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: Podilagu. Neeraja

Name of the College: Grovernment Degree college Mex.
Stikakulam.

Registration Number: 2122001050036

Period of Internship: From: 13/01/33To: 30/09/2023

Name & Address of the Intern Organization Syi Sai baba WCS, Ponduru.

Antholica Key University

# An Internship Report on

Handlooms & Terfices

(Title of the Internship)

Submitted in accordance with the requirement for the degree of Bachelox of Science In MP.CS

Under the Faculty Guideship of

Migg. MVG SviDevi Kella

(Name of the Faculty Guide)

Department of

GIOVERNMENT COLLEGE FOR (MEN), SYRKARULAM. (001)

(Name of the College)

Submitted by:

Prdilapu. Neesaja

(Name of the Student)

Reg.No: 2122001050036

Department of BSC [computers]
GOVEYNMENT Degree College (men), grika kulam.

(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.
- 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.
- 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.
- 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.

- 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

a student of Internship

Program, Reg. No. 2122001050036 of the Department of Handlooms Entertiles.

College do hereby declare that I have completed the mandatory internship from 18-08-2023 to 30-09-2023 in Handlooms Entertiles are of the intern organization) under the Faculty Guideship of M9. NV9. 9720evi KPIIa (Name of the Faculty Guide), Department of PEC[COMPNEOS] MPC9 , Government Dagrel College (MEN) (Name of the College)

P, NlllYQJQ 30/9/23 (Signature and Date)

#### Official Certification

This is to certify that Rollapu. Naraja. (Name of the student) Reg. No.2122001050036 has completed his/her Internship in Handlooms & Textile Name Organization) of the Intern on Snigai baba WG Pondury (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the of BSC [computers] MPCS the Department in GOVERNMENT Degree (Name of the College). college, Srikakulam.

This is accepted for evaluation.

ling

(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, PONDURL

Faculty Guidean / Manager

R. Soolage

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

Textiles Officer SRIKAKULAM

Principal

# **Certificate from Intern Organization**

This is	s to certify that	aja	(1	Name of the	inte	rn)
Reg.	No 2122001050036	of GIOVEYNME	nt degree	College (Name	of	the
Colleg	e) underwent internship in	gri gaibaba	WCG, Pond	<mark>สนร</mark> น(Name	of	the
Intern	Organization) from 18–08	-2023 to 3	0-09-202	3		

Authorized Signatory with Date and Seal
Development and O/o The District Handles Officer

O/o The District Handles Officer

### Acknowledgements

I would like to take this opportunity to express my sincere grafitude for the invaluable experience I have gained during my internship with this organisation. It has been a pleasure to work with a team of skilled professionals and I have a great deal from each and everyone of them.

Jam estpecially grateful to Grinivas Sir, for providing me with guidance and support throughout my internship. I would also like to thank the rest of the team for their willingness. Finally, I would like to express my appreciation to the entire organisation. my appreciation to the entire organisation. If for providing me with a conductive oppostunity for providing me with a conductive oppostunity to intern with srinvas sir and association. I am confident that the skills and knowledge. am confident that the skills and knowledge. I have acquired will be helpful as I paiswe my career in this field.

# Contents

5.NO.		1
	Table of contents	Pg.No.
1	Program Book for semester internship.	
1 1	Internship Report	
3,	Student's declaration.	
u.	official certification.	
5.	certificate from Intern organisation.	
6,	Acknowledgements.	
7,	chapter-1: Executive summary	
8.	chapter-2; overview of the organisation	
9,	chapter-3: Internship part.	
10-	Activity Log and welkly Report.	
11.	chapter-5, outcomes Description.	
12.	student self-evalution.	
13,	Evalution by the superioristor	
	photos and video links	
15.	Marks statements.	

### **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 kadhi with a 72-Years
Old history will be in lime light with
natural handloom Day basic celebrated at the
Village under whomse name the hand span
kadhi is famous.

\* Weavers and experts involved in spinning and marketing of ponduru kadhi feel a Geographical indication (GL) tag and digital marketing could help this kadhi once again gain.

Prominents not just in India ent world over.

\* AFKKS. fæls digitilization of this. this world farmers kadhi and minimum two

Crore capital investiment into pondurn small state industry could help boost production.

If 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.

Sri Sai baba wcs ponduru established in Manager of Sri Sai baba wcs, ponduou is vateam Srinivasarao. pafnul the hand supumn khadi of Jonduru is one of the best Surviving example. Of the glorious heritage of the Count of the spinning and wearing in India. In and around ponduru town of srikakulam district of Andhra pradesh.

This vision of handloom actor is
to develops is strong, competative and vibrant
hand boom actor to provide sustainable.
employement 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 mugivani veedi (Street)
in panduru opens into veranadh with a
gandhi chakra.

\* old and middle aged women sif on clean cement floors poring over it, holding cotton wrapped in a layer of dried banana frees. Stem in one hand moving if like a mwician playing the violin, the other hand turning the chakra. In the day light ifilters through the iron grill.

# In some homes the darkon room behind
the verandah has a coom, generally
operated by a man the houses with fin
or term offafield roofg, are designed one

room leading into anothers.

#### 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	coffon, Silk, wood cool most popular choices of raw materials for wear- ing.	R. Sahog
Day - 2	Dyeing of yarn is. 06served in field visit.	Ayeing is a proofs of colouring the greige yarns.	P.Sula
Day -3	National dyling extracted from plants.	These are estract- ed from plants of minerals were traditionally used by the weavers	R.Soular
Day -4	Bottoin winding and worping with the help of Chakra.	The dyed yarn hank gets converted into a cinear thread from and wound on bobbin	RSold
Day - 5	Sizing of wdp yams.	post warping the warp yarms are strected out for Size application	
Day -6	Eversing and winding the warp yours.	Before the size applied worp is loaded onto the Loom.	R.Salo

WEEKLY REPORT
WEEK - 1 (From Dt to Dt)
Objective of the Activity Done:
The Process raw material.
Detailed Report: Two indigenous varieties of short-shaple
coffon konda paffi (hill coffon); yerra paffi (red
coffon), due to its page cream cocown). are
grown in the area and are used exclusively
for patnulu Spinning.
conventional BT coffen and other
hybrids ean not be used in patnula spinning.
spinners are supplied cotton from the Khadhi
Sangame they are affliated with the and in
some cases buy directly from the farmers.
These poennial coffons and vainfed
and organic, but now a days some farmers use
a minimal dose of festilizers and irrigation to
improve yeilds konda paffir used for spirning finon
yarn counts # to 100 wholeas the yerra patti is
used for cooker counts 44 to 65.
Page No:

### 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 sepa- -ration the lint/ coffen from seed.	R.Salar
Day - 2	Texfile yourn process- -ing technology.	knife yollon gin For Indian and Pakislan cotton, Factors: 12ngth, fifnesses.	R. Solog
Day - 3		The criferia is about left grade, Jiborlength, uniformly, Strength	R.Soha
Day -4	Technologies wed for Ginning seed cotton.	Saw ginning, Rolled ginning, Rouble, rolled ginning, Single rolled ginn- -ing etc.	R.Salar
Day - 5	the secection criteria based on color.	color is the meas—whe of greyness of the linf.	R-Cala
Day -6	of moisture.	the mostwre confents should be bought down to below 10%. before ginning.	RSolay

#### WEEKLY REPORT

WEEK - 2 (From Dt..... to Dt.....) Objective of the Activity Done: Grinning Detailed Report: spinning is a process of cleaning the coffen. of impurities like dry leaves, soils, efc and separating the seed and fiber. First, the cotton with the good is respectively. comfed with fish saw bones to remove the minute impurities and straighten the fibors around the good. To geperate the seed from the fabric each pod is laid on a wooden plank and rolled wing an iron rolling pin in the manners of rolling Chappatis some spinners also use a fand operated. wooden gin which consists of two closely act wooden vollers that seperate the seed from the fiber as the cotton passes between the sollers.

Page No:

# 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.	ro improve unifor- -mity of silver upto optimum devel.	R.Solar
Day-2	Objects of drawing Process	TO Stranghten the hooked and crimped fibers  Present in Silver.	Reale
Day -3	Araffing process in drawing.	The weight por unit length of the input silver is reduced in the processof draffing	R. Sada
Day - 4	purpose of coording	sepolation of flock) into indivi- dual fibous, blendi- ng, Reduction of neps.	RSoular
Day -5	clothing arrangements of the card clothing relative to each other	The coording dispo- -sition and the	100
Day -	canding between main cyclinden and flats.	The main. Work of the card seperal- tion to individual fibers is done. between the main	RSau

#### WEEKLY REPORT

TARREST RELOKT
Objective of the Astricia To
Objective of the Activity Done: Drawing, Straightening and Carding
Detailed Report:
The ginned coffon is passed multiple.
times. farough the bains to straighten and draw
out the fibers.
The result is a coose, mans of fibre that
looks like comped cofton and increase in length
every time it is passed through the rollong.
carding eliminators final traces of
imputifies from the opened fibers and separates.
the fuff9, cumps, and immature fiberg.
In hand spinning coolding is done using
carding sow. The straightent fisons from the
borsn's are placed on a wooden planck and the
Spinner confinuously placks fre carding.
bowstring and applies vibration to the
loose man of cotton of open up the fibors.

# ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day - 1		Spinning Process is.  an infial Gleps to Produce textile.  Layout such as.  gamments.	R.Seolo
Day - 2	The steps involved in spinning to convext the fibre into yarn.	Blowroom process, carolling, combinding byawing, Roving, Conewinding.	R.Sal Sy
Day - 3	Blow room process in spinning process.	Blow room indicates place processing "Air flow",	RSolos
Day -4	Roving in spinning process.	The yaon productd in proceed into a speed frame to attain roving	R.Salos
Day - 5	cone winding in spinning process.	It's Just a simple Packing process functioning as a link dw lost stage of youn	O. Sala
Day -6	spinning mills moking use of silven cans.	and custom desings gilver cans abl being used all leading mills.	R. Sala

#### WEEKLY REPORT

WEEK - 4 (From Dt to Dt)
Objective of the Activity Done:
Detailed Report:  The airy mass of fibor's lossely
rolled into a silver using wooden stick. The
coffon is ready for spinning and is kept stored
in palm leaf boxes.
when a spinner is ready to spins
the coffon silver held within the a piece of
drild banana stem.
As a spinner twent the wheels of the
Chakra with her right hand. She simultaniously
draws and twists the often with her left band
to make your and winds if on to the spindle.
Drawing the your out evenly and
giving it just the drild twist is fest 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 sength of younto the fibre orign.	R.Sada
Day - 2	A hank of coffen or of spun sick mad from short congths of waste sick.	A hunk of linen is 300 yers (270m)	R.Sala
Day -3	A hank in youn.	A hank is a diff way of displaying your in which the your is loosely wond.	R. Soular
Day -4	The use of hunk in fextile industry	A Gank "is a coiled or united yarn	Q-Salas
Day - 5	The count of youn	A count "In the no- of hanks required to weight one pound of your.	Q.Salas
Day -6	Hank in textile industry of handloom.	The short length of worth silk is. 840 yould (770m) long.	R-Salos

v

#### WEEKLY REPORT

0

O

O

O

O

O

J

WEEK - 5 (From Dt to Dt)
Objective of the Activity Done:
Detailed Report:
The spun year is made into banks
for weaving. A hank is a circularly wound your
which is usually thousand meters.
The Spun yarn on the spindle is
reekd off and wound assounding a rotating
frame.
Affor every Thound meters the circularly
wound yarn, now a hank, is removed of the
frame, Stightly twisted and stored.
Af times, some spinners also.
dye the hank before weaving.
Page No:

### 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 patholu weaving are Similar to general handloom. wearing it requires extra care and effort. patrialin weaving consists of the following Stafes. \* Bobbin winding: The book 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 worp by winding it on an a large wheel.

Describe the real time technical skills you have acquired (in terms of the job-related skills and hands on experience)
I experimented a very good
working environment with projection and
knowledge and kind people. In own organisa-
-fron all staff are very punctual in
attending office.
The time they spent for an
in being working scaedule are appreciable
and we those then on for their extended
operation and cooperation in own internship
programme.
my self improved of their
organization (Handloom textfiles) working
Caltwore.

Page No:

O

with work, behilds	nagerial skills you have acquired (in terms of planning, leadership, our, workmanship, productive use of time, weekly improvement in etting, decision making, performance analysis, etc.
<del>-</del>	Every working time bounded
and can	not be neglected, whole world
in obser	ving the activity and decision
making	is very important.
	For doing any chance, project
knowledge	in improvement and should
	planning and thirdly their
	for implementation.
	The state of the s
	A Selection of the sele
the ships from	
Service of the	
2016	
	Page No:

e de e e e e e e e e e e e e e e e

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 one modify
and improove myself with communication different
people of different places.
My confidence Lovely are very high.
and I will confinal with the mame.
my written communication is in por
improve. if by writing evalution scription
and faughts.
my anxeity level one tow. I am very
patient and listen to music whomever i seel any
thing and I learn more anxitty technology
managements.
my spelch ability is maderates
and if will be improved by communication
gkills.
Page No:

000

O

V

3

ion I  and  bl clear of  for share
of clean of often to to share
of clean of often to to share
Hen to to share
to sname
to sname
<i>p</i> 10
ie group
mally
-

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 effective vise of digital. learning tooks in association can increase the weavers to weaving clothes to design more can increase the product. It also helps. earns. money to makes to products effectively. Built in reports the gol. of weavers understand the impact of technology in education. According to project Tommorrow, 50% of weavers say digital. education tooks have helped them with their grades and qualification to make clother.

# Student Self Evaluation of the Short-Term Internship

Student Name: P. Nelvaja

Registration No: 2122001050036

Term of Internship: 5104 From: 18/08/2023 To: 30/09/2023

Date of Evaluation:

Organization Name & Address: Syr Sar baba WG, Ponduru

Please rate your performance in the following areas:

Rating Scale:

Letter grade of CGPA calculation to be provided

	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	1./	5 🗸
3	Proactiveness		2	3	4 🗸	5
4	Interaction ability with community	1	2	3	4./	5v
5	Positive Attitude	1	2	3	4~	3
6	Self-confidence	1	2	3	4/	5
7	Ability to learn	1	2	3	4	) 
8	Work Plan and organization	1	2	3	4/	5
9	Professionalism	1	2	3	4~	<b>)</b>
10	Creativity	1	2	3	4/	5
11	Quality of work done	1	2	3	4~	
12	Time Management	1	2	3	4	_ <b>&gt;</b> \/
13	Understanding the Community	1	2	3	4	ے ج
14	Achievement of Desired Outcomes	1	2	3	1 /	~ 5
15	OVERALL PERFORMANCE		2	3	4~	5

Date:

3

3 9 9

P. Neevaja Signature of the Student

# Evaluation by the Supervisor of the Intern Organization

Student Name: P. Neeraja

Registration No: 212000050056

Term of Internship: Short From: 18/08/2023

To: 30/09/2023

Date of Evaluation:

Organization Name & Address: Gyi Jai baba WCS, Ponduyu

Name & Address of the Supervisor

vaffala. grinivag

with Mobile Number

9949491262

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

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

Rating Scale: 1 is lowest and 5 is highest rank

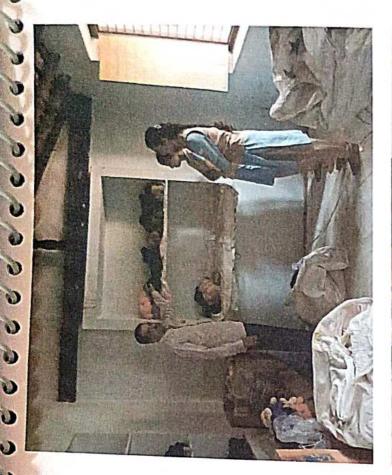
W. W. W. W.						
1	Oral communication	1	2	3/	4	5
2	Written communication	1	2	3	A	5
3	Proactiveness	7 1 2	2	3	4	
4	Interaction ability with community	1	2	NAME OF TAXABLE PARTY.	444	5
5	Positive Attitude	1	MANUFAU E	3	4	) 
6	Self-confidence		2	3	4	, 5
7	Ability to learn	1	2	3 /	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
0		1	2	3	4	5
1000	Creativity	1	2	3 /	4	5
1	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4/	5
3.	Understanding the Community	1	2	3 /	4	5
4	Achievement of Desired Outcomes	1	2	3	1	5
5	OVERALL PERFORMANCE	1	2	3	4/	3
-		- N. S.	III TO THE REAL PROPERTY.	3	4	5

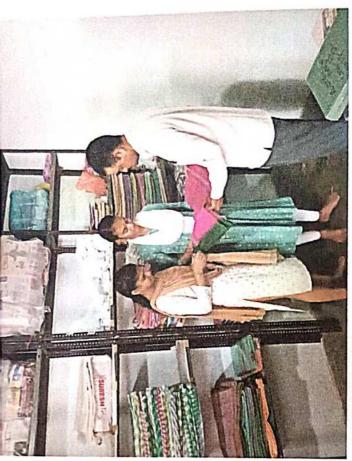
Date:

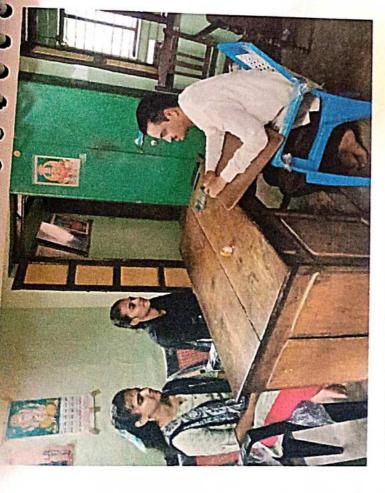
Signature of the Supervisor

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

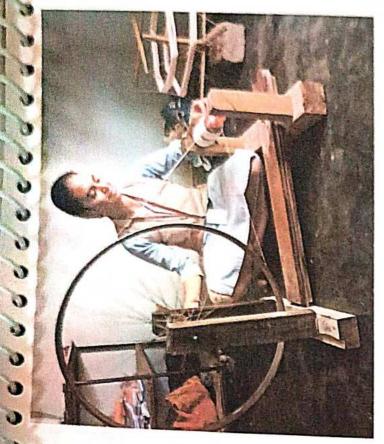
Page No:









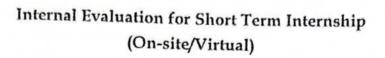








# **EVALUATION**



#### 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:

0

)

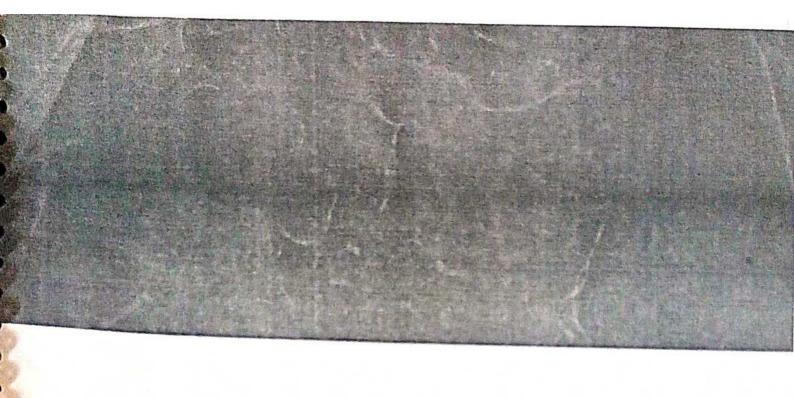
- There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:

Activity Log
 Internship Evaluation
 Oral Presentation
 25 marks
 Oral Presentation

- 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
  - 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 Statuory 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