

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: **BODDEPALLI BHUMIKA**

Name of the College: **Government Degree College (MEN) SKM**

Registration Number: **2122001050005**

Period of Internship: **21** From: **18/08/23** To: **30/09/23**

Name & Address of the Intern Organization : **Kottapeta**
Sachivalayam
Saikakulam

B.R. AMBEDHKAR University
YEAR

An Internship Report on
Kottapeta Sachivalayam Department.

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
Bachelor of science in MPCs

Under the Faculty Guideship of
Ms NVS Sridevi Kella

(Name of the Faculty Guide)

Department of Computer Science
Government Degree college [Men] Srikakulam.

(Name of the College)

Submitted by:

B. Bhurnika.

(Name of the Student)

Reg.No: 2122001050005

Department of BSC (MPCs)
Government Degree college CHEN.

(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, Boothepalli Bhumiika a student of two months internship
Program, Reg. No. 2122001050005 of the Department of BSc [MPC &] - GDC [Men]
College do hereby declare that I have completed the mandatory internship Soukakuham
from 18/08/23 to 30/09/23 in Kottapeta Sachivalayam.
(Name of
the intern organization) under the Faculty Guideship of
N/S Soudeni Kella (Name of the Faculty Guide), Department of
B Sc [computers], Government Degree college [Men]
(Name of the College) Soukakuham.

B. Bhumiika, 30/09/23.
(Signature and Date)

Official Certification

This is to certify that Boddepelli Bhumiika (Name of the student) Reg. No. 9122001050005 has completed his/her Internship in Gream ward Sachivalayam Kottapeta (Name of the Intern Organization) on Sachivalayam department (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc [MPCs] in the Department of Government Degree College [MEN] Srikakulam (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)
సంచాయితి కార్యదర్శి
కొత్తపేట గ్రామ సంచాయితి
ఎచ్చర్ల మండలం

Endorsements

Faculty Guide



Head of the Department



Principal

Certificate from Intern Organization

This is to certify that Boodepelli Bhumika (Name of the intern)
Reg. No 2122001050005 of GDC [MEN] SSutakur (Name of the
College) underwent internship in Sachivalayam Kottapeta (Name of the
Intern Organization) from 18/08/23 to 30/09/23.

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


09/10/2023
Authorized Signatory with Date and Seal
పంచాయితీ కార్యదర్శి
కొత్తపేట గ్రామ పంచాయితీ
ఎచ్చర్ల మండలం

Acknowledgements

I am deeply grateful to all staff members to the Kottapeta Grama ward Sachivalayam and also my mentors and advisors during this internship for their in valuable advice and guidance. Their industry experience and expertise helped me to better understand the Sachivalayam and allowed me to make the most of my internship.

Throughout the internship the Subhadr Kottapeta Grama ward Sachivalayam provided me with valuable insights and guidance that helped me to navigate my tasks and responsibility. They were always available to answer my questions and provide support, and their wisdom and expertise and helped me to grow as a professional. I am thankful for their time and support and for sharing their valuable insights with me.

Contents

S. No.	Contents	Page - No.
1.	Instruction to students	2-3
2.	Students declaration	3-4
3.	Official certification.	4-5
4.	Certification from intern organisation.	5-6
5.	Acknowledgements.	6-7
6.	Contents.	7-8
7.	Chapter-1: Executive summary	8-9
8.	Chapter-2: Overview of organization.	9-10
9.	Chapter-3: Internship part	10-11
10.	Activity log for -> first week to sixth week.	11-20
11.	Chapter-5: Out comes description.	20-23
12.	Real time technical skills	23-24
13.	Managerial skills	24-25
14.	Improve communication skills	25-26
15.	Activities in group discussing and teams activities	26-27.
16.	Students self evaluation in period internship.	28-29
17.	Technological development.	30-31
18.	Evaluation of the organization.	31-32
19.	Photos and videos links	32-33
20.	Evaluation.	33-34
21.	Internal and external Evaluation in internship.	34-36
22.	Marks statements internal assignment statements	37

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.

The activities I performed in the internship during the internship period of time. The activities are to collect the all details and write the roles of the all suchiralayam staff members. They are '11' members.

- * Panchayat secretary
- * VRO (Village Revenue officer)
- * Survey assistant.
- * ANM
- * Veterinary and fishery assistant.
- * Women police
- * Engineering assistant.
- * Agriculture assistant.
- * Digital assistant.
- * Welfare assistant.

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.

- * It is used to making services and welfare services of all government departments available at one place.
- * Andhra Pradesh was the first state in India to launch village secretariats.
- * Government of AP appoints village volunteers to deliver service.
- * It was launched on Gandhi Jayanthi.
- * Establishment of village secretariats was one of the promises made by Y.S. Jagan Mohan Reddy during his Pancha Sankalpa Yatra.
- * The Notification for the village ward secretariats has been released on 21st July 2019.
- * The written exam was conducted between 1st Sep, 2019 to 8th Sep 2019.

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.

An internship is a period of work experience offered by an organisation for a limited period of time as an internship program organised by the government in order to select the students to associate and interact with the working of the departments they selected from the Sachivalayam as the organised which one I choose. The candidates between 18 to 42 years of age are eligible for AP Grama Sachivalayam Exam. The required educational qualifications are different according to the different posts.

- There were some schemes that are introduced in the government of Andhra Pradesh like YSR Amma Vadi scheme, YSR Rize Card, YSR Navarathna, YSR Vasathi Deevana etc, - - - .

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction with the staff, co-internship students about gramasachivalayam self introduction.	coordination b/w employees interaction with people administration work.	K. Asha EA
Day - 2	villages in sachivalayam about these villages map about the villages	Pigman places in the sachivalayam village statistics boundaries.	K. Asha EA
Day - 3	about resurvey theme about kottapeta revenue village - boundaries form - er data	Discuss about resurvey. Bring some peoples to gather.	K. Asha EA
Day - 4	ANM says that she has to visit atleast 20 household in her allowed area.	she checks that what kind of programme fact by people.	K. Asha EA
Day - 5	Register pregnant women in 12 weeks and Ensure Care.	she care in pregnancy and child birth.	K. Asha EA
Day - 6	Identify women in need of medical termination of pregnancy.	she refer to nearest health facility and care.	K. Asha EA

WEEKLY REPORT

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

Objective of the Activity Done: About first day report.

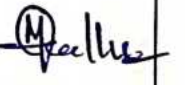
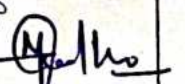
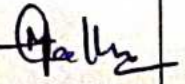
Detailed Report: Interaction.

- * The first day do the interaction with the staff and co-internship students about grama sachivalayam self interaction. coordination between employees interaction with people administration work.
- * The second day villages in sachivalayam about the villages statistics data. To draw the village map.
- * The third day about Resurvey theme about Kottapeta grama Revenue village about Resurvey theme revenue village statistics.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	He undertake the application form voluntary.	Maintain and update MIS Reports.	K. B. Shal
Day - 2	fill service application forms on behalf of volunteers.	manage routine office activities such as file man-tenance.	K. B. Shal
Day - 3	Provide informations to citizens on various of application format etc.	upload the approved plan in gram panchayat development. (GADP).	K. B. Shal
Day - 4	DA submission of daily reports to panchayat secretary.	Panchayat secretary visit the daily report of DA.	K. B. Shal
Day - 5	DA explains that attend to duties as entrusted by the panchayat secretary.	all employee's work under to Panchayat secretary	K. B. Shal
Day - 6	DA Explains that he attends to P.O.B's; Govt special program.	He must attend to all govt programs	K. B. Shal

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Act as service & information provider, front of office in-charge	under the public at village level secretariate	
Day - 2	DA shall provide information to the citizens on enquiry on application form	Attend to spendance and grievance redressal.	
Day - 3	He says that he attend duties of other FAs and when required.	Remit created amounts in the respective accounts.	
Day - 4	operate as people friendly single window service delivery point.	In follow first come, first serve basis	
Day - 5	Provide information to citizens to enquiry of application formats	the form filling procedure enclosed required etc.	
Day - 6	Data entry and updating of records for beneficiaries.	delivery of service certificates.	

WEEKLY REPORT

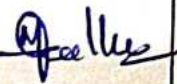
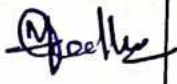
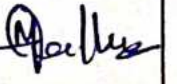
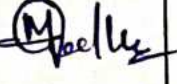
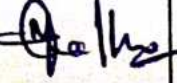
WEEK - 3 (From Dt. 1/9/23 to Dt. 8/9/23.)

Objective of the Activity Done: About DA.

Detailed Report: Digital assistant

- * Attending office & entering all the details related to communications in the inward register. and shall place it before panchayat secretary for initials & distribution.
- * Attend the duties as entrusted by the panchayat secretary
- * Regular updation of MIS Reports
- * updation of all the records maintained by the GP including finances and related soft ware.
- * submission of daily reports to panchayat secretary.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Village surveyors measure land features such as depth and shape	Attending office, registering land movement in register.	
Day - 2	They examine previous land records to verify data from on-site surveys	collect land maps records & proceed field for attend survey	
Day - 3	Surveyors also prepare maps & reports & present result to clients	Attending of record work & uploading of survey data	
Day - 4	Village surveyors told that attending of record work and uploading.	She upload the survey data on survey records	
Day - 5	VS collect the land maps and records and proceed field for attend survey	She has all village land maps and records	
Day - 6	VS inspections to take action against unauthorized loggers or construction	she take action against unauthorized construction	

WEEKLY REPORT

WEEK - 4 (From Dt. 11/9/23 to Dt. 16/9/23)

Objective of the Activity Done: About 15

Detailed Report: Village surveyor.

- * Attending office registering day movement in movement register, collect land maps and proceed field for attend survey petitions.
- * Inspection of lands proposed for layouts
- * Attending field survey.
- * Attend general duties and duties of other functional Assistants as and when required
- * Any other duty entrusted by panchayat secretary of other higher authorities.
- * Maintain the village maps, field measurement books, RSR / stone survey registers, encroachment register.
- * Survey Assistant shall prepare / convert of manual land records into graphic records using theumithis collandland.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	ANM says that she has to visit at least 30 household in her allotted area per day	she checks that what kind of problems faced by people	<i>[Signature]</i>
Day - 2	ANM uploading of daily reports like HMIS & IHIP - IDSP etc.	she enroll the daily health reports in government records	<i>[Signature]</i>
Day - 3	One of the daily activity of ANM is search for NCD - Diabetes, Hypertension etc - - -	she find the which diseases caused by people	<i>[Signature]</i>
Day - 4	Register pregnant women in 12 weeks and ensure care - 1	she care in pregnancy and child birth.	<i>[Signature]</i>
Day - 5	she must participate the immunization programmes.	she screen, treat report fever cases and give health education	<i>[Signature]</i>
Day - 6	Identify women in need of medical termination of pregnancy	she Refer to nearest health facility and care	<i>[Signature]</i>

WEEKLY REPORT

WEEK - 5 (From Dt. 19/9/23 to Dt. 23/9/23)

Objective of the Activity Done: About ANM.

Detailed Report: Auxiliary Nurse Midwife (ANM).

- * As part of ANM's routine daily activity she has to visit at 30 household in her allotted area and cover the following activities - with the help of ASHA's attached to her.
- * Ensure that all pregnant women get HBsAg, HIV tests.
- * Family planning services of accompany sterilization.
- * Distribute Iron and folic acid tablets to all pregnant women.
- * Perform survey & collection of blood smears.
- * Track all pregnancy and by name for scheduled ANM.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	She should works under the administrative control of medical officer ^{the}	Technical supervision and guidance of female health	<u>Apple</u>
Day - 2	She should stay at her official head quarters.	she available for the community for all maternity	<u>Apple</u>
Day - 3	should be in uniform with identity card.	maintain all the records & reports as prescribed. under RCH.	<u>Apple</u>
Day - 4	ANM should prepare map of her allocated area	Records all the births & deaths occurred in her area	<u>Apple</u>
Day - 5	She collect data of all parameters & keep family health.	Assist the medical supervisor & family health supervisor	<u>Apple</u>
Day - 6	All the ANM s have to discharge all the duties as assigned by the	All end to such other duties as entrusted by the medical officer.	<u>Apple</u>

WEEKLY REPORT

WEEK - 6 (From Dt. 25/9/23 to Dt. 30/9/23)

Objective of the Activity Done: About ANM

Detailed Report: Auxillary Nurse Midwife shall.

- * work under the administrative control of the medical officer Primary health centre (PHC) and. technical supervision and guidance of the female health supervision.
- * stay at her official head quarters and available for the community for all maternity care services.
- * Discharge all the duties as assigned by the PHC medical officer.
- * Provide immunization for pregnant women with TD.

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.)

* Internships are generally thought of to be reserves for college students looking to gain experience in a particular field. However - a wide array of people can benefit from training internships in order to receive real world experience and develop their skills.

* An objective for this position should emphasize the skills you already possess in the area and your interest in learning more. Internships are utilized in a number of different career fields, including architecture, engineering, healthcare, economics, advertising and many more.

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

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 or unsuccessful in certain activities in your life. Firstly the communication skill. The communication occurs in a variety of ways, but primarily interested in your ability to write to speak professionally.

The second skill interpersonal skill. The ability to communicate effectively is often related to one's ability to relate well to others or people skills. depending on the industry, you may be in interacting with clients and vendors as well as your co-workers and managers.

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 the practice of understanding developing and deploying people and their skills. 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.

* I can do manage the one skill that is Bring some people together to explain the elections and awareness and the about Resurvey this is very useful to our real real life that is firstly about resurvey.

The resurvey projects includes properties in urban areas apart from rural areas. The ultimate goal of a resurvey is to create a database of all immovable properties that serves as a conclusive record of titles.

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 can improve my communication skills as the part of - about villages and about Jagananna schemes.

In the part of villages I think about how is life in the village and Do you have enough resources and also is life easy here there are many questions arise in my mind so, I can prepare a essay in my village.

My village namely Turgatumpare. It is situated near a seashore. It is also paradise of beauty, freshness peaceful. The people of my village mostly like farming. This village is also so calm and so silent. and also called the rural part of the country. It is called rural because it doesn't have modern 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.

In the period of internship I know about the civil supplies like in the part of rice card services that is how to apply new rice card. Already having rice card how member addition in rice card and by birth addition how to add member below 5 years also how to member deletion in rice card and required documents etc. . . .

AP Government decided to issue new rice card to all the eligible families of the state which the total income of a family should be less than Rs. 10,000/- per month and Rs. 12,000/- per month in rural and urban areas respectively. The rice card application is visit nearest ration office means the application is visit to go to : office to get the D, application form.

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

I observed the relevant to the subject area of training. I learned about during the period of internship scope. There shall be consolidated for this purpose where segregated compostable and non-compostable waste from house holds are collected and transported through green ambassadors engaged by the gram panchayat.

People of andhra pradesh were in for a surprise on the independence day of 2021 when play hosting events were held at the solid waste processing centres where the waste sanitation activities have been taking place, rather than at the usual venues such as gram panchayat officer, educational institution or public spaces.

Student Self Evaluation of the Short-Term Internship

Student Name: Boddipelli Bhumiika Registration No: 2122001050005
Term of Internship: 2 months From: 18/08/23 To: 30/09/23
Date of Evaluation:
Organization Name & Address: Grama ward sachivalayam, Kottapeta.

PIN- 532005

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

B. Bhumiika
Signature of the Student

Date: 25/8/2023

Evaluation by the Supervisor of the Intern Organization

Student Name:	Boddepelli Bhumiika	Registration No:	2122001053005		
Term of Internship:	2 months	from:	18/8/23	To:	30/9/23
Date of Evaluation:					
Organization Name & Address:	Govindarood sarbivalayam Kottapeta, PIN-53200				
Name & Address of the Supervisor with Mobile Number	R. Madhu Ph.N: 9100248198.				

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

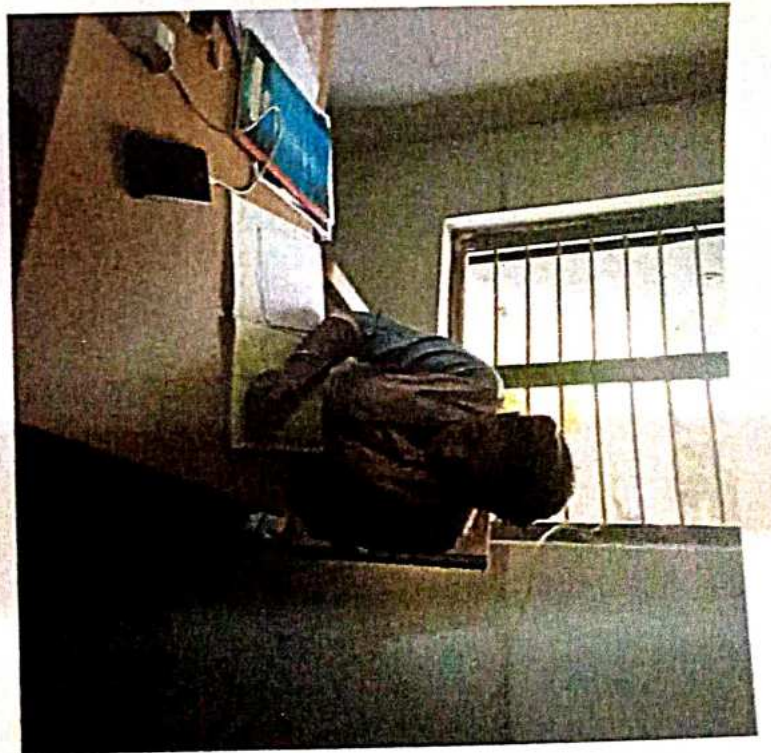
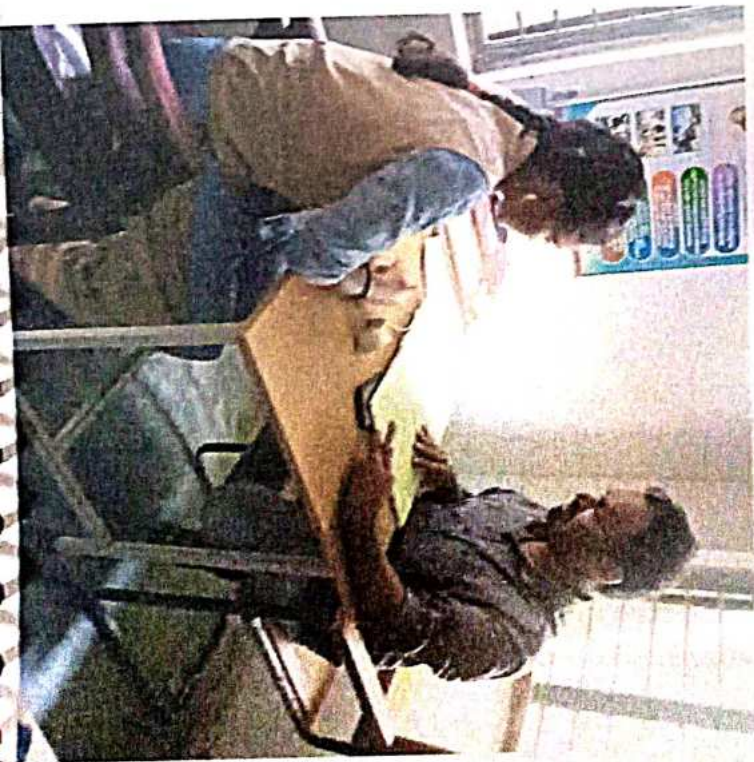
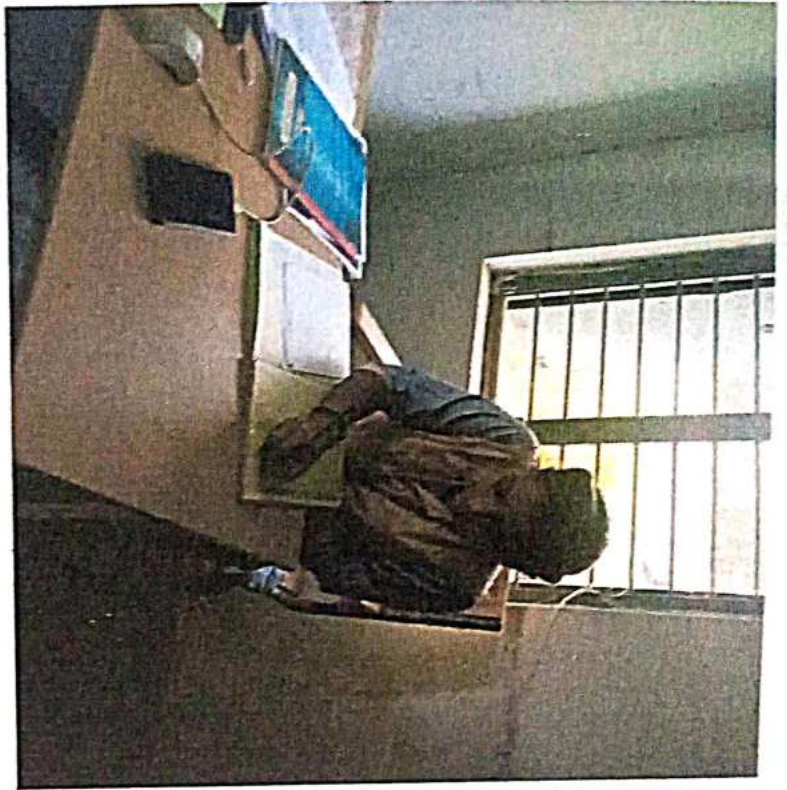
Please note that your evaluation shall be done independent of the Student's self-evaluation

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: 19/09/2023.

Signature of the Supervisor



EVALUATION

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

Objectives:

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

Assessment Model:

- There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:

○ Activity Log	25 marks
○ Internship Evaluation	50marks
○ Oral Presentation	25 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered –
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.

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

MARKS STATEMENT
(To be used by the Examiners)



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