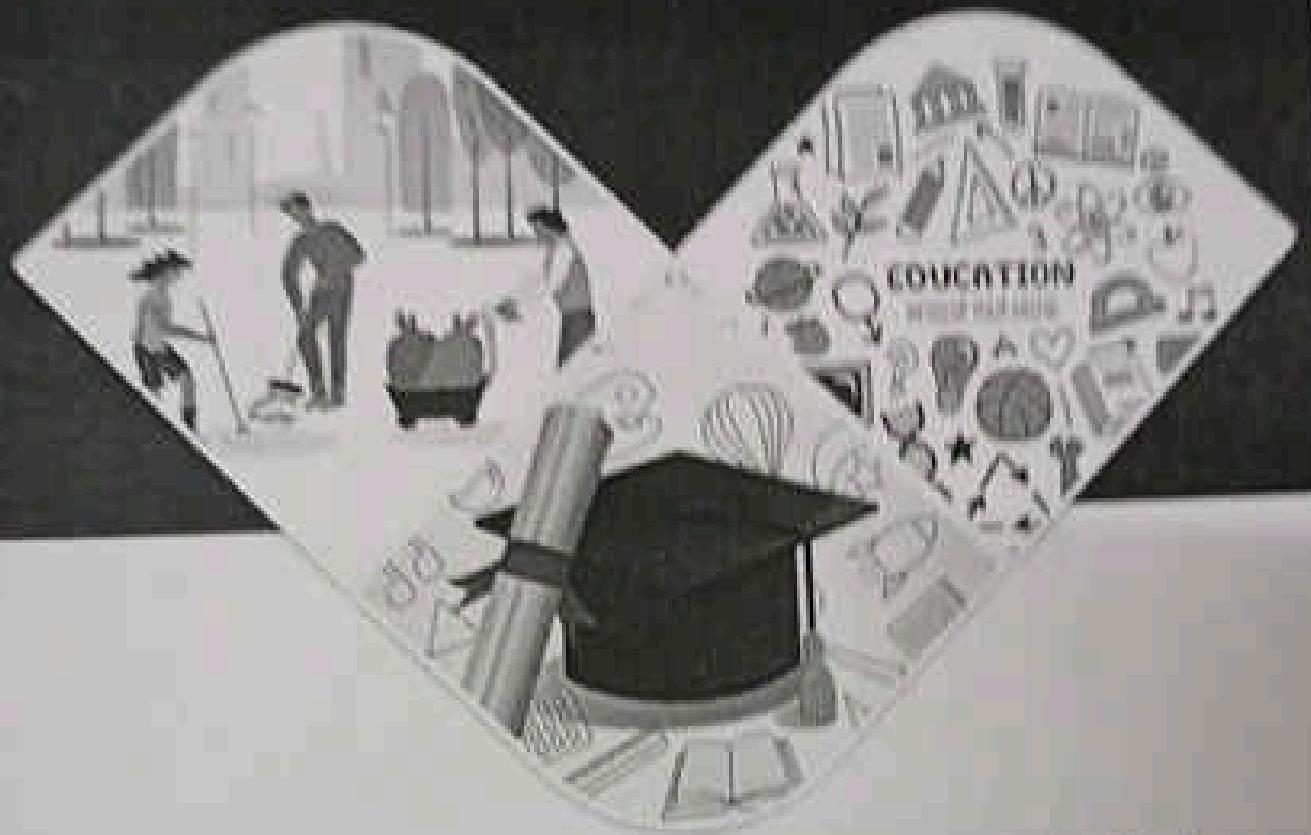


Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**
IA STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH

PROGRAM NAME:

SEMESTER INTERNSHIP

Name of the Student:

Name of the College:

Registration Number:

Period of Internship:

From

To

Name & Address of the Intern Organization:

University

YEAR

An Internship Report on
Project Name

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of
B.Sc. (Hons.)

Under the Faculty Guidance of
Dr. S. A. J. Chavhan, IITB
(Name of the Faculty Guide)

Department of
Industrial Chemistry Engg.
(Name of the College)

Submitted by
Rohit Chawla
(Name of the Student)

Reg. No: 20200151006
Department of Industrial Chemistry
Experiment No. 10
(Name of the College)

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of All India Council of Higher Education <https://aiache.ap.gov.in>

1. It is mandatory for all the students to complete Semester Internship either in V Semester or in VI Semester.
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 intern.
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, P. Saranya, a student of Agribusiness Program, Reg. No. 20110100000000000000, of the Department of B.Sc. Agri., College do hereby declare that I have completed the mandatory internship from 17.12.2022 to 15.3.2023, in U.S.M.I.T. Inf. (Name of the Intern Organization) under the Faculty Guidance of U.S.M.I.T. Inf. (Name of the Faculty Guide), Department of Industrial Training, Government Engineering College, College (Name of the College)

(Signature and Date)

Official Certification

This is to certify that R. Suresh Kumar (Name of the student) Reg. No. 201701010001 has completed his/her Internship in SAPL Infoware (Name of the Intern Organization) on _____ (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Bachelor of Technology in the Department of Computer Application (Name of the College).

This is accepted for evaluation.


(Signature with Date and Seal)

Endorsements:

Faculty Guide: V.S.V.S.

Head of the Department:

Principal:

Certificate from Intern Organization

This is to certify that P. Chaitanya Reddy _____ (Name of the intern)
Reg. No. NRG/2018/10001 _____ of PGDM _____ (Name of the
College) underwent Internship in PGDM _____ (Name of the
Intern Organization) from 01.02.2022 to 11.02.2022 _____.

The overall performance of the intern during his/her internship is found to be
Outstanding/Excellent.


Authorised Signatory with Date and Seal

CHAPTER I: EXECUTIVE SUMMARY

The internal audit report shall have a brief executive summary. It shall include the main Learning Objectives and Capacities attained, a brief description of the nature of business and main organization and summary of all the activities done by the same during the period.

1.1) Quality Initiatives: The strategic thrust given to quality management - 100% customer satisfaction, implementation of ISO 9001 - 2000 - six sigma model - corporate TQM, continuous quality improvement system through PDCA - process improvement Sigma site. An annual type for R&D - manufacturing - sales - quality function (QA) & QI map are followed by annual assessment.

1.2) Patient Safety: Safety against - food safety 22% to 75% (2006), operational - cleanliness, waste management (50%) - quality, the patient safety goals, drug safety, infection etc., medical care quality - 100% of AYR 2006 - 2007, no harm risk area is reached. Total number 13281, AYR 2006-2007.

1.3) Social Responsibility: The focus of health development and social welfare work is concerned with the protection of vulnerable individuals in particular - such as elderly, young and disabled individuals, orphans, children, low income groups, rural areas - condition, infrastructure, health treatment.

1.4) Quality Improvement: Improvement of quality function through continuous monitoring of production, lack of quality control, reduction of cost through quality management at higher level.

Soil preparation: soil deep working is required. On soils where the topsoil is absent or poor, before sowing, soil should be treated with treatment for the soil known - e.g. limestone, dolomitic lime should be required to react to acid.

Planting: plant spring or during autumn & fertilization: common grain species and oil seed live sown either with or without (no manure added) seed drill - nitrogen (in the form of urea), phosphorus (superphosphate), potassium, gypsum, lime sulphate.

Pests: particularly Spittlebug - (Althaea spumariae) (plague director), (dissolution of leaves).

Crop management: importance of water, (water, pearl millet, groundnut, maize intercropped with cowpea), nor

Crop pests: pearl millet - armyworm, light boll fly, leaf hopper, leaf curl red caterpillar, round caterpillar, fall armyworm, cotton leaf spot, green mite virus.

Soil test: soil test: provide further information regarding the cost. Available delivery of online purchase order delivery on 1st October, $\approx 15,000$ - 3 instrument theft - 23/10, 24/10-0ctober, 27/10 - Vandale theft.

Agricultural: in 11.1.9 zero input crop farm Scheme: farmer loans etc. available for small scale agriculture were provided under this scheme free.

Soil conservation: soil conservation scheme: organic farming 2.7 ha per household. Soil health card scheme: organic farming 2.7 ha per household. Soil health card scheme: organic farming 2.7 ha per household. Soil sample collection: soil samples & agricultural inputs & machinery recommendation soil sample before sowing after harvesting recommendation soil sample before sowing after harvesting

recommendation soil sample before sowing after harvesting post-harvest: soil testing using LUMI. Soil samples top soil - 10 cm depth maximum depth of soil samples agricultural inputs & machinery recommendation soil sample collection

fruit orchard's yield - soil - soil - soil

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Preparative questions:

- A. Introduction of the Organization.
- B. Vision, Mission, and Values of the Organization.
- C. Policy of the Organization, in relation to the intern side.
- D. Organizational Structure.
- E. Roles and responsibilities of the employees on which the intern is placed.
- F. Performance of the Organization in terms of turnover, profit, market reach and market value.
- G. Future Plans of the Organization.

- (a) Introduction of organization - Organization of Intergroepen van Jeugd en Volwassenen (youth and young adults) working for the welfare of the community. The organization has started in 1984, has 800+ members, the youth 16+, and the adults 18+ years.
- (b) Vision, mission, and values of the organization - It is a participatory and empathetic youth network that strives to bring more accepting quality of service to the surrounding community. This means that all services will deliberately pay attention to the surrounding and neighbouring communities. Therefore there is an emphasis on volunteerism, teamwork and cooperation. This is an attempt to bring the existing activities even closer to the surrounding.
- (c) Organisation in relation to the internees - Volunteers from the organization have organized organizational activities for interns - the organization has organized activities with young adults from the surrounding communities and young adults from the surrounding communities. Young adults from the surrounding communities will have the opportunity to work on ERF's the following activities:
- Participation in organizing events such as concerts and other events such as hiking trips and camping trips to various places such as Denmark and Germany etc. or organizing events such as cooking lessons or cooking workshops etc. or organizing events such as volunteering work at various charities etc. or organizing events such as volunteering work at various charities etc.

CHAPTER 7: INTERNSHIP PART

Description of the Activities/Responsibilities or the Intern Organization during Internship which shall include - details of working conditions, weekly and monthly assignment and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

Activities while we were at the I.C.R.I. in respect of the activities of the executing the methodology

mainly we have learnt about quality measurement of soil moisture, soil resistivity, polymer bagging measurement. This is a technique which calculates the resistance value of soil sample this is Unbiased type. This is a good technique to find out the resistivity value of samples which can be calculated by the electrical conductance method. It can be done by applying different pressure to different samples of soil for example this is different volume tops.

collection of soil samples for soil resistivity. The soil is taken from the field having clay particles with loamy soil (ratio 1:1) about 100gms is collected for every 7.5x14 cm² area of field. ie n 16cm² sample is taken two polythene covers of electrode. The soil top is given sample and top part is removed and spread the remaining

is then 1/3 of top part is removed and spread the remaining soil which is now divided into 16 parts. Now surface part of each of soil up to 16 cm² is covered with 16 cm² of soil

the polythene covers are removed the top soil packed in with sand to the soil

then electrode 1/2 cm² soil packed in with sand to the soil

acting laboratory

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Received basic data of 1000 farmers - Received offers of supply from 300 farmers Contracting 100 farmers	Received basic data - SSA with land in Gurugram	P. Dixit
Day - 2	Crop details - 9 varieties AVOCADO - 150 acres Mangoes - 500 acres Guava - 300 acres Shallots - 100 acres Papaya - 100 acres	Crop details potato - 60 acres Guava - 300 acres potato - 500 acres	P. Dixit
Day - 3	Purchase of seeds through Rishi Mandir Kandivali's	minimum support price commodity & per acre - ₹ 1000 for 1000 - ₹ 1000	P. Dixit
Day - 4	Quality parameters to be followed to set seeds price	The minimum Y allowed by central govt i.e. i.e. concentration of soil minerals will be	P. Dixit
Day - 5	Correct prices for other agriculture products to contractors done in ECR	rops available price purchase periods	P. Dixit
Day - 6	for purchase of seeds by scope making the crop which has completed 60%	total funds - ₹ 100 farmers who - have under 50% EGR are ₹ 10.	P. Dixit

WEEKLY REPORT

Week 1 Month 10 Year 2019

Import of the Activity Done

Received Report from Mr. K. M. S. M. A. M.

(i) Capitalization of the business - It is a business
entity. (ii) Acquisition of new assets - New assets
and tools have been bought under the E.M.T.D.
method of payment through the Bank branch
for capital equipment. The capital equipment
will be acquired by the firm. The firm
will then have to pay for the equipment.
In this way the firm has capital equipment
which will be purchased only from firms who have
completed all the stages of an industry.
These firms will then be arranged for transportation
according to government calculation. The account is
paid directly with the farmers account along the
route money within 21 days and for general type it
per kg. 1000/- for 800 - 1652/-

ACTIVITY LOG FOR THE SECOND WEEK

Day or Date	Brief description of the daily activity	Learning Outcome	Person In-charge Signature
Day -1	Written on presentation of course	The concept of being and by the forest within nature will be explained in easier terms through the slide.	P. Datta
Day -2	Current Scenario of forestation & Reforestation	What lesson it gives major crops - seasonal - Agroforestry Measures - Reforestation Techniques etc.	P. Datta
Day -3	Describe 2 prominent examples of urban rock re-use in recent field visit	Urban environment preservation, Reforest ation & Waste management	P. Datta
Day -4	SEM 2 Nitrogen + carbon Cycle + PPT	Integrated crop management soil + pest & nitrogen management under local conditions	P. Datta
Day -5	parametric field study how PPT conducted (working method)	parametric form parametric form Sharing of experience from field visit	P. Datta
Day -6	no work on parametric field study	Introduction on parametric model creation method is followed	P. Datta

WEEKLY REPORT

WEEK - 2 From 09.01.2018 To 13.01.2018

Objective of the Activity Done

Detailed Report

Effect of pollution on ground water quality standards for water should be checked. The major elements present in the water to be checked should be included by use of open circulation of air, natural infiltration with help of soil. Collect the water from ground breaking areas. Bring it to lab. The samples should be the acidic water and the source of acidic water should be assessed. And the reply to do all activity according to open water sites that will be generated if the acidic is given to farm. The master batch can be done at the water quality test. It is open to the respective soil within 24 hours. Again each individual of generate and in 24 days the amount of jumbo bag will be deposited in their particle form can be used.

Open Ground Pollution File - The various types of open ground pollution 71.72.15.31.9.16.1
openout. There will be approximately 5000 m² area that goes again back open. Average will be 5000 m² area with the soil crop quality will be calculated

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Crop classification	(i) friends (ii) benefits (iii) prevent	P. Durg
Day - 2	chemicals like nutrient fertilizers	Nutrient management ex. P, K, N, S, etc. micro nutrients iron, zinc, copper etc.	P. Durg
Day - 3	Fertilizer application	Open of application closed of application spray of application	P. Durg
Day - 4	seed germination seed of different methods method Seed of padi	soil infiltration soil reaction chemical method treatment	P. Durg
Day - 5	Deficiencies of three primary element N, P, K	nitrogen deficiency (i) lack phosphorus (P) - lack potassium (K)	P. Durg
Day - 6	green crop - which crop requires most crop which crop	green - paddy go except own parts affected	P. Durg

WEEKLY REPORT

WEEK - 7 (From Dt. to Dt.)

Objective of the Activity Done:

Detailed Report:

- exp. classification: 3 groups
organisms: 1) Kharifall 2) Prevalent
3) animals: the ones which complete their life
cycle in a year and seasonal weather
3) Prevalent = the crop which completes its
life cycle in one year or less
These appear as seasonal crops
(1) Kharifall: The crop which completes its life
cycle in 100-120 days as compared
to the one for annuals:
examples of the annual plants do not complete the
life cycle
(i) one element can be spared by another element
new element must be directly produced by
either of plants
seed germination: the growth of seeds leading to growth of
seed dormancy: loss of dormancy refers to germination
but there is requirement of a trigger
1) Germination: identification of external factors
example: seed rest - 1) more condensation, desiccation

ACTIVITY LOG FOR THE FORTIETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Groundnut Soil sample taken & Analyze by people	- improved Sodding by adding Ondolite to already grown in non-agricultural land due to application of organic manure like cow dung and other manures	P. S. D.
Day -2	Washout in ground - net cultivation and productivity	- due to application of organic manure like cow dung and other manures	P. S. D.
Day -3	Sustainable cultivation for groundnut (peanut)	- grows well in monsoon and winter months but requires more irrigation	P. S. D.
Day -4	Climate	- it requires rainfall from monsoon to spring & temperature below 20°C like Bihar like climate	P. S. D.
Day -5	Soil sample for ground crop	- soil not - soil not be calcareous soil	P. S. D.
Day -6	Soil analysis will be done and test will suggest what	- sandy loam soil to the best soil for P.D. - 0.0-1.5 cm soil	P. S. D.

ACTIVITY LOG FOR THE FIFTH WEEK

Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Orientation and familiarization with the school environment.	Getting used to the classroom environment, rules and regulations.	P. Dinesh
Day -2	Scavenger hunt for mobile phones.	Getting used to the classroom environment, rules and regulations.	P. Dinesh
Day -3	Scavenger hunt for mobile phones.	Getting used to the classroom environment, rules and regulations.	P. Dinesh
Day -4	Scavenger hunt for mobile phones.	Getting used to the classroom environment, rules and regulations.	P. Dinesh
Day -5	Scavenger hunt for mobile phones.	Getting used to the classroom environment, rules and regulations.	P. Dinesh
Day -6	Recap previous weeks Learning. The concept of environment.	Scavenger hunt for mobile phones.	P. Dinesh

WEEKLY REPORT

WEEK - 5 (From Dt. to Dt.)

Objective of the Activity Done:

Detailed Report:

Groundnut oil preparation
Deep seedbed in summer can reduce the incidence
of crop damage winds and pests.
Before sowing the soil should be tilled
out of furrows & ridges & fully plough. Sow in
month June. Plant & square sowing. Row man in class 1500
kg per hectare (central 1500 kg per hectare).
Manuf: Day 16th of July morning. Total area 100000
sq feet. Seed rate is determined by seed rate
of 45 kg. Seed rate is determined by seed rate
of 45 kg. Punjab, Jalandhar, Tando Jullundur, Gurdaspur,
Amritsar, Patiala, Chandigarh, Hoshiarpur,
Bathinda, Firozpur, Dera Bassi, Nanded, Nanded,
Ahmednagar, Kolhapur, & 8th dist. The seed rate
assumed is 52.56 kg per hectare.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signatures
Day -1	Seed distribution in groundnut	1. Sow seeds uniformly 2. Sow seeds in a row 3. Sow seeds in a grid	P. Singh
Day -2	Seed distribution uniform in experimental seeds	1. Sow seeds uniformly 2. Sow seeds in a row 3. Sow seeds in a grid	P. Singh
Day -3	Plant Sowing crop Soil mix in groundnut	1. Plan a variety based on the soil type 2. Mix soil with manure 3. Mix soil with seeds	P. Singh
Day -4	Sowing seeds on ground nut	1. Seeds should be sown either with or without manure	P. Singh
Day -5	Fertilizers (urea) for experimental crop	1. Fertilizer should be decided on soil tests	P. Singh
Day -6	Fertilizers used in ground crop	1. Nitrogen - 800 phosphorus 10 potash 100 sulphur - 200	P. Singh

PROGRESS REPORT

Project - 4 (Phase II) : 10/10/.....

Objectives of the Activity Done:

Detailed Report:

Received Seed Germination in different batches
various (Bacteriostatic) Seed Coat Treatment
method is to be ascertained to determine
which method is best. For Seeds are known
to be effective at various stages of life cycle
species on variety of seeds, a typical experiment
is conducted here & they are seeds from mustard.

Experiments were conducted on Mustard seeds
using different methods of treatment
such as heat treatment, cold treatment,
light treatment etc.

Seeds of mustard by seeds obtained from
after will be known for weight taken in kg will be the
time to germinate. The soil should be well
soil should not be more than one day
not only a longer time can be seen in their
heat treatment the time may be increased
from 10 to 15 days.

Conclusion

Conclusion: It is seen that the seed treatment
following germination can be done with the help of
water, oxygen, light help.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief Description of the daily activity	Learning Outcome	Focus In Charge Signature
Day -1	class preparation - student on class learning by myself	class discussion and presentation of my project	
Day -2	classroom discussion; by myself, teacher's explanation	class discussion and presentation of my project	
Day -3	class discussion; by myself	class discussion and presentation of my project	
Day -4	class discussion; by myself	class discussion and presentation of my project	
Day -5	class discussion; by myself and teacher explanation	class discussion and presentation of my project	
Day -6	class discussion; by myself	class discussion and presentation of my project	

WEEKLY REPORT

WEEK - 7 (From DD _____ to DD _____)

Objective of the Activity Done:

Detailed Report:

under management ground crop:
Groundnut requires about 0.05 m of soil for its root
systems and sufficient rainfall. So, once the soil should
be tilled well, the seed should be planted when
it is cool enough. Second weeding should be done
20-25 days after sowing. Then manuring should
be applied at intervals of 2 weeks especially
in soils characterized by clay soil percentage.
The last soil should be given 15 days before
harvest from the sowing of landing. If
fertilizer is to be used, it depends on rains. The
soil is sensitive from 45-50 days to 80-90 days
so in this case, seeds should be prepared
properly and when sown through sprinkler
system, cover of soil must be increased. In case
of dry cultivation, clippings should be placed
at a distance of 60 cm. The crop
should be irrigated only every 6-8 days
per week.

ACTIVITY LOG FOR THE EIGHTEEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Observation and analysis of individual bird	person's ability to identify various birds during the observation form of their body features, voice, etc.	P. Diksh
Day - 2	Expedient bird identification classifier	ability to predict particular species by particular features such as, colour, size, shape	P. Diksh
Day - 3	paper on around us & its economy impact Birds v/s plastic bag	importance of paper plastic concerns - Social issues in paper economy is it good or bad	P. Diksh
Day - 4	class - Diagnosing control object - paper and paper tissue cut / folded	importance of the object recycled materials use paper for the sake of environment	P. Diksh
Day - 5	object manipulation - normalise objects - diagnose common object	importance of paper recycles paper for use as a new common object	P. Diksh
Day - 6	Diagnosis (in association with Guruji) of control items with respect to 1) weight (lightness) 2) shape (size)	importance of paper recycles paper for use	P. Diksh

WEEKLY REPORT

WEEK - 8 (From DT to DT)

Objective of the Activity Done:

Detailed Report: Environmental analysis of quadrant 403A revealed heavily dense trees during December 2018. On major tree species positive galloping galls were reported on a type of acacia (Acacia), adenocarpus, delivery to local shop & forest guards under regular supervision. Early detection & early control of all appropriate deforestation activities prior to the sale of land resulting from illegal mining permits will reduce threats of environmental degradation. per hectare occupied 2000kg of seed 300 kg seed powder per 1000 kg water. The land should be sprayed 7 times in 10 days or more should be sprayed 7 times in 10 days or more in the entire of land and form of plant an issue of low soil - soil depletion of land holder (big area) is expected after forming 10 days mature plant can grow in colour in the first stage there are known species in the first stage.

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the Activity / activity	Learning Outcome	Person In Charge Signature
May -1	period 1: identified the different sources of energy used in India.	Identified different sources of energy used in India and their advantages and disadvantages.	P. Dikshit
May -2	EVOS Presentation	Identified problems in presenting the information in a systematic way.	P. Dikshit
May -3	Presented about the power source in India.	Identified the problems in presenting information in a systematic way.	P. Dikshit
May -4	Spoke on application of thermal exploitation of exhaustion of LPG	Identified the problems in presenting information in a systematic way.	P. Dikshit
May -5	Scheme for upgradation of EVOS Model - 2000+ with the new EVOS	-	P. Dikshit
May -6	With the new EVOS	-	P. Dikshit

WEEKLY REPORT

WEEK - 9 (Date 06.....to 12.....)

Objective of the Activity Done:

Detailed Report:

During week 9, the team conducted a series of activities, including:
- a community meeting to discuss the extension of the existing agricultural extension center.
- a field trip to a nearby agricultural extension center to observe their operations.
- a meeting with local farmers to discuss their needs and challenges.
- a visit to a local market to purchase agricultural inputs.
- a meeting with local government officials to discuss the impact of climate change on agriculture.
- a meeting with local NGOs to discuss their role in supporting agriculture.
- a meeting with local media to discuss the importance of agriculture.
- a meeting with local government officials to discuss the impact of climate change on agriculture.
- a meeting with local NGOs to discuss their role in supporting agriculture.
- a meeting with local media to discuss the importance of agriculture.

ACTIVITY LOG FOR THIS TRAINING

Day of Date	Brief description of the daily activity	Learning Outcomes	Present In- Charge Signature
Day - 1	Introduction to the course, the syllabus, objectives.	Introduction to the course, the syllabus, objectives.	
Day - 2	Introduction to the course, the syllabus, objectives.	Introduction to the course, the syllabus, objectives.	
Day - 3	Introduction to the course, the syllabus, objectives.	Introduction to the course, the syllabus, objectives.	
Day - 4	Introduction to the course, the syllabus, objectives.	Introduction to the course, the syllabus, objectives.	
Day - 5	Introduction to the course, the syllabus, objectives.	Introduction to the course, the syllabus, objectives.	
Day - 6	Introduction to the course, the syllabus, objectives.	Introduction to the course, the syllabus, objectives.	

MEMORANDUM

FROM : Mr. James D. ... 2000

Preparation of New Authority Forms

Enclosed Report On this document we have been
asked to consider how to establish authority
forms which will make it easier for customers
to be handled by the new telephone system.
This document should include the following:
1. A list of the forms which will be required
and the purpose in which they will be used.
2. A list of the requirements which will be required
in order to make the forms effective.

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2. A list of the requirements which will be required
in order to make the forms effective.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Possible Change suggestion
Day -1	Self Introduction To know about the students Self introduction (Self)	For the teacher to know the students well Familiarity with the students	Handwritten
Day -2	Self introduction Self introduction (Continued)	Knowledge about the students Familiarity with the students Communication	Handwritten
Day -3	Different Steps in Self introduction	Identify different steps in self-introduction Identified intermediate levels in self-introduction	Handwritten
Day -4	Collection of Self Introduction	Self introduction Known by everyone in the classroom Self introduction with the final objective of presentation	Handwritten
Day -5	What the children can affected (Self intro)	Self introduction by the students by every child able to speak English	Handwritten
Day -6	What is the self introduction	Self introduction by the students Self introduction by every child able to speak English	Handwritten

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.)

and environment is very important & for growth of a person and work in an organization good environment is always有利的 for your growth. The fire fighting is more comfortable and comfortable of my work of fighting were the board environment is good. I daily go to work with formal & casual dress there is a good with my classmates and the faculty members in the organization minimum facilities are available like pen lights, calculators, computer open board, books etc. As a student the practicals are wearing a college uniform so can't just can't be in the un-uniform though we have participated in the picnic back programme organized by agriculture department of AP.

(Describe the real time technical skills you have acquired for terms of the job related skills and funds of experience)

During my tenure I had acquired both hard skills and soft skills due to my involvement in many assignments. In the industry there are two main areas of work place - professional teams demands soft skills among all general skills which are necessary to move forward. As far as my personal skills are concerned, I have developed my communication skills by communicating with my team members. My adaptability and the ability of working under pressure are the most skills obtained. In addition to these, I have also developed my skills of improving methods and techniques of calculation based on Second and third part.

Student Self Evaluation of the Short-Term Internship

Student Name: R. Ganesan

Registration No. 3120111001

Term of Internship: 3 months from 15-1-2012 to 15-4-2012

To 15-4-2012

Date of Evaluation:

Organization Name & Address: Govt. Engg. College, Tiruchirappalli

Please rate your performance in the following areas:

Rating Scale: Letter grade or CGPA calculation to be provided

1. Oral communication	1	2	3	4	5
2. Written communication	1	2	3	4	5
3. Practiceness	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. Ganesan

Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Mr. Giovanni

Term of Instruction: 1st Semester

Evaluation Period: 1st Semester

Date of Evaluation:

10/10/18

Organization Skills & Address: *Excellent Organization*

**Please Be Advised of the Relationship
with Middle Primary**

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

Please note that first evaluation rating is final and cannot be changed.

Rating Scale: 1 is lowest and 3 is highest score

1. Classroom Organization	3
2. Personal Organization	3
3. Homework	3
4. Independent Study Competency	3
5. Problem Solving	3
6. Self-confidence	3
7. Reading Comprehension	3
8. Math Problem Solving	3
9. Technology	3
10. Creativity	3
11. Communication	3
12. Time Management	3
13. Interpersonal Competencies	3
14. Attitudes of Learning	3
15. Overall Progressiveness	3

Mr. Giovanni

Internal & External Evaluation for Semester Internship

Objectives:

- Explore career alternative prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other social skills on the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

Assessment Model:

- There shall be both internal evaluation and external 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 200 marks. Internal Evaluation for 100 marks and External Evaluation for 100 marks.
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SCPIA and CGPA.
- The weightage for Internal Evaluation shall be:

o Activity Log	10 marks
o Internship Evaluation	30 marks
o Oral Presentation	10 marks
- The weightage for External Evaluation shall be:

o Internship Evaluation	100 marks
o Visit-Voc	30 marks
- The External Evaluation shall be conducted by an Evaluation Committee comprising of the Principal, Faculty Guide, Internal Supervisor and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- Activity Log is the record of the day-to-day activities. The Activity Log is recorded on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration groups to be assessed this way. The assessment will take into consideration

- The individual student's commitment to the assigned work.
- While evaluating the student's Activity Log, the following shall be considered:
 - a. The individual student's effort and persistence;
 - 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 Duties/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.

INTERNAL ASSESSMENT STATEMENT

Name of the Student: Rajiv Kumar
Programme Name: B.Tech. in Civil Engg.
Year: 2nd
Semester: 2nd
Registration No.: 20120100000000000000
Name of the Officer in Charge of Evaluation:
Dr. R. K. Srivastava

Score	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	8.7
2.	Interactive Discussion	10	9.7
3.	Oral Presentation	10	9.7
4.	Overall Total	30	27

Date:


Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name of the Student: R. Suresh Kumar

Programme of Study: B.Sc. (Hons) Management

Year of Study:

Group: A, B, C, D

Register No/UTM: 20130000000000000000

Name of the College: Loyola Hindu College

University: Anna University, Chennai - 600025

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	76
2.	For the grading given by the Supervisor of the Intern Organization	20	16
3.	Viva-Voce	30	25
	TOTAL	130	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide



Signature of the Internal Expert



Signature of the External Expert





MINISTRY OF HIGHER EDUCATION
GOVERNMENT OF THE FEDERAL REPUBLIC OF NIGERIA

A Circular Letter from the Minister of Higher Education
and the Vice-Chancellor, Federal University of Technology, Minna
for the Management of the Federal University of Technology, Minna
and its affiliated institutions.