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 College: Government DEGREE College (MEN) Stikakulom

Registration Number: 2122001356033

Period of Internship:

From: 18/08/23 To: 30/09 22

Name & Address of the Intern Organization Kalle Pall?

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

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- 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.
- 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)-8rikakulam)

Department: Telugu Depeut front

Name of the Faculty Guide:

Duration of the Internship: From 1.2 los las To. 30 log las

Name of the Student: Nimmaka, Salkinan

Programme of Study

Year of Study: 2nd year

Register Number: 2122001356033

Date of Submission:

Student's Declaration

> No Saikilan (Signature and Date)

Endorsements

Faculty Guide

S- Diel Toe

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that M. Sailwan..... (Name of the intern) Reg. Nov 122001356033 of Govt Degree Calege (Men) Name of the College) underwent internship in San Chavalayan.... (Name of the Intern Organization) from 18.108.123. to 2019.123......

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

Authorized Signatory with Date and Seal

Panchayat Secretary KALLEPALLI (G.P) Srikakulam (R) Mdi. Srikakulam Dist.

Jankinay

This Gram Sachiveleyam Rhanklip support is the susult of an end of a way of two months Bt would not have been possible without the participation. Assistance of nomorous brown And Courages people along then way.

There. D howe to Thunk They all.

Foist And formost D would like to give special gratitude to my Revents That give me every opportunity to key my step aneed.

And the posincipal for thin version, encavagement and educting contagious intrevest in the intrenship end educting contagious intrevest in the intrenship end educting thanks must be given to the intrenship teacher staff and unfunteur of velance veedhi Gram Seechivaleyam Arasavallu from thio feed back love and support which . D achived skills and development.

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.

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CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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- 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.
- Introduction of Gromanord suchiveryum

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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.

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ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	Real Property and	Person In-charge Signature
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WEEKLY REPORT WEEK - 1 (From Dt. 19/02/43...)

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	8. Village Surveyo
	9. manila police
	10. ANM
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	village

ACTIVITY LOG FOR THE SECOND WEEK

ACTIVITY LOG FOR THE SECOND WEEK			
DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day -	Roles and Responsibility of Digital Assistant and welfare eduction Assistant	vanious services to citizens and type of wellove schemes	1.2
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ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day -	Division and Responsion lity of manila police	Awaress program for sotety of women and child	2.8
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WEEKLY REPORT WEEK-3 (From Dt. 2.8.69./2.3.. to Dt. 2.09./23...)

Objective	of the Activity Done:
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ACTIVITY LOG FOR THE FOURTH WEEK

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Day -	Delinition of GDDP and its objection	Developement Processes	LD
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WEEKLY REPORT
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Day -	field visit what is by sicilture lond what is pry lond	east knowledge of a village visit and boundagies	P. Fitender
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Objective of the Activity Done:	
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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.)

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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.,)

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

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PHOTOS & VIDEO LINKS





Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: &	122001356033,	Nimmaka, Saikistan)
Term of Internship: From 12/08			
Date of Evaluation: Organization Name& Address:	Mepalli (Villege),	Sachivalyam	Department
Name & Address of the Supervisor with Mobile Number:		SPIKAKULAM	

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

			2	3	6	13
1)	Oral communication		4	3	1	III M
2)	Written communication	1	2	3	N'	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	A	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	18
11)	Quality of work	1	2	3	1	5
12)	Productivity	1	2	3	A	5
13)	Progress of learning	1	2	3	A	5
	Adaptability to organization's culture/policies	1	2	3	A	5
	OVERALL PERFORMANCE	1	2	3	V	5

Signature of the Supervisor

Panchayat Secretary KALLEPALLI (G.P) Srikakulam (R) Mdl. Srikakulam Dist.

Student Self Evaluation of the Short-Term Internship

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Student Name: & Registration No: NIMMAKA SAIKURAN	
Term of Internship: From To 18/08/23 TO 30/09/23.	
Date of Evaluation:	
Organization Name & Address: Kallepalli (Gillage), Sachivelyam Departmen	1
Name & Address of the Supervisor S. Sai KiRova with Mobile Number: 701329 7325	

Letter grade of CGPA calculation to be provided

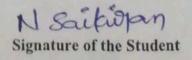
Please rate your performance in the following areas:

14) Adaptability to organization's culture/policies

15) OVERALL PERFORMANCE

Rating Scale:

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
131	Progress of learning	1	2	3	4	5

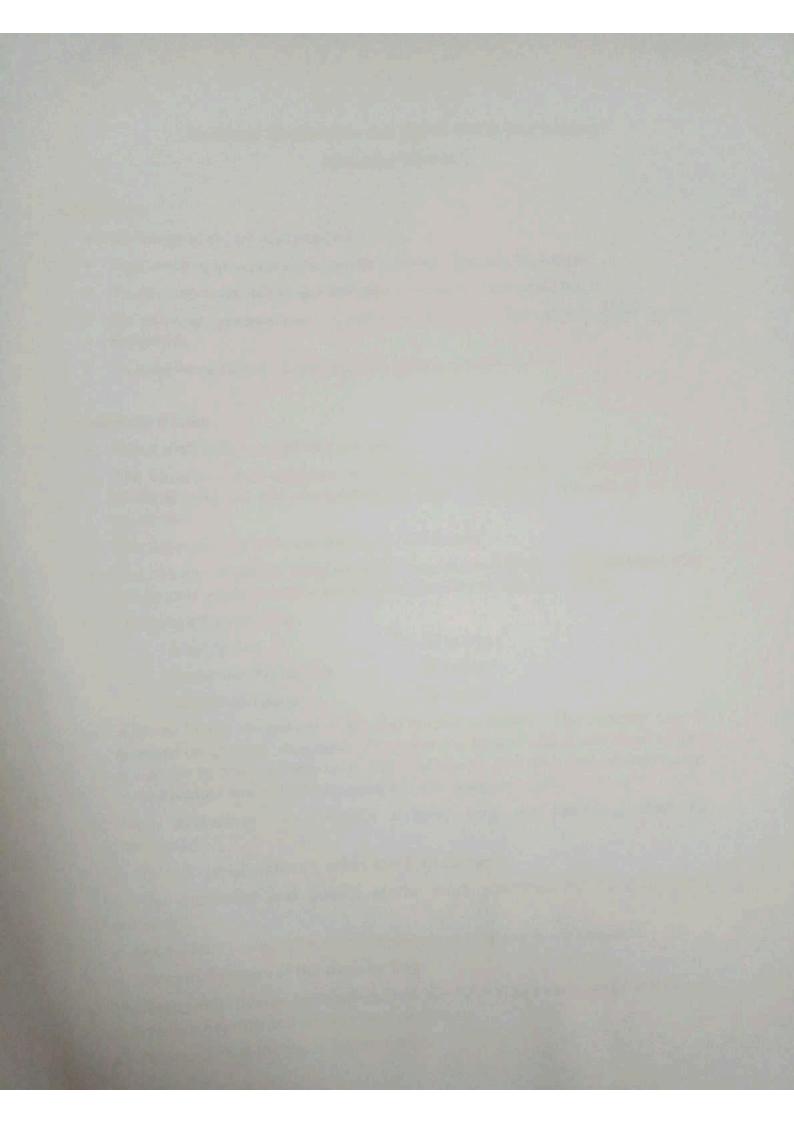


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EVALUATION



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

Objectives:

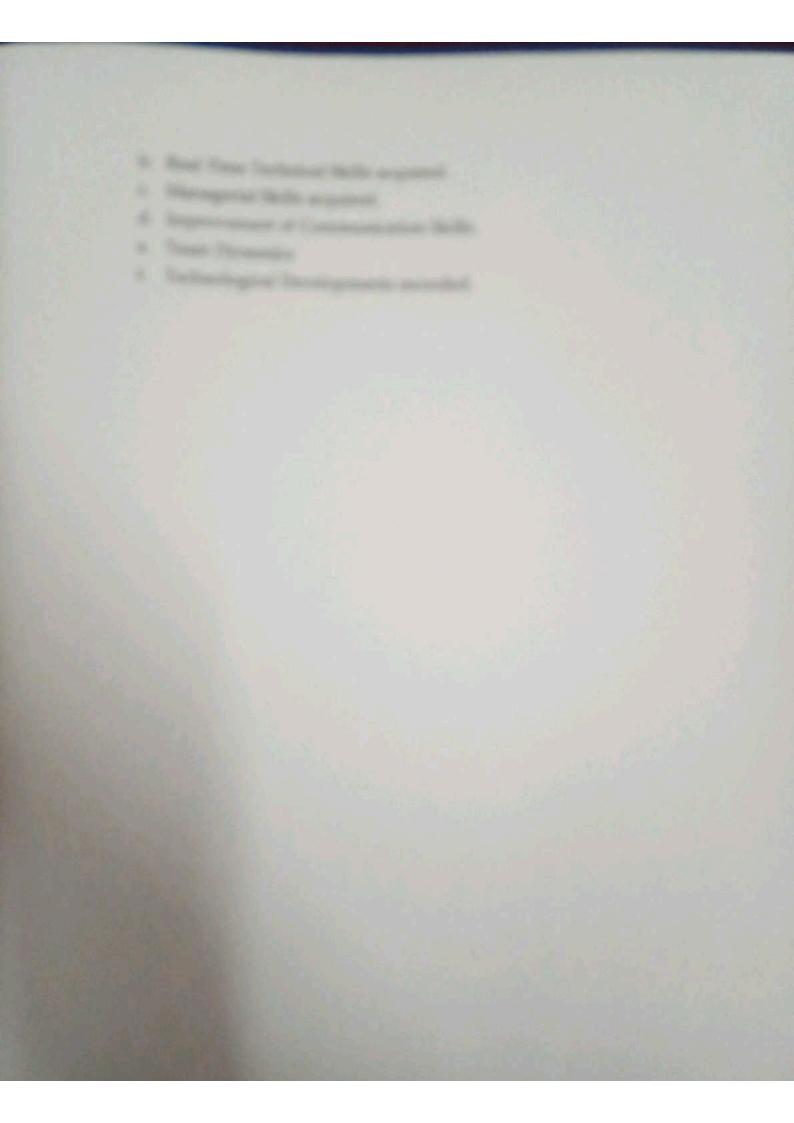
- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the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

- 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.





MARKS STATEMENT (To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: NIMMAKA . SAI IURAN

Programme of Study: GRAMA SCHUNCAYAM

Year of Study: grd year

Group: B.A. (-B.P)

Register No/H.T. No: 212001356033

Name of the College: GOVERNMENT DEGREE COLLEGE (MICH) SRICAKULAN

University: DR.B.R. AMBEDICAR UNIVERSITY

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	PROJECT LOG	20	17
2.	IMPLEMENTATION	30	27
3.	REPORT	25	23
4.	PRESENTATION	25	24
	GRANDTOTAL	100	91

Date:

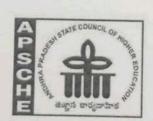
Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal:



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statuory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road Atmakur (V)Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503 www.apsche.ap.gov.in