

# 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**



RRDS GOVERNMENT DGREE COLLEGE  
BHIMAVARAM, W.G.DT, ANDHRA PRADESH

Name of the Student: Bashi Bala Venkata Sai Iatta.

Name of the College: R.R.O.S Govt Degree college Bhimavaram

Registration Number: 203128200004

Period of Internship: From: 14-4-2023 To: 15-7-2023

Name & Address of the Intern Organization Teamlease, swiggy instamart  
Hyderabad  
500032

Adikavi. ranaraja University  
YEAR 2023.

## An Internship Report on

GRN Executive

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

Final year B.com [C.A]

Under the Faculty Guideship of

S. Lakshmi Kantham

(Name of the Faculty Guide)

Department of Commerce

R.R.D.S Govt Degree College Bhimavaram

(Name of the College)

Submitted by:

Bushi Bala Venkata Sai Iatha

(Name of the Student)

Reg.No: 203128200004

Department of Commerce

R.R.D.S Govt Degree College Bhimavaram

(Name of the College)

## Student's Declaration

I Bushi bala venkata sai lakha a student of B.com (c.1) program, Reg. no 203128200004 of RRDS Government degree college, Bhimavaram do hereby declare that I have completed the mandatory internship in Teamlease form 10-4-2023 to 15-7-2023 in \_\_\_\_\_ at Saijy Institute under the faculty guideship of S. Lakshminarayana Department of Commerce, RRDS Government Degree College, Bhimavaram

B.B.V.S. Lakha  
(signature of student)

## Official Certification

This is to certify that BUSI Baba ventala sap bha (Name of the student) Reg. No. 20312820004 has completed his/her Internship in Teamlease pvt ltd (Name of the Intern Organization) on GRN : Executive (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Com [CA] in the Department of R.R.D.S Govt Degree College (Name of the College).

This is accepted for evaluation.

  
(Signatory with Date and Seal)

### Endorsements

Faculty Guide S. Jothi

Head of the Department S. Jothi

Principal [Signature]

PRINCIPAL  
R.R.D.S. Govt. Degree College  
BHIMAVARAM-534 202.



## Certificate from Intern Organization

This is to certify that BUSI Bala Venkata Sai Baba (Name of the intern)  
Reg. No 2032820004 of R.R.D.S Govt Degree College (Name of the  
College) underwent internship in Teamlease (Name of the  
Intern Organization) from 10-4-2023 to 15-7-2023

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

Satisfactory (Satisfactory / Not Satisfactory).

Samuel  
Authorized Signatory with Date and Seal

15/7/23

# CERTIFICATE OF INTERNSHIP

THIS CERTIFICATE IS PROUDLY PRESENTED TO

## **BUSHI BALA VENKATA SAI LATHA**

a student of RRDS Government Degree College, Bhimavaram pursuing B. Com. (CA) has successfully completed Long Term Internship as GRN Executive (from 14.04.2023 to 15.07.2023) at Team Lease Private Limited through Internme.

INTERNSHIP POWERED BY



01 -08 -2023

DATE



SIGNATURE

## ACKNOWLEDGEMENTS

I take immense pleasure to express my thanks to each and every faculty member for giving their valuable suggestions in completing this long term internship within the limited timeframe. I thank all my college mates and friends for giving their moral support. I would like to express my humble gratitude to my beloved parents for their blessings throughout my academic career. I would like to express my sincere thanks to Dr.V.K.J. PRASUNA, M.COM, PH.D., PRINCIPAL FOR her constructive cooperation, motivation and valuable guidance throughout the course and also during the long – term semester internship in TEAMLEASE I am really thankful to proprietor and supervisor samule of TEAMLEASE for giving me opportunity to do long term semester internship and guiding us about function of their industry I would like to convey my heartfelt thanks and gratitude to S.lakshmi kantham lecturer in the department of commerce R.R.D.S GOVERNMENT DEGREE COLLEGE BHIMAVARAM for his support and encouragement at each stage of this endeavor I accord with pleasure, our deep sense of gratitude to our beloved internship mentor S.lakshmi kantham for his valuable guidance and help in completing this project.

NAME: Bushi Baba Venkata Sai Abha

Hall Ticket Number: 203128200004



## Contents

### Basic of Swiggy Instamart

\* Introduction to Swiggy Instamart  
On average, an Instamart order gets delivered within less than 20 minutes on a busy day and within 10 on a normal one. While delivery, did partners get a lot of attention for quick deliveries, did you know an average order takes less than 4 minutes to be picked off the shelf, packed and kept ready for delivery? all thanks to the pickers who work efficiently at the instamart's seller-run pods and what's more This is

This is one role that is increasingly being picked by women.

For the 700 plus women in this role at the pods, work begins around 7:30 am and ends by 4:30 pm. Women, according to the area managers, have been known to pick up and close more orders on an average compared to their male counterparts.

Take Shilpa Kalam, a picker at the Yemlor pod, who recently clocked 120 and more orders in one day, a personal best beating several of her colleagues. Ask her about work and whether she enjoys it. There's a different energy at the pod and for me every order is

After checking in to work, each person uses their scanner to receive orders. Products at the pods are stacked in racks and the app guides the staff to pick items from specific rack locations and each staff member is trained in the first week of their job, so they are well-versed with where each item is stored.

Once an order is accepted the staff walks through the rows, scanning and picking the products. Once they have all that they need they take a photo of the orders and head to the billing desk. They then leave the bag in one of the pigeon holes and scan the QR code in that block.

## 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.

During my internship at Teamlease, a swiggy instamart online ~~business~~ business. I gained valuable practical experience in the field of swiggy is instamart. Teamlease specializes in providing swiggy instamart online services such as developing

- \* Acquiring knowledge of swiggy instamart online business
- \* developing skills in online business and picking
- \* creating engaging social media content. of the online business.

explaining how women have been doing a better job in this role. Asif says "over the years we've seen that women tend to take this role more seriously. They are more efficient in closing orders quickly, they pick up more orders on average less unplanned leaves, and just the drive to work harder is stronger in women.

This internship provided me with practical skills and knowledge that will be beneficial in my future career in ~~an~~ online business.

In conclusion my internship at Teamlease allowed me to apply ~~the~~ knowledge in a professional setting.

## 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.

Teamlease services is one of India's leading people supply chain companies offering a range of solutions to 3500+ employers for their hiring, productivity and scale challenges. A fortune India 500 company listed on the NSE & BSE, Teamlease has listed 20 lakh+ people over the last 20 years and is one of India's fastest growing employers. Teamlease also operates India's first NAAC Accredited skill university and India's fastest growing PPP degree Apprenticeship program. The company offers solutions to large, medium and small clients across

As India's largest staffing solutions provider, Teamlease continues to formalize the employment needs of all clients and cater to the recruitment demands with tech enabled onboarding services.

Teamlease services is one of India's leading human resource companies offering a range of solutions to 3500+ employers for their hiring, productivity and scale challenges. Teamlease has hired 17 lac people over the last 17 years and has 2 lac + open jobs everyday. one of India's fastest growing employers. Teamlease also operates India's first vocational university and India's fastest growing PPP national Apprenticeship program.

### 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.*

During my internship at teamlease a swiggy instamart online business I was assigned a range of activities and responsibilities that provided me with valuable hand-on experience in the field. The working conditions were professional and conducive to learning with a supportive team and a collaborative work environment.







my weekly schedule consisted of working Monday every days from 7 AM to 4 PM company provided me with a dedicated workspace



Internet orders, and relevant the online  
services tools used the swiggy  
instamart such online business

Picker packers typically work in  
warehouses filling orders and assisting  
with the inventory. They work closely  
with vendors and warehouse staff  
to pick up and process orders as  
they come in. Pals and packs  
product based on daily orders. meets  
specifics of customer orders in  
a timely manner.

ACTIVITY LOG FOR THE FIRST WEEK

| Day & Date | Brief description of the daily activity          | Learning Outcome  | Person In-Charge Signature  |
|------------|--|---|---|
| Day -1     | Introduction to Swiggy instamart online business | explain the packing work in swiggy instamart                      |    |
| Day -2     | Picked and packed                                | prepare finished products for packaging shipment                  |    |
| Day -3     | start the picking work                           | career in packaging can be a rewarding                            |   |
| Day -4     | Swiggy instamart online business                 | start the orders work.  |  |
| Day -5     | Auditing the                                     | abilities that allow auditing professionals to examine and verify |  |
| Day -6     | financial statement Audits.                      | Skills development  |  |

## WEEKLY REPORT

WEEK - 1 (From Dt. 14.4.23 to Dt. 19.4.23)

Objective of the Activity Done:

Detailed Report:

What is the work of packing?  
Packers are workers who prepare finished products for packaging and shipment.

They do so by checking that the items they need to pack are present before wrapping them securely according to company standards or requirements, then loading up the goods on pallets ready for shipping.

weighing packages and labeling them appropriately. Inspecting packages to ensure they are not damaged. Inspecting shipping containers to ensure they meet shipping regulations.

### ACTIVITY LOG FOR THE SECOND WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome  | Person In-Charge Signature |
|------------|---|---|----------------------------|
| Day -1     | Swiggy Assistant manager's salary       | How does the salary of an assistant manager at Swiggy compare                         | <u>laj.</u>                |
| Day -2     | balance sheet audit                     | done to list down all the assets and liabilities of the organization.                 | <u>laj.</u>                |
| Day -3     | audit formula                           | Audit risk (AR) = Inherent risk (IR) × control risk.                                  | <u>laj.</u>                |
| Day -4     | formula for risk                        | Risk = Likelihood × Impact  | <u>laj.</u>                |
| Day -5     | branch audit                            | the investigation of the affairs of the branch of any organization entity or company. | <u>laj.</u>                |
| Day -6     | start the picking work.                 | communication development   | <u>laj.</u>                |

## WEEKLY REPORT

WEEK - 2 (From Dt. 20-4-23 to Dt. 26-4-23)

Objective of the Activity Done:

Detailed Report:

- How to sell my vegetables on Swiggy
- \* FSSAI license copy
  - \* Andhra copy
  - \* govt Restaurant menu
  - \* Bank details
  - \* Swiggy instamart's head kartik Guruswamy is stepping down from his role as he plans to take a sabbatical and come back afresh. Instamart will now be headed by Swiggy's co-founder phan? kishan Addepalli.

The average Swiggy instamart monthly salary ranged from approximately 13,000 per month for apply the valid coupon code on the payment page

ACTIVITY LOG FOR THE THIRD WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome   | Person In-Charge Signature |
|------------|---|--|----------------------------|
| Day -1     | Auditing Tools in Swiggy Instamart      | Instamart will now be headed by Swiggy work                            | ls.                        |
| Day -2     | 3 types of audits                       | external audits, internal audits, and Internal Revenue Service         | ls.                        |
| Day -3     | Instamart profitable                    | we've also made starting progress on the profitability of the business | ls.                        |
| Day -4     | is GST mandatory for Swiggy             | food aggregators like Swiggy and Zomato will have to collect and       | ls.                        |
| Day -5     | benefits of Swiggy Instamart            | unlimited free delivery on Swiggy Instamart orders above               | ls.                        |
| Day -6     | can I earn money from Swiggy            | your earning on Swiggy depends upon your city etc                      | ls.                        |

## WEEKLY REPORT

WEEK - 3 (From Dt. 26-4-23 to Dt. 1-5-23)

Objective of the Activity Done:

Detailed Report:

Bundl Technologies private Limited, doing business as Swiggy, operates as an online food ordering application. The company operates a fleet of delivery personnel who pick-ups orders from restaurants and delivers it to the consumers.

Instamart aims to deliver groceries in 15-30 minutes through a network of seller-owned and operated dark stores. At present, the 300 odd dark stores (as of June) do not have an exclusive contract to work with Swiggy.

### ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome  | Person In-Charge Signature |
|------------|---|---|----------------------------|
| Day -1     | financial statment<br>Audits            | skills<br>development                                     | ly.                        |
| Day -2     | about the picking<br>work               | career in<br>Packing can<br>be a rewarding                | ly.                        |
| Day -3     | picker and packer                       | prepare<br>finished<br>products for<br>Packaging shipment | ly.                        |
| Day -4     | Auditing                                | abilities that<br>allow auditing<br>professionals         | ly.                        |
| Day -5     | Introduction to<br>swiggy instamart     | explain the<br>packing work<br>in swiggy insta<br>mart.   | ly.                        |
| Day -6     | Swiggy instamart<br>online business     | about the<br>orders<br>work.                              | ly.                        |



## WEEKLY REPORT

WEEK - 4 (From Dt 2-5-23 to Dt 7-5-23)

Objective of the Activity Done:

Detailed Report:

Picker packers typically work in warehouses filling orders and assisting with the inventory. They work closely with vendors and warehouse staff to pick up and process orders as they come in. They pull and pack product based on daily orders, meeting specifics of customer orders in a timely manner.

Briefing as usual. Today I have a thorough knowledge of the ala carte menu, has a thorough knowledge of all equipments, crockery, glassware and cutlery used in the restaurant. Today I work in morning shift, ~~on~~ every day.

ACTIVITY LOG FOR THE FIFTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome  | Person In-Charge Signature |
|------------|---|---|----------------------------|
| Day -1     | objectives of swiggy.                   | Swiggy's objective is to integrate with restaurant partners               | ly.                        |
| Day -2     | marketing strategy                      | Swiggy digital marketing strategy can't be explained better social media. | ly.                        |
| Day -3     | unique about Swiggy.                    | It has its own fleet of delivery boys who are equipped with app           | ly.                        |
| Day -4     | e-commerce platform                     | Swiggy is currently offering electronics and gadgets.                     | ly.                        |
| Day -5     | new policy of Swiggy for employees      | allows its employees to take up gigs project.                             | ly.                        |
| Day -6     | benefit in Swiggy                       | free delivery to all restaurants within 10 km radius of location          | ly.                        |

## WEEKLY REPORT

WEEK - 5 (From Dt. 9-5-23, to Dt. 14-5-23)

Objective of the Activity Done:

Detailed Report:

5 week I work in B shift, manager briefing about the operation. The campaign feature a mix of 30-second TV spots created to reframe an ordinary everyday banker in a Tamil, Kannada, Telugu, and Malayalam household, pairing real, relatable, and very localized nuances like the couples helly disses, with Swiggy's characteristic subtle humor. The ads showcase how Insamast is a great destination for weekly and monthly purchases delivered at surprisingly affordable prices.

The film portrays a practice unique to the southern states - one of gently.

ACTIVITY LOG FOR THE SIXTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome   | Person In-Charge Signature |
|------------|---|--|----------------------------|
| Day - 1    | business policy of swiggy.              | ordering policy that has no restrictions on the type of food | by.                        |
| Day - 2    | benefits of swiggy instamart:           | unlimited free delivery on swiggy instamart orders above.    | by.                        |
| Day - 3    | grocery on swiggy instamart             | period leave policy for female delivery                      | by.                        |
| Day - 4    | swiggy dark stores.                     | distribution centre on the skill develop.                    | by.                        |
| Day - 5    | can a girl do swiggy delivery           | swiggy's first female DE was onboarded in 2016.              | by.                        |
| Day - 6    | can females join swiggy                 | swiggy has announced a two-day paid monthly.                 | by.                        |

## WEEKLY REPORT

WEEK - 6 (From Dt. 16-5-23 to Dt. 21-5-23)

Objective of the Activity Done:

Detailed Report:

Swiggy Instamart aims to deliver groceries in 15-30 minutes through a network of seller-owned and operated dark stores. At present, the 300+ add dark stores (as of June) do not have an exclusive contract to work with Swiggy. One-to-one members will get unlimited free delivery on Swiggy Instamart orders above ₹750. Thus, people ordering online groceries consistently from Swiggy will benefit greatly. In addition, you can check out these Swiggy Instamart coupons to save on your online grocery orders.

ACTIVITY LOG FOR THE SEVEN WEEK

| Day & Date | Brief description of the daily activity         | Learning Outcome   | Person In-Charge Signature |
|------------|---|--|----------------------------|
| Day - 1    | can sell condoms in india.                      | all stores selling condoms in india will need to get ali         | ali.                       |
| Day - 2    | which cigarette is best in india.               | The delivery will be done within one                             | ali.                       |
| Day - 3    | max quantity we can order for grocery shopping. | mix qty of single items you can order for home delivery          | ali.                       |
| Day - 4    | CEO of swiggy                                   | swiggy co-founder phani kishan addapati to take over as chairman | ali.                       |
| Day - 5    | which country is owner of swiggy.               | Swiggy is an Indian online food ordering and delivery.           | ali.                       |
| Day - 6    | original name of swiggy.                        | Bundi <del>Techno</del> Technologies private limited             | ali.                       |

## WEEKLY REPORT

WEEK - 7 (From Dt. 23-5-23 to Dt. 28-5-23)

Objective of the Activity Done:

Detailed Report:

Swiggy has started Instagram for delivering grocery items. In which you can sell your veggies. Once you start registration it will take around 7-10 business working days to get your shop online on Swiggy. They will charge a one time onboarding fee which will be deducted. One time onboarding fee you can sell groceries on Dunzo. Provide them with the details and let them have a look at your store selling vegetables would be good fit for the Swiggy App. They will contact you within 5 business days.

### ACTIVITY LOG FOR THE EIGHTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome                                     | Person In-Charge Signature |
|------------|---|--|----------------------------|
| Day - 1    | sell most on Swiggy.                    | The top most ordered on Swiggy where                 | <i>l.j.</i>                |
| Day - 2    | Swiggy not profitable                   | Swiggy turned profitable as of march.                | <i>l.j.</i>                |
| Day - 3    | Swiggy instamart available everywhere   | However, if you live in cities other than Bangalore. | <i>l.j.</i>                |
| Day - 4    | average delivered time of instamart     | less than 20 minutes on a busy day and within 10 on  | <i>l.j.</i>                |
| Day - 5    | benefits of Swiggy instamart            | unlimited free delivery on Swiggy instamart          | <i>l.j.</i>                |
| Day - 6    | Auditing                                | abilities that allow auditing professionals.         | <i>l.j.</i>                |



## WEEKLY REPORT

WEEK - 8 (From Dt: 30-5-23 to Dt: 4-6-23)

Objective of the Activity Done:







Detailed Report:

Swiggy has over 20 million monthly users and does 1.5 million orders a day as of June 2021. Its orders have grown 2.5 times, while revenue has grown 2.8 times from June 2020 to June 2021.

\* Based on the insight that households order a limited subset of products every day, Swiggy Instamart promises to deliver your order within 15 minutes from 7 am to 1 am.

\* The company also has a slew of specialized services under its groceries business such as meat and seafood, pet care, etc.

ACTIVITY LOG FOR THE NINTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome  | Person In-Charge Signature  |
|------------|---|---|---|
| Day - 1    | HIGH QUALITY                            | The service quality of Swiggy can be measured through the         |    |
| Day - 2    | social media campaigns:                 | 10 days of Decisions second to many other day's Decisions         |    |
| Day - 3    | content strategy                        | blogs, videos or articles on food-related or most-visited blogs   |   |
| Day - 4    | benefit of instamart                    | on Swiggy instamart can save more with exclusive offers products. |  |
| Day - 5    | store manager in swiggy at instamart.   | Responsible for the store through efficient store operations.     |  |
| Day - 6    | store managers.                         | customer service delivery motivation and retention                |  |

## WEEKLY REPORT

WEEK - 9 (From Dt. 6.6.23, to Dt. 11.6.23)

Objective of the Activity Done:

Detailed Report:

Swiggy Handpicked, an invite only offering from Swiggy, helps customers discover and purchase unique and interesting groceries ranging from global favourites to regional delights and local legends that are not easily accessible. Handp. Handpicked is currently under pilot with select users," it said in a statement.

The team working on Handpicked is different from its Instamart team and both businesses operate as separate entities, the source added.

ACTIVITY LOG FOR THE TENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome  | Person In-Charge Signature |
|------------|---|---|----------------------------|
| Day - 1    | managed in swiggy.                      | manage the sales administration function.                                   | lj.                        |
| Day - 2    | highest paying job in swiggy.           | The highest-paying job at swiggy is a Associate vice president              | lj.                        |
| Day - 3    | Does swiggy pay daily.                  | it provides minimum wage for full time and part time employees              | lj.                        |
| Day - 4    | Swiggy profitable                       | Swiggy's food delivery business turns profitable                            | lj.                        |
| Day - 5    | benefit in swiggy                       | The food aggregator has announced free delivery to all restaurants within a | lj.                        |
| Day - 6    | Swiggy so successful                    | efficient service and a skilled team at swiggy.                             | lj.                        |

## WEEKLY REPORT







WEEK - 10 (From Dt. 13.6.23 to Dt. 19.6.23)

Objective of the Activity Done:

Detailed Report:

Picket packers typically work in warehouses filling orders and assisting with the inventory. They work closely with vendors and warehouse staff to pick up and process orders as they come in. pulls and packs product based on daily orders. meets specifics of customer orders in online serves. candidate would be responsible for ensuring that items make it safely to their destinations ensuring that items make it safely to their destinations ensuring that packaging standards.

ACTIVITY LOG FOR THE ELEVENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome                                  | Person In-Charge Signature  |
|------------|---|---|---|
| Day -1     | Auditing program                        | skills development                                |    |
| Day -2     | pickers work                            | communication skills.                             |    |
| Day -3     | put away                                | System work check the item quality                |   |
| Day -4     | pic and packing                         | Scan the item and item photo and packing          |  |
| Day -5     | Received the items.                     | system work and skills development.               |  |
| Day -6     | JCGC items quality.                     | identified the quality items check the groceries. |  |

## WEEKLY REPORT

WEEK - 11 (From Dt. 20-6-23 to Dt. 25-6-23)

Objective of the Activity Done:

Detailed Report:

The three co-founders of Swiggy just had the concept of delivering food to the doorstep of the customers from the local restaurants. But soon, this proof of concept turned out to be a massive success due to efficient service and a skilled team at Swiggy, who had what it takes to be one of the best in the food industry. ~~com~~ customers often back out from ordering their food after looking at the additional taxation and delivery charges. This practice becomes a disadvantage for this food delivery Swiggy Instamart App.

ACTIVITY LOG FOR THE TWELVETH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome  | Person In-Charge Signature |
|------------|---|---|----------------------------|
| Day -1     | Put away                                | system work<br>check the item<br>quality.                 | <u>ly.</u>                 |
| Day-2      | pic and packing.                        | Scan the item.<br>all items<br>photo and<br>Packing       | <u>ly.</u>                 |
| Day -3     | received the<br>items                   | system work<br>and communi-<br>-cation skills.            | <u>ly.</u>                 |
| Day -4     | Adding. program                         | all items.<br>check the<br>quality and<br>date of packing | <u>ly.</u>                 |
| Day -5     | Pickers work.                           | communication<br>skills develop-<br>-ment.                | <u>ly.</u>                 |
| Day -6     | picking work.<br>program.               | Identified<br>the quality<br>items.                       | <u>ly.</u>                 |



## WEEKLY REPORT

WEEK - 12 (From Dt 27-6-23 to Dt 2-7-23)

Objective of the Activity Done:

Detailed Report:

Instamart aims to deliver groceries in 15-30 minutes through a network of seller-owned and operated dark stores. - 0

How to sell my vegetables on swiggy.

- \* FSSAI License copy (This is mandatory....)
- \* Aadhar copy (for kyc)
- \* your restaurant menu (here you will need list of vegetables instead).
- \* GSTIN (This is optional)
- \* cancelled cheque

Performing. The hyperlocal grocery service has grown by 16 times in order volume in the ~~last~~ last year.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome  | Person In-Charge Signature |
|------------|---|---|----------------------------|
| Day -1     | facing the racks                        | every items data of packing facing in the racks.              | laj.                       |
| Day -2     | Delivery Service.                       | Scan the Pigeon code and enter the id number delivery service | laj.                       |
| Day -3     | facing the racks                        | every items data of packing facing in the racks.              | laj.                       |
| Day -4     | Receive the product                     | check the all items counter the every product.                | laj.                       |
| Day -5     | first in. first out                     | every day. Fresh products delivery services.                  | laj.                       |
| Day -6     | Grocery date of Packing.                | any item check the date.                                      | laj.                       |

## WEEKLY REPORT

WEEK - 13 (From Dt. 4-7-23 to Dt. 9-7-23)

Objective of the Activity Done:

Detailed Report:

Swiggy one membership covers online food delivery and online goods delivery. on Swiggy Instamart, members can save more with exclusive offers on 1,000+ popular products in categories ranging.

Having said that, let us learn more about the fantastic instant grocery delivery apps if the pun didn't make it obvious, the most popular grocery store item is bananas. Apparently Americans can't get enough of the number one best selling grocery store food. The average American consumes around 90 of the potassium-filled fruit every year

ACTIVITY LOG FOR THE FOURTEENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome  | Person In-Charge Signature |
|------------|---|---|----------------------------|
| Day -1     | general grocery                         | The General grocery store must total at least 15200 gross square feet | lg.                        |
| Day -2     | general partnership                     | means an organization formed under chapter 45-13 through USA          | lg.                        |
| Day -3     | Specialty fertilizers                   | means a fertilizer distributed primarily for nonfarm use.             | lg.                        |
| Day -4     | Automotive hard paste wax               | means an automotive wax or polish which                               | lg.                        |
| Day -5     | fruits and vegetables.                  | every day, check the products. value                                  | lg.                        |
| Day -6     | Generic products                        | Generic items such as rice, sugar and flour                           | lg.                        |

## WEEKLY REPORT

WEEK - 14 (From Dt. 11.7.23 to Dt. 16.7.23)

Objective of the Activity Done:







Detailed Report:

5 Things you should Always buy at the grocery store.

• wondering what to buy at the grocery store our guide includes vegetables seafood and pantry staples. Americans love online shopping because of its many advantages. Shopping online is convenient because we can do it any time from any place and have purchases delivered without getting up and going anywhere.

Also it is easier to find discounts online because coupons and cash back are easier to use, and comparing prices is very easy.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome                          | Person In-Charge Signature  |
|------------|---|---|---|
| Day -1     | sales. most on swiggy                   | The top most ordered on swiggy where      |    |
| Day -2     | p.c and packing                         | Scan the item and item photo and packing. |    |
| Day -3     | put away                                | System work. and adding.                  |   |
| Day -4     | ICGC manager                            | identified the quality groceries.         |  |
| Day -5     | ICGC Items.                             | Adding the expire date items.             |  |
| Day -6     | general grocery. checking               | all the items product date of packing.    |  |

## WEEKLY REPORT

WEEK - 15 (From Dt. 10-7-23 to Dt. 15-7-23)

Objective of the Activity Done:

Detailed Report:

All organic products sold on Instamart are sourced from vendors who have this certification so that the products carry both the logo and the certificate the provided by APEDA

ever since swiggy instamart started this service, convenience-seeking customers have the expressed a desire to have fresh fruits and vegetables delivered in a fast and hassle free manner. while this attempt is also focused on providing the freshest produce to our urban consumers, swiggy is also farmers to sell their produce.

## 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.)

Swiggy one members will get unlimited free delivery on Swiggy Instamart orders above. Thus, people ordering online groceries consistently from Swiggy will benefit greatly. In addition, you can check out these Swiggy Instamart coupons to save on your online grocery orders.

Swiggy is an Indian online food ordering and delivery platform. It was founded in 2014. Swiggy is headquartered in Bangalore and operates in more than 500 Indian cities as of September 2021.



Swiggy digital marketing strategy can't be explained better without its use of social media. Swiggy uses social media to engage with its millennial target audience. With 304k followers on Instagram, it regularly posts on the platform on related themes. Value proposition is to provide fast convenient and reliable food delivery service to its customers.

The platform allows customers to search for nearby restaurants, view menus, place orders and track deliveries in real time.

The grocery aggregator has announced free delivery to all the restaurants within Instamart's a 10 km radius of your location.

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

The swiggy ~~is~~ instamart grocery business business requires the ability to work well with a variety of people; both customers & fellow employees. it's also a physically demanding job. due to shopping patterns & holiday business, it also helps to be flexible with your schedule as nights, weekends & holiday are almost always required

communication skills clearly communication with customers coworkers, and supervisors will get you far. Dave Ramsey was fond of saying (not sure if this is his quote or if he was quoting someone else).

working in a grocery store can be very rewarding. There are a variety of positions available, so you're sure to find work that you enjoy doing. Fortunately, most grocery stores don't require any experience to get your foot in the door. They will provide on-the-job training. They will also give you the flexibility you need to participate in extracurricular activities.

If you find the right store, you may find that it is more than just a part-time after school job. save time and receive multiple quotes for cash registers and complete POS (point of sale).

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.)

During my internship at Teamlease a swiggy instamart online business I have acquired essential managerial skills. I excel in planning creating strategic marketing online business setting clear objectives and organizing resources effectively. As a leader I inspire and motivate and fostering a positive work environment exhibit professionalism integrity and a strong work ethic delivering high quality work within ~~best~~ deadlines. I manage my time productively handling multiple ~~the~~ tasks and adapting to changing ~~pro~~

continuous improvement is a priority for me actively seeking feedback and enhancing my skills. I set smart goals aligned informed the decisions by analyzing options and considering available data I evaluate performance using key metrics identifying areas for improvement and making data-driven decisions overall my internship has equipped me with valuable managerial skills in planning leadership, teamwork, behavior workmanship time management, competency improvement goal setting decision making and performance analysis.

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.)

As an intern at Teamlease a swiggy instamart online business I am determined to continuously improve my communication skills. In terms of oral communication. I am actively working on ~~enhance~~ my ability to express ideas clearly and effectively. So don't be blunt, but do be straightforward. communicate your needs and respond to others when they have a request for you. It may lead to your future promotion or simply kudos from customers.

Effective communication skills  
Grocery clerks are responsible for  
describing, recommending, and directing  
customers to products in the store.  
To do this, grocery clerks have good  
communication skills that ensure  
they can talk to customers  
appropriately. Grocery clerks to  
train new employees and work  
with other employees in the  
store. effective communication  
with coworkers. it may also help  
them maintain cordial relationships  
with demanding customers.

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

As an intern at Teamlease a swiggy instamart online business for small groups to function effectively in a course context, students must attend to both the climate within their group and the process by which they accomplish their tasks. critical to a healthy climate and an effective process by which they accomplish and an effective process are strong communication skills.

Below you will find the basic characteristics of effective communications, plus tips to help students with group climate and



process.

~~from~~ you can expect discussion on the projects you mentioned in the resume. They frequently ask questions about your previous projects. Some of technical in the interviews may also be conducted on skype, where you could be asked to code online. you may be asked puzzles in this round.

I want to work at Swiggy because it is a leading grocery items on delivery company in India and I am interested in the grocery industry. Swiggy has a great reputation and I would love to be a part of a team that is constantly.

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

During my internship at Teamlease a swiggy instamart online business I have observed significant technological development. They are highly relevant to my job role. The rapid advancements in online business swiggy and instamart with technologies have revolutionized the field of marketing, and I have had the opportunity to witness and adapt to these changes.

crucial technological development is the increasing importance of data in online business and the availability of analytics tools.

more than a hundred swiggy delivery and grocery partners under the platform of the All India Gig workers' union struck work in the marathahalli ~~at~~ on Friday demanding fair wages. A key demand of the workers is a fixed salary of the tham moth, in line with the central trade unions' minimum wage demand.

Swiggy is an Indian online grocery and food ordering and delivery platform. founded in 2014, Swiggy is headquartered in Bangalore and operates in more than 500 Indian cities as of September 2021.

*Student Self Evaluation of the Short-Term Internship*

|                              |   |                  |             |
|------------------------------|---|------------------|-------------|
| Student Name:                | Bushi Bala Venkatesh Latha  | Registration No: | 20188200004 |
| Term of Internship:          | From: 14-4-2023   | To:              | 15-7-2023   |
| Date of Evaluation:          | 15-7-23   |                  |             |
| Organization Name & Address: | Teamlease services Limited<br>Sarojini naidu nagar Hyderabad 500033 |                  |             |

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:

15/7/23

B. B. V. S. Latha  
Signature of the Student

*Evaluation by the Supervisor of the Intern Organization*

Student Name: *Bushi Bala Venkata Sai Lakha* Registration No: *208198200004*

Term of Internship: From: *14-6-2023* To: *15-7-2023*

Date of Evaluation: *15-07-23*

Organization Name & Address: *Teamlease services limited,*

Name & Address of the Supervisor with Mobile Number *Kakatey Hills, Sarojini naidu  
Hyderabad - 500033.*

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: *15/7/23*

*Samuel*  
Signature of the supervisor

## PHOTOS & VIDEO LINKS





## INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Bushi Bala Venkata Sai Iatha  
Programme of Study: B. Com  
Year of Study: 2020 - 2023  
Group: B. Com (C.A)  
Register No/H.T. No: 203128200004  
Name of the College: R.R.D.S Govt college Bhimavaram  
University: Adikavi Nannaya University.

| SLNo | Evaluation Criterion  | Maximum Marks | Marks Awarded |
|------|-----------------------|---------------|---------------|
| 1.   | Activity Log          | 10            | 09            |
| 2.   | Internship Evaluation | 30            | 28            |
| 3.   | Oral Presentation     | 10            | 09            |
|      | GRAND TOTAL           | 50            | 46            |

Date: 20/07/2023

S. Jashith  
Signature of the Faculty Guide



## EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Bushi Bala Venkata Sai latha.  
Programme of Study: B. Com.  
Year of Study: 2020-2023  
Group: B. Com (CA)  
Register No/H.T. No: 203128200004  
Name of the College: R.R.D.S. Govt college Bhimavaram  
University: Adikavi ranmaya university.

| Sl.No                               | Evaluation Criterion  | Maximum Marks | Marks Awarded |
|-------------------------------------|---|---------------|---------------|
| 1.                                  | Internship Evaluation   | 80            | 78            |
| 2.                                  | For the grading giving by the Supervisor of the Intern Organization | 20            | 18            |
| 3.                                  | Viva-Voce   | 50            | 48            |
|                                     | TOTAL   | 150           | 144           |
| GRAND TOTAL (EXT. 50 M + INT. 100M) |   | 200           | 190           |

Signature of the Faculty Guide

S. Jithilal

Signature of the Internal Expert

P. T. S.

Signature of the External Expert

N. Lalitha Suya

Signature of the Principal with Seal

**PRINCIPAL**

**R.R.D.S. Govt. Degree College  
BHIMAVARAM-534 202**

