

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)

3-11

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

Name of the Student: Reddy. Jayanth

Name of the College: Govt. Degree college (men) Srikakulam

Registration Number: 2122001066038

Period of Internship: From: 18/08/2023 To: 30/09/2023

Name & Address of the Intern Organization: Yembaram
Sachivalayam
L.N Peta

B.A AMBEDHKAR **University**
YEAR

An Internship Report on

yembanam Sachivalayam Department

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

U.G Degree B.com computers

Under the Faculty Guideship of

N. Pavani

(Name of the Faculty Guide)

Department of commerce

Government degree college (men) srirakulam

(Name of the College)

Submitted by:

R. Jayanth

(Name of the Student)

Reg.No: 2122001066038

Department of B.com [computers]

Government degree college (men) srirakulam

(Name of the College)

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, Reddy. Jayanth a student of 2 months internship B.com[COM]
Program, Reg. No. 2122001066038 of the Department of Govt Degree[MEU] Srikakulam
College do hereby declare that I have completed the mandatory internship
from 18/08/2023 to 30/09/23 in Yembalam Sachivalaya ^{yam} (Name of
the intern organization) under the Faculty Guideship of
N. pavani (Name of the Faculty Guide), Department of
B.COM [COMPUTERS], Govt Degree College [MEU] Srikakulam
(Name of the College)

R. Jayanth 30/09/2023
(Signature and Date)

Official Certification

This is to certify that Reddy. Jayanth (Name of the student) Reg. No. 2122001066038 has completed his/her Internship in maxam word Sachivalayam (Name of the Intern Organization) on short term internship Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.com [computers] in the Department of Govt. degree college (men) ^{SKLM} (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)
Panchayat Secretary
Grama Panchayat
Yembaram-532 458
L.N. Peta Mandal

Endorsements

Faculty Guide 
Head of the Department 

Principal 

Certificate from Intern Organization

This is to certify that Reddy. Jayanth (Name of the intern)
Reg. No 2122001066038 of Govt. Degree college (Men) ^{SKLM} (Name of the
College) underwent internship in Yembaram (Name of the
Intern Organization) from 18/08/2023 to 30/09/2023

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


Authorized Signatory and Seal
Panchayat Secretary
Grama Panchayat
Yembaram-532 458
L.N. Peta Mandal

Acknowledgements

I am deeply grateful to all staff members to the Yembalam Orama word Sachivalayam and also my mentors and advisors during this internship for their valuable advice and guidance. Their industry experience and expectations help me to better understand the company and the industry and allowed me to make the most of my internship.

Throughout the internship at the Yembalam Orama word Sachivalayam provided me with valuable guidance that helped me to navigate my tasks and as the Sachivalayam members are in our duty our operating systems and our activities is also the our on the above and their wisdom and expertise helped me to the Sachivalayam members and in the system work is ~~also~~ honorable to the our ideas and MS. Excel and their valuable insights with me.

Contents

1. Title page
2. An Internship report
3. Instructions to students
4. Student declaration
5. official certification
6. certificate from Intern organisation
7. Acknowledgments
8. chapter 1: Executive summary
9. chapter 2: overview of the organisation
10. chapter 3: Internship part
11. chapter 4: Activity log book from 1st week to 6th week
12. chapter 5: internship outcomes description
13. student self evaluation
14. Evaluation by the supervisor
15. Internship photos & videos
16. internal & external evaluation.

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 says that Local Government in every village for the growth & development in a sustainable manner.

⇒ Implementation of Grama Ward Sachivalayam - to render door to door service to the house holder, and also developing the village in a sustainable manner

⇒ Function of Grama Ward Sachivalayam It has mainly 10 types of function one in which does with all the activities required in a village.

⇒ Objective of Grama Ward Sachivalayam

1. Sustainable Development

2. Door to door service

3. Health & Hygiene condition.

⇒ out come of Grama wald sachivalayam.

1. providing basic needs to the Health.

2. All service of to no stop

3. Early solution to all problems.

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.

Introduction of Grama ward Sachivalayam

- ⇒ providing version citizen services at a shortest possible type.
- ⇒ single window service system.
- ⇒ door to door service & welfare no home
- ⇒ providing environment for an living organization
- ⇒ Each functionary has a specific value to full the required of the village.
- ⇒ planning GRDP (Grama ward Development program)
- ⇒ citizen satisfaction in the ultimate aim of an organization.

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.

- ⇒ version service at Grama Sachivalayam
- ⇒ various welfare schemes
- ⇒ on going projects / contraction
- ⇒ public distribution system (PDS)
- ⇒ Grama Sabha.
- ⇒ working culture of each functionation
- ⇒ field visits
 1. Reversion of Agriculture land
 2. Amnental survey.
 3. House hold survey.
- ⇒ pre production of natural cementation.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction of staff and volunteers	organisation structure	S.P.A.
Day - 2	various functions & their defined responsibilities	organisation working hands	S.P.A.
Day - 3	various functions & their defined responsibilities	- do -	S.P.A.
Day - 4	field visit by ANM AM mental survey.	How ANM's are visiting regularly to pregnant women & family define	S.P.A.
Day - 5	field visit by ANM PM - Jay survey.	Importance of PM - Jay scheme	S.P.A.
Day - 6	De-brief of whole the last 5 days activation	some knowledge has achieved regarding GSWs	S.P.A.

WEEKLY REPORT

WEEK - 1 (From Dt. 18/08/2023 to Dt. 19/08/2023)

Objective of the Activity Done:

Detailed Report:

World Sachivalayam Yembatam Padda usedhi
last has 10 functions.

main functionation are in follows

1. World Admin secretary
2. World ~~Admin~~ Education & data processing secretary
3. World planning secretary
4. World welfare secretary
5. World energy secretary
6. World women secretary
7. World Health secretary
8. World Sanitation secretary
9. World Renew secretary.
10. World cementites secretary.

Overall in-charge in World Admin secretary who in

maintaining all the activities in and around.

Field visits by APM give us a opportunity
how well the organization staff is behaving with the
wards.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Devision & Responsibility of Data procesing & welfare secretary	imue to various service to citizens & type of welfare schemes	P. P. Singh
Day -2	Devision & Responsibility of VRO & village serva-yen	Ration Distribution system & Home based recognition & types of cards	P. P. Singh
Day -3	Devision & Responsibility of vitien nary Asst & Agriculture Asst	Live stolen & types of nation immangat-ion to either	P. P. Singh
Day -4	field visit by VRO - PDS Distribution	Door to Door delivery of Public Distribution to the House hold	P. P. Singh
Day -5	field visit by VS Resurvey	RE-caption of land in word using latest technology	P. P. Singh
Day -6	De Benefit of last 5 days Activities	known what type of Devision are being delivered & ongoing activities.	P. P. Singh

WEEKLY REPORT

WEEK - 2 (From Dt. 21/08/2023 to Dt. 24/09/2023.)

Objective of the Activity Done:

Detailed Report:

Delivering of Revision (Citizen) of a shortent

Possible time

1. Inverse of Caste & Income
2. Mutation (Land)
3. Family member certificate
4. Birth & Death conforms

Applying for Schemes to the Eligible condiate part
field verification

1. YSR permiun
2. YSR chayutha
3. Rice card
4. YSR Ammavadi
5. YSR Vidya devina

Field Activity:- Ration distribution to House hold at door
step by MDs

Field Activity:- Hand Re Survey using the local technology
-gy & Rover for accuracy in a main point.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Division & Responsibility ANM & Mahila Police Digital Assistant	Hygienic mean implementation safety of women & child	N. Gul
Day -2	Division & Responsibility Amenities & Adminsecu- -tary Digital Assistant	on going work re- quirement & premen- cies of manous	N. Gul
Day -3	field Activity SDG survey PM-Jay survey	knowing well about development process	N. Gul
Day -4	field Activity House hold survey and to collect House Tax	knowing about type of house hold & their eligibility	N. Gul
Day -5	online service Digital literas.....	known how to apply for caste / income certificate & more service	N. Gul
Day -6	De-Brief on last 5 days Activation	overall; learned name maintenance idh implement to do better for the ladies	N. Gul

WEEKLY REPORT

WEEK - 3 (From Dt 28/08/2023 to Dt 2/9/2023)

Objective of the Activity Done:

About vs

Detailed Report:

Digital Assistant
~~At the~~ ~~Survey~~

- * Heading office registering day movement in movement registers, collect land maps / new ones and provided field for amend survey petitions
- * Inspection of lands prepared for logs
- * Attending general duties and duties of other functional assistants as and when required.
- * Any other ~~as~~ duties entrusted by important secretary of other higher outposts.
- * Survey Assistant shall prepare / convert of manual land records into graphic records using digitizing table and other other software adopted by the department / Govt.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Identify eligible beneficiaries for schemes through volunteers	facilitates application process for eligible benefits for schemes	P. Saigal
Day - 2	withdraw pension amount from bank and hand over the department amount to volunteers	undertake pension applications	P. Saigal
Day - 3	monitor implementation of pension and from village volunteers	undertake verification and uploading data	P. Saigal
Day - 4	monitor implementation of mid-day meal schemes in govt schools	be a part of village schools	P. Saigal
Day - 5	undertake registration and bio-metric authentication for students for JUD schemes	Jana Bhoomi student biometric authentication	P. Saigal
holiday Day - 6 second Saturday	monitor implementation of physical verification of new persons X	YSR pension kanyasulkam convergence X	P. Saigal ✓

WEEKLY REPORT

WEEK - 4 (From Dt. 4/9/2023 to Dt. 15/9/2023)

Objective of the Activity Done:

ABOUT US A

Detailed Report:

Welfare & Educational Assistant.

- * Field works to village / schools / colleges / etc for managing the and visits of to some employment etc.
for as per calculations to affectives.
- * Identify the eligible benefits or for schemes thought volunteers.
- * which draws pensions schemes in the are the pension persons are our volunteers is our ~~own~~ amount was the. biometric and bio metric and our schemes.
- * monitors physical and verifications of reorganise the our panchayathi secretary str way the cons for + monitors physical schemes.
- * and I was an Ideas is the our on the schemes as understanding by the our schemes.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
holiday Day - 1 vinayak 120 chavithy	conduct field visits before noon as per the need to the farmers	under take c-crop booking of crops	B. S. S. S.
Day - 2	conduct field visits and interaction with farmers etc.	conduct field visits be persons as per need of farmers	B. S. S. S.
Day - 3	monitor demand and availabilities of specific fertilizers and pesticides	conduct the survey on soil water conservation activities	B. S. S. S.
Day - 4	mobilize farmers for various schemes such as NISAR, KISAN MEANS	maintain maintain of temporary records accurately.	B. S. S. S.
Day - 5	identify benefits as per department officials in Agriculture	assess Agriculture re fare insurance demand	B. S. S. S.
Day - 6	work under admit structure supervising statement offices	the handled the with vacancy and temporary	B. S. S. S.

WEEKLY REPORT

WEEK - 5 (From Dt 18/09/2023 to Dt 23/09/2023)

Objective of the Activity Done:

About 13

Detailed Report:

Agriculture Assistant:-

- * field visits and introduction unit farmers seed village programme e-crop booking etc.
- * operationalization of future Rythu Bazarosa Kendram processing of petitions received.
- * All the general duties and duties of other functional assistants as and when required
- * Displays minimum supportive presence of various crops at Rythu Bazarosa Kendram
- * identify beneficiaries with departmental officials in implementing control ce. state schemes related to agriculture.
- * Any other benefits entrusted by ~~the~~ paramaryat secretaries or other higher households.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	We should take at her official need quantities.	he available for - the communication for all materials.	S. Rama
Day -2	mahila police madam told about her job chart	I learnt about her role and responsibilities	S. Rama
Day -3	mahila police told about her role, responsibilities in Sachivalayam	I learnt about women & child welfare duties	S. Rama
Day -4	she will visit the school and verify functions and school	I visited school and understood about the new system	S. Rama
Day -5	madam told that she is responsible for women & child welfare duties	I learnt about women & child welfare duties.	S. Rama
Day -6	she said that she have to create awareness on the prevention of AWP and drugs	I understand about selling a whole village in illegal	S. Rama

WEEKLY REPORT

WEEK - 6 (From DL25/09/2023 to DL26/09/2023)

Objective of the Activity Done:

About us

Detailed Report:

maahila police & women & child welfare

- * women & child welfare duties
- * integrated child development service scheme
- * He/she should do supportive supervision and maintaining of day to day activities at facilitate the ~~av~~. allow,
- * Enrolment of beneficiaries
- * identification of high risk pregnant women
- * women & children care protection and welfare program
- * care & protection of children
- * differently abled, transgender & senior citizen
- * Education
- * mahila police duties.

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.)

* Internship are generally thought of to be response of the college students looking to gain experience in a participate field. However a useful array of peoples can benefit from training internship in order to receive to the world persons and develop their ~~skills~~ held in a procedure manner. The time they spent for in being working schedule are appreciable and we those men as for their extended operation & co-operation in an internship programme.

The digital AIs used for helping on in learning are very advanced & needs at full moment for accountability, which keep the system worthy.

Jayanthi myself impressed at this organization [wood sathi valayam] working culture,

Internships are generally thought of as a resource for college students looking to gain experience in a particular field through an internship in order to develop a wide array of people can benefit from training. Internship in order to receive new world experience and develop their skills, some internship is used to allow individuals to perform specific research which others are specified designed to allow people to gain first-hand experience work,

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

Each work in systematically managed

Application program - word education data processor secretary.

field verification - welfare secretary, third party verification - word Administrator staff pre. Applied - word Reviewer - secretary finan - Applied - MRO

Every one in using the technology bounded work to avoid duplicacy and ensure frequency in on. ascertain the

1, Biometric Division

2, Android smart phones

3, T R Z S scanners

4, face Automation.

skill the ability to do something well many people claim that are skilled in a certain activities skill can be the deciding factor in whether

you will be very successful and successful in
certain activities in your life finding the commun-
ication skills.

The communication occurs in variety of ways,
but primarily interested in your ability to write
to speak professionally.

Today's work culture - whether you're hoping to
join an organisation for a job or well established
affin requires. Even the most senior level
executives to multiple hats as an intern, one day
you might find yourself supporting the sales
team and the next day performing customer se-
vice.

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 governance procedure which is very realistic and given time management competence & analysis skills

Every work is time bounded and can't be neglected whole world in observing the activity & decision making is very important,

for doing any professional knowledge in ment & should, secondly planning and finally the procedure for implementation

An action is a formal group the system making process by which a population chooses

An individual or multiple individuals the hold public office certain voting also known as in voting using electronic means to other and to take care of the changes of costing and counting votes

An ECU is designed with units the center unit and the polling unit counting the room which is called strong room is used to keep ballot boxes of polling in counting day in presence of controlling officer the door of strong room open and the ballot box should open for counting. At counting officer announce the election monitoring who is the winners,

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.,)

My communication skills are modify and in improve my self with communication different people in different places,

My written communication in per improve it by writing say evolution description / thoughts my Anxiety level are very i feel low i am very patient and listen to when even i feel anything & i learn more Anxiety management technology my speech ability in moderate skills and it will be improved by communicating skills.

I Always greet ~~to~~ every one when i see men & those men whenever they do good thing

I can improve my communication skill as the part of About villages and About Jagannasch

In the part of village with about how is
life in the ~~with~~ village and do you have enchant
resources and allowed also is like easy have
more are many ~~an~~ questions raise in my
mind so I can propose a many in my village
embodiment,

The people of my village mostly like farming
this is very calm and situats and also comes
the rural part of the country it is called
rural because it doesn't have modern into
facilities like cities,

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

I would discussion i Always space with point to point and don't log the improve I will be clear at what i am saying.

I also encourage others to participate in the discuss to share their view

I Always the group discussion in a friend & friendly manner, In the period of internship I know about the civil- supplies like in the form of Rice card service that is how to apply new rice card already having rice card how membership addition in rice card and by birth addition how to add in rice card required documents etc...

AP Group decide to issue new Rice card to the eligible for family should the state which the total income of family should be less than

10,000/- per month and 12,000/- per month in
total a suran ~~means~~ respectively the Rice
Application form is visit meation office means
the Applicant has to go to office to get Application

Add name in station card online in station card
section and click on link and new members name
and open the Application form fill in all details
completely and upload relevant documents including
a scan of your existing station card and identity
documents of a new member,

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

firstly things:-

Handling of smart phones

Bio-metric division

IRIS scanner

face authentication program

which given the scientific procedure of the user

secondly:-

using E-POS machine in POS

thirdly:-

using "COPS" all report in land Re-namcy

programmer program

using "PROFILES" in identification of mark in

land Alignment program,

I observed the relevant to subject Area

of training I learned about during the period

of internship said wealth processing centre. These

sheets are constructed for this purpose where com

postable And non compostable waste from house holds collected And transported.

Through Grama Ambulance days engaged by the Grama Panchayat

the past few weeks the state run Jagu - namma swachh sankalpaam. campaign has proved to be the best platform of encourage village folk about to the necessity of segregating waste of house hold level And making,

the village listen for And gasbude feel the people who attend the programme in large numbers witnessed for themselves the procedure at scope where the second level of segregation takes place followed by preparation of vermi compost has public disposal And safe disposal of sanitary napkins through incinerators,

Student Self Evaluation of the Short-Term Internship

Student Name: Reddy. Jayanthi

Registration No: 2122CO10660 38

Term of Internship: 5 weeks ^{2 months} From: 18/08/2023 To: 30/09/2023

Date of Evaluation:

Organization Name & Address: Yembarani Sachivalayam L.N.Peta
mandal

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

R. Jayanthi
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: **Reddy. Jayanthu**

Registration No: **2122001066 037**

Term of Internship: From: **18/08/2023** To: **30/09/2023**

Date of Evaluation:

Organization Name & Address: **Yembaram Sachivalayam L.N.Peta**

Name & Address of the Supervisor
with Mobile Number

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:


 Signature of the Supervisor
Panchayat Secretary
Grama Panchayat
Yembaram-532 458
L.N. Peta Mandal



EVALUATION

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

Objectives:

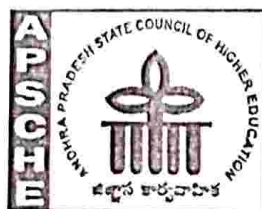
- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the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



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory 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