

Program Book for Short-Term Internship

Name of the Student

: T. Sravani

Name of the College

: St. Joseph's Degree College, Sunkesula Road

Registration Number

: 21358011068

Period of Internship:

From: 28 Aug) To: 20 Oct)

Name & Address of the Intern Organization

Wadhwani foundation white field main Rd
EDIP ZONE Bangalore, Karnataka

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 of 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 persons 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 with 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:
 - Data and Information you are expected to collect about the organization and/or industry.
 - Job Skills you are expected to acquire.
 - Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns and your supervisor. This includes expressing thoughts and ideas effectively

through oral, written, and non-verbal communication, and utilizing listening skills.

12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.
13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.
15. At the end of internship you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during 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.

An Internship Report
On
(Title of the Internship)

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

Name of the College : St. Joseph's Degree College, Sunkesula Road

Department : BOTANY

Name of the Faculty Guide : Saiqua Zareen

Duration of the Internship: From : 28 (Aug) To 20 (Oct)

Name of the Student : T. Sravani

Programme of Study : III BSC, BZC (Botany, Zoology, Chemistry)

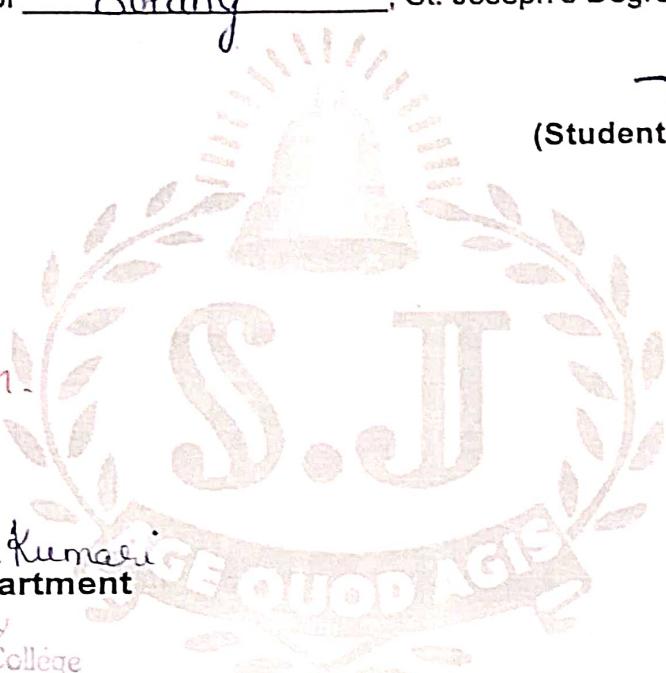
Year of Study : 2021-2024

Register Number : 21358011068

Date of Submission : 26 October

Student's Declaration

I T. Sravani a student of
BSC- BZC Program, Reg.No. 21358011068 of the Department of
Botany, St. Joseph's Degree College do hereby declare that I have
completed the mandatory internship from 28 Aug to 20 Oct in
Wadhwani Employability Opportunities (Name of the Intern organization)
under the Faculty Guideship of Eniqua Zareen (Name of the Faculty
Guide), Department of Botany, St. Joseph's Degree College.


T. Sravani
(Student Signature and Date)

//Endorsements//

Eniqua Zareen
Faculty Guide

K. Vanitha Kumar
Head of the Department

Dept. of Botany
St. Joseph's Degree College
KURNOOL

S. Ravikumar
Principal

Principal
St. Joseph's Degree College
Sunkesula Road, KURNOOL

Certificate from Intern Organization

This is to certify that T. Pravani (Name of the intern) Reg. No. 21358011D68 of St. Joseph's Degree College underwent internship in andhwani Employability Skills (Name of the internship organization) from 28 (Aug) to 20 (Oct). The overall performance of the intern during his/her internship is found to be Satisfactory (Satisfactory/ Not Satisfactory).

Authorized Signatory with Date and Seal





Certificate of Completion

This is to certify that

Tammali Sravani

has successfully completed **21st Century Employability Skillline Program - Advance** conducted by Wadhwani Opportunity. The program has helped the trainees to build a better understanding of themselves, Develop Communication and Problem-solving Skills and more.

The Employability Skills training program was implemented in partnership with
Wadhwani Foundation and APSCHIE

(Sunil Dahiyal)
Executive Vice President,
Wadhwani Opportunity

(Prof. K. Hemachandra Reddy)
Chairman
APSCHE

www.opportunitywadhwani.org



ACKNOWLEDGEMENTS

I Sincerely thank my Mentor Smt. SALAUN ZAREEN Lecturer in BOTANY for all the help and guidance given to me during the course of Completing two months online internship program as a part of my studies I Especially thank to Mr. NITHIN ALL the person behind the screen who facilitates inputs and shown keen interest in overcoming the hurdles faced during online courses.

I Sincerely thank our Head of the Department Smt. k. VANITHA KUMAR for the necessary inputs and keen interest in making me go forward with this program.

I also express gratitude to the Administrative Dean Y. SHOWRI LU REDDY, principal Dr. k. SHANTHA and vice principal Dr. C.V. SATYANARAYANA for providing the support that is required.

Date :

T. Saravani

place:

Name of the Student

T. Saravani

Signature of the Student.

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.

Employability skills are a set of skills, knowledge and attitudes that make an individual more employable. These skills are important because employers look for people who have good communication, computer knowledge and a positive attitude towards work. Employability skills are core skills needed in nearly every job. These are the skills that employers look for while recruiting. The Employability skills advanced course will help learners acquire these skills thus helping them so in their journey towards a successful career.

Objectives:

- * Help students identify the knowledge and skills required for obtaining and keeping employment.
- * UIC's include creativity, critical thinking, communication & collaboration are considered essential for the student to get a job. Skills learnt during the course are communication, problem solving, entrepreneurship mindset, team work.
- Outcomes:
 - * Identify, formulate and solve integrative problems.
 - * The employability skills are the essential skills and personal qualities and values that enable you to thrive any workplace.

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 with 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.

Vision:

The vision of Wadhwani Opportunity is to annually train and place 2.5 millions students with 21st century employability skills by 2025.

For achieving this vision, Wadhwani Opportunity will leverage its 700+ hrs of mobile and video-centric multi-lingual global content on cloud for 21st century skills with on demand AI-enabled access.

The Wadhwani 21st Century Core Employability skills are aimed at developing 'life skills' while domain knowledge is paramount, it's the ability to manage people and time, solve problems, work well with others and fit in the work environment that really makes an employee out from the rest.

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.

This internship has been a significant step in my personal and professional development journey. Employability skills advanced course will help learners acquire these skills thus helping them so their journey towards a successful career.

The organization is offering many skill clusters like communication workplace, self management, Teamwork, customer centricity, digital literacy, problem solving, market awareness, entrepreneurial mind-set,

~5 Min	Watch	Set the context through a concept video or animation	5 minute micro-learning video
5 Min	Think	Exercises to make the learner reflect on the concept presented, and internalize	5 minute reflection activity — higher order thinking rather than recall
20 Min	Collaborate	Interactive discussion	20 minute group discussion
20 Min	Do	Interactive scenario-based exercises with branching and assessment	20 minute simulation activity to apply learning
>/=10 Min	Explore	Additional reference material to dig deeper for motivated learners	Knowledge links for self-motivated learning

LOG BOOK

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Program orientation Speaking on telephone Speaking - making request Speaking - participating in Buyer Seller introduction	learned to use clear pronunciation use basic structure in oral communication	
Day - 2	Speaking - Saying no (or) refusing politely Speaking - everyday workplace conversation Speaking - presenting and seeking an opinions	learned how to refuse politely as it follow to value ourselves more.	
Day - 3	Writing for a purpose writing effective notes writing emails writing resumes and deposit writing Summary	learned statement writing and understand recall identify illustrate Summarize	
Day - 4	* Collaborate to achievement goals * Build effective relationship and Stakeholders	learned understand the basic types the phase of negotiation for successful negotiation	
Day - 5	Negotiation - Negotiation in action getting toys Selling - Compare features and benefited to produced and services	Development of highest level thinking, oral Communication of leadership skill	
Day - 6	Collaborate Across different teams Conflicts management resolve Conflict to maintain relationship	Development itself management responsibility Self team	

WEEKLY REPORT
WEEK - 1 (From Dt.. 28th Aug.. to Dt.. 2nd Sep..)

Objective of the Activity Done:

Gain attention and establish creativity

Detailed Report:

Reading writing negotiation and collaboration skill have been taught to us in this week.

Reading and writing skill when practical hand in hand polishes our speech skill by improving the ability to construct and structure sentences as we got them down writing practice also enriches our vocab vocabulary as we try to use different words to avoid repetition.

Collaborative negotiation offers numerous benefits for both personal and professional skill strengthening emotion intelligent and empathy

In the first week of wadwan I learned how to communicate with others in a polite manner and the dialogue conversation are the very useful to understand how to communicate.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	<p>Customer Centricity types of customers - 1</p> <p>Type of customers - 2</p>	understand Customer and mapout their Specific needs.	
Day - 2	<p>Responding effectively to Customer</p> <ul style="list-style-type: none"> * Building Report with Customer 	learn to communicate effectively in orders to enhance Service level	
Day - 3	<p>Attitude and Behavioural Skill</p> <ul style="list-style-type: none"> * Time and task management plan prioritize and manage Task * Cost Conscious - Introduction to money management 	learned how to Create an organized budget and how to succeed in life.	
Day - 4	<ul style="list-style-type: none"> * Cost Conscious - Create a budget * quality quantity consciousness impact of cost * Result orientation 	learned Skill like time management and how to Control cost or money management	
Day - 5	<ul style="list-style-type: none"> * Self awareness know your self * Self searching for a job * values and belief's make ethical decision 	Being better able to manage and regulate your emotions	
Day - 6	<ul style="list-style-type: none"> * Emotional intelligence * Responding to change - understand adjust to change * Gain financial literacy 	Develop resilience to bounce back from challenges and hardship	

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	<p>problem Solving</p> <ul style="list-style-type: none"> * Apply critical thinking to analyze data * Creative thinking apply design thinking. 	Engage the imagination to express possibilities.	
Day - 2	<ul style="list-style-type: none"> * Decision making and respond effectively to situation. 	Distinguish relevant from non-relevant data fact from opinion	
Day - 3	<p>Digital literacy work place</p> <ul style="list-style-type: none"> * types of data Security * Working will Domain Specific tools Such as CRM and device 	equip the work place with ability to critically of digital tool	
Day - 4	<p>Working with Advanced tool</p> <ul style="list-style-type: none"> * Cultural filament and gender diversity. * organisational Structure 	Communicate information and ideals effectively to audience using appropriate media	
Day - 5	<p>Workplace awareness</p> <ul style="list-style-type: none"> → Excel → Powerpoint 	improved employee performance efficiency and effectiveness	
Day - 6	<ul style="list-style-type: none"> * Organizational values * Searching and applying for relevant job 	To Critically evaluate and analyze various theories and model that contribute in overall discipline	

WEEKLY REPORT
WEEK - 3 (From Dt ...9th Sep... to Dt..14th Sep....)

Objective of the Activity Done:

Analyze problems using critical thinking

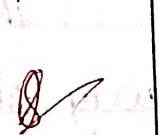
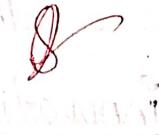
Detailed Report:

problem solving is about having the willingness to find solution when forced with difficult situation problem solving included creative thinking abilities, critically thinking mindset and ability and confidence to make correct decision.

Technology is now firmly embedded in daily living in fact it help to enhance productivity globalisation and digital technology have had an intense effect on the world of work being digital literate definitely up sugars a learners chance of getting a job while the sector and the job role may vary, but knowledge of digital tools at workplace and considered essential.

As a core component of emotional intelligence self awareness in workplace all getting stronger grip on in our feelings emotions and mental health.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	<ul style="list-style-type: none"> * Entrepreneurial mindset * introduction to entrepreneurship * Recognise opportunity * Creativity and innovation 	A Student increases their awareness and deliberately practice the skill.	
Day - 2	<ul style="list-style-type: none"> * Conception and ideation * Are you risk taker * identify your customer 	learned how to prepare a correct idea of how to take risk in business	
Day - 3	<ul style="list-style-type: none"> * Self Confidence and resilience * Success and failure Stories of famous entrepreneurs 	Develop courage that are valuable in both personal and professional	
Day - 4	<ul style="list-style-type: none"> * Never give up * Competition analysis * Risk identification and mitigation 	Develop skills are valuable in both personal and professional	
Day - 5	<ul style="list-style-type: none"> * Getting money for business * Dream and achieve * Success and failure static famous entrepreneurs - 2 	Learning to accept failure as a part of growth process	
Day - 6	<ul style="list-style-type: none"> * leadership and team Spirit * Serving the Society * Taking ownership 	Learn team leader skill and team work and empathy	

WEEKLY REPORT
WEEK - 4 (From Dt ..15th Sep.. to Dt..20th Sep...)

Objective of the Activity Done:

Graining ability to recognize opportunity

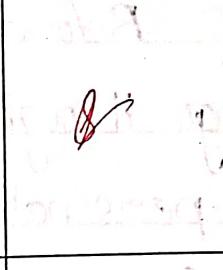
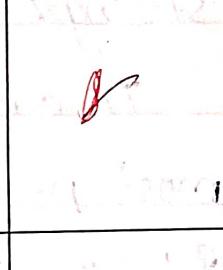
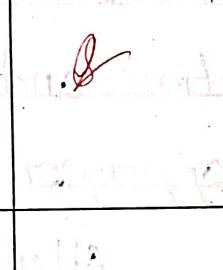
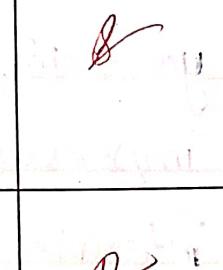
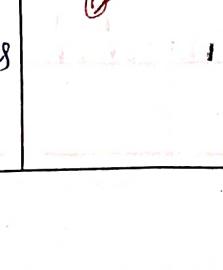
Detailed Report:

The entrepreneurial mindset is about a certain way of thinking it is about the way you approach challenge and mindset it also refers to the inner needs to improve your skill set and perseverance.

An entrepreneur is a person who can add value whether they create something themselves or work for somebody else under that definition the path towards entrepreneurship and mindset can be pursued by anyone including esteem

These entrepreneurial skill are vital for promoting innovation business growth and competitiveness

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	How to prepare for a job interview gaining Confidence	identify and describe your strength in a manner that will help you stand out from crowd	
Day - 2	How to prepare for job interview getting ready	first impression last and people make first impression very quickly	
Day - 3	How to answer questions during the interview	Convincing the interviewer that you have the right attitude and skill	
Day - 4	How to effectively concluded the interview	Ask the relevant question to the interviewer about the role and organisation	
Day - 5	How to Contact yourself at the interview	Impression at venue not just the interviewer and humble	
Day - 6	how to follow up after the interview	Concluded the interview effectively with ideas of next Step	

WEEKLY REPORT
WEEK - 5 (From Dt. 21st Sep... to Dt. 27th Sep...)

Objective of the Activity Done:

Candidates motivation of pursuing a job

Detailed Report:

An interview is a meeting in which you answer questions that highlight up our skills and qualification for a job.

Before your interview list your strength and qualities go through this job description and take online personality test identify and understand your strength better.

In addition to the above mentioned things one must prepare a list of documents to carry for interview gathering the right information about the time and about the time venue and decided the appropriate dating to wear.

Attend the interview confidently talk about yourself in away that help you make a good impression on the interview and convince the interviewer that you have right attitude and skill needed for a job.

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.)

Employability skills are a set of skills, knowledge & attributes that make an individual more employable.

The work environment I have experienced while doing this internship are having an effective interaction over the phone, practice active listening, writing notes, emails & reports learned about the importance of collaboration with team members to achieve goals. Relationship management through health practice building rapport with customers etc.

Well organized and filled with systematic tasks likely handling data, this foundation objectives. This kind of environment is marked by competition success, power, money.

By prioritizing tasks, setting deadlines and avoiding distractions individuals can efficiently utilize their time, reduce stress and enhance work-life balance. This environment can have a significant impact on an individual's job satisfaction,

motivation and overall well-being. A positive work environment is one where employees feel supported, engaged & valued.

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

Technology have an intense effect on the world of work so we must able to learn technical tools and social media platforms to perform the job well.

The technical skills we have acquired in this competency are types of data security working with domain-specific tools such as CRM and PCs devices working with Advanced tools and shortcuts of powerpoint tools to enhance productivity.

Technical skills can be developed based on your performed career plan. These skills are different from soft skills which are must less tangible.

The key difference between soft skills and technical skills in that soft skills are interpersonal and character traits employees need to perform their duties, whereas as technical skills are job related abilities and knowledge which employee need to perform their task at workplace.

Describe the managerial skills you have acquired (in terms of planning, leadership, teamwork, behavior, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.

Technology is now firmly embedded in daily living in fact it helps to enhance productivity Globalisation and digital technologies have had an intense effect on the world of work

We must able to utilize online learning tools and Social media platform Being digital literate definitely upsurge our learnness chance of getting a job while the sector and the job role may vary but knowledge of digital tools at work place are Considered essential.

After Completing the lessons in the competency the learnness will be able to find and access relevant digital Content, Analyse and combine information, Share digital Content in purposeful ways, know about advanced tools in MS office Attitude and Behaviour Skills help a person become efficient and productive not only in the workplace but also in personal life

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 are important to an employee (or) individual because employees look for people who have good Communication Skills by having an effective interactions over the phone

The four essential verbal Communication Skills every entrepreneur must master They are.

→ listening

→ Managing

→ Anxiety

→ Organizing

practicing Social Studies Can increase one's Confidence

* More request

* practice active listening

* By Saying No (or) Refusing politely

* By writing effective notes, E-mails Resumes, Reports and Summary

* By participating in buyer Seller interaction

* During the interview be Confident and clear while answering to the questions.

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

Teamwork skills include helping team members being an active participant in team project being flexible and learning to manage conflicts.

Group discussion allows us to prove our communication and critical thinking skills to potential employers. These panels show how you interact with other professions and give dues about your ability to communicate with team members.

* We can resolve (or) diffuse in personal and professional situations.

* We can build effective work-relationship.

* We can understand what conflicts are of and how to identify them.

* We can learn about the importance of collaborating with team members to achieve a goal

* We can understand the importance of networking to achieve business goals.

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

Technology is now firmly embedded in daily living. It enhances productivity. So it is essential to have a knowledge on digital tools.

Technology has not only extended lives and increased health and search. It has also made life easier more entertaining and has provided individuals with more choice.

Technology performs the information process of collecting, organizing, analysing, storing, processing, transmitting, displaying.

The Technological developments relevant to my job roles are:

- * To find and access relevant digital content.
- * Analyse and combine information.
- * Share digital content in purposeful ways
- * Advanced tools is M.S. office tools and shortcuts of excel.
- * powerpoint tools to enhance productivity.

Student Self-Evaluation of the Short-Term Internship

Student Name: & Registration No: Tammali Sravani 21358011068

Term of Internship: From 28 August To 20 October

Date of Evaluation: 30/10/2023

Organization Name & Address: Wadhwani foundation, white field

main-Rd, FRIP zone, Bangalore, Karnataka

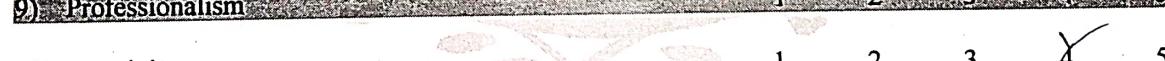
Name & Address of the Supervisor with Saiqua Zaqreen, Lecturer in botany, S.t. Joseph's

Mobile Number: Degree College, Kurnool Mob No: 903091271105

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



Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: & Registration No: Tamali Sravani 21358011068

Term of Internship: From 28 August To 20 October

Date of Evaluation: 30/10/2023

Organization Name & Address: Wadhwani foundation: white field main Rd. EDIP zone Bangalore Karnataka

Name & Address of the Supervisor with Mobile Number: Saiqua Zareen, Lecturer in botany

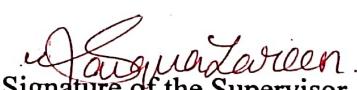
S.t.joseph's Degree College, Kurnool. Coll.No: 90309127405

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) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning 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	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5


Signature of the Supervisor

PHOTOS & VIDEO LINKS

Video link:

<https://web.opportunity.wf> global organization

