

GOVERNMENT DEGREE COLLEGE
RAJAMPETA

SHORT TERM INTERNSHIP

RECORD BOOK
2024-25

Designed & Developed by



ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR
SHORT TERM INTERNSHIP

Name of the Student

K. Sandhya Rani

Name of the College

Government Degree college

Registration Number

226030050003

Period of Internship

From 29/04/2024 To 21/06/2024

Place of Internship

: Store operations at
Reliance smart, Rajampet,
Annamayya dist.

YEAR

2024-25

Yogi Vemana University

KADAPA

An Internship Report on

Reliance smart

(Title of the Short term Internship Program)

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

Under the Faculty Guideship of

Dr. M. Jayachandran Babu

(Name of the Faculty Guide)

Department of

Mathematics, GOC rajampet

(Name of the College)

Submitted by:

K. Sandhya Rani

(Name of the Student)

Reg.No: 226030050003

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 Short term internship either in 2nd 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.

.....<<@>>.....

Student's Declaration

I, Konduru Sandhya Rani a student of BSc MPCs (Group)
Program, Reg. No. 226030050003 of the Department of Mathematics
College do hereby declare that I have completed the mandatory internship
from 21/5/2024 to 20/6/2024 in Reliance smart (Name of
the intern organization) under the Faculty Guide ship of M. Jayachandrababu
(Name of the Faculty Guide), Department of
Mathematics E. Government degree college rjpt
(Name of the College)

K. Sandhya Rani
(Signature and Date)

Official Certification

This is to certify that 1< Sandhya Rani (Name of the student) Reg. No. 226030050003 has completed his/her Internship in Reliance smart Rajampet (Name of the Intern Organization) on store operations (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSc (MPCs) in the Department of GDC Rajampet (Name of the College).

This is accepted for evaluation.

H. Prasad
Lecturer in Maths
Government Degree College
Rajampet, Kadapa (DL)
(Signature with Date and Seal)

Endorsements

Faculty Guide

H. Prasad

Head of the Department

H. Prasad

Principal

R. Prameshwar
PRINCIPAL
Govt. Degree College
RAJAMPET - 516 115.
Annamayya Dist.

Certificate from Intern Organization

This is to certify that K. Sandhya Rani (Name of the intern)
Reg. No 226030050003 of Govt degree college (Name of the
College) underwent internship in Reliance smart (Name of the
Intern Organization) from 21/05/2024 to 20/06/2024

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



Authorized Signatory with Date and Seal



Date: 27-Jun-2024

TO WHOM IT MAY CONCERN

This is certified that Ms. Konduru Sandhya Rani with Roll No.226030050003, Student of Government Degree College, Rajampeta has completed her internship in "Store Operations" at Reliance Smart – Rajampet from 21-May-2024 to 20-Jun-2024.

We wish her all the best in her future endeavors and hope that her will continue to build on the knowledge and skills you acquired during her internship. Once again, congratulations on completing her internship with us, and we hope that this certificate will serve as a testament to her hard work and achievements.

For Reliance Retail Limited,

Authorised Signatory



Reliance Retail Limited (Formerly Reliance Fresh Limited)
CIN: U01100MH1999PLC120563 Phone: +91 22 67673800

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India

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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.

Giant corporations like Wal-Mart and Reliance smart have started to try and take over the Indian retail sector. The entry of the giant corporate retail in India's food market will have direct impact on India's 650 million farmers and 40 million people employed in tiny retail. More than 6600 mega stores are planned with Rs. 40,000 crore by 2011.

Even after recent shutdown of Reliance Fresh stores from up and unwelcoming vibes from states like Kerala, West Bengal, Orissa and Jharkhand for its retail format, Reliance was not in any mood to hamper its 25000 crore plan. Reliance responded with superb strategy in which it shifted its focus from retailer to being a Supplier. i.e. targeting hawkers, vendors, push cart wheelers instead of customers.

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.

Reliance Retail is an Indian retail Company and a subsidiary of Reliance Industries. Founded in 2006, it is the largest retailer in India in terms of revenue. The Headquarters of Reliance is Mumbai at Maharashtra. The Reliance retail in number of locations 18,836 present at 2024.

The chairman of Reliance retail Company "Mukesh Ambani" and The managing director of Reliance retail Company "Isha Ambani".

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.

The Activities in the Intern organisation during Internship.

- Reliance Securities
- Reliance Asset reconstruction.
- Reliance General Insurance

The main activities of retailing?

Retail business perform different functions. including , merchandising , marketing and Customer service . Supply management is also critical for a retail business to ensure it has the right products at the right time and place .

The most common yet major responsibilities that are carried by any stores are: "Receipt of incoming goods . Inspection of all receipts. Storage and prevention . Identification of all material stored .

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Visited the Reliance Smart and introduced myself	Introduction and Registration	<i>[Signature]</i>
Day - 2	Taken offer letter and the Manager	Joined the Reliance	<i>[Signature]</i>
Day - 3	Details about Reliance smart	About the Retail Industry	<i>[Signature]</i>
Day - 4	Introduction to basic store operations	known about the Reliance retail Marketing	<i>[Signature]</i>
Day - 5	Introduction to allotting departments in Reliance floor	Self confidence, dependency.	<i>[Signature]</i>
Day - 6	observation on floor every department	Identification of departments on floor of Reliance	<i>[Signature]</i>

WEEKLY REPORT

WEEK - 1 (From Dt 24/05/2024 to Dt 25/05/2024)

Objective of the Activity Done:

Retail Marketing and
Detailed Report: about the store operations
in this organisation.

In the first week I have visited the Reliance and taken offer letter. This organisation provides all needs of grocery and goods of people. We learn the structure of Reliance retail organisation. known about the divided departments allotted. We learn lot of things Customer Communication, Services of Retail Marketing. The basics of retail marketing. The land occupied for Reliance Construction And needs to start up the industry organisation. There are seven departments of the structure of Reliance smart. There are : 1) Home and personal care 2) General Merchants, 3) staple, 4) fruits and vegetables 5) Apps departments, 6) process foods 7) Beverages. These are ^{grocery} departments in Reliance smart.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Home and personal care (HPC) department	Observe items where the inserted places	<i>[Signature]</i>
Day - 2	Introduction to home needs like surfers, soaps, liquids, mops, mats etc.	About the home needs how they use this things	<i>[Signature]</i>
Day - 3	Introduction to personal care needs like soaps, facials, perfumes etc.	About the personal care needs. These things to use.	<i>[Signature]</i>
Day - 4	To arrange items properly in the racks through the staff	Customer consumes a product and racks neat & clean	<i>[Signature]</i>
Day - 5	General merchant departments (GM)	observe items where the products inserted in racks and display	<i>[Signature]</i>
Day - 6	Introduction to General groceries for home needs like stationary, carry, plate etc.	About the Customer needs to the house.	<i>[Signature]</i>

WEEKLY REPORT

WEEK - 2 (From Dt. 27/05/2020 Dt. 1/06/2020)

Objective of the Activity Done:

Departments of Reliance

Detailed Report:

Every day we should note the Entrance time - Interaction between Customer and staff. To arrange the products properly in the racks. To fill the stock in racks time to time. To learn lot of things in Retail Marketing.

We observe two day of worked in Home and personal care department. Note everything, how to provide products to Customers with good interaction. Self cleaning everyday atleast one bay. To arrange items properly in the racks through self. East General Merchants department (GM). This department for grocery for home needs like stationary, Carry's, plates, tissues, etc. General Merchants products inserted in the racks and self cleaning. Observing item prices and offers for items. and observe bar code on the every items.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	To arrange items where the completed items in the racks	Self helping w to staff and observing	
Day - 2	Staples department observing	About staple which type item in items.	
Day - 3	Introduction about staples department	about items in staple, why they used	
Day - 4	Self cleaning in staples, know about netter for weighing items.	To learn how to use netter for weighing items.	
Day - 5	stock filling racks where the products completed and observing near expire	To remove near expired items in the racks trying to quick to sell.	
Day - 6	Fruits and vegetables (F & V) department.	About fruits & vegetables in Reliance. There are number of varieties.	

WEEKLY REPORT

WEEK - 3 (From Dt 3/06/2024 to Dt 8/06/2024)

Objective of the Activity Done:

Working in Departments

Detailed Report:

In Reliance retail.

To arrange items where the stock was completed items in the racks. You have to fill the stock immediately for customer want to provide products for customer. Self cleaning to staff and observing. Staples department observing about staples - which type items in the racks. Introduction about staples department. About items in staples and why they used. Self cleaning in staples, known about Mettler for weighing items. To learn how to use metter for weighing items. Stock filling racks where the problems completed and observing near expire. To remove near expired items in the racks trying to quick to sell. And observing prices of items. Some time in offer to observe that items in staples: Masala's, flours, rice, dry fruits, cereals, ghee, oils etc.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Weigling fruits & vegetables with help of ele digital meter.	To learn about codes of fruits & vegetables.	
Day - 2	observing fresh items. Note prices daily in this department	To observe fresh fruits & vegetables and remove.	
Day - 3	Introduction about process foods	To know heavy work in process foods department.	
Day - 4	To know about to learn more items in (pts). These are food.	In this department. Snacks, ingredients for cooking, sauce etc.	
Day - 5	self cleaning and arrange display to Customer attention.	check near expires, item names, pricess offer etc.	
Day - 6	Apps department for women's wear, mens wear, kids wear	keep tags for clothes for security don't get scans in retail	

WEEKLY REPORT

WEEK - 4 (From ~~1st~~ 1st Dec to ~~1st~~ 1st Dec)

Objective of the Activity Done: Working in Departments

Detailed Report: of Reliance Retail.

In staples department, we learn how to manage use matter for weighing items. In fruits & vegetables department to weighing the (FAV) both the of Mel digital matter. To learn about codes of fruits & vegetable items in different types. Observing fresh items and to change prices in states where the items and to remove bad items.

Introduction of process foods to know about that foods for eating.

In this department had heavy work..

In this department have snacks, chocolates Biscuits, Sauces, powders, liquids, Soft drinks Ingredients for cooking fast food items etc. To receive products from trucks

In Apps department for Women's wear, Men's wear, and kids wear. keep tags for clothes because don't cause to get scams in this retail's industry.

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.)

As per the people interactions in Reliance smart. It is the biggest company in world wide, number of people working in this industry. Because of people will gain jobs easily and women's also prefer for this ~~in~~ retail for their security. So many people would like to work their industry. Lakhs of people work in retail. Retail marketing is one of the best industries. Because never fall down, everytime its gains. So, people prefer that retail marketing. Retail industry are available anytime for employment. Reliance smart for store operations. It has team work and full of ventilation, discipline to maintenance of retailing. ~~comes~~ Smooth communication with customer. protocols to the staff, how could manage this process and procedure to maintenance of Reliance smart. Mutual support to staff from head of the Retailing. Its a teamwork to maintain the Reliance Industry.

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

To Specialize the knowledge of IT Companies, business, largest industry, To attend the some tasks. Now-a-days retailing Marketing in first place its never fall down and software business fall-down sometimes unexpectedly. I think to choose retailing business is the best. Technical skills are required in just about every field and industry. from IT and business administration to health care and education. Different types of skills for their choosing field like software, Retailing, Some another business. Technical skills depend on their choosing our passion of business.

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

Managerial skills are this knowledge and ability can be learned and practised, They also can be acquired through practical implementation of required activities and tasks. To know about the planning of business skills, how to implement and support to the team work, mostly behaviour of staff and maintenance discipline. To know about the products use of time to note that commonly. To note that skills improvement in during internship. To set goal and make them to achieve the goal and go do hard work. Well, improve in decision making when we worked in biggest companies. To analyze our performance during first day in internship and last day of internship.

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.,)

In during of my internship I learn lot skill at Reliance smart in terms of improvement of oral communication with customers, staff and head of the department. Then how to interact customer knowing the conversational abilities. While visitors to visit the company we have show the our confident levels while communicating. We have to show them our immense of anxiety in this work to the management. To know the basics and key of structure of retail it means layout of retail marketing. To improve basic knowledge of retail marketing. Thanking for management of Reliance smart to improve basic skills in marketing.

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

In this internship we are to enhance our skills. I attend in every meeting that during internships we have show them our presence how much you gained the knowledge, skills, abilities and work in this company. In this relating to know about system work also because to get pops stand for point of purchase of products to the customer. how to get pops from system. Note every sold items imported items in systems. To participate in that with the teams of work. Good contribution of team members, and show them our the presence leading a team. for during internship to improve our abilities.

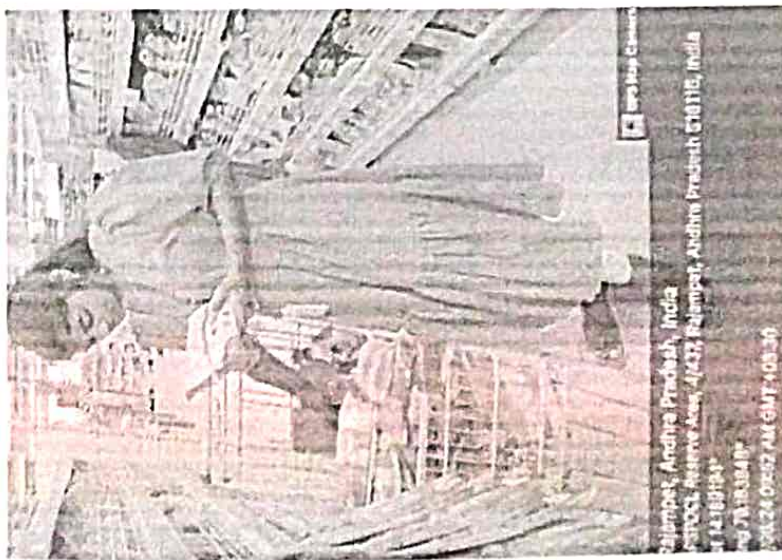
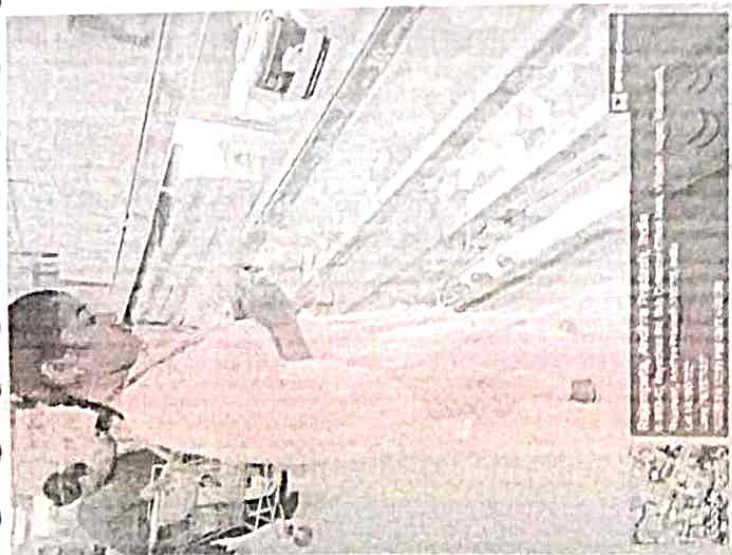
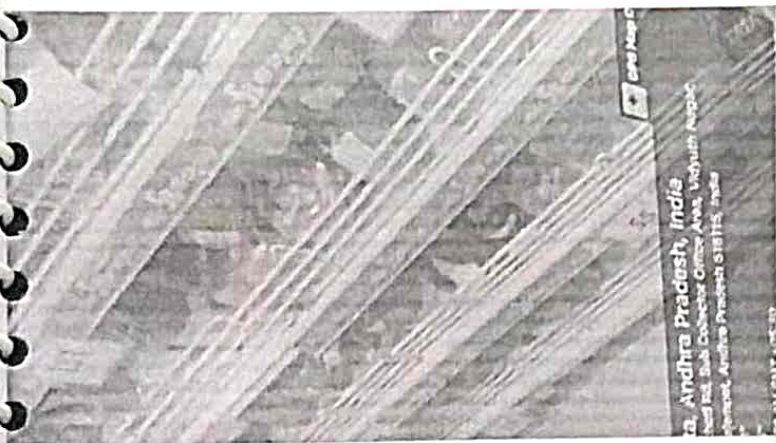
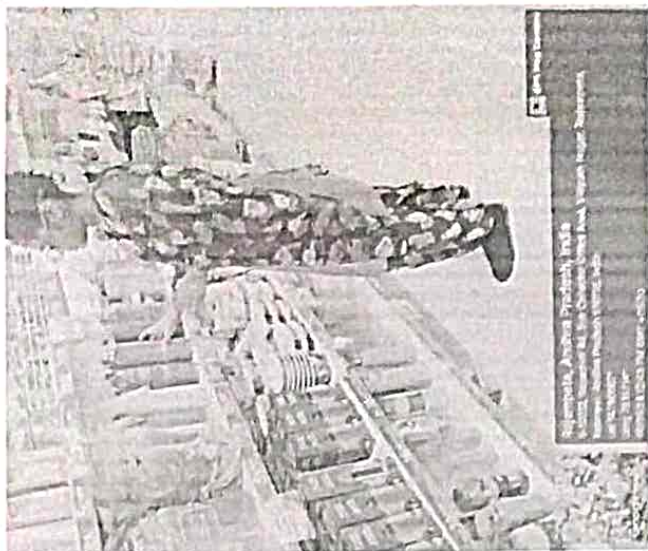
Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

On the - job techniques, which are practiced on a day-to-day basis or as part of a specially tailored training programme. These techniques include demonstration, coaching, job rotation, planned experienced and mentoring off-the-job techniques, which are used in formal training courses away from the place of work.

Training is often seen as a planned and systematic process of learning in the sense, of acquiring, modifying, and/or developing knowledge, skills, and abilities in order to achieve improve the employee's performance in the current job.

PHOTOS & VIDEO LINKS

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EVALUATION

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 internal evaluation
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The weightings for External Evaluation shall be:
 - Internship Evaluation 100 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration 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.

**Student Self Evaluation of the Short-Term
Internship**

Student Name: <u>K. Sandhya Rani</u>	Registration No: <u>226030050003</u>
Term of Internship: From: <u>20/05/2024</u> To: <u>21/06/2024</u>	
Date of Evaluation: Organization Name & Address: <u>Reliance Smart</u> <u>(Store operations)</u>	

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:

K. Sandhya Rani
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: K. Sandhya Rani

Registration No: 22602116003

Term of Internship: From: 20/06/2021 To: 21/06/2021

Date of Evaluation:

Organization Name & Address: Reliance Smart, Rajampet.

Name & Address of the Supervisor
with Mobile Number

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 ✓

Signature of the Supervisor

**Government Degree College
Rajampet, Kadapa (DL)**

Date:

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: K. Sandhya Rani
Programme of Study: Retail Marketing
Year of Study: 2022-2023
Group: MPCs (B.Sc)
Register No/H.T. No: 226030050003
Name of the College: Government Degree college
University: Yogi Vemana university, Kadapa

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	30	30
2.	Internship Evaluation	40	40
3.	Oral Presentation	30	30
	GRAND TOTAL	100	100

Date:


Signature of the Faculty Guide
Government Degree College
Rajampet, Kadapa (Dt.)



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

Plot No. 44, 45 and 46, Sector, Madhura Towers, Sri East Nagar, 48th Main Road,

Attur, G. V. Subrahmanyam VHS Layout, Madhura Nagar, Post - 522 502

and a separate office