

Program Book

Short Term Internship

AP STATE COUNCIL OF HIGHER EDUCATION

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

Program Book for Short-Term Internship

Name of the Student: Bavara. Mani

Name of the College: Government Degree College (MEN) SRIKAKULAM.

Registration Number: 2122001356004

Period of Internship: From: 18/08/23 To: 30/09/23

Name & Address of the Intern Organization : SACHIVALAYA (RBE)
P.O. MANDASA, MANDASA (Mandal)
SRIKAKULAM (Dist)
AP, 532243
Under through Revenue
Department, MANDASA

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

Name of the College: Government Degree College (MEN) SRIRAKULAM,

Department: TELUGU

Name of the Faculty Guide: D.V.S. DILLESWARAO

Duration of the Internship: From. 16/08/23 To. 30/09/23

Name of the Student: Bavana. Mani

Programme of Study : IInd B.A (T.E.P)

Year of Study: 2022 - 2023

Register Number: 2122001356004

Date of Submission:

Student's Declaration

I, B. Mani, a student of Internship Program, Reg. No. 2122001356004 of the Department of B.A (EP) Govt Degree College do hereby declare that I have completed the mandatory internship from 18-08-23 to 30-09-23 in Sachinabhai Pidi mand (Name of the intern organization) under the Faculty Guideship of Dr. S. Dilleethwar Rao, (Name of the Faculty Guide), Department of Telugu Department Govt. Degree College (New) SRIKAKULAM (Name of the College)

B. Mani
(Signature and Date)

Endorsements

Faculty Guide

S. Dilleethwar Rao
(Dr. Dilleethwar Rao)

Head of the Department

[Signature]

Principal

[Signature]

Certificate from Intern Organization

This is to certify that B. Mani (Name of the intern) Reg. No. 2/22601356004 of Govt. Degree College (Name of the College) underwent internship in Sachivalayam (RSK) (Name of the Intern Organization) from 12/08/2023 to 30/09/2023.

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

Ch. Praveen

Authorized Signatory with Date and Seal

Village Horticulture Assistant
RSK - VG. PUPAM
Mandasa (Mol.), LKLM- 532 242

ACKNOWLEDGEMENTS

- Rythu Bharosa Kendram is one stop shop for supply of Government. Certified Agri-inputs (seeds, fertilizers & pesticides) Animal Husbandry, & fisheries inputs to the farmers and has an attached workshop / knowledge centre for giving scientific Agri Advisories to the farmers.
- Activities & RBK :- Manned by Agriculture and horticulture officials, Rythu Bharosa Kendras are used to ^{ee} promote interactions between farmers; agriculture extension officers and agriculture Scientists at the grassroot level. They are used for the promotion of new farm equipment and provide training for farmers.
- Hon'ble state Agriculture minister 'SRI KAKANI GOVARDHAN REDDY' Inspects Rythu Bazaar in ellore
- Benefits :- The facilitate interactions between farmers, agriculture scientists and Agriculture extension officers right at the village level.

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.

This report is the result of 5 weeks Internship. During the internship it is required to study the organization department of the organization and critically relate the theoretical aspects of the organization in the practical situation. I got an opportunity of getting practical knowledge about the village secretariats in Andhra Pradesh, so to quench the thirst of practical exposure and for getting the basic knowledge about secretariats, I joined Mandana village secretariats.

During this time period, I gather all necessary information about village secretariats.

Efforts have been made to compile this report in such a way that activities, its salient features not only for students, but also for the layman. I divide this report into different aspects. In the past, all governments,

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.

Grama Sachivalayam (Also known as Village Secretariat) are Secretariat setup in the Indian state of Andhrapradesh to decentralize its administration by making services and welfare services of all government departments available at one place. Andhrapradesh was the first state in India to launch village secretariats. Government of Andhrapradesh appointed village volunteers to deliver services. It was launched on Gandhi Jayanti since the scheme was by Mahatma Gandhi's concept of Gram Swaraj that promotes villages becoming self-sufficient, autonomous entities. Establishment of village secretariats was one of the promises made by N.T. Rama Rao (NTR) during his Rajiv Gandhi Yojana.

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.

As the internship program is organised by the government in order to select the students to aware and interact with the working of the departments they selected.

Grama Sachivalayam was the organised, which one I choose. The candidates between 18 to 42 years of age are eligible for AP Grama Sachivalayam exam. The required educational qualifications are different according to the different posts.

There were some schemes that are introduced in the government of Andhra Pradesh like YSR Aamavaadi scheme, YSR Chetha, YSR Kice card, YSR Navaratna, YSR Vasati deevana etc., which helps the citizens of AP to survive and to have an basic education for the people belonging to below poverty line (BPL) families in the state. At present there are 11,162 secretariats in villages and 8,842 in towns and with a total of 15,004.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Digital Assistant - Explains that attend the duties as entrusted by the panchayat secretary	All employees are do the work under panchayat secretary	
Day - 2	D.A tells that the detailed information about the scheme of the AMMAVADI	AMMAVADI to belong to the all eligibility people of age 54 to 17 years old.	
Day - 3	D.A explains that, he attends to the assigned duties, Govt. sponsored programmes and Election duties	D.A attends to the all Government programme (must and stood)	
Day - 4	Welfare Assistant to the clearance of files, services in online and manual reports.	He clears the all files & documents in day to day.	
Day - 5	W.A. do the clearance of files and discuss about JVD, charyathar schemes etc.	to belonging to only eligible people.	
Day - 6	W.A. visits to villages, school, hostel, SHG and vo meetings and also visits to self-employment units etc, as per duty	He check the what are problems are faced by school, villages, etc.	

WEEKLY REPORT

WEEK - 1 (From Dt. 18/08/23 to Dt. 25/08/23...)

Objective of the Activity Done:

Detailed Report.

BY DIGITAL ASSISTANT

- => Exchange the information related to grievance in spandana to ensure quality disposal and developmental activities to their jurisdiction and to seek solution.
- => Attend the duties as entrusted by the parishat Secretary
- => To Explain detailed report to the Amavadi.
- => He attend to the protocol duties, Government special programs and election duties.
- => Distribution of tappel to functional assistants for processing files through file Anotment Register, checking mail, downloading Government Orders

WELFARE ASSISTANT

- => Interacting with the other functional Assistants to exchange the information related to grievances in spandana to ensure quality disposal and development.
- => Discuss about Amavadi and Vidhigra devarana and YSR Cheyuttha schemes
- => Clearance of files of services and Rytu Borosa Kendray.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Village Revenue officer explains that, he do the updating of village Accounts as per direction of Tahsil - office.	He works under the directions of mandal Revenue officer	
Day - 2	VRO collect the Revenue Taxes like water tax, OTC tax land tax, RR act and water Royalty	He collects the all taxes, which panchayats allotted to him.	
Day - 3	VRO do the reporting violations under land ceiling Act, OTC ACT, POTA ACT, LTR in Agricul Areas enforces measures	All acts are under the controlled by the VRO	
Day - 4	Engineering Assistant says that, he do the technical inspection of building permission application	He Give the permission to construct the government buildings	
Day - 5	E.A prepare the construction bills and quality control reports.	construction bills are provided & granted by Engineering Assistant	
Day - 6	He attending all Government special programmes, general electrics self other functional assistance.	He must attend the all government programme.	

WEEKLY REPORT

WEEK - 2 (From Dt. 26/08/23... to Dt. 30/08/23..)

Objective of the Activity Done:

Detailed Report:

Village Revenue Officer (VRO)

- ⇒ protection of Government lands and Government properties
- ⇒ the updating of village Accounts as per directions of Tahsildar
- ⇒ collecting RR & revenue (water tax, water Royalty, etc. tax, RR ACT, etc..)
- ⇒ Reporting violations under Land Ceiling ACT, etc. ACT, POT ACT, LTR in Agency areas; Assignment rules and conditions and minor and minerals rules.
- ⇒ Enrolment in panchayat sabbikar survey as per direction

ENGINEERING ASSISTANT

- ⇒ Documentation of issues related to field activities and public representation and correspondence in daily basis.
- ⇒ Technical inspection of building permission applications
- ⇒ Bills preparation and quality control reports.
- ⇒ Attending Government special programme, general duties and duties of other functional assistants.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	ANM says that, she has to visit at least 30 household in her allotted area per day	She checks that what kind of problems, faced by people in her allotted area	Ch
Day - 2	ANM upholding of daily reports (HMIS & IHLIP-SDSP, E-Aashadi) in central and state portals.	She enroll the daily health reports in government records.	Ch
Day - 3	one of the daily activity of ANM is search for NCD - Diabetes, Hypertension, Cancer and other life style diseases	She find out the which diseases caused by people.	Ch
Day - 4	Agriculture Assistance says that, field visits and interaction with farmers (Polam, badi, seed village programme)	He visits and interaction with farmers	Ch
Day - 5	A.A. also organisation of village knowledge centre and AgriInput shop in Rythu Bazarom Kendram	He explains about the Rythu Bazarom Kendram to village people.	Ch
Day - 6	A.A. conducts the seed distribution programme at RSK in Rabi season.	In Rabi season seeds are distributed by Agriculture AssP - stant	Ch

WEEKLY REPORT

WEEK - 3 (From Dt. 01-09-23 to Dt. 07-09-23.)

Objective of the Activity Done:

Detailed Report.

ANM

- ⇒ She has to provide information to the PHC. ANM concerned for uploading data in nearly 20 central and state portals.
- ⇒ She has to visit at least 30 household in her allotted area and cover the following activities.
- ⇒ Uploading of daily reports (HMIS & IHP - IDSP, E-Aushadi) in central and state portals.
- ⇒ Search for NCD - Diabetes, Hypertension, cancers and other life style diseases.
- ⇒ Dietary counselling, health education and creating awareness on all programmes.

Agriculture Assistant

- ⇒ Attend general duties and duties of other functional assistants and when required
- ⇒ Agriculture Assistant visits and interaction with farmers (polambadi, seed village programme)
- ⇒ conduct seed distribution programme at Rythu Bhavana Landham

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Village surveyor told that attending of record work and uploading of survey data	He upload the survey data in survey records.	Ch
Day - 2	He collect the land maps and records and proceed field for attend survey petitions	He have all village land maps and records.	Ch
Day - 3	He inspection to take action against unauthorized log out & constructions, violations & deviations in sanctioned plan.	He take the action against unauthorized constructions.	Ch
Day - 4	Panchayat secretary explain that he collect taxes, generation and sending daily report to higher authorities	All type of taxes collected by panchayat secretary.	Ch
Day - 5	P.S conduct spandana at village secretariat & service delivery (like B & D, etc.) valuation & title, transfers etc.	Spandana program conduct by him at village secretariat in weekly once.	Ch
Day - 6	P.S shall attend the protocol duties, Government special programs and election duties in panchayat level	He must attend all government program & meetings	Ch

WEEKLY REPORT

WEEK - 4 (From Dt. 08-09-23 to Dt. 12-09-23.)

Objective of the Activity Done:

Detailed Report.

VILLAGE SURVEYOR

- ⇒ Attending Spandana grievance preparation & note on necessary issues in village and submit to the Reporting Officer, Panchayat Secretary and Redressal of grievances.
- ⇒ Attending of Record work and uploading of survey data
- ⇒ Registering day movement in movement Register, collect land maps/ records and proceed field for attend survey
- ⇒ He inspection to take action against unauthorized layouts or constructions, violations or deviations in sanctioned plans.
- ⇒ Attending to field survey.

Panchayat Secretary

- ⇒ Sanitation work - muster to sanitation workers, work assign - meet to sanitation workers.
- ⇒ He collect taxes generation and sending daily reports to higher authorities
- ⇒ Conduct Spandana at village - secretariat & services delivery (like B&D certificates, valuation & title transfer etc.)

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Grama Mahila Samakshana Vandana to visit Anganwadi Centre to ensure timely opening, cleanliness, pre-school attendance	she visit the Anganwadi's and quality food provides to beneficiaries.	Ch
Day - 2	GRISK poster awareness on domestic violence, sexual harassment of women at work places, sex children marriages etc.	TO awareness the people about Gender Acts.	Ch
Day - 3	GRISK identify issues relating to illicit liquor consumption, bet shops, unlicensed baby shops and informatics to department staff	she prohibits the liquor consumption and bet shops.	Ch
Day - 4	The A.P. state government's ambition Gada Gada kee manna Prachhetnam program is getting an unprecedented response.	AP Government - Condemn - strong the Gada Gada kee manna Prachhetnam programme	Ch
Day - 5	Finally Gada Gada kee manna Prachhetnam explained the benefits benefits they had in the YSRCP government	This programme explain the benefits of implements by YSRCP Government	Ch
Day - 6	finally asking feedback / suggestions from the public for process improvements and further improve the service delivery	Asks the feedback & suggestions from the public.	Ch

WEEKLY REPORT

WEEK - 5 (From Dt. 13-09-23. to Dt. 20-09-23.)

Objective of the Activity Done:

Detailed Report.

Grama Mahila Samraksha Karyakri.

- ⇒ Observe the quality and quantity of food supplied to beneficiaries under YSR Antyodaya Mission and YSR Sampurna Poshana.
- ⇒ Visit to Anganwadi Centre (AWC) to ensure timely opening, cleanliness, pre-school attendance and the quality of the food provided.
- ⇒ Awareness on Domestic Violence, Sexual Harassment of women at work places Act, Child Marriage Prohibition Act.
- ⇒ Identify issues relating to illicit liquor consumption, betts, shops, unlicensed t-bay shops.
- ⇒ Attend to Government special programmes.
- ⇒ A workshop on the Gadapa Gadapa Mana prabhutva program launched by the YSRCP to take welfare programs into public has been started.
- ⇒ At state Government, Gadapa Gadapa kee mana prabhutva program is getting an unprecedented response.

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.)

During Internship

1) Content :- The final day on my internship was the day that I will never forget in my life. And this is because of the experience I acquired which enabled me to learn more about the working environment. Instructed us how we should behave during our internship period.

2) MY Role :- My self I was considered as a new comer in the organization, I had to first introduce my self to fellow workers which I did without any problem. I performed my responsibilities; I was trained by my supervisor and other staff depending on task to be performed.

3) Performance :- The working environment was so exciting. My colleagues helped me to cope well with all challenges at work and they are always there for me. In addition I gained the following as result of serving as Sachivalayaam staff: (1) Establishing interpersonal relation skills (2) Communicating with person out side organization. (3) Communicating with higher officials. (4) Time management skills. (5) Leadership qualities. Total 12 functionaries are there in Sachivalayaam.

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

Managerial skills : I have tried to perform all duties efficiently and effectively : to avoid any bad repetition that could occur and lead to wastage of time but I didn't practice more about what I have learnt in theory where I expected to practice it during internship.

The way in which internship has changed as a result of internship experience.

- ⇒ punctuality : This is the most important and emphasized thing which help in fulfilling their goal & objectives
- ⇒ Time management : As a result of internship a trainee learnt how to perform different responsibilities in short time.
- ⇒ Confidence : A trainee got used with the external environment of school and a trainee has to be confident especially in work field.
- ⇒ Socializing : The help and assistance rendered to intern by supervisor and other colleagues the power of friendship.
- ⇒ Ethical behaviour in work area.
- ⇒ know how to handle customer with different attitudes and behaviour
- ⇒ working spirit.

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.

My self I was considered as a new-comer in the Organisation, I had to first introduce myself the fellow workmates which I did without any problem.

I performed my responsibilities, I was framed by my supervisor and other staff depending on task to be performed. The working environment was so exciting my colleagues helped me to cope with all challenges at work. And they are always there for me and I have tried to perform all duties efficiently and effectively to avoid any bad reputation that could occur and lead to wastage of time but I didn't practice more about what I have learnt in theory, where I expected to practice it during internship.

This is the most important and emphasized thing which helps in fulfilling their goals and objectives. As a result of Internship, a trainee learned how to perform different responsibilities. For short term management, Trainee got used with external environment of school and a chance has to be confident especially on work field.

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.,)

I have tried to performed all duties efficiently and effectively to avoid any suspicion that could occur and lead to wastage of time but I didn't practice more about what I have learnt in theory I expected to practise it during internship. And the way in which intern has changed as a result of internship experience.

The punctuality is the most important and emphasized thing which help in fulfilling their goals and objectives. Time management as a result of internship a trainee learnt how to perform different responsibilities in short time. Confidence is a trainee get used with the external environment of school and trainee has to be confident especially in work field. Socializing is the help and assistance rendered to intern by supervisors and other colleagues. The power of friendship ethical behaviour in work areas and know how handle customers with different attitude and behaviours and working spirit. Creating good relationship with people and good communication skills and as well as a some of the technical skills are in provide to my self.

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

my self, I conclude that in the Sachivalayam (RRR) perform very efficiently and obediently. There was a improve meet of my goal community. I think the working environment was so exciting. My colleagues helped me to cope well with all challenges at work and they are always there for me.

I can understand and learnt so many matters from Sachivalayam's like 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 interest and to know the protocol system and greetings, thanking and to appreciate others by that staff.

⇒ This is the most important and emphasised thing which help in fulfilling their goals and objectives to meet.

must maintain punctuality.

⇒ A trainee get used with the external environment of school and trainee has to be confident especially in work field you have a good confidence.

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

The technological development I have observed and relevant to the subject area of training is;

Data analysis, web development, computer programming, C++ languages, financial management, Book keeping, UX design, writing, communication, good relationship, team work leadership, and management.

These developments of the technological technical in computer high programming process and high speed internet. The work depend on the speed of work to do, the technological developments of the Sachivalayan department in my internship manage - new to process the technology to developed the future issue to solve as possible as soon as it. The qualification of the worker to keep improve the market matter to technology developed on the department. In my opinion R3K and volunteer system already proved to be efficient way of handling government scheme right from application receiving to finalizing beneficiaries. Towards public welfare scheme is processing at that fast and handle free manner that never done before and it would have not possible without Sachivalayan volunteer and staff.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: BAVANA MANI & 2122001356004

Term of Internship: From 08/05/23 To 30/09/2023

Date of Evaluation:

Organization Name & Address: RBK & PIDI MANASA (WIP) MANASA (Mandal)

Name & Address of the Supervisor: CHANDAN PRASAD & PIDI MANASA
with Mobile Number: RBK, 9177402515

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) 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

B. Mani
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: BEVANA, MANI & 8122001356004

Term of Internship: From 18-06-2022 To 30-09-2022

Date of Evaluation:

Organization Name & Address: RBK & PIDIMANDASA (VILL) MANIDASA (MANDALAM)

Name & Address of the Supervisor
with Mobile Number:

Choudari Prasanthi, Pidimandasa
RBK, 9177402815

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

Ch. Prasanthi
Signature of the Supervisor





EVALUATION

Internal Evaluation for Short Term Internship (On-site/Virtual)

Objectives:

- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

Assessment Model:

- There shall only 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 assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:
 - Activity Log 25 marks
 - Internship Evaluation 50marks
 - Oral Presentation 25 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 the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered –
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.

- b. Real Time Technical Skills acquired.
- c. Managerial Skills acquired.
- d. Improvement of Communication Skills.
- e. Team Dynamics
- f. Technological Developments recorded.

MARKS STATEMENT
(To be used by the Examiners)

Page No:

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: BAVANA MENI

Programme of Study: SACHIVALAYAM (RBK)

Year of Study: 3rd year

Group: B.A. (T.E.P)

Register No/H.T. No: 8182001356004

Name of the College: GOVERNMENT DEGREE COLLEGE (MENI) SRILAKSHMI

University: DR. B.R. AMBEDKAR UNIVERSITY

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	PROJECT LOG	20	20
2.	IMPLEMENTATION	30	30
3.	REPORT	25	25
4.	PRESENTATION	25	25
	GRANDTOTAL	100	100

Date:


Signature of the Faculty Guide

Certified by

Date:

Seal:


Signature of the Head of the Department/Principal



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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