

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

Name of the Student: Pulibanda Vinodh Kumar

Name of the College: Government Degree college (men) Sri Kakulam

Registration Number: 2122001066035

Period of Internship: From: 18/08/2022 To: 20/9/2022

Name & Address of the Intern Organization Agriculture department mandal

Vyavasaya Sabha mandali pathapatnam mandal

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... B.Com (CA)

Name of the College: Government Degree College (men) Srikakulam.

Department: B. Com Computers Computer Applications.

Name of the Faculty Guide: Sri. N. pavani madam.

Duration of the Internship: From 18/8/22 To 30/9/23

Name of the Student: Pulibanda Vinodh Kumar.

Programme of Study 2nd year B.com Computers,

Year of Study: 2022 - 2023

Register Number: 2122001066035

Date of Submission: 15/10/23

Student's Declaration

I, P. Vinod Kumar, a student of B.Com Computers Program, Reg. No. 2122001066015 of the Department of B.Com, Govt Degree College (men) Srikakulam College do hereby declare that I have completed the mandatory internship from 01/01/21 to 30/09/21 in Agriculture (Name of the intern organization) under the Faculty Guide N. Ravani madam, Department of Commerce, Govt Degree College (men) Srikakulam (Name of the College)

P. Vinod Kumar

(Signature and Date)

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

Pulibanda Vinodh Kumar

This is to certify that (Name of the intern) Reg. No.....
2122001066025 of GDC(men) Srikakulam Name of the College) underwent internship in Agriculture (Name of the Intern Organization) from 18.08.2023 to 20.9.2023

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


04/11/2023

Authorized Signatory with Date and Seal

MANDAL AGRICULTURAL OFFICER
PATHAPATNAM
SRIKAKULAM DIST 532 213

ACKNOWLEDGEMENTS

First of all I am very much thankful to my mentor of Government degree college (men) SriKakulam for guiding me throughout my internship mentor has given valuable suggestions to complete the internship in stipulated time, without mentor support I cannot complete the internship.

I can also thankful to the principal of Govt degree College for men SriKakulam for the support and given suggestions to me.

I would like to express my gratitude to gram Secretariat Staff. I joined a lot of knowledge from the staff of Secretariat.

And I would like to thank agriculture team for giving me the opportunity to do an internship for giving internship written the organisation.

P. Vinodh Kumar

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.

agriculture department, main role is teaching farmers, advising farmers to form the new techniques of agriculture giving good manures and fertilizers. The Course is aiming to now to interaction with farmers how to give advise to farmers to farming for a good farmer.

out comes :- To given basic knowledge of seed selection to give advise for agricultural mechanization

learning out comes :-

I have learned and helped one during the intern with group discussion.

without patience we cannot handle and explain

the theme of farmers

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.

Introduction of the organization :-

My organization is agricultural department that
mandala vyavasaya Salaha mandali [MAAP] pathapatnam
mandal, the head of the department is MAO
sir Ravi Kumar Sir.

Vision mission and values of the organization

The organization mission provides every farmer
to give a good farming techniques and good
seeds and agricultural mechanization.

Future plans of the organization:-

They are, aim to build a great agriculture
development in India. and good mechanization
techniques for agriculture

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.

internship and its importance

An internship is a period of work experience offered by an organization for a limited time period

The students will get benefits from these placements because they offer recruit employees from their best interns placement.

Skills acquired during Internship :-

I will get to learn a lot of agricultural skills.

How interact with farmers

positive attitude

creativity

oral communication

reach my self

Crop booking.

ACTIVITY LOG FOR THE FIRST WEEK

| DAY & DATE | BRIEF DESCRIPTION OF THE DAILY ACTIVITY | LEARNING OUTCOME | Person In-charge Signature |
|-----------------------|---|--|-----------------------------------|
| Day - 1 | Reported at MAO office and interacted with mandal agriculture officer | They work to ensure high quality in crops cultivated by farmers | s.sridhar VAA |
| Day - 2 | Brief explanation of internship by MAO Sir | An internship gives a student the opportunity for career exploration and skills | s.sridhar VAA |
| Day - 3 | Department of agriculture and allied sectors | Allied sectors are fishery, animal milk production industry, dairy farm etc | s.sridhar VAA |
| Day - 4 | Hierarchy of agriculture and explanation. | The hierarchy is which gives the information of agricultural officers work | s.sridhar VAA |
| Day - 5 | Basics of agriculture and Explanation. | Agriculture basics are crop and livestock materials etc for food and non-food products | s.sridhar VAA |
| Day - 6 | Statistics of agriculture in Indian and world wide | Agriculture sector with statistical data across the country | s.sridhar VAA |

WEEKLY REPORT

WEEK - 1 (From Dt.18/8/23..... to Dt.24/8/23.....)

Objective of the Activity Done:

Detailed Report:

- ① They work to ensure high quality to crops grown by farmers agricultural officers are also responsible for ensuring that all agricultural departments and Comadiadthes comply with state multiple of agriculture officer may help adopt investigative and agricultural goods.
- (2) An internship is a professional learning experience that offers meaningful, practical work related to a field of study or career interests.
- (3) Some of the important agriculture and allied sectors are, fishery, animal, herbedary, milk production, industries, etc private department sector of agriculture and farmers welfare department of animal husbandry, and injury.
- (4) It is a headed honble minister of agriculture assist by an officer of the Comine of principle Secretary.
- (5) Agriculture enterprises Crop and live stock production agriculture fisheries and forestry for food non-food products. (6) Indian holds the second position world wide earn form output agriculture sectors.

ACTIVITY LOG FOR THE SECOND WEEK

| DAY & DATE | BRIEF DESCRIPTION OF THE DAILY ACTIVITY | LEARNING OUTCOME | Person In-charge Signature |
|-----------------------|---|--|-----------------------------------|
| Day - 1 | Agriculture and Horticulture | Agriculture is crop cultivation It includes deals with trees, flowers, fruits and roots. | S. aridai VAA |
| Day - 2 | What is GDP and the Contribution to the GDP | while agriculture and allied Sector share 20. 19 %. | S. aridai VAA |
| Day - 3 | Agriculture Sector and its contribution agriculture department and Central Govt | AP Rythu Raksha Scheme and pm Kiran | S. aridai VAA |
| Day - 4 | Scheme implemented by state agriculture departments and Central Govt | While agriculture and applied Sector share 20. 19 %. | S. aridai VAA |
| Day - 5 | Benefits received by the farmers from state government and central government | So many benefits are taken by the famous familes in annum. | S. aridai VAA |
| Day - 6 | Importance of fertilizers and pesticides in agriculture and their ill effects | Fertilizers have beneficiary 15% otherwise they can kill for soil health | S. aridai VAA |

WEEKLY REPORT

WEEK - 2 (From Dt. 25.1.2022. to Dt. 31.1.2022....)

Objective of the Activity Done:

Detailed Report:

- (1) While agriculture deals with all aspects of crop cultivation horticulture deal with vegetables, trees, fruits and nuts.
- (2) The Service Sector accounts for 53.89% of total India's GVA of 170.15 lakh crores Indian rupees while agriculture and allied sector share 20.19%.
- (3) With GVA of Rs 46.44 lakh crore the industry Sector contributes 25.92% while agriculture and allied sector 20.19%.
- (4) National food security mission (NFSM) Rashtriya Krishna Vikas Yojana. [RKV] national mission on oil seeds and oil plant [NMOOPS] supply of seed on subsidy to farmers.
- (5) The farmer families who collectively own cultivate land will get a benefit of Rs 13,500 per family per year including Rs 6,000 from the pm Kisan in three installment irrespective of the size land holdings (6) fertilizers is a chemical substance that makes land and oilland soil fertile for better growth of crops while pesticides. But their usage has hardened the soil due to

ACTIVITY LOG FOR THE THIRD WEEK

| DAY & DATE | BRIEF DESCRIPTION OF THE DAILY ACTIVITY | LEARNING OUTCOME | Person In-charge Signature |
|-----------------------|---|--|-----------------------------------|
| Day - 1 | What are the main topics in agriculture and subjects covered in graduation of agriculture | plowing, Sowing, transplantation etc. | S. Sridhar VAA |
| Day - 2 | main seasons of agriculture | Rabi, Kharif and Zaid | S. Sridhar VAA |
| Day - 3 | Important crops grown in india and andhra pradesh | paddy, maize, groundnut, rubber and cotton etc | S. Sridhar VAA |
| Day - 4 | polambadi and NFSM Schemes. | Grow a healthy Crop Conserve natural enemies | S. Sridhar VAA |
| Day - 5 | Green revolution and its importance | dramatic increases in incomes, and food supplies | S. Sridhar VAA |
| Day - 6 | Structure of R&K? Roles of R&K? What are important roles of NAA | They are one step advisory for farmers | S. Sridhar VAA |

WEEKLY REPORT

WEEK - 3 (From Dt. 1/8/23 to Dt. 8/9/23..)

Objective of the Activity Done:

Detailed Report:

1) The major BSc agriculture subjects are plant genetics, Agricultural metrology, food Technology., Horticulture, Agronomy, Animal husbandry, entomology, extension of agriculture genetics, soil science etc 2) It provides employment opportunity to the rural agriculture as well as non - agriculture labours important role in international business in import and export activities 3) India is geographically a vast country. So it has various food and non-food crops are cultivated in three main cropping seasons which are rabi kharif and zaid food crops rice white millets maize and pulses Cash crops- Sugarcane, oil seeds Horticulture Cotton groundnut, pigeon pea, Sun flower, black gram and Sorghum (4) The main principles of polambadi are: 1) Grow a healthy Crop 2) Conserve natural enemies 3) Conduct regular field observation 5) The green revolution has had a dramatic impact on incomes and food supplies in many developing countries. 6) The RIK was unique seeds - to sales Singal window Service Centres for farmers that have been setup to state.

ACTIVITY LOG FOR THE FOURTH WEEK

| DAY & DATE | BRIEF DESCRIPTION OF THE DAILY ACTIVITY | LEARNING OUTCOME | Person In-charge Signature |
|-----------------------|--|---|-----------------------------------|
| Day - 1 | Quality Checking of inputs supplied to farmers. | farmers can opt to buy from a retailer in the nearby town | S. Sridhar V.A.A |
| Day - 2 | Soil testing procedure and its importance | The test used to mimic the function of roots to absorb minerals | S. Sridhar V.A.A |
| Day - 3 | Sustainable agriculture and its importance | An eco-friendly approach that reduces the reliance on limited natural resources | S. Sridhar V.A.A |
| Day - 4 | Importance of soil health | Soils supply that additional nutrients water oxygen and root support to our food producing plants | S. Sridhar V.A.A |
| Day - 5 | major challenges faced by farmers in Agriculture | limited knowledge and insufficient infrastructure | S. Sridhar V.A.A |
| Day - 6 | mechanization in agriculture and its Importance | the inputs used in crop production thereby also diversifying products/crops | S. Sridhar V.A.A |

WEEKLY REPORT

WEEK - 4 (From Dt. 11/9/23 to Dt. 20/9/23)

Objective of the Activity Done:

Detailed Report:

(1) To Ensure quality inputs, farmers can opt to buy from a retailer in the nearby town however they may not be able to option inputs on credit without a reference from the market immediately. (2) a soil test can determine fertility or the expected growth potential of the soil which indicates nutrient deficiencies potential toxicities from excessive fertility, the test is used to minc. the function of roots to assimilate minerals 3) Sustainable agriculture is an eco-friendly approach that reduces the reliance on limited natural resources its careful farming methods such as crop rotation, inter cropping, and Companion planting helps soil (4) indeed Soil quality is directly is directly linked to food quality and quantity soils supply the essential nutrients water and oxygen, and root support that our producing plants need to grow flourish they also serve to better product (5) The present challenges that plege indian agriculture are limited knowledge and infillent especially Rutes and areas. in the rural areas.

ACTIVITY LOG FOR THE FIFTH WEEK

| DAY & DATE | BRIEF DESCRIPTION OF THE DAILY ACTIVITY | LEARNING OUTCOME | Person In-charge Signature |
|-----------------------|---|--|-----------------------------------|
| Day - 1 | What is MSP (minimum support price) and its importance | MSP is main imp topic in UPSC Examination. | S. Sridevi VAA |
| Day - 2 | Paddy procurement though RRBs. | The farmers are paid for paddy they have sold at MSP through ALC pay. | S. Sridevi VAA |
| Day - 3 | What is irrigation and types of irrigation. | Furrow border strip and basin irrigation are three types of surface irrigation | S. Sridevi VAA |
| Day - 4 | Importance of extension in agriculture | Provides information to farmers and pass to the farmers and new ideas develop agricultural research. | S. Sridevi VAA |
| Day - 5 | Agriculture research station in Srikakulam district roles of scientist in agriculture | Analyzing farming methods and food production methods to enhance safety and crop yield. | S. Sridevi VAA |
| Day - 6 | Green manure crops and its importance for improving soil health | Building soil organic matter and soil structure | S. Sridevi VAA |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

(1) minimum support price (msp) is the minimum price sell by the government for certain agriculture products at which the products would directly be bought from the farmers if the open market price are less than the cost incurred this is an important topic for uple exam (2) The farmers are paid for the paddy is shifted into gunny bags, each gunny bag is yolk in to the milling (3) water travel over the surface of agriculture fields in surface irrigation system milion it and pernato into the soil (4) it provides information to farmers and new ideas developed by agricultural Research station agriculture extension programmes Cover a board area including improved crop varieties, better livestock control improved crop varieties better improved water management, and the control of pests seeds of plant diseases, (5) though research an agriculture scientists works on new and innovative ways to increase the the quality of food grown and supplied (6) Green manures are crops grown within a rotation for the purpose of building soil organic matter and Soil Structure supplying nitrogen and other nutrients for a following crop preventing leaching of solute nutrients from the soil.

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 officers are interact with us are received very pleasantly. They are very sincere in their jobs they interacted like very peacefully. Their introduction with us very softly they are very educated they tell us how to acquire knowledge and how to plan your life. The MNR office is at center of the city the surroundings are cultivated like nursery the all facilities are available for the agriculture office. They are very loved their jobs they are seriously tries complete their tasks on time. The MAO sir is very discipline in doing his job. he is teach for our lives and how to acquire knowledge they are specially focused in our internship programme he explain about time management time is very precious in our life. madam also teaches very well she tells the all over of the department hierarchy and subjects in that the officers are have the good mutual understanding. Their team work is good completing their tasks immediately madam received any thing like friendly nature in short term we are very closely interacted with us.

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

To become an agricultural officer, you must also have hard skills such as technical knowledge, crop management, farm operation and management and financial planning skills. We acquire how to motivate farmers for the best cropping techniques and best resistant crops for the best yielding. We can gain insight some knowledge on agriculture how to manage crop and best techniques on pest resistance we are acquiring skill like problem solving interpersonal farm management and organisational skills are all important for successful farming. You apply these abilities in various situations including managing farm hands, cultivating crops and fixing machinery. We learn from them how to help to develop and implement strategies to improve productivity and sustainability in agriculture with the aim of ensuring food security for the country. They teach and educate farmers on soil and water conservation technologies through implementation of watershed projects under taking measures to provide agricultural credit, crop insurance and helps to the farmers in getting remunerative return for their produce.

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.

Management skills are abilities and traits needed to perform certain duties usually as it pertains to overseeing a team such as solving problems, communicating well, and motivating employees. Such skills can be learned through practical experience or in courses and then honed on the job. We have to know how to motivate our team members in critical situations, how to solve some problems, how to behave with team members, how to explain actions and complete our tasks in time, how to perform. A good leader in team means we can easily manage the marginal skills we acquire. In our daily life, also we face many challenges we can sometimes easily solve. We are planning for goals in certain time period. Time management is the very important for leader. Do not show partiality for those persons. Our behaviour with team members is very important for team work. We can take important for team work. We can take decision we can discuss with team members. Good

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'm reducing my speaking speed because they can understand easily speak softly and slowly with respect they can automatically attracts our speaking skills and oral communication our body language is very important for communicate with other mostly I'm improve my listening skills it also develops our oral communication and develops our body language we can improve written communication as review grammar and spelling basics, read what you want to write, preheat, get feedbacks etc, the first step in improving our speaking skills is actually working on your listening it can improve a little bit our communication skills speak with confident and it refers a good mannering. great with goodness it can gain good attention for your from other people understand others feelings listen what they are said, they also some respect for you automatically greeting, thanking and appreciating others are gain good relationship.

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

The aspects which make up a group discussion are verbal communication, non-verbal behaviour and conformation to norms decision-making ability and cooperation. We can enhance abilities in group discussion by being an active listener, identifying the main idea being discussed, knowing good ideology, listening with open mind, testing my understanding, asking my self questions as I listen having a clear objective and getting leadership skills. Team participation is primarily about communicating with your team mates and then executing what you communicated. Participation is key to the team results. Leadership activities include events, games and trying to teach team and leaders to be better leaders. By exercise develop leadership skills like problem-solving, better communication, decision-making and observation skills. A team leader is a professional in charge of guiding, monitoring and leading an entire group by making them work together toward achieving goals.

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

We are trained at the agriculture department of MAO office in the office digital technology that computer facility and wifi facilities are arranged. They have a protocol they have the rice attendance when they are present in office. They are works is online for work progress they working in computer for data analyzing. There are changes digital is bringing to today's job roles. In you will need new skills and will be exposed to opportunities for new skills. Digital skills and technologies demand range of skills from cloud architecture to social media many occupations such as scientists now require some level of programming skills. Digital technology enables the storage of massive amounts of information in relatively small spaces, large amounts of media such as photos, music, videos, contact knowledge and other reports can be carried around on small devices like mobile phones they can improve your confidence to use technology for work learning and daily life.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: **Pilibanda Vinodh Kumar - 2122001066035**

Term of Internship: From **18/8/23** To **30/9/23**

Date of Evaluation: **30/9/2023**

Organization Name & Address: **Agriculture department pathapathanam near Burgam village**

Name & Address of the Supervisor **Burgam village S. Sri Devi madam, VAA OT burgam**
with Mobile Number: **7702424900**

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 |

P. Vinodh Kumar
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Pulibanda Vimodh Kumar - 2122061066035

Term of Internship: From 16/08/21 To 30/9/2021

Date of Evaluation: 20/9/2021.

Organization Name & Address: Agriculture department palkapatnam mandal Burgam village
Name & Address of the Supervisor Burgam village S. Sri Devi madam V.A.A at Burgam
with Mobile Number: 7702414900

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

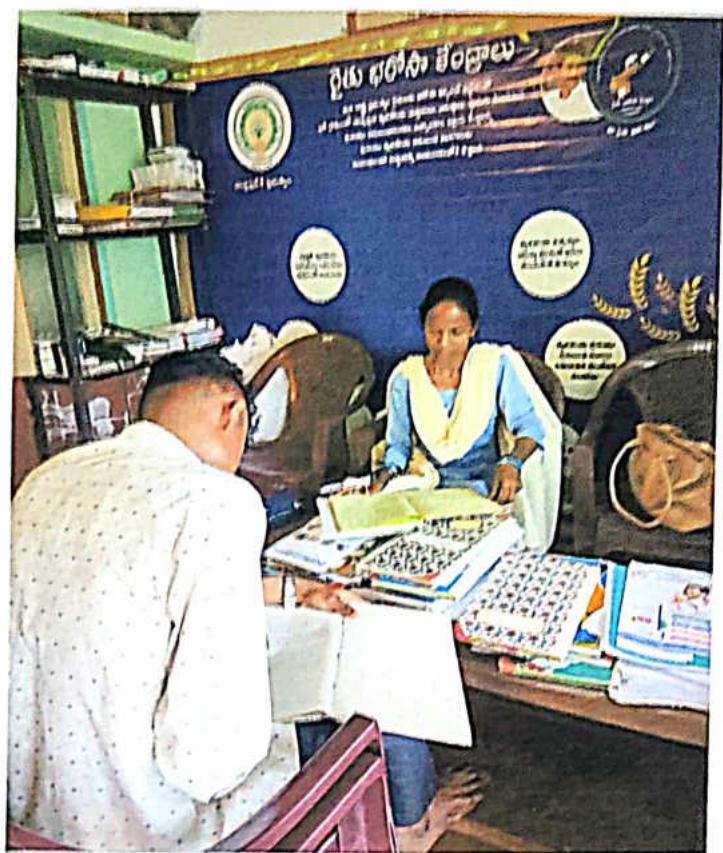
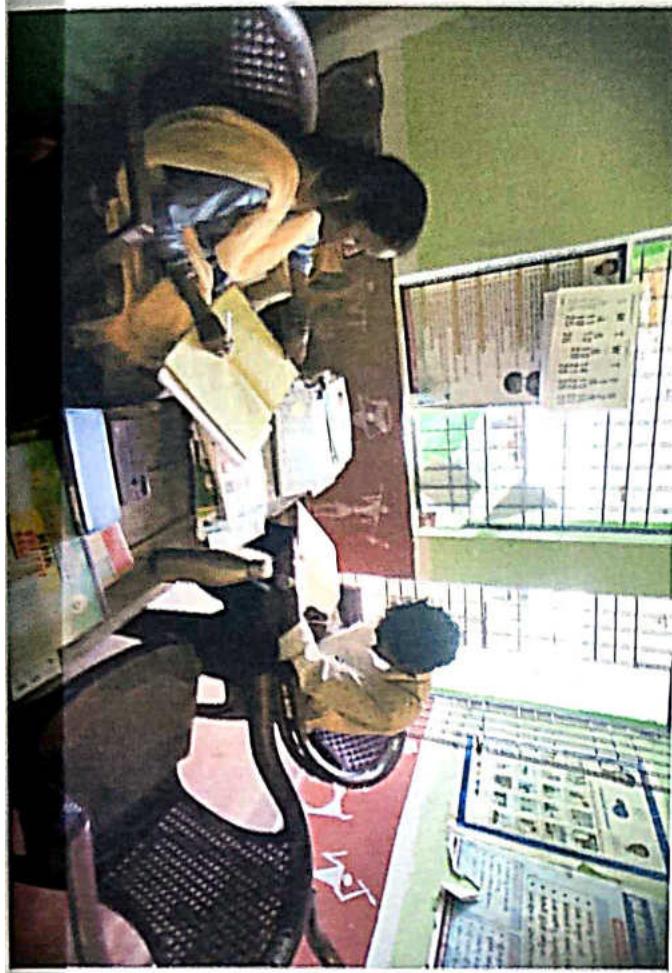
Please note that your evaluation shall be done independent of the Student's self-evaluation

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 |

S. Sri Devi
V.A.A

Signature of the Supervisor





ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statuary Body of the Government of Andhra Pradesh)

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