

# Model Program Book



## SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH  
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)



PROGRAM BOOK FOR  
**SEMESTER INTERNSHIP**

Name of the Student: RAVALLA HEMASEKHAR

Name of the College: GOVT DEGREE COLLEGE (MEN) SKLM

Registration Number: 2022001566043

Period of Internship: From: 15/12/22 To: 18/3/23

Name & Address of the Intern Organization APSRTC SKLM - 2 DEPOT

DR. B. R. AMBEDKAR **University**  
YEAR



## 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 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 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, R. HEMASEKHAR a student of GOVT DEGREE COLLEGE (MEN) SKLM  
Program, Reg. No. 2022001566043 of the Department of APSRTC  
College do hereby declare that I have completed the mandatory internship  
from 15/12/2022 to 18/03/2023 in APSRTC SKLM -2 (Name of  
the intern organization) under the Faculty Guideship of  
\_\_\_\_\_ (Name of the Faculty Guide), Department of  
B.Sc (MCIC), GOVT DEGREE COLLEGE (MEN) SKLM  
(Name of the College)

R. Hemasekhar  
(Signature and Date)

## Official Certification

This is to certify that R. HEMASEKHAR (Name of the student) Reg. No. 2022001566043 has completed his/her Internship in APSRTC SKLM-2 (Name of the Intern Organization) on 7 TERM APSRTC SKLM-2 (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc (MCIC) in the Department of GOVT. DEGREE COLLEGE (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)  
**DEPOT MANAGER**  
**APSRTC, SKLM-11**

### Endorsements

Faculty Guide [Signature]

Head of the Department [Signature]

Principal [Signature]



## Certificate from Intern Organization

This is to certify that R. HEMASEKHAR (Name of the intern)  
Reg. No 2022001566043 of GOVT. DEGREE COLLEGE (MEN) SKLM (Name of the  
College) underwent internship in APSRTC SKLM-2 (Name of the  
Intern Organization) from 15/12/2022 to 18/03/2023

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

Authorized Signatory with Date and Seal

1

**DEPUTY MANAGER**  
**APSRTC, SKLM-2**

## Acknowledgements

I would like to thank the following people, without whom I would not have been able to complete this, internship period in your organisation and without whom I would not have made it through my degree.

- \* Head of the organisation
- \* Govt of A.P [As I acquired practical knowledge & skills by implementing this internship period]

- \* Govt Degree college (Men) SKM

Principle :-

[As he represented us in the organisation]

- \* organisation staff [Telling us to know this organisation programmes and details]

I point out all of you, As you are part of my internship period, and allowing us to do everything without any distractions.

Thank you sir, for giving us valuable advices and experiences in your locality / surroundings.



## CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have a brief 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.

The organization that I had choose this APSRTC, SRIKAKULAM DEPOT - II the ozerda of this village , madalam, District the government of Andhra pradesh has solesed. some schemes of the APSRTC to implement , in the district there are the service , persons in this organization are alloted for particular sectors to do there are total nine sectors unders the head of the organization .

The above figure explains, that the whole team was led by the head of the organization, D.M who is named as

where I held worked I observed, many activities in him like a leadership, time management and negotiation skills regarding the discussion with the unity and determination. Hence, the work seems to be easy to them, when there are no distractions among them when there are no after that the staff hard works behind the D.M is digital assistant the whole data gathered at a place via written work is entered in to the computers and hence it is easy to access this villages details in instant of time.

## 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.

— To serve the people of the village be several assistants in APSRTC depot SKM-II lead by depot managers.

— To implement the several schemes and programmes in the village, which was accursed by government of A.P.

— The head of the department, planned in advance to initiate their plans in the village and then divided to several individual to implement their planed.

D. APSRTC is the organization which I was worked 1) BM 2) Hc 3) MF 4) ACCT 5) CF 6) AC

E. The soled on responsibilities of above mentioned people are to give selies to the people of village.

F. There is no protic or market value for the organization which I had selected.

G. Introducing new ~~sensibilities~~ and programmes to the people of the villages.



### 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.*

while we are working here we acquired some knowledge regarding several skills we have performed many tasks given by the APSRTC members here by we used several equipments like finger print thumb impression, and some several devices to elaborate the ideas in the village, and district we have took some responsibilities. In this internship period, which includes the several services we had gathered some details of the villages in a data base to accomplish their data into the several sites they had given latter us some responsibilities in the village and district went into the villages and did survey regarding their issues and distractions By the influence of Depot manager.

I had acquired some managerial skills

- 1) Team work
- 2) leadership
- 3) Management
- 4) Strategical thinking
- 5) Time management.

### ACTIVITY LOG FOR THE FIRST WEEK

| Day & Date          | Brief description of the daily activity       | Learning Outcome       | Person In-Charge Signature                                                            |
|---------------------|-----------------------------------------------|------------------------|---------------------------------------------------------------------------------------|
| Day - 1<br>25/12/22 | Holiday                                       | Holiday                | -                                                                                     |
| Day - 2<br>26/12/22 | Bus black ticket explained                    | Successfully completed |    |
| Day - 3<br>27/12/22 | Explain in black ticket 1, 5, 10, 15, 20 Rs/- | completed              |  |
| Day - 4<br>28/12/22 | Explained the Bus pass Renewal                | completed              |  |
| Day - 5<br>29/12/22 | Bus pass concessional                         | completed              |  |
| Day - 6<br>30/12/22 | Bus conduction mission Reading                | Time mission reading.  |  |

**DEPOT MANAGER**  
**APSRV: SKLM-II**

## WEEKLY REPORT

WEEK - 1 (From Dt. 25/12/22 to Dt. 30/12/22)

Objective of the Activity Done: To acquire basic knowledge of APSRTC

Detailed Report:

Depot - 2

our first day of the APSRTC depot-2 SKM goes on the with the flow of introduction.

. we introduce our selves with them in a respective way here the head of the department is APSRTC depot-2. who got posted in the APSRTC. They have explained about their services gives to them the people in the district.

The third day SR. sheet Reading use the next day meeting with all bus conductors the next day APSRTC bus logsheet Reading.



# ACTIVITY LOG FOR THE SECOND WEEK

| Day & Date         | Brief description of the daily activity | Learning Outcome            | Person In-Charge Signature                                                            |
|--------------------|-----------------------------------------|-----------------------------|---------------------------------------------------------------------------------------|
| Day -1<br>31/12/22 | work with Bus charge sheet Reading      | charge sheet Reading        |    |
| Day -2<br>1/01/23  | Holiday                                 | -                           | -                                                                                     |
| Day -3<br>2/01/23  | APSRTC sir explain with charge sheet    | Explained with charge sheet |   |
| Day -4<br>3/01/23  | Bus ticket counting                     | Ticket conducting           |  |
| Day -5<br>4/01/23  | work with SR log sheet printing         | log sheet printing - I      |  |
| Day -6<br>5/01/23  | SR log sheet printing part - 2          | printing - II               |  |

DEPOT MANAGER  
APSRTC, SKLM-II

## WEEKLY REPORT

WEEK - 2 (From Dt. 21/12/22 to Dt. 5/01/23)

Objective of the Activity Done:

Detailed Report:

Our 2nd week went in a objective way to know more about the distractions in the village and here by we went in the village & spoke to the people & the president of the village.

This week we bus change sheet reading with one Bus, the next day holiday the next day APSRTC sir explain the change sheet.

The next day Bus conductor tim mission reading. The next day holiday the next day with Bus ticket counting.

### ACTIVITY LOG FOR THE THIRD WEEK

| Day & Date          | Brief description of the daily activity | Learning Outcome        | Person In-Charge Signature                                                            |
|---------------------|-----------------------------------------|-------------------------|---------------------------------------------------------------------------------------|
| Day - 1<br>6/01/23  | Diesel density count                    | density count           |    |
| Day - 2<br>7/01/23  | Engine oil - BS-2<br>BS-3 , BS-4        | engine oil              |    |
| Day - 3<br>8/01/23  | holiday                                 | -                       | -                                                                                     |
| Day - 4<br>9/01/23  | BS-2 = 36000km<br>BS-3 = 18000km        | completely successfully |  |
| Day - 5<br>10/01/23 | Crown oil                               | crown oil               |  |
| Day - 6<br>11/01/23 | holiday                                 | -                       | -                                                                                     |

**DEPOT MANAGER**  
**APRIL 2023**



## WEEKLY REPORT

WEEK - 3 (From Dt. 6/01/23 to Dt. 11/01/23)

Objective of the Activity Done:

Detailed Report:

In this week we all depot - 2 head of  
- the part - 1 the next day SR log sheet printing  
in part - 2

The next day petrol & Diesel in the  
density counting. The next day engine oil use  
BS-2, BS-3, BS-4.

The next day BS-2 = 36000 km BS-3 = 18000 km  
The next day holiday.

### ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date          | Brief description of the daily activity                                         | Learning Outcome                   | Person In-Charge Signature                                                            |
|---------------------|---------------------------------------------------------------------------------|------------------------------------|---------------------------------------------------------------------------------------|
| Day - 1<br>12/01/23 | Bus engine explained the depot worker                                           | engine by explained the worker     |    |
| Day - 2<br>13/01/23 | Bus batteries explained                                                         | Batteries explained by the worker. |    |
| Day - 3<br>14/01/23 | Bus (ಸಿಬಿ) ಒಳಗಡೆ<br>front - 160mm x 145mm x 12mm<br>Back - 187mm x 142mm x 93mm | front & back<br>ಒಳಗಡೆ              |   |
| Day - 4<br>15/01/23 | APSRTE SKLM parcel service.                                                     | Parcel service                     |  |
| Day - 5<br>16/01/23 | APSRTE head constable work                                                      | constable work                     |  |
| Day - 6<br>17/01/23 | Bus tyre section                                                                | Tyre section                       |  |

**DEPOT MANAGER**  
**APSRTE, SKLM-II**

## WEEKLY REPORT

WEEK - 4 (From Dt. 12/01/22 to Dt. 17/01/23)

Objective of the Activity Done:

Detailed Report:

In this week we all depot-2 Bus engine explained the depot worker. The next sir was explained about the bus batteries. The next day explained about the Bus (गजरा सोरा) front - 160mm 145mm 112mm

Back - 137mm 142mm 93mm

The next day the APSRTC head constable explained her work. The next day we went to tyre section they are explain the Bus tyre section.



# ACTIVITY LOG FOR THE FIFTH WEEK

| Day & Date         | Brief description of the daily activity                               | Learning Outcome                                          | Person In-Charge Signature                                                            |
|--------------------|-----------------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------|
| Day -1<br>18/01/23 | Bus @ Jh 3owd<br>Front - 160mm 145mm 112mm<br>Back - 137mm 142mm 93mm | Engine explained<br>the worker and<br>Batteries explained |    |
| Day -2<br>19/01/23 | APSR TC SKLM<br>parcel service                                        | Batteries explained<br>and front and<br>Back 3owd         |    |
| Day -3<br>20/01/23 | APSR TC head<br>constable work                                        | front and Back<br>3owd & parcel<br>service.               |   |
| Day -4<br>21/01/23 | Bus tyre section                                                      | parcel<br>services &<br>tyre section                      |  |
| Day -5<br>22/01/23 | OPRS services RJ04,<br>RJ05 ; RJ03 , VJO , KKO                        | 4 services<br>completed                                   |  |
| Day -6<br>23/01/23 | OPRS services<br>RJ04 ; RJ06 ; RJ02                                   | 3 services<br>completed                                   |  |

DEPOT MANAGER  
APSR TC, SKLM-11

## WEEKLY REPORT

WEEK - 5 (From Dt. 18/01/23 to Dt. 23/01/23)

Objective of the Activity Done:

Detailed Report:

In this week we are explained the Bus (Front & Back) front - 160mm 145mm 112mm

Back - 137mm 142mm 93mm

Engine explained the worker & Batteries explained the next day we are go to the APSRTC SKM parcel service.

The next day APSRTC hand constable work & front & Back & parcel service. The next day Bus tyre section & parcel service, tyre section & constable. The next OPRS services RT04; RT05; RT03; VJO, KKO 4 services are completed.

The next day we learn about the OPRS services RT04; RT06, RT0, 3 services completed.

# ACTIVITY LOG FOR THE SIXTH WEEK

| Day & Date          | Brief description of the daily activity | Learning Outcome  | Person In-Charge Signature                                                            |
|---------------------|-----------------------------------------|-------------------|---------------------------------------------------------------------------------------|
| Day - 1<br>24/01/23 | Reading with 10 sheets                  | 10 sheet Reading  |    |
| Day - 2<br>25/01/23 | Reading with 110 sheets                 | 110 sheet Reading |    |
| Day - 3<br>26/01/23 | Holiday                                 | -                 | -                                                                                     |
| Day - 4<br>27/01/23 | Daily R-G Register [RTC-126]            | completed         |  |
| Day - 5<br>28/01/23 | Holiday                                 | -                 | -                                                                                     |
| Day - 6<br>29/01/23 | Holiday                                 | -                 | -                                                                                     |

DEPOT MANAGER  
APRIL, SKUM-TI



# WEEKLY REPORT

WEEK - 6 (From Dt. 24/01/23 to Dt. 29/01/23)

Objective of the Activity Done:

Detailed Report:

The next day we are reading with 10 sheets. The next day we are reading with 110 sheets. on 27/01/23 Daily R.G Register ERTC-1267 is completed.

### ACTIVITY LOG FOR THE SEVEN WEEK

| Day & Date         | Brief description of the daily activity                         | Learning Outcome                                     | Person In-Charge Signature                                                            |
|--------------------|-----------------------------------------------------------------|------------------------------------------------------|---------------------------------------------------------------------------------------|
| Day -1<br>30/01/23 | Explain about the PKC files                                     | we check the PKC files and we found the Pending work |    |
| Day -2<br>31/01/23 | LUG - SBP - Toll - AUX;<br>-CESS - PIS - CESS<br>(JAN)          | successfully completed                               |    |
| Day -3<br>1/2/23   | LUG - SBP - Toll - AUX<br>-CESS - PIS - S - CESS<br>(FEB)       | completed                                            |   |
| Day -4<br>2/2/23   | LUG - SBP - Toll - AUX<br>-CESS - PIS - S - CESS<br>(MAR)       | completed                                            |  |
| Day -5<br>3/2/23   | BUS RATE &<br>Earnings (Grov)                                   | completed                                            |  |
| Day -6<br>4/2/23   | product wise<br>Earnings for the<br>month of Dec [2022]<br>Grov | completed                                            |  |

**DEPOT MANAGER**  
APRINT. NALM-11

## WEEKLY REPORT

WEEK --7 (From Dt. 30/01/23 to Dt. 4/2/23)

Objective of the Activity Done:

Detailed Report:

The next day the sir explain about the PKC files we check the PKC files & we found the pending work.

The next day we learn about LUG - SBP - Toll - AUX - CESS - PIS - CESS (Jan) & their are explained clearly. The next day we are LUG - SBP + Toll - AUX - CESS - PIS - S. CESS (FEB) The next day we are learn about the LUG - SBP - Toll - AUX - CESS - PIS - S. CESS (Mar). The next day their are explained the Bus Rates & earnings from the Government. The next day their explained about the ODUCT wise earnings for the month of Dec [2022] Gov. Their are explained clearly & deeply.



### ACTIVITY LOG FOR THE EIGHTH WEEK

| Day & Date        | Brief description of the daily activity             | Learning Outcome | Person In-Charge Signature                                                            |
|-------------------|-----------------------------------------------------|------------------|---------------------------------------------------------------------------------------|
| Day -1<br>6/2/23  | ODUCT wise earnings for the month DEC [2022] Gov    | completed        |    |
| Day -2<br>7/2/23  | ODUCT wise earnings for the month of DEC [2023] Gov | completed        |    |
| Day -3<br>8/2/23  | ODUCT wise earnings for the month of Jan [2023] Gov | completed        |  |
| Day -4<br>9/2/23  | ODUCT wise earnings for the month of Jan [2023] Gov | Completed        |  |
| Day -5<br>10/2/23 | ODUCT wise earnings for the month of Feb [2023] Gov | completed        |  |
| Day -6<br>11/2/23 | ODUCT wise earnings for the month of Feb [2023] Gov | completed.       |  |

**DEPOT MANAGER**  
**APRIL, 2023**

## WEEKLY REPORT

WEEK - 8 (From Dt. 6/2/23 to Dt. 11/2/23...)

Objective of the Activity Done:

Detailed Report:

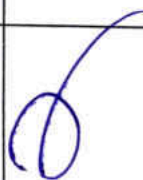
This week we are learnings about  
ODUCT wise earnings Dec [2022] Gov

The next day we learn ODUCT of  
Earnings Jan [2023] Gov

The next day ODUCT of earnings  
Feb [2023] Gov

The next day ODUCT of Earnings Feb  
[2023] Gov

### ACTIVITY LOG FOR THE NINETH WEEK

| Day & Date        | Brief description of the daily activity             | Learning Outcome | Person In-Charge Signature                                                            |
|-------------------|-----------------------------------------------------|------------------|---------------------------------------------------------------------------------------|
| Day -1<br>13/2/23 | ODUCT wise Earnings for the month of Mar [2023] Gov | completed        |    |
| Day -2<br>14/2/23 | ODUCT wise Earnings for the month of mar [2023] .   | completed        |    |
| Day -3<br>15/2/23 | SPL - EPIKOR - LONGSIEP<br>up & down                | completed        |  |
| Day -4<br>16/2/23 | Loading and unloading                               | completed        |  |
| Day -5<br>17/2/23 | New HIRE Buses<br>BPK / OR / Earnings               | Completed        |  |
| Day -6<br>20/2/23 | SKLM depot - 2 OPRS<br>services                     | completed.       |  |

**DEPOT MANAGER**  
**APRIL 11, 2023**



# WEEKLY REPORT

WEEK - 9 (From Dt. 13/2/23 to Dt. 20/2/23)

Objective of the Activity Done:

Detailed Report:

This we are only learn about the month wise ODUCT on month mar [2023] Gov the dates up to 13/2/23 to 14/2/23.

on 15/2/23 SPL- EPKOR - long services up & down.

on 16/2/23 we are loading & uploading  
on 17/2/23 New HIRE Buses EPKOR/Earnings  
on 20/2/23 SKIM depot - 2 OPRS - services.

# ACTIVITY LOG FOR THE TENTH WEEK

| Day & Date        | Brief description of the daily activity   | Learning Outcome     | Person In-Charge<br>Signature                                                         |
|-------------------|-------------------------------------------|----------------------|---------------------------------------------------------------------------------------|
| Day -1<br>21/2/23 | OPRS services<br>KK03; KK02; RJO 7        | 3 services completed |    |
| Day -2<br>22/2/23 | OPRS services<br>RJO4; RJO6; RJO 2        | 3 services completed |    |
| Day -3<br>23/2/23 | OPRS services<br>RJO5; RJO3; VJO,<br>KK01 | 4 services completed |  |
| Day -4<br>24/2/23 | Reading with<br>110 sheets.               | 110 sheet<br>Reading |  |
| Day -5<br>25/2/23 | Reading with<br>101 sheet                 | 101 sheet<br>Reading |  |
| Day -6<br>26/2/23 | holiday                                   | -                    | -                                                                                     |

DEPUTY MANAGER  
MILK-M-11

## WEEKLY REPORT

WEEK - 10 (From Dt. 21/2/23 to Dt. 26/2/23)

Objective of the Activity Done:

Detailed Report:

This week we learn about the OPRS services KKO<sub>3</sub>, KKO<sub>2</sub>, RTO<sub>7</sub>. on 22/2/23 we are done some work on RTO<sub>4</sub>, RTO<sub>6</sub>; RTO<sub>2</sub>, on 23/2/23 we are done OPRS services RTO<sub>5</sub>, RTO<sub>3</sub>, VSO<sub>1</sub>, KKO<sub>1</sub>, on 24/2/23 Reading with 110 sheet on 25/2/23 Reading with 101 sheet on 26/2/23 is Holiday.

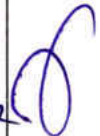


# ACTIVITY LOG FOR THE ELEVENTH WEEK

| Day & Date        | Brief description of the daily activity             | Learning Outcome | Person In-Charge Signature                                                            |
|-------------------|-----------------------------------------------------|------------------|---------------------------------------------------------------------------------------|
| Day -1<br>27/2/23 | Daily RG Register (RTC-126)                         | completed        |    |
| Day -2<br>28/2/23 | SKLM dept (or) Factor details                       | completed        |    |
| Day -3<br>1/3/23  | Depot (or) Factor PVG, Express; ULTRA; SUPER LUXURY | completed        |  |
| Day -4<br>2/3/23  | Cancellation data entry                             | completed        |  |
| Day -5<br>3/3/23  | Daily pass earning statement                        | completed        |  |
| Day -6<br>4/3/23  | work with bus log sheet Reading                     | completed        |  |

**DEPT MANAGER**  
**SKLM-II**

# ACTIVITY LOG FOR THE TWELVETH WEEK

| Day & Date        | Brief description of the daily activity      | Learning Outcome                              | Person In-Charge Signature                                                            |
|-------------------|----------------------------------------------|-----------------------------------------------|---------------------------------------------------------------------------------------|
| Day -1<br>6/8/23  | write the own project work                   | completed project up to 11 <sup>th</sup> week |    |
| Day -2<br>7/8/23  | <del>use</del> holiday                       | -                                             | -                                                                                     |
| Day -3<br>8/8/23  | learn about depot -2 bus grates              | Bus gary                                      |  |
| Day -4<br>9/8/23  | we are write the check prize money           | prize money writed on the checks              |  |
| Day -5<br>10/8/23 | we learn who to check the desert temperature | check the desert temperature                  |  |
| Day -6<br>11/8/23 | work on PK& files & know the monthly income. | monthly income.                               |  |

DEPOT MANAGER  
APR 11, 2023

## WEEKLY REPORT

WEEK - 12 (From Dt. 6/3/23 to Dt. 11/3/23.)

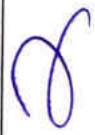
Objective of the Activity Done:

Detailed Report:

This we are write our project work books. we know the check the diesel temperature. next we learn about bus gases the next day we write the prizes money on checks. on 11/3/23 we check the monthly income.



# ACTIVITY LOG FOR THE THIRTEENTH WEEK

| Day & Date        | Brief description of the daily activity | Learning Outcome    | Person In-Charge Signature                                                            |
|-------------------|-----------------------------------------|---------------------|---------------------------------------------------------------------------------------|
| Day -1<br>12/3/23 | holiday                                 | -                   | -                                                                                     |
| Day -2<br>13/3/23 | work with SR log sheet printing         | log sheets printing |    |
| Day -3<br>14/3/23 | resil density counting                  | density count       |  |
| Day -4<br>15/3/23 | engine oil count                        | engine oil count    |  |
| Day -5<br>16/3/23 | Explained the bus batteries             | Bus batteries       |  |
| Day -6<br>17/3/23 | Bus जोड़ें सोवें                        | सोवें               |  |

DEPUTY MANAGER  
AFSPT, SKM-II

## WEEKLY REPORT

WEEK - 13 (From Dt. 12/3/23 to Dt. 17/3/23)

Objective of the Activity Done:

Detailed Report:

This week we known about the pass printing. The next day learned about front & Back Board. Next day known about the black tickets. work on log sheets, density count and desil, engine oil count bus batteries Board.

# ACTIVITY LOG FOR THE FOURTEENTH WEEK

| Day & Date        | Brief description of the daily activity | Learning Outcome            | Person In-Charge Signature                                                            |
|-------------------|-----------------------------------------|-----------------------------|---------------------------------------------------------------------------------------|
| Day -1<br>18/3/23 | APSRTC SKM parcel services              | parcel service.             |    |
| Day -2<br>19/3/23 | Holiday                                 | -                           | -                                                                                     |
| Day -3<br>20/3/23 | APSRTC head of H.C                      | H.C                         |  |
| Day -4<br>21/3/23 | Bus tyre section                        | Tyre section.               |  |
| Day -5<br>22/3/23 | Holiday                                 | -                           | -                                                                                     |
| Day -6<br>23/3/23 | Bus driver charge sheet Reading         | driver charge sheet Reading |  |

DEPUTY MANAGER  
APSRTC-SKM-11



**WEEKLY REPORT**  
WEEK - 14 (From Dt. 18/3/23 to Dt. 23/3/23)

Objective of the Activity Done:

Detailed Report:

This week we done on the work of parcel service. This day we meet to the APSRTC head of H.C sir. The next we go to the tyre section. The next day we go to the driver change sheet Reading.

# ACTIVITY LOG FOR THE FIFTEENTH WEEK

| Day & Date        | Brief description of the daily activity                            | Learning Outcome                  | Person In-Charge Signature                                                            |
|-------------------|--------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------------------------|
| Day -1<br>24/8/23 | Bus pass printing                                                  | pass printing                     |    |
| Day -2<br>25/8/23 | Sowd<br>front - 160mm 145mm<br>112mm<br>Back - 137mm 142mm<br>93mm | front &<br>Back Sowd              |    |
| Day -3<br>26/8/23 | holiday                                                            | -                                 | -                                                                                     |
| Day -4<br>27/8/23 | Black ticket explain                                               | completed                         |  |
| Day -5<br>28/8/23 | signature the my project work                                      | signature completed               |  |
| Day -6<br>29/8/23 | signature with DM sir                                              | signature completed by the DM sir |  |

**DEPOT MANAGER**  
**APSRK, SALM-II**

## WEEKLY REPORT

WEEK - 15 (From Dt. 24/3/23 to Dt. 29/3/23)

Objective of the Activity Done:

Detailed Report:

This week we know about the bus pass printing, front & back cover, black ticket explanation. The last two days we are completed our project books & signature with the DM Sir.

## 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.)

In the APSRTC there are APSRTC SRIKAKULAM are secretariats setup in the Indian state of Andhra Pradesh to decentralize the administration by making services and welfare services of all govt department where I have worked observed seems to be ecofriendly there there are eleven workers (or) secretariats, allotted to each of the sector that are under the village and district workers and each and every one in this APSRTC are in co-ordination with us they explained us what ever we requested to know, without any distractions in between the secretariats and us they interact with us in the friendly manners they explained us a lot and we acquired much collaborate this information to our villages too.



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

performing any job sellers on using a skills set many jobs require skills related to physical or digital tools there are often called technical skills like wise, while we came in to this program. we often don't know how to control or operate a system or a computers But here we acquired so much knowledge regarding technology we acquire much and more like bus conductor to collaborate the details of the village members and that too, to note down the names and the ID given to the names and the them by veterinary secretary we acquire technical skills through digital secretary and Agricultural assistant using the tablets and the wifi sadors the whole APSRTC gets network there Digital assistant helped us a bit in making or acquiring technical skills.

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.

In this internship part of the period I have acquired much and more managerial skills in this APSRTC like.

- \* communication with the assistants, where we spent time.
- \* A leadership quality in depot manager.
- \* Decision making by depot manager in group discussion
- \* Time management of APSRTC seems to be strict form.

10:30 AM to 5:00 PM

→ planning for the future services which was given by state govt of Andhra Pradesh to the people of the locality.

→ problem solving is one of the managerial skills, if there is a problem in technical issues there engineering assistant will solve.

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.,)

Communication skills regards to the interacting with each other and communicating in a respective only way or understanding way. In APSRTC at the beginning I had me depot manager be explained us every thing that the whole administration will focus on every thing by individual not only with us every one of this individual communicate in a respectable way the whole environment seems to be eco friendly. I had improved in ideal communication, written communication conversational abilities and acquired confidence levels while communicating and improved my way of slang with the others.



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

our team consists of 10 members all we together worked in APSRTC for a particular time period well all together worked here with spontaneous thoughts. we all collaborated with is named as He is the head of the department who is the depot manager i lead by whole team with a planning of regularly and without irregular punctuality. Here by the team spend all their time in the exploring ideas with the head of the APSRTC department we choose this department to know the distractions (or) problems among the people of village and services given by the APSRTC members the people in a grateful way we have discussed about all the distractions among the people the giving the services to the people of the villages.



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

In the APSRTC there are an electrical devices and digital T.V's to display the content, to show to the farmer in the village and district here they use wifi to upload to download content given by the government of Andhra Pradesh to the people of the village here they provide T.V's and projectors to display the content and the information given to the villages here are printing to print the passbook regarding the information of cultivating crops and the final result of the crops taken by the villagers. the concept of technology and that too if wifi is not available hence they use their personal hotspot to their uses. Here by there use these type of technical skills is regarding the technology developments.

*Student Self Evaluation of the Short-Term Internship*

Student Name: **R. HEMASEKHAR**

Registration No: **2022001566043**

Term of Internship: From: **15/12/22**

To: **18/03/2023**

Date of Evaluation: **18/03/23**

Organization Name & Address: **APSRTC SRIKAKULAM - 2**

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:

**R. Hemasekhar**  
Signature of the Student

*Evaluation by the Supervisor of the Intern Organization*



Student Name: R. HEMASEKHAR

Registration No: 2022001566043

Term of Internship:

From: 15/12/22

To: 18/3/23

Date of Evaluation: 18/3/23

Organization Name & Address: APSRTC SRIKAKULAM - 2

Name & Address of the Supervisor APSRTC DEPOT-2 SKLM DISTRICT  
with Mobile Number A.V. RAMANA SUPDT (P) 9441874109

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 |

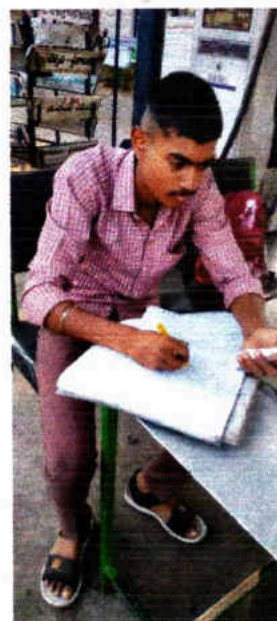
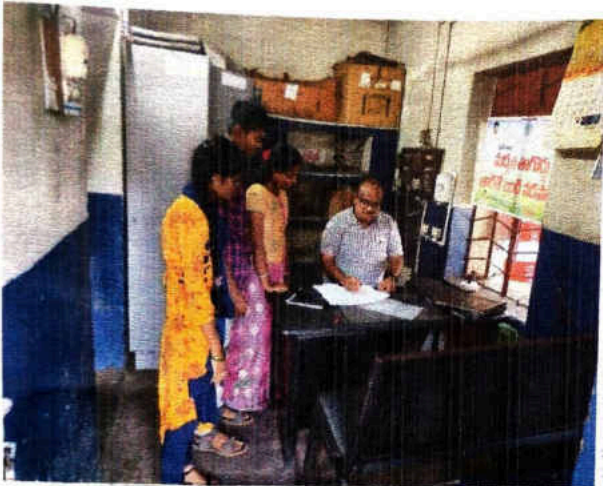
Date:

Signature of the Supervisor

DEPOT MANAGER  
APSRTC, SKLM-II



PHOTOS & VIDEO LINKS



## EVALUATION

## **Internal & External Evaluation for Semester Internship**

### **Objectives:**

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in 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 50 marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings for Internal Evaluation shall be:
  - Activity Log 10 marks
  - Internship Evaluation 30 marks
  - Oral Presentation 10 marks
- The weightings for External Evaluation shall be:
  - Internship Evaluation 100 marks
  - Viva-Voce 50 marks
- The External Evaluation shall be conducted by an Evaluation Committee comprising of the Principal, Faculty Guide, Internal Expert 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 assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration



the individual student's involvement in the assigned work.

- While evaluating the student's Activity Log, the following shall be considered -
  - a. The individual student's effort and commitment.
  - b. The originality and quality of the work produced by the individual student.
  - c. The student's integration and co-operation with the work assigned.
  - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
  - a. Description of the Work Environment.
  - b. Real Time Technical Skills acquired.
  - c. Managerial Skills acquired.
  - d. Improvement of Communication Skills.
  - e. Team Dynamics
  - f. Technological Developments recorded.

**MARKS STATEMENT**  
**(To be used by the Examiners)**

## INTERNAL ASSESSMENT STATEMENT

Name Of the Student: R. HEMASEKHAR

Programme of Study: APSRTC SKM-2

Year of Study: 2020 TO 2023

Group: B.Sc MCIC

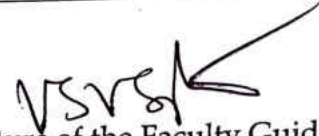
Register No/H.T. No: 2022001566043

Name of the College: GOVT DEGREE COLLEGE (MEN) SKM

University: DR. BR. AMBEDKAR UNIVERSITY SRIKAKULAM

| Sl.No | Evaluation Criterion  | Maximum Marks | Marks Awarded |
|-------|-----------------------|---------------|---------------|
| 1.    | Activity Log          | 10            | 8             |
| 2.    | Internship Evaluation | 30            | 28            |
| 3.    | Oral Presentation     | 10            | 8             |
|       | GRAND TOTAL           | 50            | 44            |

Date:

  
Signature of the Faculty Guide



## EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: R. HEMASEKHAR

Programme of Study: APSRTC SKLM - 2

Year of Study: 2020 TO 2023

Group: B.Sc MCIC

Register No/H.T. No: 2022001566043

Name of the College: GOVT DEGREE COLLEGE (MEN) SKLM

University: DR. B. R. AMBEDKAR UNIVERSITY SRIKAKULAM

| SLNo                                | Evaluation Criterion                                                | Maximum Marks | Marks Awarded |
|-------------------------------------|---------------------------------------------------------------------|---------------|---------------|
| 1.                                  | Internship Evaluation                                               | 80            | 78            |
| 2.                                  | For the grading giving by the Supervisor of the Intern Organization | 20            | 15            |
| 3.                                  | Viva-Voce                                                           | 50            | 48            |
|                                     | TOTAL                                                               | 150           |               |
| GRAND TOTAL (EXT. 50 M + INT. 100M) |                                                                     | 200           |               |

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

Signature of the Principal with Seal