

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: *Podilapu. Neeraja*

Name of the College: *GOVERNMENT DEGREE COLLEGE (MEN)
SRIKAKULAM.*

Registration Number: *2122001050036*

Period of Internship: From: *12/08/23* To: *30/09/2023*

Name & Address of the Intern Organization: *Sri Sai baba WGS,
Ponduruvu.*

Ambedkar University
IInd YEAR

An Internship Report on

Handloom & Textiles

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Bachelor of Science In M.P.CS

Under the Faculty Guideship of

MISS. MVS Sri Devi Kella

(Name of the Faculty Guide)

Department of

Government College for (men), Sriakulam. (001)

(Name of the College)

Submitted by:

Podilapu. Neeraja

(Name of the Student)

Reg.No: 2122001050036

Department of BSC [computers]

Government Degree College (men), Sriakulam.

(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. Neeraja a student of Internship
Program, Reg. No. 2122001050036 of the Department of Handlooms & Textiles.
College do hereby declare that I have completed the mandatory internship
from 18-08-2023 to 30-09-2023 in Handlooms & Textiles (Name of
the intern organization) under the Faculty Guideship of
Ms. NVS. Sridevi Kella (Name of the Faculty Guide), Department of
BSC (computers) MPCG, Government Degree college (MEN)
(Name of the College)

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

Official Certification

This is to certify that Radilapu. Neeraja. (Name of the student) Reg. No. 2122001050036 has completed his/her Internship in Handlooms & Textiles (Name of the Intern Organization) on Sri Sai Baba WGS Ponduru. (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSC [Computers] MPCs in the Department of Government Degree (Name of the College).
college, Srikakulam.

This is accepted for evaluation.

Sm.
(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,
Sm.
Faculty Guide / Manager,

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

Sm.
District Handlooms and
Textiles Officer
SRIKAKULAM

Principal

Certificate from Intern Organization

This is to certify that P. Neeraja (Name of the intern)
Reg. No 2122001050036 of Government degree college (Name of the
College) underwent internship in Sri Saibaba WGS, Ponduru (Name of the
Intern Organization) from 18-08-2023 to 30-09-2023

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

Acknowledgements

I would like to take this opportunity to express my sincere gratitude 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.

I am especially grateful to Srinivas 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 for providing me with a conducive opportunity to intern with Srinivas sir and association. I am confident that the skills and knowledge I have acquired will be helpful as I pursue my career in this field.

Contents

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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 kadhi with a 72-Years old history will be in lime light with natural handloom Day basic. celebrated at the village under whose name the hand. span kadhi is famous.

* weavers and experts involved in spinning and marketing of ponduru kadhi feel a Geographical indication (GI) tag and digital marketing could help this kadhi once again gain prominence not just in India but world over.

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

crore capital investment into. pondurn. small
state. 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.

Sri Sai Baba WCs Ponduru established in Manager of Sri Sai Baba WCs, Ponduru is Vattam Srinivas Rao. Pafnal the handloom Khadi of Ponduru is one of the best surviving example of the glorious heritage of fine count cotton hand spinning and weaving in India. In and around Ponduru town of Srikakulam district of Andhra Pradesh.

This vision of handloom actor is to develop a strong, competitive and vibrant handloom actor 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 mugivani veeði (street) in pandura opens into veranadh with a gandhi chakra.

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

* In some homes the darker room behind the verandah has a loom, generally operated by a man the houses with tin or terracotta tiled roofs. 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, wood are most popular choices of raw materials for weaving.	R. Sahas
Day - 2	Dyeing of yarn is observed in field visit.	Dyeing is a process of colouring the greige yarns.	R. Sahas
Day - 3	Natural dyeing extracted from plants.	These are extracted from plants & minerals were traditionally used by the weavers	R. Sahas
Day - 4	Bobbin winding and warping with the help of chakra.	The dyed yarn hank gets converted into a linear thread from and wound on bobbin	R. Sahas
Day - 5	Sizing of warp yarns.	Post warping the warp yarns are stretched out for size application	R. Sahas
Day - 6	Dressing and winding the warp yarns.	Before the size applied warp is loaded onto the loom.	R. Sahas

WEEKLY REPORT

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

Objective of the Activity Done:

The process raw material.

Detailed Report:

Two indigenous varieties of short-staple cotton - konda patti (hill cotton); yerra 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 Khadi Sangam they are affiliated with the and in some cases buy directly from the farmers.

These perennial cottons are rainfed and organic, but now a days some farmers use a minimal dose of fertilizers and irrigation to improve yields konda patti used for spinning finer yarn counts 71 to 100 whereas the yerra patti is used for coarser counts 44 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. Saha.
Day - 2	Textile yarn processing technology.	Knife roller gin for Indian and Pakistan cotton. Factors: length, fineness.	R. Saha.
Day - 3	The selection criteria of seed cotton.	The criteria is about left grade, fiber length, uniformity, strength.	R. Saha.
Day - 4	Technologies used for Ginning seed cotton.	Saw ginning, roller ginning, Double, roller ginning, single roller ginning etc.	R. Saha.
Day - 5	The selection criteria based on color.	Color is the measure of greyiness and yellowness of the lint.	R. Saha.
Day - 6	The selection criteria of moisture.	The moisture contents should be brought down to below 10% before ginning.	R. Saha.

WEEKLY REPORT

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

Objective of the Activity Done:

Ginning

Detailed Report:

Ginning 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 saw 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 manners of rolling chappatis.

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. Saha
Day - 2	Objects of drawing process	To straighten the hooked, curled and crimped fibers present in silver.	R. Saha
Day - 3	Drafting process in drawing.	The weight per unit length of the input silver is reduced in the process of drafting.	R. Saha
Day - 4	Purpose of carding	separation of flocks into individual fibers, blending, Reduction of neps.	R. Saha
Day - 5	clothing arrangements of the card clothing relative to each other.	The carding disposition and the drafting disposition.	R. Saha
Day - 6	carding between main cylinder and flats.	The main work of the card separation to individual fibers is done between the main	R. Saha

WEEKLY REPORT

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

Objective of the Activity Done:

Drawing, straightening and carding

Detailed Report:

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

The result is a loose mass of fibre 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 balri are placed on a wooden plank and the spinner continuously plucks the carding bowstring 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 layout such as garments.	R. Seela
Day - 2	The steps involved in spinning to convert the fibre into yarn.	Blowroom process, carding, combing, drawing, roving, cone winding.	R. Seela
Day - 3	Blow room process in spinning process.	Blow room indicates place processing "Air flow".	R. Seela
Day - 4	Roving in spinning process.	The yarn produced is proceed into a speed frame to attain roving yarn.	R. Seela
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. Seela
Day - 6	Spinning mills making use of silver cans.	Quality assured and custom designed silver cans are being used all leading mills.	R. Seela

WEEKLY REPORT

WEEK - 4 (From Dt..... to Dt.....)

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 a piece of dried 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 dried 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 lengths of waste silk.	A hank of linen is 300 yers (270m)	R. Salar
Day - 3	A hank in yarn.	A hank is a diff way of displaying yarn in which the yarn is 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 yard (770m) long.	R. Salar

WEEKLY REPORT

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

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 arounding 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.

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 patnulu weaving are similar to general handloom weaving it requires extra care and effort. patnulu weaving consists of the following states.

* 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 warp 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 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 level are very high. and I will continue with the same.

My written communication is in per improve. if by writing evaluation scripton and faughts.

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

my spelch ability is maderates and if 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 other 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)

The effective use of digital learning tools 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 90% of weavers understand the impact of technology in education. According to project Tomorrow, 50% of weavers say digital education tools have helped them with their grades and qualification to make clothes.

Student Self Evaluation of the Short-Term Internship

Student Name: P. Neeraja

Registration No: 2122001050036

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

Date of Evaluation:

Organization Name & Address: Sri Sai Baba HSG, Ponduru

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. Neeraja
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: P. Neeraja	Registration No: 2122001050036
Term of Internship: <i>short</i> From: 18/08/2023 To: 30/09/2023	
Date of Evaluation:	
Organization Name & Address: Sri Sai Baba WGS, Ponduru	
Name & Address of the Supervisor with Mobile Number: vaffala. srinivas 9949491262	

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:

R. Salar
Signature of the Supervisor

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

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EVALUATION

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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)

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**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

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