puram under the Faculty Guideship of
Political science K.H Government degree college

B. Anithamma

(Signature with Date)


Official Certification

This is to certify that B. Anithamma, Regd.
No. 2042004036002 has completed her Internship in
Sri Mani Channa Enterprises, Ananthapuram
work experience at sales and data entry under
my supervision as a part of partial fulfillment of the requirement for the
Degree of B.A [E.H.P] in the department of
Political Science, K.H. Govt Degree college, Dharmavaram

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide 
B. GOPAL NAIR
Lect. in Political Science

Head of the Department

Principal

PRINCIPAL
K.H. Govt. Degree College
Dharmavaram-515672
Sri Sathya Sai (Dist.)

Page No:

Official Certification

This is to certify that B. Anithamma, Regd.

No. 2042004036002 has completed her Internship in

Sri Mani Chayna Enterprises, Ananthapuram

work experience at sales and data entry under

mysupervision as a part of partial fulfillment of the requirement for the


Degree of B.A [E.H.P] in the department of

Political Science, K.H. Govt Degree College, Dharmavaram

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide 
A. GOPAL NAIR
Lect. in Political Science

Head of the Department

Principal

PRINCIPAL
K.H. Govt. Degree College
Dharmavaram-515672
Sri Sathya Sai (Dist.)

Page No:

Certificate from Intern Organization

This is to certify that B. Anithamma,

Regd. No. 2042004036002 of K.H. Bhat Degree

College Dhasanavaram, underwent internship in SSI

Manichandra Enterprises, Anantapuram from

12/09/2022 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 MANICHANDRA ENTERPRISES

Per

Proprietor

Acknowledgement

I would like to express my gratitude to all the members who have guided me and facilitated me in the completion of inter ship successfully.

First and foremost I record a deep sense of gratitude to my mentor, smt. s. pavani lecturer in the physics, for his invaluable guidance, benivalent, atted and encouragement and more support that sustained in me from beginning to the end of the projects. I will never forget the pains that he has taken in editing the project and in shaping it as an excellent work. I can only say that I am indeed fortunate to have him as my mentor.

It would certainly be a great pleasure to thank sincerely and proudly all the employees of apple sales and enter priess nartha rajam, for being so kind generous, and in giving us skills doing the inter ship.

I immensely thank the principal of college on the teachers, and above all the govern ment of Andhra Pradesh and the commissionate of coll stat of education AP vijaya vada for inte rship which on every gadvade level and learn the can have real time offers and necessarily skills that assibly

skills that assisted us in building our
better future.

I owe much to my parents for their love
and affection towards me, finally I convey my
heartfelt thanks to all those well-wishers who
directly and indirectly cooperated with me in
finishing this project.

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Chapter - 1

EXECUTIVE SUMMARY

Creating an electrician business plan is a great way to set your business up for success and this isn't just a piece of advice it's backed by research. Companies that create business plans experiment business experience a 30% faster growth rate than business that do not implement business plans.

Writing a business plan can also help you through some of the initial steps of starting your business.

Chondrashekar Reddy is a successful business man and has 20 years in family electrical business. He has gained an experience of 20 years in family has had becoming residential wiring market in Andhra Pradesh. He believed that it is a residential housing that is a great time to launch electrical business in 2015. His electrical services are in demand in residential the business started with basic electrical tools and than extended to sell branded electrical appliances.

Chapter - 2

OVERVIEW OF THE ORGANIZATION

mani chandra enterprises has made a name of itself in the list of top suppliers of in india the supplier company is located in kakinada, Andhra Pradesh and is one of the leading sellers of listed products. mani chandra enterprises is listed in trade india's list of verified sellers offering supreme quality of etc buy in bulk from us for the best quality products and service.

srini manichandra enterprises :-
CST number 37 AF 57113 mizl is registered in trade name srini manichandra enterprises in Andhra Pradesh state.
A. B somanth nagar, Anantapur, Andhra Pradesh
515004

This partnership was registered on 01/07/2017 in Andhra Pradesh state
Products available at shop / office :-
Wasion Paint, have 115 fans, haveels
water heaters, haveels But b haveels
geyser, haveels tube light

Chapter - 3

INTERNSHIP PART

The projected report for electrical shop is as follows India's electronic market is anticipated to increase by 12% at a CAGR by 2003, back by growing amounts of activities in the construction and real estate markets particularly in the residential sector through the nation.

market potential is strong.

As the lead light and switches are regularly used for the residence the sales will be in the heavier end for heavier end, the shop focuses on the provision of electrical devices such as electric cables, MCBs tubes, EEC, when new housing took place the demand for the products increases and they where simple devices like small motors, pumps, which had a strong, marked, in particular the shop works to develop promoters by introducing affordable deals, commercials on local television news inserts and newsletters

the sponsoribilities

the goal is to meet and surpass the company expectations, to drive rapidly and sustainably growth And
1) provide customers with variations.

2) Call a board with team to achieve better results.

3) identify new markets and business opp or turnies.

4) create driven reviews and report with sales and financial data

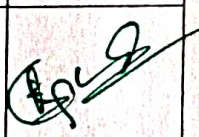

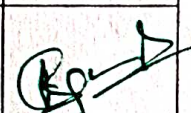
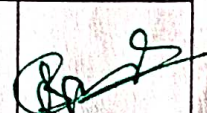

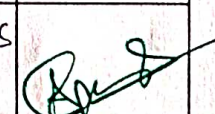
5) negotiate close deals and handle complex nits or objects,

6) must act as a bridge between the company and its current market

requirements:

1. pro ficiency in English
2. excellent know ledge of ms office
3. fast learner and passion for sales.
4. self - motivated with a result driven approach.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	orientation of data Entry work	soft skills	
Day - 2	interaction with mpey visare	inter personal relations ships	
Day - 3	create new record	creativity	
Day - 4	transc facing forum data base system using computer	ict skills	
Day - 5	create spread sheets with large	computer word age	
Day - 6	saving in the data of make in advise	technical skills	

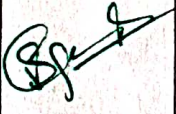





WEEKLY REPORT

(From Dt ...12...19-2022 to Dt ...12...09-2022)

Objective of the Activity Done:

being a person in the start I am given time to interact with the staff and I was given orientation about the works by the supervisor and other workers in my first week

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	transferring from data base system using comp user	Ict skills	
Day - 2	transferring from data base system using computer	Ict skills	
Day - 3	dealing with customer	creative skills	
Day - 4	dealing with customer	communicative skills	
Day - 5	collection of data of separable goods having warranty	documentation	
Day - 6	data of in foot stock	Ict skills	







WEEKLY REPORT

(From Dt ...19.10.2022 to Dt ...24.10.2022)

Objective of the Activity Done:

in my second week I was given data entry work related to the stake that is patches in the financial year which is already started by the previous staff

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	data of in foot stack	ict skills	
Day - 2	data of foot in foot stack	ict skills	
Day - 3	data of in foot stack	ict skills	
Day - 4	review of 10 weeks works	analysing skills	
Day - 5	review of 10 weeks works	analysing skills	
Day - 6	listing of basic electrical works	team work	







WEEKLY REPORT

(From Dt ..26/09/2022... to Dt ..01/10/2022..)

Objective of the Activity Done:

I did the in part stock enterprises particularly the have of the financial year and an the last day started to described equality listing electrical besies

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	under standing the requirment of the electrical guides	computerisation skills.	
Day - 2	inter activating with election and repair	communication skills	
Day - 3	least of sold itance in the sto of last month.	technical skills	
Day - 4	least of sold itance in the sto of last month	technical skills	
Day - 5	least of sold itance in the sto of last month	technical skills	
Day - 6	revise	Basic research skills	







WEEKLY REPORT

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

Objective of the Activity Done:

I was given table of understand the usage of electric in instrument and tools sold in the shop their functioning and where to be used

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	mean understanding the requirement of electronic goods	communication skills	
Day - 2	interacting with election web site	communication skills	
Day - 3	resetting least of said name in the store of last month	technical skill	
Day - 4	lost of said name in the store of last	technical skills	
Day - 5	testing out passing item	technical skills	
Day - 6	overview of last month work	basic research skills	







WEEKLY REPORT

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

Objective of the Activity Done:

I did entry of warehouse loads available in the store for purchase and sales

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	entry of warehouse management operation in the system	technical skills	
Day - 2	entry of warehouse management operation in the system	technical skills	
Day - 3	compare incoming document with shipping purchase orders	technical skills	
Day - 4	compare incoming document with shipping purchase orders	technical skills	
Day - 5	compare incoming document with shipping purchase orders	technical skills	
Day - 6	prepare report work sheet in	computation skills	

WEEKLY REPORT

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

Objective of the Activity Done:

I did entry of warehouse stocks available in the store for purchase and sales

Chapter - 5

OUTCOMES DESCRIPTION

Describe the work environment you have experienced:

I am very happy to say that working in the SSII
marichorna 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 patients. The management
me the taught me the behavioural skills and how to
speak 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.

Real-time technical skills:- Entering the details of the
nation Pound Paint have us fans, havelis water heaters
havelis bulb havelis geyers havelis tube light on to
the computer, especially in a software designed to do business easily.
Managerial skills:- I have learnt various strategies of managing
the customers and shed problems even in critical
situations.

Communication skills:- I have improved my communication
skills by conversing with the proprietor and the customers
I ever learnt how to behave myself with the employees
especially with the sales executives and the customers who
come with their needs and expectations.
Abilities in work:- I have participated in group discus-
sions and expressed the ideas which I have in
my mind. These ideas were appreciated by the team members
of the group.

technological developments :-

I am happy to say that

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

Describe the real time technical skills you have acquired:

data entry process include entering information of standing records in computer in the job I includes skills like self motivation polite and courteous behaviour with staff and costumers Even in an times the job involved communi- cating with people which was defecale inshially but nature become easy same times the work is also donit not home and learnt that time management in real life

Describe the managerial skills you have acquired:

by working for 10 months as a 'interina selection al shop as data entry operator I have learnt how to you use ms office that includes & I learnt good inter peptional communication skills Basic understanding basic data entry learnt listening skills time work being patiente And Presenting data base Power requirement

Describe how you could improve your communication skills:

I am working on my language by improving fluency through youtube videos of experts vary spoken English APPS observing the body language of the staff customers and supervisors

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

by preparing about the topic even before discussion interacting with team member casually listening to their views working on their ideas encouraging them to use their creativity

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

the technical developments are now a days most of the stock input already comes in mails whatsapp is more

yet hard copies are printed which includes digitalising stock tracking apps. transparency in the quality of the product user manuals in many languages mRP more affordable easy to use appliances.

Student Self Evaluation of the Short-Term Internship

Student Name: B. Arithamma

Term of Internship: 2 months From:

Date of Evaluation: 15/10/2022

Registration No: 2042004036092

To: 10/2022

Organization Name & Address: sri marichandira enterprises Anshala Road

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

B. Arithamma
Signature of the Student

Date: 15-11-2022

Evaluation by the Supervisor of the Intern Organization

Student Name: B. Arithamma

Term of Internship: 9

From: 09-2022

Registration No: 204200403602

Date of Evaluation:

To: 10-2022

Organization Name & Address: Sri Mani ghata enterprises-4-27 As soonth
nagar

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	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

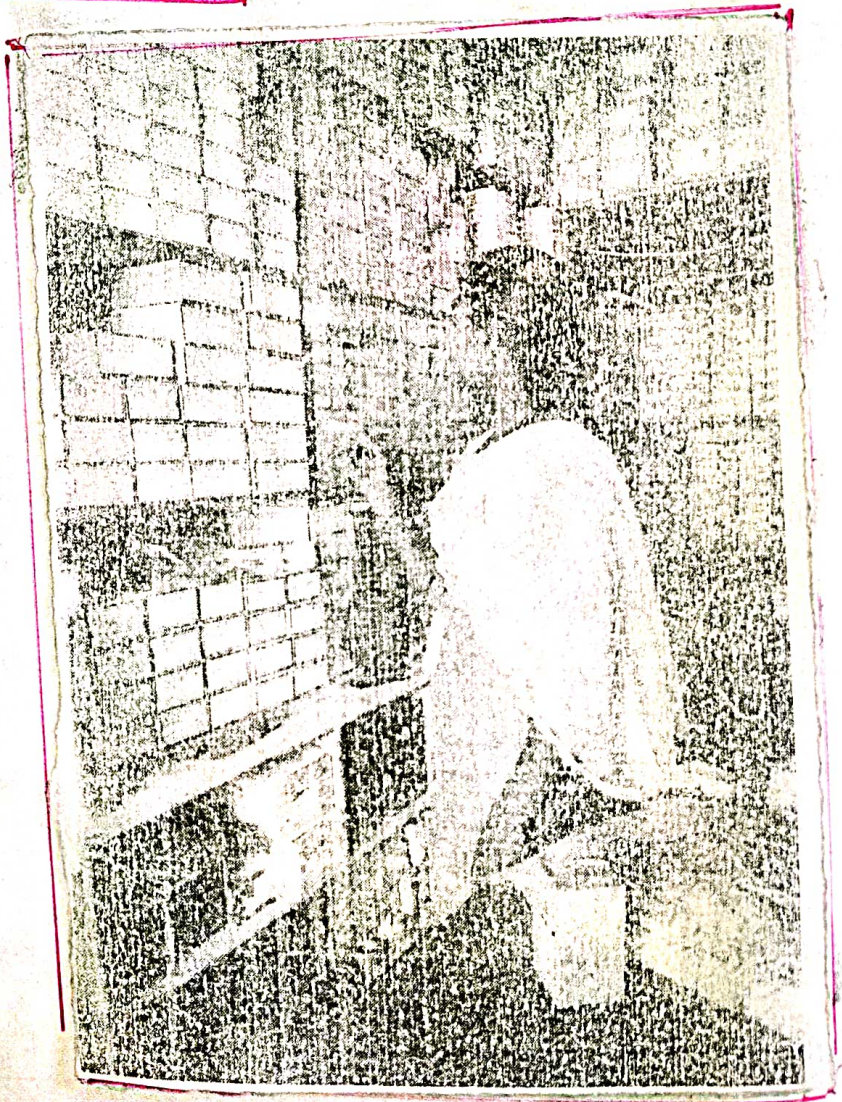
Date:

Signature of the Supervisor

(A. GOPAL NAIK
Lect. in Political Science)

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. Arithamma

Programme of Study: B.A

Year of Study: 2022

Group:


Register No/H.T. No: 2042004036002

Name of the College: K.H Govt degree college dharmavaram

University: SK university

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	15
2.	Internship Evaluation	50	40
3.	Oral Presentation	25	16
	GRAND TOTAL	100	71

Date: 15/11/2022


Signature of the Faculty Guide
(B. GOPAL NAIK
Lect. in Political Science)

Certified by

Date: 15/11/2022

Seal:


Signature of the Head of the Department/Principal

PRINCIPAL
K.H. Govt. Degree Colleg
Dharmavaram-515672
Sri Sathya Sai (Dist)