

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
(Onsite / Virtual)

Name of the Student: *patthika. ednaran*

Name of the College: *Gwinamont - Dequeen College (nran)*

Registration Number: *21220010360141*

Period of Internship: From: *3/09/23* to: *30/10/23*

Name & Address of the Intern Organization: *Gwinma Sauchura langym*
Battuli 2

Dr. B. RAV. Srilakshmi **University**
YEAR

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 for transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the people working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns, and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.

13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.
15. At the end of internship, you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during the internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

-----<<@>>-----

Student's Declaration

I, patlika. edinaram a student of short term internship
Program, Reg. No. 22001036041 of the Department of B.A H.E.P Govt. Degree

(Men) College do hereby declare that I have completed the mandatory internship

from 18/08/2023 to 30/09/2023 in Bethili Sahasrayam-2 (Name of
the intern organization) under the Faculty Guideship of

Dr. K Vasudevarao (Name of the Faculty Guide), Department of

Political, Govt. Degree college (Men) - Sivakulam
(Name of the College)

P. Edinaram
(Signature and Date)

Official Certification

This is to certify that Pallika Edinayang (Name of the student) Reg. No. 222001036041 has completed his/her Internship in Battili Suchialayam-2 (Name of the Intern Organization) on Grama Suchialayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.A (H.E.P) in the Department of Ent. Degree College (man) (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)
Executive Officer
Panchayat Secretary
Grama Panchayat
BATTILI, Bhamini (Mdl)

Endorsements

Faculty Guide



Head of the Department



Principal



Certificate from Intern Organization

This is to certify that pallika. edinarang (Name of the intern)
Reg. No 222 001 036 41 of Gout. Degree College (Name of the
College) underwent internship in Battili Sachivalayam-2 (Name of the
Intern Organization) from 03/09/2023 to 30/09/2023

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



Executive Officer
Authorized Signatory with Date and Seal
Grama Panchayat
BATTILI, Bhamini (Mdl)

Acknowledgements

This goema suchwalam internship reports is result of an end of a way of two months its would not have been possible and without the participation of members and coaches people along the way, they I have. I thank all trust and for I would like to give special gratitude to many parents who give me every support to keep my step ahead.

I am humbled to many college teachers and principals for their vision comments and kind support in the internship, I attended my gratitude to my comments and my group members with whom I studied shared my problem and to teachers we with which I my problem.

special thanks must be given to suchwalam teachers at Battuli - 2 goema suchwalam in Suchwalam for their hard work, have and supported with which

I achieved skills and development

Last and most important I would like to all those who made this reports possible and become a setup with kind assistance.

Contents

the sachivalayam as having completely known social welfare works people provide services and schemes, some basic needs so sachivalayam some important constituents.

panisams application group citizens in a 64 years olds.

any vaccine registration, house registration and land registration etc.

Digital working online applications and adhar variety, adhar application other appropriate any documents.

sachivalayam health central provided welfare schemes, chubras health check and provided nutritious foods some basic needs.

than contribution any building provided some material and cement and soil and concrete etc., provides and sachivalayam members.

sachivalayam provided 104 vaccine so main reason of 104 group person health issues

Page No: helping the 104 vaccine.

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.

Panchayati Raj act - 1994 Days about local
Government in every village for the growth for
Department in a suitable manner

Implementation of Gram ward Sachivalayam - to render
law to person to the halds and also helping the
village in genuine matters

Functions of gram ward Sachivalayam it mainly
types of functions, which does all matters related
in a village.

Abolition of Gram ward Sachivalayam : Gram Sach
valayam.

1. Sustainable Development
2. Law of Law Service
3. Health and Hygiene condition
4. outcomes Gram Sachivalayam.
1. providing basic needs of the health.

Page No:

2. all work of to no stop
3. Regularity to all

Different types of schemes

- 1) Anna vadi
- 2) Vidya Deevena Vasathi Deevena
- 3) Rythu Barasa - pm kisan
- 4) Asara
- 5) cheyuthu
- 6) Jangama Iladu
- 7) YSR Kapu neestam
- 8) Arugula socicard
- 9) neethan neestam
- 10) YSR Bhima
- 11) Ruu card
- 12) Jangama chudadu taluvas, Boudas
- 13) YSR low neestams.

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.

Contributions of Grama Sevikatalayam

1. providing various citizens services at a shorter possible times.
2. single window service system
3. providing mutual involvement for all organizations
4. Does to Govt services of welfare no harm.
5. Each functions has a specific value full to respond of the illages
6. planning GPPDP (Grama panchayati Development praga)
7. citizen satisfaction in the internal aim of organizations.

About Sanchaulayam

member posts in Sanchaulayam

- 1) panchayat secretary
- 2) welfare education assistant
- 3) district assistant
- 4) village revenue officer
- 5) engineering assistant
- 6) village agriculture assistant
- 7) village secretary
- 8) ANM (excellent horse and milk milk)
- 9) secretary assistant
- 10) animal husbandry assistant
- 1) ward welfare developments secretary
- 2) mahila police (or) women protection society (WPS)

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.

1. various services of Grama Sevakalaya.
2. various welfare schemes.
3. on going prajapat kumbhakar.
4. public distribution system (PDS)
5. Grama Sabha
6. working culture of agricultural land
7. field visits
 1. Re - survey of agricultural land
 2. these land survey
8. preparation of natural calamities.

Six types of variations

- 1) land holding - Dry land - water land is about landus 3 acres.
- 2) more vehicles - auto, taxi, bus, etc.,
- 3) any person in the family working in a central, state, government / PSU / private with income more than 12000
- 4) electricity consumption - about 300 units
- 5) urban property - 1000 sq ft area.
- 6) income tax payee in family - more than 30 lakhs per year who have these 6 qualities are not eligible for any scheme.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I communicate with (WEA) and hear give information about few schemes	I learn about Y.S.R vahamitra and chedda, aragassu.	
Day - 2	I communicate with (GA) and hear give information about 6 step validation	I learn about information on the 6 step validation	
Day - 3	I communicate with (W.P.S) and hear give information about Angavadi food	I learn about food and mental of angavadi heath and warks.	
Day - 4	we had game with engine evening Assment to check the Jangama colony. (EA)	we learnt about jangama colony house.	
Day - 5	we had game to about to measure the measurements at the road side land	we learnt how to measure a land	
Day - 6	I interact with (VRO) and get informations about her warks.	I learnt about VRO warks and job chart.	

WEEKLY REPORT

WEEK - 1 (From Dt... 02..... to Dt... 09.....)

Objective of the Activity Done:

Detailed Report:

I communicate with WEA and know given information about few schemes then followed always given more like a welfare system on the programs most regularly people surrounding welfare education assistance always was a y.s.r. varanambur and aruppa soci provide possible services. like a chedochu, varanambur, ammaudi, types persons. institution marks on Government defend on people.

communicate of a DA digital assistant markers on this suchalagam like was a caste incomes markers, address card verification, adhar update, different types websites improved on people. it more than usually and very important program on the Suchalagam

the w.p.s was a communicate inter institution more than programmes working and information collection learning how to make health centres how to immunisation advised them suchalagams. health care centres houses was a prevention chambers some health needs provided the government welfare schemes that like to called w.p.s welfare programs systems.

the communicate engineering assistant was a construction building and variety was old construction buildings he was chase new materials. provided in the people.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I interact with (ANM) (Ariyavathi) Nurse (Hidilife) and learn about her job part in illo Sachinayam.	I learnt about the duties of ANM.	G. Keeta MPHAC ₂
Day - 2	I interact with (WPS) (Laxmi pradevathi) sectors and learn about her work.	I learnt about the working of W.P.S	mg
Day - 3	I interact with (MLHP) and she gives informations about her work and her activities.	I learnt about para MLHP the medical test's	M. Shetty
Day - 4	I communicated with (DA) (Dignita) Assistant and got informations about adhar update.	I learnt about the adhar update and variations.	
Day - 5	None		
Day - 6	104 vehicle is para the health department and I got informations and about this vehicle.	I learnt about users of 104 vehicles. gives the health pro.	G. P.

WEEKLY REPORT

WEEK - 2 (From Dt...15..... to Dt...15.....)

Objective of the Activity Done:

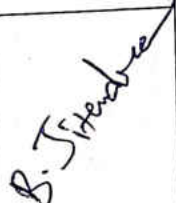
Detailed Report:

The Communicates at V.R.O in a Sreevalayam he's given links a information different types schemes more than important values things and sub charts bring out explain the essential aspects in the institution there are. different types of programs and suggestion, one B schemes and certificates, uniform systems programmes already explain there how works. communicate to interact at engineering assistant. was and any contribution building as well as schools contributions make under programmes movements in the programs. self improving was simplified formation on the line specific help in willow on duties working, that about the engineering activities.

Digital assistant two weeks more than without that usually any progress and any scheme was work out on jagamana programmes, almost completely based on digital programmes were which compare like a calculating discussion on digital assistant programmes.

CM was a any scheme like people also providing backwardness people help them progress more the important reasons. so implementing CM last of a people welfare schemes among were launched the Government welfare schemes always provided in a people links.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Leave		
Day -2	I learnt about the (V.R.O) about land registrations and house registration.	I learn process of land and house registrations - on.	
Day -3	we had gone with (EA) engineering assistant to visit the schools which is newly constructed.	we examined the communicated at schools and construction works.	
Day -4	welfare explained about some informations and website digital assistant (DA)	we learnt briefly about different website.	
Day -5	welfare explained about Navarathnas and alluvial schemes. (WEA)	we learnt about the schemes launched by chief ministers.	
Day -6	we were also gained field work with (ANM) in health survey.	we collected the details of the people who are suffering from health issues.	G. R. Reddy MRHA (S.V.)

WEEKLY REPORT

WEEK - 3 (From Dt...A... to Dt...A...)

Objective of the Activity Done:

Detailed Report:

I interact with ANM Anurag Surbe head office and there was 0-5 years working in the Sanchalagam here work also about nursing duties, types field vaccination child lanes health programs and special program under health schemes. like a basic needs provided and health health security and health working, ideas, innovations, working the health numbers. Sanchalagam.

Sanchalagam wps (women protection secretary) (or) mahila palika here duties was a types rises in a Gramonam prajal in apps then followed in a diuha app had terms working the protection humanitar health numbers work Sanchalagam. health systems.

I interact with a MLHP its work on a Sanchalagam. quality provided medical programs its time to variety to Sanchalagam programs. its completely working Gramonam centers.

I communicate as D.A Digital assistant management. 6 types of variety Sanchalagam sections. wps, health, employed assistants land feeding - Dug land and water land 3 arts, four vaccines - like auto, measles, brucella. variety in D.A management.

I interact as 104 vaccines this almost working in field and village health secret provide in principles.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I joined the sachivalyam and self introduced with staff members.	just observed the originations structure.	W. N. [Signature]
Day - 2	Leave	—	Leave
Day - 3	introductions with panchayat secretary and learn about fundamental Department from panchayat.	I learnt about the functions of panchayat secretary	[Signature]
Day - 4	I introduced with (D.A) (Digital assistant) and explain informations and works.	I learnt about the working of job cut of Digital assistant	[Signature]
Day - 5	I introduced with (W.E.R) (Culture and Education assistant) tell me about informations and works.	I learnt about the working the job cuts of W.E. R	[Signature]
Day - 6	I introduced with (S. A) (social assistant) and I get permission from works.	I learnt about the working and job chat of social as assistente.	[Signature]

WEEKLY REPORT

WEEK - 4 (From Dt.....21..... to Dt....27.....)

Objective of the Activity Done:

Detailed Report:

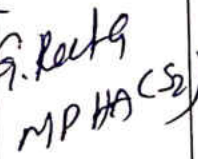
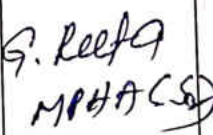
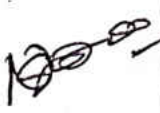
The communicated V.R.O. village Revenue affairs
have worked on this Sreehualayam land revenue
house registration correct registration then V.R.O.
affairs then work Sreehualayam village panchayat
any problem makes a solution given by panchayat
mutual problem and affairs methods education
Sreehualayam works on this land revenue,
one is certificate originally complementing V.R.O.

The section works as DA Digital Assistant
working newly specific points of fundamental department
in a Digital Assistant, all time working
adhar card, caste income marks, any documents,
marks a Digital Assistant

The community works in departments of Sreehualayam
have working at the departments the supervised.
chiefs makes inspection, trees, village fixed
works, this part working in Sreehualayam.

Health care central provided services, systems.
The communicate in W.E.A. welfare education
Assistant works like a challenge, schools,
and anganwadis basic education verification
works people welfare scheme. here on the

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Null	—	
Day - 2	I communicate with (VRD) and collected the information about Revenue Services	I learnt about the Revenue services and duties	
Day - 3	(D.A) (Digital Assistant) gives information about caste income labour satisfaction	I learnt which documents are wants for the working satisfaction	
Day - 4	(ANM) is given information about some teachers and inspections, medicines	I learnt about information of G. Reetha MP HA (CS) teachers and inspections	
Day - 5	(ANM) and AS have work giving information about some health issues	I learnt about how I protect my health.	
Day - 6	(W. E. A) is given information about pensions and schemes.	I learnt about types of pension schemes.	

WEEKLY REPORT

WEEK - 5 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

On the fifth week, we know about the duties of survey assistant, the main duties of survey assistant is measuring properties, creating survey records, preparing field sketch and preparing maps and reports of survey result and VRO explain about the land regulations and house regulations.

WEA explain about some schemes they are the 1. Jagananna chedda 2. Rythu Bazar 3. YSR Krishi neelam 4. Neelam neelam 5. Kissa Samudayam 6. Amma di 7. YSR website. Districtal assistant explain about some websites and in Sankhalayam by Sankhalayam sketch some of the websites are AP Seva portal, common services centre (CSC), Nava Sankalpa Benifit management (NBM) WSM inventory portal etc.

Finally we VRO Jagananna Culever with about the nadee - lede pragrammes.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	we had with group to tanks along and painters with bone	we absorb the land shump from the bone	<i>[Signature]</i>
Day - 2	I interact with (E.A) Engouring assistant) and i get information and works.	I learnt about the working and job chat engouring insup assistant	<i>E. Jitendra EA-2 Bhatti</i>
Day - 3	we are gone to a school visit and counseling with (w.p.s)	we absorb the counsellor about the Disha app	<i>[Signature]</i>
Day - 4	I interacted with volunteer about their works	I learnt about the works of the volunteer.	<i>[Signature]</i>
Day - 5	leave —		
Day - 6	I interacted with (W.E.A) I get information and works schemes.	I learnt about the working and job chat as W.E.A	<i>[Signature]</i>

WEEKLY REPORT

WEEK - 6 (From Dt.....3..... to Dt.....7.....)

Objective of the Activity Done:

Detailed Report:

During the further week in six of many short terms in urban we know about six step field verification on to make eligible for schemes the eligible are

1. No Government employment in the houses hold
2. No income tax payee in the that house
3. Don't have wetland more than 3 acres and dry land more than acres.

4. Do not have 4 wheeler
5. Do not contain any urban property
6. electricity consumer is less than 300 units

addage person, widow person, single women, person phr, transgender person, freshmen person etc.

ANM explains about the some diseases and their care and some common health issues and how to prevent them

on next day ups explain about how they gain consulting to the street and how they save we know about these in the first weeks in the investigation

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.)

The Describe the work environment you experience
such as many more works. absorbed and followed
deals with sub-munions. later experiencing working
processes and appreciation pull and any aspects
fulfills absorbed learning names and key name
certificates and various applications. fullfills.
processes. right now. learning.

such as staff members different works.
various types working and how members.
nothing working within then in a such as.

The environment more than facilities found in the
such as. connects them arrangements within
members. as staff in institutions madam
and since like moved now smooth and now
during the period was important persons.
as membership in south then more experience
of connects.

finally evaluations now family relations.

the communicates suchwa legom word members.
Decline more than opportunities like job chat
improving system peoples working as well as
might a membership scheme as are then
suching applications variations different

suchwa legom person person, and such
work many land and pausing
and land working making another

it was suggestions lands and
applications house suggestions and
and construction building and roads and
houses.

this my active. such suchwa legom
communicates.

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 achieved this record - time quorum procedure practical which is very reluctant and given time management, confidence & organising skills

Enough work in the house and can be navigable where worked in attending the activity service making in very important

For doing day to day practical knowledge in sets worked, secondary planning and building the procedure for improvements.

the communications also learn work such as
familiar work shares work environments such as
arranging programs many sending surrounding
something something something many concerning
schools trust always communities and always accept.
simple awareness and people and environments
participate. and application person applications.
do something schools many distributions.
social were social community and social
awareness and person given like a trust.
so and participate various
such as always more sub appearance.
books. and conclusion progress.

some time schools always
needed people always sub always
working to make strong.

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

→ Each work in systematically named as

applications programs - Digital assistant
bill verifications - welfare assistant
allied govt verifications - adulate staff
pre - A forced - VRO

trial - Applied - MPDO - /MNO

Everyone in using the technology bonded
works to avoid duplication and ensure low
powering in arranging these disbursements
of any schemes.

1. Biometric division
2. Andhra state promg
3. DKS schemes
4. Case automation.

the General Economic principles like any
republicans. However, all things also provided
Economic systems about the various development
socialism and modern anything socialism
included representation communications

the socialism was left communication more than
member different classes new words left them
short information gain some important works
important information.

the information words socialism.
member any meeting any drama short any
community meeting and any science and
culture system programs and something
socialism and commercial to
improving building firms.

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).

I achieved the real-time quality product which is now reliable and given time management, confidence and skills

Enough works in time bounds and can't be negotiations whose worked in absorbing the activity & decision making is now important

For saving any these precautionary knowledge in most at should, secondary planning and through the process for implications.

followed important powers and functions and
scales, measurement, in a suchulapm times
monitors then any solutions connects the
any peoples ask any responses in debates on.
then insights get sustained in a new samples.
summary time

conjunction forming provides Govt- schemes
peoples and different at different schemes.
many sending and process.
like a

- 1) Rhythu Barasa
- 2) annam vadi
- 3) mudaya dharma
- 4) Ritu lekshn
- 5) papu nethn

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

In group discussions, I always leave space which
people should not lag long and I will be
clear of what I am saying.

I also encourage others to provide feedback
in their discussion to ensure their views

I always consider the group discussion
is a kind of leadership member.

Why fundamental rights :-

these are called it makes no distinction between the rich and poor all are equal before law Thomas pain, developed the theory natural rights theory that rights are as unalienable rights these rights prevents the growth of one party's dictatorship.

the most important feature of democracy is that it makes no distinction fundamental rights because these are fundamental or essential human be provisions from the democracy of the

simples working usually completed in the right a important rights are included in the constitution in order to make and work out successfully.

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

First things :-

1. Handling of small plots.
2. Bio-metric Division
3. DRDS schemes
4. Various alternative programmes

which gives in systematic production of the
crops

Second :-

using 'caps' E-pas in PPS

Third :-

using 'caps' & 'Re' Even is in land
RD - various programmes running

→ using DRDS in identifying of work
in land development programs.

the Sreehaleeyam ward's members,
house-to-house animals so check health issues
animal this system was provided Government
at departments at Sreehaleeyam.

he was animals health care centres,
madukut and branches and provided
low fee in a Sreehaleeyam.

also community he was,
animals rights improving people also
give and infections and some basic needs
this animals production departments of
Sreehaleeyam.

Student Self Evaluation of the Short-Term Internship

Student Name: <i>pallika . edmarong</i>	Registration No: <i>2122 0010 3841</i>
Term of Internship: From: <i>18/08/2023</i> To: <i>30/9/2023</i>	
Date of Evaluation:	
Organization Name & Address: <i>Batlili Gwama Suchwaleym-2</i>	

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
		1	2	3	4	5 ✓

Date:

P. Edmarong
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: <i>pattika. sharm</i>	Registration No: <i>2212122</i> 00103601
Term of Internship:	From: <i>18/08/2023</i> To: <i>30/09/2023</i>
Date of Evaluation:	
Organization Name & Address: <i>Battuli Grama Sachivalayam-2</i>	
Name & Address of the Supervisor with Mobile Number <i>P. Luvshan (Digital assistant)</i> <i>7674916578</i>	

Please rate the student's performance in the following areas:

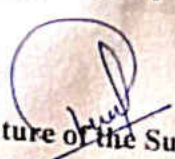
Please note that your evaluation shall be done independent of the Student's self-evaluation

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:

Page No:


 Signature of the Supervisor
 Panchayat Secretary Grade-6
 Digital Assistant
 Grama Sachivalayam-BATHULI-2
 Bhamini Md., Srikakulam Dt

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:

