

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
(Onsite / Virtual)

Name of the Student: PAPPU, MANASA

Name of the College: Government degree college (Men)

Registration Number: 2122 001050033

Period of Internship: From: 01/09/23 To: 15/10/23

Name & Address of the Intern Organization: Handloom & textiles
Sai baba wce, pondugru

Ambedkar University
2022 to 2024 YEAR

V

An Internship Report on

Handlooms & Textiles

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
Bachelor of Science in MPCs

Under the Faculty Guideship of

Miss MVS Sridevi Kella

(Name of the Faculty Guide)

Department of

Government Degree College (Men), Srirakulam

(Name of the College)

Submitted by:

Pappu. Manasa

(Name of the Student)

Reg.No: 2122001050033

Department of BSc (Computers)

Government Degree College (Men), Srirakulam

(Name of the College)

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 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.

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Student's Declaration

I, P. Manasa a student of Internship
Program, Reg. No. 2122001050033 of the Department of Handlooms & textiles
College do hereby declare that I have completed the mandatory internship
from 01/09/23 to 15/10/23 in Handlooms & textiles (Name of
the intern organization) under the Faculty Guideship of
V. Srinivasa Rao (Name of the Faculty Guide), Department of
BSC (Computers) MPSS, Government Degree College (Men)
(Name of the College)

P. Manasa 30/9/23
(Signature and Date)

Official Certification

This is to certify that Pappu. Manasa (Name of the student) Reg. No. 2122001050033 has completed his/her Internship in Handlooms & Textiles (Name of the Intern Organization) on Handlooms & Textiles Sai Baba was, Ponduru (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSC (Computers) MPC8 in the Department of Government Degree (Name of the College).
College (M), Srikakulam

This is accepted for evaluation.

[Signature]

(Signatory with Date and Seal)

**District Handlooms and
Textiles Officer
SRIKAKULAM**

Endorsements

or Sri Sai Baba Weavers Coop.
Production & Sales Society
Ltd No M-379, PONDURU

[Signature]
Chairman / Manager
Faculty Guide

[Signature]

Development Officer (H & T)
O/o The District Handlooms & Textiles Officer
Srikakulam

[Signature]

Head of the Department
**District Handlooms and
Textiles Officer
SRIKAKULAM**

Principal

Certificate from Intern Organization

This is to certify that P. Manasa (Name of the intern)
Reg. No 2122001050033 of Government degree College (Name of the
College) underwent internship in Sri Saibaba W.S. Ponduru (Name of the
Intern Organization) from 01/09/23 to 15/10/23

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


Authorized Signatory with Date and Seal
**District Handlooms and
Textiles Officer
SRIKAKULAM**

Acknowledgements

I am deeply grateful to staff member to the sai baba wss handloom and textile department and also this internship for their valuable advice and guidance.

This industry experience and expertise helped us to better understand the company and the industry allowed to make most of my internship.

Throughout the internship, the sai baba wss Ponduru handlooms & textiles provided us with valuable insights and guidance that helped us to navigate my tasks and responsibilities. They were always available to answer my question and provide support and their wisdom and expertise helped us to grow as a professional. I am thankful for their support, and for sharing their valuable time with me.

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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.

- * World famous Ponduru Kodhi with a 72-years old history will be in line with national handloom day basis celebrated at the village under whose name the hand span Kodhi is famous
- * weavers and experts involved in spinning and marketing of Ponduru Kodhi feel a Geographical Indication (GI) tag and digital marketing could help this Kodhi once again gain prominence not just in India but world over.
- * AFKKS feels digitization of this world famous Kodhi and minimum two it will learn the objectives and outcomes achieved, a brief description sector of business and intern organization of all the activities

Concise capital investment into Pouduou. Small scale industry could help boost production, of this unique garment both qualitatively and quantitatively.

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 to 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.

Sai Sai Baba was Ponduru established in Manager of Sai Sai Baba was, Ponduru is Vatlam Srinivasarao. Patnol the hood supunn Khadi of Ponduru is one of the best surviving example of the glorious heritage of fine cannot cotton hand spinning and weaving in India. In and around Ponduru town of Srikakulam district of Andhra Pradesh.

This vision of handloom action is to develop is strong, competitive and vibrant handloom action to provide

Sustainable employment to the handloom weavers particularly belongs to the disadvantaged section.

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.

* Almost every door mugivan? veeḍi (street) in Ponduvu opens into vesandh with a gandhi chakara.

* old and middle aged women sit on clean cement floors Posing over it, holding cotton wrapped in a layer of dried banana leaves stem in one hand moving it like a musician playing the violin, the other hand turning the chakara. In the day light filters through the iron grill.

* In some houses the darker room behind the vesandh has a loom, generally - operated by a man the houses with tin (or) them calla field roots,

are designed one room leading into another,

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Raw materials required for weaving	Cotton, silk, wool are most popular choices of raw materials for weaving	R. Sankar
Day - 2	Dyeing of yarn is observed in field visit	Dyeing is a process of colouring the greige yarns	R. Sankar
Day - 3	Natural dyeing extracted from plants	These are extracted from plants & minerals were traditionally used by the weavers	R. Sankar
Day - 4	Bobbin winding and warping with the help of chakra	The dyed yarn hank gets converted into a linear thread from wound bobbin	R. Sankar
Day - 5	sizing of warp Yarns	Post warping the warp yarns are stretched out for size application.	R. Sankar
Day - 6	Pressing and winding the warp Yarns	Before the size applied warp is loaded onto the loom.	R. Sankar

WEEKLY REPORT

WEEK - 1 (From Dt. 1/9/23 to Dt. 5/9/23)

Objective of the Activity Done:

The Process saw material

Detailed Report:

Two indigenous varieties of short-shapable cotton. Konda Patti (hill cotton), Yemsa Patti (red cotton), due to its pale cream colour are grown in the area and are used exclusively for Patnulu spinning.

Conventional BT cotton and other hybrids can not be used in Patnulu spinning, spinners are supplied cotton from the Khodhi Sangam they are affiliated with the and in some cases buy directly from the farmers.

These Ponnial cottons are sainted and organic, but now a days some farmers use a minimal dose of fertilizers and irrigation to improve yields. Konda Patti used for spinning is used for coarser counts up to 65.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The Ginning Process	The process of separation the lint/cotton from seed	R. Soolah
Day - 2	Textile yarn processing technology	Knife roller gin for Indian and Pakistan cotton factors, length, fitness	R. Soolah
Day - 3	The selection criteria of seed cotton	The criteria is about left grade, fiber length, uniformity, strength	R. Soolah
Day - 4	Technologies used for Ginning seed cotton	saw ginning, roller ginning, Double roller ginning, single roller ginning	R. Soolah
Day - 5	The selection criteria based on colour	colour is the measure of greenness and yellowness of the lint	R. Soolah
Day - 6	The selection criteria of moisture	The moisture contents should be brought down to below 10% before ginning	R. Soolah

WEEKLY REPORT

WEEK - 2 (From Dt. 7/9/23 to Dt. 12/9/23)

Objective of the Activity Done:

Ginning

Detailed Report:

Spinning is a process of cleaning the cotton of impurities like dry leaves, soils, etc... and separating the seed and fiber.

First, the cotton with the seed is respectively combed with fish bone bones to remove the minute impurities and straighten the fibers around the seed.

To separate the seed from the fabric each pod is laid on a wooden plank and rolled using an iron rolling pin in the manner of rolling chapatis.

Some spinners also use a hand operated wooden gin which consists of two closely set wooden rollers that separate the seed from the fiber as the cotton passes between the rollers.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	objects of Drawing Process	To improve uniformity of silver upto optimum level	R. Salar
Day - 2	objects of drawing Process	To straighten the hooked, curved & crimped fibers present in silver	R. Salar
Day - 3	Drafting Process in drawing	The weight per unit length of the input silver is reduced in the process of drafting	R. Salar
Day - 4	Purpose of Carding	Separation of flocks into individual fibers, blending, Reduction of hags	R. Salar
Day - 5	clothing arrangements of the card clothing relative to each other	The carding disposition and the drafting disposition	R. Salar
Day - 6	Carding between main cylinder and flats	The main work of the card separation to individual fibers is done b/w the main	R. Salar

WEEKLY REPORT

WEEK - 3 (From Dt. 13/9/23 to Dt. 18/9/23.)

Objective of the Activity Done:

Drawing, straightening and carding

Detailed Report:

The ginned cotton is passed multiple times through the balni to straighten and draw out the fibers.

The result is a coarse, mass of fibers that looks like combed cotton and increase in length every time it is passed through the rollers.

Carding eliminates final traces of impurities from the opened fibers and separates the tufts, lumps and immature fibers.

In hand spinning carding is done using Carding bow. The straightened fibers from the balni are placed on a wooden plank and the spinner continuously plucks the carding bows - being and applies vibration to the loose mass of cotton to open up the fibers.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Spinning Process of Conversion Process of Fibers into yarn	Spinning Process is an initial steps to produce textile byout such as garments	R. Sola
Day - 2	The steps involved in spinning to convert the fibre into yarn	Blowroom Process Carding, combing, drawing, Roving, canewinding	R. Sola
Day - 3	Blow room Process in spinning Process	Blow room indicates place Processing "Air Flow".	R. Sola
Day - 4	Roving in spinning Process	The yarn produced is proceed into a speed frame to attain roving yarn	R. Sola
Day - 5	Cone winding in spinning Process	It is just a simple packing Process functioning as a link b/w last stages of yarn	R. Sola
Day - 6	Spinning mills making use of silver cans.	Quality assured and custom designed silver cans are being used all leading mills	R. Sola

WEEKLY REPORT

WEEK - 4 (From Dt. 19/9/23 to Dt. 25/9/23)

Objective of the Activity Done:

Silver rolling and spinning

Detailed Report:

The airy mass of fiber is loosely rolled into a silver using wooden stick. The cotton is ready for spinning and is kept stored in palm leaf boxes.

When a spinner is ready to spin the cotton silver held within the a piece of deirved banana stem.

As a spinner turns the wheels of the chakra with her right hand. she simultaneously draws and twists the cotton with her left hand to make yarn and winds it on to the spindle.

Drawing the yarn out evenly and giving it just the desired twist is test of the skill of the spinner.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Hank in textile manufacture	unit of measure applied to a length of yarn to the fibre origin	R. Salar
Day - 2	A hank of cotton or of spun silk made from short length of worst silk.	A hank of linen is 300 yards (270m)	R. Salar
Day - 3	A hank in yarn	A hank is a diff way of displaying yarn in loosely wound.	R. Salar
Day - 4	The use of hank in textile industry	A hank is a coiled or unit of yarn as opposed to other material like thread etc..	R. Salar
Day - 5	The count of yarn	A count is the no. of hanks required to weight one pound of yarn.	R. Salar
Day - 6	Hank in textile industry of handloom.	The short length of waste silk is 840 yards (770m) long	R. Salar

WEEKLY REPORT

WEEK - 5 (From Dt. 26/9/22 to Dt. 4/10/22.)

Objective of the Activity Done:

Hank making

Detailed Report:

The spun yarn is made into hanks for weaving. A hank is a circularly wound yarn which is usually thousand meters.

The spun yarn on the spindle is reeled off and wound surrounding a rotating frame.

After every thousand meters the circularly wound yarn, now a hank, is removed off the frame, slightly twisted and stored.

At times, some spinners also dye the hank before weaving.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Handloom weaving	winding consists in winding the yarn	R. Saha
Day - 2	warping	This is the operation of the warp preparation	R. Saha
Day - 3	sizing	sizing serves to strengthen the fine single yarn for weaving	R. Saha
Day - 4	Drawwing	In order to create fabrics with different structures	R. Saha
Day - 5	weaving	when the weft yarn meets the warp a fabric is created	R. Saha
Day - 6	Controls on the fabric	Each metre of fabric is controlled under 100%.	R. Saha

WEEKLY REPORT

WEEK - 6 (From Dt. 5/10/23 to Dt. 13/10/23.)

Objective of the Activity Done: Handloom weaving

Detailed Report:

When the weft yarn meets the warp a fabric is created, synthesis of the raw material and the creativity of the design and structure. The weaving is made on highly technological weaving looms through a complex process carried out with the utmost care, in a controlled environment. The unfinished fabric at this stage is called greige.

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.)

Through the steps in patulu weaving are similar to general handloom. weaving it requires extra care and effort

Patulu weaving consists of the following steps

* Bobbin winding :-

The boat yarn is mounted on a revolving bamboo frame and is wound onto cylindrical bobbins. using a winding chakra.

* Preparing the warp :-

Multiple bobbins are then used to prepare the length and width of the warp by winding it on a large wheel.

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

I experienced a very good working environment with projection and knowledge and kind people. In our organisation all staff are very punctual in attending office.

The time they spent for an in being working schedule are appreciable and we thank them for their extended operation and cooperation in our internship programme.

My self improved of their organization handloom & textiles, working culture.

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.

Every working time bounded and cannot be neglected whole world in observing the activity and decision making is very important.

For doing any chance, project knowledge in improvement and should secondly planning and thirdly their procedure for implementation.

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.,)

My communication skills are modify and improve myself with communication different people at different places

My confidence levels are very high. and I will continue with the same.

My written communication is in pen improve it by writing evaluation description and thoughts.

My anxiety level are low. I am very patient and listen to music. whenever I tell any thing and I learn more anxiety technology managements.

My speech ability is moderate and it will be improved by communication skills

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

In handloom dissolution. I always space with point to point and doesn't lag to improve. I will be clear of what I am saying.

I also encourage others to participate in the discussion to share their views.

I always conduct the group discussion in a friendly & formally manner.

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

Firstly,

- 1) Ginning textiles
- 2) Spinnings
- 3) Blank making etc..

we know that it is a handloom industry, it can work on weaving and hand work. Firstly we use the cotton converted into different types of fabrics and when weaving the fabric that can be changed into a saree (or) any other one.

Student Self Evaluation of the Short-Term Internship

Student Name: <u>Pappu. Manasa</u>	Registration No: <u>212200105003</u>
Term of Internship: From: <u>1/9/23</u>	To: <u>15/10/23</u>
Date of Evaluation:	
Organization Name & Address: <u>Sai baba wcs, Ponduru</u>	

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

Date:

P. Manasa
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Pappu . Mangsa	Registration No: 2122001050033
Term of Internship: From: 11/9/23	To: 15/10/23
Date of Evaluation:	
Organization Name & Address: Sai baba wcs, Ponduru	
Name & Address of the Supervisor with Mobile Number	

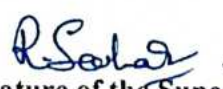
Please rate the student's performance in the following areas:

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

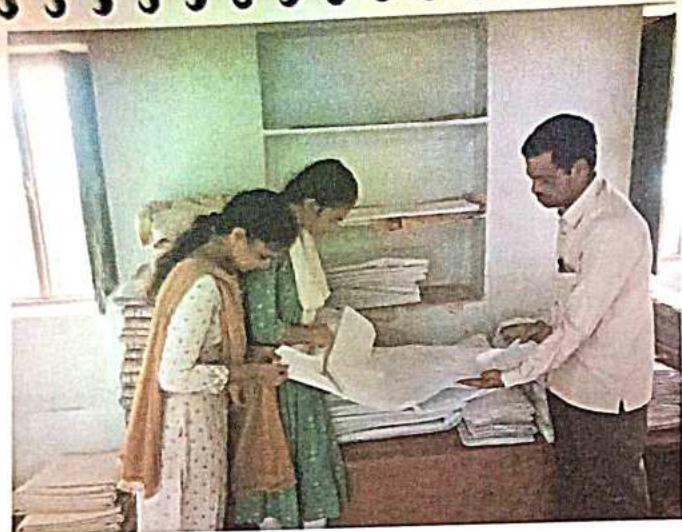
Rating Scale: 1 is lowest and 5 is highest rank

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
 Development Officer (H
 C/o the District Handlooms & Textiles Officer,
 Srikakulam





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)



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road

Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503

www.apsche.ap.gov.in